



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

**Tuesday, February 8, 2022
6:00 PM - 510 7th Street
Altavista, VA 24517**

1. CALL TO ORDER, INVOCATION AND PLEDGE OF ALLEGIANCE

2. AGENDA ADOPTION

3. RECOGNITIONS AND PRESENTATIONS

3.A [Changes in TOA Staff - January 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 that the Citizen's Time is **NOT** a question-and-answer session between the public and the Council.)*

5. PARTNER UPDATES

This is an opportunity for our Town and Community Partners to provide Town Council with an overview of their monthly schedule of upcoming events and activities.

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

5.B [Altavista On Track \(AOT\)](#)

6. CONSENT AGENDA

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

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

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

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

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

6.B [Bid recommendation for Lynch Creek](#)

[Attachment 1. Bid Recommendation Lynch Creek.pdf](#)

[Attachment 2. Bid Tabulation Lynch Creek.pdf](#)

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

[Attachment 1. Council Work Session 11.23.21](#)

[Attachment 2. Council Meeting 12.14.21](#)

[Attachment 3. Council Meeting 1.11.22](#)

7. PUBLIC HEARING(S)

8. NEW BUSINESS

8.A [2023 CIP Purchases](#)

Attachment. Copy of CIP vehicle Equipment Order List

- 8.B Funding request for the Sedimentation and Solids Handling Improvement Project at the Water Plant.

9. UNFINISHED BUSINESS

10. REPORTS AND COMMUNICATIONS

10.A Brownfields Grant Project Update

Attachment. Brownfields Update - Cardno Email

10.B Project Status Reports from Engineers.

Attachment 1. 012722 Altavista Status Report All Projects Peed & Bortz

Attachment 2. (02.02.22) Melinda HPZ Progress Report

Attachment 3. McMinnis Water Status Update 2-2-22

Attachment 4. Lynch Creek Sewer Status Update 2-2-22

10.C Public Services Monthly Reports

Attachment 1. BUILDINGS AND GROUNDS MONTHLY REPORT JANUARY 2022.docx

Attachment 2. FLEET MAINTENANCE DEPARTMENT-JANUARY 2022.docx

Attachment 3. FLEET MAINTENANCE DEPARTMENT-JANUARY 2022.docx

10.D Utility Report

Attachment. January 2022 Monthly Report for Council Members

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 Departmental Reports - Administration

Attachment 1. Rentals and Cemetery

10.G AOT Monthly Report

Attachment. AOT Monthly Report - January 2022

10.H Community Development Monthly Report

Attachment. CD January 2022 Monthly Report

10.I Town Council Meeting Calendars

Attachment 1. Council Calendar February 2022

Attachment 2. Council Calendar - March 2022

10.J Police Department Monthly Report

Attachment 1. Altavista PD Monthly Report-January 2022

Attachment 2. Patrol on 29-January 2022

11. MATTERS FROM COUNCIL

12. CLOSED SESSION (PROPER CERTIFICATIONS WILL BE PROVIDED)

12.A [Town Council Closed Session](#)

[Attachment. CLOSED SESSION. Section 2.2-3711 \(A\)\(3\)](#)

13. ADJOURNMENT

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



TOWN OF ALTAVISTA
TOWN COUNCIL
REGULAR MEETING
February 8, 2022
AGENDA COVER SHEET

AGENDA ITEM #: 3.A

RECOGNITIONS AND PRESENTATIONS

Title: Changes in TOA Staff - January 2022

Staff Resource: Jo Ann Myers, Human Resources

Action(s):

Informational Only

Explanation:

New Hire Listing:

Gary Shanaberger, Town Manager, Administration Department

Alan Adkins, Sr. Maintenance Specialist, Public Works Dept.

Departure Listing:

George Sandridge, Main Street Coordinator, Administration

Bryan Mawyer, Water Plant Manager, Utilities Department/Water

Background:

Funding Source(s):

Attachments: *(click item to open)*



TOWN OF ALTAVISTA
TOWN COUNCIL
REGULAR MEETING
February 8, 2022
AGENDA COVER SHEET

AGENDA ITEM #: 5.A

PARTNER UPDATES

Title: Altavista Area Chamber of Commerce

Staff Resource: Grace Mattox, Chamber of Commerce Executive Director

Action(s):

Informational Only

Explanation:

Ms. Mattox will give Town Council a brief update on the Chamber's latest activities and also their upcoming events.

Background:

Funding Source(s):

N /A

Attachments: *(click item to open)*



TOWN OF ALTAVISTA
TOWN COUNCIL
REGULAR MEETING
February 8, 2022
AGENDA COVER SHEET

AGENDA ITEM #: 5.B

PARTNER UPDATES

Title: Altavista On Track (AOT)

Staff Resource: Sharon D. Williams, Community Development Director

Action(s):

Informational Only

Explanation:

per Ms. Williams, Reverend Ed Soto, Altavista On Track Board President, will be present to provide Town Council with AOT's most recent updates, and any new information pertaining to upcoming events.

Background:

Funding Source(s):

N / A

Attachments: *(click item to open)*



TOWN OF ALTAVISTA
TOWN COUNCIL
REGULAR MEETING
February 8, 2022
AGENDA COVER SHEET

AGENDA ITEM #: 6.A

CONSENT AGENDA

Title: Acceptance of Monthly Financial Reports

Staff Resource: Tobie Shelton, Director of Finance and Administration

Action(s):

Accept the Monthly Financial Reports

Explanation:

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

Background:

Funding Source(s):

Attachments: *(click item to open)*

Attachment 1. January 2022 Check Register

Attachment 2. January 2022 Revenue Report

Attachment 3. January 2022 Expenditure Report

Attachment 4. January 2022 Reserve Balance / Investment Report

CHECK NO	VENDOR NO	VENDOR NAME	CHECK DATE	CHECK AMOUNT	DATE CLEARED	BANK CODE	STATUS	ORIGINAL AMOUNT
42624	6	ALTAVISTA AREA YMCA	01/06/2022	25,000.00		00	OUTSTANDING	
42625	303	ALTAVISTA CHAMBER OF COMMERCE	01/06/2022	7,500.00		00	OUTSTANDING	
42626	170	ALTAVISTA ON TRACK	01/06/2022	9,594.50		00	OUTSTANDING	
42627	918	APPLE FORD	01/06/2022	2,922.48		00	OUTSTANDING	
42628	886	AT&T MOBILITY	01/06/2022	344.16		00	OUTSTANDING	
42629	103	BEACON CREDIT UNION	01/06/2022	230.00		00	OUTSTANDING	
42630	1004	TAYLOR HUDSON BERGER	01/06/2022	50.00		00	OUTSTANDING	
42631	991	BERKLEY GROUP LLC	01/06/2022	40,320.00		00	OUTSTANDING	
42632	12	BRENNTAG MID-SOUTH INC	01/06/2022	1,200.86		00	OUTSTANDING	
42633	16	CAMPBELL COUNTY UTILITIES & SE	01/06/2022	4,211.20		00	OUTSTANDING	
42634	19	CARTER MACHINERY CO INC	01/06/2022	2,764.57		00	OUTSTANDING	
42635	427	CENTURYLINK	01/06/2022	618.16		00	OUTSTANDING	
42636	9999998	CLAIRE PARKER FOUNDATION	01/06/2022	150.00		00	OUTSTANDING	
42637	28	COLUMBIA GAS	01/06/2022	1,819.03		00	OUTSTANDING	
42638	977	JOSEPH C CONLEY JR PHD	01/06/2022	600.00		00	OUTSTANDING	
42639	32	CONTROL EQUIPMENT CO INC	01/06/2022	168.37		00	OUTSTANDING	
42640	994	LARRY DALTON	01/06/2022	538.43		00	OUTSTANDING	
42641	738	CHERYL DUDLEY	01/06/2022	25.27		00	OUTSTANDING	
42642	20	J JOHNSON ELLER JR	01/06/2022	2,000.00		00	OUTSTANDING	
42643	38	FIRST NATIONAL BANK	01/06/2022	49,133.76		00	OUTSTANDING	
42644	52	HACH COMPANY	01/06/2022	205.38		00	OUTSTANDING	
42645	9999998	HARKER, EMILEE	01/06/2022	150.00		00	OUTSTANDING	
42646	337	HIGHVIEW MOTORS INC	01/06/2022	1,971.80		00	OUTSTANDING	
42647	332	HURT & PROFFITT INC	01/06/2022	6,869.50		00	OUTSTANDING	
42648	57	ICMA RETIREMENT TRUST-457 #304	01/06/2022	270.00		00	OUTSTANDING	
42649	386	IDS SECURITY	01/06/2022	72.00		00	OUTSTANDING	
42650	566	INTEGRATED TECHNOLOGY GROUP IN	01/06/2022	6,100.32		00	OUTSTANDING	
42651	935	MATTERN & CRAIG INC	01/06/2022	1,799.00		00	OUTSTANDING	
42652	853	THOMAS MERRICKS	01/06/2022	3,380.00		00	OUTSTANDING	
42653	138	MID ATLANTIC PRINTERS LTD	01/06/2022	6,080.00		00	OUTSTANDING	
42654	816	PACE ANAYLTICAL SERVICES LLC	01/06/2022	431.38		00	OUTSTANDING	
42655	9999998	PATTERSON, JENNIFER	01/06/2022	150.00		00	OUTSTANDING	
42656	843	BETTY PICKERAL	01/06/2022	1,150.00		00	OUTSTANDING	
42657	884	RESERVE ACCOUNT	01/06/2022	2,000.00		00	OUTSTANDING	
42658	80	SOUTHSIDE ELECTRIC COOP	01/06/2022	1,182.55		00	OUTSTANDING	
42659	778	SPRINT	01/06/2022	1,465.75		00	OUTSTANDING	
42660	1019	STAR NEWS CORPORATION	01/06/2022	150.00		00	OUTSTANDING	
42661	872	TIAA COMMERCIAL FINANCE INC	01/06/2022	153.00		00	OUTSTANDING	
42662	85	TREASURER OF VA /CHILD SUPPORT	01/06/2022	703.88		00	OUTSTANDING	
42663	1020	TRUIST GOVERNMENTAL FINANCE	01/06/2022	261,417.59		00	OUTSTANDING	
42664	900	US BANK EQUIPMENT FINANCE	01/06/2022	232.66		00	OUTSTANDING	
42665	39	ALL POINTS EAP & ORGANIZATIONA	01/13/2022	772.50		00	OUTSTANDING	
42666	901	ANDERSON CONSTRUCTION INC	01/13/2022	14,111.30		00	OUTSTANDING	
42667	9999997	ANTER, ROBIN M	01/13/2022	80.61		00	OUTSTANDING	
42668	103	BEACON CREDIT UNION	01/13/2022	230.00		00	OUTSTANDING	
42669	1	BRYAN MAWYER	01/13/2022	377.00		00	OUTSTANDING	
42670	294	BUSINESS CARD	01/13/2022	13,927.66		00	OUTSTANDING	
42671	583	CAMPBELL COUNTY PUBLIC LIBRARY	01/13/2022	946.20		00	OUTSTANDING	
42672	335	CNA SURETY	01/13/2022	225.00		00	OUTSTANDING	
42673	874	CORPORATE MEDICAL SERVICES	01/13/2022	192.00		00	OUTSTANDING	
42674	526	DAVENPORT ENERGY INC	01/13/2022	378.32		00	OUTSTANDING	

CHECK NO	VENDOR NO	VENDOR NAME	CHECK DATE	CHECK AMOUNT	DATE CLEARED	BANK CODE	STATUS	ORIGINAL AMOUNT
42675	164	DMV	01/13/2022	225.00		00	OUTSTANDING	
42676	36	DOMINION VIRGINIA POWER	01/13/2022	48,027.59		00	OUTSTANDING	
42677	301	ENGLISH'S LLC	01/13/2022	324.82		00	OUTSTANDING	
42678	1021	ENNIS INC/MAJOR BUSINESS SYSTE	01/13/2022	637.60		00	OUTSTANDING	
42679	945	GREGORY W SMITH ATTORNEY AT LA	01/13/2022	120.00		00	OUTSTANDING	
42680	50	GRETNA TIRE INC	01/13/2022	1,308.00		00	OUTSTANDING	
42681	858	PAUL HILL	01/13/2022	100.00		00	OUTSTANDING	
42682	332	HURT & PROFFITT INC	01/13/2022	1,800.00		00	OUTSTANDING	
42683	57	ICMA RETIREMENT TRUST-457 #304	01/13/2022	270.00		00	OUTSTANDING	
42684	1022	IWORQ SYSTEMS INC	01/13/2022	4,000.00		00	OUTSTANDING	
42685	892	J & J PORTAPOTTY INC	01/13/2022	170.00		00	OUTSTANDING	
42686	9999997	KOLITWENZEW, MARINA CATHERINE	01/13/2022	72.35		00	OUTSTANDING	
42687	9999997	MARSHALL, DESHANTA	01/13/2022	12.05		00	OUTSTANDING	
42688	300	NAPA AUTO PARTS	01/13/2022	2,279.24		00	OUTSTANDING	
42689	454	O'REILLY AUTOMOTIVE INC	01/13/2022	36.39		00	OUTSTANDING	
42690	67	ORKIN PEST CONTROL LLC	01/13/2022	328.00		00	OUTSTANDING	
42691	798	PEED & BORTZ LLC	01/13/2022	23,701.00		00	OUTSTANDING	
42692	857	RIVERSTREET NETWORKS	01/13/2022	367.01		00	OUTSTANDING	
42693	76	RYDIN DECAL	01/13/2022	262.02		00	OUTSTANDING	
42694	331	SGS NORTH AMERICA INC	01/13/2022	1,620.00		00	OUTSTANDING	
42695	965	SWAGIT PRODUCTIONS LLC	01/13/2022	4,740.00		00	OUTSTANDING	
42696	628	TENCARVA MACHINERY CO	01/13/2022	5,796.65		00	OUTSTANDING	
42697	186	THE NEWS & ADVANCE	01/13/2022	544.00		00	OUTSTANDING	
42698	996	TONEY CONSTRUCTION INC	01/13/2022	109,250.00		00	OUTSTANDING	
42699	124	TREASURER OF VA	01/13/2022	690.00		00	OUTSTANDING	
42700	85	TREASURER OF VA /CHILD SUPPORT	01/13/2022	703.88		00	OUTSTANDING	
42701	35	TREASURER OF VA/VITA	01/13/2022	6.62		00	OUTSTANDING	
42702	92	UNIFIRST CORP	01/13/2022	1,804.28		00	OUTSTANDING	
42703	95	UNITED WAY OF CENTRAL VA	01/13/2022	112.00		00	OUTSTANDING	
42704	601	VACORP	01/13/2022	328.78		00	OUTSTANDING	
42705	110	VUPS INC	01/13/2022	44.10		00	OUTSTANDING	
42706	756	WAGeworks INC	01/13/2022	122.32		00	OUTSTANDING	
42707	9999997	WALLER, SHARON MARIE	01/13/2022	47.01		00	OUTSTANDING	
42708	551	WOHLFORD, LARRY	01/13/2022	84.00		00	OUTSTANDING	
42709	9	AFLAC	01/26/2022	2,843.83		00	OUTSTANDING	
42710	91	ANTHEM BLUE CROSS/BLUE SHIELD	01/26/2022	38,991.00		00	OUTSTANDING	
42711	991	BERKLEY GROUP LLC	01/26/2022	2,770.40		00	OUTSTANDING	
42712	967	CARDNO INC	01/26/2022	8,418.63		00	OUTSTANDING	
42713	427	CENTURYLINK	01/26/2022	615.64		00	OUTSTANDING	
42714	9999999	CONTERRA ULTRA BROADBAND LLC	01/26/2022	153.91		00	OUTSTANDING	
42715	32	CONTROL EQUIPMENT CO INC	01/26/2022	13,771.06		00	OUTSTANDING	
42716	1011	COTTLE MULTI-MEDIA INC	01/26/2022	5,000.00		00	OUTSTANDING	
42717	125	CVCJA	01/26/2022	563.50		00	OUTSTANDING	
42718	36	DOMINION VIRGINIA POWER	01/26/2022	51,627.54		00	OUTSTANDING	
42719	394	ELECTRONIC SYSTEMS INC	01/26/2022	5.90		00	OUTSTANDING	
42720	20	J JOHNSON ELLER JR	01/26/2022	2,052.00		00	OUTSTANDING	
42721	937	ENGLISH CONSTRUCTION CO INC	01/26/2022	59,570.36		00	OUTSTANDING	
42722	41	FISHER SCIENTIFIC	01/26/2022	896.38		00	OUTSTANDING	
42723	43	FOSTER FUELS INC	01/26/2022	38,681.43		00	OUTSTANDING	
42724	916	GRANITE TELECOMMUNICATIONS	01/26/2022	691.75		00	OUTSTANDING	
42725	332	HURT & PROFFITT INC	01/26/2022	3,000.00		00	OUTSTANDING	

CHECK NO	VENDOR NO	VENDOR NAME	CHECK DATE	CHECK AMOUNT	DATE CLEARED	BANK CODE	STATUS	ORIGINAL AMOUNT
42726	58	INSTRUMENTATION SERVICES INC	01/26/2022	708.00		00	OUTSTANDING	
42727	566	INTEGRATED TECHNOLOGY GROUP IN	01/26/2022	1,725.01		00	OUTSTANDING	
42728	218	MINNESOTA LIFE	01/26/2022	144.37		00	OUTSTANDING	
42729	816	PACE ANAYLTICAL SERVICES LLC	01/26/2022	407.28		00	OUTSTANDING	
42730	72	PHYSICIANS TREATMENT CENTER	01/26/2022	275.00		00	OUTSTANDING	
42731	1007	PINEY RIDGE CONTRACTING & CONS	01/26/2022	119,847.45		00	OUTSTANDING	
42732	588	PITNEY BOWES	01/26/2022	1,020.99		00	OUTSTANDING	
42733	655	RALPH M FARMER PAINTING	01/26/2022	3,260.00		00	OUTSTANDING	
42734	80	SOUTHSIDE ELECTRIC COOP	01/26/2022	1,180.35		00	OUTSTANDING	
42735	778	SPRINT	01/26/2022	1,532.66		00	OUTSTANDING	
42736	793	XEROX FINANCIAL SERVICES	01/26/2022	415.78		00	OUTSTANDING	

BANK: 00 *****

NO. OF CHECKS:	113	CHECKS OUTSTANDING	1,046,471.12 ***	
OUTSTANDING CHECKS:	113	RECONCILED CHECKS:	VOID CHECKS:	
1,046,471.12		.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:	113	TOTAL CHECKS	1,046,471.12	***				
OUTSTANDING CHECKS:	113	RECONCILED CHECKS:						
	1,046,471.12		.00	.00				.00

TOWN OF ALTAVISTA
REVENUE REPORT
58% OF YEAR LAPSED

ACCOUNTING PERIOD 07/2022

TOWN OF ALTAVISTA

FUND 010		GENERAL FUND		*****	CURRENT	*****	*****	YEAR-TO-DATE	*****	ANNUAL	UNREALIZED
ACCOUNT		ACCOUNT DESCRIPTION		ESTIMATED	ACTUAL	%REV	ESTIMATED	ACTUAL	%REV	ESTIMATE	BALANCE
300		TAXES									
301		PROPERTY TAXES									
	01 00	REAL PROPERTY CURRENT		17,666	4,328.23	25	123,662	200,582.71	162	212,000	11,417.29
301	**	PROPERTY TAXES		17,666	4,328.23	25	123,662	200,582.71	162	212,000	11,417.29
302		PUBLIC SERVICE									
	01 00	REAL & PERSONAL CURRENT		7,612	153.91-	2	53,284	87,947.67	165	91,350	3,402.33
302	**	PUBLIC SERVICE		7,612	153.91-	2	53,284	87,947.67	165	91,350	3,402.33
303		PERSONAL PROPERTY									
	01 00	CURRENT		21,166	2,594.97	12	148,162	165,803.77	112	254,000	88,196.23
	03 00	PPTRA		8,333	.00		58,331	4.00-		100,000	100,004.00
303	**	PERSONAL PROPERTY		29,499	2,594.97	9	206,493	165,799.77	80	354,000	188,200.23
304		MACHINERY & TOOLS									
	01 00	CURRENT		165,000	.00		1,155,000	2,056,589.57	178	1,980,000	76,589.57-
304	**	MACHINERY & TOOLS		165,000	.00		1,155,000	2,056,589.57	178	1,980,000	76,589.57-
305		MOBILE HOME									
	01 00	CURRENT		12	3.35	28	84	97.45	116	150	52.55
305	**	MOBILE HOME		12	3.35	28	84	97.45	116	150	52.55
306		PENALTIES & INTEREST									
	01 00	PENALTIES		375	450.47	120	2,625	2,390.47	91	4,500	2,109.53
	02 00	INTEREST		291	460.53	158	2,037	1,780.55	87	3,500	1,719.45
306	**	PENALTIES & INTEREST		666	911.00	137	4,662	4,171.02	90	8,000	3,828.98
307		LOCAL									
	01 00	SALES & USE		15,000	18,373.15	123	105,000	92,040.05	88	180,000	87,959.95
	02 00	ELECTRIC, GAS & TELEPHONE		9,500	9,846.27	104	66,500	57,005.57	86	114,000	56,994.43
	03 00	MOTOR VEHICLE LICENSES		3,833	1,180.22	31	26,831	38,582.84	144	46,000	7,417.16
	04 00	BANK STOCK		14,166	.00		99,162	.00		170,000	170,000.00
	05 00	HOTEL & MOTEL		6,666	5,722.27	86	46,662	63,413.98	136	80,000	16,586.02
	06 00	MEAL		82,500	98,627.38	120	577,500	581,676.55	101	990,000	408,323.45
	07 00	AUDIT REVENUE		0	.00		0	.00		0	.00
	08 00	CONTAINER RENTAL FEE		150	1,600.00	1067	1,050	1,650.00	157	1,800	150.00
	09 00	COMMUNICATIONS TAX		2,500	2,427.05	97	17,500	12,330.73	71	30,000	17,669.27
	10 00	TRANSIT PASSENGER REVENUE		417	460.69	111	2,919	2,137.16	73	5,000	2,862.84
	11 00	CIGARETTE TAX		10,833	.00		75,831	56,385.00	74	130,000	73,615.00
	12 00	MOBILE RESTAURANT PERMIT		12	.00		84	.00		150	150.00
307	**	LOCAL		145,577	138,237.03	95	1,019,039	905,221.88	89	1,746,950	841,728.12

TOWN OF ALTAVISTA
REVENUE REPORT
58% OF YEAR LAPSED

ACCOUNTING PERIOD 07/2022

TOWN OF ALTAVISTA

FUND 010 GENERAL FUND										
ACCOUNT		ACCOUNT DESCRIPTION	***** ESTIMATED	CURRENT ACTUAL	***** %REV	***** ESTIMATED	YEAR-TO-DATE ACTUAL	***** %REV	ANNUAL ESTIMATE	UNREALIZED BALANCE
<hr/>										
308		LICENSES, PERMITS & FEES								
	01 01	CONTRACTORS	375	.00		2,625	90.00	3	4,500	4,410.00
	01 02	RETAIL SALES	4,833	.00		33,831	605.24	2	58,000	57,394.76
	01 03	FINANCIAL, RE & PROF	350	.00		2,450	105.11	4	4,200	4,094.89
	01 04	REPAIRS & PERSONAL SVC	833	.00		5,831	354.72	6	10,000	9,645.28
	01 05	WHOLESALE BUSINESS	37	.00		259	.00		450	450.00
	01 06	UTILITIES	225	.00		1,575	30.00	2	2,700	2,670.00
	01 07	HOTELS	70	.00		490	.00		850	850.00
	01 08	VENDING, COIN OPERATED	0	.00		0	.00		0	.00
	01 *	BUSINESS LICENSE FEES	6,723	.00		47,061	1,185.07	3	80,700	79,514.93
	02 01	ZONING, SIGN, HOME OCCUPATN	108	211.00	195	756	741.00	98	1,300	559.00
308	**	LICENSES, PERMITS & FEES	6,831	211.00	3	47,817	1,926.07	4	82,000	80,073.93
300	***	TAXES	372,863	146,131.67		2,610,041	3,422,336.14		4,474,450	1,052,113.86
310		FINES & FORFEITURES								
310										
	01 00	COURT FINES	500	855.00	171	3,500	5,102.15	146	6,000	897.85
	02 00	PARKING FINES	25	.00		175	140.00	80	300	160.00
310	**		525	855.00	163	3,675	5,242.15	143	6,300	1,057.85
310	***	FINES & FORFEITURES	525	855.00		3,675	5,242.15		6,300	1,057.85
320		INVESTMENT EARNINGS								
321		INTEREST								
	02 00	INTEREST INCOME	0	774.09		0	25,559.42		0	25,559.42-
321	**	INTEREST	0	774.09		0	25,559.42		0	25,559.42-
320	***	INVESTMENT EARNINGS	0	774.09		0	25,559.42		0	25,559.42-
330		CHARGES FOR SERVICES								
331		RENTS								
	01 00	RENTAL OF GENERAL PROP	83	116.00	140	581	616.00	106	1,000	384.00
	01 01	PAVILION RENTALS	208	.00		1,456	775.00	53	2,500	1,725.00
	01 02	BOOKER BUILDING RENTALS	275	450.00	164	1,925	1,595.00	83	3,300	1,705.00
	01 03	SPARK INNOVATION CENTER	1,500	.00		10,500	.00		18,000	18,000.00
	01 *	RENTAL OF GENERAL PROP	2,066	566.00	27	14,462	2,986.00	21	24,800	21,814.00
	02 00	RENTAL OF REAL PROP	6,666	5,698.05	86	46,662	39,831.87	85	80,000	40,168.13
331	**	RENTS	8,732	6,264.05	72	61,124	42,817.87	70	104,800	61,982.13
336		LOANS								

TOWN OF ALTAVISTA
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FUND 010 GENERAL FUND		ACCOUNT	*****	CURRENT	*****	*****	YEAR-TO-DATE	*****	ANNUAL	UNREALIZED
ACCOUNT		DESCRIPTION	ESTIMATED	ACTUAL	%REV	ESTIMATED	ACTUAL	%REV	ESTIMATE	BALANCE
02 00		PROP. MAIN. ENFORCEMENT	0	.00		0	.00		0	.00
336 **		LOANS	0	.00		0	.00		0	.00
337 01 00		CODE ENFORCEMENT CODE ENFORCEMENT	42	.00		294	.00		500	500.00
337 **		CODE ENFORCEMENT	42	.00		294	.00		500	500.00
330 ***		CHARGES FOR SERVICES	8,774	6,264.05		61,418	42,817.87		105,300	62,482.13
340 341		INTERGOVERNMENTAL REVENUE STATE								
03 00		RAILROAD ROLLING STOCK	1,333	.00		9,331	15,712.02	168	16,000	287.98
04 00		DCJS GRANT	6,666	.00		46,662	44,572.00	96	80,000	35,428.00
06 00		RENTAL TAX	83	87.07	105	581	617.35	106	1,000	382.65
08 00		MISCELLANEOUS STATE GRANT	1,250	.00		8,750	15,000.00	171	15,000	.00
09 00		POLICE GRANT	0	.00		0	.00		0	.00
11 00		VDOT CONTRACTUAL SERVICES	250	.00		1,750	.00		3,000	3,000.00
12 00		VDOT PD GRANT - OVERTIME	416	.00		2,912	4,865.00	167	5,000	135.00
13 00		STATE TRANSIT REVENUE	1,545	.00		10,815	30,782.00	285	18,540	12,242.00-
16 00		SKILL GAMES TAX	0	.00		0	1,152.00		0	1,152.00-
17 00		BROWNFIELD ASSESSMNT GRNT	0	.00		0	.00		0	.00
17 01		SPARK INNOVATION CENTER	0	.00		0	.00		0	.00
17 *		BROWNFIELD ASSESSMNT GRNT	0	.00		0	.00		0	.00
341 **		STATE	11,543	87.07	1	80,801	112,700.37	140	138,540	25,839.63
342		COUNTY								
01 00		CAMPBELL COUNTY GRANT	0	.00		0	.00		0	.00
02 00		LITTER GRANT	141	.00		987	.00		1,700	1,700.00
03 00		FIRE DEPT FUEL REIMB	833	.00		5,831	4,498.32	77	10,000	5,501.68
342 **		COUNTY	974	.00		6,818	4,498.32	66	11,700	7,201.68
343		FEDERAL								
01 00		COP GRANT	0	.00		0	.00		0	.00
03 00		VDOT TEA21 ENHNCEMNT GRNT	0	.00		0	.00		0	.00
04 00		FEDERAL TRANSIT REVENUE	6,818	.00		47,726	20,211.00	42	81,820	61,609.00
05 00		BYRNE JUSTICE GRANT	0	.00		0	.00		0	.00
06 00		VDOT LAP FUNDING	0	.00		0	.00		0	.00
07 00		BULLET PROOF VEST GRANT	0	.00		0	.00		0	.00
09 00		CARES MONEY	0	.00		0	.00		0	.00
343 **		FEDERAL	6,818	.00		47,726	20,211.00	42	81,820	61,609.00
340 ***		INTERGOVERNMENTAL REVENUE	19,335	87.07		135,345	137,409.69		232,060	94,650.31

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FUND 010		GENERAL FUND									
ACCOUNT		ACCOUNT DESCRIPTION	***** ESTIMATED	CURRENT ACTUAL	***** %REV	***** ESTIMATED	YEAR-TO-DATE ACTUAL	***** %REV	ANNUAL ESTIMATE	UNREALIZED BALANCE	
350		OTHER REVENUE									
351		MISCELLANEOUS									
	01 00	SALES OF SUPPLIES & MAT	625	.00		4,375	52.00	1	7,500	7,448.00	
	01 01	TRANSPORTATION	0	.00		0	.00		0	.00	
	01 *	SALES OF SUPPLIES & MAT	625	.00		4,375	52.00	1	7,500	7,448.00	
	03 00	CASH DISCOUNTS	8	.00		56	.00		100	100.00	
	04 00	MISCELLANEOUS	1,166	5,695.47	489	8,162	49,194.93	603	14,000	35,194.93-	
	04 02	HURT / LIGHTS	25	.00		175	.00		300	300.00	
	04 03	HURT / SOLID WASTE COLL	2,997	.00		20,979	.00		35,960	35,960.00	
	04 04	ESTATE OF ROBERTA F JENKS	683	795.06	116	4,781	5,602.01	117	8,200	2,597.99	
	04 *	MISCELLANEOUS	4,871	6,490.53	133	34,097	54,796.94	161	58,460	3,663.06	
	05 00	AVOCA REIMBURSEMENT	0	.00		0	4,380.00		0	4,380.00-	
	06 01	CANOE LAUNCH PROJECT	0	.00		0	.00		0	.00	
	07 00	DONATIONS	0	.00		0	.00		0	.00	
	08 00	REIMB OF INSURANCE CLAIM	0	6,318.22		0	6,368.13		0	6,368.13-	
	09 00	STATE FORFEITURE FUND	0	.00		0	.00		0	.00	
	10 00	FEDERAL FORFEITURE FUND	0	.00		0	.00		0	.00	
	11 00	POLICE CHALLENGE COIN	0	.00		0	.00		0	.00	
	99 00	WRITE OFF	0	.00		0	.00		0	.00	
351	**	MISCELLANEOUS	5,504	12,808.75	233	38,528	65,597.07	170	66,060	462.93	
350	***	OTHER REVENUE	5,504	12,808.75		38,528	65,597.07		66,060	462.93	
360		OTHER FINANCING SOURCES									
361		TRANSFER IN									
	01 00	FROM RESERVES	98,593	.00		690,151	.00		1,183,120	1,183,120.00	
	01 01	RESERVE MAIN. FUNDS	4,833	.00		33,831	.00		58,000	58,000.00	
	01 *	FROM RESERVES	103,426	.00		723,982	.00		1,241,120	1,241,120.00	
	02 00	FROM LIBRARY	0	.00		0	.00		0	.00	
	03 01	DESIGNATED	17,951	.00		125,657	.00		215,420	215,420.00	
	04 00	FROM CIF	0	.00		0	.00		0	.00	
	06 00	FROM WATER & SEWER	0	.00		0	.00		0	.00	
	08 00	FORFEITURE ACCOUNTS	0	.00		0	.00		0	.00	
	09 00	WAR MEMORIAL FUNDING	0	.00		0	.00		0	.00	
361	**	TRANSFER IN	121,377	.00		849,639	.00		1,456,540	1,456,540.00	
362		PROCEEDS FROM LTD									
	01 00	PUBLIC IMPROVEMENT BOND	0	.00		0	.00		0	.00	
362	**	PROCEEDS FROM LTD	0	.00		0	.00		0	.00	
360	***	OTHER FINANCING SOURCES	121,377	.00		849,639	.00		1,456,540	1,456,540.00	
FUND TOTAL GENERAL FUND			528,378	166,920.63		3,698,646	3,698,962.34		6,340,710	2,641,747.66	

TOWN OF ALTAVISTA

FUND 020 STATE HIGHWAY REIMB FUND										
ACCOUNT		ACCOUNT DESCRIPTION	***** ESTIMATED	CURRENT ACTUAL	***** %REV	***** ESTIMATED	YEAR-TO-DATE ACTUAL	***** %REV	ANNUAL ESTIMATE	UNREALIZED BALANCE
320		INVESTMENT EARNINGS								
321		INTEREST								
02	00	INTEREST INCOME	0	88.65		0	417.06		0	417.06-
321	**	INTEREST	0	88.65		0	417.06		0	417.06-
320	***	INVESTMENT EARNINGS	0	88.65		0	417.06		0	417.06-
340		INTERGOVERNMENTAL REVENUE								
341		STATE								
	07 00	STREET & HIGHWAY MAINT	60,833	.00		425,831	384,067.64	90	730,000	345,932.36
	07 01	CARRYOVER OF FUNDS	25,980	.00		181,860	.00		311,770	311,770.00
	07 *	STREET & HIGHWAY MAINT	86,813	.00		607,691	384,067.64	63	1,041,770	657,702.36
341	**	STATE	86,813	.00		607,691	384,067.64	63	1,041,770	657,702.36
340	***	INTERGOVERNMENTAL REVENUE	86,813	.00		607,691	384,067.64		1,041,770	657,702.36
350		OTHER REVENUE								
351		MISCELLANEOUS								
	03 00	CASH DISCOUNTS	0	.00		0	.00		0	.00
351	**	MISCELLANEOUS	0	.00		0	.00		0	.00
350	***	OTHER REVENUE	0	.00		0	.00		0	.00
360		OTHER FINANCING SOURCES								
361		TRANSFER IN								
	01 00	FROM RESERVES	0	.00		0	.00		0	.00
361	**	TRANSFER IN	0	.00		0	.00		0	.00
360	***	OTHER FINANCING SOURCES	0	.00		0	.00		0	.00
FUND TOTAL STATE HIGHWAY REIMB FUND			86,813	88.65		607,691	384,484.70		1,041,770	657,285.30

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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
<hr/>										
320		INVESTMENT EARNINGS								
321		INTEREST								
	02 00	INTEREST INCOME	0	.00		0	.00		0	.00
321	**	INTEREST	0	.00		0	.00		0	.00
320	***	INVESTMENT EARNINGS	0	.00		0	.00		0	.00
350		OTHER REVENUE								
351		MISCELLANEOUS								
	03 00	CASH DISCOUNTS	0	.00		0	.00		0	.00
	04 00	MISCELLANEOUS	0	.00		0	.00		0	.00
351	**	MISCELLANEOUS	0	.00		0	.00		0	.00
350	***	OTHER REVENUE	0	.00		0	.00		0	.00
360		OTHER FINANCING SOURCES								
361		TRANSFER IN								
	02 00	FROM LIBRARY	0	.00		0	.00		0	.00
	03 00	FROM GENERAL FUND	0	.00		0	.00		0	.00
361	**	TRANSFER IN	0	.00		0	.00		0	.00
360	***	OTHER FINANCING SOURCES	0	.00		0	.00		0	.00
FUND TOTAL LIBRARY FUND			0	.00		0	.00		0	.00

TOWN OF ALTAVISTA

FUND 050 WATER & SEWER FUND		ACCOUNT		*****	CURRENT	*****	*****	YEAR-TO-DATE	*****	ANNUAL	UNREALIZED
ACCOUNT		DESCRIPTION		ESTIMATED	ACTUAL	%REV	ESTIMATED	ACTUAL	%REV	ESTIMATE	BALANCE
320		INVESTMENT EARNINGS									
321		INTEREST									
	02 00	INTEREST INCOME		0	54.94		0	1,814.32		0	1,814.32-
321	**	INTEREST		0	54.94		0	1,814.32		0	1,814.32-
320	***	INVESTMENT EARNINGS		0	54.94		0	1,814.32		0	1,814.32-
330		CHARGES FOR SERVICES									
332		WATER CHARGES									
	01 00	INDUSTRIAL		116,250	113,485.19	98	813,750	717,329.36	88	1,395,000	677,670.64
	02 00	BUSINESS & RESIDENTIAL		25,500	9,246.94	36	178,500	144,425.82	81	306,000	161,574.18
	03 00	OUTSIDE COMMUNITY		15,416	9,158.83	59	107,912	87,825.62	81	185,000	97,174.38
	04 00	WATER CONNECTION FEES		125	.00		875	.00		1,500	1,500.00
	05 00	BULK WATER PURCHASE		833	.00		5,831	2,461.00	42	10,000	7,539.00
332	**	WATER CHARGES		158,124	131,890.96	83	1,106,868	952,041.80	86	1,897,500	945,458.20
333		SEWER CHARGES									
	01 00	INDUSTRIAL		141,666	130,610.30	92	991,662	816,243.90	82	1,700,000	883,756.10
	02 00	BUSINESS & RESIDENTIAL		21,666	7,319.93	34	151,662	122,050.13	81	260,000	137,949.87
	03 00	OUTSIDE COMMUNITY		133	4,528.70-	3405	931	1,111.61	119	1,600	488.39
	04 00	SEWER CONNECTION FEES		166	.00		1,162	4,600.00	396	2,000	2,600.00-
	05 00	SEWER SURCHARGES		4,166	6,562.08	158	29,162	83,267.68	286	50,000	33,267.68-
333	**	SEWER CHARGES		167,797	139,963.61	83	1,174,579	1,027,273.32	88	2,013,600	986,326.68
334		WATER & SEWER									
	00 00	WATER & SEWER		558	2,429.12	435	3,906	4,441.60	114	6,700	2,258.40
	01 01	MONTHLY		4,166	4,325.75	104	29,162	25,954.50	89	50,000	24,045.50
	01 02	QUARTERLY		11,666	696.15	6	81,662	72,279.35	89	140,000	67,720.65
	01 *	BASE RATE FEE		15,832	5,021.90	32	110,824	98,233.85	89	190,000	91,766.15
334	**	WATER & SEWER		16,390	7,451.02	46	114,730	102,675.45	90	196,700	94,024.55
330	***	CHARGES FOR SERVICES		342,311	279,305.59		2,396,177	2,081,990.57		4,107,800	2,025,809.43
340		INTERGOVERNMENTAL REVENUE									
341		STATE									
	14 00	FLUORIDE GRANT		0	.00		0	.00		0	.00
	17 00	BROWNFIELD ASSESSMNT GRNT		0	.00		0	.00		0	.00
	18 00	VDEM		0	.00		0	.00		0	.00
	19 00	VRA		0	.00		0	462,407.00		0	462,407.00-
341	**	STATE		0	.00		0	462,407.00		0	462,407.00-
343		FEDERAL									

