



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

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

**1. CALL TO ORDER, INVOCATION AND PLEDGE OF ALLEGIANCE**

*Pastor Sam Knaus, First Southern Baptist Church, will deliver the invocation for this meeting.*

**2. AGENDA ADOPTION**

**3. RECOGNITIONS AND PRESENTATIONS**

3.A [Employee Changes in August, 2022](#)

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

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

**5. PARTNER UPDATES**

**6. CONSENT AGENDA**

6.A [FY 2022 Carryover Requests](#)

[Attachment. Memo to Council - FY 2022 Carryover Requests](#)

6.B [FY 2022 Budget Amendments / Departmental Transfers](#)

[Attachment. Memo to Council - FY 2022 Year End Budget Amendments](#)

6.C [Route 29 Hwy Guide Signs for Town Attractions](#)

6.D [Purchase of Real Property - ARS Program](#)

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

[Attachment 1. Town Council Mtg. Minutes 6.14.22](#)

[Attachment 2. Town Council Work Session Minutes 6.28.22](#)

[Attachment 3. Town Council RM Minutes 7.12.22](#)

[Attachment 4. Town Council Work Session Minutes 7.26.22](#)

6.F [TOA Monthly Financial Reports - August 2022](#)

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

[Attachment 2. August 2022 Revenue Report.pdf](#)

[Attachment 3. August 2022 Detail Budget Report.pdf](#)

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

**7. PUBLIC HEARING(S)**

- 7.A Consideration of Ordinance Authorizing the Issuance of Bonds  
Attachment 1. Notice of Public Hearing  
Attachment 2. Ordinance
- 7.B Ordinance Amendment #OA-22-01 - Flagpoles in R-1  
Attachment. Ordinance for #OA-22-01 Height of Structures in R-1
- 7.C Ordinance Amendment #OA-22-02 - Flagpoles in R-2  
Attachment. Ordinance for #OA-22-02 Height of Structures in R-2
- 7.D Ordinance Amendment #OA-22-03 - Flagpoles in C-1  
Attachment. Ordinance for #OA-22-03 Height of Structures in C-1
- 7.E Ordinance Amendment #OA-22-04 - Flagpoles in C-2  
Attachment. Ordinance for #OA-22-04 Height of Structures in C-2
- 7.F Ordinance Amendment #OA-22-05  
Attachment. Ordinance for #OA-22-05 Height of Structures in M

## **8. NEW BUSINESS**

- 8.A Public Nuisance Hearing - 1304 Lynch Rd  
Attachment. 20220909\_090333.jpg
- 8.B Public Nuisance Hearing - 1606 School Street  
Fariss Grass Bill.pdf  
20220909\_091703.jpg
- 8.C Public Nuisance Hearing - 1706 Eudora Lane  
20220909\_092039.jpg  
Fariss Grass Bill.pdf  
DSC00981.jpg
- 8.D Public Nuisance Hearing - 1407 Lynch R  
Attachment. 20220909\_090547.jpg

## **9. UNFINISHED BUSINESS**

- 9.A Bank RFP and Comparison Analysis (Davenport)  
Attachment 1. Discussion Materials / Bank RFP Results  
Attachment 2. 2022 GO - Bond Resolution (Bank Option)  
Attachment 3. 2022 GO - Bond Resolution (VRA Option)
- 9.B Sedimentation Basins Project  
Attachment. FY2022-IUP-draft-with-attachments-final Sedimentation Info
- 9.C Grass Cutting Bids  
Attachment 1. Grass Maint. Bid Sheet Jake Roberts  
Attachment 2. Grass Maintenance Champions

## **10. REPORTS AND COMMUNICATIONS**

10.A Community Development September Monthly Report  
Attachment. CD Aug 2022 Monthly Report.pdf

10.B Utility Projects Update.

STATUS REPORT AERATION STUDY 9-1-22.pdf

STATUS REPORT FILTER IMPROVEMENT PROJECT 9-1-22.pdf

STATUS REPORT FRAIZER ROAD DRAINAGE PROJECT 9-1-2022.pdf

STATUS REPORT VDEM GENERATORS 9-1-2022.pdf

STATUS REPORT SPRINGS SCADA PROJECT 9-1-2022.pdf

STATUS REPORT WWTP ELECTRICAL PROJECT 9-1-22.pdf

STATUS REPORT MELINDA HPZ PROJECT 9-1-22.pdf

August 2022 Monthly Report for Council Members 2z.pdf

AMI Water Metering Status Update 9-7-22.pdf

Lynch Creek Sewer Status Update 9-7-22.pdf

August 2022 Monthly Report for Council Members 2z1.pdf

10.C Public Services Monthly Reports

Attachment 1.

BUILDINGS\_AND\_GROUNDS\_MONTHLY\_REPORT\_AUGUST\_2022

Attachment 2. FLEET\_MAINTENANCE\_DEPARTMENT-AUGUST\_2022

Attachment 3. STREET\_DEPARTMENT\_MONTHLY\_REPORT-\_AUGUST\_2022\_

10.D Altavista Police Department Monthly Report

Attachment 1. APD Monthly Report-August 2022

Attachment 2. APD PATROL ON 29-AUGUST 2022

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 Monthly Meeting Calendars

Attachment 1. Council Calendar - September 2022

Attachment 2. Town Council Meeting Calendar-October 2022

## **11. MATTERS FROM COUNCIL**

## **12. CLOSED SESSION**

12.A Town Council Closed Session

Attachment. CLOSED SESSION Document Re: Section 2.2-3711 (A)(5)

## **13. ADJOURNMENT**

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



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

AGENDA ITEM #: 3.A

**RECOGNITIONS AND PRESENTATIONS**

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

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

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**Action(s):**

Informational Item

**Explanation:**

**Milestones:**

None in August

**New Hires:**

Esteban Morales, Public Works Maintenance Worker

Jody Rowland, Public Works Maintenance Worker

**Departures:**

Melinda Taylor, Water Department

Isaac Gratto, Water/WW Departments

Michael Nava, Public Works

**Background:**

**Funding Source(s):**

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





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

AGENDA ITEM #: 6.A

**CONSENT AGENDA**

**Title: FY 2022 Carryover Requests**

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

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**Action(s):**

At their August Work Session, Town Council reached a consensus to place this item on the September 13, 2022 Regular Meeting (Consent Agenda).

**Explanation:**

Staff is requesting to carryover unexpended funds totaling \$1,624,050 for projects budgeted in FY2022 that were not completed during the fiscal year.

**Background:**

At times, a project's completion date does not coincide with the end of the fiscal year (June 30th). As such, funds need to be carried over into the current budget period to support the incomplete activities from the budget period in which funds were originally awarded.

**Funding Source(s):**

This action would transfer the unexpended funds from the FY2022 Budget to reserves, earmarked for the stated use. Once the expenditures are made, staff will present a budget amendment for Council's approval.

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

*Attachment. Memo to Council - FY 2022 Carryover Requests*



DATE: August 19, 2022

MEMO TO: Mayor Mattox and Members of Council

FROM: Tobie Shelton

RE: FY 2022 / Year End Carryover Request

Staff is requesting to carryover unexpended funds totaling \$1,624,050 for projects budgeted in FY 2022 that were not completed during the fiscal year originally awarded.

**Avoca – (\$58,000)**

\$58,000 to cover the cost of painting the mansion and the exterior of outbuildings. Funding for the project will come from Reserve Maintenance Funds for the museum.

**Administration – (\$5,400)**

\$5,400 to cover costs associated with training.

**Public Works – (\$156,930)**

\$51,000 replacement truck for Streets Division.

\$105,930 replacement of truck to be used facilities maintenance and fleet maintenance.

**Community Development - \$97,950**

\$97,950 to cover costs of furniture for Spark Innovation Center, funded by the USDA Rural Business Development Grant.

**Economic Development – (\$983,770)**

\$983,770 to cover costs associated with renovations/improvements to the Vista Theater

**Parks & Recreation – (\$249,000)**

\$100,000 Shoreline stabilization at English Park to include improvements to picnic and river area.

\$149,000 to cover costs of wayfinding signs, the second bridge for the Jenks River Trail Project, and any remaining funds to help cover costs associated with extending the Jenk's River Trail to the new River Overlook.

**Water – (\$30,000)**

\$25,000 Raw Inline Turbidimeter (the turbidimeter was ordered during FY2022).

\$5,000 to create a wash pit for trucks and equipment.

**Wastewater – (\$43,000)**

\$37,000 replacement truck for wastewater treatment plant.

\$6,000 to cover costs of replacing the roll up door for the solids bay.

I respectfully request Council's approval to earmark funds for the above listed items totaling \$1,624,050 in reserves to be expended during FY 2023. A budget amendment will be presented to Council to transfer in the funds once the project/item is ready to be procured.



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

AGENDA ITEM #: 6.B

**CONSENT AGENDA**

**Title: FY 2022 Budget Amendments / Departmental Transfers**

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

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**Action(s):**

By consensus of Town Council at their August Work Session, Staff was directed to place this item on the September 13th Regular Meeting Consent Agenda for approval.

**Explanation:**

To revise the FY 2022 Budget to reflect changes that have occurred during the fiscal year.

**Background:**

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

**Funding Source(s):**

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

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

*Attachment. Memo to Council - FY 2022 Year End Budget Amendments*



**DATE:** August 19, 2022  
**TO:** Mayor Mattox and Members of Council  
**FROM:** Tobie Shelton  
**SUBJECT:** Budget Amendments / Departmental Transfers

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

- Paving of English Park parking lot/section of walking trail \$ 175,740  
(Council Approval: July 13, 2020; July 27, 2021)
- Refurbishing interior floor of Booker Building \$ 25,250  
(Council Approval: February 9, 2021)
- USDA Grant for Spark Furniture \$ 2,050  
(Council Approval: August 10, 2021)
- Lynch Creek Sewer Line Replacement/SNAP Funded \$ 936,650  
(Council Approval: March 24, 2020)
- Wastewater Treatment Plant Electrical Project \$ 590,950  
(Council Approval: March 24, 2020)

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

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



## TOWN OF ALTAVISTA

### BUDGET AMENDMENT

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

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

<u>Account</u>	<u>Expense</u>	<u>Revenue</u>
General Fund		
Pavement		
010-4101-601.60-36	\$ 175,740.00	
General Fund		
Transfer In from Reserves		
010-0000-361.01-00		\$ 175,740.00

#### Summary

To appropriate \$175,740 as approved by Council at the July 13, 2021 and July 27, 2021 meetings for paving of English Park parking lot and a section of walking trail at English Park.

#### Budget Impact

This will result in a net increase to the budget in the amount of \$175,740.

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

Adopted this 13th day of September 2022



## TOWN OF ALTAVISTA

### BUDGET AMENDMENT

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

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

<u>Account</u>	<u>Expense</u>	<u>Revenue</u>
General Fund		
CIP-Booker Building Floor		
010-4104-602.81-18	\$ 25,250.00	
General Fund		
Transfer In from Reserves		
010-0000-361.01-00		\$ 25,250.00

#### Summary

To appropriate \$25,250 as approved by Council at the February 9, 2021 meetings for refurbishing the entire interior floor of the Booker Building.

#### Budget Impact

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

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

Adopted this 13th day of September 2022



## TOWN OF ALTAVISTA

### BUDGET AMENDMENT

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

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

<u>Account</u>	<u>Expense</u>	<u>Revenue</u>
General Fund		
Spark Furniture		
010-7101-409.50-93	\$ 2,050.00	
General Fund		
Transfer In from Reserves		
010-0000-361.01-00		\$ 2,050.00

#### Summary

The Town received \$100,000 USDA Rural Business Development Grant. A small portion of funds (\$2,050) were expended in FY2022 the remainder of funding will be expended in FY2023.

#### Budget Impact

This will result in a net increase to the budget in the amount of \$2,050.

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

Adopted this 13th day of September 2022



## TOWN OF ALTAVISTA

### BUDGET AMENDMENT

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

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

<u>Account</u>	<u>Expense</u>	<u>Revenue</u>
Community Improvement Fund		
USDA Grant Recipients		
070-9102-801.50-85	\$ 60,000.00	
Community Improvement Fund		
USDA Grant Revenue		
070-0000-343.08-00		\$ 60,000.00

#### Summary

To appropriate \$2,050 as approved by Council at the February 9, 2021 meetings for refurbishing the entire interior floor of the Booker Building. The Town received \$100,000 USDA Rural Business Development Grant. A small portion of funds were expense in FY2022 the remainder of funding will be expensed in FY2023.

#### Budget Impact

This will result in a net increase to the budget in the amount of \$2,050.

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

Adopted this 13th day of September 2022





## TOWN OF ALTAVISTA

### BUDGET AMENDMENT

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

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

<u>Account</u>	<u>Expense</u>	<u>Revenue</u>
Enterprise Fund		
Capital Outlay - WWTP Electrical Project		
050-5110-702.81-40	\$ 590,950.00	
Transfer In		
Transfer In Bond Proceeds - VRA		
050-0000-341.19-00		\$ 590,950.00

#### Summary

To appropriate \$590,950 as approved by Council at the March 24, 2020 Work Session.

#### Budget Impact

This will result in a net increase to the budget in the amount of \$590,950. This project is funded with VRA bond proceeds.

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

Adopted this 13th day of September 2022

# DEPARTMENTAL FUNDS TRANSFER

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

Transfer Jnl ID#: **DT-15**

**See Processing Instructions Below**

Requester Tobie Shelton **Required** Department Name: Administration **Required** Date of Request: 6/30/2022 Fiscal Year: 2022  
Phone #: \_\_\_\_\_ Email Address: tcshelton@altavistava.gov

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

DEBIT: (Charge)				
Account Number	Amount - Enter as Positive ( + ) Incr Amt	Description - <b>REQUIRED FIELD (Limit to 30 Characters)</b>	Reference	
010-1101-401.50-08	\$1,430.00	Telecommunications		
010-1101-401.50-10	\$800.00	Property Insurance		
010-1101-401.50-32	\$1,590.00	Miscellaneous		
Total Debits:		\$3,820.00		

CREDIT:				
Account Number	Amount - Enter as Negative ( - ) Decr Amt	Description - <b>REQUIRED FIELD (Limit to 30 Characters)</b>	Reference	
010-1101-401.30-06	-\$1,820.00	Advertising		
010-1101-401.30-14	-\$2,000.00	Misc. & Prof Services		
Total Credits:		-\$3,820.00		

Total Credits and Total Debits must be equal zero.

**Approvals Required:**  
Markus Lowland 8/11/22  
Prepared By Date Phone

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

# DEPARTMENTAL FUNDS TRANSFER

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

Transfer Jrnl ID#:

DT-16

See Processing Instructions Below

Requester Chief Merricks Department Name: Police Date of Request: 6/1/2022 Fiscal Year: 2022  
 Phone #: \_\_\_\_\_ Email Address: [lemerricks@altavistava.gov](mailto:lemerricks@altavistava.gov)

Reason for Transfer:

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

Excluding Salary/Wages Line Items

## DEBIT: (Charge)

Account Number	Amount - Enter as Positive ( + ) Incr Amt	Description - REQUIRED FIELD (Limit to 30 Characters)	Reference
010-3101-501.20-06	\$4,000.00	Medical Insur	
010-3101-501.60-08	\$1,000.00	Veh & Equi R&M	
010-3101-501.60-48	\$1,000.00	Ammunition & Batteries	

Total Debits: \$6,000.00

## CREDIT:

Account Number	Amount - Enter as Negative ( - ) Decr Amt	Description - REQUIRED FIELD (Limit to 30 Characters)	Reference
010-3101-501.50-24	-\$4,000.00	Subsistance & Lodging	
010-3101-501.60-02	-\$1,000.00	Office Supplies	
010-3101-501.60-10	-\$1,000.00	Uniforms	

Total Credits: -\$6,000.00

Total Credits and Total Debits must be equal zero.

## Approvals Required:

Sharon Rawls 8/11/22  
 Prepared By Date Phone

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

# DEPARTMENTAL FUNDS TRANSFER

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

Transfer Jrnl ID#: **DT-17**

**See Processing Instructions Below**

Requester Jeff Arthur **Required** Department Name: Public Works **Required** Date of Request: 6/30/2022 Fiscal Year: 2022  
Phone #: \_\_\_\_\_ Email Address: jbarthur@altavistava.gov

Reason for Transfer:

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

**Excluding Salary/Wages Line Items**

DEBIT: (Charge)				
Account Number	Amount - Enter as Positive ( + ) Incr Amt	Description - <b>REQUIRED FIELD</b> (Limit to 30 Characters)	Reference	
010-4101-601.10-04	\$2,700.00	Overtime		
010-4101-601.30-08	\$400.00	Main Svc Contracts		
010-4101-601.30-16	\$400.00	Physicals		
010-4101-601.50-08	\$400.00	Telecommunications		
010-4102-601.60-26	\$760.00	Litter		
010-4103-601.50-02	\$600.00	Electrical		
010-4104-602.50-27	\$350.00	Community Gift Prog		
Total Debits:		\$5,610.00		

CREDIT:				
Account Number	Amount - Enter as Negative ( - ) Decr Amt	Description - <b>REQUIRED FIELD</b> (Limit to 30 Characters)	Reference	
010-4101-601.10-02	-\$2,700.00	Salaries		
010-4101-601.60-02	-\$2,000.00	Office Supplies		
010-4101-601.60-06	-\$910.00			
Total Credits:		-\$5,610.00		

Total Credits and Total Debits must be equal zero.

## Approvals Required:

Sharon Lewand 8/11/22  
Prepared By Date Phone

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

# DEPARTMENTAL FUNDS TRANSFER

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

Transfer Jnl ID#: **DT-18**

**See Processing Instructions Below**

Requester Matt Perkins *Required* Department Name: ACTS *Required* Date of Request: 6/18/2022 Fiscal Year: 2022

Phone #: \_\_\_\_\_ Email Address: [mdperkins@altavista.gov](mailto:mdperkins@altavista.gov)

Reason for Transfer:

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

**Excluding Salary/Wages Line Items**

DEBIT: (Charge)				
Account Number		Amount - Enter as Positive ( + ) Incr Amt	Description - <b>REQUIRED FIELD</b> (Limit to 30 Characters)	Reference
010-6101-403.30-16		\$50.00	Physicals	
Total Debits:		\$50.00		

CREDIT:				
Account Number		Amount - Enter as Negative ( - ) Decr Amt	Description - <b>REQUIRED FIELD</b> (Limit to 30 Characters)	Reference
010-6101-403.60-14		-\$50.00	Other Operating Supplies	
Total Credits:		-\$50.00		

Total Credits and Total Debits must be equal zero.

## Approvals Required:

Harmon Lowland 8/11/22  
Prepared By Date Phone

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

# DEPARTMENTAL FUNDS TRANSFER

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

Transfer Jnl ID#: **DT-19**

See Processing Instructions Below

Requester Matt Perkins *Required* Department Name: Avoca *Required* Date of Request: 6/30/2022 Fiscal Year: 2022

Phone #: \_\_\_\_\_ Email Address: [mdperkins@altavistava.gov](mailto:mdperkins@altavistava.gov)

Reason for Transfer:

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

Excluding Salary/Wages Line Items

## DEBIT: (Charge)

Account Number	Amount - Enter as Positive ( + ) Incr Amt	Description - <b>REQUIRED FIELD</b> (Limit to 30 Characters)	Reference
010-9105-801.10-04	\$220.00	Overtime	

Total Debits: \$220.00

## CREDIT:

Account Number	Amount - Enter as Negative ( - ) Decr Amt	Description - <b>REQUIRED FIELD</b> (Limit to 30 Characters)	Reference
010-9105-801.20-06	-\$220.00	Group Medical	

Total Credits: -\$220.00

Total Credits and Total Debits must be equal zero.

## Approvals Required:

Sharon Lowland 8/11/22  
Prepared By Date Phone

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

# DEPARTMENTAL FUNDS TRANSFER

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

Transfer Jrrl ID#:

DT-20

See Processing Instructions Below

Requester Tom Fore

Required

Department

Name : Water Department

Required

Date of

Request: 6/30/2022

Fiscal Year: 2022

Phone #:

Email Address: [twfore@altavistava.gov](mailto:twfore@altavistava.gov)

Reason for  
Transfer:

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

Excluding Salary/Wages Line Items

## DEBIT: (Charge)

Account Number	Amount - Enter as Positive ( + ) Incr Amt	Description - <b>REQUIRED FIELD</b> (Limit to 30 Characters)	Reference
050-5003-706.60-14	\$700.00	MS - Other Oper Supplies	
050-5003-707.60-14	\$700.00	RS - Other Oper Supplies	
050-5004-708.50-02	\$1,600.00	Tanks&Indus Meters-Electrical	

Total Debits: \$3,000.00

## CREDIT:

Account Number	Amount - Enter as Negative ( - ) Decr Amt	Description - <b>REQUIRED FIELD</b> (Limit to 30 Characters)	Reference
050-5003-706.60-15	-\$700.00	MS - Lab Test Chemicals	
050-5003-707.60-15	-\$700.00	RS - Lab Test Chemicals	
050-5004-708.60-04	-\$1,600.00	Tanks&Indus Meters-R&M	

Total Credits: -\$3,000.00

Total Credits and Total Debits must be equal zero.

## Approvals Required:

Sharon Kurland

8/11/22

Phone

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

# DEPARTMENTAL FUNDS TRANSFER

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

Transfer Jnl ID#:

DT-21

See Processing Instructions Below

Requester Tom Fore

Required

Department  
Name: Wastewater Department

Required

Date of  
Request: 6/30/2022

Fiscal Year: 2022

Phone #:

Email Address: twfore@altavistava.gov

Reason for  
Transfer:

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

Excluding Salary/Wages Line Items

## DEBIT: (Charge)

Account Number	Amount - Enter as Positive ( + ) Incr Amt	Description - <b>REQUIRED FIELD</b> (Limit to 30 Characters)	Reference
050-5101-702.50-02	\$17,000.00	Electrical	
050-5101-702.60-14	\$4,000.00	Other Operating Supplies	

Total Debits: \$21,000.00

## CREDIT:

Account Number	Amount - Enter as Negative ( - ) Decr Amt	Description - <b>REQUIRED FIELD</b> (Limit to 30 Characters)	Reference
050-5101-702.50-26	-\$2,000.00	Conventions & Education	
050-5101-702.50-64	-\$3,000.00	Sample Testing	
050-5101-702.60-02	-\$4,000.00	Office Supplies	
050-5101-702.60-04	-\$3,000.00	Repairs & Main	
050-5101-702.60-11	-\$2,000.00	Safety Equip	
050-5101-702.30-14	-\$2,000.00	Misc & Prof Svc	
050-5101-702.30-24	-\$1,500.00	R&M Grounds	
050-5101-702.50-90	-\$3,500.00	Environ. Sampling	

Total Credits: -\$21,000.00

Total Credits and Total Debits must be equal zero.

## Approvals Required:

*Harun Leland*  
Prepared By

8/11/22  
Date

Phone

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



# DEPARTMENTAL FUNDS TRANSFER

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

Transfer Jnl ID#:

DT-22

See Processing Instructions Below

Requester Tom Fore

Required

Department

Name : Distribution/Collection

Required

Date of  
Request:

6/30/2022

Fiscal Year:

2022

Phone #:

Email Address: twfore@altavistava.gov

Reason for  
Transfer:

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

Excluding Salary/Wages Line Items

## DEBIT: (Charge)

Account Number	Amount - Enter as Positive ( + ) Incr Amt	Description - REQUIRED FIELD (Limit to 30 Characters)	Reference
050-5201-712.60-08	\$6,000.00	Veh & Equip R&M	

Total Debits: \$6,000.00

## CREDIT:

Account Number	Amount - Enter as Negative ( - ) Decr Amt	Description - REQUIRED FIELD (Limit to 30 Characters)	Reference
050-5201-712.30-30	-\$2,000.00	GIS Mapping	
050-5201-712.60-04	-\$3,000.00	Repairs & Maint.	
050-5201-712.60-06	-\$1,000.00	Fuel & Lubricants	

Total Credits: -\$6,000.00

Total Credits and Total Debits must be equal zero.

## Approvals Required:

Shawn Lowland

8/11/22

Prepared By

Date

Phone

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

# DEPARTMENTAL FUNDS TRANSFER

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

Transfer Jnl ID#:

DT-23

See Processing Instructions Below

Requester Tom Fore

Required

Department

Name: Water/Wastewater Department

Required

Date of

Request: 6/30/2022

Fiscal Year: 2022

Phone #:

Email Address: [twfore@altavistava.gov](mailto:twfore@altavistava.gov)

Reason for  
Transfer:

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

Excluding Salary/Wages Line Items

## DEBIT: (Charge)

Account Number	Amount - Enter as Positive ( + ) Incr Amt	Description - REQUIRED FIELD (Limit to 30 Characters)	Reference
050-5101-702.60-04	\$10,420.00	Repairs & Maintenance	
050-5001-701.30-08	\$2,000.00	Maint. Svc. Contracts	

Total Debits: \$12,420.00

## CREDIT:

Account Number	Amount - Enter as Negative ( - ) Decr Amt	Description - REQUIRED FIELD (Limit to 30 Characters)	Reference
050-5001-701.30-20	-\$12,420.00	Water Purchases - CCUSA	

Total Credits: -\$12,420.00

Total Credits and Total Debits must be equal zero.

## Approvals Required:

Prepared By

Date

Phone

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



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

AGENDA ITEM #: 6.C

**CONSENT AGENDA**

**Title: Route 29 Hwy Guide Signs for Town Attractions**

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

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**Action(s):**

Approve as part of the September 13th Consent Agenda.

**Explanation:**

At their August Work Session, Town Council voted unanimously to place this item on the September 13th Consent Agenda for official approval.

**Background:**

The Specific Service Signs (large blue signs) on State Rt 29 approaching the RT 43 exit, both north- and southbound, have been identified as needing information that guide motorists to Town attractions such as Avoca, English Park (and Splash Pad), and Dalton's Landing Canoe Launch.

**Funding Source(s):**

The Economic Development Budget (under Contractual Services: Advertising) will cover both the Annual Fee and the one-time Printing and Shipping expenses. Cost summary has been revised and believed to be accurate pending final approval through the application qualification process.

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



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

AGENDA ITEM #: 6.D

**CONSENT AGENDA**

**Title: Purchase of Real Property - ARS Program**

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

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**Action(s):**

**Explanation:**

At their August Work Session, Town Council had a unanimous vote to place this item on the September 13th Regular Meeting Consent Agenda for approval; of expenditure from General Fund Reserves to complete the sale of properties, intended for use in the town's DHCD, Acquire-Renovate-Sell (ARS) Program.

Tax Parcels 83A-20-12A, 83A-20-12, and 83A-11-57-13

**Background:**

Town Staff identified a certain parcel with a derelict structure and addressed, per code, the concern with the property owner for correcting the matter. Owner had previously listed the property for sale and, after staff inquiry, owner confirmed that it was currently available for sale, as were two vacant parcels he owned in the Town. Staff approached Town Council, and Council was supportive of, an action to acquire the properties for use in a DHCD housing program. An Agreement of Sale has been signed by Owner.

**Funding Source(s):**

\$7,500 - General Fund Reserves

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



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

AGENDA ITEM #: 6.E

**CONSENT AGENDA**

**Title: Town Council Meeting Minutes**

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

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**Action(s):**

Approve minutes as presented; or amend minutes for approval.

**Explanation:**

Item submitted for approval purposes.

**Background:**

Minutes are taken for every Town Council meeting and work session. The minutes are submitted to Town Council for review and approval; when approved (with or without any revisions) they are placed in leather-bound binders for official record keeping of the documents and housed in the town's vault for safe keeping.

**Funding Source(s):**

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

*Attachment 1. Town Council Mtg. Minutes 6.14.22*

*Attachment 2. Town Council Work Session Minutes 6.28.22*

*Attachment 3. Town Council RM Minutes 7.12.22*

*Attachment 4. Town Council Work Session Minutes 7.26.22*

Town Council Regular Meeting June 14th, 2022

The Altavista Town Council held their June 2022 regular meeting in Council Chambers of the Town Hall/J.R. Burgess Municipal Building, 510 Seventh Street, on Tuesday, June 14th, at 6 p.m.

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

Council Members

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

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

Chief Tommy Merricks, Altavista Police Department, 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 June 14th meeting agenda, to which there were none.

Vice Mayor Reggie Bennett made a motion, seconded by Councilman Wayne Mitchell, to approve the June14th, 2022, Altavista Town Council meeting agenda as presented.

Motion carried

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

3. Recognitions and Presentations

A. Town of Altavista Personnel Changes - May 2022

Milestone(s):  
Larry Rigney, APD Officer for 15 years  
New Hire Listing:  
Anthony Earhart, Altavista Police Department  
Departure Listing:  
Kameron Taylor, Utilities Department

Mayor Mattox congratulated and thanked Officer Larry Rigney for his fifteen (15) years of service to the Town of Altavista in the Altavista Police Department. He also welcomed APD's newest Officer, Anthony Earhart.

## Town Council Regular Meeting June 14th, 2022

### 4. Citizen's Time

- Ms. Harriet Hardy, 1617 Melinda Drive, Altavista, thanked Town Council for their continued efforts to improve, grow, and beautify the Town of Altavista.

Ms. Hardy also thanked the Town of Altavista for its continued support of the Altavista Seniors Club, an organization of Campbell County's Recreation Department.

- Mr. John Porter, Clean Footprint, said that his company had collected data on Altavista over the past two years pertaining to the potential of them installing a solar farm on a 68 acre parcel adjacent to Abbott Laboratories. He stated they would like the town to consider having a mutual relationship/agreement that would benefit both parties

Mr. Porter stated solar farms were sometimes controversial, but he assured Council that Clean Footprint would follow the correct process and town requirements to help move their desired project forward. He stated Clean Footprint was seeking direction to whether the town would support a permit for such a use.

Mr. Porter gave Council an overview of Green Footprint's "Siting Agreement" proposal.

- The aforementioned parcel would be deeded to the Town of Altavista
- The solar units would be hidden behind natural foliage/vegetation
- Solar equipment would be removed at the end of the term both parties agreed upon and noted in the proposed siting agreement as a "bonded" requirement

Mr. Porter stated, since his time was limited, he would be happy to have a one-on-one conversation or gather at a later date to answer any questions Council may have.

Mayor Mattox thanked Mr. Porter for his time and the information he shared with Council.

- Ms. Bonita Badgett, 1602 School Street, Altavista, stated that she recently moved to the Town of Altavista to be closer to her mother. She came before Council to ask for an explanation of why Altavista citizens pay both town and county taxes.

Mayor Mattox reminded everyone that "Citizen's Time" was not a question-and-answer session between citizens and Council, however, he believed it was important to respond to Ms. Badgett's question as a new citizen.

Vice Mayor Bennett informed Ms. Badgett of the need to have both town and county taxes, and Councilman George informed her that the town lowered their taxes a few years prior.

Mayor Mattox thanked Ms. Badgett for attending the Town Council meeting that evening.

- Ms. Shelia Williams, 1707 Eudora Lane, Altavista, addressed Town Council as a member of the Moseley Heights Community Project Team. She thanked the Town of Altavista, Altavista's Public Works Department, and Altavista's Community Development Director Sharon D. Williams for their support with the Moseley Heights Community Clean-up Day held in April. She also thanked Vice Mayor Reggie Bennett and Councilman Tim George, for their attendance at the event.

Ms. Williams stated there was more work to be done in the Moseley Heights community, but she believed, with the town's help, they had made a lot of progress and she looked forward to partnering with the town again on future projects.

- Mr. Terry Austin, Three Into One Community Project, 624 Main Street, Altavista, informed Council that he was working on a Special Event Permit request for an event his organization would be hosting, if approved, in September. He stated the event usually showcased a cruise-in and gospel music, but he hoped to be adding additional attractions to the upcoming event, such as a fashion and talent show, and a petting zoo.

## Town Council Regular Meeting June 14th, 2022

Mayor Mattox thanked Mr. Austin for his time and for the information regarding his future Special Event Permit request.

There were no other citizens to come before Town Council.

### 5. Town/Community Partner Updates

#### A. Altavista Area Chamber of Commerce (the Chamber)

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

#### B. Altavista On Track (AOT)

AOT's President, Reverend Ed Soto, and Vice President, Regina Adams, briefed Town Council on AOT's current activities and upcoming events.

- Reverend Soto informed Council of a ribbon-cutting ceremony that AOT recently hosted for Kaitlin Smith at Perfect Canvas Salon, 613 Broad Street. He stated Ms. Smith was able to take advantage of a grant program that the town and AOT offered entrepreneurs to start their new businesses.
- Reverend Soto referenced the Memorandum of Understanding (MOU) recently presented to the AOT Board of Directors, by Town Staff, for AOT's review and approval consideration. vacant Executive Director position and stated that AOT completed their interview process and would announce their new director soon.
- Mrs. Adams informed Council that Kaitlyn Smith, owner of Perfect Canvas Salon, completed the three-month cycle with AOT's Downtown Business Investment Grant Program. She stated that Ms. Smith's salon was thriving and AOT planned to host a ribbon-cutting event for her business.

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

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

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

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

### 6. Consent Agenda

- Delinquent Utility Account Write-offs
- May 2022 Financial Reports

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

Councilman Wayne Mitchell made a motion, seconded by Vice Mayor Reggie Bennett, to approve the June 14, 2022, Council Meeting Consent Agenda as presented.



Town Council Regular Meeting June 14th, 2022

Motion carried.

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

7. Public Hearings

There were no public hearings conducted on this date.

8. New Business

A. Special Event Permit Request – Sonya Brown, Relay for Life

Community Development Director Sharon D. Williams shared a brief description of Mrs. Brown’s request for the proposed Relay for Life event . She stated, in the past, the Relay for Life walk had been held at the Altavista Combined School football stadium allowing survivors and caregivers to share their stories.

Ms. Williams said, this year, Relay for Life representative would like to host the event at the Booker Building in English Park; the Booker Building facility, exterior back stage, and grassy area behind the building would be used; and if rain occurred, the event would be moved inside the Booker Building. She stated that Town Staff had reviewed the request, the YMCA had been made aware of the request, and no concerns had been raised.

Ms. Williams stated that Town Staff was recommending approval of Relay for Life’s Special Use Permit.

Mrs. Brown came forward and thanked Town Council for their consideration of the request. She stated that Relay for Life had been holding this event in Altavista since 2001, however, due to the COVID pandemic, they had not been able to do so for two years.

Mrs. Brown stated that Relay for Life wanted to bring the community back together again to recognize the areas cancer survivors. She said, if approved, the event would be held on Saturday, September 10th, from 6-9pm.

With a motion by Councilman Jay Higginbotham, seconded by Councilman Wayne Mitchell, Town Council approved Relay for Life’s Special Event Permit; to hold a small event for cancer survivors at the Booker Building in English Park on September 10, 2022.

Motion carried.

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

B. Special Event Permit – Vista BBQ Festival, Revision Request

Altavista Community Development Director, Sharon D. Williams, briefed Council on the details of this request. She referenced AOT’s Special Event Permit previously approved by Town Council to hold a BBQ festival in English Park on October 1st. Ms. Williams informed Council that the rain date specified on the permit was October 8th, however, another event was scheduled for that date and the request was to revise the permit to specify Saturday, October 15th as the event’s designated rain date.

Town Council Regular Meeting June 14th, 2022

A motion was made by Councilman Wayne Mitchell, seconded by Vice Mayor Reggie Bennett, Town Council approved AOT’s request to revise the Special Event Permit approved for their 2nd Annual Vista BBQ Fest, to specify October 15th as the designated rain date, instead of the initial date of October 8th, due to a conflict of scheduling.

Motion carried.

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

9. Unfinished Business

A. Adoption of the FY2023 Budget and FY2023-2027 Capital Improvement Program (CIP)

Mrs. Tobie Shelton, Altavista’s Finance and Administration Director, stated, over the past several months, Town Council reviewed, discussed, and commented on the proposed FY2023 Budget and FY2023-2027 proposed Capital Improvement Program (CIP), as well as held the required public hearing for the proposed items. She said the proposed budget totaled \$18,262,980, which included the town’s General Fund, Enterprise Fund, Cemetery Fund, and Highway Maintenance Fund, and allocated funds for the fiscal year, beginning July 1, 2022, and ending June 30, 2023.

Mrs. Shelton asked Council if they had any questions regarding the proposed budget and CIP before staff moved forward in the process of adopting each item.

Councilman Higginbotham referenced the compensation plan recently approved by Council and asked if the plan stayed within the \$300,000 as desired by Council; to which Mrs. Shelton stated, including the 10% increase to all town employees, the increase to entry-level police officers, and the \$100 per year for employees with twenty+ years of service, the compensation planned totaled approximately \$350,000.

Mayor Mattox also referenced the recently approved compensation plan. He stated, historically, the town gave its employees annual merit bonuses. He asked Mrs. Shelton to share what the determining factor was and the value of the town to implement the compensation plan instead of bonuses for this fiscal year.

Town Manager Gary Shanaberger came before Council to answer the Mayor’s question. He referenced the Compensation Study and Market Analysis recently requested and reviewed by Town Council and stated that staff utilized the reports as a guideline for the approved compensation plan.

Mayor Mattox asked if the 10% fund parameter, given to staff by Town Council for analyzing the most feasible plan, could be broken down to include a 5% employee increase and the remaining funds utilized to retain existing key employees that were below the market average in pay rate.

Mr. Shanaberger stated. during the compensation plan process, staff conducted several compensation scenarios to come up with viable options for Council to consider. He stated, when reviewed by Council, they approved the plan that was in the draft FY2023 Budget.

Vice Mayor Bennett thanked Town Staff for their due diligence with this matter and the hard work that went into this process. He stated it was “unprecedented times” we lived in, and employers were having to make necessary wage adjustments to keep key employees.

## Town Council Regular Meeting June 14th, 2022

Mr. Bennett stated the town would not be able to provide its citizens with the numerous amount of services it currently provided, if it did not maintain a certain number of employees. He stated, in order for the town to remain competitive in the job market, he suggested the town review its compensation plan on an “annual basis”.

Vice Mayor Bennett stated, in regard to keeping key employees, he stated the 10 + 2% proposed compensation plan allocated funds to key employees that had been with the town for 20+ years, so he believed the proposed plan covered the retention matter.

Councilman Higginbotham suggested splitting up the 10% pay increase into two parts; 5% now and 5% in six months, but only if needed due to a recession. He made a motion that included the suggestion, but the motion was not seconded by any other Council member.

Councilman Wayne Mitchell made a motion that was seconded by Councilman Tim George to approve the proposed FY2023 Budget as presented.

Councilman Higginbotham stated his reason for voting against the proposed budget, saying that staff went over the \$300,000 budget set by Council for the compensation increase.

Motion carried.

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

Vice Mayor Reggie Bennett made a motion that was seconded by Councilman Tim George to approve the proposed FY2023-2027 Capital Improvement Plan (CIP) as presented.

Motion carried.

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

Councilman Tim George made a motion that was seconded by Councilman Scott Lowman to approve the proposed FY2023 Master List of Fees/Charges as presented.

Motion carried.

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

Councilman Wayne Mitchell made a motion that was seconded by Vice Mayor Reggie Bennett to approve the FY2023 Utilities (water & sewer) rate increase as presented.

Motion carried.

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

Town Council Regular Meeting June 14th, 2022

Mayor Mattox thanked Mrs. Shelton for all the work she did pertaining to the budget and budget process; and for the work she does everyday for the Town of Altavista.

10. Reports and Communication

- A. May 2022 Financial Reports
- B. May 2022 Departmental Reports
- C. Council Monthly Calendars - May and June

The Departmental Reports and Council Calendars were delivered to Town Council with their June Regular Council Meeting Agenda Pre-Packet.

Mayor Mattox asked the Town Manager and Department Directors if they had any comments pertaining 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 Tim George asked if the Town of Altavista had a Property Maintenance Code, and if so, he asked Town Staff to evaluate a property located on Bedford Avenue to potentially being considered as a nuisance.
- Vice Mayor Reggie Bennett asked that the property on the corner of West Road and Lynch Road also be evaluated as a potential nuisance.

12. Closed Session

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

*Section 2.2-3711 (A)(1) Discussion, consideration, and/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.*

The motion was made by Vice Mayor Reggie Bennett, seconded by Councilman Tim George.

Motion carried.

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

Town Council went into Closed Session at 6:43 p.m.  
Notice was given that Council was back in regular session at 6:48 p.m.

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

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

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

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

Town Council Regular Meeting June 14th, 2022

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

Per Town Manager Gary Shanaberger, after returning from closed session, Town Council approved the appointment of Jacob “Jake” Taylor to the Town of Altavista’s Parks & Recreation Committee until March 31st, 2024, to fill the unexpired term of Reverend Ed Soto.

13. Adjournment

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

Mayor Mattox adjourned the meeting at 6:50 p.m.

\_\_\_\_\_  
Michael Mattox, Mayor

\_\_\_\_\_  
Gary Shanaberger, Town Clerk,  
Town Manager

Town Council Work Session, June 28, 2022

The June 2022 Work Session for Altavista’s Town Council was held in Council Chambers of the J.R. Burgess Municipal Building, 510 Seventh Street, on Tuesday, June 28th, at 5:00 PM.

Vice Mayor Reggie Bennett called the meeting to order and presided.

Town Council

Members present: Vice Mayor Reggie Bennett  
Mr. Tracy Emerson  
Mr. Timothy George  
Mr. Jay Higginbotham  
Dr. Scott Lowman  
Mr. Wayne Mitchell

Absent: Mayor Michael Mattox

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

1. Agenda Adoption

Vice Mayor Reggie Bennett asked Town Council if they had any questions or concerns in regard to the June 2022 Council Work Session Agenda, to which there were none.

Councilman Tracy Emerson made a motion, seconded by Councilman Wayne Mitchell, to approve the agenda as presented.

Motion carried:

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

2. Recognitions and Presentations

None to present on this date.

3. Citizen’s Time

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

- Mr. John Porter, with Clean Footprint, Florida, came before Council to inform them that he continued to follow protocol and, in conversation with the Town Attorney, John Eller, had informed the Town Manager, Gary Shanaberger, of his intentions, which was to hopefully have a lengthier discussion with Town Council regarding Clean Footprint’s proposed solar project. He referenced the town’s logo, “Treasured Past, Innovative Future”, and stated that he believed the proposed solar project could be part of the town’s innovative future. Mr. Porter stated that Clean Footprint hoped to become part of the Altavista community and he looked forward to the discussions he hoped to have with the town in the coming weeks/months.

Vice Mayor Bennett thanked Mr. Porter for his time and the information he delivered.

## Town Council Work Session, June 28, 2022

### 4. Items Referred from Previous Meetings

There were none to discuss at this meeting.

### 5. New Business

#### 5.A Altavista Post Office

Mr. Ben Campbell, U.S.P.S. Officer-In-Charge of the Altavista Post Office, residential address: 1541 Roark Mill Road, Hurt, Va., came before Town Council requesting their consideration to turn the two-way alley behind the Altavista Post Office into a one-way street; preferably in the direction from Washington Street to 7th. He said the alley was used by both mail carriers and citizens and he believed allowing two-way traffic in the alley was a safety concern.

Mr. Campbell stated that he had witnessed vehicles using excessive speed when entering the alley and if his request was approved, he also suggested having a stop sign on the other side of Washington Street, before entering the post office alley, to slow down traffic.

Town Attorney John Eller asked which direction received the most traffic.

Mr. Campbell stated the traffic entering the aforementioned alley was about the same amount from both Washington Street and 7th Street.

Councilman Emerson suggested also adding a speedbump to the top side of the alley, closest to Washington Street, to help deter speeding down the alley.

Councilman Mitchell suggested that Chief Merricks evaluate the matter and offer input to Council regarding Mr. Campbell's safety concerns.

Vice Mayor Bennett stated, if there was a consensus of Council, he would like for Town Staff to investigate the matter further and offer Council recommendations for consideration of how to address and remedy this matter, to which Council concurred.

#### 5.B FY2022 Budget Amendments/Departmental Transfers

Finance Director, Tobie Shelton, explained the need for budget amendments and transfers, stating items that arise during a fiscal year that had been previously approved by Town Council, required amendments to the budget and each included the reason and when Council directed staff on the action. She said some of the items may be receipt of unbudgeted revenue, which required an amendment to the budget as well.

Mrs. Shelton stated Town Staff was seeking a consensus of Town Council to place this item on the July 12th consent agenda.

Councilman Wayne Mitchell made a motion, seconded by Councilman Tracy Emerson, to approve Staff's request and place this item as presented on the July 12th, 2022, Regular Council Meeting Consent Agenda for official approval.

Motion carried:

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

#### 5.C Special Event Permit Request – Chamber of Commerce

Chamber of Commerce Director Brent Ashwell came before Town Council to request a Special Event Permit to hold a Back-to-School Carnival at English Park.

## Town Council Work Session, June 28, 2022

Mr. Ashwell gave Council a brief description of the Chamber's plans and permit request for the carnival, which pending approval, was scheduled for Friday, August 19th from 4-10pm, and Saturday, August 20th, from 3-10pm. He said the carnival would start setting up on Tuesday, August 16th and take down and leave on Sunday, August 21st.

Mr. Ashwell stated carnival workers would stay in campers to the side of the carnival. He informed Council that he contacted the Altavista Police Department and Public Works to ensure there were no issues with the carnival or event plan, and there were no concerns. He said Public Works was supplying barricades to block off the carnival from park traffic.

Councilman Mitchell asked if the town was able to accommodate the water and electrical hookups needed for the campers of the carnival workers.

Public Services Director Tom Fore confirmed the town was able to do so, stating it was the same scenario as when Uncle Billy's Day vendors/workers needed the service.

Councilman Tracy Emerson made a motion, seconded by Councilman Tim George, to approve the Chamber of Commerce's Special Event Permit to hold a Back-to-School Carnival at English Park on Friday, August 19th and Saturday, August 20th.

Motion carried:

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

### 5.D Special Event Permit Request – Three Into One Community Project

Assistant Town Manager Matt Perkins presented Council with the details of this Special Event Permit, submitted by Terry Austin with Three Into One, which had hosted this community event for several years. He stated Mr. Austin's request was to hold the event at the Booker Building in English Park on Saturday, September 24th, 2022, from 1-5pm.

Mr. Perkins stated the event was open to the public and would feature music, face painting, games, petting zoo, and a motorcycle & car cruise-in. He said there was no admission charge to the event and no alcohol was being served, as it was intended to be a family-friendly community event.

Mr. Perkins informed Council this permit also had a request for a \$300 town donation, however, Mr. Austin stated the request stood on its own if the funding was not approved.

Councilman Higginbotham asked if Town Staff had reviewed the permit application request and if there were any concerns that needed to be addressed.

Mr. Perkins stated staff reviewed the permit application and there were no concerns.

Councilman Jay Higginbotham made a motion, seconded by Councilman Wayne Mitchell, to accept staff's recommendation and approve Three-Into-One's Special Event Permit to hold a community event at the Booker Building on Saturday, September 24th, from 1-5pm, but not to approve/include the \$300 donation request.

Motion carried:

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



## Town Council Work Session, June 28, 2022

### 5.E Town of Altavista – Rt. 29 Hwy. Guide Signs

#### Background:

Town Council directed Town Staff to research and report information related to securing signage for the Specific Service Signs (large blue signs) along State Route 29.

Assistant Town Manager, Matt Perkins stated, at their May Work Session, Council indicated that the Specific Service Signs on Rt 29, both north and southbound, needed to have information that guided motorists to Town of Altavista attractions, such as Avoca, English Park (and Splash Pad), and Dalton's Landing Canoe Launch.

Mr. Perkins reminded Council that VDOT used a third-party contractor, Directional Signage Co., to manage their sign program; accordingly, he contacted the company and acquired costs associated with advertising on the signs, which he provided to Council.

Mr. Perkins informed stated that the splash pad was not eligible for its own sign, as it was a part of English Park, which would be on the directional signage if Council move forward. He said all desired items would be advertised on the directional sign closest to the attraction. He stated that Altavista's Visitors Center signage needed more work and that he would bring that design and cost information to Council at a later date.

Mr. Perkins informed Town Council that the Economic Development budget would cover both the annual fee (\$800 per sign/per location, and the one-time printing and shipping expenses (approximately \$3,200) under "Contractual Services: Advertising".

Councilman Mitchell asked if the town was responsible for covering the cost of the directional sign being changed to add the Avoca Museum.

Mr. Perkins stated the aforementioned \$800 annual fee included the Avoca Museum.

Councilman Emerson stated, since the Virginia Department of Game and Inland Fisheries assisted the town with the Dalton's Landing project, he suggested staff investigate whether they would also assist with adding directional signage for the attraction. He stated he had seen "brown" signage at local lakes and similar water attractions.

Mr. Perkins informed Council that the aforementioned brown signage represented "tourism" and was only used for attractions endorsed by the Department of Virginia Tourism. He stated that he would investigate Councilman Emerson's suggestion further.

Vice Mayor Bennett referenced the town's lodging tax and stated, if the town increased its lodging tax, the extra revenue was required to go towards "tourism" and advertising the town and/or town attractions. He asked if the directional signage would qualify for the tourism revenue.

Mr. Perkins answered he was unsure, but that he would check into the matter. There were no additional questions or comments from Council regarding this item.

### 5.F English Park – Beverage Vending Machine Discussion

#### Background:

At the direction of Town Council during their May 10th meeting, Town Staff published an Invitation to Bid for beverage vending services at English Park. In coordination with the Town Attorney, Staff developed a full bid package that included the sample contract.

Assistant Town Manager, Matt Perkins, informed Town Council that Staff released an Invitation to Bid for English Park Beverage Vending Services on May 23rd, 2022; advertised on Town of Altavista website and in the Altavista Journal on May 25, 2022, and Town Staff also direct solicited five (5) venders. He stated bids were due June 10th, however, no bids were received.

## Town Council Work Session, June 28, 2022

Mr. Perkins informed Council that Onsite Vending, a small local vending company, was the only vender “interested” in working with the town on such a small-scale project.. He said some minor adjustments to the original bid specifications would need to be negotiated to benefit both the town and the vender.

Mr. Perkins stated, at that time, Town Staff was recommending moving forward and entering into a contractual agreement with Onsite Vending.

Councilman Mitchell shared his concern that the other venders were not contacted and offered the same “revised” specifications to consider as Onsite Vending.

Mr. Perkins stated that all of the larger venders were not interested in the small project, and the other small vender, Tee’s Vending, was not interested in going through a contractual agreement process to gain the business.

Councilman Jay Higginbotham made a motion, seconded by Councilman Tracy Emerson, to accept staff’s recommendation and approve placing this item on Council’s July 12th Regular Meeting Consent Agenda for official approval.

Motion carried:

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

### 6. Unfinished Business

Town Manager Gary Shanaberger asked the Town Attorney, John Eller, to update Town Council on the progress of the town’s new Dearing Ford Road property for the boundary-line adjustment process.

Mr. Eller informed Town Council that the boundary-line adjustment for the town’s newest Dearing Ford Road property was complete; and with the judge’s signature on Friday, June 24th, the adjustment would become official on July 1st, 2022.

Vice Mayor Bennett asked if the covenants on the property had been removed/resolved.

Mr. Eller stated that the proper paperwork had been sent to the adjacent property owners and he was awaiting their responses.

### 7. Updates and Informational Items

#### 7.A English Park Trail System – Wayfinding Signs

Background:

The Town of Altavista is adding wayfinding signs to the English Park trail system, this includes Eagle Trail, the Cemetery Connector Trail, and the newly added Jenks Trail.

Altavista Public Works Manager, Jeff Arthur, informed Town Council that the GIS mapping for the wayfinding signs was complete. He stated that staff would be meeting with Mrs. Cottle, Cottle Sign Company, to review the draft signs and if approved, Mrs. Cottle would move forward with printing the wayfinding signs.

Councilman George suggested also adding a sign at the three pedestrian bridges that cross over creeks on the Cemetery Connector Trail. He stated the boy scouts that constructed the bridges worked hard on the project and desired to be recognized for their efforts.

All Town Council members concurred with Councilman George’s suggestion.

## Town Council Work Session, June 28, 2022

### 7.B Town of Altavista (TOA) – Community Events Calendar

#### Background:

Town Council recently requested staff to investigate the possibility of creating a Community Events Calendar for the town's website; to provide a platform for advertising local events.

Assistant Town Manager, Matt Perkins, shared with Council the draft policy and submission form for the Town of Altavista's new Community Events Calendar Program that he and Mrs. Hailey, Assistant Town Clerk, had been working on. He stated that staff reached out to local organizations and town partners (Avoca, The Altavista Chamber of Commerce, Altavista On Track, the Altavista Area YMCA, and the Staunton River Memorial Library) for their input on whether they might be interested in the program; he said it was well received with good responses from all parties.

Mr. Perkins asked Town Council if they had any questions or comments pertaining to the draft document, to which there were none.

### 7.C Town of Altavista – Economic Development Incentive Policy

#### Background:

Town Council approved the Economic Development Incentive Program at its regular meeting of June 8, 2021; with grant funding appropriated by Town Council in both FY2022 and FY2023 budgets.

Assistant Town Manager, Matt Perkins, informed Council that staff had received two grant applications to the program, however, in order to review and approve the applications, a Grant Application Committee needed to be formed.

Mr. Perkins stated that three Town Staff members were selected to this committee, namely Matt Perkins, Assistant Town Manager, Tobie Shelton, Finance Director, and Sharon Williams, Community Development Director. He stated every effort would be made to communicate grant award recipients to the town's economic development partners, as well as notify applicants of other known incentives.

Mr. Perkins stated, by town policy, Town Council would serve to hear appeals, should an application be denied.

Councilman George asked if this was separate from Altavista On Track's (AOT) program.

Mr. Perkins stated AOT's program, the Altavista Downtown District Business Investment Grant Program, was similar, but separate from the town's incentive program.

Councilman Mitchell asked why this program had a different review committee than the Altavista Advantage Loan Program.

Mr. Perkins stated, when established, the policy for this program did not require a member of the Planning Commission or Economic Development Authority to be a committee member; it was in the policy as "if so desired".

Ms. Sharon Williams, Altavista's Community Development Director, reminded Council that the Advantage Program offered higher loan amounts and the incentive program only offered loans up to \$7,500, therefore could be handled administratively.

There were no additional questions or comments from Town Council or staff for this item.

## 8. Matters from Council

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

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- Councilman Emerson asked if the issue that recently caused the need to shut down the splash pad in English Park had been resolved.

Public Services Director Tom Fore answered the issue had been resolved and the splash pad was open. He stated the town would always look out for the best interest of its citizens and in this case, the need to close the splash pad until the issue was evaluated and resolved. Mr. Fore assured Town Council that staff followed the CDC guidelines (the United States Center for Disease Control and Prevention) for this matter.

- Vice Mayor Bennett asked Mr. Fore if there was any way to determine how many people utilize the splash pad in English Park.

Mr. Fore stated the only way was to have a staff member taking count of the splash pad patrons. He said that staff members had seen many license plates from other counties and other states at the splash pad, so he believed the amenity had been successful in promoting the town.

- Councilman Tim George asked staff to look into VDOT’s “landscaping program” available for localities to utilize to help beautify their towns and/or entry into town.

Town Manager Gary Shanaberger shared his previous experience with the program. He stated, although the initial investment came from sponsors, the town would be responsible for managing the landscaped area(s).

- Mr. George also shared his concerns regarding blighted properties in Altavista and suggested the town amend ordinances to address the issue.
  - Mr. Emerson suggested developing property maintenance codes
  - Mr. Higginbotham suggested using previous (old) way of addressing the issue, by “declaring a nuisance”.
  - Consensus of Council to place this item on the July Work Session for further discussion.

9. Closed Session

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

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

The motion was made by Councilman Jay Higginbotham and seconded by Councilman Tracy Emerson. Motion carried.

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

Town Council went into Closed Session at 6:38 p.m.

Notice was given that Council was back in regular session at 7:12 p.m.

FOLLOWING CLOSED SESSION:

A motion was made by Councilman Jay Higginbotham, seconded by Councilman Wayne Mitchell, to adopt the certification of a closed meeting.

CERTIFICATION OF CLOSED MEETING

WHEREAS, the Town Council has convened a closed meeting on this date pursuant to an affirmative recorded vote and in accordance with provisions of The Virginia Freedom of Information Act; and

**Town Council Work Session, June 28, 2022**

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

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

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

Town Manager Gary Shanaberger informed staff of Town Council’s official vote/actions after returning from this closed session.

- Town Council approved a resolution to appropriate funds for the purpose of purchasing from the Campbell County Utilities and Service Authority (CCUSA) the water and sewer utilities located on the property owned by the Town of Altavista known as the Dearing Ford Business & Manufacturing Center. The motion was made by Councilman Jay Higginbotham, seconded by Councilman Tim George, and voted 6-0 to approve.
- Town Council approved a resolution to appropriate funds for the purpose of purchasing from Martel L. Tardy and Lula A. Tardy (sellers) being Tax Parcel #2536-61-4429, containing 22.6 acres. The motion was made by Councilman Jay Higginbotham, seconded by Councilman Tracy Emerson, and voted 6-0 to approve the resolution.

10. Adjournment

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

The June 28th, 2022, Council Work Session was adjourned at 7:15 p.m.

\_\_\_\_\_  
Reggie Bennett, Vice Mayor of Altavista

\_\_\_\_\_  
Gary Shanaberger, Town Manager/Town Clerk

Town Council Regular Meeting July 12th, 2022

The Altavista Town Council held their July 2022 regular meeting in Council Chambers of the Town Hall/J.R. Burgess Municipal Building, 510 Seventh Street, on Tuesday, July 12th, at 6 p.m.

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

Council Members

Present: Vice Mayor Reginald Bennett  
Mr. Tracy Emerson  
Mr. Timothy George  
Dr. Scott Lowman  
Mayor Michael Mattox

Absent: Mr. Jay Higginbotham  
Mr. Wayne Mitchell

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

Pastor David Sage, Grace Community Church, gave the invocation for this evening.  
After the invocation, Mayor Mike Mattox led the meeting in the Pledge of Allegiance.

2. Agenda Adoption

Mayor Mattox informed Council of two amendments to the July 12th meeting agenda:

- o A Closed Session was added to Agenda Section #12.
- o Added to Section #8: ARS Program - Income Plan

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

Vice Mayor Reggie Bennett made a motion, seconded by Councilman Tracy Emerson, to approve the July 12th, 2022, Altavista Town Council Meeting Agenda as amended.

Motion carried

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

3. Recognitions and Presentations

A. Town of Altavista Personnel Changes - June 2022

Milestone(s):

None to report for June 2022

New Hire Listing:

Brandon Snider	Utilities Dept.	Maintenance Worker
Tristen Baldwin	Public Works	Maintenance Worker/Streets
Jeremy Fish	Public Works	Maintenance Worker/Utilities
Michael Nava	Public Works	Sr. Maintenance Specialist/B&G

Departure Listing:

Alan Adkins	Public Works	Sr. Maintenance Specialist
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## Town Council Regular Meeting July 12th, 2022

### 4. Citizen's Time

- Public Works Manager Jeff Arthur introduced one of the town's new hires that was able to attend the meeting that evening, Michael Nave.

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

There were no other citizens to come before Town Council.

### 5. Town/Community Partner Updates

#### A. Altavista Area Chamber of Commerce (the Chamber)

Mrs. Codie Cyrus, Chamber Chair, came before Council with an update on the Chamber's upcoming Back-to-School Carnival, being held on Friday, August 19th and Saturday, August 20th in English Park. She stated the event start time for Friday had been changed from 5:00 to 6:00 pm, due to the library holding an event the same evening. She said the Chamber wanted to give people the time to attend both events if they wanted to.

#### B. Altavista On Track (AOT)

AOT Executive Director David Green briefed Town Council on AOT's current activities and upcoming events. Mr. Green stated he was happy to be working for the Town of Altavista again and looked forward to working with Town Staff, Town Council, and the town's many organizational partners on future endeavors.

- Mr. Green stated AOT continued to work on the Vista BBQ Fest plans for Saturday, October 1st. He shared his excitement for this year's event (2022) being sanctioned a Kansas City BBQ Society Event. He stated he believed the new sanction would draw more attendees and visitors to Altavista.
- Mr. Green informed Council that the Chamber was partnering with the Altavista Police Department on Tuesday, August 2nd for the APD's National Night Out event, and stated he looked forward to working with Chief Merricks for this community event.
- Mr. Green stated the AOT was also partnering with the Staunton River Memorial Library, located in Downtown Altavista, for their Back-to-School Community Block Party being held on Friday, August 19th.

Mr. Green stated, although he was only seven days into his new role as AOT's Executive Director, he had spoken with a lot of the Downtown business owners and had positive responses. Mr. Green referenced the new Spark Innovation Center soon to be open in the Downtown District and stated he intended to help the town make the center a success.

### 6. Consent Agenda

- FY2022 Budget Amendments and Departmental Transfers
- TOA Monthly Financial Reports - June 2022
- Town Council Meeting Minutes
  - Town Council Regular Meeting 4.12.22
  - Town Council Work Session 4.26.22
  - Town Council Regular Meeting 5.10.22
- English Park - Beverage Vending Machine
- Resolution of Purchase – Addition of property to McMinnis Springs
- Utilities Purchase Resolution – from CCUSA for DFBMC

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

Town Council Regular Meeting July 12th, 2022

Councilman Tracy Emerson made a motion, seconded by Councilman Scott Lowman, to approve the July 12, 2022, Council Meeting Consent Agenda as presented.

Motion carried.

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

7. Public Hearings

There were no public hearings conducted on this date.

8. New Business

A. Special Event Permit Request - T&C Promotions

Assistant Town Manager Matt Perkins gave Council a brief description of T&C Promotions’ Special Event Permit request, stating that T&C Promotions had expressed an interest in revitalizing the Town of Altavista’s Uncle Billy’s Day Festival, and accordingly had submitted a Special Event Permit for the use of English Park and the Booker Building for June 2nd and 3rd, 2023.

Mr. Perkins informed Council that T&C’s Special Event Permit also included a \$20,000 town donation request. He stated, if approved, staff would look for the funds within the budget, or pull the funds from reserves. He said Tony Clifton was present to answer any questions that Council may have regarding the Special Event Permit and/or the event plans

Mr. Tony Clifton, T&C Productions, stated, since the event had not been held in three years, the event planning team suggested that the 2023 event be named “Uncle Billy’s Reunion”, and the years following return to Uncle Billy’s Day Festival.

Mr. Clifton informed Council that T&C recently held an event planning meeting with the Altavista Police Department, the Chamber of Commerce, and Avoca Museum; and was in contact with several other organizations that would be helping with the event, if approved.

Mr. Clifton referenced the “one-time” \$20,000 donation requested in his Special Event Permit application. He stated, if awarded, the funds would be used towards marketing the event and securing the music entertainment/bands.

Mr. Clifton stated it was his intent to bring the Uncle Billy’s Day Festival back for the Town of Altavista, and he would strive to make it bigger and better. He referenced Altavista’s Fire Chief, John Tucker, and stated, with Mr. Tucker’s previous experience with the event, he believed the venture would be a great success.

Mr. Tucker stated he believed having the Chamber of Commerce, Avoca, Altavista On Track, and other town organizations on the event planning committee was the key to making the Uncle Billy’s Day Festival a success. He stated the festival was a long-time tradition in Altavista’s favored history and it was his desire to help bring the event back to the Altavista community.

Vice Mayor Bennett shared his appreciation with the multiple organizations working together to help make this event possible again. He stated that he liked the proposed name, Uncle Billy’s Reunion, and believed the event would be well received by the community.

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

There was a consensus of Town Council for T&C Productions to move forward with planning the 2023 Uncle Billy’s Reunion event.



