



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

**Tuesday, December 14, 2021
6:00 PM - 510 7th Street
Altavista, VA 24517**

A Meet & Greet for the New Town Manager, Gary Shanaberger, @ 5pm.
The Regular Scheduled Meeting will begin at 6pm.

1. CALL TO ORDER, INVOCATION AND PLEDGE OF ALLEGIANCE

2. AGENDA ADOPTION

3. RECOGNITIONS AND PRESENTATIONS

3.A Personnel Changes

3.B Swear-in APD Patrol Officer, Logan T. Anthony

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

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

5. PARTNER UPDATES

5.A Altavista On Track Updates

5.B Altavista Area Chamber of Commerce Updates

5.C CVPDC Annual Report

6. CONSENT AGENDA

6.A December 2021 Consent Agenda
Attachment 1. Council Meeting 11.09.21.pdf

6.B Acceptance of Monthly Financial Reports
Attachment 1. November 2021 Check Register
Attachment 2. November 2021 Revenue & Expenditure Report
Attachment 3. November 2021 Reserve Balance / Investment Report

7. PUBLIC HEARING(S)

8. NEW BUSINESS

8.A Altavista On Track Vista River Fest
Vista River Fest - Special Event Permit.pdf

- 8.B Spark Innovation Center Funding Request and Project Update
Notice of Award SIC.pdf
Spark Shortfall.pdf
- 8.C Altavista Community Transit System (ACTS) Title VI Program
Attachment 1. ACTS Title VI Plan.pdf
- 8.D FY2023 - 2027 Draft Capital Improvement Plan (CIP) Administration Avoca ACTS
(Transit) Police Public Works Community Development
Attachment 1. Draft CIP FY2023-2027 - Funding Sources
Attachment 2. Draft CIP FY2023-2027 - Project Sheets

9. UNFINISHED BUSINESS

10. REPORTS AND COMMUNICATIONS

- 10.A Public Works Monthly Reports
Attachment 1. BUILDINGS AND GROUNDS MONTHLY REPORT NOVEMBER 2021.docx
Attachment 2. STREET DEPARTMENT MONTHLY REPORT- NOVEMBER 2021.docx
Attachment 3. FLEET MAINTENANCE DEPARTMENT-NOVEMBER 2021.docx
- 10.B Status Reports on Utility Projects
Attachment 1. Springs SCADA 17 November 21 Status Report.pdf
Attachment 2. Clarion Road Project 11-17-21.pdf
Attachment 3. WWTP Phase II-III Electrical Upgrades 11-17-21.pdf
Attachment 4. WTP Filter Rehabilitation 11-17-2021.pdf
Attachment 5. WWTP Aeration Project 11-17-2021.pdf
Attachment 6. VDEM Generator Installation 11-17-2021.pdf
Attachment 7. Melinda HPZ report (11.17.21).pdf
- 10.C Altavista On Track - November Report
AOT Monthly Report - November.docx
- 10.D Utilities Reports
Attachment 1. November 2021 Monthly Report for Council Members 1z.pdf
Attachment 2. November 2021 Monthly Report for Council Members 2z.pdf
- 10.E Departmental Reports - Finance
Attachment 1. Meals Tax Report
Attachment 2. Sales Tax Report
Attachment 3. Lodging Tax Report
Attachment 4. Cigarette Tax Report
- 10.F Town Council Calendars
Attachment 1. Town Council Calendar - December 2021.pdf
Attachment 2. Council Calendar - January 2022.pdf
- 10.G Community Development November 2021 Monthly Report
CD November 2021 Monthly Report.pdf

11. MATTERS FROM COUNCIL

12. CLOSED SESSION (IF NEEDED, PROPER CERTIFICATIONS WILL BE PROVIDED)

12.A [Town Council Closed Session](#)
[CLOSED SESSION Document 12.14.21.pdf](#)

13. ADJOURNMENT

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



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AGENDA ITEM #: 3.A

RECOGNITIONS AND PRESENTATIONS

Title: Personnel Changes

Staff Resource: Jo Anne Myers, Human Resources Manager

Action(s):

Informational Only

Explanation:

Town of Altavista personnel changes since November 1st, 2021.

New Hires:

Caleb Lafoon	Avoca Museum	Executive Director	11/08/21
Jonathan Rice	Public Works	Senior Maintenance Worker	11/29/21
Ben Mitchell	Public Works	Senior Maintenance Worker	11/29/21

Departures:

Brandon Fox	Public Works	Maintenance Specialist	11/02/21
Joshua Farmer	Water Department	Maintenance Worker	11/15/21

Background:

Monthly personnel updates from Human Resources.

Funding Source(s):

N / A

Attachments: *(click item to open)*



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AGENDA ITEM #: 3.B

RECOGNITIONS AND PRESENTATIONS

Title: Swear-in APD Patrol Officer, Logan T. Anthony

Staff Resource: APD Chief Tommy Merricks

Action(s):

Explanation:

per Chief Merricks, Jordan Anthony will graduate the police academy on Wednesday, December 15th.

Background:

Funding Source(s):

Attachments: *(click item to open)*



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AGENDA ITEM #: 5.A

PARTNER UPDATES

Title: Altavista On Track Updates

Staff Resource: George T. Sandridge, Main Street Coordinator

Action(s):

Informational Only

Explanation:

Updates from Altavista On Track pertaining to current and ongoing projects and events.

Background:

Funding Source(s):

Attachments: *(click item to open)*



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AGENDA ITEM #: 5.B

PARTNER UPDATES

Title: Altavista Area Chamber of Commerce Updates

Staff Resource: Grace Mattox, Chamber Executive Director

Action(s):

Explanation:

Updates from the Chamber of Commerce regarding current and upcoming projects and/or events, including their outlook and intentions for 2022.

Background:

Funding Source(s):

N / A

Attachments: *(click item to open)*



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AGENDA ITEM #: 5.C

PARTNER UPDATES

Title: CVPDC Annual Report

Staff Resource: Clarence Monday, Interim Town Manager

Action(s):

Informational Only

Explanation:

Mr. Gary Christie, CVPDC Executive Director, will present Town Council with the Central Virginia Planning District Commission's Annual Report.

Background:

Funding Source(s):

Attachments: *(click item to open)*



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AGENDA COVER SHEET

AGENDA ITEM #: 6.A

CONSENT AGENDA

Title: December 2021 Consent Agenda

Staff Resource: Tobie Shelton, Treasurer / Finance Director

Action(s):

Approve as presented. An item can be removed from the Consent Agenda by any Council member for further discussion and consideration.

Explanation:

- November Regular Meeting Minutes
- November Financial Reports
- Acceptance of the town's FY2021 Financial Audit Report, by RFC Associates
- Acceptance of the CY2022 Town Council Meeting Schedule
- Approval of the Altavista Community Transit System (ACTS) proposed FY2023 Budget/CIP.
- Authorization for the Town to Assist the Claire Park Foundation with installing a residential driveway.
- Authorization for Town Staff to Purchase a New Street Sweeper, with previously appropriated FY2022 CIP Funds
- Approval for Staff to move forward with the proposed Wayfinding Signage for English Park' trail system, including the Cemetery Connector Trail and the new Jenks River Trail.

Background:

Items previously authorized by Town Council to be approved on the December Regular Council Meeting Consent Agenda.

Funding Source(s):

Attachments: *(click item to open)*

[*Attachment 1. Council Meeting 11.09.21.pdf*](#)

Town Council Regular Meeting November 9th, 2021

The Altavista Town Council held their November 2021 meeting in Council Chambers of the Town Hall/J.R. Burgess Municipal Building, 510 Seventh Street, on Tuesday, November 9th, at 6 p.m.

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

Council Members

Present: Vice Mayor Reginald Bennett
Mr. Tracy Emerson
Mr. Timothy George
Mr. Jay Higginbotham
Mayor Michael Mattox
Mr. Wayne Mitchell

Absent Member: Dr. Scott Lowman

Town Staff present: Mr. Clarence Monday, Interim Town Manager
Mrs. Tobie Shelton, Treasurer/Finance Director
Mr. Thomas Merricks, Altavista Chief of Police
Mr. Jeff Arthur, Public Works B&G Supervisor
Mr. Tom Fore, Interim Public Services Director
Ms. Sharon D. Williams, Community Development Director
Mr. George Sandridge, Main Street Coordinator
Mr. John Eller, Town Attorney
Mrs. Crystal Hailey, Administration

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

2. Agenda Adoption

Mayor Mattox asked Town Council if they had any questions, comments, or concerns in regard to the November 9th, meeting agenda, to which there were none.

Councilman Tracy Emerson made a motion, seconded by Vice Mayor Reggie Bennett, to approve the November 9th, 2021, Altavista Town Council Meeting Agenda as presented.

Motion carried

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

3. Recognitions and Presentations

Mayor Mattox recognized Gary Hodnett, Town of Hurt's Mayor, and thanked him for being in attendance that evening.

A. Personnel Changes

The town's personnel changes since October 1st, 2021:

New Hire Listing:

Tom Fore	PW, WP, WW Interim Public Services Director	9/20/2021
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Departure Listing:

Brandon Dillard	Public Works Maintenance Worker	10/10/2021
Kayla Donigan	Administration-Office Assistant	10/29/2021

B. Avoca Introduction of New Employee

Ms. Joan Woodson, Avoca Board President, introduced Avoca's new Executive Director, Caleb Lafoon, to Town Council and stated, with his history background and degrees from Liberty University, the board was happy to have him at Avoca.

Mayor Mattox and Town Council welcomed Mr. Lafoon to the Town of Altavista.

Mr. Lafoon stated it was a privilege for him to have the opportunity to work at Avoca.

C. Resolution of Service & Appreciation – Steve Jester, former YMCA Executive Director

Mayor Mike Mattox read aloud the resolution in recognition of Mr. Jester.

WHEREAS the YMCA is the leading nonprofit committed to strengthening individuals and communities across the country; and

WHEREAS the Altavista Area YMCA works to ensure everyone has the opportunity to reach their full potential with dignity; and

WHEREAS Steve Jester served as the Executive Director for 50 years guiding its growth and development; and

WHEREAS under Mr. Jester's leadership, the Altavista Area YMCA added new amenities in its early years, including an indoor pool, three championship tennis courts a new fitness center; and

WHEREAS Mr. Jester oversaw continuing improvements to its facilities, including a new athletic center, renovated family center, a facelift for the aquatic center, an athletic center addition and numerous other renovations, expansions, and improvement; and

WHEREAS Mr. Jester has dedicated his life to the career of service to others for the betterment of the Town of Altavista and the region.

NOW THEREFORE, BE IT RESOLVED, that I, Mayor Michael Mattox and the Altavista Town Council, Town staff, and citizens all proclaim their appreciation and gratitude to Steve Jester for his outstanding service as Executive Director of the Altavista Area YMCA.

Adopted this 9th day of November 2021.

Mayor Mattox and Town Council thanked Mr. Jester for his many years of dedicated service to the Altavista community.

Councilman Tracy Emerson made a motion, seconded by Councilman Tim George, to approve the adoption of the resolution for Steve Jester

Motion carried

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

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4. Citizen's Time (Non-Agenda Items Only)

Mayor Mattox asked if there were any citizen(s) present wishing to address Council with a comment, concern, or item regarding a subject that was not listed on the November 9th, 2021, Council Meeting Agenda.

Ms. Carol Day, Bedford Avenue, Altavista, came before Council with a request that they consider "naming" the alley that runs behind her property. She informed Council that, on occasion, the trash cans were not emptied and, in winter months the alley was not plowed. She stated she believed these things didn't get done because the alley had no name for direction.

Ms. Day suggested English Lane as a name for the forementioned alley, as a reference to the English family owning multiple properties in that area and the Lane family for their contribution to the history of the town.

Ms. Day also referenced an item recently approved by Town Council, a drug drop box being placed at Town Hall by Horizon Behavioral Services. She shared her concerns with the drop box being at the Town Hall, stating she believed it would be a safety issue for the offices.

Ms. Day informed everyone that the CVS Drugstore had one available for citizens to utilize.

Mayor Mattox thanked Ms. Day for her comments and attending the meeting.

5. Town/Community Partner Updates

A. Altavista Area Chamber of Commerce (the Chamber)

Chamber of Commerce Executive Director Grace Mattox shared with Council a few updates of recent events and also for upcoming events the Chamber was working on.

- Ms. Mattox reminded Town Council that the Chamber worked with WSET on October 21st and 22nd to spotlight/advertise ten (10) Altavista businesses for the TV show "Living in the Heart of Virginia". She informed Council that the show pertaining to Altavista aired on Thursday, November 4th and Friday November 5th.
- Ms. Mattox referenced the Chamber's Annual Business Expo held at the Altavista Area YMCA, on Thursday, November 4th. She thanked Steve Jester, former YMCA Executive Director, for allowing the Chamber to hold the event there again this year.

Ms. Mattox stated citizen attendance was down from previous years, but she believed that was due to the ongoing COVID pandemic. She stated the vendors did a great job at making sure everyone that did attend had a good time.

- Ms. Mattox informed Town Council that the Chamber and Altavista On Track were joining together to conduct a ribbon-cutting event, scheduled for Thursday, November 18th, for Burkes Department Store's Grand Opening, located in the Town & Country Shopping Center. She stated the event would begin at 8:30 a.m.
- Ms. Mattox reminded Council of the "Shop Altavista" event on November 27th. She stated the Chamber was excited to have sixteen local businesses participating in the Passport Program that day.

Ms. Mattox stated the Chamber would end that day's event with a "tree lighting" at the Staunton River Memorial Library, located at 500 Washington Street, Altavista.

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- Ms. Mattox reminded Council that the Altavista Christmas Parade was scheduled to start at 5 p.m. on Saturday, December 4th. She stated the Chamber was still taking applications for participants until end-of-day on Friday, November 12th.
- Ms. Mattox concluded her updates by inviting Town Council to the Chamber's annual "Holiday Mingle & Jingle" event, to be held at Avoca on Wednesday, December 8th.

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

Councilman Emerson asked what time the holiday event at Avoca started.

Ms. Mattox stated the event was scheduled for 4:30-7:00 p.m.

Councilman George asked when the Chamber's year-end dinner would be.

Ms. Mattox stated there was a tentative date scheduled for January 22nd, and she would update Council on the starting time of the dinner when that information was decided/set.

Mayor Mattox thanked Ms. Mattox for her continued good work as Executive Director of the Altavista Chamber of Commerce.

B. Altavista On Track (AOT)

Altavista's Main Street Coordinator and AOT's Executive Director, George Sandridge, gave Town Council a brief update on Altavista On Track's current and upcoming events.

- Mr. Sandridge stated AOT and the Chamber recently co-hosted a ribbon cutting for a new business, Heavenly Hair, located at 517 Main Street and owned by Allison Hayes. He stated Ms. Hayes was one of the recipients of AOT's Downtown Businesses Investment Grants, and she also utilized Altavista's Revolving Loan Program to help start her business in the downtown area.

Mr. Sandridge thanked Vice Mayor Bennett and Councilman Mitchell for speaking at Heavenly Hair's ribbon-cutting event.

- Mr. Sandridge stated AOT continued to plan its 15th Annual Gibley Jog at English Park on Thanksgiving Day, Thursday, November 25th. He informed Council there were one-hundred and fifty (150) participants already signed up for the 2021 event.

Mr. Sandridge encouraged everyone to participate or attend the Gibley Jog. He stated the fee was currently \$25 per person and would be \$35 the day of the event.

- Mr. Sandridge referenced the Christmas ornament that AOT offered in 2020 showcasing Altavista's library. He stated the Vista Theater would be pictured on the 2021 ornament and were available to purchase for \$10 on AOT's website and at Town Hall, but they would not be shipped, only available to be picked up at Town Hall.

Mr. Sandridge said he was happy to answer any questions Town Council may have.

Mayor Mattox asked Council if they had any questions in regard to the AOT updates, to which there were none.

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

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6. Consent Agenda

- A. Town Council September 28, 2021 Work Session Minutes
- B. Town Council October 12, 2021 Regular Meeting Minutes
- C. Acceptance of Monthly Financial Reports
 - o October 2021 Check Register and Revenue & Expenditures

Mayor Mattox asked Town Council if they had any questions, comments, or concerns in regard to the November 9th, 2021, Consent Agenda, to which there were none.

Vice Mayor Bennett made a motion, seconded by Councilman Emerson, to approve the November 9th Council Meeting Consent Agenda as presented.

Motion carried.

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

7. Public Hearings

There were no public hearings scheduled for this date.

8. New Business

A. Town of Hurt – Request for Utility Bill Relief

Interim Public Service Director Tom Fore came before Town Council regarding a request from the Town of Hurt for relief on their most recent utility/sewer bill. Mr. Fore stated he investigated the matter and did not find any indication that the former Winn Dixie facility in Hurt was sending sewer to Altavista's Wastewater Treatment Plant.

Mr. Fore stated he believed it was a misread and therefore, it was his recommendation that Council consider approving the request for utility relief.

Councilman George asked who was responsible for reading the Town of Hurt's meters.

Mr. Fore stated the Town of Hurt was responsible for reading their own meters. He informed Council that he was currently training Hurt's new Public Works Director how to do so, with the assistance of Hurt's Mayor, Gary Hodnett.

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

Councilman Tracy Emerson made a motion, seconded by Councilman Tim George, to accept Town Staff's recommendation and approve the Town of Hurt's request.

Motion carried

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

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B. Altavista On Track (AOT) – Special Event Permit Request

Background:
In response to the community’s desire to have a family-friendly event similar to Uncle Billy’s Day, Altavista On Track created a fall festival featuring a BBQ competition, music, children's entertainment, fire dancers, and fireworks. AOT’s first event was held on October 1st, 2021 and drew approximately 1,200 attendees throughout the day.

Interim Town Manager Clarence Monday informed Town Council that, based on the success of the first event, AOT had requested to host the event again in the fall of 2022. He stated, if the Special Use Permit was approved, the 2nd Annual Vista BBQ Festival would be held at English Park on Saturday, October 1st, from 12 noon to 9 p.m., however vendors were encouraged to arrive on Friday, September 30th to begin their set-up and cooking process. Mr. Monday stated it was also AOT’s intent to sanction the 2022 event to help attract more vendor participation.

AOT Executive Director George Sandridge also addressed Council regarding this item. He stated AOT want to request their permit early enough to have the festival date shown on the annual town calendar given to residents each year.

Mr. Sandridge informed Town Council that AOT would be working with the Kansas City Barbeque Society (KCBS) to “sanction” the 2022 Vista BBQ Festival, which he believed would draw more BBQ competitors and increase the number of festival attendees. He stated participating in sanctioned events helped competitors earn points for national competitions and their entry requirements.

Mr. Sandridge also asked Council to consider allowing “camping” on Friday night for the BBQ competition participants, so they could start their cooking process. He said AOT projected 15-30 competitors for the 2022 festival event, and they believed offering overnight camping to the competitors would increase participation.

Mr. Sandridge stated he would be happy to answer any questions Council may have.

Councilman George asked if “camping” included RVs.

Mr. Sandridge stated RVs would be allowed, if not too massive and stayed within a participant’s 20x40 designated area. He stated, if camping was approved, AOT would work with Tom Fore, Interim Public Services Director, to supply water and electricity to each participant.

Councilman Jay Higginbotham made a motion, seconded by Councilman Tracy Emerson, to approve Altavista On Track’s request and authorize a Special Use Permit for their 2nd Annual Vista BBQ Festival in fall of 2022.

Motion carried		
Vote:	Mr. Tim George	Yes
	Mr. Jay Higginbotham	Yes
	Mayor Mike Mattox	Yes
	Vice Mayor Bennett	Yes
	Mr. Tracy Emerson	Yes
	Mr. Wayne Mitchell	Yes

Mayor Mattox asked Town Council’s input on AOT’s second request: to allow camping at English Park for participants of the BBQ competition during the 2022 fall festival.

Councilman Mitchell asked if a decision for that request could be postponed until Council had a chance to discuss the positive and negative aspects of the matter with Town Staff.

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Councilman Higginbotham agreed that APD Chief Merricks and Tom Fore, Interim Public Services Director, should be consulted before allowing camping in English Park.

Mr. Sandridge stated, if Town Council was in consensus to allow AOT to “pursue the idea”, he could bring Council additional information at the upcoming work session.

Councilman Emerson stated he understood the concern for how the town would supply the campers with water and electricity, however he believed AOT needed to know a decision sooner rather than later to have a better chance at sanctioning the event and drawing in more competitors.

Interim Public Services Director Tom Fore referenced the town’s previous Uncle Billy’s Day Festivals and reminded Town Council that Public Works was already familiar with supplying campers and trailers with water and electricity. He stated, if approved, he would work with Mr. Sandridge and Jeff Arthur, Public Works’ Building & Grounds Supervisor, to supply the competitors/campers with the amenities they needed.

Vice Mayor Reggie Bennett made a motion, seconded by Councilman Tracy Emerson, to approve Altavista On Track’s request and allow competitors of the 2022 Vista BBQ Festival to camp on the Friday night prior to the festival, in preparation of the competition.

Motion carried

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

Mayor Mattox asked Mr. Sandridge why the fall festival’s name was changed from Uncle Billy’s BBQ, Bourbon, and Beer Festival to the (Annual) Vista BBQ Festival.

Mr. Sandridge stated the decision was made by the AOT Board due to so many people expecting the new fall festival to be similar to the original Uncle Billy’s Festival, which was free to enter. He stated he believed it would be less confusing with the new name.

C. American Rescue Plan Act Funds (ARPA) Discussion

Background:

The American Rescue Plan Act (ARPA) was signed into law by President Biden in March 2021. Through the Coronavirus State and Local Fiscal Recovery Fund (SLFRF), it guarantees direct relief to cities, towns and villages in the United States. The U.S. Department of the Treasury is responsible for overseeing this program. The purpose of this one-time funding is to assist in recovering from the public health emergency and its negative economic impacts of the pandemic.

Altavista’s Treasurer/Finance Director, Tobie Shelton, stated the Town of Altavista would receive a total of \$3,533,782 in ARPA funds. She stated the first half, \$1,766,891, was received in June 2021, and the second half, \$1,766,89, should be received in June 2022. Mrs. Shelton informed Town Council that the town had until December 2024 to make a plan and encumber the ARPA funds, and until December 2026 to spend the funds.

Mrs. Shelton stated Staff was working to identify areas of need so the town could consider the best use for the ARPA funding. She stated, as with any government funding, there were restrictions on how the funds could be used and gave Council the eligible categories.

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- Respond to the COVID-19 public health emergency or its negative economic impacts including assistance to households, small businesses, and nonprofits, or aid to impacted industries such as tourism, travel, and hospitality.
- Respond to workers performing essential work during the COVID-19 public health emergency by providing premium pay to eligible workers of the town, or by providing grants to eligible employers that have eligible workers who perform essential work.
- Provide government services to the extent of any revenue reduction resulting from the pandemic.
- Make necessary investments in water, sewer, or broadband infrastructure.

Mrs. Shelton shared with Council a list of items that had been mentioned by Staff or Council for consideration of potential ARPA use. She stated Staff would like direction from Town Council on how to prioritize eligible expenditures so they could create an expenditure framework to guide funding decisions and opportunities the town pursues, and as this discussion progresses, Staff would present a proposed ARPA budget to Council for consideration.

Mrs. Shelton informed Council that the town was required to submit an annual report to the U. S. Treasury outlining its expenditure plan, with the first report due by April 30, 2022. She stated Staff was recommending Town Council review and provide direction on the proposed allocations for the American Rescue Plan Act (ARPA) funds, and the process the town would utilize to expend the funds.

Mayor Mattox asked Town Council if they had any questions for Mrs. Shelton regarding ARPA or the proposed allocation list of items.

Councilman Mitchell referenced the eligible categories/guidelines for how to use the ARPA funds. He shared his favor with the fourth category, “Make necessary investments in water, sewer, or broadband infrastructure”, and stated he believed it would be the best option for the town to consider and the easiest for the town to justify how the ARPA funds would be spent.

Mr. Mitchell reminded Council that the town’s Utilities and Public Works Departments already had CIP items planned that would need funding sources and suggested utilizing ARPA to fund some of those eligible items.

Mayor Mattox stated, although the federal government recently passed a bill that would allocate funds to localities for improvements to infrastructure and broadband, he did not believe the government would dispense the funds quickly, therefore, he was in favor of utilizing ARPA funds to implement the town’s most eligible items from category four.

Clarence Monday, Interim Town Manager, stated there were two approaches the town could take: 1) make a list of all the items the town would like considered for ARPA funding, or 2) consider utility/infrastructure projects that the town was already planning but needed funding for. Mr. Monday stated number two would be the “path of least resistance”, as those projects would already be eligible under category number four.

Mayor Mattox suggested the town investigate whether ARPA funds could be utilized to assist with the cost of restoring the front façade of the Vista Theater.

Councilman Mitchell stated he was not in favor of using ARPA funds to assist with the Vista Theater Restoration Project, because it may disqualify the town from being eligible for other grant funding for the project in the future.

Councilman George asked if the first portion of the town’s ARPA funds had been spent, to which Mrs. Shelton stated they had not.

As there were no additional questions or comments from Council regarding this item, Mayor Mattox thanked Mrs. Shelton for her updates.

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D. FY2023-2027 Draft Capital Improvement Plan (CIP) Distribution

Background:

During last year's budget process, it was the consensus of Town Council to receive the proposed CIP budget much earlier in the budget process. On this evening, Town Council received the draft FY2023-2027 Capital Improvement Plan (CIP).

Tobie Shelton, Treasurer/Finance Director, reminded Council the first CIP discussion was scheduled for Tuesday, November 23rd during the work session and the first opportunity for Council to provide staff with input and direction on the working document.

Mrs. Shelton stated, as a working document, Council could add or remove any items throughout the process until the budget was completed and approved. She asked Council, during discussions, would they prefer a single line describing an item and its cost, or an itemized sheet as seen in the budget.

There was consensus of Council to have the itemized item sheets with pictures of the item.

Vice Mayor Bennett asked when Council would begin discussion regarding the Operating Budget, to which Mrs. Shelton stated that would begin in February 2022.

Mr. Bennett referenced the town's annual donations to local organizations and asked if the town received an itemization from each organization of what they used the funds for.

Mrs. Shelton stated each organization gives the town its annual plan as well as an audit report (if one occurred) and/or a financial statement of the previous year. She stated the application for funding reflects the organization's plan for the requested funds.

Mrs. Shelton stated, if Council desired, she would reach out to other localities and inquire of their process in this regard.

There was a consensus of Council to do so.

9. Unfinished Business

A. Clarion Road Waterline Extension Project (for Abbott)

Background:

Town Council was made aware of a request by a local industry to install a new 12" line to their facility, and the said industry would fund the entirety of this project. With approval from Council, Town Staff worked with Peed & Bortz to have the 12" water line designed and to get VDH approvals to build the line. Once design was completed, Staff worked to obtain all necessary easements. Once completed, it was time to bid the project.

Public Services Interim Director Tom Fore shared with Town Council the progress of this project. He stated, after review of the received bids, it was Peed & Bortz's recommendation to award this project to Wells Construction (the lowest bidder).

Councilman Higginbotham made a motion, seconded by Councilman Mitchell, to accept Staff's and Peed & Bortz's recommendation and award the Clarion Road Waterline Extension Project to Wells Construction in the amount of \$567,374.

Mr. Fore informed Council that the recommended bid for the construction of the line came in at approximately \$40,000 above the engineer's initial construction estimate. He requested Council forgive this amount from the connection fee, and only charge the industry the \$30,000 difference, so they could utilize the connection fee to offset the shortfall. Mr. Fore stated he believed this would be a good jester from the town.

Town Council Regular Meeting November 9th, 2021

Town Council was in consensus to approve Staff’s request.

Councilman Higginbotham amended his motion to include the connection fee reduction of \$40,000.

Motion carried.

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

10. Reports and Communication

- A. October 2021 Departmental Reports
- B. Council Monthly Calendars - November and December
- C. Informational Items

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

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

11. Matters from Council

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

- Councilman George thanked Altavista’s Public Works Department for all the good work they are doing at English Park. He stated the boat ramp and parking area looked great.
- Councilman Higginbotham referenced the previously approved (second) pedestrian bridge for the Jenks River Trail. He stated, since the purchase of the second bridge had been approved, he suggested Tom Fore, Interim Public Services Director, move forward with obtaining the required building permit from Campbell County.

Mr. Fore stated he would. He also informed Council that he would solicit for two quotes for the second pedestrian bridge, including one from the manufacturer of the first bridge.

Councilman George asked how long the second bridge would be, to which Councilman Higginbotham confirmed it would be forty feet (40’) in length.

- Mayor Mattox thanked every employee of the Town of Altavista. He shared his appreciation of the town employees continuing to “get the job done” while battling the currently issue of short staff.
- Vice Mayor Bennett referenced the town’s Green Hill Connector Trail. He stated the trail was being covered by falling leaves and asked that Public Works “mark” trees along the trail to distinguish its intended path.

Mr. Bennett informed Staff that one of the (three) bridges that cross the creek on the Cemetery Connector Trail had a broken handrail and needed fixing.

Town Council Regular Meeting November 9th, 2021

- Vice Mayor Bennett also referenced the traffic light on the corner of Main Street and Broad Street. He stated the light was not working currently and asked Staff to contact VDOT to investigate and remedy the issue.
- Councilman Emerson referenced Veteran's Day and reminded Council that the National Center for Healthy Veterans would be having an event that day and all Council members were invited to attend, which would include speaker Ben Carson.
- Councilman Mitchell referenced the Steering Committee established earlier in the year, which included members of Town Staff and one member from multiple town partners and organizations. He stated the committee was tasked with collaborating with one another so that each of their events did not interfere with another.

Mr. Mitchell stated, with the committee not meeting since the Town Manager and Assistant Town Manager left their offices, he did not believe this was being done. He asked that Town Staff and Interim Town Manager offer input and a potential solution to how the Steering Committee could be re-established.

Vice Mayor Bennett stated it takes "an army of volunteers" to host the town's annual Uncle Billy's Day Festival and since the Chamber of Commerce retired from hosting the event, there had not been anyone else step up to take their place. He stated it would be disappointing if the event were to end and he encouraged town groups and organizations to consider taking on the task, even if they needed to partner together to make it happen.

12. Closed Session

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

Section 2.2-3711 (A)(1) Discussion and/or consideration of prospective candidates for employment; assignment, appointment, promotion, performance, demotion, salaries, disciplining or resignation of specific public officers, appointees, or employees of any public body. (Upon return to Open Session, consider discussion and/or approval of Town Manager Employment Agreement)

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 2.2-3711 (A)(29) Review or discussion of the award of a public contract involving the expenditure of public funds, including interviews of bidders and offers, and discussion of the terms or scope of such contract, where discussion in an open session would adversely affect the bargaining position or negotiating strategy of the public body.

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

<i>VOTE:</i>	<i>Mr. Timothy George</i>	<i>Yes</i>	<i>Vice Mayor Bennett</i>	<i>Yes</i>
	<i>Mr. Jay Higginbotham</i>	<i>Yes</i>	<i>Mr. Tracy Emerson</i>	<i>Yes</i>
	<i>Mayor Mike Mattox</i>	<i>Yes</i>	<i>Mr. Wayne Mitchell</i>	<i>Yes</i>

Town Council went into Closed Session at 7:03 p.m.

Notice was given that Council was back in regular session at 7:48 p.m.

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

Town Council Regular Meeting November 9th, 2021

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

Notice was given to Staff by Interim Town Manager Clarence Monday the actions of Town Council from this evening’s Closed Session.

- (1) Approved an incentive package, not to exceed \$10,000, for Project Safe – pending the successful completion of obligations as defined in their performance agreement.
- (2) Town Council authorized and approved an employment agreement with Gary Shanberger to fill the vacant position of Town Manager for the Town of Altavista.

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 7:52 p.m.

