

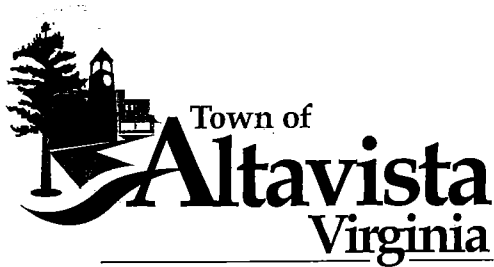
TOWN OF ALTAVISTA

FY 2010

OPERATING BUDGET

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A place to live, a way to live.

June 29, 2009

P.O. Box 420
510 Seventh Street
Altavista, VA 24517
Phone (434) 369-5001
Fax (434) 369-4369

The Honorable Mayor and Members of Council
Town of Altavista
510 Seventh Street
Altavista, VA 24517

Dear Mayor and Members of Council:

We are pleased to submit the *FY2009/2010 Budget* for the period beginning July 1, 2009 through June 30, 2010. This year's budget is balanced and meets the strategic goals and policies of the Council.

Considerations in the Development of the Budget

During the past several months, staff developed their departmental requests and meet with the appropriate Town Council committee to review the requests. Staff has considered the economy, projections of assessed property values, the Auditor's Report for Fiscal Year 2008 operations, financial projections for Fiscal Year 2009, cost control measures for the current fiscal year and the likely fiscal limitations for the coming fiscal year (2010). Based on these factors, and your leadership and guidance, the staff and I have established the following framework for the development of the FY2010 Budget.

- The FY2010 and FY2011 budgets will be affected by the impacts of the current economic recession
- Personal property tax revenues will likely remain constant or decline over the next two fiscal years
- Discretionary consumer spending will likely remain soft, with only moderate increases
- Continue to evaluate different ways to deliver services to Town residents in an effort to reduce costs
- Strive to maintain current services and service levels to the extent possible
- Reduce or hold constant most of the Town Government spending
- Maintain Council's commitment to capital projects on infrastructure
- Create an overall budget proposal that balances these goals and is fiscally sound in both the short term and the long term.

While the adopted budget is conservative on both the income and spending side, by no means does it represent a budget that retreats from the Town's commitment to a number of programs and projects that continue to advance the quality of life in Altavista.

On the contrary, this budget, especially with respect to our CDBG and VDOT TEA-21 grant-funded revitalization and streetscape projects, underscores our strong belief that it is precisely at times of an economic slowdown that we should increase our efforts to do what we can to stimulate our local business economy.

With all of this in mind, I believe the budget strives to incorporate your goals and objectives for the new fiscal year.

Budget Overview/Highlights

The approved budget totals \$9,638,300 and includes no tax or fee increases. The budget includes a 2% salary adjustment for all employees.

The General Fund Budget is \$4,965,700 including capital improvements of \$993,100. The budget includes the bulk of the Downtown Streetscape Improvement Project and the first of two years of the CDBG Downtown Revitalization Project. The budget does make allowance for the repair of the Staunton River Memorial Library's roof and the continued improvements to our community parks. In addition, the General Fund will transfer \$131,600 to the Utility Enterprise Fund Budget to balance the operations component of that budget.

The Utility Enterprise Fund Budget is \$3,350,700 including capital improvements of \$1,253,000, funded by the Enterprise Reserves. The operating component of this budget reflects an overall increase due to significantly increasing costs of chemicals and utility services. Regarding water and sewer rates, the Utility Committee will be working with staff to provide a study and rate recommendation to the Town Council later this calendar year.

The remaining budget amount is comprised of the Highway Fund (\$550,000), the Community Improvement Fund (\$7,100), the Library Fund (\$30,500) and the Cemetery Fund (\$26,000).

Conclusion

There is no doubt that the uncertain times that are being faced in our economy made this budget process very unique and challenging. We feel that the fiscal condition of the Town remains sound while we continue to provide services to meet Council's goals. Members of the Town staff are available to assist and support the Town Council whenever you have questions or need assistance regarding the budget or our day to day operations.

Finally, it is with much admiration and sincerity that I thank the fantastic Town staff and Town government organization for their efforts in the preparation of this document. If it were not for the tremendous dedication and teamwork that exists in this organization, it wouldn't be possible for me to recommend a budget to the Town Council that well positions our Town for most of what may occur during this next fiscal year. Credit for this definitely goes out to all of our departments, and their cooperation in helping us achieve necessary financial objectives.

Sincerely,

A handwritten signature in black ink, appearing to read 'J. Waverly Coggsdale, III'. The signature is fluid and cursive, with a large initial 'J' and a stylized 'C'.

J. Waverly Coggsdale, III
Town Manager

**TOWN OF ALTAVISTA
ANNUAL BUDGET
REVENUES
FISCAL YEAR 2010**

FUND: 10 GENERAL FUND		FY2009	FY2010
ACCOUNT NUMBER	REVENUE	BUDGET	BUDGET
010-0000-301.01-00	PROPERTY TAXES-REAL PROPERTY	405,000	405,000
010-0000-302.01-00	PUBLIC SERVICE-REAL & PERSONAL	94,000	91,000
010-0000-303.01-00	PERSONAL PROPERTY	174,000	156,000
010-0000-303.03-00	PERSONAL PROPERTY - PPTRA	100,000	90,000
010-0000-304.01-00	MACHINERY & TOOLS	1,300,000	1,320,000
010-0000-305.01-00	MOBILE HOMES - CURRENT	1,000	1,000
010-0000-306.01-00	PENALTIES - ALL TAXES	5,700	5,800
010-0000-306.02-00	INTEREST - ALL TAXES	2,500	2,500
010-0000-307.01-00	LOCAL SALES & USE TAXES	114,000	100,000
010-0000-307.02-00	LOCAL ELECTRIC AND GAS TAXES	100,000	90,000
010-0000-307.03-00	LOCAL MOTOR VEHICLE LICENSE TAX	44,000	44,000
010-0000-307.04-00	LOCAL BANK STOCK TAXES	130,000	135,000
010-0000-307.05-00	LOCAL HOTEL & MOTEL TAXES	75,000	60,000
010-0000-307.06-00	LOCAL MEALS TAXES	545,000	590,000
010-0000-307.08-00	CONTAINER RENTAL FEE	2,200	1,800
010-0000-307.09-00	COMMUNICATIONS TAX	40,000	35,000
010-0000-308.01-01	BUSINESS LICENSE FEES/CONTRACTORS	8,700	9,300
010-0000-308.01-02	BUSINESS LICENSE FEES/RETAIL SALES	105,000	95,000
010-0000-308.01-03	BUSINESS LICENSE FEES-FINANCIAL/REAL ESTATE/PROF.	8,100	8,400
010-0000-308.01-04	BUSINESS LICENSE FEES/REPAIRS & PERSONAL SERVICES	13,500	14,000
010-0000-308.01-05	BUSINESS LICENSE FEES/WHOLESALE BUSINESSES	1,600	1,600
010-0000-308.01-06	BUSINESS LICENSE FEES/UTILITIES	5,700	5,700
010-0000-308.01-07	BUSINESS LICENSE FEES/HOTELS	1,900	1,500
010-0000-308.02-01	PERMITS - SIGN	1,400	1,000
010-0000-310.01-00	FINES & FORFEITURES - COURT	20,000	12,000
010-0000-310.02-00	PARKING FINES	1,000	500
010-0000-321.02-00	INTEREST & INTEREST INCOME	220,000	75,000
010-0000-331.01-00	RENTS - RENTAL OF GENERAL PROPERTY	2,000	1,700
010-0000-331.02-00	RENTS - RENTAL OF REAL PROPERTY	35,000	50,000
010-0000-341.03-00	RAILROAD ROLLING STOCK TAXES	13,000	14,000
010-0000-341.04-00	STATE DCJS GRANT	95,300	88,100
010-0000-341.06-00	STATE RENTAL TAXES	2,600	2,800
010-0000-341.08-00	STATE/MISC. GRANTS (FIRE GRANT)	9,000	9,300
010-0000-341.09-00	STATE GRANT FOR POLICE COMPUTERS	32,200	34,000
010-0000-341-10-00	STATE CDBG GRANT - DOWNTOWN PROJECT	0	500,000
010-0000-341.11-00	STATE/VDOT CONTRACT SERVICES	3,000	1,000
010-0000-341.12-00	VDOT POLICE GRANT FOR OVERTIME	2,700	3,400
010-0000-342.01-00	CAMPBELL COUNTY GRANTS	65,000	60,000
010-0000-342.02-00	LITTER GRANT	2,000	2,000
010-0000-342.03-00	FUEL - FIRE DEPARTMENT (PAID BY CAMPBELL CO.)	6,800	6,800
010-0000-343.03-00	VDOT TEA 21 GRANT	575,000	430,800
010-0000-351.01-00	MISCELLANEOUS - SALE OF SUPPLIES & MATERIALS	12,000	8,500
010-0000-351.03-00	MISCELLANEOUS - CASH DISCOUNTS	400	500
010-0000-351.04-00	MISCELLANEOUS	20,000	47,000
010-0000-361-01-00	TRANSFER IN FROM GENERAL FUND RESERVES (C.I.P.)	111,800	* 340,200
010-0000-361-02-00	TRANSFER IN FROM LIBRARY FUND	29,600	13,500
010-0000-361-04-00	TRANSFER IN FROM COMMUNITY IMPROVEMENT FUND	50,000	85,000
	GENERAL FUND -- GRAND TOTAL	4,586,700	5,049,700
	* \$110,216 is Town Match to VDOT Grant approved by Council		
	and SNAP funds amounting to \$230,000		

TOWN OF ALTAVISTA ADMINISTRATION DEPARTMENT FY2010 BUDGET

The main objective of the Administrative Department is to provide customer service to the citizens, businesses, industries and employees of the Town of Altavista. We have six and one-half employees budgeted in this department interacting with the public and other town departments to handle the administrative functions of local government. (One employee has duties with both the Police Department and Administration and is budgeted accordingly) All of these employees directly and/or indirectly work with the Town Council to make certain the policies implemented are administered fairly to all citizens.

