



# *Town of Altavista*

*Adopted Operating Budget and  
Capital Improvement Plan for Fiscal Year 2016*

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Budget Transmittal Letter

FY 2016 ADOPTED BUDGET

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July 1, 2015

Mr. Mike Mattox, Mayor  
Mrs. Beverley Dalton, Vice Mayor  
Mr. Jay Higginbotham, Councilman  
Mr. Charles Edwards, Councilman  
Mr. Tracy Emerson, Councilman  
Mr. Tim George, Councilman  
Mrs. Micki Brumfield, Councilwoman

**RE: Annual Budget for the 2015-2016 Fiscal Year**

Dear Mayor and Members of Town Council:

Town Staff is pleased to present the Adopted Budget for Fiscal Year 2015-2016, beginning July 1, 2015 and ending June 30, 2016, as well as the Town's Five Year Capital Improvement Plan (CIP). The CIP for fiscal years 2016 – 2020 is intended to provide a long term look at capital needs and sources available to pay for them.

**TOWN COUNCIL**

Mike Mattox, *Mayor*  
Beverley Dalton, *Vice Mayor*  
Jay Higginbotham   Charles Edwards  
Tracy Emerson   Tim George  
Micki Brumfield  
J. Waverly Coggsdale, III  
*Town Manager*

This document represents the Town's ongoing commitment to prudent fiscal management in delivering services that enhance the quality of life of Altavista's citizens and meeting the expressed needs of our community. It also addresses the need to protect the long-term future of the community, primarily in the areas of public safety, preservation of public infrastructure, and in delivering sustainable government that aligns with demands of today. While this budget covers only fiscal year 2016, it continues to define a path that will move Altavista into the future as a safe town with solid infrastructure and an ongoing commitment to a unique quality of life.

The adopted budget funds current service levels to meet the Altavista Town Council's priorities for service delivery, while maintaining the current tax rate. The proposed budget has been formulated with a philosophy of:

- Providing solid, high-quality, core government services
- Efficiently allocating resources to meet citizen needs
- Emphasizing affordability and sustainability
- Valuing our employees

Furthering our commitment to fostering community involvement and governmental transparency, a presentation of the adopted budget has been placed on the Town's website.

## **BUDGET DEVELOPMENT**

Preparation of a budget, by definition, is the allocation of scarce resources. There will always be more needs than available funds. The challenge is to ensure that available resources are dedicated to the community and the Town Council's highest priorities. Delivery of citizen services is at the heart of town government. And recognition of the services desired and expected by the community is central to effective service delivery.

The Fiscal Year 2016 budget focuses on ensuring that services are provided at the highest quality level expected by citizens. The goal of the adopted budget is to align services delivery with the needs identified as priorities by the community. The reality of any budget is that it consists of a collection of purchasing decisions. The Town Council, on behalf of the citizens, establishes the costs community members are willing to pay for local government services. It is important to note that, the budget will serve as a policy

document for the next fiscal year, any changes will require the Town Council to determine if changes in service levels should be increased or decreased and whether such decisions can be accomplished within the Town's balanced budgetary parameters.

## BUDGET OVERVIEW

Over the years, Altavista's budget document has evolved from a simple financial report, into the Town's most comprehensive annual document establishing budgetary policies. The budget decisions outlined in this document influence the fiscal state of the town, the function of its government, and budget considerations for current and future needs. The Town's budget, therefore, is the most important working policy and planning tool used by the Town Council and staff to provide quality services to the citizens of Altavista, as determined by the Town Council for which funds are available.

### *Financial Summary*

The adopted budget is balanced and the combined proposed expenditures and transfers of the Town's funds total \$7,993,270, an increase of 8 percent over the adopted FY2015 budget. The budget has a total surplus of \$618,360. The budget maintains the current tax rates and includes a 5% increase to the Town's utility rates.

<i>FUND TYPE</i>	<i>Proposed FY2016</i>	<i>Adopted FY2015</i>	<i>Change</i>
<i>General Fund</i>	\$3,870,990	\$3,487,520	\$383,470
<i>Enterprise Fund</i>	\$2,807,640	\$2,413,750	\$393,890
<i>Hwy Fund</i>	\$619,000	\$585,000	\$34,000
<i>Cemetery Fund</i>	\$77,280	\$56,080	\$21,200
<i>Total:</i>	\$7,374,910	\$6,542,350	\$832,560

*General Fund:* The General Fund budget has revenue of \$4,391,370 and expenditures of \$3,805,990; in addition transfers in the amount of \$49,280 to the Cemetery Fund and \$65,000 to the General Fund Reserve (reimbursement for Altavista Fire Company loan) are included. The General Fund budget has a surplus of \$471,100.

Comparing the FY2016 Adopted Budget to the FY2015 Adopted Budget, **General Fund Revenues increased by 7%** from the FY2015 Budget. The increase in dollars is related to increases in different tax revenues, including Real Estate, Public Service, Local Sales & Use Taxes, Local Lodging Taxes as well as, Local Meals Taxes.

Comparing the FY2016 Adopted Budget to the FY2015 Adopted Budget, **General Fund Expenditures increased by 11%** from the FY2015 Budget. The increase is primarily due to Capital Improvement items, one being the replacement of the refuse truck.

*Enterprise Fund:* The Enterprise Fund budget has revenue of \$2,954,900 and expenditures of \$2,807,640, resulting in a surplus of \$147,260. The budget includes a 5% increase in utility rates for FY2016.

Comparing the FY2016 Adopted Budget to the FY2015 Adopted Budget, **Enterprise Fund Revenues increased by 10%** from the FY2015 Budget. The increase in dollars is related to increases in the utility rates.

Comparing the FY2016 Adopted Budget to the FY2015 Adopted Budget, **Enterprise Fund Expenditures increased by 16%** from the FY2015 Budget. The increase is primarily due to debt service associated the financing of the Bedford Avenue waterline improvement project as well as capital improvement items.

*Highway Fund:* The Highway Fund consists of revenue that is provided through the Virginia Department of Transportation (VDOT) for maintenance of the Town's "local streets (all streets in town except Main Street and Bedford Avenue). The allocation is calculated on a formula utilizing lane miles. The revenue from VDOT for FY2016 is \$619,000 and the expenditures match that amount.

*Cemetery Fund:* The Cemetery Fund has revenue of \$28,000 and expenditures of \$52,280, resulting in an operating deficit of \$24,280. It has been Council's policy to contribute \$25,000 to the Cemetery Reserve Fund for creation of a Perpetual Maintenance Fund; accordingly the Cemetery Fund will require a transfer of \$49,280 from the General Fund in order for it to balance.

*Reserve Fund Balance:* One measure of a town's financial strength is the level of its fund balance. As of February 28, 2015, the total of Town Investments and Deposits approximately was \$17,220,900. This figure includes the following:

- Green Hill Cemetery Perpetual Maintenance Fund: \$ 555,400
- Economic Development Authority Fund: \$ 299,400
- VDOT TEA-21 Enhancement Match: \$ 309,000
- PCB Remediation Fund: \$ 612,500
- Operating Checking Account: \$ 874,700
- FY2015 Excess Operating Checking Account: \$1,500,000
- Earmarked CIP Reserves (Trash Truck): \$ 184,000
- FY2014 Carryover for CIP (FY2015): \$ 486,000
- Funding for Bedford Ave. waterline project: \$3,200,000
- Accrued Liability: \$ 197,800
- Earmarked AOT Program Funding: \$ 50,000
- Earmarked Final Downtown Project \$ 77,600
- **Undesignated Reserve Fund Balance: \$2,500,000**

The Town's policy states that the General Fund Reserve Balance shall be 100% of the previous fiscal year's audited recurring revenues and the Enterprise Fund Reserve Balance shall be 50% of the previous fiscal year's audited expenses.

*Fund Balance Policies:*

Fund Type	Amount	Number of Days
General Fund	\$4,982,908	535
Enterprise Fund	\$1,330,495	179

The reserve earns interest, bolsters cash flow and is available for unanticipated expenditures or emergencies.



*Issues and Challenges*

Altavista, like much of the country, has endured the uncertainties and financial turmoil of the economic climate that engulfed the nation for the past few years. And, like town governments and American households across the country, the Town adjusted to what has been labeled – the “new normal” – cutting back where possible and delaying large expenditures until the financial picture stabilized. In that new normal, while the future remained a consideration, out of necessity, the primary emphasis was on delivering town services in an efficient and effective manner in the present – balancing limited and sometimes dwindling resources with citizen expectations – against an ever-changing and unpredictable economic environment. The Town was able to adjust to the new normal and is now able to plan not only for the present and near-term, but for the long-term future of the Altavista community.

*Priorities and Fiscal Year 2016 Focus*

With this budget, staff recommended allocating resources according to the priorities of our citizens and Town Council, while maintaining the conservative fiscal approach that has allowed the Town to remain in good financial shape. As part of our effort to deliver an effective and efficient government, all staffing is reviewed and with job openings through attrition over the past year we have reorganized several functions.

As you know, service delivery invests in the Town’s most important resource – the employees who are ultimately responsible for service delivery. At its most basic level, the need for town government is defined by those things that although essential, if not provided by local government, would likely not be available in a community. In the parlance of local government, these are known as core services. Local government is a service organization, and as with most service organizations, the skills, experience, education, and attitude of our employees are the essential ingredients of our success. We can only attract and retain quality employees if we provide compensation, facilities, equipment, and a work environment that allows each employee to reach his or her potential. Our employees deliver these core services to our citizens.

In keeping with our focus to sustain and plan for Altavista’s long-term needs, the fiscal year 2016 budget includes the Town’s 5-year comprehensive Capital Improvement Plan. This plan identifies needed projects during the next five years, available funding sources, and a schedule for completion. Capital projects are defined as those projects requiring an investment of \$5,000 or more and are of a tangible nature (i.e. equipment, infrastructure, etc.). The CIP provides an opportunity to consider all of the town’s capital needs in

the coming years and determine the priority of each, as well as whether available funding resources are sufficient to support those expenditures.

<b>FY 2016 CIP EXPENDITURES (By Fund/Type)</b>	
General Fund	\$ 318,980
Enterprise Fund	\$ 420,600
General Fund Reserves	\$ 184,000
Highway Fund	\$ 168,000
Grants (Transit)	\$ 60,120
Cemetery Fund	\$ 21,000
<b>TOTAL</b>	<b>\$ 1,172,700</b>

The fiscal year 2016 adopted budget continues delivery of current citizen services while placing emphasis on ensuring long-term sustainability of the town's services and public infrastructure.

### **FUTURE OUTLOOK**

As is apparent in the content of this adopted budget, the Town's focus now and in the future is to provide adequate funding for the established services that provide value to our citizens and serve to enforce the Town Council's strategic goals, particularly protecting our neighborhoods, providing core services, and generating economic activity.

Altavista is maturing as a town, which also means an aging infrastructure. One of the highest priorities for the Town in this and future years will be to ensure the town's public infrastructure remains sound so the investment our citizens have made in Altavista is

protected. It is imperative that the Town plan for infrastructure so that it meets the demands of our residential and commercial population now and in the decades ahead.

To effectively and efficiently meet the needs of our citizens, innovation and continual improvement by the organization are essential. The Town's ability to provide excellent public service for our citizens is due to the dedication, skills, and talents of our elected officials, volunteers, and our outstanding employees. Employee devotion and commitment to this community are demonstrated each day. We must continue to make strides in protecting the Town's investment in the resource that is our employees – setting a path that will move the Town forward with employees that can adapt and thrive in a changing environment.

In a continued effort to be proactive and anticipate future needs, the Town evaluates trends and identifies specific challenges expected in the coming years. Each segment of the organization examines its future needs as they relate to the Town's strategic plan, citizen expectations, and the vision for Altavista. Next comes the development of strategies to change, revise, and evolve in ways that provide better services in a more effective, efficient manner – and often involves establishing strategic partnerships.

## **CONCLUSION**

The Town through the years has judiciously managed its financial resources to support an array of services and programs. With a dedicated workforce and a steady and diverse revenue base, the Town of Altavista continues to be in a position to deliver municipal programs and services that bring value to our residents and make Altavista a desirable location for residents, businesses, and visitors.

In an environment of limited resources, it is imperative that every budget expenditure be measured by the value it provides to citizens and the cost of that value in relationship to other services, and in consideration of whether the Town can sustain provision of any expenditure in future years without jeopardizing necessary services. This budget dedicates resources to continue protection of our neighborhoods; provision of services to our citizens (i.e. street maintenance, solid waste pick up, clean water and efficient wastewater treatment); and enhanced investment in our community. These services will pay dividends in protecting property values and enhancing the unique quality of life enjoyed by Altavista residents.

As always, staff will continue to be diligent in its review of Town finances in order to assist the Town Council in making decisions that will ensure the fiscal viability of its government. Additionally, staff will continue to evaluate and improve business practices in an effort to find efficiencies, while also looking at collaborations to reduce ongoing costs.

The adopted budget is presented with the commitment and confidence that it effectively funds the varying needs of the community. It provides a strong financial plan, while ensuring a superior level of municipal services to our citizens. We feel confident the projections and estimates are conservative, yet reasonable and accurately reflect anticipated revenues and municipal needs. We look forward to working with you to achieve all the goals set forth in this adopted budget.

Preparing the budget was a tremendous undertaking. It is important to acknowledge the efforts of the dedicated staff that worked resolutely to formulate fiscally responsible proposals. Together, the Town will continue to plan prudently by following the strong financial management principles espoused by the Town Council and to implement sound, long-term fiscal solutions that will carry the town into the future.

Appreciation goes to the Mayor and Council for their community leadership and solid financial insight. I also want to thank, Tobie Shelton, finance director, who is responsible for the development of the budget document and Dan Witt, assistant town manager, for development of the capital improvement plan, as well as all the department heads that provide the individual requests that come together as the adopted FY2016 Budget and CIP.

My special thanks to all Town employees who have worked so hard to provide quality services to our citizens and who are committed to the success of our great town.

In summary we pledge our time and talents to achieve continued excellence for the citizens we serve and it is our honor to do so.



Waverly Coggsdale  
Town Manager

# GENERAL FUND REVENUE (FUND 10)

Town of Altavista  
General Fund Revenue  
FY2016 ADOPTED BUDGET

General Fund Revenue	<u>FY2013 ACTUAL</u>	<u>FY2014 ACTUAL</u>	<u>FY2015 ADOPTED</u>	<u>FY2015 AMENDED</u>	<u>FY2015 PROJECTED</u>	<u>FY2016 ADOPTED</u>
Property Taxes - Real Property	413,378	419,520	369,000	369,000	375,000	375,000
Public Service - Real & Personal	61,603	86,631	86,600	86,600	165,000	165,000
Personal Property	205,575	219,418	195,000	195,000	195,000	195,000
Personal Property - PPTRA	112,851	107,581	100,000	100,000	100,000	100,000
Machinery & Tools	1,470,339	1,518,419	1,518,000	1,518,000	1,487,200	1,487,200
Mobile Homes - Current	425	462	500	500	500	500
Penalties - All Taxes	5,845	7,127	5,500	5,500	5,500	5,500
Interest - All Taxes	3,126	3,216	3,000	3,000	3,000	3,000
Local Sales & Use Taxes	147,796	156,431	135,000	135,000	145,000	145,000
Local Electric and Gas Taxes	111,893	115,876	110,000	110,000	110,000	110,000
Local Motor Vehicle License Tax	45,479	44,186	43,000	43,000	43,000	43,000
Local Bank Stock Taxes	160,104	158,591	160,000	160,000	160,000	160,000
Local Hotel & Motel Taxes	82,276	89,673	80,000	80,000	83,000	83,000
Local Meal Taxes	682,194	668,660	660,000	660,000	690,000	690,000
Audit Revenue	0	0	3,500	3,500	0	0
Container Rental Fees	975	1,050	900	900	900	900
Communications Tax	41,590	40,882	40,000	40,000	40,000	40,000
Transit Passenger Revenue	5,677	6,259	5,000	5,000	5,200	5,200
Business License Fees/Contractors	7,146	6,872	7,000	7,000	7,000	7,000
Business License Fees/Retail Services	115,697	109,657	110,000	110,000	110,000	110,000
Business License Fees/Financial/RE/Prof.	10,389	6,747	8,500	8,500	7,000	7,000
Business License Fees/Repairs & Person Svcs	18,028	18,898	16,500	16,500	18,000	18,000
Business Licenses Fees/Wholesale Businesses	1,917	1,539	1,800	1,800	1,500	1,500
Business License Fees/Utilities	7,800	8,250	8,000	8,000	8,000	8,000
Business License Fees/Hotels	1,575	1,929	1,300	1,300	1,500	1,500
Permits - Sign	1,320	1,000	1,000	1,000	1,000	1,000
Fines & Forfeitures - Court	33,546	15,943	20,000	20,000	10,000	10,000
Parking Fines	190	470	200	200	500	500

Town of Altavista  
General Fund Revenue  
FY2016 ADOPTED BUDGET

<b>General Fund Revenue (Continued)</b>	<b><u>FY2013</u> <u>ACTUAL</u></b>	<b><u>FY2014</u> <u>ACTUAL</u></b>	<b><u>FY2015</u> <u>ADOPTED</u></b>	<b><u>FY2015</u> <u>AMENDED</u></b>	<b><u>FY2015</u> <u>PROJECTED</u></b>	<b><u>FY2016</u> <u>ADOPTED</u></b>
Interest and Interest Income	45,610	72,672	58,000	58,000	49,000	49,000
Rents - Rental of General Property	962	1,137	1,000	1,000	1,000	1,000
Rents - Pavilion Rental	3,225	3,363	3,000	3,000	3,000	3,000
Rents - Booker Building Rentals	3,600	3,575	4,000	4,000	4,000	4,000
Rents - Rental of Real Property	75,300	70,669	60,000	60,000	60,000	60,000
Property Maintenance Enforcement	1,332	2,668	1,300	1,300	0	0
Railroad Rolling Stock Taxes	18,058	19,060	19,000	19,000	18,100	18,000
State DCJS Grant	80,148	80,148	80,000	80,000	80,150	80,000
State Rental Taxes	417	741	500	500	800	800
State/Misc. Grants (Fire Grant)	9,839	10,361	9,100	9,100	10,300	10,300
State/VDOT Contract Services	2,324	6,948	3,000	3,000	3,000	3,000
VDOT Police Grant for Overtime	6,150	0	0	0	2,000	0
State Transit Revenue	17,282	20,957	15,500	15,500	18,300	13,670
Campbell County Grants	57,100	57,100	57,100	57,100	57,100	57,100
Litter Grant	2,247	1,982	2,000	2,000	1,980	2,000
Fuel - Fire Dept. (Paid by CC)	4,832	4,906	4,100	4,100	3,300	3,300
VDOT TEA 21 Grant	85,482	523,163	0	0		0
State / VDOT LAP Funding	37,304	0	0	0	0	0
Federal Transit Revenue	64,344	74,893	70,500	70,500	70,500	105,700
Federal/Byrne Justice Grant	5,619	4,538	4,000	4,000	3,430	3,400
Federal / VDOT LAP Funding	148,054	179,651	0	0		0
Federal/Bullet Proof Vest Partnership Grant	2,800	0	0	0	0	0
Transfer In from General Fund (C.I.P.)	72,200	0	0	0	0	0
Misc. - Sale of Supplies & Materials	39,867	6,227	10,000	10,000	5,000	7,000
Misc. - Cash Discounts	215	199	200	200	400	300
Miscellaneous	24,759	71,513	13,000	13,000	13,000	13,000
Transfer in from Comm. Imprv. Fund	134,701	0	0	0	0	0
Transfer in from Comm. Imprv. Fund	134,701	0	0	0	0	0

Town of Altavista  
General Fund Revenue  
FY2016 ADOPTED BUDGET

<b>General Fund Revenue (Continued)</b>	<b><u>FY2013</u> <u>ACTUAL</u></b>	<b><u>FY2014</u> <u>ACTUAL</u></b>	<b><u>FY2015</u> <u>ADOPTED</u></b>	<b><u>FY2015</u> <u>AMENDED</u></b>	<b><u>FY2015</u> <u>PROJECTED</u></b>	<b><u>FY2016</u> <u>ADOPTED</u></b>
Transfer In from General Fund Des.Reserves	0	0	0	0	0	184,000
Transfer In from Water & Sewer Fund	0	0	0	0	0	0
	<b><u>4,827,208</u></b>	<b><u>5,031,758</u></b>	<b><u>4,104,600</u></b>	<b><u>4,104,600</u></b>	<b><u>4,177,160</u></b>	<b><u>4,391,370</u></b>



# EXPENDITURE SUMMARY (ALL FUNDS)

Town of Altavista  
Fund Expenditure Totals  
FY2016 ADOPTED BUDGET

GENERAL FUND (FUND 10)	<u>FY2013 ACTUAL</u>	<u>FY2014 ACTUAL</u>	<u>FY2015 ADOPTED</u>	<u>FY2015 AMENDED</u>	<u>FY2015 PROJECTED</u>	<u>FY2016 ADOPTED</u>
Council/Planning Commission						
Personnel	0	20,992	21,000	21,000	21,000	21,000
Operations	0	7,656	13,030	13,030	13,030	7,030
Debt Service	0	0	0	0	0	0
CIP	0	0	10,000	10,000	10,000	0
Council/Planning Commission - TOTAL:	<u>0</u>	<u>28,648</u>	<u>44,030</u>	<u>44,030</u>	<u>44,030</u>	<u>28,030</u>
Administration						
Personnel	406,676	397,400	397,400	397,400	384,400	402,200
Operations	290,168	357,940	357,940	357,940	370,960	365,840
Debt Service	0	0	0	0	0	0
CIP	15,303	35,000	35,000	35,000	34,750	10,000
Administration - TOTAL:	<u>712,147</u>	<u>790,340</u>	<u>790,340</u>	<u>790,340</u>	<u>790,110</u>	<u>778,040</u>
Non-Departmental						
Operations	951,611	473,231	989,980	976,800	1,245,430	912,280
Transfer Out to Cemetery Fund	-25,000	-30,975	-28,580	-28,580	-27,680	-49,280
Transfer Out to Enterprise Fund	-551,270	-83,000	0	0	0	0
Transfer Out to General Fund Reserve	0	0	-588,500	-575,320	-840,450	-471,100
Transfer Out to Gen. Fund Reserve (Fire Dept.)	-65,000	-65,000	-65,000	-65,000	-65,000	-65,000
Operations w/o Transfers Out	<u>310,341</u>	<u>294,256</u>	<u>307,900</u>	<u>307,900</u>	<u>312,300</u>	<u>326,900</u>
Debt Service	56,572	0	0	0	0	0
CIP	<u>316,366</u>	<u>896,230</u>	<u>59,000</u>	<u>59,000</u>	<u>83,950</u>	<u>25,000</u>
Non-Departmental - Subtotal:						
Non-Departmental - TOTAL:	<u>683,279</u>	<u>1,190,486</u>	<u>366,900</u>	<u>366,900</u>	<u>396,250</u>	<u>351,900</u>

