



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

**Tuesday, December 13, 2022  
6:00 PM - Council's Chambers  
510 Seventh Street  
Altavista, VA 24517**

- 1. CALL TO ORDER, INVOCATION AND PLEDGE OF ALLEGIANCE**  
**PASTOR SINCLAIR HALL WILL BE DELIVERING THE INVOCATION FOR THIS MEETING.**
- 2. AGENDA ADOPTION**
- 3. RECOGNITIONS AND PRESENTATIONS**
  - 3.A [Employee Changes in November, 2022](#)
- 4. CITIZEN'S TIME (NON-AGENDA ITEMS ONLY)**  
*Citizen's wishing to address Council should provide their name and residential address. Citizen comments are limited to (3) minutes, with a total of (15) minutes allotted for this purpose. Please note: Citizen's Time is Not a question-and- answer session between the public and Council.*
- 5. PARTNER UPDATES**  
*This is an opportunity for our Community Partners to provide a brief update of their recent involvements in the community and to share upcoming events and activities.*
- 6. CONSENT AGENDA**
  - 6.A [FY2022 Financial Audit Report](#)  
[Attachment 1. Memo to Council - FY 2022 Annual Audit](#)  
[Attachment 2. FY 2022 Financial Report.pdf](#)
  - 6.B [CY2023 Town Council Meeting Schedule](#)  
[Attachment. CY 2023 Proposed Town Council Meeting Schedule](#)
  - 6.C [Altavista Community Transit System \(ACTS\) Budget Review](#)  
[Attachment 1: MEMO to Council - Budget and Grant Application Request FY2024.pdf](#)  
[Attachment 2: FY2024 Proposed Transit Budget.pdf](#)  
[Attachment 3: Proposed CIP FY2024-2028 - Transit.pdf](#)
  - 6.D [Engineering Services for the Clarifier #3 Rehabilitation Project](#)  
[Attachment 1. 2022.11.14 - Altavista Clarifier Rehabilitation](#)  
[Attachment 2. Clarifier # 3 Mattern & Craig](#)  
[Attachment 3. Clarifier #3 Hurt & Proffitt](#)
  - 6.E [Spark - Town Hall - English Park Internet Connection](#)  
[Attachment. Town Internet](#)

- 6.F TOA Monthly Financial Reports - November 2022
  - Attachment 1. November 2022 Check Register
  - Attachment 2. November 2022 Revenue Report
  - Attachment 3. November 2022 Expenditure Report
  - Attachment 4. November 2022 Reserve Balance / Investment Report

- 6.G Town Council Meeting Minutes
  - attachment 1. Town Council RM 9.13.22
  - attachment 2. Town Council Work Session 9.27.22
  - attachment 3. Town Council RM 10.11.22
  - attachment 4. Town Council Work Session 10.25.22

**7. PUBLIC HEARING(S)**

- 7.A Public Hearing - 2045 Comprehensive Plan
  - Attachment 1. Memo to Council - Comprehensive Plan
  - Attachment 2. Town of Altavista DRAFT 2045 Comprehensive Plan

**8. NEW BUSINESS**

- 8.A Planning Commission Appointment - Ashby Robinson
- 8.B Request to purchase single-purpose Police K9 for narcotics.

**9. UNFINISHED BUSINESS**

- 9.A Town of Altavista, Employee Handbook

**10. REPORTS AND COMMUNICATIONS**

- 10.A Utility Projects Updates.
  - STATUS REPORT FRAIZER ROAD DRAINAGE 12-2-2022.pdf
  - STATUS REPORT VDEM GENERATOR PROJECT 12-2-2022.pdf
  - STATUS REPORT FILTER UPGRADE 12-2-2022.pdf
  - STATUS REPORT WWTP ELECTRICAL 12-2-2022.pdf
  - STATUS REPORT SPRINGS SCADA 12-2-2022.pdf
  - STATUS REPORT AERATION STUDY 12-2-2022.pdf
  - STATUS REPORT MELINDA HPZ PROJECT 11-06-2022.pdf
  - STATUS REPORT LYNCH CREEK PROJECT 12-7-2022.pdf
  - STATUS REPORT AMI PROJECT 12-7-2022.pdf
  - November 2022 Monthly Report for Council Members 2.pdf
  - November 2022 Monthly Report for Council Members 1.pdf1.pdf
- 10.B Community Development November 2022
  - CD Nov 2022 Monthly Report.pdf
- 10.C Departmental Reports - Finance
  - Attachment 1. Meals Tax Report
  - Attachment 2. Sales Tax Report
  - Attachment 3. Lodging Tax Report
  - Attachment 4. Cigarette Tax Report

10.D Police Department Monthly Report- November 2022  
attachment 1. APD Monthly Activity Report-November 2022  
attachment 2. APD Patrol on 29-November 2022

10.E Public Services Monthly Reports - November 2022  
attachment 1.  
BUILDINGS\_AND\_GROUNDS\_MONTHLY\_REPORT\_NOVEMBER\_2022  
attachment 2. FLEET\_MAINTENANCE\_DEPARTMENT-NOVEMBER\_2022  
attachment 3. STREET\_DEPARTMENT\_MONTHLY\_REPORT-  
\_NOVEMBER\_2022

10.F Town Council Meeting Calendars  
Attachment 1. Town Council Meeting Calendar - December 2022  
Attachment 2. Town Council Calendar - January 2023

**11. MATTERS FROM COUNCIL**

**12. CLOSED SESSION**

12.A Town Council Closed Session  
Attachment. Closed Session - Section 2.2-3711(A)(3)

**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  
December 13, 2022  
AGENDA COVER SHEET

AGENDA ITEM #: 3.A

**RECOGNITIONS AND PRESENTATIONS**

**Title: Employee Changes in November, 2022**

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

---

**Action(s):**

Informational Item

**Explanation:**

**Milestones:**

Jeff Arthur, Public Works Manager - 20yrs of service anniversary on November 18th

**New Hires:**

Jamie Gillespie, Altavista's new Business & Community Engagement Coordinator

**Departures:**

No departures in November

**Background:**

**Funding Source(s):**

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





TOWN OF ALTAVISTA  
TOWN COUNCIL  
REGULAR MEETING  
December 13, 2022  
AGENDA COVER SHEET

AGENDA ITEM #: 6.A

**CONSENT AGENDA**

**Title: FY2022 Financial Audit Report**

**Staff Resource: Tobie Shelton, Finance Director**

---

**Action(s):**

Council approved at the November 22nd Work Session to place the acceptance of the FY2022 Annual Report on the December 13th Town Council Meeting "Consent Agenda".

**Explanation:**

The FY2022 audit was conducted by the public accounting firm of Robinson, Farmer, Cox Associates. The attached memo from Tobie Shelton, Finance Director, indicates the result of the audit.

**Background:**

The Town is required to engage a public accounting firm to conduct an annual independent audit of the Town's basic financial statements in accordance with Governmental Auditing Standards. The audit must be conducted by licensed Certified Public Accountants who, at the conclusion of their test work, must opine upon the accuracy and completeness of the statements and whether the statements present fairly the financial position of the governmental activities, business-type activities, each major fund, and the aggregate remaining fund information of the Town as of June 30, 2022.

**Funding Source(s):**

N/A

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

*Attachment 1. Memo to Council - FY 2022 Annual Audit*

*Attachment 2. FY 2022 Financial Report.pdf*



DATE: November 18, 2022

MEMO TO: Mayor Mattox and Members of Council

FROM: Tobie Shelton

RE: FY 2022 Financial Report

---

David Foley with Robinson, Farmer, Cox Associates will be attending the November 22<sup>nd</sup> Work Session to present our FY 2022, Financial Report, which covers the period July 1, 2021, through June 30, 2022. He will be able to answer any questions you may have concerning the annual report.

The representation letter found on page 1 of the report provides an overview of the auditing process and analysis of the Town's financial condition. An unmodified opinion was issued on the Town's financial statement which is the cleanest opinion an auditor can give.

As noted in Exhibit 3, page 7, the fund balance total of the General Fund for FY 2022 was \$16,919,183. The General Fund balance decreased in the amount of \$1,772,179 as indicated on page 9 (*Statement of Revenues, Expenditures, and Changes in Fund Balance – Governmental Fund*) over last year.

As noted in Exhibit 7, page 11, total net position of the Enterprise Fund for FY 2022 was \$16,301,649. The Enterprise Fund had a gain in net position in the amount of \$3,785,267 as indicated on page 12 (*Statement of Revenues, Expenditures, and Changes in Net Position – Proprietary Fund*) over last year.

The Town continues to show a stable financial position.

Please advise if you have further questions.



**FINANCIAL REPORT  
FOR THE YEAR ENDED JUNE 30, 2022**

**TOWN OF ALTAVISTA, VIRGINIA**  
**FINANCIAL REPORT**  
**FOR THE YEAR ENDED JUNE 30, 2022**

**TABLE OF CONTENTS**

	<u>Page</u>
Independent Auditors' Report	1-3
 <b><u>Basic Financial Statements:</u></b>	
<b>Government-Wide Financial Statements:</b>	
Exhibit 1 Statement of Net Position	4
Exhibit 2 Statement of Activities	5-6
 <b>Fund Financial Statements:</b>	
Exhibit 3 Balance Sheet—Governmental Fund	7
Exhibit 4 Reconciliation of the Governmental Funds Balance Sheet to the Statement of Net Position	8
Exhibit 5 Statement of Revenues, Expenditures, and Changes in Fund Balance—Governmental Fund	9
Exhibit 6 Reconciliation of the Statement of Revenues, Expenditures, and Changes in Fund Balance of Governmental Funds to the Statement of Activities	10
Exhibit 7 Statement of Net Position—Proprietary Fund	11
Exhibit 8 Statement of Revenues, Expenses, and Changes in Net Position—Proprietary Fund	12
Exhibit 9 Statement of Cash Flows—Proprietary Fund	13
Exhibit 10 Statement of Fiduciary Net Position—Fiduciary Fund	14
Exhibit 11 Statement of Changes in Fiduciary Net Position—Fiduciary Fund	15
<b>Notes to Financial Statements</b>	16-52
 <b><u>Required Supplementary Information:</u></b>	
Exhibit 12 Schedule of Revenues, Expenditures, and Changes in Fund Balance—Budget and Actual—General Fund	53
Exhibit 13 Schedule of Changes in Net Pension Liability and Related Ratios	54-55
Exhibit 14 Schedule of Employer Contributions—Pension Plan	56
Exhibit 15 Notes to Required Supplementary Information—Pension Plan	57
Exhibit 16 Schedule of the Town's Share of Net OPEB Liability—Group Life Insurance Plan	58
Exhibit 17 Schedule of Employer Contributions—Group Life Insurance Plan	59
Exhibit 18 Notes to Required Supplementary Information—Group Life Insurance Plan	60

**TOWN OF ALTAVISTA, VIRGINIA**  
**FINANCIAL REPORT**  
**FOR THE YEAR ENDED JUNE 30, 2022**

**TABLE OF CONTENTS**

---

	<u>Page</u>
<b><u>Other Supplementary Information:</u></b>	
<b>Supporting Statements</b>	
Discretely Presented Component Unit—Altavista Economic Development Authority	
Exhibit 19 Statement of Net Position	61
Exhibit 20 Statement of Revenues, Expenses, and Changes in Net Position	62
Exhibit 21 Statement of Cash Flows	63
<b><u>Statistical Information:</u></b>	
Table 1 General Government Revenues by Source	64
Table 2 General Government Expenditures by Function	65
Table 3 Computation of Legal Debt Limit	66
Table 4 Comparative Statement of Revenues, Expenditures, and Changes in Fund Balances of Governmental Funds	67-68
Table 5 Comparative Statement of Revenues, Expenses and Changes Net Position of Proprietary Fund	69-70
<b><u>Compliance:</u></b>	
Independent Auditors' Report on Internal Control over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with <i>Government Auditing Standards</i>	71-72
Independent Auditors' Report on Compliance for Each Major Program and on Internal Control over Compliance Required by the Uniform Guidance	73-74
Schedule of Expenditures of Federal Awards	75
Notes to Schedule of Expenditures of Federal Awards	76
Schedule of Findings and Questioned Costs	77-78
Summary Schedule of Prior Audit Findings	79

**TOWN OF ALTAVISTA, VIRGINIA**  
**DIRECTORY OF PRINCIPAL OFFICIALS**  
**FOR THE YEAR ENDED JUNE 30, 2022**

**TOWN COUNCIL**

Mike Mattox, Mayor  
Reggie Bennett, Vice Mayor  
James H. Higginbotham, II  
Tracy Emerson  
Tim George  
Dr. Scott Lowman  
Wayne Mitchell

**APPOINTED OFFICIALS**

Gary Shanaberger ..... Town Manager  
John Eller ..... Town Attorney  
Tobie Shelton ..... Treasurer  
Tommy Merricks ..... Chief of Police

**INDEPENDENT AUDITORS**

Robinson, Farmer, Cox Associates



---

**Independent Auditors' Report**

---

**To the Honorable Members of the Town Council  
Town of Altavista, Virginia**

**Report on the Audit of the Financial Statements**

***Opinion***

We have audited the accompanying financial statements of the governmental activities, the business-type activities, the discretely presented component unit, each major fund, and the remaining fund information of Town of Altavista, Virginia, as of and for the year ended June 30, 2022, and the related notes to the financial statements, which collectively comprise the Town of Altavista, Virginia's basic financial statements as listed in the table of contents.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the governmental activities the business-type activities, the discretely presented component unit, each major fund, and the remaining fund information of Town of Altavista, as of June 30, 2022, and the changes in financial position, and, where applicable, cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

***Basis for Opinion***

We conducted our audit in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditors' Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of Town of Altavista, Virginia, and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

***Change in Accounting Principles***

As described in Note 19 to the financial statements, in 2022, the Town of Altavista, Virginia adopted new accounting guidance, GASB Statement Nos. 87, *Leases*. Our opinion is not modified with respect to this matter.

***Responsibilities of Management for the Financial Statements***

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about Town of Altavista's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

## ***Auditors' Responsibilities for the Audit of the Financial Statements***

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards, *Governmental Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with generally accepted auditing standards and *Governmental Auditing Standards* we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of Town of Altavista's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about Town of Altavista, Virginia's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

### ***Required Supplementary Information***

Accounting principles generally accepted in the United States of America require that the budgetary comparison information and schedules related to pension and OPEB funding listed in the table of contents be presented to supplement the basic financial statements. Such information is the responsibility of management and, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The budgetary comparison information has been subjected to the auditing procedures applied in the audit of the basic financial statements and, in our opinion, is fairly stated in all material respects in relation to the basic financial statements taken as a whole.



### ***Required Supplementary Information (Continued)***

Management has omitted management's discussion and analysis that accounting principles generally accepted in the United States of America require to be presented to supplement the basic financial statements. Such missing information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. Our opinion on the basic financial statements is not affected by this missing information.

### ***Supplementary Information***

Our audit was conducted for the purpose of forming an opinion on the financial statements that collectively comprise Town of Altavista's basic financial statements. The other supplementary information and statistical information are presented for purposes of additional analysis and are not a required part of the basic financial statements. The schedule of expenditures of federal awards is presented for purposes of additional analysis as required by Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*, is presented for purposes of additional analysis and are not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. The information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the supporting schedules and the schedule of expenditures of federal awards is fairly stated, in all material respects, in relation to the basic financial statements as a whole.

The statistical information has not been subjected to the auditing procedures applied in the audit of the basic financial statements and, accordingly, we do not express an opinion or provide any assurance on it.

### ***Other Reporting Required by Government Auditing Standards***

In accordance with *Government Auditing Standards*, we have also issued our report dated Draft, 2022, on our consideration of Town of Altavista, Virginia's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of Town of Altavista, Virginia's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Town of Altavista, Virginia's internal control over financial reporting and compliance.

Charlottesville, Virginia  
Draft, 2022

**BASIC FINANCIAL STATEMENTS**  
**- Government-Wide Financial Statements -**

**DRAFT**

Statement of Net Position  
At June 30, 2022

	Primary Government			Discretely Presented Component Unit
	Governmental Activities	Business-Type Activities	Total	Altavista Economic Development Authority
<b>Assets:</b>				
Current assets:				
Cash and cash equivalents	\$ 17,951,396	\$ 426,584	\$ 18,377,980	\$ 231
Cash and cash equivalents, restricted	137,890	3,035,238	3,173,128	-
Receivables, (net of allowance for uncollectibles)	1,461,822	1,261,746	2,723,568	110,801
Due from other governments	175,694	484,777	660,471	-
Due from primary government	-	-	-	11,720
Prepaid expense	38,527	13,565	52,092	-
Inventory	92,642	-	92,642	-
Total current assets	\$ 19,857,971	\$ 5,221,910	\$ 25,079,881	\$ 122,752
Noncurrent assets:				
Net pension asset	\$ 187,127	\$ 147,319	\$ 334,446	\$ -
Capital assets:				
Land and construction in progress	\$ 2,659,156	\$ 8,382,264	\$ 11,041,420	\$ -
Buildings, infrastructure, and equipment (net of accumulated depreciation)	10,439,215	18,067,575	28,506,790	-
Total capital assets	\$ 13,098,371	\$ 26,449,839	\$ 39,548,210	\$ -
Total noncurrent assets	\$ 13,285,498	\$ 26,597,158	\$ 39,882,656	\$ -
Total assets	\$ 33,143,469	\$ 31,819,068	\$ 64,962,537	\$ 122,752
<b>Deferred Outflows of Resources:</b>				
Pension deferrals	\$ 310,378	\$ 223,199	\$ 533,577	\$ -
Group life OPEB deferrals	29,053	21,278	50,331	-
Total deferred outflows of resources	\$ 339,431	\$ 244,477	\$ 583,908	\$ -
<b>Liabilities:</b>				
Current liabilities:				
Accounts payable	\$ 286,311	\$ 549,666	\$ 835,977	\$ 110,801
Accrued liabilities	157,896	27,742	185,638	-
Due to Component Unit EDA	11,720	-	11,720	-
Accrued interest payable	2,417	112,361	114,778	-
Unearned revenue	1,306,891	-	1,306,891	-
Customer deposits	-	53,306	53,306	-
Environmental remediation	-	750,000	750,000	-
Current portion of long-term obligations	110,034	538,558	648,592	-
Total current liabilities	\$ 1,875,269	\$ 2,031,633	\$ 3,906,902	\$ 110,801
Noncurrent liabilities:				
Net pension liability	\$ -	\$ -	\$ -	\$ -
Net group life OPEB liability	81,409	63,892	145,301	-
Noncurrent portion of long-term obligations	279,011	13,004,556	13,283,567	-
Total noncurrent liabilities	\$ 360,420	\$ 13,068,448	\$ 13,428,868	\$ -
Total liabilities	\$ 2,235,689	\$ 15,100,081	\$ 17,335,770	\$ 110,801
<b>Deferred Inflows of Resources:</b>				
Pension deferrals	\$ 809,146	\$ 636,701	\$ 1,445,847	\$ -
Lease deferrals	1,107,899	-	1,107,899	-
Group life OPEB deferrals	31,997	25,114	57,111	-
Total deferred inflows of resources	\$ 1,949,042	\$ 661,815	\$ 2,610,857	\$ -
<b>Net Position:</b>				
Net investment in capital assets	\$ 12,833,371	\$ 14,670,607	\$ 27,503,978	\$ -
Restricted	1,397,139	147,319	1,544,458	-
Unrestricted	15,067,659	1,483,723	16,551,382	11,951
Total net position	\$ 29,298,169	\$ 16,301,649	\$ 45,599,818	\$ 11,951

The accompanying notes to financial statements are an integral part of this statement.

Statement of Activities  
For the Year Ended June 30, 2022

Functions/Programs	Expenses	Program Revenues		
		Charges for Services	Operating Grants and Contributions	Capital Grants and Contributions
<b>Primary Government</b>				
<b>Governmental activities</b>				
General government administration	\$ 1,154,919	\$ -	\$ -	\$ -
Public safety	1,243,014	28,083	135,105	-
Public works	2,527,399	5,943	975,803	-
Parks, recreation, and cultural	375,087	-	-	-
Community development	335,281	-	691,806	-
Interest on long-term debt	5,107	-	-	-
Total governmental activities	\$ 5,640,807	\$ 34,026	\$ 1,802,714	\$ -
<b>Business - type activities</b>				
Water and sewer	\$ 3,873,293	\$ 5,157,540	\$ 484,777	\$ -
Total business-type activities	\$ 3,873,293	\$ 5,157,540	\$ 484,777	\$ -
<b>Total primary government</b>	<u>\$ 9,514,100</u>	<u>\$ 5,191,566</u>	<u>\$ 2,287,491</u>	<u>\$ -</u>
<b>Component Unit:</b>				
Altavista Economic Development Authority	\$ 184,209	\$ -	\$ -	\$ -

The accompanying notes to financial statements are an integral part of this statement.

Statement of Activities  
For the Year Ended June 30, 2022

Functions/Programs	Net (Expense) Revenue and Changes in Net Position			
	Primary Government			Component Unit
	Governmental Activities	Business-type Activities	Total	Altavista Economic Development Authority
<b>Primary Government</b>				
<b>Governmental activities</b>				
General government administration	\$ (1,154,919)	\$ -	\$ (1,154,919)	\$ -
Public safety	(1,079,826)	-	(1,079,826)	-
Public works	(1,545,653)	-	(1,545,653)	-
Parks, recreation, and cultural	(375,087)	-	(375,087)	-
Community development	356,525	-	356,525	-
Interest on long-term debt	(5,107)	-	(5,107)	-
Total governmental activities	\$ (3,804,067)	\$ -	\$ (3,804,067)	\$ -
<b>Business - type activities</b>				
Water and sewer	\$ -	\$ 1,769,024	\$ 1,769,024	\$ -
Total business-type activities	\$ -	\$ 1,769,024	\$ 1,769,024	\$ -
<b>Total primary government</b>	\$ (3,804,067)	\$ 1,769,024	\$ (2,035,043)	\$ -
<b>Component Unit:</b>				
Altavista Economic Development Authority	\$ -	\$ -	\$ -	\$ (184,209)
<b>General Revenues</b>				
Property taxes	\$ 2,619,644	\$ -	\$ 2,619,644	\$ -
Meal taxes	1,172,635	-	1,172,635	-
Sales and use taxes	228,889	-	228,889	-
Bank stock taxes	193,590	-	193,590	-
Cigarette taxes	93,885	-	93,885	-
Other local taxes	380,845	-	380,845	-
Grants and contributions not restricted to specific programs	147,640	-	147,640	-
Revenue from use of money and property	319,599	16,243	335,842	-
Contributions from primary government	-	-	-	184,159
Miscellaneous	217,346	-	217,346	-
Transfers	(2,000,000)	2,000,000	-	-
Total general revenues	\$ 3,374,073	\$ 2,016,243	\$ 5,390,316	\$ 184,159
Change in net position	\$ (429,994)	\$ 3,785,267	\$ 3,355,273	\$ (50)
Net position, beginning of year	29,728,163	12,516,382	42,244,545	12,001
Net position, end of year	\$ 29,298,169	\$ 16,301,649	\$ 45,599,818	\$ 11,951

## **BASIC FINANCIAL STATEMENTS**

**- Fund Financial Statements -**

Balance Sheet  
 Governmental Fund  
 At June 30, 2022

	<u>General Fund</u>
<b>Assets:</b>	
Cash and cash equivalents	\$ 17,951,396
Cash and cash equivalents, restricted	137,890
Receivables (net of allowance for uncollectibles):	
Taxes	49,975
Accounts	279,910
Leases	1,131,937
Due from other governments	175,694
Prepaid expenditures	38,527
Inventory	92,642
	<u>                    </u>
Total assets	\$ <u>19,857,971</u>
<b>Liabilities:</b>	
Accounts payable	\$ 286,311
Accrued liabilities	157,896
Unearned revenue	1,306,891
Due to Component Unit EDA	11,720
	<u>                    </u>
Total liabilities	\$ <u>1,762,818</u>
<b>Deferred Inflows of Resources:</b>	
Unavailable revenue-property taxes	\$ 68,071
Lease deferrals	1,107,899
	<u>                    </u>
Total deferred inflows of resources	\$ <u>1,175,970</u>
<b>Fund Balance:</b>	
Nonspendable	\$ 155,207
Restricted	1,210,012
Committed	6,563,056
Unassigned	8,990,908
	<u>                    </u>
Total fund balance	\$ <u>16,919,183</u>
Total liabilities, deferred inflows of resources and fund balance	\$ <u>19,857,971</u>

The accompanying notes to financial statements are an integral part of this statement.

Reconciliation of the Governmental Funds Balance Sheet to the Statement of Net Position  
At June 30, 2022

---

Total fund balance for governmental funds (Exhibit 3) \$ 16,919,183

Total net position reported for governmental activities in the statement of net position are different because:

Capital assets used in governmental activities are not financial resources and therefore are not reported in the funds. Those assets consist of:

Land and construction in progress	\$ 2,659,156	
Depreciable capital assets, net of accumulated depreciation	<u>10,439,215</u>	
Total capital assets		13,098,371
Other long-term assets are not available to pay for current period expenditures and therefore are reported as unavailable property tax revenue in the funds.		68,071
Items related to measurement of the net pension and GLI OPEB liability are considered deferred outflows or deferred inflows and will be amortized and recognized in pension and GLI expense over future years.		
Pension deferrals - deferred outflows		310,378
GLI OPEB deferrals - deferred outflows		29,053
Pension deferrals - deferred inflows		(809,146)
GLI OPEB deferrals - deferred inflows		(31,997)

Long-term liabilities applicable to the Town's governmental activities are not due and payable in the current period and accordingly are not reported as fund liabilities. Balances of long-term liabilities affecting net position are as follows:

Net pension liability/asset	\$ 187,127	
Net group life OPEB liability	(81,409)	
General obligation public improvement bond	(265,000)	
Accrued interest payable	(2,417)	
Compensated absences	<u>(124,045)</u>	
Total long-term liabilities		<u>(285,744)</u>
Total net position of governmental activities (Exhibits 1 and 2)	\$	<u>29,298,169</u>

The accompanying notes to financial statements are an integral part of this statement.



Statement of Revenues, Expenditures, and Changes in Fund Balance  
 Governmental Fund  
 For the Year Ended June 30, 2022

	<u>General Fund</u>
<b>Revenues:</b>	
General property taxes	\$ 2,599,834
Other local taxes	2,069,844
Permits, privilege fees and regulatory licenses	15,107
Fines and forfeitures	12,976
Revenue from use of money and property	319,599
Charges for services	5,943
Miscellaneous	217,346
Intergovernmental	<u>1,950,354</u>
Total revenues	<u>\$ 7,191,003</u>
<b>Expenditures:</b>	
Current:	
General government administration	\$ 1,119,531
Public safety	1,206,349
Public works	3,058,015
Parks, recreation and cultural	357,050
Community development	1,200,984
Debt service:	
Principal retirement	16,000
Interest and other fiscal charges	<u>5,253</u>
Total expenditures	<u>\$ 6,963,182</u>
Excess (deficiency) of revenues over (under) expenditures	<u>\$ 227,821</u>
<b>Other financing sources (uses):</b>	
Transfers out	<u>\$ (2,000,000)</u>
Total other financing sources (uses)	<u>\$ (2,000,000)</u>
Net changes in fund balance	\$ (1,772,179)
Fund balance at beginning of year	<u>18,691,362</u>
Fund balance at end of year	<u><u>\$ 16,919,183</u></u>

The accompanying notes to financial statements are an integral part of this statement.

Reconciliation of the Statement of Revenues, Expenditures, and Changes in Fund Balance  
of Governmental Funds to the Statement of Activities  
For the Year Ended June 30, 2022

---

Net change in fund balance - total governmental funds (Exhibit 5) \$ (1,772,179)

Governmental funds report capital outlays as expenditures. However, in the statement of activities the cost of those assets is allocated over their estimated useful lives and reported as depreciation expense. This is the amount by which capital outlays exceeded depreciation in the current period.

Capital outlays	\$ 1,943,798	
Depreciation expense	<u>(663,682)</u>	1,266,990

Revenues in the Statement of Activities that do not provide current financial resources are not reported as revenues in the funds.

Unavailable revenue - taxes	\$ 19,810	
Change in deferred inflows related to the measurement of the net GLI OPEB liability	(27,630)	
Change in deferred inflows related to the measurement of the net pension liability	<u>(805,831)</u>	(813,651)

The issuance of long-term debt (e.g. bonds, leases) provides current financial resources to governmental funds, while the repayment of the principal of long-term debt consumes the current financial resources of governmental funds. Neither transaction, however, has any effect on net position. Details of this adjustment are as follows:

Principal retired on bonds payable	\$ <u>16,000</u>	16,000
------------------------------------	------------------	--------

Some expenses reported in the Statement of Activities do not require the use of current financial resources and, therefore are not reported as expenditures in governmental funds. The following is a summary of items supporting this adjustment:

Change in compensated absences	\$ (1,161)	
Change in accrued interest payable	146	
Change in deferred outflows related to pensions	(43,242)	
Change in deferred outflows related to GLI OPEB	884	
Change in net GLI OPEB liability	30,918	
Change in net pension liability/asset	<u>885,301</u>	
Net adjustment		<u>872,846</u>

Change in net position of governmental activities (Exhibit 2)	\$ <u><u>(429,994)</u></u>
---	----------------------------

The accompanying notes to financial statements are an integral part of this statement.

Statement of Net Position  
Proprietary Fund  
At June 30, 2022

	Business-type Activities Enterprise Fund Water and Sewer
<b>Assets:</b>	
Current assets:	
Cash and cash equivalents	\$ 426,584
Cash and cash equivalents - restricted	3,035,238
Receivables (net of allowance for uncollectibles):	
Accounts	1,261,746
Due from other governments	484,777
Prepaid expenses	13,565
Total current assets	\$ 5,221,910
Noncurrent assets:	
Net pension asset	\$ 147,319
Capital assets:	
Construction in progress	\$ 8,382,264
Buildings, infrastructure, and equipment, net of accumulated depreciation	18,067,575
Total capital assets	\$ 26,449,839
Total noncurrent assets	\$ 26,597,158
Total assets	\$ 31,819,068
<b>Deferred Outflows of Resources:</b>	
Pension deferrals	\$ 223,199
Group life OPEB deferrals	21,278
Total deferred outflows of resources	\$ 244,477
<b>Liabilities:</b>	
Current liabilities:	
Accounts payable	\$ 549,666
Accrued liabilities	27,742
Accrued interest payable	112,361
Customers' deposits	53,306
Environmental remediation	750,000
Bonds payable - current portion	496,000
Compensated absences - current portion	42,558
Total current liabilities	\$ 2,031,633
Noncurrent liabilities:	
Bonds payable - noncurrent portion	\$ 12,990,370
Net pension liability	-
Net group life OPEB liability	63,892
Compensated absences - noncurrent portion	14,186
Total noncurrent liabilities	\$ 13,068,448
Total liabilities	\$ 15,100,081
<b>Deferred Inflows of Resources:</b>	
Pension deferrals	\$ 636,701
Group life OPEB deferrals	25,114
Total deferred inflows of resources	\$ 661,815
<b>Net Position:</b>	
Net investment in capital assets	\$ 14,670,607
Restricted	147,319
Unrestricted	1,483,723
Total net position	\$ 16,301,649

The accompanying notes to financial statements are an integral part of this statement.

Statement of Revenues, Expenses, and Changes in Net Position  
 Proprietary Fund  
 For the Year Ended June 30, 2022

		Business-type Activities Enterprise Fund Water and Sewer
<b>Operating revenues:</b>		
Charges for services	\$	4,470,173
Other		687,367
Total operating revenues	\$	5,157,540
<b>Operating expenses:</b>		
Salaries	\$	937,944
Fringe benefits		309,320
Insurance		28,620
Maintenance		106,842
Utilities		538,080
Materials and supplies		532,153
Sample testing		17,948
Purchase of water		28,431
Other		46,542
Depreciation		1,077,224
Total operating expenses	\$	3,623,104
Operating income (loss)	\$	1,534,436
<b>Nonoperating revenues (expenses):</b>		
Interest revenue	\$	16,243
Interest expense		(250,189)
Grants		484,777
Total nonoperating revenues (expenses)	\$	250,831
<b>Income (loss) before transfers</b>	\$	1,785,267
<b>Capital contributions</b>	\$	-
<b>Transfers:</b>		
Transfers in	\$	2,000,000
Net transfers	\$	2,000,000
Change in net position	\$	3,785,267
Net position, beginning of year		12,516,382
Net position, end of year	\$	16,301,649

The accompanying notes to financial statements are an integral part of this statement.

Statement of Cash Flows  
Proprietary Fund  
For the Year Ended June 30, 2022

	Business-type Activities Enterprise Fund Water and Sewer
Cash flows from operating activities:	
Receipts from customers and users	\$ 4,525,142
Payments to suppliers	(1,831,599)
Payments for employees	(1,240,568)
Net cash provided by (used for) operating activities	\$ 1,452,975
Cash flows from capital and related financing activities:	
Interest paid	\$ (252,943)
Purchase of capital assets	(6,203,124)
Proceeds from bond	783,480
Principal retired on debt	(485,000)
Net cash provided by (used for) capital and related financing activities	\$ (6,157,587)
Cash flows from noncapital financing activities:	
Grant	\$ -
Net cash provided by (used for) noncapital financing activities	\$ 2,000,000
Cash flows from investing activities:	
Interest revenue	\$ 16,243
Net cash provided by (used for) investing activities	\$ 16,243
Increase (decrease) in cash and cash equivalents	\$ (2,688,369)
Cash and cash equivalents at beginning of year (includes restricted cash)	6,150,191
Cash and cash equivalents at end of year (includes restricted cash)	\$ 3,461,822
Reconciliation of operating income (loss) to net cash provided by (used for) operating activities:	
Operating income (loss)	\$ 1,534,436
Adjustments to reconcile operating income (loss) to net cash provided by (used for) operating activities:	
Depreciation	1,077,224
Changes in operating assets, deferred outflows, deferred inflows and liabilities:	
(Increase)/Decrease in accounts receivable	(640,172)
(Increase)/Decrease in prepaid expenses	3,939
(Increase)/Decrease in deferred outflows of resources	57,548
Increase/(Decrease) in accounts payable	(536,922)
Increase/(Decrease) in accrued liabilities	191
Increase/(Decrease) in net pension liability	(680,436)
Increase/(Decrease) in net GLI OPEB liability	(21,871)
Increase/(Decrease) in deferred inflows of resources	657,797
Increase/(Decrease) in compensated absences	(6,533)
Increase/(Decrease) in customer deposits	7,774
Net cash provided by (used for) operating activities	\$ 1,452,975

The accompanying notes to financial statements are an integral part of this statement.

Statement of Fiduciary Net Position  
 Fiduciary Fund  
 At June 30, 2022

	Custodial Fund
	War Memorial Donation Fund
ASSETS	
Cash and cash equivalents	\$ 914
Total assets	\$ 914
NET POSITION	
Restricted for:	
War Memorial	\$ 914
Total net position	\$ 914

The accompanying notes to financial statements are an integral part of this statement.

Statement of Changes in Fiduciary Net Position  
 Fiduciary Funds  
 For the Year Ended June 30, 2022

---

	Custodial Fund War Memorial Donation Fund
<b>Additions:</b>	
Investment earnings:	
Interest	\$ -
Total additions	\$ -
<b>Deductions:</b>	
Contributions	\$ -
Total deductions	\$ -
Change in fiduciary net position	\$ -
Net position - beginning, as restated	914
Net position - ending	\$ 914

## TOWN OF ALTAVISTA, VIRGINIA

### Notes to Financial Statements As of June 30, 2022

---

#### **NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES:**

##### **A. The Financial Reporting Entity**

**Primary Government** - The Town of Altavista (the “Town”) was established in 1912. It is a political subdivision of the Commonwealth of Virginia operating under the Council-Manager form of government. The Town Council consists of a mayor, a vice mayor, and five other council members. The Town is part of Campbell County and has taxing powers subject to statewide restrictions and tax limits.

The Town of Altavista provides a full range of municipal services including police, refuse collection, public improvements, planning and zoning, general administrative services, fire, recreation, and water and sewer services. Fire and first aid services are supplemented by volunteer departments.

**Discretely Presented Component Unit** - A discretely presented component unit is an entity that is legally separate from the government, but for which the government is financially accountable, or whose relationship with the government is such that exclusion would cause the government’s financial statements to be misleading or incomplete. It is reported in a separate column in the government-wide financial statements to emphasize it is legally separate from the Town.

##### **Altavista Economic Development Authority**

The Altavista Economic Development Authority (the “EDA”) was created to promote industry and develop trade by encouraging enterprises to locate and remain in the Town. The EDA is governed by a Board of Directors appointed by Town Council and the Town is financially accountable for the EDA. It is authorized to acquire, own, lease, and dispose of properties to the extent that such activities foster and stimulate economic development. The Authority does not issue a separate financial report.

The Town has no related or jointly governed organizations.

##### **B. Government-Wide and Fund Financial Statements**

The government-wide financial statements (i.e., the statement of net position and the statement of activities) report information on all of the nonfiduciary activities of the Town. For the most part, the effect of interfund activity has been removed from these statements. *Governmental activities*, which normally are supported by taxes and intergovernmental revenues, are reported separately from *business-type activities*, which rely to a significant extent on fees and charges for support. Likewise, the *primary* government is reported separately from its legally separated *component unit* for which the primary government is financially accountable.

**Statement of Net Position** - The Statement of Net Position is designed to display the financial position of the primary government (governmental and business-type activities) and its discretely presented component unit. Governments will report all capital assets in the government-wide Statement of Net Position and will report depreciation expense, the cost of “using up” capital assets, in the Statement of Activities. The net position of a government will be broken down into three categories - 1) net investment in capital assets; 2) restricted; and 3) unrestricted.



**NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES: (CONTINUED)**

**B. Government-Wide and Fund Financial Statements: (Continued)**

Statement of Activities - The government-wide Statement of Activities reports expenses and revenues in a format that focuses on the cost of each of the government's functions. The expense of individual functions is compared to the revenues generated directly by the function (for instance, through user charges or intergovernmental grants).

The statement of activities demonstrates the degree to which the direct expenses of a given function or segment, are offset by program revenues. *Direct expenses* are those that are clearly identifiable with a specific function or segment. *Program revenues* include 1) charges to customers or applicants who purchase, use, or directly benefit from goods, services, or privileges provided by a given function or segment; and 2) grants and contributions that are restricted to meeting the operational or capital requirements of a particular function or segment. Taxes and other items not properly included among program revenues are reported instead as *general revenues*.

Separate financial statements are provided for governmental funds, proprietary funds, and fiduciary funds, even though the latter are excluded from the government-wide financial statements. Major individual governmental funds and enterprise funds are reported as separate columns in the fund financial statements.

Budgetary comparison schedules - Demonstrating compliance with the adopted budget is an important component of a government's accountability to the public. Many citizens participate in one way or another in the process of establishing the annual operating budgets of state and local governments and have a keen interest in following the actual financial progress of their governments over the course of the year. Many governments revise their original budgets over the course of the year for a variety of reasons. Governments provide budgetary comparison information in their annual reports, including the original budget and a comparison of final budget and actual results.

**C. Measurement Focus, Basis of Accounting, and Financial Statement Presentation**

The accompanying financial statements are prepared in accordance with pronouncements issued by the Governmental Accounting Standards Board. The principles prescribed by GASB represent generally accepted accounting principles applicable to governmental units.

The government-wide financial statements are reported using the *economic resources measurement focus* and the *accrual basis of accounting*, as are the proprietary fund and fiduciary fund financial statements. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Property taxes are recognized as revenues in the year for which they are levied. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

Governmental fund financial statements are reported using the *current financial resources measurement focus* and the *modified accrual basis of accounting*. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be *available* when they are collected within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the government considers revenues to be available if they are collected within 45 days of the end of the current fiscal period. Expenditures generally are recorded when a liability is incurred, as under accrual accounting. However, debt service expenditures, as well as expenditures related to compensated absences and claims and judgments, are recorded only when payment is due.

**NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES: (CONTINUED)**

**C. Measurement Focus, Basis of Accounting, and Financial Statement Presentation: (Continued)**

Property taxes, franchise taxes, licenses, and interest associated with the current fiscal period are all considered to be susceptible to accrual and so have been recognized as revenues of the current fiscal period. All other revenue items are considered to be measurable and available only when cash is received by the government.

The Town reports the following major governmental fund:

The *general fund* is the Town's primary operating fund. It accounts for and reports all financial resources of the general government, except those required to be accounted for in another fund.

The Town reports the following major proprietary fund:

The *water and sewer enterprise fund* accounts for the financing of services to the general public where all or most of the operating expenses involved are intended to be recovered in the form of user charges, or where management has decided that periodic determination of revenues earned, expenses incurred, and/or net income is appropriate for management control, accountability, or other purposes. The water and sewer enterprise fund consists of the activities relating to water and sewer services.

As a general rule the effect of interfund activity has been eliminated from the government-wide financial statements. Exceptions to this general rule are charges between the government's proprietary funds and various other functions of the government. Elimination of these charges would distort the direct costs and program revenues reported for the various functions concerned.

Proprietary funds distinguish *operating* revenues and expenses from *nonoperating* items. Operating revenues and expenses generally result from providing services and producing and delivering goods in connection with a proprietary fund's principal ongoing operations. The principal operating revenues of the water and sewer enterprise fund are charges to customers for sales and services. Operating expenses for enterprise funds include the cost of sales and services, administrative expenses, and depreciation on capital assets. All revenues and expenses not meeting this definition are reported as nonoperating revenues and expenses.

Fiduciary Funds (Trust and Custodial Funds) account for assets held by the Town in a trustee capacity or as custodian for individuals, private organizations, other governmental units, or other funds. These funds include Custodial Funds, which consist of the War Memorial Donation Fund. These funds utilize the economic resources measurement focus and accrual basis of accounting described in the Governmental Fund Presentation. Fiduciary funds are not included in the government-wide financial statements.

**D. Net Position Flow Assumption**

Sometimes the Town will fund outlays for a particular purpose from both restricted (e.g., restricted bond or grant proceeds) and unrestricted resources. In order to calculate the amounts to report as restricted - net position and unrestricted - net position in the government-wide and proprietary fund financial statements, a flow assumption must be made about the order in which the resources are considered to be applied. It is the Town's policy to consider restricted - net position to have been depleted before unrestricted - net position is applied.

**NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES: (CONTINUED)**

**E. Budgets and Budgetary Accounting**

The following procedures are used by the Town in establishing the budgetary data reflected in the financial statements:

- 1) Prior to June 30, the Town Manager submits to Town Council a proposed operating and capital budget for the fiscal year commencing the following July 1. This budget includes proposed expenditures and the means of financing them.
- 2) Public hearings are conducted to obtain citizen comments.
- 3) Prior to June 30, the budget is legally enacted through passage of an Appropriations Ordinance. Town Council may, from time to time, amend the budget, providing for additional expenditures and the means for financing them.
- 4) The Appropriations Ordinance places legal restrictions on expenditures at the department level. Management can over-expend at the line item level without approval of Town Council. The appropriation for each department or function can be revised only by Town Council.
- 5) Formal budgetary integration is employed as a management control device during the year.
- 6) Budgets are adopted on a basis consistent with accounting principles generally accepted in the United States of America. Appropriations lapse on June 30 for all Town units.
- 7) All budget data presented in the accompanying financial statements includes the original and revised budgets as of June 30.

**Excess of Expenditures over Appropriations**

At June 30, there were no expenditures in excess of appropriations.

**F. Cash and Cash Equivalents**

Cash and cash equivalents are defined as short-term highly liquid investments with an original maturity of three months or less when purchased.

**G. Inventory**

Inventory consists of expendable supplies held for consumption. Inventories are presented at the lower of cost or market on a first-in, first-out basis and are expensed when used.

**H. Prepaid Items**

Payments made to vendors for services that will benefit periods beyond June 30, are reported as prepaid items using the consumption method by recording a current asset for the prepaid amount at the time of purchase and reflecting the expenditure/expense in the year in which the services are consumed.

**NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES: (CONTINUED)****I. Allowance for Uncollectible Accounts**

The Town calculates its allowance for uncollectible accounts using historical collection data and specific account analysis. The Town considers all accounts receivable related to the business-type activities to be fully collectible and accordingly, no allowance for doubtful accounts is considered necessary. The allowance for the general fund is composed of the following:

Real estate	\$ 462
Personal property	16,763
Total	<u>\$ 17,225</u>

**J. Capital Assets**

Capital assets, which include property, plant, and equipment, and infrastructure assets, are reported in the applicable governmental or business-type activities columns in the government-wide financial statements. *Capital assets* are defined by the government as assets with an initial, individual cost of more than \$5,000 and a useful life of more than one year. Such assets are recorded at historical cost or estimated historical cost if purchased or constructed. Donated capital assets are recorded at acquisition value at the date of donation.

The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend the asset's life are not capitalized.

Major outlays for capital assets and improvements are capitalized as projects are constructed. Property, plant, and equipment and infrastructure are depreciated using the straight-line method over the following estimated useful lives:

<u>Assets</u>	<u>Years</u>
Buildings and improvements	30-40
Machinery and equipment	5-10
Public domain infrastructure	50
Distribution and transmission systems	30-50
Water and sewer plants	30-50

Public domain infrastructure assets include roads, bridges, underground pipe (other than related to utilities), traffic signals, etc. and includes all activity since July 1, 2001.

**NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES: (CONTINUED)**

**K. Unavailable Revenue**

Unavailable revenue represents amounts for which asset recognition criteria have been met, but for which revenue recognition criteria have not been met. Under the modified accrual basis of accounting, such amounts are measurable, but not available. Unavailable revenue totaling \$68,071 is comprised of the following:

Unavailable Property Tax Revenue - Unavailable revenue representing uncollected tax billings not available for funding of current expenditures totaled \$68,071 at June 30, 2022.

**L. Compensated Absences**

The Town has policies which allow for the accumulation and vesting of limited amounts of vacation and sick leave until termination or retirement. Amounts of such absences are accrued when incurred in the government-wide and proprietary fund financial statements. A liability for these amounts is reported in governmental funds when the leave is due and payable.

**M. Net Position**

Net position is the difference between a) assets and deferred outflows of resources and (b) liabilities and deferred inflows of resources. Net investment in capital assets represents capital assets, less accumulated depreciation, less any outstanding debt related to the acquisition, construction or improvement of those assets. Deferred outflows of resources and deferred inflows of resources that are attributable to the acquisition, construction, or improvement of those assets or related debt are also included in this component of net position.

**N. Fund Balance**

Fund balance is divided into five classifications based primarily on the extent to which the Town is bound to observe constraints imposed upon the use of the resources in the governmental funds.

The following classifications describe the relative strength of spending constraints placed on the purposes for which resources can be used:

- **Nonspendable** - Amounts that cannot be spent because they are not in spendable form, or legally or contractually required to be maintained intact. The “not in spendable form” criterion includes items that are not expected to be converted to cash such as inventory and prepaids. It also includes the long-term amount of interfund loans.
- **Restricted** - Amounts constrained to specific purposes by their providers (such as grantors, bondholders, and higher levels of government), through constitutional provisions, or by enabling legislation.
- **Committed** - Amounts constrained to specific purposes by the Town, using its highest level of decision making authority; to be reported as committed, amounts cannot be used for any other purposes unless the same highest level of action is taken to remove or change the constraint.

**NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES: (CONTINUED)**

**N. Fund Balance: (Continued)**

- **Assigned** - Amounts the Town intends to use for a specified purpose; intent can be expressed by the governing body or by the Council which has been designated this authority.
- **Unassigned** - Amounts that are available for any purpose; positive amounts are reported only in the general fund.

Council establishes (and modifies or rescinds) fund balance commitments by passage of an ordinance or resolution. This is typically done through adoption and amendment of the budget. Assigned fund balance is established by Council through adoption or amendment of the budget as intended for specific purpose (such as the purchase of capital assets, construction, debt service, or for other purposes).

**O. Restricted Resources-Fund Balance**

The Town applies restricted resources first when expenditures are incurred for purposes for which either restricted or unrestricted (committed, assigned, and unassigned) amounts are available. Similarly, within unrestricted fund balance, committed amounts are reduced first followed by assigned, and then unassigned amounts when expenditures are incurred for purposes for which amounts in any of the unrestricted fund balance classifications could be used.

**P. Minimum Fund Balance Policy**

Governmental funds of the Town do not have specified fund balance targets. Recommended levels of committed and/or assigned fund balance will be determined on a case by case basis, based on the needs of each fund and as recommended by officials and approved by Council.

**Q. Encumbrances**

Encumbrance accounting, under which purchase orders, contracts, and other commitments for the expenditure of monies are recorded in order to commit that portion of the appropriation, is employed as an extension of formal budgetary integration in the governmental funds. There are no significant encumbrances as of June 30, 2022.

**R. Uses of Estimates**

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Those estimates and assumptions affect the reported amounts of assets and liabilities, the disclosure of contingent liabilities, and reported revenues, expenditures, and expenses. Actual results could differ from those estimates.

**S. Performance Grants Payable**

Performance grants payable are recorded when, in management's opinion, failure by the grantee to meet the performance criteria is unlikely. Refunds of performance grants are reflected as revenues when collection is determined to be likely.

**NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES: (CONTINUED)**

**T. Deferred Outflows/Inflows of Resources**

In addition to assets, the statement of financial position will sometimes report a separate section for deferred outflows of resources. This separate financial statement element, deferred outflows of resources, represents a consumption of net position that applies to a future period(s) and so will not be recognized as an outflow of resources (expense/expenditure) until then. The Town has one item that qualifies for reporting in this category. It is comprised of certain items related to the measurement of the net pension liability and net OPEB liability and contributions to the pension and OPEB plan made during the current year and subsequent to the net pension liability and net OPEB liability measurement date. For more detailed information on these items, reference the related notes.

In addition to liabilities, the statement of financial position will sometimes report a separate section for deferred inflows of resources. This separate financial statement element, deferred inflows of resources, represents an acquisition of net position that applies to a future period(s) and so will not be recognized as an inflow of resources (revenue) until that time. The Town has two types of items that qualify for reporting in this category. Under a modified accrual basis of accounting, unavailable revenue representing property taxes receivable is reported in the governmental funds balance sheet. This amount is comprised of uncollected property taxes due prior to June 30. In addition, certain items related to the measurement of the net pension liability and net OPEB liability are reported as deferred inflows of resources. For more detailed information on these items, reference the related notes.

**U. Pensions**

For purposes of measuring the net pension liability, deferred outflows of resources and deferred inflows of resources related to pensions, and pension expense, information about the fiduciary net position of the Town's Retirement Plan and the additions to/deductions from the Town's Retirement Plan's fiduciary net position have been determined on the same basis as they were reported by the Virginia Retirement System (VRS). For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

**V. Other Post Employment Benefits (OPEB)**

***Group Life Insurance***

For purposes of measuring the net GLI Program OPEB liability, deferred outflows of resources and deferred inflows of resources related to the GLI OPEB, and GLI OPEB expense, information about the fiduciary net position of the VRS GLI Program OPEB and the additions to/deductions from the VRS GLI OPEB's fiduciary net position have been determined on the same basis as they were reported by VRS. In addition, benefit payments are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.



## TOWN OF ALTAVISTA, VIRGINIA

### Notes to Financial Statements As of June 30, 2022 (Continued)

---

#### **NOTE 2 - DEPOSITS AND INVESTMENTS:**

##### **Deposits**

Deposits with banks are covered by the Federal Deposit Insurance Corporation (FDIC) and collateralized in accordance with the Virginia Security for Public Deposits Act (the “Act”) Section 2.2-4400 et seq. of the Code of Virginia. Under the Act, banks and savings institutions holding public deposits in excess of the amount insured by the FDIC must pledge collateral to the Commonwealth of Virginia Treasury Board. Financial Institutions may choose between two collateralization methodologies and depending upon that choice, will pledge collateral that ranges in the amounts from 50% to 130% of excess deposits. Accordingly, all deposits are considered fully collateralized.

##### **Investments**

Statutes authorize local governments and other public bodies to invest in obligations of the United States or agencies thereof, obligations of the Commonwealth of Virginia or political subdivisions thereof, obligations of the International Bank for Reconstruction and Development (World Bank), the Asian Development Bank, the African Development Bank, “prime quality” commercial paper that has received at least two of the following ratings: P-1 by Moody’s Investors Service, Inc.; A-1 by Standard and Poor’s; or F1 by Fitch Ratings, Inc. (Section 2.2-4502), banker’s acceptances, repurchase agreements, and the State Treasurer’s Local Government Investment Pool (LGIP).

Pursuant to Sec. 2.1-234.7 of the Code of Virginia, the Treasury Board of the Commonwealth sponsors the LGIP and has delegated certain functions to the State Treasurer. The LGIP reports to the Treasury Board at their regularly scheduled monthly meetings and the fair value of the position in LGIP is the same as the value of the pool shares (i.e., the LGIP maintains a stable net asset value of \$1 per share). The investment policy specifies that no investment may have a maturity greater than one year from the date of purchase.

##### **Credit Risk:**

As required by state statute and by the Town, the Policy requires that commercial paper have a short-term debt rating of no less than “A-1” (or its equivalent) from at least two of the following: Moody’s Investors Service, Standard & Poor’s, and Fitch Investor’s Service, provided that the issuing corporation has a net worth of \$50 million and its long term debt is rated A or better by Moody’s and Standard & Poor’s. Banker’s acceptances and Certificates of Deposit maturing in less than one year must have a short-term debt rating of at least “A-1” by Standard & Poor’s and “P-1” by Moody’s Investor Service. Open-end investment funds must be registered under the Securities Act of the Commonwealth or the Federal Investment Company Act of 1940, provided that they invest only in securities approved for investment herein. Commonwealth of Virginia and Virginia Local Government Obligations secured by debt service reserve funds not subject to annual appropriation must be rated AA or higher by Moody’s or Standard & Poor’s. Repurchase agreements require that the counterparty be rated “A” or better by Moody’s and Standard & Poor’s.

##### **Concentration of Credit Risk:**

Although the intent of the Policy is for the Town to diversify its investment portfolio to avoid incurring unreasonable risks regarding (i) security type, (ii) individual financial institution or issuing entity, and (iii) maturity, the Policy places no limit on the amount the Town may invest in any one issuer.



## TOWN OF ALTAVISTA, VIRGINIA

### Notes to Financial Statements As of June 30, 2022 (Continued)

#### NOTE 2 - DEPOSITS AND INVESTMENTS: (CONTINUED)

##### Investments: (Continued)

##### Concentration of Credit Risk: (Continued)

At June 30, all of the Town's investments were held in LGIP and SNAP. All investments were rated AAAm by Standard & Poor's.

	<u>Fair Value</u>
<b>Deposits and Investments:</b>	
LGIP	\$ 9,549,166
SNAP	3,066,806
Deposits	<u>8,935,067</u>
Total deposits and investments	<u>\$ 21,551,039</u>
<b>Reconciliation to Statement of Net Position - Exhibit 1:</b>	
Primary government:	
Cash and cash equivalents, excluding \$300 cash on hand	\$ 18,377,680
Cash and cash equivalents, restricted	3,173,128
Discretely presented component unit:	
Cash and cash equivalents	<u>231</u>
Total deposits and investments	<u>\$ 21,551,039</u>

##### External Investment Pools

The value of the positions in the external investment pools (Local Government Investment Pool and State Non-Arbitrage Pool) is the same as the value of the pool shares. As LGIP and SNAP are not SEC registered, regulatory oversight of the pools rest with the Virginia State Treasury. LGIP and SNAP are amortized cost basis portfolios. There are no withdrawal limitations or restrictions imposed on participants.

##### Interest Rate Risk:

The Policy limits certain investment maturities as a means of managing its exposure to fair value losses arising from increasing interest rates. Agency securities purchased must mature within five years of the date of purchase. Prime commercial paper must mature within 270 days of the date of purchase and banker's acceptances must mature within 180 days of the date of purchase. The Town is only invested in LGIP at year end, in which funds are readily available.

##### Custodial Credit Risk:

The Policy requires that all investment securities purchased by the Town be held in safekeeping by a third party and evidenced by safekeeping receipts. As required by the *Code of Virginia*, all security holdings with maturities over 30 days may not be held in safekeeping with the "counterparty" to the investment transaction. As of June 30, the Town has no investments subject to custodial credit risk.

##### Restricted Amounts:

Restricted cash and cash equivalents consist of CDBG and USDA Loan Pools, and unspent bond proceeds.

TOWN OF ALTAVISTA, VIRGINIA

Notes to Financial Statements  
As of June 30, 2022 (Continued)

**NOTE 3 - RECEIVABLES:**

Receivables are as follows:

	<u>General</u>	<u>Water and Sewer</u>	<u>Total</u>
Receivables			
Taxes	\$ 67,200	\$ -	\$ 67,200
Accounts	279,910	1,746,523	2,026,433
Gross receivables	\$ 347,110	\$ 1,746,523	\$ 2,093,633
Less: allowance for uncollectibles	(17,225)	-	(17,225)
Net receivables	<u>\$ 329,885</u>	<u>\$ 1,746,523</u>	<u>\$ 2,076,408</u>

**NOTE 4 - DUE TO/DUE FROM PRIMARY GOVERNMENT/COMPONENT UNIT:**

The composition of interfund receivables and payables is as follows:

<u>Fund</u>	<u>Due from Primary Government</u>	<u>Due to Component Unit</u>
General Fund	\$ -	\$ 11,720
EDA	11,720	-
Total	<u>\$ 11,720</u>	<u>\$ 11,720</u>

**NOTE 5 - DUE FROM OTHER GOVERNMENTS:**

Amounts due from other governments are as follows:

	<u>Primary Government</u>
Commonwealth of Virginia:	
Personal property tax relief	\$ 25,581
Railroad rolling stock	15,712
Local sales taxes	38,492
Communication taxes	4,645
Federal Government:	
Mass transit	15,721
Brownsfield grant	75,543
VDEM	484,777
Total	<u>\$ 660,471</u>

TOWN OF ALTAVISTA, VIRGINIA

Notes to Financial Statements  
As of June 30, 2022 (Continued)

**NOTE 6 - CAPITAL ASSETS:**

Capital asset activity for the year was as follows:

	Balance July 1, 2021	Additions	Deletions	Balance June 30, 2022
<b>Governmental Activities:</b>				
Capital assets, not being depreciated:				
Land	\$ 1,667,383	\$ -	\$ -	\$ 1,667,383
Construction in Progress	599,100	1,053,089	660,416	991,773
Total capital assets not being depreciated	\$ 2,266,483	\$ 1,053,089	\$ 660,416	\$ 2,659,156
Capital assets, being depreciated:				
Buildings and improvements	\$ 4,100,468	\$ 5,050	\$ -	\$ 4,105,518
Machinery and equipment	4,612,606	698,501	237,181	5,073,926
Public domain infrastructure	7,705,953	847,574	-	8,553,527
Total capital assets being depreciated	\$ 16,419,027	\$ 1,551,125	\$ 237,181	\$ 17,732,971
Less accumulated depreciation for:				
Buildings and improvements	\$ 1,843,174	\$ 104,085	\$ -	\$ 1,947,259
Machinery and equipment	3,442,191	286,783	224,055	3,504,919
Public domain infrastructure	1,568,764	272,814	-	1,841,578
Total accumulated depreciation	\$ 6,854,129	\$ 663,682	\$ 224,055	\$ 7,293,756
Total capital assets being depreciated, net	\$ 9,564,898	\$ 887,443	\$ 13,126	\$ 10,439,215
Governmental activities capital assets, net	\$ 11,831,381	\$ 1,940,532	\$ 673,542	\$ 13,098,371
<b>Business-Type Activities:</b>				
Capital assets, not being depreciated:				
Construction in Progress	\$ 4,652,292	\$ 6,065,926	\$ 2,335,954	\$ 8,382,264
Total capital assets not being depreciated	\$ 4,652,292	\$ 6,065,926	\$ 2,335,954	\$ 8,382,264
Capital assets, being depreciated:				
Distributions and transmission systems	\$ 22,446,058	\$ 2,304,689	\$ -	\$ 24,750,747
Water and sewer plants	13,141,803	-	-	13,141,803
Machinery and equipment	3,760,111	168,463	-	3,928,574
Total capital assets being depreciated	\$ 39,347,972	\$ 2,473,152	\$ -	\$ 41,821,124
Less accumulated depreciation	\$ 22,676,325	\$ 1,077,224	\$ -	\$ 23,753,549
Total capital assets being depreciated, net	\$ 16,671,647	\$ 1,395,928	\$ -	\$ 18,067,575
Business-type activities capital assets, net	\$ 21,323,939	\$ 7,461,854	\$ 2,335,954	\$ 26,449,839

TOWN OF ALTAVISTA, VIRGINIA

Notes to Financial Statements  
As of June 30, 2022 (Continued)

**NOTE 6 - CAPITAL ASSETS: (CONTINUED)**

Depreciation expense was charged to functions/programs as follows:

Governmental activities:

General government administration	\$	56,226
Public safety		92,244
Public works		355,302
Parks, recreation and cultural		159,910
Total governmental activities	\$	<u>663,682</u>

Business-type activities:

Water and sewer	\$	<u>1,077,224</u>
Total business-type activities	\$	<u>1,077,224</u>

**NOTE 7—LEASES RECEIVABLE:**

The Town leases tower space to companies under various lease contracts. In fiscal year 2022, the Town recognized principal and interest revenue in the amount of \$35,844 and \$31,586, respectively. A description of the leases is as follows:

Lease Description	Start Date	End Date	Length of Lease Term (in months)	Payment Frequency	Discount Rate	Receivable Balance
Ohio State Cellular Phone Company - Tower Lease	7/1/2021	6/1/2046	300	Monthly	3.00%	\$ 978,142
Alltel Communications of Virginia - Tower Lease	2/1/2008	12/1/2029	1,102	Monthly	3.00%	<u>153,795</u>
Total						<u>\$ 1,131,937</u>

Expected future payments at June 30, 2022 are as follows:

Year Ending June 30,	Principal	Interest	Total
2023	\$ 35,363	\$ 33,477	\$ 68,840
2024	37,899	32,382	70,281
2025	40,547	31,208	71,755
2026	43,309	29,954	73,263
2027	46,190	28,616	74,806
2028-2032	209,507	122,223	331,730
2023-2037	199,857	93,799	293,656
2038-2042	259,953	59,527	319,480
2043-2047	259,312	16,383	275,695
Total	<u>\$ 1,131,937</u>	<u>\$ 447,569</u>	<u>\$ 1,579,506</u>

TOWN OF ALTAVISTA, VIRGINIA

Notes to Financial Statements  
As of June 30, 2022 (Continued)

**NOTE 8 - LONG-TERM OBLIGATIONS:**

The following is a summary of changes in long-term obligations for the year:

	Balance July 1, 2021	Increases	Decreases	Balance June 30, 2022	Amounts Due Within One Year
<b>Governmental Activities:</b>					
Direct Borrowings and Placements:					
General obligation public improvement bond	\$ 281,000	\$ -	\$ 16,000	\$ 265,000	\$ 17,000
Net pension liability	698,174	953,919	1,652,093	-	-
Net GLI OPEB liability	112,327	30,369	61,287	81,409	-
Compensated absences	122,884	1,161	-	124,045	93,034
Total Governmental Activities	\$ 1,214,385	\$ 985,449	\$ 1,729,380	\$ 470,454	\$ 110,034
<b>Business-type Activities:</b>					
Direct Borrowings and Placements:					
General obligation public improvement bond	\$ 11,292,000	\$ -	\$ 485,000	\$ 10,807,000	\$ 496,000
VRA general obligation bond	1,895,890	783,480	-	2,679,370	-
Net pension liability	533,117	760,234	1,293,351	-	-
Net GLI OPEB liability	85,763	25,176	47,047	63,892	-
Compensated absences	63,277	-	6,533	56,744	42,558
Total Business-type Activities	\$ 13,870,047	\$ 1,568,890	\$ 1,831,931	\$ 13,607,006	\$ 538,558
Total Primary Government	\$ 15,084,432	\$ 2,554,339	\$ 3,561,311	\$ 14,077,460	\$ 648,592

TOWN OF ALTAVISTA, VIRGINIA

Notes to Financial Statements  
As of June 30, 2022 (Continued)

**NOTE 8 - LONG-TERM OBLIGATIONS: (CONTINUED)**

Annual requirements to amortize long-term obligations are as follows:

Year Ending June 30,	Governmental Activities		Business-type Activities			
	General Obligation		General Obligation		VRA General	
	Public Improvement Bond		Public Improvement Bond		Obligation Bond	
	Principal	Interest	Principal	Interest	Principal	Interest
2023	\$ 17,000	\$ 5,104	\$ 496,000	\$ 242,086	\$ -	\$ -
2024	17,000	4,766	507,000	231,224	248,710	52,650
2025	17,000	4,428	517,000	220,145	251,203	50,156
2026	18,000	4,080	529,000	208,821	253,722	47,638
2027	18,000	3,721	541,000	197,235	256,265	45,095
2028	18,000	3,363	552,000	185,395	258,834	42,526
2029	19,000	2,995	564,000	173,312	261,429	39,931
2030	19,000	2,617	577,000	160,940	264,050	37,310
2031	19,000	2,239	589,000	148,305	266,697	34,663
2032	20,000	1,851	602,000	135,383	269,371	31,989
2033	20,000	1,453	615,000	122,177	272,071	29,289
2034	21,000	1,045	630,000	108,697	274,799	26,561
2035	21,000	627	643,000	94,870	277,553	23,806
2036	21,000	209	656,000	83,298	280,336	21,024
2037	-	-	672,000	69,167	283,146	18,214
2038	-	-	688,000	52,502	285,985	15,375
2039	-	-	706,000	35,439	288,852	12,508
2040	-	-	723,000	17,930	291,748	9,612
2041	-	-	-	-	294,672	6,687
2042	-	-	-	-	297,627	3,733
2043	-	-	-	-	149,930	750
Total	\$ 265,000	\$ 38,498	\$ 10,807,000	\$ 2,486,926	\$ 5,327,000	\$ 549,517

Details of long-term obligation:

	Amount Outstanding	Due Within One Year
Governmental Activities:		
Public Improvement Bonds:		
\$299,000 General Obligation Public Improvement & Refunding Bond, Series 2020B, issued on April 23, 2020, principal payable in various annual installments beginning July 15, 2020 through January 15, 2036. Interest payable semiannually at 1.99%.	\$ 265,000	\$ 17,000

TOWN OF ALTAVISTA, VIRGINIA

Notes to Financial Statements  
As of June 30, 2022 (Continued)

**NOTE 8 - LONG-TERM OBLIGATIONS: (CONTINUED)**

Details of long-term obligation: (Continued)

	<u>Amount Outstanding</u>	<u>Due Within One Year</u>
Business-type Activities:		
Public Improvement Bonds:		
\$6,538,000 General Obligation Public Improvement Bond, Series 2020A, issued on April 7, 2020, principal payable in various annual installments beginning January 15, 2021 through January 15, 2040. Interest payable semiannually at 2.48%.	\$ 6,141,000	\$ 188,000
\$5,292,000 General Obligation Public Improvement & Refunding Bond, Series 2020B, issued on April 23, 2020, principal payable in various annual installments beginning July 15, 2020 through January 15, 2036. Interest payable semiannually at 1.99%.	4,666,000	308,000
Total public improvement bonds	\$ 10,807,000	\$ 496,000
VRA General Obligation Bond:		
\$5,327,000 VRA General Obligation Bond, Series 2020C, issued on October 9, 2020, principal payable in various annual installments beginning November 1, 2020 through November 1, 2042. Interest payable semiannually at 1.00%. The amount drawn on the bond as of June 30, 2021 was \$2,679,370.	\$ 2,679,370	-
Total business-type activities	\$ 13,486,370	\$ 496,000
Grand Total Primary Government	\$ 13,751,370	\$ 513,000

**NOTE 9 - ENVIRONMENTAL REMEDIATION:**

The Department of Environmental Quality (DEQ) has designated the Town a potential responsible party for cleanup of PCBs on certain Town owned property. There are several courses of action that the Town is considering to remedy the situation, with estimated costs ranging from \$750,000 to \$4,000,000. Management has submitted plans for the \$750,000 option to the DEQ. The estimated liability is based on the DEQ accepting this remedy proposed by the Town. If the DEQ does not accept the remedy, the actual costs may be more or less depending on their decision.

**NOTE 10 - PENSION PLAN:**

***Plan Description***

All full-time, salaried permanent employees of the Town are automatically covered by VRS Retirement Plan upon employment. This is an agent multiple-employer plan administered by the Virginia Retirement System (the System) along with plans for other employer groups in the Commonwealth of Virginia. Members earn one month of service credit for each month they are employed and for which they and their employer pay contributions to VRS. Members are eligible to purchase prior service, based on specific criteria as defined in the Code of Virginia, as amended. Eligible prior service that may be purchased includes prior public service, active military service, certain periods of leave, and previously refunded service.

***Benefit Structures***

The System administers three different benefit structures for covered employees - Plan 1, Plan 2 and Hybrid. Each of these benefit structures has different eligibility criteria, as detailed below.

- a. Employees with a membership date before July 1, 2010, vested as of January 1, 2013, and have not taken a refund, are covered under Plan 1, a defined benefit plan. Non-hazardous duty employees are eligible for an unreduced retirement benefit beginning at age 65 with at least 5 years of creditable service or age 50 with at least 30 years of creditable service. Non-hazardous duty employees may retire with a reduced benefit as early as age 55 with at least 5 years of creditable service or age 50 with at least 10 years of creditable service. Hazardous duty employees (law enforcement officers, firefighters, and sheriffs) are eligible for an unreduced benefit beginning at age 60 with at least 5 years of creditable service or age 50 with at least 25 years of creditable service. Hazardous duty employees may retire with a reduced benefit as early as age 50 with at least 5 years of creditable service.
- b. Employees with a membership date from July 1, 2010 to December 31, 2013, that have not taken a refund or employees with a membership date prior to July 1, 2010 and not vested before January 1, 2013, are covered under Plan 2, a defined benefit plan. Non-hazardous duty employees are eligible for an unreduced benefit beginning at their normal social security retirement age with at least 5 years of creditable service or when the sum of their age and service equals 90. Non-hazardous duty employees may retire with a reduced benefit as early as age 60 with at least 5 years of creditable service. Hazardous duty employees are eligible for an unreduced benefit beginning at age 60 with at least 5 years of creditable service or age 50 with at least 25 years of creditable service. Hazardous duty employees may retire with a reduced benefit as early as age 50 with at least 5 years of creditable service.



**NOTE 10 - PENSION PLAN: (CONTINUED)**

***Benefit Structures: (Continued)***

- c. Non-hazardous duty employees with a membership date on or after January 1, 2014 are covered by the Hybrid Plan combining the features of a defined benefit plan and a defined contribution plan. Plan 1 and Plan 2 members also had the option of opting into this plan during the election window held January 1 - April 30, 2014 with an effective date of July 1, 2014. Employees covered by this plan are eligible for an unreduced benefit beginning at their normal social security retirement age with at least 5 years of creditable service, or when the sum of their age and service equal 90. Employees may retire with a reduced benefit as early as age 60 with at least 5 years of creditable service. For the defined contribution component, members are eligible to receive distributions upon leaving employment, subject to restrictions.

***Average Final Compensation and Service Retirement Multiplier***

The VRS defined benefit is a lifetime monthly benefit based on a retirement multiplier as a percentage of the employee's average final compensation multiplied by the employee's total creditable service. Under Plan 1, average final compensation is the average of the employee's 36 consecutive months of highest compensation and the multiplier is 1.7% for non-hazardous duty employees, 1.85% for sheriffs and regional jail superintendents, and 1.7% or 1.85% for hazardous duty employees as elected by the employer. Under Plan 2, average final compensation is the average of the employee's 60 consecutive months of highest compensation and the retirement multiplier is 1.65% for non-hazardous duty employees, 1.85% for sheriffs and regional jail superintendents, and 1.7% or 1.85% for hazardous duty employees as elected by the employer. Under the Hybrid Plan, average final compensation is the average of the employee's 60 consecutive months of highest compensation and the multiplier is 1.00%. For members who opted into the Hybrid Retirement Plan from Plan 1 or Plan 2, the applicable multipliers for those plans will be used to calculate the retirement benefit for service credited in those plans.

***Cost-of-Living Adjustment (COLA) in Retirement and Death and Disability Benefits***

Retirees with an unreduced benefit or with a reduced benefit with at least 20 years of creditable service are eligible for an annual COLA beginning July 1 after one full calendar year from the retirement date. Retirees with a reduced benefit and who have less than 20 years of creditable service are eligible for an annual COLA beginning on July 1 after one calendar year following the unreduced retirement eligibility date. Under Plan 1, the COLA cannot exceed 5.00%. Under Plan 2 and the Hybrid Plan, the COLA cannot exceed 3.00%. The VRS also provides death and disability benefits. Title 51.1 of the Code of Virginia, as amended, assigns the authority to establish and amend benefit provisions to the General Assembly of Virginia.

## TOWN OF ALTAVISTA, VIRGINIA

### Notes to Financial Statements As of June 30, 2022 (Continued)

---

#### **NOTE 10 - PENSION PLAN: (CONTINUED)**

##### ***Employees Covered by Benefit Terms***

As of the June 30, 2020 actuarial valuation, the following employees were covered by the benefit terms of the pension plan:

	<u>Number</u>
Inactive members or their beneficiaries currently receiving benefits	53
Inactive members:	
Vested inactive members	7
Non-vested inactive members	36
Inactive members active elsewhere in VRS	39
Total inactive members	<u>82</u>
Active members	<u>55</u>
Total covered employees	<u><u>190</u></u>

##### ***Contributions***

The contribution requirement for active employees is governed by §51.1-145 of the Code of Virginia, as amended, but may be impacted as a result of funding options provided to political subdivisions by the Virginia General Assembly. Employees are required to contribute 5.00% of their compensation toward their retirement.

The Town's contractually required employer contribution rate for the year ended June 30, 2022 was 9.80% of covered employee compensation. This rate was based on an actuarially determined rate from an actuarial valuation as of June 30, 2019.

This rate, when combined with employee contributions, was expected to finance the costs of benefits earned by employees during the year, with an additional amount to finance any unfunded accrued liability. Contributions to the pension plan from the Town were \$222,573 and \$239,530 for the years ended June 30, 2022 and June 30, 2021, respectively.

**NOTE 10 - PENSION PLAN: (CONTINUED)**

***Net Pension Liability***

The net pension liability (NPL) is calculated separately for each employer and represents that particular employer's total pension liability determined in accordance with GASB Statement No. 68, less that employer's fiduciary net position. The Town's net pension liability was measured as of June 30, 2021. The total pension liability used to calculate the net pension liability was determined by an actuarial valuation performed as of June 30, 2020, using updated actuarial assumptions, applied to all periods included in the measurement and rolled forward to the measurement date of June 30, 2021.

***Actuarial Assumptions - General Employees***

The total pension liability for General Employees in the Town's Retirement Plan was based on an actuarial valuation as of June 30, 2020, using the Entry Age Normal actuarial cost method and the following assumptions, applied to all periods included in the measurement and rolled forward to the measurement date of June 30, 2021.

Inflation	2.5%
Salary increases, including inflation	3.5% - 5.35%
Investment rate of return	6.75%, net of pension plan investment expense, including inflation

**Mortality rates:**

**Pre-Retirement:**

Pub-2010 Amount Weighted Safety Employee Rates projected generationally; 95% of rates for males; 105% of rates for females set forward 2 years

**Post-Retirement:**

Pub-2010 Amount Weighted Safety Healthy Retiree Rates projected generationally; 110% of rates for males; 105% of rates for females set forward 3 years

**Post-Disablement:**

Pub-2010 Amount Weighted General Disabled Rates projected generationally; 95% of rates for males set back 3 years; 90% of rates for females set back 3 years

**Beneficiaries and Survivors:**

Pub-2010 Amount Weighted Safety Contingent Annuitant Rates projected generationally; 110% of rates for males and females set forward 2 years

**Mortality Improvement:**

Rates projected generationally with Modified MP-2020 Improvement Scale that is 75% of the MP-2020 rates

## TOWN OF ALTAVISTA, VIRGINIA

### Notes to Financial Statements As of June 30, 2022 (Continued)

#### **NOTE 10 - PENSION PLAN: (CONTINUED)**

##### ***Actuarial Assumptions - General Employees: (Continued)***

The actuarial assumptions used in the June 30, 2020 valuation were based on the results of an actuarial experience study for the period from July 1, 2016 through June 30, 2020, except the change in the discount rate, which was based on VRS Board action effective as of July 1, 2019. Changes to the actuarial assumptions as a result of the experience study and VRS Board action are as follows:

All Others (Non-10 Largest) - Non-Hazardous Duty:

Mortality Rates (pre-retirement, post-retirement healthy, and disabled)	Update to Pub-2010 public sector mortality tables. For future mortality improvements, replace load with a modified Mortality Improvement Scale MP-2020
Retirement Rates	Adjusted rates to better fit experience for Plan 1; set separate rates based on experience for Plan 2/Hybrid; changed final retirement age
Withdrawal Rates	Adjusted rates to better fit experience at each age and service decrement through 9 years of service
Disability Rates	No change
Salary Scale	No change
Line of Duty Disability	No change
Discount Rate	No change

##### ***Actuarial Assumptions - Public Safety Employees with Hazardous Duty Benefits***

The total pension liability for Public Safety employees with Hazardous Duty Benefits in the Town's Retirement Plan was based on an actuarial valuation as of June 30, 2020, using the Entry Age Normal actuarial cost method and the following assumptions, applied to all periods included in the measurement and rolled forward to the measurement date of June 30, 2021.

Inflation	2.5%
Salary increases, including inflation	3.5% - 4.75%
Investment rate of return	6.75%, net of pension plan investment expense, including inflation

**NOTE 10 - PENSION PLAN: (CONTINUED)****Actuarial Assumptions - Public Safety Employees with Hazardous Duty Benefits: (Continued)**

## Mortality rates:

All Others (Non 10 Largest) - Hazardous Duty: 45% of deaths are assumed to be service related

## Pre-Retirement:

Pub-2010 Amount Weighted Safety Employee Rates projected generationally with a Modified MP-2020 Improvement Scale; 95% of rates for males; 105% of rates for females set forward 2 years

## Post-Retirement:

Pub-2010 Amount Weighted Safety Healthy Retiree Rates projected generationally with a Modified MP-2020 Improvement Scale; 110% of rates for males; 105% of rates for females set forward 3 years

## Post-Disablement:

Pub-2010 Amount Weighted General Disabled Rates projected generationally with a Modified MP-2020 Improvement Scale; 95% of rates for males set back 3 years; 90% of rates for females set back 3 years

## Beneficiaries and Survivors:

Pub-2010 Amount Weighted Safety Contingent Annuitant Rates projected generationally with a Modified MP-2020 Improvement Scale; 110% of rates for males and females set forward 2 years

## Mortality Improvement:

Rates projected generationally with Modified MP-2020 Improvement Scale that is 75% of the MP-2020 rates

The actuarial assumptions used in the June 30, 2020 valuation were based on the results of an actuarial experience study for the period from July 1, 2016 through June 30, 2020, except the change in the discount rate, which was based on VRS Board action effective as of July 1, 2019. Changes to the actuarial assumptions as a result of the experience study and VRS Board action are as follows:

## All Others (Non-10Largest) - Hazardous Duty:

Mortality Rates (pre-retirement, post-retirement healthy, and disabled)	Update to Pub-2010 public sector mortality tables. Increased disability life expectancy. For future mortality improvements, replace load with a modified Mortality Improvement Scale MP-2020
Retirement Rates	Adjusted rates to better fit experience and changed final retirement age from 65 to 70
Withdrawal Rates	Decreased rates and changed from rates based on age and service to rates based on service only to better fit experience and to be more consistent with Locals Largest 10 Hazardous Duty
Disability Rates	No change
Salary Scale	No change
Line of Duty Disability	No change
Discount Rate	No change

**NOTE 10 - PENSION PLAN: (CONTINUED)*****Long-Term Expected Rate of Return***

The long-term expected rate of return on pension System investments was determined using a log-normal distribution analysis in which best-estimate ranges of expected future real rates of return (expected returns, net of pension System investment expense and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation. The target asset allocation and best estimate of arithmetic real rates of return for each major asset class are summarized in the following table:

Asset Class (Strategy)	Long-Term Target Asset Allocation	Arithmetic Long-Term Expected Rate of Return	Weighted Average Long-Term Expected Rate of Return*
Public Equity	34.00%	5.00%	1.70%
Fixed Income	15.00%	0.57%	0.09%
Credit Strategies	14.00%	4.49%	0.63%
Real Assets	14.00%	4.76%	0.67%
Private Equity	14.00%	9.94%	1.39%
MAPS - Multi-Asset Public Strategies	6.00%	3.29%	0.20%
PIP - Private Investment Partnership	3.00%	6.84%	0.21%
Total	100.00%		4.89%
		Inflation	2.50%
		*Expected arithmetic nominal return	7.39%

\* The above allocation provides a one-year expected return of 7.39%. However, one-year returns do not take into account the volatility present in each of the asset classes. In setting the long-term expected return for the System, stochastic projections are employed to model future returns under various economic conditions. These results provide a range of returns over various time periods that ultimately provide a median return of 6.94%, including expected inflation of 2.50%.

