

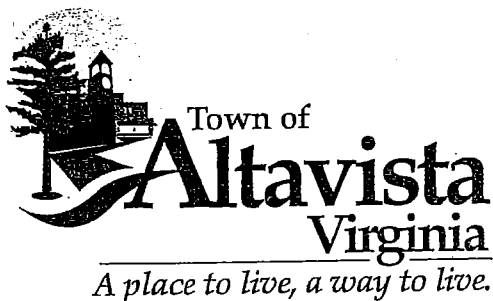
TOWN OF ALTAVISTA

FY 2009

OPERATING BUDGET

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Town Manager's Budget Message

TO: J.R. Burgess, Mayor
Members of Town Council

FROM: J. Waverly Coggsdale, III
Town Manager

DATE: April 15, 2008

In accordance with the Town of Altavista's Town Charter and Code, I am pleased to present the following for Fiscal Year 2008/2009. The budget contained herein presents the fiscal plan for the operation of the Town for a period of twelve months. The General Fund budget represents the first section and continues to be supported by local tax revenues, fees and state reimbursements, which are necessary to provide local services. Second is the Enterprise (Utility) Fund, which is intended to be financed from revenues generated by customer or user fees associated with the provision of water and wastewater services. The Town's real estate owners will wish to note that this financial plan continues to be supported by a sixteen and one half (.165) cents per \$100 of assessed value real estate tax rate.

The budget totals \$7,873,200 for all Town operations, personnel expenses, capital improvements and debt service requirements. It reflects an 11.2% increase from the Fiscal Year 2008 approved budget. This budget is balanced and prepared in accordance with all applicable federal and state laws. This budget reflects Altavista's ongoing efforts to maintain high quality services while maintaining some of the lowest tax and fee structures in the Commonwealth.

The Town continues to maintain an exemplary level of service in each its departments such as public works, public safety, utilities, planning/zoning, street maintenance, solid waste collection, administration and truly continues to realize an admirable level of efficiency and effectiveness.

This year's proposed General and Enterprise budgets:

- Maintain the existing real estate tax rate of \$0.165 per \$100 of assessed value
- Maintain the existing utility rate structure
- Undertakes important Capital Improvement Projects
- Maintains the high level of service provide to our citizens

This proposed budget provides for a realignment of expenditures from the General Fund into the Enterprise Fund to appropriately reflect the cost of operating water and wastewater systems. Expenses related to Administration personnel and Public Works personnel who

perform task associated with the operation of our utility systems are included in both the water and wastewater funds. The personnel costs associated with these budget realignments total \$257,600, thus increasing the appropriate utility department budgets and accordingly decreasing the administration and public works budgets. This year we will be able to accurately track all of the costs of operating our utility systems, which will enable us to determine if our current rate structure provides the necessary revenue to operate the systems.

This year the Town has realized a reduction in the Virginia Retirement System (VRS) contribution rate from 12.16% in FY2008 to 8.16% in FY2009, even with the addition of the LEOS multiplier. This year the Town was able to enjoy the benefits of reduced rates for our Local Choice Health Benefits Program offered by Anthem. The main plan utilized by our employees, Key Advantage Expanded, decreased by 7.5%, while our other plan, Key Advantage 200, decreased by 7.2 %. In addition, our Group Life Insurance plan contribution rates were reduced from 1.22% to the current level of .89%.

The Town continues in its pursuit to revitalize the Town, especially the Central Business District. This year the Council adopted an ordinance that will allow for improvements to buildings in commercial districts to remain at their pre improvement value for five tax years. In addition, the proposed budget contains the financing for the Building Improvement Program, as requested by Altavista On Track, in the amount of \$100,000. These funds would provide match, possibly in addition to CDBG funding, for building improvements in the Central Business District. Finally, the Town is nearing the beginning of the design and construction of the long anticipated Central Business District Revitalization Project. This project will enhance the appearance, as well as creating a pedestrian friendly environment, in the downtown area. The funding for these streetscape improvements is comprised of two Virginia Department of Transportation Enhancement grants and the appropriate match by the Town of Altavista. The Town has previously earmarked \$143,750 in General Fund Reserves for its match, it is anticipated that only \$111,800 will be needed from Reserves to balance the budget.

This year's budget includes local funding for the Fiscal Year 2009 Capital Improvement Program in the amount of \$1,183,950 with an additional \$757,164 from the Highway fund and grants for a CIP total of \$1,941,114. The Council has repeatedly recognized the importance of providing the necessary equipment and resources to improve the infrastructure of the Town.

Finally, this year's budget shows a transfer from the General Fund to the Enterprise Fund to offset the restructuring changes previously mentioned. In the coming months, Town Council will decide on a plan that will address the Enterprise Fund becoming self-sufficient.

Once again, this budget reflects a very conservative spending plan with modest increases in operational spending. More importantly however, this budget continues Altavista's fiscal prudence, while providing the quality services that its residents have come to expect.

TOWN OF ALTAVISTA
ANNUAL BUDGET REQUEST
REVENUES
FISCAL YEAR 2009

FUND: 10 GENERAL FUND

<u>ACCOUNT NUMBER</u>	<u>REVENUE</u>	<u>FY 2008 BUDGET</u>	<u>FY2009 BUDGET</u>
010-0000-301.01-00	PROPERTY TAXES-REAL PROPERTY	405,000	405,000
010-0000-302.01-00	PUBLIC SERVICE-REAL & PERSONAL	91,000	94,000
010-0000-303.01-00	PERSONAL PROPERTY	169,000	174,000
010-0000-303.03-00	PERSONAL PROPERTY - PPTRA	110,100	100,000
010-0000-304.01-00	MACHINERY & TOOLS	1,250,000	1,300,000
010-0000-305.01-00	MOBILE HOMES - CURRENT	1,000	1,000
010-0000-306.01-00	PENALTIES - ALL TAXES	6,000	5,700
010-0000-306.02-00	INTEREST - ALL TAXES	2,000	2,500
010-0000-307.01-00	LOCAL SALES & USE TAXES	105,000	114,000
010-0000-307.02-00	LOCAL ELECTRIC AND GAS TAXES	79,000	100,000
010-0000-307.03-00	LOCAL MOTOR VEHICLE LICENSE TAX	44,000	44,000
010-0000-307.04-00	LOCAL BANK STOCK TAXES	136,000	130,000
010-0000-307.05-00	LOCAL HOTEL & MOTEL TAXES	70,000	75,000
010-0000-307.06-00	LOCAL MEALS TAXES	480,000	545,000
010-0000-307.08-00	CONTAINER RENTAL FEE	2,200	2,200
010-0000-307.09-00	COMMUNICATIONS TAX	43,900	40,000
010-0000-308.01-01	BUSINESS LICENSE FEES/CONTRACTORS	8,000	8,700
010-0000-308.01-02	BUSINESS LICENSE FEES/RETAIL SALES	100,000	105,000
010-0000-308.01-03	BUSINESS LICENSE FEES-FINANCIAL/REAL ESTATE/PROF.	8,000	8,100
010-0000-308.01-04	BUSINESS LICENSE FEES/REPAIRS & PERSONAL SERVICES	12,000	13,500
010-0000-308.01-05	BUSINESS LICENSE FEES/WHOLESALE BUSINESSES	1,500	1,600
010-0000-308.01-06	BUSINESS LICENSE FEES/UTILITIES	5,500	5,700
010-0000-308.01-07	BUSINESS LICENSE FEES/HOTELS	1,900	1,900
010-0000-308.02-01	PERMITS - SIGN	200	1,400
010-0000-310.01-00	FINES & FORFEITURES - COURT	20,000	20,000
010-0000-310.02-00	PARKING FINES	1,000	1,000
010-0000-321.02-00	INTEREST & INTEREST INCOME	210,000	220,000
010-0000-331.01-00	RENTS - RENTAL OF GENERAL PROPERTY	1,000	2,000
010-0000-331.02-00	RENTS - RENTAL OF REAL PROPERTY	33,500	35,000
010-0000-341.01-00	STATE ABC PROFITS	2,000	0
010-0000-341.02-00	STATE WINE PROFITS	2,100	0
010-0000-341.03-00	RAILROAD ROLLING STOCK TAXES	13,000	13,000
010-0000-341.04-00	STATE DCJS GRANT	100,300	95,300
010-0000-341.06-00	STATE RENTAL TAXES	2,000	2,600
010-0000-341.08-00	STATE/MISC. GRANTS (FIRE GRANT)	8,000	9,000
010-0000-341.09-00	STATE GRANT FOR POLICE COMPUTERS	0	32,200
010-0000-341.11-00	STATE/VDOT CONTRACT SERVICES	6,400	3,000
010-0000-341.12-00	VDOT POLICE GRANT FOR OVERTIME	0	2,700
010-0000-342.01-00	CAMPBELL COUNTY GRANTS	65,000	65,000
010-0000-342.02-00	LITTER GRANT	1,700	2,000
010-0000-342.03-00	FUEL - FIRE DEPARTMENT (PAID BY CAMPBELL CO.)	6,800	6,800
010-0000-343.03-00	VDOT TEA 21 GRANT	0	575,000
010-0000-351.01-00	MISCELLANEOUS - SALE OF SUPPLIES & MATERIALS	3,000	12,000
010-0000-351.03-00	MISCELLANEOUS - CASH DISCOUNTS	500	400
010-0000-351.04-00	MISCELLANEOUS	17,000	20,000
010-0000-361.01-00	TRANSFER IN FROM RESERVES	0	111,800 *
010-0000-361.02-00	TRANSFER IN FROM LIBRARY RESERVES	24,500	29,600
010-0000-361.04-00	TRANSFER IN FROM C.I.F. RESERVES	50,000	50,000
010-0000-362.01-00	TRANSFER IN	284,800	0
	GENERAL FUND - GRAND TOTAL	3,983,900	4,586,700

