



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

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

1. CALL TO ORDER, INVOCATION AND PLEDGE OF ALLEGIANCE

Pastor David Sage, Grace Community Church, will deliver the Invocation this evening.

2. AGENDA ADOPTION

3. RECOGNITIONS AND PRESENTATIONS

3.A TOA Personnel Changes During June 2022

Attachment. JUNE 2022 New Hires, Departures, and Milestones

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

Citizen's addressing 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 Area Chamber of Commerce

5.B Altavista On Track Updates

6. CONSENT AGENDA

6.A FY2022 Budget Amendments / Departmental Transfers

Attachment. Memo to Council: FY2022 Budget Amendments/Dept. Transfers

6.B TOA Monthly Financial Reports - June 2022

Attachment 1. June 2022 Check Register

Attachment 2. June 2022 Revenue Report

Attachment 3. June 2022 Expenditure Report

Attachment 4. June 2022 Reserve Balance / Investment Report

6.C Town Council Meeting Minutes

Attachment 1. Town Council RM 4.12.22

Attachment 2. Town Council Work Session 4.26.22

Attachment 3. Town Council RM 5.10.22

6.D English Park "Beverage" Vending Machine

6.E Resolution of Purchase - Addition to McMinnis Springs

Attachment. Resolution 6.28.22-Tardy property purchased for McMinnis Springs

6.F Utilities Purchase Resolution - from CCUSA for DFBMC

7. PUBLIC HEARING(S)

8. NEW BUSINESS

- 8.A Special Events Permit Request - T & C Promotions - Uncle Billy's Reunion
Attachment 1. Application Uncle Billy's Reunion 2023
Attachment 2. T and C Promotions Uncle Billy's Budget 2023
- 8.B Urban Archery Season/Bow Hunting on Town Owned Land
Urban Archery Policy.pdf
- 8.C ARS Grant Program Design
Attachment. ARS Program (002)
- 8.D ARS Fair Housing Certification
Attachment. Fair Housing Certification
- 8.E ARS Residential Anti-displacement and Relocation Assistance Plan Certification
Attachment. Anti Displacement Certification
- 8.F ARS Performance Pool Program Funds & Leveraged Funding Acknowledgement
Attachment. Performance Pool Program Funds
- 8.G ARS Program Income Plan
ARS Program Pool.docx

9. UNFINISHED BUSINESS

- 9.A School Zone, Speed Monitoring Camera Systems - Update

10. REPORTS AND COMMUNICATIONS

- 10.A Departmental Reports - Finance
Attachment 1. Meals Tax Report
Attachment 2. Sales Tax Report
Attachment 3. Lodging Tax Report
Attachment 4. Cigarette Tax Report
- 10.B Utility Projects Update
Attachment 1. 1-July-2022 Status Report
Attachment 2. 1-July 22 Fraizer Drainage
Attachment 3. 1 July 2022 Springs & PS SCADA
Attachment 4. 1-July-22 Clarion Road Water Line Project
Attachment 5. 1-July-2022 Aeration Study Status Report
Attachment 6. 1-July-2022 WWTP Electrical Upgrade Status Report
Attachment 7. 1-July-2022 WTP Filter Upgrade Status Report
Attachment 8. 5 July-2022 Melinda HPZ status Report
Attachment 9. June 2022 Monthly Report for Council Members 1
Attachment 10. June 2022 Monthly Report for Council Members 2

Attachment 11. AMI Water Metering Status Update 7-7-22

Attachment 12. Lynch Creek Sewer Status Update 7-7-22

10.C Public Services Monthly Reports

Attachment 1. FLEET MAINTENANCE DEPARTMENT-JUNE 2022

Attachment 2. BUILDINGS_AND_GROUNDS_MONTHLY_REPORT_JUNE_2022

Attachment 3. STREET_DEPARTMENT_MONTHLY_REPORT-_JUNE_2022

10.D Community Development Monthly Report

Attachment. CD June 2022 Monthly Report

10.E Altavista Police Department - Monthly Reports for June 2022

Attachment 1. APD Monthly Report-June 2022

Attachment 2. APD Patrol on 29-June 2022

10.F Town Council Meeting Calendars - July & August

Attachment 1. Town Council Meeting Calendar - July 2022

Attachment 2. Town Council Meeting Calendar - August 2022

11. MATTERS FROM COUNCIL

12. CLOSED SESSION

13. ADJOURNMENT

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



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

AGENDA ITEM #: 3.A

RECOGNITIONS AND PRESENTATIONS

Title: TOA Personnel Changes During June 2022

Staff Resource: Staff Directors

Action(s):

Information Item Only

Explanation:

This update shares the personnel changes that occurred with Town Staff/Employees during the month of June, 2022.

Background:

This item is shared with Town Council at their regular meeting each month to keep them informed of the town's employee changes and milestones during the previous month.

Funding Source(s):

N / A

Attachments: *(click item to open)*

Attachment. JUNE 2022 New Hires, Departures, and Milestones

Milestone Recognition

No new milestones to report for June 2022

New Hire Listing

Brandon Snider	Utilities Dept. - Maintenance Worker	6/20/2022
Tristen Baldwin	Public Works - Maintenance Worker/Streets	7/5/2022
Jeremy Fish	Public Works - Maintenance Worker/Utilities	7/5/2022
Michael Nava	Public Works - Sr. Maintenance Specialist/B&G	7/5/2022

Departure Listing

Alan Adkins	Public Works - Sr. Maintenance Specialist	6/22/2022
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TOWN OF ALTAVISTA
TOWN COUNCIL
REGULAR MEETING
July 12, 2022
AGENDA COVER SHEET

AGENDA ITEM #: 5.A

PARTNER UPDATES

Title: Altavista Area Chamber of Commerce

Staff Resource: Chamber of Commerce Representative

Action(s):

Informational Item

Explanation:

Background:

Funding Source(s):

N /A

Attachments: *(click item to open)*



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

AGENDA ITEM #: 5.B

PARTNER UPDATES

Title: Altavista On Track Updates

Staff Resource: Dr. Scott Lowman, AOT President, and David Green, AOT Executive Director

Action(s):

Receive update from AOT representative(s).

Explanation:

Background:

Informational Only

Funding Source(s):

N / A

Attachments: *(click item to open)*



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

AGENDA ITEM #: 6.A

CONSENT AGENDA

Title: FY2022 Budget Amendments / Departmental Transfers

Staff Resource: Tobie Shelton, Director of Finance and Administration

Action(s):

By consensus, this item is placed on the July 12th Regular Meeting Consent Agenda for approval.

Explanation:

To revise the FY2022 Budget to reflect changes that have occurred during the fiscal year.

Background:

Items that arise during a fiscal year that have been previously approved by Town Council, require amendments to the budget. The attached memo indicates the nature of the budget amendment, as well as the reason and when Council directed staff on the action. Some of the items may be receipt of unbudgeted revenue, which requires an amendment to the budget as well.

Funding Source(s):

Amendments as directed by previous action of Council or the receipt of funds to cover an associated expense.

Attachments: *(click item to open)*

Attachment. Memo to Council: FY2022 Budget Amendments/Dept. Transfers



DATE: June 22, 2022
TO: Mayor Mattox and Members of Council
FROM: Tobie Shelton
SUBJECT: Budget Amendments / Departmental Transfers

Attached are budget amendments that are necessitated by previous Council action or the receipt of funds to cover an associated expense. The adoption of these amendments completes the process.

- Insurance Claim \$ 5,920
(Reimbursable through insurance)
- Survey of Dearing Ford Industrial Park \$ 9,550
(Council Approval: March 22, 2022)
- Berkley Group: Town Manager Search \$ 30,000
(Council Approval: August 10, 2021)
- Purchase of Body-Worn Cameras; DCJS Grant \$ 27,720
(Council Approval: April 27, 2021)
- State Forfeiture Account: Seized Vehicle \$ 8,060
(State Forfeiture Account)
- Purchase of Mini Excavator \$ 45,270
(Council Approval: April 13, 2021)
- Main St. Sidewalk Ext. Project: Town Match \$ 187,160
(Council Approval: July 21, 2020)
- YMCA Erosion Remediation Project \$ 76,510
(Council Approval: June 22, 2021)
- Purchase of Garbage Truck \$ 214,400
(Council Approval: Sept. 14, 2021)
- Community Gift Program: Park Bench \$ 900
(Revenue received through donation)
- Renovation of Booker Building Floor \$ 25,250
(Council Approval: Feb 9, 2021)

• Solar Lights at Dalton's Landing (Council Approval: January 26, 2020)	\$ 28,000
• AOT Pop-Up Program (Council Approval: October 13, 2020)	\$ 4,480
• Downtown Investment Grant awarded to AOT (Funds are earmarked in reserves for this program)	\$ 19,200
• Insurance Claim (Revenue received through insurance)	\$ 1,970
• Insurance Claim (Revenue received through insurance)	\$ 1,620
• Reimbursement of Fuel Costs (Revenue received through Campbell County)	\$ 5,130
• Professional Services: Brownsfield Grant (Council Approval: June 25, 2019)	\$ 54,720
• Redistribution of funds from General to Enterprise (Council Approval: February 22, 2022)	\$2,000,000
• AEDA Expenditures / Pass-through (Funded through AEDA)	\$ 25,750
• Avoca Mowing Contract & Fuel Cost (Reimbursement from Avoca)	\$ 8,050
• Paving of Additional Areas (Council Approval: July 13, 2021 & July 27, 2021)	\$ 321,250
• Byrne Justice Grant: Radar Message Board (Council Approval: January 11, 2022)	\$ 15,500
• Site Dumper for Cemetery (Council Approval: February 22, 2022)	\$ 4,420
• WTP Filter Improvement Project (Council Approval: October 8, 2019)	\$ 400,200
• WTP Driveway Rehab. at Springs (Redistribution of Funds)	\$ 3,800
• WTP Emergency Generator Project (Council Approval: October 8, 2019)	\$ 615,320
• Clarion Road Project: Abbott (Council Approval: Sept. 14, 2021)	\$ 643,310
• Purchase of Digester Blower at WWTP (Council Approval: October 12, 2021)	\$ 12,010

- Purchase of Hydraulic Pump for Sludge Press
(Council Approval: May 10, 2022) \$ 10,390
- WWTP Lynch Creek Sewer Line Project
(Council Approval: October 8, 2019) \$ 528,570
- Purchase of Mister to De-water the EOP Pond
(Council Approval: April 12, 2022) \$ 37 150

Also attached are Departmental Transfers (from one-line item to another)

- Various Departments
(Redistribution of funds to cover operational costs – no new funds are required)



TOWN OF ALTAVISTA

BUDGET AMENDMENT

BE IT ORDAINED by the Town Council of Altavista, VA, that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2022:

Section 1. To amend the General Fund, as follows:

<u>Account</u>	<u>Expense</u>	<u>Revenue</u>
General Fund Non-Dept. / Reimbursement of Claim 010-9102-801.50-96	\$ 5,920.00	
General Fund Insurance Reimbursement of Claim 010-0000-351.08-00		\$ 5,920.00

Summary

To appropriate \$5,920 for the replacement of lamp post damaged in an incident that occurred on January 12, 2022 at Gateway Mini Mart.

Budget Impact

These funds are fully reimbursable.

Section 2. Copies of this budget amendment shall be furnished to the Clerk of the Town Council and to the Finance Director for their direction.

Adopted this 7th day of June 2022



TOWN OF ALTAVISTA

BUDGET AMENDMENT

BE IT ORDAINED by the Town Council of Altavista, VA, that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2022:

Section 1. To amend the General Fund, as follows:

<u>Account</u>	<u>Expense</u>	<u>Revenue</u>
General Fund		
Engineering & Architectural Services		
010-1101-401.30-12	\$ 9,550.00	
General Fund		
Transfer In - Undesignated Reserves		
010-0000-361.01-00		\$ 9,550.00

Summary

To appropriate \$9,550 as approved by Council at the March 22, 2022 meeting for Hurt & Proffitt to conduct a new survey of the Dearing Ford Industrial Park, to include the additional eighty-nine acres of land recently purchased.

Budget Impact

This will result in a net increase to the budget in the amount of \$9,550.

Section 2. Copies of this budget amendment shall be furnished to the Clerk of the Town Council and to the Finance Director for their direction.

Adopted this 12th day of July 2022



TOWN OF ALTAVISTA

BUDGET AMENDMENT

BE IT ORDAINED by the Town Council of Altavista, VA, that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2022:

Section 1. To amend the General Fund, as follows:

<u>Account</u>	<u>Expense</u>	<u>Revenue</u>
General Fund		
Misc & Professional Services		
010-1001-400.30-14	\$ 30,000.00	
General Fund		
Transfer In - Undesignated Reserves		
010-0000-361.01-00		\$ 30,000.00

Summary

To appropriate \$30,000 as approved by Council at the August 10, 2021 meeting for the Berkley Group to conduct an executive search for a Town Manager.

Budget Impact

This will result in a net increase to the budget in the amount of \$30,000.

Section 2. Copies of this budget amendment shall be furnished to the Clerk of the Town Council and to the Finance Director for their direction.

Adopted this 12th day of July 2022



TOWN OF ALTAVISTA

BUDGET AMENDMENT

BE IT ORDAINED by the Town Council of Altavista, VA, that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2022:

Section 1. To amend the General Fund, as follows:

<u>Account</u>	<u>Expense</u>	<u>Revenue</u>
General Fund		
Main. Service Contracts		
010-3101-501.30-08	\$ 27,720.00	
General Fund		
Transfer In - Undesignated Reserves		
010-0000-361.01-00		\$ 9,240.00
State / Police Grant		
010-0000-341.09-00		\$ 18,480.00

Summary

To appropriate \$27,720 as approved by Council at the April 27, 2021 meeting for the receipt of DCJS Grant for Axon Body-Worn Camera Grant (\$18,480) and the town's match.

Budget Impact

This will result in a net increase to the budget in the amount of \$27,720.

Section 2. Copies of this budget amendment shall be furnished to the Clerk of the Town Council and to the Finance Director for their direction.

Adopted this 12th day of July 2022



TOWN OF ALTAVISTA

BUDGET AMENDMENT

BE IT ORDAINED by the Town Council of Altavista, VA, that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2022:

Section 1. To amend the General Fund, as follows:

<u>Account</u>	<u>Expense</u>	<u>Revenue</u>
General Fund		
Main. Service Contracts		
010-3101-501.50-78	\$ 8,060.00	
General Fund		
Transfer In - State Forfeiture Account		
010-0000-361.08-00		\$ 1,860.00
010-0000-361.08-00		\$ 620.00
State Forfeiture Funds		
010-0000-351.09-00		\$ 5,580.00

Summary

To appropriate \$8,060 to cover revenue received from a seized vehicle and the required fees paid to DCJS and the Commonwealth Attorney's office.

Budget Impact

This will not impact the town's budget, as these funds are handled through the State Forfeiture Account.

Section 2. Copies of this budget amendment shall be furnished to the Clerk of the Town Council and to the Finance Director for their direction.

Adopted this 12th day of July 2022



TOWN OF ALTAVISTA

BUDGET AMENDMENT

BE IT ORDAINED by the Town Council of Altavista, VA, that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2022:

Section 1. To amend the General Fund, as follows:

<u>Account</u>	<u>Expense</u>	<u>Revenue</u>
Capital Outlay - Machinery & Equip 010-4101-601.82-06	\$ 45,270.00	
Transfer In - Designated Reserves 010-0000-361.03-01		\$ 45,270.00

Summary

To appropriate \$45,270 for the purchase of a mini excavator to be funded with surplus equipment proceeds, as approved by Council at the April 13, 2021 regular meeting.

Budget Impact

This will result in a net increase to the budget of \$45,270.

Section 2. Copies of this budget amendment shall be furnished to the Clerk of the Town Council and to the Finance Director for their direction.

Adopted this 12th day of July 2022



TOWN OF ALTAVISTA

BUDGET AMENDMENT

BE IT ORDAINED by the Town Council of Altavista, VA, that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2022:

Section 1. To amend the General Fund, as follows:

<u>Account</u>	<u>Expense</u>	<u>Revenue</u>
Capital Outlay - Improvements Other than Bldg. 010-4101-606.82-30	\$ 187,160.00	
Transfer In - Designated Reserves 010-0000-361.03-01		\$ 187,160.00

Summary

To appropriate \$187,160 as approved by Council at the July 21, 2020 Continued Council Meeting for the 80/20 match requirement of the VDOT TAP Grant in regards to the Main Street Sidewalk Extension Project.

Budget Impact

This will result in a net increase to the budget of \$187,160.

Section 2. Copies of this budget amendment shall be furnished to the Clerk of the Town Council and to the Finance Director for their direction.

Adopted this 12th day of July 2022



TOWN OF ALTAVISTA

BUDGET AMENDMENT

BE IT ORDAINED by the Town Council of Altavista, VA, that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2022:

Section 1. To amend the General Fund, as follows:

<u>Account</u>	<u>Expense</u>	<u>Revenue</u>
Capital Outlay - Improvements Other Than Building 010-4101-608.82-30	\$ 76,510.00	
Transfer In - Undesignated Reserves 010-0000-351.01-00		\$ 56,240.00
Miscellaneous Revenue 010-0000-351.01-00		\$ 20,270.00

Summary

To appropriate \$72,010 as approved by Council at the June 22, 2021 Work Session for the YMCA Erosion Remediation Project (Lynch Creek). Moore's Electric and Mechanical provided partial funding for the project.

Budget Impact

This will result in a net increase to the budget of \$72,010.

Section 2. Copies of this budget amendment shall be furnished to the Clerk of the Town Council and to the Finance Director for their direction.

Adopted this 12th day of July 2022



TOWN OF ALTAVISTA

BUDGET AMENDMENT

BE IT ORDAINED by the Town Council of Altavista, VA, that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2022:

Section 1. To amend the General Fund, as follows:

<u>Account</u>	<u>Expense</u>	<u>Revenue</u>
Capital Outlay - Vehicle Replacement 010-4102-601.81-02	\$ 214,400.00	
Transfer In - Designated Reserves 010-0000-361.03-01		\$ 140,000.00
Transfer In - Undesignated Reserves 010-0000-351.01-00		\$ 74,400.00

Summary

To appropriate \$214,400 as approved by Council at the September 14, 2021 regular meeting to move the replacement of the old 2004 garbage truck from FY2023 to FY2022. The current FY2022 budget includes \$105,000 towards the replacement of the old truck and \$140,000 is earmarked in reserves for the replacement.

Budget Impact

This will result in a net increase to the budget of \$214,400.

Section 2. Copies of this budget amendment shall be furnished to the Clerk of the Town Council and to the Finance Director for their direction.

Adopted this 12th day of July 2022



TOWN OF ALTAVISTA

BUDGET AMENDMENT

BE IT ORDAINED by the Town Council of Altavista, VA, that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2022:

Section 1. To amend the General Fund, as follows:

<u>Account</u>	<u>Expense</u>	<u>Revenue</u>
Community Gift Program 010-4104-602.50-27	\$ 900.00	
Miscellaneous / Program Donation 010-0000-351.07-00		\$ 900.00

Summary

To appropriate \$900 towards the purchase of a park bench as part of the Community Gift Program. A contribution to the program funded the cost.

Budget Impact

This will result in a net increase to the budget of \$900.

Section 2. Copies of this budget amendment shall be furnished to the Clerk of the Town Council and to the Finance Director for their direction.

Adopted this 12th day of July 2022



TOWN OF ALTAVISTA

BUDGET AMENDMENT

BE IT ORDAINED by the Town Council of Altavista, VA, that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2022:

Section 1. To amend the General Fund, as follows:

<u>Account</u>	<u>Expense</u>	<u>Revenue</u>
Capital Outlay - Improvements Other Than Bldg. 010-4104-602.81-30	\$ 25,250.00	
Transfer In - Undesignated Reserves 010-0000-351.01-00		\$ 25,250.00

Summary

To appropriate \$25,250 as approved by Council at the February 9, 2021 regular meeting to move forward with the renovation of the Booker Building floor with polished concrete.

Budget Impact

This will result in a net increase to the budget of \$25,250.

Section 2. Copies of this budget amendment shall be furnished to the Clerk of the Town Council and to the Finance Director for their direction.

Adopted this 12th day of July 2022



TOWN OF ALTAVISTA

BUDGET AMENDMENT

BE IT ORDAINED by the Town Council of Altavista, VA, that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2022:

Section 1. To amend the General Fund, as follows:

<u>Account</u>	<u>Expense</u>	<u>Revenue</u>
Capital Outlay - Improvements Other Than Bldg. 010-4104-602.81-30	\$ 28,000.00	
Transfer In - Designated Reserves 010-0000-361.03-01		\$ 28,000.00

Summary

To appropriate \$28,000 as approved by Council at the January 26, 2020 work session to move forward with the purchase of four solar lights at Dalton's Landing.

Budget Impact

This will result in a net increase to the budget of \$28,000.

Section 2. Copies of this budget amendment shall be furnished to the Clerk of the Town Council and to the Finance Director for their direction.

Adopted this 12th day of July 2022



TOWN OF ALTAVISTA

BUDGET AMENDMENT

BE IT ORDAINED by the Town Council of Altavista, VA, that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2022:

Section 1. To amend the General Fund, as follows:

<u>Account</u>	<u>Expense</u>	<u>Revenue</u>
General Fund		
Contribution - Main Street Program		
010-9101-801.50-74	\$ 4,480.00	
General Fund		
Transfer In from Reserves		
010-000-361.01-00		\$ 4,480.00

Summary

To appropriate \$4,480 of the remaining \$10,000 (\$2,764.12) in Town reserves that was previously allocated to AOT to cover the costs associated with AOT Pop-up Program, as approved by Council at the October 13, 2020 Regular Meeting.

Budget Impact

This will result in a net increase to the budget in the amount of \$4,480.

Section 2. Copies of this budget amendment shall be furnished to the Clerk of the Town Council and to the Finance Director for their direction.

Adopted this 12th day of July 2022



TOWN OF ALTAVISTA

BUDGET AMENDMENT

BE IT ORDAINED by the Town Council of Altavista, VA, that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2022:

Section 1. To amend the General Fund, as follows:

<u>Account</u>	<u>Expense</u>	<u>Revenue</u>
General Fund		
Contribution - Main Street Program		
010-9101-801.50-74	\$ 19,200.00	
General Fund		
Transfer In from Reserves		
010-000-361.01-00		\$ 19,200.00

Summary

To appropriate \$19,200 of the Downtown Investment Grant awarded to AOT. These funds are earmarked in reserves for this use.

Budget Impact

This will result in a net increase to the budget in the amount of \$19,200.

Section 2. Copies of this budget amendment shall be furnished to the Clerk of the Town Council and to the Finance Director for their direction.

Adopted this 12th day of July 2022



TOWN OF ALTAVISTA

BUDGET AMENDMENT

BE IT ORDAINED by the Town Council of Altavista, VA, that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2022:

Section 1. To amend the General Fund, as follows:

<u>Account</u>	<u>Expense</u>	<u>Revenue</u>
General Fund		
Other Charges - Insurance Claim		
010-9102-801.50-96	\$ 1,970.00	
General Fund		
Reimbursement of Insurance Claim		
010-0000-351.08-00		\$ 1,470.00
Miscellaneous Revenue		
010-0000-351.04-00		\$ 500.00

Summary

To appropriate \$1,970 for the repair of police vehicle due to damage caused by deer.

Budget Impact

These funds are fully reimbursable after meeting the deductible.

Section 2. Copies of this budget amendment shall be furnished to the Clerk of the Town Council and to the Finance Director for their direction.

Adopted this 12th day of July 2022



TOWN OF ALTAVISTA

BUDGET AMENDMENT

BE IT ORDAINED by the Town Council of Altavista, VA, that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2022:

Section 1. To amend the General Fund, as follows:

<u>Account</u>	<u>Expense</u>	<u>Revenue</u>
General Fund		
Other Charges - Insurance Claim		
010-9102-801.50-96	\$ 1,620.00	
General Fund		
Reimbursement of Insurance Claim		
010-0000-351.08-00		\$ 50.00
Miscellaneous Revenue		
010-0000-351.04-00		\$ 1,570.00

Summary

To appropriate \$1,620 for the repair of PW's vehicle damaged in collision.

Budget Impact

Dirver of Centra Medical Transort vehicle ran a red light hitting TOA dump truck that was heading to the landfill. TOA was not going to file a claim as the cost to repair is minimal, but Sentry Insurance will not pay the claim, therefore we reached out to VRSA for assistance, as such this will result in a net increase to the budget in the amount of \$1,570.

Section 2. Copies of this budget amendment shall be furnished to the Clerk of the Town Council and to the Finance Director for their direction.

Adopted this 12th day of July 2022



TOWN OF ALTAVISTA

BUDGET AMENDMENT

BE IT ORDAINED by the Town Council of Altavista, VA, that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2022:

Section 1. To amend the General Fund, as follows:

<u>Account</u>	<u>Expense</u>	<u>Revenue</u>
General Fund		
Fuel & Lubricants		
010-9102-801.60-06	\$ 5,130.00	
General Fund		
County / Fuel Reimbursement		
010-0000-342.03-00		\$ 5,130.00

Summary

To appropriate \$5,130 for fuel costs associated County Public Safety. This funds are reimbursable by the County.

Budget Impact

This will result in a net increase to the budget.

Section 2. Copies of this budget amendment shall be furnished to the Clerk of the Town Council and to the Finance Director for their direction.

Adopted this 12th day of July 2022



TOWN OF ALTAVISTA

BUDGET AMENDMENT

BE IT ORDAINED by the Town Council of Altavista, VA, that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2022:

Section 1. To amend the General Fund, as follows:

<u>Account</u>	<u>Expense</u>	<u>Revenue</u>
General Fund		
Capital Outlay - Brownfields Grant Project		
010-9102-801.82-30	\$ 54,720.00	
General Fund		
State / Brownfield Assessment Grant		
010-0000-341.17-00		\$ 54,720.00

Summary

To appropriate \$54,720 for costs associated with the professional services related to the Brownfields Grant Process, as approved by Council at the June 25, 2019 Work Session.

Budget Impact

This will result in a net increase to the budget of \$54,720. There is an offsetting revenue to cover the expense.

Section 2. Copies of this budget amendment shall be furnished to the Clerk of the Town Council and to the Finance Director for their direction.

Adopted this 12th day of July 2022



TOWN OF ALTAVISTA

BUDGET AMENDMENT

BE IT ORDAINED by the Town Council of Altavista, VA, that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2022:

Section 1. To amend the General Fund & Enterprise Fund, as follows:

<u>Account</u>	<u>Expense</u>	<u>Revenue</u>
General Fund		
Transfer to Water and Sewer Fund		
010-9102-802.70-02	\$ 2,000,000.00	
Enterprise Fund		
Transfer In from General Fund		
050-0000-361.03-00		\$ 2,000,000.00

Summary

To appropriate \$2,000,000 to be transferred from the General Fund to the Enterprise Fund as approved by Council at the February 22, 2022 work session.

Budget Impact

No new increase to the budget. Fund balance for the General Fund will decrease and the fund balance for the Enterprise Fund will increase.

Section 2. Copies of this budget amendment shall be furnished to the Clerk of the Town Council and to the Finance Director for their direction.

Adopted this 12th day of July 2022



TOWN OF ALTAVISTA

BUDGET AMENDMENT

BE IT ORDAINED by the Town Council of Altavista, VA, that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2022:

Section 1. To amend the General Fund, as follows:

<u>Account</u>	<u>Expense</u>	<u>Revenue</u>
General Fund		
Non-Dept. / EDA Checking Account		
010-9102-802.70-08	\$ 25,750.00	
General Fund		
Transfer In from Designated Funds (EDA LGIP Acct)		
010-0000-361.03-01		\$ 25,750.00

Summary

To appropriate \$27,750 for funds transferred in from AEDA's LGIP Account to AEDA's Operating checking account, to process a check. The amendment is necessary as AEDA's LGIP account is part of the Town's general ledger. Checks were written to cover the grant match for the incubator study (\$5,000), \$20,000 to secure an option on a parcel of land, and \$750 to cover costs associated with the Site Characterization study for a site.

Budget Impact

This will not impact the Town's Budget as funding is through AEDA.

Section 2. Copies of this budget amendment shall be furnished to the Clerk of the Town Council and to the Finance Director for their direction.

Adopted this 12th day of July 2022



TOWN OF ALTAVISTA

BUDGET AMENDMENT

BE IT ORDAINED by the Town Council of Altavista, VA, that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2022:

Section 1. To amend the General Fund, as follows:

<u>Account</u>	<u>Expense</u>	<u>Revenue</u>
General Fund		
Avoca - Mowing Contract		
010-9105-801.30-36	\$ 7,600.00	
Avoca - Fuel and Lubricants		
010-9105-801.60-06	\$ 450.00	
General Fund		
Avoca - Reimbursement		
010-0000-351.05-00		\$ 8,050.00

Summary

To appropriate \$8,050 for reimbursement from Avoca for costs associated with the the mowing of the grounds as well as fuel for the museum's vehicle.

Budget Impact

There is an offsetting revenue for these costs.

Section 2. Copies of this budget amendment shall be furnished to the Clerk of the Town Council and to the Finance Director for their direction.

Adopted this 12th day of July 2022



TOWN OF ALTAVISTA

BUDGET AMENDMENT

BE IT ORDAINED by the Town Council of Altavista, VA, that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2022:

Section 1. To amend the Highway Fund, as follows:

<u>Account</u>	<u>Expense</u>	<u>Revenue</u>
Highway Funds		
Pavement		
020-4101-601.60-36	\$ 321,250.00	
Highway Fund		
Transfer In from Designated Reserves		
020-0000-361.01-00		\$ 321,250.00

Summary

To appropriate \$321,250 as approved by Council at the July 13, 2021 and July 27, 2021 meetings for paving of additional areas.

Budget Impact

This will result in a net increase to the budget in the amount of \$321,250. Designated Highway Funds will be transferred in to cover costs.

Section 2. Copies of this budget amendment shall be furnished to the Clerk of the Town Council and to the Finance Director for their direction.

Adopted this 12th day of July 2022



TOWN OF ALTAVISTA

BUDGET AMENDMENT

BE IT ORDAINED by the Town Council of Altavista, VA, that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2022:

Section 1. To amend the General Fund, as follows:

<u>Account</u>	<u>Expense</u>	<u>Revenue</u>
General Fund		
Byrne Justice Grant		
010-3101-501.52-04	\$ 15,500.00	
General Fund		
State Forfeiture Funds		
010-0000-351.09-00		\$ 3,870.00
Byrne Grant		
010-0000-351.05-00		\$ 11,630.00

Summary

Appropriate \$15,500 to cover costs of radar message board purchased through the Byrne Justice Grant, as approved by Council at the January 11, 2022 regular meeting.

Budget Impact

There is offsetting grant revenue for a portion of these costs, with the local match covering the remaining portion of the costs coming from the State Forfeiture Fund.

Section 2. Copies of this budget amendment shall be furnished to the Clerk of the Town Council and to the Finance Director for their direction.

Adopted this 12th day of July 2022



TOWN OF ALTAVISTA

BUDGET AMENDMENT

BE IT ORDAINED by the Town Council of Altavista, VA, that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2022:

Section 1. To amend the Cemetery Fund, as follows:

<u>Account</u>	<u>Expense</u>	<u>Expense</u>
Cemetery Fund		
Capital Outlay - Mach & Equipment		
090-0000-6003.82-06	\$	4,420.00
Mowing Contract - Cemetery		
090-0000-603.30-36	\$	(4,420.00)

Summary

To transfer funds needed for a 10% deposit on a Site Dumper for the Cemetery. Council approved at the February 22, 2022 work session to transfer in funds from the Cemetery, however, unspent funds were available in the line item for mowing, as such funds were transferred to the CIP line item for machinery and equipment.

Budget Impact

There is no impact to the budget.

Section 2. Copies of this budget amendment shall be furnished to the Clerk of the Town Council and to the Finance Director for their direction.

Adopted this 12th day of July 2022



TOWN OF ALTAVISTA

BUDGET AMENDMENT

BE IT ORDAINED by the Town Council of Altavista, VA, that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2022:

Section 1. To amend the Enterprise Fund, as follows:

<u>Account</u>	<u>Expense</u>	<u>Revenue</u>
Enterprise Fund		
Capital Outlay - WTP Filter Improvements		
050-5010-701.81-22	\$ 400,200.00	
Transfer In From Bond Proceeds		
050-0000-361.11-00		\$ 400,200.00

Summary

To appropriate \$400,200 to cover engineering and construction costs associated with the WTP Filter Improvement Project, as approved by Council at the October 8, 2019 Regular Meeting. This project is funded with bond proceeds (SNAP) as approved by Council at the March 24, 2020 Work Session.

Budget Impact

This will result in a net increase to the budget in the amount of \$400,200. Project is funded with bond proceeds.

Section 2. Copies of this budget amendment shall be furnished to the Clerk of the Town Council and to the Finance Director for their direction.

Adopted this 12th day of July 2022



TOWN OF ALTAVISTA

BUDGET AMENDMENT

BE IT ORDAINED by the Town Council of Altavista, VA, that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2022:

Section 1. To amend the Enterprise Fund, as follows:

<u>Account</u>	<u>Expense</u>	<u>Expense</u>
Enterprise Fund		
Capital Outlay - WTP Springs Driveway Rehabilitation		
050-5010-701.81-30	\$	3,800.00
Water Purchases - CCUSA		
050-5001-701-30-20	\$	(3,800.00)

Summary

The tonnage estimated for the rehabilitation at both Springs was low, as such the cost was \$3,800 more than budgeted. Staff is requesting to transfer unspent funds from the CCUSA line item to cover the additional costs.

Budget Impact

There is no impact to the budget.

Section 2. Copies of this budget amendment shall be furnished to the Clerk of the Town Council and to the Finance Director for their direction.

Adopted this 12th day of July 2022



TOWN OF ALTAVISTA

BUDGET AMENDMENT

BE IT ORDAINED by the Town Council of Altavista, VA, that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2022:

Section 1. To amend the Enterprise Fund, as follows:

<u>Account</u>	<u>Expense</u>	<u>Expense</u>
Enterprise Fund		
Capital Outlay - WTP Emergency Generator Project		
050-5010-701.81-40	\$ 615,320.00	
Federal / VDEM Grant		
050-0000-343.10-00		\$ 615,320.00

Summary

To appropriate \$615,320 to cover engineering and construction costs associated with the WTP Emergency Generator Project, as approved by Council at the October 8, 2019 Regular Meeting. This project is funded with VDEM Grant funds as approved by Council at the March 24, 2020 Work Session.

Budget Impact

This will result in a net increase to the budget in the amount of \$615,320. This project is funded through the Virginia Department of Emergency Management Grants.

Section 2. Copies of this budget amendment shall be furnished to the Clerk of the Town Council and to the Finance Director for their direction.

Adopted this 12th day of July 2022



TOWN OF ALTAVISTA

BUDGET AMENDMENT

BE IT ORDAINED by the Town Council of Altavista, VA, that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2022:

Section 1. To amend the Enterprise Fund, as follows:

<u>Account</u>	<u>Expense</u>	<u>Expense</u>
Enterprise Fund		
Capital Outlay - Clarion Road Project (Abbott)		
050-5010-701.82-22	\$ 643,310.00	
Abbott Water Line Project		
050-0000-351.04-05		\$ 643,310.00

Summary

To appropriate \$643,310 to cover engineering and construction costs associated with the Clarion Road Water Line Project, as approved by Council at the September 14, 2021 Regular Meeting. All costs are to be reimbursed to the town from Abbott.

Budget Impact

This will result in a net increase to the budget in the amount of 643,310. This project is fully funded through reimbursement from Abbott.

Section 2. Copies of this budget amendment shall be furnished to the Clerk of the Town Council and to the Finance Director for their direction.

Adopted this 12th day of July 2022



TOWN OF ALTAVISTA

BUDGET AMENDMENT

BE IT ORDAINED by the Town Council of Altavista, VA, that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2022:

Section 1. To amend the Enterprise Fund, as follows:

<u>Account</u>	<u>Expense</u>	<u>Expense</u>
Enterprise Fund		
Capital Outlay - Machinery & Equipment		
050-5110-702.81-06	\$	12,010.00
Transfer In from Designated Reserves		
050-0000-361.01-00	\$	12,010.00

Summary

To appropriate \$12,010 for the replacement of a digester blower at the Wastewater Treatment Plant. FY2021 funds were approved to be carried over at the October 12, 2021 meeting. These funds will be transferred in from reserves.

Budget Impact

This will result in a net increase to the budget in the amount of 12,010.

Section 2. Copies of this budget amendment shall be furnished to the Clerk of the Town Council and to the Finance Director for their direction.

Adopted this 12th day of July 2022



TOWN OF ALTAVISTA

BUDGET AMENDMENT

BE IT ORDAINED by the Town Council of Altavista, VA, that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2022:

Section 1. To amend the Enterprise Fund, as follows:

<u>Account</u>	<u>Expense</u>	<u>Expense</u>
Enterprise Fund		
Capital Outlay - Machinery & Equipment		
050-5110-702.81-06	\$	10,390.00
Transfer In from Reserves		
050-0000-361.01-00	\$	10,390.00

Summary

To appropriate \$10,390 for the purchase of hydraulic pump assemblies for the Sludge Press do to premature failure at the Wastewater Treatment Plant, as approved at the May 10, 2022 meeting.

Budget Impact

This will result in a net increase to the budget in the amount of \$10,390.

Section 2. Copies of this budget amendment shall be furnished to the Clerk of the Town Council and to the Finance Director for their direction.

Adopted this 12th day of July 2022



TOWN OF ALTAVISTA

BUDGET AMENDMENT

BE IT ORDAINED by the Town Council of Altavista, VA, that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2022:

Section 1. To amend the Enterprise Fund, as follows:

<u>Account</u>	<u>Expense</u>	<u>Revenue</u>
Enterprise Fund		
Capital Outlay - WWTP Lynch Creek Sewer Line Project		
050-5110-702.81-20	\$ 528,570.00	
Transfer In From Bond Proceeds		
050-0000-361.11-00		\$ 528,570.00

Summary

To appropriate \$528,570 to cover engineering and construction costs associated with the WWTP Lynch Creek Sewer Line Project, as approved by Council at the October 8, 2019 Regular Meeting. This project is funded with bond proceeds (SNAP) as approved by Council at the March 24, 2020 Work Session.

Budget Impact

This will result in a net increase to the budget in the amount of \$528,570. Project is funded with bond proceeds.

Section 2. Copies of this budget amendment shall be furnished to the Clerk of the Town Council and to the Finance Director for their direction.

Adopted this 12th day of July 2022



TOWN OF ALTAVISTA

BUDGET AMENDMENT

BE IT ORDAINED by the Town Council of Altavista, VA, that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2022:

Section 1. To amend the Enterprise Fund, as follows:

<u>Account</u>	<u>Expense</u>	<u>Revenue</u>
Enterprise Fund		
Capital Outlay - WWTP Mister to De-water EOP Pond		
050-5110-702.82-06	\$ 37,150.00	
Transfer In From PCB Funds		
050-0000-361.01-00		\$ 37,150.00

Summary

To appropriate \$37,150 to cover the deposit on the mister to de-water the EOP Pond. Council approved the purchase on 4/12/2022 in the amount of \$180,000. A deposit of \$37,150.00 was required to place the order. A budget amendment will be completed for the balance due.

Budget Impact

This will result in a net increase to the budget in the amount of \$37,150. Project is funded with funds earmarked in reserves for PCB expenditures.

Section 2. Copies of this budget amendment shall be furnished to the Clerk of the Town Council and to the Finance Director for their direction.

Adopted this 12th day of July 2022

DEPARTMENTAL FUNDS TRANSFER

General Accounting
Town of Altavista, 510 7th Street, Altavista, Virginia 24517

Transfer Jrnal ID#:

DT-1

See Processing Instructions Below

Requester Tobie Shelton Department Name: Administration Date of Request: 6/1/2022 Fiscal Year: 2022
Phone #: _____ Email Address: tcshelton@altavistava.gov

Reason for Transfer:

Transfer of funds within the department to cover operational costs of the department. No new funds are required.

Excluding Salary/Wages Line Items

DEBIT: (Charge)

Account Number	Amount - Enter as Positive (+) Incr Amt	Description - REQUIRED FIELD (Limit to 30 Characters)	Reference
010-1101-401.60-04	\$200.00	Repairs & Maintenance	
010-1101-401.20-12	\$4,400.00	Training - Accounts Payable	
010-1101-401-30-26	\$11,500.00	IT Network	
010-1101-401.30-14	\$30,000.00	Misc & Professional Services	

Total Debits: \$46,100.00

CREDIT:

Account Number	Amount - Enter as Negative (-) Decr Amt	Description - REQUIRED FIELD (Limit to 30 Characters)	Reference
010-1101-401.60-06	-\$200.00	Fuel	
010-1101-401.60-02	-\$1,400.00	Office Supplies	
010-1101-401.50-26	-\$3,000.00	Coventions & Education	
010-1101-401.50-02	-\$2,500.00	Electrical	
010-1101-401.20-06	-\$4,000.00	Group Medical	
010-1101-401.30-12	-\$5,000.00	Eng & Architectural Services	
010-1101-401.10-02	-\$30,000.00	Salary	

Total Credits: -\$46,100.00

Total Credits and Total Debits must be equal zero.

Approvals Required:

T. Shelton

Prepared By

6/15/22

Date

Phone

Departmental Funds Transfer was approved at the Regular Council Meeting held on June 10, 2014.

DEPARTMENTAL FUNDS TRANSFER

General Accounting
Town of Altavista, 510 7th Street, Altavista, Virginia 24517

Transfer Jnl ID#: **DT-2****See Processing Instructions Below**

Requester Tobie Shelton Department Name: Administration Date of Request: 6/1/2022 Fiscal Year: 2022
Required *Required*
Phone #: _____ Email Address: tcshelton@altavistava.gov

Reason for Transfer:

Transfer of funds within the department to cover operational costs of the department. No new funds are required.

Excluding Salary/Wages Line Items**DEBIT: (Charge)**

Account Number	Amount - Enter as Positive (+) Incr Amt	Description - REQUIRED FIELD (Limit to 30 Characters)	Reference
010-1101-401.30-14	\$21,000.00	Misc & Professional Services	
010-1101-401.50-08	\$2,000.00	Telecommunications	
010-1101-401.50-32	\$900.00	Misc.	
010-1101-401.60-04	\$1,000.00	Repaid & Maintenance	
010-1101-401.60-02	\$1,000.00	Office Supplies	

Total Debits: **\$25,900.00****CREDIT:**

Account Number	Amount - Enter as Negative (-) Decr Amt	Description - REQUIRED FIELD (Limit to 30 Characters)	Reference
010-1101-401.20-16	-\$21,000.00	Other Empl Benefits	
010-1101-401.50-18	-\$2,000.00	General Liability Insur	
010-1101-401.50-28	-\$1,900.00	Dues & Assoc. Memberships	
010-1101-401.20-04	-\$1,000.00	Va Retirement System	

Total Credits: **-\$25,900.00****Total Credits and Total Debits must be equal zero.****Approvals Required:**

T. Shelton 6/15/22
Prepared By Date Phone

Departmental Funds Transfer was approved at the Regular Council Meeting held on June 10, 2014.

DEPARTMENTAL FUNDS TRANSFER

General Accounting
Town of Altavista, 510 7th Street, Altavista, Virginia 24517

Transfer Jrrl ID#: **DT-3**

See Processing Instructions Below

Requester Tobie Shelton Required Department Name: Council Required Date of Request: 6/1/2022 Fiscal Year: 2022
Phone #: _____ Email Address: tcshelton@altavistava.gov

Reason for Transfer: Transfer of funds within the department to cover operational costs of the department. No new funds are required.
Excluding Salary/Wages Line Items

DEBIT: (Charge)				
Account Number		Amount - Enter as Positive (+) Incr Amt	Description - REQUIRED FIELD (Limit to 30 Characters)	Reference
010-1001-400.50-99		\$4,740.00	Other Charges/Video Streaming	
Total Debits:		\$4,740.00		

CREDIT:				
Account Number		Amount - Enter as Negative (-) Decr Amt	Description - REQUIRED FIELD (Limit to 30 Characters)	Reference
010-1001-400.50-26		-\$1,500.00		
010-1101-401.20-04		-\$3,240.00		
Total Credits:		-\$4,740.00		

Total Credits and Total Debits must be equal zero.

Shawn Rutland 6/21/22
Prepared By Date Phone

Approvals Required:

Departmental Funds Transfer was approved at the Regular Council Meeting held on June 10, 2014.

DEPARTMENTAL FUNDS TRANSFER

General Accounting
Town of Altavista, 510 7th Street, Altavista, Virginia 24517

Transfer Jrrl ID#: **DT-4**

See Processing Instructions Below

Requester Tobie Shelton **Required** Department Name: Administration **Required** Date of Request: 6/1/2022 Fiscal Year: 2022
Phone #: _____ Email Address: tcshelton@altavistava.gov

Reason for Transfer: Transfer of funds within the department to cover operational costs of the department. No new funds are required.
Excluding Salary/Wages Line Items

DEBIT: (Charge)				
Account Number		Amount - Enter as Positive (+) Incr Amt	Description - REQUIRED FIELD (Limit to 30 Characters)	Reference
010-1101-401.10-10		\$2,650.00	Other Charges/Video Streaming	
Total Debits:		\$2,650.00		

CREDIT:				
Account Number		Amount - Enter as Negative (-) Decr Amt	Description - REQUIRED FIELD (Limit to 30 Characters)	Reference
010-1101-401.20-02		-\$2,650.00	Benefits / FICA	
Total Credits:		-\$2,650.00		

Total Credits and Total Debits must be equal zero.

Approvals Required:
Shawn Lowland 6/1/22
Prepared By Date Phone

Departmental Funds Transfer was approved at the Regular Council Meeting held on June 10, 2014.

DEPARTMENTAL FUNDS TRANSFER

General Accounting
Town of Altavista, 510 7th Street, Altavista, Virginia 24517

Transfer Jnl ID#: **DT-5**

See Processing Instructions Below

Requester Chief Merricks Department Name: Police Date of Request: 6/1/2022 Fiscal Year: 2022
Required *Required*
Phone #: _____ Email Address: lemerricks@altavistava.gov

Reason for Transfer: Transfer of funds within the department to cover operational costs of the department. No new funds are required.
Excluding Salary/Wages Line Items

DEBIT: (Charge)				
Account Number	Amount - Enter as Positive (+) Incr Amt	Description - REQUIRED FIELD (Limit to 30 Characters)	Reference	
010-3101-501.60-06	\$7,300.00	Fuel		
010-3101-501.60-08	\$4,800.00	Veh & Equip R & M		
010-3101-501.20-06	\$10,400.00	Medical Insur		
010-3101-501.20-16	\$1,970.00	LODA Benefits		
Total Debits:		\$24,470.00		

CREDIT:				
Account Number	Amount - Enter as Negative (-) Decr Amt	Description - REQUIRED FIELD (Limit to 30 Characters)	Reference	
010-3101-501.30-26	-\$4,500.00	Contractual Services / IT		
010-3101-501.60-16	-\$5,000.00	Drug Investigations		
010-3101-501.60-10	-\$2,000.00	Uniforms		
010-3101-501.10-02	-\$12,970.00	Salaries		
Total Credits:		-\$24,470.00		

Total Credits and Total Debits must be equal zero.

