



*Town of Altavista*  
*Adopted Operating Budget and*  
*Capital Improvement Plan for Fiscal Year 2014*

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TOWN COUNCIL  
Mike Mattox, *Mayor*  
Beverley Dalton, *Vice Mayor*  
Jay Higginbotham      Bill Ferguson  
Charles Edwards      Tracy Emerson  
Tim George  
J. Waverly Coggsdale, III  
*Town Manager*

June 11, 2013

Honorable Mayor Mike Mattox  
& Members of Town Council  
Town of Altavista, Virginia

Dear Mayor and Council Members:

We are pleased to provide you with the Adopted FY 2014 Budget (July 1, 2013 – June 30, 2014) for the Town of Altavista, along with the 5-year Capital Improvement Plan. The CIP for fiscal years 2014 – 2018 is intended to provide a long-term look at capital needs and sources available to pay for them.

The FY 2014 Budget was developed and adopted with a conservative budget structure and philosophy using basic business principals to guide decisions now and in the future for the provision of our core services. We have worked through our budget development process and created a budget with a focus on continuing to provide high quality services while working within limits of our existing revenue sources.

The vast majority of the services the Town provides its citizens are driven by personnel – it takes man hours to keep the streets maintained, mow the parks and right of ways, and provide top-notch curb side refuse collection and policing. Our employees are our most valuable resource and the connection we make with our citizens through the provision of services. The adopted budget includes a 2% cost of living adjustment for employees.

The FY 2014 Adopted Budget totals \$6,443,480 in all funds and includes no tax increase, a decrease of 32.5 percent from the FY 2013 Adopted Budget amount of \$9,549,030. The budget does include a 5% increase to the Town's utility rates for FY 2014.

The General Fund budget has revenue of \$3,975,710 and expenditures of \$3,468,230 including capital improvement funding of \$275,400. This is an expenditure decrease of 35.5 percent from the FY 2013 Adopted General Fund Budget amount of \$5,375,830. A surplus of \$411,280 is anticipated in the General Fund for FY 2014.

The Enterprise Fund (Water and Sewer) budget has revenue of \$2,622,800 and expenditures of \$2,284,050, including capital improvements of \$261,000. This is an expenditure decrease of 34.5 percent from the FY 2013 Adopted Enterprise Fund (Water and Sewer) Budget amount of \$3,488,600. A surplus of \$338,750 is anticipated in the Enterprise Fund for FY 2014. It is very significant to point out that this is the first time in years that the Utility Fund has experienced a surplus. This surplus could be utilized to replenish the Enterprise Capital Improvement Fund as future projects are being considered.

The Highway Fund (\$570,000) and the Cemetery Fund (\$56,200) make up the remaining budget amount.

This budget would be impossible without the input from the department heads during the preparation process. They continue to provide the highest quality of service at a low cost to taxpayers. They inspire their employees to continue to provide dedicated service to the Town's citizens and customers.

The guidance and assistance from the Town Council has greatly assisted with making this budget a reality. They have performed their role as committee members in the development of departmental budgets, as well as providing a vision for the budget's development.

Sincerely,

J. Waverly Coggsdale, III  
Town Manager

Tobie C. Shelton  
Finance Director

Town of Altavista  
Budget Overview  
FY 2014 ADOPTED BUDGET

## BUDGET OVERVIEW

### General Fund

The General Fund is the primary operating fund of the Town and includes Town Council/Planning Commission, Town Administration, Non-Departmental, Public Safety, Public Works, Transit System and Economic Development. The FY 2014 General Fund total of \$3,468,230 is a decrease of \$1,907,600 or approximately 64.5 percent less than the adopted FY 2013 total of \$5,375,830. This decrease is primarily due to two Capital Outlay projects that were included in FY 2013; the Downtown Streetscape Project (\$1,023,500) and the Pittsylvania Avenue Intersection Project (\$970,000); both of which are primarily funded by VDOT revenue.

A comparative overview of the FY 2013 and FY 2014 General Fund budgets follows:

General Fund			
	<u>FY2013</u>	<u>FY2014</u>	<u>Percent Change</u>
Personnel	\$2,049,480	\$ 2,015,080	-1.9%
Operations	1,077,300	1,177,750	9.3%
Capital	2,192,450	275,400	-87.5%
Debt Service	<u>56,600</u>	<u>0</u>	-100%
Total	<u>\$5,975,830</u>	<u>\$3,468,230</u>	-58.0%
Transfers	<u>641,270</u>	<u>96,200</u>	-85%

### General Fund Revenues

The FY 2014 budget includes General Fund revenue in the amount of \$3,975,710, which is a decrease of \$2,041,390 or approximately 34 percent less than the adopted FY 2013 total of \$6,017,100. This decrease is due to funding that was received from VDOT in FY 2013 for the Downtown Streetscape Project (\$900,000) and the Pittsylvania Avenue Intersection Project (\$970,000), as well as Transfers into the General Fund from the General Fund Reserve – C.I.P. (\$72,200) and the Community Improvement Fund (\$224,100).