\*On October 10, 2019, the VRS Board elected a long-term rate of return of 6.75% which was roughly at the 40<sup>th</sup> percentile of expected long-term results of the VRS fund asset allocation at that time, providing a median return of 7.11%, including expected inflation of 2.50%.

***Discount Rate***

The discount rate used to measure the total pension liability was 6.75%. The projection of cash flows used to determine the discount rate assumed that System member contributions will be made per the VRS Statutes and the employer contributions will be made in accordance with the VRS funding policy at rates equal to the difference between actuarially determined contribution rates adopted by the VRS Board of Trustees and the member rate. Consistent with the phased-in funding provided by the General

TOWN OF ALTAVISTA, VIRGINIA

Notes to Financial Statements  
As of June 30, 2022 (Continued)

**NOTE 10 - PENSION PLAN: (CONTINUED)**

**Discount Rate: (Continued)**

Assembly for state and teacher employer contributions; the Town was also provided with an opportunity to use an alternative employer contribution rate. For the year ended June 30, 2021, the alternate rate was the employer contribution rate used in FY 2012 or 100% of the actuarially determined employer contribution rate from the June 30, 2017 actuarial valuations, whichever was greater. From July 1, 2021 on, participating employers are assumed to contribute 100% of the actuarially determined contribution rates. Based on those assumptions, the pension plan's fiduciary net position was projected to be available to make all projected future benefit payments of current active and inactive employees. Therefore, the long-term expected rate of return was applied to all periods of projected benefit payments to determine the total pension liability.

**Changes in Net Pension Liability**

	Increase (Decrease)		
	Total Pension Liability (a)	Plan Fiduciary Net Position (b)	Net Pension Liability (a) - (b)
Balances at June 30, 2020	\$ 12,012,066	\$ 10,780,775	\$ 1,231,291
Changes for the year:			
Service cost	\$ 299,715	\$ -	\$ 299,715
Interest	785,981	-	785,981
Changes of assumptions	563,193	-	563,193
Differences between expected and actual experience	48,615	-	48,615
Contributions - employer	-	239,530	(239,530)
Contributions - employee	-	121,279	(121,279)
Net investment income	-	2,909,559	(2,909,559)
Benefit payments, including refunds of employee contributions	(735,811)	(735,811)	-
Administrative expenses	-	(7,400)	7,400
Other changes	-	273	(273)
Net changes	\$ 961,693	\$ 2,527,430	\$ (1,565,737)
Balances at June 30, 2021	\$ 12,973,759	\$ 13,308,205	\$ (334,446)

TOWN OF ALTAVISTA, VIRGINIA

Notes to Financial Statements  
As of June 30, 2022 (Continued)

**NOTE 10 - PENSION PLAN: (CONTINUED)**

***Sensitivity of the Net Pension Liability to Changes in the Discount Rate***

The following presents the net pension liability of the Town using the discount rate of 6.75%, as well as what the Town's net pension liability would be if it were calculated using a discount rate that is one percentage point lower (5.75%) or one percentage point higher (7.75%) than the current rate:

	Rate		
	(5.75%)	(6.75%)	(7.75%)
Town of Altavista			
Net Pension Liability (Asset)	1,203,509	(334,446)	(1,620,367)

***Pension Expense and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions***

For the year ended June 30, 2022, the Town recognized pension expense of \$199,079. At June 30, 2022, the Town reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between expected and actual experience	\$ 26,557	\$ -
Change in assumptions	278,752	-
Net difference between projected and actual earnings on pension plan investments	-	1,440,152
Proportional change	5,695	5,695
Employer contributions subsequent to the measurement date	222,573	-
Total	\$ 533,577	\$ 1,445,847



**NOTE 10 - PENSION PLAN: (CONTINUED)*****Pension Expense and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions (Continued)***

\$222,573 reported as deferred outflows of resources related to pensions resulting from the Town's contributions subsequent to the measurement date will be recognized as a reduction of the Net Pension Liability in the fiscal year ended June 30, 2023. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized in pension expense in future reporting periods as follows:

<u>Year ended June 30</u>	
2023	\$ (32,177)
2024	(328,506)
2025	(335,210)
2026	(438,950)
Thereafter	-

***Pension Plan Data***

Information about the VRS Political Subdivision Retirement Plan is also available in the separately issued VRS 2021 Annual Comprehensive Financial Report (Annual Report). A copy of the 2021 VRS Annual Report may be downloaded from the VRS website at <https://www.varetire.org/pdf/publications/2021-annual-report.pdf> or by writing to the System's Chief Financial Officer at P.O. Box 2500, Richmond, VA 23218-2500.

**NOTE 11 - SERVICE CONTRACTS:****Sewage Contract**

The Town is party to a 1991 contract with the Town of Hurt. The Town of Hurt made a capital contribution of \$325,000 to be used for expansion of a wastewater treatment plant. In exchange for the capital contribution, the Town contracted to provide sewage services for an indefinite period to an industrial park within the Town of Hurt. The contract provides that these services will be provided at the same rate the Town charges other customers for similar services.

## TOWN OF ALTAVISTA, VIRGINIA

### Notes to Financial Statements As of June 30, 2022 (Continued)

---

#### **NOTE 12 - PROPERTY TAXES:**

The major sources of property taxes are real estate and personal property. Assessments are the responsibility of Campbell County, while billing and collection are the Town's responsibilities. Property taxes are levied annually on assessed values as of January 1 and are due by December 5 each year. Personal property taxes do not create a lien on property. The annual assessment for real estate is based on 100% of the assessed fair market value. A penalty of ten percent of the unpaid tax is due for late payment. Interest is accrued at ten percent for the initial year of delinquency, and thereafter at the maximum annual rate authorized by the *Internal Revenue Code* Section 6621(b). The effective tax rates per \$100 of assessed value for the year ended June 30 were as follows:

Real estate	\$	0.08
Personal property	\$	2.00
Machinery and tools	\$	2.00

#### **NOTE 13 - RISK MANAGEMENT:**

The Town is insured for Workers' Compensation, General Liability, Health, and other risks.

Workers' Compensation Insurance is provided through the Virginia Municipal League. During 2021-2022, total premiums paid were approximately \$47,894. Benefits are those afforded through Commonwealth of Virginia as outlined in the *Code of Virginia* Section 65.2-100; premiums are based upon covered payroll, job rates, and claims experience.

General liability and other insurance is provided through policies with the Virginia Municipal League. General liability and business automobile coverage have a \$1,000,000 limit per occurrence. Boiler and machinery has a \$5,000,000 limit. Property insurance is covered per statement of values and is approximately \$25,000,000. Police professional liability and public officials' liability insurance with a \$1,000,000 limit are covered through a policy with the Commonwealth of Virginia. Total premiums paid for the year ended June 30, 2022 were approximately \$70,400.

Healthcare coverage for employees is provided through a policy with Anthem. The Town contributes a percentage of the required premium amount for single coverage for each employee. The Town also pays a percentage of the coverage for dependents and spouses of employees. Total premiums paid for the year ended June 30, 2022 were approximately \$284,843.

There were no significant reductions in insurance coverages from the prior year and no settlements that exceeded the amount of insurance coverage during the last three fiscal years.

#### **NOTE 14 - MAJOR CUSTOMERS/TAXPAYERS:**

During fiscal year 2022, approximately 71% of general property taxes and 79% of enterprise fund operating revenue were generated by five customers.

TOWN OF ALTAVISTA, VIRGINIA

Notes to Financial Statements  
As of June 30, 2022 (Continued)

---

**NOTE 15 - FUND BALANCE:**

Fund balance is classified as nonspendable, restricted, committed, assigned and/or unassigned based primarily on the extent to which the Town is bound to observe constraints imposed upon the use of the resources in the governmental funds. The constraints placed on fund balance for the general fund are presented below:

<b>Category</b>	<b>General Fund</b>
<b>Nonspendable:</b>	
Prepaid Expenditures	\$ 38,527
Net lease receivable	24,038
Inventory	92,642
Total Nonspendable	<u>\$ 155,207</u>
<b>Restricted:</b>	
Public Works	\$ 1,066,112
Community Development	135,956
Public Safety	7,944
Total Restricted	<u>\$ 1,210,012</u>
<b>Committed:</b>	
Community Development	\$ 239,178
Public Works	796,382
Other Capital Projects	5,527,496
Total Committed	<u>\$ 6,563,056</u>
<b>Unassigned</b>	<u>\$ 8,990,908</u>
Total Fund Balance	<u>\$ 16,919,183</u>

**NOTE 16 - LITIGATION:**

At June 30, 2022, there were no matters of litigation involving the Town that would materially affect the Town's financial position should any court decisions on pending matters not be favorable to the Town.

## TOWN OF ALTAVISTA, VIRGINIA

### Notes to Financial Statements As of June 30, 2022 (Continued)

---

#### **NOTE 17 - CONSTRUCTION COMMITMENTS:**

The Town had the following significant outstanding construction commitments as of June 30, 2022:

<b>Project</b>	<b>Contract Amount</b>	<b>Amount Expended</b>	<b>Amount Outstanding</b>
WWTP Electrical Upgrades	\$ 3,981,150	\$ 3,198,759	\$ 782,391
Water Filter Improvements	735,888	437,384	298,504
Spark Innovation Building	790,978	770,941	20,037
Lynch Creek Sewer Replacement	2,229,500	901,750	1,327,750
Melinda Tank Pressure Zone Improvements	1,226,973	923,990	302,983

#### **NOTE 18—GROUP LIFE INSURANCE (GLI) PLAN (OPEB PLAN):**

##### ***Plan Description***

The Group Life Insurance (GLI) Plan was established pursuant to §51.1-500 et seq. of the Code of Virginia, as amended, and which provides the authority under which benefit terms are established or may be amended. All full-time, salaried permanent employees of the state agencies, teachers, and employees of participating political subdivisions are automatically covered by the VRS GLI Plan upon employment. This is a cost-sharing multiple-employer plan administered by the Virginia Retirement System (the System), along with pensions and other OPEB plans, for public employer groups in the Commonwealth of Virginia.

In addition to the Basic GLI benefit, members are also eligible to elect additional coverage for themselves as well as a spouse or dependent children through the Optional GLI Plan. For members who elect the optional group life insurance coverage, the insurer bills employers directly for the premiums. Employers deduct these premiums from members' paychecks and pay the premiums to the insurer. Since this is a separate and fully insured plan, it is not included as part of the GLI Plan OPEB.

The specific information for GLI OPEB, including eligibility, coverage and benefits is described below:

##### ***Eligible Employees***

The GLI Plan was established July 1, 1960, for state employees, teachers, and employees of political subdivisions that elect the plan. Basic GLI coverage is automatic upon employment. Coverage ends for employees who leave their position before retirement eligibility or who take a refund of their accumulated retirement member contributions and accrued interest.

**NOTE 18—GROUP LIFE INSURANCE (GLI) PLAN (OPEB PLAN): (CONTINUED)**

***Benefit Amounts***

The GLI Plan is a defined benefit plan with several components. The natural death benefit is equal to the employee's covered compensation rounded to the next highest thousand and then doubled. The accidental death benefit is double the natural death benefit. In addition to basic natural and accidental death benefits, the plan provides additional benefits provided under specific circumstances that include the following: accidental dismemberment benefit, seatbelt benefit, repatriation benefit, felonious assault benefit, and accelerated death benefit option. The benefit amounts are subject to a reduction factor. The benefit amount reduces by 25% on January 1 following one calendar year of separation. The benefit amount reduces by an additional 25% on each subsequent January 1 until it reaches 25% of its original value. For covered members with at least 30 years of service credit, the minimum benefit payable was set at \$8,000 by statute in 2015. This will be increased annually based on the VRS Plan 2 cost-of-living adjustment calculation. The minimum benefit adjusted for the COLA was \$8,722 as of June 30, 2022.

***Contributions***

The contribution requirements for the GLI Plan are governed by §51.1-506 and §51.1-508 of the Code of Virginia, as amended, but may be impacted as a result of funding provided to state agencies and school divisions by the Virginia General Assembly. The total rate for the GLI Plan was 1.34% of covered employee compensation. This was allocated into an employee and an employer component using a 60/40 split. The employee component was 0.80% ( $1.34\% \times 60\%$ ) and the employer component was 0.54% ( $1.34\% \times 40\%$ ). Employers may elect to pay all or part of the employee contribution; however, the employer must pay all of the employer contribution. Each employer's contractually required employer contribution rate for the year ended June 30, 2022 was 0.54% of covered employee compensation. This rate was based on an actuarially determined rate from an actuarial valuation as of June 30, 2019. The actuarially determined rate, when combined with employee contributions, was expected to finance the costs of benefits payable during the year, with an additional amount to finance any unfunded accrued liability. Contributions to the Group Life Insurance Plan from the entity were \$12,980 and \$13,912 for the years ended June 30, 2022 and June 30, 2021, respectively.

***GLI OPEB Liabilities, GLI OPEB Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to the Group Life Insurance Plan OPEB***

At June 30, 2022, the entity reported a liability of \$145,301 for its proportionate share of the Net GLI OPEB Liability. The Net GLI OPEB Liability was measured as of June 30, 2021 and the total GLI OPEB liability used to calculate the Net GLI OPEB Liability was determined by an actuarial valuation performed as of June 30, 2020, and rolled forward to the measurement date of June 30, 2021. The covered employer's proportion of the Net GLI OPEB Liability was based on the covered employer's actuarially determined employer contributions to the GLI Plan for the year ended June 30, 2021 relative to the total of the actuarially determined employer contributions for all participating employers. At June 30, 2021, the participating employer's proportion was 0.01250% as compared to 0.01190% at June 30, 2020.

TOWN OF ALTAVISTA, VIRGINIA

Notes to Financial Statements  
As of June 30, 2022 (Continued)

**NOTE 18—GROUP LIFE INSURANCE (GLI) PLAN (OPEB PLAN): (CONTINUED)**

***GLI OPEB Liabilities, GLI OPEB Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to the Group Life Insurance Plan OPEB: (Continued)***

For the year ended June 30, 2022, the participating employer recognized GLI OPEB expense of \$9,151. Since there was a change in proportionate share between measurement dates, a portion of the GLI OPEB expense was related to deferred amounts from changes in proportion.

At June 30, 2022, the employer reported deferred outflows of resources and deferred inflows of resources related to the GLI OPEB from the following sources:

	<u>Deferred Outflows of Resources</u>	<u>Deferred Inflows of Resources</u>
Differences between expected and actual experience	\$ 16,572	\$ 1,107
Net difference between projected and actual earnings on GLI OPEB program investments	-	34,680
Change in assumptions	8,010	19,880
Changes in proportion	12,769	1,444
Employer contributions subsequent to the measurement date	<u>12,980</u>	<u>-</u>
Total	<u>\$ 50,331</u>	<u>\$ 57,111</u>

\$12,980 reported as deferred outflows of resources related to the GLI OPEB resulting from the employer's contributions subsequent to the measurement date will be recognized as a reduction of the Net GLI OPEB Liability in the fiscal year ending June 30, 2023. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to the GLI OPEB will be recognized in the GLI OPEB expense in future reporting periods as follows:

<u>Year Ended June 30</u>	
2023	\$ (3,960)
2024	(2,347)
2025	(3,429)
2026	(9,427)
2027	(597)
Thereafter	-

**NOTE 18—GROUP LIFE INSURANCE (GLI) PLAN (OPEB PLAN): (CONTINUED)*****Actuarial Assumptions***

The total GLI OPEB liability was based on an actuarial valuation as of June 30, 2020, using the Entry Age Normal actuarial cost method and the following assumptions, applied to all periods included in the measurement and rolled forward to the measurement date of June 30, 2021. The assumptions include several employer groups. Salary increases and mortality rates included herein are for relevant employer groups. Information for other groups can be referenced in the VRS Annual Report.

Inflation	2.50%
Salary increases, including inflation:	
Locality - General employees	3.50%-5.35%
Locality - Hazardous Duty employees	3.50%-4.75%
Investment rate of return	6.75%, net of investment expenses, including inflation

**Mortality Rates - Non-Largest Ten Locality Employers - General Employees****Pre-Retirement:**

Pub-2010 Amount Weighted Safety Employee Rates projected generationally; males set forward 2 years; 105% of rates for females set forward 3 years

**Post-Retirement:**

Pub-2010 Amount Weighted Safety Healthy Retiree Rates projected generationally; 95% of rates for males set forward 2 years; 95% of rates for females set forward 1 year

**Post-Disablement:**

Pub-2010 Amount Weighted General Disabled Rates projected generationally; 110% of rates for males set forward 3 years; 110% of rates for females set forward 2 years

**Beneficiaries and Survivors:**

Pub-2010 Amount Weighted Safety Contingent Annuitant Rates projected generationally

**Mortality Improvement Scale:**

Rates projected generationally with Modified MP-2020 Improvement Scale that is 75% of the MP-2020 rates

**NOTE 18—GROUP LIFE INSURANCE (GLI) PLAN (OPEB PLAN): (CONTINUED)*****GLI OPEB Liabilities, GLI OPEB Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to the GLI Plan OPEB (Continued)*****Mortality Rates - Non-Largest Ten Locality Employers - General Employees: (Continued)**

The actuarial assumptions used in the June 30, 2020 valuation were based on the results of an actuarial experience study for the period from July 1, 2016 through June 30, 2020, except the change in the discount rate, which was based on VRS Board action effective as of July 1, 2019. Changes to the actuarial assumptions as a result of the experience study and VRS Board action are as follows:

Mortality Rates (pre-retirement, post-retirement healthy, and disabled)	Update to Pub-2010 public sector mortality tables. For future mortality improvements, replace load with a modified Mortality Improvement Scale MP-2020
Retirement Rates	Adjusted rates to better fit experience for Plan 1; set separate rates based on experience for Plan 2/Hybrid; changed final retirement age from 75 to 80 for all
Withdrawal Rates	Adjusted rates to better fit experience at each age and service decrement through 9 years of service
Disability Rates	No change
Salary Scale	No change
Line of Duty Disability	No change
Discount Rate	No change

**Mortality Rates - Non-Largest Ten Locality Employers - Hazardous Duty Employees****Pre-Retirement:**

Pub-2010 Amount Weighted Safety Employee Rates projected generationally; 95% of rates for males; 105% of rates for females set forward 2 years

**Post-Retirement:**

Pub-2010 Amount Weighted Safety Healthy Retiree Rates projected generationally; 110% of rates for males; 105% of rates for females set forward 3 years

**Post-Disablement:**

Pub-2010 Amount Weighted General Disabled Rates projected generationally; 95% of rates for males set back 3 years; 90% of rates for females set back 3 years

**Beneficiaries and Survivors:**

Pub-2010 Amount Weighted Safety Contingent Annuitant Rates projected generationally; 110% of rates for males and females set forward 2 years

**Mortality Improvement Scale:**

Rates projected generationally with Modified MP-2020 Improvement Scale that is 75% of the MP-2020 rates



TOWN OF ALTAVISTA, VIRGINIA

Notes to Financial Statements  
As of June 30, 2022 (Continued)

**NOTE 18—GROUP LIFE INSURANCE (GLI) PLAN (OPEB PLAN): (CONTINUED)**

**Actuarial Assumptions: (Continued)**

**Mortality Rates - Non-Largest Ten Locality Employers - Hazardous Duty Employees: (Continued)**

The actuarial assumptions used in the June 30, 2020 valuation were based on the results of an actuarial experience study for the period from July 1, 2016 through June 30, 2020, except the change in the discount rate, which was based on VRS Board action effective as of July 1, 2019. Changes to the actuarial assumptions as a result of the experience study and VRS Board action are as follows:

Mortality Rates (pre-retirement, post-retirement healthy, and disabled)	Update to Pub-2010 public sector mortality tables. Increased disability life expectancy. For future mortality improvements, replace load with a modified Mortality Improvement Scale MP-2020
Retirement Rates	Adjusted rates to better fit experience and changed final retirement age from 65 to 70
Withdrawal Rates	Decreased rates and changed from rates based on age and service to rates based on service only to better fit experience and to be more consistent with Locals Top 10 Hazardous Duty
Disability Rates	No change
Salary Scale	No change
Line of Duty Disability	No change
Discount Rate	No change

**NET GLI OPEB Liability**

The net OPEB liability (NOL) for the GLI Plan represents the plan's total OPEB liability determined in accordance with GASB Statement No. 74, less the associated fiduciary net position. As of the measurement date of June 30, 2021, NOL amounts for the GLI Plan are as follows (amounts expressed in thousands):

		<b>GLI OPEB Plan</b>
Total GLI OPEB Liability	\$	3,577,346
Plan Fiduciary Net Position		2,413,074
Employers' Net GLI OPEB Liability (Asset)	\$	<u>1,164,272</u>
Plan Fiduciary Net Position as a Percentage of the Total GLI OPEB Liability		67.45%

The total GLI OPEB liability is calculated by the System's actuary, and each plan's fiduciary net position is reported in the System's financial statements. The net GLI OPEB liability is disclosed in accordance with the requirements of GASB Statement No. 74 in the System's notes to the financial statements and required supplementary information.

TOWN OF ALTAVISTA, VIRGINIA

Notes to Financial Statements  
As of June 30, 2022 (Continued)

**NOTE 18—GROUP LIFE INSURANCE (GLI) PLAN (OPEB PLAN): (CONTINUED)**

***Long-Term Expected Rate of Return***

The long-term expected rate of return on the System's investments was determined using a log-normal distribution analysis in which best-estimate ranges of expected future real rates of return (expected returns, net of System's investment expense and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation. The target asset allocation and best estimate of arithmetic real rates of return for each major asset class are summarized in the following table:

Asset Class (Strategy)	Long-Term Target Asset Allocation	Arithmetic Long-term Expected Rate of Return	Weighted Average Long-term Expected Rate of Return*
Public Equity	34.00%	5.00%	1.70%
Fixed Income	15.00%	0.57%	0.09%
Credit Strategies	14.00%	4.49%	0.63%
Real Assets	14.00%	4.76%	0.67%
Private Equity	14.00%	9.94%	1.39%
MAPS - Multi-Asset Public Strategies	6.00%	3.29%	0.20%
PIP - Private Investment Partnership	3.00%	6.84%	0.21%
Total	100.00%		4.89%
		Inflation	2.50%
		*Expected arithmetic nominal return	7.39%

\* The above allocation provides a one-year return of 7.39%. However, one-year returns do not take into account the volatility present in each of the asset classes. In setting the long-term expected return for the System, stochastic projections are employed to model future returns under various economic conditions. These results provide a range of returns over various time periods that ultimately provide a median return of 6.94%, including expected inflation of 2.50%.

\* On October 10, 2019, the VRS Board elected a long-term rate of return of 6.75%, which was roughly at the 40<sup>th</sup> percentile of expected long-term results of the VRS fund asset allocation at that time, providing a median return of 7.11%, including expected inflation of 2.50%.

# TOWN OF ALTAVISTA, VIRGINIA

## Notes to Financial Statements As of June 30, 2022 (Continued)

### **NOTE 18—GROUP LIFE INSURANCE (GLI) PLAN (OPEB PLAN): (CONTINUED)**

#### ***Discount Rate***

The discount rate used to measure the total GLI OPEB liability was 6.75%. The projection of cash flows used to determine the discount rate assumed that employer contributions will be made in accordance with the VRS funding policy and at rates equal to the actuarially determined contribution rates adopted by the VRS Board of Trustees. Through the fiscal year ended June 30, 2021, the rate contributed by the entity for the GLI OPEB will be subject to the portion of the VRS Board-certified rates that are funded by the Virginia General Assembly which was 100% of the actuarially determined contribution rate. From July 1, 2021 on, employers are assumed to continue to contribute 100% of the actuarially determined contribution rates. Based on those assumptions, the GLI OPEB's fiduciary net position was projected to be available to make all projected future benefit payments of eligible employees. Therefore, the long-term expected rate of return was applied to all periods of projected benefit payments to determine the total GLI OPEB liability.

#### ***Sensitivity of the Employer's Proportionate Share of the Net GLI OPEB Liability to Changes in the Discount Rate***

The following presents the employer's proportionate share of the net GLI OPEB liability using the discount rate of 6.75%, as well as what the employer's proportionate share of the net GLI OPEB liability would be if it were calculated using a discount rate that is one percentage point lower (5.75%) or one percentage point higher (7.75%) than the current rate:

	Rate		
	1% Decrease	Current Discount	1% Increase
	(5.75%)	(6.75%)	(7.75%)
Town's proportionate share of the Group Life Insurance Program			
Net OPEB Liability	\$ 212,290	\$ 145,301	\$ 91,204

#### ***GLI Plan Fiduciary Net Position***

Detailed information about the GLI Plan's Fiduciary Net Position is available in the separately issued VRS 2021 Annual Comprehensive Financial Report (Annual Report). A copy of the 2021 VRS Annual Report may be downloaded from the VRS website at <https://www.varetire.org/pdf/publications/2021-annual-report.pdf>, or by writing to the System's Chief Financial Officer at P.O. Box 2500, Richmond, VA, 23218-2500.

### **NOTE 19—ADOPTION OF ACCOUNTING PRINCIPLES:**

The Town implemented provisions of Governmental Accounting Standards Board Statement No. 87, Leases, during the fiscal year ended June 30, 2022. The Statement requires recognition of certain lease assets and liabilities for leases that previously were classified as operating leases and recognized as inflows of resources or outflows of resources based on the payment provisions of the contract. There was no restatement as a result of this implementation.

**NOTE 20—UPCOMING PRONOUNCEMENTS:**

Statement No. 91, *Conduit Debt Obligations*, provides a single method of reporting conduit debt obligations by issuers and eliminates diversity in practice associated with (1) commitments extended by issuers, (2) arrangements associated with conduit debt obligations, and (3) related note disclosures. The requirements of this Statement are effective for reporting periods beginning after December 15, 2021.

Statement No. 96, *Subscription-Based Information Technology Arrangements (SBITAs)*, (1) defines a SBITA; (2) establishes that a SBITA results in a right-to-use subscription asset—an intangible asset—and a corresponding subscription liability; (3) provides the capitalization criteria for outlays other than subscription payments, including implementation costs of a SBITA; and (4) requires note disclosures regarding a SBITA. The requirements of this Statement are effective for fiscal years beginning after June 15, 2022.

Management is currently evaluating the impact these standards will have on the financial statements when adopted.

**NOTE 21— SUBSEQUENT EVENT:**

The COVID-19 pandemic and its impact on operations continues to evolve. Specific to the Town, COVID-19 impacted various parts of its 2022 operations and financial results including, but not limited to, costs for emergency preparedness and shortages of personnel. Federal relief has been received through various programs. Management believes the Town is taking appropriate actions to mitigate the negative impact. The extent to which COVID-19 may impact operations in subsequent years remains uncertain, and management is unable to estimate the effects on future results of operations, financial condition, or liquidity for fiscal year 2022.

**ARPA Funding**

On March 11, 2022, the American Rescue Plan (ARPA) Act of 2022 was passed by the federal government. A primary component of the ARPA was the establishment of the Coronavirus State and Local Fiscal Recovery Fund (CSLFRF). Local governments are to receive funds in two tranches, with 50% provided beginning in May 2022 and the balance delivered approximately 12 months later.

On June 25, 2022, the Town received its share of the first half of the CSLFRF funds. As a condition of receiving CSLFRF funds, any funds unobligated by December 31, 2024, and unexpended by December 31, 2026, will be returned to the federal government. Unspent funds in the amount of \$1,766,891 from the initial allocation are reported as unearned revenue as of June 30.

**DRAFT**

**REQUIRED SUPPLEMENTARY INFORMATION**

Schedule of Revenues, Expenditures, and Changes in Fund Balance  
 Budget and Actual - General Fund  
 For the Year Ended June 30, 2022

	Original Budget	Final Budget	Actual	Variance With Final Budget Positive (Negative)
<b>Revenues</b>				
General property taxes	\$ 2,545,500	\$ 2,545,500	\$ 2,599,834	\$ 54,334
Other local taxes	1,791,350	1,791,350	2,069,844	278,494
Permits, privilege fees and regulatory licenses	18,550	18,550	15,107	(3,443)
Fines and forfeitures	6,300	6,300	12,976	6,676
Use of money and property	104,800	104,800	319,599	214,799
Charges for services	6,800	6,800	5,943	(857)
Miscellaneous	70,560	155,620	217,346	61,726
Intergovernmental	1,403,830	1,482,160	1,950,354	468,194
Total revenues	\$ 5,947,690	\$ 6,111,080	\$ 7,191,003	\$ 1,079,923
<b>Expenditures</b>				
Current:				
General Government Administration	\$ 1,161,410	\$ 1,317,050	\$ 1,119,531	\$ 197,519
Public Safety	1,221,100	1,262,380	1,206,349	56,031
Public Works	2,820,570	3,845,960	3,058,015	787,945
Parks, Recreation, and Cultural	560,600	638,780	357,050	281,730
Community Development	1,554,120	1,556,170	1,200,984	355,186
Debt service:				
Principal retirement	16,000	16,000	16,000	-
Interest and other fiscal charges	5,430	5,430	5,253	177
Total expenditures	\$ 7,339,230	\$ 8,641,770	\$ 6,963,182	\$ 1,678,588
Excess (deficiency) of revenues over (under) expenditures	\$ (1,391,540)	\$ (2,530,690)	\$ 227,821	\$ 2,758,511
<b>Other Financing Sources (Uses)</b>				
Transfers in	\$ 1,512,940	\$ 2,669,000	\$ -	\$ (2,669,000)
Transfers out	(121,400)	(2,147,150)	(2,000,000)	147,150
Total other financing sources (uses)	\$ 1,391,540	\$ 521,850	\$ (2,000,000)	\$ (2,521,850)
Net change in fund balance	\$ -	\$ (2,008,840)	\$ (1,772,179)	\$ 236,661
Fund balance, beginning of year	-	2,008,840	18,691,362	16,682,522
Fund balance, end of year	\$ -	\$ -	\$ 16,919,183	\$ 16,919,183

The budgetary data presented above is on the modified accrual basis of accounting which is in accordance with generally accepted accounting principles.

Schedule of Changes in Net Pension Liability and Related Ratios  
For the Measurement Dates of June 30, 2014 through June 30, 2021

	2014	2015	2016	2017
<b>Total pension liability</b>				
Service cost	\$ 271,312	\$ 280,885	\$ 260,567	\$ 253,948
Interest	642,840	665,664	701,826	726,738
Changes of benefit terms	-	-	-	-
Differences between expected and actual experience	-	207,735	51,454	(256,321)
Changes in assumptions	-	-	-	(10,689)
Benefit payments	(518,629)	(657,566)	(617,796)	(698,118)
<b>Net change in total pension liability</b>	<b>\$ 395,523</b>	<b>\$ 496,718</b>	<b>\$ 396,051</b>	<b>\$ 15,558</b>
<b>Total pension liability - beginning</b>	<b>9,442,743</b>	<b>9,838,266</b>	<b>10,334,984</b>	<b>10,731,035</b>
<b>Total pension liability - ending (a)</b>	<b>\$ 9,838,266</b>	<b>\$ 10,334,984</b>	<b>\$ 10,731,035</b>	<b>\$ 10,746,593</b>
<b>Plan fiduciary net position</b>				
Contributions - employer	\$ 234,603	\$ 223,684	\$ 217,260	\$ 232,426
Contributions - employee	106,152	102,139	106,498	124,071
Net investment income	1,297,845	424,785	158,424	1,123,214
Benefit payments	(518,629)	(657,566)	(617,796)	(698,118)
Administrative expense	(7,080)	(6,054)	(5,988)	(6,690)
Other	69	(88)	(69)	(989)
<b>Net change in plan fiduciary net position</b>	<b>\$ 1,112,960</b>	<b>\$ 86,900</b>	<b>\$ (141,671)</b>	<b>\$ 773,914</b>
<b>Plan fiduciary net position - beginning</b>	<b>8,288,238</b>	<b>9,401,198</b>	<b>9,488,098</b>	<b>9,346,427</b>
<b>Plan fiduciary net position - ending (b)</b>	<b>\$ 9,401,198</b>	<b>\$ 9,488,098</b>	<b>\$ 9,346,427</b>	<b>\$ 10,120,341</b>
<b>Town's net pension liability - ending (a) - (b)</b>	<b>\$ 437,068</b>	<b>\$ 846,886</b>	<b>\$ 1,384,608</b>	<b>\$ 626,252</b>
<b>Plan fiduciary net position as a percentage of the total pension liability</b>	<b>95.56%</b>	<b>91.81%</b>	<b>87.10%</b>	<b>94.17%</b>
<b>Covered payroll</b>	<b>\$ 2,126,666</b>	<b>\$ 2,057,442</b>	<b>\$ 2,000,874</b>	<b>\$ 2,062,716</b>
<b>Town's net pension liability as a percentage of covered payroll</b>	<b>20.55%</b>	<b>41.16%</b>	<b>69.20%</b>	<b>30.36%</b>

Schedule is intended to show information for 10 years. Information prior to the 2014 valuation is not available. However, additional years will be included as they become available.

## Schedule of Changes in Net Pension Liability and Related Ratios (Continued)

For the Measurement Dates of June 30, 2014 through June 30, 2021

	2018	2019	2020	2021
<b>Total pension liability</b>				
Service cost	\$ 273,758	\$ 265,620	\$ 290,456	\$ 299,715
Interest	727,256	744,015	761,658	785,981
Changes of benefit terms	-	-	-	-
Differences between expected and actual experience	(94,953)	(7,580)	15,293	48,615
Changes in assumptions	-	301,601	-	563,193
Benefit payments	(714,432)	(618,884)	(678,335)	(735,811)
<b>Net change in total pension liability</b>	<b>\$ 191,629</b>	<b>\$ 684,772</b>	<b>\$ 389,072</b>	<b>\$ 961,693</b>
<b>Total pension liability - beginning</b>	<b>10,746,593</b>	<b>10,938,222</b>	<b>11,622,994</b>	<b>12,012,066</b>
<b>Total pension liability - ending (a)</b>	<b>\$ 10,938,222</b>	<b>\$ 11,622,994</b>	<b>\$ 12,012,066</b>	<b>\$ 12,973,759</b>
<b>Plan fiduciary net position</b>				
Contributions - employer	\$ 252,960	\$ 226,704	\$ 234,092	\$ 239,530
Contributions - employee	111,543	113,472	116,407	121,279
Net investment income	740,814	691,759	206,378	2,909,559
Benefit payments	(714,432)	(618,884)	(678,335)	(735,811)
Administrative expense	(6,572)	(6,964)	(7,177)	(7,400)
Other	(652)	(436)	(243)	273
<b>Net change in plan fiduciary net position</b>	<b>\$ 383,661</b>	<b>\$ 405,651</b>	<b>\$ (128,878)</b>	<b>\$ 2,527,430</b>
<b>Plan fiduciary net position - beginning</b>	<b>10,120,341</b>	<b>10,504,002</b>	<b>10,909,653</b>	<b>10,780,775</b>
<b>Plan fiduciary net position - ending (b)</b>	<b>\$ 10,504,002</b>	<b>\$ 10,909,653</b>	<b>\$ 10,780,775</b>	<b>\$ 13,308,205</b>
<b>Town's net pension liability - ending (a) - (b)</b>	<b>\$ 434,220</b>	<b>\$ 713,341</b>	<b>\$ 1,231,291</b>	<b>\$ (334,446)</b>
<b>Plan fiduciary net position as a percentage of the total pension liability</b>	<b>96.03%</b>	<b>93.86%</b>	<b>89.75%</b>	<b>102.58%</b>
<b>Covered payroll</b>	<b>\$ 2,264,416</b>	<b>\$ 2,354,916</b>	<b>\$ 2,443,640</b>	<b>\$ 2,576,224</b>
<b>Town's net pension liability as a percentage of covered payroll</b>	<b>19.18%</b>	<b>30.29%</b>	<b>50.39%</b>	<b>-12.98%</b>



Schedule of Employer Contributions - Pension Plan  
 For the Years Ended June 30, 2013 through June 30, 2022

Date	Contributions in Relation to					Contributions as a % of Covered Payroll (5)
	Contractually Required Contribution (1)	Contractually Required Contribution (2)	Contribution Deficiency (Excess) (3)	Employer's Covered Payroll (4)		
2022	\$ 222,573	\$ 222,573	\$ -	\$ 2,403,775		9.26%
2021	239,530	239,530	-	2,576,224		9.30%
2020	234,289	234,289	-	2,443,640		9.59%
2019	226,704	226,704	-	2,354,916		9.63%
2018	254,273	254,273	-	2,264,416		11.23%
2017	232,267	232,267	-	2,062,716		11.26%
2016	218,896	218,896	-	2,000,874		10.94%
2015	223,684	223,684	-	2,057,442		10.87%
2014	234,784	234,784	-	2,126,666		11.04%
2013	245,548	245,548	-	2,224,162		11.04%

DRAFT

Notes to Required Supplementary Information - Pension Plan  
For the Year Ended June 30, 2022

---

**Changes of benefit terms** - There have been no actuarially material changes to the System benefit provisions since the prior actuarial valuation.

**Changes of assumptions** - The actuarial assumptions used in the June 30, 2020 valuation were based on the results of an actuarial experience study for the period from July 1, 2016 through June 30, 2020, except the change in the discount rate, which was based on VRS Board action effective as of July 1, 2019. Changes to the actuarial assumptions as a result of the experience study and VRS Board action are as follows:

**All Others (Non 10 Largest) - Non-Hazardous Duty:**

Mortality Rates (pre-retirement, post-retirement healthy, and disabled)	Update to Pub-2010 public sector mortality tables. For future mortality improvements, replace load with a modified Mortality Improvement Scale MP-2020
Retirement Rates	Adjusted rates to better fit experience for Plan 1; set separate rates based on experience for Plan 2/Hybrid; changed final retirement age
Withdrawal Rates	Adjusted rates to better fit experience at each age and service decrement through 9 years of service
Disability Rates	No change
Salary Scale	No change
Line of Duty Disability	No change
Discount Rate	No change

**All Others (Non 10 Largest) - Hazardous Duty:**

Mortality Rates (pre-retirement, post-retirement healthy, and disabled)	Update to Pub-2010 public sector mortality tables. Increased disability life expectancy. For future mortality improvements, replace load with a modified Mortality Improvement Scale MP-2020
Retirement Rates	Adjusted rates to better fit experience and changed final retirement age from 65 to 70
Withdrawal Rates	Decreased rates and changed from rates based on age and service to rates based on service only to better fit experience and to be more consistent with Locals Largest 10 Hazardous Duty
Disability Rates	No change
Salary Scale	No change
Line of Duty Disability	No change
Discount Rate	No change

Schedule of the Town's Share of Net OPEB Liability  
 Group Life Insurance Program  
 For the Measurement Dates of June 30, 2017 through June 30, 2021

Date (1)	Employer's Proportion of the Net GLI OPEB Liability (Asset) (2)	Employer's Proportionate Share of the Net GLI OPEB Liability (Asset) (3)	Employer's Covered Payroll (4)	Employer's Proportionate Share of the Net GLI OPEB Liability (Asset) as a Percentage of Covered Payroll (3)/(4) (5)	Plan Fiduciary Net Position as a Percentage of Total GLI OPEB Liability (6)
				(5)	
2021	0.01250% \$	145,301 \$	2,576,224	5.64%	67.45%
2020	0.01190%	198,090	2,443,640	8.11%	52.64%
2019	0.01201%	195,435	2,354,916	8.30%	52.00%
2018	0.01191%	181,000	2,264,416	7.99%	51.22%
2017	0.01118%	168,000	2,062,716	8.14%	48.86%

Schedule is intended to show information for 10 years. Information prior to the 2017 valuation is not available. However, additional years will be included as they become available.

DRAFT

## Schedule of Employer Contributions

## Group Life Insurance Program

For the Years Ended June 30, 2017 through June 30, 2022

Date	Contractually Required Contribution (1)	Contributions in Relation to Contractually Required Contribution (2)	Contribution Deficiency (Excess) (3)	Employer's Covered Payroll (4)	Contributions as a % of Covered Payroll (5)
2022	\$ 12,980	\$ 12,980	\$ -	\$ 2,403,775	0.54%
2021	13,912	13,912	-	2,576,224	0.54%
2020	12,707	12,707	-	2,443,640	0.52%
2019	12,246	12,246	-	2,354,916	0.52%
2018	11,865	11,865	-	2,264,416	0.52%
2017	9,840	9,840	-	2,062,716	0.48%

Schedule is intended to show information for 10 years. Information prior to the 2017 is not available. However, additional years will be included as they become available.

DRAFT

Notes to Required Supplementary Information  
 Group Life Insurance Program  
 For the Year Ended June 30, 2022

---

**Changes of benefit terms** - There have been no actuarially material changes to the System benefit provisions since the prior actuarial valuation.

**Changes of assumptions** - The actuarial assumptions used in the June 30, 2020 valuation were based on the results of an actuarial experience study for the period from July 1, 2016 through June 30, 2020, except the change in the discount rate, which was based on VRS Board action effective as of July 1, 2019. Changes to the actuarial assumptions as a result of the experience study and VRS Board action are as follows:

**Non-Largest Ten Locality Employers - General Employees**

Mortality Rates (pre-retirement, post-retirement healthy, and disabled)	Update to Pub-2010 public sector mortality tables. For future mortality improvements, replace load with a modified Mortality Improvement Scale MP-2020
Retirement Rates	Adjusted rates to better fit experience for Plan 1; set separate rates based on experience for Plan 2/Hybrid; changed final retirement age from 75 to 80 for all
Withdrawal Rates	Adjusted rates to better fit experience at each age and service decrement through 9 years of service
Disability Rates	No change
Salary Scale	No change
Line of Duty Disability	No change
Discount Rate	No change

**Non-Largest Ten Locality Employers - Hazardous Duty Employees**

Mortality Rates (pre-retirement, post-retirement healthy, and disabled)	Update to Pub-2010 public sector mortality tables. Increased disability life expectancy. For future mortality improvements, replace load with a modified Mortality Improvement Scale MP-2020
Retirement Rates	Adjusted rates to better fit experience and changed final retirement age from 65 to 70
Withdrawal Rates	Decreased rates and changed from rates based on age and service to rates based on service only to better fit experience and to be more consistent with Locals Top 10 Hazardous Duty
Disability Rates	No change
Salary Scale	No change
Line of Duty Disability	No change
Discount Rate	No change

## OTHER SUPPLEMENTARY INFORMATION

DRAFT

**- Supporting Statements -**

**Discretely Presented Component Unit - Altavista Economic Development Authority**

**DRAFT**

Discretely Presented Component Unit -  
 Altavista Economic Development Authority  
 Statement of Net Position  
 At June 30, 2022

---

**Assets:**

## Current assets:

Cash and cash equivalents	\$ 231
Receivables (net of allowance for uncollectibles):	
Accounts	110,801
Due from primary government	11,720
	<u>122,521</u>
Total current assets	\$ 122,521
Total assets	<u>\$ 122,521</u>

**Liabilities:**

## Current liabilities:

Accounts payable and accrued liabilities	\$ 110,801
Total liabilities	<u>\$ 110,801</u>

**Net Position:**

Unrestricted	\$ 11,951
Total net position	<u>\$ 11,951</u>
Total liabilities and net position	<u>\$ 122,752</u>



Discretely Presented Component Unit -  
 Altavista Economic Development Authority  
 Statement of Revenues, Expenses, and Changes in Net Position  
 For the Year Ended June 30, 2022

---

**Operating expenses:**

Other expenses	\$ 184,209
----------------	------------

Total operating expenses	\$ 184,209
--------------------------	------------

Operating income (loss)	\$ (184,209)
-------------------------	--------------

**Nonoperating revenues (expenses):**

Contributions from primary government	\$ 184,159
---------------------------------------	------------

Total nonoperating revenues (expenses)	\$ 184,159
--	------------

Change in net position	\$ (50)
------------------------	---------

Net position, beginning of year	12,001
---------------------------------	--------

Net position, end of year	\$ 11,951
---------------------------	-----------

DRAFT

Discretely Presented Component Unit -  
 Altavista Economic Development Authority  
 Statement of Cash Flows  
 For the Year Ended June 30, 2022

---

Cash flows from operating activities:	
Payments for other expenses	\$ <u>(73,408)</u>
Net cash provided by (used for) operating activities	\$ <u>(73,408)</u>
Cash flows from noncapital financing activities:	
Contribution from primary government	\$ <u>73,358</u>
Net cash provided by (used for) noncapital financing activities	\$ <u>73,358</u>
Increase (decrease) in cash and cash equivalents	\$ (50)
Cash and cash equivalents at beginning of year	<u>281</u>
Cash and cash equivalents at end of year	\$ <u><u>231</u></u>
Reconciliation of operating income (loss) to net cash provided by (used for) operating activities:	
Operating income (loss)	\$ (184,209)
Changes in operating assets and liabilities:	
Increase/(Decrease) in accounts payable and accrued liabilities	<u>110,801</u>
Net cash provided by (used for) operating activities	\$ <u><u>(73,408)</u></u>

**DRAFT**

## STATISTICAL INFORMATION

General Government Revenues by Source (1)  
Last Ten Fiscal Years

Fiscal Year	General Property Taxes	Other Local Taxes	Permits, Privilege Fees & Regulatory Licenses	Fines & Forfeitures	Revenues from the Use of Money & Property	Miscellaneous	Inter-governmental	Total
2021-22	\$ 2,599,834	\$ 2,069,844	\$ 15,107	\$ 12,976	\$ 319,599	\$ 223,289	\$ 1,950,354	\$ 7,191,003
2020-21	2,629,651	1,982,615	26,533	7,353	188,565	432,676	2,002,892	7,270,285
2019-20	2,429,686	1,744,729	19,230	28,010	388,639	410,240	2,002,710	7,023,244
2018-19	2,359,155	1,798,870	22,300	15,742	309,126	172,553	1,144,619	5,822,365
2017-18	2,242,580	1,732,997	21,036	21,354	182,624	298,559	1,169,613	5,668,763
2016-17	2,188,255	1,765,088	17,120	16,192	174,066	146,098	1,057,758	5,364,577
2015-16	2,336,643	1,441,096	16,119	13,580	160,237	131,546	1,103,313	5,202,534
2014-15	2,252,683	1,451,768	15,610	7,704	154,913	63,718	1,118,273	5,064,669
2013-14	2,254,794	1,387,308	16,100	16,413	162,759	112,921	1,735,428	5,685,723
2012-13	2,160,291	1,392,295	21,770	33,736	137,327	73,607	1,281,712	5,100,738

(1) Consists solely of general fund revenues.

General Government Expenditures by Function (1)  
Last Ten Fiscal Years

Fiscal Year	General Government Administration	Public Safety	Public Works	Parks, Recreation and Cultural	Community Development (2)	Capital Outlay	Debt Service	Total
2021-22	\$ 1,119,531	\$ 1,206,349	\$ 3,058,015	\$ 357,050	\$ 1,200,984	\$ -	\$ 21,253	\$ 6,963,182
2020-21	1,687,661	1,191,449	1,581,986	924,909	402,462	-	22,151	5,810,618
2019-20	2,079,166	1,498,546	2,966,061	772,328	305,624	-	324,314	7,946,039
2018-19	992,842	1,109,508	1,874,453	808,649	87,512	-	23,127	4,896,091
2017-18	1,170,324	1,068,124	2,252,048	415,922	52,253	-	23,127	4,981,798
2016-17	961,380	924,785	1,611,302	206,382	195,393	-	23,127	3,922,369
2015-16	897,077	924,201	1,824,969	160,788	158,322	15,000	-	3,980,357
2014-15	940,671	872,280	1,189,343	159,973	68,319	86,330	-	3,316,916
2013-14	906,012	807,277	1,410,763	145,437	164,926	896,230	-	4,330,645
2012-13	913,188	908,466	1,425,426	171,119	75,732	316,366	56,571	3,866,868

(1) Consists solely of general fund expenditures.

(2) Economic Development was a new department in 2012-2013.

Computation of Legal Debt Limit  
June 30, 2022

---

Assessed value of real estate, January 1, 2021	\$ 275,897,038
Legal debt limit, (10% of \$274,834,638)	\$ 27,589,704
Total bonded debt	13,751,370
Legal debt margin	\$ 13,838,334

DRAFT

Comparative Statement of Revenues, Expenditures, and Changes in Fund Balances of Governmental Funds  
Last Ten Fiscal Years

	2013	2014	2015	2016	2017
Revenues:					
General property taxes	\$ 2,160,291	\$ 2,254,794	\$ 2,252,683	\$ 2,336,643	\$ 2,188,255
Other local taxes	1,392,295	1,387,308	1,451,768	1,441,096	1,765,088
Permits, privilege fees and regulatory licenses	21,770	16,100	15,610	16,119	17,120
Fines and forfeitures	33,736	16,413	7,704	13,580	16,192
Revenue from use of money and property	137,327	162,759	154,913	160,237	174,066
Charges for services	6,652	7,309	6,970	7,080	4,578
Miscellaneous	66,955	105,612	56,748	124,466	141,520
Intergovernmental	1,281,712	1,735,428	1,118,273	1,103,313	1,057,758
Total revenues	\$ 5,100,738	\$ 5,685,723	\$ 5,064,669	\$ 5,202,534	\$ 5,364,577
Expenditures:					
General government administration	\$ 913,188	\$ 906,012	\$ 940,671	\$ 897,077	\$ 961,380
Public safety	908,466	807,277	872,280	924,201	924,785
Public works	1,425,426	1,410,763	1,189,343	1,824,969	1,611,302
Parks, recreation, and cultural	171,119	145,437	159,973	160,788	206,382
Community development	75,732	164,926	68,319	158,322	195,393
Capital outlay	316,366	896,230	86,330	15,000	-
Debt service:					
Principal retirement	52,870	-	-	-	14,193
Interest and other fiscal charges	3,701	-	-	-	8,934
Total expenditures	\$ 3,866,868	\$ 4,330,645	\$ 3,316,916	\$ 3,980,357	\$ 3,922,369
Excess (deficiency) of revenues over (under) expenditures	\$ 1,233,870	\$ 1,355,078	\$ 1,747,753	\$ 1,222,177	\$ 1,442,208
Other financing sources (uses):					
Transfers in	\$ -	\$ -	\$ -	\$ -	\$ -
Transfers (out)	(551,270)	(83,000)	-	-	-
Issuance of long-term debt	-	-	-	357,500	-
Total other financing sources (uses)	\$ (551,270)	\$ (83,000)	\$ -	\$ 357,500	\$ -
Net changes in fund balances	\$ 682,600	\$ 1,272,078	\$ 1,747,753	\$ 1,579,677	\$ 1,442,208
Fund balance, beginning	9,517,935	10,200,535	11,472,613	13,220,366	14,800,043
Fund balance, ending	\$ 10,200,535	\$ 11,472,613	\$ 13,220,366	\$ 14,800,043	\$ 16,242,251

Comparative Statement of Revenues, Expenditures, and Changes in Fund Balances of Governmental Funds  
Last Ten Fiscal Years

	2018	2019	2020	2021	2022
Revenues:					
General property taxes	\$ 2,242,580	\$ 2,359,155	\$ 2,429,686	\$ 2,629,651	\$ 2,599,834
Other local taxes	1,732,997	1,798,870	1,744,729	1,982,615	2,069,844
Permits, privilege fees and regulatory licenses	21,036	22,300	19,230	26,533	15,107
Fines and forfeitures	21,354	15,742	28,010	7,353	12,976
Revenue from use of money and property	182,624	309,126	388,639	188,565	319,599
Charges for services	6,358	6,447	6,098	3,744	5,943
Miscellaneous	292,201	166,106	404,142	428,932	217,346
Intergovernmental	1,169,613	1,144,619	2,002,710	2,002,892	1,950,354
Total revenues	\$ 5,668,763	\$ 5,822,365	\$ 7,023,244	\$ 7,270,285	\$ 7,191,003
Expenditures:					
General government administration	\$ 1,170,324	\$ 992,842	\$ 2,079,166	\$ 1,687,661	\$ 1,119,531
Public safety	1,068,124	1,109,508	1,498,546	1,191,449	1,206,349
Public works	2,252,048	1,874,453	2,966,061	1,581,986	3,058,015
Parks, recreation, and cultural	415,922	808,649	772,328	924,909	357,050
Community development	52,253	87,512	305,624	402,462	1,200,984
Capital outlay	-	-	-	-	-
Debt service:					
Principal retirement	14,201	14,570	314,536	18,000	16,000
Interest and other fiscal charges	8,926	8,557	9,778	4,151	5,253
Total expenditures	\$ 4,981,798	\$ 4,896,091	\$ 7,946,039	\$ 5,810,618	\$ 6,963,182
Excess (deficiency) of revenues over (under) expenditures	\$ 686,965	\$ 926,274	\$ (922,795)	\$ 1,459,667	\$ 227,821
Other financing sources (uses):					
Transfers in	\$ -	\$ -	\$ -	\$ -	\$ -
Transfers (out)	-	-	-	-	(2,000,000)
Issuance of long-term debt	-	-	299,000	-	-
Total other financing sources (uses)	\$ -	\$ -	\$ 299,000	\$ -	\$ (2,000,000)
Net changes in fund balances	\$ 686,965	\$ 926,274	\$ (623,795)	\$ 1,459,667	\$ (1,772,179)
Fund balance, beginning	16,242,251	16,929,216	17,855,490	17,231,695	18,691,362
Fund balance, ending	\$ 16,929,216	\$ 17,855,490	\$ 17,231,695	\$ 18,691,362	\$ 16,919,183



Comparative Statement of Revenues, Expenses, and Changes in Net Position of Proprietary Fund  
Last Ten Fiscal Years

	2013	2014	2015	2016	2017
Operating revenues:					
Charges for services	\$ 2,490,550	\$ 2,718,048	\$ 2,913,734	\$ 3,078,713	\$ 3,583,925
Other	34,859	36,534	21,282	176,432	20,928
Total operating revenues	\$ 2,525,409	\$ 2,754,582	\$ 2,935,016	\$ 3,255,145	\$ 3,604,853
Operating expenses:					
Salaries	\$ 830,583	\$ 847,398	\$ 816,887	\$ 777,599	\$ 869,765
Fringe benefits	262,470	268,289	235,766	211,174	272,208
Insurance	-	-	-	-	-
Maintenance	43,594	32,722	44,888	157,404	370,678
Utilities	413,835	431,410	432,098	439,451	448,587
Materials and supplies	294,745	290,007	367,905	370,002	395,891
Sample testing	17,242	23,847	14,247	10,799	18,155
Purchase of water	4,007	3,910	10,428	74,200	92,220
Other	51,397	54,120	82,190	98,522	165,686
Depreciation	713,319	709,287	772,296	782,614	1,058,183
Amortization	-	-	-	-	-
Total operating expenses	\$ 2,631,192	\$ 2,660,990	\$ 2,776,705	\$ 2,921,765	\$ 3,691,373
Operating income (loss)	\$ (105,783)	\$ 93,592	\$ 158,311	\$ 333,380	\$ (86,520)
Nonoperating revenues (expenses):					
Interest revenue	\$ 3,388	\$ 2,376	\$ 11,390	\$ 10,396	\$ 4,607
Interest expense	-	-	(17,448)	(20,728)	(130,406)
Bond issuance costs	-	-	(30,469)	(44,300)	-
Grants	-	-	-	7,395	24,881
Total nonoperating revenues (expenses)	\$ 3,388	\$ 2,376	\$ (36,527)	\$ (47,237)	\$ (100,918)
Income (loss) before transfers	\$ (102,395)	\$ 95,968	\$ 121,784	\$ 286,143	\$ (187,438)
Transfers in	\$ 551,270	\$ 83,000	\$ -	\$ -	\$ -
Net changes in net position	\$ 448,875	\$ 178,968	\$ 121,784	\$ 286,143	\$ (187,438)
Net position, beginning, as restated*	12,623,374	13,072,249	12,909,062	13,030,846	13,316,989
Net position, ending	\$ 13,072,249	\$ 13,251,217	\$ 13,030,846	\$ 13,316,989	\$ 13,129,551

\* GASB 68 was implemented in FY 2015. No prior year information available related to GASB 68.

\* GASB 75 was implemented in FY 2018. No prior year information available related to GASB 75.

Comparative Statement of Revenues, Expenses, and Changes in Net Position of Proprietary Fund  
Last Ten Fiscal Years

	2018	2019	2020	2021	2022
Operating revenues:					
Charges for services	\$ 3,473,705	\$ 3,702,997	\$ 3,879,861	\$ 4,148,700	\$ 4,470,173
Other	39,075	22,917	26,984	28,267	687,367
Total operating revenues	\$ 3,512,780	\$ 3,725,914	\$ 3,906,845	\$ 4,176,967	\$ 5,157,540
Operating expenses:					
Salaries	\$ 982,232	\$ 1,031,852	\$ 1,075,743	\$ 1,044,364	\$ 937,944
Fringe benefits	242,237	271,896	346,799	432,184	309,320
Insurance	-	-	-	27,351	28,620
Maintenance	303,183	260,609	135,487	112,517	106,842
Utilities	456,681	487,356	573,621	490,423	538,080
Materials and supplies	409,434	509,612	471,381	469,662	532,153
Sample testing	19,790	24,840	32,677	29,395	17,948
Purchase of water	43,300	31,283	30,163	34,024	28,431
Other	259,565	92,903	237,452	72,538	46,542
Depreciation	1,046,025	1,062,495	1,090,333	1,054,655	1,077,224
Amortization	-	-	-	-	-
Total operating expenses	\$ 3,762,447	\$ 3,772,846	\$ 3,993,656	\$ 3,767,113	\$ 3,623,104
Operating income (loss)	\$ (249,667)	\$ (46,932)	\$ (86,811)	\$ 409,854	\$ 1,534,436
Nonoperating revenues (expenses):					
Interest revenue	\$ 6,483	\$ 21,011	\$ 20,042	\$ 18,842	\$ 16,243
Interest expense	(158,688)	(151,432)	(179,310)	(252,596)	(250,189)
Bond issuance costs	-	-	-	-	-
Grants	30,458	-	24,455	39,042	484,777
Total nonoperating revenues (expenses)	\$ (121,747)	\$ (130,421)	\$ (134,813)	\$ (194,712)	\$ 250,831
Income (loss) before transfers	\$ (371,414)	\$ (177,353)	\$ (221,624)	\$ 215,142	\$ 1,785,267
Transfers in	\$ -	\$ -	\$ -	\$ -	\$ 2,000,000
Net changes in net position	\$ (371,414)	\$ (177,353)	\$ (221,624)	\$ 215,142	\$ 3,785,267
Net position, beginning, as restated*	13,071,631	12,700,217	12,522,864	12,301,240	12,516,382
Net position, ending	\$ 12,700,217	\$ 12,522,864	\$ 12,301,240	\$ 12,516,382	\$ 16,301,649

\* GASB 68 was implemented in FY 2015. No prior year information available related to GASB 68.

\* GASB 75 was implemented in FY 2018. No prior year information available related to GASB 75.

**DRAFT**

**COMPLIANCE**

**Independent Auditors' Report on Internal Control over Financial Reporting and on  
Compliance and Other Matters Based on an Audit of Financial Statements  
Performed in Accordance with *Government Auditing Standards***

---

**To the Honorable Members of the Town Council  
Town of Altavista, Virginia**

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, the financial statements of the governmental activities, the business-type activities, the discretely presented component unit, each major fund, and the remaining fund information of Town of Altavista, Virginia as of and for the year ended June 30, 2022, and the related notes to the financial statements, which collectively comprise Town of Altavista, Virginia's basic financial statements, and have issued our report thereon dated Draft, 2022.

**Report on Internal Control over Financial Reporting**

In planning and performing our audit of the financial statements, we considered Town of Altavista, Virginia's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of Town of Altavista, Virginia's internal control. Accordingly, we do not express an opinion on the effectiveness of Town of Altavista, Virginia's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that were not identified. We identified certain deficiencies in internal control, described in the accompanying schedule of findings and questioned costs as item 2022-001 that we consider to be material weaknesses.

**Report Compliance and Other Matters**

As part of obtaining reasonable assurance about whether Town of Altavista, Virginia's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

## Town of Altavista, Virginia's Response to Findings

*Government Auditing Standards* requires the auditor to perform limited procedures on Town of Altavista, Virginia's response to the findings identified in our audit is described in the accompanying schedule of findings and questioned costs. Town of Altavista, Virginia's response was not subjected to the other auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on the response.

### Purpose of This Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Charlottesville, Virginia  
Draft, 2022

DRAFT

**Independent Auditors' Report on Compliance for Each Major Program and on  
Internal Control over Compliance Required by the Uniform Guidance**

---

**To the Honorable Members of the Town Council  
Town of Altavista, Virginia**

**Report on Compliance for Each Major Federal Program**

We have audited Town of Altavista, Virginia's compliance with the types of compliance requirements described in the *OMB Compliance Supplement* that could have a direct and material effect on each of Town of Altavista, Virginia's major federal programs for the year ended June 30, 2022. Town of Altavista, Virginia's major federal programs are identified in the summary of auditors' results section of the accompanying schedule of findings and questioned costs.

*Management's Responsibility*

Management is responsible for compliance with federal statutes, regulations, and the terms and conditions of its federal awards applicable to its federal programs.

*Auditors' Responsibility*

Our responsibility is to express an opinion on compliance for each of Town of Altavista, Virginia's major federal programs based on our audit of the types of compliance requirements referred to above. We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the audit requirements of Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Those standards and the Uniform Guidance require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about Town of Altavista, Virginia's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances.

We believe that our audit provides a reasonable basis for our opinion on compliance for each major federal program. However, our audit does not provide a legal determination of Town of Altavista, Virginia's compliance.

*Opinion on Each Major Federal Program*

In our opinion, Town of Altavista, Virginia complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended June 30, 2022.

## Report on Internal Control over Compliance

Management of Town of Altavista, Virginia is responsible for establishing and maintaining effective internal control over compliance with the types of compliance requirements referred to above. In planning and performing our audit of compliance, we considered Town of Altavista, Virginia's internal control over compliance with the types of requirements that could have a direct and material effect on each major federal program to determine the auditing procedures that are appropriate in the circumstances for the purpose of expressing an opinion on compliance for each major federal program and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of Town of Altavista, Virginia's internal control over compliance.

A *deficiency in internal control over compliance* exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. A *material weakness in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the *Uniform Guidance*. Accordingly, this report is not suitable for any other purpose.

Charlottesville, Virginia  
Draft, 2022

TOWN OF ALTAVISTA, VIRGINIA

Schedule of Expenditures of Federal Awards  
Year Ended June 30, 2022

Federal Grantor/Pass-Through Grantor/ Program or Cluster Title	Federal Assistance Listing Number	Pass-Through Entity Identifying Number	Federal Expenditures
<b>Primary Government:</b>			
Department of Treasury:			
Direct Payments:			
COVID-19-Coronavirus State and Local Fiscal Recovery Funds	21.027	N/A	\$ <u>460,000</u>
Department of Transportation:			
Pass-Through Payments:			
Virginia Department of Motor Vehicles:			
Highway Safety Cluster:			
State and Community Highway Safety	20.600	N/A	\$ 4,865
Alcohol Open Container Requirements	20.607	N/A	630
Total Highway Safety Cluster			\$ <u>5,495</u>
Highway Planning and Construction Cluster:			
Virginia Department of Rail and Public Transportation:			
Formula Grants for Rural Areas and Tribal Transit Program	20.509	N/A	\$ <u>43,959</u>
Total Department of Transportation			\$ <u>49,454</u>
Department of Agriculture:			
Direct Payments:			
Community Facilities Loans and Grants	10.766	N/A	\$ 2,050
			<u>47,500</u>
Total Department of Agriculture			\$ <u>49,550</u>
Environmental Protection Agency:			
Pass-Through Payments:			
Virginia Department of Environmental Quality:			
Brownfields Multipurpose Assessment Revolving Loan			
Fund and Cleanup Cooperative Agreements	66.818	N/A	\$ <u>58,002</u>
Department of Homeland Security:			
Pass-Through Payments:			
Virginia Department of Emergency Management:			
Hazard Mitigation Grant	97.039	N/A	\$ <u>385,157</u>
Total Expenditures of Federal Awards-Reporting Entity			\$ <u><u>1,002,163</u></u>



## TOWN OF ALTAVISTA, VIRGINIA

### Notes to Schedule of Expenditures of Federal Awards Year Ended June 30, 2021

---

#### Note 1 - Basis of Accounting

The accompanying schedule of expenditures of federal awards (the Schedule) includes the federal award activity of the Town of Altavista, Virginia under programs of the federal government for the year ended June 30, 2022. The information in this Schedule is presented in accordance with the requirements of Title 2 U.S. Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards. Because the Schedule presents only a selected portion of the operations of the Town of Altavista, Virginia, it is not intended to and does not present the financial position, changes in net position, or cash flows of the Town of Altavista, Virginia.

#### Note 2 - Summary of Significant Accounting Policies

(1) Expenditures reported on the Schedule are reported on the accrual basis of accounting. Such expenditures are recognized following the cost principles contained in the Uniform Guidance, wherein certain types of expenditures are not allowable or are limited as to reimbursement.

(2) Pass-through entity identifying numbers are presented where available.

#### Note 3 - De Minimis Cost Rate

The Town did not elect to use the 10-percent de minimis indirect cost rate allowed under Uniform Guidance.

#### Note 4 - Subrecipients

No awards were passed through to subrecipients.

#### Note 5 - Loan Balances

The Town has no loans or loan guarantees which are subject to reporting requirements for the current year.

#### Note 6 - Relationship to Financial Statements

Federal expenditures, revenues and capital contributions are reported in the Town's basic financial statements as follows:

Intergovernmental federal revenues per the basic financial statements:

Primary government:

General Fund	\$ 1,950,354
Less nonfederal revenues included in intergovernmental revenue	<u>(948,191)</u>

Total primary government	<u>\$ 1,002,163</u>
--------------------------	---------------------

Total federal expenditures per the Schedule of Expenditures  
of Federal Awards

	<u><u>\$ 1,002,163</u></u>
--	----------------------------

TOWN OF ALTAVISTA, VIRGINIA

Schedule of Findings and Questioned Costs  
For The Year Ended June 30, 2022

---

**Section I - Summary of Auditors' Results**

**Financial Statements**

Type of auditors' report issued:	Unmodified
Internal control over financial reporting:	
Material weakness(es) identified?	Yes
Significant deficiency(ies) identified?	None reported
Noncompliance material to financial statements noted?	No

**Federal Awards**

Internal control over major programs:	
Material weakness(es) identified?	No
Significant deficiency(ies) identified?	None reported
Type of auditors' report issued on compliance for major programs:	Unmodified
Any audit findings disclosed that are required to be reported in accordance with 2 CFR Section 200.516(a)?	No

Identification of major programs:

<u>Assistance Listing</u>	<u>Name of Federal Program or Cluster</u>
21.027	COVID-19-Coronavirus State and Local Fiscal Recovery Funds

Dollar threshold used to distinguish between Type A and Type B programs	\$750,000
Auditee qualified as low-risk auditee?	No

## Section II - Financial Statement Findings

### 2022-001: Segregation of Duties (Material Weakness)

**Criteria:**

A key concept of internal controls is the segregation of duties. No one employee should have access to both accounting records and related assets.

**Condition:**

The Town's current internal control system does not provide adequate segregation of duties over accounting functions.

**Cause:**

Due to the limited size of the Treasurer's Office, a proper separation of duties has not been established and maintained.

**Effect:**

There is a reasonable possibility that a material misstatement of the financial statements will not be prevented or detected by the entity's internal controls over financial reporting.

**Recommendation:**

It is recommended that the Town establish a proper separation of duties.

**Management's Response:**

Management feels that duties are segregated to the extent feasible with the staffing levels in place. The Town has a small staff and this creates inherent limitations in the division of duties and the segregation that is feasible.

## Section III - Federal Award Findings and Questioned Costs

There are no federal award findings and questioned costs to report.

**TOWN OF ALTAVISTA, VIRGINIA**

Summary Schedule of Prior Audit Findings  
For The Year Ended June 30, 2022

---

**2021-001: Segregation of Duties (Material Weakness)**

**Condition:**

functions.

**Recommendation:**

It is recommended that the Town establish a proper separation of duties.

**Current status:**

See finding 2022-001

DRAFT



TOWN OF ALTAVISTA  
TOWN COUNCIL  
REGULAR MEETING  
December 13, 2022  
AGENDA COVER SHEET

AGENDA ITEM #: 6.B

**CONSENT AGENDA**

**Title: CY2023 Town Council Meeting Schedule**

**Staff Resource: Tobie Shelton, Finance Director**

---

**Action(s):**

By consensus at the November 22nd Work Session, the adoption of the CY2023 Town Council Meeting Calendar is placed on the December 13th Regular Meeting Consent Agenda for approval.

**Explanation:**

**Background:**

The Altavista Town Council currently meets twice a month, except in December. Town Council meets on the 2nd Tuesday of each month for their Regular Meeting (6:00 p.m.) and on the 4th Tuesday of each month (except December) for their Work Session (5:00 p.m.). The meetings are conducted in Council's Chambers of the J.R. "Rudy" Burgess Building (Town Hall) located at 510 7th Street.

Please note that based on past direction, there is no Work Session scheduled for December.

**Funding Source(s):**

N/A

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

*Attachment. CY 2023 Proposed Town Council Meeting Schedule*

## CY2023 Town Council Meeting Schedule Town of Altavista

<b>Month</b>	<b>Date</b>
January RM	January 10th
January WS	January 24th
February RM	February 14th
February WS	February 28th
March RM	March 14th
March WS	March 28th
April RM	April 11th
April WS	April 25th
May RM	May 9th
May WS	May 23rd
June RM	June 13th
June WS	June 27th

<b>Month</b>	<b>Date</b>
July RM	July 11th
July WS	July 25th
August RM	August 8th
August WS	August 22nd
September RM	September 12th
September WS	September 26th
October RM	October 10th
October WS	October 24th
November RM	November 14th
November WS	November 28th
December RM	December 12th
December WS	NO MEETING



TOWN OF ALTAVISTA  
TOWN COUNCIL  
REGULAR MEETING  
December 13, 2022  
AGENDA COVER SHEET

AGENDA ITEM #: 6.C

**CONSENT AGENDA**

**Title: Altavista Community Transit System (ACTS) Budget Review**

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

---

**Action(s):**

It was the consensus of Council to place this matter on the Consent Agenda of the December 13, 2022 Regular Town Council Meeting for approval of the budget and authorization to apply for applicable grant funding.

**Explanation:**

Per the attached memo from Matt Perkins, Assistant Town Manager, staff is providing the proposed FY2024 Budget and CIP for the transit system for Council's approval and for its authorization to apply for grant funding. ACTS' operations have historically been funded with 50% Federal funds, 15% State funds, and 35% Town funds. The CIP funding is budgeted as 80% Federal/State and 20% Town funds. The attached Memo details the operations costs as well as CIP costs.

**Background:**

Annually staff applies for a grant through the Department of Rail and Public Transportation (DRPT), for funding of the Altavista Community Transit System (ACTS). This matter is being presented at this time as the grant application deadline for DRPT funding is February 01, 2023.

**Funding Source(s):**

This item would be funded through federal, state, and local sources.

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

*[Attachment 1: MEMO to Council - Budget and Grant Application Request FY2024.pdf](#)*

*[Attachment 2: FY2024 Proposed Transit Budget.pdf](#)*

*[Attachment 3: Proposed CIP FY2024-2028 - Transit.pdf](#)*



## MEMORANDUM

**To:** Mayor Mike Mattox and Members of Council  
**From:** Matt Perkins, Assistant Town Manager  
**Date:** November 22, 2022  
**Re:** ACTS Budget Request

Annually, Staff applies for a grant through the FTA 5311 program, administered by the Department of Rail and Public Transportation (DRPT), for funding of the Altavista Community Transit System (ACTS). Combined, Federal and State grant funds pay for 65% of the operations budget in addition to paying for over 80% of the CIP items. The next grant application is due February 01, 2023. Town Council has been 'tentatively' approving this budget in December along with giving staff the authority to apply for the grant funding. Staff is requesting authority again this year to complete the DRPT grant application.

### **FY 2024 Summary**

December 2022 will mark the 12<sup>th</sup> year that ACTS will have been serving the Altavista Community. This past fiscal year, ACTS ridership reached 14,878, a six percent increase over FY21, and averaged 48 riders per day and logged a total of 48,696 miles. ACTS continued to operate Monday through Friday from 8:00 a.m. until 6:00 p.m. and Saturday from 9:00 a.m. until 2:00 p.m. with summer hours extended until 8:00 p.m. and 4:00 p.m. respectively. Summer hours run June through September and for the 11<sup>th</sup> consecutive year, free fares for these same months were available to riders, because of the generosity of an anonymous donation.

Staff continues to review and ensure implementation of the goals and objectives of the Transportation Development Plan (TDP) approved and adopted by Town Council in 2020. ACTS continues to offer both extended summer hours and route deviation.

Most recently, ACTS was selected for a compliance audit, and though to date there has been no determination letter, from all indications, the Town has continued to manage and administer the transit system efficiently and responsibly.

### **Budget Request**

Staff requests permission to apply for grant funding in the amount of \$174,410 for ACTS FY2024 operations budget. This is a 9.2% increase of over last year's request. The main reason for the increase to account for fluctuations in fuel cost, vehicle repairs and maintenance of aging revenue vehicles and anticipated costs in insurance coverage. The estimated town match will be \$59,294 for operations. Staff is also requesting permission to apply for grant funding in the amount of \$3,500 for an ACTS FY2024 CIP project, which will include the purchase of a replacement computer for the transit administrator. The estimated town match for CIP will be \$700.

The DRPT Grant Application is due February 1, 2023.



Town of Altavista  
Transit System (ACTS)  
FY2024 PROPOSED BUDGET

<b>TRANSIT SYSTEM - FUND 10</b>	<b>FY2021 ACTUAL</b>	<b>FY 2022 ACTUAL</b>	<b>FY2023 ADOPTED</b>	<b>FY2023 PROJECTED</b>	<b>FY2024 PROPOSED</b>
Wages & Benefits	95,026	80,876	123,790	123,790	126,980
Services	732	584	2,080	2,080	2,080
Other Charges	1,600	1,700	3,900	3,200	3,200
Materials & Supplies	17,554	24,676	29,920	29,920	42,150
Capital Outlay	781	5,050	82,150	124,950	3,500
<b>Total Expenditures</b>	<b>115,693</b>	<b>112,886</b>	<b>241,840</b>	<b>283,940</b>	<b>177,910</b>
<b>TRANSIT SYSTEM - FUND 10</b>					
<b>PERSONNEL-WAGES &amp; BENEFITS</b>					
Salaries & Wages Regular	78,885	67,590	100,200	100,200	102,400
Salaries & Wages - Overtime	0	15	0	0	0
Benefits - FICA	5,828	5,003	7,670	7,670	7,850
Benefits - VRS	3,600	2,831	6,050	6,050	6,200
Benefits - Group Med. Ins.	4,521	3,351	7,410	7,410	8,050
Benefits - Group Life Ins.	491	387	760	760	780
Worker's Compensation	1,700	1,700	1,700	1,700	1,700
<b>WAGE &amp; BENEFITS - TOTAL</b>	<b>95,026</b>	<b>80,876</b>	<b>123,790</b>	<b>123,790</b>	<b>126,980</b>
<b>SERVICES-PURCHASED,SHARED,INTERNAL</b>					
Advertising	0	56	1,000	1,000	1,000
Maintenance Service Contracts	0	0	500	500	500
Misc. Professional Services	0	0	300	300	300
Physicals	732	528	280	280	280
<b>SERVICES - TOTAL</b>	<b>732</b>	<b>584</b>	<b>2,080</b>	<b>2,080</b>	<b>2,080</b>
<b>OTHER CHARGES</b>					
Telecommunications	0	0	1,000	300	300
Motor Vehicle Insurance	1,600	1,700	1,700	1,700	1,700
Subsistance & Lodging	0	0	300	300	300
Conventions & Education	0	0	750	750	750
Dues & Association Memberships	0	0	150	150	150
<b>OTHER CHARGES - TOTAL</b>	<b>1,600</b>	<b>1,700</b>	<b>3,900</b>	<b>3,200</b>	<b>3,200</b>
<b>MATERIALS &amp; SUPPLIES</b>					
Office Supplies	336	246	350	350	350
Fuel	11,170	17,270	25,270	25,270	34,000
Vehicle & Equip. Repairs/Maint.	5,791	6,613	3,500	3,500	7,000
Other Operating Supplies	103	339	500	500	500
Supplies	154	208	300	300	300
<b>MATERIALS &amp; SUPPLIES - TOTAL</b>	<b>17,554</b>	<b>24,676</b>	<b>29,920</b>	<b>29,920</b>	<b>42,150</b>
<b>TRANSIT TOTAL - OPERATIONS</b>	<b>114,912</b>	<b>107,836</b>	<b>159,690</b>	<b>158,990</b>	<b>174,410</b>

Town of Altavista  
Transit System (ACTS)  
FY2024 PROPOSED BUDGET

	<u>FY2021 ACTUAL</u>	<u>FY 2022 ACTUAL</u>	<u>FY2023 ADOPTED</u>	<u>FY2023 PROJECTED</u>	<u>FY2024 PROPOSED</u>
<b>TRANSIT SYSTEM - FUND 10</b>					
<b>CAPITAL OUTLAY</b>					
Motor Vehicles - Replacement	0	0	82,150	124,950	3,500
Machinery & Equipment - New	0	5,050	0	0	0
Improvements Other Than Bldg	781	0	0	0	0
<b>TRANSIT TOTAL - CAPITAL OUTLAY</b>	<b>781</b>	<b>5,050</b>	<b>82,150</b>	<b>124,950</b>	<b>3,500</b>

# FY2024-2028 CAPITAL IMPROVEMENT PROJECT FORM

DEPARTMENT: 
DIVISION:

PROJECT NAME: 
LOCATION:

YEAR: FY 
ACCT#:

Type of Project: ☐ New ☐ Expansion ☒ Replacement ☐ Renovation

				Unappropriated Subsequent Years					
Current/ Previous Expenditures	TOTAL PROJECT COST (Capital Only)	Total Appropriations to Date	Budget Year 1 FY2023	Budget Year 2 FY2024	Budget Year 3 FY2025	Budget Year 4 FY2026	Budget Year 5 FY2027	Future Budget Years	
	\$ 3,500	\$ -	\$ 3,500	\$ -	\$ -	\$ -	\$ -	\$ -	

## PROJECT COSTS

ACTIVITY	FY2024	FY2025	FY2026	FY2027	FY2028	FUTURE
Planning, Surveying, Design, Engineering						
Land/ROW/Acquisition:						
In House Services (In Kind)						
Site Preparation & Improvements						
Permits/Inspections/Misc.						
Building/Utility Construction:						
Legal/Misc.						
Heavy Equip./Apparatus:						
Light Equip/Furniture:						
Other:	\$ 3,500					
<b>Total Capital Cost Estimate:</b>	\$ 3,500	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Operating Impact Estimate:</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Expenditure Estimate:</b>	\$ 3,500	\$ -	\$ -	\$ -	\$ -	\$ -

## NEW OR ADDITIONAL IMPACT on OPERATING BUDGET

Type of Expenditure	FY2024	FY2025	FY2026	FY2027	FY2028	FUTURE
Salaries/Benefits						
Professional & Consulting Services:						
Materials & Supplies						
Maintenance/Fuel						
Other						
<b>TOTAL</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

## METHODS OF FINANCING

Funding Sources	Previous Allocation (Earmarked)	FY2024	FY2025	FY2026	FY2027	FY2028	FUTURE
General Fund		\$ 700					
Highway Fund							
Enterprise Fund (W)							
Enterprise Fund (WW)							
Grants - DRPT		\$ 2,800					
Bonds (List)							
Reserve (List)							
Other (List)							
<b>TOTAL</b>	\$ -	\$ 3,500	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL:</b>							\$ 3,500

**Project Description:** Replacement of Transit Dirtector's computer and peripherals. Computer will be 5 years old in March 2024.