Shawn Rowland 6/21/22 Approvals Required:
Prepared By Date Phone

Departmental Funds Transfer was approved at the Regular Council Meeting held on June 10, 2014.

DEPARTMENTAL FUNDS TRANSFER

General Accounting
Town of Altavista, 510 7th Street, Altavista, Virginia 24517

Transfer Jnl ID#: **DT-6**

See Processing Instructions Below

Requester Jeff Arthur **Required** Department Name: Public Works **Required** Date of Request: 6/1/2022 Fiscal Year: 2022
Phone #: _____ Email Address: barthur@altavistava.gov

Reason for Transfer:

Transfer of funds within the department to cover operational costs of the department. No new funds are required.

Excluding Salary/Wages Line Items

DEBIT: (Charge)

Account Number	Amount - Enter as Positive (+) Incr Amt	Description - REQUIRED FIELD (Limit to 30 Characters)	Reference
010-4101-601.10-04	\$6,600.00	Overtime	
010-4101-601.60-08	\$2,900.00	Vehicle/Equip R&M	
010-4101-601.60-11	\$850.00	Safety Equip & Programs	
010-4101-601.60-52	\$2,830.00	Decorative Street Lights	
010-4102-601.60-08	\$40,000.00	Sanitation Trk/R&M	

Total Debits: **\$53,180.00**

CREDIT:

Account Number	Amount - Enter as Negative (-) Decr Amt	Description - REQUIRED FIELD (Limit to 30 Characters)	Reference
010-4101-601.10-02	-\$30,000.00	Salaries	
010-4101-601.30-12	-\$5,000.00	Cont. Svcs / Eng & Arch.	
010-4101-601.50-26	-\$3,000.00	Conventions & Educ.	
010-4102-601.81-06	-\$5,000.00	Waste Can Repl.	
010-4101-601.60-44	-\$1,900.00	Snow & Ice Removal	
010-4101-601.30-38	-\$8,000.00	Tub Grinding	
010-4101-601.60-02	-\$280.00	Office Supplies	

Total Credits: **-\$53,180.00**

Total Credits and Total Debits must be equal zero.

Approvals Required:

Sharon Hubbard 6/21/22
Prepared By Date Phone

Departmental Funds Transfer was approved at the Regular Council Meeting held on June 10, 2014.

DEPARTMENTAL FUNDS TRANSFER

General Accounting
Town of Altavista, 510 7th Street, Altavista, Virginia 24517

Transfer Jrnl ID#:

DT-7

See Processing Instructions Below

Requester Jeff Arthur Required Department Name: Public Works Required Date of Request: 6/1/2022 Fiscal Year: 2022
Phone #: _____ Email Address: jbarthur@altavistava.gov

Reason for Transfer:

Transfer of funds within the department to cover operational costs of the department. No new funds are required.

Excluding Salary/Wages Line Items

DEBIT: (Charge)

Account Number	Amount - Enter as Positive (+) Incr Amt	Description - REQUIRED FIELD (Limit to 30 Characters)	Reference
010-4101-601.50-08	\$500.00	Telecommunications	
010-4102-601.60-06	\$10,000.00	Fuel - Sanitation	
010-4102-601.60-18	\$480.00	Sanitation Supplies	
010-4103-601.30-22	\$4,150.00	Landscaping	
010-4103-601.60-18	\$1,500.00	B&G Supplies	
010-4103-601.60-24	\$500.00	Small Tools	

Total Debits: \$17,130.00

CREDIT:

Account Number	Amount - Enter as Negative (-) Decr Amt	Description - REQUIRED FIELD (Limit to 30 Characters)	Reference
010-4101-601.60-28	-\$3,000.00	Storm Drainage	
010-4101-601.60-30	-\$1,000.00	Eng R & M	
010-4101-601.60-23	-\$4,000.00	Equipment Rental	
010-4101-601.60-20	-\$3,600.00	St. Lt. Operating Supplies	
010-4108-601.60-04	-\$4,130.00	Library R&M	
010-4103-601.50-04	-\$1,400.00	Heating Services / B&G	

Total Credits: -\$17,130.00

Total Credits and Total Debits must be equal zero.

Approvals Required:

Shaun Rowland 6/21/22
Prepared By Date Phone

Departmental Funds Transfer was approved at the Regular Council Meeting held on June 10, 2014.

DEPARTMENTAL FUNDS TRANSFER

General Accounting
Town of Altavista, 510 7th Street, Altavista, Virginia 24517

Transfer Jrnal ID#: **DT-8**

See Processing Instructions Below

Requester Jeff Arthur **Required** Department Name: Public Works **Required** Date of Request: 6/1/2022 Fiscal Year: 2022
Phone #: _____ Email Address: jbarthur@altavistava.gov

Reason for Transfer: Transfer of funds within the department to cover operational costs of the department. No new funds are required.
Excluding Salary/Wages Line Items

DEBIT: (Charge)					
Account Number		Amount - Enter as Positive (+) Incr Amt	Description - REQUIRED FIELD (Limit to 30 Characters)	Reference	
010-4104-602.50-04		\$310.00	P&R / Heating		
010-4104-602.50-34		\$200.00	P&R Reimbursement		
010-4104-602.60-18		\$4,700.00	P&R / Material & Supplies		
010-4104-602.60-57		\$350.00	P&R / Canoe Launch		
010-4106-602.50-02		\$700.00	P&R / Electrical - Theatre		
Total Debits:		\$6,260.00			

CREDIT:					
Account Number		Amount - Enter as Negative (-) Decr Amt	Description - REQUIRED FIELD (Limit to 30 Characters)	Reference	
010-4104-602.60-53		-\$1,500.00	Mulch & Landscaping		
010-4104-602.60-54		-\$1,200.00	Playground Equipment		
010-4104-602.50-02		-\$1,000.00	P&R / Electrical		
010-4101-601.20-06		-\$2,560.00	Benefits / Group Medical		
Total Credits:		-\$6,260.00			

Total Credits and Total Debits must be equal zero.

Approvals Required:
Shawn Lowland 6/21/22
Prepared By Date Phone

Departmental Funds Transfer was approved at the Regular Council Meeting held on June 10, 2014.

DEPARTMENTAL FUNDS TRANSFER

General Accounting
Town of Altavista, 510 7th Street, Altavista, Virginia 24517

Transfer Jrnl ID#: **DT-9**

See Processing Instructions Below

Requester Matt Perkins **Required** Department Name: ACTS **Required** Date of Request: 6/1/2022 Fiscal Year: 2022

Phone #: _____ Email Address: mdperkins@altavistava.gov

Reason for Transfer:

Transfer of funds within the department to cover operational costs of the department. No new funds are required.
Excluding Salary/Wages Line Items

DEBIT: (Charge)					
Account Number		Amount - Enter as Positive (+) Incr Amt	Description - REQUIRED FIELD (Limit to 30 Characters)	Reference	
010-6101-403.10-04		\$20.00	Overtime		
010-6101-403.30-16		\$200.00	Physicals		
010-6101-403.60-06		\$2,000.00	Fuel		
010-6101-403.60-08		\$2,800.00	Vehicle R&M		
Total Debits:		\$5,020.00			

CREDIT:					
Account Number		Amount - Enter as Negative (-) Decr Amt	Description - REQUIRED FIELD (Limit to 30 Characters)	Reference	
010-6101-403.10-02		-\$20.00	Salaries		
010-6101-403.30-14		-\$200.00	Misc & Prof Services		
010-6101-403.50-08		-\$1,000.00	Telecommunications		
010-6101-403.50-26		-\$750.00	Conventions & Education		
010-6101-403.30-06		-\$900.00	Advertising		
010-6101-403.30-08		-\$500.00	Main Svc Contracts		
010-6101-403.20-06		-\$1,350.00	Benefits / Medical		
010-6101-403.50-24		-\$300.00	Subsistence & Lodging		
Total Credits:		-\$5,020.00			

Total Credits and Total Debits must be equal zero.

Approvals Required:

Sharon Kewland 6/21/22
Prepared By Date Phone

Departmental Funds Transfer was approved at the Regular Council Meeting held on June 10, 2014.

DEPARTMENTAL FUNDS TRANSFER

General Accounting
Town of Altavista, 510 7th Street, Altavista, Virginia 24517

Transfer Jnl ID#:

DT-10

See Processing Instructions Below

Requester Tom Fore Required Department Name: Water Department Required Date of Request: 6/1/2022 Fiscal Year: 2022

Phone #: _____ Email Address: twfore@altavistava.gov

Reason for Transfer:

Transfer of funds within the department to cover operational costs of the department. No new funds are required.

Excluding Salary/Wages Line Items

DEBIT: (Charge)

Account Number	Amount - Enter as Positive (+) Incr Amt	Description - REQUIRED FIELD (Limit to 30 Characters)	Reference
050-1101-702.10-04	\$30.00	Overtime	
050-5001-701.60-06	\$2,000.00	Fuel & Lubricants	
050-5001-701.50-08	\$1,700.00	Telecommunications	
050-5001-701.60-08	\$5,160.00	Veh & Equip R&M	
050-5002-703.50-08	\$60.00	BPS - Telecommunications	
050-5003-707.60-14	\$430.00	RS - Other Oper Supplies	
050-5003-706.60-14	\$150.00	MS - Other Oper Supplies	
050-5002-704.50-08	\$60.00	LPS - Telecommunications	
050-5002-703.60-04	\$7,080.00	BPS - R&M	
Total Debits:		\$16,670.00	

CREDIT:

Account Number	Amount - Enter as Negative (-) Decr Amt	Description - REQUIRED FIELD (Limit to 30 Characters)	Reference
050-1101-702.20-02	-\$30.00	FICA	
050-5001-701.30-20	-\$3,700.00	Water Purchase - CCUSA	
050-5001-701.30-24	-\$5,160.00	R&M Grounds & Bldg	
050-5002-703.50-02	-\$60.00	BPS - Electrical	
050-5002-704.50-02	-\$60.00	LPS - Electrical	
050-5002-709.50-02	-\$7,080.00	MPS - Electrical	
050-5003-707.60-15	-\$430.00	RS - Lab Test Chemicals	
050-5003-706.60-04	-\$150.00	MS - R&M	
Total Credits:		-\$16,670.00	

Total Credits and Total Debits must be equal zero.

Approvals Required:

Shawn Lowland 6/22/22
Prepared By Date Phone

Departmental Funds Transfer was approved at the Regular Council Meeting held on June 10, 2014.

DEPARTMENTAL FUNDS TRANSFER

General Accounting
Town of Altavista, 510 7th Street, Altavista, Virginia 24517

Transfer Jrrl ID#: **DT-11**

See Processing Instructions Below

Requester Sharon Williams **Required** Department Name: Community Development **Required** Date of Request: 6/1/2022 Fiscal Year: 2022

Phone #: _____ Email Address: sdwilliams@altavistava.gov

Reason for Transfer:

Transfer of funds within the department to cover operational costs of the department. No new funds are required.

Excluding Salary/Wages Line Items

DEBIT: (Charge)					
Account Number		Amount - Enter as Positive (+) Incr Amt	Description - REQUIRED FIELD (Limit to 30 Characters)	Reference	
010-7201-408.30-36		\$1,000.00	Mowing Contract		

Total Debits: \$1,000.00

CREDIT:					
Account Number		Amount - Enter as Negative (-) Decr Amt	Description - REQUIRED FIELD (Limit to 30 Characters)	Reference	
010-7201-408.30-06		-\$1,000.00	Advertising		

Total Credits: -\$1,000.00

Total Credits and Total Debits must be equal zero.

Approvals Required:

Sharon Rawland 6/1/22
Prepared By Date Phone

Departmental Funds Transfer was approved at the Regular Council Meeting held on June 10, 2014.

DEPARTMENTAL FUNDS TRANSFER

General Accounting
Town of Altavista, 510 7th Street, Altavista, Virginia 24517

Transfer Jnl ID#:

DT-12

See Processing Instructions Below

Requester Steve Bond

Required

Department

Name : Wastewater Department

Required

Date of

Request: 6/1/2022

Fiscal Year: 2022

Phone #:

Email Address: sbond@altavistava.gov

Reason for
Transfer:

Transfer of funds within the department to cover operational costs of the department. No new funds are required.

Excluding Salary/Wages Line Items

DEBIT: (Charge)

Account Number	Amount - Enter as Positive (+) Incr Amt	Description - REQUIRED FIELD (Limit to 30 Characters)	Reference
050-5101-702.50-08	\$2,500.00	Telecommunications	
050-5101-702.50-02	\$13,000.00	Electrical	
050-5101-702.60-06	\$13,000.00	Fuel & Lubricants	
050-5101-702.60-08	\$2,690.00	Veh / Equip R&M	

Total Debits: \$31,190.00

CREDIT:

Account Number	Amount - Enter as Negative (-) Decr Amt	Description - REQUIRED FIELD (Limit to 30 Characters)	Reference
050-5101-702.60-50	-\$7,000.00	Lab Test Equip	
050-5101-702.30-14	-\$8,000.00	Misc & Prof Svcs	
050-5101-702.30-24	-\$3,000.00	R&M Grounds & Bldg	
050-5101-702.20-06	-\$13,190.00	Group Medical	

Total Credits: -\$31,190.00

Total Credits and Total Debits must be equal zero.

Approvals Required:

Sharon Lowland

6/22/22

Prepared By

Date

Phone

Departmental Funds Transfer was approved at the Regular Council Meeting held on June 10, 2014.

DEPARTMENTAL FUNDS TRANSFER

General Accounting
Town of Altavista, 510 7th Street, Altavista, Virginia 24517

Transfer Jnl ID#:

DT-13

See Processing Instructions Below

Requester Brandon Bell

Required

Department

Name: Distribution & Collections

Required

Date of

Request: 6/1/2022

Fiscal Year: 2022

Phone #:

Email Address: bbell@altavistava.gov

Reason for
Transfer:

Transfer of funds within the department to cover operational costs of the department. No new funds are required.

Excluding Salary/Wages Line Items

DEBIT: (Charge)

Account Number	Amount - Enter as Positive (+) Incr Amt	Description - REQUIRED FIELD (Limit to 30 Characters)	Reference
050-5201-711.60-08	\$6,500.00	Veh / Equip R&M	

Total Debits: \$6,500.00

CREDIT:

Account Number	Amount - Enter as Negative (-) Decr Amt	Description - REQUIRED FIELD (Limit to 30 Characters)	Reference
050-5201-712.60-04	-\$6,500.00	Repairs & Main	

Total Credits: -\$6,500.00

Total Credits and Total Debits must be equal zero.

Approvals Required:

Sharon Hubbard

Prepared By

Date

6/22/22

Phone

Departmental Funds Transfer was approved at the Regular Council Meeting held on June 10, 2014.

DEPARTMENTAL FUNDS TRANSFER

General Accounting
Town of Altavista, 510 7th Street, Altavista, Virginia 24517

Transfer Jnl ID#:

DT-14

See Processing Instructions Below

Requester Jeff Arthur

Required

Department

Name : Cemetery

Required

Date of

Request: 6/1/2022

Fiscal Year: 2022

Phone #:

Email Address: jbarthur@altavistava.gov

Reason for
Transfer:

Transfer of funds within the department to cover operational costs of the department. No new funds are required.

Excluding Salary/Wages Line Items

DEBIT: (Charge)

Account Number	Amount - Enter as Positive (+) Incr Amt	Description - REQUIRED FIELD (Limit to 30 Characters)	Reference
090-0000-603.50-34	\$1,800.00	Misc. Reimbursement	

Total Debits: \$1,800.00

CREDIT:

Account Number	Amount - Enter as Negative (-) Decr Amt	Description - REQUIRED FIELD (Limit to 30 Characters)	Reference
090-0000-603.60-04	-\$1,800.00	Cem R&M	

Total Credits: -\$1,800.00

Total Credits and Total Debits must be equal zero.

Approvals Required:

Prepared By

Date

Phone

Departmental Funds Transfer was approved at the Regular Council Meeting held on June 10, 2014.



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

AGENDA ITEM #: 6.B

CONSENT AGENDA

Title: TOA Monthly Financial Reports - June 2022

Staff Resource: Tobie Shelton, Director of Finance and Administration

Action(s):

Accept the monthly financial reports

Explanation:

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

Background:

Funding Source(s):

Attachments: *(click item to open)*

Attachment 1. June 2022 Check Register

Attachment 2. June 2022 Revenue Report

Attachment 3. June 2022 Expenditure Report

Attachment 4. June 2022 _Reserve Balance / Investment Report

CHECK NO	VENDOR NO	VENDOR NAME	CHECK DATE	CHECK AMOUNT	DATE CLEARED	BANK CODE	STATUS	ORIGINAL AMOUNT
43224	9	AFLAC	06/03/2022	2,911.53		00	OUTSTANDING	
43225	886	AT&T MOBILITY	06/03/2022	344.16		00	OUTSTANDING	
43226	9999997	BERKLEY, KIMBERLY M	06/03/2022	15.03		00	OUTSTANDING	
43227	12	BRENNTAG MID-SOUTH INC	06/03/2022	1,429.89		00	OUTSTANDING	
43228	973	CAMPBELL HEATING AND COOLING	06/03/2022	.00	06/17/2022	00	VOID	179.00
43229	967	CARDNO INC	06/03/2022	7,292.56		00	OUTSTANDING	
43230	28	COLUMBIA GAS	06/03/2022	297.96		00	OUTSTANDING	
43231	9999997	DETWILER, JOANNE MARIE	06/03/2022	80.62		00	OUTSTANDING	
43232	20	J JOHNSON ELLER JR	06/03/2022	2,000.00		00	OUTSTANDING	
43233	301	ENGLISH'S LLC	06/03/2022	821.50		00	OUTSTANDING	
43234	41	FISHER SCIENTIFIC	06/03/2022	833.83		00	OUTSTANDING	
43235	851	FRIZZELL CONSTRUCTION INC	06/03/2022	208,173.85		00	OUTSTANDING	
43236	9999998	Hubbard, Cozetta	06/03/2022	150.00		00	OUTSTANDING	
43237	52	HACH COMPANY	06/03/2022	655.88		00	OUTSTANDING	
43238	305	HAWKINS-GRAVES INC	06/03/2022	553.32		00	OUTSTANDING	
43239	566	INTEGRATED TECHNOLOGY GROUP IN	06/03/2022	7,888.71		00	OUTSTANDING	
43240	892	J & J PORTAPOTTY INC	06/03/2022	180.00		00	OUTSTANDING	
43241	1	KENNETH MOOREFIELD	06/03/2022	500.00		00	OUTSTANDING	
43242	433	KONECRANES INC	06/03/2022	1,695.00		00	OUTSTANDING	
43243	9999997	MCCLINTIC, OLIVIA	06/03/2022	54.94		00	OUTSTANDING	
43244	816	PACE ANAYLTICAL SERVICES LLC	06/03/2022	145.00		00	OUTSTANDING	
43245	798	PEED & BORTZ LLC	06/03/2022	9,800.00		00	OUTSTANDING	
43246	9999997	PEED, SARAH & LUCAS	06/03/2022	4.11		00	OUTSTANDING	
43247	358	PHILLIPS EQUIPMENT CORPORATION	06/03/2022	137.70		00	OUTSTANDING	
43248	588	PITNEY BOWES	06/03/2022	169.08		00	OUTSTANDING	
43249	9999997	REYNOLDS, (RUTHANNE) JORDAN	06/03/2022	39.38		00	OUTSTANDING	
43250	9999997	RICHIE, DONALD	06/03/2022	68.62		00	OUTSTANDING	
43251	968	RIVER CITY SYSTEMS INC	06/03/2022	7,200.00		00	OUTSTANDING	
43252	9999997	SMITH, CASEY L.	06/03/2022	4.61		00	OUTSTANDING	
43253	996	TONEY CONSTRUCTION INC	06/03/2022	210,807.46		00	OUTSTANDING	
43254	35	TREASURER OF VA/VITA	06/03/2022	6.50		00	OUTSTANDING	
43255	110	VUPS INC	06/03/2022	52.50		00	OUTSTANDING	
43256	1026	WELLS CONSTRUCTION CO INC	06/03/2022	29,592.60		00	OUTSTANDING	
43267	1031	ACME STONE COMPANY INC	06/10/2022	348.00		00	OUTSTANDING	
43268	128	ADAMS CONSTRUCTION CO	06/10/2022	551.79		00	OUTSTANDING	
43269	667	ASHWELL'S TREE SERVICE LLC	06/10/2022	150.00		00	OUTSTANDING	
43270	11	AVOCA	06/10/2022	440.00		00	OUTSTANDING	
43271	103	BEACON CREDIT UNION	06/10/2022	230.00		00	OUTSTANDING	
43272	162	BENNETT'S MECHANICAL COMPANY I	06/10/2022	865.00		00	OUTSTANDING	
43273	4	BOXLEY AGGREGATES	06/10/2022	504.70		00	OUTSTANDING	
43274	197	CAMPBELL COUNTY DEPT OF RECREA	06/10/2022	1,000.00		00	OUTSTANDING	
43275	16	CAMPBELL COUNTY UTILITIES & SE	06/10/2022	6,405.00		00	OUTSTANDING	
43276	973	CAMPBELL HEATING AND COOLING	06/10/2022	89.50		00	OUTSTANDING	
43277	32	CONTROL EQUIPMENT CO INC	06/10/2022	11,816.40		00	OUTSTANDING	
43278	1	DAKOTA ASHBY	06/10/2022	100.00		00	OUTSTANDING	
43279	994	LARRY DALTON	06/10/2022	400.00		00	OUTSTANDING	
43280	118	FERGUSON ENTERPRISES LLC	06/10/2022	1,451.54		00	OUTSTANDING	
43281	119	FOSTER ELECTRIC CO INC	06/10/2022	82.33		00	OUTSTANDING	
43282	111	GRAINGER INC	06/10/2022	227.12		00	OUTSTANDING	
43283	50	GRETN TIRE INC	06/10/2022	110.00		00	OUTSTANDING	
43284	9999998	HUNT, ANGELIA	06/10/2022	150.00		00	OUTSTANDING	

CHECK NO	VENDOR NO	VENDOR NAME	CHECK DATE	CHECK AMOUNT	DATE CLEARED	BANK CODE	STATUS	ORIGINAL AMOUNT
43285	57	ICMA RETIREMENT TRUST-457 #304	06/10/2022	470.00		00	OUTSTANDING	
43286	964	LYNCHBURG SPECIALTY ENGRAVING	06/10/2022	25.95		00	OUTSTANDING	
43287	935	MATTERN & CRAIG INC	06/10/2022	1,799.00		00	OUTSTANDING	
43288	1030	MAYHEW AND SONS INC	06/10/2022	757.50		00	OUTSTANDING	
43289	300	NAPA AUTO PARTS	06/10/2022	1,569.18		00	OUTSTANDING	
43290	454	O'REILLY AUTOMOTIVE INC	06/10/2022	155.76		00	OUTSTANDING	
43291	67	ORKIN PEST CONTROL LLC	06/10/2022	357.00		00	OUTSTANDING	
43292	588	PITNEY BOWES	06/10/2022	169.08		00	OUTSTANDING	
43293	857	RIVERSTREET NETWORKS	06/10/2022	366.41		00	OUTSTANDING	
43294	467	SONNY MERRYMAN INC	06/10/2022	192.96		00	OUTSTANDING	
43295	85	TREASURER OF VA /CHILD SUPPORT	06/10/2022	703.88		00	OUTSTANDING	
43296	92	UNIFIRST CORP	06/10/2022	2,880.09		00	OUTSTANDING	
43297	93	UNITED STATES POST OFFICE	06/10/2022	160.00		00	OUTSTANDING	
43298	900	US BANK EQUIPMENT FINANCE	06/10/2022	232.66		00	OUTSTANDING	
43299	136	USABLUBOOK	06/10/2022	582.48		00	OUTSTANDING	
43300	601	VACORP	06/10/2022	401.58		00	OUTSTANDING	
43301	9999998	Watkins, Lori	06/10/2022	150.00		00	OUTSTANDING	
43302	756	WAGEWORKS INC	06/10/2022	122.32		00	OUTSTANDING	
43303	658	WKDE-FM	06/10/2022	110.00		00	OUTSTANDING	
43376	84	ALTAVISTA JOURNAL	06/17/2022	1,134.95		00	OUTSTANDING	
43377	162	BENNETT'S MECHANICAL COMPANY I	06/17/2022	585.00		00	OUTSTANDING	
43378	591	BRAND ACCELERATION INC	06/17/2022	2,030.00		00	OUTSTANDING	
43379	294	BUSINESS CARD	06/17/2022	17,324.82		00	OUTSTANDING	
43380	164	DMV	06/17/2022	900.00		00	OUTSTANDING	
43381	36	DOMINION VIRGINIA POWER	06/17/2022	52,250.34		00	OUTSTANDING	
43382	40	FEDERAL EXPRESS CORPORATION	06/17/2022	36.19		00	OUTSTANDING	
43383	49	GERALDINE KAUFFMAN	06/17/2022	7,369.40		00	OUTSTANDING	
43384	9999998	Hunt Nathaniel	06/17/2022	150.00		00	OUTSTANDING	
43385	58	INSTRUMENTATION SERVICES INC	06/17/2022	708.00		00	OUTSTANDING	
43386	1	JACOB EAST	06/17/2022	175.00		00	OUTSTANDING	
43387	1	JOCOB EAST	06/17/2022	250.00		00	OUTSTANDING	
43388	1	JOHN JORDAN	06/17/2022	150.00		00	OUTSTANDING	
43389	1	MARIE MITCHELL	06/17/2022	75.00		00	OUTSTANDING	
43390	1	MARVIN CLEMENTS	06/17/2022	150.00		00	OUTSTANDING	
43391	1	MEGHAN BOLLING	06/17/2022	100.00		00	OUTSTANDING	
43392	860	MUNICIPAL EMERGENCY SERV DEPOS	06/17/2022	595.00		00	OUTSTANDING	
43393	1037	LLC ODP BUSINESS SOLUTIONS	06/17/2022	376.98		00	OUTSTANDING	
43394	1	REGGIE BENNETT	06/17/2022	100.00		00	OUTSTANDING	
43395	939	SECURITY LOCK AND KEY	06/17/2022	1,120.75		00	OUTSTANDING	
43396	1	STEPHEN BOND	06/17/2022	100.00		00	OUTSTANDING	
43397	551	WOHLFORD, LARRY	06/17/2022	84.00		00	OUTSTANDING	
43398	793	XEROX FINANCIAL SERVICES	06/17/2022	415.78		00	OUTSTANDING	
43399	9999998	king, cynthia	06/24/2022	150.00		00	OUTSTANDING	
43400	128	ADAMS CONSTRUCTION CO	06/24/2022	679.38		00	OUTSTANDING	
43401	9	AFLAC	06/24/2022	2,911.53		00	OUTSTANDING	
43402	901	ANDERSON CONSTRUCTION INC	06/24/2022	31,004.68		00	OUTSTANDING	
43403	91	ANTHEM BLUE CROSS/BLUE SHIELD	06/24/2022	42,177.00		00	OUTSTANDING	
43404	103	BEACON CREDIT UNION	06/24/2022	230.00		00	OUTSTANDING	
43405	12	BRENNTAG MID-SOUTH INC	06/24/2022	10,126.58		00	OUTSTANDING	
43406	583	CAMPBELL COUNTY PUBLIC LIBRARY	06/24/2022	946.20		00	OUTSTANDING	
43407	427	CENTURYLINK	06/24/2022	627.04		00	OUTSTANDING	

CHECK NO	VENDOR NO	VENDOR NAME	CHECK DATE	CHECK AMOUNT	DATE CLEARED	BANK CODE	STATUS	ORIGINAL AMOUNT
43408	32	CONTROL EQUIPMENT CO INC	06/24/2022	13,713.52		00	OUTSTANDING	
43409	394	ELECTRONIC SYSTEMS INC	06/24/2022	153.91		00	OUTSTANDING	
43410	916	GRANITE TELECOMMUNICATIONS	06/24/2022	700.96		00	OUTSTANDING	
43411	52	HACH COMPANY	06/24/2022	1,753.16		00	OUTSTANDING	
43412	57	ICMA RETIREMENT TRUST-457 #304	06/24/2022	470.00		00	OUTSTANDING	
43413	9999998	KING, BIACONIA	06/24/2022	150.00		00	OUTSTANDING	
43414	143	KONE BROOKLYN	06/24/2022	3,759.96		00	OUTSTANDING	
43415	1002	LORD & COMPANY	06/24/2022	1,250.00		00	OUTSTANDING	
43416	218	MINNESOTA LIFE	06/24/2022	158.77		00	OUTSTANDING	
43417	897	NATIONAL ELEVATOR INSPECT SERV	06/24/2022	337.00		00	OUTSTANDING	
43418	816	PACE ANAYLTICAL SERVICES LLC	06/24/2022	145.00		00	OUTSTANDING	
43419	1007	PINEY RIDGE CONTRACTING & CONS	06/24/2022	80,496.41		00	OUTSTANDING	
43420	655	RALPH M FARMER PAINTING	06/24/2022	960.00		00	OUTSTANDING	
43421	80	SOUTHSIDE ELECTRIC COOP	06/24/2022	1,087.31		00	OUTSTANDING	
43422	778	SPRINT	06/24/2022	1,257.76		00	OUTSTANDING	
43423	85	TREASURER OF VA /CHILD SUPPORT	06/24/2022	703.88		00	OUTSTANDING	
43424	95	UNITED WAY OF CENTRAL VA	06/24/2022	14.00		00	OUTSTANDING	
43425	136	USABLUEBOOK	06/24/2022	192.32		00	OUTSTANDING	
43426	1033	WAYFAIR LLC	06/24/2022	554.26		00	OUTSTANDING	
43427	160	ABB INC	06/30/2022	3,040.00		00	OUTSTANDING	
43428	1	ALAN ADKINS	06/30/2022	446.36		00	OUTSTANDING	
43429	12	BRENNTAG MID-SOUTH INC	06/30/2022	1,408.62		00	OUTSTANDING	
43430	145	CHANDLER CONCRETE CO INC	06/30/2022	558.75		00	OUTSTANDING	
43431	28	COLUMBIA GAS	06/30/2022	227.98		00	OUTSTANDING	
43432	555	DUKE'S ROOT CONTROL INC	06/30/2022	9,391.30		00	OUTSTANDING	
43433	20	J JOHNSON ELLER JR	06/30/2022	2,000.00		00	OUTSTANDING	
43434	924	ENGINEERING CONCEPTS INC	06/30/2022	1,025.00		00	OUTSTANDING	
43435	937	ENGLISH CONSTRUCTION CO INC	06/30/2022	540,843.63		00	OUTSTANDING	
43436	41	FISHER SCIENTIFIC	06/30/2022	309.82		00	OUTSTANDING	
43437	1	GEOFFREY SMITH	06/30/2022	100.00		00	OUTSTANDING	
43438	111	GRAINGER INC	06/30/2022	34.38		00	OUTSTANDING	
43439	332	HURT & PROFFITT INC	06/30/2022	2,500.00		00	OUTSTANDING	
43440	892	J & J PORTAPOTTY INC	06/30/2022	180.00		00	OUTSTANDING	
43441	172	LLOYD ELECTRIC COMPANY INC	06/30/2022	5,073.85		00	OUTSTANDING	
43442	993	MENDON PIPELINE INC	06/30/2022	255,117.75		00	OUTSTANDING	
43443	860	MUNICIPAL EMERGENCY SERV DEPOS	06/30/2022	599.00		00	OUTSTANDING	
43444	816	PACE ANAYLTICAL SERVICES LLC	06/30/2022	231.00		00	OUTSTANDING	
43445	72	PHYSICIANS TREATMENT CENTER	06/30/2022	1,240.00		00	OUTSTANDING	
43446	843	BETTY PICKERAL	06/30/2022	1,150.00		00	OUTSTANDING	
43447	884	PITNEY BOWES/RESERVE ACCOUNT	06/30/2022	1,200.00		00	OUTSTANDING	
43448	467	SONNY MERRYMAN INC	06/30/2022	192.96		00	OUTSTANDING	
43449	621	THE PORTRAIT PLACE	06/30/2022	62.95		00	OUTSTANDING	
43450	872	TIAA, FSB	06/30/2022	153.00		00	OUTSTANDING	
43451	996	TONEY CONSTRUCTION INC	06/30/2022	39,900.00		00	OUTSTANDING	
43452	181	TRUCK BODY CORP	06/30/2022	6,000.00		00	OUTSTANDING	
43453	92	UNIFIRST CORP	06/30/2022	2,271.99		00	OUTSTANDING	
43454	136	USABLUEBOOK	06/30/2022	124.11		00	OUTSTANDING	

CHECK NO	VENDOR NO	VENDOR NAME	CHECK DATE	CHECK AMOUNT	DATE CLEARED	BANK CODE	STATUS	ORIGINAL AMOUNT
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NO. OF CHECKS:	149	CHECKS OUTSTANDING	1,688,486.86	***				
OUTSTANDING CHECKS:	148	RECONCILED CHECKS:			VOID CHECKS:	1		
	1,688,307.86		.00			.00		179.00

CHECK NO	VENDOR NO	VENDOR NAME	CHECK DATE	CHECK AMOUNT	DATE CLEARED	BANK CODE	STATUS	ORIGINAL AMOUNT
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NO. OF CHECKS:	149	TOTAL CHECKS	1,688,486.86	***				
OUTSTANDING CHECKS:	148	RECONCILED CHECKS:	VOID CHECKS:	1				
1,688,307.86		.00	.00					179.00

PREPARED 07/01/2022, 18:49:12
PROGRAM: GM259L

TOWN OF ALTAVISTA
REVENUE REPORT
100% OF YEAR LAPSED

PAGE 1

ACCOUNTING PERIOD 12/2022

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	17,674	581.38	3	212,000	208,715.89	99	212,000	3,284.11
301	PROPERTY TAXES	17,674	581.38	3	212,000	208,715.89	99	212,000	3,284.11
302	PUBLIC SERVICE								
01 00	REAL & PERSONAL CURRENT	7,618	.00		91,350	87,947.67	96	91,350	3,402.33
302	PUBLIC SERVICE	7,618	.00		91,350	87,947.67	96	91,350	3,402.33
303	PERSONAL PROPERTY								
01 00	CURRENT	21,174	1,911.32	9	254,000	192,890.96	76	254,000	61,109.04
03 00	PPTRA	8,337	7,113.47	85	100,000	100,675.88	101	100,000	675.88-
303	PERSONAL PROPERTY	29,511	9,024.79	31	354,000	293,566.84	83	354,000	60,433.16
304	MACHINERY & TOOLS								
01 00	CURRENT	165,000	6,825.00	4	1,980,000	1,993,457.77	101	1,980,000	13,457.77-
304	MACHINERY & TOOLS	165,000	6,825.00	4	1,980,000	1,993,457.77	101	1,980,000	13,457.77-
305	MOBILE HOME								
01 00	CURRENT	18	.00		150	121.20	81	150	28.80
305	MOBILE HOME	18	.00		150	121.20	81	150	28.80
306	PENALTIES & INTEREST								
01 00	PENALTIES	375	154.03	41	4,500	6,496.38	144	4,500	1,996.38-
02 00	INTEREST	299	99.01	33	3,500	3,642.14	104	3,500	142.14-
306	PENALTIES & INTEREST	674	253.04	38	8,000	10,138.52	127	8,000	2,138.52-
307	LOCAL								
01 00	SALES & USE	15,000	19,663.67	131	180,000	190,381.04	106	180,000	10,381.04-
02 00	ELECTRIC, GAS & TELEPHONE	9,500	9,387.14	99	114,000	104,598.60	92	114,000	9,401.40
03 00	MOTOR VEHICLE LICENSES	3,837	321.50	8	46,000	47,403.80	103	46,000	1,403.80-
04 00	BANK STOCK	14,174	.00		170,000	193,590.00	114	170,000	23,590.00-
05 00	HOTEL & MOTEL	6,674	13,365.20	200	80,000	115,086.54	144	80,000	35,086.54-
06 00	MEAL	82,500	105,341.38	128	990,000	1,069,361.45	108	990,000	79,361.45-
08 00	CONTAINER RENTAL FEE	150	100.00-	67	1,800	1,574.95	88	1,800	225.05
09 00	COMMUNICATIONS TAX	2,500	2,442.64	98	30,000	24,396.70	81	30,000	5,603.30
10 00	TRANSIT PASSENGER REVENUE	413	11.36	3	5,000	4,368.40	87	5,000	631.60
11 00	CIGARETTE TAX	10,837	7,500.00	69	130,000	93,885.00	72	130,000	36,115.00
12 00	MOBILE RESTAURANT PERMIT	18	.00		150	100.00	67	150	50.00
307	LOCAL	145,603	157,932.89	109	1,746,950	1,844,746.48	106	1,746,950	97,796.48-
308	LICENSES, PERMITS & FEES								

PREPARED 07/01/2022, 18:49:12
PROGRAM: GM259L

TOWN OF ALTAVISTA
REVENUE REPORT
100% OF YEAR LAPSED

PAGE 2

ACCOUNTING PERIOD 12/2022

TOWN OF ALTAVISTA

FUND 010 GENERAL FUND		***** CURRENT *****			***** YEAR-TO-DATE *****			ANNUAL	UNREALIZED
ACCOUNT	ACCOUNT DESCRIPTION	ESTIMATED	ACTUAL	%REV	ESTIMATED	ACTUAL	%REV	ESTIMATE	BALANCE
01 01	CONTRACTORS	375	.00		4,500	4,441.54	99	4,500	58.46
01 02	RETAIL SALES	4,837	.00		58,000	69,890.94	121	58,000	11,890.94-
01 03	FINANCIAL, RE & PROF	350	.00		4,200	6,857.72	163	4,200	2,657.72-
01 04	REPAIRS & PERSONAL SVC	837	.00		10,000	10,230.35	102	10,000	230.35-
01 05	WHOLESALE BUSINESS	43	.00		450	414.71	92	450	35.29
01 06	UTILITIES	225	.00		2,700	894.35	33	2,700	1,805.65
01 07	HOTELS	80	.00		850	1,386.51	163	850	536.51-
01 *	BUSINESS LICENSE FEES	6,747	.00		80,700	94,116.12	117	80,700	13,416.12-
02 01	ZONING,SIGN,HOME OCCUPATN	112	121.00	108	1,300	1,532.00	118	1,300	232.00-
308 **	LICENSES, PERMITS & FEES	6,859	121.00	2	82,000	95,648.12	117	82,000	13,648.12-
300 ***	TAXES	372,957	174,738.10		4,474,450	4,534,342.49		4,474,450	59,892.49-
310	FINES & FORFEITURES								
310									
01 00	COURT FINES	500	2,057.16	411	6,000	11,585.11	193	6,000	5,585.11-
02 00	PARKING FINES	25	50.00	200	300	190.00	63	300	110.00
310 **		525	2,107.16	401	6,300	11,775.11	187	6,300	5,475.11-
310 ***	FINES & FORFEITURES	525	2,107.16		6,300	11,775.11		6,300	5,475.11-
320	INVESTMENT EARNINGS								
321	INTEREST								
02 00	INTEREST INCOME	0	148.93		0	34,462.33		0	34,462.33-
321 **	INTEREST	0	148.93		0	34,462.33		0	34,462.33-
320 ***	INVESTMENT EARNINGS	0	148.93		0	34,462.33		0	34,462.33-
330	CHARGES FOR SERVICES								
331	RENTS								
01 00	RENTAL OF GENERAL PROP	87	25.00	29	1,000	1,116.00	112	1,000	116.00-
01 01	PAVILION RENTALS	212	125.00	59	2,500	1,925.00	77	2,500	575.00
01 02	BOOKER BUILDING RENTALS	275	600.00	218	3,300	5,495.00	167	3,300	2,195.00-
01 03	SPARK INNOVATION CENTER	1,500	.00		18,000	.00		18,000	18,000.00
01 *	RENTAL OF GENERAL PROP	2,074	750.00	36	24,800	8,536.00	34	24,800	16,264.00
02 00	RENTAL OF REAL PROP	6,674	2,417.72	36	80,000	99,347.25	124	80,000	19,347.25-
331 **	RENTS	8,748	3,167.72	36	104,800	107,883.25	103	104,800	3,083.25-
336	LOANS								
336 **	LOANS	0	.00		0	.00		0	.00

PREPARED 07/01/2022, 18:49:12
PROGRAM: GM259L

TOWN OF ALTAVISTA
REVENUE REPORT
100% OF YEAR LAPSED

PAGE 3

ACCOUNTING PERIOD 12/2022

TOWN OF ALTAVISTA

FUND 010 GENERAL FUND		*****	CURRENT	*****	*****	YEAR-TO-DATE	*****	ANNUAL	UNREALIZED
ACCOUNT	ACCOUNT DESCRIPTION	ESTIMATED	ACTUAL	%REV	ESTIMATED	ACTUAL	%REV	ESTIMATE	BALANCE
337	01 00 CODE ENFORCEMENT	38	.00		500	.00		500	500.00
337	** CODE ENFORCEMENT	38	.00		500	.00		500	500.00
330	*** CHARGES FOR SERVICES	8,786	3,167.72		105,300	107,883.25		105,300	2,583.25-
340	INTERGOVERNMENTAL REVENUE								
341	STATE								
03 00	RAILROAD ROLLING STOCK	1,337	.00		16,000	15,712.02	98	16,000	287.98
04 00	DCJS GRANT	6,674	22,286.00	334	80,000	89,144.00	111	80,000	9,144.00-
06 00	RENTAL TAX	87	44.96	52	1,000	971.67	97	1,000	28.33
08 00	MISCELLANEOUS STATE GRANT	1,250	.00		15,000	15,000.00	100	15,000	.00
08 01	TOBACCO GRANT	0	.00		0	184,306.00		0	184,306.00-
08 *	MISCELLANEOUS STATE GRANT	1,250	.00		15,000	199,306.00	1329	15,000	184,306.00-
09 00	POLICE GRANT	0	.00		0	18,480.00		0	18,480.00-
11 00	VDOT CONTRACTUAL SERVICES	250	.00		3,000	41,050.00	1368	3,000	38,050.00-
12 00	VDOT PD GRANT - OVERTIME	424	.00		5,000	5,495.00	110	5,000	495.00-
13 00	STATE TRANSIT REVENUE	1,545	.00		18,540	37,033.00	200	18,540	18,493.00-
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	11,567	22,330.96	193	138,540	408,343.69	295	138,540	269,803.69-
342	COUNTY								
02 00	LITTER GRANT	149	.00		1,700	2,537.00	149	1,700	837.00-
03 00	FIRE DEPT FUEL REIMB	837	2,733.47	327	10,000	12,205.89	122	10,000	2,205.89-
342	** COUNTY	986	2,733.47	277	11,700	14,742.89	126	11,700	3,042.89-
343	FEDERAL								
04 00	FEDERAL TRANSIT REVENUE	6,822	.00		81,820	28,238.00	35	81,820	53,582.00
343	** FEDERAL	6,822	.00		81,820	28,238.00	35	81,820	53,582.00
340	*** INTERGOVERNMENTAL REVENUE	19,375	25,064.43		232,060	451,324.58		232,060	219,264.58-
350	OTHER REVENUE								
351	MISCELLANEOUS								
01 00	SALES OF SUPPLIES & MAT	625	.00		7,500	4,966.40	66	7,500	2,533.60
01 *	SALES OF SUPPLIES & MAT	625	.00		7,500	4,966.40	66	7,500	2,533.60
03 00	CASH DISCOUNTS	12	.00		100	.91	1	100	99.09
04 00	MISCELLANEOUS	1,174	4,692.41	400	14,000	70,859.81	506	14,000	56,859.81-

PREPARED 07/01/2022, 18:49:12
PROGRAM: GM259L

TOWN OF ALTAVISTA
REVENUE REPORT
100% OF YEAR LAPSED

PAGE 4

ACCOUNTING PERIOD 12/2022

TOWN OF ALTAVISTA

FUND 010 GENERAL FUND		*****	CURRENT	*****	*****	YEAR-TO-DATE	*****	ANNUAL	UNREALIZED
ACCOUNT	ACCOUNT DESCRIPTION	ESTIMATED	ACTUAL	%REV	ESTIMATED	ACTUAL	%REV	ESTIMATE	BALANCE
04 02	HURT / LIGHTS	25	.00		300	183.92	61	300	116.08
04 03	HURT / SOLID WASTE COLL	2,993	2,766.40	92	35,960	38,729.60	108	35,960	2,769.60-
04 04	ESTATE OF ROBERTA F JENKS	687	714.49	104	8,200	9,312.51	114	8,200	1,112.51-
04 *	MISCELLANEOUS	4,879	8,173.30	168	58,460	119,085.84	204	58,460	60,625.84-
05 00	AVOCA REIMBURSEMENT	0	.00		0	7,801.50		0	7,801.50-
07 00	DONATIONS	0	.00		0	900.00		0	900.00-
08 00	REIMB OF INSURANCE CLAIM	0	.00		0	12,903.57		0	12,903.57-
09 00	STATE FORFEITURE FUND	0	.00		0	5,580.00		0	5,580.00-
351 **	MISCELLANEOUS	5,516	8,173.30	148	66,060	151,238.22	229	66,060	85,178.22-
350 ***	OTHER REVENUE	5,516	8,173.30		66,060	151,238.22		66,060	85,178.22-
360	OTHER FINANCING SOURCES								
361	TRANSFER IN								
01 00	FROM RESERVES	98,597	.00		1,183,120	.00		1,183,120	1,183,120.00
01 01	RESERVE MAIN. FUNDS	4,837	.00		58,000	.00		58,000	58,000.00
01 *	FROM RESERVES	103,434	.00		1,241,120	.00		1,241,120	1,241,120.00
03 01	DESIGNATED	17,959	.00		215,420	.00		215,420	215,420.00
361 **	TRANSFER IN	121,393	.00		1,456,540	.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	121,393	.00		1,456,540	.00		1,456,540	1,456,540.00
FUND TOTAL	GENERAL FUND	528,552	213,399.64		6,340,710	5,291,025.98		6,340,710	1,049,684.02

PREPARED 07/01/2022, 18:49:12
PROGRAM: GM259L

TOWN OF ALTAVISTA
REVENUE REPORT
100% OF YEAR LAPSED

PAGE 5
ACCOUNTING PERIOD 12/2022

TOWN OF ALTAVISTA

FUND 020 STATE HIGHWAY REIMB FUND		*****	CURRENT	*****	*****	YEAR-TO-DATE	*****	ANNUAL	UNREALIZED
ACCOUNT	ACCOUNT DESCRIPTION	ESTIMATED	ACTUAL	%REV	ESTIMATED	ACTUAL	%REV	ESTIMATE	BALANCE
320	INVESTMENT EARNINGS								
321	INTEREST								
02 00	INTEREST INCOME	0	.00		0	1,658.83		0	1,658.83-
321	** INTEREST	0	.00		0	1,658.83		0	1,658.83-
320	*** INVESTMENT EARNINGS	0	.00		0	1,658.83		0	1,658.83-
340	INTERGOVERNMENTAL REVENUE								
341	STATE								
07 00	STREET & HIGHWAY MAINT	60,837	.00		730,000	576,101.46	79	730,000	153,898.54
07 01	CARRYOVER OF FUNDS	25,990	.00		311,770	.00		311,770	311,770.00
07 *	STREET & HIGHWAY MAINT	86,827	.00		1,041,770	576,101.46	55	1,041,770	465,668.54
341	** STATE	86,827	.00		1,041,770	576,101.46	55	1,041,770	465,668.54
340	*** INTERGOVERNMENTAL REVENUE	86,827	.00		1,041,770	576,101.46		1,041,770	465,668.54
350	OTHER REVENUE								
351	MISCELLANEOUS								
03 00	CASH DISCOUNTS	0	.00		0	.91		0	.91-
351	** MISCELLANEOUS	0	.00		0	.91		0	.91-
350	*** OTHER REVENUE	0	.00		0	.91		0	.91-
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		86,827	.00		1,041,770	577,761.20		1,041,770	464,008.80