Town of Altavista  
Fund Expenditure Totals  
FY2016 ADOPTED BUDGET

<b>GENERAL FUND (FUND 10)</b>	<b><u>FY2013 ACTUAL</u></b>	<b><u>FY2014 ACTUAL</u></b>	<b><u>FY2015 ADOPTED</u></b>	<b><u>FY2015 AMENDED</u></b>	<b><u>FY2015 PROJECTED</u></b>	<b><u>FY2016 ADOPTED</u></b>
Public Safety						
Personnel	759,785	783,100	783,100	783,100	748,300	804,000
Operations	110,729	126,800	126,800	126,800	120,670	122,200
Debt Service	0	0	0	0	0	0
CIP	<u>28,652</u>	<u>32,000</u>	<u>32,000</u>	<u>32,000</u>	<u>28,300</u>	<u>67,950</u>
Public Safety - TOTAL:	<u>899,166</u>	<u>941,900</u>	<u>941,900</u>	<u>941,900</u>	<u>897,270</u>	<u>994,150</u>
Public Works						
Personnel	523,088	651,600	651,600	651,600	573,300	641,100
Operations	260,698	292,350	292,350	301,530	292,500	286,400
Debt Service	0	0	0	0	0	0
CIP	<u>74,946</u>	<u>48,500</u>	<u>48,500</u>	<u>48,500</u>	<u>26,650</u>	<u>385,000</u>
Public Works - TOTAL:	<u>858,732</u>	<u>992,450</u>	<u>992,450</u>	<u>1,001,630</u>	<u>892,450</u>	<u>1,312,500</u>
Transit System						
Personnel	56,433	61,800	61,800	61,800	61,850	64,000
Operations	25,154	34,250	34,250	34,250	31,550	32,350
Debt Service	0	0	0	0	0	0
CIP	<u>31,757</u>	<u>28,000</u>	<u>28,000</u>	<u>28,000</u>	<u>26,620</u>	<u>75,150</u>
Transit System - TOTAL:	<u>113,344</u>	<u>124,050</u>	<u>124,050</u>	<u>124,050</u>	<u>120,020</u>	<u>171,500</u>
Economic Development						
Personnel	62,748	79,400	79,400	83,400	56,350	102,600
Operations	13,084	83,450	83,450	83,450	47,550	67,270
Debt Service	0	0	0	0	0	0
CIP	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Economic Development - TOTAL:	<u>75,832</u>	<u>162,850</u>	<u>162,850</u>	<u>166,850</u>	<u>103,900</u>	<u>169,870</u>

Town of Altavista  
Fund Expenditure Totals  
FY2016 ADOPTED BUDGET

<b>GENERAL FUND (FUND 10)</b>	<b><u>FY2013 ACTUAL</u></b>	<b><u>FY2014 ACTUAL</u></b>	<b><u>FY2015 ADOPTED</u></b>	<b><u>FY2015 AMENDED</u></b>	<b><u>FY2015 PROJECTED</u></b>	<b><u>FY2016 ADOPTED</u></b>
<b>GENERAL FUND TOTALS</b>						
Personnel	1,808,730	1,994,292	1,994,300	1,998,300	1,845,200	2,034,900
Operations	1,010,174	1,196,702	1,215,720	1,224,900	1,188,560	1,207,990
Debt Service	56,572	0	0	0	0	0
CIP	467,024	1,039,730	212,500	212,500	210,270	563,100
<b>GENERAL FUND - GRAND TOTAL:</b>	<b><u>3,342,500</u></b>	<b><u>4,230,724</u></b>	<b><u>3,422,520</u></b>	<b><u>3,435,700</u></b>	<b><u>3,244,030</u></b>	<b><u>3,805,990</u></b>

Town of Altavista  
Fund Expenditure Totals  
FY2016 ADOPTED BUDGET

ENTERPRISE FUND (FUND 50)	<u>FY2013 ACTUAL</u>	<u>FY2014 ACTUAL</u>	<u>FY2015 ADOPTED</u>	<u>FY2015 AMENDED</u>	<u>FY2015 PROJECTED</u>	<u>FY2016 ADOPTED</u>
Water Department						
Personnel	482,328	525,700	525,700	525,700	499,100	543,600
Operations	356,001	369,300	369,300	398,770	528,820	388,490
Debt Service	0	0	0	56,751	56,751	280,000
CIP	211,754	115,000	115,000	115,000	4,233,700	210,600
Transfers	0	132,275	132,275	132,775	171,755	73,630
Water Department - TOTAL:	<u>1,050,084</u>	<u>1,142,275</u>	<u>1,142,275</u>	<u>1,228,996</u>	<u>5,490,126</u>	<u>1,496,320</u>
Wastewater Department						
Personnel	610,725	645,500	645,500	645,500	652,560	677,600
Operations	468,819	485,750	485,750	499,570	547,800	497,350
Debt Service	0	0	0	0	0	0
CIP	253,464	272,500	272,500	272,500	169,400	210,000
Transfers	0	132,275	132,275	132,275	171,755	73,630
Wastewater Department - TOTAL:	<u>1,333,008</u>	<u>1,536,025</u>	<u>1,536,025</u>	<u>1,549,845</u>	<u>1,541,515</u>	<u>1,458,580</u>
ENTERPRISE FUND TOTAL						
Personnel	1,093,053	1,171,200	1,171,200	1,171,200	1,151,660	1,221,200
Operations	824,821	855,050	855,050	898,340	1,076,620	885,840
Debt Service	0	0	0	56,751	56,751	280,000
CIP	465,219	387,500	387,500	387,500	4,403,100	420,600
Transfers Out - Enterprise Fund	0	264,550	264,550	265,550	343,510	147,260
ENTERPRISE FUND - GRAND TOTAL:	<u>2,383,092</u>	<u>2,678,300</u>	<u>2,678,300</u>	<u>2,779,341</u>	<u>7,031,641</u>	<u>2,954,900</u>

Town of Altavista  
Fund Expenditure Totals  
FY2016 ADOPTED BUDGET

		<b>FY2013</b>	<b>FY2014</b>	<b>FY2015</b>	<b>FY2015</b>	<b>FY2015</b>	<b>FY2016</b>
		<b><u>ACTUAL</u></b>	<b><u>ACTUAL</u></b>	<b><u>ADOPTED</u></b>	<b><u>AMENDED</u></b>	<b><u>PROJECTED</u></b>	<b><u>ADOPTED</u></b>
<b>State/Hwy Reimbursement Fund (Fund 20)</b>							
Operations		592,636	435,000	435,000	435,000	435,000	451,000
CIP		0	150,000	150,000	150,000	150,000	168,000
State/Hwy Water Department - TOTAL:		<u>592,636</u>	<u>585,000</u>	<u>585,000</u>	<u>585,000</u>	<u>585,000</u>	<u>619,000</u>
		<b>FY2013</b>	<b>FY2014</b>	<b>FY2015</b>	<b>FY2015</b>	<b>FY2015</b>	<b>FY2016</b>
		<b><u>ACTUAL</u></b>	<b><u>ACTUAL</u></b>	<b><u>ADOPTED</u></b>	<b><u>AMENDED</u></b>	<b><u>PROJECTED</u></b>	<b><u>ADOPTED</u></b>
<b>Cemetery Fund - (Fund 90)</b>							
Personnel		14,869	13,080	13,080	13,080	13,080	13,280
Operations		17,589	18,000	18,000	18,000	19,800	18,000
Transfer Out - Cemetery Reserve		22,046	25,000	25,000	25,000	25,000	25,000
CIP		0	0	0	0	0	21,000
Cemetery Fund - TOTAL:		<u>54,504</u>	<u>56,080</u>	<u>56,080</u>	<u>56,080</u>	<u>57,880</u>	<u>77,280</u>

Town of Altavista  
Fund Expenditure Totals  
FY2016 ADOPTED BUDGET

	<b><u>FY2013</u></b> <b><u>ACTUAL</u></b>	<b><u>FY2014</u></b> <b><u>ACTUAL</u></b>	<b><u>FY2015</u></b> <b><u>ADOPTED</u></b>	<b><u>FY2015</u></b> <b><u>AMENDED</u></b>	<b><u>FY2015</u></b> <b><u>PROJECTED</u></b>	<b><u>FY2016</u></b> <b><u>ADOPTED</u></b>
<b>ALL FUNDS TOTAL</b>						
Personnel	2,916,652	3,178,572	3,178,580	3,182,580	3,009,940	3,269,380
Operations	2,445,220	2,504,752	2,523,770	2,576,240	2,719,980	2,562,830
Debt Service	56,572	0	0	56,751	56,751	280,000
CIP	932,243	1,577,230	750,000	750,000	4,763,370	1,172,700
Transfer Out - General Fund Reserve	0	411,280	588,500	575,320	840,450	471,100
Transfer Out - General Fund Reserve (Fire Dept.)	0	65,000	65,000	65,000	65,000	65,000
Transfer Out - Cemetery Reserve	22,046	25,000	25,000	25,000	25,000	25,000
Transfer Out - Enterprise Fund Reserve	0	264,550	264,550	265,550	343,510	147,260
<b>ALL FUNDS - GRAND TOTAL:</b>	<b><u>6,372,733</u></b>	<b><u>8,026,384</u></b>	<b><u>7,395,400</u></b>	<b><u>7,496,441</u></b>	<b><u>11,824,001</u></b>	<b><u>7,993,270</u></b>

# GENERAL FUND DEPARTMENTS EXPENDITURES (FUND 10)

- Council / Planning Commission
- Administration
- Non-Departmental
- Public Safety
- Public Works
- Transit System
- Economic Development



# COUNCIL/PLANNING COMMISSION EXPENDITURES

**COUNCIL/PLANNING COMMISSION**  
**Fund 10 – Department 1101-401**

The Town Council of Altavista is the legislative policy making body of the Town government. The Council is comprised of six members, elected at large, every two years in four year staggered terms. The Mayor is the chief presiding officer of the Town Council and is elected separately by the citizens, and serves a term of four years. The Town Council meets the 2<sup>nd</sup> Tuesday of each month at 7:00 p.m. in Council's Chambers of the J.R. "Rudy" Burgess Town Hall.

The Planning Commission serves in an advisory role to the Town Council on planning matters. The Commission is comprised of five members that serve four year terms, appointed by the Town Council. The members are paid a monthly stipend. The Planning Commission meets the 1<sup>st</sup> Monday of each month at 5:00 p.m. in Council's Chambers of the J.R. "Rudy" Burgess Town Hall.

**Town Council Members**

Mike Mattox, *Mayor*  
Beverley Dalton, *Vice Mayor*  
Jay Higginbotham  
Charles Edwards  
Tracy Emerson  
Tim George  
Micki Brumfield

**Planning Commission Members**

Jerry Barbee, *Chair*  
Laney Thompson, *Vice Chair*  
John Woodson  
John Jordan  
Tim George

Town of Altavista  
Council / Planning Commission  
FY2016 ADOPTED BUDGET

<b>COUNCIL/PLANNING COMMISSION - FUND 10</b>	<b>FY2014 ACTUAL</b>	<b>FY2015 ADOPTED</b>	<b>FY2015 AMENDED</b>	<b>FY2015 PROJECTED</b>	<b>FY2016 ADOPTED</b>
Wages & Benefits	20,992	21,000	21,000	21,000	21,000
Other Employee Benefits					
Services	3,162	8,000	8,000	8,000	2,000
Other Charges	4,494	5,030	5,030	5,030	5,030
Materials & Supplies	0	0	0	0	0
Capital Outlay	0	10,000	10,000	10,000	0
<b>Total Expenditures</b>	<b>28,648</b>	<b>44,030</b>	<b>44,030</b>	<b>44,030</b>	<b>28,030</b>
<b>PERSONNEL-WAGES &amp; BENEFITS</b>					
Salaries & Wages Regular	19,500	19,500	19,500	19,500	19,500
Benefits-FICA	1,492	1,500	1,500	1,500	1,500
<b>WAGES &amp; BENEFITS - TOTAL</b>	<b>20,992</b>	<b>21,000</b>	<b>21,000</b>	<b>21,000</b>	<b>21,000</b>
<b>SERVICES-PURCHASED, SHARED,INTERNAL</b>					
Contractural Services/Misc & Professional Services	3,162	8,000	8,000	8,000	2,000
<b>SERVICES-PURCHASED, SHARED,INTERNAL - TOTAL</b>	<b>3,162</b>	<b>8,000</b>	<b>8,000</b>	<b>8,000</b>	<b>2,000</b>
<b>OTHER CHARGES</b>					
Public Official Liability Insurance	893	900	900	900	900
Conventions & Education	1,338	1,500	1,500	1,500	1,500
Dues & Assoc. Membership	0	130	130	130	130
Planning Commission	2,263	2,500	2,500	2,500	2,500
<b>OTHER CHARGES - TOTAL</b>	<b>4,494</b>	<b>5,030</b>	<b>5,030</b>	<b>5,030</b>	<b>5,030</b>
<b>CAPITAL OUTLAY</b>					
EDP Equipment - Replacement	0	10,000	10,000	10,000	0
<b>CAPITAL OUTLAY - TOTAL</b>	<b>0</b>	<b>10,000</b>	<b>10,000</b>	<b>10,000</b>	<b>0</b>
<b>COUNCIL/PLANNING COMMISSION TOTAL</b>	<b>28,648</b>	<b>44,030</b>	<b>44,030</b>	<b>44,030</b>	<b>28,030</b>

# ADMINISTRATION EXPENDITURES

Town of Altavista  
Administration  
FY 2016 ADOPTED BUDGET

**ADMINISTRATION**  
**Fund 10 – Department 1101-401**

The Town of Altavista Administration is comprised of several different components, including Town Manager's Office, Finance Department, Human Resources/Personnel/Information Technology, Planning & Zoning, Economic Development and Town Attorney.

The Town Manager serves as the chief administrative officer of the Town of Altavista. The Town Manager is appointed by the Town Council and serves at their pleasure. He is responsible for the planning, organizing, directing and evaluation of the activities of all departments, through the supervision of department heads under his authority. The Town Manager is responsible for carrying out the policies and directives of the Town Council.

The Finance Department is responsible for maintaining accurate financial data in accordance with generally accepted accounting principals, as well as receiving all revenues, maintain a chart of accounts and general ledger, properly coding all expenditures and revenues to the applicable account codes, processing payroll, human resource management, administration of employee benefits, risk management, procurement, accounts receivable, accounts payable, investments and cash management, coordinating an independent audit, maintaining an accountability of fixed assets, and providing monthly financial reports to Town Council, the Town Manager, and all department heads.

The Planning & Zoning Department is responsible for the administration of the Town's Zoning Ordinance, Subdivision Ordinance, comprehensive planning, and other matters of the Town Code related to land use issues. The office is also the staff liaison of the Altavista Planning Commission and Board of Zoning Appeals. The staff is responsible for reviewing site plans, issuing sign permits, zoning permits and proper land use planning.

The Town Attorney expenses are included in the Administration budget and pay for the services of the Town Attorney, who is appointed by the Town Council and serves at their pleasure.

Town of Altavista  
Administration  
FY2016 ADOPTED BUDGET

	<b><u>FY2013</u></b> <b><u>ACTUAL</u></b>	<b><u>FY2014</u></b> <b><u>ACTUAL</u></b>	<b><u>FY2015</u></b> <b><u>ADOPTED</u></b>	<b><u>FY2015</u></b> <b><u>AMENDED</u></b>	<b><u>FY2015</u></b> <b><u>PROJECTED</u></b>	<b><u>FY2016</u></b> <b><u>ADOPTED</u></b>
<b>ADMINISTRATION - FUND 10</b>						
(Includes 2% Salary Range Adjustment & 2% COLA)						
Wages & Benefits	406,676	373,109	397,400	397,400	384,400	402,200
Other Employee Benefits	17,581	13,029	18,800	18,800	25,520	18,400
Services	125,089	147,507	175,340	175,340	175,340	193,840
Other Charges	122,726	127,885	135,700	135,700	137,700	125,200
Materials & Supplies	24,772	27,667	28,100	28,100	32,400	28,400
Capital Outlay	15,303	4,264	35,000	35,000	34,750	10,000
<b>Total Expenditures</b>	<b>712,147</b>	<b>693,462</b>	<b>790,340</b>	<b>790,340</b>	<b>790,110</b>	<b>778,040</b>
<b>PERSONNEL-WAGES &amp; BENEFITS</b>						
Salaries & Wages - Council	19,500	0	0	0	0	0
Salaries & Wages Regular	261,498	257,776	271,000	271,000	271,000	281,000
Salaries & Wages - Overtime	326	104	300	300	300	300
Benefits - FICA	20,937	19,060	21,000	21,000	21,000	21,600
Benefits - VRS	30,147	29,444	27,000	27,000	27,000	28,000
Benefits - Group Med. Ins.	27,233	25,418	34,800	34,800	28,000	32,200
Benefits - Group Life Ins.	3,250	3,174	3,300	3,300	3,300	3,100
Worker's Compensation	43,786	38,135	40,000	40,000	33,800	36,000
<b>WAGE &amp; BENEFITS - TOTAL</b>	<b>406,676</b>	<b>373,109</b>	<b>397,400</b>	<b>397,400</b>	<b>384,400</b>	<b>402,200</b>
<b>OTHER EMPLOYEE BENEFITS</b>						
Employee Education Assistance	0	0	500	500	0	500
Employee Assistance Program	1,456	1,504	1,500	1,500	1,520	1,600
Other Employee Benefits	16,125	11,525	16,800	16,800	24,000	16,300
<b>OTHER EMPLOYEE BENEFITS - TOTAL</b>	<b>17,581</b>	<b>13,029</b>	<b>18,800</b>	<b>18,800</b>	<b>25,520</b>	<b>18,400</b>
<b>SERVICES-PURCHASED,SHARED,INTERNAL</b>						
COBRA Administration	1,327	1,476	1,400	1,400	1,400	1,400
Legal Services	22,675	25,099	25,000	25,000	25,000	26,500
Advertising	15,082	17,814	16,500	16,500	16,500	16,500

Town of Altavista  
Administration  
FY2016 ADOPTED BUDGET

	<u>FY2013 ACTUAL</u>	<u>FY2014 ACTUAL</u>	<u>FY2015 ADOPTED</u>	<u>FY2015 AMENDED</u>	<u>FY2015 PROJECTED</u>	<u>FY2016 ADOPTED</u>
Maintenance Service Contracts	52,112	53,551	62,000	62,000	62,000	62,000
Independent Auditor	17,900	17,900	18,440	18,440	18,440	18,440
Engineering & Architectural Services	0	0	5,000	5,000	5,000	5,000
Misc. Professional Services	8,218	23,742	14,000	14,000	14,000	31,000
Contract. Svcs/IT Network & Website	7,776	7,924	33,000	33,000	33,000	33,000
<b>SERVICES - TOTAL</b>	<b>125,089</b>	<b>147,507</b>	<b>175,340</b>	<b>175,340</b>	<b>175,340</b>	<b>193,840</b>
<b>OTHER CHARGES</b>						
Electrical	11,393	7,586	13,000	13,000	13,000	13,000
Heating	4,854	5,161	5,200	5,200	5,200	5,200
Postal Services	4,996	6,074	5,500	5,500	7,500	7,500
Telecommunications	7,627	7,338	8,000	8,000	8,000	8,000
Other Property Insurance	22,758	28,378	29,000	29,000	29,000	29,000
Motor Vehicle Insurance	17,300	16,119	17,000	17,000	17,000	17,000
Surety Bonds	225	919	300	300	300	300
Public Official Liability	893	0	0	0	0	0
General Liability Insurance	20,366	19,356	21,000	21,000	21,000	21,000
Conventions & Education	4,608	2,290	4,000	4,000	4,000	4,000
Dues & Association Memberships	8,611	8,755	8,700	8,700	8,700	8,800
Refunds	44	0	500	500	500	500
Miscellaneous Expense	17,125	25,885	23,300	23,300	23,300	10,700
Miscellaneous Reimbursement	95	25	200	200	200	200
Planning Commission	1,831	0	0	0	0	0
<b>OTHER CHARGES - TOTAL</b>	<b>122,726</b>	<b>127,885</b>	<b>135,700</b>	<b>135,700</b>	<b>137,700</b>	<b>125,200</b>
<b>MATERIALS &amp; SUPPLIES</b>						
Office Supplies	8,573	8,596	11,000	11,000	11,000	11,500
Repairs & Maintenance	15,137	17,621	15,500	15,500	20,000	15,500
Fuel	1,035	1,350	1,500	1,500	1,300	1,300
Books & Subscriptions	27	100	100	100	100	100
<b>MATERIALS &amp; SUPPLIES - TOTAL</b>	<b>24,772</b>	<b>27,667</b>	<b>28,100</b>	<b>28,100</b>	<b>32,400</b>	<b>28,400</b>

Town of Altavista  
Administration  
FY2016 ADOPTED BUDGET

	<u>FY2013 ACTUAL</u>	<u>FY2014 ACTUAL</u>	<u>FY2015 ADOPTED</u>	<u>FY2015 AMENDED</u>	<u>FY2015 PROJECTED</u>	<u>FY2016 ADOPTED</u>
<b>ADMINISTRATION TOTAL - EXCLUDING CAPITAL</b>	<b>696,844</b>	<b>689,198</b>	<b>755,340</b>	<b>755,340</b>	<b>755,360</b>	<b>768,040</b>
<b>CAPITAL OUTLAY</b>						
Motor Vehicles - Replacement	0	0	27,000	27,000	26,800	0
EDP Equipment - Replacement	0	4,264	8,000	8,000	7,950	10,000
EDP Equipment - New	15,303	0	0	0	0	0
<b>CAPITAL OUTLAY - TOTAL</b>	<b>15,303</b>	<b>4,264</b>	<b>35,000</b>	<b>35,000</b>	<b>34,750</b>	<b>10,000</b>
<b>ADMINISTRATION TOTAL INCLUDING CAPITAL</b>	<b>712,147</b>	<b>693,462</b>	<b>790,340</b>	<b>790,340</b>	<b>790,110</b>	<b>778,040</b>



# NON-DEPARTMENTAL EXPENDITURES

Town of Altavista  
Non-Departmental  
FY2016 ADOPTED BUDGET

**NON-DEPARTMENTAL - FUND 10**

**CONTRIBUTIONS - OTHER CHARGES**

	<b><u>FY2013 ACTUAL</u></b>	<b><u>FY2014 ACTUAL</u></b>	<b><u>FY2015 ADOPTED</u></b>	<b><u>FY2015 AMENDED</u></b>	<b><u>FY2015 PROJECTED</u></b>	<b><u>FY2016 ADOPTED</u></b>
Other Charges - Misc.	51,718	73,913	48,600	48,600	72,000	105,800
<i>Property Maintenance Enforcement</i>	0	0	5,000	5,000	5,000	5,000
<i>Business Development Center</i>	2,500	2,500	2,500	2,500	2,500	2,500
<i>Altavista Chamber of Commerce</i>	20,000	20,000	20,000	20,000	20,000	20,000
<i>Dumpster Reimbursement</i>	0	0	600	600	600	600
<i>Campbell County Revenue Sharing Agreement_ Meals Tax</i>		30,845	0	0	28,916	57,200
<i>Uncle Billy's Day Funding</i>	20,000	20,000	20,000	20,000	20,000	20,000
<i>Christmas Parade Liability Insurance</i>	309	358	500	500	500	500
Contribution - Altavista EMS	1,000	11,105	10,000	10,000	10,000	10,000
Contribution - Senior Center	1,000	1,000	1,000	1,000	1,000	1,000
Economic Development Incentives	68,875	10,000	52,000	52,000	33,000	42,000
Contribution - YMCA Recreation Program	100,000	100,000	100,000	100,000	100,000	100,000
Contribution - Altavista Fire Co.	8,300	11,900	10,000	10,000	10,000	10,000
Contribution - Avoca	10,000	16,900	16,900	16,900	16,900	18,700
Contribution - Altavista On Track (MS)	35,000	35,000	35,000	35,000	35,000	5,000
<b>CONTRIBUTIONS - OTHER CHARGES - TOTAL</b>	<b>275,893</b>	<b>259,818</b>	<b>273,500</b>	<b>273,500</b>	<b>277,900</b>	<b>292,500</b>