**Justification/Linkage:** Equipment replacement



## FY2024-2028 CAPITAL IMPROVEMENT PROJECT FORM

**DEPARTMENT:** Transportation
**DIVISION:** ACTS

**PROJECT NAME:** Replacement BOC Revenue Vehicle
**LOCATION:** Public Works

**YEAR:** FY 2025
**ACCT#:** 010-6101-403.81-02

**Type of Project:**
☐ New ☐ Expansion  
☒ Replacement ☐ Renovation

Current/ Previous Expenditures	TOTAL PROJECT COST (Capital Only)	Total Appropriations to Date	Unappropriated Subsequent Years						Future Budget Years
			Budget Year 1 FY2023	Budget Year 2 FY2024	Budget Year 3 FY2025	Budget Year 4 FY2026	Budget Year 5 FY2027		
	\$ 36,925	\$ -	\$ -	\$ 36,925	\$ -	\$ -	\$ -	\$ -	\$ -

### PROJECT COSTS

ACTIVITY	FY2024	FY2025	FY2026	FY2027	FY2028	FUTURE
Planning, Surveying, Design, Engineering						
Land/ROW/Acquisition:						
In House Services (In Kind)						
Site Preparation & Improvements						
Permits/Inspections/Misc.						
Building/Utility Construction:						
Legal/Misc.						
Heavy Equip./Apparatus:						
Light Equip./Furniture:						
Other:		\$ 36,925				

Total Capital Cost Estimate:	\$ -	\$ 36,925	\$ -	\$ -	\$ -	\$ -
Total Operating Impact Estimate:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenditure Estimate:	\$ -	\$ 36,925	\$ -	\$ -	\$ -	\$ -

### NEW OR ADDITIONAL IMPACT on OPERATING BUDGET

Type of Expenditure	FY2024	FY2025	FY2026	FY2027	FY2028	FUTURE
Salaries/Benefits						
Professional & Consulting Services:						
Materials & Supplies						
Maintenance/Fuel						
Other						
<b>TOTAL</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

### METHODS OF FINANCING

Funding Sources	Previous Allocation (Earmarked)	FY2024	FY2025	FY2026	FY2027	FY2028	FUTURE
General Fund			\$ 7,385				
Highway Fund							
Enterprise Fund (W)							
Enterprise Fund (WW)							
Grants - DRPT			\$ 29,540				
Bonds (List)							
Reserve (List)							
Other (List)							
<b>TOTAL</b>	\$ -	\$ -	\$ 36,925	\$ -	\$ -	\$ -	\$ -
<b>TOTAL:</b>							\$ 36,925

**Project Description:** Replacement of 2014 Ford Explorer

**Justification/Linkage:** DRPT recommends replacement of public transportation every four years or 100,000 miles. This planning number is based on 2022 (adjusted for infalation) market costs and anticipated age and mileage on vehicle.

Picture Area:



# FY2024-2028 CAPITAL IMPROVEMENT PROJECT FORM

DEPARTMENT:  DIVISION:

PROJECT NAME:  LOCATION:

YEAR: FY  ACCT#:

Type of Project: ☐ New ☐ Expansion ☒ Replacement ☐ Renovation

				Unappropriated Subsequent Years					
Current/ Previous Expenditures	TOTAL PROJECT COST (Capital Only)	Total Appropriations to Date	Budget Year 1 FY2023	Budget Year 2 FY2024	Budget Year 3 FY2025	Budget Year 4 FY2026	Budget Year 5 FY2027	Future Budget Years	
	\$ 141,364	\$ -	\$ -	\$ -	\$ -	\$ 141,364	\$ -	\$ -	

## PROJECT COSTS

ACTIVITY	FY2024	FY2025	FY2026	FY2027	FY2028	FUTURE
Planning, Surveying, Design, Engineering						
Land/ROW/Acquisition:						
In House Services (In Kind)						
Site Preparation & Improvements						
Permits/Inspections/Misc.						
Building/Utility Construction:						
Legal/Misc.						
Heavy Equip./Apparatus:						
Light Equip/Furniture:						
Other:				\$ 141,364		

Total Capital Cost Estimate:	\$ -	\$ -	\$ -	\$ 141,364	\$ -	\$ -
Total Operating Impact Estimate:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenditure Estimate:	\$ -	\$ -	\$ -	\$ 141,364	\$ -	\$ -

## NEW OR ADDITIONAL IMPACT on OPERATING BUDGET

Type of Expenditure	FY2024	FY2025	FY2026	FY2027	FY2028	FUTURE
Salaries/Benefits						
Professional & Consulting Services:						
Materials & Supplies						
Maintenance/Fuel						
Other						
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

## METHODS OF FINANCING

Funding Sources	Previous Allocation (Earmarked)	FY2024	FY2025	FY2026	FY2027	FY2028	FUTURE
General Fund					\$ 28,273		
Highway Fund							
Enterprise Fund (W)							
Enterprise Fund (WW)							
Grants - DRPT					\$ 113,091		
Bonds (List)							
Reserve (List)							
Other (List)							
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ 141,364	\$ -	\$ -
TOTAL:							\$ 141,364

Project Description:

Justification/Linkage:



# FY2024-2028 CAPITAL IMPROVEMENT PROJECT FORM

DEPARTMENT: 
DIVISION:

PROJECT NAME: 
LOCATION:

YEAR: FY 
ACCT#:

Type of Project: ☐ New ☐ Expansion ☒ Replacement ☐ Renovation

				Unappropriated Subsequent Years					
Current/ Previous Expenditures	TOTAL PROJECT COST (Capital Only)	Total Appropriations to Date	Budget Year 1 FY2023	Budget Year 2 FY2024	Budget Year 3 FY2025	Budget Year 4 FY2026	Budget Year 5 FY2027	Future Budget Years	
	\$ 144,899	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 144,899	\$ -	

## PROJECT COSTS

ACTIVITY	FY2024	FY2025	FY2026	FY2027	FY2028	FUTURE
Planning, Surveying, Design, Engineering						
Land/ROW/Acquisition:						
In House Services (In Kind)						
Site Preparation & Improvements						
Permits/Inspections/Misc.						
Building/Utility Construction:						
Legal/Misc.						
Heavy Equip./Apparatus:						
Light Equip/Furniture:						
Other:					\$ 144,899	

Total Capital Cost Estimate:	\$ -	\$ -	\$ -	\$ -	\$ 144,899	\$ -
Total Operating Impact Estimate:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenditure Estimate:	\$ -	\$ -	\$ -	\$ -	\$ 144,899	\$ -

## NEW OR ADDITIONAL IMPACT on OPERATING BUDGET

Type of Expenditure	FY2024	FY2025	FY2026	FY2027	FY2028	FUTURE
Salaries/Benefits						
Professional & Consulting Services:						
Materials & Supplies						
Maintenance/Fuel						
Other						
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

## METHODS OF FINANCING

Funding Sources	Previous Allocation (Earmarked)	FY2024	FY2025	FY2026	FY2027	FY2028	FUTURE
General Fund						\$ 28,980	
Highway Fund							
Enterprise Fund (W)							
Enterprise Fund (WW)							
Grants - DRPT						\$ 115,919	
Bonds (List)							
Reserve (List)							
Other (List)							
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 144,899	\$ -
						TOTAL:	\$ 144,899

Project Description:

Justification/Linkage:





TOWN OF ALTAVISTA  
TOWN COUNCIL  
REGULAR MEETING  
December 13, 2022  
AGENDA COVER SHEET

AGENDA ITEM #: 6.D

**CONSENT AGENDA**

**Title: Engineering Services for the Clarifier #3 Rehabilitation Project**

**Staff Resource: Tom Fore, Paul Hill**

---

**Action(s):**

It was the consensus of Council to have Hurt & Proffitt provide the Town with engineering services for this project; and include this item on the December Regular Meeting Consent Agenda for approval.

**Explanation:**

Town Staff solicited our on-call Engineering Consultants to provide a cost for their engineering services for the rehabilitation of Clarifier #3. Three of the Town's Engineering Consultants provided proposals, while two did not.

**Background:**

The #3 clarifier has been in use constantly since 1995, and is in need of replacement of all equipment in the clarifier. This project was part of the funding the Town Council recently approved.

**Funding Source(s):**

2022 GO Bond Funding.

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

*Attachment 1. 2022.11.14 - Altavista Clarifier Rehabilitation*

*Attachment 2. Clarifier # 3 Mattern & Craig*

*Attachment 3. Clarifier #3 Hurt & Proffitt*

November 14, 2022

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

**Re: Proposal for Professional Engineering Services  
Clarifier #3 Rehabilitation**

Dear Mr. Fore,

Dewberry Engineers Inc. (Dewberry) is pleased to present herein our proposal for Professional Engineering Services to assist the Town of Altavista (the Town) in the rehabilitation of Clarifier #3 at the wastewater treatment plant (WWTP).

#### **UNDERSTANDING OF THE PROJECT**

The Town of Altavista is requesting proposals for engineering services to develop plans and specifications, assist with bidding, provide construction administration services, and periodic inspection for the rehabilitation of clarifier #3 at the WWTP. Clarifier #3 is a combination suction manifold and scrapper type clarifier. New clarifier equipment will be stainless steel and have similar features which will allow the existing structure to be used without modifications. Specified equipment will not be proprietary but allow for competitive bid by more than one qualified manufacturer. A high-performance immersion coating system will be specified to the clarifier tank to prolong the life of the structure. Plans will also include the replacement of the existing clarifier foam spray system. The scope of services and associated fee is provided below for consideration.

#### **SCOPE OF SERVICES**

##### **1) Design Phase Services**

- a) Conduct a site visit to review existing conditions and confirm conditions and dimensions of the clarifier structure as indicated on the drawings. Review scope of work, and discuss basic design features as well as modifications that can enhance performance (i.e. bridge, clarifier drive, sludge manifold and scraper, weir, launder brush cleaning system, density current baffle, spray equipment, concrete immersion coating systems etc.)
- b) Conduct reputable suppliers for cut sheet information necessary to confirm compatibility with existing clarifier structure center-well configuration.
- c) Provide monthly status reports on the project to the Town by the last Wednesday of each month during
- d) Provide 50% plans to the Town for review.
- e) Hold a 50% design review meeting to review the plans and address any comments from the Town.
- f) Provide 90% plans and specifications, as well as a cost estimate to the Town for review and comment.
- g) Submit revised plans and specifications to Town.
- h) Submit plans and specifications to DEQ to obtain a Certificate to Construct.
- i) Address all comments and issue final plans and specifications for bidding purposes.



## 2) **Construction Administration Services**

- a) General – Construction for this work is expected to take four (4) months to complete upon notification of equipment availability date.
- b) Dewberry proposes to provide related CONA services including the following:
  - Prepare Advertisement
  - Distribution of Bid Documents to Contractors and Plan Rooms
  - Lead a Pre-Bid Meeting
  - Provide Contractor Clarifications
  - Issue Addenda
  - Assist in Bid Opening
  - Issue Notice of Award
  - Prepare Agreement
  - Lead a Pre-Construction Meeting
  - Issue Notice to Proceed
  - Lead Monthly Progress Meetings (up to 5)
  - Provide Inspection at Monthly Progress Meetings
  - Review Shop Drawings
  - Review Monthly Pay Applications
  - Review and Issue Change Orders
  - Provide Substantial Completion Certification and Punch List
  - Prepare Record Documents
  - Issue Final Completion Certification

### **CLARIFICATIONS**

1. Due to current long delivery times on equipment and related issues being raised contractors Dewberry recommends setting a completion timeline for the contractor equal to four (4) months after availability of equipment for shipment. Construction progress meetings will start no sooner than one month prior to equipment availability and include no more than five (5) onsite meeting.
2. Structural design modifications to the clarifier tank are not included.
3. Process piping modifications, beside the foam spray system in the clarifier tank, are not included.
4. Regular inspection will be provided by the Town of Altavista personnel. Dewberry will provide inspection following progress meetings only. Additional inspections can be provided on a unit cost basis via amendment to this proposal.
5. Advertisement publication fees will be paid direct by the Owner.

### **FEE**

Task	Description	Fee	Basis of Fee
1	Design Phase Services	\$41,000	Lump Sum
2	Construction Administration Services	\$17,000	Lump Sum
<b>Total Engineering Fee</b>		<b>\$58,000</b>	<b>Lump Sum</b>

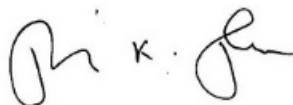
This proposal will be subject to our Term Agreement for Engineering Services. Please return an executed copy of this proposal. Once the proposal has been signed and returned, work can begin on your project. The design schedule for this project is 90 days from receipt of a signed contract, pending timely review periods by the Owner.

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

Sincerely,



R. Scott Ehrhardt, PE  
Senior Associate | Project Manager



Brian K. Bradner, PE  
Vice President | Branch Manager

R:\Proposal Letters\Engineering\2022.11.14 - Altavista Clarifier Rehabilitation.docx

The foregoing proposal of Dewberry Engineers Inc. is accepted:

---

Print (Type) Individual, Firm, or Corporate Name

---

Signature of Authorized Representative      Date

---

Print (Type) Name of Authorized Representative and Title

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

Tom,

We have developed a task list and performed a man hour takeoff for the referenced project to develop a fee. Our proposed fee for the project is \$40,890 (\$20,640 for design, \$6,240 for bidding, and \$14,010 for construction administration) Our fee includes the following services and assumptions:

1. Attend kickoff meeting at Town. Confirm measurements of clarifier dimensions (from existing plans) in the field.
2. Create base drawing showing clarifier plan/ section views for equipment manufacturers use in development of equipment drawings.
3. Coordinate with 3 equipment manufacturers to develop drawings and create specifications.
4. Create drawing set with Title sheet, notes, equipment details, piping connections, and handrail/ kickplate details. It is assumed no electrical design is needed, just reconnection of existing electrical wiring to new equipment motor.
5. Development of a paint system appropriate for use on the clarifier walls.
6. Assembly of a full set of specifications, complete with up-front documents including the advertisement and bid form.
7. Send plans/ specs to Town for review. Make minor revisions to documents based on Town comments.
8. Submit cost estimate to Town.
9. Attend and conduct Pre-Bid Conference at Town offices. Provide meeting notes. Answer questions from prospective bidders. Issue clarifying addenda as needed.
10. Attend bid opening. Tabulate bids. Review bids and make recommendations regarding award of contract.
11. If contract is awarded, prepare Notice of Award for Town signature, prepare Agreement and other documents to be signed, and transmit to low bidder.
12. Attend and conduct Pre-Construction Conference at Town offices.
13. Perform monthly site visits and prepare/ send Site Visit Report to Town. 90 day contract time is assumed.
14. Review monthly pay applications and make recommendations regarding payment to Town.
15. Provide general services during construction such as answering RFIs, interpreting contract documents, and coordinating with the contractor.
16. Perform Substantial Completion inspection and development Punch List. Issue Certificate of Substantial Completion when appropriate.
17. Provide monthly status report for project to the Town during construction.

Let me know if you have any questions regarding our proposed tasks and fee. Thanks!

**Brad Craig, P.E. | PRESIDENT**

**Mattern & Craig | ENGINEERS • SURVEYORS**

701 First Street, SW | Roanoke, VA 24016

(540) 345-9342 (Office) (540) 345-7691 (Fax)

Virginia | Tennessee | North Carolina | South Carolina

[www.matternandcraig.com](http://www.matternandcraig.com)

**Engineering Solutions for Change and Growth**



October 31, 2022

Tom Fore  
Town of Altavista  
510 7<sup>th</sup> Street  
Altavista, VA 24517

Subject: *Proposal for Professional Services  
JN 20221945 - Clarifier #3 Improvements.*

Dear Tom:

Hurt & Proffitt, Inc. appreciates the opportunity to provide this proposal for professional services for the above referenced project. This proposal includes our project understanding, proposed scope of services, our estimated schedule and budget, and our standard contract to provide authorization.

### **Project Understanding**

It is our understanding that the Town would like to have the third clarifier at the Town's wastewater treatment plant improved. The Town is seeking engineering services to prepare plans, specifications, and bidding documents for the replacement and refurbishment of the existing equipment. H&P will assist with the bidding process and during the construction process with construction phase services.

### **Scope of Services**

#### ***Task 1 – Design Services***

Hurt & Proffitt, Inc. will meet with the Town representatives at the treatment plant to examine and document specific improvements for the clarifier. H&P will prepare engineering contract documents for the project to be bid.

#### ***Task 2 – Bidding Assistance***

Hurt & Proffitt will assist the Owner during the bidding process. H&P will prepare bidding documents for the project. Typical tasks are coordinate project ads, contacting area contractors, coordination and attendance of the pre-bid conference, responding to questions during the process, prepare and issue addenda, attend the bid opening, review of the bids, recommendation of award and assist the owner in preparation of the construction contract.

#### ***Task 3 – Construction Phase Assistance (Hourly)***

Hurt & Proffitt will assist the Owner as requested during the construction phase by coordinating and attending the pre-construction conference. Other typical tasks include review of shop drawings, responding to questions during the construction, coordinating monthly progress meetings, assistance during start up procedures and final project closeout documentation. The construction phase is estimate at approximately 180 days, and fees are based on that timeframe.

Mr. Tom Fore  
Clarifier #3 Improvements  
October 31, 2022  
**Estimated Schedule**



Based on our current workload and the scope of work involved, we estimate that we can complete the design portion of the project within three months of written authorization to proceed.

#### **Fee Arrangement**

Our proposed fee as shown below is based on a lump sum and hourly basis. Our fees are based upon authorization in the next 90 days.

Item	Description	Lump Sum	Hourly
Task 1 -	Design Services	\$9,000	
Task 2 -	Bidding Assistance	\$7,000	
Task 3 -	Construction Phase Assistance		\$8,000
	TOTAL	\$16,000	\$8,000

#### **Terms**

We propose to work in accordance with our standard terms and conditions.

#### **Closing**

For written authorization to proceed, please execute and return the attached Agreement.

Again, thank you for your consideration of using our services for this project. Please contact us if you have any questions regarding this proposal or if we may be of further assistance.

Sincerely,  
**Hurt & Proffitt, Inc.**

A blue ink signature of Dennis A. Amos, written in a cursive style.

Dennis A. Amos, PE  
Vice President of Engineering

A blue ink signature of Matthew G. Gross, written in a cursive style.

Matthew G. Gross, PE  
Project Manager



## An Agreement for the Provision of Limited Professional Services

---

**Client:** Town of Altavista  
510 7<sup>th</sup> Street  
Altavista, VA 24517

**Date:** October 31, 2022

**Project Name/Location:** Clarifier #3 Improvements, Altavista, VA

**Scope/Intent and Extent of Services:** To provide the following services:  
Hurt & Proffitt will provide the scope of services in the attached proposal.

The above is a confirmation of work ordered to be performed. If any of the information shown hereon is not in accordance with your understanding, please advise us immediately. We will not be responsible for any errors or misunderstanding which may arise from lack of proper notification. H&P has no duty to provide any services not specifically set forth in this agreement.

**Fee Arrangement:** Fee Arranged Lump Sum \$16,000, Hourly \$8,000

### ***Standard Terms and Conditions***

These Standard Terms and Conditions are incorporated by reference into the agreement, or proposal (the "Agreement") between Hurt & Proffitt, Inc. ("H&P") and its client ("Client") for the performance of engineering, surveying, planning, or other professional services ("H&P Services"). These Standard Terms and Conditions shall supersede any term or provision elsewhere in the Agreement in conflict herewith.

- (1) **Fee:** H&P shall perform the services outlined in the Agreement for the stated fee arrangement. Where the fee arrangement is to be on an hourly basis, the rates shall be those that prevail at the time services are rendered. No extra work or change in the work contemplated by this agreement shall be required of H&P without a written request from Client, approved in writing by H&P, which document shall expressly state the costs of such alteration or extra work. Provided, however, should H&P undertake any alteration or extra work without requiring such written documentation, then H&P shall nevertheless be compensated at its prevailing hourly rates.
- (2) **Access to Site:** Unless otherwise stated, H&P will have access to the site for activities necessary for the performance of the services. H&P will take precautions to minimize damage due to these activities, but have not included in the fee the cost of restoration of any resulting damage, all of which costs of restoration shall be the sole responsibility of Client.
- (3) **Waiver of Warranties:** With respect to services to be provided under this agreement, Client hereby waives all warranties, whether statutory, express or implied. H&P makes no WARRANTIES or guarantees and none shall be implied.
- (4) **Limitation of Liability:** No breach of this agreement by H&P shall entitle Client to recover any consequential nor liquidated damages from H&P. Client expressly waives any and all claims for consequential and/or liquidated damages. In no event will H&P be liable for any such damages. Liability of H&P under this agreement, if any, shall be limited to the specific portion of the project with which H&P is directly involved.
- (5) **Indemnification:** Client expressly agrees to indemnify and save H&P harmless from and against any and all claims, loss, damage, injury and liability whether now existing or arising hereafter, however caused, resulting from, arising out of, or in any way connected with the

work to be performed under this agreement, whether or not caused or contributed to by any negligence or alleged negligence on the part of the Client, Client's agents or employees. The provisions of this paragraph shall not apply to loss or liability caused by the sole negligence of H&P.

- (6) **Standard of Care:** The standard of care required of H&P shall be that of other like professionals in good standing in Blacksburg, Virginia, at the time services are rendered.
- (7) **Billings/Payments:** Invoices for H&P services shall be submitted at H&P's option, either at the completion of such services or on a monthly basis. Invoices shall be payable upon receipt. If the invoice is not paid within 30 days, H&P may, without waiving any claim or right against the Client, and without liability whatsoever on H&P to the Client, terminate the performance of the service. Retainers shall be credited on the final invoice.
- (8) **Late Payments:** Accounts unpaid 30 days after the invoice date may be subject to a monthly service charge of 2.0% on the then unpaid balance (24% true annual rate), at the sole selection of H&P. In the event any portion or all of an account remains unpaid 90 days after billing, the Client shall pay all costs of collection, including reasonable attorneys fees.
- (9) **Termination of Services:** This agreement may be terminated by Client or H&P should the other fail to perform its obligations hereunder. In the event of termination, the Client shall pay H&P for all services rendered to the date of termination, all reimbursable expenses, and reimbursable termination expenses.
- (10) **Instruments of Service:** All documents, including, without limitation, plans, drawings, reports, surveys, estimates, specifications, field notes and data are and shall remain the property of H&P as instruments of service. Client may at Client's expense obtain a set of reproducible prints of drawings and copies of other documents in consideration of which Client will use same solely in connection with the project and not for the purpose of making subsequent extensions or enlargements to the project and Client will not sell, publish or display them publicly. Reuse for extensions of the project or for new projects shall require the prior express and written permission of H&P and shall entitle H&P to further compensation at a rate to be agreed upon by Client and H&P.
- (11) **Modification of Agreement:** The parties hereto may modify the terms of this agreement, provided, however, such modification shall not be effective unless in writing and signed by both parties.
- (12) **Entire Agreement:** This agreement sets forth the entire agreement between the parties with regard to the subject matter hereof. All agreements, covenants and representations, oral or written of the parties with the regard to the subject matter hereof are contained in this agreement. All prior and contemporaneous conversations, negotiation, possible and alleged agreements and representations, covenants and warranties with respect to the subject matter hereof are waived, merged herein and superseded hereby.
- (13) **Governing Law:** This agreement shall be construed and governed by the laws of the State of Virginia.



If this is acceptable, please sign where indicated and return the original copy, so we may schedule this work. It is agreed that the above Standard Terms and Conditions are part of this agreement.

*I hereby agree that I am fully responsible for payment for work described on this contract.*

_____ <i>Signature of Responsible Party</i>	_____ <i>Date</i>
_____ <i>Printed Name of Responsible Party</i>	
Matthew G. Gross <i>Hurt &amp; Proffitt Project Manager (Please Print)</i>	20221945 <i>Project #</i>







TOWN OF ALTAVISTA  
TOWN COUNCIL  
REGULAR MEETING  
December 13, 2022  
AGENDA COVER SHEET

AGENDA ITEM #: 6.E

**CONSENT AGENDA**

**Title: Spark - Town Hall - English Park Internet Connection**

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

---

**Action(s):**

At the November 22nd Work Session, it was the consensus of Council to place this item on the December 13th Regular Meeting Consent Agenda for approval.

RiverStreet Networks will honor their original quote.

The quote from Integrated Technology Solutions (ITG) has increased by \$235 for the equipment.

**Explanation:**

Staff will provide an update on Town Council's request for staff to explore connecting Town Hall's internet service to the Spark Innovation Center. An update will also be provided on a proposed public access system at English Park.

**Background:**

In preparation for the conversion of the vacant fire station to the Spark Innovation Center, the Town worked with River Street Networks and Mid Atlantic Broadband to extend the fiber connection from the alley into the building. The Town entered into a contract with River Street Networks to provide a 50/50Mb connection to the building at a cost of \$930 per month for three years.

At the direction of Town Council, staff met with ITG and River Street Networks to determine if Town Hall could connect to Spark's internet and eliminate the monthly Comcast bill.

Staff also received a proposal to create a public access Wi-Fi network at English Park, which would also include upgrades to the existing cameras and installation of new cameras.

A summary is attached.

**Funding Source(s):**

TBD

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

*Attachment. Town Internet*

Current Internet Position

Spark (50M)	\$	930.00
Town Hall	\$	400.91
Splash Pad (LTE)	\$	90.16
Police Zuercher	\$	79.90
<b>COST PER MONTH</b>	<b>\$</b>	<b>1,500.97</b>

Connect Spark Innovation Center Internet Service to Town Hall

	<b>200 Mbps Service</b>	<b>500 Mbps Service</b>
Spark	\$ 930.00	\$ 1,200.00
Town Hall	\$ -	\$ -
Splash Pad (Comcast LTE)	\$ 90.16	\$ 90.16
Police Zuercher	\$ 79.90	\$ 79.90
<i>***must remain in place per VA State Police***</i>		
Add'l Managed Services	\$ 217.04	\$ 217.04
<b>COST PER MONTH</b>	<b>\$ 1,317.10</b>	<b>\$ 1,496.94</b>
COST SAVINGS OVER CURRENT (per month)	\$ 183.87	\$ 4.03

**PLUS** | **ITG Project Fee** \$ **10,770.35** *(one time capital investment)*

Connect Speak Internet to Town Hall and English Park  
and replacement of Park Security Cameras

	<b>200 Mbps Service</b>	<b>500 Mbps Service</b>
Spark	\$ 930.00	\$ 1,200.00
Town Hall	\$ -	\$ -
Splash Pad (Comcast LTE)	\$ -	\$ -
Police Zuercher	\$ 79.90	\$ 79.90
<i>***must remain in place per VA State Police***</i>		
Add'l Managed Services (Spark)	\$ 217.04	\$ 217.04
Add'l Managed Services (Park)	\$ 260.00	\$ 260.00
<b>COST PER MONTH</b>	<b>\$ 1,486.94</b>	<b>\$ 1,756.94</b>

**PLUS** | **ITG Project Fee (Spark)** \$ **10,770.35**  
**RiverStreet Project Fee (Park)** \$ **10,782.51**  
**ITG Project Fee (Park & Cameras)** \$ **18,206.79**  
**TOTAL** \$ **39,759.65** *(one time capital investment)*

COST SAVINGS OVER CURRENT  
(per month) \$ 14.03 \$ (255.97)



TOWN OF ALTAVISTA  
TOWN COUNCIL  
REGULAR MEETING  
December 13, 2022  
AGENDA COVER SHEET

AGENDA ITEM #: 6.F

**CONSENT AGENDA**

**Title: TOA Monthly Financial Reports - November 2022**

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

---

**Action(s):**

**Explanation:**

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

**Background:**

**Funding Source(s):**

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

*Attachment 1. November 2022 Check Register*

*Attachment 2. November 2022 Revenue Report*

*Attachment 3. November 2022 Expenditure Report*

*Attachment 4. November 2022 Reserve Balance / Investment Report*

PROGRAM: GM172L

SELECTED BY CHECK DATE

ACCOUNTING PERIOD 05/2023

TOWN OF ALTAVISTA

FROM: 11/01/2022 TO: 11/30/2022

REPORT NUMBER 14

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

CHECK NO	VENDOR NO	VENDOR NAME	CHECK DATE	CHECK AMOUNT	BANK CODE
43968	4	BOXLEY AGGREGATES	11/04/2022	1,156.91	00
43969	1058	BRIGHTSPEED	11/04/2022	622.75	00
43970	583	CAMPBELL COUNTY PUBLIC LIBRARY	11/04/2022	1,076.00	00
43971	19	CARTER MACHINERY CO INC	11/04/2022	168.37	00
43972	977	JOSEPH C CONLEY JR PHD	11/04/2022	600.00	00
43973	874	CORPORATE MEDICAL SERVICES	11/04/2022	49.96	00
43974	1055	CORY LEE WHITE	11/04/2022	1,450.00	00
43975	994	LARRY DALTON	11/04/2022	400.00	00
43976	20	J JOHNSON ELLER JR	11/04/2022	2,500.00	00
43977	118	FERGUSON ENTERPRISES LLC	11/04/2022	60.65	00
43978	119	FOSTER ELECTRIC CO INC	11/04/2022	1,871.08	00
43979	111	GRAINGER INC	11/04/2022	34.35	00
43980	50	GRETNA TIRE INC	11/04/2022	4,336.64	00
43981	332	HURT & PROFFITT INC	11/04/2022	8,917.50	00
43982	58	INSTRUMENTATION SERVICES INC	11/04/2022	708.00	00
43983	566	INTEGRATED TECHNOLOGY GROUP IN	11/04/2022	6,158.44	00
43984	9999998	Moon, Sheila	11/04/2022	150.00	00
43985	149	MAKCO INC	11/04/2022	4,000.00	00
43986	816	PACE ANAYLTICAL SERVICES LLC	11/04/2022	421.37	00
43987	476	SHARP BUSINESS SYSTEMS	11/04/2022	574.57	00
43988	872	TIAA, FSB	11/04/2022	153.00	00
43989	996	TONEY CONSTRUCTION INC	11/04/2022	50,825.01	00
43990	35	TREASURER OF VA/VITA	11/04/2022	5.87	00
43991	92	UNIFIRST CORP	11/04/2022	3,103.14	00
43992	110	VUPS INC	11/04/2022	60.90	00
43993	128	ADAMS CONSTRUCTION CO	11/11/2022	677.32	00
43994	103	BEACON CREDIT UNION	11/11/2022	230.00	00
43995	978	REGINALD C BENNETT	11/11/2022	50.00	00
43996	1025	MEGHAN T BOLLING	11/11/2022	50.00	00
43997	1059	BRIGHTLY SOFTWARE, INC.	11/11/2022	3,637.26	00
43998	1050	CHAMPION'S LAWCARE/CRR L&L LL	11/11/2022	11,720.00	00
43999	736	MARVIN CLEMENTS	11/11/2022	75.00	00
44000	1011	COTTLE MULTI-MEDIA INC	11/11/2022	22,000.00	00
44001	9999998	COX, DEBORAH	11/11/2022	150.00	00
44002	1	CRYSTAL HAILEY	11/11/2022	48.33	00
44003	526	DAVENPORT ENERGY INC	11/11/2022	240.51	00
44004	164	DMV	11/11/2022	425.00	00
44005	301	ENGLISH'S LLC	11/11/2022	540.16	00
44006	118	FERGUSON ENTERPRISES LLC	11/11/2022	2,535.86	00
44007	119	FOSTER ELECTRIC CO INC	11/11/2022	308.30	00
44008	851	FRIZZELL CONSTRUCTION INC	11/11/2022	78,508.00	00
44009	111	GRAINGER INC	11/11/2022	100.28	00
44010	332	HURT & PROFFITT INC	11/11/2022	5,157.37	00
44011	57	ICMA RETIREMENT TRUST-457 #304	11/11/2022	470.00	00
44012	58	INSTRUMENTATION SERVICES INC	11/11/2022	1,102.50	00
44013	1	JOHN HENDERSON	11/11/2022	141.01	00
44014	564	JOHN JORDAN	11/11/2022	75.00	00
44015	1	LOGAN ANTHONY	11/11/2022	95.19	00
44016	829	MARIE MITCHELL	11/11/2022	75.00	00
44017	300	NAPA AUTO PARTS	11/11/2022	2,001.83	00
44018	454	O'REILLY AUTOMOTIVE INC	11/11/2022	549.30	00

PROGRAM: GM172L

SELECTED BY CHECK DATE

ACCOUNTING PERIOD 05/2023

TOWN OF ALTAVISTA

FROM: 11/01/2022 TO: 11/30/2022

REPORT NUMBER 14

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

CHECK NO	VENDOR NO	VENDOR NAME	CHECK DATE	CHECK AMOUNT	BANK CODE
44019	68	ORKIN PEST CONTROL	11/11/2022	357.00	00
44020	798	PEED & BORTZ LLC	11/11/2022	33,425.00	00
44021	975	REVIZE LLC	11/11/2022	2,250.00	00
44022	510	RIVER VALLEY RESOURCES LLC	11/11/2022	49.04	00
44023	857	RIVERSTREET NETWORKS	11/11/2022	1,298.65	00
44024	996	TONEY CONSTRUCTION INC	11/11/2022	19,000.00	00
44025	85	TREASURER OF VA /CHILD SUPPORT	11/11/2022	933.27	00
44026	900	US BANK EQUIPMENT FINANCE	11/11/2022	232.66	00
44027	1062	VIRGINIA DRYWALL AND PLASTER	11/11/2022	1,848.00	00
44028	756	WAGeworks INC	11/11/2022	122.32	00
44029	1045	ALL PHASE ROOFING&CONST. LLC	11/18/2022	44,720.00	00
44030	84	ALTAVISTA JOURNAL	11/18/2022	2,721.88	00
44031	12	BRENNTAG MID-SOUTH INC	11/18/2022	1,494.75	00
44032	294	BUSINESS CARD	11/18/2022	18,933.26	00
44033	32	CONTROL EQUIPMENT CO INC	11/18/2022	219.75	00
44034	36	DOMINION VIRGINIA POWER	11/18/2022	37,460.17	00
44035	394	ELECTRONIC SYSTEMS INC	11/18/2022	14.26	00
44036	1	ESTEBAN MORALES	11/18/2022	40.00	00
44037	118	FERGUSON ENTERPRISES LLC	11/18/2022	264.76	00
44038	119	FOSTER ELECTRIC CO INC	11/18/2022	102.57	00
44039	976	GRANICUS LLC	11/18/2022	3,636.93	00
44040	916	GRANITE TELECOMMUNICATIONS	11/18/2022	789.28	00
44041	52	HACH COMPANY	11/18/2022	390.21	00
44042	58	INSTRUMENTATION SERVICES INC	11/18/2022	708.00	00
44043	892	J & J PORTAPOTTY INC	11/18/2022	270.00	00
44044	9999998	MILLER, TINYA	11/18/2022	150.00	00
44045	816	PACE ANAYLTICAL SERVICES LLC	11/18/2022	281.28	00
44046	655	RALPH M FARMER PAINTING	11/18/2022	1,343.26	00
44047	968	RIVER CITY SYSTEMS INC	11/18/2022	5,423.49	00
44048	136	USABLUBOOK	11/18/2022	606.43	00
44049	793	XEROX FINANCIAL SERVICES	11/18/2022	415.78	00
44050	9	AFLAC	11/22/2022	2,985.97	00
44051	91	ANTHEM BLUE CROSS/BLUE SHIELD	11/22/2022	43,803.00	00
44052	103	BEACON CREDIT UNION	11/22/2022	230.00	00
44053	1058	BRIGHTSPEED	11/22/2022	619.75	00
44054	32	CONTROL EQUIPMENT CO INC	11/22/2022	1,810.40	00
44055	1021	ENNIS INC/MAJOR BUSINESS SYSTE	11/22/2022	857.14	00
44056	41	FISHER SCIENTIFIC	11/22/2022	787.74	00
44057	111	GRAINGER INC	11/22/2022	193.20	00
44058	332	HURT & PROFFITT INC	11/22/2022	2,865.00	00
44059	1	MINT & HONEY	11/22/2022	1,200.00	00
44060	67	ORKIN PEST CONTROL LLC	11/22/2022	357.00	00
44061	72	PHYSICIANS TREATMENT CENTER	11/22/2022	150.00	00
44062	1053	PITNEY BOWES BANK INC. PURCH.P	11/22/2022	2,079.28	00
44063	655	RALPH M FARMER PAINTING	11/22/2022	18,428.00	00
44064	80	SOUTHSIDE ELECTRIC COOP	11/22/2022	1,215.85	00
44065	778	SPRINT	11/22/2022	113.55	00
44066	628	TENCARVA MACHINERY CO	11/22/2022	804.36	00
44067	1	THE ROANOKE TRIBUNE, LLC	11/22/2022	144.00	00
44068	85	TREASURER OF VA /CHILD SUPPORT	11/22/2022	933.27	00
44069	96	UNIVAR SOLUTIONS	11/22/2022	11,521.01	00

PREPARED 12/02/2022, 8:47:39

OUTSTANDING CHECKS REGISTER

PAGE 3

PROGRAM: GM172L

SELECTED BY CHECK DATE

ACCOUNTING PERIOD 05/2023

TOWN OF ALTAVISTA

FROM: 11/01/2022 TO: 11/30/2022

REPORT NUMBER 14

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

CHECK NO	VENDOR NO	VENDOR NAME	CHECK DATE	CHECK AMOUNT	BANK CODE
44070	885	VIRGINIA RISK SHARING ASSOCIAT	11/22/2022	425.00	00

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

NO. OF CHECKS: 103                      CHECKS OUTSTANDING                      491,393.25 \*\*\*

PREPARED 12/02/2022, 8:47:39

OUTSTANDING CHECKS REGISTER

PAGE 4

PROGRAM: GM172L

SELECTED BY CHECK DATE

ACCOUNTING PERIOD 05/2023

TOWN OF ALTAVISTA

FROM: 11/01/2022 TO: 11/30/2022

REPORT NUMBER 14

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

CHECK NO	VENDOR NO	VENDOR NAME	CHECK DATE	CHECK AMOUNT	BANK CODE
-------------	--------------	----------------	---------------	-----------------	--------------

NO. OF CHECKS: 103      TOTAL CHECKS OUTSTANDING      491,393.25 \*\*\*



TOWN OF ALTAVISTA  
REVENUE REPORT  
42% OF YEAR LAPSED

ACCOUNTING PERIOD 05/2023

TOWN OF ALTAVISTA

FUND 010		GENERAL FUND		*****	CURRENT	*****	*****	YEAR-TO-DATE	*****	ANNUAL	UNREALIZED
ACCOUNT		ACCOUNT DESCRIPTION		ESTIMATED	ACTUAL	%REV	ESTIMATED	ACTUAL	%REV	ESTIMATE	BALANCE
300		TAXES									
301		PROPERTY TAXES									
	01 00	REAL PROPERTY CURRENT		17,666	108,928.41	617	88,330	132,845.20	150	212,000	79,154.80
301	**	PROPERTY TAXES		17,666	108,928.41	617	88,330	132,845.20	150	212,000	79,154.80
302		PUBLIC SERVICE									
	01 00	REAL & PERSONAL CURRENT		7,341	.00		36,705	.01		88,100	88,099.99
302	**	PUBLIC SERVICE		7,341	.00		36,705	.01		88,100	88,099.99
303		PERSONAL PROPERTY									
	01 00	CURRENT		21,166	145,662.76	688	105,830	171,075.72	162	254,000	82,924.28
	03 00	PPTRA		8,333	100.79-	1	41,665	118.79-		100,000	100,118.79
303	**	PERSONAL PROPERTY		29,499	145,561.97	493	147,495	170,956.93	116	354,000	183,043.07
304		MACHINERY & TOOLS									
	01 00	CURRENT		171,416	329,206.44	192	857,080	329,206.44	38	2,057,000	1,727,793.56
304	**	MACHINERY & TOOLS		171,416	329,206.44	192	857,080	329,206.44	38	2,057,000	1,727,793.56
305		MOBILE HOME									
	01 00	CURRENT		12	76.85	640	60	94.08	157	150	55.92
305	**	MOBILE HOME		12	76.85	640	60	94.08	157	150	55.92
306		PENALTIES & INTEREST									
	01 00	PENALTIES		375	53.88	14	1,875	2,077.68	111	4,500	2,422.32
	02 00	INTEREST		291	94.67	33	1,455	1,668.61	115	3,500	1,831.39
306	**	PENALTIES & INTEREST		666	148.55	22	3,330	3,746.29	113	8,000	4,253.71
307		LOCAL									
	01 00	SALES & USE		16,666	20,654.88	124	83,330	100,177.72	120	200,000	99,822.28
	02 00	ELECTRIC, GAS & TELEPHONE		9,500	8,867.61	93	47,500	46,240.78	97	114,000	67,759.22
	03 00	MOTOR VEHICLE LICENSES		3,833	17,434.19	455	19,165	25,320.29	132	46,000	20,679.71
	04 00	BANK STOCK		15,000	.00		75,000	.00		180,000	180,000.00
	05 00	HOTEL & MOTEL		8,291	12,712.66	153	41,455	62,980.76	152	99,500	36,519.24
	06 00	MEAL		83,333	91,650.22	110	416,665	506,043.76	122	1,000,000	493,956.24
	08 00	CONTAINER RENTAL FEE		137	.00		685	.00		1,650	1,650.00
	09 00	COMMUNICATIONS TAX		2,500	2,390.35	96	12,500	11,804.72	94	30,000	18,195.28
	10 00	TRANSIT PASSENGER REVENUE		416	518.22	125	2,080	1,231.31	59	5,000	3,768.69
	11 00	CIGARETTE TAX		8,333	7,500.00	90	41,665	45,000.00	108	100,000	55,000.00
	12 00	MOBILE RESTAURANT PERMIT		12	.00		60	25.00	42	150	125.00
307	**	LOCAL		148,021	161,728.13	109	740,105	798,824.34	108	1,776,300	977,475.66
308		LICENSES, PERMITS & FEES									

TOWN OF ALTAVISTA  
REVENUE REPORT  
42% OF YEAR LAPSED

ACCOUNTING PERIOD 05/2023

TOWN OF ALTAVISTA

FUND 010		GENERAL FUND		*****	CURRENT	*****	*****	YEAR-TO-DATE	*****	ANNUAL	UNREALIZED
ACCOUNT		ACCOUNT DESCRIPTION		ESTIMATED	ACTUAL	%REV	ESTIMATED	ACTUAL	%REV	ESTIMATE	BALANCE
	01 01	CONTRACTORS		375	.00		1,875	.00		4,500	4,500.00
	01 02	RETAIL SALES		5,000	145.49	3	25,000	1,887.29	8	60,000	58,112.71
	01 03	FINANCIAL, RE & PROF		375	.00		1,875	298.67	16	4,500	4,201.33
	01 04	REPAIRS & PERSONAL SVC		833	90.57	11	4,165	601.21	14	10,000	9,398.79
	01 05	WHOLESALE BUSINESS		37	.00		185	46.46	25	450	403.54
	01 06	UTILITIES		91	.00		455	.00		1,100	1,100.00
	01 07	HOTELS		70	.00		350	.00		850	850.00
	01 *	BUSINESS LICENSE FEES		6,781	236.06	4	33,905	2,833.63	8	81,400	78,566.37
	02 01	ZONING,SIGN,HOME OCCUPATN		108	400.00	370	540	1,343.00	249	1,300	43.00-
308	**	LICENSES, PERMITS & FEES		6,889	636.06	9	34,445	4,176.63	12	82,700	78,523.37
300	***	TAXES		381,510	746,286.41		1,907,550	1,439,849.92		4,578,250	3,138,400.08
310		FINES & FORFEITURES									
310	01 00	COURT FINES		500	3,778.18	756	2,500	11,291.63	452	6,000	5,291.63-
	02 00	PARKING FINES		25	.00		125	110.00	88	300	190.00
310	**			525	3,778.18	720	2,625	11,401.63	434	6,300	5,101.63-
310	***	FINES & FORFEITURES		525	3,778.18		2,625	11,401.63		6,300	5,101.63-
320		INVESTMENT EARNINGS									
321	02 00	INTEREST									
		INTEREST INCOME		0	18,819.74		0	67,672.69		0	67,672.69-
321	**	INTEREST		0	18,819.74		0	67,672.69		0	67,672.69-
320	***	INVESTMENT EARNINGS		0	18,819.74		0	67,672.69		0	67,672.69-
330		CHARGES FOR SERVICES									
331		RENTS									
	01 00	RENTAL OF GENERAL PROP		83	.00		415	450.00	108	1,000	550.00
	01 01	PAVILION RENTALS		125	.00		625	837.50	134	1,500	662.50
	01 02	BOOKER BUILDING RENTALS		458	100.00	22	2,290	1,825.00	80	5,500	3,675.00
	01 03	SPARK INNOVATION CENTER		2,500	.00		12,500	.00		30,000	30,000.00
	01 *	RENTAL OF GENERAL PROP		3,166	100.00	3	15,830	3,112.50	20	38,000	34,887.50
	02 00	RENTAL OF REAL PROP		7,916	5,757.56	73	39,580	33,420.05	84	95,000	61,579.95
331	**	RENTS		11,082	5,857.56	53	55,410	36,532.55	66	133,000	96,467.45
336		LOANS									
336	**	LOANS		0	.00		0	.00		0	.00

TOWN OF ALTAVISTA  
REVENUE REPORT  
42% OF YEAR LAPSED

ACCOUNTING PERIOD 05/2023

TOWN OF ALTAVISTA

FUND 010		GENERAL FUND									
ACCOUNT		ACCOUNT DESCRIPTION		***** ESTIMATED	CURRENT ACTUAL	***** %REV	***** ESTIMATED	YEAR-TO-DATE ACTUAL	***** %REV	ANNUAL ESTIMATE	UNREALIZED BALANCE
<hr/>											
337	01 00	CODE ENFORCEMENT									
		CODE ENFORCEMENT	41	.00			205	230.00	112	500	270.00
337	**	CODE ENFORCEMENT	41	.00			205	230.00	112	500	270.00
330	***	CHARGES FOR SERVICES	11,123	5,857.56			55,615	36,762.55		133,500	96,737.45
340		INTERGOVERNMENTAL REVENUE									
341		STATE									
	03 00	RAILROAD ROLLING STOCK	1,308	.00			6,540	15,740.92	241	15,700	40.92-
	04 00	DCJS GRANT	7,416	24,500.00	330		37,080	49,000.00	132	89,000	40,000.00
	06 00	RENTAL TAX	83	53.04	64		415	184.27	44	1,000	815.73
	08 00	MISCELLANEOUS STATE GRANT	1,250	.00			6,250	15,000.00	240	15,000	.00
	08 02	DHCD THEATER FEASIBILITY	0	5,000.00			0	5,000.00		0	5,000.00-
	08 *	MISCELLANEOUS STATE GRANT	1,250	5,000.00	400		6,250	20,000.00	320	15,000	5,000.00-
	11 00	VDOT CONTRACTUAL SERVICES	250	.00			1,250	.00		3,000	3,000.00
	12 00	VDOT PD GRANT - OVERTIME	416	.00			2,080	.00		5,000	5,000.00
	13 00	STATE TRANSIT REVENUE	1,933	.00			9,665	35,516.00	368	23,200	12,316.00-
	17 00	BROWNFIELD ASSESSMNT GRNT	0	.00			0	95,787.40		0	95,787.40-
	17 *	BROWNFIELD ASSESSMNT GRNT	0	.00			0	95,787.40		0	95,787.40-
341	**	STATE	12,656	29,553.04	234		63,280	216,228.59	342	151,900	64,328.59-
342		COUNTY									
	02 00	LITTER GRANT	141	.00			705	.00		1,700	1,700.00
	03 00	FIRE DEPT FUEL REIMB	833	2,538.55	305		4,165	10,780.55	259	10,000	780.55-
342	**	COUNTY	974	2,538.55	261		4,870	10,780.55	221	11,700	919.45
343		FEDERAL									
	04 00	FEDERAL TRANSIT REVENUE	11,922	.00			59,610	19,761.00	33	143,070	123,309.00
	05 00	BYRNE JUSTICE GRANT	0	.00			0	11,624.25		0	11,624.25-
	11 00	USDA RURAL BUS DEV GRANT	0	.00			0	100,000.00		0	100,000.00-
343	**	FEDERAL	11,922	.00			59,610	131,385.25	220	143,070	11,684.75
340	***	INTERGOVERNMENTAL REVENUE	25,552	32,091.59			127,760	358,394.39		306,670	51,724.39-
350		OTHER REVENUE									
351		MISCELLANEOUS									
	01 00	SALES OF SUPPLIES & MAT	625	.00			3,125	41,230.20	1319	7,500	33,730.20-
	01 *	SALES OF SUPPLIES & MAT	625	.00			3,125	41,230.20	1319	7,500	33,730.20-
	03 00	CASH DISCOUNTS	8	.00			40	.00		100	100.00

TOWN OF ALTAVISTA  
REVENUE REPORT  
42% OF YEAR LAPSED

ACCOUNTING PERIOD 05/2023

TOWN OF ALTAVISTA

FUND 010 GENERAL FUND		ACCOUNT	*****	CURRENT	*****	*****	YEAR-TO-DATE	*****	ANNUAL	UNREALIZED
ACCOUNT		DESCRIPTION	ESTIMATED	ACTUAL	%REV	ESTIMATED	ACTUAL	%REV	ESTIMATE	BALANCE
04 00		MISCELLANEOUS	1,166	6,231.39	534	5,830	19,758.84	339	14,000	5,758.84-
04 02		HURT / LIGHTS	16	.00		80	94.64	118	200	105.36
04 03		HURT / SOLID WASTE COLL	3,233	2,877.04	89	16,165	15,713.08	97	38,800	23,086.92
04 04		ESTATE OF ROBERTA F JENKS	683	648.79	95	3,415	3,364.52	99	8,200	4,835.48
04 06		VENDING MACHINE REVENUE	0	8.97		0	37.46		0	37.46-
04 *		MISCELLANEOUS	5,098	9,766.19	192	25,490	38,968.54	153	61,200	22,231.46
05 00		AVOCA REIMBURSEMENT	860	.00		4,300	378.81	9	10,320	9,941.19
351	**	MISCELLANEOUS	6,591	9,766.19	148	32,955	80,577.55	245	79,120	1,457.55-
350	***	OTHER REVENUE	6,591	9,766.19		32,955	80,577.55		79,120	1,457.55-
360		OTHER FINANCING SOURCES								
361		TRANSFER IN								
01 00		FROM RESERVES	75,244	.00		376,220	.00		902,930	902,930.00
01 01		RESERVE MAIN. FUNDS	2,916	.00		14,580	.00		35,000	35,000.00
01 *		FROM RESERVES	78,160	.00		390,800	.00		937,930	937,930.00
04 00		FROM CIF	0	.00		0	60,000.00		0	60,000.00-
361	**	TRANSFER IN	78,160	.00		390,800	60,000.00	15	937,930	877,930.00
362		PROCEEDS FROM LTD								
362		PROCEEDS FROM LTD	0	.00		0	.00		0	.00
360	***	OTHER FINANCING SOURCES	78,160	.00		390,800	60,000.00		937,930	877,930.00
FUND TOTAL GENERAL FUND			503,461	816,599.67		2,517,305	2,054,658.73		6,041,770	3,987,111.27

TOWN OF ALTAVISTA  
REVENUE REPORT  
42% OF YEAR LAPSED

ACCOUNTING PERIOD 05/2023

TOWN OF ALTAVISTA

-----										
FUND 020	STATE HIGHWAY REIMB FUND									
ACCOUNT	ACCOUNT DESCRIPTION		***** ESTIMATED	CURRENT ACTUAL	***** %REV	***** ESTIMATED	YEAR-TO-DATE ACTUAL	***** %REV	ANNUAL ESTIMATE	UNREALIZED BALANCE
-----										
320	INVESTMENT EARNINGS									
321	INTEREST									
02 00	INTEREST INCOME		0	3,123.39		0	11,294.88		0	11,294.88-
321	**	INTEREST	0	3,123.39		0	11,294.88		0	11,294.88-
320	***	INVESTMENT EARNINGS	0	3,123.39		0	11,294.88		0	11,294.88-
340	INTERGOVERNMENTAL REVENUE									
341	STATE									
07 00	STREET & HIGHWAY MAINT		61,666	.00		308,330	204,638.07	66	740,000	535,361.93
07 01	CARRYOVER OF FUNDS		9,293	.00		46,465	.00		111,520	111,520.00
07 *	STREET & HIGHWAY MAINT		70,959	.00		354,795	204,638.07	58	851,520	646,881.93
341	**	STATE	70,959	.00		354,795	204,638.07	58	851,520	646,881.93
340	***	INTERGOVERNMENTAL REVENUE	70,959	.00		354,795	204,638.07		851,520	646,881.93
350	OTHER REVENUE									
351	MISCELLANEOUS									
351	**	MISCELLANEOUS	0	.00		0	.00		0	.00
350	***	OTHER REVENUE	0	.00		0	.00		0	.00
360	OTHER FINANCING SOURCES									
361	TRANSFER IN									
361	**	TRANSFER IN	0	.00		0	.00		0	.00
360	***	OTHER FINANCING SOURCES	0	.00		0	.00		0	.00
FUND TOTAL	STATE HIGHWAY REIMB FUND		70,959	3,123.39		354,795	215,932.95		851,520	635,587.05

TOWN OF ALTAVISTA

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

TOWN OF ALTAVISTA  
REVENUE REPORT  
42% OF YEAR LAPSED

ACCOUNTING PERIOD 05/2023

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	33,179.52		0	66,924.25		0	66,924.25-
321	**	INTEREST		0	33,179.52		0	66,924.25		0	66,924.25-
320	***	INVESTMENT EARNINGS		0	33,179.52		0	66,924.25		0	66,924.25-
330		CHARGES FOR SERVICES									
332		WATER CHARGES									
	01 00	INDUSTRIAL		134,333	140,424.64	105	671,665	689,855.37	103	1,612,000	922,144.63
	02 00	BUSINESS & RESIDENTIAL		26,666	10,215.12	38	133,330	111,608.24	84	320,000	208,391.76
	03 00	OUTSIDE COMMUNITY		14,833	11,566.12	78	74,165	70,745.08	95	178,000	107,254.92
	04 00	WATER CONNECTION FEES		125	.00		625	1,500.00	240	1,500	.00
	05 00	BULK WATER PURCHASE		416	.00		2,080	1,843.50	89	5,000	3,156.50
332	**	WATER CHARGES		176,373	162,205.88	92	881,865	875,552.19	99	2,116,500	1,240,947.81
333		SEWER CHARGES									
	01 00	INDUSTRIAL		146,666	182,466.00	124	733,330	838,190.40	114	1,760,000	921,809.60
	02 00	BUSINESS & RESIDENTIAL		22,000	9,994.54	45	110,000	97,698.39	89	264,000	166,301.61
	03 00	OUTSIDE COMMUNITY		166	.00		830	730.25	88	2,000	1,269.75
	04 00	SEWER CONNECTION FEES		166	.00		830	2,000.00	241	2,000	.00
	05 00	SEWER SURCHARGES		7,083	37,070.67	523	35,415	131,516.18	371	85,000	46,516.18-
333	**	SEWER CHARGES		176,081	229,531.21	130	880,405	1,070,135.22	122	2,113,000	1,042,864.78
334		WATER & SEWER									
	00 00	WATER & SEWER		583	203.31-	35	2,915	4,036.92	139	7,000	2,963.08
	01 01	MONTHLY		4,166	5,099.25	122	20,830	23,237.50	112	50,000	26,762.50
	01 02	QUARTERLY		11,666	.00		58,330	36,518.05	63	140,000	103,481.95
	01 *	BASE RATE FEE		15,832	5,099.25	32	79,160	59,755.55	76	190,000	130,244.45
334	**	WATER & SEWER		16,415	4,895.94	30	82,075	63,792.47	78	197,000	133,207.53
330	***	CHARGES FOR SERVICES		368,869	396,633.03		1,844,345	2,009,479.88		4,426,500	2,417,020.12
340		INTERGOVERNMENTAL REVENUE									
341		STATE									
	18 00	VDEM		0	.00		0	161,931.53		0	161,931.53-
	19 00	VRA		0	1,466,827.02		0	1,466,827.02		0	1,466,827.02-
341	**	STATE		0	1,466,827.02		0	1,628,758.55		0	1,628,758.55-
343		FEDERAL									
	09 01	AMERICAN RESCUE PLAN ACT		0	.00		0	1,766,891.00		0	1,766,891.00-
	09 *	CARES MONEY		0	.00		0	1,766,891.00		0	1,766,891.00-

TOWN OF ALTAVISTA  
REVENUE REPORT  
42% OF YEAR LAPSED

TOWN OF ALTAVISTA

-----										
FUND 050		WATER & SEWER FUND								
ACCOUNT		ACCOUNT DESCRIPTION		***** ESTIMATED	CURRENT ACTUAL	***** %REV	***** ESTIMATED	YEAR-TO-DATE ACTUAL	***** %REV	ANNUAL ESTIMATE
-----										
	10 00	VDEM		0	.00		0	294,087.23		0
343	**	FEDERAL		0	.00		0	2,060,978.23		0
340	***	INTERGOVERNMENTAL REVENUE		0	1,466,827.02		0	3,689,736.78		0
350		OTHER REVENUE								
351		MISCELLANEOUS								
	04 00	MISCELLANEOUS		2,083	1,480.00	71	10,415	6,459.08	62	25,000
	04 *	MISCELLANEOUS		2,083	1,480.00	71	10,415	6,459.08	62	25,000
351	**	MISCELLANEOUS		2,083	1,480.00	71	10,415	6,459.08	62	25,000
350	***	OTHER REVENUE		2,083	1,480.00		10,415	6,459.08		25,000
360		OTHER FINANCING SOURCES								
361		TRANSFER IN								
	01 00	FROM RESERVES		168,458	.00		842,290	.00		2,021,500
	03 01	DESIGNATED		143,417	.00		717,085	.00		1,721,000
	03 *	FROM GENERAL FUND		143,417	.00		717,085	.00		1,721,000
	11 00	BOND PROCEEDS		262,536	.00		1,312,680	.00		3,150,440
361	**	TRANSFER IN		574,411	.00		2,872,055	.00		6,892,940
362		PROCEEDS FROM LTD								
362	**	PROCEEDS FROM LTD		0	.00		0	.00		0
360	***	OTHER FINANCING SOURCES		574,411	.00		2,872,055	.00		6,892,940
FUND TOTAL WATER & SEWER FUND				945,363	1,898,119.57		4,726,815	5,772,599.99		11,344,440
-----										



TOWN OF ALTAVISTA  
REVENUE REPORT  
42% OF YEAR LAPSED

ACCOUNTING PERIOD 05/2023

TOWN OF ALTAVISTA

-----										
FUND 060 AGENCY / DONATION FUND										
ACCOUNT		ACCOUNT DESCRIPTION	***** ESTIMATED	CURRENT ACTUAL	***** %REV	***** ESTIMATED	YEAR-TO-DATE ACTUAL	***** %REV	ANNUAL ESTIMATE	UNREALIZED BALANCE
-----										
320		INVESTMENT EARNINGS								
321		INTEREST								
02 00		INTEREST INCOME	0	.05		0	.10		0	.10-
321	**	INTEREST	0	.05		0	.10		0	.10-
320	***	INVESTMENT EARNINGS	0	.05		0	.10		0	.10-
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	.05		0	.10		0	.10-

TOWN OF ALTAVISTA

FUND 070 COMMUNITY IMPROV FUND										
ACCOUNT		ACCOUNT DESCRIPTION	***** ESTIMATED	CURRENT ACTUAL	***** %REV	***** ESTIMATED	YEAR-TO-DATE ACTUAL	***** %REV	ANNUAL ESTIMATE	UNREALIZED BALANCE
320		INVESTMENT EARNINGS								
321		INTEREST								
321	**	INTEREST	0	.00		0	.00		0	.00
320	***	INVESTMENT EARNINGS	0	.00		0	.00		0	.00
330		CHARGES FOR SERVICES								
335		RECREATION								
335	**	RECREATION	0	.00		0	.00		0	.00
336		LOANS								
336	**	LOANS	0	.00		0	.00		0	.00
330	***	CHARGES FOR SERVICES	0	.00		0	.00		0	.00
340		INTERGOVERNMENTAL REVENUE								
341		STATE								
341	**	STATE	0	.00		0	.00		0	.00
343		FEDERAL								
343	**	FEDERAL	0	.00		0	.00		0	.00
340	***	INTERGOVERNMENTAL REVENUE	0	.00		0	.00		0	.00
350		OTHER REVENUE								
351		MISCELLANEOUS								
351	**	MISCELLANEOUS	0	.00		0	.00		0	.00
350	***	OTHER REVENUE	0	.00		0	.00		0	.00
360		OTHER FINANCING SOURCES								
361		TRANSFER IN								
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	.00		0	.00

TOWN OF ALTAVISTA  
REVENUE REPORT  
42% OF YEAR LAPSED

ACCOUNTING PERIOD 05/2023

TOWN OF ALTAVISTA

FUND 090		CEMETERY FUND		*****		CURRENT	*****		*****		YEAR-TO-DATE	*****		ANNUAL	UNREALIZED
ACCOUNT		ACCOUNT DESCRIPTION		ESTIMATED		ACTUAL	%REV		ESTIMATED		ACTUAL	%REV		ESTIMATE	BALANCE
300		TAXES													
308		LICENSES, PERMITS & FEES													
	02 02	BURIAL		1,437		350.00		24		7,185	6,545.00		91	17,250	10,705.00
308	**	LICENSES, PERMITS & FEES		1,437		350.00		24		7,185	6,545.00		91	17,250	10,705.00
300	***	TAXES		1,437		350.00				7,185	6,545.00			17,250	10,705.00
320		INVESTMENT EARNINGS													
321		INTEREST													
	02 00	INTEREST INCOME		0		255.12				0	2,038.92			0	2,038.92-
321	**	INTEREST		0		255.12				0	2,038.92			0	2,038.92-
320	***	INVESTMENT EARNINGS		0		255.12				0	2,038.92			0	2,038.92-
350		OTHER REVENUE													
351		MISCELLANEOUS													
	02 00	SALE OF REAL ESTATE		666		.00				3,330	650.00		20	8,000	7,350.00
351	**	MISCELLANEOUS		666		.00				3,330	650.00		20	8,000	7,350.00
350	***	OTHER REVENUE		666		.00				3,330	650.00			8,000	7,350.00
360		OTHER FINANCING SOURCES													
361		TRANSFER IN													
	03 00	FROM GENERAL FUND		8,940		.00				44,700	.00			107,280	107,280.00
361	**	TRANSFER IN		8,940		.00				44,700	.00			107,280	107,280.00
360	***	OTHER FINANCING SOURCES		8,940		.00				44,700	.00			107,280	107,280.00
FUND TOTAL		CEMETERY FUND		11,043		605.12				55,215	9,233.92			132,530	123,296.08
GRAND TOTAL				1,530,826		2,718,447.80				7,654,130	8,052,425.69			18,370,260	10,317,834.31

-----  
REPORT SELECTIONS

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

FUND 010 GENERAL FUND			DEPT/DIV 1001 COUNCIL/COUNCIL										
BA	ELE	OBJ	ACCOUNT	*****CURRENT*****			*****YEAR-TO-DATE*****			ENCUMBR.	ANNUAL BUDGET	UNENCUMB. BALANCE	% BDGT
SUB		SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP				
-----													
40			ADMINISTRATION										
400			COUNCIL / PLANNING COMM										
	10		SALARIES AND WAGES										
	10	01	TOWN COUNCIL	2166	2166.69	100	10830	10833.45	100	.00	26000	15166.55	42
	10	**	SALARIES AND WAGES	2166	2166.69	100	10830	10833.45	100	.00	26000	15166.55	42
	20		BENEFITS										
	20	02	FICA	166	165.73	100	830	828.65	100	.00	2000	1171.35	41
	20	**	BENEFITS	166	165.73	100	830	828.65	100	.00	2000	1171.35	41
	30		CONTRACTUAL SERVICES										
	30	14	MISC & PROFESSIONAL SVCS	333	.00	0	1665	.00	0	.00	4000	4000.00	0
	30	26	IT NETWRK/WEBSITE SUPPORT	770	3636.93	472	3850	3636.93	95	.00	9250	5613.07	39
	30	**	CONTRACTUAL SERVICES	1103	3636.93	330	5515	3636.93	66	.00	13250	9613.07	27
	50		OTHER CHARGES										
	50	08	TELECOMMUNICATIONS	208	.00	0	1040	.00	0	.00	2500	2500.00	0
	50	16	PUBLIC OFFICIAL LIAB INSU	75	.00	0	375	450.00	120	.00	900	450.00	50
	50	26	CONVENTIONS & EDUCATIONS	125	.00	0	625	.00	0	.00	1500	1500.00	0
	50	32	MISCELLANEOUS	125	76.35	61	625	307.11	49	.00	1500	1192.89	21
	50	**	OTHER CHARGES	533	76.35	14	2665	757.11	28	.00	6400	5642.89	12
400	**	**	COUNCIL / PLANNING COMM	3968	6045.70	152	19840	16056.14	81	.00	47650	31593.86	34
40	**	**	ADMINISTRATION	3968	6045.70	152	19840	16056.14	81	.00	47650	31593.86	34
DIV	1001	TOTAL	***** COUNCIL	3968	6045.70	152	19840	16056.14	81	.00	47650	31593.86	34
DEPT	10	TOTAL	***** COUNCIL	3968	6045.70	152	19840	16056.14	81	.00	47650	31593.86	34

FUND 010 GENERAL FUND			DEPT/DIV 1101 GENERAL GOVERNMENT/ADMINISTRATION												
BA	ELE	OBJ	ACCOUNT			*****CURRENT*****			*****YEAR-TO-DATE*****				ANNUAL	UNENCUMB.	%
SUB		SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE			BDGT
-----															
40			ADMINISTRATION												
401			ADMINISTRATION												
	10		SALARIES AND WAGES												
	10	02	REGULAR	45487	32999.53	73	227435	178579.12	79	.00	545850	367270.88		33	
	10	04	OVERTIME	155	323.01	208	775	1095.26	141	.00	1860	764.74		59	
	10	10	PERSONAL EMPLOYEE VEH	0	461.54	0	0	2538.47	0	.00	0	2538.47-		0	
	10	**	SALARIES AND WAGES	45642	33784.08	74	228210	182212.85	80	.00	547710	365497.15		33	
	20		BENEFITS												
	20	02	FICA	3491	2406.07	69	17455	12841.95	74	.00	41900	29058.05		31	
	20	04	VA RETIREMENT SYSTEM	4849	2778.10	57	24245	13729.14	57	.00	58190	44460.86		24	
	20	06	GROUP MEDICAL INSURANCE	4083	4761.34	117	20415	23674.30	116	.00	49000	25325.70		48	
	20	08	GROUP LIFE INSURANCE	609	478.45	79	3045	2376.29	78	.00	7310	4933.71		33	
	20	10	WORKER'S COMP	4583	934.23	20	22915	26131.01	114	.00	55000	28868.99		48	
	20	12	EMPLOYEE EDUCATION ASSIST	416	.00	0	2080	.00	0	5400.00	5000	400.00-		108	
	20	14	EMPLOYEE ASSIST PROGRAM	141	.00	0	705	772.20	110	.00	1700	927.80		45	
	20	16	OTHER EMPLOYEE BENEFITS	2808	7425.00	264	14040	8923.70	64	.00	33700	24776.30		27	
	20	18	VRS HYBRID EMPLOYER CONTR	0	771.48	0	0	3880.60	0	.00	0	3880.60-		0	
	20	20	ICMA HYBRID EMPLOYER CONT	0	256.50	0	0	1293.86	0	.00	0	1293.86-		0	
	20	**	BENEFITS	20980	19811.17	94	104900	93623.05	89	5400.00	251800	152776.95		39	
	30		CONTRACTUAL SERVICES												
	30	02	PROFESSIONAL SVCS - COBRA	150	122.32	82	750	478.81	64	.00	1800	1321.19		27	
	30	04	LEGAL SERVICES	2708	2500.00	92	13540	15204.00	112	.00	32500	17296.00		47	
	30	06	ADVERTISING	1666	2319.88	139	8330	6448.67	77	.00	20000	13551.33		32	
	30	08	MAINTENANCE SVC CONTRACTS	7916	490.38	6	39580	80897.08	204	.00	95000	14102.92		85	
	30	10	INDEPENDENT AUDITOR	1708	.00	0	8540	.00	0	.00	20500	20500.00		0	
	30	12	ENGIN & ARCHITECTURAL SVC	416	.00	0	2080	.00	0	.00	5000	5000.00		0	
	30	14	MISC & PROFESSIONAL SVCS	2083	.00	0	10415	1290.00	12	.00	25000	23710.00		5	
	30	17	RANDOM DRUG SCREENING	116	.00	0	580	99.92	17	.00	1400	1300.08		7	
	30	26	IT NETWRK/WEBSITE SUPPORT	4825	6674.88	138	24125	24930.65	103	.00	57900	32969.35		43	
	30	**	CONTRACTUAL SERVICES	21588	12107.46	56	107940	129349.13	120	.00	259100	129750.87		50	
	50		OTHER CHARGES												
	50	02	ELECTRICAL SERVICES	1250	933.55	75	6250	4515.73	72	.00	15000	10484.27		30	
	50	04	HEATING SERVICES	250	.00	0	1250	158.89	13	.00	3000	2841.11		5	
	50	06	POSTAL SERVICES	916	2079.28	227	4580	6192.88	135	.00	11000	4807.12		56	
	50	08	TELECOMMUNICATIONS	583	760.47	130	2915	3214.38	110	.00	7000	3785.62		46	
	50	10	PROPERTY INSURANCE	791	.00	0	3955	4950.00	125	.00	9500	4550.00		52	
	50	12	MOTOR VEHICLE INSURANCE	45	.00	0	225	275.00	122	.00	550	275.00		50	
	50	14	SURETY BONDS	76	.00	0	380	.00	0	.00	920	920.00		0	
	50	18	GENERAL LIABILITY INSUR	191	.00	0	955	2343.72	245	.00	2300	43.72-		102	
	50	26	CONVENTIONS & EDUCATIONS	333	.00	0	1665	.00	0	.00	4000	4000.00		0	
	50	28	DUES & ASSOC MEMBERSHIPS	1025	.00	0	5125	8577.00	167	.00	12310	3733.00		70	
	50	30	REFUNDS	41	.00	0	205	.00	0	.00	500	500.00		0	
	50	32	MISCELLANEOUS	1020	846.40	83	5100	9767.15	192	.00	12250	2482.85		80	
	50	34	MISCELLANEOUS REIMB	16	.00	0	80	110.00	138	.00	200	90.00		55	
	50	**	OTHER CHARGES	6537	4619.70	71	32685	40104.75	123	.00	78530	38425.25		51	

FUND 010 GENERAL FUND			DEPT/DIV 1101 GENERAL GOVERNMENT/ADMINISTRATION									
BA ELE OBJ	ACCOUNT		*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
-----												
40		ADMINISTRATION										
401		ADMINISTRATION										
	60	MATERIALS & SUPPLIES										
	60 02	OFFICE SUPPLIES	1666	254.87	15	8330	12332.76	148	.00	20000	7667.24	62
	60 04	REPAIRS & MAINTENANCE	1775	368.35	21	8875	8075.80	91	.00	21300	13224.20	38
	60 06	FUELS & LUBRICANTS	144	.00	0	720	377.35	52	.00	1730	1352.65	22
	60 12	BOOKS & SUBSCRIPTIONS	8	.00	0	40	66.00	165	.00	100	34.00	66
	60 **	MATERIALS & SUPPLIES	3593	623.22	17	17965	20851.91	116	.00	43130	22278.09	48
	81	CAPITAL OUTLAY - REPLACE										
	81 04	EDP EQUIP REPLACEMENT	583	.00	0	2915	7697.49	264	.00	7000	697.49-	110
	81 18	BUILDING	3750	44720.00	1193	18750	44720.00	239	.00	45000	280.00	99
	81 30	IMPRVMNTS OTHER THAN BLDG	1250	.00	0	6250	.00	0	.00	15000	15000.00	0
	81 **	CAPITAL OUTLAY - REPLACE	5583	44720.00	801	27915	52417.49	188	.00	67000	14582.51	78
401	** **	ADMINISTRATION	103923	115665.63	111	519615	518559.18	100	5400.00	1247270	723310.82	42
40	** **	ADMINISTRATION	103923	115665.63	111	519615	518559.18	100	5400.00	1247270	723310.82	42
DIV	1101	TOTAL *****										
		ADMINISTRATION	103923	115665.63	111	519615	518559.18	100	5400.00	1247270	723310.82	42
DEPT	11	TOTAL *****										
		GENERAL GOVERNMENT	103923	115665.63	111	519615	518559.18	100	5400.00	1247270	723310.82	42

FUND 010 GENERAL FUND			DEPT/DIV 3101 PUBLIC SAFETY/POLICE DEPARTMENT									
BA ELE OBJ	ACCOUNT		*****CURRENT*****			*****YEAR-TO-DATE*****				ANNUAL	UNENCUMB.	%
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
-----												
50		PUBLIC SAFETY										
501		POLICE DEPARTMENT										
	10	SALARIES AND WAGES										
	10 02	REGULAR	63180	58447.07	93	315900	322471.56	102	.00	758170	435698.44	43
	10 04	OVERTIME	1802	2543.91	141	9010	11985.33	133	.00	21630	9644.67	55
	10 06	DMV GRANT OVERTIME	416	406.92	98	2080	2392.09	115	.00	5000	2607.91	48
	10 08	PD RESIDENCY STIPEND	1108	925.04	84	5540	4291.85	78	.00	13300	9008.15	32
	10 12	TAKE HOME CAR PROGRAM	632	.00	0	3160	.00	0	.00	7580	7580.00	0
	10 **	SALARIES AND WAGES	67138	62322.94	93	335690	341140.83	102	.00	805680	464539.17	42
	20	BENEFITS										
	20 02	FICA	5087	4631.92	91	25435	24996.79	98	.00	61050	36053.21	41
	20 04	VA RETIREMENT SYSTEM	6735	6588.66	98	33675	32700.74	97	.00	80820	48119.26	41
	20 06	GROUP MEDICAL INSURANCE	7550	8579.60	114	37750	39554.40	105	.00	90610	51055.60	44
	20 08	GROUP LIFE INSURANCE	846	828.22	98	4230	4108.40	97	.00	10160	6051.60	40
	20 16	OTHER EMPLOYEE BENEFITS	900	.00	0	4500	5400.00	120	.00	10800	5400.00	50
	20 **	BENEFITS	21118	20628.40	98	105590	106760.33	101	.00	253440	146679.67	42
	30	CONTRACTUAL SERVICES										
	30 06	ADVERTISING	125	.00	0	625	320.00	51	.00	1500	1180.00	21
	30 08	MAINTENANCE SVC CONTRACTS	250	246.92	99	1250	1177.56	94	.00	3000	1822.44	39
	30 16	PHYSICALS	181	750.00	414	905	750.00	83	.00	2180	1430.00	34
	30 18	R & M ELECTRONICS	16	.00	0	80	.00	0	.00	200	200.00	0
	30 26	IT NETWRK/WEBSITE SUPPORT	2750	1587.50	58	13750	7937.50	58	.00	33000	25062.50	24
	30 **	CONTRACTUAL SERVICES	3322	2584.42	78	16610	10185.06	61	.00	39880	29694.94	26
	50	OTHER CHARGES										
	50 08	TELECOMMUNICATIONS	1433	731.83	51	7165	5097.98	71	.00	17200	12102.02	30
	50 10	PROPERTY INSURANCE	166	.00	0	830	1250.00	151	.00	2000	750.00	63
	50 12	MOTOR VEHICLE INSURANCE	425	.00	0	2125	2550.00	120	.00	5100	2550.00	50
	50 18	GENERAL LIABILITY INSUR	375	.00	0	1875	2412.50	129	.00	4500	2087.50	54
	50 24	SUBSISTANCE & LODGING	675	1351.12	200	3375	1701.12	50	.00	8100	6398.88	21
	50 26	CONVENTIONS & EDUCATIONS	833	.00	0	4165	1283.40	31	.00	10000	8716.60	13
	50 28	DUES & ASSOC MEMBERSHIPS	666	175.00	26	3330	175.00	5	.00	8000	7825.00	2
	50 29	ACCREDITATION PROGRAM	325	.00	0	1625	113.23	7	45.00	3900	3968.23	2
	50 32	MISCELLANEOUS	83	.00	0	415	44.85	11	.00	1000	955.15	5
	50 37	COMMUNITY ENGAGEMENT	125	.00	0	625	.00	0	.00	1500	1500.00	0
	50 **	OTHER CHARGES	5106	2257.95	44	25530	14401.62	56	45.00	61300	46853.38	24
	60	MATERIALS & SUPPLIES										
	60 02	OFFICE SUPPLIES	1000	1358.53	136	5000	4148.65	83	.00	12000	7851.35	35
	60 04	REPAIRS & MAINTENANCE	145	.00	0	725	645.59	89	.00	1750	1104.41	37
	60 06	FUELS & LUBRICANTS	2881	4301.81	149	14405	20855.51	145	.00	34580	13724.49	60
	60 08	VEHICLE & EQUIP R&M	1000	86.26	9	5000	7975.61	160	.00	12000	4024.39	67
	60 10	UNIFORMS	1083	259.15	24	5415	1292.46	24	3222.75	13000	8484.79	35
	60 16	DRUG INVESTIGATING	500	654.86	131	2500	954.86	38	.00	6000	5045.14	16
	60 25	SMALL EQUIPMENT	125	.00	0	625	820.89	131	.00	1500	679.11	55
	60 48	AMMUNITION & BATTERIES	833	382.62	46	4165	10148.62	244	.00	10000	148.62	102
	60 **	MATERIALS & SUPPLIES	7567	7043.23	93	37835	46842.19	124	3222.75	90830	40765.06	55