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Revenue for FY 2014 from Personal Property Taxes is budgeted at \$1,765,600. Machinery & Tools taxes account for \$1,470,100 of this amount. The remaining amount is received from Personal Property taxes (\$195,000); Personal Property – PPTRA taxes (\$100,000) and Mobile Home taxes (\$500).

Revenue for FY 2014 from Other Local Taxes is budgeted at \$1,265,100. Business, Professional and Occupational License Taxes (BPOL) account for \$157,100 of this amount. The remaining balance is made up of Local Sales and Use Taxes (\$125,000); Local Electric and Gas Taxes (\$100,000); Local Motor Vehicle License Tax (\$43,000); Local Bank Stock Taxes (\$160,000); Local Hotel and Motel Taxes (\$60,000) and Local Meals Taxes (\$620,000).

Revenue for FY 2014 from Real Estate Taxes is budgeted at \$418,000. Property Taxes – Real Property account for \$410,000 of this amount, while Penalties and Interest account for the balance of \$8,000.

The other revenue source categories in the General Fund are: Public Service Corporation Taxes (\$62,000); Permits and Fees (\$1,000); Fines and Forfeitures (\$20,200); Use of Money and Property (\$123,300); Charges for Service (\$8,000); Donations, Receipts and Transfers (\$3,700); and Intergovernmental (\$308,810).

In FY 2014 the revenue generated by the General Fund are sufficient to pay for the operations and capital improvement needs included in the budget, with an estimated surplus of \$411,280.

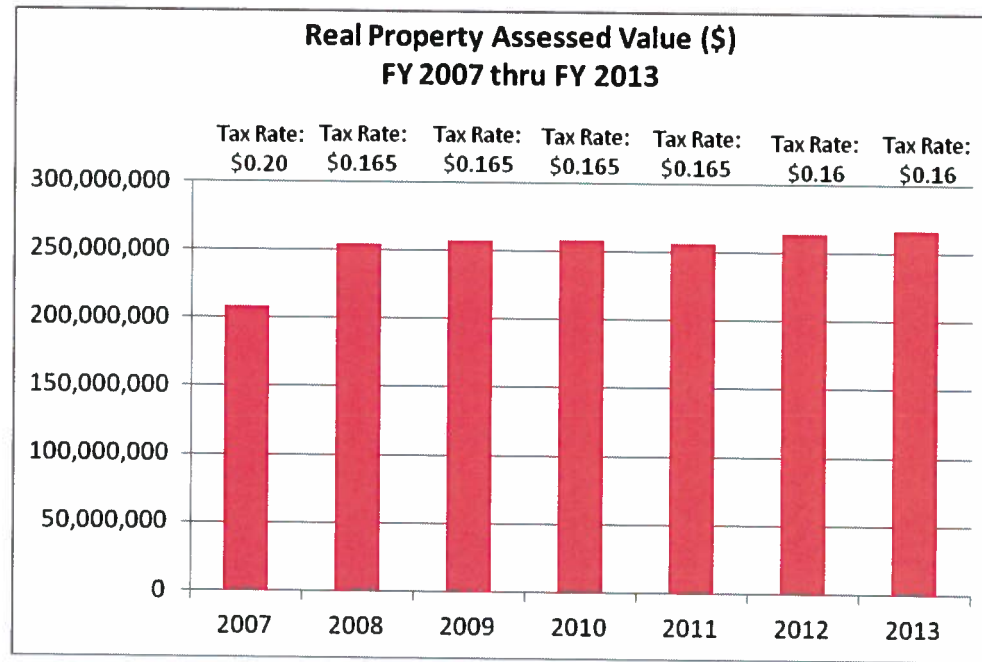
**Real Estate Taxes:** As an incorporated town, Altavista is an integral part of Campbell County. Town citizens receive public education, health and social services, fire and ambulance services, judicial services, correctional facilities and additional recreation services from Campbell County. Therefore, Altavista citizens pay Campbell County real estate and personal property taxes, as well as town real estate tax. Because town citizens pay taxes to Campbell County, the Town Council makes every effort to maintain a reasonable town real estate tax rate. Since 2007, the Town Council has reduced the tax rate twice to remain revenue neutral due to reassessments; in FY2008 from \$.20 to \$.165 and in FY2012 from \$.165 to \$.16. The assessed values of real estate in the Town of Altavista have grown from \$207,944,262 in FY2007 to \$266,266,033 in FY2013. In the FY2014 budget, one penny on the real estate tax rate will be equivalent to \$26,626.

The town's tax relief program for qualifying elderly and disabled residential property owners mirrors the program currently offered by Campbell County. In FY 2014, the program provides 100 percent exemption for qualifying applicants with incomes up to \$20,000; 75 percent exemption for qualifying applicants with income between \$20,001 and \$25,000; and 50 percent exemption for qualifying applicants with income between \$25,001 and \$30,000. The maximum annual exemption on any one property is \$500.00.