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FUND 050 WATER & SEWER FUND										
ACCOUNT		ACCOUNT DESCRIPTION	***** ESTIMATED	CURRENT ACTUAL	***** %REV	***** ESTIMATED	YEAR-TO-DATE ACTUAL	***** %REV	ANNUAL ESTIMATE	UNREALIZED BALANCE
09 00		CARES MONEY	0	.00		0	.00		0	.00
10 00		VDEM	0	.00		0	.00		0	.00
343	**	FEDERAL	0	.00		0	.00		0	.00
340	***	INTERGOVERNMENTAL REVENUE	0	.00		0	462,407.00		0	462,407.00-
350		OTHER REVENUE								
351		MISCELLANEOUS								
	01 00	SALES OF SUPPLIES & MAT	0	.00		0	.00		0	.00
	03 00	CASH DISCOUNTS	0	.00		0	7.42		0	7.42-
	04 00	MISCELLANEOUS	2,083	1,350.00	65	14,581	20,937.65	144	25,000	4,062.35
	04 05	ABBOTT WTR LINE PROJECT	0	5,650.00		0	41,660.00		0	41,660.00-
	04 *	MISCELLANEOUS	2,083	7,000.00	336	14,581	62,597.65	429	25,000	37,597.65-
	99 00	WRITE OFF	0	.00		0	.00		0	.00
351	**	MISCELLANEOUS	2,083	7,000.00	336	14,581	62,605.07	429	25,000	37,605.07-
350	***	OTHER REVENUE	2,083	7,000.00		14,581	62,605.07		25,000	37,605.07-
360		OTHER FINANCING SOURCES								
361		TRANSFER IN								
	01 00	FROM RESERVES	2,795	.00		19,565	.00		33,550	33,550.00
	03 00	FROM GENERAL FUND	0	.00		0	.00		0	.00
	06 00	FROM WATER & SEWER	0	.00		0	.00		0	.00
	11 00	BOND PROCEEDS	392,854	.00		2,749,978	.00		4,714,250	4,714,250.00
361	**	TRANSFER IN	395,649	.00		2,769,543	.00		4,747,800	4,747,800.00
362		PROCEEDS FROM LTD								
	01 00	PUBLIC IMPROVEMENT BOND	0	.00		0	.00		0	.00
362	**	PROCEEDS FROM LTD	0	.00		0	.00		0	.00
360	***	OTHER FINANCING SOURCES	395,649	.00		2,769,543	.00		4,747,800	4,747,800.00
FUND TOTAL WATER & SEWER FUND			740,043	286,360.53		5,180,301	2,608,816.96		8,880,600	6,271,783.04

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FUND 060 AGENCY / DONATION FUND										
ACCOUNT		ACCOUNT DESCRIPTION	***** ESTIMATED	CURRENT ACTUAL	***** %REV	***** ESTIMATED	YEAR-TO-DATE ACTUAL	***** %REV	ANNUAL ESTIMATE	UNREALIZED BALANCE
320		INVESTMENT EARNINGS								
321		INTEREST								
	02 00	INTEREST INCOME	0	.01		0	.07		0	.07-
321	**	INTEREST	0	.01		0	.07		0	.07-
320	***	INVESTMENT EARNINGS	0	.01		0	.07		0	.07-
350		OTHER REVENUE								
351		MISCELLANEOUS								
	03 00	CASH DISCOUNTS	0	.00		0	.00		0	.00
	07 00	DONATIONS	0	.00		0	.00		0	.00
351	**	MISCELLANEOUS	0	.00		0	.00		0	.00
350	***	OTHER REVENUE	0	.00		0	.00		0	.00
360		OTHER FINANCING SOURCES								
361		TRANSFER IN								
	09 00	WAR MEMORIAL FUNDING	0	.00		0	.00		0	.00
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	.07		0	.07-

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FUND 070 COMMUNITY IMPROV FUND									
ACCOUNT	ACCOUNT DESCRIPTION	***** ESTIMATED	CURRENT ACTUAL	***** %REV	***** ESTIMATED	YEAR-TO-DATE ACTUAL	***** %REV	ANNUAL ESTIMATE	UNREALIZED BALANCE
320	INVESTMENT EARNINGS								
321	INTEREST								
02 00	INTEREST INCOME	0	.00		0	.00		0	.00
03 00	INTEREST INCOME CDBG	0	.00		0	.00		0	.00
321	** INTEREST	0	.00		0	.00		0	.00
320	*** INVESTMENT EARNINGS	0	.00		0	.00		0	.00
330	CHARGES FOR SERVICES								
335	RECREATION								
01 00	PAVILION RENTALS	0	.00		0	.00		0	.00
02 00	BOOKER BUILDING RENTAL	0	.00		0	.00		0	.00
335	** RECREATION	0	.00		0	.00		0	.00
336	LOANS								
01 00	CDBG LOAN POOL	0	.00		0	.00		0	.00
336	** LOANS	0	.00		0	.00		0	.00
330	*** CHARGES FOR SERVICES	0	.00		0	.00		0	.00
340	INTERGOVERNMENTAL REVENUE								
341	STATE								
10 00	CDBG GRANT	0	.00		0	.00		0	.00
341	** STATE	0	.00		0	.00		0	.00
343	FEDERAL								
08 00	USDA GRANT REVENUE	0	42,025.00		0	60,050.00		0	60,050.00-
343	** FEDERAL	0	42,025.00		0	60,050.00		0	60,050.00-
340	*** INTERGOVERNMENTAL REVENUE	0	42,025.00		0	60,050.00		0	60,050.00-
350	OTHER REVENUE								
351	MISCELLANEOUS								
03 00	CASH DISCOUNTS	0	.00		0	.00		0	.00
04 00	MISCELLANEOUS	0	.00		0	.00		0	.00
99 00	WRITE OFF	0	.00		0	.00		0	.00
351	** MISCELLANEOUS	0	.00		0	.00		0	.00
350	*** OTHER REVENUE	0	.00		0	.00		0	.00
360	OTHER FINANCING SOURCES								
361	TRANSFER IN								
01 00	FROM RESERVES	0	.00		0	.00		0	.00

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TOWN OF ALTAVISTA

FUND 070 COMMUNITY IMPROV FUND										
ACCOUNT		ACCOUNT DESCRIPTION	***** ESTIMATED	CURRENT ACTUAL	***** %REV	***** ESTIMATED	YEAR-TO-DATE ACTUAL	***** %REV	ANNUAL ESTIMATE	UNREALIZED BALANCE

03 00		FROM GENERAL FUND	0	.00		0	.00		0	.00
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	42,025.00		0	60,050.00		0	60,050.00-

TOWN OF ALTAVISTA
REVENUE REPORT
58% OF YEAR LAPSED

ACCOUNTING PERIOD 07/2022

TOWN OF ALTAVISTA

FUND 090 CEMETERY FUND		ACCOUNT	*****	CURRENT	*****	*****	YEAR-TO-DATE	*****	ANNUAL	UNREALIZED
ACCOUNT		DESCRIPTION	ESTIMATED	ACTUAL	%REV	ESTIMATED	ACTUAL	%REV	ESTIMATE	BALANCE
300		TAXES								
308		LICENSES, PERMITS & FEES								
	02 02	BURIAL	1,437	1,625.00	113	10,059	5,200.00	52	17,250	12,050.00
308	**	LICENSES, PERMITS & FEES	1,437	1,625.00	113	10,059	5,200.00	52	17,250	12,050.00
300	***	TAXES	1,437	1,625.00		10,059	5,200.00		17,250	12,050.00
320		INVESTMENT EARNINGS								
321		INTEREST								
	02 00	INTEREST INCOME	0	362.61		0	7,036.65		0	7,036.65-
321	**	INTEREST	0	362.61		0	7,036.65		0	7,036.65-
320	***	INVESTMENT EARNINGS	0	362.61		0	7,036.65		0	7,036.65-
350		OTHER REVENUE								
351		MISCELLANEOUS								
	02 00	SALE OF REAL ESTATE	375	2,250.00	600	2,625	8,000.00	305	4,500	3,500.00-
	03 00	CASH DISCOUNTS	0	.00		0	.00		0	.00
	04 00	MISCELLANEOUS	0	.00		0	.00		0	.00
	99 00	WRITE OFF	0	.00		0	.00		0	.00
351	**	MISCELLANEOUS	375	2,250.00	600	2,625	8,000.00	305	4,500	3,500.00-
350	***	OTHER REVENUE	375	2,250.00		2,625	8,000.00		4,500	3,500.00-
360		OTHER FINANCING SOURCES								
361		TRANSFER IN								
	02 00	FROM LIBRARY	0	.00		0	.00		0	.00
	03 00	FROM GENERAL FUND	4,700	.00		32,900	25,000.00	76	56,400	31,400.00
	06 00	FROM WATER & SEWER	0	.00		0	.00		0	.00
361	**	TRANSFER IN	4,700	.00		32,900	25,000.00	76	56,400	31,400.00
360	***	OTHER FINANCING SOURCES	4,700	.00		32,900	25,000.00		56,400	31,400.00
FUND TOTAL CEMETERY FUND			6,512	4,237.61		45,584	45,236.65		78,150	32,913.35
GRAND TOTAL			1,361,746	499,632.43		9,532,222	6,797,550.72		16,341,230	9,543,679.28

REPORT SELECTIONS

Fiscal year : 2022
All Funds
All Departments
All Divisions
Suppress accounts with zero balances : Y

FUND 010 GENERAL FUND											
DEPT/DIV 1001 COUNCIL/COUNCIL											
*****CURRENT***** YEAR-TO-DATE*****											
BA ELE OBJ	ACCOUNT								ANNUAL	UNENCUMB.	%
SUB SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT

40	ADMINISTRATION										
400	COUNCIL / PLANNING COMM										
10	SALARIES AND WAGES										
10 01	TOWN COUNCIL	2166	2166.69	100	15162	15166.83	100	.00	26000	10833.17	58
10 **	SALARIES AND WAGES	2166	2166.69	100	15162	15166.83	100	.00	26000	10833.17	58
20	BENEFITS										
20 02	FICA	166	165.73	100	1162	1160.11	100	.00	2000	839.89	58
20 **	BENEFITS	166	165.73	100	1162	1160.11	100	.00	2000	839.89	58
30	CONTRACTUAL SERVICES										
30 14	MISC & PROFESSIONAL SVCS	133	.00	0	931	15000.00	1611	15000.00	1600	28400.00	-1875
30 26	IT NETWRK/WEBSITE SUPPORT	283	.00	0	1981	3399.00	172	.00	3400	1.00	100
30 **	CONTRACTUAL SERVICES	416	.00	0	2912	18399.00	632	15000.00	5000	28399.00	-668
50	OTHER CHARGES										
50 08	TELECOMMUNICATIONS	208	398.86	192	1456	1196.58	82	.00	2500	1303.42	48
50 16	PUBLIC OFFICIAL LIAB INSU	75	.00	0	525	675.00	129	.00	900	225.00	75
50 26	CONVENTIONS & EDUCATIONS	125	.00	0	875	.00	0	.00	1500	1500.00	0
50 32	MISCELLANEOUS	125	.00	0	875	156.86	18	.00	1500	1343.14	11
50 99	FEMA	0	4740.00	0	0	4740.00	0	.00	0	4740.00	-0
50 **	OTHER CHARGES	533	5138.86	964	3731	6768.44	181	.00	6400	368.44	-106
81	CAPITAL OUTLAY - REPLACE										
81 04	EDP EQUIP REPLACEMENT	833	1725.01	207	5831	10049.85	172	.00	10000	49.85	-101
81 **	CAPITAL OUTLAY - REPLACE	833	1725.01	207	5831	10049.85	172	.00	10000	49.85	-101
400 ** **	COUNCIL / PLANNING COMM	4114	9196.29	224	28798	51544.23	179	15000.00	49400	17144.23	-135
40 ** **	ADMINISTRATION	4114	9196.29	224	28798	51544.23	179	15000.00	49400	17144.23	-135
DIV 1001	TOTAL ***** COUNCIL	4114	9196.29	224	28798	51544.23	179	15000.00	49400	17144.23	-135
DEPT 10	TOTAL ***** COUNCIL	4114	9196.29	224	28798	51544.23	179	15000.00	49400	17144.23	-135

FUND 010 GENERAL FUND			DEPT/DIV 1101 GENERAL GOVERNMENT/ADMINISTRATION												
BA	ELE	OBJ	ACCOUNT			*****CURRENT*****			*****YEAR-TO-DATE*****				ANNUAL	UNENCUMB.	%
SUB		SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE			BDGT

40			ADMINISTRATION												
401			ADMINISTRATION												
	10		SALARIES AND WAGES												
	10	02	REGULAR	28575	19879.88	70	200025	133461.36	67	.00	342900	209438.64		39	
	10	04	OVERTIME	150	.00	0	1050	407.38	39	.00	1800	1392.62		23	
	10	10	PERSONAL EMPLOYEE VEH	0	115.39	0	0	115.39	0	.00	0	115.39-		0	
	10	**	SALARIES AND WAGES	28725	19995.27	70	201075	133984.13	67	.00	344700	210715.87		39	
	20		BENEFITS												
	20	02	FICA	2200	1380.72	63	15400	9653.27	63	.00	26400	16746.73		37	
	20	04	VA RETIREMENT SYSTEM	2800	1037.52	37	19600	8796.16	45	.00	33610	24813.84		26	
	20	06	GROUP MEDICAL INSURANCE	3716	2858.96	77	26012	21672.32	83	.00	44600	22927.68		49	
	20	08	GROUP LIFE INSURANCE	383	260.32	68	2681	1810.52	68	.00	4600	2789.48		39	
	20	10	WORKER'S COMP	4583	437.05	10	32081	38251.07	119	.00	55000	16748.93		70	
	20	12	EMPLOYEE EDUCATION ASSIST	83	.00	0	581	.00	0	.00	1000	1000.00		0	
	20	14	EMPLOYEE ASSIST PROGRAM	142	772.50	544	994	1545.00	155	.00	1710	165.00		90	
	20	16	OTHER EMPLOYEE BENEFITS	2870	378.78	13	20090	9382.26	47	.00	34450	25067.74		27	
	20	18	VRS HYBRID EMPLOYER CONTR	0	777.90	0	0	3628.10	0	.00	0	3628.10-		0	
	20	20	ICMA HYBRID EMPLOYER CONT	0	88.38	0	0	816.32	0	.00	0	816.32-		0	
	20	**	BENEFITS	16777	7992.13	48	117439	95555.02	81	.00	201370	105814.98		48	
	30		CONTRACTUAL SERVICES												
	30	02	PROFESSIONAL SVCS - COBRA	150	122.32	82	1050	765.90	73	.00	1800	1034.10		43	
	30	04	LEGAL SERVICES	2208	4052.00	184	15456	15066.50	98	.00	26500	11433.50		57	
	30	06	ADVERTISING	1666	6624.00	398	11662	10024.66	86	.00	20000	9975.34		50	
	30	08	MAINTENANCE SVC CONTRACTS	7858	1283.79	16	55006	85800.03	156	.00	94300	8499.97		91	
	30	10	INDEPENDENT AUDITOR	1583	.00	0	11081	18990.00	171	.00	19000	10.00		100	
	30	12	ENGIN & ARCHITECTURAL SVC	416	.00	0	2912	.00	0	.00	5000	5000.00		0	
	30	14	MISC & PROFESSIONAL SVCS	2083	43090.40	2069	14581	56910.80	390	.00	25000	31910.80-		228	
	30	17	RANDOM DRUG SCREENING	116	144.00	124	812	262.00	32	.00	1400	1138.00		19	
	30	26	IT NETWRK/WEBSITE SUPPORT	4445	3918.46	88	31115	48795.52	157	.00	53350	4554.48		92	
	30	**	CONTRACTUAL SERVICES	20525	59234.97	289	143675	236615.41	165	.00	246350	9734.59		96	
	50		OTHER CHARGES												
	50	02	ELECTRICAL SERVICES	1250	1131.69	91	8750	6675.10	76	.00	15000	8324.90		45	
	50	04	HEATING SERVICES	250	354.19	142	1750	594.28	34	.00	3000	2405.72		20	
	50	06	POSTAL SERVICES	933	3020.99	324	6531	7572.54	116	.00	11200	3627.46		68	
	50	08	TELECOMMUNICATIONS	516	656.37	127	3612	3168.80	88	.00	6200	3031.20		51	
	50	10	PROPERTY INSURANCE	708	.00	0	4956	6979.50	141	.00	8500	1520.50		82	
	50	12	MOTOR VEHICLE INSURANCE	45	.00	0	315	412.50	131	.00	550	137.50		75	
	50	14	SURETY BONDS	25	225.00	900	175	225.00	129	.00	300	75.00		75	
	50	18	GENERAL LIABILITY INSUR	344	.00	0	2408	1536.00	64	.00	4130	2594.00		37	
	50	26	CONVENTIONS & EDUCATIONS	333	.00	0	2331	.00	0	.00	4000	4000.00		0	
	50	28	DUES & ASSOC MEMBERSHIPS	950	.00	0	6650	9443.00	142	.00	11400	1957.00		83	
	50	30	REFUNDS	41	.00	0	287	.00	0	.00	500	500.00		0	
	50	32	MISCELLANEOUS	854	602.36	71	5978	7304.30	122	740.13	10250	2205.57		79	
	50	34	MISCELLANEOUS REIMB	16	.00	0	112	.00	0	.00	200	200.00		0	
	50	**	OTHER CHARGES	6265	5990.60	96	43855	43911.02	100	740.13	75230	30578.85		59	

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	1991	1237.22	62	13937	8868.39	64	.00	23900	15031.61	37
	60 04	REPAIRS & MAINTENANCE	1775	1573.02	89	12425	9953.52	80	.00	21300	11346.48	47
	60 06	FUELS & LUBRICANTS	108	84.26	78	756	331.66	44	.00	1300	968.34	26
	60 12	BOOKS & SUBSCRIPTIONS	8	.00	0	56	56.00	100	.00	100	44.00	56
	60 **	MATERIALS & SUPPLIES	3882	2894.50	75	27174	19209.57	71	.00	46600	27390.43	41
	81	CAPITAL OUTLAY - REPLACE										
	81 18	BUILDING	583	3260.00	559	4081	3260.00	80	.00	7000	3740.00	47
	81 **	CAPITAL OUTLAY - REPLACE	583	3260.00	559	4081	3260.00	80	.00	7000	3740.00	47
401	** **	ADMINISTRATION	76757	99367.47	130	537299	532535.15	99	740.13	921250	387974.72	58
40	** **	ADMINISTRATION	76757	99367.47	130	537299	532535.15	99	740.13	921250	387974.72	58
DIV	1101	TOTAL *****										
		ADMINISTRATION	76757	99367.47	130	537299	532535.15	99	740.13	921250	387974.72	58
DEPT	11	TOTAL *****										
		GENERAL GOVERNMENT	76757	99367.47	130	537299	532535.15	99	740.13	921250	387974.72	58

FUND 010 GENERAL FUND			DEPT/DIV 3101 PUBLIC SAFETY/POLICE DEPARTMENT			DEPT/DIV 3101 PUBLIC SAFETY/POLICE DEPARTMENT						
BA ELE OBJ	ACCOUNT		*****CURRENT*****			*****YEAR-TO-DATE*****						
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	ANNUAL BUDGET	UNENCUMB. BALANCE	% BDGT

50		PUBLIC SAFETY										
501		POLICE DEPARTMENT										
10		SALARIES AND WAGES										
10 02		REGULAR	57800	51726.02	90	404600	361593.73	89	.00	693600	332006.27	52
10 04		OVERTIME	1750	1912.02	109	12250	13094.75	107	.00	21000	7905.25	62
10 06		DMV GRANT OVERTIME	416	140.00	34	2912	2625.00	90	.00	5000	2375.00	53
10 08		PD RESIDENCY STIPEND	1375	.00	0	9625	4683.53	49	.00	16500	11816.47	28
10 **		SALARIES AND WAGES	61341	53778.04	88	429387	381997.01	89	.00	736100	354102.99	52
20		BENEFITS										
20 02		FICA	4660	3889.29	84	32620	27684.96	85	.00	55930	28245.04	50
20 04		VA RETIREMENT SYSTEM	5666	5146.74	91	39662	36438.57	92	.00	68000	31561.43	54
20 06		GROUP MEDICAL INSURANCE	6250	7438.00	119	43750	57958.60	133	.00	75000	17041.40	77
20 08		GROUP LIFE INSURANCE	775	703.74	91	5425	4975.50	92	.00	9300	4324.50	54
20 16		OTHER EMPLOYEE BENEFITS	900	.00	0	6300	7706.25	122	.00	10800	3093.75	71
20 **		BENEFITS	18251	17177.77	94	127757	134763.88	106	.00	219030	84266.12	62
30		CONTRACTUAL SERVICES										
30 06		ADVERTISING	125	200.00	160	875	950.00	109	.00	1500	550.00	63
30 08		MAINTENANCE SVC CONTRACTS	1020	232.66	23	7140	1628.62	23	36960.00	12240	26348.62-	315
30 16		PHYSICALS	181	600.00	332	1267	1350.00	107	.00	2180	830.00	62
30 18		R & M ELECTRONICS	16	.00	0	112	.00	0	.00	200	200.00	0
30 26		IT NETWRK/WEBSITE SUPPORT	2635	1542.50	59	18445	14057.61	76	.00	31630	17572.39	44
30 **		CONTRACTUAL SERVICES	3977	2575.16	65	27839	17986.23	65	36960.00	47750	7196.23-	115
50		OTHER CHARGES										
50 04		HEATING SERVICES	0	29.72	0	0	109.74	0	.00	0	109.74-	0
50 08		TELECOMMUNICATIONS	1433	2091.02	146	10031	8791.17	88	.00	17200	8408.83	51
50 10		PROPERTY INSURANCE	158	.00	0	1106	1425.00	129	.00	1900	475.00	75
50 12		MOTOR VEHICLE INSURANCE	404	.00	0	2828	3637.50	129	.00	4850	1212.50	75
50 18		GENERAL LIABILITY INSUR	354	.00	0	2478	3187.50	129	.00	4250	1062.50	75
50 24		SUBSISTANCE & LODGING	675	.00	0	4725	502.09	11	.00	8100	7597.91	6
50 26		CONVENTIONS & EDUCATIONS	833	3380.00	406	5831	8553.00	147	.00	10000	1447.00	86
50 28		DUES & ASSOC MEMBERSHIPS	583	.00	0	4081	6075.00	149	.00	7000	925.00	87
50 29		ACCREDITATION PROGRAM	325	.00	0	2275	.00	0	.00	3900	3900.00	0
50 32		MISCELLANEOUS	83	201.85	243	581	411.85	71	.00	1000	588.15	41
50 37		COMMUNITY ENGAGEMENT	100	.00	0	700	636.96	91	.00	1200	563.04	53
50 **		OTHER CHARGES	4948	5702.59	115	34636	33329.81	96	.00	59400	26070.19	56
52		GRANT EXPENSES										
52 04		BYRNE JUSTICE GRANT	0	.00	0	0	.00	0	15499.00	0	15499.00-	0
52 **		GRANT EXPENSES	0	.00	0	0	.00	0	15499.00	0	15499.00-	0
60		MATERIALS & SUPPLIES										
60 02		OFFICE SUPPLIES	983	1340.91	136	6881	3622.04	53	.00	11800	8177.96	31
60 04		REPAIRS & MAINTENANCE	125	.00	0	875	117.58	13	.00	1500	1382.42	8
60 06		FUELS & LUBRICANTS	2000	2656.86	133	14000	15236.25	109	.00	24000	8763.75	64
60 08		VEHICLE & EQUIP R&M	1000	3010.70	301	7000	7725.11	110	.00	12000	4274.89	64
60 10		UNIFORMS	1083	552.37	51	7581	1862.22	25	1102.00	13000	10035.78	23
60 16		DRUG INVESTIGATING	500	.00	0	3500	250.00	7	.00	6000	5750.00	4

FUND 010 GENERAL FUND			DEPT/DIV 3101 PUBLIC SAFETY/POLICE DEPARTMENT			DEPT/DIV 3101 PUBLIC SAFETY/POLICE DEPARTMENT			ANNUAL BUDGET	UNENCUMB. BALANCE	% BDGT
BA ELE OBJ		ACCOUNT	*****CURRENT*****			*****YEAR-TO-DATE*****					
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP			

50		PUBLIC SAFETY									
501		POLICE DEPARTMENT									
	60 25	SMALL EQUIPMENT	125	.00	0	875	.00	0	.00	1500	1500.00 0
	60 48	AMMUNITION & BATTERIES	833	.00	0	5831	973.70	17	10011.40	10000	985.10- 110
	60 **	MATERIALS & SUPPLIES	6649	7560.84	114	46543	29786.90	64	11113.40	79800	38899.70 51
	81	CAPITAL OUTLAY - REPLACE									
	81 02	VEHICLE REPLACEMENT	3916	.00	0	27412	35326.40	129	7152.88	47000	4520.72 90
	81 06	MACHINERY & EQUIPMENT	585	.00	0	4095	7019.80	171	.00	7020	.20 100
	81 **	CAPITAL OUTLAY - REPLACE	4501	.00	0	31507	42346.20	134	7152.88	54020	4520.92 92
501	** **	POLICE DEPARTMENT	99667	86794.40	87	697669	640210.03	92	70725.28	1196100	485164.69 59
50	** **	PUBLIC SAFETY	99667	86794.40	87	697669	640210.03	92	70725.28	1196100	485164.69 59
DIV	3101	TOTAL *****									
		POLICE DEPARTMENT	99667	86794.40	87	697669	640210.03	92	70725.28	1196100	485164.69 59
DEPT	31	TOTAL *****									
		PUBLIC SAFETY	99667	86794.40	87	697669	640210.03	92	70725.28	1196100	485164.69 59

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

60		PUBLIC WORKS										
601		OPERATIONS & MAINTENANCE										
	10	SALARIES AND WAGES										
	10 02	REGULAR	44274	31590.97	71	309918	217957.36	70	.00	531290	313332.64	41
	10 04	OVERTIME	833	997.82	120	5831	9797.50	168	.00	10000	202.50	98
	10 **	SALARIES AND WAGES	45107	32588.79	72	315749	227754.86	72	.00	541290	313535.14	42
	20	BENEFITS										
	20 02	FICA	3350	2772.72	83	23450	18039.62	77	.00	40200	22160.38	45
	20 04	VA RETIREMENT SYSTEM	4210	1482.02	35	29470	11190.56	38	.00	50520	39329.44	22
	20 06	GROUP MEDICAL INSURANCE	8156	2871.93	35	57092	24890.83	44	.00	97880	72989.17	25
	20 08	GROUP LIFE INSURANCE	575	477.13	83	4025	3208.36	80	.00	6910	3701.64	46
	20 18	VRS HYBRID EMPLOYER CONTR	0	1671.80	0	0	10125.47	0	.00	0	10125.47-	0
	20 20	ICMA HYBRID EMPLOYER CONT	0	335.62	0	0	2147.41	0	.00	0	2147.41-	0
	20 **	BENEFITS	16291	9611.22	59	114037	69602.25	61	.00	195510	125907.75	36
	30	CONTRACTUAL SERVICES										
	30 08	MAINTENANCE SVC CONTRACTS	416	542.62	130	2912	3664.47	126	.00	5000	1335.53	73
	30 12	ENGIN & ARCHITECTURAL SVC	416	.00	0	2912	.00	0	.00	5000	5000.00	0
	30 16	PHYSICALS	58	135.00	233	406	606.00	149	.00	700	94.00	87
	30 18	R & M ELECTRONICS	83	.00	0	581	.00	0	.00	1000	1000.00	0
	30 36	MOWING CONTRACT	1083	500.00	46	7581	7565.00	100	.00	13000	5435.00	58
	30 38	TUB GRINDING BRUSH	666	.00	0	4662	.00	0	.00	8000	8000.00	0
	30 40	RECURRING LEASE AGREEMENT	80	.00	0	560	.00	0	.00	960	960.00	0
	30 **	CONTRACTUAL SERVICES	2802	1177.62	42	19614	11835.47	60	.00	33660	21824.53	35
	50	OTHER CHARGES										
	50 08	TELECOMMUNICATIONS	391	556.23	142	2737	2231.22	82	.00	4700	2468.78	48
	50 10	PROPERTY INSURANCE	391	.00	0	2737	3525.00	129	.00	4700	1175.00	75
	50 12	MOTOR VEHICLE INSURANCE	916	.00	0	6412	8138.25	127	.00	11000	2861.75	74
	50 24	SUBSISTANCE & LODGING	41	.00	0	287	.00	0	.00	500	500.00	0
	50 26	CONVENTIONS & EDUCATIONS	250	.00	0	1750	.00	0	.00	3000	3000.00	0
	50 32	MISCELLANEOUS	41	81.85	200	287	392.34	137	.00	500	107.66	79
	50 38	INVENTORY OVER / SHORT	0	.00	0	0	150.70	0	.00	0	150.70-	0
	50 **	OTHER CHARGES	2030	638.08	31	14210	14437.51	102	.00	24400	9962.49	59
	60	MATERIALS & SUPPLIES										
	60 02	OFFICE SUPPLIES	600	409.98	68	4200	1272.68	30	.00	7200	5927.32	18
	60 05	FUEL PUMPS	125	.00	0	875	1179.90	135	.00	1500	320.10	79
	60 06	FUELS & LUBRICANTS	2250	1957.54	87	15750	11824.80	75	.00	27000	15175.20	44
	60 08	VEHICLE / EQUIP R&M	2500	2539.87	102	17500	15165.21	87	.00	30000	14834.79	51
	60 10	UNIFORMS	833	313.35	38	5831	2917.42	50	.00	10000	7082.58	29
	60 11	SAFETY EQUIP & PROGRAMS	225	316.24	141	1575	1471.33	93	.00	2700	1228.67	55
	60 20	STREET LT OPER SUPPLIES	2583	3244.17	126	18081	14373.17	80	.00	31000	16626.83	46
	60 22	HIGHWAY, STRT & SIDEWALKS	1500	543.66	36	10500	5427.62	52	1489.50	18000	11082.88	38
	60 23	EQUIPMENT RENTAL	376	.00	0	2632	.00	0	.00	4520	4520.00	0
	60 28	STORM DRAINAGE	250	.00	0	1750	.00	0	.00	3000	3000.00	0
	60 30	ENGINEERING R & M	83	.00	0	581	.00	0	.00	1000	1000.00	0
	60 34	TRAIN STATION SUPPLIES	250	82.00	33	1750	709.54	41	.00	3000	2290.46	24
	60 36	PAVEMENT	4166	.00	0	29162	225740.67	774	.00	50000	175740.67-	452

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

60	PUBLIC WORKS										
601	OPERATIONS & MAINTENANCE										
60 40	TRAFFIC CONTROL DEVICE	250	.00	0	1750	50.56	3	.00	3000	2949.44	2
60 44	SNOW & ICE REMOVAL	166	.00	0	1162	.00	0	.00	2000	2000.00	0
60 52	DECORATIVE STREET LIGHTS	250	.00	0	1750	5827.36	333	.00	3000	2827.36-	194
60 **	MATERIALS & SUPPLIES	16407	9406.81	57	114849	285960.26	249	1489.50	196920	90529.76-	146
81	CAPITAL OUTLAY - REPLACE										
81 02	VEHICLE REPLACEMENT	18194	.00	0	127358	168294.03	132	.00	218330	50035.97	77
81 06	MACHINERY & EQUIPMENT	10875	.00	0	76125	28312.75	37	96435.00	130500	5752.25	96
81 30	IMPRVMNTS OTHER THAN BLDG	2708	.00	0	18956	32250.00	170	.00	32500	250.00	99
81 **	CAPITAL OUTLAY - REPLACE	31777	.00	0	222439	228856.78	103	96435.00	381330	56038.22	85
82	CAPITAL OUTLAY - NEW										
82 06	MACHINERY & EQUIPMENT	0	.00	0	0	45270.00	0	.00	0	45270.00-	0
82 **	CAPITAL OUTLAY - NEW	0	.00	0	0	45270.00	0	.00	0	45270.00-	0
90	DEBT SERVICE										
90 02	PRINCIPAL	1333	.00	0	9331	16000.00	172	.00	16000	.00	100
90 04	INTEREST	452	2456.69	544	3164	5252.64	166	.00	5430	177.36	97
90 **	DEBT SERVICE	1785	2456.69	138	12495	21252.64	170	.00	21430	177.36	99
601 ** **	OPERATIONS & MAINTENANCE	116199	55879.21	48	813393	904969.77	111	97924.50	1394540	391645.73	72
60 ** **	PUBLIC WORKS	116199	55879.21	48	813393	904969.77	111	97924.50	1394540	391645.73	72
DIV 4101	TOTAL *****										
	MAIN OF STREETS & HWYS	116199	55879.21	48	813393	904969.77	111	97924.50	1394540	391645.73	72

FUND 010 GENERAL FUND			DEPT/DIV 4102 PUBLIC WORKS/SANITATION & WASTE REM										
BA	ELE	OBJ	ACCOUNT	*****CURRENT*****			*****YEAR-TO-DATE*****						
SUB		SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	UNENCUMB. BALANCE	% BDGT

60			PUBLIC WORKS										
601			OPERATIONS & MAINTENANCE										
	60		MATERIALS & SUPPLIES										
	60	06	FUELS & LUBRICANTS	750	1433.62	191	5250	9243.27	176	.00	9000	243.27-	103
	60	08	VEHICLE / EQUIP R&M	1750	2144.67	123	12250	39237.41	320	.00	21000	18237.41-	187
	60	18	SUPPLIES	0	.00	0	0	483.45	0	.00	0	483.45-	0
	60	26	LITTER EXPENSES	150	.00	0	1050	.00	0	.00	1800	1800.00	0
	60	**	MATERIALS & SUPPLIES	2650	3578.29	135	18550	48964.13	264	.00	31800	17164.13-	154
		81	CAPITAL OUTLAY - REPLACE										
		81 02	VEHICLE REPLACEMENT	8750	.00	0	61250	.00	0	327157.50	105000	222157.50-	312
		81 06	MACHINERY & EQUIPMENT	416	.00	0	2912	.00	0	.00	5000	5000.00	0
		81 **	CAPITAL OUTLAY - REPLACE	9166	.00	0	64162	.00	0	327157.50	110000	217157.50-	297
601	**	**	OPERATIONS & MAINTENANCE	11816	3578.29	30	82712	48964.13	59	327157.50	141800	234321.63-	265
60	**	**	PUBLIC WORKS	11816	3578.29	30	82712	48964.13	59	327157.50	141800	234321.63-	265
DIV	4102		TOTAL *****										
			SANITATION & WASTE REM	11816	3578.29	30	82712	48964.13	59	327157.50	141800	234321.63-	265

FUND 010 GENERAL FUND											
DEPT/DIV 4103 PUBLIC WORKS/MAIN OF BLDGS & GROUNDS											
*****CURRENT***** YEAR-TO-DATE*****											
BA ELE OBJ	ACCOUNT								ANNUAL	UNENCUMB.	%
SUB SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60	PUBLIC WORKS										
601	OPERATIONS & MAINTENANCE										
30	CONTRACTUAL SERVICES										
30 22	LANDSCAPING CONTRACTS	750	.00	0	5250	.00	0	.00	9000	9000.00	0
30 **	CONTRACTUAL SERVICES	750	.00	0	5250	.00	0	.00	9000	9000.00	0
50	OTHER CHARGES										
50 02	ELECTRICAL SERVICES	541	591.94	109	3787	3628.54	96	.00	6500	2871.46	56
50 04	HEATING SERVICES	166	41.74	25	1162	202.24	17	.00	2000	1797.76	10
50 **	OTHER CHARGES	707	633.68	90	4949	3830.78	77	.00	8500	4669.22	45
60	MATERIALS & SUPPLIES										
60 18	SUPPLIES	500	453.32	91	3500	5278.67	151	.00	6000	721.33	88
60 24	SMALL TOOLS	333	95.42	29	2331	2049.52	88	.00	4000	1950.48	51
60 **	MATERIALS & SUPPLIES	833	548.74	66	5831	7328.19	126	.00	10000	2671.81	73
601 ** **	OPERATIONS & MAINTENANCE	2290	1182.42	52	16030	11158.97	70	.00	27500	16341.03	41
604	COMMUNITY IMPROVEMENT										
81	CAPITAL OUTLAY - REPLACE										
81 30	IMPRVMNTS OTHER THAN BLDG	0	.00	0	0	2500.00	0	.00	0	2500.00-	0
81 **	CAPITAL OUTLAY - REPLACE	0	.00	0	0	2500.00	0	.00	0	2500.00-	0
604 ** **	COMMUNITY IMPROVEMENT	0	.00	0	0	2500.00	0	.00	0	2500.00-	0
60 ** **	PUBLIC WORKS	2290	1182.42	52	16030	13658.97	85	.00	27500	13841.03	50
DIV 4103	TOTAL *****										
	MAIN OF BLDGS & GROUNDS	2290	1182.42	52	16030	13658.97	85	.00	27500	13841.03	50

FUND 010 GENERAL FUND											
DEPT/DIV 4104 PUBLIC WORKS/PARKS & RECREATION											
*****CURRENT***** YEAR-TO-DATE*****											
BA ELE OBJ	ACCOUNT								ANNUAL	UNENCUMB.	%
SUB SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT

60	PUBLIC WORKS										
602	PARKS, RECREAT & CULTURAL										
30	CONTRACTUAL SERVICES										
30 42	TREE REMOVAL & PRUNING	250	.00	0	1750	1650.00	94	.00	3000	1350.00	55
30 **	CONTRACTUAL SERVICES	250	.00	0	1750	1650.00	94	.00	3000	1350.00	55
50	OTHER CHARGES										
50 02	ELECTRICAL SERVICES	1416	1565.09	111	9912	5486.68	55	.00	17000	11513.32	32
50 04	HEATING SERVICES	41	135.93	332	287	342.56	119	.00	500	157.44	69
50 08	TELECOMMUNICATIONS	116	70.16	61	812	410.96	51	.00	1400	989.04	29
50 34	MISCELLANEOUS REIMB	16	.00	0	112	25.00	22	.00	200	175.00	13
50 **	OTHER CHARGES	1589	1771.18	112	11123	6265.20	56	.00	19100	12834.80	33
60	MATERIALS & SUPPLIES										
60 18	SUPPLIES	1583	203.03	13	11081	10579.44	96	.00	19000	8420.56	56
60 53	MULCH & LANDSCAPING STONE	666	.00	0	4662	5796.00	124	.00	8000	2204.00	73
60 54	PLAYGROUND EQUIPMENT	125	.00	0	875	.00	0	.00	1500	1500.00	0
60 55	SPLASH PAD	458	.00	0	3206	2070.72	65	.00	5500	3429.28	38
60 56	WAR MEMORIAL BALLFIELD	250	.00	0	1750	212.69	12	.00	3000	2787.31	7
60 57	CANOE LAUNCH	83	123.43	149	581	351.95	61	.00	1000	648.05	35
60 58	SPECIAL EVENTS	41	.00	0	287	339.93	118	.00	500	160.07	68
60 **	MATERIALS & SUPPLIES	3206	326.46	10	22442	19350.73	86	.00	38500	19149.27	50
81	CAPITAL OUTLAY - REPLACE										
81 18	BUILDING	1250	.00	0	8750	26459.48	302	7956.00	15000	19415.48-	229
81 26	PARKS	8333	3000.00	36	58331	32741.22	56	.00	100000	67258.78	33
81 30	IMPRVMNTS OTHER THAN BLDG	4166	.00	0	29162	75516.00	259	.00	50000	25516.00-	151
81 **	CAPITAL OUTLAY - REPLACE	13749	3000.00	22	96243	134716.70	140	7956.00	165000	22327.30	87
82	CAPITAL OUTLAY - NEW										
82 26	PARKS	17416	5000.00	29	121912	5000.00	4	.00	209000	204000.00	2
82 **	CAPITAL OUTLAY - NEW	17416	5000.00	29	121912	5000.00	4	.00	209000	204000.00	2
602 ** **	PARKS, RECREAT & CULTURAL	36210	10097.64	28	253470	166982.63	66	7956.00	434600	259661.37	40
60 ** **	PUBLIC WORKS	36210	10097.64	28	253470	166982.63	66	7956.00	434600	259661.37	40
DIV 4104	TOTAL ***** PARKS & RECREATION	36210	10097.64	28	253470	166982.63	66	7956.00	434600	259661.37	40

FUND 010 GENERAL FUND			DEPT/DIV 4106 PUBLIC WORKS/CULTURAL										
BA	ELE	OBJ	ACCOUNT	*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%	
SUB		SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
<hr/>													
60			PUBLIC WORKS										
602			PARKS, RECREAT & CULTURAL										
	50		OTHER CHARGES										
	50	02	ELECTRICAL SERVICES	0	31.97	0	0	375.91	0	.00	0	375.91-	0
	50	**	OTHER CHARGES	0	31.97	0	0	375.91	0	.00	0	375.91-	0
602	**	**	PARKS, RECREAT & CULTURAL	0	31.97	0	0	375.91	0	.00	0	375.91-	0
60	**	**	PUBLIC WORKS	0	31.97	0	0	375.91	0	.00	0	375.91-	0
DIV	4106		TOTAL *****										
			CULTURAL	0	31.97	0	0	375.91	0	.00	0	375.91-	0

FUND 010 GENERAL FUND			DEPT/DIV 4108 PUBLIC WORKS/LIBRARY									
BA ELE OBJ	ACCOUNT		*****CURRENT*****			*****YEAR-TO-DATE*****				ANNUAL	UNENCUMB.	%
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT

60		PUBLIC WORKS										
601		OPERATIONS & MAINTENANCE										
	30	CONTRACTUAL SERVICES										
	30 44	CUSTODIAL SERVICES	916	946.20	103	6412	5677.20	89	.00	11000	5322.80	52
	30 **	CONTRACTUAL SERVICES	916	946.20	103	6412	5677.20	89	.00	11000	5322.80	52
	60	MATERIALS & SUPPLIES										
	60 04	REPAIRS & MAINTENANCE	1250	206.72	17	8750	5759.37	66	.00	15000	9240.63	38
	60 **	MATERIALS & SUPPLIES	1250	206.72	17	8750	5759.37	66	.00	15000	9240.63	38
601	** **	OPERATIONS & MAINTENANCE	2166	1152.92	53	15162	11436.57	75	.00	26000	14563.43	44
60	** **	PUBLIC WORKS	2166	1152.92	53	15162	11436.57	75	.00	26000	14563.43	44
DIV	4108	TOTAL *****										
		LIBRARY	2166	1152.92	53	15162	11436.57	75	.00	26000	14563.43	44
DEPT	41	TOTAL *****										
		PUBLIC WORKS	168681	71922.45	43	1180767	1146387.98	97	433038.00	2024440	445014.02	78

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	7011	3239.59	46	49077	35118.60	72	.00	84140	49021.40	42
	10 04	OVERTIME	0	.00	0	0	6.60	0	.00	0	6.60-	0
	10 **	SALARIES AND WAGES	7011	3239.59	46	49077	35125.20	72	.00	84140	49014.80	42
	20	BENEFITS										
	20 02	FICA	536	241.97	45	3752	2644.25	71	.00	6440	3795.75	41
	20 04	VA RETIREMENT SYSTEM	401	56.22	14	2807	696.81	25	.00	4820	4123.19	15
	20 06	GROUP MEDICAL INSURANCE	404	101.66	25	2828	1748.62	62	.00	4850	3101.38	36
	20 08	GROUP LIFE INSURANCE	55	7.68	14	385	234.68	61	.00	660	425.32	36
	20 10	WORKER'S COMP	141	.00	0	987	1275.00	129	.00	1700	425.00	75
	20 18	VRS HYBRID EMPLOYER CONTR	0	.00	0	0	702.20	0	.00	0	702.20-	0
	20 20	ICMA HYBRID EMPLOYER CONT	0	.00	0	0	317.70	0	.00	0	317.70-	0
	20 **	BENEFITS	1537	407.53	27	10759	7619.26	71	.00	18470	10850.74	41
	30	CONTRACTUAL SERVICES										
	30 06	ADVERTISING	83	.00	0	581	.00	0	.00	1000	1000.00	0
	30 08	MAINTENANCE SVC CONTRACTS	41	.00	0	287	.00	0	.00	500	500.00	0
	30 14	MISC & PROFESSIONAL SVCS	25	.00	0	175	.00	0	.00	300	300.00	0
	30 16	PHYSICALS	23	48.00	209	161	357.00	222	.00	280	77.00-	128
	30 **	CONTRACTUAL SERVICES	172	48.00	28	1204	357.00	30	.00	2080	1723.00	17
	50	OTHER CHARGES										
	50 08	TELECOMMUNICATIONS	83	.00	0	581	.00	0	.00	1000	1000.00	0
	50 12	MOTOR VEHICLE INSURANCE	141	.00	0	987	1275.00	129	.00	1700	425.00	75
	50 24	SUBSISTANCE & LODGING	25	.00	0	175	.00	0	.00	300	300.00	0
	50 26	CONVENTIONS & EDUCATIONS	62	.00	0	434	.00	0	.00	750	750.00	0
	50 28	DUES & ASSOC MEMBERSHIPS	12	.00	0	84	.00	0	.00	150	150.00	0
	50 **	OTHER CHARGES	323	.00	0	2261	1275.00	56	.00	3900	2625.00	33
	60	MATERIALS & SUPPLIES										
	60 02	OFFICE SUPPLIES	29	.00	0	203	.00	0	.00	350	350.00	0
	60 06	FUELS & LUBRICANTS	1250	1375.41	110	8750	9648.06	110	.00	15000	5351.94	64
	60 08	VEHICLE & EQUIP R&M	291	62.62	22	2037	4587.72	225	.00	3500	1087.72-	131
	60 14	OTHER OPERATING SUPPLIES	41	.00	0	287	.00	0	.00	500	500.00	0
	60 18	SUPPLIES	25	.00	0	175	.00	0	.00	300	300.00	0
	60 **	MATERIALS & SUPPLIES	1636	1438.03	88	11452	14235.78	124	.00	19650	5414.22	72
	82	CAPITAL OUTLAY - NEW										
	82 02	VEHICLE	0	.00	0	0	.00	0	79732.00	0	79732.00-	0
	82 06	MACHINERY & EQUIPMENT	2083	.00	0	14581	.00	0	.00	25000	25000.00	0
	82 **	CAPITAL OUTLAY - NEW	2083	.00	0	14581	.00	0	79732.00	25000	54732.00-	319
403	** **	PUBLIC TRANSPORTATION	12762	5133.15	40	89334	58612.24	66	79732.00	153240	14895.76	90
40	** **	ADMINISTRATION	12762	5133.15	40	89334	58612.24	66	79732.00	153240	14895.76	90
DIV	6101	TOTAL *****										

FUND 010 GENERAL FUND			DEPT/DIV 6101 PUBLIC TRANSPORTATION/OPERATIONS										
BA	ELE	OBJ	ACCOUNT	*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%	
SUB		SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT

40			ADMINISTRATION										
403			PUBLIC TRANSPORTATION										
			OPERATIONS	12762	5133.15	40	89334	58612.24	66	79732.00	153240	14895.76	90
DEPT	61	TOTAL	*****										
			PUBLIC TRANSPORTATION	12762	5133.15	40	89334	58612.24	66	79732.00	153240	14895.76	90

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	14581	2030.00	14	.00	25000	22970.00	8
	30	14	MISC & PROFESSIONAL SVCS	416	.00	0	2912	.00	0	.00	5000	5000.00	0
	30	**	CONTRACTUAL SERVICES	2499	.00	0	17493	2030.00	12	.00	30000	27970.00	7
	50		OTHER CHARGES										
	50	06	POSTAL SERVICES	41	.00	0	287	.00	0	.00	500	500.00	0
	50	08	TELECOMMUNICATIONS	75	.00	0	525	.00	0	.00	900	900.00	0
	50	24	SUBSISTANCE & LODGING	128	.00	0	896	.00	0	.00	1540	1540.00	0
	50	26	CONVENTIONS & EDUCATIONS	105	.00	0	735	.00	0	.00	1260	1260.00	0
	50	28	DUES & ASSOC MEMBERSHIPS	116	.00	0	812	.00	0	.00	1400	1400.00	0
	50	32	MISCELLANEOUS	125	.00	0	875	.00	0	.00	1500	1500.00	0
	50	63	ECONOMIC INCENTIVES	11608	9500.00	82	81256	9500.00	12	.00	139300	129800.00	7
	50	93	GRANT PROGRAM FUNDING	8333	.00	0	58331	.00	0	.00	100000	100000.00	0
	50	**	OTHER CHARGES	20531	9500.00	46	143717	9500.00	7	.00	246400	236900.00	4
	60		MATERIALS & SUPPLIES										
	60	02	OFFICE SUPPLIES	125	.00	0	875	.00	0	.00	1500	1500.00	0
	60	12	BOOKS & SUBSCRIPTIONS	125	.00	0	875	.00	0	.00	1500	1500.00	0
	60	**	MATERIALS & SUPPLIES	250	.00	0	1750	.00	0	.00	3000	3000.00	0
	81		CAPITAL OUTLAY - REPLACE										
	81	18	BUILDING	0	55.17	0	0	815.12	0	.00	0	815.12-	0
	81	**	CAPITAL OUTLAY - REPLACE	0	55.17	0	0	815.12	0	.00	0	815.12-	0
	82		CAPITAL OUTLAY - NEW										
	82	18	BUILDING	83333	121647.45	146	583331	397853.72	68	.00	1000000	602146.28	40
	82	**	CAPITAL OUTLAY - NEW	83333	121647.45	146	583331	397853.72	68	.00	1000000	602146.28	40
405	**	**	ECONOMIC DEVELOPMENT	106613	131202.62	123	746291	410198.84	55	.00	1279400	869201.16	32
40	**	**	ADMINISTRATION	106613	131202.62	123	746291	410198.84	55	.00	1279400	869201.16	32
DIV	7101		TOTAL *****										
			ECONOMIC DEVELOPMENT	106613	131202.62	123	746291	410198.84	55	.00	1279400	869201.16	32
DEPT	71		TOTAL *****										
			ECONOMIC DEVELOPMENT	106613	131202.62	123	746291	410198.84	55	.00	1279400	869201.16	32

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	9436	11023.20	117	66052	63205.42	96	.00	113240	50034.58	56
	10 04	OVERTIME	25	.00	0	175	.00	0	.00	300	300.00	0
	10 **	SALARIES AND WAGES	9461	11023.20	117	66227	63205.42	95	.00	113540	50334.58	56
	20	BENEFITS										
	20 02	FICA	725	833.73	115	5075	4782.29	94	.00	8700	3917.71	55
	20 04	VA RETIREMENT SYSTEM	925	.00	0	6475	.00	0	.00	11110	11110.00	0
	20 06	GROUP MEDICAL INSURANCE	950	474.40	50	6650	3793.20	57	.00	11400	7606.80	33
	20 08	GROUP LIFE INSURANCE	126	125.48	100	882	856.28	97	.00	1520	663.72	56
	20 18	VRS HYBRID EMPLOYER CONTR	0	823.98	0	0	5622.88	0	.00	0	5622.88-	0
	20 20	ICMA HYBRID EMPLOYER CONT	0	93.62	0	0	638.88	0	.00	0	638.88-	0
	20 **	BENEFITS	2726	2351.21	86	19082	15693.53	82	.00	32730	17036.47	48
	30	CONTRACTUAL SERVICES										
	30 06	ADVERTISING	416	.00	0	2912	315.06	11	.00	5000	4684.94	6
	30 14	MISC & PROFESSIONAL SVCS	1954	.00	0	13678	.00	0	.00	23450	23450.00	0
	30 36	MOWING CONTRACT	42	.00	0	294	1402.50	477	.00	500	902.50-	281
	30 **	CONTRACTUAL SERVICES	2412	.00	0	16884	1717.56	10	.00	28950	27232.44	6
	50	OTHER CHARGES										
	50 06	POSTAL SERVICES	83	.00	0	581	.00	0	.00	1000	1000.00	0
	50 08	TELECOMMUNICATIONS	154	95.62	62	1078	274.52	26	.00	1850	1575.48	15
	50 24	SUBSISTANCE & LODGING	125	.00	0	875	368.76	42	.00	1500	1131.24	25
	50 26	CONVENTIONS & EDUCATIONS	208	.00	0	1456	.00	0	.00	2500	2500.00	0
	50 28	DUES & ASSOC MEMBERSHIPS	62	.00	0	434	661.00	152	.00	750	89.00	88
	50 32	MISCELLANEOUS	83	14.99	18	581	182.22	31	.00	1000	817.78	18
	50 **	OTHER CHARGES	715	110.61	16	5005	1486.50	30	.00	8600	7113.50	17
	60	MATERIALS & SUPPLIES										
	60 02	OFFICE SUPPLIES	171	155.70	91	1197	155.70	13	.00	2050	1894.30	8
	60 12	BOOKS & SUBSCRIPTIONS	41	.00	0	287	.00	0	.00	500	500.00	0
	60 **	MATERIALS & SUPPLIES	212	155.70	73	1484	155.70	11	.00	2550	2394.30	6
	82	CAPITAL OUTLAY - NEW										
	82 02	VEHICLE	2333	.00	0	16331	29408.60	180	.00	28000	1408.60-	105
	82 04	EDP EQUIPMENT	542	4000.00	738	3794	4000.00	105	.00	6500	2500.00	62
	82 **	CAPITAL OUTLAY - NEW	2875	4000.00	139	20125	33408.60	166	.00	34500	1091.40	97
408	** **	COMMUNITY DEVELOPMENT	18401	17640.72	96	128807	115667.31	90	.00	220870	105202.69	52
40	** **	ADMINISTRATION	18401	17640.72	96	128807	115667.31	90	.00	220870	105202.69	52
DIV	7201	TOTAL *****										
		COMMUNITY DEVELOPMENT	18401	17640.72	96	128807	115667.31	90	.00	220870	105202.69	52

FUND 010 GENERAL FUND			DEPT/DIV 7202 COMMUNITY DEVELOPMENT/MAIN STREET PROGRAM									
BA ELE OBJ		ACCOUNT	*****CURRENT*****			*****YEAR-TO-DATE*****				ANNUAL	UNENCUMB.	%
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT

40		ADMINISTRATION										
406		MAIN STREET COORDINATOR										
	50	OTHER CHARGES										
	50 08	TELECOMMUNICATIONS	37	75.56	204	259	213.22	82	.00	450	236.78	47
	50 **	OTHER CHARGES	37	75.56	204	259	213.22	82	.00	450	236.78	47
	60	MATERIALS & SUPPLIES										
	60 02	OFFICE SUPPLIES	125	132.59	106	875	238.19	27	.00	1500	1261.81	16
	60 **	MATERIALS & SUPPLIES	125	132.59	106	875	238.19	27	.00	1500	1261.81	16
406	** **	MAIN STREET COORDINATOR	162	208.15	129	1134	451.41	40	.00	1950	1498.59	23
40	** **	ADMINISTRATION	162	208.15	129	1134	451.41	40	.00	1950	1498.59	23
DIV	7202	TOTAL *****										
		MAIN STREET PROGRAM	162	208.15	129	1134	451.41	40	.00	1950	1498.59	23

FUND 010 GENERAL FUND			DEPT/DIV 7203 COMMUNITY DEVELOPMENT/PLANNING COMMISSION									
BA ELE OBJ		ACCOUNT	*****CURRENT*****			*****YEAR-TO-DATE*****				ANNUAL	UNENCUMB.	%
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT

40		ADMINISTRATION										
400		COUNCIL / PLANNING COMM										
	50	OTHER CHARGES										
	50 24	SUBSISTANCE & LODGING	50	.00	0	350	.00	0	.00	600	600.00	0
	50 26	CONVENTIONS & EDUCATIONS	83	.00	0	581	.00	0	.00	1000	1000.00	0
	50 36	PLANNING COMMISSION	375	.00	0	2625	1900.00	72	.00	4500	2600.00	42
	50 **	OTHER CHARGES	508	.00	0	3556	1900.00	53	.00	6100	4200.00	31
400	** **	COUNCIL / PLANNING COMM	508	.00	0	3556	1900.00	53	.00	6100	4200.00	31
40	** **	ADMINISTRATION	508	.00	0	3556	1900.00	53	.00	6100	4200.00	31
DIV	7203	TOTAL *****										
		PLANNING COMMISSION	508	.00	0	3556	1900.00	53	.00	6100	4200.00	31

FUND 010 GENERAL FUND			DEPT/DIV 7204 COMMUNITY DEVELOPMENT/SPARK INNOVATION CENTER								ANNUAL BUDGET	UNENCUMB. BALANCE	% BDGT
BA	ELE	OBJ	ACCOUNT	*****CURRENT*****			*****YEAR-TO-DATE*****			ENCUMBR.			
SUB		SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP				
40			ADMINISTRATION										
409			COMMUNITY DEVELOPMENT										
	30		CONTRACTUAL SERVICES										
	30	06	ADVERTISING	417	.00	0	2919	928.00	32	.00	5000	4072.00	19
	30	08	MAINTENANCE SVC CONTRACTS	1075	.00	0	7525	.00	0	.00	12900	12900.00	0
	30	14	MISC & PROFESSIONAL SVCS	208	.00	0	1456	.00	0	.00	2500	2500.00	0
	30	26	IT NETWRK/WEBSITE SUPPORT	221	12.00	5	1547	84.00	5	.00	2650	2566.00	3
	30	**	CONTRACTUAL SERVICES	1921	12.00	1	13447	1012.00	8	.00	23050	22038.00	4
	50		OTHER CHARGES										
	50	02	ELECTRICAL SERVICES	500	.00	0	3500	.00	0	.00	6000	6000.00	0
	50	04	HEATING SERVICES	208	.00	0	1456	.00	0	.00	2500	2500.00	0
	50	06	POSTAL SERVICES	42	.00	0	294	.00	0	.00	500	500.00	0
	50	08	TELECOMMUNICATIONS	167	.00	0	1169	.00	0	.00	2000	2000.00	0
	50	10	PROPERTY INSURANCE	42	.00	0	294	375.00	128	.00	500	125.00	75
	50	24	SUBSISTANCE & LODGING	83	.00	0	581	.00	0	.00	1000	1000.00	0
	50	26	CONVENTIONS & EDUCATIONS	83	.00	0	581	.00	0	.00	1000	1000.00	0
	50	32	MISCELLANEOUS	63	.00	0	441	.00	0	.00	750	750.00	0
	50	**	OTHER CHARGES	1188	.00	0	8316	375.00	5	.00	14250	13875.00	3
	60		MATERIALS & SUPPLIES										
	60	02	OFFICE SUPPLIES	542	.00	0	3794	.00	0	.00	6500	6500.00	0
	60	04	REPAIRS & MAINTENANCE	167	.00	0	1169	.00	0	.00	2000	2000.00	0
	60	**	MATERIALS & SUPPLIES	709	.00	0	4963	.00	0	.00	8500	8500.00	0
409	**	**	COMMUNITY DEVELOPMENT	3818	12.00	0	26726	1387.00	5	.00	45800	44413.00	3
40	**	**	ADMINISTRATION	3818	12.00	0	26726	1387.00	5	.00	45800	44413.00	3
DIV	7204		TOTAL *****										
			SPARK INNOVATION CENTER	3818	12.00	0	26726	1387.00	5	.00	45800	44413.00	3
DEPT	72		TOTAL *****										
			COMMUNITY DEVELOPMENT	22889	17860.87	78	160223	119405.72	75	.00	274720	155314.28	44

FUND 010 GENERAL FUND			DEPT/DIV 9101 NON DEPARTMENT/CONTRIBUTIONS									
BA ELE OBJ		ACCOUNT	*****CURRENT*****			*****YEAR-TO-DATE*****				ANNUAL	UNENCUMB.	%
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT

80		NON DEPARTMENT										
801		NON DEPARTMENTAL										
	50	OTHER CHARGES										
	50 32	MISCELLANEOUS	5162	7500.00	145	36134	28500.00	79	.00	61950	33450.00	46
	50 62	CONTRIBUTION - SENIOR CTR	83	.00	0	581	.00	0	.00	1000	1000.00	0
	50 63	ECONOMIC INCENTIVES	0	.00	0	0	4168.33	0	.00	0	4168.33-	0
	50 70	RECREATION PROGRAM	8333	25000.00	300	58331	75000.00	129	.00	100000	25000.00	75
	50 72	CONTRIBUTION - FIRE DEPT	1250	.00	0	8750	15000.00	171	.00	15000	.00	100
	50 74	CONTRIBUTION-MAIN ST PGM	416	9594.50	2306	2912	27408.56	941	.00	5000	22408.56-	548
	50 **	OTHER CHARGES	15244	42094.50	276	106708	150076.89	141	.00	182950	32873.11	82
801	** **	NON DEPARTMENTAL	15244	42094.50	276	106708	150076.89	141	.00	182950	32873.11	82
80	** **	NON DEPARTMENT	15244	42094.50	276	106708	150076.89	141	.00	182950	32873.11	82
DIV	9101	TOTAL *****										
		CONTRIBUTIONS	15244	42094.50	276	106708	150076.89	141	.00	182950	32873.11	82

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										
	50		OTHER CHARGES										
	50	96	INSURANCE CLAIM	0	1971.80	0	0	3590.51	0	.00	0	3590.51-	0
	50	**	OTHER CHARGES	0	1971.80	0	0	3590.51	0	.00	0	3590.51-	0
	60		MATERIALS & SUPPLIES										
	60	06	FUELS & LUBRICANTS	833	1238.53	149	5831	7097.84	122	.00	10000	2902.16	71
	60	**	MATERIALS & SUPPLIES	833	1238.53	149	5831	7097.84	122	.00	10000	2902.16	71
	82		CAPITAL OUTLAY - NEW										
	82	30	IMPRVMNTS OTHER THAN BLDG	0	8418.63	0	0	36929.33	0	.00	0	36929.33-	0
	82	**	CAPITAL OUTLAY - NEW	0	8418.63	0	0	36929.33	0	.00	0	36929.33-	0
801	**	**	NON DEPARTMENTAL	833	11628.96	1396	5831	47617.68	817	.00	10000	37617.68-	476
802			TRANSFER OUT										
	70		TRANSFER OUT										
	70	01	TO CEMETERY FUND	4700	.00	0	32900	25000.00	76	.00	56400	31400.00	44
	70	07	TO RESERVE POLICY FNDS-FD	5416	.00	0	37912	.00	0	.00	65000	65000.00	0
	70	**	TRANSFER OUT	10116	.00	0	70812	25000.00	35	.00	121400	96400.00	21
802	**	**	TRANSFER OUT	10116	.00	0	70812	25000.00	35	.00	121400	96400.00	21
80	**	**	NON DEPARTMENT	10949	11628.96	106	76643	72617.68	95	.00	131400	58782.32	55
DIV	9102		TOTAL *****										
			NON DEPARTMENT	10949	11628.96	106	76643	72617.68	95	.00	131400	58782.32	55

FUND 010 GENERAL FUND											
DEPT/DIV 9105 NON DEPARTMENT/AVOCA											
*****CURRENT***** YEAR-TO-DATE*****											
BA ELE OBJ	ACCOUNT								ANNUAL	UNENCUMB.	%
SUB SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
80	NON DEPARTMENT										
801	NON DEPARTMENTAL										
10	SALARIES AND WAGES										
10 02	REGULAR	4445	3846.40	87	31115	24960.20	80	.00	53350	28389.80	47
10 04	OVERTIME	0	.00	0	0	225.00	0	.00	0	225.00-	0
10 **	SALARIES AND WAGES	4445	3846.40	87	31115	25185.20	81	.00	53350	28164.80	47
20	BENEFITS										
20 02	FICA	341	286.56	84	2387	1887.65	79	.00	4100	2212.35	46
20 04	VA RETIREMENT SYSTEM	437	.00	0	3059	.00	0	.00	5250	5250.00	0
20 06	GROUP MEDICAL INSURANCE	475	474.40	100	3325	2980.00	90	.00	5700	2720.00	52
20 08	GROUP LIFE INSURANCE	60	55.84	93	420	260.24	62	.00	720	459.76	36
20 18	VRS HYBRID EMPLOYER CONTR	0	366.70	0	0	1709.00	0	.00	0	1709.00-	0
20 20	ICMA HYBRID EMPLOYER CONT	0	41.66	0	0	194.20	0	.00	0	194.20-	0
20 **	BENEFITS	1313	1225.16	93	9191	7031.09	77	.00	15770	8738.91	45
30	CONTRACTUAL SERVICES										
30 36	MOWING CONTRACT	0	.00	0	0	1340.00	0	.00	0	1340.00-	0
30 **	CONTRACTUAL SERVICES	0	.00	0	0	1340.00	0	.00	0	1340.00-	0
50	OTHER CHARGES										
50 08	TELECOMMUNICATIONS	37	75.56	204	259	213.22	82	.00	450	236.78	47
50 **	OTHER CHARGES	37	75.56	204	259	213.22	82	.00	450	236.78	47
60	MATERIALS & SUPPLIES										
60 04	REPAIRS & MAINTENANCE	0	.00	0	0	4430.00	0	.00	0	4430.00-	0
60 06	FUELS & LUBRICANTS	20	34.21	171	140	183.77	131	.00	240	56.23	77
60 **	MATERIALS & SUPPLIES	20	34.21	171	140	4613.77	3296	.00	240	4373.77-1922	
81	CAPITAL OUTLAY - REPLACE										
81 18	BUILDING	4833	.00	0	33831	.00	0	.00	58000	58000.00	0
81 **	CAPITAL OUTLAY - REPLACE	4833	.00	0	33831	.00	0	.00	58000	58000.00	0
801 ** **	NON DEPARTMENTAL	10648	5181.33	49	74536	38383.28	52	.00	127810	89426.72	30
80 ** **	NON DEPARTMENT	10648	5181.33	49	74536	38383.28	52	.00	127810	89426.72	30
DIV 9105	TOTAL *****										
	AVOCA	10648	5181.33	49	74536	38383.28	52	.00	127810	89426.72	30
DEPT 91	TOTAL *****										
	NON DEPARTMENT	36841	58904.79	160	257887	261077.85	101	.00	442160	181082.15	59
FUND 010	TOTAL *****										
	GENERAL FUND	528324	480382.04	91	3698268	3219972.04	87	599235.41	6340710	2521502.55	60

FUND 020 STATE HIGHWAY REIMB FUND			DEPT/DIV 4101 PUBLIC WORKS/MAIN OF STREETS & HWYS									
BA ELE OBJ	ACCOUNT		*****CURRENT*****			*****YEAR-TO-DATE*****				ANNUAL	UNENCUMB.	%
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT

60		PUBLIC WORKS										
601		OPERATIONS & MAINTENANCE										
60		MATERIALS & SUPPLIES										
60	28	STORM DRAINAGE	4016	.00	0	28112	13954.11	50	.03-	48200	34245.92	29
60	36	PAVEMENT	33333	22.45	0	233331	718759.44	308	.00	400000	318759.44-	180
60	40	TRAFFIC CONTROL DEVICE	4733	4002.35	85	33131	27564.79	83	.00	56800	29235.21	49
60	**	MATERIALS & SUPPLIES	42082	4024.80	10	294574	760278.34	258	.03-	505000	255278.31-	151
81		CAPITAL OUTLAY - REPLACE										
81	02	VEHICLE REPLACEMENT	10105	.00	0	70735	40447.50	57	43238.28	121270	37584.22	69
81	06	MACHINERY & EQUIPMENT	8541	.00	0	59787	1913.75	3	96435.00	102500	4151.25	96
81	**	CAPITAL OUTLAY - REPLACE	18646	.00	0	130522	42361.25	33	139673.28	223770	41735.47	81
82		CAPITAL OUTLAY - NEW										
82	06	MACHINERY & EQUIPMENT	1500	.00	0	10500	16800.00	160	.00	18000	1200.00	93
82	**	CAPITAL OUTLAY - NEW	1500	.00	0	10500	16800.00	160	.00	18000	1200.00	93
601	**	** OPERATIONS & MAINTENANCE	62228	4024.80	7	435596	819439.59	188	139673.25	746770	212342.84-	128
606		ROAD,STREET,HWY SERVICES										
60		MATERIALS & SUPPLIES										
60	30	ENGINEERING R & M	833	38.25	5	5831	229.50	4	.00	10000	9770.50	2
60	44	SNOW & ICE REMOVAL	5000	8134.11	163	35000	9608.41	28	.00	60000	50391.59	16
60	46	OTHER TRAFFIC SVCS RDSIDE	4166	.00	0	29162	11365.39	39	.00	50000	38634.61	23
60	**	MATERIALS & SUPPLIES	9999	8172.36	82	69993	21203.30	30	.00	120000	98796.70	18
606	**	** ROAD,STREET,HWY SERVICES	9999	8172.36	82	69993	21203.30	30	.00	120000	98796.70	18
607		ADMINISTRATION AND MISC										
50		OTHER CHARGES										
50	32	MISCELLANEOUS	8333	.00	0	58331	1424.62	2	.00	100000	98575.38	1
50	**	OTHER CHARGES	8333	.00	0	58331	1424.62	2	.00	100000	98575.38	1
607	**	** ADMINISTRATION AND MISC	8333	.00	0	58331	1424.62	2	.00	100000	98575.38	1
608		CAPITAL OUTLAY										
82		CAPITAL OUTLAY - NEW										
82	30	IMPRVMNTS OTHER THAN BLDG	6250	.00	0	43750	.00	0	.00	75000	75000.00	0
82	**	CAPITAL OUTLAY - NEW	6250	.00	0	43750	.00	0	.00	75000	75000.00	0
608	**	** CAPITAL OUTLAY	6250	.00	0	43750	.00	0	.00	75000	75000.00	0
60	**	** PUBLIC WORKS	86810	12197.16	14	607670	842067.51	139	139673.25	1041770	60029.24	94
DIV	4101	TOTAL *****										
		MAIN OF STREETS & HWYS	86810	12197.16	14	607670	842067.51	139	139673.25	1041770	60029.24	94
DEPT	41	TOTAL *****										
		PUBLIC WORKS	86810	12197.16	14	607670	842067.51	139	139673.25	1041770	60029.24	94
FUND	020	TOTAL *****										
		STATE HIGHWAY REIMB FUND	86810	12197.16	14	607670	842067.51	139	139673.25	1041770	60029.24	94

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	1525	1424.45	93	10675	10076.11	94	.00	18300	8223.89	55
	10 04	OVERTIME	11	.00	0	77	59.36	77	.00	140	80.64	42
	10 **	SALARIES AND WAGES	1536	1424.45	93	10752	10135.47	94	.00	18440	8304.53	55
	20	BENEFITS										
	20 02	FICA	116	85.89	74	812	620.64	76	.00	1400	779.36	44
	20 04	VA RETIREMENT SYSTEM	148	149.36	101	1036	1045.52	101	.00	1780	734.48	59
	20 06	GROUP MEDICAL INSURANCE	302	301.86	100	2114	2113.02	100	.00	3630	1516.98	58
	20 08	GROUP LIFE INSURANCE	20	20.42	102	140	142.94	102	.00	250	107.06	57
	20 **	BENEFITS	586	557.53	95	4102	3922.12	96	.00	7060	3137.88	56
701	** **	WATER	2122	1981.98	93	14854	14057.59	95	.00	25500	11442.41	55
702		SEWER										
	10	SALARIES AND WAGES										
	10 02	REGULAR	1016	949.66	94	7112	6717.44	95	.00	12200	5482.56	55
	10 04	OVERTIME	5	.00	0	35	39.56	113	.00	60	20.44	66
	10 **	SALARIES AND WAGES	1021	949.66	93	7147	6757.00	95	.00	12260	5503.00	55
	20	BENEFITS										
	20 02	FICA	77	57.24	74	539	413.69	77	.00	930	516.31	45
	20 04	VA RETIREMENT SYSTEM	99	99.58	101	693	697.06	101	.00	1190	492.94	59
	20 06	GROUP MEDICAL INSURANCE	201	201.24	100	1407	1408.68	100	.00	2420	1011.32	58
	20 08	GROUP LIFE INSURANCE	14	13.62	97	98	95.34	97	.00	170	74.66	56
	20 **	BENEFITS	391	371.68	95	2737	2614.77	96	.00	4710	2095.23	56
702	** **	SEWER	1412	1321.34	94	9884	9371.77	95	.00	16970	7598.23	55
70	** **	UTILITIES	3534	3303.32	94	24738	23429.36	95	.00	42470	19040.64	55
DIV	1101	TOTAL ***** ADMINISTRATION	3534	3303.32	94	24738	23429.36	95	.00	42470	19040.64	55
DEPT	11	TOTAL ***** GENERAL GOVERNMENT	3534	3303.32	94	24738	23429.36	95	.00	42470	19040.64	55

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

70		UTILITIES										
701		WATER										
	10	SALARIES AND WAGES										
	10 02	REGULAR	32668	26854.60	82	228676	199834.48	87	.00	392020	192185.52	51
	10 04	OVERTIME	1250	1564.10	125	8750	3626.41	41	.00	15000	11373.59	24
	10 **	SALARIES AND WAGES	33918	28418.70	84	237426	203460.89	86	.00	407020	203559.11	50
	20	BENEFITS										
	20 02	FICA	2595	2050.72	79	18165	14554.79	80	.00	31140	16585.21	47
	20 04	VA RETIREMENT SYSTEM	3201	1413.80	44	22407	10540.40	47	.00	38420	27879.60	27
	20 06	GROUP MEDICAL INSURANCE	4516	3249.80	72	31612	35448.20	112	.00	54200	18751.80	65
	20 08	GROUP LIFE INSURANCE	438	343.24	78	3066	2598.15	85	.00	5260	2661.85	49
	20 18	VRS HYBRID EMPLOYER CONTR	0	829.34	0	0	6519.43	0	.00	0	6519.43-	0
	20 20	ICMA HYBRID EMPLOYER CONT	0	266.92	0	0	1940.28	0	.00	0	1940.28-	0
	20 **	BENEFITS	10750	8153.82	76	75250	71601.25	95	.00	129020	57418.75	56
	30	CONTRACTUAL SERVICES										
	30 08	MAINTENANCE SVC CONTRACTS	2508	708.00	28	17556	14997.66	85	.00	30100	15102.34	50
	30 14	MISC & PROFESSIONAL SVCS	1666	49.00	3	11662	343.00	3	.00	20000	19657.00	2
	30 16	PHYSICALS	66	.00	0	462	150.00	33	.00	800	650.00	19
	30 20	WATER PURCHASES - CC	6250	4211.20	67	43750	17334.58	40	.00	75000	57665.42	23
	30 24	R & M GROUNDS, BLDGS, RDS	1166	.00	0	8162	.00	0	.00	14000	14000.00	0
	30 **	CONTRACTUAL SERVICES	11656	4968.20	43	81592	32825.24	40	.00	139900	107074.76	24
	50	OTHER CHARGES										
	50 02	ELECTRICAL SERVICES	9166	7217.94	79	64162	42144.42	66	.00	110000	67855.58	38
	50 04	HEATING SERVICES	291	873.35	300	2037	1185.08	58	.00	3500	2314.92	34
	50 08	TELECOMMUNICATIONS	916	1464.65	160	6412	7127.53	111	.00	11000	3872.47	65
	50 10	PROPERTY INSURANCE	762	.00	0	5334	6862.50	129	.00	9150	2287.50	75
	50 12	MOTOR VEHICLE INSURANCE	43	.00	0	301	390.00	130	.00	520	130.00	75
	50 18	GENERAL LIABILITY INSUR	375	.00	0	2625	3000.00	114	.00	4500	1500.00	67
	50 24	SUBSISTANCE & LODGING	250	231.34	93	1750	231.34	13	.00	3000	2768.66	8
	50 26	CONVENTIONS & EDUCATIONS	416	.00	0	2912	840.00	29	.00	5000	4160.00	17
	50 28	DUES & ASSOC MEMBERSHIPS	83	.00	0	581	861.00	148	.00	1000	139.00	86
	50 30	REFUNDS	41	.00	0	287	.00	0	.00	500	500.00	0
	50 32	MISCELLANEOUS	166	81.84	49	1162	388.71	34	.00	2000	1611.29	19
	50 64	SAMPLE TESTING	1250	607.32	49	8750	3047.24	35	.00	15000	11952.76	20
	50 66	FEES PAID TO COMMONWEALTH	458	.00	0	3206	5037.00	157	.00	5500	463.00	92
	50 68	PROFESSIONAL LICENSES	100	.00	0	700	100.00	14	.00	1200	1100.00	8
	50 **	OTHER CHARGES	14317	10476.44	73	100219	71214.82	71	.00	171870	100655.18	41
	60	MATERIALS & SUPPLIES										
	60 02	OFFICE SUPPLIES	508	.00	0	3556	791.30	22	.00	6100	5308.70	13
	60 04	REPAIRS & MAINTENANCE	2500	48.64	2	17500	17339.42	99	.00	30000	12660.58	58
	60 06	FUELS & LUBRICANTS	354	443.10	125	2478	4086.94	165	.00	4250	163.06	96
	60 08	VEHICLE & EQUIP R&M	187	12.09	7	1309	1252.23	96	.00	2250	997.77	56
	60 10	UNIFORMS	604	461.44	76	4228	3620.57	86	.00	7250	3629.43	50
	60 11	SAFETY EQUIP & PROGRAMS	208	100.00	48	1456	518.95	36	.00	2500	1981.05	21
	60 14	OTHER OPERATING SUPPLIES	10000	13771.06	138	70000	77624.75	111	.00	120000	42375.25	65
	60 15	LABORATORY TEST CHEMICALS	1250	168.37	14	8750	7412.77	85	.00	15000	7587.23	49