Our mission is simply service in one form or another and this draft budget lists the amount of funds needed to support the requirements to provide these services. The following information will list in detail the type of activities or functions provided by this department:

- Interact with the general public, elected officials, other governmental agencies and/or personnel and all town employees.
- Administer payroll and benefit plans and incorporate Human Resources requirements.
- Issue purchase orders, monitor all departmental purchases, and process invoices for payment. Also issue bills and collect revenue for various miscellaneous charges.
- Annually issue personal property, real estate and machinery and tools tax bills to all town citizens and businesses. Responsible for collecting delinquent taxes due the town-requiring follow-up within the calendar year to achieve an acceptable collection rate. (Current budgeted revenue is \$2,074,000.00)
- Administer the water and sewer billing system. Issue bills on a monthly and quarterly basis to all customers, coordinate cut-on/cut-off and request for new connections with public works, collect utility payments, and coordinate cut-offs for nonpayment of bills.
- Issue business licenses to all businesses located within the town on an annual basis and collect appropriate fees. (Approximately \$144,500.00)
- Administer the Meals Tax on Prepared Food and Beverages and the Transient Lodging Tax and collect revenue on a monthly basis. This amount includes auditing and collection of any under reporting. (Approximately \$600,000.00 annually)

- The town has eliminated the sale of decals; however, we bill and collect a license fee included on personal property tax billings. (Approximately \$44,000.00 revenue realized annually)
- Manage and account for all town finances and investments. There are numerous accounts and investments with LGIP, First National Bank, and BB&T. Requires research and discussions with banking financial personnel making certain the town receives the best investment possible taking into consideration the needs of the Town. (Approximately \$12,000,000.00)
- Prepare the annual town budget. This includes coordination with all departmental managers and appropriate council committees. Ultimate review, discussions and approval by the Town Manager and Town Council are required.
- Handle administrative duties for the IRMS, the Integrated Revenue Management System. This system allows us to enter delinquent taxpayers into a State Treasury system to collect unpaid taxes on state refunds or lottery winnings to individuals when applicable.
- Implementation of DMV's Vehicle Registration Withholding Program. This system allows us to enter vehicle information on delinquent taxpayers to stop automatic vehicle registration renewals until locality taxes are satisfied. This is a very effective tool for collection of delinquent taxes.
- Administer the rental and bookings for all park pavilions and the Booker Building.
- Issue deeds and collect revenue for sale of cemetery spaces at Green Hill Cemetery.
- Prepare on an annual basis a five-year Capital Improvements Program (CIP) for review and approval by council. Implement the approved plan.
- Review, coordinate and issue all permits required as specified by town ordinances. Coordinate with Campbell County on building permit matters.
- Handle all zoning issues relative to town codes with citizens, businesses, and appropriate committees. Issue zoning permits, sign permits, and enforce code.
- Involved with all matters pertaining to Planning Commission.
- Review and administer all contracts and grants pertaining to town matters.

- File all state and federal reports, ensure OSHA compliance, and handle Worker's Compensation for the town.
- Coordinate all legal matters with the town attorney and advise council of any action required.
- Work with outside auditors on an annual basis to meet this state statutory requirement.
- Provide monthly update on actual cost versus budgeted cost for all accounts to Town Council. This accounting function is linked to daily transactions required to adequately record revenues and expenditures handled by the staff.
- The staff is responsible for updating town policies, ordinances, and implementing all training requirements for the town. The staff also provides notary services at no charge to the general public.
- Responsible for all administrative functions relating to processing both incoming and outgoing mail for the town.
- Handle complaints from customers and contact the appropriate department for action and follow-up to resolve.
- Responsible for installing computer system upgrades, establish email for Town employees, handling PTF's (Pre-Temporary Fixes) for the Naviline system and perform all general system network administrative functions. Some upgrades are handled by the staff and some are outsourced.
- Administer and update Town website. Respond as appropriate to email inquiries.
- Serve as single point of contact for Town economic development matters. Work closely with Virginia's Region 2000 Partnership, Campbell County, and the Virginia Economic Development Partnership to market the Town, show property, meet with clients, and promote the area for economic development.
- Serve as Town representative on Board of Directors for Virginia's Region 2000 Partnership.
- Serve as spokesperson for the Town and handle inquiries from print and television media.

- Administer and update Channel 7 cable station for the Town of Altavista and Town of Hurt. This is often a daily function.
- Process and receive credit card payments utilizing the services of Official Payments.

Again, the above listing does not include all functions handled by Administration; however, it does include the major areas of responsibility for our staff. Hopefully, this will provide an understanding of the various activities we encounter performing our mission of service both internally and externally.

**TOWN OF ALTAVISTA
ANNUAL BUDGET REQUEST
EXPENDITURES
FISCAL YEAR 2010**

FUND 10

ADMINISTRATION DEPARTMENT

<u>EXPENDITURE</u>	<u>NUMBER</u>	<u>FY09 BUDGET</u>	<u>FY10 BUDGET</u>
SALARIES & WAGES – COUNCIL	010-1101-401.10-01	19,500	19,500
SALARIES & WAGES - REGULAR	010-1101-401.10-02	273,400	280,400
SALARIES & WAGES – OVERTIME	010-1101-401.10-04	500	200
BENEFITS – FICA	010-1101-401.20-02	22,400	23,000
BENEFITS – VA. RETIREMENT	010-1101-401.20-04	22,300	22,800
BENEFITS – GROUP MEDICAL INS. This line item reflects the cost of medical insurance for the department.	010-1101-401.20-06	22,900	24,300
BENEFITS – GROUP LIFE INS. The General Assembly determines the rate for this line item. The rate for the past two fiscal years has been .89%.	010-1101-401.20-08	2,400	2,500
WORKERS' COMPENSATION	010-1101-401.20-10	51,700	47,500
EMPLOYEE EDUCATION ASSIST. This line item is used to pay for advanced schooling by Town employees in accordance with Town Policy No. E-86-3.	010-1101-401.20-12	1,000	1,000
EMPLOYEE ASSISTANCE PROG. This account is used to pay annual contractual fees for the Employee Assistance Program (EAP).	010-1101-401.20-14	1,300	1,300

<u>EXPENDITURE</u>	<u>NUMBER</u>	<u>FY09 BUDGET</u>	<u>FY10 BUDGET</u>
OTHER EMPLOYEE BENEFITS	010-1101-401.20-16	17,000	15,500
This account is used to pay for items such as Unemployment Payments required by the state for former employees, the Employee Recognition Program and the Christmas Bonus for town employees.			
POFESS. SERVCS - COBRA ADMIN.	010-1101-401.30-02	1,500	1,400
This account is used to pay for outsourcing COBRA administration required by federal legislation allowing employees to participate in the town's health insurance plan when employment is terminated.			
LEGAL SERVICES	010-1101-401.30-04	27,500	28,000
This account is used to pay for the legal services of the Town Attorney. Mr. Eller requested a 2% increase.			
ADVERTISING	010-1101-401.30-06	15,000	14,000
This line item is used to pay for all advertising statutorily required. Also included is \$5,000 for printing a town calendar distributed to citizens and business within the town.			
MAINT. SERVICE CONTRACTS	010-1101-401.30-08	54,600	57,000
This line item is used to pay for various equipment, related leases and/or maintenance contracts associated with the Administration, including office equipment and computer software support.			
INDEPENDENT AUDITOR	010-1101-401.30-10	20,000	31,900
This line item is used to pay for the annual town and IDA audits. Additional \$10,000 for separate audit should federal funding exceed \$500,000 within the FY requiring an additional audit for those funds.			
ENGINR. & ARCHITEC. SERVICES	010-1101-401.30-12	25,000	25,000
This account is used to pay for engineering costs associated with capital projects.			
MISC. PROFESSIONAL SERVICES	010-1101-401.30-14	45,600	60,000
This account is used for Meals Tax auditing and other professional services. Added \$50,000 for the Zoning Ordinance update.			

<u>EXPENDITURE</u>	<u>NUMBER</u>	<u>FY09 BUDGET</u>	<u>FY10 BUDGET</u>
CONTRACTUAL SVS/IT NETWORK & WEBSITE SUPPORT	010-1101-401-30-26	0	20,000
Requesting funding for IT support for Town's network system which has increased to more than 30 users. The Town has no IT support staff to handle network problems. Also, we plan to use part of these funds to enhance the Town's website.			
ELECTRICAL	010-1101-401.50-02	12,500	15,000
This account is used to pay electric bills for the Town Hall facility.			
HEATING SERVICES	010-1101-401.50-04	5,500	4,500
POSTAL SERVICES	010-1101-401.50-06	8,500	8,500
This account covers all regular postage charges, annual Post Office rental fees, UPS and/or Federal Express charges			
TELECOMMUNICATIONS	010-1101-401.50-08	8,800	8,600
OTHER PROPERTY INSURANCE	010-1101-401.50-10	31,400	27,500
This account is used for insurance coverage with VML for Umbrella/Excess Liability, Machinery, and Property.			
MOTOR VEHICLE INSURANCE	010-1101-401.50-12	18,100	18,400
This account is used to pay VML for automobile coverage on all town vehicles.			
SURETY BONDS	010-1101-401.50-14	300	300
This account is used to pay for the annual bonds for the Treasurer and other office staff.			
PUBLIC OFFICIAL LIABILITY	010-1101-401.50-16	900	900
GENERAL LIABILITY INSURANCE	010-1101-401.50-18	22,800	23,400
This account is used to pay for General Liability Coverage with VML. Also included is coverage for Uncle Billy's Day. Uncle Billy's Day coverage is shared 50/50 with the Altavista Fire Company.			
CONVENTIONS & EDUCATION	010-1101-401.50-26	9,000	7,500
Covers travel/training expenses for Town Council and Administrative staff.			

