



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

**Tuesday, April 12, 2022
6:00 PM - Council's Chambers
510 Seventh Street
Altavista, VA 24517**

1. CALL TO ORDER, INVOCATION AND PLEDGE OF ALLEGIANCE

INVOCATION: Reverend Walter Pillow, Altavista Baptist Tabernacle, Frazier Road, Altavista

2. AGENDA ADOPTION

3. RECOGNITIONS AND PRESENTATIONS

3.A [TOA Personnel Changes in March 2022](#)

3.B [Dale Moore Presentation/Proposal](#)

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

5.A [Altavista On Track](#)

[Attachment. Altavista 2021 Cumulative Program Statistics](#)

5.B [Altavista Area Chamber of Commerce](#)

6. CONSENT AGENDA

6.A [Acceptance of Monthly Financial Report](#)

[Attachment 1. March 2022 Check Register](#)

[Attachment 2. March 2022 Revenue Report](#)

[Attachment 3. March 2022 Expenditure Report](#)

[Attachment 4. March 2022 Reserve Balance/Investment Report.pdf](#)

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

[Attachment 1. Town Council Work Session 2.22.22](#)

[Attachment 2. Council RM minutes 3.08.22](#)

7. PUBLIC HEARING(S)

8. NEW BUSINESS

8.A [Regional Mutual Aid Agreement](#)

[Attachment. 2022 Mutual Aid Agreement](#)

- 8.B Use of Brownfields Grant - Gratto Phase II Assessment
Attachment. Gratto Map

9. UNFINISHED BUSINESS

- 9.A Mister to De-water EOP Pond
Attachment. Mister Quote
- 9.B Engineering Selection of AMI Meters, Software, and Installation
Attachment 1. AMI Metering Proposal - Dewberry
Attachment 2. AMI Meter Proposal Mattern & Craig
Attachment 3. AMI Metering Proposal Hurt & Proffitt
Attachment 4. AMI Metering Proposal Peed & Bortz
- 9.C FY2023 Budget and Capital Improvements Program "First Reading"
Attachment 1. FY2023 Proposed Budget Revenues and Expenditures
Attachment 2. FY2023 Master List of Fees

10. REPORTS AND COMMUNICATIONS

- 10.A Utility Projects Updates.
Attachment 1. Altavista WWTP Aeration -31 March 2022 Update
Attachment 2. Altavista WTP Filters-31 March 2022 Update
Attachment 3. Bi-weekly report (03.30.22)
Attachment 4. Altavista SCADA for Generators-31 March 2022 Update
Attachment 5. Altavista Generators-31 March 2022 Update
Attachment 6. March 31 2022 WWTP Electrical Upgrade Status Report
Attachment 7. Lynch Creek Sewer Status Update 4-5-22
Attachment 8. McMinnis Water Status Update 4-5-22
March 2022 Monthly Report for Council Members 1z.pdf
March 2022 Monthly Report for Council Members 2z.pdf
- 10.B Public Services Monthly Reports
Attachment 1. BUILDINGS AND GROUNDS MONTHLY REPORT MARCH 2022
Attachment 2. FLEET MAINTENANCE DEPARTMENT-MARCH 2022
Attachment 3. STREET DEPARTMENT MONTHLY REPORT- MARCH 2022
Attachment 4. Altavista Frasier Road Storm-31 March 2022 Update
- 10.C Departmental Reports - Finance
Attachment 1. Meals Tax Report
Attachment 2. Sales Tax Report
Attachment 3. Lodging Tax Report
Attachment 4. Cigarette Tax Report
- 10.D Community Development March 2022 Report
Attachment. CD March 2022 Monthly Report
- 10.E Police Department Monthly Report- March 2022
Attachment 1. APD Monthly Report-March 2022
Attachment 2. APD PATROL ON 29 REPORT-MARCH 2022 (002)

- 10.F [Town Council Meetings & Events Calendars](#)
[Attachment 1. Council Calendar - April 2022](#)
[Attachment 2. Council Calendar May 2022](#)

11. MATTERS FROM COUNCIL

12. CLOSED SESSION

- 12.A [CLOSED SESSION: Section 2.2-3711 \(A\) \(8\)](#)
[Attachment. Town Council Closed Session 4.12.22](#)

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 ARRE 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
April 12, 2022
AGENDA COVER SHEET

AGENDA ITEM #: 3.A

RECOGNITIONS AND PRESENTATIONS

Title: TOA Personnel Changes in March 2022

Staff Resource: Jo Ann Myers, Human Resources

Action(s):

Informational Only

Explanation:

Milestones

No new milestones to report.

New Hire

Phillip Brightwell	Public Works Mechanic	3.28.22
Isaac Gratto	Utilities Maintenance Mechanic	3.14.22
Ted Hogan	Transit PT Bus Driver	3.07.22

Departure

Emily Thurman	Police Department Officer	3.31.22
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Background:

Funding Source(s):

Attachments: *(click item to open)*



TOWN OF ALTAVISTA
TOWN COUNCIL
REGULAR MEETING
April 12, 2022
AGENDA COVER SHEET

AGENDA ITEM #: 3.B

RECOGNITIONS AND PRESENTATIONS

Title: Dale Moore Presentation/Proposal

Staff Resource: Gary Shanaberger, Town Manager

Action(s):

Per Town Council's consideration.

Explanation:

Altavista Citizen and Community Business Leader, Dale Moore, to address Town Council with information for their consideration pertaining to local events and business.

Background:

Funding Source(s):

Attachments: *(click item to open)*



TOWN OF ALTAVISTA
TOWN COUNCIL
REGULAR MEETING
April 12, 2022
AGENDA COVER SHEET

AGENDA ITEM #: 5.A

PARTNER UPDATES

Title: Altavista On Track

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

Action(s):

Receive update.

Explanation:

Background:

Funding Source(s):

Attachments: *(click item to open)*

Attachment. Altavista 2021 Cumulative Program Statistics

2021 Cumulative Program Statistics

Altavista



Altavista On Track

P.O. Box 738

510 7th Street

Altavista, VA 24517

(434) 369-5001

downtown@altavistaontrack.org

altavistaontrack.org

Main Street Coordinator

TBD

Board President

Ed Soto



Virginia DHCD

Virginia Main Street

600 E. Main Street, Suite 300

Richmond, VA 23219

(804) 371-7171

mainstreet@dhcd.virginia.gov

dhcd.virginia.gov

virginiastreet.com

ECONOMIC IMPACTS ON MAIN STREET

Created, Retained & Expanded



Businesses in 2021 (Net): 6

Businesses to date: 81

Jobs in 2021 (Net): 14

Jobs to date: 221

Five year cost per job: \$6,547.34

Physical Improvements (Private Investment)



Private investment in 2021: \$114,424

Cumulative investment to date: \$1,263,841*

Rehabilitation projects in 2021: 9

Cumulative rehabilitation projects: 58

Average investment: \$21,790*

Physical Improvements (Public Investment)



Public investment in 2021: \$2,500

Cumulative investment to date: \$2,059,387*

Public rehabilitation projects in 2021: 2

Cumulative rehabilitation projects: 26

Average investment: \$79,207*

PROGRAM FUNDING FOR MAIN STREET

Five Year Leveraging*



Ratio of budget to all investment: \$3.08

Ratio of budget to private investment: \$0.58

Ratio of budget to public investment: \$2.50

Value of Volunteers



Hours contributed in 2021: 420

Hours contributed since 2007: 27,685

Estimated market value of time: \$790,130**

Notes & Sources

All figures are from the Virginia Main Street Database except where noted.

*All monetary figures have been adjusted for inflation using the Consumer Price Index (CPI).

**Independent Sector, Giving and Volunteering in the United States, 2021





TOWN OF ALTAVISTA
TOWN COUNCIL
REGULAR MEETING
April 12, 2022
AGENDA COVER SHEET

AGENDA ITEM #: 5.B

PARTNER UPDATES

Title: Altavista Area Chamber of Commerce

Staff Resource: Codie Cyrus, Chamber of Commerce Chair Elect

Action(s):

Informational Only

Explanation:

Mrs. Cyrus will give Town Council a brief update on the Chamber's latest activities and also upcoming events.

Background:

Funding Source(s):

N /A

Attachments: *(click item to open)*



TOWN OF ALTAVISTA
TOWN COUNCIL
REGULAR MEETING
April 12, 2022
AGENDA COVER SHEET

AGENDA ITEM #: 6.A

CONSENT AGENDA

Title: Acceptance of Monthly Financial Report

Staff Resource: Tobie Shelton, Director of Finance and Administration

Action(s):

Accept the Monthly Financial Reports

Explanation:

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

Background:

Funding Source(s):

Attachments: *(click item to open)*

Attachment 1. March 2022 Check Register

Attachment 2. March 2022 Revenue Report

Attachment 3. March 2022 Expenditure Report

Attachment 4. March 2022 Reserve Balance/Investment Report.pdf

CHECK NO	VENDOR NO	VENDOR NAME	CHECK DATE	CHECK AMOUNT	DATE CLEARED	BANK CODE	STATUS	ORIGINAL AMOUNT
42845	9999998	Anderson, Skylar	03/04/2022	150.00		00	OUTSTANDING	
42846	91	ANTHEM BLUE CROSS/BLUE SHIELD	03/04/2022	36,984.00	04/01/2022	00	VOID	36,984.00
42847	886	AT&T MOBILITY	03/04/2022	344.16		00	OUTSTANDING	
42848	839	AXON ENTERPRISE INC	03/04/2022	36,960.00		00	OUTSTANDING	
42849	103	BEACON CREDIT UNION	03/04/2022	230.00		00	OUTSTANDING	
42850	12	BRENNTAG MID-SOUTH INC	03/04/2022	6,667.47		00	OUTSTANDING	
42851	28	COLUMBIA GAS	03/04/2022	2,313.36		00	OUTSTANDING	
42852	526	DAVENPORT ENERGY INC	03/04/2022	564.60		00	OUTSTANDING	
42853	164	DMV	03/04/2022	150.00		00	OUTSTANDING	
42854	20	J JOHNSON ELLER JR	03/04/2022	2,122.47		00	OUTSTANDING	
42855	119	FOSTER ELECTRIC CO INC	03/04/2022	1,680.10		00	OUTSTANDING	
42856	52	HACH COMPANY	03/04/2022	849.76		00	OUTSTANDING	
42857	305	HAWKINS-GRAVES INC	03/04/2022	5,187.97		00	OUTSTANDING	
42858	57	ICMA RETIREMENT TRUST-457 #304	03/04/2022	270.00		00	OUTSTANDING	
42859	566	INTEGRATED TECHNOLOGY GROUP IN	03/04/2022	5,855.12		00	OUTSTANDING	
42860	935	MATTERN & CRAIG INC	03/04/2022	1,799.00		00	OUTSTANDING	
42861	608	NORFOLK SOUTHERN RAILWAY CO	03/04/2022	380.00		00	OUTSTANDING	
42862	1	OMNI CHIC	03/04/2022	40.00		00	OUTSTANDING	
42863	588	PITNEY BOWES	03/04/2022	169.08		00	OUTSTANDING	
42864	510	RIVER VALLEY RESOURCES LLC	03/04/2022	1,377.00		00	OUTSTANDING	
42865	9999998	SPROUSE, KRYSTAL	03/04/2022	250.00		00	OUTSTANDING	
42866	879	THE BERKLEY GROUP LLC	03/04/2022	3,170.40		00	OUTSTANDING	
42867	621	THE PORTRAIT PLACE	03/04/2022	76.99		00	OUTSTANDING	
42868	9999997	THURMAN, EMILY E.	03/04/2022	81.33		00	OUTSTANDING	
42869	872	TIAA, FSB	03/04/2022	153.00		00	OUTSTANDING	
42870	85	TREASURER OF VA /CHILD SUPPORT	03/04/2022	703.88		00	OUTSTANDING	
42871	900	US BANK EQUIPMENT FINANCE	03/04/2022	232.66		00	OUTSTANDING	
42872	110	VUPS INC	03/04/2022	46.20		00	OUTSTANDING	
42873	9999997	WILSON, MORRIS	03/04/2022	38.54		00	OUTSTANDING	
42874	1	ALAN ADKINS	03/10/2022	100.00		00	OUTSTANDING	
42875	978	REGINALD C BENNETT	03/10/2022	50.00		00	OUTSTANDING	
42876	1025	MEGHAN T BOLLING	03/10/2022	50.00		00	OUTSTANDING	
42877	4	BOXLEY AGGREGATES	03/10/2022	2,125.23		00	OUTSTANDING	
42878	1	BRANDON BELL	03/10/2022	100.00		00	OUTSTANDING	
42879	583	CAMPBELL COUNTY PUBLIC LIBRARY	03/10/2022	946.20		00	OUTSTANDING	
42880	736	MARVIN CLEMENTS	03/10/2022	75.00		00	OUTSTANDING	
42881	994	LARRY DALTON	03/10/2022	400.00		00	OUTSTANDING	
42882	36	DOMINION VIRGINIA POWER	03/10/2022	49,404.81		00	OUTSTANDING	
42883	301	ENGLISH'S LLC	03/10/2022	2,011.94		00	OUTSTANDING	
42884	118	FERGUSON ENTERPRISES LLC	03/10/2022	1,640.34		00	OUTSTANDING	
42885	41	FISHER SCIENTIFIC	03/10/2022	1,287.26		00	OUTSTANDING	
42886	50	GRETNA TIRE INC	03/10/2022	5,302.38		00	OUTSTANDING	
42887	9999998	Hunt Nathaniel	03/10/2022	150.00		00	OUTSTANDING	
42888	9999998	HAILEY, CRYSTAL	03/10/2022	150.00		00	OUTSTANDING	
42889	892	J & J PORTAPOTTY INC	03/10/2022	170.00		00	OUTSTANDING	
42890	564	JOHN JORDAN	03/10/2022	75.00		00	OUTSTANDING	
42891	9999998	MERCHANT, MICHELLE	03/10/2022	150.00		00	OUTSTANDING	
42892	829	MARIE MITCHELL	03/10/2022	75.00		00	OUTSTANDING	
42893	300	NAPA AUTO PARTS	03/10/2022	1,125.87		00	OUTSTANDING	
42894	816	PACE ANAYLTICAL SERVICES LLC	03/10/2022	1,443.74		00	OUTSTANDING	
42895	1	TERRY AUSTIN	03/10/2022	130.00		00	OUTSTANDING	

CHECK NO	VENDOR NO	VENDOR NAME	CHECK DATE	CHECK AMOUNT	DATE CLEARED	BANK CODE	STATUS	ORIGINAL AMOUNT
42896	35	TREASURER OF VA/VITA	03/10/2022	5.40		00	OUTSTANDING	
42897	92	UNIFIRST CORP	03/10/2022	2,109.18		00	OUTSTANDING	
42898	885	VIRGINIA RISK SHARING ASSOCIAT	03/10/2022	31,822.75		00	OUTSTANDING	
42899	756	WAGeworks INC	03/10/2022	125.62		00	OUTSTANDING	
42900	103	BEACON CREDIT UNION	03/18/2022	230.00		00	OUTSTANDING	
42901	1	BENJAMIN MITCHELL	03/18/2022	100.00		00	OUTSTANDING	
42902	294	BUSINESS CARD	03/18/2022	15,495.24		00	OUTSTANDING	
42903	973	CAMPBELL HEATING AND COOLING	03/18/2022	592.83		00	OUTSTANDING	
42904	1	CHELSEA PUGH	03/18/2022	94.80		00	OUTSTANDING	
42905	9999998	DAVIS, DEBRA	03/18/2022	150.00		00	OUTSTANDING	
42906	1	EMILY THURMAN	03/18/2022	51.80		00	OUTSTANDING	
42907	937	ENGLISH CONSTRUCTION CO INC	03/18/2022	155,581.50		00	OUTSTANDING	
42908	980	FIDELITY POWER SYSTEMS	03/18/2022	24,369.80		00	OUTSTANDING	
42909	916	GRANITE TELECOMMUNICATIONS	03/18/2022	691.75		00	OUTSTANDING	
42910	332	HURT & PROFFITT INC	03/18/2022	8,855.28		00	OUTSTANDING	
42911	57	ICMA RETIREMENT TRUST-457 #304	03/18/2022	270.00		00	OUTSTANDING	
42912	58	INSTRUMENTATION SERVICES INC	03/18/2022	708.00		00	OUTSTANDING	
42913	566	INTEGRATED TECHNOLOGY GROUP IN	03/18/2022	1,474.43		00	OUTSTANDING	
42914	1	KEN BRUMFIELD	03/18/2022	100.00		00	OUTSTANDING	
42915	1	LINDA EUBANKS	03/18/2022	600.00		00	OUTSTANDING	
42916	935	MATTERN & CRAIG INC	03/18/2022	1,799.00		00	OUTSTANDING	
42917	993	MENDON PIPELINE INC	03/18/2022	71,865.50		00	OUTSTANDING	
42918	121	MULTI BUSINESS FORMS INC	03/18/2022	1,026.85		00	OUTSTANDING	
42919	454	O'REILLY AUTOMOTIVE INC	03/18/2022	42.74		00	OUTSTANDING	
42920	857	RIVERSTREET NETWORKS	03/18/2022	367.01		00	OUTSTANDING	
42921	467	SONNY MERRYMAN INC	03/18/2022	938.04		00	OUTSTANDING	
42922	996	TONEY CONSTRUCTION INC	03/18/2022	31,395.60		00	OUTSTANDING	
42923	85	TREASURER OF VA /CHILD SUPPORT	03/18/2022	703.88		00	OUTSTANDING	
42924	259	TREASURER OF VIRGINIA	03/18/2022	187,158.00		00	OUTSTANDING	
42925	793	XEROX FINANCIAL SERVICES	03/18/2022	415.78		00	OUTSTANDING	
42926	1	KAITLIN SMITH	03/23/2022	10,000.00		00	OUTSTANDING	
42927	9	AFLAC	03/25/2022	2,805.87		00	OUTSTANDING	
42928	84	ALTAVISTA JOURNAL	03/25/2022	584.50		00	OUTSTANDING	
42929	12	BRENNTAG MID-SOUTH INC	03/25/2022	3,330.63		00	OUTSTANDING	
42930	973	CAMPBELL HEATING AND COOLING	03/25/2022	4,156.00		00	OUTSTANDING	
42931	967	CARDNO INC	03/25/2022	2,870.00		00	OUTSTANDING	
42932	427	CENTURYLINK	03/25/2022	615.64		00	OUTSTANDING	
42933	161	COUNTS & DOBYNS INC	03/25/2022	72,007.00		00	OUTSTANDING	
42934	980	FIDELITY POWER SYSTEMS	03/25/2022	23,195.40		00	OUTSTANDING	
42935	851	FRIZZELL CONSTRUCTION INC	03/25/2022	58,242.64		00	OUTSTANDING	
42936	52	HACH COMPANY	03/25/2022	785.37		00	OUTSTANDING	
42937	1	ISAAC GRATTO	03/25/2022	100.00		00	OUTSTANDING	
42938	1017	J B MOORE ELECTRICAL CONTRACTO	03/25/2022	990.00		00	OUTSTANDING	
42939	9999998	McDaniel, Brandy	03/25/2022	150.00		00	OUTSTANDING	
42940	218	MINNESOTA LIFE	03/25/2022	158.77		00	OUTSTANDING	
42941	897	NATIONAL ELEVATOR INSPECT SERV	03/25/2022	165.00		00	OUTSTANDING	
42942	1007	PINEY RIDGE CONTRACTING & CONS	03/25/2022	97,934.85		00	OUTSTANDING	
42943	80	SOUTHSIDE ELECTRIC COOP	03/25/2022	1,048.96		00	OUTSTANDING	
42944	228	SYDNOR HYDRO INC	03/25/2022	9,909.00		00	OUTSTANDING	
42945	136	USABLUBOOK	03/25/2022	459.76		00	OUTSTANDING	
42946	1026	WELLS CONSTRUCTION CO INC	03/25/2022	345,867.45		00	OUTSTANDING	

PREPARED 04/04/2022,12:23:25

PROGRAM: GM172L

TOWN OF ALTAVISTA

BANK: 00 *****

ALL CHECKS REGISTER

SELECTED BY CHECK DATE

FROM: 03/01/2022 TO: 03/31/2022

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ACCOUNTING PERIOD 08/2022

REPORT NUMBER 30

CHECK NO	VENDOR NO	VENDOR NAME	CHECK DATE	CHECK AMOUNT	DATE CLEARED	BANK CODE	STATUS	ORIGINAL AMOUNT
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BANK: 00 *****

NO. OF CHECKS:	102	CHECKS OUTSTANDING	1,350,327.48 ***		
OUTSTANDING CHECKS:	101	RECONCILED CHECKS:	VOID CHECKS:	1	
	1,313,343.48		.00	36,984.00	36,984.00

CHECK NO	VENDOR NO	VENDOR NAME	CHECK DATE	CHECK AMOUNT	DATE CLEARED	BANK CODE	STATUS	ORIGINAL AMOUNT
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NO. OF CHECKS:	102	TOTAL CHECKS	1,350,327.48	***				
OUTSTANDING CHECKS:	101	RECONCILED CHECKS:	VOID CHECKS:	1				
	1,313,343.48		.00	36,984.00				36,984.00

PREPARED 04/08/2022, 9:47:34
PROGRAM: GM259L

TOWN OF ALTAVISTA
REVENUE REPORT
75% OF YEAR LAPSED

PAGE 1

ACCOUNTING PERIOD 09/2022

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	4,242.20	24	158,994	206,563.11	130	212,000	5,436.89
301	** PROPERTY TAXES	17,666	4,242.20	24	158,994	206,563.11	130	212,000	5,436.89
302	PUBLIC SERVICE								
01 00	REAL & PERSONAL CURRENT	7,612	.00		68,508	87,947.67	128	91,350	3,402.33
302	** PUBLIC SERVICE	7,612	.00		68,508	87,947.67	128	91,350	3,402.33
303	PERSONAL PROPERTY								
01 00	CURRENT	21,166	15,349.94	73	190,494	185,478.30	97	254,000	68,521.70
03 00	PPTRA	8,333	20.00-		74,997	85,227.85	114	100,000	14,772.15
303	** PERSONAL PROPERTY	29,499	15,329.94	52	265,491	270,706.15	102	354,000	83,293.85
304	MACHINERY & TOOLS								
01 00	CURRENT	165,000	112.57		1,485,000	2,056,702.14	139	1,980,000	76,702.14-
304	** MACHINERY & TOOLS	165,000	112.57		1,485,000	2,056,702.14	139	1,980,000	76,702.14-
305	MOBILE HOME								
01 00	CURRENT	12	7.38	62	108	104.83	97	150	45.17
305	** MOBILE HOME	12	7.38	62	108	104.83	97	150	45.17
306	PENALTIES & INTEREST								
01 00	PENALTIES	375	2,285.67	610	3,375	5,416.10	161	4,500	916.10-
02 00	INTEREST	291	664.29	228	2,619	3,003.49	115	3,500	496.51
306	** PENALTIES & INTEREST	666	2,949.96	443	5,994	8,419.59	141	8,000	419.59-
307	LOCAL								
01 00	SALES & USE	15,000	17,336.06	116	135,000	132,874.37	98	180,000	47,125.63
02 00	ELECTRIC, GAS & TELEPHONE	9,500	9,835.13	104	85,500	76,621.51	90	114,000	37,378.49
03 00	MOTOR VEHICLE LICENSES	3,833	4,197.11	110	34,497	44,806.07	130	46,000	1,193.93
04 00	BANK STOCK	14,166	.00		127,494	4,496.00	4	170,000	165,504.00
05 00	HOTEL & MOTEL	6,666	7,000.36	105	59,994	76,662.17	128	80,000	3,337.83
06 00	MEAL	82,500	93,227.50	113	742,500	754,132.00	102	990,000	235,868.00
08 00	CONTAINER RENTAL FEE	150	100.00-	67	1,350	1,550.00	115	1,800	250.00
09 00	COMMUNICATIONS TAX	2,500	2,417.26	97	22,500	17,142.40	76	30,000	12,857.60
10 00	TRANSIT PASSENGER REVENUE	417	550.83	132	3,753	3,301.27	88	5,000	1,698.73
11 00	CIGARETTE TAX	10,833	15,000.00	139	97,497	71,385.00	73	130,000	58,615.00
12 00	MOBILE RESTAURANT PERMIT	12	50.00	417	108	50.00	46	150	100.00
307	** LOCAL	145,577	149,514.25	103	1,310,193	1,183,020.79	90	1,746,950	563,929.21
308	LICENSES, PERMITS & FEES								

PREPARED 04/08/2022, 9:47:34
PROGRAM: GM259L

TOWN OF ALTAVISTA
REVENUE REPORT
75% OF YEAR LAPSED

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ACCOUNTING PERIOD 09/2022

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	3,580.06	955	3,375	3,670.06	109	4,500	829.94
01 02	RETAIL SALES	4,833	17,627.20	365	43,497	18,232.44	42	58,000	39,767.56
01 03	FINANCIAL, RE & PROF	350	1,655.12	473	3,150	1,760.23	56	4,200	2,439.77
01 04	REPAIRS & PERSONAL SVC	833	7,431.00	892	7,497	7,785.72	104	10,000	2,214.28
01 05	WHOLESALE BUSINESS	37	104.60	283	333	104.60	31	450	345.40
01 06	UTILITIES	225	522.13	232	2,025	552.13	27	2,700	2,147.87
01 07	HOTELS	70	.00		630	.00		850	850.00
01 *	BUSINESS LICENSE FEES	6,723	30,920.11	460	60,507	32,105.18	53	80,700	48,594.82
02 01	ZONING,SIGN,HOME OCCUPATN	108	235.00	218	972	1,081.00	111	1,300	219.00
308 **	LICENSES, PERMITS & FEES	6,831	31,155.11	456	61,479	33,186.18	54	82,000	48,813.82
300 ***	TAXES	372,863	203,311.41		3,355,767	3,846,650.46		4,474,450	627,799.54
310	FINES & FORFEITURES								
310									
01 00	COURT FINES	500	549.36	110	4,500	6,972.81	155	6,000	972.81-
02 00	PARKING FINES	25	.00		225	140.00	62	300	160.00
310 **		525	549.36	105	4,725	7,112.81	151	6,300	812.81-
310 ***	FINES & FORFEITURES	525	549.36		4,725	7,112.81		6,300	812.81-
320	INVESTMENT EARNINGS								
321	INTEREST								
02 00	INTEREST INCOME	0	2,268.07		0	28,671.99		0	28,671.99-
321 **	INTEREST	0	2,268.07		0	28,671.99		0	28,671.99-
320 ***	INVESTMENT EARNINGS	0	2,268.07		0	28,671.99		0	28,671.99-
330	CHARGES FOR SERVICES								
331	RENTS								
01 00	RENTAL OF GENERAL PROP	83	25.00	30	747	666.00	89	1,000	334.00
01 01	PAVILION RENTALS	208	450.00	216	1,872	1,275.00	68	2,500	1,225.00
01 02	BOOKER BUILDING RENTALS	275	1,750.00	636	2,475	3,870.00	156	3,300	570.00-
01 03	SPARK INNOVATION CENTER	1,500	.00		13,500	.00		18,000	18,000.00
01 *	RENTAL OF GENERAL PROP	2,066	2,225.00	108	18,594	5,811.00	31	24,800	18,989.00
02 00	RENTAL OF REAL PROP	6,666	5,666.17	85	59,994	51,914.21	87	80,000	28,085.79
331 **	RENTS	8,732	7,891.17	90	78,588	57,725.21	74	104,800	47,074.79
336	LOANS								
336 **	LOANS	0	.00		0	.00		0	.00

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FUND 010 GENERAL FUND		***** CURRENT *****			***** YEAR-TO-DATE *****			ANNUAL	UNREALIZED
ACCOUNT	ACCOUNT DESCRIPTION	ESTIMATED	ACTUAL	%REV	ESTIMATED	ACTUAL	%REV	ESTIMATE	BALANCE
337	CODE ENFORCEMENT								
01 00	CODE ENFORCEMENT	42	.00		378	.00		500	500.00
337	** CODE ENFORCEMENT	42	.00		378	.00		500	500.00
330	*** CHARGES FOR SERVICES	8,774	7,891.17		78,966	57,725.21		105,300	47,574.79
340	INTERGOVERNMENTAL REVENUE								
341	STATE								
03 00	RAILROAD ROLLING STOCK	1,333	.00		11,997	15,712.02	131	16,000	287.98
04 00	DCJS GRANT	6,666	22,286.00	334	59,994	66,858.00	111	80,000	13,142.00
06 00	RENTAL TAX	83	29.23	35	747	715.52	96	1,000	284.48
08 00	MISCELLANEOUS STATE GRANT	1,250	.00		11,250	15,000.00	133	15,000	.00
11 00	VDOT CONTRACTUAL SERVICES	250	.00		2,250	41,050.00	1824	3,000	38,050.00-
12 00	VDOT PD GRANT - OVERTIME	416	140.00	34	3,744	5,005.00	134	5,000	5.00-
13 00	STATE TRANSIT REVENUE	1,545	.00		13,905	30,782.00	221	18,540	12,242.00-
16 00	SKILL GAMES TAX	0	.00		0	1,152.00		0	1,152.00-
17 *	BROWNFIELD ASSESSMNT GRNT	0	.00		0	.00		0	.00
341	** STATE	11,543	22,455.23	195	103,887	176,274.54	170	138,540	37,734.54-
342	COUNTY								
02 00	LITTER GRANT	141	.00		1,269	2,537.00	200	1,700	837.00-
03 00	FIRE DEPT FUEL REIMB	833	1,183.32	142	7,497	7,961.32	106	10,000	2,038.68
342	** COUNTY	974	1,183.32	122	8,766	10,498.32	120	11,700	1,201.68
343	FEDERAL								
04 00	FEDERAL TRANSIT REVENUE	6,818	.00		61,362	20,211.00	33	81,820	61,609.00
343	** FEDERAL	6,818	.00		61,362	20,211.00	33	81,820	61,609.00
340	*** INTERGOVERNMENTAL REVENUE	19,335	23,638.55		174,015	206,983.86		232,060	25,076.14
350	OTHER REVENUE								
351	MISCELLANEOUS								
01 00	SALES OF SUPPLIES & MAT	625	20.00	3	5,625	2,818.20	50	7,500	4,681.80
01 *	SALES OF SUPPLIES & MAT	625	20.00	3	5,625	2,818.20	50	7,500	4,681.80
03 00	CASH DISCOUNTS	8	.00		72	.00		100	100.00
04 00	MISCELLANEOUS	1,166	2,445.19	210	10,494	32,523.81	310	14,000	18,523.81-
04 02	HURT / LIGHTS	25	.00		225	183.92	82	300	116.08
04 03	HURT / SOLID WASTE COLL	2,997	11,065.60	369	26,973	29,738.80	110	35,960	6,221.20
04 04	ESTATE OF ROBERTA F JENKS	683	753.94	110	6,147	7,134.45	116	8,200	1,065.55
04 *	MISCELLANEOUS	4,871	14,264.73	293	43,839	69,580.98	159	58,460	11,120.98-

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FUND 010 GENERAL FUND		*****	CURRENT	*****	*****	YEAR-TO-DATE	*****	ANNUAL	UNREALIZED
ACCOUNT	ACCOUNT DESCRIPTION	ESTIMATED	ACTUAL	%REV	ESTIMATED	ACTUAL	%REV	ESTIMATE	BALANCE
05 00	AVOCA REIMBURSEMENT	0	28.00-		0	6,506.50		0	6,506.50-
08 00	REIMB OF INSURANCE CLAIM	0	.00		0	6,368.13		0	6,368.13-
351 **	MISCELLANEOUS	5,504	14,256.73	259	49,536	85,273.81	172	66,060	19,213.81-
350 ***	OTHER REVENUE	5,504	14,256.73		49,536	85,273.81		66,060	19,213.81-
360	OTHER FINANCING SOURCES								
361	TRANSFER IN								
01 00	FROM RESERVES	98,593	.00		887,337	.00		1,183,120	1,183,120.00
01 01	RESERVE MAIN. FUNDS	4,833	.00		43,497	.00		58,000	58,000.00
01 *	FROM RESERVES	103,426	.00		930,834	.00		1,241,120	1,241,120.00
03 01	DESIGNATED	17,951	.00		161,559	.00		215,420	215,420.00
361 **	TRANSFER IN	121,377	.00		1,092,393	.00		1,456,540	1,456,540.00
362	PROCEEDS FROM LTD								
362 **	PROCEEDS FROM LTD	0	.00		0	.00		0	.00
360 ***	OTHER FINANCING SOURCES	121,377	.00		1,092,393	.00		1,456,540	1,456,540.00
FUND TOTAL	GENERAL FUND	528,378	251,915.29		4,755,402	4,232,418.14		6,340,710	2,108,291.86

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FUND 020 STATE HIGHWAY REIMB FUND		***** CURRENT *****			***** YEAR-TO-DATE *****			ANNUAL	UNREALIZED
ACCOUNT	ACCOUNT DESCRIPTION	ESTIMATED	ACTUAL	%REV	ESTIMATED	ACTUAL	%REV	ESTIMATE	BALANCE
320	INVESTMENT EARNINGS								
321	INTEREST								
02 00	INTEREST INCOME	0	206.35		0	726.26		0	726.26-
321	** INTEREST	0	206.35		0	726.26		0	726.26-
320	*** INVESTMENT EARNINGS	0	206.35		0	726.26		0	726.26-
340	INTERGOVERNMENTAL REVENUE								
341	STATE								
07 00	STREET & HIGHWAY MAINT	60,833	192,033.82	316	547,497	576,101.46	105	730,000	153,898.54
07 01	CARRYOVER OF FUNDS	25,980	.00		233,820	.00		311,770	311,770.00
07 *	STREET & HIGHWAY MAINT	86,813	192,033.82	221	781,317	576,101.46	74	1,041,770	465,668.54
341	** STATE	86,813	192,033.82	221	781,317	576,101.46	74	1,041,770	465,668.54
340	*** INTERGOVERNMENTAL REVENUE	86,813	192,033.82		781,317	576,101.46		1,041,770	465,668.54
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	86,813	192,240.17		781,317	576,827.72		1,041,770	464,942.28

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FUND 030 LIBRARY FUND		***** CURRENT *****			***** YEAR-TO-DATE *****			ANNUAL	UNREALIZED
ACCOUNT	ACCOUNT DESCRIPTION	ESTIMATED	ACTUAL	%REV	ESTIMATED	ACTUAL	%REV	ESTIMATE	BALANCE
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

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TOWN OF ALTAVISTA

FUND 050 WATER & SEWER FUND		***** CURRENT *****			***** YEAR-TO-DATE *****			ANNUAL	UNREALIZED
ACCOUNT	ACCOUNT DESCRIPTION	ESTIMATED	ACTUAL	%REV	ESTIMATED	ACTUAL	%REV	ESTIMATE	BALANCE
320	INVESTMENT EARNINGS								
321	INTEREST								
02 00	INTEREST INCOME	0	524.19		0	2,449.32		0	2,449.32-
321	** INTEREST	0	524.19		0	2,449.32		0	2,449.32-
320	*** INVESTMENT EARNINGS	0	524.19		0	2,449.32		0	2,449.32-
330	CHARGES FOR SERVICES								
332	WATER CHARGES								
01 00	INDUSTRIAL	116,250	116,641.14	100	1,046,250	964,036.32	92	1,395,000	430,963.68
02 00	BUSINESS & RESIDENTIAL	25,500	63,841.71	250	229,500	216,240.40	94	306,000	89,759.60
03 00	OUTSIDE COMMUNITY	15,416	21,147.96	137	138,744	120,963.58	87	185,000	64,036.42
04 00	WATER CONNECTION FEES	125	.00		1,125	.00		1,500	1,500.00
05 00	BULK WATER PURCHASE	833	.00		7,497	2,461.00	33	10,000	7,539.00
332	** WATER CHARGES	158,124	201,630.81	128	1,423,116	1,303,701.30	92	1,897,500	593,798.70
333	SEWER CHARGES								
01 00	INDUSTRIAL	141,666	140,206.80	99	1,274,994	1,104,246.30	87	1,700,000	595,753.70
02 00	BUSINESS & RESIDENTIAL	21,666	51,622.34	238	194,994	180,562.00	93	260,000	79,438.00
03 00	OUTSIDE COMMUNITY	133	.00		1,197	1,111.61	93	1,600	488.39
04 00	SEWER CONNECTION FEES	166	.00		1,494	4,600.00	308	2,000	2,600.00-
05 00	SEWER SURCHARGES	4,166	17,679.51	424	37,494	105,330.74	281	50,000	55,330.74-
333	** SEWER CHARGES	167,797	209,508.65	125	1,510,173	1,395,850.65	92	2,013,600	617,749.35
334	WATER & SEWER								
00 00	WATER & SEWER	558	3.50	1	5,022	4,325.92	86	6,700	2,374.08
01 01	MONTHLY	4,166	4,293.25	103	37,494	34,573.50	92	50,000	15,426.50
01 02	QUARTERLY	11,666	36,332.40	311	104,994	108,592.25	103	140,000	31,407.75
01 *	BASE RATE FEE	15,832	40,625.65	257	142,488	143,165.75	101	190,000	46,834.25
334	** WATER & SEWER	16,390	40,629.15	248	147,510	147,491.67	100	196,700	49,208.33
330	*** CHARGES FOR SERVICES	342,311	451,768.61		3,080,799	2,847,043.62		4,107,800	1,260,756.38
340	INTERGOVERNMENTAL REVENUE								
341	STATE								
19 00	VRA	0	.00		0	462,407.00		0	462,407.00-
341	** STATE	0	.00		0	462,407.00		0	462,407.00-
343	FEDERAL								
343	** FEDERAL	0	.00		0	.00		0	.00
340	*** INTERGOVERNMENTAL REVENUE	0	.00		0	462,407.00		0	462,407.00-

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FUND 050 WATER & SEWER FUND		***** CURRENT *****			***** YEAR-TO-DATE *****			ANNUAL	UNREALIZED
ACCOUNT	ACCOUNT DESCRIPTION	ESTIMATED	ACTUAL	%REV	ESTIMATED	ACTUAL	%REV	ESTIMATE	BALANCE
350	OTHER REVENUE								
351	MISCELLANEOUS								
03 00	CASH DISCOUNTS	0	.00		0	7.42		0	7.42-
04 00	MISCELLANEOUS	2,083	467.50	22	18,747	23,365.15	125	25,000	1,634.85
04 05	ABBOTT WTR LINE PROJECT	0	.00		0	41,660.00		0	41,660.00-
04 *	MISCELLANEOUS	2,083	467.50	22	18,747	65,025.15	347	25,000	40,025.15-
351	** MISCELLANEOUS	2,083	467.50	22	18,747	65,032.57	347	25,000	40,032.57-
350	*** OTHER REVENUE	2,083	467.50		18,747	65,032.57		25,000	40,032.57-
360	OTHER FINANCING SOURCES								
361	TRANSFER IN								
01 00	FROM RESERVES	2,795	.00		25,155	.00		33,550	33,550.00
03 00	FROM GENERAL FUND	0	.00		0	2,000,000.00		0	2,000,000.00-
11 00	BOND PROCEEDS	392,854	.00		3,535,686	.00		4,714,250	4,714,250.00
361	** TRANSFER IN	395,649	.00		3,560,841	2,000,000.00	56	4,747,800	2,747,800.00
362	PROCEEDS FROM LTD								
362	** PROCEEDS FROM LTD	0	.00		0	.00		0	.00
360	*** OTHER FINANCING SOURCES	395,649	.00		3,560,841	2,000,000.00		4,747,800	2,747,800.00
FUND TOTAL WATER & SEWER FUND		740,043	452,760.30		6,660,387	5,376,932.51		8,880,600	3,503,667.49

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FUND 060 AGENCY / DONATION FUND		***** CURRENT *****			***** YEAR-TO-DATE *****			ANNUAL	UNREALIZED
ACCOUNT	ACCOUNT DESCRIPTION	ESTIMATED	ACTUAL	%REV	ESTIMATED	ACTUAL	%REV	ESTIMATE	BALANCE
320	INVESTMENT EARNINGS								
321	INTEREST								
02 00	INTEREST INCOME	0	.01		0	.09		0	.09-
321	** INTEREST	0	.01		0	.09		0	.09-
320	*** INVESTMENT EARNINGS	0	.01		0	.09		0	.09-
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	.01		0	.09		0	.09-

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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								
321	** INTEREST	0	.00		0	.00		0	.00
320	*** INVESTMENT EARNINGS	0	.00		0	.00		0	.00
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								
08 00	USDA GRANT REVENUE	0	.00		0	60,050.00		0	60,050.00-
343	** FEDERAL	0	.00		0	60,050.00		0	60,050.00-
340	*** INTERGOVERNMENTAL REVENUE	0	.00		0	60,050.00		0	60,050.00-
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	COMMUNITY IMPROV FUND	0	.00		0	60,050.00		0	60,050.00-