Michael Mattox, Mayor

Clarence Monday, Interim Clerk
Interim Town Manager



TOWN OF ALTAVISTA
TOWN COUNCIL
REGULAR MEETING
December 14, 2021
AGENDA COVER SHEET

AGENDA ITEM #: 6.B

CONSENT AGENDA

Title: Acceptance of Monthly Financial Reports

Staff Resource: Tobie Shelton, Director of Finance and Administration

Action(s):

Explanation:

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

Background:

Funding Source(s):

Attachments: *(click item to open)*

Attachment 1. November 2021 Check Register

Attachment 2. November 2021 Revenue & Expenditure Report

Attachment 3. November 2021 Reserve Balance / Investment Report

CHECK NO	VENDOR NO	VENDOR NAME	CHECK DATE	CHECK AMOUNT	DATE CLEARED	BANK CODE	STATUS	ORIGINAL AMOUNT
42411	84	ALTAVISTA JOURNAL	11/04/2021	487.40		00	OUTSTANDING	
42412	901	ANDERSON CONSTRUCTION INC	11/04/2021	195,130.00		00	OUTSTANDING	
42413	886	AT&T MOBILITY	11/04/2021	344.16		00	OUTSTANDING	
42414	4	BOXLEY AGGREGATES	11/04/2021	1,144.35		00	OUTSTANDING	
42415	1	BRIAN ROACH	11/04/2021	100.00		00	OUTSTANDING	
42416	145	CHANDLER CONCRETE CO INC	11/04/2021	282.00		00	OUTSTANDING	
42417	1	CLARENCE MONDAY	11/04/2021	23.40		00	OUTSTANDING	
42418	736	MARVIN CLEMENTS	11/04/2021	75.00		00	OUTSTANDING	
42419	977	JOSEPH C CONLEY JR PHD	11/04/2021	600.00		00	OUTSTANDING	
42420	874	CORPORATE MEDICAL SERVICES	11/04/2021	48.00		00	OUTSTANDING	
42421	1	CRYSTAL HAILEY	11/04/2021	16.76		00	OUTSTANDING	
42422	994	LARRY DALTON	11/04/2021	400.00		00	OUTSTANDING	
42423	526	DAVENPORT ENERGY INC	11/04/2021	373.77		00	OUTSTANDING	
42424	569	DIAMOND PAPER CO INC	11/04/2021	829.90		00	OUTSTANDING	
42425	164	DMV	11/04/2021	525.00		00	OUTSTANDING	
42426	786	DUDE SOLUTIONS INC	11/04/2021	3,306.60		00	OUTSTANDING	
42427	20	J JOHNSON ELLER JR	11/04/2021	2,000.00		00	OUTSTANDING	
42428	41	FISHER SCIENTIFIC	11/04/2021	313.97		00	OUTSTANDING	
42429	851	FRIZZELL CONSTRUCTION INC	11/04/2021	23,750.00		00	OUTSTANDING	
42430	52	HACH COMPANY	11/04/2021	1,416.83		00	OUTSTANDING	
42431	305	HAWKINS-GRAVES INC	11/04/2021	236.52		00	OUTSTANDING	
42432	9999997	HUDSON, MICHAEL AARON	11/04/2021	10.56		00	OUTSTANDING	
42433	566	INTEGRATED TECHNOLOGY GROUP IN	11/04/2021	5,820.62		00	OUTSTANDING	
42434	564	JOHN JORDAN	11/04/2021	75.00		00	OUTSTANDING	
42435	935	MATTERN & CRAIG INC	11/04/2021	900.00		00	OUTSTANDING	
42436	829	MARIE MITCHELL	11/04/2021	75.00		00	OUTSTANDING	
42437	954	JENNIFER MORTON	11/04/2021	50.00		00	OUTSTANDING	
42438	348	LYNDON T MYERS	11/04/2021	4,605.00		00	OUTSTANDING	
42439	9999997	NBS REAL ESTATE	11/04/2021	11.75		00	OUTSTANDING	
42440	816	PACE ANAYLTICAL SERVICES LLC	11/04/2021	3,189.45		00	OUTSTANDING	
42441	1007	PINEY RIDGE CONTRACTING & CONS	11/04/2021	70,498.55		00	OUTSTANDING	
42442	9999997	RIDGEWAY JR., JEFFREY	11/04/2021	8.02		00	OUTSTANDING	
42443	1	ROBERT RITTER	11/04/2021	359.36		00	OUTSTANDING	
42444	939	SECURITY LOCK AND KEY	11/04/2021	141.40		00	OUTSTANDING	
42445	1	SHANNA FEREBEE	11/04/2021	79.00		00	OUTSTANDING	
42446	136	USABLUEBOOK	11/04/2021	11.55		00	OUTSTANDING	
42447	110	VUPS INC	11/04/2021	60.90		00	OUTSTANDING	
42448	170	ALTAVISTA ON TRACK	11/11/2021	5,171.46		00	OUTSTANDING	
42449	647	APPLIED INDUSTRIAL TECHNOLOGIE	11/11/2021	221.78		00	OUTSTANDING	
42450	103	BEACON CREDIT UNION	11/11/2021	230.00		00	OUTSTANDING	
42451	16	CAMPBELL COUNTY UTILITIES & SE	11/11/2021	5,933.20		00	OUTSTANDING	
42452	19	CARTER MACHINERY CO INC	11/11/2021	1,216.92		00	OUTSTANDING	
42453	1	CLAYTON KELLER	11/11/2021	772.62		00	OUTSTANDING	
42454	32	CONTROL EQUIPMENT CO INC	11/11/2021	33,576.16		00	OUTSTANDING	
42455	906	CRAMER MARKETING	11/11/2021	253.28		00	OUTSTANDING	
42456	50	GRETNA TIRE INC	11/11/2021	3,751.50		00	OUTSTANDING	
42457	332	HURT & PROFFITT INC	11/11/2021	6,833.25		00	OUTSTANDING	
42458	57	ICMA RETIREMENT TRUST-457 #304	11/11/2021	270.00		00	OUTSTANDING	
42459	552	JAMES RIVER EQUIPMENT CO	11/11/2021	2,510.60		00	OUTSTANDING	
42460	1	MILLER ELECTRIC LLC	11/11/2021	400.00		00	OUTSTANDING	
42461	9999998	NEWMAN, JOANIE	11/11/2021	150.00		00	OUTSTANDING	

CHECK NO	VENDOR NO	VENDOR NAME	CHECK DATE	CHECK AMOUNT	DATE CLEARED	BANK CODE	STATUS	ORIGINAL AMOUNT
42462	67	ORKIN PEST CONTROL LLC	11/11/2021	328.00		00	OUTSTANDING	
42463	510	RIVER VALLEY RESOURCES LLC	11/11/2021	197.00		00	OUTSTANDING	
42464	857	RIVERSTREET NETWORKS	11/11/2021	368.71		00	OUTSTANDING	
42465	9999999	SEAMSTER RICE CHERYL M	11/11/2021	19.76		00	OUTSTANDING	
42466	476	SHARP BUSINESS SYSTEMS	11/11/2021	550.00		00	OUTSTANDING	
42467	151	SHEEHY FORD	11/11/2021	29,408.60		00	OUTSTANDING	
42468	186	THE NEWS & ADVANCE	11/11/2021	350.00		00	OUTSTANDING	
42469	124	TREASURER OF VA	11/11/2021	100.00		00	OUTSTANDING	
42470	85	TREASURER OF VA /CHILD SUPPORT	11/11/2021	703.88		00	OUTSTANDING	
42471	35	TREASURER OF VA/VITA	11/11/2021	5.69		00	OUTSTANDING	
42472	92	UNIFIRST CORP	11/11/2021	2,539.71		00	OUTSTANDING	
42473	900	US BANK EQUIPMENT FINANCE	11/11/2021	232.66		00	OUTSTANDING	
42474	136	USABLUBOOK	11/11/2021	472.50		00	OUTSTANDING	
42475	601	VACORP	11/11/2021	327.14		00	OUTSTANDING	
42476	9999997	WADE, CASSIE ERIN	11/11/2021	130.83		00	OUTSTANDING	
42477	756	WAGWORKS INC	11/11/2021	108.55		00	OUTSTANDING	
42478	128	ADAMS CONSTRUCTION CO	11/18/2021	877.31		00	OUTSTANDING	
42479	84	ALTAVISTA JOURNAL	11/18/2021	1,422.90		00	OUTSTANDING	
42480	170	ALTAVISTA ON TRACK	11/18/2021	475.00		00	OUTSTANDING	
42481	162	BENNETT'S MECHANICAL COMPANY I	11/18/2021	460.00		00	OUTSTANDING	
42482	1004	TAYLOR HUDSON BERGER	11/18/2021	40.00		00	OUTSTANDING	
42483	4	BOXLEY AGGREGATES	11/18/2021	973.06		00	OUTSTANDING	
42484	1	BRANDON FOX	11/18/2021	133.60		00	OUTSTANDING	
42485	12	BRENNTAG MID-SOUTH INC	11/18/2021	1,200.86		00	OUTSTANDING	
42486	9999998	BROWN, ANDREW	11/18/2021	150.00		00	OUTSTANDING	
42487	294	BUSINESS CARD	11/18/2021	12,341.32		00	OUTSTANDING	
42488	32	CONTROL EQUIPMENT CO INC	11/18/2021	1,398.40		00	OUTSTANDING	
42489	120	CORE & MAIN LP	11/18/2021	768.36		00	OUTSTANDING	
42490	36	DOMINION VIRGINIA POWER	11/18/2021	48,485.29		00	OUTSTANDING	
42491	301	ENGLISH'S LLC	11/18/2021	289.53		00	OUTSTANDING	
42492	118	FERGUSON ENTERPRISES LLC	11/18/2021	9,374.44		00	OUTSTANDING	
42493	41	FISHER SCIENTIFIC	11/18/2021	1,646.19		00	OUTSTANDING	
42494	119	FOSTER ELECTRIC CO INC	11/18/2021	3,456.91		00	OUTSTANDING	
42495	1	FRED VENTRESCO	11/18/2021	1,303.47		00	OUTSTANDING	
42496	916	GRANITE TELECOMMUNICATIONS	11/18/2021	699.51		00	OUTSTANDING	
42497	52	HACH COMPANY	11/18/2021	969.16		00	OUTSTANDING	
42498	622	HEYWARD INC	11/18/2021	4,792.64		00	OUTSTANDING	
42499	332	HURT & PROFFITT INC	11/18/2021	6,512.27		00	OUTSTANDING	
42500	395	INFRASTRUCTURE SOLUTIONS GROUP	11/18/2021	161,790.00		00	OUTSTANDING	
42501	58	INSTRUMENTATION SERVICES INC	11/18/2021	708.00		00	OUTSTANDING	
42502	892	J & J PORTAPOTTY INC	11/18/2021	170.00		00	OUTSTANDING	
42503	1002	LORD & COMPANY	11/18/2021	37,400.00		00	OUTSTANDING	
42504	820	MASON'S TREE SERVICE	11/18/2021	650.00		00	OUTSTANDING	
42505	893	KENNETH MOOREFIELD	11/18/2021	100.00		00	OUTSTANDING	
42506	300	NAPA AUTO PARTS	11/18/2021	1,316.38		00	OUTSTANDING	
42507	873	PATTERSON BROTHERS PAVING INC	11/18/2021	199,497.82		00	OUTSTANDING	
42508	975	REVIZE LLC	11/18/2021	2,250.00		00	OUTSTANDING	
42509	1018	CHARLES EDWARD TROGDON	11/18/2021	500.00		00	OUTSTANDING	
42510	793	XEROX FINANCIAL SERVICES	11/18/2021	415.78		00	OUTSTANDING	
42511	9	AFLAC	11/24/2021	2,949.49		00	OUTSTANDING	
42512	91	ANTHEM BLUE CROSS/BLUE SHIELD	11/24/2021	39,580.00		00	OUTSTANDING	

CHECK NO	VENDOR NO	VENDOR NAME	CHECK DATE	CHECK AMOUNT	DATE CLEARED	BANK CODE	STATUS	ORIGINAL AMOUNT
42513	1	B & F LEASING CO	11/24/2021	40,000.00		00	OUTSTANDING	
42514	103	BEACON CREDIT UNION	11/24/2021	230.00		00	OUTSTANDING	
42515	16	CAMPBELL COUNTY UTILITIES & SE	11/24/2021	4,351.60		00	OUTSTANDING	
42516	9999997	CARR, ALVIS MASON	11/24/2021	44.67		00	OUTSTANDING	
42517	427	CENTURYLINK	11/24/2021	618.16		00	OUTSTANDING	
42518	43	FOSTER FUELS INC	11/24/2021	16,294.76		00	OUTSTANDING	
42519	1	GARY WILSON	11/24/2021	100.00		00	OUTSTANDING	
42520	9999998	HAILEY, CRYSTAL	11/24/2021	150.00		00	OUTSTANDING	
42521	57	ICMA RETIREMENT TRUST-457 #304	11/24/2021	270.00		00	OUTSTANDING	
42522	218	MINNESOTA LIFE	11/24/2021	144.37		00	OUTSTANDING	
42523	154	MUNICODE	11/24/2021	555.32		00	OUTSTANDING	
42524	778	SPRINT	11/24/2021	1,465.75		00	OUTSTANDING	
42525	85	TREASURER OF VA /CHILD SUPPORT	11/24/2021	703.88		00	OUTSTANDING	

BANK: 00 *****

NO. OF CHECKS:	115	CHECKS OUTSTANDING	1,024,459.82 ***	
OUTSTANDING CHECKS:	115	RECONCILED CHECKS:	VOID CHECKS:	
1,024,459.82		.00	.00	.00

CHECK NO	VENDOR NO	VENDOR NAME	CHECK DATE	CHECK AMOUNT	DATE CLEARED	BANK CODE	STATUS	ORIGINAL AMOUNT
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NO. OF CHECKS:	115	TOTAL CHECKS	1,024,459.82	***				
OUTSTANDING CHECKS:	115	RECONCILED CHECKS:						
	1,024,459.82		.00	.00				.00

Town of Altavista
FY 2022 Revenue Report
42% of Year Lapsed

General Fund Revenue	FY 2022 Adopted Budget	FY 2022 Amended Budget	FY 2022 MTD	MTD % of Budget	FY 2022 YTD	YTD % of Budget	YTD Projections
Property Taxes - Real Property	212,000	212,000	84,731	40	88,447	42	212,000
Public Service - Real & Personal	91,350	91,350	0	0	88	0	91,350
Personal Property	254,000	254,000	20,687	8	25,542	10	254,000
Personal Property - PPTRA	100,000	100,000	-18,907	-19	-4	0	100,000
Machinery & Tools	1,980,000	1,980,000	1,443,960	73	1,443,960	73	1,980,000
Mobile Homes - Current	150	150	43	29	60	40	150
Penalties - All Taxes	4,500	4,500	110	2	1,050	23	4,500
Interest - All Taxes	3,500	3,500	145	4	1,176	34	3,500
Local Sales & Use Taxes	180,000	180,000	-38,038	-21	55,418	31	180,000
Local Electric and Gas Taxes	114,000	114,000	79	0	29,448	26	114,000
Local Motor Vehicle License Tax	46,000	46,000	19,845	43	22,189	48	46,000
Local Bank Stock Taxes	170,000	170,000	0	0	0	0	170,000
Local Hotel & Motel Taxes	80,000	80,000	-13,630	-17	37,759	47	80,000
Local Meal Taxes	990,000	990,000	-11,411	-1	388,931	39	990,000
Container Rental Fees	1,800	1,800	0	0	50	3	1,800
Communications Tax	30,000	30,000	-2,200	-7	7,419	25	30,000
Transit Passenger Revenue	5,000	5,000	475	10	1,115	22	5,000
Local Cigarette Tax	130,000	130,000	11,235	9	48,885	38	130,000
Mobile Restaurant Permit	150	150	0	0	0	0	150
Business License Fees/Contractors	4,500	4,500	0	0	0	0	4,500
Business License Fees/Retail Services	58,000	58,000	0	0	0	0	58,000
Business License Fees/Financial/RE/Prof.	4,200	4,200	0	0	0	0	4,200
Business License Fees/Repairs & Person Svcs	10,000	10,000	0	0	0	0	10,000
Business License Fees/Wholesale Businesses	450	450	0	0	0	0	450
Business License Fees/Utilities	2,700	2,700	0	0	0	0	2,700

Town of Altavista
FY 2022 Revenue Report
42% of Year Lapsed

General Fund Revenue (Continued)	FY 2022 Adopted Budget	FY 2022 Amended Budget	FY 2022 MTD	MTD % of Budget	FY 2022 YTD	YTD % of Budget	YTD Projections
Business License Fees/Hotels	850	850	0	0	0	0	850
Vending - Coin Operated	0	0	0	0	0	0	0
Permits - Sign	1,300	1,300	140	11	490	38	1,300
Fines & Forfeitures - Court	6,000	6,000	-26	0	3,970	66	6,000
Parking Fines	300	300	0	0	140	47	300
Interest and Interest Income	0	0	0	0	12,260	0	0
Rents - Rental of General Property	1,000	1,000	175	18	500	50	1,000
Rents - Pavilion Rentals	2,500	2,500	50	2	775	31	2,500
Rents - Booker Building Rentals	3,300	3,300	420	13	945	29	3,300
Rents - Rental of Real Property	80,000	80,000	6,328	8	28,536	36	80,000
Property Maintenance Enforcement	0	0	0	0	0	0	0
Code Enforcement	500	500	0	0	0	0	500
Railroad Rolling Stock Taxes	16,000	16,000	0	0	15,712	98	16,000
State DCJS Grant	80,000	80,000	22,286	28	44,572	56	80,000
State Rental Taxes	1,000	1,000	-197	-20	255	25	1,000
State/Misc. Grants (Fire Grant & Others)	15,000	15,000	0	0	0	0	15,000
State/VDOT Contract Services	3,000	3,000	0	0	0	0	3,000
VDOT Police Grant for Overtime	5,000	5,000	0	0	350	7	5,000
State Transit Revenue	18,540	18,540	0	0	30,782	166	18,540
Skill Games Tax	0	0	-1,152	0	1,152	0	0
Brownfield Assessment Grant	0	0	0	0	0	0	0
Spark Innovation Center	18,000	18,000	0	0	0	0	18,000
VRA	0	0	0	0	0	0	0
Litter Grant	1,700	1,700	0	0	0	0	1,700
Fuel - Fire Dept. (Paid by CC)	10,000	10,000	952	10	3,389	34	10,000
Federal Transit Revenue	81,820	81,820	10,724	13	20,211	25	81,820
Federal/Byrne Justice Grant	0	0	0	0	0	0	0

Town of Altavista
FY 2022 Revenue Report
42% of Year Lapsed

General Fund Revenue (Continued)	FY 2022 Adopted Budget	FY 2022 Amended Budget	FY 2022 MTD	MTD % of Budget	FY 2022 YTD	YTD % of Budget	YTD Projections
CARES Funding	0	0	0	0	0	0	0
American Rescue Plan Act	0	0	0	0	0	0	0
Misc. - Sale of Supplies & Materials	7,500	7,500	-7,500	-100	52	1	7,500
Misc. - Cash Discounts	100	100	0	0	0	0	100
Miscellaneous	14,000	14,000	4,892	35	37,210	266	14,000
Hurt / Lights	300	300	0	0	0	0	300
Hurt / Solid Waste Coll	35,960	35,960	0	0	0	0	35,960
Estate of Roberta F. Jenks	8,200	8,200	808	10	4,016	49	8,200
Avoca Reimbursement	0	0	-1,420	0	4,380	0	0
From Reserves	58,000	58,000	0	0	0	0	58,000
Transfer In from General Fund Forfeiture Acct	0	0	0	0	0	0	0
Transfer In from General Fund Design. Reserves	1,183,120	1,183,120	0	0	0	0	1,183,120
Transfer In Designated	215,420	215,420	0	0	0	0	215,420
Transfer In PD Forf Account	0	0	0	0	0	0	0
	<u>6,340,710</u>	<u>6,340,710</u>	<u>1,533,604</u>	<u>24</u>	<u>2,361,229</u>	<u>37</u>	<u>6,340,710</u>

Town of Altavista
Fund Expenditure Totals
FY 2022
42% of Year Lapsed

	FY 2022 Adopted <u>Budget</u>	FY 2022 Amended <u>Budget</u>	FY 2022 <u>MTD</u>	MTD % of <u>Budget</u>	FY 2022 <u>YTD</u>	YTD % of <u>Budget</u>	YTD <u>Projections</u>
ALL FUNDS TOTAL							
Operations	7,862,510	7,862,510	592,008	8	3,438,654	44	7,862,560
Debt Service	759,120	759,120	0	0	448,645	0	759,120
CIP	7,505,400	7,505,400	561,183	7	2,155,433	29	7,505,400
Transfer Out to General Fund Reserve	0	0	0	0	0	0	0
Transfer Out to EDA Checking	0	0	0	0	0	0	0
Transfer Out to General Fund Reserve (Fire Dept.)	65,000	65,000	0	0	0	0	65,000
Transfer Out to Cemetery Reserve	27,250	27,250	0	0	0	0	27,250
Transfer Out to Enterprise Fund Reserve	<u>65,550</u>	<u>65,550</u>	<u>0</u>	0	<u>0</u>	0	<u>65,550</u>
ALL FUNDS - GRAND TOTAL:	<u>16,284,830</u>	<u>16,284,830</u>	<u>1,153,192</u>	<u>7</u>	<u>6,042,732</u>	<u>37</u>	<u>16,284,880</u>

Town of Altavista
Fund Expenditure Totals
FY 2022
42% of Year Lapsed

	FY 2022 Adopted Budget	FY 2022 Amended Budget	FY 2022 MTD	MTD % of Budget	FY 2022 YTD	YTD % of Budget	YTD Projections
GENERAL FUND (FUND 10)							
Council / Planning Commission							
Operations	39,400	39,400	2,689	7	28,067	71	39,400
Debt Service	0	0	0	0	0	0	0
CIP	10,000	10,000	0	0	0	0	10,000
Administration - TOTAL:	<u>49,400</u>	<u>49,400</u>	<u>2,689</u>	<u>5</u>	<u>28,067</u>	<u>57</u>	<u>49,400</u>
Administration							
Operations	914,250	914,250	32,263	4	360,266	39	914,250
Debt Service	0	0	0	0	0	0	0
CIP	7,000	7,000	0	0	0	0	7,000
Administration - TOTAL:	<u>921,250</u>	<u>921,250</u>	<u>32,263</u>	<u>4</u>	<u>360,266</u>	<u>39</u>	<u>921,250</u>
Non-Departmental							
Operations/Cardno	314,350	314,350	6,645	2	114,632	36	314,350
Transfer Out to Cemetery Fund	-56,400	-56,400	0	0	25,000	-44	-56,400
Transfer Out to Enterprise Fund	0	0	0	0	0	0	0
Transfer Out to General Fund Reserve	0	0	0	0	0	0	0
Transfer Out to EDA	0	0	0	0	0	0	0
Transfer Out to Gen. Fund Reserve (Fire Dept.)	-65,000	-65,000	0	0	0	0	-65,000
Operations w/o Transfers Out	<u>192,950</u>	<u>192,950</u>	<u>6,645</u>	<u>3</u>	<u>139,632</u>	<u>72</u>	<u>192,950</u>
Non-Departmental - TOTAL:	<u>192,950</u>	<u>192,950</u>	<u>6,645</u>	<u>3</u>	<u>139,632</u>	<u>72</u>	<u>192,950</u>
Public Safety							
Operations	1,142,080	1,142,080	66,173	6	428,559	38	1,142,130
Debt Service	0	0	0	0	0	0	0
CIP	54,020	54,020	0	0	42,346	78	54,020
Public Safety - TOTAL:	<u>1,196,100</u>	<u>1,196,100</u>	<u>66,173</u>	<u>6</u>	<u>470,905</u>	<u>39</u>	<u>1,196,150</u>

Town of Altavista
Fund Expenditure Totals
FY 2022
42% of Year Lapsed

	FY 2022 Adopted Budget	FY 2022 Amended Budget	FY 2022 MTD	MTD % of Budget	FY 2022 YTD	YTD % of Budget	YTD Projections
GENERAL FUND (FUND 10)							
Public Works							
Operations	1,137,680	1,137,680	243,975	21	558,065	49	1,137,680
Debt Service	21,430	21,430	0	0	18,796	0	21,430
CIP	865,330	865,330	121,803	14	395,816	46	865,330
Public Works - TOTAL:	<u>2,024,440</u>	<u>2,024,440</u>	<u>365,778</u>	<u>18</u>	<u>972,677</u>	<u>48</u>	<u>2,024,440</u>
Economic Development							
Operations	279,400	279,400	0	0	2,030	1	279,400
CIP	1,000,000	1,000,000	82,921	0	156,229	0	1,000,000
Economic Development - TOTAL:	<u>1,279,400</u>	<u>1,279,400</u>	<u>82,921</u>	<u>6</u>	<u>158,259</u>	<u>12</u>	<u>1,279,400</u>
Community Development							
Operations	240,220	240,220	9,988	4	60,685	25	240,220
CIP	34,500	34,500	29,409	0	29,409	0	34,500
Community Development - TOTAL:	<u>274,720</u>	<u>274,720</u>	<u>39,397</u>	<u>14</u>	<u>90,093</u>	<u>33</u>	<u>274,720</u>
Transit System							
Operations	128,240	128,240	3,464	3	47,871	37	128,240
Debt Service	0	0	0	0	0	0	0
CIP	25,000	25,000	0	0	0	0	25,000
Transit System - TOTAL:	<u>153,240</u>	<u>153,240</u>	<u>3,464</u>	<u>2</u>	<u>47,871</u>	<u>31</u>	<u>153,240</u>
Avoca Museum							
Operations	69,810	69,810	1,615	2	28,127	40	69,810
Debt Service	0	0	0	0	0	0	0
CIP	58,000	58,000	0	0	0	0	58,000
Avoca Museum - TOTAL	<u>127,810</u>	<u>127,810</u>	<u>1,615</u>	<u>1</u>	<u>28,127</u>	<u>22</u>	<u>127,810</u>

Town of Altavista
Fund Expenditure Totals
FY 2022
42% of Year Lapsed

	FY 2022 Adopted <u>Budget</u>	FY 2022 Amended <u>Budget</u>	FY 2022 <u>MTD</u>	MTD % of <u>Budget</u>	FY 2022 <u>YTD</u>	YTD % of <u>Budget</u>	YTD <u>Projections</u>
GENERAL FUND (FUND 10)							
GENERAL FUND TOTALS							
Operations	4,144,030	4,144,030	366,814	9	1,653,300	40	4,144,080
Debt Service	21,430	21,430	0	0	18,796	0	21,430
CIP	2,053,850	2,053,850	234,132	11	623,801	30	2,053,850
GENERAL FUND - GRAND TOTAL:	<u>6,219,310</u>	<u>6,219,310</u>	<u>600,946</u>	<u>10</u>	<u>2,295,896</u>	<u>37</u>	<u>6,219,360</u>

Town of Altavista
Council / Planning Commission
FY 2022 Expenditure Report
42% of year Lapsed

<u>COUNCIL / PLANNING COMMISSION - FUND 10</u>	<u>FY 2022 Adopted Budget</u>	<u>FY 2022 Amended Budget</u>	<u>FY 2022 MTD</u>	<u>MTD % of Budget</u>	<u>FY 2022 YTD</u>	<u>YTD % of Budget</u>	<u>YTD Projections</u>
Wages & Benefits	28,000	28,000	2,332	8	11,662	42	28,000
Other Employee Benefits			0	0	0	0	
Services	5,000	5,000	0	0	15,000	0	5,000
Other Charges	6,400	6,400	356	6	1,405	22	6,400
Materials & Supplies	0	0	0	0	0	0	0
Capital Outlay	10,000	10,000	0	0	0	0	10,000
Total Expenditures	49,400	49,400	2,689	5	28,067	57	49,400

Town of Altavista
Administration
FY 2022 Expenditure Report
42% of year Lapsed

<u>ADMINISTRATION - FUND 10</u>	<u>FY 2022 Adopted Budget</u>	<u>FY 2022 Amended Budget</u>	<u>FY 2022 MTD</u>	<u>MTD % of Budget</u>	<u>FY 2022 YTD</u>	<u>YTD % of Budget</u>	<u>YTD Projections</u>
Wages & Benefits	508,910	508,910	13,889	3	160,531	32	508,910
Other Employee Benefits	37,160	37,160	327	1	2,847	8	37,160
Services	246,350	246,350	12,286	5	150,575	61	246,350
Other Charges	75,230	75,230	4,211	6	32,623	43	75,230
Materials & Supplies	46,600	46,600	1,550	3	13,690	29	46,600
Capital Outlay	7,000	7,000	0	0	0	0	7,000
Total Expenditures	921,250	921,250	32,263	4	360,266	39	921,250

Town of Altavista
Non-Departmental
FY 2022 Expenditure Report
42% of Year Lapsed

<u>NON-DEPARTMENTAL - FUND 10</u>	<u>FY 2022 Adopted Budget</u>	<u>FY 2022 Amended Budget</u>	<u>FY 2022 MTD</u>	<u>MTD % of Budget</u>	<u>FY 2022 YTD</u>	<u>YTD % of Budget</u>	<u>YTD Projections</u>
CONTRIBUTIONS - OTHER CHARGES							
Other Charges - Misc.	61,950	61,950	0	0	21,000	34	61,950
<i>Campbell County Treasurer</i>	0	0	0	0	0	0	0
<i>Property Maintenance Enforcement</i>	5,000	5,000	0	0	0	0	5,000
<i>Business Development Center</i>	6,000	6,000	0	0	6,000	100	6,000
<i>Altavista Chamber of Commerce</i>	30,000	30,000	0	0	15,000	50	30,000
<i>Dumpster Reimbursement</i>	600	600	0	0	0	0	600
<i>Snowflake Project: Garden Club</i>			0		0		
<i>Uncle Billy's Day Funding</i>	20,000	20,000	0	0	0	0	20,000
<i>Christmas Parade Liability Insurance</i>	350	350	0	0	0	0	350
Contribution - Altavista EMS	0	0	0	0	0	0	0
Contribution - Senior Center	1,000	1,000	0	0	0	0	1,000
Economic Development Incentives	0	0	0	0	4,168	0	0
Contribution - YMCA Recreation Program	100,000	100,000	0	0	50,000	50	100,000
Contribution - Altavista Fire Co.	15,000	15,000	0	0	0	0	15,000
Contribution - Avoca	0	0	0	0	0	0	0
Contribution - Altavista On Track (MS)	5,000	5,000	5,646	113	8,146	163	5,000
CONTRIBUTIONS.- OTHER CHARGES - TOTAL	182,950	182,950	5,646	3	83,315	46	182,950
NON-DEPARTMENTAL - Non-Departmental							
Insurance Claim	0	0	0	0	1,619	0	0
Fuel & Lubricants	10,000	10,000	999	10	4,698	47	10,000
NON-DEPARTMENT - ND - TOTAL	10,000	10,000	999	10	6,317	63	10,000
NON-DEPARTMENTAL - SUBTOTAL	192,950	192,950	6,645	3	89,632	46	192,950
TRANSFER OUT							
Transfer Out - Cemetery Fund	56,400	56,400	0	0	25,000	44	56,400

Town of Altavista
Non-Departmental
FY 2022 Expenditure Report
42% of Year Lapsed

	FY 2022 Adopted Budget	FY 2022 Amended Budget	FY 2022 MTD	MTD % of Budget	FY 2022 YTD	YTD % of Budget	YTD Projections
<u>NON-DEPARTMENTAL - FUND 10</u>							
Transfer Out - General Fund Reserve	0	0	0	0	0	0	0
Transfer Out - CIF	0	0	0	0	0	0	0
Transfer Out - General Fund Reserve (Fire Dept.)	65,000	65,000	0	0	0	0	65,000
EDA Checking Account	0	0	0	0	0	0	0
TRANSFER OUT - TOTAL	121,400	121,400	0	0	25,000	21	121,400
<u>CAPITAL OUTLAY - NEW</u>							
Improvements Other than Building / Cardno	0	0	0	0	28,511	0	0
CAPITAL OUTLAY - TOTAL	0	0	0	0	28,511	0	0
<u>DEBT SERVICE</u>							
Debt Service - Principal	0	0	0	0	0	0	0
Debt Service - Interest	0	0	0	0	0	0	0
DEBT SERVICE - TOTAL	0	0	0	0	0	0	0
NON-DEPARTMENTAL TOTAL - EXCLUDING CAPITAL	314,350	314,350	6,645	2	114,632	36	314,350
NON-DEPARTMENTAL TOTAL - EXCLUDING TRANSFERS OUT	192,950	192,950	6,645	3	118,142	61	192,950

Town of Altavista
Public Safety
FY 2022 Expenditure Report
42% of Year Lapsed

<u>PUBLIC SAFETY - FUND 10</u>	<u>FY 2022 Adopted Budget</u>	<u>FY 2022 Amended Budget</u>	<u>FY 2022 MTD</u>	<u>MTD % of Budget</u>	<u>FY 2022 YTD</u>	<u>YTD % of Budget</u>	<u>YTD Projections</u>
Wages & Benefits	955,130	955,130	55,203	6	373,640	39	955,130
Other Employee Benefits	0	0	0	0	0	0	0
Services	47,750	47,750	5,725	12	13,346	28	47,750
Other Charges	59,400	59,400	1,612	3	23,157	39	59,450
Materials & Supplies	79,800	79,800	3,633	5	18,416	23	79,800
Capital Outlay	54,020	54,020	0	0	42,346	78	54,020
Total Expenditures	1,196,100	1,196,100	66,173	6	470,905	39	1,196,150

Town of Altavista
Public Works
FY 2022 Expenditure Report
42% of Year Lapsed

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PUBLIC WORKS - FUND 10	FY 2022 Adopted Budget	FY 2022 Amended Budget	FY 2022 MTD	MTD % of Budget	FY 2022 YTD	YTD % of Budget	YTD Projections
Wages & Benefits	736,800	736,800	26,830	4	209,391	28	736,800
Other Employee Benefits	0	0	0	0	0	0	0
Services	56,660	56,660	271	0	12,417	22	56,660
Other Charges	52,000	52,000	1,379	3	15,868	31	52,000
Materials & Supplies	292,220	292,220	215,495	74	320,389	110	292,220
Debt Service	21,430	21,430	0	0	18,796	88	21,430
Capital Outlay	865,330	865,330	121,803	14	395,816	46	865,330
Total Expenditures	2,024,440	2,024,440	365,778	18	972,677	48	2,024,440

Town of Altavista
Transit System
FY 2022 Expenditure Report
42% of Year Lapsed

<u>TRANSIT SYSTEM - FUND 10</u>	FY 2022 Adopted Budget	FY 2022 Amended Budget	FY 2022 MTD	MTD % of Budget	FY 2022 YTD	YTD % of Budget	YTD Projections
Wages & Benefits	102,610	102,610	967	1	35,278	34	102,610
Services	2,080	2,080	0	0	309	15	2,080
Other Charges	3,900	3,900	0	0	850	22	3,900
Materials & Supplies	19,650	19,650	2,496	13	11,434	58	19,650
Capital Outlay	25,000	25,000	0	0	0	0	25,000
Total Expenditures	153,240	153,240	3,464	2	47,871	31	153,240

Town of Altavista
Economic Development
FY 2022 Expenditure Report
42% of Year Lapsed

<u>ECONOMIC DEVELOPMENT - FUND 10</u>	FY 2022 Adopted Budget	FY 2022 Amended Budget	FY 2022 MTD	MTD % of Budget	FY 2022 YTD	YTD % of Budget	YTD Projections
Wages & Benefits	0	0	0	0	0	0	0
Other Employee Benefits	0	0	0	0	0	0	0
Services	30,000	30,000	0	0	2,030	7	30,000
Other Charges	246,400	246,400	0	0	0	0	246,400
Materials & Supplies	3,000	3,000	0	0	0	0	3,000
Capital Outlay	1,000,000	1,000,000	82,921	0	156,229	0	1,000,000
Total Expenditures	1,279,400	1,279,400	82,921	6	158,259	12	1,279,400

Town of Altavista
Community Development
FY 2022 Expenditure Report
42% of Year Lapsed

<u>COMMUNITY DEVELOPMENT - FUND 10</u>	FY 2022 Adopted Budget	FY 2022 Amended Budget	FY 2022 MTD	MTD % of Budget	FY 2022 YTD	YTD % of Budget	YTD Projections
Wages & Benefits	146,270	146,270	8,706	6	54,550	37	146,270
Other Employee Benefits	0	0	0	0	0	0	0
Services	52,000	52,000	147	0	2,706	5	52,000
Other Charges	29,400	29,400	1,135	4	3,324	11	29,400
Materials & Supplies	12,550	12,550	0	0	106	1	12,550
Capital Outlay	34,500	34,500	29,409	0	29,409	0	34,500
Total Expenditures	274,720	274,720	39,397	14	90,093	33	274,720

Town of Altavista
Avoca Museum
FY 2022 Expenditure Report
33% of Year Lapsed

<u>AVOCA MUSEUM - FUND 10</u>	FY 2022 Adopted Budget	FY 2022 Amended Budget	FY 2022 MTD	MTD % of Budget	FY 2022 YTD	YTD % of Budget	YTD Projections
Wages & Benefits	69,120	69,120	2,092	3	22,069	32	69,120
Other Employee Benefits	0	0	0	0	0	0	0
Services	0	0	0	0	1,340	0	0
Other Charges	450	450	34	7	138	31	450
Materials & Supplies	240	240	-510	0	4,580	0	240
Capital Outlay	58,000	58,000	0	0	0	0	58,000
Total Expenditures	127,810	127,810	1,615	1	28,127	22	127,810

Town of Altavista
FY 2022 Revenue Report
42% of Year Lapsed

Enterprise Fund Revenue	FY 2022 Adopted Budget	FY 2022 Amended Budget	FY 2022 MTD	MTD % of Budget	FY 2022 YTD	YTD % of Budget	YTD Projections
Interest/Interest Income	0	0	0	0	661	0	0
Water Charges - Industrial	1,395,000	1,395,000	-849	0	496,196	36	1,395,000
Water Charges - Business/Residential	306,000	306,000	-10,237	-3	78,368	26	306,000
Water Charges - Outside Community	185,000	185,000	795	0	55,355	30	185,000
Water Charges - Water Connection Fees	1,500	1,500	0	0	0	0	1,500
Bulk Water Purchase	10,000	10,000	0	0	884	0	10,000
Sewer Charges - Industrial	1,700,000	1,700,000	-16,630	-1	558,428	33	1,700,000
Sewer Charges - Business/Residential	260,000	260,000	-11,499	-4	64,306	25	260,000
Sewer Charges - Outside Community	1,600	1,600	-522	-33	5,640	353	1,600
Sewer Charges - Sewer Connection Fees	2,000	2,000	0	0	2,000	100	2,000
Sewer Charges - Sewer Surcharges	50,000	50,000	-417	-1	63,425	127	50,000
Charges for Service - Water/Sewer Penalties	6,700	6,700	-1,683	-25	2,012	30	6,700
Charges for Service - Base Rate Fee/Monthly	50,000	50,000	0	0	17,303	35	50,000
Charges for Service- Base Rate Fee/Quarterly	140,000	140,000	59	0	35,838	26	140,000
VRA	0	0	141,334	0	462,407	0	0
Cash Discounts	0	0	4	0	7	0	0
Miscellaneous	25,000	25,000	1,750	7	19,248	77	25,000
Abbott Water Line Project	0	0	-23,447	0	36,010	0	0
Transfer In from Reserves	33,550	33,550	0	0	0	0	33,550
Transfer from Water & Sewer	0	0	0	0	0	0	0
Bond Proceeds	4,714,250	4,714,250	0	0	0	0	4,714,250
Transfer in From General Fund	0	0	0	0	0	0	0
ENTERPRISE FUND - REVENUE:	<u>8,880,600</u>	<u>8,880,600</u>	<u>78,657</u>	<u>1</u>	<u>1,898,088</u>	<u>21</u>	<u>8,880,600</u>

Town of Altavista
Fund Expenditure Totals
FY 2022
42% of Year Lapsed

	FY 2022 Adopted Budget	FY 2022 Amended Budget	FY 2022 MTD	MTD % of Budget	FY 2022 YTD	YTD % of Budget	YTD Projections
ENTERPRISE FUND (FUND 50)							
Water Department							
Operations	1,395,850	1,395,850	81,722	6	487,378	35	1,395,850
Debt Service	598,360	598,360	0	0	397,698	0	598,360
CIP	3,511,760	3,511,760	283,270	8	963,704	27	3,511,760
Transfer Out	<u>32,780</u>	<u>32,780</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>32,780</u>
Water Department - TOTAL:	<u>5,538,750</u>	<u>5,538,750</u>	<u>364,992</u>	<u>7</u>	<u>1,848,780</u>	<u>33</u>	<u>5,538,750</u>
Wastewater Department							
Operations	1,546,730	1,546,730	134,067	9	527,240	34	1,546,730
Debt Service	139,330	139,330	0	0	32,151	0	139,330
CIP	1,623,020	1,623,020	3,333	0	508,767	31	1,623,020
Transfer Out	<u>32,770</u>	<u>32,770</u>	<u>0</u>		<u>0</u>		<u>32,770</u>
Wastewater Department - TOTAL:	<u>3,341,850</u>	<u>3,341,850</u>	<u>137,400</u>	<u>4</u>	<u>1,068,158</u>	<u>32</u>	<u>3,341,850</u>
ENTERPRISE FUND TOTAL							
Operations	2,942,580	2,942,580	215,789	7	1,014,618	34	2,942,580
Debt Service	737,690	737,690	0	0	429,849	0	737,690
CIP	5,134,780	5,134,780	286,603	6	1,472,471	29	5,134,780
Transfer Out	<u>65,550</u>	<u>65,550</u>	<u>0</u>		<u>0</u>		<u>65,550</u>
ENTERPRISE FUND - GRAND TOTAL:	<u>8,880,600</u>	<u>8,880,600</u>	<u>502,392</u>	<u>6</u>	<u>2,916,938</u>	<u>33</u>	<u>8,880,600</u>