Town Council Regular Meeting July 12th, 2022

B. Urban Archery Season/Bow Hunting on Town-owned Land

Background:  
The Urban Archery Season Program gives hunters one month (September 3rd–September 30th, 2022, before and three months after (January 8th - March 26th, 2023) regular deer season, in which only antlerless deer can be taken. Bow hunting in town is also permitted during the general deer season (October 2 – January 1) in which bucks (male deer) can also be harvested per the regulations. Urban archery is governed by General Urban Archery Regulations, but localities can also adopt their own local restrictions.

Assistant Town Manager Matt Perkins informed Town Council that the General Assembly passed, and the Governor approved hunting on Sundays for the state of Virginia. He stated staff was seeking Council’s consideration to amend town policy to reflect the allowance of hunting on Sundays.

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

Councilman Tracy Emerson made a motion, seconded by Vice Mayor Reggie Bennett, to approve the 2022-2023 Urban Archery Season Hunting Program for the Town of Altavista, to include an amendment to Town Policy to allow bow hunting on Sundays.

Motion carried.

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

C. Acquire, Renovate, and Sell (ARS) Grant Program - Design

Community Development Director, Sharon D. Williams, addressed Town Council regarding this item and the following four agenda items, all pertaining to the town’s Acquire, Renovate, and Sell (ARS) Program. She asked Mayor Mattox to allow her to discuss the items as a whole, and vote on them separately, to which he agreed.

Ms. Williams stated that the ARS program, a Department of Housing and Community Development (DHCD) Grant Program, allowed the town to build a new home on a vacant lot, or buy a substandard home and renovate the property; with either situation, the town would then sell the homes to first-time home buyers.

Ms. Williams informed Town Council that the DHCD required the town to submit its program design, and the design had been approved. She shared the design with Council.

Ms. Williams stated, at that time, staff was ready to proceed with the grant agreement, to which she was designated as the Altavista program’s Grant Administrator, and all financial documents would go through Altavista’s Finance Director, Tobie Shelton. She stated, if there were any complaints regarding the ARS program or process, the appeal would be heard by the Town Manager and potentially Town Council.

Ms. Williams said that interested individuals would need to meet qualification requirements to be considered for the program; and stated the program would also encourage “housing counseling”, offered by both the USDA and Virginia Housing.

Ms. Williams shared with Council her immediate goal to establish a “program team” consisting of herself as the Grant Administrator, the Assistant Town Manager Matt Perkins, Planning Commission Vice Chair Marie Mitchell, and potentially the Town Manager Gary Shanaberger. She said staff would also be partnering with the Virginia Technical Institute (VTI), located in Altavista, to utilize their students during the construction/renovation process, which would also benefit the students with experience.

## Town Council Regular Meeting July 12th, 2022

Ms. Williams informed Council that the Town of Altavista had committed to construct a new home on the town-owned property at 806 12th Street. She said staff would continue to seek other such properties for Altavista's ARS Program.

Ms. Williams stated, before the grant contract with DHCD could be finalized and executed, several certifications needed to be approved by Altavista's Town Council.

### D. ARS - Fair Housing Certification

*Compliance with Title VIII of the Civil Rights Act of 1968*

*Whereas, the Town of Altavista has been offered and intends to accept ARS Funds administered through the Virginia Department of Housing and Community Development AND Funded through the Virginia Housing Development Authority authorized under their REACH program, as amended, and*

*Whereas, recipients of funding for this program are required to take action to affirmatively further fair housing;*

*Therefore, the Town of Altavista agrees to take at least one action to affirmatively further fair housing each year, during the life of its program funded through ARS. The action taken will be selected from a list on page 2 provided by the Virginia Department of Housing and Community Development.*

Ms. Williams informed Council that the Town must adopt a Fair Housing Certification as a condition of participation in the Acquire, Renovate, Sell Program. She said for each program year in which the ARS Agreement is active, the provider (the Town) must take affirmative steps to further fair housing; and to meet this requirement, the provider must certify that it will undertake at least one fair housing activity in each program year.

Ms. Williams stated that the Fair Housing Certification was to be taken very seriously. She said the solicitation of potential home buyers, the housing counseling component, the sale of homes, and all activities relating to the ARS Program, must all be done in conformance with Title VI of the Civil Rights Act of 1968.

Councilman Tracy Emerson made a motion, seconded by Vice Mayor Reggie Bennett, to approve the Fair Housing Certification for the Town of Altavista as an acknowledgement of participation in the DHCD's Acquire-Renovate-Sell Program.

Motion carried.

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

### E. ARS - Residential Anti-displacement and Relocation Assistance Plan Certification

Ms. Williams stated, under the ARS Grant Program, the town must adopt an Anti-Displacement Certification. She said, under the ARS Grant, all acquisitions must be voluntary, as no involuntary acquisitions would be approved. She stated, per the DHCD, the town shall seek marketed, unoccupied properties for acquisitions, such as foreclosures, tax sales, estate sales, auctions, abandoned, and/or vacant homes.

*Should the Town of Altavista encounter an occupied structure and continue with acquisition; the following certification will be upheld. The Town of Altavista will provide permanent relocation assistance to each LMI household displaced with leveraged funding sources. Up to Forty- Two (42) Months of Housing Assistance Payments shall be provided as outlined in Section 104 (d) of the Housing and Community Development Act of 1974, as amended, or the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as*

Town Council Regular Meeting July 12th, 2022

*amended. DHCD written approval will be required in advance for any properties that will necessitate relocation assistance.*

*The Town of Altavista FY2023 project includes the following activities:*

- 1. The creation of a pool of contractors to use during the grant.*
- 2. Formation of a partnership with Virginia Technical Institute (VTI) to assist with lowering cost and providing hands-on training for their students.*
- 3. Construction one new single-family dwelling at 806 12th Street.*
- 4. Actively seeking properties where new homes can be built, or existing homes renovated.*

Councilman Tracy Emerson made a motion, seconded by Councilman Scott Lowman , to adopt the Residential Anti-displacement and Relocation Assistance Plan Certification for Altavista’s ARS Program.

Motion carried.

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

F. ARS - Performance Pool Program Funds and Leveraged Funding Acknowledgement

Ms. Williams informed Town Council, as an ARS Grantee, the town must complete a Performance Pool Acknowledgement Form as part of the application process; and demonstrate the town had open line(s) of credit, allocated funds totaling at least \$200,000, or the financial capacity to acquire at least two properties at any given time.

*Whereas, the Town of Altavista has been offered and intends to accept ARS Funds administered through the Virginia Department of Housing and Community Development AND Funded through the Virginia Housing Development Authority authorized under their REACH program, as amended, and*

*The Town of Altavista acknowledges ARS funds are set up in a Performance Pool and released to Providers on a first come first service basis. Budgets will be allocated on a per property basis.*

*The Town of Altavista further acknowledges properties must be approved by the DHCD in advance, to draw ARS funds via a funding reservation form in CAMS. In addition to ARS renovation draws, the Provider can receive deliverable costs. All ARS deliverable costs are performancebased i.e., costs are paid only after the attainment of pre-determined thresholds. All Program Delivery fees will be limited to a maximum of \$2,000.00.*

Councilman Tracy Emerson made a motion, seconded by Councilman Tim George, to approve the resolution authorizing Town Staff to complete a Performance Pool Acknowledgement Form.

Motion carried.

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

G. ARS - Program Income Plan

Ms. Williams informed Town Council, as part of the ARS Grant, the town must adopt a plan for how proceeds from the sale of the home(s) would be used. She stated that the

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Provider (the Town) must develop a Program Income Plan for net proceeds from the sale of all ARS homes. She said the town would set aside ten percent of the net proceeds for administrative costs, and the remaining ninety percent would be dedicated to affordable housing efforts.

Ms. Williams shared a copy of the plan for Council's review and Mayor Mattox read the Plan aloud to be recorded in the meeting minutes.

The income generated from the Acquire, Renovate, Sell (ARS) Program is separated into two distinct categories and treated independently of one another.

1. ARS repayment:

The ARS funds repayment, after the sale of each home, will be treated as program income due and repayable to DHCD/VHDA. These funds are net of deliverable fees paid to the Provider and Rehab Specialist fees. Each home will have a tracking and completion report submitted by the Provider to determine the ARS repayment. These funds are due back to DHCD/VHDA within 30 days of the homebuyer's loan closing on each property.

2. Net Proceeds from the Sale of Each ARS Property:

Program income under Part II will be derived from the sale of each ARS Property. These program income funds will be generated in the Town of Altavista. All program income generated through net proceeds will be held by the Provider for continuance of affordable housing opportunities in a manner that will directly benefit low-moderate income residents in the Town of Altavista service area. Altavista's Program Income Plan

- Ten percent (10%) of the net proceeds will be used towards the Town's administrative costs.
- Ninety percent (90%) of the net proceeds will be used towards affordable housing opportunities.
- Town Council will determine the use of the program income based on the recommendation of the Town Manager, Assistant Town Manager, and Community Development Director. Once the decision is made the Community Development Director will have primary oversight over the program to assure the plan is followed.
- The Finance Director with the assistance of the Community Development Director will be responsible for providing financial reports to the management team and DHCD.
- If all the needs in the area have been met the town will seek to create a loan and/or grant pool for minor household repairs for LMI properties.
- Recognize this is a living document and will be updated throughout the program as the need arises.

3. ADMINISTRATION:

Program Income Part 1. The Town of Altavista will be responsible for receiving direct payments. The funds will be deposited in a non-interest-bearing escrow account and identified as revenue then immediately transmitted to DHCD. Funds will be accounted for separately on the Altavista's balance sheet as ARS Program Income Part 1. Program income shall be returned to DHCD's Financial Analyst.

Program Income Part 2. The Town of Altavista will implement the activities in accordance with the Program Design, and this Program Income Plan. The funds will be deposited in a non-interest bearing escrow account and identified as revenue. Funds will be accounted for separately on the Altavista's balance sheet as ARS Program Income Part 2.

I certify this is the approved plan for program income derived from the Acquire, Renovate, Sell Program. I further certify that the governing body fully intends to carry out this plan. I understand that the Virginia Department of Housing and Community Development will review the records maintained for program income funds. I understand that failure to follow this plan can lead to termination of Altavista's ARS funding.

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A motion was made by Vice Mayor Reggie Bennett, seconded by Councilman George, for Town Council to approve Altavista’s Acquire-Renovate-Sell Program Income Plan as presented by Town Staff.

Motion carried.

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

9. Unfinished Business

A. APD School Zone Speed Monitoring Camera System Program - Update

Altavista Police Chief Tommy Merricks stated the first use of this program ran from June 6th through July 1st, 2022, and issued tickets for approximately 758 speeding violations.

Chief Merricks said the program was generating a lot of public awareness pertaining to the speeding problem in the town’s two school zones; however, there were a couple of issues that needed to be addressed with the camera systems at both locations.

Chief Merricks informed Council that there was a lack of signage informing citizens about the school zone cameras when traveling from side roads leading to Lynch Mill Road (where the elementary school is located). He asked Council to consider authorizing him to purchase three additional “blinking signs”, costing an estimated \$7,500, for Ogden Road, Frazier Road, and Lakewood to help address this issue.

Chief Merricks stated he was also told that the school zone blinking signs where not operating correctly, leading to additional violations and speeding tickets; however, after some investigation, he found that the blinking signs were working correctly, but not synced with the camera system properly.

Chief Merricks stated, after consulting with the Town Manager, he drafted an affidavit for individuals to sign stating the lights were not blinking when they traveled through the school zone area and received their ticket. He stated he was working with the company that issues the speeding tickets, Alta mint, to have these violations dismissed.

Chief Merricks asked for direction from Council and stated he would be happy to answer any questions they may have pertaining to this matter and his request.

Mayor Mattox, which stated he had witnessed a classmate get killed on Bedford Avenue by a speeding vehicle, shared his concerns with the number of speeding violations that occurred during the short amount of time the monitoring system was in effect. He stated he was in favor of the speed monitoring system being in the school zones and would continue to support the program and to help the APD in any way he could.

Vice Mayor Bennett shared his favor with the school zone speed camera monitoring system and stated that he would also continue to support the program. He stated, since the initial start of the program had a few issues to be addressed, he suggested Chief Merricks request all speed violation tickets be dismissed and, after the issues were fixed, start the program when the new school year began, on Tuesday, August 16th.

Chief Merricks stated, if Council desired, he would investigate the possibility of doing so.

Council Emerson asked Chief Merricks if the Virginia Department of Transportation (VDOT) would help cover the cost of the three additional blinking signs he requested.

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Chief Merricks stated, after consulting with the Town Attorney, he found out that the State Code of Virginia regulated that a locality was responsible for the side road signage, and VDOT was only responsible for main roads.

Councilman Emerson asked if there was a grace amount over the posted speed limit before a speeding violation ticket was issued.

Chief Merricks stated the school zone speed was 25mph, and the camera monitoring system did not issue a ticket until a 35mph speed was reached, giving a (9)mph grace before issuing a speeding ticket.

Mr. Emerson stated that he was not sure whether allowing grace for speeding violations was the right thing to do because some individuals received multiple speeding tickets that should have learned from the first ticket they were issued to slow down.

Mr. Emerson shared his favor with continuing the program and fixing the initial issues the camera system had. He stated, if the program saved one child’s life, it was worth the effort.

Mayor Mattox concurred with Councilman Emerson. He asked for Council’s decision whether to authorize Chief Merricks to investigate the possibility of dismissing all of the speeding tickets issued by the school zone speed monitoring system between June 6th and July 1st.

There was a consensus of Town Council for Chief Merricks to consult with the ticket issuing company for allowance to dismiss all initial speeding violation tickets.

There was a unanimous consensus of Town Council for the APD to continue the school zone speed monitoring camera program in Altavista.

Town Finance Director Tobie Shelton asked Public Works Manager Jeff Arthur if Highway Funds could be utilized to purchase the three additional blinking signs.

Public Services Director Tom Fore stated that staff would confirm with VDOT whether the aforementioned signs were eligible for purchase with monies from the Highway Fund.

Mr. Arthur informed Chief Merricks there were solar-powered flashing signs available for such use.

Councilman Tracy Emerson made a motion, seconded by Vice Mayor Reggie Bennett, to approve Chief Merricks request to purchase three additional “blinking lights”/signs, estimated at \$7,500, for side roads leading to the school zone on Lynch Mill Road for Altavista’s elementary school; and authorized Town Staff to investigate the possibility of using Highway Funds to cover the cost of the signs.

Motion carried.

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

At this time, Altavista Finance Director Tobie Shelton referenced Agenda Item #8.A: T&C Productions’ Special Event Permit request for the Uncle Billy’s Reunion on June 2nd and 3rd, 2023. She stated, since money (\$20,000) was part of the request, she asked Council to make an official motion and vote on this item.

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Mayor Mattox asked Staff if there would be \$20,000 of unexpended funds in the current budget that could be used for this purpose.

Mrs. Shelton answered, stating it was too early in the fiscal year to tell, but she was confident the funds would be covered by the end of the fiscal year.

Councilman Tracy Emerson made a motion, seconded by Vice Mayor Reggie Bennett, to approve T&C’s Special Event Permit, including the \$20,000 fund request for seed monies to secure entertainment for the event, by either reappropriating unexpended funds or using Reserve funds. This approval included a stipulation that the \$20,000 be internally controlled by Finance Director Tobie Shelton with any/all invoices.

Motion carried.

VOTE:	Dr. Scott Lowman	Yes
	Mr. Tim George	Yes
	Mayor Mike Mattox	No
	Vice Mayor Reggie Bennett	Yes
	Mr. Tracy Emerson	Yes

Mayor Mattox shared his favor with the Uncle Billy’s Reunion event, but stated he voted no because he did not want to see the \$20,000 come from reserves as stated in the motion.

10. Reports and Communication

- A. June 2022 Financial Reports
- B. June 2022 Departmental Reports
- C. Council Monthly Calendars – June and July

The Departmental Reports and Council Calendars were delivered to Town Council with their July Regular Council Meeting Agenda Pre-Packet.

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

Vice Mayor Bennett referenced the town’s ongoing sewer-line replacement project and asked staff to give an update on the progress of the project and what to expect during the replacement of the sewer line at the Trade Lot adjacent to Shreve Park and Memorial Park.

Public Works Manager Jeff Arthur informed Council that the intersection of 7 Street and Pittsylvania Avenue would be closed beginning at 8pm on Sunday night, July 17th. He stated the contractor would then start the day operations of replacing the sewer line beneath the parking lot of Shreve Park; the operation would move along the creek towards the YMCA and end at the railroad trestle.

Vice Mayor Bennett asked how long 7th Street would be closed to traffic.

Mr. Arthur stated it was not definite, but 7th Street should be open to through traffic by Monday morning. He said the entrance to Shreve Park from 7th Street would be closed until the sewer line was replaced in the parking lot, however, the back entrance to the YMCA from Franklin Avenue would remain open to provide access to the YMCA and War Memorial Park.

Mr. Arthur stated the APD and local fire company, as well as Campbell County Fire & Rescue would be notified of the project.

Vice Mayor Bennett suggested informing the public through the town’s social media and website, to which Mr. Arthur stated it had already been posted.

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Councilman Emerson asked Mr. Arthur for an update on the Wayfinding Signage Project for English Park’s trail system.

Mr. Arthur informed Council, keeping vacation time in mind, that staff was waiting for Mrs. Cottle to confirm a meeting date of either July 26th, 27th, or 28th.

Mr. Emerson also asked for a progress report for the second pedestrian bridge to be installed on the Jenks River Trail in English Park.

Public Services Director Tom Fore informed Council that staff were continuing their efforts to secure price quotes for installing the second pedestrian bridge. He stated it was staff’s intent to get a feasible quote approved and the bridge installed by early September 2022.

11. Matters from Council

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

- Councilman Tracy Emerson referenced the National Center for Healthy Veterans (NCHV), located just outside the Town of Altavista, and a member of the NCHV Board of Directors, U.S. Brigadier General Jeffrey Horne. He informed Council that General Horne was planning to hold a 5K Run for veterans, and potentially local public safety officers. Mr. Emerson stated that he informed General Horne of the possibility of holding the event in English Park, which would be similar to Altavista’s Annual Gibleet Jog.
- Mayor Mattox thanked everyone attending the meeting that evening, Town Staff and visitors. He encouraged everyone to lookout for one another.

12. Closed Session

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

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

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

Motion carried.

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

Town Council went into Closed Session at 7:07 p.m.  
Notice was given that Council was back in regular session at 7:26 p.m.

FOLLOWING CLOSED SESSION:

A motion was made by Vice Mayor Reggie Bennett, seconded by Councilman Tracy Emerson, to adopt the certification of a closed meeting.

CERTIFICATION OF CLOSED MEETING

WHEREAS, the Town Council has convened a closed meeting on this date pursuant to an affirmative recorded vote and in accordance with provisions of The Virginia Freedom of Information Act; and



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

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

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

Notice was given to Staff by the Town Manager that no official actions were taken by Council pertaining to this closed session.

13. Adjournment

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

Mayor Mattox adjourned the meeting at 7:28 p.m.

\_\_\_\_\_  
Michael Mattox, Mayor

\_\_\_\_\_  
Gary Shanaberger, Town Clerk,  
Town Manager

Town Council Work Session, Tuesday, July 26, 2022

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

Mayor Mike Mattox called the meeting to order and presided.

Town Council

Members present: Vice Mayor Reggie Bennett  
Mr. Tracy Emerson  
Mr. Timothy George  
Mr. Jay Higginbotham  
Mayor Michael Mattox  
Mr. Wayne Mitchell

Absent: Dr. Scott Lowman

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

Mayor Mattox reminded everyone of the Altavista Police Department’s upcoming community event, “National Night Out”, being held on Tuesday, August 2nd, from 5:30-9pm. He encouraged everyone to attend.

Altavista Police Chief Tommy Merricks stated the opening ceremonies for the National Night Out event began at 5pm; and The Embers (singing entertainment group) would perform from 6-9pm. Chief Merricks said free food and beverages would be available, will supplies lasted, and he encouraged everyone to come out and enjoy the annul community event.

1. Agenda Adoption

Mayor Mattox informed Town Council of an amendment to the agenda.

- Addition: Section 2, Item 1 - Dearing Ford Road Property-Characterization Update

He asked Town Council if they had any questions, comments, or concerns in regard to the July 2022 Council Work Session Agenda, to which there were none.

Councilman Tracy Emerson made a motion, seconded by Councilman Wayne Mitchell, to approve the agenda as amended.

Motion carried:

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

2. Recognitions and Presentations

- Dearing Ford Property - Site Characterization Update  
by Jamie Gillespie, Lynchburg Regional Business Alliance (LRBA)

Mrs. Gillespie referenced the town’s newly purchased 83-acre parcel on Dearing Ford Road and stated the LRBA had been working with Town Staff and Altavista’s Economic Development Authority (AEDA) to get the site characterized in order for industrial prospects to know the condition of the property.

Mrs. Gillespie informed Council that the AEDA paid half of the cost to conduct the initial characterization of the property, with the other half being acquired through a grant from the Virginia Economic Development Partnership. She said the report returned labeling the Dearing Ford property at a Tier 2 level, which was common at that stage of the process.

Mrs. Gillespie informed Council that the General Assembly was awarded an additional \$22 million to fund a similar grant program for site development. She stated the town was eligible to apply for the grant, and could use the funds that purchased the property as the required “match” for the grant application.

Mrs. Gillespie stated, if approved for the grant (\$250,000), the town could utilize a portion of the grant funding (\$125,000) to perform due diligence reports needed to move the property to a Tier 3 level of characterization. She said the LRBA recommended using a portion of the remaining \$125,000 to install an access road leading into the property.

Mrs. Gillespie stated the LRBA would continue to work with Town Staff and the AEDA to secure viable opportunities for the town to move this property to the highest tier level.

Mayor Mattox asked Town Council if they had any questions, comments, or concerns regarding the presented information or the Site Development Grant. There was none.

Councilman Tracy Emerson made a motion, seconded by Councilman Wayne Mitchell, for Council to approve the Lynchburg Regional Business Alliance to move forward on the town’s behalf, with submitting a Site Development Grant application, as the next step in the characterization process for the town’s 83-acre Dearing Ford Road property.

Motion carried:

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

▪ Project Financing Discussion  
by RT Taylor, Davenport & Company

Mr. Taylor shared a document with Town Council that gave a brief overview of Davenport’s Comprehensive Financial Review for the Town of Altavista (the Town) conducted in March 2022; it also had goals and objectives for a Strategic Plan of Finance to fund the Town’s utility upgrades and infrastructure needs over the next five years.

Mr. Taylor stated, while the Town had applied to DEQ and the Department of Health to help cover a portion of the costs for these projects, Davenport recommended the Town also submit an application to the Virginia Resources Authority (VRA), which would not obligate the Town, but hold its place in line for the VRA’s fall funding program.

Mr. Taylor informed Council that Davenport would survey the banks to gather current rate information regarding fixed-interest loans; and work with Town Staff and the Town’s Bond Attorney to draft an RFP for submission to the banks with the best rates. He stated this would allow the Town to review all available options and decide on the most feasible option for the Town’s needs at this time.

Mr. Taylor stated Davenport should receive RFP/information back from the bank by late August and said he would come back to Town Council at their September regular meeting with funding options for their consideration.

Mayor Mattox thanked Mr. Taylor for his update and overview of Davenport’s Strategic Plan of Finance for the Town of Altavista pertaining to utility infrastructure needs.

3. Citizen's Time

Mayor Mattox asked if there were any citizens present that would like to come before Town Council regarding a non-agenda item. There were no citizen comments.

4. Unfinished Business

There were none to discuss at this meeting.

5. New Business

5.1 Special Event Permit – First National Bank

Assistant Town Manager Matt Perkins shared the details of First National Bank's Special Event Permit request. Mr. Perkins stated that First National Bank (FNB) was seeking the permit for an employee-only event that proposed to use the Booker Building in English Park and the adjacent lawn for "team building, as employees from all FNB branches would be invited to participate.

Mr. Perkins stated First National Bank was not serving alcohol, there would be no live entertainment and no food sales; this was to be a catered event, paid for by FNB, and no Town funding was requested.

Councilman Mitchell asked if First National Bank had a plan to separate their event from the adjacent park, so that park patrons would not assume their event was open to the public

Mr. Perkins said, in speaking with First National Bank's event coordinator, there would not be any physical barricades, but designated bank staff to help manage the situation.

Councilman Wayne Mitchell made a motion, seconded by Councilman Tim George, to approve First National Bank's Special Event Permit for a FNB Employee-Only Event on Monday, October 10th, from 10am-3pm.

Motion carried:

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

5.2 Special Event Permit Request – Peace Of Pie

Assistant Town Manager Matt Perkins shared the details of Peace Of Pie's Special Event Permit request. Mr. Perkins informed Council that Peace Of Pie was under new ownership and were seeking permission to close the lower end of Broad Street in front of their pizzeria on Monday, August 8th, from 5-9pm., to hold an appreciation event for the previous owner Donna Hendricks.

Mr. Perkins stated the new owner (Brianna Peterson) had been in contact with Town Staff and Public Works regarding safety measures. He said that he suggested Ms. Peterson also contact the Railroad Office across from their establishment about their intent.

Mr. Perkins said Ms. Peterson also wanted to utilize the empty lot on the corner of Broad and Main Street as extra space for the event, and he informed Ms. Peterson that she would need written consent from the property owner (Hue Rountrey) and the town would need a copy of the permission slip to keep on file with her event permit.

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

Councilman Tracy Emerson made a motion, seconded by Vice Mayor Reggie Bennett, to approve Brianna Peterson’s Special Event Permit request to hold an appreciation event outside of the Peace Of Pie Pizzeria, for Donna Hendricks’ retirement celebration, on Monday, August 8th, from 5-9pm.

Motion carried:

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

5.3 Altavista Police Department (APD) Request to Reallocate Funds

Background:

In the FY2021-22 Budget, the purchase of new tasers for APD Officers was included in the Capital Improvement Plan (CIP). The payments were broken into 5 years, with the first year being included in that fiscal year’s CIP, and years 2-5 were to be included in the following fiscal year’s operating budgets.

Altavista Police Chief, Tommy Merricks, stated, in an oversight, the “year 2” payment was not included in the operating budget. Chief Merricks requested (instead of asking for additional funds) that Council authorize reallocating funds from another CIP project (APD Safe Zone) to cover the cost of the second year taser payment.

Chief Merricks stated, he still intended to complete the Safe Zone Project, but would utilize seizure funds to cover the cost of that project at a later date.

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

Councilman Tracy Emerson made a motion, seconded by Councilman Jay Higginbotham, to approve Chief Merricks request to reallocate funds in the CIP (from the Safe Zone Project) to cover the second year payment for tasers for APD Officers.

Motion carried:

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

5.4 English Park – Jenks River Trail, Bridge #2

Background:

The 2nd pedestrian bridge for the Jenks River Trail in English Park was purchased, but due to staffing shortages and workload, Public Works has not yet been able to install the foundation for the 2nd bridge.

Public Services Director Tom Fore reminded Council the Public Works department was down three employees.

Public Works Manager Jeff Arthur informed Council that he had two Buildings & Grounds employees due to start by mid-August; however, he still had a vacancy for a Senior Maintenance position.

Mr. Fore stated that staff was seeking Town Council's approval to solicit a contractor to build a concrete foundation for the installation of the 2nd bridge. He stated that he was confident it could be achieved within the \$60,000 budget allocated for this project.

Mr. Fore stated the town purchased the rebar and rip rap stone for this project and also had forms from the first pedestrian bridge install that could be reused. He stated, if Council approved using an outside contractor, the contractor would be responsible for purchasing the concrete needed to form the bridge foundation. He said that he anticipated the bridge installation would be completed by September 15th, 2022.

Councilman Higginbotham asked staff how they intended to coordinate with Dominion on this project.

Public Works Manager Jeff Arthur stated he was in contact with Dominion, and they stated they only needed a two-week lead time as notification.

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

There was a unanimous vote to place this item on the August 9th Consent Agenda for official approval.

#### 5.5 Spark Innovation Center - Fund Transfer Request for Spark Director

Town Manager Gary Shanaberger addressed Town Council regarding this item. He referenced the funds allocated in the budget for economic development in Downtown Altavista, and stated the Spark Innovation Center was located in the downtown district and considered a tool towards economic development and growth.

Mr. Shanaberger stated that staff was requesting Town Council's consideration to transfer \$25,000 of the Economic Development Fund (\$100,000) to Community Development; to use towards the Spark Innovation Center Director/Non-profit Events Coordinator position

Mr. Shanaberger informed Council that he spoke with the Altavista Economic Development Authority (AEDA) that morning at their monthly scheduled meeting; and the AEDA saw the worthiness of the combined position and supported the request.

Mayor Mattox asked if the town would be required to pay back the \$25,000 transfer.

As a member of the AEDA, Councilman Mitchell stated the \$100,000 could be used at the AEDA's discretion, and if not used, would roll over into the next fiscal year. He stated, if the \$25,000 "one-time" request was approved, the transfer would be considered similar to the AEDA funding a project and the funds were not required to be repaid.

Councilman Tracy Emerson made a motion, seconded by Councilman Wayne Mitchell, to approve staff's request and allow the one-time transfer/reallocation of funds in the FY2023 Budget from Economic Development to Community Development; to be used towards the salary of the Spark Director/Non-profit Events Coordinator, if needed.

Motion carried:

VOTE:

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

#### 5.6 Vista Theatre Project

Town Manager Gary Shanaberger asked Council to allow staff to utilize reserve funds designated for the Vista Theatre Project to hire a construction consultant for the project, which he confirmed was an appropriate use of the funds.

Mr. Shanaberger informed Council that staff had an individual in mind and would be consulted on an as-needed basis, on an hourly pay rate.

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

Councilman Higginbotham reminded Council, if the request was approved, the motion was whether to hire a consultant, not whether to use the project’s reserve funds, because the request/action was an appropriate use of the funds.

Councilman Tracy Emerson made a motion, seconded by Vice Mayor Reggie Bennett, to approve Town Staff’s request to use a portion of the Vista Theatre Project’s designated reserve funds to hire a construction consultant for the project, on an as-needed basis.

Motion carried:

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

5.7 Code Enforcement Discussion

Background:

Several discussions were had between Town Staff, the Planning Commission, and Town Council regarding property maintenance. Staff was directed by Council to evaluate Altavista’s current methods regarding property maintenance and comparing with the Virginia Maintenance Code; Council also asked staff to offer them some pros and cons of the town adopting a property maintenance code.

Community Development Director, Sharon D. Williams, shared a brief overview of Section 21-1 of Altavista’s Town Code (Removal, repair, etc. of buildings and other structures); part of the existing ordinances the town currently used for code enforcement, which included a \$100 civil penalty for the first violation, and a \$150 penalty for any additional penalties on the same property, not to exceed \$1,000.

Ms. Williams stated, eighteen months prior, the town released an RFP for someone to conduct this task/provide these services for the town, but had no response.

Ms. Williams moved forward with Section 21-2: Derelict Structures. She said a property owner was given ninety days to develop a plan to renovate or remove the derelict structure; if not submitted on time, the town issued a \$500 civil penalty, through certified mail, every month until the issue was resolved, or the town declares the property a public nuisance and, by code, could place a lien on the property.

Ms. Williams referenced the Virginia Maintenance Code and reminded Council that a locality had the choice to adopt any portion of the code; the pieces they believed would work best for their locality. She informed Council the Virginia Department of Housing and Community Development (DHCD) offered training to certify a person to be a Property Maintenance Official.

Ms. Williams stated most of the town’s codes mention public health and safety, however, the Property Maintenance Code was very specific about multiple subjects; for example: roofs, handrails, stairs, walls, protective treatments, etc. She said it was at the town’s discretion which, if any, pieces of the Virginia Maintenance Code they wished to adopt, and any addition would merely enhance the town’s existing code.

Ms. Williams moved forward and went over the fourteen situations or activities that were defined as “public nuisances” in Altavista’s Town Code.

Mayor Mattox referenced number nine on that list, animal control, and asked if there was anything different the town could be doing to address or control these issues.

## Town Council Work Session, Tuesday, July 26, 2022

Ms. Williams stated it would be helpful to both the citizens of Altavista and the Altavista Police Department, if the Campbell County Animal Control Warden would have a bigger presence in the Town of Altavista.

Councilman Emerson stated Campbell County Public Safety reported directly to the County Administrator, Frank Rogers, and he recommended Town Staff reach out to Mr. Rogers for assistance with the animal control issue.

Ms. Williams continued and went through the process of declaring an issue a “public nuisance”. She stated an owner would be given a reasonable deadline to abate the issue; if the issue was abated, the violation would be dismissed; if not, the matter would go before Town Council for consideration of being a public nuisance; if found as such, Council would give the owner a reasonable timeframe to resolve the nuisance, or the town would take care of the matter with whatever means the Town Manager deemed was necessary and reasonable, and charging the cost to do so to the owner.

Ms. Williams informed Council that, a year ago, a Virginia Building Official delivered a presentation to Altavista’s Planning Commission. She stated, if Council desired, they might also consider and benefit from receiving the presentation.

Ms. Williams said, at that time, staff was seeking Council’s direction whether the town would continue being “complaint driven” regarding nuisances, or take a more proactive approach with code enforcement and consider hiring a part-time employee to assist with the task.

Town Manager Gary Shanaberger stated he was not ready to “throw in the towel” and hire another employee for this task. He stated, although the subject/task was time consuming, he believed issues could be handled between himself, the Assistant Town Manager, Matt Perkins, and the Community Development Director, Sharon Williams.

Mayor Mattox stated that Town Staff already had a full agenda, and he shared his favor with hiring a part-time/on-call person to handle the town’s nuisance matters. He stated Council would consider both recommendations for this matter.

Mayor Mattox stated he also agreed with Councilman Emerson’s recommendation for staff to contact Campbell County for assistance with animal control issues.

Councilman Higginbotham stated he didn’t remember the town’s previous Assistant Town Manager, Dan Witt, having trouble enforcing the Town Code on such matters.

Vice Mayor Bennett stated he believed there were no issues with addressing derelict structures, but with not having the ability (with proper codes) to address property maintenance.

Ms. Williams concurred with the Vice Mayor. She stated it would be difficult to go before a judge for a property maintenance violation and state that she “believed” it was a public safety hazard. She said it would be helpful to have the appropriate codes in place to address such issues.

Vice Mayor Bennett asked the Town Attorney, John Eller, for his input on this matter.

Mr. Eller stated that he believed there were enough minor property maintenance violations to begin addressing first, with Altavista’s existing codes, in order to see the effects of the current ordinances and where revisions may need to be made to tackle more detailed property maintenance violations. He stated property owners may recognized the town working on minor issues and it may encourage them to abate their own issues/potential violations.

Councilman Higginbotham asked if the town had programs, or information about programs that would help senior citizens on a fixed income take care of an issue if they were cited for a property maintenance violation.



## Town Council Work Session, Tuesday, July 26, 2022

Councilman Emerson stated Campbell County had programs for such matters and the Department of Social Services had information and resources for the programs.

Ms. Williams stated the town did not have any such program at that time. She informed Council the Department of Social Services received funds through the Department of Housing and Community Development for such programs. She stated local funds were distributed through the Lynchburg Community Action Group (LYNCAG).

Vice Mayor Bennett referenced the Community Block Grant, previously used to help property owner on 7th Street fix up their properties, and asked if the town still had funds available in the program.

Town Attorney John Eller informed Council that the program had expired.

Councilman Emerson informed Town Council and Town Staff that the Campbell County Sheriff's Office, under the direction of the Campbell County Board of Supervisors, recently designated a deputy specifically to code enforcement pertaining to derelict structures and property maintenance. He stated, since the Town of Altavista was part of Campbell County and its citizens paid both taxes, he recommended that staff contact Campbell County to inquire about Altavista getting assistance from the aforementioned officer when needed for such matters.

Councilman George referenced a house on Bedford Avenue that was recently run into by a vehicle and sustained foundation damage causing it to lean. He asked if the homeowner intended to have the issue fixed.

Ms. Williams stated the said homeowner lived out of town and when she contacted the only company she knew of, they were not willing to take on such a small task. Ms. Williams stated that she gave the homeowner a few additional phone numbers to contact and inquire about the matter.

Mayor Mattox stated he believed it was the vehicle owner's responsibility to use their car insurance and take care of fixing the home that they damaged, not the homeowner.

Ms. Williams stated that she just recently was made aware of the incident and was not fully aware of the details.

Councilman George stated there were multiple properties in town, several on Main Street, that fit the derelict description, and he believed the town could start working on those properties without new or revised town codes.

Ms. Williams stated that she would continue her efforts in addressing property maintenance issues as time allowed, however, there were other, more pressing, projects that she was also responsible for.

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

### 6. Updates and Informational Items

- Grass Mowing Services

Public Services Director Tom Fore informed Council that, under Council's previous direction, staff was re-advertising RFPs for the town's annual mowing service contract. He stated, this time, staff was asking for quotes for each, individual location, in hopes to gain more interest and receive more quotes for the mowing services.

Mayor Mattox thanked Mr. Fore for keeping Town Council up to date on this matter.

7. Matters From Town Council

- Councilman George informed Council that the Parks & Recreation Committee recently voted in favor to meet bi-monthly, instead of every month, with the next meeting scheduled for September 20th.
- Mr. George referenced the Jenks River Trail, specifically the “loop” portion of the trail that tied the two pedestrian bridges together. He asked if the \$250,000 trail surfacing project was projected to start soon.

Public Services Director Tom Fore stated the \$250,000 was an estimate and included the initial wide trail and the secondary loop adjacent to the river. Mr. Fore stated staff intended for the tree removal project completed soon, then begin surfacing the trail with town millings.

Councilman Higginbotham stated it was important to surface the trail if the town intended to pave it in the future, and the aforementioned millings were a good material option.

There were no other questions or comments from Town Council.

8. Closed Session, conducted by Town Council

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

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

The motion was made by Vice Mayor Reggie Bennett, and seconded by Councilman Wayne Mitchell. Motion carried.

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

Town Council went into Closed Session at 6:20 p.m.

Notice was given that Council was back in regular session at 6:55 p.m.

FOLLOWING CLOSED SESSION:

A motion was made by Vice Mayor Reggie Bennett, seconded by Councilman Tracy Emerson, to adopt the certification of a closed meeting.

CERTIFICATION OF CLOSED MEETING

WHEREAS, the Town Council has convened a closed meeting on this date pursuant to an affirmative recorded vote and in accordance with provisions of The Virginia Freedom of Information Act; and

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

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

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

## **Town Council Work Session, Tuesday, July 26, 2022**

Town Manager Gary Shanaberger informed Town Staff, there was no direction or official actions taken after this Closed Session.

### **9. Adjournment**

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

The July 26th, 2022, Council Work Session was adjourned at 6:58 p.m.

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Michael Mattox, Mayor of Altavista

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Gary Shanaberger, Town Manager/Town Clerk



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

AGENDA ITEM #: 6.F

**CONSENT AGENDA**

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

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

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**Action(s):**

Accept the monthly financial reports.

**Explanation:**

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

**Background:**

**Funding Source(s):**

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

*Attachment 1. August 2022 Check Register*

*Attachment 2. August 2022 Revenue Report.pdf*

*Attachment 3. August 2022 Detail Budget Report.pdf*

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

CHECK NO	VENDOR NO	VENDOR NAME	CHECK DATE	CHECK AMOUNT	DATE CLEARED	BANK CODE	STATUS	ORIGINAL AMOUNT
43574	1	MARTEL AND LULA TARDY	08/02/2022	5,043.18		00	OUTSTANDING	
43575	20	J JOHNSON ELLER JR	08/02/2022	466.00		00	OUTSTANDING	
43576	839	AXON ENTERPRISE INC	08/05/2022	9,359.85		00	OUTSTANDING	
43577	103	BEACON CREDIT UNION	08/05/2022	230.00		00	OUTSTANDING	
43578	9999997	BENNETT, LINDA T.	08/05/2022	84.29		00	OUTSTANDING	
43579	1004	TAYLOR HUDSON BERGER	08/05/2022	40.00		00	OUTSTANDING	
43580	12	BRENNTAG MID-SOUTH INC	08/05/2022	9,534.72		00	OUTSTANDING	
43581	583	CAMPBELL COUNTY PUBLIC LIBRARY	08/05/2022	1,076.00		00	OUTSTANDING	
43582	973	CAMPBELL HEATING AND COOLING	08/05/2022	883.28		00	OUTSTANDING	
43583	9999997	CAMPBELL, LISA ANN	08/05/2022	10.40		00	OUTSTANDING	
43584	1	CHATHAM SLUCH	08/05/2022	550.00		00	OUTSTANDING	
43585	32	CONTROL EQUIPMENT CO INC	08/05/2022	1,029.44		00	OUTSTANDING	
43586	1011	COTTLE MULTI-MEDIA INC	08/05/2022	180.00		00	OUTSTANDING	
43587	9999997	DUNBAR, APRIL	08/05/2022	85.40		00	OUTSTANDING	
43588	937	ENGLISH CONSTRUCTION CO INC	08/05/2022	25,536.00		00	OUTSTANDING	
43589	301	ENGLISH'S LLC	08/05/2022	96.34		00	OUTSTANDING	
43590	118	FERGUSON ENTERPRISES LLC	08/05/2022	2,011.07		00	OUTSTANDING	
43591	41	FISHER SCIENTIFIC	08/05/2022	3,062.84		00	OUTSTANDING	
43592	50	GRETN TIRE INC	08/05/2022	246.50		00	OUTSTANDING	
43593	52	HACH COMPANY	08/05/2022	1,421.28		00	OUTSTANDING	
43594	332	HURT & PROFFITT INC	08/05/2022	3,577.50		00	OUTSTANDING	
43595	57	ICMA RETIREMENT TRUST-457 #304	08/05/2022	470.00		00	OUTSTANDING	
43596	401	IDEXX DISTRIBUTION INC	08/05/2022	2,265.61		00	OUTSTANDING	
43597	566	INTEGRATED TECHNOLOGY GROUP IN	08/05/2022	6,201.19		00	OUTSTANDING	
43598	1	J R AUTO CARE LLC	08/05/2022	5,000.00		00	OUTSTANDING	
43599	646	KD COUNTRY	08/05/2022	110.00		00	OUTSTANDING	
43600	993	MENDON PIPELINE INC	08/05/2022	431,480.50		00	OUTSTANDING	
43601	300	NAPA AUTO PARTS	08/05/2022	806.46		00	OUTSTANDING	
43602	454	O'REILLY AUTOMOTIVE INC	08/05/2022	1,987.40		00	OUTSTANDING	
43603	68	ORKIN PEST CONTROL	08/05/2022	357.00		00	OUTSTANDING	
43604	9999997	ORTON, CARLA	08/05/2022	81.85		00	OUTSTANDING	
43605	9999997	PERKINS, DANIEL & BARBARA	08/05/2022	28.45		00	OUTSTANDING	
43606	975	REVIZE LLC	08/05/2022	420.00		00	OUTSTANDING	
43607	510	RIVER VALLEY RESOURCES LLC	08/05/2022	484.00		00	OUTSTANDING	
43608	1034	SCHOOL OUTFITTERS LLC	08/05/2022	2,764.85		00	OUTSTANDING	
43609	1027	SLIMLINE MANUFACTURING	08/05/2022	96,590.00		00	OUTSTANDING	
43610	1	STRAW LAW FIRM,PLCC	08/05/2022	120.00		00	OUTSTANDING	
43611	85	TREASURER OF VA /CHILD SUPPORT	08/05/2022	703.88		00	OUTSTANDING	
43612	35	TREASURER OF VA/VITA	08/05/2022	6.71		00	OUTSTANDING	
43613	900	US BANK EQUIPMENT FINANCE	08/05/2022	232.66		00	OUTSTANDING	
43614	601	VACORP	08/05/2022	408.34		00	OUTSTANDING	
43615	104	VIRGINIA LOCAL GOVT MGMT ASS	08/05/2022	185.00		00	OUTSTANDING	
43616	110	VUPS INC	08/05/2022	44.10		00	OUTSTANDING	
43617	756	WAGEWORKS INC	08/05/2022	111.85		00	OUTSTANDING	
43618	1033	WAYFAIR LLC	08/05/2022	4,547.06		00	OUTSTANDING	
43619	9999997	WELDON, BETHANY JOY	08/05/2022	64.18		00	OUTSTANDING	
43620	978	REGINALD C BENNETT	08/12/2022	50.00		00	OUTSTANDING	
43621	1025	MEGHAN T BOLLING	08/12/2022	100.00		00	OUTSTANDING	
43622	4	BOXLEY AGGREGATES	08/12/2022	1,970.10		00	OUTSTANDING	
43623	12	BRENNTAG MID-SOUTH INC	08/12/2022	626.05		00	OUTSTANDING	
43624	1043	CALEB LAFOON	08/12/2022	283.47		00	OUTSTANDING	

CHECK NO	VENDOR NO	VENDOR NAME	CHECK DATE	CHECK AMOUNT	DATE CLEARED	BANK CODE	STATUS	ORIGINAL AMOUNT
43625	973	CAMPBELL HEATING AND COOLING	08/12/2022	224.00		00	OUTSTANDING	
43626	736	MARVIN CLEMENTS	08/12/2022	75.00		00	OUTSTANDING	
43627	994	LARRY DALTON	08/12/2022	400.00		00	OUTSTANDING	
43628	569	DIAMOND PAPER CO INC	08/12/2022	512.06		00	OUTSTANDING	
43629	164	DMV	08/12/2022	500.00		00	OUTSTANDING	
43630	9999996	ECOATM	08/12/2022	2.24		00	OUTSTANDING	
43631	118	FERGUSON ENTERPRISES LLC	08/12/2022	1,653.34		00	OUTSTANDING	
43632	123	FIRE & SAFETY EQUIP CO INC	08/12/2022	2,782.50		00	OUTSTANDING	
43633	119	FOSTER ELECTRIC CO INC	08/12/2022	309.93		00	OUTSTANDING	
43634	1	GARY DAVID	08/12/2022	100.00		00	OUTSTANDING	
43635	111	GRAINGER INC	08/12/2022	87.30		00	OUTSTANDING	
43636	916	GRANITE TELECOMMUNICATIONS	08/12/2022	792.76		00	OUTSTANDING	
43637	146	MICHAEL HUNT	08/12/2022	175.00		00	OUTSTANDING	
43638	564	JOHN JORDAN	08/12/2022	75.00		00	OUTSTANDING	
43639	9999999	MID ATLANTIC PRINTERS LTD	08/12/2022	61,526.13		00	OUTSTANDING	
43640	829	MARIE MITCHELL	08/12/2022	75.00		00	OUTSTANDING	
43641	843	BETTY PICKERAL	08/12/2022	89.48		00	OUTSTANDING	
43642	857	RIVERSTREET NETWORKS	08/12/2022	2,416.43		00	OUTSTANDING	
43643	1034	SCHOOL OUTFITTERS LLC	08/12/2022	2,897.91		00	OUTSTANDING	
43644	896	SEVEN HILLS HEATING & COOLING	08/12/2022	300.00		00	OUTSTANDING	
43645	467	SONNY MERRYMAN INC	08/12/2022	128.64		00	OUTSTANDING	
43646	474	SOUTHERN GRAPHICS & SUPPLY	08/12/2022	866.76		00	OUTSTANDING	
43647	186	THE NEWS & ADVANCE	08/12/2022	238.40		00	OUTSTANDING	
43648	1	TRISTEN BALDWIN	08/12/2022	100.00		00	OUTSTANDING	
43649	92	UNIFIRST CORP	08/12/2022	3,027.34		00	OUTSTANDING	
43650	414	UNIVERSITY OF VA	08/12/2022	500.00		00	OUTSTANDING	
43651	136	USABLUEBOOK	08/12/2022	2,044.11		00	OUTSTANDING	
43652	722	UTILITY SERVICE CO INC	08/12/2022	38,284.00		00	OUTSTANDING	
43653	1035	LLC WORTHINGTON DIRECT HOLDING	08/12/2022	5,792.20		00	OUTSTANDING	
43654	793	XEROX FINANCIAL SERVICES	08/12/2022	415.78		00	OUTSTANDING	
43655	9	AFLAC	08/19/2022	3,017.01		00	OUTSTANDING	
43656	84	ALTAVISTA JOURNAL	08/19/2022	1,812.99		00	OUTSTANDING	
43657	36	DOMINION VIRGINIA POWER	08/19/2022	54,012.10		00	OUTSTANDING	
43658	1	ESTEBAN MORALES	08/19/2022	100.00		00	OUTSTANDING	
43659	52	HACH COMPANY	08/19/2022	1,851.45		00	OUTSTANDING	
43660	57	ICMA RETIREMENT TRUST-457 #304	08/19/2022	470.00		00	OUTSTANDING	
43661	58	INSTRUMENTATION SERVICES INC	08/19/2022	708.00		00	OUTSTANDING	
43662	1	KATERIN PADILLA	08/19/2022	25.00		00	OUTSTANDING	
43663	1	MINT & HONEY	08/19/2022	1,200.00		00	OUTSTANDING	
43664	1036	AMTEK COMPANY, INC.	08/19/2022	55,587.14		00	OUTSTANDING	
43665	91	ANTHEM BLUE CROSS/BLUE SHIELD	08/19/2022	40,430.00		00	OUTSTANDING	
43666	103	BEACON CREDIT UNION	08/19/2022	230.00		00	OUTSTANDING	
43667	294	BUSINESS CARD	08/19/2022	17,700.56		00	OUTSTANDING	
43668	973	CAMPBELL HEATING AND COOLING	08/19/2022	424.00		00	OUTSTANDING	
43669	191	EVOQUA WATER TECHNOLOGIES LLC	08/19/2022	10,394.00		00	OUTSTANDING	
43670	1039	GOOD'S POWER & HEARTH	08/19/2022	10,999.00		00	OUTSTANDING	
43671	332	HURT & PROFFITT INC	08/19/2022	3,672.50		00	OUTSTANDING	
43672	407	JMJ COMPANIES INC	08/19/2022	478.80		00	OUTSTANDING	
43673	9999998	JOYCE, VALERIE S.	08/19/2022	150.00		00	OUTSTANDING	
43674	1041	KIESLER POLICE SUPPLY INC	08/19/2022	9,766.00		00	OUTSTANDING	
43675	853	THOMAS MERRICKS	08/19/2022	732.50		00	OUTSTANDING	

CHECK NO	VENDOR NO	VENDOR NAME	CHECK DATE	CHECK AMOUNT	DATE CLEARED	BANK CODE	STATUS	ORIGINAL AMOUNT
43676	743	MEYERCORD REVENUE INC	08/19/2022	3,407.40		00	OUTSTANDING	
43677	218	MINNESOTA LIFE	08/19/2022	182.48		00	OUTSTANDING	
43678	9999998	MOON, SHERRY	08/19/2022	150.00		00	OUTSTANDING	
43679	1	NATHAN FARMER	08/19/2022	100.00		00	OUTSTANDING	
43680	979	SABRINA NICHOLS	08/19/2022	194.45		00	OUTSTANDING	
43681	816	PACE ANAYLTICAL SERVICES LLC	08/19/2022	177.02		00	OUTSTANDING	
43682	1044	INC. PALFINGER US HOLDINGS	08/19/2022	121,250.00		00	OUTSTANDING	
43683	907	POSM SOFTWARE	08/19/2022	750.00		00	OUTSTANDING	
43684	1027	SLIMLINE MANUFACTURING	08/19/2022	22,860.00		00	OUTSTANDING	
43685	9999998	SWINBORNE, AMBER	08/19/2022	150.00		00	OUTSTANDING	
43686	996	TONEY CONSTRUCTION INC	08/19/2022	39,425.00		00	OUTSTANDING	
43687	85	TREASURER OF VA /CHILD SUPPORT	08/19/2022	703.88		00	OUTSTANDING	
43688	12	BRENNTAG MID-SOUTH INC	08/26/2022	4,475.19		00	OUTSTANDING	
43689	28	COLUMBIA GAS	08/26/2022	220.15		00	OUTSTANDING	
43690	1	CUSTER ICE SERVICE, INC	08/26/2022	175.00		00	OUTSTANDING	
43691	36	DOMINION VIRGINIA POWER	08/26/2022	95.25		00	OUTSTANDING	
43692	191	EVOQUA WATER TECHNOLOGIES LLC	08/26/2022	31.88		00	OUTSTANDING	
43693	123	FIRE & SAFETY EQUIP CO INC	08/26/2022	500.00		00	OUTSTANDING	
43694	41	FISHER SCIENTIFIC	08/26/2022	1,139.74		00	OUTSTANDING	
43695	119	FOSTER ELECTRIC CO INC	08/26/2022	112.64		00	OUTSTANDING	
43696	50	GRETN TIRE INC	08/26/2022	611.64		00	OUTSTANDING	
43697	52	HACH COMPANY	08/26/2022	5,204.12		00	OUTSTANDING	
43698	892	J & J PORTAPOTTY INC	08/26/2022	180.00		00	OUTSTANDING	
43699	1	MAMA CROCKETT'S	08/26/2022	10.00		00	OUTSTANDING	
43700	121	MULTI BUSINESS FORMS INC	08/26/2022	680.27		00	OUTSTANDING	
43701	1	PEACE OF PIE PIZZERIA	08/26/2022	90.71		00	OUTSTANDING	
43702	884	PITNEY BOWES/RESERVE ACCOUNT	08/26/2022	4,000.00		00	OUTSTANDING	
43703	939	SECURITY LOCK AND KEY	08/26/2022	400.00		00	OUTSTANDING	
43704	80	SOUTHSIDE ELECTRIC COOP	08/26/2022	1,004.40		00	OUTSTANDING	
43705	778	SPRINT	08/26/2022	367.49		00	OUTSTANDING	
43706	872	TIAA, FSB	08/26/2022	153.00		00	OUTSTANDING	
43707	1	TONYA GUTHRIE	08/26/2022	100.00		00	OUTSTANDING	
43708	1042	TRAFFIC SAFETY WAREHOUSE	08/26/2022	4,226.75		00	OUTSTANDING	
43709	136	USABLUBOOK	08/26/2022	89.23		00	OUTSTANDING	
43710	885	VIRGINIA RISK SHARING ASSOCIAT	08/26/2022	33,868.45		00	OUTSTANDING	

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

NO. OF CHECKS:	137	CHECKS OUTSTANDING	1,210,263.30 ***	
OUTSTANDING CHECKS:	137	RECONCILED CHECKS:	VOID CHECKS:	
	1,210,263.30	.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:	137	TOTAL CHECKS	1,210,263.30	***				
OUTSTANDING CHECKS:	137	RECONCILED CHECKS:	VOID CHECKS:					
1,210,263.30		.00	.00					.00



PREPARED 09/09/2022, 12:43:11  
PROGRAM: GM259L

TOWN OF ALTAVISTA  
REVENUE REPORT  
17% OF YEAR LAPSED

PAGE 1  
ACCOUNTING PERIOD 02/2023

TOWN OF ALTAVISTA

FUND 010 GENERAL FUND		*****	CURRENT	*****	*****	YEAR-TO-DATE	*****	ANNUAL	UNREALIZED
ACCOUNT	ACCOUNT DESCRIPTION	ESTIMATED	ACTUAL	%REV	ESTIMATED	ACTUAL	%REV	ESTIMATE	BALANCE
300	TAXES								
301	PROPERTY TAXES								
01 00	REAL PROPERTY CURRENT	17,666	1,206.08	7	35,332	10,125.04	29	212,000	201,874.96
301	PROPERTY TAXES	17,666	1,206.08	7	35,332	10,125.04	29	212,000	201,874.96
302	PUBLIC SERVICE								
01 00	REAL & PERSONAL CURRENT	7,341	.01		14,682	.01		88,100	88,099.99
302	PUBLIC SERVICE	7,341	.01		14,682	.01		88,100	88,099.99
303	PERSONAL PROPERTY								
01 00	CURRENT	21,166	2,253.70	11	42,332	3,953.57	9	254,000	250,046.43
03 00	PPTRA	8,333	10.00-		16,666	18.00-		100,000	100,018.00
303	PERSONAL PROPERTY	29,499	2,243.70	8	58,998	3,935.57	7	354,000	350,064.43
304	MACHINERY & TOOLS								
01 00	CURRENT	171,416	.00		342,832	.00		2,057,000	2,057,000.00
304	MACHINERY & TOOLS	171,416	.00		342,832	.00		2,057,000	2,057,000.00
305	MOBILE HOME								
01 00	CURRENT	12	.00		24	.00		150	150.00
305	MOBILE HOME	12	.00		24	.00		150	150.00
306	PENALTIES & INTEREST								
01 00	PENALTIES	375	400.15	107	750	1,538.51	205	4,500	2,961.49
02 00	INTEREST	291	355.76	122	582	1,110.05	191	3,500	2,389.95
306	PENALTIES & INTEREST	666	755.91	114	1,332	2,648.56	199	8,000	5,351.44
307	LOCAL								
01 00	SALES & USE	16,666	18,385.52	110	33,332	38,491.69	116	200,000	161,508.31
02 00	ELECTRIC, GAS & TELEPHONE	9,500	847.64	9	19,000	9,782.73	52	114,000	104,217.27
03 00	MOTOR VEHICLE LICENSES	3,833	1,186.00	31	7,666	1,950.50	25	46,000	44,049.50
04 00	BANK STOCK	15,000	.00		30,000	.00		180,000	180,000.00
05 00	HOTEL & MOTEL	8,291	10,206.07	123	16,582	20,494.22	124	99,500	79,005.78
06 00	MEAL	83,333	106,870.08	128	166,666	206,449.09	124	1,000,000	793,550.91
08 00	CONTAINER RENTAL FEE	137	.00		274	.00		1,650	1,650.00
09 00	COMMUNICATIONS TAX	2,500	2,274.19	91	5,000	4,645.64	93	30,000	25,354.36
10 00	TRANSIT PASSENGER REVENUE	416	20.00	5	832	20.00	2	5,000	4,980.00
11 00	CIGARETTE TAX	8,333	3,750.00	45	16,666	30,000.00	180	100,000	70,000.00
12 00	MOBILE RESTAURANT PERMIT	12	.00		24	25.00	104	150	125.00
307	LOCAL	148,021	143,539.50	97	296,042	311,858.87	105	1,776,300	1,464,441.13
308	LICENSES, PERMITS & FEES								

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FUND 010 GENERAL FUND		***** CURRENT *****			***** YEAR-TO-DATE *****			ANNUAL	UNREALIZED
ACCOUNT	ACCOUNT DESCRIPTION	ESTIMATED	ACTUAL	%REV	ESTIMATED	ACTUAL	%REV	ESTIMATE	BALANCE
01 01	CONTRACTORS	375	.00		750	.00		4,500	4,500.00
01 02	RETAIL SALES	5,000	819.30	16	10,000	819.30	8	60,000	59,180.70
01 03	FINANCIAL, RE & PROF	375	31.29	8	750	31.29	4	4,500	4,468.71
01 04	REPAIRS & PERSONAL SVC	833	261.60	31	1,666	261.60	16	10,000	9,738.40
01 05	WHOLESALE BUSINESS	37	.00		74	.00		450	450.00
01 06	UTILITIES	91	.00		182	.00		1,100	1,100.00
01 07	HOTELS	70	.00		140	.00		850	850.00
01 *	BUSINESS LICENSE FEES	6,781	1,112.19	16	13,562	1,112.19	8	81,400	80,287.81
02 01	ZONING,SIGN,HOME OCCUPATN	108	591.00	547	216	732.00	339	1,300	568.00
308 **	LICENSES, PERMITS & FEES	6,889	1,703.19	25	13,778	1,844.19	13	82,700	80,855.81
300 ***	TAXES	381,510	149,448.39		763,020	330,412.24		4,578,250	4,247,837.76
310	FINES & FORFEITURES								
310									
01 00	COURT FINES	500	2,253.79	451	1,000	3,454.36	345	6,000	2,545.64
02 00	PARKING FINES	25	60.00	240	50	110.00	220	300	190.00
310 **		525	2,313.79	441	1,050	3,564.36	340	6,300	2,735.64
310 ***	FINES & FORFEITURES	525	2,313.79		1,050	3,564.36		6,300	2,735.64
320	INVESTMENT EARNINGS								
321	INTEREST								
02 00	INTEREST INCOME	0	10,634.63		0	18,745.78		0	18,745.78-
321 **	INTEREST	0	10,634.63		0	18,745.78		0	18,745.78-
320 ***	INVESTMENT EARNINGS	0	10,634.63		0	18,745.78		0	18,745.78-
330	CHARGES FOR SERVICES								
331	RENTS								
01 00	RENTAL OF GENERAL PROP	83	100.00	121	166	300.00	181	1,000	700.00
01 01	PAVILION RENTALS	125	375.00	300	250	637.50	255	1,500	862.50
01 02	BOOKER BUILDING RENTALS	458	425.00	93	916	775.00	85	5,500	4,725.00
01 03	SPARK INNOVATION CENTER	2,500	.00		5,000	.00		30,000	30,000.00
01 *	RENTAL OF GENERAL PROP	3,166	900.00	28	6,332	1,712.50	27	38,000	36,287.50
02 00	RENTAL OF REAL PROP	7,916	5,728.51	72	15,832	15,455.47	98	95,000	79,544.53
331 **	RENTS	11,082	6,628.51	60	22,164	17,167.97	78	133,000	115,832.03
336	LOANS								
336 **	LOANS	0	.00		0	.00		0	.00

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FUND 010 GENERAL FUND		***** CURRENT *****			***** YEAR-TO-DATE *****			ANNUAL	UNREALIZED
ACCOUNT	ACCOUNT DESCRIPTION	ESTIMATED	ACTUAL	%REV	ESTIMATED	ACTUAL	%REV	ESTIMATE	BALANCE
337	CODE ENFORCEMENT								
01 00	CODE ENFORCEMENT	41	115.00	281	82	115.00	140	500	385.00
337	** CODE ENFORCEMENT	41	115.00	281	82	115.00	140	500	385.00
330	*** CHARGES FOR SERVICES	11,123	6,743.51		22,246	17,282.97		133,500	116,217.03
340	INTERGOVERNMENTAL REVENUE								
341	STATE								
03 00	RAILROAD ROLLING STOCK	1,308	15,740.92	1203	2,616	15,740.92	602	15,700	40.92-
04 00	DCJS GRANT	7,416	.00		14,832	.00		89,000	89,000.00
06 00	RENTAL TAX	83	42.40	51	166	86.75	52	1,000	913.25
08 00	MISCELLANEOUS STATE GRANT	1,250	.00		2,500	.00		15,000	15,000.00
08 *	MISCELLANEOUS STATE GRANT	1,250	.00		2,500	.00		15,000	15,000.00
11 00	VDOT CONTRACTUAL SERVICES	250	.00		500	.00		3,000	3,000.00
12 00	VDOT PD GRANT - OVERTIME	416	.00		832	.00		5,000	5,000.00
13 00	STATE TRANSIT REVENUE	1,933	.00		3,866	34,708.00	898	23,200	11,508.00-
17 *	BROWNFIELD ASSESSMNT GRNT	0	.00		0	.00		0	.00
341	** STATE	12,656	15,783.32	125	25,312	50,535.67	200	151,900	101,364.33
342	COUNTY								
02 00	LITTER GRANT	141	.00		282	.00		1,700	1,700.00
03 00	FIRE DEPT FUEL REIMB	833	.00		1,666	274.68	17	10,000	9,725.32
342	** COUNTY	974	.00		1,948	274.68	14	11,700	11,425.32
343	FEDERAL								
04 00	FEDERAL TRANSIT REVENUE	11,922	.00		23,844	.00		143,070	143,070.00
11 00	USDA RURAL BUS DEV GRANT	0	.00		0	100,000.00		0	100,000.00-
343	** FEDERAL	11,922	.00		23,844	100,000.00	419	143,070	43,070.00
340	*** INTERGOVERNMENTAL REVENUE	25,552	15,783.32		51,104	150,810.35		306,670	155,859.65
350	OTHER REVENUE								
351	MISCELLANEOUS								
01 00	SALES OF SUPPLIES & MAT	625	.00		1,250	40,183.00	3215	7,500	32,683.00-
01 *	SALES OF SUPPLIES & MAT	625	.00		1,250	40,183.00	3215	7,500	32,683.00-
03 00	CASH DISCOUNTS	8	.00		16	.00		100	100.00
04 00	MISCELLANEOUS	1,166	2,649.86	227	2,332	5,329.22	229	14,000	8,670.78
04 02	HURT / LIGHTS	16	.00		32	94.64	296	200	105.36
04 03	HURT / SOLID WASTE COLL	3,233	6,473.34	200	6,466	9,239.74	143	38,800	29,560.26