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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	1,650.00	115	12,933	8,950.00	69	17,250	8,300.00
308	** LICENSES, PERMITS & FEES	1,437	1,650.00	115	12,933	8,950.00	69	17,250	8,300.00
300	*** TAXES	1,437	1,650.00		12,933	8,950.00		17,250	8,300.00
320	INVESTMENT EARNINGS								
321	INTEREST								
02 00	INTEREST INCOME	0	15.83		0	7,062.11		0	7,062.11-
321	** INTEREST	0	15.83		0	7,062.11		0	7,062.11-
320	*** INVESTMENT EARNINGS	0	15.83		0	7,062.11		0	7,062.11-
350	OTHER REVENUE								
351	MISCELLANEOUS								
02 00	SALE OF REAL ESTATE	375	.00		3,375	10,250.00	304	4,500	5,750.00-
351	** MISCELLANEOUS	375	.00		3,375	10,250.00	304	4,500	5,750.00-
350	*** OTHER REVENUE	375	.00		3,375	10,250.00		4,500	5,750.00-
360	OTHER FINANCING SOURCES								
361	TRANSFER IN								
03 00	FROM GENERAL FUND	4,700	.00		42,300	25,000.00	59	56,400	31,400.00
361	** TRANSFER IN	4,700	.00		42,300	25,000.00	59	56,400	31,400.00
360	*** OTHER FINANCING SOURCES	4,700	.00		42,300	25,000.00		56,400	31,400.00
FUND TOTAL CEMETERY FUND		6,512	1,665.83		58,608	51,262.11		78,150	26,887.89
GRAND TOTAL		1,361,746	898,581.60		12,255,714	10,297,490.57		16,341,230	6,043,739.43

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FUND 010 GENERAL FUND			DEPT/DIV 1001 COUNCIL/COUNCIL										
BA	ELE	OBJ	ACCOUNT	*****CURRENT*****			*****YEAR-TO-DATE*****						
SUB	SUB		DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	ANNUAL BUDGET	UNENCUMB. BALANCE	% BDGT
40			ADMINISTRATION										
400			COUNCIL / PLANNING COMM										
	10		SALARIES AND WAGES										
	10	01	TOWN COUNCIL	2166	2166.69	100	19494	19500.21	100	.00	26000	6499.79	75
	10	**	SALARIES AND WAGES	2166	2166.69	100	19494	19500.21	100	.00	26000	6499.79	75
	20		BENEFITS										
	20	02	FICA	166	165.73	100	1494	1491.57	100	.00	2000	508.43	75
	20	**	BENEFITS	166	165.73	100	1494	1491.57	100	.00	2000	508.43	75
	30		CONTRACTUAL SERVICES										
	30	14	MISC & PROFESSIONAL SVCS	133	.00	0	1197	30650.00	2561	.00	1600	29050.00-1916	
	30	26	IT NETWRK/WEBSITE SUPPORT	283	.00	0	2547	3399.00	134	.00	3400	1.00	100
	30	**	CONTRACTUAL SERVICES	416	.00	0	3744	34049.00	909	.00	5000	29049.00- 681	
	50		OTHER CHARGES										
	50	08	TELECOMMUNICATIONS	208	199.43	96	1872	1595.44	85	.00	2500	904.56	64
	50	16	PUBLIC OFFICIAL LIAB INSU	75	225.00	300	675	900.00	133	.00	900	.00	100
	50	26	CONVENTIONS & EDUCATIONS	125	.00	0	1125	.00	0	.00	1500	1500.00	0
	50	32	MISCELLANEOUS	125	.00	0	1125	156.86	14	.00	1500	1343.14	11
	50	99	FEMA	0	.00	0	0	4740.00	0	.00	0	4740.00-	0
	50	**	OTHER CHARGES	533	424.43	80	4797	7392.30	154	.00	6400	992.30-	116
	81		CAPITAL OUTLAY - REPLACE										
	81	04	EDP EQUIP REPLACEMENT	833	.00	0	7497	10415.00	139	.00	10000	415.00-	104
	81	**	CAPITAL OUTLAY - REPLACE	833	.00	0	7497	10415.00	139	.00	10000	415.00-	104
400	**	**	COUNCIL / PLANNING COMM	4114	2756.85	67	37026	72848.08	197	.00	49400	23448.08-	148
40	**	**	ADMINISTRATION	4114	2756.85	67	37026	72848.08	197	.00	49400	23448.08-	148
DIV	1001		TOTAL *****										
			COUNCIL	4114	2756.85	67	37026	72848.08	197	.00	49400	23448.08-	148
DEPT	10		TOTAL *****										
			COUNCIL	4114	2756.85	67	37026	72848.08	197	.00	49400	23448.08-	148

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FUND 010 GENERAL FUND			DEPT/DIV 1101 GENERAL GOVERNMENT/ADMINISTRATION								
BA	ELE	OBJ	ACCOUNT	*****CURRENT*****			*****YEAR-TO-DATE*****				
SUB	SUB		DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	%
											BDGT
40			ADMINISTRATION								
401			ADMINISTRATION								
	10		SALARIES AND WAGES								
	10 02		REGULAR	28575	26778.87	94	257175	186942.61	73	.00	55
	10 04		OVERTIME	150	243.74	163	1350	791.30	59	.00	44
	10 10		PERSONAL EMPLOYEE VEH	0	461.54	0	0	1038.47	0	.00	0
	10 **		SALARIES AND WAGES	28725	27484.15	96	258525	188772.38	73	.00	55
20			BENEFITS								
20 02			FICA	2200	1950.23	89	19800	13526.94	68	.00	51
20 04			VA RETIREMENT SYSTEM	2800	1976.72	71	25200	12749.60	51	.00	38
20 06			GROUP MEDICAL INSURANCE	3716	3333.36	90	33444	28813.44	86	.00	65
20 08			GROUP LIFE INSURANCE	383	388.74	102	3447	2588.00	75	.00	56
20 10			WORKER'S COMP	4583	11710.03	256	41247	50413.29	122	.00	92
20 12			EMPLOYEE EDUCATION ASSIST	83	.00	0	747	.00	0	.00	0
20 14			EMPLOYEE ASSIST PROGRAM	142	.00	0	1278	1545.00	121	.00	90
20 16			OTHER EMPLOYEE BENEFITS	2870	.00	0	25830	9750.71	38	.00	28
20 18			VRS HYBRID EMPLOYER CONTR	0	777.90	0	0	5183.90	0	.00	0
20 20			ICMA HYBRID EMPLOYER CONT	0	88.38	0	0	993.08	0	.00	0
20 **			BENEFITS	16777	20225.36	121	150993	125563.96	83	.00	62
30			CONTRACTUAL SERVICES								
30 02			PROFESSIONAL SVCS - COBRA	150	125.62	84	1350	1013.27	75	.00	56
30 04			LEGAL SERVICES	2208	4122.47	187	19872	19188.97	97	.00	72
30 06			ADVERTISING	1666	534.50	32	14994	11316.27	76	.00	57
30 08			MAINTENANCE SVC CONTRACTS	7858	832.99	11	70722	87476.68	124	.00	93
30 10			INDEPENDENT AUDITOR	1583	.00	0	14247	18990.00	133	.00	100
30 12			ENGIN & ARCHITECTURAL SVC	416	.00	0	3744	.00	0	.00	0
30 14			MISC & PROFESSIONAL SVCS	2083	3170.40	152	18747	60081.20	321	.00	240
30 17			RANDOM DRUG SCREENING	116	.00	0	1044	262.00	25	.00	19
30 26			IT NETWRK/WEBSITE SUPPORT	4445	3918.46	88	40005	56632.44	142	.00	106
30 **			CONTRACTUAL SERVICES	20525	12704.44	62	184725	254960.83	138	.00	104
50			OTHER CHARGES								
50 02			ELECTRICAL SERVICES	1250	1025.24	82	11250	8767.42	78	.00	58
50 04			HEATING SERVICES	250	762.60	305	2250	2131.98	95	.00	71
50 06			POSTAL SERVICES	933	169.08	18	8397	9741.62	116	.00	87
50 08			TELECOMMUNICATIONS	516	856.65	166	4644	5618.07	121	.00	91
50 10			PROPERTY INSURANCE	708	2326.50	329	6372	9306.00	146	.00	110
50 12			MOTOR VEHICLE INSURANCE	45	137.50	306	405	550.00	136	.00	100
50 14			SURETY BONDS	25	.00	0	225	225.00	100	.00	75
50 18			GENERAL LIABILITY INSUR	344	512.00	149	3096	2048.00	66	.00	50
50 26			CONVENTIONS & EDUCATIONS	333	.00	0	2997	.00	0	.00	0
50 28			DUES & ASSOC MEMBERSHIPS	950	.00	0	8550	9443.00	110	.00	83
50 30			REFUNDS	41	.00	0	369	.00	0	.00	0
50 32			MISCELLANEOUS	854	394.49	46	7686	8366.29	109	740.13	89
50 34			MISCELLANEOUS REIMB	16	.00	0	144	.00	0	.00	0
50 **			OTHER CHARGES	6265	6184.06	99	56385	56197.38	100	740.13	76

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FUND 010 GENERAL FUND			DEPT/DIV 1101 GENERAL GOVERNMENT/ADMINISTRATION										
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****							
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	ANNUAL BUDGET	UNENCUMB. BALANCE	% BDGT	
40		ADMINISTRATION											
401		ADMINISTRATION											
	60	MATERIALS & SUPPLIES											
	60 02	OFFICE SUPPLIES	1991	2876.23	145	17919	12554.04	70	.00	23900	11345.96	53	
	60 04	REPAIRS & MAINTENANCE	1775	5657.68	319	15975	18342.18	115	.00	21300	2957.82	86	
	60 06	FUELS & LUBRICANTS	108	.00	0	972	364.83	38	.00	1300	935.17	28	
	60 12	BOOKS & SUBSCRIPTIONS	8	.00	0	72	56.00	78	.00	100	44.00	56	
	60 **	MATERIALS & SUPPLIES	3882	8533.91	220	34938	31317.05	90	.00	46600	15282.95	67	
	81	CAPITAL OUTLAY - REPLACE											
	81 18	BUILDING	583	.00	0	5247	3260.00	62	960.00	7000	2780.00	60	
	81 **	CAPITAL OUTLAY - REPLACE	583	.00	0	5247	3260.00	62	960.00	7000	2780.00	60	
401	** **	ADMINISTRATION	76757	75131.92	98	690813	660071.60	96	1700.13	921250	259478.27	72	
40	** **	ADMINISTRATION	76757	75131.92	98	690813	660071.60	96	1700.13	921250	259478.27	72	
DIV	1101	TOTAL *****											
		ADMINISTRATION	76757	75131.92	98	690813	660071.60	96	1700.13	921250	259478.27	72	
DEPT	11	TOTAL *****											
		GENERAL GOVERNMENT	76757	75131.92	98	690813	660071.60	96	1700.13	921250	259478.27	72	

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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	57800	54878.46	95	520200	471870.85	91	.00	693600	221729.15	68
10	04		OVERTIME	1750	222.26	13	15750	15426.88	98	.00	21000	5573.12	74
10	06		DMV GRANT OVERTIME	416	.00	0	3744	2800.00	75	.00	5000	2200.00	56
10	08		PD RESIDENCY STIPEND	1375	858.37	62	12375	7258.64	59	.00	16500	9241.36	44
10	**		SALARIES AND WAGES	61341	55959.09	91	552069	497356.37	90	.00	736100	238743.63	68
20			BENEFITS										
20	02		FICA	4660	4065.33	87	41940	36074.94	86	.00	55930	19855.06	65
20	04		VA RETIREMENT SYSTEM	5666	5321.20	94	50994	47096.15	92	.00	68000	20903.85	69
20	06		GROUP MEDICAL INSURANCE	6250	6726.40	108	56250	71648.60	127	.00	75000	3351.40	96
20	08		GROUP LIFE INSURANCE	775	727.60	94	6975	6432.78	92	.00	9300	2867.22	69
20	16		OTHER EMPLOYEE BENEFITS	900	2568.75	285	8100	10275.00	127	.00	10800	525.00	95
20	**		BENEFITS	18251	19409.28	106	164259	171527.47	104	.00	219030	47502.53	78
30			CONTRACTUAL SERVICES										
30	06		ADVERTISING	125	50.00	40	1125	1130.00	100	.00	1500	370.00	75
30	08		MAINTENANCE SVC CONTRACTS	1020	37192.66	3646	9180	39053.94	425	.00	12240	26813.94	319
30	16		PHYSICALS	181	.00	0	1629	1350.00	83	.00	2180	830.00	62
30	18		R & M ELECTRONICS	16	.00	0	144	.00	0	.00	200	200.00	0
30	26		IT NETWRK/WEBSITE SUPPORT	2635	1532.50	58	23715	17122.61	72	.00	31630	14507.39	54
30	**		CONTRACTUAL SERVICES	3977	38775.16	975	35793	58656.55	164	.00	47750	10906.55	123
50			OTHER CHARGES										
50	08		TELECOMMUNICATIONS	1433	1818.56	127	12897	12122.38	94	.00	17200	5077.62	71
50	10		PROPERTY INSURANCE	158	475.00	301	1422	1900.00	134	.00	1900	.00	100
50	12		MOTOR VEHICLE INSURANCE	404	1212.50	300	3636	4850.00	133	.00	4850	.00	100
50	18		GENERAL LIABILITY INSUR	354	1062.50	300	3186	4250.00	133	.00	4250	.00	100
50	24		SUBSISTANCE & LODGING	675	.00	0	6075	502.09	8	.00	8100	7597.91	6
50	26		CONVENTIONS & EDUCATIONS	833	.00	0	7497	9723.00	130	.00	10000	277.00	97
50	28		DUES & ASSOC MEMBERSHIPS	583	.00	0	5247	6842.00	130	.00	7000	158.00	98
50	29		ACCREDITATION PROGRAM	325	.00	0	2925	.00	0	.00	3900	3900.00	0
50	32		MISCELLANEOUS	83	.00	0	747	411.85	55	.00	1000	588.15	41
50	37		COMMUNITY ENGAGEMENT	100	.00	0	900	636.96	71	.00	1200	563.04	53
50	78		STATE FORFEITURE FUND EXP	0	.00	0	0	8060.00	0	.00	0	8060.00	0
50	**		OTHER CHARGES	4948	4568.56	92	44532	49298.28	111	.00	59400	10101.72	83
52			GRANT EXPENSES										
52	04		BYRNE JUSTICE GRANT	0	.00	0	0	15499.00	0	.00	0	15499.00	0
52	**		GRANT EXPENSES	0	.00	0	0	15499.00	0	.00	0	15499.00	0
60			MATERIALS & SUPPLIES										
60	02		OFFICE SUPPLIES	983	499.06	51	8847	4121.24	47	.00	11800	7678.76	35
60	04		REPAIRS & MAINTENANCE	125	.00	0	1125	291.47	26	.00	1500	1208.53	19
60	06		FUELS & LUBRICANTS	2000	2229.34	112	18000	19925.27	111	.00	24000	4074.73	83
60	08		VEHICLE & EQUIP R&M	1000	1204.94	121	9000	9463.99	105	.00	12000	2536.01	79
60	10		UNIFORMS	1083	40.00	4	9747	3427.61	35	3093.50	13000	6478.89	50
60	16		DRUG INVESTIGATING	500	.00	0	4500	250.00	6	.00	6000	5750.00	4

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FUND 010 GENERAL FUND			DEPT/DIV 3101 PUBLIC SAFETY/POLICE DEPARTMENT			*****CURRENT***** YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%		
BA	ELE	OBJ	ACCOUNT										
SUB	SUB		DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
50			PUBLIC SAFETY										
501			POLICE DEPARTMENT										
60	25		SMALL EQUIPMENT	125	462.99	370	1125	620.99	55	.00	1500	879.01	41
60	48		AMMUNITION & BATTERIES	833	.00	0	7497	9609.02	128	1399.93	10000	1008.95	110
60	**		MATERIALS & SUPPLIES	6649	4436.33	67	59841	47709.59	80	4493.43	79800	27596.98	65
81			CAPITAL OUTLAY - REPLACE										
81	02		VEHICLE REPLACEMENT	3916	.00	0	35244	42609.26	121	.00	47000	4390.74	91
81	06		MACHINERY & EQUIPMENT	585	.00	0	5265	7019.80	133	.00	7020	.20	100
81	**		CAPITAL OUTLAY - REPLACE	4501	.00	0	40509	49629.06	123	.00	54020	4390.94	92
501	**	**	POLICE DEPARTMENT	99667	123148.42	124	897003	889676.32	99	4493.43	1196100	301930.25	75
50	**	**	PUBLIC SAFETY	99667	123148.42	124	897003	889676.32	99	4493.43	1196100	301930.25	75
DIV	3101		TOTAL *****										
			POLICE DEPARTMENT	99667	123148.42	124	897003	889676.32	99	4493.43	1196100	301930.25	75
DEPT	31		TOTAL *****										
			PUBLIC SAFETY	99667	123148.42	124	897003	889676.32	99	4493.43	1196100	301930.25	75

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

60												
601		OPERATIONS & MAINTENANCE										
10		SALARIES AND WAGES										
10 02		REGULAR	44274	35288.87	80	398466	288000.06	72	.00	531290	243289.94	54
10 04		OVERTIME	833	670.24	81	7497	11433.28	153	.00	10000	1433.28	114
10 **		SALARIES AND WAGES	45107	35959.11	80	405963	299433.34	74	.00	541290	241856.66	55
20		BENEFITS										
20 02		FICA	3350	4857.74	145	30150	16016.94	53	.00	40200	24183.06	40
20 04		VA RETIREMENT SYSTEM	4210	8317.98	198	37890	4354.60	12	.00	50520	46165.40	9
20 06		GROUP MEDICAL INSURANCE	8156	10583.66	130	73404	17092.04	23	.00	97880	80787.96	18
20 08		GROUP LIFE INSURANCE	575	825.35	144	5175	2886.95	56	.00	6910	4023.05	42
20 18		VRS HYBRID EMPLOYER CONTR	0	1918.17	0	0	13892.15	0	.00	0	13892.15	0
20 20		ICMA HYBRID EMPLOYER CONT	0	363.78	0	0	2866.17	0	.00	0	2866.17	0
20 **		BENEFITS	16291	22302.78	137	146619	57108.85	39	.00	195510	138401.15	29
30		CONTRACTUAL SERVICES										
30 08		MAINTENANCE SVC CONTRACTS	416	604.89	145	3744	4614.22	123	.00	5000	385.78	92
30 12		ENGIN & ARCHITECTURAL SVC	416	.00	0	3744	.00	0	.00	5000	5000.00	0
30 16		PHYSICALS	58	.00	0	522	606.00	116	.00	700	94.00	87
30 18		R & M ELECTRONICS	83	.00	0	747	.00	0	.00	1000	1000.00	0
30 36		MOWING CONTRACT	1083	400.00	37	9747	9060.00	93	.00	13000	3940.00	70
30 38		TUB GRINDING BRUSH	666	.00	0	5994	.00	0	.00	8000	8000.00	0
30 40		RECURRING LEASE AGREEMENT	80	.00	0	720	.00	0	.00	960	960.00	0
30 **		CONTRACTUAL SERVICES	2802	1004.89	36	25218	14280.22	57	.00	33660	19379.78	42
50		OTHER CHARGES										
50 08		TELECOMMUNICATIONS	391	475.45	122	3519	3126.62	89	.00	4700	1573.38	67
50 10		PROPERTY INSURANCE	391	1175.00	301	3519	4700.00	134	.00	4700	.00	100
50 12		MOTOR VEHICLE INSURANCE	916	2712.75	296	8244	10851.00	132	.00	11000	149.00	99
50 24		SUBSISTANCE & LODGING	41	24.10	59	369	212.12	58	.00	500	287.88	42
50 26		CONVENTIONS & EDUCATIONS	250	.00	0	2250	.00	0	.00	3000	3000.00	0
50 32		MISCELLANEOUS	41	.00	0	369	392.34	106	.00	500	107.66	79
50 38		INVENTORY OVER / SHORT	0	.00	0	0	177.23	0	.00	0	177.23	0
50 **		OTHER CHARGES	2030	4387.30	216	18270	19459.31	107	.00	24400	4940.69	80
60		MATERIALS & SUPPLIES										
60 02		OFFICE SUPPLIES	600	62.19	10	5400	2082.60	39	.00	7200	5117.40	29
60 05		FUEL PUMPS	125	.00	0	1125	1179.90	105	.00	1500	320.10	79
60 06		FUELS & LUBRICANTS	2250	2337.37	104	20250	16395.13	81	.00	27000	10604.87	61
60 08		VEHICLE / EQUIP R&M	2500	2462.64	99	22500	20287.69	90	.00	30000	9712.31	68
60 10		UNIFORMS	833	754.94	91	7497	4446.78	59	.00	10000	5553.22	45
60 11		SAFETY EQUIP & PROGRAMS	225	559.96	249	2025	2481.50	123	.00	2700	218.50	92
60 20		STREET LT OPER SUPPLIES	2583	2705.17	105	23247	19945.26	86	.00	31000	11054.74	64
60 22		HIGHWAY, STRT & SIDEWALKS	1500	4939.24	329	13500	10805.80	80	1489.50	18000	5704.70	68
60 23		EQUIPMENT RENTAL	376	.00	0	3384	.00	0	.00	4520	4520.00	0
60 28		STORM DRAINAGE	250	.00	0	2250	.00	0	.00	3000	3000.00	0
60 30		ENGINEERING R & M	83	.00	0	747	.00	0	.00	1000	1000.00	0
60 34		TRAIN STATION SUPPLIES	250	170.00	68	2250	961.54	43	.00	3000	2038.46	32
60 36		PAVEMENT	4166	.00	0	37494	225740.67	602	.00	50000	175740.67	452

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

60													
601			OPERATIONS & MAINTENANCE										
60	40		TRAFFIC CONTROL DEVICE	250	.00	0	2250	50.56	2	.00	3000	2949.44	2
60	44		SNOW & ICE REMOVAL	166	.00	0	1494	99.96	7	.00	2000	1900.04	5
60	52		DECORATIVE STREET LIGHTS	250	.00	0	2250	5827.36	259	.00	3000	2827.36-	194
60	**		MATERIALS & SUPPLIES	16407	13991.51	85	147663	310304.75	210	1489.50	196920	114874.25-	158
81			CAPITAL OUTLAY - REPLACE										
81	02		VEHICLE REPLACEMENT	18194	.00	0	163746	168294.03	103	.00	218330	50035.97	77
81	06		MACHINERY & EQUIPMENT	10875	.00	0	97875	28312.75	29	96435.00	130500	5752.25	96
81	30		IMPRVMNTS OTHER THAN BLDG	2708	.00	0	24372	32250.00	132	.00	32500	250.00	99
81	**		CAPITAL OUTLAY - REPLACE	31777	.00	0	285993	228856.78	80	96435.00	381330	56038.22	85
82			CAPITAL OUTLAY - NEW										
82	06		MACHINERY & EQUIPMENT	0	.00	0	0	45270.00	0	.00	0	45270.00-	0
82	**		CAPITAL OUTLAY - NEW	0	.00	0	0	45270.00	0	.00	0	45270.00-	0
90			DEBT SERVICE										
90	02		PRINCIPAL	1333	.00	0	11997	16000.00	133	.00	16000	.00	100
90	04		INTEREST	452	.00	0	4068	5252.64	129	.00	5430	177.36	97
90	**		DEBT SERVICE	1785	.00	0	16065	21252.64	132	.00	21430	177.36	99
601	**	**	OPERATIONS & MAINTENANCE	116199	33040.03	28	1045791	995965.89	95	97924.50	1394540	300649.61	78
606													
82			CAPITAL OUTLAY - NEW										
82	30		IMPRVMNTS OTHER THAN BLDG	0	187158.00	0	0	187158.00	0	.00	0	187158.00-	0
82	**		CAPITAL OUTLAY - NEW	0	187158.00	0	0	187158.00	0	.00	0	187158.00-	0
606	**	**		0	187158.00	0	0	187158.00	0	.00	0	187158.00-	0
608			CAPITAL OUTLAY										
82			CAPITAL OUTLAY - NEW										
82	30		IMPRVMNTS OTHER THAN BLDG	0	72007.00	0	0	72007.00	0	.00	0	72007.00-	0
82	**		CAPITAL OUTLAY - NEW	0	72007.00	0	0	72007.00	0	.00	0	72007.00-	0
608	**	**	CAPITAL OUTLAY	0	72007.00	0	0	72007.00	0	.00	0	72007.00-	0
60	**	**		116199	292205.03	252	1045791	1255130.89	120	97924.50	1394540	41484.61	97
DIV	4101		TOTAL *****										
			MAIN OF STREETS & HWYS	116199	292205.03	252	1045791	1255130.89	120	97924.50	1394540	41484.61	97

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FUND 010 GENERAL FUND			DEPT/DIV 4102 PUBLIC WORKS/SANITATION & WASTE REM										
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			MATERIALS & SUPPLIES										
60	06		FUELS & LUBRICANTS	750	1787.40	238	6750	12233.95	181	.00	9000	3233.95-	136
60	08		VEHICLE / EQUIP R&M	1750	.00	0	15750	50762.76	322	.00	21000	29762.76-	242
60	18		SUPPLIES	0	.00	0	0	483.45	0	.00	0	483.45-	0
60	26		LITTER EXPENSES	150	.00	0	1350	.00	0	.00	1800	1800.00	0
60	**		MATERIALS & SUPPLIES	2650	1787.40	67	23850	63480.16	266	.00	31800	31680.16-	200
81			CAPITAL OUTLAY - REPLACE										
81	02		VEHICLE REPLACEMENT	8750	.00	0	78750	.00	0	327157.50	105000	222157.50-	312
81	06		MACHINERY & EQUIPMENT	416	.00	0	3744	.00	0	.00	5000	5000.00	0
81	**		CAPITAL OUTLAY - REPLACE	9166	.00	0	82494	.00	0	327157.50	110000	217157.50-	297
601	**	**	OPERATIONS & MAINTENANCE	11816	1787.40	15	106344	63480.16	60	327157.50	141800	248837.66-	276
60	**	**		11816	1787.40	15	106344	63480.16	60	327157.50	141800	248837.66-	276
DIV	4102		TOTAL *****										
			SANITATION & WASTE REM	11816	1787.40	15	106344	63480.16	60	327157.50	141800	248837.66-	276

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FUND 010 GENERAL FUND			DEPT/DIV 4103 PUBLIC WORKS/MAIN OF BLDGS & GROUNDS										
BA	ELE	OBJ	ACCOUNT	*****CURRENT*****			*****YEAR-TO-DATE*****				ANNUAL	UNENCUMB.	%
SUB	SUB		DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60													
601			OPERATIONS & MAINTENANCE										
	30		CONTRACTUAL SERVICES										
	30	22	LANDSCAPING CONTRACTS	750	.00	0	6750	5796.00	86	.00	9000	3204.00	64
	30	**	CONTRACTUAL SERVICES	750	.00	0	6750	5796.00	86	.00	9000	3204.00	64
	50		OTHER CHARGES										
	50	02	ELECTRICAL SERVICES	541	634.57	117	4869	4936.38	101	.00	6500	1563.62	76
	50	04	HEATING SERVICES	166	52.11	31	1494	318.59	21	.00	2000	1681.41	16
	50	**	OTHER CHARGES	707	686.68	97	6363	5254.97	83	.00	8500	3245.03	62
	60		MATERIALS & SUPPLIES										
	60	18	SUPPLIES	500	1529.29	306	4500	7308.34	162	.00	6000	1308.34-	122
	60	24	SMALL TOOLS	333	.00	0	2997	2190.82	73	.00	4000	1809.18	55
	60	**	MATERIALS & SUPPLIES	833	1529.29	184	7497	9499.16	127	.00	10000	500.84	95
601	**	**	OPERATIONS & MAINTENANCE	2290	2215.97	97	20610	20550.13	100	.00	27500	6949.87	75
604			COMMUNITY IMPROVEMENT										
	81		CAPITAL OUTLAY - REPLACE										
	81	30	IMPRVMNTS OTHER THAN BLDG	0	.00	0	0	4500.00	0	.00	0	4500.00-	0
	81	**	CAPITAL OUTLAY - REPLACE	0	.00	0	0	4500.00	0	.00	0	4500.00-	0
604	**	**	COMMUNITY IMPROVEMENT	0	.00	0	0	4500.00	0	.00	0	4500.00-	0
60	**	**		2290	2215.97	97	20610	25050.13	122	.00	27500	2449.87	91
DIV	4103		TOTAL *****										
			MAIN OF BLDGS & GROUNDS	2290	2215.97	97	20610	25050.13	122	.00	27500	2449.87	91

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FUND 010 GENERAL FUND			DEPT/DIV 4104 PUBLIC WORKS/PARKS & RECREATION								
BA	ELE	OBJ	ACCOUNT	*****CURRENT*****			*****YEAR-TO-DATE*****				
SUB	SUB		DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	%
											BDGT
60											
602			PARKS, RECREAT & CULTURAL								
	30		CONTRACTUAL SERVICES								
	30	42	TREE REMOVAL & PRUNING	250	1349.92	540	2250	2999.92	133	.08	100
	30	**	CONTRACTUAL SERVICES	250	1349.92	540	2250	2999.92	133	.08	100
50			OTHER CHARGES								
	50	02	ELECTRICAL SERVICES	1416	1994.73	141	12744	9322.53	73	.00	55
	50	04	HEATING SERVICES	41	119.21	291	369	527.39	143	.00	106
	50	08	TELECOMMUNICATIONS	116	70.16	61	1044	561.28	54	.00	40
	50	34	MISCELLANEOUS REIMB	16	.00	0	144	25.00	17	.00	13
	50	**	OTHER CHARGES	1589	2184.10	138	14301	10436.20	73	.00	55
60			MATERIALS & SUPPLIES								
	60	18	SUPPLIES	1583	2569.62	162	14247	14527.15	102	.08-	77
	60	53	MULCH & LANDSCAPING STONE	666	4554.00	684	5994	4554.00	76	.00	57
	60	54	PLAYGROUND EQUIPMENT	125	.00	0	1125	.00	0	.00	0
	60	55	SPLASH PAD	458	.00	0	4122	2070.72	50	.00	38
	60	56	WAR MEMORIAL BALLFIELD	250	94.59	38	2250	307.28	14	.00	10
	60	57	CANOE LAUNCH	83	534.02	643	747	970.97	130	.00	97
	60	58	SPECIAL EVENTS	41	.00	0	369	339.93	92	.00	68
	60	**	MATERIALS & SUPPLIES	3206	7752.23	242	28854	22770.05	79	.08-	59
81			CAPITAL OUTLAY - REPLACE								
	81	18	BUILDING	1250	.00	0	11250	26459.48	235	7956.00	229
	81	26	PARKS	8333	.00	0	74997	60691.22	81	.00	61
	81	30	IMPRVMNTS OTHER THAN BLDG	4166	.00	0	37494	75516.00	201	.00	151
	81	**	CAPITAL OUTLAY - REPLACE	13749	.00	0	123741	162666.70	132	7956.00	103
82			CAPITAL OUTLAY - NEW								
	82	26	PARKS	17416	.00	0	156744	5000.00	3	.00	2
	82	**	CAPITAL OUTLAY - NEW	17416	.00	0	156744	5000.00	3	.00	2
602	**	**	PARKS, RECREAT & CULTURAL	36210	11286.25	31	325890	203872.87	63	7956.00	49
60	**	**		36210	11286.25	31	325890	203872.87	63	7956.00	49
DIV	4104		TOTAL *****								
			PARKS & RECREATION	36210	11286.25	31	325890	203872.87	63	7956.00	49

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FUND 010 GENERAL FUND			DEPT/DIV 4106 PUBLIC WORKS/CULTURAL									
BA	ELE	OBJ	*****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	0	16.83	0	0	619.48	0	.00	0	619.48-	0
	50	** OTHER CHARGES	0	16.83	0	0	619.48	0	.00	0	619.48-	0
602	**	** PARKS, RECREAT & CULTURAL	0	16.83	0	0	619.48	0	.00	0	619.48-	0
60	**	**	0	16.83	0	0	619.48	0	.00	0	619.48-	0
DIV	4106	TOTAL *****										
		CULTURAL	0	16.83	0	0	619.48	0	.00	0	619.48-	0

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FUND 010 GENERAL FUND			DEPT/DIV 4108 PUBLIC WORKS/LIBRARY									
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										
	30	CONTRACTUAL SERVICES										
	30 44	CUSTODIAL SERVICES	916	946.20	103	8244	7569.60	92	.00	11000	3430.40	69
	30 **	CONTRACTUAL SERVICES	916	946.20	103	8244	7569.60	92	.00	11000	3430.40	69
	60	MATERIALS & SUPPLIES										
	60 04	REPAIRS & MAINTENANCE	1250	307.24	25	11250	6273.33	56	.00	15000	8726.67	42
	60 **	MATERIALS & SUPPLIES	1250	307.24	25	11250	6273.33	56	.00	15000	8726.67	42
601 ** **		OPERATIONS & MAINTENANCE	2166	1253.44	58	19494	13842.93	71	.00	26000	12157.07	53
60 ** **			2166	1253.44	58	19494	13842.93	71	.00	26000	12157.07	53
DIV 4108		TOTAL *****										
		LIBRARY	2166	1253.44	58	19494	13842.93	71	.00	26000	12157.07	53
DEPT 41		TOTAL *****										
		PUBLIC WORKS	168681	308764.92	183	1518129	1561996.46	103	433038.00	2024440	29405.54	99

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FUND 010 GENERAL FUND			DEPT/DIV 6101 PUBLIC TRANSPORTATION/OPERATIONS									
BA	ELE	OBJ	*****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	7011	3598.14	51	63099	42034.66	67	.00	84140	42105.34	50
10 04		OVERTIME	0	.37	0	0	11.73	0	.00	0	11.73-	0
10 **		SALARIES AND WAGES	7011	3598.51	51	63099	42046.39	67	.00	84140	42093.61	50
20		BENEFITS										
20 02		FICA	536	269.44	50	4824	3162.01	66	.00	6440	3277.99	49
20 04		VA RETIREMENT SYSTEM	401	56.22	14	3609	809.25	22	.00	4820	4010.75	17
20 06		GROUP MEDICAL INSURANCE	404	101.66	25	3636	1951.94	54	.00	4850	2898.06	40
20 08		GROUP LIFE INSURANCE	55	7.68	14	495	250.04	51	.00	660	409.96	38
20 10		WORKER'S COMP	141	425.00	301	1269	1700.00	134	.00	1700	.00	100
20 18		VRS HYBRID EMPLOYER CONTR	0	.00	0	0	702.20	0	.00	0	702.20-	0
20 20		ICMA HYBRID EMPLOYER CONT	0	.00	0	0	317.70	0	.00	0	317.70-	0
20 **		BENEFITS	1537	860.00	56	13833	8893.14	64	.00	18470	9576.86	48
30		CONTRACTUAL SERVICES										
30 06		ADVERTISING	83	.00	0	747	55.80	8	.00	1000	944.20	6
30 08		MAINTENANCE SVC CONTRACTS	41	.00	0	369	.00	0	.00	500	500.00	0
30 14		MISC & PROFESSIONAL SVCS	25	.00	0	225	.00	0	.00	300	300.00	0
30 16		PHYSICALS	23	.00	0	207	357.00	173	.00	280	77.00-	128
30 **		CONTRACTUAL SERVICES	172	.00	0	1548	412.80	27	.00	2080	1667.20	20
50		OTHER CHARGES										
50 08		TELECOMMUNICATIONS	83	.00	0	747	.00	0	.00	1000	1000.00	0
50 12		MOTOR VEHICLE INSURANCE	141	425.00	301	1269	1700.00	134	.00	1700	.00	100
50 24		SUBSISTANCE & LODGING	25	.00	0	225	.00	0	.00	300	300.00	0
50 26		CONVENTIONS & EDUCATIONS	62	.00	0	558	.00	0	.00	750	750.00	0
50 28		DUES & ASSOC MEMBERSHIPS	12	.00	0	108	.00	0	.00	150	150.00	0
50 **		OTHER CHARGES	323	425.00	132	2907	1700.00	59	.00	3900	2200.00	44
60		MATERIALS & SUPPLIES										
60 02		OFFICE SUPPLIES	29	.00	0	261	.00	0	.00	350	350.00	0
60 06		FUELS & LUBRICANTS	1250	1280.47	102	11250	12178.35	108	.00	15000	2821.65	81
60 08		VEHICLE & EQUIP R&M	291	1282.35	441	2619	6415.98	245	.00	3500	2915.98-	183
60 14		OTHER OPERATING SUPPLIES	41	339.18	827	369	339.18	92	.00	500	160.82	68
60 18		SUPPLIES	25	.00	0	225	.00	0	.00	300	300.00	0
60 **		MATERIALS & SUPPLIES	1636	2902.00	177	14724	18933.51	129	.00	19650	716.49	96
82		CAPITAL OUTLAY - NEW										
82 02		VEHICLE	0	.00	0	0	.00	0	79732.00	0	79732.00-	0
82 06		MACHINERY & EQUIPMENT	2083	.00	0	18747	.00	0	.00	25000	25000.00	0
82 **		CAPITAL OUTLAY - NEW	2083	.00	0	18747	.00	0	79732.00	25000	54732.00-	319
403 **	**	PUBLIC TRANSPORTATION	12762	7785.51	61	114858	71985.84	63	79732.00	153240	1522.16	99
40 **	**	ADMINISTRATION	12762	7785.51	61	114858	71985.84	63	79732.00	153240	1522.16	99
DIV 6101 TOTAL *****												

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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										
			OPERATIONS	12762	7785.51	61	114858	71985.84	63	79732.00	153240	1522.16	99
DEPT	61		TOTAL *****										
			PUBLIC TRANSPORTATION	12762	7785.51	61	114858	71985.84	63	79732.00	153240	1522.16	99

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

40			ADMINISTRATION										
405			ECONOMIC DEVELOPMENT										
	30		CONTRACTUAL SERVICES										
	30	06	ADVERTISING	2083	.00	0	18747	2030.00	11	.00	25000	22970.00	8
	30	14	MISC & PROFESSIONAL SVCS	416	.00	0	3744	.00	0	.00	5000	5000.00	0
	30	**	CONTRACTUAL SERVICES	2499	.00	0	22491	2030.00	9	.00	30000	27970.00	7
	50		OTHER CHARGES										
	50	06	POSTAL SERVICES	41	.00	0	369	.00	0	.00	500	500.00	0
	50	08	TELECOMMUNICATIONS	75	.00	0	675	.00	0	.00	900	900.00	0
	50	24	SUBSISTANCE & LODGING	128	.00	0	1152	.00	0	.00	1540	1540.00	0
	50	26	CONVENTIONS & EDUCATIONS	105	.00	0	945	.00	0	.00	1260	1260.00	0
	50	28	DUES & ASSOC MEMBERSHIPS	116	.00	0	1044	.00	0	.00	1400	1400.00	0
	50	32	MISCELLANEOUS	125	130.00	104	1125	322.00	29	.00	1500	1178.00	22
	50	63	ECONOMIC INCENTIVES	11608	.00	0	104472	9500.00	9	.00	139300	129800.00	7
	50	93	GRANT PROGRAM FUNDING	8333	.00	0	74997	.00	0	.00	100000	100000.00	0
	50	**	OTHER CHARGES	20531	130.00	1	184779	9822.00	5	.00	246400	236578.00	4
	60		MATERIALS & SUPPLIES										
	60	02	OFFICE SUPPLIES	125	.00	0	1125	.00	0	.00	1500	1500.00	0
	60	12	BOOKS & SUBSCRIPTIONS	125	.00	0	1125	.00	0	.00	1500	1500.00	0
	60	**	MATERIALS & SUPPLIES	250	.00	0	2250	.00	0	.00	3000	3000.00	0
	81		CAPITAL OUTLAY - REPLACE										
	81	18	BUILDING	0	.00	0	0	815.12	0	.00	0	815.12-	0
	81	**	CAPITAL OUTLAY - REPLACE	0	.00	0	0	815.12	0	.00	0	815.12-	0
	82		CAPITAL OUTLAY - NEW										
	82	18	BUILDING	83333	110513.40	133	749997	597087.77	80	.00	1000000	402912.23	60
	82	**	CAPITAL OUTLAY - NEW	83333	110513.40	133	749997	597087.77	80	.00	1000000	402912.23	60
405	**	**	ECONOMIC DEVELOPMENT	106613	110643.40	104	959517	609754.89	64	.00	1279400	669645.11	48
40	**	**	ADMINISTRATION	106613	110643.40	104	959517	609754.89	64	.00	1279400	669645.11	48
DIV	7101		TOTAL *****										
			ECONOMIC DEVELOPMENT	106613	110643.40	104	959517	609754.89	64	.00	1279400	669645.11	48
DEPT	71		TOTAL *****										
			ECONOMIC DEVELOPMENT	106613	110643.40	104	959517	609754.89	64	.00	1279400	669645.11	48

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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	BGDT