* Council agreed to designate reserves of \$143,750
as VDOT match for downtown revitalization.

TOWN OF ALTAVISTA ADMINISTRATION DEPARTMENT FY2009 BUDGET

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

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

- Interact with the general public, elected officials, other governmental agencies and/or personnel and all town employees.
- Administer payroll and benefit plans and incorporate Human Resources requirements.
- Issue purchase orders, monitor all departmental purchases, and process invoices for payment. Also issue bills and collect revenue for various miscellaneous charges.
- Annually issue personal property, real estate and machinery and tools tax bills to all town citizens and businesses. Responsible for collecting delinquent taxes due the town-requiring follow-up within the calendar year to achieve an acceptable collection rate. (Current budgeted revenue is \$2,026,100.00)
- Administer the water and sewer billing system. Issue bills on a monthly and quarterly basis to all customers, coordinate cut-on/cut-off and request for new connections with public works, collect utility payments, and coordinate cut-offs for nonpayment of bills.
- Issue business licenses to all businesses located within the town on an annual basis and collect appropriate fees. (Approximately \$136,900.00)
- Administer the Meals Tax on Prepared Food and Beverages and the Transient Lodging Tax and collect revenue on a monthly basis. This amount includes auditing and collection of any under reporting. (Approximately \$550,000.00 annually)

- The town has eliminated the sale of decals; however, we bill and collect a license fee included on personal property tax billings. (Approximately \$44,000.00 revenue realized annually)
- Manage and account for all town finances and investments. There are numerous accounts and investments with LGIP, First National Bank, and BB&T. Requires research and discussions with banking financial personnel making certain the town receives the best investment possible taking into consideration the needs of the Town. (Approximately \$11,000,000.00)
- Prepare the annual town budget. This includes coordination with all departmental managers and appropriate council committees. Ultimate review, discussions and approval by the Town Manager and Town Council are required.
- Handle administrative duties for the IRMS, the Integrated Revenue Management System. This system allows us to enter delinquent taxpayers into a State Treasury system to collect unpaid taxes on state refunds or lottery winnings to individuals when applicable.
- Implementation of DMV's Vehicle Registration Withholding Program. This system allows us to enter vehicle information on delinquent taxpayers to stop automatic vehicle registration renewals until locality taxes are satisfied. This is a very effective tool for collection of delinquent taxes.
- Administer the rental and bookings for all park pavilions and the Booker Building.
- Issue deeds and collect revenue for sale of cemetery spaces at Green Hill Cemetery.
- Prepare on an annual basis a five-year Capital Improvements Program (CIP) for review and approval by council. Implement the approved plan.
- Review, coordinate and issue all permits required as specified by town ordinances. Coordinate with Campbell County on building permit matters.
- Handle all zoning issues relative to town codes with citizens, businesses, and appropriate committees. Issue zoning permits, sign permits, and enforce code.
- Involved with all matters pertaining to Planning Commission.
- Review and administer all contracts and grants pertaining to town matters.

- File all state and federal reports, ensure OSHA compliance, and handle Worker's Compensation for the town.
- Coordinate all legal matters with the town attorney and advise council of any action required.
- Work with outside auditors on an annual basis to meet this state statutory requirement.
- Provide monthly update on actual cost versus budgeted cost for all accounts to Town Council. This accounting function is linked to daily transactions required to adequately record revenues and expenditures handled by the staff.
- The staff is responsible for updating town policies, ordinances, and implementing all training requirements for the town. The staff also provides notary services at no charge to the general public.
- Responsible for all administrative functions relating to processing both incoming and outgoing mail for the town.
- Handle complaints from customers and contact the appropriate department for action and follow-up to resolve.
- Responsibility to install computer system upgrades, establish email for Town employees, handling PTF's (Pre-Temporary Fixes) for the Naviline system and perform all general system network administrative functions.
- Administer and update Town website. Respond as appropriate to email inquiries.
- Serve as single point of contact for Town economic development matters. Work closely with Virginia's Region 2000 Partnership, Campbell County, and the Virginia Economic Development Partnership to market the Town, show property, meet with clients, and promote the area for economic development.
- Serve as Town representative on Board of Directors for Virginia's Region 2000 Partnership.
- Serve as spokesperson for the Town and handle inquiries from print and television media.
- Administer and update Channel 7 cable station for the Town of Altavista and Town of Hurt. This is often a daily function.

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

**TOWN OF ALTAVISTA
ANNUAL BUDGET REQUEST
EXPENDITURES
FISCAL YEAR 2009**

FUND 10

ADMINISTRATION DEPARTMENT

<u>EXPENDITURE</u>	<u>NUMBER</u>	<u>FY08 BUDGET</u>	<u>FY09 BUDGET</u>
SALARIES & WAGES – COUNCIL	010-1101-401.10-01	19,500	19,500
SALARIES & WAGES - REGULAR	010-1101-401.10-02	307,200	273,400
SALARIES & WAGES – OVERTIME	010-1101-401.10-04	500	500
BENEFITS – FICA	010-1101-401.20-02	25,000	22,400
BENEFITS – VA. RETIREMENT	010-1101-401.20-04	37,300	22,300
BENEFITS – GROUP MEDICAL INS. This line item reflects the cost of medical insurance for the department.	010-1101-401.20-06	31,000	22,900
BENEFITS – GROUP LIFE INS. The General Assembly determines the rate for this line item. Last year we paid a rate of 1.22% and this year the rate will be .89%.	010-1101-401.20-08	3,800	2,400
WORKERS' COMPENSATION	010-1101-401.20-10	57,000	51,700
EMPLOYEE EDUCATION ASSIST. This line item is used to pay for advanced schooling by Town employees in accordance with Town Policy No. E-86-3.	010-1101-401.20-12	500	1,000
EMPLOYEE ASSISTANCE PROG. This account is used to pay annual contractual fees for the Employee Assistance Program (EAP).	010-1101-401.20-14	1,300	1,300

<u>EXPENDITURE</u>	<u>NUMBER</u>	<u>FY08 BUDGET</u>	<u>FY09 BUDGET</u>
OTHER EMPLOYEE BENEFITS This account is used to pay for items such as Unemployment Payments required by the state for former employees, the Employee Recognition Program and the Christmas Bonus for town employees.	010-1101-401.20-16	18,000	17,000
POFESS. SERVCS - COBRA ADMIN. This account is used to pay for outsourcing COBRA administration required by federal legislation allowing employees to participate in the town's health insurance plan when employment is terminated.	010-1101-401.30-02	1,500	1,500
LEGAL SERVICES This account is used to pay for the legal services of the Town Attorney. Mr. Eller requested a 3% increase.	010-1101-401.30-04	26,900	27,500
ADVERTISING This line item is used to pay for all advertising statutorily required. Also included is \$5,000 for printing a town calendar distributed to citizens and business within the town.	010-1101-401.30-06	14,000	15,000
MAINT. SERVICE CONTRACTS This line item is used to pay for various equipment, related leases and/or maintenance contracts associated with the Administration, including office equipment and computer software support.	010-1101-401.30-08	51,500	54,600
INDEPENDENT AUDITOR This line item is used to pay for the annual town audit.	010-1101-401.30-10	19,700	20,000
ENGINR. & ARCHITEC. SERVICES This account is used to pay for engineering costs associated with capital projects.	010-1101-401.30-12	25,000	25,000
MISC. PROFESSIONAL SERVICES \$25,000 budgeted for consulting services for Comprehensive Plan and Zoning Ordinance revisions. This account is also used for meals tax auditing and other professional services.	010-1101-401.30-14	40,000	40,000