Town of Altavista  
Budget Overview  
FY 2014 ADOPTED BUDGET

The following chart depicts the real estate assessment value trend for the town over the past 7 fiscal years.



**General Fund Expenditures**

The FY 2014 General Fund budget for recurring expenditures to include personnel, operations and maintenance, and debt service is \$3,192,830, an increase of .3 percent more than the adopted FY 2013 budget for the same expenditure categories.



Town of Altavista  
Budget Overview  
FY 2014 ADOPTED BUDGET

**General Fund Operating Budget by Department by Classification**

Department	Personnel	% of Dept. Budget	Operations & Maintenance	% of Dept Budget	Capital	% of Dept. Budget
Town Council/Planning Commission	\$21,000	63%	\$12,530	37%	\$0	0%
Town Administration	\$399,600	56%	\$310,300	43%	\$7,000	1%
Non-Departmental <sup>1</sup>	\$0	0%	\$358,100	98%	\$6,000	2%
Public Safety	\$785,680	81%	\$132,500	14%	\$48,500	5%
Public Works	\$673,300	68%	\$281,100	28%	\$40,000	4%
Transit	\$57,700	45%	\$27,700	21%	\$44,500	34%
Economic Development	\$77,800	30%	\$55,520	21%	\$129,400	49%

<sup>1</sup> Transfers to Other Funds Are Not Included.

**Personnel.** All initiatives included in the FY2014 budget are designed to provide a high level of service and enrich the quality of life for citizens. General Fund personnel expenditures of \$2,015,080 reflect a decrease of 1.7 percent from FY 2013.

**Changes in FY 2014 Personnel.** The FY 2014 budget includes no new positions and removes the Administrative Officer in the Police Department and increase the Police Department's percentage of a Clerk that is shared with Administration. The net is a reduction of one position.

Funding is included in the FY 2014 budget to provide a 2.0 percent cost of living adjustment for all employees effective July 1, 2013. The total cost to the General Fund of the salary increase, including benefits, is \$21,300 over FY 2013 budget.

In FY 2013 the Town implemented the requirement, passed by the General Assembly, that local employees begin paying the Virginia Retirement System (VRS) five percent member contribution rate on July 1, 2012. The town had previously paid the member contribution.

Town of Altavista  
Budget Overview  
FY 2014 ADOPTED BUDGET

The legislation also required employers to give an offsetting salary increase for every percentage members must pay, which was 5 percent for our employees.

The town reviewed proposals for health insurance during the FY 2014 budget, and opted to terminate participation in The Local Choice Health Benefits Program (TLC). The town selected Coventry Health Care for Medical Insurance and Ameritas Group for Dental Insurance. In FY 2013 the town offered employees health insurance through The Local Choice Health Benefits Program (TLC). The FY 2014 budget is based on level funding utilizing the FY 2012 premiums.

**Operations and Maintenance.** Funds are provided in the FY 2014 budget to provide the day-to-day resources necessary to operate the town and meet the citizen's needs for services, infrastructure and facilities. The FY 2014 budget fully supports the Town Council priorities to encourage citizens to participate in the government process; maintain safe, secure, well-maintained neighborhoods; provide services citizens want; provide exceptional amenities and maintain our sense of community.

Funding in the FY 2014 budget for General Fund Operations and Maintenance totals \$1,177,750, an increase of 9.3 percent more than the adopted FY 2013 budget for the same expenditures. The increase is primarily due to the requested funds in the Economic Development budget associated with corporate headquarter visits and increased marketing efforts.

The Town of Altavista recognizes the important contribution non-profit organizations make to the overall quality of life in Altavista. Non-profit organizations that contribute to the town's overall quality of life are supported with funding in the FY 2014 budget as follows:

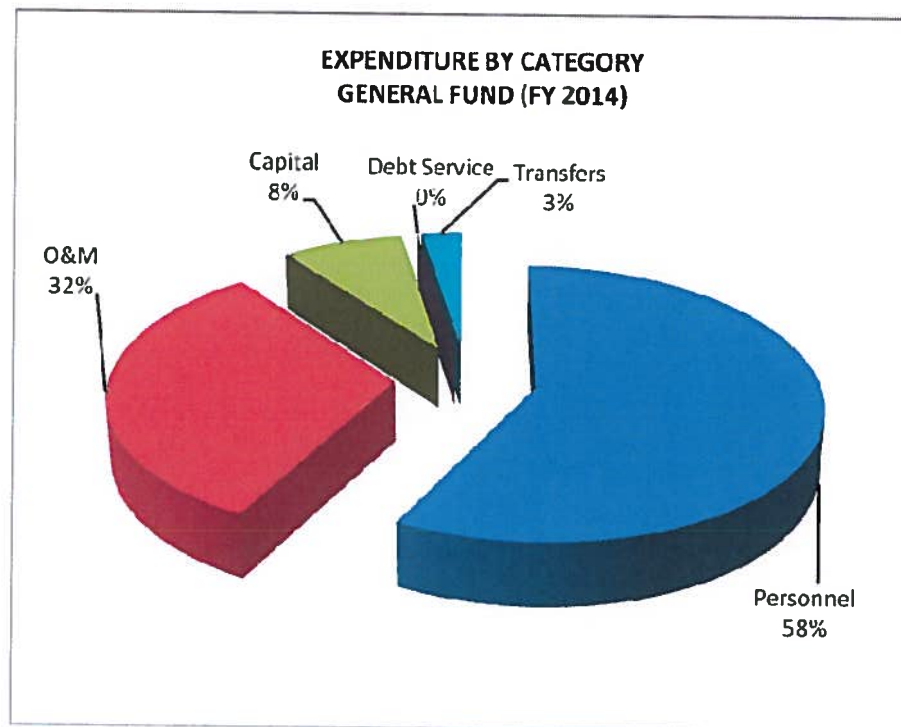
• Altavista Chamber of Commerce	\$20,000
• Altavista EMS	11,100
• Altavista Fire Company	9,100
• Altavista On Track (AOT)	85,000
• Avoca	16,900
• Campbell County Senior Center	1,000
• Uncle Billy's Day (Chamber)	20,000
• YMCA (Recreation Program)	<u>100,000</u>
Total:	\$263,100

The Town also funds the following items through the Non-Departmental budget:

Town of Altavista  
Budget Overview  
FY 2014 ADOPTED BUDGET

• Property Maintenance Enforcement	\$ 5,000
• Business Development Center	2,500
• Dumpster Reimbursement	600
• Christmas Parade Liability Insurance	500
• Economic Development Incentives	52,000
• Fuel – Fire Company (Reimbursed)	<u>5,000</u>
Total:	\$65,600

In addition the Town provides in-kind support to different events held in Town.



Town of Altavista  
Budget Overview  
FY 2014 ADOPTED BUDGET

## Enterprise Fund

The Town's Water and Wastewater (Sewer) departments are operated as an Enterprise Fund. Expenditures account for the operation, maintenance and construction of these facilities. Revenues consist primarily of user fees charged for services. The Water and Wastewater (Sewer) Funds are not subsidized in FY 2014 by the General Fund. All of the revenues taken into the Water and Wastewater Enterprise Fund are designed to improve service delivery and maintain or expand current facilities.

## Enterprise Fund Revenues

As an enterprise operation, the costs of providing water and sewer services to the public on a continuing basis must be completely financed by user charges. Several years ago, the Town's Utility Committee conducted a review of our utility rates and the revenue being generated as compared to the expenditures. At that time, the Water and Wastewater expenditures were greater than the revenue, thus creating a deficit that was offset by a surplus from the General Fund. The Utility Committee recommended to Council that a series of rate adjustments be implemented over time. The Council agreed to look at a 5% rate increase over a 5 – 7 year period, FY 2014 will be the third consecutive year that a 5 percent rate increase will be implemented. Historically, Altavista's utility rates are some of the lowest in the Commonwealth of Virginia. In addition, Council decided to pay off the existing Water and Wastewater debt service, utilizing Enterprise Fund Reserve funds, in FY 2012. This action reduced the expenditure amounts. In FY 2014 the revenue generated by the Water and Sewer Fund are sufficient to pay for the operations and capital improvement needs included in the budget, with an estimated surplus of \$338,750. This surplus may be used to replenish the Enterprise Fund CIP Reserves in anticipation of future projects.

### FY 2014 Rates (Proposed)

(Based on 1,000 gallons)

Water Rate (Business & Residential)	\$1.98
Water Rate (Industrial)	\$1.94
Sewer Rate (Business & Residential)	\$2.78
Sewer Rate (Industrial)	\$2.85

Town of Altavista  
Budget Overview  
FY 2014 ADOPTED BUDGET

As a second component, the Utility Committee reviewed the fees/charges associated with the provision of water and sewer services. Updates to other charges related to utility services were adopted in the FY 2014 budget. Capital Recovery Charges were reviewed during the FY 2014 budget process. These charges were deferred for future conversations.

The Water and Wastewater Fund amount of \$2,284,050 is 35% less than the adopted FY 2013 amount of \$3,488,600. This difference is primarily attributed to the reduction in Capital Improvement (CIP) expenditures between the two years. In FY 2013 the Downtown Infrastructure Projects were included accounting for \$1,282,800 of the budget.

**Enterprise Fund (Water & Wastewater) Operating Budget by Department by Classification**

Department	Personnel	% of Dept. Budget	Operations & Maintenance	% of Dept Budget	Capital	% of Dept. Budget
Water	\$526,200	52%	\$359,700	35%	\$135,000	13%
Wastewater	\$643,900	51%	\$493,250	39%	\$126,000	10%
Enterprise Fund Totals:	\$1,170,100	51%	\$852,950	37%	\$261,000	12%

**Personnel.** All initiatives included in the FY2014 budget are designed to provide a high level of service and enrich the quality of life for citizens. Enterprise Fund personnel expenditures of \$1,170,100 reflect an increase of 1.2 percent from FY 2013. This is due to the inclusion of the 2 percent cost of living adjustment for all employees.