PREPARED 07/01/2022, 18:49:12
PROGRAM: GM259L

TOWN OF ALTAVISTA
REVENUE REPORT
100% OF YEAR LAPSED

PAGE 6
ACCOUNTING PERIOD 12/2022

TOWN OF ALTAVISTA

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

PREPARED 07/01/2022, 18:49:12
PROGRAM: GM259L

TOWN OF ALTAVISTA
REVENUE REPORT
100% OF YEAR LAPSED

PAGE 7

ACCOUNTING PERIOD 12/2022

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	.00		0	6,719.19		0	6,719.19-
321	** INTEREST	0	.00		0	6,719.19		0	6,719.19-
320	*** INVESTMENT EARNINGS	0	.00		0	6,719.19		0	6,719.19-
330	CHARGES FOR SERVICES								
332	WATER CHARGES								
01 00	INDUSTRIAL	116,250	145,461.51	125	1,395,000	1,373,324.07	98	1,395,000	21,675.93
02 00	BUSINESS & RESIDENTIAL	25,500	67,962.25	267	306,000	306,515.10	100	306,000	515.10-
03 00	OUTSIDE COMMUNITY	15,424	23,160.48	150	185,000	165,523.43	90	185,000	19,476.57
04 00	WATER CONNECTION FEES	125	.00		1,500	.00		1,500	1,500.00
05 00	BULK WATER PURCHASE	837	843.00	101	10,000	3,552.00	36	10,000	6,448.00
332	** WATER CHARGES	158,136	237,427.24	150	1,897,500	1,848,914.60	97	1,897,500	48,585.40
333	SEWER CHARGES								
01 00	INDUSTRIAL	141,674	186,175.45	131	1,700,000	1,591,406.95	94	1,700,000	108,593.05
02 00	BUSINESS & RESIDENTIAL	21,674	57,727.04	266	260,000	257,792.47	99	260,000	2,207.53
03 00	OUTSIDE COMMUNITY	137	.00		1,600	1,661.43	104	1,600	61.43-
04 00	SEWER CONNECTION FEES	174	.00		2,000	4,600.00	230	2,000	2,600.00-
05 00	SEWER SURCHARGES	4,174	.00		50,000	146,269.57	293	50,000	96,269.57-
333	** SEWER CHARGES	167,833	243,902.49	145	2,013,600	2,001,730.42	99	2,013,600	11,869.58
334	WATER & SEWER								
00 00	WATER & SEWER	562	.00		6,700	6,170.64	92	6,700	529.36
01 01	MONTHLY	4,174	4,299.75	103	50,000	47,466.25	95	50,000	2,533.75
01 02	QUARTERLY	11,674	36,043.80	309	140,000	145,728.05	104	140,000	5,728.05-
01 *	BASE RATE FEE	15,848	40,343.55	255	190,000	193,194.30	102	190,000	3,194.30-
334	** WATER & SEWER	16,410	40,343.55	246	196,700	199,364.94	101	196,700	2,664.94-
330	*** CHARGES FOR SERVICES	342,379	521,673.28		4,107,800	4,050,009.96		4,107,800	57,790.04
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-

PREPARED 07/01/2022, 18:49:12
PROGRAM: GM259L

TOWN OF ALTAVISTA
REVENUE REPORT
100% OF YEAR LAPSED

PAGE 8
ACCOUNTING PERIOD 12/2022

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
350	OTHER REVENUE								
351	MISCELLANEOUS								
03 00	CASH DISCOUNTS	0	.00		0	9.24		0	9.24-
04 00	MISCELLANEOUS	2,087	1,139.93	55	25,000	29,059.66	116	25,000	4,059.66-
04 05	ABBOTT WTR LINE PROJECT	0	616,600.00		0	658,260.00		0	658,260.00-
04 *	MISCELLANEOUS	2,087	617,739.93	9599	25,000	687,319.66	2749	25,000	662,319.66-
351	** MISCELLANEOUS	2,087	617,739.93	9599	25,000	687,328.90	2749	25,000	662,328.90-
350	*** OTHER REVENUE	2,087	617,739.93		25,000	687,328.90		25,000	662,328.90-
360	OTHER FINANCING SOURCES								
361	TRANSFER IN								
01 00	FROM RESERVES	2,805	.00		33,550	.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	392,856	.00		4,714,250	.00		4,714,250	4,714,250.00
361	** TRANSFER IN	395,661	.00		4,747,800	2,000,000.00	42	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	395,661	.00		4,747,800	2,000,000.00		4,747,800	2,747,800.00
FUND TOTAL WATER & SEWER FUND		740,127	1,139,413.21		8,880,600	7,206,465.05		8,880,600	1,674,134.95

PREPARED 07/01/2022, 18:49:12
PROGRAM: GM259L

TOWN OF ALTAVISTA
REVENUE REPORT
100% OF YEAR LAPSED

PAGE 9
ACCOUNTING PERIOD 12/2022

TOWN OF ALTAVISTA

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	.00		0	.11		0	.11-
321	** INTEREST	0	.00		0	.11		0	.11-
320	*** INVESTMENT EARNINGS	0	.00		0	.11		0	.11-
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	.00		0	.11		0	.11-

PREPARED 07/01/2022, 18:49:12
PROGRAM: GM259L

TOWN OF ALTAVISTA
REVENUE REPORT
100% OF YEAR LAPSED

PAGE 10
ACCOUNTING PERIOD 12/2022

TOWN OF ALTAVISTA

FUND 070 COMMUNITY IMPROV FUND		***** CURRENT *****			***** YEAR-TO-DATE *****			ANNUAL	UNREALIZED
ACCOUNT	ACCOUNT DESCRIPTION	ESTIMATED	ACTUAL	%REV	ESTIMATED	ACTUAL	%REV	ESTIMATE	BALANCE
320	INVESTMENT EARNINGS								
321	INTEREST								
03 00	INTEREST INCOME CDBG	0	.00		0	5.61		0	5.61-
321	** INTEREST	0	.00		0	5.61		0	5.61-
320	*** INVESTMENT EARNINGS	0	.00		0	5.61		0	5.61-
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	110,575.00		0	110,575.00-
343	** FEDERAL	0	.00		0	110,575.00		0	110,575.00-
340	*** INTERGOVERNMENTAL REVENUE	0	.00		0	110,575.00		0	110,575.00-
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	110,580.61		0	110,580.61-

PREPARED 07/01/2022, 18:49:12
PROGRAM: GM259L

TOWN OF ALTAVISTA
REVENUE REPORT
100% OF YEAR LAPSED

PAGE 11
ACCOUNTING PERIOD 12/2022

TOWN OF ALTAVISTA

FUND 090 CEMETERY FUND		***** CURRENT *****			***** YEAR-TO-DATE *****			ANNUAL	UNREALIZED
ACCOUNT	ACCOUNT DESCRIPTION	ESTIMATED	ACTUAL	%REV	ESTIMATED	ACTUAL	%REV	ESTIMATE	BALANCE
300	TAXES								
308	LICENSES, PERMITS & FEES								
02 02	BURIAL	1,443	2,200.00	153	17,250	13,575.00	79	17,250	3,675.00
308	** LICENSES, PERMITS & FEES	1,443	2,200.00	153	17,250	13,575.00	79	17,250	3,675.00
300	*** TAXES	1,443	2,200.00		17,250	13,575.00		17,250	3,675.00
320	INVESTMENT EARNINGS								
321	INTEREST								
02 00	INTEREST INCOME	0	.00		0	12,942.09		0	12,942.09-
321	** INTEREST	0	.00		0	12,942.09		0	12,942.09-
320	*** INVESTMENT EARNINGS	0	.00		0	12,942.09		0	12,942.09-
350	OTHER REVENUE								
351	MISCELLANEOUS								
02 00	SALE OF REAL ESTATE	375	.00		4,500	16,600.00	369	4,500	12,100.00-
04 00	MISCELLANEOUS	0	25.00		0	25.00		0	25.00-
351	** MISCELLANEOUS	375	25.00	7	4,500	16,625.00	369	4,500	12,125.00-
350	*** OTHER REVENUE	375	25.00		4,500	16,625.00		4,500	12,125.00-
360	OTHER FINANCING SOURCES								
361	TRANSFER IN								
03 00	FROM GENERAL FUND	4,700	.00		56,400	25,000.00	44	56,400	31,400.00
361	** TRANSFER IN	4,700	.00		56,400	25,000.00	44	56,400	31,400.00
360	*** OTHER FINANCING SOURCES	4,700	.00		56,400	25,000.00		56,400	31,400.00
FUND TOTAL CEMETERY FUND		6,518	2,225.00		78,150	68,142.09		78,150	10,007.91
GRAND TOTAL		1,362,024	1,355,037.85		16,341,230	13,253,975.04		16,341,230	3,087,254.96

PREPARED 07/01/2022, 18:49:27
 PROGRAM: GM267L
 TOWN OF ALTAVISTA

DETAIL BUDGET REPORT
 100% OF YEAR LAPSED

PAGE 2
 ACCOUNTING PERIOD 12/2022

FUND 010 GENERAL FUND			DEPT/DIV 1001 COUNCIL/COUNCIL										
BA	ELE	OBJ	ACCOUNT	*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%	
SUB	SUB		DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
40			ADMINISTRATION										
400			COUNCIL / PLANNING COMM										
	10		SALARIES AND WAGES										
	10	01	TOWN COUNCIL	2174	2166.69	100	26000	26000.28	100	.00	26000	.28-	100
	10	**	SALARIES AND WAGES	2174	2166.69	100	26000	26000.28	100	.00	26000	.28-	100
	20		BENEFITS										
	20	02	FICA	174	165.73	95	2000	1988.76	99	.00	2000	11.24	99
	20	**	BENEFITS	174	165.73	95	2000	1988.76	99	.00	2000	11.24	99
	30		CONTRACTUAL SERVICES										
	30	14	MISC & PROFESSIONAL SVCS	137	.00	0	1600	30650.00	1916	.00	1600	29050.00-	1916
	30	26	IT NETWRK/WEBSITE SUPPORT	287	85.75	30	3400	3570.50	105	.00	3400	170.50-	105
	30	**	CONTRACTUAL SERVICES	424	85.75	20	5000	34220.50	684	.00	5000	29220.50-	684
	50		OTHER CHARGES										
	50	08	TELECOMMUNICATIONS	212	.00	0	2500	1847.22	74	.00	2500	652.78	74
	50	16	PUBLIC OFFICIAL LIAB INSU	75	.00	0	900	900.00	100	.00	900	.00	100
	50	26	CONVENTIONS & EDUCATIONS	1375-	.00	0	0	.00	0	.00	0	.00	0
	50	32	MISCELLANEOUS	125	.00	0	1500	156.86	11	.00	1500	1343.14	11
	50	99	FEMA	4740	.00	0	4740	4740.00	100	.00	4740	.00	100
	50	**	OTHER CHARGES	3777	.00	0	9640	7644.08	79	.00	9640	1995.92	79
	81		CAPITAL OUTLAY - REPLACE										
	81	04	EDP EQUIP REPLACEMENT	837	.00	0	10000	10415.00	104	.00	10000	415.00-	104
	81	**	CAPITAL OUTLAY - REPLACE	837	.00	0	10000	10415.00	104	.00	10000	415.00-	104
400	**	**	COUNCIL / PLANNING COMM	7386	2418.17	33	52640	80268.62	153	.00	52640	27628.62-	153
40	**	**	ADMINISTRATION	7386	2418.17	33	52640	80268.62	153	.00	52640	27628.62-	153
DIV	1001		TOTAL *****										
			COUNCIL	7386	2418.17	33	52640	80268.62	153	.00	52640	27628.62-	153
DEPT	10		TOTAL *****										
			COUNCIL	7386	2418.17	33	52640	80268.62	153	.00	52640	27628.62-	153

PREPARED 07/01/2022, 18:49:27
 PROGRAM: GM267L
 TOWN OF ALTAVISTA

DETAIL BUDGET REPORT
 100% OF YEAR LAPSED

PAGE 3
 ACCOUNTING PERIOD 12/2022

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.	ANNUAL BUDGET	UNENCUMB. BALANCE	% BDGT

40			ADMINISTRATION										
401			ADMINISTRATION										
	10		SALARIES AND WAGES										
	10 02		REGULAR	1425-	29370.03	2061-	312900	289017.63	92	.00	312900	23882.37	92
	10 04		OVERTIME	150	51.00	34	1800	1434.19	80	.00	1800	365.81	80
	10 10		PERSONAL EMPLOYEE VEH	2650	461.54	17	2650	2653.86	100	.00	2650	3.86-	100
	10 **		SALARIES AND WAGES	1375	29882.57	2173	317350	293105.68	92	.00	317350	24244.32	92
20			BENEFITS										
	20 02		FICA	450-	2059.19	458-	23750	20877.16	88	.00	23750	2872.84	88
	20 04		VA RETIREMENT SYSTEM	1430-	2254.42	158-	29370	19879.44	68	.00	29370	9490.56	68
	20 06		GROUP MEDICAL INSURANCE	276-	4728.24	1713-	40600	42290.64	104	.00	40600	1690.64-	104
	20 08		GROUP LIFE INSURANCE	387	426.70	110	4600	3925.06	85	.00	4600	674.94	85
	20 10		WORKER'S COMP	4587	404.24	9	55000	51816.14	94	.00	55000	3183.86	94
	20 12		EMPLOYEE EDUCATION ASSIST	4487	.00	0	5400	.00	0	5400.00	5400	.00	100
	20 14		EMPLOYEE ASSIST PROGRAM	148	.00	0	1710	1545.00	90	.00	1710	165.00	90
	20 16		OTHER EMPLOYEE BENEFITS	18120-	401.58	2-	13450	11068.38	82	.00	13450	2381.62	82
	20 18		VRS HYBRID EMPLOYER CONTR	0	630.58	0	0	7112.47	0	.00	0	7112.47-	0
	20 20		ICMA HYBRID EMPLOYER CONT	0	235.70	0	0	1663.35	0	.00	0	1663.35-	0
	20 **		BENEFITS	10667-	11140.65	104-	173880	160177.64	92	5400.00	173880	8302.36	95
30			CONTRACTUAL SERVICES										
	30 02		PROFESSIONAL SVCS - COBRA	150	122.32	82	1800	1380.23	77	.00	1800	419.77	77
	30 04		LEGAL SERVICES	2212	4000.00	181	26500	25248.97	95	.00	26500	1251.03	95
	30 06		ADVERTISING	1674	334.95	20	20000	16937.84	85	.00	20000	3062.16	85
	30 08		MAINTENANCE SVC CONTRACTS	7862	842.48	11	94300	90209.58	96	.00	94300	4090.42	96
	30 10		INDEPENDENT AUDITOR	1587	.00	0	19000	18990.00	100	.00	19000	10.00	100
	30 12		ENGIN & ARCHITECTURAL SVC	4576-	.00	0	0	9550.00	0	.00	0	9550.00-	0
	30 14		MISC & PROFESSIONAL SVCS	53087	.00	0	76000	66910.80	88	.00	76000	9089.20	88
	30 17		RANDOM DRUG SCREENING	124	75.00	61	1400	433.00	31	.00	1400	967.00	31
	30 26		IT NETWRK/WEBSITE SUPPORT	15955	3918.26	25	64850	68387.22	106	.00	64850	3537.22-	106
	30 **		CONTRACTUAL SERVICES	78075	9293.01	12	303850	298047.64	98	.00	303850	5802.36	98
50			OTHER CHARGES										
	50 02		ELECTRICAL SERVICES	1250-	999.05	80-	12500	11522.19	92	.00	12500	977.81	92
	50 04		HEATING SERVICES	250	69.37	28	3000	2630.22	88	.00	3000	369.78	88
	50 06		POSTAL SERVICES	937	1396.19	149	11200	11137.81	99	.00	11200	62.19	99
	50 08		TELECOMMUNICATIONS	2524	674.05	27	8200	8997.23	110	.00	8200	797.23-	110
	50 10		PROPERTY INSURANCE	712	.00	0	8500	9306.00	110	.00	8500	806.00-	110
	50 12		MOTOR VEHICLE INSURANCE	55	.00	0	550	550.00	100	.00	550	.00	100
	50 14		SURETY BONDS	25	.00	0	300	225.00	75	.00	300	75.00	75
	50 18		GENERAL LIABILITY INSUR	1654-	.00	0	2130	2048.00	96	.00	2130	82.00	96
	50 26		CONVENTIONS & EDUCATIONS	2663-	.00	0	1000	.00	0	.00	1000	1000.00	0
	50 28		DUES & ASSOC MEMBERSHIPS	950-	.00	0	9500	9443.00	99	.00	9500	57.00	99
	50 30		REFUNDS	49	.00	0	500	58.31	12	.00	500	441.69	12
	50 32		MISCELLANEOUS	1756	1644.61	94	11150	11623.46	104	740.13	11150	1213.59-	111
	50 34		MISCELLANEOUS REIMB	24	.00	0	200	.00	0	.00	200	200.00	0
	50 **		OTHER CHARGES	185-	4783.27	2586-	68730	67541.22	98	740.13	68730	448.65	99

PREPARED 07/01/2022, 18:49:27
 PROGRAM: GM267L
 TOWN OF ALTAVISTA

DETAIL BUDGET REPORT
 100% OF YEAR LAPSED

PAGE 4
 ACCOUNTING PERIOD 12/2022

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.	ANNUAL BUDGET	UNENCUMB. BALANCE	% BDGT
40			ADMINISTRATION										
401			ADMINISTRATION										
60			MATERIALS & SUPPLIES										
60	02		OFFICE SUPPLIES	1599	819.61	51	23500	16526.04	70	1319.99	23500	5653.97	76
60	04		REPAIRS & MAINTENANCE	2975	1475.56	50	22500	23823.96	106	.00	22500	1323.96	106
60	06		FUELS & LUBRICANTS	88	338.16	384	1100	772.85	70	.00	1100	327.15	70
60	12		BOOKS & SUBSCRIPTIONS	12	.00	0	100	56.00	56	.00	100	44.00	56
60	**		MATERIALS & SUPPLIES	4498	2633.33	59	47200	41178.85	87	1319.99	47200	4701.16	90
81			CAPITAL OUTLAY - REPLACE										
81	18		BUILDING	587	960.00	164	7000	4220.00	60	.00	7000	2780.00	60
81	**		CAPITAL OUTLAY - REPLACE	587	960.00	164	7000	4220.00	60	.00	7000	2780.00	60
401	**	**	ADMINISTRATION	73683	58692.83	80	918010	864271.03	94	7460.12	918010	46278.85	95
40	**	**	ADMINISTRATION	73683	58692.83	80	918010	864271.03	94	7460.12	918010	46278.85	95
DIV	1101		TOTAL *****										
			ADMINISTRATION	73683	58692.83	80	918010	864271.03	94	7460.12	918010	46278.85	95
DEPT	11		TOTAL *****										
			GENERAL GOVERNMENT	73683	58692.83	80	918010	864271.03	94	7460.12	918010	46278.85	95

PREPARED 07/01/2022, 18:49:27
 PROGRAM: GM267L
 TOWN OF ALTAVISTA

DETAIL BUDGET REPORT
 100% OF YEAR LAPSED

PAGE 5
 ACCOUNTING PERIOD 12/2022

FUND 010 GENERAL FUND		DEPT/DIV 3101 PUBLIC SAFETY/POLICE DEPARTMENT										
BA	ELE OBJ	ACCOUNT	*****CURRENT*****			*****YEAR-TO-DATE*****						
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	ANNUAL BUDGET	UNENCUMB. BALANCE	% BDTG
50		PUBLIC SAFETY										
501		POLICE DEPARTMENT										
10		SALARIES AND WAGES										
10 02		REGULAR	44830	51373.38	115	680630	646644.98	95	.00	680630	33985.02	95
10 04		OVERTIME	1750	2360.93	135	21000	20604.00	98	.00	21000	396.00	98
10 06		DMV GRANT OVERTIME	424	.00	0	5000	3920.00	78	.00	5000	1080.00	78
10 08		PD RESIDENCY STIPEND	1375	858.37	62	16500	9767.08	59	.00	16500	6732.92	59
10 **		SALARIES AND WAGES	48379	54592.68	113	723130	680936.06	94	.00	723130	42193.94	94
20		BENEFITS										
20 02		FICA	4670	3927.28	84	55930	49630.46	89	.00	55930	6299.54	89
20 04		VA RETIREMENT SYSTEM	5674	5395.92	95	68000	62847.47	92	.00	68000	5152.53	92
20 06		GROUP MEDICAL INSURANCE	16650	8090.26	49	85400	93478.98	110	.00	85400	8078.98-	110
20 08		GROUP LIFE INSURANCE	775	712.74	92	9300	8511.36	92	.00	9300	788.64	92
20 16		OTHER EMPLOYEE BENEFITS	2870	.00	0	12770	12775.00	100	.00	12770	5.00-	100
20 **		BENEFITS	30639	18126.20	59	231400	227243.27	98	.00	231400	4156.73	98
30		CONTRACTUAL SERVICES										
30 06		ADVERTISING	125	110.00	88	1500	1240.00	83	.00	1500	260.00	83
30 08		MAINTENANCE SVC CONTRACTS	1020	232.66	23	12240	39767.96	325	.00	12240	27527.96-	325
30 16		PHYSICALS	189	230.00	122	2180	2180.00	100	.00	2180	.00	100
30 18		R & M ELECTRONICS	24	.00	0	200	.00	0	.00	200	200.00	0
30 26		IT NETWRK/WEBSITE SUPPORT	1855-	1597.50	86-	27130	25291.26	93	.00	27130	1838.74	93
30 **		CONTRACTUAL SERVICES	497-	2170.16	437-	43250	68479.22	158	.00	43250	25229.22-	158
50		OTHER CHARGES										
50 08		TELECOMMUNICATIONS	1437	1336.11	93	17200	16323.85	95	.00	17200	876.15	95
50 10		PROPERTY INSURANCE	162	.00	0	1900	1900.00	100	.00	1900	.00	100
50 12		MOTOR VEHICLE INSURANCE	406	.00	0	4850	4850.00	100	.00	4850	.00	100
50 18		GENERAL LIABILITY INSUR	356	.00	0	4250	4250.00	100	.00	4250	.00	100
50 24		SUBSISTANCE & LODGING	675	.00	0	8100	2113.97	26	.00	8100	5986.03	26
50 26		CONVENTIONS & EDUCATIONS	837	.00	0	10000	9723.00	97	.00	10000	277.00	97
50 28		DUES & ASSOC MEMBERSHIPS	587	.00	0	7000	6842.00	98	.00	7000	158.00	98
50 29		ACCREDITATION PROGRAM	325	2988.58	920	3900	2988.58	77	45.00	3900	866.42	78
50 32		MISCELLANEOUS	87	.00	0	1000	411.85	41	.00	1000	588.15	41
50 37		COMMUNITY ENGAGEMENT	100	.00	0	1200	636.96	53	.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	4972	4324.69	87	59400	58100.21	98	45.00	59400	1254.79	98
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	987	1458.54	148	11800	7109.20	60	2040.00	11800	2650.80	78
60 04		REPAIRS & MAINTENANCE	125	52.12	42	1500	1014.98	68	.00	1500	485.02	68
60 06		FUELS & LUBRICANTS	9300	4319.36	46	31300	29314.20	94	.00	31300	1985.80	94
60 08		VEHICLE & EQUIP R&M	5800	326.59	6	16800	16869.65	100	.00	16800	69.65-	100
60 10		UNIFORMS	913-	819.53	90-	11000	7995.40	73	.00	11000	3004.60	73
60 16		DRUG INVESTIGATING	4500-	.00	0	1000	250.00	25	.00	1000	750.00	25

PREPARED 07/01/2022, 18:49:27
 PROGRAM: GM267L
 TOWN OF ALTAVISTA

DETAIL BUDGET REPORT
 100% OF YEAR LAPSED

PAGE 6
 ACCOUNTING PERIOD 12/2022

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										
	60	25	SMALL EQUIPMENT	125	49.90	40	1500	670.89	45	.00	1500	829.11	45
	60	48	AMMUNITION & BATTERIES	837	.00	0	10000	9609.02	96	.00	10000	390.98	96
	60	**	MATERIALS & SUPPLIES	11761	7026.04	60	84900	72833.34	86	2040.00	84900	10026.66	88
	81		CAPITAL OUTLAY - REPLACE										
	81	02	VEHICLE REPLACEMENT	3924	.00	0	47000	42609.26	91	.00	47000	4390.74	91
	81	06	MACHINERY & EQUIPMENT	585	.00	0	7020	7019.80	100	.00	7020	.20	100
	81	**	CAPITAL OUTLAY - REPLACE	4509	.00	0	54020	49629.06	92	.00	54020	4390.94	92
501	**	**	POLICE DEPARTMENT	99763	86239.77	86	1196100	1172720.16	98	2085.00	1196100	21294.84	98
50	**	**	PUBLIC SAFETY	99763	86239.77	86	1196100	1172720.16	98	2085.00	1196100	21294.84	98
DIV	3101		TOTAL *****										
			POLICE DEPARTMENT	99763	86239.77	86	1196100	1172720.16	98	2085.00	1196100	21294.84	98
DEPT	31		TOTAL *****										
			PUBLIC SAFETY	99763	86239.77	86	1196100	1172720.16	98	2085.00	1196100	21294.84	98

PREPARED 07/01/2022, 18:49:27
 PROGRAM: GM267L
 TOWN OF ALTAVISTA

DETAIL BUDGET REPORT
 100% OF YEAR LAPSED

PAGE 7
 ACCOUNTING PERIOD 12/2022

FUND 010 GENERAL FUND			DEPT/DIV 4101 PUBLIC WORKS/MAIN OF STREETS & HWYS			*****CURRENT***** YEAR-TO-DATE*****			ENCUMBR.	ANNUAL BUDGET	UNENCUMB. BALANCE	% BDGT
BA	ELE	OBJ	ACCOUNT	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP			
SUB	SUB		DESCRIPTION									
60												
601			OPERATIONS & MAINTENANCE									
10			SALARIES AND WAGES									
10 02			REGULAR	14276	36711.66	257	501290	413944.44	83	.00	501290	87345.56 83
10 04			OVERTIME	7437	3056.60	41	16600	19326.15	116	.00	16600	2726.15- 116
10 **			SALARIES AND WAGES	21713	39768.26	183	517890	433270.59	84	.00	517890	84619.41 84
20			BENEFITS									
20 02			FICA	3350	3089.44	92	40200	26564.99	66	.00	40200	13635.01 66
20 04			VA RETIREMENT SYSTEM	4210	1482.02	35	50520	8800.66	17	.00	50520	41719.34 17
20 06			GROUP MEDICAL INSURANCE	5604	3398.43	61	95320	27761.65	29	.00	95320	67558.35 29
20 08			GROUP LIFE INSURANCE	585	545.99	93	6910	4554.42	66	.00	6910	2355.58 66
20 18			VRS HYBRID EMPLOYER CONTR	0	2124.57	0	0	20459.74	0	.00	0	20459.74- 0
20 20			ICMA HYBRID EMPLOYER CONT	0	386.43	0	0	4047.47	0	.00	0	4047.47- 0
20 **			BENEFITS	13749	11026.88	80	192950	92188.93	48	.00	192950	100761.07 48
30			CONTRACTUAL SERVICES									
30 08			MAINTENANCE SVC CONTRACTS	424	99.94	24	5000	5240.84	105	.00	5000	240.84- 105
30 12			ENGIN & ARCHITECTURAL SVC	4576-	.00	0	0	.00	0	.00	0	.00 0
30 16			PHYSICALS	62	480.00	774	700	1134.00	162	.00	700	434.00- 162
30 18			R & M ELECTRONICS	87	691.36	795	1000	691.36	69	.00	1000	308.64 69
30 36			MOWING CONTRACT	1087	400.00	37	13000	10360.00	80	.00	13000	2640.00 80
30 38			TUB GRINDING BRUSH	7326-	.00	0	0	.00	0	.00	0	.00 0
30 40			RECURRING LEASE AGREEMENT	80	.00	0	960	.00	0	.00	960	960.00 0
30 **			CONTRACTUAL SERVICES	10162-	1671.30	16-	20660	17426.20	84	.00	20660	3233.80 84
50			OTHER CHARGES									
50 08			TELECOMMUNICATIONS	899	579.29	64	5200	5110.03	98	.00	5200	89.97 98
50 10			PROPERTY INSURANCE	399	.00	0	4700	4700.00	100	.00	4700	.00 100
50 12			MOTOR VEHICLE INSURANCE	924	.00	0	11000	10851.00	99	.00	11000	149.00 99
50 24			SUBSISTANCE & LODGING	49	80.25	164	500	292.37	59	.00	500	207.63 59
50 26			CONVENTIONS & EDUCATIONS	2750-	.00	0	0	.00	0	.00	0	.00 0
50 32			MISCELLANEOUS	49	.00	0	500	505.23	101	.00	500	5.23- 101
50 38			INVENTORY OVER / SHORT	0	4057.54	0	0	4234.77	0	.00	0	4234.77- 0
50 **			OTHER CHARGES	430-	4717.08	1097-	21900	25693.40	117	.00	21900	3793.40- 117
60			MATERIALS & SUPPLIES									
60 02			OFFICE SUPPLIES	320	.00	0	6920	2323.62	34	.00	6920	4596.38 34
60 05			FUEL PUMPS	125	.00	0	1500	1179.90	79	.00	1500	320.10 79
60 06			FUELS & LUBRICANTS	2250	3148.34	140	27000	22690.43	84	.00	27000	4309.57 84
60 08			VEHICLE / EQUIP R&M	5400	2601.77	48	32900	32875.19	100	.00	32900	24.81 100
60 10			UNIFORMS	837	1657.32	198	10000	7486.40	75	.00	10000	2513.60 75
60 11			SAFETY EQUIP & PROGRAMS	1075	441.35	41	3550	3548.61	100	.00	3550	1.39 100
60 20			STREET LT OPER SUPPLIES	1013-	2166.23	214-	27400	26481.46	97	.00	27400	918.54 97
60 22			HIGHWAY, STRT & SIDEWALKS	1500	301.57	20	18000	17984.26	100	.00	18000	15.74 100
60 23			EQUIPMENT RENTAL	3616-	101.30	3-	520	101.30	20	.00	520	418.70 20
60 28			STORM DRAINAGE	2750-	.00	0	0	.00	0	.00	0	.00 0
60 30			ENGINEERING R & M	913-	.00	0	0	.00	0	.00	0	.00 0
60 34			TRAIN STATION SUPPLIES	250	356.50	143	3000	1278.15	43	.00	3000	1721.85 43
60 36			PAVEMENT	4174	.00	0	50000	225740.67	452	.00	50000	175740.67- 452

PREPARED 07/01/2022, 18:49:27
 PROGRAM: GM267L
 TOWN OF ALTAVISTA

DETAIL BUDGET REPORT
 100% OF YEAR LAPSED

PAGE 8
 ACCOUNTING PERIOD 12/2022

FUND 010 GENERAL FUND			DEPT/DIV 4101 PUBLIC WORKS/MAIN OF STREETS & HWYS										
BA	ELE	OBJ	ACCOUNT	*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%	
SUB	SUB		DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60													
601			OPERATIONS & MAINTENANCE										
60	40		TRAFFIC CONTROL DEVICE	250	.00	0	3000	107.11	4	.00	3000	2892.89	4
60	44		SNOW & ICE REMOVAL	1726-	.00	0	100	99.96	100	.00	100	.04	100
60	52		DECORATIVE STREET LIGHTS	3080	.00	0	5830	5827.36	100	.00	5830	2.64	100
60	**		MATERIALS & SUPPLIES	9243	10774.38	117	189720	347724.42	183	.00	189720	158004.42-	183
81			CAPITAL OUTLAY - REPLACE										
81	02		VEHICLE REPLACEMENT	18196	.00	0	218330	168294.03	77	.00	218330	50035.97	77
81	06		MACHINERY & EQUIPMENT	10875	.00	0	130500	28312.75	22	96435.00	130500	5752.25	96
81	30		IMPRVMNTS OTHER THAN BLDG	2712	.00	0	32500	32250.00	99	.00	32500	250.00	99
81	**		CAPITAL OUTLAY - REPLACE	31783	.00	0	381330	228856.78	60	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	1337	.00	0	16000	16000.00	100	.00	16000	.00	100
90	04		INTEREST	458	.00	0	5430	5252.64	97	.00	5430	177.36	97
90	**		DEBT SERVICE	1795	.00	0	21430	21252.64	99	.00	21430	177.36	99
601	**	**	OPERATIONS & MAINTENANCE	67691	67957.90	100	1345880	1211682.96	90	96435.00	1345880	37762.04	97
606													
82			CAPITAL OUTLAY - NEW										
82	30		IMPRVMNTS OTHER THAN BLDG	0	.00	0	0	187158.00	0	.00	0	187158.00-	0
82	**		CAPITAL OUTLAY - NEW	0	.00	0	0	187158.00	0	.00	0	187158.00-	0
606	**	**		0	.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	5525.00	0	0	77532.00	0	.00	0	77532.00-	0
82	**		CAPITAL OUTLAY - NEW	0	5525.00	0	0	77532.00	0	.00	0	77532.00-	0
608	**	**	CAPITAL OUTLAY	0	5525.00	0	0	77532.00	0	.00	0	77532.00-	0
60	**	**		67691	73482.90	109	1345880	1476372.96	110	96435.00	1345880	226927.96-	117
DIV	4101		TOTAL *****										
			MAIN OF STREETS & HWYS	67691	73482.90	109	1345880	1476372.96	110	96435.00	1345880	226927.96-	117

PREPARED 07/01/2022, 18:49:27
 PROGRAM: GM267L
 TOWN OF ALTAVISTA

DETAIL BUDGET REPORT
 100% OF YEAR LAPSED

PAGE 9
 ACCOUNTING PERIOD 12/2022

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	10750	2410.95	22	19000	18358.78	97	.00	19000	641.22	97
60	08		VEHICLE / EQUIP R&M	41750	.00	0	61000	63315.87	104	.00	61000	2315.87-	104
60	18		SUPPLIES	480	.00	0	480	483.45	101	.00	480	3.45-	101
60	26		LITTER EXPENSES	150	1157.18	772	1800	1580.48	88	.00	1800	219.52	88
60	**		MATERIALS & SUPPLIES	53130	3568.13	7	82280	83738.58	102	.00	82280	1458.58-	102
81			CAPITAL OUTLAY - REPLACE										
81	02		VEHICLE REPLACEMENT	8750	.00	0	105000	319398.50	304	.00	105000	214398.50-	304
81	06		MACHINERY & EQUIPMENT	4576-	.00	0	0	.00	0	.00	0	.00	0
81	**		CAPITAL OUTLAY - REPLACE	4174	.00	0	105000	319398.50	304	.00	105000	214398.50-	304
601	**	**	OPERATIONS & MAINTENANCE	57304	3568.13	6	187280	403137.08	215	.00	187280	215857.08-	215
60	**	**		57304	3568.13	6	187280	403137.08	215	.00	187280	215857.08-	215
DIV	4102		TOTAL *****										
			SANITATION & WASTE REM	57304	3568.13	6	187280	403137.08	215	.00	187280	215857.08-	215

PREPARED 07/01/2022, 18:49:27
 PROGRAM: GM267L
 TOWN OF ALTAVISTA

DETAIL BUDGET REPORT
 100% OF YEAR LAPSED

PAGE 10
 ACCOUNTING PERIOD 12/2022

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	4900	7369.40	150	13150	13165.40	100	.00	13150	15.40-	100
	30	**	CONTRACTUAL SERVICES	4900	7369.40	150	13150	13165.40	100	.00	13150	15.40-	100
	50		OTHER CHARGES										
	50	02	ELECTRICAL SERVICES	549	511.07	93	6500	6487.70	100	.00	6500	12.30	100
	50	04	HEATING SERVICES	1226-	63.05	5-	600	455.15	76	.00	600	144.85	76
	50	**	OTHER CHARGES	677-	574.12	85-	7100	6942.85	98	.00	7100	157.15	98
	60		MATERIALS & SUPPLIES										
	60	18	SUPPLIES	2000	85.98	4	7500	7638.40	102	.00	7500	138.40-	102
	60	24	SMALL TOOLS	837	1528.60	183	4500	4520.52	101	.00	4500	20.52-	101
	60	**	MATERIALS & SUPPLIES	2837	1614.58	57	12000	12158.92	101	.00	12000	158.92-	101
601	**	**	OPERATIONS & MAINTENANCE	7060	9558.10	135	32250	32267.17	100	.00	32250	17.17-	100
604			COMMUNITY IMPROVEMENT										
	81		CAPITAL OUTLAY - REPLACE										
	81	30	IMPRVMNTS OTHER THAN BLDG	0	4500.00-	0	0	.00	0	.00	0	.00	0
	81	**	CAPITAL OUTLAY - REPLACE	0	4500.00-	0	0	.00	0	.00	0	.00	0
604	**	**	COMMUNITY IMPROVEMENT	0	4500.00-	0	0	.00	0	.00	0	.00	0
60	**	**		7060	5058.10	72	32250	32267.17	100	.00	32250	17.17-	100
DIV	4103		TOTAL *****										
			MAIN OF BLDGS & GROUNDS	7060	5058.10	72	32250	32267.17	100	.00	32250	17.17-	100

PREPARED 07/01/2022, 18:49:27
 PROGRAM: GM267L
 TOWN OF ALTAVISTA

DETAIL BUDGET REPORT
 100% OF YEAR LAPSED

PAGE 11
 ACCOUNTING PERIOD 12/2022

FUND 010 GENERAL FUND			DEPT/DIV 4104 PUBLIC WORKS/PARKS & RECREATION										
BA	ELE OBJ	ACCOUNT	*****CURRENT*****			*****YEAR-TO-DATE*****				ANNUAL	UNENCUMB.	%	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT	
60													
602		PARKS, RECREAT & CULTURAL											
30		CONTRACTUAL SERVICES											
30	42	TREE REMOVAL & PRUNING	250	.00	0	3000	2999.92	100	.00	3000	.08	100	
30	**	CONTRACTUAL SERVICES	250	.00	0	3000	2999.92	100	.00	3000	.08	100	
50		OTHER CHARGES											
50	02	ELECTRICAL SERVICES	424	1249.70	295	16000	13527.41	85	.00	16000	2472.59	85	
50	04	HEATING SERVICES	359	58.80	16	810	793.09	98	.00	810	16.91	98	
50	08	TELECOMMUNICATIONS	124	110.16	89	1400	871.76	62	.00	1400	528.24	62	
50	27	COMMUNITY GIFT PROGRAM	0	558.75	0	0	1258.71	0	.00	0	1258.71	0	
50	34	MISCELLANEOUS REIMB	224	175.00	78	400	400.00	100	.00	400	.00	100	
50	**	OTHER CHARGES	1131	2152.41	190	18610	16850.97	91	.00	18610	1759.03	91	
60		MATERIALS & SUPPLIES											
60	18	SUPPLIES	6287	2453.33	39	23700	23845.32	101	.00	23700	145.32	101	
60	53	MULCH & LANDSCAPING STONE	826	.00	0	6500	6474.50	100	.00	6500	25.50	100	
60	54	PLAYGROUND EQUIPMENT	1075	92.64	9	300	92.64	31	.00	300	207.36	31	
60	55	SPLASH PAD	462	1919.65	416	5500	4356.55	79	.00	5500	1143.45	79	
60	56	WAR MEMORIAL BALLFIELD	250	.00	0	3000	3089.32	103	.00	3000	89.32	103	
60	57	CANOE LAUNCH	437	180.00	41	1350	1433.10	106	.00	1350	83.10	106	
60	58	SPECIAL EVENTS	49	.00	0	500	394.29	79	.00	500	105.71	79	
60	**	MATERIALS & SUPPLIES	5584	4645.62	83	40850	39685.72	97	.00	40850	1164.28	97	
81		CAPITAL OUTLAY - REPLACE											
81	18	BUILDING	1250	.00	0	15000	34415.48	229	.00	15000	19415.48	229	
81	26	PARKS	8337	.00	0	100000	61357.32	61	.00	100000	38642.68	61	
81	30	IMPRVMNTS OTHER THAN BLDG	4174	.00	0	50000	75516.00	151	.00	50000	25516.00	151	
81	**	CAPITAL OUTLAY - REPLACE	13761	.00	0	165000	171288.80	104	.00	165000	6288.80	104	
82		CAPITAL OUTLAY - NEW											
82	26	PARKS	17424	.00	0	209000	5000.00	2	.00	209000	204000.00	2	
82	**	CAPITAL OUTLAY - NEW	17424	.00	0	209000	5000.00	2	.00	209000	204000.00	2	
602	**	PARKS, RECREAT & CULTURAL	38150	6798.03	18	436460	235825.41	54	.00	436460	200634.59	54	
60	**	**	38150	6798.03	18	436460	235825.41	54	.00	436460	200634.59	54	
DIV	4104	TOTAL *****											
		PARKS & RECREATION	38150	6798.03	18	436460	235825.41	54	.00	436460	200634.59	54	

PREPARED 07/01/2022, 18:49:27
 PROGRAM: GM267L
 TOWN OF ALTAVISTA

DETAIL BUDGET REPORT
 100% OF YEAR LAPSED

PAGE 12
 ACCOUNTING PERIOD 12/2022

FUND 010 GENERAL FUND			DEPT/DIV 4106 PUBLIC WORKS/CULTURAL										
BA	ELE	OBJ	ACCOUNT	*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%	
SUB	SUB		DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60													
602			PARKS, RECREAT & CULTURAL										
	50		OTHER CHARGES										
	50	02	ELECTRICAL SERVICES	700	6.59	1	700	659.73	94	.00	700	40.27	94
	50	**	OTHER CHARGES	700	6.59	1	700	659.73	94	.00	700	40.27	94
602	**	**	PARKS, RECREAT & CULTURAL	700	6.59	1	700	659.73	94	.00	700	40.27	94
60	**	**		700	6.59	1	700	659.73	94	.00	700	40.27	94
DIV	4106		TOTAL *****										
			CULTURAL	700	6.59	1	700	659.73	94	.00	700	40.27	94

PREPARED 07/01/2022, 18:49:27
 PROGRAM: GM267L
 TOWN OF ALTAVISTA

DETAIL BUDGET REPORT
 100% OF YEAR LAPSED

PAGE 13
 ACCOUNTING PERIOD 12/2022

FUND 010 GENERAL FUND			DEPT/DIV 4108 PUBLIC WORKS/LIBRARY										
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	44	CUSTODIAL SERVICES	924	946.20	102	11000	10408.20	95	.00	11000	591.80	95
	30	**	CONTRACTUAL SERVICES	924	946.20	102	11000	10408.20	95	.00	11000	591.80	95
60			MATERIALS & SUPPLIES										
60	04		REPAIRS & MAINTENANCE	2880-	366.52	13-	10870	7773.44	72	.00	10870	3096.56	72
60	**		MATERIALS & SUPPLIES	2880-	366.52	13-	10870	7773.44	72	.00	10870	3096.56	72
601	**	**	OPERATIONS & MAINTENANCE	1956-	1312.72	67-	21870	18181.64	83	.00	21870	3688.36	83
60	**	**		1956-	1312.72	67-	21870	18181.64	83	.00	21870	3688.36	83
DIV	4108		TOTAL *****										
			LIBRARY	1956-	1312.72	67-	21870	18181.64	83	.00	21870	3688.36	83
DEPT	41		TOTAL *****										
			PUBLIC WORKS	168949	90226.47	53	2024440	2166443.99	107	96435.00	2024440	238438.99-	112

FUND 010 GENERAL FUND			DEPT/DIV 6101 PUBLIC			TRANSPORTATION/OPERATIONS							
BA	ELE	OBJ	ACCOUNT	*****CURRENT*****			*****YEAR-TO-DATE*****						
SUB		SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	ANNUAL BUDGET	UNENCUMB. BALANCE	% BDGT
<hr/>													
40			ADMINISTRATION										
403			PUBLIC TRANSPORTATION										
	10		SALARIES AND WAGES										
	10 02		REGULAR	6999	7791.35	111	84120	64372.20	77	.00	84120	19747.80	77
	10 04		OVERTIME	20	.00	0	20	14.66	73	.00	20	5.34	73
	10 **		SALARIES AND WAGES	7019	7791.35	111	84140	64386.86	77	.00	84140	19753.14	77
	20		BENEFITS										
	20 02		FICA	544	556.07	102	6440	4756.57	74	.00	6440	1683.43	74
	20 04		VA RETIREMENT SYSTEM	409	472.76	116	4820	1810.99	38	.00	4820	3009.01	38
	20 06		GROUP MEDICAL INSURANCE	944-	674.70	72-	3500	3350.52	96	.00	3500	149.48	96
	20 08		GROUP LIFE INSURANCE	55	64.64	118	660	387.00	59	.00	660	273.00	59
	20 10		WORKER'S COMP	149	.00	0	1700	1700.00	100	.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	213	1768.17	830	17120	13024.98	76	.00	17120	4095.02	76
	30		CONTRACTUAL SERVICES										
	30 06		ADVERTISING	813-	.00	0	100	55.80	56	.00	100	44.20	56
	30 08		MAINTENANCE SVC CONTRACTS	451-	.00	0	0	.00	0	.00	0	.00	0
	30 14		MISC & PROFESSIONAL SVCS	175-	.00	0	100	.00	0	.00	100	100.00	0
	30 16		PHYSICALS	227	75.00	33	480	528.00	110	.00	480	48.00-	110
	30 **		CONTRACTUAL SERVICES	1212-	75.00	6-	680	583.80	86	.00	680	96.20	86
	50		OTHER CHARGES										
	50 08		TELECOMMUNICATIONS	913-	.00	0	0	.00	0	.00	0	.00	0
	50 12		MOTOR VEHICLE INSURANCE	149	.00	0	1700	1700.00	100	.00	1700	.00	100
	50 24		SUBSISTANCE & LODGING	275-	.00	0	0	.00	0	.00	0	.00	0
	50 26		CONVENTIONS & EDUCATIONS	682-	.00	0	0	.00	0	.00	0	.00	0
	50 28		DUES & ASSOC MEMBERSHIPS	18	.00	0	150	.00	0	.00	150	150.00	0
	50 **		OTHER CHARGES	1703-	.00	0	1850	1700.00	92	.00	1850	150.00	92
	60		MATERIALS & SUPPLIES										
	60 02		OFFICE SUPPLIES	31	.00	0	350	245.75	70	.00	350	104.25	70
	60 06		FUELS & LUBRICANTS	3250	2350.59	72	17000	17269.94	102	.00	17000	269.94-	102
	60 08		VEHICLE & EQUIP R&M	3099	93.91	3	6300	6591.17	105	.00	6300	291.17-	105
	60 14		OTHER OPERATING SUPPLIES	49	.00	0	500	339.18	68	.00	500	160.82	68
	60 18		SUPPLIES	25	.00	0	300	208.11	69	.00	300	91.89	69
	60 **		MATERIALS & SUPPLIES	6454	2444.50	38	24450	24654.15	101	.00	24450	204.15-	101
	82		CAPITAL OUTLAY - NEW										
	82 02		VEHICLE	0	.00	0	0	.00	0	79732.00	0	79732.00-	0
	82 06		MACHINERY & EQUIPMENT	2087	757.50	36	25000	757.50	3	4292.50	25000	19950.00	20
	82 **		CAPITAL OUTLAY - NEW	2087	757.50	36	25000	757.50	3	84024.50	25000	59782.00-	339
403	**	**	PUBLIC TRANSPORTATION	12858	12836.52	100	153240	105107.29	69	84024.50	153240	35891.79-	123
40	**	**	ADMINISTRATION	12858	12836.52	100	153240	105107.29	69	84024.50	153240	35891.79-	123
<hr/>													
DIV	6101	TOTAL	*****										