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

70			UTILITIES										
701			WATER										
60	24		SMALL TOOLS	166	.00	0	1162	352.52	30	.00	2000	1647.48	18
60	25		SMALL EQUIPMENT	625	.00	0	4375	686.77	16	.00	7500	6813.23	9
60	**		MATERIALS & SUPPLIES	16402	15004.70	92	114814	113686.22	99	.00	196850	83163.78	58
70			TRANSFER OUT										
70	05		TO RESERVES	2731	.00	0	19117	.00	0	.00	32780	32780.00	0
70	**		TRANSFER OUT	2731	.00	0	19117	.00	0	.00	32780	32780.00	0
90			DEBT SERVICE										
90	02		PRINCIPAL	25166	.00	0	176162	302000.00	171	.00	302000	.00	100
90	04		INTEREST	7988	46677.07	584	55916	96108.67	172	.00	95860	248.67-	100
90	**		DEBT SERVICE	33154	46677.07	141	232078	398108.67	172	.00	397860	248.67-	100
91			DEBT SERVICE-2020A										
91	02		PRINCIPAL	8997	107970.00	1200	62979	107970.00	171	.00	107970	.00	100
91	04		INTEREST	7710	46266.38	600	53970	92532.76	172	.00	92530	2.76-	100
91	**		DEBT SERVICE-2020A	16707	154236.38	923	116949	200502.76	171	.00	200500	2.76-	100
701	**	**	WATER	139635	267935.31	192	977445	1091399.85	112	.00	1675800	584400.15	65
70	**	**	UTILITIES	139635	267935.31	192	977445	1091399.85	112	.00	1675800	584400.15	65
DIV	5001		TOTAL *****										
			OPERATIONS	139635	267935.31	192	977445	1091399.85	112	.00	1675800	584400.15	65

FUND 050 WATER & SEWER FUND			DEPT/DIV 5002 WATER			DEPARTMENT/PUMP STATION						
BA ELE OBJ		ACCOUNT	*****CURRENT*****			*****YEAR-TO-DATE*****				ANNUAL	UNENCUMB.	%
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT

70		UTILITIES										
703		BEDFORD PUMP STATION										
	50	OTHER CHARGES										
	50 02	ELECTRICAL SERVICES	833	637.03	77	5831	4214.59	72	.00	10000	5785.41	42
	50 08	TELECOMMUNICATIONS	45	52.53	117	315	371.86	118	.00	550	178.14	68
	50 **	OTHER CHARGES	878	689.56	79	6146	4586.45	75	.00	10550	5963.55	44
	60	MATERIALS & SUPPLIES										
	60 04	REPAIRS & MAINTENANCE	250	.00	0	1750	.00	0	9909.00	3000	6909.00-	330
	60 **	MATERIALS & SUPPLIES	250	.00	0	1750	.00	0	9909.00	3000	6909.00-	330
703	** **	BEDFORD PUMP STATION	1128	689.56	61	7896	4586.45	58	9909.00	13550	945.45-	107
704		LOLA PUMP STATION										
	50	OTHER CHARGES										
	50 02	ELECTRICAL SERVICES	83	75.47	91	581	229.15	39	.00	1000	770.85	23
	50 08	TELECOMMUNICATIONS	45	52.53	117	315	371.86	118	.00	550	178.14	68
	50 **	OTHER CHARGES	128	128.00	100	896	601.01	67	.00	1550	948.99	39
	60	MATERIALS & SUPPLIES										
	60 04	REPAIRS & MAINTENANCE	8	.00	0	56	.00	0	.00	100	100.00	0
	60 **	MATERIALS & SUPPLIES	8	.00	0	56	.00	0	.00	100	100.00	0
704	** **	LOLA PUMP STATION	136	128.00	94	952	601.01	63	.00	1650	1048.99	36
709		MELINDA PUMP STATION										
	50	OTHER CHARGES										
	50 02	ELECTRICAL SERVICES	800	.00	0	5600	.00	0	.00	9600	9600.00	0
	50 08	TELECOMMUNICATIONS	45	.00	0	315	.00	0	.00	550	550.00	0
	50 **	OTHER CHARGES	845	.00	0	5915	.00	0	.00	10150	10150.00	0
	60	MATERIALS & SUPPLIES										
	60 04	REPAIRS & MAINTENANCE	125	.00	0	875	.00	0	.00	1500	1500.00	0
	60 **	MATERIALS & SUPPLIES	125	.00	0	875	.00	0	.00	1500	1500.00	0
709	** **	MELINDA PUMP STATION	970	.00	0	6790	.00	0	.00	11650	11650.00	0
70	** **	UTILITIES	2234	817.56	37	15638	5187.46	33	9909.00	26850	11753.54	56
DIV	5002	TOTAL *****										
		PUMP STATION	2234	817.56	37	15638	5187.46	33	9909.00	26850	11753.54	56

FUND 050 WATER & SEWER FUND			DEPT/DIV 5003 WATER			DEPARTMENT/SPRINGS							
BA	ELE	OBJ	ACCOUNT	*****CURRENT*****			*****YEAR-TO-DATE*****				ANNUAL	UNENCUMB.	%
SUB		SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT

70			UTILITIES										
706			MCMINNIS SPRING										
	50		OTHER CHARGES										
	50	02	ELECTRICAL SERVICES	800	705.01	88	5600	3999.15	71	.00	9600	5600.85	42
	50	08	TELECOMMUNICATIONS	66	60.75	92	462	305.75	66	.00	800	494.25	38
	50	**	OTHER CHARGES	866	765.76	88	6062	4304.90	71	.00	10400	6095.10	41
	60		MATERIALS & SUPPLIES										
	60	04	REPAIRS & MAINTENANCE	250	.00	0	1750	142.21	8	.00	3000	2857.79	5
	60	14	OTHER OPERATING SUPPLIES	625	600.43	96	4375	3732.40	85	.00	7500	3767.60	50
	60	15	LABORATORY TEST CHEMICALS	250	.00	0	1750	988.77	57	.00	3000	2011.23	33
	60	**	MATERIALS & SUPPLIES	1125	600.43	53	7875	4863.38	62	.00	13500	8636.62	36
706	**	**	MCMINNIS SPRING	1991	1366.19	69	13937	9168.28	66	.00	23900	14731.72	38
707			REYNOLDS SPRING										
	50		OTHER CHARGES										
	50	02	ELECTRICAL SERVICES	1016	2299.44	226	7112	7120.65	100	.00	12200	5079.35	58
	50	08	TELECOMMUNICATIONS	125	160.95	129	875	896.42	102	.00	1500	603.58	60
	50	**	OTHER CHARGES	1141	2460.39	216	7987	8017.07	100	.00	13700	5682.93	59
	60		MATERIALS & SUPPLIES										
	60	04	REPAIRS & MAINTENANCE	250	.00	0	1750	690.92	40	.00	3000	2309.08	23
	60	14	OTHER OPERATING SUPPLIES	541	600.43	111	3787	4854.69	128	.00	6500	1645.31	75
	60	15	LABORATORY TEST CHEMICALS	250	.00	0	1750	988.77	57	.00	3000	2011.23	33
	60	**	MATERIALS & SUPPLIES	1041	600.43	58	7287	6534.38	90	.00	12500	5965.62	52
707	**	**	REYNOLDS SPRING	2182	3060.82	140	15274	14551.45	95	.00	26200	11648.55	56
70	**	**	UTILITIES	4173	4427.01	106	29211	23719.73	81	.00	50100	26380.27	47
DIV	5003	TOTAL	*****										
		SPRINGS		4173	4427.01	106	29211	23719.73	81	.00	50100	26380.27	47

FUND 050 WATER & SEWER FUND			DEPT/DIV 5004 WATER			DEPARTMENT/TANKS & INDUSTRIAL METERS						
BA ELE OBJ	ACCOUNT		*****CURRENT*****			*****YEAR-TO-DATE*****				ANNUAL	UNENCUMB.	%
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT

70		UTILITIES										
708		TANKS & INDUSTRIAL METERS										
	50	OTHER CHARGES										
	50 02	ELECTRICAL SERVICES	100	101.99	102	700	467.79	67	.00	1200	732.21	39
	50 08	TELECOMMUNICATIONS	108	103.75	96	756	726.25	96	.00	1300	573.75	56
	50 **	OTHER CHARGES	208	205.74	99	1456	1194.04	82	.00	2500	1305.96	48
	60	MATERIALS & SUPPLIES										
	60 04	REPAIRS & MAINTENANCE	208	.00	0	1456	.00	0	.00	2500	2500.00	0
	60 **	MATERIALS & SUPPLIES	208	.00	0	1456	.00	0	.00	2500	2500.00	0
708	** **	TANKS & INDUSTRIAL METERS	416	205.74	50	2912	1194.04	41	.00	5000	3805.96	24
70	** **	UTILITIES	416	205.74	50	2912	1194.04	41	.00	5000	3805.96	24
DIV	5004	TOTAL *****										
		TANKS & INDUSTRIAL METERS	416	205.74	50	2912	1194.04	41	.00	5000	3805.96	24

FUND 050 WATER & SEWER FUND			DEPT/DIV 5010 WATER			DEPARTMENT/WATER CAPITAL OUTLAY								
BA	ELE	OBJ	ACCOUNT			*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%
SUB		SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT	

70			UTILITIES											
701			WATER											
	81		CAPITAL OUTLAY - REPLACE											
	81	02	VEHICLE REPLACEMENT	2242	.00	0	15694	.00	0	.00	26910	26910.00	0	
	81	06	MACHINERY & EQUIPMENT	169362	4639.50	3	1185534	418008.84	35	22573.00	2032350	1591768.16	22	
	81	22	WATER SYSTEM	0	.00	0	0	30000.00	0	.00	0	30000.00-	0	
	81	30	IMPRVMNTS OTHER THAN BLDG	2916	.00	0	20412	38835.00	190	.00	35000	3835.00-	111	
	81	35	MELINDA TANK HPZ	114583	116799.00	102	802081	510579.04	64	.00	1375000	864420.96	37	
	81	37	SCADA SYSTEM UPGRADE	3333	.00	0	23331	17900.00	77	.00	40000	22100.00	45	
	81	40	WTP - ELECTRICAL	0	21383.00	0	0	458261.60	0	120446.93	0	578708.53-	0	
	81	**	CAPITAL OUTLAY - REPLACE	292436	142821.50	49	2047052	1473584.48	72	143019.93	3509260	1892655.59	46	
	82		CAPITAL OUTLAY - NEW											
	82	22	WATER SYSTEM	0	5650.00	0	0	41660.00	0	.00	0	41660.00-	0	
	82	30	IMPRVMNTS OTHER THAN BLDG	208	.00	0	1456	.00	0	.00	2500	2500.00	0	
	82	**	CAPITAL OUTLAY - NEW	208	5650.00	2716	1456	41660.00	2861	.00	2500	39160.00-	1666	
701	**	**	WATER	292644	148471.50	51	2048508	1515244.48	74	143019.93	3511760	1853495.59	47	
70	**	**	UTILITIES	292644	148471.50	51	2048508	1515244.48	74	143019.93	3511760	1853495.59	47	
DIV	5010	TOTAL	*****											
		WATER	CAPITAL OUTLAY	292644	148471.50	51	2048508	1515244.48	74	143019.93	3511760	1853495.59	47	
DEPT	50	TOTAL	*****											
		WATER	DEPARTMENT	439102	421857.12	96	3073714	2636745.56	86	152928.93	5269510	2479835.51	53	

FUND 050 WATER & SEWER FUND			DEPT/DIV 5101 SEWER			DEPARTMENT/OPERATIONS						
BA ELE OBJ	ACCOUNT		*****CURRENT*****			*****YEAR-TO-DATE*****				ANNUAL	UNENCUMB.	%
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT

70		UTILITIES										
702		SEWER										
	10	SALARIES AND WAGES										
	10 02	REGULAR	41337	29178.20	71	289359	207589.62	72	.00	496050	288460.38	42
	10 04	OVERTIME	670	311.43	47	4690	4488.29	96	.00	8050	3561.71	56
	10 **	SALARIES AND WAGES	42007	29489.63	70	294049	212077.91	72	.00	504100	292022.09	42
	20	BENEFITS										
	20 02	FICA	3216	2067.58	64	22512	15025.91	67	.00	38600	23574.09	39
	20 04	VA RETIREMENT SYSTEM	4051	1988.62	49	28357	14564.14	51	.00	48620	34055.86	30
	20 06	GROUP MEDICAL INSURANCE	7308	4581.80	63	51156	36661.00	72	.00	87700	51039.00	42
	20 08	GROUP LIFE INSURANCE	554	392.24	71	3878	2715.23	70	.00	6650	3934.77	41
	20 18	VRS HYBRID EMPLOYER CONTR	0	778.74	0	0	4681.77	0	.00	0	4681.77-	0
	20 20	ICMA HYBRID EMPLOYER CONT	0	101.40	0	0	612.94	0	.00	0	612.94-	0
	20 **	BENEFITS	15129	9910.38	66	105903	74260.99	70	.00	181570	107309.01	41
	30	CONTRACTUAL SERVICES										
	30 08	MAINTENANCE SVC CONTRACTS	875	2454.12	281	6125	4900.90	80	.00	10500	5599.10	47
	30 14	MISC & PROFESSIONAL SVCS	1666	.00	0	11662	400.00	3	8950.00	20000	10650.00	47
	30 16	PHYSICALS	125	.00	0	875	150.00	17	.00	1500	1350.00	10
	30 24	R & M GROUNDS, BLDGS, RDS	541	.00	0	3787	1500.91	40	.00	6500	4999.09	23
	30 **	CONTRACTUAL SERVICES	3207	2454.12	77	22449	6951.81	31	8950.00	38500	22598.19	41
	50	OTHER CHARGES										
	50 02	ELECTRICAL SERVICES	27083	32064.17	118	189581	185044.09	98	.00	325000	139955.91	57
	50 04	HEATING SERVICES	291	384.10	132	2037	666.95	33	.00	3500	2833.05	19
	50 08	TELECOMMUNICATIONS	708	1146.30	162	4956	5993.38	121	.00	8500	2506.62	71
	50 10	PROPERTY INSURANCE	760	.00	0	5320	6847.50	129	.00	9130	2282.50	75
	50 12	MOTOR VEHICLE INSURANCE	151	.00	0	1057	1365.00	129	.00	1820	455.00	75
	50 18	GENERAL LIABILITY INSUR	375	.00	0	2625	3000.00	114	.00	4500	1500.00	67
	50 24	SUBSISTANCE & LODGING	83	.00	0	581	.00	0	.00	1000	1000.00	0
	50 26	CONVENTIONS & EDUCATIONS	250	.00	0	1750	433.00	25	.00	3000	2567.00	14
	50 28	DUES & ASSOC MEMBERSHIPS	41	.00	0	287	.00	0	.00	500	500.00	0
	50 30	REFUNDS	25	.00	0	175	.00	0	.00	300	300.00	0
	50 32	MISCELLANEOUS	62	81.83	132	434	81.83	19	.00	750	668.17	11
	50 64	SAMPLE TESTING	916	1866.21	204	6412	4150.68	65	.00	11000	6849.32	38
	50 66	FEES PAID TO COMMONWEALTH	833	690.00	83	5831	10219.00	175	.00	10000	219.00-	102
	50 67	SAMPLE TESTING / IN HOUSE	437	.00	0	3059	3976.70	130	.00	5250	1273.30	76
	50 68	PROFESSIONAL LICENSES	125	.00	0	875	100.00	11	.00	1500	1400.00	7
	50 90	EOP ENVIRON. SAMPLING	416	.00	0	2912	.00	0	.00	5000	5000.00	0
	50 **	OTHER CHARGES	32556	36232.61	111	227892	221878.13	97	.00	390750	168871.87	57
	60	MATERIALS & SUPPLIES										
	60 02	OFFICE SUPPLIES	504	.00	0	3528	.00	0	.00	6050	6050.00	0
	60 04	REPAIRS & MAINTENANCE	4166	.00	0	29162	7297.27	25	12338.26	50000	30364.47	39
	60 06	FUELS & LUBRICANTS	854	827.08	97	5978	19841.99	332	.00	10250	9591.99-	194
	60 08	VEHICLE / EQUIP R&M	333	.00	0	2331	5019.00	215	.43-	4000	1018.57-	126
	60 10	UNIFORMS	583	453.64	78	4081	2700.69	66	376.36	7000	3922.95	44
	60 11	SAFETY EQUIP & PROGRAMS	416	.00	0	2912	1669.61	57	.00	5000	3330.39	33
	60 14	OTHER OPERATING SUPPLIES	5416	.00	0	37912	31393.84	83	.00	65000	33606.16	48

FUND 050 WATER & SEWER FUND			DEPT/DIV 5101 SEWER			DEPARTMENT/OPERATIONS						
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****						
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	ANNUAL BUDGET	UNENCUMB. BALANCE	% BDGT

70		UTILITIES										
702		SEWER										
	60	24 SMALL TOOLS	125	.00	0	875	502.07	57	.00	1500	997.93	34
	60	50 LABORATORY TEST EQUIP	2500	1101.76	44	17500	10089.42	58	2070.29	30000	17840.29	41
	60	** MATERIALS & SUPPLIES	14897	2382.48	16	104279	78513.89	75	14784.48	178800	85501.63	52
	70	TRANSFER OUT										
	70	05 TO RESERVES	2730	.00	0	19110	.00	0	.00	32770	32770.00	0
	70	** TRANSFER OUT	2730	.00	0	19110	.00	0	.00	32770	32770.00	0
	91	DEBT SERVICE-2020A										
	91	02 PRINCIPAL	6252	75030.00	1200	43764	75030.00	171	.00	75030	.00	100
	91	04 INTEREST	5358	32151.21	600	37506	64302.43	171	.00	64300	2.43-	100
	91	** DEBT SERVICE-2020A	11610	107181.21	923	81270	139332.43	171	.00	139330	2.43-	100
702	**	** SEWER	122136	187650.43	154	854952	733015.16	86	23734.48	1465820	709070.36	52
70	**	** UTILITIES	122136	187650.43	154	854952	733015.16	86	23734.48	1465820	709070.36	52
DIV	5101	TOTAL *****										
		OPERATIONS	122136	187650.43	154	854952	733015.16	86	23734.48	1465820	709070.36	52

FUND 050 WATER & SEWER FUND			DEPT/DIV 5102 SEWER			DEPARTMENT/PUMP STATION						
BA ELE OBJ	ACCOUNT		*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT

70		UTILITIES										
705		RIVERVIEW PUMP STATION										
	50	OTHER CHARGES										
	50 02	ELECTRICAL SERVICES	1083	824.45	76	7581	4528.09	60	.00	13000	8471.91	35
	50 08	TELECOMMUNICATIONS	83	52.53	63	581	371.86	64	.00	1000	628.14	37
	50 **	OTHER CHARGES	1166	876.98	75	8162	4899.95	60	.00	14000	9100.05	35
	60	MATERIALS & SUPPLIES										
	60 04	REPAIRS & MAINTENANCE	833	.00	0	5831	6438.90	110	.00	10000	3561.10	64
	60 **	MATERIALS & SUPPLIES	833	.00	0	5831	6438.90	110	.00	10000	3561.10	64
705	** **	RIVERVIEW PUMP STATION	1999	876.98	44	13993	11338.85	81	.00	24000	12661.15	47
70	** **	UTILITIES	1999	876.98	44	13993	11338.85	81	.00	24000	12661.15	47
DIV	5102	TOTAL *****										
		PUMP STATION	1999	876.98	44	13993	11338.85	81	.00	24000	12661.15	47

FUND 050 WATER & SEWER FUND			DEPT/DIV 5110 SEWER			DEPARTMENT/SEWER CAPITAL OUTLAY							
BA	ELE	OBJ	*****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	6818	.00	0	47726	.00	0	33188.28	81820	48631.72	41
	81	06	MACHINERY & EQUIPMENT	2000	.00	0	14000	1913.75	14	12004.00	24000	10082.25	58
	81	18	BUILDING	500	.00	0	3500	.00	0	.00	6000	6000.00	0
	81	20	SEWER SYSTEM	0	2230.00	0	0	27763.25	0	.00	0	27763.25-	0
	81	30	IMPRVMNTS OTHER THAN BLDG	5625	.00	0	39375	.00	0	35160.76	67500	32339.24	52
	81	40	ELECTRICAL	119266	119119.95	100	834862	693731.34	83	.00	1431200	737468.66	49
	81	**	CAPITAL OUTLAY - REPLACE	134209	121349.95	90	939463	723408.34	77	80353.04	1610520	806758.62	50
	82		CAPITAL OUTLAY - NEW										
	82	30	IMPRVMNTS OTHER THAN BLDG	208	.00	0	1456	.00	0	.00	2500	2500.00	0
	82	**	CAPITAL OUTLAY - NEW	208	.00	0	1456	.00	0	.00	2500	2500.00	0
702	**	**	SEWER	134417	121349.95	90	940919	723408.34	77	80353.04	1613020	809258.62	50
70	**	**	UTILITIES	134417	121349.95	90	940919	723408.34	77	80353.04	1613020	809258.62	50
DIV	5110		TOTAL *****										
			SEWER CAPITAL OUTLAY	134417	121349.95	90	940919	723408.34	77	80353.04	1613020	809258.62	50
DEPT	51		TOTAL *****										
			SEWER DEPARTMENT	258552	309877.36	120	1809864	1467762.35	81	104087.52	3102840	1530990.13	51

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	8767	6639.76	76	61369	54445.39	89	.00	105200	50754.61	52
	10	04	OVERTIME	266	131.64	50	1862	1936.75	104	.00	3200	1263.25	61
	10	**	SALARIES AND WAGES	9033	6771.40	75	63231	56382.14	89	.00	108400	52017.86	52
	20		BENEFITS										
	20	02	FICA	670	538.95	80	4690	4064.06	87	.00	8050	3985.94	51
	20	04	VA RETIREMENT SYSTEM	830	440.06	53	5810	3080.42	53	.00	9970	6889.58	31
	20	06	GROUP MEDICAL INSURANCE	1791	1244.99	70	12537	11704.39	93	.00	21500	9795.61	54
	20	08	GROUP LIFE INSURANCE	114	100.31	88	798	772.21	97	.00	1370	597.79	56
	20	18	VRS HYBRID EMPLOYER CONTR	0	255.15	0	0	2245.88	0	.00	0	2245.88-	0
	20	20	ICMA HYBRID EMPLOYER CONT	0	38.24	0	0	320.13	0	.00	0	320.13-	0
	20	**	BENEFITS	3405	2617.70	77	23835	22187.09	93	.00	40890	18702.91	54
	30		CONTRACTUAL SERVICES										
	30	08	MAINTENANCE SVC CONTRACTS	250	38.25	15	1750	229.50	13	.00	3000	2770.50	8
	30	16	PHYSICALS	25	.00	0	175	.00	0	.00	300	300.00	0
	30	30	GIS MAPPING UPDATES	416	33.48	8	2912	1227.44	42	.00	5000	3772.56	25
	30	**	CONTRACTUAL SERVICES	691	71.73	10	4837	1456.94	30	.00	8300	6843.06	18
	50		OTHER CHARGES										
	50	08	TELECOMMUNICATIONS	25	33.58	134	175	102.40	59	.00	300	197.60	34
	50	24	SUBSISTANCE & LODGING	41	.00	0	287	9.40	3	.00	500	490.60	2
	50	26	CONVENTIONS & EDUCATIONS	66	.00	0	462	10.00	2	.00	800	790.00	1
	50	65	METER TESTING/REPLACEMENT	1250	.00	0	8750	4693.78	54	.00	15000	10306.22	31
	50	76	MISS UTILITY	54	22.05	41	378	170.08	45	.00	650	479.92	26
	50	**	OTHER CHARGES	1436	55.63	4	10052	4985.66	50	.00	17250	12264.34	29
	60		MATERIALS & SUPPLIES										
	60	02	OFFICE SUPPLIES	70	.00	0	490	.00	0	.00	850	850.00	0
	60	04	REPAIRS & MAINTENANCE	4166	.00	0	29162	24430.68	84	.00	50000	25569.32	49
	60	06	FUELS & LUBRICANTS	541	227.70	42	3787	2335.41	62	.00	6500	4164.59	36
	60	08	VEHICLE & EQUIP R&M	520	431.61	83	3640	11178.81	307	.23	6250	4929.04-	179
	60	10	UNIFORMS	216	125.60	58	1512	798.53	53	.00	2600	1801.47	31
	60	11	SAFETY EQUIP & PROGRAMS	108	54.40	50	756	96.29	13	.00	1300	1203.71	7
	60	25	SMALL EQUIPMENT	116	.00	0	812	394.45	49	.00	1400	1005.55	28
	60	**	MATERIALS & SUPPLIES	5737	839.31	15	40159	39234.17	98	.23	68900	29665.60	57
711	**	**	DISTRIBUTION	20302	10355.77	51	142114	124246.00	87	.23	243740	119493.77	51
712			COLLECTION										
	10		SALARIES AND WAGES										
	10	02	REGULAR	8766	6639.76	76	61362	54445.08	89	.00	105200	50754.92	52
	10	04	OVERTIME	266	131.63	50	1862	1936.53	104	.00	3200	1263.47	61
	10	**	SALARIES AND WAGES	9032	6771.39	75	63224	56381.61	89	.00	108400	52018.39	52

FUND 050 WATER & SEWER FUND											
DEPT/DIV 5201 DISTRIBUTION & COLLECTION/OPERATIONS											
*****CURRENT***** YEAR-TO-DATE*****											
BA ELE OBJ	ACCOUNT								ANNUAL	UNENCUMB.	%
SUB SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
71	DISTRIBUTION & COLLECTION										
712	COLLECTION										
20	BENEFITS										
20 02	FICA	670	538.84	80	4690	4063.39	87	.00	8050	3986.61	51
20 04	VA RETIREMENT SYSTEM	830	440.04	53	5810	3080.28	53	.00	9970	6889.72	31
20 06	GROUP MEDICAL INSURANCE	1791	1244.98	70	12537	11704.38	93	.00	21500	9795.62	54
20 08	GROUP LIFE INSURANCE	114	100.26	88	798	771.82	97	.00	1370	598.18	56
20 18	VRS HYBRID EMPLOYER CONTR	0	255.13	0	0	2245.62	0	.00	0	2245.62	0
20 20	ICMA HYBRID EMPLOYER CONT	0	38.20	0	0	319.83	0	.00	0	319.83	0
20 **	BENEFITS	3405	2617.45	77	23835	22185.32	93	.00	40890	18704.68	54
30	CONTRACTUAL SERVICES										
30 08	MAINTENANCE SVC CONTRACTS	125	38.25	31	875	979.50	112	.00	1500	520.50	65
30 16	PHYSICALS	25	.00	0	175	.00	0	.00	300	300.00	0
30 30	GIS MAPPING UPDATES	416	33.48	8	2912	1227.44	42	.00	5000	3772.56	25
30 **	CONTRACTUAL SERVICES	566	71.73	13	3962	2206.94	56	.00	6800	4593.06	33
50	OTHER CHARGES										
50 08	TELECOMMUNICATIONS	25	33.57	134	175	102.43	59	.00	300	197.57	34
50 24	SUBSISTANCE & LODGING	41	.00	0	287	.00	0	.00	500	500.00	0
50 26	CONVENTIONS & EDUCATIONS	66	.00	0	462	.00	0	.00	800	800.00	0
50 76	MISS UTILITY	54	22.05	41	378	170.12	45	.00	650	479.88	26
50 **	OTHER CHARGES	186	55.62	30	1302	272.55	21	.00	2250	1977.45	12
60	MATERIALS & SUPPLIES										
60 02	OFFICE SUPPLIES	70	.00	0	490	.00	0	.00	850	850.00	0
60 04	REPAIRS & MAINTENANCE	2916	3698.63	127	20412	14772.78	72	.00	35000	20227.22	42
60 06	FUELS & LUBRICANTS	541	227.70	42	3787	2335.41	62	.00	6500	4164.59	36
60 08	VEHICLE & EQUIP R&M	520	431.61	83	3640	10966.18	301	.23	6250	4716.41	176
60 10	UNIFORMS	208	230.05	111	1456	903.00	62	.00	2500	1597.00	36
60 11	SAFETY EQUIP & PROGRAMS	108	.00	0	756	141.89	19	.00	1300	1158.11	11
60 25	SMALL EQUIPMENT	108	.00	0	756	404.43	54	.00	1300	895.57	31
60 **	MATERIALS & SUPPLIES	4471	4587.99	103	31297	29523.69	94	.23	53700	24176.08	55
81	CAPITAL OUTLAY - REPLACE										
81 30	IMPRVMNTS OTHER THAN BLDG	833	5796.65	696	5831	5796.65	99	.00	10000	4203.35	58
81 **	CAPITAL OUTLAY - REPLACE	833	5796.65	696	5831	5796.65	99	.00	10000	4203.35	58
712 ** **	COLLECTION	18493	19900.83	108	129451	116366.76	90	.23	222040	105673.01	52
71 ** **	DISTRIBUTION & COLLECTION	38795	30256.60	78	271565	240612.76	89	.46	465780	225166.78	52
DIV 5201	TOTAL ***** OPERATIONS	38795	30256.60	78	271565	240612.76	89	.46	465780	225166.78	52
DEPT 52	TOTAL ***** DISTRIBUTION & COLLECTION	38795	30256.60	78	271565	240612.76	89	.46	465780	225166.78	52
FUND 050	TOTAL ***** WATER & SEWER FUND	739983	765294.40	103	5179881	4368550.03	84	257016.91	8880600	4255033.06	52

FUND 070 COMMUNITY IMPROV FUND			DEPT/DIV 9102 NON DEPARTMENT			NON DEPARTMENT			ENCUMBR.	ANNUAL BUDGET	UNENCUMB. BALANCE	% BDGT
BA ELE	OBJ	ACCOUNT	*****CURRENT*****	*****	*****	*****YEAR-TO-DATE*****	*****	*****				
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP				
80		NON DEPARTMENT										
801		NON DEPARTMENTAL										
	50	OTHER CHARGES										
	50 85	USDA RBEG GRANT	0	.00	0	0	50000.00	0	.00	0	50000.00-	0
	50 **	OTHER CHARGES	0	.00	0	0	50000.00	0	.00	0	50000.00-	0
801 ** **		NON DEPARTMENTAL	0	.00	0	0	50000.00	0	.00	0	50000.00-	0
80 ** **		NON DEPARTMENT	0	.00	0	0	50000.00	0	.00	0	50000.00-	0
DIV 9102		TOTAL ***** NON DEPARTMENT	0	.00	0	0	50000.00	0	.00	0	50000.00-	0
DEPT 91		TOTAL ***** NON DEPARTMENT	0	.00	0	0	50000.00	0	.00	0	50000.00-	0
FUND 070		TOTAL ***** COMMUNITY IMPROV FUND	0	.00	0	0	50000.00	0	.00	0	50000.00-	0

FUND 090 CEMETERY FUND			DEPT/DIV 0000			*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%
BA ELE OBJ	ACCOUNT		BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT		
SUB	SUB	DESCRIPTION												

60		PUBLIC WORKS												
603		CEMETERY												
10		SALARIES AND WAGES												
10 02		REGULAR	833	724.25	87	5831	3184.97	55	.00	10000	6815.03	32		
10 04		OVERTIME	83	.00	0	581	232.26	40	.00	1000	767.74	23		
10 **		SALARIES AND WAGES	916	724.25	79	6412	3417.23	53	.00	11000	7582.77	31		
20		BENEFITS												
20 02		FICA	70	52.56	75	490	246.32	50	.00	850	603.68	29		
20 04		VA RETIREMENT SYSTEM	83	.00	0	581	56.35	10	.00	1000	943.65	6		
20 06		GROUP MEDICAL INSURANCE	129	120.78	94	903	463.76	51	.00	1550	1086.24	30		
20 08		GROUP LIFE INSURANCE	16	10.36	65	112	47.95	43	.00	200	152.05	24		
20 18		VRS HYBRID EMPLOYER CONTR	0	66.88	0	0	259.89	0	.00	0	259.89-	0		
20 20		ICMA HYBRID EMPLOYER CONT	0	8.94	0	0	34.69	0	.00	0	34.69-	0		
20 **		BENEFITS	298	259.52	87	2086	1108.96	53	.00	3600	2491.04	31		
30		CONTRACTUAL SERVICES												
30 36		MOWING CONTRACT	2066	.00	0	14462	9750.00	67	.00	24800	15050.00	39		
30 **		CONTRACTUAL SERVICES	2066	.00	0	14462	9750.00	67	.00	24800	15050.00	39		
50		OTHER CHARGES												
50 34		MISCELLANEOUS REIMB	0	.00	0	0	1795.00	0	.00	0	1795.00-	0		
50 **		OTHER CHARGES	0	.00	0	0	1795.00	0	.00	0	1795.00-	0		
60		MATERIALS & SUPPLIES												
60 04		REPAIRS & MAINTENANCE	833	.00	0	5831	271.52	5	.00	10000	9728.48	3		
60 60		OPENING/CLOSING GRAVES	125	.00	0	875	500.00	57	.00	1500	1000.00	33		
60 **		MATERIALS & SUPPLIES	958	.00	0	6706	771.52	12	.00	11500	10728.48	7		
70		TRANSFER OUT												
70 01		TO CEMETERY RESERVE	2270	.00	0	15890	.00	0	.00	27250	27250.00	0		
70 **		TRANSFER OUT	2270	.00	0	15890	.00	0	.00	27250	27250.00	0		
603 ** **		CEMETERY	6508	983.77	15	45556	16842.71	37	.00	78150	61307.29	22		
60 ** **		PUBLIC WORKS	6508	983.77	15	45556	16842.71	37	.00	78150	61307.29	22		
DIV 0000	TOTAL *****		6508	983.77	15	45556	16842.71	37	.00	78150	61307.29	22		
DEPT 00	TOTAL *****		6508	983.77	15	45556	16842.71	37	.00	78150	61307.29	22		
FUND 090	TOTAL *****		6508	983.77	15	45556	16842.71	37	.00	78150	61307.29	22		
	CEMETERY FUND													
GRAND	TOTAL *****		1361625	1258857.37	93	9531375	8497432.29	89	995925.57	16341230	6847872.14	58		

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



General Fund Reserves

Money Market Account	4,708,638.72	
Certificate of Deposit	2,946,191.55	
LGIP	7,648,740.66	
Sub-Total		\$ 15,303,570.93

Enterprise Fund Reserves

Money Market Account	230,052.24	
Certificate of Deposit		
LGIP	557,190.07	
Sub-Total		\$ 787,242.31

Highway Fund

Money Market Account	57,350.00	
Certificate of Deposit	0.00	
LGIP	1,006,569.03	
Sub-Total		\$ 1,063,919.03

Green Hill Cemetery

Money Market Account	75,499.24	
Certificate of Deposit	633,677.12	
LGIP	77,249.94	
Sub-Total		\$ 786,426.30

AEDA

Money Market Account	0.00	
Certificate of Deposit	0.00	
LGIP	270,812.25	
Sub-Total		\$ 270,812.25

Federal Forfeiture Account \$0.00

State Forfeiture Account \$10,424.10

Operating Cash Account \$ 2,643,956.73

Grand Total Investments and Deposits \$ 20,866,351.65

Designated Balance \$ 15,099,582.36

Undesignated Balance \$ 5,766,769.29

DISTRIBUTION OF UNDESIGNATED FUNDS

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

EARMARKED FUNDS \$ 10,324,043.95

RESERVE POLICY FUNDS

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

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

Total Reserve Policy Funds 5,095,522



TOWN OF ALTAVISTA
TOWN COUNCIL
REGULAR MEETING
February 8, 2022
AGENDA COVER SHEET

AGENDA ITEM #: 6.B

CONSENT AGENDA

Title: Bid recommendation for Lynch Creek

Staff Resource: Tom Fore and Jeff Arthur

Action(s):

Staff recommends awarding the bid to Mendon

Explanation:

The Council approved moving forward with the bidding of this project and the bids were received. The bid tabulation and and engineers recommendation is attached

Background:

The Town Council had previously agreed to the proposed Lynch Creek sewer line replacement project because the line was found to have multiple problems that had created inflow and infiltration problems. This project is the last of several project that were funded by the current borrowing.

Funding Source(s):

This project is being funded through the borrowing that was done know as (SNAP). Staff is evaluating the amount of funding left in the current SNAP account to see if additional funding will be needed and a recommendation will be given at the meeting of what additional funds will be needed if necessary.

Attachments: *(click item to open)*

[Attachment 1. Bid Recommendation Lynch Creek.pdf](#)

[Attachment 2. Bid Tabulation Lynch Creek.pdf](#)



HURT & PROFFITT

Inspired | Responsive | Trusted

January 21, 2022

Mr. Gary Shanaberger, Town Manager
Town of Altavista, Virginia
510 Seventh Street
Altavista, VA 24517

Re: *Town of Altavista
Lynch Creek Sewer Replacement
H&P Project #: 20191198*

Dear Mr. Shanaberger:

Hurt and Proffitt prepared bid documents for the Lynch Creek Sewer Replacement Project and the project was advertised on November 21, 2021. A public bid opening was held at the Town of Altavista office on January 20, 2022 and four bids were received, opened, and read aloud. Below is a summary of the engineer estimate and submitted bids:

Contractor	Base Bid	Responsive
Boring Contractors, Inc.	\$3,999,700.00	Yes
Concrete Foundations, Inc.	\$2,719,683.62	Yes
E.C. Pace Company, Inc.	\$2,772,606.00	Yes
Mendon Pipeline, Inc.	\$2,229,500.00	Yes
Engineer Estimate	\$1,771,385.00	

The lowest bid was above the engineer's estimate. There were math errors with two bidders, Boring Contractors, Inc. and Concrete Foundations, Inc.; these discrepancies did not affect the lowest bidder.

We recommend that the project be awarded to the low bidder, Mendon Pipeline, for the total of the base bid. The difference between the Engineers Estimate and the low bidder is a reflection of the current bidding environment and the cost of materials escalation since that estimate was prepared.

If you concur in this recommendation, we will prepare the Notice of Award and contract documents for signature. If you have any questions, please do not hesitate to contact me.