40			ADMINISTRATION											
408			COMMUNITY DEVELOPMENT											
	10		SALARIES AND WAGES											
	10 02		REGULAR		9436	5443.20	58	84924	74091.82	87	.00	113240	39148.18	65
	10 04		OVERTIME		25	.00	0	225	.00	0	.00	300	300.00	0
	10 **		SALARIES AND WAGES		9461	5443.20	58	85149	74091.82	87	.00	113540	39448.18	65
	20		BENEFITS											
	20 02		FICA		725	406.74	56	6525	5595.77	86	.00	8700	3104.23	64
	20 04		VA RETIREMENT SYSTEM		925	.00	0	8325	.00	0	.00	11110	11110.00	0
	20 06		GROUP MEDICAL INSURANCE		950	474.40	50	8550	4742.00	56	.00	11400	6658.00	42
	20 08		GROUP LIFE INSURANCE		126	79.02	63	1134	1014.32	89	.00	1520	505.68	67
	20 18		VRS HYBRID EMPLOYER CONTR		0	518.92	0	0	6660.72	0	.00	0	6660.72-	0
	20 20		ICMA HYBRID EMPLOYER CONT		0	58.96	0	0	756.80	0	.00	0	756.80-	0
	20 **		BENEFITS		2726	1538.04	56	24534	18769.61	77	.00	32730	13960.39	57
	30		CONTRACTUAL SERVICES											
	30 06		ADVERTISING		416	.00	0	3744	315.06	8	.00	5000	4684.94	6
	30 14		MISC & PROFESSIONAL SVCS		1954	.00	0	17586	.00	0	.00	23450	23450.00	0
	30 36		MOWING CONTRACT		42	.00	0	378	1402.50	371	.00	500	902.50-	281
	30 **		CONTRACTUAL SERVICES		2412	.00	0	21708	1717.56	8	.00	28950	27232.44	6
	50		OTHER CHARGES											
	50 06		POSTAL SERVICES		83	.00	0	747	.00	0	.00	1000	1000.00	0
	50 08		TELECOMMUNICATIONS		154	43.60	28	1386	361.72	26	.00	1850	1488.28	20
	50 24		SUBSISTANCE & LODGING		125	.00	0	1125	368.76	33	.00	1500	1131.24	25
	50 26		CONVENTIONS & EDUCATIONS		208	.00	0	1872	.00	0	.00	2500	2500.00	0
	50 28		DUES & ASSOC MEMBERSHIPS		62	.00	0	558	661.00	119	.00	750	89.00	88
	50 32		MISCELLANEOUS		83	66.89	81	747	264.10	35	.00	1000	735.90	26
	50 **		OTHER CHARGES		715	110.49	16	6435	1655.58	26	.00	8600	6944.42	19
	60		MATERIALS & SUPPLIES											
	60 02		OFFICE SUPPLIES		171	.00	0	1539	155.70	10	.00	2050	1894.30	8
	60 12		BOOKS & SUBSCRIPTIONS		41	.00	0	369	.00	0	.00	500	500.00	0
	60 **		MATERIALS & SUPPLIES		212	.00	0	1908	155.70	8	.00	2550	2394.30	6
	82		CAPITAL OUTLAY - NEW											
	82 02		VEHICLE		2333	.00	0	20997	29408.60	140	.00	28000	1408.60-	105
	82 04		EDP EQUIPMENT		542	.00	0	4878	4000.00	82	.00	6500	2500.00	62
	82 **		CAPITAL OUTLAY - NEW		2875	.00	0	25875	33408.60	129	.00	34500	1091.40	97
408	**	**	COMMUNITY DEVELOPMENT		18401	7091.73	39	165609	129798.87	78	.00	220870	91071.13	59
40	**	**	ADMINISTRATION		18401	7091.73	39	165609	129798.87	78	.00	220870	91071.13	59
DIV	7201		TOTAL *****											
			COMMUNITY DEVELOPMENT		18401	7091.73	39	165609	129798.87	78	.00	220870	91071.13	59

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FUND 010 GENERAL FUND			DEPT/DIV 7202 COMMUNITY DEVELOPMENT/MAIN STREET PROGRAM										
BA	ELE	OBJ	ACCOUNT	*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%	
SUB	SUB		DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
40			ADMINISTRATION										
406			MAIN STREET COORDINATOR										
	50		OTHER CHARGES										
	50	08	TELECOMMUNICATIONS	37	73.69	199	333	320.48	96	.00	450	129.52	71
	50	**	OTHER CHARGES	37	73.69	199	333	320.48	96	.00	450	129.52	71
	60		MATERIALS & SUPPLIES										
	60	02	OFFICE SUPPLIES	125	.00	0	1125	238.19	21	.00	1500	1261.81	16
	60	**	MATERIALS & SUPPLIES	125	.00	0	1125	238.19	21	.00	1500	1261.81	16
406	**	**	MAIN STREET COORDINATOR	162	73.69	46	1458	558.67	38	.00	1950	1391.33	29
40	**	**	ADMINISTRATION	162	73.69	46	1458	558.67	38	.00	1950	1391.33	29
DIV	7202		TOTAL *****										
			MAIN STREET PROGRAM	162	73.69	46	1458	558.67	38	.00	1950	1391.33	29

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FUND 010 GENERAL FUND			DEPT/DIV 7203 COMMUNITY DEVELOPMENT/PLANNING COMMISSION									
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
40		ADMINISTRATION										
400		COUNCIL / PLANNING COMM										
	50	OTHER CHARGES										
	50 24	SUBSISTANCE & LODGING	50	.00	0	450	.00	0	.00	600	600.00	0
	50 26	CONVENTIONS & EDUCATIONS	83	.00	0	747	.00	0	.00	1000	1000.00	0
	50 36	PLANNING COMMISSION	375	325.00	87	3375	2500.00	74	.00	4500	2000.00	56
	50 **	OTHER CHARGES	508	325.00	64	4572	2500.00	55	.00	6100	3600.00	41
400 ** **		COUNCIL / PLANNING COMM	508	325.00	64	4572	2500.00	55	.00	6100	3600.00	41
40 ** **		ADMINISTRATION	508	325.00	64	4572	2500.00	55	.00	6100	3600.00	41
DIV 7203		TOTAL *****										
		PLANNING COMMISSION	508	325.00	64	4572	2500.00	55	.00	6100	3600.00	41

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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										
	30		CONTRACTUAL SERVICES										
	30	06	ADVERTISING	417	.00	0	3753	928.00	25	.00	5000	4072.00	19
	30	08	MAINTENANCE SVC CONTRACTS	1075	.00	0	9675	.00	0	.00	12900	12900.00	0
	30	14	MISC & PROFESSIONAL SVCS	208	.00	0	1872	.00	0	.00	2500	2500.00	0
	30	26	IT NETWRK/WEBSITE SUPPORT	221	.00	0	1989	312.00	16	.00	2650	2338.00	12
	30	**	CONTRACTUAL SERVICES	1921	.00	0	17289	1240.00	7	.00	23050	21810.00	5
	50		OTHER CHARGES										
	50	02	ELECTRICAL SERVICES	500	.00	0	4500	.00	0	.00	6000	6000.00	0
	50	04	HEATING SERVICES	208	.00	0	1872	140.19	8	.00	2500	2359.81	6
	50	06	POSTAL SERVICES	42	.00	0	378	.00	0	.00	500	500.00	0
	50	08	TELECOMMUNICATIONS	167	.00	0	1503	.00	0	.00	2000	2000.00	0
	50	10	PROPERTY INSURANCE	42	125.00	298	378	500.00	132	.00	500	.00	100
	50	24	SUBSISTANCE & LODGING	83	.00	0	747	.00	0	.00	1000	1000.00	0
	50	26	CONVENTIONS & EDUCATIONS	83	.00	0	747	.00	0	.00	1000	1000.00	0
	50	32	MISCELLANEOUS	63	.00	0	567	.00	0	.00	750	750.00	0
	50	**	OTHER CHARGES	1188	125.00	11	10692	640.19	6	.00	14250	13609.81	5
	60		MATERIALS & SUPPLIES										
	60	02	OFFICE SUPPLIES	542	.00	0	4878	.00	0	.00	6500	6500.00	0
	60	04	REPAIRS & MAINTENANCE	167	.00	0	1503	.00	0	.00	2000	2000.00	0
	60	**	MATERIALS & SUPPLIES	709	.00	0	6381	.00	0	.00	8500	8500.00	0
409	**	**	COMMUNITY DEVELOPMENT	3818	125.00	3	34362	1880.19	6	.00	45800	43919.81	4
40	**	**	ADMINISTRATION	3818	125.00	3	34362	1880.19	6	.00	45800	43919.81	4
DIV	7204		TOTAL *****										
			SPARK INNOVATION CENTER	3818	125.00	3	34362	1880.19	6	.00	45800	43919.81	4
DEPT	72		TOTAL *****										
			COMMUNITY DEVELOPMENT	22889	7615.42	33	206001	134737.73	65	.00	274720	139982.27	49

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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	5162	.00	0	46458	28500.00	61	.00	61950	33450.00	46
	50	62	CONTRIBUTION - SENIOR CTR	83	.00	0	747	.00	0	.00	1000	1000.00	0
	50	63	ECONOMIC INCENTIVES	0	.00	0	0	4168.33	0	.00	0	4168.33-	0
	50	70	RECREATION PROGRAM	8333	.00	0	74997	75000.00	100	.00	100000	25000.00	75
	50	72	CONTRIBUTION - FIRE DEPT	1250	.00	0	11250	15000.00	133	.00	15000	.00	100
	50	74	CONTRIBUTION-MAIN ST PGM	416	.00	0	3744	27408.56	732	.00	5000	22408.56-	548
	50	**	OTHER CHARGES	15244	.00	0	137196	150076.89	109	.00	182950	32873.11	82
801	**	**	NON DEPARTMENTAL	15244	.00	0	137196	150076.89	109	.00	182950	32873.11	82
80	**	**	NON DEPARTMENT	15244	.00	0	137196	150076.89	109	.00	182950	32873.11	82
DIV	9101		TOTAL *****										
			CONTRIBUTIONS	15244	.00	0	137196	150076.89	109	.00	182950	32873.11	82

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FUND 010 GENERAL FUND			DEPT/DIV 9102 NON DEPARTMENT/NON DEPARTMENT									
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
80		NON DEPARTMENT										
801		NON DEPARTMENTAL										
	50	OTHER CHARGES										
	50 96	INSURANCE CLAIM	0	.00	0	0	3590.51	0	.00	0	3590.51-	0
	50 **	OTHER CHARGES	0	.00	0	0	3590.51	0	.00	0	3590.51-	0
	60	MATERIALS & SUPPLIES										
	60 06	FUELS & LUBRICANTS	833	1296.24	156	7497	9599.95	128	.00	10000	400.05	96
	60 **	MATERIALS & SUPPLIES	833	1296.24	156	7497	9599.95	128	.00	10000	400.05	96
	82	CAPITAL OUTLAY - NEW										
	82 30	IMPRVMTS OTHER THAN BLDG	0	2870.00	0	0	40919.33	0	.00	0	40919.33-	0
	82 **	CAPITAL OUTLAY - NEW	0	2870.00	0	0	40919.33	0	.00	0	40919.33-	0
801 ** **		NON DEPARTMENTAL	833	4166.24	500	7497	54109.79	722	.00	10000	44109.79-	541
802		TRANSFER OUT										
	70	TRANSFER OUT										
	70 01	TO CEMETERY FUND	4700	.00	0	42300	25000.00	59	.00	56400	31400.00	44
	70 02	WATER & SEWER FUND	0	.00	0	0	2000000.00	0	.00	0	2000000.00-	0
	70 07	TO RESERVE POLICY FNDS-FD	5416	.00	0	48744	.00	0	.00	65000	65000.00	0
	70 **	TRANSFER OUT	10116	.00	0	91044	2025000.00	2224	.00	121400	1903600.00-1668	
802 ** **		TRANSFER OUT	10116	.00	0	91044	2025000.00	2224	.00	121400	1903600.00-1668	
80 ** **		NON DEPARTMENT	10949	4166.24	38	98541	2079109.79	2110	.00	131400	1947709.79-1582	
DIV 9102		TOTAL *****										
		NON DEPARTMENT	10949	4166.24	38	98541	2079109.79	2110	.00	131400	1947709.79-1582	

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FUND 010 GENERAL FUND			DEPT/DIV 9105 NON DEPARTMENT/AVOCA									
BA	ELE	OBJ	*****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										
10		SALARIES AND WAGES										
10 02		REGULAR	4445	4849.28	109	40005	33655.88	84	.00	53350	19694.12	63
10 04		OVERTIME	0	.00	0	0	225.00	0	.00	0	225.00-	0
10 **		SALARIES AND WAGES	4445	4849.28	109	40005	33880.88	85	.00	53350	19469.12	64
20		BENEFITS										
20 02		FICA	341	363.28	107	3069	2537.49	83	.00	4100	1562.51	62
20 04		VA RETIREMENT SYSTEM	437	.00	0	3933	.00	0	.00	5250	5250.00	0
20 06		GROUP MEDICAL INSURANCE	475	474.40	100	4275	3928.80	92	.00	5700	1771.20	69
20 08		GROUP LIFE INSURANCE	60	55.84	93	540	371.92	69	.00	720	348.08	52
20 18		VRS HYBRID EMPLOYER CONTR	0	366.70	0	0	2442.40	0	.00	0	2442.40-	0
20 20		ICMA HYBRID EMPLOYER CONT	0	41.66	0	0	277.52	0	.00	0	277.52-	0
20 **		BENEFITS	1313	1301.88	99	11817	9558.13	81	.00	15770	6211.87	61
30		CONTRACTUAL SERVICES										
30 36		MOWING CONTRACT	0	.00	0	0	6445.00	0	.00	0	6445.00-	0
30 **		CONTRACTUAL SERVICES	0	.00	0	0	6445.00	0	.00	0	6445.00-	0
50		OTHER CHARGES										
50 08		TELECOMMUNICATIONS	37	33.57	91	333	280.36	84	.00	450	169.64	62
50 **		OTHER CHARGES	37	33.57	91	333	280.36	84	.00	450	169.64	62
60		MATERIALS & SUPPLIES										
60 06		FUELS & LUBRICANTS	20	39.95	200	180	251.86	140	.00	240	11.86-	105
60 **		MATERIALS & SUPPLIES	20	39.95	200	180	251.86	140	.00	240	11.86-	105
81		CAPITAL OUTLAY - REPLACE										
81 18		BUILDING	4833	.00	0	43497	.00	0	.00	58000	58000.00	0
81 **		CAPITAL OUTLAY - REPLACE	4833	.00	0	43497	.00	0	.00	58000	58000.00	0
801 ** **		NON DEPARTMENTAL	10648	6224.68	59	95832	50416.23	53	.00	127810	77393.77	39
80 ** **		NON DEPARTMENT	10648	6224.68	59	95832	50416.23	53	.00	127810	77393.77	39
DIV 9105		TOTAL *****										
		AVOCA	10648	6224.68	59	95832	50416.23	53	.00	127810	77393.77	39
DEPT 91		TOTAL *****										
		NON DEPARTMENT	36841	10390.92	28	331569	2279602.91	688	.00	442160	1837442.91-	516
FUND 010		TOTAL *****										
		GENERAL FUND	528324	646237.36	122	4754916	6280673.83	132	518963.56	6340710	458927.39-	107

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FUND 020 STATE HIGHWAY REIMB 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		MATERIALS & SUPPLIES										
60	28	STORM DRAINAGE	4016	1465.54	37	36144	19735.75	55	.03-	48200	28464.28	41
60	36	PAVEMENT	33333	170.86	1	299997	720180.30	240	.00	400000	320180.30-	180
60	40	TRAFFIC CONTROL DEVICE	4733	4039.22	85	42597	35335.32	83	.00	56800	21464.68	62
60	**	MATERIALS & SUPPLIES	42082	5675.62	14	378738	775251.37	205	.03-	505000	270251.34-	154
81		CAPITAL OUTLAY - REPLACE										
81	02	VEHICLE REPLACEMENT	10105	.00	0	90945	40447.50	45	43238.28	121270	37584.22	69
81	06	MACHINERY & EQUIPMENT	8541	.00	0	76869	1913.75	3	96435.00	102500	4151.25	96
81	**	CAPITAL OUTLAY - REPLACE	18646	.00	0	167814	42361.25	25	139673.28	223770	41735.47	81
82		CAPITAL OUTLAY - NEW										
82	06	MACHINERY & EQUIPMENT	1500	.00	0	13500	16800.00	124	.00	18000	1200.00	93
82	**	CAPITAL OUTLAY - NEW	1500	.00	0	13500	16800.00	124	.00	18000	1200.00	93
601	**	OPERATIONS & MAINTENANCE	62228	5675.62	9	560052	834412.62	149	139673.25	746770	227315.87-	130
606												
60		MATERIALS & SUPPLIES										
60	30	ENGINEERING R & M	833	76.50	9	7497	344.25	5	.00	10000	9655.75	3
60	44	SNOW & ICE REMOVAL	5000	.00	0	45000	13551.92	30	.00	60000	46448.08	23
60	46	OTHER TRAFFIC SVCS RDSIDE	4166	1511.02	36	37494	13096.56	35	.00	50000	36903.44	26
60	**	MATERIALS & SUPPLIES	9999	1587.52	16	89991	26992.73	30	.00	120000	93007.27	23
606	**		9999	1587.52	16	89991	26992.73	30	.00	120000	93007.27	23
607		ADMINISTRATION AND MISC										
50		OTHER CHARGES										
50	32	MISCELLANEOUS	8333	32290.00	388	74997	33714.62	45	.00	100000	66285.38	34
50	**	OTHER CHARGES	8333	32290.00	388	74997	33714.62	45	.00	100000	66285.38	34
607	**	ADMINISTRATION AND MISC	8333	32290.00	388	74997	33714.62	45	.00	100000	66285.38	34
608		CAPITAL OUTLAY										
82		CAPITAL OUTLAY - NEW										
82	30	IMPRVMTS OTHER THAN BLDG	6250	.00	0	56250	.00	0	.00	75000	75000.00	0
82	**	CAPITAL OUTLAY - NEW	6250	.00	0	56250	.00	0	.00	75000	75000.00	0
608	**	CAPITAL OUTLAY	6250	.00	0	56250	.00	0	.00	75000	75000.00	0
60	**		86810	39553.14	46	781290	895119.97	115	139673.25	1041770	6976.78	99
DIV	4101	TOTAL *****										
		MAIN OF STREETS & HWYS	86810	39553.14	46	781290	895119.97	115	139673.25	1041770	6976.78	99
DEPT	41	TOTAL *****										
		PUBLIC WORKS	86810	39553.14	46	781290	895119.97	115	139673.25	1041770	6976.78	99
FUND	020	TOTAL *****										
		STATE HIGHWAY REIMB FUND	86810	39553.14	46	781290	895119.97	115	139673.25	1041770	6976.78	99

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FUND 050 WATER & SEWER FUND			DEPT/DIV 1101 GENERAL GOVERNMENT/ADMINISTRATION									
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****				ANNUAL	UNENCUMB.	%
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
70		UTILITIES										
701		WATER										
	10	SALARIES AND WAGES										
	10 02	REGULAR	1525	1406.88	92	13725	12889.87	94	.00	18300	5410.13	70
	10 04	OVERTIME	11	3.30	30	99	105.53	107	.00	140	34.47	75
	10 **	SALARIES AND WAGES	1536	1410.18	92	13824	12995.40	94	.00	18440	5444.60	71
	20	BENEFITS										
	20 02	FICA	116	84.79	73	1044	793.26	76	.00	1400	606.74	57
	20 04	VA RETIREMENT SYSTEM	148	149.36	101	1332	1344.24	101	.00	1780	435.76	76
	20 06	GROUP MEDICAL INSURANCE	302	301.86	100	2718	2716.74	100	.00	3630	913.26	75
	20 08	GROUP LIFE INSURANCE	20	20.42	102	180	183.78	102	.00	250	66.22	74
	20 **	BENEFITS	586	556.43	95	5274	5038.02	96	.00	7060	2021.98	71
701 ** **		WATER	2122	1966.61	93	19098	18033.42	94	.00	25500	7466.58	71
702		SEWER										
	10	SALARIES AND WAGES										
	10 02	REGULAR	1016	937.92	92	9144	8593.28	94	.00	12200	3606.72	70
	10 04	OVERTIME	5	2.19	44	45	70.33	156	.00	60	10.33	117
	10 **	SALARIES AND WAGES	1021	940.11	92	9189	8663.61	94	.00	12260	3596.39	71
	20	BENEFITS										
	20 02	FICA	77	56.51	73	693	528.73	76	.00	930	401.27	57
	20 04	VA RETIREMENT SYSTEM	99	99.58	101	891	896.22	101	.00	1190	293.78	75
	20 06	GROUP MEDICAL INSURANCE	201	201.24	100	1809	1811.16	100	.00	2420	608.84	75
	20 08	GROUP LIFE INSURANCE	14	13.62	97	126	122.58	97	.00	170	47.42	72
	20 **	BENEFITS	391	370.95	95	3519	3358.69	95	.00	4710	1351.31	71
702 ** **		SEWER	1412	1311.06	93	12708	12022.30	95	.00	16970	4947.70	71
70 ** **		UTILITIES	3534	3277.67	93	31806	30055.72	95	.00	42470	12414.28	71
DIV 1101		TOTAL *****										
		ADMINISTRATION	3534	3277.67	93	31806	30055.72	95	.00	42470	12414.28	71
DEPT 11		TOTAL *****										
		GENERAL GOVERNMENT	3534	3277.67	93	31806	30055.72	95	.00	42470	12414.28	71

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

70		UTILITIES										
701		WATER										
10		SALARIES AND WAGES										
10 02		REGULAR	32668	21409.63	66	294012	248966.86	85	.00	392020	143053.14	64
10 04		OVERTIME	1250	.00	0	11250	3895.85	35	.00	15000	11104.15	26
10 **		SALARIES AND WAGES	33918	21409.63	63	305262	252862.71	83	.00	407020	154157.29	62
20		BENEFITS										
20 02		FICA	2595	1547.68	60	23355	18153.69	78	.00	31140	12986.31	58
20 04		VA RETIREMENT SYSTEM	3201	971.64	30	28809	12483.68	43	.00	38420	25936.32	33
20 06		GROUP MEDICAL INSURANCE	4516	2805.80	62	40644	40615.80	100	.00	54200	13584.20	75
20 08		GROUP LIFE INSURANCE	438	282.78	65	3942	3163.71	80	.00	5260	2096.29	60
20 18		VRS HYBRID EMPLOYER CONTR	0	829.34	0	0	8178.11	0	.00	0	8178.11-	0
20 20		ICMA HYBRID EMPLOYER CONT	0	266.92	0	0	2474.12	0	.00	0	2474.12-	0
20 **		BENEFITS	10750	6704.16	62	96750	85069.11	88	.00	129020	43950.89	66
30		CONTRACTUAL SERVICES										
30 08		MAINTENANCE SVC CONTRACTS	2508	873.00	35	22572	20410.66	90	770.00	30100	8919.34	70
30 14		MISC & PROFESSIONAL SVCS	1666	49.00	3	14994	441.00	3	.00	20000	19559.00	2
30 16		PHYSICALS	66	.00	0	594	150.00	25	.00	800	650.00	19
30 20		WATER PURCHASES - CC	6250	.00	0	56250	17334.58	31	.00	75000	57665.42	23
30 24		R & M GROUNDS, BLDGS, RDS	1166	.00	0	10494	.00	0	.00	14000	14000.00	0
30 **		CONTRACTUAL SERVICES	11656	922.00	8	104904	38336.24	37	770.00	139900	100793.76	28
50		OTHER CHARGES										
50 02		ELECTRICAL SERVICES	9166	6981.10	76	82494	56193.94	68	.00	110000	53806.06	51
50 04		HEATING SERVICES	291	702.44	241	2619	2794.87	107	.00	3500	705.13	80
50 08		TELECOMMUNICATIONS	916	1072.88	117	8244	9275.70	113	.00	11000	1724.30	84
50 10		PROPERTY INSURANCE	762	2287.50	300	6858	9150.00	133	.00	9150	.00	100
50 12		MOTOR VEHICLE INSURANCE	43	130.00	302	387	520.00	134	.00	520	.00	100
50 18		GENERAL LIABILITY INSUR	375	1000.00	267	3375	4000.00	119	.00	4500	500.00	89
50 24		SUBSISTANCE & LODGING	250	231.34-	93-	2250	.00	0	.00	3000	3000.00	0
50 26		CONVENTIONS & EDUCATIONS	416	.00	0	3744	840.00	22	.00	5000	4160.00	17
50 28		DUES & ASSOC MEMBERSHIPS	83	.00	0	747	951.00	127	.00	1000	49.00	95
50 30		REFUNDS	41	.00	0	369	.00	0	.00	500	500.00	0
50 32		MISCELLANEOUS	166	.00	0	1494	388.71	26	.00	2000	1611.29	19
50 64		SAMPLE TESTING	1250	741.38	59	11250	4818.20	43	.00	15000	10181.80	32
50 66		FEES PAID TO COMMONWEALTH	458	.00	0	4122	5037.00	122	.00	5500	463.00	92
50 68		PROFESSIONAL LICENSES	100	.00	0	900	100.00	11	.00	1200	1100.00	8
50 **		OTHER CHARGES	14317	12683.96	89	128853	94069.42	73	.00	171870	77800.58	55
60		MATERIALS & SUPPLIES										
60 02		OFFICE SUPPLIES	508	42.88	8	4572	944.83	21	.00	6100	5155.17	16
60 04		REPAIRS & MAINTENANCE	2500	37.25-	2-	22500	17302.17	77	.00	30000	12697.83	58
60 06		FUELS & LUBRICANTS	354	259.81	73	3186	4750.29	149	.00	4250	500.29-	112
60 08		VEHICLE & EQUIP R&M	187	967.56	517	1683	2219.79	132	4623.00	2250	4592.79-	304
60 10		UNIFORMS	604	429.45	71	5436	4499.40	83	.00	7250	2750.60	62
60 11		SAFETY EQUIP & PROGRAMS	208	.00	0	1872	518.95	28	.00	2500	1981.05	21
60 14		OTHER OPERATING SUPPLIES	10000	6667.47	67	90000	84292.22	94	.00	120000	35707.78	70
60 15		LABORATORY TEST CHEMICALS	1250	229.88	18	11250	9323.94	83	.00	15000	5676.06	62

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FUND 050 WATER & SEWER FUND			DEPT/DIV 5001 WATER			DEPARTMENT/OPERATIONS							
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										
701			WATER										
60	24		SMALL TOOLS	166	63.52	38	1494	615.54	41	.00	2000	1384.46	31
60	25		SMALL EQUIPMENT	625	849.76	136	5625	2190.44	39	.00	7500	5309.56	29
60	**		MATERIALS & SUPPLIES	16402	9473.08	58	147618	126657.57	86	4623.00	196850	65569.43	67
70			TRANSFER OUT										
70	05		TO RESERVES	2731	.00	0	24579	.00	0	.00	32780	32780.00	0
70	**		TRANSFER OUT	2731	.00	0	24579	.00	0	.00	32780	32780.00	0
90			DEBT SERVICE										
90	02		PRINCIPAL	25166	.00	0	226494	302000.00	133	.00	302000	.00	100
90	04		INTEREST	7988	.00	0	71892	96108.67	134	.00	95860	248.67-	100
90	**		DEBT SERVICE	33154	.00	0	298386	398108.67	133	.00	397860	248.67-	100
91			DEBT SERVICE-2020A										
91	02		PRINCIPAL	8997	.00	0	80973	107970.00	133	.00	107970	.00	100
91	04		INTEREST	7710	.00	0	69390	92532.76	133	.00	92530	2.76-	100
91	**		DEBT SERVICE-2020A	16707	.00	0	150363	200502.76	133	.00	200500	2.76-	100
701	**	**	WATER	139635	51192.83	37	1256715	1195606.48	95	5393.00	1675800	474800.52	72
70	**	**	UTILITIES	139635	51192.83	37	1256715	1195606.48	95	5393.00	1675800	474800.52	72
DIV	5001		TOTAL *****										
			OPERATIONS	139635	51192.83	37	1256715	1195606.48	95	5393.00	1675800	474800.52	72

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FUND 050 WATER & SEWER FUND		DEPT/DIV 5002 WATER DEPARTMENT/PUMP STATION			*****CURRENT***** YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%		
BA	ELE OBJ	ACCOUNT	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
70		UTILITIES										
703		BEDFORD PUMP STATION										
50		OTHER CHARGES										
50 02		ELECTRICAL SERVICES	833	455.48	55	7497	5127.53	68	.00	10000	4872.47	51
50 08		TELECOMMUNICATIONS	45	52.53	117	405	476.92	118	.00	550	73.08	87
50 **		OTHER CHARGES	878	508.01	58	7902	5604.45	71	.00	10550	4945.55	53
60		MATERIALS & SUPPLIES										
60 04		REPAIRS & MAINTENANCE	250	9909.00	3964	2250	9909.00	440	.00	3000	6909.00-	330
60 **		MATERIALS & SUPPLIES	250	9909.00	3964	2250	9909.00	440	.00	3000	6909.00-	330
703 ** **		BEDFORD PUMP STATION	1128	10417.01	924	10152	15513.45	153	.00	13550	1963.45-	115
704		LOLA PUMP STATION										
50		OTHER CHARGES										
50 02		ELECTRICAL SERVICES	83	75.16	91	747	440.37	59	.00	1000	559.63	44
50 08		TELECOMMUNICATIONS	45	52.53	117	405	476.92	118	.00	550	73.08	87
50 **		OTHER CHARGES	128	127.69	100	1152	917.29	80	.00	1550	632.71	59
60		MATERIALS & SUPPLIES										
60 04		REPAIRS & MAINTENANCE	8	.00	0	72	.00	0	.00	100	100.00	0
60 **		MATERIALS & SUPPLIES	8	.00	0	72	.00	0	.00	100	100.00	0
704 ** **		LOLA PUMP STATION	136	127.69	94	1224	917.29	75	.00	1650	732.71	56
709		MELINDA PUMP STATION										
50		OTHER CHARGES										
50 02		ELECTRICAL SERVICES	800	.00	0	7200	.00	0	.00	9600	9600.00	0
50 08		TELECOMMUNICATIONS	45	.00	0	405	.00	0	.00	550	550.00	0
50 **		OTHER CHARGES	845	.00	0	7605	.00	0	.00	10150	10150.00	0
60		MATERIALS & SUPPLIES										
60 04		REPAIRS & MAINTENANCE	125	.00	0	1125	.00	0	.00	1500	1500.00	0
60 **		MATERIALS & SUPPLIES	125	.00	0	1125	.00	0	.00	1500	1500.00	0
709 ** **		MELINDA PUMP STATION	970	.00	0	8730	.00	0	.00	11650	11650.00	0
70 ** **		UTILITIES	2234	10544.70	472	20106	16430.74	82	.00	26850	10419.26	61
DIV 5002		TOTAL *****										
		PUMP STATION	2234	10544.70	472	20106	16430.74	82	.00	26850	10419.26	61

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FUND 050 WATER & SEWER FUND			DEPT/DIV 5003 WATER			DEPARTMENT/SPRINGS						
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
70		UTILITIES										
706		MCMINNIS SPRING										
	50	OTHER CHARGES										
	50 02	ELECTRICAL SERVICES	800	703.37	88	7200	5446.96	76	.00	9600	4153.04	57
	50 08	TELECOMMUNICATIONS	66	60.75	92	594	427.25	72	.00	800	372.75	53
	50 **	OTHER CHARGES	866	764.12	88	7794	5874.21	75	.00	10400	4525.79	57
	60	MATERIALS & SUPPLIES										
	60 04	REPAIRS & MAINTENANCE	250	.00	0	2250	142.21	6	.00	3000	2857.79	5
	60 14	OTHER OPERATING SUPPLIES	625	627.32	100	5625	4973.34	88	.00	7500	2526.66	66
	60 15	LABORATORY TEST CHEMICALS	250	114.94	46	2250	1103.71	49	.00	3000	1896.29	37
	60 **	MATERIALS & SUPPLIES	1125	742.26	66	10125	6219.26	61	.00	13500	7280.74	46
706 ** **		MCMINNIS SPRING	1991	1506.38	76	17919	12093.47	68	.00	23900	11806.53	51
707		REYNOLDS SPRING										
	50	OTHER CHARGES										
	50 02	ELECTRICAL SERVICES	1016	1017.92	100	9144	9289.39	102	.00	12200	2910.61	76
	50 08	TELECOMMUNICATIONS	125	128.06	102	1125	1152.54	102	.00	1500	347.46	77
	50 **	OTHER CHARGES	1141	1145.98	100	10269	10441.93	102	.00	13700	3258.07	76
	60	MATERIALS & SUPPLIES										
	60 04	REPAIRS & MAINTENANCE	250	.00	0	2250	690.92	31	.00	3000	2309.08	23
	60 14	OTHER OPERATING SUPPLIES	541	627.31	116	4869	6095.60	125	.00	6500	404.40	94
	60 15	LABORATORY TEST CHEMICALS	250	114.94	46	2250	1103.71	49	.00	3000	1896.29	37
	60 **	MATERIALS & SUPPLIES	1041	742.25	71	9369	7890.23	84	.00	12500	4609.77	63
707 ** **		REYNOLDS SPRING	2182	1888.23	87	19638	18332.16	93	.00	26200	7867.84	70
70 ** **		UTILITIES	4173	3394.61	81	37557	30425.63	81	.00	50100	19674.37	61
DIV 5003		TOTAL *****										
		SPRINGS	4173	3394.61	81	37557	30425.63	81	.00	50100	19674.37	61

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FUND 050 WATER & SEWER FUND			DEPT/DIV 5004 WATER			DEPARTMENT/TANKS & INDUSTRIAL METERS						
BA	ELE	OBJ	*****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	68.51	69	900	610.84	68	.00	1200	589.16	51
	50 08	TELECOMMUNICATIONS	108	103.75	96	972	933.75	96	.00	1300	366.25	72
	50 **	OTHER CHARGES	208	172.26	83	1872	1544.59	83	.00	2500	955.41	62
	60	MATERIALS & SUPPLIES										
	60 04	REPAIRS & MAINTENANCE	208	.00	0	1872	.00	0	.00	2500	2500.00	0
	60 **	MATERIALS & SUPPLIES	208	.00	0	1872	.00	0	.00	2500	2500.00	0
708 ** **		TANKS & INDUSTRIAL METERS	416	172.26	41	3744	1544.59	41	.00	5000	3455.41	31
70 ** **		UTILITIES	416	172.26	41	3744	1544.59	41	.00	5000	3455.41	31
DIV 5004		TOTAL *****										
		TANKS & INDUSTRIAL METERS	416	172.26	41	3744	1544.59	41	.00	5000	3455.41	31

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FUND 050 WATER & SEWER FUND			DEPT/DIV 5010 WATER DEPARTMENT/WATER CAPITAL OUTLAY			*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%
BA	ELE	OBJ	ACCOUNT	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT	
70			UTILITIES											
701			WATER											
	81		CAPITAL OUTLAY - REPLACE											
	81	02	VEHICLE REPLACEMENT	2242	.00	0	20178	.00	0	.00	26910	26910.00	0	
	81	06	MACHINERY & EQUIPMENT	169362	1843.75	1	1524258	428149.39	28	26758.00	2032350	1577442.61	22	
	81	22	WATER SYSTEM	0	61308.04	0	0	91308.04	0	.00	0	91308.04-	0	
	81	30	IMPRVMNTS OTHER THAN BLDG	2916	.00	0	26244	38835.00	148	.00	35000	3835.00-	111	
	81	35	MELINDA TANK HPZ	114583	36646.00	32	1031247	630353.02	61	.00	1375000	744646.98	46	
	81	37	SCADA SYSTEM UPGRADE	3333	.00	0	29997	17900.00	60	.00	40000	22100.00	45	
	81	40	WTP - ELECTRICAL	0	47565.20	0	0	505826.80	0	66245.37	0	572072.17-	0	
	81	**	CAPITAL OUTLAY - REPLACE	292436	147362.99	50	2631924	1712372.25	65	93003.37	3509260	1703884.38	51	
	82		CAPITAL OUTLAY - NEW											
	82	22	WATER SYSTEM	0	364071.00	0	0	405731.00	0	.00	0	405731.00-	0	
	82	30	IMPRVMNTS OTHER THAN BLDG	208	.00	0	1872	.00	0	.00	2500	2500.00	0	
	82	**	CAPITAL OUTLAY - NEW	208	364071.00	5034	1872	405731.00	1674	.00	2500	403231.00-6229		
701	**	**	WATER	292644	511433.99	175	2633796	2118103.25	80	93003.37	3511760	1300653.38	63	
70	**	**	UTILITIES	292644	511433.99	175	2633796	2118103.25	80	93003.37	3511760	1300653.38	63	
DIV	5010		TOTAL *****											
			WATER CAPITAL OUTLAY	292644	511433.99	175	2633796	2118103.25	80	93003.37	3511760	1300653.38	63	
DEPT	50		TOTAL *****											
			WATER DEPARTMENT	439102	576738.39	131	3951918	3362110.69	85	98396.37	5269510	1809002.94	66	

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FUND 050 WATER & SEWER FUND		DEPT/DIV 5101 SEWER DEPARTMENT/OPERATIONS			*****CURRENT***** YEAR-TO-DATE*****			ENCUMBR.	ANNUAL BUDGET	UNENCUMB. BALANCE	% BDGT
BA ELE OBJ	ACCOUNT	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP				
SUB	SUB DESCRIPTION										
70	UTILITIES										
702	SEWER										
10	SALARIES AND WAGES										
10 02	REGULAR	41337	28964.57	70	372033	265716.39	71	.00	496050	230333.61	54
10 04	OVERTIME	670	268.05	40	6030	4786.48	79	.00	8050	3263.52	60
10 **	SALARIES AND WAGES	42007	29232.62	70	378063	270502.87	72	.00	504100	233597.13	54
20	BENEFITS										
20 02	FICA	3216	2047.91	64	28944	19118.64	66	.00	38600	19481.36	50
20 04	VA RETIREMENT SYSTEM	4051	1988.62	49	36459	18541.38	51	.00	48620	30078.62	38
20 06	GROUP MEDICAL INSURANCE	7308	4581.80	63	65772	45824.60	70	.00	87700	41875.40	52
20 08	GROUP LIFE INSURANCE	554	392.24	71	4986	3499.71	70	.00	6650	3150.29	53
20 18	VRS HYBRID EMPLOYER CONTR	0	778.74	0	0	6239.25	0	.00	0	6239.25-	0
20 20	ICMA HYBRID EMPLOYER CONT	0	101.40	0	0	815.74	0	.00	0	815.74-	0
20 **	BENEFITS	15129	9890.71	65	136161	94039.32	69	.00	181570	87530.68	52
30	CONTRACTUAL SERVICES										
30 08	MAINTENANCE SVC CONTRACTS	875	58.98	7	7875	5018.86	64	875.00	10500	4606.14	56
30 14	MISC & PROFESSIONAL SVCS	1666	.00	0	14994	9350.00	62	.00	20000	10650.00	47
30 16	PHYSICALS	125	.00	0	1125	150.00	13	.00	1500	1350.00	10
30 24	R & M GROUNDS, BLDGS, RDS	541	169.00	31	4869	1669.91	34	.00	6500	4830.09	26
30 **	CONTRACTUAL SERVICES	3207	227.98	7	28863	16188.77	56	875.00	38500	21436.23	44
50	OTHER CHARGES										
50 02	ELECTRICAL SERVICES	27083	30972.73	114	243747	245418.54	101	.00	325000	79581.46	76
50 04	HEATING SERVICES	291	677.00	233	2619	1906.55	73	.00	3500	1593.45	55
50 08	TELECOMMUNICATIONS	708	916.07	129	6372	7685.52	121	.00	8500	814.48	90
50 10	PROPERTY INSURANCE	760	2282.50	300	6840	9130.00	134	.00	9130	.00	100
50 12	MOTOR VEHICLE INSURANCE	151	455.00	301	1359	1820.00	134	.00	1820	.00	100
50 18	GENERAL LIABILITY INSUR	375	1000.00	267	3375	4000.00	119	.00	4500	500.00	89
50 24	SUBSISTANCE & LODGING	83	.00	0	747	.00	0	.00	1000	1000.00	0
50 26	CONVENTIONS & EDUCATIONS	250	121.00	48	2250	604.00	27	.00	3000	2396.00	20
50 28	DUES & ASSOC MEMBERSHIPS	41	.00	0	369	.00	0	.00	500	500.00	0
50 30	REFUNDS	25	.00	0	225	.00	0	.00	300	300.00	0
50 32	MISCELLANEOUS	62	.00	0	558	81.83	15	.00	750	668.17	11
50 64	SAMPLE TESTING	916	1067.74	117	8244	5551.88	67	.00	11000	5448.12	51
50 66	FEES PAID TO COMMONWEALTH	833	.00	0	7497	10219.00	136	.00	10000	219.00-	102
50 67	SAMPLE TESTING / IN HOUSE	437	.00	0	3933	3976.70	101	.00	5250	1273.30	76
50 68	PROFESSIONAL LICENSES	125	80.00	64	1125	580.00	52	.00	1500	920.00	39
50 90	EOP ENVIRON. SAMPLING	416	.00	0	3744	.00	0	.00	5000	5000.00	0
50 **	OTHER CHARGES	32556	37572.04	115	293004	290974.02	99	.00	390750	99775.98	75
60	MATERIALS & SUPPLIES										
60 02	OFFICE SUPPLIES	504	.00	0	4536	270.18	6	.00	6050	5779.82	5
60 04	REPAIRS & MAINTENANCE	4166	21621.31	519	37494	38145.20	102	5136.56	50000	6718.24	87
60 06	FUELS & LUBRICANTS	854	520.52	61	7686	20887.83	272	.00	10250	10637.83-	204
60 08	VEHICLE / EQUIP R&M	333	175.76	53	2997	6563.07	219	.43-	4000	2562.64-	164
60 10	UNIFORMS	583	477.31	82	5247	3783.16	72	488.80	7000	2728.04	61
60 11	SAFETY EQUIP & PROGRAMS	416	438.75	106	3744	2108.36	56	.00	5000	2891.64	42
60 14	OTHER OPERATING SUPPLIES	5416	2076.00	38	48744	55545.44	114	.00	65000	9454.56	86