**NON-DEPARTMENTAL**

Fuel - Fire Company	4,765	4,921	5,000	5,000	5,000	5,000
<b>NON-DEPARTMENTAL</b>	<b>4,765</b>	<b>4,921</b>	<b>5,000</b>	<b>5,000</b>	<b>5,000</b>	<b>5,000</b>

**NON-DEPARTMENTAL - SUBTOTAL**

**TRANSFER OUT**

Transfer Out - Cemetery Fund	25,000	30,965	28,580	28,580	27,680	49,280
Transfer Out - Enterprise Fund	551,270	83,000	0	0	0	0
Transfer Out - Library Fund	0	0	0	0	0	0
Transfer Out - General Fund Reserve	0	0	588,500	575,320	840,450	471,100
Transfer Out - CIF	0	0	0	0	0	0
Transfer Out - General Fund Reserve (Fire Dept.)	65,000	65,000	65,000	65,000	65,000	65,000
<b>TRANSFER OUT - TOTAL</b>	<b>641,270</b>	<b>178,965</b>	<b>682,080</b>	<b>668,900</b>	<b>933,130</b>	<b>585,380</b>

Town of Altavista  
Non-Departmental  
FY2016 ADOPTED BUDGET

	<u>FY2013</u> <u>ACTUAL</u>	<u>FY2014</u> <u>ACTUAL</u>	<u>FY2015</u> <u>ADOPTED</u>	<u>FY2015</u> <u>AMENDED</u>	<u>FY2015</u> <u>PROJECTED</u>	<u>FY2016</u> <u>ADOPTED</u>
<b>DEBT SERVICE</b>						
Debt Service - Principal	52,871	0	0	0	0	0
Debt Service - Interest	3,701	0	0	0	0	0
<b>DEBT SERVICE - TOTAL</b>	<b>56,571</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>MATERIALS &amp; SUPPLIES - Non. Dept.</b>						
Avoca Materials & Supplies	29,683	29,528	29,400	29,400	29,400	29,400
<b>MATERIALS &amp; SUPPLIES - TOTAL</b>	<b>29,683</b>	<b>29,528</b>	<b>29,400</b>	<b>29,400</b>	<b>29,400</b>	<b>29,400</b>
<b>NON-DEPARTMENTAL TOTAL - EXCLUDING CAPITAL</b>	<b>1,008,182</b>	<b>473,231</b>	<b>989,980</b>	<b>976,800</b>	<b>1,245,430</b>	<b>912,280</b>
<b>CAPITAL OUTLAY - Non-Departmental</b>						
Replacement Improvements (VDOT T-21)	115,644	698,289	0	0	10,200	0
Replacement Other than Buildings (Avoca)	4,450	6,000	59,000	59,000	59,000	25,000
Replacement Other than Buildings (VDOT LAP)	196,272	191,940	0	0	14,750	0
<b>CAPITAL OUTLAY -TOTAL</b>	<b>316,366</b>	<b>896,230</b>	<b>59,000</b>	<b>59,000</b>	<b>83,950</b>	<b>25,000</b>
<b>NON-DEPARTMENTAL TOTAL - INCLUDING CAPITAL</b>	<b>1,324,549</b>	<b>1,369,461</b>	<b>1,048,980</b>	<b>1,035,800</b>	<b>1,329,380</b>	<b>937,280</b>
<b>NON-DEPARTMENTAL TOTAL - EXCLUDING TRANSFERS OUT</b>	<b>683,279</b>	<b>1,190,496</b>	<b>366,900</b>	<b>366,900</b>	<b>396,250</b>	<b>351,900</b>

# **PUBLIC SAFETY EXPENDITURES**

Town of Altavista  
Public Safety  
FY 2016 ADOPTED BUDGET

**PUBLIC SAFETY (POLICE)**  
**Fund 10 – Department 3101-501**

The Town of Altavista Police Department staffing is currently made up of (13) full time sworn officers and a part time non-sworn administrative position (Clerk III position shared with Administration).

The Police Department is responsible for patrol duties throughout the corporate limits, working with citizens in neighborhood watch programs, investigations of criminal activities, arresting criminal offenders, providing testimony in criminal trials, issuing citations, parking enforcement on public streets and parking lots, education and crime prevention, and other matters related to public safety. The Police Department also assists other area law enforcement agencies through various avenues. The Altavista Police Department is devoted to the concept of community policing and encourages its officers to become in community activities and creating a forum of trust with our business persons and neighborhood residents.

Town of Altavista  
Public Safety  
FY2016 ADOPTED BUDGET

	<b><u>FY2013</u></b>	<b><u>FY2014</u></b>	<b><u>FY2015</u></b>	<b><u>FY2015</u></b>	<b><u>FY2015</u></b>	<b><u>FY2016</u></b>
	<b><u>ACTUAL</u></b>	<b><u>ACTUAL</u></b>	<b><u>ADOPTED</u></b>	<b><u>AMENDED</u></b>	<b><u>PROJECTED</u></b>	<b><u>ADOPTED</u></b>
<b><u>PUBLIC SAFETY - FUND 10</u></b>						
<b>(INCLUDES 2% Salary Range Adjustment and 2% COLA)</b>						
Wages & Benefits	759,785	654,008	783,100	783,100	748,300	804,000
Other Employee Benefits						
Services	2,216	4,739	10,000	10,000	10,000	16,200
Other Charges	33,736	33,537	36,200	36,200	36,070	39,500
Materials & Supplies	74,778	77,525	80,600	80,600	74,600	66,500
Capital Outlay	28,652	14,463	32,000	32,000	28,300	67,950
<b>Total Expenditures</b>	<b>899,166</b>	<b>784,272</b>	<b>941,900</b>	<b>941,900</b>	<b>897,270</b>	<b>994,150</b>
 <b>PERSONNEL - WAGES &amp; BENEFITS</b>						
Salaries & Wages - Regular	558,842	493,460	579,500	579,500	550,000	589,000
Salaries & Wages - Overtime	27,000	6,138	11,000	11,000	11,000	11,000
Salaries - Overtime (DMV Grant)	7,420	2,100	0	0	2,000	0
FICA	43,280	35,784	45,500	45,500	43,000	46,000
VRS	58,680	53,162	64,000	64,000	60,200	64,500
Medical Insurance	58,230	53,935	71,600	71,600	71,600	82,400
Group Life Insurance	6,334	5,711	7,700	7,700	6,600	7,100
Other Employee Benefits	0	3,718	3,800	3,800	3,900	4,000
<b>WAGES &amp; BENEFITS - TOTAL</b>	<b>759,785</b>	<b>654,008</b>	<b>783,100</b>	<b>783,100</b>	<b>748,300</b>	<b>804,000</b>
 <b>SERVICES - PURCHASED, SHARED, INTERNAL</b>						
Maintenance Service Contracts	0	0	7,000	7,000	7,000	13,200
Physicals	1,388	1,569	1,500	1,500	1,500	1,500
Repairs & Maintenance - Electronics	828	3,170	1,500	1,500	1,500	1,500
<b>SERVICES -TOTAL</b>	<b>2,216</b>	<b>4,739</b>	<b>10,000</b>	<b>10,000</b>	<b>10,000</b>	<b>16,200</b>
 <b>OTHER CHARGES</b>						
Police Dept. Heating	856	1,319	1,000	1,000	1,000	1,000
Telecommunications	9,261	11,435	11,000	11,000	11,000	11,000

Town of Altavista  
Public Safety  
FY2016 ADOPTED BUDGET

	<u>FY2013 ACTUAL</u>	<u>FY2014 ACTUAL</u>	<u>FY2015 ADOPTED</u>	<u>FY2015 AMENDED</u>	<u>FY2015 PROJECTED</u>	<u>FY2016 ADOPTED</u>
General Liability Insurance	3,647	3,375	3,700	3,700	4,020	4,100
Subsistence & Lodging	2,331	1,836	5,000	2,300	2,300	5,000
Conventions and Education	2,779	2,230	4,000	4,000	4,000	4,000
Dues & Association Memberships	5,070	4,660	5,100	7,800	7,800	8,600
Miscellaneous	1,590	3,641	2,000	2,000	2,000	2,000
Federal Forfeiture Expense	8	0	0	0	0	0
DMV Grant - Equipment	1,950	0	0	0	0	0
Grants/Byrne Justice Grant	6,244	5,042	4,400	4,400	3,950	3,800
<b>OTHER CHARGES - TOTAL</b>	<b>33,736</b>	<b>33,537</b>	<b>36,200</b>	<b>36,200</b>	<b>36,070</b>	<b>39,500</b>
<b>MATERIALS &amp; SUPPLIES</b>						
Office Supplies	8,006	6,596	5,500	5,500	5,500	5,500
Repair & Maintenance Supplies	249	874	1,000	1,000	1,000	1,000
Fuels & Lubricants	31,055	30,175	33,500	33,500	33,500	25,000
Vehicle & Equipment - Repairs	5,960	8,894	9,000	9,000	9,000	9,000
Uniforms and Wearing Apparel	7,023	11,323	10,000	10,000	10,000	10,000
Crime Reporting Software	1,638	1,638	0	0	0	0
Drug Investigatons	11,500	10,000	12,000	12,000	6,000	6,000
Small Equipment	1,530	0	1,000	1,000	1,000	1,400
Ammunition & Batteries	7,817	8,025	8,600	8,600	8,600	8,600
<b>MATERIALS &amp; SUPPLIES - TOTAL</b>	<b>74,778</b>	<b>77,525</b>	<b>80,600</b>	<b>80,600</b>	<b>74,600</b>	<b>66,500</b>
<b>POLICE DEPARTMENT TOTAL - EXCLUDING CAPITAL</b>	<b>870,515</b>	<b>769,809</b>	<b>909,900</b>	<b>909,900</b>	<b>868,970</b>	<b>926,200</b>
<b>CAPTIAL OUTLAY</b>						
Motor Vehicles - Replacement	28,652	0	32,000	32,000	28,300	36,000
Communication Equipment - Replacement	0	0	0	0	0	16,150

Town of Altavista  
Public Safety  
FY2016 ADOPTED BUDGET

	<b><u>FY2013</u></b> <b><u>ACTUAL</u></b>	<b><u>FY2014</u></b> <b><u>ACTUAL</u></b>	<b><u>FY2015</u></b> <b><u>ADOPTED</u></b>	<b><u>FY2015</u></b> <b><u>AMENDED</u></b>	<b><u>FY2015</u></b> <b><u>PROJECTED</u></b>	<b><u>FY2016</u></b> <b><u>ADOPTED</u></b>
Machinery & Equip. - Replacement	0	14,463	0	0	0	6,800
Building - Replacement	0	0	0	0	0	9,000
<b>CAPTIAL OUTLAY - TOTAL</b>	<b>28,652</b>	<b>14,463</b>	<b>32,000</b>	<b>32,000</b>	<b>28,300</b>	<b>67,950</b>
<b>POLICE DEPARTMENT TOTAL - INCLUDING CAPITAL</b>	<b>899,166</b>	<b>784,272</b>	<b>941,900</b>	<b>941,900</b>	<b>897,270</b>	<b>994,150</b>



# PUBLIC WORKS EXPENDITURES

Town of Altavista  
Public Works  
FY 2016 ADOPTED BUDGET

**PUBLIC WORKS**  
**Fund 10 – Department 4101-601**

The Public Works Department is currently made up of twenty (20) full-time employees. The Public Works Department is responsible for maintaining streets, traffic signals, signs, water distribution, wastewater collection, meter reading, sidewalks, storm water management, building and grounds maintenance, cemetery and parks ground keeping, public right of way maintenance, street cleaning and refuse collection. This department provides maintenance services within the current corporate limits, as well as responsibility for utility lines throughout the service area.

The Sanitation (Refuse Collection) of the Public Works budget includes costs related to the collection and disposal of residential and some commercial garbage. The Town currently does not impose a collection fee for customer pickup. To provide this service to our customers, Town crews must operate sanitation routes three days per week (T, W and TH). Pick up of Bulk Items and Brush Pick Ups are performed two days per week (M and F) at no additional cost to the citizen. Seasonal leaf collection and Christmas tree removal is also provided at no additional cost to the citizens. The recycling drop-off center located at the Altavista Commons Shopping Center is also funded through the Sanitation portion of the Public Works budget.

The Public Works Department is responsible for keeping all public streets clean and clear of debris. The street sweeper is utilized in the Central Business District (downtown) weekly; on Main Street, 7<sup>th</sup> Street and Bedford Avenue every other week and the remaining streets on an as needed basis. Town forces routinely pick up litter in the right of ways.

Also included are the costs associated with the custodial and maintenance work on Town owned buildings and grounds. Services of the Public Works Department are used as needed in the maintenance of the grounds and minor repair work on Town owned buildings and grounds. Custodial contracts and landscape contracts are included in the Public Works budget.

The Town does not have an organized recreation program, relying instead on services provided by the Altavista Area YMCA and the Campbell County Department of Parks and Recreation. Our parks are provided for passive use, utilizing playgrounds, picnic shelters, tennis courts and athletic fields. The facilities are also utilized by the programs operated by the YMCA and Campbell County. The cost associated with the maintenance of the facilities is provided for in the Public Works budget. The contribution to the YMCA which relates to the providing of recreational services on the Town's behalf is included in the Non-Departmental section of the budget.

Town of Altavista  
Public Works  
FY2016 ADOPTED BUDGET

<b>PUBLIC WORKS - FUND 10</b> <b>(INCLUDES 2% Salary Range Adjustment and 2% COLA)</b>	<b><u>FY2013</u></b> <b><u>ACTUAL</u></b>	<b><u>FY2014</u></b> <b><u>ACTUAL</u></b>	<b><u>FY2015</u></b> <b><u>ADOPTED</u></b>	<b><u>FY2015</u></b> <b><u>AMENDED</u></b>	<b><u>FY2015</u></b> <b><u>PROJECTED</u></b>	<b><u>FY2016</u></b> <b><u>ADOPTED</u></b>
Wages & Benefits	516,854	523,088	651,600	651,600	573,300	641,100
Other Employee Benefits						
Services	10,359	7,894	9,250	9,250	8,400	8,400
Other Charges	24,699	23,887	25,600	25,600	25,600	25,300
Materials & Supplies	252,050	228,916	257,500	266,680	258,500	252,700
Debt Service	0	0	0	0	0	0
Capital Outlay	115,861	74,946	48,500	48,500	26,650	385,000
<b>Total Expenditures</b>	<b>919,824</b>	<b>858,732</b>	<b>992,450</b>	<b>1,001,630</b>	<b>892,450</b>	<b>1,312,500</b>
<b>PERSONNEL - WAGES &amp; BENEFITS</b>						
Salaries & Wages - Regular	378,937	399,325	481,000	481,000	415,000	463,000
Salaries & Wages - Overtime	6,243	6,203	7,000	7,000	7,000	7,000
FICA	29,338	29,217	37,000	37,000	32,500	36,000
VRS	42,719	42,015	52,000	52,000	45,500	51,000
Group Medical Insurance	58,506	41,810	68,300	68,300	68,300	78,600
Group Life Insurance	1,113	4,517	6,300	6,300	5,000	5,500
<b>WAGES &amp; BENEFITS - TOTAL</b>	<b>516,854</b>	<b>523,088</b>	<b>651,600</b>	<b>651,600</b>	<b>573,300</b>	<b>641,100</b>
<b>SERVICES-PURCHASED, SHARED, INTERNAL</b>						
Maintenance Service Contracts	1,306	1,391	2,250	2,250	1,400	1,400
Physicals	640	465	1,000	1,000	1,000	1,000
Repairs & Maintenance - Electronics	2,789	173	1,000	1,000	1,000	1,000
<b>SERVICES -PW - TOTAL</b>	<b>4,735</b>	<b>2,029</b>	<b>4,250</b>	<b>4,250</b>	<b>3,400</b>	<b>3,400</b>
<b>OTHER CHARGES-PW</b>						
Telecommunications	6,353	5,064	6,500	6,500	6,500	6,500
Subsistence & Lodging	619	55	500	500	500	500

Town of Altavista  
Public Works  
FY2016 ADOPTED BUDGET

	<u>FY2013 ACTUAL</u>	<u>FY2014 ACTUAL</u>	<u>FY2015 ADOPTED</u>	<u>FY2015 AMENDED</u>	<u>FY2015 PROJECTED</u>	<u>FY2016 ADOPTED</u>
Conventions & Education	1,171	580	1,000	1,000	1,000	1,000
Miscellaneous Expense	709	698	1,000	1,000	1,000	1,000
Other Charges - MISS UTILITY	505	614	800	800	800	800
<b>OTHER CHARGES-PW - TOTAL</b>	<b>9,356</b>	<b>7,011</b>	<b>9,800</b>	<b>9,800</b>	<b>9,800</b>	<b>9,800</b>
<b>MATERIALS &amp; SUPPLIES -PW</b>						
Office Supplies	0	0	0	0	0	800
Fuels & Lubricants	52,456	54,936	50,000	50,000	50,000	50,000
Vehicle & Equip. Repairs and Maint.	23,755	16,172	25,000	25,000	25,000	25,000
Uniforms & Wearing Apparel	11,612	11,161	14,000	14,000	11,500	11,500
Street Lights - Operating Supplies	33,372	25,955	27,000	27,000	25,000	25,000
Hwy, Strts & Sdwk Supplies	36,025	42,177	42,000	42,000	42,000	42,000
Storm Drainage	100	836	1,000	1,000	3,000	3,000
Repairs & Maint. - Engineering	896	1,118	1,000	1,000	1,000	1,000
Train Station - Materials & Supplies	4,471	6,547	2,000	2,000	2,000	2,000
<b>MATERIALS &amp; SUPPLIES-PW - TOTAL</b>	<b>162,687</b>	<b>158,902</b>	<b>162,000</b>	<b>162,000</b>	<b>159,500</b>	<b>160,300</b>
<b>PUBLIC WORKS - PW - SUBTOTAL</b>	<b>693,633</b>	<b>691,030</b>	<b>827,650</b>	<b>827,650</b>	<b>746,000</b>	<b>814,600</b>
<b>MATERIALS &amp; SUPPLIES - SANIT.</b>						
Fuels & Lubricants - Sant.	13,123	12,662	13,000	13,000	13,000	10,000
Vehicle & Equip. Repairs and Maint.	14,051	5,849	17,500	17,500	15,000	15,000
Supplies	0	0	0	0	0	1,900
Litter Expenses	7,872	7,445	8,000	8,000	8,000	8,000
<b>MATERIALS &amp; SUPPLIES-SANIT. - TOTAL</b>	<b>35,045</b>	<b>25,956</b>	<b>38,500</b>	<b>38,500</b>	<b>36,000</b>	<b>34,900</b>
<b>SANITATION - TOTAL</b>	<b>35,045</b>	<b>25,956</b>	<b>38,500</b>	<b>38,500</b>	<b>36,000</b>	<b>34,900</b>
<b>SERVICES-PURCHASED,SHARED,INTERNAL - B&amp;G</b>						
Landscaping Contracts	5,623	5,865	5,000	5,000	5,000	5,000
<b>SERVICES - B&amp;G - TOTAL</b>	<b>5,623</b>	<b>5,865</b>	<b>5,000</b>	<b>5,000</b>	<b>5,000</b>	<b>5,000</b>

Town of Altavista  
Public Works  
FY2016 ADOPTED BUDGET

	<u>FY2013 ACTUAL</u>	<u>FY2014 ACTUAL</u>	<u>FY2015 ADOPTED</u>	<u>FY2015 AMENDED</u>	<u>FY2015 PROJECTED</u>	<u>FY2016 ADOPTED</u>
<b>OTHER CHARGES - B&amp;G</b>						
Electrical	6,492	6,423	6,000	6,000	6,000	6,000
Heating	993	635	2,000	2,000	2,000	2,000
<b>OTHER CHARGES - B&amp;G - TOTAL</b>	<b>7,485</b>	<b>7,058</b>	<b>8,000</b>	<b>8,000</b>	<b>8,000</b>	<b>8,000</b>
<b>MATERIALS &amp; SUPPLIES - B&amp;G</b>						
Shop Materials & Supplies	6,845	5,979	6,000	6,000	6,000	6,000
Small Tools - Shop	4,392	2,460	6,000	6,000	3,000	3,000
<b>MATERIALS &amp; SUPPLIES - B&amp;G - TOTAL</b>	<b>11,237</b>	<b>8,439</b>	<b>12,000</b>	<b>12,000</b>	<b>9,000</b>	<b>9,000</b>
<b>BUILDING &amp; GROUNDS - TOTAL</b>	<b>24,345</b>	<b>21,362</b>	<b>25,000</b>	<b>25,000</b>	<b>22,000</b>	<b>22,000</b>
<b>OTHER CHARGES -PARK &amp; REC</b>						
Recreation Electricity	6,984	9,056	7,000	7,000	7,000	7,000
Heating	536	587	500	500	500	500
Refunds	338	175	300	300	300	
<b>OTHER CHARGES-PARK &amp; REC - TOTAL</b>	<b>7,858</b>	<b>9,818</b>	<b>7,800</b>	<b>7,800</b>	<b>7,800</b>	<b>7,500</b>
<b>MATERIALS &amp; SUPPLIES - PARK &amp; REC</b>						
Recreation Materials & Supplies	26,777	29,843	25,000	34,180	34,000	28,500
<b>MATERIALS &amp; SUPPLIES-PARK &amp; REC -TOTAL</b>	<b>26,777</b>	<b>29,843</b>	<b>25,000</b>	<b>34,180</b>	<b>34,000</b>	<b>28,500</b>
<b>PARK &amp; REC - TOTAL</b>	<b>34,635</b>	<b>39,661</b>	<b>32,800</b>	<b>41,980</b>	<b>41,800</b>	<b>36,000</b>
<b>MATERIALS &amp; SUPPLIES - LIBRARY</b>						
Library/Repairs and Maintenance	16,304	5,776	20,000	20,000	20,000	20,000
<b>MATERIALS &amp; SUPPLIES-LIBRARY -TOTAL</b>	<b>16,304</b>	<b>5,776</b>	<b>20,000</b>	<b>20,000</b>	<b>20,000</b>	<b>20,000</b>
<b>LIBRARY - TOTAL</b>	<b>16,304</b>	<b>5,776</b>	<b>20,000</b>	<b>20,000</b>	<b>20,000</b>	<b>20,000</b>
<b>PUBLIC WORKS -SUBTOTAL</b>	<b>803,962</b>	<b>783,786</b>	<b>943,950</b>	<b>953,130</b>	<b>865,800</b>	<b>927,500</b>

Town of Altavista  
Public Works  
FY2016 ADOPTED BUDGET

	<u>FY2013 ACTUAL</u>	<u>FY2014 ACTUAL</u>	<u>FY2015 ADOPTED</u>	<u>FY2015 AMENDED</u>	<u>FY2015 PROJECTED</u>	<u>FY2016 ADOPTED</u>
<b>PUBLIC WORKS TOTAL - EXCLUDING CAPITAL</b>	<b>803,962</b>	<b>783,786</b>	<b>943,950</b>	<b>953,130</b>	<b>865,800</b>	<b>927,500</b>
<b>CAPITAL OUTLAY - PW</b>						
Motor Vehicles - Repl.	81,325	29,094	30,000	30,000	26,250	41,000
Machinery & Equip. - Repl.	4,943	0	18,500	18,500	0	26,000
Storm Water Improvements - Repl.	8,876	45,852	0	0	400	0
Motor Vehicles - Repl.	0	0	0	0	0	300,000
Improvements - Other than Buildings - Repl.	0	0	0	0	0	18,000
<b>CAPITAL OUTLAY - PW - TOTAL</b>	<b>95,145</b>	<b>74,946</b>	<b>48,500</b>	<b>48,500</b>	<b>26,650</b>	<b>385,000</b>
<b>CAPITAL OUTLAY - PARKS &amp; REC.</b>						
Mat'ls/Improvements - Parks - Repl.	20,717	0	0	0	0	0
<b>CAPITAL OUTLAY - PARKS &amp; REC - TOTAL</b>	<b>20,717</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>CAPITAL OUTLAY - TOTAL</b>	<b>115,861</b>	<b>74,946</b>	<b>48,500</b>	<b>48,500</b>	<b>26,650</b>	<b>385,000</b>
<b>PUBLIC WORKS TOTAL - INCLUDING CAPITAL</b>	<b>919,824</b>	<b>858,732</b>	<b>992,450</b>	<b>1,001,630</b>	<b>892,450</b>	<b>1,312,500</b>

# ECONOMIC DEVELOPMENT EXPENDITURES

Town of Altavista  
Economic Development  
FY 2016 ADOPTED BUDGET

**ECONOMIC DEVELOPMENT**  
**Fund 10 – Department 7101-405**

The Economic Development Department was formed in FY2013 and is responsible for activities associated with economic development including encouragement of the success and growth of local business/industry, as well as the recruitment of ones to Town. The department is also responsible for the promotion of the town and the development of resources for economic development purposed.