<u>EXPENDITURE</u>	<u>NUMBER</u>	<u>FY09 BUDGET</u>	<u>FY10 BUDGET</u>
DUES & ASSOC. MEMBERSHIPS	010-1101-401.50-28	9,200	8,500
This account is used to pay dues and membership fees to various organizations such as Virginia's Region 2000, Virginia Municipal League and Region 2000 Regional Commission Membership.			
REFUNDS	010-1101-401.50-30	500	500
This account is used to issue full or partial refunds of taxes and/or fees overpaid/paid-in-error.			
MISCELLANEOUS EXPENSE	010-1101-401.50-32	14,500	16,000
This account is used to cover unanticipated expenditures for the Administration Department that are deemed necessary by the Town Manager.			
MISC. REIMBURSEMENT	010-1101-401.50-34	200	200
This account is used to cover expenses the Town initially incurs but will be reimbursed.			
PLANNING COMMISSION	010-1101-401.50-36	2,100	2,500
This line item is used to pay monthly salaries to the appointed members of the Planning Commission. \$1,000 budgeted for biannual work sessions.			
OFFICE SUPPLIES	010-1101-401.60-02	10,500	10,000
This account is used to purchase the various office supplies needed for this Administrative Department.			
REPAIRS & MAINTENANCE	010-1101-401.60-04	16,500	16,600
This account is used to pay for restroom supplies and for maintenance to the Town Hall facility, including janitorial and exterminator contracts.			
FUEL	010-1101-401.60-06	1,500	1,300
BOOKS & SUBSCRIPTIONS	010-1101-401.60-12	<u>500</u>	<u>400</u>
SUBTOTAL		796,400	845,900

ADMINISTRATION DEPARTMENT CAPITAL PURCHASES

ADMINISTRATION CAPITAL OUTLAY EXPENSES

<u>EXPENDITURE</u>	<u>NUMBER</u>	<u>FY08 BUDGET</u>	<u>FY09 BUDGET</u>
CAPITAL OUTLAY REPL. – COMMUNICATION EQUIP.	010-1101-401,81-10	25,000	0
ADMINISTRATION -- GRAND TOTAL		821,400	845,900

**TOWN OF ALTAVISTA
ANNUAL BUDGET REQUEST
EXPENDITURES
FISCAL YEAR 2010**

FUND 10

NON-DEPARTMENTAL

<u>EXPENDITURE</u>	<u>NUMBER</u>	<u>FY09 BUDGET</u>	<u>FY10 BUDGET</u>
OTHER CHARGES – MISC.	010-9101-801.50-32	131,800	265,500
- Property Maint. Enforcement \$125,000			
- Business Development Center \$1,500			
- Altavista Chamber of Commerce \$30,000			
- Building Improvement Program \$100,000			
- Dumpster Reimbursement (new businesses) \$1,500			
- Recycling Program \$7,500			
CONTRIBUTION-ALTAVISTA EMS	010-9101-801.50-61	1,000	1,000
CONTRIBUTION-SENIOR CTR.	010-9101-801.50-62	1,000	1,000
ECONOMIC INCENTIVES	010-9101-801.50-63	9,300	26,300
Amount budgeted for reimbursements to the Altavista IDA next fiscal year. (Graham Packaging)			
RECREATION PROGRAM	010-9101-801.50-70	88,000	100,000
This account is to pay the YMCA for their offerings of organized recreational activities. Paid quarterly.			
CONTRIBUTION ALTA. FIRE CO.	010-9101-801.50-72	74,000	74,100
The budgeted amount represents an annual contribution of \$65,000 (quarterly payments) and \$9,000 grant from the Virginia Department of Fire Programs.			
OTHER CHARGES/CONTR. AVOCA	010-9101-801.50-73	10,000	10,000
Quarterly payment.			
CONTRIBUTION MAIN ST. PROGM.	010-9101-801.50-74	40,000	35,000
Town contribution of \$35,000 paid quarterly.			

<u>EXPENDITURE</u>	<u>NUMBER</u>	<u>FY09 BUDGET</u>	<u>FY10 BUDGET</u>
OTHER CHARGES – CDBG GRANT State grant for Downtown Project.	010-9102-801-50-82	0	500,000
FUEL ALTAVISTA FIRE DEPT. This expense is for fuel used by the Altavista and Evington Fire Departments obtained from the Public Works fuel tanks. The Town is reimbursed by Campbell County.	010-9102-801.60-06	6,000	6,000
TRANSFER OUT/CEMETERY FUND	010-9102-802.70-01	25,000	25,000
TRANSFER OUT/WATER SEWER FUND	010-9102-802.70-02	699,100	131,600
TRANSFER OUT/LIBRARY FUND	010-9102-802.70-04	0	285,000
TRANSFER TO GENERAL FUND RESERVE	010-9102-802.70-05	0	2,200
DEBT SERVICE – PRINCIPAL BGF Storm Water Project – payment #4.	010-9104-801.90-02	40,400	43,200
DEBT SERVICE – INTEREST BGF Storm Water Project – payment #4.	010-9104-801.90-04	16,200	13,400
AVOCA MATERIALS & SUPPLIES AND REPAIRS & MAINTENANCE The account is used for maintenance and upkeep of the Avoca Museums.	010-9105-801.60-04	28,000	28,700
	SUBTOTAL	1,169,800	1,548,000

NON-DEPARTMENTAL CAPITAL PURCHASES

<u>EXPENDITURE</u>	<u>NUMBER</u>	<u>FY09 BUDGET</u>	<u>FY10 BUDGET</u>
CAPITAL OUTLAY – NEW	010-9103-801.82-30	40,000	0
CAPITAL OUTLAY – REPLACEMENT IMPROVEMENTS (VDOT TEA 21 GRANT & TOWN MATCH)	010-9103-803-81-30	718,800	541,100
CAPITAL OUTLAY – REPLACEMENT IMPROVEMENTS OTHER THAN BLDGS. Replace heating/cooling unit at Avoca - \$25,000 Replace heating/cooling unit at Avoca Gift Shop - \$12,000	010-9105-801.81-30	23,200	37,000
SUBTOTAL		782,000	578,100
NON-DEPARTMENTAL – GRAND TOTAL		1,951,800	2,126,100

TOWN OF ALTAVISTA POLICE DEPARTMENT FY2010 BUDGET

The mission of the Altavista Police Department is to safeguard the lives and property of the people we serve, to reduce the incidence and fear of crime, and to enhance public safety while working with the community to improve their quality of life. Our mandate is to do so with honor and integrity, while at all time conducting ourselves with the highest ethical standards to maintain public confidence.

There are 12 sworn officers in this department, and we work 24 hours per day, 365 days per year providing police services to the public. In 2008, we answered 5,103 calls for service.

All of our police officers are certified professionals by the Commonwealth of Virginia. We are required to complete continual education courses and training to maintain this certification. Many of our officers are subject matter experts in diverse fields of law enforcement.

This draft budget lists the amount of funds needed in order to support our operations and to ensure our ability to complete our mission statement.

As a police department team, we provide the following services:

- Enforce all laws and ordinances of the Commonwealth of Virginia and the Town of Altavista.
- Provide regular patrols of all areas of Town and respond to all emergency calls for service.
- Provide mutual aid to neighboring communities and/ or work closely with the Bedford County Sheriff's Office, Bureau of Alcohol, Tobacco, and Firearms, Campbell County Sheriff's Office, Drug Enforcement Administration, Federal Bureau of Investigation, Hurt Police Department, Pittsylvania County Sheriff's Office, Virginia Alcoholic Beverage Control, and Virginia State Police.
- Assist Fire and Rescue as needed during their emergency calls for service. Provide limited Emergency Medical Service through the use of our Automatic External Defibrillator (AED).
- Investigate all crimes committed in the Town.
- Investigate all motor vehicle accidents.
- Execute criminal warrants and summonses.

- Prepare reports for the Campbell County Commonwealth Attorney's Office and the United States Attorney's Office to be used in the prosecution of all criminal charges filed by the department.
- Operate a tactical response team which is activated when needed to execute high-risk arrest and search warrants.
- Initiate undercover drug investigations which are prosecuted in State and Federal Courts.
- Provide traffic law enforcement through the use of patrols, radar equipment, and periodic traffic enforcement checkpoints.
- Provide speakers to local community organizations, clubs, and to the schools.
- Provide security and logistical support to the annual Uncle Billy's Day festival.
- Host the National Night Out to help awareness of crime and drug prevention by forming community partnerships.
- Provide fingerprinting services and assist with criminal background checks.
- Provide and promote programs for crime prevention and home security.
- Provide home security checks when citizens are away or on vacation.
- Escort local businesses to night bank deposit when requested.
- Respond to bank alarms and other business security alarms.
- Provide traffic assistance and escorts for funerals.
- Assist Public Works by providing for water cut-ons/cut-offs during emergencies, or after regular business hours.
- Open and close Town Parks on a daily basis.
- Deliver Town Council agenda packets.
- Provide instruction to law enforcement officers attending the Central Virginia Criminal Justice Academy.