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FUND 050 WATER & SEWER FUND			DEPT/DIV 5101 SEWER DEPARTMENT/OPERATIONS			*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%
BA	ELE	OBJ	ACCOUNT	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT	
70			UTILITIES											
702			SEWER											
60	24		SMALL TOOLS	125	42.98	34	1125	744.55	66	.00	1500	755.45	50	
60	50		LABORATORY TEST EQUIP	2500	2214.80	89	22500	14374.51	64	.00	30000	15625.49	48	
60	**		MATERIALS & SUPPLIES	14897	27567.43	185	134073	142422.30	106	5624.93	178800	30752.77	83	
70			TRANSFER OUT											
70	05		TO RESERVES	2730	.00	0	24570	.00	0	.00	32770	32770.00	0	
70	**		TRANSFER OUT	2730	.00	0	24570	.00	0	.00	32770	32770.00	0	
91			DEBT SERVICE-2020A											
91	02		PRINCIPAL	6252	.00	0	56268	75030.00	133	.00	75030	.00	100	
91	04		INTEREST	5358	.00	0	48222	64302.43	133	.00	64300	2.43-	100	
91	**		DEBT SERVICE-2020A	11610	.00	0	104490	139332.43	133	.00	139330	2.43-	100	
702	**	**	SEWER	122136	104490.78	86	1099224	953459.71	87	6499.93	1465820	505860.36	66	
70	**	**	UTILITIES	122136	104490.78	86	1099224	953459.71	87	6499.93	1465820	505860.36	66	
DIV	5101		TOTAL *****											
			OPERATIONS	122136	104490.78	86	1099224	953459.71	87	6499.93	1465820	505860.36	66	

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FUND 050 WATER & SEWER FUND			DEPT/DIV 5102 SEWER DEPARTMENT/PUMP STATION			*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%
BA	ELE	OBJ	ACCOUNT	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT	
70			UTILITIES											
705			RIVERVIEW PUMP STATION											
	50		OTHER CHARGES											
	50	02	ELECTRICAL SERVICES	1083	1014.42	94	9747	6710.05	69	.00	13000	6289.95	52	
	50	08	TELECOMMUNICATIONS	83	52.53	63	747	476.92	64	.00	1000	523.08	48	
	50	**	OTHER CHARGES	1166	1066.95	92	10494	7186.97	69	.00	14000	6813.03	51	
	60		MATERIALS & SUPPLIES											
	60	04	REPAIRS & MAINTENANCE	833	.00	0	7497	6438.90	86	.00	10000	3561.10	64	
	60	**	MATERIALS & SUPPLIES	833	.00	0	7497	6438.90	86	.00	10000	3561.10	64	
705	**	**	RIVERVIEW PUMP STATION	1999	1066.95	53	17991	13625.87	76	.00	24000	10374.13	57	
70	**	**	UTILITIES	1999	1066.95	53	17991	13625.87	76	.00	24000	10374.13	57	
DIV	5102		TOTAL *****											
			PUMP STATION	1999	1066.95	53	17991	13625.87	76	.00	24000	10374.13	57	

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FUND 050 WATER & SEWER FUND		DEPT/DIV 5110 SEWER DEPARTMENT/SEWER CAPITAL OUTLAY			*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL UNENCUMB. %		
BA	ELE OBJ	ACCOUNT	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT	
SUB	SUB	DESCRIPTION											
70		UTILITIES											
702		SEWER											
81		CAPITAL OUTLAY - REPLACE											
81 02		VEHICLE REPLACEMENT	6818	.00	0	61362	.00	0	33188.28	81820	48631.72	41	
81 06		MACHINERY & EQUIPMENT	2000	.00	0	18000	1913.75	11	12004.00	24000	10082.25	58	
81 18		BUILDING	500	.00	0	4500	.00	0	.00	6000	6000.00	0	
81 20		SEWER SYSTEM	0	.00	0	0	32065.81	0	.00	0	32065.81	0	
81 30		IMPRVMNTS OTHER THAN BLDG	5625	.00	0	50625	.00	0	46254.76	67500	21245.24	69	
81 40		ELECTRICAL	119266	163770.00	137	1073394	1110448.13	104	.00	1431200	320751.87	78	
81 **		CAPITAL OUTLAY - REPLACE	134209	163770.00	122	1207881	1144427.69	95	91447.04	1610520	374645.27	77	
82		CAPITAL OUTLAY - NEW											
82 30		IMPRVMNTS OTHER THAN BLDG	208	.00	0	1872	.00	0	.00	2500	2500.00	0	
82 **		CAPITAL OUTLAY - NEW	208	.00	0	1872	.00	0	.00	2500	2500.00	0	
702 ** **		SEWER	134417	163770.00	122	1209753	1144427.69	95	91447.04	1613020	377145.27	77	
70 ** **		UTILITIES	134417	163770.00	122	1209753	1144427.69	95	91447.04	1613020	377145.27	77	
DIV 5110		TOTAL *****											
		SEWER CAPITAL OUTLAY	134417	163770.00	122	1209753	1144427.69	95	91447.04	1613020	377145.27	77	
DEPT 51		TOTAL *****											
		SEWER DEPARTMENT	258552	269327.73	104	2326968	2111513.27	91	97946.97	3102840	893379.76	71	

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

71		DISTRIBUTION & COLLECTION										
711		DISTRIBUTION										
10		SALARIES AND WAGES										
10 02		REGULAR	8767	7622.93	87	78903	69209.23	88	.00	105200	35990.77	66
10 04		OVERTIME	266	41.44	16	2394	2191.18	92	.00	3200	1008.82	69
10 **		SALARIES AND WAGES	9033	7664.37	85	81297	71400.41	88	.00	108400	36999.59	66
20		BENEFITS										
20 02		FICA	670	550.17	82	6030	5145.48	85	.00	8050	2904.52	64
20 04		VA RETIREMENT SYSTEM	830	228.82	28	7470	3749.30	50	.00	9970	6220.70	38
20 06		GROUP MEDICAL INSURANCE	1791	908.20	51	16119	13520.79	84	.00	21500	7979.21	63
20 08		GROUP LIFE INSURANCE	114	71.70	63	1026	944.49	92	.00	1370	425.51	69
20 18		VRS HYBRID EMPLOYER CONTR	0	256.80	0	0	2759.48	0	.00	0	2759.48-	0
20 20		ICMA HYBRID EMPLOYER CONT	0	38.54	0	0	397.21	0	.00	0	397.21-	0
20 **		BENEFITS	3405	2054.23	60	30645	26516.75	87	.00	40890	14373.25	65
30		CONTRACTUAL SERVICES										
30 08		MAINTENANCE SVC CONTRACTS	250	76.50	31	2250	344.25	15	.00	3000	2655.75	12
30 16		PHYSICALS	25	.00	0	225	.00	0	.00	300	300.00	0
30 30		GIS MAPPING UPDATES	416	16.74	4	3744	1260.92	34	.00	5000	3739.08	25
30 **		CONTRACTUAL SERVICES	691	93.24	14	6219	1605.17	26	.00	8300	6694.83	19
50		OTHER CHARGES										
50 08		TELECOMMUNICATIONS	25	16.79	67	225	135.98	60	.00	300	164.02	45
50 24		SUBSISTANCE & LODGING	41	.00	0	369	9.40	3	.00	500	490.60	2
50 26		CONVENTIONS & EDUCATIONS	66	.00	0	594	10.00	2	.00	800	790.00	1
50 65		METER TESTING/REPLACEMENT	1250	495.00	40	11250	6673.77	59	.00	15000	8326.23	45
50 76		MISS UTILITY	54	23.10	43	486	214.18	44	.00	650	435.82	33
50 **		OTHER CHARGES	1436	534.89	37	12924	7043.33	55	.00	17250	10206.67	41
60		MATERIALS & SUPPLIES										
60 02		OFFICE SUPPLIES	70	.00	0	630	.00	0	.00	850	850.00	0
60 04		REPAIRS & MAINTENANCE	4166	4272.87	103	37494	34888.75	93	.00	50000	15111.25	70
60 06		FUELS & LUBRICANTS	541	342.16	63	4869	3189.53	66	.00	6500	3310.47	49
60 08		VEHICLE & EQUIP R&M	520	924.29	178	4680	12521.71	268	.23	6250	6271.94-	200
60 10		UNIFORMS	216	108.68	50	1944	1032.81	53	.00	2600	1567.19	40
60 11		SAFETY EQUIP & PROGRAMS	108	100.00	93	972	196.29	20	.00	1300	1103.71	15
60 25		SMALL EQUIPMENT	116	.00	0	1044	394.45	38	.00	1400	1005.55	28
60 **		MATERIALS & SUPPLIES	5737	5748.00	100	51633	52223.54	101	.23	68900	16676.23	76
711	**	** DISTRIBUTION	20302	16094.73	79	182718	158789.20	87	.23	243740	84950.57	65
712		COLLECTION										
10		SALARIES AND WAGES										
10 02		REGULAR	8766	7622.92	87	78894	69208.88	88	.00	105200	35991.12	66
10 04		OVERTIME	266	41.44	16	2394	2190.94	92	.00	3200	1009.06	69
10 **		SALARIES AND WAGES	9032	7664.36	85	81288	71399.82	88	.00	108400	37000.18	66

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

71			DISTRIBUTION & COLLECTION										
712			COLLECTION										
	20		BENEFITS										
	20 02		FICA	670	550.08	82	6030	5144.63	85	.00	8050	2905.37	64
	20 04		VA RETIREMENT SYSTEM	830	228.82	28	7470	3749.14	50	.00	9970	6220.86	38
	20 06		GROUP MEDICAL INSURANCE	1791	908.20	51	16119	13520.78	84	.00	21500	7979.22	63
	20 08		GROUP LIFE INSURANCE	114	71.64	63	1026	943.98	92	.00	1370	426.02	69
	20 18		VRS HYBRID EMPLOYER CONTR	0	256.78	0	0	2759.18	0	.00	0	2759.18-	0
	20 20		ICMA HYBRID EMPLOYER CONT	0	38.50	0	0	396.83	0	.00	0	396.83-	0
	20 **		BENEFITS	3405	2054.02	60	30645	26514.54	87	.00	40890	14375.46	65
	30		CONTRACTUAL SERVICES										
	30 08		MAINTENANCE SVC CONTRACTS	125	76.50	61	1125	1094.25	97	.00	1500	405.75	73
	30 16		PHYSICALS	25	.00	0	225	.00	0	.00	300	300.00	0
	30 30		GIS MAPPING UPDATES	416	16.74	4	3744	1260.92	34	.00	5000	3739.08	25
	30 **		CONTRACTUAL SERVICES	566	93.24	17	5094	2355.17	46	.00	6800	4444.83	35
	50		OTHER CHARGES										
	50 08		TELECOMMUNICATIONS	25	16.78	67	225	135.99	60	.00	300	164.01	45
	50 24		SUBSISTANCE & LODGING	41	.00	0	369	.00	0	.00	500	500.00	0
	50 26		CONVENTIONS & EDUCATIONS	66	.00	0	594	.00	0	.00	800	800.00	0
	50 76		MISS UTILITY	54	23.10	43	486	214.22	44	.00	650	435.78	33
	50 **		OTHER CHARGES	186	39.88	21	1674	350.21	21	.00	2250	1899.79	16
	60		MATERIALS & SUPPLIES										
	60 02		OFFICE SUPPLIES	70	.00	0	630	.00	0	.00	850	850.00	0
	60 04		REPAIRS & MAINTENANCE	2916	3232.59	111	26244	21557.31	82	.00	35000	13442.69	62
	60 06		FUELS & LUBRICANTS	541	342.16	63	4869	3189.53	66	.00	6500	3310.47	49
	60 08		VEHICLE & EQUIP R&M	520	924.30	178	4680	12327.40	263	.23	6250	6077.63-	197
	60 10		UNIFORMS	208	108.68	52	1872	1137.28	61	.00	2500	1362.72	46
	60 11		SAFETY EQUIP & PROGRAMS	108	.00	0	972	141.89	15	.00	1300	1158.11	11
	60 25		SMALL EQUIPMENT	108	.00	0	972	404.43	42	.00	1300	895.57	31
	60 **		MATERIALS & SUPPLIES	4471	4607.73	103	40239	38757.84	96	.23	53700	14941.93	72
	81		CAPITAL OUTLAY - REPLACE										
	81 30		IMPRVMNTS OTHER THAN BLDG	833	.00	0	7497	5796.65	77	.00	10000	4203.35	58
	81 **		CAPITAL OUTLAY - REPLACE	833	.00	0	7497	5796.65	77	.00	10000	4203.35	58
712	**	**	COLLECTION	18493	14459.23	78	166437	145174.23	87	.23	222040	76865.54	65
71	**	**	DISTRIBUTION & COLLECTION	38795	30553.96	79	349155	303963.43	87	.46	465780	161816.11	65
DIV	5201		TOTAL ***** OPERATIONS	38795	30553.96	79	349155	303963.43	87	.46	465780	161816.11	65
DEPT	52		TOTAL ***** DISTRIBUTION & COLLECTION	38795	30553.96	79	349155	303963.43	87	.46	465780	161816.11	65
FUND	050		TOTAL ***** WATER & SEWER FUND	739983	879897.75	119	6659847	5807643.11	87	196343.80	8880600	2876613.09	68

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FUND 070 COMMUNITY IMPROV FUND			DEPT/DIV 9102 NON DEPARTMENT/NON DEPARTMENT									
BA	ELE	OBJ	*****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 85	USDA RBEG GRANT	0	10000.00	0	0	60000.00	0	.00	0	60000.00-	0
	50 **	OTHER CHARGES	0	10000.00	0	0	60000.00	0	.00	0	60000.00-	0
801 ** **		NON DEPARTMENTAL	0	10000.00	0	0	60000.00	0	.00	0	60000.00-	0
80 ** **		NON DEPARTMENT	0	10000.00	0	0	60000.00	0	.00	0	60000.00-	0
DIV 9102		TOTAL *****										
		NON DEPARTMENT	0	10000.00	0	0	60000.00	0	.00	0	60000.00-	0
DEPT 91		TOTAL *****										
		NON DEPARTMENT	0	10000.00	0	0	60000.00	0	.00	0	60000.00-	0
FUND 070		TOTAL *****										
		COMMUNITY IMPROV FUND	0	10000.00	0	0	60000.00	0	.00	0	60000.00-	0

PREPARED 04/08/2022, 9:47:44
 PROGRAM: GM267L
 TOWN OF ALTAVISTA

DETAIL BUDGET REPORT
 75% OF YEAR LAPSED

PAGE 39
 ACCOUNTING PERIOD 09/2022

FUND 090 CEMETERY FUND			DEPT/DIV 0000			*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL BUDGET	UNENCUMB. BALANCE	% BDGT
BA	ELE	OBJ	ACCOUNT	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.				
SUB	SUB		DESCRIPTION											
60			CEMETERY											
603			SALARIES AND WAGES											
	10	02	REGULAR	833	641.45	77	7497	5364.06	72	.00	10000	4635.94	54	
	10	04	OVERTIME	83	182.63	220	747	650.54	87	.00	1000	349.46	65	
	10	**	SALARIES AND WAGES	916	824.08	90	8244	6014.60	73	.00	11000	4985.40	55	
	20		BENEFITS											
	20	02	FICA	70	61.27	88	630	429.81	68	.00	850	420.19	51	
	20	04	VA RETIREMENT SYSTEM	83	.00	0	747	56.35	8	.00	1000	943.65	6	
	20	06	GROUP MEDICAL INSURANCE	129	68.74	53	1161	732.71	63	.00	1550	817.29	47	
	20	08	GROUP LIFE INSURANCE	16	9.35	58	144	77.36	54	.00	200	122.64	39	
	20	18	VRS HYBRID EMPLOYER CONTR	0	60.51	0	0	450.57	0	.00	0	450.57-	0	
	20	20	ICMA HYBRID EMPLOYER CONT	0	7.82	0	0	59.13	0	.00	0	59.13-	0	
	20	**	BENEFITS	298	207.69	70	2682	1805.93	67	.00	3600	1794.07	50	
	30		CONTRACTUAL SERVICES											
	30	36	MOWING CONTRACT	2066	.00	0	18594	9750.00	52	.00	24800	15050.00	39	
	30	**	CONTRACTUAL SERVICES	2066	.00	0	18594	9750.00	52	.00	24800	15050.00	39	
	50		OTHER CHARGES											
	50	34	MISCELLANEOUS REIMB	0	.00	0	0	1795.00	0	.00	0	1795.00-	0	
	50	**	OTHER CHARGES	0	.00	0	0	1795.00	0	.00	0	1795.00-	0	
	60		MATERIALS & SUPPLIES											
	60	04	REPAIRS & MAINTENANCE	833	253.25	30	7497	524.77	7	.00	10000	9475.23	5	
	60	60	OPENING/CLOSING GRAVES	125	.00	0	1125	500.00	44	.00	1500	1000.00	33	
	60	**	MATERIALS & SUPPLIES	958	253.25	26	8622	1024.77	12	.00	11500	10475.23	9	
	70		TRANSFER OUT											
	70	01	TO CEMETERY RESERVE	2270	.00	0	20430	.00	0	.00	27250	27250.00	0	
	70	**	TRANSFER OUT	2270	.00	0	20430	.00	0	.00	27250	27250.00	0	
	82		CAPITAL OUTLAY - NEW											
	82	06	MACHINERY & EQUIPMENT	0	4420.00	0	0	4420.00	0	39780.00	0	44200.00-	0	
	82	**	CAPITAL OUTLAY - NEW	0	4420.00	0	0	4420.00	0	39780.00	0	44200.00-	0	
603	**	**	CEMETERY	6508	5705.02	88	58572	24810.30	42	39780.00	78150	13559.70	83	
60	**	**		6508	5705.02	88	58572	24810.30	42	39780.00	78150	13559.70	83	
DIV	0000	TOTAL	*****	6508	5705.02	88	58572	24810.30	42	39780.00	78150	13559.70	83	
DEPT	00	TOTAL	*****	6508	5705.02	88	58572	24810.30	42	39780.00	78150	13559.70	83	
FUND	090	TOTAL	*****	6508	5705.02	88	58572	24810.30	42	39780.00	78150	13559.70	83	
		CEMETERY FUND		6508	5705.02	88	58572	24810.30	42	39780.00	78150	13559.70	83	
GRAND	TOTAL	*****		1361625	1581393.27	116	12254625	13068247.21	107	894760.61	16341230	2378222.18	85	

Town of Altavista
Investment Deposit Totals
Balance as of March 31, 2022



General Fund Reserves

Money Market Account	4,709,877.03	
Certificate of Deposit	2,946,191.55	
LGIP	5,650,631.64	
Sub-Total		\$ 13,306,700.22

Enterprise Fund Reserves

Money Market Account	230,063.39	
Certificate of Deposit		
LGIP	2,557,819.78	
Sub-Total		\$ 2,787,883.17

Highway Fund

Money Market Account	57,350.00	
Certificate of Deposit	0.00	
LGIP	1,006,878.23	
Sub-Total		\$ 1,064,228.23

Green Hill Cemetery

Money Market Account	75,502.90	
Certificate of Deposit	636,590.57	
LGIP	77,273.66	
Sub-Total		\$ 789,367.13

AEDA

Money Market Account	0.00	
Certificate of Deposit	0.00	
LGIP	270,836.09	
Sub-Total		\$ 270,836.09

Federal Forfeiture Account \$0.00

State Forfeiture Account \$2,364.22

Operating Cash Account \$ 1,169,142.64

Grand Total Investments and Deposits \$ 19,390,521.70

Designated Balance \$ 13,619,982.26

Undesignated Balance \$ 5,770,539.44

DISTRIBUTION OF UNDESIGNATED FUNDS

Policy Money	5,095,522.00
PCB	569,707.59
Accrued Liability	186,161.36
ED remaining balance of \$35,000 (website and marketing)	6,240.00
Earmarked for AOT No Interest Loan Program - Grant (5/11/21)	20,821.44
"Pop-Up" Altavista Funding - Downtown Business Invest Grant	2,764.12
Funds earmarked for items not completed during prior FY	551,265.31
Canoe Launch Site	86,056.17
CIP Items Earmarked for Future Purchase	410,190.00
Park Improvements as designated by Roberta F. Jenks' Estate	44,792.37
Park Improvements	11,300.00
AVOCA Maintenance Funds	172,348.59
Main St Sidewalk Extension Match (VDOT)	187,158.00
Theater Transfer In FY2022 Budget	1,000,000.00
Proceeds from sale of Armory	212,826.00
ARPA Funding - 1st Tranche	1,766,891.00

EARMARKED FUNDS \$ 10,324,043.95

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) 3,211,965

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) 1,883,557

Total Reserve Policy Funds 5,095,522



TOWN OF ALTAVISTA
TOWN COUNCIL
REGULAR MEETING
April 12, 2022
AGENDA COVER SHEET

AGENDA ITEM #: 6.B

CONSENT AGENDA

Title: Town Council Meeting Minutes

Staff Resource: Crystal Hailey, Assistant Town Clerk

Action(s):

Review Minutes for Approval.

Explanation:

Minutes from previous Council meetings and/or work sessions for Council's review and consideration of approval.

Background:

Funding Source(s):

N / A

Attachments: *(click item to open)*

Attachment 1. Town Council Work Session 2.22.22

Attachment 2. Council RM minutes 3.08.22

Town Council Work Session, February 22, 2022

The February 2022 Work Session for Altavista’s Town Council was held in Council Chambers of the J.R. Burgess Municipal Building, 510 Seventh Street, on February 22, 2022, at 5:00 PM.

Mayor Mike Mattox called the meeting to order and presided.

Town Council

Members present: Vice Mayor Reggie Bennett
Mr. Jay Higginbotham
Dr. Scott Lowman
Mayor Michael Mattox
Mr. Wayne Mitchell

Absent member: Mr. Tracy Emerson
Mr. Timothy George

Also Present: Mr. Gary Shanaberger, 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. 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 or concerns in regard to the proposed February 2022 Council Work Session Agenda, to which there were none.

Vice Mayor Reggie Bennett made a motion, seconded by Councilman Scott Lowman, to approve the agenda as presented.

Motion carried:

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

Councilman Tim George entered the meeting at this time, 5:05pm.

2. Recognitions and Presentations

2.1 Avoca Museum Annual Report and Fund Request

Mayor Mattox welcomed Caleb Lafoon, Avoca Executive Director, as well as several Avoca Board Members attending the meeting that evening.

Mr. Lafoon shared a PowerPoint presentation with Council and gave a brief overview of Avoca’s activities in 2021, which included a list of “major events” held on the property.

- May Day - Community event with low entry cost to reach more people
- Volunteer Picnic - Acknowledgment of Avoca volunteers
- Where the Rivers Meet (previously known as the Avoca Wine Festival) This is Avoca’s largest annual event with several hundred usually in attendance.
- Christmas at Avoca - Low-cost traditional event. Double the turnout from 2019
- Volunteer Dinner - Acknowledge volunteers
- Mill Mountain Theatre - collaborated with the YMCA
- Help with AOT’s BBQ festival held at English Park
- Chamber of Commerce - TGIF events

Town Council Work Session, February 22, 2022

Mr. Lafoon also shared Avoca's revenue sources outside of the town's annual contribution.

- Membership remained the largest contributor to the budget at 38% in 2021
- With undesignated contributions coming in second at 34%
- Facility Rentals at 15% were down, due to the COVID-19 pandemic

Mr. Lafoon continued his presentation with a list of items that Avoca intended to improve upon or include in their annual schedule moving forward.

- Reach more citizens in the community
- Host new events to bring more people to Altavista
- Offer more family and child friendly interactive exhibits and events
- Create new exhibits to expand the museum's current offerings
- Build on existing assets to grow the Avoca Museum and property into a regional attraction and destination
- Forge partnerships with public and private K-12 schools
- Partner with local colleges, non-profits, and businesses to build Avoca's community network

Mr. Lafoon moved forward and presented Council with two funding requests from Avoca for Council's input and approval consideration.

Mr. Lafoon informed Town Council there was a significant amount of rotting wood on the mansion's exterior, which needed to be replaced prior a painting project scheduled for May 2022. He stated he discussed the matter with Public Works, which indicated they were unable to complete the entire scope of work prior to the scheduled painting date.

Mr. Lafoon stated that he solicited bids from fifteen (15) contractors, received three estimates, and out of the three, Brumfield Construction submitted the lowest bid at \$14,700. He said Brumfield also had the most experience with Avoca's type of woodwork, which was important when repairing historic structures like the Avoca mansion.

Mr. Lafoon stated, over the past couple of years the COVID pandemic had decreased the amount of revenue Avoca usually takes in, so they were unable to pay for the wood repair themselves at that time. He asked Town Council to consider allowing the cost of the wood repair project be covered through the Avoca Reserve Maintenance Fund (funded by the sale of the old EMS property and allocated specifically for maintenance of Avoca).

Mayor Mattox asked Council if they had any questions regarding the request.

Councilman Mitchell asked who conducted the regular maintenance for Avoca.

Mr. Lafoon stated Altavista's Public Works Department conducted most of the basic maintenance for the facility and on the property, however, any "specialized" maintenance was outsourced to contractors with knowledge of each specific area in need of attention.

Mayor Mattox reminded Council that, if approved, the cost to repair the rotting wood at Avoca would come from the Reserve Maintenance Fund allocated specifically for Avoca maintenance and CIP projects, therefore would not affect the FY2023 budget process; to which Altavista Treasurer and Finance Director Tobie Shelton confirmed.

Councilman George asked how much money was currently in Avoca's Maintenance Fund.

Mrs. Shelton stated there was \$172,000 remaining in the fund at that time, before the proposed project presented to Council that evening.

Mr. George asked Mr. Lafoon if the proposed project also included repairing the damaged shutters or were they just going to be replaced as needed.

Town Council Work Session, February 22, 2022

Mr. Lafoon stated the professional opinion of several contractors he contacted had been not to remove and replace the shutters, but to repair the shutters in place.

Councilman Higginbotham informed Mr. Lafoon of a couple of wood shutter manufacturers that may be able to replicate Avoca's old historic shutters for replacement and suggested he obtain a quote to compare with the price of repairing them.

Mr. Higginbotham suggested Mr. Lafoon also contact David Garrett, recently retired Public Works Director. He stated Mr. Garrett had the most knowledge of what maintenance was done to the Avoca property over the past ten years and may still have contact information for local contractors that specialize in historic restoration.

Vice Mayor Bennett shared his favor with Avoca's proposal/request. He stated he believed Avoca was an asset for the Town of Altavista and encouraged them to diligently maintain the property for historic prosperity and valuable knowledge for future generations.

There was a consensus of Town Council to authorize Avoca's Executive Director to utilize the Avoca Reserve Maintenance Fund to pay for repairs and some replacement of rotting wood on the exterior of their main facility (the mansion) by Brumfield Construction Company in the amount of \$14,700. Council recommended the work be done before the upcoming scheduled painting project of the mansion. Council also recommended Avoca implement an "Annual Maintenance Plan".

Mayor Mattox thanked Mr. Lafoon and the Avoca Board of Directors for their diligent efforts in preserving the Avoca Museum and property for Altavista and its visitors.

Mr. Lafoon stated that Avoca intended to transition from a local event space to a regional attraction with their new "Community-based Vision", which included:

- Longer operational times and more outreach beyond the Altavista area
- Create a closer relationship and integration with the Town of Altavista
- Larger emphasis on "community events", open more to the community
- Organizing volunteers for community events
- Work more closely with Altavista on Track and the Chamber of Commerce
- Integrating and offering a large attraction across the entire town of Altavista (with events spanning from Avoca to English Park)
- Drawing more involvement from local businesses and artists for events

Mr. Lafoon shared Avoca's second item of request for Council's consideration that evening, to change the part-time Events Coordinator position to a full-time Director of Event Planning and Community Engagement.

Mr. Lafoon stated the part-time position had a high turnover rate, with three different Coordinators, since 2012, leaving for full-time positions. He shared some of the duties that would be added to the full-time position if approved.

- Transition the position full-time and benefited (from 11, to 40 hours per week)
- Work with the Chamber of Commerce, AOT and other community organizations (YMCA etc.) to ensure no overlap when organizing and planning community events
- Organize local entertainment for events, including local artists and performers
- Partner with local businesses to ensure involvement and collaboration with events
- Work to double the number of events at Avoca by adding events during "off-season"
- Plan three new large community events in the spirit of Uncle Billy's Day, including a Fourth of July event, River Festival, and third event which has yet to be determined
- Build and manage a network of community volunteers to support and be utilized by both Avoca and the town during community events
- Create a regular newsletter in both print and electronic format to promote community events and happenings at Avoca
- Manage gift shop volunteers, inventory, and purchases

Town Council Work Session, February 22, 2022

Mr. Lafoon stated he believed transitioning to a full-time coordinator would benefit both Avoca and the Town of Altavista by promoting cohesion between community events. He stated it would also help grow Avoca's community presence and be an additional asset to the town when promoting Altavista as a great place to live.

Mr. Lafoon stated growing Avoca's presence would be a boost to local businesses and artists, which would in-turn produce additional revenue for the town.

Mr. Lafoon shared his favor with having a full-time coordinator, which would allow him, as Avoca's Executive Director, to pursue more partnerships with local schools, businesses, and organizations. He stated building those relationships would be key in building Avoca into a regional attraction for visitors.

Mr. Lafoon concluded his request presentation and thanked Council for their consideration.

Mayor Mattox asked Council if they had any comments or questions concerning Avoca's request.

Vice Mayor Bennett asked if Avoca had discussed the proposed partnership for community events with Altavista On Track (AOT) and the Chamber of Commerce.

Mr. Lafoon said he spoke with both the town's Main Street Coordinator and the Chamber's Executive Director about the collaboration among town partners and the idea was well received. He stated he believed the cohesion would help produce more quality events for the community, as well as draw more people to town for the events. Mr. Lafoon stated the Avoca Board also supported the proposal.

Community Development Director Sharon Williams reminded Council that she and AOT's President, Reverend Ed Soto proposed a collaboration between Avoca, the Chamber, and AOT during a previous meeting two years ago. She stated they were all in support of the collaboration and had been trying to meet regularly to create a cohesive partnership. She said she would be opened to discussing Avoca's proposal further.

Councilman Mitchell referenced the town's previous attempt at starting a Steering Committee, which was intended to promote collaboration between all of the town's partners, but due to the COVID pandemic was unable to remain organized. He shared his favor in having a "mechanism" to promote collaboration between the town and its partners and he applauded Avoca for bringing a proposal to Town Council in an effort to fill a void that he believed was needed to create the town's desired collaboration.

Mr. Mitchell referenced Altavista's annual Uncle Billy's Day Festival, which had not been conducted for the past two years due to the COVID pandemic. He stated, if the town intended to continue the festival and "town brand", he believed having a full-time events coordinator on staff may be beneficial for that task.

Mr. Mitchell also stated he believed the proposal needed to be discussed further with the Town Manager, as it would be up to his "vision" for his staff and their responsibilities.

Councilman George asked how soon Avoca needed to hire an events coordinator.

Mr. Lafoon stated, in order to start executing the future vision of Avoca as the board desired, they would pursue a full-time person immediately after Council approval.

Councilman Higginbotham asked if Avoca intended to continue offering its facility and property as a wedding venue.

Mr. Lafoon stated they did. He stated weddings continue to be a good source of revenue for Avoca and he intended to retool the process to improve on the wedding service that Avoca offers in order to be more competitive with other local venues in that category.

Town Council Work Session, February 22, 2022

Mr. Higginbotham suggested that Avoca utilize the talent from the many local colleges for the program it currently offered and its intended future growth. He stated that he considered Avoca as an economic asset and marketing tool for the Town of Altavista.

Councilman Lowman stated he appreciated Avoca, not only partnering with the town and its other partners on the events currently offered, but also intending to create new events.

Dr. Lowman stated, if the town intended to expand its list of events in order to grow as a community, it would be beneficial to consider and potentially support such proposals that would help move that desire forward.

Mayor Mattox stated, with this being his first few months as Avoca's Executive Director, he suggested Mr. Lafoon take the opportunity to learn the Town of Altavista and its partners and organizations and allow them to get to know him as well.

Mayor Mattox stated, since the town was already in the middle of its annual budget process, he suggested Avoca start building partner relationships/collaborations now and bring the proposal back to Council at the beginning of the next fiscal year's budget process.

Mayor Mattox informed Mr. Lafoon that he would discuss Avoca's request with the Town Manager and the town's Finance Director, but he believed the item would be better suited for consideration if redirected as a request during the next fiscal year budget process.

Councilman Mitchell suggested allowing staff to figure the cost of what the proposed full-time position would be and to place the item on a future work session for further discussion once Council had the additional information.

There was a consensus of Council to place this item on their March Work Session Agenda.

2.2 Davenport Presentation - Town of Altavista Comprehensive Financial Review

Assisted by Town Staff, Davenport & Company conducted a comprehensive financial review for the Town of Altavista. Mr. R.T. Taylor, Davenport Vice President, presented Town Council with a brief overview of the draft report that was compiled with the results from the review to date.

Mr. Taylor referenced Davenport's provision of financial services to the Town of Altavista since 2006, and its last Comprehensive Financial Review for the town in 2019. He stated the 2022 review would bring forward the same concepts, and how it relates to the town's progress on its major Enterprise (Utility) Fund capital needs.

Mr. Taylor stated the report was comprised of three main categories:

- General Fund Overview
- Enterprise (Utilities) Fund Overview
- Overview of the town's Capital Improvement Plan (CIP) Program and Pro Forma

Mr. Taylor informed Council that Altavista's General Fund and Enterprise Fund were currently "in good shape", however, he encouraged Council to keep in mind that inflation had continued to increase over the past few months and to be mindful of that factor when considering any potential borrowings, rate increases, and CIP projects during the FY2023-2027 Budget and CIP process.

Mr. Taylor stated that the goals and objectives for this financial review were to provide the town with perspective pertaining to its General Fund and Enterprise Fund with respect to historical operating trends and peer comparison. He stated the review would also help determine whether the town's planned utility rate increases were sufficient or if some adjustments needed to be made.

Town Council Work Session, February 22, 2022

Mr. Taylor shared observations for the General Fund noted in the report document. He stated town revenue and expenditures had both grown over the past five years, however, the town had remained compliant and well above its current target of 50% over the same timeframe for its Unassigned Fund Balance (UFB) Policy.

Mr. Taylor shared an “analysis” for UFB by taking the town’s FY2021 ending UFB, minus the minimum 50% for policy reserves, leaving approximately \$6 million that could potentially be utilized towards the town’s capital improvement needs. He reminded Council that Best Practices dictate, and credit lenders expect to see some cushion over and above policy should the town ever experience an economic downturn.

Mr. Taylor stated Council had discussed a plan during the town’s 2019 financial review to allocate \$2 million of its UFB to the Enterprise Fund (Utilities) to help fund capital improvement needs and to help smooth out the impact related to utility rate increases.

Mayor Mattox asked Council for their input on this matter.

Councilman Mitchell shared his favor with doing so. He asked why the Enterprise Fund’s percentage was currently below the Town Policy.

Public Services Director Tom Fore reiterated the 2019 plan to allocate \$2 million to the Enterprise Fund and stated the plan was approved but never implemented, therefore leaving the low fund balance.

Mr. Mitchell asked Altavista Treasurer/Finance Director Tobie Shelton if the \$1 million Council approved for the Vista Theater Restoration Project was in the “committed” portion of the General Fund or the unassigned, to which she confirmed it was in committed revenue.

Mr. Taylor stated the \$2 million would be considered an allocation and transfer from one fund to another. He stated it would be Davenport’s recommendation to transfer the funds to bring the Enterprise Fund’s balance back up to Town Policy of 50%, and the General Fund would still maintain a balance over and beyond the policy.

Councilman Higginbotham asked Mr. Taylor if he thought interest rates might climb over the next year or so while the economy adjusted to the recent market increases.

Mr. Taylor informed Council that interest rates had been “ticking up” over the last few months, which was increasing the town’s ability to increase its investment earnings.

Mr. Taylor continued observations in the General Fund with the peer analysis in budget and population for both regional and state comparatives. He shared Real Estate Tax rates from fifteen surrounding localities, ranging from 0.07 to 0.22, with Altavista having next to the lowest rate at 0.08 percent.

Mr. Taylor stated Altavista also offered many public services that were not being charged but a free service to its citizens, such as trash and bulk pickup and leaf and snow removal. He referenced Altavista’s Key Debt Ratio; the existing tax-supported debt to its assessed value. He stated Altavista had the lowest debt to assessed value among its peers.

Mr. Taylor stated these assets were a “brag sheet” when promoting Altavista as a good place to live, and also gives Altavista a favorable rating with lenders, if needed.

Mr. Taylor moved forward in his presentation with an overview of the town’s Enterprise Fund. He informed Council that Enterprise (Utilities) revenue had grown 5.1% annually over the past five years, and Enterprise expenditures had grown 4.9% over the same period.

Mr. Taylor reminded Council that the VRA (State Bank) required at least 1.15% of debt coverage in reserve. He stated, as it pertained to Best Practices, the Town of Altavista continued to maintain its debt service coverage above the 1.25% mark.

Town Council Work Session, February 22, 2022

Mr. Taylor continued overviewing the Enterprise Fund with its Capital Improvement Plan over the next five years and comparisons between fund uses and fund resources. He shared a summary of assumptions for pay-go (cash on hand) and debt-funded projects, with a total of \$12,778,500 funded by debt service.

Mr. Taylor concluded his presentation and stated he would be happy to answer any questions that Town Council may have in regard to the Comprehensive Financial Review.

Mayor Mattox referenced the fore-mentioned discussion of transferring funds from the General Fund to the Enterprise Fund to maintain town policy. He stated Council would need to vote on the item to make it official.

Councilman Wayne Mitchell made a motion, seconded by Councilman Tim George, to approve the transfer of \$2 million to the Enterprise Fund from the town’s General Fund to bring the account back up to town policy (50%).

Motion carried:		
VOTE:	Mr. Wayne Mitchell	Yes
	Vice Mayor Reggie Bennett	Yes
	Mayor Mike Mattox	Yes
	Mr. Jay Higginbotham	Yes
	Mr. Tim George	Yes
	Dr. Scott Lowman	Yes

Mayor Mattox asked Council if they had any questions or comments for Mr. Taylor pertaining to Davenport’s 2022 Comprehensive Financial Review of the Town of Altavista.

Councilman George stated he was happy to hear that the town was financially stable.

Vice Mayor Bennett shared his appreciation for the town’s continued efforts of maintaining its financial stability without having a tremendous impact to its citizens. He stated he believed it was a remarkable accomplishment to offer so many services for such a low cost.

Councilman Mitchell asked Mr. Taylor if there was anything he believed the town could improve on pertaining to financial practices.

Mr. Taylor stated “he tipped his hat” to Town Staff and Town Council for being in sync and paying close respect to town policies. He suggested Council be mindful of the continued rise in inflation as well as the current decrease in availability of contractors.

Councilman Mitchell shared his appreciation for Tobie Shelton for the “miraculous” job she does as Altavista’s Treasurer and Finance Director, to which all Council members concurred and applauded Mrs. Shelton.

With no further questions or comments, Mayor Mattox thanked Mr. Taylor for his time and the presentation of Davenport’s Comprehensive Financial Report for Altavista.

3. Citizen’s Time

Mayor Mattox opened the meeting floor to any citizen(s) wishing to address Town Council, to which there were none.

4. Items Referred from Previous Meetings

There were no referred items to discuss.

Town Council Work Session, February 22, 2022

5. Discussion for Items New and Unfinished

5.1 English Park Wayfinding Signs and Jenks River Trail Bridge #2 – Funding Request

Altavista’s Public Services Director Tom Fore reminded Council of their approval, in a 2021 meeting, to move forward with implementing the Wayfinding Signs Project and the installation of the second bridge on the Jenks River Trail in English Park, but no funds were identified at that time to fund these projects.

Mr. Fore stated, under recommendation from Councilman George, also a Recreation Committee member, Staff was asking for Council’s consideration of using the funds that were originally earmarked in the 2022 CIP for the bathroom addition in English Park, which due to Flood Zone issues, would not be built, to fund the Wayfinding Signs Project and 2nd Jenks River Trail bridge. The allocated amount for the bathrooms was \$125,000.