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FUND 010 GENERAL FUND		***** CURRENT *****			***** YEAR-TO-DATE *****			ANNUAL	UNREALIZED
ACCOUNT	ACCOUNT DESCRIPTION	ESTIMATED	ACTUAL	%REV	ESTIMATED	ACTUAL	%REV	ESTIMATE	BALANCE
04 04	ESTATE OF ROBERTA F JENKS	683	703.05	103	1,366	1,385.81	102	8,200	6,814.19
04 *	MISCELLANEOUS	5,098	9,826.25	193	10,196	16,049.41	157	61,200	45,150.59
05 00	AVOCA REIMBURSEMENT	860	254.64	30	1,720	318.16	19	10,320	10,001.84
351 **	MISCELLANEOUS	6,591	10,080.89	153	13,182	56,550.57	429	79,120	22,569.43
350 ***	OTHER REVENUE	6,591	10,080.89		13,182	56,550.57		79,120	22,569.43
360	OTHER FINANCING SOURCES								
361	TRANSFER IN								
01 00	FROM RESERVES	75,244	.00		150,488	.00		902,930	902,930.00
01 01	RESERVE MAIN. FUNDS	2,916	.00		5,832	.00		35,000	35,000.00
01 *	FROM RESERVES	78,160	.00		156,320	.00		937,930	937,930.00
04 00	FROM CIF	0	60,000.00		0	60,000.00		0	60,000.00-
361 **	TRANSFER IN	78,160	60,000.00	77	156,320	60,000.00	38	937,930	877,930.00
362	PROCEEDS FROM LTD								
362 **	PROCEEDS FROM LTD	0	.00		0	.00		0	.00
360 ***	OTHER FINANCING SOURCES	78,160	60,000.00		156,320	60,000.00		937,930	877,930.00
FUND TOTAL	GENERAL FUND	503,461	255,004.53		1,006,922	637,366.27		6,041,770	5,404,403.73

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FUND 020 STATE HIGHWAY REIMB FUND		***** CURRENT *****			***** YEAR-TO-DATE *****			ANNUAL	UNREALIZED
ACCOUNT	ACCOUNT DESCRIPTION	ESTIMATED	ACTUAL	%REV	ESTIMATED	ACTUAL	%REV	ESTIMATE	BALANCE
320	INVESTMENT EARNINGS								
321	INTEREST								
02 00	INTEREST INCOME	0	1,880.06		0	3,312.52		0	3,312.52-
321	** INTEREST	0	1,880.06		0	3,312.52		0	3,312.52-
320	*** INVESTMENT EARNINGS	0	1,880.06		0	3,312.52		0	3,312.52-
340	INTERGOVERNMENTAL REVENUE								
341	STATE								
07 00	STREET & HIGHWAY MAINT	61,666	.00		123,332	.00		740,000	740,000.00
07 01	CARRYOVER OF FUNDS	9,293	.00		18,586	.00		111,520	111,520.00
07 *	STREET & HIGHWAY MAINT	70,959	.00		141,918	.00		851,520	851,520.00
341	** STATE	70,959	.00		141,918	.00		851,520	851,520.00
340	*** INTERGOVERNMENTAL REVENUE	70,959	.00		141,918	.00		851,520	851,520.00
350	OTHER REVENUE								
351	MISCELLANEOUS								
351	** MISCELLANEOUS	0	.00		0	.00		0	.00
350	*** OTHER REVENUE	0	.00		0	.00		0	.00
360	OTHER FINANCING SOURCES								
361	TRANSFER IN								
361	** TRANSFER IN	0	.00		0	.00		0	.00
360	*** OTHER FINANCING SOURCES	0	.00		0	.00		0	.00
FUND TOTAL	STATE HIGHWAY REIMB FUND	70,959	1,880.06		141,918	3,312.52		851,520	848,207.48

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FUND 030 LIBRARY FUND

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

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FUND 050 WATER & SEWER FUND		***** CURRENT *****			***** YEAR-TO-DATE *****			ANNUAL	UNREALIZED
ACCOUNT	ACCOUNT DESCRIPTION	ESTIMATED	ACTUAL	%REV	ESTIMATED	ACTUAL	%REV	ESTIMATE	BALANCE
320	INVESTMENT EARNINGS								
321	INTEREST								
02 00	INTEREST INCOME	0	4,782.20		0	12,830.04		0	12,830.04-
321	** INTEREST	0	4,782.20		0	12,830.04		0	12,830.04-
320	*** INVESTMENT EARNINGS	0	4,782.20		0	12,830.04		0	12,830.04-
330	CHARGES FOR SERVICES								
332	WATER CHARGES								
01 00	INDUSTRIAL	134,333	131,567.15	98	268,666	297,201.88	111	1,612,000	1,314,798.12
02 00	BUSINESS & RESIDENTIAL	26,666	13,803.28	52	53,332	22,706.54	43	320,000	297,293.46
03 00	OUTSIDE COMMUNITY	14,833	10,969.18	74	29,666	23,614.33	80	178,000	154,385.67
04 00	WATER CONNECTION FEES	125	.00		250	.00		1,500	1,500.00
05 00	BULK WATER PURCHASE	416	1,219.00	293	832	1,219.00	147	5,000	3,781.00
332	** WATER CHARGES	176,373	157,558.61	89	352,746	344,741.75	98	2,116,500	1,771,758.25
333	SEWER CHARGES								
01 00	INDUSTRIAL	146,666	165,986.40	113	293,332	344,918.40	118	1,760,000	1,415,081.60
02 00	BUSINESS & RESIDENTIAL	22,000	12,966.91	59	44,000	21,673.79	49	264,000	242,326.21
03 00	OUTSIDE COMMUNITY	166	.00		332	730.25	220	2,000	1,269.75
04 00	SEWER CONNECTION FEES	166	.00		332	.00		2,000	2,000.00
05 00	SEWER SURCHARGES	7,083	26,823.22	379	14,166	47,916.27	338	85,000	37,083.73
333	** SEWER CHARGES	176,081	205,776.53	117	352,162	415,238.71	118	2,113,000	1,697,761.29
334	WATER & SEWER								
00 00	WATER & SEWER	583	197.28-	34	1,166	2,130.64	183	7,000	4,869.36
01 01	MONTHLY	4,166	4,351.75	105	8,332	8,703.50	105	50,000	41,296.50
01 02	QUARTERLY	11,666	68.25-	1	23,332	275.35	1	140,000	139,724.65
01 *	BASE RATE FEE	15,832	4,283.50	27	31,664	8,978.85	28	190,000	181,021.15
334	** WATER & SEWER	16,415	4,086.22	25	32,830	11,109.49	34	197,000	185,890.51
330	*** CHARGES FOR SERVICES	368,869	367,421.36		737,738	771,089.95		4,426,500	3,655,410.05
340	INTERGOVERNMENTAL REVENUE								
341	STATE								
341	** STATE	0	.00		0	.00		0	.00
343	FEDERAL								
09 01	AMERICAN RESCUE PLAN ACT	0	.00		0	1,766,891.00		0	1,766,891.00-
09 *	CARES MONEY	0	.00		0	1,766,891.00		0	1,766,891.00-

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FUND 050 WATER & SEWER FUND		***** CURRENT *****			***** YEAR-TO-DATE *****			ANNUAL	UNREALIZED
ACCOUNT	ACCOUNT DESCRIPTION	ESTIMATED	ACTUAL	%REV	ESTIMATED	ACTUAL	%REV	ESTIMATE	BALANCE
343	** FEDERAL	0	.00		0	1,766,891.00		0	1,766,891.00-
340	*** INTERGOVERNMENTAL REVENUE	0	.00		0	1,766,891.00		0	1,766,891.00-
350	OTHER REVENUE								
351	MISCELLANEOUS								
04 00	MISCELLANEOUS	2,083	1,665.00	80	4,166	2,174.08	52	25,000	22,825.92
04 *	MISCELLANEOUS	2,083	1,665.00	80	4,166	2,174.08	52	25,000	22,825.92
351	** MISCELLANEOUS	2,083	1,665.00	80	4,166	2,174.08	52	25,000	22,825.92
350	*** OTHER REVENUE	2,083	1,665.00		4,166	2,174.08		25,000	22,825.92
360	OTHER FINANCING SOURCES								
361	TRANSFER IN								
01 00	FROM RESERVES	168,458	.00		336,916	.00		2,021,500	2,021,500.00
03 01	DESIGNATED	143,417	.00		286,834	.00		1,721,000	1,721,000.00
03 *	FROM GENERAL FUND	143,417	.00		286,834	.00		1,721,000	1,721,000.00
11 00	BOND PROCEEDS	262,536	.00		525,072	.00		3,150,440	3,150,440.00
361	** TRANSFER IN	574,411	.00		1,148,822	.00		6,892,940	6,892,940.00
362	PROCEEDS FROM LTD								
362	** PROCEEDS FROM LTD	0	.00		0	.00		0	.00
360	*** OTHER FINANCING SOURCES	574,411	.00		1,148,822	.00		6,892,940	6,892,940.00
FUND TOTAL WATER & SEWER FUND		945,363	373,868.56		1,890,726	2,552,985.07		11,344,440	8,791,454.93



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FUND 060 AGENCY / DONATION FUND		***** CURRENT *****			***** YEAR-TO-DATE *****			ANNUAL	UNREALIZED
ACCOUNT		ESTIMATED	ACTUAL	%REV	ESTIMATED	ACTUAL	%REV	ESTIMATE	BALANCE
ACCOUNT DESCRIPTION									
320	INVESTMENT EARNINGS								
321	INTEREST								
02 00	INTEREST INCOME	0	.01		0	.01		0	.01-
321	** INTEREST	0	.01		0	.01		0	.01-
320	*** INVESTMENT EARNINGS	0	.01		0	.01		0	.01-
350	OTHER REVENUE								
351	MISCELLANEOUS								
351	** MISCELLANEOUS	0	.00		0	.00		0	.00
350	*** OTHER REVENUE	0	.00		0	.00		0	.00
360	OTHER FINANCING SOURCES								
361	TRANSFER IN								
361	** TRANSFER IN	0	.00		0	.00		0	.00
360	*** OTHER FINANCING SOURCES	0	.00		0	.00		0	.00
FUND TOTAL AGENCY / DONATION FUND		0	.01		0	.01		0	.01-

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

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TOWN OF ALTAVISTA  
REVENUE REPORT  
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TOWN OF ALTAVISTA

FUND 090 CEMETERY FUND

ACCOUNT	ACCOUNT DESCRIPTION	***** ESTIMATED	CURRENT ACTUAL	***** %REV	***** ESTIMATED	YEAR-TO-DATE ACTUAL	***** %REV	ANNUAL ESTIMATE	UNREALIZED BALANCE
300	TAXES								
308	LICENSES, PERMITS & FEES								
02 02	BURIAL	1,437	2,525.00	176	2,874	4,950.00	172	17,250	12,300.00
308	** LICENSES, PERMITS & FEES	1,437	2,525.00	176	2,874	4,950.00	172	17,250	12,300.00
300	*** TAXES	1,437	2,525.00		2,874	4,950.00		17,250	12,300.00
320	INVESTMENT EARNINGS								
321	INTEREST								
02 00	INTEREST INCOME	0	146.44		0	612.88		0	612.88-
321	** INTEREST	0	146.44		0	612.88		0	612.88-
320	*** INVESTMENT EARNINGS	0	146.44		0	612.88		0	612.88-
350	OTHER REVENUE								
351	MISCELLANEOUS								
02 00	SALE OF REAL ESTATE	666	650.00	98	1,332	650.00	49	8,000	7,350.00
351	** MISCELLANEOUS	666	650.00	98	1,332	650.00	49	8,000	7,350.00
350	*** OTHER REVENUE	666	650.00		1,332	650.00		8,000	7,350.00
360	OTHER FINANCING SOURCES								
361	TRANSFER IN								
03 00	FROM GENERAL FUND	8,940	.00		17,880	.00		107,280	107,280.00
361	** TRANSFER IN	8,940	.00		17,880	.00		107,280	107,280.00
360	*** OTHER FINANCING SOURCES	8,940	.00		17,880	.00		107,280	107,280.00
FUND TOTAL	CEMETERY FUND	11,043	3,321.44		22,086	6,212.88		132,530	126,317.12
GRAND TOTAL		1,530,826	634,074.60		3,061,652	3,199,876.75		18,370,260	15,170,383.25

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DETAIL BUDGET REPORT  
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FUND 010 GENERAL FUND			DEPT/DIV 1001 COUNCIL/COUNCIL									
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****				ANNUAL	UNENCUMB.	%
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
40		ADMINISTRATION										
400		COUNCIL / PLANNING COMM										
	10	SALARIES AND WAGES										
	10 01	TOWN COUNCIL	2166	2166.69	100	4332	4333.38	100	.00	26000	21666.62	17
	10 **	SALARIES AND WAGES	2166	2166.69	100	4332	4333.38	100	.00	26000	21666.62	17
	20	BENEFITS										
	20 02	FICA	166	165.73	100	332	331.46	100	.00	2000	1668.54	17
	20 **	BENEFITS	166	165.73	100	332	331.46	100	.00	2000	1668.54	17
	30	CONTRACTUAL SERVICES										
	30 14	MISC & PROFESSIONAL SVCS	333	.00	0	666	.00	0	.00	4000	4000.00	0
	30 26	IT NETWRK/WEBSITE SUPPORT	770	.00	0	1540	.00	0	.00	9250	9250.00	0
	30 **	CONTRACTUAL SERVICES	1103	.00	0	2206	.00	0	.00	13250	13250.00	0
	50	OTHER CHARGES										
	50 08	TELECOMMUNICATIONS	208	.00	0	416	.00	0	.00	2500	2500.00	0
	50 16	PUBLIC OFFICIAL LIAB INSU	75	225.00	300	150	225.00	150	.00	900	675.00	25
	50 26	CONVENTIONS & EDUCATIONS	125	.00	0	250	.00	0	.00	1500	1500.00	0
	50 32	MISCELLANEOUS	125	50.40	40	250	100.80	40	.00	1500	1399.20	7
	50 **	OTHER CHARGES	533	275.40	52	1066	325.80	31	.00	6400	6074.20	5
400 ** **		COUNCIL / PLANNING COMM	3968	2607.82	66	7936	4990.64	63	.00	47650	42659.36	11
40 ** **		ADMINISTRATION	3968	2607.82	66	7936	4990.64	63	.00	47650	42659.36	11
DIV 1001		TOTAL *****										
		COUNCIL	3968	2607.82	66	7936	4990.64	63	.00	47650	42659.36	11
DEPT 10		TOTAL *****										
		COUNCIL	3968	2607.82	66	7936	4990.64	63	.00	47650	42659.36	11

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DETAIL BUDGET REPORT  
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FUND 010 GENERAL FUND			DEPT/DIV 1101 GENERAL GOVERNMENT/ADMINISTRATION												
BA	ELE	OBJ	ACCOUNT			*****CURRENT*****			*****YEAR-TO-DATE*****				ANNUAL	UNENCUMB.	%
SUB	SUB		DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT		
<hr/>															
40			ADMINISTRATION												
401			ADMINISTRATION												
	10		SALARIES AND WAGES												
	10 02		REGULAR	45487	32682.88	72	90974	64727.87	71	.00	545850	481122.13	12		
	10 04		OVERTIME	155	147.27	95	310	327.05	106	.00	1860	1532.95	18		
	10 10		PERSONAL EMPLOYEE VEH	0	461.54	0	0	923.08	0	.00	0	923.08-	0		
	10 **		SALARIES AND WAGES	45642	33291.69	73	91284	65978.00	72	.00	547710	481732.00	12		
	20		BENEFITS												
	20 02		FICA	3491	2317.11	66	6982	4587.87	66	.00	41900	37312.13	11		
	20 04		VA RETIREMENT SYSTEM	4849	2737.76	57	9698	5475.52	57	.00	58190	52714.48	9		
	20 06		GROUP MEDICAL INSURANCE	4083	4728.24	116	8166	9456.48	116	.00	49000	39543.52	19		
	20 08		GROUP LIFE INSURANCE	609	474.46	78	1218	948.92	78	.00	7310	6361.08	13		
	20 10		WORKER'S COMP	4583	12005.28	262	9166	12469.75	136	.00	55000	42530.25	23		
	20 12		EMPLOYEE EDUCATION ASSIST	416	.00	0	832	.00	0	.00	5000	5000.00	0		
	20 14		EMPLOYEE ASSIST PROGRAM	141	.00	0	282	772.20	274	.00	1700	927.80	45		
	20 16		OTHER EMPLOYEE BENEFITS	2808	408.34	15	5616	458.34	8	.00	33700	33241.66	1		
	20 18		VRS HYBRID EMPLOYER CONTR	0	777.28	0	0	1554.56	0	.00	0	1554.56-	0		
	20 20		ICMA HYBRID EMPLOYER CONT	0	259.34	0	0	518.68	0	.00	0	518.68-	0		
	20 **		BENEFITS	20980	23707.81	113	41960	36242.32	86	.00	251800	215557.68	14		
	30		CONTRACTUAL SERVICES												
	30 02		PROFESSIONAL SVCS - COBRA	150	111.85	75	300	111.85	37	.00	1800	1688.15	6		
	30 04		LEGAL SERVICES	2708	466.00	17	5416	2966.00	55	.00	32500	29534.00	9		
	30 06		ADVERTISING	1666	2051.39	123	3332	2051.39	62	.00	20000	17948.61	10		
	30 08		MAINTENANCE SVC CONTRACTS	7916	490.61	6	15832	78478.26	496	.00	95000	16521.74	83		
	30 10		INDEPENDENT AUDITOR	1708	.00	0	3416	.00	0	.00	20500	20500.00	0		
	30 12		ENGIN & ARCHITECTURAL SVC	416	.00	0	832	.00	0	.00	5000	5000.00	0		
	30 14		MISC & PROFESSIONAL SVCS	2083	.00	0	4166	.00	0	.00	25000	25000.00	0		
	30 17		RANDOM DRUG SCREENING	116	.00	0	232	.00	0	.00	1400	1400.00	0		
	30 26		IT NETWRK/WEBSITE SUPPORT	4825	4887.63	101	9650	9355.26	97	.00	57900	48544.74	16		
	30 **		CONTRACTUAL SERVICES	21588	8007.48	37	43176	92962.76	215	.00	259100	166137.24	36		
	50		OTHER CHARGES												
	50 02		ELECTRICAL SERVICES	1250	1319.53	106	2500	1319.53	53	.00	15000	13680.47	9		
	50 04		HEATING SERVICES	250	33.69	14	500	71.67	14	.00	3000	2928.33	2		
	50 06		POSTAL SERVICES	916	4000.00	437	1832	4000.00	218	.00	11000	7000.00	36		
	50 08		TELECOMMUNICATIONS	583	778.12	134	1166	1058.94	91	.00	7000	5941.06	15		
	50 10		PROPERTY INSURANCE	791	2475.00	313	1582	2475.00	156	.00	9500	7025.00	26		
	50 12		MOTOR VEHICLE INSURANCE	45	137.50	306	90	137.50	153	.00	550	412.50	25		
	50 14		SURETY BONDS	76	.00	0	152	.00	0	.00	920	920.00	0		
	50 18		GENERAL LIABILITY INSUR	191	825.00	432	382	1518.72	398	.00	2300	781.28	66		
	50 26		CONVENTIONS & EDUCATIONS	333	.00	0	666	.00	0	.00	4000	4000.00	0		
	50 28		DUES & ASSOC MEMBERSHIPS	1025	685.00	67	2050	8348.00	407	.00	12310	3962.00	68		
	50 30		REFUNDS	41	.00	0	82	.00	0	.00	500	500.00	0		
	50 32		MISCELLANEOUS	1020	889.70	87	2040	3493.50	171	.00	12250	8756.50	29		
	50 34		MISCELLANEOUS REIMB	16	10.00	63	32	110.00	344	.00	200	90.00	55		
	50 **		OTHER CHARGES	6537	11153.54	171	13074	22532.86	172	.00	78530	55997.14	29		

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FUND 010 GENERAL FUND			DEPT/DIV 1101 GENERAL GOVERNMENT/ADMINISTRATION										
BA	ELE	OBJ	ACCOUNT	*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%	
SUB	SUB		DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
40			ADMINISTRATION										
401			ADMINISTRATION										
	60		MATERIALS & SUPPLIES										
	60	02	OFFICE SUPPLIES	1666	4102.66	246	3332	7461.53	224	1119.63	20000	11418.84	43
	60	04	REPAIRS & MAINTENANCE	1775	946.76	53	3550	2537.74	72	.00	21300	18762.26	12
	60	06	FUELS & LUBRICANTS	144	153.98	107	288	153.98	54	.00	1730	1576.02	9
	60	12	BOOKS & SUBSCRIPTIONS	8	.00	0	16	.00	0	.00	100	100.00	0
	60	**	MATERIALS & SUPPLIES	3593	5203.40	145	7186	10153.25	141	1119.63	43130	31857.12	26
	81		CAPITAL OUTLAY - REPLACE										
	81	04	EDP EQUIP REPLACEMENT	583	.00	0	1166	5773.12	495	1924.37	7000	697.49-	110
	81	18	BUILDING	3750	.00	0	7500	.00	0	39270.00	45000	5730.00	87
	81	30	IMPRVMTS OTHER THAN BLDG	1250	.00	0	2500	.00	0	.00	15000	15000.00	0
	81	**	CAPITAL OUTLAY - REPLACE	5583	.00	0	11166	5773.12	52	41194.37	67000	20032.51	70
401	**	**	ADMINISTRATION	103923	81363.92	78	207846	233642.31	112	42314.00	1247270	971313.69	22
40	**	**	ADMINISTRATION	103923	81363.92	78	207846	233642.31	112	42314.00	1247270	971313.69	22
DIV	1101		TOTAL *****										
			ADMINISTRATION	103923	81363.92	78	207846	233642.31	112	42314.00	1247270	971313.69	22
DEPT	11		TOTAL *****										
			GENERAL GOVERNMENT	103923	81363.92	78	207846	233642.31	112	42314.00	1247270	971313.69	22

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FUND 010 GENERAL FUND			DEPT/DIV 3101 PUBLIC SAFETY/POLICE DEPARTMENT										
BA	ELE	OBJ	ACCOUNT	*****CURRENT*****			*****YEAR-TO-DATE*****				ANNUAL	UNENCUMB.	%
SUB	SUB		DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
-----													
50			PUBLIC SAFETY										
501			POLICE DEPARTMENT										
	10		SALARIES AND WAGES										
	10	02	REGULAR	63180	60305.11	95	126360	117345.08	93	.00	758170	640824.92	16
	10	04	OVERTIME	1802	758.03	42	3604	1862.26	52	.00	21630	19767.74	9
	10	06	DMV GRANT OVERTIME	416	423.42	102	832	739.72	89	.00	5000	4260.28	15
	10	08	PD RESIDENCY STIPEND	1108	858.37	78	2216	1716.74	78	.00	13300	11583.26	13
	10	12	TAKE HOME CAR PROGRAM	632	.00	0	1264	.00	0	.00	7580	7580.00	0
	10	**	SALARIES AND WAGES	67138	62344.93	93	134276	121663.80	91	.00	805680	684016.20	15
	20		BENEFITS										
	20	02	FICA	5087	4524.57	89	10174	8817.40	87	.00	61050	52232.60	14
	20	04	VA RETIREMENT SYSTEM	6735	6653.46	99	13470	13205.68	98	.00	80820	67614.32	16
	20	06	GROUP MEDICAL INSURANCE	7550	8065.20	107	15100	16130.40	107	.00	90610	74479.60	18
	20	08	GROUP LIFE INSURANCE	846	836.36	99	1692	1660.00	98	.00	10160	8500.00	16
	20	16	OTHER EMPLOYEE BENEFITS	900	2700.00	300	1800	2700.00	150	.00	10800	8100.00	25
	20	**	BENEFITS	21118	22779.59	108	42236	42513.48	101	.00	253440	210926.52	17
	30		CONTRACTUAL SERVICES										
	30	06	ADVERTISING	125	110.00	88	250	210.00	84	.00	1500	1290.00	14
	30	08	MAINTENANCE SVC CONTRACTS	250	232.66	93	500	465.32	93	.00	3000	2534.68	16
	30	16	PHYSICALS	181	.00	0	362	.00	0	.00	2180	2180.00	0
	30	18	R & M ELECTRONICS	16	.00	0	32	.00	0	.00	200	200.00	0
	30	26	IT NETWRK/WEBSITE SUPPORT	2750	1587.50	58	5500	3175.00	58	.00	33000	29825.00	10
	30	**	CONTRACTUAL SERVICES	3322	1930.16	58	6644	3850.32	58	.00	39880	36029.68	10
	50		OTHER CHARGES										
	50	08	TELECOMMUNICATIONS	1433	865.85	60	2866	1739.90	61	.00	17200	15460.10	10
	50	10	PROPERTY INSURANCE	166	625.00	377	332	625.00	188	.00	2000	1375.00	31
	50	12	MOTOR VEHICLE INSURANCE	425	1275.00	300	850	1275.00	150	.00	5100	3825.00	25
	50	18	GENERAL LIABILITY INSUR	375	1206.25	322	750	1206.25	161	.00	4500	3293.75	27
	50	24	SUBSISTANCE & LODGING	675	60.00	9	1350	60.00	4	.00	8100	8040.00	1
	50	26	CONVENTIONS & EDUCATIONS	833	1232.50	148	1666	1232.50	74	.00	10000	8767.50	12
	50	28	DUES & ASSOC MEMBERSHIPS	666	.00	0	1332	.00	0	.00	8000	8000.00	0
	50	29	ACCREDITATION PROGRAM	325	.00	0	650	.00	0	.00	3900	3900.00	0
	50	32	MISCELLANEOUS	83	.00	0	166	.00	0	.00	1000	1000.00	0
	50	37	COMMUNITY ENGAGEMENT	125	.00	0	250	.00	0	.00	1500	1500.00	0
	50	**	OTHER CHARGES	5106	5264.60	103	10212	6138.65	60	.00	61300	55161.35	10
	60		MATERIALS & SUPPLIES										
	60	02	OFFICE SUPPLIES	1000	892.11	89	2000	892.11	45	.00	12000	11107.89	7
	60	04	REPAIRS & MAINTENANCE	145	.00	0	290	.00	0	.00	1750	1750.00	0
	60	06	FUELS & LUBRICANTS	2881	8092.04	281	5762	8092.04	140	.00	34580	26487.96	23
	60	08	VEHICLE & EQUIP R&M	1000	746.60	75	2000	771.55	39	.00	12000	11228.45	6
	60	10	UNIFORMS	1083	95.18	9	2166	95.18	4	980.25	13000	11924.57	8
	60	16	DRUG INVESTIGATING	500	.00	0	1000	.00	0	.00	6000	6000.00	0
	60	25	SMALL EQUIPMENT	125	691.37	553	250	691.37	277	.00	1500	808.63	46
	60	48	AMMUNITION & BATTERIES	833	9766.00	1172	1666	9766.00	586	.00	10000	234.00	98
	60	**	MATERIALS & SUPPLIES	7567	20283.30	268	15134	20308.25	134	980.25	90830	69541.50	23

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FUND 010 GENERAL FUND			DEPT/DIV 3101 PUBLIC SAFETY/POLICE DEPARTMENT									
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****				ANNUAL	UNENCUMB.	%
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
50		PUBLIC SAFETY										
501		POLICE DEPARTMENT										
	81	CAPITAL OUTLAY - REPLACE										
	81 02	VEHICLE REPLACEMENT	4583	.00	0	9166	.00	0	.00	55000	55000.00	0
	81 06	MACHINERY & EQUIPMENT	1014	.00	0	2028	.00	0	.00	12170	12170.00	0
	81 **	CAPITAL OUTLAY - REPLACE	5597	.00	0	11194	.00	0	.00	67170	67170.00	0
	82	CAPITAL OUTLAY - NEW										
	82 30	IMPRVMNTS OTHER THAN BLDG	833	9359.85	1124	1666	9359.85	562	.00	10000	640.15	94
	82 **	CAPITAL OUTLAY - NEW	833	9359.85	1124	1666	9359.85	562	.00	10000	640.15	94
501 ** **		POLICE DEPARTMENT	110681	121962.43	110	221362	203834.35	92	980.25	1328300	1123485.40	15
50 ** **		PUBLIC SAFETY	110681	121962.43	110	221362	203834.35	92	980.25	1328300	1123485.40	15
DIV 3101		TOTAL *****										
		POLICE DEPARTMENT	110681	121962.43	110	221362	203834.35	92	980.25	1328300	1123485.40	15
DEPT 31		TOTAL *****										
		PUBLIC SAFETY	110681	121962.43	110	221362	203834.35	92	980.25	1328300	1123485.40	15



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FUND 010 GENERAL FUND			DEPT/DIV 4101 PUBLIC			WORKS/MAIN OF STREETS & HWYS							
BA	ELE	OBJ	ACCOUNT	*****CURRENT*****			*****YEAR-TO-DATE*****						
SUB	SUB		DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	ANNUAL BUDGET	UNENCUMB. BALANCE	% BDGT
-----													
60													
601			OPERATIONS & MAINTENANCE										
	10		SALARIES AND WAGES										
	10 02		REGULAR	54053	47153.91	87	108106	88180.45	82	.00	648640	560459.55	14
	10 04		OVERTIME	858	2611.77	304	1716	4257.30	248	.00	10300	6042.70	41
	10 **		SALARIES AND WAGES	54911	49765.68	91	109822	92437.75	84	.00	658940	566502.25	14
	20		BENEFITS										
	20 02		FICA	4200	3984.76	95	8400	7475.63	89	.00	50410	42934.37	15
	20 04		VA RETIREMENT SYSTEM	5320	1841.14	35	10640	3682.28	35	.00	63850	60167.72	6
	20 06		GROUP MEDICAL INSURANCE	7404	4137.74	56	14808	8278.92	56	.00	88850	80571.08	9
	20 08		GROUP LIFE INSURANCE	669	705.94	106	1338	1328.02	99	.00	8030	6701.98	17
	20 18		VRS HYBRID EMPLOYER CONTR	0	3268.05	0	0	5944.00	0	.00	0	5944.00-	0
	20 20		ICMA HYBRID EMPLOYER CONT	0	506.72	0	0	938.65	0	.00	0	938.65-	0
	20 **		BENEFITS	17593	14444.35	82	35186	27647.50	79	.00	211140	183492.50	13
	30		CONTRACTUAL SERVICES										
	30 08		MAINTENANCE SVC CONTRACTS	500	1011.21	202	1000	1109.84	111	.00	6000	4890.16	19
	30 12		ENGIN & ARCHITECTURAL SVC	416	.00	0	832	.00	0	.00	5000	5000.00	0
	30 16		PHYSICALS	58	.00	0	116	.00	0	.00	700	700.00	0
	30 18		R & M ELECTRONICS	91	.00	0	182	.00	0	.00	1100	1100.00	0
	30 36		MOWING CONTRACT	1250	400.00	32	2500	400.00	16	.00	15000	14600.00	3
	30 38		TUB GRINDING BRUSH	2916	.00	0	5832	.00	0	.00	35000	35000.00	0
	30 40		RECURRING LEASE AGREEMENT	80	.00	0	160	.00	0	.00	960	960.00	0
	30 **		CONTRACTUAL SERVICES	5311	1411.21	27	10622	1509.84	14	.00	63760	62250.16	2
	50		OTHER CHARGES										
	50 08		TELECOMMUNICATIONS	391	994.58	254	782	1154.09	148	.00	4700	3545.91	25
	50 10		PROPERTY INSURANCE	416	1275.00	307	832	1275.00	153	.00	5000	3725.00	26
	50 12		MOTOR VEHICLE INSURANCE	950	2850.00	300	1900	2850.00	150	.00	11400	8550.00	25
	50 24		SUBSISTANCE & LODGING	41	.00	0	82	.00	0	.00	500	500.00	0
	50 26		CONVENTIONS & EDUCATIONS	291	.00	0	582	.00	0	.00	3500	3500.00	0
	50 32		MISCELLANEOUS	41	.00	0	82	.00	0	.00	500	500.00	0
	50 38		INVENTORY OVER / SHORT	0	35.88	0	0	35.88	0	.00	0	35.88-	0
	50 **		OTHER CHARGES	2130	5155.46	242	4260	5314.97	125	.00	25600	20285.03	21
	60		MATERIALS & SUPPLIES										
	60 02		OFFICE SUPPLIES	604	.00	0	1208	.00	0	.00	7250	7250.00	0
	60 05		FUEL PUMPS	191	.00	0	382	.00	0	.00	2300	2300.00	0
	60 06		FUELS & LUBRICANTS	3990	5349.44	134	7980	5349.44	67	.00	47880	42530.56	11
	60 08		VEHICLE / EQUIP R&M	3333	3633.73	109	6666	7190.28	108	.00	40000	32809.72	18
	60 10		UNIFORMS	1000	1621.22	162	2000	1621.22	81	.00	12000	10378.78	14
	60 11		SAFETY EQUIP & PROGRAMS	250	200.00	80	500	200.00	40	.00	3000	2800.00	7
	60 20		STREET LT OPER SUPPLIES	2583	2321.21	90	5166	2321.21	45	.00	31000	28678.79	8
	60 22		HIGHWAY, STRT & SIDEWALKS	1666	1844.90	111	3332	2144.09	64	.00	20000	17855.91	11
	60 23		EQUIPMENT RENTAL	376	.00	0	752	.00	0	.00	4520	4520.00	0
	60 28		STORM DRAINAGE	250	.00	0	500	.00	0	.00	3000	3000.00	0
	60 30		ENGINEERING R & M	83	.00	0	166	.00	0	.00	1000	1000.00	0
	60 34		TRAIN STATION SUPPLIES	291	236.88	81	582	1292.49	222	.00	3500	2207.51	37
	60 36		PAVEMENT	4166	.00	0	8332	.00	0	.00	50000	50000.00	0

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FUND 010 GENERAL FUND			DEPT/DIV 4101 PUBLIC WORKS/MAIN OF STREETS & HWYS									
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60												
601		OPERATIONS & MAINTENANCE										
60	40	TRAFFIC CONTROL DEVICE	250	.00	0	500	.00	0	.00	3000	3000.00	0
60	44	SNOW & ICE REMOVAL	166	.00	0	332	.00	0	.00	2000	2000.00	0
60	52	DECORATIVE STREET LIGHTS	533	422.57	79	1066	422.57	40	.00	6400	5977.43	7
60	**	MATERIALS & SUPPLIES	19732	15629.95	79	39464	20541.30	52	.00	236850	216308.70	9
81		CAPITAL OUTLAY - REPLACE										
81	02	VEHICLE REPLACEMENT	1406	33998.49	2418	2812	33998.49	1209	1.50	16880	17119.99	201
81	06	MACHINERY & EQUIPMENT	1083	107839.12	9957	2166	107839.12	4979	405.12	13000	95244.24	833
81	30	IMPRVMTS OTHER THAN BLDG	2083	.00	0	4166	.00	0	.00	25000	25000.00	0
81	**	CAPITAL OUTLAY - REPLACE	4572	141837.61	3102	9144	141837.61	1551	406.62	54880	87364.23	259
82		CAPITAL OUTLAY - NEW										
82	06	MACHINERY & EQUIPMENT	3416	.00	0	6832	.00	0	13595.80	41000	27404.20	33
82	**	CAPITAL OUTLAY - NEW	3416	.00	0	6832	.00	0	13595.80	41000	27404.20	33
90		DEBT SERVICE										
90	02	PRINCIPAL	1416	.00	0	2832	17000.00	600	.00	17000	.00	100
90	04	INTEREST	429	.00	0	858	2636.75	307	.00	5150	2513.25	51
90	**	DEBT SERVICE	1845	.00	0	3690	19636.75	532	.00	22150	2513.25	89
601	**	OPERATIONS & MAINTENANCE	109510	228244.26	208	219020	308925.72	141	14002.42	1314320	991391.86	25
60	**		109510	228244.26	208	219020	308925.72	141	14002.42	1314320	991391.86	25
DIV	4101	TOTAL *****										
		MAIN OF STREETS & HWYS	109510	228244.26	208	219020	308925.72	141	14002.42	1314320	991391.86	25

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FUND 010 GENERAL FUND			DEPT/DIV 4102 PUBLIC WORKS/SANITATION & WASTE REM									
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****				ANNUAL	UNENCUMB.	%
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60												
601		OPERATIONS & MAINTENANCE										
60		MATERIALS & SUPPLIES										
60	06	FUELS & LUBRICANTS	1666	4127.66	248	3332	4127.66	124	.00	20000	15872.34	21
60	08	VEHICLE / EQUIP R&M	2500	888.66	36	5000	917.56	18	.00	30000	29082.44	3
60	18	SUPPLIES	0	840.25	0	0	840.25	0	.00	0	840.25	0
60	26	LITTER EXPENSES	166	21.20	13	332	21.20	6	.00	2000	2021.20	1
60	**	MATERIALS & SUPPLIES	4332	5835.37	135	8664	5864.27	68	.00	52000	46135.73	11
81		CAPITAL OUTLAY - REPLACE										
81	06	MACHINERY & EQUIPMENT	416	.00	0	832	.00	0	3521.25	5000	1478.75	70
81	**	CAPITAL OUTLAY - REPLACE	416	.00	0	832	.00	0	3521.25	5000	1478.75	70
601	**	OPERATIONS & MAINTENANCE	4748	5835.37	123	9496	5864.27	62	3521.25	57000	47614.48	17
60	**		4748	5835.37	123	9496	5864.27	62	3521.25	57000	47614.48	17
DIV	4102	TOTAL *****										
		SANITATION & WASTE REM	4748	5835.37	123	9496	5864.27	62	3521.25	57000	47614.48	17

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FUND 010 GENERAL FUND			DEPT/DIV 4103 PUBLIC WORKS/MAIN OF BLDGS & GROUNDS										
BA	ELE	OBJ	ACCOUNT	*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%	
SUB	SUB		DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60													
601			OPERATIONS & MAINTENANCE										
	30		CONTRACTUAL SERVICES										
	30	22	LANDSCAPING CONTRACTS	750	115.00	15	1500	115.00	8	.00	9000	8885.00	1
	30	**	CONTRACTUAL SERVICES	750	115.00	15	1500	115.00	8	.00	9000	8885.00	1
	50		OTHER CHARGES										
	50	02	ELECTRICAL SERVICES	666	762.78	115	1332	762.78	57	.00	8000	7237.22	10
	50	04	HEATING SERVICES	166	31.55	19	332	68.46	21	.00	2000	1931.54	3
	50	**	OTHER CHARGES	832	794.33	96	1664	831.24	50	.00	10000	9168.76	8
	60		MATERIALS & SUPPLIES										
	60	18	SUPPLIES	625	495.06	79	1250	576.06	46	.00	7500	6923.94	8
	60	24	SMALL TOOLS	333	235.90	71	666	317.89	48	.00	4000	3682.11	8
	60	**	MATERIALS & SUPPLIES	958	730.96	76	1916	893.95	47	.00	11500	10606.05	8
601	**	**	OPERATIONS & MAINTENANCE	2540	1640.29	65	5080	1840.19	36	.00	30500	28659.81	6
60	**	**		2540	1640.29	65	5080	1840.19	36	.00	30500	28659.81	6
DIV	4103		TOTAL *****										
			MAIN OF BLDGS & GROUNDS	2540	1640.29	65	5080	1840.19	36	.00	30500	28659.81	6

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FUND 010 GENERAL FUND			DEPT/DIV 4104 PUBLIC WORKS/PARKS & RECREATION										
BA	ELE	OBJ	ACCOUNT	*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%	
SUB	SUB		DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60													
602			PARKS, RECREAT & CULTURAL										
	30		CONTRACTUAL SERVICES										
	30	42	TREE REMOVAL & PRUNING	416	.00	0	832	.00	0	.00	5000	5000.00	0
	30	**	CONTRACTUAL SERVICES	416	.00	0	832	.00	0	.00	5000	5000.00	0
	50		OTHER CHARGES										
	50	02	ELECTRICAL SERVICES	1416	1449.67	102	2832	1449.67	51	.00	17000	15550.33	9
	50	04	HEATING SERVICES	66	29.40	45	132	58.80	45	.00	800	741.20	7
	50	08	TELECOMMUNICATIONS	116	90.16	78	232	90.16	39	.00	1400	1309.84	6
	50	34	MISCELLANEOUS REIMB	41	25.00	61	82	87.50	107	.00	500	412.50	18
	50	**	OTHER CHARGES	1639	1594.23	97	3278	1686.13	51	.00	19700	18013.87	9
	60		MATERIALS & SUPPLIES										
	60	18	SUPPLIES	2500	2336.01	93	5000	2643.23	53	.00	30000	27356.77	9
	60	53	MULCH & LANDSCAPING STONE	666	.00	0	1332	.00	0	.00	8000	8000.00	0
	60	54	PLAYGROUND EQUIPMENT	125	.00	0	250	.00	0	.00	1500	1500.00	0
	60	55	SPLASH PAD	458	217.49	48	916	439.11	48	.00	5500	5060.89	8
	60	56	WAR MEMORIAL BALLFIELD	416	.00	0	832	.00	0	.00	5000	5000.00	0
	60	57	CANOE LAUNCH	125	90.00	72	250	180.00	72	.00	1500	1320.00	12
	60	58	SPECIAL EVENTS	125	.00	0	250	.00	0	.00	1500	1500.00	0
	60	**	MATERIALS & SUPPLIES	4415	2643.50	60	8830	3262.34	37	.00	53000	49737.66	6
	81		CAPITAL OUTLAY - REPLACE										
	81	18	BUILDING	3150	.00	0	6300	.00	0	.00	37800	37800.00	0
	81	26	PARKS	0	8082.38	0	0	8082.38	0	.00	0	8082.38	0
	81	**	CAPITAL OUTLAY - REPLACE	3150	8082.38	257	6300	8082.38	128	.00	37800	29717.62	21
	82		CAPITAL OUTLAY - NEW										
	82	18	BUILDING	1625	.00	0	3250	.00	0	.00	19500	19500.00	0
	82	**	CAPITAL OUTLAY - NEW	1625	.00	0	3250	.00	0	.00	19500	19500.00	0
602	**	**	PARKS, RECREAT & CULTURAL	11245	12320.11	110	22490	13030.85	58	.00	135000	121969.15	10
60	**	**		11245	12320.11	110	22490	13030.85	58	.00	135000	121969.15	10
DIV	4104		TOTAL *****										
			PARKS & RECREATION	11245	12320.11	110	22490	13030.85	58	.00	135000	121969.15	10

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FUND 010 GENERAL FUND			DEPT/DIV 4106 PUBLIC WORKS/CULTURAL										
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%		
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT	
60													
602		PARKS, RECREAT & CULTURAL											
	50	OTHER CHARGES											
	50	02 ELECTRICAL SERVICES	50	6.59	13	100	6.59	7	.00	600	593.41	1	
	50	** OTHER CHARGES	50	6.59	13	100	6.59	7	.00	600	593.41	1	
602	**	** PARKS, RECREAT & CULTURAL	50	6.59	13	100	6.59	7	.00	600	593.41	1	
60	**	**	50	6.59	13	100	6.59	7	.00	600	593.41	1	
DIV	4106	TOTAL *****											
		CULTURAL	50	6.59	13	100	6.59	7	.00	600	593.41	1	

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FUND 010 GENERAL FUND			DEPT/DIV 4108 PUBLIC WORKS/LIBRARY									
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60												
601		OPERATIONS & MAINTENANCE										
	30	CONTRACTUAL SERVICES										
	30 44	CUSTODIAL SERVICES	1125	1076.00	96	2250	1076.00	48	.00	13500	12424.00	8
	30 **	CONTRACTUAL SERVICES	1125	1076.00	96	2250	1076.00	48	.00	13500	12424.00	8
	60	MATERIALS & SUPPLIES										
	60 04	REPAIRS & MAINTENANCE	1250	1019.92	82	2500	1114.92	45	10301.04	15000	3584.04	76
	60 **	MATERIALS & SUPPLIES	1250	1019.92	82	2500	1114.92	45	10301.04	15000	3584.04	76
601	** **	OPERATIONS & MAINTENANCE	2375	2095.92	88	4750	2190.92	46	10301.04	28500	16008.04	44
60	** **		2375	2095.92	88	4750	2190.92	46	10301.04	28500	16008.04	44
DIV	4108	TOTAL *****										
		LIBRARY	2375	2095.92	88	4750	2190.92	46	10301.04	28500	16008.04	44
DEPT	41	TOTAL *****										
		PUBLIC WORKS	130468	250142.54	192	260936	331858.54	127	27824.71	1565920	1206236.75	23

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FUND 010 GENERAL FUND			DEPT/DIV 6101 PUBLIC TRANSPORTATION/OPERATIONS										
BA	ELE	OBJ	ACCOUNT	*****CURRENT*****			*****YEAR-TO-DATE*****				ANNUAL	UNENCUMB.	%
SUB	SUB		DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
-----													
40			ADMINISTRATION										
403			PUBLIC TRANSPORTATION										
	10		SALARIES AND WAGES										
	10	02	REGULAR	8350	8815.54	106	16700	17273.51	103	.00	100200	82926.49	17
	10	**	SALARIES AND WAGES	8350	8815.54	106	16700	17273.51	103	.00	100200	82926.49	17
	20		BENEFITS										
	20	02	FICA	639	634.61	99	1278	1241.87	97	.00	7670	6428.13	16
	20	04	VA RETIREMENT SYSTEM	504	567.26	113	1008	1134.52	113	.00	6050	4915.48	19
	20	06	GROUP MEDICAL INSURANCE	617	674.70	109	1234	1349.40	109	.00	7410	6060.60	18
	20	08	GROUP LIFE INSURANCE	63	71.32	113	126	142.64	113	.00	760	617.36	19
	20	10	WORKER'S COMP	141	425.00	301	282	425.00	151	.00	1700	1275.00	25
	20	**	BENEFITS	1964	2372.89	121	3928	4293.43	109	.00	23590	19296.57	18
	30		CONTRACTUAL SERVICES										
	30	06	ADVERTISING	83	.00	0	166	.00	0	.00	1000	1000.00	0
	30	08	MAINTENANCE SVC CONTRACTS	41	.00	0	82	.00	0	.00	500	500.00	0
	30	14	MISC & PROFESSIONAL SVCS	25	.00	0	50	.00	0	.00	300	300.00	0
	30	16	PHYSICALS	23	.00	0	46	.00	0	.00	280	280.00	0
	30	**	CONTRACTUAL SERVICES	172	.00	0	344	.00	0	.00	2080	2080.00	0
	50		OTHER CHARGES										
	50	08	TELECOMMUNICATIONS	83	.00	0	166	.00	0	.00	1000	1000.00	0
	50	12	MOTOR VEHICLE INSURANCE	141	425.00	301	282	425.00	151	.00	1700	1275.00	25
	50	24	SUBSISTANCE & LODGING	25	.00	0	50	.00	0	.00	300	300.00	0
	50	26	CONVENTIONS & EDUCATIONS	62	.00	0	124	.00	0	.00	750	750.00	0
	50	28	DUES & ASSOC MEMBERSHIPS	12	.00	0	24	.00	0	.00	150	150.00	0
	50	**	OTHER CHARGES	323	425.00	132	646	425.00	66	.00	3900	3475.00	11
	60		MATERIALS & SUPPLIES										
	60	02	OFFICE SUPPLIES	29	.00	0	58	.00	0	.00	350	350.00	0
	60	06	FUELS & LUBRICANTS	2105	5010.18	238	4210	5052.33	120	.00	25270	20217.67	20
	60	08	VEHICLE & EQUIP R&M	291	251.62	87	582	1401.63	241	.00	3500	2098.37	40
	60	14	OTHER OPERATING SUPPLIES	41	.00	0	82	.00	0	.00	500	500.00	0
	60	18	SUPPLIES	25	.00	0	50	.00	0	.00	300	300.00	0
	60	**	MATERIALS & SUPPLIES	2491	5261.80	211	4982	6453.96	130	.00	29920	23466.04	22
	81		CAPITAL OUTLAY - REPLACE										
	81	02	VEHICLE REPLACEMENT	6845	.00	0	13690	.00	0	.00	82150	82150.00	0
	81	**	CAPITAL OUTLAY - REPLACE	6845	.00	0	13690	.00	0	.00	82150	82150.00	0
403	**	**	PUBLIC TRANSPORTATION	20145	16875.23	84	40290	28445.90	71	.00	241840	213394.10	12
40	**	**	ADMINISTRATION	20145	16875.23	84	40290	28445.90	71	.00	241840	213394.10	12
DIV	6101		TOTAL ***** OPERATIONS	20145	16875.23	84	40290	28445.90	71	.00	241840	213394.10	12
DEPT	61		TOTAL ***** PUBLIC TRANSPORTATION	20145	16875.23	84	40290	28445.90	71	.00	241840	213394.10	12



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FUND 010 GENERAL FUND			DEPT/DIV 7101 ECONOMIC DEVELOPMENT/ECONOMIC DEVELOPMENT										
BA	ELE	OBJ	ACCOUNT	*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%	
SUB	SUB		DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
-----													
40			ADMINISTRATION										
405			ECONOMIC DEVELOPMENT										
	30		CONTRACTUAL SERVICES										
	30 06		ADVERTISING	2083	.00	0	4166	.00	0	.00	25000	25000.00	0
	30 14		MISC & PROFESSIONAL SVCS	416	.00	0	832	.00	0	.00	5000	5000.00	0
	30 **		CONTRACTUAL SERVICES	2499	.00	0	4998	.00	0	.00	30000	30000.00	0
	50		OTHER CHARGES										
	50 06		POSTAL SERVICES	41	.00	0	82	.00	0	.00	500	500.00	0
	50 08		TELECOMMUNICATIONS	75	.00	0	150	.00	0	.00	900	900.00	0
	50 24		SUBSISTANCE & LODGING	128	.00	0	256	.00	0	.00	1540	1540.00	0
	50 26		CONVENTIONS & EDUCATIONS	105	.00	0	210	.00	0	.00	1260	1260.00	0
	50 28		DUES & ASSOC MEMBERSHIPS	116	.00	0	232	.00	0	.00	1400	1400.00	0
	50 32		MISCELLANEOUS	125	.00	0	250	.00	0	.00	1500	1500.00	0
	50 63		ECONOMIC INCENTIVES	3512	110800.83	3155	7024	110800.83	1578	.00	42150	68650.83-	263
	50 93		GRANT PROGRAM FUNDING	8333	6200.00	74	16666	6200.00	37	.00	100000	93800.00	6
	50 **		OTHER CHARGES	12435	117000.83	941	24870	117000.83	470	.00	149250	32249.17	78
	60		MATERIALS & SUPPLIES										
	60 02		OFFICE SUPPLIES	125	.00	0	250	.00	0	.00	1500	1500.00	0
	60 12		BOOKS & SUBSCRIPTIONS	125	.00	0	250	.00	0	.00	1500	1500.00	0
	60 **		MATERIALS & SUPPLIES	250	.00	0	500	.00	0	.00	3000	3000.00	0
	81		CAPITAL OUTLAY - REPLACE										
	81 18		BUILDING	0	346.47	0	0	346.47	0	.00	0	346.47-	0
	81 **		CAPITAL OUTLAY - REPLACE	0	346.47	0	0	346.47	0	.00	0	346.47-	0
	82		CAPITAL OUTLAY - NEW										
	82 18		BUILDING	48545	.00	0	97090	.00	0	.00	582540	582540.00	0
	82 **		CAPITAL OUTLAY - NEW	48545	.00	0	97090	.00	0	.00	582540	582540.00	0
405 ** **			ECONOMIC DEVELOPMENT	63729	117347.30	184	127458	117347.30	92	.00	764790	647442.70	15
409			COMMUNITY DEVELOPMENT										
	50		OTHER CHARGES										
	50 93		GRANT PROGRAM FUNDING	0	71589.16	0	0	85526.03	0	2454.45-	0	83071.58-	0
	50 **		OTHER CHARGES	0	71589.16	0	0	85526.03	0	2454.45-	0	83071.58-	0
409 ** **			COMMUNITY DEVELOPMENT	0	71589.16	0	0	85526.03	0	2454.45-	0	83071.58-	0
40 ** **			ADMINISTRATION	63729	188936.46	297	127458	202873.33	159	2454.45-	764790	564371.12	26
DIV 7101			TOTAL *****										
			ECONOMIC DEVELOPMENT	63729	188936.46	297	127458	202873.33	159	2454.45-	764790	564371.12	26
DEPT 71			TOTAL *****										
			ECONOMIC DEVELOPMENT	63729	188936.46	297	127458	202873.33	159	2454.45-	764790	564371.12	26

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FUND 010 GENERAL FUND			DEPT/DIV 7201 COMMUNITY DEVELOPMENT/COMMUNITY DEVELOPMENT										
BA	ELE	OBJ	ACCOUNT	*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%	
SUB	SUB		DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
-----													
40			ADMINISTRATION										
408			COMMUNITY DEVELOPMENT										
	10		SALARIES AND WAGES										
	10 02		REGULAR	13584	5987.20	44	27168	25768.40	95	.00	163010	137241.60	16
	10 04		OVERTIME	25	.00	0	50	.00	0	.00	310	310.00	0
	10 **		SALARIES AND WAGES	13609	5987.20	44	27218	25768.40	95	.00	163320	137551.60	16
	20		BENEFITS										
	20 02		FICA	1040	447.74	43	2080	895.48	43	.00	12490	11594.52	7
	20 04		VA RETIREMENT SYSTEM	1448	.00	0	2896	.00	0	.00	17380	17380.00	0
	20 06		GROUP MEDICAL INSURANCE	2440	514.40	21	4880	1028.80	21	.00	29280	28251.20	4
	20 08		GROUP LIFE INSURANCE	182	86.92	48	364	173.84	48	.00	2190	2016.16	8
	20 18		VRS HYBRID EMPLOYER CONTR	0	626.56	0	0	1253.12	0	.00	0	1253.12-	0
	20 20		ICMA HYBRID EMPLOYER CONT	0	64.86	0	0	129.72	0	.00	0	129.72-	0
	20 **		BENEFITS	5110	1740.48	34	10220	3480.96	34	.00	61340	57859.04	6
	30		CONTRACTUAL SERVICES										
	30 06		ADVERTISING	416	180.00	43	832	180.00	22	.00	5000	4820.00	4
	30 14		MISC & PROFESSIONAL SVCS	1250	.00	0	2500	.00	0	.00	15000	15000.00	0
	30 36		MOWING CONTRACT	41	.00	0	82	.00	0	.00	500	500.00	0
	30 **		CONTRACTUAL SERVICES	1707	180.00	11	3414	180.00	5	.00	20500	20320.00	1
	50		OTHER CHARGES										
	50 06		POSTAL SERVICES	83	.00	0	166	.00	0	.00	1000	1000.00	0
	50 08		TELECOMMUNICATIONS	154	30.98	20	308	74.62	24	.00	1850	1775.38	4
	50 24		SUBSISTANCE & LODGING	125	495.90	397	250	495.90	198	.00	1500	1004.10	33
	50 26		CONVENTIONS & EDUCATIONS	208	.00	0	416	.00	0	.00	2500	2500.00	0
	50 28		DUES & ASSOC MEMBERSHIPS	62	.00	0	124	.00	0	.00	750	750.00	0
	50 32		MISCELLANEOUS	833	14.99	2	1666	14.99	1	.00	10000	9985.01	0
	50 **		OTHER CHARGES	1465	541.87	37	2930	585.51	20	.00	17600	17014.49	3
	60		MATERIALS & SUPPLIES										
	60 02		OFFICE SUPPLIES	208	.00	0	416	.00	0	.00	2500	2500.00	0
	60 06		FUELS & LUBRICANTS	144	.00	0	288	.00	0	.00	1730	1730.00	0
	60 12		BOOKS & SUBSCRIPTIONS	41	.00	0	82	.00	0	.00	500	500.00	0
	60 **		MATERIALS & SUPPLIES	393	.00	0	786	.00	0	.00	4730	4730.00	0
408	**	**	COMMUNITY DEVELOPMENT	22284	8449.55	38	44568	30014.87	67	.00	267490	237475.13	11
40	**	**	ADMINISTRATION	22284	8449.55	38	44568	30014.87	67	.00	267490	237475.13	11
DIV	7201	TOTAL	***** COMMUNITY DEVELOPMENT	22284	8449.55	38	44568	30014.87	67	.00	267490	237475.13	11

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FUND 010 GENERAL FUND			DEPT/DIV 7202 COMMUNITY DEVELOPMENT/MAIN STREET PROGRAM										
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%		
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT	
40		ADMINISTRATION											
406		MAIN STREET COORDINATOR											
	50	OTHER CHARGES											
	50	08 TELECOMMUNICATIONS	37	33.60	91	74	67.20	91	.00	450	382.80	15	
	50	** OTHER CHARGES	37	33.60	91	74	67.20	91	.00	450	382.80	15	
	60	MATERIALS & SUPPLIES											
	60	02 OFFICE SUPPLIES	125	.00	0	250	.00	0	.00	1500	1500.00	0	
	60	** MATERIALS & SUPPLIES	125	.00	0	250	.00	0	.00	1500	1500.00	0	
406	**	** MAIN STREET COORDINATOR	162	33.60	21	324	67.20	21	.00	1950	1882.80	3	
40	**	** ADMINISTRATION	162	33.60	21	324	67.20	21	.00	1950	1882.80	3	
DIV	7202	TOTAL *****											
		MAIN STREET PROGRAM	162	33.60	21	324	67.20	21	.00	1950	1882.80	3	

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FUND 010 GENERAL FUND			DEPT/DIV 7203 COMMUNITY DEVELOPMENT/PLANNING COMMISSION										
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%		
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT	
40		ADMINISTRATION											
400		COUNCIL / PLANNING COMM											
	50	OTHER CHARGES											
	50 24	SUBSISTANCE & LODGING	50	.00	0	100	.00	0	.00	600	600.00	0	
	50 26	CONVENTIONS & EDUCATIONS	83	550.00	663	166	550.00	331	.00	1000	450.00	55	
	50 36	PLANNING COMMISSION	375	375.00	100	750	650.00	87	.00	4500	3850.00	14	
	50 **	OTHER CHARGES	508	925.00	182	1016	1200.00	118	.00	6100	4900.00	20	
400 ** **		COUNCIL / PLANNING COMM	508	925.00	182	1016	1200.00	118	.00	6100	4900.00	20	
40 ** **		ADMINISTRATION	508	925.00	182	1016	1200.00	118	.00	6100	4900.00	20	
DIV 7203		TOTAL *****											
		PLANNING COMMISSION	508	925.00	182	1016	1200.00	118	.00	6100	4900.00	20	

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FUND 010 GENERAL FUND			DEPT/DIV 7204 COMMUNITY DEVELOPMENT/SPARK INNOVATION CENTER									
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
40		ADMINISTRATION										
409		COMMUNITY DEVELOPMENT										
	30	CONTRACTUAL SERVICES										
	30 06	ADVERTISING	833	.00	0	1666	.00	0	.00	10000	10000.00	0
	30 08	MAINTENANCE SVC CONTRACTS	1471	2046.00	139	2942	2046.00	70	.00	17660	15614.00	12
	30 14	MISC & PROFESSIONAL SVCS	416	.00	0	832	.00	0	.00	5000	5000.00	0
	30 26	IT NETWRK/WEBSITE SUPPORT	404	222.00	55	808	222.00	28	.00	4850	4628.00	5
	30 **	CONTRACTUAL SERVICES	3124	2268.00	73	6248	2268.00	36	.00	37510	35242.00	6
	50	OTHER CHARGES										
	50 02	ELECTRICAL SERVICES	1333	.00	0	2666	.00	0	.00	16000	16000.00	0
	50 04	HEATING SERVICES	500	45.33	9	1000	90.66	9	.00	6000	5909.34	2
	50 06	POSTAL SERVICES	83	.00	0	166	.00	0	.00	1000	1000.00	0
	50 08	TELECOMMUNICATIONS	250	.00	0	500	.00	0	.00	3000	3000.00	0
	50 10	PROPERTY INSURANCE	41	125.00	305	82	125.00	152	.00	500	375.00	25
	50 24	SUBSISTANCE & LODGING	125	.00	0	250	.00	0	.00	1500	1500.00	0
	50 26	CONVENTIONS & EDUCATIONS	125	.00	0	250	.00	0	.00	1500	1500.00	0
	50 32	MISCELLANEOUS	208	.00	0	416	.00	0	.00	2500	2500.00	0
	50 **	OTHER CHARGES	2665	170.33	6	5330	215.66	4	.00	32000	31784.34	1
	60	MATERIALS & SUPPLIES										
	60 02	OFFICE SUPPLIES	1250	.00	0	2500	.00	0	.00	15000	15000.00	0
	60 04	REPAIRS & MAINTENANCE	500	109.50	22	1000	109.50	11	.00	6000	5890.50	2
	60 **	MATERIALS & SUPPLIES	1750	109.50	6	3500	109.50	3	.00	21000	20890.50	1
409	** **	COMMUNITY DEVELOPMENT	7539	2547.83	34	15078	2593.16	17	.00	90510	87916.84	3
40	** **	ADMINISTRATION	7539	2547.83	34	15078	2593.16	17	.00	90510	87916.84	3
DIV	7204	TOTAL *****										
		SPARK INNOVATION CENTER	7539	2547.83	34	15078	2593.16	17	.00	90510	87916.84	3
DEPT	72	TOTAL *****										
		COMMUNITY DEVELOPMENT	30493	11955.98	39	60986	33875.23	56	.00	366050	332174.77	9

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FUND 010 GENERAL FUND			DEPT/DIV 9101 NON DEPARTMENT/CONTRIBUTIONS								ANNUAL	UNENCUMB.	%
BA	ELE	OBJ	ACCOUNT	*****CURRENT*****			*****YEAR-TO-DATE*****						
SUB	SUB		DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
80			NON DEPARTMENT										
801			NON DEPARTMENTAL										
	50		OTHER CHARGES										
	50	32	MISCELLANEOUS	3641	.00	0	7282	7500.00	103	.00	43700	36200.00	17
	50	62	CONTRIBUTION - SENIOR CTR	83	.00	0	166	.00	0	.00	1000	1000.00	0
	50	70	RECREATION PROGRAM	8333	.00	0	16666	25000.00	150	.00	100000	75000.00	25
	50	72	CONTRIBUTION - FIRE DEPT	1250	.00	0	2500	.00	0	.00	15000	15000.00	0
	50	74	CONTRIBUTION-MAIN ST PGM	833	.00	0	1666	.00	0	.00	10000	10000.00	0
	50	**	OTHER CHARGES	14140	.00	0	28280	32500.00	115	.00	169700	137200.00	19
801	**	**	NON DEPARTMENTAL	14140	.00	0	28280	32500.00	115	.00	169700	137200.00	19
80	**	**	NON DEPARTMENT	14140	.00	0	28280	32500.00	115	.00	169700	137200.00	19
DIV	9101		TOTAL *****										
			CONTRIBUTIONS	14140	.00	0	28280	32500.00	115	.00	169700	137200.00	19