Town of Altavista
Water Department
FY 2022 Expenditure Report
42% of Year Lapsed

WATER DEPARTMENT - FUND 50	FY 2022 Adopted Budget	FY 2022 Amended Budget	FY 2022 MTD	MTD % of Budget	FY 2022 YTD	YTD % of Budget	YTD Projections
Wages & Benefits	710,830	710,830	45,216	6	272,715	38	710,830
Other Employee Benefits	0	0	0	0	0	0	0
Services	148,200	148,200	5,675	4	27,320	18	148,200
Other Charges	237,970	237,970	10,795	5	62,293	26	237,970
Materials & Supplies	298,850	298,850	20,036	7	125,050	42	298,850
Debt Service	598,360	598,360	0	0	397,698	0	598,360
Capital Outlay	3,511,760	3,511,760	283,270	8	963,704	27	3,511,760
Transfer Out to Reserves	32,780	32,780	0	0	0	0	32,780
Total Expenditures	5,538,750	5,538,750	364,992	7	1,848,780	33	5,538,750

Town of Altavista
Wastewater Department
FY 2022 Expenditure Report
42% of Year Lapsed

WASTEWATER DEPARTMENT - FUND 50	FY 2022 Adopted Budget	FY 2022 Amended Budget	FY 2022 MTD	MTD % of Budget	FY 2022 YTD	YTD % of Budget	YTD Projections
Wages & Benefits	851,930	851,930	45,668	5	273,805	32	851,930
Other Employee Benefits	0	0	0	0	0	0	0
Services	45,300	45,300	1,380	3	5,468	12	45,300
Other Charges	407,000	407,000	38,929	10	152,665	38	407,000
Materials & Supplies	242,500	242,500	48,090	20	95,303	39	242,500
Debt Service	139,330	139,330	0	0	32,151	23	139,330
Capital Outlay	1,623,020	1,623,020	3,333	0	508,767	31	1,623,020
Transfer Out	32,770	32,770	0	0	0	0	32,770
Total Expenditures	3,341,850	3,341,850	137,400	4	1,068,158	32	3,341,850

Town of Altavista
Fund Expenditure Totals
FY 2022
42% of Year Lapsed

	FY 2022 Adopted Budget	FY 2022 Amended Budget	FY 2022 MTD	MTD % of Budget	FY 2022 YTD	YTD % of Budget	YTD Projections
State/Hwy Reimbursement Fund (Fund 20)							
Operations	725,000	725,000	9,299	1	755,518	104	725,000
CIP	316,770	316,770	40,448	13	59,161	19	316,770
State/Hwy Water Department - TOTAL:	1,041,770	1,041,770	49,746	5	814,679	78	1,041,770

	FY 2022 Adopted Budget	FY 2022 Amended Budget	FY 2022 MTD	MTD % of Budget	FY 2022 YTD	YTD % of Budget	YTD Projections
Cemetery Fund - (Fund 90)							
Cemetery - Operations - Total:	50,900	50,900	107	0	15,218	30	50,900
CIP	0	0	0	0	0	0	0
Transfer Out - Cemetery Reserve	27,250	27,250	0	0	0	0	27,250
Cemetery Fund - TOTAL:	78,150	78,150	107	0	15,218	19	78,150

State/Highway Reimbursement Fund - Fund 20	FY 2022 Adopted Budget	FY 2022 Amended Budget	FY 2022 MTD	MTD % of Budget	FY 2022 YTD	YTD % of Budget	YTD Projections
REVENUE							
Street & Highway/Interest Income	0	0	0	0	152	0	0
Street & Highway Maintenance	730,000	730,000	0	0	192,034	26	730,000
Street & Highway Maintenance/Carry Over	311,770	311,770	0	0	0	0	311,770
Street & Highway Maintenance/Cash Discount	0	0	0	0	0	0	0
Street & Highway Maintenance/Transfer In-Reserve	0	0	0	0	0	0	0
State/Highway Reimbursement Fund - GRAND TOTAL:	1,041,770	1,041,770	0	0	192,186	18	1,041,770
EXPENDITURES							
Maintenance - Other Maintenance	0	0	0	0	0	0	0
Maintenance - Drainage	48,200	48,200	956	2	4,635	10	48,200
Maintenance - Pavement	400,000	400,000	661	0	718,455	180	400,000
Maintenance - Traffic Control Devices	56,800	56,800	5,143	9	18,526	33	56,800
Engineering - Repairs & Maintenance	10,000	10,000	0	0	153	2	10,000
Traffic Control Operations	0	0	0	0	0	0	0
Road/Street/Highway - Snow & Ice Removal	60,000	60,000	958	2	958	2	60,000
Road/Street/Highway - Other Traffic Services	50,000	50,000	1,958	4	11,365	23	50,000
General Admin. & Misc. - Miscellaneous	100,000	100,000	-378	0	1,425	1	100,000
State/Highway Reimb. Fund - Subtotal:	725,000	725,000	9,299	1	755,518	104	725,000
Motor Vehicles- Replc.	121,270	121,270	40,448	33	40,448	33	121,270
Machinery & Equip. - Replc.	102,500	102,500	0	0	1,914	2	102,500
Machinery & Equip. - New	18,000	18,000	0	0	16,800	0	18,000
Improvements Other Than Buildings - New	75,000	75,000	0	0	0	0	75,000
Engineering - New	0	0	0	0	0	0	0
Motor Vehicles- Replc.	0	0	0	0	0	0	0
State/Highway Reimb. Fund - Capital Outlay - Subtotal:	316,770	316,770	40,448	13	59,161	19	316,770
Transfer Out - Highway Fund Reserve	0	0	0	0	0	0	0
State/Highway Fund - GRAND TOTAL:	1,041,770	1,041,770	49,746	5	814,679	78	1,041,770

Town of Altavista
FY 2022 Cemetery Fund
42% of Year Lapsed

Cemetery Fund - Fund 90	FY 2022 Adopted Budget	FY 2022 Amended Budget	FY 2022 MTD	MTD % of Budget	FY 2022 YTD	YTD % of Budget	YTD Projections
REVENUE							
Permits/Burials	17,250	17,250	750	4	3,575	21	17,250
Interest/Interest Income	0	0	0	0	3,401	0	0
Miscellaneous/Sale of Real Estate	4,500	4,500	0	0	3,800	84	4,500
Miscellaneous/Misc.	0	0	0	0	0	0	0
Transfer In From General Fund	56,400	56,400	0	0	25,000	44	56,400
Cemetery Fund - GRAND TOTAL:	78,150	78,150	750	1	35,776	46	78,150
EXPENDITURES							
Salaries and Wages/Regular	10,000	10,000	318	3	2,022	20	10,000
Salaries and Wages/Overtime	1,000	1,000	232	23	232	23	1,000
Benefits/FICA	850	850	39	5	162	19	850
Benefits/VRS	1,000	1,000	9	1	56	6	1,000
Benefits/Medical Insurance is pre-paid	1,550	1,550	108	7	230	15	1,550
Benefits/Group Life	200	200	7	4	31	15	200
VRS Hybrid Employer Contr.	0	0	38	0	148	0	0
ICMA Hybrid Employer Contr.	0	0	6	0	20	0	0
Mowing Contract	24,800	24,800	-650	-3	9,750	39	24,800
Other Charges/Misc. Reimb.	0	0	0	0	1,795	0	0
Materials/Supplies & Repairs/Maint.	10,000	10,000	0	0	272	3	10,000
Opening/Closing Graves	1,500	1,500	0	0	500	0	1,500
CEMETERY TOTAL OPERATIONS	50,900	50,900	107	0	15,218	30	50,900
CAPITAL OUTLAY							
Machinery & Equip. - New	0	0	0	0	0	0	0
TRANSFER OUT							
Transfer Out/To Cemetery Reserve	27,250	27,250	0	0	0	0	27,250
Cemetery Fund - GRAND TOTAL:	129,050	129,050	107	0	15,218	12	129,050

Town of Altavista
Investment Deposit Totals
Balance as of November, 2021



General Fund Reserves

<i>Money Market Account</i>	4,697,705.95	
<i>Certificate of Deposit</i>	2,926,394.54	
<i>LGIP</i>	7,647,212.82	
Sub-Total		\$ 15,271,313.31

Enterprise Fund Reserves

<i>Money Market Account</i>	230,040.52	
<i>Certificate of Deposit</i>		
<i>LGIP</i>	557,100.60	
Sub-Total		\$ 787,141.12

Highway Fund

<i>Money Market Account</i>	57,350.00	
<i>Certificate of Deposit</i>	0.00	
<i>LGIP</i>	1,006,407.45	
Sub-Total		\$ 1,063,757.45

Green Hill Cemetery

<i>Money Market Account</i>	75,495.38	
<i>Certificate of Deposit</i>	630,570.80	
<i>LGIP</i>	77,237.53	
Sub-Total		\$ 783,303.71

AEDA

<i>Money Market Account</i>	0.00	
<i>Certificate of Deposit</i>	0.00	
<i>LGIP</i>	270,764.69	
Sub-Total		\$ 270,764.69

Federal Forfeiture Account

\$0.00

State Forfeiture Account

\$10,423.92

Operating Cash Account

\$ 2,450,599.41

Grand Total Investments and Deposits \$ 20,637,303.61

Designated Balance \$ 17,941,603.23

Undesignated Balance \$ 2,695,700.38



TOWN OF ALTAVISTA
TOWN COUNCIL
REGULAR MEETING
December 14, 2021
AGENDA COVER SHEET

AGENDA ITEM #: 8.A

NEW BUSINESS

Title: Altavista On Track Vista River Fest

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

Action(s):

Approve the Special Event Permit.

Explanation:

Altavista On Track is requesting to use English Park and the Booker Building to host a new spring festival known as Vista River Fest on May 14, 2022, with a rain date of May 21, 2022. They are requesting that the park be closed from dusk on Friday, May 13, 2022 until dawn Sunday, May 15, 2022 and to permit alcohol at the event.

Background:

In response to the success of the BBQ Festival, Altavista On Track (AOT) desires to host another festival. They are proposing a family-friendly event at English Park that will include food trucks, music, children's entertainment, and a petting zoo.

The event will take place on Saturday, May 14, 2022 from 12:00 PM to 6:00 PM with some setup occurring on the day before.

AOT's goal is to secure up to eight (8) food/dessert vendors. As with the previous event, alcoholic and non-alcoholic beverages will be sold at the event.

To begin securing vendors and entertainers, AOT is asking Town Council to approve a Special Event Permit for May 14, 2022.

Funding Source(s):

AOT expects to cover the event through sponsorships, vendor fees, and tickets for the event. Based on the feedback received after the BBQ Festival, AOT will restructure the fee schedule to offer discounted tickets for those that do not want to desire to sample or purchase alcoholic beverages.

Attachments: *(click item to open)*

[*Vista River Fest - Special Event Permit.pdf*](#)

Town of Altavista Special Event Application - Part 1

Event Name

Start Date

End Date

Proposed
Rain Date

First Time Event

☐

Re-Occurring Event

☐

If re-occurring, in what year did the event commence?

Event Category

Community Festival

☐

Parade

☐

Concert

☐

Run/Walk

☐

Other

(please specify)

Alcohol Served

Yes

No

If alcohol is being served, please attach the name and all contact information for the ABC license holder (phone, cell, address and email). Also, please attach a copy of the issued ABC license as well as a sheet describing how drinking ages will be monitored/controlled.

Event Organizer (s)

Corp. ID #

Street Address

County/Locality

State/Zip

Non-Profit ID #

Primary Contact

Address

Business Phone

Email

Cell Phone

Home Phone

Fax

Event Promoter/Marketing Coordinator

Name

Work Phone

Email

Cell Phone

Home Phone

Town of Altavista Special Event Application - Part 2

**Town Funds
Requested?**

☐

YES

☐

NO

AMOUNT:

Type of Assistance Requested:

☐

GRANT

☐

LOAN

How Often Assistance Requested?

☐

ONE-TIME

☐

ANNUALLY

Please attach list of expected event sponsors contributing funds or in-kind supplies/services.

Admission Fee

Day of the Event

In Advance

Senior/Jr. Fee

Purpose and Description of the Event

Please include a detailed description of the event/attractions, a site map, and schedule of activities. Please attached additional pages if needed.

Event Cancellation

Please describe your cancellation policy; please note that the Town of Altavista must be notified if the event is cancelled or postponed.

Event Venue or Site(s)

Please attach a tax/parcel location map and a signed letter of consent from the property owner (*consent letter not needed if using Town-owned property*).

Site Address

**Zoning
Classification**

**Anticipated
Attendance**

**Average Attendance at
Past Events**

Town of Altavista Special Event Application - Part 3

Event Set-up Dates to

Event Start Date **Event End Date**

Event Start Time a.m./p.m., **Event End Time** a.m./p.m.,
(open to the public) (closed to the public)

Music/Sound Start Time a.m./p.m., **Music/Sound End Time** a.m./p.m.,

Alcohol Served a.m./p.m., a.m./p.m.,

If the event continues through subsequent days, please list the dates and start times for each day's activities; attach extra pages if needed.

Event 2nd Date

Event Start Time a.m./p.m. **Event End Time** a.m./p.m.,
(open to the public) (closed to the public)

Music/Sound Start Time a.m./p.m. **Music/Sound End Time** a.m./p.m.

Alcohol Served a.m./p.m. to a.m./p.m.

Event 3rd Date

Event Start Time a.m./p.m. **Event End Time** a.m./p.m.,
(open to the public) (closed to the public)

Music/Sound Start Time a.m./p.m. **Music/Sound End Time** a.m./p.m.

Alcohol Served a.m./p.m. to a.m./p.m.

Event / Venue Tear Down Dates to

Event/Venue Tear Down Times Day 1 a.m./p.m. Day 2 a.m./p.m.

Additional Sites Needed for Staging: Please list the address of each:

Requested street/road closures:

Proposed dates and times of closures:

Town of Altavista Special Event Application - Part 4

Will you be supplying? Check all that apply.

Dumpsters

☐

Quantity

Portable Restrooms

☐

Quantity

Trash Cans

☐

Quantity

Recycling
Containers

Banners/Decoration

☐

Quantity

Type

Fencing/Barricades

☐

Quantity

Type

Special Lighting

☐

Quantity

Type

Will shuttle services be provided?

☐

Shuttle Service Coordinator

Name

Contact #

Type of transportation used (i.e. buses, golf carts, wagons, etc.)

Please attach a map of shuttle routes and schedule for shuttle services.

Describe shuttle plan, indicate drop off and pick up points.

Will special shuttling services be provided for disabled citizens?

☐

Explain plans/amenities to accommodate disabled citizens on-site at the event.

Will live entertainment be scheduled? Please describe any scheduled performances.

Town of Altavista Special Event Application - Part 5

Will you be supplying? Check all that apply.

Booths/Exhibits	<input type="checkbox"/>	Quantity	<input type="text"/>	
Tents/Canopies	<input type="checkbox"/>	Quantity	<input type="text"/>	Size <input type="text"/>
Vehicles/Trailers	<input type="checkbox"/>	Quantity	<input type="text"/>	Kind <input type="text"/>
Animals	<input type="checkbox"/>	Quantity	<input type="text"/>	Kind <input type="text"/>
VIP Area	<input type="checkbox"/>	Describe	<input type="text"/>	
Amplified Sound	<input type="checkbox"/>	Describe	<input type="text"/>	
Rides/Inflatables	<input type="checkbox"/>	Describe (kind/quantity)	<input type="text"/>	
Stage/bleachers (other structures)	<input type="checkbox"/>	Describe	<input type="text"/>	
Fireworks/ Pyrotechnics	<input type="checkbox"/>	Describe	<input type="text"/>	

Please list name, contact information and copy of permit for any fireworks contractor(s).

Please indicate/describe the precise location on-site from which fireworks will be deployed.

Town of Altavista Special Event Application - Part 6

How will the event be marketed? Check all that apply.

Television ☐

Webpage ☐

Radio ☐

Social ☐

Billboards ☐

Media

Newspapers ☐

Informational hotline ☐
(please list #)

Please list all that apply:

Are you requesting the Town of Altavista or Campbell County to provide/coordinate any of the following items/elements of the event? Please check all that apply.

Town Services:

County Services:

Other: ☐

Law Enforcement ☐

Fire/EMS ☐

Public Works ☐

Safety Information ☐

*Describe the safety plans for the event
(please use extra pages if necessary).*

Other Town services or equipment? Please describe.

Describe any unique grounds preparation or traffic control needs.

Town of Altavista Special Event Application - Part 7

How many staff persons will be designated to the following areas:

Entry/exit gates

Event-day ground staff

Clean-up crew

Volunteers (total)

Parking areas

How will you obtain event staff? Describe:

Stage areas

Is liability coverage provided for staff/volunteers working on-site?

☐

If so, to what amount?

How do you plan to notify residents and businesses who may be affected by event? (in addition to adjacent property owners).

Door to door

☐

Phone calls

☐

Flyers

☐

Others

☐

Will any food be served on-site?

☐

Is there a designated food coordinator?

☐

Non-profit food vendors

Name:

For-profit food vendors

Vendors needing electricity

Phone/Cell:

Vendors needing water hook-ups

Vendors using open fire/gas

Non-profit vendors selling wares

for-profit vendors selling wares

Please describe items/services vended on-site; describe any special needs of vendors.

Liability Insurance Information

A certificate of insurance for this event (if applicable) must be presented to the Town of Altavista no later than fifteen (15) calendar days prior to the start date of the event. If the information requested below is not available when this application is submitted, it can be added later, but not later than the fifteen (15) day deadline previously noted.



Indemnity Agreement

In consideration for the Town of Altavista granting the undersigned Event Organizer representative permission to hold the proposed event and to display, sell, or offer for sale wares, services and/or food or merchandise within the perimeters of their event venue, the undersigned agrees to assume the defense and indemnify and save harmless the Town, its employees, offices and agents against any and all claims, liabilities, judgments, costs, causes of action, damages, expenses and shall pay all attorney's fees, court costs and other costs incurred in defending such claims, which may accrue against, be charged to, be recovered from, or sought to be removed from the Town, its employees, officers and agents by reason of or on account of any personal injury or death or damage to property arising from the undersigned's event and associated activities, if such personal injury or death or damage of property is caused by the acts or omissions or negligence of the undersigned, or the undersigned's employees and agents or by such acts, omissions or negligence of any other person subject to the undersigned's control. The Town, its employees, officers and agents shall not have to give the undersigned any specific types of notices of such claims.

Affidavit of Applicant

I certify that the information contained in this Special Event Application is true and correct to the best of my knowledge and belief, that I understand, and agree to abide by all regulations, provisions, and rules governing Special Events as set forth by the Town of Altavista. I certify that I understand that this application is made subject to the rules and regulations established by the Altavista Town Council. I agree to abide by these rules and further certify that, on behalf of the organization, I am authorized to commit that organization, and therefore agree to be financially responsible for any costs and fees that may be incurred by or on behalf of the Event to the Town of Altavista. I grant permission for Town officials to access the property at any time to enforce permit compliance.

A signed hard copy of the Indemnity Agreement and Affidavit of Applicant portions of the Special Event Permit must be provided to the Town before an application will be considered fully executed. Submit one copy of this Special Event permit application to Town of Altavista, ATTN: Special Event, P.O. Box 420, Altavista, VA 24517; townhall@altavistava.gov

Event Coordinator/Responsible Event Representative
(Print Name)

Date

George J. Sandridge
Signature

Property Owner (Print Name)

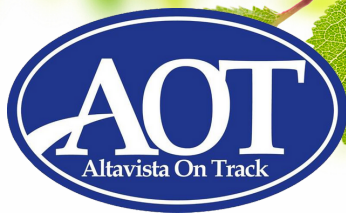
Date

Signature

Town of Altavista Representative (Print Name)

Date

Signature



VISTA RIVER FEST

**LIVE MUSIC | FOOD TRUCKS | BEER
BOURBON | WINE | PETTING ZOO
LAWN GAMES | ARTISAN VENDORS**

May 14, 2022 ▪ 12:00 PM - 6:00 PM

English Park

206 Pittsylvania Ave, Altavista, VA 24517

Visit www.vistaspringfestival.com for more info!

AOT Vista River Fest – Ticket Prices

Children (Ages 9 and Under) - FREE

- Access to the music, food/dessert trucks, and children's entertainment/petting zoo

Youth 10 and Older/Designated Drivers/Non-Drinkers - \$10

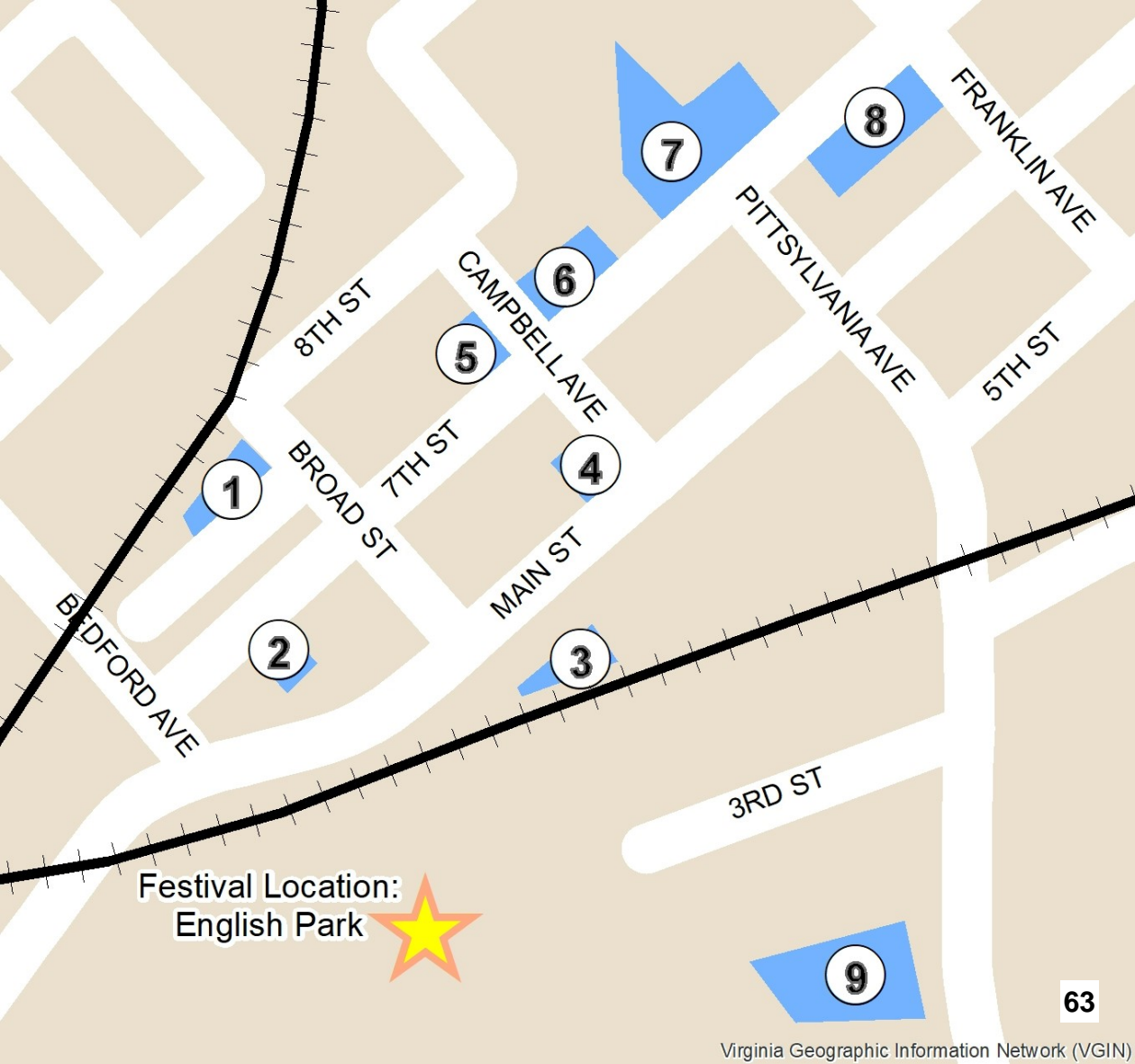
- Access to the music, food/dessert trucks, and children's entertainment/petting zoo

General Admission (21+) - \$20

- Access to the music, food/dessert trucks, and children's entertainment/petting zoo
- Ability to sample the various alcohol vendors

VIP Package (21+) - \$40

- Each attendee gets two free drink tickets, one free meal ticket, a 16-ounce collectable cup, and a collectable koozie
- Access to the music, food/dessert trucks, and children's entertainment/petting zoo
- Ability to sample the various alcohol vendors



Festival Location:
English Park





TOWN OF ALTAVISTA
TOWN COUNCIL
REGULAR MEETING
December 14, 2021
AGENDA COVER SHEET

AGENDA ITEM #: 8.B

NEW BUSINESS

Title: Spark Innovation Center Funding Request and Project Update

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

Action(s):

Provide direction for staff to appropriate funds to complete the project and receive an update on the project.

Explanation:

Town Council awarded a bid in the amount of \$761,000 to renovate the fire station for the Spark Innovation Center.

At the time of the award, \$200,000 had been allocated by Town Council for renovations and \$184,306 had been received from the Tobacco Region Revitalization Commission (TRRC). No funds were identified to cover the remaining costs.

Staff is requesting that Town Council identify a funding source to allow for the completion of the project.

Jacob Caldwell, Dominion 7 Architects and Chris Tolley, Piney Ridge Contracting & Consulting will provide a project update to Town Council.

Background:

At the August 10, 2021 regular meeting, Town Council accepted Piney Ridge Contracting & Consulting's bid to renovate the vacant fire station for use as an incubator, accelerator, and co-working space know as Spark Innovation Center, in the amount of \$761,000.

Town Council had included \$200,000 in the FY2021 Capital Improvement Plan for the renovation and the Tobacco Region Revitalization Commission (TRRC) had awarded a grant for construction in the amount of \$184,306.

No funding source was identified to cover the shortfall. Since the award, several change orders have been approved by staff in keeping with the town's procurement polices to keep the project on schedule.

To complete the project, \$452,118.20 is needed. Staff is also asking that Town Council approve an additional \$10,000 in contingency to cover any additional unbudgeted cost during construction for a total of \$462,118.20.

Funding Source(s):

There are multiple funding sources dedicated to this project including from the general fund and grants. A funding source has not been identified for the budget shortfall.

Town Council may want to consider completing the project with funds received under the American Rescue Plan Act of 2021. Another option to consider is transferring money in from reserve funds to complete the renovation.

Police Chief Thomas Merricks and the Community Development Director Sharon Williams, request that the Chief be permitted to use \$1,525.29 from the civil asset forfeiture fund to cover the cost of installing an upgraded siren for use by the town should an emergency occur.

Attachments: *(click item to open)*

[*Notice of Award SIC.pdf*](#)

[*Spark Shortfall.pdf*](#)

DOCUMENT 00 51 00 – NOTICE OF AWARD

Date of Issuance: August 13, 2021

Owner: Town of Altavista, Virginia Owner's Contract No.: ED2101
 Engineer: Hurt & Proffitt/Dominion Seven Engineer's Project No.: 20210197
 Project: Spark Innovation Center
 Bidder: Piney Ridge Contracting & Consulting
 Bidder's Address: 1573 Confederate Blvd., Appomattox, VA 24522

TO BIDDER:

You are notified that Owner has accepted your Bid dated July 13, 2021 for the above Contract, and that you are the Successful Bidder and are awarded a Contract for the Spark Innovation Center Project. The Contract Price of the awarded Contract is: \$ 761,000.00, which is comprised of the Base Bid and Alternates 1, 2, 4 and 7 further broken down as follows:

- Base Bid\$632,000.00
- Alternate 1\$51,800.00
- Alternate 2\$48,300.00
- Alternate 4\$18,700.00
- Alternate 7\$10,200.00

[3] unexecuted counterparts of the Agreement accompany this Notice of Award, and one copy of the Contract Documents will be delivered to you under separate cover.


You must comply with the following conditions precedent within 15 days of the date of receipt of this Notice of Award:

1. Deliver to Owner [3] counterparts of the Agreement, fully executed by Bidder.
2. Deliver with the executed Agreement(s) the Contract security and insurance documentation.

Failure to comply with these conditions within the time specified will entitle Owner to consider you in default, annul this Notice of Award, and declare your Bid security forfeited.

Within ten days after you comply with the above conditions, Owner will return to you one fully executed counterpart of the Agreement, together with any additional copies of the Contract Documents.

Owner: Town of Altavista

By: 
 Sharon D. Williams, AICP

Title: Community Development Director

Copy: Engineer

END OF DOCUMENT 00 51 00 – NOTICE OF AWARD

Spark Innovation Center - 508 7th Street

	Cost
Item	
Base Bid	\$632,000.00
Alternative 1 Window Replacement	\$51,800.00
Alternative 2 Shingle Roof	\$48,300.00
Alternative 4 Operable Partition	\$18,700.00
Alternative 7 Entrance Canopy	\$10,200.00
Total	\$761,000.00
Change Order 2 Access Controls	\$9,344.65
Change Order 3 Additional Electrical for Security	\$1,366.20
Change Order 4 Code Upgrades for Sirens	\$1,525.59
Change Order 5 Additional Asbestos Abatement	\$3,688.74
Change Order 6 Additional Plumbing	\$951.79
Change Order 7 LVL Hangers	\$4,061.55
Change Order 8 Additional Electrical Recepticals	\$290.32
Total	\$21,228.84
Design, Bidding, & Construction Administration	\$94,700.00
Additional Work (not in bid)	
Central Technology Solutions	\$5,826.67
River City Systems, Inc	\$7,000.00
Environmental Testing	\$5,697.35
Total	\$18,524.02
Total Cost of Renovation	\$895,452.86

Spark Innovation Center - 508 7th Street

Total Cost of Renovation	\$895,452.86
Funding:	
FY2021 Capital Improvement Plan	\$200,000.00
Virginia Tobacco Region Revitalization Commission	\$184,306.00
Total	\$384,306.00
Credits	
Piney Ridge Construction Access Control	\$1,806.02
Brownfields Grant Testing	\$5,697.35
Brownfields Grant Remediation	\$50,000.00
APD Asset Forfeiture - Siren	\$1,525.29
Total	\$59,028.66
Shortfall	\$452,118.20
Contingency	\$10,000.00
Total Request	\$462,118.20



TOWN OF ALTAVISTA
TOWN COUNCIL
REGULAR MEETING
December 14, 2021
AGENDA COVER SHEET

AGENDA ITEM #: 8.C

NEW BUSINESS

Title: Altavista Community Transit System (ACTS) Title VI Program

Staff Resource: Tobie Shelton, Director of Finance and Administration

Action(s):

Staff is requesting approval of Altavista Community Transit System (ACTS) Title VI Document.

Explanation:

At the March 2020 regular meeting, Council approved the Title VI document for ACTS, in its annual review. This year, 2021 requires the full update. KFH Consulting Group has reviewed ACTS' Title VI document and confirmed that the Town's plan is in compliance with the Federal Transit Authority's (FTA) guidelines. No updates are needed. To complete the process, DRPT requires adoption of this document by Council.

Background:

Title VI of the 1964 Civil Rights Act provides that “No person in the United States shall, **on the basis of race, color, or national origin, be excluded from participation in**, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance

Annually, the Department of Rail and Public Transportation (DRPT) requires a review of the Title VI document with a full update every three (3) years, to confirm compliance with the Federal Transit Authority's (FTA) guidelines.

Funding Source(s):

N/A

Attachments: *(click item to open)*

[Attachment 1. ACTS Title VI Plan.pdf](#)

Title VI Plan and Procedures

Title VI of the Civil Rights Act of 1964

Altavista Community Transit System (ACTS)



Adopted date

March 10, 2020

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APPENDICES

- A Title VI Notice to the Public; List of Locations
- B Title VI Complaint Form
- C Investigations, Lawsuits and Complaints Document
- D Summary of Outreach Efforts
- E Table – Minority Representation on Committees by Race

Transit Providers that operate 50 or more fixed route vehicles in peak service and are located in an Urbanized Area (UZA) of 200,000 or more people must submit:

- ☐ Demographic and service profile maps and charts
- ☐ Demographic ridership and travel patterns, collected by surveys
- ☐ A description of the public engagement process for setting the “major service change policy,” disparate impact policy, and disproportionate burden policy
- ☐ Results of service and/or fare equity analyses conducted since the last Title VI Program submission, including evidence that the board or other governing entity or official(s) approved the results of the analysis

I. INTRODUCTION

Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color, or national origin in programs and activities receiving Federal financial assistance. Specifically, Title VI provides that "no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance." (42 U.S.C. Section 2000d).

The Civil Rights Restoration Act of 1987 clarified the intent of Title VI to include all programs and activities of Federal-aid recipients, sub-recipients, and contractors whether those programs and activities are federally funded or not.

Recently, the Federal Transit Administration (FTA) has placed renewed emphasis on Title VI issues, including providing meaningful access to persons with Limited English Proficiency.

Recipients of public transportation funding from FTA and the Virginia Department of Rail and Public Transportation (DRPT) are required to develop policies, programs, and practices that ensure that federal and state transit dollars are used in a manner that is nondiscriminatory as required under Title VI.

This document details how ACTS incorporates nondiscrimination policies and practices in providing services to the public. ACTS's Title VI policies and procedures are documented in this plan and its appendices and attachments. This plan will be updated periodically (at least every three years) to incorporate changes and additional responsibilities that arise.

II. OVERVIEW OF SERVICES

The Altavista Community Transit System has operated a fixed deviated route bus system within the limits of the Town of Altavista since January 2011. The 16 mile route is completed hourly and has the ability to service any citizen by regular route or deviation, living within the Town limits. While riders totaled 10,919 in calendar year 2011, the total grew by 2014 to 23,511 and the trend for 2015 continues to show an increase in ridership. In the summer of 2014, based on the Transportation Development Plan, summer hours were implemented which increase service 12 hours per week. Bus shelters are in the 2015 CIP to provide customers a place to wait for the bus that is out of the weather.

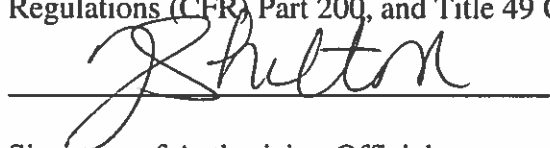
ACTS is staffed by the Title VI Manager, 5- part time bus drivers and a mechanic, who also services all the equipment and vehicles for the Town. ACTS mission is to provide reliable and courteous service to all of its customers. Currently those customers are citizens of the Town of Altavista and ACTS is fulfilling its mission.

III. POLICY STATEMENT AND AUTHORITIES

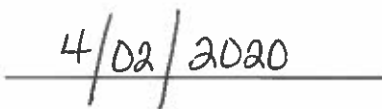
Title VI Policy Statement

ACTS is committed to ensuring that no person shall, on the grounds of race, color, national origin, as provided by Title VI of the Civil Rights Act of 1964 and the Civil Rights Restoration Act of 1987 (PL 100.259), be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity, whether those programs and activities are federally funded or not.

The ACTS Title VI Manager is responsible for initiating and monitoring Title VI activities, preparing required reports, and other responsibilities as required by Title 23 Code of Federal Regulations (CFR) Part 200, and Title 49 CFR Part 21.



Signature of Authorizing Official



Date

Authorities

Title VI of the 1964 Civil Rights Act provides that no person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity receiving federal financial assistance (refer to 49 CFR Part 21). The Civil Rights Restoration Act of 1987 broadened the scope of Title VI coverage by expanding the definition of the terms “programs or activities” to include all programs or activities of Federal Aid recipients, sub recipients, and contractors, whether such programs and activities are federally assisted or not.

Additional authorities and citations include: Title VI of the Civil Rights Act of 1964 (42 U.S.C. Section 2000d); Federal Transit Laws, as amended (49 U.S.C. Chapter 53 et seq.); Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended (42 U.S.C. 4601, et seq.); Department of Justice regulation, 28 CFR part 42, Subpart F, “Coordination of Enforcement of Nondiscrimination in Federally-Assisted Programs” (December 1, 1976, unless otherwise noted); U.S. DOT regulation, 49 CFR part 21, “Nondiscrimination in Federally-Assisted Programs of the Department of Transportation—Effectuation of Title VI of the Civil Rights Act of 1964” (June 18, 1970, unless otherwise noted); Joint FTA/Federal Highway Administration (FHWA) regulation, 23 CFR part 771, “Environmental Impact and Related Procedures” (August 28, 1987); Joint FTA/FHWA regulation, 23 CFR part 450 and 49 CFR part 613, “Planning Assistance and Standards,” (October 28, 1993, unless otherwise noted); U.S. DOT Order 5610.2, “U.S. DOT Order on Environmental Justice to Address Environmental Justice in Minority Populations and Low-Income Populations,” (April 15, 1997); U.S. DOT Policy Guidance Concerning Recipients’ Responsibilities to Limited English Proficient Persons, (December 14, 2005), and Section 12 of FTA’s Master Agreement, FTA MA 13 (October 1, 2006).