Councilman Mitchell asked for the estimated cost of each fore-mentioned project.

Mr. Fore stated the Wayfinding Signs Project was estimated at \$52,000, with included mile markers along the entire trail system; and the 2nd Jenks River Trail Bridge Project was approximately \$50,000, half of the amount was for the new bridge and the other half for preparation and installation of the bridge.

Councilman Higginbotham asked if funds had been allocated to extend the existing trail from the 1st Jenks River Trail bridge to the River Overlook on Eagle Trail, to which Mr. Fore answered that funds were not currently allocated for that project.

Councilman Wayne Mitchell made a motion, seconded by Councilman Jay Higginbotham, to approve reallocating the funds (\$124,000) from the Eagle Trail Bathrooms Project, which, due to flood zone issues was no longer a CIP item, to cover the cost of the Wayfinding Signs Project, \$52,000, and the 2nd bridge for the Jenks River Trail Project, \$50,000. The motion included also reallocating the funds for repurposing the back fields of English Park to be combined with the remaining Jenks funds to begin extending the Jenks River Trail to the new River Overlook.

Motion carried:

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

5.2 Garbage Truck Repairs #1091(newest)

Altavista Public Works Manager Jeff Arthur reminded Town Council that the town had a new Garbage Truck on order, however, they continued to wait on the new truck to be delivered for the garbage body to be installed.

Mr. Arthur informed Council that the town was working diligently to keep both old garbage trucks functioning in order to get up garbage 4 days per week, but the cost to maintain these vehicles had continued to rise.

Mr. Arthur stated Staff was seeking Council’s consideration to allow a transfer of \$5,000 from the Sanitation Garbage Can Replacement CIP line item, not currently needed, and \$5,494.88 from Reserves, to cover a \$10,494.88 emergency repair to the newest of the two old garbage trucks (2016 Peterbilt).

Councilman Mitchell stated he believed the Public Works Department should have an Emergency Fund to cover such costs.

Town Council Work Session, February 22, 2022

Councilman Higginbotham referenced the matter of the Town of Altavista collecting garbage for the Town of Hurt and asked where the revenue from that contract was placed.

Finance Director Tobie Shelton stated a portion of those funds were appropriated for the purchase of the new garbage truck, and the other portion in that department’s budget.

Mayor Mattox asked if Council had any additional questions, to which there were none.

Vice Mayor Reggie Bennett made a motion, seconded by Councilman Wayne Mitchell, to approve Staff’s request and authorize \$5,494.88 from Reserves, and the reappropriation of \$5,000 from a CIP item not currently needed, to cover the cost of repairing the town’s 2016 Peterbilt Garbage Truck.

Motion carried:

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

5.3 FY2023 CIP Item – Order/Deposit Request

Background:

At the January 25th Work Session, Council requested a listing of various equipment included in the proposed FY2023 CIP, for consideration of moving forward with the purchasing process. At the February 2022 Regular Meeting, it was the consensus of Council to allow staff to move forward with ordering selected equipment on the listing after revisions were made, due to increasing costs and delayed delivery times.

Public Works Manager Jeff Arthur stated that Hawkins-Graves was the lowest quote received for the new Site Dumper (a FY2023 CIP item).

Public Services Director Tom Fore informed Council that Hawkins-Graves was requesting a ten percent deposit of \$4,420 to order the item at the current price of \$44,200. He stated Staff was asking for Council’s consideration of approval to order the new Site Dumper with a ten percent deposit, not to take delivery until July 1st.

Vice Mayor Reggie Bennett made a motion, seconded by Councilman Jay Higginbotham, to approve Staff’s request and authorize \$4,420 from Reserves to cover the cost of the deposit for the Site Dumper.

Motion carried:

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

5.4 Spark Innovation Center Update and Contractor Completion Date Extension Request

Background:

On August 13, 2021, the Town issued a Notice of Award to Piney Ridge Consulting and Contracting to renovate the vacant fire station at 508 7th Street for use as a business incubator, accelerator, and coworking space to be known as the Spark Innovation Center.

Community Development Director Sharon Williams reminded Council that the original Substantial Completion date for the Spark Innovation Center was March 6, 2022.

Town Council Work Session, February 22, 2022

Ms. Williams informed Council that Staff granted two extension requests, based on the recommendation of the design team, which moved the Substantial Completion date to April 19th. She stated, when the contractor (Piney Ridge) requested an additional extension until June 1st, Staff asked the contractor to provide an update to Town Council on the project and share their explanation for the extension request.

Ms. Williams referenced the one-year, \$100,000 USDA Rural Business Development Grant, received by the town to purchase furniture and fixtures for the Spark Innovation Center. She stated, due to the extended completion date, staff requested and received a one-year extension on the grant until June 30, 2022.

Ms. Williams stated staff was concerned that the funds would not be expended by this date if the completion date continued to be extended. She stated that staff was also concerned that another grant extension request could hurt the town's standing on future grant applications, as questions may be raised about the town's capacity, due to the delays on this project.

Ms. Williams asked for Council's input and direction on this matter.

Mayor Mattox suggested staff move forward with ordering the Spark Innovation Center's furniture and equipment and utilizing the Booker Building to store the items until needed.

Councilman Higginbotham asked for the lead time on the delivery of said items. He stated some of the equipment was delicate in nature and was not a good idea to move often.

Councilman Mitchell shared his dislike with using the Booker Building to store said furniture and equipment. He reminded Council, with spring approaching, that "rentals" of the facility would be increasing soon.

Public Service Director Tom Fore informed Council of a large storage "box" located at Public Works that could be utilized if needed.

Mr. Higginbotham asked if the Spark Innovation Center would be far enough along to hold the items, if ordered now and delivery was requested closer to June 1st.

Mayor Mattox asked the project's contractor (present that evening) for confirmation that the project would be completed by June 1st, if the additional extension was granted.

The contractor confirmed it would be, except for the interior doors, which would be the last things they installed.

Ms. Williams stated she believed some of the more sensitive equipment needed to be in a climate-controlled area, not in a storage building.

Councilman Lowman concurred with Ms. Williams and stated it would be best to have that type of equipment delivered directly to the Spark Innovation Center.

Councilman Higginbotham recommended Ms. Williams move forward with ordering the Spark Innovation Center's furniture and equipment in order to "lock-in" the current prices, and when doing so, specify the best dates suited for delivery.

There was a consensus of Town Council for staff to move forward with Mr. Higginbotham's recommendation.

Councilman Mitchell stated, per Mr. Fore, any equipment that needed to be installed could be done and the remainder of the items be placed in storage at Public Works if needed.

Mr. Higginbotham asked when the Spark Innovation Center was scheduled to open.

Ms. Williams stated, if the extension request was approved, the opening date would be moved to July 1st, 2022.

Town Council Work Session, February 22, 2022

Councilman Jay Higginbotham made a motion, seconded by Councilman Scott Lowman, to approve the extension request by Piney Ridge for the Spark Innovation Center Project, making the Substantial Completion date June 1st, 2022.

Motion carried:

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

5.5 Vista Theater Update

At the August 24, 2021, Town Council Work Session, Council directed staff to work with the Vista Theater Project’s design team to put a new roof on the Vista Theater, to ensure it was weather tight and prevent any further damage and/or deterioration to the facility. It was understood that this would include any repair to the roof structure that might be required to support the loads of a roof-mounted HVAC system. A Preliminary Condition Assessment was performed by Master Engineers in May of 2020 and subsequent inspections have been performed by Dominion Seven Architects and Master Engineers. The Town Manager, Dr. Scott Lowman, and the Community Development Director met with Dominion Seven and Hurt & Proffitt to discuss the project and it was recommended that Town Council receive and update and provide direction to the team.

Community Development Director Sharon Williams stated, as the design team seeks clarification on the next steps to proceed, she introduced Jacob Caldwell, Dominion Seven, to update Council on the progress of the roof replacement for the Vista Theater.

Mr. Caldwell shared photos with Council showing the interior and exterior roof of the Vista Theater. He informed Council there were layers built up on top of the original roof lying underneath the visible metal roof; and that the framework holding the metal roof was not up to current State Code standards and would need to be replaced, not just repaired.

Mr. Caldwell stated there was also concern for the integrity of the roof structure itself, due to the previous fire, water leakage over time, or considering the age of the structure. He stated they would be removing the underlying ceiling to better assess the condition of the condition of the roof structure.

Mr. Caldwell informed Council that he had contacted the Department of Historical Resources (DHR) to inquire if the restoration work to the roof would affect the town’s ability to qualify for historic tax credits on the Vista Theater Project, to which it did not.

Mr. Caldwell stated rooves of that age usually contained asbestos. He stated samples had been taken from the Vista Theater, and the team was awaiting the results of that test.

Mayor Mattox asked if the theater roof overlapped the General Store’s side of the building.

Mr. Caldwell confirmed that it did, however, to avoid potential issues, the team would make sure the contractor removing the old roofing material did not disturb that side/area.

Councilman Higginbotham asked if the roof replacement would be “phased” in order to ensure there would not be leaking issues into the interior space.

Mr. Caldwell confirmed the process would be phased and each section of new roof structure would be sealed before moving forward to the next section, with new roofing material being installed immediately after the roof’s new support structure was completed.

Councilman Higginbotham reminded Mr. Caldwell of the town’s desire to have the Vista Theater’s new HVAC system located on the roof of the facility.

Town Council Work Session, February 22, 2022

Mr. Higginbotham stated the town was looking to Dominion Seven, Masters Engineering, and Hurt & Proffitt to find a viable solution to that task.

Mr. Caldwell stated there would be an indoor and outdoor unit to the new HVAC system. He stated, if the roof did not support the weight of the outdoor unit, then a “plan b” would need to be considered, which would include housing the unit on an overhead structure in the alley, off the rear exterior wall of the building.

Mr. Higginbotham stated, at that point in the project, the main goal was to get the building (Vista Theater) “dried in” and sealed tight to resist water from entering and to allow the HVAC system to serve its purpose throughout the entire facility.

Mayor Mattox concurred with Mr. Higginbotham, stating, without knowing the future use of the facility, that was the town’s main goals of Phase I of the project.

Councilman George asked if there was room in the existing layout to accommodate an ADA bathroom or would the floor plan have to be changed.

Mr. Caldwell confirmed there was enough room to add an ADA bathroom in the existing layout, however, they would need to reconfigure one side of the main entrance from Main Street in order to accommodate ADA access into the theater.

Town Manager Gary Shanaberger asked if the roof renovation qualified for Historic Tax Credits.

Mr. Caldwell stated Historic Tax Credits could only be used on a project once, so he suggested utilizing the credits during Phase II of the project, exterior and interior design.

Mr. Shanaberger asked how many seats the facility would hold.

Mr. Caldwell stated that the number had been estimated, but he did not have the information with him that evening. He stated he would share that information with the Town Manager through email the next day.

Mayor Mattox asked if state and federal tax credits could be separated for use on different items of a project.

Mr. Caldwell stated state and federal tax credits were combined as one package and required to be used together.

There were no further questions or comments from Town Council regarding this item.

Mayor Mattox thanked Mr. Caldwell for the progress update on the Vista Theater Project.

5.6 Planning Commission Request for Consideration – Student Ex-Officio

Background:

At its February 7, 2022 meeting the Planning Commissioners discussed adding an Ex-officio Student Representative to the Commission, to encourage participation from younger members of the community.

Ms. Sharon D. Williams, Community Development Director, shared with Council that a vacancy recently occurred on the Planning Commission, and while discussing the vacancy for a possible recommendation to Town Council, the Commissioners all agreed they would like to have someone younger appointed.

Ms. Williams stated, at their February 7th meeting, she shared with the Commission that, in some localities, a student representative is appointed, in a non-voting capacity. She stated, the idea was favored and a consensus made to request Council’s consideration of having a Student Representative Ex-Officio Planning Commissioner.

Town Council Work Session, February 22, 2022

Ms. Williams asked for Council's input and direction for allowing the Planning Commission and Town Staff to discuss the potential new position with the Altavista Combined School, and thereafter, present a list of names to Town Council for their consideration of appointment.

Mayor Mattox shared his favor with the idea/request and suggested having two student representatives on the Planning Commission.

Ms. Williams stated it would be up to Council how many student representatives to allow.

Councilman Mitchell reminded Council that the Planning Commission only asked for one student representative.

Councilman Higginbotham shared his favor with the request and suggested Council start with one student at that time and, if successful, allow other committees to also have a student representative if they desired to do so.

Ms. Williams suggested, if the school approved the program, obtaining two students, with one serving as an "alternate" if the other was not available. She informed Council that, if Council approved the request, there would also need to be a code change to authorize an additional Ex-Officio on the Planning Commission, as the current code only allows the Commission to have one.

There was a consensus of Town Council to authorize the Planning Commission to proceed with discussions with the Altavista High School and present the opportunity of a Student Representative as an Ex-Officio member of the Planning Commission; and allowing two students, with one serving as an "alternate" in case the other was not available.

5.7 Request for Use of Shreve Park for Cruise-In Events

Community Development Director Sharon Williams referenced a Special Event Permit recently requested by Backwoods Rods & Customs to use the Altavista Trade Lot, adjacent to Shreve Park, for their 1st Saturday Cruise-In/Car Shows.

Ms. Williams reminded Council that the organization originally held the events at the Trade Lot but were asked to find another location due to other events happening in the park on the same days. She said the organization had done so for the past couple of years, however, there was an issue with the restrooms being so far away from the event site for elderly members and event goers when using the alternate location.

Ms. Williams stated Backwoods Rods & Customs was seeking Council's consideration to allow them to return to the Altavista Trade Lot at Shreve Park for their Cruise-Ins.

Mayor Mattox asked what time of day the Cruise-Ins started, to which Ms. Williams answered the events started at 4:00 pm.

Mayor Mattox suggested, for an additional revenue opportunity, the Band Booster should consider opening their concession stand, located at the Trade Lot, during the Cruise-Ins.

With a motion by Councilman Jay Higginbotham, seconded by Councilman Scott Lowman, Town Council approved the Special Event Permit request by Backwoods Rods & Customs, to hold their Cruise-In/Car Shows at the Altavista Trade Lot on the first Saturday of each month, April through October 2022, from 4:00-8:00pm.

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

Town Council Work Session, February 22, 2022

5.8 Town of Altavista – Policy Discussion

Public Services Director Tom Fore stated, it had been brought to his attention that the town did not have a policy pertaining to allowing Industrial or Commercial entities to install driveways coming from town-maintained streets.

Mr. Fore stated staff was seeking Council's input and permission to draft a policy pertaining to ingress and egress for Commercial properties for their consideration.

Councilman Mitchell asked if there was currently a town policy pertaining to the same subject for residential properties, to which Mr. Fore answered there was not.

Mr. Fore informed Council that the subject had never been required by the Commonwealth of Virginia. He stated the matter does not impact residential properties as it does commercial and industrial properties.

Regarding ingress and egress of Commercial Properties, there was a consensus of Town Council for Town Staff to draft a viable policy for their review and consideration. Council recommended referencing VDOT's existing policy on the matter.

6. Updates and Informational Items

- Town Manager Gary Shanaberger referenced the upcoming Bluegrass Festival being held at English Park. He stated the event was originally scheduled for two days, Friday and Saturday, however, it had been shortened to only one day, Saturday, April 23rd. he stated Town Staff would be meeting with the organizer of the event the following week and he would keep Council up to date on the progress of the event.
- Chief Tommy Merricks informed Council that the new speed limit radar sign recently arrived and had been placed on Lola Avenue. He stated he believed the item would help deter and decrease speeding in certain areas of town.

7. Public Comment (Non-Agenda Items)

There were no public comments on this date.

8. Matters from Council

Mayor Mattox asked Council if they had any additional comments or items for discussion, to which there were none.

9. 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.

A motion was made by Vice Mayor Reggie Bennett and seconded by Councilman Wayne Mitchell.

Motion carried.

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

Town Council went into Closed Session at 7:25 PM.

Notice was given that Council was back in regular session at 7:37 PM.

Town Council Work Session, February 22, 2022

FOLLOWING CLOSED SESSION:
A motion was made by Vice Mayor Reggie Bennett, seconded by Councilman Scott Lowman, to adopt the certification of a closed meeting.

CERTIFICATION OF CLOSED MEETING
WHEREAS, the town council has convened a closed meeting on this date pursuant to an affirmative recorded vote and in accordance with provisions of The Virginia Freedom of Information Act; and

WHEREAS, Section 2.2-3712 of the Code of Virginia requires a certification by the town council that such closed meeting was conducted in conformity with Virginia law;

NOW, THEREFORE, BE IT RESOLVED the town council hereby certifies, to the best of each member’s knowledge, (i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting to which this certification resolution applies, and (ii) only such public business matters as were identified in the motion convening the closed meeting were heard, discussed or considered by the town council.

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

Notice was given to Town Staff that, during Closed Session, Town Council voted 6-0 on both accounts to appoint Megan Bolling to the Altavista Planning Commission; and appoint Deborah Lewis Robinson to the Board of Zoning Appeals.

10. Adjournment

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

Mayor Mattox adjourned this portion of the meeting at 7:40 p.m.

Michael E. Mattox, Mayor

Gary Shanaberger, Town Manager/Town Clerk

Town Council Regular Meeting March 8th, 2022

The Altavista Town Council held their March 2022 regular meeting in Council Chambers of the Town Hall/J.R. Burgess Municipal Building, 510 Seventh Street, on Tuesday, March 8th, at 6 p.m.

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
Dr. Scott Lowman
Mayor Michael Mattox
Mr. Wayne Mitchell

Absent: Mr. Jay Higginbotham

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

Reverend Ed Soto, Altavista Presbyterian Church, gave the invocation for this evening.
After the invocation, Mayor Mike Mattox led the meeting in the Pledge of Allegiance.

2. Agenda Adoption

Mayor Mattox informed everyone of an amendment to that evening's agenda.

- Section #8, Item C. – removed from the agenda

Mayor Mattox asked Town Council if they had any questions, comments, or concerns in regard to the March meeting agenda, to which there were none.

Councilman Wayne Mitchell made a motion, seconded by Councilman Tracy Emerson, to approve the March 8th, 2022, Altavista Town Council Meeting Agenda as amended.

Motion carried

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

3. Recognitions and Presentations

A. Personnel Changes

The Town of Altavista's personnel changes during February 2022:

New Hire Listing:

Gayle Puckett, Avoca Events Coordinator, as of 2/15/22

Departure Listing:

Jason Roberts, Utilities Maintenance Supervisor, as of 2/25/22

Town Council Regular Meeting March 8th, 2022

Altavista’s Public Services Director, Tom Fore, informed everyone that a Public Works employee, Tim Boley, had been in a motorcycle accident the previous weekend and required surgery on one of his legs. He asked that everyone keep Mr. Boley in their prayers.

B. Multiple Sclerosis Awareness

Mayor Mattox recognized Altavista citizen Deise Ellis, being present that evening to promote awareness for Multiple Sclerosis. He asked if Council had any questions or comments, to which there were none.

Vice Mayor Reggie Bennett made a motion, seconded by Councilman Tim George, to approve a resolution declaring March 2022 as Multiple Sclerosis Awareness Month in the Town of Altavista.

Motion carried

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

Mayor Mattox presented Ms. Ellis with the following proclamation:

PROCLAMATION DECLARING MARCH AS
“MULTIPLE SCLEROSIS EDUCATION AND AWARENESS MONTH”

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

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

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

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

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

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

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

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

NOW, THEREFORE, I, Mike Mattox, Mayor of the Town of Altavista do hereby proclaim March 2022 as

MULTIPLE SCLEROSIS (MS) EDUCATION AND AWARENESS MONTH

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

Adopted this 8th day of March 2022 by the Altavista Town Council.

Town Council Regular Meeting March 8th, 2022

C. Board of Zoning Appeals – Resolution of Appointments

Background:
Town Council approved the appointment application of Gary Penn at their September 28, 2021, Work Session, to fill the vacancy from Johelen Martin's expired term, August 2021. Town Council also approved the appointment application of Deborah Lewis Robinson at their February 22, 2022, Work Session, to fill the unexpired term of Charles Eubanks, until August 2022.

Councilman Tim George made a motion, seconded by Vice Mayor Reggie Bennett, to approve a resolution to complete the appointment process of both Gary Penn and Deborah Lewis Robinson to the Board of Zoning Appeals.

Vice Mayor Reggie Bennett read the resolution aloud.

Resolution Appointing Members to the Board of Zoning Appeals

Be it resolved that the following residents of the Town of Altavista be recommended to the Circuit Court of Campbell County for appointment to serve on the AltaVista Board of Zoning Appeals for terms as stated herein.

- | | |
|---|---|
| <i>1, Gary Penn
1786 Avondale Dr.
Altavista, VA 24517</i> | <i>Five years from March 1, 2022,
through February 28, 2027</i> |
| <i>2. Deborah Lewis Robertson
423 Hillcrest Dr.
Altavista, VA 24517</i> | <i>Five years from March 1, 2022,
through February 28, 2027</i> |

I hereby certify that the foregoing is a resolution passed unanimously by the Town Council of the Town of Altavista at its regular monthly meeting March 8, 2022,

Motion carried

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

4. Citizen’s Time (non-agenda items)

Mayor Mattox asked if there were any citizen(s) present wishing to address Council with a comment, concern, or item regarding a subject that was not listed on the March 8th, 2022, Council Meeting Agenda.

- Ms. Betty Moorman, 900 16th Street, Altavista, informed Council there were dogs barking at all hours of the night in her neighborhood, preventing her from getting restful sleep. She said one of her neighbors had also been bitten by a dog that had gotten loose and she did not think it was fair to her or her neighbors to be afraid of being out in their own yards.

Ms. Moorman also shared her concerns with rental homes in her neighborhood. She said she believed that homeowners had more pride in their properties than renters did, and she thought even the landlords of the rental properties were not making sure they were being properly maintained, which made her neighborhood look bad.

Mayor Mattox thanked Ms. Moorman for her time and attending the Council meeting that evening. He stated that it was terrible that someone was hurt by a dog that should have been housed or leashed, which was required by Town Code.

Town Council Regular Meeting March 8th, 2022

Mayor Mattox informed Ms. Moorman that the Altavista Police Department and Community Development Director were combining efforts to enforce the Property Maintenance Code and assured her they would continue working on nuisances to eliminate the issues.

- Mr. Tony Clifton, with T&C Promotions, P.O. Box 373, Appomattox, VA, updated Council on the Bluegrass Festival that Council approved at one of their 2021 meetings, for the event to be held in April 2022. He said T&C had booked multiple bluegrass bands and food venders for the all-day event on Saturday, April 23rd.

Mr. Clifton stated the event was originally planned to span over two days, however, funding was less than expected, so the event would only be held on Saturday.

Mr. Clifton reminded everyone the festival proceeds went to The Children’s Miracle Network (CMN). He informed Council that the neo-natal mobile unit from VA Baptist Hospital, and possibly the Centra One emergency helicopter, would also be on-site at the event. He stated he believed having the two vehicles there would give visitors a partial idea of what the CMN did and what the event proceeds would be used for.

Mr. Clifton stated, during an event meeting the previous week with Altavista’s Town Manager, APD Police Chief, Public Works Manager, and Community Development Director, they discussed what would be required for the event. He said the town workers needed would cost approximately \$3,200, which they did not have due to an initial sponsor dropping out. Mr. Clifton asked Town Council to consider allowing the town to cover the labor cost of the few town employees requested for the event.

Mayor Mattox thanked Mr. Clifton and his organization for the work they do. He asked the Town Manager for his input on the request.

Town Manager Gary Shanaberger confirmed the cost was closer to \$3,500, which included the use of the town’s backup transit bus to help commute event patrons from Town Hall’s public parking area to English Park for the festival that day. He stated both the Police Department and the Public Works Department had funds in their budget to cover the labor cost of the request.

Mr. Shanaberger confirmed that staff was in support of the event and, if approved, saw no issues with assisting during the festival.

Mayor Mattox asked Council if they had any questions, comments, or concerns with the request by Mr. Clifton, to which there were none.

Councilman Tim George made a motion, seconded by Councilman Tracy Emerson, to approve of the town absorbing the labor cost of town employees that would be working the Bluegrass Festival in English Park on April 23rd; (2) APD Officers, (4) Public Service Employees, and (1) Transit Driver, with the use of the ACTS backup transit bus.

Motion carried

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

Councilman Mitchell thanked Mr. Clifton for bringing the event to the Town of Altavista and stated he believed the event would be a success.

Mr. Clifton thanked Town Council and Town Staff and stated he hoped the Bluegrass Festival could become an annual event for the Town of Altavista.

Town Council Regular Meeting March 8th, 2022

5. Town/Community Partner Updates

A. Altavista Area Chamber of Commerce (the Chamber)

Representing the Chamber of Commerce, Codie Cyrus, Chair Elect and Business Committee Chairperson, updated Council on a few of the Chamber's recent activities.

Mrs. Cyrus informed Council that February 25th was former Executive Director, Grace Mattox's, last day with the Chamber. She stated the Chamber brought in an Interim Director, Brandi Shirlen, until such time as a fulltime director could be hired.

Mrs. Cyrus shared some of the Chamber's upcoming events:

- Coffee & Conversation - March 17th at Finch & Finch, from 8:30 to 9:30am
- Lunch-N-Learn - March 23rd at the Train Station, from 12 noon to 1pm
- Chamber's Annual Year-end Dinner - April 30th at Leesville Lake Marina

Mrs. Cyrus stated, due to a limited number of tickets being available for the annual dinner, the Town Council's and Town Manager's tickets were on hold for purchase at the Chamber office.

Mayor Mattox asked Town Council if they had any questions for Mrs. Cyrus.

Councilman Emerson asked if the current interim, Ms. Shirlen, was interested in being the Chamber's fulltime Executive Director.

Mrs. Cyrus stated it was a possibility. She said the interim position was a ninety-day trial; to give Ms. Shirlen time to acclimate to the position and determine whether her home schedule and work schedule would work together if she went fulltime. She said it also gave the Chamber time to evaluate if Ms. Shirlen would be a good fit as the Executive Director. Mrs. Cyrus stated, either way, Ms. Shirlen would need to apply for the position like anyone else if she was interested at the end of her interim ninety days.

With no additional questions from Council, Mrs. Cyrus thanked them for their time and stated she hoped to see everyone at the Chamber's annual dinner.

Mayor Mattox thanked Mrs. Cyrus for the work she does for the Chamber of Commerce and the Town of Altavista.

B. Altavista On Track (AOT)

Altavista On Track's Board President Reverend Ed Soto gave Town Council a brief update on Altavista On Track's most recent and upcoming events.

- Reverend Soto informed Council that AOT canceled their Golf Tournament, scheduled for April 2022, however, all but one of the initial sponsors had agreed to move their sponsorship to a future AOT event, and one even increased their funding.
- Reverend Soto referenced AOT's first spring festival event, Altavista River Fest, to be held on May 14th. He stated the festival would now be "free" to enter, with food, alcohol, and non-alcoholic beverages available for purchase.
- Reverend Soto shared his enthusiasm that AOT had received several applications for the vacant Main Street Coordinator position, and the nominating committee would be reviewing the applications for viable candidates during the upcoming week.

Town Council Regular Meeting March 8th, 2022

- Reverend Soto stated AOT was continuing to plan its fall BBQ festival and reminded Council that the event was now KCBS (Kansas City Barbeque Society) Certified, which he believed would help draw a lot of visitors to the Town of Altavista.

Reverend Soto concluded his AOT updates and said he would be happy to answer any questions Town Council may have, to which there were none.

Mayor Mattox thanked Reverend Soto for the updates and thanked the AOT Board for the good work they continue to do for the Town of Altavista and its community.

6. Consent Agenda

- February 2022 Financial Reports
 - Check Register, Revenue Report, Expenditure Report, and Reserve Balance/Investment Report
- Approval of Council Meeting Minutes:
 - February 8, 2022 Regular Meeting

Mayor Mattox asked Town Council if they had any questions, comments, or concerns in regard to the March 8th Consent Agenda, to which there were none.

Councilman Tracy Emerson made a motion, seconded by Vice Mayor Reggie Bennett, to approve the March 8, 2022, Council Meeting Consent Agenda as presented.

Motion carried.

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

7. Public Hearings

There were no public hearings scheduled for this date.

8. New Business

A. Public Works – Old Garbage Truck #1017 Needing Repairs

Altavista’s Public Works Manager Jeff Arthur informed Town Council that the town’s 2006 Peterbilt Garbage Truck needed repairs in the amount of \$11,600. He stated staff was seeking Council’s consideration to cover the cost of the repairs with funds from Reserves. He stated, if Public Works had a surplus at the end of the fiscal year, the funds would be returned to the Reserve Fund.

Mayor Mattox asked Council if they had any questions, to which there were none.

Councilman Tracy Emerson made a motion, seconded by Councilman Wayne Mitchell, to approve staff’s request and authorize \$11,600 from Reserves to cover the cost of repairing the town’s 2006 Peterbilt Garbage Truck.

Motion carried.

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

Town Council Regular Meeting March 8th, 2022

B. Bluegrass Festival in English Park 2022

Mayor Mattox reminded everyone that this item had been discussed earlier in the meeting, when Mr. Tony Clifton, T&C Productions, came forward during Citizen's Time pertaining to the festival. Mayor Mattox asked Ms. Sharon Williams, Community Development Director, since this item had been submitted by her, if she had any further comments on the matter, to which she did not.

C. Information Regarding Community events and Business

Due to the speaker for this item, Dale Moore, not being able to attend, Town Council approved amending the agenda, at the beginning of the meeting, to remove the item and reschedule it for a future meeting or work session when Mr. Moore was available.

9. Unfinished Business

No unfinished business items were scheduled for this date.

10. Reports and Communication

A. February 2022 Departmental Reports

B. Council Monthly Calendars – February and March 2022

C. Informational Items

The Manager's Report, Departmental Reports, and Council Calendars were delivered to Town Council with their March Regular Council Meeting Agenda Pre-Packet. Mayor Mattox asked if the Town Manager or any Department Director had any comments.

Public Service Director Tom Fore stated he would be glad to answer any questions Council may have in regard to the many ongoing projects of Public Works and the Utilities Department.

Councilman Mitchell asked Mr. Fore how many positions were vacant in Public Services.

Mr. Fore explained, with Tim Boley currently out for medical reasons, the Public Works Department was down six employees, the Waste Water Treatment Plant (WWTP) was down one operator, and Utilities had a Facilities Mechanic position vacant, for a total of eight vacant positions in Public Services.

Jeff Arthur, Public Works Manager, informed Council that he had an application from a potential candidate that he was reviewing for his department.

Mr. Fore also informed Council he recently received an application for the WWTP position and was scheduled to interview that person the following day. He stated they were dealing with "trying times" pertaining to finding employees. He informed Council of a previous town employee that showed interest in returning but was getting paid five dollars more an hour at his current job, so he could not afford to return to town employment.

Councilman Mitchell shared his appreciation for the work the town's Public Service Departments do, especially under the current circumstances of being short-staffed, to which the Mayor and Town Council concurred.

Mayor Mattox asked Town Council if they had any other questions, comments, or concerns regarding the February 2022 monthly reports, to which there were none.

Town Council Regular Meeting March 8th, 2022

11. Matters from Council

Mayor Mattox asked Town Council if they had any additional concerns or items for discussion.

- Councilman Lowman said that Backwoods Rod and Customs, hosts of summer Cruise-In events, contacted him to say they were pleased to be approved to hold the events again in the Trade Lot at Shreve Park in Altavista.
- Councilman George asked when The Berkley Group would have the requested market study and peer analysis ready for Council’s review. He stated he hoped the study would assist Council in making a more informative decision regarding town employee compensation and help the town be more competitive with wages when trying to hire the additional staff it needs.

Town Manager Gary Shanaberger stated the agreement with The Berkley Group was for them to have the study completed by March 15th and ready for Council’s March Work Session. He said he would forward the information to Council as soon as it was available,

- Mayor Mattox thanked Staff for the work they do for the Town of Altavista every day.
- Vice Mayor Bennett thanked the citizens attending the meeting that evening and encouraged town citizens to participate in Council meetings. He also shared his appreciation for the work Staff does for Council and the Town of Altavista.
- Councilman Emerson referenced the market study and peer analysis being done for the town by The Berkley Group. He stated, while all businesses were currently struggling to get good help, he encouraged the town to utilize Berkley’s report to be competitive in the hiring market and also when discussing salaries of the town’s existing employees.
- Councilman Mitchell suggested, with the town currently being understaffed, to consider contracting out some of the town’s basic work tasks, such as mowing, in order to continue providing its citizens the best quality of services they were currently receiving.

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 and/or consideration of prospective candidates for employment; assignment, appointment, promotion, performance, demotion, salaries, disciplining or resignation of specific public officers, appointees, or employees of any public body.

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

Motion carried.

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

*Town Council went into Closed Session at 6:37 p.m.
Notice was given that Council was back in regular session at 6:45 p.m.*

FOLLOWING CLOSED SESSION: A motion was made by Vice Mayor 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

Town Council Regular Meeting March 8th, 2022

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 Reggie Bennett	Yes
	Mr. Tracy Emerson	Yes	Mr. Timothy George	Yes
	Dr. Scott Lowman	Yes	Mayor Mike Mattox	Abstained

During the Closed Session, Town Council approved the reappointment of Sarah Roach to Altavista’s Parks & Recreation Committee, for another 3-year term, ending March 31st, 2025.

13. Adjournment

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

Mayor Mattox adjourned the meeting at 6:48 p.m.

Michael Mattox, Mayor

Gary Shanaberger, Town Clerk,
Town Manager



TOWN OF ALTAVISTA
TOWN COUNCIL
REGULAR MEETING
April 12, 2022
AGENDA COVER SHEET

AGENDA ITEM #: 8.A

NEW BUSINESS

Title: Regional Mutual Aid Agreement

Staff Resource: Chief Tommy Merricks, APD

Action(s):

Council can approve, deny, or table discussion of participation in the Regional Mutual Aid agreement.

Explanation:

It is time to renew the Regional Mutual Aid Agreement, and Town Council is required to authorize the Town Manager to enter into the new agreement on behalf of the Town of Altavista, which will become effective May 1 , 2022.

Background:

The Town of Altavista has participated in a Regional Mutual Aid Agreement in years past.

Funding Source(s):

No cost to the Town.

Attachments: *(click item to open)*

[Attachment. 2022 Mutual Aid Agreement](#)

REGIONAL MUTUAL AID AGREEMENT

Amherst County Sheriff's Office
Appomattox County Sheriff's Office
Bedford County Sheriff's Office
Campbell County Sheriff's Office
City of Lynchburg Sheriff's Office
Nelson County Sheriff's Office
Pittsylvania County Sheriff's Office
Town of Altavista Police Department
Town of Amherst Police Department
Town of Bedford Police Department
Town of Brookneal Police Department
Town of Chatham Police Department
Town of Hurt Police Department
City of Lynchburg Police Department

THIS AGREEMENT, made and entered into this 1st day of May, 2022, by and between THE SHERIFF OF THE COUNTY OF AMHERST, VIRGINIA; THE SHERIFF OF THE COUNTY OF APPOMATTOX, VIRGINIA; THE SHERIFF OF THE COUNTY OF BEDFORD, VIRGINIA; THE SHERIFF OF THE COUNTY OF CAMPBELL, VIRGINIA; THE SHERIFF OF COUNTY OF NELSON, VIRGINIA; THE SHERIFF OF THE CITY OF LYNCHBURG, VIRGINIA; THE SHERIFF OF THE COUNTY OF PITTSYLVANIA, VIRGINIA; THE TOWN COUNCIL OF THE TOWN OF ALTAVISTA, VIRGINIA, a municipal corporation of the Commonwealth of Virginia (Town of Altavista); THE TOWN COUNCIL OF THE TOWN OF AMHERST, VIRGINIA, a municipal corporation of the Commonwealth of Virginia (Town of Amherst); THE TOWN COUNCIL OF THE TOWN OF BEDFORD, VIRGINIA, a municipal corporation of the Commonwealth of Virginia (Town of Bedford); THE TOWN COUNCIL OF THE TOWN OF BROOKNEAL, VIRGINIA, a municipal corporation of the Commonwealth of Virginia (Town of Brookneal); THE TOWN COUNCIL OF THE TOWN OF CHATHAM, VIRGINIA, a municipal corporation of the Commonwealth of Virginia (Town of Chatham); THE TOWN COUNCIL OF THE TOWN OF HURT, VIRGINIA, a municipal corporation of the Commonwealth of Virginia (Town of Hurt); and THE CITY COUNCIL OF THE CITY OF LYNCHBURG, VIRGINIA, a municipal corporation of the Commonwealth of Virginia (City of Lynchburg);

WITNESSETH:

WHEREAS, the parties hereto are the Sheriffs of counties where no police department has been established, the Sheriff of the City of Lynchburg, or are the governing bodies of cities and towns within the Commonwealth of Virginia where police departments are established; and

WHEREAS, it is the desire of the parties hereto to enter into a Mutual Aid Agreement in accordance with the provisions of §15.2-1736, and any successor statute, of the Code of Virginia; and

1. WHEREAS, §15.2-1736 of The Code of Virginia authorizes such Mutual Aid Agreements; and
2. WHEREAS, the Sheriffs and local governments who are parties to this Agreement, have determined that the provision of police aid across jurisdictional lines, and the ability of police officers and sheriffs and their deputies to make arrests across jurisdictional lines, will increase their

ability to maintain peace and good order throughout the entire area; and

3. WHEREAS, it is deemed to be mutually beneficial to the parties hereto to enter into an Agreement concerning mutual aid and cooperation and with regard to law enforcement; and

4. WHEREAS, the parties desire that the terms and conditions of this Mutual Aid Agreement be established; NOW, THEREFORE,

WITNESSETH:

That for and in consideration of the mutual benefits to be derived from this police Mutual Aid Agreement, the parties hereto covenant and agree as follows:

1. Each party will endeavor to provide police support to the jurisdictions which are parties to this Agreement with the capabilities available at the time the request for such support is made and within the terms of this Agreement.

2. The term "law-enforcement officer" as used in this Agreement shall mean any full-time or part-time employee of a police department or sheriff's office who is responsible for the prevention or detection of crime and the enforcement of the penal, traffic or highway laws of this Commonwealth or of a city, town, or county of this Commonwealth, including any auxiliary police officers and auxiliary deputy sheriffs lawfully appointed. The police support provided under this Agreement by the Sheriff of the City of Lynchburg shall be limited to the Sheriff and such deputies who have law enforcement certification from the Virginia Department of Criminal Justice Services and comply with minimum qualifications of §15.2-1705 and §15.2-1706 of the Code of Virginia.

3. Requests for assistance pursuant to the terms and conditions of this Agreement may be made in person or by radio, telephone or any other method of communication, directly by and between supervisory law-enforcement officers on duty, or indirectly through supervisory administrative or dispatch personnel of any of the parties to this Agreement.

4. The personnel of the requested jurisdiction shall render such assistance under the direction of the Chief of Police or Sheriff or their respective designee of the requesting jurisdiction. Responding personnel should report to the person and/or location identified in the initial request for assistance. Supervision of the incident will be determined by the requesting agency. Once the mutual aid request is made, the requesting agency should determine the best method of communication. If the agencies

have common radio channels, they should utilize the best appropriate frequency. If there is no common frequency between the agencies, arrangements should be made so communication is available to the requested agency. This can be done in person, by cell phone, or by issuing a radio with the necessary frequency.

5. Law enforcement support provided pursuant to this Agreement may include, but not be limited to the following resources: uniformed officers, canine officers, aerial support when maintained, forensic support, plainclothes officers, special operations personnel and related equipment.

6. Nothing contained in this Agreement shall in any manner be construed to compel any of the parties hereto to respond to a request for police support when the law enforcement officers of the jurisdiction to whom the request is made are, in the opinion of the requested jurisdiction, needed or are being used within the boundaries of that jurisdiction, nor shall any such request compel the requested jurisdiction to continue to provide police support to another jurisdiction when its law enforcement officers or equipment, in the opinion of the requested jurisdiction, are needed for other duties within the boundaries of its own jurisdiction.

7. In those situations not involving the provision of mutual aid upon request, law enforcement officers may also enter any of the other jurisdictions that are parties of this Agreement in furtherance of law enforcement purposes, concerning any offense in which the entering police department or sheriffs office may have a valid interest; provided, that the entering law enforcement officers shall, as soon as practical, make such presence known to the police department or sheriff's office of the entered jurisdiction.

8. The responsibility for investigation and subsequent actions concerning any criminal offense shall remain with the police department or sheriff's office of the locality whose court has original jurisdiction over the offense. Entering law-enforcement officers shall promptly notify the police department or sheriff's office of the entered locality upon discovery of a crime which a court of the entered locality has original jurisdiction.

9. All law enforcement officers of the parties to this Agreement who are acting pursuant to this Agreement shall be granted authority to enforce the laws of the Commonwealth of Virginia and laws

and ordinances of the locality within which they are present and to perform the other duties of a law enforcement officer in each jurisdiction subscribing to this Agreement; such authority shall be in conformance with §15.2-1736, and any successor statute, of the Code of Virginia and any other section of the Code of Virginia that may be applicable; however, law enforcement officers of any jurisdiction or sheriff's office who are casually present in any other jurisdiction shall have power to apprehend and make arrests only in such instances wherein an apparent, immediate threat to public safety precludes the option of deferring action to the police department or sheriff's office of that jurisdiction, or when such law enforcement officer observes a person known to be wanted and subject to arrest, or for whom a warrant of arrest or capias exists.