The FY 2016 Budget includes the formation of the new part-time Main Street Coordinator position for the Town of Altavista. Staff worked with AOT to transition the functions of their director to the Economic Development office. Funding for this position was utilized from the AOT contribution request in the Non-Departmental budget. No additional funds were required.



Town of Altavista  
Economic Development  
FY2016 ADOPTED BUDGET

<b>ECONOMIC DEVELOPMENT - FUND 10</b> <b>(INCLUDES 2% Salary Range Adjustment and 2% COLA)</b>	<b>FY2013 ACTUAL</b>	<b>FY2014 ACTUAL</b>	<b>FY2015 ADOPTED</b>	<b>FY2015 AMENDED</b>	<b>FY2015 PROJECTED</b>	<b>FY2016 ADOPTED</b>
Wages & Benefits	62,748	74,177	79,400	83,400	56,350	102,600
Other Employee Benefits						
Services	827	52,967	47,700	47,700	30,000	30,400
Other Charges	11,447	13,024	30,250	30,250	12,550	31,670
Materials & Supplies	810	345	5,500	5,500	5,000	5,200
Capital Outlay	0	24,412	0	0	0	0
<b>Total Expenditures</b>	<b>75,832</b>	<b>164,926</b>	<b>162,850</b>	<b>166,850</b>	<b>103,900</b>	<b>169,870</b>
<b>PERSONNEL-WAGES &amp; BENEFITS</b>						
Salaries & Wages Regular	52,267	62,155	66,100	66,100	44,500	82,200
Benefits-FICA	4,008	4,767	5,100	5,100	3,400	6,300
Benefits-VRS	5,842	6,549	7,300	7,300	4,000	6,300
Benefits- Group Medical Ins.	0	0	0	4,000	4,000	7,100
Benefits-Group Life Ins.	629.8	706.01	900	900	450	700
<b>WAGES &amp; BENEFITS - TOTAL</b>	<b>62,748</b>	<b>74,177</b>	<b>79,400</b>	<b>83,400</b>	<b>56,350</b>	<b>102,600</b>
<b>SERVICES-PURCHASED, SHARED,INTERNAL</b>						
Contractural Services/Advertising	827	52,967	47,700	47,700	30,000	30,400
<b>SERVICES-PURCHASED, SHARED,INTERNAL - TOTAL</b>	<b>827</b>	<b>52,967</b>	<b>47,700</b>	<b>47,700</b>	<b>30,000</b>	<b>30,400</b>
<b>OTHER CHARGES</b>						
Postal Services	20	0	750	750	750	1000
Telecommunications	839	1,083	2,000	2,000	700	1,080
Subsistance & Lodging	5,752	5,331	15,000	15,000	5,000	20,290
Conventions & Education	3,520	3,161	7,500	7,500	1,700	4,700
Dues & Assoc. Membership	670	1830.25	2000	2000	1400	1600
Miscellaneous	647	1,619	3,000	3,000	3,000	3,000
<b>OTHER CHARGES - TOTAL</b>	<b>11,447</b>	<b>13,024</b>	<b>30,250</b>	<b>30,250</b>	<b>12,550</b>	<b>31,670</b>
<b>MATERIALS &amp; SUPPLIES</b>						
Office Supplies	710	116	2,500	2,500	2,500	2,250
Fuels & Lubricants	0	164	2,000	2,000	1,500	1,500
Vehicle&Equip/Repairs & Maintenance	0	5	500	500	500	800
Books & Subscriptions	100	60	500	500	500	650
<b>MATERIALS &amp; SUPPLIES</b>	<b>810</b>	<b>345</b>	<b>5,500</b>	<b>5,500</b>	<b>5,000</b>	<b>5,200</b>
<b>ECONOMIC DEVELOPMENT TOTAL -EXCLUDING CAPITAL</b>	<b>75,832</b>	<b>140,513</b>	<b>162,850</b>	<b>166,850</b>	<b>103,900</b>	<b>169,870</b>

Town of Altavista  
Economic Development  
FY2016 ADOPTED BUDGET

	<u>FY2013 ACTUAL</u>	<u>FY2014 ACTUAL</u>	<u>FY2015 ADOPTED</u>	<u>FY2015 AMENDED</u>	<u>FY2015 PROJECTED</u>	<u>FY2016 ADOPTED</u>
<b>CAPITAL OUTLAY</b>						
Building - Replace	0	0	0	0	0	0
Motor Vehicles - New	0	24,412	0	0	0	0
<b>CAPITAL OUTLAY - TOTAL</b>	0	24,412	0	0	0	0
<b>ECONOMIC DEVELOPMENT TOTAL -INCLUDING CAPITAL</b>	<b>75,832</b>	<b>164,926</b>	<b>162,850</b>	<b>166,850</b>	<b>103,900</b>	<b>169,870</b>

# TRANSIT (ACTS) EXPENDITURES

Town of Altavista  
Transit System (ACTS)  
FY 2016 ADOPTED BUDGET

**TRANSIT SYSTEM (ACTS)**  
**Fund 10 – Department 6101-403**

The Town of Altavista operates the Altavista Community Transit System through a grant from the Virginia Department of Rail and Public Transportation. ACTS operates a single deviated fixed route and has been operating for the past few years. The Assistant Town Manager serves as the administration support for this operation and accordingly forty (40%) percent of his time is allocated to this function. The system also employs part-time drivers to cover the Monday through Friday (8:00 a.m. – 6:00 p.m.) and Saturday (9:00 a.m. – 2:00 p.m.) hours of operation. Based on the recent ACTS “Transit Development Plan,” the summer and Saturday hours would be extended again in FY2016.

ACTS is funded through federal and state grants, local match and fare box revenues. Ridership continues to increase. During calendar year 2011, ridership was at approximately 11,000 (avg. of 40 riders per day), 2012 saw an increase to 15,300 riders (avg. of 54 riders per day), an increase in 2013 to 17,800 riders (avg. 63 riders per day) and an additional increase in 2014 to 23,500, which includes the extended summer hours (avg. 78 riders per day). As would be expected, fare box revenue increased each year, while operational costs have remained consistent.

Town of Altavista  
Transit System  
FY2016 ADOPTED BUDGET

<b>TRANSIT SYSTEM - FUND 10</b>	<b>FY2013 ACTUAL</b>	<b>FY2014 ACTUAL</b>	<b>FY2015 ADOPTED</b>	<b>FY2015 AMENDED</b>	<b>FY2015 PROJECTED</b>	<b>FY2016 ADOPTED</b>
<b>(INCLUDES 2% Salary Range Adjustment and 2% COLA)</b>						
Wages & Benefits	56,433	57,204	61,800	61,800	61,850	64,000
Services	814	648	5,950	5,950	3,250	3,250
Other Charges	3,839	2,846	4,150	4,150	3,950	4,150
Materials & Supplies	20,501	22,399	24,150	24,150	24,350	24,950
Capital Outlay	31,757	47,472	28,000	28,000	26,620	75,150
<b>Total Expenditures</b>	<b>113,344</b>	<b>130,568</b>	<b>124,050</b>	<b>124,050</b>	<b>120,020</b>	<b>171,500</b>
<b>PERSONNEL-WAGES &amp; BENEFITS</b>						
Salaries & Wages Regular	48,859	49,457	53,200	53,200	53,200	55,100
Salaries & Wages - Overtime	0	0	0	0	0	0
Benefits - FICA	3,781	3,825	4,200	4,200	4,200	4,250
Benefits - VRS	2,482	2,529	2,600	2,600	2,600	2,750
Benefits - Group Med. Ins.	0	0	0	0	0	0
Benefits - Group Life Ins.	268	273	300	300	300	300
Worker's Compensation	1,043	1,119	1,500	1,500	1,550	1,600
<b>WAGE &amp; BENEFITS - TOTAL</b>	<b>56,433</b>	<b>57,204</b>	<b>61,800</b>	<b>61,800</b>	<b>61,850</b>	<b>64,000</b>
<b>SERVICES-PURCHASED,SHARED,INTERNAL</b>						
Advertising	334	225	2,400	2,400	2,100	2,100
Maintenance Service Contracts	0	0	350	350	350	350
Misc. Professional Services	200	58	2,700	2,700	300	300
Physicals	280	365	500	500	500	500
<b>SERVICES - TOTAL</b>	<b>814</b>	<b>648</b>	<b>5,950</b>	<b>5,950</b>	<b>3,250</b>	<b>3,250</b>
<b>OTHER CHARGES</b>						
Telecommunications	1,580	947	1,200	1,200	1,200	1,200

Town of Altavista  
Transit System  
FY2016 ADOPTED BUDGET

	<u>FY2013</u> <u>ACTUAL</u>	<u>FY2014</u> <u>ACTUAL</u>	<u>FY2015</u> <u>ADOPTED</u>	<u>FY2015</u> <u>AMENDED</u>	<u>FY2015</u> <u>PROJECTED</u>	<u>FY2016</u> <u>ADOPTED</u>
Motor Vehicle Insurance	1,168	1,054	1,500	1,500	1,300	1,500
Subsistence & Lodging	410	462	500	500	500	500
Conventions & Education	681	382	800	800	800	800
Dues & Association Memberships	0	0	150	150	150	150
<b>OTHER CHARGES - TOTAL</b>	<b>3,839</b>	<b>2,846</b>	<b>4,150</b>	<b>4,150</b>	<b>3,950</b>	<b>4,150</b>
<b>MATERIALS &amp; SUPPLIES</b>						
Office Supplies	211	49	250	250	250	250
Fuel	17,341	19,292	19,300	19,300	19,300	19,900
Vehicle & Equip. Repairs/Maint.	2,360	2,887	3,700	3,700	4,000	4,000
Other Operating Supplies	292	0	500	500	400	400
Supplies	297	170	400	400	400	400
<b>MATERIALS &amp; SUPPLIES - TOTAL</b>	<b>20,501</b>	<b>22,399</b>	<b>24,150</b>	<b>24,150</b>	<b>24,350</b>	<b>24,950</b>
<b>TRANSIT TOTAL - EXCLUDING CAPITAL</b>	<b>81,587</b>	<b>83,096</b>	<b>96,050</b>	<b>96,050</b>	<b>93,400</b>	<b>96,350</b>
<b>CAPITAL OUTLAY</b>						
EDP Equipment - Replacement	0	0	2,000	2,000	1,750	0
Motor Vehicles - Replacement	0	0	0	0	0	63,150
Motor Vehicles - New	0	25,734	0	0	0	0
Machinery & Equipment - New	31,757	21,738	8,000	8,000	6,870	0
Improvements Other Than Bldg	0	0	18,000	18,000	18,000	12,000
<b>CAPITAL OUTLAY - TOTAL</b>	<b>31,757</b>	<b>47,472</b>	<b>28,000</b>	<b>28,000</b>	<b>26,620</b>	<b>75,150</b>
<b>TRANSIT TOTAL - INCLUDING CAPITAL</b>	<b>113,344</b>	<b>130,568</b>	<b>124,050</b>	<b>124,050</b>	<b>120,020</b>	<b>171,500</b>

# STATE/HIGHWAY REIMBURSEMENT FUND (FUND 20)

Town of Altavista  
State/Highway Reimbursement Fund  
FY2016 ADOPTED BUDGET

State/Highway Reimbursement Fund - Fund 20	<u>FY2013 ACTUAL</u>	<u>FY2014 ACTUAL</u>	<u>FY2015 ADOPTED</u>	<u>FY2015 AMENDED</u>	<u>FY2015 PROJECTED</u>	<u>FY2016 ADOPTED</u>
<b>REVENUE</b>						
Street & Highway Maintenance	585,272	602,517	585,000	585,000	619,000	619,000
Street & Highway Maintenance/Carry Over	102,400	0	0	0		0
<b>State/Highway Reimbursement Fund - GRAND TOTAL:</b>	<u>687,672</u>	<u>602,517</u>	<u>585,000</u>	<u>585,000</u>	<u>619,000</u>	<u>619,000</u>
<b>EXPENDITURES</b>						
Maintenance - Drainage	15,376	14,516	48,200	48,200	48,200	48,200
Maintenance - Pavement	140,369	180,478	150,000	150,000	150,000	150,000
Maintenance - Traffic Control Devices	53,873	49,443	56,800	56,800	56,800	56,800
Engineering - Repairs & Maintenance	0	0	10,000	10,000	10,000	10,000
Road/Street/Highway - Snow & Ice Removal	12,092	44,680	40,000	40,000	40,000	56,000
Road/Street/Highway - Other Traffic Services	65,947	57,710	50,000	50,000	50,000	50,000
General Admin. & Misc. - Miscellaneous	79,478	82,141	80,000	80,000	80,000	80,000
State/Highway Reimb. Fund - Subtotal:	<u>367,136</u>	<u>428,968</u>	<u>435,000</u>	<u>435,000</u>	<u>435,000</u>	<u>451,000</u>
Improvements Other Than Buildings - New	0	0	150,000	150,000	150,000	168,000
Engineering - New	0	0	0	0	0	0
<b>CAPITAL OUTLAY - TOTAL</b>	<u>0</u>	<u>0</u>	<u>150,000</u>	<u>150,000</u>	<u>150,000</u>	<u>168,000</u>
Transfer Out - General Fund Reserve	225,500	0	0	0	0	0
<b>State/Highway Fund - GRAND TOTAL:</b>	<u>592,636</u>	<u>428,968</u>	<u>585,000</u>	<u>585,000</u>	<u>585,000</u>	<u>619,000</u>



# ENTERPRISE FUND REVENUE (FUND 50)

Town of Altavista  
Enterprise Fund Revenue  
FY2016 ADOPTED BUDGET

Enterprise Fund Revenue	FY2013 <u>ACTUAL</u>	FY2014 <u>ACTUAL</u>	FY2015 <u>ADOPTED</u>	FY2015 <u>AMENDED</u>	FY2015 <u>PROJECTED</u>	FY2016 <u>ADOPTED</u>
Interest/Interest Income	3,388	2,376	3,500	3,500	9,000	2,000
Water Charges - Industrial	802,774	813,723	861,000	861,000	861,000	904,000
Water Charges - Business/Residential	217,215	267,222	239,600	239,600	280,000	294,000
Water Charges - Outside Community	127,590	132,678	130,200	130,200	130,200	136,000
Water Charges - Water Connection Fees	1,450	2,903	1,200	1,200	2,100	3,000
Sewer Charges - Industrial	1,077,035	1,160,321	1,130,900	1,130,900	1,130,900	1,187,400
Sewer Charges - Business/Residential	221,920	267,407	238,800	238,800	280,000	291,000
Sewer Charges - Outside Community	1,952	1,927	1,900	1,900	1,900	2,000
Sewer Charges - Sewer Connection Fees	3,300	3,100	2,000	2,000	5,200	5,200
Sewer Charges - Sewer Surcharges	33,759	64,105	40,000	40,000	100,000	100,000
Charges for Service - Water/Sewer Penalties	3,554	4,663	3,500	3,500	4,600	4,600
Misc. Cash Discounts	29	18.37	200	200	200	200
Misc. - Sale of Supplies & Materials	0	319.2	500	500	500	500
Miscellaneous	34,830	36,197	25,000	25,000	25,000	25,000
Transfer In from Fund 50 (CIP Designated Res)	0	0	0	101,041	101,041	0
Transfer In from Reserves (Proj 1A Financing)	0	0	0	0	4,100,000	0
Transfer in From General Fund	<u>551,270</u>	<u>83,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
<b>ENTERPRISE FUND - REVENUE:</b>	<u>3,080,066</u>	<u>2,839,958</u>	<u>2,678,300</u>	<u>2,779,341</u>	<u>7,031,641</u>	<u>2,954,900</u>

# ENTERPRISE FUND DEPARTMENTS EXPENDITURES (FUND 50)

- Water
- Waste Water

Town of Altavista  
Water Department Expenditures  
FY 2016 ADOPTED BUDGET

# WATER EXPENDITURES

Town of Altavista  
Water Department  
FY 2016 ADOPTED BUDGET

**UTILITIES (ENTERPRISE)  
WATER DEPARTMENT  
Fund 50 – Department 5001-701**

The Town of Altavista operates a 3.0 MGD water treatment facility located just east of the corporate limits of the Town of Altavista off Ricky Van Shelton Drive across the Staunton River. The plant draws raw water from the Staunton River. The facility and its treatment process comply with Virginia Department of Health (VDH) and Department of Environmental Quality (DEQ) and rated as a Class II plant. Currently there are eight full-time employees that operate the WTP.

Additional water sources for the Town include two springs (Reynolds Spring and McMinnis Spring), as well as an alternate raw water intake on Reed Creek directly adjacent to the Town's WTP. Reynolds Spring supplies water to the Town system through the Dearing Ford Road Storage Tank located near the north end of Clarion Road and supplies a permitted capacity of 280 GPM. McMinnis Spring supplies water to the Town system at the intersection of Myrtle Lane and Woodland Avenue near the Bedford Avenue Storage Tank; the spring has a permitted pumping capacity of 320 GPM.

The Administration component of this department handles the monthly and quarterly billings. The budget includes 60% of a Clerk IV's salary and benefits for the billing and payments associated with water bills.

The Distribution component of this department, which is made up of employees that are directed through Public Works, consists of Administrative Assistant (10%), a Utility Supervisor (50%) that directs a three person crew (50%) and a meter reader (50%). The Town currently has approximately 1,500 connections, including residential, commercial, institutional and industrial users. This group is responsible for the acquisition of data for billing and the maintenance/repair/replacement of approximately 240,000 linear feet of water line, ranging in size from 1-inch to 12-inches in diameter. In addition, they are responsible for an estimated 199 fire hydrants and an estimated 486 valves within the water distribution system. The Town also maintains eight meter and pressure reducing valve (PRV) vaults.

Town of Altavista  
Water Department  
FY2016 ADOPTED BUDGET

	<u>FY2013 ACTUAL</u>	<u>FY2014 ACTUAL</u>	<u>FY2015 ADOPTED</u>	<u>FY2015 AMENDED</u>	<u>FY2015 PROJECTED</u>	<u>FY2016 ADOPTED</u>
<b>WATER DEPARTMENT - FUND 50</b>						
<b>(INCLUDES 2% Salary Range Adjustment &amp; 2% COLA)</b>						
Wages & Benefits	482,328	508,598	525,700	525,700	499,100	543,600
Other Employee Benefits						
Services	41,901	35,649	43,450	43,450	48,150	43,300
Other Charges	148,294	163,287	161,850	192,320	192,320	163,350
Materials & Supplies	165,806	153,195	164,000	163,000	288,350	181,840
Debt Service	0	0	0	56,751	56,751	280,000
Capital Outlay	211,754	309,691	115,000	115,000	4,233,700	210,600
Transfers	0	0	132,275	132,775	171,755	73,630
<b>Total Expenditures</b>	<b>1,050,084</b>	<b>1,170,420</b>	<b>1,142,275</b>	<b>1,228,996</b>	<b>5,490,126</b>	<b>1,496,320</b>
<b>PERSONNEL - WAGES &amp; BENEFITS - ADMIN.</b>						
Salaries & Wages - Admin.	20,241	20,132	20,500	20,500	20,500	20,600
Salaries & Wages - Overtime	148.87	39	100	100	100	100
FICA	1,265	1,203	1,600	1,600	1,600	1,600
VRS Retirement	2,140	2,181	2,300	2,300	2,300	2,300
Medical Insurance	3,840	3,673	3,900	3,900	3,900	4,500
Group Life Insurance	231	235	300	300	300	300
<b>WAGES &amp; BENEFITS - Admin. - TOTAL</b>	<b>27,865</b>	<b>27,463</b>	<b>28,700</b>	<b>28,700</b>	<b>28,700</b>	<b>29,400</b>
<b>PERSONNEL - WAGES &amp; BENEFITS - DISTRIBUTION</b>						
Salaries & Wages - Distribution	87,957	97,502	77,500	77,500	120,000	79,000
Salaries & Wages - Overtime	2,101	1,652	3,000	3,000	4,000	3,000
FICA	5,647	6,003	6,200	6,200	9,500	6,500
VRS Retirement	8,416	8,957	8,500	8,500	13,000	8,700
Medical Insurance	7,006	10,028	8,700	8,700	11,600	13,400
Group Life Insurance	907	966	1,100	1,100	1,400	1,000
<b>WAGES &amp; BENEFITS - Dist. - TOTAL</b>	<b>112,035</b>	<b>125,107</b>	<b>105,000</b>	<b>105,000</b>	<b>159,500</b>	<b>111,600</b>