FUND 010 GENERAL FUND			DEPT/DIV 3101 PUBLIC SAFETY/POLICE DEPARTMENT									
BA ELE OBJ			*****CURRENT*****			*****YEAR-TO-DATE*****				ANNUAL	UNENCUMB.	%
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
-----												
50		PUBLIC SAFETY										
501		POLICE DEPARTMENT										
	81	CAPITAL OUTLAY - REPLACE										
	81 02	VEHICLE REPLACEMENT	4583	.00	0	22915	.00	0	.00	55000	55000.00	0
	81 06	MACHINERY & EQUIPMENT	1014	.00	0	5070	.00	0	.00	12170	12170.00	0
	81 **	CAPITAL OUTLAY - REPLACE	5597	.00	0	27985	.00	0	.00	67170	67170.00	0
	82	CAPITAL OUTLAY - NEW										
	82 30	IMPRVMNTS OTHER THAN BLDG	833	.00	0	4165	9359.85	225	.00	10000	640.15	94
	82 **	CAPITAL OUTLAY - NEW	833	.00	0	4165	9359.85	225	.00	10000	640.15	94
501	** **	POLICE DEPARTMENT	110681	94836.94	86	553405	528689.88	96	3267.75	1328300	796342.37	40
50	** **	PUBLIC SAFETY	110681	94836.94	86	553405	528689.88	96	3267.75	1328300	796342.37	40
DIV	3101	TOTAL *****										
		POLICE DEPARTMENT	110681	94836.94	86	553405	528689.88	96	3267.75	1328300	796342.37	40
DEPT	31	TOTAL *****										
		PUBLIC SAFETY	110681	94836.94	86	553405	528689.88	96	3267.75	1328300	796342.37	40

FUND 010 GENERAL FUND			DEPT/DIV 4101 PUBLIC WORKS/MAIN OF STREETS & HWYS									
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****				ANNUAL	UNENCUMB.	%
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
-----												
60												
601		OPERATIONS & MAINTENANCE										
	10	SALARIES AND WAGES										
	10 02	REGULAR	54053	51258.69	95	270265	257521.98	95	.00	648640	391118.02	40
	10 04	OVERTIME	858	1506.52	176	4290	10828.95	252	.00	10300	528.95-	105
	10 **	SALARIES AND WAGES	54911	52765.21	96	274555	268350.93	98	.00	658940	390589.07	41
	20	BENEFITS										
	20 02	FICA	4200	4143.40	99	21000	21697.01	103	.00	50410	28712.99	43
	20 04	VA RETIREMENT SYSTEM	5320	1841.14	35	26600	9205.70	35	.00	63850	54644.30	14
	20 06	GROUP MEDICAL INSURANCE	7404	5391.31	73	37020	25475.79	69	.00	88850	63374.21	29
	20 08	GROUP LIFE INSURANCE	669	733.29	110	3345	3518.96	105	.00	8030	4511.04	44
	20 18	VRS HYBRID EMPLOYER CONTR	0	3389.51	0	0	16124.61	0	.00	0	16124.61-	0
	20 20	ICMA HYBRID EMPLOYER CONT	0	604.91	0	0	2670.23	0	.00	0	2670.23-	0
	20 **	BENEFITS	17593	16103.56	92	87965	78692.30	90	.00	211140	132447.70	37
	30	CONTRACTUAL SERVICES										
	30 08	MAINTENANCE SVC CONTRACTS	500	307.74	62	2500	1768.31	71	.00	6000	4231.69	30
	30 12	ENGIN & ARCHITECTURAL SVC	416	.00	0	2080	.00	0	.00	5000	5000.00	0
	30 16	PHYSICALS	58	.00	0	290	250.00	86	.00	700	450.00	36
	30 18	R & M ELECTRONICS	91	.00	0	455	.00	0	.00	1100	1100.00	0
	30 36	MOWING CONTRACT	1250	6025.00	482	6250	8575.00	137	.00	15000	6425.00	57
	30 38	TUB GRINDING BRUSH	2916	.00	0	14580	26400.00	181	.00	35000	8600.00	75
	30 40	RECURRING LEASE AGREEMENT	80	.00	0	400	.00	0	.00	960	960.00	0
	30 **	CONTRACTUAL SERVICES	5311	6332.74	119	26555	36993.31	139	.00	63760	26766.69	58
	50	OTHER CHARGES										
	50 08	TELECOMMUNICATIONS	391	566.51	145	1955	2711.39	139	.00	4700	1988.61	58
	50 10	PROPERTY INSURANCE	416	.00	0	2080	2550.00	123	.00	5000	2450.00	51
	50 12	MOTOR VEHICLE INSURANCE	950	.00	0	4750	5700.00	120	.00	11400	5700.00	50
	50 24	SUBSISTANCE & LODGING	41	.00	0	205	.00	0	.00	500	500.00	0
	50 26	CONVENTIONS & EDUCATIONS	291	89.97	31	1455	89.97	6	.00	3500	3410.03	3
	50 32	MISCELLANEOUS	41	48.00	117	205	137.70	67	.00	500	362.30	28
	50 38	INVENTORY OVER / SHORT	0	.00	0	0	35.88	0	.00	0	35.88-	0
	50 **	OTHER CHARGES	2130	704.48	33	10650	11224.94	105	.00	25600	14375.06	44
	60	MATERIALS & SUPPLIES										
	60 02	OFFICE SUPPLIES	604	790.35	131	3020	1196.72	40	.00	7250	6053.28	17
	60 05	FUEL PUMPS	191	333.66	175	955	333.66	35	.00	2300	1966.34	15
	60 06	FUELS & LUBRICANTS	3990	711.39	18	19950	39922.94	200	.00	47880	7957.06	83
	60 08	VEHICLE / EQUIP R&M	3333	1537.65	46	16665	13530.26	81	.00	40000	26469.74	34
	60 10	UNIFORMS	1000	875.26	88	5000	7319.73	146	.00	12000	4680.27	61
	60 11	SAFETY EQUIP & PROGRAMS	250	.00	0	1250	2323.55	186	.00	3000	676.45	78
	60 20	STREET LT OPER SUPPLIES	2583	3937.50	152	12915	9748.38	76	.00	31000	21251.62	31
	60 22	HIGHWAY, STRT & SIDEWALKS	1666	5260.27	316	8330	9162.68	110	4398.50	20000	6438.82	68
	60 23	EQUIPMENT RENTAL	376	.00	0	1880	1353.52	72	.00	4520	3166.48	30
	60 28	STORM DRAINAGE	250	.00	0	1250	.00	0	.00	3000	3000.00	0
	60 30	ENGINEERING R & M	83	.00	0	415	.00	0	.00	1000	1000.00	0
	60 34	TRAIN STATION SUPPLIES	291	176.00	61	1455	1705.29	117	.00	3500	1794.71	49
	60 36	PAVEMENT	4166	.00	0	20830	.00	0	.00	50000	50000.00	0

FUND 010 GENERAL FUND											
DEPT/DIV 4101 PUBLIC WORKS/MAIN OF STREETS & HWYS											
*****CURRENT***** YEAR-TO-DATE*****											
BA ELE OBJ	ACCOUNT								ANNUAL	UNENCUMB.	%
SUB SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
-----											
60											
601	OPERATIONS & MAINTENANCE										
60 40	TRAFFIC CONTROL DEVICE	250	.00	0	1250	2509.19	201	.02-	3000	490.83	84
60 44	SNOW & ICE REMOVAL	166	.00	0	830	.00	0	.00	2000	2000.00	0
60 52	DECORATIVE STREET LIGHTS	533	.00	0	2665	511.81	19	.00	6400	5888.19	8
60 **	MATERIALS & SUPPLIES	19732	13622.08	69	98660	89617.73	91	4398.48	236850	142833.79	40
81	CAPITAL OUTLAY - REPLACE										
81 02	VEHICLE REPLACEMENT	1406	.00	0	7030	33998.49	484	1.50	16880	17119.99-	201
81 06	MACHINERY & EQUIPMENT	1083	.00	0	5415	107878.93	1992	96840.12	13000	191719.05-	1575
81 30	IMPRVMNTS OTHER THAN BLDG	2083	.00	0	10415	.00	0	27462.50	25000	2462.50-	110
81 **	CAPITAL OUTLAY - REPLACE	4572	.00	0	22860	141877.42	621	124304.12	54880	211301.54-	485
82	CAPITAL OUTLAY - NEW										
82 06	MACHINERY & EQUIPMENT	3416	.00	0	17080	29441.96	172	.87	41000	11557.17	72
82 **	CAPITAL OUTLAY - NEW	3416	.00	0	17080	29441.96	172	.87	41000	11557.17	72
90	DEBT SERVICE										
90 02	PRINCIPAL	1416	.00	0	7080	17000.00	240	.00	17000	.00	100
90 04	INTEREST	429	.00	0	2145	2636.75	123	.00	5150	2513.25	51
90 **	DEBT SERVICE	1845	.00	0	9225	19636.75	213	.00	22150	2513.25	89
601 ** **	OPERATIONS & MAINTENANCE	109510	89528.07	82	547550	675835.34	123	128703.47	1314320	509781.19	61
60 ** **		109510	89528.07	82	547550	675835.34	123	128703.47	1314320	509781.19	61
DIV 4101	TOTAL *****										
	MAIN OF STREETS & HWYS	109510	89528.07	82	547550	675835.34	123	128703.47	1314320	509781.19	61

FUND 010 GENERAL FUND											
DEPT/DIV 4102 PUBLIC WORKS/SANITATION & WASTE REM											
*****CURRENT***** YEAR-TO-DATE*****											
BA ELE OBJ	ACCOUNT								ANNUAL	UNENCUMB.	%
SUB SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
-----											
60											
601	OPERATIONS & MAINTENANCE										
60	MATERIALS & SUPPLIES										
60 06	FUELS & LUBRICANTS	1666	.00	0	8330	8618.29	104	.00	20000	11381.71	43
60 08	VEHICLE / EQUIP R&M	2500	1885.28	75	12500	4342.03	35	.00	30000	25657.97	15
60 18	SUPPLIES	0	.00	0	0	840.25	0	.00	0	840.25-	0
60 26	LITTER EXPENSES	166	163.45	99	830	142.25	17	.00	2000	1857.75	7
60 **	MATERIALS & SUPPLIES	4332	2048.73	47	21660	13942.82	64	.00	52000	38057.18	27
81	CAPITAL OUTLAY - REPLACE										
81 06	MACHINERY & EQUIPMENT	416	.00	0	2080	3521.25	169	.00	5000	1478.75	70
81 **	CAPITAL OUTLAY - REPLACE	416	.00	0	2080	3521.25	169	.00	5000	1478.75	70
601 ** **	OPERATIONS & MAINTENANCE	4748	2048.73	43	23740	17464.07	74	.00	57000	39535.93	31
60 ** **		4748	2048.73	43	23740	17464.07	74	.00	57000	39535.93	31
DIV 4102	TOTAL *****										
	SANITATION & WASTE REM	4748	2048.73	43	23740	17464.07	74	.00	57000	39535.93	31

FUND 010 GENERAL FUND											
DEPT/DIV 4103 PUBLIC WORKS/MAIN OF BLDGS & GROUNDS											
*****CURRENT***** YEAR-TO-DATE*****											
BA ELE OBJ	ACCOUNT								ANNUAL	UNENCUMB.	%
SUB SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
-----											
60											
601	OPERATIONS & MAINTENANCE										
30	CONTRACTUAL SERVICES										
30 22	LANDSCAPING CONTRACTS	750	.00	0	3750	230.00	6	.00	9000	8770.00	3
30 **	CONTRACTUAL SERVICES	750	.00	0	3750	230.00	6	.00	9000	8770.00	3
50	OTHER CHARGES										
50 02	ELECTRICAL SERVICES	666	1128.37	169	3330	3335.97	100	.00	8000	4664.03	42
50 04	HEATING SERVICES	166	.00	0	830	133.66	16	.00	2000	1866.34	7
50 **	OTHER CHARGES	832	1128.37	136	4160	3469.63	83	.00	10000	6530.37	35
60	MATERIALS & SUPPLIES										
60 18	SUPPLIES	625	863.47	138	3125	1705.43	55	.00	7500	5794.57	23
60 24	SMALL TOOLS	333	2104.36	632	1665	3612.82	217	.00	4000	387.18	90
60 **	MATERIALS & SUPPLIES	958	2967.83	310	4790	5318.25	111	.00	11500	6181.75	46
601 ** **	OPERATIONS & MAINTENANCE	2540	4096.20	161	12700	9017.88	71	.00	30500	21482.12	30
60 ** **		2540	4096.20	161	12700	9017.88	71	.00	30500	21482.12	30
DIV 4103	TOTAL *****										
	MAIN OF BLDGS & GROUNDS	2540	4096.20	161	12700	9017.88	71	.00	30500	21482.12	30

FUND 010 GENERAL FUND											
DEPT/DIV 4104 PUBLIC WORKS/PARKS & RECREATION											
*****CURRENT*****			*****YEAR-TO-DATE*****								
BA ELE OBJ	ACCOUNT								ANNUAL	UNENCUMB.	%
SUB SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60											
602	PARKS, RECREAT & CULTURAL										
30	CONTRACTUAL SERVICES										
30 42	TREE REMOVAL & PRUNING	416	.00	0	2080	5200.00	250	.00	5000	200.00-	104
30 **	CONTRACTUAL SERVICES	416	.00	0	2080	5200.00	250	.00	5000	200.00-	104
50	OTHER CHARGES										
50 02	ELECTRICAL SERVICES	1416	1256.85	89	7080	5710.64	81	.00	17000	11289.36	34
50 04	HEATING SERVICES	66	.00	0	330	125.30	38	.00	800	674.70	16
50 08	TELECOMMUNICATIONS	116	80.16	69	580	350.64	61	.00	1400	1049.36	25
50 34	MISCELLANEOUS REIMB	41	.00	0	205	87.50	43	.00	500	412.50	18
50 **	OTHER CHARGES	1639	1337.01	82	8195	6274.08	77	.00	19700	13425.92	32
60	MATERIALS & SUPPLIES										
60 18	SUPPLIES	2500	2406.18	96	12500	6793.98	54	1444.99	30000	21761.03	28
60 53	MULCH & LANDSCAPING STONE	666	.00	0	3330	.00	0	.00	8000	8000.00	0
60 54	PLAYGROUND EQUIPMENT	125	.00	0	625	.00	0	.00	1500	1500.00	0
60 55	SPLASH PAD	458	.00	0	2290	595.63	26	.00	5500	4904.37	11
60 56	WAR MEMORIAL BALLFIELD	416	.00	0	2080	.00	0	.00	5000	5000.00	0
60 57	CANOE LAUNCH	125	90.00	72	625	450.00	72	.00	1500	1050.00	30
60 58	SPECIAL EVENTS	125	19.36	16	625	1196.07	191	.00	1500	303.93	80
60 **	MATERIALS & SUPPLIES	4415	2515.54	57	22075	9035.68	41	1444.99	53000	42519.33	20
81	CAPITAL OUTLAY - REPLACE										
81 18	BUILDING	3150	16128.00	512	15750	16128.00	102	.00	37800	21672.00	43
81 26	PARKS	0	.00	0	0	63937.23	0	.00	0	63937.23-	0
81 **	CAPITAL OUTLAY - REPLACE	3150	16128.00	512	15750	80065.23	508	.00	37800	42265.23-	212
82	CAPITAL OUTLAY - NEW										
82 18	BUILDING	1625	.00	0	8125	.00	0	.00	19500	19500.00	0
82 26	PARKS	0	22000.00	0	0	22000.00	0	.00	0	22000.00-	0
82 **	CAPITAL OUTLAY - NEW	1625	22000.00	1354	8125	22000.00	271	.00	19500	2500.00-	113
602 ** **	PARKS, RECREAT & CULTURAL	11245	41980.55	373	56225	122574.99	218	1444.99	135000	10980.02	92
60 ** **		11245	41980.55	373	56225	122574.99	218	1444.99	135000	10980.02	92
DIV 4104	TOTAL ***** PARKS & RECREATION	11245	41980.55	373	56225	122574.99	218	1444.99	135000	10980.02	92

FUND 010 GENERAL FUND			DEPT/DIV 4106 PUBLIC WORKS/CULTURAL									
BA ELE OBJ		ACCOUNT	*****CURRENT*****			*****YEAR-TO-DATE*****			ENCUMBR.	ANNUAL BUDGET	UNENCUMB. BALANCE	% BDGT
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP				
-----												
60												
602		PARKS, RECREAT & CULTURAL										
	50	OTHER CHARGES										
	50 02	ELECTRICAL SERVICES	50	6.59	13	250	26.36	11	.00	600	573.64	4
	50 **	OTHER CHARGES	50	6.59	13	250	26.36	11	.00	600	573.64	4
602 ** **		PARKS, RECREAT & CULTURAL	50	6.59	13	250	26.36	11	.00	600	573.64	4
60 ** **			50	6.59	13	250	26.36	11	.00	600	573.64	4
DIV 4106		TOTAL *****										
		CULTURAL	50	6.59	13	250	26.36	11	.00	600	573.64	4

-----											
FUND 010 GENERAL FUND			DEPT/DIV 4108 PUBLIC WORKS/LIBRARY								
BA ELE OBJ			ACCOUNT			*****CURRENT*****			*****YEAR-TO-DATE*****		
SUB	SUB		DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	ANNUAL BUDGET
-----											
60											
601											
			OPERATIONS & MAINTENANCE								
	30		CONTRACTUAL SERVICES								
	30	44	CUSTODIAL SERVICES	1125	1076.00	96	5625	4304.00	77	.00	13500
	30	**	CONTRACTUAL SERVICES	1125	1076.00	96	5625	4304.00	77	.00	13500
	60		MATERIALS & SUPPLIES								
	60	04	REPAIRS & MAINTENANCE	1250	355.79	29	6250	12420.90	199	1200.00	15000
	60	**	MATERIALS & SUPPLIES	1250	355.79	29	6250	12420.90	199	1200.00	15000
601 ** ** OPERATIONS & MAINTENANCE											
				2375	1431.79	60	11875	16724.90	141	1200.00	28500
60 ** **											
				2375	1431.79	60	11875	16724.90	141	1200.00	28500
DIV 4108 TOTAL *****											
LIBRARY				2375	1431.79	60	11875	16724.90	141	1200.00	28500
DEPT 41 TOTAL *****											
PUBLIC WORKS				130468	139091.93	107	652340	841643.54	129	131348.46	1565920



FUND 010 GENERAL FUND			DEPT/DIV 6101 PUBLIC TRANSPORTATION/OPERATIONS									
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****				ANNUAL	UNENCUMB.	%
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
-----												
40		ADMINISTRATION										
403		PUBLIC TRANSPORTATION										
	10	SALARIES AND WAGES										
	10 02	REGULAR	8350	7937.17	95	41750	46820.82	112	.00	100200	53379.18	47
	10 04	OVERTIME	0	8.87	0	0	9.71	0	.00	0	9.71-	0
	10 **	SALARIES AND WAGES	8350	7946.04	95	41750	46830.53	112	.00	100200	53369.47	47
	20	BENEFITS										
	20 02	FICA	639	611.93	96	3195	3427.51	107	.00	7670	4242.49	45
	20 04	VA RETIREMENT SYSTEM	504	526.92	105	2520	2795.96	111	.00	6050	3254.04	46
	20 06	GROUP MEDICAL INSURANCE	617	641.60	104	3085	3340.40	108	.00	7410	4069.60	45
	20 08	GROUP LIFE INSURANCE	63	67.33	107	315	352.61	112	.00	760	407.39	46
	20 10	WORKER'S COMP	141	.00	0	705	850.00	121	.00	1700	850.00	50
	20 18	VRS HYBRID EMPLOYER CONTR	0	5.80	0	0	5.80	0	.00	0	5.80-	0
	20 20	ICMA HYBRID EMPLOYER CONT	0	2.84	0	0	2.84	0	.00	0	2.84-	0
	20 **	BENEFITS	1964	1856.42	95	9820	10775.12	110	.00	23590	12814.88	46
	30	CONTRACTUAL SERVICES										
	30 06	ADVERTISING	83	.00	0	415	.00	0	.00	1000	1000.00	0
	30 08	MAINTENANCE SVC CONTRACTS	41	.00	0	205	.00	0	.00	500	500.00	0
	30 14	MISC & PROFESSIONAL SVCS	25	.00	0	125	.00	0	.00	300	300.00	0
	30 16	PHYSICALS	23	49.96	217	115	169.92	148	.00	280	110.08	61
	30 **	CONTRACTUAL SERVICES	172	49.96	29	860	169.92	20	.00	2080	1910.08	8
	50	OTHER CHARGES										
	50 08	TELECOMMUNICATIONS	83	.00	0	415	.00	0	.00	1000	1000.00	0
	50 12	MOTOR VEHICLE INSURANCE	141	.00	0	705	850.00	121	.00	1700	850.00	50
	50 24	SUBSISTANCE & LODGING	25	.00	0	125	.00	0	.00	300	300.00	0
	50 26	CONVENTIONS & EDUCATIONS	62	.00	0	310	.00	0	.00	750	750.00	0
	50 28	DUES & ASSOC MEMBERSHIPS	12	.00	0	60	.00	0	.00	150	150.00	0
	50 **	OTHER CHARGES	323	.00	0	1615	850.00	53	.00	3900	3050.00	22
	60	MATERIALS & SUPPLIES										
	60 02	OFFICE SUPPLIES	29	.00	0	145	.00	0	.00	350	350.00	0
	60 06	FUELS & LUBRICANTS	2105	1978.61	94	10525	11750.83	112	.00	25270	13519.17	47
	60 08	VEHICLE & EQUIP R&M	291	319.90	110	1455	1764.10	121	.00	3500	1735.90	50
	60 14	OTHER OPERATING SUPPLIES	41	.00	0	205	.00	0	.00	500	500.00	0
	60 18	SUPPLIES	25	.00	0	125	.00	0	.00	300	300.00	0
	60 **	MATERIALS & SUPPLIES	2491	2298.51	92	12455	13514.93	109	.00	29920	16405.07	45
	81	CAPITAL OUTLAY - REPLACE										
	81 02	VEHICLE REPLACEMENT	6845	.00	0	34225	.00	0	.00	82150	82150.00	0
	81 **	CAPITAL OUTLAY - REPLACE	6845	.00	0	34225	.00	0	.00	82150	82150.00	0
	82	CAPITAL OUTLAY - NEW										
	82 02	VEHICLE	0	.00	0	0	.00	0	79732.00	0	79732.00-	0
	82 **	CAPITAL OUTLAY - NEW	0	.00	0	0	.00	0	79732.00	0	79732.00-	0
403	**	** PUBLIC TRANSPORTATION	20145	12150.93	60	100725	72140.50	72	79732.00	241840	89967.50	63

FUND 010 GENERAL FUND			DEPT/DIV 6101 PUBLIC TRANSPORTATION/OPERATIONS										
BA	ELE	OBJ	ACCOUNT	*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%	
SUB	SUB		DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
-----													
40			ADMINISTRATION										
403			PUBLIC TRANSPORTATION										
40	**	**	ADMINISTRATION	20145	12150.93	60	100725	72140.50	72	79732.00	241840	89967.50	63
DIV	6101	TOTAL	*****										
		OPERATIONS		20145	12150.93	60	100725	72140.50	72	79732.00	241840	89967.50	63
DEPT	61	TOTAL	*****										
		PUBLIC TRANSPORTATION		20145	12150.93	60	100725	72140.50	72	79732.00	241840	89967.50	63

FUND 010 GENERAL FUND			DEPT/DIV 7101 ECONOMIC DEVELOPMENT/ECONOMIC DEVELOPMENT									
BA ELE OBJ	ACCOUNT		*****CURRENT*****			*****YEAR-TO-DATE*****				ANNUAL	UNENCUMB.	%
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
-----												
40		ADMINISTRATION										
405		ECONOMIC DEVELOPMENT										
	30	CONTRACTUAL SERVICES										
	30 06	ADVERTISING	2083	.00	0	10415	.00	0	.00	25000	25000.00	0
	30 14	MISC & PROFESSIONAL SVCS	416	.00	0	2080	.00	0	.00	5000	5000.00	0
	30 **	CONTRACTUAL SERVICES	2499	.00	0	12495	.00	0	.00	30000	30000.00	0
	50	OTHER CHARGES										
	50 06	POSTAL SERVICES	41	.00	0	205	.00	0	.00	500	500.00	0
	50 08	TELECOMMUNICATIONS	75	.00	0	375	.00	0	.00	900	900.00	0
	50 24	SUBSISTANCE & LODGING	128	.00	0	640	.00	0	.00	1540	1540.00	0
	50 26	CONVENTIONS & EDUCATIONS	105	.00	0	525	.00	0	.00	1260	1260.00	0
	50 28	DUES & ASSOC MEMBERSHIPS	116	.00	0	580	.00	0	.00	1400	1400.00	0
	50 32	MISCELLANEOUS	125	.00	0	625	.00	0	.00	1500	1500.00	0
	50 63	ECONOMIC INCENTIVES	3512	.00	0	17560	110800.83	631	.00	42150	68650.83-	263
	50 93	GRANT PROGRAM FUNDING	8333	1200.00	14	41665	7400.00	18	.00	100000	92600.00	7
	50 **	OTHER CHARGES	12435	1200.00	10	62175	118200.83	190	.00	149250	31049.17	79
	60	MATERIALS & SUPPLIES										
	60 02	OFFICE SUPPLIES	125	.00	0	625	.00	0	.00	1500	1500.00	0
	60 12	BOOKS & SUBSCRIPTIONS	125	.00	0	625	.00	0	.00	1500	1500.00	0
	60 **	MATERIALS & SUPPLIES	250	.00	0	1250	.00	0	.00	3000	3000.00	0
	81	CAPITAL OUTLAY - REPLACE										
	81 18	BUILDING	0	.00	0	0	346.47	0	.00	0	346.47-	0
	81 **	CAPITAL OUTLAY - REPLACE	0	.00	0	0	346.47	0	.00	0	346.47-	0
	82	CAPITAL OUTLAY - NEW										
	82 18	BUILDING	48545	11048.86	23	242725	33186.23	14	.00	582540	549353.77	6
	82 **	CAPITAL OUTLAY - NEW	48545	11048.86	23	242725	33186.23	14	.00	582540	549353.77	6
405	** **	ECONOMIC DEVELOPMENT	63729	12248.86	19	318645	151733.53	48	.00	764790	613056.47	20
409		COMMUNITY DEVELOPMENT										
	50	OTHER CHARGES										
	50 93	GRANT PROGRAM FUNDING	0	.00	0	0	103920.34	0	87608.71	0	191529.05-	0
	50 **	OTHER CHARGES	0	.00	0	0	103920.34	0	87608.71	0	191529.05-	0
409	** **	COMMUNITY DEVELOPMENT	0	.00	0	0	103920.34	0	87608.71	0	191529.05-	0
40	** **	ADMINISTRATION	63729	12248.86	19	318645	255653.87	80	87608.71	764790	421527.42	45
DIV	7101	TOTAL *****										
		ECONOMIC DEVELOPMENT	63729	12248.86	19	318645	255653.87	80	87608.71	764790	421527.42	45
DEPT	71	TOTAL *****										
		ECONOMIC DEVELOPMENT	63729	12248.86	19	318645	255653.87	80	87608.71	764790	421527.42	45

FUND 010 GENERAL FUND			DEPT/DIV 7201 COMMUNITY DEVELOPMENT/COMMUNITY DEVELOPMENT									
BA ELE OBJ	ACCOUNT		*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
-----												
40		ADMINISTRATION										
408		COMMUNITY DEVELOPMENT										
	10	SALARIES AND WAGES										
	10 02	REGULAR	13584	5987.20	44	67920	60517.60	89	.00	163010	102492.40	37
	10 04	OVERTIME	25	.00	0	125	.00	0	.00	310	310.00	0
	10 **	SALARIES AND WAGES	13609	5987.20	44	68045	60517.60	89	.00	163320	102802.40	37
	20	BENEFITS										
	20 02	FICA	1040	455.39	44	5200	2475.36	48	.00	12490	10014.64	20
	20 04	VA RETIREMENT SYSTEM	1448	.00	0	7240	.00	0	.00	17380	17380.00	0
	20 06	GROUP MEDICAL INSURANCE	2440	514.40	21	12200	2572.00	21	.00	29280	26708.00	9
	20 08	GROUP LIFE INSURANCE	182	86.92	48	910	434.60	48	.00	2190	1755.40	20
	20 18	VRS HYBRID EMPLOYER CONTR	0	626.56	0	0	3132.80	0	.00	0	3132.80-	0
	20 20	ICMA HYBRID EMPLOYER CONT	0	64.86	0	0	324.30	0	.00	0	324.30-	0
	20 **	BENEFITS	5110	1748.13	34	25550	8939.06	35	.00	61340	52400.94	15
	30	CONTRACTUAL SERVICES										
	30 06	ADVERTISING	416	402.00	97	2080	783.00	38	.00	5000	4217.00	16
	30 14	MISC & PROFESSIONAL SVCS	1250	.00	0	6250	.00	0	.00	15000	15000.00	0
	30 36	MOWING CONTRACT	41	.00	0	205	.00	0	.00	500	500.00	0
	30 **	CONTRACTUAL SERVICES	1707	402.00	24	8535	783.00	9	.00	20500	19717.00	4
	50	OTHER CHARGES										
	50 06	POSTAL SERVICES	83	.00	0	415	.00	0	.00	1000	1000.00	0
	50 08	TELECOMMUNICATIONS	154	.00	0	770	121.32	16	.00	1850	1728.68	7
	50 24	SUBSISTANCE & LODGING	125	.00	0	625	495.90	79	.00	1500	1004.10	33
	50 26	CONVENTIONS & EDUCATIONS	208	.00	0	1040	.00	0	.00	2500	2500.00	0
	50 28	DUES & ASSOC MEMBERSHIPS	62	695.00	1121	310	695.00	224	.00	750	55.00	93
	50 32	MISCELLANEOUS	833	14.99	2	4165	59.96	1	.00	10000	9940.04	1
	50 **	OTHER CHARGES	1465	709.99	49	7325	1372.18	19	.00	17600	16227.82	8
	60	MATERIALS & SUPPLIES										
	60 02	OFFICE SUPPLIES	208	.00	0	1040	.00	0	.00	2500	2500.00	0
	60 06	FUELS & LUBRICANTS	144	.00	0	720	.00	0	.00	1730	1730.00	0
	60 12	BOOKS & SUBSCRIPTIONS	41	.00	0	205	.00	0	.00	500	500.00	0
	60 **	MATERIALS & SUPPLIES	393	.00	0	1965	.00	0	.00	4730	4730.00	0
	82	CAPITAL OUTLAY - NEW										
	82 18	BUILDING	0	.00	0	0	7517.91	0	.00	0	7517.91-	0
	82 **	CAPITAL OUTLAY - NEW	0	.00	0	0	7517.91	0	.00	0	7517.91-	0
408	** **	COMMUNITY DEVELOPMENT	22284	8847.32	40	111420	79129.75	71	.00	267490	188360.25	30
40	** **	ADMINISTRATION	22284	8847.32	40	111420	79129.75	71	.00	267490	188360.25	30
DIV	7201	TOTAL *****										
		COMMUNITY DEVELOPMENT	22284	8847.32	40	111420	79129.75	71	.00	267490	188360.25	30

FUND 010 GENERAL FUND				DEPT/DIV 7202 COMMUNITY DEVELOPMENT/MAIN STREET PROGRAM								
BA ELE OBJ		ACCOUNT	*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
-----												
40		ADMINISTRATION										
406		MAIN STREET COORDINATOR										
	50	OTHER CHARGES										
	50 08	TELECOMMUNICATIONS	37	33.58	91	185	167.96	91	.00	450	282.04	37
	50 **	OTHER CHARGES	37	33.58	91	185	167.96	91	.00	450	282.04	37
	60	MATERIALS & SUPPLIES										
	60 02	OFFICE SUPPLIES	125	.00	0	625	278.46	45	.00	1500	1221.54	19
	60 **	MATERIALS & SUPPLIES	125	.00	0	625	278.46	45	.00	1500	1221.54	19
406	** **	MAIN STREET COORDINATOR	162	33.58	21	810	446.42	55	.00	1950	1503.58	23
40	** **	ADMINISTRATION	162	33.58	21	810	446.42	55	.00	1950	1503.58	23
DIV	7202	TOTAL *****										
		MAIN STREET PROGRAM	162	33.58	21	810	446.42	55	.00	1950	1503.58	23

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	250	259.62	104	.00	600	340.38	43
	50 26	CONVENTIONS & EDUCATIONS	83	.00	0	415	550.00	133	.00	1000	450.00	55
	50 36	PLANNING COMMISSION	375	325.00	87	1875	1625.00	87	.00	4500	2875.00	36
	50 **	OTHER CHARGES	508	325.00	64	2540	2434.62	96	.00	6100	3665.38	40
400	** **	COUNCIL / PLANNING COMM	508	325.00	64	2540	2434.62	96	.00	6100	3665.38	40
40	** **	ADMINISTRATION	508	325.00	64	2540	2434.62	96	.00	6100	3665.38	40
DIV	7203	TOTAL *****										
		PLANNING COMMISSION	508	325.00	64	2540	2434.62	96	.00	6100	3665.38	40

FUND 010 GENERAL FUND											
DEPT/DIV 7204 COMMUNITY DEVELOPMENT/SPARK INNOVATION CENTER											
*****CURRENT***** YEAR-TO-DATE*****											
BA ELE OBJ	ACCOUNT								ANNUAL	UNENCUMB.	%
SUB SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
40	ADMINISTRATION										
409	COMMUNITY DEVELOPMENT										
20	BENEFITS										
20 06	GROUP MEDICAL INSURANCE	0	514.40	0	0	514.40	0	.00	0	514.40-	0
20 **	BENEFITS	0	514.40	0	0	514.40	0	.00	0	514.40-	0
30	CONTRACTUAL SERVICES										
30 06	ADVERTISING	833	.00	0	4165	.00	0	.00	10000	10000.00	0
30 08	MAINTENANCE SVC CONTRACTS	1471	930.00	63	7355	4836.00	66	5670.55	17660	7153.45	60
30 14	MISC & PROFESSIONAL SVCS	416	.00	0	2080	.00	0	.00	5000	5000.00	0
30 26	IT NETWRK/WEBSITE SUPPORT	404	140.47	35	2020	624.47	31	.00	4850	4225.53	13
30 **	CONTRACTUAL SERVICES	3124	1070.47	34	15620	5460.47	35	5670.55	37510	26378.98	30
50	OTHER CHARGES										
50 02	ELECTRICAL SERVICES	1333	.00	0	6665	.00	0	.00	16000	16000.00	0
50 04	HEATING SERVICES	500	.00	0	2500	223.46	9	.00	6000	5776.54	4
50 06	POSTAL SERVICES	83	.00	0	415	.00	0	.00	1000	1000.00	0
50 08	TELECOMMUNICATIONS	250	.00	0	1250	.00	0	.00	3000	3000.00	0
50 10	PROPERTY INSURANCE	41	.00	0	205	250.00	122	.00	500	250.00	50
50 24	SUBSISTANCE & LODGING	125	.00	0	625	.00	0	.00	1500	1500.00	0
50 26	CONVENTIONS & EDUCATIONS	125	.00	0	625	.00	0	.00	1500	1500.00	0
50 32	MISCELLANEOUS	208	.00	0	1040	.00	0	.00	2500	2500.00	0
50 **	OTHER CHARGES	2665	.00	0	13325	473.46	4	.00	32000	31526.54	2
60	MATERIALS & SUPPLIES										
60 02	OFFICE SUPPLIES	1250	590.83	47	6250	858.86	14	.00	15000	14141.14	6
60 04	REPAIRS & MAINTENANCE	500	.00	0	2500	109.50	4	.00	6000	5890.50	2
60 **	MATERIALS & SUPPLIES	1750	590.83	34	8750	968.36	11	.00	21000	20031.64	5
409 ** **	COMMUNITY DEVELOPMENT	7539	2175.70	29	37695	7416.69	20	5670.55	90510	77422.76	15
40 ** **	ADMINISTRATION	7539	2175.70	29	37695	7416.69	20	5670.55	90510	77422.76	15
DIV 7204	TOTAL *****										
	SPARK INNOVATION CENTER	7539	2175.70	29	37695	7416.69	20	5670.55	90510	77422.76	15
DEPT 72	TOTAL *****										
	COMMUNITY DEVELOPMENT	30493	11381.60	37	152465	89427.48	59	5670.55	366050	270951.97	26

FUND 010 GENERAL FUND			DEPT/DIV 9101 NON DEPARTMENT/CONTRIBUTIONS									
BA ELE OBJ			*****CURRENT*****			*****YEAR-TO-DATE*****			ENCUMBR.	ANNUAL BUDGET	UNENCUMB. BALANCE	% BDGT
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP				
-----												
80		NON DEPARTMENT										
801		NON DEPARTMENTAL										
	50	OTHER CHARGES										
	50 32	MISCELLANEOUS	3641	.00	0	18205	21000.00	115	.00	43700	22700.00	48
	50 62	CONTRIBUTION - SENIOR CTR	83	.00	0	415	.00	0	.00	1000	1000.00	0
	50 69	UNCLE BILLY'S DAY FUNDING	0	.00	0	0	1500.00	0	.00	0	1500.00-	0
	50 70	RECREATION PROGRAM	8333	.00	0	41665	50000.00	120	.00	100000	50000.00	50
	50 72	CONTRIBUTION - FIRE DEPT	1250	.00	0	6250	15000.00	240	.00	15000	.00	100
	50 74	CONTRIBUTION-MAIN ST PGM	833	.00	0	4165	.00	0	.00	10000	10000.00	0
	50 **	OTHER CHARGES	14140	.00	0	70700	87500.00	124	.00	169700	82200.00	52
801	** **	NON DEPARTMENTAL	14140	.00	0	70700	87500.00	124	.00	169700	82200.00	52
80	** **	NON DEPARTMENT	14140	.00	0	70700	87500.00	124	.00	169700	82200.00	52
DIV	9101	TOTAL *****										
		CONTRIBUTIONS	14140	.00	0	70700	87500.00	124	.00	169700	82200.00	52



FUND 010 GENERAL FUND											
DEPT/DIV 9102 NON DEPARTMENT/NON DEPARTMENT											
*****CURRENT***** YEAR-TO-DATE*****											
BA ELE OBJ	ACCOUNT								ANNUAL	UNENCUMB.	%
SUB SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
80	NON DEPARTMENT										
801	NON DEPARTMENTAL										
50	OTHER CHARGES										
50 96	INSURANCE CLAIM	0	2300.00	0	0	2300.00	0	.00	0	2300.00-	0
50 **	OTHER CHARGES	0	2300.00	0	0	2300.00	0	.00	0	2300.00-	0
60	MATERIALS & SUPPLIES										
60 06	FUELS & LUBRICANTS	833	219.62	26	4165	5743.41	138	.00	10000	4256.59	57
60 **	MATERIALS & SUPPLIES	833	219.62	26	4165	5743.41	138	.00	10000	4256.59	57
82	CAPITAL OUTLAY - NEW										
82 30	IMPRVMNTS OTHER THAN BLDG	0	.00	0	0	54357.69	0	.00	0	54357.69-	0
82 **	CAPITAL OUTLAY - NEW	0	.00	0	0	54357.69	0	.00	0	54357.69-	0
801 ** **	NON DEPARTMENTAL	833	2519.62	303	4165	62401.10	1498	.00	10000	52401.10-	624
802	TRANSFER OUT										
70	TRANSFER OUT										
70 01	TO CEMETERY FUND	8940	.00	0	44700	.00	0	.00	107280	107280.00	0
70 07	TO RESERVE POLICY FNDS-FD	5416	.00	0	27080	.00	0	.00	65000	65000.00	0
70 08	EDA CHECKING ACCOUNT	0	5000.00	0	0	12500.00	0	.00	0	12500.00-	0
70 **	TRANSFER OUT	14356	5000.00	35	71780	12500.00	17	.00	172280	159780.00	7
802 ** **	TRANSFER OUT	14356	5000.00	35	71780	12500.00	17	.00	172280	159780.00	7
80 ** **	NON DEPARTMENT	15189	7519.62	50	75945	74901.10	99	.00	182280	107378.90	41
DIV 9102	TOTAL *****										
	NON DEPARTMENT	15189	7519.62	50	75945	74901.10	99	.00	182280	107378.90	41

FUND 010 GENERAL FUND											
DEPT/DIV 9105 NON DEPARTMENT/AVOCA											
*****CURRENT***** YEAR-TO-DATE*****											
BA ELE OBJ	ACCOUNT								ANNUAL	UNENCUMB.	%
SUB SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
-----											
80	NON DEPARTMENT										
801	NON DEPARTMENTAL										
10	SALARIES AND WAGES										
10 02	REGULAR	5369	.00	0	26845	35022.42	131	.00	64430	29407.58	54
10 **	SALARIES AND WAGES	5369	.00	0	26845	35022.42	131	.00	64430	29407.58	54
20	BENEFITS										
20 02	FICA	410	.00	0	2050	2675.59	131	.00	4930	2254.41	54
20 04	VA RETIREMENT SYSTEM	488	.00	0	2440	2930.00	120	.00	5860	2930.00	50
20 06	GROUP MEDICAL INSURANCE	515	.00	0	2575	3090.00	120	.00	6180	3090.00	50
20 08	GROUP LIFE INSURANCE	61	.00	0	305	370.00	121	.00	740	370.00	50
20 **	BENEFITS	1474	.00	0	7370	9065.59	123	.00	17710	8644.41	51
30	CONTRACTUAL SERVICES										
30 36	MOWING CONTRACT	833	325.00	39	4165	325.00	8	.00	10000	9675.00	3
30 **	CONTRACTUAL SERVICES	833	325.00	39	4165	325.00	8	.00	10000	9675.00	3
50	OTHER CHARGES										
50 08	TELECOMMUNICATIONS	42	.00	0	210	67.20	32	.00	510	442.80	13
50 **	OTHER CHARGES	42	.00	0	210	67.20	32	.00	510	442.80	13
60	MATERIALS & SUPPLIES										
60 06	FUELS & LUBRICANTS	26	.00	0	130	245.05	189	.00	320	74.95	77
60 **	MATERIALS & SUPPLIES	26	.00	0	130	245.05	189	.00	320	74.95	77
81	CAPITAL OUTLAY - REPLACE										
81 18	BUILDING	2916	3191.26	109	14580	44636.26	306	41490.00	35000	51126.26-	246
81 **	CAPITAL OUTLAY - REPLACE	2916	3191.26	109	14580	44636.26	306	41490.00	35000	51126.26-	246
801 ** **	NON DEPARTMENTAL	10660	3516.26	33	53300	89361.52	168	41490.00	127970	2881.52-	102
80 ** **	NON DEPARTMENT	10660	3516.26	33	53300	89361.52	168	41490.00	127970	2881.52-	102
DIV 9105	TOTAL *****										
	AVOCA	10660	3516.26	33	53300	89361.52	168	41490.00	127970	2881.52-	102
DEPT 91	TOTAL *****										
	NON DEPARTMENT	39989	11035.88	28	199945	251762.62	126	41490.00	479950	186697.38	61
FUND 010	TOTAL *****										
	GENERAL FUND	503396	402457.47	80	2516980	2573933.21	102	354517.47	6041770	3113319.32	49

FUND 020 STATE HIGHWAY REIMB FUND			DEPT/DIV 4101 PUBLIC WORKS/MAIN OF STREETS & HWYS										
BA ELE OBJ	ACCOUNT		*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%		
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT	
-----													
60													
601													
		OPERATIONS & MAINTENANCE											
60		MATERIALS & SUPPLIES											
60	28	STORM DRAINAGE	4016	2253.30	56	20080	4059.07	20	.00	48200	44140.93	8	
60	36	PAVEMENT	33333	1042.95	3	166665	1123.46	1	.00	400000	398876.54	0	
60	40	TRAFFIC CONTROL DEVICE	4733	5082.42	107	23665	39141.36	165	.00	56800	17658.64	69	
60	**	MATERIALS & SUPPLIES	42082	8378.67	20	210410	44323.89	21	.00	505000	460676.11	9	
	81	CAPITAL OUTLAY - REPLACE											
81	02	VEHICLE REPLACEMENT	2126	.00	0	10630	5262.25	50	43975.75	25520	23718.00	-193	
81	06	MACHINERY & EQUIPMENT	83	.00	0	415	96840.12	3335	96840.12	1000	192680.24	-9368	
81	**	CAPITAL OUTLAY - REPLACE	2209	.00	0	11045	102102.37	924	140815.87	26520	216398.24	-916	
601	**	**	OPERATIONS & MAINTENANCE	44291	8378.67	19	221455	146426.26	66	140815.87	531520	244277.87	54
606													
	60	MATERIALS & SUPPLIES											
60	30	ENGINEERING R & M	833	38.25	5	4165	153.00	4	.00	10000	9847.00	2	
60	44	SNOW & ICE REMOVAL	5000	5868.43	117	25000	7832.85	31	4398.50	60000	47768.65	20	
60	46	OTHER TRAFFIC SVCS RDSIDE	4166	1531.02	37	20830	25320.00	122	.00	50000	24680.00	51	
60	**	MATERIALS & SUPPLIES	9999	7437.70	74	49995	33305.85	67	4398.50	120000	82295.65	31	
606	**	**		9999	7437.70	74	49995	33305.85	67	4398.50	120000	82295.65	31
607													
		ADMINISTRATION AND MISC											
50		OTHER CHARGES											
50	32	MISCELLANEOUS	8333	598.36	7	41665	598.36	1	.00	100000	99401.64	1	
50	**	OTHER CHARGES	8333	598.36	7	41665	598.36	1	.00	100000	99401.64	1	
607	**	**	ADMINISTRATION AND MISC	8333	598.36	7	41665	598.36	1	.00	100000	99401.64	1
608													
		CAPITAL OUTLAY											
81		CAPITAL OUTLAY - REPLACE											
81	30	IMPRVMNTS OTHER THAN BLDG	2083	.00	0	10415	.00	0	.00	25000	25000.00	0	
81	**	CAPITAL OUTLAY - REPLACE	2083	.00	0	10415	.00	0	.00	25000	25000.00	0	
	82	CAPITAL OUTLAY - NEW											
82	30	IMPRVMNTS OTHER THAN BLDG	6250	.00	0	31250	.00	0	27462.50	75000	47537.50	37	
82	**	CAPITAL OUTLAY - NEW	6250	.00	0	31250	.00	0	27462.50	75000	47537.50	37	
608	**	**	CAPITAL OUTLAY	8333	.00	0	41665	.00	0	27462.50	100000	72537.50	28
60	**	**		70956	16414.73	23	354780	180330.47	51	172676.87	851520	498512.66	42
DIV	4101	TOTAL *****											
		MAIN OF STREETS & HWYS	70956	16414.73	23	354780	180330.47	51	172676.87	851520	498512.66	42	
DEPT	41	TOTAL *****											
		PUBLIC WORKS	70956	16414.73	23	354780	180330.47	51	172676.87	851520	498512.66	42	
FUND 020		TOTAL *****											
		STATE HIGHWAY REIMB FUND	70956	16414.73	23	354780	180330.47	51	172676.87	851520	498512.66	42	

FUND 050 WATER & SEWER FUND			DEPT/DIV 1101 GENERAL GOVERNMENT/ADMINISTRATION									
BA ELE	OBJ	ACCOUNT	*****CURRENT*****			*****YEAR-TO-DATE*****				ANNUAL	UNENCUMB.	%
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
-----												
70		UTILITIES										
701		WATER										
	10	SALARIES AND WAGES										
	10 02	REGULAR	1762	1627.20	92	8810	8883.52	101	.00	21150	12266.48	42
	10 04	OVERTIME	10	41.96	420	50	49.60	99	.00	130	80.40	38
	10 **	SALARIES AND WAGES	1772	1669.16	94	8860	8933.12	101	.00	21280	12346.88	42
	20	BENEFITS										
	20 02	FICA	135	110.52	82	675	569.98	84	.00	1630	1060.02	35
	20 04	VA RETIREMENT SYSTEM	187	187.92	101	935	939.60	101	.00	2250	1310.40	42
	20 06	GROUP MEDICAL INSURANCE	327	327.42	100	1635	1637.10	100	.00	3930	2292.90	42
	20 08	GROUP LIFE INSURANCE	23	23.62	103	115	118.10	103	.00	280	161.90	42
	20 **	BENEFITS	672	649.48	97	3360	3264.78	97	.00	8090	4825.22	40
701	** **	WATER	2444	2318.64	95	12220	12197.90	100	.00	29370	17172.10	42
702		SEWER										
	10	SALARIES AND WAGES										
	10 02	REGULAR	1175	1084.80	92	5875	5922.32	101	.00	14100	8177.68	42
	10 04	OVERTIME	7	27.96	399	35	33.04	94	.00	90	56.96	37
	10 **	SALARIES AND WAGES	1182	1112.76	94	5910	5955.36	101	.00	14190	8234.64	42
	20	BENEFITS										
	20 02	FICA	90	73.69	82	450	380.00	84	.00	1090	710.00	35
	20 04	VA RETIREMENT SYSTEM	125	125.26	100	625	626.30	100	.00	1500	873.70	42
	20 06	GROUP MEDICAL INSURANCE	218	218.28	100	1090	1091.40	100	.00	2620	1528.60	42
	20 08	GROUP LIFE INSURANCE	15	15.76	105	75	78.80	105	.00	190	111.20	42
	20 **	BENEFITS	448	432.99	97	2240	2176.50	97	.00	5400	3223.50	40
702	** **	SEWER	1630	1545.75	95	8150	8131.86	100	.00	19590	11458.14	42
70	** **	UTILITIES	4074	3864.39	95	20370	20329.76	100	.00	48960	28630.24	42
DIV	1101	TOTAL ***** ADMINISTRATION	4074	3864.39	95	20370	20329.76	100	.00	48960	28630.24	42
DEPT	11	TOTAL ***** GENERAL GOVERNMENT	4074	3864.39	95	20370	20329.76	100	.00	48960	28630.24	42

FUND 050 WATER & SEWER FUND			DEPT/DIV 5001 WATER			DEPARTMENT/OPERATIONS						
BA ELE OBJ	ACCOUNT		*****CURRENT*****			*****YEAR-TO-DATE*****				ANNUAL	UNENCUMB.	%
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
-----												
70		UTILITIES										
701		WATER										
	10	SALARIES AND WAGES										
	10 02	REGULAR	31428	22638.90	72	157140	126787.13	81	.00	377140	250352.87	34
	10 04	OVERTIME	1287	794.42	62	6435	5828.38	91	.00	15450	9621.62	38
	10 **	SALARIES AND WAGES	32715	23433.32	72	163575	132615.51	81	.00	392590	259974.49	34
	20	BENEFITS										
	20 02	FICA	2502	1778.30	71	12510	9806.37	78	.00	30030	20223.63	33
	20 04	VA RETIREMENT SYSTEM	3090	1162.60	38	15450	5813.00	38	.00	37090	31277.00	16
	20 06	GROUP MEDICAL INSURANCE	4818	2372.76	49	24090	12533.44	52	.00	57820	45286.56	22
	20 08	GROUP LIFE INSURANCE	388	291.22	75	1940	1483.66	77	.00	4660	3176.34	32
	20 18	VRS HYBRID EMPLOYER CONTR	0	881.50	0	0	4571.62	0	.00	0	4571.62-	0
	20 20	ICMA HYBRID EMPLOYER CONT	0	272.46	0	0	1417.90	0	.00	0	1417.90-	0
	20 **	BENEFITS	10798	6758.84	63	53990	35625.99	66	.00	129600	93974.01	28
	30	CONTRACTUAL SERVICES										
	30 08	MAINTENANCE SVC CONTRACTS	2508	1966.00	78	12540	13299.21	106	.00	30100	16800.79	44
	30 14	MISC & PROFESSIONAL SVCS	1666	.00	0	8330	.00	0	.00	20000	20000.00	0
	30 16	PHYSICALS	66	.00	0	330	100.00	30	.00	800	700.00	13
	30 20	WATER PURCHASES - CC	6250	.00	0	31250	23466.10	75	.00	75000	51533.90	31
	30 24	R & M GROUNDS, BLDGS, RDS	1166	1278.30	110	5830	1647.66	28	.00	14000	12352.34	12
	30 26	IT NETWRK/WEBSITE SUPPORT	48	47.83	100	240	239.15	100	.00	570	330.85	42
	30 **	CONTRACTUAL SERVICES	11704	3292.13	28	58520	38752.12	66	.00	140470	101717.88	28
	50	OTHER CHARGES										
	50 02	ELECTRICAL SERVICES	9166	7816.27	85	45830	29847.44	65	.00	110000	80152.56	27
	50 04	HEATING SERVICES	333	.00	0	1665	199.28	12	.00	4000	3800.72	5
	50 08	TELECOMMUNICATIONS	916	1134.43	124	4580	4429.76	97	.00	11000	6570.24	40
	50 10	PROPERTY INSURANCE	800	.00	0	4000	4850.00	121	.00	9610	4760.00	51
	50 12	MOTOR VEHICLE INSURANCE	45	.00	0	225	275.00	122	.00	550	275.00	50
	50 18	GENERAL LIABILITY INSUR	375	.00	0	1875	2300.00	123	.00	4500	2200.00	51
	50 24	SUBSISTANCE & LODGING	250	.00	0	1250	.00	0	.00	3000	3000.00	0
	50 26	CONVENTIONS & EDUCATIONS	416	.00	0	2080	1060.00	51	.00	5000	3940.00	21
	50 28	DUES & ASSOC MEMBERSHIPS	83	.00	0	415	772.00	186	.00	1000	228.00	77
	50 30	REFUNDS	41	.00	0	205	.00	0	.00	500	500.00	0
	50 32	MISCELLANEOUS	166	.00	0	830	.00	0	.00	2000	2000.00	0
	50 64	SAMPLE TESTING	1250	1043.65	84	6250	2899.47	46	.00	15000	12100.53	19
	50 66	FEES PAID TO COMMONWEALTH	458	.00	0	2290	5037.00	220	.00	5500	463.00	92
	50 68	PROFESSIONAL LICENSES	125	.00	0	625	.00	0	.00	1500	1500.00	0
	50 88	LOAN ISSUANCE COSTS	0	.00	0	0	21694.53	0	.00	0	21694.53-	0
	50 **	OTHER CHARGES	14424	9994.35	69	72120	73364.48	102	.00	173160	99795.52	42
	60	MATERIALS & SUPPLIES										
	60 02	OFFICE SUPPLIES	500	48.71	10	2500	563.29	23	.00	6000	5436.71	9
	60 04	REPAIRS & MAINTENANCE	4166	2028.11	49	20830	3564.04	17	.00	50000	46435.96	7
	60 06	FUELS & LUBRICANTS	665	343.02	52	3325	2315.04	70	.00	7980	5664.96	29
	60 08	VEHICLE & EQUIP R&M	250	110.15	44	1250	423.75	34	.00	3000	2576.25	14
	60 10	UNIFORMS	604	1170.60	194	3020	2690.66	89	.00	7250	4559.34	37
	60 11	SAFETY EQUIP & PROGRAMS	208	.00	0	1040	633.35	61	.00	2500	1866.65	25

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.	BUDGET	UNENCUMB.	%
-----															
70			UTILITIES												
701			WATER												
	60	14	OTHER OPERATING SUPPLIES			11250	11521.01	102	56250	66446.73	118	.00	135000	68553.27	49
	60	15	LABORATORY TEST CHEMICALS			1250	2642.97	211	6250	7701.26	123	.00	15000	7298.74	51
	60	24	SMALL TOOLS			166	.00	0	830	.00	0	.00	2000	2000.00	0
	60	25	SMALL EQUIPMENT			625	600.14	96	3125	3022.01	97	.00	7500	4477.99	40
	60	**	MATERIALS & SUPPLIES			19684	18464.71	94	98420	87360.13	89	.00	236230	148869.87	37
	70		TRANSFER OUT												
	70	05	TO RESERVES			5744	.00	0	28720	.00	0	.00	68930	68930.00	0
	70	**	TRANSFER OUT			5744	.00	0	28720	.00	0	.00	68930	68930.00	0
	90		DEBT SERVICE												
	90	02	PRINCIPAL			25666	.00	0	128330	308000.00	240	.00	308000	.00	100
	90	04	INTEREST			7500	.00	0	37500	46426.69	124	.00	90000	43573.31	52
	90	**	DEBT SERVICE			33166	.00	0	165830	354426.69	214	.00	398000	43573.31	89
	91		DEBT SERVICE-2020A												
	91	02	PRINCIPAL			9243	.00	0	46215	.00	0	.00	110920	110920.00	0
	91	04	INTEREST			8166	.00	0	40830	44927.56	110	.00	98000	53072.44	46
	91	**	DEBT SERVICE-2020A			17409	.00	0	87045	44927.56	52	.00	208920	163992.44	22
701	**	**	WATER			145644	61943.35	43	728220	767072.48	105	.00	1747900	980827.52	44
70	**	**	UTILITIES			145644	61943.35	43	728220	767072.48	105	.00	1747900	980827.52	44
DIV	5001		TOTAL *****												
			OPERATIONS			145644	61943.35	43	728220	767072.48	105	.00	1747900	980827.52	44

FUND 050 WATER & SEWER FUND			DEPT/DIV 5002 WATER			DEPARTMENT/PUMP STATION						
BA ELE OBJ	ACCOUNT		*****CURRENT*****			*****YEAR-TO-DATE*****				ANNUAL	UNENCUMB.	%
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
-----												
70		UTILITIES										
703		BEDFORD PUMP STATION										
	50	OTHER CHARGES										
	50 02	ELECTRICAL SERVICES	833	637.60	77	4165	2128.37	51	.00	10000	7871.63	21
	50 08	TELECOMMUNICATIONS	58	58.64	101	290	294.54	102	.00	700	405.46	42
	50 **	OTHER CHARGES	891	696.24	78	4455	2422.91	54	.00	10700	8277.09	23
	60	MATERIALS & SUPPLIES										
	60 04	REPAIRS & MAINTENANCE	250	.00	0	1250	.00	0	.00	3000	3000.00	0
	60 **	MATERIALS & SUPPLIES	250	.00	0	1250	.00	0	.00	3000	3000.00	0
703	** **	BEDFORD PUMP STATION	1141	696.24	61	5705	2422.91	43	.00	13700	11277.09	18
704		LOLA PUMP STATION										
	50	OTHER CHARGES										
	50 02	ELECTRICAL SERVICES	83	26.06	31	415	94.93	23	.00	1000	905.07	10
	50 08	TELECOMMUNICATIONS	58	58.64	101	290	294.54	102	.00	700	405.46	42
	50 **	OTHER CHARGES	141	84.70	60	705	389.47	55	.00	1700	1310.53	23
	60	MATERIALS & SUPPLIES										
	60 04	REPAIRS & MAINTENANCE	8	.00	0	40	.00	0	.00	100	100.00	0
	60 **	MATERIALS & SUPPLIES	8	.00	0	40	.00	0	.00	100	100.00	0
704	** **	LOLA PUMP STATION	149	84.70	57	745	389.47	52	.00	1800	1410.53	22
709		MELINDA PUMP STATION										
	50	OTHER CHARGES										
	50 02	ELECTRICAL SERVICES	800	47.74	6	4000	218.25	6	.00	9600	9381.75	2
	50 08	TELECOMMUNICATIONS	45	.00	0	225	.00	0	.00	550	550.00	0
	50 **	OTHER CHARGES	845	47.74	6	4225	218.25	5	.00	10150	9931.75	2
	60	MATERIALS & SUPPLIES										
	60 04	REPAIRS & MAINTENANCE	125	.00	0	625	.00	0	.00	1500	1500.00	0
	60 **	MATERIALS & SUPPLIES	125	.00	0	625	.00	0	.00	1500	1500.00	0
709	** **	MELINDA PUMP STATION	970	47.74	5	4850	218.25	5	.00	11650	11431.75	2
70	** **	UTILITIES	2260	828.68	37	11300	3030.63	27	.00	27150	24119.37	11
DIV	5002	TOTAL *****										
		PUMP STATION	2260	828.68	37	11300	3030.63	27	.00	27150	24119.37	11

FUND 050 WATER & SEWER FUND			DEPT/DIV 5003 WATER			DEPARTMENT/SPRINGS						
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										
706		MCMINNIS SPRING										
	50	OTHER CHARGES										
	50 02	ELECTRICAL SERVICES	800	599.30	75	4000	2582.32	65	.00	9600	7017.68	27
	50 08	TELECOMMUNICATIONS	66	61.11	93	330	306.72	93	.00	800	493.28	38
	50 **	OTHER CHARGES	866	660.41	76	4330	2889.04	67	.00	10400	7510.96	28
	60	MATERIALS & SUPPLIES										
	60 04	REPAIRS & MAINTENANCE	250	58.11	23	1250	180.30	14	.00	3000	2819.70	6
	60 14	OTHER OPERATING SUPPLIES	625	747.37	120	3125	3706.06	119	.00	7500	3793.94	49
	60 15	LABORATORY TEST CHEMICALS	250	221.18	89	1250	1322.04	106	.00	3000	1677.96	44
	60 **	MATERIALS & SUPPLIES	1125	1026.66	91	5625	5208.40	93	.00	13500	8291.60	39
706	** **	MCMINNIS SPRING	1991	1687.07	85	9955	8097.44	81	.00	23900	15802.56	34
707		REYNOLDS SPRING										
	50	OTHER CHARGES										
	50 02	ELECTRICAL SERVICES	1062	1184.63	112	5310	5175.06	98	.00	12750	7574.94	41
	50 08	TELECOMMUNICATIONS	133	165.92	125	665	666.49	100	.00	1600	933.51	42
	50 **	OTHER CHARGES	1195	1350.55	113	5975	5841.55	98	.00	14350	8508.45	41
	60	MATERIALS & SUPPLIES										
	60 04	REPAIRS & MAINTENANCE	250	35.98	14	1250	879.49	70	.00	3000	2120.51	29
	60 14	OTHER OPERATING SUPPLIES	541	747.38	138	2705	3049.87	113	.00	6500	3450.13	47
	60 15	LABORATORY TEST CHEMICALS	250	221.18	89	1250	1322.04	106	.00	3000	1677.96	44
	60 **	MATERIALS & SUPPLIES	1041	1004.54	97	5205	5251.40	101	.00	12500	7248.60	42
707	** **	REYNOLDS SPRING	2236	2355.09	105	11180	11092.95	99	.00	26850	15757.05	41
70	** **	UTILITIES	4227	4042.16	96	21135	19190.39	91	.00	50750	31559.61	38
DIV	5003	TOTAL *****										
		SPRINGS	4227	4042.16	96	21135	19190.39	91	.00	50750	31559.61	38



FUND 050 WATER & SEWER FUND			DEPT/DIV 5004 WATER			DEPARTMENT/TANKS & INDUSTRIAL METERS							
BA	ELE	OBJ	ACCOUNT	*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%	
SUB	SUB	DESCRIPTION		BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
-----													
70		UTILITIES											
708		TANKS & INDUSTRIAL METERS											
	50	OTHER CHARGES											
	50 02	ELECTRICAL SERVICES		100	5102.12	5102	500	12725.42	2545	.00	1200	11525.42-1061	
	50 08	TELECOMMUNICATIONS		125	103.75	83	625	518.75	83	.00	1500	981.25	35
	50 **	OTHER CHARGES		225	5205.87	2314	1125	13244.17	1177	.00	2700	10544.17-	491
	60	MATERIALS & SUPPLIES											
	60 04	REPAIRS & MAINTENANCE		208	.00	0	1040	897.22	86	.00	2500	1602.78	36
	60 **	MATERIALS & SUPPLIES		208	.00	0	1040	897.22	86	.00	2500	1602.78	36
708	** **	TANKS & INDUSTRIAL METERS		433	5205.87	1202	2165	14141.39	653	.00	5200	8941.39-	272
70	** **	UTILITIES		433	5205.87	1202	2165	14141.39	653	.00	5200	8941.39-	272
DIV	5004	TOTAL *****											
		TANKS & INDUSTRIAL METERS		433	5205.87	1202	2165	14141.39	653	.00	5200	8941.39-	272

FUND 050 WATER & SEWER FUND			DEPT/DIV 5010 WATER			DEPARTMENT/WATER CAPITAL OUTLAY						
BA ELE OBJ	ACCOUNT		*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
-----												
70		UTILITIES										
701		WATER										
	81	CAPITAL OUTLAY - REPLACE										
	81 02	VEHICLE REPLACEMENT	1666	.00	0	8330	45980.63	552	3.12	20000	25983.75-	230
	81 06	MACHINERY & EQUIPMENT	11545	.00	0	57725	40404.07	70	7772.57	138550	90373.36	35
	81 18	BUILDING	2083	.00	0	10415	.00	0	.00	25000	25000.00	0
	81 22	WATER SYSTEM	3833	97040.00	2532	19165	314992.52	1644	.00	46000	268992.52-	685
	81 30	IMPRVMNTS OTHER THAN BLDG	45500	144.00	0	227500	144.00	0	.00	546000	545856.00	0
	81 35	MELINDA TANK HPZ	0	70825.01	0	0	143500.00	0	.00	0	143500.00-	0
	81 37	SCADA SYSTEM UPGRADE	19166	.00	0	95830	.00	0	.00	230000	230000.00	0
	81 40	WTP - ELECTRICAL	0	5380.00	0	0	5380.00	0	.00	0	5380.00-	0
	81 **	CAPITAL OUTLAY - REPLACE	83793	173389.01	207	418965	550401.22	131	7775.69	1005550	447373.09	56
	82	CAPITAL OUTLAY - NEW										
	82 06	MACHINERY & EQUIPMENT	89583	4740.00	5	447915	11937.83	3	.00	1075000	1063062.17	1
	82 16	LAND	0	.00	0	0	19866.00	0	.00	0	19866.00-	0
	82 **	CAPITAL OUTLAY - NEW	89583	4740.00	5	447915	31803.83	7	.00	1075000	1043196.17	3
701	** **	WATER	173376	178129.01	103	866880	582205.05	67	7775.69	2080550	1490569.26	28
70	** **	UTILITIES	173376	178129.01	103	866880	582205.05	67	7775.69	2080550	1490569.26	28
DIV	5010	TOTAL *****										
		WATER CAPITAL OUTLAY	173376	178129.01	103	866880	582205.05	67	7775.69	2080550	1490569.26	28
DEPT	50	TOTAL *****										
		WATER DEPARTMENT	325940	250149.07	77	1629700	1385639.94	85	7775.69	3911550	2518134.37	36

FUND 050 WATER & SEWER FUND			DEPT/DIV 5101 SEWER			DEPARTMENT/OPERATIONS						
BA ELE OBJ	ACCOUNT		*****CURRENT*****			*****YEAR-TO-DATE*****				ANNUAL	UNENCUMB.	%
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
-----												
70		UTILITIES										
702		SEWER										
10		SALARIES AND WAGES										
10	02	REGULAR	41105	34306.06	84	205525	182858.86	89	.00	493260	310401.14	37
10	04	OVERTIME	691	596.92	86	3455	1723.06	50	.00	8300	6576.94	21
10	**	SALARIES AND WAGES	41796	34902.98	84	208980	184581.92	88	.00	501560	316978.08	37
20		BENEFITS										
20	02	FICA	3197	2545.09	80	15985	13175.84	82	.00	38370	25194.16	34
20	04	VA RETIREMENT SYSTEM	4121	2458.60	60	20605	12293.00	60	.00	49460	37167.00	25
20	06	GROUP MEDICAL INSURANCE	7204	5035.98	70	36020	24887.12	69	.00	86450	61562.88	29
20	08	GROUP LIFE INSURANCE	518	461.06	89	2590	2251.66	87	.00	6220	3968.34	36
20	18	VRS HYBRID EMPLOYER CONTR	0	1086.40	0	0	5040.46	0	.00	0	5040.46-	0
20	20	ICMA HYBRID EMPLOYER CONT	0	122.92	0	0	579.24	0	.00	0	579.24-	0
20	**	BENEFITS	15040	11710.05	78	75200	58227.32	77	.00	180500	122272.68	32
30		CONTRACTUAL SERVICES										
30	08	MAINTENANCE SVC CONTRACTS	875	117.88	14	4375	1288.95	30	.00	10500	9211.05	12
30	14	MISC & PROFESSIONAL SVCS	1666	.00	0	8330	.00	0	.00	20000	20000.00	0
30	16	PHYSICALS	125	.00	0	625	.00	0	.00	1500	1500.00	0
30	24	R & M GROUNDS, BLDGS, RDS	541	1050.00	194	2705	2300.00	85	.00	6500	4200.00	35
30	**	CONTRACTUAL SERVICES	3207	1167.88	36	16035	3588.95	22	.00	38500	34911.05	9
50		OTHER CHARGES										
50	02	ELECTRICAL SERVICES	31250	11021.09	35	156250	91820.69	59	.00	375000	283179.31	25
50	04	HEATING SERVICES	291	.00	0	1455	196.89	14	.00	3500	3303.11	6
50	08	TELECOMMUNICATIONS	833	1107.18	133	4165	4094.24	98	.00	10000	5905.76	41
50	10	PROPERTY INSURANCE	800	.00	0	4000	4850.00	121	.00	9600	4750.00	51
50	12	MOTOR VEHICLE INSURANCE	166	.00	0	830	1024.70	124	.00	2000	975.30	51
50	18	GENERAL LIABILITY INSUR	375	.00	0	1875	2300.00	123	.00	4500	2200.00	51
50	24	SUBSISTANCE & LODGING	83	.00	0	415	.00	0	.00	1000	1000.00	0
50	26	CONVENTIONS & EDUCATIONS	250	124.00	50	1250	2098.00	168	.00	3000	902.00	70
50	28	DUES & ASSOC MEMBERSHIPS	41	.00	0	205	.00	0	.00	500	500.00	0
50	30	REFUNDS	62	.00	0	310	.00	0	.00	750	750.00	0
50	32	MISCELLANEOUS	62	.00	0	310	.00	0	.00	750	750.00	0
50	64	SAMPLE TESTING	916	.00	0	4580	2200.30	48	.00	11000	8799.70	20
50	66	FEES PAID TO COMMONWEALTH	875	.00	0	4375	9657.00	221	.00	10500	843.00	92
50	67	SAMPLE TESTING / IN HOUSE	437	.00	0	2185	5023.80	230	.00	5250	226.20	96
50	68	PROFESSIONAL LICENSES	125	.00	0	625	.00	0	.00	1500	1500.00	0
50	88	LOAN ISSUANCE COSTS	0	.00	0	0	98830.62	0	.00	0	98830.62-	0
50	90	EOP ENVIRON. SAMPLING	416	.00	0	2080	.00	0	.00	5000	5000.00	0
50	**	OTHER CHARGES	36982	12252.27	33	184910	222096.24	120	.00	443850	221753.76	50
60		MATERIALS & SUPPLIES										
60	02	OFFICE SUPPLIES	504	.00	0	2520	490.55	20	.00	6050	5559.45	8
60	04	REPAIRS & MAINTENANCE	5250	1264.31	24	26250	14293.93	55	1589.76	63000	47116.31	25
60	06	FUELS & LUBRICANTS	1440	179.43	13	7200	2956.64	41	.00	17290	14333.36	17
60	08	VEHICLE / EQUIP R&M	416	84.21	20	2080	2355.85	113	.00	5000	2644.15	47
60	10	UNIFORMS	583	.00	0	2915	2361.39	81	299.87	7000	4338.74	38
60	11	SAFETY EQUIP & PROGRAMS	416	.00	0	2080	1252.85	60	.00	5000	3747.15	25

FUND 050 WATER & SEWER FUND			DEPT/DIV 5101 SEWER			DEPARTMENT/OPERATIONS							
BA	ELE	OBJ	ACCOUNT			*****CURRENT*****			*****YEAR-TO-DATE*****				
SUB		SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	ANNUAL BUDGET	UNENCUMB. BALANCE	% BDGT
-----													
70			UTILITIES										
702			SEWER										
60	14		OTHER OPERATING SUPPLIES	6066	.00	0	30330	25160.53	83	.00	72800	47639.47	35
60	24		SMALL TOOLS	125	.00	0	625	.00	0	.00	1500	1500.00	0
60	50		LABORATORY TEST EQUIP	2500	522.70	21	12500	12233.05	98	2265.61	30000	15501.34	48
60	**		MATERIALS & SUPPLIES	17300	2050.65	12	86500	61104.79	71	4155.24	207640	142379.97	31
70			TRANSFER OUT										
70	05		TO RESERVES	5743	.00	0	28715	.00	0	.00	68920	68920.00	0
70	**		TRANSFER OUT	5743	.00	0	28715	.00	0	.00	68920	68920.00	0
90			DEBT SERVICE										
90	04		INTEREST	11135	.00	0	55675	.00	0	.00	133620	133620.00	0
90	**		DEBT SERVICE	11135	.00	0	55675	.00	0	.00	133620	133620.00	0
91			DEBT SERVICE-2020A										
91	02		PRINCIPAL	6423	.00	0	32115	.00	0	.00	77080	77080.00	0
91	04		INTEREST	5208	.00	0	26040	31220.85	120	.00	62500	31279.15	50
91	**		DEBT SERVICE-2020A	11631	.00	0	58155	31220.85	54	.00	139580	108359.15	22
702	**	**	SEWER	142834	62083.83	44	714170	560820.07	79	4155.24	1714170	1149194.69	33
70	**	**	UTILITIES	142834	62083.83	44	714170	560820.07	79	4155.24	1714170	1149194.69	33
DIV	5101		TOTAL ***** OPERATIONS	142834	62083.83	44	714170	560820.07	79	4155.24	1714170	1149194.69	33

FUND 050 WATER & SEWER FUND			DEPT/DIV 5102 SEWER			DEPARTMENT/PUMP STATION							
BA	ELE	OBJ	ACCOUNT	*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%	
SUB		SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
-----													
70			UTILITIES										
705			RIVERVIEW PUMP STATION										
	50		OTHER CHARGES										
	50	02	ELECTRICAL SERVICES	1083	1011.81	93	5415	1964.03	36	.00	13000	11035.97	15
	50	08	TELECOMMUNICATIONS	83	58.64	71	415	294.54	71	.00	1000	705.46	30
	50	**	OTHER CHARGES	1166	1070.45	92	5830	2258.57	39	.00	14000	11741.43	16
	60		MATERIALS & SUPPLIES										
	60	04	REPAIRS & MAINTENANCE	833	.00	0	4165	1299.14	31	.00	10000	8700.86	13
	60	**	MATERIALS & SUPPLIES	833	.00	0	4165	1299.14	31	.00	10000	8700.86	13
705	**	**	RIVERVIEW PUMP STATION	1999	1070.45	54	9995	3557.71	36	.00	24000	20442.29	15
70	**	**	UTILITIES	1999	1070.45	54	9995	3557.71	36	.00	24000	20442.29	15
DIV	5102		TOTAL *****										
			PUMP STATION	1999	1070.45	54	9995	3557.71	36	.00	24000	20442.29	15

FUND 050 WATER & SEWER FUND			DEPT/DIV 5110 SEWER			DEPARTMENT/SEWER CAPITAL OUTLAY			ANNUAL BUDGET	UNENCUMB. BALANCE	% BDGT
BA ELE OBJ	ACCOUNT		*****CURRENT*****			*****YEAR-TO-DATE*****					
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.		
70		UTILITIES									
702		SEWER									
81		CAPITAL OUTLAY - REPLACE									
81 02		VEHICLE REPLACEMENT	1666	.00	0	8330	66496.13	798	33185.90	20000	79682.03- 498
81 06		MACHINERY & EQUIPMENT	12770	.00	0	63850	2120.07	3	.43-	153250	151130.36 1
81 18		BUILDING	4250	.00	0	21250	.00	0	.00	51000	51000.00 0
81 20		SEWER SYSTEM	131853	7042.50	5	659265	697674.80	106	.00	1582240	884565.20 44
81 30		IMPRVMNTS OTHER THAN BLDG	62500	.00	0	312500	6490.76	2	10000.00	750000	733509.24 2
81 37		SCADA SYSTEM UPGRADE	29166	.00	0	145830	.00	0	.00	350000	350000.00 0
81 40		ELECTRICAL	130683	13645.00	10	653415	116079.44	18	.00	1568200	1452120.56 7
81 **		CAPITAL OUTLAY - REPLACE	372888	20687.50	6	1864440	888861.20	48	43185.47	4474690	3542643.33 21
82		CAPITAL OUTLAY - NEW									
82 06		MACHINERY & EQUIPMENT	0	.00	0	0	119450.00	0	240197.00	0	359647.00- 0
82 20		SEWER SYSTEM	57875	.00	0	289375	.00	0	.00	694500	694500.00 0
82 **		CAPITAL OUTLAY - NEW	57875	.00	0	289375	119450.00	41	240197.00	694500	334853.00 52
702 ** **		SEWER	430763	20687.50	5	2153815	1008311.20	47	283382.47	5169190	3877496.33 25
70 ** **		UTILITIES	430763	20687.50	5	2153815	1008311.20	47	283382.47	5169190	3877496.33 25
DIV 5110		TOTAL *****									
		SEWER CAPITAL OUTLAY	430763	20687.50	5	2153815	1008311.20	47	283382.47	5169190	3877496.33 25
DEPT 51		TOTAL *****									
		SEWER DEPARTMENT	575596	83841.78	15	2877980	1572688.98	55	287537.71	6907360	5047133.31 27

FUND 050 WATER & SEWER FUND			DEPT/DIV 5201 DISTRIBUTION & COLLECTION/OPERATIONS										
BA	ELE	OBJ	ACCOUNT	*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%	
SUB		SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
-----													
71			DISTRIBUTION & COLLECTION										
711			DISTRIBUTION										
	10		SALARIES AND WAGES										
	10	02	REGULAR	8850	6492.65	73	44250	35839.65	81	.00	106210	70370.35	34
	10	04	OVERTIME	275	257.29	94	1375	1112.87	81	.00	3300	2187.13	34
	10	**	SALARIES AND WAGES	9125	6749.94	74	45625	36952.52	81	.00	109510	72557.48	34
	20		BENEFITS										
	20	02	FICA	698	493.98	71	3490	2669.30	77	.00	8380	5710.70	32
	20	04	VA RETIREMENT SYSTEM	934	286.48	31	4670	1432.40	31	.00	11210	9777.60	13
	20	06	GROUP MEDICAL INSURANCE	1807	984.80	55	9035	4666.80	52	.00	21690	17023.20	22
	20	08	GROUP LIFE INSURANCE	117	96.24	82	585	485.00	83	.00	1410	925.00	34
	20	18	VRS HYBRID EMPLOYER CONTR	0	425.72	0	0	2155.79	0	.00	0	2155.79-	0
	20	20	ICMA HYBRID EMPLOYER CONT	0	53.36	0	0	269.63	0	.00	0	269.63-	0
	20	**	BENEFITS	3556	2340.58	66	17780	11678.92	66	.00	42690	31011.08	27
	30		CONTRACTUAL SERVICES										
	30	08	MAINTENANCE SVC CONTRACTS	250	38.25	15	1250	153.00	12	.00	3000	2847.00	5
	30	16	PHYSICALS	25	.00	0	125	.00	0	.00	300	300.00	0
	30	30	GIS MAPPING UPDATES	416	16.74	4	2080	104.04	5	.00	5000	4895.96	2
	30	**	CONTRACTUAL SERVICES	691	54.99	8	3455	257.04	7	.00	8300	8042.96	3
	50		OTHER CHARGES										
	50	08	TELECOMMUNICATIONS	25	.00	0	125	57.33	46	.00	300	242.67	19
	50	24	SUBSISTANCE & LODGING	41	.00	0	205	.00	0	.00	500	500.00	0
	50	26	CONVENTIONS & EDUCATIONS	66	.00	0	330	.00	0	.00	800	800.00	0
	50	65	METER TESTING/REPLACEMENT	1250	148.00	12	6250	148.00	2	.00	15000	14852.00	1
	50	76	MISS UTILITY	54	30.45	56	270	106.06	39	.00	650	543.94	16
	50	**	OTHER CHARGES	1436	178.45	12	7180	311.39	4	.00	17250	16938.61	2
	60		MATERIALS & SUPPLIES										
	60	02	OFFICE SUPPLIES	20	.00	0	100	.00	0	.00	250	250.00	0
	60	04	REPAIRS & MAINTENANCE	4166	4351.79	105	20830	17605.47	85	.00	50000	32394.53	35
	60	06	FUELS & LUBRICANTS	775	195.65	25	3875	1570.40	41	.00	9300	7729.60	17
	60	08	VEHICLE & EQUIP R&M	520	362.27	70	2600	1159.98	45	.00	6250	5090.02	19
	60	10	UNIFORMS	216	106.48	49	1080	431.36	40	.00	2600	2168.64	17
	60	11	SAFETY EQUIP & PROGRAMS	108	182.10	169	540	182.10	34	.00	1300	1117.90	14
	60	25	SMALL EQUIPMENT	116	26.98	23	580	222.65	38	.00	1400	1177.35	16
	60	**	MATERIALS & SUPPLIES	5921	5225.27	88	29605	21171.96	72	.00	71100	49928.04	30
711	**	**	DISTRIBUTION	20729	14549.23	70	103645	70371.83	68	.00	248850	178478.17	28
712			COLLECTION										
	10		SALARIES AND WAGES										
	10	02	REGULAR	8850	6492.63	73	44250	35751.10	81	.00	106210	70458.90	34
	10	04	OVERTIME	275	117.56	43	1375	836.69	61	.00	3300	2463.31	25
	10	**	SALARIES AND WAGES	9125	6610.19	72	45625	36587.79	80	.00	109510	72922.21	33