**TOWN OF ALTAVISTA
ANNUAL BUDGET REQUEST
EXPENDITURES
FISCAL YEAR 2010**

FUND 10

PUBLIC SAFETY (POLICE) DEPARTMENT

<u>EXPENDITURE</u>	<u>NUMBER</u>	<u>FY09 BUDGET</u>	<u>FY10 BUDGET</u>
SALARIES & WAGES – REGULAR	010-3101-501.10-02	525,000	521,600
SALARIES & WAGES - OVERTIME This includes regular, drug and court overtime.	010-3101-501.10-04	24,000	17,000
OVERTIME – DMV GRANT DMV Traffic Enforcement Grant funding will offset this expense.	010-3101-501-10-06	2,700	3,400
BENEFITS – FICA	010-3101-501.20-02	41,700	41,400
BENEFITS – VA. RETIREMENT	010-3101-501.20-04	42,800	42,600
BENEFITS- GROUP MEDICAL INS.	010-3101-501.20-06	55,600	62,500
BENEFITS- GROUP LIFE INS. The General Assembly determines the rate for this line item. The rate for the past two fiscal years has been .89%.	010-3101-501.20-08	4,700	4,600
PHYSICALS	010-3101-501.30-16	2,000	2,000
REPAIRS & MAINT. ELECTRONICS This account is for maintenance of radios, computer systems, and for replacement radios as needed.	010-3101-501.30-18	7,500	7,500
POLICE DEPT. HEATING This line item represents heating charges for the previous Fire Department Building next to the Police Department on 7 th Street.	010-3101-501.50-04	800	1,000
TELECOMMUNICATIONS	010-3101-501.50-08	11,000	12,000

<u>EXPENDITURE</u>	<u>NUMBER</u>	<u>FY09 BUDGET</u>	<u>FY10 BUDGET</u>
GENERAL LIABILITY INSURANCE Liability insurance coverage required for law enforcement personnel.	010-3101-501.50-18	2,900	3,200
SUBSISTANCE & LODGING This account is used for attending training sessions and transporting prisoners out of town.	010-3101-501.50-24	2,000	2,500
CONVENTIONS & EDUCATION This account is for fees associated with training seminars and special schools.	010-3101-501.50-26	3,000	3,500
DUES & ASSOC. MEMBERSHIPS This account is for dues for the Police Academy and VACP.	010-3101-501.50-28	4,100	4,200
MISCELLANEOUS	010-3101-501.50-32	1,000	1,000
STATE FORFEITURE FUND EXP.	010-3101-501.50-78	1,600	1,600
FED. FORFEITURE FUND EXP.	010-3101-501.50-79	4,200	3,000
POLICE MOVING EXPENSES	010-3101-501.50-84	0	5,000
OFFICE SUPPLIES	010-3101-501.60-02	7,000	7,000
REPAIR & MAINT. SUPPLIES	010-3101-501.60-04	900	1,300
FUELS & LUBRICANTS This account is for fuel used for all police vehicles.	010-3101-501.60-06	24,800	20,000
VEHICLE & EQUIP. REPAIRS AND MAINTENANCE	010-3101-501.60-08	10,000	10,000
UNIFORMS & WEARING APPAREL This account pays for uniforms and equipment for all police officers.	010-3101-501.60-10	10,000	10,000

<u>EXPENDITURE</u>	<u>NUMBER</u>	<u>FY09 BUDGET</u>	<u>FY10 BUDGET</u>
DRUG INVESTIGATING This account is for expenses to pay for undercover drug investigations.	010-3101-501.60-16	9,000	9,000
	SUBTOTAL	798,300	796,900

PUBLIC SAFETY (POLICE) DEPARTMENT CAPITAL PURCHASES

PUBLIC SAFETY (POLICE) CAPITAL OUTLAY EXPENSES

<u>EXPENDITURE</u>	<u>NUMBER</u>	<u>FY09 BUDGET</u>	<u>FY10 BUDGET</u>
<u>MOTOR VEHICLES-REPLACEMENT</u> Replacement of one vehicle, installation of equipment and striping.	010-3101-501.81-02	58,400	28,000
EDP EQUIPMENT – NEW Vehicle camera/video equipment.	010-3101-501-82-04	29,500	0
CAPITAL OUTLAY – NEW Federal grant (75/25 match) will cover mounting laptop computers in the vehicles and configuring them to send/receive mobile data. Includes equipment cost, software and licensing requirements.	010-3101-501.82-10	37,200	45,000
	SUBTOTAL	125,100	73,000
	PUBLIC SAFETY -- GRAND TOTAL	923,400	869,900

**Town of Altavista
Public Works Department
FY2010 BUDGET**

The Public Works Department currently employs (20) twenty full time employees and provides a majority of the services offered to the citizens and businesses in Altavista. The Public Work team is divided into 6 Divisions that include Administration, Buildings and Grounds, Engineering, Shop, Streets and Water and Wastewater which is one less than last year to better optimize personnel.

This budget lists the amount of funds needed in order to support our operations. The following information describes in more detail the level of service and the amount of work necessary to support the level of service.

ADMINISTRATION

Clerk & Dispatch:

We handle all calls and complaints related to Public Works. We schedule and bill for weekend trucks, correspond with Miss Utility and dispatch to our employees working in the field. We maintain records on hours worked, vacation, absenteeism, etc. We maintain records on the highway maintenance fund, fuel consumption, purchase orders and requisitions for supplies and materials.

Our computers are linked with Town Hall administration so that we may assist with water and sewer questions more efficiently and have the ability to monitor our budget more closely.

BUILDINGS AND GROUNDS DIVISION

Building & Grounds:

We provide maintenance for all Town owned buildings, which consists of general repairs to the Altavista Train Station, Avoca, Staunton River Memorial Library, Town Hall, Altavista Fire Station, Water Plant, Wastewater Plant, Public Works, and pavilions and restrooms at both Shreve Park and English Park. We provide service for general plumbing and electrical problems and servicing of air conditioning units.

Green Hill Cemetery:

Green Hill Cemetery is presently under contract for grass maintenance to be maintained by a contractor for mowing, weed eating and leaf collection. We open and close graves as well as provide routine maintenance and cleaning of the cemetery.

Parks & Recreation:

We mow and maintain Shreve and English Park. We monitor and clean restrooms on a daily basis. We service trashcans and maintain litter around pavilions and grounds. The Booker Building is maintained and cleaned as required. We monitor and maintain playground equipment regularly at each park for safety. We assist the YMCA with miscellaneous items for the recreational sports leagues.

ENGINEERING DIVISION

Engineering:

Engineering technician maintains maps for water, sewer, road right of ways, easements and cemetery lots. Prepares drawings for construction projects as well as provides inspection for said projects to ensure conformity to plans. Provides needed surveying for Town. Show and sell cemetery lots at Green Hill Cemetery as well as mark corner pins of grave for monument companies to set stones and for the opening of the grave.

SHOP DIVISION

Sanitation:

We collect refuse three days per week in each of our residential areas. Our system consists of a (3) three-day pickup done once per week to each residence either on Tuesday, Wednesday or Thursday. This requires (2) two trips to the Regional Landfill in Lynchburg each week which results in additional time being required since we stopped using Campbell County's Landfill.

Brush & Special Pick-ups:

We typically collect brush and special pick-ups on Mondays and Fridays, hauling special pickups to the Regional landfill and brush to a site inside the Town which has reduced our trips to the landfill. If circumstances warrant, we will collect brush and special pick-ups on other days. These items cannot be collected as part of the normal refuse collection.

Equipment Maintenance:

Public Works maintains and services all Town vehicles and equipment. Our mechanics are licensed for state inspections and can repair both gas and diesel engines. We maintain approximately (80) eighty pieces of equipment including pumps, saws, weed eaters, leaf blowers, brush chipper, sand spreaders, etc. We fabricate and weld as needed. We maintain maintenance and service records on all motorized equipment from the time we purchase until it is sold or traded.

STREETS DIVISION

Street Maintenance:

We maintain all streets and alleys in Altavista with the exception of Route 43 (Bedford Avenue) and US 29 Business (Main Street). The Virginia Department of Transportation (VDOT) maintains these two arterials. We do however mow this right of way to provide the pleasing aesthetics the citizens of Altavista have come to expect. Maintenance of streets includes paving, repairing of potholes and utility cuts, signage,

striping, traffic signals, storm drainage, sidewalks, guardrail, snow removal and mowing of rights-of-way. We typically schedule an annual contract for street paving.

Litter Control:

We do litter control and sweep curbed areas on a routine basis. We sweep the business section and alleys of Town during the early morning hours before traffic begins.

Leaf Collection:

We provide bulk leaf collection using a vacuum collection system from November 1 thru December 31 of each year, alternating weeks in each quadrant of Town. We collect leaves the rest of the year as well; however, leaves must be bagged the other 10 months in order to be collected.

Weekend-Truck:

We have a weekend truck policy where we park a truck on weekends at a residence for them to load debris, brush, old furniture, etc., to be picked up on Monday morning and hauled to the Regional landfill. We implemented a fee for this service in January 2007. Residential fees are (\$25) Standard Dump and (\$50) Tandem Dump. Business fees are (\$50) Standard Dump and (\$75) Tandem Dump.

Water Meter Reading:

We read approximately fifteen hundred (1,500) residential water meters on a quarterly basis. We read approximately fifty (50) commercial meters monthly. We do re-reads for any extremely high or low meter readings as well as stopped meters. We replace all worn or stopped meters. We provide water cut-on/cut-offs for residents and businesses that are moving in and out of buildings in town. We perform water cut-offs for delinquent accounts. Our hand held computer reading device enables us to download readings into the computer and print water bills saving time and preventing some errors.

UTILITY DIVISION

Water Lines:

Public Works provides maintenance to all existing water lines in the Town's distribution system, including water lines outside of Town in North Holly Hills, North Gate Court, Hogan Hill, and Gibson land residential area, as well as McMinnis and Reynolds springs. We install new water connections and maintain all fire hydrants.

Waste Water Lines:

Public Works provides all maintenance to all existing waste water lines in the Town's collection system, including waste water lines outside of Town in the Dearing Ford Business and Manufacturing Center. We install all new wastewater connections or service laterals, and replace connections as necessary. The new vacuum sewer cleaner will allow us to expedite the cleaning of blocked lines in a safe and efficient manner.

Underground Line Locating:

Currently work through Miss Utility to locate all Town owned underground utilities. This work is performed with 48 hours of receiving notice as per regulations set forth by the State Corporation Commission. Emergency locates occasionally take place after hours.

OTHER DUTIES

We perform numerous seasonal activities. These include Christmas lights and decorations, ballfield maintenance, Uncle Billy's Day festival, etc. Public Works also has someone on call duty 24 hours a day, 365 days a year to respond to emergencies.