<u>EXPENDITURE</u>	<u>NUMBER</u>	<u>FY08 BUDGET</u>	<u>FY09 BUDGET</u>
ELECTRICAL This account is used to pay electric bills for the Town Hall facility.	010-1101-401.50-02	11,500	12,500
HEATING SERVICES	010-1101-401.50-04	5,500	5,500
POSTAL SERVICES This account covers all regular postage charges, annual Post Office rental fees, UPS and/or Federal Express charges	010-1101-401.50-06	7,500	8,500
TELECOMMUNICATIONS	010-1101-401.50-08	5,500	8,800
OTHER PROPERTY INSURANCE This account is used for insurance coverage with VML for Umbrella/Excess Liability, Machinery, and Property.	010-1101-401.50-10	27,700	31,400
MOTOR VEHICLE INSURANCE This account is used to pay VML for automobile coverage on all town vehicles.	010-1101-401.50-12	20,100	18,100
SURETY BONDS This account is used to pay for the annual bonds for the Treasurer and other office staff.	010-1101-401.50-14	900	300
PUBLIC OFFICIAL LIABILITY	010-1101-401.50-16	900	900
GENERAL LIABILITY INSURANCE This account is used to pay for General Liability Coverage with VML. Also included is coverage for Uncle Billy's Day. Uncle Billy's Day coverage is shared 50/50 with UBD Committee.	010-1101-401.50-18	26,400	22,800
CONVENTIONS & EDUCATION This line item is used to pay for items such as the VML Annual Conference and training/travel expenses for the Town Council and Administration Department staff.	010-1101-401.50-26	10,000	9,000

<u>EXPENDITURE</u>	<u>NUMBER</u>	<u>FY08 BUDGET</u>	<u>FY09 BUDGET</u>
DUES & ASSOC. MEMBERSHIPS	010-1101-401.50-28	9,200	9,200
This account is used to pay dues and membership fees to various organizations such as Virginia's Region 2000, Virginia Municipal League and Region 2000 Regional Commission Membership.			
REFUNDS	010-1101-401.50-30	500	500
This account is used to issue full or partial refunds of taxes and/or fees overpaid/paid-in-error to the town.			
MISCELLANEOUS EXPENSE	010-1101-401.50-32	14,500	14,000
This account is used to cover unanticipated expenditures for the Administration Department that are deemed necessary by the Town Manager.			
MISC. REIMBURSEMENT	010-1101-401.50-34	200	200
This account is used to cover expenses the Town initially incurs but will be reimbursed.			
PLANNING COMMISSION	010-1101-401.50-36	2,100	2,100
This line item is used to pay monthly salaries to the appointed members of the Planning Commission.			
OFFICE SUPPLIES	010-1101-401.60-02	10,500	10,500
This account is used to purchase the various office supplies needed for this Administrative Department.			
REPAIRS & MAINTENANCE	010-1101-401.60-04	16,500	16,500
This account is used to pay for restroom supplies and for maintenance to the Town Hall facility, including janitorial and exterminator contracts.			
FUEL	010-1101-401.60-06	1,000	1,500
BOOKS & SUBSCRIPTIONS	010-1101-401.60-12	<u>500</u>	<u>500</u>
SUBTOTAL		850,700	790,800

ADMINISTRATION DEPARTMENT CAPITAL PURCHASES

ADMINISTRATION CAPITAL OUTLAY EXPENSES

<u>EXPENDITURE</u>	<u>NUMBER</u>	<u>FY08 BUDGET</u>	<u>FY09 BUDGET</u>
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None.

ADMINISTRATION -- GRAND TOTAL	850,700	790,800
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**TOWN OF ALTAVISTA
ANNUAL BUDGET REQUEST
EXPENDITURES
FISCAL YEAR 2009**

FUND 10

NON-DEPARTMENTAL

<u>EXPENDITURE</u>	<u>NUMBER</u>	<u>FY08 BUDGET</u>	<u>FY09 BUDGET</u>
OTHER CHARGES – MISC.	010-9101-801.50-32	39,300	131,800
- Trans Dominion Express \$250			
- Business Development Center \$1,500			
- Altavista Chamber of Commerce \$30,000			
- Building Improvement Program (AOT) \$100,000			
CONTRIBUTION-ALTAVISTA EMS	010-9101-801.50-61	1,000	1,000
CONTRIBUTION-SENIOR CTR.	010-9101-801.50-62	1,000	1,000
ECONOMIC INCENTIVES	010-9101-801.50-63	9,300	9,300
Amount budgeted for reimbursements to the Altavista IDA next fiscal year. (BGF and Rage Corp.)			
RECREATION PROGRAM	010-9101-801.50-70	88,000	88,000
This account is to pay the YMCA for their offerings of organized recreational activities. Quarterly payments.			
CONTRIBUTION ALTA. FIRE CO.	010-9101-801.50-72	73,000	74,000
The budgeted amount represents an annual contribution of \$65,000 (quarterly payments) and \$9,000 grant from the Virginia Department of Fire Programs.			
OTHER CHARGES/CONTR. AVOCA	010-9101-801.50-73	10,000	10,000
Paid quarterly.			
CONTRIBUTION MAIN ST. PROGM.	010-9101-801.50-74	40,000	40,000
Town contribution of \$35,000 paid quarterly. An additional \$5,000 budgeted from Campbell County.			

<u>EXPENDITURE</u>	<u>NUMBER</u>	<u>FY08 BUDGET</u>	<u>FY09 BUDGET</u>
FUEL ALTAVISTA FIRE DEPT. This expense is for fuel used by the Altavista and Evington Fire Departments obtained from the Public Works fuel tanks. The town is reimbursed by Campbell County.	010-9102-801.60-06	6,800	6,000
TRANSFER OUT/CEMETERY FUND	010-9102-802.70-01	25,000	25,000
TRANSFER OUT/WATER/SEWER FUND	010-9102-802.70-02	0	699,100
DEBT SERVICE – PRINCIPAL BGF Storm Water Project – payment #3.	010-9104-801-90-02	37,700	40,400
DEBT SERVICE – INTEREST BGF Storm Water Project – payment #3.	010-9104-801-90-04	18,900	16,200
AVOCA MATERIALS & SUPPLIES AND REPAIRS & MAINTENANCE The account is used for maintenance and upkeep of Avoca. Avoca Director requested a 3% increase for FY09.	010-9105-801.60-04	27,200	28,000
SUBTOTAL		377,200	1,169,800

NON-DEPARTMENTAL CAPITAL PURCHASES

<u>EXPENDITURE</u>	<u>NUMBER</u>	<u>FY08 BUDGET</u>	<u>FY09 BUDGET</u>
CAPITAL OUTLAY – NEW Gateway Signs – (\$40,000 budgeted in C.I.P.)	010-9103-801.82-30	0	40,000
CAPITAL OUTLAY – REPLACEMENT IMPROVEMENTS OTHER THAN BLDGS. Replacement of Heating/Cooling Unit for the Avoca Museum. (\$23,100 budgeted C.I.P. item) Central Business District Physical Renovation Project streetscape. (\$718,750 budgeted with \$575,000 VDOT TEA 21 Grant funding partially offsetting.)	010-9105-801.81-30	30,500	741,900
SUBTOTAL		30,500	781,900
NON-DEPARTMENTAL – GRAND TOTAL		407,700	1,951,700

TOWN OF ALTAVISTA POLICE DEPARTMENT FY2009 BUDGET

The main objective of the Police Department is to serve and protect the citizens and businesses in Altavista by enforcing all laws and ordinances in the Commonwealth and Town. There are 12 sworn officers in this department, and we work 24 hours per day, 365 days per year providing police services to the public. In 2007, we answered 5,048 calls for service.

All of our police officers are professionals in their field and are required by the Commonwealth of Virginia to be certified officers, with a required amount of training and education. All police officers must complete required amounts of in-service training on an annual basis to maintain their certifications.