Town of Altavista  
Water Department  
FY2016 ADOPTED BUDGET

	<u>FY2013 ACTUAL</u>	<u>FY2014 ACTUAL</u>	<u>FY2015 ADOPTED</u>	<u>FY2015 AMENDED</u>	<u>FY2015 PROJECTED</u>	<u>FY2016 ADOPTED</u>
<b>MATERIALS &amp; SUPPLIES - DISTRIBUTION</b>						
Repair & Maintenance Supplies	50,024	24,523	28,000	28,000	28,000	30,000
Meter Testing/Replacement	9,897	9,956	15,000	15,000	15,000	15,000
<b>MATERIALS &amp; SUPPLIES - TOTAL</b>	<b>59,921</b>	<b>34,479</b>	<b>43,000</b>	<b>43,000</b>	<b>43,000</b>	<b>45,000</b>
 <b>DISTRIBUTION -TOTAL</b>	 <b>171,956</b>	 <b>159,586</b>	 <b>148,000</b>	 <b>148,000</b>	 <b>202,500</b>	 <b>156,600</b>
 <b>PERSONNEL - WAGES &amp; BENEFITS - TREATMENT</b>						
Salaries & Wages - Treatment	234,625	243,991	273,000	273,000	202,000	273,000
Salaries & Wages - Overtime	23,207	26,784	25,000	25,000	25,000	25,000
FICA	18,350	19,313	23,000	23,000	17,400	23,000
VRS Retirement	25,684	26,581	30,000	30,000	22,100	30,000
Medical Insurance	37,795	36,483	37,400	37,400	42,000	48,300
Group Life Insurance	2,768	2,876	3,600	3,600	2,400	3,300
 <b>WAGES &amp; BENEFITS - Treatment - TOTAL</b>	 <b>342,429</b>	 <b>356,027</b>	 <b>392,000</b>	 <b>392,000</b>	 <b>310,900</b>	 <b>402,600</b>
 <b>SERVICES-PURCHASED, SHARED, INTERNAL</b>						
Maint. Service Contracts	21,215	14,293	20,000	20,000	20,000	20,000
Misc. Professional Services	1,574	5,211	5,000	5,000	5,000	5,000
Physicals	25	120	150	150	150	300
Water Purchases - CC	4007	3,910	3,300	3,300	9,000	4,000
Repairs & Maint.	15080	12,115	15,000	15,000	14,000	14,000
<b>SERVICES -TOTAL</b>	<b>41,901</b>	<b>35,649</b>	<b>43,450</b>	<b>43,450</b>	<b>48,150</b>	<b>43,300</b>
 <b>OTHER CHARGES</b>						
Electrical	115,963	128,769	125,000	125,000	125,000	125,000
Heating	3579	2,725	3,500	3,500	3,500	3,500
Telecommunications	8820	11,554	12,000	12,000	12,000	13,500
Subsistance & Lodging	0	0	500	500	500	500

Town of Altavista  
Water Department  
FY2016 ADOPTED BUDGET

	<b><u>FY2013</u></b> <b><u>ACTUAL</u></b>	<b><u>FY2014</u></b> <b><u>ACTUAL</u></b>	<b><u>FY2015</u></b> <b><u>ADOPTED</u></b>	<b><u>FY2015</u></b> <b><u>AMENDED</u></b>	<b><u>FY2015</u></b> <b><u>PROJECTED</u></b>	<b><u>FY2016</u></b> <b><u>ADOPTED</u></b>
Conventions & Education	1,371	1,758	3,000	3,000	3,000	3,000
Dues & Assoc. Memberships	420	422	750	750	750	750
Refunds	0	35	500	500	500	500
Misc. Expense	962	1,716	2,000	2,000	2,000	2,000
Sample Testing	11,826	11,355	9,000	9,000	9,000	9,000
Fees Paid to Commonwealth	4,953	4,953	5,000	5,000	5,000	5,000
Professional License	400	0	600	600	600	600
Loan Issuance Costs	0	0	0	30,470	30,470	0
<b>OTHER CHARGES - TOTAL</b>	<b>148,294</b>	<b>163,287</b>	<b>161,850</b>	<b>192,320</b>	<b>192,320</b>	<b>163,350</b>
<b>MATERIALS &amp; SUPPLIES</b>						
Office Supplies	0	0	1000	1000	2500	3,000
Repair & Maint. Supplies	16,949	7,358	20,000	20,000	20,000	25,000
Fuels & Lubricants	3,025	2,989	3,000	3,000	7,000	3,000
Materials & Supplies/Vehicles & Equip.	5	47	500	500	1,350	1,000
Uniforms & Wearing Apparel	87	246	500	500	1,000	4,340
Other Operating Supplies	84,200	106,635	95,000	95,000	215,000	100,000
Small Tools & Supplies	1,619	1,441	1,000	1,000	1,000	500
<b>MATERIALS &amp; SUPPLIES - TOTAL</b>	<b>105,885</b>	<b>118,716</b>	<b>121,000</b>	<b>120,000</b>	<b>245,350</b>	<b>136,840</b>
<b>WATER - TREATMENT - TOTAL</b>	<b>638,509</b>	<b>673,679</b>	<b>718,300</b>	<b>747,770</b>	<b>796,720</b>	<b>746,090</b>
<b>WATER - SUBTOTAL:</b>	<b>838,329</b>	<b>860,729</b>	<b>895,000</b>	<b>924,470</b>	<b>1,027,920</b>	<b>932,090</b>
<b>DEBT SERVICE</b>						
Debt Service - Principal	0	0	0	0	0	147,100
2014 Bond debt - September 2034						
Debt Service - Interest	0	0	0	56,751	56,751	132,900
2014 Bond debt - September 2034						



Town of Altavista  
Water Department  
FY2016 ADOPTED BUDGET

	<u>FY2013 ACTUAL</u>	<u>FY2014 ACTUAL</u>	<u>FY2015 ADOPTED</u>	<u>FY2015 AMENDED</u>	<u>FY2015 PROJECTED</u>	<u>FY2016 ADOPTED</u>
<b>DEBT SERVICE -TOTAL</b>	0	0	0	56,751	56,751	280,000
<b>WATER DEPARTMENT TOTAL - EXCLUDING CAPITAL</b>	<b>838,329</b>	<b>860,729</b>	<b>895,000</b>	<b>981,221</b>	<b>1,084,671</b>	<b>1,212,090</b>
<b>CAPITAL OUTLAY</b>						
Machinery & Equip. - Replc.	0	0	0	0	0	18,000
Motor Vehicles - Replc.	24,976	0	0	0	0	0
Machinery & Equip. - Replc.	12,985	6,783	115,000	115,000	115,000	192,600
Replacement - Water Improvements / Bedford Ave (1A)	0	0	0	0	4,070,000	0
Replacement - Improv Other than Buildings / Proj 5 & 6	173,794	302,908	0	0	2,700	0
Replacement - Water Improvements / Main St (1B)	0	0	0	0	46,000	0
<b>CAPITAL OUTLAY - TOTAL</b>	<b>211,754</b>	<b>309,691</b>	<b>115,000</b>	<b>115,000</b>	<b>4,233,700</b>	<b>210,600</b>
<b>TRANSFER OUT</b>						
Transfer Out - Enterprise Fund Reserve	0	0	132,275	132,775	171,755	73,630
<b>TRANSFER OUT - TOTAL</b>	<b>0</b>	<b>0</b>	<b>132,275</b>	<b>132,775</b>	<b>171,755</b>	<b>73,630</b>
<b>WATER DEPARTMENT TOTAL - INCLUDING CAPITAL</b>	<b>1,050,084</b>	<b>1,170,420</b>	<b>1,142,275</b>	<b>1,096,221</b>	<b>5,318,371</b>	<b>1,496,320</b>

# WASTE WATER EXPENDITURES

Town of Altavista  
Waste Water Department  
FY 2016 ADOPTED BUDGET

**UTILITIES (ENTERPRISE)**  
**WASTE WATER**  
**Fund 50 – Department 5101-702**

The Town of Altavista operates a 3.6 MGD waste water treatment facility located on the south side of the Norfolk Southern railway at the termini of Lane Access Road. The plant draws raw water from the Staunton River. The facility discharges treated effluent to the Staunton River. Currently there are ten full-time employees that operate the WWTP.

The WWTP is an activated sludge facility with extended aeration. The process includes two wastewater pump stations, a septage receiving station, head works, dual grit traps, aeration basins, and circular secondary clarifiers with return/waste activated sludge and scum pump station. Ultraviolet irradiation is used for disinfection of treated effluent.

The Administration component of this department handles the monthly and quarterly billings. The budget includes 15% of a Clerk IV's salary and benefits for the billing and payments associated with water bills.

The Distribution component of this department, which is made up of employees that are directed through Public Works, consists of an Administrative Assistant (10%) and a Utility Supervisor (50%), that directs a three person crew (50%). This group is responsible for the maintenance/repair/replacement of sewer lines.

Town of Altavista  
Waste Water Department  
FY2016 ADOPTED BUDGET

	<b>FY2013 ACTUAL</b>	<b>FY2014 ACTUAL</b>	<b>FY2015 ADOPTED</b>	<b>FY2015 AMENDED</b>	<b>FY2015 PROJECTED</b>	<b>FY2016 ADOPTED</b>
<b>WASTE WATER DEPARTMENT - FUND 50 (INCLUDES 2% Salary Range Adjustment &amp; 2% COLA)</b>						
Wages & Benefits	610,725	607,088	645,500	645,500	652,560	677,600
Other Employee Benefits						
Services	28,917	23,459	10,650	24,470	71,050	15,650
Other Charges	301,066	313,660	311,500	311,500	313,150	313,000
Materials & Supplies	138,836	146,767	163,600	163,600	163,600	168,700
Debt Service	0	0	0	0	0	0
Capital Outlay	253,464	449,317	272,500	272,500	169,400	210,000
Transfers	0	0	132,275	132,275	171,755	73,630
<b>Total Expenditures</b>	<b>1,333,008</b>	<b>1,540,291</b>	<b>1,536,025</b>	<b>1,549,845</b>	<b>1,541,515</b>	<b>1,458,580</b>
<b>PERSONNEL - WAGES &amp; BENEFITS - ADMIN.</b>						
Salaries & Wages - Admin.	5,060	4,813	5,100	5,100	5,100	5,200
Salaries & Wages - Overtime	37	10	100	100	100	100
FICA	316	303	400	400	400	500
VRS Retirement	535	545	600	600	600	600
Medical Insurance	960	918	1,000	1,000	1,000	1,200
Group Life Insurance	58	59	100	100	100	100
<b>WAGES &amp; BENEFITS - ADMIN. - TOTAL</b>	<b>6,966</b>	<b>6,648</b>	<b>7,300</b>	<b>7,300</b>	<b>7,300</b>	<b>7,700</b>
<b>PERSONNEL - WAGES &amp; BENEFITS - COLLECTION</b>						
Salaries & Wages - Collection	42,854	43,772	58,000	58,000	58,000	59,500
Salaries & Wages - Overtime	569	792	3,000	3,000	3,000	3,000
FICA	4,402	4,682	4,700	4,700	4,700	4,800
VRS Retirement	6,387	6,889	6,500	6,500	6,500	6,600
Medical Insurance	3,806	6,967	5,500	5,500	8,500	9,800

Town of Altavista  
Waste Water Department  
FY2016 ADOPTED BUDGET

	<u>FY2013 ACTUAL</u>	<u>FY2014 ACTUAL</u>	<u>FY2015 ADOPTED</u>	<u>FY2015 AMENDED</u>	<u>FY2015 PROJECTED</u>	<u>FY2016 ADOPTED</u>
Group Life Insurance	688	742	800	800	800	800
<b>WAGES &amp; BENEFITS - COLLECTION - TOTAL</b>	<b>58,706</b>	<b>63,845</b>	<b>78,500</b>	<b>78,500</b>	<b>81,500</b>	<b>84,500</b>
<b>MATERIALS &amp; SUPPLIES - COLLECTION</b>						
Repair & Maintenance Supplies	12,540	7,789	18,000	18,000	18,000	20,000
<b>MATERIALS &amp; SUPPLIES - TOTAL</b>	<b>12,540</b>	<b>7,789</b>	<b>18,000</b>	<b>18,000</b>	<b>18,000</b>	<b>20,000</b>
<b>COLLECTION TOTAL</b>	<b>71,246</b>	<b>71,634</b>	<b>96,500</b>	<b>96,500</b>	<b>99,500</b>	<b>104,500</b>
<b>PERSONNEL - WAGES &amp; BENEFITS - TREATMENT</b>						
Salaries & Wages - Treatment	409,075	402,701	431,100	431,100	415,000	425,000
Salaries & Wages - Overtime	4,709	5,209	4,500	4,500	6,000	4,500
FICA	28,729	29,254	33,500	33,500	32,210	33,000
VRS Retirement	43,578	43,822	47,500	47,500	45,400	47,000
Medical Insurance	54,265	50,887	37,400	37,400	60,200	70,800
Group Life Insurance	4,697	4,723	5,700	5,700	4,950	5,100
<b>WAGES &amp; BENEFITS - TREATMENT - TOTAL</b>	<b>545,052</b>	<b>536,596</b>	<b>559,700</b>	<b>559,700</b>	<b>563,760</b>	<b>585,400</b>
<b>SERVICES-PURCHASED, SHARED, INTERNAL</b>						
Maint. Service Contracts	4,529	4,845	5,500	5,500	5,500	5,500
Misc. Professional Services	21,573	17,054	0	13,820	60,400	5,000
Physicals	45	90	150	150	150	150
Repairs & Maint.	2,770	1,470	5,000	5,000	5,000	5,000
<b>SERVICES - TOTAL</b>	<b>28,917</b>	<b>23,459</b>	<b>10,650</b>	<b>24,470</b>	<b>71,050</b>	<b>15,650</b>
<b>OTHER CHARGES - WASTE WATER</b>						
Electrical	276,380	280,406	275,000	275,000	275,000	275,000

Town of Altavista  
Waste Water Department  
FY2016 ADOPTED BUDGET

	<u>FY2013</u> <u>ACTUAL</u>	<u>FY2014</u> <u>ACTUAL</u>	<u>FY2015</u> <u>ADOPTED</u>	<u>FY2015</u> <u>AMENDED</u>	<u>FY2015</u> <u>PROJECTED</u>	<u>FY2016</u> <u>ADOPTED</u>
Heating	4,732	3,550	5,000	5,000	5,000	5,000
Telecommunications	4,361	4,406	4,500	4,500	4,500	4,500
Subsistence & Lodging	0	0	300	300	300	300
Conventions & Education	942	576	1,000	1,000	1,000	1,500
Dues & Assoc. Memberships	0	0	0	0	0	0
Refunds	0	0	0	0	1,650	0
Miscellaneous Expense	343	3,061	1,000	1,000	1,000	1,000
Sample Testing	5,416	12,492	15,000	15,000	15,000	15,000
Fees Paid to Commonwealth	8,892	8,529	9,200	9,200	9,200	9,200
Professional License	0	640	500	500	500	1,500
<b>OTHER CHARGES - TOTAL</b>	<b>301,066</b>	<b>313,660</b>	<b>311,500</b>	<b>311,500</b>	<b>313,150</b>	<b>313,000</b>
<b>MATERIALS &amp; SUPPLIES</b>						
Office Supplies	428	427	500	1,140	1,140	500
Maint. Supplies	47,598	49,619	50,000	50,000	50,000	50,000
Fuels & Lubricants	9,728	11,755	9,000	9,000	9,000	9,000
Materials & Supplies/Vehicles & Equip.	1,522	1,093	3,600	3,600	3,600	2,000
Uniforms & Wearing Apparel	313	641	1,000	1,000	1,000	5,700
Other Operating Supplies	65,876	74,035	80,000	79,360	79,360	80,000
Small Tools & Supplies	832	1,409	1,500	1,500	1,500	1,500
<b>MATERIALS &amp; SUPPLIES - TOTAL</b>	<b>126,296</b>	<b>138,978</b>	<b>145,600</b>	<b>145,600</b>	<b>145,600</b>	<b>148,700</b>
<b>WASTE WATER TREATMENT - TOTAL</b>	<b>1,001,332</b>	<b>1,012,692</b>	<b>1,027,450</b>	<b>1,041,270</b>	<b>1,093,560</b>	<b>1,062,750</b>
<b>WASTE WATER DEPARTMENT TOTAL - EXCLUDING CAPITAL</b>	<b>1,079,544</b>	<b>1,090,974</b>	<b>1,131,250</b>	<b>1,145,070</b>	<b>1,200,360</b>	<b>1,174,950</b>
<b>CAPITAL OUTLAY</b>						
Machinery & Equip. - Replc.	0	0	0	0	0	10,500

Town of Altavista  
Waste Water Department  
FY2016 ADOPTED BUDGET

	<b><u>FY2013</u></b> <b><u>ACTUAL</u></b>	<b><u>FY2014</u></b> <b><u>ACTUAL</u></b>	<b><u>FY2015</u></b> <b><u>ADOPTED</u></b>	<b><u>FY2015</u></b> <b><u>AMENDED</u></b>	<b><u>FY2015</u></b> <b><u>PROJECTED</u></b>	<b><u>FY2016</u></b> <b><u>ADOPTED</u></b>
Machinery & Equip. - Replc.	23,539	44,941	175,500	175,500	64,000	199,500
Motor Vehicle - Replace	0	0	97,000	97,000	97,000	0
Motor Vehicle - New	23,569	0	0	0	0	0
Improvements other than Buildings - Replc.	206,356	352,894	0	0	8,400	0
Buildings - Replace	0	51,483	0	0	0	0
<b>CAPTIAL OUTLAY - TOTAL</b>	<b>253,464</b>	<b>449,317</b>	<b>272,500</b>	<b>272,500</b>	<b>169,400</b>	<b>210,000</b>
<b>TRANSFER OUT</b>						
Transfer Out - Enterprise Fund Reserve	0	0	132,275	132,275	171,755	73,630
<b>TRANSFER OUT - TOTAL</b>	<b>0</b>	<b>0</b>	<b>132,275</b>	<b>132,275</b>	<b>171,755</b>	<b>73,630</b>
<b>WASTE WATER - TOTAL INCLUDING CAPITAL</b>	<b>1,333,008</b>	<b>1,540,291</b>	<b>1,536,025</b>	<b>1,549,845</b>	<b>1,541,515</b>	<b>1,458,580</b>

# CEMETERY FUND (FUND 90)



Town of Altavista  
Cemetery Fund  
FY2016 ADOPTED BUDGET

	<b><u>FY2013</u></b>	<b><u>FY2014</u></b>	<b><u>FY2015</u></b>	<b><u>FY2015</u></b>	<b><u>FY2015</u></b>	<b><u>FY2016</u></b>
<b>Cemetery Fund - Fund 90</b>	<b><u>ACTUAL</u></b>	<b><u>ACTUAL</u></b>	<b><u>ADOPTED</u></b>	<b><u>AMENDED</u></b>	<b><u>PROJECTED</u></b>	<b><u>ADOPTED</u></b>
<b>REVENUE</b>						
Permits/Burials	20,450	15,100	15,000	15,000	15,000	15,000
Interest/Interest Income	7,254	8,645	8,500	8,500	9,000	9,000
Miscellaneous/Sale of Real Estate	1,800	3,900	4,000	4,000	6,200	4,000
Miscellaneous/Misc.	0	0	0	0	0	0
Transfer In From General Fund	<u>25,000</u>	<u>30,965</u>	<u>28,580</u>	<u>28,580</u>	<u>27,680</u>	<u>49,280</u>
<b>Cemetery Fund - GRAND TOTAL:</b>	<b><u>54,504</u></b>	<b><u>58,610</u></b>	<b><u>56,080</u></b>	<b><u>56,080</u></b>	<b><u>57,880</u></b>	<b><u>77,280</u></b>
<b>EXPENDITURES</b>						
Salaries and Wages/Regular	10,002	11,759	9,500	9,500	9,500	9,500
Salaries and Wages/Overtime	1,501	787	500	500	500	500
Benefits/FICA	827	893	800	800	800	800
Benefits/VRS	1,108	1,264	1,050	1,050	1,050	1,050
Benefits/Medical	1,312	1,446	1,100	1,100	1,100	1,300
Benefits/Group Life	119	136	130	130	130	130
Other Charges/Misc. Reimb.	225	0	0	0	1,800	
Materials/Supplies & Repairs/Maint.	17,364	17,324	18,000	18,000	18,000	18,000
<b>CEMETERY TOTAL - EXCLUDING CAPITAL</b>	<b>32,458</b>	<b>33,610</b>	<b>31,080</b>	<b>31,080</b>	<b>32,880</b>	<b>31,280</b>
<b>CAPITAL OUTLAY</b>						
Machinery & Equip. - Repl.	0	0	0	0	0	21,000
<b>CAPITAL OUTLAY - TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>21,000</b>
Transfer Out/To Cemetery Reserve	<u>22,046</u>	<u>25,000</u>	<u>25,000</u>	<u>25,000</u>	<u>25,000</u>	<u>25,000</u>
<b>Cemetery Fund - GRAND TOTAL:</b>	<b><u>54,504</u></b>	<b><u>58,610</u></b>	<b><u>56,080</u></b>	<b><u>56,080</u></b>	<b><u>57,880</u></b>	<b><u>77,280</u></b>

# CAPITAL IMPROVEMENT PROGRAM (CIP)

- FY 2016 – 2020 Spreadsheet
- FY 2016 Funding Sources
- Departmental Project Detail Sheets

Town of Altavista  
CIP Funding Sources  
FY 2016 ADOPTED BUDGET

<b>CIP FUNDING SOURCES FOR FY2016</b>								
<b>Item or Project</b>	<b>General Fund</b>	<b>Enterprise Fund</b>	<b>Highway Fund</b>	<b>CIP Reserves</b>	<b>Grants</b>	<b>Other</b>	<b>Description</b>	
Upgrade Microsoft Office from 2007 to 2013	\$ 10,000.00							
Restoration of Brick Kitchen (Avoca)	\$ 25,000.00							
Replace 1 Police car (PD)	\$ 36,000.00							
Replace 17 hand-held radios (PD)	\$ 16,150.00							
Replace 6 tasers (PD)	\$ 6,800.00							
Renovation to upstairs of old Firehouse (PD)	\$ 9,000.00							
Sidewalk, curb and gutter (PW)			\$ 93,000.00					
Replace 1998 leaf vacuum (PW)	\$ 26,000.00							
Replace refuse truck (PW)	\$ 116,000.00			\$ 184,000.00			General Fund Cemetery	
Purchase Mini excavator (PW)		\$ 21,000.00				\$ 21,000.00		
Replace 1988 walk-behind pavement saw (PW)		\$ 7,500.00						
Construct pole building for deicing salt (PW)			\$ 75,000.00					
Replace 1999 dump truck (PW)	\$ 41,000.00						Designate in reserves	
Replace Christmas decorations and lights (PW)	\$ 18,000.00							
Purchase 2 bus shelters (Trans)	\$ 2,400.00				\$ 9,600.00			
Replace 15 passenger bus (Trans)	\$ 12,630.00				\$ 50,520.00			
Replace Autoclave for main lab (WWTP)		\$ 15,000.00						
Replace 100hp blowers (WWTP)		\$ 40,000.00						
Replace polyblend mixer (WWTP)		\$ 15,000.00						
Replace clarifier #3 gear box (WWTP)		\$ 35,000.00						
Replace Biochemical Oxygen Demand Incubator		\$ 9,000.00						
Replace polymer pumps for press (WWTP)		\$ 15,000.00						
Replace press hydraulic ram (WWTP)		\$ 9,000.00						
Replace 60hp digester blower (WWTP)		\$ 15,000.00						
Replace 40hp pump and motors (WWTP)		\$ 24,500.00						
Replace feed pump for press (WWTP)		\$ 22,000.00						
Tank maintenance and repair (WTP)		\$ 98,600.00					Enterprise Fund	
Replace (2) backwash valves (WTP)		\$ 17,000.00						
Replace backwash control panel		\$ 20,000.00						
Replace water actuator valves for filters (WTP)		\$ 30,000.00						
Replace Staunton River raw water pump (WTP)		\$ 27,000.00						
<b>TOTAL</b>	<b>\$ 318,980.00</b>	<b>\$ 420,600.00</b>	<b>\$ 168,000.00</b>	<b>\$ 184,000.00</b>	<b>\$ 60,120.00</b>	<b>\$ 21,000.00</b>	<b>\$ 1,172,700.00</b>	
Percent Per Funding Source	27%	36%	14%	16%	5%	2%	100%	