**TOWN OF ALTAVISTA
ANNUAL BUDGET REQUEST
EXPENDITURES
FISCAL YEAR 2010**

FUND 10

PUBLIC WORKS DEPARTMENT

<u>EXPENDITURE</u>	<u>NUMBER</u>	<u>FY09 BUDGET</u>	<u>FY10 BUDGET</u>
SALARIES & WAGES – REGULAR A total of \$100,000 is budgeted in the State Highway Reimbursement Fund (Fund 20).	010-4101-601.10-02	433,100	434,300
SALARIES & WAGES – OVERTIME	010-4101-601.10-04	6,000	5,000
BENEFITS – FICA	010-4101-601.20-02	33,600	33,600
BENEFITS – VA. RETIREMENT	010-4101-601.20-04	35,300	35,400
BENEFITS – GROUP MEDICAL INS.	010-4101-601.20-06	50,400	53,000
BENEFITS – GROUP LIFE INS. The General Assembly determines the rate for this line item. The rate for the past two fiscal years has been .89%.	010-4101-601.20-08	3,900	3,900
MAINT. SERVICE CONTRACTS This account is used for maintenance of office equipment such as copier and fax machines.	010-4101-601.30-08	800	1,000
PHYSICALS This account is for pre-employment physicals and random drug testing for C.D.L. drivers.	010-4101-601.30-16	700	1,000
REPAIRS & MAINT. – ELECTRONICS This account is for maintenance of radios that are part of our communication system.	010-4101-601.30-18	1,500	1,500
TELECOMMUNICATIONS	010-4101-601.50-08	6,500	6,500
SUBSISTANCE & LODGING This account is used to pay for travel related expenses associated with employee training.	010-4101-601.50-24	800	800

<u>EXPENDITURE</u>	<u>NUMBER</u>	<u>FY09 BUDGET</u>	<u>FY10 BUDGET</u>
CONVENTIONS & EDUCATION This account is used to pay for training seminars and educational sessions for Public Works employees.	010-4101-601.50-26	1,500	1,500
MISCELLANEOUS EXPENSE	010-4101-601.50-32	1,500	1,500
OTHER CHARGES - MISS UTILITY This account is used to cover the expenses associated with "Miss Utility" tickets – marking utilities before digging or other excavation occurs.	010-4101-601.50-76	1,500	1,300
FUELS & LUBRICANTS - PW This account is used for gas, diesel fuel, lubricants, oil, grease, etc., for vehicles and motorized equipment, except for sanitation.	010-4101-601.60-06	50,000	45,000
VEHICLE & EQUIP. REPAIRS AND MAINTENANCE This account is to pay for repairs and preventative maintenance for vehicles and motorized equipment, except sanitation vehicles.	010-4101-601.60-08	20,000	28,000
UNIFORMS & WEARING APPAREL This account is used to pay for uniform expense and safety supplies such as hard hats, vests, safety shoes, etc.	010-4101-601.60-10	11,000	11,000
STREET LIGHTS OPERATING SUPPLIES This account is for electric bills for street lighting. Increased electric prices account for this increase.	010-4101-601.60-20	25,000	27,000
HWY, STRTS, & SDWLK SUPPLIES This account is for miscellaneous maintenance that is not chargeable to the highway maintenance fund, such as alleys, parking lots, etc. This account also has funds budgeted for tree removal and downtown beautification.	010-4101-601.60-22	35,000	35,000
STORM DRAINAGE This account is for any replacement of old drainpipes or catch basins.	010-4101-601.60-28	3,500	3,500
REPAIRS & MAINT. - ENGINEERING This account is used to make repairs or calibrations to engineering/surveying equipment.	010-4101-601.60-30	1,000	1,000

<u>EXPENDITURE</u>	<u>NUMBER</u>	<u>FY09 BUDGET</u>	<u>FY10 BUDGET</u>
TRAIN STATION MATL'S & SUPPLIES This account is used for general maintenance of the Train Station.	010-4101-601.60-34	7,500	4,000
FUELS & LUBRICANTS – SANIT. This account is used for gas, diesel fuel, lubricants, oil, grease, etc., for the sanitation vehicles. Increased fuel costs and trips to the regional landfill account for this increase.	010-4102-601.60-06	12,500	12,500
VEHICLES & EQUIP. REPAIRS AND MAINTENANCE – SANIT. This account is to pay for repairs and preventative maintenance for sanitation vehicles.	010-4102-601.60-08	11,000	15,000
LITTER EXPENSES This account is used for expenses related to litter collection.	010-4102-601.60-26	1,300	1,300
LANDSCAPING CONTRACTS This account is for landscaping contracts for various places in Town, such as Town Hall, War Memorial, Library, entrance signs, etc.	010-4103-601.30-22	20,000	20,000
ELECTRICAL This account is for electricity costs for Public Works facility. Increased to cover projected costs of electricity next year.	010-4103-601.50-02	4,000	5,500
HEATING	010-4103-601.50-04	5,500	4,000
SHOP MATERIALS & SUPPLIES This account is used for maintenance and supplies for the Public Works facility on 3 rd Street.	010-4103-601.60-18	7,500	7,500
SMALL TOOLS - SHOP This account is used to replace worn tools, drill bits, saws, etc.	010-4103-601.60-24	5,000	4,000

<u>EXPENDITURE</u>	<u>NUMBER</u>	<u>FY09 BUDGET</u>	<u>FY10 BUDGET</u>
RECREATION - ELECTRICITY This account is for electricity costs for the Shreve Park Ball Fields.	010-4104-602.50-02	8,200	9,000
RECREATION MAT'LS & SUPPLIES This account is for maintenance and supplies for recreation facilities at Shreve Park, English Park, Booker Building, Bedford Avenue Park, and 15 th Street Park.	010-4104-602.60-18	24,700	27,000
	SUBTOTAL	829,800	840,600

PUBLIC WORKS CAPITAL OUTLAY EXPENSES

<u>EXPENDITURE</u>	<u>NUMBER</u>	<u>FY09 BUDGET</u>	<u>FY10 BUDGET</u>
MOTOR VEHICLES & EQUIP. – REPL. Replace 1999 Chevrolet S-1- Pickup - \$22,000	010-4101-601.81-02	0	22,000
MACHINERY & EQUIP. – REPL. Replace phone system at Public Works.	010-4101-601.81-06	10,000	5,000
STORM WATER IMPROVEMENTS – REPL. Storm water improvements in conjunction with downtown renovation project.	010-4101-601.81-36	0	230,000
DEBT SERVICE - PRINCIPAL 2007 Bond debt payable to May 1, 2022	010-4101-601-90-02	15,200	15,800
DEBT SERVICE – INTEREST 2007 Bond debt payable to May 1, 2022 (\$10,010.37).	010-4101-601-90-04	10,000	9,400
IMPROVEMENTS OTHER THAN BUILDINGS	010-4103-604.82-30	38,000	0
MAT'LS/IMPROVEMENTS-PARKS-REPL. Improvements to existing community parks as outlined in the C.I.P.	010-4104-602.81-26	50,000	85,000
IMPROVEMENTS – BUILDINGS Renovations and addition to Public Works Facilities as outlined in the C.I.P.	010-4103-608.81-18	7,300	0
	SUBTOTAL	130,500	367,200
	PUBLIC WORKS -- GRAND TOTAL	960,300	1,207,800

**TOWN OF ALTAVISTA
ANNUAL BUDGET REQUEST
REVENUES
FISCAL YEAR 2010**

FUND: 20 STATE/HIGHWAY REIMBURSEMENT FUND

			<u>FY2009</u>		<u>FY2010</u>
<u>ACCOUNT NUMBER</u>	<u>REVENUE</u>		<u>BUDGET</u>		<u>BUDGET</u>
020-0000-341.07-00	STREET & HIGHWAY MAINTENANCE		538,000		550,000
STATE/HIGHWAY REIMBURSEMENT FUND--GRAND TOTAL			538,000		550,000

**TOWN OF ALTAVISTA
ANNUAL BUDGET REQUEST
EXPENDITURES
FISCAL YEAR 2010**

FUND: 20 STATE/HIGHWAY REIMBURSEMENT FUND

			<u>FY 2009</u>		<u>FY 2010</u>
<u>ACCOUNT NUMBER</u>	<u>EXPENDITURE</u>		<u>BUDGET</u>		<u>BUDGET</u>
020-4101-601.60-04	MAINTENANCE - OTHER MAINTENANCE		0		0
020-4101-601.60-28	MAINTENANCE - DRAINAGE		40,000		50,000
020-4101-601.60-36	MAINTENANCE - PAVEMENT		156,000		156,000
020-4101-601.60-40	MAINTENANCE - TRAFFIC CONTROL DEVICES		45,000		58,000
020-4101-606.60-30	ENGINEERING - REPAIRS & MAINTENANCE		11,000		11,000
020-4101-606.60-44	ROAD/STREET/HIGHWAY - SNOW & ICE REMOVAL		30,000		30,000
020-4101-606.60-46	ROAD/STREET/HIGHWAY - OTHER TRAFFIC SVS.		50,000		50,000
020-4101-607.50-32	GENERAL ADMIN. & MISC. - MISCELLANEOUS		38,000		45,000
	SUBTOTAL		370,000		400,000
<u>CAPITAL OUTLAY</u>					
020-4101-608.82-30	IMPROVEMENTS OTHER THAN BLDGS. - NEW		150,000		150,000
020-4101-608.82-34	ENGINEERING - NEW		0		0
	SUBTOTAL		150,000		150,000
STATE/HIGHWAY REIMBURSEMENT FUND--GRAND TOTAL			520,000		550,000

**TOWN OF ALTAVISTA
REVENUES
FISCAL YEAR 2010**

FUND: 30 LIBRARY (S.R.L.) FUND

		<u>FY 2009</u>		<u>FY 2010</u>
<u>ACCOUNT NUMBER</u>	<u>REVENUE</u>	<u>BUDGET</u>		<u>BUDGET</u>
030-0000-321.02-00	INTEREST/INTEREST INCOME	4,300		1,700
030-0000-351.04-00	MISCELLANEOUS	0		0
030-0000-361.02-00	TRANSFER IN - LIBRARY FUND RESERVES	54,900		42,300
030-0000-361-03-00	TRANSFER IN - FROM GENERAL FUND	0		285,000
	SUBTOTAL	59,200		329,000
	LIBRARY FUND--GRAND TOTAL	59,200		329,000