**Changes in FY 2014 Personnel.** The FY 2014 budget includes no new positions in the Enterprise Fund (Water and Sewer).

Town of Altavista  
Budget Overview  
FY 2014 ADOPTED BUDGET

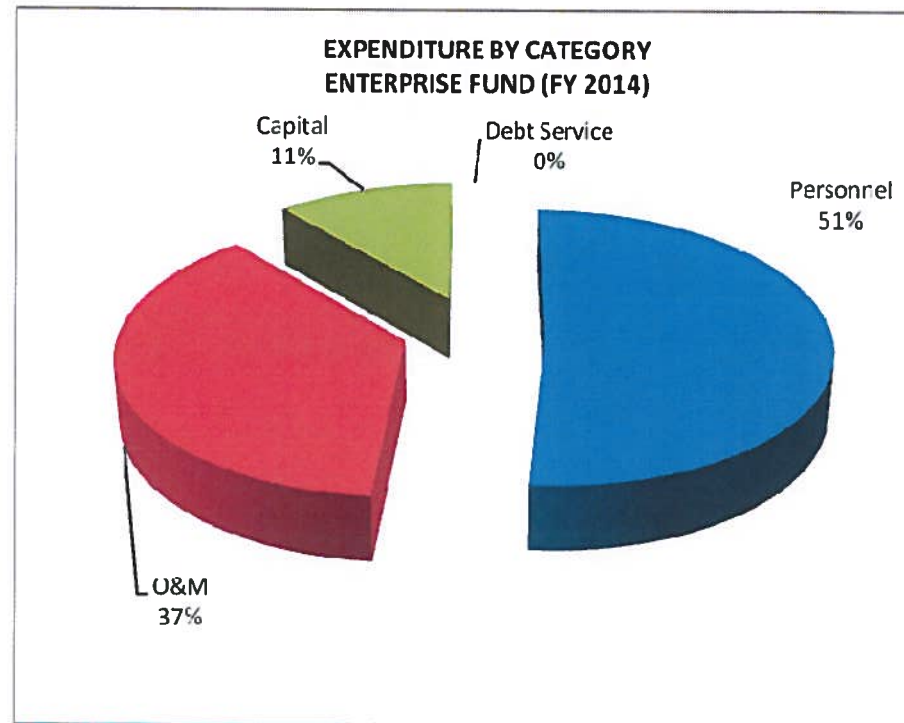
Funding is included in the FY 2014 budget to provide a 2.0 percent cost of living adjustment for all employees effective July 1, 2013. The total cost to the Enterprise Fund of the salary increase, including benefits, is \$18,400 over FY 2013 budget.

In FY 2013 the Town implemented the requirement, passed by the General Assembly, that local employees begin paying the Virginia Retirement System (VRS) five percent member contribution rate on July 1, 2012. The town had previously paid the member contribution. The legislation also required employers to give an offsetting salary increase for every percentage members must pay, which was 5 percent for our employees.

The town reviewed proposals for health insurance during the FY 2014 budget, and opted to terminate participation in The Local Choice Health Benefits Program (TLC). The town selected Coventry Health Care for Medical Insurance and Ameritas Group for Dental Insurance. In FY 2013, the town offered employees health insurance through The Local Choice Health Benefits Program (TLC). The FY 2014 budget is based on level funding utilizing the FY 2012 premiums.

**Operations and Maintenance.** Funds are provided in the FY 2014 budget to provide the day-to-day resources necessary to operate the utility facilities and meet the citizen's needs for services, infrastructure and facilities. Funding in the FY 2014 budget for Enterprise Fund Operations and Maintenance totals \$852,950, a decrease of 2.9 percent from the adopted FY 2013 budget for the same expenditures.

Town of Altavista  
Budget Overview  
FY 2014 ADOPTED BUDGET



### Other Funds

The Town utilizes two other funds to complete the budget; they are the Highway Fund and the Cemetery Fund. The Highway Fund serves as the conduit for expense of funding that is received annually from the Virginia Department of Transportation for the maintenance of our local streets. With the exception of Main Street and Bedford Avenue, the Town maintains all the streets located within our boundaries. In addition, the Cemetery Fund takes care of the revenue and expenses associated with the town owned Greenhill Cemetery.

### Highway Fund

As mentioned, the funds in the Highway Fund are allocated to the Town by VDOT. Funding is included in the FY 2014 budget in the amount of \$570,000, which is level funded from FY 2013. The expenditures in this fund account for the maintenance of the streets, pavement replacement, traffic control devices, snow & ice removal, other related traffic services, as well as general administration. Each year a portion of the money is



Town of Altavista  
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allocated in the Capital Improvement Plan for upgrades, in FY 2014 the amount is \$150,000. This will provide for sidewalk, drainage or other improvements that the town finds necessary.