## Town of Altavista Capital Improvements Program FY 2016-2020

Department	Project	FY2016	FY2017	FY2018	FY2019	FY2020	TOTAL
Administration	Upgrade Microsoft Office from 2007 to 2013	\$ 10,000.00					\$ 10,000.00
Administration	Replace phone system with IP system		\$ 30,000.00				\$ 30,000.00
Administration	Upgrade Small Business Server and Licenses				\$ 8,500.00		\$ 8,500.00
Administration	Replace Gov't System Server with ASP					\$ 55,000.00	\$ 55,000.00
<b>TOTAL</b>		<b>\$ 10,000.00</b>	<b>\$ 30,000.00</b>	<b>\$ -</b>	<b>\$ 8,500.00</b>	<b>\$ 55,000.00</b>	<b>\$ 103,500.00</b>

Department	Project	FY2016	FY2017	FY2018	FY2019	FY2020	TOTAL
Avoca	Restoration of exterior brick/mortar- kitchen	\$ 25,000.00					\$ 25,000.00
Avoca	Restoration of lime plaster in brick kitchen		\$ 33,500.00				\$ 33,500.00
Avoca	Remove tree & grind stump in front yard				\$ 7,000.00		\$ 7,000.00
Avoca	Replace dairy house roof					\$ 7,000.00	\$ 7,000.00
<b>TOTAL</b>		<b>\$ 25,000.00</b>	<b>\$ 33,500.00</b>	<b>\$ -</b>	<b>\$ 7,000.00</b>	<b>\$ 7,000.00</b>	<b>\$ 72,500.00</b>

Department	Project	FY2016	FY2017	FY2018	FY2019	FY2020	TOTAL
Economic Development	Installation of wireless access points		\$ 55,000.00				\$ 55,000.00
Economic Development	Develop Welcome Center				\$ -		\$ -
<b>TOTAL</b>		<b>\$ -</b>	<b>\$ 55,000.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 55,000.00</b>

Department	Project	FY2016	FY2017	FY2018	FY2019	FY2020	TOTAL
Police	Replacement of patrol vehicles	\$ 36,000.00	\$ 39,600.00	\$ 43,500.00	\$ 47,900.00	\$ 52,700.00	\$ 219,700.00
Police	Replace 17 Mororola Hand-held radios	\$ 16,150.00					\$ 16,150.00
Police	Replace 6 Taser X26 with 6 X26P models	\$ 6,800.00					\$ 6,800.00
Police	Relocation of some operations to Upstairs of FD	\$ 9,000.00					\$ 9,000.00
Police	Replace (6) video cameras with wireless digital		\$ 40,000.00				\$ 40,000.00
Police	Replace 10 Motorola mobile radios w/ XG-25M		\$ 27,000.00				\$ 27,000.00
Police	Repalce 15 lap top computers					\$ 17,500.00	\$ 17,500.00
<b>TOTAL</b>		<b>\$ 67,950.00</b>	<b>\$ 106,600.00</b>	<b>\$ 43,500.00</b>	<b>\$ 47,900.00</b>	<b>\$ 70,200.00</b>	<b>\$ 336,150.00</b>

Department	Project	FY2016	FY2017	FY2018	FY2019	FY2020	TOTAL
Public Works	Sidewalk, curb & gutter and drainage	\$ 93,000.00	\$ 150,000.00	\$ 150,000.00	\$ 150,000.00	\$ 150,000.00	\$ 693,000.00
Public Works	Replace 1998 vacuum leaf vacuum	\$ 26,000.00					\$ 26,000.00
Public Works	Replace garbage truck	\$ 300,000.00					\$ 300,000.00
Public Works	Purchase Mini-excavator	\$ 42,000.00					\$ 42,000.00
Public Works	Replace 1988 walk-behind pavement saw	\$ 7,500.00					\$ 7,500.00
Public Works	Replace Christmas decorations and lights	\$ 18,000.00					\$ 18,000.00
Public Works	Replace 1986 asphalt roller		\$ 46,000.00				\$ 46,000.00
Public Works	Replace 1997 Ford dump truck		\$ 125,000.00				\$ 125,000.00
Public Works	Replace 2000 1/2 ton pickup with flatbed truck		\$ 55,000.00				\$ 55,000.00
Public Works	Construct pole building for road deicing salt	\$ 75,000.00	\$ 75,000.00				\$ 150,000.00
Public Works	Replace 2001 3/4 ton 4x4 pick up		\$ 28,000.00				\$ 28,000.00
Public Works	Replace 1999 Dump Truck	\$ 41,000.00	\$ 41,000.00	\$ 41,000.00			\$ 123,000.00
Public Works	Replace 1986 2150 tractor/mower			\$ 40,000.00			\$ 40,000.00
Public Works	Replace motor grader with newer used model			\$ 50,000.00			\$ 50,000.00
Public Works	Replace 2004 1/2 Ton Pick up				\$ 30,000.00		\$ 30,000.00
Public Works	Replace 2004 Street Sweeper		\$ 40,000.00	\$ 40,000.00	\$ 40,000.00		\$ 120,000.00
Public Works	Replace 1986 850 tractor/mower					\$ 45,000.00	\$ 45,000.00
<b>TOTAL</b>		<b>\$ 602,500.00</b>	<b>\$ 560,000.00</b>	<b>\$ 321,000.00</b>	<b>\$ 220,000.00</b>	<b>\$ 195,000.00</b>	<b>\$ 1,898,500.00</b>

## Town of Altavista Capital Improvements Program FY 2016-2020

Department	Project	FY2016	FY2017	FY2018	FY2019	FY2020	TOTAL
Transportation	Purchase 2 bus shelters and benches	\$ 12,000.00	\$ 13,500.00				\$ 25,500.00
Transportation	Purchase computer and monitor for Trans Admin						\$ -
Transportation	Camera Monitoring System						\$ -
Transportation	Replacement bus	\$ 63,150.00	\$ 65,200.00			\$ 74,700.00	\$ 203,050.00
<b>TOTAL</b>		<b>\$ 75,150.00</b>	<b>\$ 78,700.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 74,700.00</b>	<b>\$ 228,550.00</b>

Department	Project	FY2016	FY2017	FY2018	FY2019	FY2020	TOTAL
Wastewater	Replace autoclave for main lab	\$ 15,000.00					\$ 15,000.00
Wastewater	Replace 2 100hp blowers	\$ 40,000.00		\$ 15,000.00		\$ 15,000.00	\$ 70,000.00
Wastewater	Replace polyblend mixer for press system	\$ 15,000.00					\$ 15,000.00
Wastewater	Replace clarifier #3 gear box	\$ 35,000.00					\$ 35,000.00
Wastewater	Replace Biochemical Oxy. Demand (BOD) Incubator	\$ 9,000.00					\$ 9,000.00
Wastewater	Replace polymer pumps for press system	\$ 15,000.00					\$ 15,000.00
Wastewater	Replace press hydraulic ram	\$ 9,000.00					\$ 9,000.00
Wastewater	Replace 60hp digester blower	\$ 15,000.00		\$ 15,000.00		\$ 17,000.00	\$ 47,000.00
Wastewater	Replace 40hp pumps and motors at pump stations	\$ 24,500.00	\$ 25,500.00	\$ 26,500.00	\$ 27,500.00	\$ 27,500.00	\$ 131,500.00
Wastewater	Replace feed pump for press system	\$ 22,000.00		\$ 22,000.00		\$ 23,000.00	\$ 67,000.00
Wastewater	Repair concrete walls at Riverview & Main Stat.		\$ 42,000.00				\$ 42,000.00
Wastewater	Repair/replace worn & damage asphalt		\$ 30,000.00	\$ 30,000.00			\$ 60,000.00
Wastewater	Replace Magnetic Flow Meter- Main Pump Station		\$ 35,000.00				\$ 35,000.00
Wastewater	Replace Air Compressor Solids Handling				\$ 10,000.00		\$ 10,000.00
Wastewater	New 80-foot Clarifier					\$ 450,000.00	\$ 450,000.00
<b>TOTAL</b>		<b>\$ 199,500.00</b>	<b>\$ 132,500.00</b>	<b>\$ 108,500.00</b>	<b>\$ 37,500.00</b>	<b>\$ 532,500.00</b>	<b>\$ 1,010,500.00</b>

Department	Project	FY2016	FY2017	FY2018	FY2019	FY2020	TOTAL
Water	Tank maintenance and repair	\$ 98,600.00	\$ 198,600.00	\$ 198,600.00	\$ 198,600.00	\$ 38,300.00	\$ 732,700.00
Water	Replace 2 backwash valves	\$ 17,000.00					\$ 17,000.00
Water	Replace backwash control panel	\$ 20,000.00					\$ 20,000.00
Water	Replace water actuator valves- filters 1-5	\$ 30,000.00					\$ 30,000.00
Water	Replace Staunton River raw water pumps	\$ 27,000.00				\$ 29,000.00	\$ 56,000.00
Water	Replace 12 turbidity meters filters 1-5...		\$ 65,000.00				\$ 65,000.00
Water	Install manual transfer switches		\$ 45,000.00				\$ 45,000.00
Water	Replace chemical pump		\$ 13,000.00		\$ 15,000.00		\$ 28,000.00
Water	Remove sedimentation from Reed Creek intake					\$ 46,000.00	\$ 46,000.00
<b>TOTAL</b>		<b>\$ 192,600.00</b>	<b>\$ 321,600.00</b>	<b>\$ 198,600.00</b>	<b>\$ 213,600.00</b>	<b>\$ 113,300.00</b>	<b>\$ 1,039,700.00</b>

<b>Total for individual years FY2016-2020</b>	<b>\$ 1,172,700.00</b>	<b>\$ 1,317,900.00</b>	<b>\$ 671,600.00</b>	<b>\$ 534,500.00</b>	<b>\$ 1,047,700.00</b>	<b>\$ 4,744,400.00</b>
<b>Total Unfunded FY2017-2020</b>						<b>\$ 3,571,700.00</b>

<b>Annual Percentage of 2016-2020 CIP</b>	<b>24.72%</b>	<b>27.78%</b>	<b>14.16%</b>	<b>11.27%</b>	<b>22.08%</b>	<b>100%</b>
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# Town of Altavista

## Capital Improvement Program FY2016-2020

07/01/2015

# Administration

**FY2016-2020  
Capital Improvements Program**

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**Department:** Administration

**Description:** Upgrade Microsoft Office Open Business License from 2007 to 2013

**Project Number:**

**Account Number:** 010-1101-401.81-04

**Justification:** Our Microsoft Office applications were last upgraded in FY 2009, when we installed Office 2007. Upgrading to Microsoft Office 2013 updates applications such as word, excel, and outlook used throughout the organization on a daily basis.

**Does this project meet a goal/objective of the Comprehensive Plan?** YES

**Location:** Town Hall

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Costs	FY2016	FY2017	FY2018	FY2019	FY2020	TOTAL
Planning/Design						-
Construction						-
Equipment/Furnishings	10,000					10,000
Other--Contingencies						
TOTAL	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ 10,000

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**Annual Operating Budget Impact:** None

**Funding Sources:** General Fund



**FY2016-2020**  
**Capital Improvements Program**

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**Department:** Administration

**Description:** Replace phone system with IP based phone system

**Project Number:**

**Account Number:**

**Justification:** Our current phone system was installed in FY 2002 and uses the traditional Public Switched Telephone Network (PSTN). IP based phone systems transmit telephone calls over the internet as opposed to the circuit-switched system. A couple of key advantages to an IP based phone system are no fees beyond the cost of internet access and bringing the entire organization under one phone system.

**Does this project meet a goal/objective of the Comprehensive Plan?** Yes

**Location:** All Departments

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Costs	FY2016	FY2017	FY2018	FY2019	FY2020	TOTAL
Planning/Design						-
Construction						-
Equipment/Furnishings		30,000				30,000
Other--Contingencies						
TOTAL	\$ -	\$ 30,000	\$ -	\$ -	\$ -	\$ 30,000

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**Annual Operating Budget Impact:** None

**Funding Sources:** General Fund

**FY2016-2020**  
**Capital Improvements Program**

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**Department:** Administration

**Description:** Upgrade our Small Business Server and Exchange Licenses

**Project Number:**

**Account Number:**

**Justification:** Our existing Small Business Server was replaced in FY 2013. Our current inventory replacement plan for our network servers is 6 or 7 years in order to remain current on our operating system.

**Does this project meet a goal/objective of the Comprehensive Plan?** Yes

**Location:** Town Hall

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Costs	FY2016	FY2017	FY2018	FY2019	FY2020	TOTAL
Planning/Design						-
Construction						-
Equipment/Furnishings				8,500		8,500
Other--Contingencies						
TOTAL	\$ -	\$ -	\$ -	\$ 8,500	\$ -	\$ 8,500

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**Annual Operating Budget Impact:** None

**Funding Sources:** General Fund

**FY2016-2020**  
**Capital Improvements Program**

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**Department:** Administration

**Description:** Replace Government System Server with the Application Service Provider (ASP)

**Project Number:**

**Account Number:** 010-1101-401-81-04

**Justification:** The current 800 Server was purchased in FY 2012. Going the ASP route would eliminate the purchase of an As400 machine, which typically has a lifespan of 7 or 8 years. The annual maintenance contract the Town currently pays as well as other costs for using and maintaining the As400 machine would be offset with the annual access fee for ASP.

**Does this project meet a goal/objective of the Comprehensive Plan?** Yes

**Location:** Town Hall

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Costs	FY2016	FY2017	FY2018	FY2019	FY2020	TOTAL
Planning/Design						-
Construction						-
Equipment/Furnishings					55,000	55,000
Other--Contingencies						
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ 55,000	\$ 55,000

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**Annual Operating Budget Impact:** None

**Funding Sources:** General Fund

Avoca

**FY2016-2020**  
**Capital Improvements Program**

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**Department:** Avoca

**Description:** Restoration of exterior brick/mortar on the original brick kitchen. (ca. 1780 – 1800)

**Project Number:**

**Account Number:** 010-9105-801.81-30

**Justification:** The original brick kitchen used at Avoca until circa 1930 is arguably the oldest the oldest structure in the Town and is by far the oldest structure available for tourists. The structure was built by Revolutionary War soldier Col. Charles Lynch circa 1780-1800. The original plaster is beginning to break away from the brick walls, requiring repairs before irrevocable damage is done. The lime plaster may need replacing but prior to that, the current brick mortar needs to be replaced with correct mortar. The mortar that was used when the structure was restored originally is not porous enough to allow moisture to dry out, resulting in the inside plaster being pulled away from brick causing it to crumble. The chief restoration archaeologist from Poplar Forest looked at the kitchen and he will return after we have done recommended work (by the end of February) to see if we need to replace the crumbling plaster, which will save us a major expense.

**Does this project meet a goal/objective of the Comprehensive Plan?** Yes-- Page 94 in Comprehensive plan as it relates to community facilities; page 96 relating to community services; page 103 obj. # 3, relating to encouraging and maintaining cultural development; page 107, obj. # 6, promoting tourism.

**Location:** Avoca

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Costs	FY2016	FY2017	FY2018	FY2019	FY2020	TOTAL
Planning/Design						-
Construction						-
Equipment/Furnishings	25,000					25,000
Other--Contingencies						
TOTAL	\$ 25,000	\$ -	\$ -		\$ -	\$ 25,000

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**Annual Operating Budget Impact:** None

**Funding Sources:** General Operating Fund

**FY2016-2020  
Capital Improvements Program**

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**Department:** Avoca

**Description:** Restoration of lime plaster in the original brick kitchen.

**Project Number:**

**Account Number:**

**Justification:** The original brick kitchen used at Avoca until circa 1930 is arguably the oldest the oldest structure in the Town and is by far the oldest structure available for tourists. The structure was built by Revolutionary War soldier Col. Charles Lynch circa 1780-1800. The original plaster is beginning to break away from the brick walls, requiring repairs prior to irrevocable damage is done. This will allow replacement of all 4 sides with original type of lime mortar. Ceiling does not need to be replaced.

**Does this project meet a goal/objective of the Comprehensive Plan?** Yes-- Page 94 in Comprehensive plan as it relates to community facilities; page 96 relating to community services; page 103 obj. # 3, relating to encouraging and maintaining cultural development; page 107, obj. # 6, promoting tourism.

**Location:** Avoca

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Costs	FY2016	FY2017	FY2018	FY2019	FY2020	TOTAL
Planning/Design						-
Construction						-
Equipment/Furnishings		33,500				33,500
Other--Contingencies						
TOTAL	\$ -	\$ 33,500	\$ -	\$ -	\$ -	\$ 33,500

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**Annual Operating Budget Impact:** None

**Funding Sources:** General Operating Fund \$22,000 with AVOCA fund raising \$11,500

**FY2016-2020  
Capital Improvements Program**

---

**Department:** Avoca

**Description:** Removal of large oak tree that is expected to die before 2021.

**Project Number:**

**Account Number:**

**Justification:** This oak tree, according to experts, is close to death. With its close proximity to the house, it is a liability and must be removed. Also, the stump remaining must be ground down along with its roots.

**Does this project meet a goal/objective of the Comprehensive Plan? NO or YES – YES; Page 30, “Maintain high quality of community facilities and infrastructure”; page 107, obj. # 6, promoting tourism.**

**Location:** Lawn in front of Avoca Museum

---

Costs	FY2016	FY2017	FY2018	FY2019	FY2020	TOTAL
Planning/Design						-
Construction				7,000		7,000
Equipment/Furnishings						-
Other--Contingencies						
TOTAL	\$ -	\$ -	\$ -	\$ 7,000	\$ -	\$ 7,000

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**Annual Operating Budget Impact:** None

**Funding Sources:** General Operating Fund

**FY2016-2020**  
**Capital Improvements Program**

---

**Department:** Avoca

**Description:** Replacement of dairy house roof.

**Project Number:**

**Account Number:**

**Justification:** The dairy house is one of the oldest buildings in Altavista, probably built by Col. Charles Lynch prior to 1796. Its roof is thatched with wooden shingles. It has been about 10 years since this roof was replaced and it will likely need to be replaced around the year 2020. Preventing a leaky roof will help ensure the survival of this historic building.

**Does this project meet a goal/objective of the Comprehensive Plan? NO or YES – YES; Page 30, “Maintain high quality of community facilities and infrastructure”; page 107, obj. # 6, promoting tourism.**

**Location:** Grounds of Avoca Museum

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Costs	FY2016	FY2017	FY2018	FY2019	FY2020	TOTAL
Planning/Design						-
Construction					7,000	7,000
Equipment/Furnishings						-
Other--Contingencies						
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 7,000

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**Annual Operating Budget Impact:** None

**Funding Sources:** General Operating Fund



# Economic Development

**FY2016-2020**  
**Capital Improvements Program**

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**Department:** Economic Development

**Description:** Installation of wireless internet access points at offsite locations in the community.

**Project Number:**

**Account Number:**

**Justification:** The addition of a community based wireless internet connection in the community will be an asset for the business district; the emergency services officials; and public education facilities in the community. In the 2009 Town of Altavista Comprehensive Plan there was an outline **for creating a reliable and acceptable level of service that meets the needs of the industries, businesses, and individual citizens of the community.**

**Does this project meet a goal/objective of the Comprehensive Plan? YES;**

**Location:** Town Hall and various points throughout the community.

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Costs	FY2016	FY2017	FY2018	FY2019	FY2020	TOTAL
Planning/Design		5,000				5,000
Construction	\$	45,000				45,000
Equipment/Furnishings						-
Other--Contingencies		5,000				5,000
TOTAL	\$ -	\$ 55,000	\$ -	\$ -	\$ -	\$ 55,000

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**Annual Operating Budget Impact:** General Fund

**Funding Sources:** USDA; Mid- Atlantic Broadband; private sector support; General Fund

# Police Department

**FY2016-2020**

**Capital Improvements Program**

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**Department:** Police

**Description:** Replace one (1) patrol vehicle

**Project Number:**

**Account Number:** 010-3101-501.81-02

**Justification:** Replace one (1) patrol vehicle with mileage exceeding 100,000 miles.

**Does this project meet a goal/objective of the Comprehensive Plan? YES:** Insure that Altavista has high-quality emergency services. Police Vehicle will be used to assist patrol officers with their duties in patrolling and responding to police related incidents. Typical uses of police units include; transportation for officers to reach the scene of an incident safely and quickly, to transport criminal suspects, operate safely during pursuits and responding to mayday calls, and patrol the vicinity of the Town of Altavista, while providing a high visibility in an attempt to be a deterrent to crime.

**Location:** Police Department

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Costs	FY2016	FY2017	FY2018	FY2019	FY2020	TOTAL
Planning/Design						-
Construction						-
Equipment/Furnishings	\$36,000	39,600	43,500	47,900	52,700	219,700
Other--Contingencies						-
<b>TOTAL</b>	<b>\$ 36,000</b>	<b>\$ 39,600</b>	<b>\$ 43,500</b>	<b>\$ 47,900</b>	<b>\$ 52,700</b>	<b>\$ 219,700</b>

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**Annual Operating Budget Impact:** None

**Funding Sources:** General Fund Operating Budget



2015 Ford Interceptor Utility Patrol Vehicle

**FY2016-2020**  
**Capital Improvements Program**

---

**Department:** Police

**Description:** Replace seventeen (17) Motorola HT1250 Hand-held radios with (17) Harris Communications XG 25P Hand-held radios.

**Project Number:**

**Account Number:** 010-3101-501.81-10

**Justification:** Replace seventeen (17) Motorola HT1250 Hand-held radios that are over nine (9) years old. These radios are continually exposed to the year round elements of nature and endure a high volume of use. Harris Communications is offering a forty (40) percent reduction over standard pricing.

**Does this project meet a goal/objective of the Comprehensive Plan? YES:** Insure the Altavista Police Department maintains high-quality communications. After approximately five (5) years, the internal components of the radios typically begin to show signs of deterioration and the antennas' housings begin to fail. The police department's ability to successfully communicate by radio can mean the difference between life and death.

**Location:** Police Department

---

Costs	FY2016	FY2017	FY2018	FY2019	FY2020	TOTAL
Planning/Design						-
Construction						-
Equipment/Furnishings	16,150					16,150
Other--Contingencies						
TOTAL	\$ 16,150	\$ -	\$ -	\$ -	\$ -	\$ 16,150

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**Annual Operating Budget Impact:** None

**Funding Sources:** General Fund Operating Budget



Harris Communications XG-25P

**FY2016-2020**

**Capital Improvements Program**

---

**Department:** Police

**Description:** Replace six (6) Taser X26 Conducted Electrical Weapons with six (6) Taser X26P  
Conducted Electrical Weapons

**Project Number:**

**Account Number:** 010-3101-501.81-06

**Justification:** Replace Taser X26 Conducted Electrical Weapons that are approximately seven (7) years old. These Tasers are continually exposed to the year round elements of nature. The manufacturer suggests replacement after five (5) years of use.