IV. NONDISCRIMINATION ASSURANCES TO DRPT


In accordance with 49 CFR Section 21.7(a), every application for financial assistance from the Federal Transit Administration (FTA) must be accompanied by an assurance that the applicant will carry out the program in compliance with DOT's Title VI regulations. This requirement is fulfilled when the Virginia Department of Rail and Public Transportation (DRPT) submits its annual certifications and assurances to FTA. DRPT shall collect Title VI assurances from sub-recipients prior to passing through FTA funds.

As part of the Certifications and Assurances submitted to DRPT with the Annual Grant Application and all Federal Transit Administration grants submitted to the DRPT, *ACTS* submits a Nondiscrimination Assurance which addresses compliance with Title VI as well as nondiscrimination in hiring (EEO) and contracting (DBE), and nondiscrimination on the basis of disability (ADA).

In signing and submitting this assurance, *ACTS* confirms to DRPT the agency's commitment to nondiscrimination and compliance with federal and state requirements.

V. PLAN APPROVAL DOCUMENT

I hereby acknowledge the receipt of the ACTS Title VI Implementation Plan. I have reviewed and approve the Plan. I am committed to ensuring that no person is excluded from participation in, or denied the benefits of ACTS's transportation services on the basis of race, color, or national origin, as protected by Title VI according to Federal Transit Administration (FTA) Circular 4702.1B Title VI requirements and guidelines for FTA sub-recipients.



Mayor, Town of Altavista



DATE

Town of Altavista, Altavista Community Transit System

c. Altavista Community Transit System (ACTS) – Title VI Plan

Mr. Coggsdale stated, pursuant to the memorandum of Mrs. Tobie Shelton, Town Finance Director, staff is seeking Council's consideration of the Altavista Community Transit Systems (ACTS) Title VI Plan Update.

Mr. Coggsdale stated this was a Department of Rail and Public Transportation (DRPT) requirement every three years for compliance with the Federal Transit Authority's (FTA) guidelines. He stated the only changes effecting the town in the current update were administrative in nature.

Mr. Coggsdale stated staff was recommending Town Council approve the updates to the ACTS Title VI Plan, as presented, and authorize the Mayor to sign the document.

Mr. Coggsdale stated, if approved, the item would be placed on the March 10, 2020 Town Council Regular Meeting Consent Agenda for final approval.

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

Mr. Higginbotham, seconded by Mrs. Dalton, motioned to accept staff's recommendation and approve the Altavista Community Transit Systems (ACTS) Title VI Plan Update.

Motion carried:

VOTE:

Mr. Reggie Bennett	Yes
Mr. Timothy George	Yes
Mr. Jay Higginbotham	Yes
Mayor Mike Mattox	Yes
Mrs. Beverley Dalton	Yes
Mr. Tracy Emerson	Yes
Mr. Wayne Mitchell	Yes

1. Consent Agenda Approval

- a. Approval of Council Minutes
 - February 11, 2020 Town Council Regular Meeting
 - February 25, 2020 Town Council Work Session
- b. Acceptance of Monthly Financial Reports
 - February Revenues and Expenditures
- c. Approval of Citizen Request
 - 328 10th Street – request to utilize town property (encroachment)
- d. Approval of Amendments
 - Altavista Community Transit System – Title VI Plan amendments

Mayor Mattox asked Council if they had any questions, comments, or concerns regarding the March 10, 2020 Consent Agenda, to which there were none.

Mr. Bennett, seconded by Mrs. Dalton, motioned to approve the consent agenda as presented.

Motion carried.

Vote:

Mr. Wayne Mitchell	Yes
Mr. Tracy Emerson	Yes
Mrs. Beverley Dalton	Yes
Mayor Mike Mattox	Yes
Mr. Jay Higginbotham	Yes
Mr. Timothy George	Yes
Mr. Reggie Bennett	Yes

VI. ORGANIZATION AND TITLE VI PROGRAM RESPONSIBILITIES

The *ACTS's Title VI Manager* is responsible for ensuring implementation of the agency's Title VI program. Title VI program elements are interrelated and responsibilities may overlap. In the absence of the primary Title VI Manager, the Town Manager becomes the responsible person. The specific areas of responsibility have been delineated below for purposes of clarity.

Overall Organization for Title VI

The Title VI Manager and staff are responsible for coordinating the overall administration of the Title VI program, plan, and assurances, including complaint handling, data collection and reporting, annual review and updates, and internal education.

Detailed Responsibilities of the Title VI Manager

The Title VI Manager is charged with the responsibility for implementing, monitoring, and ensuring compliance with Title VI regulations. Title VI responsibilities are as follows:

1. Process the disposition of Title VI complaints received.
2. Collect statistical data (race, color or national origin) of participants in and beneficiaries of agency programs, (e.g., affected citizens, and impacted communities).
3. Conduct annual Title VI reviews of agency to determine the effectiveness of program activities at all levels.
4. Conduct Title VI reviews of construction contractors, consultant contractors, suppliers, and other recipients of federal-aid fund contracts administered through the agency.
5. Conduct training programs on Title VI and other related statutes for agency employees.
6. Prepare a yearly report of Title VI accomplishments and goals, as required.
7. Develop Title VI information for dissemination to the general public and, where appropriate, in languages other than English.
8. Identify and eliminate discrimination.
9. Establish procedures for promptly resolving deficiency status and writing the remedial action necessary, all within a period not to exceed 90 days.

General Title VI responsibilities of the agency

The Title VI Manager is responsible for substantiating that these elements of the plan are appropriately implemented and maintained, and for coordinating with those responsible for public outreach and involvement and service planning and delivery.

1. Data collection

To ensure that Title VI reporting requirements are met, *ACTS* will maintain:

- A database or log of Title VI complaints received. The investigation of and response to each complaint is tracked within the database or log.
- A log of the public outreach and involvement activities undertaken to ensure that minority and low-income people had a meaningful access to these activities.

2. Annual Report and Updates

As a sub-recipient of FTA funds, *ACTS* is required to submit a Quarterly Report Form to DRPT that documents any Title VI complaints received during the preceding quarter and for each year. *ACTS* will also maintain and provide to DRPT on an annual basis, the log of public outreach and involvement activities undertaken to ensure that minority and low-income people had a meaningful access to these activities.

Further, we will submit to DRPT updates to any of the following items since the previous submission, or a statement to the effect that these items have not been changed since the previous submission, indicating date:

- A copy of any compliance review report for reviews conducted in the last three years, along with the purpose or reason for the review, the name of the organization that performed the review, a summary of findings and recommendations, and a report on the status or disposition of the findings and recommendations
- Limited English Proficiency (LEP) plan
- procedures for tracking and investigating Title VI complaints
- A list of Title VI investigations, complaints or lawsuits filed with the agency since the last submission
- A copy of the agency notice to the public that it complies with Title VI and instructions on how to file a discrimination complaint

3. Annual review of Title VI program

Each year, in preparing for the Annual Report and Updates, the Title VI Manager will review the agency's Title VI program to assure implementation of the Title VI plan. In addition, they will review agency operational guidelines and publications, including those for contractors, to verify that Title VI language and provisions are incorporated, as appropriate.

4. Dissemination of information related to the Title VI program

Information on our Title VI program will be disseminated to agency employees, contractors, and beneficiaries, as well as to the public, as described in the “public outreach and involvement” section of this document, and in other languages when needed according to the LEP plan as well as federal and State laws/regulations.

5. Resolution of complaints

Any individual may exercise his or her right to file a complaint if that person believes that he, she or any other program beneficiaries have been subjected to unequal treatment or discrimination in the receipt of benefits/services or prohibited by non-discrimination requirements. *ACTS* will report the complaint to DRPT within three business days (per DRPT requirements), and make a concerted effort to resolve complaints locally, using the agency’s Title VI Complaint Procedures. All Title VI complaints and their resolution will be logged as described under Section 1. Data collection and reported annually (in addition to immediately) to DRPT.

6. Written policies and procedures

Our Title VI policies and procedures are documented in this plan and its appendices and attachments. This plan will be updated periodically to incorporate changes and additional responsibilities that arise. During the course of the Annual Title VI Program Review (item 3 above), the Title VI Manager will determine whether or not an update is needed.

7. Internal education

Our employees will receive training on Title VI policies and procedures upon hiring and upon promotion. This training will include requirements of Title VI, our obligations under Title VI (LEP requirements included), and required data that must be gathered and maintained. In addition, training will be provided when any Title VI-related policies or procedures change (agency-wide training), or when appropriate in resolving a complaint.

Title VI training is the responsibility of *Title VI Manager*

8. Title VI clauses in contracts

In all federal procurements requiring a written contract or Purchase Order (PO), *ACTS*’s contract/PO will include appropriate non-discrimination clauses. The Title VI Manager is responsible for procurement contracts and PO’s to ensure appropriate non-discrimination clauses are included.

VII. PROCEDURES FOR NOTIFYING THE PUBLIC OF TITLE VI RIGHTS AND HOW TO FILE A COMPLAINT

Requirement to Provide a Title VI Public Notice

Title 49 CFR Section 21.9(d) requires recipients to provide information to the public regarding the recipient's obligations under DOT's Title VI regulations and apprise members of the public of the protections against discrimination afforded to them by Title VI. At a minimum, ACTS shall disseminate this information to the public by posting a Title VI notice on the agency's website and in public areas of the agency's office(s), including the reception desk, meeting rooms, in federally-funded vehicles, etc.

Locations: Title VI Displayed

- In each of the buses
- In the lobby of Town Hall
- On the Town's Web Site: www.altavistava.gov
- ACTS Flyer

Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color, or national origin in programs and activities receiving Federal financial assistance. Specifically, Title VI provides that "no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance" (42 U.S.C. Section 2000d).

ACTS is committed to ensuring that no person is excluded from participation in, or denied the benefits of its transportation services on the basis of race, color, or national origin, as protected by Title VI in Federal Transit Administration (FTA) Circular 4702.1B. If you feel you are being denied participation in or being denied benefits of the transit services provided by **ACTS** or otherwise being discriminated against because of your race, color, national origin, gender, age, or disability, our contact information is:

Name	Tobie Shelton
Title	Finance Director
Agency Name	Town of Altavista
Address	510 7th Street
City, State Zip code	Altavista, VA 24517
Telephone Number	434-369-5001
Email address	tcshelton@altavistava.gov

Title VI Complaint Procedures

Requirement to Develop Title VI Complaint Procedures and Complaint Form.

In order to comply with the reporting requirements established in 49 CFR Section 21.9(b), all recipients shall develop procedures for investigating and tracking Title VI complaints filed against them and make their procedures for filing a complaint available to members of the public. Recipients must also develop a Title VI complaint form. The form and procedure for filing a complaint shall be available on the recipient's website and at their facilities.

Sample of Narrative

Any individual may exercise his or her right to file a complaint with *ACTS* if that person believes that he or she has been subjected to unequal treatment or discrimination in the receipt of benefits or services. We will report the complaint to DRPT within three business days (per DRPT requirements), and make a concerted effort to resolve complaints locally, using the agency's Nondiscrimination Complaint Procedures. All Title VI complaints and their resolution will be logged and reported annually (in addition to immediately) to DRPT.

A person may also file a complaint directly with the Federal Transit Administration, Office of Civil Rights, Attention: Title VI Program Coordinator, East Building, 5th floor – TCR, 1200 New Jersey Avenue SE, Washington, DC 20590.

ACTS includes the following language on all printed information materials, on the agency's website, in press releases, in public notices, in published documents, and on posters on the interior of each vehicle operated in passenger service:

ACTS is committed to ensuring that no person is excluded from participation in, or denied the benefits of its transportation services on the basis of race, color or national origin, as protected by Title VI in the Federal Transit Administration (FTA) Circular 4702.1B. For additional information on ACTS's nondiscrimination policies and procedures, or to file a complaint, please visit the website at www.altavistava.gov or contact Title VI Manager, 510 7th Street, Altavista, VA 24517 or call at 434-369-5001.

Instructions for filing Title VI complaints are posted on the agency's website and in posters on the interior of each vehicle operated in passenger service and agency's facilities, and are also included within *ACTS's* brochure.

If yes, check all that apply:	
<input type="checkbox"/> Federal Agency _____	
<input type="checkbox"/> Federal Court _____	<input type="checkbox"/> State Agency _____
<input type="checkbox"/> State Court _____	<input type="checkbox"/> Local Agency _____
Please provide information about a contact person at the agency/court where the complaint was filed.	
Name: _____	
Title: _____	
Agency: _____	
Address: _____	
Telephone: _____	
Section VI	
Name of agency complaint is against: _____	
Contact person: _____	
Title: _____	
Telephone number: _____	

You may attach any written materials or other information that you think is relevant to your complaint.

Signature and date required below

Signature _____		Date _____	
agency?			
Section V			
Have you filed this complaint with any other Federal, State, or local agency, or with any Federal or State court?			
<input type="checkbox"/> Yes		<input type="checkbox"/> No	

Procedures for Handling and Reporting Investigations/Complaints and Lawsuits

Should any Title VI investigations be initiated by FTA or DRPT, or any Title VI lawsuits are filed against **ACTS** the agency will follow these procedures:

Procedures

1. Any individual, group of individuals, or entity that believes they have been subjected to discrimination on the basis of race, color, or national origin may file a written complaint with the Title VI Manager. The complaint is to be filed in the following manner:
 - a. A formal complaint must be filed within 180 calendar days of the alleged occurrence.
 - b. The complaint shall be in writing and signed by the complainant(s).
 - c. The complaint should include:
 - the complainant's name, address, and contact information
 - (i.e., telephone number, email address, etc.)
 - the date(s) of the alleged act of discrimination (if multiple days, include the date when the complainant(s) became aware of the alleged discrimination and the date on which the alleged discrimination was discontinued or the latest instance).
 - a description of the alleged act of discrimination
 - the location(s) of the alleged act of discrimination (include vehicle number if appropriate)
 - an explanation of why the complainant believes the act to have been discriminatory on the basis of race, color, and national origin
 - if known, the names and/or job titles of those individuals perceived as parties in the incident
 - contact information for any witnesses
 - indication of any related complaint activity (i.e., was the complaint also submitted to DRPT or FTA?)
 - d. The complaint shall be submitted to the **ACTS** Title VI Manager at 510 7th Street, Altavista, VA 24517 or townhall@altavistava.gov
 - e. Complaints received by any other employee of **ACTS** will be immediately forwarded to the Title VI Manager.
 - f. In the case where a complainant is unable or incapable of providing a written statement, a verbal complaint of discrimination may be made to the Title VI Manager. Under these circumstances, the complainant will be interviewed, and the Title VI Manager will assist the complainant in converting the verbal allegations to writing.
2. Upon receipt of the complaint, the Title VI Manager will immediately:
 - a. notify DRPT (no later than 3 business days from receipt)
 - b. notify the **Town Manager and Town Council**
 - c. ensure that the complaint is entered in the complaint database
3. Within 3 business days of receipt of the complaint, the Title VI Manager will contact the complainant by telephone to set up an interview.
4. The complainant will be informed that they have a right to have a witness or representative present during the interview and can submit any documentation he/she perceives as relevant to proving his/her complaint.

5. If DRPT has assigned staff to assist with the investigation, the Title VI Manager will offer an opportunity to participate in the interview.
6. The alleged discriminatory service or program official will be given the opportunity to respond to all aspects of the complainant's allegations.
7. The Title VI Manager will determine, based on relevancy or duplication of evidence, which witnesses will be contacted and questioned.
8. The investigation may also include:
 - a. investigating contractor operating records, policies or procedures
 - b. reviewing routes, schedules, and fare policies
 - c. reviewing operating policies and procedures
 - d. reviewing scheduling and dispatch records
 - e. observing behavior of the individual whose actions were cited in the complaint
9. All steps taken and findings in the investigation will be documented in writing and included in the complaint file.
10. The Title VI Manager will contact the complainant at the conclusion of the investigation, but prior to writing the final report, and give the complainant an opportunity to give a rebuttal statement at the end of the investigation process.
11. At the conclusion of the investigation and **within 60 days** of the interview with the complainant, the Title VI Manager will prepare a report that includes a narrative description of the incident, identification of persons interviewed, findings, and recommendations for disposition. This report will be provided to the Town Council, DRPT, and, if appropriate, **ACTS's** legal counsel.
12. The Title VI Manager will send a letter to the complainant notifying them of the outcome of the investigation. If the complaint was substantiated, the letter will indicate the course of action that will be followed to correct the situation. If the complaint is determined to be unfounded, the letter will explain the reasoning, and refer the complainant to DRPT in the event the complainant wishes to appeal the determination. This letter will be copied to DRPT.
13. A complaint may be dismissed for the following reasons:
 - a. The complainant requests the withdrawal of the complaint.
 - b. An interview cannot be scheduled with the complainant after reasonable attempts.
 - c. The complainant fails to respond to repeated requests for additional information needed to process the complaint.
14. DRPT will serve as the appealing forum to a complainant that is not satisfied with the outcome of an investigation conducted by **ACTS**. DRPT will analyze the facts of the case and will issue its conclusion to the appellant according to their procedures.

Transportation-Related Title VI Investigations, Complaints, and Lawsuits

Background

All recipients shall prepare and maintain a list of any of the following that allege discrimination on the basis of race, color, or national origin:

- Active investigations conducted by FTA and entities other than FTA;

- Lawsuits; and
- Complaints naming the recipient.

This list shall include the date that the transportation-related Title VI investigation, lawsuit, or complaint was filed; a summary of the allegation(s); the status of the investigation, lawsuit, or complaint; and actions taken by the recipient in response, or final findings related to the investigation, lawsuit, or complaint. This list shall be included in the Title VI Program submitted to DRPT every three years and information shall be provided to DRPT quarterly and annually.

SAMPLE List of Investigations, Lawsuits and Complaints

	Date (Month, Day, Year)	Summary (include basis of complaint: race, color or national origin)	Status	Action(s) taken
Investigations				
1.				
Lawsuits				
1.				
Complaints				
1.				

Public Outreach and Involvement

PUBLIC PARTICIPATION PLAN

Introduction

The Public Participation Plan (PPP) is a guide for ongoing public participation endeavors. Its purpose is to ensure that *ACTS* utilizes effective means of providing information and receiving public input on transportation decisions from low income, minority and limited English proficient (LEP) populations, as required by Title VI of the Civil Rights Act of 1964 and its implementing regulations.

Under federal regulations, transit operators must take reasonable steps to ensure that Limited English Proficient (LEP) persons have meaningful access to their programs and activities. This means that public participation opportunities, normally provided in English, should be accessible to persons who have a limited ability to speak, read, write, or understand English.

In addition to language access measures, other major components of the PPP include: public participation design factors; a range of public participation methods to provide information, to invite participation and/or to seek input; examples to demonstrate how population-appropriate outreach methods can be and were identified and utilized; and performance measures and objectives to ensure accountability and a means for improving over time.

ACTS established a public participation plan or process that will determine how, when, and how often specific public participation activities should take place, and which specific measures are most appropriate.

ACTS will make these determinations based on a demographic analysis of the population(s) affected, the type of plan, program, and/or service under consideration, and the resources available. Efforts to involve minority and LEP populations in public participation activities may include both comprehensive measures, such as placing public notices at all transit stations, stops, and vehicles, as well as targeted measures to address linguistic, institutional, cultural, economic, historical, or other barriers that may prevent minority and LEP persons from effectively participating in our decision-making process.

ACTS Public Participation Plan may include

- a. **Determining and identifying what meetings and program activities lend themselves to client public participation.**
- b. **Scheduling meetings at times and locations that are convenient and accessible for minority and LEP communities.**

- c. Employing different meeting sizes and formats.**
- d. Coordinating with community and faith-based organizations, educational institutions, and other organizations to implement public engagement strategies that reach out specifically to members of affected minority and/or LEP communities.**
- e. Considering radio, television, or newspaper ads on stations and in publications that serve LEP populations. Outreach to LEP populations could also include audio programming available on podcasts.**
- f. Providing opportunities for public participation through means other than written communication, such as personal interviews or use of audio or video recording devices to capture oral comments.**
- g. Developing as part of a marketing plan methods to reach minority and/or LEP populations**

VIII. LANGUAGE ASSISTANCE PLAN FOR PERSONS WITH LIMITED ENGLISH PROFICIENCY (LEP)

Introduction and Legal Basis

LEP is a term that defines any individual not proficient in the use of the English language. The establishment and operation of an LEP program meets objectives set forth in Title VI of the Civil Rights Act and Executive Order 13116, Improving Access to Services for Persons with Limited English Proficiency (LEP). This Executive Order requires federal agencies receiving financial assistance to address the needs of non-English speaking persons. The Executive Order also establishes compliance standards to ensure that the programs and activities that are provided by a transportation provider in English are accessible to LEP communities. This includes providing meaningful access to individuals who are limited in their use of English. The following LEP language implementation plan, developed by ACTS is based on FTA guidelines.

As required ACTS developed a written LEP Plan (below). Using American Community Survey (ACS) Census data, ACTS has evaluated data to determine the extent of need for translation services of its vital documents and materials.

LEP persons can be a significant market for public transit, and reaching out to these individuals can help increase their utilization of transit. Therefore, it also makes good business sense to translate vital information into languages that the larger LEP populations in the community can understand.

Assessment of Needs and Resources

The need and resources for LEP language assistance were determined through a four-factor analysis as recommended by FTA guidance.

Factor 1: Assessment of the Number and Proportion of LEP Persons Likely to be Served or Encountered in the Eligible Service Population

The agency has reviewed census data on the number of individuals in its service area that have limited English Proficiency, as well as the languages they speak.

U.S. Census Data – American Community Survey (2011-2015)

Data from the U.S. Census Bureau's American Community Survey (ACS) were obtained through www.census.gov by Town of Altavista's service area within the Altavista, Campbell County, and the Town of Hurt. The agency's service area includes a total of 407 (0.76%) persons with Limited English Proficiency (those persons who indicated that they spoke English "less than very well" in the 2011-2015 ACS Census).

Information from the 2011-2015 ACS also provides more detail on the specific languages that are spoken by those who report that they speak English less than very well. Languages spoken at home by those with LEP are presented below. These data indicate the extent to which translations into other language are needed to meet the needs of LEP persons. Table 1-1 includes data from Campbell County and the Town of Hurt, while Table 1-2 only shows LEP data for the Town of Altavista.

Table 1-1: LEP by Language Spoken at Home in Entire Service Area

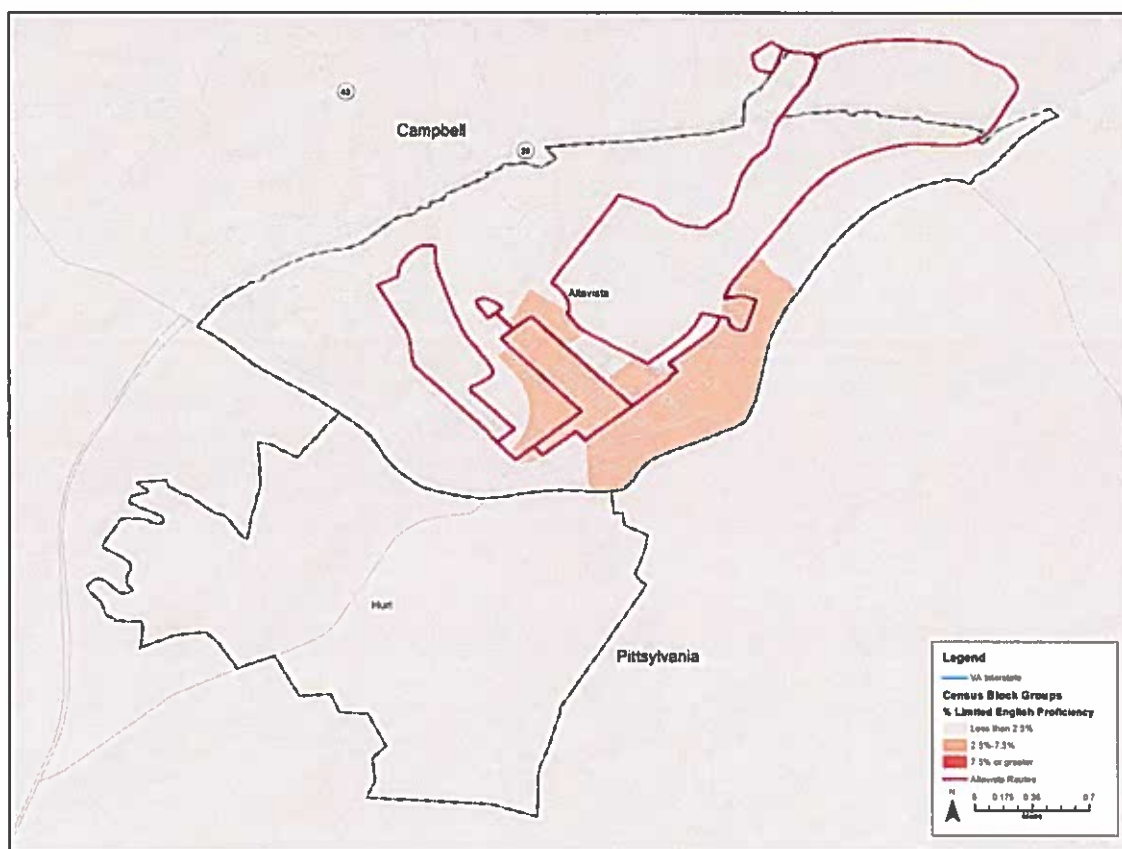
Town of Altavista Service Area			
Language	Number of LEP Population	Percent of Service Area Population Speaking Language	Percent of LEP Population Speaking Language
Spanish or Spanish Creole	129	4 %	3.85%
Chinese	0	0%	0%
Korean	0	0%	0%
African languages	0	0%	0%
French	0	0%	0%
Other Asian languages	0	0%	0%
Tagalog	0	0%	0%
German	0	0%	0%
Hungarian	0	0%	0%
Other Indic languages	0	0%	0%
Japanese	0	0%	0%
Total LEP Population	129	4.0%	
Total Service Area Population	3244		

Table 1-2: LEP by Language Spoken at Home in Altavista

Town of Altavista			
Language	Number of LEP Population	Percent of Town Population Speaking Language	Percent of LEP Population Speaking Language
Spanish or Spanish Creole	129	4%	86.2%
African languages	0	0%	0%
German	0	0%	0%
Total LEP Population	129	4%	
Total Town Population	3,244		

Spanish or Spanish Creole (129) is the most widely spoken language among LEP individuals in the Service Area. There are a relatively low number of LEP persons in the Service Area; no language group surpasses the Safe Harbor Provision. Figure 1 shows the percentage of LEP individuals in each Census Block Group.

Figure 1 - % LEP by Census Block Group



Factor 2: Assessment of Frequency with Which LEP Individuals Come Into Contact with the Transit Services or System

ACTS reviewed the relevant benefits, services, and information provided by the agency and determined the extent to which LEP persons have come into contact with these functions through one of more of the following channels:

- Contact with transit vehicle operators; **None**
- Contact with transit station managers; **None**
- Calls to ACTS's customer service telephone line; **None**
- Visits to the agency's headquarters; **None**
- Access to the agency's website;

- Attendance at community meetings or public hearings hosted by ACTS;
- Contact with the agency's ADA complementary paratransit system (including applying for eligibility, making reservations, and communicating with drivers).

There was no contact with LEP individuals by our vehicle operators, the Town's customer service telephone line or in person at Town Hall. While there is a population of Spanish speaking persons living within the ACTS service area, these persons can adequately communicate in English to persons contacted who are associated with the ACTS bus service.

We will continue to identify emerging populations as updated Census and American Community Survey data become available for our service area. In addition, when LEP persons contact our agency, we attempt to identify their language and keep records on contacts to accurately assess the frequency of contact. To assist in language identification, we use a language identification flashcard based on that which was developed by the U.S. Census. (<http://www.lep.gov/ISpeakCards2004.pdf>)]

Factor 3: Assessment of the Nature and Importance of the Transit Services to the LEP Population

ACTS provides the following programs, activities and services:

ACTS currently provides service to **all** citizens within our service area.

ACTS has no past experience serving and communicating with LEP persons.

The following are the most critical services provided by ACTS for all customers, including LEP persons.

- Safety and security awareness instructions
- Public transit services

Factor 4: Assessment of the Resources Available to the Agency and Costs

Costs

The following language assistance measures currently being provided by ACTS: **None**

We anticipate that these activities and costs will increase as follows. **N/A**

Based on the analysis of demographic data and contact with community organizations and LEP persons, ACTS has determined that the following additional services are ideally needed to provide meaningful access:

Resources

The available budget that could currently be devoted to additional language assistance expenses is \$0. *This amount is likely to change only if there is a significant increase in the LEP population or the need arises over time.*

ACTS will not request the additional grant funding for language assistance and at this time additional language assistance services are not required or needed.

Feasible and Appropriate Language Assistance Measures

Based on the available resources, the following language assistance measures are feasible and appropriate for our agency at this time:

- None at this time

LEP Implementation Plan

Through the four-factor analysis, ACTS has determined that no language assistance services are required, needed or feasible at this time.

Staff Access to Language Assistance Services

Agency staff has not encountered LEP persons since ACTS began, therefore staff access to language assistance services is not needed at this time.

Responding to LEP Callers

No LEP persons have contacted staff via phone calls since the inception of ACTS.

Responding to Written Communications from LEP Persons

No LEP persons have contacted staff via written communications since the inception of ACTS.

Responding to LEP Individuals in Person

No LEP persons have contacted staff at the administrative office for any inquiries related to ACTS since the inception of ACTS.

Staff Training

Until such need arises, ACTS staff will not receive training as language assistance services have been determined to not be necessary or feasible at this time. The need for such training and referral resources will be reviewed annually.

If required or deemed necessary, all new hires would receive training on assisting LEP persons as part of their sensitivity and customer service training. This includes:

- A summary of the transit agency's responsibilities under the DOT LEP Guidance;
- A summary of the agency's language assistance plan;
- A summary of the number and proportion of LEP persons in the agency's service area, the frequency of contact between the LEP population and the agency's programs and activities, and the importance of the programs and activities to the population;
- A description of the type of language assistance that the agency is currently providing and instructions on how agency staff can access these products and services; and
- A description of the agency's cultural sensitivity policies and practices.

Also, all staff who routinely come into contact with customers, as well as their supervisors and all management staff, receive annual refresher training on policies and procedures related to assisting LEP persons.

Providing Notice to LEP Persons

If LEP persons are identified, they would be notified of the availability of language assistance through the following approaches: *[List items such as:*

- *Through signs posted on our vehicles and in our customer service and administrative offices.*

LEP persons will also be included in all community outreach efforts related to service and fare changes.

Monitoring/updating the plan

This plan will be updated on a periodic basis (at least every three years), based on feedback, updated demographic data, and resource availability.

As part of ongoing outreach to community organizations, ACTS will solicit feedback on the effectiveness of language assistance provided any unmet needs are identified. In addition, we will conduct periodic reviews to determine if language assistance is needed and determine changes to LEP needs.

In preparing the triennial update of this plan, *ACTS* will conduct an internal assessment using the Language Assistance Monitoring Checklist provided in the FTA's "Implementing the Department of Transportation's Policy Guidance Concerning Recipients' Responsibilities to Limited English Proficient (LEP) Persons: A Handbook for Public Transportation Providers." Based on the feedback received from community members and agency employees, *ACTS* will make incremental changes to the type of written and oral language assistance provided as well as to their staff training and community outreach programs. The cost of proposed changes and the available resources will affect the enhancements that can be made, and therefore *ACTS* will attempt to identify the most cost-effective approaches.

As the community grows and new LEP groups emerge, *ACTS* will strive to address the needs for additional language assistance.

REQUIREMENTS OF TRANSIT PROVIDERS

Requirements and Guidelines for Fixed Route Transit Providers

The requirements apply to all providers of fixed route public transportation (also referred to as transit providers) that receive Federal financial assistance, inclusive of States, local and regional entities, and public and private entities.

Transit providers that are sub-recipients will submit the information to their primary recipient (the entity from whom they directly receive transit funds) every three years on a schedule determined by the primary recipient. The requirements are scaled based on the size of the fixed route transit provider.

REQUIRED: Service Standards and Policies

- **Service Standards**
 - Vehicle load, Vehicle headway, On-time performance, Service availability
- **Service Policies**
 - Transit amenities, Vehicle assignment

ACTS is required to plan and deliver transportation services in an equitable manner. This means the distribution of service levels and quality is to be equitable between minority and low income populations and the overall population. ACTS has reviewed its services and policies to ensure that those services and benefits are provided in an equitable manner to all persons.

Service Standards

The agency has set standards and policies that address how services are distributed across the transit system service area to ensure that the distribution affords users equitable access to these services. As shown in the following maps, the agency's routes provide either direct service or deviated route service to all citizens within the service area.

The following system-wide service standards are used to guard against service design or operations decisions from having disparate impacts.

All of ACTS's services meet the agency's established standards; thus it is judged that services are provided equitably to all persons in the service area, regardless of race, color or national origin.

- **Vehicle load** -Vehicle load is expressed as the ratio of passengers to the total number of seats on a vehicle at its maximum load point. The standard for maximum vehicle load is 15 all of ACTS's services meet this standard

- **Vehicle headway** -Vehicle headway is the amount of time between two vehicles traveling in the same direction on a given route. A shorter headway corresponds to more frequent service. The standard for vehicle headways is an hourly route and all of ACTS services meet this standards
- **On-time performance** -On-time performance is a measure of runs completed as scheduled. This criterion first must define what is considered to be “on time.” The standard for on-time performance is within 15 minutes after the scheduled time, all of ACTS services meet this standards
- **Service availability** - Service availability is a general measure of the distribution of routes within a transit provider’s service area or the span of service. The standard for service availability is deviation for any citizen in town, all of ACTS’s services meet this standard.



Service and Operating Policies

The ACTS's service and operating policies also ensure that operational practices do not result in discrimination on the basis of race, color, or national origin.

- **Distribution and Siting of Transit Amenities** -Transit amenities refer to items of comfort, convenience, and safety that are available to the general riding public. ACTS has a policy to ensure the equitable distribution of transit amenities across the system. This policy applies to seating (i.e., benches, seats), bus shelters and canopies, (c) provision of information, Intelligent Transportation Systems (ITS), waste receptacles (including trash and recycling). Passenger amenities are sited based on availability of space for amenities, safety of the passengers, number of passengers utilizing ACTS services at a given stop, and requests from passengers.
- **Vehicle assignment** - Vehicle assignment refers to the process by which transit vehicles are placed into service and on routes throughout the system. ACTS assigns vehicles with the goal of providing equitable benefits to minority and low income populations. Vehicles are assigned with regard to service type (fixed-route, demand-response, or a hybrid type) and ridership demand patterns (routes with greater numbers of passengers need vehicles with larger capacities). For each type of assignment, newer vehicles are rotated to ensure that no single route or service always has the same vehicle. The Title VI Manager reviews vehicle assignments on a monthly basis to ensure that vehicles are indeed being rotated and that no single route or service always has the old or new vehicles.

ACTS has one vehicle that routinely runs the fixed deviated route and one backup vehicle that is rotated into service every 3,000 miles.

Monitoring Title VI Complaints

As part of the complaint handling procedure, the Title VI Manager investigates possible inequities in service delivery for the route(s) or service(s) about which the complaint was filed. Depending on the nature of the complaint, the review examines span of service (days and hours), frequency, routing directness, interconnectivity with other routes and/or fare policy. If inequities are discovered during this review, options for reducing the disparity are explored, and service or fare changes are planned if needed.

In addition to the investigation following an individual complaint, the Title VI Manager periodically reviews all complaints received to determine if there may be a pattern. At a minimum, this review is conducted as part of preparing the Annual Report and Update for submission to DRPT.

Fare and Service Changes

ACTS follows its adopted written policy for the public comment process for major service reductions and fare increases, neither of which is anticipated to occur. With each proposed service or fare change, ACTS considers the relative impacts on, and benefits to, minority and low income populations, including LEP populations. Note that ACTS fares have remained the same since January 2011. All planning efforts for changes to existing services or fares, as well as new services, have a goal of providing equitable service.

APPENDIX: A



Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color, or national origin in programs and activities receiving Federal financial assistance. Specifically, Title VI provides that "no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance" (42 U.S.C. Section 2000d).