Sincerely,
HURT & PROFFITT, INC.

Chad Hodges, PE
Project Manager

Bif Johnson, PE
CEO/President

CC: Tom Fore



Town of Altavista
Lych Creek Sewer Replacement
Bid Tabulation January 20, 2022

				Engineer Estimate		Boring Contractors, Inc.		Concrete Foundations, Inc.		E.C. Pace Company, Inc.		Mendon Pipeline, Inc.	
Item	Description	Quantity	Units	Unit Cost	Cost	Unit Cost	Cost	Unit Cost	Cost	Unit Cost	Cost	Unit Cost	Cost
Sewer Line													
1	12" SDR 35 Sewer Line	1,130	LF	\$ 95.00	\$ 107,350.00	\$ 250.00	\$ 282,500.00	\$ 157.62	\$ 178,110.60	\$ 167.00	\$ 188,710.00	\$ 175.00	\$ 197,750.00
2	10" SDR 35 Sewer Line	7,415	LF	\$ 90.00	\$ 667,350.00	\$ 225.00	\$ 1,668,375.00	\$ 140.35	\$ 1,040,695.25	\$ 140.00	\$ 1,038,100.00	\$ 115.00	\$ 852,725.00
3	48" Diameter Manholes	365	VF	\$ 600.00	\$ 219,000.00	\$ 825.00	\$ 301,125.00	\$ 468.50	\$ 171,002.50	\$ 509.00	\$ 185,785.00	\$ 550.00	\$ 200,750.00
4	Manhole Frame & Cover (Waterproof)	39	EA	\$ 400.00	\$ 15,600.00	\$ 575.00	\$ 22,425.00	\$ 2,013.34	\$ 78,520.26	\$ 736.00	\$ 28,704.00	\$ 600.00	\$ 23,400.00
5	24" Bore & Jack (N&W Railroad)	267	LF	\$ 800.00	\$ 213,600.00	\$ 1,000.00	\$ 267,000.00	\$ 1,040.76	\$ 277,882.92	\$ 2,090.00	\$ 558,030.00	\$ 1,750.00	\$ 467,250.00
6	24" Bore & Jack Railroad (Rock Allowance)	100	LF	\$ 500.00	\$ 50,000.00	\$ 3,000.00	\$ 300,000.00	\$ 1,875.00	\$ 187,500.00	\$ 1,500.00	\$ 150,000.00	\$ 1,700.00	\$ 170,000.00
7	24" Casing - Open Cut (Lynch Road)	40	LF	\$ 500.00	\$ 20,000.00	\$ 600.00	\$ 24,000.00	\$ 650.75	\$ 26,030.00	\$ 982.00	\$ 39,280.00	\$ 600.00	\$ 24,000.00
8	24" Casing - Open Cut (West Road)	33	LF	\$ 500.00	\$ 16,500.00	\$ 600.00	\$ 19,800.00	\$ 788.00	\$ 26,004.00	\$ 1,087.00	\$ 35,871.00	\$ 600.00	\$ 19,800.00
9	Reconnect Service Laterals	30	EA	\$ 1,000.00	\$ 30,000.00	\$ 3,500.00	\$ 105,000.00	\$ 3,861.64	\$ 115,849.20	\$ 2,838.00	\$ 85,140.00	\$ 1,200.00	\$ 36,000.00
10	Rock Excavation	100	CY	\$ 175.00	\$ 17,500.00	\$ 295.00	\$ 29,500.00	\$ 450.00	\$ 45,000.00	\$ 235.00	\$ 23,500.00	\$ 115.00	\$ 11,500.00
11	Riprap	75	TONS	\$ 250.00	\$ 18,750.00	\$ 65.00	\$ 4,875.00	\$ 200.00	\$ 15,000.00	\$ 154.00	\$ 11,550.00	\$ 115.00	\$ 8,625.00
12	Bypass Pumping	1	LS	\$ 120,000.00	\$ 120,000.00	\$ 200,400.00	\$ 200,400.00	\$ 125,000.00	\$ 125,000.00	\$ 150,000.00	\$ 150,000.00	\$ 20,000.00	\$ 20,000.00
13	Tree Clearing	1	LS	\$ 15,000.00	\$ 15,000.00	\$ 200,000.00	\$ 200,000.00	\$ 90,000.00	\$ 90,000.00	\$ 22,000.00	\$ 22,000.00	\$ 55,000.00	\$ 55,000.00
14	Erosion Control	1	LS	\$ 25,000.00	\$ 25,000.00	\$ 365,000.00	\$ 365,000.00	\$ 188,880.00	\$ 188,880.00	\$ 106,236.00	\$ 106,236.00	\$ 18,000.00	\$ 18,000.00
15	Mobilization	1	LS	\$ 50,000.00	\$ 50,000.00	\$ 185,000.00	\$ 185,000.00	\$ 129,508.89	\$ 129,508.89	\$ 125,000.00	\$ 125,000.00	\$ 100,000.00	\$ 100,000.00
16	Railroad Permit Fees	1	LS	\$ 24,700.00	\$ 24,700.00	\$ 24,700.00	\$ 24,700.00	\$ 24,700.00	\$ 24,700.00	\$ 24,700.00	\$ 24,700.00	\$ 24,700.00	\$ 24,700.00
Estimated Construction Subtotal				\$ 1,610,350.00		\$ 3,999,700.00		\$ 2,719,683.62		\$ 2,772,606.00		\$ 2,229,500.00	
Contingency				10% \$ 161,035.00		\$ -		\$ -		\$ -		\$ -	
Estimated Project Construction Cost				\$ 1,771,385.00		\$ 3,999,700.00		\$ 2,719,683.62		\$ 2,772,606.00		\$ 2,229,500.00	
				Start Date		May 30, 2022		April-May 2022		April 4, 2022		August 1, 2022	
				End Date		May 30, 2022		February-May 2023		March 30, 2023		April 1, 2023	
				Substantial Completion		365		300-365		360		240	



TOWN OF ALTAVISTA
TOWN COUNCIL
REGULAR MEETING
February 8, 2022
AGENDA COVER SHEET

AGENDA ITEM #: 6.C

CONSENT AGENDA

Title: Town Council Meeting Minutes

Staff Resource: Crystal Hailey, Administrative Clerk

Action(s):

After review, Town Council may chose to approve the meeting minutes as presented or amended.

Explanation:

- Town Council Work Session - November 23rd, 2021
- Town Council Regular Meeting - December 14th, 2021
- Town Council Regular Meeting: January 11th, 2022

Background:

Funding Source(s):

Attachments: *(click item to open)*

[Attachment 1. Council Work Session 11.23.21](#)

[Attachment 2. Council Meeting 12.14.21](#)

[Attachment 3. Council Meeting 1.11.22](#)

Town Council Work Session, November 23, 2021

The November 2021 Work Session for Altavista’s Town Council was held in Council Chambers of the J.R. Burgess Municipal Building, 510 Seventh Street, on November 23rd, at 5:00 PM.

Mayor Mike Mattox called the meeting to order and presided.

Town Council
Members present:

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

Also Present:

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

1. Agenda Adoption

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

- Section #4. Items Referred from Previous Meetings: Jenks River Trail

Mayor Mattox asked Town Council if they had any questions or concerns in regard to the proposed November 23, 2021, Council Work Session Agenda, to which there were none.

Vice Mayor Reggie Bennett made a motion, seconded by Councilman Jay Higginbotham, to approve the agenda as amended.

Motion carried:
VOTE:

Dr. Scott Lowman	Yes
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

2.1 Citizens Police Academy Award Presentation
Staff Representative: Altavista Police Chief Tommy Merricks

Altavista’s Police Chief, Tommy Merricks, and Mayor Mike Mattox presented participation awards to citizens that attended the town’s first Citizens Police Academy: Larry Barbour, Frank Dalton Jr, Jason Daniel, James Arnot, and Larry Rowland. El Igne and Kameron Taylor also participated, but were not in attendance at the Council meeting.

Chief Merricks stated the academy program was designed to share with citizens some of the training that police officers initially go through. He stated he intended to continue the five-week program but extend it longer to include additional items.

Town Council Work Session, November 23, 2021

Mayor Mattox thanked the citizens for attending the APD academy program and Chief Merricks for promoting community awareness and involvement.

2.2 Virginia Department of Environmental Quality (DEQ) Presentation TMDL and BMP Recommendations presented by Lucy Smith, DEQ

Background:

This presentation was to make Town Council aware of DEQ's recommendations for Total Maximum Daily Loads (TMDLs) and Best Management Practices (BMPs) that were presented to the public. DEQ sought out the public's comments to assist with the TMDL for both Lynch Creek and Reed Creek by having public input meetings. On this date, Lucy Smith presented information to Town Council related to both streams.

Tom Fore, Interim Public Services Director, introduced Ms. Smith and turned the meeting over to her for the DEQ presentation.

Ms. Smith shared a PowerPoint presentation and gave Town Council a brief overview of the Department of Environmental Quality's TMDL and BMP recommendations.

Ms. Smith informed Council that TMDL was the amount of pollutant that could enter a waterbody and still meet the water quality standard and stated The Clean Water Act tasks DEQ to address impaired waters by conducting a TMDL study.

Ms. Smith shared with Council information regarding the town's fore-mentioned creeks.

- Reed Creek:
 - Located in Pittsylvania County and impaired for 8.90 miles.
 - Total Habitat and LRBS were low but reference site has healthy habitat. Sediment and bank stability are driving low Total Habitat Scores.
- Lynch Creek:
 - Located in Campbell County and runs through the Town of Altavista. It is impaired for 3.90 miles.
 - Total Habitat Scores were consistently low and driven by low riparian vegetation and bank vegetation.

Ms. Smith stated it was important to identify what was contributing to the excessive sediment found in the two watersheds (creeks) so the reduction scale could be calculated, and tools implemented for remediation, in order to meet TMDL goals.

- Regulatory Tools
 - WLA will be enforced
 - New permits will comply with TMDL
- Non-regulatory Tools
 - Voluntary funding opportunities
 - BMP support from local experts

Ms. Smith stated, once the town moved into the "implementation phase", the two watersheds would then be eligible for grant funding opportunities. She stated the next step was to take the study and intended plan to the state's Water Control Board in December, and if approved, the town could move forward with the implementation planning phase.

Vice Mayor Bennett stated he believed the record amount of rainfall in the area over the past couple of years had contributed to the excessive sediment in Lynch and Reed Creek.

Councilman George referenced Reed Creek being in Pittsylvania County and asked if the town was required to assist in the sediment remediation plan for that watershed.

Town Council Work Session, November 23, 2021

Ms. Smith stated, currently, all implementation plans for “best practices” were voluntary. She stated the DEQ TMDL and BML were tools that either community could utilize for funding opportunities.

Mr. George referenced Lynch Creek and the cow pastures were adjacent to the creek in some areas. He asked if the cattle in those areas would be restricted from drinking water from the creek.

Ms. Smith said the state could not restrict cattle from drinking water from the creek. She informed Council there was an option to work with the Soil & Water Conservation District to provide funding for “cattle exclusion” by offering water stations away from the stream.

Mayor Mattox stated the Staunton River was one of the town’s crown jewels and he believed the town should do everything it could to ensure it offered the cleanest water possible. He stated, by reducing the excess sediment in Lynch Creek and Reed Creek, not only strengthens their ecosystem, but also improves the resource for the town’s Water Plant

Tom Fore, Interim Public Services Director, stated he strived to keep the community educated on what the Public Services Department was doing and why they were doing it. He stated the town continues its efforts to protect its natural resources for, not only current citizens, but also future generations.

Mayor Mattox thanked Ms. Smith for the DEQ presentation and Mr. Fore for his due diligence on the matter and bringing the information to Council.

2.3 FY2021 Financial Audit Report

Staff Representative: Tobie Shelton, Town Treasurer/Finance Director

Background:

The Town is required to engage a public accounting firm to conduct an annual independent audit of the Town's basic financial statements in accordance with Governmental Auditing Standards. The audit must be conducted by licensed Certified Public Accountants who, at the conclusion of their test work, must opine upon the accuracy and completeness of the statements and whether the statements present fairly the financial position of the governmental activities, business-type activities, each major fund, and the aggregate remaining fund information of the Town as of June 30th each year (the end of the fiscal year), this year being 2021.

Mrs. Tobie Shelton shared with Town Council a memo outlining the results of the town’s FY2021 Financial Audit Report.

DATE: November 17, 2021

MEMO TO: Mayor Mattox and Members of Council

FROM: Tobie Shelton, Finance Director

RE: FY 2021 Financial Report

David Foley, with Robinson, Farmer, Cox Associates, will be attending the November 23rd Work Session to present our FY 2021, Financial Report, which covered the period of July 1, 2020, through June 30, 2021. He will be able to answer any questions you may have concerning the annual report.

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

As noted in Exhibit 3, page 7, the fund balance total of the General Fund for FY 2021 was \$18,691,362. The General Fund balance increased in the amount of \$1,459,667 as indicated on page 9 (Statement of Revenues, Expenditures, and Changes in Fund Balance – Governmental Fund) over last year.

Town Council Work Session, November 23, 2021

As noted in Exhibit 7, page 11, total net position of the Enterprise Fund for FY 2021 was \$12,516,382. The Enterprise Fund had a gain in net position in the amount of \$215,142 as indicated on page 12 (Statement of Revenues, Expenditures, and Changes in Net Position – Proprietary Fund) over last year. The Town continues to show a stable financial position.

Mrs. Shelton introduced David Foley, Robinson, Farmer, Cox Associates, to give a brief overview of the report.

Mr. Foley stated “town management” was responsible for preparing and fairly presenting the town’s financial statements, to which he stated they did. He said, at the conclusion of an audit, his firm was required to give the town two documents: 1) a financial audit report and 2) a communication letter to those charged with governance, which was included in the report shared with Council.

Mr. Foley then went over the town’s FY2021 financial audit and results as outlined in the memo shared by Mrs. Shelton. He stated as a result of the audit, his firm issued the Town of Altavista an “unmodified opinion”, the cleanest possible result for a locality. He stated an unmodified opinion represents that the town’s financial statements had been prepared in accordance with generally accepted accounting principles.

Mr. Foley said he would be happy to answer any questions Town Council may have in regard to Altavista’s FY2021 financial audit report.

Councilman Mitchell referenced the audit report’s mention of the Town of Altavista having a small staff and asked Mr. Foley to expand on that statement/observation.

Mr. Foley stated it was not uncommon for small localities to be small staffed. He stated when a locality had a small staff, regarding internal controls, it was difficult to adequately segregate duties with any one process. Mr. Foley said he believed the town had done everything it could with the staff it had to address that issue.

Mr. Foley referenced the Communication Letter that his firm is required to present to the town and stated there were no difficulties encountered while performing the town’s financial audit. He concluded his presentation by stating that Mrs. Shelton and her staff did an excellent job of working with his firm during the audit process, by having the required documents ready when the audit began, answering questions, and pulling additional documents that his firm asked for.

Mayor Mattox asked Town Council if they had any questions for Mr. Foley in regard to Altavista’s FY2021 Financial Audit Report, to which there were none.

Mayor Mattox thanked Mr. Foley and his firm for their services to the Town of Altavista.

Mayor Mattox also thanked Tobie Shelton, Altavista’s Treasurer and Finance Director, and shared his appreciation for the continued good work that she and her staff does.

Mrs. Shelton stated Town Staff would request the acceptance of the FY2021 Annual Report be put on the December 14th Town Council Meeting Consent Agenda.

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

3. Citizen’s Time

Mayor Mattox asked if there were any citizen(s) attending the meeting that wished to address Town Council regarding a work session agenda, or non-agenda item, to which there were none.

Town Council Work Session, November 23, 2021

4. Items Referred from Previous Meetings

4.1 Jenks River Trail – Pedestrian Bridge (#2)

Staff: Tom Fore, Public Services Director

Mr. Fore stated, per Council's direction, he solicited quotes from two companies for the second pedestrian bridge for the new Jenks River Trail, one being from the company that provided the first bridge. He stated he should have the quotes by the following week.

Mr. Fore informed Town Council that the project required an engineer (Hurt & Proffitt) to conduct a survey on the bridge's placement, which was needed to obtain a required permit from the county to continue the project. He requested \$3,000 to cover the cost of the survey.

Councilman Higginbotham asked if Town Staff could complete the work needed.

Mr. Fore stated the Public Works' schedule was currently full. He informed Council that Town Code required the survey from an engineer for such a project. He reminded Council that Hurt & Proffitt was one of the town's on-call engineer services.

Mayor Mattox stated the town was held to the same standard as its citizens, and if the Town Code said an engineered stamped survey was required, the town would do so.

Councilman George referenced the first pedestrian bridge project for the Jenks River Trail and reminded Council that one of the three quotes received included an installation cost. He stated, with Town Staff being so busy, allowing someone else to install the second pedestrian bridge may be something the town should consider.

Mr. Fore stated he would investigate the cost and consider that option.

Mayor Mattox asked the Town Attorney, John Eller, since the dollar amount was under \$10,000, could Town Council vote on this request that evening.

Mr. Eller asked, if Council approved the request, where the funds would be coming from.

Mr. Fore stated his request would include utilizing the Jenks Fund to cover the survey cost.

Tobie Shelton, Altavista's Treasurer/Finance Director, confirmed there were funds remaining in the Jenks Fund (\$44,000) that could be used if approved by Council.

Mr. Eller stated, the Jenks Fund was allocated for use in the back section of English Park, where the second bridge would be located along the new Jenks River Trail, therefore it was appropriate to utilize the Jenks Fund for the survey request. He informed Town Council they could vote on this matter/request that evening.

Councilman Higginbotham made a motion, seconded by Councilman George, to authorize Tom Fore, Interim Public Services Director, to use \$3,000 from the Jenks Fund for Hurt & Proffitt to conduct a survey pertaining to the second pedestrian bridge to be placed on the Jenks River Trail in English Park.

Motion carried.

VOTE:

Dr. Scott Lowman	Yes
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

Town Council Work Session, November 23, 2021

5. Items for Discussion - New and Unfinished

5.1 Claire Park Foundation – Request for Town Assistance with Driveway Installation Staff Representative: Tom Fore, Interim Public Services Director

Background:

Public Works' Staff need direction from Council when requests from non-profit organizations, such as Habitat for Humanity or the Claire Parker Foundation, need a driveway installed; whether staff should cut the curbing and build or rebuild the entrance for these organizations, which would both require staff time and materials in order to accomplish a new driveway installation.

Mr. Tom Fore, Altavista's Interim Public Services Director, informed Council that Jonathan Parker, Claire Park Foundation President, was looking to restore a third home by the foundation and requested the town assist with installing a driveway where none existed.

Mr. Fore stated the cost of adding a driveway to a property where none existed would be \$3,500-\$5,000 to a new homeowner. He stated Staff was seeking the direction of Council for how they wished to respond to this request and any such requests moving forward.

Mayor Mattox stated, if a non-profit organization was willing to restore a derelict house, or build a new one, to bring or keep more families in Altavista, he believed it would be worth the town's investment to offer assistance by installing a driveway to the property.

There was a unanimous consensus of Town Council to place this item on the December Consent Agenda for official approval; authorizing Town Staff to assist the Claire Parker Foundation with their potential third house by adding a driveway where none existed.

5.2 Public Services/Streets Department – Street Sweeper Staff Representative: Tom Fore, Interim Public Services Director

Background:

Town Council asked staff to investigate if repairs could be made to the existing Street Sweeper instead of replacing it. Staff investigated the option and found that, due to the age of the sweeper (17yrs), it was unrepairable to the level the town needed it to be, and the repairs for the broken accessories could exceed \$40,000.

Interim Public Services Director, Tom Fore, informed Town Council that Public Works' FY2022 CIP Fund still had the previously approved amount for a Street Sweeper, of \$203,000. He stated the current Source Well quote was under budget at \$192,870.

Mr. Fore stated Town Staff was seeking Town Council's approval to move forward with replacing the Street Sweeper.

Councilman Higginbotham asked if the Town of Altavista was still conducting street sweeping services for the Town of Gretna.

Mr. Fore answered yes. He suggested, due to the continued increase in gas prices, the town should consider re-evaluating what they charge the Town of Gretna for this service.

Mayor Mattox asked which funding source covered the cost of street sweeping the town.

Public Works Manager, Jeff Arthur, answered that Bedford Avenue and Main Street were paid for through the town's General Fund and all other streets swept were covered under the Highway Fund.

Mayor Mattox asked Town Council if they had any additional questions or comments regarding staff's request.

Town Council Work Session, November 23, 2021

Councilman George stated his confidence in Mr. Fore's investigation and recommendation and shared his favor in allowing staff to move forward with the purchase of a new sweeper and utilizing the funds previously approved and allocated for this purpose.

Councilman Higginbotham concurred with Mr. George, however, due to gas prices continuing to rise, suggested Altavista re-evaluate its agreement with the Town of Gretna pertaining to street sweeping services.

Mr. Fore stated he would review the contract and keep Council updated on this item.

There was a unanimous consensus of Town Council to place this item on their December 14th Regular Meeting Consent agenda for official approval.

5.3 English Park – Wayfinding Signage

Staff Representative: Tom Fore, Interim Public Services Director

Background:

The Town of Altavista's previous Assistant Town Manager, Amie Owens, was directed by Town Council to create and have installed "wayfinding" signage at English Park and trails. Staff received a proposal from Kim Cottle, Multi-Media, Inc. A meeting was held on Wednesday, November 17th with Tom Fore, Teri Anderson, and Kim Cottle to discuss the submitted proposal. The proposal was \$42,488, which included project specs, field work, materials, labor, and installation. With Council's directive, the signage could be in place by June 30th, 2022.

Interim Public Services Director, Tom Fore, informed Council that the larger proposed signs would be designed so the town could add additional verbiage in the future if needed.

Mr. Fore stated that staff was requesting a not-to-exceed amount of \$55,000 for this project, which would allow the inclusion of the newest trail that was currently underway, for its signage that was not included in the initial scope of work.

Mayor Mattox asked if there was a funding source designated for this project.

Altavista Town Treasurer, Tobie Shelton, answered the project currently did not have one.

Mayor Mattox asked Town Council for their input on whether the town should designate a funding source or postpone this item until it could be discussed for CIP consideration during the FY2023 budget process.

Councilman Mitchell shared his favor with adding the Wayfinding Signage Project to the list of FY2023 CIP items.

Councilman George asked why the signage cost changed from \$42,488 to \$55,000.

Mr. Fore stated the quote was recalculated to include the additional cost for the new Jenks River Trail when completed, which was not in the original quote.

Councilman Emerson asked how many wayfinding signs were included in the proposal.

Mr. Fore stated there were multiple signs and mile-markers included and shared with Council a map of the locations for each new wayfinding sign.

Mayor Mattox asked when the quote would expire.

Mr. Fore confirmed the quote was good for thirty days.

Vice Mayor Bennett reminded Council that the town had been talking about and wanting signage for the English Park Trail System for a couple of years, and now there were two additional trails that had been added since the initial conversation, the Green Hill

Town Council Work Session, November 23, 2021

Connector Trail and the Jenks River Trail. He stated, since it was the town's intent to implement this project in the near future, they should consider moving forward because material costs may continue to increase.

Councilman George asked, if Council approved the proposal, would the project be placed under Parks & Recreation in the budget.

Mrs. Tobie Shelton, Town Treasurer/Finance Director, answered that, if approved, the item could be listed under the Parks & Recreation CIP for the FY2023 Budget, or Council could elect to utilize the Reserve Fund to move this project forward now.

Councilman Higginbotham suggested the town be mindful of English Park's "natural setting" and not have too many signs placed in the park and along the trails.

Mr. Fore informed Council, if the new signage was approved, the old existing signs would be removed and replaced with the new ones to stay consistent.

There was a unanimous consensus of Council to place this item on Town Council's December 14th Regular Meeting Consent Agenda for official approval.

5.4 Broadband Discussion

Background:

At Mayor Mattox's request, a Broadband Committee was formed in 2021 to evaluate the Town of Altavista's broadband needs. A goal was determined - to find ways to create "hotspots" downtown and to improve residential service throughout the rest of the town. Recently, Dr. Scott Lowman (Councilman) and Community Development Director Sharon Williams met with the Department of Housing and Community Development (DHCD) to discuss the project. DHCD Staff decided to attend Council's January meeting to gain a better understanding of the town's goals and how the DHCD might be able to assist.

Community Development Director Sharon D. Williams referenced the broadband study conducted by the DHCD in 2016. She stated planning documents usually have a useful life-expectancy of five years, therefore the 2016 study was outdated.

Ms. Williams stated she and Dr. Lowman believed it would be beneficial for the town to have another discussion with the DHCD about the town's current needs and the needs of its citizens. She introduced Aaron Barnes, DHCD Broadband Planner, and stated he would continue the conversation.

Mr. Barnes stated there was a huge increase in interest for broadband services over the past two years, due to COVID. He said the DHCD had a goal to get universal broadband across the entire Commonwealth of Virginia by the year 2024.

Mr. Barnes explained that his job was to collect information from localities that have broadband and from companies that provide broadband services, to determine the areas/localities that do not have broadband or that may need increased broadband coverage. He stated he then "maps" the information together in order to connect the two groups.

Mr. Barnes introduced Ammar Omari, a Communications and Broadband Project Manager for the DHCD.

Mr. Omari stated his work focused primarily on the technical aspects of broadband and telecommunications; and he also conducted consultations to review submitted proposals.

Mr. Barnes stated, during this meeting, he would collect information regarding any issues Altavista might have pertaining to broadband access and also obtain the town's goals and objectives for having broadband offered in its community.

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Mr. Omari stated he believed the most important part to planning properly for internet service was understanding a locality's current needs, and what their needs might include in the future. He stated proper planning included obtaining citizen input, and the more information received, a more informative decision the town could make for its community.

Mayor Mattox asked Town Council if they had any questions or comments.

Councilman, Dr. Scott Lowman, suggested looking at the town's needs in two ways, "the nice to have, and the need to have". He stated he believed the town's needs included the citizens needs and what the town needed to be competitive; and the "nice to have" would be to have wireless internet coverage in the town parks, which would be an amenity/asset for the town to promote.

Dr. Lowman shared his favor in conducting another broadband study, to include a citizen survey, and asked if the DHCD had a grant that would fund the study.

Dr. Lowman also asked how 5G internet would affect what the town would like to accomplish with broadband.

Mr. Omari explained that "5G" was the speed of internet service and was only affected when using wireless service, not cable/fiberoptics access. He stated the speed of wireless internet depended on the number of users within a service area, making fiber/cable internet faster and more reliable, however it was also more expensive.

Dr. Lowman referred to Mr. Omari's mention of CBRS and asked for its definition.

Mr. Omari informed Council that the FCC approved the CBRS (Citizen Broadband Radio Service), and if available in Altavista, the licensed spectrum could be used free of charge. He stated he had seen CBRS used by localities to offer internet access in their parks and other small areas to connect their 5G network.

Dr. Lowman asked if CBRS would be one of the items covered in a broadband study.

Mr. Omari answered it would, along with wireless and fiberoptic available options, and other information needed for the town to make its decision pertaining to broadband service.

Councilman George referenced Comcast being the only provider that currently serviced Altavista and asked if the fore-mentioned discount program was available with Comcast.

Mr. Barnes stated the fore-mentioned internet service discount was offered through a federally funded program and would work with any internet service provider, to citizens that qualified, which was typically low to medium income families.

Mr. George also referenced Campbell County's recent plan to add fiberoptic cable internet service to their existing network for better broadband coverage. He stated that he was unsure why Altavista was not included in that plan.

Community Development Director Sharon Williams informed Council that she and Waverly Coggsdale, Altavista's previous Town Manager, had a conversation with the Campbell County Administrator, Frank Rogers, before Mr. Coggsdale departed (August 2021) and was told he believed Altavista was better served than other parts of the county, so the town was not included in the county's current broadband expansion grant.

Councilman Lowman reminded Council that Altavista had existing fiber for broadband in certain areas and stated the task at hand was to find ways to expand the existing coverage to more areas and citizens throughout the town.

Councilman George asked who was responsible for the cost of expanding the town's broadband.

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Dr. Lowman stated a broadband study would help the town determine that aspect of their broadband expansion plan. He stated it was important to be well informed on the future plans of local internet providers so that the town could make an informative decision with grand funds or the citizen's money.

Mr. Barnes stated expanding its broadband coverage was an important economic tool for Altavista to bring in more industry and small businesses.

Mayor Mattox shared his favor in Altavista's vision to expand its broadband coverage and stated he believed the town should do as much as it could to move the project forward as soon as possible, because it would be an asset for Altavista's existing citizens, small businesses, and industries. He stated good broadband service would also help Altavista be competitive when promoting economic development and soliciting new industry.

Mr. Barnes concurred and stated it would be advantageous for the town to investigate what options were available to help widen its broadband coverage.

Vice Mayor Bennett referenced the fore-mentioned federal discount program regarding internet service and asked how soon the program would be available in Altavista.

Mr. Barnes informed Council the program was already available to anyone that qualified.

Mr. Bennett asked that Town Staff relay the program's information to Altavista citizens, by advertisement and/or social media.

Councilman Emerson shared his favor with the town moving forward with a broadband study to determine the town's overall needs and what options were available.

There were no further comments or questions from Town Council pertaining to this matter.

Mr. Barnes told Council they could contact him or Mr. Omari any time they had questions. He also shared the website address to the fore-mentioned federal discount program, commonwealthconnect.virginia.gov.

Mayor Mattox thanked Mr. Barnes and Mr. Omari for their presentation and extensive information pertaining to broadband.

5.5 CY2022 Town Council Meeting Schedule

Background:

The Altavista Town Council currently meets twice a month. They meet on the 2nd Tuesday of each month for their Regular Meeting (at 6:00 pm) and on the 4th Tuesday of each month for their Work Session (at 5:00 pm). The meetings are conducted in Council's Chambers of the J.R. "Rudy" Burgess Building (Town Hall), located at 510 7th Street. Based on past direction, there is no Council Work Session scheduled for the month of December.

Mrs. Tobie Shelton, Altavista's Treasurer/Finance Director, stated that Town Staff was seeking a consensus of Council to place the adoption of the FY2022 Town Council Meeting Calendar on the December Regular Meeting Consent Agenda, as presented or modified.

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

5.6 Proposed Organizational Structure

Background:

The vacancy of several positions throughout the Town of Altavista organization offered the opportunity for potential restructuring of the organization to be 1) more efficient, 2) to support and implement the vision and goals of the Town Council, 3) to assign work and accountability to staff under the direction of the Town Manager, 4) to improve

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communications internally, 5) to improve communications for the planning of community events, and 6) to ensure an appropriate span of control of those directors reporting directly to the Town Manager. Per Town Council's direction, Interim Town Manager Clarence Monday was asked to evaluate the existing structure and offer Council recommendations to coincide with the town's current needs and goals.

Interim Town Manager Clarence Monday stated he discussed his revision ideas with the new incoming Town Manager, Gary Shanaberger, and Mr. Shanaberger concurred with his recommendations. Mr. Monday shared with Town Council his proposal for the town's organizational structure update for their consideration.

Mr. Monday stated the revised organizational structure would consist of five (5) members of Town Staff reporting directly to the Town Manager: Assistant Clerk Crystal Hailey, APD Chief Merricks, Public Services Director (Interim) Tom Fore, Assistant Town Manager (Vacant), and Administration and Finance Director Tobie Shelton.

Mr. Monday stated the Assistant Clerk would represent staff at all town committee meetings for continuity, which was not done in all localities, but he believed was important to ensure meeting minutes were done uniformly. This did not include AOT.

Mr. Monday referenced the Altavista Police Department. He stated Chief Merricks did an outstanding job overseeing his department and would continue to report directly to the Town Manager.

Mr. Monday referenced the newly structured Public Services Department, which included Water, Wastewater, and Public Works. He stated the Public Services Director (currently "Interim" Tom Fore) would continue to manage projects within the town's Utilities Division and reported directly to the Town Manager.

Mr. Monday continued and referenced Altavista's Finance Director and Treasurer Tobie Shelton. He stated Mrs. Shelton was also head of the Administration Department and she would continue to report directly to the Town Manager for all three departments.

Mr. Monday referenced the Assistant Town Manager (currently vacant) and stated that person would continue to hold a supportive role to Town Council and the Town Manager.

Mr. Monday concluded by sharing that he believed a Town Manager and Town Council could not successfully implement their goals and objectives efficiently and effectively without the support of their staff working together to achieve those goals.

Mr. Monday stated the Assistant Town Manager would oversee and/or supervise multiple departments and groups for the Town of Altavista; including Community Development, with Community Development Director Sharon Williams, Transit, which was currently being done (temporarily) by Finance Director Tobie Shelton, and Economic Development by coordinating efforts with Campbell County, the Lynchburg Regional Business Alliance, and with the Altavista Economic Development Authority (AEDA).

Mr. Monday stated the Assistant Town Manager would also attend Avoca Board Meetings and Altavista Area Chamber of Commerce Board Meetings and report back to the Town Manager and Town Council; and to relay any pertinent information to Town Staff that related to community events.

Mr. Monday informed Town Council that the new Town Manager, Gary Shanaberger, asked that, if Council approved the proposed organizational structure revisions, for Mr. Monday to revise the Assistant Town Manager's job description and move forward with advertising for the vacant position.

Mr. Monday stated that Town Staff was requesting this item be placed on either the December 14th Consent Agenda for approval or Town Council's Regular Meeting Agenda for further discussion and direction to staff. He stated he would be happy to answer any questions the Town Council had.

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Mayor Mattox asked Town Council if they had any questions, comments, or concerns regarding the proposed revisions to the Town of Altavista's Organizational Structure.

Vice Mayor Bennett asked if the current budget had funds allocated for the Assistant Town Manager position, to which Mr. Monday stated it did.

Councilman Higginbotham stated he believed economic development was a critical subject and suggested it be the direct responsibility of the Town Manager.

Town Council concurred.

Mr. Higginbotham also stated, since the town did not currently have a Code Enforcement Officer, suggested code enforcement be the temporary responsibility of the Community Development Department until an Assistant Town Manager was hired.

Councilman Mitchell asked Mr. Monday for his input on whether the number of employees the Town of Altavista currently employed was sufficient to cover the delegation of current responsibilities and needs of the town.

Mr. Monday stated, while serving as Altavista's Interim Town Manager, he was able to observe daily operations and ongoing projects of all departments and found there were three areas that he believed to be critically in need: Utilities, Finance, and Administration.

Mr. Monday reminded Town Council that Tom Fore, former Utilities Director, was only working as the town's Interim Public Services Director on a part-time basis and it was his recommendation that the town hire an Assistant Public Services Director to learn from Mr. Fore before he fully retired. He stated there were "vacancy savings" in the current budget that would help cover the cost of the assistant position.

Mr. Monday went on to reference the Administration and Finance Departments. He stated Mrs. Shelton was in the process of hiring a replacement for the recently departed employee in Administration. He stated he believed the Finance Department would also benefit from having an additional employee and recommended Council consider allowing Mrs. Shelton to utilize vacancy savings to hire for that department as well.

Councilman Higginbotham stated he believed it would benefit the town for the new Assistant Town Manager to have an engineer background and to work directly with the Public Services Department Director. He stated he also believed community and economic development would be best served under the Town Manager.

Mayor Mattox concurred with Mr. Higginbotham. He stated he hoped the new Town Manager would be with the town for a long time and the new Assistant Town Manager to stay and take over the Town Manager position when that time came.

Mayor Mattox shared his favor with accepting the proposed organizational structure revisions, knowing the structure could be changed later if necessary.

Councilman Lowman stated he also liked the proposed organizational structure, but would prefer the new Town Manager have input before it was finalized.

Mr. Monday confirmed that Mr. Shanaberger, new Town Manager, had been consulted and gave input on the final proposal.

Mr. Monday stated, when he consulted with Tom Fore, Interim Public Services Director, regarding the proposed revisions to the town's organizational structure, Mr. Fore believed it would be more beneficial for the Assistant Public Services Director to have an engineer background/knowledge, requiring the Assistant Town Manager to only need management and administration experience.

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Vice Mayor Bennett thanked Mr. Monday for his time and due diligence with investigating and evaluating the town’s needs to offer Council a viable option for consideration of the town’s organizational structure. He also thanked Mr. Monday for consulting with Altavista’s new Town Manager in this matter to ensure that he concurred with the changes.

Mr. Bennett stated he believed Mr. Monday’s proposal offered a successful plan for the future and he was in favor of all of his recommendations.

Councilman Emerson shared his favor with the proposed revisions to the organizational structure and moving forward with hiring an Assistant Town Manager as soon as possible. He stated he was also in favor of allowing Mrs. Shelton to hire another employee for the Finance Department.

Councilman Mitchell thanked Mr. Monday for his efforts in creating his proposal and for including the new Town Manager in the process.

Mayor Mattox stated, with no additional funds being requested, this item could be voted on that evening.

Councilman Wayne Mitchell made a motion, seconded by Vice Mayor Reggie Bennett, to accept Interim Town Manager Clarence Monday’s proposed revisions to Altavista’s Organizational Structure and adopting the chart as presented. The motion included utilizing funds from employee vacancies to hire an Assistant Public Services Director and an additional employee for the Finance Department. The motion also included allowing staff to move forward with advertising for the vacant Assistant Town Manager position.

Motion carried.

Vote:	Dr. Scott Lowman	Yes
	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 Replacement of Town Council’s Meeting Tablets

Background:
Funds were included in the FY2022 Capital Improvements Plan for the replacement of Town Council's iPad tablets. The current devices would be six (6) years old in January 2022 and at the end of their useful life.

Finance Director Tobie Shelton stated that an argument could be made for both, to replace the iPads with newer devices or print each Council member a paper copy of their agendas. She stated a third option would be to offer Council both choices, and each Council member would select the option that works best for each of them.

Mrs. Shelton stated, at that time, staff was seeking direction from Town Council on how to move forward. She stated, should Council approve to move forward with purchasing new tablets, there may be "departmental savings" later in the fiscal year that could assist in offsetting most or all of any cost over the appropriated funds; however, it is too early in the fiscal year to make that determination.

Mayor Mattox asked for each Council member’s input on this matter.

Councilmen Lowman and George both stated they preferred a Windows-based tablet, while Councilman Higginbotham stated he would be fine with either option.

Mayor Mattox shared his favor with having a paper copy of the agenda so that he was able to write meeting notes on the appropriate pages.

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Vice Mayor Bennett stated that he also liked having a paper copy of the agenda for writing notes, until he received that evening's agenda which was 231 pages large. He also stated, on paper, some of the numbers and graphs were too small for him to see and like the idea of being able to enlarge them when using a tablet.

Councilman Emerson shared his favor with Council receiving newer tablets, and for the tablets to have the capability of writing notes on their meeting agendas with a stylist pen.

Councilman Mitchell also shared his favor in staying with tablets and preferably Windows-based. He stated he believed tablets were easier to maneuver than paper copies of the agenda and also nice to have when needing to look at previous agenda or documents.