FUND 050 WATER & SEWER FUND			DEPT/DIV 5201 DISTRIBUTION & COLLECTION/OPERATIONS									
BA ELE OBJ	ACCOUNT		*****CURRENT*****			*****YEAR-TO-DATE*****				ANNUAL	UNENCUMB.	%
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
-----												
71		DISTRIBUTION & COLLECTION										
712		COLLECTION										
	20	BENEFITS										
	20 02	FICA	698	493.86	71	3490	2668.84	77	.00	8380	5711.16	32
	20 04	VA RETIREMENT SYSTEM	934	286.48	31	4670	1432.40	31	.00	11210	9777.60	13
	20 06	GROUP MEDICAL INSURANCE	1807	984.80	55	9035	4666.80	52	.00	21690	17023.20	22
	20 08	GROUP LIFE INSURANCE	117	96.20	82	585	484.76	83	.00	1410	925.24	34
	20 18	VRS HYBRID EMPLOYER CONTR	0	425.68	0	0	2155.61	0	.00	0	2155.61-	0
	20 20	ICMA HYBRID EMPLOYER CONT	0	53.30	0	0	269.31	0	.00	0	269.31-	0
	20 **	BENEFITS	3556	2340.32	66	17780	11677.72	66	.00	42690	31012.28	27
	30	CONTRACTUAL SERVICES										
	30 08	MAINTENANCE SVC CONTRACTS	125	38.25	31	625	903.00	145	.00	1500	597.00	60
	30 16	PHYSICALS	25	.00	0	125	.00	0	.00	300	300.00	0
	30 26	IT NETWRK/WEBSITE SUPPORT	48	47.83	100	240	239.15	100	.00	570	330.85	42
	30 30	GIS MAPPING UPDATES	416	16.74	4	2080	104.04	5	.00	5000	4895.96	2
	30 **	CONTRACTUAL SERVICES	614	102.82	17	3070	1246.19	41	.00	7370	6123.81	17
	50	OTHER CHARGES										
	50 08	TELECOMMUNICATIONS	25	.00	0	125	57.33	46	.00	300	242.67	19
	50 24	SUBSISTANCE & LODGING	41	.00	0	205	.00	0	.00	500	500.00	0
	50 26	CONVENTIONS & EDUCATIONS	66	.00	0	330	.00	0	.00	800	800.00	0
	50 76	MISS UTILITY	54	30.45	56	270	106.04	39	.00	650	543.96	16
	50 **	OTHER CHARGES	186	30.45	16	930	163.37	18	.00	2250	2086.63	7
	60	MATERIALS & SUPPLIES										
	60 02	OFFICE SUPPLIES	20	.00	0	100	.00	0	.00	250	250.00	0
	60 04	REPAIRS & MAINTENANCE	2916	581.82	20	14580	6540.78	45	.00	35000	28459.22	19
	60 06	FUELS & LUBRICANTS	775	195.65	25	3875	1570.40	41	.00	9300	7729.60	17
	60 08	VEHICLE & EQUIP R&M	520	789.25	152	2600	1485.80	57	.00	6250	4764.20	24
	60 10	UNIFORMS	208	106.48	51	1040	431.37	42	.00	2500	2068.63	17
	60 11	SAFETY EQUIP & PROGRAMS	108	182.10	169	540	182.10	34	.00	1300	1117.90	14
	60 25	SMALL EQUIPMENT	108	26.99	25	540	222.65	41	.00	1300	1077.35	17
	60 **	MATERIALS & SUPPLIES	4655	1882.29	40	23275	10433.10	45	.00	55900	45466.90	19
	81	CAPITAL OUTLAY - REPLACE										
	81 30	IMPRVMNTS OTHER THAN BLDG	833	.00	0	4165	.00	0	.00	10000	10000.00	0
	81 **	CAPITAL OUTLAY - REPLACE	833	.00	0	4165	.00	0	.00	10000	10000.00	0
712	** **	COLLECTION	18969	10966.07	58	94845	60108.17	63	.00	227720	167611.83	26
71	** **	DISTRIBUTION & COLLECTION	39698	25515.30	64	198490	130480.00	66	.00	476570	346090.00	27
DIV	5201	TOTAL *****										
		OPERATIONS	39698	25515.30	64	198490	130480.00	66	.00	476570	346090.00	27
DEPT	52	TOTAL *****										
		DISTRIBUTION & COLLECTION	39698	25515.30	64	198490	130480.00	66	.00	476570	346090.00	27
FUND	050	TOTAL *****										
		WATER & SEWER FUND	945308	363370.54	38	4726540	3109138.68	66	295313.40	11344440	7939987.92	30



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										
802			TRANSFER OUT										
	70		TRANSFER OUT										
	70	03	TO GENERAL FUND	0	.00	0	0	60000.00	0	.00	0	60000.00-	0
	70	**	TRANSFER OUT	0	.00	0	0	60000.00	0	.00	0	60000.00-	0
802	**	**	TRANSFER OUT	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

FUND 090 CEMETERY FUND											
DEPT/DIV 0000											
*****CURRENT*****			*****YEAR-TO-DATE*****								
BA ELE OBJ	ACCOUNT								ANNUAL	UNENCUMB.	%
SUB SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
-----											
60											
603	CEMETERY										
10	SALARIES AND WAGES										
10 02	REGULAR	1250	694.46	56	6250	6618.60	106	.00	15000	8381.40	44
10 04	OVERTIME	83	72.00	87	415	695.66	168	.00	1000	304.34	70
10 **	SALARIES AND WAGES	1333	766.46	58	6665	7314.26	110	.00	16000	8685.74	46
20	BENEFITS										
20 02	FICA	102	55.96	55	510	513.23	101	.00	1230	716.77	42
20 04	VA RETIREMENT SYSTEM	133	.00	0	665	.00	0	.00	1600	1600.00	0
20 06	GROUP MEDICAL INSURANCE	145	125.31	86	725	1113.25	154	.00	1750	636.75	64
20 08	GROUP LIFE INSURANCE	16	9.95	62	80	82.20	103	.00	200	117.80	41
20 18	VRS HYBRID EMPLOYER CONTR	0	63.99	0	0	567.19	0	.00	0	567.19-	0
20 20	ICMA HYBRID EMPLOYER CONT	0	13.27	0	0	80.99	0	.00	0	80.99-	0
20 **	BENEFITS	396	268.48	68	1980	2356.86	119	.00	4780	2423.14	49
30	CONTRACTUAL SERVICES										
30 36	MOWING CONTRACT	2083	3750.00	180	10415	4750.00	46	.00	25000	20250.00	19
30 **	CONTRACTUAL SERVICES	2083	3750.00	180	10415	4750.00	46	.00	25000	20250.00	19
60	MATERIALS & SUPPLIES										
60 04	REPAIRS & MAINTENANCE	833	.00	0	4165	.00	0	.00	10000	10000.00	0
60 60	OPENING/CLOSING GRAVES	125	.00	0	625	.00	0	.00	1500	1500.00	0
60 **	MATERIALS & SUPPLIES	958	.00	0	4790	.00	0	.00	11500	11500.00	0
70	TRANSFER OUT										
70 01	TO CEMETERY RESERVE	2270	.00	0	11350	.00	0	.00	27250	27250.00	0
70 **	TRANSFER OUT	2270	.00	0	11350	.00	0	.00	27250	27250.00	0
82	CAPITAL OUTLAY - NEW										
82 06	MACHINERY & EQUIPMENT	4000	.00	0	20000	39780.00	199	79560.00	48000	71340.00-	249
82 **	CAPITAL OUTLAY - NEW	4000	.00	0	20000	39780.00	199	79560.00	48000	71340.00-	249
603 ** **	CEMETERY	11040	4784.94	43	55200	54201.12	98	79560.00	132530	1231.12-	101
60 ** **		11040	4784.94	43	55200	54201.12	98	79560.00	132530	1231.12-	101
DIV 0000	TOTAL *****										
		11040	4784.94	43	55200	54201.12	98	79560.00	132530	1231.12-	101
DEPT 00	TOTAL *****										
		11040	4784.94	43	55200	54201.12	98	79560.00	132530	1231.12-	101
FUND 090	TOTAL *****										
	CEMETERY FUND	11040	4784.94	43	55200	54201.12	98	79560.00	132530	1231.12-	101
GRAND	TOTAL *****										
		1530700	787027.68	51	7653500	5977603.48	78	902067.74	18370260	11490588.78	38

Town of Altavista  
Investment and Deposit Totals  
Balance as of November 30, 2022



**General Fund Reserves**

Money Market Account	4,093,214.05	
Certificate of Deposit	3,074,543.22	
LGIP	5,724,589.72	
Sub-Total		\$ 12,892,346.99

**Enterprise Fund Reserves**

Money Market Account	230,169.80	
Certificate of Deposit		
LGIP	2,591,297.81	
Sub-Total		\$ 2,821,467.61

**Highway Fund**

Money Market Account	57,350.00	
Certificate of Deposit	0.00	
LGIP	1,020,056.77	
Sub-Total		\$ 1,077,406.77

**Green Hill Cemetery**

Money Market Account	79,214.43	
Certificate of Deposit	640,921.10	
LGIP	78,285.02	
Sub-Total		\$ 798,420.55

**AEDA**

Money Market Account	0.00	
Certificate of Deposit	0.00	
LGIP	233,567.62	
Sub-Total		\$ 233,567.62

**Federal Forfeiture Account**

\$0.00

**State Forfeiture Account**

\$7,945.28

**Operating Cash Account**

\$ 4,490,122.30

**Grand Total Investments and Deposits** \$ 22,321,277.12

**Designated Balance** \$ 18,767,843.80

**Undesignated Balance** \$ 3,553,433.32

**DISTRIBUTION OF UNDESIGNATED FUNDS**

Policy Money	5,095,522.00
PCB	435,967.59
Accrued Liability as of 6/30/2022	180,789.74
ED remaining balance of \$35,000 (website and marketing)	6,240.00
Earmarked for AOT No Interest Loan Program - Grant (5/11/21)	20,821.44
"Pop-Up" Altavista Funding - Downtown Business Invest Grant	2,764.12
Funds carried over for projects not completed during prior FY	1,204,545.31
Canoe Launch Site	58,056.17
CIP Items Earmarked for Future Purchase	192,680.00
Park Improvements as designated by Roberta F. Jenks' Estate	48,968.32
Park Improvements	11,300.00
AVOCA Maintenance Funds	172,348.59
Main St Sidewalk Extension Match (VDOT)	0.00
Theater Transfer In FY2022 Budget	983,770.00
Proceeds from sale of Armory	212,826.00
ARPA Funding - 1st Tranche & 2nd Tranche	3,533,782.00
<b>EARMARKED FUNDS</b>	<b>\$ 12,160,381.28</b>

**RESERVE POLICY FUNDS**

<b>General Fund:</b>	The General Fund Undesignated Fund Balance at the close of each FY per the town's audit, should be at least 50% of Annual Recurring Revenues. (8/10/21)	3,211,965
<b>Enterprise Fund:</b>	Unrestricted cash for the Enterprise Fund should be a minimum of 50% of total water and sewer utility fund expenditures. (12/13/11)	1,883,557
<b>Total Reserve Policy Funds</b>		<b>5,095,522</b>



TOWN OF ALTAVISTA  
TOWN COUNCIL  
REGULAR MEETING  
December 13, 2022  
AGENDA COVER SHEET

AGENDA ITEM #: 6.G

**CONSENT AGENDA**

**Title: Town Council Meeting Minutes**

**Staff Resource: Crystal Hailey, Assistant Town Clerk**

---

**Action(s):**

Approve minutes as presented, or inform Staff of any amendments needed to the documents.

**Explanation:**

Minutes from the Altavista Town Council monthly meetings:

- Regular Meeting 09/13/22
- Work Session 09/27/22
- Regular Meeting 10/11/22
- Work Session 10/25/22

**Background:**

Transcribed minutes from previous Town Council meetings are presented to Council, at their first/regular meeting each month, for their review and approval. Direction is offered to Staff if there are any discrepancies that need to be amended.

**Funding Source(s):**

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

*attachment 1. Town Council RM 9.13.22*

*attachment 2. Town Council Work Session 9.27.22*

*attachment 3. Town Council RM 10.11.22*

*attachment 4. Town Council Work Session 10.25.22*

Town Council Regular Meeting September 13th, 2022

The Altavista Town Council held their September 2022 Regular Meeting in Council Chambers of the Town Hall/J.R. Burgess Municipal Building, 510 Seventh Street, on Tuesday, September 13th, at 6pm.

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

Council Members

Present: Vice Mayor Reginald Bennett (entered meeting at 6:20pm)  
Mr. Tracy Emerson  
Mr. Timothy George  
Dr. Scott Lowman  
Mayor Michael Mattox  
Mr. Wayne Mitchell

Absent: Mr. Jay Higginbotham

Town Staff present: Mr. Gary Shanaberger, Town Manager  
Mrs. Tobie Shelton, Treasurer/Finance Director  
Mr. Thomas Merricks, Altavista Chief of Police  
Mr. Tom Fore, Public Services Director  
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 Sam Knaus, First Southern Baptist Church, gave the invocation for this evening.  
After the invocation, Mayor Mike Mattox led the meeting in the Pledge of Allegiance.

2. Agenda Adoption

Mayor Mattox asked Town Council if they had any questions, comments, or concerns in regard to the September 13th meeting agenda, to which there were none.

Councilman Wayne Mitchell made a motion, seconded by Councilman Tracy Emerson, to approve the September 13, 2022, Altavista Town Council Meeting Agenda as presented.

Motion carried.

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

3. Recognitions and Presentations

A. Town of Altavista Personnel Changes - August 2022

Milestone(s):

None to report for August

New Hire Listing:

Esteban Morales	Public Works	Maintenance Worker
Jody Rowland	Public Works	Maintenance Worker

Departure Listing:

Melinda Taylor	Water Department
Isaac Gratto	Water/WW Departments
Michael Nava	Public Works

4. Citizen's Time

Ms. Evelyn Vaden, Lynch Station, came before Council and expressed some concerns she had regarding the sports practice fields at English Park.

Town Council Regular Meeting September 13th, 2022

Ms. Vaden informed everyone that she had been a part of little league sports for twenty-two years, and she believed that the English Park practice fields needed to be updated to accommodate the increase of teams that hold practices there.

Ms. Vaden asked Town Council to consider the following:

- Increased lighting at the main (large) field, for evening practices
- Defer “thru traffic” to the other side of the field, next to the river – in an effort to keep the bathroom area safer for kids to cross the parking lot
- Regarding design/redesign of the practice fields:
  - More space is needed to accommodate all practice teams; consider expanding to back fields
  - Football goal posts: appreciated, but not necessary

When Ms. Vaden was finished giving her input on this matter, Mayor Mattox thanked her for her time and attending the meeting.

There were no other citizens to come before Town Council on this date.

5. Town/Community Partner Updates

There were no Town Partner updates presented at this meeting

6. Consent Agenda

- FY2022 Carryover Requests
- FY2022 Budget Amendments & Departmental Transfers
- State Hwy Route 29 Guide Signs for Altavista Attractions
- Purchase of Real Property – for ARS Program
- Town Council Meeting Minutes
  - Town Council Regular Meeting 6.14.22
  - Town Council Work Session 6.28.22
  - Town Council Regular Meeting 7.12.22
  - Town Council Work Session 7.26.22
- TOA Monthly Financial Reports – August 2022

Mayor Mattox asked Town Council if they had any questions, comments, or concerns in regard to the September 13th Consent Agenda, to which there were none.

Councilman Tim George made a motion, seconded by Councilman Scott Lowman, to approve the September 13, 2022, Council Meeting Consent Agenda as presented.

Motion carried.

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

7. Public Hearings

The following items require a vote from Town Council whether to approve or deny the request.

A. Consideration of Ordinance Authorizing the Issuance of Bonds

Background:

Over the past several months, the Altavista Town Council has been considering borrowing funds to finance capital improvements related to the town's water and sewer systems. The Town was assisted in analyzing potential options by their financial advisor, Davenport.

Town Manager Gary Shanaberger stated that the proposed issuance of bonds would allow the town to borrow a maximum principal amount of \$11,600,000; for the purpose of financing capital improvements to Altavista’s water and sewer infrastructure.

Town Council Regular Meeting September 13th, 2022

Mr. Shanaberger stated that RT Taylor, Davenport, was present to provide an update on the Bank RFP results, and to offer a comparison analysis for the borrowing.

Mayor Mattox opened the public hearing at 6:06pm.  
With no questions from the audience, the Mayor closed the public hearing at 6:07pm.

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

Councilman Wayne Mitchell made a motion, seconded by Councilman Scott Lowman, to approve the Town’s request to move forward with an issuance of bonds in a maximum amount of \$11,600,000; for the purpose of financing continued capital improvements to the town’s water and sewer infrastructure.

Motion carried.

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

At this time, Community Development Director Sharon D. Williams presented Town Council with the next five public hearings pertaining to Zoning Ordinance amendments. She stated, while each required a separate vote, she asked for the items to be discussed together, and the Mayor agreed to allow.

Ms. Williams stated these matters were brought to light as a result of an existing business owner inquiring if there were any limitations to how tall they could have a flagpole in front of their business. She informed Council that, after reviewing the Town Code with the Town Attorney, John Eller, they realized the code did not currently address the matter.

Ms. Williams stated, after working with the Town Attorney regarding this issue, the Planning Commission was recommending the following changes be made to Altavista’s Zoning Ordinance. She informed Council that the items had been advertised as required.

B. Ordinance Amendment #OA-22-01 - Flagpoles in R-1

To amend *Sec. 86-139* of the Zoning Ordinance, to remove flagpoles from exempt structures, to establish a maximum height of thirty-five feet (35’), and to establish a process whereby additional height may be granted through a Special Use Permit.

Mayor Mattox opened the public hearing at 6:11pm.  
With no questions from the audience, the Mayor closed the public hearing at 6:12pm.

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

Councilman Wayne Mitchell made a motion, seconded by Councilman Tracy Emerson, to approve the aforementioned request for a text amendment to *Section 86-139* of the Altavista Zoning Ordinance.

Motion carried.

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

C. Ordinance Amendment #OA-22-02 - Flagpoles in R-2

To amend *Sec. 86-199* of the Zoning Ordinance to remove flagpoles from exempt structures to establish a maximum height of thirty-five feet (35’) and establish a process whereby additional height may be granted through a Special Use Permit.

Town Council Regular Meeting September 13th, 2022

Mayor Mattox opened the public hearing at 6:13pm.  
With no questions from the audience, the Mayor closed the public hearing at 6:14pm.

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

Councilman Scott Lowman made a motion, seconded by Councilman Tim George, to approve the aforementioned text amendment to *Sec. 86-199* of the Altavista Zoning Ordinance.

Motion carried.

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

D. Ordinance Amendment #OA-22-03 - Flagpoles in C-1

To amend Sec. 86-327 of the Zoning Ordinance to establish a maximum height of thirty-five feet (35') for flagpoles and establish a process whereby additional height may be granted through a Special Use Permit.

Mayor Mattox opened the public hearing at 6:14pm.  
With no questions from the audience, the Mayor closed the public hearing at 6:15pm.

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

Councilman Wayne Mitchell made a motion, seconded by Councilman Tracy Emerson, to approve staff's request for the aforementioned text amendment to *Sec. 86-327* of Altavista's Zoning Ordinance.

Motion carried.

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

E. Ordinance Amendment #OA-22-04 - Flagpoles in C-2

To amend Sec. 86-356 of the Zoning Ordinance to establish a maximum height of forty feet (40') for flagpoles and establish a process whereby additional height may be granted through a Special Use Permit.

Ms. Williams stated, for informational purposes, that C-2 covered Altavista's Downtown Revitalization Overlay (DRO).

Mayor Mattox opened the public hearing at 6:16pm.  
With no questions from the audience, the Mayor closed the public hearing at 6:17pm.

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

Councilman Wayne Mitchell made a motion, seconded by Councilman Tracy Emerson, to approve the aforementioned request for a text amendment to *Sec. 86-356* of Altavista's Zoning Ordinance.

Motion carried.

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



Town Council Regular Meeting September 13th, 2022

F. Ordinance Amendment #OA-22-05

To amend Sec. 86-388 of the Zoning Ordinance to establish a maximum height of forty-five feet (45') for flagpoles in the M-Industrial District; and establish a process whereby additional height might be granted through a Special Use Permit.

Mayor Mattox opened the public hearing at 6:17pm.  
With no questions from the audience, the Mayor closed the public hearing at 6:18pm.

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

Councilman Scott Lowman made a motion, seconded by Councilman Tracy Emerson, to approve the aforementioned request for a text amendment to *Sec. 86-388* of Altavista's Zoning Ordinance.

Motion carried.

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

Councilman Mitchell asked Ms. Williams if the aforementioned ordinance amendments followed suit with surrounding localities.

Ms. Williams said staff looked at localities of similar size for reference in this matter.

8. New Business

Items 8A-8D were presented to Town Council by Altavista's Community Development Director, Sharon D. Williams.

Ms. Williams informed Council that staff had been unsuccessful in abating the violations at the following four properties; and the property owner's were unresponsive in the town's request to do so. She said, as allowed by code, staff was asking Council to declare each of the four properties a "public nuisance"; and to give staff direction of how many additional days they would allow the property owners to comply with the code before further action was taken.

A. Public Nuisance Hearing – 1304 Lynch Road

Background:  
Community Development Director Sharon D. Williams issued a Notice of Violation to the owner of 1304 Lynch Road for the storage of materials on the property. The owner was given 60 days (August 22, 2022) to abate the violation, but at this time, no action had been taken by the owner to remedy the issue.

Ms. Williams informed Council that staff had followed the process established by code to have the aforementioned property brought into compliance, however, since the violation was not abated, per Section 34-32(b)(5) of the code, a public nuisance hearing was set. She shared a photo of the said property for Council's visual reference of the violation.

Vice Mayor Reggie Bennett entered the meeting at this time, 6:20pm.

Mayor Mattox asked Council if they had any questions regarding this matter.

Councilman Mitchell asked how long the town's initial grace period allowed the property owners to abate their violations.

Ms. Williams said that each of the four properties mentioned that evening were cited twice, beginning in calendar year 2020 and again in 2022.

## Town Council Regular Meeting September 13th, 2022

Councilman Emerson shared, since the violations had been going on for so long, he did not favor giving the property owners sixty additional days to abate their violations, but would agree to allow thirty (30) more days.

Town Attorney John Eller stated that the property owners were given notice of the public hearing and, if they so desired, could be at the hearing that evening, but none of them chose to appear on their own behalf.

Councilman George asked if the violations would be taken to county court.

Ms. Williams stated that zoning issues were taken directly to court, however, public nuisance issues were brought before Town Council for their input and direction to staff. She said, if the town abated a violation for a property owner, the owner would be invoiced for the work, and if not paid, the Town Attorney would place a lien on the property.

Mr. George asked if the town was allowed to enter a property without permission.

Ms. Williams stated, per code, the town had the right to enter property to abate a violation

Town Attorney John Eller affirmed Ms. Williams statement, and stated only after the town went through every avenue available to contact and work with a property owner to abate a violation, without success, would the town abate, invoice, and apply a lien to a property.

Councilman Tracy Emerson made a motion, seconded by Councilman Wayne Mitchell, to accept staff's recommendation and declare 1304 Lynch Road a public nuisance; the motion included giving the property owner thirty (30) additional days to abate the code violation on their property, before the town moved forward with additional actions.

Motion carried.

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

### B. Public Nuisance Hearing – 1606 School Street

Background:

Since June of 2020, staff had tried to work with the property owner, Delegate Matthew Fariss, on the maintenance of his property. A Notice of Violation was sent on June 1, 2020, and signed for by the owner. The Community Development Director received a call from Ginger St. John, Legislative Liaison for Del. Fariss, who informed her that the grass would be cut. Ms. St. John also provided her cell number and asked us to contact her if there were any issues. For the rest of the grass season in 2020 and for the 2021 grass season, the Community Development Director and former Assistant Town Manager Amie Owens would call Ms. St. John to cut the grass. On May 17, 2022, Del. Fariss was sent a Notice of Violation for tall grass, which informed him that the notice would cover the entire growing season. Due to his failure to cut the grass, the Town paid a contractor to cut the lot twice. The weeds are also growing over the shed at the rear of the property and the house is deteriorating. The town is constantly receiving complaints regarding the

Ms. Williams informed Town Council that staff followed the process established by code to have the aforementioned property brought into compliance, however, since the violation was not abated, per Section 34-32(b)(5) of the code, a public nuisance hearing was set. She shared a photo of the said property for Council's visual reference of the violation.

Ms. Williams stated, due to the drain on staff resources and the unwillingness of the property owner to abate the violations or pay the fines owed to the Town, staff was asking Town Council to declare the property a public nuisance.

**Town Council Regular Meeting September 13th, 2022**

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

Vice Mayor Reggie Bennett made a motion, seconded by Councilman Wayne Mitchell, to accept staff’s recommendation and declare 1606 School Street a public nuisance.

Motion carried.

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

**C. Public Nuisance Hearing – 1706 Eudora Lane**

Community Development Director, Sharon D. Williams, informed Town Council that this property was also owned by Matt Fariss. She shared a photo of the property showing tall grass and multiple tires in the yard, which were both a code violation.

Ms. Williams informed Council that staff had followed the process established by code to have the aforementioned property brought into compliance, however, since the violation was not abated, per Section 34-32(b)(5) of the code, a public nuisance hearing was set. She shared a photo of the said property for Council’s visual reference of the violation.

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

Councilman Wayne Mitchell made a motion, seconded by Councilman Tim George, to accept staff’s recommendation and declare 1706 Eudora Lane a public nuisance.

Motion carried.

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

**D. Public Nuisance Hearing – 1407 Lynch Road**

Ms. Williams informed Council that the town had received multiple complaints from adjacent neighbors of the property. she stated that a Notice of Violation was sent to the property owner to abate the violations, but the items remain on the property.

Ms. Williams stated that Staff followed the process established by code to have the property brought into compliance, however, since the violations were not abated, per Section 34-32(b)(5) of the code, a public nuisance hearing was set. She said that staff was asking Town Council to declare the property a public nuisance.

Mayor Mattox asked Town Council if they had any questions regarding this item.

Councilman Mitchell asked if the owner of this property was also given sixty days to abate the violations and comply with code.

Ms. Williams confirmed the property owner was sent a Notice of Violation letter twice through certified mail, asking for code compliance, but the violations remain.

Mr. Mitchell recommended the same compliance deadline with this property as given to the others, “thirty (30) days” to abate the code violations, or further action would be taken.

Town Council concurred and was in consensus to do so.

Town Council Regular Meeting September 13th, 2022

Councilman Wayne Mitchell made a motion, seconded by Vice Mayor Reggie Bennett, to accept staff’s recommendation and declare 1407 Lynch Road a public nuisance.

Motion carried.

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

9. Unfinished Business

A. Bank RFP and Comparison Analysis

Presented by RT Taylor, with Davenport Financial Advisors

Background:

The Town was considering borrowing funds to complete public improvement projects (water and sewer) in an amount up to \$3,000,000. At this time, the Utility Fund Budget had a surplus of \$137,850; and \$880,120 dedicated to debt service.

Mr. Taylor presented Town Council with the results of their recent Bank - Request for Proposals, and delivered a Comparison Analysis between those results and a VRA loan (Virginia Resources Authority’s Financing Program); both of which were viable options for Council’s consideration for the town’s needed utility improvements.

Mr. Taylor stated, based on Davenport’s review of the bank proposals, related analyses, and discussions with Town Staff and Bond Counsel, Davenport was recommending that the Town select American National Bank & Trust’s (ANBT) proposal. He said the ANBT proposal provided the lowest interest rate locked-in through final maturity, while maintaining the flexibility to prepay the loan at any time in the future; and by moving forward with the ANBT proposal, the Town was able to lock-in its borrowing rate now, and avoid 45+/- days of interest rate risk associated with the VRA option.

Mr. Taylor stated, with either option, a supporting resolution would need to be adopted. He introduced the drafter of the resolution options, Mr. Chris Kulp, with Hunton-Andrews-Kurth Law Firm, the Town of Altavista’s Bond Counsel for many years.

Mr. Kulp informed Council that he worked with Altavista’s Town Attorney, John Eller, to certify that the legal aspects of this process were in accordance with the Public Finance Act. He stated that he would be happy to answer any questions Town Council may have.

There were no questions, comments, or concerns from Town Council.

Councilman Wayne Mitchell made a motion, seconded by Councilman Tracy Emerson, to accept Davenport’s recommendation and adopt a resolution authorizing a bank borrowing with American National Bank & Trust for the town’s Utilities Infrastructure Improvements Project, estimated to cost \$2.5-\$3 million.

Motion carried.

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

Mayor Mattox and Council thanked Mr. Taylor, Davenport, Mr. Kulp, and Hunton Andrews Kurth for their work on this matter for the Town of Altavista.

Town Council Regular Meeting September 13th, 2022

B. Sedimentation Basins Project  
Presented by Public Services Director Tom Fore

Mr. Fore referenced the town’s Facility Assessment Improvement Plan (FAIP) and the sedimentation improvement project that was identified being needed at the water plant. He stated that Staff applied for a grant/loan with the Virginia Department of Health’s (VDH) Office of Drinking Water Programs.

Mr. Fore informed Council, included on the list of awards that VDH had proposed was Altavista’s proposed Sedimentation Improvement Project, currently with a \$2,340,000 loan forgiveness, of the \$3,000,000 application request. He stated, however, until the Town received a formal letter from the VDH, the amount of the loan forgiveness could change.

Mayor Mattox thanked Mr. Fore for his due diligence in submitting the VDH application.

C. Town of Altavista – Grass Cutting Bids  
Presented by Public Works Manager Jeff Arthur

Background:  
The Town outsources mowing for the following sites: Green Hill Cemetery, Avoca Museum, Main Street, Bedford Avenue, all tank sites, (except Bedford tank site), the Water Plant, spring sites, the Wastewater Plant (only weed eating around buildings), and some fence areas. All sites are scheduled to be mowed 30 times per year (except the WWTP which is weed removal 15 times per cutting season). Due to staffing issues, the town’s current mowing contractor could no longer fulfill his obligation to the Town, so at a previous meeting, Council suggested staff look for additional bids for grass maintenance.

Public Works Manager Jeff Arthur informed Town Council that, two bids were received but only one vendor quoted everything; Cody Richmond, Champion Lawn Care, LLC.

Councilman Mitchell asked if the mowing contract had any stipulations pertaining to the matter of a contractor not being able to fulfill or complete their contract.

Mr. Arthur stated, and confirmed by Public Services Director Tom Fore, that the town’s mowing contract did not currently have any stipulations as such. He stated it was a pay-as-you-go contract, which at that time, no monies had been paid for services.

Councilman Wayne Mitchell made a motion, seconded by Councilman Scott Lowman, to authorize Town Staff to end the contract with the current grass mowing contractor and award the grass mowing bid to Cody Richmond, Champion Lawn Care, LLC.

Motion carried.

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

10. Departmental Reports – August 2022

- A. Community Development Report
- B. Utilities – Project Updates
- C. Public Services Monthly Report
- D. Altavista Police Department
- E. TOA Financial Reports
- F. Town Council Monthly Meeting Calendars - September and October

Town Council Regular Meeting September 13th, 2022

The Departmental Reports and Council Calendars were delivered to Town Council with their September Regular Council Meeting Agenda Pre-Packet.

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

11. Matters from Council

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

- Councilman Tracy Emerson
- Mayor Mattox thanked everyone attending the meeting that evening, Town Staff and visitors. He encouraged everyone to look out for one another.

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.

*Section 2.2-3711 (A)(5)* regarding 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.

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

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

Town Council went into Closed Session at 6:50 p.m.  
Notice was given that Council was back in regular session at 7:25 p.m.

FOLLOWING CLOSED SESSION:

A motion was made by Vice Mayor Reggie Bennett, seconded by Councilman Tracy Emerson, to adopt the certification of a closed meeting.

CERTIFICATION OF CLOSED MEETING

WHEREAS, the Town Council has convened a closed meeting on this date pursuant to an affirmative recorded vote and in accordance with provisions of The Virginia Freedom of Information Act; and

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

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 identified in the motion convening the closed meeting were heard, discussed, or considered by Town Council.

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

## Town Council Regular Meeting September 13th, 2022

Notice was given to Staff by the Town Manager that no official actions were taken by Council pertaining to 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 7:27 p.m.

---

Michael Mattox, Mayor

---

Gary Shanaberger, Town Clerk,  
Town Manager

Town Council Work Session, Tuesday, September 27, 2022

The 2022 September Work Session for Altavista’s Town Council was held in Council Chambers of the J.R. Burgess Municipal Building, 510 7th Street, on Tuesday, September 27th, at 5:00 PM.

Mayor Mike Mattox called the meeting to order and presided.

Town Council

Members present: Vice Mayor Reggie Bennett  
Mr. Tracy Emerson  
Mr. Timothy George  
Mr. Jay Higginbotham  
Dr. Scott Lowman (entered at 5:25)  
Mayor Michael Mattox

Absent: Mr. Wayne Mitchell

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, comments, or concerns in regard to the September 2022 Council Work Session Agenda, to which there were none.

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

Motion carried.

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

2. Recognitions and Presentations

There were no items scheduled in this category.

3. Citizen’s Time

Mayor Mattox asked if there were any citizens present that would like to come before Town Council regarding a non-agenda item. There were no citizen comments.

4. New Items for Discussion

4.1 FY2024 Budget/CIP Calendar

Finance Director Tobie Shelton shared with Town Council the proposed FY2024 Budget and CIP Calendar for their review and consideration, which was the same as last year’s schedule, with CIP discussions happening earlier in the budget process, and included additional work sessions in February and March, in case they were needed by Council to complete the budget process.

There was a unanimous consensus of Town Council to place this item on the October Regular Meeting Consent Agenda for official approval.



**4.2 Annual Delinquent Tax Listing**

Finance Director Tobie Shelton stated, in accordance with Section 70-3 of the Town Code, staff annually prepared a list of the uncollectible and delinquent taxes from the previous fiscal year (this request was for FY2022). She informed Town Council that this year's outstanding taxes totaled \$38,934.85, an increase of almost \$8,000 over last year's total; with Personal Property Taxes accounting for much of the balance due, \$34,542.04; and the remaining balance of \$4,392.81 represented outstanding Real Estate Taxes.

Mrs. Shelton stated, at that time, Staff was requesting a consensus of Town Council to place this item on the October 11th, 2022 Town Council Regular Meeting Consent Agenda for approval; to include advertising the delinquent list, and pro-rate the cost of the ad to the delinquent taxpayer; as well as to write-off delinquent Personal Property Taxes for deceased individuals in the amount of \$1,007.98, delinquent Personal Property and Real Estate Taxes under \$20.00 in the amount of \$324.93, and uncollected taxes totaling \$7.70 for which no bills were sent.

Mrs. Shelton stated, due to the statutes of limitations regarding Personal Property taxes, Staff was also requesting approval to write off 2017 Personal Property Taxes totaling \$3,181.30, with collection efforts continuing through June 2023.

Mayor Mattox asked Town Council if they had any questions or comments for the Finance Director in regard to this item, to which there were none.

There was a unanimous consensus of Town Council to place this item on the October Regular Town Council Meeting for official approval of Staff's request.

**4.3 APD Request for Discussion – Accepting a K9 in the Altavista Police Department**

Altavista Police Chief, Tommy Merricks, requested consideration from Council to accept a K9 Police Dog into the department. He said Sheriff E.W. Viar, Amherst County, had graciously offered to gift a trained narcotics K9 to the Altavista Police Department (APD).

Chief Merricks informed Council that the APD currently had an officer that was interested in becoming a K9 Officer, having grown up with his dad's police K9. He stated that Sheriff Viar's five year old K9, Tank, was not an aggressive dog, and would be used for narcotics detection only. He said the APD believed the K9 would be an added deterrent to the use and distribution of drugs in the Town of Altavista.

Chief Merricks stated he believed being gifted a \$12,000 trained police K9 was a gift. He informed Council that the APD's current budget would cover the cost to train a handler; and there was support from local businesses that had offered to donate dog food, dog treats, a dog food bowl and water bowl, a dog kennel, and dog crate.

Mayor Mattox asked Town Council if they had any questions, comments, or concerns regarding Chief Merricks request.

Councilman Emerson shared his favor in approving the request to accept the K9.

Councilman George asked what drugs the K9 would be used for.

Chief Merricks stated this specific K9 was not trained for marijuana, but for cocaine and opioids. He said that he also checked with VERSA, the town's insurance carrier, and the town was covered for the K9 under its current plan, there would be no extra charge.

Mayor Mattox stated he was concerned about traffic jams during road checks and asked Chief Merricks if the said K9 would be checking every vehicle on those occasions.

Chief Merricks said the APD was trained for such occasions and had specific plans-of-action to decrease the possibility of having a traffic jam.

Town Council Work Session, Tuesday, September 27, 2022

Councilman Higginbotham referenced a previous time when the APD had a police K9 and said, for some reason, the APD did not keep the K9.

Councilman Emerson said there were multiple reasons the addition of a K9 did not work the previous time, and the main reason was that the handler lived too far away (Brookneal).

Vice Mayor Bennett asked if a police K9 could have more than one handler.

Chief Merricks stated it was not recommended for a police K9 to have more than one handler. He said it was preferable they have only one handler, in order to form a bond.

Councilman Tracy Emerson made a motion, seconded by Vice Mayor Reggie Bennett, to approve Chief Merrick’s request and authorize him to accept a narcotics K9 into the Altavista Police Department.

Motion carried.

VOTE:	Mr. Timothy George	Yes
	Mr. Jay Higginbotham	NO
	Mayor Mike Mattox	Yes
	Vice Mayor Reggie Bennett	Yes
	Mr. Tracy Emerson	Yes

5. Updates and Informational Items

- Public Services Director Tom Fore asked Council to consider selling the Town of Altavista’s extra/unused water tank to the Town of Hurt. He stated the 20,000 gallon tank had not been used in over five years.

Mayor Mattox asked Mr. Fore if Altavista had any use for the extra water tank.

Mr. Fore answered no, the water tank was no longer needed by Altavista. He stated the town recently drained both the Melinda and Bedford water tanks for inspection and were in the process of refilling the tanks, which was accomplished by utilizing the Reynolds Spring, not water held in a backup tank.

Councilman George asked Mr. Fore if he knew the estimated worth of the old tank; to which Mr. Fore stated he did not.

Councilman Higginbotham asked Mr. Fore when the completion date was for the Melinda Drive Area Pressure Zone Improvement Project.

Mr. Fore stated, if no issues arose, the project was scheduled to be complete by December.

There was a consensus of Town Council for Staff to gather additional information (coordinating costs) and place this item on a future agenda for further discussion and consideration.

- Town Manager Gary Shanaberger informed Council that the town’s Gas Line Extension Grant, for the Dearing Ford Industrial and Manufacturing Park Project, had expired; however, Megan Lucas, Lynchburg Business Alliance, informed staff the town could reapply and potentially be successful, because she believed, if the funds were available, that GOVA would look favorable at the town’s resubmitted application.

Councilman Higginbotham asked if the town’s grant expired due to not having a user.

Mr. Shanaberger answered it did, however, with Ms. Lucas’s confidence that the town could reapply, staff would continue efforts to find a compatible user for the property.

- The Town Manager also informed Council that Staff completed their first 2022 Managers/Directors Training in September, which he believed was very informative. He also shared the dates for the next two training sessions, October 19th, and December 1st.

Town Council Work Session, Tuesday, September 27, 2022

Councilman Scott Lowman entered the work session at this time, 5:25pm.

6. Matters from Town Council

- Councilman George referenced the “brown information sign” at English Park’s boat ramp that informed patrons that area was not a swimming hole. He stated the sign was very faded and shared a recommendation of the Parks& Rec. Committee to replace the sign.

Mr. George stated that the Recreation Committee also recommended placing additional signs, in both the English and Spanish language, at access points along the riverbank in English Park, currently being used as “swimming holes”.

Assistant Town Manager Matt Perkins stated he and Public Works Manager Jeff Arthur estimated the cost of the signs to be \$1,200, which could be covered in the existing budget.

On the recommendation of Town Attorney John Eller, there was a consensus of Town Council for Staff to move forward with placing the aforementioned signs.

- Councilman Tim George also shared a request by the Recreation Committee to allow the Altavista Combined School, high school seniors, to utilize a concrete wall on 9th Street for annual “Spirit Wall”, with colorful murals by seniors of the art department.

There was a consensus of Town Council for Staff to investigate this item further, and bring Council additional information for further consideration at a future work session.

Councilman Emerson asked for an update on the English Park Trail System Signs Project.

Public Works Manager Jeff Arthur stated that a family member of Ms. Cottle’s, sign contractor, had recently been ill, so she had not been at work. He stated she was working on the final draft of the signs and that he would contact Ms. Cottle and inquire about the progress of the project.

There were no other questions or comments from Town Council.

7. Town Council Closed Session

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

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

*Section 2.2-3711 (A)(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.

*Section 2.2-371 1 (A)(8)* Consultation with legal counsel employed/retained by a public body regarding legal matters requiring the provision of legal advice by such counsel, specifically, legal issues associated with the zoning and other regulation of solar development in the Town.

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

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

Town Council went into Closed Session at 5:37 PM.  
Notice was given that Council was back in regular session at 6:37 PM.

FOLLOWING CLOSED SESSION:

A motion was made by Vice Mayor Reggie Bennett, seconded by Councilman Tracy Emerson, to adopt the certification of a closed meeting.

Town Council Work Session, Tuesday, September 27, 2022

CERTIFICATION OF CLOSED MEETING

WHEREAS, the Town Council has convened a closed meeting on this date pursuant to an affirmative recorded vote and in accordance with provisions of The Virginia Freedom of Information Act; and

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

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

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

8. Adjournment

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

The September 27th, 2022, Town Council Work Session was adjourned at 6:59 p.m.

Michael Mattox, Mayor of Altavista

Gary Shanaberger, Town Manager/Town Clerk

Town Council Regular Meeting October 11th, 2022

The Altavista Town Council held their October 2022 Regular Meeting in Council Chambers of the Town Hall/J.R. Burgess Municipal Building, 510 Seventh Street, on Tuesday, October 11th, at 6pm.

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

Council Members

Present: Vice Mayor Reginald Bennett (entered meeting at 6:20pm)  
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

Reverend Walter Pillow, Baptist Tabernacle, Altavista, gave the invocation for this evening.  
After the invocation, Mayor Mattox led the meeting in the Pledge of Allegiance.

2. Agenda Adoption

Mayor Mattox asked Town Council if they had any questions, comments, or concerns in regard to the October 11th meeting agenda, to which there were none.

Vice Mayor Reggie Bennett made a motion, seconded by Councilman Tracy Emerson, to approve the October 11, 2022, Altavista Town Council Meeting Agenda as presented.

Motion carried.

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

3. Recognitions and Presentations

A. Town of Altavista Personnel Changes - September 2022

Milestone(s):

The following three Town Employees had 5-year anniversaries:  
Brian Roach           Public Works, B&G Supervisor  
Nathan Farmer       Utilities Dept., Water Operator II  
Ken Brumfield       Public Works, Senior Maintenance Specialist

New Hire Listing:

Mike Moshkowski   Transit, PT Bus Driver

Departure Listing:

Scott Earhart       APD, Police Officer

## Town Council Regular Meeting October 11th, 2022

### B. Proclamation - Community Planning Month

Altavista's Community Development Director, Sharon D. Williams, referenced the Altavista Planning Commission's recent work towards updating the town's Comprehensive Plan. Ms. Williams asked Mayor Mattox to consider declaring October 2022, as Community Planning Month in the Town of Altavista, in acknowledgement of the Commission's hard work; and in support of the upcoming public meetings and public hearings regarding the Comprehensive Plan update

With a unanimous consensus of Town Council, Mayor Mattox approved staff's request and presented the proclamation to Ms. Williams for the Altavista Planning Commission.

#### *COMMUNITY PLANNING MONTH PROCLAMATION*

*WHEREAS, community planning provides an opportunity for all residents to be meaningfully involved in making choices that determine the future of our community; and WHEREAS, the full benefit of planning requires public officials and citizens who understand, support, and demand excellence in planning and plan implementation; and WHEREAS, the month of October is designated as National Community Planning Month throughout the United States, and*

*WHEREAS, the celebration of National Community Planning Month gives us the opportunity to publicly recognize the participation and dedication of the members of Planning Commission, staff, and citizen planners who have contributed their time and expertise to the improvement of the Town of Altavista.*

*NOW, THEREFORE, I, Mike Mattox, Mayor of the Town of Altavista, do hereby proclaim October 2022 as Community Planning Month throughout the Town of Altavista; and urge all citizens to observe this month by sharing ideas with town leaders on how we can continue to make Altavista a great place to live, work, and play.*

*Adopted this 11th day of October 2022 by the Altavista Town Council*

### C. Proclamation – Friends of the Libraries Week

With a unanimous consensus of Council, Mayor Mattox presented Ms. Tywana Whorley, Staunton River Memorial Library's Services Librarian, with the following proclamation:

#### *NATIONAL FRIENDS OF LIBRARIES WEEK PROCLAMATION*

*WHEREAS, Friends of the Staunton River Memorial Library raise money that enables our library to move from good to great -- providing the resources for additional programming, much needed equipment, support for children's summer reading, and special events throughout the year;*

*WHEREAS, the work of the Friends highlights on an on-going basis the fact that our library is the cornerstone of the community providing opportunities for all to engage in the joy of life-long learning and connect with the thoughts and ideas of others from ages past to the present;*

*WHEREAS, the Friends understand the critical importance of well-funded libraries and advocate to ensure that our library gets the resources it needs to provide a wide variety of services to all ages including access to print and electronic materials, along with expert assistance in research, readers' advisory, and children's services;*

*WHEREAS, the Friends' gift of their time and commitment to the library sets an example for all in how volunteerism leads to positive civic engagement and the betterment of our community;*

*NOW, THEREFORE, be it resolved, that I, Michael E. Mattox, Mayor of Altavista, proclaims October 16-22, 2022, as Friends of Libraries Week in the Town of Altavista; and urge everyone to join the Town in thanking them for all they do to make our library and community so much better.*

*Adopted this 11th day of October 2022 by the Altavista Town Council*

### 4. Citizen's Time

Mr. John Porter, 215 Holman Road, Cape Canaveral, Florida, came before Council and introduced Mr. Ralph English, formally third-generation owner of English Hardware, and Mr. Gary Hodnett, current Mayor of the Town of Hurt; both of which were present that evening in support of Mr. Porter's agenda item – Zoning Ordinance Text Amendment Request to allow solar farms/facilities in the Town of Altavista.

There were no other citizens to come before Town Council on this date.

Town Council Regular Meeting October 11th, 2022

5. Town/Community Partner Updates

Avoca Museum’s Executive Director, Caleb Laffoon, came before Town Council with updates regarding some recent decisions, activities, and upcoming events at the Avoca Museum.

- Mr. Lafoon informed Council that the Avoca Board of Directors recently voted to extend the museum’s opening months of operation to year-round, instead of closing in the winter months of October through April, starting January 2023. He stated the Board believed the increase in hours would serve more citizens and hopefully bring more visitors to town.
- Mr. Lafoon referenced Avoca’s exterior paint restoration project happening over the past few months and informed Council that the project was close to completion. He stated the painting and exterior repair on the main house/museum was finished and work on the visitor’s center was underway, with completion by the end of the month.
- Mr. Lafoon stated that the Avoca Museum was in need of an additional storage building, temperature controlled to house Avoca artifacts when not on display. He asked Council to consider allowing Avoca to move forward in the process of investigating the project.

Councilman Higginbotham suggested Avoca consider the storage building also having a covered porch on the front side, for occasions when weather protection was needed during Avoca events.

Mr. Laffoon shared his favor in the idea. He informed Council they would also investigate the possibility and cost to have a “workshop” inside of the storage building.

Councilman Mitchell asked Mr. Laffoon if he had an estimated cost for the project.

Mr. Laffoon said, at that time he did not, he only had a draft plan for the storage building. He stated, if the project was approved, he would keep Council updated of its progress.

There was a unanimous consensus of Town Council to approve Avoca’s request to move forward with investigating putting an additional storage building on the Avoca property.

6. Consent Agenda

- FY2024 Budget/CIP Calendar
- Annual Delinquent Tax Listing
- TOA Monthly Financial Reports - September 2022
- Town Council Meeting Minutes

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

Councilman Tracy Emerson made a motion, seconded by Vice Mayor Reggie Bennett, to approve the October 11, 2022, Consent Agenda as presented.

Motion carried.

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

7. Public Hearings

There were no public hearings scheduled for this meeting.

## Town Council Regular Meeting October 11th, 2022

### 8. New Business

#### A. Zoning Ordinance Text Amendment Request – Regarding Solar

##### Background:

Pivot Energy Development LLC partnered with Clean Footprint LLC, and recently submitted a request to the Town of Altavista to amend the town's Zoning Ordinance to add a new section that would allow large scale solar facilities in Altavista, with a required Special Use Permit approval. Staff is seeking Town Council's direction on this matter.

Community Development Director, Sharon D. Williams, shared with Town Council an overview of the submitted request. She stated that Sec. 86-781(a) of the town's Zoning Ordinance allowed a contract purchaser to submit an amendment request; and that the proposed text amendment be forwarded to the Town Council for direction to Staff.

Mayor Mattox asked Ms. Williams if it was a usual practice to amend a zoning ordinance from an outside request.

Ms. Williams answered it was not; and stated an amendment request usually came as a recommendation from staff and/or the Planning Commission. She said a locality typically reviewed its zoning ordinance for potential updates after completing a comprehensive plan update, which was required every five years.

Ms. Williams shared with Council several options available when considering how to proceed when an amendment request was received.

1. Refer the request, as submitted by the applicant, to the Planning Commission.
  - The Planning Commission then has up to one hundred (100) days to offer Town Council a recommendation.
2. Refer the request to the Planning Commission with guidance and direction.
3. Town Council may defer action on this item to a future Town Council Work Session for additional discussion.
  - This option would allow the Town Council to further evaluate the request and investigate the most viable option(s) for the town.
4. Town Council may choose to take no action on the request.
  - Should Council decide not to refer the request to the Planning Commission, the Town would reimburse the \$400 application fee paid by the applicant.

At that time, Mr. John Porter, Clean Footprint, came before Council to offer additional insight into the aforementioned zoning ordinance request. Mr. Porter stated, under the direction of Town Staff, he would follow the process, keeping his comments short and being mindful of Council's time.

Mr. Porter referenced the procedural options shared by Ms. Williams and stated it was Clean Footprint's hope that Council would consider option (1) - to refer the request, as submitted, to the Planning Commission for review and consideration of potential recommendation(s) to Town Council. He stated there was a lot of thought put into the details of the request, keeping the town's concerns in mind, and he hoped the town would give the request its due process and consideration.

Mr. Porter concluded his presentation by stating that change was inevitable, and not always favored in the beginning, but Clean Footprint and Pivot Energy was committed to helping localities, such as Altavista, manage solar energy for the betterment of the community; and that they "strived to be good corporate citizens".

At that time, Ms. Williams returned to the podium and asked Council to consider the zoning ordinance text amendment request solely by process, removing the applicant and the property owner from the equation, and making a decision for the best interest of the town's future.

Mayor Mattox asked Council if they had any questions or comments regarding this matter.



## Town Council Regular Meeting October 11th, 2022

Councilman Mitchell asked Ms. Williams if there was an estimated timeframe for when the Comprehensive Plan update would be complete.

Ms. Williams stated, after the Planning Commission's public hearing on November 7th and Council's public hearing on December 13th regarding the draft plan, the updated plan was scheduled to be adopted at Town Council's January 13th regular meeting.

Vice Mayor Bennett thanked Mr. Porter for sharing Clean Footprint intent and goals. He also thanked Ms. Williams for informing everyone of the requirements for submitting such an application, and stated the Town of Altavista would uphold a fair and unbiased process while considering the text amendment request.

Councilman Higginbotham stated, if a property owner had an opportunity to contribute to solar energy on land that was otherwise unusable, he believed they should have the opportunity to investigate the possibility of that option.

Councilman George stated, since this matter had been in discussions for almost two years, he was in favor of moving forward and making a decision on the matter in a timely fashion.

Councilman Lowman shared his favor with option (1), sending the application to the Planning Commission, however, he believed thirty days was not enough time to investigate, discuss, and consider the matter.

Ms. Williams stated that State Code dictates the timeframe for the Planning Commission's consideration to be 100 days or less. She said they may not take that long, however, with all of the "unknowns" that needed to be investigated, the process could take the entire 100 days.

Mayor Mattox referenced the parcel of land that Clean Footprint was interested in putting a solar facility, and asked if the property would need to be rezoned.

Ms. Williams reminded Town Council that the request at hand was for a zoning text amendment, not a particular parcel of land, and if approved, would allow for large-scale solar facilities in the M-Industrial and C-2 Commercial Districts of Altavista, with a Special Use Permit approval; and each application would be evaluated on its own merits.

Ms. Williams stated, if the zoning text amendment request was approved, it would indicate that the Town of Altavista supported large-scale solar facilities in its industrial and commercial zoning districts.

Mayor Mattox stated, with the town's desire for commercial and industrial growth, he questioned whether solar facilities would be the best use of such vacant properties, or if economic development would have a better contribution to opportunities for the town's long-term goals for increased housing and community development.

Councilman Mitchell referenced Pivot Energy's text amendment application and its mention of "large-scale" solar facilities. He said that he believed the original application was for small-scale facilities, and he asked staff for the definition of the two.

Ms. Williams stated that she was unsure, because the submitted application was unclear.

Mr. Mitchell said there was a lot of information for Council to consider and he shared his favor with moving the item to Council's work session for further discussion.

Councilman Emerson shared his favor with sending the application to the Planning Commission for their evaluation and recommendation to Town Council.

Vice Mayor Bennett stated that he believed there were items pertaining to the aforementioned text amendment request application that needed to be addressed, such as an environmental impact review, and including a recycle plan for the used panels.

## Town Council Regular Meeting October 11th, 2022

Mr. Bennett reminded Council that, if the town decided to send the application to the Planning Commission, they had the option to draft the text amendment to include items for a desired outcome, such as site restrictions and Special Use Permit requirements.

Mayor Mattox suggested that Town Council deliberate on the information given to them that evening and discuss the item further at their October 25th work session.

Councilman Higginbotham asked the difference in proposed options one and two.

Ms. Williams stated that Option 1 meant that the Planning Commission would offer Council a recommendation from the application as it was submitted; and Option 2 allowed the Planning Commission to make a recommendation from the submitted application, with proposed revisions and/or restrictions.

Councilman George asked, if a text amendment to the town's zoning ordinance pertaining to solar facilities was approved, would other companies also be allowed to do the same.

Ms. Williams reminded Council the item before them was a text amendment application pertaining to the town's zoning ordinance; and not site specific. She stated, if approved, it would affect all properties in Altavista's Industrial and C-2 Commercial Districts.

Councilman Lowman stated that he was just learning the application process and he asked Ms. Williams, if Council chose Option 2, did that allow the Planning Commission to ask the applicant questions and propose restriction in their recommendation to Council.

Ms. Williams answered yes. Option 2 gave the Planning Commission the opportunity to evaluate the proposed text amendment and identify any restrictions and/or requirements needed for a recommendation to Council. She stated, both the Planning Commission and Staff were seeking direction from Town Council on how they wished to move forward with this matter, if at all.

Ms. Williams stated that the Planning Commission and Staff were committed to establishing a review process for any type of request; and have requirements in place so the town could appropriately evaluate this item, and any future items/requests.

Councilman Mitchell stated that there was a lot of information shared that evening on this matter and he believed that Town Council should take additional time to review and consider the information before making any final decisions.

Mayor Mattox asked Town Council if they had any additional questions or comments in regard to this item, of which there were none.

Councilman Mitchell made a motion, seconded by Councilman Emerson, to place this item on the October 25th Work Session Agenda for further discussion.

Motion carried.

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

### 9. Unfinished Business

#### A. SCADA Improvements Project

Background:

This project's scope of work was initially for two spring sites, Reynolds and McMinnis. Staff directed Peed & Bortz to get bids for all sites with the newly installed generators, which included Staunton River and Bedford Pump Station.

## Town Council Regular Meeting October 11th, 2022

Public Services Director Tom Fore informed Town Council that bids for the additional work were received from two of the town's four prequalified vendors. He stated, after reviewing the bids with Peed & Bortz, they recommended awarding to Lord & Company. Mr. Fore stated, with the town's recent borrowing, the SCADA project was estimated to be completed in its entirety in approximately three years.

Mr. Fore asked Town Council to consider the recommendation, and if approved, to place this item on Council's November 8th Regular Meeting Consent Agenda.

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

By unanimous consensus of Town Council, this item was authorized to be placed on the November 8th Consent Agenda for official approval.

Vice Mayor Reggie Bennett referenced the town's AMI Utility Meters Upgrade Project and asked Tom Fore for a progress update on the installation of the new meters.

Mr. Fore informed Council that Staff was currently evaluating the information received by the seven vendors that submitted bids for this project. He said Staff would start the interviewing process soon; and he expected to award the contract by December 2022.

### 10. Departmental Reports - September 2022

- A. Utilities – Project Updates
- B. TOA Financial Reports
- C. Community Development Report
- D. Public Services Monthly Report
- E. Town Council Monthly Meeting Calendars – October and November
- F. Altavista Police Department

Departmental Reports and Council Calendars were delivered to Town Council with their October Regular Council Meeting Agenda Pre-Packet.

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

### 11. Matters from Council

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

- Councilman Tim George asked for a progress update regarding the previously approved project to remove dead ash trees from English Park.

Public Works Manager Jeff Arthur stated that he had reached out to the project's contractor multiple time, but had yet to receive a response. Mr. Arthur said that Staff was looking at other options, and potentially other contractors, to finish the work.

- Councilman Lowman referenced the town's recent BBQ festival in English Park. He thanked Town Staff for the work they did to help AOT make the event successful.
- Mayor Mattox referenced the recent strong storm that came through the area, originating from a hurricane off the east coast. He thanked Town Employees for the great work they did in keeping everything running smoothly through the storm, and keeping debris off of the town's streets.

Mayor Mattox stated that he was proud to be the Mayor of Altavista, a member of Town Council, and a citizen of such a great town. He stated that he was also proud of the Citizens of Altavista for always looking out for one another.

Town Council Regular Meeting October 11th, 2022

At this time, Town Manager Gary Shanaberger gave Council an update on a few items.

- Mr. Shanaberger informed Council that the Town recently received a request from Columbia Gas to replace a gas line under the, newly paved, parking lot in English Park.  
Mr. Shanaberger stated that Town Staff had a meeting scheduled with Columbia Gas for later that week, to inquire about their plan for the project. He stated that the town always worked with town service providers for the best interest of the community.  
Mr. Shanaberger shared a request the Town would ask of Columbia Gas – to use the same contractor that the town used to pave the parking lot, when they do the repairs of the area after replacing the gas line.  
Councilman Higginbotham asked if Columbia Gas could “directional-bore” for the replacement gas line.  
Mr. Shanaberger, confirmed by Public Services Director Tom Fore, stated that Columbia Gas planned to directional bore, however, several large bore pits were also necessary.  
Mr. Fore asked Mr. Higginbotham to attend the meeting between staff and Columbia Gas to offer his expertise in the matter, to which Mr. Higginbotham agreed.
- Mr. Shanaberger also informed Council that Mr. Robert Lee, Vista Theater Project Consultant, had been working with Dominion Seven and Hurt & Proffitt on the issues pertaining to the theater’s roof. He stated that Town Staff would be meeting with Mr. Lee the following week, and Mr. Lee would be scheduled for a future Council meeting to offer Town Council an overview of his input on the project.
- Mr. Shanaberger shared with Council that, through the hard work of Community Development Director Sharon Williams, the town was awarded a \$25,000 grant to perform a feasibility study on the Vista Theater. He stated, before authorizing the feasibility study, it was important for the town to know what the desired use for the building/facility would be.
- Mr. Shanaberger concluded his updates by referencing the 2023 Uncle Billy’s Day Reunion Event. He informed Council that the event’s organizing committee had been meeting once per month for the past few months and the event coordinator, Tony Clifton, would be presenting an update to Town Council at an upcoming meeting.

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)(5)* regarding 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, and seconded by Councilman Tracy Emerson.  
Motion carried.

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

Town Council went into Closed Session at 7:05 p.m.  
Notice was given that Council was back in regular session at 7:33 p.m.

Town Council Regular Meeting October 11th, 2022

FOLLOWING CLOSED SESSION:

A motion was made by Vice Mayor Reggie Bennett, seconded by Councilman Tracy Emerson, to adopt the certification of a closed meeting.

CERTIFICATION OF CLOSED MEETING

WHEREAS, the Town Council has convened a closed meeting on this date pursuant to an affirmative recorded vote and in accordance with provisions of The Virginia Freedom of Information Act; and

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

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

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

Notice was given to Staff by the Town Manager that no official actions were taken by Council pertaining to 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 7:35 p.m.

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

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

**Town Council Work Session, Tuesday, October 25th, 2022**

The 2022 October Work Session for Altavista’s Town Council was held in Council Chambers of the J.R. Burgess Municipal Building, 510 7th Street, on Tuesday, October 25th, at 5:00 PM.

Mayor Mike Mattox called the meeting to order and presided.

**Town Council**

Members present: Vice Mayor Reggie Bennett  
Mr. Tracy Emerson  
Mayor Michael Mattox  
Mr. Wayne Mitchell

Absent: Mr. Timothy George  
Mr. Jay Higginbotham  
Dr. Scott Lowman

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. Paul Hill, Assistant Public Services Director  
Mr. John Eller, Town Attorney  
Mrs. Crystal Hailey, Assistant Town Clerk

**1. Agenda Adoption**

Mayor Mattox asked Town Council if they had any questions, comments, or concerns in regard to the October 2022 Council Work Session Agenda, to which there were none.

Councilman Tracy Emerson made a motion, seconded by Councilman Wayne Mitchell, 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

**2. Recognitions and Presentations**

Mayor Mattox referenced “National First Responders Day” being the upcoming Friday, October 28th. He thanked the Police Officers, Fire Fighters, and EMTs that service the Town of Altavista and its surrounding community. He asked Altavista Police Chief, Tommy Merricks, if he would like to say a few words on the matter.

Chief Merricks thanked Mayor Mattox for the recognition of the town’s service providers. He said that he enjoyed serving in Altavista, and its great community.

**3. Citizen’s Time**

Mayor Mattox asked if there were any citizens present that would like to come before Town Council regarding a non-agenda item. There were no citizen comments.

**4. Items for Discussion**

**4.1 Public Works – Surplus Request**

With the absence of Public Works Director, Jeff Arthur, the town’s Public Services Assistant Director, Paul Hill, presented this item/request to Town Council. Mr. Hill shared a photo of the two vehicles that were on the list for authorization to surplus.

## Town Council Work Session, Tuesday, October 25th, 2022

Mr. Hill informed Council that both vehicles had been replaced with new vehicles, previously approved in FY2023's Capital Improvement Plan.

- 2002 Dodge Van, replaced with a 2022 Chevy Colorado Pickup Truck
- 2008 Ford Explorer, replaced with a 2022 Dodge Service Truck

There was a unanimous consensus of Town Council to place the request on the November 8th Regular Council Meeting Consent Agenda for official approval.

### 4.2 Lynch Creek Clearing and Restoration

Public Services Director Tom Fore presented this item to Town Council. Mr. Fore reminded Council that this project was pertaining to the creekbank area between English Auto and Elber's Grocery Store. He stated that the lowest bid received, from NatureChem, was \$4,925 over the \$50,000 approved CIP budget, however, this department had funding available to cover the overage.

Mr. Fore asked Council for their consideration to approve the bid from NatureChem.

Mayor Mattox asked Town Council if they had any questions in regard to this project.

Councilman Mitchell asked, once this project was completed, was there preventative maintenance that the town could perform to keep the area from becoming an issue again.

Mr. Fore stated that NatureChem included in their proposal to return the following year to re-treat the area to prevent regrowth; and the town would utilize the same chemical to treat the area in the future, when needed, before growth occurred.

Mr. Mitchell asked if there were other areas in town that needed the same treatment.

Mr. Fore informed Council that staff would continue the clearing and maintenance work along Lynch Creek, through to English Park and the Wastewater Plant.

There was a unanimous consensus of Town Council to place this item on the November 8th Regular Council Meeting Consent Agenda to officially approve staff to award NatureChem with the Lynch Creek Clearing and Restoration CIP Project.

Councilman Mitchell thanked Mr. Fore for doing his due diligence in finding the additional funding needed to cover the cost of the overage on this project.

Mayor Mattox also thanked Mr. Fore and the Public Services Departments for the work they do for the Town of Altavista.

### 4.3 Zoning Ordinance: Text Amendment Request - Solar

Per a request by the Town Manager, Gary Shanaberger, and approved by a consensus of Town Council, this item was moved to the November 2022 Work Session.

## 5. Updates and Informational Items

- Public Services Director Tom Fore shared with Town Council information regarding a recent article in the Lynchburg News & Advance regarding GenX Forever Chemicals. Mr. Fore stated that "hot spots" of these chemicals were found in both the Salem and Roanoke reservoirs. He said, while levels of the chemical were not invasive below ten parts per trillion, above that level could cause future issues.

Mr. Fore informed Council that the Virginia Department of Health (VDH) was continuing to test and monitor levels of the chemical across the Commonwealth of Virginia. He stated, while it was not being mandated, he was in favor of testing the town's intake of the Staunton River when the river was high (from large amounts of rainfall), to investigate if the GenX chemicals were traveling in the sediment from the upriver reservoirs.

Mr. Fore stated that he was currently gathering costs for the aforementioned testing, and if his department could not cover the cost, he would seek VDH funding for the said testing.

Councilman Mitchell asked, if the town was successful in testing its Staunton River resource and found no evidence of the chemical, would continued testing be needed.

Mr. Fore stated, if he was confident that the GenX chemical was not traveling downstream in large amounts and effecting the town's intake, no further testing would be necessary.

Mayor Mattox thanked Mr. Fore for his efforts and due diligence with this matter.

- Altavista Police Chief, Tommy Merricks, updated Town Council regarding the speed monitoring cameras located at both the Altavista Elementary School, located on Lynch Mill Road, and the Altavista Combined School, located on Bedford Avenue.

Chief Merricks informed Council that the additional flashing/warning signs were erected on the side streets that approach the school zones; and he collaborated with the Campbell County School Maintenance Department to make sure the new lights were synced with the main warning lights and camera system for both school zones.

Chief Merricks stated that the new flashing/warning signs were also equipped with monitoring cameras, to ensure that the lights were in working order at all times, which had been some of the previous complaints.

Chief Merricks informed Council that the speed monitoring system would be back in service on Monday, November 14th; with a 10-day warning period, starting October 31, that the cameras would be re-implemented. He stated that he had already contacted the elementary school principal, and would also be contacting the high school principal to inform them and their staff of the upcoming warning period and implement timeframe.

Mayor Mattox shared a recent incident, when Chief Merricks was visiting his establishment and, while doing so, a transfer truck went by, obviously speeding. He stated that Chief Merricks stopped their conversation in mid-sentence and left to pursue the speeding truck.

Mayor Mattox stated that, if a child had been crossing the road, or a car pulling out of his or the school's parking lot, the truck was going so fast that it would not have been able to stop in time to prevent an accident.

Mayor Mattox thanked Chief Merricks and his department for the exceptional work they do every day, no matter where they are, or what they are doing, to serve and protect the citizens of Altavista, which included its children.

Chief Merricks remembered the incident and stated, after receiving his ticket, the truck driver said that he would inform his employer and coworkers of the reduced speed limit in that area due to it being a school zone.

Councilman Emerson referenced the 700+ speeding tickets issued when the speed monitoring camera system was initially implemented for Altavista's school zones. He said, with all of the attention that the speed monitoring system had produced, that he hoped it would deter people from speeding through the school zones; and the awareness would help keep the students, children of Altavista, safe from speeding vehicles.



- At this time, Town Manager Gary Shanaberger updated Town Council on the following items:

- Vista Theatre Revitalization Project

Mr. Shanaberger informed Council that he and Town Staff had recently met with Robert Lee, project consultant, and that Mr. Lee was tentatively scheduled to be at the November Work Session to present Council with his report.

Mr. Shanaberger stated, at the aforementioned meeting, there was a consensus between Staff and Mr. Lee that a use for the Vista facility needed to be made before moving forward with the feasibility study. He stated that Staff believed gathering “community input” for ideas of potential uses of the facility would be useful in helping the town make that decision, and if Council desired, could be done with ballots at Town Hall and through the town’s social media platforms.

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

- Dearing Ford Industrial and Manufacturing Site

Mr. Shanaberger informed Town Council that Meagan Lucas and Jamie Gillespie, with Lynchburg Regional Business Alliance, recently met with the DHCD review team regarding the newly acquired 83 acres, located at Altavista’s Industrial and Manufacturing Park on Clarion Road, and informed Staff that the review went well.

Mr. Shanaberger stated the next step in the grant process was a site visit, which the town would find out the date of within the next two weeks. He said Public Works was continuing its cleaning/clearing efforts of the area in preparation of a site visit.

Mr. Shanaberger stated that DHCD would determine grant decisions by December 1st (potential of \$240,000 site development funds).

- Mr. Shanaberger concluded his updates by stating that he believed the second Managers Training went well and informed Council that the next training session was scheduled for Thursday, December 1st.

6. Matters from Town Council

There were no other questions or comments from Town Council.

7. Town Council Closed Session

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

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

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

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

VOTE:	Mr. Wayne Mitchell	Yes
	Mr. Tracy Emerson	Yes
	Vice Mayor Reggie Bennett	Yes
	Mayor Mike Mattox	Yes

**Town Council Work Session, Tuesday, October 25th, 2022**

Town Council went into Closed Session at 5:37 PM.  
Notice was given that Council was back in regular session at 5:43 PM.

**FOLLOWING CLOSED SESSION:**

A motion was made by Vice Mayor Reggie Bennett, seconded by Councilman Tracy Emerson, to adopt the certification of a closed meeting.

**CERTIFICATION OF CLOSED MEETING**

WHEREAS, the Town Council has convened a closed meeting on this date pursuant to an affirmative recorded vote and in accordance with provisions of The Virginia Freedom of Information Act; and

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

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

VOTE:	Mr. Wayne Mitchell	Yes
	Mr. Tracy Emerson	Yes
	Vice Mayor Reggie Bennett	Yes
	Mayor Mike Mattox	Yes

8. **Adjournment**

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

The October 25th, 2022, Town Council Work Session was adjourned at 5:45 p.m.

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

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



TOWN OF ALTAVISTA  
TOWN COUNCIL  
REGULAR MEETING  
December 13, 2022  
AGENDA COVER SHEET

AGENDA ITEM #: 7.A

**PUBLIC HEARING(S)**

**Title: Public Hearing - 2045 Comprehensive Plan**

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

---

**Action(s):**

Hold a public hearing as required by code to receive comments from the public on the Comprehensive Plan update.

After the public hearing, Town Council may vote to:

1. Approve the Comprehensive Plan as presented.
2. Defer action on this item to a future Town Council meeting for additional discussion or to receive additional public comments.
3. Refer the Comprehensive Plan back to the Planning Commission for additional review of any section of concern to Town Council.
4. Deny approval of the Comprehensive Plan. Should Town Council decide to deny the update, the Town would continue to use the 2016 Comprehensive Plan as its guidance document.

**Explanation:**

A public hearing is being held to receive comment on the draft Comprehensive Plan.

**Background:**

Pursuant to Section 86-782(a) of the Town of Altavista Zoning Ordinance and §15.2-2225 of the Code of Virginia, a public hearing is required on the proposed Comprehensive Plan prior to Town Council taking any action on the plan.

The Planning Commission held a public hearing on November 7, 2022 and voted 5-0 to recommend that Town Council adopt the Comprehensive Plan as presented.

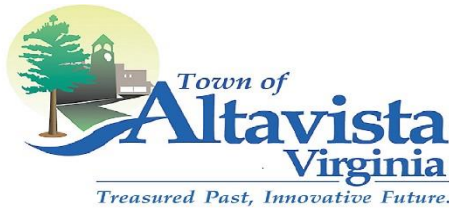
**Funding Source(s):**

General Fund - Public Hearing Ads

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

[\*Attachment 1. Memo to Council - Comprehensive Plan\*](#)

[\*Attachment 2. Town of Altavista DRAFT 2045 Comprehensive Plan\*](#)



**John Jordan, Chairman**  
**Marie Mitchell, Vice Chairman**  
**Reggie Bennett, Vice Mayor**  
**Meghan Bolling, Commissioner**  
**Marvin Clements, Commissioner**

**Sharon D. Williams, AICP,**  
**Planning Commission Secretary &**  
**Director of Community Development**

## **MEMORANDUM**

**To: Town Council**

**From: Planning Commission**

**Through: Sharon D. Williams, AICP, Community Development Director**

**Date: December 9, 2022**

**Re: Comprehensive Plan Update**

---

The Planning Commission and staff began work on the update to the Comprehensive Plan in August 2021. We believe this document is a proud reflection of our past, reveals our status as a regional service provider with strong businesses and industries, where there is ample opportunity to expand housing choices and economic opportunities, and lays the foundations for a prosperous future for the town and its citizens.

There are several requests the Planning Commission has of Town Council that were discussed during out meetings and are presented below for your consideration.

- The Planning Commission requests and annual joint meeting with Town Council to discuss the Planning Commission's annual workplan and Town Council priorities.
- The Planning Commission recommends incentivizing *Economic Opportunity Areas*, as shown and defined in the Comprehensive Plan, to encourage development within the town.
- To encourage cycling in the town, the Planning Commission recommends a review of Sec. 74-302 of town code, which makes it unlawful to operate a bicycle upon any sidewalk or pedestrian walkway in the town. Under §46.2-904 of the Code of Virginia, riding on a sidewalk is permitted unless a local government ordinance prohibits it. Under town code, a violator is subject to a civil penalty of not more than \$50.

- Throughout this process, the Booker Building was consistently mentioned as a space that was underutilized. We encourage the town to establish a clear vision for the use and to make the necessary improvements to the building.
- Finally, we request that Town Council explore expanding the existing Altavista Community Transit System (ACTS) into Campbell County and the City of Lynchburg, to improve service for our citizens who need to travel to these communities for various medical and personal needs.

We thank you for your support during this planning process and look forward to continuing to serve the Town of Altavista.

DRAFT

Town of Altavista, Virginia  
2045 Comprehensive Plan



Treasured Past...Innovative Future



This page is intentionally left blank

Town of Altavista, Virginia  
2045 Comprehensive Plan  
2022 Update  
Adopted January 13, 2023

Town Council

Michael Mattox, Mayor  
Tracy Emerson  
Jay Higginbotham  
Wayne Mitchell

Reggie Bennett, Vice Mayor  
Tim George  
Scott Lowman

Planning Commission

John Jordan, Chair  
Marvin Clements  
Meghan Bolling

Marie Mitchell, Vice Chair  
Reggie Bennett, Vice Mayor

Town Staff

Gary Shanaberger, Town Manager  
Matthew Perkins, Assistant Town Manager  
Sharon D. Williams, AICP, Community Development Director

Central Virginia Planning District Commission

Kelly Hitchcock, Deputy Director of Planning  
Ada Hunsberger, AICP Candidate, Regional Planner



## Contents

Contents .....	iii
Table of Maps & Figures .....	vi
Altavista's Regional Location.....	1
A Vision for Altavista.....	2
History.....	3
Introduction.....	7
Purpose of the Plan .....	7
Legal Basis for the Plan.....	7
Citizen Participation in the Update.....	8
The Plan.....	8
Plan Implementation.....	8
Community Statistics .....	10
Population .....	10
Population by Age .....	11
Race.....	11
Population Projections.....	12
Income .....	13
Education .....	14
Conclusion .....	14
Housing.....	15
Existing Conditions .....	15
Age of Housing Stock.....	16
Housing Affordability.....	16
New Housing.....	17
Aging in Place and Universal Design.....	18
Rehabilitation.....	18
Community Partners.....	19
Conclusion .....	19
Goals and Objectives: Housing.....	20
Community Facilities.....	22
Introduction .....	22
Educational Services .....	22

Human Services/Social Services .....	24
Health Services/Health Care .....	24
Library Facilities .....	25
Cemeteries .....	25
The Train Station .....	25
Water Supply and Treatment .....	25
Wastewater Collection and Treatment .....	26
Solid Waste Collection and Disposal .....	26
Other Utility Services .....	27
Emergency Services .....	28
Conclusion .....	29
Goals and Objectives: Community Facilities .....	30
Natural & Cultural Resources .....	32
Community Setting .....	32
Recreation .....	32
Beautification and Preservation Efforts .....	33
YMCA .....	34
First Saturday Trade Lot .....	34
Geology and Soils .....	34
Forest Resources .....	38
Topography .....	38
Air Quality .....	38
Climate .....	38
Water Resources .....	39
Hazard Mitigation .....	40
Conclusion .....	40
Goals and Objectives: Natural and Cultural Environment .....	41
Historic District and Structures .....	44
Downtown Historic District .....	44
Avoca .....	45
Land Use .....	46
Residential .....	46
Commercial .....	46
Industrial .....	48
Public/Semi-Public .....	48

Future Land Use Map (FLUM).....	48
Goals and Objectives: Land Use .....	53
Economic Development.....	54
Primary Employment Sectors .....	54
Workforce Development .....	55
Community Partnerships .....	56
Spark Innovation Center.....	58
Tourism .....	58
Booker Building .....	59
Vista Theater .....	59
Conclusion .....	59
Goals and Objectives: Economic Development .....	60
Transportation .....	63
The Transportation Planning Process.....	63
Travel Characteristics.....	63
Existing Transportation Facilities .....	64
Roadways .....	64
Crash Data.....	67
Pedestrian Facilities.....	67
Bicycle Facilities.....	68
Rail Transportation.....	69
Public and Other Transportation Services .....	70
Virginia Breeze .....	70
Elderly and Disabled Transportation Service.....	71
Trucking Service .....	71
Air Transportation.....	71
Planning Assumptions .....	71
Planning for the Future .....	72
Conclusion .....	73
Goals and Objectives: Transportation.....	75
Public Engagement .....	77

## Table of Maps & Figures

Figure 1: Total Population .....	10
Figure 2: Population by Age .....	11
Figure 3: Race and Ethnicity .....	12
Figure 4: Population Projections .....	12
Figure 5: Median Household Income.....	13
Figure 6:Household Income.....	13
Figure 7: Educational Attainment .....	14
Figure 8: Occupancy Rate.....	15
Figure 9: Age of Housing Stock .....	16
Figure 10: Monthly Housing Costs.....	17
Figure 11: Home Values .....	17
Figure 12: Employment by Industry .....	54
Figure 13: Altavista's Major Employers .....	55
Figure 14: Crash Severity .....	67
Figure 15: Tabular Summary of Transportation Projects .....	73
Map 1: Altavista's Regional Location.....	1
Map 2: Altavista's Location in Virginia.....	1
Map 3: Soils .....	36
Map 4: Floodplain.....	37
Map 5: Historic Areas.....	44
Map 6: Central Business District .....	47
Map 7: Future Land Use Map.....	51
Map 8: Zoning Map .....	52
Map 9: Downtown Area.....	57
Map 10: Roadways .....	64
Map 11: Functional Classification .....	65
Map 12: Level of Service 2019.....	66
Map 13: Level of Service 2045.....	66
Map 14: AADT 2019 .....	66
Map 15: AADT 2045 .....	66
Map 16: Potential for Safety Improvements .....	67
Map 17: Pedestrian Facilities.....	68
Map 18: Railways .....	69
Map 19: ACTS Fixed Route .....	70
Map 20: Trucking Routes .....	71
Map 21: Six Year Improvement Program Projects .....	73

\_\_\_\_\_

Altavista is approximately five square miles and is within the Lynchburg Metropolitan Statistical Area (MSA), a four-county area with Lynchburg City in the center. It is one of two incorporated Towns in Campbell County. Altavista sits in a triangle formed by the cities of Lynchburg, Danville, and Roanoke.