10. All law enforcement officers of the parties to this Agreement who are acting pursuant to this Agreement shall have the same powers, rights, benefits, privileges, and immunities in each jurisdiction subscribing to this Agreement, including the authority to make arrests in each such jurisdiction subscribing to this Agreement, as he has within the locality where he is employed.

11. The services performed and expenditures made under this Agreement shall be deemed to be for public and governmental purposes and all immunities from liability enjoyed by the local government within its boundaries shall extend to its participation in rendering assistance outside its boundaries. It is understood that for the purpose of this Agreement, the responding party is rendering aid once it has entered the jurisdictional boundaries of the party receiving assistance.

12. All pension, relief disability, worker's compensation, life and health insurance, and other benefits enjoyed by said employees shall extend to the services they perform under this Agreement outside their respective jurisdictions. Each party agrees that provisions of these benefits shall remain the responsibility of the primary employing jurisdiction.

13. Each party agrees that, in activities involving the rendering of assistance to a requesting jurisdiction pursuant to this Agreement, each party shall (i) waive any and all claims against all other parties hereto which may arise out of their activities outside their respective jurisdictions; and (ii) indemnify hold and save harmless to the extent it is legal to do so the other parties from all claims by third parties for property damage or personal injury which may arise out of the activities of the other

parties outside their respective jurisdictions. It is expressly understood that the provisions of this paragraph shall not apply to the entry of law enforcement officers into another jurisdiction pursuant to paragraph 7 of this Agreement. This Agreement does not constitute a waiver of any parties' right to sovereign immunity or any other form of immunity any party may enjoy or be entitled to.

14. The parties shall not be liable to each other for reimbursement for injuries to personnel or damage to equipment incurred when going to or returning from another jurisdiction. Neither shall the parties be liable to each other for any other costs associated with, or arising out of, the rendering of assistance pursuant to this Agreement.

15. This Agreement amends and replaces the previous written Agreement by these parties pursuant to §15.2-1736 of the Code of Virginia.

16. Withdrawal. Any party of this Agreement shall have the right to withdraw from this Agreement, with or without cause, by giving written notice to the other parties by certified mail, return receipt requested. Any withdrawal shall be effective thirty (30) days after receipt of notice of withdrawal. This Agreement shall be presumed to be in full force and effect unless and until notice of withdrawal shall be produced in the event the question of continuing effect of this Agreement shall arise in any judicial or administrative proceeding. In the event one or more parties withdraws, this Agreement shall continue in full force and effect as to the remaining parties.

17. Succession of Sheriffs. It is the intention of the parties that this Agreement shall be of a continuous duration and remain in effect even if any of the Sheriffs who are in the parties to this Agreement leave office. Should any of the Sheriffs who are parties to this Agreement leave office, this Agreement shall continue and remain in full force and effect in the jurisdiction of the Sheriff who has left office, provided that his successor shall within thirty (30) days of taking office, give written notice to the Clerk of the City Council of Lynchburg stating his intention to remain a part of this Agreement. Should such written notice not be provided within (30) days of taking office, the successor Sheriff shall be deemed to have withdrawn from this Agreement.

18. Completeness of Agreement. This Agreement represents the entire and integrated Agreement between the parties and supersedes all prior negotiations, or representations, either oral or

written. This Agreement may be amended only by written instruments signed by authorized representatives of the participating jurisdictions.

19. Gender. Any word importing the masculine gender used in this Agreement may extend to and be applied to females as well as males.

20. Agreement Custodian. The Clerk of the City Council of the City of Lynchburg shall retain the original signed copy of this Agreement and shall be the custodian thereof and authorized to make and distribute attested or authenticated copies of the Agreement.

21. Effective Date and Duration of Agreement. This Agreement shall be in effect for a period of five (5) years beginning at 12:01 a.m. May 1, 2022, or at such later time as all of the parties have endorsed this Agreement, and shall terminate at 11:59 p.m. on April 30, 2027.

WITNESSETH THE FOLLOWING SIGNATURES

SHERIFF, COUNTY OF AMHERST

The undersigned party hereby agrees to and enters into this Mutual Aid Agreement dated May 1, 2022, by and between the Sheriffs of the Counties of Amherst, Appomattox, Bedford, Campbell, Lynchburg, Nelson, Pittsylvania; the Towns of Altavista, Amherst, Bedford, Brookneal, Chatham and Hurt; and the City of Lynchburg, Virginia.

Commonwealth of Virginia
County of Amherst

The forgoing instrument was acknowledged before me this _____ day of _____, 2022.

By _____
E.W. Viar
Sheriff, County of Amherst

Notary Public

My Commission expires: _____

SHERIFF, COUNTY OF APPOMATTOX

The undersigned party hereby agrees to and enters into this Mutual Aid Agreement dated May 1, 2022, by and between the Sheriffs of the Counties of Amherst, Appomattox, Bedford, Campbell, Lynchburg, Nelson, Pittsylvania; the Towns of Altavista, Amherst, Bedford, Brookneal, Chatham and Hurt; and the City of Lynchburg, Virginia.

Commonwealth of Virginia
County of Appomattox

The forgoing instrument was acknowledged before me this _____ day of _____, 2022.

By _____
Donald D. Simpson
Sheriff, County of Appomattox

Notary Public

My Commission expires: _____

SHERIFF, COUNTY OF BEDFORD

The undersigned party hereby agrees to and enters into this Mutual Aid Agreement dated May 1, 2022, by and between the Sheriffs of the Counties of Amherst, Appomattox, Bedford, Campbell, Lynchburg, Nelson, Pittsylvania; the Towns of Altavista, Amherst, Bedford, Brookneal, Chatham and Hurt; and the City of Lynchburg, Virginia.

Commonwealth of Virginia
County of Bedford

The forgoing instrument was acknowledged before me this _____ day of _____, 2022.

By _____
Michael J. Brown
Sheriff, County of Bedford

Notary Public

My Commission expires: _____

SHERIFF, COUNTY OF CAMPBELL

The undersigned party hereby agrees to and enters into this Mutual Aid Agreement dated May 1, 2022, by and between the Sheriffs of the Counties of Amherst, Appomattox, Bedford, Campbell, Lynchburg, Nelson, Pittsylvania; the Towns of Altavista, Amherst, Bedford, Brookneal, Chatham and Hurt; and the City of Lynchburg, Virginia.

Commonwealth of Virginia
County of Campbell

The forgoing instrument was acknowledged before me this _____ day of _____, 2022.

By _____
Winston W. Clark
Sheriff, County of Campbell

Notary Public

My Commission expires: _____

SHERIFF, COUNTY OF NELSON

The undersigned party hereby agrees to and enters into this Mutual Aid Agreement dated May 1, 2022, by and between the Sheriffs of the Counties of Amherst, Appomattox, Bedford, Campbell, Lynchburg, Nelson, Pittsylvania; the Towns of Altavista, Amherst, Bedford, Brookneal, Chatham and Hurt; and the City of Lynchburg, Virginia.

Commonwealth of Virginia
County of Nelson

The forgoing instrument was acknowledged before me this _____ day of _____, 2022.

By _____
David Hill
Sheriff, County of Nelson

Notary Public

My Commission expires: _____

SHERIFF, COUNTY OF PITTSYLVANIA

The undersigned party hereby agrees to and enters into this Mutual Aid Agreement dated May 1, 2022, by and between the Sheriffs of the Counties of Amherst, Appomattox, Bedford, Campbell, Lynchburg, Nelson, Pittsylvania; the Towns of Altavista, Amherst, Bedford, Brookneal, Chatham and Hurt; and the City of Lynchburg, Virginia.

Commonwealth of Virginia
County of Pittsylvania

The forgoing instrument was acknowledged before me this _____ day of _____, 2022.

By _____
Michael W. Taylor
Sheriff, County of Pittsylvania

Notary Public

My Commission expires: _____

SHERIFF, CITY OF LYNCHBURG

The undersigned party hereby agrees to and enters into this Mutual Aid Agreement dated May 1, 2022, by and between the Sheriffs of the Counties of Amherst, Appomattox, Bedford, Campbell, Lynchburg, Nelson, Pittsylvania; the Towns of Altavista, Amherst, Bedford, Brookneal, Chatham and Hurt; and the City of Lynchburg, Virginia.

Commonwealth of Virginia
City of Lynchburg

The forgoing instrument was acknowledged before me this _____ day of _____, 2022.

By _____
Donald T. Sloan
Sheriff, City of Lynchburg

Notary Public

My Commission expires: _____

TOWN OF ALTAVISTA

The undersigned party hereby agrees to and enters into this Mutual Aid Agreement dated May 1, 2022, by and between the Sheriffs of the Counties of Amherst, Appomattox, Bedford, Campbell, Lynchburg, Nelson, Pittsylvania; the Towns of Altavista, Amherst, Bedford, Brookneal, Chatham and Hurt; and the City of Lynchburg, Virginia.

Commonwealth of Virginia
Town of Altavista

The forgoing instrument was acknowledged before me this _____ day of _____, 2022.

By

Gary Shanaberger
Town Clerk

Gary Shanaberger
Town Manager, Town of Altavista

Notary Public

My Commission expires: _____

Notary Number: _____

TOWN OF AMHERST

The undersigned party hereby agrees to and enters into this Mutual Aid Agreement dated May 1, 2022, by and between the Sheriffs of the Counties of Amherst, Appomattox, Bedford, Campbell, Lynchburg, Nelson, Pittsylvania; the Towns of Altavista, Amherst, Bedford, Brookneal, Chatham and Hurt; and the City of Lynchburg, Virginia.

Commonwealth of Virginia
Town of Amherst

The forgoing instrument was acknowledged before me this _____ day of _____, 2022.

By _____
Sara McGuffin
Town Manager, Town of Amherst

Notary Public

My Commission expires: _____
Notary Number: _____

TOWN OF BEDFORD

The undersigned party hereby agrees to and enters into this Mutual Aid Agreement dated May 1, 2022, by and between the Sheriffs of the Counties of Amherst, Appomattox, Bedford, Campbell, Lynchburg, Nelson, Pittsylvania; the Towns of Altavista, Amherst, Bedford, Brookneal, Chatham and Hurt; and the City of Lynchburg, Virginia.

Commonwealth of Virginia
Town of Bedford

The forgoing instrument was acknowledged before me this _____ day of _____, 2022.

By

Debra Anderson
Town Clerk

Barrett F. Warner
Town Manager, Bedford

Notary Public

My Commission expires: _____

TOWN OF BROOKNEAL

The undersigned party hereby agrees to and enters into this Mutual Aid Agreement dated May 1, 2022, by and between the Sheriffs of the Counties of Amherst, Appomattox, Bedford, Campbell, Lynchburg, Nelson, Pittsylvania; the Towns of Altavista, Amherst, Bedford, Brookneal, Chatham and Hurt; and the City of Lynchburg, Virginia.

Commonwealth of Virginia
Town of Brookneal

The forgoing instrument was acknowledged before me this _____ day of _____, 2022.

By

Bobbie A. Waller
Town Clerk

Russell Thurston
Town Manager
Town of Brookneal

Notary Public

My Commission expires: _____

Notary Number: _____

TOWN OF CHATHAM

The undersigned party hereby agrees to and enters into this Mutual Aid Agreement dated May 1, 2022, by and between the Sheriffs of the Counties of Amherst, Appomattox, Bedford, Campbell, Lynchburg, Nelson, Pittsylvania; the Towns of Altavista, Amherst, Bedford, Brookneal, Chatham and Hurt; and the City of Lynchburg, Virginia.

Commonwealth of Virginia
Town of Chatham

The forgoing instrument was acknowledged before me this _____ day of _____, 2022.

By

Kelly Hawker
Town Clerk

Richard Cocke
Town Manager, Town of Chatham

Notary Public

My Commission expires: _____

TOWN OF HURT

The undersigned party hereby agrees to and enters into this Mutual Aid Agreement dated May 1, 2022, by and between the Sheriffs of the Counties of Amherst, Appomattox, Bedford, Campbell, Lynchburg, Nelson, Pittsylvania; the Towns of Altavista, Amherst, Bedford, Brookneal, Chatham and Hurt; and the City of Lynchburg, Virginia.

Commonwealth of Virginia
Town of Hurt

The forgoing instrument was acknowledged before me this _____ day of _____, 2022.

By

Gary Hodnett
Mayor of Hurt

Notary Public

My Commission expires: _____
Notary Number: _____

CITY OF LYNCHBURG

The undersigned party hereby agrees to and enters into this Mutual Aid Agreement dated May 1, 2022, by and between the Sheriffs of the Counties of Amherst, Appomattox, Bedford, Campbell, Lynchburg, Nelson, Pittsylvania; the Towns of Altavista, Amherst, Bedford, Brookneal, Chatham and Hurt; and the City of Lynchburg, Virginia.

Commonwealth of Virginia
City of Lynchburg

The forgoing instrument was acknowledged before me this _____ day of _____, 2022.

By

Alicia L. Finney
City Clerk

Wynter Benda
City Manager, City of Lynchburg

Notary Public

My Commission expires: _____
Notary Number: _____

THIS IS TO CERTIFY that the attached copy of an Agreement dated May 1, 2022, between The Sheriff of the County of Amherst, Virginia; The Sheriff of the County of Appomattox, Virginia; The Sheriff of the County of Bedford, Virginia; The Sheriff of the County of Campbell, Virginia; The Sheriff of the County of Nelson, Virginia; The Sheriff of the City of Lynchburg, Virginia; The Sheriff of the County of Pittsylvania, Virginia; The Town Council of the Town of Altavista, Virginia; the Town Council of the Town of Amherst, Virginia; the Town Council of the Town of Bedford, Virginia; the Town Council of the Town of Brookneal, Virginia; the Town Council of the Town of Chatham, Virginia; the Town Council of the Town of Hurt, Virginia; and the City Council of the City of Lynchburg, Virginia; is a true and correct copy of said agreement.

Given under my hand and seal this _____ day of _____, 2022.

Alicia L. Finney
Clerk of Council
City of Lynchburg, Virginia

RESOLUTION OF THE ALTAVISTA TOWN COUNCIL
MUTUAL AID AGREEMENT

WHEREAS, for a number of years the cities, counties and towns in Central Virginia and their law enforcement agencies have participated in mutual aid agreements; and,

WHEREAS, these mutual aid agreements have (a) helped promote regional cooperation among law enforcement agencies (b) helped participating jurisdictions provide necessary law enforcement services during emergencies and (c) helped enhance the overall quality of law enforcement services in Central Virginia; and,

WHEREAS, the Town of Altavista entered into a written mutual aid agreement dated _____, with the Amherst County Sheriff's Department, the Appomattox County Sheriff's Department, the Bedford County Sheriff's Department, the Campbell County Sheriff's Department, the Lynchburg Sheriff's Department, the Town of Amherst, the Town of Brookneal, the Town of Bedford, and the Town of Hurt; and,

WHEREAS, these mutual aid agreements must be amended from time to time to reflect amendments to the Virginia Code, to add new parties, etc.; and,

WHEREAS, the Sheriff's Departments for Nelson County and Pittsylvania County have requested that they be allowed to participate in the mutual aid agreement along with the cities, counties, and towns and other law enforcement agencies in Central Virginia who are currently parties to the said mutual aid agreement;

NOW, THEREFORE, BE IT RESOLVED that the Altavista Town Council hereby authorizes the Town to enter into a written mutual aid agreement with the Amherst County Sheriff's Department, the Appomattox County Sheriff's Department, the Bedford County Sheriff's Department, the Campbell County Sheriff's Department, the Lynchburg Sheriff's Department, the Nelson County Sheriff's Department, the Pittsylvania County Sheriff's Department, the Town of Amherst, the Town of Bedford, the Town of Brookneal, the Town of Hurt and such other cities, counties, and towns and law enforcement agencies in the Central Virginia area as may be appropriate for the joint use of law enforcement forces, both regular and auxiliary, equipment and materials, in order to maintain the peace and good order, and the Town Manager is authorized to execute such an agreement on behalf of the Town of Altavista.

BE IT FURTHER RESOLVED the Altavista Town Council hereby approves the Town's participation in future law enforcement mutual aid agreements with the cities, counties, and towns in Central Virginia and their law enforcement agencies and at such times as those mutual aid agreements must be updated and amended, the Town Council authorizes the Town Manager to sign such future law enforcement mutual aid agreements on behalf of the Town.

Adopted: _____

Certified: _____
Clerk of Council

RESOLUTION

WHEREAS, for a number of years the cities, counties and towns in Central Virginia and their law enforcement agencies have participated in mutual aid agreements; and,

WHEREAS, these mutual aid agreements have (a) helped promote regional cooperation among law enforcement agencies (b) helped participating jurisdictions provide necessary law enforcement services during emergencies and (c) helped enhance the overall quality of law enforcement services in Central Virginia; and,

WHEREAS, the Town of Bedford has written mutual aid agreements with Bedford County Sheriff's Department, Amherst County Sheriff's Department, Town of Amherst Police Department, Campbell County Sheriff's Department, Town of Altavista Police Department, Town of Brookneal Police Department, City of Lynchburg Police Department, City of Lynchburg Sheriff's Department, and the Appomattox County Sheriff's Department; and,

WHEREAS, these mutual aid agreements must be amended from time to time to reflect amendments to the Virginia Code, to add new parties, etc.; and,

WHEREAS, the Sheriff's Departments for Nelson County and Pittsylvania County have requested that they be allowed to participate in the mutual aid agreement along with the cities, counties, and towns and other law enforcement agencies in Central Virginia who are currently parties to the said mutual aid agreement;

NOW, THEREFORE, BE IT RESOLVED that the Town of Bedford Council hereby authorizes the Town to enter into a written mutual aid agreement with the Amherst County Sheriff's Department, the Appomattox County Sheriff's Department, the Bedford County Sheriff's Department, the Campbell County Sheriff's Department, the Lynchburg Sheriff's Department, the Nelson County Sheriff's Department, the Pittsylvania County Sheriff's Department, the Town of Altavista, the Town of Amherst, the Town of Brookneal, the City of Lynchburg and such other cities, counties, and towns and law enforcement agencies in the Central Virginia area as may be appropriate for the joint use of law enforcement forces, both regular and auxiliary, equipment and materials, in order to maintain the peace and good order, and the Town Manager is authorized to execute such an agreement on behalf of the Town of Bedford.

BE IT FURTHER RESOLVED the Town of Bedford hereby approves the Town's participation in future law enforcement mutual aid agreements with the cities, counties, and towns in Central Virginia and their law enforcement agencies and at such times as those mutual aid agreements must be updated and amended, the Town Council authorizes the Town Manager to sign such future law enforcement mutual aid agreements on behalf of the city.

I hereby certify that the foregoing is a true and exact copy of a Resolution adopted at an adjourned meeting of the Council of the Town of Bedford, Virginia, held on _____, at which said meeting a quorum was present and voted.

Deputy Clerk of the Council

RESOLUTION

WHEREAS, for a number of years the cities, counties and towns in Central Virginia and their law enforcement agencies have participated in mutual aid agreements; and,

WHEREAS, these mutual aid agreements have (a) helped promote regional cooperation among law enforcement agencies (b) helped participating jurisdictions provide necessary law enforcement services during emergencies and (c) helped enhance the overall quality of law enforcement services in Central Virginia; and,

WHEREAS, by resolution adopted on August 13th, 2002, Town Council authorized the Town of Brookneal to enter into a written mutual aid agreement (last updated August 1, 2009), with the Amherst County Sheriff's Department, Appomattox County Sheriff's Department, the Bedford County Sheriff's Department, the Campbell County Sheriff's Department, the Lynchburg Sheriff's Department, the City of Lynchburg, the Town of Altavista, the Town of Amherst, and the City of Bedford; and,

WHEREAS, these mutual aid agreements must be amended from time to time to reflect amendments to the Virginia Code, to add new parties, etc.; and,

WHEREAS, the Sheriff's Departments for Nelson County and Pittsylvania County have requested that they be allowed to participate in the mutual aid agreement along with the cities, counties, and towns and other law enforcement agencies in Central Virginia who are currently parties to the said mutual aid agreement;

NOW, THEREFORE, BE IT RESOLVED that the Brookneal Town Council hereby authorizes the Town to enter into a written mutual aid agreement with the Amherst County Sheriff's Department, the Appomattox County Sheriff's Department, the Bedford County Sheriff's Department, the Campbell County Sheriff's Department, the Lynchburg Sheriff's Department, the City of Lynchburg, the Nelson County Sheriff's Department, the Pittsylvania County Sheriff's Department, the Town of Altavista, the Town of Amherst, the City of Bedford and such other cities, counties, and towns and law enforcement agencies in the Central Virginia area as may be appropriate for the joint use of law enforcement forces, both regular and auxiliary, equipment and materials, in order to maintain the peace and good order, and the Town Manager is authorized to execute such an agreement on behalf of the Town of Brookneal.

BE IT FURTHER RESOLVED the Brookneal Town Council hereby approves the Town's participation in future law enforcement mutual aid agreements with the cities, counties, and towns in Central Virginia and their law enforcement agencies and at such times as those mutual aid agreements must be updated and amended, the City Council authorizes the Town Manager to sign such future law enforcement mutual aid agreements on behalf of the city.

Adopted:

Certified: _____
Clerk of the Council



TOWN OF ALTAVISTA
TOWN COUNCIL
REGULAR MEETING
April 12, 2022
AGENDA COVER SHEET

AGENDA ITEM #: 8.B

NEW BUSINESS

Title: Use of Brownfields Grant - Gratto Phase II Assessment

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

Action(s):

Staff recommends approval of the request.

Explanation:

In October 2021, Cardno, the Town's environmental consultant, performed a Phase I Environmental Site Assessment (ESA) to identify any recognized environmental conditions (REC's) .

The next step would be to perform a Phase II ESA which would be a subsurface investigation to test soil, soil gas, and/or groundwater to identify sources of environmental impacts.

Remediation of contaminants is not available under this grant.

Background:

Cardno, the Town's environmental consultant has completed a Phase I Environmental Site Assessment (ESA) of approximately 26 acres of primarily undeveloped land along the northern banks of the Staunton River, generally between its intersection with Pittsylvania Avenue (Ave), and the Altavista water treatment plant. The ESA revealed two (2) Recognized Environmental Conditions (REC).

1. Aerial photography portrays evidence of potential dumping activities originating from the former Lane Furniture Site (1964, 1972, 1977, and 1982). Based on the potential of hazardous materials placed during this time, as well as evidence of discarded waste identified during the Site reconnaissance, this is considered a REC.
2. The former Lane Furniture Fleet Garage facility, located upgradient and adjacent the Site is noted on the ERIS database report as a leaking storage tank facility. Site closure documentation obtained via a Freedom of Information Act (FOIA) request identified elevated petroleum constituents during the closure of several underground storage tanks. Based on the elevated compounds identified, distance of this exceedance from the Site (approximately 200 feet), as well as the lack of documented groundwater data during site closure, Cardno considers this release a REC in connection with the Subject Property.

Evidence of presumably non-hazardous waste was identified near the central-southern portion of the Site. This waste included discarded drums, steel, and other miscellaneous rubbish. Portions of the debris piles may be partially covering additional waste, blocked from Cardno's view. A comparison to the location of the debris piles to historical aerial imagery suggest potential placement of remnant steel

debris generated from the Lane furniture Plant between approximately 1964 and 1992. However, this is not verified. Given the possibility of potentially-hazardous materials included within the debris piles, Cardno considers this a REC in connection with the Subject Property.

Funding Source(s):








Virginia Brownfields Restoration and Economic Redevelopment Assistance Fund (VBAF) - approximate cost \$25,000

Attachments: *(click item to open)*

[Attachment. Gratto Map](#)

Campbell County, VA

Legend

-  County Boundary
-  Street Names
-  Lot Numbers
-  Parcels
-  FEMA Flood Zones - A
-  FEMA Flood Zones - AE
-  HiddenRoadCenterline



Title: Gratto

Date: 3/7/2022

DISCLAIMER: This drawing is neither a legally recorded map nor a survey and is not intended to be used as such. The information displayed is a compilation of records, information, and data obtained from various sources, and Campbell County is not responsible for its accuracy or how current it may be.



TOWN OF ALTAVISTA
TOWN COUNCIL
REGULAR MEETING
April 12, 2022
AGENDA COVER SHEET

AGENDA ITEM #: 9.A

UNFINISHED BUSINESS

Title: Mister to De-water EOP Pond

Staff Resource: Tom Fore, Paul Hill, and Steve Bond

Action(s):

Allow Staff to sole source purchase the Mister from EcoMister

Explanation:

\$160,000 for delivery to WWTP and \$20,000 in electrical upgrade, to reach the Mister from the Aeration building. (Total project estimate \$180,000.00 to dewater)

Background:

As Council is aware, staff has looked at many avenues to close out the EOP pond at the most efficient and affordable cost possible. The Town has been in discussion with the DEQ and the DEQ has responded to the Town that the Mister process will not require a permit to dewater the pond. Staff has sought out other vendors that supply these units and to date could only find this one that is stationary while there are mobile units available they are more expensive to purchase plus require fuel to operate.

Funding Source(s):

EOP Reserves

Attachments: *(click item to open)*

[*Attachment. Mister Quote*](#)



ECOMISTER EVAPORATOR

December 31, 2021

Paul Hill
Town of Altavista
510 Seventh Street
PO Box 420
Altavista, VA 24517
USA



Hello Paul,

Thank you for your inquiry about the Enhanced Evaporation System we call the "EcoMister Evaporator". In our communications you requested a quote for an evaporation solution that will empty your sludge lagoon at the Town of Altavista Wastewater Treatment Plant.

EcoMister is a division of Slimline Manufacturing, the original developer of this type of mechanical, turbine based, trajectory evaporator. We have been engineering and building these systems for more than 20 years. With over 600 installations sites around the world these systems have been used in all types of conditions including salt brine, acidic water, and nuclear wastewater.

Please see the below feasibility assessment and quote we have developed for you from the collected site data.

Feasibility Assessment - Collected Site Data

Location: Altavista, Virginia
Type of Water: EOP Supernatant/Effluent
Volume to Dispose: ~10,000,000 gallons in one year
Operational Period: Assuming 8 months a year
Evaporation data: Lynchburg, VA - NOAA Data

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Inches	-	-	3.15	5.12	6.00	6.70	6.35	5.65	4.47	3.01	-	-

Seasonal Weather: Winter months are assumed to be minimal evaporation
Winds: Predominately from the southwest
Electrical: Assuming 3 phase, 460 volts, 60Hz on grid power
Pond Size: 640ft x 480ft x 4.5ft

Conclusions

Based on the goal of emptying your ~10,000,000 gallon pond, your site will require up to 2 X HD30 EcoMister Evaporators. Below is a table showing the disposal volume of a single HD30 EcoMister Evaporators in two operating scenarios (24 Hr. and 12 Hr. - Daylight).

Month	Evaporated Per Evaporator in US Gallons	
	24 Hr. Scenario	12 Hr. Scenario (Daylight)
January	0	0
February	0	0
March	1,108,456	775,919
April	1,245,715	872,001
May	1,358,752	951,126
June	1,349,525	944,667
July	1,394,509	976,156
August	1,322,996	926,097
September	1,211,112	847,778
October	1,072,699	750,890
November	0	0
December	0	0
Total for an 8-month period	10,063,764	7,044,634

Disposal Costs

Disposal costs have been calculated for the Dual Pack configuration below and is based on an energy rate of \$0.08/kWh (can be updated with actual rates as required):

- 1 X Dual Pack: \$0.0010/gallon

Scope of Supply

In terms of deployment configuration, we are recommending One (1) Dual Pack of HD30 EcoMister Evaporators.

1 X Dual Pack

Each Dual Pack consists of two (2) HD30 Land Based EcoMister Evaporators and a single Heavy-Duty Skid Based pump package to feed them. The scope of supply for this configuration is as follows:

- 2 X HD30 Land Based EcoMisters
 - Stainless Steel lunar lander legs, with leveling capability
- 1 X Heavy-Duty Skid Based pump packages, each consisting of:
 - A 316 Stainless Steel, vertical multistage centrifugal pump mounted to a Scotchkote™ 134 powder coated pump skid.
 - Pump package can provide 36 m3/hour (160 GPM) at 150PSI to supply the evaporators.
 - Floating intake with primer pump (intake barge)
- 1 X PLC based controls package:
 - Optional wind speed and wind direction controls

The evaporators should be positioned next to the pond or containment area and spaced out by 50ft. More detailed specifications on the units can be found below.

Pricing

HD30 Land Based EcoMister Evaporator - Dual Pack

Item	Number of Units	Unit Price	Extended Price
HD30 Land Based EcoMister Evaporator Dual Pack (2 evaporators per pump package)	2	\$37,500	\$75,000
Skid Based Pump Package	1	\$28,500	\$28,500
PLC Controls Package	1	\$25,400	\$25,400
Floating Intake	1	\$9,600	\$9,600
Total:			\$138,500
Upgrade: Windspeed and Wind Direction Automation	1	\$10,100	\$10,100
Total including Options:			\$148,600

- All Prices are in USD. Applicable taxes not included.

Lead Times and Shipping

- Typical Production Delivery is 6 to 8 weeks.
- Shipping is typically DAP-Penticton, BC, Canada
- Pricing does not include applicable taxes, or shipping.

Warranty

- Standard Product Warranty is 12 months on all manufactured products and components. Vendor supplied components carry vendor supplied warranty, all which carry a minimum 12-month warranty, with IEEE Motors carrying a minimum 24-month warranty.

Payment Terms

Standard Payment terms outright purchase are:

- 25% on Order (deposit)
- 65% on Shipment
- 10% on delivery

Favorable payment and financing terms are available for credit approved customers.

Best regards,

Shawn Boudreau

Division Manager - EcoMister Evaporators

Slimline Manufacturing Ltd.

Office: 778-476-8432 | Mobile: 604-812-5672

Quote Acceptance

1. Validity

This offer is valid for acceptance within thirty (30) days from the date of this quote.

2. Acceptance:

Company Name _____

Accepted and Authorized by _____

Date Accepted _____

Slimline Manufacturing Ltd

Date _____

This proposal is subject to current stock pricing, availability, and revisions upon receipt of final authorization. Additions or changes after work is in progress will be subject to additional charges. Work will commence once final authorization and terms and conditions are accepted.

HD30 EcoMister Evaporator

The Heavy Duty, HD30 EcoMister Evaporator series has been developed and improved over more than 20 years, and is designed to operate 24 hours a day, 365 days a year.

All units in the HD series are designed to operate in the harshest environments and are available in land based, trailer based and float-based configurations, depending on your specific needs. Pump packages are also available to match the needs of your site along with wind speed and automated control systems.

FEATURES and BENEFITS

Longevity in the Harshest Environments

The HD30 EcoMister is built with our patented stainless-steel axial flow turbine and our stainless-steel directional wind tunnel, and both are coated with specially blended 3M™ Scotchkote™ for durability against the elements and to meet the corrosive conditions of operating sites.

Motors are built to exceed IEEE-841 Severe Duty standards and are 3rd party tested to guarantee a 0.5 mil vibration rate to maximize the motor's operational lifetime.

Best in Class Evaporation

Equipped with a dynamically balanced aluminum fan and our directional air delivery tube which creates laminar air flow, the spray pattern is engineered to reduce water particle collision and to reach maximum loft or "hang time". This longer "hang time" along with a specifically engineered droplet size maximizes your evaporation efficiency.

Low Operating Costs

To maximize efficiency and minimize operational costs the turbine is spun to a specific size allowing for manufacturing tolerances of fewer than 30 thousandths of an inch. This allows the turbine to operate at lower horsepower requirements but provides air volumes comparable to a much larger and more costly unit. Systems are designed for minimal maintenance and down time through thoughtful design like simplified greased ports on the motors to a quick release camlock on the nozzle ring manifold.

Flexibility

Each evaporator is available in multiple base configurations including fixed land based, trailer based, and float based, providing the best solutions and setup for the needs of each site. A simplified pitch adjustment system allows the operator to easily adjust the direction and angle of the wind tunnel to optimize plume control and evaporation efficiency in varying site conditions.

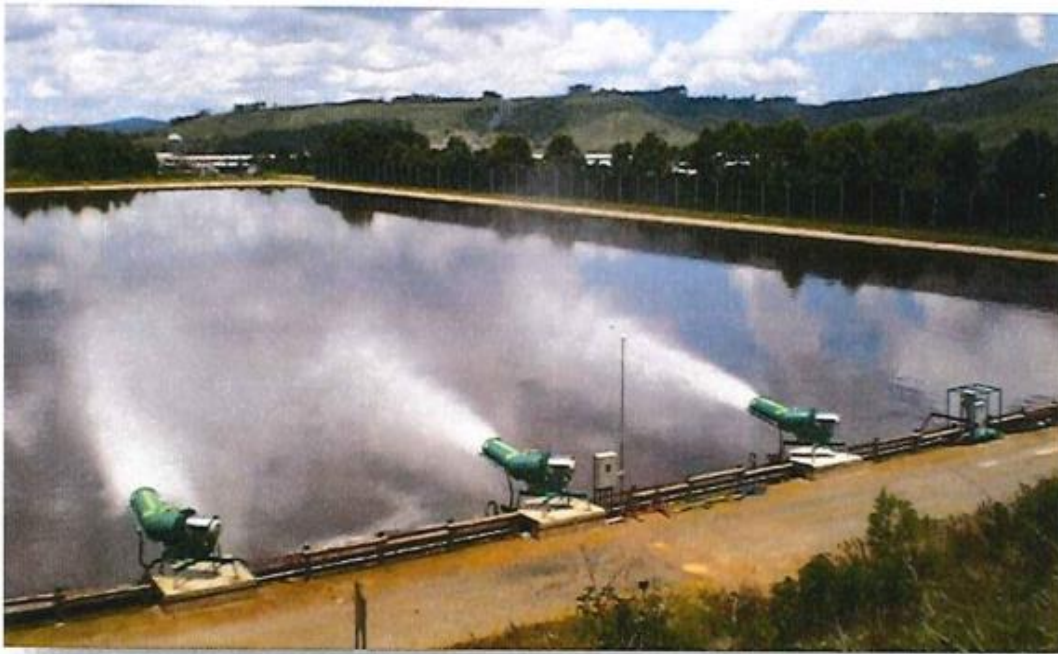


Figure 1 - HD30 EcoMister Tri Pack, ALCOA, BRAZIL

HD30 Specifications

- Max Throw from Machine (Length) is 180 FT (55 M)
- Annual Disposal Volume at 50% Efficiency is >21,000,000 US Gallons (79,400 Cubic Meters)
- Manufactured from a combination of stainless steel and carbon steel.
- All wetted components are 316L Stainless Steel.
- Our biggest enhanced evaporation fan at 30"
- Our most popular coating system, Scotchkote™ 134 powder coat
- Custom manufactured electric motor that exceeds the 841 standards, with stainless steel motor shafts (HD) and specialty high corrosion resistant paint
- Motors are designed with a 50% safety margin to allow for excessive cabling runs and power quality (traditionally installed 40 HP motor, actual operational demand 23.5 HP)
- Dual independent fan support bearings separated by vibration coupling which does not allow thrust/vibration to transfer from fan thrust and/or fan vibration to the motor.
- Powder coated Aluminum fan. It is also available in Stainless steel for severe corrosion applications.
- Independently inspected quality controlled
- Quality control to ensure that operational vibration is below 0.5 mil.
- Quick release nozzle ring with Teflon nozzles
- Available in a variety of configurations from land based, float based to units with sound enclosures.
- Pump volume through unit is 80.1 US GPM at 150 psi
- Average weight of standard equipped land base unit is 1,540 pounds.
- WARRANTY: All units have a minimum one-year parts and labor warranty.

Dual Pack Pump Package

We make a variety of evaporator pump packages for your consideration and we are recommending our premium Dual Pack pump package. This package utilizes a vertical multi-stage stainless-steel pump and motor - Heavy duty construction with a heavy-duty motor is designed to last in the harshest environments - and consists of the following:

- **Motor is directly connected to the stainless-steel pump installed on a powder coated pump skid - easy mobility with a fork-able pump skid and access for maintenance.**
 - Stainless steel system manifold c/w pressure gauge
 - Pressure monitor switch for suction and discharge failure.
- **Self-Cleaning Suction filter encased in a stainless basket - keeps larger particles and sediment out, which means less downtime for nozzle wear or clogging from algae and added protection for the pump.**
 - Throttling valve for flow control to self-cleaning filter and pressure gauge
 - Stainless steel piston check valve
- **Certified wire reinforced hose which comes complete with Certificates of pressure testing**
 - 100' (30 m) suction hose
 - 60' (18 m) of primer/filter hose
 - 100' (30 m) of discharge hose
- **All plumbing fixtures & camlocks are stainless steel.**



Figure 2 - Skid Based Pump Package

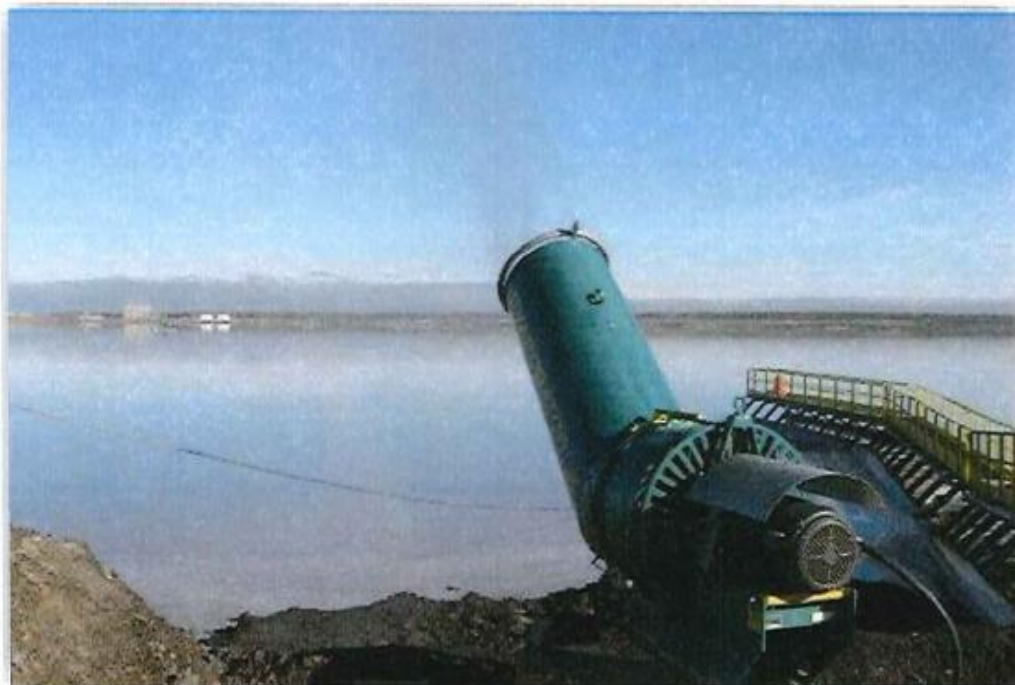


Figure 3 - HD30 EcoMister Evaporator

PLC Automated Control System - Compact Option

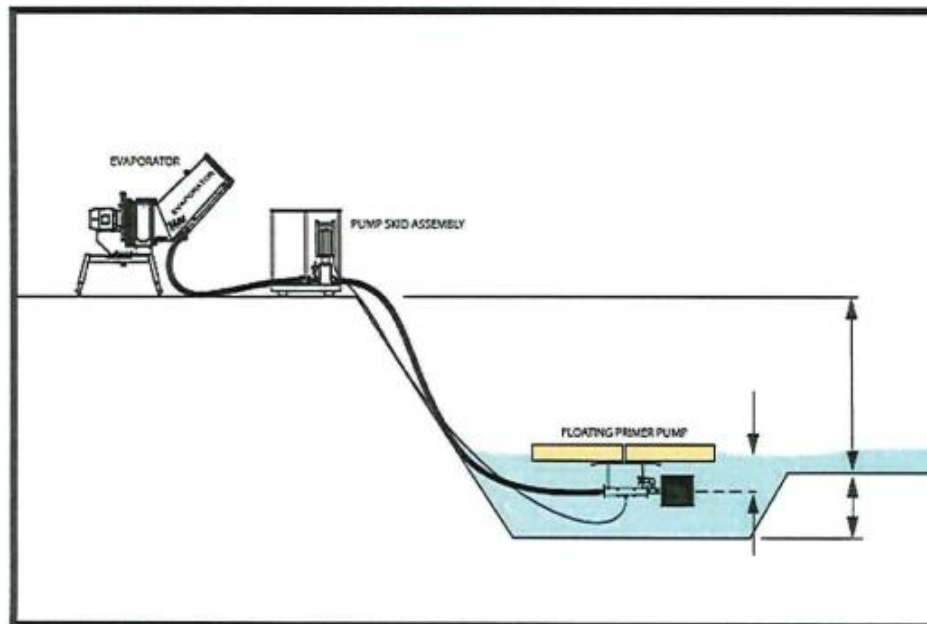
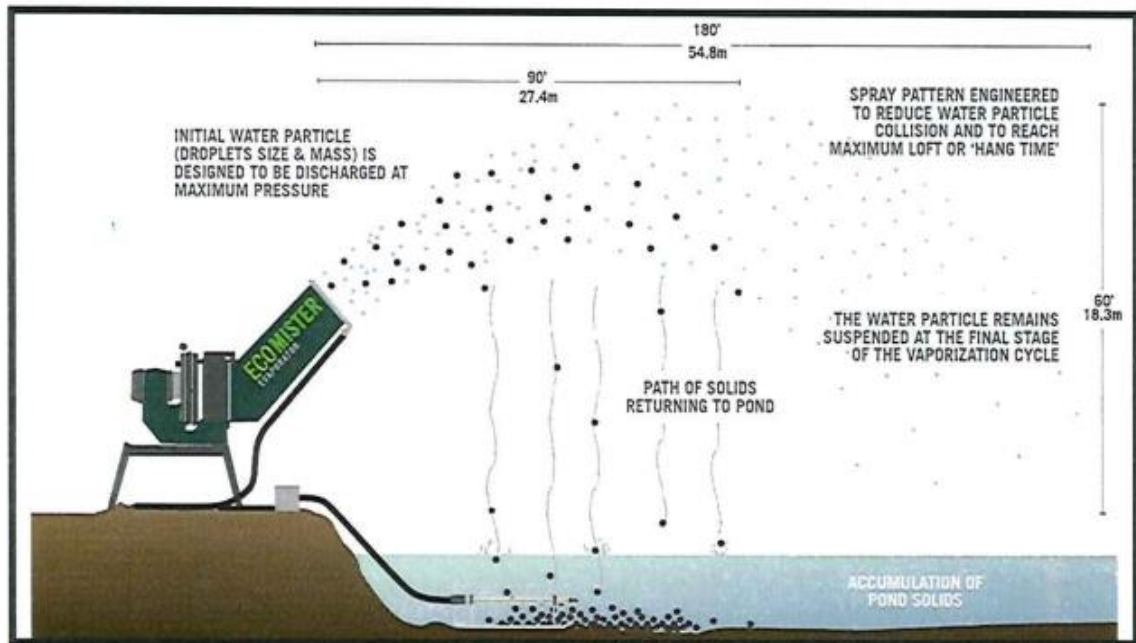
This system tracks the wind speed and direction, and various logging figures. It controls both pump and evaporator start up sequence plus monitors for any plumbing or pump system failures.