**TOWN OF ALTAVISTA
ANNUAL BUDGET REQUEST
EXPENDITURES
FISCAL YEAR 2010**

FUND: 30 LIBRARY (S.R.L.) FUND

		<u>FY 2009</u>		<u>FY 2010</u>
<u>ACCOUNT NUMBER</u>	<u>EXPENDITURE</u>	<u>BUDGET</u>		<u>BUDGET</u>
030-4103-601.60-04	MATERIALS/SUPPLIES & REPAIRS/MAINT.	13,500		13,500
030-4103-601.70-03	TRANSFER OUT TO GENERAL FUND	29,600		13,500
	SUBTOTAL	43,100		27,000
	<u>CAPITAL PURCHASES</u>			
030-4103-601.81-08	CAPITAL OUTLAY - NEW FURN./FIX. REPL.	16,100		17,000
030-4103-601-81-28	CAPITAL OUTLAY - REPL CONSTRUCTION	0		285,000
	SUBTOTAL	16,100		302,000
	LIBRARY FUND--GRAND TOTAL	59,200		329,000

**TOWN OF ALTAVISTA
ANNUAL BUDGET REQUEST
EXPENDITURES
FISCAL YEAR 2010**

FUND: 30 LIBRARY (S.R.L.) FUND

<u>EXPENDITURE</u>	<u>NUMBER</u>	<u>FY09 BUDGET</u>	<u>FY10 BUDGET</u>
MATERIALS/SUPPL. & REPAIRS/MAINT. This account is used to pay for repairs and maintenance to the building as well as restroom supplies. This account includes contracts for extermination and janitorial services.	030-4103-601.60-04	13,500	13,500
TRANSFER OUT TO GENERAL FUND	030-4103-601.70-03	29,600	13,500
	SUBTOTAL	43,100	27,000

LIBRARY (S.R.L.) – CAPITAL PURCHASES

FUND: 30 - LIBRARY

<u>EXPENDITURE</u>	<u>NUMBER</u>	<u>FY09 BUDGET</u>	<u>FY10 BUDGET</u>
FURNITURE/FIXTURES – NEW Price for new heating and air conditioning unit included in the C.I.P.	030-4103-601.81-08	16,100	17,000
CAPITAL OUTLAY – REPLACEMENT CONSTRUCTION C.I.P. to correct current roof and clock tower problems with leaks. Budgeted amount is the worst case scenario as outlined by Virginia A&E evaluations.	030-4103-601-81-28	0	285,000
	SUBTOTAL	16,100	302,000
	GRAND TOTAL	59,200	329,000

**TOWN OF ALTAVISTA
ANNUAL BUDGET REQUEST
REVENUES
FISCAL YEAR 2010**

FUND: 50 WATER & SEWER FUND

		FY2009		FY2010
ACCOUNT NUMBER	REVENUE	BUDGET		BUDGET
050-0000-321.02-00	INTEREST/INTEREST INCOME	140,000		55,000
050-0000-332.01-00	WATER CHARGES - INDUSTRIAL	815,000		800,000
050-0000-332.02-00	WATER CHARGES - BUSINESS & RESIDENTIAL	210,000		213,000
050-0000-332.03-00	WATER CHARGES - OUTSIDE COMMUNITY	120,000		122,000
050-0000-332.04-00	WATER CHARGES - WATER CONNECTION FEES	5,000		3,500
050-0000-333.01-00	SEWER CHARGES - INDUSTRIAL	995,000		1,020,000
050-0000-333.02-00	SEWER CHARGES - BUSINESS & RESIDENTIAL	190,000		210,000
050-0000-333.03-00	SEWER CHARGES - OUTSIDE COMMUNITY	3,400		3,000
050-0000-333.04-00	SEWER CHARGES - SEWER CONNECTION FEES	10,000		8,000
050-0000-333.05-00	SEWER CHARGES - SEWER SURCHARGES	92,000		100,000
050-0000-334.00-00	CHARGES FOR SVS - WATER/SEWER PENALTIES	3,500		3,500
050-0000-351.04-00	MISCELLANEOUS	25,000		25,000
050-0000-361.01-00	TRANSER IN FROM FUND 50 C.I.P. DESIGNATED RESERVES	0		108,000
050-0000-361.03-00	TRANSFER IN FROM GENERAL FUND	699,100		131,600
050-0000-362.01-00	PROCEEDS FROM LTD/PUBLIC IMPROVEMENT BOND	0		1,300,000
	WATER & SEWER FUND -- GRAND TOTAL	3,308,000		4,102,600

Town of Altavista Water Department FY2010 Budget

The main objective of the water department is to provide the citizens, businesses, and industries of the Town of Altavista, the Town of Hurt, and selected areas outside the corporate limits with a consistent and adequate supply of safe drinking water. We work three eight-hour shifts to provide this service in compliance with all federal and state laws, rules, and regulations. During calendar year 2008, we treated 663,000,000 gallons of water.

All of our water plant operators are professionals in their field and are required by the Virginia Department of Health to be certified operators, with a required amount of training and education. All operators must pass state exams to be qualified for a waterworks operator position.

This budget lists the amount of funds needed in order to support our operations. The following information describes in more detail the level of service and the amount of work necessary to support the level of service.

As a water department team, we operate and maintain the following:

- A 3.0 million gallon per day (MGD) water treatment plant. The plant runs as the demand for water is needed, seven days a week, 365 days per year.
- Two spring systems, McMinnis Springs and Reynolds Springs. These springs on average provide 500,000 gallons per day.
- Two 3.0 MGD raw water pump stations, one on the Staunton River and one on Reed Creek.
- Two booster pump stations, one on Bedford Avenue and one on Lola Avenue.
- Four water storage tanks. These are located on Bedford Avenue, Melinda Drive, Clarion Road, and Dearing Ford Road.

Other duties and services include:

- Purchasing and maintaining an adequate chemical supply and spare parts inventory for equipment as needed.
- Continuously determining proper chemical dosages and controlling chemical applications for the treatment process.
- Operate, calibrate, service, repair, replace, and maintain various mechanical, electrical, and electronic equipment including pumps, motors, altitude valves, pressure reducing valves, chemical feeders, controllers, automatic monitors,

recorders, tone telemetry, and standby power systems at the water treatment plant, distribution system, and at both springs.

- Collect daily, monthly, quarterly, and annual water samples to test from the water treatment plant, distribution system, and two springs.
- Perform certain laboratory analyses of water samples in-house, and send other samples to state or local laboratories as needed or required.
- Keep accurate and complete records of treatment operations and submit reports to local, state, and federal agencies monthly or as required.
- Prepare and distribute annual water quality report to consumers in Altavista, Hurt, and to the Virginia Department of Health.
- Perform general plant maintenance and housekeeping as needed including painting and plumbing.
- Maintain a constant safety program including providing a safe working environment with proper safety meetings for all water treatment plant employees.
- Hire and train employees as needed and send them to seminars and certification courses as required.
- Work with Campbell County Utilities and Service Authority (CCUSA) regarding bulk water purchases, and with the Town of Hurt as their water supplier.
- Prepare annual budget including Capital Improvements Program (CIP) and monitor regularly.
- Work with wastewater treatment plant personnel on pumping sludge from the water treatment plant solids tank as needed.
- Work to solve taste and odor complaints.
- Maintain good relations with government officials and the general public.
- Work with other departments, administration, and Town Manager on projects as needed.
- Join and participate in activities and seminars that keep employees up-to-date on new rules, regulations, equipment, and new ideas or better and more cost-efficient ways of doing things.

**TOWN OF ALTAVISTA
ANNUAL BUDGET REQUEST
EXPENDITURES
FISCAL YEAR 2010**

FUND: 50

WATER DEPARTMENT

<u>EXPENDITURE</u>	<u>NUMBER</u>	<u>FY09 BUDGET</u>	<u>FY10 BUDGET</u>
SALARIES & WAGES – ADMIN.	050-1101-701.10-02	23,400	23,900
SALARIES & WAGES-OT-ADMIN.	050-1101-701.10-04	0	0
FICA – ADMIN.	050-1101-701.20-02	1,800	1,800
BENEFITS-VA.RET.-ADMIN.	050-1101-701.20-04	1,900	2,000
BENEFITS-GP. MEDICAL-ADMIN.	050-1101-701.20-06	4,600	6,300
BENEFITS-GP.LIFE INS.-ADMIN.	050-1101-701.20-08	200	200
SUBTOTAL ADMIN.		31,900	34,200
 SALARIES & WAGES – PW	 050-4101-701.10-02	 88,400	 75,600
SALARIES & WAGES – OT-PW	050-4101-701.10-04	3,000	2,000
FICA – PW	050-4101-701.20-02	7,000	5,900
BENEFITS – VA. RETIREMENT – PW	050-4101-701.20-04	7,200	6,200
BENEFITS – GROUP MEDICAL –PW	050-4101-701.20-06	16,900	8,100
BENEFITS – GROUP LIFE INS. – PW	050-4101-701.20-08	800	700
REPAIR & MAINT. SUPPLIES – PW	050-4101-701.60-04	23,000	27,000
Used for distribution system maintenance. Work performed by Public Works Dept.			
SUBTOTAL PW		146,300	125,500