<sup>1</sup> Cole, B. Map of Virginia Cities - Virginia Road Map. Retrieved from <https://geology.com/cities-map/virginia.shtml>

## A Vision for Altavista

In the year 2022, Altavista, Virginia is an economically, environmentally, and socially vibrant community. The core of our town is its citizens, who are physically active, engaged, culturally and ethnically diverse with a deep-rooted faith that is the cornerstone of our civic pride. In Altavista there are public and private partnerships that enhance our heritage and promote the physical, spiritual, and emotional health of our citizens. There are a variety of housing options that range from single-family dwellings, apartments, and townhouses, to senior care facilities, and upper story downtown apartments.

The town has an array of recreational amenities that cater to citizens and visitors alike. From neighborhood parks to a 200-acre park along the Staunton (Roanoke) River with multiuse trails, a boat ramp, pavilions, and incredible splash pad, to a newly opened canoe launch. The Town has taken advantage of its waterfront and promotes its access to bring together families and attract visitors for an array of activities.



The Town has a multimodal transportation system that accommodates the many ways users get to their destinations. Those methods include walking, biking, local and regional public transportation, water routes, and driving. Altavista continues to make upgrades to its infrastructure to accommodate future growth and ensure the stability of the town.

The Campbell County Public School System provides a world-class education that enables every student to choose and pursue any post-K12 endeavor. Altavista's youth can critically and creatively communicate and collaborate with others while displaying citizenship skills that strengthen our community.

Our neighborhoods are stable, and our community is active. In Altavista no one is ever a stranger, you are just a friend that we have not yet met.

Altavista's local government leaders are strong. The level of services provided are unparalleled. The Town staff are amazing, from the extraordinary service provided by staff at Town Hall to the employees who work outdoors each day, you will find workers devoted to Altavista and its citizens.

There is a healthy balance of industry, business, residences, and services that result in a stable economy and flourishing community. There are volunteer and professional opportunities for citizens of all walks of life and ability. There are new and growing businesses in Altavista. The Town has developed a new business incubator known as the Spark Innovation Center, which supplies space for local entrepreneurs to thrive.

Altavista is a wonderful place to live, work, and play.



## History

Altavista's roots are deep. Before it was founded in 1907, the area was occupied by the Saponi Indians who lived along the Roanoke River. The land was lush with thick forests of oak, pine, poplar, sycamore, and maple trees lining the riverbank. From time to time, relics from this earlier civilization are still unearthed.<sup>2</sup>

During the early colonization of America by England, the English Crown made several large land-grants to early settlers who ventured into the American wilderness. Altavista is part of an original land-grant made to Major Charles Lynch, who divided his property among his four sons, Edward, John, Charles Jr., and Christopher, at the time of his death. Charles Jr. inherited 6,000 acres of farmland along the banks of the Staunton, which is where Altavista would be born.<sup>3</sup>

Compared to the surrounding area Altavista is relatively young. It was first platted in 1908 and received its Charter in 1912. In comparison, Lynchburg, which began as Lynch's Ferry in 1786 was incorporated in 1805 and became an independent city in 1852; Rustburg, the seat of Campbell County, was established in 1783; and Brookneal was founded in 1802.<sup>4</sup>

The town grew as a result of rail expansion. In the early 20<sup>th</sup> century William Nelson Page, a principal of Standard Oil and one of the wealthiest men in the world, combined forces to create the Virginian Railway Company to transport coal from West Virginia to Hampton Roads. In 1905 the Lane Brothers Company, Inc. of Esmont, Virginia in Albemarle County was awarded a contract

to build 32 miles of rails in Campbell, Bedford, and Pittsylvania Counties.



Photo courtesy of A Pictorial History of Altavista, Virginia 1907-200 by Robert R. Carpenter, Jr.

The fact that Altavista evolved as a business and trade center was not surprising when one considers its inception. After the contract was awarded Henry L. Lane, President and John E. Lane, Vice President of the Lane Brothers Construction Company realized the new line they were building would intersect with the already running Southern Railroad. They bought three farms consisting of approximately 2,000 acres and hired engineers to layout a town with streets, sidewalks, and lots, complete with water, sewer,

telephone service, and electric lines, calling it Lane's Siding, which followed the tradition of railroad towns. On September 9, 1907, the first settlers arrived by train on a red caboose of the

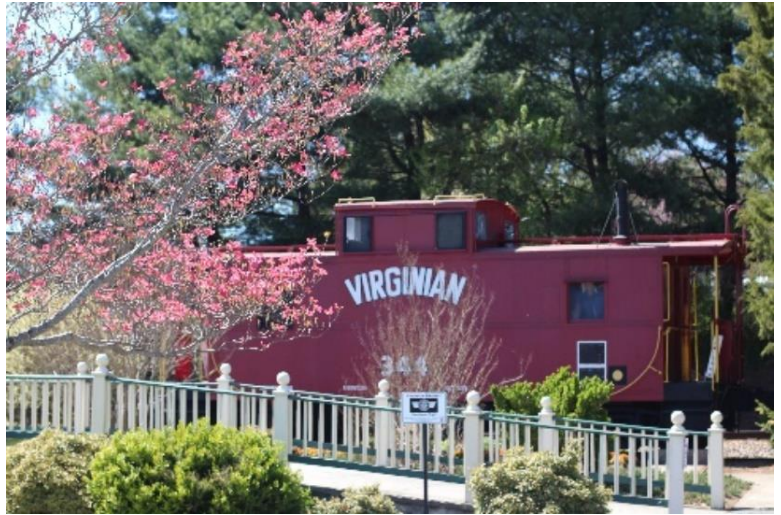
<sup>2</sup> 1957. *Altavista Golden Jubilee August 17-24, 1957*. pp.3-21.

<sup>3</sup> Major Charles Lynch, I. Retrieved 28 August 2022, from <https://www.geni.com/people/Major-Charles-Lynch-I/6000000002742103055>

<sup>4</sup> Dhr.virginia.gov. n.d. [online] Available at: [https://www.dhr.virginia.gov/VLR\\_to\\_transfer/PDFNoms/162-5005\\_Altavista\\_Downtown\\_HD\\_2009\\_NR\\_Nomination\\_FINAL.pdf](https://www.dhr.virginia.gov/VLR_to_transfer/PDFNoms/162-5005_Altavista_Downtown_HD_2009_NR_Nomination_FINAL.pdf).5005\_Altavista\_Downtown\_HD\_2009\_NR\_Nomination\_FINAL.pdf>.

new Virginian line. Grading of the street began in preparation for the new line and ballast stone was taken from the quarry to supply a base for the new streets and rail tracks.

By March of 1908, the seeds of a small town were beginning. With the town growing, the founders realized the need for banking facilities if the town were to grow and prosper and thereby laid the plan for The First National Bank, the town's first brick building, which was established in 1908. To this day the bank is headquartered in Altavista with numerous locations in the region. The Lane brothers formed a subsidiary company known as the Altavista Land and Improvement Company and located their offices on the second floor of the bank. Finch and Finch Funeral Home, established in 1908 is still a Main Street fixture.



The first edition of the town's newspaper, *The Altavista Journal*, was published on Saturday, October 23, 1909, and an ad from the Altavista Land and Improvement Company stated that the town had "over 1,000 people with an unexcelled sewage system, water works, electric lights, concrete sidewalks, street guttered and macadamized."

Lane Siding continued to prosper. Between 1910-1912 several churches were organized, there was a fire department and police chief, a 4-room school was built, and Uncle Billy Lane organized the first trade lot which became the First Saturday tradition that still exists today.

The origin of the name Altavista is uncertain. One theory is the name is based on the name of a Lane family home and another suggests that the name was chosen by a contest. Either way, the name is right as the name was selected as Altavista, meaning "high view" is apt given the elevation of the town site above the river and with its commanding views over the valley.

Within two years of its founding, there were at least 15 manufacturing enterprises in operation or under construction in Altavista. In addition to the Lane Brothers, the English Construction Company run by W. B. English and the Frazier Lumber Company operated by W. S. Frazier was established on the southeast side of the town near the Virginian Railway tracks. In 1910, the Altavista Cotton Mill (later Burlington Industries) was established, and John E. Lane bought the Old Dominion Box Company building and equipped his son, John E. Lane, Jr., for the manufacturing of wooden chests. This company, first known as the Red Cedar Chest Company and later the Lane Company, grew into one of the nation's largest furniture producers and supplied employment for over 2,000 residents annually. The company thrived for many years before closing in 2002.



In 1912, the Town of Altavista was incorporated. The first Town Council meeting was held on December 3, 1912.



Altavista's post-World War II population increased and in 1950, the town had 3,332 residents. When first platted, Altavista encompassed 1.87 square miles. Residential and commercial growth within the original town boundaries was maximized and around 1960, new development began to take place outside the town limits. To preserve its tax base and to plan for future growth, the town annexed 3.13 square miles of Campbell County on December 31, 1977. The annexed area lies largely to the north and west of the

original town. This annexation resulted in a population spike to 3,849 in 1980.

Like much of Virginia, Altavista remained largely segregated through the mid-twentieth century. Separate schools were provided for African American children and much of Altavista's black population lived in a residential area known as Moseley Heights. Although separate restaurants existed for black clientele and were frequented by black railroad workers and black passengers as well as locals, there were African American-owned commercial enterprises that were patronized by everyone. Rudd Nelson ran a shoeshine business on Broad Street in one of the early-twentieth century frame buildings that was replaced around 1960 (around 619 Broad Street). The Nelson Building, located at 519 Broad Street, and located near the former Virginian Railway depot, was run as a café that served black clientele.

The 1960's saw a prosperous Altavista. In 1962 WKDE (KD Country) began broadcasting and they are still in operation today.

Altavista YMCA began operating in 1971. Abbott Labs started its manufacturing plant in 1972 and Shreve Park was built in 1979. All remain open and are among the core assets of the community.

In the 1980's there were additional municipal facilities constructed. In addition to the Town Hall expansion, a new building on Main Street was built for the Altavista Rescue Squad (1983), and a new library was constructed (1986).



The Staunton Riverfront Park, present day English Park, was built in 1993. That same year the YMCA expanded its facilities.

The Town of Altavista continues to display the self-sufficient boosterism that helped establish this small town at the turn of the twentieth century. Active economic development and wooing of commercial enterprises has meant jobs for residents.

## Introduction

The Comprehensive Plan for the Town of Altavista is intended to facilitate redevelopment and an economic resurgence. The town seeks to turn its challenges into opportunities and capitalize on our location, services, and recreational amenities. The plan emphasizes the need for the Town to focus on new and improved housing, elimination of blight, and improved focus on neighborhoods that have been neglected.

### Purpose of the Plan

The Comprehensive plan is a policy guide for how the community will be developed and managed. This Plan was developed through a comprehensive public process and through facilitated discussions with the Planning Commission. It includes a review of multiple Town plans with competing goals and objects, where the Community Development Director is listed as a resource for plan implementation. These plans were reviewed and incorporated into or referenced in the Comprehensive Plan update to inform readers of the availability of other plans. A paper and electronic survey was available, and the town distributed the Plan for the public to view prior to the Planning Commission public hearing.

The recommendations and land use plans were developed from an analysis of existing conditions, public input, and meetings with community stakeholders. The resulting Comprehensive Plan is intended:

- To improve the quality of our environment as it relates to social, economic, and physical realities;
- To guide future decisions of citizens, elected officials and staff as it relates to development;
- To provide for the well-being of all the community;
- To promote community goals, objectives and policies;
- To be the balance between technical and political aspects of community development;
- To eliminate duplication of private and public projects; and
- To include citizen participation in community development; thus, creating a sense of pride.

The Comprehensive Plan is a guide for elected officials and staff to use when determining the appropriate regulatory, enforcement and/or changes necessary to meet the established goals and new challenges as they arise.

### Legal Basis for the Plan

Authority for local government planning in Virginia is contained in Title 15 Section 15.2-2223 through 15.2-2232 of the Code of Virginia. Per the Code of Virginia, the comprehensive plan, with the accompanying maps, plats, charts, and descriptive matter, shall show the locality's long-range recommendations for the general development of the territory covered by the plan.

This plan was prepared in accordance with these provisions.

## Citizen Participation in the Update

A key step in planning is to gather input from stakeholders. This was accomplished in a variety of ways. Altavista began by asking the Planning Commissioners for their input on a Citizen Survey. Once the survey was developed it was placed on the Town's website and social media. Paper copies were made available at Town Hall, Staunton River Memorial Library, Altavista YMCA.

In the fall, staff of the Central Virginia Planning District Commission (CVPDC) attended a festival at English Park where a table was setup with an interactive survey to engage citizens and gather opinions regarding the Comprehensive Plan Update. Attendees who reported visiting Altavista infrequently, or for the first time were asked not to participate in the survey.



Once the draft of the Comprehensive Plan was complete, it was made available for the public to review and comment on. The draft was posted to the Town's website and copies were given to various partners for their review and comments. Hardcopies were placed at Town Hall, YMCA, Staunton River Memorial Library and the Chamber of Commerce for the convenience of the public. More information on the survey results is available on page 81.

As required the Town of Altavista held public hearings on the plan before the Planning Commission on November 7, 2022. At that meeting the Planning Commission recommended the update to the Comprehensive Plan.

A second public hearing was held on the plan before Town Council on December 13, 2022.

## The Plan

The following is the Town of Altavista's Comprehensive Plan. It is an overview of its citizens, Town services, amenities, housing, economic development, cultural and natural resources, and details that demonstrate why Altavista is a wonderful place to live, work and play. The plan's goals and objectives will assist in guiding leaders over the next five years.


## Plan Implementation

One complaint shared by professional Planners and Planning Commissioners is that once a Comprehensive Plan is updated, it often sits on a shelf and collects dust until it is reviewed 5 years after its adoption, as required by the Code of Virginia.

A Comprehensive Plan is only as useful as the ability of the Town to implement its recommendations. The Comprehensive plan is the vision, and its documents, processes, and partnerships the Town creates, which executes the vision.

There are a variety of tools available to the town to implement the Comprehensive Plan. These include:

- Regulatory documents such as the Zoning and Subdivision Ordinances;

- 
- Financial resources like the Capital Improvement Program (CIP), Annual Budget, incentives, and grants;
  - Plans such as small area neighborhood plans, recreation plans, economic development plans; and
  - Identified partners such as Altavista On Track, Chamber of Commerce, YMCA, Staunton River Memorial Library, Avoca, local nonprofits, churches and citizen advocacy groups.

During the planning process, the Planning Commission and staff considered not only the Town's needs, but the capacity of the town to implement the recommendations with its available resources or the potential to obtain resources through grants, donations, endowments, and public-private partnerships. It is important the Town acknowledges, and the public understands that the Town has a finite number of resources, which includes staff and money, and it can only undertake a manageable number of projects.



## Community Statistics

The Town's residents are truly what makes Altavista a special place to live, work and visit. As you walk the Town's streets you will be greeted with a smile or a wave, and it will quickly feel like home.

Community statistics are important because they provide valuable information about the Town's residents that helps to better understand the community, anticipate future needs, and encourages sustainable development. Socioeconomic conditions have a direct impact on quality of life for residents, and by understanding these conditions, the Town can better serve its citizens.

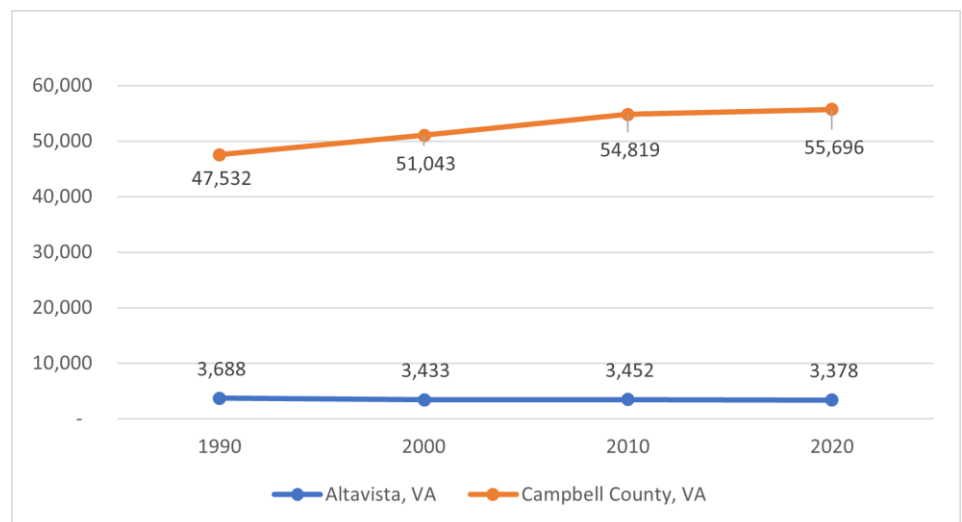


The United States Census Bureau collects data through the American Community Survey annually, and a more complete census every 10 years<sup>5</sup>. Using this, the Town can focus its efforts on accommodating current residents and anticipate future needs based on how the population may change over time. The 2020 decennial census data documents statistical data on the community that is used by Council, staff, organizations, businesses, and residents to guide programs and services.

### Population

The Town of Altavista was incorporated in 1912, at a time when Campbell County was a more rural area than its present-day identity. Altavista experienced a steady increase in population from its incorporation until around 1960. In 1977, the Town successfully increased its boundaries by 3.2 miles, gaining 1,300 new citizens and increased the tax base through an annexation of Campbell County.

*Figure 1: Total Population*



<sup>5</sup> <https://www.census.gov/programs-surveys/acs/about/acs-and-census.html>

The population has declined since the 1990's, around the time of the Lane Furniture Company closure. However, Campbell County's population has increased in the same timeframe, which presents opportunities for the Town to grow.

The Town will continue to create opportunities to attract new residents by strengthening its position as a regional service center. Incentives for new housing, industry and recreational opportunities can help draw new residents and further expand Altavista's economic and community development.

### Population by Age

The Town's makeup impacts services, demand, and desire. An aging population is a national trend which has given rise to the need for long-term care facilities, healthcare services and workers, and other public facilities to accommodate older individuals. The ACS Census data shows Altavista's senior population sits at 17.8% , which is just slightly higher than the statewide total of approximately 15%.

The Town emphasizes the importance of "aging in place" principles to support residents being able to stay in their homes as they age. Support of mixed use development, accessible housing and amenities, and expanded pedestrian amenities benefit the Town's residents and visitors, and economic vitality by supporting health factors that support the aging in place goal. This concept is discussed further in the Housing Chapter.

One of the Town's strengths is it has a significantly young population with 23.7% of residents under the age of 18. This demonstrates the importance of investing in education, recreation, and childcare. Maintaining and attracting families is essential to the short and long-term viability of the Town. Several amenities aimed towards children include the English Park Splash Pad, library services, and YMCA youth programming. Continued investments in these family and youth services will continue to provide benefit to the community.

### Race

The Town has a diverse population, with just over 35% of people reporting to identify as black, or as two or more races. This is much higher than the total of 17% in the Lynchburg Metropolitan Statistical Area which consists of the counties of Amherst, Appomattox, Campbell, Bedford, and the City of Lynchburg.

The Town and its partners work to ensure that all Town residents have equitable access to services, employment opportunities, fair housing and more. Altavista continues to seek ways to increase inclusion for all residents.

*Figure 2: Population by Age*

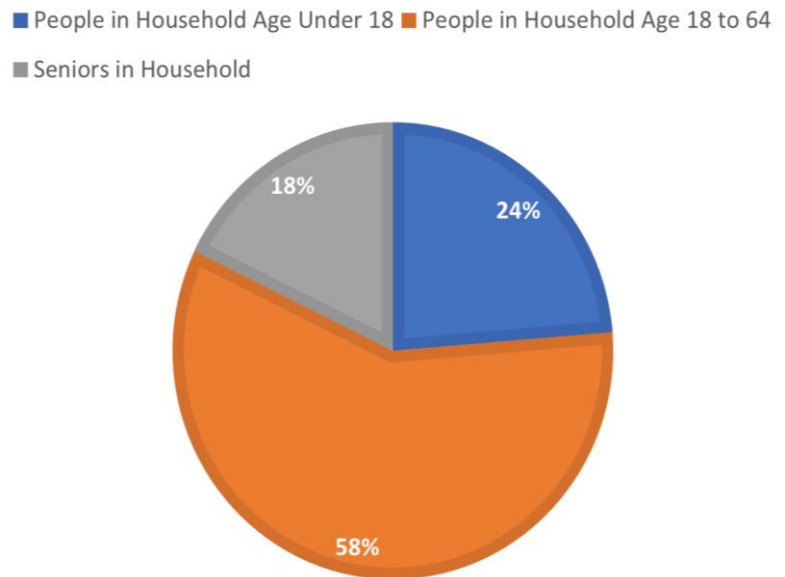
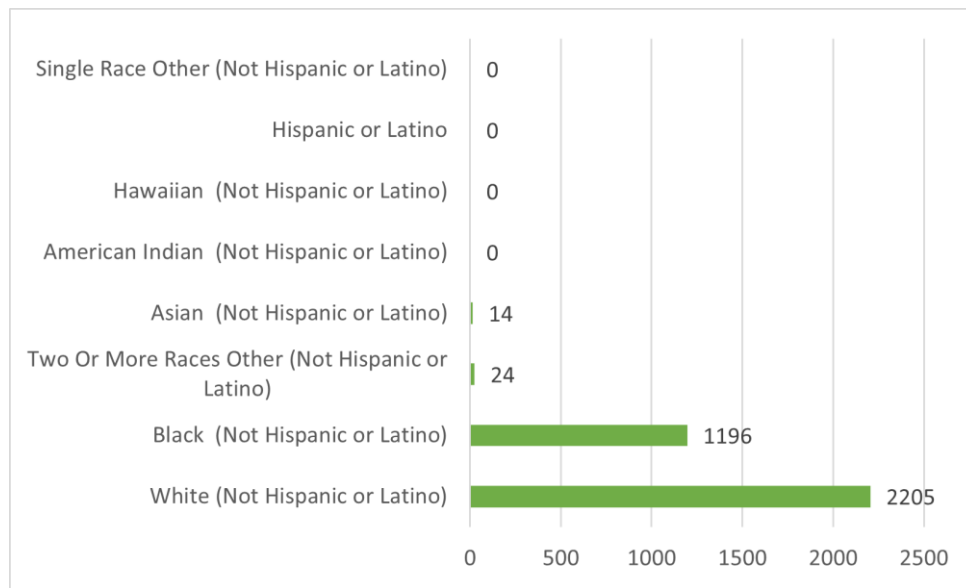


Figure 3: Race and Ethnicity



### Population Projections<sup>6</sup>

While the Census does not provide population projections, the Weldon Cooper Center for Public Service at the University of Virginia has developed population projections at the County level as seen in the table below.

Campbell County is expected to see modest increases in population over the next 30 years, as seen in the table below. The Commonwealth is expected to grow considerably, with a 15% increase projected by 2050.

Figure 4: Population Projections

	2020 Population (US Census)	Projected 2030 Population	Projected 2040 Population	Projected 2050 Population	Projected change from 2020 to 2050
Amherst County	31,307	29,827	29,098	28,805	-3%
Appomattox County	16,119	17,018	17,956	19,163	13%
Bedford County	79,462	82,822	87,902	94,298	14%
Campbell County	55,696	55,739	57,192	59,501	7%
Pittsylvania County	60,501	56,672	55,223	54,601	-4%
Lynchburg City	79,009	81,268	86,838	93,708	15%
Virginia	8,631,393	9,129,002	9,759,371	10,535,810	15%

Altavista can capitalize on the projected growth of the surrounding localities by continuing to market itself as a regional service center. The Town can continue to focus on economic and

<sup>6</sup> University of Virginia Weldon Cooper Center, Demographics Research Group. (2022). Virginia Population Projections. Retrieved from <https://demographics.coopercenter.org/virginia-population-projections>



community development to attract new residents. The Town's ability to accommodate new businesses and industries, its rich natural and cultural resources, and the walkable downtown are all factors which help attract new businesses and residents, therefore strengthening the Town's economy and making it more sustainable in the long term.

## Income

The income of Altavista's residents varies from the affluent to below the poverty level. These varying income levels is an indicator of the Town's attractiveness as a place to live. In 2020, the median household income (MHI) in Altavista was \$33,265. The Town's MHI is like that of the neighboring localities but is lower than Campbell County. While income may be lower, it cost less to live in Altavista, making the Town a great option for all income levels.

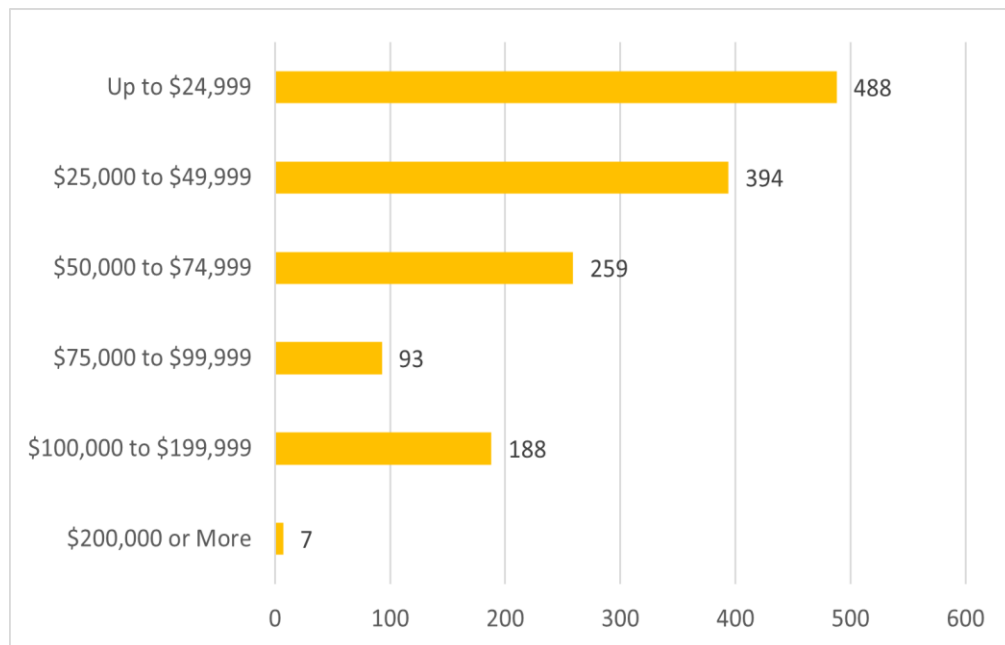
*Figure 5: Median Household Income*

Locality	Median Household Income
Town of Altavista	\$33,265.00
Town of Appomattox	\$33,934.00
Town of Bedford	\$40,263.00
Town of Gretna	\$29,583.00
Campbell County	\$52,319.00

There are a number of households in Altavista in which residents are earning less than \$35,000 per year. One thought is that residents might have difficulty accessing higher paying jobs due to lack of education, training, or childcare.

*Figure 6: Household Income*

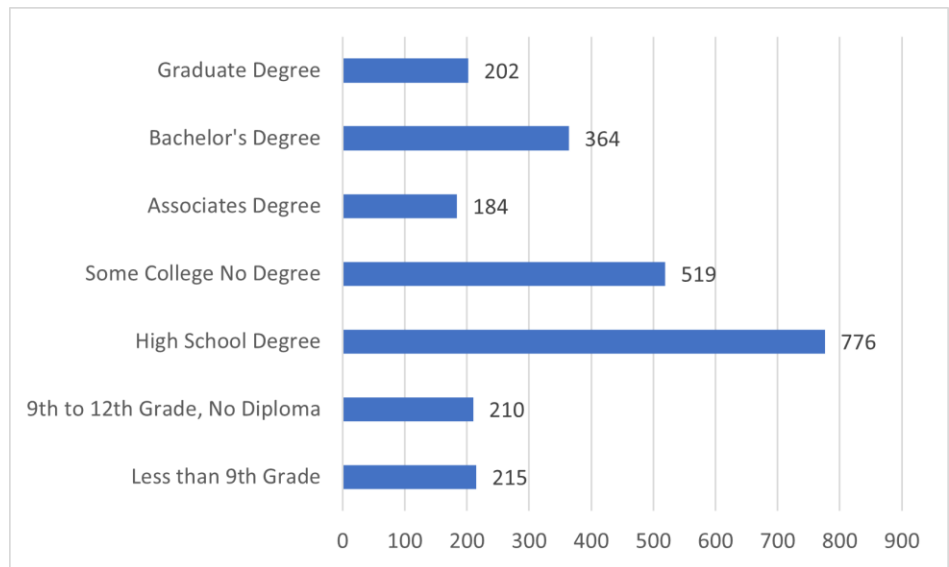
The Town will continue to support local partners that seek to provide childcare, especially for evening or overnight hours. Expanded childcare would be a benefit to families seeking to obtain quality employment within the Town and region.



## Education

Education gives people a better chance in life. Nearly 83% of residents have earned at least a high school diploma. Town residents have a range of educational achievements with many having bachelor's degrees and graduate degrees. What the Census does not capture are those who have attended a trade or vocational school to learn a skill necessary to enter the job market, such as dental assistant, welder, or mechanic.

Figure 7: Educational Attainment



The Town will continue to support local educational institutions that seek to expand education, trade, and certification opportunities through trade schools, colleges, and universities in the region.

In addition, the Town should collaborate with local partners, such as Virginia Career Works Lynchburg Center and the Central Virginia Workforce Development Board, to expand educational and training development. These partnerships should focus on a pathway which will allow students to match with employers that will provide both hands-on experience, job opportunities, and expanded business employment opportunities.

## Conclusion

The Town has many resources and amenities to support a strong citizenry, such as access to education, jobs, and services. By capitalizing on these assets, the Town and its partners can provide support for residents seeking higher education or vocational training, which can lead to higher paying jobs, a strong financial future, and a higher quality of life.

## Housing

Like many communities, Altavista is a community of neighborhoods. Although these neighborhoods vary in age, density, values, and housing styles, they are the centers of community life. They are the places where families gather, children are raised, grass is cut, church is attended, and people call home. It may be a cliché, but neighborhoods are comprised of both housing and homes. Since housing plays a critical role in the economic, social, and physical well-being of the Town's residents, it is one of the Town's top priorities to ensure all people, regardless of race, social or economic status, have access to quality housing. Altavista's housing stock is accessible to residents of varying levels of income and is more affordable than neighboring localities<sup>7</sup>.

While housing construction is a private sector activity, the Town, mainly through the Zoning Ordinance, can facilitate housing development, redevelopment, and maintenance of existing structures to meet the needs of current and future residents.

The Town has continued to expand in size through acquisition of new land, though much of this has been either used for commercial and industrial purposes or is still undeveloped. Therefore, the Town has ample opportunities to capitalize on this through mixed use or Planned Unit Developments (PUDs) to grow its housing stock.

### Existing Conditions

The Town of Altavista has a solid housing stock with affordable options to meet the needs of all households. The US Census Bureau conducts the American Community Survey (ACS) on a yearly basis, and provides information on type, cost, and value of housing units, which is further explored in the figures below. The Town's approximate 1,600 housing units, has remained relatively stable since 2010. Nearly 80% of housing is single family homes, which is typical of small towns. Of these, most are two- or three-bedroom homes.

Around 88% of housing in the Town is identified to be occupied, which is like that of surrounding localities as show in the Figure below.

*Figure 8: Occupancy Rate*

Locality	Occupancy Rate
Town of Altavista	88.6%
Town of Appomattox	85.8%
Town of Bedford	84.7%
Town of Brookneal	73.8%
Town of Gretna	89.6%
Campbell County	89.1%

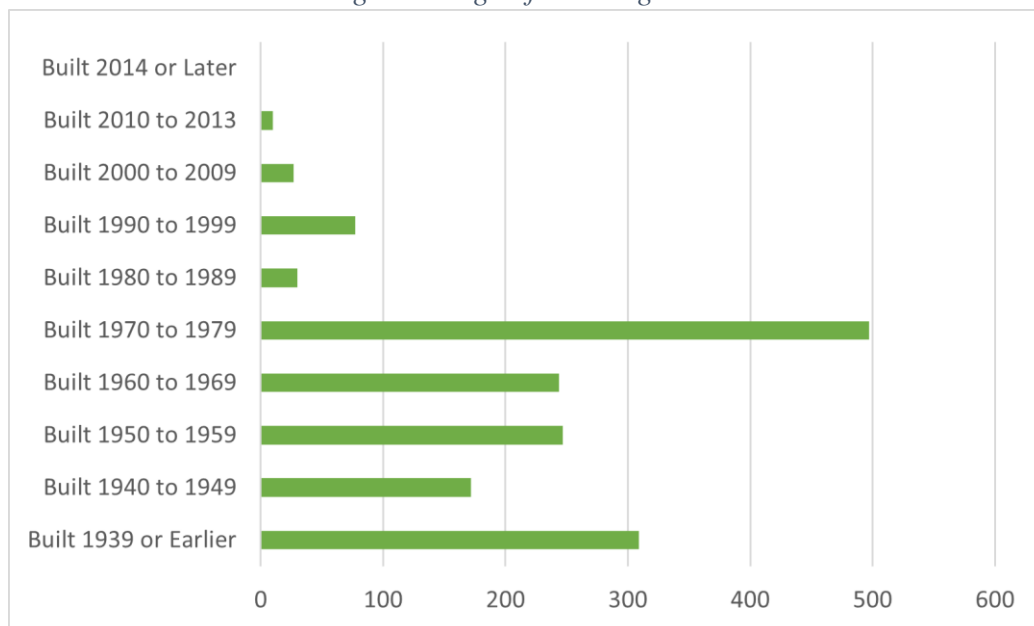
<sup>7</sup> See "Housing Affordability" section for more information.

## Age of Housing Stock

Most of the Town's housing was built between 1940 and 1980, with a peak in the 1970's where around 500 new homes were built. The increase in housing units came at the same time as the Town annexed approximately 3.2 square miles and 1,300 residents.

Though the census data does highlight the peak of new housing in the 1970's, the 2020 Census incorrectly states that no homes were built since 2014. Town records show that from 2014 – 2022, 17 new homes were built, which is an average of two homes per year. As homes begin to age, the Town will support housing renovation and rehabilitation and seek grant funding when it becomes available.

*Figure 9: Age of Housing Stock*



## Housing Affordability

One of the Town's top priorities is to ensure all current and future residents have access to safe and affordable housing that meets their needs. One common misconception regarding affordable housing is that affordable housing is subsidized, or government-funded housing, which is meant for low-income individuals or families. However, persons of all income levels need affordable housing. The United States Department of Housing and Urban Development (HUD) defines affordable housing as "housing [in] which the occupant is paying no more than 30% of their gross income for housing costs, including utilities". For that reason, having housing units that are accessible to people of different levels of income makes it possible to have available affordable housing for all.

The median household income in Altavista, as of 2020<sup>8</sup> was reported to be \$33,265. For housing to be affordable, a household would spend a little less than \$10,000 per year on housing. As the

<sup>8</sup> American Community Survey 5-year estimate (2020): Housing Financial Characteristics

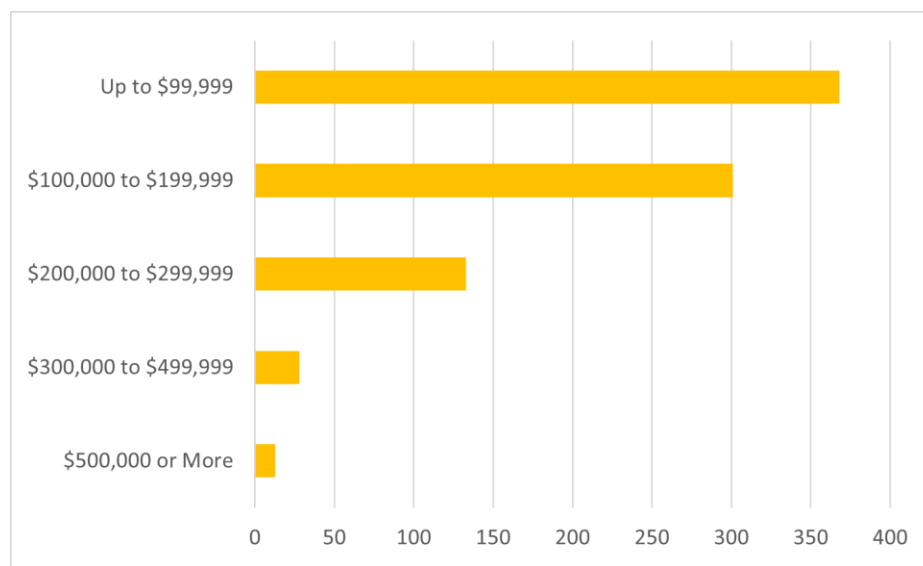
quantity and quality of housing continues to improve, it will attract new residents with higher income levels which will raise the Town's MHI.

The concentration of home values by price chart below represents how the Town's housing can support households of varying income levels, which is an important asset.

*Figure 10: Monthly Housing Costs*

<b>Locality</b>	<b>Median Household Income</b>	<b>Median Monthly Housing Cost</b>
Town of Altavista	\$33,265.00	\$631.00
Town of Appomattox	\$33,934.00	\$561.00
Town of Bedford	\$40,263.00	\$765.00
Town of Gretna	\$29,583.00	\$566.00
Campbell County	\$52,319.00	\$706.00

*Figure 11: Home Values*



As the Town grows and expands, it is critical to maintain and expand policies which further support affordable and accessible housing. There are several opportunities available to increase the number of housing units, particularly at different price points which can serve diverse households.

### New Housing

As the Town continues to promote growth, it can provide opportunities for new housing to be built by supporting higher density or mixed-use development. By zoning properties for higher densities, it provides opportunities for multi-family dwellings, but also permits single family residential. The Future Land Use Map (FLUM) in the Land Use Chapter shows more parcels of land should be zoned to allow higher density residential in the future.

Aside from zoning, an opportunity to expand affordable housing units is to support developers of new Planned Unit Developments (PUD). PUDs are typically mixed use with a walkable environment. This style of development can encompass several different types of housing in one

community, including a mix of townhomes, apartments, and/or condominiums. There can also be different types of commercial uses adjacent to one another, such as small shops, offices, personal service establishments, and restaurants. These amenities, in conjunction with the visual uniformity of the units, create a safe and inviting neighborhood for residents, as well as a point of interest for visitors.

Another opportunity to provide more housing would be to encourage the introduction of more manufactured homes meeting current code requirements. The Zoning Ordinance allows manufactured homes where appropriate. Manufacturing housing is often less time consuming to build, and thus less expensive, and provides opportunities for those who might otherwise be unable to become homeowners.

### Aging in Place and Universal Design

As the Town's aging population increases, it is critical to ensure that residents can comfortably "age in place." Aging in place simply means that residents can continue to stay in their homes as they get older. Common concerns are that there may be physical barriers (such as stairs, or tight areas which make the home hard to navigate with a wheelchair or walker), or that homes with large yards would require too much maintenance for older residents. Supporting Altavista's aging population and providing the ability for residents to stay in their homes as they age is a Town goal.

Expanding senior living options, such as patio style homes or senior living communities, is one option to support residents being able to stay in Altavista. There are several programs, mainly administered through non-profits, which assist in making accessible improvements to homes where residents have physical limitations. The Town can support these programs by promoting and sharing program services. Residents can also be educated on making their homes accessible (wider doorways, ramps at entryways, etc.) as they are renovating or doing maintenance on their homes. The Town also supports the concept of Universal Design, which encourages housing be built to accommodate the needs of any occupant through the installation of raised toilets, walk-in showers, grab bars, and accessible counters and cabinets.

### Rehabilitation

In the development of the update to the Comprehensive Plan, Town residents were surveyed and 65% said that it was important to invest in the rehabilitation of existing housing. This sentiment is matched with the Town's efforts to seek opportunities to attain grant funding to rehabilitate properties in need of restoration. In 2021, Altavista was awarded grant funding through the Virginia Department of Housing and Community Development's (DHCD) "Acquire, Renovate and Sell" program. This program aims to "create affordable homeownership opportunities for low-to moderate income, first-time homebuyers while allowing providers increased discretion over acquisition type, region and resale<sup>9</sup>". With these grant funds, the Town can acquire properties in need of repair or build homes on vacant lots and turn them into habitable, affordable homes. The Town will continue to pursue these valuable grant programs and consider property maintenance programs to keep property owners accountable. Consideration of adopting and enforcing the Virginia Property Maintenance Code is an option.

---

<sup>9</sup> <https://www.dhcd.virginia.gov/ars>

## Community Partners

In addition to the Town’s efforts, there are several organizations dedicated to providing affordable housing.

### *Claire Parker Foundation*

The Claire Parker Foundation was started in 2015, and the Claire House Project was developed to “restore our community and help kids with cancer”; “The Claire House Project takes abandoned, old homes in the community and gives them new purpose”<sup>10</sup>.

### *Habitat for Humanity*

The Altavista Area/Campbell County Habitat for Humanity partners with selected families to provide safe homes with affordable mortgages<sup>11</sup>. Since the chapter’s inception in 1997, they have built at least two homes per year. Partner families are responsible for contributing 300 hours of sweat equity, which allows families to work side by side with volunteers, in a variety of capacities, to build their new home.

## Conclusion

Altavista’s existing housing stock can accommodate the needs of most residents. The Town should continue efforts to rehabilitate existing housing and encourage new development when the opportunities become available. Partnering with community organizations, seeking grant funding, and incentivizing development will allow the Town to accommodate growth in the future.

---

<sup>10</sup> <https://www.claireparkerfoundation.org/aboutus>

<sup>11</sup> <https://www.altavistacampbellhabitat.org/>

## Goals and Objectives: Housing

**GOAL: Access to safe, affordable, and varied housing options to meet the needs of all current and prospective town residents.**

Objective 1: Ensure an adequate supply of quality, diverse, affordable, and desirable housing options are available to meet the needs of current and future residents.

- a) Incentivize developers to enter our community toward speculation of mid-income housing, remodeling of present structures, and developing retirement facilities.
- b) Continually seek federal, state, and local grant funding to facilitate home rehabilitation, replacement, or purchase of substandard housing to improve safe housing stock options.
- c) Evaluate zoning and procedures for impediments to housing construction.
- d) Target and identify areas within and near the Town that are suitable for larger scale residential development.
- e) Initiate discussions with Campbell County on areas suitable for future boundary line adjustments.
- f) Seek grant funding to undertake a formal housing quality assessment.
- g) Adopt a new Subdivision Ordinance which better supports new development.
- h) Stimulate mixed-use development through incentives, strategic land assembly and partnerships.
- i) Support emerging housing trends that seek to provide quality housing at lower costs, such as container homes and 3D-printed homes.

Objective 2: Enable low to moderate-income families in Altavista to live in quality, affordable housing.

- a) Continue participation in the Section 8 Rental Assistance Program through Virginia Housing and the Campbell County Social Services Department.
- b) Preserve the continuance of areas for multi-family housing and encourage the construction of additional multifamily rental units using available state and federal funding.
- c) Support efforts to provide housing for low to moderate income families.
- d) Promote the state and federal resources available to first time homebuyers, such as down payment assistance and low interest loans.
- e) Encourage energy saving in the design and maintenance of homes.
- f) Educate eligible property owners on how they can partner with the Town to take advantage of available low-interest Virginia Housing Energy Loans for installation of storm windows, insulation and caulking, heating and air conditioning replacement, or other energy conserving measures.
- g) Educate the public about weatherization programs which help alleviate the burden of increasing energy costs.

Objective 3: Provide equal opportunity in housing for all persons, regardless of race, creed, color, sex, disability, or national origin.

- a) Evaluate the need for a fair housing ordinance.
- b) Administer all government projects in a manner that will promote equal opportunity in housing.



- c) Participate with federal and state programs such as the Healthy Homes Program and DHCD's lead reduction program to utilize the programs available to help homeowners improve their living conditions.
- d) Ensure that rehabilitated properties are updated with universal design standards to ensure housing meets the needs of all persons, regardless of age or physical ability.

Objective 4: Identify and eliminate obstacles which prevent residents from "aging in place".<sup>12</sup>

- a) Review the Zoning Ordinance to evaluate whether changes need to be made to better support aging in place.
- b) Partner with local agencies that support seniors and persons with disabilities to better understand housing needs and help link eligible citizens to federal or state funding opportunities.

Objective 5: Develop, promote, and maintain policies that provide a framework to maintain and enhance the quality of housing and existing neighborhoods.

- a) Encourage the removal of condemned structures that are beyond repair.
- b) Encourage orderly residential growth timed in accordance with the fiscal capabilities of the Town and County to provide such services as schools, police and fire protection, road, and public utilities.
- c) Develop new partnerships with existing local agencies to rehabilitate existing or provide new housing.
- d) Continue to identify residential structures that are substandard and seek available grants for housing upgrades.
- e) Adopt a property maintenance code.

Objective 6: Seek to expand housing stock in order to provide additional workforce housing in support of existing industries in Altavista.

- a) Increase the percentage of local employees who live in Altavista.
- b) Incentivize local employees to reside in Altavista by ensuring the availability of workforce housing to meet their needs.
- c) Collaborate with local industry leaders to better understand the housing needs of their employees.

---

<sup>12</sup> The U.S. Centers for Disease Control and Prevention defines aging in place as: "the ability to live in one's own home and community safely, independently, and comfortably, regardless of age, income, or ability level."

## Community Facilities

### Introduction

The Town of Altavista, along with its community and private partners, provide citizens with high quality services. The Town provides water, wastewater collection and treatment, emergency services, and more. Altavista's schools and social services, are provided through the Town's partnership with Campbell County. Private corporate partners provide other services including internet, telephone, and healthcare.

As a regional service center, the Town comprises essential services that serve as its foundation and define its ability to draw residents, families, visitors, and tourists. In addition to public and private services, Altavista's parks, and natural and cultural resources, serve as an amenity that contribute to the Town's charm as a great community to live, play and visit.

### Educational Services

#### *Public Schools*

Campbell County Schools - Altavista schools are part of the Campbell County Public School System. The Campbell County Public School System "provides a world-class education that enables every student to choose and pursue any post K-12 endeavor". Campbell County operates 13 K-12 schools, as well as a career and technical center, and an alternative school.

Altavista Elementary School and Altavista Combined School, a middle and high school combined campus, are in the Town. Altavista Elementary offers a wide range of enrichment and extracurricular courses to meet the needs of all pre-Kindergarten to Fifth grade students.



Altavista Combined School (ACS), one of two Campbell County combined middle and high school campuses, has sixth through twelfth grade enrollment. ACS, known as the Colonels, includes 6-12<sup>th</sup> grades. ACS strives to deliver high quality academics to all students regardless of learning ability or disability status. Courses include horticultural, computer information systems, economic and personal finance, and technical drawing. Students have post graduate options that include higher education, technical or trade school, or direct employment.

In addition, to exemplary academic offerings, ACS offers a wide range of athletic opportunities, including football, soccer, swimming, track and field, cross country, and tennis. Any given evening or weekend during the academic year Town and County fans are cheering on the Colonels.

Campbell County Technical Center - The Campbell County Technical Center is located at the intersection of U.S. Route 29 and Route 24. Technical Center courses are offered in the following programs: auto body repair/technology, manufacturing technology, computer networking and repair, cosmetology, culinary arts, electricity, and nurse's aide.

#### *Other Educational Services in the Area*

There are several other educational facilities in the area providing services as well.

Early College Program- A 2-year program partnership with Central Virginia Community College (CVCC) allows selected juniors to earn an Advanced Studies high school diploma from their home school and an Associate of Arts and Science Degree in General Studies from CVCC simultaneously. Students attend the college courses at the Campbell County Technical Center in the morning and have the option to return to their home school to take elective courses and participate in extracurricular activities.

Virginia Technical Institute (VTI) – VTI provides hands-on trade skills training in a variety of fields including electrical, plumbing, heating and air, welding, pipefitting, carpentry, masonry, multi-craft industrial maintenance, and project management. Their skills and workforce training facility that offers courses to residents throughout the region to prepare students with the technical skills needed for well-paying jobs in the area. VTI has created direct apprenticeships and job development partnerships with local employers. Students ranging from high school to adults can earn a journeyman's license in a field of their choosing through day and evening class offerings. The Institute is accredited by the National Center for Construction Education & Research (NCCER) and the State Higher Education of Virginia (SHEV).

Central Virginia Governor's School for Science and Technology - Central Virginia Governor's School for Science and Technology is a regional school dedicated to providing area students with extended learning experiences in math, science, and technology. Located at Heritage High School in the City of Lynchburg, courses offered are at collegiate level and the instructors broaden the horizons of each student by encouraging intensive study and debate. High school students from ACS may attend Governor's School and return to ACS for extracurricular and sports activities.

Cornerstone Learning Center – This Center provides a multi-disciplinary learning community for students in grades K – 12, and adults wishing to improve their educational credentials. Cornerstone also maintains the Homebound program for Campbell County students with temporary medical needs. The Individual Student Alternative Education Plan (ISAEP), which prepares students at-risk of dropping out of public high school to take the Tests of General Educational Development (GED) while developing career and technical education skills is also housed there. The ISAEP program fulfills compulsory attendance requirements for students who are between 16-18 years of age.

Laurel School – The LAUREL program provides classroom instruction for regional students, aged 2-21, with severe mental or physical disabilities. In addition to the specialized classroom program, other services available to eligible students include speech and language therapy, occupational therapy, physical therapy, vision and hearing-impaired services. The school is located in Lynchburg and serves students from the entire region.

Private Schools –There are numerous secular and non-secular private schools within 25-miles of the Town, with the closest being Faith Christian Academy located across the river in Hurt.

### Human Services/Social Services

The Campbell County Department of Social Services (DSS) administers a variety of human service programs available to Altavista and Campbell County residents. The administrative and policy-making body of the agency is a board appointed by the County Board of Supervisors. Most services are managed through the DSS located in Rustburg.

The Department of Social Services provides support to citizens in two (2) primary areas: financial assistance and family services. The agency administers supportive services for residents, including public assistance benefits, child and adult protective services, family and adult services, childcare, and employment services. Altavista adults with development disabilities can also receive support services through Empower Day Support of Central Virginia, located in Lynchburg City.

### Health Services/Health Care

The City of Lynchburg is the major medical center for Altavista, Campbell County and the region. Within the City are two (2) hospitals, Lynchburg General and Virginia Baptist hospitals, both of which are owned and administered by Centra Health, Inc. Lynchburg's General Hospital is an emergency and critical care facility specializing in cardiology, emergency medicine, oncology, neurology, and neurosurgery. LGH is nationally recognized for its oncology, cardiac, neurosciences and nursing programs. Virginia Baptist is the regional hospital for cancer care, women's and children's care, mental health and chemical dependency treatment, outpatient surgery, physical rehabilitation, and home health.

Within the Town there are family physician offices, general dentistry offices, and ophthalmology in Altavista and in the nearby communities of Hurt and Gretna, meeting the daily family medical care needs. The University of Virginia runs a dialysis center that serves both Town and surrounding area residents. Emergency and urgent care is offered in the nearby Centra Gretna Medical Center.

The Town works with area partners to explore healthcare access opportunities and facilities. Telehealth services, which grew rapidly during the height of the COVID-19 pandemic, is one such opportunity. As Commonwealth of Virginia and Town continue to invest in Broadband expansion, telehealth opportunities could provide Altavista the opportunity to expand access to primary doctors and specialists from their home, which is particularly beneficial for the elderly and those with limited physical abilities.

In the future, the Town can consider greater use of the Altavista Community Transit Service (ACTS) to expand connections to medical facilities in neighboring localities, particularly in nearby Hurt, or through connection with the Greater Lynchburg Transit Company (GLTC). If the opportunity arises, the Town could consider incentivizing a developer of an urgent care facility to meet more immediate but non-emergent issues and would serve both Town residents and those in the surrounding rural localities.



## Library Facilities



Staunton River Memorial Library, built in 1986 and expanded in 2004, is an Altavista focal point. The facility includes a wonderful children's section, two tutorial rooms, a young adult area and a community conference room. The library provides the library resources, services, and information needed to meet the evolving educational, informational, and cultural needs of the public it serves.

## Cemeteries

The Town of Altavista owns, operates, and maintains the Green Hill Cemetery located at the end of Westwood Drive. In addition to Green Hill Cemetery, there is one private cemetery, Altavista Memorial Park, which also serves the Altavista area and is located north of the Town limits on U.S. Route 29.

Since Green Hill Cemetery has limited amounts of space, it is important that the Town create new ways to further use the space. Cremation has been on the rise in the past few decades, and as the constraints on existing space become more evident, the Town can consider the addition of a columbarium to expand the existing capacity. Additionally, the Town might consider selling more individual plots, to meet the needs of all individuals.

## The Train Station

The former Southern Railway Station, located downtown, was renovated in 1987 and serves the community as a meeting room for business organizations, civic clubs, and individuals for various events. The Altavista Area Chamber of Commerce has its office in the building and handles the rental of the Train Station. Also housed in the Train Station is the Minnie and Bernard Lane Foundation with its focus on community support.



## Water Supply and Treatment

The Town of Altavista operates and maintains a municipal water system. The primary water sources are the Staunton River and Reed Creek in Pittsylvania County. Both sources are treated with chemical coagulation, flocculation, and pre- and post-chlorination at 3.0 MGD (million

gallons per day) filtration plant. The Town also has two (2) spring sources – McMinnis Spring, located in Pittsylvania County, and Reynolds Spring in Campbell County – that augment the finish water supply with an average of 500,000 gallons per day. Although drought conditions in the past several years have somewhat reduced the flows, the Town projects that there is an adequate supply and treatment capacity to serve current and projected water needs of the community’s residential, commercial, and industrial customers. The quality and capacity of the Town’s water is an essential economic development Town amenity.

The current 3.3-million-gallon water capacity offers ample water storage for the Town. The system serves approximately 1,600 connections with an average use of 2.1 MGD (million gallons per day) and a peak use as high as 2.7 MGD. The Town’s water distribution system utilizes two (2) booster pump stations to help distribute treated water throughout the Town. The Town of Altavista also sells water in bulk to the Town of Hurt, serves the Dearing Ford Business and Manufacturing Center and citizens living in North Holly Hills and Tardy Mountain Road areas just outside of town.

### Wastewater Collection and Treatment

The wastewater treatment system in the Town of Altavista centers on a 3.6 MGD sewage treatment plant. The Town’s wastewater treatment facility is an extended aeration/activated sludge system. Sludge is disposed of in a regional landfill. Because of the large industrial base in Altavista, a state mandated pretreatment program is in effect to control commercial and industrial discharge entering the wastewater treatment plant. In addition to the wastewater treatment plant, the sanitary sewer system utilizes one (1) 1.56 MGD and one (1) 2.04 MGD pump stations. Sewer collection lines ranging in size from 6 inches to 36 inches serve most of the Town.

The Wastewater Treatment Plant has a capacity of 3.6 MGD, a capacity well above its current average 2.0 MGD daily treatment average. The wastewater treatment facility provides an essential service not only to the businesses, industries, and residents of Altavista, but also to the Industrial Park located just outside of town and a small portion to the Town of Hurt in Pittsylvania County. In addition to contributing significantly to the overall health and safety of the community, the Town’s wastewater treatment system provides a strong foundation for our locality’s business economic growth and expansion capabilities.

### Solid Waste Collection and Disposal

Altavista’s Public Works Department provides a high-level of service to town residents and small businesses with regards to refuse collection. Weekly solid waste collection service is provided to all residences and small businesses located within the Altavista town limits. A free container is provided by the Town making it easy for residents to support a clean Town environment. The schools, most businesses, and apartments hire private haulers to provide solid waste collection and disposal services. The Town has a solid waste ordinance that explains the policy and regulations regarding refuse collection and disposal procedures. The Town pays for its solid waste collection and operating expenditures out of its General Fund tax revenues. Altavista residents and small businesses pay no additional sanitation fees for the refuse services provided. Additional Town waste and special community cleanup services offered by the Town include:

- Brush Collection - Citizens must schedule with the Public Works Department.

- Leaf Collection – Fall bulk vacuum collection and out of season leaves that are bagged can be picked up upon request.
- Special Pick Up - Bulk waste items such as old furniture, appliances, and the like, with scheduled pick-up.
- Weekend Truck - This service allows citizens to do large-scale cleaning projects. A Public Works employee will park a truck on a citizen's premises for a weekend and dispose of contents at the landfill for a nominal fee.
- Recycling – The Town subsidizes the cost of a private hauler to pick up recycling curbside for Town Citizens.
- Snow Removal- The Town removes snow as quickly and efficiently as possible during snow events. There are designated snow emergency routes (on major streets) which are prioritized, followed by residential and side streets.

### Other Utility Services

The Town has several franchise agreements with private companies to provide other utilities to Town residents, businesses, and industries. These franchise agreements grant these companies, for specified terms and under specific conditions, permission to utilize the Town's streets, alleys, and other public rights-of-way. The specific conditions include the construction, installation, maintenance, and operation of transmission lines for the companies' particular services.

Electric Service: Dominion Virginia Power Company provides electric service to the residents, businesses, and industries located in the Town of Altavista.

Natural Gas: The Columbia Gas Company of Virginia, Inc. provides natural gas to residential and commercial customers in certain areas of town.

Telephone Communications: Local telephone service is provided by Brightspeed. This includes fiber optic and switching capability. Wireless telephone service can be purchased through several digital and analog providers.

Television service is available from Comcast Cable Communications. Comcast has installed a fiber overlay which provides digital service as well as internet to Town residents.

Satellite/Dish Service – Service is available from several carriers. Without the aid of cable or satellite services, reception is limited to CBS, NBC, FOX, and PBS affiliate stations in Roanoke, ABC in Lynchburg, as well as a channel operated by Liberty University.

Broadband, Fiber Optic and Wireless – There are numerous telecommunication providers which serve Altavista and the surrounding region.

The Town of Altavista actively works with local, state and federal partners to expand broadband services to provide necessary internet services to meet the needs of the industries, businesses, and individual citizens. In particular, the Town will continue to focus on the expansion of broadband internet as opportunities become available. Virginia has prioritized investments in broadband providing an opportunity for the Town to capitalize on programs to expand services where needed. To identify needs and the areas which should be targeted for investment, the Town should follow the existing Broadband study, and update the study as needed.

Most recently, the Town has been able to provide free Wi-Fi Downtown through the Spark Innovation Center and is seeking opportunities to provide free Wi-Fi throughout other areas of Town.

### Emergency Services

#### Altavista Police Department –

The primary enforcer of laws within the Town of Altavista is the Altavista Police Department (APD). The Police Department provides the law enforcement functions and investigative services within the Town of Altavista, with backup assistance as needed, from the Campbell County Sheriff's Office and the Virginia State Police. APD



regularly partners with area police and governmental agencies providing timely services and supporting the safe and low crime rate which is a characteristic of the Altavista community.


Campbell County Sheriff's Office – The Campbell County Sheriff's Office has law enforcement authority outside of the Town's corporate limits. The Sheriff's Office is also responsible for operating the County's 911 Call Center and for providing security and prisoner escort for the court system. Sheriff's deputies also serve civil process papers, criminal warrants, and all other documents required by court order.

Virginia State Police – The Virginia State Police services include a 24-hour communications system, monitoring and enforcement of state highway traffic laws, supervision of vehicle inspection stations, adoption of standards for vehicle safety programs, and drug and narcotic investigations. The State Police office is in Appomattox and serves sixteen (16) counties.

Fire Protection – The Altavista Volunteer Fire Company (AVFC) is chartered in the Commonwealth of Virginia by the Town of Altavista. The AVFC utilizes vehicles and watercraft to carry out its duties. The department provides fire and emergency services to the Town of Altavista and portions of Campbell County. The mission of AVFC is to protect the lives and property of the citizens of the community through firefighting and rescue operations along with emergency prevention training. The department is operated as an independent corporation with funding from the Town, County, and State as well as donations and fundraisers. Campbell County, which provides an annual contribution to all the volunteer fire departments, also provides fiscal support to these departments by paying for fuel and insurance coverage for all the equipment, facilities, and members of these agencies. The AVFC has a mutual aid agreement with the Hurt Volunteer Fire Department in case of emergencies that may occur in Altavista.

Emergency Medical Services (EMS) - Campbell County Public Safety (CCPS) serves southern Campbell County, including the Town of Altavista. CCPS teams are located throughout the county with one team located at Altavista VFD. Altavista VFD provides support with its first responder





program. They can provide basic treatment in advance of career staff arriving. Each shift has a supervisor to provide support and additional care if needed.

Animal Control – Campbell County Animal Control operates under the County’s Department of Public Safety (DPS). The primary mission of Animal Control is to enforce all State Statutes and County Codes that pertain to animals. Their enforcement extends to the jurisdictional boundaries of Campbell County, including the Towns of Altavista and Brookneal. The Animal Control section is responsible for the operation of the County Animal Shelter, which is in Rustburg.

### Conclusion

The Town along with its public and private partners, provides high quality facilities and services which serve Altavista and the surrounding communities. As a regional service center, these amenities are a critical point of attraction, particularly for those who are visiting from rural areas. Most importantly, the Town and its staff work diligently to ensure residents have access to the services and facilities they need.

## Goals and Objectives: Community Facilities

**GOAL: Create and maintain high-quality community facilities and services that maintain the health, education, safety, and welfare of the community.**

Objective 1: Continue to meet community water supply and wastewater treatment needs.

- a) Upgrade water and wastewater treatment facilities as needed to provide for future growth.
- b) Continue to annually develop and maintain a Capital Improvements Plan to provide sound fiscal guidance and direction in developing water and wastewater improvements.
- c) Upgrade and/or extend distribution facilities inside the corporate limits to provide adequate service to all residents and businesses.
- d) Consider a partnership with Campbell County to identify areas outside the Town's corporate limits that may be suitable locations for future extensions of Town utilities.

Objective 2: Continue to provide the residents and businesses of Altavista with a solid waste collection and disposal system that meets the community's long-term solid waste management needs.

- a) Periodically evaluate the Town's collection methods and pursue opportunities to improve operational efficiencies and effectiveness.
- b) Support and/or expand the Town's recycling programs to reduce the amount of waste deposited in the County landfill
- c) Maintain curbside recycling services and seek to provide electronics recycling.
- d) Continue to dispose of collected refuse in the regional landfill, operated by the Region 2000 Services Authority.

Objective 3: Ensure the adequacy of private utility services.


- a) Evaluate the need for the expansion of natural gas service to additional areas of the Town and County not currently served
- b) Encourage the continued enhancement of telephone and high-speed Internet services.
- c) Development and Implementation of a Town-wide Broadband Plan.

Objective 4: Ensure that every resident of Altavista has a reasonable opportunity for health care.

- a) Periodically monitor the number of physicians located in the Town and work closely with healthcare providers to ensure that adequate healthcare is available for the people of this community.
- b) Investigate the possibility of additional medical facilities in the Town.
- c) Evaluate assisted living care possibilities.

Objective 5: Insure that Altavista has high-quality emergency services.

- a) Improve available equipment and manpower for emergency medical service in the Town when feasible.
- b) Obtain technical assistance and law enforcement funding to improve equipment and manpower capabilities. Encourage additional educational training for the Town Police



Officers.

- c) Review and increase the number of fire hydrants as needed for protection.

Objective 6: Support efforts to provide the finest quality education resources will allow.

- a) Encourage the use of Virginia Technical Institute (VTI). Partner with VTI to ensure increased and expanded offerings available to the community.
- b) Encourage adult education programs and increase the visibility of literacy and GED programs.
- c) Encourage additional uses of the Cornerstone Learning Center.
- d) Offer support to Campbell County in its efforts to maintain a library system that continues to meet the needs of the Town and County residents.
- e) Encourage the youth in our community to become more involved in our local government by working with the local schools.

## Natural & Cultural Resources

Located in the southwest corner of Campbell County, the Town of Altavista has an abundance of natural and cultural resources, making it a prime location for those seeking a small town feel with lots of outdoor activities. The Staunton River serves as the foundation by which residents and visitors can enjoy and experience the Town's natural environment. English Park is an essential green space, trails, with a boat launch and splash pad where visitors of all ages, interests and mobility capabilities can enjoy.

### Community Setting

The Town and surrounding areas are marked by hilly terrain and deep-cutting streams. Elevations within the Town limits vary between approximately 500 and 800 feet above sea level.

The Town's varied topography has contributed significantly to the historic development pattern and visual character of the community. Outside of the downtown area, the local road network has been influenced by topography with many roads following grade contours. Future development of Altavista's undeveloped areas should respect the Town's varied topography and be designed to minimize grading.

### Recreation

Altavista is rich with opportunities for citizens to enjoy many different forms of recreation. English Park, the Town's largest facility is a 231-acre regional park, adjacent to the Downtown Area. The park features four basketball courts (two full; two half), three soccer fields, a softball field, volleyball court and two picnic shelters with over 40 picnic tables. The Town has a two-mile-long multi-use trail that traverses the Staunton River and a boat launch. Direct river access is also located in the park. Additional inviting family fun features include playground equipment, and a splash pad, which draws visitors from around the region. Finally, the Booker Building serves as a rental venue

Shreve Park is a 13.75-acre park located adjacent to the YMCA. It also features playground equipment, picnic tables and a rustic amphitheater. There are also several neighborhood parks that feature playground equipment and open space. Lastly, the War Memorial Sports Complex is maintained by the Town, while a partnership with the Altavista YMCA allows for programming and activities to be coordinated by YMCA staff.

Altavista also has several neighborhood parks, including the Bedford Avenue Park, John H. Mosely Memorial Park, and the Leonard Coleman Memorial Park. The Bedford Avenue Park is located on Bedford Avenue and Myrtle Lane and is a small 1.6-acre park with a basketball court, tennis courts, and a small playground. John Mosely Memorial Park is located on Avondale Drive and 14<sup>th</sup> Street, with 1.35 acres featuring a small playground for older children (ages 5-12), but



also has an additional two acre open green space as well. Lastly, the Leonard Coleman Memorial Park, is a one-acre park located at School St and 15<sup>th</sup> St, which features two playgrounds (one for toddlers and one for older children), an open play area and a basketball court.



Dalton's Landing Canoe Launch is a new Staunton River access point. Located a short 7 miles up U.S. Route 43 in Lynch Station, is a self-propelled watercraft launch providing ideal family-fun, short canoe, kayak, or tube float to Altavista's English Park. The site is open daily sunrise to sunset.

Altavista's Parks and Trail Master Plan, published in 2018, outlines a series of recommendations to improve and expand recreational opportunities. The 2018 Plan has been the foundation for numerous projects incorporated into the Town's Capital Improvement Program, available on the Town's website. It focuses on objectives to expand recreational facilities, including parks, open spaces, trails, and expanded pedestrian and bicycle facilities. Top priorities of the Master Plan include expanding river access and river-based activities.

The 2018 Plan did identify the need to improve ADA access, in order to allow all residents equal access to recreation areas. The Town continues to seek ways to make accessible improvements throughout the community to ensure equitable access to all. During the development of the Comprehensive Plan, the Planning Commission has prioritized making more recreational activities available to seniors, which will further their goal of allowing residents to "age in place" (this topic is discussed further in the Housing Chapter of this plan). Ensuring spaces are accessible, partnering with other community organizations, such as the YMCA, Altavista Senior Center and the Staunton River Memorial Library will allow the Town to better support seniors in these endeavors.

There is recognized value in maximizing natural resources; continuing to invest in these spaces is essential to the tourism, quality of life and economic development benefit of attracting families, businesses, and industries to the Town.

### Beautification and Preservation Efforts

To preserve the natural beauty of the Town, it is important to invest and lead initiatives to protect and enhance the natural environment. Some potential strategies to achieve this goal are:

- Support existing and create new opportunities for citizens and volunteer groups to participate in waste removal, gardening, and other Town clean-up and beautification initiatives.
- Implementation of a tree and flower planting program
- Promotion and expansion of the Adopt-A-Street program
- Investing further in streetscaping initiatives
- Erect a community garden where residents could grow fresh fruits and vegetables
- Begin offering events for bulk trash or electronics disposal.



Any combination of these efforts will contribute to preserving and enhancing the Town's natural beauty and preserve it for years to come.

## YMCA

Altavista is one of the smallest communities in the country to have a full YMCA facility, and it is now one of the six largest independent YMCAs in Virginia. Today's YMCA consists of two facilities: the Athletic Center, and Family Center. Activities are provided in art, music, drama, sports, fitness, childcare, and wellness. The Athletic Center houses a state-of-the-art Wellness Center, full size gymnasium, indoor walking track, group exercise studio, racquetball court and large multi-purpose room. Unique to the Altavista Area YMCA is the lounge area, which provides public internet access, social area, library, and art gallery.

The Family Center is home to the YMCA childcare and aquatics programs. Children ages 16 months through seventh grade participate in the YMCA's Discovery Place program at the Family Center and six elementary schools in Campbell and Pittsylvania counties. The Altavista YMCA is the location of the only public indoor swimming pool between Danville and Lynchburg. The junior Olympic-size pool enables the YMCA to offer water exercise, swim lessons, swim team and rehabilitation programs.

The Altavista Arts Council is also part of the YMCA, which "promotes and develops artistic and cultural programs for youth and adults in the community and provides support for programs in: Arts and Education, Literary, Visual Arts, Concerts, and hosts movie nights at Shreve Park".

## First Saturday Trade Lot


The First Saturday Trade Lot traces its roots almost to the founding of Altavista. Established in 1916 and traditionally held the first Saturday of every month, this Trade Lot, located at the intersection of Pittsylvania Avenue and 7th Street, attracts traders and shoppers from a multi-state area. Proceeds benefit the Altavista High School Band Boosters and the coordinators of each market.

## Geology and Soils

The geology in and around Altavista provides a good structural base for land development. It is characterized by a metamorphic (made under pressure) schistose structure which is made from sedimentary and igneous rocks.

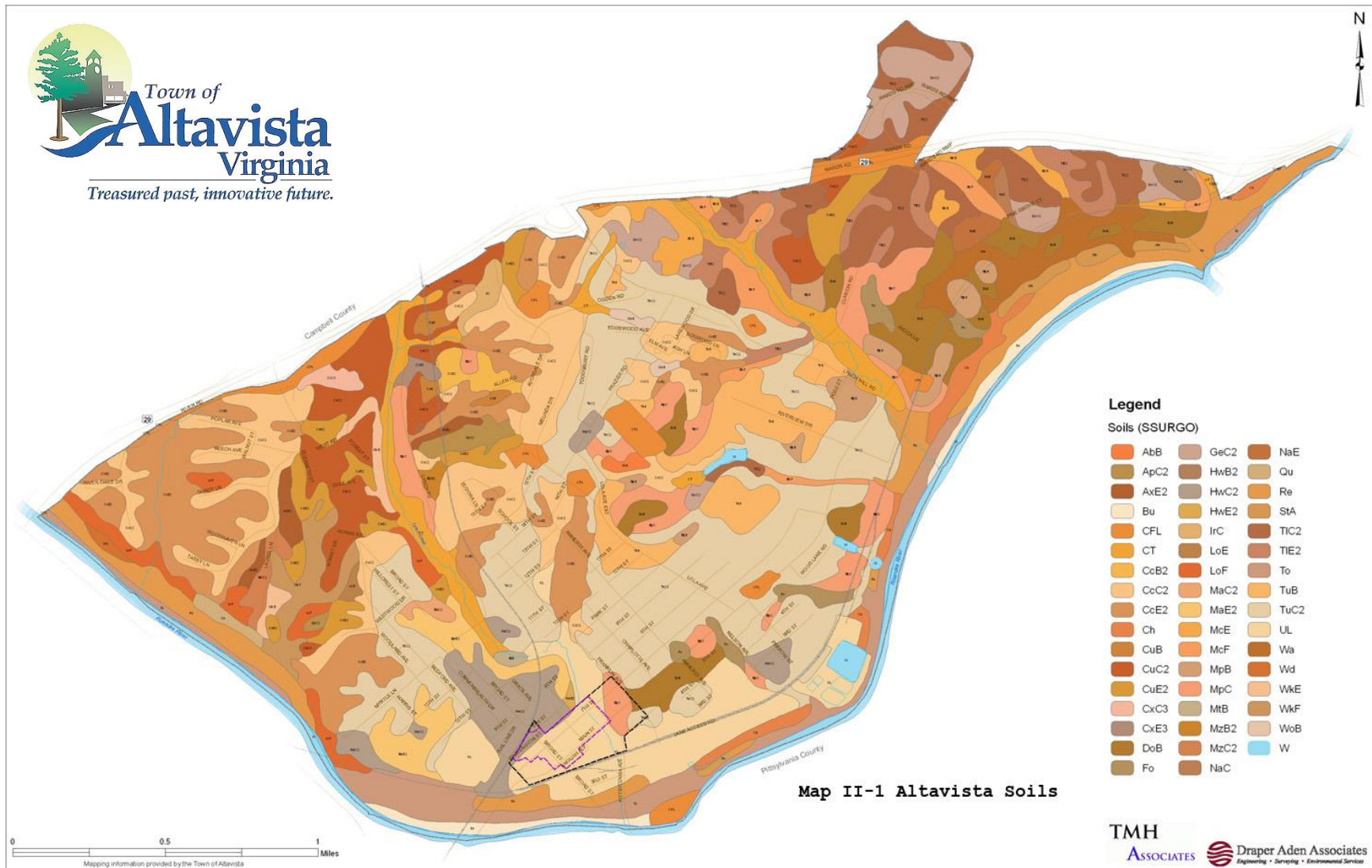
The predominant soils found in Altavista and throughout Campbell County are typically deep, well drained, and gently sloping. The map below shows the location of the major soil classifications in the Town. Generally, there are not any large areas with significant limitations for most land uses. Construction on building sites with undesirable soils can result in such problems as excessive soil





erosion, septic tank failures, or flooded basements. In such areas, new structures need to be designed with care. The soil limitations for suitability for septic tanks or wells are not applicable in those areas of the Town where public water and sewage facilities are available.

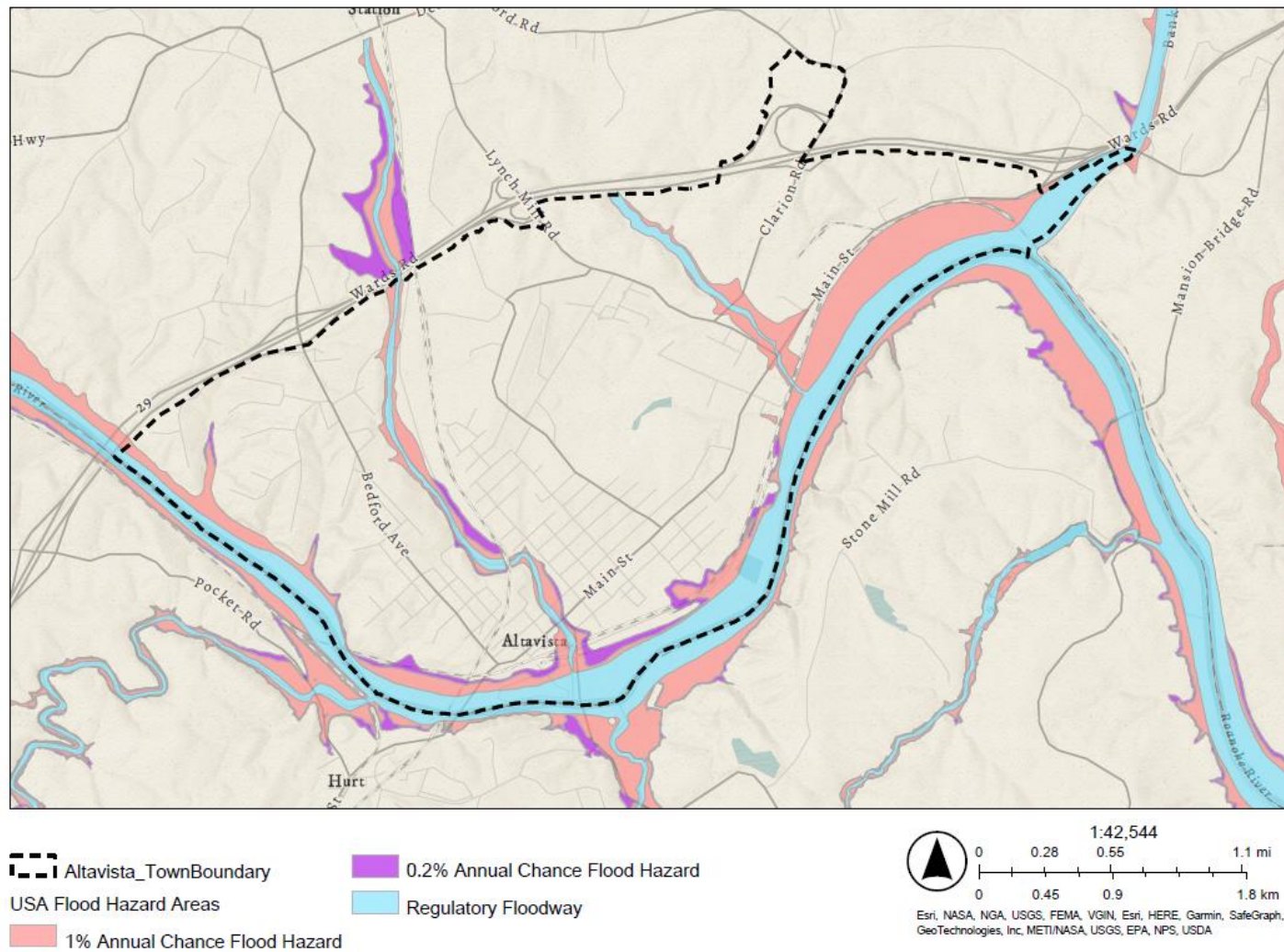
Map 3: Soils





Map 4: Floodplain

### Altavista Floodplain



## Forest Resources

Much of the undeveloped land area within Altavista is forestland. Oak and hickory provide most of the substantial tree cover. The land areas immediately surrounding Altavista, excluding the Town of Hurt across the Staunton River in Pittsylvania County, are approximately 70 percent forestland, with agricultural activities conducted on most of the open land. The Town's natural area and open space is one of its key advantages. Preservation of these resources is critical to maintain the Town's natural environment.