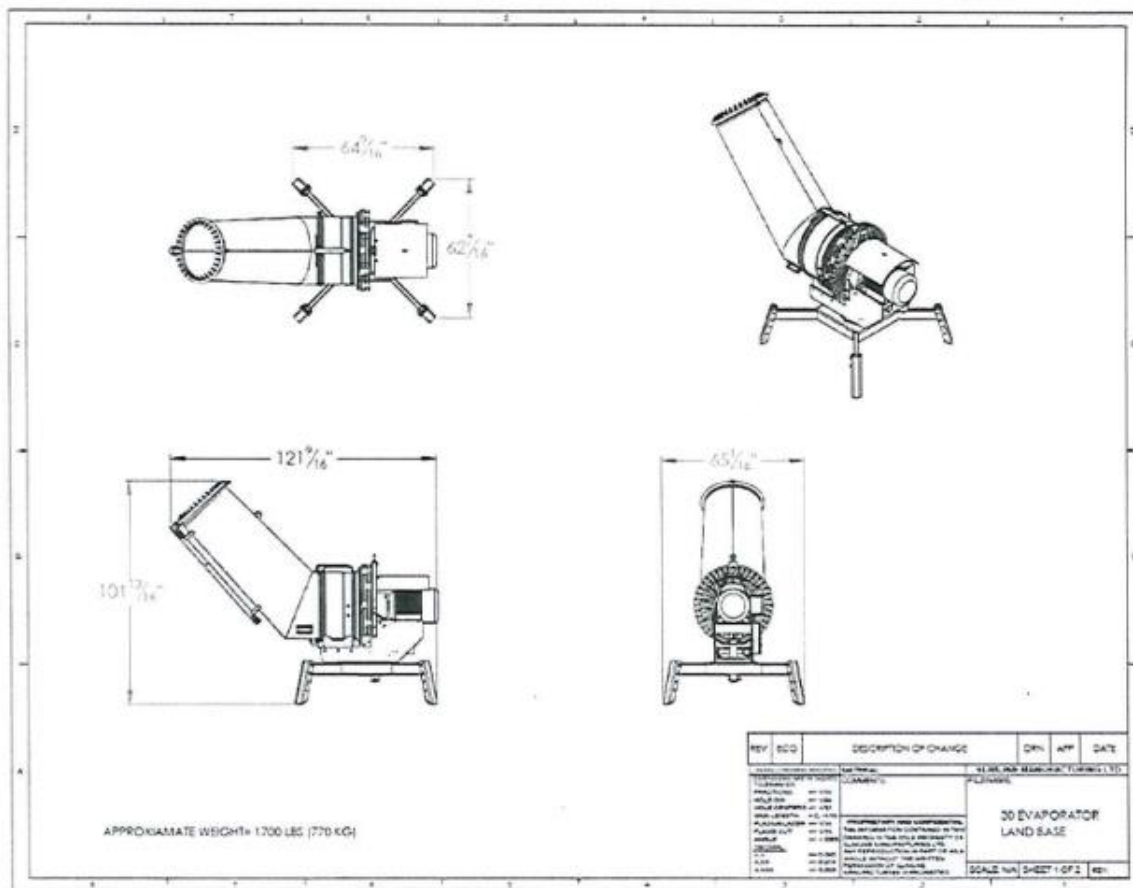
- Wind direction control for 360-degree presets
- Wind high speed shut down.
- Wind low speed start up.
- Loss of pressure shut down (high and low pressure)
- E-stop
- Sequential start
- Unit will sequentially shut down the Evaporator then pump.
- Data logging and runtime totalizer
- Control panel will be able to accommodate a centralized shut down location.
- Warning lights to inform personnel of status of the control center.
- System is programmed and tested as a functioning model before shipment.
- Panels are NEMA 4.



EcoMister Evaporator Spray Plume

HD30 EcoMister Evaporator





Typical Operation and Maintenance Costs

Historical data on our evaporators for maintenance, assuming that the unit is operational 12 months a year 24-7, is as follows.

Yearly:

- Units should be greased yearly at the beginning of each season.
- Nozzle replacement biannually per unit (every 2nd year) \$1,290.00 USD.

Every 5 - 10 Years:

- Fan bearing replacement per unit \$260.00 USD (Qty. of 2)

Note: No labor calculations have been shown but weekly inspections should be done for general condition of units during operation. It is recommended you check for such things as plugged nozzles or leaking hoses. A second nozzle ring is recommended to minimize down time for maintenance.



TOWN OF ALTAVISTA
TOWN COUNCIL
REGULAR MEETING
April 12, 2022
AGENDA COVER SHEET

AGENDA ITEM #: 9.B

UNFINISHED BUSINESS

Title: Engineering Selection of AMI Meters, Software, and Installation

Staff Resource: Tom Fore, Jeff Arthur, and Brandon Bell

Action(s):

Allow Staff to contract with Hurt and Proffitt to begin the selection of the AMI Meter Package.

Explanation:

Council agreed to move forward with the purchase and installation of an AMI meter system.

Background:

The Town currently reads its water meters by sending a "meter reader/employee" to each individual meter. Council was informed, if they chose to have meters read with the AMI technology, that Staff and town utility customers would be notified of potential water leaks sooner than the quarterly period; the Town would also save man power and water by installing the AMI meter technology, which is the future of the water meter industry. Council elected to allow Staff to move forward with the purchase of the AMI meter system.

Funding Source(s):

ARPA funds.

Attachments: *(click item to open)*

Attachment 1. AMI Metering Proposal - Dewberry

Attachment 2. AMI Meter Proposal Mattern & Craig

Attachment 3. AMI Metering Proposal Hurt & Proffitt

Attachment 4. AMI Metering Proposal Peed & Bortz

February 25, 2022

Mr. Tom Fore
Director of Public Works
Town of Altavista
20 Ricky Van Shelton Drive
Hurt, VA 24563

**Re: Proposal for Professional Engineering Services
 AMI Water Metering System**

Dear Mr. Fore,

Dewberry Engineers Inc. (Dewberry) is pleased to present herein our proposal for Professional Engineering Services to assist the Town of Altavista (the Town) in the implementation of Advanced Metering Infrastructure (AMI) technology and water meter replacement.

UNDERSTANDING OF THE PROJECT

The Town of Altavista is requesting proposals for engineering services to develop specifications, advertise the project, assist with procuring a metering software and installation contractor, and general construction administration services for the implementation of a new AMI water metering system. There are approximately 1,813 meters in the system, varying from 5/8" to 10", that will be included in the project. The proposal herein outlines the scope of services and related fees, as well as provides a preliminary construction cost estimate and project experience for consideration.

SCOPE OF SERVICES

1. Specification Development and Bidding

- a. Dewberry will hold a kickoff meeting with the Town to discuss goals of the project, develop selection criteria, refine meter specification preferences and prepare a list of support documents necessary to procure an AMI supplier.
- b. Selection criteria may include but is not limited to capital cost, annual licensing and maintenance fees, qualifications and experience, long-term support services, integration of existing meters, user interface features, customer service features, training, warranties, etc.
- c. Prepare necessary technical specifications, exhibits, and modified base mapping for bidding and contract documents.
- d. Develop a request for proposals (RFP) to accept proposals from potential AMI suppliers to be received by the Town for evaluation.
- e. Advertise the project in the local paper, up to two plan rooms, and facilitate distribution of electronic bid documents.
- f. Address contractor questions and issue addenda.
- g. Attend a kickoff meeting, virtual bid documents review meeting, pre-bid conference, bid opening, and a meeting to review the bid results with the Town.
- h. Provide a recommendation letter to the Town. Upon approval, issue Notice of Award.

2. Basic Construction Administration Services

- a. Provide construction administration services including execution of contract documents for up to 6 months.
- b. Coordinate with awarded contractor to obtain performance and payment bonds, as well as execute the construction contract between the owner and contractor.
- c. Issue Notice to Proceed.
- d. Facilitate and lead the pre-construction meeting.
- e. Prepare agendas and facilitate monthly progress meetings. These will be in-person or virtual via Microsoft Teams depending on status of field work.
- f. Answer requests for information (RFIs) and issue change orders.
- g. Review monthly payment applications and provide recommendation to the Town for payment.
- h. Perform substantial completion inspection and provide a punch list along with the substantial completion certification to the contractor.
- i. Prepare meeting minutes.
- j. Issue final completion upon Town's confirmation that the punch list is complete.

3. Part Time Inspection

- a. Dewberry will provide field services and oversight as needed to supplement the Town's full-time inspection.
- b. Field inspection time is estimated to be 8 hours per week for 2 months of installation.

CLARIFICATIONS

1. Based on previous project experience, it is Dewberry's recommendation that the Town solicits bids for a full implementation package inclusive of the AMI meters, software package, billing integration, and installation. We have observed in the industry that many of the most sought-after meter suppliers have aligned their services with specific installers due the numerous often complex project tasks that demand very close collaboration and a clear understanding of responsibilities. Installers who are not used to working with a specific meter and software supplier will inevitably increase their bid price out of concern of loss productivity resulting from working with a meter supplier that they are not familiar with. Our recent project with HCSA resulted in receipt of 6 bids all being very competitive with a selection method that allows the Owner the ability to make an award based on weighted selection criteria rather than simply low price. **Given the above and our sincere belief our previous approach will result in increased value to the Town of Altavista, we have based our fees and proposed scope of work on your complete AMI system, including installation, be bid under a single contract.**
2. Propagation studies will be specified as the responsibility of the contractor. Dewberry will provide a summary of water system features and general locational mapping for this purpose. The will provide an excel document including addresses or coordinates for each customer for use by the contractors to develop the propagation study.
3. Interviews of the AMI providers are not included. If the Town elects to interview the proposers, Dewberry can provide an additional scope of services to facilitate this process.
4. Given that the upgrades to water meters being replaced will not involve disturbance of new areas, environmental permitting is not included.
5. Property owner coordination during bid phase and temporary access easement issues will be handled by the Town. Preferred property owner coordination responsibilities between the Town and the contractor during construction will be established and incorporated into the bid specifications.
6. Inspection will be provided by the Town of Altavista personnel. Dewberry will provide periodic inspection for verification of quality of work and compliance with specifications. It is anticipated that in addition to monthly progress meetings, Dewberry will provide an engineer for up to 8 hours per week for two months for periodic inspection, as needed.

ESTIMATED CONSTRUCTION COST

ITEM	DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL PRICE
1- METERS/HARDWARE					
1	5/8" Meter	1,708	EA	\$101	\$172,508
2	3/4" Meter	1	EA	\$164	\$164
3	1" Meter	34	EA	\$226	\$7,684
4	1-1/2" Meter	15	EA	\$581	\$8,715
5	2" Meter	36	EA	\$801	\$28,836
6	3" Meter	6	EA	\$3,960	\$23,760
7	4" Meter	6	EA	\$4,670	\$28,020
8	6" Meter	3	EA	\$7,480	\$22,440
9	8" Meter	3	EA	\$9,895	\$29,685
10	10" Meter	1	EA	\$12,310	\$12,310
11	Meter Interface Unit (MIU)	1,813	EA	\$100	\$181,300
Section 1 Subtotal					\$515,422
2 - INSTALLATION					
1	5/8" Meter & MIU	1,708	EA	\$48	\$81,984
2	3/4" Meter & MIU	1	EA	\$50	\$50
3	1" Meter & MIU	34	EA	\$65	\$2,210
4	1-1/2" Meter & MIU	15	EA	\$232	\$3,480
5	2" Meter & MIU	36	EA	\$245	\$8,820
6	3" Meter & MIU	6	EA	\$1,000	\$6,000
7	4" Meter & MIU	6	EA	\$1,063	\$6,378
8	6" Meter & MIU	3	EA	\$1,125	\$3,375
9	8" Meter & MIU	3	EA	\$1,315	\$3,945
10	10" Meter & MIU	1	EA	\$1,500	\$1,500
11	Service Water Isolation (corporation cock shut off or freeze, 5/8"-1")	65	EA	\$108	\$7,020
12	Dual Check Valve Replacement (in meter box, 5/8"-1")	20	EA	\$108	\$2,160
13	Meter Shut Off Valve Replacement (in meter box, 5/8"-1")	65	EA	\$108	\$7,020
14	Installation - Project Management	1	LS	\$16,855	\$16,855
Section 2 Subtotal					\$150,797
3 - ANCILLARY ITEMS					
1	Existing Meter Box Lid Drilling	1,813	EA	\$8	\$14,504
2	Replace Meter Box Lid (pre-drilled)	65	EA	\$4	\$285
3	Meter Box and Lid Replacement - Cast Iron	13	EA	\$65	\$845
4	Meter Box and Lid Replacement - Polyethylene	35	EA	\$65	\$2,275
5	Meter Box and Lid Replacement - Cast Iron (in concrete or asphalt)	8	EA	\$400	\$3,200
6	Meter Box and Lid Replacement - Polyethylene (in concrete or asphalt)	8	EA	\$400	\$3,200
7	Back-up Drive-by Meter Reading Device	2	EA	\$4,000	\$8,000
Section 3 Subtotal					\$32,309
4 - SYSTEM SOFTWARE					
1	Hosting Fees MDMS - Includes Support & Upgrades (Ongoing / Annual)	1	LS	\$24,618	\$24,618
2	Customer Portal – Integration and Training (One-Time) - optional	1	LS	\$17,500	\$17,500
3	Customer Portal - Subscription Fee (Ongoing / Annual) - optional	1	LS	\$10,742	\$10,742
Section 4 Subtotal					\$52,860

5 - AMI INFRASTRUCTURE					
1	Installation of Collectors	5	EA	\$7,000	\$35,000
2	Data Collectors	5	EA	\$13,000	\$65,000
3	Repeaters	20	EA	\$1,200	\$24,000
4	Installation of Repeaters - New 10' Sign-Pole Set	20	EA	\$1,400	\$28,000
5	Backhaul Network (Ongoing / Annual)	5	LS	\$600	\$3,000
7	Through-the-Lid Antennas (Hanger) for MIU	1813	LS	\$20	\$36,260
8	Hand-Held Installation Tool (One Time)	2	EA	\$9,000	\$18,000
Section 5 Subtotal					\$209,260
6 - OTHER					
1	Coordination	1	LS	\$13,125	\$13,125
2	Planning and Analysis	1	LS	\$26,400	\$26,400
3	Training	1	LS	\$12,500	\$12,500
Section 6 Subtotal					\$52,025
Estimated Construction Cost					\$1,012,672

FEE

Task	Description	Fee	Basis of Fee
1	Specification Development and Bidding	\$22,000	Lump Sum
2	Basic Construction Administration Services	\$30,000	Lump Sum
3	Part Time Inspection (8 hours/week, 2 months)	\$8,700	Hourly NTE
Total Engineering Fee		\$60,700	Lump Sum

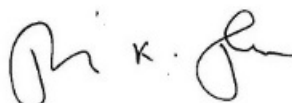
This proposal will be subject to our Term Agreement for Engineering Services. Please return an executed copy of this proposal. Once the proposal has been signed and returned, work can begin on your project.

We appreciate the opportunity to present this proposal and look forward to working with the Town of Altavista.

Sincerely,



R. Scott Ehrhardt, PE
Senior Associate | Project Manager



Brian K. Bradner, PE
Vice President | Branch Manager

R:\Proposal Letters\Engineering\2022.2.24 - Altavista AMI Metering Proposal.docx

The foregoing proposal of Dewberry Engineers Inc. is accepted:

Print (Type) Individual, Firm, or Corporate Name

Signature of Authorized Representative Date

Print (Type) Name of Authorized Representative and Title

This proposal includes information that shall not be disclosed outside of the CLIENT and shall not be duplicated, used, or disclosed, in whole or in part, for any purpose other than to evaluate this proposal. If, however, a contract is awarded to this offeror as a result of, or in connection with, the submission of this information, CLIENT shall have the right to duplicate, use, or disclose the information to the extent provided in the resulting contract. This restriction does not limit CLIENT's right to use information contained in this information if it is obtained from another source without restriction.

RECENT EXPERIENCE

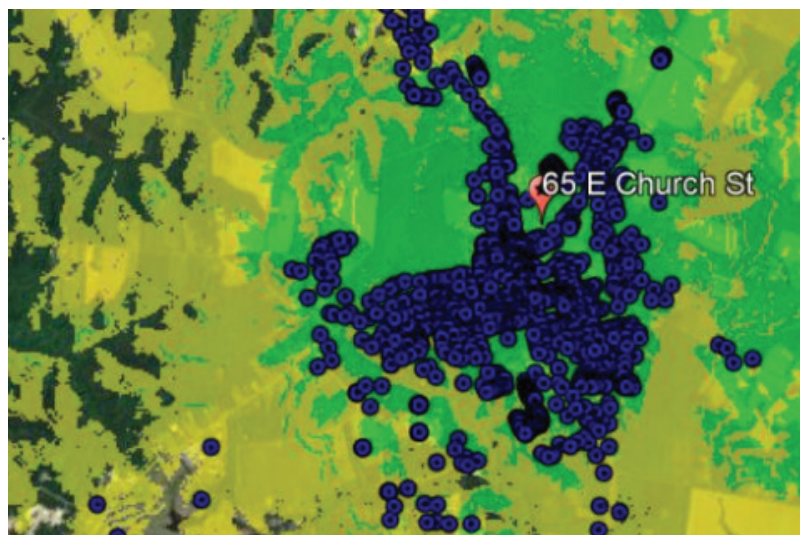


AMI Platform and Meter Replacement Implementation HALIFAX COUNTY, VA

Dewberry provided consulting services for Halifax County Service Authority (HCSA) for procurement of services for converting their entire service area from manual and AMR metering to fully automated AMI system. This conversion included swapping out 4,476 customer meters with solid state meters, meter interface units, development of a communication network, data collector units, meter data management system, and a customer web portal. This AMI system serves a central urban planning area and two remote service areas.

AMI Platform and Meter Replacement Implementation TOWN OF KILMARNOCK, VA

The Town's water meter system consists of approximately 1,200 customers with approximately 60% Itron drive-by meters and 40% manual read meters. The Town was informed that the Itron drive-by technology will be obsolete at the end of the year and must upgrade their meters to the latest drive-by technology. The Town used this opportunity to evaluate replacing all of the meters with AMI technology. The Town retained the services of Dewberry to evaluate various AMI meter manufacturers, develop bidding documents, and assist during the construction phase of the meter replacement.



AMI Propagation Study

AMI Use Cases and System Architecture UNION COUNTY, NC

Dewberry worked with Union County to develop numerous specific elements of the Asset Management Program, including Advanced Metering Infrastructure (AMI) Owner services. Dewberry conducted high-level requirement workshops to understand the use cases and review existing system architecture. The findings of the stakeholder workshops were summarized into the following: (1) prioritized AMI system/software functions and benefit within each key group at Union County (2) use cases that detail the high-level scenarios for how Union County will use/benefit from AMI within each key group and (3) key information flow between groups and the systems that needed to be architected to meet these needs via mapping. These exhibits helped the Planning & Resource Management prioritize AMI system components to include in their upcoming contract with the MMI vendor. In addition, the exhibits were used to streamline and map future IT architecture needs.

Tom,

Attached is our proposed scope of work for the referenced project. I've divided the scope into 2 phases, one for contract/ RFP development and the 2nd one for construction administration. We have assumed a contract time of 8 months based on similar past projects. Our proposed fee for contract development/ bidding is \$25,420, and the proposed fee for construction administration is \$29,650. Let me know if you have any questions. Thanks and have a good weekend!

Mattern & Craig

Tom,

I wanted to get this into your hands and, if our price is agreeable, will put it in a letterhead format for you.

We will complete the first phase of preparing two separate RFP's, one for equipment selection and the other for installation. We will advertise, conduct pre-bids, answer questions through addenda, receive bids and make a recommendation for award. This first phase fee would be \$12,500.

The second phase would involve assisting the Town with administration of the contract, respond to RFI's and provide coordination throughout the installation of the meters. We would propose an hourly, not to exceed with prior authorization, fee of \$15,000 for this phase.

Let me know if you have any questions.

Bif Johnson, PE
President and CEO

Tom

Peed & Bortz is interested in assisting the Town with this project. Based on a quick projection of our time, our budget estimate for the engineering on this project is lump sum of \$27,000.

Our projected scope includes:

- Preliminary Discussions with Town staff regarding system requirements
- Solicit information from suitable meter system providers
- Evaluate the systems with Town staff
- Prepare Procurement and Contract Documents
- Bidding and Construction Administration support for two contracts (procure and install)

As noted in the request, Peed & Bortz would be willing to get this project started at your convenience and defer any billings until after July 1, 2022.

Let me know if this amount is acceptable and I'll work up a scope that we can agree upon. Thanks for consideration of Peed & Bortz for this project.

Scott



TOWN OF ALTAVISTA
TOWN COUNCIL
REGULAR MEETING
April 12, 2022
AGENDA COVER SHEET

AGENDA ITEM #: 9.C

UNFINISHED BUSINESS

Title: FY2023 Budget and Capital Improvements Program "First Reading"

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

Action(s):

Conduct the first reading of the budget, as presented, and set the required public hearing.

Explanation:

Staff requests that Council schedule the necessary public hearings on the FY2023 Budget, the Capital Improvement Plan (FY2023-2027), and the utility rate changes for Tuesday, May 10, 2022 at the 6:00 p.m. regular meeting.

Background:

The FY2023 Proposed Budget totals \$9,688,830 for all operating funds, not including capital projects. Of that amount, \$4,867,450 is for General Fund operations and maintenance, \$725,000 for the Highway Fund, \$3,946,850 for the Enterprise Fund, \$84,530 for the Cemetery Fund, and a \$65,000 transfer to reserves to recoup the funds advanced the AVFC for the purchase of a new fire engine. With total revenues expected to total \$10,254,870 for the 2023 fiscal year, a surplus of \$566,040 is projected to fund capital items: \$46,390 in the General Fund, \$15,000 Highway Fund and \$504,650 in the Enterprise Fund.

The FY2023 CIP totals \$8,436,300 for all departments. A breakdown of this amount is as follows: General Fund \$1,002,040, Highway Fund \$126,520, Cemetery Fund \$48,000, and Enterprise Fund \$7,259,740.

A portion of the General Fund CIP is funded with a \$35,000 transfer in of previously allocated funding designated in reserves and \$65,720 is grant funded. After a transfer of General Fund Revenue to the Cemetery Fund in the amount of \$48,000 to fund a capital purchase, a balance of \$902,930 will be transferred in from reserves to balance the fund. CIP items in the Highway Fund are being funded with revenue provided through the Virginia Department of Transportation (VDOT). Existing bond proceeds in the amount of \$3,150,440 will fund two infrastructure projects in the Enterprise Fund CIP. New bond proceeds in the amount of \$2,021,500, a transfer in of \$1,721,000 of American Rescue Plan Act (ARPA) funding earmarked in reserves and a portion of the operating surplus revenue \$366,800 will fund the remaining capital items, leaving a surplus of \$137,850 to be transferred out to Enterprise Fund

reserves.

There are no proposed tax increases in the budget; however, the budget does include proposed utility rate increases of 10% (water) and 5% (sewer). The utility rate increase will have an effective date of December 1, 2022.

Funding Source(s):

Per the proposed FY2023 Budget

Attachments: *(click item to open)*

[Attachment 1. FY2023 Proposed Budget Revenues and Expenditures](#)

[Attachment 2. FY2023 Master List of Fees](#)



TOWN OF ALTAVISTA FY 2023 PROPOSED BUDGET

General Fund

Real Estate Tax	220,000
Public Service Corporation Taxes	88,100
Personal Property Taxes	354,150
Machinery and Tools Taxes	2,057,000
Other Local Taxes	1,821,050
Permits and Fees	1,800
Fines and Forfeitures	6,300
Use of Money and Property	211,520
Charges for Service	9,650
Donations, Receipts, and Transfers	938,530
Intergovernmental	333,670

General Fund Total: **\$6,041,770**

Enterprise Fund (Water & Sewer)

Water and Sewer Charges	4,416,000
Interest	0
Connection Fees	3,500
Miscellaneous, Grants, & Transfers	6,924,940
CIP Reserves	0

Enterprise Fund Total: **\$11,344,440**

Highway Maintenance Fund **\$851,520**

Cemetery Fund **\$25,250**

REVENUE GRAND TOTAL: **\$18,262,980**

PROPOSED OPERATING EXPENDITURES

Council / Planning Commission	47,650
Administrative Department	1,180,270
Police Department	1,251,130
Public Works	1,407,740
Street & Highway Maintenance	725,000
Water Department	2,040,290



Wastewater Department	1,906,560
Green Hill Cemetery	57,280
Non Departmental	179,700
Transit Department	159,690
Economic Development	182,250
Community Development	366,050
Avoca	92,970
Transfer to Cemetery Reserves	27,250
Transfer to General Fund Reserves – Fire Department	65,000
Transfer to General Fund Reserves - Surplus	0
Transfer to Enterprise Fund Reserves - Surplus	137,850
Total Proposed Operating Expenses:	<u>\$9,826,680</u>

PROPOSED CAPITAL OUTLAY

Water Plant Equipment	2,080,550
Wastewater Treatment Plant Equipment	5,179,190
Public Works Department Equipment	158,180
State Highway Funding	126,520
Police Department Equipment	77,170
Council	0
Administration Department Equipment	67,000
Economic Development	0
Community Development	582,540
Transit Department	82,150
Cemetery	48,000
Avoca	35,000
Total Proposed Capital Outlay:	<u>\$8,436,300</u>
Cash Funded	\$1,442,640
Grant Funded	\$65,720
Existing Bond Proceeds	\$3,150,440
New Bond Proceeds	\$2,021,500
American Rescue Plan Act (ARPA)	\$1,721,000
Transfer In from Reserve Maintenance Funds	\$35,000
FY2023 – 2027 CIP Expenditures:	<u>\$26,051,750</u>

TOWN OF ALTAVISTA
MASTER LIST
FEES, RATES AND CHARGES
FY 2023 PROPOSED BUDGET

BUSINESS PROFESSIONAL AND OCCUPATIONAL LICENSE

	Rate per \$100 of gross receipts
Contractors	\$0.03 up to \$200,000; \$0.01 in excess of \$200,000
Retailers	\$ 0.0425
Financial, Real Estate, & Professional	\$ 0.0425
Personal Services, Repair	\$ 0.0600
Wholesalers	\$ 0.0175
Wholesale Peddlers	\$ 0.0175
Commission Merchant	\$ 0.0600
Direct Sellers (sales under \$4,000)	\$ 0.0175
Direct Sellers (Sales over \$4,000)	\$ 0.0550
Peddlers	\$ 125.0000
Itinerant Merchant (Edible, Perishable Goods)	\$ 25.0000
Itinerant Merchant (Nonperishable Goods)	\$ 125.0000
Carnivals, Circus	\$100 per day; \$500 per week
Fortunetellers	\$ 500.00
Savings Institutions/State Chartered Credit Unions	\$ 25.00
Photographers, out of town	\$ 15.00
Utilities	\$.0025 of Gross Receipts
Operators, coin operated machines	\$87.50 for less than 10 machines; \$100 for 10 or more machines plus \$0.18
Minimum License	\$ 15.00

CEMETERY FEES

Changing of cemetery Deed	\$ 25.00
Sale of Cemetery Spaces / Mausoleum / Cremation- Green Hill Cemetery	\$ 650.00 in town residents - with a minimum of 2 spaces
	\$ 950.00 out of town residents - with a minimum of 2 spaces
Opening / closing Fee - Green Hill Cemetery	\$ 750.00 before 12 noon - weekday
	\$ 925.00 after 12 noon - weekday
	\$ 1,050.00 weekend or holiday
Opening / closing Fee - Mausoleum / Cremation / Child	\$ 350.00 before 12 noon - weekday
	\$ 400.00 after 12 noon - weekday
	\$ 450.00 weekend or holiday
Disinterment	\$ 1,300.00

RENTALS

Booker Building Deposit	\$ 150.00
	\$ 250.00 if alcohol is served
Booker Building Rental Fee	\$ 100.00 for each 4 hours
Booker Building Utility Fee	\$ 25.00
Park Pavilion Rentals	\$ 50.00 for each 4 hours - large pavilion @ English & Shreve Park
	\$ 25.00 for each 4 hours - small pavilion @ English & Shreve Park
Weekend Truck Rental (<i>Town residents/businesses only</i>)	\$ 25.00 standard dump truck - resident
	\$ 50.00 tandem dump truck - resident
	\$ 50.00 standard dump truck - business
	\$ 100.00 tandem dump truck - business

PLANNING & ZONING RELATED

Zoning Permit	\$ 20.00
Sign Permit	\$ 20.00
Special Use Permit; application fee	\$ 300 - \$400
Variance	\$ 300.00
Appeal to BZA	\$ 300 - \$400
Rezoning	\$ 400.00
Subdivision (5 lots or less); fees for examining/approval of plats	\$10.00 and \$1.00 per lot
Subdivision (5 lots or more); fees for examining/approval of plats	\$25.00 and \$1.00 per lot
Administrative Fee	\$ 75.00

TRANSIT FEES

Transit Tokens	\$ 0.50 each
Transit Punch Cards	\$ 10.00 for 3 cards
Transit Monthly Pass	\$ 20.00

TAX RATES

Real Estate Rate	\$0.08 per \$100 of assessed value
Personal Property Rate	\$2.00 per \$100 of assessed value
Cigarette Tax	\$ 0.27 per pack
Hotel Lodging Tax	5.50% 3% credit for reporting on time
Meals Tax	7% 2% credit for reporting on time
Vehicle License Tax / Automobile	\$ 15.00
Vehicle License Tax / Motorcycle	\$ 5.00
Vehicle License Tax / Trailer	\$ 6.50
Vehicle License Tax / Taxi Cab transporting passengers for hire	\$ 25.00

**TOWN OF ALTAVISTA
MASTER LIST
FEES, RATES AND CHARGES
FY 2023 PROPOSED BUDGET**

UTILITY FEES

EFFECTIVE DECEMBER 1, 2022

Water

Business & Residential - \$3.32 per 1,000 gallons
Industrial - \$3.26 per 1,000 gallons
Town of Hurt - \$4.98 per 1,000 gallons
Business & Residential Outside of Town - \$6.65 per 1,000 gallons
Industrial Outside of Town - \$6.52 per 1,000

Sewer (based on 85% of water consumption or metered consumption)

Business & Residential - \$3.81 per 1,000 gallons
Industrial - \$3.91 per 1,000 gallons
Town of Hurt - \$3.81 per 1,000 gallons
Business & Residential Outside of Town - \$7.61 per 1,000 gallons
Industrial Outside of Town - \$7.82 per 1,000

Sewer Only Charge (flat rate with monthly fixed charge) \$ 43.10

Monthly Fixed Charge

Meter Size	Factor	Charge
5/8"	1	\$6.50
3/4"	1.5	\$9.75
1"	2.5	\$16.25
1 ½"	5	\$32.50
2"	8	\$52.00
2 ½"	11	\$71.50
3"	15	\$97.50
4"	25	\$162.50
6"	50	\$325.00
8"	80	\$520.00
10"	115	\$747.50

Water / Sewer Connection & Availability Schedule

Meter Size	Factor	Water Connection Fee (Base: \$1,500)	Sewer Connection Fee (Base: \$2,000)	Sewer Availability Fee (Base: \$600)
5/8"	1	\$1,500	\$2,000	\$600
3/4"	1.5	\$2,250	\$3,000	\$900
1"	2.5	\$3,750	\$5,000	\$1,500
1 ½"	5	\$7,500	\$10,000	\$3,000
2"	8	\$12,000	\$16,000	\$4,800
2 ½"	11	\$16,500	\$22,000	\$6,600
3"	15	\$22,500	\$30,000	\$9,000
4"	25	\$37,500	\$50,000	\$15,000
6"	50	\$75,000	\$100,000	\$30,000
8"	80	\$120,000	\$160,000	\$48,000
10"	115	\$172,500	\$230,000	\$69,000

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

MISCELLANEOUS CHARGES

Return Check Charge \$ 35.00
Police Report \$ 5.00
Customer Copies \$ 0.15
Fax \$ 1.25 first page
\$ 0.75 each additional page
Vehicle Withholding Fee (DMV stop) \$ 45.00
Dealers in precious metals; permit required from Chief of Police \$ 200.00
Going out of business permit \$ 25.00



TOWN OF ALTAVISTA
TOWN COUNCIL
REGULAR MEETING
April 12, 2022
AGENDA COVER SHEET

AGENDA ITEM #: 10.A

REPORTS AND COMMUNICATIONS

Title: Utility Projects Updates.

Staff Resource: Tom Fore, Public Services Director

Action(s):

Explanation:

Background:

Funding Source(s):

Attachments: *(click item to open)*

Attachment 1. Altavista WWTP Aeration -31 March 2022 Update

Attachment 2. Altavista WTP Filters-31 March 2022 Update

Attachment 3. Bi-weekly report (03.30.22)

Attachment 4. Altavista SCADA for Generators-31 March 2022 Update

Attachment 5. Altavista Generators-31 March 2022 Update

Attachment 6. March 31 2022 WWTP Electrical Upgrade Status Report

Attachment 7. Lynch Creek Sewer Status Update 4-5-22

Attachment 8. McMinnis Water Status Update 4-5-22

March 2022 Monthly Report for Council Members 1z.pdf

March 2022 Monthly Report for Council Members 2z.pdf

Town of Altavista Projects
Status Report - Peed & Bortz, LLC
31 March 2022

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

Recent Activities: Engineer met w/ staff on 9 July to discuss details of the project. Engineer is investigation potential for EDA or CARES funding for this project. Engineers will revise the PH II/III contract to omit wiring and the backboard for the aerators. This work will be added to the Aerator project since this project has been pushed back another year. Engineers will coordinate to terminate the electrical service and the layout for the MCCs w/ the Ph II project.

Anticipated work over the next two weeks:

Upcoming Tasks:

Outstanding Issues:

Design Schedule: TBD Complete design plans and specs
TBD Advertise for Bids (if Town desires)

Schedule Constraints: Town staff has indicated this project bid may slip in order to coincide with WWTP Electrical upgrades
See note below regarding potential schedule adjustment.

Projected Completion: 31 October 2021

Approved Budget: \$198,000

Invoiced To Date: \$19,200

Balance to Complete: \$178,800

Town Input Required:

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

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

Construction Contract Price: \$0

Town of Altavista Projects
Status Report - Peed & Bortz, LLC
31 March 2022

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

Recent Activities: Engineer has received payment application #3 and Town staff is reviewing for acceptance.

Anticipated work over the next two weeks: Awaiting material deliveries to commence work.

Upcoming Tasks: Commence work

Outstanding Issues:

Design Schedule: January 2021 Documents to VDH for review
March 2020 (60 days) Receive VDH approval
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

Current Paid: \$134,204

Balance to Finish plus retainage: \$591,100

Steven A. Campbell
Randy W. Beckner
Bradley C. Craig
Wm. Thomas Austin
David P. Wilson
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)

March 30, 2022

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 2 Weeks

1. Contractor is continuing to work on the pump station.
2. Contractor received the generator and pump skid.

Anticipated Work Over the Next 2 Weeks

1. Contractor to continue work on the job site.
2. Contractor to receive pump station building.

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. Coordination of the controls and pump station equipment.
2. Some SCADA parts are on back order. AIC will update when they arrive.
3. Replace Juniper bushes in 3 different areas.

Construction Document Schedule Update

1. Notice to Proceed (9/27/2021)
2. Substantial Completion (1/25/2022)
3. Completion (2/24/2022)

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	\$43,906.50
3.	Construction Contract	\$1,226,972.71
	JTD	\$600,587.11

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

1. Contractor worried about schedule due to product and material lead times.
2. Progress Meeting #4 scheduled for 4/12/22 at 10:00 AM.

Submitted by:

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

Ryan P. Kincer, P.E.

FIRM NAME

Project Manager

Town of Altavista Projects
Status Report - Peed & Bortz, LLC
31 March 2022

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

Recent Activities: Meeting held with Town staff on August 10th to review preliminary SCADA contract documents. Revising documents per comments received.
Anticipated work over the next two weeks: Complete plans and specifications and submit to Town for review and acceptance.

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: \$0

Town of Altavista Projects
Status Report - Peed & Bortz, LLC
31 March 2022

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: Punchlist walkthrough with all parties and presented to Contractor to complete minor issues. Contractor reports receiving all generators at their storage facility

Anticipated work over the next two weeks: Set generators in early April. Pull wire and complete punchlist items.

Upcoming Tasks: Generator startup

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 + (\$3533) (Change Orders)

Current Paid: \$441,243

Balance to Finish plus retainage: \$57,724

Town of Altavista Projects
Status Report - Peed & Bortz, LLC
31 March 2022

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 meeting on 30 March. Contractor completed some interior work in the buildings. All exterior manholes and primary conduit mains have been installed. Coordination with Eaton regarding testing for new generator and switchgear.

Anticipated work over the next two weeks: Coordinate with Dominion for new service feed and generator hookup/startup. Eaton ATS testing scheduled for April 7 and 8

Upcoming Tasks: Continue work.

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: Final 3 MCCs are due to be shipped May 1. The exact delay cannot be determined at this time but Contractor will update all when able to determine.

Construction Contract Price: \$3,952,000 + \$10,164 (Change Orders)

Current Paid: \$2,177,131

Balance to Finish plus retainage: \$1,785,033

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



Date: April 5, 2022

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. Assembled documents for distribution to Mendon Pipeline and Town of Altavista. This includes Contract Documents and Plan Sets (full and half size).
2. Set up and held Pre-Construction on April 4, 2022.

Anticipated Work Over the Next two Weeks

1. Mendon Pipeline has secured construction materials and will begin mobilizing to the site and establishing storage areas on Town Public Works property and throughout the construction site.

Outstanding Issues

1. None at this time.

Construction Schedule Update

1. Mobilizing week of April 4, 2022
2. Begin construction on April 11, 2022
3. Final completion is scheduled for May 2023.