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

As a police department team, we do the following:

- Enforce all laws and ordinances of the Commonwealth of Virginia and the Town of Altavista. Provide regular patrols of all areas of Town and respond to all emergency calls for service.
- Provide mutual aid to neighboring communities and work closely with the Virginia State Police, Virginia ABC, Campbell County Sheriff's Department, and the Hurt Police Department.
- Assist Fire and Rescue as needed during their emergency calls for service. Provide limited Emergency Medical Service through the use of an Automatic External Defibrillator (AED).
- Investigate all crimes committed in the Town. Investigate all motor vehicle accidents.
- Serve warrants and summons. Testify in court on all criminal charges filed by the department.
- Operate a tactical response team. Use extensively when making difficult arrests, and when executing search warrants.
- Operate undercover drug investigations. Provide and receive support from State and Federal authorities with their investigations.
- Provide traffic law enforcement through the use of patrols and radar equipment. Operate periodic sobriety checkpoints.

- Provide speakers to local community organizations, clubs, and to the schools. Provide tours of the police department for elementary school children.
- Provide security and logistical support to the annual Uncle Billy's Day festival.
- Provide fingerprinting services and assist with criminal background checks.
- Provide programs for crime prevention and home security. Promote crime prevention.
- Provide home security checks when citizens are away or on vacation. Escort local businesses to night bank deposit when requested.
- Respond to bank alarms and other business security alarms.
- Provide traffic assistance and escorts for funerals.
- Assist Public Works by providing for water cut-ons/cut-offs during emergencies or after regular business hours.
- Open and close Town Parks on a daily basis.
- Deliver Town Council agenda packets.
- Provide instructors for the Police Academy.

**TOWN OF ALTAVISTA
ANNUAL BUDGET REQUEST
EXPENDITURES
FISCAL YEAR 2009**

FUND 10

PUBLIC SAFETY (POLICE) DEPARTMENT

<u>EXPENDITURE</u>	<u>NUMBER</u>	<u>FY08 BUDGET</u>	<u>FY09 BUDGET</u>
SALARIES & WAGES – REGULAR	010-3101-501.10-02	469,300	525,000
SALARIES & WAGES - OVERTIME This includes regular, drug and court overtime.	010-3101-501.10-04	15,000	17,000
OVERTIME – DMV GRANT DMV Traffic Enforcement Grant will offset this expense.	010-3101-501-10-06	0	2,700
BENEFITS – FICA	010-3101-501.20-02	37,000	41,700
BENEFITS – VA. RETIREMENT	010-3101-501.20-04	55,500	42,800
BENEFITS- GROUP MEDICAL INS.	010-3101-501.20-06	69,400	55,600
BENEFITS- GROUP LIFE INS. The General Assembly determines the rate for this line item. Last year we paid a rate of 1.22% and this year the rate is .89%.	010-3101-501.20-08	5,600	4,700
PHYSICALS	010-3101-501.30-16	2,000	2,000
REPAIRS & MAINT. ELECTRONICS This account is for maintenance of radios, computer systems, and for replacement radios as needed.	010-3101-501.30-18	7,500	7,500
POLICE DEPT. HEATING Cost for heating the previous Fire Department Building on 7 th Street. This facility is now used by the Police Department.	010-3101-501.50-04	1,500	800
TELECOMMUNICATIONS	010-3101-501.50-08	13,500	11,000

<u>EXPENDITURE</u>	<u>NUMBER</u>	<u>FY08 BUDGET</u>	<u>FY09 BUDGET</u>
GENERAL LIABILITY INSURANCE Liability insurance coverage required for law enforcement personnel.	010-3101-501.50-18	2,700	2,900
SUBSISTANCE & LODGING This account is used for attending training sessions and transporting prisoners out of town.	010-3101-501.50-24	1,000	2,000
CONVENTIONS & EDUCATION This account is for fees associated with training seminars and special schools.	010-3101-501.50-26	2,500	3,000
DUES & ASSOC. MEMBERSHIPS This account is for dues for Police Academy and VACP. Academy dues increased \$25 per officer.	010-3101-501.50-28	3,600	4,100
MISCELLANEOUS	010-3101-501.50-32	1,000	1,000
OFFICE SUPPLIES	010-3101-501.60-02	7,000	7,000
REPAIR & MAINT. SUPPLIES	010-3101-501.60-04	900	900
FUELS & LUBRICANTS This account is for fuel used for all police vehicles. Increase is for projected fuel price increases next year.	010-3101-501.60-06	23,600	24,800
VEHICLE & EQUIP. REPAIRS AND MAINTENANCE	010-3101-501.60-08	10,000	10,000
UNIFORMS & WEARING APPAREL This account pays for uniforms and equipment for all police officers.	010-3101-501.60-10	10,600	10,000
DRUG INVESTIGATING This account is for expenses to pay for undercover drug investigations.	010-3101-501.60-16	8,000	6,000
SUBTOTAL		747,200	782,500

PUBLIC SAFETY (POLICE) DEPARTMENT CAPITAL PURCHASES

PUBLIC SAFETY (POLICE) CAPITAL OUTLAY EXPENSES

<u>EXPENDITURE</u>	<u>NUMBER</u>	<u>FY08 BUDGET</u>	<u>FY09 BUDGET</u>
<u>MOTOR VEHICLES-REPLACEMENT</u> This CIP item covers the purchase of two police cruisers in FY2009. The cost for installing equipment and striping is included in the budgeted amount requested.	010-3101-501.81-02	55,600	58,400
<u>CAPITAL OUTLAY - NEW</u> Purchase of 13 lap top computers for all officers and command staff. Computers to be used in town police vehicles. Grant funding in the amount of \$32,200 will partially offset this expense.	010-3101-501.82-10	0	43,000
	SUBTOTAL	55,600	101,400
	PUBLIC SAFETY -- GRAND TOTAL	802,800	883,900

**Town of Altavista
Public Works Department
FY2009 BUDGET**

The Public Works Department currently employs (20) twenty full time employees and provides a majority of the services offered to the citizens and businesses in Altavista. The Public Work team is divided into 7 Divisions that include Administration, Buildings and Grounds, Engineering, Operations, Shop, Streets and Water and Wastewater.

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

ADMINISTRATION

Clerk & Dispatch:

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

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

BUILDINGS AND GROUNDS DIVISION

Building & Grounds:

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

Green Hill Cemetery:

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

Parks & Recreation:

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

ENGINEERING DIVISION

Engineering:

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

OPERATIONS DIVISION

Sanitation:

We collect garbage three days per week in each of our residential areas. Our conversion to a fully automated collection system has been a success. Our system consists of a (3) three-day pickup done once per week to each residence either on Tuesday, Wednesday or Thursday and (2) two trips to the landfill per week. We have received sincere gratitude from many residents on our medical release system and are pleased to provide this service.

Water Meter Reading:

We read approximately fifteen hundred (1,500) residential water meters on a quarterly basis. We read approximately fifty (50) commercial meters monthly. We do re-reads for any extremely high or low meter readings as well as stopped meters. We replace all worn or stopped meters. We provide water cut-on/cut-offs for residents and businesses that are moving in and out of buildings in town. We perform water cut-offs for delinquent accounts. Our hand held computer reading device enables us to download readings into the computer and print water bills saving time and preventing some errors. We have proposed to purchase a Radio Read Meter System in CIP 2010-2011. All water meters could be read in (3) three hours versus (7) seven to (10) ten days.

Brush & Special Pick-ups:

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

Underground Line Locating:

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

SHOP DIVISION

Equipment Maintenance:

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

STREETS DIVISION

Street Maintenance:

We maintain all streets and alleys in Altavista with the exception of Route 43 (Bedford Avenue) and US 29 Business (Main Street). The Virginia Department of Transportation (VDOT) maintains these two arterials. We do however mow this right of way to provide the pleasing aesthetics the citizens of Altavista have come to expect. Maintenance of streets includes paving, repairing of potholes and utility cuts, signage, striping, traffic signals, storm drainage, sidewalks, guardrail, and mowing of rights-of-way. We typically schedule an annual contract for street paving that typically costs approximately \$80,000 to \$120,000, depending upon the work to be done.