PREPARED 07/01/2022, 18:49:27
 PROGRAM: GM267L
 TOWN OF ALTAVISTA

DETAIL BUDGET REPORT
 100% OF YEAR LAPSED

PAGE 15
 ACCOUNTING PERIOD 12/2022

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										
		OPERATIONS	12858	12836.52	100	153240	105107.29	69	84024.50	153240	35891.79-	123
DEPT	61	TOTAL *****										
		PUBLIC TRANSPORTATION	12858	12836.52	100	153240	105107.29	69	84024.50	153240	35891.79-	123

PREPARED 07/01/2022, 18:49:27
 PROGRAM: GM267L
 TOWN OF ALTAVISTA

DETAIL BUDGET REPORT
 100% OF YEAR LAPSED

PAGE 16
 ACCOUNTING PERIOD 12/2022

FUND 010 GENERAL FUND			DEPT/DIV 7101 ECONOMIC DEVELOPMENT/ECONOMIC DEVELOPMENT									
BA	ELE	OBJ	*****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	2087	2030.00	97	25000	4060.00	16	.00	25000	20940.00	16
	30 14	MISC & PROFESSIONAL SVCS	424	.00	0	5000	.00	0	.00	5000	5000.00	0
	30 **	CONTRACTUAL SERVICES	2511	2030.00	81	30000	4060.00	14	.00	30000	25940.00	14
	50	OTHER CHARGES										
	50 06	POSTAL SERVICES	49	.00	0	500	.00	0	.00	500	500.00	0
	50 08	TELECOMMUNICATIONS	75	.00	0	900	.00	0	.00	900	900.00	0
	50 24	SUBSISTANCE & LODGING	132	.00	0	1540	.00	0	.00	1540	1540.00	0
	50 26	CONVENTIONS & EDUCATIONS	105	.00	0	1260	.00	0	.00	1260	1260.00	0
	50 28	DUES & ASSOC MEMBERSHIPS	124	.00	0	1400	.00	0	.00	1400	1400.00	0
	50 32	MISCELLANEOUS	125	1206.07	965	1500	1528.07	102	.00	1500	28.07-	102
	50 63	ECONOMIC INCENTIVES	11612	59168.33	510	139300	68668.33	49	.00	139300	70631.67	49
	50 93	GRANT PROGRAM FUNDING	8337	.00	0	100000	.00	0	.00	100000	100000.00	0
	50 **	OTHER CHARGES	20559	60374.40	294	246400	70196.40	29	.00	246400	176203.60	29
	60	MATERIALS & SUPPLIES										
	60 02	OFFICE SUPPLIES	125	.00	0	1500	.00	0	.00	1500	1500.00	0
	60 12	BOOKS & SUBSCRIPTIONS	125	.00	0	1500	.00	0	.00	1500	1500.00	0
	60 **	MATERIALS & SUPPLIES	250	.00	0	3000	.00	0	.00	3000	3000.00	0
	81	CAPITAL OUTLAY - REPLACE										
	81 18	BUILDING	0	1206.07-	0	0	.00	0	.00	0	.00	0
	81 **	CAPITAL OUTLAY - REPLACE	0	1206.07-	0	0	.00	0	.00	0	.00	0
	82	CAPITAL OUTLAY - NEW										
	82 18	BUILDING	83337	91933.06	110	1000000	827496.34	83	6225.00	1000000	166278.66	83
	82 **	CAPITAL OUTLAY - NEW	83337	91933.06	110	1000000	827496.34	83	6225.00	1000000	166278.66	83
405 **	**	ECONOMIC DEVELOPMENT	106657	153131.39	144	1279400	901752.74	71	6225.00	1279400	371422.26	71
409		COMMUNITY DEVELOPMENT										
	50	OTHER CHARGES										
	50 93	GRANT PROGRAM FUNDING	0	554.26	0	0	554.26	0	108595.36	0	109149.62-	0
	50 **	OTHER CHARGES	0	554.26	0	0	554.26	0	108595.36	0	109149.62-	0
409 **	**	COMMUNITY DEVELOPMENT	0	554.26	0	0	554.26	0	108595.36	0	109149.62-	0
40 **	**	ADMINISTRATION	106657	153685.65	144	1279400	902307.00	71	114820.36	1279400	262272.64	80
DIV	7101	TOTAL ***** ECONOMIC DEVELOPMENT	106657	153685.65	144	1279400	902307.00	71	114820.36	1279400	262272.64	80
DEPT	71	TOTAL ***** ECONOMIC DEVELOPMENT	106657	153685.65	144	1279400	902307.00	71	114820.36	1279400	262272.64	80

PREPARED 07/01/2022, 18:49:27
 PROGRAM: GM267L
 TOWN OF ALTAVISTA

DETAIL BUDGET REPORT
 100% OF YEAR LAPSED

PAGE 17
 ACCOUNTING PERIOD 12/2022

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

40			ADMINISTRATION										
408			COMMUNITY DEVELOPMENT										
	10		SALARIES AND WAGES										
	10	02	REGULAR	9444	5443.20	58	113240	93143.02	82	.00	113240	20096.98	82
	10	04	OVERTIME	25	.00	0	300	.00	0	.00	300	300.00	0
	10	**	SALARIES AND WAGES	9469	5443.20	58	113540	93143.02	82	.00	113540	20396.98	82
	20		BENEFITS										
	20	02	FICA	725	405.90	56	8700	7023.35	81	.00	8700	1676.65	81
	20	04	VA RETIREMENT SYSTEM	935	.00	0	11110	.00	0	.00	11110	11110.00	0
	20	06	GROUP MEDICAL INSURANCE	950	514.40	54	11400	6205.20	54	.00	11400	5194.80	54
	20	08	GROUP LIFE INSURANCE	134	79.02	59	1520	1251.38	82	.00	1520	268.62	82
	20	18	VRS HYBRID EMPLOYER CONTR	0	518.92	0	0	8217.48	0	.00	0	8217.48-	0
	20	20	ICMA HYBRID EMPLOYER CONT	0	58.96	0	0	933.68	0	.00	0	933.68-	0
	20	**	BENEFITS	2744	1577.20	58	32730	23631.09	72	.00	32730	9098.91	72
	30		CONTRACTUAL SERVICES										
	30	06	ADVERTISING	576-	800.00	139-	4000	1713.19	43	.00	4000	2286.81	43
	30	14	MISC & PROFESSIONAL SVCS	1956	.00	0	23450	721.00	3	.00	23450	22729.00	3
	30	36	MOWING CONTRACT	1038	.00	0	1500	1402.50	94	.00	1500	97.50	94
	30	**	CONTRACTUAL SERVICES	2418	800.00	33	28950	3836.69	13	.00	28950	25113.31	13
	50		OTHER CHARGES										
	50	06	POSTAL SERVICES	87	.00	0	1000	.00	0	.00	1000	1000.00	0
	50	08	TELECOMMUNICATIONS	156	43.59	28	1850	492.49	27	.00	1850	1357.51	27
	50	24	SUBSISTANCE & LODGING	125	22.03	18	1500	390.79	26	.00	1500	1109.21	26
	50	26	CONVENTIONS & EDUCATIONS	212	.00	0	2500	.00	0	.00	2500	2500.00	0
	50	28	DUES & ASSOC MEMBERSHIPS	68	.00	0	750	661.00	88	.00	750	89.00	88
	50	32	MISCELLANEOUS	87	75.63	87	1000	369.71	37	.00	1000	630.29	37
	50	**	OTHER CHARGES	735	141.25	19	8600	1913.99	22	.00	8600	6686.01	22
	60		MATERIALS & SUPPLIES										
	60	02	OFFICE SUPPLIES	169	25.95	15	2050	512.28	25	.00	2050	1537.72	25
	60	12	BOOKS & SUBSCRIPTIONS	49	.00	0	500	.00	0	.00	500	500.00	0
	60	**	MATERIALS & SUPPLIES	218	25.95	12	2550	512.28	20	.00	2550	2037.72	20
	82		CAPITAL OUTLAY - NEW										
	82	02	VEHICLE	2337	.00	0	28000	29408.60	105	.00	28000	1408.60-	105
	82	04	EDP EQUIPMENT	538	.00	0	6500	4000.00	62	.00	6500	2500.00	62
	82	**	CAPITAL OUTLAY - NEW	2875	.00	0	34500	33408.60	97	.00	34500	1091.40	97
408	**	**	COMMUNITY DEVELOPMENT	18459	7987.60	43	220870	156445.67	71	.00	220870	64424.33	71
40	**	**	ADMINISTRATION	18459	7987.60	43	220870	156445.67	71	.00	220870	64424.33	71
DIV	7201		TOTAL *****										
			COMMUNITY DEVELOPMENT	18459	7987.60	43	220870	156445.67	71	.00	220870	64424.33	71

PREPARED 07/01/2022, 18:49:27
 PROGRAM: GM267L
 TOWN OF ALTAVISTA

DETAIL BUDGET REPORT
 100% OF YEAR LAPSED

PAGE 18
 ACCOUNTING PERIOD 12/2022

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	43	33.56	78	450	421.16	94	.00	450	28.84	94
	50	**	OTHER CHARGES	43	33.56	78	450	421.16	94	.00	450	28.84	94
	60		MATERIALS & SUPPLIES										
	60	02	OFFICE SUPPLIES	125	.00	0	1500	238.19	16	.00	1500	1261.81	16
	60	**	MATERIALS & SUPPLIES	125	.00	0	1500	238.19	16	.00	1500	1261.81	16
406	**	**	MAIN STREET COORDINATOR	168	33.56	20	1950	659.35	34	.00	1950	1290.65	34
40	**	**	ADMINISTRATION	168	33.56	20	1950	659.35	34	.00	1950	1290.65	34
DIV	7202		TOTAL *****										
			MAIN STREET PROGRAM	168	33.56	20	1950	659.35	34	.00	1950	1290.65	34

PREPARED 07/01/2022, 18:49:27
 PROGRAM: GM267L
 TOWN OF ALTAVISTA

DETAIL BUDGET REPORT
 100% OF YEAR LAPSED

PAGE 19
 ACCOUNTING PERIOD 12/2022

FUND 010 GENERAL FUND			DEPT/DIV 7203 COMMUNITY DEVELOPMENT/PLANNING COMMISSION										
BA	ELE	OBJ	ACCOUNT	*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%	
SUB	SUB		DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
40			ADMINISTRATION										
400			COUNCIL / PLANNING COMM										
	50		OTHER CHARGES										
	50	24	SUBSISTANCE & LODGING	50	.00	0	600	.00	0	.00	600	600.00	0
	50	26	CONVENTIONS & EDUCATIONS	87	.00	0	1000	.00	0	.00	1000	1000.00	0
	50	36	PLANNING COMMISSION	375	575.00	153	4500	3725.00	83	.00	4500	775.00	83
	50	**	OTHER CHARGES	512	575.00	112	6100	3725.00	61	.00	6100	2375.00	61
400	**	**	COUNCIL / PLANNING COMM	512	575.00	112	6100	3725.00	61	.00	6100	2375.00	61
40	**	**	ADMINISTRATION	512	575.00	112	6100	3725.00	61	.00	6100	2375.00	61
DIV	7203		TOTAL *****										
			PLANNING COMMISSION	512	575.00	112	6100	3725.00	61	.00	6100	2375.00	61

PREPARED 07/01/2022, 18:49:27
 PROGRAM: GM267L
 TOWN OF ALTAVISTA

DETAIL BUDGET REPORT
 100% OF YEAR LAPSED

PAGE 20
 ACCOUNTING PERIOD 12/2022

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	413	.00	0	5000	928.00	19	.00	5000	4072.00	19
	30	08	MAINTENANCE SVC CONTRACTS	1075	1219.75	114	12900	1318.75	10	5670.55	12900	5910.70	54
	30	14	MISC & PROFESSIONAL SVCS	212	.00	0	2500	.00	0	.00	2500	2500.00	0
	30	26	IT NETWRK/WEBSITE SUPPORT	219	.00	0	2650	852.00	32	.00	2650	1798.00	32
	30	**	CONTRACTUAL SERVICES	1919	1219.75	64	23050	3098.75	13	5670.55	23050	14280.70	38
	50		OTHER CHARGES										
	50	02	ELECTRICAL SERVICES	500	.00	0	6000	.00	0	.00	6000	6000.00	0
	50	04	HEATING SERVICES	212	88.43	42	2500	421.70	17	.00	2500	2078.30	17
	50	06	POSTAL SERVICES	38	.00	0	500	.00	0	.00	500	500.00	0
	50	08	TELECOMMUNICATIONS	163	.00	0	2000	.00	0	.00	2000	2000.00	0
	50	10	PROPERTY INSURANCE	38	.00	0	500	500.00	100	.00	500	.00	100
	50	24	SUBSISTANCE & LODGING	87	.00	0	1000	.00	0	.00	1000	1000.00	0
	50	26	CONVENTIONS & EDUCATIONS	87	.00	0	1000	.00	0	.00	1000	1000.00	0
	50	32	MISCELLANEOUS	57	.00	0	750	.00	0	.00	750	750.00	0
	50	**	OTHER CHARGES	1182	88.43	8	14250	921.70	7	.00	14250	13328.30	7
	60		MATERIALS & SUPPLIES										
	60	02	OFFICE SUPPLIES	538	.00	0	6500	.00	0	.00	6500	6500.00	0
	60	04	REPAIRS & MAINTENANCE	163	.00	0	2000	.00	0	.00	2000	2000.00	0
	60	**	MATERIALS & SUPPLIES	701	.00	0	8500	.00	0	.00	8500	8500.00	0
409	**	**	COMMUNITY DEVELOPMENT	3802	1308.18	34	45800	4020.45	9	5670.55	45800	36109.00	21
40	**	**	ADMINISTRATION	3802	1308.18	34	45800	4020.45	9	5670.55	45800	36109.00	21
DIV	7204		TOTAL *****										
			SPARK INNOVATION CENTER	3802	1308.18	34	45800	4020.45	9	5670.55	45800	36109.00	21
DEPT	72		TOTAL *****										
			COMMUNITY DEVELOPMENT	22941	9904.34	43	274720	164850.47	60	5670.55	274720	104198.98	62

PREPARED 07/01/2022, 18:49:27
 PROGRAM: GM267L
 TOWN OF ALTAVISTA

DETAIL BUDGET REPORT
 100% OF YEAR LAPSED

PAGE 21
 ACCOUNTING PERIOD 12/2022

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	5168	.00	0	61950	36000.00	58	.00	61950	25950.00	58
	50	62	CONTRIBUTION - SENIOR CTR	87	1000.00	1149	1000	1000.00	100	.00	1000	.00	100
	50	63	ECONOMIC INCENTIVES	0	4168.33-	0	0	.00	0	.00	0	.00	0
	50	70	RECREATION PROGRAM	8337	.00	0	100000	100000.00	100	.00	100000	.00	100
	50	72	CONTRIBUTION - FIRE DEPT	1250	.00	0	15000	15000.00	100	.00	15000	.00	100
	50	74	CONTRIBUTION-MAIN ST PGM	424	.00	0	5000	28658.56	573	.00	5000	23658.56-	573
	50	**	OTHER CHARGES	15266	3168.33-	21-	182950	180658.56	99	.00	182950	2291.44	99
801	**	**	NON DEPARTMENTAL	15266	3168.33-	21-	182950	180658.56	99	.00	182950	2291.44	99
80	**	**	NON DEPARTMENT	15266	3168.33-	21-	182950	180658.56	99	.00	182950	2291.44	99
DIV	9101		TOTAL *****										
			CONTRIBUTIONS	15266	3168.33-	21-	182950	180658.56	99	.00	182950	2291.44	99

PREPARED 07/01/2022, 18:49:27
 PROGRAM: GM267L
 TOWN OF ALTAVISTA

DETAIL BUDGET REPORT
 100% OF YEAR LAPSED

PAGE 22
 ACCOUNTING PERIOD 12/2022

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	9510.35	0	.00	0	9510.35-	0	
	50	** OTHER CHARGES	0	.00	0	0	9510.35	0	.00	0	9510.35-	0	
	60	MATERIALS & SUPPLIES											
	60	06 FUELS & LUBRICANTS	837	1981.43	237	10000	15132.67	151	.00	10000	5132.67-	151	
	60	** MATERIALS & SUPPLIES	837	1981.43	237	10000	15132.67	151	.00	10000	5132.67-	151	
	82	CAPITAL OUTLAY - NEW											
	82	30 IMPRVMENTS OTHER THAN BLDG	0	7292.56	0	0	54713.39	0	.00	0	54713.39-	0	
	82	** CAPITAL OUTLAY - NEW	0	7292.56	0	0	54713.39	0	.00	0	54713.39-	0	
801	**	** NON DEPARTMENTAL	837	9273.99	1108	10000	79356.41	794	.00	10000	69356.41-	794	
802		TRANSFER OUT											
	70	TRANSFER OUT											
	70	01 TO CEMETERY FUND	4700	.00	0	56400	25000.00	44	.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	5424	.00	0	65000	.00	0	.00	65000	65000.00	0	
	70	08 EDA CHECKING ACCOUNT	0	.00	0	0	25750.00	0	.00	0	25750.00-	0	
	70	** TRANSFER OUT	10124	.00	0	121400	2050750.00	1689	.00	121400	1929350.00-	1689	
802	**	** TRANSFER OUT	10124	.00	0	121400	2050750.00	1689	.00	121400	1929350.00-	1689	
80	**	** NON DEPARTMENT	10961	9273.99	85	131400	2130106.41	1621	.00	131400	1998706.41-	1621	
DIV	9102	TOTAL *****											
		NON DEPARTMENT	10961	9273.99	85	131400	2130106.41	1621	.00	131400	1998706.41-	1621	

PREPARED 07/01/2022, 18:49:27
 PROGRAM: GM267L
 TOWN OF ALTAVISTA

DETAIL BUDGET REPORT
 100% OF YEAR LAPSED

PAGE 23
 ACCOUNTING PERIOD 12/2022

FUND 010 GENERAL FUND			DEPT/DIV 9105 NON DEPARTMENT/AVOCA										
BA	ELE	OBJ	ACCOUNT	*****CURRENT*****			*****YEAR-TO-DATE*****				ANNUAL	UNENCUMB.	%
SUB	SUB		DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
80			NON DEPARTMENT										
801			NON DEPARTMENTAL										
	10		SALARIES AND WAGES										
	10 02		REGULAR	4455	5726.80	129	53350	52446.08	98	.00	53350	903.92	98
	10 04		OVERTIME	0	.00	0	0	225.00	0	.00	0	225.00-	0
	10 **		SALARIES AND WAGES	4455	5726.80	129	53350	52671.08	99	.00	53350	678.92	99
	20		BENEFITS										
	20 02		FICA	349	429.70	123	4100	3951.16	96	.00	4100	148.84	96
	20 04		VA RETIREMENT SYSTEM	443	.00	0	5250	.00	0	.00	5250	5250.00	0
	20 06		GROUP MEDICAL INSURANCE	475	514.40	108	5700	5392.00	95	.00	5700	308.00	95
	20 08		GROUP LIFE INSURANCE	60	55.84	93	720	539.44	75	.00	720	180.56	75
	20 18		VRS HYBRID EMPLOYER CONTR	0	366.70	0	0	3542.50	0	.00	0	3542.50-	0
	20 20		ICMA HYBRID EMPLOYER CONT	0	41.66	0	0	402.50	0	.00	0	402.50-	0
	20 **		BENEFITS	1327	1408.30	106	15770	13827.60	88	.00	15770	1942.40	88
	30		CONTRACTUAL SERVICES										
	30 36		MOWING CONTRACT	0	.00	0	0	7559.00	0	.00	0	7559.00-	0
	30 **		CONTRACTUAL SERVICES	0	.00	0	0	7559.00	0	.00	0	7559.00-	0
	50		OTHER CHARGES										
	50 08		TELECOMMUNICATIONS	43	33.56	78	450	381.04	85	.00	450	68.96	85
	50 **		OTHER CHARGES	43	33.56	78	450	381.04	85	.00	450	68.96	85
	60		MATERIALS & SUPPLIES										
	60 06		FUELS & LUBRICANTS	20	153.97	770	240	689.27	287	.00	240	449.27-	287
	60 **		MATERIALS & SUPPLIES	20	153.97	770	240	689.27	287	.00	240	449.27-	287
	81		CAPITAL OUTLAY - REPLACE										
	81 18		BUILDING	4837	.00	0	58000	.00	0	.00	58000	58000.00	0
	81 **		CAPITAL OUTLAY - REPLACE	4837	.00	0	58000	.00	0	.00	58000	58000.00	0
801	**	**	NON DEPARTMENTAL	10682	7322.63	69	127810	75127.99	59	.00	127810	52682.01	59
80	**	**	NON DEPARTMENT	10682	7322.63	69	127810	75127.99	59	.00	127810	52682.01	59
DIV	9105		TOTAL *****										
			AVOCA	10682	7322.63	69	127810	75127.99	59	.00	127810	52682.01	59
DEPT	91		TOTAL *****										
			NON DEPARTMENT	36909	13428.29	36	442160	2385892.96	540	.00	442160	1943732.96-	540
FUND	010		TOTAL *****										
			GENERAL FUND	529146	427432.04	81	6340710	7841861.52	124	310495.53	6340710	1811647.05-	129

PREPARED 07/01/2022, 18:49:27
 PROGRAM: GM267L
 TOWN OF ALTAVISTA

DETAIL BUDGET REPORT
 100% OF YEAR LAPSED

PAGE 24
 ACCOUNTING PERIOD 12/2022

FUND 020 STATE HIGHWAY REIMB FUND			DEPT/DIV 4101 PUBLIC WORKS/MAIN OF STREETS & HWYS			*****CURRENT***** YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%		
BA	ELE	OBJ	ACCOUNT	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
SUB	SUB		DESCRIPTION										
60													
601			OPERATIONS & MAINTENANCE										
60			MATERIALS & SUPPLIES										
60	28		STORM DRAINAGE	4024	445.60	11	48200	24523.08	51	.00	48200	23676.92	51
60	36		PAVEMENT	33337	126.18	0	400000	721247.94	180	.00	400000	321247.94-	180
60	40		TRAFFIC CONTROL DEVICE	4737	4169.31	88	56800	50784.97	89	.00	56800	6015.03	89
60	**		MATERIALS & SUPPLIES	42098	4741.09	11	505000	796555.99	158	.00	505000	291555.99-	158
81			CAPITAL OUTLAY - REPLACE										
81	02		VEHICLE REPLACEMENT	10115	.00	0	121270	40447.50	33	43238.28	121270	37584.22	69
81	06		MACHINERY & EQUIPMENT	8549	.00	0	102500	1913.75	2	96435.00	102500	4151.25	96
81	**		CAPITAL OUTLAY - REPLACE	18664	.00	0	223770	42361.25	19	139673.28	223770	41735.47	81
82			CAPITAL OUTLAY - NEW										
82	06		MACHINERY & EQUIPMENT	1500	.00	0	18000	16800.00	93	.00	18000	1200.00	93
82	**		CAPITAL OUTLAY - NEW	1500	.00	0	18000	16800.00	93	.00	18000	1200.00	93
601	**	**	OPERATIONS & MAINTENANCE	62262	4741.09	8	746770	855717.24	115	139673.28	746770	248620.52-	133
606													
60			MATERIALS & SUPPLIES										
60	30		ENGINEERING R & M	837	38.25	5	10000	459.00	5	.00	10000	9541.00	5
60	44		SNOW & ICE REMOVAL	5000	568.99	11	60000	14284.20	24	.00	60000	45715.80	24
60	46		OTHER TRAFFIC SVCS RDSIDE	4174	10503.04	252	50000	29991.83	60	.00	50000	20008.17	60
60	**		MATERIALS & SUPPLIES	10011	11110.28	111	120000	44735.03	37	.00	120000	75264.97	37
606	**	**		10011	11110.28	111	120000	44735.03	37	.00	120000	75264.97	37
607			ADMINISTRATION AND MISC										
50			OTHER CHARGES										
50	32		MISCELLANEOUS	8337	.00	0	100000	33714.62	34	.00	100000	66285.38	34
50	**		OTHER CHARGES	8337	.00	0	100000	33714.62	34	.00	100000	66285.38	34
607	**	**	ADMINISTRATION AND MISC	8337	.00	0	100000	33714.62	34	.00	100000	66285.38	34
608			CAPITAL OUTLAY										
82			CAPITAL OUTLAY - NEW										
82	30		IMPRVMNTS OTHER THAN BLDG	6250	.00	0	75000	.00	0	.00	75000	75000.00	0
82	**		CAPITAL OUTLAY - NEW	6250	.00	0	75000	.00	0	.00	75000	75000.00	0
608	**	**	CAPITAL OUTLAY	6250	.00	0	75000	.00	0	.00	75000	75000.00	0
60	**	**		86860	15851.37	18	1041770	934166.89	90	139673.28	1041770	32070.17-	103
DIV	4101		TOTAL *****										
			MAIN OF STREETS & HWYS	86860	15851.37	18	1041770	934166.89	90	139673.28	1041770	32070.17-	103
DEPT	41		TOTAL *****										
			PUBLIC WORKS	86860	15851.37	18	1041770	934166.89	90	139673.28	1041770	32070.17-	103
FUND	020		TOTAL *****										
			STATE HIGHWAY REIMB FUND	86860	15851.37	18	1041770	934166.89	90	139673.28	1041770	32070.17-	103

PREPARED 07/01/2022, 18:49:27
 PROGRAM: GM267L
 TOWN OF ALTAVISTA

DETAIL BUDGET REPORT
 100% OF YEAR LAPSED

PAGE 25
 ACCOUNTING PERIOD 12/2022

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	1409.08	92	18300	17816.15	97	.00	18300	483.85	97
	10 04	OVERTIME	19	.00	0	140	131.91	94	.00	140	8.09	94
	10 **	SALARIES AND WAGES	1544	1409.08	91	18440	17948.06	97	.00	18440	491.94	97
	20	BENEFITS										
	20 02	FICA	124	83.53	67	1400	1101.70	79	.00	1400	298.30	79
	20 04	VA RETIREMENT SYSTEM	152	149.36	98	1780	1792.32	101	.00	1780	12.32	101
	20 06	GROUP MEDICAL INSURANCE	308	327.42	106	3630	3647.88	101	.00	3630	17.88	101
	20 08	GROUP LIFE INSURANCE	30	20.42	68	250	245.04	98	.00	250	4.96	98
	20 **	BENEFITS	614	580.73	95	7060	6786.94	96	.00	7060	273.06	96
701 ** **		WATER	2158	1989.81	92	25500	24735.00	97	.00	25500	765.00	97
702		SEWER										
	10	SALARIES AND WAGES										
	10 02	REGULAR	1024	939.39	92	12200	11877.47	97	.00	12200	322.53	97
	10 04	OVERTIME	35	.00	0	90	87.91	98	.00	90	2.09	98
	10 **	SALARIES AND WAGES	1059	939.39	89	12290	11965.38	97	.00	12290	324.62	97
	20	BENEFITS										
	20 02	FICA	53	55.70	105	900	734.35	82	.00	900	165.65	82
	20 04	VA RETIREMENT SYSTEM	101	99.58	99	1190	1194.96	100	.00	1190	4.96	100
	20 06	GROUP MEDICAL INSURANCE	209	218.28	104	2420	2431.92	101	.00	2420	11.92	101
	20 08	GROUP LIFE INSURANCE	16	13.62	85	170	163.44	96	.00	170	6.56	96
	20 **	BENEFITS	379	387.18	102	4680	4524.67	97	.00	4680	155.33	97
702 ** **		SEWER	1438	1326.57	92	16970	16490.05	97	.00	16970	479.95	97
70 ** **		UTILITIES	3596	3316.38	92	42470	41225.05	97	.00	42470	1244.95	97
DIV 1101		TOTAL *****										
		ADMINISTRATION	3596	3316.38	92	42470	41225.05	97	.00	42470	1244.95	97
DEPT 11		TOTAL *****										
		GENERAL GOVERNMENT	3596	3316.38	92	42470	41225.05	97	.00	42470	1244.95	97

PREPARED 07/01/2022, 18:49:27
 PROGRAM: GM267L
 TOWN OF ALTAVISTA

DETAIL BUDGET REPORT
 100% OF YEAR LAPSED

PAGE 26
 ACCOUNTING PERIOD 12/2022

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	% BDTG

70		UTILITIES												
701		WATER												
	10	SALARIES AND WAGES												
	10 02	REGULAR			32672	21723.59	67	392020	323736.35	83	.00	392020	68283.65	83
	10 04	OVERTIME			1250	1447.28	116	15000	5775.01	39	.00	15000	9224.99	39
	10 **	SALARIES AND WAGES			33922	23170.87	68	407020	329511.36	81	.00	407020	77508.64	81
	20	BENEFITS												
	20 02	FICA			2595	1676.25	65	31140	23740.66	76	.00	31140	7399.34	76
	20 04	VA RETIREMENT SYSTEM			3209	971.64	30	38420	15398.60	40	.00	38420	23021.40	40
	20 06	GROUP MEDICAL INSURANCE			4524	3042.40	67	54200	49269.80	91	.00	54200	4930.20	91
	20 08	GROUP LIFE INSURANCE			442	282.78	64	5260	4012.05	76	.00	5260	1247.95	76
	20 18	VRS HYBRID EMPLOYER CONTR			0	829.34	0	0	10666.13	0	.00	0	10666.13-	0
	20 20	ICMA HYBRID EMPLOYER CONT			0	266.92	0	0	3274.88	0	.00	0	3274.88-	0
	20 **	BENEFITS			10770	7069.33	66	129020	106362.12	82	.00	129020	22657.88	82
	30	CONTRACTUAL SERVICES												
	30 08	MAINTENANCE SVC CONTRACTS			2512	5624.96	224	30100	32402.92	108	.00	30100	2302.92-	108
	30 14	MISC & PROFESSIONAL SVCS			1674	49.00	3	20000	588.00	3	.00	20000	19412.00	3
	30 16	PHYSICALS			74	.00	0	800	150.00	19	.00	800	650.00	19
	30 20	WATER PURCHASES - CC			2550	6405.00	251	71300	28430.98	40	.00	71300	42869.02	40
	30 24	R & M GROUNDS, BLDGS, RDS			3986-	.00	0	8840	.00	0	.00	8840	8840.00	0
	30 **	CONTRACTUAL SERVICES			2824	12078.96	428	131040	61571.90	47	.00	131040	69468.10	47
	50	OTHER CHARGES												
	50 02	ELECTRICAL SERVICES			9174	8695.49	95	110000	80864.19	74	.00	110000	29135.81	74
	50 04	HEATING SERVICES			299	73.50	25	3500	3427.41	98	.00	3500	72.59	98
	50 08	TELECOMMUNICATIONS			2624	963.16	37	12700	12461.83	98	.00	12700	238.17	98
	50 10	PROPERTY INSURANCE			768	.00	0	9150	9150.00	100	.00	9150	.00	100
	50 12	MOTOR VEHICLE INSURANCE			47	.00	0	520	520.00	100	.00	520	.00	100
	50 18	GENERAL LIABILITY INSUR			375	.00	0	4500	4000.00	89	.00	4500	500.00	89
	50 24	SUBSISTANCE & LODGING			250	.00	0	3000	.00	0	.00	3000	3000.00	0
	50 26	CONVENTIONS & EDUCATIONS			424	221.68	52	5000	1951.68	39	.00	5000	3048.32	39
	50 28	DUES & ASSOC MEMBERSHIPS			87	.00	0	1000	951.00	95	.00	1000	49.00	95
	50 30	REFUNDS			49	.00	0	500	.00	0	.00	500	500.00	0
	50 32	MISCELLANEOUS			174	.00	0	2000	578.29	29	.00	2000	1421.71	29
	50 64	SAMPLE TESTING			1250	959.17	77	15000	6576.37	44	.00	15000	8423.63	44
	50 66	FEES PAID TO COMMONWEALTH			462	.00	0	5500	5037.00	92	.00	5500	463.00	92
	50 68	PROFESSIONAL LICENSES			100	.00	0	1200	100.00	8	.00	1200	1100.00	8
	50 **	OTHER CHARGES			16083	10913.00	68	173570	125617.77	72	.00	173570	47952.23	72
	60	MATERIALS & SUPPLIES												
	60 02	OFFICE SUPPLIES			512	937.03	183	6100	2157.54	35	.00	6100	3942.46	35
	60 04	REPAIRS & MAINTENANCE			2500	772.76	31	30000	20760.20	69	.00	30000	9239.80	69
	60 06	FUELS & LUBRICANTS			2356	643.31	27	6250	6064.77	97	.00	6250	185.23	97
	60 08	VEHICLE & EQUIP R&M			5353	41.92	1	7410	7405.78	100	.00	7410	4.22	100
	60 10	UNIFORMS			606	1149.12	190	7250	7144.02	99	.00	7250	105.98	99
	60 11	SAFETY EQUIP & PROGRAMS			212	.00	0	2500	1008.18	40	.00	2500	1491.82	40
	60 14	OTHER OPERATING SUPPLIES			10000	21656.10	217	120000	126361.78	105	.00	120000	6361.78-	105
	60 15	LABORATORY TEST CHEMICALS			1250	957.34	77	15000	10825.96	72	.00	15000	4174.04	72

PREPARED 07/01/2022, 18:49:27
 PROGRAM: GM267L
 TOWN OF ALTAVISTA

DETAIL BUDGET REPORT
 100% OF YEAR LAPSED

PAGE 27
 ACCOUNTING PERIOD 12/2022

FUND 050 WATER & SEWER FUND			DEPT/DIV 5001 WATER DEPARTMENT/OPERATIONS									
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										
60	24	SMALL TOOLS	174	460.82	265	2000	1318.88	66	.00	2000	681.12	66
60	25	SMALL EQUIPMENT	625	324.86	52	7500	3563.50	48	.00	7500	3936.50	48
60	**	MATERIALS & SUPPLIES	23588	26943.26	114	204010	186610.61	92	.00	204010	17399.39	92
70		TRANSFER OUT										
70	05	TO RESERVES	2739	.00	0	32780	.00	0	.00	32780	32780.00	0
70	**	TRANSFER OUT	2739	.00	0	32780	.00	0	.00	32780	32780.00	0
90		DEBT SERVICE										
90	02	PRINCIPAL	25174	.00	0	302000	302000.00	100	.00	302000	.00	100
90	04	INTEREST	7992	.00	0	95860	96108.67	100	.00	95860	248.67-	100
90	**	DEBT SERVICE	33166	.00	0	397860	398108.67	100	.00	397860	248.67-	100
91		DEBT SERVICE-2020A										
91	02	PRINCIPAL	9003	.00	0	107970	107970.00	100	.00	107970	.00	100
91	04	INTEREST	7720	.00	0	92530	92532.76	100	.00	92530	2.76-	100
91	**	DEBT SERVICE-2020A	16723	.00	0	200500	200502.76	100	.00	200500	2.76-	100
701	**	WATER	139815	80175.42	57	1675800	1408285.19	84	.00	1675800	267514.81	84
70	**	UTILITIES	139815	80175.42	57	1675800	1408285.19	84	.00	1675800	267514.81	84
DIV	5001	TOTAL ***** OPERATIONS	139815	80175.42	57	1675800	1408285.19	84	.00	1675800	267514.81	84

PREPARED 07/01/2022, 18:49:27
 PROGRAM: GM267L
 TOWN OF ALTAVISTA

DETAIL BUDGET REPORT
 100% OF YEAR LAPSED

PAGE 28
 ACCOUNTING PERIOD 12/2022

FUND 050 WATER & SEWER FUND			DEPT/DIV 5002 WATER			DEPARTMENT/PUMP STATION				ANNUAL	UNENCUMB.	%
BA	ELE OBJ	ACCOUNT	*****CURRENT*****			*****YEAR-TO-DATE*****				BUDGET	BALANCE	BDGT
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.			
70		UTILITIES										
703		BEDFORD PUMP STATION										
	50	OTHER CHARGES										
	50 02	ELECTRICAL SERVICES	777	607.79	78	9940	6935.57	70	.00	9940	3004.43	70
	50 08	TELECOMMUNICATIONS	115	52.29	46	610	633.79	104	.00	610	23.79-	104
	50 **	OTHER CHARGES	892	660.08	74	10550	7569.36	72	.00	10550	2980.64	72
	60	MATERIALS & SUPPLIES										
	60 04	REPAIRS & MAINTENANCE	7330	.00	0	10080	10078.59	100	.00	10080	1.41	100
	60 **	MATERIALS & SUPPLIES	7330	.00	0	10080	10078.59	100	.00	10080	1.41	100
703 ** **		BEDFORD PUMP STATION	8222	660.08	8	20630	17647.95	86	.00	20630	2982.05	86
704		LOLA PUMP STATION										
	50	OTHER CHARGES										
	50 02	ELECTRICAL SERVICES	27	19.85	74	940	529.58	56	.00	940	410.42	56
	50 08	TELECOMMUNICATIONS	115	52.29	46	610	633.79	104	.00	610	23.79-	104
	50 **	OTHER CHARGES	142	72.14	51	1550	1163.37	75	.00	1550	386.63	75
	60	MATERIALS & SUPPLIES										
	60 04	REPAIRS & MAINTENANCE	12	.00	0	100	.00	0	.00	100	100.00	0
	60 **	MATERIALS & SUPPLIES	12	.00	0	100	.00	0	.00	100	100.00	0
704 ** **		LOLA PUMP STATION	154	72.14	47	1650	1163.37	71	.00	1650	486.63	71
709		MELINDA PUMP STATION										
	50	OTHER CHARGES										
	50 02	ELECTRICAL SERVICES	6280-	.00	0	2520	.00	0	.00	2520	2520.00	0
	50 08	TELECOMMUNICATIONS	55	.00	0	550	.00	0	.00	550	550.00	0
	50 **	OTHER CHARGES	6225-	.00	0	3070	.00	0	.00	3070	3070.00	0
	60	MATERIALS & SUPPLIES										
	60 04	REPAIRS & MAINTENANCE	125	.00	0	1500	1400.00	93	.00	1500	100.00	93
	60 **	MATERIALS & SUPPLIES	125	.00	0	1500	1400.00	93	.00	1500	100.00	93
709 ** **		MELINDA PUMP STATION	6100-	.00	0	4570	1400.00	31	.00	4570	3170.00	31
70 ** **		UTILITIES	2276	732.22	32	26850	20211.32	75	.00	26850	6638.68	75
DIV 5002		TOTAL *****										
		PUMP STATION	2276	732.22	32	26850	20211.32	75	.00	26850	6638.68	75

PREPARED 07/01/2022, 18:49:27
 PROGRAM: GM267L
 TOWN OF ALTAVISTA

DETAIL BUDGET REPORT
 100% OF YEAR LAPSED

PAGE 29
 ACCOUNTING PERIOD 12/2022

FUND 050 WATER & SEWER FUND			DEPT/DIV 5003 WATER DEPARTMENT/SPRINGS			*****CURRENT***** YEAR-TO-DATE*****			*****				
BA	ELE	OBJ	ACCOUNT	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	ANNUAL BUDGET	UNENCUMB. BALANCE	% BDGT
70			UTILITIES										
706			MCMINNIS SPRING										
50			OTHER CHARGES										
50	02		ELECTRICAL SERVICES	800	636.75	80	9600	7482.00	78	.00	9600	2118.00	78
50	08		TELECOMMUNICATIONS	74	60.62	82	800	609.11	76	.00	800	190.89	76
50	**		OTHER CHARGES	874	697.37	80	10400	8091.11	78	.00	10400	2308.89	78
60			MATERIALS & SUPPLIES										
60	04		REPAIRS & MAINTENANCE	100	.00	0	2850	2264.27	79	.00	2850	585.73	79
60	14		OTHER OPERATING SUPPLIES	775	1577.78	204	7650	8351.16	109	.00	7650	701.16-	109
60	15		LABORATORY TEST CHEMICALS	250	.00	0	3000	1137.28	38	.00	3000	1862.72	38
60	**		MATERIALS & SUPPLIES	1125	1577.78	140	13500	11752.71	87	.00	13500	1747.29	87
706	**	**	MCMINNIS SPRING	1999	2275.15	114	23900	19843.82	83	.00	23900	4056.18	83
707			REYNOLDS SPRING										
50			OTHER CHARGES										
50	02		ELECTRICAL SERVICES	1024	1056.34	103	12200	12394.89	102	.00	12200	194.89-	102
50	08		TELECOMMUNICATIONS	125	126.68	101	1500	1533.96	102	.00	1500	33.96-	102
50	**		OTHER CHARGES	1149	1183.02	103	13700	13928.85	102	.00	13700	228.85-	102
60			MATERIALS & SUPPLIES										
60	04		REPAIRS & MAINTENANCE	250	.00	0	3000	2812.97	94	.00	3000	187.03	94
60	14		OTHER OPERATING SUPPLIES	979	982.52	100	6930	7629.15	110	.00	6930	699.15-	110
60	15		LABORATORY TEST CHEMICALS	180-	.00	0	2570	1137.28	44	.00	2570	1432.72	44
60	**		MATERIALS & SUPPLIES	1049	982.52	94	12500	11579.40	93	.00	12500	920.60	93
707	**	**	REYNOLDS SPRING	2198	2165.54	99	26200	25508.25	97	.00	26200	691.75	97
70	**	**	UTILITIES	4197	4440.69	106	50100	45352.07	91	.00	50100	4747.93	91
DIV	5003		TOTAL ***** SPRINGS	4197	4440.69	106	50100	45352.07	91	.00	50100	4747.93	91

PREPARED 07/01/2022, 18:49:27
 PROGRAM: GM267L
 TOWN OF ALTAVISTA

DETAIL BUDGET REPORT
 100% OF YEAR LAPSED

PAGE 30
 ACCOUNTING PERIOD 12/2022

FUND 050 WATER & SEWER FUND			DEPT/DIV 5004 WATER DEPARTMENT/TANKS & INDUSTRIAL METERS			*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%
BA	ELE	OBJ	ACCOUNT	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT	
70			UTILITIES											
708			TANKS & INDUSTRIAL METERS											
	50		OTHER CHARGES											
	50	02	ELECTRICAL SERVICES	100	77.21	77	1200	829.34	69	.00	1200	370.66	69	
	50	08	TELECOMMUNICATIONS	112	103.75	93	1300	1245.00	96	.00	1300	55.00	96	
	50	**	OTHER CHARGES	212	180.96	85	2500	2074.34	83	.00	2500	425.66	83	
	60		MATERIALS & SUPPLIES											
	60	04	REPAIRS & MAINTENANCE	212	.00	0	2500	.00	0	.00	2500	2500.00	0	
	60	**	MATERIALS & SUPPLIES	212	.00	0	2500	.00	0	.00	2500	2500.00	0	
708	**	**	TANKS & INDUSTRIAL METERS	424	180.96	43	5000	2074.34	42	.00	5000	2925.66	42	
70	**	**	UTILITIES	424	180.96	43	5000	2074.34	42	.00	5000	2925.66	42	
DIV	5004		TOTAL *****											
			TANKS & INDUSTRIAL METERS	424	180.96	43	5000	2074.34	42	.00	5000	2925.66	42	

PREPARED 07/01/2022, 18:49:27
 PROGRAM: GM267L
 TOWN OF ALTAVISTA

DETAIL BUDGET REPORT
 100% OF YEAR LAPSED

PAGE 31
 ACCOUNTING PERIOD 12/2022

FUND 050 WATER & SEWER FUND			DEPT/DIV 5010 WATER			DEPARTMENT/WATER CAPITAL OUTLAY						
BA	ELE OBJ	ACCOUNT	*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
70		UTILITIES										
701		WATER										
81		CAPITAL OUTLAY - REPLACE										
81 02		VEHICLE REPLACEMENT	2248	.00	0	26910	.00	0	.00	26910	26910.00	0
81 06		MACHINERY & EQUIPMENT	169368	1250.00	1	2032350	432999.80	21	7773.00	2032350	1591577.20	22
81 22		WATER SYSTEM	0	219130.36	0	0	400212.87	0	.00	0	400212.87-	0
81 30		IMPRVMNTS OTHER THAN BLDG	2924	.00	0	35000	38835.00	111	.00	35000	3835.00-	111
81 35		MELINDA TANK HPZ	114587	252506.46	220	1375000	964469.21	70	.00	1375000	410530.79	70
81 37		SCADA SYSTEM UPGRADE	3337	.00	0	40000	17900.00	45	.00	40000	22100.00	45
81 40		WTP - ELECTRICAL	0	32636.51	0	0	647954.64	0	.00	0	647954.64-	0
81 **		CAPITAL OUTLAY - REPLACE	292464	505523.33	173	3509260	2502371.52	71	7773.00	3509260	999115.48	72
82		CAPITAL OUTLAY - NEW										
82 22		WATER SYSTEM	0	9800.00	0	0	643312.00	0	.00	0	643312.00-	0
82 30		IMPRVMNTS OTHER THAN BLDG	212	.00	0	2500	.00	0	.00	2500	2500.00	0
82 **		CAPITAL OUTLAY - NEW	212	9800.00	4623	2500	643312.00	5733	.00	2500	640812.00-5733	
701 **		WATER	292676	515323.33	176	3511760	3145683.52	90	7773.00	3511760	358303.48	90
70 **		UTILITIES	292676	515323.33	176	3511760	3145683.52	90	7773.00	3511760	358303.48	90
DIV 5010		TOTAL *****										
		WATER CAPITAL OUTLAY	292676	515323.33	176	3511760	3145683.52	90	7773.00	3511760	358303.48	90
DEPT 50		TOTAL *****										
		WATER DEPARTMENT	439388	600852.62	137	5269510	4621606.44	88	7773.00	5269510	640130.56	88