<u>EXPENDITURE</u>	<u>NUMBER</u>	<u>FY09 BUDGET</u>	<u>FY10 BUDGET</u>
SALARIES & WAGES - REGULAR	050-5001-701.10-02	213,500	214,100
SALARIES & WAGES – OVERTIME	050-5001-701.10-04	7,500	10,000
BENEFITS – FICA	050-5001-701.20-02	16,900	17,100
BENEFITS – VA. RETIREMENT	050-5001-701.20-04	17,400	17,500
BENEFITS – GROUP MEDICAL INS.	050-5001-701.20-06	43,300	38,300
BENEFITS – GROUP LIFE INS. The General Assembly determines the rate for this line item. The rate for the past two years has been .89%.	050-5001-701.20-08	1,900	1,900
MAINT. SERVICE CONTRACTS This account is used for maintenance calibration, elevator maintenance, and water storage tank maintenance. Increase due to added service contracts.	050-5001-701.30-08	45,000	50,000
MISC. PROFESSIONAL SERVICES	050-5001-701.30-14	19,700	7,500
PHYSICALS	050-5001-701.30-16	400	400
WATER PURCHASES – CAMPB. CO. The current agreement with the county ended in 2008; however, we will incur some expense due to providing service to Gibsonland out of town customers.	050-5001-701.30-20	52,200	5,000
REPAIRS & MAINTENANCE This account is used for roads, grounds, and building maintenance. Increased for additional work on the Water Plant roof.	050-5001-701.30-24	15,000	20,000
ELECTRICAL This account is used to pay for annual electricity expenses at the water treatment plant, Reynolds Spring, McMinnis Spring, and the distribution pump stations. Increase due to rising energy costs.	050-5001-701.50-02	127,000	145,000
HEATING	050-5001-701.50-04	3,000	3,000

<u>EXPENDITURE</u>	<u>NUMBER</u>	<u>FY09 BUDGET</u>	<u>FY10 BUDGET</u>
TELECOMMUNICATIONS This account is used to pay telephone expense at plant as well as for leased lines used for telemetry readings and operating charges at both springs and water storage tanks. Increased due to additional line for electric valve at the Clarion Road Water Tank.	050-5001-701.50-08	10,900	12,000
SUBSTANCE & LODGING This account is used for travel related expenditures associated with training seminars. All operators must complete a certain number of continuing education hours as part of the state licensure requirements. Increased to cover costs for two new employees.	050-5001-701.50-24	500	1,000
CONVENTIONS & EDUCATION This account is used for payment of registration fees and other training costs. All operators must complete a certain number of education hours as part of the state licensure requirements. Increased cost is needed for two new employees.	050-5001-701.50-26	2,500	3,000
DUES & ASSOC. MEMBERSHIPS This account is used for memberships such as the American Water Works Association and the Virginia Rural Water Association.	050-5001-701.50-28	800	600
REFUNDS	050-5001-701.50-30	2,000	1,000
MISCELLANEOUS EXPENSE Included in this line item are various safety related items for the department.	050-5001-701.50-32	2,800	2,000
SAMPLE TESTING This account is used to pay for sample testing at an outside lab for tests we cannot do internally. This includes monthly, quarterly, and annual samples.	050-5001-701.50-64	11,000	11,000

<u>EXPENDITURE</u>	<u>NUMBER</u>	<u>FY09 BUDGET</u>	<u>FY10 BUDGET</u>
FEES PAID TO COMMONWEALTH The state charges every utility a fee based upon the number of connections to the system.	050-5001-701.50-66	5,000	4,500
PROFESSIONAL LICENSES This account pays for biennial state license renewal fees. These are renewed every two years.	050-5001-701.50-68	600	0
MAINT. SUPPLIES This account is used to pay for maintenance at the treatment plant, springs, and pump station. Increase due to ongoing maintenance.	050-5001-701.60-04	27,500	35,000
FUELS & LUBRICANTS This account is for fuel and lubricants for plant vehicles and equipment including emergency generator, pumps, and mixers.	050-5001-701.60-06	5,000	4,000
MATERIALS & SUPPLIES VEHICLES/EQUIPMENT	050-5001-701.60-08	1,200	1,000
UNIFORMS & WEARING APPAREL	050-5001-701.60-10	1,200	1,000
OTHER OPERATING SUPPLIES This account is used to pay for chemicals, lab supplies, and lab-related equipment. Liquid costic has increased from \$400/ton to \$1,162/ton delivered.	050-5001-701.60-14	65,000	75,000
SMALL TOOLS & SUPPLIES This account is used for cleaning supplies, small tools, parts, etc.	050-5001-701.60-24	2,000	2,000
SUBTOTAL WATER		700,800	682,900

WATER CAPITAL OUTLAY EXPENSES

<u>EXPENDITURE</u>	<u>NUMBER</u>	<u>FY09 BUDGET</u>	<u>FY10 BUDGET</u>
MOTOR VEHICLES-REPLACEMENT	050-5010-701.81-02	33,000	0
MACHINERY & EQUIP.-REPLACEMENT	xxx-xxxx-xxx-xx-xx	310,000	278,000
Replace (1) Raw Water Pump for Reed Creek - \$30,000			
Replace (12) Turbidity Meters - \$60,000			
Replace Chemical Pump - \$8,000			
Refurbish Filters (1-5) - \$180,000			
CAPITAL OUTLAY – REPLACEMENT	xxx-xxxx-xxx-xx-xx	0	510,000
WATER SYSTEM			
McMinnis Spring water line- \$280,000			
Downtown infrastructure project- \$230,000			
MACH. & EQUIPMENT – NEW	xxx-xxxx-xxx-xx-xx	0	42,000
Install new finished water pump #1			
McMinnis Spring and check valves for each pump.			
WATER SYSTEM			
DEBT SERVICE – PRINCIPAL	050-5001-701-90-02	53,200	55,200
2007 Bond debt payable to May 1, 2022			
DEBT SERVICE – INTEREST	050-5001-701-90-04	35,000	33,000
Interest on 2007 Bond debt payable to May 1, 2022.			
BOND ISSUANCE COSTS	050-9104-701-50-88	0	23,500
Expenses for the 2010 Bond debt.			
WATER DEBT SERVICE – PRINCIPAL	050-9104-701-91-02	0	12,600
2010 Bond debt.			
WATER DEBT SERVICE – INTEREST	050-9104-701-91-04	0	24,100
2010 Bond debt.			
	SUBTOTAL	431,200	978,400
	GRAND TOTAL	1,310,200	1,821,000

Town of Altavista Wastewater Treatment Plant FY2010 Budget

The Wastewater Treatment Plant (WWTP) provides an essential service to the business, industrial, and residential communities of Altavista in the collection and treatment of wastewater. During 2008 the WWTP treated approximately 766 million gallons of sewage, and processed 488 tons of sludge. We work around the clock to provide this service in compliance with all federal and state laws, rules, and regulations. In addition, the WWTP manages a state mandated Pretreatment program to regulated industrial and business contributors to the sanitary sewer system.

The Wastewater Treatment Plant provides the Town with a safe and healthy community. This provides the Town with a strong foundation for economic growth and expansion as well as providing an invaluable service to its businesses and residents.

The Wastewater Treatment Plant consists of four separate areas: biological, solids handling, pretreatment, and maintenance. All of our wastewater operators are professionals in their field and are required by the Department of Environmental Quality (DEQ) to be certified operators, with a required amount of training and education. All operators must pass state exams to be qualified for a wastewater operator position.

This budget lists the amount of funds needed in order to support our operations. The following information describes in more detail the level of service and the amount of work necessary to support the level of service.

As a wastewater department team, we operate and maintain the following:

- A 3.6 million gallon per day (MGD) wastewater treatment plant. This plant operates 24 hours per day, 365 days per year.
- Two 2.0 MGD pump stations, one near Riverview Drive and the other at the treatment plant.
- A septage receiving station whereby we process leachate waste from the Campbell County landfill and septage from several area septic tank service companies.

Other duties and services include:

- Collect daily, monthly, quarterly, and annual water and sludge samples to test as required by the DEQ.
- Perform certain laboratory analyses of water samples and sludge in-house, and send other samples to state or local laboratories as needed or required.

- Process sludge and haul for disposal in county landfill
- Operate, calibrate, service, repair, replace, and maintain various mechanical, electrical, and electronic equipment including pumps, motors, blowers, programmable logic computers (PLC), ultraviolet light disinfection unit, generators, and various wastewater operating systems
- Perform general plant maintenance to the buildings, grounds, and polishing pond.
- Operate mandated state pretreatment program. This includes sampling, permitting, and inspecting industrial contributors to the WWTP to ensure all local, state, and federal regulations are followed.
- Purchase and maintain an adequate chemical and spare parts inventory.
- Keep accurate and complete records of treatment operations and submit reports to State and Federal agencies monthly, or as required.
- Operate and coordinate disposal service for septic tank maintenance companies.
- Maintain a constant safety program including providing a safe working environment with proper safety meetings for all wastewater treatment plant employees.
- Hire and train employees as needed.
- Prepare annual budget including Capital Improvements Program (CIP) and monitor regularly.
- Work with water treatment plant personnel on handling sludge from the water plant solids tank.
- Work with other departments, administration, and Town Manager on projects as needed.