Litter Control:

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

Leaf Collection:

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

Weekend-Truck:

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

WATER AND WASTEWATER DIVISION

Water Lines:

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

Sewer Lines:

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

OTHER DUTIES

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

**TOWN OF ALTAVISTA
ANNUAL BUDGET REQUEST
EXPENDITURES
FISCAL YEAR 2009**

FUND 10

PUBLIC WORKS DEPARTMENT

<u>EXPENDITURE</u>	<u>NUMBER</u>	<u>FY08 BUDGET</u>	<u>FY09 BUDGET</u>
SALARIES & WAGES – REGULAR A total of \$87,900 is budgeted in the State Highway Reimbursement Fund (Fund 20).	010-4101-601.10-02	552,800	433,100
SALARIES & WAGES – OVERTIME	010-4101-601.10-04	12,000	6,000
BENEFITS – FICA	010-4101-601.20-02	50,800	33,600
BENEFITS – VA. RETIREMENT	010-4101-601.20-04	79,300	35,300
BENEFITS – GROUP MEDICAL INS.	010-4101-601.20-06	102,800	50,400
BENEFITS – GROUP LIFE INS. The General Assembly determines the rate for this line item. Last year we paid a rate of 1.22% and this year the rate will be .89%.	010-4101-601.20-08	8,000	3,900
MAINT. SERVICE CONTRACTS This account is used for maintenance of office equipment such as copier and fax machines.	010-4101-601.30-08	800	800
PHYSICALS This account is for pre-employment physicals and random drug testing for C.D.L. drivers.	010-4101-601.30-16	1,000	700
REPAIRS & MAINT. – ELECTRONICS This account is for maintenance of radios that are part of our communication system.	010-4101-601.30-18	1,500	1,500
TELECOMMUNICATIONS Previously charged to Administration Department. All departments will have a separate line item this fiscal year.	010-4101-601.50-08	5,400	6,500
SUBSISTANCE & LODGING This account is used to pay for travel related expenses associated with employee training.	010-4101-601.50-24	500	800

<u>EXPENDITURE</u>	<u>NUMBER</u>	<u>FY08 BUDGET</u>	<u>FY09 BUDGET</u>
CONVENTIONS & EDUCATION This account is used to pay for training seminars and educational sessions for Public Works employees.	010-4101-601.50-26	1,500	1,500
MISCELLANEOUS EXPENSE	010-4101-601.50-32	1,500	1,500
OTHER CHARGES - MISS UTILITY This account is used to cover the expenses associated with "Miss Utility" tickets – marking utilities before digging or other excavation occurs.	010-4101-601.50-76	1,000	1,500
FUELS & LUBRICANTS - PW This account is used for gas, diesel fuel, lubricants, oil, grease, etc., for vehicles and motorized equipment, except for sanitation.	010-4101-601.60-06	44,200	50,000
VEHICLE & EQUIP. REPAIRS AND MAINTENANCE This account is to pay for repairs and preventative maintenance for vehicles and motorized equipment, except sanitation vehicles.	010-4101-601.60-08	20,000	20,000
UNIFORMS & WEARING APPAREL This account is used to pay for uniform expense and safety supplies such as hard hats, vests, etc.	010-4101-601.60-10	9,000	11,000
STREET LIGHTS OPERATING SUPPLIES This account is for electric bills for street lighting. Charging \$43,300 to the State Highway Reimbursement Fund.	010-4101-601.60-20	21,000	25,000
HWY, STRTS, & SDWLK SUPPLIES This account is for miscellaneous maintenance that is not chargeable to the highway maintenance fund, such as alleys, parking lots, etc. This account also has funds budgeted for tree removal and downtown beautification.	010-4101-601.60-22	40,000	35,000
STORM DRAINAGE This account is for any replacement of old drainpipes or catch basins.	010-4101-601.60-28	3,500	3,500
REPAIRS & MAINT. - ENGINEERING This account is used to make repairs or calibrations to engineering/surveying equipment.	010-4101-601.60-30	1,000	1,000

<u>EXPENDITURE</u>	<u>NUMBER</u>	<u>FY08 BUDGET</u>	<u>FY09 BUDGET</u>
TRAIN STATION MATL'S & SUPPLIES This account is used for general maintenance of the Train Station.	010-4101-601.60-34	7,500	7,500
FUELS & LUBRICANTS – SANIT. This account is used for gas, diesel fuel, lubricants, oil, grease, etc., for the sanitation vehicles.	010-4102-601.60-06	10,800	12,500
VEHICLES & EQUIP. REPAIRS AND MAINTENANCE – SANIT. This account is to pay for repairs and preventative maintenance for sanitation vehicles.	010-4102-601.60-08	14,500	11,000
LITTER EXPENSES This account is used for expenses related to litter collection.	010-4102-601.60-26	1,300	1,300
LANDSCAPING CONTRACTS This account is for landscaping contracts for various places in Town, such as Town Hall, War Memorial, Library, entrance signs, etc.	010-4103-601.30-22	20,000	20,000
ELECTRICAL This account is for electricity costs for Public Works facility.	010-4103-601.50-02	3,500	4,000
HEATING This account is used for natural gas bills for heat for the Public Works facility.	010-4103-601.50-04	1,500	5,500
SHOP MATERIALS & SUPPLIES This account is used for maintenance and supplies for the Public Works facility on 3 rd Street.	010-4103-601.60-18	7,500	7,500
SMALL TOOLS - SHOP This account is used to replace worn tools, drill bits, saws, etc.	010-4103-601.60-24	2,000	5,000
RECREATION - ELECTRICITY This account is for electricity costs for the Shreve Park Ball Fields.	010-4104-602.50-02	7,500	8,200

<u>EXPENDITURE</u>	<u>NUMBER</u>	<u>FY08 BUDGET</u>	<u>FY09 BUDGET</u>
RECREATION MAT'LS & SUPPLIES	010-4104-602.60-18	17,000	24,700
This account is for maintenance and supplies for recreation facilities at Shreve Park, English Park, Booker Building, Bedford Avenue Park, and 15 th Street Park.			
	SUBTOTAL	1,050,700	829,800

PUBLIC WORKS CAPITAL OUTLAY EXPENSES

<u>EXPENDITURE</u>	<u>NUMBER</u>	<u>FY08 BUDGET</u>	<u>FY09 BUDGET</u>
MOTOR VEHICLES & EQUIP. – REPL.	010-4101-601.81-02	44,000	0
MACHINERY & EQUIP. – REPL.	010-4101-601.81-06	26,000	10,000
Replace current fuel monitoring system that is outdated.			
STORM WATER IMPROVEMENTS – REPL.	010-4101-601.81-36	284,800	0
Storm water improvements budgeted for 7 th Street/Broad Street project.			
DEBT SERVICE - PRINCIPAL	010-4101-601-90-02	14,600	15,200
2007 Bond debt payable to May 1, 2022 (3.79% annual interest rate) - \$14,632.09).			
DEBT SERVICE – INTEREST	010-4101-601-90-04	10,600	10,000
2007 Bond debt payable to May 1, 2022 (\$10,574.66).			
IMPROVEMENTS OTHER THAN BUILDINGS	010-4103-604.82-30	10,000	38,000
Sandblast and paint Broad Street Footbridge - \$30,000 Install irrigation system at the Town Hall - \$8,000			
MAT'LS/IMPROVEMENTS-PARKS-REPL.	010-4104-602.81-26	50,000	50,000
Improvements to existing community parks as outlined in the C.I.P.			