ACTS is committed to ensuring that no person is excluded from participation in, or denied the benefits of its transportation services on the basis of race, color, or national origin, as protected by Title VI in Federal Transit Administration (FTA) Circular 4702.1B. If you feel you are being denied participation in or being denied benefits of the transit services provided by ACTS, or otherwise being discriminated against because of your race, color, national origin, gender, age, or disability, our contact information is:

Name: Tobie Shelton

Title: Finance Director

Agency Name: Altavista Community Transit System

Address: 510 7th Street

Altavista VA, 24517

Telephone Number: 434-369-5001

Email address: tcshelton@altavistava.gov

APPENDIX: B**Title VI Complaint Form****Town of Altavista****Altavista Community Transit System**

Section I:				
Name:				
Address:				
Telephone (Home):			Telephone (Work):	
Electronic Mail Address:				
Accessible Format Requirements?	Large Print		Audio Tape	
	TDD		Other	
Section II:				
Are you filing this complaint on your own behalf?			Yes*	No
*If you answered "yes" to this question, go to Section III.				
If not, please supply the name and relationship of the person for whom you are complaining:				
Please explain why you have filed for a third party: _____				
Please confirm that you have obtained the permission of the aggrieved party if you are filing on behalf of a third party.			Yes	No
Section III:				
I believe the discrimination I experienced was based on (check all that apply):				
<input type="checkbox"/> Race <input type="checkbox"/> Color <input type="checkbox"/> National Origin				
Date of Alleged Discrimination (Month, Day, Year): _____				
Explain as clearly as possible what happened and why you believe you were discriminated against. Describe all persons who were involved. Include the name and contact information of the person(s) who discriminated against you (if known) as well as names and contact information of any witnesses. If more space is needed, please use the back of this form.				

Section IV		
Have you previously filed a Title VI complaint with this agency?	Yes	No
Section V		
Have you filed this complaint with any other Federal, State, or local agency, or with any Federal or State court?		
<input type="checkbox"/> Yes <input type="checkbox"/> No		
If yes, check all that apply:		
<input type="checkbox"/> Federal Agency: _____		
<input type="checkbox"/> Federal Court _____	<input type="checkbox"/> State Agency _____	
<input type="checkbox"/> State Court _____	<input type="checkbox"/> Local Agency _____	
Please provide information about a contact person at the agency/court where the complaint was filed.		
Name:		
Title:		
Agency:		
Address:		
Telephone:		
Section VI		
Name of agency complaint is against:		
Contact person:		
Title:		
Telephone number:		

You may attach any written materials or other information that you think is relevant to your complaint.

Signature and date required below

Signature

Date

Please submit this form in person at the address below, or mail this form to:

Altavista Town Hall
Att. Tobie Shelton
510 7th Street
Altavista, VA 24517

APPENDIX: C

ACTS LOG**List of Investigations, Lawsuits and Complaints**

	Date (Month, Day, Year)	Summary (include basis of complaint: race, color or national origin)	Status	Action(s) taken
Investigations				
1.				
Lawsuits				
1.				
Complaints				
1.				

List of Investigations, Lawsuits and Complaints

APPENDIX: D

LANGUAGE ASSISTANCE MONITORING CHECKLIST

Periodic monitoring of language assistance measures that have been implemented can help an agency determine if assistance is being provided competently and effectively. Agencies can use the following checklist to monitor their services. Actual monitoring should be tailored to what services the agency has implemented. Depending on the language assistance provided, the following questions could be answered by periodic monitoring:

Stations

- ☐ Are translated instructions on how to make fare payments available?
- ☐ Are translated schedules, route maps, or information on how to use the system available?
- ☐ Has the information been placed in a visible location?
- ☐ How many units of the material have been distributed?
- ☐ If such information is available, are station managers aware that they have this information?
- ☐ Are announcements audible?
- ☐ Are any announcements, such as security awareness announcements, made in languages other than English?
- ☐ Does the station display information or instructions using pictographs?
- ☐ Can a person who speaks limited English or another language receive assistance from a station manager when asking for directions? How is this assistance provided?

Vehicles

- ☐ Are translated instructions on how to make fare payments available?
- ☐ Are translated schedules, route maps, or information on how to use the system available?
- ☐ Has the information been placed in a visible location?
- ☐ How many units of the material have been distributed?
- ☐ If such information is available, are vehicle operators aware that they have this information?
- ☐ Are announcements audible?

___Are any announcements, such as security awareness announcements, made in languages other than English?

___Can a person who speaks limited English or another language receive assistance from a bus operator when asking about the destination of the vehicle? How is this assistance provided?

Customer Service

___Is the customer service telephone line equipped to handle callers speaking languages other than English?

___Can customer service representatives describe to a caller what language assistance the agency provides and how to obtain translated information or oral interpretation?

___Can a person speaking limited English or a language other than English request information from a customer service representative?

Community Outreach

___Are translators present at community meetings?

___Are translated versions of any written materials that are handed out at a meeting provided?

___Can members of the public provide oral as well as written comments?

Press/Public Relations

___Are meeting notices, press releases, and public service announcements translated into languages other than English?

___Does the agency website have a link to translated information on its home page?

Based on the feedback received from community members and agency employees, *ACTS* will attempt to make available written and/or oral language assistance as well as to their staff training and community outreach programs. The cost of proposed changes and the available resources will affect the enhancements that can be made, and therefore *ACTS* will attempt to identify the most cost-effective approaches.

As the community grows and LEP groups emerge, *ACTS* will strive to address the needs for language assistance.



TOWN OF ALTAVISTA
TOWN COUNCIL
REGULAR MEETING
December 14, 2021
AGENDA COVER SHEET

AGENDA ITEM #: 8.D

NEW BUSINESS

Title: FY2023 - 2027 Draft Capital Improvement Plan (CIP)

- Administration
- Avoca
- ACTS (Transit)
- Police
- Public Works
- Community Development

Staff Resource: Tobie Shelton, Director of Finance and Administration

Action(s):

Per Council's discussion.

Explanation:

Council has received the Capital Improvement Plan (CIP) project sheets detailing large capital projects and equipment purchases as well as the associated funding options for the following departments: Administration, Avoca, Altavista Community Transit System (ACTS), Police, Public Works, and Community Development. This will be the first opportunity for Council to provide staff input and direction on the working document. Council will receive CIP project sheets for the remaining departments at a later time.

Background:

Annually, the Town is required to adopt a budget prior to July 1st, the beginning of the new fiscal year. During last year's budget process, it was the consensus of Council to receive the draft capital budget much earlier in the budget process to allow more time to review the working document to ensure it reflects changing community needs, priorities, and funding opportunities.

Funding Source(s):

The Town budget utilizes funding in the General Fund, Utility (Enterprise) Fund, State Highway Fund, and the Cemetery Fund. The funding comes from a variety of sources including taxes, user fees, and state funds to name a few.

Attachments: *(click item to open)*

Attachment 1. Draft CIP FY2023-2027 - Funding Sources

Attachment 2. Draft CIP FY2023-2027 - Project Sheets

Funding Sources

Draft

Capital Improvement Program (CIP)

FY2023 – 2027

- Administration
- Avoca
- ACTS (Transit)
- Police
- Public Works
- Community Development

Town of Altavista
DRAFT
FY2023 - 2027 Capital Improvement Plan



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

<u>ADMINISTRATION CIP BY YEAR</u>						
		<u>FY2023</u>	<u>FY2024</u>	<u>FY2025</u>	<u>FY2026</u>	<u>FY2027</u>
ADM	Replacement of Roof on Town Hall	45,000				
ADM	Replacement of Water Heater - TH	15,000				
ADM	Replacement of VPN/Firewalls		6,700			
ADM	Replacement of Exchange Server		19,100			
ADM	Replacement of Carpet			22,000		
<u>ADMINISTRATION TOTAL</u>		60,000	25,800	22,000	0	0
				FY2023-2027 CIP TOTAL:		107,800
<u>FUNDING SOURCES</u>		<u>FY2023</u>	<u>FY2024</u>	<u>FY2025</u>	<u>FY2026</u>	<u>FY2027</u>
<i>General Fund</i>		60,000	25,800	22,000	0	0
<u>ADMINISTRATION TOTAL</u>		60,000	25,800	22,000	0	0

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

<u>ACTS (TRANSIT) CIP BY YEAR</u>						
		<u>FY2023</u>	<u>FY2024</u>	<u>FY2025</u>	<u>FY2026</u>	<u>FY2027</u>
ACTS	Shelter for Bus	26,000				
ACTS	Replacement of Existing BOC		82,150		84,600	
ACTS	Replacement of Support Vehicle		29,000			
<u>ACTS (TRANSIT) TOTAL</u>		26,000	111,150	0	84,600	0
				FY2023-2027 CIP TOTAL:		221,750
<u>FUNDING SOURCES</u>		<u>FY2023</u>	<u>FY2024</u>	<u>FY2025</u>	<u>FY2026</u>	<u>FY2027</u>
<i>General Fund</i>		5,200	22,230		16,920	
<i>Grants - Dept. of Rail and Public Transportation</i>		20,800	88,920		67,680	
<u>ACTS (TRANSIT) TOTAL</u>		26,000	111,150	0	84,600	0

Town of Altavista
DRAFT
FY2023 - 2027 Capital Improvement Plan



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

<u>PUBLIC WORKS CIP BY YEAR</u>		<u>FY2023</u>	<u>FY2024</u>	<u>FY2025</u>	<u>FY2026</u>	<u>FY2027</u>
PW	Replacement of Solid Waste Cans	5,000	5,000	5,000	5,000	5,000
PW	Shreve Park Fountain Upgrade	30,000				
PW	Purchase of Power Buggy - Cemetery	13,000				
PW	Repl Scagg 60" Zero Turn Mower	12,000				
PW	Polaris Ranger 1000 UTV	16,500				
PW	Streetlight Upgrades (LED)	32,500	32,500			
PW	Sidewalk Replacement	75,000	75,000	75,000	75,000	75,000
PW	Clearing of Bank along Creek	100,000				
PW	Purchase 96" Exmark Mower	15,500	15,500			
PW	Polaris Ranger 1000 UTV	11,800	11,800			
PW	Replacement of 2012 1 Ton Dump Truck	18,250	18,250			
PW	Replacement of 2010 Pickup Truck	9,700	9,700	9,700		
PW	Replacement of 2012 1 Ton Dump Truck	14,450	14,450	14,450		
PW	Fuel System Update	4,000	4,000	4,000	4,000	
PW	Bedford Avenue Decorative Street Lights		339,300			
PW	7th Street Decorative Street Lights				300,400	
PW	Replacement of 2022 Refuse Truck					90,000
<u>PUBLIC WORKS TOTAL</u>		357,700	525,500	108,150	384,400	170,000
				FY2023-2027 CIP TOTAL:		1,545,750
<u>FUNDING SOURCES</u>		<u>FY2023</u>	<u>FY2024</u>	<u>FY2025</u>	<u>FY2026</u>	<u>FY2027</u>
<i>General Fund</i>		185,280	416,080	22,880	306,400	95,000
<i>Highway Fund</i>		157,420	107,420	83,270	76,000	75,000
<i>Enterprise Fund (W)</i>		1,000	1,000	1,000	1,000	
<i>Enterprise Fund (WW)</i>		1,000	1,000	1,000	1,000	
<i>Cemetery</i>		13,000				
<u>PUBLIC WORKS TOTAL</u>		357,700	525,500	108,150	384,400	170,000

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

Draft

Capital Improvement

Program (CIP)

FY2023 – 2027

Departmental Project Detail Sheets

- Administration
- Avoca
- ACTS (Transit)
- Police
- Public Works
- Community Development

Administration

FY2023-2027 CAPITAL IMPROVEMENT PROJECT FORM

DEPARTMENT: Administration
DIVISION: Administration
PROJECT NAME: Replacement of roof
LOCATION: Town Hall / Police Department
YEAR: FY 2023
ACCT#: 010-1101-401.81-18

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

Current/ Previous Expenditures	TOTAL PROJECT COST <i>(Capital Only)</i>	Total Appropriations to Date	Budget Year 1 FY2023	Unappropriated Subsequent Years					Future Budget Years
				Budget Year 2 FY2024	Budget Year 3 FY2025	Budget Year 4 FY2026	Budget Year 5 FY2027		
	\$ 45,000	\$ -	\$ 45,000	\$ -	\$ -	\$ -	\$ -	\$ -	

PROJECT COSTS

ACTIVITY	FY2023	FY2024	FY2025	FY2026	FY2027	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:						
	\$ 45,000					

Total Capital Cost Estimate:	\$ 45,000	\$ -	\$ -	\$ -	\$ -	\$ -
Total Operating Impact Estimate:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenditure Estimate:	\$ 45,000	\$ -	\$ -	\$ -	\$ -	\$ -

NEW OR ADDITIONAL IMPACT on OPERATING BUDGET

Type of Expenditure	FY2023	FY2024	FY2025	FY2026	FY2027	FUTURE
Salaries/Benefits						
Professional & Consulting Services:						
Materials & Supplies						
Maintenance/Fuel						
Other						
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

METHODS OF FINANCING

Funding Sources	Previous Allocation (Earmarked)	FY2023	FY2024	FY2025	FY2026	FY2027	FUTURE
General Fund		\$ 45,000					
Highway Fund							
Enterprise Fund (W)							
Enterprise Fund (WW)							
Grants (List)							
Bonds (List)							
Reserve (List)							
Other (List)							
TOTAL	\$ -	\$ 45,000	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL:							\$ 45,000

Project Description: The existing shingles are 19 years old and are at the end of their life expectancy. Many minor repairs have been done.

Justification/Linkage: The replacement of the shingles is needed in order to protect the facility.



FY2023-2027 CAPITAL IMPROVEMENT PROJECT FORM

DEPARTMENT: Administration
DIVISION: Administration
PROJECT NAME: Replacement of water heaters at Town Hall
LOCATION: Town Hall
YEAR: FY 2023
ACCT#: 010-1101-401.81-06

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

Current/ Previous Expenditures	TOTAL PROJECT COST <i>(Capital Only)</i>	Total Appropriations to Date	Budget Year 1 FY2023	Unappropriated Subsequent Years					Future Budget Years
				Budget Year 2 FY2024	Budget Year 3 FY2025	Budget Year 4 FY2026	Budget Year 5 FY2027		
	\$ 15,000	\$ -	\$ 15,000	\$ -	\$ -	\$ -	\$ -	\$ -	

PROJECT COSTS

ACTIVITY	FY2023	FY2024	FY2025	FY2026	FY2027	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:						
	\$ 15,000					

Total Capital Cost Estimate:	\$ 15,000	\$ -	\$ -	\$ -	\$ -	\$ -
Total Operating Impact Estimate:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenditure Estimate:	\$ 15,000	\$ -	\$ -	\$ -	\$ -	\$ -

NEW OR ADDITIONAL IMPACT on OPERATING BUDGET

Type of Expenditure	FY2023	FY2024	FY2025	FY2026	FY2027	FUTURE
Salaries/Benefits						
Professional & Consulting Services:						
Materials & Supplies						
Maintenance/Fuel						
Other						
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

METHODS OF FINANCING

Funding Sources	Previous Allocation (Earmarked)	FY2023	FY2024	FY2025	FY2026	FY2027	FUTURE
General Fund		\$ 15,000					
Highway Fund							
Enterprise Fund (W)							
Enterprise Fund (WW)							
Grants (List)							
Bonds (List)							
Reserve (List)							
Other (List)							
TOTAL	\$ -	\$ 15,000	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL:							\$ 15,000

Project Description:

To replace all exposed copper pipes in basement area of Town Hall, change out the two (2) water heaters to tank less, and replace the two (2) lines that come up through the floor in the mechanical room.

Justification/Linkage:

The water heater is more than 15 years old. Currently there is a leak in the system. Repairs have been made to bypass the leak, but this is a temporary fix. Due to the age of the water heater, the leaking, and not heating as it should, replacement is needed.



FY2023-2027 CAPITAL IMPROVEMENT PROJECT FORM

DEPARTMENT: Administration **DIVISION:** Administration
PROJECT NAME: Replacement of VPN/Firewalls at all locations **LOCATION:** TH,PW, WTP, and WW
YEAR: FY 2024 **ACCT#:** 010-1101-401.81-04
Type of Project: ☐ New ☐ Expansion ☒ Replacement ☐ Renovation

Current/ Previous Expenditures	TOTAL PROJECT COST (Capital Only)	Total Appropriations to Date	Budget Year 1 FY2023	Unappropriated Subsequent Years					Future Budget Years
				Budget Year 2 FY2024	Budget Year 3 FY2025	Budget Year 4 FY2026	Budget Year 5 FY2027		
	\$ 6,700	\$ -	\$ -	\$ 6,700	\$ -	\$ -	\$ -	\$ -	

PROJECT COSTS

ACTIVITY	FY2023	FY2024	FY2025	FY2026	FY2027	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		\$ 6,700				
Other						

Total Capital Cost Estimate:	\$ -	\$ 6,700	\$ -	\$ -	\$ -	\$ -
Total Operating Impact Estimate:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenditure Estimate:	\$ -	\$ 6,700	\$ -	\$ -	\$ -	\$ -

NEW OR ADDITIONAL IMPACT ON OPERATING BUDGET

Type of Expenditure	FY2023	FY2024	FY2025	FY2026	FY2027	FUTURE
Salaries/Benefits						
Professional & Consulting Services						
Materials & Supplies						
Maintenance/Fuel						
Other						
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

METHODS OF FINANCING

Funding Sources	Previous Allocation (Earmarked)	FY2023	FY2024	FY2025	FY2026	FY2027	FUTURE
General Fund			\$ 6,700				
Highway Fund							
Enterprise Fund (W)							
Enterprise Fund (WW)							
Grants (List)							
Bonds (List)							
Reserve (List)							
Other (List)							
TOTAL	\$ -	\$ -	\$ 6,700	\$ -	\$ -	\$ -	\$ -
TOTAL:							\$ 6,700

Project Description: To replace VPN/Firewall hardware with upgraded or like technology as existing equipment in offsite locations is over 5 years old.

Justification/Linkage: To provide and maintain the organization's IT network to insure it is always secure while delivering information quickly and efficiently.



FY2023-2027 CAPITAL IMPROVEMENT PROJECT FORM

DEPARTMENT: Administration
DIVISION: Administration

PROJECT NAME: Replacement of Exchange Server
LOCATION: Town Hall

YEAR: FY 2024
ACCT#: 010-1101-401.81-04

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

Current/ Previous Expenditures	TOTAL PROJECT COST (Capital Only)	Total Appropriations to Date	Budget Year 1 FY2023	Unappropriated Subsequent Years					Future Budget Years
				Budget Year 2 FY2024	Budget Year 3 FY2025	Budget Year 4 FY2026	Budget Year 5 FY2027		
	\$ 19,100	\$ -	\$ -	\$ 19,100	\$ -	\$ -	\$ -	\$ -	

PROJECT COSTS

ACTIVITY	FY2023	FY2024	FY2025	FY2026	FY2027	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		\$ 19,100				
Other						
Total Capital Cost Estimate:	\$ -	\$ 19,100	\$ -	\$ -	\$ -	\$ -
Total Operating Impact Estimate:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenditure Estimate:	\$ -	\$ 19,100	\$ -	\$ -	\$ -	\$ -

NEW OR ADDITIONAL IMPACT ON OPERATING BUDGET

Type of Expenditure	FY2023	FY2024	FY2025	FY2026	FY2027	FUTURE
Salaries/Benefits						
Professional & Consulting Services						
Materials & Supplies						
Maintenance/Fuel						
Other						
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

METHODS OF FINANCING

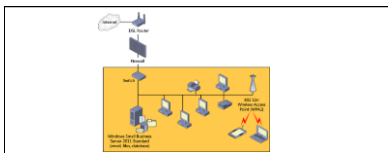
Funding Sources	Previous Allocation (Earmarked)	FY2023	FY2024	FY2025	FY2026	FY2027	FUTURE
General Fund			\$ 19,100				
Highway Fund							
Enterprise Fund (W)							
Enterprise Fund (WW)							
Grants (List)							
Bonds (List)							
Reserve (List)							
Other (List)							
TOTAL	\$ -	\$ -	\$ 19,100	\$ -	\$ -	\$ -	\$ -
TOTAL:							\$ 19,100

Project Description:

To replace the exchange server with upgraded or like technology. Our current exchange server, which manages the user directory for the organization's network, was replaced in FY2018. Our current inventory replacement plan for our network servers is 6 to 7 years, in order to remain current on our operating system.

Justification/Linkage:

To provide and maintain the organization's IT network to insure it is always secure while delivering information quickly and efficiently.



FY2023-2027 CAPITAL IMPROVEMENT PROJECT FORM

DEPARTMENT: Administration
DIVISION: Administration

PROJECT NAME: Replacement of Carpet in Administration
LOCATION: Town Hall

YEAR: FY 2025
ACCT#: 010-1101-401.81-30

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

Current/ Previous Expenditures	TOTAL PROJECT COST (Capital Only)	Total Appropriations to Date	Budget Year 1 FY2023	Unappropriated Subsequent Years					Future Budget Years
				Budget Year 2 FY2024	Budget Year 3 FY2025	Budget Year 4 FY2026	Budget Year 5 FY2027		
	\$ 22,000	\$ -	\$ -	\$ -	\$ 22,000	\$ -	\$ -	\$ -	

PROJECT COSTS

ACTIVITY	FY2023	FY2024	FY2025	FY2026	FY2027	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			\$ 22,000			
Total Capital Cost Estimate:	\$ -	\$ -	\$ 22,000	\$ -	\$ -	\$ -
Total Operating Impact Estimate:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenditure Estimate:	\$ -	\$ -	\$ 22,000	\$ -	\$ -	\$ -

NEW OR ADDITIONAL IMPACT ON OPERATING BUDGET

Type of Expenditure	FY2023	FY2024	FY2025	FY2026	FY2027	FUTURE
Salaries/Benefits						
Professional & Consulting Services						
Materials & Supplies						
Maintenance/Fuel						
Other						
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

METHODS OF FINANCING

Funding Sources	Previous Allocation (Earmarked)	FY2023	FY2024	FY2025	FY2026	FY2027	FUTURE
General Fund				\$ 22,000			
Highway Fund							
Enterprise Fund (W)							
Enterprise Fund (WW)							
Grants (List)							
Bonds (List)							
Reserve (List)							
Other (List)							
TOTAL	\$ -	\$ -	\$ -	\$ 22,000	\$ -	\$ -	\$ -
TOTAL:							\$ 22,000

Project Description: To Replace the carpet throughout Administration.

Justification/Linkage: The carpet in Administration was installed in 2003 and is showing signs of wear and tear.



Avoca

FY2023-2027 CAPITAL IMPROVEMENT PROJECT FORM

DEPARTMENT: Avoca Museum
DIVISION:

PROJECT NAME: Replacement of Mansion's Heat Pumps
LOCATION: Avoca Museum (Mansion)

YEAR: FY 2023
ACCT#:

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

Current/ Previous Expenditures	TOTAL PROJECT COST <i>(Capital Only)</i>	Total Appropriations to Date	Budget Year 1 FY2023	Unappropriated Subsequent Years					Future Budget Years
				Budget Year 2 FY2024	Budget Year 3 FY2025	Budget Year 4 FY2026	Budget Year 5 FY2027		
	\$ 35,000	\$ -	\$ 35,000	\$ -	\$ -	\$ -	\$ -	\$ -	

PROJECT COSTS

ACTIVITY	FY2023	FY2024	FY2025	FY2026	FY2027	FUTURE
Planning, Surveying, Design, Engineering						
Land/ROW/Acquisition:						
In House Services (In Kind)						
Site Preparation & Improvements						
Permits/Inspections/Misc.						
Building/Utility Construction:	\$ 35,000					
Legal/Misc.						
Heavy Equip./Apparatus:						
Light Equip/Furniture:						
Other:						
Total Capital Cost Estimate:	\$ 35,000	\$ -	\$ -	\$ -	\$ -	\$ -
Total Operating Impact Estimate:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenditure Estimate:	\$ 35,000	\$ -	\$ -	\$ -	\$ -	\$ -

NEW OR ADDITIONAL IMPACT on OPERATING BUDGET

Type of Expenditure	FY2023	FY2024	FY2025	FY2026	FY2027	FUTURE
Salaries/Benefits						
Professional & Consulting Services:						
Materials & Supplies						
Maintenance/Fuel						
Other						
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

METHODS OF FINANCING

Funding Sources	Previous Allocation (Earmarked)	FY2023	FY2024	FY2025	FY2026	FY2027	FUTURE
General Fund							
Highway Fund							
Enterprise Fund (W)							
Enterprise Fund (WW)							
Grants (List)							
Bonds (List)							
Reserve (List)							
Other (List)		\$ 35,000					
TOTAL	\$ -	\$ 35,000	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL:							\$ 35,000

Project Description: By FY 2023, the mansion's heat pumps will be almost thirteen years old. It is recommended that the heat pumps servicing the mansion be replaced and air handlers services properly.

Justification/Linkage: Promoting tourism and create high-quality community facilities and services.



FY2023-2027 CAPITAL IMPROVEMENT PROJECT FORM

DEPARTMENT: Avoca Museum
DIVISION:

PROJECT NAME: Improve Mansion Décor
LOCATION: Avoca Museum Mansion Interior

YEAR: FY 2024
ACCT#:

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

Current/ Previous Expenditures	TOTAL PROJECT COST <i>(Capital Only)</i>	Total Appropriations to Date	Budget Year 1 FY2023	Unappropriated Subsequent Years					Future Budget Years
				Budget Year 2 FY2024	Budget Year 3 FY2025	Budget Year 4 FY2026	Budget Year 5 FY2027		
	\$ 30,000	\$ -	\$ -	\$ 30,000	\$ -	\$ -	\$ -	\$ -	

PROJECT COSTS

ACTIVITY	FY2023	FY2024	FY2025	FY2026	FY2027	FUTURE
Planning, Surveying, Design, Engineering						
Land/ROW/Acquisition:						
In House Services (In Kind)						
Site Preparation & Improvements		\$ 30,000				
Permits/Inspections/Misc.						
Building/Utility Construction:						
Legal/Misc.						
Heavy Equip./Apparatus:						
Light Equip/Furniture:						
Other:						
Total Capital Cost Estimate:	\$ -	\$ 30,000	\$ -	\$ -	\$ -	\$ -
Total Operating Impact Estimate:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenditure Estimate:	\$ -	\$ 30,000	\$ -	\$ -	\$ -	\$ -

NEW OR ADDITIONAL IMPACT on OPERATING BUDGET

Type of Expenditure	FY2023	FY2024	FY2025	FY2026	FY2027	FUTURE
Salaries/Benefits						
Professional & Consulting Services:						
Materials & Supplies						
Maintenance/Fuel						
Other						
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

METHODS OF FINANCING

Funding Sources	Previous Allocation (Earmarked)	FY2023	FY2024	FY2025	FY2026	FY2027	FUTURE
General Fund							
Highway Fund							
Enterprise Fund (W)							
Enterprise Fund (WW)							
Grants (List)							
Bonds (List)							
Reserve (List)							
Other (List)			\$ 30,000				
TOTAL	\$ -	\$ -	\$ 30,000	\$ -	\$ -	\$ -	\$ -
TOTAL:							\$ 30,000

Project Description:

Promoting tourism and create high-quality community facilities and services.

Justification/Linkage:

In FY2016, a CIP project replaced the 25 year-old wallpaper and draperies in the Mansion's Parlor, Entrance Hall, Second Floor Landing, Halls, Campbell Gallery, Fauntleroy Gallery, and a portion of the Blue Room. Still needed are new wallpaper and draperies for the Pink & Blue Rooms along with those for the Chamber, Dining Room, Bathroom and Library.



FY2023-2027 CAPITAL IMPROVEMENT PROJECT FORM

DEPARTMENT: Avoca Museum
DIVISION:

PROJECT NAME: Wooden Storage Building Construction
LOCATION: Avoca Museum Grounds

YEAR: FY 2025
ACCT#:

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

Current/ Previous Expenditures	TOTAL PROJECT COST <i>(Capital Only)</i>	Total Appropriations to Date	Budget Year 1 FY2023	Unappropriated Subsequent Years					Future Budget Years
				Budget Year 2 FY2024	Budget Year 3 FY2025	Budget Year 4 FY2026	Budget Year 5 FY2027		
	\$ 25,000	\$ -	\$ -	\$ -	\$ 25,000	\$ -	\$ -	\$ -	

PROJECT COSTS

ACTIVITY	FY2023	FY2024	FY2025	FY2026	FY2027	FUTURE
Planning, Surveying, Design, Engineering:						
Land/ROW/Acquisition:						
In House Services (In-Kind)						
Site Preparation & Improvements						
Permits/Inspections/Misc.						
Building/Utility Construction:			\$ 25,000			
Legal/Misc.						
Heavy Equip./Apparatus:						
Light Equip/Furniture:						
Other						
Total Capital Cost Estimate:	\$ -	\$ -	\$ 25,000	\$ -	\$ -	\$ -
Total Operating Impact Estimate:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenditure Estimate:	\$ -	\$ -	\$ 25,000	\$ -	\$ -	\$ -

NEW OR ADDITIONAL IMPACT on OPERATING BUDGET

Type of Expenditure	FY2023	FY2024	FY2025	FY2026	FY2027	FUTURE
Salaries/Benefits						
Professional & Consulting Services:						
Materials & Supplies						
Maintenance/Fuel						
Other						
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

METHODS OF FINANCING

Funding Sources	Previous Allocation (Earmarked)	FY2023	FY2024	FY2025	FY2026	FY2027	FUTURE
General Fund							
Highway Fund							
Enterprise Fund (W)							
Enterprise Fund (WW)							
Grants (List)							
Bonds (List)							
Reserve (List)							
Other (List)				\$ 25,000			
TOTAL	\$ -	\$ -	\$ -	\$ 25,000	\$ -	\$ -	\$ -
TOTAL:							\$ 25,000

Project Description:
12' x 30' wooden structure to replace an old tractor-trailer container which is deteriorating and leaking

Justification/Linkage:
Promoting tourism and create high-quality community facilities and services.



FY2023-2027 CAPITAL IMPROVEMENT PROJECT FORM

DEPARTMENT: Avoca Museum
DIVISION:

PROJECT NAME: Arboretum French Drains
LOCATION: Avoca Museum's Arboretum

YEAR: FY 2026
ACCT#:

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

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
	\$ 9,000	\$ -	\$ -	\$ -	\$ -	\$ 9,000	\$ -	\$ -

PROJECT COSTS

ACTIVITY	FY2023	FY2024	FY2025	FY2026	FY2027	FUTURE
Planning, Surveying, Design, Engineering						
Land/ROW/Acquisition:						
In House Services (In Kind)						
Site Preparation & Improvements				\$ 9,000		
Permits/Inspections/Misc.						
Building/Utility Construction:						
Legal/Misc.						
Heavy Equip./Apparatus:						
Light Equip/Furniture:						
Other:						
Total Capital Cost Estimate:	\$ -	\$ -	\$ -	\$ 9,000	\$ -	\$ -
Total Operating Impact Estimate:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenditure Estimate:	\$ -	\$ -	\$ -	\$ 9,000	\$ -	\$ -

NEW OR ADDITIONAL IMPACT on OPERATING BUDGET

Type of Expenditure	FY2023	FY2024	FY2025	FY2026	FY2027	FUTURE
Salaries/Benefits						
Professional & Consulting Services:						
Materials & Supplies						
Maintenance/Fuel						
Other						
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

METHODS OF FINANCING

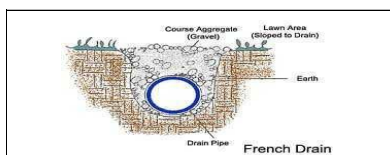
Funding Sources	Previous Allocation (Earmarked)	FY2023	FY2024	FY2025	FY2026	FY2027	FUTURE
General Fund							
Highway Fund							
Enterprise Fund (W)							
Enterprise Fund (WW)							
Grants (List)							
Bonds (List)							
Reserve (List)							
Other (List)					\$ 9,000		
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ 9,000	\$ -	\$ -
TOTAL:							\$ 9,000

Project Description:

The museum's Arboretum is situated upon a natural wetlands. After a heavy rainfall, water tends to sit in two low-lying areas in the Arboretum. Proposal: Placement of 2 French drains in both areas to clear standing water away with a drainage pipe. The drainage pipe would lead to a ditch which is located 20 yds. from the first site and about 30 yds. from the other.

Justification/Linkage:

Promoting tourism and create high-quality community facilities and services.



FY2023-2027 CAPITAL IMPROVEMENT PROJECT FORM

DEPARTMENT: Avoca Museum
DIVISION:

PROJECT NAME: Replacement of Back Porch (Office Bldg.) and Trashcans
LOCATION: Avoca Museum

YEAR: FY 2027
ACCT#:

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

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
	\$ 18,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 18,000	\$ -

PROJECT COSTS

ACTIVITY	FY2023	FY2024	FY2025	FY2026	FY2027	FUTURE
Planning, Surveying, Design, Engineering						
Land/ROW/Acquisition:						
In House Services (In Kind)						
Site Preparation & Improvements					\$ 18,000	
Permits/Inspections/Misc.						
Building/Utility Construction:						
Legal/Misc.						
Heavy Equip./Apparatus:						
Light Equip/Furniture:						
Other:						

Total Capital Cost Estimate:	\$ -	\$ -	\$ -	\$ -	\$ 18,000	\$ -
Total Operating Impact Estimate:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenditure Estimate:	\$ -	\$ -	\$ -	\$ -	\$ 18,000	\$ -

NEW OR ADDITIONAL IMPACT on OPERATING BUDGET

Type of Expenditure	FY2023	FY2024	FY2025	FY2026	FY2027	FUTURE
Salaries/Benefits						
Professional & Consulting Services:						
Materials & Supplies						
Maintenance/Fuel						
Other						
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

METHODS OF FINANCING

Funding Sources	Previous Allocation (Earmarked)	FY2023	FY2024	FY2025	FY2026	FY2027	FUTURE
General Fund							
Highway Fund							
Enterprise Fund (W)							
Enterprise Fund (WW)							
Grants (List)							
Bonds (List)							
Reserve (List)							
Other (List)						\$ 18,000	
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 18,000	\$ -
TOTAL:							\$ 18,000

Project Description:

The large number of trashcans need to have an attractive enclosure depicting the architectual period of the mansion. Also, the back porch of the office building needs replacing. This will promote tourism for our town.

Justification/Linkage:

The trashcans are a distraction from the beauty and appeal from the museum. The porch is becoming a safety issue for the museum. This will promote tourism to our town.



ACTS

(Transit)

FY2023-2027 CAPITAL IMPROVEMENT PROJECT FORMC1:R43F65C1:R44C1:RC1:R71

DEPARTMENT: DIVISION:
 PROJECT NAME: LOCATION:
 YEAR: FY ACCT#: Type of ☒ New ☐ Expansion
 Project: ☐ Replacement ☐ Renovation

Current/ Previous Expenditures	TOTAL PROJECT COST (Capital Only)	Total Appropriations to Date	Unappropriated Subsequent Years					
			Budget Year 1 FY2023	Budget Year 2 FY2024	Budget Year 3 FY2025	Budget Year 4 FY2026	Budget Year 5 FY2027	Future Budget Years
	\$ 26,000	\$ -	\$ 26,000	\$ -	\$ -	\$ -	\$ -	\$ -

PROJECT COSTS

ACTIVITY	FY2023	FY2024	FY2025	FY2026	FY2027	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	\$ 26,000					

Total Capital Cost Estimate:	\$ 26,000	\$ -	\$ -	\$ -	\$ -	\$ -
Total Operating Impact Estimate:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenditure Estimate:	\$ 26,000	\$ -	\$ -	\$ -	\$ -	\$ -

NEW OR ADDITIONAL IMPACT ON OPERATING BUDGET

Type of Expenditure	FY2023	FY2024	FY2025	FY2026	FY2027	FUTURE
Salaries/Benefits						
Professional & Consulting Services						
Materials & Supplies						
Maintenance/Fuel						
Other						

TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
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METHODS OF FINANCING

Funding Sources	Previous Allocation (Earmarked)	FY2023	FY2024	FY2025	FY2026	FY2027	FUTURE
General Fund		\$ 5,200					
Highway Fund							
Enterprise Fund (W)							
Enterprise Fund (WW)							
Grants (List)		\$ 20,800					
Bonds (List)							
Reserve (List)							
Other (List)							

TOTAL	\$ -	\$ 26,000	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL:							\$ 26,000

Project Description:

Justification/Linkage:



FY2023-2027 CAPITAL IMPROVEMENT PROJECT FORM

DEPARTMENT: Transportation
DIVISION: ACTS
PROJECT NAME: Replacement of BOC style bus
LOCATION: Public Works
YEAR: FY 2024
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	Budget Year 1 FY2023	Unappropriated Subsequent Years					Future Budget Years
				Budget Year 2 FY2024	Budget Year 3 FY2025	Budget Year 4 FY2026	Budget Year 5 FY2027		
	\$ 166,750	\$ -	\$ -	\$ 82,150	\$ -	\$ 84,600	\$ -	\$ -	

PROJECT COSTS

ACTIVITY	FY2023	FY2024	FY2025	FY2026	FY2027	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		\$ 82,150		\$ 84,600		

Total Capital Cost Estimate:	\$ -	\$ 82,150	\$ -	\$ 84,600	\$ -	\$ -
Total Operating Impact Estimate:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenditure Estimate:	\$ -	\$ 82,150	\$ -	\$ 84,600	\$ -	\$ -

NEW OR ADDITIONAL IMPACT ON OPERATING BUDGET

Type of Expenditure	FY2023	FY2024	FY2025	FY2026	FY2027	FUTURE
Salaries/Benefits						
Professional & Consulting Services						
Materials & Supplies						
Maintenance/Fuel						
Other						
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

METHODS OF FINANCING

Funding Sources	Previous Allocation (Earmarked)	FY2023	FY2024	FY2025	FY2026	FY2027	FUTURE
General Fund			\$ 16,430		\$ 16,920		
Highway Fund							
Enterprise Fund (W)							
Enterprise Fund (WW)							
Grants - Dept. of Rail & Public Transp.			\$ 65,720		\$ 67,680		
Bonds (List)							
Reserve (List)							
Other (List)							
TOTAL	\$ -	\$ -	\$ 82,150	\$ -	\$ 84,600	\$ -	\$ -
TOTAL:							\$ 166,750

Project Description: Replacement of 15-passenger body on chassis (BOC) bus with a similar vehicle.