**TOWN OF ALTAVISTA
ANNUAL BUDGET REQUEST
EXPENDITURES
FISCAL YEAR 2010**

FUND 50

WASTEWATER DEPARTMENT

<u>EXPENDITURE</u>	<u>NUMBER</u>	<u>FY09 BUDGET</u>	<u>FY10 BUDGET</u>
SALARIES & WAGES – ADMIN.	050-1101-702.10-02	5,900	6,000
SALARIES & WAGES – OT-ADMIN.	050-1101-702.10-04	0	0
FICA – ADMIN.	050-1101-702.20-02	400	500
BENEFITS-VA.RET.-ADMIN.	050-1101-702.20-04	500	500
BENEFITS-GP.MEDICAL-ADMIN.	050-1101-702.20-06	1,100	1,600
BENEFITS-GP.LIFE INS.-ADMIN.	050-1101-702.20-08	100	100
SUBTOTAL-ADMIN.		8,000	8,700
 SALARIES & WAGES – PW	 050-4101-702.10-02	 67,000	 60,100
SALARIES & WAGES – OT-PW	050-4101-702.10-04	3,000	2,000
FICA – PW	050-4101-702.20-02	5,400	4,800
BENEFITS – VA. RETIREMENT – PW	050-4101-702.20-04	5,500	4,900
BENEFITS – GROUP MEDICAL – PW	050-4101-702.20-06	12,900	5,200
BENEFITS – GROUP LIFE INS. – PW	050-4101-702.20-08	600	500
REPAIR & MAINT. SUPPLIES – PW	050-4101-702.60-04	15,000	15,000
SUBTOTAL - PW		109,400	92,500

<u>EXPENDITURE</u>	<u>NUMBER</u>	<u>FY09 BUDGET</u>	<u>FY10 BUDGET</u>
SALARIES & WAGES – REGULAR	050-5101-702.10-02	382,700	390,700
SALARIES & WAGES – OVERTIME	050-5101-702.10-04	6,000	6,000
BENEFITS – FICA	050-5101-702.20-02	29,700	30,300
BENEFITS – VA. RETIREMENT	050-5101-702.20-04	31,200	31,900
BENEFITS – GROUP MEDICAL INS.	050-5101-702.20-06	44,300	46,900
BENEFITS – GROUP LIFE INS. The General Assembly determines the rate for this line item. The rate for the past two years has been .89%.	050-5101-702.20-08	3,400	3,500
MAINT. SERVICE CONTRACTS This account is used for maintenance contracts for such things as meter maintenance, programming PLCs/press system, basin cleaning, HVAC, janitorial services, annual fire extinguisher and electrical hoists inspections.	050-5101-702.30-08	8,100	8,700
MISC. PROFESSIONAL SERVICES	050-5101-702.30-14	45,400	50,000
PHYSICALS This account is used to pay for mandatory drug testing and physicals for new employees.	050-5101-702.30-16	500	500
REPAIRS & MAINTENANCE Includes roads, grounds and building maintenance. Repairs on grass mowing equipment, confine space signage, replacing emergency lights and exit fixtures included in this line item.	050-5101-702.30-24	13,000	10,000
ELECTRICAL This account is used to pay for annual electricity expenses at the Wastewater Treatment Plant and the Riverview Pump facilities.	050-5101-702.50-02	240,000	340,000

<u>EXPENDITURE</u>	<u>NUMBER</u>	<u>FY09 BUDGET</u>	<u>FY10 BUDGET</u>
HEATING	050-5101-702.50-04	5,000	5,000
TELECOMMUNICATIONS	050-5101-702.50-08	5,000	5,000
SUBSISTANCE & LODGING This account is used for travel related expenditures associated with training seminars. Includes required OSHA training, PLC training, and pre-treatment courses.	050-5101-702.50-24	300	300
CONVENTIONS & EDUCATION This account is used for payment of registration fees and other training costs. All operators must complete a certain number of continuing education hours to meet state licensure requirements.	050-5101-702.50-26	1,000	1,000
MISCELLANEOUS EXPENSE	050-5101-702.50-32	1,500	1,500
SAMPLE TESTING This account is used to pay for sample testing at an outside lab for tests we cannot do internally. Testing for metals, oil and grease, PCB's, and monitoring wells, etc.	050-5101-702.50-64	27,000	27,000
FEES PAID TO COMMONWEALTH This expense covers the renewal of permit to operate the Wastewater Plant.	050-5101-702.50-66	5,400	5,400
PROFESSIONAL LICENSES This account pays for renewal of state license fees and required certification tests for operators.	050-5101-702.50-68	300	1,300
OFFICE SUPPLIES	050-5101-702.60-02	1,000	1,000

<u>EXPENDITURE</u>	<u>NUMBER</u>	<u>FY09 BUDGET</u>	<u>FY10 BUDGET</u>
MAINT. SUPPLIES This account is used to pay for maintenance of equipment.	050-5101-702.60-04	58,000	65,000
FUELS & LUBRICANTS This account if used for oil and filters, gas, diesel fuel, and grease.	050-5101-702.60-06	10,000	10,000
MATERIALS & SUPPLIES - VEHICLES/EQUIPMENT This account is used for service requirements on vehicles, tractor, and golf cart used at this facility.	050-5101-702.60-08	3,600	3,600
UNIFORMS & WEARING APPAREL This account is used for rental uniforms, rainsuits and boots.	050-5101-702.60-10	1,300	1,300
OTHER OPERATING SUPPLIES This account is used for the purchase of chemicals, lab supplies and lab equipment, polymer, soda ash, and lime.	050-5101-702.60-14	90,000	106,000
SMALL TOOLS & SUPPLIES This account is used for cleaning supplies, small tools, parts, etc.	050-5101-702.60-24	2,000	2,000
SUBTOTAL WASTEWATER		1,015,700	1,153,900

WASTEWATER CAPITAL OUTLAY EXPENSES

<u>EXPENDITURE</u>	<u>NUMBER</u>	<u>FY09 BUDGET</u>	<u>FY10 BUDGET</u>
DEBT SERVICE –PRINCIPAL 2007 Bond debt payable to May 1, 2022	050-5101-702-90-02	26,600	27,600
DEBT SERVICE – INTEREST Interest on 2007 Bond debt payable to May 1, 2022.	050-5101-702-90-04	17,500	16,500
MACHINERY & EQUIP.- REPL Polyblend for Rotary Drum Thickner - \$19,500 Replace Variable Frequency Drives - \$50,000 Replace 2 floating aerator motors and impellers - \$13,500	xxx-xxxx-xxx-xx-xx	208,500	83,000
CAPITAL OUTLAY – REPL. SEWER SYSTEM Downtown infrastructure project.	xxx-xxxx-xxx-xx-xx	0	270,000
MOTOR VEHICLE-NEW	050-5110-702.82-02	180,000	0
MACH. & EQUIPMENT – NEW Closed circuit TV inspection camera with trailer.	xxx-xxxx-xxx-xx-xx	0	70,000
BOND ISSUANCE COSTS Expenses for 2010 Bond debt.	050-9104-702.50-88	0	23,500
DEBT SERVICE-PRINCIPAL 2003 refinanced loan payable to April 1, 2013.	050-9104-702.90-02	406,600	419,200
DEBT SERVICE-INTEREST Interest on the 2003 refinanced loan payable to April 1, 2013.	050-9104-702.90-04	58,000	45,400
DEBT SERVICE – PRINCIPAL 2010 debt service.	050-9104-702.91-02	0	24,400
DEBT SERVICE – INTEREST 2010 debt service.	050-9104-702.91-04	0	46,900
	SUBTOTAL	897,200	1,026,500
	TOTAL	2,030,300	2,281,600

**TOWN OF ALTAVISTA
REVENUES
FISCAL YEAR 2010**

FUND: 70 COMMUNITY IMPROVEMENT FUND (C.I.F.)

		<u>FY 2009</u>	<u>FY 2010</u>
<u>ACCOUNT NUMBER</u>	<u>REVENUE</u>	<u>BUDGET</u>	<u>BUDGET</u>
070-0000-321.02-00	INTEREST/INTEREST INCOME	5,000	1,400
070-0000-335.01-00	RECREATION/PAVILION RENTALS	2,800	2,800
070-0000-335.02-00	RECREATION/BOOKER BUILDING RENTAL	4,500	4,500
070-0000-361.01-00	TRANSFER IN FROM RESERVES (C.I.F.)	52,100	83,400
	SUBTOTAL	64,400	92,100
	C.I.F. -- GRAND TOTAL	64,400	92,100

**TOWN OF ALTAVISTA
EXPENDITURES
FISCAL YEAR 2010**

FUND: 70 COMMUNITY IMPROVEMENT FUND (C.I.F.)

		<u>FY2009</u>	<u>FY2010</u>
<u>ACCOUNT NUMBER</u>	<u>EXPENDITURE</u>	<u>BUDGET</u>	<u>BUDGET</u>
070-4105-602.50-04	OTHER CHARGES - HEATING BOOKER B.	1,000	900
070-4105-602-50-34	OTHER CHARGES - MISC. REIMB.	0	200
070-4105-602.60-04	MATERIALS/SUP & REPAIRS/MAINT. BOOKER B.	9,000	1,500
070-4106-602.60-04	MATERIALS/SUP. & REPAIRS/MAINT. ENGLISH PARK	4,400	4,500
070-9102-802-70-03	TRANSFER OUT TO GENERAL FUND	50,000	85,000
	SUBTOTAL	64,400	92,100
	C.I.F. -- GRAND TOTAL	64,400	92,100

**TOWN OF ALTAVISTA
REVENUES
FISCAL YEAR 2010**

FUND 90 CEMETERY FUND

		<u>FY 2009</u>	<u>FY2010</u>
<u>ACCOUNT NUMBER</u>	<u>REVENUE</u>	<u>BUDGET</u>	<u>BUDGET</u>
090-0000-308.02-02	PERMITS/BURIAL	13,000	14,000
090-0000-321.02-00	INTEREST/INTEREST INCOME	12,000	7,000
090-0000-351.02-00	MISCELLANEOUS/SALE OF REAL ESTATE	9,000	9,000
090-0000-361.03-00	TRANSFER IN FROM GENERAL FUND	25,000	25,000
	GRAND TOTAL	59,000	55,000

**TOWN OF ALTAVISTA
EXPENDITURES
FISCAL YEAR 2010**

FUND 90 CEMETERY FUND

		<u>FY2009</u>	<u>FY2010</u>
<u>ACCOUNT NUMBER</u>	<u>EXPENDITURE</u>	<u>BUDGET</u>	<u>BUDGET</u>
090-0000-603.10-02	SALARIES AND WAGES/ REGULAR	9,000	9,000
090-0000-603.10-04	SALARIES AND WAGES/ OVERTIME	1,200	800
090-0000-603.20-02	BENEFITS/ FICA	800	800
090-0000-603.20-04	BENEFITS/ VA RETIREMENT SYSTEM	700	1,000
090-0000-603.20-06	BENEFITS/MEDICAL	1,000	1,300
090-0000-603.20-08	BENEFITS/GROUP LIFE	100	100
090-0000-603.60-04	MATERIALS/SUPPLIES & REPAIRS/MAINT.	11,000	13,000
090-0000-603.70-01	TRANSFER OUT/TO CEMETERY RESERVE	35,200	29,000
	GRAND TOTAL	59,000	55,000