<u>EXPENDITURE</u>	<u>NUMBER</u>	<u>FY08 BUDGET</u>	<u>FY09 BUDGET</u>
IMPROVEMENTS -- BUILDINGS Interior painting at the Town Hall as included in the C.I.P.	010-4103-608.81-18	0	7,300
	SUBTOTAL	440,000	130,500
	PUBLIC WORKS -- GRAND TOTAL	1,490,700	960,300

TOWN OF ALTAVISTA
ANNUAL BUDGET REQUEST
REVENUES
FISCAL YEAR 2009

FUND: 20 STATE/HIGHWAY REIMBURSEMENT FUND

		FY 2008	FY2009
ACCOUNT NUMBER	REVENUE	BUDGET	BUDGET
020-0000-341.07-00	STREET & HIGHWAY MAINTENANCE	518,000	520,000
	SUBTOTAL	518,000	520,000
	STATE/HIGHWAY REIMBURSEMENT FUND--GRAND TOTAL	518,000	520,000

TOWN OF ALTAVISTA
ANNUAL BUDGET REQUEST
EXPENDITURES
FISCAL YEAR 2009

FUND: 20 STATE/HIGHWAY REIMBURSEMENT FUND

		FY 2008	FY 2009
ACCOUNT NUMBER	EXPENDITURE	BUDGET	BUDGET
020-4101-601.60-04	MAINTENANCE - OTHER MAINTENANCE	0	0
020-4101-601.60-28	MAINTENANCE - DRAINAGE	55,000	40,000
020-4101-601.60-36	MAINTENANCE - PAVEMENT	210,000	156,000
020-4101-601.60-40	MAINTENANCE - TRAFFIC CONTROL DEVICES	40,000	45,000
020-4101-606.60-30	ENGINEERING - REPAIRS & MAINTENANCE	10,000	11,000
020-4101-606.60-44	ROAD/STREET/HIGHWAY - SNOW & ICE REMOVAL	30,000	30,000
020-4101-606.60-46	ROAD/STREET/HIGHWAY - OTHER TRAFFIC SVS.	58,000	50,000
020-4101-607.50-32	GENERAL ADMIN. & MISC. - MISCELLANEOUS	115,000	38,000
	SUBTOTAL	518,000	370,000
CAPITAL OUTLAY			
020-4101-608.82-30	IMPROVEMENTS OTHER THAN BLDGS. - NEW	0	150,000
020-4101-608.82-34	ENGINEERING - NEW	0	0
	SUBTOTAL	0	150,000
	STATE/HIGHWAY REIMBURSEMENT FUND--GRAND TOTAL	518,000	520,000

**TOWN OF ALTAVISTA
REVENUES
FISCAL YEAR 2009**

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

			<u>FY2008</u>	<u>FY 2009</u>
<u>ACCOUNT NUMBER</u>	<u>REVENUE</u>		<u>BUDGET</u>	<u>BUDGET</u>
030-0000-321.02-00	INTEREST/INTEREST INCOME		5,500	4,300
030-0000-351.04-00	MISCELLANEOUS		0	0
030-0000-361.02-00	TRANSFER IN FROM LIBRARY RESERVES		19,000	54,900
	SUBTOTAL		24,500	59,200
	LIBRARY FUND--GRAND TOTAL		24,500	59,200

**TOWN OF ALTAVISTA
ANNUAL BUDGET REQUEST
EXPENDITURES
FISCAL YEAR 2009**

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

			<u>FY2008</u>	<u>FY 2009</u>
<u>ACCOUNT NUMBER</u>	<u>EXPENDITURE</u>		<u>BUDGET</u>	<u>BUDGET</u>
030-4103-601.50-02	OTHER CHARGES - ELECTRICAL		8,000	0
030-4103-601.50-04	OTHER CHARGES - HEATING		3,000	0
030-4103-601.60-04	MATERIALS/SUPPLIES & REPAIRS/MAINT.		13,500	13,500
030-4103-601.70-03	TRANSFER OUT TO GENERAL FUND		0	29,600
	SUBTOTAL		24,500	43,100
	<u>CAPITAL PURCHASES</u>			
030-4103-601.81-08	CAPITAL OUTLAY - NEW FURN./FIX. REPL.		0	16,100
	SUBTOTAL		0	16,100
	LIBRARY FUND--GRAND TOTAL		24,500	59,200

**TOWN OF ALTAVISTA
ANNUAL BUDGET REQUEST
EXPENDITURES
FISCAL YEAR 2009**

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

<u>EXPENDITURE</u>	<u>NUMBER</u>	<u>FY08 BUDGET</u>	<u>FY09 BUDGET</u>
OTHER CHARGES-ELECTRICAL	030-4103-601.50-02	8,000	0
OTHER CHARGES-HEATING	030-4103-601.50-04	3,000	0
MATERIALS/SUPPL. & REPAIRS/MAINT. This account is used to pay for repairs and maintenance to the building as well as restroom supplies. This account includes contracts for extermination and janitorial services.	030-4103-601.60-04	13,500	13,500
TRANSFER OUT TO GENERAL FUND	030-4103-601.70-03	24,500	29,600
	SUBTOTAL	49,000	43,100

LIBRARY (S.R.L.) - CAPITAL PURCHASES

FUND: 30 - LIBRARY

<u>EXPENDITURE</u>	<u>NUMBER</u>	<u>FY08 BUDGET</u>	<u>FY09 BUDGET</u>
FURNITURE/FIXTURES - NEW Price for new heating and air conditioning unit included in the C.I.P.	030-4103-601.81-08	0	16,100
	GRAND TOTAL	49,000	59,200

**TOWN OF ALTAVISTA
ANNUAL BUDGET REQUEST
REVENUES
FISCAL YEAR 2009**

FUND: 50 WATER & SEWER FUND

<u>ACCOUNT NUMBER</u>	<u>REVENUE</u>	<u>FY 2008 BUDGET</u>	<u>FY2009 BUDGET</u>
050-0000-321.02-00	INTEREST/INTEREST INCOME	38,000	140,000
050-0000-332.01-00	WATER CHARGES - INDUSTRIAL	803,000	815,000
050-0000-332.02-00	WATER CHARGES - BUSINESS & RESIDENTIAL	204,000	210,000
050-0000-332.03-00	WATER CHARGES - OUTSIDE COMMUNITY	125,000	120,000
050-0000-332.04-00	WATER CHARGES - WATER CONNECTION FEES	3,000	5,000
050-0000-333.01-00	SEWER CHARGES - INDUSTRIAL	985,000	995,000
050-0000-333.02-00	SEWER CHARGES - BUSINESS & RESIDENTIAL	177,000	190,000
050-0000-333.03-00	SEWER CHARGES - OUTSIDE COMMUNITY	3,400	3,400
050-0000-333.04-00	SEWER CHARGES - SEWER CONNECTION FEES	7,000	10,000
050-0000-333.05-00	SEWER CHARGES - SEWER SURCHARGES	91,000	92,000
050-0000-334.00-00	CHARGES FOR SVS - WATER/SEWER PENALTIES	3,000	3,500
050-0000-351.04-00	MISCELLANEOUS	21,000	25,000
050-0000-361.03-00	TRANSFER IN FROM GENERAL FUND	0	699,100
	WATER & SEWER FUND -- GRAND TOTAL	2,460,400	3,308,000

Town of Altavista Water Department FY2009 Budget

The main objective of the water department is to provide the citizens, businesses, and industries of the Town of Altavista, the Town of Hurt, and selected areas outside the corporate limits with a consistent and adequate supply of safe drinking water. We work two eight-hour shifts to provide this service in compliance with all federal and state laws, rules, and regulations. During calendar year 2007, we treated 649,000,000 gallons of water.

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

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

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

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

Other duties and services include:

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

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

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

TOWN OF ALTAVISTA
ANNUAL BUDGET REQUEST
EXPENDITURES
FISCAL YEAR 2009

FUND: 50

WATER DEPARTMENT

<u>EXPENDITURE</u>	<u>NUMBER</u>	<u>FY08 BUDGET</u>	<u>FY09 BUDGET</u>
SALARIES & WAGES – ADMIN.	050-1101-701.10-02	0	23,400
SALARIES & WAGES-OT-ADMIN.	050-1101-701.10-04	0	0
FICA – ADMIN.	050-1101-701.20-02	0	1,800
BENEFITS-VA.RET.-ADMIN.	050-1101-701.20-04	0	1,900
BENEFITS-GP. MEDICAL-ADMIN.	050-1101-701.20-06	0	4,600
BENEFITS-GP.LIFE INS.-ADMIN.	050-1101-701.20-08	0	200
SUBTOTAL ADMIN.		0	31,900
 SALARIES & WAGES – PW	 050-4101-701.10-02	 0	 88,400
SALARIES & WAGES – OT-PW	050-4101-701.10-04	0	3,000
FICA – PW	050-4101-701.20-02	0	7,000
BENEFITS – VA. RETIREMENT – PW	050-4101-701.20-04	0	7,200
BENEFITS – GROUP MEDICAL –PW	050-4101-701.20-06	0	16,900
BENEFITS – GROUP LIFE INS. – PW	050-4101-701.20-08	0	800
REPAIR & MAINT. SUPPLIES – PW	050-4101-701.60-04	15,000	23,000
Used for distribution system maintenance. Work performed by Public Works Dept.			
SUBTOTAL PW		15,000	146,300