### **Cemetery Fund**

Greenhill Cemetery is owned, operated and maintained by the Town of Altavista. Primarily, the functions related to the cemetery are handled by Public Works with some assistance from Administration. Revenue is generated from opening and closing of graves; sale of plots and interest income. Expenditures are typically associated with the personnel expenses associated with burials as well as the maintenance of the grounds. For a number of years it has been Council's policy to transfer in from the General Fund to the Cemetery Fund \$25,000 for the purpose of creating a perpetual care fund to will be utilized in the future once all plots in the cemetery are sold but the expenses remain. As of the end of February 2013 the Cemetery Perpetual Care Account's balance totaled \$463,755.

### **Capital Improvement Plan (CIP)**

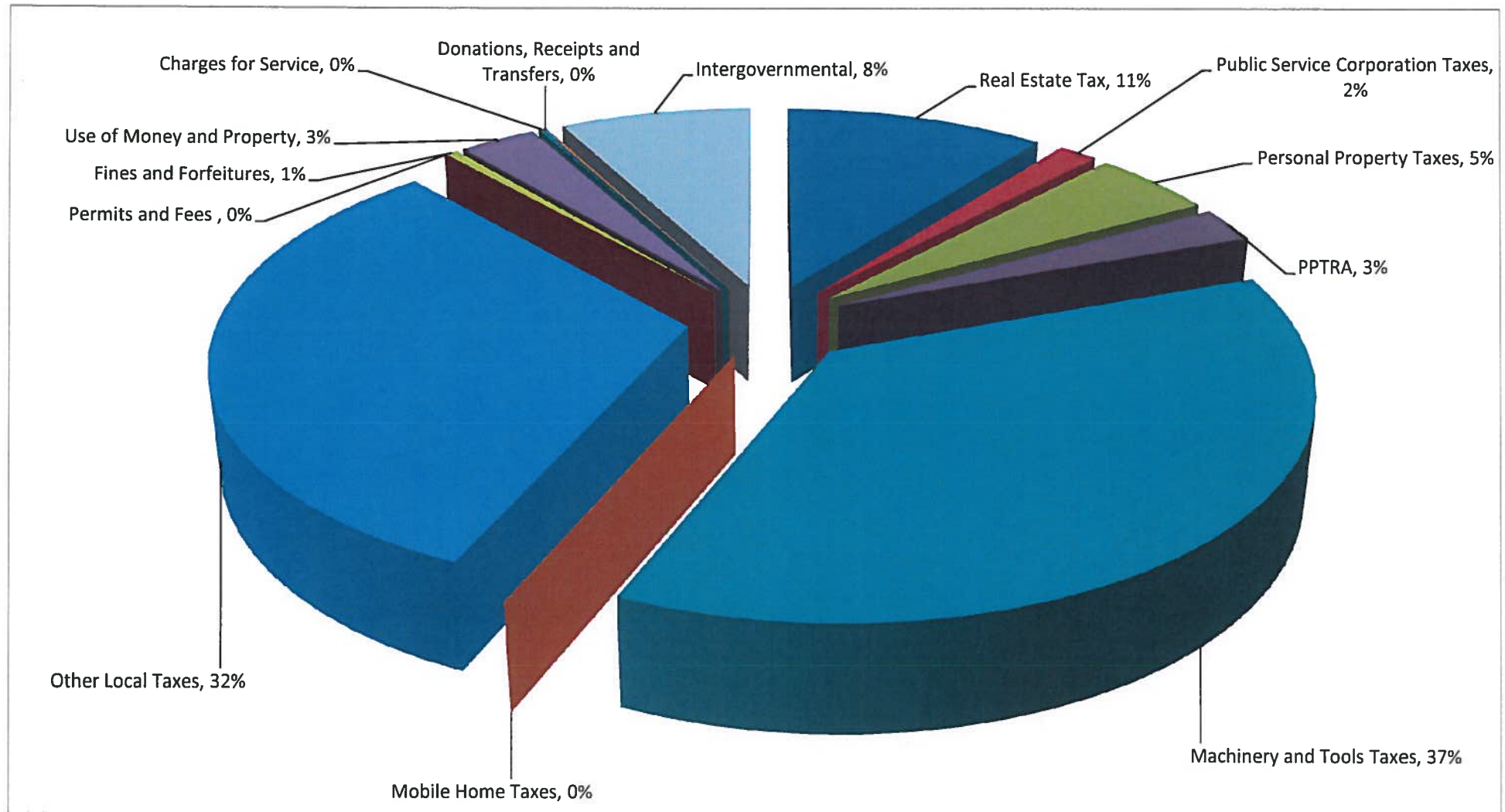
Each budget year, the Town adopts a Capital Improvement Plan (CIP) which covers a five year period for addressing major capital purchases, typically items that cost over \$5,000 and have a life span of at least five years. Funding is only considered for upcoming fiscal year of the CIP, with the remaining four years serving as a planning document.