PREPARED 07/01/2022, 18:49:27
 PROGRAM: GM267L
 TOWN OF ALTAVISTA

DETAIL BUDGET REPORT
 100% OF YEAR LAPSED

PAGE 32
 ACCOUNTING PERIOD 12/2022

FUND 050 WATER & SEWER FUND			DEPT/DIV 5101 SEWER			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										
702		SEWER										
10		SALARIES AND WAGES										
10	02	REGULAR	41343	28839.00	70	496050	366571.40	74	.00	496050	129478.60	74
10	04	OVERTIME	680	414.10	61	8050	5260.85	65	.00	8050	2789.15	65
10	**	SALARIES AND WAGES	42023	29253.10	70	504100	371832.25	74	.00	504100	132267.75	74
20		BENEFITS										
20	02	FICA	3224	2031.18	63	38600	26286.90	68	.00	38600	12313.10	68
20	04	VA RETIREMENT SYSTEM	4059	1988.62	49	48620	24507.24	50	.00	48620	24112.76	50
20	06	GROUP MEDICAL INSURANCE	5878-	4967.20	85-	74510	59955.40	81	.00	74510	14554.60	81
20	08	GROUP LIFE INSURANCE	556	392.82	71	6650	4677.59	70	.00	6650	1972.41	70
20	18	VRS HYBRID EMPLOYER CONTR	0	782.56	0	0	8583.11	0	.00	0	8583.11-	0
20	20	ICMA HYBRID EMPLOYER CONT	0	101.84	0	0	1120.82	0	.00	0	1120.82-	0
20	**	BENEFITS	1961	10264.22	523	168380	125131.06	74	.00	168380	43248.94	74
30		CONTRACTUAL SERVICES										
30	08	MAINTENANCE SVC CONTRACTS	875	3977.85	455	10500	9118.50	87	.00	10500	1381.50	87
30	14	MISC & PROFESSIONAL SVCS	6326-	.00	0	12000	9350.00	78	.00	12000	2650.00	78
30	16	PHYSICALS	125	.00	0	1500	150.00	10	.00	1500	1350.00	10
30	24	R & M GROUNDS, BLDGS, RDS	2451-	.00	0	3500	1669.91	48	.00	3500	1830.09	48
30	**	CONTRACTUAL SERVICES	7777-	3977.85	51-	27500	20288.41	74	.00	27500	7211.59	74
50		OTHER CHARGES										
50	02	ELECTRICAL SERVICES	40087	33550.97	84	338000	338213.75	100	.00	338000	213.75-	100
50	04	HEATING SERVICES	299	172.79	58	3500	2680.46	77	.00	3500	819.54	77
50	08	TELECOMMUNICATIONS	3212	918.15	29	11000	10587.71	96	.00	11000	412.29	96
50	10	PROPERTY INSURANCE	770	.00	0	9130	9130.00	100	.00	9130	.00	100
50	12	MOTOR VEHICLE INSURANCE	159	.00	0	1820	1820.00	100	.00	1820	.00	100
50	18	GENERAL LIABILITY INSUR	375	.00	0	4500	4000.00	89	.00	4500	500.00	89
50	24	SUBSISTANCE & LODGING	87	19.91	23	1000	59.74	6	.00	1000	940.26	6
50	26	CONVENTIONS & EDUCATIONS	250	.00	0	3000	755.00	25	.00	3000	2245.00	25
50	28	DUES & ASSOC MEMBERSHIPS	49	.00	0	500	.00	0	.00	500	500.00	0
50	30	REFUNDS	25	.00	0	300	.00	0	.00	300	300.00	0
50	32	MISCELLANEOUS	68	.00	0	750	81.83	11	.00	750	668.17	11
50	64	SAMPLE TESTING	924	480.37	52	11000	7019.25	64	.00	11000	3980.75	64
50	66	FEES PAID TO COMMONWEALTH	837	.00	0	10000	10219.00	102	.00	10000	219.00-	102
50	67	SAMPLE TESTING / IN HOUSE	443	.00	0	5250	3976.70	76	.00	5250	1273.30	76
50	68	PROFESSIONAL LICENSES	125	.00	0	1500	580.00	39	.00	1500	920.00	39
50	90	EOP ENVIRON. SAMPLING	424	.00	0	5000	.00	0	.00	5000	5000.00	0
50	**	OTHER CHARGES	48134	35142.19	73	406250	389123.44	96	.00	406250	17126.56	96
60		MATERIALS & SUPPLIES										
60	02	OFFICE SUPPLIES	506	.00	0	6050	270.18	5	.00	6050	5779.82	5
60	04	REPAIRS & MAINTENANCE	4174	2227.11	53	50000	46295.91	93	.00	50000	3704.09	93
60	06	FUELS & LUBRICANTS	13856	910.23	7	23250	23132.62	100	.00	23250	117.38	100
60	08	VEHICLE / EQUIP R&M	3027	71.74	2	6690	6690.32	100	.00	6690	.32-	100
60	10	UNIFORMS	587	861.09	147	7000	6331.77	91	125.20-	7000	793.43	89
60	11	SAFETY EQUIP & PROGRAMS	424	100.00	24	5000	2561.49	51	.00	5000	2438.51	51
60	14	OTHER OPERATING SUPPLIES	5424	14000.40	258	65000	71729.84	110	.00	65000	6729.84-	110

PREPARED 07/01/2022, 18:49:27
 PROGRAM: GM267L
 TOWN OF ALTAVISTA

DETAIL BUDGET REPORT
 100% OF YEAR LAPSED

PAGE 33
 ACCOUNTING PERIOD 12/2022

FUND 050 WATER & SEWER FUND			DEPT/DIV 5101 SEWER DEPARTMENT/OPERATIONS										
BA	ELE	OBJ	ACCOUNT	*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%	
SUB	SUB		DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
70			UTILITIES										
702			SEWER										
60	24		SMALL TOOLS	125	199.32	160	1500	1295.52	86	.00	1500	204.48	86
60	50		LABORATORY TEST EQUIP	4500-	3320.01	74-	23000	19285.64	84	.00	23000	3714.36	84
60	**		MATERIALS & SUPPLIES	23623	21689.90	92	187490	177593.29	95	125.20-	187490	10021.91	95
70			TRANSFER OUT										
70	05		TO RESERVES	2740	.00	0	32770	.00	0	.00	32770	32770.00	0
70	**		TRANSFER OUT	2740	.00	0	32770	.00	0	.00	32770	32770.00	0
91			DEBT SERVICE-2020A										
91	02		PRINCIPAL	6258	.00	0	75030	75030.00	100	.00	75030	.00	100
91	04		INTEREST	5362	.00	0	64300	64302.43	100	.00	64300	2.43-	100
91	**		DEBT SERVICE-2020A	11620	.00	0	139330	139332.43	100	.00	139330	2.43-	100
702	**	**	SEWER	122324	100327.26	82	1465820	1223300.88	84	125.20-	1465820	242644.32	83
70	**	**	UTILITIES	122324	100327.26	82	1465820	1223300.88	84	125.20-	1465820	242644.32	83
DIV	5101		TOTAL *****										
			OPERATIONS	122324	100327.26	82	1465820	1223300.88	84	125.20-	1465820	242644.32	83

PREPARED 07/01/2022, 18:49:27
 PROGRAM: GM267L
 TOWN OF ALTAVISTA

DETAIL BUDGET REPORT
 100% OF YEAR LAPSED

PAGE 34
 ACCOUNTING PERIOD 12/2022

FUND 050 WATER & SEWER FUND			DEPT/DIV 5102 SEWER			DEPARTMENT/PUMP STATION								
BA	ELE	OBJ	ACCOUNT			*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%
SUB	SUB		DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT	
70			UTILITIES											
705			RIVERVIEW PUMP STATION											
	50		OTHER CHARGES											
	50	02	ELECTRICAL SERVICES	1087	.00	0	13000	7710.05	59	.00	13000	5289.95	59	
	50	08	TELECOMMUNICATIONS	87	52.29	60	1000	633.79	63	.00	1000	366.21	63	
	50	**	OTHER CHARGES	1174	52.29	5	14000	8343.84	60	.00	14000	5656.16	60	
	60		MATERIALS & SUPPLIES											
	60	04	REPAIRS & MAINTENANCE	837	.00	0	10000	6438.90	64	.00	10000	3561.10	64	
	60	**	MATERIALS & SUPPLIES	837	.00	0	10000	6438.90	64	.00	10000	3561.10	64	
705	**	**	RIVERVIEW PUMP STATION	2011	52.29	3	24000	14782.74	62	.00	24000	9217.26	62	
70	**	**	UTILITIES	2011	52.29	3	24000	14782.74	62	.00	24000	9217.26	62	
DIV	5102		TOTAL *****											
			PUMP STATION	2011	52.29	3	24000	14782.74	62	.00	24000	9217.26	62	

PREPARED 07/01/2022, 18:49:27
 PROGRAM: GM267L
 TOWN OF ALTAVISTA

DETAIL BUDGET REPORT
 100% OF YEAR LAPSED

PAGE 35
 ACCOUNTING PERIOD 12/2022

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
70			UTILITIES										
702			SEWER										
81			CAPITAL OUTLAY - REPLACE										
81	02		VEHICLE REPLACEMENT	6822	.00	0	81820	.00	0	33188.28	81820	48631.72	41
81	06		MACHINERY & EQUIPMENT	2000	5073.85	254	24000	25153.40	105	10394.00	24000	11547.40-	148
81	18		BUILDING	500	.00	0	6000	.00	0	.00	6000	6000.00	0
81	20		SEWER SYSTEM	0	257617.75	0	0	786193.56	0	.00	0	786193.56-	0
81	30		IMPRVMNTS OTHER THAN BLDG	5625	.00	0	67500	39660.87	59	16490.76	67500	11348.37	83
81	40		ELECTRICAL	119274	540843.63	453	1431200	1993682.01	139	.00	1431200	562482.01-	139
81	**		CAPITAL OUTLAY - REPLACE	134221	803535.23	599	1610520	2844689.84	177	60073.04	1610520	1294242.88-	180
82			CAPITAL OUTLAY - NEW										
82	06		MACHINERY & EQUIPMENT	0	.00	0	0	37150.00	0	120750.00	0	157900.00-	0
82	30		IMPRVMNTS OTHER THAN BLDG	212	.00	0	2500	.00	0	.00	2500	2500.00	0
82	**		CAPITAL OUTLAY - NEW	212	.00	0	2500	37150.00	1486	120750.00	2500	155400.00-	6316
702	**	**	SEWER	134433	803535.23	598	1613020	2881839.84	179	180823.04	1613020	1449642.88-	190
70	**	**	UTILITIES	134433	803535.23	598	1613020	2881839.84	179	180823.04	1613020	1449642.88-	190
DIV	5110		TOTAL *****										
			SEWER CAPITAL OUTLAY	134433	803535.23	598	1613020	2881839.84	179	180823.04	1613020	1449642.88-	190
DEPT	51		TOTAL *****										
			SEWER DEPARTMENT	258768	903914.78	349	3102840	4119923.46	133	180697.84	3102840	1197781.30-	139

PREPARED 07/01/2022, 18:49:27
 PROGRAM: GM267L
 TOWN OF ALTAVISTA

DETAIL BUDGET REPORT
 100% OF YEAR LAPSED

PAGE 36
 ACCOUNTING PERIOD 12/2022

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

71			DISTRIBUTION & COLLECTION										
711			DISTRIBUTION										
	10		SALARIES AND WAGES										
	10 02		REGULAR	8763	5636.54	64	105200	90996.03	87	.00	105200	14203.97	87
	10 04		OVERTIME	274	253.90	93	3200	2724.43	85	.00	3200	475.57	85
	10 **		SALARIES AND WAGES	9037	5890.44	65	108400	93720.46	87	.00	108400	14679.54	87
	20		BENEFITS										
	20 02		FICA	680	420.90	62	8050	6763.89	84	.00	8050	1286.11	84
	20 04		VA RETIREMENT SYSTEM	840	228.82	27	9970	4435.76	45	.00	9970	5534.24	45
	20 06		GROUP MEDICAL INSURANCE	1799	727.60	40	21500	15708.99	73	.00	21500	5791.01	73
	20 08		GROUP LIFE INSURANCE	116	77.02	66	1370	1212.55	89	.00	1370	157.45	89
	20 18		VRS HYBRID EMPLOYER CONTR	0	291.74	0	0	3877.54	0	.00	0	3877.54-	0
	20 20		ICMA HYBRID EMPLOYER CONT	0	42.52	0	0	552.37	0	.00	0	552.37-	0
	20 **		BENEFITS	3435	1788.60	52	40890	32551.10	80	.00	40890	8338.90	80
	30		CONTRACTUAL SERVICES										
	30 08		MAINTENANCE SVC CONTRACTS	250	38.25	15	3000	459.00	15	.00	3000	2541.00	15
	30 16		PHYSICALS	25	85.00	340	300	85.00	28	.00	300	215.00	28
	30 30		GIS MAPPING UPDATES	424	16.74	4	5000	2101.14	42	.00	5000	2898.86	42
	30 **		CONTRACTUAL SERVICES	699	139.99	20	8300	2645.14	32	.00	8300	5654.86	32
	50		OTHER CHARGES										
	50 08		TELECOMMUNICATIONS	25	33.56	134	300	203.10	68	.00	300	96.90	68
	50 24		SUBSISTANCE & LODGING	49	.00	0	500	9.40	2	.00	500	490.60	2
	50 26		CONVENTIONS & EDUCATIONS	74	.00	0	800	10.00	1	.00	800	790.00	1
	50 65		METER TESTING/REPLACEMENT	1250	74.00	6	15000	7736.18	52	.00	15000	7263.82	52
	50 76		MISS UTILITY	56	26.25	47	650	468.80	72	.00	650	181.20	72
	50 **		OTHER CHARGES	1454	133.81	9	17250	8427.48	49	.00	17250	8822.52	49
	60		MATERIALS & SUPPLIES										
	60 02		OFFICE SUPPLIES	80	.00	0	850	.00	0	659.99	850	190.01	78
	60 04		REPAIRS & MAINTENANCE	4174	1746.08	42	50000	43004.22	86	.00	50000	6995.78	86
	60 06		FUELS & LUBRICANTS	549	234.49	43	6500	4030.98	62	.00	6500	2469.02	62
	60 08		VEHICLE & EQUIP R&M	7030	226.01	3	12750	12804.12	100	.00	12750	54.12-	100
	60 10		UNIFORMS	224	296.69	133	2600	1612.32	62	.00	2600	987.68	62
	60 11		SAFETY EQUIP & PROGRAMS	112	.00	0	1300	196.29	15	.00	1300	1103.71	15
	60 25		SMALL EQUIPMENT	124	.00	0	1400	1030.61	74	.00	1400	369.39	74
	60 **		MATERIALS & SUPPLIES	12293	2503.27	20	75400	62678.54	83	659.99	75400	12061.47	84
711	**	**	DISTRIBUTION	26918	10456.11	39	250240	200022.72	80	659.99	250240	49557.29	80
712			COLLECTION										
	10		SALARIES AND WAGES										
	10 02		REGULAR	8774	5636.51	64	105200	90975.64	87	.00	105200	14224.36	87
	10 04		OVERTIME	274	253.89	93	3200	2724.15	85	.00	3200	475.85	85
	10 **		SALARIES AND WAGES	9048	5890.40	65	108400	93699.79	86	.00	108400	14700.21	86

PREPARED 07/01/2022, 18:49:27
 PROGRAM: GM267L
 TOWN OF ALTAVISTA

DETAIL BUDGET REPORT
 100% OF YEAR LAPSED

PAGE 37
 ACCOUNTING PERIOD 12/2022

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

71			DISTRIBUTION & COLLECTION										
712			COLLECTION										
	20		BENEFITS										
	20 02		FICA	680	420.82	62	8050	6762.71	84	.00	8050	1287.29	84
	20 04		VA RETIREMENT SYSTEM	840	228.82	27	9970	4435.60	45	.00	9970	5534.40	45
	20 06		GROUP MEDICAL INSURANCE	1799	727.60	40	21500	15708.98	73	.00	21500	5791.02	73
	20 08		GROUP LIFE INSURANCE	116	76.96	66	1370	1211.82	89	.00	1370	158.18	89
	20 18		VRS HYBRID EMPLOYER CONTR	0	291.70	0	0	3877.12	0	.00	0	3877.12-	0
	20 20		ICMA HYBRID EMPLOYER CONT	0	42.46	0	0	551.81	0	.00	0	551.81-	0
	20 **		BENEFITS	3435	1788.36	52	40890	32548.04	80	.00	40890	8341.96	80
	30		CONTRACTUAL SERVICES										
	30 08		MAINTENANCE SVC CONTRACTS	125	38.25	31	1500	1209.00	81	.00	1500	291.00	81
	30 16		PHYSICALS	25	85.00	340	300	85.00	28	.00	300	215.00	28
	30 30		GIS MAPPING UPDATES	424	16.74	4	5000	2101.14	42	.00	5000	2898.86	42
	30 **		CONTRACTUAL SERVICES	574	139.99	24	6800	3395.14	50	.00	6800	3404.86	50
	50		OTHER CHARGES										
	50 08		TELECOMMUNICATIONS	25	33.56	134	300	203.11	68	.00	300	96.89	68
	50 24		SUBSISTANCE & LODGING	49	.00	0	500	.00	0	.00	500	500.00	0
	50 26		CONVENTIONS & EDUCATIONS	74	.00	0	800	.00	0	.00	800	800.00	0
	50 76		MISS UTILITY	56	26.25	47	650	468.85	72	.00	650	181.15	72
	50 **		OTHER CHARGES	204	59.81	29	2250	671.96	30	.00	2250	1578.04	30
	60		MATERIALS & SUPPLIES										
	60 02		OFFICE SUPPLIES	80	.00	0	850	.00	0	659.99	850	190.01	78
	60 04		REPAIRS & MAINTENANCE	3576-	379.67	11-	28500	24282.87	85	.00	28500	4217.13	85
	60 06		FUELS & LUBRICANTS	549	234.49	43	6500	4030.98	62	.00	6500	2469.02	62
	60 08		VEHICLE & EQUIP R&M	530	226.01	43	6250	12693.23	203	.00	6250	6443.23-	203
	60 10		UNIFORMS	212	296.69	140	2500	1716.79	69	.00	2500	783.21	69
	60 11		SAFETY EQUIP & PROGRAMS	112	.00	0	1300	141.89	11	.00	1300	1158.11	11
	60 25		SMALL EQUIPMENT	112	.00	0	1300	779.43	60	.00	1300	520.57	60
	60 **		MATERIALS & SUPPLIES	1981-	1136.86	57-	47200	43645.19	93	659.99	47200	2894.82	94
	81		CAPITAL OUTLAY - REPLACE										
	81 30		IMPRVMNTS OTHER THAN BLDG	837	9391.30	1122	10000	9391.30	94	.00	10000	608.70	94
	81 **		CAPITAL OUTLAY - REPLACE	837	9391.30	1122	10000	9391.30	94	.00	10000	608.70	94
712	**	**	COLLECTION	12117	18406.72	152	215540	183351.42	85	659.99	215540	31528.59	85
71	**	**	DISTRIBUTION & COLLECTION	39035	28862.83	74	465780	383374.14	82	1319.98	465780	81085.88	83
DIV	5201		TOTAL ***** OPERATIONS	39035	28862.83	74	465780	383374.14	82	1319.98	465780	81085.88	83
DEPT	52		TOTAL ***** DISTRIBUTION & COLLECTION	39035	28862.83	74	465780	383374.14	82	1319.98	465780	81085.88	83
FUND	050		TOTAL ***** WATER & SEWER FUND	740787	1536946.61	208	8880600	9166129.09	103	189790.82	8880600	475319.91-	105

PREPARED 07/01/2022, 18:49:27
PROGRAM: GM267L
TOWN OF ALTAVISTA

DETAIL BUDGET REPORT
100% OF YEAR LAPSED

PAGE 38
ACCOUNTING PERIOD 12/2022

FUND 070 COMMUNITY IMPROV FUND			DEPT/DIV 9102 NON DEPARTMENT/NON DEPARTMENT										
BA	ELE	OBJ	ACCOUNT	*****CURRENT*****			*****YEAR-TO-DATE*****				ANNUAL	UNENCUMB.	%
SUB	SUB		DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT

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

PREPARED 07/01/2022, 18:49:27
 PROGRAM: GM267L
 TOWN OF ALTAVISTA

DETAIL BUDGET REPORT
 100% OF YEAR LAPSED

PAGE 39
 ACCOUNTING PERIOD 12/2022

FUND 090 CEMETERY FUND		DEPT/DIV 0000			*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%
BA	ELE OBJ	ACCOUNT	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT	
SUB	SUB	DESCRIPTION											
60													
603		CEMETERY											
10		SALARIES AND WAGES											
10 02		REGULAR	837	564.96	68	10000	7590.65	76	.00	10000	2409.35	76	
10 04		OVERTIME	87	.00	0	1000	1015.80	102	.00	1000	15.80-	102	
10 **		SALARIES AND WAGES	924	564.96	61	11000	8606.45	78	.00	11000	2393.55	78	
20		BENEFITS											
20 02		FICA	80	39.15	49	850	602.42	71	.00	850	247.58	71	
20 04		VA RETIREMENT SYSTEM	87	.00	0	1000	56.35	6	.00	1000	943.65	6	
20 06		GROUP MEDICAL INSURANCE	131	95.33	73	1550	950.22	61	.00	1550	599.78	61	
20 08		GROUP LIFE INSURANCE	24	7.59	32	200	102.07	51	.00	200	97.93	51	
20 18		VRS HYBRID EMPLOYER CONTR	0	48.28	0	0	608.07	0	.00	0	608.07-	0	
20 20		ICMA HYBRID EMPLOYER CONT	0	7.24	0	0	82.30	0	.00	0	82.30-	0	
20 **		BENEFITS	322	197.59	61	3600	2401.43	67	.00	3600	1198.57	67	
30		CONTRACTUAL SERVICES											
30 36		MOWING CONTRACT	2074	.00	0	24800	11440.00	46	.00	24800	13360.00	46	
30 **		CONTRACTUAL SERVICES	2074	.00	0	24800	11440.00	46	.00	24800	13360.00	46	
50		OTHER CHARGES											
50 34		MISCELLANEOUS REIMB	1800	.00	0	1800	1795.00	100	.00	1800	5.00	100	
50 **		OTHER CHARGES	1800	.00	0	1800	1795.00	100	.00	1800	5.00	100	
60		MATERIALS & SUPPLIES											
60 04		REPAIRS & MAINTENANCE	963-	348.00	36-	8200	1037.73	13	.00	8200	7162.27	13	
60 60		OPENING/CLOSING GRAVES	125	.00	0	1500	500.00	33	.00	1500	1000.00	33	
60 **		MATERIALS & SUPPLIES	838-	348.00	42-	9700	1537.73	16	.00	9700	8162.27	16	
70		TRANSFER OUT											
70 01		TO CEMETERY RESERVE	2280	.00	0	27250	.00	0	.00	27250	27250.00	0	
70 **		TRANSFER OUT	2280	.00	0	27250	.00	0	.00	27250	27250.00	0	
82		CAPITAL OUTLAY - NEW											
82 06		MACHINERY & EQUIPMENT	0	.00	0	0	4420.00	0	39780.00	0	44200.00-	0	
82 **		CAPITAL OUTLAY - NEW	0	.00	0	0	4420.00	0	39780.00	0	44200.00-	0	
603 ** **		CEMETERY	6562	1110.55	17	78150	30200.61	39	39780.00	78150	8169.39	90	
60 ** **			6562	1110.55	17	78150	30200.61	39	39780.00	78150	8169.39	90	
DIV 0000		TOTAL *****	6562	1110.55	17	78150	30200.61	39	39780.00	78150	8169.39	90	
DEPT 00		TOTAL *****	6562	1110.55	17	78150	30200.61	39	39780.00	78150	8169.39	90	
FUND 090		TOTAL *****	6562	1110.55	17	78150	30200.61	39	39780.00	78150	8169.39	90	
		CEMETERY FUND	6562	1110.55	17	78150	30200.61	39	39780.00	78150	8169.39	90	
GRAND		TOTAL *****	1363355	1981340.57	145	16341230	18032358.11	110	679739.63	16341230	2370867.74-	115	

Town of Altavista
Investment Deposit Totals
Balance as of June 30, 2022



General Fund Reserves

Money Market Account	4,710,027.07	
Certificate of Deposit	2,946,191.55	
LGIP	5,655,865.24	
Sub-Total		\$ 13,312,083.86

Enterprise Fund Reserves

Money Market Account	230,074.92	
Certificate of Deposit		
LGIP	2,560,188.87	
Sub-Total		\$ 2,790,263.79

Highway Fund

Money Market Account	57,350.00	
Certificate of Deposit	0.00	
LGIP	1,007,810.80	
Sub-Total		\$ 1,065,160.80

Green Hill Cemetery

Money Market Account	79,181.78	
Certificate of Deposit	639,628.54	
LGIP	77,345.22	
Sub-Total		\$ 796,155.54

AEDA

Money Market Account	0.00	
Certificate of Deposit	0.00	
LGIP	245,241.91	
Sub-Total		\$ 245,241.91

Federal Forfeiture Account \$0.00

State Forfeiture Account \$7,944.30

Operating Cash Account \$ 1,296,130.64

Grand Total Investments and Deposits \$ 19,512,980.84

Designated Balance \$ 13,346,545.09

Undesignated Balance \$ 6,166,435.75

DISTRIBUTION OF UNDESIGNATED FUNDS

Policy Money	5,095,522.00
PCB	532,557.59
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	58,056.17
CIP Items Earmarked for Future Purchase	270,190.00
Park Improvements as designated by Roberta F. Jenks' Estate	48,968.32
Park Improvements	11,300.00
AVOCA Maintenance Funds	172,348.59
Main St Sidewalk Extension Match (VDOT)	
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 \$ 9,935,911.90

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
July 12, 2022
AGENDA COVER SHEET

AGENDA ITEM #: 6.C

CONSENT AGENDA

Title: Town Council Meeting Minutes

Staff Resource: Crystal Hailey, Assistant Town Clerk

Action(s):

Approval of each minute document as presented or amended.

Explanation:

Attached are the meeting minutes from the April regular meeting and work session and the May regular meeting and work session, for Town Council's review and approval.

Background:

The meeting minutes from each and every Town Council meeting are submitted to Council for their review and approval.

Funding Source(s):

N / A

Attachments: *(click item to open)*

[Attachment 1. Town Council RM 4.12.22](#)

[Attachment 2. Town Council Work Session 4.26.22](#)

[Attachment 3. Town Council RM 5.10.22](#)

Town Council Regular Meeting April 12th, 2022

The Altavista Town Council held their April 2022 regular meeting in Council Chambers of the Town Hall/J.R. Burgess Municipal Building, 510 Seventh Street, on Tuesday, April 12th, 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. Timothy George
Mr. Jay Higginbotham
Dr. Scott Lowman
Mayor Michael Mattox
Mr. Wayne Mitchell

Absent: Mr. Tracy Emerson

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
Ms. Sharon D. Williams, Community Development Director
Mr. Jeff Arthur, Public Works Manager
Mr. John Eller, Town Attorney
Mrs. Crystal Hailey, Assistant Town Clerk

Reverend Walter Pillow, Altavista Baptist Tabernacle, 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.: Boundary Line Adjustment – Schedule Public Hearing

Mayor Mattox asked Town Council if they had any questions, comments, or concerns in regard to the April 12th meeting agenda, to which there were none.

Councilman Wayne Mitchell made a motion, seconded by Councilman Jay Higginbotham, to approve the April 12th, 2022, Altavista Town Council Meeting Agenda as amended.

Motion carried

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

3. Recognitions and Presentations

A. Personnel Changes

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

New Hire Listing:

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

Departure Listing:

Emily Thurman	Police Department - Officer
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Town Council Regular Meeting April 12th, 2022

B. Presentation by Dale Moore

Mayor Mattox recognized Altavista citizen and business owner, Dale Moore, to come before Council. He stated Mr. Moore was one of the area's leading businessmen that started his business with very little and grew his company to be a major asset to his community.

Mr. Moore thanked Town Council for their commitment and vision for the Town of Altavista. He shared his concerns with blighted buildings located throughout Altavista and offered his time to help the town address the issue.

Mr. Moore then referenced the small business community of Altavista and suggested the town consider offering local small businesses some assistance with updating the facades of their business to help keep Altavista looking nice. He said, he was offered this assistance when he first started his business, that was then located on Broad Street.

Mr. Moore concluded by referencing the Town of Altavista's Annual Uncle Billy's Day Festival, which had not been held the past couple of years due to the COVID pandemic and currently not having a town organization available or interested in organizing the event. He stated the festival brought a lot of visitors and revenue to the town and he would like to see the 70yr old tradition return and stated he would be happy to help whoever took on the task.

Vice Mayor Bennett thanked Mr. Moore for his continued interest in helping his community grow. He informed Mr. Moore that currently, the town did not have a property maintenance code or code enforcement officer to address the blight issues pertaining to commercial buildings, only residential properties, but stated they were willing to listen to any ideas he might have that would help.

Mr. Bennett referenced Mr. Moore's mention of the town helping small businesses update their exterior façade and informed him that Altavista On Track had a grant program that offered this assistance. He stated the town continued to look for grants that would help small businesses thrive.

Mr. Bennett stated the Uncle Billy's Day Festival was organized in the past few years by the Altavista Area Chamber of Commerce, however, they did not have enough volunteers to continue hosting the event and no one else stepped up to take it over.

Mr. Bennett thanked Mr. Moore for coming before Council to share his concerns on the aforementioned items and said that Town Council valued his experience and would be happy to have him collaborate with the town on items he could share insight on.

Councilman Mitchell also thanked Mr. Moore for sharing his concerns and input regarding blighted properties. He informed Mr. Moore there were multiple ordinances in the Town Code that were no longer applicable, and the town was working to update the Code accordingly.

Mr. Mitchell referenced AOT's Façade Grant mentioned by the Vice Mayor and stated he believed the grant's availability needed to be advertised more so that small businesses were better informed.

Mr. Mitchell stated he believed Town Staff would be happy to have any volunteer assistance that Mr. Moore offered.

Councilman Lowman shared his appreciation for Mr. Moore not only pointing out issues of concern, but also offering to help the town address those items.

Mr. Moore referenced Altavista's new Town Manager, Gary Shanaberger, and he stated he recently had the opportunity to have lunch with Mr. Shanaberger and hear his vision for the town. He said that he believed Mr. Shanaberger was going to be a good asset to the town and he looked forward to working with him.

Councilman George shared his appreciation for Mr. Moore's willingness to help the town with the blighted buildings issue. He said there were multiple buildings in town that needed to be addressed.

Councilman Higginbotham stated that he would like to "go on record" and say that he was against the town having a property maintenance code because the authority was often misused.

Town Council Regular Meeting April 12th, 2022

He shared an idea for Council and the Town Manager to consider - allowing Mr. Moore to collaborate with staff and work on addressing some of the blighted and derelict buildings in town.

Mayor Mattox referenced the first AOT (Altavista On Track) meeting, held in 2002, that he and Mr. Moore both attended and stated that Mr. Moore had always strived to improve and grow the Town of Altavista. He thanked Mr. Moore for his time and his offer to assist the town with the aforementioned items/issues.

Mr. Moore shared that when he came to Altavista he considered himself poor, but he did not dwell on how much money he could make, but rather how many people he could employ and help do better for themselves. Mr. Moore stated that his business did well over the years under that original concept and continues his belief everyday that it is not how much money you have that makes you important, but how many lives you were able to touch and impact for the good.

4. Citizen's Time

Mayor Mattox asked if there were any citizen(s) present wishing to address Council with a comment or concern, to which there were none.

5. Town/Community Partner Updates

A. Altavista Area Chamber of Commerce (the Chamber)

There was no one present at this meeting to represent the Chamber.

B. Altavista On Track (AOT)

Altavista On Track's Board President Reverend Ed Soto and Vice President Regina Adams gave Council a brief update on Altavista On Track's most recent activities and events.

Reverend Soto shared with Council the AOT 2021 Cumulative Program Statistics Report for Council's review. This was informational only, with the following highlights:

- Five (5) downtown businesses utilized AOT's Downtown Business Investment Grant; and four of those five were still in business. This grant pays for the first three months of rent and utility bills for a new business.
- Four downtown businesses utilized AOT's façade grant program; three of which had never used AOT's resources in the recent past.
- Fifteen hundred people attended AOT's inaugural BBQ, Bourbon, & Beer Festival in 2021. The event's name would be changed to remove Uncle Billy's and be further known as the Altavista BBQ, Bourbon, & Beer Festival, with increased attendance expected due to its new KCBS sanction (Kansas City Barbeque Society).

Reverend Soto referenced Mr. Moore's mention of the blighted buildings in town and the desire of the town for Uncle Billy's Day to return. He stated working on those types of things was part of what AOT was intended for and said AOT would be happy to have Mr. Moore on their board for his input and guidance.

Reverend Soto also informed Council that several applicants had been interviewed for the vacant Main Street Coordinator position, by himself, as AOT's Board President, the AOT Vice President Regina Adams, the Community Development Director Sharon Williams, and Finance & Administration Director Tobie Shelton. He stated AOT was confident they had found a capable candidate, with strong leadership skills, that had experience with government and non-profit agencies, and was familiar with the Altavista community.

Town Council Regular Meeting April 12th, 2022

In conclusion, Reverend Soto shared that AOT would be separating its operational connection with the town and stated, as part of that decision, the AOT Executive Director would no longer be a town staff member. He requested the consideration of Council to continue supporting AOT as a town partner by continuing to subsidize the director position. Reverend Soto said that he would be happy to answer any questions Council may have.

Councilman Mitchell asked staff if the FY2023 draft budget still had a placeholder for AOT's Executive Director position as it had in the past.

Finance Director Tobie Shelton confirmed that it did.

Mr. Mitchell said that he considered the budget placeholder as a confirmation that the town would continue to support AOT and subsidize the position. He shared his favor with continuing to support AOT but he would refer the request to the Town Manager for direction and any final decision on the matter.

Mayor Mattox asked, with Rev. Soto and Mrs. Adams' board terms ending soon, would it be more reasonable for AOT to have the new board president and vice president give their input on who AOT's new executive director would be and would fit the new board's vision for AOT's future.

Reverend Soto stated it was AOT's intent to hire a new executive director first and have that person give their input for who the new board members would be. He stated that he believed having a strong leader (executive director) would help guide the AOT Board in sharing AOT's vision.

Councilman George asked if the decision of this request was time sensitive.

Reverend Soto said the request was for Council's consideration, however, the person AOT had in mind for the executive director position was actively looking for employment, so the sooner a decision could be made, the better.

Councilman Higginbotham stated, if the town was subsidizing the director position, he asked for clarification why AOT requested the position only be managed by them and not in collaboration with the town.

Reverend Soto stated, in the past, the person in that position had "two bosses", the town and AOT. He said he believed the director was "tugged" between their duties and visions from each of the two organization.

After brief discussion, Mayor Mattox asked Council to consider deferring the decision of this request to a later date, to allow further consideration of the matter by the Town Manager.

There was a consensus of Town Council to do so.

Mayor Mattox thanked Reverend Soto and Mrs. Adams for the updates and thanked AOT for the work they do for the Town of Altavista and its community.

6. Consent Agenda

- March 2022 Financial Reports
 - Check Register, Revenue Report, Expenditure Report, and Reserve Balance/Investment Report
- Approval of Council Meeting Minutes:
 - February 22nd, 2022, Work Session
 - March 8th, 2022, Regular Meeting

Town Council Regular Meeting April 12th, 2022

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.

Vice Mayor Reggie Bennett made a motion, seconded by Councilman Tim George, to approve the April 12, 2022, Council Meeting Consent Agenda as presented.

Motion carried.

Vote:	Mr. Wayne Mitchell	Yes
	Vice Mayor Bennett	Yes
	Mayor Mike Mattox	Yes
	Mr. Jay Higginbotham	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. Regional Mutual Aid Agreement

The Altavista Police Department’s (APD) Police Chief, Tommy Merricks, requested Council’s consideration to renew the Regional Mutual Aid Agreement with surrounding law enforcement agencies.

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

Chief Merricks informed Council that the current agreement expired on May 1st, 2022 and required authorization by Council for the Town Manager to renew the agreement.

Mayor Mattox asked Council if they had any questions regarding the request or the Regional Mutual Aid Agreement.

Councilman Higginbotham asked Chief Merricks if the agreement stayed the same as the previous agreement, or if there were any changes he believed the agreement needed.

Chief Merricks stated he believed the agreement was sufficient and covered each law enforcement agency when assisting another locality/agency.

Town Attorney John Eller concurred with Chief Merricks that the agreement was viable.

Councilman Jay Higginbotham made a motion, seconded by Vice Mayor Reggie Bennett, to approve the request by Chief Merrick and adopted a resolution authorizing the Town Manager to renew the Regional Mutual Aid Agreement for the Town of Altavista Police Department.

Motion carried.

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

Town Council Regular Meeting April 12th, 2022

B. Use of TOA Brownfields Grant – Gratto Phase II Assessment

Altavista Community Development Director, Sharon D. Williams, referenced the 26 acres recently purchased by the Gratto family that sits along the Staunton River, behind the former Lane Company property, and reminded Council of their approval to allow staff to utilize a portion of the town’s Virginia Brownfields Grant to conduct a Phase I Environment Site Assessment (ESA) of the aforementioned property.

Ms. Williams asked Council to consider allowing the town to also fund a Phase II ESA (\$25,000) for a subsurface investigation of the soil, soil gas, and groundwater, to identify any sources of environmental impact.

Councilman Higginbotham stated that environmental assessments could be ongoing for long periods of time, which could be very costly to the property owner. He shared his favor with the town assisting the Gratto family with the cost of a Phase II ESA.

Councilman George asked, if there were contaminants found, what were the next steps.

Ms. Williams stated there were additional funds available from the state for remediation and, if Council approved, Town Staff could assist Mr. Gratto with applying for a remediation grant/funds.

Councilman Wayne Mitchell made a motion, seconded by Councilman Scott Lowman, to approve the request and authorize staff to move forward with a Phase II ESA of the Gratto property, using \$25,000 of the town’s Brownfields Funds.

Motion carried.

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

C. Boundary Line Adjustment – Schedule Public Hearing

Town Attorney John Eller referenced the 89 acres purchased by the town in 2021 from the Fauntleroy family and stated it was time to move forward in the boundary line adjustment process by holding the required public hearing.

Mr. Eller informed Council that Campbell County scheduled a public hearing in the matter for their May3rd meeting, and accordingly, he suggested the Town of Altavista hold a public hearing regarding the matter at their May 10th Council meeting.

Mr. Eller stated, once the public hearings were completed, the town would accept the agreement with Campbell County and the item would then be sent to the Circuit Court for approval consideration.

Councilman Jay Higginbotham made a motion, seconded by Councilman Wayne Mitchell, to authorize staff to advertise that a public hearing would be held on Tuesday, May 10th regarding

Motion carried.

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

Town Council Regular Meeting April 12th, 2022

9. Unfinished Business

A. Mister to Dewater Emergency Overflow Pond

Altavista Public Services Director Tom Fore referenced Council's previous approval to allow staff to use a "mister" to dewater Altavista's Wastewater Treatment Plant (WWTP) emergency overflow pond (EOP). He stated, when looking for a mister, he found that mobile misters were more expensive than a stationary unit.

Mr. Fore requested Council's approval to sole source a mister unit from EcoMister, in the amount of \$160,000, with and extra \$20,000 for staff to hard wire the unit in; and to utilize the town's existing EOP funds reserved for EOP remediation to pay for the \$180,000 cost.

Mr. Fore stated, once the EOP was dewatered, which was a three year process, the entire site would be filled in with clay.

Councilman Higginbotham referenced Delegate Matt Farris and said that he heard that Mr. Farris intended to help Altavista get funding for some of its environmental issues. He shared his favor in staff investigating the possibility of acquiring funding assistance from the state for the EOP dewatering project.

Mr. Higginbotham stated that he was ok with using a mister to dewater the EOP but was unsure that filling in the entire site afterwards was the best option. He suggested waiting to make this decision until after Council had time to discuss the matter further at their June 7th retreat/work session and to hear Dr. Lowman's additional thoughts on the matter.

Councilman George asked how deep the was the EOP and what it would cost the town to fill the EOP after the dewatering process was complete.

Mr. Fore stated the EOP was 6 ½ acres in circumference, 2 feet deep close to the bank, and approximately 6 feet in the middle of the pond. He informed Council that the town had a stockpile of clay they would utilize to start filling the pond after dewatering and would continue to increase the level of clay when more was available; costing only the gas to pick up the free material.

Councilman Lowman stated he believed the main goal at that time was to dewater the EOP and he shared his favor in Mr. Fore moving forward with purchasing the mister.

Mr. Fore referenced Councilman Higginbotham's mention of Delegate Matt Farris and the assistance that may be available from the state with this project. He stated that he would investigate that possibility and utilize any funds that were available to help pay for the cost of the EOP project.

Vice Mayor Bennett thanked Mr. Fore for doing his due diligence for this project. He asked Mr. Fore if dewatering the EOP would remedy the current state of the pond and would it satisfy the DEQ's (Department of Environmental Quality) standards for this type of issue.

Mr. Fore stated the dewatering project would begin the process of remediation and once the dewatering was complete, allow the town to obtain direction from the DEQ on the next viable step to complete the remediation process.

Vice Mayor Reggie Bennet made a motion, seconded by Councilman Scott Lowman, to authorize Public Services Director Tom Fore to move forward with purchasing a mister from EcoMister in the amount of \$160,000, and \$20,000 for an electrical upgrade at the WWTP facility to accommodate the mister; in order for the town to start the dewatering process of the emergency overflow pond at the Altavista Wastewater Plant.

Town Council Regular Meeting April 12th, 2022

Motion carried.

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

B. Advanced Metering System - Engineering Selection

Altavista Public Services Director Tom Fore informed Town Council that during a recent meeting with Jeff Arthur, Public Works Manager, and Brandon Bell, Utilities Supervisor, to review submitted proposals for the AMI package by four of the town’s on-call engineer firms, they all agreed that Hurt & Proffitt would be their recommendation to award the contract for the AMI (Advanced Metering Infrastructure) meter system project. He said Hurt & Proffitt’s proposal amount was \$27,500, \$500 over one other firm, but considerably less than the other two engineer firms.

Councilman Jay Higginbotham made a motion, seconded by Vice Mayor Reggie Bennett, to accept staff’s recommendation and award the AMI Meter System Project to Hurt & Proffitt in the amount of \$27,500.

Motion carried.

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

C. FY2023 Budget and Capital Improvement Plan (CIP) “First Reading”

Altavista Finance Director Tobie Shelton referenced Town Council’s April 5th Work Session, a “continued” meeting from a March work session. She said staff made the changes to the FY2023 draft budget and CIP as directed by Council from discussions at that meeting. She stated the approved budget would cover the time period between July 1st, 2022, and June 30th, 2023.

Mrs. Shelton gave Council a breakdown of the \$9,688,830 proposed operations budget, without CIP projects, which included the General Fund, Highway Fund, Enterprise Fund, Cemetery Fund, and amounts to be transferred to Reserves.

Mrs. Shelton stated there were no proposed tax increases in the FY2023 budget; however, the budget did include previously approved utility rate increases of 10% water and 5% sewer, which if approved, would take effective December 1st, 2022.

Mrs. Shelton stated staff was requesting Council’s authorization to schedule the necessary public hearing on Tuesday, May 10th, 2022, at the 6:00 p.m. Council Meeting, for the FY2023 Budget, the FY2023-2027Capital Improvement Plan, and the utility rate changes.

Councilman Wayne Mitchell made a motion, seconded by Vice Mayor Reggie Bennett, to authorize Town Staff to schedule a public hearing on Tuesday, May 10th, 2022, regarding the proposed FY2023 Budget and FY2023-2027 proposed Capital Improvement Plan.

Town Council Regular Meeting April 12th, 2022

Motion carried.

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

10. Reports and Communication

- A. March 2022 Departmental Reports
- B. Council Monthly Calendars – April and May
- C. Informational Items

The Manager’s Report, Departmental Reports, and Council Calendars were delivered to Town Council with their April Regular Council Meeting Agenda Pre-Packet.

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

11. Matters from Council

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

Mayor Mattox thanked Town Staff, Town Employees, and Town Citizens for working together for the betterment of the Town of Altavista.

Mayor Mattox also thanked Tom Fore, Altavista’s Public Services Director, for the hard work he does for the town and shared his appreciation for Mr. Fore moving his family to Altavista in order to enable him to better serve the Altavista community.

Mr. Fore stated that he completed his goal at his previous location (building a new utility infrastructure) and was ready to retire; but when asked, he could not turn down the opportunity to help guide the Town of Altavista with improving their utility infrastructure. He stated that he liked helping people and enjoyed being a part of Altavista’s community.

Mayor Mattox concluded by referencing the Town Manager, Gary Shanaberger, and Finance Director, Tobie Shelton, and thanked them both for their hard work and their due diligence on the town’s proposed budget, to find ways to save money and be more efficient.

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

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

Motion carried.

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

Town Council Regular Meeting April 12th, 2022

*Town Council went into Closed Session at 7:10 p.m.
Notice was given that Council was back in regular session at 7:58 p.m.*

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

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 8:02 p.m.

Michael Mattox, Mayor

Gary Shanaberger, Town Clerk,
Town Manager

Town Council Work Session, April 26, 2022

The April 2022 Work Session for Altavista’s Town Council was held in Council Chambers of the J.R. Burgess Municipal Building, 510 Seventh Street, on Tuesday, April 26, at 5:00 PM.

Mayor Mike Mattox called the meeting to order and presided.

- Town Council
- Members present:
- Vice Mayor Reggie Bennett
Mr. Tracy Emerson
Mr. Timothy George
Dr. Scott Lowman
Mayor Michael Mattox
Mr. Wayne Mitchell
- Member(s) Absent:
- Mr. Jay Higginbotham
- 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 March 2022 Council Work Session Agenda, to which there were none.

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

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

2. Recognitions and Presentations

None scheduled for this date.

3. Citizen’s Time

Mayor Mattox asked if there were any citizens present that would like to come before Council regarding a non-agenda item.

Betty Moorman, 900 16th Street, Altavista, came before Council with concerns about dogs in her neighborhood being let out of their house periodically throughout the day and stated the dogs had been defecating in her yard. She said there were other property owners in her neighborhood that had complained to her about the same issue.

Mayor Mattox and Council thanked Ms. Moorman for her time and attending the meeting.

4. Items Referred from Previous Meetings

There were none to discuss at this meeting.

Town Council Work Session, April 26, 2022

5. Discussion for Items New and Unfinished

5.1 Special Event Permit Request – Lori Watkins, State Farm Insurance

Community Development Director, Sharon D. Williams, informed Town Council that 2022 was the 100th year anniversary of State Farm Insurance.

Ms. Williams referenced a Special Event Permit application submitted by Lori Watkins, local State Farm Agent, requesting the use of English Park on Friday, June 3rd, to host an event to celebrate State Farm’s 100th year anniversary. She stated Public Services and the Police Department had been made aware of the request and believed there wouldn’t be any problem with allowing the event.

Ms. Williams stated the celebration would be a family-friendly event with free admission, and no alcohol was being served. She said Ms. Watkins intended to offer music, food trucks, and a bounce house, along with tables/stations set up to promote State Farm.

Ms. Williams stated that she and a representative for Lori Watkins, Ryan Patterson, were both available for questions from Council.

Mayor Mattox asked if Campbell County had been notified of Ms. Watkins’ intent to use a bounce house at the proposed event.

Ms. Williams said that Ms. Watkins was informed that she would need to acquire a permit from Campbell County to have a bounce house at her event. Ms. Williams stated that staff would follow up with Ms. Watkins to make sure the permit was secured, and all other requirements had been met.

Councilman George asked if there was intent to close the park for the event.

Ms. Williams stated that the State Farm celebration was open to the public, therefore the park would remain open for people to enter and exit any portion of the park.

Mr. Patterson, representing Lori Watkins, addressed Council and said that Mrs. Watkins was requesting Council’s consideration to approve a proclamation declaring June 7th as State Farm Day in Altavista; and read during a ribbon-cutting event at Ms. Watkins’ State Farm store front. He said, although the ribbon-cutting would be held on Monday, May 30th, State Farm’s official anniversary date was June 7th.