Justification/Linkage: DRPT recommends replacement of public transportation vehicles every four years or 100,000 miles. The Town's policy is to replace vehicles & equipment with high mileage/hours or ones that are costing a significant amount due to maintenance. Based on current use, the existing BOC style bus will need replacing.



FY2023-2027 CAPITAL IMPROVEMENT PROJECT FORM

DEPARTMENT: Transportation
DIVISION: ACTS
PROJECT NAME: Replacement of Support Vehicle
LOCATION: Town Hall
YEAR: FY 2024
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	Budget Year 1 FY2023	Unappropriated Subsequent Years					Future Budget Years
				Budget Year 2 FY2024	Budget Year 3 FY2025	Budget Year 4 FY2026	Budget Year 5 FY2027		
	\$ 29,000	\$ -	\$ -	\$ 29,000	\$ -	\$ -	\$ -	\$ -	

PROJECT COSTS

ACTIVITY	FY2023	FY2024	FY2025	FY2026	FY2027	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		\$ 29,000				

Total Capital Cost Estimate:	\$ -	\$ 29,000	\$ -	\$ -	\$ -	\$ -
Total Operating Impact Estimate:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenditure Estimate:	\$ -	\$ 29,000	\$ -	\$ -	\$ -	\$ -

NEW OR ADDITIONAL IMPACT ON OPERATING BUDGET

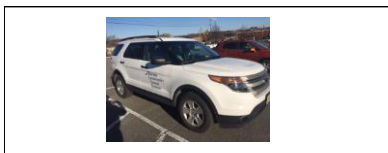
Type of Expenditure	FY2023	FY2024	FY2025	FY2026	FY2027	FUTURE
Salaries/Benefits						
Professional & Consulting Services						
Materials & Supplies						
Maintenance/Fuel						
Other						
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

METHODS OF FINANCING

Funding Sources	Previous Allocation (Earmarked)	FY2023	FY2024	FY2025	FY2026	FY2027	FUTURE
General Fund			\$ 5,800				
Highway Fund							
Enterprise Fund (W)							
Enterprise Fund (WW)							
Grants (List)			\$ 23,200				
Bonds (List)							
Reserve (List)							
Other (List)							
TOTAL	\$ -	\$ -	\$ 29,000	\$ -	\$ -	\$ -	\$ -
TOTAL:							\$ 29,000

Project Description: Replacement of 2012 Ford Explorer.

Justification/Linkage: To replace vehicles & equipment with high mileage/hours or ones that are costing a significant amount of money due to maintenance.



Police

FY2023-2027 CAPITAL IMPROVEMENT PROJECT FORM

DEPARTMENT:
DIVISION:

PROJECT NAME:
LOCATION:

YEAR: FY
ACCT#:

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

Current/ Previous Expenditures	TOTAL PROJECT COST <i>(Capital Only)</i>	Total Appropriations to Date	Budget Year 1 FY2023	Unappropriated Subsequent Years					Future Budget Years
				Budget Year 2 FY2024	Budget Year 3 FY2025	Budget Year 4 FY2026	Budget Year 5 FY2027		
	\$ 12,170	\$ -	\$ 12,170	\$ -	\$ -	\$ -	\$ -	\$ -	

PROJECT COSTS

ACTIVITY	FY2023	FY2024	FY2025	FY2026	FY2027	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:	\$ 12,170					

Total Capital Cost Estimate:	\$ 12,170	\$ -	\$ -	\$ -	\$ -	\$ -
Total Operating Impact Estimate:	\$ -	\$ 12,170	\$ 12,170	\$ 12,170	\$ 12,170	\$ -
Total Expenditure Estimate:	\$ 12,170	\$ 12,170	\$ 12,170	\$ 12,170	\$ 12,170	\$ -

NEW OR ADDITIONAL IMPACT on OPERATING BUDGET

Type of Expenditure	FY2023	FY2024	FY2025	FY2026	FY2027	FUTURE
Salaries/Benefits						
Professional & Consulting Services:						
Materials & Supplies		\$ 12,170	\$ 12,170	\$ 12,170	\$ 12,170	
Maintenance/Fuel						
Other						
TOTAL	\$ -	\$ 12,170	\$ 12,170	\$ 12,170	\$ 12,170	\$ -

METHODS OF FINANCING

Funding Sources	Previous Allocation (Earmarked)	FY2023	FY2024	FY2025	FY2026	FY2027	FUTURE
General Fund		\$ 12,170					
Highway Fund							
Enterprise Fund (W)							
Enterprise Fund (WW)							
Grants (List)							
Bonds (List)							
Reserve (List)							
Other (List)							
TOTAL	\$ -	\$ 12,170	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL:							\$ 12,170

Project Description:

Replacing the watchguard cameras in the vehicles with Axon Fleet Cameras, Cameras are 169/vehicle per month, that includes cameras and evidence storage on evidence.com. With this plan, equipment is replaced at 5 years.

Justification/Linkage:

The cameras in the cars presently will be obsolete shortly, the system that stores the video is not online and difficult to access stored video. It would be more efficient to replace and store video on the current platform that body worn camera video is being stored.



FY2023-2027 CAPITAL IMPROVEMENT PROJECT FORM

DEPARTMENT: Police
DIVISION:

PROJECT NAME: Vehicle Replacement
LOCATION: Police Department

YEAR: FY 2023
ACCT#: 010-3101-501.81-02

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

Current/ Previous Expenditures	TOTAL PROJECT COST <i>(Capital Only)</i>	Total Appropriations to Date	Budget Year 1 FY2023	Unappropriated Subsequent Years					Future Budget Years
				Budget Year 2 FY2024	Budget Year 3 FY2025	Budget Year 4 FY2026	Budget Year 5 FY2027		
	\$ 215,000	\$ -	\$ 55,000	\$ 100,000	\$ 60,000	\$ -	\$ -	\$ -	

PROJECT COSTS

ACTIVITY	FY2023	FY2024	FY2025	FY2026	FY2027	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:	\$ 55,000	\$ 100,000	\$ 60,000			

Total Capital Cost Estimate:	\$ 55,000	\$ 100,000	\$ 60,000	\$ -	\$ -	\$ -
Total Operating Impact Estimate:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenditure Estimate:	\$ 55,000	\$ 100,000	\$ 60,000	\$ -	\$ -	\$ -

NEW OR ADDITIONAL IMPACT on OPERATING BUDGET

Type of Expenditure	FY2023	FY2024	FY2025	FY2026	FY2027	FUTURE
Salaries/Benefits						
Professional & Consulting Services:						
Materials & Supplies						
Maintenance/Fuel						
Other						
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

METHODS OF FINANCING

Funding Sources	Previous Allocation (Earmarked)	FY2023	FY2024	FY2025	FY2026	FY2027	FUTURE
General Fund		\$ 55,000	\$ 100,000	\$ 60,000			
Highway Fund							
Enterprise Fund (W)							
Enterprise Fund (WW)							
Grants (List)							
Bonds (List)							
Reserve (List)							
Other (List)							
TOTAL	\$ -	\$ 55,000	\$ 100,000	\$ 60,000	\$ -	\$ -	\$ -
TOTAL:							\$ 215,000

Project Description:

Replace patrol vehicles that have reached end of useful life as decided by Public Works and town policy. (Numbers were adjusted to reflect the price incrase of vehicles and outfitting them)

Justification/Linkage:

To ensure that APD can provide high quality service, vehicles must be in excellent condition for emergency operation. Vehicles will be replaced when determined at end of useful life by Town shop mechanics and established policy



FY2023-2027 CAPITAL IMPROVEMENT PROJECT FORM

DEPARTMENT: Police
DIVISION: Public Safety
PROJECT NAME: Creation of Community Safe Space at Town Hall
LOCATION: PD
YEAR: FY 2023
ACCT#:

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

Current/ Previous Expenditures	TOTAL PROJECT COST (Capital Only)	Total Appropriations to Date	Budget Year 1 FY2023	Unappropriated Subsequent Years					Future Budget Years
				Budget Year 2 FY2024	Budget Year 3 FY2025	Budget Year 4 FY2026	Budget Year 5 FY2027		
	\$ 10,000	\$ -	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ -	

PROJECT COSTS

ACTIVITY	FY2023	FY2024	FY2025	FY2026	FY2027	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:						
	\$ 10,000					

Total Capital Cost Estimate:	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ -
Total Operating Impact Estimate:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenditure Estimate:	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ -

NEW OR ADDITIONAL IMPACT on OPERATING BUDGET

Type of Expenditure	FY2023	FY2024	FY2025	FY2026	FY2027	FUTURE
Salaries/Benefits						
Professional & Consulting Services:						
Materials & Supplies						
Maintenance/Fuel						
Other						
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

METHODS OF FINANCING

Funding Sources	Previous Allocation (Earmarked)	FY2023	FY2024	FY2025	FY2026	FY2027	FUTURE
General Fund		\$ 10,000					
Highway Fund							
Enterprise Fund (W)							
Enterprise Fund (WW)							
Grants (List)							
Bonds (List)							
Reserve (List)							
Other (List)							
TOTAL	\$ -	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL:							\$ 10,000

Project Description: Creation of a Community Safe Space to include the installation of technology such as a camera system with computer for constant surveillance of the property.

Justification/Linkage: Promotion of health and safety within the community.



FY2023-2027 CAPITAL IMPROVEMENT PROJECT FORM

DEPARTMENT: Police
DIVISION:
PROJECT NAME: Replacement of Mobile Data Terminals
LOCATION: Police Department
YEAR: FY 2024
ACCT#: 010-3101-501.81-04

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

Current/ Previous Expenditures	TOTAL PROJECT COST <i>(Capital Only)</i>	Total Appropriations to Date	Budget Year 1 FY2023	Unappropriated Subsequent Years					Future Budget Years
				Budget Year 2 FY2024	Budget Year 3 FY2025	Budget Year 4 FY2026	Budget Year 5 FY2027		
	\$ 41,200	\$ -	\$ -	\$ 41,200	\$ -	\$ -	\$ -	\$ -	

PROJECT COSTS

ACTIVITY	FY2023	FY2024	FY2025	FY2026	FY2027	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:		\$ 41,200				
Other:						

Total Capital Cost Estimate:	\$ -	\$ 41,200	\$ -	\$ -	\$ -	\$ -
Total Operating Impact Estimate:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenditure Estimate:	\$ -	\$ 41,200	\$ -	\$ -	\$ -	\$ -

NEW OR ADDITIONAL IMPACT on OPERATING BUDGET

Type of Expenditure	FY2023	FY2024	FY2025	FY2026	FY2027	FUTURE
Salaries/Benefits						
Professional & Consulting Services:						
Materials & Supplies						
Maintenance/Fuel						
Other						
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

METHODS OF FINANCING

Funding Sources	Previous Allocation (Earmarked)	FY2023	FY2024	FY2025	FY2026	FY2027	FUTURE
General Fund			\$ 41,200				
Highway Fund							
Enterprise Fund (W)							
Enterprise Fund (WW)							
Grants (List)							
Bonds (List)							
Reserve (List)							
Other (List)							
TOTAL	\$ -	\$ -	\$ 41,200	\$ -	\$ -	\$ -	\$ -
TOTAL:							\$ 41,200

Project Description: Replace MDT's in police vehicles

Justification/Linkage: The MDT's are used to access the CAD system and for IBR reporting. The estimated life on a computer is 4-5 years.



Public Works

FY2023-2027 CAPITAL IMPROVEMENT PROJECT FORM

DEPARTMENT: Public Works
DIVISION: Sanitation
PROJECT NAME: Solid Waste Can Replacement
LOCATION: Public Works
YEAR: FY 2023
ACCT#: 010-4101-601.81-06

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	
	\$ 25,000	\$ -	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ -

PROJECT COSTS

ACTIVITY	FY2023	FY2024	FY2025	FY2026	FY2027	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	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	
Other						
Total Capital Cost Estimate:	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ -
Total Operating Impact Estimate:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenditure Estimate:	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ -

NEW OR ADDITIONAL IMPACT ON OPERATING BUDGET

Type of Expenditure	FY2023	FY2024	FY2025	FY2026	FY2027	FUTURE
Salaries/Benefits						
Professional & Consulting Services						
Materials & Supplies						
Maintenance/Fuel						
Other						
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

METHODS OF FINANCING

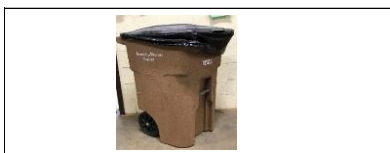
Funding Sources	Previous Allocation (Earmarked)	FY2023	FY2024	FY2025	FY2026	FY2027	FUTURE
General Fund		\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	
Highway Fund							
Enterprise Fund (W)							
Enterprise Fund (WW)							
Grants (List)							
Bonds (List)							
Reserve (List)							
Other (List)							
TOTAL	\$ -	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ -
TOTAL:							\$ 25,000

Project Description:

Due to the age of our current solid waste cans staff is recommending that we implement a can replacement program. Our current cans are 15 years old with a life expectancy of 10 years. After 10 years the cans become brittle and began to crack and split. It is our goal to start replacing at least 75 cans per year. Currently we have over 1,600 cans.

Justification/Linkage:

Life expectancy of the cans are 10 years.



FY2023-2027 CAPITAL IMPROVEMENT PROJECT FORM

DEPARTMENT: Public Works DIVISION: Buildings & Grounds

PROJECT NAME: Shreve park Fountain Upgrade (lights, pump) LOCATION: Shreve Park

YEAR: FY 2023 ACCT#: 010-4101-601.81-06

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	
	\$ 30,000	\$ -	\$ 30,000	\$ -	\$ -	\$ -	\$ -	\$ -

PROJECT COSTS

ACTIVITY	FY2023	FY2024	FY2025	FY2026	FY2027	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:	\$ 30,000					
Other:						
Total Capital Cost Estimate:	\$ 30,000	\$ -	\$ -	\$ -	\$ -	\$ -
Total Operating Impact Estimate:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenditure Estimate:	\$ 30,000	\$ -	\$ -	\$ -	\$ -	\$ -

NEW OR ADDITIONAL IMPACT on OPERATING BUDGET

Type of Expenditure	FY2023	FY2024	FY2025	FY2026	FY2027	FUTURE
Salaries/Benefits						
Professional & Consulting Services:						
Materials & Supplies						
Maintenance/Fuel						
Other						
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

METHODS OF FINANCING

Funding Sources	Previous Allocation (Earmarked)	FY2023	FY2024	FY2025	FY2026	FY2027	FUTURE
General Fund		\$ 30,000					
Highway Fund							
Enterprise Fund (W)							
Enterprise Fund (WW)							
Grants (List)							
Bonds (List)							
Reserve (List)							
Other (List)							
TOTAL	\$ -	\$ 30,000	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL:							\$ 30,000

Project Description:

Fountain needs upgrade due to current conditions due to age of fountain.

Justification/Linkage:

Aged fountain needs upgrade for appearance and functions to be pleasing to the public.



FY2023-2027 CAPITAL IMPROVEMENT PROJECT FORM

DEPARTMENT: Public Works
DIVISION: Building & Grounds

PROJECT NAME: Purchase New Power Buggy
LOCATION: Green Hill Cemetery

YEAR: FY 2023
ACCT#:

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

Current/ Previous Expenditures	TOTAL PROJECT COST <i>(Capital Only)</i>	Total Appropriations to Date	Budget Year 1 FY2023	Unappropriated Subsequent Years					Future Budget Years
				Budget Year 2 FY2024	Budget Year 3 FY2025	Budget Year 4 FY2026	Budget Year 5 FY2027		
	\$ 13,000		\$ 13,000			\$ -	\$ -	\$ -	

PROJECT COSTS

ACTIVITY	FY2023	FY2024	FY2025	FY2026	FY2027	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:	\$ 13,000					
Other:						

Total Capital Cost Estimate:	\$ 13,000	\$ -	\$ -	\$ -	\$ -	\$ -
Total Operating Impact Estimate:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenditure Estimate:	\$ 13,000	\$ -	\$ -	\$ -	\$ -	\$ -

NEW OR ADDITIONAL IMPACT on OPERATING BUDGET

Type of Expenditure	FY2023	FY2024	FY2025	FY2026	FY2027	FUTURE
Salaries/Benefits						
Professional & Consulting Services:						
Materials & Supplies						
Maintenance/Fuel						
Other						
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

METHODS OF FINANCING

Funding Sources	Previous Allocation (Earmarked)	FY2023	FY2024	FY2025	FY2026	FY2027	FUTURE
General Fund							
Highway Fund							
Enterprise Fund (W)							
Enterprise Fund (WW)							
Grants (List)							
Bonds (List)							
Reserve (List)							
Other - Cemetery		\$ 13,000					
TOTAL	\$ -	\$ 13,000	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL:							\$ 13,000

Project Description:

Staff has identified a need for the purchase of a new Power Buggy. This unit would be used at Green Hill Cemetery to assist with opening and closing graves that are not accessible using a flatbed truck.

Justification/Linkage:

This unit would prevent damage to existing stones, graves and assist with burials that are in hard to access areas.



FY2023-2027 CAPITAL IMPROVEMENT PROJECT FORM

DEPARTMENT: Public Works
DIVISION: Building & Grounds

PROJECT NAME: Replace Scagg 60" Zero Mower
LOCATION: Public Works

YEAR: FY 2023
ACCT#:

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

Current/ Previous Expenditures	TOTAL PROJECT COST (Capital Only)	Total Appropriations to Date	Budget Year 1 FY2023	Unappropriated Subsequent Years					Future Budget Years
				Budget Year 2 FY2024	Budget Year 3 FY2025	Budget Year 4 FY2026	Budget Year 5 FY2027		
	\$ 12,000		\$ 12,000			\$ -	\$ -	\$ -	

PROJECT COSTS

ACTIVITY	FY2023	FY2024	FY2025	FY2026	FY2027	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:	\$ 12,000					
Other:						

Total Capital Cost Estimate:	\$ 12,000	\$ -	\$ -	\$ -	\$ -	\$ -
Total Operating Impact Estimate:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenditure Estimate:	\$ 12,000	\$ -	\$ -	\$ -	\$ -	\$ -

NEW OR ADDITIONAL IMPACT on OPERATING BUDGET

Type of Expenditure	FY2023	FY2024	FY2025	FY2026	FY2027	FUTURE
Salaries/Benefits						
Professional & Consulting Services:						
Materials & Supplies						
Maintenance/Fuel						
Other						
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

METHODS OF FINANCING

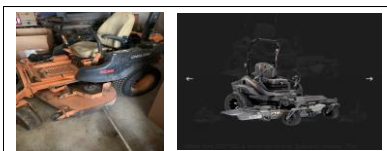
Funding Sources	Previous Allocation (Earmarked)	FY2023	FY2024	FY2025	FY2026	FY2027	FUTURE
General Fund		\$ 12,000					
Highway Fund							
Enterprise Fund (W)							
Enterprise Fund (WW)							
Grants (List)							
Bonds (List)							
Reserve (List)							
Other (List)							
TOTAL	\$ -	\$ 12,000	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL:							\$ 12,000

Project Description:

The current Scagg 60" Zero mower was purchased in 2013. This mower is 8 years old and currently used as a back up mower. This mower will be replaced with a Spartan SRT XD 61" Vanguard 37HP w/oil guard Zero Mower. This mower comes with a warranty on the unit, mower and can be serviced locally.

Justification/Linkage:

The Scagg 60" Zero mower is beginning to have engine and electrical issued due to age, hours and usage. Staff is recommending that this mower be replaced.



FY2023-2027 CAPITAL IMPROVEMENT PROJECT FORM

DEPARTMENT: Public Works
DIVISION: Building & Grounds

PROJECT NAME: Purchase a New Polaris Ranger 1000 UTV
LOCATION: Public Works

YEAR: FY 2023
ACCT#:

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

Current/ Previous Expenditures	TOTAL PROJECT COST (Capital Only)	Total Appropriations to Date	Budget Year 1 FY2023	Unappropriated Subsequent Years					Future Budget Years
				Budget Year 2 FY2024	Budget Year 3 FY2025	Budget Year 4 FY2026	Budget Year 5 FY2027		
	\$ 16,000		\$ 16,000			\$ -	\$ -	\$ -	

PROJECT COSTS

ACTIVITY	FY2023	FY2024	FY2025	FY2026	FY2027	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:	\$ 16,500					
Other:						

Total Capital Cost Estimate:	\$ 16,500	\$ -	\$ -	\$ -	\$ -	\$ -
Total Operating Impact Estimate:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenditure Estimate:	\$ 16,500	\$ -	\$ -	\$ -	\$ -	\$ -

NEW OR ADDITIONAL IMPACT on OPERATING BUDGET

Type of Expenditure	FY2023	FY2024	FY2025	FY2026	FY2027	FUTURE
Salaries/Benefits						
Professional & Consulting Services:						
Materials & Supplies						
Maintenance/Fuel						
Other						
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

METHODS OF FINANCING

Funding Sources	Previous Allocation (Earmarked)	FY2023	FY2024	FY2025	FY2026	FY2027	FUTURE
General Fund		\$ 16,500					
Highway Fund							
Enterprise Fund (W)							
Enterprise Fund (WW)							
Grants (List)							
Bonds (List)							
Reserve (List)							
Other (List)							
TOTAL	\$ -	\$ 16,500	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL:							\$ 16,500

Project Description:

Staff has identified a need to purchase a UTV with an open cab that would be used at English Park, Eagle Trail, Jenks River Trail, Green Hill Connector and special events. The current cost of this unit is \$14,373.98 with a know increase of 8% after Nov. 1, 2021. Due to the current increase on goods we have implemented a 10% possible increase for the unknown.

Justification/Linkage:

We are currently using the Altavista Police Department's gator if available or a full size pick up truck to monitor and assist with maintenance at English Park, Eagle Trail, Jenks River Trail and Green Hill Connector. Staff recommends this unit would be available and a safer option than the usage of a full size pick up truck.



FY2023-2027 CAPITAL IMPROVEMENT PROJECT FORM

DEPARTMENT: Public Works
DIVISION: Streets
PROJECT NAME: Street Light Upgrades to LED Heads and/or Bulbs
LOCATION: Downtown
YEAR: FY 2023
ACCT#: 010-4101-601.81-30

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	
	\$ 65,000	\$ -	\$ 32,500	\$ 32,500	\$ -			\$ -

PROJECT COSTS

ACTIVITY	FY2023	FY2024	FY2025	FY2026	FY2027	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						
	\$ 32,500	\$ 32,500				
Total Capital Cost Estimate:	\$ 32,500	\$ 32,500	\$ -	\$ -	\$ -	\$ -
Total Operating Impact Estimate:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenditure Estimate:	\$ 32,500	\$ 32,500	\$ -	\$ -	\$ -	\$ -

NEW OR ADDITIONAL IMPACT ON OPERATING BUDGET

Type of Expenditure	FY2023	FY2024	FY2025	FY2026	FY2027	FUTURE
Salaries/Benefits						
Professional & Consulting Services						
Materials & Supplies						
Maintenance/Fuel						
Other						
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

METHODS OF FINANCING

Funding Sources	Previous Allocation (Earmarked)	FUTURE
General Fund	\$ 32,500	\$ 32,500
Highway Fund		
Enterprise Fund (W)		
Enterprise Fund (WW)		
Grants (List)		
Bonds (List)		
Reserve (List)		
Other (List)		
TOTAL	\$ -	\$ 32,500
		TOTAL: \$ 65,000

Project Description:

To save on electrical cost on the street lights as well as to change the bulbs to white color to make them brighter, the bulbs will be changed to LED lights. Retrofitting the heads and changing to LED bulbs will be required. Town Staff will change out 25 lights in FY2022 and continue each year until the project is completed. Approximately 3 years.

Justification/Linkage:

To create and maintain high-quality community facilities and services



FY2023-2027 CAPITAL IMPROVEMENT PROJECT FORM

DEPARTMENT: Public Works
DIVISION: Street Department
PROJECT NAME: Sidewalk, Curb & Gutter & Drainage
LOCATION: Town Wide
YEAR: FY 2023
ACCT#: 020-4101-608.82-30

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	
	\$ 375,000	\$ -	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ -

PROJECT COSTS

ACTIVITY	FY2023	FY2024	FY2025	FY2026	FY2027	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	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000	
Total Capital Cost Estimate:	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ -
Total Operating Impact Estimate:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenditure Estimate:	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ -

NEW OR ADDITIONAL IMPACT ON OPERATING BUDGET

Type of Expenditure	FY2023	FY2024	FY2025	FY2026	FY2027	FUTURE
Salaries/Benefits						
Professional & Consulting Services						
Materials & Supplies						
Maintenance/Fuel						
Other						
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

METHODS OF FINANCING

Funding Sources	Previous Allocation (Earmarked)	FY2023	FY2024	FY2025	FY2026	FY2027	FUTURE
General Fund							
Highway Fund		\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000	
Enterprise Fund (W)							
Enterprise Fund (WW)							
Grants (List)							
Bonds (List)							
Reserve (List)							
Other (List)							
TOTAL	\$ -	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ -
TOTAL:							\$ 375,000

Project Description: Staff identified areas of improvements such as: sidewalk replacement, handicap access, and storm water that will improve the overall appearance of the community.

Justification/Linkage: To improve the physical appearance and quality of the town, sidewalks, storm water management, and address safe pedestrian traffic.



FY2023-2027 CAPITAL IMPROVEMENT PROJECT FORM

DEPARTMENT: Public Works
DIVISION: Street Department
PROJECT NAME: Bank Clearing along the creek between 7th St. and Main St.
LOCATION: Area between English Auto Alignment/Elba
YEAR: FY 2023
ACCT#:

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

Current/ Previous Expenditures	TOTAL PROJECT COST (Capital Only)	Total Appropriations to Date	Budget Year 1 FY2023	Unappropriated Subsequent Years					Future Budget Years
				Budget Year 2 FY2024	Budget Year 3 FY2025	Budget Year 4 FY2026	Budget Year 5 FY2027		
	\$ 100,000	\$ -	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ -	

PROJECT COSTS

ACTIVITY	FY2023	FY2024	FY2025	FY2026	FY2027	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						
	\$ 100,000					

Total Capital Cost Estimate:	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ -
Total Operating Impact Estimate:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenditure Estimate:	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ -

NEW OR ADDITIONAL IMPACT ON OPERATING BUDGET

Type of Expenditure	FY2023	FY2024	FY2025	FY2026	FY2027	FUTURE
Salaries/Benefits						
Professional & Consulting Services						
Materials & Supplies						
Maintenance/Fuel						
Other						
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

METHODS OF FINANCING

Funding Sources	Previous Allocation (Earmarked)	FY2023	FY2024	FY2025	FY2026	FY2027	FUTURE
General Fund							
Highway Fund		\$ 100,000					
Enterprise Fund (W)							
Enterprise Fund (WW)							
Grants (List)							
Bonds (List)							
Reserve (List)							
Other (List)							
TOTAL	\$ -	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL:							\$ 100,000

Project Description: Clearing of bank along creek between 7th Street and Main Street (area of Elba's and English Auto Alignment).

Justification/Linkage: To maintain a healthy creek free of excessive and impeding vegetation and for staff to be able to maintain sewer line and drainage.



FY2023-2027 CAPITAL IMPROVEMENT PROJECT FORM

DEPARTMENT: Public Works
DIVISION: Building & Grounds

PROJECT NAME: Purchase New 96" Exmark Mower
LOCATION: Public Works

YEAR: FY 2024
ACCT#:

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

Current/ Previous Expenditures	TOTAL PROJECT COST (Capital Only)	Total Appropriations to Date	Budget Year 1 FY2023	Unappropriated Subsequent Years					Future Budget Years
				Budget Year 2 FY2024	Budget Year 3 FY2025	Budget Year 4 FY2026	Budget Year 5 FY2027		
	\$ 31,000		\$ 15,500	\$ 15,500		\$ -	\$ -	\$ -	

PROJECT COSTS

ACTIVITY	FY2023	FY2024	FY2025	FY2026	FY2027	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:	\$ 15,500	\$ 15,500				
Other:						

Total Capital Cost Estimate:	\$ 15,500	\$ 15,500	\$ -	\$ -	\$ -	\$ -
Total Operating Impact Estimate:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenditure Estimate:	\$ 15,500	\$ 15,500	\$ -	\$ -	\$ -	\$ -

NEW OR ADDITIONAL IMPACT on OPERATING BUDGET

Type of Expenditure	FY2023	FY2024	FY2025	FY2026	FY2027	FUTURE
Salaries/Benefits						
Professional & Consulting Services:						
Materials & Supplies						
Maintenance/Fuel						
Other						
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

METHODS OF FINANCING

Funding Sources	Previous Allocation (Earmarked)	FY2023	FY2024	FY2025	FY2026	FY2027	FUTURE
General Fund		\$ 15,500	\$ 15,500				
Highway Fund							
Enterprise Fund (W)							
Enterprise Fund (WW)							
Grants (List)							
Bonds (List)							
Reserve (List)							
Other (List)							
TOTAL	\$ -	\$ 15,500	\$ 15,500	\$ -	\$ -	\$ -	\$ -
TOTAL:							\$ 31,000

Project Description:

Staff has identified the need to purchase this mower to remain at English Park to be used to mow English Park and the new development of the field on Eagle Trail. We are requesting to purchase this item in FY2024. Due to the current increase on goods we have implemented a 10% possible increase on the current cost of \$27,999 for the unknown.

Justification/Linkage:

This mower will be able to finish cut the new fields on Eagle Trail and the mowing of English Park.



FY2023-2027 CAPITAL IMPROVEMENT PROJECT FORM

DEPARTMENT: Public Works
DIVISION: Building & Grounds

PROJECT NAME: Purchase a New Polaris Ranger 1000 UTV
LOCATION: Public Works

YEAR: FY 2024
ACCT#:

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

Current/ Previous Expenditures	TOTAL PROJECT COST (Capital Only)	Total Appropriations to Date	Budget Year 1 FY2023	Unappropriated Subsequent Years					Future Budget Years
				Budget Year 2 FY2024	Budget Year 3 FY2025	Budget Year 4 FY2026	Budget Year 5 FY2027		
	\$ 23,600		\$ 11,800	\$ 11,800		\$ -	\$ -	\$ -	

PROJECT COSTS

ACTIVITY	FY2023	FY2024	FY2025	FY2026	FY2027	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:	\$ 11,800	\$ 11,800				
Other:						
Total Capital Cost Estimate:	\$ 11,800	\$ 11,800	\$ -	\$ -	\$ -	\$ -
Total Operating Impact Estimate:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenditure Estimate:	\$ 11,800	\$ 11,800	\$ -	\$ -	\$ -	\$ -

NEW OR ADDITIONAL IMPACT on OPERATING BUDGET

Type of Expenditure	FY2023	FY2024	FY2025	FY2026	FY2027	FUTURE
Salaries/Benefits						
Professional & Consulting Services:						
Materials & Supplies						
Maintenance/Fuel						
Other						
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

METHODS OF FINANCING

Funding Sources	Previous Allocation (Earmarked)	FY2023	FY2024	FY2025	FY2026	FY2027	FUTURE
General Fund		\$ 5,900	\$ 5,900				
Highway Fund		\$ 5,900	\$ 5,900				
Enterprise Fund (W)							
Enterprise Fund (WW)							
Grants (List)							
Bonds (List)							
Reserve (List)							
Other (List)							
TOTAL	\$ -	\$ 11,800	\$ 11,800	\$ -	\$ -	\$ -	\$ -
TOTAL:							\$ 23,600

Project Description:

Staff has identified the need to purchase this UTV which will include an enclosed cab and snow plow to assist with maintenance and snow removal at the parks and on the streets. We are requesting to purchase this item in FY2024. Due to the current increase on goods we have implemented a 10% possible increase on the current cost of \$19,283.93 for the unknown.

Justification/Linkage:

Assist with maintenance at all parks. Using the Highway Maintenance fund to assist with this purchase we could use this UTV to remove snow in the business section and sidewalks in the downtown area.



FY2023-2027 CAPITAL IMPROVEMENT PROJECT FORM

DEPARTMENT: Public Works DIVISION: Streets
PROJECT NAME: Replace 2012 Chevrolet 1 Ton Dump Truck LOCATION: Public Works
YEAR: FY 2024 ACCT#: 020-4101-601.81-02

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

Current/ Previous Expenditures	TOTAL PROJECT COST (Capital Only)	Total Appropriations to Date	Budget Year 1 FY2023	Unappropriated Subsequent Years					Future Budget Years
				Budget Year 2 FY2024	Budget Year 3 FY2025	Budget Year 4 FY2026	Budget Year 5 FY2027		
	\$ 71,000	\$ 34,500	\$ 18,250	\$ 18,250	\$ -	\$ -	\$ -	\$ -	

PROJECT COSTS

ACTIVITY	FY2023	FY2024	FY2025	FY2026	FY2027	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:	\$ 18,250	\$ 18,250				
Other:						

Total Capital Cost Estimate:	\$ 18,250	\$ 18,250	\$ -	\$ -	\$ -	\$ -
Total Operating Impact Estimate:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenditure Estimate:	\$ 18,250	\$ 18,250	\$ -	\$ -	\$ -	\$ -

NEW OR ADDITIONAL IMPACT on OPERATING BUDGET

Type of Expenditure	FY2023	FY2024	FY2025	FY2026	FY2027	FUTURE
Salaries/Benefits						
Professional & Consulting Services:						
Materials & Supplies						
Maintenance/Fuel						
Other						
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

METHODS OF FINANCING

Funding Sources	Previous Allocation (Earmarked)	FY2023	FY2024	FY2025	FY2026	FY2027	FUTURE
General Fund							
Highway Fund	\$ 34,500	\$ 18,250	\$ 18,250				
Enterprise Fund (W)							
Enterprise Fund (WW)							
Grants (List)							
Bonds (List)							
Reserve (List)							
Other (List)							
TOTAL	\$ 34,500	\$ 18,250	\$ 18,250	\$ -	\$ -	\$ -	\$ -
TOTAL:							\$ 71,000

Project Description:

The current unit is 7 years old with 73,000 miles and is up for replacement. The life expectancy of the current vehicle is 10 years. It has been scheduled for replacement in FY2024 as it will be 12 years old with an estimate of 125,142 miles. The plan is to replace this unit with a 1-ton truck with a dump body and plow for snow removal.

Justification/Linkage:

To replace vehicles & equipment with high mileage/hours or ones that are costing a significant amount due to maintenance. This unit is used within the Street Department.



FY2023-2027 CAPITAL IMPROVEMENT PROJECT FORM

DEPARTMENT: Public Works
DIVISION: Streets
PROJECT NAME: Bedford Ave. Decorative Streetlights Project
LOCATION: Bedford Ave. (Train Trestle to CL)
YEAR: FY 2024
ACCT#: Various

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

Current/ Previous Expenditures	TOTAL PROJECT COST (Capital Only)	Total Appropriations to Date	Budget Year 1 FY2023	Unappropriated Subsequent Years					Future Budget Years
				Budget Year 2 FY2024	Budget Year 3 FY2025	Budget Year 4 FY2026	Budget Year 5 FY2027		
	\$ 339,300	\$ -	\$ -	\$ 339,300	\$ -	\$ -		\$ -	

PROJECT COSTS

ACTIVITY	FY2023	FY2024	FY2025	FY2026	FY2027	FUTURE
Planning, Surveying, Design, Engineering		\$ 10,000				
Land/ROW/Acquisition						
In House Services (In Kind)						
Site Preparation & Improvements		\$ 326,200				
Permits/Inspections/Misc.						
Building/Utility Construction						
Legal/Misc.						
Heavy Equip./Apparatus						
Light Equip/Furniture						
Other						
Total Capital Cost Estimate:	\$ -	\$ 336,200	\$ -	\$ -	\$ -	\$ -
Total Operating Impact Estimate:	\$ -	\$ 3,100	\$ -	\$ -	\$ -	\$ -
Total Expenditure Estimate:	\$ -	\$ 339,300	\$ -	\$ -	\$ -	\$ -

NEW OR ADDITIONAL IMPACT ON OPERATING BUDGET

Type of Expenditure	FY2023	FY2024	FY2025	FY2026	FY2027	FUTURE
Salaries/Benefits						
Professional & Consulting Services						
Materials & Supplies						
Maintenance/Fuel		\$ 3,100				
Other						
TOTAL	\$ -	\$ 3,100	\$ -	\$ -	\$ -	\$ -

METHODS OF FINANCING

Funding Sources	Previous Allocation (Earmarked)	FY2023	FY2024	FY2025	FY2026	FY2027	FUTURE
General Fund			\$ 339,300				
Highway Fund							
Enterprise Fund (W)							
Enterprise Fund (WW)							
Grants (List)							
Bonds (List)							
Reserve (List)							
Other (List)							
TOTAL	\$ -	\$ -	\$ 339,300	\$ -	\$ -	\$ -	\$ -
Transfer Out of Reserves (Earmark)							
TOTAL:						\$ 339,300	

Project Description:

Installation of thirty-two (32) sixteen foot decorative streetlights along Bedford Avenue from the railroad underpass to the Town Limits (Windy Ridge Dr.) Consideration of seeking VDOT TAP funding for partial funding.