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FUND 010 GENERAL FUND			DEPT/DIV 9102 NON DEPARTMENT/NON DEPARTMENT										
BA	ELE	OBJ	ACCOUNT	*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%	
SUB	SUB		DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
80			NON DEPARTMENT										
801			NON DEPARTMENTAL										
	60		MATERIALS & SUPPLIES										
	60	06	FUELS & LUBRICANTS	833	3373.74	405	1666	3373.74	203	.00	10000	6626.26	34
	60	**	MATERIALS & SUPPLIES	833	3373.74	405	1666	3373.74	203	.00	10000	6626.26	34
801	**	**	NON DEPARTMENTAL	833	3373.74	405	1666	3373.74	203	.00	10000	6626.26	34
802			TRANSFER OUT										
	70		TRANSFER OUT										
	70	01	TO CEMETERY FUND	8940	.00	0	17880	.00	0	.00	107280	107280.00	0
	70	07	TO RESERVE POLICY FNDS-FD	5416	.00	0	10832	.00	0	.00	65000	65000.00	0
	70	**	TRANSFER OUT	14356	.00	0	28712	.00	0	.00	172280	172280.00	0
802	**	**	TRANSFER OUT	14356	.00	0	28712	.00	0	.00	172280	172280.00	0
80	**	**	NON DEPARTMENT	15189	3373.74	22	30378	3373.74	11	.00	182280	178906.26	2
DIV	9102		TOTAL *****										
			NON DEPARTMENT	15189	3373.74	22	30378	3373.74	11	.00	182280	178906.26	2

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FUND 010 GENERAL FUND			DEPT/DIV 9105 NON DEPARTMENT/AVOCA									
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****				ANNUAL	UNENCUMB.	%
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
80		NON DEPARTMENT										
801		NON DEPARTMENTAL										
	10	SALARIES AND WAGES										
	10 02	REGULAR	5369	.00	0	10738	18914.92	176	.00	64430	45515.08	29
	10 **	SALARIES AND WAGES	5369	.00	0	10738	18914.92	176	.00	64430	45515.08	29
	20	BENEFITS										
	20 02	FICA	410	.00	0	820	1443.09	176	.00	4930	3486.91	29
	20 04	VA RETIREMENT SYSTEM	488	.00	0	976	1465.00	150	.00	5860	4395.00	25
	20 06	GROUP MEDICAL INSURANCE	515	.00	0	1030	1545.00	150	.00	6180	4635.00	25
	20 08	GROUP LIFE INSURANCE	61	.00	0	122	185.00	152	.00	740	555.00	25
	20 **	BENEFITS	1474	.00	0	2948	4638.09	157	.00	17710	13071.91	26
	30	CONTRACTUAL SERVICES										
	30 36	MOWING CONTRACT	833	.00	0	1666	.00	0	.00	10000	10000.00	0
	30 **	CONTRACTUAL SERVICES	833	.00	0	1666	.00	0	.00	10000	10000.00	0
	50	OTHER CHARGES										
	50 08	TELECOMMUNICATIONS	42	33.60	80	84	67.20	80	.00	510	442.80	13
	50 **	OTHER CHARGES	42	33.60	80	84	67.20	80	.00	510	442.80	13
	60	MATERIALS & SUPPLIES										
	60 06	FUELS & LUBRICANTS	26	245.05	943	52	245.05	471	.00	320	74.95	77
	60 **	MATERIALS & SUPPLIES	26	245.05	943	52	245.05	471	.00	320	74.95	77
	81	CAPITAL OUTLAY - REPLACE										
	81 18	BUILDING	2916	.00	0	5832	.00	0	.00	35000	35000.00	0
	81 **	CAPITAL OUTLAY - REPLACE	2916	.00	0	5832	.00	0	.00	35000	35000.00	0
801	** **	NON DEPARTMENTAL	10660	278.65	3	21320	23865.26	112	.00	127970	104104.74	19
80	** **	NON DEPARTMENT	10660	278.65	3	21320	23865.26	112	.00	127970	104104.74	19
DIV	9105	TOTAL ***** AVOCA	10660	278.65	3	21320	23865.26	112	.00	127970	104104.74	19
DEPT	91	TOTAL ***** NON DEPARTMENT	39989	3652.39	9	79978	59739.00	75	.00	479950	420211.00	12
FUND	010	TOTAL ***** GENERAL FUND	503396	677496.77	135	1006792	1099259.30	109	68664.51	6041770	4873846.19	19



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FUND 020 STATE HIGHWAY REIMB FUND			DEPT/DIV 4101 PUBLIC			WORKS/MAIN OF STREETS & HWYS						
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****				ANNUAL	UNENCUMB.	%
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
-----												
60												
601		OPERATIONS & MAINTENANCE										
60		MATERIALS & SUPPLIES										
60	28	STORM DRAINAGE	4016	369.25	9	8032	586.85	7	.00	48200	47613.15	1
60	36	PAVEMENT	33333	.00	0	66666	.00	0	.00	400000	400000.00	0
60	40	TRAFFIC CONTROL DEVICE	4733	10192.02	215	9466	10264.17	108	10102.77	56800	36433.06	36
60	**	MATERIALS & SUPPLIES	42082	10561.27	25	84164	10851.02	13	10102.77	505000	484046.21	4
81		CAPITAL OUTLAY - REPLACE										
81	02	VEHICLE REPLACEMENT	2126	5262.25	248	4252	5262.25	124	737.47	25520	19520.28	24
81	06	MACHINERY & EQUIPMENT	83	96840.12	6675	166	96840.12	8337	405.12	1000	96245.24	9725
81	**	CAPITAL OUTLAY - REPLACE	2209	102102.37	4622	4418	102102.37	2311	1142.59	26520	76724.96	389
601	**	OPERATIONS & MAINTENANCE	44291	112663.64	254	88582	112953.39	128	11245.36	531520	407321.25	23
606												
60		MATERIALS & SUPPLIES										
60	30	ENGINEERING R & M	833	38.25	5	1666	76.50	5	.00	10000	9923.50	1
60	44	SNOW & ICE REMOVAL	5000	610.90	12	10000	610.90	6	.00	60000	59389.10	1
60	46	OTHER TRAFFIC SVCS RDSIDE	4166	3734.72	90	8332	8631.95	104	.00	50000	41368.05	17
60	**	MATERIALS & SUPPLIES	9999	4383.87	44	19998	9319.35	47	.00	120000	110680.65	8
606	**		9999	4383.87	44	19998	9319.35	47	.00	120000	110680.65	8
607												
50		ADMINISTRATION AND MISC										
50	32	OTHER CHARGES										
50	**	MISCELLANEOUS	8333	.00	0	16666	.00	0	.00	100000	100000.00	0
50	**	OTHER CHARGES	8333	.00	0	16666	.00	0	.00	100000	100000.00	0
607	**	ADMINISTRATION AND MISC	8333	.00	0	16666	.00	0	.00	100000	100000.00	0
608												
81		CAPITAL OUTLAY										
81	30	CAPITAL OUTLAY - REPLACE										
81	**	IMPRVMNTS OTHER THAN BLDG	2083	.00	0	4166	.00	0	.00	25000	25000.00	0
81	**	CAPITAL OUTLAY - REPLACE	2083	.00	0	4166	.00	0	.00	25000	25000.00	0
82		CAPITAL OUTLAY - NEW										
82	30	IMPRVMNTS OTHER THAN BLDG	6250	.00	0	12500	.00	0	.00	75000	75000.00	0
82	**	CAPITAL OUTLAY - NEW	6250	.00	0	12500	.00	0	.00	75000	75000.00	0
608	**	CAPITAL OUTLAY	8333	.00	0	16666	.00	0	.00	100000	100000.00	0
60	**		70956	117047.51	165	141912	122272.74	86	11245.36	851520	718001.90	16
DIV 4101												
		TOTAL *****										
		MAIN OF STREETS & HWYS	70956	117047.51	165	141912	122272.74	86	11245.36	851520	718001.90	16
DEPT 41												
		TOTAL *****										
		PUBLIC WORKS	70956	117047.51	165	141912	122272.74	86	11245.36	851520	718001.90	16
FUND 020												
		TOTAL *****										
		STATE HIGHWAY REIMB FUND	70956	117047.51	165	141912	122272.74	86	11245.36	851520	718001.90	16

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FUND 050 WATER & SEWER FUND			DEPT/DIV 1101 GENERAL GOVERNMENT/ADMINISTRATION										
BA	ELE	OBJ	ACCOUNT	*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%	
SUB	SUB	DESCRIPTION		BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
-----													
70		UTILITIES											
701		WATER											
	10	SALARIES AND WAGES											
	10 02	REGULAR		1762	1627.20	92	3524	3188.31	91	.00	21150	17961.69	15
	10 04	OVERTIME		10	.00	0	20	.00	0	.00	130	130.00	0
	10 **	SALARIES AND WAGES		1772	1627.20	92	3544	3188.31	90	.00	21280	18091.69	15
	20	BENEFITS											
	20 02	FICA		135	100.42	74	270	195.79	73	.00	1630	1434.21	12
	20 04	VA RETIREMENT SYSTEM		187	187.92	101	374	375.84	101	.00	2250	1874.16	17
	20 06	GROUP MEDICAL INSURANCE		327	327.42	100	654	654.84	100	.00	3930	3275.16	17
	20 08	GROUP LIFE INSURANCE		23	23.62	103	46	47.24	103	.00	280	232.76	17
	20 **	BENEFITS		672	639.38	95	1344	1273.71	95	.00	8090	6816.29	16
701	**	**	WATER	2444	2266.58	93	4888	4462.02	91	.00	29370	24907.98	15
702		SEWER											
	10	SALARIES AND WAGES											
	10 02	REGULAR		1175	1084.80	92	2350	2125.54	90	.00	14100	11974.46	15
	10 04	OVERTIME		7	.00	0	14	.00	0	.00	90	90.00	0
	10 **	SALARIES AND WAGES		1182	1084.80	92	2364	2125.54	90	.00	14190	12064.46	15
	20	BENEFITS											
	20 02	FICA		90	66.94	74	180	130.52	73	.00	1090	959.48	12
	20 04	VA RETIREMENT SYSTEM		125	125.26	100	250	250.52	100	.00	1500	1249.48	17
	20 06	GROUP MEDICAL INSURANCE		218	218.28	100	436	436.56	100	.00	2620	2183.44	17
	20 08	GROUP LIFE INSURANCE		15	15.76	105	30	31.52	105	.00	190	158.48	17
	20 **	BENEFITS		448	426.24	95	896	849.12	95	.00	5400	4550.88	16
702	**	**	SEWER	1630	1511.04	93	3260	2974.66	91	.00	19590	16615.34	15
70	**	**	UTILITIES	4074	3777.62	93	8148	7436.68	91	.00	48960	41523.32	15
DIV	1101	TOTAL *****											
		ADMINISTRATION		4074	3777.62	93	8148	7436.68	91	.00	48960	41523.32	15
DEPT	11	TOTAL *****											
		GENERAL GOVERNMENT		4074	3777.62	93	8148	7436.68	91	.00	48960	41523.32	15

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FUND 050 WATER & SEWER FUND			DEPT/DIV 5001 WATER			DEPARTMENT/OPERATIONS							
BA	ELE	OBJ	ACCOUNT			*****CURRENT*****			*****YEAR-TO-DATE*****				
SUB	SUB		DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	ANNUAL BUDGET	UNENCUMB. BALANCE	% BDGT
-----													
70			UTILITIES										
701			WATER										
	10		SALARIES AND WAGES										
	10 02		REGULAR	31428	25868.32	82	62856	49952.77	80	.00	377140	327187.23	13
	10 04		OVERTIME	1287	576.46	45	2574	772.59	30	.00	15450	14677.41	5
	10 **		SALARIES AND WAGES	32715	26444.78	81	65430	50725.36	78	.00	392590	341864.64	13
	20		BENEFITS										
	20 02		FICA	2502	1945.49	78	5004	3707.42	74	.00	30030	26322.58	12
	20 04		VA RETIREMENT SYSTEM	3090	1162.60	38	6180	2325.20	38	.00	37090	34764.80	6
	20 06		GROUP MEDICAL INSURANCE	4818	2372.76	49	9636	5415.16	56	.00	57820	52404.84	9
	20 08		GROUP LIFE INSURANCE	388	309.78	80	776	632.08	82	.00	4660	4027.92	14
	20 18		VRS HYBRID EMPLOYER CONTR	0	1000.28	0	0	2086.20	0	.00	0	2086.20-	0
	20 20		ICMA HYBRID EMPLOYER CONT	0	301.48	0	0	617.00	0	.00	0	617.00-	0
	20 **		BENEFITS	10798	7092.39	66	21596	14783.06	69	.00	129600	114816.94	11
	30		CONTRACTUAL SERVICES										
	30 08		MAINTENANCE SVC CONTRACTS	2508	708.00	28	5016	5289.37	105	.00	30100	24810.63	18
	30 14		MISC & PROFESSIONAL SVCS	1666	.00	0	3332	.00	0	.00	20000	20000.00	0
	30 16		PHYSICALS	66	.00	0	132	.00	0	.00	800	800.00	0
	30 20		WATER PURCHASES - CC	6250	.00	0	12500	.00	0	.00	75000	75000.00	0
	30 24		R & M GROUNDS, BLDGS, RDS	1166	94.36	8	2332	94.36	4	.00	14000	13905.64	1
	30 26		IT NETWRK/WEBSITE SUPPORT	48	47.83	100	96	95.66	100	.00	570	474.34	17
	30 **		CONTRACTUAL SERVICES	11704	850.19	7	23408	5479.39	23	.00	140470	134990.61	4
	50		OTHER CHARGES										
	50 02		ELECTRICAL SERVICES	9166	6122.95	67	18332	6122.95	33	.00	110000	103877.05	6
	50 04		HEATING SERVICES	333	38.98	12	666	68.38	10	.00	4000	3931.62	2
	50 08		TELECOMMUNICATIONS	916	723.54	79	1832	1300.77	71	.00	11000	9699.23	12
	50 10		PROPERTY INSURANCE	800	2425.00	303	1600	2425.00	152	.00	9610	7185.00	25
	50 12		MOTOR VEHICLE INSURANCE	45	137.50	306	90	137.50	153	.00	550	412.50	25
	50 18		GENERAL LIABILITY INSUR	375	1150.00	307	750	1150.00	153	.00	4500	3350.00	26
	50 24		SUBSISTANCE & LODGING	250	.00	0	500	.00	0	.00	3000	3000.00	0
	50 26		CONVENTIONS & EDUCATIONS	416	1650.00	397	832	1650.00	198	.00	5000	3350.00	33
	50 28		DUES & ASSOC MEMBERSHIPS	83	772.00	930	166	772.00	465	.00	1000	228.00	77
	50 30		REFUNDS	41	.00	0	82	.00	0	.00	500	500.00	0
	50 32		MISCELLANEOUS	166	.00	0	332	.00	0	.00	2000	2000.00	0
	50 64		SAMPLE TESTING	1250	177.02	14	2500	427.89	17	.00	15000	14572.11	3
	50 66		FEES PAID TO COMMONWEALTH	458	.00	0	916	5037.00	550	.00	5500	463.00	92
	50 68		PROFESSIONAL LICENSES	125	.00	0	250	.00	0	.00	1500	1500.00	0
	50 **		OTHER CHARGES	14424	13196.99	92	28848	19091.49	66	.00	173160	154068.51	11
	60		MATERIALS & SUPPLIES										
	60 02		OFFICE SUPPLIES	500	151.84	30	1000	151.84	15	.00	6000	5848.16	3
	60 04		REPAIRS & MAINTENANCE	4166	1215.83	29	8332	1353.78	16	.00	50000	48646.22	3
	60 06		FUELS & LUBRICANTS	665	1164.16	175	1330	1164.16	88	.00	7980	6815.84	15
	60 08		VEHICLE & EQUIP R&M	250	125.00	50	500	145.88	29	.00	3000	2854.12	5
	60 10		UNIFORMS	604	510.72	85	1208	510.72	42	.00	7250	6739.28	7
	60 11		SAFETY EQUIP & PROGRAMS	208	483.35	232	416	483.35	116	.00	2500	2016.65	19
	60 14		OTHER OPERATING SUPPLIES	11250	9534.72	85	22500	9534.72	42	.00	135000	125465.28	7

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FUND 050 WATER & SEWER FUND			DEPT/DIV 5001 WATER			DEPARTMENT/OPERATIONS						
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****				ANNUAL	UNENCUMB.	%
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
-----												
70		UTILITIES										
701		WATER										
60	15	LABORATORY TEST CHEMICALS	1250	325.76	26	2500	325.76	13	.00	15000	14674.24	2
60	24	SMALL TOOLS	166	.00	0	332	.00	0	.00	2000	2000.00	0
60	25	SMALL EQUIPMENT	625	1243.63	199	1250	2421.87	194	.00	7500	5078.13	32
60	**	MATERIALS & SUPPLIES	19684	14755.01	75	39368	16092.08	41	.00	236230	220137.92	7
70		TRANSFER OUT										
70	05	TO RESERVES	5744	.00	0	11488	.00	0	.00	68930	68930.00	0
70	**	TRANSFER OUT	5744	.00	0	11488	.00	0	.00	68930	68930.00	0
90		DEBT SERVICE										
90	02	PRINCIPAL	25666	.00	0	51332	308000.00	600	.00	308000	.00	100
90	04	INTEREST	7500	.00	0	15000	46426.69	310	.00	90000	43573.31	52
90	**	DEBT SERVICE	33166	.00	0	66332	354426.69	534	.00	398000	43573.31	89
91		DEBT SERVICE-2020A										
91	02	PRINCIPAL	9243	.00	0	18486	.00	0	.00	110920	110920.00	0
91	04	INTEREST	8166	.00	0	16332	44927.56	275	.00	98000	53072.44	46
91	**	DEBT SERVICE-2020A	17409	.00	0	34818	44927.56	129	.00	208920	163992.44	22
701	**	** WATER	145644	62339.36	43	291288	505525.63	174	.00	1747900	1242374.37	29
70	**	** UTILITIES	145644	62339.36	43	291288	505525.63	174	.00	1747900	1242374.37	29
DIV	5001	TOTAL ***** OPERATIONS	145644	62339.36	43	291288	505525.63	174	.00	1747900	1242374.37	29

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FUND 050 WATER & SEWER FUND			DEPT/DIV 5002 WATER			DEPARTMENT/PUMP STATION						
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****						
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	ANNUAL BUDGET	UNENCUMB. BALANCE	% BDGT
<hr/>												
70		UTILITIES										
703		BEDFORD PUMP STATION										
50		OTHER CHARGES										
50 02		ELECTRICAL SERVICES	833	638.98	77	1666	638.98	38	.00	10000	9361.02	6
50 08		TELECOMMUNICATIONS	58	58.97	102	116	117.94	102	.00	700	582.06	17
50 **		OTHER CHARGES	891	697.95	78	1782	756.92	43	.00	10700	9943.08	7
60		MATERIALS & SUPPLIES										
60 04		REPAIRS & MAINTENANCE	250	.00	0	500	.00	0	.00	3000	3000.00	0
60 **		MATERIALS & SUPPLIES	250	.00	0	500	.00	0	.00	3000	3000.00	0
703 **	**	BEDFORD PUMP STATION	1141	697.95	61	2282	756.92	33	.00	13700	12943.08	6
704		LOLA PUMP STATION										
50		OTHER CHARGES										
50 02		ELECTRICAL SERVICES	83	.00	0	166	.00	0	.00	1000	1000.00	0
50 08		TELECOMMUNICATIONS	58	58.97	102	116	117.94	102	.00	700	582.06	17
50 **		OTHER CHARGES	141	58.97	42	282	117.94	42	.00	1700	1582.06	7
60		MATERIALS & SUPPLIES										
60 04		REPAIRS & MAINTENANCE	8	.00	0	16	.00	0	.00	100	100.00	0
60 **		MATERIALS & SUPPLIES	8	.00	0	16	.00	0	.00	100	100.00	0
704 **	**	LOLA PUMP STATION	149	58.97	40	298	117.94	40	.00	1800	1682.06	7
709		MELINDA PUMP STATION										
50		OTHER CHARGES										
50 02		ELECTRICAL SERVICES	800	.00	0	1600	.00	0	.00	9600	9600.00	0
50 08		TELECOMMUNICATIONS	45	.00	0	90	.00	0	.00	550	550.00	0
50 **		OTHER CHARGES	845	.00	0	1690	.00	0	.00	10150	10150.00	0
60		MATERIALS & SUPPLIES										
60 04		REPAIRS & MAINTENANCE	125	.00	0	250	.00	0	.00	1500	1500.00	0
60 **		MATERIALS & SUPPLIES	125	.00	0	250	.00	0	.00	1500	1500.00	0
709 **	**	MELINDA PUMP STATION	970	.00	0	1940	.00	0	.00	11650	11650.00	0
70	**	UTILITIES	2260	756.92	34	4520	874.86	19	.00	27150	26275.14	3
DIV	5002	TOTAL ***** PUMP STATION	2260	756.92	34	4520	874.86	19	.00	27150	26275.14	3

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FUND 050 WATER & SEWER FUND		DEPT/DIV 5003 WATER			DEPARTMENT/SPRINGS							
BA	ELE OBJ	ACCOUNT	*****CURRENT*****			*****YEAR-TO-DATE*****						
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	ANNUAL BUDGET	UNENCUMB. BALANCE	% BDGT
70		UTILITIES										
706		MCMINNIS SPRING										
	50	OTHER CHARGES										
	50 02	ELECTRICAL SERVICES	800	642.25	80	1600	642.25	40	.00	9600	8957.75	7
	50 08	TELECOMMUNICATIONS	66	61.50	93	132	123.00	93	.00	800	677.00	15
	50 **	OTHER CHARGES	866	703.75	81	1732	765.25	44	.00	10400	9634.75	7
	60	MATERIALS & SUPPLIES										
	60 04	REPAIRS & MAINTENANCE	250	.00	0	500	112.06	22	.00	3000	2887.94	4
	60 14	OTHER OPERATING SUPPLIES	625	1408.62	225	1250	1721.66	138	.00	7500	5778.34	23
	60 15	LABORATORY TEST CHEMICALS	250	377.33	151	500	377.33	76	.00	3000	2622.67	13
	60 **	MATERIALS & SUPPLIES	1125	1785.95	159	2250	2211.05	98	.00	13500	11288.95	16
706	** **	MCMINNIS SPRING	1991	2489.70	125	3982	2976.30	75	.00	23900	20923.70	13
707		REYNOLDS SPRING										
	50	OTHER CHARGES										
	50 02	ELECTRICAL SERVICES	1062	972.91	92	2124	2154.41	101	.00	12750	10595.59	17
	50 08	TELECOMMUNICATIONS	133	100.47	76	266	233.83	88	.00	1600	1366.17	15
	50 **	OTHER CHARGES	1195	1073.38	90	2390	2388.24	100	.00	14350	11961.76	17
	60	MATERIALS & SUPPLIES										
	60 04	REPAIRS & MAINTENANCE	250	.00	0	500	112.05	22	.00	3000	2887.95	4
	60 14	OTHER OPERATING SUPPLIES	541	1252.10	231	1082	1408.59	130	.00	6500	5091.41	22
	60 15	LABORATORY TEST CHEMICALS	250	377.33	151	500	377.33	76	.00	3000	2622.67	13
	60 **	MATERIALS & SUPPLIES	1041	1629.43	157	2082	1897.97	91	.00	12500	10602.03	15
707	** **	REYNOLDS SPRING	2236	2702.81	121	4472	4286.21	96	.00	26850	22563.79	16
70	** **	UTILITIES	4227	5192.51	123	8454	7262.51	86	.00	50750	43487.49	14
DIV	5003	TOTAL *****										
		SPRINGS	4227	5192.51	123	8454	7262.51	86	.00	50750	43487.49	14

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FUND 050 WATER & SEWER FUND			DEPT/DIV 5004 WATER			DEPARTMENT/TANKS & INDUSTRIAL METERS						
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
70		UTILITIES										
708		TANKS & INDUSTRIAL METERS										
	50	OTHER CHARGES										
	50 02	ELECTRICAL SERVICES	100	2533.16	2533	200	2564.65	1282	.00	1200	1364.65-	214
	50 08	TELECOMMUNICATIONS	125	103.75	83	250	207.50	83	.00	1500	1292.50	14
	50 **	OTHER CHARGES	225	2636.91	1172	450	2772.15	616	.00	2700	72.15-	103
	60	MATERIALS & SUPPLIES										
	60 04	REPAIRS & MAINTENANCE	208	.00	0	416	.00	0	.00	2500	2500.00	0
	60 **	MATERIALS & SUPPLIES	208	.00	0	416	.00	0	.00	2500	2500.00	0
708 ** **		TANKS & INDUSTRIAL METERS	433	2636.91	609	866	2772.15	320	.00	5200	2427.85	53
70 ** **		UTILITIES	433	2636.91	609	866	2772.15	320	.00	5200	2427.85	53
DIV 5004		TOTAL *****										
		TANKS & INDUSTRIAL METERS	433	2636.91	609	866	2772.15	320	.00	5200	2427.85	53

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FUND 050 WATER & SEWER FUND			DEPT/DIV 5010 WATER			DEPARTMENT/WATER CAPITAL OUTLAY						
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****						
SUB	SUB	ACCOUNT	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	ANNUAL BUDGET	UNENCUMB. BALANCE	% BDT
-----												
70		UTILITIES										
701		WATER										
	81	CAPITAL OUTLAY - REPLACE										
	81 02	VEHICLE REPLACEMENT	1666	30736.88	1845	3332	30736.88	923	15146.87	20000	25883.75-	229
	81 06	MACHINERY & EQUIPMENT	11545	38284.00	332	23090	38284.00	166	2125.00	138550	98141.00	29
	81 18	BUILDING	2083	.00	0	4166	.00	0	.00	25000	25000.00	0
	81 22	WATER SYSTEM	3833	.00	0	7666	.00	0	.00	46000	46000.00	0
	81 30	IMPRVMNTS OTHER THAN BLDG	45500	.00	0	91000	.00	0	.00	546000	546000.00	0
	81 35	MELINDA TANK HPZ	0	41500.00	0	0	41500.00	0	.00	0	41500.00-	0
	81 37	SCADA SYSTEM UPGRADE	19166	.00	0	38332	.00	0	.00	230000	230000.00	0
	81 **	CAPITAL OUTLAY - REPLACE	83793	110520.88	132	167586	110520.88	66	17271.87	1005550	877757.25	13
	82	CAPITAL OUTLAY - NEW										
	82 06	MACHINERY & EQUIPMENT	89583	1672.50	2	179166	3322.50	2	.00	1075000	1071677.50	0
	82 16	LAND	0	5043.18	0	0	19866.00	0	.00	0	19866.00-	0
	82 **	CAPITAL OUTLAY - NEW	89583	6715.68	8	179166	23188.50	13	.00	1075000	1051811.50	2
701	**	** WATER	173376	117236.56	68	346752	133709.38	39	17271.87	2080550	1929568.75	7
70	**	** UTILITIES	173376	117236.56	68	346752	133709.38	39	17271.87	2080550	1929568.75	7
DIV	5010	TOTAL *****										
		WATER CAPITAL OUTLAY	173376	117236.56	68	346752	133709.38	39	17271.87	2080550	1929568.75	7
DEPT	50	TOTAL *****										
		WATER DEPARTMENT	325940	188162.26	58	651880	650144.53	100	17271.87	3911550	3244133.60	17



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FUND 050 WATER & SEWER FUND			DEPT/DIV 5101 SEWER DEPARTMENT/OPERATIONS			*****CURRENT***** YEAR-TO-DATE*****			ENCUMBR.	ANNUAL BUDGET	UNENCUMB. BALANCE	% BDGT
BA	ELE OBJ	ACCOUNT	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP				
SUB	SUB	DESCRIPTION										
70		UTILITIES										
702		SEWER										
10		SALARIES AND WAGES										
10 02		REGULAR	41105	32750.92	80	82210	64966.15	79	.00	493260	428293.85	13
10 04		OVERTIME	691	.00	0	1382	29.49	2	.00	8300	8270.51	0
10 **		SALARIES AND WAGES	41796	32750.92	78	83592	64995.64	78	.00	501560	436564.36	13
20		BENEFITS										
20 02		FICA	3197	2310.46	72	6394	4576.62	72	.00	38370	33793.38	12
20 04		VA RETIREMENT SYSTEM	4121	2458.60	60	8242	4917.20	60	.00	49460	44542.80	10
20 06		GROUP MEDICAL INSURANCE	7204	4811.98	67	14408	9779.18	68	.00	86450	76670.82	11
20 08		GROUP LIFE INSURANCE	518	439.00	85	1036	890.54	86	.00	6220	5329.46	14
20 18		VRS HYBRID EMPLOYER CONTR	0	927.34	0	0	1940.32	0	.00	0	1940.32	0
20 20		ICMA HYBRID EMPLOYER CONT	0	106.46	0	0	226.94	0	.00	0	226.94	0
20 **		BENEFITS	15040	11053.84	74	30080	22330.80	74	.00	180500	158169.20	12
30		CONTRACTUAL SERVICES										
30 08		MAINTENANCE SVC CONTRACTS	875	.00	0	1750	58.94	3	.00	10500	10441.06	1
30 14		MISC & PROFESSIONAL SVCS	1666	.00	0	3332	.00	0	.00	20000	20000.00	0
30 16		PHYSICALS	125	.00	0	250	.00	0	.00	1500	1500.00	0
30 24		R & M GROUNDS, BLDGS, RDS	541	.00	0	1082	.00	0	.00	6500	6500.00	0
30 **		CONTRACTUAL SERVICES	3207	.00	0	6414	58.94	1	.00	38500	38441.06	0
50		OTHER CHARGES										
50 02		ELECTRICAL SERVICES	31250	34511.02	110	62500	34511.02	55	.00	375000	340488.98	9
50 04		HEATING SERVICES	291	41.20	14	582	82.40	14	.00	3500	3417.60	2
50 08		TELECOMMUNICATIONS	833	906.59	109	1666	1190.91	72	.00	10000	8809.09	12
50 10		PROPERTY INSURANCE	800	2425.00	303	1600	2425.00	152	.00	9600	7175.00	25
50 12		MOTOR VEHICLE INSURANCE	166	512.20	309	332	512.20	154	.00	2000	1487.80	26
50 18		GENERAL LIABILITY INSUR	375	1150.00	307	750	1150.00	153	.00	4500	3350.00	26
50 24		SUBSISTANCE & LODGING	83	.00	0	166	.00	0	.00	1000	1000.00	0
50 26		CONVENTIONS & EDUCATIONS	250	1650.00	660	500	1850.00	370	.00	3000	1150.00	62
50 28		DUES & ASSOC MEMBERSHIPS	41	.00	0	82	.00	0	.00	500	500.00	0
50 30		REFUNDS	62	.00	0	124	.00	0	.00	750	750.00	0
50 32		MISCELLANEOUS	62	.00	0	124	.00	0	.00	750	750.00	0
50 64		SAMPLE TESTING	916	.00	0	1832	2200.30	120	.00	11000	8799.70	20
50 66		FEES PAID TO COMMONWEALTH	875	.00	0	1750	.00	0	.00	10500	10500.00	0
50 67		SAMPLE TESTING / IN HOUSE	437	5023.80	1150	874	5023.80	575	.00	5250	226.20	96
50 68		PROFESSIONAL LICENSES	125	.00	0	250	.00	0	.00	1500	1500.00	0
50 90		EOP ENVIRON. SAMPLING	416	.00	0	832	.00	0	.00	5000	5000.00	0
50 **		OTHER CHARGES	36982	46219.81	125	73964	48945.63	66	.00	443850	394904.37	11
60		MATERIALS & SUPPLIES										
60 02		OFFICE SUPPLIES	504	.00	0	1008	352.09	35	.00	6050	5697.91	6
60 04		REPAIRS & MAINTENANCE	5250	10747.13	205	10500	10883.89	104	.00	63000	52116.11	17
60 06		FUELS & LUBRICANTS	1440	1623.77	113	2880	1623.77	56	.00	17290	15666.23	9
60 08		VEHICLE / EQUIP R&M	416	302.46	73	832	302.46	36	.00	5000	4697.54	6
60 10		UNIFORMS	583	586.13	101	1166	1086.93	93	.00	7000	5913.07	16
60 11		SAFETY EQUIP & PROGRAMS	416	1252.85	301	832	1252.85	151	.00	5000	3747.15	25
60 14		OTHER OPERATING SUPPLIES	6066	20704.60	341	12132	20704.60	171	.00	72800	52095.40	28

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FUND 050 WATER & SEWER FUND			DEPT/DIV 5101 SEWER DEPARTMENT/OPERATIONS			*****CURRENT***** YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%		
BA	ELE	OBJ	ACCOUNT	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
70			UTILITIES										
702			SEWER										
60	24		SMALL TOOLS	125	.00	0	250	.00	0	.00	1500	1500.00	0
60	50		LABORATORY TEST EQUIP	2500	9274.51	371	5000	9274.51	186	.00	30000	20725.49	31
60	**		MATERIALS & SUPPLIES	17300	44491.45	257	34600	45481.10	131	.00	207640	162158.90	22
70			TRANSFER OUT										
70	05		TO RESERVES	5743	.00	0	11486	.00	0	.00	68920	68920.00	0
70	**		TRANSFER OUT	5743	.00	0	11486	.00	0	.00	68920	68920.00	0
90			DEBT SERVICE										
90	04		INTEREST	11135	.00	0	22270	.00	0	.00	133620	133620.00	0
90	**		DEBT SERVICE	11135	.00	0	22270	.00	0	.00	133620	133620.00	0
91			DEBT SERVICE-2020A										
91	02		PRINCIPAL	6423	.00	0	12846	.00	0	.00	77080	77080.00	0
91	04		INTEREST	5208	.00	0	10416	31220.85	300	.00	62500	31279.15	50
91	**		DEBT SERVICE-2020A	11631	.00	0	23262	31220.85	134	.00	139580	108359.15	22
702	**	**	SEWER	142834	134516.02	94	285668	213032.96	75	.00	1714170	1501137.04	12
70	**	**	UTILITIES	142834	134516.02	94	285668	213032.96	75	.00	1714170	1501137.04	12
DIV	5101		TOTAL *****										
			OPERATIONS	142834	134516.02	94	285668	213032.96	75	.00	1714170	1501137.04	12

FUND 050 WATER & SEWER FUND			DEPT/DIV 5102 SEWER			DEPARTMENT/PUMP STATION						
BA	ELE	OBJ	ACCOUNT	*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%
SUB	SUB		DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BALANCE	BDGT
-----												
70			UTILITIES									
705			RIVERVIEW PUMP STATION									
	50		OTHER CHARGES									
	50	02	ELECTRICAL SERVICES	1083	.00	0	2166	.00	0	.00	13000	0
	50	08	TELECOMMUNICATIONS	83	58.97	71	166	117.94	71	.00	1000	12
	50	**	OTHER CHARGES	1166	58.97	5	2332	117.94	5	.00	14000	1
	60		MATERIALS & SUPPLIES									
	60	04	REPAIRS & MAINTENANCE	833	.00	0	1666	.00	0	.00	10000	0
	60	**	MATERIALS & SUPPLIES	833	.00	0	1666	.00	0	.00	10000	0
705	**	**	RIVERVIEW PUMP STATION	1999	58.97	3	3998	117.94	3	.00	24000	1
70	**	**	UTILITIES	1999	58.97	3	3998	117.94	3	.00	24000	1
DIV	5102		TOTAL *****									
			PUMP STATION	1999	58.97	3	3998	117.94	3	.00	24000	1

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FUND 050 WATER & SEWER FUND		DEPT/DIV 5110 SEWER			DEPARTMENT/SEWER CAPITAL OUTLAY							
BA	ELE OBJ	ACCOUNT	*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
70		UTILITIES										
702		SEWER										
81		CAPITAL OUTLAY - REPLACE										
81 02		VEHICLE REPLACEMENT	1666	51252.38	3076	3332	51252.38	1538	15141.37	20000	46393.75-	332
81 06		MACHINERY & EQUIPMENT	12770	.00	0	25540	.00	0	8269.00-	153250	161519.00	5-
81 18		BUILDING	4250	.00	0	8500	.00	0	.00	51000	51000.00	0
81 20		SEWER SYSTEM	131853	315715.00	239	263706	315715.00	120	.00	1582240	1266525.00	20
81 30		IMPRVMNTS OTHER THAN BLDG	62500	.00	0	125000	.00	0	.00	750000	750000.00	0
81 37		SCADA SYSTEM UPGRADE	29166	.00	0	58332	.00	0	.00	350000	350000.00	0
81 40		ELECTRICAL	130683	25536.00	20	261366	26880.00	10	.00	1568200	1541320.00	2
81 **		CAPITAL OUTLAY - REPLACE	372888	392503.38	105	745776	393847.38	53	6872.37	4474690	4073970.25	9
82		CAPITAL OUTLAY - NEW										
82 06		MACHINERY & EQUIPMENT	0	119450.00	0	0	119450.00	0	119447.00	0	238897.00-	0
82 20		SEWER SYSTEM	57875	.00	0	115750	.00	0	.00	694500	694500.00	0
82 **		CAPITAL OUTLAY - NEW	57875	119450.00	206	115750	119450.00	103	119447.00	694500	455603.00	34
702 ** **		SEWER	430763	511953.38	119	861526	513297.38	60	126319.37	5169190	4529573.25	12
70 ** **		UTILITIES	430763	511953.38	119	861526	513297.38	60	126319.37	5169190	4529573.25	12
DIV 5110		TOTAL *****										
		SEWER CAPITAL OUTLAY	430763	511953.38	119	861526	513297.38	60	126319.37	5169190	4529573.25	12
DEPT 51		TOTAL *****										
		SEWER DEPARTMENT	575596	646528.37	112	1151192	726448.28	63	126319.37	6907360	6054592.35	12

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FUND 050 WATER & SEWER FUND			DEPT/DIV 5201 DISTRIBUTION & COLLECTION/OPERATIONS										
BA	ELE	OBJ	ACCOUNT	*****CURRENT*****			*****YEAR-TO-DATE*****				ANNUAL	UNENCUMB.	%
SUB	SUB		DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
-----													
71			DISTRIBUTION & COLLECTION										
711			DISTRIBUTION										
	10		SALARIES AND WAGES										
	10 02		REGULAR	8850	7171.78	81	17700	13166.98	74	.00	106210	93043.02	12
	10 04		OVERTIME	275	256.64	93	550	321.92	59	.00	3300	2978.08	10
	10 **		SALARIES AND WAGES	9125	7428.42	81	18250	13488.90	74	.00	109510	96021.10	12
	20		BENEFITS										
	20 02		FICA	698	534.62	77	1396	965.87	69	.00	8380	7414.13	12
	20 04		VA RETIREMENT SYSTEM	934	286.48	31	1868	572.96	31	.00	11210	10637.04	5
	20 06		GROUP MEDICAL INSURANCE	1807	856.20	47	3614	1583.80	44	.00	21690	20106.20	7
	20 08		GROUP LIFE INSURANCE	117	112.22	96	234	196.28	84	.00	1410	1213.72	14
	20 18		VRS HYBRID EMPLOYER CONTR	0	540.83	0	0	878.63	0	.00	0	878.63-	0
	20 20		ICMA HYBRID EMPLOYER CONT	0	65.29	0	0	109.55	0	.00	0	109.55-	0
	20 **		BENEFITS	3556	2395.64	67	7112	4307.09	61	.00	42690	38382.91	10
	30		CONTRACTUAL SERVICES										
	30 08		MAINTENANCE SVC CONTRACTS	250	38.25	15	500	76.50	15	.00	3000	2923.50	3
	30 16		PHYSICALS	25	.00	0	50	.00	0	.00	300	300.00	0
	30 30		GIS MAPPING UPDATES	416	16.74	4	832	33.48	4	.00	5000	4966.52	1
	30 **		CONTRACTUAL SERVICES	691	54.99	8	1382	109.98	8	.00	8300	8190.02	1
	50		OTHER CHARGES										
	50 08		TELECOMMUNICATIONS	25	3.39	14	50	36.99	74	.00	300	263.01	12
	50 24		SUBSISTANCE & LODGING	41	.00	0	82	.00	0	.00	500	500.00	0
	50 26		CONVENTIONS & EDUCATIONS	66	.00	0	132	.00	0	.00	800	800.00	0
	50 65		METER TESTING/REPLACEMENT	1250	.00	0	2500	.00	0	.00	15000	15000.00	0
	50 76		MISS UTILITY	54	22.05	41	108	22.05	20	.00	650	627.95	3
	50 **		OTHER CHARGES	1436	25.44	2	2872	59.04	2	.00	17250	17190.96	0
	60		MATERIALS & SUPPLIES										
	60 02		OFFICE SUPPLIES	20	.00	0	40	.00	0	.00	250	250.00	0
	60 04		REPAIRS & MAINTENANCE	4166	881.46	21	8332	7728.71	93	.00	50000	42271.29	16
	60 06		FUELS & LUBRICANTS	775	735.50	95	1550	735.50	48	.00	9300	8564.50	8
	60 08		VEHICLE & EQUIP R&M	520	278.66	54	1040	278.66	27	.00	6250	5971.34	5
	60 10		UNIFORMS	216	71.28	33	432	71.28	17	.00	2600	2528.72	3
	60 11		SAFETY EQUIP & PROGRAMS	108	.00	0	216	.00	0	.00	1300	1300.00	0
	60 25		SMALL EQUIPMENT	116	195.67	169	232	195.67	84	.00	1400	1204.33	14
	60 **		MATERIALS & SUPPLIES	5921	2162.57	37	11842	9009.82	76	.00	71100	62090.18	13
711	**	**	DISTRIBUTION	20729	12067.06	58	41458	26974.83	65	.00	248850	221875.17	11
712			COLLECTION										
	10		SALARIES AND WAGES										
	10 02		REGULAR	8850	7171.75	81	17700	13078.52	74	.00	106210	93131.48	12
	10 04		OVERTIME	275	256.63	93	550	321.89	59	.00	3300	2978.11	10
	10 **		SALARIES AND WAGES	9125	7428.38	81	18250	13400.41	73	.00	109510	96109.59	12

FUND 050 WATER & SEWER FUND			DEPT/DIV 5201 DISTRIBUTION & COLLECTION/OPERATIONS								
BA ELE OBJ ACCOUNT			*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	% BDGT
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP			
									ENCUMBR.	BUDGET	BALANCE
71		DISTRIBUTION & COLLECTION									
712		COLLECTION									
20		BENEFITS									
20 02	FICA		698	534.51	77	1396	965.72	69	.00	8380	7414.28
20 04	VA RETIREMENT SYSTEM		934	286.48	31	1868	572.96	31	.00	11210	10637.04
20 06	GROUP MEDICAL INSURANCE		1807	856.20	47	3614	1583.80	44	.00	21690	20106.20
20 08	GROUP LIFE INSURANCE		117	112.16	96	234	196.16	84	.00	1410	1213.84
20 18	VRS HYBRID EMPLOYER CONTR		0	540.79	0	0	878.57	0	.00	0	878.57-
20 20	ICMA HYBRID EMPLOYER CONT		0	65.21	0	0	109.41	0	.00	0	109.41-
20 **	BENEFITS		3556	2395.35	67	7112	4306.62	61	.00	42690	38383.38
30		CONTRACTUAL SERVICES									
30 08	MAINTENANCE SVC CONTRACTS		125	788.25	631	250	826.50	331	.00	1500	673.50
30 16	PHYSICALS		25	.00	0	50	.00	0	.00	300	300.00
30 26	IT NETWRK/WEBSITE SUPPORT		48	47.83	100	96	95.66	100	.00	570	474.34
30 30	GIS MAPPING UPDATES		416	16.74	4	832	33.48	4	.00	5000	4966.52
30 **	CONTRACTUAL SERVICES		614	852.82	139	1228	955.64	78	.00	7370	6414.36
50		OTHER CHARGES									
50 08	TELECOMMUNICATIONS		25	3.39	14	50	36.99	74	.00	300	263.01
50 24	SUBSISTANCE & LODGING		41	.00	0	82	.00	0	.00	500	500.00
50 26	CONVENTIONS & EDUCATIONS		66	.00	0	132	.00	0	.00	800	800.00
50 76	MISS UTILITY		54	22.05	41	108	22.05	20	.00	650	627.95
50 **	OTHER CHARGES		186	25.44	14	372	59.04	16	.00	2250	2190.96
60		MATERIALS & SUPPLIES									
60 02	OFFICE SUPPLIES		20	.00	0	40	.00	0	.00	250	250.00
60 04	REPAIRS & MAINTENANCE		2916	4616.45	158	5832	5158.11	88	.00	35000	29841.89
60 06	FUELS & LUBRICANTS		775	735.50	95	1550	735.50	48	.00	9300	8564.50
60 08	VEHICLE & EQUIP R&M		520	278.66	54	1040	278.66	27	.00	6250	5971.34
60 10	UNIFORMS		208	71.28	34	416	71.28	17	.00	2500	2428.72
60 11	SAFETY EQUIP & PROGRAMS		108	.00	0	216	.00	0	.00	1300	1300.00
60 25	SMALL EQUIPMENT		108	195.66	181	216	195.66	91	.00	1300	1104.34
60 **	MATERIALS & SUPPLIES		4655	5897.55	127	9310	6439.21	69	.00	55900	49460.79
81		CAPITAL OUTLAY - REPLACE									
81 30	IMPRVMNTS OTHER THAN BLDG		833	.00	0	1666	.00	0	.00	10000	10000.00
81 **	CAPITAL OUTLAY - REPLACE		833	.00	0	1666	.00	0	.00	10000	10000.00
712 ** **	COLLECTION		18969	16599.54	88	37938	25160.92	66	.00	227720	202559.08
71 ** **	DISTRIBUTION & COLLECTION		39698	28666.60	72	79396	52135.75	66	.00	476570	424434.25
DIV 5201	TOTAL *****										
	OPERATIONS		39698	28666.60	72	79396	52135.75	66	.00	476570	424434.25
DEPT 52	TOTAL *****										
	DISTRIBUTION & COLLECTION		39698	28666.60	72	79396	52135.75	66	.00	476570	424434.25
FUND 050	TOTAL *****										
	WATER & SEWER FUND		945308	867134.85	92	1890616	1436165.24	76	143591.24	11344440	9764683.52

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FUND 070 COMMUNITY IMPROV FUND			DEPT/DIV 9102 NON DEPARTMENT/NON DEPARTMENT									
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
80		NON DEPARTMENT										
802		TRANSFER OUT										
	70	TRANSFER OUT										
	70 03	TO GENERAL FUND	0	60000.00	0	0	60000.00	0	.00	0	60000.00-	0
	70 **	TRANSFER OUT	0	60000.00	0	0	60000.00	0	.00	0	60000.00-	0
802 ** **		TRANSFER OUT	0	60000.00	0	0	60000.00	0	.00	0	60000.00-	0
80 ** **		NON DEPARTMENT	0	60000.00	0	0	60000.00	0	.00	0	60000.00-	0
DIV 9102		TOTAL *****										
		NON DEPARTMENT	0	60000.00	0	0	60000.00	0	.00	0	60000.00-	0
DEPT 91		TOTAL *****										
		NON DEPARTMENT	0	60000.00	0	0	60000.00	0	.00	0	60000.00-	0
FUND 070		TOTAL *****										
		COMMUNITY IMPROV FUND	0	60000.00	0	0	60000.00	0	.00	0	60000.00-	0

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FUND 090 CEMETERY FUND			DEPT/DIV 0000										
BA	ELE	OBJ	ACCOUNT	*****CURRENT*****			*****YEAR-TO-DATE*****				ANNUAL	UNENCUMB.	%
SUB	SUB		DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
-----													
60													
603			CEMETERY										
10			SALARIES AND WAGES										
10	02		REGULAR	1250	1600.93	128	2500	2649.73	106	.00	15000	12350.27	18
10	04		OVERTIME	83	245.22	295	166	297.24	179	.00	1000	702.76	30
10	**		SALARIES AND WAGES	1333	1846.15	139	2666	2946.97	111	.00	16000	13053.03	18
20			BENEFITS										
20	02		FICA	102	136.91	134	204	217.68	107	.00	1230	1012.32	18
20	04		VA RETIREMENT SYSTEM	133	.00	0	266	.00	0	.00	1600	1600.00	0
20	06		GROUP MEDICAL INSURANCE	145	180.88	125	290	305.06	105	.00	1750	1444.94	17
20	08		GROUP LIFE INSURANCE	16	22.92	143	32	36.70	115	.00	200	163.30	18
20	18		VRS HYBRID EMPLOYER CONTR	0	163.11	0	0	257.28	0	.00	0	257.28-	0
20	20		ICMA HYBRID EMPLOYER CONT	0	19.24	0	0	34.51	0	.00	0	34.51-	0
20	**		BENEFITS	396	523.06	132	792	851.23	108	.00	4780	3928.77	18
30			CONTRACTUAL SERVICES										
30	36		MOWING CONTRACT	2083	.00	0	4166	.00	0	.00	25000	25000.00	0
30	**		CONTRACTUAL SERVICES	2083	.00	0	4166	.00	0	.00	25000	25000.00	0
60			MATERIALS & SUPPLIES										
60	04		REPAIRS & MAINTENANCE	833	.00	0	1666	.00	0	.00	10000	10000.00	0
60	60		OPENING/CLOSING GRAVES	125	.00	0	250	.00	0	.00	1500	1500.00	0
60	**		MATERIALS & SUPPLIES	958	.00	0	1916	.00	0	.00	11500	11500.00	0
70			TRANSFER OUT										
70	01		TO CEMETERY RESERVE	2270	.00	0	4540	.00	0	.00	27250	27250.00	0
70	**		TRANSFER OUT	2270	.00	0	4540	.00	0	.00	27250	27250.00	0
82			CAPITAL OUTLAY - NEW										
82	06		MACHINERY & EQUIPMENT	4000	.00	0	8000	39780.00	497	39780.00	48000	31560.00-	166
82	**		CAPITAL OUTLAY - NEW	4000	.00	0	8000	39780.00	497	39780.00	48000	31560.00-	166
603	**	**	CEMETERY	11040	2369.21	22	22080	43578.20	197	39780.00	132530	49171.80	63
60	**	**		11040	2369.21	22	22080	43578.20	197	39780.00	132530	49171.80	63
DIV	0000		TOTAL *****	11040	2369.21	22	22080	43578.20	197	39780.00	132530	49171.80	63
DEPT	00		TOTAL *****	11040	2369.21	22	22080	43578.20	197	39780.00	132530	49171.80	63
FUND	090		TOTAL *****	11040	2369.21	22	22080	43578.20	197	39780.00	132530	49171.80	63
			CEMETERY FUND	11040	2369.21	22	22080	43578.20	197	39780.00	132530	49171.80	63
GRAND			TOTAL *****	1530700	1724048.34	113	3061400	2761275.48	90	263281.11	18370260	15345703.41	17



Town of Altavista  
Investment and Deposit Totals  
Balance as of August 31, 2022



**General Fund Reserves**

Money Market Account	4,091,335.46	
Certificate of Deposit	2,946,191.55	
LGIP	5,679,792.65	
Sub-Total		\$ 12,717,319.66

**Enterprise Fund Reserves**

Money Market Account	230,093.06	
Certificate of Deposit		
LGIP	2,571,019.90	
Sub-Total		\$ 2,801,112.96

**Highway Fund**

Money Market Account	57,350.00	
Certificate of Deposit	0.00	
LGIP	1,012,074.41	
Sub-Total		\$ 1,069,424.41

**Green Hill Cemetery**

Money Market Account	79,188.02	
Certificate of Deposit	640,134.09	
LGIP	77,672.40	
Sub-Total		\$ 796,994.51

**AEDA**

Money Market Account	0.00	
Certificate of Deposit	0.00	
LGIP	239,177.94	
Sub-Total		\$ 239,177.94

**Federal Forfeiture Account** \$0.00

**State Forfeiture Account** \$7,944.50

**Operating Cash Account** \$ 1,942,303.66

**Grand Total Investments and Deposits** \$ 19,574,277.64

**Designated Balance** \$ 15,756,809.07

**Undesignated Balance** \$ 3,817,468.57

**DISTRIBUTION OF UNDESIGNATED FUNDS**

Policy Money	5,095,522.00
PCB / freed up for CIP	435,967.59
Accrued Liability	186,161.36
ED remaining balance of \$35,000 (website and marketing)	6,240.00
Earmarked for AOT No Interest Loan Program - Grant (5/11/21)	20,821.44
"Pop-Up" Altavista Funding - Downtown Business Invest Grant	2,764.12
Funds earmarked for items not completed during prior FY	681,265.31
Canoe Launch Site	58,056.17
CIP Items Earmarked for Future Purchase	251,170.00
Park Improvements as designated by Roberta F. Jenks' Estate	48,968.32
Park Improvements	11,300.00
AVOCA Maintenance Funds	172,348.59
Main St Sidewalk Extension Match (VDOT)	0.00
Theater Transfer In FY2022 Budget	983,771.15
Proceeds from sale of Armory	212,826.00
ARPA Funding - 1st Tranche & 2nd Tranche	3,533,782.00
<b>EARMARKED FUNDS</b>	<b>\$ 11,700,964.05</b>

**RESERVE POLICY FUNDS**

**General Fund:** The General Fund Undesignated Fund Balance at the close of each FY per the town's audit, should be at least 50% of Annual Recurring Revenues. (8/10/21) 3,211,965

**Enterprise Fund:** Unrestricted cash for the Enterprise Fund should be a minimum of 50% of total water and sewer utility fund expenditures. (12/13/11) 1,883,557

**Total Reserve Policy Funds** 5,095,522



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

AGENDA ITEM #: 7.A

**PUBLIC HEARING(S)**

**Title: Consideration of Ordinance Authorizing the Issuance of Bonds**

**Staff Resource: Gary Shanaberger, Town Manager**

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**Action(s):**

Adopt the attached ordinance authorizing the issuance of bonds in an estimated maximum amount of \$11,600,000.

**Explanation:**

The Town of Altavista (the "Town") is conducting a required public hearing on the proposed issuance of bonds to the Town, in the estimated maximum principal amount of \$11,600,000; for the purpose of financing capital improvements to the Town's water and sewer systems/infrastructure. The adoption of the attached ordinance allows the town to borrow up to \$11,600,000; however there is no obligation at this point.

Following the public hearing, Davenport will provide an update on the Bank RFP results and offer a comparison analysis for the funding of the capital improvements to the Town's water and sewer systems.

**Background:**

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

**Funding Source(s):**

Budget impact will be decided once an amount and the rates are decided upon.

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

[\*Attachment 1. Notice of Public Hearing\*](#)

[\*Attachment 2. Ordinance\*](#)

## NOTICE OF PUBLIC HEARING

On Tuesday, the 13<sup>th</sup> day of September, 2022, the Council of the Town of Altavista, Virginia (the “Town”), will conduct a public hearing on the proposed issuance of bonds of the Town, in one or more series, in the estimated maximum principal amount of \$11,600,000, for the purpose of financing capital improvements related to the Town’s water and sewer systems. The bonds may be issued either as general obligation bonds to which the Town’s full faith and credit are pledged or as revenue bonds to which the net revenues of the Town’s water and sewer systems are pledged.

The public hearing will be conducted during the regular meeting of the Town Council beginning at 6:00 p.m. in the Town Council Chamber of the Town Hall, 510 Seventh Street, Altavista, Virginia. Interested persons may appear at such time and place and present their views. Written comments may be submitted to Tobie Shelton, Director of Finance, 510 Seventh Street, Altavista, Virginia or to [tcshelton@altavistava.gov](mailto:tcshelton@altavistava.gov). Written comments must be received no later than noon on Wednesday, September 7, 2022.

Gary Shanaberger

Town Manager

Town of Altavista, Virginia

## **COVERING CERTIFICATE FOR ORDINANCE**

The undersigned Town Clerk of the Town of Altavista, Virginia (the “Town”), certifies as follows:

1. Attached hereto is a true, correct and complete copy of an ordinance entitled “ORDINANCE AUTHORIZING THE ISSUANCE OF BONDS OF THE TOWN OF ALTAVISTA, VIRGINIA, IN THE MAXIMUM AGGREGATE PRINCIPAL AMOUNT OF \$11,600,000” (the “Ordinance”). The Ordinance was adopted at a regular meeting of the Council of the Town (the “Council”) held on September 13, 2022, by a majority of all members of the Council by a roll-call vote.

2. The Council meeting at which the Ordinance was adopted was held at the time and place established by the Council for its regular meetings.

3. The minutes of such meeting reflect the attendance of the members and their votes on the Ordinance as follows:

<b>Member</b>	<b>Attendance</b> (Present/Absent)	<b>Vote</b> (Aye/Nay/Abstain)
Reggie Bennett		
Tracy Emerson		
Tim George		
James H. Higginbotham		
Scott Lowman		
Michael E. Mattox		
Wayne Mitchell		

4. The Ordinance has not been repealed, revoked, rescinded or amended and is in full force and effect on the date hereof.

WITNESS my signature and the seal of the Town of Altavista, Virginia this \_\_\_\_ day of September, 2022.

(SEAL)

\_\_\_\_\_  
Town Clerk, Town of Altavista, Virginia

**ORDINANCE AUTHORIZING THE ISSUANCE OF BONDS OF  
THE TOWN OF ALTAVISTA, VIRGINIA, IN THE MAXIMUM  
AGGREGATE PRINCIPAL AMOUNT OF \$11,600,000**

**WHEREAS**, the Town of Altavista, Virginia (the “Town”), desires to finance capital improvements related to the Town’s water and sewer systems (the “Project”);

**BE IT ORDAINED BY THE COUNCIL OF THE TOWN OF ALTAVISTA, VIRGINIA:**

1. It is determined to be necessary and expedient for the Town to finance the Project and to borrow funds for such purpose and issue the Town’s bonds to obtain such funds.

2. Pursuant to the Constitution and statutes of the Commonwealth of Virginia, including the Public Finance Act of 1991, but without regard to the provisions of the Town Charter, there are authorized to be issued bonds of the Town in the maximum aggregate principal amount of \$11,600,000 to provide funds, together with other available funds, to finance the Project and pay related costs of financing and issuance.

3. The bonds shall bear such date or dates, mature at such time or times not exceeding 40 years from their date or dates, bear interest at such rate or rates, be in such denominations and form, be executed in such manner and be sold at such time or times and in such manner as the Council of the Town may hereafter provide by appropriate resolution or resolutions.

4. The bonds may be issued either as general obligations of the Town to which its full faith and credit shall be irrevocably pledged or as revenue bonds to which the net revenues of the Town’s water and sewer systems shall be pledged, all as determined on a series by series basis.

5. The Town intends that the adoption of this Ordinance confirms the Town’s “official intent” within the meaning of Treasury Regulations Section 1.150-2 promulgated under the Internal Revenue Code of 1986, as amended.

6. The Town Clerk, in collaboration with the Town Attorney, is authorized and directed to see to the immediate filing of a certified copy of this Ordinance in the Circuit Court of Campbell County, Virginia.

7. This Ordinance shall take effect immediately.



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

AGENDA ITEM #: 7.B

**PUBLIC HEARING(S)**

**Title: Ordinance Amendment #OA-22-01 - Flagpoles in R-1**

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

---

**Action(s):**

Approve the proposed text amendment

**Explanation:**

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

**Background:**

At the May 2, 2022, Planning Commission meeting, staff explained they recently discovered that flagpoles were not listed as a permitted structure in the business and industrial zoning districts after the Community Development Director received a phone call asking about the height restriction. This is an obvious omission made during the 2011 Zoning Ordinance update.

While drafting a text amendment to address the omission, the Town Attorney realized that no limits existed for flagpoles in residential zoning districts and recommended it be addressed as well.

**Analysis:**

It is common for property owners to display flags on their property. Since the existing Zoning Ordinance does not permit flagpoles, the town believes it is best to address it now since it has been brought to our attention.

In the R-1 (Low Density Residential) Zoning District, the maximum height of principal structures is thirty-five feet (35'). Staff is of the opinion that flagpoles should be allowed up to thirty-five feet (35') by-right. This height is common in other residential zoning districts in Virginia.

The ordinance as presented adds a provision that additional height might be allowed through a Special Use Permit granted by Town Council.

-

**Public Input:**

The text amendment was advertised in the Altavista Journal and on the Town's website. As of the writing of this report there were no phone calls, letters, or emails in support of or in opposition to the request.

**Planning Commission Recommendation:**

At its August 1, 2022 meeting, the Planning Commission voted 5-0 to recommend approval of the amendment as presented.

**Funding Source(s):**

General Fund-Advertising

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

[\*Attachment.Ordinance for #OA-22-01 Height of Structures in R-1\*](#)

An Ordinance to repeal, amend and re-ordain Section 86-139 to the Code of the Town of Altavista, 1968, relating to maximum height of structures in the R-1 District.

Be it ordained by the Town Council of the Town of Altavista:

1. That Section 86-139 of the Code of the Town of Altavista, 1968, be repealed, amended and re-ordained as follows:

Principal structures:	35 feet.
Accessory structures:	Shall not exceed height of principal structure; however no accessory building in the R-1 district which is within ten feet of any lot line shall be more than one story high.
Flagpoles:	<u>Flagpoles up to 35' in height. Flagpoles in excess of 35' shall require approval by Special Use Permit</u>
Exempt structures:	These structures are exempt from the 35-foot height limit; Church spires, belfries, cupolas, municipal water towers, chimneys, flues, utility poles, transmission structures, <del>flagpoles</del> , television antennas (except satellite antennas which are regulated by article IV of this chapter), and radio aerials.

2. This Ordinance shall become effective immediately upon passage by the Council of the Town of Altavista.





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

AGENDA ITEM #: 7.C

**PUBLIC HEARING(S)**

**Title: Ordinance Amendment #OA-22-02 - Flagpoles in R-2**

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

---

**Action(s):**

Approve text amendment as presented

**Explanation:**

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

**Background:**

At the May 2, 2022, Planning Commission meeting, staff explained they recently discovered that flagpoles were not listed as a permitted structure in the business and industrial zoning districts after the Community Development Director received a phone call asking about the height restriction. This is an obvious omission made during the 2011 Zoning Ordinance update.

While drafting a text amendment to address the omission, the Town Attorney realized that no limits existed for flagpoles in residential zoning districts and recommended it be addressed as well.

**Analysis:**

It is common for property owners to display flags on their property. Since the existing Zoning Ordinance does not permit flagpoles, the town believes it is best to address it now since it has been brought to our attention.

In the R-2 (Medium Density Residential) Zoning District, the maximum height of principal structures is thirty-five feet (35'). Staff is of the opinion that flagpoles should be allowed up to thirty-five feet (35') by-right. This height is common in other residential zoning districts in Virginia.

The ordinance as presented adds a provision that additional height might be allowed through a Special Use Permit granted by Town Council.

-

**Public Input:**

The text amendment was advertised in the Altavista Journal and on the Town's website. As of the writing of this report there were no phone calls, letters, or emails in support of or in opposition to the request.

**Planning Commission Recommendation:**

At its August 1, 2022 meeting, the Planning Commission voted 5-0 to recommend approval of the text amendment as presented.

**Funding Source(s):**

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

*[Attachment.Ordinance for #OA-22-02 Height of Structures in R-2](#)*

An Ordinance to repeal, amend and re-ordain Section 86-199 to the Code of the Town of Altavista, 1968, relating to maximum height of structures in the R-2 District.