Mayor Mattox reminded Mr. Patterson that May 30th was Memorial Day and stated he would be out of town the day of the ribbon-cutting, but he would make sure a representative of Council would be present.

Councilman Wayne Mitchell made a motion, seconded by Vice Mayor Reggie Bennett, to approve the proposed proclamation, declaring June 7th, 2022, as State Farm Day in the Town of Altavista.

Motion carried:

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

Ms. Williams stated there was a process with Altavista On Track (AOT) and the Chamber of Commerce and for ribbon-cutting events. She said that staff would collaborate with the Chamber and AOT to coordinate State Farm’s ribbon-cutting on May 30th.

Town Council Work Session, April 26, 2022

5.2 English Park Boat Ramp Parking Lot – Striping Consideration

Community Development Director, Sharon D. Williams, referenced the English Park boat ramp parking lot and informed Council paving was recently completed of that area. She said the Recreation Committee recommended striping the parking lot with the maximum number of parking spaces as possible.

Ms. Williams referenced the photo in Council’s agenda packet that gave a visual of the proposed striping layout recommended by the Recreation Committee. She said that staff believed the layout offered the most parking possible and also recommended the striping layout as presented. She asked Council for their input and consideration of approval.

Mayor Mattox asked Public Services Director, Tom Fore, and Public Works Manager, Jeff Arthur, for their input on the matter.

Both Mr. Fore and Mr. Arthur agreed the proposed layout was the best option.

There being no further comments on this matter, there was a consensus of Town Council to accept staff’s recommendation and allow staff to move forward with the proposed striping layout as presented for the parking lot in English Park, adjacent to the boat ramp.

5.3 Altavista Police Department (APD) – Request to Declare Items as Surplus

Altavista Police Chief, Tommy Merricks, presented Council with a list of items the APD would like to declare as “surplus”. Chief Merricks informed Council the APD was working towards being accredited and clearing out old, unusable items was part of that process. He also asked for Council’s approval to allow him to use his own judgement regarding old uniforms moving forward, so the unused items did not accumulate. Chief Merricks asked Council if they had any questions.

Councilman Mitchell asked, if an item was placed on GOVDeals.com to sell, but was not sold, what happened to the unsold items.

Chief Merricks stated that most items usually sell within a reasonable timeframe, except for uniforms, which he destroyed if not sold.

Mr. Mitchell asked where the acquired funds from the sell of surplus items go to.

Chief Merricks stated the funds went to the town’s General Fund. He said, at a later date, he may ask Council to consider allowing the APD to use a portion of those funds for the accreditation process.

Mr. Mitchell stated he thought the accreditation process had been completed years ago.

Mayor Mattox informed Council that the Police Chief prior to the previous one had an officer start the procedure to be accredited, but the process was never completed.

Chief Merricks assured Town Council that it was one of his goals for the APD to complete the accreditation process. He stated the accreditation would also be helpful lower insurance costs for APD officers.

There was a consensus of Town Council to allow the Altavista Police Department to declare the presented list of items as surplus; and authorized approval for the APD to move forward with selling or adequately disposing of the items. The consensus also included authorizing Chief Merricks to use his own discretion in the future regarding the disposal of old, unusable officer uniforms.

Town Council Work Session, April 26, 2022

6. Updates and Informational Items

6.1 Grass Mowing Contract – Renewal Update

Background:

The Town of Altavista uses an outside contractor to maintain mowing services for six town-owned locations. This contract is reviewed annually.

Public Works Manager Jeff Arthur referenced Altavista's FY2022 mowing contract with Tad Myers and stated it had been reviewed and would be renewed for FY2023. He informed Council that there was a 30% increase in Mr. Myers' price quote, due to the recent increases in fuel costs, however, the contract still remained within the amount budgeted for this item. Mr. Arthur said that Mr. Myers indicated, if fuel prices decreased, he would adjust his price to reflect the change.

Town Attorney John Eller recommended requiring a "base rate" for fuel costs in the town's mowing contracts, for use when calculating changes (increases or decreases) in fuel costs.

There was a consensus of Town Council to follow the direction of the Town Attorney and asked Mr. Arthur to revise the mowing contract to include a fuel cost base rate.

6.2 English Park Trail System – Wayfinding Signs, Progress Update

Public Works Manager Jeff Arthur informed Council that the designs had been finalized for the wayfinding signs. He stated that Hurt & Proffitt indicated they were finishing the last steps in mapping the trail system and the final map would be complete soon for staff's review and approval. He said, after the mapping was complete and the main signs installed, the last step for this project would be to incorporate mile markers along the trail system.

Mayor Mattox thanked Mr. Arthur for the work he does for the Town of Altavista.

7. Matters from Council

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

- Vice Mayor Bennett referenced the wooden pedestrian bridge located at Shreve Park and asked staff if they had an update on the replacement project for that bridge.

Public Services Director Tom Fore answered and stated his staff was waiting on the assistance from Councilman Higginbotham, which previously offered his assistance and guidance on this project.

With no additional question or comments from Town Council, Mayor Mattox asked if Town Staff had any additional items for Council to hear or consider that was not on the agenda.

- Sharon Williams, Altavista's Community Development Director, referenced the new Spark Innovation Center and informed Council that the renovations on the facility were nearly complete. She asked Council to consider touring the center on Tuesday, May 10th, before their Council meeting started at 6pm.

Town Council unanimously shared their favor in touring the Spark Innovation Center and agreed on the May 10th date at 5:30pm.

- Altavista Police Chief Tommy Merricks informed Council that recently, Town Staff had collectively been in contact with several Moseley Heights residents, mostly within the Eudora Lane area. He stated that staff was scheduled to do a walk-through of the area the following Tuesday at 3pm, with some of Moseley Heights' community leaders to look at a few issues that the community had concerns about.

Town Council Work Session, April 26, 2022

Chief Merricks also informed Council that he invited the Moseley Heights residents to join him and a couple of staff members at the First Church of Jesus, in Moseley Heights, at 7pm on the same Tuesday (May 3rd) to discuss any concerns they may have. He invited Town Council members to attend if they were available.

- Councilman George stated he was recently approached by someone wanting to place a water/soda vending machine in English Park next to the splash pad. He reminded Council that one side of the bathroom building had electrical outlets on the exterior so that would be the most feasible place to have them, if approved.

Mr. George said that he contacted Lynchburg City to inquire what their policy was for having vending machines at their parks and he was told the large parks have concession stands and the small ones have vending contracts that were reviewed annually.

Mr. George shared his favor with having vending for beverages at English Park and asked for Council's input.

Mayor Mattox stated that Gatorade was a Coke-A-Cola product and would put a vending machine where the town wanted it and the town would receive a portion of the revenue from the machine(s).

Councilman Emerson said he remembered when both Shreve Park and English Park had vending machines located outside the bathroom facilities and shared his favor with allowing beverage vending machines again.

There were no additional comments on this matter at this time.

- Vice Mayor Bennett informed everyone of a "trash pickup day" being held in Moseley Heights on Saturday, April 30th, starting at 8:30am., and starting at the YMCA.
- Councilman Lowman referenced the "big blue attraction sign" on Hwy. 29 when entering Altavista. He asked if staff had an update on whether the town could utilize the sign to advertise the splash pad.

Town Manager Gary Shanaberger stated that the Assistant Town Manager, Matt Perkins, was currently working on the project.

Mr. Perkins informed Council that when he contacted VDOT, he was directed to a third-party that overseen the signage. He stated he would contact the group and continue gathering information regarding what was allowed to be on the highway signs.

- Mayor Mattox asked for Council's input on whether the town should advertise an RFP for having a food court inside the Booker Building, located in English Park, Altavista.

Councilman Mitchell reminded Council of the first time an RFP was advertised for the item, and no one responded.

Councilman George suggested Council considered allowing the town to build a concession stand at English Park and bid the service out on an annual contract.

Vice Mayor Bennett reminded Council, when the citizen survey was conducted a couple of years prior, the most favorable option was to use the Booker Building as an event center.

Mayor Mattox asked if the initial RFP was for a specific use or in general.

Altavista's Community Development Director, Sharon D. Williams, stated the aforementioned RFP was advertised after a feasibility study was conducted on uses for the Booker Building. She said the RFP focused on the five top favorable responses from the feasibility study.

Town Council Work Session, April 26, 2022

Mayor Mattox asked if any of the five uses included having a food court at the facility.

Ms. Williams answered it did not. She also referenced a previous conversation among Council whether to allow food trucks to periodically service English Park, however the conversation was not conclusive, and Council made no definitive decision on the matter

Mayor Mattox asked if Council or Staff had any additional items for discussion.

- Town Manager Gary Shanaberger referenced Councilman George's mention of having vending machines in English Park. He asked for clarification on whether Council was in favor of allowing the service, or if staff was merely to investigate the options for Council's consideration.

Mayor Mattox shared his concerns with the town allowing food trucks or vending machines in English Park, he stated he believed the service from outsiders would decrease revenue for local business owners.

Councilman Emerson shared his favor with allowing the Town Manager to investigate the options available for the town to offer "beverage" vending machines, such as water and/or Gatorade, at both English and Shreve Parks; and the potential cost/revenue for each option.

8. Closed Session

There was no closed session conducted at this meeting.

9. Adjournment

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

The April 26, 2022, Council Work Session was adjourned at 5:44 p.m.

Michael E. Mattox, Mayor of Altavista

Gary Shanaberger, Town Manager/Town Clerk

Town Council Regular Meeting May 10th, 2022

The Altavista Town Council held their May 2022 regular meeting in Council Chambers of the Town Hall/J.R. Burgess Municipal Building, 510 Seventh Street, on Tuesday, May 10th, 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
Mr. Jay Higginbotham
Dr. Scott Lowman
Mayor Michael Mattox
Mr. Wayne Mitchell

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
Ms. Sharon D. Williams, Community Development Director
Mr. Jeff Arthur, Public Works Manager
Mr. John Eller, Town Attorney
Mrs. Crystal Hailey, Assistant Town Clerk

Pastor Sinclair Hall, First Church of Jesus, gave the invocation for this evening.
After the invocation, Mayor Mike Mattox led the meeting in the Pledge of Allegiance.

2. Agenda Adoption

Mayor Mattox informed everyone of an amendment to the May 10th agenda.

- Section #8, Item H.: Wastewater Treatment Plant - Hydraulic System for Sludge Press

Mayor Mattox asked Town Council if they had any questions, comments, or concerns in regard to the May 10th meeting agenda, to which there were none.

Councilman Tracy Emerson made a motion, seconded by Vice Mayor Reggie Bennett, to approve the May 10th, 2022, Altavista Town Council Meeting Agenda as amended.

Motion carried

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

3. Recognitions and Presentations

Mayor Mattox took this opportunity to recognize and congratulate Tom Fore, Altavista's Public Services Director, for the award he recently received from the Commonwealth of Virginia for his contributions to not only the Town of Altavista, but also the state. He read aloud a few of the words spoken about Mr. Fore at the award ceremony by his colleagues.

Mayor Mattox recited, "the Friend of Rural Water Award was not given out every year, but reserved for special individuals that were most deserving by making outstanding contributions to their profession in rural water", and "although semi-retired, he continues to look out for Virginia's water and wastewater operators by serving on boards of their professions", and

Town Council Regular Meeting May 10th, 2022

“Tom Fore is an amazing role model for water and wastewater operators and has a passion for tasks that help his localities thrive and grow”.

Mayor Mattox led Council, Staff, and meeting attendees in a standing ovation for Mr. Fore and he thanked him for the good work he continued to do for Altavista and everyone he served.

A. Town of Altavista Personnel Changes – April 2022

Milestone(s):

None for April

New Hire Listing:

Matthew Perkins, Assistant Town Manager as of April 1st

Departure Listing:

None in April

Mayor Mattox recognized Matt Perkins and welcomed him as the town’s new Assistant Town Manager.

B. Bluegrass In The Park: 2022 Festival Highlights and 2023 Request

Tony Clifton, T&C Promotions, shared with Council the results of his first bluegrass festival in Altavista; held in English Park on April 3rd, in honor and support of the Children’s Miracle Network. He stated the event did well and, after expenses, he was able to donate \$2,000 to the Children’s Miracle Network.

Mr. Clifton stated that he would like to host the event again in 2023, however, he believed attendance was not what it could be due to other events going on the same weekend, so he asked Council to consider allowing him to change the date of the bluegrass festival to the last weekend in April (29th) or the first weekend in June (3rd).

Mr. Clifton stated, being this was his first time hosting the event in Altavista, he now knows a few things that his team would do differently. He referenced Altavista Fire Company Chief John Tucker and said that Mr. Tucker would be assisting T&C Promotions with the 2023 Bluegrass In The Park festival, to help make the event bigger and better. Mr. Clifton stated he was excited to have Mr. Tucker’s experience.

Mayor Mattox asked Council for their input on Mr. Clifton’s request to change the date of the 2023 bluegrass festival.

Councilman George referenced English Park being closed for the 2022 bluegrass festival and asked if the park could remain open during the 2023 event.

Mr. Clifton informed Council that his team was working with Mr. Tucker to develop a plan that was viable to the entire community, which included leaving the park open; and potentially not having an entry fee for the festival.

Mayor Mattox asked Mr. Clifton how soon he would have a draft plan for the 2023 event for Council’s review.

Mr. Clifton stated his team was currently working on a plan for next year’s event. He stated that having a set date would allow T&C Promotions to secure bands and activities for entertainment, and food vendors.

Councilman Mitchell said that he did not have an issue with either date requested.

Councilman Higginbotham asked Community Development Director Sharon Williams if she knew of any other events being planned on the same requested dates.

Ms. Williams stated, the only event she knew of that would take place close to the June 3rd date was AOT’s 2nd Annual Riverfest, which will be held on the second weekend in May.

Town Council Regular Meeting May 10th, 2022

Councilman Emerson reminded everyone that the first weekend in June was known as Uncle Billy's Day Festival weekend for over 70 years. He stated, if Council approved that weekend for T&C's festival, he suggested they "go big" with what they offered at the event because the community would be expecting it to be.

Mr. Clifton stated, with Mr. Tucker's experience with past Uncle Billy's Day festivals, he was confident that T&C could accomplish a large event with multiple activities for all ages.

Councilman Mitchell asked if it was T&C's intent, if the June 3rd date was approved, to use "Uncle Billy" in the event's name.

Mr. Clifton stated it had not been discussed, but he would be open to suggestions if that was Council's desire. He said his team had discussed changing the name to remove bluegrass because they would have other genres of music at the 2023 event.

Councilman Emerson stated that he believed utilizing the reference to Uncle Billy would help increase attendance to the festival.

Councilman George stated, while the name did not have to be decided that evening, Mr. Clifton had asked Council to consider and approve one of the requested dates. He stated he believed June 3rd would also be popular with the community and increase attendance.

Councilman Lowman asked Mr. Clifton if he would be willing to work with volunteers from other town organizations.

Mr. Clifton stated, he anticipated the 2023 event to be even larger than the year before, and he would appreciate all of the help/volunteers he could get for the festival.

Mayor Mattox asked Mr. Clifton how his organization would acquire revenue if the festival offered free admission.

Mr. Clifton answered stating the revenue would be generated with vender setup fees and also, a percentage of the carnival's revenue would go to T&C Promotions, which would distribute the revenue between the band/entertainment and Children's Miracle Network.

Councilman Emerson informed Mr. Clifton that Uncle Billy's Day traditionally started on the first Friday night in June, and asked him if he intended to do the same with his event.

Mr. Clifton stated he favored doing so and, if approved by Council, he would discuss the possibility with his team to start the event activities and music on Friday, June 2nd.

There was a consensus of Town Council to approve June 2nd and June 3rd as the new dates for T&C Promotion's 2nd Annual Festival In The Park in Altavista's English Park.

Councilman George asked if there would be alcohol sold at the event.

Vice Mayor Bennett said, if so, a "beer garden" area could be roped off for patrons only.

Mr. Clifton stated he had experience with offering beer at some the events his team had hosted, however, with Altavista, he wanted to make sure the festival was conducted to satisfy both the town and town citizens. He said there would not be alcohol sold at the 2023 festival in Altavista, but he would keep the option in mind for future Altavista events.

Mayor Mattox and Council thanked Mr. Clifton and his team, T&C Productions, for their interest in Altavista and for bringing the Festival In The Park to town.

Town Manager Gary Shanaberger stated that staff would verify that the June 2nd and June 3rd dates were available for the festival and relay the information to Mr. Clifton.

Mayor Mattox thanked staff for coordinating such events in English Park with the Altavista Area YMCA, so that no events interfered with their community activities in the park.

Town Council Regular Meeting May 10th, 2022

C. Altavista Public Works Department - Proclamation

Mayor Mattox shared his appreciation for the Town of Altavista’s Public Works Department and stated it was his honor to declare the following proclamation:

WHEREAS, the Town of Altavista relies on Public Works employees to ensure the safety, health, and well-being of its citizens and visitors; and

WHEREAS, this year's theme "Stronger Together” celebrates the vital role public works plays in connecting us all together. At its cornerstone, the Public Works Department provides, maintains, and improves the structures and services that assure a higher quality of life for our community.

WHEREAS, streets, roads and bridges keep us linked together from coast to coast, they allow our community a resource to grow and prosper; and

WHEREAS, Public Works professionals plan, build, operate, and maintain infrastructure including refuse disposal, public facilities and parks, and other structures and facilities essential to serving Town citizens and visitors; and

WHEREAS, our Town is safer and more efficient where citizens can enjoy the quality of life that makes Altavista special because of the dedication of Public Works professionals; and

WHEREAS, the Town of Altavista joins the American Public Works Association and other agencies and organizations in recognizing the contributions of Public Works professionals to the health, safety, welfare of the Town;

NOW, THEREFORE, I, Michael E. Mattox, Mayor of the Town of Altavista, do hereby proclaim May 16-22, 2022, as

“PUBLIC WORKS WEEK”

in the Town of Altavista, and command its observance to Town citizens and visitors.

IN WITNESS WHEREOF, I have here unto set my hand and affix the seal of the Town of Altavista on this the 10th day of May 2022.

Vice Mayor Reggie Bennett made a motion, seconded by Councilman Scott Lowman, to approve the proclamation declaring May 16th-22nd, 2022, as Public Works Week in the Town of Altavista.

Motion carried

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

Mayor Mattox presented Jeff Arthur, Public Works Manager, with the proclamation.

4. Citizen’s Time

Mayor Mattox asked if there were any citizen(s) present wishing to address Council with a comment or concern, to which there were none.

5. Town/Community Partner Updates

A. Altavista Area Chamber of Commerce (the Chamber)

There was no one present at this meeting to represent the Chamber.

Town Council Regular Meeting May 10th, 2022

B. Altavista On Track (AOT)

AOT’s Vice President, Regina Adams, briefed Town Council on AOT’s upcoming events.

- Mrs. Adams reminded everyone that AOT’s 1st Annual Riverfest would take place from 12noon-6pm on Saturday, May 14th, at English Park. She said the event was free to the public and would offer music, food trucks, and activities for all age groups.
- Mrs. Adams referenced AOT’s vacant Executive Director position and stated that AOT completed their interview process and would announce their new director soon.
- Mrs. Adams informed Council that Kaitlyn Smith, owner of Perfect Canvas Salon, completed the three-month cycle with AOT’s Downtown Business Investment Grant Program. She stated that Ms. Smith’s salon was thriving and AOT planned to host a ribbon-cutting event for her business.

Mrs. Adams stated that AOT recently received the last \$5,000 payment from Virginia’s Department of Housing and Community Development (DHCD) to be used towards Altavista’s aforementioned grant program. She stated that AOT intended to utilize a portion of those funds to assist the recipients of the grant program with advertising and marketing their small businesses.

Vice Mayor Bennett asked if there was a rate date scheduled for the upcoming Riverfest.

Mrs. Adams answered not at that time. She stated that AOT would be meeting with Altavista’s Public Works Manager, Jeff Arthur, that week to discuss the possibility of moving venders to the paved areas of the park, and the potential of cancelation if strong weather persists.

Mayor Mattox thanked Mrs. Adams for the updates and thanked AOT for the work they do for the Town of Altavista and its community.

6. Consent Agenda

- April 2022 Financial Reports
- APD Surplus Items
- Approval of Council Meeting Minutes:
 - March 22nd, 2022, Work Session
 - March 29th extended Work Session

Mayor Mattox asked Town Council if they had any questions, comments, or concerns in regard to the May 10th Consent Agenda, to which there were none.

Councilman Wayne Mitchell made a motion, seconded by Councilman Tracy Emerson, to approve the May 10, 2022, Council Meeting Consent Agenda as presented.

Motion carried.

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

Town Council Regular Meeting May 10th, 2022

7. Public Hearings

▪ FY2023 Town Budget and FY2023-2027 Capital Improvement Plan (CIP)

Mayor Mattox opened the hearing for public comments at 6:30pm.
With not public comments, Mayor Mattox closed this hearing at 6:31pm.

Mayor Mattox asked Town Council if they had any questions or comments regarding the proposed FY2023 Budget and FY2023-2027 CIP.

Councilman Mitchell referenced the request of Council to start the budget process earlier for the 2023 fiscal year and he thanked Town Staff for working diligently to achieve the task. Town Council concurred and also thanked staff for their hard work.

▪ FY2023 TOA Proposed Water and Sewer Rate Increases

Mayor Mattox opened the hearing for public comments at 6:32pm.
With not public comments, Mayor Mattox closed this hearing at 6:33pm.

Mayor Mattox asked Town Council if they had any questions or comments regarding the FY2023 proposed utility rate increases, to which there were none.

▪ Dearing Ford Industrial Park – Boundary-line Adjustment

Town Attorney John Eller explained the reason for this public hearing. He referenced the town’s recent purchase of an 83 acre parcel from the Fauntleroy family and stated it was the town’s intent to secure a boundary-line adjustment to bring the property into town limits as an addition to the Dearing Ford Industrial Park.

Mayor Mattox opened the hearing for public comments at 6:34pm.
With not public comments, Mayor Mattox closed this hearing at 6:35pm.

Mayor Mattox asked Town Council if they had any questions, comments, or concerns regarding the Dearing Ford boundary-line adjustment agreement or the resolution between the Town of Altavista and Campbell County, to which there were none

Councilman Wayne Mitchell made a motion, seconded by Councilman Tracy Emerson, to approve the resolution/agreement between the Town of Altavista and Campbell County regarding the aforementioned 83 acre parcel boundary-line adjustment.

Motion carried.

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

8. New Business

A. Donated Park Benches

Public Services Director Tom Fore referenced the current cost for donating a bench to the town, \$900, and informed Council, due to material cost increases, the current dollar amount for the items to donate a bench totaled \$1,160 (bench \$700, concrete \$350, and plaque \$110); leaving the town to pay the remaining \$260.

Town Council Regular Meeting May 10th, 2022

Councilman Mitchell asked if the town charged an installation fee to place the benches.

Mr. Fore stated the town did not charge labor costs for installation, only material costs.

Vice Mayor Bennett referenced the \$1,160 cost and recommended charging an even dollar amount of \$1,200.

Councilman Higginbotham stated, due to the potential of material costs to continue to increase, he concurred with the Vice Mayor.

With a motion by Councilman Jay Higginbotham, seconded by Councilman Tracy Emerson, Town Council approved staff’s request to increase the cost to donate a park bench to the town for English Park’s trail system from \$900 to \$1,200.

Motion carried.

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

B. Special Event Permit Request: Davis Family Reunion

Altavista Community Development Director, Sharon D. Williams, briefed Council on the details of this request. She stated the Davis family reunion event was usually held inside the Booker Building; however, this year’s request was to hold the reunion outside at English Park, in the field across from the splash pad.

Ms. Williams stated that Kathy Davis, the family member submitting the request, it would be less formal holding the event outside and would allow the family to enjoy having outdoor games, such as volleyball and corn hole. She said Ms. Davis indicated there would be no more than 50 people in attendance at the reunion, and no alcohol would be served.

Ms. Williams stated that all Town Departments and the YMCA had received and reviewed the request and no objections had been raised. She asked if Council had any questions.

Mayor Mattox asked Council if they had any questions or concerns with the Davis family reunion Special Event Permit request, to which there were none.

A motion was made by Councilman Tracy Emerson, seconded by Councilman Wayne Mitchell, and Town Council approved the Special Event Permit request by Kathy Davis to utilize a portion of English Park, across from the splash pad, to hold the Davis family reunion on Saturday, June 4th, from 2-7pm.

Motion carried.

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

Town Council Regular Meeting May 10th, 2022

C. Special Event Permit Request: AOT, Vista BBQ Festival

Altavista Community Development Director, Sharon D. Williams, referenced Council’s approval at their November 9th, 2021, Town Council Meeting to allow Altavista On Track (AOT) to host their 2nd Annual Vista BBQ Festival on Saturday, October 1st, 2022. She stated the event was recently approved to be a Kansas City Barbeque Society (KCBS) “sanctioned event”, and was expected to draw competitors all across the east.

Ms. Williams stated that AOT was asked to allow competitors to begin arriving on Thursday to set up and rest before they begin cooking on Friday. She stated, at that time, AOT was requesting Council’s approval to utilize the large field at English Park for the BBQ festival competitors to arrive on Thursday, September 29th. She stated, no other areas of the park would be impacted.

Mayor Mattox asked Council if they had any questions.

Councilman George asked if AOT intended to close the entire park for this event.

Ms. Williams stated most of the park would be closed during the festival, except for the boat ramp/river access area adjacent to the lower parking lot of the park. She stated the park would not be closed until the Friday before the event.

A motion was made by Councilman Tracy Emerson, seconded by Vice Mayor Bennett, to approve AOT’s request to amend their Special Event Permit request and allow the use of English Park for the 2022 Vista BBQ Festival starting on Thursday, September 29th.

Motion carried.

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

D. DAWN (Donation A Week Neighbor): Environmental Assessment

Altavista Community Development Director, Sharon D. Williams, referenced the Town of Altavista’s award of a Brownfields Investment Grant from the Virginia Brownfields Restoration and Economic Redevelopment Assistant Fund (VBAF), which they used for town projects and to help some small business owners in the downtown area with environmental assessments of their properties.

Ms. Williams informed Council that DAWN (Donation A Week Neighbor) was currently under contract to purchase the former Moorefield Cleaners property, located at 717 7th Street. She stated it was DAWN’s intent to open their food pantry at the new location if their Special Use Permit (SUP) was approved by Town Council.

Ms. Williams stated, due to the types of chemicals used at the dry cleaners, DAWN desired an environmental assessment conducted before occupying the building. She said the assessment would cost approximately \$4,000, and it was staff’s recommendation to use a portion of the town’s remaining Brownfields grant funds (\$191,273.25) to cover the cost of the environmental assessment for DAWN.

Ms. Williams also asked if it was Council’s desire for staff to take care of this type of request, pertaining to the remaining Brownfields grant funds, moving forward.

Town Council Regular Meeting May 10th, 2022

Councilman Higginbotham shared his favor in accepting staff’s recommendation to fund DAWN’s environmental assessment. He stated he would rather Council continue making the decisions for disbursing the funds rather than staff.

Councilman Mitchell asked if there was a timeframe in which the town had to use the VBAF grant funds or if they would be required to forfeit the remaining amount.

Ms. Williams said she didn’t believe there was a deadline for using the VBAF funds. She also reminded Council the funds were for testing, not remediation, so if any contaminants were found, a separate application had to be submitted for the remediation efforts.

Councilman Higginbotham asked Councilman Lowman if the town’s Brownfields funds could be used in testing for PCBs at the Wastewater Plant’s overflow pond.

Dr. Lowman stated the funds were intended for initial testing of a site, not for the continuation of testing and not for remediation purposes.

Dr. Lowman also shared his favor with assisting DAWN with their needed assessment. He stated he believed the Brownfields program was a great tool for a locality to utilize in these instances.

Mayor Mattox asked for Council’s input on whether they wanted staff to make the disbursement decisions for the Brownfields funds, or they wanted each request to come before Council for approval consideration.

Vice Mayor Bennett shared his favor in staff handling the task, and with Council only meeting twice per month, the process would move quicker if staff was authorized to do so

Councilman Mitchell suggested Council set a “not to exceed” dollar amount for allowing staff to make monetary decisions regarding the town’s Brownfields funds, to which Council concurred.

Mayor Mattox asked what dollar amount staff felt comfortable with in handling this task.

Ms. Williams stated a Phase I assessment usually cost from \$4,000-\$5,000. She suggested a \$10,000 limit to staff’s authorization for this purpose.

A motion was made by Councilman Scott Lowman, and seconded by Vice Mayor Bennett, to authorized Town Staff the ability to approve Brownfields fund requests that were \$10,000 and under. The motion also approved staff’s recommendation for the town to cover the \$4,000 cost of DAWN’s environmental assessment at their new location, 717 7th Street, formally known as Moorefield Cleaners.

Motion carried.

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

E. DAWN (Donation A Week Neighbor): Special Use Permit - Fee Waiver Request

Altavista Community Development Director, Sharon D. Williams, referenced DAWN’s intent to relocate their food pantry to a new location, 717 7th Street. She stated the town’s zoning ordinance required DAWN to acquire a Special Use Permit (SUP) to locate and operate their food pantry at the facility formally occupied by Moorefield Cleaners.

Town Council Regular Meeting May 10th, 2022

Ms. Williams stated that DAWN was asking for Council’s consideration to waive the \$400 application fee for the required SUP. She said, with the timing being so close to the end of the fiscal year, the \$400 could be absorbed in the Community Development budget.

A motion was made by Councilman Jay Higginbotham, and seconded by Vice Mayor Bennett, to approve DAWN’s request and waive the \$400 Special Use Permit application fee for the relocation of their food pantry to 717 7th Street, formally a cleaners.

Motion carried.

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

F. Spark Innovation Center Update

Altavista Community Development Director, Sharon D. Williams, shared with Council a brief update on the Spark Innovation Center project. She stated that Jacob Caldwell, Dominion Seven, a Spark center design team member, was also present to offer additional updates and answer any questions that Council may have.

Ms. Williams stated the Spark Innovation Center was a collaborative effort between the Town of Altavista, Altavista on Track, the Virginia Tobacco Region Revitalization Commission, the USDA, and others. She said the center would not have been possible without the small business owners and local leaders who championed this dream.

Ms. Williams thanked Council for touring the Spark Innovation Center before their meeting that evening and shared with everyone the first-floor layout of the center.

- (4) offices for rent w/ an additional office for Spark Manager
- (2) 6-person conference rooms, convertible to one large room
- Makerspace, with equipment
- Focus booths/work cubicles
- (2) phone booths
- (4) standup workstations
- Lounge area

Ms. Williams stated the substantial completion date for this project was June 1st, 2022, with an open date tentatively scheduled for August 1st. She shared with Council the “next steps” in the process to make this happen.

Ms. Williams said that an employee needed to be hired to run the day-to-day operations, which included learning to operate the equipment on site in order to assist clients.

Ms. Williams informed Council the furniture for the makerspace had been selected, but not ordered. She stated, when ordered, there was a 6-8 week lead time for delivery and would need to be assembled when received. Ms. Williams reminded Council that the town appropriated funds in the FY2022 Community Development budget for contractual services for the Spark Innovation Center project, which could be utilized to pay for assembling the aforementioned furniture for the makerspace.

Ms. Williams shared a few other items that would need to be completed before the Spark center’s opening.

- Turn on internet: \$930/month (36 mo.) - existing contract with River Street
- Accept phone quote (internet-based phones): \$290/month - River Street

Town Council Regular Meeting May 10th, 2022

- Computers, Audiovisual Equipment, Scheduling Tablets need to be installed – River City (currently not under contract)
- Marketing campaign needed to begin 90 days prior to opening
- Installation of pole and transformer

Mr. Jacob Caldwell, Dominion Seven, stated the work order for the pole and transformer was submitted to Dominion Power and Town Staff was awaiting the cost and a scheduling date for installation, potentially three months out.

Councilman Higginbotham referenced the \$930 monthly internet service fee for the Spark Innovation Center and asked if the center needed that much service.

Councilman Lowman stated the internet the Spark Center would have was the equivalent of a home service, times twenty. He stated, having such high quality internet was also an opportunity for the town to extend the service to Town Hall and potentially English Park.

Mayor Mattox asked for details on the cost to use the amenities being offered at the Spark Innovation Center and if those fees would cover the cost of running the facility.

Ms. Williams encouraged everyone to visit the Spark Innovation Center website, which showed the cost for daily, weekly, and monthly service, the cost for a single walk-in visit, and an overview of the multiple services that the center offered. She stated the Spark Innovation Center should be self-sufficient by its third year in operation.

Councilman Higginbotham shared his concern with the town having to hire an additional employee to oversee the Spark Center. He stated he thought the Altavista On Track (AOT) Executive Director/Altavista Main Street Coordinator's office would be housed at the Spark Center to cover the task.

Vice Mayor Bennett stated it was the desire of the AOT Board to no longer be under the "umbrella" of the Town of Altavista and the Executive Director's office would no longer be located at Town Hall, which meant it would also not be located at the Spark Center.

Mayor Mattox asked Ms. Williams to bring Council back an overview of 1), what it was going to cost to operate the Spark Center monthly, 2) the fees to use the Spark Center amenities, and 3) an estimate of the Spark Center's projected annual revenue.

Councilman Higginbotham suggested the Spark Innovation Center be a topic of discussion at Town Council's upcoming retreat/strategic work session.

Mayor Mattox stated the retreat facilitator, Kim Payne, would be in touch with all Council members for their input on topics for the retreat.

Vice Mayor Bennett suggested staff gather operational and expense details of similar centers in the surrounding area for insight on projecting future costs for the Spark Center.

Ms. Williams moved forward in her presentation and referenced Phase II of the Spark Innovation Center Project (the second floor concept) as laid out in the project's feasibility study, which would provide additional offices and conference room. She shared with Council the items that needed completion before the second floor could be occupied.

- Installation of lift for handicap accessibility
- Conversion of existing bathroom to unisex bathroom
- Complete remodeling the upstairs kitchen
- Removal of paneled wainscoting throughout upstairs
- Demolition of some interior walls and new walls and doorways installed
- Additional wiring, lights, and electrical outlets
- Install new floor covering

Mayor Mattox suggested, if approved, to install the pit and shaft as soon as possible, so not to interfere with the Spark Innovations Center's operations on the first floor.

Town Council Regular Meeting May 10th, 2022

Ms. Williams stated that staff drafted three options for Council's consideration pertaining to installing the pit for the handicap assessable platform lift.

Option 1: shaft and pit construction only

Option 2: install pit, shaft, and lift in preparation for 2nd floor renovation at a later date

Option 3: full completion of Phase II - all lift components and 2nd floor renovation

Councilman Higginbotham stated, if the 2nd floor was not renovated, there would be no need to install an elevator/lift.

Ms. Williams concurred, but reminded Council that the 2nd floor was currently zoned residential, and would have to be renovated to be useful for the Spark Center, therefore a lift would be required to make the facility handicapped assessable and up to code.

Councilman Higginbotham stated, if the town moved forward with Phase II and installing the shaft and pit for the second floor lift, that area would need to be blocked off from all other working areas due to dust and debris.

Mr. Higginbotham stated he believed the town should be prudent and postpone Phase II of the Spark Innovation Center Project until the town could analyze how well the community responded and used the first floor of the facility.

Councilman Mitchell agreed with Mr. Higginbotham to postpone Phase II of the Spark project. He stated the initial concept, which included the second floor, was changed after a feasibility study was conducted and the town decided that all items/services would be available on the first floor in order to provide everyone, handicap accessibility included, the opportunity to use the Spark Innovation Center; and the second floor would only offer additional office spaces and conference rooms.

Mr. Mitchell reminded Council that the feasibility study for this project was only viable because it included an existing town employee (Main Street Coordinator) overseeing the day-to-day activities in the Spark Center where their office would be located. He stated Phase I of the project was already over budget and stated he favored postponing Phase II.

Ms. Williams stated, at that time, staff was seeking direction from Council for what they desired as the next steps pertaining to the Spark Innovation Center Project.

Mayor Mattox referenced the grants that the town received for this project and asked Ms. Williams if it was feasible for the town to slow this project down by postponing the second floor renovation, until the town could evaluate the needs of the community for the facility.

Ms. Williams stated that the town may be asked to pay back the \$184,000 grant from the Virginia Tobacco Commission.

Councilman Emerson stated, pertaining to the aforementioned grants the town received for the Spark Innovation Center Project, he asked if there was anything the town had not done that it was required to do to obtain/keep the grant.

Ms. Williams answered there was not. She stated the town had completed every contractual item required for the grant process and informed Council that the grants received were for the first floor only – Phase I of the Spark Innovation Center Project.

Councilman George asked if the elevator (lift) could be installed on the exterior of the building to decrease the amount of disruption to the first floor working spaces.

Mr. Caldwell answered yes, however, the initial design for the lift was interior and would have to be revised to meet the specifications of an exterior plan, which would likely increase the cost of installing the item.

Town Council Regular Meeting May 10th, 2022

Councilman Higginbotham stated, if the town decided to move forward with either option pertaining to installing an elevator and second floor renovations, he suggested conducting the work at night or on weekends, so not to disrupt activity of the first floor during the day.

Vice Mayor Bennett referenced Abbott Laboratories in Altavista and said the facility used floor-to-ceiling plastic barriers to keep construction zones contained. He suggested the town use the same if moving forward with the elevator was approved.

Mr. Caldwell stated that was an option and shared his appreciation for the town thinking “outside the box” to find solutions/options for installing the elevator. He reminded Council that working at night and on weekends would likely increase the project cost of this item.

Councilman Emerson stated that he did not believe the town needed an elevator to the second floor if the second floor offered the same services and amenities as the first floor. He asked staff to investigate whether the town was required to add an elevator to Spark Innovation Center if the second floor was not renovated at that time.

Councilman Lowman suggested the town decide as soon as possible whether or not to install an elevator in the Spark Innovation Center, in order to keep the project moving forward and an opening date scheduled soon, which would show the grantors that the town had completed all items required from the received grants.

Councilman Mitchell stated he was not in favor of installing the aforementioned elevator and he was also not in favor of spending additional funds for Phase II of the Spark Innovation Center Project until Phase I was complete, the center was open, and the town confirmed that the facility was being utilized as projected/desired by the town.

Councilman Higginbotham stated he did not believe it was feasible for the town to install an elevator in the Spark Center until there was a definite need to do so. He stated the town may never have the need to renovate the second floor, therefore, if the elevator was installed, the town would have wasted funds that could have been used elsewhere.

Councilman Lowman said he believed the town’s main desire at that time was to complete Phase I (the first floor operations) of the Spark Innovation Center and open for use.

Vice Mayor Bennett suggested staff investigate using local businesses/corporations to help fund the Spark Innovation Center, by sponsoring specific work areas within the center.

Mayor Mattox asked Town Council if they had any additional questions, comments, or concerns regarding Ms. Williams’ presentation pertaining to the installation of an elevator on the interior of the Spark Innovation Center in preparation of renovating the second floor of the facility (Phase II), to which there were none.

There was a consensus of Town Council not to install an elevator in the Spark Innovation Center at that time and to postpone Phase II of the project until such time as the second floor was deemed needed for use.

Ms. Williams asked Council for a moment to discuss funding for the Spark Innovation Center Coordinator position.

Councilman Emerson reminded Council that the initial plan was to have an existing member of town staff to occupy the Spark Center and oversee the day-to-day operations. He stated, although that person was no longer going to be the town’s Main Street Coordinator (AOT Executive Director), he still believed the town could utilize an existing staff member for the task.

Councilman George asked what the person in that position would be responsible for.

Town Council Regular Meeting May 10th, 2022

Ms. Williams shared some of the tasks the Spark Coordinator would be responsible for:

- Scheduling
- Invoicing
- Collecting fees for Spark services
- Managing equipment offered in the Spark Center’s makerspace
- Small Business Programs (such as the Chamber of Commerce “Lunch & Learn”)

Mayor Mattox asked that Council consider postponing this discussion until the Town Manager, Gary Shanaberger, had time to consider all options pertaining to this matter.

There was a unanimous consensus of Town Council to do so.

Councilman Higginbotham suggested the matter also be discussed at Council’s upcoming retreat/strategic work session, to which the Town Manager and Council concurred.

G. Special Event Permit Request: Altavista Outreach & Enrichment Organization

Background:

Summer SPARK is a free learning and enrichment program in Altavista for ages 4-12 years old. They meet each Wednesday during the summer and provide games, activities, stories, and a snack. Each child leaves with a book and other essentials.

Sharon Williams, Altavista’s Community Development Director, informed Town Council that the Altavista Outreach and Enrichment Organization (AOE) had once again applied for a Special Event Permit to host its Summer SPARK Program. She stated the AOE was requesting the use of Shreve Park from 9:30-10:30 a.m.; and the John Mosley Memorial Park from 11:00am-12:00pm on June 8th, 15th, 22nd, 29th, and July 6th.

Mrs. Jane Green, AOE Representative, was present to answer any questions Council had.

Mayor Mattox asked if Council had any questions pertaining to the Summer SPARK Program, to which there were none. Mayor Mattox thanked Mrs. Green and the AOE for the work they do for the Altavista community.

A motion was made by Councilman Tracy Emerson, and seconded by Councilman Jay Higginbotham, to approve the Special Use Permit request submitted by the Altavista Outreach and Enrichment organization to host their Summer Spark Program and both Shreve and John Moseley Memorial Parks, every Wednesday in June and on July 6th.

Motion carried.

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

H. Wastewater Treatment Plant (WWTP): Hydraulic Pump Replacement

Mr. Tom Fore, Altavista’s Public Services Director, referenced the Altavista Wastewater Treatment Plant (WWTP) and informed Council that the WWTP’s hydraulic pump for the sludge press system had prematurely failed and needed replacing.

Mr. Fore requested Council’s consideration to allow staff to utilize unexpended funds in the FY2022 budget to cover the \$10,300 cost to replace the hydraulic pump.

Town Council Regular Meeting May 10th, 2022

Mayor Mattox asked Town Council if they had any questions in regard to staff’s request.

Councilman Mitchell asked if any other components of the sludge press needed replacing.

Mr. Fore stated only the hydraulic pump needed replacing at that time. He stated it was his intent to purchase a backup hydraulic pump in six years and include the item in the CIP every four years moving forward, in order to cover the cost of the item when needed.

A motion was made by Councilman Jay Higginbotham, and seconded by Councilman Tracy Emerson, to approve staff’s request.

Motion carried.

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

9. Unfinished Business

There were no unfinished business items to discuss on this date.

10. Reports and Communication

A. Town Council 2022 Strategic Planning Retreat/Work Session

Town Manager, Gary Shanaberger, updated Council on the details of their upcoming retreat. He stated the Tuesday, June 7th date had been confirmed with the retreat facilitator Kimble Payne, The Berkley Group, and the Altavista Train Station conference room was reserved for that meeting date as well, from 12noon to 5pm.

Mr. Shanaberger referenced Council’s requirement to have FOIR training every two years in office. He suggested having the training at 10:30am in the large conference room at Town Hall, the morning of the June retreat. He stated lunch would be served at 11:30am at the Train Station before the start of the meeting.

Councilman Higginbotham asked if the FOIR training could take place at the Train Station allowing Council to eat lunch during the training to save time.

Mr. Shanaberger stated the Train Station did not offer the capability to broadcast the web link needed to complete the training. He suggested Council bring their laptops to the meeting and take the training all together, or if they preferred, Council could take the training at home and inform staff when they complete the training in order to keep the required records.

There was a consensus of Town Council to take the FOIR training on their on time and, for official records, inform Town Staff when completed.

B. April 2022 Departmental Reports

C. Council Monthly Calendars - May and June

The Departmental Reports and Council Calendars were delivered to Town Council with their May Regular Council Meeting Agenda Pre-Packet.

Town Council Regular Meeting May 10th, 2022

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

D. Informational Items

Assistant Town Manager, Matt Perkins, updated Town Council on a few items they previously asked staff to investigate further.

- Hwy. 29 (Blue) Directional Signage

Mr. Perkins stated that VDOT had a third-party overseeing the administration of these signs. He informed Council that he had a meeting scheduled that week with the project managers of the directional signs; to discuss Altavista's needs and the cost to advertise on the signs, including Avoca, Dalton's Landing, English Park, and Altavista's Visitor Center, soon to be located at the Staunton River Memorial Library. He said he would bring information to Council as he received it.

- English Park Vending Machine

Mr. Perkins stated that he met with Altavista's Public Works staff to gather their thoughts and any concerns they may have regarding the potential of having a vending machine/machines at English Park. He stated Public Works had no issues with the town installing vending machines.

Mr. Perkins asked Council if they were ready for staff to move forward with this project and advertise for RFPs; and if so, was their desire to have both snack and beverage vending machines, or beverage machines only.

Mayor Mattox referenced the multiple drink cans that were left on the ground all over the park during the previous time that vending machines were located there. He stated, as long as Public Works was ok with having the vending machine(s) at English Park, then he would support the item.

There was a consensus of Town Council to allow staff to move forward with RFPs for the English Park Vending Machine Project.

- Altavista Community Events Calendar

Mr. Perkins informed Council that staff continued to work on Council's request to establish a Community Events Calendar for the town's website. He stated that he and Mrs. Hailey, Assistant Town Clerk, would work to draft a guideline policy for the calendar and bring Council the draft for review at a later date/work session.

- Marketing Flyer for Altavista

Mr. Perkins informed Council that he recently reached out to local economic developers within the region for their input on what they would like to see on such "brag sheet" from a locality. He asked Council who their intended audience would be, and what size they wanted the product be; a full-sized flyer or postcard size.

Mayor Mattox suggested using a postcard sized mailing for this project.

Councilman Emerson suggested including the town's vacant commercial buildings on the promotional item.

Councilman Mitchell stated that Altavista's last Economic Director, Dennis Jarvis, drafted a similar template for a previous project. He told Mr. Perkins that he would be happy to share the item with him as a starting point for this current project.

Town Council Regular Meeting May 10th, 2022

Mr. Mitchell shared his favor with using both an 8x10 sized flyer and a postcard to produce a successful outcome. He said that he believed Town Staff and the AEDA could work together to achieve the result the town was looking for.

11. Matters from Council

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

- Vice Mayor Bennett referenced the Lynch Creek Sewer line Replacement Project and asked Tom Fore, Public Services Director, if the pipe currently at the site was the permanent product.

Mr. Fore answered stating the current pipes were temporary and would be replaced with the permanent sewer pipes once the larger sections were completed.

Councilman Higginbotham asked what size the new sewer line was that was being installed, to which Mr. Fore stated Menden Pipe was installing 10” pipe for this project.

- Councilman Emerson asked for an update on the Vista Theater Project.

Altavista’s Community Development Director Sharon D. Williams stated that she would provide Town Council with an update pertaining to the theater at their May Work Session.

Councilman Higginbotham suggested the Vista Theater Project also be a topic of discussion at Council’s upcoming retreat (strategic work session) on June 7th.

Mayor Mattox reminded Council there were many items of interest to be discussed at the retreat and Council would address the most important items first and work their way down from there. He reminded Council that Mr. Kimble, retreat facilitator, would be contacting each Council member for their thoughts to gather the main topics of interest.

- Councilman Mitchell referenced the mister purchase previously approved by Council for use to address the overflow pond issue at the Wastewater Treatment Plant. He asked for an update on this project.