Justification/Linkage:

Increase safety for pedestrians.



FY2023-2027 CAPITAL IMPROVEMENT PROJECT FORM

DEPARTMENT: Public Works
DIVISION: Streets/B&G

PROJECT NAME: Replace 2010 Pickup Truck
LOCATION: Public Works

YEAR: FY 2025
ACCT#: Various

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

Current/ Previous Expenditures	TOTAL PROJECT COST <i>(Capital Only)</i>	Total Appropriations to Date	Budget Year 1 FY2023	Unappropriated Subsequent Years					Future Budget Years
				Budget Year 2 FY2024	Budget Year 3 FY2025	Budget Year 4 FY2026	Budget Year 5 FY2027		
	\$ 46,800	\$ 17,700	\$ 9,700	\$ 9,700	\$ 9,700	\$ -		\$ -	

PROJECT COSTS

ACTIVITY	FY2023	FY2024	FY2025	FY2026	FY2027	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						
	\$ 9,700	\$ 9,700	\$ 9,700			
Total Capital Cost Estimate:	\$ 9,700	\$ 9,700	\$ 9,700	\$ -	\$ -	\$ -
Total Operating Impact Estimate:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenditure Estimate:	\$ 9,700	\$ 9,700	\$ 9,700	\$ -	\$ -	\$ -

NEW OR ADDITIONAL IMPACT ON OPERATING BUDGET

Type of Expenditure	FY2023	FY2024	FY2025	FY2026	FY2027	FUTURE
Salaries/Benefits						
Professional & Consulting Services						
Materials & Supplies						
Maintenance/Fuel						
Other						
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

METHODS OF FINANCING

Funding Sources	Previous Allocation (Earmarked)	FY2023	FY2024	FY2025	FY2026	FY2027	FUTURE
General Fund	\$ 4,430	\$ 2,430	\$ 2,430	\$ 2,430			
Highway Fund	\$ 13,270	\$ 7,270	\$ 7,270	\$ 7,270			
Enterprise Fund (W)							
Enterprise Fund (WW)							
Grants (List)							
Bonds (List)							
Reserve (List)							
Other (List)							
TOTAL	\$ 17,700	\$ 9,700	\$ 9,700	\$ 9,700	\$ -	\$ -	\$ -
Transfer Out of Reserves (Earmark)		(\$8,000)	(\$8,000)	(\$8,000)	(\$8,000)		
TOTAL:							\$ 46,800

Project Description:

The current unit is 9 years old with 70,000 miles and is up for replacement. The life expectancy of the current vehicle is 10 years. This vehicle has been scheduled for replacement in FY2025, as it will be 15 years old with an estimate of 116,666 miles. The plan is to replace this unit with a 3/4 ton truck pickup with plow for snow removal.

Justification/Linkage:

To replace vehicles & equipment with high mileage/hours or ones that are costing a significant amount due to maintenance. This unit is used within the Street Department.



FY2023-2027 CAPITAL IMPROVEMENT PROJECT FORM

DEPARTMENT: Public Works
DIVISION: Buildings and Grounds
PROJECT NAME: Replace 2012 Chevrolet 1-Ton Dump Truck
LOCATION: Public Works
YEAR: FY 2025
ACCT#: 010-4101-601.81-02

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

Current/ Previous Expenditures	TOTAL PROJECT COST (Capital Only)	Total Appropriations to Date	Budget Year 1 FY2023	Unappropriated Subsequent Years					Future Budget Years
				Budget Year 2 FY2024	Budget Year 3 FY2025	Budget Year 4 FY2026	Budget Year 5 FY2027		
	\$ 70,800	\$ 27,450	\$ 14,450	\$ 14,450	\$ 14,450		\$ -	\$ -	

PROJECT COSTS

ACTIVITY	FY2023	FY2024	FY2025	FY2026	FY2027	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	\$ 14,450	\$ 14,450	\$ 14,450			
Other						
Total Capital Cost Estimate:	\$ 14,450	\$ 14,450	\$ 14,450	\$ -	\$ -	\$ -
Total Operating Impact Estimate:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenditure Estimate:	\$ 14,450	\$ 14,450	\$ 14,450	\$ -	\$ -	\$ -

NEW OR ADDITIONAL IMPACT ON OPERATING BUDGET

Type of Expenditure	FY2023	FY2024	FY2025	FY2026	FY2027	FUTURE
Salaries/Benefits						
Professional & Consulting Services						
Materials & Supplies						
Maintenance/Fuel						
Other						
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

METHODS OF FINANCING

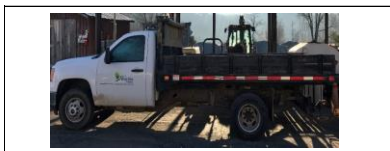
Funding Sources	Previous Allocation (Earmarked)	FY2023	FY2024	FY2025	FY2026	FY2027	FUTURE
General Fund	\$ 27,450	\$ 14,450	\$ 14,450	\$ 14,450			
Highway Fund							
Enterprise Fund (W)							
Enterprise Fund (WW)							
Grants (List)							
Bonds (List)							
Reserve (List)							
Other (List)							
TOTAL	\$ 27,450	\$ 14,450	\$ 14,450	\$ 14,450	\$ -	\$ -	\$ -
Transfer Out of Reserves (Earmark)		(\$13,000)	(\$13,000)	(\$13,000)	(\$13,000)		
TOTAL:							\$ 70,800

Project Description:

The current unit is 7 years old with 68,000 miles and is up for replacement. The life expectancy of the current vehicle is 10 years. This vehicle has been scheduled for replacement in FY2025 as it will be 13 years old with an estimate of 126,285 miles. The plan is to replace this unit with a 1-ton truck with a dump body and plow for snow removal.

Justification/Linkage:

To replace vehicles & equipment with high mileage/hours or ones that are costing a significant amount due to maintenance. This unit is used within the Street Department.



FY2023-2027 CAPITAL IMPROVEMENT PROJECT FORM

DEPARTMENT: DIVISION:

PROJECT NAME: LOCATION:

YEAR: FY ACCT#:

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

Current/ Previous Expenditures	TOTAL PROJECT COST (Capital Only)	Total Appropriations to Date	Budget Year 1 FY2023	Unappropriated Subsequent Years					Future Budget Years
				Budget Year 2 FY2024	Budget Year 3 FY2025	Budget Year 4 FY2026	Budget Year 5 FY2027		
	\$ 26,000	\$ 10,000	\$ 4,000	\$ 4,000	\$ 4,000	\$ 4,000	\$ -	\$ -	

PROJECT COSTS

ACTIVITY	FY2023	FY2024	FY2025	FY2026	FY2027	FUTURE
Planning, Surveying, Design, Engineering						
Land/ROW/Acquisition:						
In House Services (In Kind)						
Site Preparation & Improvements						
Permits/Inspections/Misc.						
Building/Utility Construction:	\$ 4,000	\$ 4,000	\$ 4,000	\$ 4,000		
Legal/Misc.						
Heavy Equip./Apparatus:						
Light Equip/Furniture:						
Other:						

Total Capital Cost Estimate:	\$ 4,000	\$ 4,000	\$ 4,000	\$ 4,000	\$ -	\$ -
Total Operating Impact Estimate:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenditure Estimate:	\$ 4,000	\$ 4,000	\$ 4,000	\$ 4,000	\$ -	\$ -

NEW OR ADDITIONAL IMPACT on OPERATING BUDGET

Type of Expenditure	FY2023	FY2024	FY2025	FY2026	FY2027	FUTURE
Salaries/Benefits						
Professional & Consulting Services:						
Materials & Supplies						
Maintenance/Fuel						
Other						
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

METHODS OF FINANCING

Funding Sources	Previous Allocation (Earmarked)	FY2023	FY2024	FY2025	FY2026	FY2027	FUTURE
General Fund	\$ 3,500	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000		
Highway Fund	\$ 3,500	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000		
Enterprise Fund (W)	\$ 3,500	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000		
Enterprise Fund (WW)	\$ 3,500	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000		
Grants (List)							
Bonds (List)							
Reserve (List)							
Other (List)							
TOTAL	\$ 14,000	\$ 4,000	\$ 4,000	\$ 4,000	\$ 4,000	\$ -	\$ -
TOTAL:							\$ 30,000

Project Description:

Staff has identified a need to replace and update the current Fuel computer system. The current system was planned to be replaced in 2021 but we found out that we did not appropriate enough funds for this project. Due to this error we are proposing that this unit be replaced in 2026.

Justification/Linkage:

Current Fuel System is 20 plus years old and will need to be updated in order to operate on windows 10 computer system. The current system is operating on a stand alone computer and is not connected to the server. When this is changed out and updated this system will be placed on the network and will be the information will be backed up daily on the server.



FY2023-2027 CAPITAL IMPROVEMENT PROJECT FORM

DEPARTMENT: Public Works
DIVISION: Streets
PROJECT NAME: 7th Street Decorative Street Light Project
LOCATION: 7th Street (Franklin Avenue to End)
YEAR: FY 2026
ACCT#:

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

Current/ Previous Expenditures	TOTAL PROJECT COST (Capital Only)	Total Appropriations to Date	Budget Year 1 FY2023	Unappropriated Subsequent Years					Future Budget Years
				Budget Year 2 FY2024	Budget Year 3 FY2025	Budget Year 4 FY2026	Budget Year 5 FY2027		
	\$ 300,400		\$ -	\$ -	\$ -	\$ 300,400	\$ -	\$ -	

PROJECT COSTS

ACTIVITY	FY2023	FY2024	FY2025	FY2026	FY2027	FUTURE
Planning, Surveying, Design, Engineering				\$ 10,000		
Land/ROW/Acquisition:						
In House Services (In Kind)						
Site Preparation & Improvements				\$ 287,900		
Permits/Inspections/Misc.						
Building/Utility Construction:						
Legal/Misc.						
Heavy Equip./Apparatus:						
Light Equip/Furniture:						
Other:						

Total Capital Cost Estimate:	\$ -	\$ -	\$ -	\$ 297,900	\$ -	\$ -
Total Operating Impact Estimate:	\$ -	\$ -	\$ -	\$ 2,500	\$ 2,500	\$ -
Total Expenditure Estimate:	\$ -	\$ -	\$ -	\$ 300,400	\$ 2,500	\$ -

NEW OR ADDITIONAL IMPACT on OPERATING BUDGET

Type of Expenditure	FY2023	FY2024	FY2025	FY2026	FY2027	FUTURE
Salaries/Benefits						
Professional & Consulting Services:						
Materials & Supplies						
Maintenance/Fuel				\$ 2,500	\$ 2,500	
Other						
TOTAL	\$ -	\$ -	\$ -	\$ 2,500	\$ 2,500	\$ -

METHODS OF FINANCING

Funding Sources	Previous Allocation (Earmarked)	FY2023	FY2024	FY2025	FY2026	FY2027	FUTURE
General Fund					\$ 300,400		
Highway Fund							
Enterprise Fund (W)							
Enterprise Fund (WW)							
Grants (List)							
Bonds (List)							
Reserve (List)							
Other (List)							
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ 300,400	\$ -	\$ -
TOTAL:							\$ 300,400

Project Description: Installation of twenty-six (26) twelve foot decorative streetlights along 7th Street from Franklin Ave. to the end of 7th Street (Frazier Farm). Consideration of seeking VDOT TAP funding for partial funding.

Justification/Linkage: Increase safety for pedestrians.



FY2023-2027 CAPITAL IMPROVEMENT PROJECT FORM

DEPARTMENT: Public Works
DIVISION: Sanitation
PROJECT NAME: Replacement of the 2004 Peterbilt Refuse Truck
LOCATION: Public Works Shop
YEAR: FY 2027
ACCT#: 010-4102-601.81-02

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

Current/ Previous Expenditures	TOTAL PROJECT COST (Capital Only)	Total Appropriations to Date	Budget Year 1 FY2023	Unappropriated Subsequent Years					Future Budget Years
				Budget Year 2 FY2024	Budget Year 3 FY2025	Budget Year 4 FY2026	Budget Year 5 FY2027		
	\$ 450,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 90,000	\$ 360,000	

PROJECT COSTS

ACTIVITY	FY2023	FY2024	FY2025	FY2026	FY2027	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					\$ 90,000	\$ 360,000
Light Equip/Furniture						
Other						

Total Capital Cost Estimate:	\$ -	\$ -	\$ -	\$ -	\$ 90,000	\$ 360,000
Total Operating Impact Estimate:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenditure Estimate:	\$ -	\$ -	\$ -	\$ -	\$ 90,000	\$ 360,000

NEW OR ADDITIONAL IMPACT ON OPERATING BUDGET

Type of Expenditure	FY2023	FY2024	FY2025	FY2026	FY2027	FUTURE
Salaries/Benefits						
Professional & Consulting Services						
Materials & Supplies						
Maintenance/Fuel						
Other						
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

METHODS OF FINANCING

Funding Sources	Previous Allocation (Earmarked)	FY2023	FY2024	FY2025	FY2026	FY2027	FUTURE
General Fund						\$ 90,000	\$ 360,000
Highway Fund							
Enterprise Fund (W)							
Enterprise Fund (WW)							
Grants (List)							
Bonds (List)							
Reserve (List)							
Other (List)							
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 90,000	\$ 360,000
Transfer Out of Reserves (Earmark)							
TOTAL:							\$ 450,000

Project Description:

This unit was purchased in 2022. The life expectancy of the current piece of equipment is 15 years. However the plan is to Replace after 10 years in 2031 and use the old as a back up. In 2036 will appropriate money for 10 years.

Justification/Linkage:

To replace vehicles & equipment with high mileage/hours or ones that are costing a significant amount due to constant mechanical failures and not a reliable back up unit. Staff is recommending



FY2023-2027 CAPITAL IMPROVEMENT PROJECT FORM

DEPARTMENT: Community Development DIVISION: Spark Innovation Center
PROJECT NAME: Spark Innovation Center - 2nd fl LOCATION: 508 7th St
YEAR: FY 2023 ACCT#: 010-7101-405.82-18

FY 2023		ACCT#: 010-7101-405.82-18		Type of Project: <input type="checkbox"/> New <input checked="" type="checkbox"/> Expansion <input type="checkbox"/> Replacement <input type="checkbox"/> 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			
	\$ 582,540		\$ -		\$ 582,540		\$ -		\$ -		\$ -	

PROJECT COSTS

ACTIVITY	FY2023	FY2024	FY2025	FY2026	FY2027	FUTURE
Planning, Surveying, Design, Engineering	\$ 91,000					
Land/ROW/Acquisition:						
In House Services (In Kind)						
Site Preparation & Improvements						
Permits/Inspections/Misc.	\$ -					
Building/Utility Construction:	\$ 466,540					
Legal/Misc.						
Heavy Equip./Apparatus:						
Light Equip./Furniture:	\$ 25,000					
Other:						
Total Capital Cost Estimate:	\$ 582,540					\$ -
Total Operating Impact Estimate:						\$ -
Total Expenditure Estimate:	\$ 582,540					\$ -

NEW OR ADDITIONAL IMPACT on OPERATING BUDGET

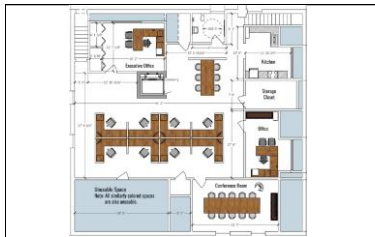
Type of Expenditure	FY2023	FY2024	FY2025	FY2026	FY2027	FUTURE
Salaries/Benefits						
Professional & Consulting Services:						
Materials & Supplies						
Maintenance/Fuel						
Other						
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

METHODS OF FINANCING

Funding Sources	Previous Allocation (Earmarked)	FY2023	FY2024	FY2025	FY2026	FY2027	FUTURE
General Fund		\$ 582,540					
Highway Fund							
Enterprise Fund (W)							
Enterprise Fund (WW)							
Grants (List)							
Bonds (List)							
Reserve (List)							
Other (List)							
TOTAL	\$ -						\$ -
TOTAL:							\$ -

Project Description: This project would complete the Spark Innovation Center by allowing the buildout of the second floor and expand the accelerator space to allow for additional training space, offices, and a full kitchen.

Justification/Linkage: This is a continuation of the CIP project funding in FY2021 for the adaptive reuse of the vacant fire station for use as an incubator, accelerator, and co-working space known as Spark Innovation Center.





TOWN OF ALTAVISTA
TOWN COUNCIL
REGULAR MEETING
December 14, 2021
AGENDA COVER SHEET

AGENDA ITEM #: 10.A

REPORTS AND COMMUNICATIONS

Title: Public Works Monthly Reports

Staff Resource: Teri Anderson

Action(s):

Information

Explanation:

Monthly Reports

Background:

N/A

Funding Source(s):

N/A

Attachments: *(click item to open)*

Attachment 1. BUILDINGS AND GROUNDS MONTHLY REPORT NOVEMBER 2021.docx

Attachment 2. STREET DEPARTMENT MONTHLY REPORT- NOVEMBER 2021.docx

Attachment 3. FLEET MAINTENANCE DEPARTMENT-NOVEMBER 2021.docx

BUILDINGS AND GROUNDS

December 8, 2021

TO: TOWN MANAGER
FROM: JEFF ARTHUR, PUBLIC WORKS MANAGER
MONTH: November 2021

Vacation / Comp. Time Used / Sick Leave Taken		88
Meetings / Data Entry / Work Planning / Training		59.50
# Of Call Duty Hours		7
# Of Assisting other Crews		13.75
Holiday		48
Green Hill Cemetery		
DESCRIPTION	Month Totals	Labor Hours
# Of Burials	1	10.50
# Of Cremations	0	0
Cemetery Grounds Maintenance		8.50
Meetings with Families		0
Lay off Graves and Stones		0
Maintain Cemetery Records		0
Solid Waste Collection		
DESCRIPTION	Month Totals	Labor Hours
Residential Garbage Collected (Tonnage)	84.70	96
Residential Garbage Collected (Tonnage) Town of Hurt	35.58	32
# Of Curbside Brush Collected (Stops)	85	22.25
Loads of Brush Collected	6	
# Of Curbside Bulk Collected (Stops)	102	24.25
Bulk Collection (Tonnage)	13.17	
# Of Tires Collected	0	0
# Of Residential Garbage Citations Issued	0	0
Seasonal		
Parks/Buildings		
DESCRIPTION	Month Totals	Labor Hours
Landscaping Buildings, Watering Flowers		0
# Of Building Maintenance Hours		24
# Of Park Cleaning		82.25
# Of Parks Ground Maintenance Hours / Winterize		41
# Of Acres Mowed by Town	0	0
# Of Acres Mowed by Contractors ****	0	0
# Of Hours Checking Daltons Landing/Industrial Site		6.50
Special Projects / Special Event Christmas Lights		81
# Of Vehicle Maintenance Hours		13.50
*** HOURS NOT ADDED		
Total Labors Hours for the Month		658

STREET DEPARTMENT MONTHLY REPORT

DATE: DECEMBER 8, 2021

TO: TOWN MANAGER
FROM: CHUCK NEWMAN, STS SUP.
MONTH: NOVEMBER 2021

DESCRIPTION	Labor Hours
Vacation / Comp. Time Taken / Sick Leave Taken / Holiday	70.50
Safety Meetings/Data Entry/ Planning Schedule	94.50
Weekend Truck (4 Trucks/0.43 Tons)	6.50
Street Sweeping (Miles Swept 0)	0
Litter Control (Bags Collected 0)	0
Assisting Other Crews	54.50
Town Wide Mowing (0 Miles)	0
Contractor Mowing (0 Miles)	0
Signage	0
Asphalting / Patching Pot Holes /Assisting Contractor (Asphalt Tonnage 6.31 Tons)	9.50
Ditch & Drainage Pipe Maintenance	1
Weed Control (Gallons Sprayed 0)	0
Street Lighting	0
Dead Animal Removal/Buzzard Control	6
Decorative Street Light	0
Equipment Maintenance	15
Traffic Control	0
Trees/ Trimming/ Removal	1
Vehicle/Shop Maintenance	0
Leaf Collection (81 Loads Collected)	270
Call Duty	0
Shoulder Stone Maintenance	1
Snow Prep.	14.75
Special Projects / Special Events / Seasonal	40.25
Total Labor Hours for the Month	584.50

FLEET MAINTENANCE DEPARTMENT

DATE: December 8, 2021

TO: TOWN MANAGER
FROM: TERRY LAMBERT, FLEET SUPERVISOR

MONTH: NOVEMBER 2021

DESCRIPTION	Labor Hours
Vacation / Comp. Time Used	24
Safety Meetings	19.50
Holiday	16
Daily/ Weekly/ Planning & Scheduling	23
Sick Leave Used	80
CIP / Budgeting	4.50
Preventive Maintenance	2
General Repair's	3
Troubleshoot and Diagnostic	1
Assisting Other Crew	0
Tire Changes & Repairs	0
Picking Up & Delivery	3
Building & Grounds	0
DMV/Titling	0
Inspections	0
Total Labor Hours for the Month	176



TOWN OF ALTAVISTA
TOWN COUNCIL
REGULAR MEETING
December 14, 2021
AGENDA COVER SHEET

AGENDA ITEM #: 10.B

REPORTS AND COMMUNICATIONS

Title: Status Reports on Utility Projects

Staff Resource: Tom Fore

Action(s):

Information

Explanation:

N/A

Background:

N/A

Funding Source(s):

N/A

Attachments: *(click item to open)*

[Attachment 1. Springs SCADA 17 November 21 Status Report.pdf](#)

[Attachment 2. Clarion Road Project 11-17-21.pdf](#)

[Attachment 3. WWTP Phase II-III Electrical Upgrades 11-17-21.pdf](#)

[Attachment 4. WTP Filter Rehabilitation 11-17-2021.pdf](#)

[Attachment 5. WWTP Aeration Project 11-17-2021.pdf](#)

[Attachment 6. VDEM Generator Installation 11-17-2021.pdf](#)

[Attachment 7. Melinda HPZ report \(11.17.21\).pdf](#)

Town of Altavista Projects
Status Report - Peed & Bortz, LLC
17 November 2021

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

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

Upcoming Tasks:

Outstanding Issues:

Design Schedule:

Schedule Constraints:

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

Town Input Required:

Issues Town Should Be Aware Of:

Construction Contract Price: \$0

Town of Altavista Projects
Status Report - Peed & Bortz, LLC
17 November 2021

Project Name: Clarion Road Abbott Water Extension
Project Manager: Scott Bortz, PE
Sub-Consultant Armstrong Surveying, ECS
P&B Job Number 18-59

Recent Activities: VDOT comments have been addressed prior to receiving bids. VDH comments received after bidding will be addressed prior to agreement signing. Campbell County has provided comments and the documents have been revised. Bids were received on 27 October with the low bidder as Wells Construction Co at \$567,374. Engineer has reviewed qualifications and recommended Town to award. Town has notified Abbott of the increased cost.

Anticipated work over the next two weeks: Responses to review agencies. Assist Town with Award. Assist Contractor in preparing the Agreements for signature.

Upcoming Tasks: Award project

Outstanding Issues:

Design Schedule: Open Bids 27 October
Award Nov 9
Sign Agreements Nov 23
Start construction (weather permitting) Dec 15
90 days construction (should be more than adequate)
Substantial completion 1 May (assuming lost weather days).

Schedule Constraints:

Projected Completion:

Approved Budget: \$68,000

Invoiced To Date: \$52,250

Balance to Complete: \$15,750

Town Input Required:

Issues Town Should Be Aware Of: Engineer has contacted local pipe suppliers and been notified that material price of 12" DIP is significantly higher than initial projections anticipated cost. In addition, lead time on pipe is approximately 9 months out. The contract documents were revised to allow contract times to start when contractor receives the pipe on-site.

Construction Contract Price: \$567,374.00

Town of Altavista Projects
Status Report - Peed & Bortz, LLC
17 November 2021

Project Name: WWTP Phase II/III Electrical Upgrades
Project Manager: Scott Bortz, PE
Sub-Consultant Grant Beasley, PE – Master Engineers
P&B Job Number 19-34

Recent Activities: Progress meeting on 27 October. Contractor has started interior work in the buildings. Contractor has installed a number of manholes. Wire has arrived on site. Change Order #3 and #4 have been fully executed.
Anticipated work over the next two weeks: Continue reviewing shop dwgs. Continue installing manholes and pull boxes. Pull wire for transformer pad to power building. Coordinate with Dominion for new service feed and generator hookup/startup.
Upcoming Tasks: Continue work.
Outstanding Issues:

Design Schedule: October 2020 Sign agreement
November 2020 Notice to Proceed
Schedule Constraints: Contractor reports to be still on schedule for completion per contract times.
Projected Completion: November 2022
Approved Budget: \$309,730 (combined II and III projects including CA)
Change Order #1 = \$2958.54
Change Order #2 = \$3942.13 + \$6630 Special Inspections
Invoiced To Date: \$230,353
Balance to Complete: \$79,377

Town Input Required:

Issues Town Should Be Aware Of: Contractor has notified the Engineer & Owner of delays with receiving the MCCs due to the current shipping issues off the west coast. The exact delay cannot be determined at this time but Contractor will update all when able to determine.

Construction Contract Price: \$3,952,000 + \$6900.57 (Change Orders)
Current Paid: \$1,462,343
Balance to Finish plus retainage: \$2,422,550

Town of Altavista Projects
Status Report - Peed & Bortz, LLC
17 November 2021

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

Recent Activities: Contractor indicated that manufacturer estimated lead time on valves and actuators is 22 months (~150 days) from the time that the submittals were approved (8/31/2021). The agreement includes a substantial completion deadline of 210 days. Notice to Proceed was executed on 1 November 2021. Change Order #1 has been executed extending contract times by 75 days due to anticipated delays in major equipment deliveries. Payment app #1 has been signed to the Town.

Anticipated work over the next two weeks: Review and comment on any additional contractor submittals received.

Upcoming Tasks: Commence work

Outstanding Issues:

Design Schedule: January 2021 Documents to VDH for review
March 2020 (60 days) Receive VDH approval
June 2021 Advertise for Bids (if Town desires)
July 2021 Open Bids
27 July 2021 Council approval
10 August 2021 Consent agenda approval
1 November 2021 NTP

Schedule Constraints:

Projected Completion: TBD
Approved Budget: \$56,000
Invoiced To Date: \$38,000
Balance to Complete: \$18,000

Town Input Required:

Issues Town Should Be Aware Of:

Construction Contract Price: \$725,305
Current Paid: \$23,750
Balance to Finish plus retainage: \$701,555

Town of Altavista Projects
Status Report - Peed & Bortz, LLC
17 November 2021

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

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

Anticipated work over the next two weeks:

Upcoming Tasks:

Outstanding Issues:

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

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

Projected Completion: 31 October 2021

Approved Budget: \$198,000

Invoiced To Date: \$19,200

Balance to Complete: \$178,800

Town Input Required:

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

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

Construction Contract Price: \$0

Town of Altavista Projects
Status Report - Peed & Bortz, LLC
17 November 2021

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: Contractor has completed the concrete pads at the three ground mounted locations and the footers at the Staunton River site. Contractor has started running conduit and wiring at Bedford Station. Progress meeting held on 27 October.

Anticipated work over the next two weeks: Erect platform at Staunton River site. Continue with electrical work at ground sites. Contractor will install additional concrete/rebar around the piers at the Staunton River site.

Upcoming Tasks:

Outstanding Issues: Owner contacted the generator supplier and generator lead time is now anticipated for delivery in mid March 2022. If necessary, the Contractor will install the pads and platforms then de-mobilize until generators are ready for delivery and setting.

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: \$35,291

Balance to Complete: \$8309

Town Input Required:

Issues Town Should Be Aware Of: Generator lead time is now anticipated for delivery in mid March 2022.

Construction Contract Price: \$498,500 + (\$12,000) (Change Orders)

Current Paid: \$127,000

Balance to Finish plus retainage: \$359,500

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



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

November 17, 2021

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

Completed Work Over the Last 2 Weeks

1. Contractor is continuing to install waterline pipe and services.
2. Bore across 1701 Avondale Drive property.

Anticipated Work Over the Next 2 Weeks

1. Contractor to submit additional shop drawings.
2. Continued review of shop drawings. Contractor is ordering materials as they are approved.
3. Contractor to continue work on the job site.

Scope Changes to Date

1. Waterline was shortened by approximately 300 LF on Avondale Drive.

Outstanding Issues

1. Coordination of the controls and pump station equipment.
2. Rock quantity at bore on 1701 Avondale Drive property.

Construction Document Schedule Update

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

Budget Summary

1.	Engineer's Estimate:	\$1,084,240.00
	Town's Budget	\$926,000.00
	Actual Construction Cost & Engineering	\$1,313,920.00
2.	Engineering Bid, CA & SCADA Contract	\$70,220.00
	JTD	\$10,599.00
3.	Construction Contract	\$1,243,700.00
	JTD	\$218,824.74

Input Needed from Town/Others

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

Other Issues/Concerns

1. Contractor worried about schedule due to product and material lead times.
2. Progress Meeting #2 scheduled for 11/30/21 at 10:00 AM.

Submitted by:

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

Ryan P. Kincer, P.E.
Project Manager



TOWN OF ALTAVISTA
TOWN COUNCIL
REGULAR MEETING
December 14, 2021
AGENDA COVER SHEET

AGENDA ITEM #: 10.C

REPORTS AND COMMUNICATIONS

Title: Altavista On Track - November Report

Staff Resource: George T. Sandridge, Main Street Coordinator

Action(s):

Explanation:

Background:

Funding Source(s):

Attachments: *(click item to open)*

[AOT Monthly Report - November.docx](#)



Main Street Coordinator Monthly Report November 2021

Businesses Visited/Contacted

- Airabella's
- Clipperz Kutz
- Cottle Multimedia
- Cyclin' Nutz
- Crystal Bay Pools
- Dr. Charles West
- English Auto
- Fellers Chevrolet
- First National Bank
- General Store & Inn
- Heavenly Hair, LLC.
- Lori Watkins - State Farm
- Main Street Café
- Main Street Shoppes
- Miller's Jewelry
- Miss Lee's Dance Expression
- Napa Auto Parts
- Proving What's Possible
- Sew Savanna
- Steve's Florist
- Styling Boutique
- The Portrait Place
- Three Into One Community Project
- Village Barber Shop
- Watts Petroleum

Several businesses are currently being impacted by the ongoing supply chain issues exacerbated by the COVID-19 pandemic. Businesses either cannot receive inventory or are forced to pay more for necessary supplies. For example, Danny Barbour with Village Barbershop stated that the price of metal razors has increased by \$15 per pack since this time last year.

AOT hosted the 15th Annual Giblet Jog 5K at English Park on Thanksgiving Day. The race was attended by 335 runners, which set a new record for the number of signups. AOT also received 18 corporate sponsorships totaling \$7,250. Noah Tindale from Lynchburg placed first in the male category and Rachel Steffen from Athens, GA, placed first in the female category. The complete breakdown of the results can be found at www.aotgibletjog.com.

The Main Street Coordinator continued to promote AOT's Downtown Business Investment Grant (DBG). As of October 31st, four businesses have completed the grant program (Clipperz Kutz, Heavenly Hair, Miss Lee's Dance Expressions, and Cottle Multimedia). Two additional businesses are currently in the application phase of the program. As of December 1st, AOT has awarded \$6,760 in DBG funding to downtown businesses.

AOT's Festival Committee met on November 1st to begin planning the 2nd Annual Vista BBQ Festival on October 1st at English Park. The committee also discussed a potential spring food truck festival that would be held on May 14th at English Park. This festival was approved at the November 11th AOT meeting and the special event permit will be discussed at the December 14th Town Council regular session meeting.

The Main Street Coordinator continued to assist B&F Leasing Company in obtaining funding through the Town's Revolving Loan Fund. The group, which owns 507-521 Main Street, is seeking funding through the

loan program to replace the aging roof on their building. The funding from USDA was received on November 15th and was given to B&F Leasing Company on November 24th.

An update was provided at the November 23rd Altavista Economic Development Authority regarding the Altavista Advantage loan program. Since its inception in 2010, the Town has provided five (5) loans to businesses totaling \$78,000, with \$58,500 of that funding coming from USDA. There is \$41,000 remaining in USDA funding remaining in the program.

Staff continued to meet with the design team to discuss the renovations for the Spark Innovation Center. The Main Street Coordinator continued to meet with staff from Proximity Software to finalize the space management software.

AOT continued to promote the Christmas ornament fundraiser via social media and at Town Hall. The ornaments are \$10 and feature the Vista Theatre on the front.

The Main Street Coordinator participated in several on-camera interviews with regional news organizations to promote the 2021 Gibley Jog and the Christmas ornament fundraiser.

AOT hosted a ribbon cutting for Burke's Outlet alongside the Altavista Area Chamber of Commerce on November 18th.

The Main Street Coordinator attended the monthly meetings of the Altavista Planning Commission and Altavista Economic Development Authority.



TOWN OF ALTAVISTA
TOWN COUNCIL
REGULAR MEETING
December 14, 2021
AGENDA COVER SHEET

AGENDA ITEM #: 10.D

REPORTS AND COMMUNICATIONS

Title: Utilities Reports

Staff Resource: Tom Fore

Action(s):

Information

Explanation:

Background:

Funding Source(s):

Attachments: *(click item to open)*

Attachment 1. November 2021 Monthly Report for Council Members 1z.pdf

Attachment 2. November 2021 Monthly Report for Council Members 2z.pdf

Monthly Staff Report Water Plant

TO: Town Manager
 FROM: Bryan Mawyer
 DEPARTMENT: Water Treatment Plant
 MONTH: November 2021

Operation and Production Summary

The Actual water production line (filtering of water) for the entire month averaged 12.94 Hours per day which yielded approximately 1,248,293 gallons of water per day.