Funding is included in the FY 2014 budget in the amount of \$686,400 for Capital Improvements: \$275,400 in the General Fund; \$261,000 in the Enterprise Fund; and \$150,000 in the Highway Fund. Funding source breakdown is as follows: Local town funds (\$500,800); VDOT (\$150,000); and Grants (\$35,600).

# GENERAL FUND REVENUE (FUND 10)

Town of Altavista  
General Fund Revenue Percentages by Category  
FY 2014 ADOPTED BUDGET

GENERAL FUND



Town of Altavista  
General Fund Revenue  
FY2014 ADOPTED BUDGET

<b>General Fund Revenue</b>	<b><u>FY2011 ACTUAL</u></b>	<b><u>FY2012 ACTUAL</u></b>	<b><u>FY2013 ADOPTED</u></b>	<b><u>FY2013 PROJECTED</u></b>	<b><u>FY2014 ADOPTED</u></b>
Property Taxes - Real Property	421,700	410,800	420,000	410,000	410,000
Public Service - Real & Personal	89,900	62,700	65,000	62,000	62,000
Personal Property	197,900	204,500	195,000	195,000	195,000
Personal Property - PPTRA	101,900	103,000	100,000	100,000	100,000
Machinery & Tools	1,479,100	1,462,800	1,460,000	1,470,100	1,470,100
Mobile Homes - Current	600	500	500	500	500
Penalties - All Taxes	6,200	5,800	5,000	5,000	5,000
Interest - All Taxes	3,200	2,900	2,000	3,000	3,000
Local Sales & Use Taxes	123,000	131,500	120,000	125,000	125,000
Local Electric and Gas Taxes	125,400	112,000	100,000	100,000	100,000
Local Motor Vehicle License Tax	43,900	43,900	41,000	43,000	43,000
Local Bank Stock Taxes	170,000	159,600	160,000	160,000	160,000
Local Hotel & Motel Taxes	65,400	59,500	50,000	60,000	60,000
Local Meal Taxes	621,100	639,600	610,000	620,000	620,000
Audit Revenue	5,960	0	3,500	3,500	3,500
Container Rental Fees	1,250	1,050	1,200	1,200	1,000
Communications Tax	42,300	41,500	35,000	40,000	40,000
Transit Passenger Revenue	1,600	4,800	3,000	5,000	4,000
Business License Fees/Contractors	7,700	16,100	9,000	9,000	11,000
Business License Fees/Retail Services	106,500	116,500	110,000	110,000	110,000
Business License Fees/Financial/RE/Prof.	8,200	8,700	8,000	8,000	8,500
Business License Fees/Repairs & Person Svcs	15,800	17,500	15,000	15,000	16,500
Business License Fees/Wholesale Businesses	1,800	2,100	1,500	1,500	1,800
Business License Fees/Utilities	7,400	8,200	8,000	8,000	8,000
Business License Fees/Hotels	1,650	1,300	1,300	1,300	1,300

Town of Altavista  
General Fund Revenue  
FY2014 ADOPTED BUDGET

<b>General Fund Revenue (Continued)</b>	<b><u>FY2011</u> <u>ACTUAL</u></b>	<b><u>FY2012</u> <u>ACTUAL</u></b>	<b><u>FY2013</u> <u>ADOPTED</u></b>	<b><u>FY2013</u> <u>PROJECTED</u></b>	<b><u>FY2014</u> <u>ADOPTED</u></b>
Permits - Sign	1,160	1,350	1,000	1,000	1,000
Fines & Forfeitures - Court	14,800	28,500	8,000	24,000	20,000
Parking Fines	200	50	200	200	200
Interest and Interest Income	37,800	29,100	15,000	47,000	47,000
Rents - Rental of General Property	1,100	850	600	1,000	1,000
Rents - Pavilion Rental	0	0	0	2,000	2,000
Rents - Booker Building Rentals	0	0	0	4,000	4,000
Rents - Rental of Real Property	47,950	59,600	40,000	50,000	45,000
Property Maintenance Enforcement	3,500	0	0	1,300	1,300
Railroad Rolling Stock Taxes	16,200	15,700	15,700	18,000	18,000
State DCJS Grant	83,100	80,100	80,000	80,000	75,000
State Rental Taxes	1,400	1,280	1,100	1,100	1,100
State/Misc. Grants (Fire Grant)	9,900	9,200	8,000	9,100	9,100
State/VDOT Contract Services	2,200	0	3,000	3,000	3,000
State/Police Grant	0	0	0	0	0
VDOT Police Grant for Overtime	12,000	7,500	8,100	8,100	8,100
State Transit Revenue	111,000	17,000	11,800	14,000	12,810
Campbell County Grants	55,000	55,000	55,000	57,100	57,100
Litter Grant	1,860	1,600	1,600	2,250	1,600
Fuel - Fire Dept. (Paid by CC)	1,860	4,900	5,400	5,400	3,700
Federal/Cop Grant	0	0	0	0	0
VDOT TEA 21 Grant	410,100	319,200	900,000	900,000	0
VDOT LAP Funding		38,750	970,000	970,000	0
Federal Transit Revenue	18,800	48,700	63,300	63,300	78,300
Federal/Byrne Justice Grant	5,650	6,400	5,000	5,000	4,000
Federal/Bullet Proof Vest Partnership Grant		0	2,000	2,800	0
Misc. - Sale of Supplies & Materials	31,700	11,700	10,000	16,000	10,000