Councilman George asked when Council would receive their new tablets, to which Mrs. Shelton replied there were funds appropriated in the current budget for this item, so if a consensus was reached, she would move forward with ordering the tablets.

There was a consensus of Town Council to authorize Mrs. Shelton to utilize FY2022 appropriated funds (\$10,000) for replacing Council's existing, outdated, tablets with new Windows-based tablets. The consensus included authorizing her to either use a departmental transfer or reserve funds to offset any additional funds needed (potentially \$5,600).

5.8 Salary and Compensation Study

Background:

It is important for the town to ensure that its job position classifications and pay grades are kept up to date with the current job market. Keeping its salary and compensation package current and competitive is vital to the success of the town's employee recruitment and retention efforts. The Town of Altavista's current Pay and Classification Plan was last updated in 2016, therefore it is now necessary for the town to seek a professional firm to do the required market research and analysis to ensure that its plan is keeping up with the job market.

Interim Town Manager Clarence Monday informed Council there would be tier changes, mandated by government, to minimum wages over the next couple of years that could cause compression issues with employee salaries.

Mr. Monday also reminded Council that it had been five years since the town had a salary compensation study conducted to ensure the town was fairly paying its employees. He stated staff was seeking authorization to move forward with a new study to update the town's Pay and Classification Plan.

Mr. Monday stated there were specifications already compiled for the study and a funding source identified, and if Council approved, staff would seek quotes from entities that specialized in studies for local government. He stated the recommendations would be in time to incorporate into the current budget process for the next fiscal year.

Mayor Mattox asked Town Council for their input on this matter.

Councilman George asked if the study would be for all employee salaries/compensation, to which Mr. Monday stated it would.

Mayor Mattox requested conducting the study with "local" peers, not distant localities.

Mr. Monday stated the town had the ability to control the area studied for this analysis and he would relay the preferred perimeter to the firm that conducted the study.

Councilman Higginbotham shared his concern with spending money on an outside agency to conduct a salary study and suggested the salary evaluation be done internally by the new Town Manager.

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Councilman Mitchell stated he could see both sides of whether to perform the salary study internally or use an outside firm but either way, he was in favor of the study being conducted.

Vice Mayor Bennett stated the town owned its staff a fair wage and compensation for their work and shared his favor in authorizing staff to move forward and seek quotes for the study.

Mr. Bennett stated that his previous place of employment conducted a salary compensation survey/study every year. He asked, with it being five years from the town's last study, what was the appropriate amount of time to wait in between studies.

Mr. Monday answered two to three years, unless something major happened in the job market.

Councilman Emerson recommended allowing Chief Merricks to have input for his department, by sharing the agencies he believed the town was losing officers to.

Mr. Emerson stated the town expected the best from its employees and he believed the town needed to compensate them for those efforts with competitive wages/salaries.

Mayor Mattox asked, if approved, how the study would be funded.

Altavista Finance Director Tobie Shelton informed Council there was a line item in the current budget for miscellaneous and professional services that would cover the cost of the study.

Councilman Higginbotham asked if the quotes for the study would be brought back to Council.

Mr. Monday stated staff's request included allowing staff to choose the most feasible quote submitted without going over the amount appropriated in the budget.

Vice Mayor Reggie Bennett made a motion, seconded by Councilman Tim George, to authorized Town Staff to seek quotes for a salary compensation study for the Town of Altavista, not to exceed the existing budget line item to cover the cost of the study.

Motion carried.

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

5.9 Altavista Community Transit System (ACTS) Budget Review

Background:

Annually Town Staff applies for a grant through the Department of Rail and Public Transportation (DRPT), for funding of the Altavista Community Transit System (ACTS), which is typically 50% Federal Funds, 15% State Funds, and 35% Town funds. The CIP funding is budgeted as 80% Federal/State and 20% Town funds.

Altavista's Treasurer/Finance Director Tobie Shelton stated this item was being presented at this time due to the DRPT grant application deadline, which is February 1, 2022.

Mrs. Shelton stated staff was requesting authorization to apply for the grant again this year in the amount of \$140,540 for the FY2023 ACTS Operations Budget. She stated the amount was a 9% increase from the previous year due to health insurance increases, fuel cost increases, and the federal minimum wage increase from \$9 per hour to \$11 per hour.

Councilman Higginbotham referenced ACTS bus drivers being part-time and asked if they received town health insurance.

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Mrs. Shelton stated the fore-mentioned health insurance rate increase was pertaining to the salaried employees that oversee the town's Transit Department.

Mrs. Shelton stated the Transit FY2023 CIP included a \$26,000 line item for a shelter to be placed at Public Works for the town's two transit buses, which were previously housed at the old fire station, now the new Spark Innovation Center.

Mrs. Shelton stated staff was requesting this item be placed on either the December Consent Agenda for approval to authorize staff to apply for the DRPT grant funds., or Council's Regular December Agenda for further discussion.

There was a unanimous consensus of Town Council to place the item on the consent agenda

5.10 FY2023-2027 Capital Improvement Plan (CIP)

Background

Annually, the Town is required to adopt its budget prior to July 1st, the beginning of the new fiscal year. During last year's budget process, it was the consensus of Town Council to receive the draft capital budget much earlier in the budget process to allow them more time to review the working document to ensure it reflected changing community needs, priorities, and funding opportunities. The Town Budget utilizes funding in the General Fund, Utility (Enterprise) Fund, State Highway Fund, and the Cemetery Fund. The funding comes from a variety of sources including taxes, user fees, state funds, and other.

Altavista's Treasurer/Finance Director Tobie Shelton stated that Council had received the Capital Improvement Plan (CIP) project sheets detailing large capital projects and equipment purchases and their associated funding options for the following departments: Administration, Avoca, Altavista Community Transit System (ACTS), Police, and Public Works. She stated that Council would receive CIP project sheets for the remaining departments at a later meeting.

Mrs. Shelton stated that she and the directors of each draft CIP presented that evening would be glad to answer any questions Council may have.

Mayor Mattox stated, as this was the first time Council was seeing the draft CIP for these departments, he suggested Council review them over the next two weeks and have staff place the item on their December meeting agenda for discussion and consideration.

There was a consensus of Council to do so.

6. Updates and Informational Items

Interim Public Services Director Tom Fore updated Town Council on the following items:

6.1 Dalton's Landing – Solar Lights

Mr. Fore informed Council that the solar lights for Dalton's Landing were currently being installed, with Jeff Arthur, Public Works Manager, overseeing the project.

6.2 CIP FY2022 Vehicle purchase for Community Development

Mr. Fore stated the new Community Development vehicle had been delivered to Public Works, however, they were waiting on the "amber lights" to arrive for installation before delivering it to the Director, Sharon Williams.

6.3 CIP FY2022 Replace 2007 Freightliner Knuckle Boom Truck

Mr. Fore informed Council that the new knuckle boom truck was also delivered. He stated Public Works was currently putting the required decals on the truck so it would be ready for town operations very soon.

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6.4 Altavista YMCA Family Center – Erosión Repairs

Mr. Fore stated the town had received approval from the Army Corps of Engineers to enter the stream at this location for erosion repairs, however, they were currently waiting on a firm to confirm the town was not killing the endangered bugs living in the stream before moving forward on this project

6.5 English Park Restrooms – Eagle Trail Area

Mr. Fore informed Council that he continued to work with Linda Smith, City of Lynchburg, to determine a viable location to place the new restrooms. He stated the initial destination was not only in a flood plain, but also not feasible at potentially \$750,000. He stated they were currently looking at an alternate location (near the train trestle).

Councilman George asked if portable bathrooms (pottys) were allowed in the initially desired area, to which Mr. Fore stated they were.

6.6 Spark Innovation Center Update

Community Development Director Sharon Williams updated Town Council on the progress of this project. She stated the roof was almost complete, contractors were currently working on the exterior siding, and interior walls were being constructed for the offices and conference room. She shared photos with Council for visual reference. Ms. Williams informed Council that she ran into supply chain issues for materials resulting in a few change orders on the project.

Ms. Williams shared the web address for the Spark Innovation Center (www.sparkinnovationcenter.com) so online viewers were aware that they were able to pre-register to rent a space at the facility.

6.7 Meet New Town Manager, Gary Shanaberger

Mayor Mike Mattox, along with the Vice Mayor and Interim Town Manager, invited everyone to arrive at the December meeting early to meet Altavista's new Town Manager, Gary Shanaberger. He stated they planned to arrive at 5pm that evening.

7. Public Comment (Non-Agenda Items)

There were no public comments on this date.

8. Matters from Council

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

- Councilman George referenced the Cemetery Connector Trail and asked when that trail would be connected to the existing trail in English Park.

Interim Public Services Director Tom Fore stated he had not looked at that project yet, but he would do so and update Council at their next meeting.

- Vice Mayor Bennett referenced the public restrooms adjacent to War Memorial Park. He asked if they were scheduled to be painted and/or updated any time soon.

Public Works Manager Jeff Arthur informed Council there was a CIP item in Public Works' draft CIP for FY2023 to paint all of the town park's public restrooms, including the concession stand at the War Memorial Ball Field.

Councilman Mitchell thanked Town Staff for continuing to do a good job of keeping Council informed and updated on the town's ongoing projects.

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9. Closed Session

There was no closed session scheduled for this meeting date.

10. Adjournment

Mayor Mattox encouraged everyone to be at the December Council Meeting at 5p.m. instead of 6 p.m. in order to meet the new Town Manager.

Mayor Mattox asked if there were any additional comments or concerns from Town Council, to which there were none. This meeting was adjourned at 7:54 p.m.

Michael E. Mattox, Mayor

Clarence Monday, Interim Town Manager
Acting Town Clerk

Town Council Regular Meeting December 14th, 2021

The Altavista Town Council held their December 2021 meeting in Council Chambers of the Town Hall/J.R. Burgess Municipal Building, 510 Seventh Street, on Tuesday, December 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. Tracy Emerson
Mr. Timothy George
Mr. Jay Higginbotham
Mayor Michael Mattox
Mr. Wayne Mitchell

Absent Member: Dr. Scott Lowman

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

Mr. Tom Fore, Public Services Interim Director, 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 December, meeting agenda, to which there were none.

Councilman Tim George made a motion, seconded by Councilman Tracy Emerson, to approve the December 14th, 2021, Altavista Town Council Meeting Agenda as presented.

Motion carried

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

3. Recognitions and Presentations

A. Personnel Changes

The Town of Altavista's personnel changes since November 1st, 2021:

New Hire Listing:

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

Departure Listing:

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

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B. APD Swears-In a new Patrol Officer – Jordan Anthony

Mayor Mattox stated it was a great honor for him to swear-in a new APD Police Officer.

APD Chief Tommy Merricks accompanied Officer Anthony at the podium as he was sworn into office by Mayor Mattox. Officer Anthony's mother, Kristen Elliott, presented his pin.

Chief Merricks and Officer Anthony recited the Officer Oath of Honor for Town Council and the community. Following the oath, Chief Merricks welcomed Officer Anthony to the Altavista Police Department.

Mayor Mattox and Town Council welcomed Officer Anthony to the Town of Altavista.

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

Mayor Mattox asked if there were any citizen(s) present wishing to address Council with a comment, concern, or item regarding a subject that was not listed on the December 14th, 2021, Council Meeting Agenda.

Mrs. Marie Mitchell, 325 Myrtle Lane, Altavista, came before Town Council on behalf of the Claire Parker Foundation and thanked the Town of Altavista for its support of their 4th Annual Deck the Heels 5k Night Run.

Mrs. Mitchell stated it took over a year of logistical planning with VDOT, the Town of Altavista, and the Claire Parker Foundation Board to hold the race on Main Street, which also included crossing the new bridge to Hurt and back to Altavista.

Mrs. Mitchell informed Council that over 330 runners registered for the race, and even though it rained that day, there were still 250 participants that ran. She stated there was unwavering support from town workers, as well as Altavista and Hurt Police Officers and Fire Crews working to ensure the safety of the race course.

Mrs. Mitchell specifically thanked APD Chief Tommy Merricks for his collaboration each year with the foundation's board to plan and coordinate any logistical issues they may face. She thanked Chuck Newman and his Public Works team for their diligence in setting barricades to block off Main Street for the race and quickly reopening when the race concluded.

Mrs. Mitchell also thanked the many volunteers that support the event each year, which included three Town Council members: Tracy Emerson, Tim George, and Wayne Mitchell. She stated the willingness of the community and key figures to dedicate their time to the organization and such events gave confidence to every step and endeavor the foundation takes.

Mrs. Mitchell stated the Claire Parker Foundation treasured its relationship with the Town and looked forward to working together on next year's 5th Annual Deck the Heels 5K Night Race. She thanked Town Council and the Town of Altavista for opening their hearts to the Claire Parker Foundation over the past seven years.

Mayor Mattox asked Mrs. Mitchell to share with Mr. Parker and the Claire Parker Foundation's Board the Town Council's appreciation for the good work they do for the community.

No other citizens came forward for comments on this date.

5. Town/Community Partner Updates

A. Altavista Area Chamber of Commerce (the Chamber)

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

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- Ms. Mattox thanked Vice Mayor Bennett for his support of the Chamber's most recent ribbon cutting for the Burke's Outlet Store, located in the Town & Country Shopping Center on Main Street in Altavista.

Ms. Mattox also thanked George Sandridge, Main Street Coordinator and AOT Executive Director, for his assistance with the ribbon cutting event. She stated she believed the Chamber and AOT were a good partnership for such community events.

Ms. Mattox stated the outlet store was going to be a great addition to the town.

- Ms. Mattox referenced the Chamber's annual "Shop Small Altavista" Passport Event, held on Saturday, November 27th, and stated it was again a successful turnout. She stated the event was open to all town businesses and there were a lot of merchants that donated gift cards from their business to giveaway in the seven winning gift baskets, with winners announced at the 2nd annual Town Tree Lighting Event that evening.
- Ms. Mattox stated that Altavista's Christmas Parade, held on Saturday, December 4th, was one of the best she had seen in years. She stated there was an incredible turnout, in both entries and spectators.

Ms. Mattox thanked Vice Mayor Bennett for his help with judging the parade, APD Chief Merricks and Mayor Mattox for leading the parade, and Mrs. Cheryl Dudley for her "secret" contribution at the end of the parade.

Ms. Mattox also thanked the Altavista Police Department for traffic control assistance during the parade and the town's Public Works Department for their help with both the parade and the Christmas tree lighting event.

- Ms. Mattox stated the Coffee & Conversation event on Wednesday, December 15th would conclude the Chamber's events for calendar year 2021.

Ms. Mattox informed Council that she and Altavista Main Street Coordinator George Sandridge were working together in reference to hosting a Coffee & Conversation at the new Spark Innovation Center, once the facility was completed.

- Ms. Mattox referenced the Chamber's annual year-end dinner. She stated the dinner would not be held in January, as usual, but would be later in the 2022 year.

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

Councilman Mitchell stated he was out of town at the time of Altavista's Christmas Parade that year, and the town he was staying in did not have as nice of a parade as Altavista did. He stated he believed Altavista had a special community and it showed in the event.

Ms. Mattox agreed and said the parade entries "out did themselves" with their floats and entertainment and she was already preparing and looking forward to next year's parade.

Mayor Mattox thanked Ms. Mattox for her continued good work for Altavista.

At that time, Mayor Mattox took the opportunity to introduce Altavista's new Town Manager, Gary Shanaberger. He asked Mr. Shanaberger if would like to say a few words.

Mr. Shanaberger stated he was excited to begin as the new town manager and would strive to contribute in a meaningful way. He said that he looked forward to helping Town Council achieve its desired vision for the Town of Altavista.

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B. Altavista On Track (AOT)

Altavista’s Main Street Coordinator and AOT’s Executive Director, George Sandridge, gave Town Council a brief update on Altavista On Track’s most recent events.

- Mr. Sandridge referenced AOT’s Annual Giblet Jog, held each year on Thanksgiving morning at English Park in Altavista. He thanked the multiple volunteers and stated it was the event’s largest turnout to-date, with 340 people registered and 301 runners/walkers in attendance.

Mr. Sandridge also recognized the winners of the Giblet Job/5K Run.

	Male	Female
First Place	Noah Tinsdale	Rachel Steffen
Second Place	Spencer Thompson	Hosannah Fisher
Third Place	Matt Gregory	Sarah Roach

- Mr. Sandridge stated that AOT was continuing to sell their annual Christmas ornament. He stated he heard great feedback from the community in regard to the Vista Theater being recognized on the 2022 ornament.

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

Mayor Mattox asked if AOT had any unsold 2021 ornaments, to which Mr. Sandridge said they did and were selling the 2021 ornament for \$3 each.

Councilman George shared his favor with the drone video taken of the Giblet Jog.

Mr. George stated he believed the video would be a great marketing tool to advertise the Giblet Jog event in the future.

Mayor Mattox thanked Mr. Sandridge for AOT’s updates and thanked the AOT Board for the work they continue to do for the Town of Altavista and its community.

C. Central Virginia Planning District Commission (CVPDC) - Annual Report

CVPDC Executive Director Gary Christie stated the CVPDC was a place where local governments could get together and “get to know and trust” each other and collaborate on regional plans, that often times, would save the localities money on future projects.

Mr. Christie presented Town Council with the CVPDC’s 2021 Annual Report. He stated, in 2021, the CVPDC completed a Regional Transportation Plan and a Regional Hazardous Mitigation Plan, and both plans would help localities be in a position to apply for grants.

Mr. Christie informed Town Council that the CVPDC received \$1.5 million to implement a Regional Housing Study, which would be completed by the summer of 2022.

Mr. Christie stated, in 2022, the CVPDC would also begin updating their Comprehensive Economic Development Strategy (CEDS), which was a plan identified and adopted by all of the region’s Economic Developers, so that economic development education and business activities focused on a series of goals and priorities they all agree to. He stated the CEDS process would take approximately eighteen months to two years to complete.

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Mr. Christie shared that the CVPDC continued to have a good relationship with the Virginia Department of Rail and Public Transportation (DRPT) and the Virginia Department of Transportation (VDOT). He stated the CVPDC currently had six ongoing studies in Campbell County and five in two other counties, related to intersection safety.

Mr. Christie stated the CVPDC was also working with Town of Altavista Staff and the Altavista Planning Commission to revise/update the town's Comprehensive Plan.

Mr. Christie informed Town Council that Lynchburg, Amherst, and Bedford County all shared a Radio Communication System, which the CVPDC currently manages the sixteen existing towers. He said they were looking to add additional towers, bringing the total to twenty-one or twenty-two, and adding Campbell County to the communication system.

Mr. Christie stated the CVPDC had a new Workforce Development Director, Tracy Blido. He said she was not available to attend that evening but encouraged Council to invite Ms. Blido to a future meeting to share what was new and available in workforce development, including a new youth partnership with the Campbell County Technical Center.

Mr. Christie thanked Town Council and the Town of Altavista for their continued support of the Central Virginia Planning District Commission.

Mr. Christie also thanked them for supporting him during his time with the CVPDC and shared he would be retiring at the end of April, 2022. He stated he would be happy to answer any questions the Town Council may have.

Mayor Mattox asked Council if they had any questions or comments for Mr. Christie.

Councilman Mitchell said, as Council's liaison with the CVPDC, he believed there had been opportunities underutilized by the Town of Altavista and he looked forward to being more engaged with the organization in the upcoming year. He congratulated Mr. Christie on his retirement.

Mr. Christie stated the CVPDC had a long history of working with the Town of Altavista on such projects as the Main Street Redevelopment Project and many "river" projects. He said he was pleased to have had the opportunity to work with Altavista and looked forward to the CVPDC working with the town in the future.

Mayor Mattox thanked Mr. Christie for his time and the CVPDC Annual Report.

6. Consent Agenda

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

Mayor Mattox asked Town Council if they had any questions, comments, or concerns in regard to the December 14th, 2021, Consent Agenda, to which there were none.

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Vice Mayor Bennett made a motion, seconded by Councilman Emerson, to approve the December 14th Council Meeting Consent Agenda as presented.

Motion carried.

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

7. Public Hearings

There were no public hearings scheduled for this date.

8. New Business

A. Altavista On Track (AOT) – Request for a Special Use Permit

Altavista’s Community Development Director, Sharon D. Williams, AICP, addressed Town Council on behalf of AOT and their request.

Ms. Williams stated, in response to the success of their fall BBQ Festival, Altavista On Track (AOT) would like to introduce a new spring festival to the community. She said AOT was proposing a family-focused event at English Park that would include food trucks, music, children's entertainment, and a petting zoo.

Ms. Williams stated, if approved, AOT would like to hold the event on Saturday, May 14, 2022, from 12noon to 6pm. She said they estimated between 1,200 and 1,500 attendees throughout the day, and it was AOT’s intent to attract not only intown citizens, but also out-of-town visitors.

Ms. Williams stated that AOT expected to cover the spring event costs through sponsorships, vendor fees, and attendee tickets for the event. She said, based on feedback received from the BBQ Festival, AOT had reduced the ticket price for children, as well as for individuals that would not be purchasing alcoholic beverages.

Ms. Williams said that she and George Sandridge, Altavista Main Street Coordinator, were available to answer any questions Council may have.

Mayor Mattox asked Town Council if they had any questions regarding AOT’s request.

Councilman Emerson shared his favor in allowing the spring festival. He suggested AOT consider offering more of a variety of music than was played at the BBQ Festival.

Councilman Mitchell stated the proposed festival was in-line with what he hoped the town would do, and that was to host multiple events throughout the year, not only Uncle Billy’s Day, which he believed had become too large to enjoy.

Councilman George asked if the spring festival would have local breweries and distilleries

Mr. Sandridge informed Council the spring festival would offer craft beer from local breweries, but not bourbon. He stated, instead AOT intended to add local wine options.

Councilman Higginbotham stated, with the proposed festival keeping a family-focused theme, he was in favor of approving AOT’s request.

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Mayor Mattox asked if the English Park boat ramp/access would remain open during the event.

Ms. Williams assured Council it would. She stated that AOT took the event’s location into consideration when naming the event “Vista River Fest”.

Mayor Mattox shared his concern with the name of the new event not including “Uncle Billy”.

Councilman Mitchell reminded Town Council that currently, the Chamber, or any other organization, was planning to hold the Uncle Billy’s Day Festival in 2022. He stated he believed that festival and its name should remain specific to that event and there was plenty of opportunity for the town to allow additional festivals throughout the year.

Mr. Mitchell stated, if the town desired to continue the Uncle Billy’s Day Festival, it would need to find a local organization willing to take on the task or consider hosting the event.

Mayor Mattox stated that Altavista had been known as the home of the Uncle Billy’s Day Festival for eighty years and he was concerned the town was losing the event’s legacy.

Vice Mayor Bennett reminded everyone that the Uncle Billy’s Day Festival had free admission, but the recent Uncle Billy’s BBQ Festival charged a fee to enter, which caused some confusion. He shared his favor with AOT’s name for its proposed spring festival.

Mr. Bennett stated that events such as the Uncle Billy’s Day Festival required a multitude of volunteers, which over the years had declined in numbers, therefore leaving the Chamber in a position to have to forgo holding the event. He stated, considering the desired family-friendly atmosphere, he suggested the town, or a local organization hold a small “fair” under the name Uncle Billy to carry on the legacy the Mayor mentioned.

Councilman Jay Higginbotham made a motion, seconded by Councilman Tracy Emerson, to approve the Special Use Permit submitted by Altavista On Track to hold a spring festival (Vista River Fest) in English Park on Saturday, May 14th, 2022, 12-6pm.

Councilman Emerson referenced the proposed name for the spring festival and suggested changing the word “Vista” to Altavista for a clearer reference to its location when advertising the event.

Vice Mayor Bennett agreed with Mr. Emerson. He stated changing the name would not only promote the festival but also the Town of Altavista.

Councilman Higginbotham amended his motion to name the event “Altavista River Fest”.

Motion carried

Vote:	Mr. Wayne Mitchell	Yes
	Mr. Tracy Emerson	Yes
	Vice Mayor Bennett	Yes
	Mayor Mike Mattox	NO
	Mr. Jay Higginbotham	Yes
	Mr. Timothy George	Yes

B. Spark Innovation Center – Project Update and Funding Request

Background:
At the August 10, 2021, regular meeting, Town Council accepted Piney Ridge Contracting & Consulting's bid \$761,000 to renovate the town’s old fire station for use as an incubator, accelerator, and co-working space, to be known as the Spark Innovation Center.

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Sharon D. Williams, Altavista’s Community Development Director, reminded Town Council of the \$200,000 allocated in the FY2021 Capital Improvement Plan for the Spark Center renovation, the \$184,306 Tobacco Region Revitalization Commission (TRRC) Grant awarded to the town for use towards construction items of the Spark Center project, and a \$100,000 USDA Grant for equipment and fixtures.

Ms. Williams informed Town Council there was a \$452,118.20 shortfall between allocated and grant funds and the remaining amount needed to complete the project that Council would need to designate a resource for. She stated staff was also asking that Town Council consider approving an additional \$10,000 in contingency to cover any additional unforeseen/unbudgeted costs during construction.

Ms. Williams stated staff submitted an additional application to the USDA but was denied award of the grant funds due to minor items missing that the USDA desired, such as MOUs with stakeholder partners. Ms. Williams stated staff would continue to investigate ways, and if other grants were available, to help the town pay for the project’s cost shortfall.

Mayor Mattox asked Council if they had any questions for Ms. Williams regarding the funds/fund resource request.

Councilman Emerson also suggested reaching out to the Central Virginia Planning District Commission for assistance with the Spark project.

Councilman Mitchell asked would it make a difference when applying for Phase II grant funding, if the town used ARPA funds to cover the fore-mentioned shortfall, and if not, he was in favor of utilizing available ARPA funds to help complete Phase I of this project.

Councilman Emerson also shared his favor with utilizing ARPA funds to help cover the \$452,118 funding shortfall of the Spark Innovation Center Project, if the Finance Director confirmed it was acceptable, and not using the town reserves.

Tobie Shelton, Altavista’s Treasurer and Finance Director, confirmed the Spark Innovation Center Project may be justified for using ARPA under being a “blight” issue.

Councilman George shared his concerns with the town allowing such a large project to begin without knowing its full scope of work and its cost for completion.

Vice Mayor Bennett stated, when planning such a large project, an engineering study should be conducted initially to obtain an estimated cost for the overall project, which would prepare Town Council and Staff to consider viable funding options.

Mayor Mattox stated the town could learn from this incident and suggested Council consider how to move this project forward.

Councilman Tracy Emerson made a motion, seconded by Vice Mayor Bennett, to approve staff’s request and authorize them to develop the appropriate MOUs required by the USDA grant application and also allow Staff to seek other grant opportunities available for the Spark Innovation Center Project. The motion included utilizing ARPA funds to cover the \$452,188.20 cost shortfall and \$10,000 in contingency; minus any future grant funds that become available for the purpose of completing Phase I of the project.

Motion carried

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

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At that time, Jacob Caldwell, Dominion 7 Architects, and Chris Tolley, Piney Ridge Contracting, provided Council with an update on the Spark Innovation Center Project.

Mr. Caldwell informed Council the demolition process and asbestos remediation had both been completed, as well as the new rood installation. He stated siding installation would move forward after new windows were installed, which was expected to be in mid-January

Mr. Caldwell referenced the interior work and stated walls had been constructed, electrical rough-in started, plumbing rough-in almost complete, and the new HVAC installation would begin soon. He shared the project’s completion was estimated for April 1st, 2022.

Mr. Caldwell encouraged Council to visit the site to see the project’s ongoing progress. He reminded them that hard hats were required and to check in with the Superintendent when visiting the site.

At that time, Ms. Williams referenced the siren system of the old fire station and said it was out-of-date and unsafe for use. She stated the siren was not only nostalgic to the facility, but a great resource for the Police Department during town-wide emergencies.

Ms. Williams informed Council that Chief Merricks shared his favor with keeping the siren and would support utilizing the APD’s Forfeiture Fund to cover the cost of updating the system, which would require Town Council’s approval.

Mayor Mattox asked Chief Merricks for his input on this matter.

Chief Merricks stated he felt the siren was a nice nostalgic piece from the old fire station to showcase in the Spark Innovation Center. He also said the siren would be a great asset to the Police Department and the town during a “natural disaster or town-wide emergency.

Councilman Tracy Emerson made a motion, seconded by Councilman Tim George, to approve staff’s request and authorize the use of the Altavista Police Department’s Forfeiture Fund, in the amount of \$1,525.29, to cover the cost of updating the emergency siren located at the Spark Innovation Center.

Motion carried

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

C. Altavista Community Transit System (ACTS) Title VI Program

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

Altavista’s Treasurer/Finance Director, Tobie Shelton, stated, at the March 2020 regular meeting, Town Council approved the Title VI document for ACTS, in its annual review. She informed Council that 2021 would require the full update.

Mrs. Shelton informed Council the KFH Consulting Group had reviewed ACTS’ Title VI document and confirmed that the town's plan was in compliance with the Federal Transit Authority's (FTA) guidelines and no updates were needed.

Mrs. Shelton stated, to complete the process, DRPT required adoption of this document by Town Council.

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Mayor Mattox asked Town Council if they had any questions for Mrs. Shelton regarding the ACTS Title VI Document, to which there were none.

Councilman Tracy Emerson made a motion, seconded by Councilman Wayne Mitchell, to approve Altavista Community Transit System’s (ACTS) 2021 Title VI Document.

Motion carried

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

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

Background:
During last year’s budget process, it was the consensus of Town Council to receive the proposed CIP budget much earlier in the budget process.

Altavista’s Treasurer/Finance Director, Tobie Shelton, informed Council they were receiving draft CIPs from six departments that evening: Administration, Avoca, ACTS, (Transit), Police, Public Works, and Community Development.

Mrs. Shelton referenced the draft CIP and stated only FY2023 showed appropriated funding, while FY2024-2027 was considered a planning document. She gave Council an overview of the six fore-mentioned department’s FY2023 draft CIP, starting with the Administration Department.

Councilman Higginbotham referenced Administration’s FY2023 item, “replacing the two hot water heaters located at Town Hall”. He stated he believed the cost was slightly high and requested an itemized scope-of-work related to the cost of the proposed replacement.

Mrs. Shelton stated she would have Jeff Arthur, Public Works Manager, to send Council the requested scope-of-work. She said the cost included, not only the new water heaters, but also the extra work needed to convert from the old hot water heaters to the new ones.

Mr. Higginbotham also referenced the FY2023 item, to replace the roof of the Town Hall building. He suggested the town consider adding drip-edge and ice shield to the work order

Interim Public Services Director Tom Fore stated he would make sure the items were in the specifications for the scope-of-work to replace the Town Hall roof.

Mrs. Shelton moved forward with her draft CIP presentation with the next department, the Avoca Museum. She stated Avoca planned to replace their heat pumps in FY2023 by using available funds in their Reserve Maintenance Fund. She stated Avoca’s proposed CIP items in FY2024-2027 would also be funded by the Reserve Maintenance Fund.

Councilman Higginbotham referenced Avoca’s intent to replace their heat pumps and suggested to Mr. Fore, Interim Public Services Director, that they consider purchasing “higher seer” units to get more longevity from the units.

Mrs. Shelton moved forward by sharing the Transportation draft CIP. She informed Town Council there were no FY2023 Transportation CIP items and only two in FY2024-2027; to replace one of the ACTS buses and to replace the support vehicle “if needed”.

Mrs. Shelton then briefed Council on the Police Department’s FY2023-2027 draft CIP.

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She stated in FY2023, the APD draft CIP included replacement of a patrol car, replacing in-car cameras, and creating a “Community Safe Space” in the Town Hall parking lot; in FY2024-2027, the replacement of three additional patrol vehicles and replacement of the APD’s mobile data terminals.

Mrs. Shelton moved forward and referenced the Public Works Department’s draft CIP, which included eight proposed items for FY2023 and six future items to appropriate funds.

Councilman George referenced an item on the Public Works draft CIP, “restoration of the water fountain at the entrance of Shreve Park”, at a cost estimate of \$30,000. He asked if the town was required to maintain the water fountain.

Interim Public Services Director Tom Fore informed Town Council that the water fountain was setting directly over a sewer line, which was scheduled to be replaced soon.

There was a consensus of Council to remove this item from the FY2023 draft CIP for further discussion and consideration.

When Mrs. Shelton referenced the purchase of a new “power buggy” to assist Public Works with cemetery burials, Councilman Higginbotham suggested the town consider evaluating the size needed and potentially upgrading to a larger bucket on the vehicle.

Interim Public Services Director Tom Fore stated the small size was proposed for easy access when digging graves on hills or small confined spaces. He stated he would be glad to investigate the larger option with Mr. Higginbotham’s assistance.

Mrs. Shelton moved forward and referenced the current Decorative Streetlight LED Upgrade Project and stated this ongoing CIP item would be complete and end in FY2024.

Mrs. Shelton continued and referenced the FY2023 CIP item, “Clearing the banks between Main Street and 7th Street”, (which is adjacent between both English Auto and Elber’s Grocery). She stated, due to its location, this item would be funded half each by the Highway Fund and General Fund.

Councilman Higginbotham stated he believed the \$100,000 cost for this item was excessive and asked for a detailed scope-of-work for the project, to which Tom Fore stated he would have staff send the requested information to Council.

Mrs. Shelton stated the remaining Public Works draft CIP items were for information only, to show how the town would be earmarking funds for future CIP items/projects.

Mayor Mattox referenced the CIP item that called for replacement of the fuel system for town vehicles and asked if the fuel pumps were metered.

Interim Public Services Director Tom Fore confirmed the fuel pumps were metered due to the Town of Altavista’s responsibility/requirement to report any leaks or issues to the Department of Environmental Quality (DEQ).

Mrs. Shelton referenced the Decorative Street Light Project proposed for FY2024-2027, which would add additional lights to 7th Street and Bedford Avenue. She stated Vice Mayor Bennett previously asked if the project qualified for ARPA funding, so she investigated the possibility and was told the project was justified for ARPA funding if Council desired to move in that direction.

Councilman Higginbotham stated he was not in favor of the \$300,000 project, since there were already Dominion lights in those areas.

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Vice Mayor Bennett and Councilman Emerson both stated there were areas on Bedford Avenue that the Dominion lights did not adequately cover and both were in favor of additional lighting for those areas.

Mr. Bennett stated he considered the standard Dominion lights to be broad in coverage and mostly suited for vehicle traffic but not enough coverage for pedestrians as the decorative sidewalk lights with LED bulbs would be.

Councilman Higginbotham asked staff to conduct a cost analysis between upgrading the existing Dominion lights to LED and adding additional decorative lights to Bedford Avenue and 7th Street as proposed on the draft CIP.

Mayor Mattox agreed that LED bulbs offered better lighting and were also more cost efficient. He suggested leaving the proposed project in the draft CIP until Council received the additional information as requested, to which Council agreed.

Mrs. Shelton moved forward and referenced Community Development, which consisted of the second-floor renovation project for the new Spark Innovation Center.

Councilman Higginbotham suggested staff investigate if there were grants available to help cover the cost of this project.

Mrs. Shelton confirmed staff was currently investigating grant possibilities, but the project would need to remain in the draft CIP in order for the town to apply for grant opportunities.

With no additional comments or questions from Town Council, Mrs. Shelton concluded her draft CIP presentation and stated staff would bring Council back the information they requested, and Council would have an opportunity to continue the FY2023-2027 Draft CIP discussion during their January Work Session.

Mayor Mattox thanked Mrs. Shelton and Town Staff for the CIP information they received that evening and the good work they continue to do for Council and the Town of Altavista.

9. Unfinished Business

No unfinished business items were scheduled for this date.

10. Reports and Communication

- A. November 2021 Departmental Reports
- B. Council Monthly Calendars – December 2021 and January 2022
- C. Informational Items

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

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

11. Matters from Council

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

- Councilman Emerson thanked Town Staff for the good job they did in helping with the recent 5K Run by the Claire Parker Foundation. He stated he believed the APD and Town Staff always does an exceptional job of coordination and safety during town events.

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- Mayor Mattox wished everyone a Happy, Merry, and Safe Christmas Holiday weekend.

12. Closed Session

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

Section 2.2-3711 (A)(1) Discussion and/or consideration of prospective candidates for employment; assignment, appointment, promotion, performance, demotion, salaries, disciplining or resignation of specific public officers, appointees, or employees of any public body.

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

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

*Town Council went into Closed Session at 7:47 p.m.
Notice was given that Council was back in regular session at 7:52 p.m.*

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

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

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

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

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

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 7:54 p.m.

Michael Mattox, Mayor

Clarence Monday, Interim Clerk
Interim Town Manager

Town Council Regular Meeting January 11th, 2022

The Altavista Town Council held their January 2022 meeting in Council Chambers of the Town Hall/J.R. Burgess Municipal Building, 510 Seventh Street, on Tuesday, January 11th, at 6 p.m.

There was a “meet & greet” social for the new Town Manager Gary Shanaberger on this evening at 5’oclock p.m. before the Town Council Meeting.

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

Council Members

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

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

Pastor Scott Doran, Lynch Station Baptist Church, gave the invocation for this evening. After the invocation, Mayor Mike Mattox led the meeting in the Pledge of Allegiance.

2. Agenda Adoption

Mayor Mattox informed Town Council of an amendment to this evening’s agenda:
▪ Section #3: Item D. Appointment of Town Clerk and Assistant Clerk.

Mayor Mattox asked Town Council if they had any questions, comments, or concerns in regard to the January 11th, 2022, meeting agenda, to which there were none.

Councilman Tracy Emerson made a motion, seconded by Vice Mayor Reggie Bennett, to approve the January 11th Altavista Town Council Meeting Agenda as amended.

Motion carried

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

3. Recognitions and Presentations

Mayor Mattox recognized two new town employees (Administration Department) that were attending the meeting that evening: Sharon Rowland and Samantha Crouch. He thanked both ladies for choosing to work for the Town of Altavista.

Town Council Regular Meeting January 11th, 2022

- A. Town Clerk Appointment(s)
Mayor Mattox asked Town Council to approve Gary Shanaberger, new Town Manager, as Altavista’s Town Clerk.

Vice Mayor Reggie Bennett made a motion, seconded by Councilman Tracy Emerson, to approve Altavista Town Manager Gary Shanaberger as Town Clerk of Altavista.

Motion carried.

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

Councilman Tracy Emerson made a motion, seconded by Vice Mayor Reggie Bennett, to approve Crystal Hailey (Administration Department) as Assistant Town Clerk.

Motion carried.