Mr. Tom Fore, Public Services Director, stated the initial check for the required 10% down to hold the price had been sent, 70% will be due ninety days before delivery, and the remaining balance due when the equipment was delivered and on site.

Mr. Mitchell stated he was asking to determine if the item could be discussed at the upcoming Council retreat, which it could not because the project was already approved and moving forward.

Mayor Mattox reminded Town Council that the purpose of the “Matters From Council” section of their meeting agendas was an opportunity for Council Members to request information from Town Staff or to request the consideration of Council for an item of their interest to be placed on a future agenda for further discussion. He stated it was not the time to have a lengthy discussion on an item.

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

Town Council Regular Meeting May 10th, 2022

Section 2.2-3711 (A)(5) Discussion concerning a prospective business or industry or the expansion of an existing industry where no previous announcement has been made of the business' or industry's interest in locating or expanding its facilities in the community.

The motion was made by Vice Mayor Reggie Bennett, seconded by Councilman Jay Higginbotham.

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

Town Council went into Closed Session at 8:03 p.m.
Notice was given that Council was back in regular session at 8:28 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

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. Jay Higginbotham	Yes	Mr. Timothy George	Yes
	Dr. Scott Lowman	Yes	Mayor Mike Mattox	Yes
	Mr. Tracy Emerson	Yes		

Per Town Manager Gary Shanaberger, there were no actions taken by Town Council from this closed session.

13. Adjournment

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

Mayor Mattox adjourned the meeting at 8:30 p.m.

Michael Mattox, Mayor

Gary Shanaberger, Town Clerk,
Town Manager



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

AGENDA ITEM #: 6.D

CONSENT AGENDA

Title: English Park "Beverage" Vending Machine

Staff Resource: Matt Perkins, Assistant Town Manager

Action(s):

Approve this item under the July 12th Consent Agenda.

Explanation:

This approval authorizes Staff to move forward with the bid process for a vender to place a beverage vending machine at English Park, specifically at the restroom area.

Background:

Town Council authorized the approval of this item at their June 28th work session.

Funding Source(s):

N / A

Attachments: *(click item to open)*



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

AGENDA ITEM #: 6.E

CONSENT AGENDA

Title: Resolution of Purchase - Addition to McMinnis Springs

Staff Resource: Gary Shanaberger, Town Manager

Action(s):

Approve this item on the July 12th Consent Agenda.

Explanation:

At their June 28 work session, there was a unanimous consensus of Town Council to place this item on the July 12 regular meeting consent agenda for official approval.

Re: the purchase of 22.6 acres as an addition of protective land for the McMinnis Spring property, a water source for the Town of Altavista.

Background:

Funding Source(s):

Attachments: *(click item to open)*

Attachment. Resolution 6.28.22-Tardy property purchased for McMinnis Springs

TOWN OF ALTAVISTA, VA

RESOLUTION APPROVING THE PURCHASE OF A 22.6 ACRE PARCEL LOCATED IN
PITTSYLVANIA COUNTY ADJACENT TO THE MCMINNIS SPRINGS PROPERTY.

A resolution to appropriate funds for the purpose of purchasing from Martel L. Tardy and Lula A. Tardy (Sellers) being tax parcel number 2536-61-4429 containing 22.6 acres.

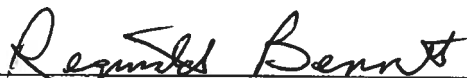
WHEREAS, The Town wishes to purchase the said parcel owned by Sellers which property is contiguous with the Town's McMinnis Springs property and will add protective acreage for the benefit of the spring. Town and Sellers have reached an agreement as to the price thereof.

NOW THEREFORE, the Council of the Town of Altavista, Virginia hereby resolves:

That per contract between The Town and the Sellers dated May 25, 2022 the Town will purchase and the Sellers will sell for a sum of \$20,300.00 Tax Parcel Number 2536-61-4429 containing 22.6 acres.

The total appropriation for the purchase with recording fees is \$20,499.00.

PASSED THIS 28 DAY OF JUNE, 2022.


Reginald Bennett, Vice Mayor
Town of Altavista

ATTEST:


Gary Shanaberger, Clerk



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

AGENDA ITEM #: 6.F

CONSENT AGENDA

Title: Utilities Purchase Resolution - from CCUSA for DFBMC

Staff Resource: Gary Shanaberger, Town Manager

Action(s):

Approve this item on the 7/12/22 Consent Agenda.

Explanation:

At their June 28th work session, there was a unanimous consent of Town Council to approve the resolution for the purchase of utilities from the Campbell County Utilities and Service Authority (CCUSA) for the town-owned property known as the Dearing Ford Business and Manufacturing Center (DFBMC), by placing the item on the July 12th regular Council Meeting Consent Agenda.

Background:

Funding Source(s):

Attachments: *(click item to open)*

[Attachment. Resolution 6.28.22 - CCUSA Utilities](#)

TOWN OF ALTAVISTA, VA

RESOLUTION APPROVING THE PURCHASE OF UTILITIES LOCATED AT DEARING
FORD BUSINESS AND MANUFACTURING CENTER

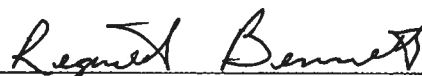
A resolution to appropriate funds for the purpose of purchasing from the Campbell County Utilities and Service Authority (CCUSA) the water and sewer utilities located on the property owned by the Town of Altavista known as the Dearing Ford Business and Manufacturing Center (DFBMC).

WHEREAS, The Town wishes to purchase the Utilities owned by the CCUSA lying on the DFBMC and the Town and the CCUSA have reached an agreement as to the price thereof.

NOW THEREFORE, the Council of the Town of Altavista, Virginia hereby resolves:

That per draft Amended Water Purchase Contract and exhibits attached thereto between The Town and the CCUSA the Town will purchase and the CCUSA will sell for a sum of \$117,160.00 all of the water and sewer utilities located on the DFBMC property as shown in the said contract.

PASSED THIS 28 DAY OF June, 2022.



Reginald Bennett, Vice Mayor
Town of Altavista

ATTEST:



Gary Shanaberger, Clerk



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

AGENDA ITEM #: 8.A

NEW BUSINESS

Title: Special Events Permit Request - T & C Promotions - Uncle Billy's Reunion

Staff Resource: Matt Perkins, Assistant Town Manager

Action(s):

For Town Council discussion. Should Council approve Permit, staff requests that it be contingent on approval of T&C Promotions satisfactorily replying to questions in the application that can not yet be answered at this stage of planning. Additionally, if Town funds will be approved, Staff would like a full and complete understanding of accounting practices (checks and balances) of the organization before any funds are distributed.

Explanation:

T&C Promotions has expressed and interest in revitalizing Uncle Billy's Day in the Town of Altavista. They have submitted a Special Event Permit for use of English Park and the Booker Building for June 2nd and 3rd, 2023.

Background:

The Special Event Permit submitted by T&C Promotions is present as an attachment. They desire to organize a two-day festival, essentially revitalizing Uncle Billy's Day, to include entertainment (music, carnival rides and games), food and arts/craft vendors, alcohol beverage vendors, and a fireworks display. The event is "rain or shine". John Tucker will also be assisting in the event planning/organization efforts with T&C Promotions.

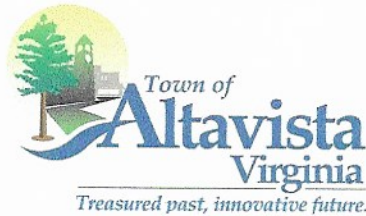
Funding Source(s):

T&C Promotions has requested \$20,000 in Town funding for the event.

Attachments: *(click item to open)*

[*Attachment 1. Application Uncle Billy's Reunion 2023*](#)

[*Attachment 2. T and C Promotions Uncle Billy's Budget 2023*](#)



DO I NEED A PERMIT FOR MY EVENT?

A permit must be obtained prior to having a "Special Event" in Altavista. This form is designed to assist in determining if a particular event qualifies as a Special Event. The Town defines a Special Event as follows:

Special Event-

1. a gathering of persons to be held in open space not within a permanently enclosed structure for the purpose of listening to or participating in music or listening to or participating in entertainment that is open to the public or which results in revenue through donations or ticket sales. "Entertainment" includes but is not limited to fairs, carnivals, circuses, fund raisers, exhibitions, performances, rides, races, parades, marches, events, concerts, celebrations, tours, shows, outdoor dances and fireworks displays.
2. Any event that occurs on public property or town rights-of-way (scavenger hunt, Scarecrow Stroll, block party, etc)

The following is a list of some events that are not considered Special Events and **DO NOT** require a permit:

Town, County or School sponsored events; yard sales; flea markets; family reunions; private parties; athletic tournaments; outdoor weddings/receptions; pep rallies; business grand openings; indoor events (in buildings designed for assembly purposes)

Please answer the following questions to determine if your event qualifies as a "Special Event":

1. Will the event be on public property or rights-of-way?
☒ YES or ☐ NO
2. Does the event include "Music or Entertainment" that is audible beyond the property lines?
☒ YES or ☐ NO
3. Is the event open to the public?
☒ YES or ☐ NO
4. Will the event result in revenue through donations or ticket sales?
☒ YES or ☐ NO

If you answered YES to any of the questions, your event is a "Special Event" and will require a permit. Please complete the *Town of Altavista Special Event Permit Application* and submit to Town Hall at least **60 days** prior to the event. **A mandatory pre-application meeting with Town staff is required prior to submittal.**

A Special Event Permit (if requested) may be issued for up to three (consecutive) years for a recurring event so long as there are no material changes in the event.

The permit fee for a "Special Event" is **\$25.00 per event per year**. Events for the purpose of raising funds to assist an Altavista or Campbell County charitable cause may qualify for a fee waiver at the discretion of the Altavista Town Council.

If you have questions related to Special Event requirements, please contact Town Hall at (434) 369-5001.

Town of Altavista Special Event Application - Part 1

Event Name

Uncle Billy's Reunion

Start Date

June 2, 2023

End Date

June 3, 2023

Proposed
Rain Date

N/A

First Time Event

☒

Re-Occurring Event

☐

If re-occurring, in what year did the event commence?

Event Category

Community Festival

☒

Parade

☐

Concert

☒

Run/Walk

☐

Other
(please specify)

Food Vendors, Arts & Crafts Carnival

Alcohol Served

☒

Yes

☐

No

If alcohol is being served, please attach the name and all contact information for the ABC license holder (phone, cell, address and email). Also, please attach a copy of the issued ABC license as well as a sheet describing how drinking ages will be monitored/controlled.

Event Organizer (s)

T & C Promotions

Corp. ID #

Street Address

1899 Redfields Road

1125609-0

County/Locality

Appomattox

State/Zip

24522

Non-Profit ID #

Primary Contact

Tony Clifton

87-0884248

Address

P.O. Box 373 Appomattox, Va. 24522

Business Phone

Email

tclifton1@msn.com

434-660-7101

Cell Phone

434-660-7101

Home Phone

Fax

N/A

N/A

Event Promoter/Marketing Coordinator

Name

Tony Clifton

Work Phone

Email

tclifton1@msn.com

434-660-7101

Cell Phone

434-660-7101

Home Phone

N/A

Town of Altavista Special Event Application - Part 2

**Town Funds
Requested?**



YES



NO

AMOUNT:

\$20,000

Type of Assistance Requested:



GRANT



LOAN

How Often Assistance Requested?



ONE-TIME



ANNUALLY

Please attach list of expected event sponsors contributing funds or in-kind supplies/services.

Admission Fee

No Admission

Day of the Event

In Advance

Senior/Jr. Fee

Purpose and Description of the Event

Please include a detailed description of the event/attractions, a site map, and schedule of activities. Please attached additional pages if needed.

2-Day Festival held in English Park June 2 & 3 2023 including Bands, Carnival, Food Vendors, Arts & Crafts, Vineyards, Brewery's.

Event Cancellation

Please describe your cancellation policy; please note that the Town of Altavista must be notified if the event is cancelled or postponed.

Event to be held rain or shine in the event that something major occurs we will notify the Town Manager 2 days before the event.

Event Venue or Site(s)

Please attach a tax/parcel location map and a signed letter of consent from the property owner (consent letter not needed if using Town-owned property).

Site Address

330 3rd Street Altavista, VA.

**Zoning
Classification**

**Anticipated
Attendance**

Unknown

**Average Attendance at
Past Events**

Town of Altavista Special Event Application - Part 3

Event Set-up Dates to

Event Start Date

Event End Date

Event Start Time
(open to the public)

a.m./p.m.,

Event End Time
(closed to the public)

a.m./p.m.,

Music/Sound Start Time

a.m./p.m.,

Music/Sound End Time

a.m./p.m.,

Alcohol Served

a.m./p.m.,

a.m./p.m.,

If the event continues through subsequent days, please list the dates and start times for each day's activities; attach extra pages if needed.

Event 2nd Date

Event Start Time
(open to the public)

a.m./p.m.

Event End Time
(closed to the public)

a.m./p.m.

Music/Sound Start Time

a.m./p.m.

Music/Sound End Time

a.m./p.m.

Alcohol Served

a.m./p.m.

to a.m./p.m.

Event 3rd Date

Event Start Time
(open to the public)

a.m./p.m.

Event End Time
(closed to the public)

a.m./p.m.

Music/Sound Start Time

a.m./p.m.

Music/Sound End Time

a.m./p.m.

Alcohol Served

a.m./p.m.

to a.m./p.m.

Event / Venue Tear Down Dates to

Event/Venue Tear Down Times Day 1

a.m./p.m.

Day 2

a.m./p.m.

Additional Sites Needed for Staging: Please list the address of each:

Requested street/road closures:

Proposed dates and times of closures:

Town of Altavista Special Event Application - Part 4

Will you be supplying? Check all that apply.

Dumpsters	<input type="checkbox"/>	Quantity	<input type="text"/>	
Portable Restrooms	<input type="checkbox"/>	Quantity	<input type="text"/>	
Trash Cans	<input type="checkbox"/>	Quantity	<input type="text"/>	
Recycling Containers				
Banners/Decoration	<input checked="" type="checkbox"/>	Quantity	<input type="text"/>	Type <input type="text"/>
Fencing/Barricades	<input type="checkbox"/>	Quantity	<input type="text"/>	Type <input type="text"/>
Special Lighting	<input type="checkbox"/>	Quantity	<input type="text"/>	Type <input type="text"/>

Will shuttle services be provided? ☐

Shuttle Service Coordinator

Name Contact #

Type of transportation used (i.e. buses, golf carts, wagons, etc.)

TBD

Please attach a map of shuttle routes and schedule for shuttle services.
Describe shuttle plan, indicate drop off and pick up points.

TBD

Will special shuttling services be provided for disabled citizens? ☐

Explain plans/amenities to accommodate disabled citizens on-site at the event.

TBD

Will live entertainment be scheduled? Please describe any scheduled performances.

Yes! Will be announced later

Town of Altavista Special Event Application - Part 5

Will you be supplying? Check all that apply.

Booths/Exhibits	<input checked="" type="checkbox"/>	Quantity	<input type="text" value="TBD"/>	
Tents/Canopies	<input checked="" type="checkbox"/>	Quantity	<input type="text" value="TBD"/>	Size <input type="text"/>
Vehicles/Trailers	<input type="checkbox"/>	Quantity	<input type="text"/>	Kind <input type="text"/>
Animals	<input type="checkbox"/>	Quantity	<input type="text"/>	Kind <input type="text"/>
VIP Area	<input type="checkbox"/>	Describe	<input type="text"/>	
Amplified Sound	<input checked="" type="checkbox"/>	Describe	<input type="text" value="PA Sound provided for Bands"/>	
Rides/Inflatables	<input checked="" type="checkbox"/>	Describe (kind/quantity)	<input type="text" value="Carnival will supply"/>	
Stage/bleachers (other structures)	<input type="checkbox"/>	Describe	<input type="text"/>	
Fireworks/ Pyrotechnics	<input type="checkbox"/>	Describe	<input type="text" value="TBD"/>	

Please list name, contact information and copy of permit for any fireworks contractor(s).

Please indicate/describe the precise location on-site from which fireworks will be deployed.

Town of Altavista Special Event Application - Part 6

How will the event be marketed? Check all that apply.

Television	<input checked="" type="checkbox"/>	Stations	<input type="checkbox"/>
Radio	<input checked="" type="checkbox"/>	Webpage	<input checked="" type="checkbox"/>
Billboards	<input type="checkbox"/>	Social Media	<input checked="" type="checkbox"/>
Newspapers	<input checked="" type="checkbox"/>		
Informational hotline	<input type="checkbox"/>		
(please list #)			

Please list all that apply:

Are you requesting the Town of Altavista or Campbell County to provide/coordinate any of the following items/elements of the event? Please check all that apply.

Town Services:

Law Enforcement ☒
Public Works ☒

County Services:

Fire/EMS ☒
Safety Information ☐

Other: ☐

Describe the safety plans for the event
(please use extra pages if necessary).

TBD

Other Town services or equipment? Please describe.

Describe any unique grounds preparation or traffic control needs.

Town of Altavista Special Event Application - Part 7

How many staff persons will be designated to the following areas:

Entry/exit gates

Event-day ground staff

Clean-up crew

Volunteers

Parking areas

How will you obtain event staff? Describe:

Stage areas

Contact Organizations for help.

Is liability coverage provided for staff/volunteers working on-site?

☒

If so, to what amount?

1 million dollars

How do you plan to notify residents and businesses who may be affected by event? (in addition to adjacent property owners).

Door to door

Phone calls

Flyers

Others

TBD

Will any food be served on-site?

☒

Is there a designated food coordinator?

Non-profit food vendors

Name:

For-profit food vendors

Phone/Cell:

Vendors needing electricity

Vendors needing water hook-ups

Vendors using open fire/gas

Non-profit vendors selling wares

for-profit vendors selling wares

Please describe items/services vended on-site; describe any special needs of vendors.

Unknown at this time will address this once Vendors are booked for this event.

Liability Insurance Information

A certificate of insurance for this event (if applicable) must be presented to the Town of Altavista no later than fifteen (15) calendar days prior to the start date of the event. If the information requested below is not available when this application is submitted, it can be added later, but not later than the fifteen (15) day deadline previously noted.

**Indemnity Agreement**

In consideration for the Town of Altavista granting the undersigned Event Organizer representative permission to hold the proposed event and to display, sell, or offer for sale wares, services and/or food or merchandise within the perimeters of their event venue, the undersigned agrees to assume the defense and indemnify and save harmless the Town, its employees, offices and agents against any and all claims, liabilities, judgments, costs, causes of action, damages, expenses and shall pay all attorney's fees, court costs and other costs incurred in defending such claims, which may accrue against, be charged to, be recovered from, or sought to be removed from the Town, its employees, officers and agents by reason of or on account of any personal injury or death or damage to property arising from the undersigned's event and associated activities, if such personal injury or death or damage of property is caused by the acts or omissions or negligence of the undersigned, or the undersigned's employees and agents or by such acts, omissions or negligence of any other person subject to the undersigned's control. The Town, its employees, officers and agents shall not have to give the undersigned any specific types of notices of such claims.

Affidavit of Applicant

I certify that the information contained in this Special Event Application is true and correct to the best of my knowledge and belief, that I understand, and agree to abide by all regulations, provisions, and rules governing Special Events as set forth by the Town of Altavista. I certify that I understand that this application is made subject to the rules and regulations established by the Altavista Town Council. I agree to abide by these rules and further certify that, on behalf of the organization, I am authorized to commit that organization, and therefore agree to be financially responsible for any costs and fees that may be incurred by or on behalf of the Event to the Town of Altavista. I grant permission for Town officials to access the property at any time to enforce permit compliance.

A signed hard copy of the Indemnity Agreement and Affidavit of Applicant portions of the Special Event Permit must be provided to the Town before an application will be considered fully executed. Submit one copy of this Special Event permit application to Town of Altavista, ATTN: Special Event, P.O. Box 420, Altavista, VA 24517; townhall@altavistava.gov

Tony Clifton

Event Coordinator/Responsible Event Representative
(Print Name)

Signature

July 2, 2022

Date

Property Owner (Print Name)

Signature

Date

Town of Altavista Representative (Print Name)

Signature

Date

Uncle Billy's Reunion in the Park

Income **Balance \$3850**

Town of Altavista	?
Sponsorship	\$8750
Food vendors 10@ \$200	\$2000
Craft vendors 50@ \$75	\$3750
Carnival 3 days	\$7000
Alcohol/Drinks vendors and sales	\$2500

Expenses

Bands	\$15,000
Sound system	\$3000
Business cost	\$1000
Banners	\$1000
Liability Insurance	\$1500
Misc.	\$1000
Advertising	\$3000
Fireworks	?



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

AGENDA ITEM #: 8.B

NEW BUSINESS

Title: Urban Archery Season/Bow Hunting on Town Owned Land

Staff Resource: Matt Perkins, Assistant Town Manager

Action(s):

Approval of Town council for staff to proceed with annual process of receiving applications for bow hunters on certain Town owned property.

Explanation:

Each year staff seeks direction from Town Council in regard to the process by which we allow individuals to bow hunt on Town owned property during the Urban Archery season.

Background:

The Urban Archery season gives hunters one month (September 1 – October 1, 2022 before and three months after (January 2 – March 27, 2023) regular deer season in which only antlerless deer can be taken. Bow hunting in town is also permitted during the general deer season (October 2 – January 1) in which bucks (male deer) can also be harvested per the regulations. Urban archery is governed by General Urban Archery Regulations, but localities can also adopt their own local restrictions. These two items are attached.

Funding Source(s):

N/A

Attachments: *(click item to open)*

[*Urban Archery Policy.pdf*](#)



Town of Altavista Urban Archery Policy

Purpose: The Town of Altavista Town Council has elected to participate in Virginia's Urban Archery Program for the purpose of deer management. To this end this policy is designed to meet the goal of reducing the deer population within the Town of Altavista.

Town Owned Property: Below and the Town Owned Properties that permits will be issued for during the upcoming Urban Archery Season, with the maximum number of hunters that can be on each property at one time:

- **Franklin Avenue at 10th Street** (Tax Map: 83A-17-53; 5.18 acre tract) two **(2) hunters.**
- **11th Street, below 312 11th Street at dead end** (Tax Map: 83A- 53-12; 6.31 acre tract) **(one (1) hunter unless hunting together as a par, then two (2) hunters.**
- **Waste Water Treatment Plant** (adjacent parcel, past fence) (Tax Map: 84A- A- 19&20; 10.4 acre tract) three **(3) hunters.**

PLEASE NOTE THAT GREENHILL CEMETERY AND THE ADJACENT TOWN OWNED PROPERTY IS NOT AVAILABLE FOR HUNTING.

Town Owned Property Hunting Policies & Rules of Conduct

1. Each hunter will be assigned a random number, which will be included on your permit. Hunters must "check out" a location at the time he/she plans to hunt by placing their numbered washer on the corresponding peg board location. The board is located on the rear wall of Police Department at Town Hall. The washer must not be placed early (the day prior to hunting or in the morning prior to an afternoon hunt) and must be removed each day after hunting is completed. If all slots are filled at a location, another hunting location may be selected, but no more than the specified number of hunters are permitted in an area at one time.
2. Hunters must carry their valid Town of Altavista archery permit at all times when hunting. The archery parking permit must be displayed on the dash of your vehicle when parking and hunting on town-owned property.
3. Only commercial manufactured hang-on, ladder stands, and sticks are permitted. Leaving a stand in place is done at the "risk of the owner" and the Town of Altavista will assume no responsibility. Stands left in place do not entitle a hunter to hunt that property automatically and may be used by other hunters. The rule is "*first come, first served*". No permanent stands may be constructed.

Revised: July 2020

4. Maps will be provided for each location but it is the hunter's responsibility to scout these areas and know the property boundaries.
5. For Town-owned properties there is an "Earn a Buck" requirement. A doe must be harvested, on one of the town owned properties, prior to harvesting a buck on a town owned property and the same pattern shall follow for additional bucks. (i.e.: doe, buck, doe, buck...)
6. Hunters must complete and return, with 24 hours, the provided "check card" for all deer harvested on town owned properties. The cards are to be placed in the "Drop Box" in the Town Hall parking lot or may be dropped off at Town Hall during normal business hours. (NOTE: This process assists the Town with tracking the harvesting of deer on town owned property and assists with evaluation of continuation of the program.) Failure to comply may result in revocation of the current permit and ability to apply for future permits. All harvested deer must still be checked in with the DGIF.
7. Hunters must make every reasonable and legal effort to retrieve an injured animal.
8. The use of 4-wheelers or ATVs on Town property is **PROHIBITED**.
9. Hunting is **NOT PERMITTED** on Sundays on town owned property.
10. Alcoholic beverages and smoking are **STRICTLY PROHIBITED**.
11. **NO** rifles, shotguns or pistols may be used or carried afield on Town owned properties.
12. All general DGIF and Altavista Urban Archery policies are applicable.
13. Permits are valid only for a single hunting season in which they are issued and are Non-Transferable.

Failure to abide by the above policies and rules of conduct or conducting oneself in an unsafe or unruly manner will result in expulsion from the hunting site and forfeiture of future hunting privileges on town owned property.

Please visit the DGIF Website for General Information (for all Localities) at:

<https://www.dgif.virginia.gov/hunting/urban-archery-season/>

General Information (for all urban archery localities)

- [Earn A Buck](#) rules are in effect in all towns and cities in Virginia (except Chesapeake, Suffolk, and Virginia Beach). Antlerless deer killed during urban archery season count toward Earn A Buck.
- In addition to the Urban Archery Deer Season, archery deer hunting is also allowed during the Early Archery Deer Season, the Firearms Deer Season, and the Late Archery Deer Season (where applicable). In other words, from the first Saturday in October through the first Saturday in January. See "[Seasons and Bag Limits](#)".
- An archery license is required to hunt with archery tackle during the Urban Archery Deer Seasons, the Early Archery Deer Season, or the Late Archery Deer Season. See "[License Requirements](#)".
- Crossbows are defined by law as a type of bow and are therefore legal during all archery deer seasons.
- All other normal deer regulations, including bag limits and tagging/checking requirements, apply during the Urban Archery Deer Seasons, including Earn-A-Buck and antler point restrictions, where applicable. See "[Seasons and Bag Limits](#)".
- The season bag limit for deer cannot be exceeded unless bonus deer permits are purchased. See "[Bonus Deer Permits](#)".
- Deer must be checked by calling 1-866-GOT-GAME, [online](#), or at a [big game check station](#).
- Only **antlerless deer** may be taken during the Urban Archery Deer Seasons (see dates above). Antlerless deer include does, button bucks, and bucks that have shed their antlers.
- Antlerless deer may also be taken on any day during the Early Archery Deer Season and the Late Archery Deer Season.
- Antlerless deer may also be taken on any day during the Firearms Deer Season except in the City of Chesapeake, Chesterfield County, and Suffolk (east of the Dismal Swamp line), where antlerless deer can be taken only on the prescribed firearms deer season either-sex hunting days.
- **Antlered deer** (bucks with antlers visible above the hairline) may not be taken during the Urban Archery Season but may be taken on any day during the Early Archery Deer Season, the Late Archery Deer Season, and during the Firearms Deer Season (i.e., during the "normal" deer seasons, from October through early January).
- Deer hunting is permitted on Sundays in Virginia under the following circumstances (Code of Virginia [§29.1-521](#)):

- During designated deer seasons.
 - On private property with written permission from the landowner. The written permission should state that Sunday hunting privileges are included.
 - Sunday deer hunting is not allowed on public property.
 - It is illegal to hunt within 200 yards of a house of worship or other building physically associated with a house of worship on Sunday.
- Lists of properties available for hunting **are not** maintained by the Virginia Department of Game of Inland Fisheries or local governments. To find available properties, visit with or contact local landowners, deer hunters, [archery clubs](#), check stations, the agency's [HunterFinder website](#), or the [Outdoor Access website](#). Hunters in Fairfax County may wish to contact [Suburban Whitetail Management of Northern Virginia, Inc.](#) or visit the [Fairfax County Archery Program web page](#).
- Hunters must obtain permission from the landowner and must also obtain permission to pursue or retrieve deer from neighboring landowners. Due to the small size of parcels and proximity of residences, the hunter or the owner of the hunted property is encouraged to notify adjacent property owners or tenants in advance.
- Hunters must abide by all applicable sections of the Virginia State Code, Virginia Hunting Regulations, and local ordinances. See local restrictions in the next section below.

LOCAL URBAN ARCHERY RESTRICTIONS

Altavista

- Except for target shooting, discharge of archery equipment is not permitted within one hundred (100) feet of any dwelling except with written consent of the owner of said structure.
- No hunting on private property without written permission from the landowner which must be carried on the person at all times when hunting.
- No person shall discharge a bow from, over or across any street, sidewalk, alley, roadway, or public land or public place within Town limits or toward any building or dwelling in such a manner that an arrow may strike it.
- Except for target shooting, archery equipment can only be discharged from elevated stands unless written permission to hunt from the ground is given by the property owner.
- Hunters must register and sign a release at Town Hall, with the Town Manager or designee, to hunt on Town-owned property.



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

AGENDA ITEM #: 8.C

NEW BUSINESS

Title: ARS Grant Program Design

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

Action(s):

Receive the update from staff.

Explanation:

Staff is providing Council with a copy of the Town's approved program design for ARS.

Background:

DHCD has approved the program design submitted by staff and we are ready to proceed with the grant agreement. Before the contract can be executed, several certifications need to be approved by Council.

Funding Source(s):

DHCD ARS Grant

Attachments: *(click item to open)*

Attachment. ARS Program (002)

Town of Altavista Program Design – Acquire, Renovate, Sell Program

Program Purpose and Objective:

The mission of the Town of Altavista and its partners is to provide quality home ownership opportunities to people living and working in the town by building new homes and renovating older homes.

Oversight and Staffing:

Grant Administrator – Sharon D. Williams, AICP, Community Development Director

- Oversee the design of the project, as well as plan out its implementation.
- Serves as the primary point of contact for the development team to include surveyors, contractors, tradesmen, realtors, bankers, and interested citizens.
- Oversee the work of the Renovation Specialist.
- Conduct an initial and final DHCD HQS inspection, independently of the Renovation Specialist.
- Oversee the procurement process for purchased services.
- Oversee the Housing Counselor's completion of the intake process
- Review and approve all pay request and change orders.
- Oversee grant reporting to DHCD and Town Council.
- Receive all complaints, investigates and makes recommendations to solve them; and
- Oversee the acquisition, renovation, and loan closing process.

Housing Counselor

The Town intends to refer potential home buyers to Virginia Housing or United States Department of Agriculture (USDA) who will:

- Facilitate pre-homebuyer education classes that cover personal finance, credit, lender, real estate agent, home inspection, loan closing, and home maintenance
- Complete the intake process for prospective home buyers.
- Explain the loan process and paperwork to clients; and
- Work with Grant Administrator and Renovation Specialist to keep client informed throughout the process.

Renovation Specialist - TBD

The town desires to partner with Virginia Technical Institute (VTI) to locate a renovation specialist. If not, the town will seek to identify a partner through eVA or by issuing a request for proposals/qualifications.

- Complete the initial write up during acquisition phase.
- Complete scope of work.
- Complete DHCD HQS (Initial and final)

- In conjunction with the Grant Administrator oversee the bidding and selection process, quality of renovation work; weekly inspections, change orders and timely completion of work.
- Coordinate and attend meetings in conjunction with the project.
- Ensure journeymen and apprentices receive adequate supervision and training.
- Ensures compliance with risk assessor services, use of lead safe work practices, and clearance testing; and
- Make recommendations on other grant programs that can be used to reduce project cost and/or improve the healthiness of the home.

Financial Manager – Tobie C. Shelton, Finance Director/Treasurer, Town of Altavista

The grant will go through the Town's established financial protocols.

- Assist the Program Manager in ensuring town procurement policies are followed.
- Assist with administering program budget including the tracking of revenue and expenditures.

Property Eligibility

- The town's first project will be new construction on a residentially zoned town-owned lot.
- The town will also seek to acquire houses that are vacant, blighted, and subject to code enforcement action or are already under a Notice of Violation.
- In conjunction with local realtors the town will seek advice on property that is listed for sale in MLS.
- The town will check online and in the newspaper for houses that are available FSBO, tax sales, auctions, and estate sales.

Applicant Eligibility

Eligibility Requirements and Restrictions

- This program is limited to first time home buyers.
- The property must be owner-occupied and not used as rental housing.
- Applicants must meet the Virginia income eligibility criteria, which is 80% or less of Area Media Income (AMI).
- The program has no credit score requirements, but applicants are expected to demonstrate a willingness and ability to handle and manage debt.
- Preference will be given to applicants that complete a homebuyer's education class to include credit counseling.
- Applicants must be a U.S. Citizen, U.S. non-citizen national or Qualified Alien
- Applicants may not be in the arrears to the Town of Altavista or Campbell County; if a delinquency is shown, prospective purchaser must attach a receipt to show ad valorem taxes are current prior to closing.

Program Design

The town will issue a press release to introduce the program and explain the criteria. Interested parties will be asked to contact the town to learn more about the program as well as first-time home buyer programs through Virginia Housing and USDA.

Intake:

- The town will create an online and paper application for interested parties to express interest in the program and learn more about the loan programs of USDA and Virginia Housing.
- Applications will be reviewed by the program design team for completeness.
- Applicants will be referred to an approved local lender to be reviewed for possible eligibility.

Applicant Income and Asset Limits:

- ARS funds may be used only to directly benefit income eligible (80% Area Median income-AMI or less) households based on Virginia Housing income charts; *DHCD/Virginia Housing acknowledge that some Virginia Housing loans offer programs above 80% AMI- this is acceptable under ARS.
- All income and asset information must be verified by third- party documentation. Gross income of the household from the previous year must be taken into consideration for qualification purposes.
- Ten percent (10%) of liquid assets or actual interest earned must also be counted as income and added to the gross income of a household.

LMI Ratio

- ARS will adhere to a 10/50 rule on resale transactions. A minimum of ten percent (10%) of homebuyers will be at or below fifty percent (50%) AMI.

Renovation Standards

The town will use a combination of funding sources including leveraging its own properties, accounts, and assets.

- Up to \$40,500 of funds from DHCD may be used to renovate acquired single family homes. All properties receiving ARS assistance must be renovated to DHCD Housing Quality Standards (HQS).
- Improvements must relate to DHCD HQS and be in keeping with the character of the existing neighborhood.
- Green building techniques are encouraged for items needing renovation/repair.
- The town will seek to incorporate universal design during improvements to allow owners to age in place or meet any future accessible needs.
- All properties must be inspected for termite and other structural infestation by a licensed exterminator (if infestation is discovered, treatment must be provided).

- All chimneys must be inspected thoroughly for structural damage, including loose masonry units and open mortar joints, and for blockage of flue. All damaged chimneys must be repaired. Chimneys with substantial blockage must be cleaned or capped.
- All debris, abandoned vehicles, and derelict outbuildings must be removed from property.
- Houses built prior to 1978 will be presumed to contain lead-based paint (LBP). All repairs will be designed to eliminate these hazards using interim controls for any defective paint surface, and any breached friction, impact, or chewable surface showing excessive dust and/or deterioration e.g., windowsill, window trough, flooring, or stair treads. All renovation involving the elimination of LBP hazards shall receive a passing Clearance Examination documented by a licensed Risk Assessor.
- The town will seek to use US Department of Housing and Urban Development (HUD) to make improvements under its Lead-Based Paint & Lead Hazard Reduction Demonstration and Healthy Homes Grant Programs.
- The town will seek to reduce renovation cost by seeking to utilize additional grant funds available under DHCD's Housing Innovations in Energy Efficiency (HIEE) Program.

Contracting Procedures

The town will create a contractors' pool via the solicitation of Requests for Qualifications in accordance with the Virginia Public Procurement Act.

- The town will seek sealed proposals from firms who wish to be considered to provide on-call professional contractual services for the construction and renovation of homes throughout the Town. These services shall be provided on an "as needed" basis. The Consultant may choose to propose on all or any combination of the Scope of Services in which the Consultant has an interest. The Town may award multiple contracts from its RFQ.
- The town intends to contract with companies for an initial one-year period with option to extend annually for up to four additional years. Pursuant to the requirements of the Virginia Public Procurement Act, fees paid for professional services under such contract shall not exceed \$500,000. Individual work orders will not exceed \$100,000 per project without obtaining services through competitive negotiations.
- The town will also partner with Virginia Technical Institute (VTI) to offer a hands-on training in a variety of fields including electrical, plumbing, heating and air, welding, pipefitting, carpentry, masonry, and project management with a stipend for the Construction Supervisor. The town may also partner with the Altavista Economic Development Authority (AEDA) to fund a full-time position to oversee the training program.

Construction Documents

The project team will prepare the documents needed for construction. The work will include the development of the documents used for bidding and building the project and will include the following:

1. Cover sheet
2. Life Safety Plan (building code information)
3. General Architectural Information, partition, and finish schedules

4. Demolition and New Work Floor Plans on the lower level
5. Demolition and New Work Floor Plans on the upper level
6. Roof Plan and Details
7. Exterior elevations of the building
8. Interior elevations
9. Door and window schedule, elevations, and details

Proposal Selection

Proposals will be reviewed by Town staff and evaluated to determine which proposals best meet the criteria of the RFQ. Evaluation of the proposals by Town staff is expected to be completed within 21 days of receiving the proposals. The final selection will be based on completeness, experience with agencies, technical merit, and time to perform. It is the Town's intention to select a minimum of three (3) firms that have sufficient expertise to handle the projects the Town undertakes, thereby minimizing the involvement of other firms. However, the Town reserves the right to select and contract with fewer than three firms for the specified serves, in whole or in part.

Evaluation Criteria

The Town's selection committee will evaluate proposals based on the following factors:

1. General background of the firm, available resources, subcontractors, and range of services including rates for standardized classes of service on an hourly basis.
2. Experience of the firm with similar "as needed" general engineering contracts. Include references.
3. Experience of the firm with similar types of projects, particularly for Virginia municipalities of similar size. Include references.
4. Qualifications of the proposed Project Manager(s) and other key personnel that would most likely be assigned.
5. Familiarity with Federal and State grant/loan programs.
6. Proximity to the Town of Altavista.
7. Existing knowledge of the Town of Altavista.
8. Quality of presentation.

Bidding and Construction Process

The project team will assist in bidding the project to the construction community and awarding it to the lowest, responsive, and responsible bidder. Because time is of the essence with this program, we will keep the bidding timeframe as short as possible while ensuring the projects receive competent and competitive bids. We will coordinate placing the advertisement for the project in venues appropriate to gain interest in the project.

Construction

For all projects, the town will contact the design team, which will consist of surveyors, draftsman/architects, engineers, and similar professionals to survey the property and prepare housing plans to include architectural, civil, mechanical, electrical, and plumbing disciplines.

Bidding and Negotiations:

1. The project team will coordinate the issuance of the construction documents.
2. The project team will host a contractor pre-bid meeting.
3. The team will respond to contractor questions.
4. An addendum will be issued if required.
5. The project team will attend bid opening and tabulate the bids.
6. The project team will select a firm.

Time of Completion

A successful bidder shall begin the work on receipt of the Notice to Proceed and shall complete the work within the stipulated number of calendar days stated by the General Contractor on the bid form.

Bidder's Qualifications

Bidders must be properly licensed under the laws governing their respective trades and be able to obtain insurance and bonds required for the work. A Performance Bond, separate Labor and Material Payment Bond, and Insurance in a form acceptable to the town will be required of the successful bidder.

Contracts and Agreements

1. The town and selected contractor shall enter into a contract for each project awarded.
2. A project schedule shall be provided to the town prior to work commencing.
3. Contractor will be responsible for obtaining zoning, building, mechanical, electrical, and plumbing permits. Fees due to the town and Campbell County will be waived.
4. Permits will be posted on site along with an approved set of construction plans.
5. Biweekly meetings will be held with the town to advise on the status of the project.
6. Contractor will be responsible for obtaining inspections and Certificate of Occupancy from Campbell County.
7. An "As Built" survey will be required at the end of the project.
8. Payment shall be made only after the program team has inspected the home.

Financial Assistance

Down Payment Assistance Grants (DPA) are available should the prospective homeowner obtain a Virginia Housing (VH) first trust mortgage.

Conflict of Interest

No person who is an employee, agent, consultant, officer, or elected or appointed official of the Town of Altavista, or any designated public agencies who exercises or has exercised any functions or responsibilities with respect to Acquire, Renovate, Sell activities or who is in a position to participate in a decision-making process or gain inside information with regard to such activities, may obtain a financial interest or benefit from the activity, or have an interest in any contract, subcontract or agreement with respect thereto, or in any of its proceeds, either for themselves or those with whom they have family or business ties, during their tenure and for one year thereafter.

Complaint and Appeals Procedures

1. The Grant Administrator will attempt informal resolution. If informal resolution is not possible, the complaint must be put in writing and forwarded to the Project Management Team. If the complainant requires assistance in putting his or her complaint in writing, the Grant Administrator must make assistance available. The same is true for any appeals.
2. The Grant Administrator is required to investigate the complaint and respond to it, in writing, in a timely manner. The response must include an explanation of the reason(s) for the decision reached, information on how the decision can be appealed, and how many days from receipt of notice the complainant has to appeal the decision.
3. Appeals of the Grant Administrator's decision should be addressed, in writing, to the Management Team.
4. Appeals of that the Management Team's decision should be appealed, in writing, to the Town Manager.
5. Appeals of the Town Manager's decision should be addressed, in writing, to Town Council.
6. All written appeals *must* be addressed within 15 days of receipt and resolved within 30 days of the appeal and retained for review. All appeals are to be responded to in writing. The response must include an explanation of the reason(s) for the decision reached, information on the next step in the appeals process and how many days from receipt of notice the complainant has to appeal any decision.
7. Final appeals may be addressed, in writing, to DHCD. The appeal should include a copy of all correspondence that has taken place to this point. The appeal should identify the problem and the desired solution. DHCD will review the complaint and respond, in writing, in a timely manner. All involved parties will be copied.



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

AGENDA ITEM #: 8.D

NEW BUSINESS

Title: ARS Fair Housing Certification

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

Action(s):

Adopt the Resolution

Explanation:

The Town must adopt a Fair Housing Certification as a condition of participation in the ARS (Acquire, Renovate, Sell) program.

Background:

For each program year in which the ARS Agreement is active, the Provider must take affirmative steps to further Fair Housing. To meet this requirement, the Provider must certify that it will undertake at least one fair housing activity in each program year.

The Fair Housing Certification is to be taken very seriously. The solicitation of potential home buyers, the housing counseling component, the sale of homes, and all activities relating to the ARS Program must all be done in conformance with Title VI of the Civil Rights Act of 1968.

Funding Source(s):

DHCD ARS Grant

Attachments: *(click item to open)*

[*Attachment. Fair Housing Certification*](#)



Fair Housing Certification

Compliance with Title VIII of the Civil Rights Act of 1968

Whereas, the *Town of Altavista* has been offered and intends to accept ARS Funds administered through the Virginia Department of Housing and Community Development AND Funded through the Virginia Housing Development Authority authorized under their REACH program, as amended, and

Whereas, recipients of funding for this program are required to take action to affirmatively further fair housing;

Therefore, the *Town of Altavista* agrees to take at least one action to affirmatively further fair housing each year, during the life of its program funded through ARS. The action taken will be selected from a list on page 2 provided by the Virginia Department of Housing and Community Development.

Adopted July 12, 2022.

Mike Mattox, Mayor

Date

Examples of acceptable Fair Housing Activities include:

- Adopt a resolution endorsing the concept of fair housing, including the specific rights included in the law, and advertise its wording in a display advertisement in a local newspaper;
- Attendance by a member of the Provider's governing body or Chief Administrative Official and a second appropriate representative (realtor, banker, etc.) at a fair housing workshop approved by DHCD;
- Provide all program beneficiaries with a copy of DHCD's fair housing brochures;
- Distribute copies of the fair housing brochures at local public events;
- Enlist the participation of local realtors, lenders and homebuilders in an agreement, and promotion of affirmative marketing, open housing and review of underwriting /credit criteria, etc. Publish such agreements in a local paper;
- Conduct public educational programs for local housing consumers, providers, and/or financial institutions, regarding fair housing issues;
- Develop a public information program using local newspapers, radio stations, bulletin board, churches, utility bill mailings, or local government TV channels to ensure that all segments of the community are aware of fair housing requirements, especially realtors, landlords, financial institutions, and the minority community;
- Sponsor a fair housing poster contest at local schools in conjunction with an informational session;
- Develop a fair housing assistance program to make housing opportunities available in non-minority areas, monitor compliance and submit discrimination complaints to the State or Federal government;
- Conduct a formal Assessment of Impediments (AI) study of local zoning, real estate and/or financing practices which affect housing choices of minorities and other protected classes; and
- Survey the special housing problems of minorities and women, determining any effects of discrimination and developing a plan to assist them in overcoming these effects.

*** The fair housing activity selected by the Provider must be a different one each program year. Furthermore, all fair housing activities must be properly documented so their completion can be verified during the compliance review.**

*** If the Provider has more than one active DHCD project, only one fair housing activity is required but all project files must be documented.**



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

AGENDA ITEM #: 8.E

NEW BUSINESS

Title: ARS Residential Anti-displacement and Relocation Assistance Plan Certification

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

Action(s):

Adopt the certification.

Explanation:

Under the ARS Grant Program, the Town must adopt an Anti-Displacement Certification.

Background:

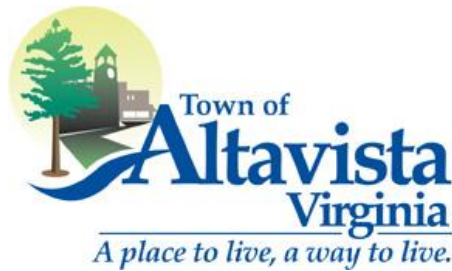
Under the ARS Grant, all acquisitions must be voluntary; as no involuntary acquisitions will be approved. Per DHCD, the Town shall seek marketed unoccupied properties for acquisitions such as foreclosures, tax sales, estate sales, auctions, abandoned, and/or vacant homes.

Funding Source(s):

DHCD ARS Grant

Attachments: *(click item to open)*

[Attachment. Anti Displacement Certification](#)



ARS - RESIDENTIAL ANTI-DISPLACEMENT AND RELOCATION ASSISTANCE PLAN CERTIFICATION

Should the Town of Altavista encounter an occupied structure and continue with acquisition; the following certification will be upheld.

The Town of Altavista will provide permanent relocation assistance to each LMI household displaced with leveraged funding sources. Up to Forty- Two (42) Months of Housing Assistance Payments shall be provided as outlined in Section 104 (d) of the *Housing and Community Development Act of 1974*, as amended, or the *Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970*, as amended. DHCD written approval will be required in advance for any properties that will necessitate relocation assistance.

The Town of Altavista FY23 project includes the following activities:

1. The creation of a pool of contractors to use during the grant.
2. Formation of a partnership with Virginia Technical Institute (VTI) to assist with lowering cost and providing hands-on training for their students.
3. Construction one new single-family dwelling at 806 12th St.
4. Actively seeking properties where new homes can be built, or existing homes renovated.

Adopted this 12th day of July 2022.

Mike Mattox, Mayor



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

AGENDA ITEM #: 8.F

NEW BUSINESS

Title: ARS Performance Pool Program Funds & Leveraged Funding Acknowledgement
Staff Resource: Sharon D. Williams, AICP, Community Development Director

Action(s):

Approve the certification.