Rain	0.65	YTD Rain	35.64	Snow	0	YTD Snow	0	was measured at the water treatment plant.	
Average Hours per day (week days)					14.00	hrs			
Average Hours per day (weekends)					10.00	hrs			
Average produced (week days)					1,357,318	gallons per day			
Average produced (weekends)					948,500	gallons per day			
Total Raw Water Pumped:					40.22	million gallons			
Total Drinking Water Produced:					37.45	million gallons			
Average Daily Production: (drinking)					1,229,824	gallons per day			
Average percent of Production Capacity:					40.99	%			
Plant Process Water:					2,735,700	(finished water used by the plant)			
Bulk Water Sold @ WTP:					44,100	gallons			
Flushing of Hydrants/Tanks/FD use/Town Use					3,700	gallons			
McMinnis Spring									
Total Water Pumped:					8.545	million gallons	average hours per day	14.6	
Average Daily Produced:					281,933	gallons per day	Rain at MC	0.875	YTD Rain 36.69
Reynolds Spring							snow	0	0
Total Water Pumped:					11.006	million gallons	average hours per day	20.4	Total Precip 36.69
Average Daily Produced:					366,867	gallons per day	Rain at RE	0.875	YTD Rain 31.62
Purchased Water from CCUSA					39,644	gallons	snow	0	0
Sold to Hurt					2,743,000	gallons			Total Precip 31.62
Industrial Use					34,613,740	gallons			
					Water lost due to leaks		362,760		

Comments: Water Plant Activities & CIP Projects:

Monthly Compliance Reports Completed
 VDH samples completed for compliance
 Melinda High Pressure Zone-Had second progress meeting awaiting pump station building and pumps
 Fire Extinguishers checked and signed off on
 Weed eat, cut down and spray vegetation at McMinnis Spring, Clarion Tank, and Dearing Ford Tank ongoing
 Filter Upgrade - Notice to proceed scheduled for January 5th awaiting submittals for valves and valve actuators.
 McMinnis water line project completed and new line was placed in service on 11-18-21(punch list is being created)
 The Source Water Protection Local Advisory Committee meeting was rescheduled for January 2022
 Generator project, 4 Switch Gear assemblies have been received. Awaiting delivery of Generator. Date schedule for 3-1-22
 Town of Hurt DBP improvement project. (This will remove withdrawal from out clear well to the system) continues.
 Hypo delivery system atop all filters are being designed as a part of the Hurt DBP project (Hurt paying for system)
 Replace SCADA computers and SCADA Improvements / SCADA replacement to coincide with Filter project SCADA
 Clarion Road water line, was awarded and project awaitng piping to deliver. Looking at June 2022 (certificate of insurance and agreement has been signed)
 Cleaned Basin #2
 ISI Calibrations Completed

Utilities Distribution and Collection				
# of Service Connections	0	Addresses:		
# of Service Taps	0	Addresses:		
# of Meters Read	103 0	Monthly Quarterly	Rereads	0
# of Meters Cut Off For Non-Payment	40			
# of Meters Tested	0			
# of Loads of Sludge to Landfill	18.00 169.71	Tons		
# of Location Marks made for Miss Utility	50			
# of Meters Replaced	2			
# of Water Lines Repaired	3	# of Sewer Lines Unstopped		
Locations:		Locations:		
1607 Dale Avenue		703 Campbell Avenue		
1632 Toddsbury Road		1107 Amherst Avenue		
1704 Eudora Lane		911 5th Street		
# Air Relief Valves Inspected	0			
# of PRV Maintenance	0			
# of Water Valve Boxes Cleaned	0			
# of Blow-Off Valves Flushed	0			
# of Blow-Off Valves Located	0			
Push Camera Footage	225'	Sewer Main Cleaned		0
Sewer (Root Cutting) Main	0	Sewer Main Cleaned Manholes		0
Sewer (Root Cutting)Main Manholes	0	Sewer Service Cleaned		50'
Sewer Video Footage	0	Sewer Service Video		0
Sewer Video Manholes	0	Sewer (Root Cutting) Service		0
Duke Root Control (Contractor)	0	Sewer Right of Way Clearing Footage		0
Water Turn On and Offs	14	Sewer Manholes Inspected		0
Water Right of Way Clearing Footage	0	Sewer Installed Clean Out		3
Water Meter Box Replacement	3			
# Of Hydrants Flushed	0			
# of Hydrant Valves Exercised	0			

Other Utilities Distribution and Collection Activities & CIP Projects:

DEPARTMENT: Wastewater Plant
MONTH: November

Average Daily Flow	1.67 MGD
TSS Reduction	96 %
BOD Reduction	96 %
VPDES Violations	0
Sludge (Regional Land Fill)	161 tons
Rain Total	0.71 Inches
Snow Total	Inches

Other Wastewater Activities and CIP Projects:

Month: November

Week: November 1st, 2021

Month: November

Week: November 8th, 2021

- Continue Sanitizing procedures for commonly used areas
- Soda Ash delivery 11-1-21
- Submitted Monthly DMR to DEQ
- Submitted Monthly Industrial Billing
- Submitted Monthly Septic Tank Billing
- Reported Monthly Rain Data to National Weather Service
- Backflow inspection conducted 11-3-21
- Reviewing VELAP Laboratory Inspection conducted by DCLS 10-21-21
- AIC continued work on Alarm system upgrade
- Monthly report submitted to Utility Manager
- UV system Checks
- Entered Lab data
- Normal Plant Operations

- Continue Sanitizing procedures for commonly used areas
- Review and submit timesheets
- Pretreatment Survey Documentation submitted to the DEQ
- Sandra Varnadore's License Application submitted to DPOR 11-9-21
- Auto Rain Data submitted to National Weather Service
- Received annual Backflow inspection report
- Reviewing VELAP Laboratory Inspection conducted by DCLS 10-21-21
- Credit Card statement submitted
- All generators fueled (New and Existing) 11-11-21
- Changed Effluent sampler hose 11-12-21
- Monthly report submitted to Utility Manager
- UV system Checks
- Entered Lab data
- Normal Plant Operations

Month: November

Week: November 15th, 2021

Month: November

Week: November 29th, 2021

- Continue Sanitizing procedures for commonly used areas
- Submitted VELAP Lab Inspection CAP
- Requested Quote for Return Pump CIP Item
- Repaired Lab Water DI unit
- Serviced UV system Bank B
- New and existing generator fueled
- Received sample containers for Semi-Annual Industrial Monitoring
- Received sample containers for Annual PCB sampling (Influent and Effluent)
- Monthly report submitted to Utility Manager
- UV system Checks
- Entered Lab data
- Normal Plant Operations

- Continue Sanitizing procedures for commonly used areas
- Continue work on implementing VELAP lab CAP
- Ordered Return Pump CIP Item 12-2-21
- Repaired Lab Water DI unit
- UV system Bank B in service
- Ran all Generators 12-2-21
- Scheduling Semi-Annual Industrial Monitoring
- Scheduling Annual PCB sampling (Influent and Effluent)
- #6 polymer pump for thickener OOC
- Ordered Annual Generator Maintenance
- UV system Checks
- Entered Lab data
- Normal Plant Operations

Lynch Creek project (had pre-bid meeting on Dec, 6th)

2019-20 Water, Sewer & Curbside Refuse Collection Billing History

Printed 7-Dec-21

Customer Class		December-20	January-21	February-21	March-21	April-21	May-21	June-21	July-21	August	September-21	October-21	November-21	Average
WATER	Residential Base-IT	11	1,240	9	15	1,325	24	14	1,280	8	10	1,348	3	441
	Commercial Base-IT	28	157	44	41	203	43	44	155	43	43	203	43	87
	Residential Base-OT	1	142	-	1	150	1	-	135	4	2	2	-	40
	Commercial Base-OT	1	1	1	1	1	1	1	1	1	1	1	1	1
	Municipal	31	31	31	31	31	31	31	31	30	31	31	31	31
	Dormant Accounts													-
	Industrial	5	5	5	5	5	5	5	5	5	5	5	5	5
	TOTAL	77	1,576	90	94	1,715	105	95	1,607	91	92	1,590	83	605
														Total
	Residential Use-IT	43,420	11,747,867	11,360	641	17,405,106	93,430	208,060	11,526,297	53,460	40,240	15,304,832	3,050	56,437,763
	Commercial Use-IT	5,620,669	3,666,982	2,763,740	2,025,130	5,058,347	2,646,760	6,682,354	2,080,326	2,922,805	3,394,317	6,521,283	2,777,029	46,159,742
	Residential Use-OT	8,440	1,513,390	-	210	1,620,100	420	-	1,622,205	45,400	17,160	17,160	-	4,844,485
	Commercial Use-OT	2,707,200	136,729	2,539,800	2,249,800	2,413,100	2,233,900	2,643,000	2,450,500	2,607,400	2,755,900	2,549,200	2,649,600	27,936,129
	Municipal	289,950	278,340	293,710	249,740	331,000	282,460	439,730	651,040	560,420	685,930	576,600	430,420	5,069,340
	Industrial	37,898,424	40,571,367	46,314,631	36,026,041	51,967,769	62,491,305	62,491,305	45,581,047	38,667,583	20,355,918	44,497,366	46,844,127	533,706,883
	TOTAL WATER SOLD	46,568,103	57,914,675	51,923,241	40,551,562	78,795,422	67,748,275	72,464,449	63,911,415	44,857,068	27,249,465	69,466,441	52,704,226	674,154,342
	NET DELIVERED	56,665,000	64,282,164	63,600,827	69,688,792	80,444,031	60,939,619	63,725,038	55,547,791	62,033,286	67,902,352	62,363,388	56,493,868	763,686,156
	FRACTION BILLED	82%	90%	82%	58%	98%	111%	114%	115%	72%	40%	111%	93%	88%
	Total (TOA,sold,hydmts, Leaks)	80,550	65,800	50,400	580,100	102,600	465,200	211,000	62,000	103,550	49,670	42,800	47,800	1,861,470
														Total
	Residential Base & Use-IT	373	56,503	281	92,730	58,465	886	953	61,884	359	392	68,403	100	341,330
	Commercial Base & Use-IT	14,277	12,259	9,486	7,408	13,786	4,516	24,057	18,017	9,955	11,248	26,738	9,552	161,299
	Residential Base & Use-OT	62	2,901	-	47	12,234	47	-	11,826	349	161	161	-	27,787
	Commercial Base & Use-OT	10,477	577	10,652	9,454	10,129	9,389	11,078	10,283	10,931	11,544	10,691	11,105	116,310
	Municipal	-	-	-	-	-	-	-	-	-	-	-	-	-
	Industrial	95,797	110,892	126,459	986,340	141,646	169,954	116,100	124,043	105,868	55,844	121,128	168,364	2,322,434
	TOTAL	120,986	183,132	146,878	1,095,979	236,259	184,792	152,188	226,054	127,462	79,189	227,120	189,121	2,969,160

SEWER	Residential Base-IT	9	1,079	9	15	1,153	18	14	1,130	7	7	1,181	3	385
	Commercial Base-IT	25	136	43	39	145	42	20	121	32	41	185	42	73
	Commercial Base-OT	7	6	1	6	6	6	7	7	7	7	7	7	6
	Municipal	9	8	8	8	8	8	8	8	8	8	8	8	-
	Dormant Accounts													-
	Industrial	4	4	4	4	4	4	4	4	4	4	4	4	4
	TOTAL	54	1,233	65	72	1,316	78	53	1,270	58	67	1,385	64	468
														Total
	Residential Use-IT	30,932	8,633,061	8,194	78,983	10,052,327	62,146	177,144	9,083,613	31,528	26,902	8,868,726	2,710	37,056,264
	Commercial Use-IT	796,746	1,739,790	1,792,160	1,411,387	3,560,837	1,343,020	1,921,046	2,360,920	1,810,475	1,926,850	4,018,073	1,568,661	24,249,963
	Commercial Use-OT	374,096	240,800	82,300	183,296	274,736	305,636	293,944	260,328	247,744	265,236	81,500	253,596	2,863,212
	Municipal	84,140	82,690	94,250	84,600	128,890	90,160	242,740	127,300	116,460	101,070	215,810	103,660	-
	Industrial	39,510,000	38,670,000	41,610,000	37,140,000	43,210,000	39,550,000	36,440,000	40,660,000	32,970,000	38,740,000	42,750,000	45,410,000	476,660,000
	TOTAL SEWER BILLED	40,795,913	49,366,341	43,586,904	38,898,266	57,226,789	41,350,961	39,074,874	52,492,161	35,176,207	41,060,058	55,934,109	47,338,627	540,829,440
	WWTP EFFLUENT	70,273,000	62,580,000	66,310,000	67,390,000	59,270,000	56,364,000	60,320,000	55,650,700	59,575,900	57,870,800	57,454,200	49,784,700	722,843,300
	FRACTION BILLED	58%	79%	66%	58%	97%	73%	65%	94%	59%	71%	97%	#DIV/0!	75%
														Total
	Residential Base & Use-IT	118	29,176	57	299	34,333	249	644	31,791	119	116	38,787	17	11,309
	Commercial Base & Use-IT	2,510	7,810	5,730	4,515	12,028	5,252	6,141	5,154	13,130	6,659	14,001	5,427	7,363
	Commercial Base & Use-OT	1,904	1,148	620	1,761	1,175	1,283	1,192	2,638	1,337	1,530	666	1,501	1,396
	Municipal	-	-	-	-	-	-	-	-	-	-	-	-	-
	Industrial	133,960	132,753	142,639	127,220	147,858	134,470	125,723	138,244	112,564	23,780	151,646	160,955	1,531,811
	TOTAL	138,492	170,887	149,046	133,795	195,393	141,254	133,701	177,827	127,150	32,084	205,100	167,899	1,551,879

CURBSIDE	Curbside-IT STOPS													Average
	Curbside - Brush	72	83	74	184	295	203	208	244	167	134	127	85	155
	Curbside- BULK	85	90	72	190	168	147	140	104	131	113	87	102	85
	TOTAL	157	173	146	374	463	350	348	348	298	247	214	187	240
														Total
	Curbside-IT	116	89	86	107	99	92	109	98	94	113	87	85	1,096
CURBSIDE	Curbside-BULK	24	21	9	24	19	17	24	18	20	11	10	13	153
	TOTAL	140	110	95	131	118	109	133	116	114	124	525	472	1



TOWN OF ALTAVISTA
TOWN COUNCIL
REGULAR MEETING
December 14, 2021
AGENDA COVER SHEET

AGENDA ITEM #: 10.E

REPORTS AND COMMUNICATIONS

Title: Departmental Reports - Finance

Staff Resource: Tobie Shelton, Director of Finance and Administration

Action(s):

Explanation:

Background:

Funding Source(s):

Attachments: *(click item to open)*

Attachment 1. Meals Tax Report

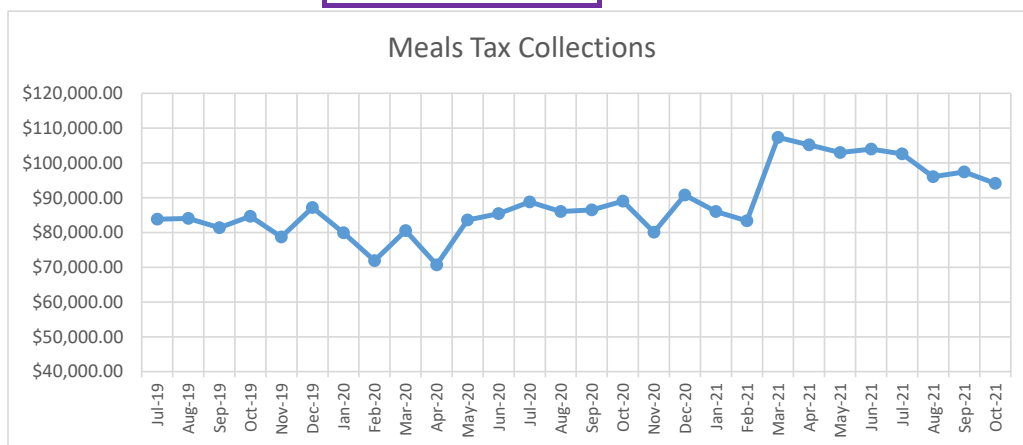
Attachment 2. Sales Tax Report

Attachment 3. Lodging Tax Report

Attachment 4. Cigarette Tax Report

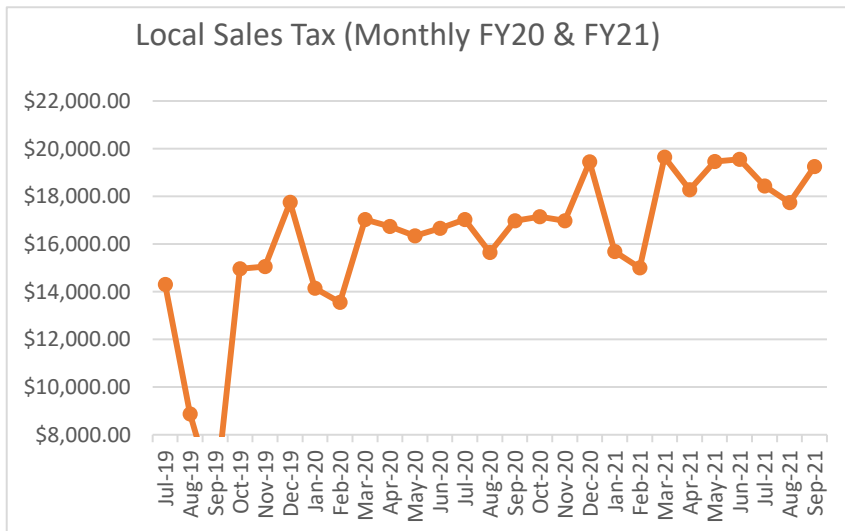
TOWN OF ALTAVISTA MEAL TAX COLLECTIONS

Jul-19	\$83,781.84		
Aug-19	\$84,048.32		
Sep-19	\$81,357.79		
Oct-19	\$84,662.12		
Nov-19	\$78,673.23		
Dec-19	\$87,125.33		
Jan-20	\$79,882.00		
Feb-20	\$71,915.16		
Mar-20	\$80,540.42		
Apr-20	\$70,690.58		
May-20	\$83,548.86		
Jun-20	\$85,413.70		
		PREVIOUS	
		YTD TOTAL (FY)	
		FY2018	\$936,848.19
		FY2019	\$986,050.18
		FY2020	\$971,639.35
		FY2021	\$1,109,805.71
		MTD TOTAL (FY)	
		FY2021	\$350,240.08
		FY2022	\$390,061.47
		+/-	\$39,821.39
Jul-20	\$88,787.18	Budgeted:	\$990,000
Aug-20	\$85,975.65	+/-	-\$599,938.53
Sep-20	\$86,501.21	% of Budget	39.40%
Oct-20	\$88,976.04		
Nov-20	\$80,071.01		
Dec-20	\$90,778.92		
Jan-21	\$86,017.01		
Feb-21	\$83,318.92		
Mar-21	\$107,320.09		
Apr-21	\$105,170.66		
May-21	\$102,956.82		
Jun-21	\$103,932.20		
Jul-21	\$102,571.33		
Aug-21	\$96,006.80		
Sep-21	\$97,383.95		
Oct-21	\$94,099.39		



**Town of Altavista
Local Sales Tax**

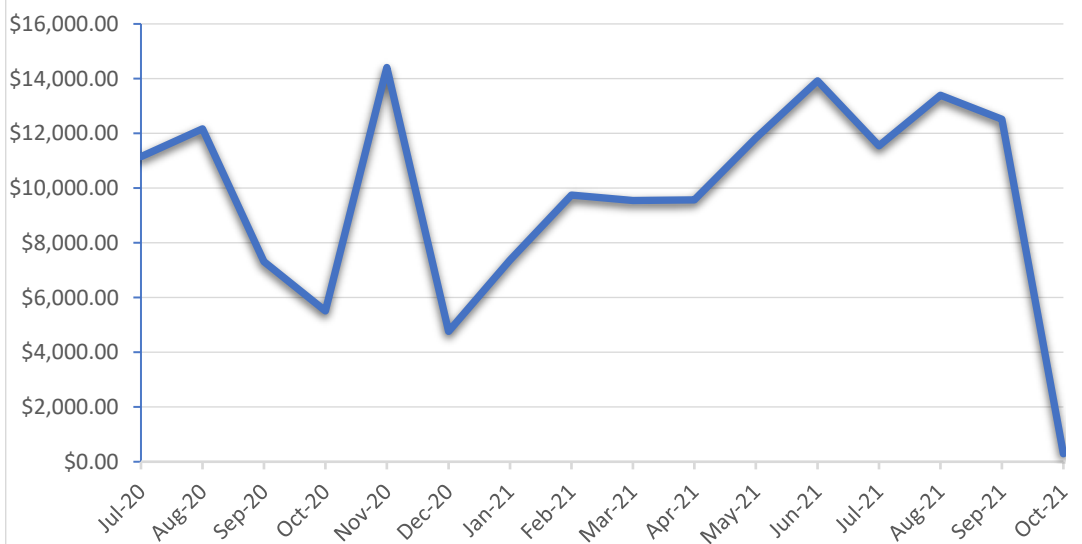
Jul-19	\$14,308	<u>YTD TOTAL (FY)</u>	
Aug-19	\$8,868	FY2018	\$171,886
Sep-19	\$5,261	FY2019	\$169,649
Oct-19	\$14,965	FY2020	\$170,672
Nov-19	\$15,058	FY2021	\$210,836
Dec-19	\$17,754	<u>MTD TOTAL (FY)</u>	
Jan-20	\$14,151	FY2020	\$49,655
Feb-20	\$13,558	FY2021	\$55,418
Mar-20	\$17,023	+/-	\$2,214
Apr-20	\$16,735	Budgeted:	\$180,000
May-20	\$16,338	+/-	-\$160,754
Jun-20	\$16,653	% of Budget	10.69%
Jul-20	\$17,032		
Aug-20	\$15,648		
Sep-20	\$16,975		
Oct-20	\$17,144		
Nov-20	\$16,974		
Dec-20	\$19,443		
Jan-21	\$15,691		
Feb-21	\$15,004		
Mar-21	\$19,642		
Apr-21	\$18,276		
May-21	\$19,461		
Jun-21	\$19,547		
Jul-21	\$18,437		
Aug-21	\$17,735		
Sep-21	\$19,246		



Town of Altavista Lodging (Occupancy) Tax

Jul-20	\$11,145		
Aug-20	\$12,167		
Sep-20	\$7,314		
Oct-20	\$5,513	FY2021	FISCAL YEAR TOTAL \$117,290
Nov-20	\$14,408		
Dec-20	\$4,763		
Jan-21	\$7,368	FY2021	MTD TOTAL (FY) \$30,626
Feb-21	\$9,745	FY2022	\$37,759
Mar-21	\$9,543	+/-	\$7,133
Apr-21	\$9,575		
May-21	\$11,827	Budgeted:	\$80,000
Jun-21	\$13,922	+/-	-\$42,241
Jul-21	\$11,550	%/Budget:	47.20%
Aug-21	\$13,399		
Sep-21	\$12,518		
Oct-21	\$291		

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



**Town of Altavista
Local Cigarette Tax**

Jul-19	\$15,187
Aug-19	\$11,419
Sep-19	\$3,750
Oct-19	\$15,188
Nov-19	\$7,500
Dec-19	\$7,665
Jan-20	\$7,500
Feb-20	\$3,881
Mar-20	\$18,750
Apr-20	\$15,000
May-20	\$7,545
Jun-20	\$11,299
Jul-20	\$7,556
Aug-20	\$7,500
Sep-20	\$11,250
Oct-20	\$11,306
Nov-20	\$11,250
Dec-20	\$11,250
Jan-21	\$125
Feb-21	\$3,750
Mar-21	\$15,000
Apr-21	\$7,500
May-21	\$7,500
Jun-21	\$7,625
Jul-21	\$7,500
Aug-21	\$15,000
Sep-21	\$7,650
Oct-21	\$7,500
Nov-21	\$11,235

FISCAL YEAR	
TOTAL	
FY2018	\$144,668
FY2019	\$140,288
FY2020	\$124,684
FY2021	\$101,612
MTD TOTAL (FY)	
FY2021	\$48,862
FY2022	\$48,885
+/-	\$23
Budgeted:	\$130,000
+/-	-\$81,115
%/Budget:	37.60%

Cigarette Stamp Revenue (monthly FY20, FY21 & FY22)





TOWN OF ALTAVISTA
TOWN COUNCIL
REGULAR MEETING
December 14, 2021
AGENDA COVER SHEET

AGENDA ITEM #: 10.F

REPORTS AND COMMUNICATIONS

Title: Town Council Calendars

Staff Resource: Crystal Hailey, Administration

Action(s):

Informational Only

Explanation:

December 2021 and January 2022 Town Council Calendars

Background:

Monthly calendars to inform/remind Council of their upcoming meeting dates and events.

Funding Source(s):

Attachments: *(click item to open)*

[Attachment 1. Town Council Calendar - December 2021.pdf](#)

[Attachment 2. Council Calendar - January 2022.pdf](#)

DECEMBER 2021

Sunday Monday Tuesday Weds. Thursday Friday Saturday

NOTES: December 6th Town Taxes Due			1	2	3	4 Town Christmas Parade
5	6 Planning Commission 5pm	7	8	9 AOT Meeting 5:15pm	10	11
12	13	14 <u>Council Meeting</u> 6pm	15	16	17	18
19	20	21	22	23 Town Offices Closed	24 Christmas Eve Town Offices Closed	25 Christmas Day
26	27 Town Offices Closed	28 <u>NO Council Work Session</u>	29	30	31 New Year's Eve Town Offices Closed	Happy New Year!

January 2022

Sunday	Monday	Tuesday	Weds.	Thursday	Friday	Sat.
NOTES: January 25th AEDA Mtg. 8:30am					Town Offices CLOSED Friday December 31st In Observance of New Year's Day	1 Happy New Year
2	3 Planning Commission 5pm	4	5	6	7 Re: 2023 Budget: <i>Department Operating Budgets Due</i>	8
9 Re: 2023 Budget <i>Outside Agencies'</i> <i>Requests Due on</i> <i>Monday the 10th</i>	10 Town Manager Gary Shanaberger Starts Today	11 Town Council Meeting 6pm	12	13 AOT Meeting 5:15pm	14	15
16	17	18 Recreation Committee Mtg 5:30pm	19	20	21	22
23	24	25 Council Work Session 5pm 2023 CIP Discussion	26	27 Meet the New Town Manager @ Avoca 4-6pm	28	29
30	31					



TOWN OF ALTAVISTA
TOWN COUNCIL
REGULAR MEETING
December 14, 2021
AGENDA COVER SHEET

AGENDA ITEM #: 10.G

REPORTS AND COMMUNICATIONS

Title: Community Development November 2021 Monthly Report

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

Action(s):

Accept the report.

Explanation:

Background:

Funding Source(s):

Attachments: *(click item to open)*

[*CD November 2021 Monthly Report.pdf*](#)

MEMORANDUM

To: Clarence Monday – Interim Town Manager

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

Date: December 1, 2021

Re: November 2021 Community Development Report

Permits

One (1) Zoning Permits issued, and three (3) applications were received during the month of November:

Home Occupations: 0

New Business: – 1 (Revamped 2187 Lynch Mill Rd – retail store)

Signs: 0

Accessory Structures: 0

New Homes or Additions: 0

Plats/Deeds: 2

Violations

Seven (7) violations were reported in November, three (3) violation was abated. There are five (5) ongoing violations that need to be abated.

The Community Development Director, Finance Director, and Town Attorney continue the process of placing liens on properties for unpaid fines due to the Town.

Planning Commission:

The Planning Commission met on November 1, 2021 and began a SOAR (Strengths, Opportunities, Aspirations, and Results) Analysis as part of the Comprehensive Plan update with a focus on housing and transportation. SOAR analysis is a strategic planning technique which helps organizations focus on their current strengths and opportunities and create a vision of future aspirations and the result they will bring.

A SOAR analysis is a powerful tool to bring stakeholders together to recognize the potential of the organization and create a shared vision of the future. Building on strengths requires less effort and resources than trying to correct weaknesses, as people find it more engaging and exciting to focus their attention on positives rather than negatives.

The technique is more action oriented than a SWOT (Strength, Weaknesses, Opportunities, and Threats) Analysis and is focused on outcomes.

The final discussion will be held in December on amenities and town services. Staff will then compile the comments to use during discussion with other stakeholders during the update.

Board of Zoning Appeals:

The Board of Zoning Appeals did not meet in November.

There is one (1) vacancy of the Board of Zoning Appeals that needs to be filled. Certified Minutes for the recommendation of Gary Penn to the BZA have been forwarded to the Town Attorney and is awaiting action by the Circuit Court.

Recreation Committee:

The Recreation Committee had a meeting scheduled for November 16th, which was not held due to lack of a quorum. Since there was also no quorum for the October meeting, staff has not been able to review the Capital Improvement Plan with the Recreation Committee and will present the prior recommendations with the addition of the rotating shade sail structures that the Committee asked Council to fund after the budget for FY2021 had already been adopted.

Staff Projects/Meetings:

Renovations for the Spark Innovation Center are ongoing by Piney Ridge Contracting. Spark will open in the Spring of 2022. Staff continues to work on the programming, equipment, and furniture for Spark. Due to supply chain issues, staff, and the design team are continuing to review materials for the facility and make changes as needed to keep the project on schedule. Staff has selected windows, storefront doors, roof, canopy, paint colors, and interior fixtures and finishes. Staff continues to work on the furniture, equipment, and supplies, which has been a challenge due to lack of availability/large lead times.

The Community Development Director attended the monthly meeting of Altavista On Track (AOT) and participated in a briefing to the two members present for the Recreation Committee meeting.

Royal Oak Farms, LLC based in Evinston met with staff to discuss a potential resource extraction project (burrow pits) on several vacant parcels along US Route 29 Business (Main Street). The developers were interested in hearing what the towns needs were in terms of business, industry, housing, and recreation and whether a proposed project could meet the town's needs, while being economically viable for the company. The proposed use would require a Special Use Permit (SUP) approved by Town Council. During that process, staff would work with the developer on conditions that might be appropriate for the proposed use. Additionally, the proposed properties are in environmentally sensitive areas and the appropriate permits would need to be obtained

before any work commenced. No plans have been submitted to Altavista or Campbell County. If staff receives an application, it will be reviewed for its appropriateness.

Staff worked on the next steps of creating a town GIS (Geographical Information System) service. This will allow staff and the public access to town data that is not currently available through Campbell County. The Community Development Director is participating in a training class that is being funded by the Campbell County Community Development Department to learn how to use the latest release of GIS, which is a cloud-based system that is new to all users.

The community survey being performed as part of the Comprehensive Plan update is still open and can be completed at <https://www.surveymonkey.com/r/TownOfAltavistaCP>. Hard copies of the survey are available at Town Hall, Staunton River Memorial Library, and YMCA.

The Virginia Department of Housing and Community Development (DHCD) met with Town Council to determine what needs may exist for broadband in the town at the November 23rd Work Session. The Community Development Director met with Aaron Barnes, Broadband Planner, Aamar Alomari, Telecommunication/Broadband Project Manager, and Dr. Tamarah Holmes, Director of the Broadband Office, with the Virginia Department of Housing and Community Development (DHCD), to discuss recommendations for the town. DHCD has recommended the town issue a Request for Proposals (RFP) to find a company to partner with the town on a broadband project versus conducting another study. They are of the opinion that due to the amount of funding currently allocated for broadband projects in Virginia that firms would respond to a solicitation. DHCD has recommended the town categorize its needs into two (2) focal areas which are English Park and Downtown connectivity and last-mile fiber connection for residences in town. They stated that bouncing a system of bouncing signals to various points downtown to English Park would be the cheaper of the options and support the town's goal of using the park as an economic development driver. They further recommended that the town seek to broker an agreement between Mid-Atlantic Broadband and another lesser-known provider to increase the options available to residents for service. Staff has been given the names of localities which have issued RFPs for service and will contact them to ask if they are willing to share.

Staff is working with Hurt & Proffitt, Dominion 7 Architects, and Master Engineers & Designers on the assessment of the Vista Theater to address how to button up the building and install an HVAC system and the cost. Inspections are scheduled for December 3rd with the architects and December 9th with the engineers. It is hoped the inspections will be complete by January for Phase I and the work occurring in the spring. While Town Council has allocated \$1 million toward the rehabilitation of the building. It is expected that additional funds will be needed. Staff will work with the design team to ensure that the building remains eligible for historic tax credits during the renovation. While a full assessment has not completed, it has been estimated that a full renovation will cost \$3-\$5 million.

The Community Development Director met with a property owner interested in developing three (3) parcels for single-family dwellings or townhouses at the corners of Frazier Rd and Avondale Dr, across from Altavista Church of Christ.

The Campbell County Building Official, Main Street Coordinator, and Community Development Director met with a gentleman interested in opening a restaurant (sports bar) at 810 Main St. The equipment has been removed from the building and the tenant would need to obtain a permit from the Health Department, install a type II hood above the dishwasher and any appliances that draw heat, and restore the previous parking area. The tenant would also need to obtain a retail license from the Virginia Department of Alcoholic Beverage Control (ABC) to serve alcohol. AOT has been contacted about the application process for the Downtown Business Investment Grant (DGIB), where AOT will pay for three months of rent and utilities for a new business. The perspective tenant would need to obtain the required permits/approvals before a funding request would be considered.

The Community Development Director continues to work with DHCD on the workplan for the Acquire, Renovate, Sell (ARS) program. Once approved the town will need to enter into MOUs with partners and a one-day bootcamp training will be scheduled. The town will be required to follow state and town procurement policies during grant activities. Since the town has been approved for ARS funding, it is eligible for grant funds under the US Department of Housing and Urban Development's (HUD) Lead Hazard Control and Healthy Homes programs. This would allow the town to use grant funds when rehabilitating homes for non-construction costs that would not have to be repaired (doors, windows, etc.), it would cover some billable hours for staff, the inspection, work write-ups, and remediation. The Healthy Homes grant is a discretionary fund that would allow the town to spend up to \$4,750 per home to address issues, which if addressed would make it a healthier dwelling for the new owner such as trip & fall, mold, electrical upgrades, ceiling repairs, and cabinets. The HUD funds would reduce the cost of renovation to the town; however, staff may not have the capacity to manage a federal grant with existing resources. Virginia Technical Institute (VTI) has expressed interest in working with the town on renovation project in order to provide hands-on training for its students. They have expressed interest in hiring a full-time instructor who could supervise the renovations. The grant permits some flexibility to allow the town to select the program team; however, funding is not available to cover this type of position.

The town continues to receive inquiries regarding solar farms in the town. Staff is not recommending an amendment at this time and would recommend changes not occur until after the Comprehensive Plan is adopted or a development is proposed that incorporates solar while meeting the priorities identified by Town Council for housing and economic development. The proposed training by Central Virginia Planning District Commission (CVPDC) has been placed on-hold due to staff shortages. Regional Planners and Inspectors had request additional training to craft a model ordinance that could be used

in Central Virginia to address run-off, glare, decommissioning, and revenue for the localities.

The town submitted its first annual report to the Virginia Tobacco Region Revitalization Commission (TRRC) for renovations to the Spark Innovation Center under the Southside Economic Development Program. The town was awarded \$184,306 to use toward construction cost. The town is required to expend the \$200,000 budgeted for the project before it can request reimbursement from the Commission. Staff will be submitting a reimbursement request in late December/early January.

The town received guidance regarding constructing a bathroom at English Park within the 100-year Floodplain from the Virginia Department of Conservation and Recreation (DCR) Division of Dam Safety and Floodplain Management, which supported the original denial by the town's Floodplain Manager/Community Development Director. They wrote:

"The Town would need to adhere to and enforce the floodplain management provisions as they are written in the local ordinance, as well as comply with state building code regulations, and Federal minimum requirements for floodplain management as outlined in the [Code of Federal Regulations 44, 60.3 Floodplain Management Criteria for Flood-Prone Areas](#).

The proposed location of the bathroom is within a regulatory floodway. The regulatory floodway is the area adjacent to the channel that is reserved for the natural discharge of water during a flood, but also where the water is going to be deepest and fastest moving (the most dangerous location for human habitation and recreation). Development within the regulatory floodway is strictly prohibited, unless the community can demonstrate the development will not cause a rise in the base flood elevation (BFE). To be clear no-rise is 0.0000000, absolutely none.

To determine the impacts of the development, the community must conduct a technical quantitative analysis certified by a licensed professional engineer (typically a Hydraulic & Hydrologic Study aka H&H study). If no-rise is determined, the community must apply for a [Conditional Letter of Map Revision \(CLOMR\)](#) for the proposed development. Once FEMA approves the CLOMR, the project may be permitted. Please be mindful there is a cost involved with both the H&H study as well as the CLOMR.

If the H&H determines there will be a rise to the floodway, a permit for development may not be granted and construction would be a violation of the National Flood Insurance Program. An alternative site would have to be considered at that time.

DCR recommends new structures be placed completely outside of the mapped flood hazard areas where possible. We look at this from many vantage points, but two key takeaways we need the community to consider are safety and resiliency".

The US Department of Agriculture (USDA) notified the town that it will open a new round of funding for the Rural Innovation Stronger Economy (Rise) Grant Program. The town

applied to complete the renovation to the second floor of the Spark Innovation Center to create an accelerator program with other coworking spaces and organizations. The town's application was not recommended for funding, as no Memorandums of Understanding (MOUs) existed between the entities. Staff has contacted those various partners to discuss a future collaboration and written documentation regarding the partnership. Staff will provide an update to Town Council in January 2022 and seek permission to re-apply for funding.



TOWN OF ALTAVISTA
TOWN COUNCIL
REGULAR MEETING
December 14, 2021
AGENDA COVER SHEET

AGENDA ITEM #: 12.A

CLOSED SESSION (If Needed, Proper Certifications will be provided)

Title: Town Council Closed Session

Staff Resource: Clarence Monday, Interim Town Manager

Action(s):

Per Council's discussion, approve or deny the BZA appointment. If approved, conduct an official motion and vote in open session. Council may also move this item to a future meeting for further discussion and consideration.

Explanation:

Background:

Funding Source(s):

Attachments: *(click item to open)*

[*CLOSED SESSION Document 12.14.21.pdf*](#)

CLOSED SESSION

DATE: Tuesday December 14th, 2021

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

Section 2.2-3711 (A)(1) Discussion, consideration, or interviews of prospective candidates for employment; assignment, appointment, promotion, performance, demotion, salaries, disciplining or resignation of specific public officers, appointees or employees of any public body.
(this Closed Session in regards to a potential Board of Zoning Appeals appointment)

A motion was made by _____ and seconded by _____.

Motion carried.

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

Town Council went into Closed Session at _____ PM.

Notice was given that Council was back in regular session at _____ PM.

FOLLOWING CLOSED SESSION:

A motion was made by _____, seconded by _____, to adopt the certification of a closed meeting.

CERTIFICATION OF CLOSED MEETING

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

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

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

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