**Does this project meet a goal/objective of the Comprehensive Plan?** YES: Insure the Altavista Police Department maintains several less lethal force options. After approximately five (5) years, the internal electrical components of the Tasers typically begin to show signs of deterioration. The police department's Tasers are now beginning to show some of these signs. The police department's ability to successfully deploy less lethal force options can help save lives.

**Location:** Police Department

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Costs	FY2016	FY2017	FY2018	FY2019	FY2020	TOTAL
Planning/Design						-
Construction						-
Equipment/Furnishings	6,800					6,800
Other--Contingencies						
TOTAL	\$ 6,800	\$ -	\$ -	\$ -	\$ -	\$ 6,800

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**Annual Operating Budget Impact:** None

**Funding Sources:** General Fund Operating Budget





Taser X-26P

**FY2016-2020**  
**Capital Improvements Program**

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**Department:** Police

**Description:** Occupy the upper level of the garage

**Project Number:**

**Account Number:** 010-3101-501.81-18

**Justification:** The Altavista Police Department is requesting permission to occupy the top floor of the garage that was formerly used by the Altavista Fire Company. This floor of the garage is currently unused and would provide the police department with a valuable workspace that is already capable of fulfilling many of the short term and long term needs of the department.

**Does this project meet a goal/objective of the Comprehensive Plan? YES or NO:** The top floor of the garage affords the police department a cost effective opportunity for further growth and development now, and in the future.

**Location:** Police Department

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Costs	FY2016	FY2017	FY2018	FY2019	FY2020	TOTAL
Planning/Design						-
Construction	7,000					7,000
Equipment/Furnishings	2,000					2,000
Other--Contingencies						
TOTAL	\$ 9,000	\$ -	\$ -	\$ -	\$ -	\$ 9,000

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**Annual Operating Budget Impact:** None

**Funding Sources:** General Fund Operating Budget

**FY2016-2020**

**Capital Improvements Program**

---

**Department:** Police

**Description:** Replace six (6) Watch Guard in-car video camera systems with six (6) Watch Guard in-car wireless digital video camera systems which includes installation and software services.

**Project Number:**

**Account Number:**

**Justification:** The in-car camera video systems enable the police department to provide excellent police service to the Town of Altavista through the documentation of law enforcement actions. The video system improves **officer safety** by de-escalating situations when potential suspects realize that they are being recorded, the **ability to resolve complaints quickly** once the recordings are reviewed, thereby saving time and money, **officer training** by demonstrating proper and improper procedures used by officers, and **public opinion** by increasing officer accountability. The current systems are six (6) years old.

**Does this project meet a goal/objective of the Comprehensive Plan? YES:** Insure that Altavista has high-quality emergency services by increasing the police department's accountability and reducing the Town's exposure to potential liability. The camera systems provide a valuable training tool that allows the department to critique its performance and take action to improve service to the community.

**Location:** Police Department

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Costs	FY2016	FY2017	FY2018	FY2019	FY2020	TOTAL
Planning/Design						-
Construction						-
Equipment/Furnishings		40,000				40,000
Other--Contingencies						
TOTAL	\$ -	\$ 40,000	\$ -	\$ -	\$ -	\$ 40,000

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**Annual Operating Budget Impact:** None

**Funding Sources:** General Fund Operating Budget



Watch Guard 4RE Camera System

**FY2016-2020**

**Capital Improvements Program**

---

**Department:** Police

**Description:** Replace ten (10) Motorola mobile radios with (10) Harris Communications XG-25M mobile radios.

**Project Number:**

**Account Number:**

**Justification:** Replace ten (10) Motorola mobile radios that are over (10) years old. These radios endure a high volume of use. Harris Communications is offering a twenty-six (26) percent reduction over standard pricing.

**Does this project meet a goal/objective of the Comprehensive Plan? YES:** Insure the Altavista Police Department maintains high-quality communications. After approximately five (5) years, the internal components of the radios typically begin to show signs of deterioration and the antennas' housings begin to fail. The police department's ability to successfully communicate by radio can mean the difference between life and death.

**Location:** Police Department

---

Costs	FY2016	FY2017	FY2018	FY2019	FY2020	TOTAL
Planning/Design						-
Construction						-
Equipment/Furnishings		27,000				27,000
Other--Contingencies						
TOTAL	\$ -	\$ 27,000	\$ -	\$ -	\$ -	\$ 27,000

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**Annual Operating Budget Impact:** None

**Funding Sources:** General Fund Operating Budget

**FY2016-2020**

**Capital Improvements Program**

---

**Department:** Police

**Description:** Replace fifteen (15) Lap Top Computers

**Project Number:**

**Account Number:**

**Justification:** Each officer needs to have an updated laptop computer in order to complete his assigned reports and maintain them for future reference. Technology advances make current systems obsolete within a few years and these computers will need to be capable of interfacing with Campbell County's systems. In addition, the wear and tear the laptops will be exposed to will make it necessary to replace them every five years.

**Does this project meet a goal/objective of the Comprehensive Plan? YES:**

The laptop computers will allow the officers to stay away from the office for longer periods of time, thus becoming more visible while patrolling the community.

**Location:** Police Department

---

Costs	FY2016	FY2017	FY2018	FY2019	FY2020	TOTAL
Planning/Design						-
Construction						-
Equipment/Furnishings					17,500	17,500
Other--Contingencies						-
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ 17,500	\$ 17,500

\*Price listed is based on contractor bid.

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**Annual Operating Budget Impact:** None

**Funding Sources:** General Operating Budget

# Public Works

**FY2016-2020**  
**Capital Improvements Program**

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**Department:** Public Works

**Description:** Sidewalk, Curb & Gutter and Drainage

**Project Number:**

**Account Number:** 020-4101-608.82-30

**Justification:** Addresses the goal of improvement of appearance of the community; improves functioning of storm water system, handicap access, improved pedestrian traffic system, and recreational usage.

**Does this project meet a goal/objective of the Comprehensive Plan?** **YES:** Strive to improve the physical appearance and quality of the town: storm water management: and address safe pedestrian traffic

**Location:** Town wide

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Costs	FY2016	FY2017	FY2018	FY2019	FY2020	TOTAL
Planning/Design	15,000	15,000	15,000	15,000	15,000	75,000
Construction	78,000	135,000	135,000	135,000	135,000	618,000
Equipment/Furnishings						-
Other--Contingencies						-
<b>TOTAL</b>	<b>\$ 93,000</b>	<b>\$ 150,000</b>	<b>\$ 150,000</b>	<b>\$ 150,000</b>	<b>\$ 150,000</b>	<b>\$ 693,000</b>

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**Annual Operating Budget Impact:** None

**Funding Sources:** Highway Funds (Fund 20)



**FY2016-2020**

**Capital Improvements Program**

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**Department:** Public Works

**Description:** Replace 1998 Vacuum Leaf Machine.

**Project Number:**

**Account Number:** 010-4101-601.81-06

**Justification:** The Vacuum Leaf Machine is worn and costly to repair and maintain. It is used on a frequent basis for 2-months each year and the life expectancy is 10 years. The current unit, purchased in 2007 would become the backup unit. This purchase is part of the ongoing maintenance program to replace aging equipment.

**Does this project meet a goal/objective of the Comprehensive Plan?** YES NO

Work towards eliminating the contamination of natural resources throughout the Altavista area, and strive to improve the physical appearance and quality of our Town.

**Location:** Public Works

---

Costs	FY2016	FY2017	FY2018	FY2019	FY2020	TOTAL
Planning/Design						-
Construction						-
Equipment/Furnishings	26,000					26,000
Other--Contingencies						
TOTAL	\$ 26,000	\$ -	\$ -	\$ -	\$ -	\$ 26,000

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**Annual Operating Budget Impact:** None

**Funding Sources:** General Fund Operating Budget

**FY2016-2020  
Capital Improvements Program**

---

**Department:** Public Works

**Description:** Replace refuse truck

**Project Number:**

**Account Number:** 010-4102-601.81-02

**Justification:** The truck will be 11 years old at the time of scheduled replacement and funding for the truck will start to be accumulated in FY2010. At the time of purchase it was estimated that the truck would last 8-10 years. This purchase is part of the ongoing maintenance program to replace aging equipment. *This item had \$40,000 allocated in FY2010 & FY2011, \$52,000 in FY 2012, \$52,000 in FY2013, and will cost \$300,000 and be purchased in FY2016.*

**Does this project meet a goal/objective of the Comprehensive Plan?** YES NO

Work towards eliminating the contamination of natural resources throughout the Altavista area, and strive to improve the physical appearance and quality of our Town.

**Location:** Public Works

---

Costs	FY2016	FY2017	FY2018	FY2019	FY2020	TOTAL
Planning/Design						-
Construction						-
Equipment/Furnishings	300,000					300,000
Other--Contingencies						
TOTAL	\$ 300,000	\$ -	\$ -	\$ -	\$ -	\$ 300,000

---

**Annual Operating Budget Impact:** None

**Funding Sources:** \$184,000 is currently in Designated Reserves with balance from General Fund Operating Budget

**FY2016-2020**  
**Capital Improvements Program**

---

**Department:** Public Works

**Description:** Purchase Mini Excavator for Cemetery to open Graves and to be used in Public Works for water & sewer repairs and maintenance.

**Project Number:**

**Account Number:** 050-4101-701.81-06, 050-4101-702.81-06 & 090-0000-603.81-06

**Justification:** Currently the Town either rents or hires a contractor to open the graves that cannot be accessed with a backhoe. It is costing us \$400.00 per grave with a contractor just to open. This mini-excavator will be utilized to open graves using one man, rather than having two. Also it will be used to repair and maintain water and sewer service lines.

**Does this project meet a goal/objective of the Comprehensive Plan?** YES NO

Create and maintain high-quality facilities and services and continue to meet the community water supply and wastewater treatment needs.

**Location:** Public Works

---

Costs	FY2016	FY2017	FY2018	FY2019	FY2020	TOTAL
Planning/Design						-
Construction						-
Equipment/Furnishings	42,000					42,000
Other--Contingencies						
TOTAL	\$ 42,000	\$ -	\$ -	\$ -	\$ -	\$ 42,000

---

**Annual Operating Budget Impact:** None

**Funding Sources:** Cemetery & Enterprise funds plus funds from sale of the big track-hoe.

**FY2016-2020**  
**Capital Improvements Program**

---

**Department:** Public Works

**Description:** Replace 1988 walk-behind pavement saw

**Project Number:**

**Account Number:** 050-4101-701.81-06

**Justification:** The unit will be nearly 30 years old, which is the life expectancy for this piece of equipment, and need replacement.  
Newer models will allow for larger diameter blades.

**Does this project meet a goal/objective of the Comprehensive Plan?** YES NO

The Town's policy is to replace vehicles & equipment with high mileage/hours or ones that are costing a significant amount due to maintenance.

**Location:** Public Works

---

Costs	FY2016	FY2017	FY2018	FY2019	FY2020	TOTAL
Planning/Design						-
Construction						-
Equipment/Furnishings	7,500					7,500
Other--Contingencies						
TOTAL	\$ 7,500	\$ -	\$ -	\$ -	\$ -	\$ 7,500

---

**Annual Operating Budget Impact:** None

**Funding Sources:** Enterprise Fund Operating Budget

**FY2016-2020**  
**Capital Improvements Program**

---

**Department:** Public Works

**Description:** Replacement of Christmas Holiday lights and decorations.

**Project Number:**

**Account Number:** 010-4104-602.81-30

**Justification:** The decorations the Town has been putting up are in excess of 15-20 years old. The bows are faded to a pink color- instead of red- the lights have been repaired multiple times and these decorations have outlived their useful life.

**Does this project meet a goal/objective of the Comprehensive Plan?** YES - Sustain and Enhance Downtown and Main Street Commercial Corridor.

**Location:** Main Street and 7<sup>th</sup> Street Corridors

---

Costs	FY2016	FY2017	FY2018	FY2019	FY2020	TOTAL
Planning/Design						-
Construction						-
Equipment/Furnishings	18,000					18,000
Other--Contingencies						
TOTAL	\$ 18,000	\$ -	\$ -	\$ -	\$ -	\$ 18,000

---

**Annual Operating Budget Impact:** None

**Funding Sources:** General Fund

**FY2016-2020  
Capital Improvements Program**

---

**Department:** Public Works

**Description:** Replace 1986 Asphalt Roller

**Project Number:**

**Account Number:**

**Justification:** Current unit will be 30 years old and in poor condition.

**Does this project meet a goal/objective of the Comprehensive Plan?** The Town's policy is to replace vehicles & equipment with high mileage/hours or ones that are costing a significant amount due to maintenance.

**Location:** Public Works

---

Costs	FY2016	FY2017	FY2018	FY2019	FY2020	TOTAL
Planning/Design						-
Construction						-
Equipment/Furnishings		46,000				46,000
Other--Contingencies						
TOTAL		\$ 46,000	\$ -	\$ -	\$ -	\$ 46,000

---

**Annual Operating Budget Impact:** None

**Funding Sources:** General Fund

**FY2016-2020**  
**Capital Improvements Program**

---

**Department:** Public Works

**Description:** Replace 1997 Ford Dump Truck.

**Project Number:**

**Account Number:**

**Justification:** Truck will be 20 years old with an estimated mileage of 95,000. Truck would be purchased in 2017.

**Does this project meet a goal/objective of the Comprehensive Plan?** YES NO

The Town's policy is to replace vehicles & equipment with high mileage/hours or ones that are costing a significant amount due to maintenance.

**Location:** Public Works

---

Costs	FY2016	FY2017	FY2018	FY2019	FY2020	TOTAL
Planning/Design						-
Construction						-
Equipment/Furnishings		125,000				125,000
Other--Contingencies						
TOTAL	\$ -	\$ 125,000	\$ -	\$ -	\$ -	\$ 125,000

---

**Annual Operating Budget Impact:** None

**Funding Sources:** General Fund Operating Budget

**FY2016-2020  
Capital Improvements Program**

---

**Department:** Public Works

**Description:** Replace 2000 ½ Ton Pick-up Truck with flatbed truck.

**Project Number:**

**Account Number:**

**Justification:** Current unit will be 17 years old and have approximately 90,000 miles. Since this vehicle is used primarily in Building and Grounds for park cleaning, a compact truck would suffice.

**Does this project meet a goal/objective of the Comprehensive Plan?** YES NO

The Town's policy is to replace vehicles & equipment with high mileage/hours or ones that are costing a significant amount due to maintenance.

**Location:** Public Works

---

Costs	FY2016	FY2017	FY2018	FY2019	FY2020	TOTAL
Planning/Design						-
Construction						-
Equipment/Furnishings		55,000				55,000
Other--Contingencies						
TOTAL		\$ 55,000	\$ -	\$ -	\$ -	\$ 55,000

---

**Annual Operating Budget Impact:** None

**Funding Sources:** General Fund Operating Budget



**FY2016-2020  
Capital Improvements Program**

---

**Department:** Public Works

**Description:** Construct pole building for road deicing salt.

**Project Number:**

**Account Number:** 020-4101-608.82-30

**Justification:** Salt has deteriorated current building requiring replacement. Note: This may need to be done earlier depending how much mending can be done before it becomes unsafe.

**Does this project meet a goal/objective of the Comprehensive Plan?** Yes or No

**Location:** Public Works

---

Costs	FY2016	FY2017	FY2018	FY2019	FY2020	TOTAL
Planning/Design						-
Construction						-
Equipment/Furnishings	75,000	75,000				150,000
Other--Contingencies						
TOTAL	\$ 75,000	\$ 75,000	\$ -	\$ -	\$ -	\$ 150,000

---

**Annual Operating Budget Impact:** None

**Funding Sources:** Highway Fund and General Operating

\*Designate \$75,000 in FY2016 and construct in FY2017.

**FY2016-2020**  
**Capital Improvements Program**

---

**Department:** Public Works

**Description:** Replace 2001 ¾ ton 4x4 pick-up truck

**Project Number:**

**Account Number:**

**Justification:** Truck will be 17 years old with an estimated mileage of 100,000.

**Does this project meet a goal/objective of the Comprehensive Plan?** The Town's policy is to replace vehicles & equipment with high mileage/hours or ones that are costing a significant amount due to maintenance.

**Location:** Public Works

---

Costs	FY2016	FY2017	FY2018	FY2019	FY2020	TOTAL
Planning/Design						-
Construction						-
Equipment/Furnishings		28,000				28,000
Other--Contingencies						
TOTAL	\$ -	\$ 28,000	\$ -	\$ -	\$ -	\$ 28,000

---

**Annual Operating Budget Impact:** None

**Funding Sources:** General Fund

**FY2016-2020  
Capital Improvements Program**

---

**Department:** Public Works

**Description:** Replace 1999 Dump Truck

**Project Number:**

**Account Number:** 010-4101-601.81-02

**Justification:** Current truck will be 18 years old with an estimated mileage of over 100,000.

**Does this project meet a goal/objective of the Comprehensive Plan?** The Town's policy is to replace vehicles & equipment with high mileage/hours or ones that are costing a significant amount due to maintenance.

**Location:** Public Works

---

Costs	FY2016	FY2017	FY2018	FY2019	FY2020	TOTAL
Planning/Design						-
Construction						-
Equipment/Furnishings	41,000	41,000	41,000			123,000
Other--Contingencies						
TOTAL	\$ 41,000	\$ 41,000	\$ 41,000	\$ -	\$ -	\$ 123,000

---

**Annual Operating Budget Impact:** None

**Funding Sources:** General Fund

\*Designate \$41,000 in FY2016 and 2017 and purchase in FY2018.

**FY2016-2020  
Capital Improvements Program**

---

**Department:** Public Works

**Description:** Replace 1986 2150 tractor/mower.

**Project Number:**

**Account Number:**

**Justification:** Current unit would be 28 years old with over 6,000 hours of use, and in poor condition. This is used for cutting ROW's as well as parks and other areas. This is also used for other utility purposes due to the 3 point hitch (spreading fertilizer, post hole drilling etc.).

**Does this project meet a goal/objective of the Comprehensive Plan?** YES NO

The Town's policy is to replace vehicles & equipment with high mileage/hours or ones that are costing a significant amount due to maintenance.

**Location:**

---

Costs	FY2016	FY2017	FY2018	FY2019	FY2020	TOTAL
Planning/Design						-
Construction						-
Equipment/Furnishings			40,000			40,000
Other--Contingencies						
TOTAL	\$ -	\$ -	\$ 40,000	\$ -	\$ -	\$ 40,000

---

**Annual Operating Budget Impact:** None

**Funding Sources:** General Fund Operating Budget

**FY2016-2020**  
**Capital Improvements Program**

---

**Department:** Public Works

**Description:** Replace Motor Grader with a newer model used unit

**Project Number:**

**Account Number:**

**Justification:** Current unit is 1970's vintage and during sever snow events a motor grader will be needed to clear roads

**Does this project meet a goal/objective of the Comprehensive Plan?** The Town's policy is to replace vehicles & equipment with high mileage/hours or ones that are costing a significant amount due to maintenance.

**Location:** Public Works

---

Costs	FY2016	FY2017	FY2018	FY2019	FY2020	TOTAL
Planning/Design						-
Construction						-
Equipment/Furnishings			50,000			50,000
Other--Contingencies						
TOTAL	\$ -	\$ -	\$ 50,000	\$ -	\$ -	\$ 50,000

---

**Annual Operating Budget Impact:** None

**Funding Sources:** General Fund

**FY2016-2020  
Capital Improvements Program**

---

**Department:** Public Works

**Description:** Replace 2004 ½ Ton Pick-up (Shop Truck)

**Project Number:**

**Account Number:**

**Justification:** Truck will have approximately 150,000 and need replaced.

**Does this project meet a goal/objective of the Comprehensive Plan?** YES NO

The Town's policy is to replace vehicles & equipment with high mileage/hours or ones that are costing a significant amount due to maintenance.

**Location:**

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---

Costs	FY2016	FY2017	FY2018	FY2019	FY2020	TOTAL
Planning/Design						-
Construction						-
Equipment/Furnishings				30,000		30,000
Other--Contingencies						
TOTAL	\$ -	\$ -	\$ -	\$ 30,000	\$ -	\$ 30,000

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**Annual Operating Budget Impact:** None

**Funding Sources:** General Fund Operating Budget

**FY2016-2020  
Capital Improvements Program**

---

**Department:** Public Works

**Description:** Replace 2004 Street Sweeper

**Project Number:**

**Account Number:**

**Justification:** The unit will be 15 years old, which is the life expectancy for this piece of equipment, and need replacement.

**Does this project meet a goal/objective of the Comprehensive Plan?** YES NO

The Town's policy is to replace vehicles & equipment with high mileage/hours or ones that are costing a significant amount due to maintenance.

**Location:**

---

Costs	FY2016	FY2017	FY2018	FY2019	FY2020	TOTAL
Planning/Design						-
Construction						-
Equipment/Furnishings		40,000	40,000	40,000		120,000
Other--Contingencies						
TOTAL	\$ -	\$ 40,000	\$ 40,000	\$ 40,000	\$ -	\$ 120,000

---

**Annual Operating Budget Impact:** None

**Funding Sources:** General Fund Operating Budget

\*Designate \$40,000 in FY2017 and FY2018 then purchase in FY2019.

**FY2016-2020  
Capital Improvements Program**

---

**Department:** Public Works

**Description:** Replace 1986 850 tractor/mower.

**Project Number:**

**Account Number:**

**Justification:** Current unit will be 29 years old with over 7,000 hours of use, and in poor condition. This is used for cutting ROW's as well as parks and other areas. This is also used for other utility purposes due to the 3 point hitch (spreading fertilizer, post hole drilling etc.).

**Does this project meet a goal/objective of the Comprehensive Plan?** YES NO

Part of the Town's policy to replace vehicles & equipment with high mileage/hours or ones that are costing a significant amount due to maintenance.

**Location:**

---

Costs	FY2016	FY2017	FY2018	FY2019	FY2020	TOTAL
Planning/Design						-
Construction						-
Equipment/Furnishings					45,000	45,000
Other--Contingencies						
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ 45,000	\$ 45,000

---

**Annual Operating Budget Impact:** None

**Funding Sources:** General Fund Operating Budget



# Transportation

**FY2016-2020  
Capital Improvements Program**

---

**Department:** Transportation

**Description:** Purchase 3 bus transit bus shelters and benches

**Project Number:**

**Account Number:** 010-6101-403.82-30

**Justification:** Shelters are needed to protect customers from the elements. Several locations have been identified as appropriate for bus shelters. In a survey completed in December 2012, requests for shelters were one of the noted suggestions from riders. Two shelters would be purchased each year starting in 2015 through 2017.

**Does this project meet a goal/objective of the Comprehensive Plan?** YES or **NO:** Consider the viability of new and/or improved public transit services in the Town of Altavista and the surrounding area. This was an identified need in the Transportation Development Plan adopted by Town Council in December 2013.

**Location:** Public Works

---

Costs	FY2016	FY2017	FY2018	FY2019	FY2020	TOTAL
Planning/Design						-
Construction	2,000	2,500				4,500
Equipment/Furnishings	10,000	11,000				21,000
Other--Contingencies						
TOTAL	\$ 12,000	\$ 13,500	\$ -	\$ -	\$ -	\$ 25,500

---

**Annual Operating Budget Impact:** None

**Funding Sources:** DRPT Grant (80%) \$14,400 & General Fund (20%) \$3,560

**FY2016-2020**  
**Capital Improvements Program**

---

**Department:** Transportation

**Description:** Purchase replacement 15 passenger van (bus)

**Project Number:**

**Account Number:** 010-6101-403.81-02

**Justification:** DRPT recommends replacement of public transportation vehicles every 4 years or 100,000 miles. Based on current use, one of our vehicles will need to be replaced at this time.