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

- B. Personnel Changes
The town’s personnel changes from December 1st to December 31st, 2021:

<u>Milestone Recognition:</u>		
Donnie Osborne	Police Department Investigator	5 years as of 12/21/2021

<u>New Hire Listing:</u>		
Samantha Crouch	Administration, Office Asst.	12/13/21
Sharon Rowland	Administration Office Asst.	12/13/21
Geoffrey Smith	Police Department, Officer	12/06/21
Jeffrey Williams	Police Department, Officer	12/30/21

<u>Departure Listing:</u>		
William Dogan	Police Department, Officer	12/21/21

- C. News & Advance 2021 Reader’s Choice Award – English Park Splash Pad

On behalf of the Lynchburg News & Advance, Community Development Director Sharon D. Williams presented a plaque to Town Council and the Town of Altavista for being a finalist in the Best Park category of the publication’s annual Reader’s Choice Awards for the English Park Splash Pad in Altavista.

Receiving the plaque was Mayor Mike Mattox, representing Town Council and Councilman Tim George, representing the Parks & Recreation Committee.

Town Council Regular Meeting January 11th, 2022

D. Altavista Public Services - Department Updates

Interim Public Services Director Tom Fore gave Council a brief update on a few projects.

- Regarding the Brownfields Grant for remediation efforts of asbestos at the old Lane Company property; Mr. Fore stated the owner was unable to complete the task by the initial December deadline but was working diligently to finish by the end of February.
- Regarding the Bank Restoration Project, adjacent to Elber's Butcher Shop; Mr. Fore reminded Council they questioned the \$100,000 cost in the FY2023 draft budget for this item. He stated, after reviewing the calculations, the labor and material cost was close to \$60,000, however, the project's cost also included a required permit to work along the creek bed and the cost to involve an engineer for the (environmental) project.
- Councilman Higginbotham referenced the town's water line project being done by Mendon Pipeline. He asked if that project was complete.

Mr. Fore informed Council the project was nearing completion. He stated the town had been using that waterline since October 2021, however there was a walk-through scheduled for later in the month of January to mark off the "punch list" of items for final approval/completion of the project, which he stated came in under budget.

Mr. Fore stated Mendon Pipeline would return in the spring to check the soil's stabilization and to lay additional grass seed and straw.

- Mr. Fore referenced the water heater replacement project in the FY2023 Draft CIP. He stated there was some concern from Council at their last meeting that the cost for this project was too high, so he investigated the estimated cost and found that it included 100' of old pipe being replaced and also the removal of an old, non-operational furnace.

Mr. Fore stated he would be happy to answer any questions Council may have pertaining to these projects or any other ongoing projects of the town.

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

Mayor Mattox asked if there were any citizen(s) present wishing to address Council with a comment, concern, or item regarding a subject that was not listed on the January 11th, 2022, Council Meeting Agenda, to which there were none.

5. Town/Community Partner Updates

A. Altavista Area Chamber of Commerce (the Chamber)

- Chamber of Commerce Executive Director Grace Mattox shared with Town Council a brief overview of the Chamber's most recent activities. She informed Council of the Chamber's recent changes in Board Members.

Terms Ended in December 2021:

Susan Hammack

Kathy Davis

Nathan Dowdy

New Board Members as of January 1st, 2022:

Lori Watkins, State Farm

Tim Cody, Abbott Laboratories

Peyton Hogan, Moore's Electric – new Treasurer.

Town Council Regular Meeting January 11th, 2022

Ms. Mattox stated that Brent Ashwell would stay on the board one more year to fill Mike Towler’s obligations, and APD Captain Kenny Moorefield continued to fill in as the liaison for the Town of Altavista.

- Ms. Mattox informed Council the Chamber Board would be meeting that next evening and she would keep Council updated on their intended events and activities for 2022. She stated the Chamber’s Annual Member’s Dinner was tentatively scheduled for April 30th, and due to COVID still lingering, the event would be held outside this year.

Mayor Mattox thanked Ms. Mattox for the Chamber of Commerce updates and for the work they do for the community.

B. Altavista On Track (AOT)

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

- Mr. Sandridge referenced the 2021 Town of Altavista Christmas ornament featuring the Vista Theater and informed everyone there were still some available, now at a discounted price of \$5, and could be picked up at the Town Hall office. He stated there were also a few 2020 ornaments available showcasing Altavista’s library for \$3.
- Mr. Sandridge stated that AOT was currently working to finalize the plans for the new Altavista River Fest event to be held in the spring at English Park. He stated AOT was working to identify food trucks and various entertainment for the event. He said that AOT was excited to offer the Altavista community a “family oriented” event.
- Mr. Sandridge concluded his updates by informing Council that AOT’s monthly meeting for January had been moved from the 13th to the 20th.

Mr. Sandridge said he was happy to answer any questions Town Council may have, to which there were none.

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

6. Consent Agenda

- A. Altavista Community Transit System Title VI Plan/Document
- B. Acceptance of Monthly Financial Reports
 - December 2021 Check Register and Revenue & Expenditure Reports

Mayor Mattox asked Town Council if they had any questions, comments, or concerns in regard to the January 11th, 2022, Consent Agenda, to which there were none.

Councilman Tim George made a motion, seconded by Councilman Tracy Emerson, to approve the January 11th Council Meeting Consent Agenda as presented.

Motion carried.

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

Town Council Regular Meeting January 11th, 2022

7. Public Hearings

There were no public hearings scheduled for this date.

8. New Business

A. Town of Altavista Visitor's Center Update

Background:

In January 2020, Campbell County Public Library Director Jordan Welborn pitched an idea to Town Council for a partnership between Campbell County libraries and the Town of Altavista by taking advantage of existing staff, materials, and infrastructure to provide a visitors center in an underutilized room of the Staunton River Memorial Library (in Altavista). The library would serve as a destination for local and regional tourist information, as well as a revamped exhibit space. Ms. Welborn requested a one-time funding of \$6,000 from the town, and said the funds would help transform the existing space with new furnishings, a fresh coat of paint, display cases, and brochure racks. She suggested the room have a TV to provide an audiovisual element to the exhibit space and also stated signage would be placed around town to direct tourists to the center.

Community Development Director Sharon Williams introduced Ms. Jordan Welborn, Director, Campbell County Public Library System & Campbell County Department of Citizen Engagement and Quality of Life, to provide an update to Town Council on the Altavista Visitors Center at the Staunton River Memorial Library.

Ms. Welborn stated, due to the COVID pandemic, the fore-mentioned room designated for the visitor center had been unavailable for several months. She informed Council that the project was now back on track and moving forward.

Ms. Welborn informed Town Council that Public Works had completed the painting of the room, the furniture and fixtures were ordered and received, and a grand opening would be scheduled for spring 2022. She stated she would keep Council informed of the date.

Ms. Welborn stated, once the visitors center project was complete, she would apply for the space and location to be a "Certified Visitor Center" with the state, which was a positive asset for the town, the county, and the region.

Vice Mayor Bennett asked how many visitor centers were in Campbell County.

Ms. Welborn stated the Altavista center was the only one currently in the planning stage.

Mr. Bennett asked what area(s) Altavista's Visitors Center would promote/advertise.

Ms. Welborn stated, being the only one in the county, the Staunton River Memorial Library in Altavista would ideally recognize the town, the county, and the region, with information pertaining to hotels, tourist attractions, etc. of all three.

Ms. Welborn informed Town Council, if the Altavista Visitors Center became certified, it would share its information with other certified centers across the state, and accordingly, offer the other center's information in Altavista's center.

Mr. Bennett asked what the hours of operation would be for the visitors center.

Ms. Welborn stated the hours would be the same as the library hours of operation, which were Monday-Friday, 9:30am-5:30pm and 9:30am-1pm on Saturday. She stated, to be certified, the library would need to also be open on Sunday, which they planned to accommodate once the visitors center was completed and ready for visitors.

Town Council Regular Meeting January 11th, 2022

Ms. Welborn stated she believed having Sunday hours would benefit both visitors to town and local citizens.

With no additional questions, Mayor Mattox thanked Ms. Welborn for the Altavista Visitors Center update and for the work she does for the community.

B. Altavista Police Department (APD) Discussion
RE: Byrne/Justice Assistance Grant Program

Background:

In October 2021, Town Council approved the Police Department applying for the Byrne/Justice Assistance Grant for the purpose of purchasing a portable radar speed trailer/message board, which would allow the sign to be deployed at various locations to deter speeding and also to convey messages to the public when needed.

APD Police Chief Tommy Merricks informed Town Council that the Altavista PD was awarded the Byrne Justice Assistance Grant in the amount of \$16,500, of which \$4,125 was required to be matched by the Town of Altavista.

Chief Merricks stated the grant period was January 1st through September 30th, 2022. He recommended, due to the recent slowdown in delivery times, that the purchase be made now, which would allow the transaction to be completed during the grant period.

Chief Merricks informed Council the APD had enough money in its Forfeiture Fund to cover the cost of the town’s required match of \$4,125.

Councilman Jay Higginbotham made a motion, seconded by Councilman Tracy Emerson, to approve Chief Merricks request and allow the Altavista Police Department to move forward with the purchase of a message board/speed sign by utilizing the Byrne Justice Grant funds and funds from the APD Forfeiture Fund.

Mayor Mattox asked Council if they had any questions pertaining to this item/request.

Councilman Mitchell asked if the town was able to rent out the message board/speed sign.

Chief Merricks stated, since the item was acquired through grant funding, he believed it would need to stay within the town’s jurisdiction and not be considered rentable.

Motion carried

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

Mayor Mattox stated, on behalf of Town Council and Town Staff, he would like to thank Chief Merricks and his helpers, Public Services Director Tom Fore, Vice Mayor Bennett, and Councilman Mitchell, for the outstanding BBQ lunch served to Town Staff at the recent Christmas Dinner. He stated it was well-received and he intended to continue the tradition each year moving forward.

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C. Town Council 2022 Retreat Consideration

Background:
Every two years, Town Council schedules a Council Retreat Work Session. The extra session provides Council with an opportunity to discuss their vision and goals for the town; and to update the previous workplan or develop a new plan with guidelines to help carry out their goals. Kimble Payne, The Berkley Group, facilitated the previous retreat.

Altavista’s new Town Manager Gary Shanaberger addressed Town Council in regard to this item. He asked for Council’s input on whether they wished to have a 2022 retreat.

Mayor Mattox shared his favor in having a 2022 Council Retreat/Work Session. He stated he believed it was a good way to follow up on Council’s goals and objectives from the year before, and to establish new ones if needed.

Mayor Mattox asked for Council’s input on the matter.

Councilman Emerson stated, if the new Spark Innovation Center was complete by the date scheduled for the retreat, he suggested having the meeting in that facility.

There was a consensus of Council to do so.

Vice Mayor Bennett suggested also reserving the Train Station in case the Spark Innovation Center was not ready on the desired date.

Councilman Mitchell shared his favor in holding the Town Council Retreat/Work Session every year to keep a fresh perspective on the town’s current needs for Council’s consideration during establishing yearly goals.

Mayor Mattox asked Finance Director Tobie Shelton, if a 2022 Council Retreat was approved, was there a line item in the current budget to cover the cost of the retreat, to which Mrs. Shelton answered there was.

Town Manager Gary Shanaberger asked for a date Council would like to have their retreat.

Councilman Emerson suggested having the retreat be in early June before people go on vacations; and giving ample time for the Spark center to be ready for use. All Town Council members concurred.

Councilman Wayne Mitchell made a motion, seconded by Vice Mayor Reggie Bennett, to approve Tuesday, June 7th, as the date for the 2022 Council Retreat/Work Session. The motion also included authorizing Town Staff to contact Kimble Payne, The Berkley Group, to inquire if he would be available to facilitate the meeting.

Motion carried

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

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

Background:
During last year's budget process, it was the consensus of Town Council to receive the proposed CIP plan/budget much earlier in the budget process.

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Tobie Shelton, Town Treasurer and Finance Director, stated Town Council was given five departments at their December meeting to begin the budget process: Administration, Public Works, Community Development, Police Department, and Avoca.

Mrs. Shelton stated Council was receiving the Capital Improvement Plan (CIP) project sheets that evening, detailing large capital projects and equipment purchases, with their associated funding options, for the Utilities Department, which included the Water and Wastewater Departments. She said they would be receiving the CIP project sheets for the remaining department, Parks and Recreation, at the January Work Session.

Mrs. Shelton provided Council with a brief overview of the equipment purchases and CIP projects that staff (Utilities) was proposing be put in place over the next five years.

Mrs. Shelton pointed out that staff had suggested utilizing ARPA funds (American Rescue Plan Act) for two of the FY2023 projects: the Advanced Water Meter System project and the Spring Site Infrastructure Improvement project, which would both follow under the ARPA policy.

Mrs. Shelton stated the remaining projects were in the previous five-year budget plan and accordingly, were moved up to the current fiscal year. She stated she and Mr. Fore (Interim Public Services Director) were available for any questions Council may have pertaining to the presented draft CIP plan for the Utilities Department.

Councilman Mitchell asked if there were any “surplus” funds available from the previous fiscal year that could be utilized to help cover the cost for the unfunded projects.

Mrs. Shelton stated surplus funds were always placed in the town’s Reserve Fund and it would be up to Council whether to use the Reserve Fund, borrowings, or seek available grant funding to cover the cost of unfunded projects.

Mrs. Shelton informed Council that she had a meeting scheduled the next day with Davenport, the town’s financial advisors, which would also include Town Manager Gary Shanaberger and Interim Public Services Director Tom Fore.

Mrs. Shelton stated they would be discussing the town’s debt, borrowings, and the current utility increase plan, which was only effective one more year, and how to move forward.

Councilman George referenced one of the proposed CIP items, an Advanced Water Meter System, and asked how much it currently costed the town for an employee to read each of its utility customers water meters.

Mr. Fore stated the cost was approximately half of the employee’s salary, which also included extra readings for new accounts and reads for issues in-between billings. He stated the new meters would save the town money overtime and allow the employee to be utilized for other projects.

Mr. Fore referenced the ARPA funds the town had received and stated the water meter project was an item that fell under the qualified projects for use of the funds, so he believed now was a good time for the town to consider upgrading its system to the new meters.

Mr. Fore stated the advanced meters also helped his department find potential issues faster, which allowed them to notify the customer when the issue begins, rather than finding out when they receive their utility bill, which saves the customer money.

Mr. Fore stated there were a lot of localities starting to move in this direction and installing the new Advanced Meter System.

Councilman Mitchell asked Mr. Fore if he knew the percentage of localities that were using the new system.

Town Council Regular Meeting January 11th, 2022

Mr. Fore stated, due to ARPA funds being available for infrastructure improvements, he believed more than 50% of the localities across the United States were taking advantage of the funds to upgrading their meter system while replacing old service lines.

Mr. Mitchell asked if the project cost included the installation of the new meters.

Mr. Fore stated it did, and also training the town's operators to be familiar with the new meters, as well as connecting the new meters to the town's existing system.

Mayor Mattox asked the cost of each meter and its life-expectancy.

Mr. Fore stated the individual cost for each new meter was \$200 and had a 10-12 year life expectancy. He stated any water meter needed to be changed out at 1 million gallons, which most homes reached in about 15-20 years, unless a large family lived at the residence

There were no other questions from Council regarding the Water Department portion of the Utilities draft CIP.

Mrs. Shelton moved forward with an overview of the Wastewater Department's draft CIP. She stated this department also had a project that could be funded with ARPA, Upgrading the UV Light System.

Mrs. Shelton stated the Electrical Upgrade Project was already funded and was in its last stage of completion; and the Lynch Creek Project was funding through SNAP borrowing. She stated the remaining proposed projects would need funding identified.

Councilman Mitchell stated, since his tablet did not color-code the proposed items, he asked Mrs. Shelton for a copy of the draft CIP.

Mrs. Shelton stated she would email each Council member a copy of the Utilities draft CIP.

With there being no further comments or questions from Town Council regarding the Utilities FY2023 draft CIP, Mayor Mattox thanked Mrs. Shelton for the CIP presentation.

9. Unfinished Business

A. Altavista Public Services – Mechanic's Truck (2022 CIP Item)

Background:

The Public Works' shop mechanic and the Utilities' facilities maintenance mechanic specialist need this equipment to be able to repair equipment for all locations when the equipment cannot be brought into the shop to be repaired.

Public Services Interim Director Tom Fore reminded Council that staff budgeted \$105,000 for the Mechanic Truck CIP item. He informed Council that the lowest bid for the truck came in at \$121,250, a difference of \$16,250.

Mr. Fore stated staff had identified unexpended funds appropriated from other FY2022 CIP purchases, that could help cover the cost difference for the mechanic truck. He asked Council to consider allowing staff to utilize the unexpended funds for this item.

Councilman Higginbotham asked what equipment was on a mechanic truck.

Mr. Fore stated a mechanic truck held all the tools necessary to repair a work vehicle while out on field calls that could not make it back to the shop, including a welder.

Town Council Regular Meeting January 11th, 2022

There was a consensus of Town Council to approve staff’s request.

Councilman Tracy Emerson made a motion, seconded by Councilman Wayne Mitchell to authorize Town Staff to utilize unexpended funds, in the amount of \$16,250, towards the purchase of a new mechanic truck totaling \$121,250.

Motion carried.

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

10. Reports and Communication

- A. December 2021 Departmental Reports
- B. Council Monthly Calendars – December2021 and January 2022
- C. Informational Items

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

Interim Public Services Director Tom Fore referenced the new (second) bridge for the Jenks River Trail in English Park and informed Council the town had received the permit to move forward with installing the new bridge. He stated, once Jeff Arthur, Public Works Manager, finishes reviewing the plans, the process of building the bridge will move forward.

Councilman Higginbotham asked if the bridge was ordered and when it would arrive.

Mr. Fore confirmed the bridge had been ordered. He stated the project would move forward once the plans had been reviewed. He stated the project would be completed by spring.

Mr. Fore also referenced the Bank Restoration Project located behind the YMCA Family Center stating the project was moving forward as planned. He informed Council there may be a fund contribution to the town that would help pay for this project.

Mayor Mattox asked Town Council if they had any further questions, comments, or concerns in regard to the monthly reports.

At this time, Community Development Director Sharon Williams addressed Council. She referenced the Reader’s Choice Award the Town of Altavista recently received from the News & Advance, recognizing the English Park Splash Pad.

Ms. Williams asked if Council would like staff to order a banner to be placed in English Park pertaining to the award recognition of the splash pad. She stated, if approved, the Community Development Department Budget would absorb the \$100 cost of the banner.

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

11. Matters from Council

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

- Councilman George asked for an update on the previously approved peer analysis for an employee compensation study.

Town Council Regular Meeting January 11th, 2022

Mrs. Shelton stated staff advertised for RFPs for this item, but only received one response.

Town Manager Gary Shanaberger informed Council that the town's Interim Town Manager, Clarence Monday, with the Berkley Group offered to perform the task for \$9,000. He stated the cost would include reviewing/updating the town's employee handbook.

Mr. Shanaberger, confirmed by Mrs. Shelton, stated this task fell under Mr. Monday's contract with the Berkley Group. He stated, if Council approved, Mr. Monday would have the task completed in six to eight weeks.

Mayor Mattox asked how the item would be funded.

Mrs. Shelton stated staff had identified available funds in the existing budget that Council had previously approved that would be used for this item.

There was a unanimous consensus of Town Council to have Mr. Monday, with the Berkey Group, to move forward with the compensation study and employee handbook update; and to utilize the existing funds in the current budget to pay for the work to be done.

- Mayor Mattox referenced an item previously discussed by Council: for a piece of property currently owned by the Town of Altavista to be transferred to the AEDA. He stated the subject needed to be resolved on how to move forward.

Councilman Mitchell stated he thought this matter had been previously voted on and approved by Council.

Town Attorney, John Eller, stated he did not believe this matter had been voted on for any property recently.

Vice Mayor Bennett stated he remembered the previous conversation on this matter and stated, at that time, it was unclear whether the AEDA wanted the property.

Councilman Mitchell stated, as Town Council's liaison to the AEDA, he suggested a joint meeting between the AEDA and Town Council to resolve the matter. He stated, with Council's approval, he would bring the item to the AEDA at their next meeting later that month, to which Council concurred.

Mayor Mattox asked that the item be placed on a future agenda for further discussion and consideration.

Councilman Higginbotham referenced a piece of property recently purchased by the town and asked if a boundary-line adjustment had been done.

Interim Public Services Director Tom Fore stated the Interim Town Manager submitted the information to the county. He suggested the Town Manager contact Campbell County to verify that the property had been annexed into the town.

Community Development Director, Sharon Williams, reminded Council that any property purchased by the town was required to be evaluated and zoned correctly, if needed, and a boarder-line adjustment created if necessary.

There were no further comments from Council on this matter.

- Vice Mayor Bennett recognized a citizen for attending their first meeting that evening. He thanked the citizen for attending.

Town Council Regular Meeting January 11th, 2022

- Councilman Emerson suggested AOT consider having additional “river” activities and/or festivals and events to help promote the town and its parks and river access.

Main Street Coordinator George Sandridge stated that AOT and the Chamber of Commerce could work together and discuss adding more river activities at English Park, and potentially coinciding with the Altavista River Fest in the spring.

Mayor Mattox stated, on behalf of Town Council, he thanked George Sandridge, Altavista’s Main Street Coordinator and Altavista On Track’s Executive Director, for the work he did during his time with the Town of Altavista, as Mr. Sandridge’s last day would be that Friday, January 14th.

12. Closed Session

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

Section 2.2-3711 (A)(5) Discussion concerning a prospective business or industry or the expansion of an existing industry where no previous announcement has been made of the business’ or industry’s interest in locating or expanding its facilities in the community.

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

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

*Town Council went into Closed Session at 7:07 p.m.
Notice was given that Council was back in regular session at 7:48 p.m.*

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

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

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

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

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

Notice was given to Staff by Town Manager Gary Shanaberger there were no official actions taken by Town Council during this evening’s Closed Session.

Town Council Regular Meeting January 11th, 2022

13. Adjournment

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

Mayor Mattox adjourned the meeting at 7:52 p.m.

Mayor Michael Mattox

Town Manager Gary Shanaberger, Clerk



TOWN OF ALTAVISTA
TOWN COUNCIL
REGULAR MEETING
February 8, 2022
AGENDA COVER SHEET

AGENDA ITEM #: 8.A

NEW BUSINESS

Title: 2023 CIP Purchases

Staff Resource: Tom Fore, Interim Public Services Director

Action(s):

Allow staff to negotiate pricing on equipment and vehicle purchases prior to July 1, 2022

Explanation:

The Town Council requested staff to request Councils permission to try to lock in pricing on new equipment.

Background:

At the Council January 25 Council Meeting Council requested staff to provide the equipment list for 2023 CIP Budget and bring this request back to its regular meeting to try to lock in pricing on equipment.

Funding Source(s):

2023 CIP Funding.

Attachments: *(click item to open)*

Attachment. Copy of CIP vehicle Equipment Order List

Equipment/Vehicle Order list for FY 2023 CIP

Advanced Water Metering System	\$ 1,075,000
Meter Truck Replacement	\$ 40,000
Mobile 6" Pump	\$ 60,000
Auger for Skid Steer	\$ 6,000
40hp Pump Replacement	\$ 40,000
Autoclave	\$ 30,000
60 hp Digestor Blower	\$ 18,000
Return Sludge Replacement Impeller	\$ 5,000
Purchase New Power Buggy	\$ 48,000
Replace Scagg 60" Zero Mower	\$ 12,000
Purchase a New Polaris Ranger 1000 UTV	\$ 16,500
	\$ 1,350,500



TOWN OF ALTAVISTA
TOWN COUNCIL
REGULAR MEETING
February 8, 2022
AGENDA COVER SHEET

AGENDA ITEM #: 8.B

NEW BUSINESS

Title: Funding request for the Sedimentation and Solids Handling Improvement Project at the Water Plant.

Staff Resource: Tom Fore, Interim Public Services Director

Action(s):

Allow staff to submit a funding application with the Virginia Department of Health Office of Drink Water, Financial and Construction Assistance Programs.

Explanation:

In an effort to obtain affordable funding for the utilities department and to continue to provide reliable and sustainable operations for the Water Plant, Staff is seeking Council approval to put this funding application in.

Background:

The Facility Assessment and Improvement Plan has the Sedimentation and Solids Handling Improvement Project.

"The addition of automated sludge removal from sedimentation basins would reduce the volume of water being sent to waste and ease operations. We propose the installation of a vacuum system, which will minimize the resuspension of solids. The preliminary engineering phase of this project should also include an investigation into channel hydraulics and necessary improvements should be made as a part of this project.

The hand rails and kick plates around the basins show signs of degradation and should be replaced. As part of a larger rehabilitation, concrete repair to the sedimentation basins, brick repair to the baffling wall, and the replacement of the existing slide gates should be completed.

The solids holding tank controls should be upgraded to include continuous discharge to the WWTP during low-flow time periods. This would be accomplished by interlocking the discharge with a maximum flow rate at the WWTP so that backwash was not discharged during periods of high flow at the WWTP. This would improve operations at both facilities. The improvements would also help automate levels in the holding tank, improving mixer performance and reducing the risk of mixer burnout

Funding Source(s):

Hopefully this project while planned through borrowed funding if the grant application is successful could potentially be 25-50% grant.

Attachments: *(click item to open)*



TOWN OF ALTAVISTA
TOWN COUNCIL
REGULAR MEETING
February 8, 2022
AGENDA COVER SHEET

AGENDA ITEM #: 10.A

REPORTS AND COMMUNICATIONS

Title: Brownfields Grant Project Update

Staff Resource: Tom Fore, Interim Public Services Director

Action(s):

Informational Only

Explanation:

Tom Fore will be updating Town Council on the progress of this item/project.

Background:

Funding Source(s):

Attachments: *(click item to open)*

Attachment. Brownfields Update - Cardno Email

From: Joe Morici <Joseph.Morici@cardno.com>
Sent: Friday, February 4, 2022 10:58:39 AM
To: Tom Fore <twfore@altavistava.gov>
Subject: RE: Status Report

[EXTERNAL SENDER]
Good morning Tom,

We excavated an approximately 10'x10' area of contaminated soils the week of January 3rd. The confirmation sample we collected from the south wall of the excavation came back still above screening levels; therefore, we went back out last week to excavate the south wall by another 5'. Hopefully, this time we excavated enough to clear the screening levels. We are also still working through process to enter the site into the Virginia Voluntary Remediation Program (VRP), and we will hopefully have that done by the end of the month. Next, we will start on the abatement of any asbestos-containing materials in the debris and the remaining structures.

Let me know if you have any questions.
Thanks,
Joe-

From: Tom Fore <twfore@altavistava.gov>
Sent: Wednesday, February 2, 2022 10:38 AM
To: Joe Morici <Joseph.Morici@cardno.com>
Subject: Status Report

Joe,
Hoping you are well Could you provide an update on the current status of where you are on the BF Projects.

Thanks

Tom

P.O. Box 420
Altavista Virginia 24517
Phone # 434-369-5001 Ext. 161





TOWN OF ALTAVISTA
TOWN COUNCIL
REGULAR MEETING
February 8, 2022
AGENDA COVER SHEET

AGENDA ITEM #: 10.B

REPORTS AND COMMUNICATIONS

Title: Project Status Reports from Engineers.

Staff Resource: Tom Fore

Action(s):

Explanation:

Background:

Funding Source(s):

Attachments: *(click item to open)*

Attachment 1. 012722 Altavista Status Report All Projects Peed & Bortz

Attachment 2. (02.02.22) Melinda HPZ Progress Report

Attachment 3. McMinnis Water Status Update 2-2-22

Attachment 4. Lynch Creek Sewer Status Update 2-2-22

Town of Altavista Projects
Status Report - Peed & Bortz, LLC
27 January 2022

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

Recent Activities: Progress meeting on 5 January. Contractor has started interior work in the buildings. All exterior manholes and primary conduit mains have been installed. Pulled wire for transformer pad to power building. Sump pumps have been installed in all boxes. Staff and Engineer are working on the transfer study.

Anticipated work over the next two weeks: Continue reviewing shop dwgs. Coordinate with Dominion for new service feed and generator hookup/startup. Install building exterior conduit. Start HVAC work.

Upcoming Tasks: Continue work.

Outstanding Issues:

Design Schedule: October 2020 Sign agreement
November 2020 Notice to Proceed

Schedule Constraints: Contractor reports to be still on schedule for completion per contract times.

Projected Completion: November 2022

Approved Budget: \$309,730 (combined II and III projects including CA)
Change Order #1 = \$2958.54
Change Order #2 = \$3942.13 + \$6630 Special Inspections

Invoiced To Date: \$241,875

Balance to Complete: \$61,355 + additional inspection

Town Input Required:

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

Construction Contract Price: \$3,952,000 + \$6900.57 (Change Orders)

Current Paid: \$1,724,658

Balance to Finish plus retainage: \$2,234,242

Town of Altavista Projects
Status Report - Peed & Bortz, LLC
27 January 2022

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

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

Anticipated work over the next two weeks:

Upcoming Tasks:

Outstanding Issues:

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

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

Projected Completion: 31 October 2021

Approved Budget: \$198,000

Invoiced To Date: \$19,200

Balance to Complete: \$178,800

Town Input Required:

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

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

Construction Contract Price: \$0

Town of Altavista Projects
Status Report - Peed & Bortz, LLC
27 January 2022

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

Recent Activities: Contractor indicated that manufacturer estimated lead time on valves and actuators is 22 weeks (~150 days) from the time that the submittals were approved (8/31/2021). The agreement includes a substantial completion deadline of 210 days. Notice to Proceed was executed on 1 November 2021. Contractor has indicated that valve and actuator equipment delivery is anticipated in late February. Progress meeting is anticipated in mid-February in advance of site construction beginning. Engineer has received payment application #2 and requested Contractor revise prior to processing.

Anticipated work over the next two weeks: Review and comment on any additional contractor submittals received.

Upcoming Tasks: Commence work

Outstanding Issues:

Design Schedule: January 2021 Documents to VDH for review
March 2020 (60 days) Receive VDH approval
June 2021 Advertise for Bids (if Town desires)
July 2021 Open Bids
27 July 2021 Council approval
10 August 2021 Consent agenda approval
1 November 2021 NTP

Schedule Constraints:

Projected Completion: TBD
Approved Budget: \$56,000
Invoiced To Date: \$38,000
Balance to Complete: \$18,000

Town Input Required:

Issues Town Should Be Aware Of:

Construction Contract Price: \$725,305
Current Paid: \$23,750
Balance to Finish plus retainage: \$701,555

Town of Altavista Projects
Status Report - Peed & Bortz, LLC
27 January 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: Progress meeting held on 1 December. Field review by Master Engineers of McMinnis and Staunton River sites on 11 January. Requested clarification on panel support structure at McMinnis and minor details on Staunton River Structure. Master Engineers will present recommendations on the panel support and structure at McMinnis. Contractor will provide a price to replace degraded panels at McMinnis and Reynolds Springs.

Anticipated work over the next two weeks: Complete remaining minor work prior to delivery of generators.

Upcoming Tasks: Waiting for generator delivery to pull wire.

Outstanding Issues: Owner contacted the generator supplier and generator lead time is now anticipated for delivery in mid March 2022.

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: \$37,691

Balance to Complete: \$5909

Town Input Required:

Issues Town Should Be Aware Of: Generator lead time is now anticipated for delivery in mid March 2022.

Construction Contract Price: \$498,500 + (\$12,000) (Change Orders)

Current Paid: \$392,116

Balance to Finish plus retainage: \$91,437

Town of Altavista Projects
Status Report - Peed & Bortz, LLC
27 January 2022

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

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

Upcoming Tasks:

Outstanding Issues:

Design Schedule:

Schedule Constraints:

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

Town Input Required:

Issues Town Should Be Aware Of:

Construction Contract Price: \$0

Town of Altavista Projects
Status Report - Peed & Bortz, LLC
27 January 2022

Project Name: Frazier and Lynch Mill Road Drainage issues

Project Manager: Scott Bortz, PE

Sub-Consultant

P&B Job Number 21-08

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

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

Upcoming Tasks:

Outstanding Issues: Easements

Design Schedule:

Schedule Constraints:

Projected Completion:

Approved Budget: Time and materials not to exceed \$23,000

Invoiced To Date: \$3285

Balance to Complete: \$19,715

Town Input Required: Town staff will need to review the sizing of the ditch and easement across private land. The ditch can be widened at the base and side slopes made steeper to reduce the width of the easement if so desired.

Issues Town Should Be Aware Of:

Construction Contract Price: \$0

Town of Altavista Projects
Status Report - Peed & Bortz, LLC
27 January 2022

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

Recent Activities: Initial shop dwgs have been approved. COE NW-58 permit has been approved. JPA permit is not required. Pre-Construction meeting held on 5 January 2022. Contractor reports he can receive pipe sooner than anticipated and plans to commence construction 15 February weather dependent.

Anticipated work over the next two weeks:

Upcoming Tasks: Notice to Proceed-to be coordinated with material delivery

Outstanding Issues:

Design Schedule: Open Bids 27 October
Award Nov 9
Sign Agreements Nov 23
Start limited construction activities (weather permitting) February 15
Substantial completion June 2022

Schedule Constraints:

Projected Completion:

Approved Budget: \$68,000

Invoiced To Date: \$58,200

Balance to Complete: \$9800

Town Input Required:

Issues Town Should Be Aware Of:

Construction Contract Price: \$567,374.00

Current Paid: \$0

Balance to Finish plus retainage: \$567,374.00

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)

February 2, 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 install waterline services.
2. Contractor has tested and inspected all main waterlines.
3. Contractor is continuing to work on the pump station.

Anticipated Work Over the Next 2 Weeks

1. Contractor to continue work on the job site.

Scope Changes to Date

1. Waterline was shortened by approximately 300 LF on Avondale Drive.

Outstanding Issues

1. Coordination of the controls and pump station equipment. VFD submittal and approval
2. Some SCADA parts are on back order. AIC will update when they arrive.

Construction Document Schedule Update

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

Budget Summary

1.

Engineer's Estimate:	\$1,084,240.00
Town's Budget	\$926,000.00
Actual Construction Cost & Engineering	\$1,313,920.00

2.

Engineering Bid, CA & SCADA Contract	\$70,920.00
JTD	\$42,107.00

3.

Construction Contract	\$1,218,185.11
JTD	\$484,142.45

Input Needed from Town/Others

1. Discrepancies between plans/specifications and Town standards continue to be coordinated. M&C keeping list for updates to Town standards at conclusion of project.

Other Issues/Concerns

1. Contractor worried about schedule due to product and material lead times.
2. Progress Meeting #3 scheduled for 2/8/22 at 10:00 AM.

Submitted by:

Ryan P. Kincer, P.E.
Project Manager

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



Date: February 2, 2022

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

Completed Work Over the Last Week

1. All construction has been completed and the water line has been in use since mid November.

Anticipated Work Over the Next two Weeks

1. Final inspection walk through will be scheduled in the month of February to provide a final punch list of deficiencies, if any.

Outstanding Issues

1. None

Engineer Budget Summary

1. Spring Site Survey	Contract:	\$1,750	JTD:	\$1,750
2. Bedford Tank Site Survey	Contract:	\$1,750	JTD:	\$1,750
3. Water Line Route Survey	Contract:	\$18,000	JTD:	\$18,000
4. Water Line Design	Contract:	\$51,250	JTD:	\$51,250
5. Railroad Permit Coordination	Contract:	\$3,630	JTD:	\$3,630
6. Bid Assistance	Contract:	\$4,460	JTD:	\$4,460
7. Construction Administration	Contract:	\$24,100	JTD:	\$22,895
8. Inspection	Contract:	\$47,460	JTD:	\$45,087
9. Easement Plats (4 to date)			JTD:	\$2,400

Construction Budget Summary

1. Construction	Contract:	\$1,566,030	JTD:	\$1,437,310*
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* This was a unit price construction contract. The work has been completed and once the final inspection is completed and any deficiencies have been fixed the retainage amount of \$71,865.50 can be paid. The balance between the total contract amount and JTD amount is the difference between estimated quantities and actual quantities, mainly in rock excavation and unsuitable soils.

Submitted by:

Bif Johnson, PE
Project Manager

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



Date: February 2, 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. Project has completed a bid opening with four (4) bids received on January 20, 2022.
2. The lowest responsive bidder has been sent the Notice of Award.
3. Town Council to approve low bidder and contract price on February 8, 2022.

Anticipated Work Over the Next two Weeks

1. Prepare the executed contract documents for the contractor.
2. Contractor to submit necessary documents to keep the contract moving forward.

Outstanding Issues

1. None at this time.

Construction Document Schedule Update

1. Not applicable at this time

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:	\$3,000
7. Construction Administration	Contract:	\$18,900	JTD:	\$0

Submitted by:

Bif Johnson, PE
Project Manager



TOWN OF ALTAVISTA
TOWN COUNCIL
REGULAR MEETING
February 8, 2022
AGENDA COVER SHEET

AGENDA ITEM #: 10.C

REPORTS AND COMMUNICATIONS

Title: Public Services Monthly Reports

Staff Resource: Teri Anderson

Action(s):

For Review

Explanation:

Background:

Funding Source(s):

Attachments: *(click item to open)*

Attachment 1. BUILDINGS AND GROUNDS MONTHLY REPORT JANUARY 2022.docx

Attachment 2. FLEET MAINTENANCE DEPARTMENT-JANUARY 2022.docx

Attachment 3. FLEET MAINTENANCE DEPARTMENT-JANUARY 2022.docx

BUILDINGS AND GROUNDS

FEBRUARY 2, 2022

TO: TOWN MANAGER
FROM: JEFF ARTHUR, PUBLIC SERVICES MANAGER
MONTH: JANUARY 2022

Vacation / Comp. Time Used / Sick Leave Taken		0
Meetings / Data Entry / Work Planning / Training		98.75
# Of Call Duty Hours		9.50
# Of Assisting other Crews		0
Holiday		32
Green Hill Cemetery		
DESCRIPTION	Month Totals	Labor Hours
# Of Burials	2	49.75
# Of Cremations	0	0
Cemetery Grounds Maintenance		8.50
Meetings with Families		0
Lay off Graves and Stones		0
Maintain Cemetery Records		0
Solid Waste Collection		
DESCRIPTION	Month Totals	Labor Hours
Residential Garbage Collected (Tonnage)	83.58	82.75
Residential Garbage Collected (Tonnage) Town of Hurt	36.19	32
# Of Curbside Brush Collected (Stops)	43	12.75
Loads of Brush Collected	3	
# Of Curbside Bulk Collected (Stops)	63	24.50
Bulk Collection (Tonnage)	5.61	
# Of Tires Collected	0	0
# Of Residential Garbage Citations Issued	0	0
Seasonal-Tree Removal/Snow Events		182.25
Parks/Buildings		
DESCRIPTION	Month Totals	Labor Hours
Landscaping Buildings, Watering Flowers		0
# Of Building Maintenance Hours		126.25
# Of Park Cleaning		72.75
# Of Parks Ground Maintenance Hours / Winterize		11
# Of Acres Mowed by Town	0	0
# Of Acres Mowed by Contractors ****	0	0
Special Projects / Special Event – Christmas Decorations		53
# Of Vehicle Maintenance Hours		25.75
*** HOURS NOT ADDED		
Total Labors Hours for the Month		821.50

FLEET MAINTENANCE DEPARTMENT

DATE: FEBRUARY 2, 2022

TO: TOWN MANAGER
FROM: TERRY LAMBERT, FLEET SUPERVISOR

MONTH: JANUARY 2022

DESCRIPTION	Labor Hours
Vacation / Comp. Time Used	8
Safety Meetings	0
Holiday	8
Daily/ Weekly/ Planning & Scheduling	24.50
Sick Leave Used	16
CIP / Budgeting / Calling Vendors	21.50
Preventive Maintenance	17
General Repair's	27
Troubleshoot and Diagnostic	22.50
Assisting Other Crew	0
Tire Changes & Repairs	0
Picking Up & Delivery	9
Building & Grounds	3.50
DMV/Titling	0
Inspections	3
Total Labor Hours for the Month	160

FLEET MAINTENANCE DEPARTMENT

DATE: FEBRUARY 2, 2022

TO: TOWN MANAGER
FROM: TERRY LAMBERT, FLEET SUPERVISOR

MONTH: JANUARY 2022

DESCRIPTION	Labor Hours
Vacation / Comp. Time Used	8
Safety Meetings	0
Holiday	8
Daily/ Weekly/ Planning & Scheduling	24.50
Sick Leave Used	16
CIP / Budgeting / Calling Vendors	21.50
Preventive Maintenance	17
General Repair's	27
Troubleshoot and Diagnostic	22.50
Assisting Other Crew	0
Tire Changes & Repairs	0
Picking Up & Delivery	9
Building & Grounds	3.50
DMV/Titling	0
Inspections	3
Total Labor Hours for the Month	160



TOWN OF ALTAVISTA
TOWN COUNCIL
REGULAR MEETING
February 8, 2022
AGENDA COVER SHEET

AGENDA ITEM #: 10.D

REPORTS AND COMMUNICATIONS

Title: Utility Report

Staff Resource: Tom Fore, Polly Brown

Action(s):

Explanation:

Background:

Funding Source(s):

Attachments: *(click item to open)*

Attachment. January 2022 Monthly Report for Council Members

Monthly Staff Report Water Plant

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

Operation and Production Summary

The Actual water production line (filtering of water) for the entire month averaged 14.39 Hours per day which yielded approximately 1,324,828 gallons of water per day.