Be it ordained by the Town Council of the Town of Altavista:

1. That Section 86-199 of the Code of the Town of Altavista, 1968, be repealed, amended and re-ordained as follows:

Principal structures:	35 feet.
Accessory structures: district	Shall not exceed height of principal structure; however no accessory building in the R-2  which is within ten feet of any lot line shall be more than one story high.
Flagpoles:	<u>Flagpoles up to 35' in height. Flagpoles in excess of 35' shall require approval by Special Use Permit</u>
Exempt structures:	These structures are exempt from the 35-foot height limit; Church spires, belfries, cupolas, municipal water towers, chimneys, flues, utility poles, transmission structures, <del>flagpoles</del> , television antennas (except satellite antennas which are regulated by article IV of this chapter), and radio aerials.

2. This Ordinance shall become effective immediately upon passage by the Council of the Town of Altavista.



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

AGENDA ITEM #: 7.D

**PUBLIC HEARING(S)**

**Title: Ordinance Amendment #OA-22-03 - Flagpoles in C-1**

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

---

**Action(s):**

Approve the text amendment as presented

**Explanation:**

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

**Background:**

At the May 2, 2022, Planning Commission meeting, staff explained they recently discovered that flagpoles were not listed as a permitted structure in the business and industrial zoning districts after the Community Development Director received a phone call asking about the height restriction. This is an obvious omission made during the 2011 Zoning Ordinance update.

**Analysis:**

It is common for property owners and businesses to display flags on their property. Since the existing Zoning Ordinance does not permit flagpoles, the town believes it is best to address it now since it has been brought to our attention.

In the C-1 (Local Commercial) Zoning District, the maximum height of principal structures is thirty-five feet (35)'. Staff is of the opinion that flagpoles should be allowed up to thirty-five feet (35') by-right. This height is common in other commercial zoning districts in Virginia.

The ordinance as presented adds a provision that additional height might be allowed through a Special Use Permit granted by Town Council.

-

**Public Input:**

The text amendment was advertised in the Altavista Journal and on the Town's website. As of the writing of this report there were no phone calls, letters, or emails in support of or in opposition to the request.

**Planning Commission Recommendation:**

At is August 1, 2022 meeting, the Planning Commission voted 5-0 to recommend approval of the text amendment as presented.

**Funding Source(s):**

General Fund-Advertising

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

*[Attachment.Ordinance for #OA-22-03 Height of Structures in C-1](#)*

An Ordinance to repeal, amend and re-ordain Section 86-327 to the Code of the Town of Altavista, 1968, relating to maximum height of structures in the C-1 District.

Be it ordained by the Town Council of the Town of Altavista:

1. That Section 86-327 of the Code of the Town of Altavista, 1968, be repealed, amended and re-ordained as follows:

Principal structures:	35 feet or 2 ½ stories
Accessory structures:	Shall not exceed height of principal Structure; however no accessory building in the C-1 district which is within ten feet of any lot line shall be more than one story high. <u>Flagpoles shall be exempt from this provision.</u>

2. This Ordinance shall become effective immediately upon passage by the Council of the Town of Altavista.



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

AGENDA ITEM #: 7.E

**PUBLIC HEARING(S)**

**Title: Ordinance Amendment #OA-22-04 - Flagpoles in C-2**

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

---

**Action(s):**

Approve text amendment as presented

**Explanation:**

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

**Background:**

At the May 2, 2022, Planning Commission meeting, staff explained they recently discovered that flagpoles were not listed as a permitted structure in the business and industrial zoning districts after the Community Development Director received a phone call asking about the height restriction. This is an obvious omission made during the 2011 Zoning Ordinance update.

**Analysis:**

It is common for property owners and businesses to display flags on their property. Since the existing Zoning Ordinance does not permit flagpoles, the town believes it is best to address it now since it has been brought to our attention.

In the C-2 (Local Commercial) Zoning District, the maximum height of principal structures is forty feet (40'). Being cognizant of elevation changes of many C-2 properties, staff is of the opinion that the maximum height for flagpoles should be forty feet.

The ordinance as presented adds a provision that additional height might be allowed through a Special Use Permit granted by Town Council.

-

**Public Input:**

The text amendment was advertised in the Altavista Journal and on the Town's website.

A downtown business owner brought this issue to the town's attention and is supportive of the text amendment.

As of the writing of this report there were no additional phone calls, letters, or emails in support of or in opposition to the request.

**Planning Commission Recommendation:**

At its August 1, 2022 meeting, the Planning Commission recommended approval of the text amendment as presented.

**Funding Source(s):**

General Fund-Advertising

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

*[Attachment. Ordinance for #OA-22-04 Height of Structures in C-2](#)*



An Ordinance to repeal, amend and re-ordain Section 86-356 to the Code of the Town of Altavista, 1968, relating to maximum height of structures in the C-2 District.

Be it ordained by the Town Council of the Town of Altavista:

1. That Section 86-356 of the Code of the Town of Altavista, 1968, be repealed, amended and re-ordained as follows:

Principal structures:	45 feet or 4 stories
Accessory structures:	Shall not exceed height of principal structure;. <u>Flagpoles shall be exempt from this provision.</u>

2. This Ordinance shall become effective immediately upon passage by the Council of the Town of Altavista.



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

AGENDA ITEM #: 7.F

**PUBLIC HEARING(S)**

**Title: Ordinance Amendment #OA-22-05**

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

---

**Action(s):**

Approve the text amendment as presented

**Explanation:**

To amend Sec. 86-388 of the Zoning Ordinance to establish a maximum height of 50 feet (50') for flagpoles and establish a process whereby additional height may be granted through a Special Use Permit.

**Background:**

At the May 2, 2022, Planning Commission meeting, staff explained they recently discovered that flagpoles were not listed as a permitted structure in the business and industrial zoning districts after the Community Development Director received a phone call asking about the height restriction. This is an obvious omission made during the 2011 Zoning Ordinance update.

**Analysis:**

It is common for property owners and businesses to display flags on their property. Since the existing Zoning Ordinance does not permit flagpoles, the town believes it is best to address it now since it has been brought to our attention.

In the M (Industrial) Zoning District, the maximum height of structures is forty-five feet (45') or four stories. Being cognizant of elevation changes of some industrial properties, staff is of the opinion that the maximum height for flagpoles should be fifty feet.

The ordinance as presented adds a provision that additional height might be allowed through a Special Use Permit granted by Town Council.

-

**Public Input:**

The text amendment was advertised in the Altavista Journal and on the Town's website.

As of the writing of this report there were no phone calls, letters, or emails in support of or in opposition to the request.

**Planning Commission Recommendation:**

At its August 1, 2022 meeting, the Planning Commission recommended approval of the text amendment as presented.

**Funding Source(s):**

General Fund - Advertising

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

*[Attachment. Ordinance for #OA-22-05 Height of Structures in M](#)*

An Ordinance to repeal, amend and re-ordain Section 86-388 to the Code of the Town of Altavista, 1968, relating to maximum height of structures in the M District.

Be it ordained by the Town Council of the Town of Altavista:

1. That Section 86-388 of the Code of the Town of Altavista, 1968, be repealed, amended and re-ordained as follows:

All structures:	45 feet or 4 stories. <u>Flagpoles shall be exempt from this provision.</u>
-----------------	---

2. This Ordinance shall become effective immediately upon passage by the Council of the Town of Altavista.



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

AGENDA ITEM #: 8.A

**NEW BUSINESS**

**Title: Public Nuisance Hearing - 1304 Lynch Rd**

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

---

**Action(s):**

Declare the property a public nuisance.

**Explanation:**

Staff has followed the process established by code to have the property brought into compliance. Since the violations have not been abated, per Section 34-32(b)(5) of the code, a public nuisance hearing has been set.

**Background:**

The Community Development Director issued a Notice of Violation to the owner for the storage of materials on the property. The owner was given 60 days (August 22, 2022) to abate the violation. No action was taken by the owner; therefore, staff is asking Council to declare the property a public nuisance.

**Funding Source(s):**

TBD

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

[Attachment. 20220909\\_090333.jpg](#)







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

AGENDA ITEM #: 8.B

**NEW BUSINESS**

**Title: Public Nuisance Hearing - 1606 School Street**

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

---

**Action(s):**

Declare the property a public nuisance.

**Explanation:**

Staff has followed the process established by code to have the property brought into compliance. Since the violations have not been abated, per Section 34-32(b)(5) of the code, a public nuisance hearing has been set.

**Background:**

Since June of 2020, staff has tried to work with the property owner, Delegate Matthew Fariss, on the maintenance of his property. A Notice of Violation was sent on June 1, 2020 and signed for by the owner. The Community Development Director received a call from Ginger St. John, Legislative Liaison for Del. Fariss, who informed her that the grass would be cut. Ms. St. John also provided her cell number and asked us to contact her if there were any issues. For the rest of the grass season in 2020 and for the 2021 grass season the Community Development Director and former Assistant Town Manager Amie Owens would call Ms. St. John to cut the grass.

On May 17, 2022, Del. Fariss was sent a Notice of Violation for grass and informed that it would cover the entire growing season. Due to his failure to cut the grass, the Town has paid a contract to cut the lot twice. The weeds are also growing over the shed at the rear of the property and the house is deteriorating.

Due to the drain on staff resources and the unwillingness of the owner to abate violations or pay the fines owed to the Town, staff is asking Town Council to declare the property a public nuisance.

**Funding Source(s):**

TBD

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

[Fariss Grass Bill.pdf](#)  
[20220909\\_091703.jpg](#)

TOWN OF ALTAVISTA  
PO BOX 420  
ALTAVISTA, VA 24517

(434) 369-5001

TO: C. MATTHEW FARISS  
243 B LIVESTOCK ROAD  
RUSTBURG, VA 24588

INVOICE NO: 1845  
DATE: 8/10/22

CUSTOMER NO: 2044/2044

TYPE: MS - MISCELLANEOUS

QUANTITY	DESCRIPTION	UNIT PRICE	EXTENDED PRICE
1.00	GRASS CUTTING FEE 1706 EUDORA LN, ALTAVISTA	65.00	65.00
1.00	GRASS CUTTING FEE 1606 SCHOOL ST, ALTAVISTA	50.00	50.00
1.00	GRASS CUTTING ADMIN FEE 1706 EUDORA LN, ALTAVISTA	75.00	75.00

TOTAL DUE: \$190.00

PLEASE DETACH AND SEND THIS COPY WITH REMITTANCE

DATE: 8/10/22 DUE DATE: 9/09/22  
CUSTOMER NO: 2044/2044

NAME: FARISS, C. MATTHEW  
TYPE: MS - MISCELLANEOUS

REMIT AND MAKE CHECK PAYABLE TO:  
TOWN OF ALTAVISTA  
PO BOX 420  
ALTAVISTA VA 24517

INVOICE NO: 1845  
TERMS: NET 30 DAYS

AMOUNT: \$190.00



## INVOICE

141

TOWN OF ALTAVISTA  
PO BOX 420  
ALTAVISTA, VA 24517

(434) 369-5001

TO: C. MATTHEW FARISS  
243 B LIVESTOCK ROAD  
RUSTBURG, VA 24588

INVOICE NO: 1846  
DATE: 8/10/22

CUSTOMER NO: 2044/2044

TYPE: MS - MISCELLANEOUS

QUANTITY	DESCRIPTION	UNIT PRICE	EXTENDED PRICE
1.00	GRASS CUTTING ADMIN FEE 1606 SCHOOL ST, ALTAVISTA	75.00	75.00

TOTAL DUE: \$75.00

PLEASE DETACH AND SEND THIS COPY WITH REMITTANCE

DATE: 8/10/22 DUE DATE: 9/09/22 NAME: FARISS, C. MATTHEW  
CUSTOMER NO: 2044/2044 TYPE: MS - MISCELLANEOUS

REMIT AND MAKE CHECK PAYABLE TO:  
TOWN OF ALTAVISTA  
PO BOX 420  
ALTAVISTA VA 24517

INVOICE NO: 1846  
TERMS: NET 30 DAYS

AMOUNT: \$75.00

## INVOICE

142

TOWN OF ALTAVISTA  
PO BOX 420  
ALTAVISTA, VA 24517

(434) 369-5001

TO: C. MATTHEW FARISS  
243 B LIVESTOCK ROAD  
RUSTBURG, VA 24588

INVOICE NO: 1861  
DATE: 9/01/22

CUSTOMER NO: 2044/2044

TYPE: MS - MISCELLANEOUS

QUANTITY	DESCRIPTION	UNIT PRICE	EXTENDED PRICE
1.00	GRASS CUTTING FEE 1606 SCHOOL ST, ALTAVISTA	50.00	50.00
1.00	GRASS CUTTING FEE 1706 EUDORA LANE	65.00	65.00
1.00	GRASS CUTTING ADMIN FEE 1606 SCHOOL ST, ALTAVISTA	75.00	75.00
1.00	GRASS CUTTING ADMIN FEE 1706 EUDORA LANE	75.00	75.00

TOTAL DUE: \$265.00

PLEASE DETACH AND SEND THIS COPY WITH REMITTANCE

DATE: 9/01/22 DUE DATE: 10/03/22  
CUSTOMER NO: 2044/2044

NAME: FARISS, C. MATTHEW  
TYPE: MS - MISCELLANEOUS

REMIT AND MAKE CHECK PAYABLE TO:  
TOWN OF ALTAVISTA  
PO BOX 420  
ALTAVISTA VA 24517

INVOICE NO: 1861  
TERMS: NET 30 DAYS

AMOUNT: \$265.00





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

AGENDA ITEM #: 8.C

**NEW BUSINESS**

**Title: Public Nuisance Hearing - 1706 Eudora Lane**

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

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**Action(s):**

Declare the property a public nuisance.

**Explanation:**

Staff has followed the process established by code to have the property brought into compliance. Since the violations have not been abated, per Section 34-32(b)(5) of the code, a public nuisance hearing has been set.

**Background:**

Since June of 2020, staff has tried to work with the property owner, Delegate Matthew Fariss, on the maintenance of his property. A Notice of Violation was sent on June 1, 2020 and signed for by the owner. The Community Development Director received a call from Ginger St. John, Legislative Liaison for Del. Fariss, who informed her that the grass would be cut. Ms. St. John also provided her cell number and asked us to contact her if there were any issues. For the rest of the grass season in 2020 and for the 2021 grass season the Community Development Director and former Assistant Town Manager Amie Owens would call Ms. St. John to cut the grass.

Staff also asked the owner to seed the lot to stop mud from running into the road and to remove the tires at the rear of the property. This has not been done.

On May 17, 2022, Del. Fariss was sent a Notice of Violation for grass and informed that it would cover the entire growing season. Due to his failure to cut the grass, the Town has paid a contract to cut the lot twice. The weeds are also growing over the shed at the rear of the property and the house is deteriorating.

Due to the drain on staff resources and the unwillingness of the owner to abate violations or pay the fines owed to the Town, staff is asking Town Council to declare the property a public nuisance.

**Funding Source(s):**

TBD

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

[20220909\\_092039.jpg](#)

[Fariss Grass Bill.pdf](#)

*DSC00981.jpg*





TOWN OF ALTAVISTA  
PO BOX 420  
ALTAVISTA, VA 24517

(434) 369-5001

TO: C. MATTHEW FARISS  
243 B LIVESTOCK ROAD  
RUSTBURG, VA 24588

INVOICE NO: 1845  
DATE: 8/10/22

CUSTOMER NO: 2044/2044

TYPE: MS - MISCELLANEOUS

QUANTITY	DESCRIPTION	UNIT PRICE	EXTENDED PRICE
1.00	GRASS CUTTING FEE 1706 EUDORA LN, ALTAVISTA	65.00	65.00
1.00	GRASS CUTTING FEE 1606 SCHOOL ST, ALTAVISTA	50.00	50.00
1.00	GRASS CUTTING ADMIN FEE 1706 EUDORA LN, ALTAVISTA	75.00	75.00

TOTAL DUE: \$190.00

PLEASE DETACH AND SEND THIS COPY WITH REMITTANCE

DATE: 8/10/22 DUE DATE: 9/09/22 NAME: FARISS, C. MATTHEW  
CUSTOMER NO: 2044/2044 TYPE: MS - MISCELLANEOUS

REMIT AND MAKE CHECK PAYABLE TO:  
TOWN OF ALTAVISTA  
PO BOX 420  
ALTAVISTA VA 24517

INVOICE NO: 1845  
TERMS: NET 30 DAYS

AMOUNT: \$190.00

TOWN OF ALTAVISTA  
PO BOX 420  
ALTAVISTA, VA 24517

(434) 369-5001

TO: C. MATTHEW FARISS  
243 B LIVESTOCK ROAD  
RUSTBURG, VA 24588

INVOICE NO: 1846  
DATE: 8/10/22

CUSTOMER NO: 2044/2044

TYPE: MS - MISCELLANEOUS

QUANTITY	DESCRIPTION	UNIT PRICE	EXTENDED PRICE
1.00	GRASS CUTTING ADMIN FEE 1606 SCHOOL ST, ALTAVISTA	75.00	75.00

TOTAL DUE: \$75.00

PLEASE DETACH AND SEND THIS COPY WITH REMITTANCE

DATE: 8/10/22 DUE DATE: 9/09/22 NAME: FARISS, C. MATTHEW  
CUSTOMER NO: 2044/2044 TYPE: MS - MISCELLANEOUS

REMIT AND MAKE CHECK PAYABLE TO:  
TOWN OF ALTAVISTA  
PO BOX 420  
ALTAVISTA VA 24517

INVOICE NO: 1846  
TERMS: NET 30 DAYS

AMOUNT: \$75.00



## INVOICE

149

TOWN OF ALTAVISTA  
PO BOX 420  
ALTAVISTA, VA 24517

(434) 369-5001

TO: C. MATTHEW FARISS  
243 B LIVESTOCK ROAD  
RUSTBURG, VA 24588

INVOICE NO: 1861  
DATE: 9/01/22

CUSTOMER NO: 2044/2044

TYPE: MS - MISCELLANEOUS

QUANTITY	DESCRIPTION	UNIT PRICE	EXTENDED PRICE
1.00	GRASS CUTTING FEE 1606 SCHOOL ST, ALTAVISTA	50.00	50.00
1.00	GRASS CUTTING FEE 1706 EUDORA LANE	65.00	65.00
1.00	GRASS CUTTING ADMIN FEE 1606 SCHOOL ST, ALTAVISTA	75.00	75.00
1.00	GRASS CUTTING ADMIN FEE 1706 EUDORA LANE	75.00	75.00

TOTAL DUE: \$265.00

PLEASE DETACH AND SEND THIS COPY WITH REMITTANCE

DATE: 9/01/22 DUE DATE: 10/03/22  
CUSTOMER NO: 2044/2044

NAME: FARISS, C. MATTHEW  
TYPE: MS - MISCELLANEOUS

REMIT AND MAKE CHECK PAYABLE TO:  
TOWN OF ALTAVISTA  
PO BOX 420  
ALTAVISTA VA 24517

INVOICE NO: 1861  
TERMS: NET 30 DAYS

AMOUNT: \$265.00





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

AGENDA ITEM #: 8.D

**NEW BUSINESS**

**Title: Public Nuisance Hearing - 1407 Lynch R**

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

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**Action(s):**

Declare the property a public nuisance.

**Explanation:**

Staff has followed the process established by code to have the property brought into compliance. Since the violations have not been abated, per Section 34-32(b)(5) of the code, a public nuisance hearing has been set.

**Background:**

The Community Development Director received several complaints about the discarded items at 1407 Lynch Rd. A Notice of Violation was sent to the property owner to abate the violation. The items remain on the property. Staff is asking Town Council to declare the property a public nuisance.

**Funding Source(s):**

TBD

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

[Attachment. 20220909\\_090547.jpg](#)





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

AGENDA ITEM #: 9.A

**UNFINISHED BUSINESS**

**Title: Bank RFP and Comparison Analysis (Davenport)**

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

---

**Action(s):**

Council may decide to do one of the following:

- Adopt a resolution authorizing a financing with a bank.
- Adopt a resolution authorizing a financing through Virginia Resources Authority (VRA).
- Provide alternative direction to staff, based on discussion.
- Take no action at this time.

**Explanation:**

Mr. R. T. Taylor of Davenport will be present to deliver the results of the recent Bank Request for Proposals and Comparison Analysis related to the funding options for the public improvements to the Town's water and sewer systems.

**Background:**

The Town is considering borrowing funds to complete public improvement projects (water and sewer) in the amount, up to \$3,000,000.

Currently, the Utility Fund Budget has a surplus of \$137,850 and has \$880,120 dedicated to debt service. During financial discussions, continued rate increases would be needed to prevent the Utility Fund from running revenue deficits.

**Funding Source(s):**

A borrowing would create the need for funds to pay the annual debt service over the next twenty (20) years.

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

*Attachment 1. Discussion Materials / Bank RFP Results*

*Attachment 2. 2022 GO - Bond Resolution (Bank Option)*

*Attachment 3. 2022 GO - Bond Resolution (VRA Option)*

# Discussion Materials | Bank RFP Results

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Altavista (Town of), Virginia



August 31, 2022

# Overview | Bank RFP Process

- The Town is contemplating funding various water and sewer system improvements (the “Project”) as part of an overall long-term plan to replace and repair aging infrastructure.
- A portion of the planned projects will be funded through ongoing operations (surplus), planned use of one-time reserves, grant moneys, and below market (interest rate) financing through the State Revolving Fund (“SRF”) Loan Program.
- The balance of projects that are anticipated to be implemented over the next three (3) years are estimated to costs approximately \$2.5 to \$3 million.
- On behalf of the Town, Davenport & Company LLC (“Davenport”) distributed a request for proposals (“RFP”) to approximately 100 local, regional, and national banks soliciting proposals for an amount up to \$3 million in order to obtain the desired funding.
  - Distributed the Bank RFP on August 2, 2022.
  - Proposals were due on or before 11am, August 24, 2022.
- Additionally, Davenport assisted the Town with preparing and submitting an application in order to potentially participate in Virginia Resources Authority’s (“VRA”) 2022 Fall Virginia Pooled Financing Program, which would give the Town access to the Public Bond Markets.



- Through this process, the Town received nine (9) Bank RFP proposals (in alphabetical order).
  - American National Bank & Trust Company (“ANBT”)
  - Capital One Public Funding (“Capital One” or “COPF”)
  - First National Bank (“FNB”)
  - Huntington Public Capital Corporation (“Huntington”)
  - Key Government Finance, Inc. (“KGF”)
  - Pinnacle Public Finance, Inc. (“PPF”)
  - Powell Valley National Bank (“PVB”)
  - Truist Financial Corporation (“Truist”)
  - United Bank (“United”)
  
- The following page outlines the proposals and provides a comparison of the interest rates received and other terms and conditions.



# Bank RFP Results | Summary of Proposals

- The table below summarizes the interest rates and prepayment provisions for each of the nine (9) proposals in Low to High Interest Rate order, with the “Fixed through Final Maturity” options reflected at the top of the matrix:

	A	B	C	D	E	F	G
	Bank	Interest Rate (Tax-Exempt)		Final Maturity or Rate Reset	Prepayment Options		
		GO	Revenue		Whole/Part	Date	Penalty
	Fixed through Final Maturity						
1	American National Bank & Trust Company	3.35% BQ 3.45% NBQ	3.35% BQ 3.45% NBQ	8/1/42	In whole or in part	Any time	No Penalty
2	Truist Financial Corporation	3.54% BQ 3.59% NBQ	no bid	8/1/42	In whole	Any time	1% first half; par thereafter
3	Powell Valley National Bank	3.55% BQ/NBQ	3.80% BQ/NBQ	8/1/42	In whole or in part	Any time	No Penalty
4	Pinnacle Public Finance, Inc.	3.85% BQ/NBQ	no bid	8/1/42	In whole or in part(1)	No call prior to 8/1/32	No Penalty
5	Huntington Public Capital Corporation	3.99% BQ/NBQ	3.99% BQ/NBQ	8/1/42	In whole or in part	No call prior to 8/1/36	No Penalty
6	Capital One Public Funding	4.84% BQ/NBQ	no bid	8/1/42	In whole or in part(2)	No call prior to 8/1/32	No Penalty
	Subject to Shorter Amortization or Rate Reset						
7	First National Bank	2.79% BQ 2.89% NBQ	2.79% BQ 2.89% NBQ	Fixed for 10yrs Resets in years 10 & 15	In whole or in part	Any time	No Penalty
8	United Bank	3.43% BQ 3.55% NBQ GO + Revenue (Double-Barrel)		9/30/32 10 Years	In whole or in part	Any time	No Penalty
9	Key Government Finance, Inc.	3.80% BQ/NBQ (10yr) 3.93% BQ/NBQ (15yr)	no bid	Subject to Tender at 10yr or 15 yr	In whole(3)	Any time	No Penalty

(1) Partial prepayment is subject to \$250,000 minimum amount and one-time per year, applied on a pro rata basis.

(2) Partial prepayments applied in inverse order of maturity.

(3) Partial prepayment may be available upon request.

*Based on the proposals received, the remainder of this presentation will focus on the proposals provided by ANBT, Truist, and PVB, in comparison to a potential VRA Fall Pool issuance.*

# Estimated Debt Service<sup>(1)</sup> | \$2.4 Million Project

A	B	C	E	D	F	G	H	I	J
Preliminary Results <sup>(1)</sup>	ANBT BQ GO or Rev	ANBT NBQ GO or Rev	Truist BQ GO	PVB BQ or NBQ GO	Truist NBQ GO	PVB BQ or NBQ Rev	VRA Fall Pool(1) GO or Rev	VRA Fall Pool(1) GO or Rev 25 Years	VRA Fall Pool(1) GO or Rev 30 Years
1 Key Assumptions									
2 Closing Date	9/30/2022	9/30/2022	9/30/2022	9/30/2022	9/30/2022	9/30/2022	11/16/2022	11/16/2022	11/16/2022
3 First Local Interest Payment	2/1/2023	2/1/2023	2/1/2023	2/1/2023	2/1/2023	2/1/2023	4/1/2023	4/1/2023	4/1/2023
4 First Local Principal Payment	8/1/2023	8/1/2023	8/1/2023	8/1/2023	8/1/2023	8/1/2023	10/1/2023	10/1/2023	10/1/2023
5 Final Local Maturity	8/1/2042	8/1/2042	8/1/2042	8/1/2042	8/1/2042	8/1/2042	10/1/2042	10/1/2042	10/1/2052
6 Total Term (in Years)	19.8	19.8	19.8	19.8	19.8	19.8	19.9	24.9	29.9
7 Interest Rate/TIC	3.35%	3.45%	3.54%	3.550%	3.59%	3.800%	3.66%	3.92%	4.08%
8 AIC	4.05%	4.15%	4.25%	4.23%	4.30%	4.49%	4.48%	4.62%	4.69%
9 Sources									
10 Par Amount	2,555,000	2,555,000	2,556,000	2,550,000	2,556,000	2,550,000	2,395,000	2,470,000	2,525,000
11 Orig. Issue Premium/(Discount)	-	-	-	-	-	-	199,233	126,478	71,686
12 Total Sources	\$ 2,555,000	\$ 2,555,000	\$ 2,556,000	\$ 2,550,000	\$ 2,556,000	\$ 2,550,000	\$ 2,594,233	\$ 2,596,478	\$ 2,596,686
13									
14 Uses									
15 Project Fund	2,400,000	2,400,000	2,400,000	2,400,000	2,400,000	2,400,000	2,400,000	2,400,000	2,400,000
16 Fixed Local Costs of Issuance	150,000	150,000	150,000	150,000	150,000	150,000	150,000	150,000	150,000
17 Bank / VRA (CRF) Closing Costs	-	-	-	-	-	-	11,975	12,350	12,625
18 Lender / VRA Counsel Fees	5,000	5,000	5,900	-	5,900	-	20,000	20,000	20,000
17 Underwriter's Discount	-	-	-	-	-	-	11,975	12,350	12,625
18 Additional Proceeds	-	-	100	-	100	-	283	1,778	1,436
19 Total Uses	\$ 2,555,000	\$ 2,555,000	\$ 2,556,000	\$ 2,550,000	\$ 2,556,000	\$ 2,550,000	\$ 2,594,233	\$ 2,596,478	\$ 2,596,686
20									
21 Estimated Debt Service <sup>(1)</sup>									
22 2023	\$ 28,769	\$ 29,627	\$ 30,412	\$ 30,426	\$ 30,842	\$ 32,569	\$ 51,193	\$ 50,984	\$ 50,970
23 2024	175,068	176,595	177,907	177,945	179,163	182,247	179,900	159,956	150,181
24 2025	174,970	176,438	178,686	177,733	178,914	181,884	181,184	162,266	148,131
25 2026	175,754	177,161	178,340	178,396	179,539	182,388	182,213	164,319	150,953
26 2027	175,420	176,763	177,889	177,934	179,039	181,759	182,984	161,244	148,647
27 2028	174,987	177,244	178,314	178,349	179,413	181,997	183,500	163,041	151,213
28 2029	175,436	176,604	178,597	178,621	178,662	182,083	183,759	159,709	148,650
29 2030	175,751	176,843	178,738	177,770	178,784	182,017	178,891	161,250	150,959
30 2031	174,948	176,945	178,738	177,794	178,764	181,799	178,894	162,534	148,141
31 2032	175,029	176,908	178,596	177,676	179,581	182,410	183,513	163,563	150,194
32 2033	174,975	176,734	178,313	178,398	179,237	181,850	182,747	164,334	147,119
33 2034	175,771	177,404	177,888	177,960	178,750	182,119	181,725	159,978	148,916
34 2035	175,416	176,919	178,303	178,363	179,101	182,198	180,447	160,494	150,456
35 2036	174,927	177,279	178,542	177,606	179,272	182,087	178,913	160,753	146,869
36 2037	175,287	176,483	178,604	177,689	179,264	181,786	182,694	161,256	148,528
37 2038	175,480	176,533	178,488	178,577	179,077	182,276	181,816	162,028	150,331
38 2039	175,505	176,409	178,196	178,270	178,710	181,557	180,731	162,594	147,031
39 2040	175,363	177,096	177,727	177,785	179,145	181,629	179,441	162,953	148,628
40 2041	175,053	176,594	178,063	178,105	179,365	181,473	182,841	163,106	150,019
41 2042	175,559	176,901	178,186	178,212	179,370	182,070	180,931	163,053	146,306
42 2043	174,881	177,002	178,098	178,106	179,159	182,401	183,713	162,794	147,491
43 2044								162,328	148,469
44 2045								161,656	149,241
45 2046								160,778	149,806
46 2047								159,694	150,166
47 2048								163,300	150,319
48 2049									150,266
49 2050									150,006
50 2051									149,541
51 2052									148,869
52 2053									147,991
43 Total Debt Service	\$ 3,534,348	\$ 3,566,480	\$ 3,596,622	\$ 3,591,715	\$ 3,613,151	\$ 3,672,599	\$ 3,682,027	\$ 4,099,965	\$ 4,524,404
44 Difference vs. ANBT (BQ)		\$ 32,132	\$ 62,274	\$ 57,367	\$ 78,803	\$ 138,251	\$ 147,680	\$ 565,617	\$ 990,056
45 Difference vs. ANBT (NBQ)			\$ 30,142	\$ 25,235	\$ 46,671	\$ 106,119	\$ 115,547	\$ 533,485	\$ 957,924

(1) 2022 VRA Fall Pool current market estimate is preliminary as of 8/24/2022; preliminary, subject to change. Includes the Annual VRA Annual Admin Fee of 12.5 bps.

VRA will lock-in  
the interest rate  
on/about  
October 25<sup>th</sup>.

See 11 x 17  
insert on  
following page  
for an  
expanded view

Estimated Debt Service<sup>(1)</sup> | \$2.4 Million Project







A	B	C	E	D	F	G	H	I	J
Preliminary Results <sup>(1)</sup>	ANBT BQ GO or Rev	ANBT NBQ GO or Rev	Truist BQ GO	PVB BQ or NBQ GO	Truist NBQ GO	PVB BQ or NBQ Rev	VRA Fall Pool(1) GO or Rev	VRA Fall Pool(1) GO or Rev 25 Years	VRA Fall Pool(1) GO or Rev 30 Years
1 Key Assumptions									
2 Closing Date	9/30/2022	9/30/2022	9/30/2022	9/30/2022	9/30/2022	9/30/2022	11/16/2022	11/16/2022	11/16/2022
3 First Local Interest Payment	2/1/2023	2/1/2023	2/1/2023	2/1/2023	2/1/2023	2/1/2023	4/1/2023	4/1/2023	4/1/2023
4 First Local Principal Payment	8/1/2023	8/1/2023	8/1/2023	8/1/2023	8/1/2023	8/1/2023	10/1/2023	10/1/2023	10/1/2023
5 Final Local Maturity	8/1/2042	8/1/2042	8/1/2042	8/1/2042	8/1/2042	8/1/2042	10/1/2042	10/1/2047	10/1/2052
6 Total Term (in Years)	19.8	19.8	19.8	19.8	19.8	19.8	19.9	24.9	29.9
7 Interest Rate/TIC	3.35%	3.45%	3.54%	3.550%	3.59%	3.800%	3.66%	3.92%	4.08%
8 AIC	4.05%	4.15%	4.25%	4.23%	4.30%	4.49%	4.48%	4.62%	4.69%
9 Sources									
10 Par Amount	2,555,000	2,555,000	2,556,000	2,550,000	2,556,000	2,550,000	2,395,000	2,470,000	2,525,000
11 Orig. Issue Premium/(Discount)	-	-	-	-	-	-	199,233	126,478	71,686
12 Total Sources	\$ 2,555,000	\$ 2,555,000	\$ 2,556,000	\$ 2,550,000	\$ 2,556,000	\$ 2,550,000	\$ 2,594,233	\$ 2,596,478	\$ 2,596,686
13									
14 Uses									
15 Project Fund	2,400,000	2,400,000	2,400,000	2,400,000	2,400,000	2,400,000	2,400,000	2,400,000	2,400,000
16 Fixed Local Costs of Issuance	150,000	150,000	150,000	150,000	150,000	150,000	150,000	150,000	150,000
17 Bank / VRA (CRF) Closing Costs	-	-	-	-	-	-	11,975	12,350	12,625
18 Lender / VRA Counsel Fees	5,000	5,000	5,900	-	5,900	-	20,000	20,000	20,000
17 Underwriter's Discount	-	-	-	-	-	-	11,975	12,350	12,625
18 Additional Proceeds	-	-	100	-	100	-	283	1,778	1,436
19 Total Uses	\$ 2,555,000	\$ 2,555,000	\$ 2,556,000	\$ 2,550,000	\$ 2,556,000	\$ 2,550,000	\$ 2,594,233	\$ 2,596,478	\$ 2,596,686
20									
21 Estimated Debt Service <sup>(1)</sup>									
22 2023	\$ 28,769	\$ 29,627	\$ 30,412	\$ 30,426	\$ 30,842	\$ 32,569	\$ 51,193	\$ 50,984	\$ 50,970
23 2024	175,068	176,595	177,907	177,945	179,163	182,247	179,900	159,956	150,181
24 2025	174,970	176,438	178,686	177,733	178,914	181,884	181,184	162,266	148,131
25 2026	175,754	177,161	178,340	178,396	179,539	182,388	182,213	164,319	150,953
26 2027	175,420	176,763	177,889	177,934	179,039	181,759	182,984	161,244	148,647
27 2028	174,987	177,244	178,314	178,349	179,413	181,997	183,500	163,041	151,213
28 2029	175,436	176,604	178,597	178,621	178,662	182,083	183,759	159,709	148,650
29 2030	175,751	176,843	178,738	177,770	178,784	182,017	178,891	161,250	150,959
30 2031	174,948	176,945	178,738	177,794	178,764	181,799	178,894	162,534	148,141
31 2032	175,029	176,908	178,596	177,676	179,581	182,410	183,513	163,563	150,194
32 2033	174,975	176,734	178,313	178,398	179,237	181,850	182,747	164,334	147,119
33 2034	175,771	177,404	177,888	177,960	178,750	182,119	181,725	159,978	148,916
34 2035	175,416	176,919	178,303	178,363	179,101	182,198	180,447	160,494	150,456
35 2036	174,927	177,279	178,542	177,606	179,272	182,087	178,913	160,753	146,869
36 2037	175,287	176,483	178,604	177,689	179,264	181,786	182,694	161,256	148,528
37 2038	175,480	176,533	178,488	178,577	179,077	182,276	181,816	162,028	150,331
38 2039	175,505	176,409	178,196	178,270	178,710	181,557	180,731	162,594	147,031
39 2040	175,363	177,096	177,727	177,785	179,145	181,629	179,441	162,953	148,628
40 2041	175,053	176,594	178,063	178,105	179,365	181,473	182,841	163,106	150,019
41 2042	175,559	176,901	178,186	178,212	179,370	182,070	180,931	163,053	146,306
42 2043	174,881	177,002	178,098	178,106	179,159	182,401	183,713	162,794	147,491
43 2044								162,328	148,469
44 2045								161,656	149,241
45 2046								160,778	149,806
46 2047								159,694	150,166
47 2048								163,300	150,319
48 2049									150,266
49 2050									150,006
50 2051									149,541
51 2052									148,869
52 2053									147,991
43 Total Debt Service	\$ 3,534,348	\$ 3,566,480	\$ 3,596,622	\$ 3,591,715	\$ 3,613,151	\$ 3,672,599	\$ 3,682,027	\$ 4,099,965	\$ 4,524,404
44 Difference vs. ANBT (BQ)		\$ 32,132	\$ 62,274	\$ 57,367	\$ 78,803	\$ 138,251	\$ 147,680	\$ 565,617	\$ 990,056
45 Difference vs. ANBT (NBQ)			\$ 30,142	\$ 25,235	\$ 46,671	\$ 106,119	\$ 115,547	\$ 533,485	\$ 957,924

(1) 2022 VRA Fall Pool current market estimate is preliminary as of 8/24/2022; preliminary, subject to change. Includes the Annual VRA Annual Admin Fee of 12.5 bps.

VRA will lock-in  
the interest rate  
on/about  
October 25<sup>th</sup>.

# Summary of Selected Proposers

	A	B	C	D	E
Lender		American National 	Truist Bank 	Powell Valley 	Virginia Resources Authority (1) 
Term		GO Revenue	GO Revenue	GO Revenue	20 Yr 25 Yr 30 Yr
1 Interest Rate		3.35% BQ 3.45% NBQ	3.54% BQ 3.59% NBQ	3.55% BQ/NBQ	3.66% BQ/NBQ
2 Prepayment Language		- In whole or in part - Any time - No penalty	- In whole - Any time - 1% first half 8/1/32; on/after 8/1/32 at par	- In whole or in part - Any time - No penalty	- 10 yr. No Call - In whole or in part - No penalty
3 <u>Key Interest Rate Dates</u> RFP Receipt Date Rate Lock Date Rate Expiration/Close by Date		- RFP Receipt: Aug 24 -Rate Lock/Exp: Sept 30 -Closing Deadline: Sept 30	- RFP Receipt: Aug 24 -Rate Lock/Exp: Oct 7 -Closing Deadline: Oct 7	- RFP Receipt: Aug 24 -Rate Lock/Exp: Sept 30 -Closing Deadline: Sept 30	- In/Out of Pool: By Sept 16 -Rate Lock/Exp: Not until Oct 25 -Closing Deadline: Nov 16
4 Escrow / Project Fund Requirements		None. Deposit to VASNAP.	None. Deposit to VASNAP.	None. Deposit to VASNAP.	- Held by VRA Escrow Agent/Trustee - Requisition Process, no fees - Invested in VASNAP
5 Bank/Other Fees		- Lender: No Fee - Legal: NTE \$5,000	- Lender: No Fee - Legal: NTE \$5,900	- Lender: No Fee - Legal: No Fee	- Lender: \$11,975 to \$12,625 (est.) - Legal: \$20,000 (est. for Counsel)
6 Credit Approval		- Credit Approved - Final memo and review docs	- Fully Approved	- Fully Approved	Subject to Application Process.
7 Lender's Counsel		Caskie & Frost (Ted Craddock)	McGuireWoods (TW Bruno)	No Lender's Counsel Internal review of HAK docs	McGuireWoods
8 Security Considerations		GO or Revenue (1.00x)	GO only	GO or Revenue (1.00x)	GO or Revenue (1.15x)

(1) Preliminary, current market estimate as of 8/24/2022; subject to change.

# Recommendation and Next Steps

## Recommendation

- Based upon our review of the proposals, related analyses, and discussions with Town Staff and Bond Counsel, Davenport recommends that the Town select ANBT's proposal. The ANBT proposal provides the lowest interest rate locked-in through final maturity, while maintaining the flexibility to prepay the loan at anytime in the future. By moving forward with the ANBT proposal, the Town is able to lock-in its borrowing rate now and avoid 45+/- days of interest rate risk associated with the VRA option.

## Next Steps

Date	Task
September 13 6:00 pm	<p>Town Council Meeting</p> <ul style="list-style-type: none"><li>Davenport presents comparative analysis (i.e., Banks vs. VRA).</li><li>Council holds Public Hearing.</li><li>Council considers selecting preferred financing approach/proposer.</li><li>Council considers adopting ordinance and authorizing resolutions.</li></ul>
September 27 5:00 pm	<p>Town Council Meeting (Work Session), placeholder if needed</p> <ul style="list-style-type: none"><li>Council considers adopting final resolution(s) and form of financing documents.</li></ul>
By September 30	Close on Direct Bank Loan, if selected.
October 25	VRA Bond Sale.
November 16	VRA Bond Closing.

# Appendix



# Exhibit #1 | Legal Debt Margin

Legal Debt Limit / Margin	As of 6/30/2021	As of 6/30/2022	As of 9/30/2022 (FY'23)	Notes
1 Assessed Value of Real Estate	\$ 274,834,638	\$ 277,058,058	\$ 277,058,058	May be higher due to Reassessment conducted by County
2 RE AV as of January 1	01/01/20	01/01/21	01/01/21	Town usually receives tax file in August
3 Legal Debt Limit Percentage (%)	10%	10%	10%	
4 Legal Debt Limit	\$ 27,483,464	\$ 27,705,806	\$ 27,705,806	
5				
6 Existing Debt				
7 General Fund GO Pub. Impr. & Ref. Bond, Series 2020B	\$ 281,000	\$ 265,000	\$ 248,000	Adjusted for 7/15 payment
8 Utility Fund GO Pub. Impr. Bond Series 2020A	6,324,000	6,141,000	6,141,000	
9 Utility Fund GO Pub. Impr. Bond Series 2020B	4,968,000	4,666,000	4,358,000	Adjusted for 7/15 payment
10 Utility Fund VRA GO Bond (SRF), Series 2020C	1,895,890	2,679,370	5,327,000	Adjusted assuming fully drawn; most likely not drawn in full until later in CY 2023
11 Total Existing Debt	\$ 13,468,890	\$ 13,751,370	\$ 16,074,000	
12				
13 Proposed Debt				
14 New CWRLF	\$ -	\$ -	\$ -	
15 New DWRLF	-	-	-	
16 New 2022 Bnk/VRA Pool Financing	-	-	2,600,000	
17	\$ -	\$ -	\$ 2,600,000	
18				
19 Total Estimated Existing & Proposed Debt	\$ 13,468,890	\$ 13,751,370	\$ 18,674,000	
20				
21 Legal Debt Margin	\$ 14,014,574	\$ 13,954,436	\$ 9,031,806	
22				
23 Debt Service Notes:				
24 Less Principal Payments Prior to Proposed Borrowing	To be Paid in FY22	To be Paid in FY 23	To be Paid in FY 24	
25 General Fund GO Pub. Impr. Bond, Series 2020B	\$ 16,000	\$ 17,000	\$ 17,000	Principal paid on 7/15
26 Utility Fund GO Pub. Impr. Bond Series 2020A	183,000	188,000	192,000	Principal paid on 1/15
27 Utility Fund GO Pub. Impr. Bond Series 2020B	302,000	308,000	315,000	Principal paid on 7/15
28 Utility Fund VRA GO Bond (SRF), Series 2020C	-	-	248,710	Combined Principal paid on 11/1/23 & 5/1/24
29	\$ 501,000	\$ 513,000	\$ 772,710	

# Exhibit #2 | FNB (resets) vs. ANBT

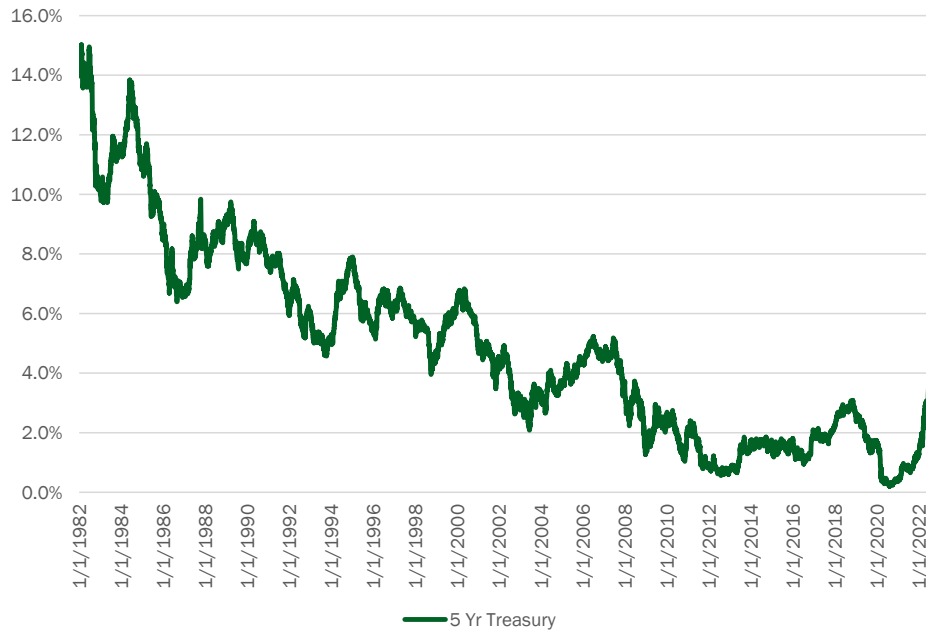
A	B	C	D	E	F	G
Preliminary Results <sup>(1)</sup>	FNB BQ GO or Rev	FNB (1) BQ Break-even	ANBT BQ GO or Rev	FNB (1) NBQ Break-even	FNB NBQ Break-even	ANBT NBQ GO or Rev
1 Key Assumptions						
2 Closing Date	9/30/2022	9/30/2022	9/30/2022	9/30/2022	9/30/2022	9/30/2022
3 First Local Interest Payment	2/1/2023	2/1/2023	2/1/2023	2/1/2023	2/1/2023	2/1/2023
4 First Local Principal Payment	8/1/2023	8/1/2023	8/1/2023	8/1/2023	8/1/2023	8/1/2023
5 Final Local Maturity	8/1/2042	8/1/2042	8/1/2042	8/1/2042	8/1/2042	8/1/2042
6 Total Term (in Years)	19.8	19.8	19.8	19.8	19.8	19.8
7 Interest Rate/TIC	2.79%	2.79% / <b>4.90%</b>	3.35%	2.89%	2.89% / <b>5.00%</b>	3.45%
8 AIC	3.47%	3.47% / 5.58%	4.05%	3.58%	3.58% / 5.69%	4.15%
9 Sources						
10 Par Amount	2,555,000	2,555,000	2,555,000	2,555,000	2,555,000	2,555,000
11 Orig. Issue Premium/(Discount)	-	-	-	-	-	-
12 Total Sources	<b>\$ 2,555,000</b>	<b>\$ 2,555,000</b>	<b>\$ 2,555,000</b>	<b>\$ 2,555,000</b>	<b>\$ 2,555,000</b>	<b>\$ 2,555,000</b>
13						
14 Uses						
15 Project Fund	2,400,000	2,400,000	2,400,000	2,400,000	2,400,000	2,400,000
16 Fixed Local Costs of Issuance	150,000	150,000	150,000	150,000	150,000	150,000
17 Bank / VRA (CRF) Closing Costs	-	-	-	-	-	-
18 Lender / VRA Counsel Fees	5,000	5,000	5,000	5,000	5,000	5,000
17 Underwriter's Discount	-	-	-	-	-	-
18 Additional Proceeds	-	-	-	-	-	-
19 Total Uses	<b>\$ 2,555,000</b>	<b>\$ 2,555,000</b>	<b>\$ 2,555,000</b>	<b>\$ 2,555,000</b>	<b>\$ 2,555,000</b>	<b>\$ 2,555,000</b>
20						
21 Estimated Debt Service <sup>(1)</sup>						
22 2023	\$ 23,960	\$ 23,960	\$ 28,769	\$ 24,818	\$ 24,818	\$ 29,627
23 2024	166,931	166,931	175,068	168,452	168,452	176,595
24 2025	167,183	167,183	174,970	168,635	168,635	176,438
25 2026	166,365	166,365	175,754	167,745	167,745	177,161
26 2027	166,478	166,478	175,420	167,782	167,782	176,763
27 2028	166,506	166,506	174,987	167,733	167,733	177,244
28 2029	166,451	166,451	175,436	168,583	168,583	176,604
29 2030	166,313	166,313	175,751	168,332	168,332	176,843
30 2031	167,076	167,076	174,948	167,994	167,994	176,945
31 2032	166,742	166,742	175,029	168,555	168,555	176,908
32 2033	166,324	181,675	174,975	168,015	183,428	176,734
33 2034	166,809	196,159	175,771	168,373	197,850	177,404
34 2035	167,182	193,789	175,416	168,616	195,350	176,919
35 2036	166,457	190,248	174,927	167,758	191,675	177,279
36 2037	166,635	187,535	175,287	167,799	188,825	176,483
37 2038	166,701	184,626	175,480	168,710	186,750	176,533
38 2039	166,656	181,521	175,505	168,490	183,450	176,409
39 2040	166,498	178,220	175,363	168,155	179,950	177,096
40 2041	167,216	175,698	175,053	167,705	176,250	176,594
41 2042	166,808	171,956	175,559	168,124	173,325	176,901
42 2043	166,288	168,018	174,881	168,399	170,150	177,002
43 Total Debt Service	<b>\$ 3,357,579</b>	<b>\$ 3,533,447</b>	<b>\$ 3,534,348</b>	<b>\$ 3,388,773</b>	<b>\$ 3,565,633</b>	<b>\$ 3,566,480</b>
44 Difference vs. ANBT		<b>\$ 175,869</b>	<b>\$ 176,769</b>		<b>\$ 176,860</b>	<b>\$ 177,707</b>

(1) FNB proposal is subject to rate resets in years 10 and 15; assumes reset in year 10 is held constant for purposes of this analysis.



# Exhibit #3 | Treasury: 5 Year Constant Maturity

5 Yr Treasury (Past 40 Years)



5 Yr Treasury (Past Year)



## 5 Year Treasury (Constant Maturity) – Past Year

- Minimum 0.8%
- Maximum 3.6%
- Total Increase 2.8% (280bps)
- FNB's proposal would reset the rate in Year 10 and again in Year 15:
  - BQ - 5 Year TCM + 25bps
  - NBQ - 5 Year TCM + 40bps

# Disclaimer



The enclosed information relates to an existing or potential municipal advisor engagement.

The U.S. Securities and Exchange Commission (the “SEC”) has clarified that a broker, dealer or municipal securities dealer engaging in municipal advisory activities outside the scope of underwriting a particular issuance of municipal securities should be subject to municipal advisor registration. Davenport & Company LLC (“Davenport”) has registered as a municipal advisor with the SEC. As a registered municipal advisor Davenport may provide advice to a municipal entity or obligated person. An obligated person is an entity other than a municipal entity, such as a not for profit corporation, that has commenced an application or negotiation with an entity to issue municipal securities on its behalf and for which it will provide support. If and when an issuer engages Davenport to provide financial advisory or consultant services with respect to the issuance of municipal securities, Davenport is obligated to evidence such a financial advisory relationship with a written agreement.

When acting as a registered municipal advisor Davenport is a fiduciary required by federal law to act in the best interest of a municipal entity without regard to its own financial or other interests. Davenport is not a fiduciary when it acts as a registered investment advisor, when advising an obligated person, or when acting as an underwriter, though it is required to deal fairly with such persons.

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The value of and income from investments and the cost of borrowing may vary because of changes in interest rates, foreign exchange rates, default rates, prepayment rates, securities/instruments prices, market indexes, operational or financial conditions or companies or other factors. There may be time limitations on the exercise of options or other rights in securities/instruments transactions. Past performance is not necessarily a guide to future performance and estimates of future performance are based on assumptions that may not be realized. Actual events may differ from those assumed and changes to any assumptions may have a material impact on any projections or estimates. Other events not taken into account may occur and may significantly affect the projections or estimates. Certain assumptions may have been made for modeling purposes or to simplify the presentation and/or calculation of any projections or estimates, and Davenport does not represent that any such assumptions will reflect actual future events. Accordingly, there can be no assurance that estimated returns or projections will be realized or that actual returns or performance results will not materially differ from those estimated herein.

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**COVERING CERTIFICATE FOR RESOLUTION**

The undersigned Town Clerk of the Town of Altavista, Virginia (the “Town”), certifies as follows:

1. Attached hereto is a true, correct and complete copy of a resolution entitled “RESOLUTION PROVIDING FOR THE ISSUANCE, SALE AND AWARD OF A GENERAL OBLIGATION PUBLIC IMPROVEMENT BOND OF THE TOWN OF ALTAVISTA, VIRGINIA, HERETOFORE AUTHORIZED, AND PROVIDING FOR THE FORM, DETAILS AND PAYMENT THEREOF” (the “Resolution”). The Resolution was adopted at a regular meeting of the Town Council of the Town (the “Council”) held on September 13, 2022, by the affirmative roll-call vote of a majority of all members elected to the Council.

2. Such meeting was held at the time and place established by the Council for its regular meetings.

3. The minutes of such meeting reflect the attendance of the members and their votes on the Resolution as follows:

<b>Member</b>	<b>Attendance</b> (Present/Absent)	<b>Vote</b> (Aye/Nay/Abstain)
Reggie Bennett		
Tracy Emerson		
Tim George		
James H. Higginbotham		
Scott Lowman		
Michael E. Mattox		
Wayne Mitchell		

4. The Resolution has not been repealed, revoked, rescinded or amended and is in full force and effect on the date hereof.

WITNESS my signature and the seal of the Town of Altavista, Virginia this \_\_\_\_ day of September, 2022.

(SEAL)

\_\_\_\_\_  
Town Clerk, Town of Altavista, Virginia

**RESOLUTION PROVIDING FOR THE ISSUANCE, SALE  
AND AWARD OF A GENERAL OBLIGATION PUBLIC  
IMPROVEMENT BOND OF THE TOWN OF ALTAVISTA,  
VIRGINIA, HERETOFORE AUTHORIZED, AND  
PROVIDING FOR THE FORM, DETAILS AND PAYMENT  
THEREOF**

**WHEREAS**, the Town Council (the “Council”) of the Town of Altavista, Virginia (the “Town”), by an ordinance adopted on September 13, 2022, has authorized the issuance of general obligation public improvement bonds in an aggregate principal amount not to exceed \$11,600,000 to finance capital improvements related to the Town’s water and sewer systems (the “Project”), none of which bonds have heretofore been issued;

**WHEREAS**, pursuant to such authorization, the Council desires now to issue a general obligation public improvement bond in a principal amount not to exceed \$2,600,000 (the “Bond”) to finance the Project and to pay the related costs of issuance;

**WHEREAS**, Davenport & Company LLC, in its capacity as the Town’s financial advisor (the “Financial Advisor”), has recommended that the Town obtain a loan from a qualified commercial banking or other financial institution to finance the Project and issue and sell the Bond directly to such institution as evidence of such loan;

**WHEREAS**, on behalf of the Town, the Financial Advisor has solicited and received bids from various commercial banking and other financial institutions;

**WHEREAS**, the Town’s administration, in collaboration with the Financial Advisor, has reviewed the bids received and recommended that the Town obtain such loan from American National Bank & Trust Company or an affiliate or subsidiary thereof (collectively, the “Purchaser”); and

**WHEREAS**, the Council has determined to approve the terms of such loan and the issuance and sale of the Bond, subject to the financing parameters set forth herein, and to delegate to the Town Manager the authority to negotiate the final terms of the loan and the Bond within such parameters;

**BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF  
ALTAVISTA, VIRGINIA:**

**1. Issuance, Sale and Award.** Pursuant to the Constitution and statutes of the Commonwealth of Virginia, including the Public Finance Act of 1991 and the Town Charter, the Council hereby provides for the issuance and sale of the Bond in a principal amount not to exceed \$2,600,000 to finance the Project and to pay the related costs of issuing the Bond. The Bond is hereby awarded, and shall be issued and sold, to the Purchaser in accordance with the terms of its bid and subject to the provisions of this Resolution.

**2. Bond Details.** The Council hereby authorizes the Town Manager to determine the final terms of the Bond, all as he shall deem to be in the best interests of the Town and subject to the following parameters. As such, the Town Manager shall determine the appropriate

series designation, the dated date, the numbering for the Bond, the dates on which principal and interest shall be due on the Bond and the amounts of the principal installments of the Bond. In no circumstances shall the Bond (a) be issued in a principal amount exceeding the limit set forth in Section 1 above, (b) bear interest at an annual rate exceeding 3.35%, (c) be sold at a price of less than 100% of the original aggregate principal amount thereof or (d) have a final maturity date later than December 31, 2042. Following the determination of the final terms of the Bond, the Council directs the Town Manager to execute a certificate setting forth such final terms and to file such certificate with the records of the Council. The actions of the Town Manager in selling the Bond shall be conclusive, and no further action with respect to the issuance, sale and award of the Bond shall be necessary on the part of the Council.

If the date on which any payment is due with respect to the Bond is not a Business Day (as hereinafter defined), the payment shall be made on the next succeeding Business Day with the same force and effect as if made on the nominal date of payment. "Business Day" shall mean a day on which banking business is transacted, but not including a Saturday, Sunday, legal holiday or any other day on which banking institutions are authorized or required by law to close in the Commonwealth of Virginia.

Principal of and premium, if any, and interest on the Bond shall be payable by the Registrar (as hereinafter defined) by check or draft mailed to the registered owner at the address as it appears on the registration books kept by the Registrar on the date selected by the Town Manager as the record date for the Bond (the "Record Date"); provided, however, at the request of the registered owner of the Bond, payment may be made by wire transfer pursuant to the most recent wire instructions received by the Registrar from such registered owner. Principal, premium, if any, and interest shall be payable in lawful money of the United States of America.

**3. Prepayment Provisions.** The Bond may be prepaid prior to maturity, at the option of the Town, in accordance with the terms of the bid of the Purchaser or as otherwise approved by the Town Manager, provided that there shall not be any prepayment premium.

**4. Pledge of Full Faith and Credit.** The full faith and credit of the Town are irrevocably pledged for the payment of principal of and premium, if any, and interest on the Bond. Unless other funds are lawfully available and appropriated for timely payment of the Bond, the Council shall levy and collect an annual ad valorem tax, over and above all other taxes authorized or limited by law and without limitation as to rate or amount, on all locally taxable property in the Town sufficient to pay when due the principal of and premium, if any, and interest on the Bond.

**5. Execution, Authentication and Form.** The Bond shall be signed by the manual or facsimile signature of the Mayor or Vice Mayor, and the Town's seal shall be affixed thereto and attested by the manual or facsimile signature of the Town Clerk (such term as used in this Resolution to include any Deputy or Assistant Clerk). If the Bond bears facsimile signatures, it shall be authenticated by the Town Manager or Town Treasurer prior to delivery to the Purchaser. The Bond shall be issued as a typewritten bond in substantially the form of Exhibit A attached hereto, with such completions, omissions, insertions and changes not inconsistent with this Resolution as may be approved by the Mayor or Vice Mayor, whose approval shall be

evidenced conclusively by such officer's execution of the Bond and delivery thereof to the Purchaser.

**6. Registration, Transfer and Owner of Bond.** The Bond shall be issued in registered form without coupons, payable to the registered holder or its registered assigns. The Council hereby appoints the Town Treasurer to act as the initial paying agent and registrar for the Bond (in both capacities and together with any successor paying agent and registrar, the "Registrar"); provided, however, the Council may at any time, in its sole discretion, after notice to the registered owner of the Bond, appoint a qualified bank or trust company to act as successor Registrar for the Bond. The Registrar shall maintain registration books for the registration and registration of transfers of the Bond. Upon presentation and surrender of the Bond to the Registrar, or its corporate trust office if the Registrar is a bank or trust company, together with an assignment duly executed by the registered owner or its duly authorized attorney or legal representative in such form as shall be satisfactory to the Registrar, the Town shall execute, and the Registrar shall authenticate, if required by Section 5, and deliver in exchange a new Bond or Bonds having an equal aggregate principal amount, in authorized denominations, of the same form and maturity, bearing interest at the same rate and registered in the name(s) as requested by the then registered owner or its duly authorized attorney or legal representative. Any such exchange shall be at the expense of the Town, except that the Registrar may charge the person or entity requesting such exchange the amount of any tax or governmental charge required to be paid with respect thereto.

The Registrar shall treat the registered owner as the person exclusively entitled to payment of principal of and premium, if any, and interest on the Bond and the exercise of all other rights and powers of the owner, except that interest payments shall be made to the person or entity shown as owner on the registration books on the Record Date.

**7. Preparation and Delivery of Bond.** The officers of the Town are hereby authorized and directed to take all proper steps to have the Bond prepared and executed in accordance with its terms and to deliver the Bond to the Purchaser upon payment therefor.

**8. Mutilated, Lost or Destroyed Bond.** If the Bond has been mutilated, lost or destroyed, the Town officers authorized under Section 5 above to execute the original Bond shall execute and deliver a new Bond of like date and tenor in exchange and substitution for, and upon cancellation of, such mutilated Bond or in lieu of and in substitution for such lost or destroyed Bond; provided, however, that such Town officers shall so execute and deliver the new Bond only if the registered owner has paid the reasonable expenses and charges of the Town in connection therewith and, in the case of a lost or destroyed Bond, (a) has filed with the Town evidence satisfactory to such Town officers that such Bond was lost or destroyed and (b) has furnished to the Town satisfactory indemnity.

**9. Arbitrage Covenants.** The Town covenants that it shall not take or omit to take any action the taking or omission of which will cause the Bond to be an "arbitrage bond" within the meaning of Section 148 of the Internal Revenue Code of 1986, as amended (the "Code"), or otherwise cause interest on the Bond to be includable in the gross income for federal income tax purposes of the registered owner(s) thereof under existing law. Without limiting the generality of the foregoing, the Town shall comply with any provision of law that may require the Town at

any time to rebate to the United States any part of the earnings derived from the investment of the gross proceeds of the Bond, unless the Town receives an opinion of nationally recognized bond counsel that such compliance is not required to prevent interest on the Bond from being includable in the gross income for federal income tax purposes of the registered owner(s) thereof under existing law. The Town shall pay any such required rebate from its legally available funds.

**10. Non-Arbitrage Certificate and Elections.** Such officers of the Town as may be requested by the Town's bond counsel are hereby authorized and directed to execute an appropriate certificate setting forth (a) the expected use and investment of the proceeds of the Bond in order to show that such expected use and investment will not violate the provisions of Section 148 of the Code and regulations issued pursuant thereto and (b) any elections such officers deem desirable regarding rebate of earnings to the United States for purposes of complying with Section 148 of the Code. Such certificate shall be prepared in consultation with the Town's bond counsel, and such elections shall be made after consultation with bond counsel.