<u>EXPENDITURE</u>	<u>NUMBER</u>	<u>FY08 BUDGET</u>	<u>FY09 BUDGET</u>
SALARIES & WAGES - REGULAR	050-5001-701.10-02	232,700	213,500
SALARIES & WAGES - OVERTIME	050-5001-701.10-04	7,500	7,500
BENEFITS - FICA	050-5001-701.20-02	18,400	16,900
BENEFITS - VA. RETIREMENT	050-5001-701.20-04	28,300	17,400
BENEFITS - GROUP MEDICAL INS.	050-5001-701.20-06	51,800	43,300
BENEFITS - GROUP LIFE INS. The General Assembly determines the rate for this line item. Last year we paid a rate of 1.22% and this year the rate will be .89%.	050-5001-701.20-08	2,800	1,900
MAINT. SERVICE CONTRACTS This account is used for maintenance calibration, elevator maintenance, and water storage tank maintenance. Increase due to added service contracts.	050-5001-701.30-08	24,000	45,000
WATER PURCHASES-CAMPB. CO. The town is required to purchase 300,000 gallons per day, 5 days per week. The current agreement ends December 2008.	050-5001-701.30-20	99,000	52,200
REPAIRS & MAINTENANCE This account is used for roads, grounds, and building maintenance. Increase due to updating heating and cooling system.	050-5001-701.30-24	8,000	15,000
ELECTRICAL This account is used to pay for annual electricity expenses at the water treatment plant, Reynolds Spring, McMinnis Spring, and the distribution pump stations. Increase due to rising energy costs.	050-5001-701.50-02	95,000	127,000
HEATING This account is used for annual gas heating costs.	050-5001-701.50-04	3,000	3,000

<u>EXPENDITURE</u>	<u>NUMBER</u>	<u>FY08 BUDGET</u>	<u>FY09 BUDGET</u>
TELECOMMUNICATIONS This account is used to pay telephone expense at plant as well as for leased lines used for telemetry readings and operating charges at both springs and water storage tanks.	050-5001-701.50-08	10,900	10,900
SUBSISTANCE & LODGING This account is used for travel related expenditures associated with training seminars. All operators must complete a certain number of continuing education hours as part of the state licensure requirements.	050-5001-701.50-24	500	500
CONVENTIONS & EDUCATION This account is used for payment of registration fees and other training costs. All operators must complete a certain number of education hours as part of the state licensure requirements.	050-5001-701.50-26	2,500	2,500
DUES & ASSOC. MEMBERSHIPS This account is used for memberships such as the American Water Works Association and the Virginia Rural Water Association.	050-5001-701.50-28	700	800
REFUNDS	050-5001-701.50-30	2,000	2,000
MISCELLANEOUS EXPENSE Last year's budget included \$7,900 for the water resource planning match with Region 2000. Included in this line item are various safety related items for the department.	050-5001-701.50-32	8,900	2,800
SAMPLE TESTING This account is used to pay for sample testing at an outside lab for tests we cannot do internally. This includes monthly, quarterly, and annual samples. Increased due to added sampling for VDH.	050-5001-701.50-64	9,500	11,000

<u>EXPENDITURE</u>	<u>NUMBER</u>	<u>FY08 BUDGET</u>	<u>FY09 BUDGET</u>
FEES PAID TO COMMONWEALTH The state charges every utility a fee based upon the number of connections to the system. Increased due to additional cost from VDH.	050-5001-701.50-66	3,300	5,000
PROFESSIONAL LICENSES This account pays for biennial state license renewal fees. Increase due to license renewal for FY-2009.	050-5001-701.50-68	0	600
REPAIR & MAINT. SUPPLIES This account is used to pay for maintenance at the treatment plant, springs, and pump station. Increase due to ongoing maintenance.	050-5001-701.60-04	24,500	27,500
FUELS & LUBRICANTS This account is for fuel and lubricants for plant vehicles and equipment including emergency generator, pumps, and mixers. Increase due to higher fuel costs.	050-5001-701.60-06	4,000	5,000
MATERIALS & SUPPLIES VEHICLES/EQUIPMENT	050-5001-701.60-08	1,200	1,200
UNIFORMS & WEARING APPAREL	050-5001-701.60-10	1,200	1,200
OTHER OPERATING SUPPLIES This account is used to pay for chemicals, lab supplies, and lab-related equipment.	050-5001-701.60-14	65,000	65,000
SMALL TOOLS & SUPPLIES This account is used for cleaning supplies, small tools, parts, etc.	050-5001-701.60-24	2,000	2,000
SUBTOTAL WATER		706,700	680,700

WATER CAPITAL OUTLAY EXPENSES

<u>EXPENDITURE</u>	<u>NUMBER</u>	<u>FY08 BUDGET</u>	<u>FY09 BUDGET</u>
MOTOR VEHICLES-REPLACEMENT Replace 1998 Dodge Dakota with one ton	050-5010-701.81-02	0	33,000
MACHINERY & EQUIP.-REPLACEMENT Replace Solids Tank Submersible Pump – \$13,000 Raw Water Pumps Reed Creek Pump Station –\$80,000 Replace (2) Backwash Drain Valves – \$50,000 Refurbish Filters (1-5) – \$180,000	050-5010-701.81-06	35,800	323,000
WATER SYSTEM			
DEBT SERVICE – PRINCIPAL 2007 Bond debt payable to May 1, 2022 (3.79% annual interest rate) - \$51,212.34.	050-5001-701-90-02	51,200	53,200
DEBT SERVICE – INTEREST Interest on 2007 Bond debt payable to May 1, 2022 - \$37,011.32.	050-5001-701-90-04	37,000	35,000
	SUBTOTAL	124,000	444,200
	GRAND TOTAL	845,700	1,303,100

Town of Altavista Wastewater Treatment Plant FY2009 Budget

The Wastewater Treatment Plant (WWTP) provides an essential service to the business, industrial, and residential communities of Altavista in the collection and treatment of wastewater. During 2007-8, the WWTP treated approximately 735 million gallons of sewage, and processed 500 tons of sludge. We work around the clock to provide this service in compliance with all federal and state laws, rules, and regulations. In addition, the WWTP manages a state mandated Pretreatment program to regulated industrial and business contributors to the sanitary sewer system.

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

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

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

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

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

Other duties and services include:

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

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

TOWN OF ALTAVISTA
ANNUAL BUDGET REQUEST
EXPENDITURES
FISCAL YEAR 2009

FUND 50

WASTEWATER DEPARTMENT

<u>EXPENDITURE</u>	<u>NUMBER</u>	<u>FY08 BUDGET</u>	<u>FY09 BUDGET</u>
SALARIES & WAGES – ADMIN.	050-1101-702.10-02	0	5,900
SALARIES & WAGES – OT-ADMIN.	050-1101-702.10-04	0	0
FICA – ADMIN.	050-1101-702.20-02	0	400
BENEFITS-VA.RET.-ADMIN.	050-1101-702.20-04	0	500
BENEFITS-GP.MEDICAL-ADMIN.	050-1101-702.20-06	0	1,100
BENEFITS-GP.LIFE INS.-ADMIN.	050-1101-702.20-08	0	100
SUBTOTAL-ADMIN.		0	8,000
 SALARIES & WAGES – PW	 050-4101-702.10-02	 0	 67,000
SALARIES & WAGES – OT-PW	050-4101-702.10-04	0	3,000
FICA – PW	050-4101-702.20-02	0	5,400
BENEFITS – VA. RETIREMENT – PW	050-4101-702.20-04	0	5,500
BENEFITS – GROUP MEDICAL – PW	050-4101-702.20-06	0	12,900
BENEFITS – GROUP LIFE INS. – PW	050-4101-702.20-08	0	600
REPAIR & MAINT. SUPPLIES – PW	050-4101-702.60-04	10,000	15,000
SUBTOTAL - PW		10,000	109,400