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:	\$0

Construction Cost Summary:

1. CCTV Inspection and Video	Contract:	\$2,229,500	JTD:	\$0,000
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Submitted by:

Bif Johnson, PE
Project Manager

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



Date: April 5, 2022

This memo is a status report of Hurt & Proffitt Team's efforts for the McMinnis Water Project

Completed Work Over the Last Week

1. Final pay request has been processed.

Anticipated Work Over the Next two Weeks

1. Project will be closed out.

Outstanding Issues

1. None

Engineer Budget Summary

1. Spring Site Survey	Contract:	\$1,750	JTD:	\$1,750
2. Bedford Tank Site Survey	Contract:	\$1,750	JTD:	\$1,750
3. Water Line Route Survey	Contract:	\$18,000	JTD:	\$18,000
4. Water Line Design	Contract:	\$51,250	JTD:	\$51,250
5. Railroad Permit Coordination	Contract:	\$3,630	JTD:	\$3,630
6. Bid Assistance	Contract:	\$4,460	JTD:	\$4,460
7. Construction Administration	Contract:	\$24,100	JTD:	\$24,100
8. Inspection	Contract:	\$47,460	JTD:	\$47,460
9. Easement Plats (4 to date)			JTD:	\$2,400

Construction Budget Summary

1. Construction	Contract:	\$1,566,030	JTD:	\$1,437,310*
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* This was a unit price construction contract. The balance between the total contract amount and JTD amount is the difference between estimated quantities and actual quantities, mainly in rock excavation and unsuitable soils.

Submitted by:

Bif Johnson, PE
Project Manager

Monthly Staff Report Water Plant

TO: Town Manager
 FROM: Polly Brown
 DEPARTMENT: Water Treatment Plant
 MONTH: March 2022

Operation and Production Summary

The Actual water production line (filtering of water) for the entire month averaged 15.16 Hours per day which yielded approximately 1,458,516 gallons of water per day.

Rain	4.17	YTD Rain	11.87	Snow	0	YTD Snow	0	was measured at the water treatment plant.	
Average Hours per day (week days)					17.1	hrs			
Average Hours per day (weekends)					9.70	hrs			
Average produced (week days)					1,597,473	gallons per day			
Average produced (weekends)					886,000	gallons per day			
Total Raw Water Pumped:					45.21	million gallons			
Total Drinking Water Produced:					43.84	million gallons			
Average Daily Production: (drinking)					1,414,096	gallons per day			
Average percent of Production Capacity:					47.14	%			
Plant Process Water:					1,377,025	(finished water used by the plant)			
Bulk Water Sold @ WTP:					12,500	gallons			
Flushing of Hydrants/Tanks/FD use/Town Use					8,800	gallons			
McMinnis Spring									
Total Water Pumped:					7.493	million gallons	average hours per day	14.3	
Average Daily Produced:					277,519	gallons per day	Rain at MC	3.75	YTD Rain 10.43
Reynolds Spring							snow		5
Total Water Pumped:					8.494	million gallons	average hours per day	17.4	Total Precip 15.43
Average Daily Produced:					314,593	gallons per day	Rain at RE	3.63	YTD Rain 10.08
Purchased Water from CCUSA					296,956	gallons	snow		5
Sold to Hurt					2,342,500	gallons			Total Precip 15.08
Industrial Use					38,837,929	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- awaiting pump station building and pumps
 Fire Extinguishers checked and signed off on
 Weed eat, cut down and spray vegetation at McMinnis Spring, Clarion Tank, and Dearing Ford Tank ongoing
 Filter Upgrade - Still awaiting valves and actuators, the SCADA components are stored and being programmed
 The Source Water Protection Local Advisory Committee meeting was rescheduled for April 2022
 Generator project, All generators have been delivered to contractors, with installation scheduled for the month of April
 Town of Hurt DBP improvement project. Hurt was removed out of the clearwell on March 15, and was put on the system. Had a meter failure that needs to be corrected.
 Hypo delivery system atop all filters are being designed as a part of the Hurt DBP project (Hurt paying for system) Tubing ordered and received for project awaiting pumps.
 Replace SCADA computers and SCADA Improvements / SCADA Vendor provided training to staff on SCADA pages, staff provided recommended improvements
 Clarion Road water line, project has piping installation near complete awaiting meter vault delivery
 2021 CCR Report was completed March 30, 2021
 Cleaned Basin #1 3-6-22
 Reynolds electrical was switched over to new starting on the 14th
 McMinnis electrical was switched over to the new starting on the 21st
 Engineer was advised that the Springs SCADA project needed to move forward.

Utilities Distribution and Collection

# of Service Connections	0	Addresses:		
# of Service Taps	0	Addresses:		
# of Meters Read	103 1,461	Monthly Quarterly	Rereads	0 38
# of Meters Cut Off For Non-Payment	0			
# of Meters Tested	0			
# of Loads of Sludge to Landfill	23.00 217.84	Tons		
# of Location Marks made for Miss Utility	46			
# of Meters Replaced	6			
# of Water Lines Repaired Locations:	0		# of Sewer Lines Unstopped Locations: 1819 Sunset Drive 107 Valley View Drive 900 5th Street	3
# Air Relief Valves Inspected	0			
# of PRV Maintenance/Inspection	0			
# of Water Valve Boxes Cleaned	0			
# of Blow-Off Valves Flushed	0			
# of Blow-Off Valves Located	0			
Push Camera Footage	105'	Sewer Main Cleaned		0
Sewer (Root Cutting) Main	0	Sewer Main Cleaned Manholes		0
Sewer (Root Cutting)Main Manholes	0	Sewer Service Cleaned		50'
Sewer Video Footage	0	Sewer Service Video		0
Sewer Video Manholes	0	Sewer (Root Cutting) Service		0
Duke Root Control (Contractor)	0	Sewer Right of Way Clearing Footage		660'
Water Turn On and Offs	18	Sewer Manholes Inspected		0
Water Right of Way Clearing Footage	0	Sewer Installed Clean Out		1
Water Meter Box Replacement	6			
# Of Hydrants Flushed	0			
# of Hydrant Valves Exercised	0			

Other Utilities Distribution and Collection Activities & CIP Projects:

DEPARTMENT: Wasterwater Plant

MONTH: March-22

Average Daily Flow	1.90	MGD
TSS Reduction	93	%
BOD Reduction	93	%
VPDES Violations	0	
Sludge (Regional Land Fill)	249	tons
Rain Total	3.62	Inches
		Snow Total
		Inches

Other Wastewater Activities and CIP Projects:

Month: March
Week: March 7th, 2022

- Continue Sanitizing procedures for commonly used areas
- Clarifier #3 offline for repair
- Submitted Monthly DMR to DEQ
- Submitted rain data to National Weather Service
- Submitted Monthly Industrial Billing
- Received Soda Ash delivery 3-9-22
- Ordered Annual Sludge TCLP analysis
- Received Annual VELAP Certificate
- Changed oil in Sludge Return Pumps
- RVPS power outage 3-7-22 approximately 1 hour
- Submitted Credit Card Statement
- UV system Checks
- Entered Lab data
- Normal Plant Operations

Month: March
Week: March 21st, 2022

- Continue Sanitizing procedures for commonly used areas
- Effluent meter reading from river meter 3/21/22
- Repair on Clarifier #3 completed
- Clarifier #3 back online 3-24-22
- Balanced clarifier flow
- Town staff removed Influent Pump ant Main Station
- Influent pump replaced at Main Pump Station with Town staff assistance 3-24-22
- Serviced UV system Bank B 3-25-22
- Repairing small sludge thickener
- UV system Checks
- Entered Lab data
- Normal Plant Operations

3 Clarifier repair completed.

Lynch Creek project pre-construction meeting and notice to proceed on April 11th has been scheduled.

Month: March
Week: March 14th, 2022

- Continue Sanitizing procedures for commonly used areas
- Clarifier #3 offline repair continuing
- Reviewed and submitted timesheets
- New Maintenance Mechanic started 3-14-22
- Conducted Annual Sludge TCLP analysis 3-16-22
- Submitted Sole Source Procurement for EOP evaporating system
- Changed oil in Basin Blowers
- Repairing small sludge thickener
- UV system Checks
- Entered Lab data
- Normal Plant Operations

Month: March
Week: March 28th, 2022

- Continue Sanitizing procedures for commonly used areas
- Cont. Effluent meter reading from river meter 3/21/22
- Reviewed and Submitted Timesheets
- Town staff pumped and cleaned Clarifier Scum Manhole
- Town staff cleaned #3 clarifier splitter vault
- Submitted March Septic Tank Hauler Billing
- UV system Checks
- Entered Lab data
- Normal Plant Operations

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

Printed 5-Apr-22

Customer Class		April-21	May-21	June-21	July-21	August	September-21	October-21	November-21	December-21	January-22	February-22	March-22	
WATER	Units													Average
	Residential Base-IT	1,325	24	14	1,280	8	10	1,348	3	19	1,318	9	10	447
	Commercial Base-IT	203	43	44	155	43	43	203	43	44	187	45	43	91
	Residential Base-OT	150	1	-	135	4	2	2	-	-	-	-	-	29
	Commercial Base-OT	1	1	1	1	1	1	1	1	1	1	1	1	1
	Municipal	31	31	31	31	30	31	31	31	31	31	31	31	31
	Dormant Accounts													-
	Industrial	5	5	5	5	5	5	5	5	5	5	5	5	5
	TOTAL	1,715	105	95	1,607	91	92	1,590	83	100	1,542	91	90	605
	Gallons													Total
	Residential Use-IT	17,405,106	93,430	208,060	11,526,297	53,460	40,240	15,304,832	3,050	118,530	14,745,412	20,990	253,440	59,772,847
	Commercial Use-IT	5,058,347	2,646,760	6,682,354	2,080,326	2,922,805	3,394,317	6,521,283	2,777,029	2,606,630	4,553,319	2,622,220	3,214,810	45,080,200
	Residential Use-OT	1,620,100	420	-	1,622,205	45,400	17,160	17,160	-	-	-	-	-	3,322,445
	Commercial Use-OT	2,413,100	2,233,900	2,643,000	2,450,500	2,607,400	2,755,900	2,549,200	2,649,600	2,743,000	2,646,800	2,425,000	2,425,000	30,542,400
	Municipal	331,000	282,460	439,730	651,040	560,420	685,930	576,600	430,420	485,540	252,200	317,880	317,880	5,331,100
	Industrial	51,967,769	62,491,305	62,491,305	45,581,047	38,667,583	20,355,918	44,497,366	46,844,127	39,830,252	47,348,727	41,890,355	39,401,090	541,366,844
	TOTAL WATER SOLD	78,795,422	67,748,275	72,464,449	63,911,415	44,857,068	27,249,465	69,466,441	52,704,226	45,783,952	69,546,458	47,276,445	45,612,220	685,415,836
	NET DELIVERED	80,444,031	60,939,619	63,725,038	55,547,791	62,033,286	67,902,352	62,363,388	56,493,868	54,898,806	58,545,251	53,441,639	59,466,715	735,801,784
	FRACTION BILLED	98%	111%	114%	115%	72%	40%	111%	93%	83%	119%	88%	77%	93%
	Total (TOA,sold,hydrnts, Leaks)	102,600	465,200	211,000	62,000	103,550	49,670	42,800	47,800	297,400	127,423	25,100	21,300	1,555,843
	Dollars													Total
	Residential Base & Use-IT	58,465	886	953	61,884	359	392	68,403	100	802	62,917	321	1,053	256,535
	Commercial Base & Use-IT	13,786	4,516	24,057	18,017	9,955	11,248	26,738	9,552	9,122	19,514	9,926	11,629	168,061
	Residential Base & Use-OT	12,234	47	-	11,826	349	161	161	-	-	-	-	-	24,777
	Commercial Base & Use-OT	10,129	9,389	11,078	10,283	10,931	11,544	10,691	11,105	11,491	12,153	11,148	11,148	131,089
	Municipal	-	-	-	-	-	-	-	-	-	-	-	-	-
	Industrial	141,646	169,954	116,100	124,043	105,868	55,844	121,128	168,364	108,847	128,939	125,425	118,494	1,484,652
	TOTAL	236,259	184,792	152,188	226,054	127,462	79,189	227,120	189,121	130,262	223,523	146,820	142,323	2,065,113

SEWER	Units													Average
	Residential Base-IT	1,153	18	14	1,130	7	7	1,181	3	18	1,155	5	9	392
	Commercial Base-IT	145	42	20	121	32	41	185	42	43	150	43	40	75
	Commercial Base-OT	6	6	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	1,316	78	53	1,270	58	67	1,385	64	80	1,324	67	68	478
	Gallons													Total
	Residential Use-IT	10,052,327	62,146	177,144	9,083,613	31,528	26,902	8,868,726	2,710	88,689	9,334,889	9,183	14,518	37,752,373
	Commercial Use-IT	3,560,837	1,343,020	1,921,046	2,360,920	1,810,475	1,926,850	4,018,073	1,568,661	1,470,927	3,313,277	1,501,219	2,215,820	27,011,124
	Commercial Use-OT	274,736	305,636	293,944	260,328	247,744	265,236	81,500	253,596	266,444	205,521	174,992	2,425,000	5,054,677
	Municipal	128,890	90,160	242,740	127,300	116,460	101,070	215,810	103,660	92,690	157,333	94,850	94,850	473,306,667
	Industrial	43,210,000	39,550,000	36,440,000	40,660,000	32,970,000	38,740,000	42,750,000	45,410,000	34,410,000	42,206,667	39,540,000	37,420,000	543,124,842
	TOTAL SEWER BILLED	57,226,789	41,350,961	39,074,874	52,492,161	35,176,207	41,060,058	55,934,109	47,338,627	36,328,750	55,217,687	41,320,244	42,170,188	665,599,300
	WWTP EFFLUENT	59,270,000	56,364,000	60,320,000	55,650,700	59,575,900	57,870,800	57,454,200	49,784,700	47,751,600	53,405,500	50,369,700	57,782,200	82%
	FRACTION BILLED	97%	73%	65%	94%	59%	71%	97%	95%	76%	103%	82%	73%	82%
	Dollars													Total
	Residential Base & Use-IT	34,333	249	644	31,791	119	116	38,787	17	337	34,970	57	83	11,792
	Commercial Base & Use-IT	12,028	5,252	6,141	5,154	13,130	6,659	14,001	5,427	5,092	13,053	5,470	8,054	8,288
	Commercial Base & Use-OT	1,175	1,283	1,192	2,638	1,337	1,530	666	1,501	1,172	1,493	991	1,629	1,384
	Municipal	-	-	-	-	-	-	-	-	-	-	-	-	-
	Industrial	147,858	134,470	125,723	138,244	112,564	23,780	151,646	160,955	123,148	145,916	147,893	140,304	1,552,501
	TOTAL	195,393	141,254	133,701	177,827	127,150	32,084	205,100	167,900	129,749	195,432	154,411	150,069	1,573,965

CURBSIDE	Curbside-IT STOPS													Average
	Curbside - Brush	295	203	208	244	167	134	127	85	72	43	67	167	155
	Curbside- BULK	168	147	140	104	131	113	87	102	75	63	46	58	85
	TOTAL	463	350	348	348	298	247	214	187	147	106	113	225	240
	Curbside-IT	99	92	109	98	94	113	87	85	110	84	83	110	1,096
	Curbside-BULK	19	17	24	18	20	11	10	13	9	6	6	14	153
	TOTAL	118	109	133	116	114	124	525	472	413	302	315	574	1



TOWN OF ALTAVISTA
TOWN COUNCIL
REGULAR MEETING
April 12, 2022
AGENDA COVER SHEET

AGENDA ITEM #: 10.B

REPORTS AND COMMUNICATIONS

Title: Public Services Monthly Reports

Staff Resource: Teri Anderson, Public Works Administrative Assistant

Action(s):

For Review

Explanation:

Background:

Funding Source(s):

Attachments: *(click item to open)*

Attachment 1. BUILDINGS AND GROUNDS MONTHLY REPORT MARCH 2022

Attachment 2. FLEET MAINTENANCE DEPARTMENT-MARCH 2022

Attachment 3. STREET DEPARTMENT MONTHLY REPORT- MARCH 2022

Attachment 4. Altavista Frasier Road Storm-31 March 2022 Update

BUILDINGS AND GROUNDS

APRIL 6, 2022

TO: TOWN MANAGER
FROM: BRIAN ROACH, B&G SUPERVISOR
MONTH: MARCH 2022

Vacation / Comp. Time Used / Sick Leave Taken		178
Meetings / Data Entry / Work Planning / Training		78.75
# Of Call Duty Hours		18
# Of Assisting other Crews		30.25
Holiday		0
Green Hill Cemetery		
DESCRIPTION	Month Totals	Labor Hours
# Of Burials / Cremations	3	55.50
Cemetery Grounds Maintenance		18
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)	110.44	102
Residential Garbage Collected (Tonnage) Town of Hurt	37.34	32
# Of Curbside Brush Collected (Stops)	167	29.25
Loads of Brush Collected	10	
# Of Curbside Bulk Collected (Stops)	58	29.50
Bulk Collection (Tonnage)	14.34	
# Of Tires Collected	0	0
# Of Residential Garbage Citations Issued	0	0
Seasonal		0
Parks/Buildings		
DESCRIPTION	Month Totals	Labor Hours
Landscaping Buildings, Watering Flowers, Irrigation		8.50
# Of Building Maintenance Hours		54
# Of Park Cleaning		117.75
# Of Parks Ground Maintenance Hours		157.25
# Of Acres Mowed by Town	0	0
# Of Acres Mowed by Contractors ****	0	0
Special Projects / Special Event		0
# Of Vehicle Maintenance Hours		27
# Of Mowing Industrial Site		13.75
*** HOURS NOT ADDED		
Total Labors Hours for the Month		949.50

FLEET MAINTENANCE DEPARTMENT

DATE: APRIL 6, 2022

TO: TOWN MANAGER
FROM: TERRY LAMBERT, FLEET SUPERVISOR

MONTH: MARCH 2022

DESCRIPTION	Labor Hours
Vacation / Comp. Time Used	0
Safety Meetings	3
Holiday	0
Daily/ Weekly/ Planning & Scheduling	23
Sick Leave Used	72
CIP / Budgeting / Calling Vendors	13
Preventive Maintenance	65.50
General Repair's	8
Troubleshoot and Diagnostic	3.50
General Maintenance	5
Tire Changes & Repairs	0
Picking Up & Delivery	7
Building & Grounds	7
DMV/Titling	0
Fabrications	1
Total Labor Hours for the Month	208

STREET DEPARTMENT MONTHLY REPORT

DATE: APRIL 6, 2022

TO: TOWN MANAGER
FROM: CHUCK NEWMAN, STREETS SUPERVISOR

MONTH: MARCH 2022

DESCRIPTION	Labor Hours
Vacation / Comp. Time Taken / Sick Leave Taken / Funeral Leave	24.50
Holiday	0
Safety Meetings/Data Entry/ Planning Schedule	115.25
Weekend Truck (.50 Tons)	3.50
Street Sweeping (Miles Swept Main St. and Bedford Ave. 0 / Town Wide 0)	0
Litter Control (Bags Collected 52)	6.50
Assisting Other Crews	147.75
Town Wide Mowing (0 Miles)	0
Contractor Mowing (0 Miles)	0
Signage	0
Installing Driveway Pipe	0
Ditch & Drainage Pipe Maintenance	35
Weed Control (Gallons Sprayed 0)	0
Street Lighting	2
Dead Animal Removal/Buzzard Control	3
Decorative Street Light	201
Equipment Maintenance	19.50
Traffic Control	0
Trees/ Trimming/ Removal	4
Shop Yard Maintenance (Landfill Debris 11.41 Tons)	122
Call Duty	2
Shoulder Stone Maintenance (Asphalt Millings)	22
Line Painting	3.50
Special Projects / Special Events / Seasonal	33
Total Labor Hours for the Month	744.50

Town of Altavista Projects
Status Report - Peed & Bortz, LLC
31 March 2022

Project Name: Frazier and Lynch Mill Road Drainage issues

Project Manager: Scott Bortz, PE

Sub-Consultant

P&B Job Number 21-08

Recent Activities: Miss Utility ticket cleared for identification of existing area utilities. Engineer field verified located utilities and survey of existing grading features on 29 September. Met w/ Moore's Electric to clarify that all work within the ROW will be performed under Town contract or by Town staff.

Anticipated work over the next two weeks: Provide revised schematic design after incorporation of existing utilities to avoid conflicts

Upcoming Tasks:

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
TOWN COUNCIL
REGULAR MEETING
April 12, 2022
AGENDA COVER SHEET

AGENDA ITEM #: 10.C

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

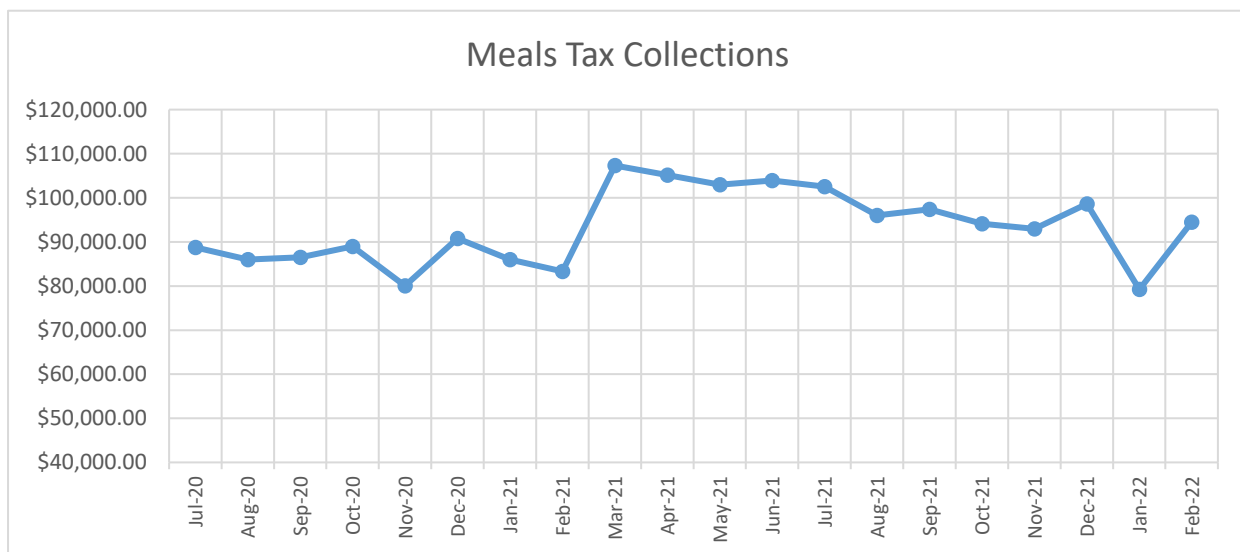
Attachment 2. Sales Tax Report

Attachment 3. Lodging Tax Report

Attachment 4. Cigarette Tax Report

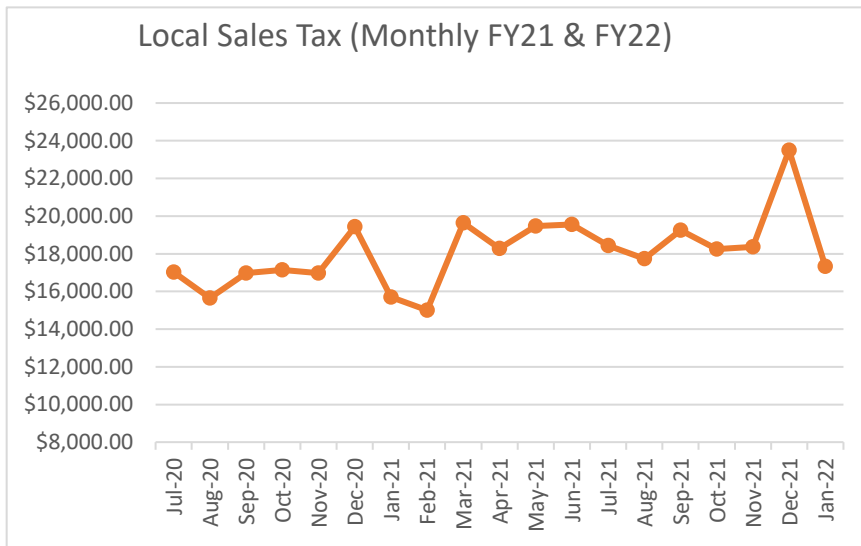
TOWN OF ALTAVISTA MEAL TAX COLLECTIONS

Jul-20	\$88,787.18	PREVIOUS YTD TOTAL (FY)	
Aug-20	\$85,975.65		
Sep-20	\$86,501.21	FY2018	\$936,848.19
Oct-20	\$88,976.04	FY2019	\$986,050.18
Nov-20	\$80,071.01	FY2020	\$971,639.35
Dec-20	\$90,778.92	FY2021	\$1,109,805.71
Jan-21	\$86,017.01	MTD TOTAL (FY)	
Feb-21	\$83,318.92	FY2021	\$690,425.94
Mar-21	\$107,320.09	FY2022	\$755,361.47
Apr-21	\$105,170.66	+/-	\$64,935.53
May-21	\$102,956.82	Budgeted:	
Jun-21	\$103,932.20	\$990,000	
Jul-21	\$102,571.33	+/-	-\$234,638.53
Aug-21	\$96,006.80	% of Budget	76.30%
Sep-21	\$97,383.95		
Oct-21	\$94,099.39		
Nov-21	\$92,987.70		
Dec-21	\$98,627.38		
Jan-22	\$79,227.95		
Feb-22	\$94,456.97		



**Town of Altavista
Local Sales Tax**

Jul-20	\$17,032	<u>YTD TOTAL (FY)</u>	
Aug-20	\$15,648	FY2018	\$171,886
Sep-20	\$16,975	FY2019	\$169,649
Oct-20	\$17,144	FY2020	\$170,672
Nov-20	\$16,974	FY2021	\$210,836
Dec-20	\$19,443	<u>MTD TOTAL (FY)</u>	
Jan-21	\$15,691	FY2020	\$118,907
Feb-21	\$15,004	FY2021	\$132,874
Mar-21	\$19,642		
Apr-21	\$18,276	+/-	\$304
May-21	\$19,461		
Jun-21	\$19,547	Budgeted:	\$180,000
Jul-21	\$18,437	+/-	-\$162,664
Aug-21	\$17,735	% of Budget	9.63%
Sep-21	\$19,246		
Oct-21	\$18,249		
Nov-21	\$18,373		
Dec-21	\$23,498		
Jan-22	\$17,336		



Town of Altavista Lodging (Occupancy) Tax

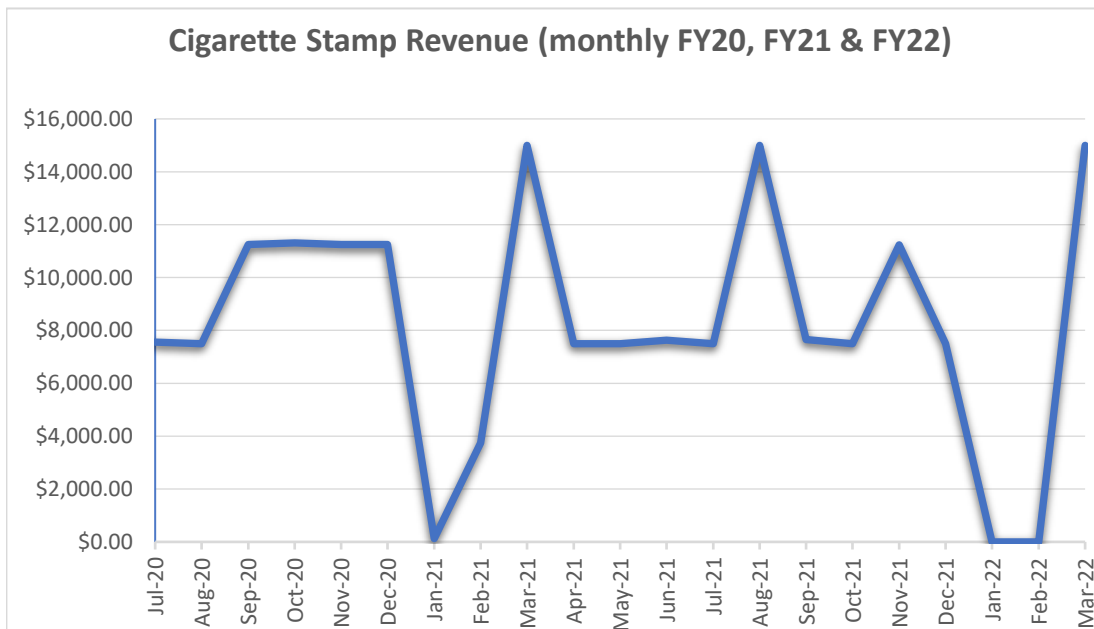
Jul-20	\$11,145		
Aug-20	\$12,167		
Sep-20	\$7,314		
Oct-20	\$5,513	FY2021	FISCAL YEAR TOTAL \$117,290
Nov-20	\$14,408		
Dec-20	\$4,763		
Jan-21	\$7,368	FY2021	MTD TOTAL (FY) \$72,423
Feb-21	\$9,745	FY2022	\$76,662
Mar-21	\$9,543	+/-	\$4,239
Apr-21	\$9,575		
May-21	\$11,827	Budgeted:	\$80,000
Jun-21	\$13,922	+/-	-\$3,338
Jul-21	\$11,550	%/Budget:	95.83%
Aug-21	\$13,399		
Sep-21	\$12,518		
Oct-21	\$6,700		
Nov-21	\$13,525		
Dec-21	\$5,722		
Jan-22	\$6,248		
Feb-22	\$7,000		

Lodging (Occupancy) Tax Revenue (monthly FY21 & FY22)



Town of Altavista Local Cigarette Tax

Jul-20	\$7,556		
Aug-20	\$7,500		
Sep-20	\$11,250	FY2018	\$144,668
Oct-20	\$11,306	FY2019	\$140,288
Nov-20	\$11,250	FY2020	\$124,684
Dec-20	\$11,250	FY2021	\$101,612
Jan-21	\$125		
Feb-21	\$3,750		
Mar-21	\$15,000	MTD TOTAL (FY)	
Apr-21	\$7,500	FY2021	\$78,987
May-21	\$7,500	FY2022	\$71,385
Jun-21	\$7,625	+/-	-\$7,602
Jul-21	\$7,500	Budgeted:	\$130,000
Aug-21	\$15,000	+/-	-\$58,615
Sep-21	\$7,650	%/Budget:	54.91%
Oct-21	\$7,500		
Nov-21	\$11,235		
Dec-21	\$7,500		
Jan-22	\$0		
Feb-22	\$0		
Mar-22	\$15,000		





TOWN OF ALTAVISTA
TOWN COUNCIL
REGULAR MEETING
April 12, 2022
AGENDA COVER SHEET

AGENDA ITEM #: 10.D

REPORTS AND COMMUNICATIONS

Title: Community Development March 2022 Report

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

Action(s):

accept report

Explanation:

Background:

Funding Source(s):

Attachments: *(click item to open)*

Attachment. CD March 2022 Monthly Report

MEMORANDUM

To: Gary Shanaberger, Town Manager

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

Date: April 4, 2022

Re: March 2022 Community Development Report

Permits

Thirteen (13) Permits were applied for during the month of March:

Home Occupations: 1 – painter

New Business: 5 – nail technician Perfect Canvas, Karl Miller Realty, Bait & Tackle shop pending approval for change of use by Campbell County, massage therapist at The Relaxed Lotus, Steve Farmer Auto Repair (new owner) vape shop at former Pizza Hut.

Signs: 1

Accessory Structures: 0

New Homes or Additions: 1

Mobile Restaurant: 2 Air Strip Grill & Kona Ice

Special Event Permits: 3 – Kids R Us easter egg hunt, Anxious for Nothing skateboard ministry, Claire Parker Foundation Deck the Heels

Plats: 1

Violations

Three (3) new violations were reported in March one (1) was abated. Staff is working on seven (7) active violations. With the warmer weather staff expects to see an increase in violations.

Planning Commission:

The Planning Commission continues its work on the Comprehensive Plan update. They also discussed camping, a use that is not permitted in the Zoning Ordinance. The Commissioners asked staff to research the issue and bring back a recommendation.

Meghan Bolling joined the Planning Commission to fill the unexpired term of Jennifer Morton who moved to Pittsylvania County.

Board of Zoning Appeals:

The Board of Zoning Appeals did not meet in March. They are expected to hold their organizational meeting on April 25, 2022, at 5:00 p.m.

Recreation Committee:

The Recreation Committee did not meet in March.

Altavista On Track:

The Community Development Director is assisting the Promotions Committee with planning the River Fest on May 14, 2022, at English Park from 12-6pm. The event will include two (bands), food trucks, a petting zoo, lawn games, and other children's' entertainment.

The AOT Board of Directors participated in a Strategic Marketing Session with Main Street America and Virginia Main Street. They are expected to have additional sessions before their 2022 plan is adopted.

Staff Projects/Meetings:

Renovations for the Spark Innovation Center are ongoing by Piney Ridge Contracting. Due to supply chain issues the town has authorized a six-week extension. The expected substantial completion date is June 1, 2022. Temporary office doors will need to be installed as the doors ordered for the project will not be delivered until August. At the direction of Town Council staff will begin ordering furniture and equipment to be stored by Public Services.

The town and Altavista On Track reviewed applications for the Main Street Coordinator vacancies. Interviews have been scheduled for April 7th.

Staff continues to work on programming for the Spark Innovation Center. Lunch and Learn and informational sessions are being posted to social media in hopes of engaging potential users. Staff continues to work on program for the center, as well as selecting furniture and fixtures.

An environmental assessment was done on the ceiling of the Vista Theater to determine if staff could safely remove it to provide access to the roof for Master Engineers & Designers to complete the analysis of the roof.

Kaitlin Smith, Perfect Canvas Salon received a check for \$10,000 under the Altavista Advantage loan program. This no interest loan will be paid over the next 60 months.

Staff continues working with IWorQ software to create an online permitting system. This will allow requests to be submitted online to the town and will provide a centralized location to store records that can be accessed by multiple users.

The Community Development Director attended the monthly meeting of the Central Virginia Transportation Technical Committee. At this meeting a discussion was had on Smart Scale Round 5 – Area Applications. The town has resubmitted its pre-application for a roundabout at Lynch Mill and Clarion Roads. It is hoped that the land purchased from Campbell County, tied to a future industrial use, will increase the town's economic development score and the project will be funded. Other items discussed at the meeting include LRTP 2045 Constrained Project List Adoption, 2023 Unified Planning Work Program, Transportation Improvement Program Adjustment, Rural Transportation Plan, and CVPDC Rural Countermeasure/Safety Circuit Project with information on VDOT new systemic safety countermeasure/initiatives for VDOT-maintained roads.

Town staff met with the organizers of the Bluegrass Festival to discuss what services were needed from the town for the event.

The Community Development Director met with Cottle Multimedia to discuss signage for Spark and how to incorporate the former fire station use. She also spoke with John Tucker to identify names of fallen firefighters for the possible naming of the conference rooms.

The Community Development Director met with the Virginia Department of Housing and Community Development to discuss a Community Development Block Grant (CDBG) Planning Grant for a study of Mosely Heights. If awarded the grant would allow a consultant to hold focused meetings with the neighborhood to determine what they believe are their most important needs. Once those issues are identified, staff would seek another grant to move the project forward (study, plans, etc.).

Town staff were invited to tour the Spark Innovation Center to view the progress of the renovation.



TOWN OF ALTAVISTA
TOWN COUNCIL
REGULAR MEETING
April 12, 2022
AGENDA COVER SHEET

AGENDA ITEM #: 10.E

REPORTS AND COMMUNICATIONS

Title: Police Department Monthly Report- March 2022

Staff Resource: APD Chief Merricks

Action(s):

For informational purposes

Explanation:

Police Department Monthly Reports March 2022, including Patrol on 29 Report.

Background:

Funding Source(s):

Attachments: *(click item to open)*

Attachment 1. APD Monthly Report-March 2022

Attachment 2. APD PATROL ON 29 REPORT-MARCH 2022 (002)

2022 ALTAVISTA POLICE DEPT MONTHLY REPORT

	January	February	March	Year to Date
Criminal Arrests "Felony"	7	0	4	11
Criminal Arrests "Misdemeanor"	23	15	8	46
Warrant Executed	20	10	11	41
Uniform Traffic Summons Issued	30	33	45	108
# Traffic Stops	70	115	145	330
BOLO'S (Be on Look Out)	4	5	9	18
DUI	0	1	0	1
IBR	22	28	10	60
MVA	6	14	7	27
Assist Motorist	14	4	6	24
Calls for Service	326	382	372	1,080
Alarm Responses	37	14	20	71
ECO/TDO	0	0	0	0
ECO/ TDO HOURS	0	0	0	0
Court Hours	2	13	3.5	18.5
Citizen Contacts	1,323	863	1525	3,711
Businesses, Residences Check "Foot Patrols"	147	92	90	329
Follow Ups	24	5	5	34

ALTAVISTA POLICE DPARTMENT

PATROL-RT 29-MARCH 2022					
2-Mar	Rt 29	1640-	Earhart	Disabled Vehicle	
7-Mar	Rt 29	1444-1445	Pugh	Road Hazard	
7-Mar	Rt 29	0434-0439	Anthony	Traffic Stop	
13-Mar	Rt 29/Clarion	1429-1437	Pugh	Traffic Stop	
13-Mar	Rt 29/Main	1436-1444	Pugh	Traffic Stop	
13-Mar	Rt 29/Main	1436-	Earhart	Traffic Stop	
13-Mar	Rt 29/Main	1444-	Earhart	Traffic Stop	
16-Mar	Rt 29/Main	1318-1322	Pugh	Traffic Stop	
17-Mar	Rt 29/Lynch Mill	1245-1308	Pugh	MVC	
17-Mar	Rt 29/Lynch Mill	1244-	Earhart	MVC	
17-Mar	Rt 29/Lynch Mill	1659-	Earhart	Disabled Vehicle	
21-Mar	Rt 29/Clarion	1700-1703	Pugh	Traffic Stop	
21-Mar	Rt 29/Rt 43 Exit	0421-0427	Anthony	Traffic Stop	
22-Mar	Rt 29/Clarion	0105-0111	Anthony	Traffic Stop	
22-Mar	Rt 29	1020-	Earhart	Traffic Stop	
27-Mar	Rt 29/Clarion	2003-2031	Anthony	Traffic Stop	
27-Mar	Rt 29/Clarion	2130-2134	Anthony	Traffic Stop	
27-Mar	Rt 29/Clarion	2245-2322	Anthony	Traffic Stop	
30-Mar	Rt 29/Clarion	2125-2130	Anthony	Traffic Stop	
30-Mar	Rt 29/Clarion	0450-0455	Anthony	Traffic Stop	
30-Mar	Rt 29/Bedford Ave	0520-0526	Anthony	Traffic Stop	
31-Mar	Rt 29	1230-1231	Pugh	Road Hazard	
31-Mar	Rt 29/Clarion	0154-0200	Anthony	Traffic Stop	
31-Mar	Rt 29/Clarion	0519-0531	Anthony	Traffic Stop	



TOWN OF ALTAVISTA
TOWN COUNCIL
REGULAR MEETING
April 12, 2022
AGENDA COVER SHEET

AGENDA ITEM #: 10.F

REPORTS AND COMMUNICATIONS

Title: Town Council Meetings & Events Calendars

Staff Resource: Crystal Hailey, Assistant Town Clerk

Action(s):

Informational Item

Explanation:

Town Council's monthly calendars including meetings, events, and holidays.

Background:

Funding Source(s):

Attachments: *(click item to open)*

Attachment 1. Council Calendar - April 2022

Attachment 2. Council Calendar May 2022

APRIL 2022

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4 Planning Commission 5pm	5 ...continued Work Session 5pm	6	7 ...continued Work Session (if needed)	8	9
10	11	12 Town Council Meeting 6pm	13	14 AOT Meeting 5:30pm	15	16
17 EASTER	18	19 Recreation Committee Mtg. 5:30pm	20 <i>1st Advertisement of Budget Public Hearing</i>	21	22 Earth Day	23 Bluegrass Festival at English Park
24	25	26 Council Work Session 5pm	27 *extra Work Session if needed <i>2nd Advertisement of Budget Public Hearing</i>	28	29	30
		NOTES: April 26th AEDA Mtg. 8:15am				

MAY 2022

Sunday	Monday	Tuesday	Weds.	Thursday	Friday	Saturday
1	2 Planning Commission 5:00pm	3	4	5	6	7
8 Mother's Day	9	10 Council Meeting 6pm (Budget Public Hearing)	11	12 AOT Meeting 5:15pm	13	14 AOT Spring Festival
15	16	17 Recreation Committee 5:30pm	18	19	20	21
22	23	24 Council Work Session 5pm	25	26	27	28
29	30 Town Offices CLOSED for Memorial Day	31		NOTES: Tuesday, May 24 th AEDA Meeting 8:15am	REMINDER: Tuesday, June 7 th Council Retreat 12noon - 5pm at Train Station	



TOWN OF ALTAVISTA
TOWN COUNCIL
REGULAR MEETING
April 12, 2022
AGENDA COVER SHEET

AGENDA ITEM #: 12.A

CLOSED SESSION

Title: CLOSED SESSION: Section 2.2-3711 (A) (8)

Staff Resource: Gary Shanaberger, Town Manager

Action(s):

for Closed Session purposes

Explanation:

CLOSED SESSION: Section 2.2-3711 (A) (8)

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

Background:

Funding Source(s):

Attachments: *(click item to open)*

Attachment. Town Council Closed Session 4.12.22

CLOSED SESSION

DATE: Tuesday, April 12th, 2022

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

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

A motion was made by _____ and seconded by _____.

Motion carried.

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

Town Council went into Closed Session at _____ PM.

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