**11. Limitation on Private Use.** The Town covenants that it shall not permit the proceeds of the Bond or the facilities financed therewith to be used in any manner that would result in 5% or more of such proceeds or facilities, as applicable, (a) being used in a trade or business carried on by any person other than a governmental unit, as provided in Section 141(b) of the Code, (b) being used with respect to any output facility (other than a facility for the furnishing of water), within the meaning of Section 141(b)(4) of the Code, or (c) being used directly or indirectly to make or finance loans to any persons other than a governmental unit, as provided in Section 141(c) of the Code; provided, however, that if the Town receives an opinion of nationally recognized bond counsel that any such covenants need not be complied with to prevent the interest on the Bond from being includable in the gross income for federal income tax purposes of the registered owner thereof under existing law, the Town need not comply with such covenants.

**12. Qualified Tax-Exempt Obligation.** The Town designates the Bond as a "qualified tax-exempt obligation" for the purpose of Section 265(b)(3) of the Code. The Town represents and covenants as follows:

(a) Except as otherwise permitted under Section 265(b)(3), the Town will in no event designate more than \$10,000,000 of obligations, including the Bond, as qualified tax-exempt obligations in calendar year 2022 for the purpose of such Section 265(b)(3);

(b) The Town, all its "subordinate entities," within the meaning of such Section 265(b)(3), and all entities that issue tax-exempt obligations on behalf of the Town and its subordinate entities have not issued, when aggregated with the Bond, more than \$10,000,000 of tax-exempt obligations in calendar year 2022 (excluding for this purpose "private activity bonds," within the meaning of Section 141 of the Code, other than "qualified 501(c)(3) bonds," within the meaning of Section 145 of the Code);

(c) Barring circumstances unforeseen as of the date of delivery of the Bond, the Town will not issue tax-exempt obligations itself or approve the issuance of tax-

exempt obligations of any of such other entities if the issuance of such tax-exempt obligations would, when aggregated with the Bond and all other tax-exempt obligations theretofore issued by the Town and such other entities in calendar year 2022, result in the Town and such other entities having issued a total of more than \$10,000,000 of tax-exempt obligations in calendar year 2022 (excluding for this purpose private activity bonds other than qualified 501(c)(3) bonds and certain refunding bonds not taken into account for such purpose); and

(d) The Town has no reason to believe that the Town and such other entities will issue tax-exempt obligations in calendar year 2022 in an aggregate amount that will exceed such \$10,000,000 limit.

Should the Town receive an opinion of nationally recognized bond counsel that compliance with one or more of the covenants set forth in (a) and (c) above is not required for the Bond to be qualified tax-exempt obligations, the Town need not comply with such covenant(s).

**13. Small Issuer Exemption from Rebate.** For purposes of the Bond, the Town Manager is authorized to elect into the small issuer exemption from rebate in accordance with the provisions of Section 148(f)(4)(D) of the Code if the Town Manager determines that the Town is able to meet the requirements for such exemption.

**14. SNAP Investment Authorization.** The Council has previously received and reviewed the Information Statement describing the State Non-Arbitrage Program of the Commonwealth of Virginia (“SNAP”) and the Contract Creating the State Non-Arbitrage Program Pool (the “Contract”), and the Council hereby authorizes the Town Treasurer in her discretion to utilize SNAP in connection with the investment of the proceeds of the Bond. The Council acknowledges that the Treasury Board of the Commonwealth of Virginia is not, and shall not be, in any way liable to the Town in connection with SNAP, except as otherwise provided in the Contract.

**15. Provision of Financial Information.** The Town Manager or his designee is hereby authorized and directed to provide, for each fiscal year in which the Bond remains outstanding, a copy of the Town’s comprehensive annual financial report and annual budget to the registered owner of the Bond.

**16. Other Actions.** All other actions of officers of the Town and the Council in conformity with the purposes and intent of this Resolution and in furtherance of the undertaking of the Project and the issuance and sale of the Bond are ratified, approved and confirmed. The officers of the Town are hereby authorized and directed to execute and deliver all certificates and instruments and to take all such further action as may be considered necessary or desirable in connection with the undertaking of the Project and the issuance, sale and delivery of the Bond.

**17. Repeal of Conflicting Resolutions.** All resolutions or parts of resolutions in conflict herewith are repealed.

**18. Effective Date.** This Resolution shall take effect immediately.



**EXHIBIT A -- FORM OF BOND**

**REGISTERED**

**REGISTERED**

**No. R-1**

\_\_\_\_\_, 2022

**UNITED STATES OF AMERICA  
COMMONWEALTH OF VIRGINIA  
TOWN OF ALTAVISTA**

**General Obligation Public Improvement Bond  
Series 2022**

The Town of Altavista, Virginia (the “Town”), for value received, promises to pay, to \_\_\_\_\_ (the “Bank”), or its registered assigns or legal representative, the principal sum of [\_\_\_\_\_] **DOLLARS** (\$\_\_\_\_\_), together with interest from the date of this bond on the unpaid principal, at the rate of [\_\_\_\_]% per year, calculated on the basis of a [360-day year of twelve 30-day months], subject to prepayment as hereinafter provided. Installments of interest shall be payable semi-annually on [\_\_\_\_\_] and [\_\_\_\_\_] , commencing [\_\_\_\_\_] , and installments of principal shall be payable annually on [\_\_\_\_\_] , commencing [\_\_\_\_\_] , in the amounts set forth on Schedule I attached hereto. If not sooner paid, all principal shall be due and payable on \_\_\_\_\_. Principal of and premium, if any, and interest on this bond are payable in lawful money of the United States of America.

If the date on which any payment is due with respect to this bond is not a Business Day (as hereinafter defined), the payment shall be made on the next succeeding Business Day with the same force and effect as if made on the nominal date of payment. “Business Day” shall mean a day on which banking business is transacted, but not including a Saturday, Sunday, legal holiday or any other day on which banking institutions are authorized or required by law to close in the Commonwealth of Virginia. Principal, premium, if any, and interest are payable by the Town Treasurer, who has been appointed the initial paying agent and registrar for this bond (in both capacities, the “Registrar”).

This bond is issued pursuant to the Constitution and statutes of the Commonwealth of Virginia, including the Town Charter and the Public Finance Act of 1991. This bond has been authorized and issued pursuant to an ordinance adopted by the Town Council of the Town (the “Council”) on September 13, 2022, and a resolution adopted by the Council on September 13, 2022, to provide funds (a) to finance capital improvements related to the Town’s water and sewer systems and (b) to pay the costs of issuing this bond.

**[PREPAYMENT PROVISIONS --- TO BE DETERMINED]**

The full faith and credit of the Town are irrevocably pledged for the payment of principal of and interest on this bond. Unless other funds are lawfully available and appropriated for timely payment of this bond, the Council shall levy and collect an annual ad valorem tax, over

and above all other taxes authorized or limited by law and without limitation as to rate or amount, on all taxable property in the Town sufficient to pay when due the principal of and interest on this bond.

The Town has designated this bond as a “qualified tax-exempt obligation” for the purpose of Section 265(b)(3) of the Internal Revenue Code of 1986, as amended.

The Registrar shall treat the registered owner of this bond as the person exclusively entitled to the payment of principal of and interest on this bond and the exercise of all rights and powers of the owner, except that interest payments shall be made to the person shown as the owner on the registration books on [the last Business Day of the month preceding each payment date.]

All acts, conditions and things required by the Constitution and statutes of the Commonwealth of Virginia to happen, exist or be performed precedent to and in connection with the issuance of this bond have happened, exist and have been performed, and this bond, together with all other indebtedness of the Town, is within every debt and other limit prescribed by the Constitution and statutes of the Commonwealth of Virginia.

[Remainder of page intentionally left blank.]

**IN WITNESS WHEREOF**, the Town of Altavista, Virginia, has caused this bond to be to be signed by its [Mayor or Vice Mayor], its seal to be affixed hereto and attested by the [Town Clerk or Deputy Clerk], and this bond to be dated the date first written above.

(SEAL) \_\_\_\_\_  
[Vice] Mayor, Town of Altavista, Virginia

\_\_\_\_\_  
[Deputy] Town Clerk, Town of Altavista, Virginia

## ASSIGNMENT

FOR VALUE RECEIVED the undersigned hereby sell(s), assign(s) and transfer(s) unto

---

(Please print or type name and address, including zip code, of Transferee)

PLEASE INSERT SOCIAL SECURITY OR OTHER  
IDENTIFYING NUMBER OF TRANSFeree:

\_\_\_\_\_  
: :  
: :  
: :  
: :

the within bond and all rights thereunder, hereby irrevocably constituting and appointing \_\_\_\_\_,  
Attorney, to transfer said bond on the books kept for the registration thereof, with full power of  
substitution in the premises.

Dated: \_\_\_\_\_

Signature Guaranteed

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NOTICE: Signature(s) must be guaranteed by an Eligible Guarantor Institution such as a Commercial Bank, Trust Company, Securities Broker/Dealer, Credit Union, or Savings Association who is a member of a medallion program approved by The Securities Transfer Association, Inc.

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(Signature of Registered Owner)

NOTICE: The signature above must correspond with the name of the registered owner as it appears on the front of this bond in every particular, without alteration or enlargement or any change whatsoever.

## TRANSFER OF BOND

Transfer of this bond may be registered by the registered owner or its duly authorized attorney upon presentation hereof to the Registrar who shall make note of such transfer in books kept by the Registrar for that purpose and in the registration blank below.

<u>Date of Registration</u>	<u>Name of Registered Owner</u>	<u>Signature of Registrar</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**SCHEDULE I**

**[Attach Amortization Schedule at Closing]**

**COVERING CERTIFICATE FOR RESOLUTION**

The undersigned Town Clerk of the Town of Altavista, Virginia (the “Town”), certifies as follows:

1. Attached hereto is a true, correct and complete copy of a resolution entitled “RESOLUTION PROVIDING FOR THE ISSUANCE AND SALE OF A TAXABLE GENERAL OBLIGATION PUBLIC IMPROVEMENT BOND, SERIES 2022, OF THE TOWN OF ALTAVISTA, VIRGINIA, HERETOFORE AUTHORIZED, AND PROVIDING FOR THE FORM, DETAILS AND PAYMENT THEREOF” (the “Resolution”). The Resolution was adopted at a regular meeting of the Town Council of the Town (the “Council”) held on September 13, 2022, by the affirmative roll-call vote of a majority of all members elected to the Council.

2. Such meeting was held at the time and place established by the Council for its regular meetings.

3. The minutes of such meeting reflect the attendance of the members and their votes on the Resolution as follows:

<b>Member</b>	<b>Attendance</b> (Present/Absent)	<b>Vote</b> (Aye/Nay/Abstain)
Reggie Bennett		
Tracy Emerson		
Tim George		
James H. Higginbotham		
Scott Lowman		
Michael E. Mattox		
Wayne Mitchell		

4. The Resolution has not been repealed, revoked, rescinded or amended and is in full force and effect on the date hereof.

WITNESS my signature and the seal of the Town of Altavista, Virginia this \_\_\_\_\_ day of September, 2022.

(SEAL)

\_\_\_\_\_  
Town Clerk, Town of Altavista, Virginia

**RESOLUTION PROVIDING FOR THE ISSUANCE AND SALE OF A TAXABLE GENERAL OBLIGATION PUBLIC IMPROVEMENT BOND, SERIES 2022, OF THE TOWN OF ALTAVISTA, VIRGINIA, HERETOFORE AUTHORIZED, AND PROVIDING FOR THE FORM, DETAILS AND PAYMENT THEREOF**

**WHEREAS**, the Town Council (the “Council”) of the Town of Altavista, Virginia (the “Town”), by an ordinance adopted on September 13, 2022, has authorized the issuance of general obligation public improvement bonds in an aggregate principal amount not to exceed \$11,600,000 to finance capital improvements related to the Town’s water and sewer systems (the “Project”), none of which bonds has heretofore been issued;

**WHEREAS**, pursuant to such authorization, the Council desires now to issue a general obligation public improvement bond in a principal amount not to exceed \$3,000,000 and use the proceeds, together with other available funds, to finance the Project and to pay related financing and issuance costs;

**WHEREAS**, the Town has determined to issue a single general obligation public improvement bond (as further described in Section 3 herein, the “Bond”) to finance the Project;

**WHEREAS**, the Town has applied to the Virginia Resources Authority (“VRA”) for the purchase of the Bond, and, subject to final credit approval, VRA has indicated its willingness to purchase the Bond using the proceeds of one or more series of its Infrastructure and State Moral Obligation Revenue Bonds (Virginia Pooled Financing Program) (collectively, the “VRA Bonds”), in accordance with the terms of a Local Bond Sale and Financing Agreement to be dated as of a date specified by VRA (the “Financing Agreement”), between VRA and the Town, the form of which has been made available to the Council prior to this meeting;

**WHEREAS**, the Financing Agreement shall provide for an amount of proceeds requested by the Town from VRA (the “Proceeds Requested”), which shall be equal either to (a) the sum of (i) \$2,400,000 related to the costs of the Project (including capitalized interest on the Bond, as necessary) *plus* (ii) an amount sufficient to provide for financing and issuance costs, or (b) such other amount as requested by the Town in writing and approved by VRA prior to the pricing of the VRA Bonds;

**WHEREAS**, VRA has advised that VRA’s objective is to pay the Town a purchase price for the Bond that, in VRA’s judgment, reflects its market value (the “Purchase Price Objective”), taking into consideration the Proceeds Requested and such factors as the purchase price received by VRA for the VRA Bonds, the issuance costs of the VRA Bonds (consisting of the underwriters’ discount and other costs incurred by VRA) (collectively, the “VRA Costs”) and other market conditions relating to the sale of the VRA Bonds;

**WHEREAS**, such factors are expected to result in the Town’s receiving a purchase price other than the par amount of the Bond and consequently (a) the aggregate principal amount of the Bond may be greater than or less than the Proceeds Requested in order to receive an amount of proceeds that is substantially equal to the Proceeds Requested, or (b) if the maximum authorized



principal amount of the Bond set forth in Section 3 of this Resolution does not exceed the Proceeds Requested by at least the amount of the VRA Costs and any original issue discount, the amount to be paid to the Town, given the Purchase Price Objective and market conditions, will be less than the Proceeds Requested; and

**WHEREAS**, the Financing Agreement will provide that the terms of the Bond may not exceed the parameters set forth below in Section 3;

**BE IT RESOLVED BY THE COUNCIL OF THE TOWN OF ALTAVISTA, VIRGINIA:**

**1. Issuance of Bond and Use of Proceeds.** Pursuant to the Constitution and statutes of the Commonwealth of Virginia (the “Commonwealth”), including the Public Finance Act of 1991 and the Town Charter, the Council hereby provides for the issuance and sale of the Bond to VRA and the use of the Bond proceeds to finance the Project (including capitalized interest on the Bond as necessary) and pay related financing and issuance costs.

**2. Authorization of Financing Agreement.** The form of the Financing Agreement made available for this meeting is hereby approved. The Town Manager is authorized to execute and deliver the Financing Agreement in substantially such form, with such completions, omissions, insertions and changes not inconsistent with this Resolution as may be approved by the Town Manager, whose approval shall be evidenced conclusively by the execution and delivery thereof. The issuance and sale of the Bond to VRA shall be upon the terms and conditions set forth in the Financing Agreement. The proceeds of the Bond shall be applied in the manner set forth in the Financing Agreement. All capitalized terms used but not otherwise defined herein shall have the same meanings as set forth in the Financing Agreement.

**3. Bond Details.** The Bond shall be issued as a single, registered bond, shall be designated “Taxable General Obligation Public Improvement Bond, Series 2022” (or such other designation as determined by the Town Manager), shall be numbered R-1 and shall be dated the date that is 30 days prior to the closing date of the VRA Bonds. The Council authorizes the issuance and sale of the Bond to VRA on such terms as shall be determined by VRA, subject to VRA’s Purchase Price Objective and market conditions described in the Recitals hereof; provided, however, that the Bond (a) shall be issued in an aggregate principal amount not to exceed \$3,000,000, (b) shall be payable in principal installments ending no later than December 31, 2042, (c) shall have a “true” interest cost not to exceed 5.50% (exclusive of “Supplemental Interest” as provided in the Financing Agreement), (d) shall be sold to VRA at a price that is substantially equal to the Proceeds Requested, and (e) shall be subject to prepayment upon the terms set forth in the Financing Agreement. Subject to the preceding terms, the Council further authorizes the Town Manager to accept the final terms presented by VRA, including (x) the final principal amount of the Bond, (y) the amortization schedule (including the principal installment dates and amounts) for the Bond and (z) the optional and extraordinary redemption provisions, if any, of the Bond.

If the limitation on the maximum principal amount of the Bond set forth in this Section 3 restricts VRA’s ability to generate the Proceeds Requested, taking into account the VRA Costs,

the Purchase Price Objective and market conditions, the Town Manager is authorized to accept a purchase price for the Bond at an amount less than the Proceeds Requested.

As set forth in the Financing Agreement, the Town agrees to pay such “Supplemental Interest” and other charges as provided therein, including such amounts as may be necessary to maintain or replenish the VRA Reserve. The principal of and premium, if any, and interest on the Bond shall be payable in lawful money of the United States of America.

The actions of the Town Manager in determining the final terms of the Bond shall be conclusive, and no further action shall be necessary on the part of the Town Council.

**4. Payment and Redemption Provisions of Bond.** The principal of and premium, if any, and interest on the Bond shall be payable as set forth in the Bond and the Financing Agreement. The Town may, at its option, redeem, prepay or refund the Bond upon the terms set forth in the Financing Agreement.

**5. Execution and Form of Bond.** The Bond shall be signed by the Mayor or Vice Mayor and the Town’s seal shall be affixed thereon and attested by the Town Clerk (or any Deputy or Assistant Town Clerk). The Bond shall be issued initially as a typewritten bond in substantially the form of Exhibit A attached hereto, with such completions, omissions, insertions and changes not inconsistent with this Resolution as may be approved by the officers signing the Bond, whose approval shall be evidenced conclusively by the execution and delivery of the Bond.

**6. Pledge of Full Faith and Credit.** The full faith and credit of the Town are irrevocably pledged for the payment of principal of and premium, if any, and interest on the Bond. Unless other funds are lawfully available and appropriated for timely payment of the Bond, the Council shall levy and collect an annual ad valorem tax, over and above all other taxes authorized or limited by law and without limitation as to rate or amount, on all locally taxable property in the Town sufficient to pay when due the principal of and premium, if any, and interest on the Bond.

**7. Preparation of Printed Bond.** Upon request of the registered owner and upon presentation of the Bond at the office of the Registrar (as hereinafter defined), the Town shall arrange to have prepared, executed and delivered in exchange as soon as practicable the Bond in printed form in an aggregate principal amount equal to the unpaid principal of the Bond in typewritten form, in denominations of \$5,000 and multiples thereof (except that one Bond may be issued in an odd denomination of less than \$5,000), of the same form and maturity and registered in such names as requested by the registered owners or their duly authorized attorneys or legal representatives. The printed Bond may be executed by manual or facsimile signature of the Mayor or Vice Mayor and the Town’s seal is to be affixed thereto and attested by the Town Clerk (or any Deputy or Assistant Town Clerk); provided, however, that if both such signatures are facsimiles, no Bond shall be valid until it has been authenticated by the manual signature of the Registrar and the date of authentication noted thereon. The typewritten Bond surrendered in any such exchange shall be canceled.

**8. Registration, Transfer and Owner of Bond.** The Town hereby appoints the Director of Finance as paying agent and registrar (the “Registrar”) for the Bond. If deemed to be in the best interest of the Town, the Town Manager may at any time appoint a qualified bank or

trust company as successor Registrar. Upon surrender of the Bond at the office of the Registrar, together with an assignment duly executed by the registered owner or its duly authorized attorney or legal representative in such form as shall be satisfactory to the Registrar, the Town officers shall execute, and the Registrar shall authenticate and deliver in exchange, a new Bond or Bonds having an equal aggregate principal amount, of the same form and maturity, bearing interest at the same rates and registered in such name as requested by the then registered owner or its duly authorized attorney or legal representative. Any such exchange shall be at the expense of the Town, except that the Registrar may charge the person requesting such exchange the amount of any tax or other governmental charge required to be paid with respect thereto.

The Registrar shall treat the registered owner as the person or entity exclusively entitled to payment of principal of and premium, if any, and interest on the Bond, and the exercise of all other rights and powers of the owner, except that regular installments of principal and interest shall be paid to the person or entity shown as owner on the registration books on the 15th day of the month preceding each payment date.

**9. Mutilated, Lost or Destroyed Bond.** If the Bond has been mutilated, lost or destroyed, the Town shall execute and deliver a new Bond of like date and tenor in exchange and substitution for, and upon cancellation of, such mutilated Bond or in lieu of and in substitution for such lost or destroyed Bond; provided, however, that the Town shall so execute and deliver only if the registered owner has paid the reasonable expenses and charges of the Town in connection therewith and, in the case of a lost or destroyed Bond, (a) has filed with the Town evidence satisfactory to the Town that such Bond was lost or destroyed and (b) has furnished to the Town satisfactory indemnity.

**10. Preparation and Delivery of Bond.** The officers of the Town are authorized and directed to take all proper steps to have the Bond prepared and executed in accordance with its terms and to deliver it to VRA as the purchaser thereof upon receipt of the Purchase Price from VRA as set forth in the Financing Agreement.

**11. Arbitrage Covenants.** The Town covenants that it shall not take or omit to take any action the taking or omission of which will cause the VRA Bonds to be “arbitrage bonds” within the meaning of Section 148 of the Internal Revenue Code of 1986, as amended, and regulations issued pursuant thereto (the “Code”), or otherwise cause interest on the VRA Bonds to be includable in the gross income of the registered owners thereof under existing law. Without limiting the generality of the foregoing, the Town shall comply with any provision of the Tax Compliance Agreement (as hereinafter defined) that may require the Town at any time to rebate to the United States any part of the earnings derived from the investment of the gross proceeds of the Bond, unless the Town receives an opinion of nationally recognized bond counsel that such compliance is not required to prevent interest on the VRA Bonds from being included in the gross income for federal income tax purposes of the registered owners thereof under existing law. The Town shall pay any such required rebate from legally available funds.

**12. Tax Compliance Agreement.** Such officers of the Town as may be requested by VRA are authorized and directed to execute and deliver a nonarbitrage certificate and tax compliance agreement (the “Tax Compliance Agreement”) in a form not inconsistent with this

Resolution as may be approved by the officers of the Town executing such document, whose approval shall be evidenced conclusively by the execution and delivery thereof.

**13. Private Activity Bond Covenant.** The Town covenants that it shall not permit the proceeds of the Bond or the facilities financed with the proceeds of the Bond to be used in any manner that would result in (a) 10% or more of such proceeds or facilities being used in any trade or business carried on by any person other than a governmental unit, as provided in Section 141(b) of the Code, (b) 5% or more of such proceeds or facilities being used with respect to any output facility (other than a facility for the furnishing of water), within the meaning of Section 141(b)(4) of the Code, or (c) 5% or more of such proceeds being used directly or indirectly to make or finance loans to any person other than a governmental unit, as provided in Section 141(c) of the Code; provided, however, that if the Town receives an opinion of nationally recognized bond counsel that compliance with any such covenant is not required to prevent the interest on the VRA Bonds from being includable in the gross income for federal income tax purposes of the registered owners thereof under existing law, the Town need not comply with such covenant to the extent provided in such opinion.

**14. Official Statement.** The Town authorizes and consents to the inclusion of information with respect to the Town to be contained in VRA's Preliminary Official Statement and VRA's Official Statement in final form, both prepared in connection with the sale of the VRA Bonds. The Town Manager is authorized and directed to take whatever actions are necessary or appropriate to aid VRA in ensuring compliance with Securities and Exchange Commission Rule 15c2-12.

**15. SNAP Investment Authorization.** The Council has heretofore received and reviewed the Information Statement (the "Information Statement") describing the State Non-Arbitrage Program of the Commonwealth of Virginia ("SNAP") and the Contract Creating the State Non-Arbitrage Program Pool (the "Contract"), and the Council has determined to authorize the Director of Finance to utilize SNAP in connection with the investment of the proceeds of the Bond. The Council acknowledges the Treasury Board of the Commonwealth is not, and shall not be, in any way liable to the Town in connection with SNAP, except as otherwise provided in the Contract.

**16. Other Actions.** All other actions of officers of the Town in conformity with the purposes and intent of this Resolution and in furtherance of the issuance and sale of the Bond are hereby ratified, approved and confirmed. The officers of the Town are authorized and directed to execute and deliver all certificates and instruments and to take all such further action as may be considered necessary or desirable in connection with the issuance, sale and delivery of the Bond.

**17. Repeal of Conflicting Resolutions.** All resolutions or parts of resolutions in conflict with the provisions of this Resolution are repealed.

**18. Effective Date.** This Resolution shall take effect immediately upon adoption.

**EXHIBIT A - Form of Bond**

*Interest on this bond is intended by the issuer thereof to be included in gross income for federal income tax purposes.*

**REGISTERED**

**REGISTERED**

**R-1**

\_\_\_\_\_, 2022

**UNITED STATES OF AMERICA  
COMMONWEALTH OF VIRGINIA  
TOWN OF ALTAVISTA**

**Taxable General Obligation Public Improvement Bond,  
Series 2022**

The **Town of Altavista, Virginia** (the “Town”), a political subdivision of the Commonwealth of Virginia (the “Commonwealth”), for value received, acknowledges itself in debt and promises to pay to the Virginia Resources Authority, or its registered assigns or legal representative (“VRA”), solely from the sources hereinafter described and pledged to the payment of this bond the principal sum of \_\_\_\_\_ DOLLARS (\$\_\_\_\_\_). Principal of this bond shall be payable in annual installments in the amounts and on the dates set forth in Schedule I attached hereto. Interest on this bond shall be payable on each \_\_\_\_\_ and \_\_\_\_\_, commencing \_\_\_\_\_, \_\_\_\_\_, computed on the basis of a 360-day year of twelve 30-day months at the rates set forth in Schedule I.

If any installment of principal of or interest on this bond is not paid to the registered owner of this bond within five days after its due date, the Town shall pay to VRA a late payment charge in an amount equal to five percent (5.0%) of the overdue installment.

Subject to the provisions of the Local Bond Sale and Financing Agreement dated as of \_\_\_\_\_, 2022 (the “Financing Agreement”), between VRA and the Town, so long as this bond is held by or for the account of VRA or its registered assigns or legal representative, interest is payable by (i) check or draft mailed to the registered owner of this bond at the address that appears on the 15th day of the month preceding each interest payment date on the registration books kept by the Director of Finance, who has been appointed registrar and paying agent, or any successor bank or trust company (the “Registrar”) or (ii) wire transfer pursuant to the most recent wire instructions received by the Registrar from such registered owner, except that the final payment is payable upon presentation and surrender of this bond at the office of the Registrar. Principal of and premium, if any, and interest on this bond shall be payable in lawful money of the United States of America. In case any payment date on this bond shall not be a Business Day (as defined below), then payment of principal, premium, if any, and interest need not be made on such date, but may be made on the next succeeding Business Day, and, if made on such next succeeding Business Day, no additional interest shall accrue for the period after such payment date. “Business Day” means any Monday, Tuesday, Wednesday, Thursday or Friday on which commercial banking institutions generally are open for business in New York and Virginia.

This bond has been authorized by an ordinance and a resolution, both adopted by the Town Council of the Town (the “Council”) on September 13, 2022 (together, the “Resolution”), and is issued pursuant to the Constitution and statutes of the Commonwealth, including the Public Finance Act of 1991 and the Town Charter, the “Resolution, and the Financing Agreement. Proceeds of this bond will be used to provide funds to (a) finance capital costs related to the Town’s water and sewer systems and (b) pay related issuance and financing costs (including capitalized interest and reserves, if required) incurred in issuing this bond.

The full faith and credit of the Town are irrevocably pledged for the payment of principal of and premium, if any, and interest on this bond. Unless other funds are lawfully available and appropriated for timely payment of this bond, the Council shall levy and collect an annual ad valorem tax, over and above all other taxes authorized or limited by law and without limitation as to rate or amount, on all taxable property within the Town sufficient to pay when due the principal of and premium, if any, and interest on this bond.

If any failure of the Town to pay all or any portion of any required payment of the principal of or premium, if any, or interest on this bond results in a withdrawal from or drawing on any VRA Reserve (as defined in the Financing Agreement), the interest rates applicable to this bond shall be increased to interest rates sufficient to reimburse the VRA Reserve for any foregone investment earnings on the funds withdrawn therefrom and pay any interest, fees or penalties assessed as a result of the withdrawal from or the drawing on the VRA Reserve. The increment of interest payable pursuant to the increase in rates shall be referred to as “Supplemental Interest.” The term “interest” as used in this bond shall include Supplemental Interest, when and if payable. The Town’s obligation to pay Supplemental Interest shall commence on the date of VRA’s withdrawal or drawing of funds from the VRA Reserve occasioned by the Town’s failure to pay a required payment or portion thereof as described above (the “Supplemental Interest Commencement Date”). The Town’s obligation to pay Supplemental Interest shall terminate on the date on which the Town makes all payments required but outstanding since the date of the initial failure to pay (the “Supplemental Interest Termination Date”). From the Supplemental Interest Commencement Date to the Supplemental Interest Termination Date, Supplemental Interest shall be due and payable on the regularly scheduled interest payment dates provided for in this bond. As soon as reasonably possible after the Supplemental Interest Commencement Date and before the next regularly scheduled interest payment date provided for in this bond, VRA shall deliver to the Town a certificate as to the increase in interest rates and the amount of Supplemental Interest. The certificate shall set forth in reasonable detail the basis for the increase in interest rates and the manner of calculation of the increase and the amount of Supplemental Interest. Such certificate shall be conclusive (absent manifest error) as to the interest rate increase and amount of Supplemental Interest set forth therein. In determining the interest rate increase and the amount of Supplemental Interest, VRA may use any reasonable averaging and attribution methods.

This bond may be redeemed, prepaid or refunded at the option of the Town upon the terms set forth in the Financing Agreement.

This bond is issuable as a fully registered bond. Upon surrender of this bond at the Registrar’s office, together with an assignment duly executed by the registered owner or such owner’s duly authorized attorney or legal representative in such form as shall be satisfactory to the Registrar, the Town shall execute, and the Registrar shall authenticate and deliver in exchange, a new bond or bonds in the manner and subject to the limitations and conditions provided in the Resolution, having an equal aggregate principal amount, in authorized denominations, of the same

series, form and maturity, bearing interest at the same rates and in the same manner, and registered in such names as requested by the then registered owner of this bond or such owner's duly authorized attorney or legal representative. Any such exchange shall be at the Town's expense, except that the Registrar may charge the person requesting such exchange the amount of any tax or other governmental charge required to be paid with respect to it.

The Registrar shall treat the registered owner of this bond as the person exclusively entitled to payment of principal of and premium, if any, and interest on this bond and the exercise of all other rights and powers of the owner, except that regular installments of principal and interest shall be made to the person shown as the owner on the registration books on the 15<sup>th</sup> day of the month preceding each payment date.

All acts, conditions and things required by the Constitution and statutes of the Commonwealth to happen, exist or be performed precedent to and in connection with the issuance of this bond have happened, exist and have been performed, and this bond, together with all other indebtedness of the Town, is within every debt and other limitation prescribed by the Constitution and statutes of the Commonwealth.

**IN WITNESS WHEREOF**, the Town of Altavista, Virginia, has caused this bond to be signed by the Mayor, its seal to be affixed hereto and attested by the Town Clerk, and this bond to be dated the date first above written.

(SEAL)

---

Mayor, Town of Altavista, Virginia

**ATTEST:**

---

Town Clerk, Town of Altavista, Virginia



## ASSIGNMENT

FOR VALUE RECEIVED the undersigned sell(s), assign(s) and transfer(s) unto

---

(Please print or type name and address, including postal zip code, of Transferee)

PLEASE INSERT SOCIAL SECURITY OR OTHER  
IDENTIFYING NUMBER OF TRANSFeree:

---

: :  
: :  
: :

---

the within bond and all rights thereunder, hereby irrevocably constituting and appointing

---

Attorney, to transfer said bond on the books kept for the registration thereof, with full power of substitution in the premises.

Dated: \_\_\_\_\_

Signature Guaranteed

---

NOTICE: Signature(s) must be guaranteed by an Eligible Guarantor Institution such as a Commercial Bank, Trust Company, Securities Broker/Dealer, Credit Union or Savings Association who is a member of a medallion program approved by The Securities Transfer Association, Inc.

---

(Signature of Registered Owner)

NOTICE: The signature above must correspond with the name of the registered owner as it appears on the front of this bond in every particular, without alteration or enlargement or any change whatsoever.

**SCHEDULE I TO  
TOWN OF ALTAVISTA, VIRGINIA  
TAXABLE GENERAL OBLIGATION PUBLIC IMPROVEMENT BOND,  
SERIES 2022**

<b>Principal Installment <u>Number</u></b>	<b>Principal Installment <u>Amount</u></b>	<b>Installment <u>Due Date</u></b>	<b>Interest <u>Rate</u></b>
--	--	--	---------------------------------

[to be completed after pricing of VRA Bonds]



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

AGENDA ITEM #: 9.B

**UNFINISHED BUSINESS**

**Title: Sedimentation Basins Project**

**Staff Resource: Tom Fore, Public Services Director**

---

**Action(s):**

No action currently

**Explanation:**

The Facility Assessment Improvement Plan (FAIP) identified the sedimentation improvement project that was needed at the water plant.

**Background:**

Staff applied for a potential grant/loan with the Virginia Department of Health (VDH) Office of Water Programs. Attached is the lists of awards that VDH has proposed. Until the Town receives a formal letter from VDH, the amount of the potential loan forgiveness could change. Currently the loan forgiveness is at \$2,340,000, of a \$3,000,000 application request.

**Funding Source(s):**

VRA Loan

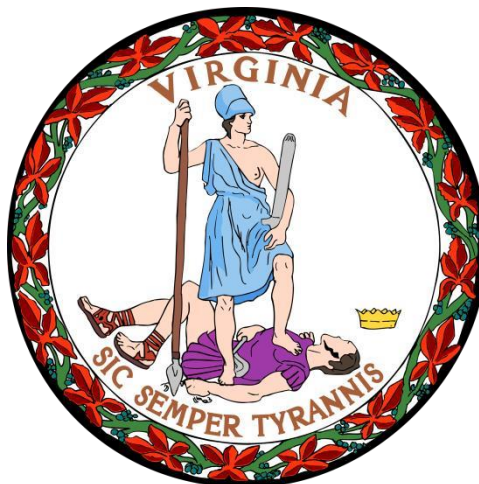
**Attachments:** *(click item to open)*

*[Attachment. FY2022-IUP-draft-with-attachments-final Sedimentation Info](#)*

**Commonwealth of Virginia  
Drinking Water State Revolving Fund Program  
Intended Use Plan  
For the DWSRF FY2022 Capitalization Grant**

***DRAFT***

**June 2022**



This project has been funded wholly or in part by the United States Environmental Protection Agency under assistance agreement 66.468 to VDH. The contents of this document do not necessarily reflect the views and policies of the Environmental Protection Agency, nor does the EPA endorse trade names or recommend the use of commercial products possibly mentioned in this document.

**Commonwealth of Virginia**  
**Drinking Water State Revolving Fund Program**  
**Intended Use Plan for FY 2022 Capitalization Grant**

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**ATTACHMENTS**

<a href="#">Project Priority List</a>	Attachment 1
<a href="#">Construction Projects Equivalency List</a>	Attachment 2
<a href="#">Set-aside Suggested Use Schedule</a>	Attachment 3
<a href="#">Funding Summary</a>	Attachment 4

(Also available at <http://www.vdh.virginia.gov/drinking-water/>)

## I. Summary

In accordance with the federal Safe Drinking Water Act Amendments (SDWA) of 1996 (P.L.104 182), which established a Drinking Water State Revolving Fund (DWSRF) Program to eligible states through a capitalization grant, the Virginia Department of Health (VDH) Office of Drinking Water (ODW) is making application for federal funding under this program. VDH makes this funding application in accordance with and under the agreements established in the Operating Agreement executed between the EPA and the Commonwealth of Virginia that provides the framework for the DWSRF Program in Virginia. The Commonwealth of Virginia expects to have a total of approximately \$25 million available for utilization under the FY 2022 DWSRF grant Base Program. This amount includes EPA's capitalization grant, Virginia's required state match, and loan repayments from past recipients. Additionally, Virginia's DWSRF has been allotted \$88,093,942 in funding through the Bipartisan Infrastructure Law (BIL) for FY 2022. The BIL funds are divided into three (3) categories: DWSRF Supplemental (just like the base program), Lead Service Line Replacement and Emerging Contaminants (focusing on PFAS but eligible for unregulated contaminants found in the Drinking Water Contaminant Candidate Lists 1-5).

## II. Introduction

The VDH has primary enforcement responsibility (primacy) for the Virginia's drinking water programs, and as such, is the designated agency to apply for and administer the capitalization grant for the DWSRF Program and related state funds.

This Draft IUP includes the PPL and the Construction Project Equivalency List. The most current version of the *Virginia Drinking Water State Revolving Fund Program - Program Design Manual*, (available on our website) is part of the IUP and outlines the Program's overall goals, the set-aside and construction aspects of the Program, entities eligible for funding, interest rates and terms, and criteria used to establish a PPL.

In compliance with the requirement in SDWA sec. 1452(b)(1), the IUP undergoes public review and comment through a combination of internet postings. The VDH will post this Intended Use Plan under the Financial & Construction Assistance Programs at <http://www.vdh.virginia.gov/drinking-water/> for a 30-day public comment period. The VDH will not hold a public meeting to solicit comments because of the continuing COVID 19 restrictions. Recommendations and comments regarding this IUP can be mailed to Kelly Ward, DWSRF Program Director, 109 Governor Street, VA 23219 or by email at [kelly.ward@vdh.virginia.gov](mailto:kelly.ward@vdh.virginia.gov). The VDH-ODW will place the IUP announcement on Town Hall and on the VDH-ODW website.

## III. DWSRF Program Goals

VDH is committed to using the capitalization grant for which it is applying to provide assistance to water systems through set-asides and for capital improvement projects that will further the public health protection objectives of the Safe Drinking Water Act. VDH intends to award all assistance available under this capitalization grant in full conformance with the DWSRF program and the terms and conditions of the capitalization grant award.

The Virginia DWSRF Program activity incorporates the federal, state match, program revenue and repayments, and miscellaneous additional funds to implement the statewide programs to ensure adequate and safe drinking water to citizens. The construction loan and grant funds, in conjunction with the set-aside funds, provide funding sources for infrastructure projects, planning projects, sample testing, capacity development initiatives, state administrative costs, training, technical assistance, wellhead and source water protection, and other activities designed to enhance the state's water programs.

The Project Priority List (PPL) ([Attachment 1](#)) details the funded construction projects, in priority order, and other relevant project information. VDH-ODW offered funding to all of the Base Program applications received during the solicitation period, therefore, there are no projects that fell below the funding line. The Bipartisan Infrastructure Law PPL was developed from the 131 applications received from January 2022 to May 2022, requesting over \$880,000,000 in funding assistance. VDH-ODW offered funding to 34 applicants, totaling roughly \$46,500,000.

VDH - ODW uses the set-aside funds to maintain and advance waterworks support initiatives that contribute to the sustainability of safe drinking water. The set-asides funds assist waterworks owners in protecting water supplies, ensuring the reliable operation of water systems, preparing for future waterworks challenges, and developing their technical, financial, and managerial capacity (TMF - Capacity Development). Although the waterworks and their consumers are the direct benefactors of these funding efforts, the initiatives may originate with any number of concerned parties. Combined funding used in cooperative efforts with other entities may maximize the desired outcome. This IUP outlines set-aside uses later in this document.

#### **A. Long Term and Short Term Goals**

VDH is committed to promoting and protecting the health of Virginians. VDH – ODW supports that mission using a number of critical functions including implemented activities. ODW also supports the mission through regulatory, technical, and financial programs designed to enhance the quality of water provided to the citizens of the Commonwealth. The DWSRF program provides VDH with the means to achieve these goals.

VDH has a goal to utilize the DWSRF resources to implement a long-term, sustainable program focused on providing technical, financial, and managerial resources to waterworks owners. VDH accomplishes this through an integrated assistance program to provide technical, managerial and financial resources targeted to waterworks that exhibit a specific need for assistance. VDH established the following priorities for the DWSRF program:

##### **Long Term**

- Protect the public health and welfare by supporting activities that ensure waterworks provide adequate water quantity and quality to their end users.
- Ensure the sustainability of the DWSRF program and related funding to benefit Virginians over the greatest number of years.
- Assist waterworks owners in complying with federal and state mandated drinking water regulations through programmatic, technical, and construction assistance.
- Assist waterworks owners to develop long-term strategies for sustainable infrastructure (managerial, technical, and financial capability) to provide safe drinking water.

- Assist waterworks owners in the protection of their source waters by supporting source water protection programs.
- Make technical and financial assistance available to waterworks owners and consumers through effective outreach programs.

#### Short Term

- Allocate DWSRF Program funds efficiently so Virginians may realize a prompt benefit.
- Assist waterworks owners through innovative and effective technical assistance programs.
- Promote consolidation and regionalization of water supplies and waterworks through both programmatic and construction assistance.
- Provide a source of low cost financing for drinking water needs.
- Require that all new Community and Nontransient Noncommunity water systems beginning operation after October 1, 1999, demonstrate the technical, financial, and managerial capacity required to operate a waterworks.
- Ensure that state operator certification regulations meet EPA national requirements.
- Ensure training courses are provided that meet the needs of classifications of licensed operators at small waterworks.
- Demonstrate compliance with the capacity development authority, capacity development strategy and operator certification program provisions in order to avoid withholdings.
- Maintain unliquidated obligations (ULOs) at or below the national average of 10%. The ULO is the unexpended balance remaining from the amount of federal funds EPA obligated to an individual state/recipient which has not yet been “drawn down”.
- Maintain program pace at or above the national average of 89%. Program pace is a ratio of the dollar value of closed loans/binding commitments to the total dollars available for projects in the Fund. VDH will use 90% for a pace target for this fiscal year.
- Enter into binding commitments for projects that will proceed to construction or award of construction contracts within twelve months of initial offers of assistance.

### **IV. Program Implementation**

VDH manages the DWSRF Program to maximize benefits available to waterworks owners and Virginians. VDH frequently reviews the Program effectiveness and makes necessary revisions to ensure continued financial sustainability, integration with the Public Water System Supervision Program (PWSS), and success operation.

#### **A. Important Program Implementations**

VDH notes the following important efforts implemented in the Program:

1. VDH is requiring **Asset Management Plans/Capital Improvement Plans** for all DWSRF applicants that have not completed one. This will promote responsible asset management and help to address the issue of aging infrastructure. Depending on availability of funds, VDH may make principal forgiveness funds available to assist those waterworks in need of completing a plan.
2. VDH completed our preliminary review of **small projects** (project budgets less than \$300,000) and made the following determination based on project readiness: VDH would not offer funding to any owner with more than two open/incomplete DWSRF projects being constructed with Force



Account labor to allow owners to focus efforts on completing open previously awarded DWSRF projects. Any other applicant with more than two open/incomplete DWSRF projects will be evaluated on a case-by-case basis. As in prior years, VDH reserves the right to by-pass any open project that has not executed the assistance agreements/initiated construction within 12 months of the original award date. As evidenced by the multiple open projects, timely project loan closings and completions challenged some waterworks. Owners could expedite project closing or reprioritize their projects (and request withdrawal or bypass) to reduce active projects to less than three. Where after, VDH will reconsider making new offers. These bypassed projects will remain on the PPL with intended offer amounts in the event the owner can reduce the number of projects.

3. **Small projects** (less than \$150,000) special offers: The funding package under this special program is 100% principal forgiveness (PF) (grant funds) for acute problems only. All other projects will be evaluated on a case by case basis. To qualify for this offer, VDH requires closure of the principal forgiveness loan within 12 months of the offer letter.
4. **Lead Service Line replacements special offers:** In an effort to accelerate the removal of lead exposure to drinking water, the DWSRF Program has made funding available for the complete removal of the public and/or private portion of the LSLs. The funding package under this special program (continued from last year) is 100% as principal forgiveness (PF) (grant funds), up to \$500,000 per applicant, per funding year. To qualify for this offer, VDH requires closure of the principal forgiveness loan within 12 months of this offer letter.
5. **Capacity Building Program or Expedited Closing Program.** Projects may be eligible for an additional interest reduction of **0.2%** under this special program. To qualify for the Capacity Building Program, VDH requires a commitment to adjust rates to ensure minimum compound revenue increases of 2%<sup>1</sup> each year for the next five years. To qualify for the Expedited Closing Program, VDH requires loan closings within 12 months of initial offer letters. Letters to waterworks owners instructed them to notify VDH of their interest in participating in either of these special programs in their offer response letters. The intent of these programs is to accelerate loan closings and encourage financial capacity building.
6. **Disadvantaged waterworks:** VDH is using the **1% of MHI as a determinant for target rates.** Disadvantaged criteria is as follows: Disadvantaged waterworks are those who currently have or will have after project completion, user rates that meet or exceed the target rate or are willing to adjust/raise rates in accordance with a VDH approved schedule. Additionally, in an effort to comply with the requirements of the BIL, the disadvantaged criteria has been expanded to also include the use of the White House Climate and Economic Justice Screening Tool and the EPA Environmental Justice Screening and Mapping Tool. These tools utilize a variety of sources/data to identify EJ and Disadvantaged Communities. The continued use of these tools once the BIL funds are gone will be evaluated at that time.
7. **Projects in the EVGMA only:** To conserve water in the Eastern Virginia Groundwater Management Area (EVGMA) created pursuant to the EVGMA of 1992, VDH reserves the right to give precedence to water projects that do not involve withdrawal of groundwater from the coastal plain aquifer over those projects that do withdraw groundwater in the EVGMA. VDH will only apply this evaluation to any equally ranked projects when both are located in the EVGMA.

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<sup>1</sup> Alternatively, owners may commit to using an inflationary linked index such as the Consumer Price Index (CPI) or the Personal Consumption Index (PCE).

### **B. Coordination with Enforcement**

VDH coordinates efforts between the Capacity Development Program, the Financial and Construction Assistance Program (FCAP), the ODW Field Office staff, and the ODW Enforcement section utilizing EPA's Enforcement Targeting Tool (ETT) to identify noncompliant waterworks with health-based violations. Owners with violations for monitoring, operator certification, or other non-construction related issues are typically not included. The scoring matrix awards additional points for those owners that apply for construction funds that will resolve ETT related issues. Projects with higher ETT scores get higher priority.

### **C. Coalfield Water Development Fund (CWDF) Program**

A unique feature of the Virginia DWSRF Program is the federal statutory language allowing a pilot demonstration project in Southwest Virginia. The Commonwealth made loans to a regional endowment, with the loans repaid using terms and conditions in the same manner as all other project loans. VDH invests loan funds with proceeds used to assist communities in Southwest Virginia in correcting water infrastructure challenges. The SDWA authorizes Virginia to establish a special demonstration project to loan funds to a regional endowment for "...financing new drinking water facilities..." in an area of Southwest Virginia encompassing Planning Districts 1 and 2 (includes Lee, Scott, Wise, Dickenson, Buchanan, Russell, and Tazewell counties). The SDWA established this endowment to assist meeting the special needs of the Coalfields area of Southwest Virginia. In the funding years 1997 through 2000, VDH elected to provide a total of \$10 million from its capitalization grants as loans to the endowment. The endowment reached its goal and VDH can provide no additional funding.

### **D. Financial Health**

The programs financial health is reflected in both the active non-construction activities and in funding opportunities. Both areas are integrated and affect the other's success, i.e. activities promoting or enhancing delivery of a safe drinking water reduce the demand on the loan area by ensuring the long-term wellbeing of the waterworks. VDH will maintain the DWSRF (the Fund) in perpetuity for providing financial assistance as authorized and limited by the SDWA. The Fund includes state match, interest earnings, Federal grant dollars, and repayments of principal and interest on loans received.

### **E. Program Coordination**

VDHs program coordination will maintain the two areas of non-construction and project loans with the overall long-term financial health of the program maximizing the benefits for Virginians. VDH – ODW utilizes strategic coupling of programmatic considerations with the results of a planning model that examines the aggregate effects of altering financial parameters of the program. VDH – ODW will revise or implement procedures, as needed, based on the results of the annual assessment.

### **F. Disadvantaged Program**

The Disadvantaged Program is described in VDH's *Program Design Manual*. Loan subsidies (in the form of below market rate loans and principal forgiveness loans) will decrease the loan funds available. However, principal forgiveness coupled with a waterworks business operations plan and a requirement to implement rate adjustments will reduce demand on principal forgiveness/grant funds by ensuring long-term financial well-being of the waterworks. The waterworks business operations plan ensures a new (or struggling) owner has the managerial, technical, and financial capacity to provide for the long-term operation of the waterworks. These initiatives allow waterworks to undertake projects they could not

otherwise construct and, therefore, protect the public health. This strategy is one of the strong themes encouraged by Congress.

## **V. Sources and Uses of Funds**

VDH will be applying to EPA for \$11,434,000 DWSRF Base Program capitalization grant, from the DWSRF FY2022 appropriation and \$88,093,942 in funding through the Bipartisan Infrastructure Law (BIL) for FY 2022. VDH evaluates the need to issue leverage bonds to meet program demand and is taking a multi-year perspective. Under Virginia's leveraging structure, the Virginia Resources Authority (VRA) will sell bonds to provide the necessary funds to fully meet the requests approved by VDH for drinking water loan assistance. The leveraging structure and cash flow analyses will be available to the U.S. EPA prior to any bond issuance.

As permitted by Congress in legislation approved in 1997, Virginia intends to cross-collateralize bonds sold for the Clean Water Revolving Loan Fund and the Drinking Water State Revolving Fund, whenever leveraging is warranted. The purpose is to enhance the security of bonds sold for both programs, thereby improving the credit rating and reducing the cost of funds. This allows both programs to meet program capacity demand and pass on the best possible interest rates to its borrowers. The revenues from loan repayments in each program are pledged first to the allocated portion of bonds for that program. After program revenues pay debt service on its portion funds, excess funds may cover a revenue deficiency in the other program. Given the loan portfolio quality, robust coverage in each program, and established financial management practices, implementation of this provision is highly unlikely. The cross-collateralization of the two programs provides an efficient mechanism to initiate a leverage program for the Drinking Water State Revolving Fund.

Finally, the Virginia Department of Environmental Quality may transfer some grant funds from the Clean Water State Revolving Fund (CWSRF) to the Virginia Department of Health's Drinking Water State Revolving Fund, or vice versa. Section 302 of the SDWA allows the Commonwealth to transfer up to 33% of its Drinking Water State Revolving Fund (DWSRF) capitalization grant to its Clean Water State Revolving Fund (CWSRF) or an equivalent amount from its CWSRF to its DWSRF. This option also extends to the Bipartisan Infrastructure Law funding.

### **A. Sources of Funds**

Virginia's required 20% state match for the Base Program capitalization grant, approximately \$2.28 million and a 10% state match for the BIL funding, approximately \$2.93 million, is deposited into a dedicated state loan fund, the *Virginia Water Supply Revolving Fund* (§62.1-233 et seq.), established under the *Code of Virginia*. A funding summary is provided as [Attachment 4](#).

Also specified in the *Code of Virginia*, and in conjunction with a VDH Memorandum of Understanding, are roles and responsibilities for the Virginia Resources Authority (VRA) pertaining to individual construction loans and processes. EPA allows states to charge a reasonable fee to administer the DWSRF Program. VDH reserves the right to apply a \$6,000 loan-closing fee on select projects. VDH can add this fee to the principal of the loan. VDH may designate part of the interest on a loan (from zero to 1.5%) as an administration fee and used by VDH for the administration of the program. Except for the origination and admin fee, all other repayments funds will return to the Fund for use on future construction or refinance projects. VDH will deposit collected fees in a separate, non-project account and use only for administration of the DWSRF Program.

## **B. Construction Projects**

VDH intends to provide approximately \$25 million in DWSRF Base Program construction funds (from the cap grant, state match, and repaid interest and principal) and approximately \$46.5 million in BIL funding - see [Attachment 4](#). The PPL ([Attachment 1](#)) identifies the VDH construction projects to receive dollars for funding in priority order, with funding breakdowns and other relevant project information. The \$25 million in Base Program funding and \$46.5 million in BIL funding currently represents priority projects. The current PPL reflects \$71.5 million in funding assistance offered; however, VDH will adjust this total based on EPA funding, applicant responses, project readiness in accordance with DWSRF criteria, changes in project scope, and/or actual construction bid results. VDH will utilize available SRF funds from prior year grant awards, repayment funds, make phased awards should any additional funds be required.

EPA established certain requirements and goals for use of the DWSRF funds for water infrastructure construction. VDH has captured the funds provided in support of these requirements and goals in [Attachment 2](#).

### **1. Loan Terms and Fees**

Under the DWSRF Program, the repayment period for loans can be 20 years, 30 years or the life of the asset financed (whichever is less). To qualify for the 30 year term and be eligible for principal forgiveness, the borrower must qualify as “disadvantaged”. Market rates are based on VRA’s evaluation of the market conditions that exist the month prior to each loan closing or the all-in cost of leverage bonds.

For 20 year terms, the interest rate is set at 1% (100 basis points) below the market rate. For 30-year terms, the interest rate is set at one half of 1% (50 basis points) below the market rate. See the DWSRF Program Design Manual for details and the proposed changes above.

### **2. Additional Subsidization**

The DWSRF requires that no less than 26% of the capitalization grant amount and no more than an optional additional 35% of the Base Program capitalization grant amount be provided in the form of subsidies for disadvantaged communities. BIL funding requires that 49% of the grant amounts in the DWSRF Supplemental and Lead Service Line categories be provided to disadvantaged communities, while 100% of Emerging Contaminates must be provided as principal forgiveness. These may be negative interest rates, principal forgiveness, grants, or any combination of these. The VDH does not intend to provide any funding as negative interest rates or grants; however, principal forgiveness will be provided for eligible projects. The PPL, shown in [Attachment 2](#), identifies the amount and percent of the capitalization grant provided as principal forgiveness loans, to the projects that ranked high enough to fund. Any subsequent revision to this PPL will likewise demonstrate that between 26% and 50% of the capitalization grant will be provided via principal forgiveness loans. See [Attachment 2](#).

### **3. Green Infrastructure**

Water efficiency, energy efficiency, green infrastructure, and/or other environmentally innovative activities are optional to receive funds under the DWSRF. VDH will attempt to meet EPA’s goal of 20%. The efficiency projects VDH expects to fund are shown in [Attachment 2](#)

4. Assistance to Small Communities

All states are required to provide, to the extent possible, a minimum of fifteen percent (15%) of funds available annually for loans to small systems. Small systems are those that serve fewer than 10,000 persons. The amount of funds VDH expects to be able to provide to small systems is shown in [Attachment 2](#).

5. Emergency Projects

VDH may bypass one or more projects identified in this IUP to provide funding for an emergency project where an imminent and severe public health or water quality problem exists, that requires the immediate construction of facilities to eliminate an existing potentially hazardous condition. Emergency projects are described in the DWSRF Program Design Manual.

VDH may fund a project not on the current PPL only if it meets the emergency criteria. Emergency projects are expected to meet requirements for technical, financial, and managerial capacity, environmental review, and other cross-cutting Federal authorities as applicable prior to funds being disbursed.

6. Project Requirements

All projects must meet requirements for adequate technical, financial, and managerial (T, M, F) capacity, federal super cross-cutting authorities (i.e. Davis-Bacon Wage Act, American Iron and Steel provisions, Build America, Buy America and Disadvantage Business Enterprises), and DWSRF program requirements. Projects designated by VDH as “equivalency” will be required to meet additional federal cross cutters such as Single Audit and other reviews prior to fund disbursement. VDH reviews each project to ensure requirements are met prior to loan closing. Staff will review phased projects or those identified as design-build to ensure all requirements are met before funds are disbursed.

7. Project By-passes

In order to meet the established goals, conditions, and requirements of the DWSRF capitalization grant, VDH reserves the right to bypass higher ranked projects identified in the PPL. Projects may be by-passed in accordance with the DWSRF Program Design Manual and in compliance with EPA requirements due to the owner’s inability to meet Program requirements in a timely manner. Any previously bypassed project identified on an IUP will be given consideration for future SRF loan funding.

8. Revisions to the Project Priority List

During any subsequent revisions to the PPL, VDH will attempt to meet all EPA requirements including overall grant award conditions. It must be recognized that this is a challenge as VDH may not have all of the guidance on newer requirements at the time of award. VDH-ODW will work with project owners if this happens.

**C. SET-ASIDES:**

The set-asides are four categories of non-project funds that are “set side” and used for specified purposes up to a maximum amount allowable by federal statute. VDH determines the level of set aside funding each based on the activities and projects proposed by VDH staff, waterworks owners,

and public input under each funding year. Attachment 3 to this IUP lists the suggested uses of set-aside funds proposed during the solicitation or public input phase of IUP development. An overview of major funding initiatives for the set-aside funds is given below. VDH reserves the right to utilize any unrequested available funds out of the 4, 2, and 10 percent set-asides in future years, if needed.

1. Administration and Technical Assistance (maximum of 4% of the cap grant):

A portion of the Supplemental 4% is requested and the remainder is reserved as “banked” funds for any future DWSRF grant years.

- a. Administration – These funds will support the administrative functions of the DWSRF Program, including the Financial and Construction Assistance Program (FCAP) Division Director, the FCAP Project Officer, the FCAP Project Team Lead, two FCAP Project Managers. Remaining DWSRF staff members are identified in the State Program Management (10%) section. Other administrative costs pertain to the review of applications and selected projects, application workshops, environmental reviews, analysis of applicants’ ability to repay loans, and VDH travel to meetings sponsored by EPA, CIFA, VRA, VRWA and others.
- b. From the DWSRF administration, fees charged to DWSRF loan recipients VDH funds the Virginia Resources Authority (VRA) for credit analysis summaries for each project, project loan closings, funding disbursements, accounting tasks, compliance review of closed loans, and annual audit of the construction loan fund and general fund management. VDH intends to fund any additional costs for VRA from the 4% set-aside.
- c. VDH provides funding to Virginia Resources Authority (VRA) for credit analysis summaries for each project, project loan closings, funding disbursements, accounting tasks, compliance review of closed loans, and annual audit of the construction loan fund. VDH funds VRA costs with administration fees charged to DWSRF loan recipients. If the administration fees are insufficient to fund VRA, VDH may use a portion of this set aside to cover any additional costs.

2. Small System Technical Assistance (maximum of 2% of the cap grant):

Virginia requests a portion of the Supplemental 2% available and allowed in the Small System Technical Assistance set-aside. VDH reserves the remaining funds as “banked” funds to be used in future grants.

- a. VDH will fund support one part-time data entry positions and five inspector positions to cover transient non-community waterworks.
- b. Funding is provided for travel, training, and rent costs for office space for these positions.

3. State Program Management (maximum of 10% of the cap grant):

Virginia is requesting the entire Supplemental 10% available and allowed of set-aside funding for the current year. VDH is not requesting to use any “banked” funds from preceding grant years.

- a. Public Water System Supervision

- Three FCAP Project Engineers to facilitate technical and administrative reviews for DWSRF construction project.
- Two Environmental Health Specialists.
- Fourteen full-time field office Environmental Inspector positions.
- One Environmental Health Coordinator to assist in preparing and processing formal enforcement actions and monitor compliance for enforcement targeting tool (ETT) and violations reporting.
- Human Resource Analyst to address ODW hiring, retention, and HR planning.
- One FCAP Technician
- One Office Services Assistant
- One ODW Office Director
- One Program Support Technician

Travel costs associated with meetings/conferences and seminars under the State Program management set-aside include:

- Costs associated with training and workshops for ODW staff.
- ASDWA Conferences, Workshops and Meetings
- Source Water Protection Meetings
- Virginia Rural Water Association Annual Conference and Exposition.
- ASDWA Data Management Users Conference
- Environment VA Symposium
- Area Wide Optimization Program Annual Meeting
- Virginia Optimization Regional Meetings
- AWWA National Conference (ACE)
- AWWA WaterJam/Workshops and Seminars
- Understanding Concepts in Capacity Development - ODW staff
- VCU Performance Management
- SDWIS supplemental Users Guide Committee
- Virginia Tech Training Courses (various)
- General Costs for Travel to other training events
- Compliance Specialists / Data Managers Meeting
- New Employee Orientation

Contract costs associated with the State Program management set-aside include:

- Office of Information Management support and Upgrades for SDWIS / Oracle
- Sanitary Survey Training – Maryland Center for Environmental Training (or similar provider) to train new and existing ODW staff on proper Sanitary Survey methods and procedures per US EPA guidance.
- Lead and Copper Rule Revisions – Similar to the Training to be requested under the 15% set-aside; however, this funding is for ODW staff training specifically.

b. Source Water/ Capacity Development/Operator Programs:

- Activities funded under the 15% set-aside.

#### 4. Local Assistance and other State Programs (maximum of 15% of the cap grant):

Virginia is requesting a portion of the available and allowed Local Assistance and other State Program funds 15% set-aside from the BIL Supplemental funds, with no more than 10% in a

category. Initiatives funded upon prior year grants, as well as newly established initiatives, will continue in this grant performance period.

a. Loan for Land and Protection Measures – No funding is requested this year.

b. Capacity Development Staff Salary:

- Capacity Development Division Director,
- One Capacity Development Supervisor, three Sustainability Coordinators,
- One Operator Certification Training Coordinator,
- One Security Officer.

Travel costs for the position above:

- Travel costs for Capacity Development staff and other ODW staff instructors to implement Workshops and travel to conferences
- Capacity Development travel costs associated with providing direct technical assistance to waterworks across Virginia.
- Travel costs associated with training for the Security Officer position.
- Security Officer travel costs associated with providing direct technical assistance to waterworks across Virginia.
- Virginia Tech's Water Operators Short School Instructors travel costs.
- Virginia Tech's Distribution Course Instructors travel costs.
- General Travel Costs, costs not directly associated with named activities but included within the Capacity Development Strategy.

Contractual Activities for Capacity Development and Operator Training include:

- Engineering Services Contract(s) for Small Projects. VDH will fund engineering services through consulting engineering firms to provide small scope (less than \$20,000 each) project engineering directly to small water systems. These systems do not have the financial, technical, and or managerial capacity to retain an engineer and which are not good candidates for funding under the Planning and Design Grants. These small projects address compliance and/or capacity issues of small public community systems serving less than 10,000 persons.
- *"Management, Methods, and Money, Understanding Concepts in Capacity Development"* provides waterworks decision-makers with the basics of operating a sustainable waterworks.
- *"Establishing a Successful and Sustainable Waterworks: Revenues, Rates, and Funding Short Course"* will assist in full-cost pricing, staffing, and business plan development. *"Distribution System Operators"* Course provides operators with a weeklong course devoted to all aspects of effective operation and maintenance of distribution systems.
- *"Hands-on Training at a Full Scale Water Plant"* at a full-scale water plant to provide activities related to the full-scale, conventional plant and operator water quality control.
- *"Math and Basic Science"*
- *"Groundwater Course for Very Small Systems"*
- *"Groundwater Math"*
- *"Distribution System Operator Course"*
- *"Professional Development Seminars"* Provide specialty seminars and training events for waterworks owners/operators on various topics.