Explanation:

As an ARS Grantee, the town must complete a Performance Pool acknowledgement form.

Background:

As part of the application process staff had to demonstrate the town had open line(s) of credit or allocated funds totaling at least \$200,000.00 or the financial capacity to acquire at least two (2) properties at any given time. To demonstrate the town had the means, DHCD was provided a copy of the FY2021 budget and explained that we had a money market account that we hold reserve funds for future projects of emergency needs.

The town will need to identify a funding source to cover the cost of the first project beyond the \$45,000 it receives from DHCD. Staff will provide a proposal to Council at a later date. We are requesting to continue to use the general fund and money market to demonstrate our creditworthiness.

All ARS deliverable costs are *performance-based* i.e., costs are paid only after the attainment of pre-determined thresholds. All Program Delivery fees will be limited to a maximum of \$2,000.00. ARS will not provide administrative fees or developer fees. The deliverable schedule is as follows: Acquisition Deliverable \$500, Rehab Deliverable \$1,000 and Resale Deliverable \$500.

Funding Source(s):

DHCD ARS Grant and Town Funds TBD

Attachments: *(click item to open)*

Attachment. Performance Pool Program Funds



ARS- PERFORMANCE POOL PROGRAM FUNDS & LEVERAGED FUNDING ACKNOWLEDGEMENT

Whereas, the Town of Altavista has been offered and intends to accept ARS Funds administered through the Virginia Department of Housing and Community Development AND Funded through the Virginia Housing Development Authority authorized under their REACH program, as amended, and

The Town of Altavista acknowledges ARS funds are set up in a Performance Pool and released to Providers on a first come first service basis. Budgets will be allocated on a per property basis.

The Town of Altavista further acknowledges properties must be approved by DHCD in advance to draw ARS funds via a funding reservation form in CAMS. In addition to ARS renovation draws the Provider can receive deliverable costs. All ARS deliverable costs are *performance-based* i.e., costs are paid only after the attainment of pre-determined thresholds. **All Program Delivery fees will be limited to a maximum of \$2,000.00.**

LEVERAGED FUNDING SOURCES

Leveraged Source	Funding Amount	Committed/ Requested	Comments- Type of Assistance
<i>General Fund and/ or Reserves</i>	<i>\$200,000.00</i>	<i>Requested</i>	<i>The Town has multiple funding sources that it can use to complete the first home. The proceeds from the sale of the first home will be used to finance future projects and/or repay the Town's cost of constructing the home.</i>

Mike Mattox, Mayor

Date



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

AGENDA ITEM #: 8.G

NEW BUSINESS

Title: ARS Program Income Plan

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

Action(s):

Approve plan

Explanation:

As part of the ARS Grant, the town must adopt a plan for how proceeds from the sale of the home will be used.

Background:

The Provider must develop a Program Income Plan for net proceeds from the sale of all ARS homes. The Providers can set aside ten percent of the net proceeds for administrative costs and the remaining ninety percent will be dedicated to affordable housing efforts in your locality

Funding Source(s):

Attachments: *(click item to open)*

[*ARS Program Pool.docx*](#)



ARS PROGRAM INCOME PLAN

The program income generated from the Acquire, Renovate, Sell (ARS) Program are separated into two distinct categories and will be treated independently of one another.

1. ARS repayment:

The ARS funds repayment, after the sale of each home, will be treated as program income due and repayable to DHCD/VHDA. These funds are net of deliverable fees paid to the Provider and Rehab Specialist fees. Each home will have a tracking and completion report submitted by the Provider to determine the ARS repayment. These funds are due back to DHCD/VHDA within 30 days of the homebuyer's loan closing on each property.

2. Net Proceeds from the Sale of Each ARS Property:

Program income under Part 2 will be derived from the sale of each ARS Property. These program income funds will be generated in the Town of Altavista.

All program income generated through net proceeds will be held by the Provider for continuance of affordable housing opportunities in a manner that will directly benefit low-moderate income residents in the Town of Altavista service area.

Altavista's Program Income Plan

- Ten percent (10%) of the net proceeds will be used towards the Town's administrative costs.
- Ninety percent (90%) of the net proceeds will be used towards affordable housing opportunities.
- Town Council will determine the use of the program income based on the recommendation of the Town Manager, Assistant Town Manager, and Community Development Director. Once the decision is made the Community Development Director will have primary oversight over the program to assure the plan is followed
- The Finance Director with the assistance of the Community Development Director will be responsible for providing financial reports to the management team and DHCD.
- If all the needs in the area have been met the town will seek to create a loan and/or grant pool for minor household repairs for LMI properties.

- Recognize this is a living document and will be updated throughout the program as the need arises.

3. ADMINISTRATION:

Program Income Part 1.

The Town of Altavista will be responsible for receiving direct payments. The funds will be deposited in a non interest-bearing escrow account and identified as revenue then immediately transmitted to DHCD. Funds will be accounted for separately on the Altavista's balance sheet as ARS Program Income Part 1. Program income shall be returned to DHCD's Financial Analyst.

Program Income Part 2.

The Town of Altavista will implement the activities in accordance with the Program Design, and this Program Income Plan. The funds will be deposited in a non- interest-bearing escrow account and identified as revenue. Funds will be accounted for separately on the Altavista's balance sheet as ARS Program Income Part 2.

I certify this is the approved plan for program income derived from the Acquire, Renovate, Sell Program. I further certify that the governing body fully intends to carry out this plan.

I understand that the Virginia Department of Housing and Community Development will review the records maintained for program income funds. I understand that failure to follow this plan can lead to termination of our ARS funding

Signature of Authorized Official

Date



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

AGENDA ITEM #: 9.A

UNFINISHED BUSINESS

Title: School Zone, Speed Monitoring Camera Systems - Update

Staff Resource: APD Chief Tommy Merricks

Action(s):

Receive update from APD Chief Tommy Merricks

Explanation:

Chief Merricks will give Town Council an update on the new speed monitoring camera systems.

Background:

For safety reasons, Town Council approved the use of speed cameras in both of the town's school zones (Altavista Elementary and Altavista Combined School), to help reduce the number of vehicles speeding through the school zones. The camera systems are active during the morning and afternoon hours that the students are arriving and leaving school.

Funding Source(s):

Attachments: *(click item to open)*



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

AGENDA ITEM #: 10.A

REPORTS AND COMMUNICATIONS

Title: Departmental Reports - Finance

Staff Resource: Tobie Shelton, Director of Finance and Communication

Action(s):

Explanation:

Background:

Funding Source(s):

Attachments: *(click item to open)*

Attachment 1. Meals Tax Report

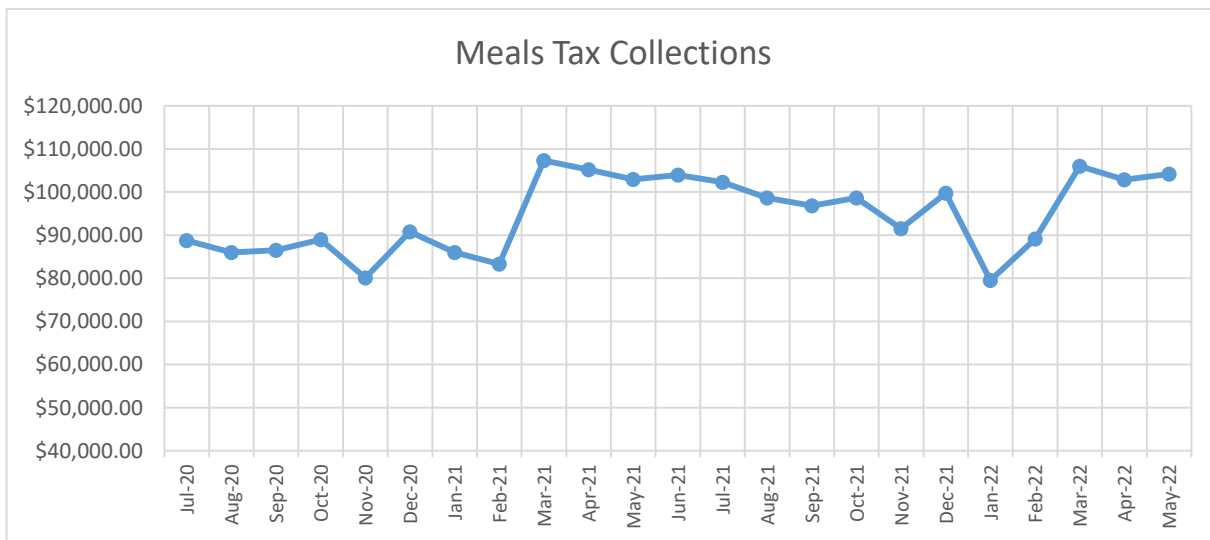
Attachment 2. Sales Tax Report

Attachment 3. Lodging Tax Report

Attachment 4. Cigarette Tax Report

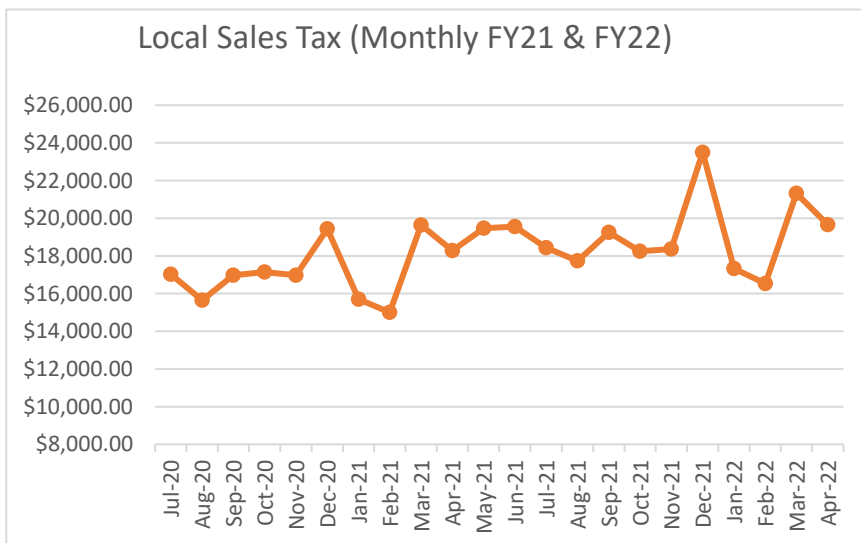
TOWN OF ALTAVISTA MEAL TAX COLLECTIONS

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	\$1,005,873.51
Mar-21	\$107,320.09	FY2022	\$1,069,361.45
Apr-21	\$105,170.66	+/-	\$63,487.94
May-21	\$102,956.82	Budgeted:	
Jun-21	\$103,932.20	\$990,000	
Jul-21	\$102,323.58	+/-	\$79,361.45
Aug-21	\$98,626.77	% of Budget	108.02%
Sep-21	\$96,824.86		
Oct-21	\$98,658.96		
Nov-21	\$91,491.36		
Dec-21	\$99,746.00		
Jan-22	\$79,529.83		
Feb-22	\$89,114.95		
Mar-22	\$105,982.48		
Apr-22	\$102,861.09		
May-22	\$104,201.57		



**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	\$171,828
Feb-21	\$15,004	FY2021	\$190,381
Mar-21	\$19,642	+/-	\$18,553
Apr-21	\$18,276	Budgeted:	\$180,000
May-21	\$19,461	+/-	-\$10,381
Jun-21	\$19,547	% of Budget	95.46%
Jul-21	\$18,437		
Aug-21	\$17,735		
Sep-21	\$19,246		
Oct-21	\$18,249		
Nov-21	\$18,373		
Dec-21	\$23,498		
Jan-22	\$17,336		
Feb-22	\$16,524		
Mar-22	\$21,319		
Apr-22	\$19,664		



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) \$103,368
Feb-21	\$9,745	FY2022	\$115,050
Mar-21	\$9,543	+/-	\$11,682
Apr-21	\$9,575		
May-21	\$11,827	Budgeted:	\$80,000
Jun-21	\$13,922	+/-	\$35,050
Jul-21	\$11,551	%/Budget:	143.81%
Aug-21	\$13,399		
Sep-21	\$12,518		
Oct-21	\$12,686		
Nov-21	\$7,538		
Dec-21	\$5,722		
Jan-22	\$6,248		
Feb-22	\$7,000		
Mar-22	\$13,294		
Apr-22	\$11,765		
May-22	\$13,329		

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		
Apr-21	\$7,500		
May-21	\$7,500		
Jun-21	\$7,625		
Jul-21	\$7,500		
Aug-21	\$15,000		
Sep-21	\$7,650		
Oct-21	\$7,500		
Nov-21	\$11,235		
Dec-21	\$7,500		
Jan-22	\$0		
Feb-22	\$0		
Mar-22	\$15,000		
Apr-22	\$7,500		
May-22	\$7,500		
Jun-22	\$7,500		

		FISCAL YEAR	
		TOTAL	
		FY2018	\$144,668
		FY2019	\$140,288
		FY2020	\$124,684
		FY2021	\$101,612
		MTD TOTAL (FY)	
		FY2021	\$101,612
		FY2022	\$93,885
		+/-	-\$7,727
		Budgeted:	\$130,000
		+/-	-\$36,115
		%/Budget:	72.22%

Cigarette Stamp Revenue (monthly FY21 & FY22)





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

AGENDA ITEM #: 10.B

REPORTS AND COMMUNICATIONS

Title: Utility Projects Update

Staff Resource: Tom Fore, Public Services Director

Action(s):

Explanation:

Background:

Funding Source(s):

Attachments: *(click item to open)*

Attachment 1. 1-July-2022 Status Report

Attachment 2. 1-July 22 Fraizer Drainage

Attachment 3. 1 July 2022 Springs & PS SCADA

Attachment 4. 1-July-22 Clarion Road Water Line Project

Attachment 5. 1-July-2022 Aeration Study Status Report

Attachment 6. 1-July-2022 WWTP Electrical Upgrade Status Report

Attachment 7. 1-July-2022 WTP Filter Upgrade Status Report

Attachment 8. 5 July-2022 Melinda HPZ status Report

Attachment 9. June 2022 Monthly Report for Council Members 1

Attachment 10. June 2022 Monthly Report for Council Members 2

Attachment 11. AMI Water Metering Status Update 7-7-22

Attachment 12. Lynch Creek Sewer Status Update 7-7-22

Town of Altavista Projects
Status Report - Peed & Bortz, LLC
1 July 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 at the Staunton River station on 23 June sent to the Contractor on 24 June to complete minor issues. Generators have been started up.

Anticipated work over the next two weeks: Contractor/Town will resolve the issue of a high leg electrical connection error at McMinnis Spring site. Issue substantial and final completion at the resolution of this electrical issue.

Upcoming Tasks:

Outstanding Issues:

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

Schedule Constraints:

Projected Completion:

Approved Budget: \$43,600

Invoiced To Date: \$41,820

Balance to Complete: \$1780

Town Input Required:

Issues Town Should Be Aware Of:

Construction Contract Price: \$498,500 + (\$1556) (Change Orders)

Current Paid: \$496,943

Balance to Finish plus retainage: \$0

Town of Altavista Projects
Status Report - Peed & Bortz, LLC
1 July 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: Sent draft of easement sketch to Town for review by property owner. Sent preliminary plans to Town staff and met w/ staff to review on 27 April. Town staff has requested additional repair work at the existing concrete ditch along Frazier Road and endwall work at west side of Edgewood Road. Engineer will bid the ditch material as both Flexamat and installed rip rap. Staff requested a mower cross over for the church to access the north east side of the ditch.

Anticipated work over the next two weeks: Staff will review the mower status and provide guidance. Provide revised schematic design after incorporation of existing utilities to avoid conflicts. Town staff will advise when the easement plat has been agreed upon.

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 Projects
Status Report - Peed & Bortz, LLC
1 July 2022

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

Recent Activities: Town staff sent on the latest comments on 25 May. Complete plans and specifications and re-submitted to Town for review and acceptance.
Anticipated work over the next two weeks: Address any remaining comments.
Upcoming Tasks: Prepare plan to bid the work.
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
1 July 2022

Project Name: Clarion Road Abbott Water Extension
Project Manager: Scott Bortz, PE
Sub-Consultant Armstrong Surveying, ECS
P&B Job Number 18-59

Recent Activities: Final completion has been issued. This page will be removed from the report next submission.

Anticipated work over the next two weeks:

Upcoming Tasks:

Outstanding Issues:

Design Schedule: Open Bids 27 October
Award Nov 9
Sign Agreements Nov 23
Start limited construction activities (weather permitting) February 28
Substantial completion June 2022

Schedule Constraints:

Projected Completion:

Approved Budget: \$68,000

Invoiced To Date: \$68,000

Balance to Complete: \$0

Town Input Required:

Issues Town Should Be Aware Of:

Construction Contract Price: \$567,374.00+\$24,478 (CO #1)

Current Paid: \$591,852

Balance to Finish plus retainage: \$0

Town of Altavista Projects
Status Report - Peed & Bortz, LLC
1 July 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
1 July 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: The electrical sub-contractor has de-mobilized until the resolution of the Dominion/Eaton testing procedure is finalized and the main service can be reconnected.

Anticipated work over the next two weeks:

Upcoming Tasks: Awaiting test procedure writeup from Eaton to present to Dominion.

Outstanding Issues: Starters for remaining 2 MCCs may be delayed significantly

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 1 MCC was due to be shipped May 1. The exact delay cannot be determined at this time but Contractor will update all when able to determine. Dominion has requested a revised testing procedure that requires an additional relay and reprogramming at the ATS. Contractor will document all delays due to these issues.

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

Current Paid: \$3,013,284

Balance to Finish plus retainage: \$942,329

Town of Altavista Projects
Status Report - Peed & Bortz, LLC
1 July 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 #4 and #5 sent to the Owner for processing. Contractor has started working on the electrical portion of the work. Electrical rough-in has been completed.

Anticipated work over the next two weeks: Commence valve replacement at the WTP

Upcoming Tasks:

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: \$375,452
Balance to Finish plus retainage: \$360,415

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



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

July 5, 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 (electrical, HVAC, & site).
2. AC units installed.

Anticipated Work Over the Next 2 Weeks

1. Contractor to continue work on the job site and HVAC/Electrical at the pump station.

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.
4. Delivery times of VFD and other pump station equipment.

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	\$47,504.50
3.	Construction Contract	\$1,226,972.71
	JTD	\$877,790.22

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. Progress Meeting #5 scheduled for 8/9/22 at 10:00 AM.

Submitted by:

Ryan P. Kincer, P.E.
Project Manager

Monthly Staff Report Water Plant

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

Operation and Production Summary

The Actual water production line (filtering of water) for the entire month averaged 17.43 Hours per day which yielded approximately 1,906,810 gallons of water per day.

Rain	YTD Rain	18.986	Snow	0	YTD Snow	0	was measured at the water treatment plant.		
Average Hours per day (week days)				108.4	hrs				
Average Hours per day (weekends)				14.8	hrs				
Average produced (week days)				2,032,909	gallons per day				
Average produced (weekends)				1,559,500	gallons per day				
Total Raw Water Pumped:				56.840	million gallons				
Total Drinking Water Produced:				57.200	million gallons				
Average Daily Production: (drinking)				1,879,806	gallons per day				
Average percent of Production Capacity:				62.66	%				
Plant Process Water:				405,595	(finished water used by the plant)				
Bulk Water Sold @ WTP:				82,800	gallons				
Flushing of Hydrants/Tanks/FD use/Town Use				2,800	gallons				
McMinnis Spring									
Total Water Pumped:				7.825	million gallons	average hours per day	13.5		
Average Daily Produced:				260,833	gallons per day	Rain at MC	1.50	YTD Rain	19.94
Reynolds Spring						snow	0		5
Total Water Pumped:				8.934	million gallons	average hours per day	16.8	Total Precip	24.94
Average Daily Produced:				2,978,000	gallons per day	Rain at RE	3.63	YTD Rain	22.45
Purchased Water from CCUSA				3,674,176	gallons	snow	0		5
Sold to Hurt				2,687,000	gallons			Total Precip	27.45
Industrial Use				51,112,381	gallons				
				Water lost due to leaks		522,000			

Comments: Water Plant Activities & CIP Projects:

Monthly Compliance Reports Completed
 VDH samples completed for compliance
 Melinda High Pressure Zone- Pump station installation continues, landscaping around building with, minor HVAC, electrical work done.

Weed eat, cut down and spray vegetation at McMinnis Spring, Clarion Tank, and Dearing Ford Tank ongoing
 Filter Upgrade - Some valves and actuators delivered, the SCADA components are stored and being programmed. Electrical conduit runs being done.
 The Source Water Protection Local Advisory Committee met and created next steps prior to a meeting scheduled in July
 Generator project, Punch list being reviewed with completion scheduled this month
 Town of Hurt DBP improvement project. Had a meter failure that needs to be corrected. Sodium Hypo system currently being installed 95% completed
 Replace SCADA computers (Completed)
 Clarion Road water line, project (Completed)
 Springs SCADA project - draft plans received and comments were sent back to engineer, staff met with engineer on 5-31-22 to review outstanding concerns
 Cleaned Basin #4 and #5
 HACH Quarterly Service
 Sedimentation Basin Project Application sent to VDH in April aw

Utilities Distribution and Collection

# of Service Connections	0	Addresses:	
# of Service Taps	0	Addresses:	
# of Meters Read	103 1,719	Monthly Quarterly	Rereads 2 33
# of Meters Cut Off For Non-Payment	0		
# of Meters Tested	0		
# of Loads of Sludge to Landfill	19.00 153.42	Tons	
# of Location Marks made for Miss Utility	36		
# of Meters Replaced	0		
# of Water Lines Repaired	3	# of Sewer Lines Unstopped	3
Locations:		Locations:	
1339 Tardy Mountain Road (Main)		905 16th Street (Service)	
96 Gibson Road (Service)		1707 Eudora Lane (Service)	
Pittsylvania Avenue (Main)		1100 5th Street (Service)	
# Air Relief Valves Inspected	0		
# of PRV Maintenance/Inspection	0		
# of Water Valve Boxes Cleaned	1		
# of Blow-Off Valves Flushed	0		
# of Blow-Off Valves Located	0		
Push Camera Footage	0	Sewer Main Cleaned	20'
Sewer (Root Cutting) Main	0	Sewer Main Cleaned Manholes	0
Sewer (Root Cutting)Main Manholes	0	Sewer Service Cleaned	0
Sewer Video Footage	0	Sewer Service Video	0
Sewer Video Manholes	0	Sewer (Root Cutting) Service	0
Duke Root Control (Contractor)	5125'	Sewer Right of Way Clearing Footage	0
Water Turn On and Offs	23	Sewer Manholes Inspected	0
Water Right of Way Clearing Footage	0	Sewer Installed Clean Out	0
Water Meter Box Replacement	2		
# Of Hydrants Flushed	0		
# of Hydrant Valves Exercised	0		

Other Utilities Distribution and Collection Activities & CIP Projects:

Lynch Creek Project

Clarion Road Project Completed

Obtaining Meter Informatin For AMI

DEPARTMENT: Wastewater Plant
MONTH: June-22

Average Daily Flow	1.90 MGD
TSS Reduction	97 %
BOD Reduction	96 %
VPDES Violations	0
Sludge (Regional Land Fill)	161 tons
Rain Total	2.80 Inches
Snow Total	Inches

Other Wastewater Activities and CIP Projects:

Month: June
 Week: June 6th, 2022

Month: June
 Week: June 13th, 2022

- | | |
|---|---|
| <ul style="list-style-type: none"> Continue Sanitizing procedures for commonly used areas Cont. Effluent meter reading from river meter Cleaning storage areas of facility Reviewed and submitted timesheets Lab ceiling leaking from construction Replaced drum on small thickener after repair Ordered Semi-Annual Industrial Monitoring containers Submitted DMR Submitted Industrial Billing UV system Checks Polymer Delivered 6-7-22 (2 totes) Annual PT samples completed and entered Entered Lab data Normal Plant Operations | <ul style="list-style-type: none"> Continue Sanitizing procedures for commonly used areas Cont. Effluent meter reading from river meter Cleaning storage areas of facility Ordered lab equipment (DO and BOD meters) Lab ceiling leaking from construction Conducted Semi-Annual Industrial Monitoring Soda Ash received 6-14-22 UV system Checks UV bank A in lead Entered Lab data Normal Plant Operations |
|---|---|

Month: June
 Week: June 20th, 2022

Month: June
 Week: June 27th, 2022

- | | |
|--|---|
| <ul style="list-style-type: none"> Continue Sanitizing procedures for commonly used areas Serviced UV system Bank B Lab ceiling leaking from construction Troubleshooting Effluent Meter totalizer on meter control panel Troubleshooting Influent Meter totalizer on meter control panel Power outage 6-23-22 (approx.. 3pm- 4:15pm) Replace air compressor at Main Pump Station UV system Checks UV bank B in lead Entered Lab data Normal Plant Operations | <ul style="list-style-type: none"> Continue Sanitizing procedures for commonly used areas Lab ceiling leaking from construction Completing CIP items Shop Roll up door replaced Employee Lounge Mini-Split repaired Serviced Main Pump Station Bar Screen Removed weeds from around and in Basin #2 Sent Night shift employees on short wastewater school UV system Checks UV bank B in lead Entered Lab data Normal Plant Operations |
|--|---|

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

Printed 7-Jul-22

Customer Class		July-21	August	September-21	October-22	November-22	December-22	January-22	February-22	March-22	April-22	May-22	June-22	
WATER	Residential Base-IT	1,280	8	10	1,348	3	19	1,318	9	10	1,353	26	13	Average
	Commercial Base-IT	155	43	43	203	43	44	187	45	43	218	24	13	450
	Residential Base-OT	135	4	2	150	-	-	96	-	-	151	-	-	88
	Commercial Base-OT	1	1	1	1	1	1	1	1	1	1	1	1	67
	Municipal	31	30	31	31	31	31	31	31	31	31	31	31	1
	Dormant Accounts													31
	Industrial	5	5	5	5	5	5	5	5	5	5	5	5	-
	TOTAL	1,607	91	92	1,590	83	100	1,638	91	90	1,759	1,759		5
														642
														Total
	Residential Use-IT	11,526,297	53,460	40,240	15,304,832	3,050	118,530	14,745,412	20,990	253,440	13,858,847	186,130	72,320	56,183,548
	Commercial Use-IT	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	4,384,976	1,113,970	1,520,590	37,712,275
	Residential Use-OT	1,622,205	45,400	17,160	2,022,235	-	-	1,099,074	-	-	1,657,858	-	-	6,463,932
	Commercial Use-OT	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	2,380,000	2,380,000	2,424,500	30,436,900
	Municipal	651,040	560,420	685,930	576,600	430,420	485,540	252,200	317,880	317,880	328,450	386,750	444,060	5,437,170
	Industrial	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	45,809,047	42,484,361	42,841,404	495,551,277
	TOTAL WATER SOLD	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	68,419,178	46,551,211	47,302,874	631,785,102
	NET DELIVERED	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	61,597,331	68,238,729	56,394,184	716,923,340
	FRACTION BILLED	115%	72%	40%	111%	93%	83%	119%	88%	77%	111%	68%	69%	88%
	Total (TOA,sold,hydmts, Leaks)	62,000	103,550	49,670	42,800	47,800	297,400	127,423	25,100	21,300	18,700	87,400	607,600	1,490,743
														Total
	Residential Base & Use-IT	61,884	359	392	68,403	100	802	62,917	321	1,053	64,401	1,364	556	262,553
	Commercial Base & Use-IT	18,017	9,955	11,248	26,738	9,552	9,122	19,514	9,926	11,629	21,423	4,036	5,684	156,845
	Residential Base & Use-OT	11,826	349	161	11,004	-	-	9,367	-	-	16,115	-	-	48,821
	Commercial Base & Use-OT	10,283	10,931	11,544	10,691	11,105	11,491	12,153	11,148	11,148	10,944	10,944	1,145	123,528
	Municipal	-	-	-	-	-	-	-	-	-	-	-	-	-
	Industrial	124,043	105,868	55,844	121,128	168,364	108,847	128,939	125,425	118,494	124,703	127,184	128,241	1,437,080
TOTAL	226,054	127,462	79,189	227,120	189,121	130,262	223,523	146,820	142,323	237,586	143,528	135,626	2,028,826	

SEWER	Residential Base-IT	1,130	7	7	1,181	3	18	1,155	5	9	1,191	23	13	Average
	Commercial Base-IT	121	32	41	185	42	43	150	43	40	152	24	14	395
	Commercial Base-OT	7	7	7	7	7	7	7	7	7	7	7	7	74
	Municipal	8	8	8	8	8	8	8	8	8	8	8	8	7
	Dormant Accounts													-
	Industrial	4	4	4	4	4	4	4	4	4	4	4	4	4
	TOTAL	1,270	58	67	1,385	64	80	1,324	67	68	1,362	66	46	480
														Total
	Residential Use-IT	9,083,613	31,528	26,902	8,868,726	2,710	88,689	9,334,889	9,183	14,518	9,095,743	118,544	61,523	36,736,568
	Commercial Use-IT	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	3,230,757	903,250	743,836	25,064,065
	Commercial Use-OT	260,328	247,744	265,236	81,500	253,596	266,444	205,521	174,992	2,425,000	182,450	277,036	209,250	4,849,097
	Municipal	127,300	116,460	101,070	215,810	103,660	92,690	157,333	94,850	94,850	133,980	128,330	126,123	476,299,445
	Industrial	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	41,872,222	40,490,000	39,830,556	542,949,174
	TOTAL SEWER BILLED	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	54,515,152	41,917,159	40,971,288	663,497,102
	WWTP EFFLUENT	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	57,742,300	59,036,500	57,073,002	82%
	FRACTION BILLED	94%	59%	71%	97%	95%	76%	103%	82%	73%	94%	71%	72%	82%
														Total
	Residential Base & Use-IT	31,791	119	116	38,787	17	337	34,970	57	83	35,183	462	241	11,847
	Commercial Base & Use-IT	5,154	13,130	6,659	14,001	5,427	5,092	13,053	5,470	8,054	10,736	3,285	2,719	7,732
	Commercial Base & Use-OT	2,638	1,337	1,530	666	1,501	1,172	1,493	991	1,629	1,599	1,802	1,290	1,471
	Municipal	-	-	-	-	-	-	-	-	-	-	-	-	-
	Industrial	138,244	112,564	23,780	151,646	160,955	123,148	145,916	147,893	140,304	145,269	151,278	167,795	1,608,792
	TOTAL	177,827	127,150	32,084	205,100	167,900	129,749	195,432	154,411	150,069	192,787	156,828	172,045	1,629,841

CURBSIDE	Curbside-IT STOPS													Average
	Curbside - Brush	244	167	134	127	85	72	43	67	167	192	108	124	155
	Curbside- BULK	104	131	113	87	102	75	63	46	58	117	106	127	85
	TOTAL	348	298	247	214	187	147	106	113	225	309	214	251	240
														Total
	Curbside-IT	98	94	113	87	85	110	84	83	110	91	102	106	1,096
	Curbside-BULK	18	20	11	10	13	9	6	6	14	12	16	16	153
	TOTAL	116	114	124	525	472	413	302	315	574	721	546	624	1,249

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



Date: July 7, 2022

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

Completed Work Over the Last Week

1. Received information back from the Town & Ron Lilley (Badge Meter) regarding the survey of all the large meters within the Town and recommendations to be included in the RFP.

Anticipated Work Over the Next two Weeks

1. Work on getting items included in the RFP per the email dated 6/28 from Ron Lilley.

Outstanding Issues

1. None at this time

Construction Schedule Update

1. Not applicable at this time

Budget Summary

- | | | | | |
|--------------------------------|-----------|----------|------|---------|
| 1. Bid Assistance | Contract: | \$12,500 | JTD: | \$1,650 |
| 2. Construction Administration | Contract: | \$15,000 | JTD: | \$0 |

Submitted by:

Chad Hodges, PE
Asst. Project Manager

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



Date: July 7, 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. Conducted progress meeting on 6/22/22
2. Submitted pay request #3 to Town from Contractor.
3. Approved and sent out executed Change Order #1 regarding CIPP.
4. West Road crossing has been completed.

Anticipated Work Over the Next two Weeks

1. Start cutting the parking lot for Shreve Park for sewer installation.
2. Message board will be placed notifying public about parking lot disturbance.
3. Start working on 7th Street at night on 7/17/22 and reverse lay sewer to the railroad.
4. Once they reach the creek, stone will be brought in from 10th Street.

Outstanding Issues

1. Corner drain on Franklin and 10th Street was stopped up and flooded the street.
2. The crossing at the creek at the end of 10th Street has started to wash out.

Construction Schedule Update

1. Begin construction on April 11, 2022
2. 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:	\$6,280

Construction Cost Summary:

1. Lynch Creek Sewer Replacement	Contract:	\$2,229,500	JTD:	\$723,211
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Submitted by:

Chad Hodges, PE
Asst. Project Manager



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

AGENDA ITEM #: 10.C

REPORTS AND COMMUNICATIONS

Title: Public Services Monthly Reports

Staff Resource: Teri Anderson

Action(s):

For Review

Explanation:

Background:

Funding Source(s):

Attachments: *(click item to open)*

Attachment 1. FLEET MAINTENANCE DEPARTMENT-JUNE 2022

Attachment 2. BUILDINGS_AND_GROUNDS_MONTHLY_REPORT_JUNE_2022

Attachment 3. STREET_DEPARTMENT_MONTHLY_REPORT-_JUNE_2022

FLEET MAINTENANCE DEPARTMENT

DATE: JULY 6, 2022

TO: TOWN MANAGER
FROM: TERRY LAMBERT, FLEET SUPERVISOR

MONTH: JUNE 2022

DESCRIPTION	Labor Hours
Vacation / Comp. Time Used	8
Safety Meetings/Training	15
Holiday	0
Daily/ Weekly/ Planning & Scheduling	42.75
Sick Leave Used	27.75
CIP / Budgeting / Calling Vendors	23.50
Preventive Maintenance	119.25
General Repair's	29
Troubleshoot and Diagnostic	27.75
Fabrication	0.25
Tire Changes & Repairs	4
Picking Up & Delivery	8
Building & Grounds	4.50
DMV/Titling	0
Inspections/Surplus	31.50
Inventory Restocking	2.50
General Maintenance	8.25
Total Labor Hours for the Month	352

BUILDINGS AND GROUNDS

JULY 6, 2022

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

Vacation / Comp. Time Used / Sick Leave Taken		168
Meetings / Data Entry / Work Planning / Training		58.50
# Of Call Duty Hours		48.50
# Of Assisting other Crews		30
Holiday		0
Green Hill Cemetery		
DESCRIPTION	Month Totals	Labor Hours
# Of Burials / Cremations	3	31.25
Cemetery Grounds Maintenance		7.25
Meeting with Families / Selling Plots		0
Stone Locating / Setting		0
Maintain Cemetery Records		0
Solid Waste Collection		
DESCRIPTION	Month Totals	Labor Hours
Residential Garbage Collected (Tonnage)	105.57	96.50
Residential Garbage Collected (Tonnage) Town of Hurt	38.68	32
# Of Curbside Brush Collected (Stops)	124	38.50
Loads of Brush Collected	16	
# Of Curbside Bulk Collected (Stops)	127	27.50
Bulk Collection (Tonnage)	16.29	
# Of Tires Collected	15	3
# Of Residential Garbage Citations Issued	0	0
Parks/Buildings		
DESCRIPTION	Month Totals	Labor Hours
Landscaping Buildings, Watering Flowers, Irrigation		6
# Of Building Maintenance Hours		27
# Of Park Cleaning		114.50
# Of Parks Ground Maintenance Hours		110.50
# Of Acres Mowed by Town	222.79	134.75
# Of Acres Mowed by Contractors ****	16.50	0
Special Projects / Special Event		0
# Of Vehicle Maintenance Hours		13
# Of Weed Control (0 Gallons)		0
*** HOURS NOT ADDED		
Total Labors Hours for the Month		946.75

STREET DEPARTMENT MONTHLY REPORT

DATE: JULY 6, 2022

TO: TOWN MANAGER
FROM: CHUCK NEWMAN, STREETS SUPERVISOR

MONTH: JUNE 2022

DESCRIPTION	Labor Hours
Vacation / Comp. Time Taken / Sick Leave Taken / Funeral Leave	69
Holiday	0
Safety Meetings/Data Entry/Planning Schedule/Inventory	79.50
Weekend Truck (.76 Tons)	8.50
Street Sweeping (Miles Swept Main St. and Bedford Ave. 0 / Town Wide 0)	0
Litter Control (Bags Collected 8)	6
Assisting Other Crews	189
Town Wide Mowing (55.71 Miles)	206.75
Contractor Mowing (0 Miles)	0
Signage	0
Shoulder Stone	0
Ditch & Drainage Pipe Maintenance (11.43 Stone Tons)	24.25
Weed Control (Gallons Sprayed 78)	18
Street Lighting	1
Dead Animal Removal/Buzzard Control	9
Decorative Street Light	13.75
Vehicle/Equipment Maintenance	26.50
Public Works Lot Cleaning	4
Trees/ Trimming/ Removal	47.75
House Demo (Landfill Debris 78.51 Tons)	39.25
Call Duty	1.50
Asphalt Maintenance	5.50
Storm Damage Cleanup	20.25
Special Projects / Special Events / Seasonal	0
Total Labor Hours for the Month	769.50



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

AGENDA ITEM #: 10.D

REPORTS AND COMMUNICATIONS

Title: Community Development Monthly 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 June 2022 Monthly Report

MEMORANDUM

To: Gary Shanaberger, Town Manager

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

Date: July 5, 2022

Re: June 2022 Community Development Report

Permits

Three (3) permits were applied for during the month of June:

Home Occupations: 0

New Business: 503 7th St new salon

Signs: 1 – Riverside Cleaners

Accessory Structures: 1

New Homes or Additions: 0

Violations

Seven (7) new violations were reported in June and three (9) were abated. Staff is working on eighteen (18) active violations. The majority of new complaints are related to high weeds and public nuisances.

Planning Commission:

The Planning Commission continues its work on the Comprehensive Plan update with a discussion of housing goals and objectives.

Staff provided draft language to the Planning Commission about the omission of heights for accessory structures/flagpoles in the commercial and industrial zoning districts.

They were informed that DAWN, Inc had submitted an application for a Special Use Permit to operate a food pantry at 717 7th St and a Public Hearing would be held at the July meeting.

Board of Zoning Appeals:

The Board of Zoning Appeals did not meet in May.

Recreation Committee:

The Recreation Committee did not meet for lack of a quorum.

Altavista On Track:

AOT continued preparing for the Vista BBQ Festival at English Park on October 1, 2022.

Altavista On Track and the Town executed the Memorandum of Understanding between the Town and AOT and the employment contract for AOT's Executive Director.

Staff Projects/Meetings:

Renovations were completed on the Spark Innovation Center. The Design Team conducted a final walkthrough and produced a 29-page punch list of items that needed to be addressed. Piney Ridge came back to correct the deficiencies and a final walkthrough is scheduled for July 12, 2022. The keys to the building were turned over to staff on June 29th.

The Community Development Director continues to work on the GIS and online permitting system for the town.

At the request of Town Council staff met with River Street Networks to discuss the possibility of connecting Town Hall's internet to the Spark Innovation Center to eliminate the Town's \$400± a month Comcast bill. They all met with ITG to discuss access and firewall concerns and monitoring of the security system. ITG is contacting River City and River Street Networks on the Town's behalf and an update will be provided to Town Council later.

Cardno, the town's environmental consultant, completed a Phase I Environmental Assessment for DAWN, Inc on the former Moorefield Cleaners located at 717 7th St, funded by the Virginia Brownfields Restoration and Economic Redevelopment Assistance Fund.

Town staff met with the Promotions Committee of Altavista On Track (AOT) to discuss the logistics for the BBQ Festival.

The Community Development Director completed the grant reporting for the USDA Rural Business Development Grant for the \$100,000 the town received to purchase furniture, fixtures, and equipment for the Spark Innovation Center. The town will need to amend its final report once the center opens. It will also need to file an amended report and two (2) more annual reports for the \$184,306 received from the Tobacco Region Revitalization Commission.

The Design Team has completed 95% of the plans for the Vista Theater roof. Master Engineers & Designers have requested to gain access to the interior and will inspect it in July. There are some concerns about the ability of the roof to support the HVAC system.

The Town, Altavista on Track and Chamber of Commerce hosted a ribbon cutting for Perfect Canvas Salon at 613 Broad St. Kaitlin Smith was a recipient of AOT's Downtown Business Investment Grant and the Altavista Advantage loan program.

Public nuisance violation notices were issued to three (3) properties on Lynch Rd and 1 on Bedford Avenue.

The Community Development Director met with DAWN, Inc Board of Directors to discuss the Special Use Permit process, Phase I Environmental Assessment, renovations, and parking for the food pantry at 717 7th St.

The Town assisted William Barnwell with a public nuisance violation by providing trucks to haul off the debris at 1700 Avondale Ave that was a result of a house fire.



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

AGENDA ITEM #: 10.E

REPORTS AND COMMUNICATIONS

Title: Altavista Police Department - Monthly Reports for June 2022

Staff Resource: APD Chief Tommy Merricks

Action(s):

Informational Item

Explanation:

Background:

Funding Source(s):

Attachments: *(click item to open)*

Attachment 1. APD Monthly Report-June 2022

Attachment 2. APD Patrol on 29-June 2022

2022 ALTAVISTA POLICE DEPT MONTHLY REPORT

	January	February	March	April	May	June	Year to Date
Criminal Arrests "Felony"	7	0	4	4	9	5	29
Criminal Arrests "Misdemeanor"	23	15	8	14	17	14	91
Warrant Executed	20	10	11	16	19	18	94
Uniform Traffic Summons Issued	30	33	45	32	48	51	239
# Traffic Stops	70	115	145	99	132	114	675
BOLO'S (Be on Look Out)	4	5	9	3	16	3	40
DUI	0	1	0	2	4	2	9
IBR	22	28	10	18	32	18	128
MVA	6	14	7	10	10	9	56
Assist Motorist	14	4	6	9	12	22	67
Calls for Service	326	382	372	381	501	433	2,395
Alarm Responses	37	14	20	16	27	18	132
ECO/TDO	0	0	0	3	1	1	5
ECO/ TDO HOURS	0	0	0	7	3	10	20
Court Hours	2	13	3.5	5.5	3	2	29
Citizen Contacts	1,323	863	1525	1003	1732	609	7,055
Businesses, Residences Check "Foot Patrols"	147	92	90	149	223	458	1,159
Follow Ups	24	5	5	4	7	6	51

Patrol on 29-June 2022				
	Location	Time	Officer	Disposition
1-Jun	29 NB/Clarion Rd	2029-2034	S.Earhart	Traffic Stop-78/65
1-Jun	29 SB/Lynch Mill	0235-0242	S.Earhart	Traffic Stop 83/65
3-Jun	Rt 29	0203-	Earhart	Disabled Vehicle
3-Jun	Rt 29	0205-0219	Pugh	Disabled Vehicle
4-Jun	Rt 29	0226-	C.Earhart	Traffic Stop
4-Jun	Rt 29/Bedford Ave	0134-0139	Pugh	Traffic Stop
4-Jun	Rt 29	0226-0231	Pugh	Traffic Stop
4-Jun	Rt 29	0315-0324	Pugh	Traffic Stop
4-Jun	Rt 29	1213-1222	Anthony	Traffic Stop
5-Jun	Rt 29	0051-0117	Pugh	Traffic Stop
5-Jun	Rt 29	0051-	C.Earhart	Traffic Stop
8-Jun	Rt 29	2358-0010	S.Earhart	Traffic Stop
8-Jun	Rt 29/Lynch Mill Rd	2354-0009	Pugh	Traffic Stop
9-Jun	Rt 29	2214-2234	Pugh	Traffic Stop
11-Jun	Rt 29/Clarion Rd	1250-1257	S.Earhart	Traffic Stop 83/65
12-Jun	29 SB/Bedford Ave	0017-0135	S.Earhart	Traffic Stop 92/65
14-Jun	29 NB	1030-1034	Anthony	Traffic Stop
17-Jun	Rt 29	2208-2212	Pugh	Traffic Stop
17-Jun	Rt 29	0130-0140	Pugh	Traffic Stop
17-Jun	Rt 29	2208-	C.Earhart	Traffic Stop
17-Jun	Rt 29	0150-	C.Earhart	Traffic Stop
18-Jun	Rt 29	0100-0105	Pugh	Traffic Stop
20-Jun	Rt 29/Lynch Mill Rd	2318-2320	S.Earhart	Traffic Stop
20-Jun	Rt 29/Lynch Mill Rd	0003-0015	S.Earhart	Traffic Stop
23-Jun	29 NB	0138-	C.Earhart	BOL
26-Jun	29 NB	0303-0338	C.Earhart	Disabled Vehicle
27-Jun	Rt 29/Clarion Rd	1557-1622	Anthony	Traffic Stop
27-Jun	Rt 29/Clarion Rd	1557-1622	Smith	Traffic Stop
28-Jun	Rt 29/Clarion Rd	1057-1109	Smith	Traffic Stop
28-Jun	Rt 29	0057-0135	Pugh	Traffic Stop
28-Jun	Rt 29	0137-0155	Pugh	Traffic Stop
28-Jun	Rt 29	0201-0208	Pugh	Traffic Stop
28-Jun	Rt 29	0057-	C.Earhart	Traffic Stop
28-Jun	Rt 29	0136-	C.Earhart	Traffic Stop
28-Jun	Rt 29	0201-	C.Earhart	Traffic Stop



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

AGENDA ITEM #: 10.F

REPORTS AND COMMUNICATIONS

Title: Town Council Meeting Calendars - July & August

Staff Resource: Crystal Hailey, Assistant Town Clerk

Action(s):

Informational Item

Explanation:

Meeting Calendars for the months of July and August 2022

Background:

Funding Source(s):

Attachments: *(click item to open)*

Attachment 1. Town Council Meeting Calendar - July 2022

Attachment 2. Town Council Meeting Calendar - August 2022

JULY 2022

Sunday	Monday	Tuesday	Weds.	Thursday	Friday	Saturday
					1	2
3	4 Town Offices CLOSED for Independence Day	5 Planning Commission 5pm	6	7	8	9
10	11	12 <u>Town Council</u> Meeting 6pm	13	14 <u>AOT</u> Meeting 5:15pm	15	16
17	18	19 Recreation Committee Mtg. 5:30pm	20	21	22	23
24	25	26 <u>Town Council</u> Work Session 5pm	27	28	29 Chamber TGIF 5:30-9pm	30
31		<u>NOTE:</u> AEDA Meeting July 26th at 8:15am				

AUGUST 2022

Sunday	Monday	Tuesday	Weds.	Thursday	Friday	Saturday
	1 <u>Planning Commission</u> 5:00pm	2 <u>APD National Night Out</u> 5:30-9:00pm	3	4	5	6
7	8	* 9 <u>Council Meeting</u> 7pm	10	11 <u>AOT Meeting</u> 6pm	12	13
14	15	16 <u>Recreation Committee</u> 5:30pm	17	18	19	20
21	22	* 23 <u>Council Work Session</u> 5pm	24	25	26	27
28	29	30			<u>NOTES:</u> *August 9th AVOCA Member's Picnic	*August 23rd AEDA Meeting 8:30am