Rain 4.43 **YTD Rain** 41.95 **Snow** 5 **YTD Snow** 0 was measured at the water treatment plant.

Average Hours per day (week days)	<u>15.9</u>	hrs
Average Hours per day (weekends)	<u>11.15</u>	hrs
Average produced (week days)	<u>1,468,286</u>	gallons per day
Average produced (weekends)	<u>1,023,600</u>	gallons per day
Total Raw Water Pumped:	<u>44.47</u>	million gallons
Total Drinking Water Produced:	<u>40.33</u>	million gallons
Average Daily Production: (drinking)	<u>1,300,879</u>	gallons per day
Average percent of Production Capacity:	<u>43.36</u>	%
Plant Process Water:	<u>3,398,325</u>	(finished water used by the plant)
Bulk Water Sold @ WTP:	<u>6,900</u>	gallons
Flushing of Hydrants/Tanks/FD use/Town Use	<u>10,900</u>	gallons

McMinnis Spring

Total Water Pumped:	<u>8.217</u>	million gallons	average hours per day	<u>14.5</u>		
Average Daily Produced:	<u>273,900</u>	gallons per day	Rain at MC	<u>3.50</u>	YTD Rain	<u>41.57</u>
			snow	<u>0</u>		<u>0</u>

Total Water Pumped:	<u>9.898</u>	million gallons	average hours per day	<u>19</u>	Total Precip	<u>41.57</u>
Average Daily Produced:	<u>341,310</u>	gallons per day	Rain at RE	<u>3.37</u>	YTD Rain	<u>35.99</u>
Purchased Water from CCUSA	<u>0</u>	gallons	snow	<u>0</u>		<u>0</u>

Sold to Hurt	<u>2,596,400</u>	gallons			Total Precip	<u>35.99</u>
Industrial Use	<u>39,464,349</u>	gallons				

Water lost due to leaks none captured

Comments: Water Plant Activities & CIP Projects:

Monthly Compliance Reports Completed
 VDH samples completed for compliance
 Melinda High Pressure Zone-Had second progress meeting awaiting pump station building and pumps
 Fire Extinguishers checked and signed off on
 Weed eat, cut down and spray vegetation at McMinnis Spring, Clarion Tank, and Dearing Ford Tank ongoing
 Filter Upgrade - Notice to proceed scheduled for January 5th awaiting submittals for valves and valve actuators.
 McMinnis water line project completed and new line was placed in service on 11-18-21(punch list is being created)
 The Source Water Protection Local Advisory Committee meeting was rescheduled for April 2022
 Generator project, 4 Switch Gear assemblies have been received. Delivery of Generator date schedule for 3-1-22. Updating Project budget with VDEM & FEMA
 Town of Hurt DBP improvement project. (This will remove withdrawal from out clear well to the system) continues.
 Hypo delivery system atop all filters are being designed as a part of the Hurt DBP project (Hurt paying for system)
 Replace SCADA computers and SCADA Improvements / SCADA replacement to coincide with Filter project SCADA Vendor scheduled to Scope out project on Feb 7
 Clarion Road water line, was awarded and project awaitng piping to deliver. Looking at June 2022 (certificate of insurance and agreement has been signed)
 2021 CCR Report sent to VDH for approval January 25
 DEQ Water withdrawal report completed on January 2
 Hach Quarterly Inspection completed January 5
 VDH Inspection by Mr. Proctor completed on January 6
 RPZ inspection completed January 24
 Plant Manager Bryan Mawyer last day was January 28

Utilities Distribution and Collection

# of Service Connections	1	Addresses:	635 Riverview Drive	
# of Service Taps	0	Addresses:		
# of Meters Read	103	Monthly	Rereads	0
	0	Quarterly		0
# of Meters Cut Off For Non-Payment	0			
# of Meters Tested	0			
# of Loads of Sludge to Landfill	19.00			
	170.33	Tons		
# of Location Marks made for Miss Utility	38			
# of Meters Replaced	2			
# of Water Lines Repaired	0		# of Sewer Lines Unstopped	3
Locations:			Locations:	
			1550 Main Street	
			813 9th Street / Express Line Drive	
			1202 Avondale Drive	
# Air Relief Valves Inspected	0			
# of PRV Maintenance/Inspection	7			
# of Water Valve Boxes Cleaned	0			
# of Blow-Off Valves Flushed	0			
# of Blow-Off Valves Located	0			
Push Camera Footage	475'	Sewer Main Cleaned		0
Sewer (Root Cutting) Main	0	Sewer Main Cleaned Manholes		0
Sewer (Root Cutting)Main Manholes	0	Sewer Service Cleaned		0
Sewer Video Footage	0	Sewer Service Video		0
Sewer Video Manholes	0	Sewer (Root Cutting) Service		0
Duke Root Control (Contractor)	0	Sewer Right of Way Clearing Footage		0
Water Turn On and Offs	40	Sewer Manholes Inspected		0
Water Right of Way Clearing Footage	0	Sewer Installed Clean Out		0
Water Meter Box Replacement	3			
# Of Hydrants Flushed	0			
# of Hydrant Valves Exercised	0			

Other Utilities Distribution and Collection Activities & CIP Projects:

Exchanged register on meter for #5383 Dominion Energy. New register #21183058

Repairing a sewer line on Broad Street

DEPARTMENT: Wasterwater Plant
MONTH: January-22

Average Daily Flow	1.71 MGD
TSS Reduction	96 %
BOD Reduction	98 %
VPDES Violations	0
Sludge (Regional Land Fill)	186 tons
Rain Total	3.22 Inches
Snow Total	Inches

Other Wastewater Activities and CIP Projects:

Month: January

Week: January 3rd, 2022

Month: January

Week: January 10th, 2022

- Continue Sanitizing procedures for commonly used areas
- Submitted Monthly DMR
- Submitted Monthly Industrial Billing
- Submitted Monthly Septic hauling Billing
- Reviewed and submitted timesheets
- Repaired IP4 RVPS (Air Locked)
- UV system Bank B cleaned and placed in Service
- Ordered Idexx supplies for E-Coli
- #1 clarifier out of Service
- Pumped #1 clarifier out to assess damage
- Rec. and Submitted Annual Lab Certification Fee
- New blower controls on line 1-6-22
- UV system Checks
- Entered Lab data
- Normal Plant Operations

- Continue Sanitizing procedures for commonly used areas
- Annual pretreatment Report (continue work)
- Reviewed and submitted timesheets
- Annual Pollution Minimization report (continue work)
- February work schedule
- Received Idexx supplies for E-Coli
- #1 clarifier out of Service
- Submitted Credit Card statement
- Accessing 1# clarifier for repair
- Reset #1 & #2 return pump VFD units to lower output
- Ordered thickener Polymer pump re-build kits
- UV system Checks
- Entered Lab data
- Normal Plant Operations

Month: January

Week: January 17th, 2022

Month: January

Week: January 24th, 2022

- Continue Sanitizing procedures for commonly used areas
- Annual pretreatment Report (continue work)
- Reviewed and submitted timesheets
- Annual Pollution Minimization report (continue work)
- Monday observed MLK day
- Accessing 1# clarifier for repair
- Snow event at beginning of week
- Snow removal around Plant
- One operator out with COVID until at least Monday 1/24/22
- UV system Checks
- Entered Lab data
- Normal Plant Operations

- Continue Sanitizing procedures for commonly used areas
- Annual pretreatment Report (submitted 1/28/22)
- Annual Pollution Minimization report (continue work)
- Accessing 1# clarifier for repair
- Ordered Polymer (1/24/22)
- Updated VELAP new Town Manager Appointment
- Requested and received quote for annual press cloth replacement
- Serviced UV system Bank B (1/28/22)
- Bar screen out of Service at Main Pump Station
- UV system Checks
- Entered Lab data
- Normal Plant Operations

3 Clarifier malfunctioned on January 31st staff working to finish repair on clarifier # 1 to continue to resolve the problem with Clarifier # 3



TOWN OF ALTAVISTA
TOWN COUNCIL
REGULAR MEETING
February 8, 2022
AGENDA COVER SHEET

AGENDA ITEM #: 10.E

REPORTS AND COMMUNICATIONS

Title: Departmental Reports - Finance

Staff Resource: Tobie Shelton, Director of Finance and Administration

Action(s):

Explanation:

Background:

Funding Source(s):

Attachments: *(click item to open)*

Attachment 1. Meals Tax Report

Attachment 2. Sales Tax Report

Attachment 3. Lodging Tax Report

Attachment 4. Cigarette Tax Report

TOWN OF ALTAVISTA MEAL TAX COLLECTIONS

Jul-19	\$83,781.84		
Aug-19	\$84,048.32		
Sep-19	\$81,357.79		
Oct-19	\$84,662.12		
Nov-19	\$78,673.23		
Dec-19	\$87,125.33		
Jan-20	\$79,882.00		
Feb-20	\$71,915.16		
Mar-20	\$80,540.42		
Apr-20	\$70,690.58		
May-20	\$83,548.86		
Jun-20	\$85,413.70		
Jul-20	\$88,787.18	Budgeted:	\$990,000
Aug-20	\$85,975.65	+/-	-\$408,323.45
Sep-20	\$86,501.21	% of Budget	58.76%
Oct-20	\$88,976.04		
Nov-20	\$80,071.01		
Dec-20	\$90,778.92		
Jan-21	\$86,017.01		
Feb-21	\$83,318.92		
Mar-21	\$107,320.09		
Apr-21	\$105,170.66		
May-21	\$102,956.82		
Jun-21	\$103,932.20		
Jul-21	\$102,571.33		
Aug-21	\$96,006.80		
Sep-21	\$97,383.95		
Oct-21	\$94,099.39		
Nov-21	\$92,987.70		
Dec-21	\$98,627.38		

PREVIOUS YTD TOTAL (FY)

FY2018	\$936,848.19
FY2019	\$986,050.18
FY2020	\$971,639.35
FY2021	\$1,109,805.71

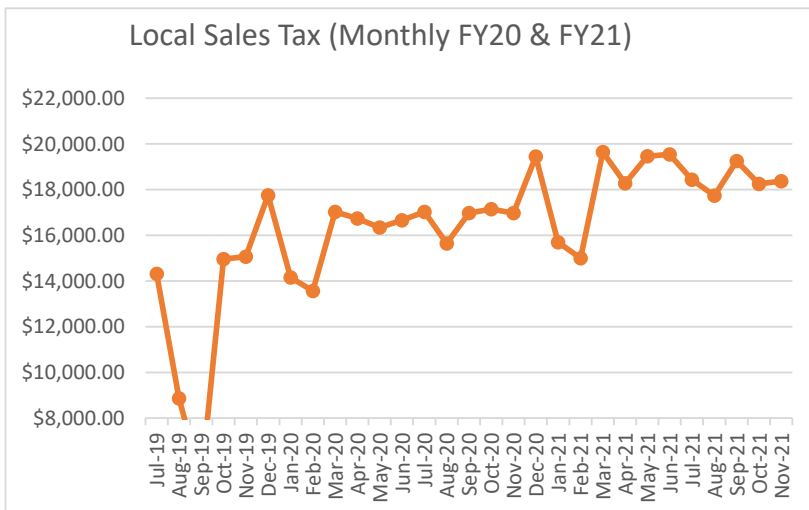
MTD TOTAL (FY)

FY2021	\$521,090.01
FY2022	\$581,676.55
+/-	\$60,586.54



**Town of Altavista
Local Sales Tax**

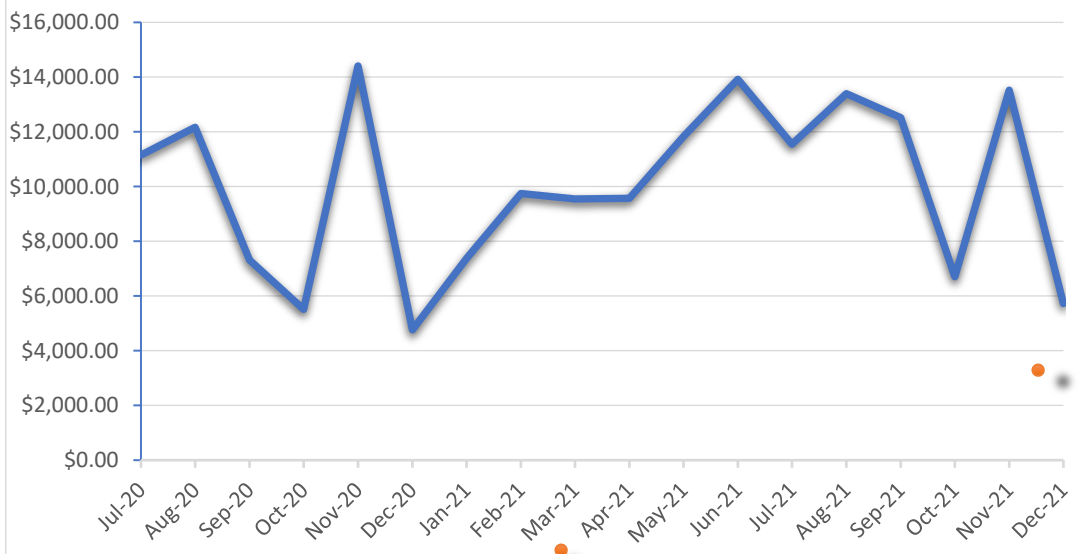
Jul-19	\$14,308	<u>YTD TOTAL (FY)</u>	
Aug-19	\$8,868	FY2018	\$171,886
Sep-19	\$5,261	FY2019	\$169,649
Oct-19	\$14,965	FY2020	\$170,672
Nov-19	\$15,058	FY2021	\$210,836
Dec-19	\$17,754	<u>MTD TOTAL (FY)</u>	
Jan-20	\$14,151	FY2020	\$83,773
Feb-20	\$13,558	FY2021	\$92,040
Mar-20	\$17,023	+/-	\$1,341
Apr-20	\$16,735	Budgeted:	\$180,000
May-20	\$16,338	+/-	-\$161,627
Jun-20	\$16,653	% of Budget	10.21%
Jul-20	\$17,032		
Aug-20	\$15,648		
Sep-20	\$16,975		
Oct-20	\$17,144		
Nov-20	\$16,974		
Dec-20	\$19,443		
Jan-21	\$15,691		
Feb-21	\$15,004		
Mar-21	\$19,642		
Apr-21	\$18,276		
May-21	\$19,461		
Jun-21	\$19,547		
Jul-21	\$18,437		
Aug-21	\$17,735		
Sep-21	\$19,246		
Oct-21	\$18,249		
Nov-21	\$18,373		



Town of Altavista Lodging (Occupancy) Tax

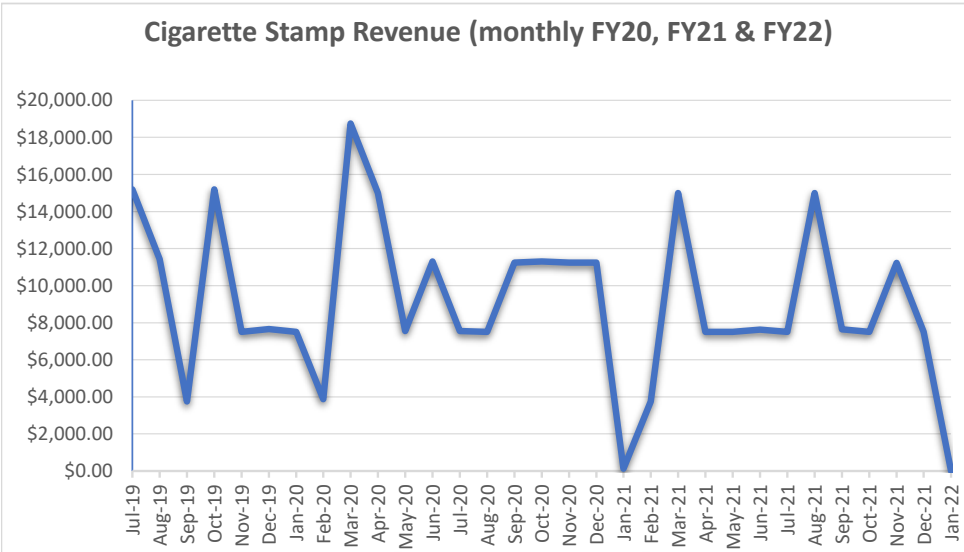
Jul-20	\$11,145		
Aug-20	\$12,167		
Sep-20	\$7,314		
Oct-20	\$5,513	FY2021	FISCAL YEAR TOTAL \$117,290
Nov-20	\$14,408		
Dec-20	\$4,763		
Jan-21	\$7,368	FY2021	MTD TOTAL (FY) \$55,310
Feb-21	\$9,745	FY2022	\$63,414
Mar-21	\$9,543	+/-	\$8,104
Apr-21	\$9,575		
May-21	\$11,827	Budgeted:	\$80,000
Jun-21	\$13,922	+/-	-\$16,586
Jul-21	\$11,550	%/Budget:	79.27%
Aug-21	\$13,399		
Sep-21	\$12,518		
Oct-21	\$6,700		
Nov-21	\$13,525		
Dec-21	\$5,722		

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



Town of Altavista Local Cigarette Tax

			FISCAL YEAR
Jul-19	\$15,187		TOTAL
Aug-19	\$11,419		
Sep-19	\$3,750	FY2018	\$144,668
Oct-19	\$15,188	FY2019	\$140,288
Nov-19	\$7,500	FY2020	\$124,684
Dec-19	\$7,665	FY2021	\$101,612
Jan-20	\$7,500		
Feb-20	\$3,881		
Mar-20	\$18,750		MTD TOTAL (FY)
Apr-20	\$15,000	FY2021	\$60,237
May-20	\$7,545	FY2022	\$56,385
Jun-20	\$11,299	+/-	-\$3,852
Jul-20	\$7,556	Budgeted:	\$130,000
Aug-20	\$7,500	+/-	-\$73,615
Sep-20	\$11,250	%/Budget:	43.37%
Oct-20	\$11,306		
Nov-20	\$11,250		
Dec-20	\$11,250		
Jan-21	\$125		
Feb-21	\$3,750		
Mar-21	\$15,000		
Apr-21	\$7,500		
May-21	\$7,500		
Jun-21	\$7,625		
Jul-21	\$7,500		
Aug-21	\$15,000		
Sep-21	\$7,650		
Oct-21	\$7,500		
Nov-21	\$11,235		
Dec-21	\$7,500		
Jan-22	\$0		





TOWN OF ALTAVISTA
TOWN COUNCIL
REGULAR MEETING
February 8, 2022
AGENDA COVER SHEET

AGENDA ITEM #: 10.F

REPORTS AND COMMUNICATIONS

Title: Departmental Reports - Administration

Staff Resource: Tobie Shelton, Director of Finance and Administration

Action(s):

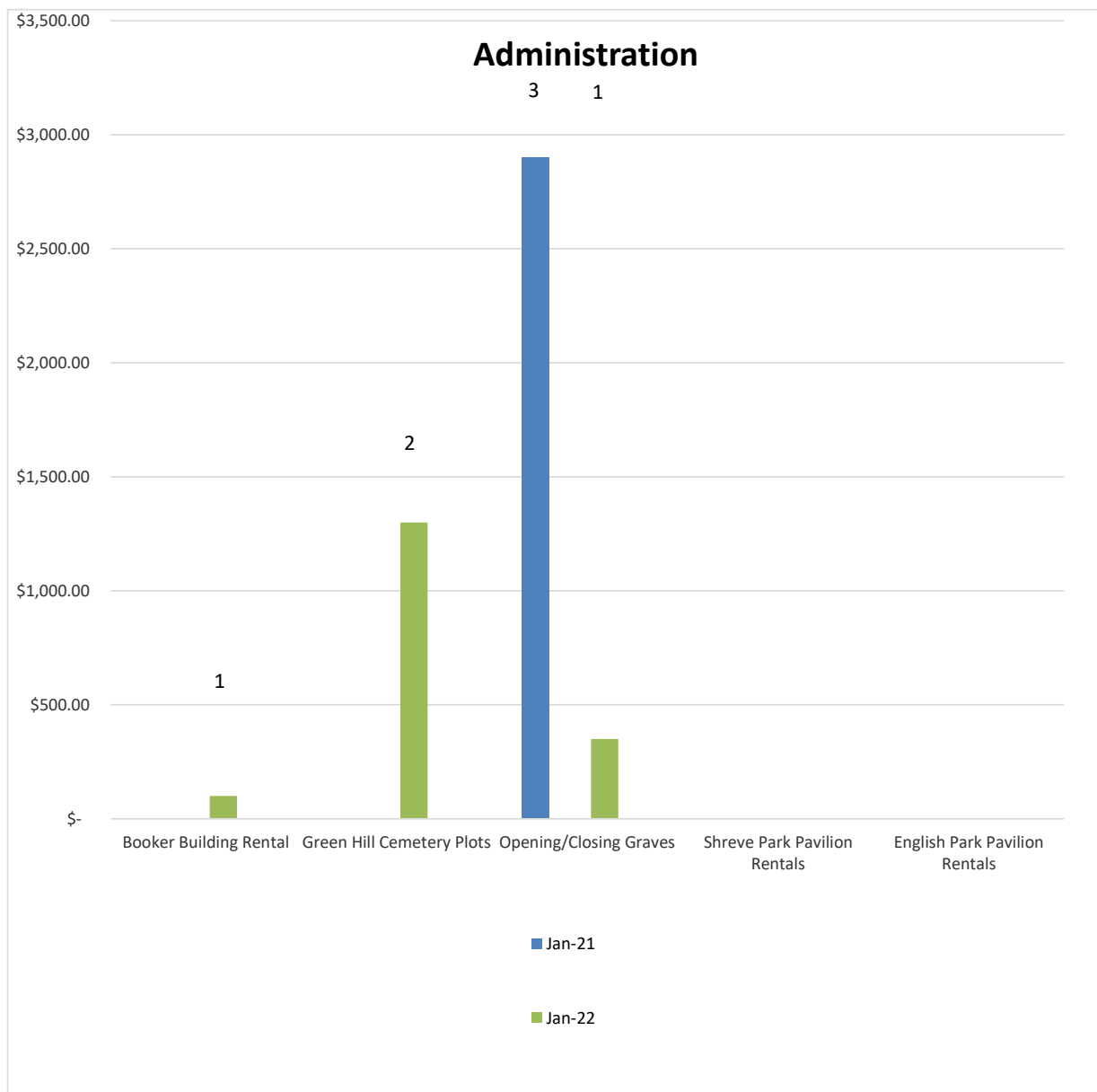
Explanation:

Background:

Funding Source(s):

Attachments: *(click item to open)*

[Attachment 1. Rentals and Cemetery](#)





TOWN OF ALTAVISTA
TOWN COUNCIL
REGULAR MEETING
February 8, 2022
AGENDA COVER SHEET

AGENDA ITEM #: 10.G

REPORTS AND COMMUNICATIONS

Title: AOT Monthly Report

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

Action(s):

Accept report

Explanation:

Background:

Funding Source(s):

Attachments: *(click item to open)*

Attachment. AOT Monthly Report - January 2022



Main Street Monthly Report January 2022

Staff continues to promote AOT's Downtown Business Investment Grant (DBIG). At the January 13, 2022, meeting the AOT Board of Directors approved Kaitlin Smith's Downtown Business Investment Grant application. AOT will provide three months of rent and utility assistance, up to \$1,250 per month. Ms. Smith took over the Styling Boutique, located at 613 Broad Street, and is rebranding it into a new salon known as Perfect Canvas Salon.

AOT and the Chamber of Commerce will host a ribbon cutting for M&M Cleaners located at 804 Main Street on Tuesday, February 15, 2022, at 3:00 pm. The business is in the newly expanded Main Street District.

Downtown businesses continued to utilize the façade grant program offered by AOT. Three additional businesses have submitted applications, with the renovation work expected to be completed in 2022.

Altavista On Track's Promotions Committee began planning the 2022 Altavista River Fest, which will be held on Saturday, May 14th at English Park. Food/dessert vendors, entertainers, a petting zoo, and breweries/wineries are currently being solicited for the event.

Staff continued to meet with the design team to discuss the ongoing renovations for the Spark Innovation Center. Staff continued working on a preliminary programming schedule for Spark once the center opens. Partners and contributors have been identified, and dates are currently being selected for various programs (webinars, training sessions, lunch & learns, etc.)

AOT will host Dr. Matt Wagner, Chief Program Officer with Main Street America, and Zachary Whitlow, Community Revitalization Specialist with the Virginia Department of Housing and Community Development (DHCD – Main Street) on February 17, 2022, from 4-7 pm at Altavista Presbyterian Church to discuss a comprehensive market analysis for downtown. Dr. Wagner toured the downtown district, along with AOT Board President Rev. Soto, to inventory the various businesses/buildings in the downtown district. Dr. Wagner also visited areas outside of downtown (i.e., English Park, Dearing Ford Industrial Park, etc.) in December of 2021. The regularly scheduled monthly meeting of AOT on February 10th has been cancelled.

The Promotions Committee has begun working on the Altavista BBQ Festival which will be held on Saturday, October 1, 2022, at English Park. This event will be a Kansas City Barbeque (KCBS) sanctioned event. KCBS has assigned two (2) representatives to assist with the event. It is expected to draw competitors from around the east.



TOWN OF ALTAVISTA
TOWN COUNCIL
REGULAR MEETING
February 8, 2022
AGENDA COVER SHEET

AGENDA ITEM #: 10.H

REPORTS AND COMMUNICATIONS

Title: Community Development Monthly Report

Staff Resource:

Action(s):

Accept report

Explanation:

Background:

Funding Source(s):

Attachments: *(click item to open)*

Attachment. CD January 2022 Monthly Report

MEMORANDUM

To: Gary Shanaberger, Town Manager

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

Date: February 3, 2022

Re: January 2022 Community Development Report

Permits

Ten (10) Zoning Permits issued during the month of January:

Home Occupations:

New Business: 8 (Revamped 2187 Lynch Mill Rd, Amory Consultants 1502 Avondale Dr, Perfect Canvas Salon 613 Broad St, M&M Cleaners 804 Main St, 4 Stylist at Perfect Canvas Salon)

Signs: 1

Accessory Structures:

New Homes or Additions: 1 – enclose porch at 610 Riverview Dr

Plats: 1

Violations

No new violations were reported in January. The Chief of Police and Community Development Director received multiple calls regarding dogs barking in the Eudora Lane/16th Street area. The neighborhood has been visited multiple times; however, barking dogs have not been heard. The residents stated that the barking occurs late-night until midmorning. A violation notice has not been issued because the complaint cannot be verified. The residents are reluctant to call 911.

Planning Commission:

The Planning Commission did not meet in January due to the absence of the Community Development Director

Board of Zoning Appeals:

The Board of Zoning Appeals did not meet in January. They are expected to hold an organizational meeting in February. Two (2) vacancies still exist on the BZA.

Recreation Committee:

The Recreation Committee did not meet in January.

Staff Projects/Meetings:

Renovations for the Spark Innovation Center are ongoing by Piney Ridge Contracting. Due to supply chain issues the town has authorized a six-week extension. The expected substantial completion date is April 10, 2022. Staff has been unable to purchase equipment and supplies due to the delay. The USDA Rural Business Development Grant for \$100,000 was extended through June 30, 2022. In conversation with USDA, staff was informed that another extension would be granted if needed.

Staff assisted the Chamber of Commerce by providing a listing of all businesses in town.

The Altavista On Track (AOT) Executive Committee and Community Development Director met to discuss the job description for the Main Street Coordinator. The former job description did not include the duties of managing the Spark Innovation Center. The position was also updated to include other skills needed to ensure the next person can succeed, which includes the ability to multitask, prepare and administer the AOT budget, and prior experience with nonprofits, local government, or economic development. The Virginia Department of Housing and Community Development (DHCD) Main Street staff have expressed their concern over the salary being offered and believe that it will be difficult to attract quality candidates. They are also of the opinion that the position is not an entry level position and suggest it be staffed by someone with prior work experience. The position has been advertised locally and on both the Virginia Main Street and Main Street America job boards.

The Town was issued a Land Use Permit from the Virginia Department of Transportation (VDOT) for banners over Main Street for 2022. This will eliminate the need to apply for a permit each time a banner is hung.

The Community Development Director attended the monthly meeting of the Central Virginia Transportation Technical Committee.

The Town Manager, Dr. Scott Lowman, and Community Development Director met with Hurt & Proffitt and Dominion Seven to discuss the Vista Theater and historic tax credits.

Work continues with the Virginia Department of Transportation about the Smart Scale projects the Town submitted for funding in 2018. Altavista submitted one pre-application for a turn lane improvement at Lynch Mill Road and Altavista Elementary School. Unfortunately, that project was screened-out in the pre-application phase for not meeting VTrans eligibility requirements. The justification provided for that decision was that it did not meet a VTrans need or readiness requirements in its current form and should be revised for submission next application period. In order for a project to be

eligible for scoring in SMART SCALE it needs to meet several eligibility and readiness factors and have a resolution of support from the PDC and locality. An important factor is that a project needs to show up as a VTrans Mid-term need and have a study or RSA performed with a sketch to support the application. Looking at Lynch Mill Road at Altavista Elementary, it appeared the only need showing up at that location is transit access, so unless a project there includes transit (non-school related) improvement, it will likely be screened out again. With regards to the application at Lynch Mill Road and Clarion Road roundabout, the application was scored in Round 2 of SMART SCALE (FY 2018) but did not score high enough to get funded. The application scored very well in safety but was a bit lacking in economic development. There will be some changes in Round 5 of SMART SCALE in land use and environment which should help the score a bit (especially in the land use category). After consulting with the Interim Town Manager, the Community Development Director has requested to submit a new application. VODT will work on getting the Town an interactive map of eligible commercial parcel types within the buffer analysis area as well as all the economic development tools and materials to get started. The request has been sent to the VDOT Traffic Engineering team to get started on a SIDRA and crash analysis for the intersection to include with the final application. An update will be provided to Town Council on the likelihood of the submitting a successful application.

The Community Development Director participated in mandatory grantee training with the Virginia Department of Housing and Community Development.

Staff continues to work on programming for the Spark Innovation Center. Lunch and Learn and informational sessions are being posted to social media in hopes of engaging potential users. Staff continues to work on program for the center, as well as selecting furniture and fixtures. Some of the items purchases with CARES funding will not be needed until the second floor has been renovated. Other changes have been made based on long lead times due to supply-chain issues.



TOWN OF ALTAVISTA
TOWN COUNCIL
REGULAR MEETING
February 8, 2022
AGENDA COVER SHEET

AGENDA ITEM #: 10.I

REPORTS AND COMMUNICATIONS

Title: Town Council Meeting Calendars

Staff Resource: Crystal Hailey, Assistant Town Clerk

Action(s):

Informational Only

Explanation:

Town Council Meeting Calendars:

- February 2022
- March 2022

Background:

Funding Source(s):

Attachments: *(click item to open)*

Attachment 1. Council Calendar February 2022

Attachment 2. Council Calendar - March 2022

February 2022

Sunday	Monday	Tuesday	Weds.	Thursday	Friday	Saturday
		1	2	3	4	5
6	7 Planning Commission 5pm	8 <u>Town Council</u> Meeting 6pm	9	10 AOT Meeting 5:15pm	11	12
13	14 Valentine's Day	15 Recreation Meeting 5:30pm	16	17	18	19
20	21	22 <u>Work Session</u> 5pm Draft CIP Discussion	23	24	25	26
27	28		NOTE: February 22nd AEDA Meeting 8:15am			

MARCH 2022

Sunday	Monday	Tuesday	Weds.	Thursday	Friday	Saturday
		1	2	3	4	5
6	7 Planning Commission 5pm	8 <u>Town Council</u> Meeting 6pm	9	10 AOT Meeting 5:15pm	11	12
13 Daylight Savings-time Begins	14	15 Recreation Meeting 5:30pm	16	17 St. Patrick's Day	18	19
20	21	22 <u>Work Session</u> 5pm Draft CIP Discussion	23	24	25	26
27	28		NOTE: March 22nd AEDA Meeting 8:15am			



TOWN OF ALTAVISTA
TOWN COUNCIL
REGULAR MEETING
February 8, 2022
AGENDA COVER SHEET

AGENDA ITEM #: 10.J

REPORTS AND COMMUNICATIONS

Title: Police Department Monthly Report

Staff Resource: Chief Tommy Merricks

Action(s):

For Informational Purposes

Explanation:

Monthly Activity Report for Altavista PD - January 2022

Background:

Funding Source(s):

Attachments: *(click item to open)*

Attachment 1. Altavista PD Monthly Report-January 2022

Attachment 2. Patrol on 29-January 2022

2022 ALTAVISTA POLICE DEPT MONTHLY REPORT

	January	Year to Date
Criminal Arrests "Felony"	7	7
Criminal Arrests "Misdemeandor"	23	23
Warrant Executed	20	20
Uniform Traffic Summons Issued	30	30
# Traffic Stops	70	70
BOLO'S (Be on Look Out)	4	4
DUI	0	0
IBR	22	22
MVA	6	6
Assist Motorist	14	14
Calls for Service	326	326
Alarm Responses	37	37
ECO/TDO	0	0
ECO/ TDO HOURS	0	0
Court Hours	2	2
Citizen Contacts	1,323	1,323
Businesses, Residences Check "Foot Patrols"	147	147
Follow Ups	24	24

Altavista Police Department

PATROL ON RT 29-JANUARY				
1-Jan	Rt 29	2115-2124	Pugh	Traffic Stop
1-Jan	Rt 29	2221-2229	Pugh	Traffic Stop
1-Jan	Rt 29	0024-0041	Pugh	Traffic Stop
3-Jan	Rt 29	0834-0854	Thurman	Disabled Vehicle
5-Jan	Rt 29	0435-	Earhart	Disabled Vehicle
5-Jan	Rt 29	1629-1643	Pugh	BOL
7-Jan	Rt 29	1602-1613	Thurman	BOL
8-Jan	29 NB	0845-0857	Thurman	Check location
8-Jan	29 NB	1758-1823	Thurman	Check location
14-Jan	Rt 29	1641-	Earhart	Traffic Stop
14-Jan	Rt 29	1641-1648	Pugh	Traffic Stop
15-Jan	29 NB Exit Ramp	2059-2127	Anthony	Disabled Vehicle
15-Jan	Rt 29/Clarion	0925-	Earhart	Traffic Stop
16-Jan	Rt 29	1704-	Earhart	MVC
17-Jan	Rt 29/Otterview	0716-	Earhart	Disabled Vehicle
17-Jan	Rt 29	1513-	Earhart	Traffic Stop
17-Jan	Rt 29	1514-1554	Abbott	Traffic Stop
18-Jan	Rt 29/Clarion	2040-2057	Wilson	Disabled Vehicle
19-Jan	Rt 29	1506-	Earhart	Traffic Stop
19-Jan	Rt 29/Lynch Mill	1700-	Earhart	Traffic Stop
19-Jan	Rt 29/Bedford	1715-	Earhart	Traffic Stop
24-Jan	Rt 29	1113-1118	Pugh	Traffic Stop
24-Jan	Rt 29	1045-	Earhart	Traffic Stop
25-Jan	Rt 29	0656-	Earhart	MVC
28-Jan	Rt 29	1036-	Earhart	Traffic Stop
28-Jan	Rt 29	1037-1053	Pugh	Traffic Stop Assist CCSO
29-Jan	Rt 29	1404-	Earhart	Traffic stop
29-Jan	Rt 29/Pocket Rd	2317-2319	Anthony	BOL
29-Jan	Rt 29/Clarion Rd	2334-2340	Anthony	Traffic Stop
31-Jan	Rt 29/Discovery	2344-2346	Abbott	Alarm



TOWN OF ALTAVISTA
TOWN COUNCIL
REGULAR MEETING
February 8, 2022
AGENDA COVER SHEET

AGENDA ITEM #: 12.A

CLOSED SESSION (Proper Certifications will be provided)

Title: Town Council Closed Session

Staff Resource: Town Manager Gary Shanaberger

Action(s):

Inform Staff if there are any official actions taken during Closed Session.

Explanation:

Closed Session: *Section 2.2-3711 (A)(3)*

Background:

Funding Source(s):

Attachments: *(click item to open)*

Attachment. CLOSED SESSION. Section 2.2-3711 (A)(3)

CLOSED SESSION

DATE: Tuesday, February 8th, 2022

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

Section 2.2-3711 (A)(3) 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

A motion was made by _____ and seconded by _____.

Motion carried.

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

Town Council went into Closed Session at _____ PM.

Notice was given that Council was back in regular session at _____ PM.

FOLLOWING CLOSED SESSION:

A motion was made by _____, seconded by _____, to adopt the certification of a closed meeting.

CERTIFICATION OF CLOSED MEETING

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

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

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

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