- Virginia Tech Short School – Operator Subsidy to provide scholarships to training courses for disadvantaged operators/owners.
- Virginia Tech Administrative Services – Contract for meetings, venue, and related services to promote Capacity Development and Operator Certification including the annual Stakeholder meeting.
- Mountain Empire Community College – Distance Learning Website. This program provides students the opportunity to obtain an Associate’s Degree in Drinking Water Operations.
- Source Water Protection contracts to develop and implement strategies for waterworks with surface water sources.
- “Contaminants of Concern” provides operators and waterworks decision makers with information regarding identification and treatment of new emerging contaminants.
- AWWA – Cross Connection Control provides waterworks operators with training on the basic principles of operating and maintaining backflow prevention devices and developing a Cross Connection Control program.
- Auto-dialer Services – Annual contract for services to provide waterworks with reminders to take samples to ensure on-time sampling.

#### New Activities:

- SERCAP Basic Financial Training for Waterworks Personnel

SERCAP will provide a training program for small waterworks that have marginal or no financial capacity. Most small waterworks have an annual budget, but those budgets are often incomplete. In addition, those waterworks often do not monitor their financial situation throughout the year. As a result, these communities often delay necessary maintenance and asset replacement projects, and they are less desirable candidates for infrastructure funding programs. This training will provide basics financial tools to these waterworks to increase their financial capacity.

- LCRR Training for Waterworks Operations and the Public

With the EPAs release of the new Lead and Copper Rule Revisions; training of waterworks staff is essential for developing lead service line inventory, reporting, and monitoring requirements. This training will be solicited from technical assistance providers through a competitive Request for Proposal (RFP). In addition, ODW will solicit the production of a training video on lead and copper sampling educate the end-user, waterworks operators and ODW staff on proper sampling practices and procedures.

- LSL Technical Assistance to Waterworks

This technical assistance is planned as a follow-up to the training mentioned above. The scope of the technical assistance will be detailed in the RFP along with the LCRR training. Technical assistance will include such assistance as:

- Lead service line inventory (40 CFR 141.84 (a))
- Lead service line replacement plan (40 CFR 141.84 (b) through (h))
- Monitoring for lead in schools and child care facilities (40 CFR 141.92)
- Changes to Lead and Copper Rule compliance monitoring requirements
- Related reporting, public notification, public education, and recordkeeping requirements

- Green Environmental – HABs sampling and analytics

Virginia needs to have available funding for providing emergency HABs sampling kits, samples, and analysis. This contract with Green Environmental (or similar laboratory) will allow the ODW field offices to respond to and provide sample analysis for, HABs investigations.

- Moonshot Missions – HABs Technical Assistance

Virginia waterworks face an increasing need to prepare for and respond to harmful algal blooms (HABs). Waterworks' needs are not addressed by existing resources, which are long and complex. This creates a barrier to small waterworks with limited personnel capacity. Much of Virginia's process is focused on reporting, which is an essential first step. Currently, Virginia's HAB resources are not oriented to develop and implement waterworks operational strategies. This grant will allow Moonshot Missions to develop a harmful algal bloom toolkit will allow waterworks to change their approach from reactive to proactive when managing harmful algal bloom events. Waterworks can better understand what steps they can take ahead of time to be prepared, what changes they can make during an event to best respond, and how to communicate with the public.

Other:

- Planning and Design Grants - continuation of funds for capacity development and project planning grants, to include both construction and non-construction planning. Non-construction planning and design funded project examples: Rate and Financial Studies, Asset Management, Climate Change Mitigation, and Sustainability/Reliability Studies.
- Receivership Program – pursuant to the Virginia Capacity Development Strategy, VDH is requesting funding this year for consolidation of systems. These funds would only be used for managerial costs, not for operation nor maintenance.
- Virginia Optimization Program – continued assistance to waterworks looking to optimize their distribution systems.
- Special Sampling – sampling at PWS where an environmental impact is suspected. This technical assistance is not to be used for compliance sampling of any type.
- Rental costs associated with the above listed staff positions.

#### c. Delineate Source Water Areas

- No activity funded under this category.

#### d. Wellhead Protection

- VDH funds and coordinates Wellhead Protection measures with funding to waterworks.
- GIS Source Water Assessment maintenance.
- VDH contracts with CHA and TetraTech for Source Water Protection Program services.

## **VI. Public Review and Comment**

In compliance with the requirement in SDWA sec. 1452(b)(1) to provide for public review and comment, the IUP undergoes public comment period that is posted on the VDH-ODW website and the Virginia

Regulatory Town Hall website. VDH considers all meaningful public input and comments and makes revisions to the IUP and project priority lists if necessary.

The VDH will post this Intended Use Plan under the Financial & Construction Assistance Programs at <http://www.vdh.virginia.gov/drinking-water/> for a 30-day public comment period. The VDH will not hold a public meeting to solicit comments because of the continuing COVID 19 restrictions. Recommendations and comments regarding this IUP can be mailed to Kelly Ward, DWSRF Program Director, 109 Governor Street, VA 23219 or by email at [kelly.ward@vdh.virginia.gov](mailto:kelly.ward@vdh.virginia.gov).

## Attachment 1



### 2022 PROJECT PRIORITY LIST Base Program



Priority	Project #	City / County	Owner Information	Project Name	Project Description	Service Connections	Point Total	Designation	Program Type Code	Principal Forgiveness	Project Cost	SRF Amount for this IUP	Cumulative SRF Amount	Notes
1	WSL 001-22	Pulaski	Pulaski County PSA	Community Water Improvements (2021)	Construct facilities to serve Bellavista and Riverbend subdivisions along with one additional unserved area (Hilton Village) which has been experiencing water quality issues with existing wells.	118	42	H-C	VWSRF	\$1,448,500	\$2,897,000	\$2,897,000	\$2,897,000	1
2	WSL 002-22	Scott	Scott County PSA	Nickelsville Water System Improvements - Phase 2	Well development, membrane filtration unit and finished water pump, 100,000 gallon raw water storage tank, well house improvements, telemetry, portable generator, and replace water lines.	311	57	H-P	VWSRF	\$1,337,130	\$2,228,550	\$2,228,550	\$5,125,550	
5	WSL 005-22	Smyth	Town of Marion	Water Line Replacement - Phases 7 & 8	Replace water lines, 27 fire hydrants, and 183 existing service reconnects.	183	46	H-P	VWSRF	\$261,200	\$1,306,000	\$1,306,000	\$6,431,550	2
7	WSL 007-22	Surry	Scotland Riverview WS	Water System Improvements	Replace water lines and 45 service meters	45	28	H-P	VWSRF	\$151,120	\$151,120	\$151,120	\$6,582,670	PF
9	WSL 009-22	Amherst	Town of Amherst	Water System Improvements - Emergency Power	100KW generator, base mounted fuel storage tank, and alarms to communicate with SCADA system.	1125	32	H-P	VWSRF	\$150,000	\$150,000	\$150,000	\$6,732,670	PF
10	WSL 010-22	Bland	Bland County PSA	Water Line Interconnection Project	Replace water lines, two booster pump stations, one 200,000 gallon ground storage tank, and 107 additional service connections.	549	33	H-P	VWSRF	\$2,911,555	\$6,100,000	\$6,100,000	\$12,832,670	1
12	WSL 012-22	Russell	Russell County PSA	Nash Ford/Clinch Mountain Road Water Line Extension	Project will provide potable water to 54 homes in the Nash Ford community. Includes replacing water lines, and providing fire protection. Project will also extend water service into the Clinch Mountain Road community.	48	40	H-P	VWSRF	\$1,112,685	\$1,589,550	\$1,589,550	\$14,422,220	
16	WSL 016-22	Loudoun	Aldie Water Company	Reservoir Replacement	Replace water lines, and new 10,000 gallon water tank.	25	8	H-P	VWSRF	\$150,000	\$150,000	\$150,000	\$14,572,220	FP
17	WSL 017-22	Petersburg	City of Petersburg	Water System New Pressure Zone	New 2,000,000 gallon water storage tank, 8700 linear feet of new water mains, and a new booster pump station.	479	23	H-P	VWSRF	\$0	\$10,050,000	\$10,050,000	\$24,622,220	
19	WSL 019-22	Richmond	City of Richmond	Lead Service Line Replacement - Customer Side	Replacement of up to 200 lead service lines on the private customer side.	200	0	LSL	VWSRF	\$500,000	\$500,000	\$500,000	\$25,122,220	PF

#### NOTES:

- Priority Projects 11, 14, and 18 offers were declined or project was withdrawn from consideration at the owner's request (or due to no response to the offer)
- Priority Projects 6, 13, and 15 were withdrawn by VDH DWSRF program and funded with ARPA funding.
1. The loan portion of the project will be funded with a 30 year loan (or the design life of the assets) at 2.5% interest.
  2. The loan portion of the project will be funded with a 20 year loan (or the design life of the assets) with the interest rate set at closing (historically between 1.5% and 2%).
  3. The loan portion of the project will be funded with a 30 year loan (or the design life of the assets) with an effective 0% interest.
  4. Emergency funding, terms will be determined at a later date.

#### Designation Codes:

- H - Health (A-Acute, C-Chronic, P-Public)
- O - Other Eligible Project
- I - Incomplete Application
- N - Not Eligible, N/A - Not Applicable
- PF - Principal Forgiveness
- LSL - Lead Service Line

**2022 PROJECT PRIORITY LIST**  
Bipartisan Infrastructure Law Projects

Priority	Project #	City / County	Owner Information	Project Name	Project Description	Service Connections	Point Total	Designation	Program Type Code	Principal Forgiveness	Project Cost	SRF Amount for this IUP	Cumulative SRF Amount
1	BIL 01S-22	Pittsylvania	Town of Hurt	Phase II DBP Remediation and Water Improvements	New Hurt pump station with more efficient pumps and possibly tank aeration similar to the GredBee system. Installation of 1,000 ft of 12-inch line & 330 ft of casing to provide a loop feed to the west side of Town. Convert all conventional water meters to radio read units.	618	60	H-C	BIL - S	\$1,307,460	\$1,698,000	\$1,698,000	\$1,698,000
2	BIL 02S-22	Campbell	Town of Altavista	Sedimentation and Solids Handling Improvements	Installation of automated sludge removal system, vacuum system to minimize resuspension of solids, and general rehab of the drinking water plant.	2146	60	H-C	BIL - S	\$2,340,000	\$3,000,000	\$3,000,000	\$4,698,000
3	BIL 03S-22	Galax	City of Galax	City of Galax Water System Improvements	New 4.0 MGD water treatment plant; new 1.2 MG storage tank; renewal of E. Galax pump station with two 100-HP pumps and assoc piping/valves; renewal of City View PS with two 50 HP pumps and assoc piping/valves; rehab of four water storage tanks.	2222	53	H-P	BIL - S	\$2,340,000	\$95,415,000	\$3,000,000	\$7,698,000
4	BIL 04S-22	Wise	Wise County PSA	Water System Improvements - Town of Pound & Existing System	Replacement of waterlines, waterline appurtenances, water treatment plant electrical upgrades, purchase of a larger maintenance facility, replace of four pump station roofs, supplying A/C power to two existing water storage tanks and replacement of two pumps at Stone Mountain Pump Station.	5563	50	H-P	BIL - S	\$2,394,964	\$6,248,000	\$3,100,000	\$10,798,000
5	BIL 05S-22	Greene	Greene County	Greene County Treatment Plant & Reservoir Improvements	The project consists of 125-acre pumped storages reservoir, Rapidan River raw water intake, raw waster pump station no. 1, raw water piping, reservoir intake, raw water pump station no. 2; and a water treatment plant.	5000	31	H-P	BIL - S	\$0	\$54,580,000	\$1,500,000	\$12,298,000
6	BIL 06S-22	Rockingham	Town of Elkton	Water Supply and Distribution Improvements	Well development and above ground storage tank, new waterlines and replacement of existing fluoride pumps as Memorial Park well.	1107	25	H-P	BIL - S	\$0	\$8,326,827	\$1,000,000	\$13,298,000
7	BIL 07S-22	Lexington/ Rockbridge	Maury Service Authority	Water System Improvements	Four MGD raw water pumping station, four MGD water treatment plant, three MG remote clearwell and 2.7 miles of 16" or 20" pipe replacement.	3549	25	H-P	BIL - S	\$0	\$30,000,000	\$3,000,000	\$16,298,000
8	BIL 08S-22	Tazewell	Tazewell County PSA	TCPSA - Pocahontas Water Line Replacement	Replacement of 49,865 LF of 8-inch line, 3,340 LF of 4-inch line, 3,293 LF of 2-inch line and related appurtenances.	141	48	H-P	BIL - S	\$2,887,500	\$5,619,000	\$3,750,000	\$20,048,000
9	BIL 09S-22	Roanoke	Western Virginia Water Authority	Phase I Roanoke Area Distribution System Improvements	Replacement of 36,400 LF galvanized steel, cast iron or unknown material with 8-inch ductile iron pipe with an additional 1,000 of 8-inch DIP for looping.	9938	60	H-P	BIL - S	\$3,115,006	\$9,095,000	\$4,045,463	\$24,093,463
1	BIL 01C-22	Halifax	Halifax County Service Authority	Halifax County Service Authority WTP Upgrades	Installation of the initial pretreatment processes - coagulation/flocculation, sedimentation and filtration - are needed to remove HBOD from the raw water source. This is part of a WTP upgrade from 3 MGD to 5 MGD.	4704	43	H-P	BIL - C	\$8,865,000	\$17,120,000	\$8,865,000	\$8,865,000
2	BIL 02C-22	Roanoke	Western Virginia Water Authority	PER - study the removal of PFAS from Spring Hollow Reservoir	Test media in treatment unit filters to determine whether the PFAS compounds are there and determine if it is leaching into finished water; PER to pilot a treatment system to remove PFAS compound from backwash water, and perform hydraulic study of the reservoir to determine detention times between inlet and outlet.	57817	14	O	BIL - C	\$285,000	\$285,000	\$285,000	\$9,150,000
3	BIL 03C-22	Albemarle	Rivanna Water and Sewer Authority	RWSA Emerging Contaminants Removal Project	Installation of model 12-40 GAC vessels to remove PFAS/PFOA as well as DBP precursors from the finished water.	49108	8	O	BIL - C	\$3,150,000	\$21,350,000	\$3,150,000	\$12,300,000

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3. The loan portion of the project will be funded with a 30 year loan (or the design life of the assets) with an effective 0% interest.  
4. Emergency funding, terms will be determined at a later date.

**Designation Codes:**

H - Health (A-Acute, C-Chronic, P-Public)  
O - Other Eligible Project  
I - Incomplete Application  
N - Not Eligible, N/A - Not Applicable  
PF - Principal Forgiveness  
LSL - Lead Service Line

**2022 PROJECT PRIORITY LIST**  
Bipartisan Infrastructure Law Projects

Priority	Project #	City / County	Owner Information	Project Name	Project Description	Est. % of line installed before 1986	Action Level Exceed	Total Points	Program Type Code	Principal Forgiveness	Project Cost	SRF Amount for this IUP	Cumulative SRF Amount
1	BIL 01L-22	Chesapeake	City of Chesapeake, Dept. of Public Utilities	City of Chesapeake Lead Service Line Replacement	Replacing lead services lines as they are discovered during the City's effort to replace aging infrastructure.	Over 25%	15 ppb (0.015ml/L)	75	BIL - L	\$285,000	\$750,000	\$750,000	\$750,000
2	BIL 02L-22	Henry	Henry County Public Service Authority	Fieldale Lead Service Line Replacement - Phase 4	Replacing lead services lines as they are discovered during the PSA's effort to replace aging infrastructure.	Over 75%	under 10 ppb	68	BIL - L	\$190,000	\$500,000	\$500,000	\$1,250,000
3	BIL 03L-22	Radford	City of Radford	City of Radford Lead Service Line Inventory	Develop an inventory of lead service lines.	Over 75%	under 10 ppb	61.5	BIL - L	\$100,000	\$100,000	\$100,000	\$1,350,000
4	BIL 04L-22	Lynchburg	City of Lynchburg	Water Service Line Inventory	Develop an inventory of lead service lines.	Over 75%	under 10 ppb	59.5	BIL - L	\$190,000	\$500,000	\$500,000	\$1,850,000
5	BIL 05L-22	Norfolk	City of Norfolk	LSL Inventory and LSLR - Year 1	Developing an inventory and/or replacing lead services lines as part of a rebate Program.	Over 75%	under 10 ppb	53	BIL - L	\$760,000	\$2,000,000	\$2,000,000	\$3,850,000
6	BIL 06L-22	Halifax	Halifax County Service Authority	HCSA LSL Inventory & Replacement	Develop an inventory of lead service lines.	Over 75%	under 10 ppb	52.5	BIL - L	\$285,000	\$750,000	\$750,000	\$4,600,000
7	BIL 07L-22	Smyth	Town of Chihowie	Town of Chihowie Water System Improvements Projects	Develop an inventory of lead service lines.	Under 25%	under 10 ppb	33	BIL - L	\$285,000	\$750,000	\$750,000	\$5,350,000
8	BIL 08L-22	Pulaski	Town of Pulaski	Town of Pulaski Lead Service Line Inventory & Replacement	Develop an inventory of lead service lines.	Over 75%	15 ppb (0.015ml/L)	53	BIL - L	\$285,000	\$750,000	\$750,000	\$6,100,000
9	BIL 09L-22	Roanoke	Western Virginia Water Authority	WVWA Lead Service Line Inventory & Replacement	Finishing the inventory process - approximately 60% is already complete.	Over 25%	under 10 ppb	43	BIL - L	\$173,280	\$456,000	\$456,000	\$6,556,000
10	BIL 10L-22	Carroll	Town of Hillsville	Town of Hillsville Lead Service Line Inventory	Develop an inventory of lead service lines.	Under 25%	under 10 ppb	30	BIL - L	\$250,000	\$250,000	\$250,000	\$6,806,000
11	BIL 11L-22	Winchester	City of Winchester	City of Winchester Lead Service Line Inventory Project	Develop an inventory of lead service lines.	Over 50%	under 10 ppb	51	BIL - L	\$250,000	\$250,000	\$250,000	\$7,056,000
12	BIL 12L-22	Portsmouth	City of Portsmouth	Lead Service Line Replacement Gap Analysis & Action Plan	Develop an inventory of lead service lines.	Over 75%	under 10 ppb	45	BIL - L	\$150,000	\$150,000	\$150,000	\$7,206,000
13	BIL 13L-22	Emporia	City of Emporia	Lead and Copper Program LSL Inventory	Develop an inventory of lead service lines.	Over 75%	under 10 ppb	44.5	BIL - L	\$250,000	\$250,000	\$250,000	\$7,456,000
14	BIL 14L-22	Cambell	Campbell County Utilities & Service Authority	Lead Service Line Inventory	Develop an inventory of lead service lines.	Over 75%	under 10 ppb	42.5	BIL - L	\$152,000	\$152,000	\$152,000	\$7,608,000
15	BIL 15L-22	Bristol	Bristol Virginia Utilities Authority	Phase 1 Downtown Zone LSL Inventory	Develop an inventory of lead service lines.	Over 75%	under 10 ppb	40	BIL - L	\$250,000	\$250,000	\$250,000	\$7,858,000
16	BIL 16L-22	Bedford	Bedford County	Bedford Regional Water Authority Lead Inventory Project	Develop an inventory of lead service lines.	Over 75%	under 10 ppb	39.5	BIL - L	\$60,000	\$60,000	\$60,000	\$7,918,000
17	BIL 17L-22	Roanoke	Western Virginia Water Authority	Lead Service Line Inventory Development	Develop an inventory of lead service lines.	Over 25%	under 10 ppb	38	BIL - L	\$496,280	\$1,306,000	\$1,306,000	\$9,224,000
18	BIL 18L-22	Charlottesville	City of Charlottesville	Lead Service Line Inventory	Develop an inventory of lead service lines.	Over 25%	under 10 ppb	36	BIL - L	\$250,000	\$250,000	\$250,000	\$9,474,000
19	BIL 19L-22	Montgomery	Town of Blacksburg	Town of Blacksburg Lead Inventory Project - Phase 1	Develop an inventory of lead service lines.	Under 25%	under 10 ppb	30	BIL - L	\$56,000	\$56,000	\$56,000	\$9,530,000
20	BIL 20L-22	Chesterfield	Chesterfield County	Chesterfield County Lead Service Line Inventory	Develop an inventory of lead service lines.	Over 25%	under 10 ppb	28.5	BIL - L	\$173,680	\$250,000	\$250,000	\$9,780,000
21	BIL 21L-22	Bland	Bland County	Bland County Lead Inventory Project	Develop an inventory of lead service lines.	Over 75%	under 10 ppb	27	BIL - L	\$46,000	\$46,000	\$46,000	\$9,826,000
22	BIL 22L-22	Augusta	Augusta County Service Authority	Lead Service Line Inventory	Develop an inventory of lead service lines.	Under 25%	under 10 ppb	21	BIL - L	\$0	\$250,000	\$250,000	\$10,076,000

**NOTES:**

Priority Projects 11, 14, and 18 offers were declined or project was withdrawn from consideration at the owner's request (or due to no response to the offer)

Priority Projects 6, 13, and 15 were withdrawn by VDH DWSRF program and funded with ARPA funding.

1. The loan portion of the project will be funded with a 30 year loan (or the design life of the assets) at 2.5% interest.

2. The loan portion of the project will be funded with a 20 year loan (or the design life of the assets) with the interest rate set at closing (historically between 1.5% and 2%).

3. The loan portion of the project will be funded with a 30 year loan (or the design life of the assets) with an effective 0% interest.

4. Emergency funding, terms will be determined at a later date.

**Designation Codes:**

H - Health (A-Acute, C-Chronic, P-Public)

O - Other Eligible Project

I - Incomplete Application

N - Not Eligible, N/A - Not Applicable

PF - Principal Forgiveness

LSL - Lead Service Line

## Attachment 2

DWSRF Project Number	CTY/CNTY	OWNER	Project	SRF Funding Amount	GPR	Assistance to Small Systems	SRF Loan Amount	SRF Principal Forgiveness
001-22	Pulaski	Pulaski County PSA	Community Water Improvements (2021)	\$ 2,897,000.00			\$ 1,448,500	\$ 1,448,500
017-22	Petersburg	City of Petersburg	Water System New Pressure Zone	\$ 10,050,000.00			\$ 10,050,000	\$ -
BIL-S-001	Pittsylvania	Town of Hurt	Phase II DBP Remediation and Water Improvements	\$ 1,698,000.00			\$ 390,540	\$ 1,307,460
BIL-S-002	Campbell	Town of Altavista	Sedimentation and Solids Handling Improvements	\$ 3,000,000.00			\$ 660,000	\$ 2,340,000
BIL-S-003	Galax	City of Galax	City of Galax Water System Improvements	\$ 3,000,000.00			\$ 660,000	\$ 2,340,000
BIL-S-004	Wise	Wise County PSA	Water System Improvements - Town of Pound & Existing System	\$ 3,100,000.00			\$ 705,036	\$ 2,394,964
BIL-S-005	Greene	County of Greene	Greene County Treatment Plant & Reservoir	\$ 1,500,000.00			\$ 1,500,000	\$ -
BIL-S-006	Rockingham	Town of Elkton	Water Supply and Distribution Improvements	\$ 1,000,000.00			\$ 1,000,000	\$ -
BIL-S-007	Lexington/ Rockbridge	Maury Service Authority	Water System Improvements	\$ 3,000,000.00			\$ 3,000,000	\$ -
BIL-S-008	Tazewell	Tazewell County PSA	TCPSA - Pocahontas Water Line Replacement	\$ 3,750,000.00			\$ 862,500	\$ 2,887,500
BIL-S-009	Roanoke	Western Virginia Water Authority	Phase 1 of Roanoke Area Distribution System Improvements	\$ 4,045,463.00			\$ 930,457	\$ 3,115,006
BIL-L-001	Chesapeake	City of Chesapeake, Dept. of Public Utilities	City of Chesapeake Lead Service Line Replacement	\$ 750,000.00			\$ 465,000	\$ 285,000
BIL-L-002	Henry	Henry County Public Service Authority	Fieldale Lead Service Line Replacement - Phase 4	\$ 500,000.00			\$ 310,000	\$ 190,000
BIL-L-003	Radford	City of Radford	City of Radford Lead Service Line Inventory	\$ 100,000.00			\$ -	\$ 100,000
BIL-L-004	Lynchburg	City of Lynchburg	Water Service Line Inventory	\$ 500,000.00			\$ 310,000	\$ 190,000
BIL-L-005	Norfolk	City of Norfolk	LSL Inventory and LSLR - Year 1	\$ 2,000,000.00			\$ 1,240,000	\$ 760,000
BIL-L-006	Halifax	Halifax County Service Authority	HCPSA LSL Inventory & Replacement	\$ 750,000.00			\$ 465,000	\$ 285,000
BIL-L-007	Smyth	Town of Chilhowie	Town of Chilhowie Water System Improvements Projects	\$ 750,000.00			\$ 465,000	\$ 285,000
BIL-L-008	Pulaski	Town of Pulaski	Town of Pulaski Lead Service Line Inventory & Replacement	\$ 750,000.00			\$ 465,000	\$ 285,000
BIL-L-009	Roanoke	Western Virginia Water Authority	WVWA Lead Service Line Inventory & Replacement	\$ 456,000.00			\$ 282,720	\$ 173,280
BIL-L-010	Carroll	Town of Hillsville	Town of Hillsville Lead Service Line Inventory	\$ 250,000.00			\$ -	\$ 250,000
BIL-L-011	Winchester	City of Winchester	City of Winchester Lead Service Line Inventory Project	\$ 250,000.00			\$ -	\$ 250,000
BIL-L-012	Portsmouth	City of Portsmouth	Lead Service Line Replacement Gap Analysis & Action Plan	\$ 150,000.00			\$ -	\$ 150,000
BIL-L-013	Emporia	City of Emporia	Lead and Copper Program LSL Inventory	\$ 250,000.00			\$ -	\$ 250,000
BIL-L-014	Campbell	Campbell County Utilities & Service Authority	Lead Service Line Inventory	\$ 152,000.00			\$ -	\$ 152,000
BIL-L-015	Bristol	Bristol Virginia Utilities Authority	Phase 1 Downtown Zone LSL Inventory	\$ 250,000.00			\$ -	\$ 250,000
BIL-L-016	Bedford	Bedford County	Bedford Regional Water Authority Lead Inventory Project	\$ 60,000.00			\$ -	\$ 60,000
BIL-L-017	Roanoke	Western Virginia Water Authority	Lead Service Line Inventory Development	\$ 1,306,000.00			\$ 809,720	\$ 496,280
BIL-L-018	Charlottesville	City of Charlottesville	Lead Service Line Inventory	\$ 250,000.00			\$ -	\$ 250,000
BIL-L-019	Montgomery	Town of Blacksburg	Town of Blacksburg Lead Inventory Project - Phase 1	\$ 56,000.00			\$ -	\$ 56,000
BIL-L-020	Chesterfield	Chesterfield County	Chesterfield County Lead Service Line Inventory	\$ 250,000.00			\$ 76,320	\$ 173,680
BIL-L-021	Bland	Bland County	Bland County Lead Inventory Project	\$ 46,000.00			\$ -	\$ 46,000
BIL-L-022	Augusta	Augusta County Service Authority	Lead Service Line Inventory	\$ 250,000.00			\$ 250,000	\$ -
BIL-E-001	Halifax	Halifax County Service Authority	Halifax County Service Authority WTP Upgrades	\$ 8,865,000.00			\$ -	\$ 8,865,000
BIL-E-002	Roanoke	Western Virginia Water Authority	PER - study the removal of PFAS from Spring Hollow Reservoir	\$ 285,000.00			\$ -	\$ 285,000
BIL-E-003	Albemarle	Rivanna Water and Sewer Authority	RWSA Emerging Contaminants Removal Project	\$ 3,177,000.00			\$ -	\$ 3,177,000
			<b>Total Equivalency ----&gt;</b>	<b>\$59,443,463.00</b>			<b>\$26,345,793</b>	<b>\$33,097,670</b>

DWSRF Project Number	CTY/CNTY	OWNER	Project	SRF Funding Amount	GPR	Assistance to Small Systems	SRF Loan Amount	SRF Principal Forgiveness	Required min. 14% Subsidy	Optional 12-35% Additional Subsidy
001-22	Pulaski	Pulaski County PSA	Community Water Improvements (2021)	\$ 2,897,000		\$ 2,897,000	\$ 1,448,500	\$ 1,448,500	\$ 1,448,500	\$ -
002-22	Scott	Scott County PSA	Nickelsville Water System Improvements - Phase 1	\$ 2,228,550	\$ 220,000	\$ 2,228,550	\$ 524,715	\$ 1,703,835	\$ 1,703,835	\$ -
005-22	Smyth	Town of Marion	Water Line Replacement - Phases 7 & 8	\$ 1,306,000	\$ 130,600	\$ 1,306,000	\$ 1,044,800	\$ 261,200	\$ 261,200	\$ -
007-22	Surry	Scotland Riverview WS	Water System Improvements	\$ 151,120	\$ 136,120	\$ 151,120		\$ 151,120	\$ 151,120	\$ -
009-22	Amherst	Town of Amherst	Water System Improvements - Emergency Power	\$ 165,000		\$ 165,000	\$ 50,000	\$ 115,000	\$ 115,000	\$ -
010-22	Bland	Bland County PSA	Water Line Interconnection Project	\$ 6,100,000	\$ 1,397,000	\$ 6,100,000	\$ 3,188,445	\$ 2,911,555	\$ -	\$ 2,911,555
012-22	Russell	Russell County PSA	Nash Ford/Clinch Mountain Road Water Line Extension	\$ 1,589,550		\$ 1,589,550	\$ 476,865	\$ 1,112,685	\$ -	\$ 1,112,685
016-22	Loudoun	Aldie Water Company	Reservoir Replacement	\$ 150,000		\$ 150,000	\$ 150,000			\$ -
017-22	Petersburg	City of Petersburg	Water System New Pressure Zone	\$ 10,050,000		\$ 10,050,000	\$ 10,050,000			\$ -
019-22	Richmond	City of Richmond	Lead Service Line Replacement - Customer Side	\$ 500,000		\$ 500,000		\$ 500,000	\$ -	\$ 500,000
			<b>Total ----&gt;</b>	<b>\$25,137,220</b>	<b>\$1,883,720</b>	<b>\$25,137,220</b>	<b>\$16,933,325</b>	<b>\$8,203,895</b>	<b>\$3,679,655</b>	<b>\$4,524,240</b>

## Attachment 3

### Set-Aside Suggested Use Schedule

The Virginia Department of Health received these suggestions during the solicitation / public input phase of developing the Intended Use Plan, and considered them in the development of the set-aside portion of the Intended Use Plan.

Item	Name	Suggested Amount	Activity Description	Funded Yes/No	Amount
1	Mountain Empire Community College	\$80,250	Support of the Distance Learning Program and Website. This program provides students the opportunity to obtain an Associate's Degree in Drinking Water Operations.	Yes	\$80,250
2	Virginia Tech	\$100,800	Continuing and Professional Education for Water Utility Owners, Managers, & Operators (Televised Workshops)	Yes	\$86,750
3	Virginia Tech	\$49,500	Establishing a Successful and Sustainable Waterworks	Yes	\$49,500
4	Virginia Tech	\$59,000	Applied Math and Basic Science for Water Works Owners	Yes	\$59,000
5	Virginia Tech	\$40,000	Basic Ground Water Course for Very Small Systems	Yes	\$40,000
6	Virginia Tech	\$40,500	Hands on Training at a Full Scale Water Plant	Yes	\$40,500
7	Virginia Tech	\$77,000	Applied Groundwater Math for Small Systems	Yes	\$40,000
8	Virginia Tech	\$9,000	VT Short School Scholarships	Yes	\$9,000
9	Virginia Tech	\$43,000	Capacity Development: Management, Methods and Money	Yes	\$43,000
10	Virginia Tech	\$87,000	Operation and Maintenance of Distribution Systems Short Course	Yes	\$87,000
11	Virginia Tech	\$14,250	Water Operations Math Course	Yes	\$14,250
12	Virginia Tech	\$15,000	Continuations of administrative services for ODW through Virginia Tech CPE including ongoing communications to waterworks operators, survey administration, committee meeting organization, creation of marketing materials, and providing documentation.	Yes	\$15,000
13	Virginia Tech	\$43,000	Short course on CECs, CCLs, and the chemistry, toxicity and effectiveness of treatment options for several chemicals of concern through case studies and what has been gleaned through research.	Yes	\$43,000
14	VA Section American Water Works Association	\$31,000	To provide program administration and training services for the cross connection and backflow training program.	Yes	\$31,000
15	Southeast Rural Community Assistance Program (SERCAP)	\$14,300	To provide program administration and training services for the "Basics of Financial Management for Small Systems" course for waterworks.	Yes	\$14,300
16	Technical Assistance Provider TBD via competitive RFP	\$72,000	To provide program administration and training services for waterworks on the new Lead and Copper Rule Revisions. This will include inventory, reporting and monitoring requirements. ODW will solicit a training video on lead and copper sampling.	Yes	\$72,000
17	Technical Assistance Provider TBD via competitive RFP	\$195,000	To provide program administration and technical assistance to waterworks as a followup to the LCRR Training (above). This will include assistance to waterworks completing LSL inventories, service line replacement plans, monitoring protocols in schools and childcare facilities, reporting and recordkeeping.	Yes	\$195,000
18	Green Environmental	\$15,000	Laboratory contract to cover the cost of HAB sample analysis for ODW field offices to respond to HAB investigations.	Yes	\$15,000
19	Moonshot Missions	115000	Development of a HAB Toolkit to allow waterworks to proactively address HAB events and respond effectively during a HAB event.	Yes	115000
	<b>TOTAL</b>	\$1,100,600			<b>\$1,049,550</b>



## Attachment 4

### Virginia Drinking Water State Revolving Fund Program Intended Use Plan - Funding Summary with Projected Set-Asides

#### I. SOURCES

Federal DWSRF Grant Base Allocation =	\$11,434,000.00	83.333%	Federal share
State's General Fund - 20% match required =	\$2,286,800.00	16.667%	State share
Federal BIL Supplemental	\$29,357,000.00	87.342%	Federal share
State's BIL Supplemental 10% match	\$2,935,700.00	12.658%	State share
Federal BIL LSL	\$46,256,000.00		
Federal BIL EC	\$12,327,000.00		
<b>SUBTOTAL 1</b>	<b>\$104,596,500.00</b>	<b>\$104,596,500.00</b>	
Other sources =			
Interest earned (0945)	\$512.88		assumed
Interest earned (VWSRF) to May 31	\$300,000.00		assumed
Repaid principal to May 31	\$13,000,000.00		assumed
Repaid interest to May 31	\$2,000,000.00		assumed
	<u>\$15,300,512.88</u>		assumed
<b>SUBTOTAL 2</b>		<b>\$15,300,512.88</b>	
RECAPTURE from unused In-kind funds	\$0.00		
		<u>\$0.00</u>	
<b>Grand Total Funds Available =</b>		<b>\$119,897,014.88</b>	

#### II. USES for Set-asides

Cat.	Maximum % and Name	Percent chosen	Current Grant Amount
1	2% Base - Small System Technical Assistance	0.00%	\$ -
2	4% Base - DWSRF Administration & Tech. Assistance	0.00%	\$ -
3	10% Base - State Program Management	0.00%	\$ -
4	15% Base - Local Assistance and other State Programs	0.00%	\$ -
5	2% BIL Supplemental - Small System Technical Assistance	2.00%	\$ 587,140.00
6	4% BIL Supplemental - DWSRF Administration & Tech. Assistance	4.00%	\$ 1,174,280.00
7	10% BIL Supplemental - State Program Management	10.00%	\$ 2,935,700.00
8	15% BIL Supplemental - Local Assistance and other State Programs	15.00%	\$ 4,403,550.00
9	2% BIL LSL - Small System Technical Assistance	0.00%	\$ -
10	4% BIL LSL - DWSRF Administration & Tech. Assistance	0.00%	\$ -
11	10% BIL LSL - State Program Management	0.00%	\$ -
12	15% BIL LSL - Local Assistance and other State Programs	0.00%	\$ -
13	2% BIL EC - Small System Technical Assistance	0.00%	\$ -
14	4% BIL EC - DWSRF Administration & Tech. Assistance	0.00%	\$ -
15	10% BIL EC - State Program Management	0.00%	\$ -
16	15% BIL EC - Local Assistance and other State Programs	0.00%	\$ -
Total =			\$ 9,100,670.00

#### III. USES for Loan funds

Projects for Base Allocation =	\$25,122,220.00	
Projects for BIL Supplemental =	\$24,093,463.00	
Projects for BIL LSL Allocation =	\$10,076,000.00	
Projects for BIL EC Allocation =	\$12,300,000.00	
 SUBTOTAL	 \$71,591,683.00	
plus Other uses =	\$0.00	
SUBTOTAL	\$71,591,683.00	
<b>TOTAL Amount Available (less Set-Asides)</b>	<b>\$71,591,683.00</b>	
<u>Balance available for individual project loans and subsidies =</u>		<u>\$71,591,683.00</u>
Base Subsidies -- not less than 26% nor more than 49% of grant to be used =		\$ 2,972,840.00
BIL Supplemental Subsidies -- 49% =		\$ 11,805,796.87
BIL LSL Subsidies -- 49% =		\$ 4,937,240.00
BIL EC Subsidies -- 100% =		\$ 12,300,000.00
Loans (max) =		\$39,575,806.13
<b>Sources - Uses =</b>		<u><b>\$48,305,331.88</b></u>



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

AGENDA ITEM #: 9.C

**UNFINISHED BUSINESS**

**Title: Grass Cutting Bids**

**Staff Resource: Tom Fore, Paul Hill, and Jeff Arthur**

---

**Action(s):**

Award the bid to Champions Lawn Care LLC, and draft an agreement to be signed by both the Town and Mr. Cody Richmond.

**Explanation:**

Council suggested to look for additional bids for grass maintenance throughout the Town, as our current contractor because of staffing issues, could no longer fulfill his obligation to the Town.

Two bids were received and only one vendor quoted everything.

**Background:**

The Town contracts out the following sites: Green Hill Cemetery, Avoca Museum, Main Street, Bedford Avenue, all tank sites, (except Bedford tank site), the Water Plant, spring sites, the Wastewater Plant (only weed eating around buildings), and some fence areas. All sites are scheduled to be mowed 30 times per year (except the WWTP which is weed removal 15 times per cutting season).

The amount to mow a full year based on the bid tabulation is \$104,900.00

The Town's current budget for a full year is \$90,500.00.

Because Staff has mowed the grass for the bulk of this season's cutting, the entire budget is more than enough to carry us through in this Fiscal Year.

Staff would then need to budget an additional amount for next year's budget, to cover the \$14,400.00 shortfall.

**Funding Source(s):**

2023 Departmental Operations Budget

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

*Attachment 1. Grass Maint. Bid Sheet Jake Roberts*

*Attachment 2. Grass Maintenance Champions*

**BID SHEET FOR GASS MAINTENANCE SERVICES  
FOR THE TOWN OF ALTAVISTA VIRGINIA**

**Due: Month Day, Year**

Company Name: JAKES LAWN CARE  
 Contact Person: JASON ROBERTS  
 Address: 1363 JOHNSON CREEK RD  
 City: EVINGTON State: VA Zip Code: 24550  
 Phone 434-369-6067 Fax N/A  
 Email JAKESLAWNCARE@EVINGTONVA.GMAIL.COM Fax ID # 223-41-3735

Location	Cost /Cut	Estimated Number of Cuts
<u>Jakeslawncare Evington@gmail.com</u>		
<u>Green Hill Cemetery</u>	<u>                    </u>	30
<u>McMinnis Spring</u>	<u>175.00</u>	30
<u>Reynolds Spring</u>	<u>110.00</u>	30
<u>Clarion Rd.</u>	<u>100.00</u>	30
<u>Melinda Dr.</u>	<u>110.00</u>	30
<u>Bedford Ave.</u>	<u>100.00</u>	30
<u>Dearing Ford Rd.</u>	<u>105.00</u>	30
<u>Water Treatment Plant</u>	<u>                    </u>	30
<u>Wastewater Treatment Plant</u>	<u>                    </u>	16
<u>Main Street Right of Way</u>	<u>                    </u>	30
<u>Bedford Avenue Right of Way</u>	<u>                    </u>	30
<u>Avoca Museum</u>	<u>                    </u>	30

Title: Owner

Signature: Jason Roberts

Date: 8/22/22

Attest: \_\_\_\_\_

Date: \_\_\_\_\_

Jake's Lawn Care- Established 2016

Brief description: One man Owner/Operator. I have experience, in residential, commercial, & historical lawn care maintenance.

I've worked in and around Altavista for 25 years.

I'm dependable, trustworthy, fair, & safety minded.

I will be using 1 Zero turn 48" and 1 42" John Deere mowers, 1 push mower, multi string trimmers (battery), multi leaf blowers (battery), truck, and trailer.

My 3 references:

Marc Kessler  
PO Box 4297  
Lynchburg, Va 24502  
434-509-2057

Cindy Beard  
1035 Johnson Creek road  
Evington, Va 24550  
434-369-4563

David Garrett  
1216 Jefferson Street  
Lynchburg, va 24504  
434-851-9237



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
08/19/2022

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Altavista Insurance PO Box 269 Altavista VA 24517	<b>CONTACT NAME:</b>	
	<b>PHONE (A/C, No, Ext):</b> 434-369-4723	<b>FAX (A/C, No):</b>
<b>INSURED</b>  Jason Roberts DBA Jake's Lawn Care 1363 Johnson Creek Rd Evington VA 24550	<b>E-MAIL ADDRESS:</b> altavistainsuranceinc@gmail.com	
	<b>INSURER(S) AFFORDING COVERAGE</b>	
	<b>INSURER A:</b> Progressive Northern Insurance	
	<b>INSURER B:</b>	
	<b>INSURER C:</b>	
	<b>INSURER D:</b>	
<b>INSURER E:</b>		
<b>INSURER F:</b>		

## COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	COMMERCIAL GENERAL LIABILITY			PGR944405587	03/10/2022	03/10/2023	EACH OCCURRENCE \$ 1,000,000
	CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 50,000
							MED EXP (Any one person) \$ 5,000
							PERSONAL & ADV INJURY \$ Included
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE \$ 2,000,000
	<input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC						PRODUCTS - COMP/OP AGG \$ 2,000,000
	OTHER:						\$
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident) \$
	ANY AUTO						BODILY INJURY (Per person) \$
	OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS						BODILY INJURY (Per accident) \$
	HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						PROPERTY DAMAGE (Per accident) \$
							\$
	UMBRELLA LIAB						EACH OCCURRENCE \$
	EXCESS LIAB						AGGREGATE \$
	DED <input type="checkbox"/> RETENTION \$						\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/>
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)						E.L. EACH ACCIDENT \$
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE \$
							E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

## CERTIFICATE HOLDER

## CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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**TOWN OF ALTAVISTA, VIRGINIA**  
**REQUEST FOR BIDS**  
**GRASS MAINTENANCE/GRASS-CUTTING SERVICES**

<b>DATE OF THIS REQUEST</b>	<b>August 8, 2022</b>
<b>DESCRIPTION:</b>	<b>GRASS MAINTENANCE</b>
<b>BID DEADLINE</b>	<b>August 22, 2022, 2:00 P.M.</b>

For Information relating to this request for bids, please contact:

Paul Hill  
Assistant Director of Public Services  
Town of Altavista  
510 Seventh Street  
P.O. Box 420  
Altavista, VA. 24517  
434-369-5001 Ext 140

The Town of Altavista is currently seeking proposals from qualified firms to provide grass-cutting services for the 2023 budget year at specified sites in and around Altavista.

**Bids are to be submitted in sealed envelope marked Grass Maintenance on the outside and delivered to the above address no later than 2:00 PM on August 22, 2022**

**I. SCOPE OF WORK**

- (A) Contractor will cut grass and perform maintenance work as specified for each location. This work will be performed as needed depending on the rate of growth but in no instance will this exceed once per 7-day period.

- (B) Contractor will provide all labor, materials, and equipment to maintain the grass at Green Hill Cemetery, McMinnis Spring, Reynolds Spring, Clarion Road water tank, Melinda Drive water tank, Dearing Ford water tank, Water Treatment Plant, Wastewater Treatment Plant, Main Street right of way, Avoca Museum and Bedford Ave. right of way.
- (C) The scope of work for each area is identified in appendix A at the end of this proposal and.
- (D) any other items mutually agreed upon by the town and the successful offeror.

## **II. WHAT TO SUBMITT**

In order to facilitate review of the bids, bidders are requested to submit the following information:

- (A) complete the official bid form listing the unit price for what it will cost for a single cut for each site, and an estimate of the number of cuttings required for the year for each site.
- (B) A brief description of the firm, its qualifications, background, and history in providing work like what is requested in this request for bids.
- (C) A description of the equipment to be used and the number of employees who will be working on this project.
- (D) A list of at least three references for whom you are currently performing similar work period please include names addresses and phone numbers of these references including a primary contact person with emails if available.
- (E) A copy of your certificate of insurance. Bidders are required to have a minimum of 1,000,000 in liability insurance coverage and are also required to have workers compensation insurance during the length of the contract.

## **III. QUALIFICATIONS**

Bidders must have a minimum of five years' experience in work like what is being requested. Successful bidders will be required to purchase a town of Altavista business license.

## **IV. SCHEDULE**

Interested bidders can contact Jeff Arthur Manager of public services to view all sites in this proposal, he can be reached at 434-369-5001 ext. 143 between 7:00 AM and 3:00 PM Monday through Friday.

Bids are due on August 22, 2022, at 2:00 PM no exceptions to this deadline. We will interview and make inquiries of the firm submitting bids as necessary. We expect to award the bid no later than September 14, 2022, with the execution of an agreement shortly thereafter and grass maintenance occurring after there is a signed agreement.

## **V. CRITERIA FOR EVALUATION**

Offerors will be evaluated on the following criteria:

- (A) Understanding of the project and the scope of work.
- (B) Experience with similar projects.
- (C) Qualifications of staff working on the project.
- (D) Satisfaction of clients.
- (E) Ability to handle a project of this size.
- (F) Cost.

## **VI. DURATION OF CONTRACT & OPTIONS TO RENEW**

The contract shall be for a (1) one year term normally, starting on July 1<sup>st</sup>, of each year with an option for renewal for a maximum of four additional one-year terms. Any extension/renewal of contract shall remain in effect if both parties are agreeable.

## **VII. TERMINATION OF CONTRACT**

In the event the contractor is not satisfactorily meeting its obligations, the Town will give notice to the contractor specifying the problem. If after receiving notice, contractor fails to correct problems within 10 days, the town has option to immediately terminate the contract agreement

## **VIII. PAYMENT FOR SERVICES**

The Town will pay the contractor monthly based upon submitted invoices.

**Please note: The Town will only pay the contractor for the actual number of cuttings performed.** Contractor will submit an invoice for payment monthly. This invoice is to be submitted no later than the 5th of the month for all work completed during the previous month. The town will make payments no later than two weeks after submittal of the invoice.



The Town of Altavista reserves the right to reject any and all bids for this project. The Town also reserves the right to divide the work between more than one bidder if it is apparent that it is in the Town's best interest to do so. The town will award the bid to the most qualified bidders, which may not be the lowest bidder.

Bidders will be required to indemnify and hold the Town harmless against liability for injury and damage to any person or property resulting from bidders' performance of the contract.

## APPENDIX A

### SCOPE OF WORK

Contractor shall mow the grass every seven days, or as weather permits, to maintain an appropriate even height for types of grass and season to ensure a well-manicured and healthy appearance and perform maintenance work as specified for each location. This work will be performed as needed depending on the rate of growth, but in no instance will this succeed once per seven-day period. Mowing outside of normal operating season will be conducted if necessary to maintain a well-manicured appearance.

#### 1. Green Hill Cemetery

- Cut grass to a height of 1.5 to 2.5 inches.
- Use weed eater to trim grass around all headstones, footstones, monuments, and other markers. Grass around the headstones, footstones, monuments, and other markers should be cut to the same length as the other grass approximately 1.5 to 2.5 inches.
- Use brooms or blower to remove grass clippings from all headstones, monuments, and other markers, roadways, and other areas requiring it.
- Bidders are to note that this is an active cemetery, and that schedule may have to be altered to accommodate funerals and opening and closing of graves. Town personnel will coordinate with the contractor.
- Each cut and associated work should be accomplished in no more than two consecutive days.

#### 2. McMinnis Spring Site

- Cut grass to a height of 2.5 inches.
- Use weed eater to trim grass around fence, structures, building, and other areas requiring it.
- Each cut and associated work should be accomplished in a single day.

#### 3. Reynold Spring Site

- Cut grass to a height of 2.5 inches.
- Use weed eater to trim grass around fence, structures, building, and other areas requiring it.
- Each cut and associated work should be accomplished in a single day.

4. Clarion Road Water Tank

- Cut grass to a height of 2.5 inches.
- Use weed eater to trim grass around fence, structures, building and other areas requiring it.
- Use brooms or blower to remove grass clippings from all roadways, and other areas requiring it.
- Each cut and associated work should be accomplished in a single day.

5. Melinda Drive Water Tank and Pump Station Area

- Cut grass to a height of 2.5 inches.
- Use weed eater to trim grass around fence, structures, building, and other areas requiring it.
- Use brooms or blower to remove grass clippings from all roadways, and other areas requiring it.
- Each cut and associated work should be accomplished in a single day.

6. Bedford Avenue Water Tank and Pump Station Area

- Cut grass to a height of 2.5 inches.
- Use weed eater to trim grass around fence, structures, building, and other areas requiring it.
- Use brooms or blower to remove grass clippings from all roadways, and other areas requiring it.
- Each cut and associated work should be accomplished in a single day.

7. Dearing Ford Water Tank and Pump Station Area

- Cut grass to a height of 2.5 inches.
- Use weed eater to trim grass around fence, structures, building, and other areas requiring it.
- Use brooms or blower to remove grass clippings from all, roadways, and other areas requiring it.
- Each cut and associated work should be accomplished in a single day.

#### 8. Water Treatment Plant

- Cut grass to a height of 2.5 inches.
- Use weed eater to trim grass around fence, structures, building, and other areas requiring it.
- Use brooms or blower to remove grass clippings from all roadways, and other areas requiring it.
- Each cut and associated work should be accomplished in a single day.

#### 9. Wastewater Treatment Plant

- Every two weeks use weed eater to trim grass around fence, structures, tanks, buildings, and other areas requiring it.
- Use brooms or blower to remove grass clippings from all roadways, sidewalks, and other areas requiring it.
- Each cut and associated work should be accomplished in a single day.

#### 10. Main Street Right of Way. Starting at Wood Lane just south of the Medicine Shop Pharmacy. To Town Limits at Staunton River Bridge.

- Scope of area to be cut is grass between sidewalks and curb and select areas where no sidewalk or curb exist. This includes at least one pass behind the sidewalk and to include edging of the curb and sidewalk front and rear
- cut grass to a height to 1.5 to 2.5 inches.
- Use weed eater to trim grass around all street signs, lamp post, fences, and any other obstruction shall be trimmed to maintain a well-manicured appearance.
- Use broom or blower to remove grass clippings from sidewalks and other areas requiring it.
- Each cut and associated work should be accomplished in a single day.

#### 11. Bedford Avenue Right of Way. From Main Street West to the Town Limits

- Scope of area to be cut is grass between sidewalks and curb and select areas where no sidewalk or curb exist. This includes at least one pass behind the sidewalk and to include edging of the curb and sidewalk front and rear
- cut grass to a height to 1.5 to 2.5 inches.
- Use weed eater to trim grass around all street signs, lamp post, fences, and any other obstruction shall be trimmed to maintain a well-manicured appearance.
- Use broom or blower to remove grass clippings from sidewalks and other areas requiring it.
- Each cut and associated work should be accomplished in a single day.

## 12. Avoca Museum

- Cut grass to a height of 2.5 inches.
- Use weed eater to trim grass around fence, structures, building, and other areas requiring it.
- Use brooms or blower to remove grass clippings from all roadways, sidewalks and other areas requiring it.
- Each cut and associated work should be accomplished in a single day.

**NOTE:** Litter control along Main St and Bedford Ave right of ways shall be included in the per cut unit price.



Champions Lawncare LLC has been in business, and licensed and insured for 4 years with experience in the field of landscaping for 11. The company has experiences in many styles and brands of mowers and techniques used to cut and maintain properties. Spraying experience, lawncare and turf maintenance and heavy equipment operation experience as well to go with it. I have helped grow many landscaping companies with help or running and managing others.

My equipment that will be used is basic GrandStand Toro mowers. Deck sizes are 60, 52 and a 32 inch time cutter push mower. I am the sole owner and operator of my business.

I currently do work for

Quality Archery Design  
301 E Progress Rd. Madison Heights VA 24572

Truist Bank (Brookneal VA, Appomattox VA, Amherst VA)

Sheetz Gas Station (South Boston VA)

**BID SHEET FOR GASS MAINTENANCE SERVICES  
FOR THE TOWN OF ALTAVISTA VIRGINIA**

**Due: Month Day, Year**

Company Name: Champions Lawn Care LLC  
 Contact Person: Cody Richmond  
 Address: 8 Top Ridge Rd.  
 City: Lynchburg State: VA Zip Code: 24501  
 Phone 304-228-0381 Fax \_\_\_\_\_  
 Email CRichmond3@liberty.edu Tax ID # 862041390

Location	Cost /Cut	Estimated Number of Cuts
<u>Green Hill Cemetery</u>	<u>\$1,000</u>	<u>30</u>
<u>McMinnis Spring</u>	<u>\$ 175</u>	<u>30</u>
<u>Reynolds Spring</u>	<u>\$ 100</u>	<u>30</u>
<u>Clarion Rd.</u>	<u>\$ 60</u>	<u>30</u>
<u>Melinda Dr.</u>	<u>\$ 75</u>	<u>30</u>
<u>Bedford Ave.</u>	<u>\$ 60</u>	<u>30</u>
<u>Dearing Ford Rd.</u>	<u>\$ 75</u>	<u>30</u>
<u>Water Treatment Plant</u>	<u>\$ 250</u>	<u>30</u>
<u>Wastewater Treatment Plant</u>	<u>\$ 350</u>	<u>16</u>
<u>Main Street Right of Way</u>	<u>\$ 625</u>	<u>30</u>
<u>Bedford Avenue Right of Way</u>	<u>\$ 625</u>	<u>30</u>
<u>Avoca Museum</u>	<u>\$ 325</u>	<u>30</u>

Title: Owner/operator

Signature: Cody Richmond

Date: 08/10/2022

Attest: \_\_\_\_\_

Date: \_\_\_\_\_



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
01/20/2022

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Next First Insurance Agency, Inc. PO Box 60787 Palo Alto, CA 94306	<b>CONTACT NAME:</b> <b>PHONE</b> (A/C, No, Ext): (855) 222-5919 <b>FAX</b> (A/C, No): <b>E-MAIL:</b> support@nextinsurance.com <b>ADDRESS:</b> <b>INSURER(S) AFFORDING COVERAGE</b> <b>INSURER A:</b> State National Insurance Company, Inc. <b>INSURER B:</b> <b>INSURER C:</b> <b>INSURER D:</b> <b>INSURER E:</b> <b>INSURER F:</b>	<b>NAIC #</b> 12831
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**COVERAGES** **CERTIFICATE NUMBER:** 7988004 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADD'L SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:		NXT3EZLYPC-00-GL	03/16/2021	03/16/2022	EACH OCCURRENCE \$1,000,000.00 DAMAGE TO RENTED PREMISES (Ea occurrence) \$100,000.00 MED EXP (Any one person) \$15,000.00 PERSONAL & ADV INJURY \$1,000,000.00 GENERAL AGGREGATE \$2,000,000.00 PRODUCTS - COMP/OP AGG \$2,000,000.00 \$
	<input type="checkbox"/> <b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY					COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<input type="checkbox"/> <b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <input type="checkbox"/> <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$ \$
	<input type="checkbox"/> <b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below Y/N <input type="checkbox"/> N/A					PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	Contractors Errors and Omissions		NXT3EZLYPC-00-GL	03/16/2021	03/16/2022	Each Occurrence: \$25,000.00 Aggregate: \$50,000.00

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Proof of Insurance.

## CERTIFICATE HOLDER

Champions Lawn care  
8 Top Ridge Dr  
Lynchburg, VA 24501

## CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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# CERTIFICATE OF PROPERTY INSURANCE

DATE (MM/DD/YYYY)  
01/20/2022

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

<b>PRODUCER</b> Next First Insurance Agency, Inc. PO Box 60787 Palo Alto, CA 94306	<b>CONTACT NAME:</b>		
	<b>PHONE (A/C, No, Ext):</b> (855) 222-5919	<b>FAX (A/C, No):</b>	
	<b>E-MAIL ADDRESS:</b> support@nextinsurance.com		
	<b>PRODUCER CUSTOMER ID:</b>		
<b>INSURED</b> Champions Lawn care 8 Top Ridge Dr Lynchburg, VA 24501	<b>INSURER(S) AFFORDING COVERAGE</b>		<b>NAIC #</b>
	<b>INSURER A:</b> State National Insurance Company, Inc.		12831
	<b>INSURER B:</b>		
	<b>INSURER C:</b>		
	<b>INSURER D:</b>		
	<b>INSURER E:</b>		
	<b>INSURER F:</b>		

## COVERAGES

CERTIFICATE NUMBER: 7988004

REVISION NUMBER:

LOCATION OF PREMISES / DESCRIPTION OF PROPERTY (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE		POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YYYY)	POLICY EXPIRATION DATE (MM/DD/YYYY)	COVERED PROPERTY		LIMITS	
	<input type="checkbox"/>	PROPERTY				<input type="checkbox"/>	BUILDING	\$	
	<input type="checkbox"/>	CAUSES OF LOSS				DEDUCTIBLES	<input type="checkbox"/>	PERSONAL PROPERTY	\$
	<input type="checkbox"/>	BASIC				BUILDING	<input type="checkbox"/>	BUSINESS INCOME	\$
	<input type="checkbox"/>	BROAD				CONTENTS	<input type="checkbox"/>	EXTRA EXPENSE	\$
	<input type="checkbox"/>	SPECIAL					<input type="checkbox"/>	RENTAL VALUE	\$
	<input type="checkbox"/>	EARTHQUAKE				<input type="checkbox"/>	BLANKET BUILDING	\$	
	<input type="checkbox"/>	WIND				<input type="checkbox"/>	BLANKET PERS PROP	\$	
	<input type="checkbox"/>	FLOOD				<input type="checkbox"/>	BLANKET BLDG & PP	\$	
	<input type="checkbox"/>					<input type="checkbox"/>		\$	
	<input type="checkbox"/>					<input type="checkbox"/>		\$	
A	X	INLAND MARINE	TYPE OF POLICY	07/28/2021	07/28/2022	X	EQUIPMENT	\$ 10,000.00	
	<input type="checkbox"/>	CAUSES OF LOSS	Contractors Equipment			X	MISC TOOLS	\$ 1,000.00	
	<input type="checkbox"/>	NAMED PERILS	POLICY NUMBER			X	BORROWED TOOLS	\$ 5,000.00	
	X	OPEN PERILS	NXTFEZE9D5-00-IM			<input type="checkbox"/>		\$	
	<input type="checkbox"/>	CRIME				<input type="checkbox"/>		\$	
	<input type="checkbox"/>	TYPE OF POLICY				<input type="checkbox"/>		\$	
	<input type="checkbox"/>						\$		
	<input type="checkbox"/>						\$		
	<input type="checkbox"/>	BOILER & MACHINERY / EQUIPMENT BREAKDOWN				<input type="checkbox"/>		\$	
	<input type="checkbox"/>					<input type="checkbox"/>		\$	
						<input type="checkbox"/>		\$	
						<input type="checkbox"/>		\$	

SPECIAL CONDITIONS / OTHER COVERAGES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

## CERTIFICATE HOLDER

Champions Lawn care  
8 Top Ridge Dr  
Lynchburg, VA 24501

## CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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## **IMPORTANT INFORMATION REGARDING YOUR INSURANCE**

In the event you need to contact someone about this insurance for any reason, please contact your agent. If no agent was involved in the sale of this insurance, or if you have additional questions, you may contact the insurance company issuing this insurance at the following address and telephone number:

State National Insurance Company, Inc  
1900 L. Don Dodson Drive  
Bedford, TX 76021  
1-(800) 877-4567

If you have been unable to contact or obtain satisfaction from the company or the agent, you may contact the Virginia State Corporation Commission's Bureau of Insurance at:

Virginia State Corporation Commission's Bureau of Insurance  
Street Address: Tyler Building, 1300 E. Main St., Richmond, VA 23219  
Mailing Address: P.O. Box 1157, Richmond, VA 23218

Telephone: (Virginia Only) 1-800-552-7945 – TDD Telephone: 1-804-371-9206  
Telephone: (Nationwide) 1-877-310-6560  
Telephone: (Local) 804-371-9691

Written correspondence is preferable so that a record of your inquiry is maintained. When contacting your agent, company or the Bureau of Insurance, have your policy number available.



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

AGENDA ITEM #: 10.A

**REPORTS AND COMMUNICATIONS**

**Title: Community Development September Monthly Report**

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

---

**Action(s):**

receive report

**Explanation:**

**Background:**

**Funding Source(s):**

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

*[Attachment. CD Aug 2022 Monthly Report.pdf](#)*

## MEMORANDUM

**To: Gary Shanaberger, Town Manager**

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

**Date: September 1, 2022**

**Re: August 2022 Community Development Report**

---

### **Permits**

Nine (9) permits were applied for during the month of August:

Home Occupations: 0

Change of Ownership: (2) Main Street Buffet, KDR Convenience Store

New Business: Jane's Attic – 533 Main Street

Signs: 0

Accessory Structures: 5

New Homes or Additions: 0

Plats: 1

### **Violations**

Thirteen (13) new violations were reported in August and 10 were abated. There are 10 active code violations.

### **Planning Commission:**

The Planning Commission continues its work on the Comprehensive Plan update with a discussion on the Transportation and Economic Development Chapters.

Six (6) public hearings were held before the Planning Commission, who unanimously voted recommending to Town Council that the Zoning Ordinance be amended to regulate the height of flagpoles in the R-1, R-2, C-1, C-2, and M zoning districts. They also had a hearing to initially zone 83 acres purchased from Campbell County to M (Industrial).

### **Board of Zoning Appeals:**

The Board of Zoning Appeals did not meet in August.

### **Staff Projects/Meetings:**

The permanent doors arrived for the Spark Innovation Center. The furniture installation continues and is expected to be completed in September. The work with the contractor is nearing completion. There are still punch list items to address.

.

The Community Development Director and Assistant Town Manager continue to work on the permitting and code enforcement system for the town.

Staff continues to work with ITG and River Street Networks to discuss the possibility of connecting Town Hall's internet to the Spark Innovation Center to eliminate the Town's \$400± a month Comcast bill. They are working with River City on expansion of broadband service downtown. Proposals are expected in September.

The Vice Mayor, Town Manager, Assistant Town Manager, and Community Development Director met with the Greater Lynchburg Transit Company (GLTC) to discuss an extension of service between Altavista and Lynchburg.

The Community Development Director attended the monthly meeting of the Transportation Technical Committee at the CVPDC.

Staff presented the draft Economic Development Chapter of the Comprehensive Plan to the Altavista Economic Development Authority.

The Community Development Director worked with the Virginia Department of Transportation on updates to the Town's Smart Scale application for a roundabout at Lynch Mill and Clarion Roads.

Staff approved mobile restaurant permits for Mission BBQ and the Sunset Slush Cool Bus for National Night Out.

The Community Development Director assisted Altavista on Track and created their door prize donation (2 tickets to the Vista BBQ Fest) at National Night Out.

The Community Development Director submitted the final report to Virginia Economic Development Partnership for the \$50,000 brownfields grant received for Spark Innovation Center.