## Topography

Topography is the representation of the surface features of land best described by slope. The Town has a significant number of low-lying areas, particularly around the river, with steep slopes closer to the riverbank. Topography often poses costly challenges to development and may be more suitable to one form of development than to another. Areas where residential, commercial, and industrial development would be costly due to the steep slope of the terrain may make excellent locations for parks, recreation areas and open space. A part of topographical studies is floodplain location. As shown in Map 4, there are areas within the Town that are in 100-year floodplains. These areas are typically in low lying ground, such as along Lynch or Briery Creeks or near the Staunton River. These areas, which are not generally appropriate for development, lend themselves to forested, park, or other protected resource preserving the area's water resources.


## Air Quality

Altavista's geographic location is isolated from regional major point sources of air pollution. Although there are no air quality monitoring stations in the Town, monitoring stations in Lynchburg and nearby counties have not recorded readings that violate Clean Air Act standards. In addition, there is little, or no traffic congestion and low-density population patterns do not, at this time, create conditions for unacceptable air quality.

While traffic congestion does not currently pose a threat to the local or regional air quality, it is beneficial to reduce air pollution whenever possible. To maintain the best air quality in Altavista and the surrounding area, the Town should continue to encourage walking, biking, and use of the Altavista Community Transit Service (ACTS). Another way to reduce the need for individual car trips, a contributor to air pollution, is to promote mixed-use development allowing residents to access goods and services by walking or biking. One opportunity for the Town to pursue would be streetscaping measures to include tree planting to improve the walking experience by providing shade and cooler temperatures, as well as serving a dual purpose of contributing to air quality. Lastly, there are a number of opportunities and incentives available at the federal and state level for homeowners to install residential solar, another measure which can contribute to air quality protection.

## Climate

Altavista is in a part of the United States where the natural resources are considered balanced. We have a temperate climate with four (4) distinct seasons, and a healthy environment that supports the opportunity for an active lifestyle.



Altavista's climate offers a variety of conditions and is typically defined by mild winters and warm humid summers. The mountains to the west mitigate the effects of most winter storms that generally move in an easterly direction. The Chesapeake Bay and Atlantic Ocean to the east contribute to the humid summers, but also help make them mild.

Infrequently, severe weather in the form of tropical storms affects the area. Though such storms are usually downgraded by the time they arrive in the Altavista area, heavy rains and strong winds have occurred. Tornadoes are extremely rare in the area. Thunderstorms, however, are relatively frequent and may occasionally produce severe lightening, high winds and hail.

Temperatures range from an average high in July and August of about 85 degrees Fahrenheit to a low in January and February of about 25 degrees Fahrenheit. Normal, annual precipitation is about 44 inches, although much of the southeastern United States has experienced lower amounts over the past several years. Snowfall is usually about 10-11 inches per year.


### Water Resources

The Town is contained entirely within the Staunton River's basin, which has an average daily flow at Altavista of approximately 1.65 billion gallons. A small segment of the Town boundary lies on the Big Otter River at its confluence with the Staunton River. At least one (1) named perennial stream, Lynch Creek, traverses the Town, and there are several other perennial and intermittent streams that do likewise. Although not located within the Town limits two springs, McMinnis and Reynolds, provide an average of 500,000 gallons per day of water to the Town's water system. The surface waters in and around Altavista are considered to be of good quality. Groundwater data is sparse, and most properties utilize the Town's water system.

The water resources of the Town of Altavista are an important consideration for planning and development. Quantity and quality of water determines recreational opportunities, habitat suitability for wildlife, and many other factors often taken for granted. The citizens recognize the valuable asset that borders the Town to the south, the Staunton (Roanoke) River. Not only is it the primary source of the Town's drinking water, the source of water for industry and commercial purposes, it is a key source of recreation for our community.

Maintaining the quality of the water supply, through continued and committed protection of sources which supply public drinking water is of vital importance to the residents of the Town of Altavista. The water supply represents a valuable resource and investment which, if degraded, could negatively impact public health and would be expensive to restore or replace. The Town should continue to coordinate with multiple jurisdictions, including Campbell County's Erosion and Sediment Control Officer, and partners to utilize streambank stabilization and other Best Management Practices (BMP) in new and redevelopment projects to minimize negative impacts of sedimentation and microbiological contamination to source waters that support the quality of public waterworks and avoid costly treatments and minimize monitoring requirements.

The Town should continue to evaluate and execute retrofit measures to reduce service disruption and facility damage to the Town's water and sanitary sewage systems.



Lastly, continuing to encourage and educate residents on how to use less water, when possible, through water saving devices and general water conservation practices in homes and businesses are all efforts to preserve the water resources.

### Hazard Mitigation

Hazard mitigation is defined as any sustained action taken to reduce or eliminate long term risk to life, property, and the economy from a hazard event. As the occurrence of natural hazard events has continued to rise, it has become increasingly important to support efforts to protect natural and cultural resources and minimize the impact of weather events when possible.

A key component of effective hazard mitigation is education, for both local officials and for the public, to be aware of potential hazards and how to respond to a hazard event. Local officials and the public should know how to respond to a hazard event, as well as monitor for potential hazards. The Town should prioritize planning efforts to ensure that staff is well prepared to respond in the event of an emergency (in accordance with the Emergency Operations Plan) and invest in improvements to the Town's critical facilities which will reduce the vulnerability of these facilities.

Town officials should also work to further educate and inform the public about hazard preparedness programs such as the Federal Emergency Management Agency (FEMA)'s National Flood Insurance Program to expand flood insurance coverage.

Altavista wants to minimize the vulnerability of the Staunton River. Though the Town's access to the Staunton River is a great asset, flooding has caused erosion along the river at English Park, as well as making local roads impassable due to flood conditions. It is critical that the Town evaluate and implement streambank restoration, through green infrastructure, streambank stabilization or other appropriate best management practices that reduce stormwater runoff and sediment, along the Staunton River and its tributaries. In addition, partnering with neighboring localities (Town of Hurt, Pittsylvania County, Campbell County, etc.) to continue Staunton River Watershed protection efforts. Lastly, the Town should closely monitor water levels (particularly in times of prolonged drought or high temperatures), to ensure their ability to respond to strain on water resources and respond to community needs.

The Town must closely monitor, maintain, and protect its assets to ensure a sustainable future for the community.

### Conclusion

The Town's rich natural and cultural resources are a strong asset. From the access to the Staunton River, to the Town's robust park system, Altavista is exceptional, particularly for a Town of its size. The Town should continue to expand and protect these resources as opportunities become available.

## Goals and Objectives: Natural and Cultural Environment

### **Goal: Protect the Town's natural resources and strive to improve the physical appearance and quality of our Town.**

Objective 1: Support and expand initiatives that maintain or improve the Town's air quality.

- a) Increase safe walking, biking, and transit access by maintaining and expanding active transportation corridors (e.g., sidewalks, bikeways).
- b) Support mixed use development, such as Planned Unit Developments (PUD) and second story housing downtown, to reduce car reliance for daily tasks. Support efforts to reduce air pollution through the burning of more efficient fuels.
- c) Educate homeowners about residential solar system available opportunities and incentives.
- d) Support and seek tree planting opportunities, especially along primary road corridors.

Objective 2: Expand programs and practices that protect water resources.

- a) Coordinate with Town of Hurt, Pittsylvania County, Campbell County, and other jurisdictions to initiate Staunton River Watershed Protection efforts.
- b) Encourage use of water- saving devices and other water conservation practices in houses, businesses, and industries throughout the Town.
- c) Evaluate and execute retrofit measures to reduce service disruption and facility damage to the Town's water and sanitary sewage systems.
- d) Promote the use of the Staunton River for recreational purposes while educating and encouraging citizens to take part in maintaining this valuable resource.
- e) Maintain locality procedural response to prolonged drought or high temperature conditions to ensure ability to respond to strain on water resources and respond to community needs.
- f) Evaluate and implement streambank restoration, through green infrastructure, streambank stabilization or other appropriate best management practices that reduce stormwater runoff and sediment, along the Staunton River and tributaries.
- g) Coordinate with the Campbell County's Erosion and Sediment Control Officer to ensure utilization of Best Management Practices (BMP) in new and redevelopment projects.

Objective 3: Protect the natural beauty of the Town and surrounding environment.

- a) Support and increase opportunities for citizens and volunteer groups to participate in waste removal, gardening, and other Town clean-up and beautification initiatives.
- b) Develop a tree and flower-planting program.
- c) Review the Town's Zoning and Subdivision Ordinances to strengthen natural environment and resource protection.
- d) Increase business and community organizations participation in the Adopt-A-Street Program.
- e) Promote the available curbside recycling service providers.
- f) Support and seek tree planting opportunities, especially along primary road corridors.
- g) Continually seek funding opportunities and partners to expand access along the Staunton River, increase parks and public space improvements.



Objective 4: Promote the strengths of our location and natural environment.

- a) Expand and enhance the public park system and public walking/biking trails.
- b) Continue to implement the Parks and Trails Master Plan to help develop improvements to the parks.
- c) Work with leaders in surrounding areas such as Smith Mountain and Leesville Lakes to develop relationships and better link our communities.
- d) Use the strength of our natural environment to attract selected businesses and industries.
- e) Develop and promote the natural environment toward recreation for local use and tourist industry.

Objective 5: Maintain and expand the Town's parks, natural spaces, and cultural amenities to provide low-costs and inviting spaces for residents and visitors.


- a) Utilize the Altavista Parks & Trails Master Plan (2018) to guide Town parks and public space improvements.
- b) Continually seek funding opportunities and partners to expand access along the Staunton River and increase parks and public space improvements.
- c) Develop bike and pedestrian access opportunities, to include trails, bike lanes, and sidewalks, to increase parks, open spaces, and cultural resource access.
- d) Seek opportunities to implement Staunton River streambank and English park stabilization and protection.
- e) Continually pursue opportunities to coordinate with local cultural institutions to provide valuable, accessible, and family-friendly activities.
- f) Establish a clear vision and plan for implementation of improvements to the Booker Building.

Objective 6: Increase recreational and community opportunities for all age groups.

- a) Enhance organized recreational programs for all age groups and develop additional programs as necessary to diversify recreational offerings and facilities.
- b) Evaluate and pursue support for a community center.
- c) Develop new program offerings for senior citizens through either Town funding or by leveraging partnerships with community organizations (such as the YMCA and Altavista Senior Center) to expand current offerings.
- d) Create new arts and cultural activities in partnership with the Arts Council.
- e) Install a community garden for Town citizens to plant, cultivate and harvest fruits and vegetables.

Objective 7: Mitigate natural hazard impacts to personal safety and property through education, programs and policies.

- a) Initiate evaluation and execute improvements to harden the Town's critical facilities to reduce vulnerability from natural, cyber, and technological hazards.

- 
- b) Develop vulnerability analysis, security plans, and where necessary, implement protection measures at public utilities and other critical Town facilities.
  - c) Discourage development in areas inappropriate for development, such as in areas of excessive slopes, poor drainage, etc.
  - d) Continue studies to investigate methods of stormwater management, including on-site retention, infiltration /inflow, drainage facilities, etc.
  - e) Educate the public, businesses, and organizations on hazard preparedness, on programs such as the National Flood Insurance Program to expand flood insurance coverage.
  - f) Develop a public hazard communication outreach with emphasis on joining the County's public information system.
  - g) Promote increased awareness of Federal Emergency Management Association's (FEMA) federal flood insurance program.
  - h) Participate with Campbell County in the updating and maintaining of the current Civil Emergency Operations Plan.
  - i) Expand communication and coordination with AEP, thereby creating standard operating procedures regarding dam release and river turbidity to protect Town water and wastewater infrastructure.

## Historic District and Structures

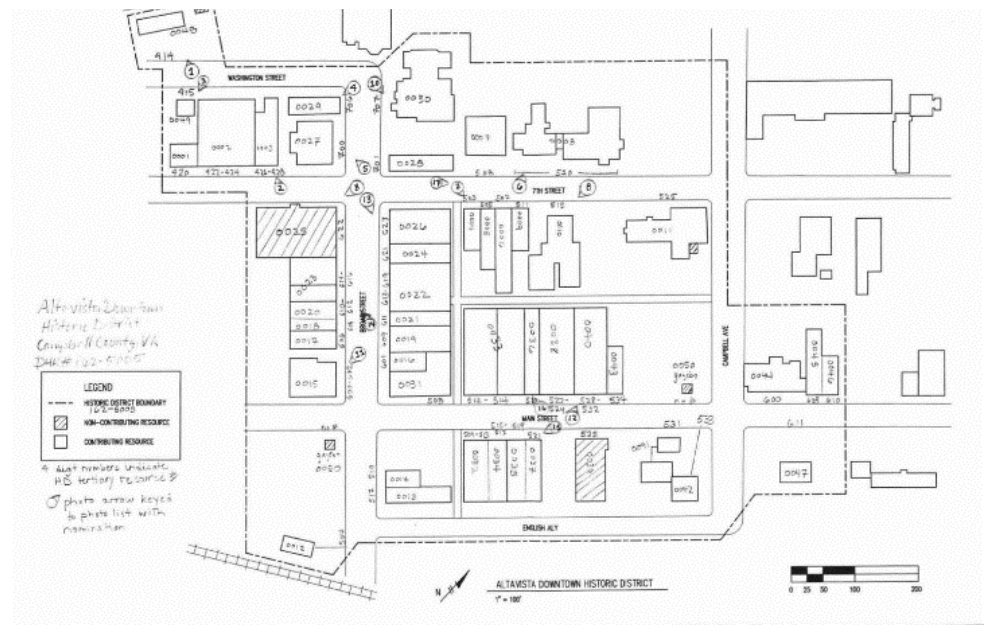
### Downtown Historic District

The Altavista Downtown Historic District encompasses approximately 14 acres in the heart of the Town of Altavista and comprises the town's Central Business District. Altavista, which was chartered in 1912, is located at the southern end of Campbell County and lies adjacent to the curving course of the Staunton (Roanoke) River on its southern and southeastern boundary. This area has been the historic commercial core of the Town of Altavista since its founding in 1908. The district contains numerous commercial buildings dating from the first decade of development, especially along Broad Street. While some minor street revisions were made to residential areas during the early twentieth century, the town, and in particular the downtown core, retain its original street grid. The Altavista downtown district features a concentration of historic commercial, government, and religious buildings that reflect architectural styles representative of their respective periods from the early 20th century through the 1960s.

In recent years, downtown Altavista has emerged as a location of choice for specialty housing. Renovations of historic buildings have included mixed uses that combine commercial and office uses on the lower floors, and residential apartments and condominiums on the upper floors. The General Store & Inn and the Ogden-Henderson Building are both great examples. This trend replicates the pattern of use that was prevalent in downtown during the first decades of the town's existence when many of the multi-storied commercial buildings provided housing options for residents on the upper floors. The increase in downtown housing created a market for restaurants, entertainment, retail and service establishments that has followed. Downtown's ambiance is due in large part to the preservation, enhancement and reuse of historic structures in the downtown commercial historic district.

Preservation of historic buildings and the renovation and reuse of buildings has resulted in the retention of unique buildings and the unique character of Downtown. The Altavista Downtown District is listed on the National Register of Historic Places and the Virginia Landmark Register. Altavista is also a designated town in Virginia's Main Street Program and its historic district is part of the district.<sup>14</sup>

*Map 5: Historic Areas*



<sup>14</sup> [https://www.dhr.virginia.gov/VLR\\_to\\_transfer/PDFNoms/162-5005\\_Altavista\\_Downtown\\_HD\\_2009\\_NR\\_Nomination\\_FINAL.pdf](https://www.dhr.virginia.gov/VLR_to_transfer/PDFNoms/162-5005_Altavista_Downtown_HD_2009_NR_Nomination_FINAL.pdf)



## Avoca



Avoca is a Virginia landmark, listed in the National Register of Historic Places and is maintained as a historical museum. Avoca was originally the private residence of Colonel Charles Lynch (1736-1796). He established his home here in 1755 as part of a land grant from King George II to his father, in 1740, and called it Green Level. Colonel Charles Lynch was a planter and distinguished himself as a lawmaker and a soldier during the turbulent times of the Revolutionary era. The property was passed down through the Lynch family and upon the death

of Charles Henry Lynch (1800-1874), the property went to his niece, Mary Anna Dearing Fauntleroy. Her grandson, Dr. Lindley Murray Winston, deeded the property to the Town of Altavista in 1981 as a memorial to his family. At that time, the property consisted of the main house, brick kitchen, smokehouse, milk house, farm office, and approximately ten acres.

Avoca is a country Victorian house constructed in 1901, after the original and second dwellings were destroyed by fire in 1879 and 1900. The house is a commissioned work of the Lynchburg Architect, John Minor Botts Lewis. Avoca is one of the state's foremost expressions of the Queen Anne style, a style distinguished by complex rooflines, a variety of surface treatments and window types, and numerous porches and projections. Avoca's interior has no less visual interest than the exterior. The hall is dominated by a grand staircase with a rounded balcony projecting from a landing. The collections, displays, programs and interpretations of the home are planned to take account of the cultural and natural history of the region.

Because the house was unoccupied since the mid-1970's, there was need for interior repair before it could be opened to the public. In the meantime, the small Staunton River Valley Museum was opened weekends in the brick kitchen. Prior to its opening, the kitchen, exterior painting of the main house, and seed money were provided by E. R. English and Abbot Laboratories. Gradually, through the generosity and hard work of benefactors and volunteers, one room at a time in the main house was stabilized. Gifts of furniture enhanced the revitalization efforts and in 1986 Avoca opened for tours.

Avoca offers a wide spectrum of American history which spans from Native American times through the early twentieth century. It is also available for rent. In the summer months the Altavista Chamber of Commerce hosts a monthly TGIF event with food and music on Avoca's lush lawn.<sup>15</sup>

---

<sup>15</sup> <http://www.avocamuseum.org/history-1>

## Land Use

Land use and land use decisions are the foundation by which all other factors - transportation, economic and community development, and overall quality of life, are impacted. Altavista's land uses, mixed with its diverse amenities have influenced the Town's ability to serve as a regional service center. Land uses can change over time— parcels can be developed, redeveloped, and otherwise changed. In developing a land use policy, it is important to consider how to create sustainable goals for the Town.

The Town has continued to pursue the annexation of land from Campbell County as opportunities have arisen, and this newly acquired land provides ample opportunities to incorporate desirable land uses that further support the needs of residents and the Town's economic future.

The Town's Zoning and Subdivision Ordinances determine the current land uses, and how the land could be developed or redeveloped at this time. Alternatively, the Comprehensive Plan includes a Future Land Use Map (FLUM) which is a guide for the future development of Altavista. The map also serves as a guide for private investment, indicating the location and type of future desired development. The FLUM presents a generalized overview of desired land use locations within the Town.

### Residential

The Town has a healthy mix of residential areas and there are ample affordable housing options for current and future residents. Most citizens live one of three (3) areas of town:

1. West of the old Southern Railway line of the Norfolk Southern system.
2. North in the Lola Avenue Extension- Avondale Drive area.
3. Mill Village area north of the Central Business District. The single-family neighborhoods are low and moderate density; however, some higher density neighborhoods exist in the older sections of town.

In the Northern part of the Town near Lola Avenue and Lola Avenue Extension, there is a mixture of garden apartments and townhomes.

There are some areas in which both residential and commercial or industrial land uses co-exist, such as along the Lola Avenue Extension- Avondale Drive-Frazier Road area.

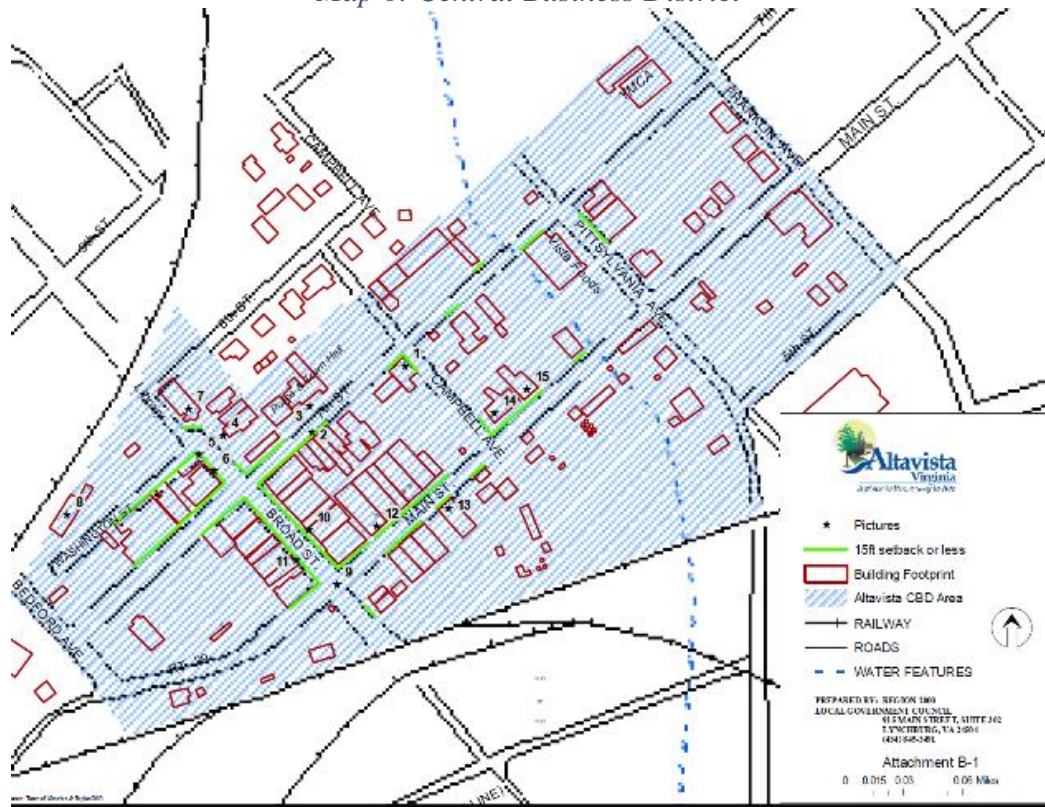
The Future Land Use Map incorporates more areas that permit higher density residential areas for land to be developed (or redeveloped) into more housing units if the opportunity arises. Incorporating higher density residential helps create more affordable housing and more efficient use of land.

### Commercial

Commercial land uses in the town are in three major areas. First, the Central Business District (CBD), bounded by Franklin Avenue and the two railway lines of Norfolk Southern, is the historic center of Altavista.

Map 6: Central Business District

The Central Business district consists of many different land uses, mainly commercial uses: such as offices for business and professional firms of various sizes, banks, hardware, furniture, specialty shops, and some operations that could be classified as light industrial. This downtown core provides a walkable area for residents to explore smaller businesses and is a focal point for those visiting the Town.



Altavista on Track (AOT) is an organization comprised of volunteers that exists for the purpose of enhancing and maintaining our downtown district by strengthening community identity, pride, and economic development. Additionally, AOT works to enhance economic development throughout the Main Street Corridor and other commercial areas in town. Since 2007 AOT has been instrumental in assisting the Town with receiving State and Federal funds that were used to accomplish downtown enhancement, redevelopment, and revitalization.

Development and redevelopment opportunities continue to exist in the downtown area for both retail and mixed-use venues. Altavista has some undervalued and vacant buildings, but new redevelopment in the downtown area should align with the goals of the Virginia Main Street Program. Thereby making these properties and structures more desirable. Mixed and complementing uses with pedestrian oriented developments are desired for the downtown area. Such uses will increase housing options in our town, bring people downtown, and create diversity in land uses.

A second commercial area is on North Main Street and includes the Town & Country Shopping Center. This area might be called a “strip commercial” area and is characterized by a number of individual commercial lots each with their own parking lot.

Lastly, there is the commercial area located at the intersection of the Route 29 Bypass and Clarion Road. National retailers and franchise restaurants have located here, offering a diversity of products and services previously unavailable in a single location in town. This area, which was incorporated



into the Town limits at our border with Campbell County, has great potential for additional commercial development due to the availability of land, adequate utilities, and its accessibility.

As a vital employment and commercial center for southern Campbell County and the other surrounding counties, the town attracts commercial customers from a wide service area. As the Town continues to expand its commercial areas, it should further encourage the incorporation of different types of attractions. As the Town is able, supporting the introduction of these desired types of establishments will further the Town's status as a regional service center and contribute to the strong quality of life of its residents.

### Industrial

The town's history as an industrial hub continues to have a strong influence on land used in the Town. Altavista is a major industrial center in the region and serves as a center of employment for the surrounding localities. One of the main advantages the Town can provide to industrial facilities is the convenient access to transportation with direct access to US 29 and the railway.

### Public/Semi-Public

The Town has a significant amount of land being used for public/semi-public uses. The schools, park system, Green Hill Cemetery, and other town-owned land occupy most of this land. In addition, churches and similar uses are included.

### Future Land Use Map (FLUM)

As the Town continues to grow and develop, the Future Land Use Map (FLUM) will guide the way land will be used within the Town. The Planning Commission and Town Council use the FLUM as one source of information when planning for public facilities, as well as rezoning, and evaluating land use requests.

The Town's priority in developing the Comprehensive Plan is to ensure in the future, land that is prime for new development or redevelopment is flexible.

There are several areas which are designated as "Economic Opportunity Areas" meaning that the parcel can be developed for industrial, commercial, or residential purposes. This designation allows decision makers flexibility to support future developers in a multitude of opportunities.

Throughout the Comprehensive Plan development, the Planning Commission supported allowing higher density housing in areas of Town in which it is appropriate, as a means of ensuring the Town continues to provide affordable and efficient housing.

Overall, while the future land use map does not affect the current zoning, it provides guidance for the Town to support sustainable development in the future.

### Future Land Use

Nine (9) future land use categories are shown on the future land use map. They are as follows:

**Open Space** - These are river related floodplain and steeply sloped areas in the eastern and western portion of our town. They are undeveloped except for our major public park. Due to their environmental characteristics, these areas should continue to be devoted to public and open space

uses and remain undeveloped except for Town-owned water dependent uses deemed appropriate by Town Council. Any new or expanded development in the flood fringe areas must be sensitive to environmental site conditions and be elevated above the floodplain.

**Residential - Low Density** – Low-Density Residential areas are developed with single family homes on lots of varying size. This pattern of development will be appropriate in the future as infill development within existing neighborhoods like the Lakewood and Beverly Heights, and in select areas where location, access, topography, or adjacent land uses would make higher density development inappropriate. The density of new residential development in this land use category should range from 2-4 dwelling units per acre. Supportive uses such as recreation, schools, and places of worship are common in these areas.

**Residential – Medium Density** - Medium-Density Residential area are developed with single family homes on smaller lots of varying size, and includes townhouses, and small multi-family residential developments in existing neighborhoods such as Mosley Heights and Avondale Drive. Land uses in these areas may include single family dwellings, townhouses, apartments, or condos and should be of high design quality, including, landscaping, transportation connectivity, and community spaces. Residential densities for this land use category should range from 5-7 dwelling units per acre. Supportive uses such as recreation, schools, and places of worship are also common in these areas.


**Mixed Use** – These are larger vacant or underdeveloped parcels in our town that are suitable for larger scale development that includes a mixture of residential housing types/densities, and compatible commercial and office uses. They should be master planned and designed as cohesive communities. Specific uses and site designs for mixed use developments should be evaluated closely to ensure proper access, neighborhood compatibility, and community design.

**Downtown Commercial** – This land use category applies to Altavista’s unique and historic downtown and aims to preserve and revitalize this area through building rehabilitation, adaptive reuse, and infill development that fits the scale, design, and character of the area. Uses should be service related and create pedestrian oriented environments such as retail, office, personal service, entertainment uses, and food establishments. The introduction and expansion of upper-story residential uses are encouraged. New structures should be constructed with a zero-foot lot line. Parking, if provided, should be located at the rear of buildings and heavily landscaped.

**General Commercial** - These areas are generally located along North Main Street and at major highway intersections. They are suitable locations for auto oriented uses and large-scale commercial uses such as shopping centers and big-box retailers. Because of traffic generated by these large uses, special concern must be given to site design issues like access, turning movements, and the design capacity of existing roads.

**Institutional** – These are larger scale properties devoted to public or quasi-public uses. They include government offices, recreation facilities, cemeteries, schools, places of worship and offices of civic organizations.

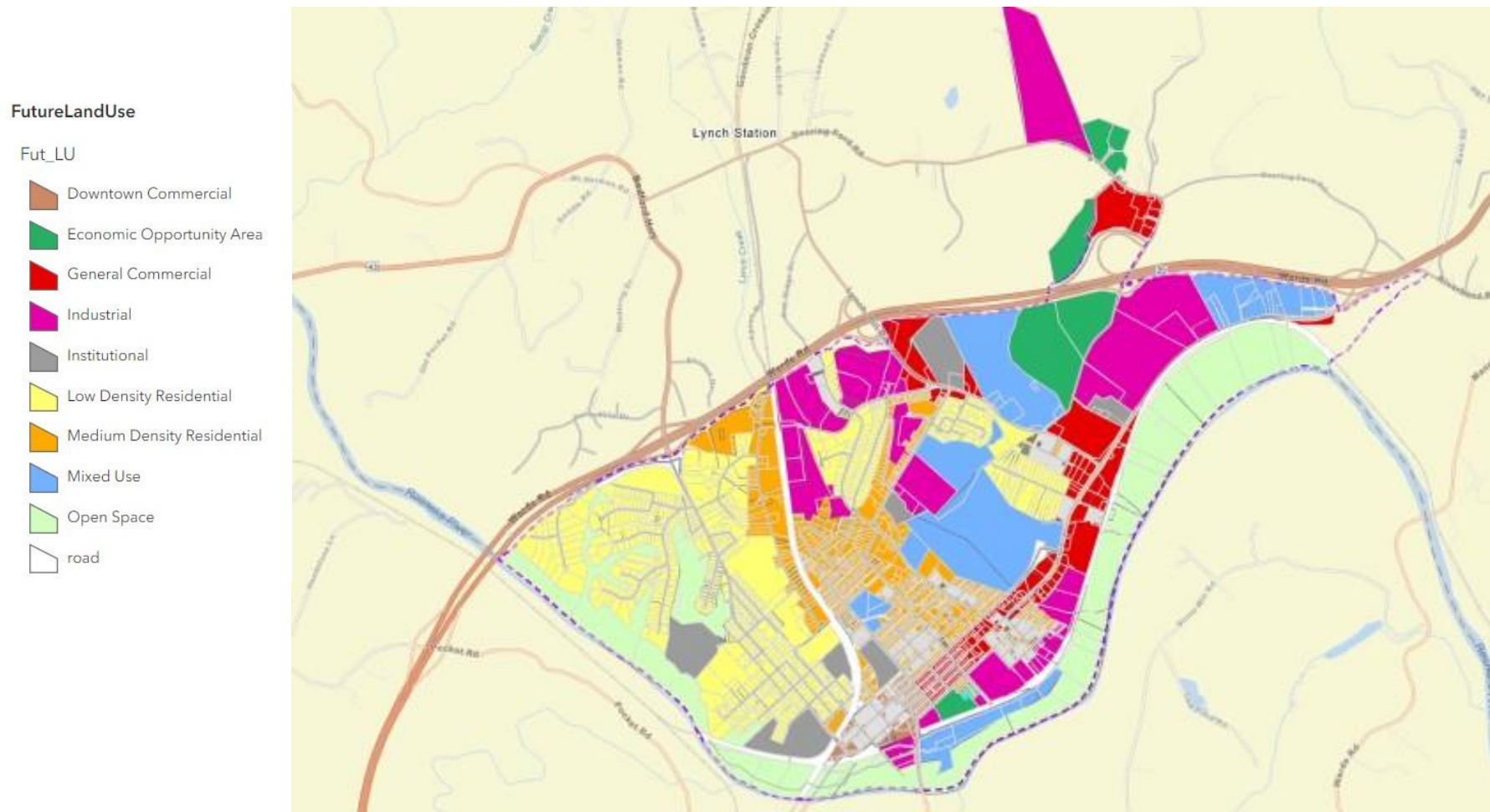
**Industrial** – These are areas currently occupied by industrial uses and areas suitable for future industrial development due to their location, topography, and/or access to rail or major highways.



Land uses in these areas should include a range of light to heavy manufacturing, warehouse and distribution, offices, and technology businesses.

**Economic Opportunity Area** - These are properties, which due to their location and size are suitable for either commercial, industrial, mixed uses or adaptive reuse. The development of these areas should foster expansion of the tax base, provide economic stability, and stimulate job retention and job creation. They may provide opportunities for homeownership or quality affordable rental units. Recreation and cultural uses are appropriate in these areas, as well.

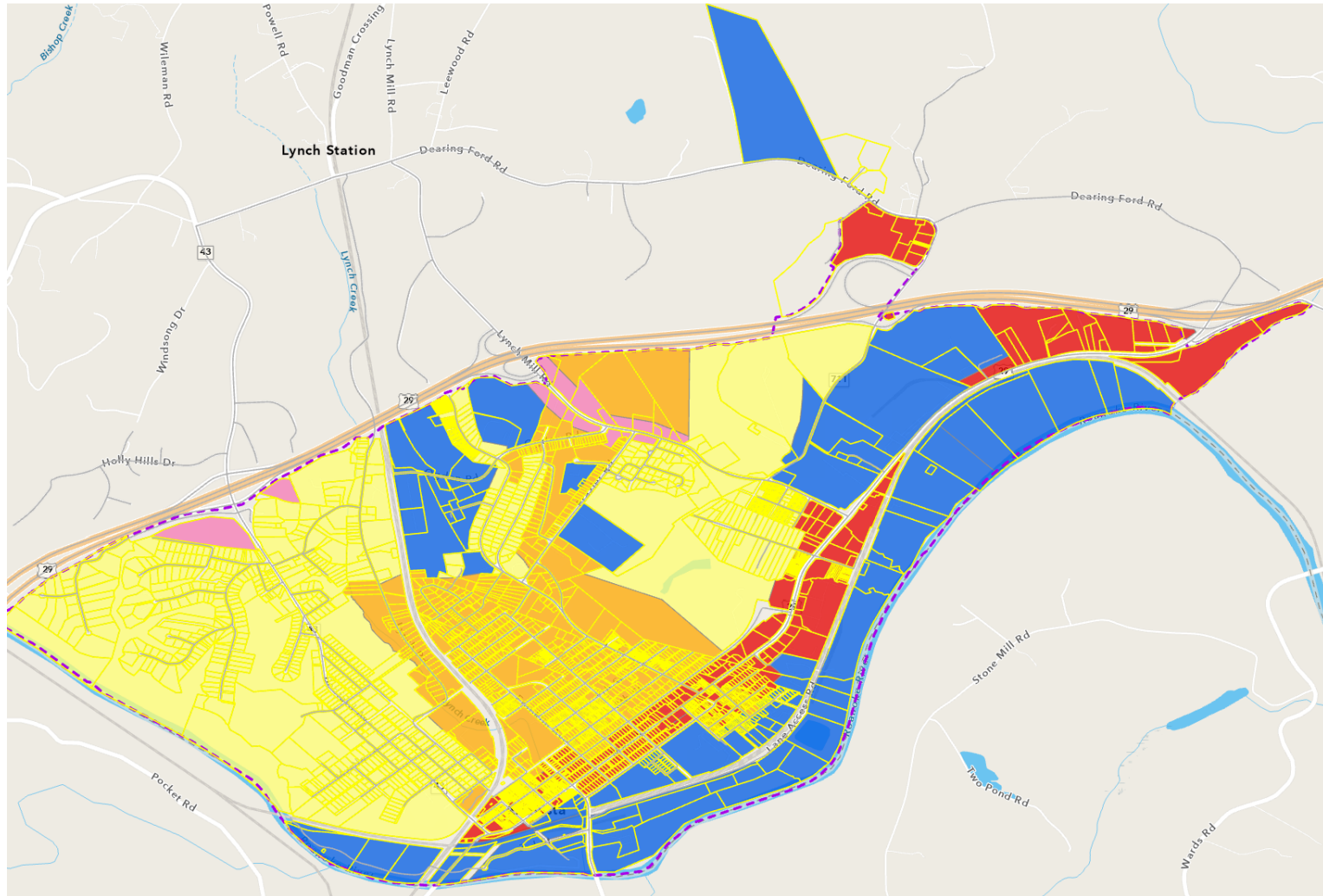
*Map 7: Future Land Use Map*



The map can be viewed online using this link:

<https://www.arcgis.com/apps/mapviewer/index.html?webmap=780920cbae61453d9cb5cfedbdf46c62>

Map 8: Zoning Map



This map can be viewed online using the following link:

<https://altavista.maps.arcgis.com/apps/mapviewer/index.html?webmap=d2c12074409c447080d477a85b6bb81c>





## Goals and Objectives: Land Use

### **GOAL: To encourage an orderly, efficient and environmentally sustainable land use pattern.**

Objective 1: Encourage a compact but reasonable development pattern.

- a) Continue current initiatives to promote downtown as the Town's central place of commerce.
- b) Promote the mixed-use development of larger vacant parcels of land.
- c) Evaluate and possibly revise the Town's development codes to allow for methods to achieve the growth objectives and recommendations contained in this plan.
- d) Participate in discussions with developers and with the owner(s) of any large key parcel of land to ascertain availability for development.

Objective 2: Coordinate development with the provision of community services.

- a) Review annually the five-year Capital Improvements Plan for efficient provision of community services, facilities and infrastructure.
- b) Coordinate new commercial and industrial development with the provision of community services, facilities and infrastructure.
- c) Use the Comprehensive Plan as a guide for all types of future development.

Objective 3: Continue the partnership of the private and public sectors working together to realize the best possible natural and human environments.

- a) Continue support for Altavista on Track and other local non-profit organizations that focus on improving the quality of life in Altavista.
- b) Meet biennially with other Planning Commissions in Region 2000 to share and coordinate local initiatives.

Objective 4: Consider boundary line adjustment in order to better meet the needs of our dynamic community.

- a) Explore the future expansion of the Town's boundaries into unincorporated Campbell County.
- b) Continue to participate in land use decisions with Campbell County for parcels that are adjacent to the current town boundary.

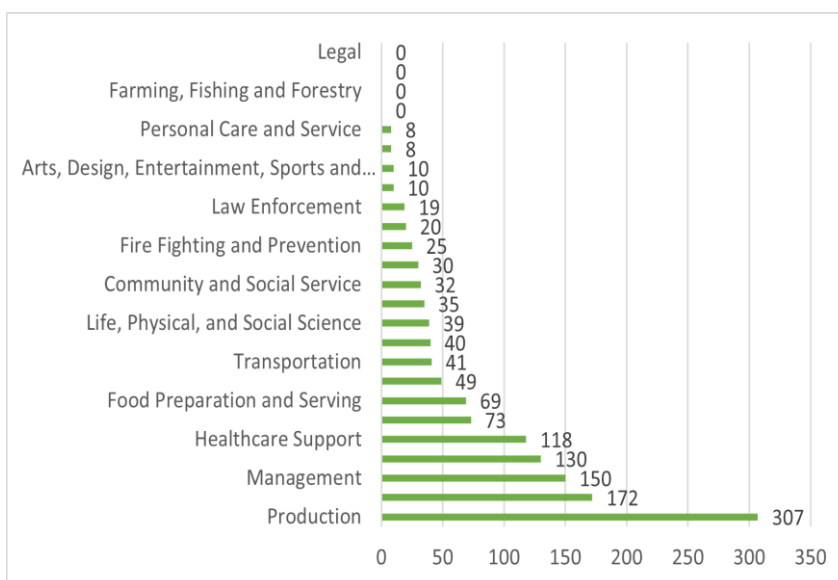
## Economic Development

The Town of Altavista has a vibrant local economy, consisting of local businesses, manufacturing facilities, and essential community services, including public schools. The Town developed into a manufacturing hub with the opening of Lane Furniture in 1901, and while the Lane factory closed in the early 2000's, the Town still supports several other manufacturing facilities. The Town's small businesses and many amenities all contribute to the local economy. The Town engages in several partnerships which further economic growth and development and create a sustainable future for the Town.

Altavista serves as a regional service center providing , commerce, education and personal/professional services for the Town and surrounding county residents. This position as a service center is a primary driver and foundation for the Towns economic development.

Residents from the surrounding areas commute to Altavista for work, school, or other daily activities such as banking and shopping. Maintaining quality services and expanding the Town's amenities contribute to quality of life for current residents and the bedrock by which Altavista will attract new residents and visitors.

Figure 12: Employment by Industry



### Primary Employment Sectors

Altavista's history as an industrial hub continues to support the Town's economic base and is the primary source of employment. The Town has several features which make it a prime location for industries— most importantly, it's transportation options. The Town has access to Route 29, which allows for easy transport of goods to areas throughout the state and beyond, as well as rail access which would accommodate industries seeking rail or truck access. There is access to water via the Staunton River, which benefits several different types of industries.

As shown in the figure below, industrial production remains a primary employer, followed by office and administrative support, management, sales, and healthcare support. In addition, the table below shows Altavista's major employers, and their products and services. Since production plays such an integral role in many of these employer operations, it is likely the Town will continue to hold employment in these types of fields. The Town can continue to strengthen its status as a manufacturing hub by incentivizing new industries to locate in the town.

*Figure 13: Altavista's Major Employers*

<b>Company</b>	<b>Product/Service</b>
Abbott Nutrition	Nutrition products
BGF Industries	Technical fabric products
Moore's Electrical & Mechanical	Contractor
Schrader Pacific	Industrial & automotive products
Graham Packaging	Plastic products
Standard Insurance	Insurance
Mid-Atlantic Printers	Commercial printer
PCM Industrial Services	Maintenance, Repair & Construction
Bennett's Mechanical	Contractor
Rage Plastics	Injection Molding


With the existence of the Dearing Ford Industrial Park, and developable land, the Town is in a prime position to encourage employment expansion. Encouraging the symbiotic relationship between businesses and local stakeholders is a Town priority to advance its economic base and support the livelihoods of residents. With its industrial roots, as well as growing number of acres ready for development, the Town's downtown, and service amenities provide a competitive foundation to attract new industries.

### **Workforce Development**

The Town has a wide range of employment opportunities in several different industries, many of which provide higher paying jobs. As such, the Town attracts a significant number of commuters from neighboring localities. In order to best support residents, the Town continues to seek opportunities for workforce development to help residents attain the higher paying local jobs that are available. Obstacles residents may face would be a lack of training/higher education, as well as the inability to access transportation or childcare. Another factor to consider is that many industrial jobs require entry level employees to work overnight, and both transportation and childcare are less readily available in the evening hours.

To best meet the needs of residents, the Town should coordinate with local educational institutions, such as Virginia Technical Institute (VTI) and Central Virginia Community College, and work to develop training programs which provide direct pathways to employment. There can be a symbiotic relationship developed in which residents can seek training at local educational institutions, and once trained, can be placed with a job opportunity in Altavista.

The Town should support community organizations and other local institutions to assist with childcare, particularly at night. The Town should inform residents of childcare subsidy programs at the state level, which help working families afford childcare. Seeking to expand existing community childcare programs to be able to provide childcare overnight would be of great benefit to residents. In regard to transportation, the Town should work with regional and local partners to find innovative ways to help transport workers to their places of employment.



As the Town welcomes new industries in the future, it should carefully consider the ways in which they can assist current residents in taking advantage of new employment opportunities.

### Community Partnerships

The Town of Altavista's economy is supported by several agencies, including Altavista on Track (AOT), the Altavista Economic Development Agency (EDA), Altavista Area Chamber of Commerce, Campbell County's Department of Economic Development, and the Lynchburg Regional Business Alliance. Each of these organizations plays a vital role in the maintenance and expansion of the local economy. These public-private partnerships contribute to a strong quality of life which helps support a sustainable economic base.

#### Altavista On Track (AOT)

Altavista On Track (AOT) is a nationally accredited 501(c)(3) nonprofit, and affiliate of both the National and Virginia Main Street Programs. AOT works with the Town to revitalize the Downtown district through business assistance to Downtown businesses, as well as cultural development by organizing several community events downtown each year.

Following the principles of the Virginia Main Street Program, one focus of AOT is to promote the economic vitality of the Downtown district. To this end, AOT has created an Economic Vitality Committee, whose activities are guided by a strategic plan. The AOT Economic Vitality Committee (EVC) has the following two primary goals. First and most importantly is to support and strengthen the existing Main Street business base. The committee plans to accomplish this by increasing the community awareness of Altavista On Track, offering business consultation services from the Small Business Development Center, financial incentives, and business recognition and appreciation events. The second major goal of the EVC is to continue to execute an effective and comprehensive marketing strategy for the Main Street District. AOT is committed to supporting, strengthening, and developing Altavista's Main Street Business District.

Specific activities of AOT include the following: building improvement loan programs, business start-up grant programs, and the recognition of an Historic District in the downtown core. AOT also expanded the Main Street District to include more businesses. AOT will continue to seek funding to increase arts and culture downtown, as well as market recreational opportunities at Town parks and along the Staunton River.



*Map 9: Downtown Area*



#### Altavista Economic Development Authority (AEDA)

The Altavista Economic Development Authority (AEDA)’s mission is to promote industrial and economic development, business growth, ensure the availability of a skilled labor force, and promote the community as a business-friendly place. The AEDA is responsible for providing guidance on the implementation of the 2019 Economic Development Strategic Plan (EDSP), guides business and industry retention, improvement, and expansion. The EDSP includes recommendations that supports Downtown local businesses.

The Town’s Downtown Investment District grant program stimulates private sector investment, economic growth, and job creation in Altavista by offering grants consistent with this policy and all applicable laws. The program provides grants for façade improvements, rent subsidies, signage, design, partial exemption for certain rehabilitated real estate and various utility connection fees.

#### Altavista Area Chamber of Commerce

The Altavista Area Chamber of Commerce is a membership-based organization engaging in business initiatives to move the local business climate and quality of life forward in the Altavista Area<sup>16</sup>. The Chamber represents the interests of its members and showcases the Town as a desirable place to live,

<sup>16</sup> <https://www.altavistachamber.com/about/>

work and visit. The Chamber manages digital resources, including a virtual event calendar, business directory and social media outlets. The Chamber hosts networking events and advocacy/business trainings throughout the year.

The Chamber is located in the historic Train Station. Located in the Downtown, the facility also serves the community as a meeting room for business organizations, civic clubs, and individuals for private event rental. Owned by the Town, the Train Station also provides office space to the B.B. and Minnie Lane Foundation.

### Campbell County's Economic Development Department

Campbell County's Economic Development Department mission is to encourage, facilitate and support existing business and to attract new companies to Campbell County. Although their focus is larger than just the Town of Altavista, the County partners with the Town's economic development efforts while working with the Altavista Economic Development Authority. As Altavista continues to expand its industries, it can champion regional growth by bringing new industries to the area.

### Lynchburg Regional Business Alliance (LRBA)

Regionally, the Lynchburg Regional Business Alliance (LRBA) focuses on retention and growth of the existing employer base within the 2,000 square miles that make up the four county, one city Central Virginia Planning District area, as well as attracting technology-based firms to the region. The LRBA's activities are guided by the regional Comprehensive Economic Development Strategy (CEDS) that also emphasizes education, workforce development, and sustainable growth.

### Spark Innovation Center

The Spark Innovation Center is a state-of-the-art coworking and innovation space in the heart of historic downtown Altavista. It houses everything a business owner needs to work, create, and thrive. The Center has resources workers may need and includes offices, workstations, meeting/event spaces, and a 3D printing lab. Spark is uniquely positioned to be a regional destination for remote workers, entrepreneurs, and business professionals. The Town anticipates this vital community space will serve as a catalyst for new business and will encourage people to relocate to the Town once they see the amenities it provides.

### Tourism

Altavista welcomes its guests, as tourism plays an important role in the local economy. Altavista's vast array of natural and cultural resources helps to support the Town's Tourism industry.

The Town also boasts several cultural attractions including the Avoca Museum, YMCA, and Staunton River Memorial Library. Each of these cultural institutions hosts community events which can help drive further economic development, particularly from those in surrounding communities. The Town's new Visitor's Center, located in the Staunton River Memorial Library, can further empower tourists to seek out all that Altavista has to offer.



The Town, along with its partners (AOT, Chamber of Commerce, Campbell County, etc.) should continue to pursue advertisement and marketing of Altavista's local points of interest. Furthermore, the Town should seek new opportunities to host community events which draw in new tourists, and further promote the Town's amenities. More details on the natural and cultural resources and the goals associated with preserving and promoting them is available in the Natural and Cultural Resources chapter.

### Booker Building

The Booker Building is a rental venue space located in English Park. The Town had a feasibility study completed for the Booker Building in 2019, which indicated that the top five potential uses for the Booker building (as identified by stakeholders) were:

1. Event center and rental
2. Brewery and tasting room
3. Restaurant
4. Parks & recreation programs
5. Farmers' market



Since the Booker Building is currently being used as an event center and rental, the Planning Commission has recommended the Town seek to use the Booker Building for this purpose. In addition, the Commission encourages the Town to make the necessary improvements to the building, including restroom renovations and installation of air conditioning, as soon as fiscally possible.

### Vista Theater

In 2020, the Town purchased the Vista Theater, which was a landmark theater that has been vacant for decades. The Town has begun feasibility studies to better understand how the space can best be used. The goal of the Town is to develop the theater into a local attraction which will encourage further tourism in the Town.

### Conclusion

Altavista has a strong economic base and has the resources to continue to attract both new industry and development in the future. Encouraging local residents to seek further educational opportunities allows them to access higher paying jobs and having so many high-quality amenities incentivize visitors to live in Altavista. Altavista will continue to have a vibrant economy for years to come.



## Goals and Objectives: Economic Development

**Goal: Attain an environmentally sound, diversified, and stable economy that provides a sufficient tax base and quality of life resources that support the citizens and attracts businesses and visitors.**

Objective 1: Continually seek to attract high quality commercial and industrial firms and support efforts that are conducive to expansion and success of existing businesses.

- a) Engage and participate in local, regional, and state economic development and marketing programs.
- b) Foster small business development and cultivate start-up businesses by capitalizing on educational institutions and local institutional knowledge, through partnerships with Virginia Technical Institute (VTI), the Chamber of Commerce and the Spark Innovation Center.
- c) Actively collaborate with local and regional economic development partners in business retention and expansion efforts.
- d) Encourage and support the reservation of prime industrial sites in the Town's growth areas.
- e) Support vocational and other suitable training in area schools including dual enrollment and early college admission programs to allow residents to compete for employment and educational opportunities.
- f) Enhance and expand the Virginia Technical Institute and encourage other regional higher education intuitions to consider investing in Altavista.
- g) Market Altavista to potential businesses, visitors, and community members through a variety of channels to increase awareness of Altavista's successful business climate, thriving downtown area, natural resources, and recreation opportunities.
- h) Create and develop a community owned industrial site or park to allow for expansion of existing industrial base and encourage new investment.
- i) Continually evaluate, implement, and enhance as needed, the Town's Comprehensive Economic Development Strategy (CEDS) and the AEDA Economic Development Plan.

Objective 2: Evaluate and enhance the Town's Comprehensive Economic Development Strategy.

- a) Continue to implement results and action items from the Campbell County Comprehensive Economic Development Strategy and the AEDA Economic Development Plan.
- b) Develop guiding principles to facilitate EDA decision making.
- c) Implement the goals established by AOT and the Economic Vitality Committee, and those as established by the AEDA.
- d) Execute a robust and continual communication and marketing program to promote community events and programming.

Objective 3: Sustain and Enhance Downtown and Main Street Commercial Corridor.

- a) Encourage exterior facade improvements by downtown property owners and ongoing streetscape improvement initiatives.
- b) Explore opportunities that assist interior property improvements, including secondary story housing, for buildings in the downtown businesses district.



- c) Enhance and expand existing retail and business promotions through Town sponsored community events.
- d) Seek to expand and diversify the downtown business mix by promoting additional entertainment activity.
- e) Encourage development of sales and service sector type firms.
- f) Support Altavista-On-Track (AOT) and continued participation in Virginia's Main Street Program.
- g) Develop a local comprehensive database listing on the website of available commercial and industrial properties in the community and keep the site up to date.
- h) Strengthen existing businesses and recruit new ones to develop a stable and sustainable economic climate in the downtown Main Street District.
- i) Continually utilize and seek to implement AOT and the Economic Vitality Committee, goals, and program strategies.

Objective 4: Support commercial and industrial development within the Town that respects, coordinates, and enhances the Town's character, land use and natural resources.


- a) Use appropriate land use controls to encourage the concentration of future commercial and industrial areas rather than strip or scattered development.
- b) Coordinate new commercial and industrial development with the provision of community facilities, infrastructure, and services.
- c) Encourage redevelopment of brownfield sites and the reuse of existing properties and buildings.

Objective 5: Create a community culture where business and industry care about people, and the people care about its business and industry.

- a) Work with the business and industry community through a business visitation program coordinated with the Town of Altavista, the Campbell County Office of Economic Development, the Altavista Chamber of Commerce, and the Lynchburg Regional Business Alliance.
- b) Create the culture with the people through programs sponsored by businesses and industries.
- c) Support the Altavista Economic Development Authority (AEDA) to help attract new businesses and industries.
- d) Develop a partnership plan for growing current businesses and attracting new businesses.

Objective 6: Increase visitors and tourism by promoting and capitalizing on local and regional points of interest.

- a) Increase visibility of the Town's cultural activities, points of interest, and commercial base.
- b) Promote regional attractions and historic resources through marketing brochures, social media, and our website.
- c) Continually participate with regional tourism partners and the Virginia Tourism Corporation.
- d) Expand and improve Town sponsored community events.
- e) Maintain a robust and up-to-date Calendar of Events on Town's and stakeholders' websites and social media accounts.

- 
- f) Invest in additional wayfinding signage to help direct citizens and visitors to amenities and Town Services.
  - g) Support local not-for-profit organizations' efforts to develop, expand or maintain cultural facilities in the Town.

Objective 7: Develop new and expand existing programs which help Town Residents access better employment opportunities.

- a) Seek to partner with businesses and educational institutions to provide training programs that provide direct pathways to employment.
- b) Encourage citizens to take advantage of childcare subsidization programs in order to be able to access more employment opportunities.
- c) Partner with local institutions to expand existing and create new childcare programs.
- d) Seek opportunities to assist residents in accessing transportation to their workplace.

## Transportation

Altavista has a robust transportation system, comprised of highways, local roads, bikeways, and pedestrian facilities which allows for the efficient and equitable movement of people and goods. Key advantages are the Town's direct access to both railway and US 29, providing ease of access and materials movement essential for industrial and commercial business. Finally, the Town is primarily a walkable community, with a wide range of sidewalks or low-volume roads that support healthy walking and biking. This is especially true in the Town's historic Downtown core, the focal point for visitors and residents alike, to enjoy restaurants, library, shops and parks.

### The Transportation Planning Process

The transportation planning process in Virginia consists of a partnership of local, state, regional and federal agencies. Local stakeholders identify needs and work cooperatively with other agencies to develop strategies to address and improve transportation facilities. The majority of these improvements are funded by either the Commonwealth or through federal funding opportunities. State agencies, such as VDOT, assist the Town in the pursuit of funding for improvements, and help to prioritize or anticipate necessary improvements.

Transportation project planning in the Town is articulated in the region's Rural Long Range Transportation Plan (RLRTP), which is updated on a five-year basis by the Central Virginia Planning District Commission (CVPDC), in partnership with the CVPDC member localities and State and Federal partners. Implementation of the RLRTP is executed through the Transportation Improvement Program (TIP), which is a four-year-statewide evaluation program which includes transportation project priorities and funding allocations for approved projects. Lastly, VTrans, Virginia's Statewide Transportation Plan, sets forth an assessment of capacity needs for all corridors of statewide significance, regional networks, and improvements to promote urban development areas. An interactive map of the VTrans needs is available at <https://www.vtrans.org/interactvtrans/map-explorer>.

### Travel Characteristics

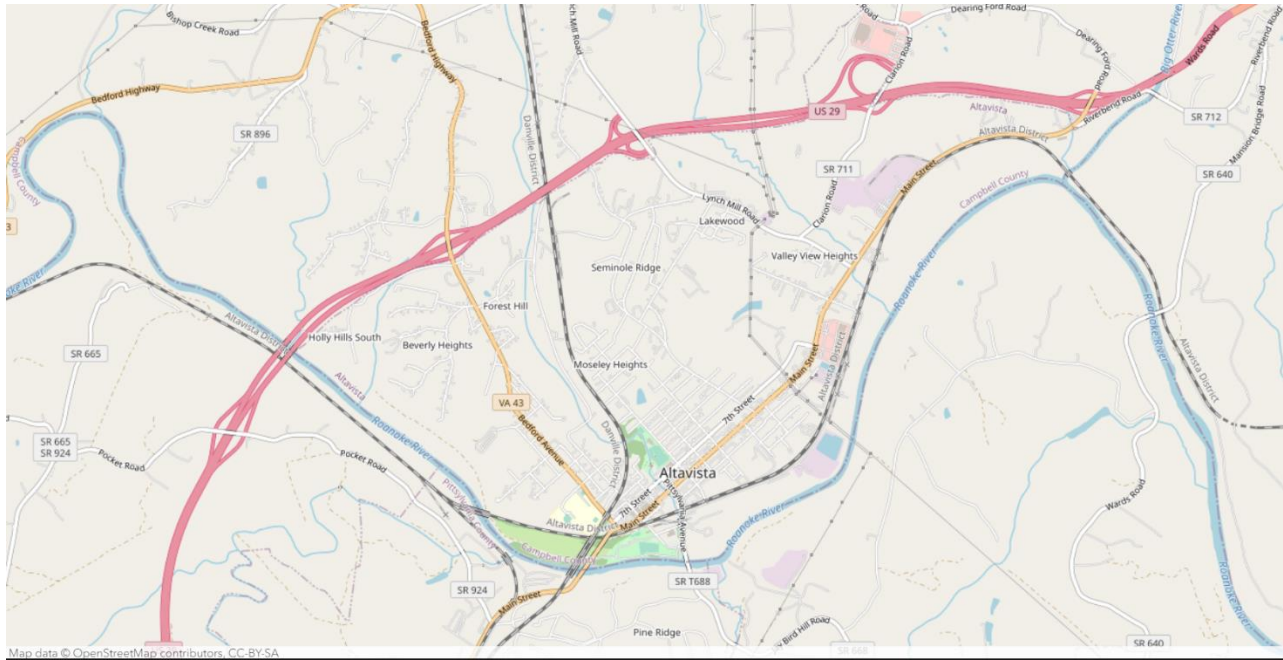
The U.S. Census Bureau collects data on an annual basis through the American Community Survey (ACS) regarding the commuting patterns of Altavista residents. This data can help paint a better picture of where residents are working, and how they are getting to work. The mean (average) travel time to work is 23 minutes. In comparison, Lynchburg (City) has a mean travel time of 18 minutes, whereas Campbell County has a mean travel time of 24 minutes.

Additional ACS data reports that 67% of residents worked in a different locality, and 92% of people drove to work (either alone or by carpool). These data points help us better understand where, and how residents get to work. In the future, the Town can consider employing different economic development strategies to encourage Town residents to be able to live and work in the Town which will further development in the Town, as well as reduce the amount of overall vehicle miles traveled.

## Existing Transportation Facilities

Transportation facilities within Altavista include approximately four (4) miles of primary roadways, twenty-six (26) miles of secondary roadways, and six (6) miles of railways.

*Map 10: Roadways*



## Roadways

Several major highways are easily accessible from the Town of Altavista. These include three (3) inter-regional highways: U.S. Routes 29, 460, and 501 and two interstate highways: U.S. Routes 81 and 64.

Part of the National Highway System (NHS), U.S. Route 29 is a multi-lane, divided, federal highway. Route 29 is the primary commuter corridor by which Altavista residents access Lynchburg, jobs and beyond.

U.S. Route 29 Bypass, a limited access highway, serves as the Town's northern border, includes four (4) interchange access points into the Town.

U.S. Route 460 (also part of the NHS) runs east-west from Norfolk, Virginia, to Frankfort, Kentucky, connecting Lynchburg with the Hampton Roads area to the east and with Roanoke and Interstate 81 to the west. U.S. 460 is designated as a part of the Strategic Highway Network (STRAHNET), a network of highways which are important to the United States' strategic defense policy and provides defense access, continuity, and emergency capabilities for defense purposes.

U.S. Route 501, a northwestern-southeastern highway, connects Lynchburg with the Shenandoah Valley to the north and west, while to the south and east it connects South Boston and Central North Carolina.

Altavista is the starting point for Virginia Route 43 (Bedford Highway), classified as a State Scenic Byway as a result of its scenic, rustic landscape. Virginia byway designation requires a segment of road have the following physical criteria:

1. Provides important scenic values and experiences.
2. Diversity of experiences in transition from one landscape scene to another.
3. Link or provide access to scenic, scientific, historic, or recreational points.
4. Bypasses major or high-speed roads for variety and leisure in motoring.
5. Landscape control and management along the route is feasible.
6. Route is susceptible to techniques to provide for user safety.
7. Contributes to scenic byway distribution within the State.

This two-lane paved roadway winds from Altavista through Leesville and Bedford before climbing to the majestic Peaks of Otter and descending into the Shenandoah Valley. The highway serves traffic to and from Smith Mountain and Leesville Lakes and is a connector between the Town and the Blue Ridge Parkway.

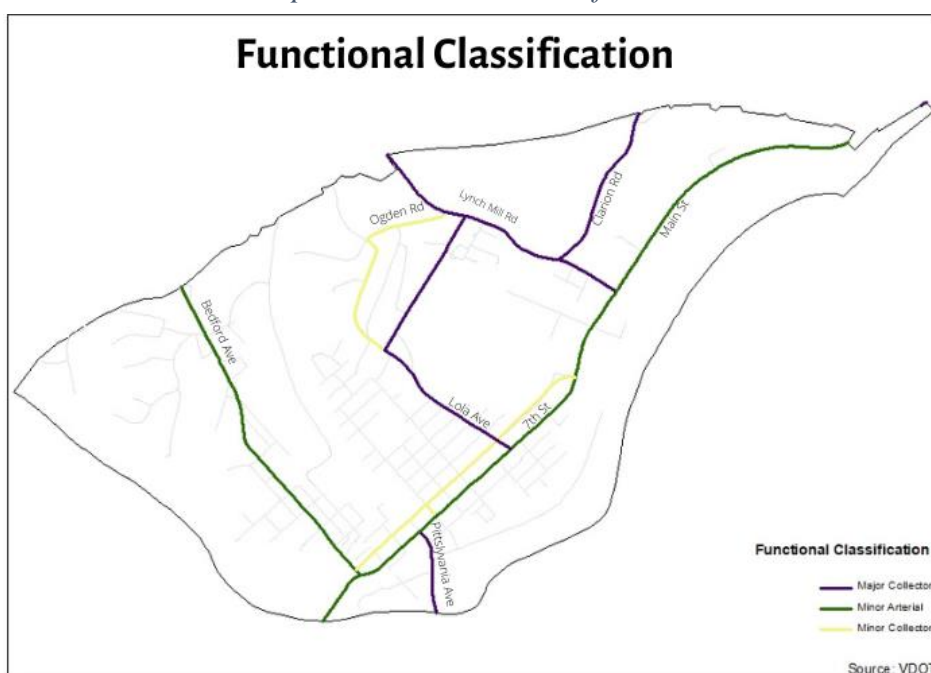
Bedford Highway, known within the Town borders as Bedford Avenue, serves as a primary community connector and includes the location of the combined Altavista Middle and High School, numerous churches, and many neighborhoods that feed into this road.

### Functional Classification

Roadways in the Commonwealth of Virginia are grouped into classes/systems according to the character of services they are intended to provide. The Virginia Department of Transportation (VDOT) and the Transportation Mobility and Planning Division (TMPD) are responsible for maintaining the Commonwealth's official Federal Functional Classification System. The Transportation Mobility Planning Division (TMPD) determines the functional classification of a road using the guidelines established by the Federal Highway Administration (FHWA). The

FHWA classifies roadways into four categories: major collector, minor collector, major arterial and minor arterial. More information about these classifications can be found at: [https://www.fhwa.dot.gov/planning/processes/statewide/related/highway\\_functional\\_classifications/section02.cfm#Toc336872975](https://www.fhwa.dot.gov/planning/processes/statewide/related/highway_functional_classifications/section02.cfm#Toc336872975).

*Map 11: Functional Classification*





## Current & Projected Traffic Volumes, and Level of Service

VDOT provides traffic volume data for all VDOT-maintained roadways within the town. Traffic volume data is shown as Annual Average Daily Traffic (AADT), or the total number of vehicle traffic on a roadway in a year, divided by 365 days. Level of service is a metric used in transportation data analysis to help define public policy concerning highway performance. Level of service reflects driver satisfaction, through various factors that impact congestion, including speed, travel time, traffic interruption, safety and delays.

VDOT uses six levels of service (A-F), with LOS A representing “a free flow of traffic with low volumes and high speeds with little or no delays. Drivers are virtually unaffected by others in the traffic stream”, and LOS F representing when demand volumes exceed roadway capacity, causing congestion. Motorists will seek other routes and it will impact adjacent streets. More information on Level of Service is available at <https://www.virginiadot.org/projects/resources/LOS-defined.pdf>. Roads in Altavista have a desirable level of service, as show in the maps below.

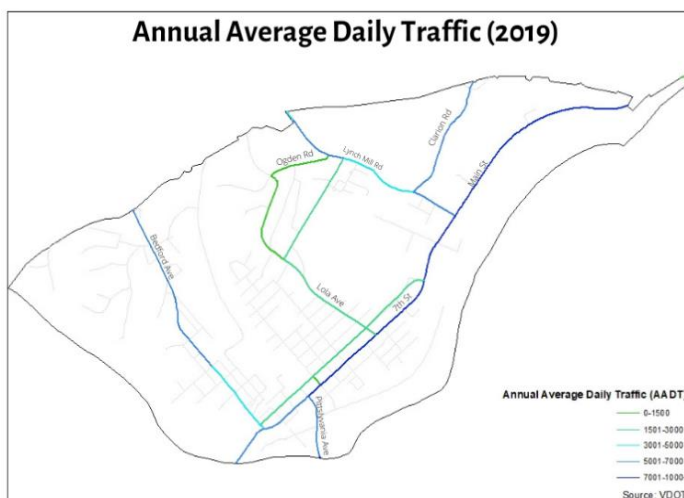
Map 12: Level of Service 2019



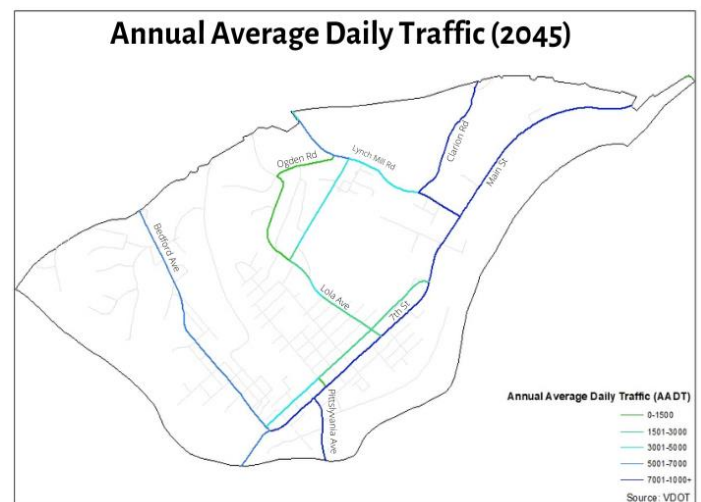
Map 13: Level of Service 2045



Map 14: AADT 2019

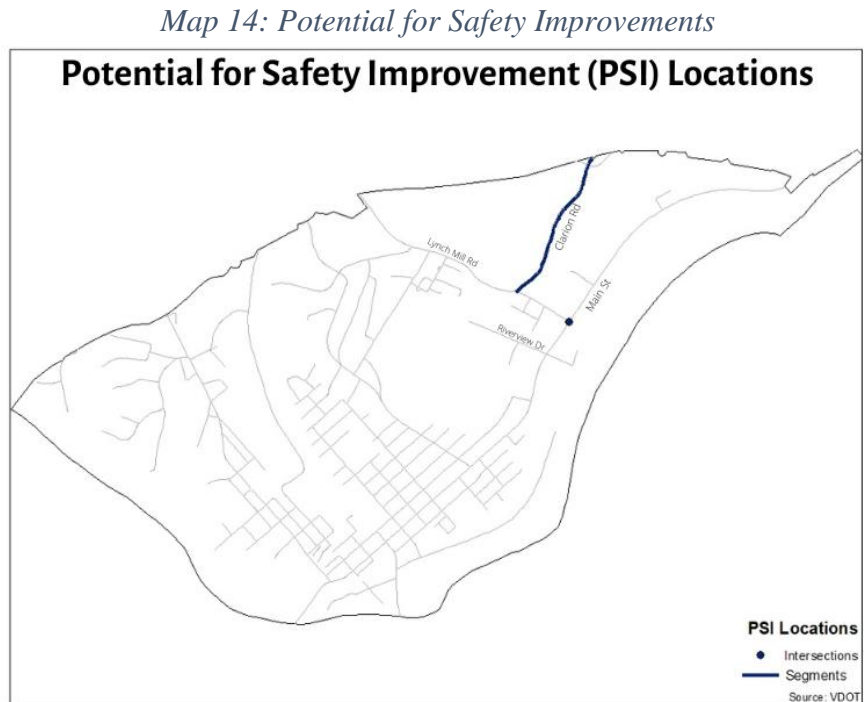


Map 13: AADT 2045



## Crash Data

Safety is the most important factor in evaluating existing conditions and the need for future improvements. VDOT publishes crash data for public view by type in 5-year tables, as seen below. In addition, VDOT identifies locations labeled as “Potential for Safety Improvement” segments or intersections. Potential for Safety Improvement (PSI) identification is completed by comparing the predicted number of crashes to the observed number of crashes in that area. If a location has more crashes than expected, there is the Potential for Safety Improvement. Two PSI locations have been identified in the Town; The first is a segment (Clarion Rd, ranked 122 in the District), and the other is the intersection of Lynch Mill Rd and Main Street (ranked 73 in the District). The Lynch Mill Rd and Main Street intersection was recently improved with a southbound turn lane.



From 2016 to 2020, the Town has seen a significant reduction in the number of injury crashes as seen in the table below.

*Figure 14: Crash Severity*

<b>Crash Severity</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>
Fatal Injury	1	1	1	0	0
Severe Injury	0	1	0	0	1
Visible Injury	12	7	9	10	5
Non-visible Injury	11	19	13	1	1
<b>Total</b>	<b>24</b>	<b>28</b>	<b>23</b>	<b>11</b>	<b>7</b>

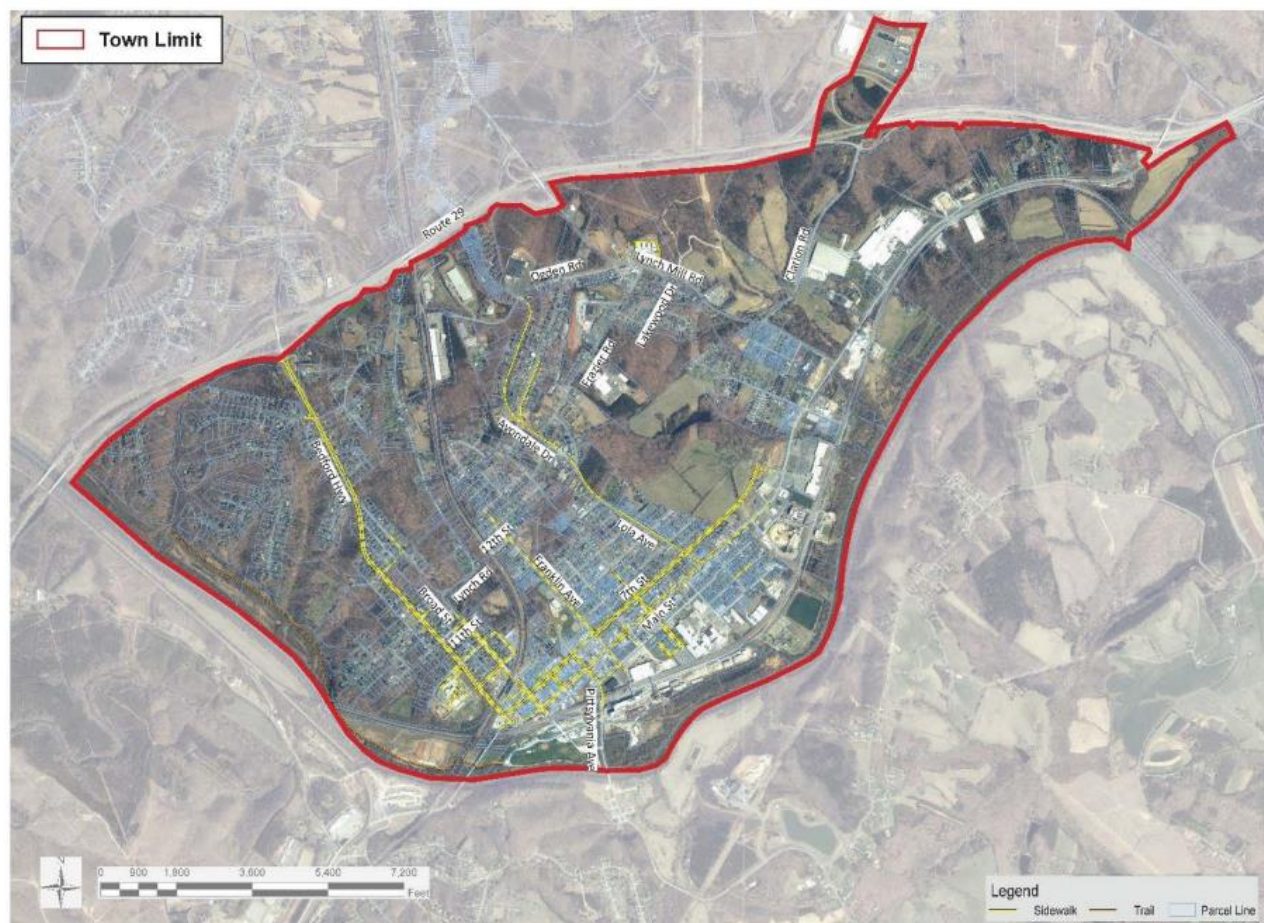
## Pedestrian Facilities

The Town of Altavista is, for the most part a walkable community. This is especially true within the Town’s downtown area, which allows residents to access businesses in the downtown, park spaces and water recreation at nearby English park. The overall walkability is also a strong driver of economic development in the Downtown area.

While the Town does boast a large number of pedestrian facilities, it is important that some of these facilities are not ADA (Americans with Disabilities Act) compliant, making it difficult for some persons to traverse the area.

The pedestrian network is centered around the Downtown District, but there are also sidewalks present along key streets in the residential areas as well, namely along Bedford Avenue, Main Street, and Avondale Drive. Further development and expansion of the existing sidewalk network further into the residential areas would greatly increase the walkability of the Town and encourage residents to use sidewalks as a mode of transportation. Sidewalks should be incorporated on Lynch Mill Road and Frazier Road.

*Map 15: Pedestrian Facilities*



Planting street trees to increase the comfort for walkers by offering shade, will further encourage walking where sidewalks already exist. The Parks and Trails Master Plan explains potential pedestrian improvements in further detail. The Town should continuously seek opportunities to retrofit existing facilities with ADA accessibility and expand sidewalks.

#### Bicycle Facilities

All roads in the Town can be used by bicyclists, however, providing bicycle friendly facilities will promote the use of bicycles as a safe and viable transportation mode within the town. The town's Bicycle Accommodation Plan, as well as the Parks and Trails Master Plan, detail potential on-road facility improvements to better accommodate bicyclists. One way to further encourage bicycling is to install "Bikes on Road" signs or pavement markings/sharrows. For example, these signs are recommended to be installed along portions of Bedford Avenue, 7<sup>th</sup> street, Main Street and Clarion



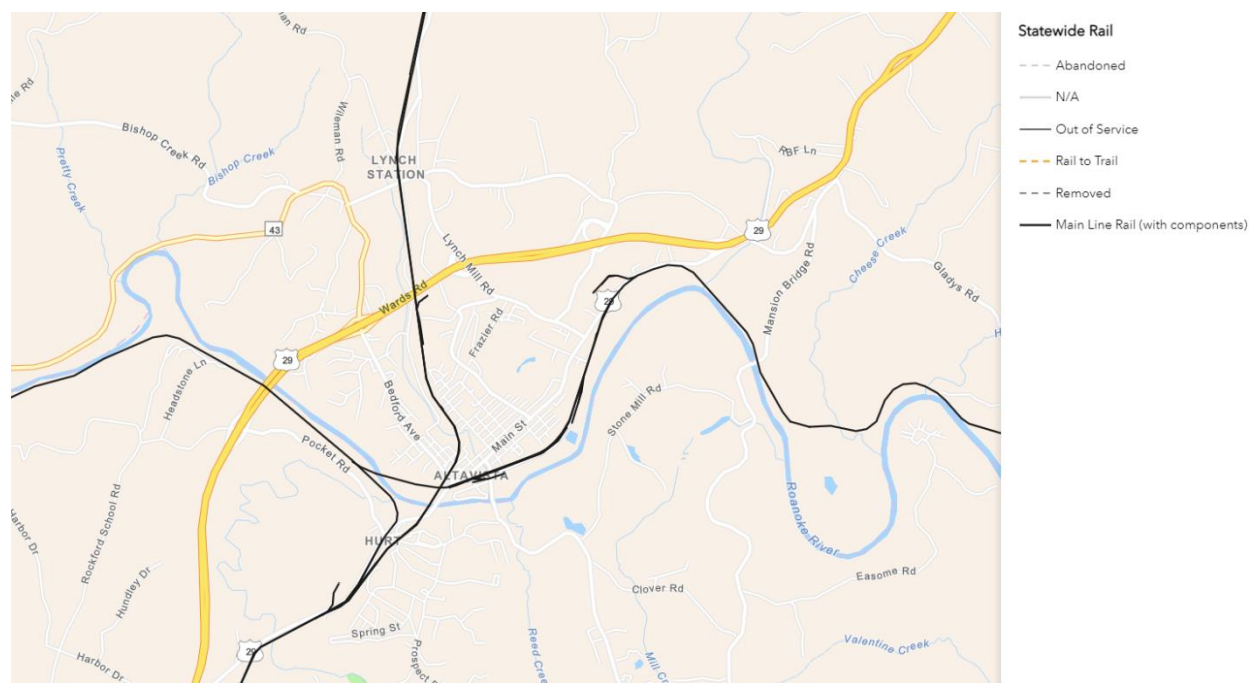
Rd (as well as a number of other locations). In addition, there are several portions of road which are wide enough to accommodate bicycle lanes or shared use paths, such as on 7th Street from Franklin Avenue to Main Street. Roadway reconfigurations can be used as a traffic calming measure and can also provide opportunities for on road bicycle lanes.

Implementing striping and marking changes with the repaving program is a cost-effective approach for adding bike lanes and improving safety by reducing crashes, speed, and crossing conflicts for pedestrians<sup>18</sup>. Lastly, the Town can incorporate more bicycle racks on Town property, or by outreach to local businesses and community agencies to coordinate bicycle facilities on their properties. More information on VDOT approved bicycle improvements is available at [https://www.virginiadot.org/programs/bikeped/biking\\_and\\_pedestrian\\_treatments.asp#](https://www.virginiadot.org/programs/bikeped/biking_and_pedestrian_treatments.asp#).