**Does this project meet a goal/objective of the Comprehensive Plan?** The Town's policy is to replace vehicles & equipment with high mileage/hours or ones that are costing a significant amount due to maintenance.

**Location:** Public Works

---

Costs	FY2016	FY2017	FY2018	FY2019	FY2020	TOTAL
Planning/Design						-
Construction						-
Equipment/Furnishings	63,150	65,200			74,700	203,050
Other--Contingencies						
TOTAL	\$ 63,150	\$ 65,200	\$ -	\$ -	\$ 74,700	\$ 203,050

---

**Annual Operating Budget Impact:** None

**Funding Sources;** (80%) DRPT Grant & (20%) General Fund

# Wastewater Department

**FY2016-2020  
Capital Improvements Program**

---

**Department:** Wastewater

**Description:** Autoclave for main lab (aged equipment)

**Project Number:**

**Account Number:** 050-5110-702.81-06

**Justification:** This piece of Lab equipment is used daily to sterilize test-containers that are vital to our permit requirements. It was purchased in 1994. We have replaced some parts on it.

**Does this project meet a goal/objective of the Comprehensive Plan?** YES- Meet the community water supply and wastewater treatment needs.

**Location:** Wastewater Plant (main lab)

---

Costs	FY2016	FY2017	FY2018	FY2019	FY2020	TOTAL
Planning/Design						-
Construction						-
Equipment/Furnishings	15,000					15,000
Other--Contingencies						-
<b>TOTAL</b>	<b>\$ 15,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>		<b>\$ 15,000</b>

---

**Annual Operating Budget Impact:** None

**Funding Sources:** Enterprise Fund

**FY2016-2020**  
**Capital Improvements Program**

---

**Department:** Wastewater

**Description:** Replace 100hp blowers of a total of (4) blowers in the system.

**Project Number:**

**Account Number:** 050-5110-702.81-06

**Justification:** Continuation of blower replacement for maintaining sufficient dissolved oxygen to aeration basins 3 and 4.

**Does this project meet a goal/objective of the Comprehensive Plan?** **YES** - Meets the community water supply and wastewater treatment needs.

**Location:** Blower Building next to Aeration Basin 3 & 4

---

Costs	FY2016	FY2017	FY2018	FY2019	FY2020	TOTAL
Planning/Design						-
Construction						-
Equipment/Furnishings	40,000		15,000		15,000	70,000
Other--Contingencies						-
<b>TOTAL</b>	<b>\$ 40,000</b>	<b>\$ -</b>	<b>\$ 15,000</b>	<b>\$ -</b>	<b>\$ 15,000</b>	<b>\$ 70,000</b>

---

**Annual Operating Budget Impact:** None

**Funding Sources:** Enterprise Fund

**FY2016-2020**  
**Capital Improvements Program**

---

**Department:** Wastewater

**Description:** Replace polyblend mixer for press system. There are 2 mixers for the Town's system.

**Project Number:**

**Account Number:** 050-5110-702.81-06

**Justification:** This unit is 16yr old. It mixes polymer to run press loads. It operates 3hrs per press load. Press loads per week average from 12 to 15.

**Does this project meet a goal/objective of the Comprehensive Plan?** YES - Meets community water supply and wastewater treatment needs.

**Location:** Wastewater Plant (Solids Handling Building)

---

Costs	FY2016	FY2017	FY2018	FY2019	FY2020	TOTAL
Planning/Design						-
Construction						-
Equipment/Furnishings	15,000					15,000
Other--Contingencies						-
<b>TOTAL</b>	<b>\$ 15,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 15,000</b>

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**Annual Operating Budget Impact:** None

**Funding Sources:** Enterprise Fund

**FY2016-2020**  
**Capital Improvements Program**

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**Department:** Wastewater

**Description:** Replace clarifier #3 Gear Box

**Project Number:**

**Account Number:** 050-5110-702.81-06

**Justification:** This unit is in constant use. The gears and housing are becoming worn.

**Does this project meet a goal/objective of the Comprehensive Plan?** YES- Meets the community water supply and wastewater treatment needs.

**Location:** WWTP #3 Clarifier

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Costs	FY2016	FY2017	FY2018	FY2019	FY2020	TOTAL
Planning/Design						-
Construction						-
Equipment/Furnishings	35,000					35,000
Other--Contingencies						-
TOTAL	\$ 35,000	\$ -	\$ -	\$ -		\$ 35,000

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**Annual Operating Budget Impact:** None

**Funding Sources:** Enterprise Fund



**FY2016-2020**  
**Capital Improvements Program**

---

**Department:** Wastewater

**Description:** Replace Biochemical Oxygen Demand (BOD) Incubator

**Project Number:**

**Account Number:** 050-5110-702.81-06

**Justification:** This incubator is part of the BOD testing process required by our VPDES Permit  
Current unit in use is approximately 24yrs old.

**Does this project meet a goal/objective of the Comprehensive Plan?** YES- Meets the community water supply and wastewater treatment needs.

**Location:** WWTP (Main Lab)

---

Costs	FY2016	FY2017	FY2018	FY2019	FY2020	TOTAL
Planning/Design						-
Construction						-
Equipment/Furnishings	9,000					9,000
Other--Contingencies						-
TOTAL	\$ 9,000	\$ -	\$ -	\$ -		\$ 9,000

---

**Annual Operating Budget Impact:** None

**Funding Sources:** Enterprise Fund

**FY2016-2020**  
**Capital Improvements Program**

---

**Department:** Wastewater

**Description:** Replace Polymer pumps for Press System

**Project Number:**

**Account Number:** 050-5110-702.81-06

**Justification:** This unit is part of the press system and requires periodic replacement

**Does this project meet a goal/objective of the Comprehensive Plan?** YES - Meets the community water supply and wastewater treatment needs.

**Location:** Wastewater Plant Solids Handling Building

---

Costs	FY2016	FY2017	FY2018	FY2019	FY2020	TOTAL
Planning/Design						-
Construction						-
Equipment/Furnishings	15,000					15,000
Other--Contingencies						-
TOTAL	\$ 15,000	\$ -	\$ -	\$ -	\$ -	\$ 15,000

---

**Annual Operating Budget Impact:** None

**Funding Sources:** Enterprise Fund

**FY2016-2020**  
**Capital Improvements Program**

---

**Department:** Wastewater

**Description:** Replace Press Hydraulic Ram

**Project Number:**

**Account Number:** 050-5110-702.81-06

**Justification:** This unit is part of the press system and requires periodic replacement.

**Does this project meet a goal/objective of the Comprehensive Plan?** YES- Meets the community water supply and wastewater treatment needs.

**Location:** Solids Handling facility

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Costs	FY2016	FY2017	FY2018	FY2019	FY2020	TOTAL
Planning/Design						-
Construction						-
Equipment/Furnishings	9,000					9,000
Other--Contingencies						-
TOTAL	\$ 9,000	\$ -	\$ -	\$ -		\$ 9,000

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**Annual Operating Budget Impact:** None

**Funding Sources:** Enterprise Fund

**FY2016-2020**  
**Capital Improvements Program**

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**Department:** Wastewater

**Description:** Replace 60hp digester blower

**Project Number:**

**Account Number:** 050-5110-702.81-06

**Justification:** Units are in continuous use to supply dissolved oxygen to Solids Digesters

**Does this project meet a goal/objective of the Comprehensive Plan?** YES- NO

**Location:**

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Costs	FY2016	FY2017	FY2018	FY2019	FY2020	TOTAL
Planning/Design						-
Construction						-
Equipment/Furnishings	15,000		15,000		17,000	47,000
Other--Contingencies						-
TOTAL	\$ 15,000	\$ -	\$ 15,000	\$ -	\$ 17,000	\$ 47,000

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**Annual Operating Budget Impact:** None

**Funding Sources:** Enterprise Fund

**FY2016-2020**  
**Capital Improvements Program**

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---

**Department:** Wastewater

**Description:** Replacement of 40hp pump and motor at Pump Stations.

**Project Number:**

**Account Number:** 050-5110-702.81-06

**Justification:** There are three 40hp pumps and motors at Riverview Pump Station and our Main Pump Station. They were put in service in 1995 and 96. The Main Pump Station receives abrasive material (grit & sand) from the Water Plants Alum Sludge. Riverview Pump station receives half of the Wastewater Plants daily flow.

**Does this project meet a goal/objective of the Comprehensive Plan?** YES – Meets the community water supply and wastewater treatment needs.

**Location:** Wastewater Treatment Plant (Main Pump Station & Riverview Pump Station)

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Costs	FY2016	FY2017	FY2018	FY2019	FY2020	TOTAL
Planning/Design						-
Construction						-
Equipment/Furnishings	22,000	23,000	24,000	25,000	25,000	\$ 119,000
Other--Contingencies	2,500	2,500	2,500	2,500	2,500	12,500
<b>TOTAL</b>	<b>\$ 24,500</b>	<b>\$ 25,500</b>	<b>\$ 26,500</b>	<b>\$ 27,500</b>	<b>\$ 27,500</b>	<b>\$ 131,500</b>

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---

**Annual Operating Budget Impact:** None

**Funding Sources:** Enterprise Fund

**FY2016-2020**  
**Capital Improvements Program**

---

**Department:** Wastewater

**Description:** Replace feed pump for press system. There are a total of 2 pumps for this system.

**Project Number:**

**Account Number:** 050-5110-702.81-06

**Justification:** This piece of equipment is used to pump sludge from the bottom of the digester to the press at a high rate of speed. It is a positive displacement pump with a chrome plated rotor and a rubber stator. A lot of inert material (sand and grit) is collected in the digesters and has to be pressed daily. The alum sludge that we receive from the water plant consists mainly of sand and grit. The life of these pumps is around 3-5 years.

**Does this project meet a goal/objective of the Comprehensive Plan?** YES - Meets the community water supply and wastewater treatment needs.

**Location:** Solids Handling Building/ first floor- WWTP

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Costs	FY2016	FY2017	FY2018	FY2019	FY2020	TOTAL
Planning/Design						-
Construction						-
Equipment/Furnishings	22,000		22,000		23,000	67,000
Other--Contingencies						-
TOTAL	\$ 22,000	\$ -	\$ 22,000	\$ -	\$ 23,000	\$ 67,000

---

**Annual Operating Budget Impact:** None

**Funding Sources:** Enterprise Fund

**FY2016-2020**  
**Capital Improvements Program**

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**Department:** Wastewater

**Description:** Repair on the Concrete walls at Riverview pump station and main pump station.

**Project Number:**

**Account Number:**

**Justification:** Both pump Stations have cracks on the concrete walls allowing ground water to enter the dry well. The ground water seepage can be stopped by injected a sealant from the outer walls and a concrete patch on the inside.

**Does this project meet a goal/objective of the Comprehensive Plan?** YES- Meets the community water supply and wastewater treatment needs.

**Location:** Wastewater Plant (Main pump station & Riverview pump station)

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Costs	FY2016	FY2017	FY2018	FY2019	FY2020	TOTAL
Planning/Design						-
Construction						-
Equipment/Furnishings		42,000				42,000
Other--Contingencies						-
TOTAL	\$ -	\$ 42,000	\$ -	\$ -		\$ 42,000

---

**Annual Operating Budget Impact:** None

**Funding Sources:** Enterprise Fund

**A better price may be gotten if completed all at once.**

**FY2016-2020  
Capital Improvements Program**

---

**Department:** Wastewater

**Description:** Replacement of worn and damaged asphalt

**Project Number:**

**Account Number:**

**Justification:** There are areas around the plant that will need to have asphalt replaced, especially in areas with heavy traffic.

**Does this project meet a goal/objective of the Comprehensive Plan?** YES NO  
Meet the community water supply and wastewater treatment needs.

**Location:** Wastewater Plant / Area behind personnel Building and Solids Handling close to the dump gate.

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Costs	FY2016	FY2017	FY2018	FY2019	FY2020	TOTAL
Planning/Design						-
Construction						-
Equipment/Furnishings		30,000	30,000			60,000
Other--Contingencies						-
TOTAL	\$ -	\$ 30,000	\$ 30,000	\$ -		\$ 60,000

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**Annual Operating Budget Impact:** None

**Funding Sources:** Enterprise Fund



**FY2016-2020  
Capital Improvements Program**

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**Department:** Wastewater

**Description:** Replace Magnetic Flow Meter at Main Pump Station

**Project Number:**

**Account Number:**

**Justification:** The current meter can no longer be repaired. This meter is required by the VPDES permit.

**Does this project meet a goal/objective of the Comprehensive Plan? NO or YES -**

**Location:** Wastewater Main Pump Station

---

Costs	FY2016	FY2017	FY2018	FY2019	FY2020	TOTAL
Planning/Design						-
Construction						-
Equipment/Furnishings		35,000				35,000
Other--Contingencies						
TOTAL	\$ -	\$ 35,000	\$ -	\$ -	\$ -	\$ 35,000

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**Annual Operating Budget Impact:**

**Funding Sources:**

**FY2016-2020**  
**Capital Improvements Program**

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**Department:** Wastewater

**Description:** Replace Air Compressor Solids Handling

**Project Number:**

**Account Number:**

**Justification:** The compressor is part of the Sludge Press system and air supply for the entire facility.

**Does this project meet a goal/objective of the Comprehensive Plan?** NO or YES -

**Location:** Wastewater Treatment Plant

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Costs	FY2016	FY2017	FY2018	FY2019	FY2020	TOTAL
Planning/Design						-
Construction						-
Equipment/Furnishings				10,000		10,000
Other--Contingencies						
TOTAL	\$ -	\$ -	\$ -	\$ 10,000	\$ -	\$ 10,000

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**Annual Operating Budget Impact:**

**Funding Sources:**

**FY2016-2020  
Capital Improvements Program**

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**Department:** Wastewater

**Description:** New 80-foot Clarifier

**Project Number:**

**Account Number:**

**Justification:** Replace clarifiers 1 and 2. These clarifiers were placed in service in 1977, they were refurbished in 1996. They are both in need of refurbishing or replacement. Replacement with one 80-Foot unit would make operations more efficient and lower maintenance fees.

**Does this project meet a goal/objective of the Comprehensive Plan?** NO or YES -

**Location:** Wastewater Treatment Plant

---

Costs	FY2016	FY2017	FY2018	FY2019	FY2020	TOTAL
Planning/Design						-
Construction					200,000	200,000
Equipment/Furnishings					200,000	200,000
Other--Contingencies					50,000	50,000
<b>TOTAL</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 450,000</b>	<b>\$ 450,000</b>

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**Annual Operating Budget Impact:**

**Funding Sources:**

# Water Department

**FY2016-2020**  
**Capital Improvements Program**

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**Department:** Water

**Description:** Tank maintenance and repair

**Project Number:**

**Account Number:** 050-5010-701.81-06

**Justification:** Water tanks must be periodically inspected for safety, sanitary condition, security, and structural soundness. Inspections include cleaning, removal of mud, silt, and other accumulations, and also include rust removal and painting as necessary.

**Does this project meet a goal/objective of the Comprehensive Plan?** YES - Create and maintain high-quality Community facilities and Infrastructure.

**Location:** Clarion Road, Melinda Dr., Bedford Avenue

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Costs	FY2016	FY2017	FY2018	FY2019	FY2020	TOTAL
Planning/Design						-
Construction						-
Equipment/Furnishings	98,600	198,600	198,600	198,600	38,300	732,700
Other--Contingencies						-
TOTAL	\$ 98,600	\$ 198,600	\$ 198,600	\$ 198,600	\$ 38,300	\$ 732,700

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**Annual Operating Budget Impact:** None

**Funding Sources:** Enterprise Fund

**FY2016-2020**  
**Capital Improvements Program**

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**Department:** Water

**Description:** Replace (2) backwash valves

**Project Number:**

**Account Number:** 050-5010-701.81-06

**Justification:** This purchase is part of our ongoing maintenance program to replace aging equipment with excessive hours of usage.  
*These valves were installed when the WTP was built, and are worn from constant use and need replacing.*

**Does this project meet a goal/objective of the Comprehensive Plan?** YES - Create and maintain high-quality Community facilities and infrastructure.

**Location:** Water Plant

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Costs	FY2016	FY2017	FY2018	FY2019	FY2020	TOTAL
Planning/Design						-
Construction						-
Equipment/Furnishings	17,000					17,000
Other--Contingencies						
TOTAL	\$ 17,000	\$ -	\$ -	\$ -		\$ 17,000

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**Annual Operating Budget Impact:** None

**Funding Sources:** Enterprise Fund

**FY2016-2020**  
**Capital Improvements Program**

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**Department:** Water

**Description:** Replace backwash control panel

**Project Number:**

**Account Number:** 050-5010-701.81-06

**Justification:** This purchase is part of our ongoing maintenance program to replace aging equipment with excessive hours of usage.  
*This panel was installed when the WTP was built and needs to be upgraded.*

**Does this project meet a goal/objective of the Comprehensive Plan?** YES - Create and maintain high-quality Community facilities and infrastructure.

**Location:** Water Plant

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Costs	FY2016	FY2017	FY2018	FY2019	FY2020	TOTAL
Planning/Design						-
Construction						-
Equipment/Furnishings	15,000					15,000
Other--Contingencies	5,000					5,000
TOTAL	\$ 20,000	\$ -	\$ -	\$ -	\$ -	\$ 20,000

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**Annual Operating Budget Impact:** None

**Funding Sources:** Enterprise Fund

**FY2016-2020**  
**Capital Improvements Program**

---

**Department:** Water

**Description:** Replace water actuator valves for filters 1-5.

**Project Number:**

**Account Number:** 050-5010-701.81-06

**Justification:** The purchase is part of our ongoing maintenance program to replace aging equipment with excessive hours of usage. This is needed to operate filter valves to open and close. These valves have been in service ever since the water plant was built.

**Does this project meet a goal/objective of the Comprehensive Plan?** YES – Create and maintain high-quality Community facilities and infrastructure.

**Location:** Water Plant

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Costs	FY2016	FY2017	FY2018	FY2019	FY2020	TOTAL
Planning/Design						-
Construction						-
Equipment/Furnishings	30,000					30,000
Other--Contingencies						
TOTAL	\$ 30,000	\$ -	\$ -	\$ -	\$ -	\$ 30,000

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**Annual Operating Budget Impact:** None

**Funding Sources:** Enterprise fund



**FY2016-2020**  
**Capital Improvements Program**

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**Department:** Water

**Description:** Replace Staunton River raw water pump. This is on a 3 year cycle for 1 pump.

**Project Number:**

**Account Number:** 050-5010-701.81-06

**Justification:** In 2014 both pumps broke down and were replaced. We currently do not have a spare pump. This new pump will replace one of the older pumps that are in service now, and then the spare pump will return to being the spare. The system requires two pumps to operate. These pumps are critical to our operations to ensure the effective operation of the Town's water system.

**Does this project meet a goal/objective of the Comprehensive Plan?** YES - Create and maintain high-quality Community facilities and Infrastructure.

**Location:** Staunton River raw water pump station

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Costs	FY2016	FY2017	FY2018	FY2019	FY2020	TOTAL
Planning/Design						-
Construction						-
Equipment/Furnishings	27,000				29,000	56,000
Other--Contingencies						
<b>TOTAL</b>	<b>\$ 27,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 29,000</b>	<b>\$ 56,000</b>

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**Annual Operating Budget Impact:** None

**Funding Sources:** Enterprise Fund

**FY2016-2020**  
**Capital Improvements Program**

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**Department:** Water

**Description:** Replace (12) Turbidity Meters for filters 1-5 and applied meters 1-5 and (2) for combined finished water.

**Project Number:**

**Account Number:**

**Justification:** This purchase is part of ongoing maintenance program to replace aging equipment with excessive hours of usage. The exiting turbidity meters are worn out and will not hold calibration. The new meters are required by VDH.

**Does this project meet a goal/objective of the Comprehensive Plan?** YES - Create and maintain high-quality Community facilities and Infrastructure.

**Location:** Water Plant

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Costs	FY2016	FY2017	FY2018	FY2019	FY2020	TOTAL
Planning/Design						-
Construction						-
Equipment/Furnishings		65,000				65,000
Other--Contingencies						
TOTAL	\$ -	\$ 65,000	\$ -	\$ -	\$ -	\$ 65,000

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**Annual Operating Budget Impact:** None

**Funding Sources:** Enterprise Fund

**FY2016-2020**  
**Capital Improvements Program**

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**Department:** Water

**Description:** Install manual transfer switches, reverse service receptacles, and generator cord sets for emergency power connections to a portable generator.

**Project Number:**

**Account Number:**

**Justification:** Emergency power hook-ups are needed at each one of the pump stations for a quick connection to a portable generator in case of an extended power outage.

**Does this project meet a goal/objective of the Comprehensive Plan?** YES - Create and maintain high-quality Community facilities and Infrastructure.

**Location:** McMinnis Spring, Reynolds Spring, Staunton River Raw Water Pump Station, Bedford Avenue, and Lola Avenue Booster pump Station

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Costs	FY2016	FY2017	FY2018	FY2019	FY2020	TOTAL
Planning/Design						-
Construction						-
Equipment/Furnishings		45,000				45,000
Other--Contingencies						
TOTAL	\$ -	\$ 45,000	\$ -	\$ -	\$ -	\$ 45,000

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**Annual Operating Budget Impact:** None

**Funding Sources:** Enterprise Fund

**FY2016-2020**  
**Capital Improvements Program**

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**Department:** Water

**Description:** Replace chemical pump. There are 4 total pumps, 3 are in use when the plant is in operation. Currently there is a 4-5 year cycle for replacement.

**Project Number:**

**Account Number:**

**Justification:** This purchase is part of our ongoing maintenance program to replace aging equipment with excessive hours of usage. One of the chemical pumps is worn from constant use and needs replacing.

**Does this project meet a goal/objective of the Comprehensive Plan?** YES- Create and maintain high-quality Community facilities and Infrastructure.

**Location:** Water Plant

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Costs	FY2016	FY2017	FY2018	FY2019	FY2020	TOTAL
Planning/Design						-
Construction						-
Equipment/Furnishings		13,000		15,000		28,000
Other--Contingencies						
TOTAL	\$ -	\$ 13,000	\$ -	\$ 15,000	\$ -	\$ 28,000

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**Annual Operating Budget Impact:** None

**Funding Sources:** Enterprise Fund

**FY2016-2020**  
**Capital Improvements Program**

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**Department:** Water

**Description:** Remove sedimentation and debris from Reed Creek intake structure.

**Project Number:**

**Account Number:**

**Justification:** Needs periodic cleaning due to sedimentation and debris associated with periodic flooding, leaf infiltration and etc. Last cleaned in 2011 and requires cleaning approximately every 5 years.

**Does this project meet a goal/objective of the Comprehensive Plan?** YES – Create and maintain high-quality Community facilities and infrastructure.

**Location:** Reed Creek Intake behind water plant

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Costs	FY2016	FY2017	FY2018	FY2019	FY2020	TOTAL
Planning/Design						-
Construction						-
Equipment/Furnishings					46,000	46,000
Other--Contingencies						
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ 46,000	\$ 46,000

**Annual Operating Budget Impact:** None

**Funding Sources:** Enterprise fund