The Community Development Director applied for a grant from the Virginia Department of Housing and Community Development (DHCD) to conduct a feasibility study for Vista Theater.

A needs assessment planning grant was submitted to DHCD to conduct an analysis of Mosley Heights.

Town staff coordinated on accessible signage at Town Hall after the Community Development Director observed a citizen sliding down the steps to the parking lot.

The Town was notified that their T-Mobile Hometown Grant application was not awarded. The request was for \$37,000 to build a parklet at the Spark Innovation Center that would provide covered outdoor seating.

The Community Development Director completed the quarterly reports for the Altavista Advantage loan program and submitted them the United States Department of Agriculture (USDA). It is expected that the remaining funds in the loan program will be de-obligated before the end of 2022.

The monthly meeting of Altavista On Track was held at Town Hall and the Community Development Director attended.

The Community Development Director ordered the removal of trees that were on the Town right-of-way at 5 Ash Lane, which were blocking the cul-de-sac and a recreational vehicle parked on the street.

A Zoning Ordinance Text Amendment application was received from Clean Footprint to amend the code to permit large scale solar facilities.





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

AGENDA ITEM #: 10.B

**REPORTS AND COMMUNICATIONS**

**Title: Utility Projects Update.**

**Staff Resource: Tom Fore**

---

**Action(s):**

Information

**Explanation:**

**Background:**

**Funding Source(s):**

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

[\*STATUS REPORT AERATION STUDY 9-1-22.pdf\*](#)

[\*STATUS REPORT FILTER IMPROVEMENT PROJECT 9-1-22.pdf\*](#)

[\*STATUS REPORT FRAIZER ROAD DRAINAGE PROJECT 9-1-2022.pdf\*](#)

[\*STATUS REPORT VDEM GENERATORS 9-1-2022.pdf\*](#)

[\*STATUS REPORT SPRINGS SCADA PROJECT 9-1-2022.pdf\*](#)

[\*STATUS REPORT WWTP ELECTRICAL PROJECT 9-1-22.pdf\*](#)

[\*STATUS REPORT MELINDA HPZ PROJECT 9-1-22.pdf\*](#)

[\*August 2022 Monthly Report for Council Members 2z.pdf\*](#)

[\*AMI Water Metering Status Update 9-7-22.pdf\*](#)

[\*Lynch Creek Sewer Status Update 9-7-22.pdf\*](#)

[\*August 2022 Monthly Report for Council Members 2z1.pdf\*](#)

**Town of Altavista Projects**  
**Status Report - Peed & Bortz, LLC**  
**1 September 2022**

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

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**Recent Activities:** No recent activity

**Anticipated work over the next two weeks:**

**Upcoming Tasks:**

**Outstanding Issues:**

---

**Design Schedule:** TBD Complete design plans and specs  
TBD Advertise for Bids (if Town desires)  
**Schedule Constraints:** Town staff has indicated this project bid may slip in order to coincide with WWTP Electrical upgrades  
See note below regarding potential schedule adjustment.  
**Projected Completion:** 31 October 2021  
**Approved Budget:** \$198,000  
**Invoiced To Date:** \$19,200  
**Balance to Complete:** \$178,800

---

**Town Input Required:**

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

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

**Construction Contract Price:** \$0



**Town of Altavista Projects**  
**Status Report - Peed & Bortz, LLC**  
**1 September 2022**

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

---

**Recent Activities:** Enclosure has been received by the Contractor but needs an upgraded network card which is scheduled for receipt in mid-October. Filter controls Factory Acceptance Test (FAT) performed on September 1st. Comments on programming and interface screens were provided to contractor to be addressed. Electrical work resuming onsite.

**Anticipated work over the next two weeks:** T&B to resume work on September 12.

**Upcoming Tasks:**

**Outstanding Issues:**

---

**Design Schedule:** June 2021 Advertise for Bids (if Town desires)  
July 2021 Open Bids  
27 July 2021 Council approval  
10 August 2021 Consent agenda approval  
1 November 2021 NTP

**Schedule Constraints:**

**Projected Completion:** TBD  
**Approved Budget:** \$56,000  
**Invoiced To Date:** \$38,000  
**Balance to Complete:** \$18,000

---

**Town Input Required:**

**Issues Town Should Be Aware Of:**

**Construction Contract Price:** \$725,305  
**Current Paid:** \$432,967  
**Balance to Finish plus retainage:** \$292,338

**Town of Altavista Projects**  
**Status Report - Peed & Bortz, LLC**  
**1 September 2022**

**Project Name:** Frazier and Lynch Mill Road Drainage issues  
**Project Manager:** Scott Bortz, PE  
**Sub-Consultant:**  
**P&B Job Number:** 21-08

---

**Recent Activities:** Town staff requested additional information/clarification on lawn mower access to the east side of the property, ditch lining material and disposal of excess material. Engineer replied with access ability note, options for lining material and notation regarding use of excess fill to be coordinated for use on church property.

**Anticipated work over the next two weeks:** Staff will review Engineer's notes and provide preferences for integration into the plans.

**Upcoming Tasks:** Revise plans. Coordinate bidding with Town staff.

**Outstanding Issues:** Easements

---

**Design Schedule:**

**Schedule Constraints:**

**Projected Completion:**

**Approved Budget:** Time and materials not to exceed \$23,000

**Invoiced To Date:** \$3285

**Balance to Complete:** \$19,715

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**Town Input Required:** Town staff will need to review the sizing of the ditch and easement across private land. The ditch can be widened at the base and side slopes made steeper to reduce the width of the easement if so desired.

**Issues Town Should Be Aware Of:**

**Construction Contract Price:** \$0

**Town of Altavista Projects**  
**Status Report - Peed & Bortz, LLC**  
**1 September 2022**

**Project Name:** VDEM Generator Installations  
**Project Manager:** Scott Bortz, PE  
**Sub-Consultant** Grant Beasley, Master Engineers, ECS (Geotech)  
**P&B Job Number** 20-51

---

**Recent Activities:** Contractor revised wiring at the McMinnis site but an error is still showing on the SPD. Contractor will replace the damaged arrestor at McMinnis. Contractor reports substantial lead times on obtaining a new arrestor. Contractor has recommended submitting the failure of the SPD under the existing warranty and sent information for contact for the Owner to contact supplier.

**Anticipated work over the next two weeks:** Issue substantial and final completion at the resolution of this electrical issue.

**Upcoming Tasks:**

**Outstanding Issues:**

-----  
**Design Schedule:** May (Rebid) 2021 Award Contract  
June 2021 Notice to Proceed  
November 2021 Substantial Completion

**Schedule Constraints:**

**Projected Completion:**

**Approved Budget:** \$43,600

**Invoiced To Date:** \$41,820

**Balance to Complete:** \$1780

-----  
**Town Input Required:**

**Issues Town Should Be Aware Of:**

**Construction Contract Price:** \$498,500 + (\$1556) (Change Orders)

**Current Paid:** \$496,943

**Balance to Finish plus retainage:** \$0

**Town of Altavista Projects**  
**Status Report - Peed & Bortz, LLC**  
**1 September 2022**

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

---

**Recent Activities:** SCADA procurement documents have been completed and delivered to Town. Upfront documents for quotes from prequalified integrators have been send to the Town. Town has sent email requests to contractors on 12 August 2022.

**Anticipated work over the next two weeks:** Contractors submit bids on 9 September 2022.

**Upcoming Tasks:** Evaluate bids

**Outstanding Issues:**

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**Design Schedule:**

**Schedule Constraints:**

**Projected Completion:** TBD

**Approved Budget:** \$9600

**Invoiced To Date:** \$2400

**Balance to Complete:** \$7200

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**Town Input Required:**

**Issues Town Should Be Aware Of:**

**Construction Contract Price:** \$0

**Town of Altavista Projects**  
**Status Report - Peed & Bortz, LLC**  
**1 September 2022**

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

---

**Recent Activities:** The electrical sub-contractor has de-mobilized. The Dominion/Eaton testing procedure has been approved. Testing has been completed and a satisfactory limited report has been provided to Dominion.  
**Anticipated work over the next two weeks:** Full report to be provided to Dominion.  
**Upcoming Tasks:** Connect the external electrical service and resume work on the project.  
**Outstanding Issues:**

---

**Design Schedule:** October 2020 Sign agreement  
November 2020 Notice to Proceed  
**Schedule Constraints:** Contractor reports to be still on schedule for completion per contract times.  
**Projected Completion:** November 2022  
**Approved Budget:** \$309,730 (combined II and III projects including CA)  
Change Order #1 = \$2958.54  
Change Order #2 = \$3942.13 + \$6630 Special Inspections  
**Invoiced To Date:** \$246,533  
**Balance to Complete:** \$61,355 + additional inspection

---

**Town Input Required:**

**Issues Town Should Be Aware Of:** Final 1 MCC was due to be shipped May 1. The exact delay cannot be determined at this time but Contractor will update all when able to determine. Dominion has requested a revised testing procedure that requires an additional relay and reprogramming at the ATS. Contractor will document all delays due to these issues.

**Construction Contract Price:** \$3,952,000 + \$29,149 (Change Orders)  
**Current Paid:** \$3,110,596  
**Balance to Finish plus retainage:** \$870,553

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)

**August 3, 2022**

**This memo is a status report of Mattern & Craig Team's efforts for the Melinda Tank Pressure Zone Improvements Project**

**Completed Work Over the Last 2 Weeks**

1. Contractor is continuing to work on the pump station (electrical & HVAC).

**Anticipated Work Over the Next 2 Weeks**

1. Contractor to continue work on piping, electrical, and HVAC.

**Scope Changes to Date**

1. Waterline was shortened by approximately 300 LF on Avondale Drive.
2. VFD enclosures changed from NEMA 12 to NEMA 3R.

**Outstanding Issues**

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

**Construction Document Schedule Update**

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

**Budget Summary**

1.

Engineer's Estimate:	\$1,084,240.00
Town's Budget	\$926,000.00
Actual Construction Cost & Engineering	\$1,226,972.71

2.

Engineering Bid, CA & SCADA Contract	\$70,920.00
JTD	\$48,404.00

3.

Construction Contract	\$1,226,972.71
JTD	\$877,790.22

**Input Needed from Town/Others**

1. Discrepancies between plans/specifications and Town standards continue to be coordinated. M&C keeping list for updates to Town standards at conclusion of project.

**Other Issues/Concerns**

1. Progress Meeting #5 scheduled for 9/13/22 at 10:00 AM.
2. Delay in work has been brought to the attention of the Contractor.

Submitted by:

A handwritten signature in black ink, appearing to read 'Ryan P. Kincer'.

Ryan P. Kincer, P.E.  
Project Manager

### Monthly Staff Report Water Plant

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

#### Operation and Production Summary

The Actual water production line ( filtering of water) for the entire month averaged 17.45 Hours per day which yielded approximately 1,888,000 gallons of water per day.

<b>Rain</b>	<b>2.95</b>	<b>YTD Rain</b>	<b>24.086</b>	<b>Snow</b>	<b>0</b>	<b>YTD Snow</b>	<b>0</b>	was measured at the water treatment plant.			
Average Hours per day (week days)					18.5	hrs					
Average Hours per day (weekends)					14.5	hrs					
Average produced (week days)					1,997,826	gallons per day					
Average produced (weekends)					1,618,375	gallons per day					
Total Raw Water Pumped:					58.860	million gallons					
Total Drinking Water Produced:					58.890	million gallons					
Average Daily Production: (drinking)					1,900,000	gallons per day					
Average percent of Production Capacity:					63.33	%					
Plant Process Water:					502,235	(finished water used by the plant)					
Bulk Water Sold @ WTP:					12,300	gallons					
Flushing of Hydrants/Tanks/FD use/Town Use					8,400	gallons					
McMinnis Spring											
Total Water Pumped:					7.881	million gallons	average hours per day		13.8		
Average Daily Produced:					254,226	gallons per day	Rain at MC		4.62	YTD Rain	24.06
Reynolds Spring							snow		0		5
Total Water Pumped:					3.091	million gallons	average hours per day		6.7	Total Precip	29.06
Average Daily Produced:					123,640	gallons per day	Rain at RE		6.50	YTD Rain	28.95
Purchased Water from CCUSA					3,066,800	gallons	snow		0		5
Sold to Hurt					2,758,000	gallons				Total Precip	33.95
Industrial Use					47,277,433	gallons					
<b>Water lost due to leaks none captured</b>											

#### Comments: Water Plant Activities & CIP Projects:

Monthly Compliance Reports Completed  
 VDH samples completed for compliance  
 Melinda High Pressure Zone- Pump station installation continues, Generator installed. Awaiting a submittal for pipe flange change.  
 Filter Upgrade - Factory acceptance test for SCADA panel was done and has been shipped to the plant.  
 The Source Water Protection Local Advisory Committee will meet again when date has been set  
 Generator project, Punch list being reviewed, awaiting surge protection device at McMinnis  
 Town of Hurt DBP improvement project. Had a meter failure that needs to be corrected. Sodium Hypo system completed.  
 Springs SCADA project - Bids are due September 9th for this project.  
 ISI Quarterly Service completed  
 Sedimentation Basin Project VDH has posted an award for this project awaiting confirmation letter.  
 Operators Completed VT Shortschool in August (Water)  
 Melinda Tank #2, Bedford Tank, DFR Tank and Clarion Tank had visual inspections completed. Bedford scheduled to clean Sept. 13th and Melinda #1 Sept 20th  
 Fire Extinguisher Inspections were done on July 29th by Fire and Safety  
 AMI Meter system bids are due on Sept. 27th  
 Abbott 12 inch water line on Clarion Road to be put into service in Sept.

# Utilities Distribution and Collection

# of Service Connections	0	Addresses:		
# of Service Taps	0	Addresses:		
# of Meters Read	103	Monthly	Rereads	1
	0	Quarterly		
# of Meters Cut Off For Non-Payment	51			
# of Meters Tested	0			
# of Loads of Sludge to Landfill	18			
	130.76	Tons		
# of Location Marks made for Miss Utility	41			
# of Meters Replaced	0			
# of Water Lines Repaired	2		# of Sewer Lines Unstopped	1
Locations:			Locations:	
112 Gibson Road			1605 Melinda Drive	
5 Sourwood Lane				
# Air Relief Valves Inspected	31			
# of PRV Maintenance/Inspection	0			
# of Water Valve Boxes Cleaned	0			
# of Blow-Off Valves Flushed	0			
# of Blow-Off Valves Located	0			
Push Camera Footage	30'	Sewer Main Cleaned		160'
Sewer (Root Cutting) Main	80'	Sewer Main Cleaned Manholes		0
Sewer (Root Cutting)Main Manholes	0	Sewer Service Cleaned		30'
Sewer Video Footage	660'	Sewer Service Video		0
Sewer Video Manholes	0	Sewer (Root Cutting) Service		30'
Duke Root Control (Contractor)	0	Sewer Right of Way Clearing Footage		100'
Water Turn On and Offs	51	Sewer Manholes Inspected		0
Water Right of Way Clearing Footage	0	Sewer Installed Clean Out		0
Water Meter Box Replacement	0			
# Of Hydrants Flushed	0			
# of Hydrant Valves Exercised	0			

Other Utilities Distribution and Collection Activities & CIP Projects:

Lynch Creek Project Substantial completion has occurred and punch list has been generated  
Abbott 12 inch water line Clarion Road has been flushed by staff for Abbott's use



**DEPARTMENT:** Wastewater Plant  
**MONTH:** August-22

Average Daily Flow	2.00 MGD
TSS Reduction	96 %
BOD Reduction	94 %
VPDES Violations	0
Sludge ( Regional Land Fill)	165 tons
Rain Total	3.64 Inches
Snow Total	Inches

**Other Wastewater Activities and CIP Projects:**

Month: August

Week: August 1st, 2022

- Continue Sanitizing procedures for commonly used areas
- Submitted DMR
- Submitted Timesheets
- Serviced UV system
- UV system Bank A in Lead
- Submitted Rain Data to National Weather service
- Ordered Soda Ash
- Entered Lab data
- Normal Plant Operations

Month: August

Week: August 8th, 2022

- Continue Sanitizing procedures for commonly used areas
- Trouble shooting Press Polyblend for water leak
- Press Polymer Day tank leaking
- Ran All facility generators
- Rec. new lab BOD meter
- Setup new BOD meter
- Rec. shipment of Soda Ash 2Tons 8-10-22
- Ordered new polymer
- Entered Lab data
- Normal Plant Operations

Month: August

Week: August 15th, 2022

- Continue Sanitizing procedures for commonly used areas
- Press Polymer Day tank leaking
- Polymer delivery changed to 8/23/22
- Posted Monthly work schedule
- Submitted Timesheets
- Issued Schrader-Pacific an NOV for Nickel exceedance of their Discharge permit
- Contractors onsite 8/17/22
- Entered Lab data
- Normal Plant Operations

Month: August

Week: August 22nd, 2022

- Continue Sanitizing procedures for commonly used areas
- Press Polymer Day tank leaking
- Polymer delivery 8/23/22
- Repaired leaking seal on IP5 at Riverview Pump Station
- Discussions with Abbott concerning discharged pH levels
- Entered Lab data
- Normal Plant Operations

Month: August

Week: August 29th, 2022

- Continue Sanitizing procedures for commonly used areas
- Reset Breakers 3 and 4 on UV system bank B
- Submitted timesheets
- Submitted Annual VPDES permit fee for Payment
- Discussions with Abbott concerning discharged pH levels
- Entered Lab data
- Normal Plant Operations

WWTP Electrical Upgrade automatic transfer switch test was done in Aug.

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



Date: September 7, 2022

This memo is a status report of Hurt & Proffitt Team's efforts for the  
AMI Water Metering System

Completed Work Over the Last Week

1. Advertised the RFP for this project on August 28, 2022.
2. Bid Opening scheduled for September 27, 2022.

Anticipated Work Over the Next two Weeks

1. Waiting to get feedback and questions from contractor/installers.

Outstanding Issues

1. None at this time

Construction Schedule Update

1. Not applicable at this time

Budget Summary

1. Bid Assistance	Contract:	\$12,500	JTD:	\$6,870
2. Construction Administration	Contract:	\$15,000	JTD:	\$0

Submitted by:

Chad Hodges, PE  
Asst. Project Manager

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



Date: September 7, 2022

This memo is a status report of Hurt & Proffitt Team's efforts for the Lynch Creek Sewer Project

Completed Work Over the Last Week

1. Conducted progress meeting on 8/24/22.
2. Submitted pay request #6 to Town from Contractor.
3. Conducted a Substantial Completion walk through with Town and Contractor on August 31.

Anticipated Work Over the Next two Weeks

1. Finish any reports, change orders and other paperwork to start closing the project out.

Outstanding Issues

1. None to date

Construction Schedule Update

1. Begin construction on April 11, 2022
2. Substantial Completion August 31, 2022
3. Final completion is scheduled for December 2022.

Budget Summary

1. CCTV Inspection and Video	Contract:	\$35,000	JTD:	\$25,000
2. Manhole Inspection	Contract:	\$5,000	JTD:	\$5,000
3. Sewer Line Route Survey	Contract:	\$17,500	JTD:	\$17,500
4. Sewer Line Design	Contract:	\$44,720	JTD:	\$44,720
5. Railroad Permit Coordination	Contract:	\$3,630	JTD:	\$3,630
6. Bid Assistance	Contract:	\$4,460	JTD:	\$4,460
7. Construction Administration	Contract:	\$18,900	JTD:	\$16,111

Construction Cost Summary:

1. Lynch Creek Sewer Replacement	Contract:	\$2,229,500	JTD:	\$1,510,402
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Submitted by:

Chad Hodges, PE  
Asst. Project Manager

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

Printed 7-Sep-22

Customer Class		September-21	October-22	November-22	December-22	January-22	February-22	March-22	April-22	May-22	June-22	July-22	August-22		
WATER	Units	10	1,348	3	19	1,318	9	10	1,353	26	13	17	19	Average	
	Residential Base-IT	43	203	43	44	187	45	43	218	24	13	46	44	345	
	Commercial Base-IT	2	150	-	-	96	-	-	151	-	-	1,126	1	191	
	Residential Base-OT	1	1	1	1	1	1	1	1	1	1	1	1	1	
	Commercial Base-OT	31	31	31	31	31	31	31	31	31	31	31	31	31	
	Municipal													-	
	Dormant Accounts	5	5	5	5	5	5	5	5	5	5	5	5	5	
	Industrial														
	TOTAL	92	1,590	83	100	1,638	91	90	1,759	86	63	1,226	101	653	
	Gallons	40,240	15,304,832	3,050	118,530	14,745,412	20,990	253,440	13,858,847	186,130	72,320	49,530	62,700	Total	
	Residential Use-IT	3,394,317	6,521,283	2,777,029	2,606,630	4,553,319	2,622,220	3,214,810	4,384,976	1,113,970	1,520,590	2,999,160	4,771,230	44,716,021	
	Commercial Use-IT	17,160	2,022,235	-	-	1,099,074	-	-	1,657,858	-	-	123,545	7,030	40,479,534	
	Residential Use-OT	2,755,900	2,549,200	2,649,600	2,743,000	2,646,800	2,425,000	2,425,000	2,380,000	2,380,000	2,424,500	2,432,450	2,432,450	4,926,902	
	Commercial Use-OT	685,930	576,600	430,420	485,540	252,200	317,880	317,880	328,450	386,750	444,060	626,890	626,890	30,243,900	
	Municipal	20,355,918	44,497,366	46,844,127	39,830,252	47,348,727	41,890,355	39,401,090	45,809,047	42,484,361	42,841,404	56,510,780	40,288,360	5,479,490	
	Industrial													508,101,787	
	TOTAL WATER SOLD	27,249,465	69,466,441	52,704,226	45,783,952	69,546,458	47,276,445	45,612,220	68,419,178	46,551,211	47,302,874	62,742,355	48,188,660	633,947,634	
	NET DELIVERED	67,902,352	62,363,388	56,493,868	54,898,806	58,545,251	53,441,639	59,466,715	61,597,331	68,238,729	56,394,184	62,798,005	72,191,829	734,332,097	
	FRACTION BILLED	40%	111%	93%	83%	119%	88%	77%	111%	68%	69%	111%	77%	86%	
	Total ( TOA,sold,hydmts, Leaks)	49,670	42,800	47,800	297,400	127,423	25,100	21,300	18,700	87,400	85,700	50,300	16,700	870,293	
	Dollars													Total	
	Residential Base & Use-IT	392	68,403	100	802	62,917	321	1,053	64,401	1,364	556	632	717	201,658	
	Commercial Base & Use-IT	11,248	26,738	9,552	9,122	19,514	9,926	11,629	21,423	4,036	5,684	11,186	16,362	156,419	
	Residential Base & Use-OT	161	11,004	-	-	9,367	-	-	16,115	-	-	61,879	62	98,588	
	Commercial Base & Use-OT	11,544	10,691	11,105	11,491	12,153	11,148	11,148	10,944	10,944	1,145	11,182	11,182	124,677	
	Municipal	-	-	-	-	-	-	-	-	-	-	-	-	-	
	Industrial	55,844	121,128	168,364	108,847	128,939	125,425	118,494	124,703	127,184	128,241	169,222	120,619	1,497,009	
	TOTAL	79,189	227,120	189,121	130,262	223,523	146,820	142,323	237,586	143,528	135,626	254,100	148,942	2,078,352	
SEWER	Units	7	1,181	3	18	1,155	5	9	1,191	23	13	3	15	Average	
	Residential Base-IT	41	185	42	43	150	43	40	152	24	14	40	43	302	
	Commercial Base-IT	7	7	7	7	7	7	7	7	7	7	7	7	68	
	Commercial Base-OT	8	8	8	8	8	8	8	8	8	8	8	8	7	
	Municipal													8	
	Dormant Accounts													-	
	Industrial	4	4	4	4	4	4	4	4	4	4	4	4	4	
	TOTAL	67	1,385	64	80	1,324	67	68	1,362	66	46	62	77	381	
	Gallons	26,902	8,868,726	2,710	88,689	9,334,889	9,183	14,518	9,095,743	118,544	61,523	1,070	41,667	Total	
	Residential Use-IT	1,926,850	4,018,073	1,568,661	1,470,927	3,313,277	1,501,219	2,215,820	3,230,757	903,250	743,836	1,589,848	3,178,006	27,664,164	
	Commercial Use-IT	265,236	81,500	253,596	266,444	205,521	174,992	2,425,000	182,450	277,036	209,250	66,500	304,796	25,660,524	
	Commercial Use-OT	101,070	215,810	103,660	92,690	157,333	94,850	94,850	133,980	128,330	126,123	181,780	181,780	4,712,321	
	Municipal	38,740,000	42,750,000	45,410,000	34,410,000	42,206,667	39,540,000	37,420,000	41,872,222	40,490,000	39,830,556	48,034,163	33,630,000	181,780	
	Industrial													484,333,608	
	TOTAL SEWER BILLED	41,060,058	55,934,109	47,338,627	36,328,750	55,217,687	41,320,244	42,170,188	54,515,152	41,917,159	40,971,288	49,873,361	37,336,249	542,370,616	
	WWTP EFFLUENT	57,870,800	57,454,200	49,784,700	47,751,600	53,405,500	50,369,700	57,782,200	57,742,300	59,036,500	57,073,002	55,860,000	60,079,000	664,209,502	
	FRACTION BILLED	71%	97%	95%	76%	103%	82%	73%	94%	71%	72%	89%	62%	82%	
	Dollars														
	Residential Base & Use-IT	116	38,787	17	337	34,970	57	83	35,183	462	241	52	181	9,207	
	Commercial Base & Use-IT	6,659	14,001	5,427	5,092	13,053	5,470	8,054	10,736	3,285	2,719	5,787	11,562	7,654	
	Commercial Base & Use-OT	1,530	666	1,501	1,172	1,493	991	1,629	1,599	1,802	1,290	730	2,034	1,370	
	Municipal	-	-	-	-	-	-	-	-	-	-	-	-	-	
	Industrial	23,780	151,646	160,955	123,148	145,916	147,893	140,304	145,269	151,278	167,795	179,030	135,245	1,672,259	
	TOTAL	32,084	205,100	167,900	129,749	195,432	154,411	150,069	192,787	156,828	172,045	185,598	149,022	1,690,490	
CURBSIDE	Curbside-IT STOPS													Average	
	Curbside - Brush	134	127	85	72	43	67	167	192	108	124	207	145	155	
	Curbside- BULK	113	87	102	75	63	46	58	117	106	127	95	139	85	
	TOTAL	247	214	187	147	106	113	225	309	214	251	302	284	240	
	Curbside-IT	113	87	85	110	84	83	110	91	102	106	93	108	Total	
	Curbside-BULK	11	10	13	9	6	6	14	12	16	16	12	23	1,096	
	TOTAL	124	97	472	98	90	89	124	103	118	122	131	131	153	



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

AGENDA ITEM #: 10.C

**REPORTS AND COMMUNICATIONS**

**Title: Public Services Monthly Reports**

**Staff Resource: Teri Anderson**

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**Action(s):**

For review.

**Explanation:**

**Background:**

**Funding Source(s):**

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

*Attachment 1. BUILDINGS\_AND\_GROUNDS\_MONTHLY\_REPORT\_AUGUST\_2022*

*Attachment 2. FLEET\_MAINTENANCE\_DEPARTMENT-AUGUST\_2022*

*Attachment 3. STREET\_DEPARTMENT\_MONTHLY\_REPORT-AUGUST\_2022\_*

# BUILDINGS AND GROUNDS

SEPTEMBER 6, 2022

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

Vacation / Comp. Time Used / Sick Leave Taken		0
Meetings / Data Entry / Work Planning / Training		187
# Of Call Duty Hours		27
# Of Assisting other Crews		0
Holiday		0
<b>Green Hill Cemetery</b>		
DESCRIPTION	Month Totals	Labor Hours
# Of Burials / Cremations	4	65
Cemetery Grounds Maintenance		69.25
Meeting with Families / Selling Plots		0
Stone Locating / Setting		0
Maintain Cemetery Records		0
<b>Solid Waste Collection</b>		
DESCRIPTION	Month Totals	Labor Hours
Residential Garbage Collected (Tonnage)	108.06	93
Residential Garbage Collected (Tonnage) Town of Hurt	39.39	32
# Of Curbside Brush Collected (Stops)	145	29
Loads of Brush Collected	9	
# Of Curbside Bulk Collected (Stops)	139	38.25
Bulk Collection (Tonnage)	22.95	
# Of Tires Collected	4	0
# Of Residential Garbage Citations Issued	0	0
<b>Parks/Buildings</b>		
DESCRIPTION	Month Totals	Labor Hours
Landscaping Buildings, Watering Flowers, Irrigation		0
# Of Building Maintenance Hours		91
# Of Park Cleaning		133.75
# Of Parks Ground Maintenance Hours		51.50
# Of Acres Mowed by Town	236.98	213.75
# Of Acres Mowed by Contractors ****	0	0
Special Projects / Special Event / Seasonal		27.25
# Of Vehicle Maintenance Hours		18.50
# Of Weed Control (0 Gallons)		0
*** HOURS NOT ADDED		
Total Labors Hours for the Month		1076.25



## FLEET MAINTENANCE DEPARTMENT

**DATE: SEPTEMBER 6, 2022**

**TO: TOWN MANAGER**  
**FROM: TERRY LAMBERT, FLEET SUPERVISOR**

**MONTH: AUGUST 2022**

DESCRIPTION	Labor Hours
Vacation / Comp. Time Used	48
Safety Meetings/Training	21.50
Holiday	0
Daily/ Weekly/ Planning & Scheduling	47.25
Sick Leave Used	0
CIP / Budgeting / Calling Vendors	35.50
Preventive Maintenance	119
General Repair's	51.25
Troubleshoot and Diagnostic	9
Tire Repair	2
Travel Time	0
Picking Up & Delivery	13.25
Building & Grounds	1
DMV/Titling	0
Inspections/Surplus	6
Assisting Other Crews	0
General Maintenance	14.25
Total Labor Hours for the Month	368



## STREET DEPARTMENT MONTHLY REPORT

DATE: SEPTEMBER 6, 2022

TO: TOWN MANAGER  
FROM: CHUCK NEWMAN, STREETS SUPERVISOR

MONTH: AUGUST 2022

DESCRIPTION	Labor Hours
Vacation / Comp. Time Taken / Sick Leave Taken / Funeral Leave	9
Holiday	0
Staff, Safety Meetings/Data Entry/Planning Schedule	134.50
Weekend Truck (1.87 Tons)	14.50
Street Sweeping (Miles Swept Main St. and Bedford Ave. 0 / Town Wide 0)	0
Litter Control (Bags Collected 0)	0
Assisting Other Crews	173
Town Wide Mowing (65.48 Miles)	384.50
Signage	4
Shoulder Stone (5 Tons)	0
Ditch & Drainage Pipe Maintenance	40
Weed Control (Gallons Sprayed 0)	0
Street Lighting	0
Dead Animal Removal/Buzzard Control	0
Decorative Street Light	55.50
Tree/Trimming/Removal	103
Storm Damage Cleanup	0
Call Duty	7.5
Vehicle/Equipment Maintenance	3
Public Works Lot Cleaning	0
Asphalting	7
Special Projects / Special Events / Seasonal	14
Total Labor Hours for the Month	949.50



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

AGENDA ITEM #: 10.D

**REPORTS AND COMMUNICATIONS**

**Title:** Altavista Police Department Monthly Report

**Staff Resource:** Chief Merricks, Altavista Police Chief

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**Action(s):**

For informational purposes

**Explanation:**

Monthly activity report from APD for the month of August 2022

**Background:**

**Funding Source(s):**

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

*Attachment 1. APD Monthly Report-August 2022*

*Attachment 2. APD PATROL ON 29-AUGUST 2022*

Altavista Police Department  
Monthly Report

2017	February	March	April	May	June	July	August	September	October	November	December	Year to Date
Uniform Traffic Summons Issued		25	31	33	21	18	37	42	24	28	49	308
Traffic Stops		40	98	146	96	31	104	113	77	88	118	911
DUI		0	1	1	2	1	0	1	3		2	11
Collisions Investigated (TREDs)		1	6	3	2	5	7	3	6		8	41
Motorist Aides			10	15	10	19	18	11	23	30	19	155
Criminal Arrests "Misdemeanor"		2	15	17	11	12	13	15	9	13	20	127
Criminal Arrests "Felony"		1	6	25	3		8	23	10	10	2	88
Warrants Executed		2	13	20	2	13	11	37	17	16	15	130
Incidents Addressed (Calls for Service)		562	639	440	385	463	450	501	472	446	403	4,344
Incidents, Offenses Reportable in RMS		15	55	61	29	45	54	54	46	36	29	424
BOLO'S (Be on Look Out)		2	5	2	7	11	9	16	6	6	12	76
Follow-Up Investigation			42.5	131.5	80	45	71	74	56	71	50	621
Citizen Contacts		1193	2105	1571	2033	2115	2540	2069	3229	3045	3591	23,491
Businesses, Residences Check "Foot Patrols"		184	377	627	659	619	553	581	798	932	874	6,204
Directed Patrol Hours		137.25	339.5	257.5	456.5	483.5	464.75	439.5	509.5	642	587	4,317
School Checks		5	35	55	44	26	48	46	34	48	46	387
Alarm Responses		4	6	29	20	20	24	16	21	36	26	202
Court Hours		8	9	10.5	10	6	7.5	7.5	16	6.5	7	88
Training Hours			32	37.5	3	8	11	3.5	2	48	91.5	236.5
Special Assignment Hours				16	5	13.5	2		7	2.5	18.5	64.5
ECO/TDO			2	5	3	3	3			4	1	21
ECO/TDO Hours			10	7	7	7.5	8.5			18.25	2	60.25
Investigation Hours		7.25	95	166	70.5	52.25	131	106.25	85.5	95.25	70	879
Bike Patrol Hours								4				4

ALTAVISTA POLICE DEPARTMENT  
2018

2018	January	February	March	April	May	June	July	August	September	October	November	December	Year to Date
Criminal Arrests "Felony"	14	4	1	4	2	14	2	3	8	3	6	5	66
Criminal Arrests "Misdemeanor"	27	16	12	12	25	24	16	9	14	14	15	22	206
Warrant Executed	28	17	16	6	23	21	13	11	15	11	17	5	183
Uniform Traffic Summons Issued	26	26	41	32	18	30	23	42	40	21	22	33	354
# Traffic Stops	119	148	159	74	85	136	126	99	81	52	61	82	1222
BOLO'S (Be on Look Out)	8	8	10	4	6	10	15	8	7	8	9	5	98
DUI	5	2	1	0	1	1	1	0	0	2	0	1	14
IBR	40	29	36	28	24	47	42	18	23	19	11	20	337
MVA	8	2	3	1	6	3	2	3	3	10	3	2	46
Assist Motorist	22	13	13	12	17	12	28	17	28	22	25	8	217
Calls for Service	419	354	378	399	337	492	400	320	422	268	324	192	4,305
Investigation Hours	71	52	47	46.5	33.5	44	38	10	31	59.5	16.5	14	463
Alarm Responses	28	10	23	14	9	26	13	20	32	8	6	7	196
ECO/TDO	2	2	3	0	0	0	0	1	1	0	1	0	10
ECO/ TDO HOURS	10.5	7.5	7	0	0	0	0	4.5	8	0	19.5	0	57
Training Hours	46.5	65	1	91.5	95.5	51.5	28	15.5	10	0	8	0	412.5
School Check	60	42	50	54	41	36	31	41	41	34	27	22	479
Court Hours	38	22.25	34.5	19.25	34.5	22.25	9	21	26.5	13	8	10.5	258.75
Community Events	3	3.25	4	9	3	0	0	0	0	3	0	1	26.25
Special Assignment Hours	27	1	0	0	10	26.5	0	0	0	4	0	0	68.5
# Hrs Directed Patrol	564	481	589	459.5	471.5	450	497	389	396	325	243	287	5,152
Bike Patrol Hours	0	0	0	0	0	18.5	0	0	0	0	0	0	18.5
Citizen Contacts	3383	3312	3730	3437	3465	3990	3142	2828	2712	2586	1657	1726	35,968
Businesses, Residences Check "Foot Patrols"	576	590	698	733	683	634	541	494	409	468	303	173	6,302
Follow Ups	55	55	67	72	25	46	67	30	76	38	24	26	581

2019

	January	February	March	April	May	June	July	August	September	October	November	December	Year to Date
Criminal Arrests "Felony"	5	1	2	1	8	1	4	2	5	7	6	2	44
Criminal Arrests "Misdemeanor"	15	8	8	9	6	6	23	13	16	8	8	7	127
Warrant Executed	10	5	8	9	4	6	5	10	12	10	15	12	106
Uniform Traffic Summons Issued	14	30	43	29	11	10	16	40	87	52	33	76	441
# Traffic Stops	28	41	94	35	15	26	74	90	153	100	72	144	872
BOLO'S (Be on Look Out)	6	3	11	5	6	4	1	10	6	3	8	8	71
DUI	1	1	1	1	0	0	3	2	3	0	1	3	16
IBR	20	20	28	16	21	17	22	20	17	17	15	23	236
MVA	1	4	1	4	3	4	1	4	4	4	5	9	44
Assist Motorist	7	30	17	16	19	11	9	7	19	13	10	13	171
Calls for Service	229	237	324	211	210	226	249	184	181	220	146	231	2,648
Investigation Hours	57	5	5.5	17	81	27	46	13	4	80	80	2	417.5
Alarm Responses	19	30	19	19	19	12	2	11	20	17	16	26	210
ECO/TDO	1	0	0	2	5	1	2	1	4	6	2	1	25
ECO/ TDO HOURS	2	0	0	1.5	3	2	11	2	23	41	9	4	98.5
Training Hours	0	3	0	0	3	25.5	13	14.5	48	22	4	80	213
School Check	62	73	42	57	67	43	73	99	89	103	93	88	889
Court Hours	29	10	31.5	14.5	5	7.5	5.5	5.5	14	8.5	13	19.5	163.5
Community Events	0	0	0	12	1	2	0	4.5	7	2	1	10	39.5
Special Assignment Hours	0	6	0	0	13	0	0	0	0	0	0	0.5	19.5
# Hrs Directed Patrol	286	207	362	180	172	99	98	125	186	209	111	177	2,212
Bike Patrol Hours	0	0	0	0	0	0	0	0	0	0	0	0	0
Citizen Contacts	1,544	1,652	2,340	1,543	1,345	1,449	1,093	1,151	1,540	2,018	1,008	1591	18,274
Businesses, Residences Check "Foot Patrols"	454	567	655	424	435	606	560	749	511	601	756	772	7,090
Follow Ups	30	35	48	35	35	28	31	27	4	13	10	18	314

2020

	January	February	March	April	May	June	July	August	September	October2	November	December	Year to Date
Criminal Arrests "Felony"	8	9	6	14	5	3	9	10	3	0	3	3	73
Criminal Arrests "Misdemeanor"	18	10	13	15	18	5	20	14	4	1	3	4	125
Warrant Executed	13	18	15	16	12	10	22	14	6	3	2	3	134
Uniform Traffic Summons Issued	97	55	30	6	12	46	12	12	8	1	25	12	316
# Traffic Stops	189	127	64	10	23	46	26	24	21	3	75	46	654
BOLO'S (Be on Look Out)	15	9	15	9	12	7	12	4	6	3	3	3	98
DUI	4	1	2	0	0	0	0	2	1	0	0	0	10
IBR	29	24	19	43	54	23	17	21	16	17	17	11	291
MVA	5	4	6	4	7	8	3	4	3	6	8	8	66
Assist Motorist	6	11	6	13	13	17	9	18	5	6	9	7	120
Calls for Service	248	214	189	261	185	164	181	231	215	140	153	95	2276
Alarm Responses	29	11	8	8	11	10	9	7	6	3	7	14	123
ECO/TDO	3	1	1	3	0	1	1	2	1	2	1	0	16
ECO/ TDO HOURS	10	9	18.5	19	0	10.5	4.5	9	4	21	3.5	0	109
Court Hours	35.5	24.5	18	1	0	2.5	15	12	5.5	3	6	6	129
Citizen Contacts	2048	880	800	515	488	416	168	311	82	132	394	131	6365
Businesses, Residences Check "Foot Patrols"	1211	838	760	793	933	627	115	150	124	67	177	57	5852
Follow Ups	10	18	10	32	55	36	41	45	14	11	15	18	305

## 2021 ALTAVISTA POLICE

	January	February	March	April	May	June	July	August	September	October	November2	December	Year to Date
Criminal Arrests "Felony"	2	2	1	1	2	1	2	1	2	6	1	4	25
Criminal Arrests "Misdemeanor"	1	4	6	10	8	6	12	10	6	6	11	16	96
Warrant Executed	6	8	1	6	5	2	4	14	6	8	11	11	82
Uniform Traffic Summons Issued	8	9	12	25	34	18	18	9	20	9	28	33	223
# Traffic Stops	41	24	56	89	123	99	54	36	62	26	67	69	746
BOLO'S (Be on Look Out)	9	2	4	7	3	6	4	1	6	0	6	3	51
DUI	1	1	2	0	0	3	0	2	0	0	0	0	9
IBR	15	19	28	27	28	44	24	18	23	18	14	25	283
MVA	10	5	20	17	8	15	11	10	8	13	8	5	130
Assist Motorist	4	9	361	11	5	16	71	10	13	6	11	20	537
Calls for Service	158	188	268	497	383	323	443	348	384	264	263	370	3,889
Alarm Responses	13	8	9	14	23	15	16	20	17	10	13	12	170
ECO/TDO	3	2	3	0	1	0	0	1	0	2	0	3	15
ECO/ TDO HOURS	6	8	26	0	6.5	0	0	0	0	28.5	0	0	75
Court Hours	6	7	11.25	6	3	2	9	5	1	4	11.5	2	67.75
Citizen Contacts	525	597	2035	1379	725	1570	2217	3611	823	1105	911	3528	19,026
Businesses, Residences Check "Foot Patrols"	272	142	273	276	190	180	148	240	128	200	156	201	2,406
Follow Ups	7	12	13	3	4	9	8	7	5	2	10	12	92

## 2022 ALTAVISTA POLICE DEPT MONTHLY REPORT

	January	February	March	April
Criminal Arrests "Felony"	7	0	4	4
Criminal Arrests "Misdemeandor"	23	15	8	14
Warrant Executed	20	10	11	16
Uniform Traffic Summons Issued	30	33	45	32
# Traffic Stops	70	115	145	99
BOLO'S (Be on Look Out)	4	5	9	3
DUI	0	1	0	2
IBR	22	28	10	18
MVA	6	14	7	10
Assist Motorist	14	4	6	9
Calls for Service	326	382	372	381
Alarm Responses	37	14	20	16
ECO/TDO	0	0	0	3
ECO/ TDO HOURS	0	0	0	7
Court Hours	2	13	3.5	5.5
Citizen Contacts	1,323	863	1525	1003
Businesses, Residences Check "Foot Patrols"	147	92	90	149
Follow Ups	24	5	5	4



May	June	July	August	Year to Date
9	5	2	2	33
17	14	8	7	106
19	18	8	9	111
48	51	73	45	357
132	114	186	176	1037
16	3	4	6	50
4	2	2	3	14
32	18	16	13	157
10	9	13	12	81
12	22	6	12	85
501	433	418	387	3,200
27	18	20	20	172
1	1	0	0	5
3	10	0	0	20
3	2	6	13.5	48.5
1732	609	1616	2006	10,677
223	458	232	276	1,667
7	6	1	0	52

# APD PATROL ON 29—AUGUST 2022

Patrol on 29-August 2022				
	Location	Time	Officer	Disposition
1-Aug	29 SB	2303-2331	Williams	Traffic Stop
4-Aug	Rt 29	0003-	C Earhart	Disabled Vehicle
7-Aug	29 SB	1230-1243	S Earhart	Traffic Stop
7-Aug	29 SB	0023-0040	Williams	Traffic Stop
7-Aug	29 SB	0045-0100	Williams	Traffic Stop
8-Aug	Rt 29	1937-	C Earhart	Disabled Vehicle
8-Aug	Rt 29/Main	2259-	C Earhart	Traffic Stop
8-Aug	Rt 29/Main	2259-2306	Pugh	Traffic Stop
8-Aug	Rt 29	0021-0039	Pugh	Traffic Stop
9-Aug	Rt 29/Bedford	2156-	C Earhart	Disabled Vehicle
9-Aug	Rt 29	2305-	C Earhart	Traffic Stop
9-Aug	Rt 29	2305-2313	Pugh	Traffic Stop
9-Aug	Rt 29	1615-1631	Smith	MVC
10-Aug	29 SB	2336-0227	Williams	Traffic Stop/DUI
10-Aug	29 SB	2338-0032	S Earhart	Traffic Stop
11-Aug	29 NB	0318-0330	Williams	Disabled Vehicle
11-Aug	29 NB/Lynch Mill	0318-0330	S Earhart	Disabled Vehicle
12-Aug	Rt 29	1029-1049	Smith	Assist EMS
12-Aug	Rt 29/Main	2107-	C Earhart	Traffic Stop
12-Aug	Rt 29/Main	0030-	C Earhart	Traffic Stop
12-Aug	Rt 29/Main	0320-	C Earhart	Traffic Stop
12-Aug	Rt 29/Main	2107-2113	Pugh	Traffic Stop
12-Aug	Rt 29/Main	0030-0103	Pugh	Traffic Stop
12-Aug	Rt 29/Main	0320-0358	Pugh	Traffic Stop
13-Aug	Rt 29	1021-1033	Anthony	Traffic Stop
17-Aug	Rt 29	1502-1515	Anthony	Traffic Stop
17-Aug	Rt 29/RBF	2348-0103	Pugh	MVC
17-Aug	RBF	2348-	C Earhart	MVC
18-Aug	Rt 29	1636-1652	Smith	MVC
18-Aug	Rt 29	2224-	C Earhart	Traffic Stop
18-Aug	Rt 29	2244-	C Earhart	Alarm
18-Aug	Rt 29/Main	0038-	C Earhart	Traffic Stop
18-Aug	Rt 29/Main	0142-	C Earhart	Traffic Stop
18-Aug	Rt 29	2224-2236	Pugh	Traffic Stop
18-Aug	Rt 29	2244-2247	Pugh	Alarm
18-Aug	Rt 29/Main	0142-0202	Pugh	Traffic Stop
19-Aug	29 SB	2235-2310	Williams	Disabled Vehicle
19-Aug	29 SB	0111-0131	Williams	Traffic Stop
19-Aug	29 NB	0618-0623	Williams	Traffic Stop
21-Aug	29 SB	2118-2136	Williams	Traffic Stop
21-Aug	29 SB	2146-2200	Williams	Traffic Stop
21-Aug	Rt 29	1735-1735	Abbott	Traffic Stop
22-Aug	29 SB	0319-0330	S Earhart	Traffic Stop
22-Aug	29 SB	0529-0535	S Earhart	Traffic Stop
22-Aug	Rt 29	0319-	C Earhart	Traffic Stop
22-Aug	Rt 29	529-	C Earhart	Traffic Stop
24-Aug	29 NB	0520-0541	Williams	Traffic Stop
25-Aug	Rt 29	1643-1651	Smith	Traffic Stop
25-Aug	Rt 29	1723-1730	Smith	Traffic Stop
25-Aug	Rt 29	1743-1749	Smith	Traffic Stop
25-Aug	Rt 29	0616-0619	Smith	Traffic Stop
25-Aug	29 SB	2153-2208	Williams	Traffic Stop
26-Aug	29 NB	0003-0213	Williams	Vehicle Pursuit
27-Aug	Rt 29	0046-0109	Pugh	Traffic Stop
27-Aug	Rt 29/Clarion	1627-1637	Anthony	Traffic Stop
27-Aug	Rt 29	2223-	C Earhart	Traffic Stop
27-Aug	Rt 29/Main	2223-2233	Pugh	Traffic Stop
28-Aug	Rt 29	0949-0959	Anthony	BOL
28-Aug	Rt 29	1557-1602	Anthony	Hazard
28-Aug	Rt 29	1648-1648	Anthony	BOL
28-Aug	29 SB	1806-1830	S Earhart	Disabled Vehicle
29-Aug	29 SB	2248-2302	Williams	Traffic Stop
28-Aug	Rt 29	2148-	C Earhart	BOL
28-Aug	Rt 29	2159-	C Earhart	Traffic Stop
28-Aug	Rt 29	2150-2200	Pugh	BOL



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

AGENDA ITEM #: 10.E

**REPORTS AND COMMUNICATIONS**

**Title: Departmental Reports - Finance**

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

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**Action(s):**

**Explanation:**

**Background:**

**Funding Source(s):**

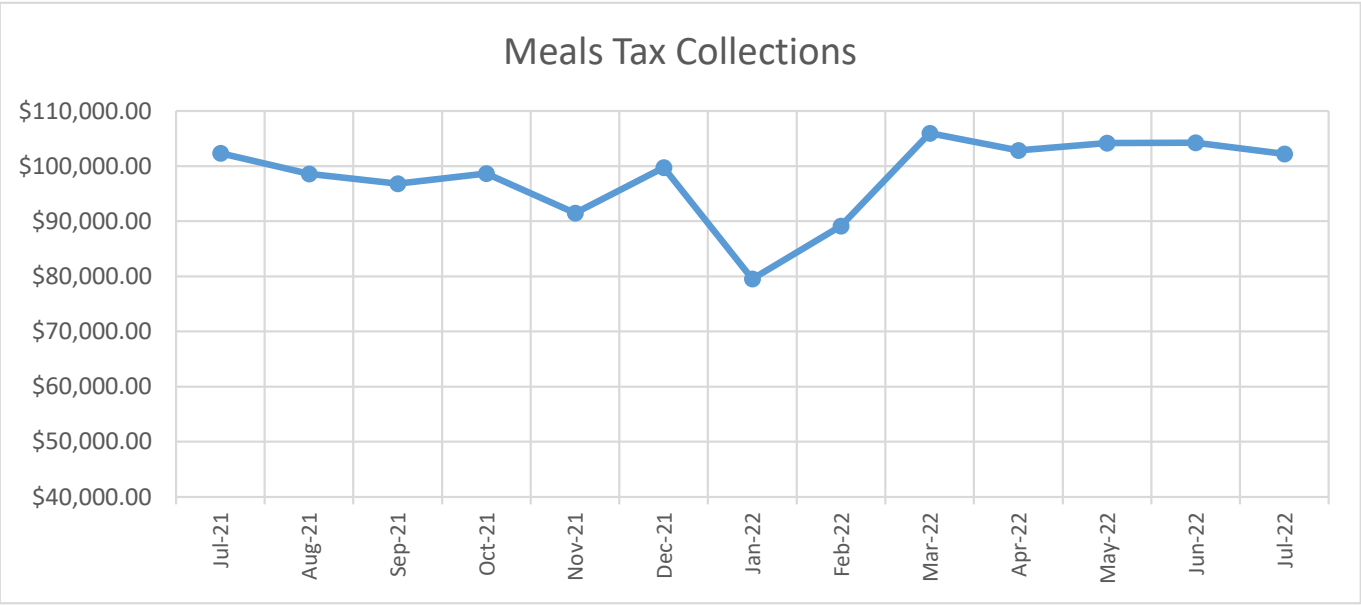
**Attachments:** *(click item to open)*

*Attachment 1. Meals Tax Report*

*Attachment 2. Sales Tax Report*

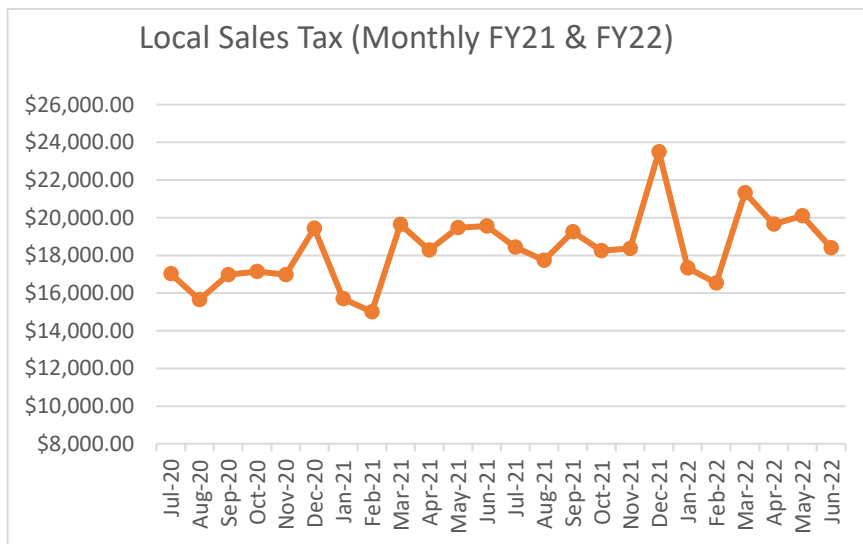
*Attachment 3. Lodging Tax Report*

*Attachment 4. Cigarette Tax Report*



**Town of Altavista  
Local Sales Tax**

Jul-20	\$17,032	<b><u>YTD TOTAL (FY)</u></b>	
Aug-20	\$15,648	FY2018	\$171,886
Sep-20	\$16,975	FY2019	\$169,649
Oct-20	\$17,144	FY2020	\$170,672
Nov-20	\$16,974	FY2021	\$210,836
Dec-20	\$19,443	<b><u>MTD TOTAL (FY)</u></b>	
Jan-21	\$15,691	FY2021	\$210,836
Feb-21	\$15,004	FY2022	\$228,889
Mar-21	\$19,642	+/-	\$18,053
Apr-21	\$18,276	Budgeted:	\$180,000
May-21	\$19,461	+/-	-\$48,889
Jun-21	\$19,547	% of Budget	117.13%
Jul-21	\$18,437		
Aug-21	\$17,735		
Sep-21	\$19,246		
Oct-21	\$18,249		
Nov-21	\$18,373		
Dec-21	\$23,498		
Jan-22	\$17,336		
Feb-22	\$16,524		
Mar-22	\$21,319		
Apr-22	\$19,664		
May-22	\$20,106		
Jun-22	\$18,402		

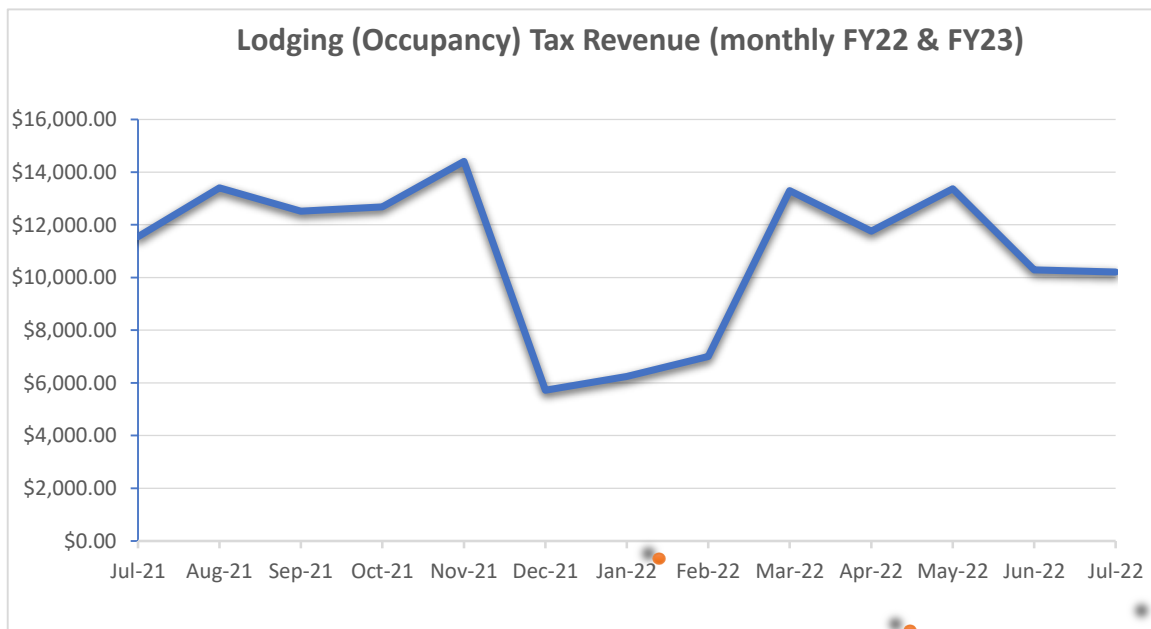


# **Town of Altavista Lodging (Occupancy) Tax**

Jul-21	\$11,551		
Aug-21	\$13,399		
Sep-21	\$12,518		
Oct-21	\$12,686		
Nov-21	\$14,408		
Dec-21	\$5,722		
Jan-22	\$6,248		
Feb-22	\$7,000		
Mar-22	\$13,294		
Apr-22	\$11,765		
May-22	\$13,365		
Jun-22	\$10,288		
Jul-22	\$10,206		
Aug-22			
Sep-22			
Oct-22			
Nov-22			
Dec-22			
Jan-23			
Feb-23			
Mar-23			
Apr-23			
May-23			
Jun-23			

		<b>FISCAL YEAR</b>	
		<b>TOTAL</b>	
FY2022			\$132,244
		<b>MTD TOTAL (FY)</b>	
FY2022			\$11,551
FY2023			\$10,206
+/-			-\$1,345
<b>Budgeted:</b>			<b>\$99,500</b>
+/-			-\$89,294
%/Budget:			10.26%



# Town of Altavista Local Cigarette Tax

Jul-20	\$7,556		
Aug-20	\$7,500		
Sep-20	\$11,250	FY2019	\$140,288
Oct-20	\$11,306	FY2020	\$124,684
Nov-20	\$11,250	FY2021	\$101,612
Dec-20	\$11,250	FY2022	\$93,885
Jan-21	\$125		
Feb-21	\$3,750		
Mar-21	\$15,000		
Apr-21	\$7,500		
May-21	\$7,500		
Jun-21	\$7,625		
Jul-21	\$7,500		
Aug-21	\$15,000		
Sep-21	\$7,650		
Oct-21	\$7,500		
Nov-21	\$11,235		
Dec-21	\$7,500		
Jan-22	\$0		
Feb-22	\$0		
Mar-22	\$15,000		
Apr-22	\$7,500		
May-22	\$7,500		
Jun-22	\$7,500		
Jul-22	\$26,250		
Aug-22	\$3,750		
Sep-22			
Oct-22			
Nov-22			
Dec-22			
Jan-23			
Feb-23			
Mar-23			
Apr-23			
May-23			
Jun-23			

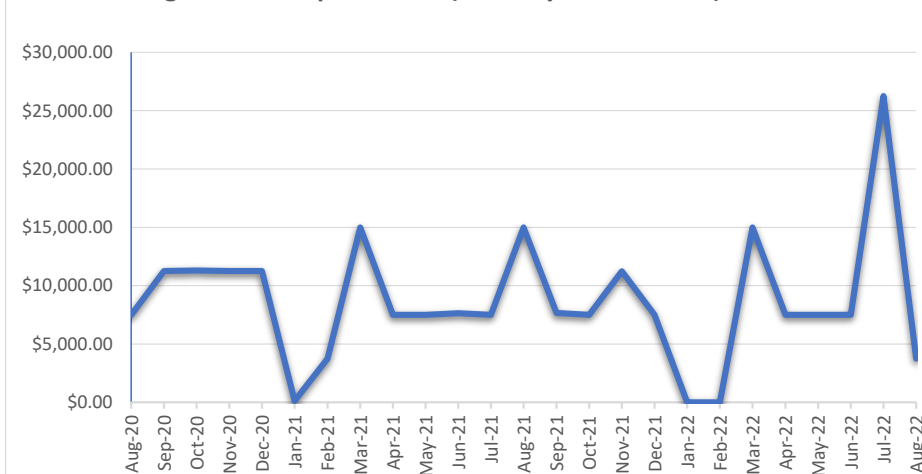
## FISCAL YEAR

### TOTAL

## MTD TOTAL (FY)

**Budgeted:** \$100,000  
+/- -\$70,000  
%/Budget: 30.00%

Cigarette Stamp Revenue (monthly FY22 & FY23)





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

AGENDA ITEM #: 10.F

**REPORTS AND COMMUNICATIONS**

**Title: Town Council Monthly Meeting Calendars**

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

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**Action(s):**

Informational Item

**Explanation:**

Altavista Town Council's monthly meeting calendars for September and October, 2022.

**Background:**

**Funding Source(s):**

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

*Attachment 1. Council Calendar - September 2022*

*Attachment 2. Town Council Meeting Calendar-October 2022*



# SEPTEMBER 2022

Sunday	Monday	Tuesday	Weds.	Thursday	Friday	Saturday
				1	2	3
4	5 <b><u>Town Offices</u></b> CLOSED for <b>Labor Day</b>	6 <b><u>Planning Commission</u></b> 5pm	7	8 <b><u>AOT Meeting</u></b> 6pm	9	10 <b><u>Avoca Festival</u></b> 12noon-6pm
11	12	13 <b><u>Council Meeting</u></b> 6pm	14	15	16	17
18 <b><u>Town Audit</u></b> September 19th-23rd	19	20 <b><u>Recreation Committee Mtg.</u></b> 5:30pm	21 <b>Autumn begins</b>	22	23	24
25	26	27 <b><u>AEDA</u></b> Mtg. 8:15am  <b><u>Council Work Session</u></b> 5pm	28	29	30	

# October 2022

Sunday	Monday	Tuesday	Weds.	Thursday	Friday	Saturday
			<u>Scarecrow Stroll</u> in Downtown Altavista October 1st - 31st			1 <u>BBQ Festival</u> 12noon – 8:30pm
2	3 <b>Planning Commission</b> 5:00 pm	4	5	6	7	8
9	10 <i>Columbus Day</i>	11 <u>Town Council</u> Mtg. 6pm	12 <b>Chamber Board Mtg</b> 3:30pm	13 <u>AOT Meeting</u> 5:00pm	14	15
16	17	18 <b>Recreation Committee</b> 5:30pm	19	20	21	22
23	24	25 <u>Council Work Session</u> 5:00 pm	26	27	28	29
30	31			<b>NOTES:</b> <u>AEDA Meeting</u> 10.25.22 8:15 am	<b>NOTES:</b> <u>Town Taxes</u> are mailed out In October	<b>NOTES:</b> <u>Training</u> for Town Managers and Directors 10/19/22 9am-1pm



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

AGENDA ITEM #: 12.A

**CLOSED SESSION**

**Title: Town Council Closed Session**

**Staff Resource: Gary Shanaberger, Town Manager**

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**Action(s):**

Convene in Closed Session - after deliberation, inform staff of any actions taken.

**Explanation:**

***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.

**Background:**

**Funding Source(s):**

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

*Attachment. CLOSED SESSION Document Re: Section 2.2-3711 (A)(5)*

## TOWN COUNCIL CLOSED SESSION

DATE: Tuesday, September 13th, 2022

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

*Section 2.2-3711 (A)(5)* Discussion concerning a prospective business or industry or the expansion of an existing industry where no previous announcement has been made of the business' or industry's interest in locating or expanding its facilities in the community.

The motion was made by \_\_\_\_\_ and seconded by \_\_\_\_\_.

Motion carried.

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

Town Council went into Closed Session at \_\_\_\_\_ PM.

Notice was given that Council was back in regular session at \_\_\_\_\_ PM.

### FOLLOWING CLOSED SESSION:

A motion was made by \_\_\_\_\_, seconded by \_\_\_\_\_, to adopt the certification of a closed meeting.

### CERTIFICATION OF CLOSED MEETING

WHEREAS, the Town Council has convened a closed meeting on this date pursuant to an affirmative recorded vote and in accordance with provisions of The Virginia Freedom of Information Act; and

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

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

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

Adjourned at \_\_\_\_\_ p.m.

Action(s): \_\_\_\_\_