### Rail Transportation

The Norfolk Southern Railway Company has two (2) main lines passing through Altavista. One runs in an east-west direction and parallels U.S. Route 29 Business. This line has approximately 4.3 miles of track within the Town limits, excluding spur lines and sidings. The other line runs in a north-south direction parallel to State Route 626 (Lynch Road). Approximately two (2) miles of this line are within Altavista's borders.

*Map 16: Railways*



In the early 1980's, shortly after the merger of the Norfolk and Western Railroad with the Southern Railway, a connector linking the two lines was built in the neighboring Town of Hurt, just to the South of Altavista. This major undertaking allowed Norfolk Southern trains to cross from one line to the other, opening each line to new areas of the country. In the years since, the Hurt Connector has become one of the most heavily traveled sections of rail in the Norfolk Southern system.

<sup>18</sup> [https://www.virginiadot.org/programs/bikeped/roadway\\_reconfiguration.asp](https://www.virginiadot.org/programs/bikeped/roadway_reconfiguration.asp)

Freight service is available from Norfolk Southern. While no rail passenger service is available in the Town of Altavista, Amtrak's "Crescent," passes through the Town (without stopping) on its way between New York and New Orleans. Amtrak offers one (1) trip each way daily on its "Crescent" line, making scheduled stops in Lynchburg (Kemper Station) and Danville (Danville Station) and two (2) trips daily from Lynchburg to Washington, D.C on the Northeast Regional Service.

#### Public and Other Transportation Services

The Altavista Community Transit System (ACTS) began operations in January 2011. ACTS, operated by the Town of Altavista, is a fixed-deviated route, serving all citizens within the Town limits. ACTS 16-mile loop covers all major areas of interest within the Town limits but will also deviate to the Hurt Medical Center. Fares are 50¢ per trip but many riders take advantage of the 3 10-punch passes for \$10 or an unlimited 30-day pass for \$20.

A generous Town citizen has provided free fares each summer, June through September, since 2011.

ACTS' operations and CIP budgets are partially funded through State and Federal grants that are administered by the Virginia Department of Rail and Public



*Source: Virginia Department of Rail and Public Transit*

Transportation (VDRPT) and include matching local funds. ACTS Transportation Plan (TDP) includes plans to expand into other localities; however, a partner within one of those jurisdictions would need to be identified and willing to provide financial support.

#### Virginia Breeze

The Virginia Breeze Piedmont Express, which is operated by the Virginia Department of Rail and Public Transit (DRPT) offers service from Danville to Washington, D.C., with a stop in Altavista (located in the Altavista Shopping Center). Currently, there is one Northbound and one Southbound trip scheduled daily, and this service provides an affordable connection between Altavista and Washington, D.C. The northbound bus arrives in Altavista at 8:55 am and arrives in D.C. at 2:00 pm.

The southbound bus departs Washington, D.C. at 10:05 am and arrives in Altavista at 3:15 pm. The Town should inform the public of this service and promote its use when possible.

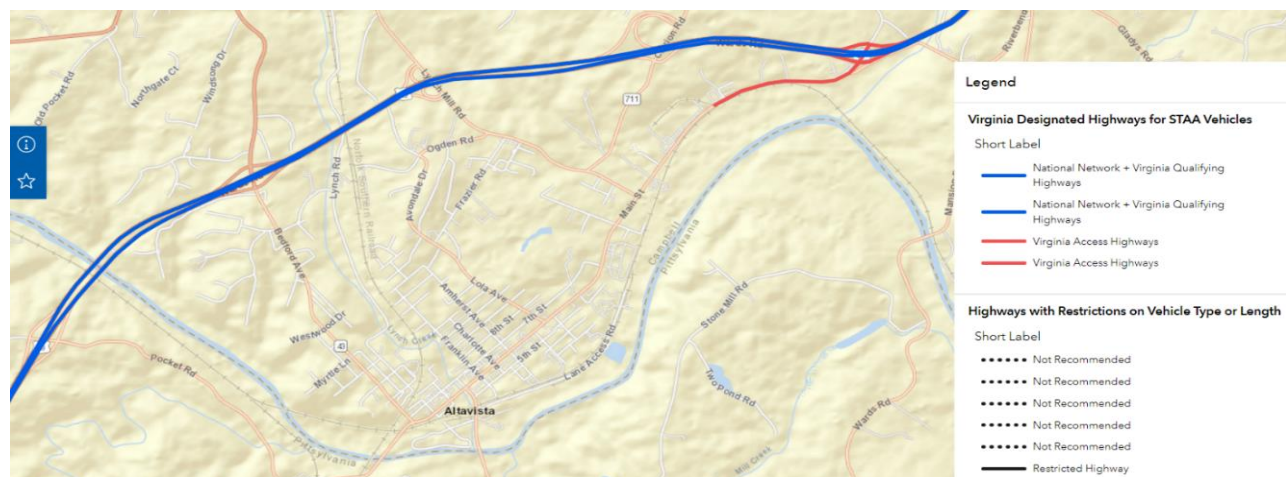
#### Elderly and Disabled Transportation Service

There is an increasing recognition of the transportation needs of the elderly and disabled citizens in the Central Virginia area. The Central Virginia Alliance for Community Living (CVACL) has assumed primary responsibility for providing these transportation services. However, in order to allow seniors to “age in place” (this concept is discussed further in the Housing Chapter) the town should consider expanding transportation services to medical facilities and other activity centers (i.e., the Dialysis Center or Social Services) in localities adjacent to the town, to better serve the elderly and persons with disabilities.

#### Trucking Service

Numerous interstate and intrastate motor freight companies serve the Central Virginia area and provide extensive service coverage to major markets and ports throughout the eastern United States and some areas of the Midwest and Canada. The trucking industry extensively utilizes U.S. Route 29, since it is the primary north-south route serving the length of the Virginia Piedmont area and linking the Altavista/Campbell County economic area with the urbanizing areas of the East, Mid-Atlantic, and Sun Belt markets.

*Map 18: Trucking Routes*



#### Air Transportation

Two primary airports, Lynchburg Regional in Lynchburg, Virginia and Piedmont Triad International in Greensboro, North Carolina can be easily accessed by a short drive.

In addition to these air facilities, Charlottesville Albemarle, Richmond International, Roanoke Regional, and Raleigh-Durham International are all located within two (2) hours of Altavista. The two (2) international airports in Washington, D.C. are located approximately four (4) hours away.

#### Planning Assumptions

The Town’s population increased steadily from 1920 through 1950, leveled off in the 1960s, and then began to decline by 1970. By 1980, the population had grown (largely due to an annexation)

and held steady in the early 2000's but now has slowly started to decline. While there has not been population growth, Altavista is focused on growing as a regional service center, and the community may see increased traffic in the future due to these factors.

Redevelopment and infill leading to higher densities may continue in the downtown district as well as along the Main Street (U.S. 29 Business) commercial corridor, and new development is certain to continue in and near the existing commercial development on Clarion Road. Maintaining safe, efficient, multimodal connectivity between these areas and the Town's residential neighborhoods will be an ongoing concern.

### Planning for the Future

The Town, in partnership with the Virginia Department of Transportation (VDOT), developed a 2035 Transportation Plan which was adopted in 2008. The purpose of the plan was to evaluate the transportation system and future anticipated demands in the Town, and to recommend improvements that could meet the community's existing and future transportation infrastructure needs. Plan recommendations are based on a comprehensive review of the capacity, safety, and geometry of our existing roadway system. They are also based on other issues that affect our community's transportation system (such as parking, other modes of transportation and goods movement).

While many of the projects identified in the plan have already been executed, some of the projects still have yet to be funded, and are identified below:

- Lynch Mill Road and Altavista Elementary School: Construction of new left-center turn lane and right turn lanes at existing elementary school entrances. The Town applied for SMART SCALE (formally known as HB2) grant funding in 2015 to complete this project, but the application was not funded. The Town will consider reapplying for funding for this project in the future.
- Main Street Corridor: Modify and consolidate entrance ways to improve safety and access along the corridor.
- Lynch Mill Road and Clarion Road: Realignment, Widening, and lane reconfiguration of the intersection of Clarion Road and Lynch Mill Road.
- Main Street Widening: Widen Main Street to four lanes from 7th Street to Corporate Limits.
- Clarion Road Connector: Construct new two-lane road connecting Clarion Road and 7th Street.

There are some general recommendations in the plan, including support for the inclusion of sidewalks, trails, and bicycle accommodations. Since the inception of the Transportation Plan, there have been new plans developed which detail opportunities to improve bicycle and pedestrian accommodations, including the Parks and Trails Master Plan.

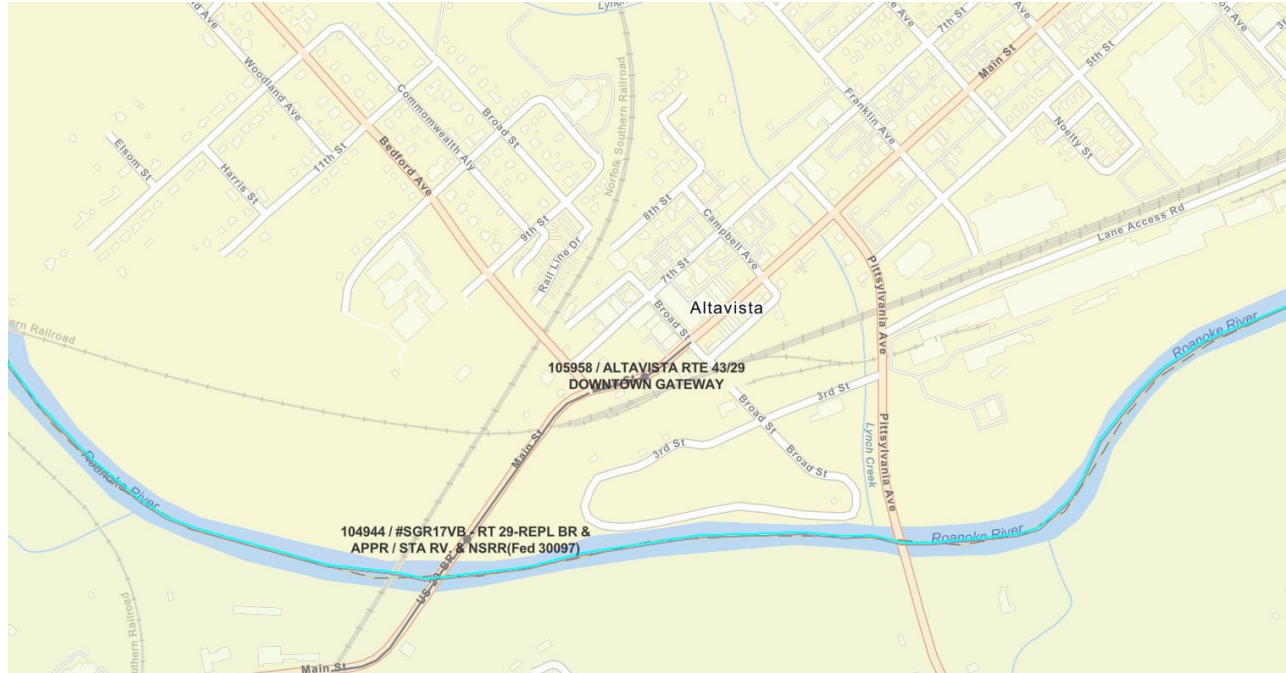
The Town has also been seeking ways to improve the intersection at Lynch Mill Rd and Clarion Rd. In 2018, Altavista submitted a SMART SCALE application to fund a roundabout at this intersection, but the project was not selected for funding at that time. The Town plans to continue seeking funding for transportation improvements at this intersection.



## Conclusion

The Town's transportation network lends itself to providing efficient and equitable movement of people and goods. By continuing to pursue opportunities to implement the project recommendations shown in the figure below, as well as responding to community needs, the Town will continue to provide a safe, and robust transportation system.

*Map 19: Six Year Improvement Program Projects*



*Figure 15: Tabular Summary of Transportation Projects*

UPC	PROJECT DESCRIPTION	Project Status
<b>VDOT SIX-YEAR IMPROVEMENT PROGRAM (SYIP) FY23 FINAL</b>		
105958	Altavista RTE 43/29 Downtown Gateway	Completed
104944	#SGR17VB - RT 29-REPL BR & APPR / STA RV. & NSRR (FED 30097) [Rt.29 Bridge Replacement without added capacity]	Completed

<b>CONNECT CENTRAL VIRGINIA LONG RANGE TRANSPORTATION PLAN 2045</b>	
4	VA 711 (Clarion Road) from Town Limits to VA 712 East; Study identified Geometric Deficiency; two lanes (24 feet).
5	US 29 Business (Main Street) from 7th Street to Bedford Avenue; Study identified that the corridor does not have sufficient access management; Modify and consolidate entrances along corridor to improve safety and access along corridor.

9	US 29 Business from 7th Street to Northern Town Limit; Segment will operate at LOS D in 2035; expansion to four lanes.
11	Lynch Mill Road at US 29 Business (Main Street); Lynch Mill Road lacks a dedicated right turn bay, which causes congestion. Add right turn bay on Lynch Mill Road.
15	VA 714 (Lynch Mill Road) from Northern Town Limits to VA 626; Identified Geometric Deficiency; two lanes (24 feet)
16	Pittsylvania Avenue from US 29 Business (Main Street) to South Corporate Limits; Corridor has safety issues due to existing cross-section and intersection approach to Main Street; Widen Pittsylvania Avenue to 4 lanes.
18	US 29 Business at VA 688 (Pittsylvania Avenue); Numerous entrances/exits within functional area of the intersection. Intersection turn radius does not accommodate truck traffic, can lead to safety issues. Intersection had 27 crashes for 2003- 2005 period. In the short term, improve turn radius to accommodate truck traffic and modify lane use at intersection (no specific lane use identified yet). In the long term, consider access management to consolidate entrances on northeast and southeast corners and in conjunction, consider redeveloping vacant lots.
19	US 29 Business (Main Street) from South Corporate Limits to North End of Bridge. Study identified need for additional lanes over the river to mitigate congestion. Construct new two-lane bridge over river with a multi-use trail.
21	Lynch Mill Road at Clarion Road; Lack of turn lanes on all approaches and the skewed intersection affects traffic flow. Realign intersection with roadway widening to accommodate appropriate turn lanes on all approaches.
24	Lynch Mill Road at Altavista Elementary School; Study identified that Lynch Mill Road has a lack of right and left turn lanes into the school. Add left turn bays in the southbound direction and right turn bays in the northbound direction of Lynch Mill Road at school entrances

<b>2010 REGION 2000 BICYCLE PLAN</b>	
Avondale Drive from Lola Avenue Ext. to Ogden Road - Signage; Widen Outside Lane	
Bedford Avenue from US 29 Bypass to Main Street - Wide Outside Lane and Pave Shoulder	
Eighth Street from Broad Street to Campbell Avenue - Signed Share Road	
Eleventh Street from Bedford Avenue to Broad Street - Signed Share Road	
Lola Avenue from Main Street to Frazier Road - Combination Share Road and Wide Outside Lane	
Main Street from Seventh Street to northern town limit - Signed Share Road; Pave Shoulder	
Main Street from Bedford Avenue to Pittsylvania Avenue – Signed Share Road	
Ogden from Lynch Mill Road to Avondale Drive - Signed Share Road	
Pittsylvania Avenue from Seventh Street to southern town limit - Signed Share Road and Wide outside Shoulder	
Seventh Street from Bedford Avenue to Main Street - Signed Share Road; Wide Outside Lane	

### Goals and Objectives: Transportation

#### **GOAL: Promote a safe, effective, efficient, and environmentally sound transportation system in the Town of Altavista.**

Objective 1: Maintain and improve the physical conditions of and the services provided by Altavista's roadway system.


- a) Maintain and improve the primary and secondary road systems within the Town
- b) Upgrade existing roadways as required by increased traffic volumes and other changing conditions.
- c) Implement the proposed improvements outlined in the Altavista 2035 Transportation Plan
- d) Carefully consider the location of new roadways to be built in and around the Town of Altavista to assure that these roads best serve vehicular traffic patterns.
- e) Protect town neighborhoods by reducing “cut-through” traffic volume on residential streets.
- f) Encourage the involvement of all segments of the population in important transportation decisions
- g) Develop a partnership with school officials to encourage safer pedestrian practices at the Combined School.
- h) Install electric vehicle charging stations in the future, as the number of electric and hybrid vehicles continues to increase.

Objective 2: Consider the viability of new and/or improved public transit services in the Town of Altavista and the surrounding area.

- a) Continue and expand the Altavista Community Transit System (ACTS).
- b) Routinely inquire about the restoration of passenger train service for the Town, or bus connection to Amtrak in Lynchburg or Danville
- c) Consider expanding ACTS for the elderly and handicapped citizens utilizing the Public Transportation Feasibility Study as a guide.
- d) Consider the feasibility of creating a ‘hub’ for expanding a public transportation system into the surrounding communities. Work with interested entities to partner within this endeavor.
- e) Pursue any available opportunities to transition ACTS buses from gas to electric or hybrid vehicles.
- f) Consider expanding the ACTS by providing Sunday Service and by using the “Backup Bus.”
- g) Alter the current ACTS service to provide direct service from Downtown to English Park.
- h) Create new ACTS route extensions to provide access to Lynchburg, Rustburg and the Town of Hurt.

Objective 3: Participate, regionally, in promoting regional air, rail, and other non-roadway transportation services, in collaboration with the Central Virginia Planning District Commission

- a) Encourage, as needed within the region, and more specifically in the Altavista area, the provision of increased regional air and rail transportation services (freight and passenger

- 
- service) for area citizens and businesses
  - b) Promote regional transportation improvements through coordination with adjacent localities
  - c) Provide pedestrian and bicycle access in areas where access is appropriate.
  - d) Ensure quality and adequate parking availability in all areas and for all uses.
  - e) Distribute marketing and educational materials to inform citizens about the existing Virginia Breeze Service.

Objective 4: Prioritize active transportation activities throughout the Town, particularly in the Downtown area.

- a) Incorporate bicycle and pedestrian accommodations in coordination with existing and planned infrastructure projects.
- b) Improve pedestrian access in the parks and develop accessible connections between parks and Downtown.
- c) Pursue funding for bicycle and pedestrian improvements when opportunities become available.
- d) Explore opportunities to prioritize accessible public facilities for people of all abilities.



## Public Engagement

A key step in the planning process is to gather input from stakeholders. Altavista began by asking the Planning Commissioners for their input on a Citizen Survey. Once the survey was developed it was placed on the Town's website and social media. Paper copies were made available at Town Hall, Staunton River Memorial Library, Altavista YMCA.

In addition, staff of the Central Virginia Planning District Commission (CVPDC) attended a festival at English Park in the Fall where a table was setup with an interactive survey to engage citizens and gather opinions regarding the Comprehensive Plan Update. Attendees who reported visiting Altavista infrequently, or for the first time were asked not to participate in the survey.

The survey was divided into several categories: natural and cultural resources, housing, transportation, and town services/facilities.

### Natural and Cultural Resources

Survey participants were asked about their top priorities in regard to recreation. The top responses were that residents would like to see community events (festivals, concerts, etc.), open green space, multi-use trails and play areas for older children. In addition, when asked about improvements which will help ensure the Town has a resilient and sustainable future, most residents were in support of shade trees, streambank stabilization, green infrastructure and recycling.

### Housing

Participants were asked which types of housing they would like to see, to identify challenges and consider ways they would like the Town to support strategies to enhance housing opportunities. Residents identified single family homes, mixed use developments and senior living facilities as most desirable. Some challenges identified were worn down/vacant properties and limited number of homes available for purchase. In conjunction with that sentiment, residents most desired the Town to invest in rehabilitation programs.

### Transportation

Nearly 65% of residents were in favor of incorporating street trees, sidewalks, and street trees to create a stronger pedestrian network in the Town. These types of pedestrian improvements were prioritized throughout several questions. Another priority of residents was to see expanded access to Lynchburg through the ACTS bus service.

### Town Services

Participants were overwhelmingly positive regarding the quality of services provided by the Town, including services such as trash and snow removal, and those provided by other entities such as the schools and library services.



TOWN OF ALTAVISTA  
TOWN COUNCIL  
REGULAR MEETING  
December 13, 2022  
AGENDA COVER SHEET

AGENDA ITEM #: 8.A

**NEW BUSINESS**

**Title: Planning Commission Appointment - Ashby Robinson**

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

---

**Action(s):**

Appoint Ashby Robinson to a 4-year term to the Planning Commission.

**Explanation:**

The Planning Commission has recommended that Ashby Robinson be appointed to a 4-year term to fill an existing vacancy. The term would run from January 1, 2022 to December 31, 2026.

**Background:**

Commissioner Marvin Clements' term ends on December 31, 2022. He does not wish to be reappointed to another 4-year term.

**Funding Source(s):**

N/A

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



TOWN OF ALTAVISTA  
TOWN COUNCIL  
REGULAR MEETING  
December 13, 2022  
AGENDA COVER SHEET

AGENDA ITEM #: 8.B

**NEW BUSINESS**

**Title: Request to purchase single-purpose Police K9 for narcotics.**

**Staff Resource: APD Chief Tommy Merricks**

---

**Action(s):**

Council can approve, deny, or request further information .

**Explanation:**

In September of 2022, Council approved PD accepting a donated K9 from the Amherst Co Sheriff's Office. The K9 was accepted but due to physical injury, K9 was returned to Amherst . Provisions were made for a Kennel and concrete pad, which were erected prior to K9 being returned PD is requesting that they be allowed to purchase a single purpose K9 for narcotic detection. It is recommended that the purchase be made from Highland K9, who is a reputable firm and offers a health and performance warranty on their animals. Included in the purchase would be 3 weeks training for the handler.

The new K9;s should be available sometime in February. Since the December meeting is a hybrid meeting ( no worksession in December) I wanted to bring this up to council for discussion

**Background:**

It is the intent of the Police department in implementing a K9 program to make it undesirable for users and sellers of illegal substances to do illegal activity in the Town of Altavista. Recently there have been several drug related acts of violence in our surrounding area. We believe adding a K9 to the department would enhance our enforcement ability as well as serve as a deterrent

**Funding Source(s):**

In the present year budget, there is \$55,000 allocate for the purchase of a new vehicle. Due to supply chain issues, we are unable to purchase a vehicle in this budget year. We propose to use a portion of those funds to purchase the K9 and either outfit a present vehicle or purchase a used one for the K9. This can be accomplished using the money earmarked for the new vehicle.

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



TOWN OF ALTAVISTA  
TOWN COUNCIL  
REGULAR MEETING  
December 13, 2022  
AGENDA COVER SHEET

AGENDA ITEM #: 9.A

**UNFINISHED BUSINESS**

**Title: Town of Altavista, Employee Handbook**

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

---

**Action(s):**

Vote to approve the handbook updates as presented; or direct staff on revisions.

**Explanation:**

It was the consensus of Town Council, at the November 22nd Work Session, to place this item on the on the December 13th Regular Meeting Agenda for final review and acceptance.

**Background:**

Periodically, the Town Council and Town Manager review the TOA Employee Handbook for needed updates and revisions.

**Funding Source(s):**

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



TOWN OF ALTAVISTA  
TOWN COUNCIL  
REGULAR MEETING  
December 13, 2022  
AGENDA COVER SHEET

AGENDA ITEM #: 10.A

**REPORTS AND COMMUNICATIONS**

**Title: Utility Projects Updates.**

**Staff Resource: Tom Fore, Public Services Director**

---

**Action(s):**

Informational Item

**Explanation:**

monthly reports and project updates

**Background:**

**Funding Source(s):**

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

[\*STATUS REPORT FRAIZER ROAD DRAINAGE 12-2-2022.pdf\*](#)  
[\*STATUS REPORT VDEM GENERATOR PROJECT 12-2-2022.pdf\*](#)  
[\*STATUS REPORT FILTER UPGRADE 12-2-2022.pdf\*](#)  
[\*STATUS REPORT WWTP ELECTRICAL 12-2-2022.pdf\*](#)  
[\*STATUS REPORT SPRINGS SCADA 12-2-2022.pdf\*](#)  
[\*STATUS REPORT AERATION STUDY 12-2-2022.pdf\*](#)  
[\*STATUS REPORT MELINDA HPZ PROJECT 11-06-2022.pdf\*](#)  
[\*STATUS REPORT LYNCH CREEK PROJECT 12-7-2022.pdf\*](#)  
[\*STATUS REPORT AMI PROJECT 12-7-2022.pdf\*](#)  
[\*November 2022 Monthly Report for Council Members 2.pdf\*](#)  
[\*November 2022 Monthly Report for Council Members 1.pdf\*](#)

**Town of Altavista Projects**  
**Status Report - Peed & Bortz, LLC**  
**2 December 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:** Town staff requested additional information/clarification on lawn mower access to the east side of the property, ditch lining material and disposal of excess material. Engineer replied with access ability note, options for lining material and notation regarding use of excess fill to be coordinated for use on church property.

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

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

**Outstanding Issues:** Easements

---

**Design Schedule:**

**Schedule Constraints:**

**Projected Completion:**

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

**Invoiced To Date:** \$3285

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

---

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

**Issues Town Should Be Aware Of:**

**Construction Contract Price:** \$0

**Town of Altavista Projects**  
**Status Report - Peed & Bortz, LLC**  
**2 December 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:** Paul Hill is coordinating replacement of the SPD unit under warranty to be installed by Contractor and warranty replacement of two engine heating units that have failed. Engine heating units are responsibility of the generator provider.

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

**Upcoming Tasks:**

**Outstanding Issues:**

---

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

**Schedule Constraints:**

**Projected Completion:**

**Approved Budget:** \$43,600

**Invoiced To Date:** \$41,820

**Balance to Complete:** \$1780

---

**Town Input Required:**

**Issues Town Should Be Aware Of:**

**Construction Contract Price:** \$498,500 + (\$1556) (Change Orders)

**Current Paid:** \$496,943

**Balance to Finish plus retainage:** \$0

**Town of Altavista Projects**  
**Status Report - Peed & Bortz, LLC**  
**2 December 2022**

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

---

**Recent Activities:** Project is substantially complete  
**Anticipated work over the next two weeks:** Contractor completing final punchlist items.  
**Upcoming Tasks:**  
**Outstanding Issues:**

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

**Schedule Constraints:**

**Projected Completion:** TBD  
**Approved Budget:** \$56,000  
**Invoiced To Date:** \$38,000  
**Balance to Complete:** \$18,000

-----  
**Town Input Required:**

**Issues Town Should Be Aware Of:**

**Construction Contract Price:** \$725,305+\$11,413  
**Current Paid:** \$699,075  
**Balance to Finish plus retainage:** \$37,643



**Town of Altavista Projects**  
**Status Report - Peed & Bortz, LLC**  
**2 December 2022**

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

---

**Recent Activities:** Progress and substantial completion coordination meeting held on 29 November. CRB has prepared a preliminary punchlist of items to be completed.  
**Anticipated work over the next two weeks:** Contractor will meet with Master Engineer next week to discuss remaining RFI and control wiring items. Additional punchlist items will likely be submitted as well  
**Upcoming Tasks:** Complete punchlist items and work toward substantial completion. Dominion electrical service switchover.  
**Outstanding Issues:**

---

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

---

**Town Input Required:**

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

**Construction Contract Price:** \$3,952,000 + \$29,149 (Change Orders)  
**Current Paid:** \$3,478,984  
**Balance to Finish plus retainage:** \$502,165

**Town of Altavista Projects**  
**Status Report - Peed & Bortz, LLC**  
**2 December 2022**

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

**Recent Activities:** Town has issued a Notice of Award to Lord & Co.

**Anticipated work over the next two weeks:** Schedule commencement of work.

**Upcoming Tasks:**

**Outstanding Issues:**

**Design Schedule:**

**Schedule Constraints:**

**Projected Completion:** TBD

**Approved Budget:** \$9600

**Invoiced To Date:** \$2400

**Balance to Complete:** \$7200

**Town Input Required:**

**Issues Town Should Be Aware Of:**

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

**Town of Altavista Projects**  
**Status Report - Peed & Bortz, LLC**  
**2 December 2022**

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

---

**Recent Activities:** No recent activity

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

**Upcoming Tasks:**

**Outstanding Issues:**

---

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

---

**Town Input Required:**

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

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

**Construction Contract Price:** \$0

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



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

December 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 4 Weeks**

1. Contractor is continuing to work on the pump station (piping, & SCADA).
2. Contractor is continuing to hook up new water services to new line and remove old connections.
3. Contractor working on punch list.

#### **Anticipated Work Over the Next 4 Weeks**

1. Contractor to finalize work on piping, electrical, and HVAC.
2. Install VFD and bring pump station online.

#### **Scope Changes to Date**

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

#### **Outstanding Issues**

1. Replace Juniper bushes in 3 different areas.
2. Delivery times of VFD.

#### **Construction Document Schedule Update**

1. Notice to Proceed (9/27/2021)
2. Substantial Completion (~~1/25/2022~~) (~~9/30/2022~~) (12/15/2022)
3. Completion (~~2/24/2022~~) (~~10/30/2022~~) (12/31/2022)

#### **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	\$48,404.00
3.	Construction Contract	\$1,226,972.71
	JTD	\$995,115.23

#### **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. The next anticipated meeting is the final walkthrough.
2. Delay in work has been brought to the attention of the Contractor.

Submitted by:

A handwritten signature in black ink, appearing to read 'Ryan P. Kincer'.

Ryan P. Kincer, P.E.  
Project Manager

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



Date: December 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. Approved Change Order #2 and final pay request from Mendon.
2. CCTV crew was sent out to video the remaining section of sanitary sewer for the lower Lynch Creek area. Worked with the Town to get blockage cleared with Jetter.

Anticipated Work Over the Next two Weeks

1. Contacting Mendon to get a timetable to come back and finish up any of the remaining punch list items to officially close out the project.
2. Waiting on CCTV report for sanitary line and manhole inspections.

Outstanding Issues

1. None to date

Construction Schedule Update

1. Construction completed.

Budget Summary

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

Construction Cost Summary:

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

Submitted by:

Chad Hodges, PE  
Asst. Project Manager

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



Date: December 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. Conducted interviews with the top three (3) vendors on Monday 12/5 (Water Works, Consolidated Pipe & Bitter Creek).
2. Waiting on two of the vendors to provide pricing for the project. The Town expects the pricing to be received by Monday 12/12.

Anticipated Work Over the Next two Weeks

1. Compare pricing and impressions of each of the vendors to make a recommendation to the Town Council.
2. The Town and Hurt & Proffitt will schedule a meeting to discuss and recommend a vendor to the Town Council in January.

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:	\$11,535
2. Construction Administration	Contract:	\$15,000	JTD:	\$400

Submitted by:

Chad Hodges, PE  
Asst. Project Manager

### Monthly Staff Report Water Plant

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

#### Operation and Production Summary

The Actual water production line ( filtering of water) for the entire month averaged 15.63 Hours per day which yielded approximately 1,740,000 gallons of water per day.

<b>Rain</b>	<b>7.185</b>	<b>YTD Rain</b>	<b>34.566</b>	<b>Snow</b>	<b>0</b>	<b>YTD Snow</b>	<b>0</b>	was measured at the water treatment plant.			
Average Hours per day (week days)					16.65	hrs					
Average Hours per day (weekends)					12.80	hrs					
Average produced (week days)					1,853,090	gallons per day					
Average produced (weekends)					1,430,250	gallons per day					
Total Raw Water Pumped:					50.526	million gallons					
Total Drinking Water Produced:					47.156	million gallons					
Average Daily Production: (drinking)					1,572,000	gallons per day					
Average percent of Production Capacity:					52.40	%					
Plant Process Water:					1,428,677	(finished water used by the plant)					
Bulk Water Sold @ WTP:					7,800	gallons					
Flushing of Hydrants/Tanks/FD use/Town Use					3,600	gallons					
McMinnis Spring											
Total Water Pumped:					6.466	million gallons	average hours per day		13.2		
Average Daily Produced:					239,482	gallons per day	Rain at MC		7.06	YTD Rain	36.50
Reynolds Spring							snow		0		5
Total Water Pumped:					6.721	million gallons	average hours per day		13.6	Total Precip	41.50
Average Daily Produced:					240,036	gallons per day	Rain at RE		6.70	YTD Rain	40.34
Purchased Water from CCUSA					466,752	gallons	snow		0		5
Sold to Hurt					4,226,000	gallons				Total Precip	45.34
Industrial Use					39,771,731	gallons					
<b>Water lost due to leaks none captured</b>											

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

Monthly Compliance Reports Completed  
 VDH samples completed for compliance  
 Melinda High Pressure Zone- Disconnecting from old service line to all homes. Awaiting VFDs for pumps  
 Filter Upgrade - Installation of new filter SCADA controls and all filter actuators including new surfacewash piping. In final stages to complete.  
 The Source Water Protection Local Advisory Committee will meet again when date has been set  
 Generator project, Punch list being reviewed, awaiting surge protection device at McMinnis  
 Town of Hurt DBP improvement project. Had a meter failure that needs to be corrected.  
 Springs SCADA project - Approved and Notice of Award provided  
 Sedimentation Basin Project Award letter received, soliciting Engineering and legal services  
 AMI Meter system Interviews were conducted with recommendation to be provided in January  
 WTP SCADA upgrade scope to be discussed with the engineer  
 Springs Rehabilitation - Awaiting Bids on December 19, 2022  
 Raw Water Control Valve to be acquired within the next two months including an actuator  
 Cleaned Basins #1  
 Was contacted by Abbott about increased pressure on main street, working on a resolution.  
 SOC Waivers Submitted to VDH

# Utilities Distribution and Collection

# of Service Connections	1	Addresses:	216 West Road	
# of Service Taps	0	Addresses:		
# of Meters Read	104	Monthly Quarterly	Rereads	1
# of Meters Cut Off For Non-Payment	42			
# of Meters Tested	0			
# of Loads of Sludge to Landfill	17			
	151.45	Tons		
# of Location Marks made for Miss Utility	31			
# of Meters Replaced	1			
# of Water Lines Repaired Locations:	0		# of Sewer Lines Unstopped Locations: 1613 Melinda Drive 1208 Bedford Ave.	2
# Air Relief Valves Inspected	0			
# of PRV Maintenance/Inspection	0			
# of Water Valve Boxes Cleaned	0			
# of Blow-Off Valves Flushed	0			
# of Blow-Off Valves Located	0			
Push Camera Footage	50'	Sewer Main Cleaned		0
Sewer (Root Cutting) Main	0	Sewer Main Cleaned Manholes		0
Sewer (Root Cutting) Main Manholes	0	Sewer Service Cleaned		0
Sewer Video Footage	0	Sewer Service Video		0
Sewer Video Manholes	0	Sewer (Root Cutting) Service		0
Duke Root Control (Contractor)	0	Sewer Right of Way Clearing Footage		2000'
Water Turn On and Offs	6	Sewer Manholes Inspected		0
Water Right of Way Clearing Footage	0	Sewer Installed Clean Out		0
Water Meter Box Replacement	0			
# Of Hydrants Flushed	0			
# of Hydrant Valves Exercised	0			

Other Utilities Distribution and Collection Activities & CIP Projects:



**DEPARTMENT:** Wasterwater Plant  
**MONTH:** November-22

Average Daily Flow	1.87 MGD	
TSS Reduction	94 %	
BOD Reduction	96 %	
VPDES Violations	0	
Sludge ( Regional Land Fill)	172 tons	
Rain Total	6.41 Inches	Snow Total _____ Inches

**Other Wastewater Activities and CIP Projects:**

Month: October

Week: October 31st, 2022

Month: November

Week: November 7th, 2022

- Continue Sanitizing procedures for commonly used areas
- Operator out of work due to auto accident
- Submitted National Weather Service Monthly Data
- Serviced Clarifier #1 11/1/22
- Submitted Septic Tank Hauler Billing
- Serviced clarifiers 1 and 2
- UV system check
- Entered Lab data
- Normal Plant Operations

- Continue Sanitizing procedures for commonly used areas
- Operator out of work due to auto accident
- Reset IP5 drive unit at Riverview Pump Station
- Serviced Blowers 1 and 2 in Basin 3/4
- Submitted timesheets
- Submitted Industrial Billing
- Submitted Monthly DMR
- Ordered Semi-annual Industrial sampling containers
- Ordered Annual PCB sampling containers for Influent and Effluent
- Repaired Soda Ash pump
- UV system check
- Entered Lab data
- Normal Plant Operations

Month: November

Week: November 14th, 2022

Month: November

Week: November 28th, 2022

- Continue Sanitizing procedures for commonly used areas
- Operator out of work due to auto accident
- Continued work on Grit Classifier
- Contractors working on removal of Press PLC
- Cleaned AC unit for Employee Lounge
- Rec. Soda Ash
- UV system check
- Entered Lab data
- Normal Plant Operations

- Continue Sanitizing procedures for commonly used areas
- Operator out of work due to auto accident
- Completed work on Grit Classifier
- Semi-Annual Industrial Sampling
- Annual PCB sampling
- Service UV system B
- Admin. Building on New Power feed
- Scheduled Annual Generator Service
- UV system check
- Entered Lab data
- Normal Plant Operations

WWTP Electrical Upgrade continues

Aeration improvement application - Awaitng response from DEQ

Clarifier Number 3 Retrofit- Solicit bids from engineers to design this project

Mister Installation - Solicit electrical firm to install power supply to the Mister. Install Mister to location pad. Pads have been installed.

Application for Lynch Creek sewer line from 7th street to boat ramp access has been submitted.

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

Printed 7-Dec-22

Customer Class		December-21	January-22	February-22	March-22	April-22	May-22	June-22	July-22	August-22	September-22	October-22	November-22	
WATER	Units	19	1,318	9	10	1,353	26	13	17	19	1,392	1,401	17	Average
	Residential Base-IT	44	187	45	43	218	24	13	46	44	215	214	45	466
	Commercial Base-IT	-	96	-	-	151	-	-	1,126	1	151	151	-	186
	Residential Base-OT	1	1	1	1	1	1	1	1	1	1	1	1	1
	Commercial Base-OT	31	31	31	31	31	31	31	31	31	31	31	31	31
	Municipal													
	Dormant Accounts													
	Industrial	5	5	5	5	5	5	5	5	5	5	5	5	5
	TOTAL	1,590	83	100	1,638	91	87	1,759	86	63	1,795	1,803	99	784
	Gallons	118,530	14,745,412	20,990	253,440	13,858,847	186,130	72,320	49,530	62,700	15,690,419	15,756,639	62,650	Total
	Residential Use-IT	2,606,630	4,553,319	2,622,220	3,214,810	4,384,976	1,113,970	1,520,590	2,999,160	4,771,230	3,637,266	5,815,075	3,433,340	60,877,607
	Commercial Use-IT	-	1,099,074	-	-	1,657,858	-	-	123,545	7,030	1,930,850	1,930,850	-	40,672,586
	Residential Use-OT	2,743,000	2,646,800	2,425,000	2,425,000	2,380,000	2,380,000	2,424,500	2,432,450	2,432,450	2,641,000	2,652,000	2,583,000	6,749,207
	Commercial Use-OT	485,540	252,200	317,880	317,880	328,450	386,750	444,060	626,890	626,890	602,380	800,850	589,830	30,165,200
	Municipal	39,830,252	47,348,727	41,890,355	39,401,090	45,809,047	42,484,361	42,841,404	56,510,780	40,288,360	47,783,609	18,559,838	47,440,757	5,779,600
	Industrial													510,188,580
	TOTAL WATER SOLD	52,704,226	45,783,952	69,546,458	47,276,445	45,612,220	68,419,178	47,302,874	62,742,355	48,188,660	72,285,524	45,515,252	54,109,577	654,432,780
	NET DELIVERED	54,898,806	58,545,251	53,441,639	59,466,715	61,597,331	68,238,729	56,394,184	62,798,005	72,191,829	51,309,541	67,285,674	65,060,629	731,228,333
	FRACTION BILLED	297,400	127,423	25,100	21,300	18,700	87,400	85,700	50,300	16,700	14,800	31,000	80%	89%
	Total ( TOA,sold,hydmts, Leaks)	47,800	297,400	127,423	25,100	21,300	18,700	87,400	85,700	50,300	16,700	14,800	11,400	804,023
	Dollars	802	62,917	321	1,053	64,401	1,364	556	632	717	78,231	78,642	672	Total
	Residential Base & Use-IT	9,122	19,514	9,926	11,629	21,423	4,036	5,684	11,186	16,362	18,483	39,222	12,352	290,307
	Commercial Base & Use-IT	-	9,367	-	-	16,115	-	-	61,879	62	14,981	14,981	-	178,939
	Residential Base & Use-OT	11,491	12,153	11,148	11,148	10,944	10,944	1,145	11,182	11,182	12,126	12,176	11,863	117,385
	Commercial Base & Use-OT	-	-	-	-	-	-	-	-	-	-	-	-	127,503
	Municipal													-
	Industrial	108,847	128,939	125,425	118,494	124,703	127,184	128,241	169,222	120,619	142,869	56,367	143,025	-
	TOTAL	189,121	130,262	223,523	146,820	142,323	237,586	135,626	254,100	148,942	266,691	201,388	167,912	1,493,934
													2,208,068	

SEWER	Units	18	1,155	5	9	1,191	23	13	3	15	1,232	1,240	15	Average
	Residential Base-IT	43	150	43	40	152	24	14	40	43	199	198	43	410
	Commercial Base-IT	7	7	7	7	7	7	7	7	7	7	7	7	82
	Commercial Base-OT	8	8	8	8	8	8	8	8	8	8	8	8	7
	Municipal													
	Dormant Accounts													
	Industrial	4	4	4	4	4	4	4	4	4	4	4	4	4
	TOTAL	1,385	64	80	1,324	67	68	1,362	62	77	1,450	1,457	77	503
	Gallons	88,689	9,334,889	9,183	14,518	9,095,743	118,544	61,523	1,070	41,667	11,120,316	11,176,827	47,934	Total
	Residential Use-IT	1,470,927	3,313,277	1,501,219	2,215,820	3,230,757	903,250	743,836	1,589,848	3,178,006	2,454,459	10,222,821	2,450,706	41,110,902
	Commercial Use-IT	266,444	205,521	174,992	2,425,000	182,450	277,036	209,250	66,500	304,796	319,040	298,340	199,740	33,274,926
	Commercial Use-OT	92,690	157,333	94,850	94,850	133,980	128,330	126,123	181,780	181,780	58,100	220,610	92,890	4,929,109
	Municipal	34,410,000	42,206,667	39,540,000	37,420,000	41,872,222	40,490,000	39,830,556	48,034,163	33,630,000	50,130,000	33,280,000	48,610,000	92,890
	Industrial													489,453,608
	TOTAL SEWER BILLED	47,338,627	36,328,750	55,217,687	41,320,244	42,170,188	54,515,152	41,917,159	49,873,361	37,336,249	64,081,916	55,198,598	51,401,269	568,768,545
	WWTP EFFLUENT	47,751,600	53,405,500	50,369,700	57,782,200	57,742,300	59,036,500	57,073,002	55,860,000	60,079,000	40,813,000	56,190,000	56,230,000	652,332,802
	FRACTION BILLED	95%	76%	103%	82%	73%	92%	73%	89%	62%	157%	98%	91%	87%
	Dollars	337	34,970	57	83	35,183	462	241	52	181	70,919	71,088	221	Total
	Residential Base & Use-IT	5,092	13,053	5,470	8,054	10,736	3,285	2,719	5,787	11,562	8,794	17,276	8,921	17,816
	Commercial Base & Use-IT	1,172	1,493	991	1,629	1,599	1,802	1,290	730	2,034	1,614	1,754	11,863	8,396
	Commercial Base & Use-OT	-	-	-	-	-	-	-	-	-	-	-	-	2,331
	Municipal													
	Industrial	123,148	145,916	147,893	140,304	145,269	151,278	167,795	179,030	135,245	186,730	124,174	180,829	1,827,611
	TOTAL	167,900	129,749	195,432	154,411	150,069	192,787	172,045	185,598	149,022	268,057	214,291	201,834	1,856,153

CURBSIDE	Curbside-IT STOPS	72	43	67	167	192	108	124	207	145	199	319	107	Average
	Curbside - Brush	75	63	46	58	117	106	127	95	139	109	115	77	155
	Curbside- BULK													85
	TOTAL	187	147	106	113	309	309	251	251	284	308	308	184	240
	Curbside-IT	110	84	83	110	91	102	106	93	108	93	90	103	Total
	Curbside-BULK	9	6	6	14	12	16	16	12	23	10	11	11	1,096
	TOTAL	98	119	90	89	124	103	118	122	105	131	103	114	153
														1,249



TOWN OF ALTAVISTA  
TOWN COUNCIL  
REGULAR MEETING  
December 13, 2022  
AGENDA COVER SHEET

AGENDA ITEM #: 10.B

**REPORTS AND COMMUNICATIONS**

**Title: Community Development November 2022**

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

---

**Action(s):**

Receive the report.

**Explanation:**

**Background:**

**Funding Source(s):**

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

[CD Nov 2022 Monthly Report.pdf](#)

## MEMORANDUM

**To: Gary Shanaberger, Town Manager**

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

**Date: December 2, 2022**

**Re: November 2022 Community Development Report**

---

### **Permits**

One (1) permit and one (1) zoning determination was issued during November:

Home Occupations: 1

New Business/Tenant: 0

Signs: 0

Accessory Structures: 0

New Homes or Additions: 0

Plats: 0

Zoning Confirmation Letters: 1 – Mainspring Recovery Center (inpatient substance abuse treatment) at 1557 Main St

### **Violations**

No new violations were reported in November and seven were closed. There are five (5) active code violations.

No progress has been made on the public nuisance violation at 1407 Lynch Rd. The town will hire a contractor to remove and dispose of the items.

### **Planning Commission:**

The Planning Commission completed its work on the Comprehensive Plan update and held a public hearing on the plan on November 7, 2022. They voted 5-0 to recommend approval of the plan as presented.

The Planning Commission will focus on the update to the Subdivision and Zoning Ordinances in 2023.

Chairman John Jordan was reappointed to another 4-year term on the Planning Commission.

The Planning Commission will not meet in December. They will hold their organizational meeting on January 3, 2023, at 5:00 pm in Council Chambers.

Vice Mayor Reggie Bennett is now a Certified Planning Commissioner. The Vice Mayor completed the Certified Planning Commissioners' Program on November 18, 2022, through Virginia Commonwealth University (VCU). The VCU Land Use Education Program aims to inform the discretion of Virginians as they make decisions regarding the use of Virginia's land. To that end, the program helps planning commissioners, BZA members, professional planners, planning students, and interested citizens to make decisions related to land use that are:

- Legal,
- Fact-based,
- Community-oriented, and
- Equitable

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

The Board of Zoning Appeals did not meet in November. They will hold their 2023 Organizational meeting on Monday, January 23, 2023, at 5:00 pm in Council Chambers.

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

The furniture installation for the Spark Innovation Center was completed on November 10<sup>th</sup>. The identification sign has been selected and is scheduled to be installed in early December. Spark is still on track to open in January 2023.

The work was completed on the online permitting system with IWorQ, and a shortcut added to the Town's website. There will be a soft rollout of the citizen's portal to test the customer's experience before an announcement is made.

Staff continues to work with ITG and 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 and to create a public access wi-fi network at English Park. The quotes provided have been extended by both companies. Town Council will vote on the proposed projects at the December 13<sup>th</sup> Town Council meeting.

The Town and the Virginia Department of Housing & Community Development hosted a bootcamp with partners to discuss the Acquire, Renovate, Sell grant. The project team consists of the Assistant Town Manager, Community Development Director, Finance Director, Cheri Miles and Jeffrey Szyperski (DHCD), Planning Commission Vice Chair Marie Mitchell, a Rehab Specialist, and Tracie Gallahan and Jeff Walker (First National Bank – an approved Virginia Housing Lender). Under the grant program the Town will build new single-family dwellings and market them to first time homebuyers. These will be owner occupied houses. If the homebuyers secure their loan through Virginia Housing (formerly VHDA) their interest rate will be reduced by 1%.

The monthly meeting of the Central Virginia Transportation Technical Committee (TCC) at the Central Virginia Planning District Commission (CVPDC) was cancelled due to the lack of agenda items.

In preparation for the Zoning Ordinance update, the Community Development Director attended training conducted by the Virginia Department of Conservation and Recreation to discuss its model floodplain ordinance.

The Community Development Director is assisting Public Services on an update to the Town's Solid Waste Ordinance (Chapter 62 of Town Code) to conform to the current collection process, clarify grey areas, and removes the fees listed in the ordinance and instead refers to the Town's Master List of Rates & Fees. Staff will present the proposed changes at the January work session prior to scheduling a public hearing.

The Community Development's page of the Town's website has been updated to provide additional links on housing loans and grants resources for homeownership, home improvements, and energy efficiency.

The remaining balance (\$31,000) of the Altavista Advantage program had not been disbursed by November 10, 2022; therefore, the United States Department of Agriculture (USDA) de-obligated the funding that was awarded in 2014.

The Community Development Director and Jamie Gillespie, Business and Community Engagement Coordinator met to discuss the creation of the Spark Innovation Center, as the project transitions from a construction/pre-opening operation to fully operational and open to the public. The final outstanding item is the freestanding identification sign, which is scheduled to be installed in December.

The Town was notified that its planning grant application for a study of the Mosley Height neighborhood had been conditionally approved by the Virginia Department of Housing and Community Development (DHCD). The town will need to host a public meeting to inform the neighborhood of its intentions to assess existing housing conditions, feasibility of increasing/improving the housing stock and improving public infrastructure (roadway conditions, pedestrian access, water and sewer systems, etc.); and to survey residents and/or potential beneficiaries to confirm needs and income status, as well as targeting potential future Community Improvement Grant (CIG) projects. Citizens must also be informed of potential future activities under the study, including additional public and project management team meetings. The Town must disclose that future funding depends on completion of these initial activities. The town must also host a meeting with the project management team to consist of the Town Manager/designee, a housing rehabilitation specialist, and at least 2 neighborhood representatives. The town must have residents complete a neighborhood survey, the town must complete public infrastructure and lead hazard assessments and host a second management team. The town will submit the required documents to DHCD and may request up to \$50,000 for the planning grant.

Cardno/Stantec completed the field work for the Phase II Environmental Assessment for DAWN (formerly Moorefield Cleaners). Once the report is received, the town will work with DAWN to apply for remediation grants if contaminants are found.

Town staff assisted Altavista On Track (AOT) with the Christmas Tree Lighting held on November 18<sup>th</sup> in conjunction with Santa at the Library. The Moseley Heights Community Project Team supported AOT by leading carols during the evening.

The town submitted photos to the Virginia Tobacco Region Revitalization Commission (TRRC) of the Spark Innovation Center to be featured in an upcoming newsletter. The town received \$184,306 in grant funding from TRRC to use towards the construction cost of the renovations for Spark.

Town staff worked on creating a disclaimer statement to use for the town's various public wi-fi portals detailing acceptable and non-acceptable standards for usage.



TOWN OF ALTAVISTA  
TOWN COUNCIL  
REGULAR MEETING  
December 13, 2022  
AGENDA COVER SHEET

AGENDA ITEM #: 10.C

**REPORTS AND COMMUNICATIONS**

**Title: Departmental Reports - Finance**

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

---

**Action(s):**

**Explanation:**

**Background:**

**Funding Source(s):**

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

*Attachment 1. Meals Tax Report*

*Attachment 2. Sales Tax Report*

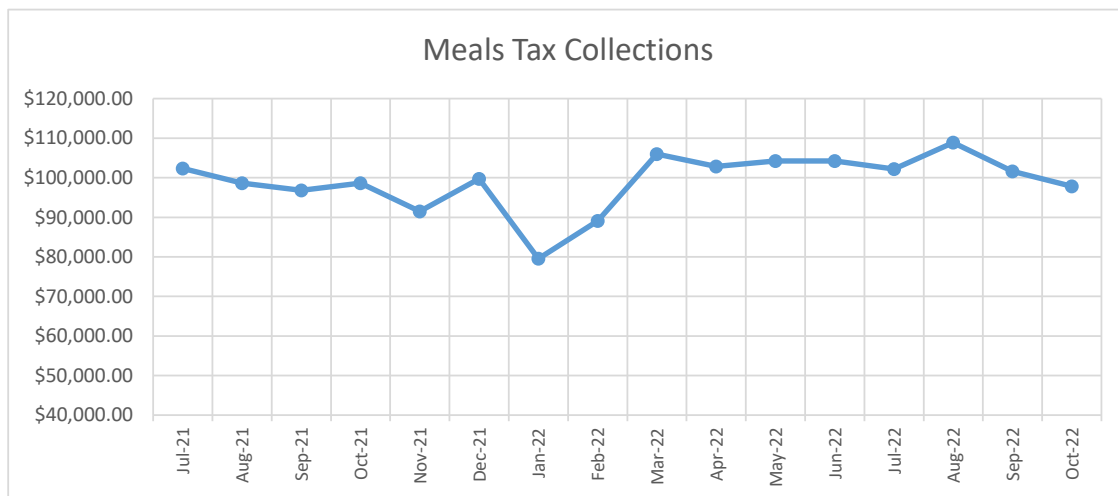
*Attachment 3. Lodging Tax Report*

*Attachment 4. Cigarette Tax Report*



## TOWN OF ALTAVISTA MEAL TAX COLLECTIONS

<b>Jul-21</b>	<b>\$102,323.58</b>	<b>PREVIOUS YTD TOTAL (FY)</b>	
<b>Aug-21</b>	<b>\$98,626.77</b>		
<b>Sep-21</b>	<b>\$96,824.86</b>	<i>FY2019</i>	<i>\$986,050.18</i>
<b>Oct-21</b>	<b>\$98,658.96</b>	<i>FY2020</i>	<i>\$971,639.35</i>
<b>Nov-21</b>	<b>\$91,491.36</b>	<i>FY2021</i>	<i>\$1,109,805.71</i>
<b>Dec-21</b>	<b>\$99,746.00</b>	<i>FY2022</i>	<i>\$1,173,591.03</i>
<b>Jan-22</b>	<b>\$79,529.83</b>	<b>MTD TOTAL (FY)</b>	
<b>Feb-22</b>	<b>\$89,114.95</b>	<i>FY2022</i>	<i>\$396,434.17</i>
<b>Mar-22</b>	<b>\$105,982.48</b>	<i>FY2023</i>	<i>\$410,512.31</i>
<b>Apr-22</b>	<b>\$102,861.09</b>	+/-	\$14,078.14
<b>May-22</b>	<b>\$104,201.57</b>	<b>Budgeted:</b>	
<b>Jun-22</b>	<b>\$104,229.58</b>	<b>\$1,000,000</b>	
<b>Jul-22</b>	<b>\$102,219.51</b>	+/-	-\$589,487.69
<b>Aug-22</b>	<b>\$108,874.52</b>	% of Budget	41.05%
<b>Sep-22</b>	<b>\$101,598.57</b>		
<b>Oct-22</b>	<b>\$97,819.71</b>		
<b>Nov-22</b>			
<b>Dec-22</b>			
<b>Jan-23</b>			
<b>Feb-23</b>			
<b>Mar-23</b>			
<b>Apr-23</b>			
<b>May-23</b>			
<b>Jun-23</b>			



**Town of Altavista  
Local Sales Tax**

Jul-21	\$18,437
Aug-21	\$17,735
Sep-21	\$19,246
Oct-21	\$18,249
Nov-21	\$18,373
Dec-21	\$23,498
Jan-22	\$17,336
Feb-22	\$16,524
Mar-22	\$21,319
Apr-22	\$19,664
May-22	\$20,106
Jun-22	\$18,402
Jul-22	\$20,618
Aug-22	\$20,414
Sep-22	\$20,655
Oct-22	
Nov-22	
Dec-22	
Jan-23	
Feb-23	
Mar-23	
Apr-23	
May-23	
Jun-23	

**YTD TOTAL (FY)**

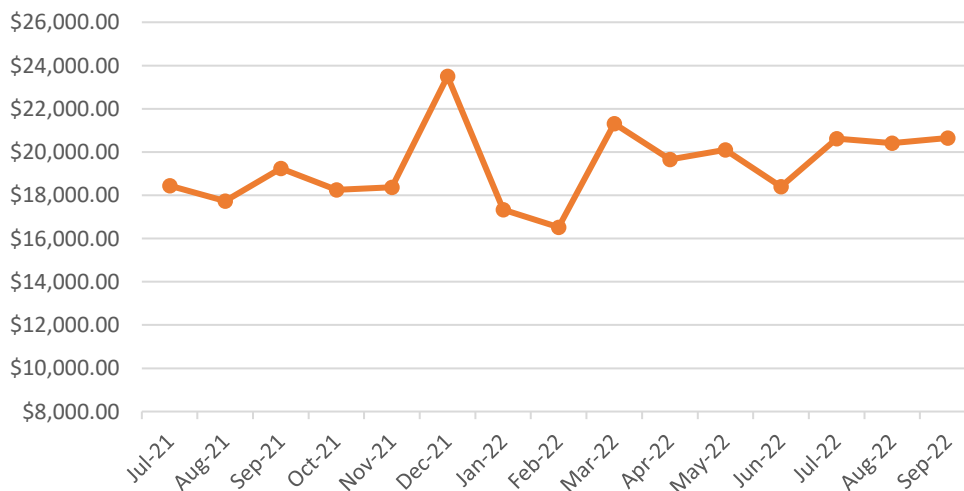
<b>FY2020</b>	<b>\$170,672</b>
<b>FY2021</b>	<b>\$210,965</b>
<b>FY2022</b>	<b>\$228,889</b>

**MTD TOTAL (FY)**

<b>FY2022</b>	<b>\$55,418</b>
<b>FY2023</b>	<b>\$61,686</b>
<b>+/-</b>	<b>\$6,268</b>

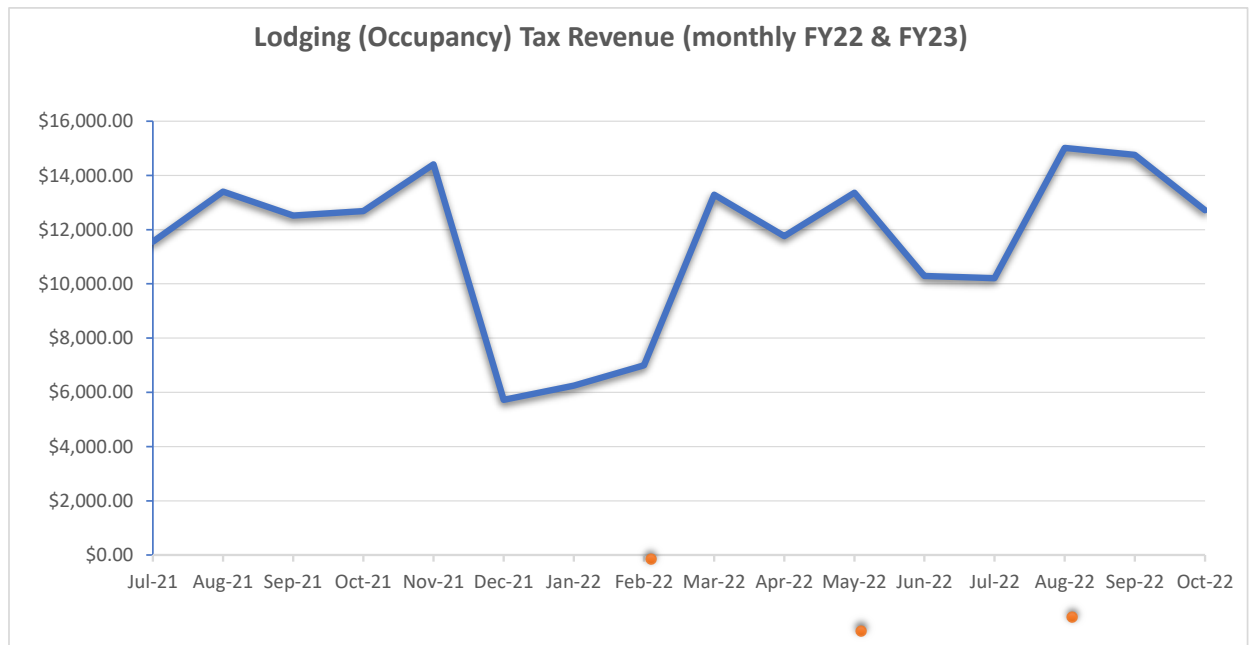
<b>Budgeted:</b>	<b>\$200,000</b>
<b>+/-</b>	<b>\$138,314</b>
<b>% of Budget</b>	<b>27.71%</b>

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



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

Jul-21	\$11,551		
Aug-21	\$13,399		
Sep-21	\$12,518		
Oct-21	\$12,686	FY2022	<b>FISCAL YEAR TOTAL \$132,244</b>
Nov-21	\$14,408		
Dec-21	\$5,722		
Jan-22	\$6,248	FY2022	<b>MTD TOTAL (FY) \$50,153</b>
Feb-22	\$7,000	FY2023	<b>\$52,693</b>
Mar-22	\$13,294	+/-	\$2,539
Apr-22	\$11,765		
May-22	\$13,365	<b>Budgeted:</b>	<b>\$99,500</b>
Jun-22	\$10,288	+/-	-\$46,807
Jul-22	\$10,206	%/Budget:	52.96%
Aug-22	\$15,015		
Sep-22	\$14,759		
Oct-22	\$12,713		
Nov-22			
Dec-22			
Jan-23			
Feb-23			
Mar-23			
Apr-23			
May-23			
Jun-23			



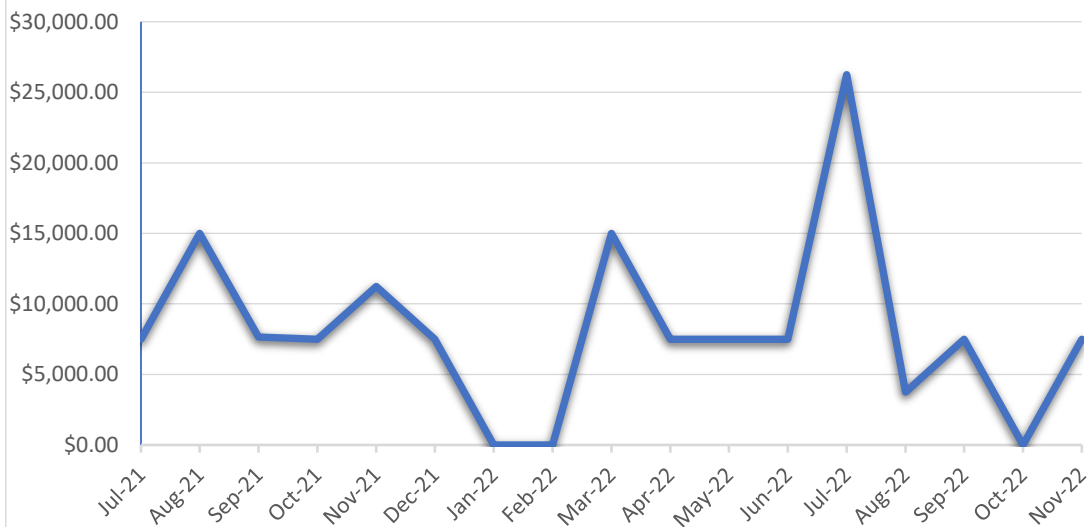
## Town of Altavista Local Cigarette Tax

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

		<b>FISCAL YEAR</b>	
		<b>TOTAL</b>	
FY2019			\$140,288
FY2020			\$124,684
FY2021			\$101,612
FY2022			\$93,885
		<b>MTD TOTAL (FY)</b>	
FY2022			\$48,885
FY2023			\$45,000
+/-			-\$3,885
<b>Budgeted:</b>			<b>\$100,000</b>
+/-			-\$55,000
%/Budget:			45.00%

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





TOWN OF ALTAVISTA  
TOWN COUNCIL  
REGULAR MEETING  
December 13, 2022  
AGENDA COVER SHEET

AGENDA ITEM #: 10.D

**REPORTS AND COMMUNICATIONS**

**Title: Police Department Monthly Report- November 2022**

**Staff Resource: APD Police Chief, Tommy Merricks**

---

**Action(s):**

**Explanation:**

Attached are the monthly reports from the Altavista Police Department

**Background:**

**Funding Source(s):**

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

*attachment 1. APD Monthly Activity Report-November 2022*

*attachment 2. APD Patrol on 29-November 2022*

## 2022 ALTAVISTA POLICE DEPT MONTHLY REPORT

	January	February	March	April	May	June	July	August	September	October	November	Year to Date
Criminal Arrests "Felony"	7	0	4	4	9	5	2	2	0	2	2	37
Criminal Arrests "Misdemeanor"	23	15	8	14	17	14	8	7	9	0	6	121
Warrant Executed	20	10	11	16	19	18	8	9	4	3	4	122
Uniform Traffic Summons Issued	30	33	45	32	48	51	73	45	15	19	25	416
# Traffic Stops	70	115	145	99	132	114	186	176	92	140	138	1407
BOLO'S (Be on Look Out)	4	5	9	3	16	3	4	6	1	8	2	61
DUI	0	1	0	2	4	2	2	3	1	2	1	18
IBR	22	28	10	18	32	18	16	13	12	35	10	214
MVA	6	14	7	10	10	9	13	12	10	10	13	114
Assist Motorist	14	4	6	9	12	22	6	12	15	14	11	125
Calls for Service	326	382	372	381	501	433	418	387	325	410	350	4,285
Alarm Responses	37	14	20	16	27	18	20	20	11	14	17	214
ECO/TDO	0	0	0	3	1	1	0	0	0	0	1	6
ECO/ TDO HOURS	0	0	0	7	3	10	0	0	0	0	0	20
Court Hours	2	13	3.5	5.5	3	2	6	13.5	7	8	1	64.5
Citizen Contacts	1,323	863	1525	1003	1732	609	1616	2006	1541	1790	614	14,662
Businesses, Residences Check "Foot Patrols"	147	92	90	149	223	458	232	276	56	218	398	2,339
Follow Ups	24	5	5	4	7	6	1	0	2	1	5	60

PATROL-RT 29-November 2022				
	Location	Time	Officer	Disposition
1-Nov	Rt 29	0339-	Earhart	Traffic Stop
4-Nov	Rt 29/Main	0125-0129	Anthony	Traffic Stop
4-Nov	Rt 29	1220-1303	Pugh	MVC
4-Nov	Rt 29	1308-1323	Pugh	Disabled Vehicle
4-Nov	29 NB	2222-2229	Elias	Traffic Stop
4-Nov	29 SB	0125-0129	Elias	Traffic Stop
4-Nov	29 NB	0154-0204	Elias	Traffic Stop
4-Nov	Rt 29	1220-	Anthony	MVC
4-Nov	Rt 29	1307-	Earhart	Disabled Vehicle
5-Nov	Rt 29/Clarion	2138-2142	Elias	Traffic Stop
5-Nov	29 NB/Main	2210-2224	Elias	Traffic Stop
5-Nov	29 SB	2348-2300	Elias	Traffic Stop
5-Nov	Rt 29/Lynch Mill	2334-2343	Elias	Traffic Stop
5-Nov	29 SB/Lynch Mill	0013-0036	Elias	Traffic Stop
6-Nov	29 NB/Clarion	2022-2034	Elias	Traffic Stop
6-Nov	29 NB/Main	2159-2208	Elias	Traffic Stop
6-Nov	29 SB/Bedford	0256-0300	Elias	Traffic Stop
6-Nov	29 NB/Clarion	0432-0452	Elias	Traffic Stop
6-Nov	Rt 29/Otter River	1435-1503	Pugh	Check Welfare
6-Nov	Rt 29	1435-	Earhart	Check Welfare/Traffic Stop
9-Nov	29 SB/Main	2038-2051	Elias	Traffic Stop
9-Nov	29 NB/Clarion	2302-2314	Elias	Traffic Stop
10-Nov	29 SB/Clarion	2130-2134	Anthony	Traffic Stop
10-Nov	29 SB/Clarion	2130-2134	Elias	Traffic Stop
15-Nov	29 NB/Main	2349-0007	Elias	Traffic Stop
15-Nov	Rt 29	2349-0007	Anthony	Traffic Stop
18-Nov	Rt 29/Clarion	2212-2216	Anthony	Traffic Stop
18-Nov	29 SB	2215-2215	Elias	Traffic Stop
19-Nov	Rt 29/Clarion	1140-1141	Pugh	Traffic Stop
19-Nov	29 SB/Bedford	0220-0221	Anthony	Abandoned Vehicle
20-Nov	Rt 29/Main	0909-0920	Pugh	Traffic Stop
20-Nov	Rt 29/Main	0909-	Earhart	Traffic Stop
20-Nov	Rt 29/Bedford	1644-1704	Pugh	Brush Fire
20-Nov	Rt 29/Bedford	1522-	Earhart	Disabled
20-Nov	Rt 29/Bedford	1644-	Earhart	Brush Fire
20-Nov	29 SB	2255-2318	Elias	MVC
20-Nov	29 SB	0313-0322	Elias	Traffic Stop
20-Nov	Rt 29	2235-2320	Anthony	MVC
22-Nov	Rt 29	0048-0156	Abbott	Disabled Vehicle
22-Nov	Rt 29/Clarion	1746-1755	Anthony	Traffic Stop
23-Nov	Rt 29	2112-2128	Elias	MVC
23-Nov	Rt 29	2101-2128	Anthony	MVC
23-Nov	Rt 29	1830-	Earhart	Traffic Stop
25-Nov	29 NB/Lynch Mill	2300-2310	Abbott	Checked Area
26-Nov	Rt 29	1227-1300	Smith	MVC
28-Nov	29 SB	0019-0023	Elias	Traffic Stop
28-Nov	29 SB	0028-0034	Elias	Traffic Stop
28-Nov	Rt 29	0014-0024	Anthony	Traffic Stop
28-Nov	Rt 29	0028-0034	Anthony	Traffic Stop
28-Nov	Rt 29	0320-0324	Anthony	Traffic Stop
29-Nov	29 SB	2205-2208	Elias	Traffic Stop
29-Nov	Rt 29/Lynch Mill	2255-2257	Anthony	Traffic Stop
29-Nov	Rt 29	1518-	Earhart	Disabled Vehicle



TOWN OF ALTAVISTA  
TOWN COUNCIL  
REGULAR MEETING  
December 13, 2022  
AGENDA COVER SHEET

AGENDA ITEM #: 10.E

**REPORTS AND COMMUNICATIONS**

**Title: Public Services Monthly Reports - November 2022**

**Staff Resource: Teri C Anderson, Public Services Administrative Assistant**

---

**Action(s):**

For Review

**Explanation:**

**Background:**

**Funding Source(s):**

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

*[attachment 1. BUILDINGS\\_AND\\_GROUNDS\\_MONTHLY\\_REPORT\\_NOVEMBER\\_2022](#)*

*[attachment 2. FLEET\\_MAINTENANCE\\_DEPARTMENT-NOVEMBER\\_2022](#)*

*[attachment 3. STREET\\_DEPARTMENT\\_MONTHLY\\_REPORT-\\_NOVEMBER\\_2022](#)*



# BUILDINGS AND GROUNDS

DECEMBER 08, 2022

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

Vacation / Funeral / Sick Leave Taken		165.50
Meetings / Data Entry / Work Planning / Training		43.25
# Of Call Duty Hours		10
# Of Hours ELD Training at CVCC		48.25
Holiday		96
<b>Green Hill Cemetery</b>		
DESCRIPTION	Month Totals	Labor Hours
# Of Burials / Cremations	3	24.50
Cemetery Grounds Maintenance		6.75
Meeting with Families / Selling Plots		0
Stone Locating / Setting		0
Maintain Cemetery Records		0
<b>Solid Waste Collection</b>		
DESCRIPTION	Month Totals	Labor Hours
Residential Garbage Collected (Tonnage)	102.88	111
Residential Garbage Collected (Tonnage) Town of Hurt	35.26	32
# Of Curbside Brush Collected (Stops)	107	41.25
Loads of Brush Collected	14	
# Of Curbside Bulk Collected (Stops)	77	21
Bulk Collection (Tonnage)	11.30	
# Of Tires Collected	4	1
# Of Residential Garbage Citations Issued	0	0
<b>Parks/Buildings</b>		
DESCRIPTION	Month Totals	Labor Hours
Landscaping Buildings, Watering Flowers, Irrigation		0
# Of Building Maintenance Hours		54.50
# Of Park Cleaning		86.25
# Of Parks Ground Maintenance Hours		8.25
# Of Town Calendar Prep and Delivery		8.25
# Of Vista Theatre Maintenance and Assisting		19.50
Special Projects – Winterize Altavista High School – 2		
Special Event / Seasonal-Christmas Lights – 183.75		185.75
# Of Vehicle Maintenance Hours		5
# Of Industrial Park Clearing & Cleaning		16.25
# Of Assisting Other Crews		113.25

<b>Total Labors Hours for the Month</b>	<b>1097.50</b>
---	----------------

**FLEET MAINTENANCE DEPARTMENT**

**DATE: DECEMBER 08, 2022**

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

**MONTH: NOVEMBER 2022**

<b>DESCRIPTION</b>	<b>Labor Hours</b>
<b>Vacation</b>	<b>65</b>
<b>Safety Meetings/Training</b>	<b>19.50</b>
<b>Holiday</b>	<b>32</b>
<b>Daily/ Weekly/ Planning &amp; Scheduling</b>	<b>2.25</b>
<b>Sick Leave Used</b>	<b>7</b>
<b>CIP / Budgeting / Calling Vendors</b>	<b>21</b>
<b>Preventive Maintenance</b>	<b>60.25</b>
<b>General Repair's</b>	<b>68.50</b>
<b>Troubleshoot and Diagnostic</b>	<b>3</b>
<b>VDOT Inspection</b>	<b>4</b>
<b>On the Road Service Call</b>	<b>0</b>
<b>Picking Up &amp; Delivery</b>	<b>16.50</b>
<b>Building &amp; Grounds</b>	<b>2.50</b>
<b>DMV/Titling</b>	<b>0</b>
<b>Inspections/Surplus</b>	<b>6</b>
<b>Assisting Other Crews</b>	<b>3</b>
<b>General Maintenance</b>	<b>45</b>
<b>Total Labor Hours for the Month</b>	<b>355.50</b>

## STREET DEPARTMENT MONTHLY REPORT

DATE: DECEMBER 08, 2022

TO: TOWN MANAGER  
FROM: CHUCK NEWMAN, STREETS SUPERVISOR

MONTH: NOVEMBER 2022

DESCRIPTION	Labor Hours
Vacation / Sick Leave Taken / Comp. Time Used / Funeral Leave	42
Holiday	80
Staff, Safety Meetings/Data Entry/Planning Schedule	86.75
Weekend Truck (0 Tons)	0
Street Sweeping (Miles Swept Main St. and Bedford Ave. 0 / Town Wide 0)	0
Litter Control (Bags Collected 0)	0
Assisting Other Crews	30
Town Wide Mowing (0 Miles)	0
Signage	5
Shoulder Work / Stone (0 Tons)	0
Ditch & Drainage Pipe Maintenance	8
Weed Control (Gallons Sprayed 0)	0
Street Lighting	2
Dead Animal Removal/Buzzard Control	1
Decorative Street Light	5.75
Tree/Trimming/Removal	0
Storm Damage Cleanup	0
Call Duty	4.50
Vehicle/Equipment Maintenance	7
Public Works Lot Cleaning	0
Thermoplastic	0
Special Projects / Special Events / Seasonal	11
Leaf Collection / Leaf Collection Loads (98)	430
ELD Training at CVCC	202.75
Annual VDOT Inspection	51.25
Total Labor Hours for the Month	967



TOWN OF ALTAVISTA  
TOWN COUNCIL  
REGULAR MEETING  
December 13, 2022  
AGENDA COVER SHEET

AGENDA ITEM #: 10.F

**REPORTS AND COMMUNICATIONS**

**Title: Town Council Meeting Calendars**

**Staff Resource: Crystal Hailey, Assistant Town Clerk**

---

**Action(s):**

Informational Item

**Explanation:**

Scheduled Meetings and Important Events

**Background:**

**Funding Source(s):**

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

*Attachment 1. Town Council Meeting Calendar - December 2022*

*Attachment 2. Town Council Calendar - January 2023*

# DECEMBER 2022

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<b>NOTES:</b> No Town Council Work Session in December	*AEDA Meeting December 13th At 8:15 am in the Spark Center			1 <u>TOA Managers            and Directors</u> Training 10am-12pm	2	3 Altavista <b>Christmas</b> Parade 5pm
4	5 <b>Planning            Commission</b> Mtg. Canceled	6	7	8	9	10
11	12	13 <u><b>Council Mtg.</b></u> 6pm (Public Hearing and CIP Discussion)	14 <u><b>Town Employee            Christmas Dinner</b></u> @Train Station 11am-2pm	15	16	17
18	19	20	21	22	23 Town Offices <u>CLOSED</u> In Observance of <b>Christmas</b>	24
25 <i>Merry            Christmas</i>	26 Town Offices <u>CLOSED</u> In Observance of <b>Christmas</b>	27 Town Offices <u>CLOSED</u> In Observance of <b>Christmas</b>	28	29	30	31

# JANUARY 2023

Sunday	Monday	Tuesday	Weds.	Thursday	Friday	Saturday
1 <b>HAPPY NEW YEAR</b>	2 <u>TOWN OFFICES</u> <b><u>CLOSED</u></b> To Observe New Year's Day	3 <b><u>Planning Commission</u></b> 5:00pm	4	5	6 <b><u>FY2024 Budget/CIP</u></b> TOA Department's Operating Budget Requests Due	7
8	9 <b><u>FY2024 Budget/CIP</u></b> Outside Agencies and Non-profit Requests Due	10 <b><u>Council Meeting</u></b> 7pm	11	12	13	14
15	16 <u>TOWN OFFICES</u> <b><u>CLOSED</u></b> for Martin Luther King Day	17 <b><u>Recreation Committee</u></b> 5:30pm	18	19	20	21
22	23 <b><u>Board of Zoning</u></b> Annual Meeting 5pm	24 <b><u>Council Work Session</u></b> 5pm "Budget Work Session" *Outside Agencies Attend	25 ...continuation of work session (if needed)	26	27	28
29	30	31			<b><u>NOTES:</u></b> The AEDA conducts their meetings on the 4th Tuesday of each month, at 8:15am <i>*as needed</i>	



TOWN OF ALTAVISTA  
TOWN COUNCIL  
REGULAR MEETING  
December 13, 2022  
AGENDA COVER SHEET

AGENDA ITEM #: 12.A

**CLOSED SESSION**

**Title: Town Council Closed Session**

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

---

**Action(s):**

Deliberate in Closed Session

**Explanation:**

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

**Background:**

**Funding Source(s):**

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

*Attachment. Closed Session - Section 2.2-3711(A)(3)*



## TOWN COUNCIL CLOSED SESSION

DATE: Tuesday, December 13th, 2022

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

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

The motion was made by \_\_\_\_\_ and seconded by \_\_\_\_\_.

Motion carried.

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

Town Council went into Closed Session at \_\_\_\_\_ PM.

Notice was given that Council was back in regular session at \_\_\_\_\_ PM.

### FOLLOWING CLOSED SESSION:

A motion was made by \_\_\_\_\_, seconded by \_\_\_\_\_, to adopt the certification of a closed meeting.

### CERTIFICATION OF CLOSED MEETING

WHEREAS, the Town Council has convened a closed meeting on this date pursuant to an affirmative recorded vote and in accordance with provisions of The Virginia Freedom of Information Act; and

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

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

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

ADJOURNED AT \_\_\_\_\_ PM

ACTION(s): \_\_\_\_\_