<u>EXPENDITURE</u>	<u>NUMBER</u>	<u>FY08 BUDGET</u>	<u>FY09 BUDGET</u>
SALARIES & WAGES – REGULAR	050-5101-702.10-02	370,300	382,700
SALARIES & WAGES – OVERTIME	050-5101-702.10-04	6,000	6,000
BENEFITS – FICA	050-5101-702.20-02	28,800	29,700
BENEFITS – VA. RETIREMENT	050-5101-702.20-04	45,000	31,200
BENEFITS – GROUP MEDICAL INS.	050-5101-702.20-06	47,900	44,300
BENEFITS – GROUP LIFE INS. The General Assembly determines The rate for this line item. Last year we paid a rate of 1.22% and this year the rate will be .89%.	050-5101-702.20-08	4,500	3,400
MAINT. SERVICE CONTRACTS This account is used for maintenance contracts for such things as meter maintenance, programming PLCs/press system, basin cleaning, HVAC, janitorial services, annual fire extinguisher and electrical hoists inspections.	050-5101-702.30-08	6,500	8,100
MISC. PROFESSIONAL SERVICES	050-5101-702.30-14	0	20,000
PHYSICALS This account is used to pay for mandatory drug testing and physicals for new employees.	050-5101-702.30-16	500	500
REPAIRS & MAINTENANCE Includes roads, grounds and building Maintenance. Repairs on grass mowing equipment, confine space signage, replacing emergency lights and exit fixtures included in this line item.	050-5101-702.30-24	11,000	13,000
ELECTRICAL This account is used to pay for annual electricity expenses at the Wastewater Treatment Plant and the Riverview Pump facilities.	050-5101-702.50-02	220,000	240,000

<u>EXPENDITURE</u>	<u>NUMBER</u>	<u>FY08 BUDGET</u>	<u>FY09 BUDGET</u>
HEATING	050-5101-702.50-04	5,000	5,000
TELECOMMUNICATIONS Adjustment made due to Administration Department being charged in previous years.	050-5101-702.50-08	5,000	5,000
SUBSISTANCE & LODGING This account is used for travel related expenditures associated with training seminars. Includes required OSHA training, PLC training, and pre-treatment courses.	050-5101-702.50-24	300	300
CONVENTIONS & EDUCATION This account is used for payment of registration fees and other training costs. All operators must complete a certain number of continuing education hours to meet state licensure requirements.	050-5101-702.50-26	1,000	1,000
MISCELLANEOUS EXPENSE	050-5101-702.50-32	1,000	1,500
SAMPLE TESTING This account is used to pay for sample testing at an outside lab for tests we cannot do ourselves. Testing for metals, oil and grease, PCB's, and monitoring wells, etc.	050-5101-702.50-64	12,000	27,000
FEEES PAID TO COMMONWEALTH This expense covers the renewal of permit to operate the Wastewater Plant.	050-5101-702.50-66	5,400	5,400
PROFESSIONAL LICENSES This account pays for renewal of state license fees and required certification tests for operators.	050-5101-702.50-68	1,400	300
OFFICE SUPPLIES	050-5101-702.60-02	1,000	1,000

<u>EXPENDITURE</u>	<u>NUMBER</u>	<u>FY08 BUDGET</u>	<u>FY09 BUDGET</u>
REPAIR & MAINT. SUPPLIES This account is used to pay for maintenance of equipment.	050-5101-702.60-04	58,000	58,000
FUELS & LUBRICANTS This account if used for oil and filters, gas, diesel fuel, and grease.	050-5101-702.60-06	8,000	10,000
MATERIALS & SUPPLIES - VEHICLES/EQUIPMENT This account is used for service requirements on vehicles, tractor, and golf cart used at this facility.	050-5101-702.60-08	3,600	3,600
UNIFORMS & WEARING APPAREL This account is used for rental uniforms, rainsuits and boots.	050-5101-702.60-10	3,600	1,300
OTHER OPERATING SUPPLIES This account is used for the purchase of chemicals, lab supplies and lab equipment, polymer, soda ash, and lime.	050-5101-702.60-14	82,000	90,000
SMALL TOOLS & SUPPLIES This account is used for cleaning supplies, small tools, parts, etc.	050-5101-702.60-24	2,000	2,000
SUBTOTAL WASTEWATER		929,800	990,300

WASTEWATER CAPITAL OUTLAY EXPENSES

<u>EXPENDITURE</u>	<u>NUMBER</u>	<u>FY08 BUDGET</u>	<u>FY09 BUDGET</u>
DEBT SERVICE -PRINCIPAL 2007 Bond debt payable to May 1, 2022 (3.79% annual interest rate).	050-5101-702-90-02	25,600	26,600
DEBT SERVICE - INTEREST Interest on 2007 Bond debt payable to May 1, 2022.	050-5101-702-90-04	18,500	17,500
MACHINERY & EQUIP.- REPL Replace 30 hp air compressor - \$16,500 Replace number 1 feed pump for press system - \$13,000 Ultraviolet system expansion - \$130,000 Replace intranet main telephone cards/phones - \$10,000 Replace variable frequency drives - \$28,000 Replace 4 floating aerator motors/impellers - \$11,000	050-5110-702.81-06	28,200	208,500
MOTOR VEHICLE-NEW High pressure /vacuum vehicle for cleaning wastewater collection lines.	050-5110-702.82-02	0	180,000
DEBT SERVICE-PRINCIPAL 2003 refinanced loan payable to April 1, 2013. (3.05% annual interest rate - \$394,447.56).	050-9104-702.90-02	394,400	406,600
DEBT SERVICE-INTEREST Interest on the 2003 refinanced loan payable to April 1, 2013.	050-9104-702.90-04	70,200	58,000
SUBTOTAL		536,900	897,200
TOTAL		1,476,700	2,004,900

TOWN OF ALTAVISTA
REVENUES
FISCAL YEAR 2009

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

			<u>FY 2008</u>		<u>FY 2009</u>
<u>ACCOUNT NUMBER</u>	<u>REVENUE</u>		<u>BUDGET</u>		<u>BUDGET</u>
070-0000-321.02-00	INTEREST/INTEREST INCOME		7,500		5,000
070-0000-335.01-00	RECREATION/PAVILION RENTALS		2,600		2,800
070-0000-335.02-00	RECREATION/BOOKER BUILDING RENTAL		5,000		4,500
070-0000-361.01-00	TRANSFER IN FROM RESERVES		44,000		52,100
	SUBTOTAL		59,100		64,400
	C.I.F. -- GRAND TOTAL		59,100		64,400

TOWN OF ALTAVISTA
EXPENDITURES
FISCAL YEAR 2009

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

			<u>FY 2008</u>		<u>FY2009</u>
<u>ACCOUNT NUMBER</u>	<u>EXPENDITURE</u>		<u>BUDGET</u>		<u>BUDGET</u>
070-4105-602.50-04	OTHER CHARGES - HEATING BOOKER B.		1,000		1,000
070-4105-602.60-04	MATERIALS/SUP & REPAIRS/MAINT. BOOKER B.		3,700		9,000
070-4106-602.60-04	MATERIALS/SUP. & REPAIRS/MAINT. ENGLISH PARK		4,400		4,400
070-9102-802-70-03	TRANSFER OUT/GENERAL FUND		50,000		50,000
	SUBTOTAL		59,100		64,400
	C.I.F. -- GRAND TOTAL		59,100		64,400

*Includes \$7,000 to paint exterior of the Booker Building

**TOWN OF ALTAVISTA
REVENUES
FISCAL YEAR 2009**

FUND 90 CEMETERY FUND

			FY 2008	FY 2009
ACCOUNT NUMBER	REVENUE		BUDGET	BUDGET
090-0000-308.02-02	PERMITS/BURIAL		12,000	13,000
090-0000-321.02-00	INTEREST/INTEREST INCOME		13,600	12,000
090-0000-351.02-00	MISCELLANEOUS/SALE OF REAL ESTATE		11,000	9,000
090-0000-361.03-00	TRANSFER IN FROM GENERAL FUND		25,000	25,000
	GRAND TOTAL		61,600	59,000

**TOWN OF ALTAVISTA
EXPENDITURES
FISCAL YEAR 2009**

FUND 90 CEMETERY FUND

			FY 2008	FY2009
ACCOUNT NUMBER	EXPENDITURE		BUDGET	BUDGET
090-0000-603.10-02	SALARIES AND WAGES/ REGULAR		7,000	9,000
090-0000-603.10-04	SALARIES AND WAGES/ OVERTIME		1,000	1,200
090-0000-603.20-02	BENEFITS/ FICA		600	800
090-0000-603.20-04	BENEFITS/ VA RETIREMENT SYSTEM		900	700
090-0000-603.20-06	BENEFITS/MEDICAL		1,100	1,000
090-0000-603.20-08	BENEFITS/GROUP LIFE		100	100
090-0000-603.60-04	MATERIALS/SUPPLIES & REPAIRS/MAINT.		12,500	11,000
090-0000-603.70-01	TRANSFER OUT/TO CEMETERY RESERVE		38,400	35,200
	GRAND TOTAL		61,600	59,000