Town of Altavista  
General Fund Revenue  
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<b>General Fund Revenue (Continued)</b>	<b><u>FY2011</u> <u>ACTUAL</u></b>	<b><u>FY2012</u> <u>ACTUAL</u></b>	<b><u>FY2013</u> <u>ADOPTED</u></b>	<b><u>FY2013</u> <u>PROJECTED</u></b>	<b><u>FY2014</u> <u>ADOPTED</u></b>
Misc. - Cash Discounts	200	300	200	200	200
Miscellaneous	33,000	17,200	10,000	13,000	13,000
Miscellaneous / State Forfeiture Fund	0	6,800	0	0	0
Transfer In from General Fund (C.I.P.)	0	720,000	54,000	72,200	
Transfer in from Library Fund	16,050	16,000	0	0	
Transfer in from Comm. Imprv. Fund	25,000	0	224,100	224,100	
Transfer In from General Fund Des.Reserves	0	146,100	0	0	
Transfer In from Water & Sewer Fund	0	0	0	0	
	<b><u>4,590,990</u></b>	<b><u>5,259,730</u></b>	<b><u>6,017,100</u></b>	<b><u>6,151,250</u></b>	<b><u>3,975,710</u></b>

# EXPENDITURE SUMMARY (ALL FUNDS)



Town of Altavista  
Fund Expenditure Totals  
FY2014 ADOPTED BUDGET

<b>GENERAL FUND (FUND 10)</b>	<b><u>FY2011 ACTUAL</u></b>	<b><u>FY2012 ACTUAL</u></b>	<b><u>FY2013 ADOPTED</u></b>	<b><u>FY2013 PROJECTED</u></b>	<b><u>FY2014 ADOPTED</u></b>
Council/Planning Commission					
Personnel	0	0	0	0	21,000
Operations	0	0	0	0	12,530
Debt Service	0	0	0	0	0
CIP	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Council/Planning Commission - TOTAL:	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>33,530</u>
Administration					
Personnel	410,146	380,138	427,300	427,300	399,600
Operations	325,241	309,568	310,600	310,600	310,300
Debt Service	0	0	0	0	0
CIP	<u>0</u>	<u>41,415</u>	<u>16,000</u>	<u>16,000</u>	<u>7,000</u>
Administration - TOTAL:	<u>735,387</u>	<u>731,121</u>	<u>753,900</u>	<u>753,900</u>	<u>716,900</u>
Non-Departmental					
Operations	1,103,581	1,641,496	949,370	949,470	865,580
Transfer Out to Cemetery Fund	-25,000	-25,000	-25,000	-25,000	-31,200
Transfer Out to Enterprise Fund	-427,100	-43,400	-551,270	-551,270	0
Transfer Out to General Fund Reserve	-294,100	-638,800	0	0	-411,280
Transfer Out to Gen. Fund Reserve (Fire Dept.)	<u>0</u>	<u>0</u>	<u>-65,000</u>	<u>-65,000</u>	<u>-65,000</u>
Operations w/o Transfers Out	<u>357,381</u>	<u>934,296</u>	<u>308,100</u>	<u>308,200</u>	<u>358,100</u>
Debt Service	56,571	56,571	56,600	56,600	0
CIP	<u>531,997</u>	<u>517,904</u>	<u>2,001,000</u>	<u>1,997,950</u>	<u>6,000</u>
Non-Departmental - Subtotal:					
Non-Departmental - TOTAL:	<u>945,950</u>	<u>1,508,771</u>	<u>2,365,700</u>	<u>2,362,750</u>	<u>364,100</u>

Town of Altavista  
Fund Expenditure Totals  
FY2014 ADOPTED BUDGET

<b>GENERAL FUND (FUND 10)</b>	<b><u>FY2011 ACTUAL</u></b>	<b><u>FY2012 ACTUAL</u></b>	<b><u>FY2013 ADOPTED</u></b>	<b><u>FY2013 PROJECTED</u></b>	<b><u>FY2014 ADOPTED</u></b>
Public Safety					
Personnel	745,330	757,190	820,280	760,580	785,680
Operations	132,998	140,060	133,500	138,400	132,500
Debt Service	0	0	0	0	0
CIP	<u>48,154</u>	<u>58,023</u>	<u>44,050</u>	<u>44,050</u>	<u>48,500</u>
Public Safety - TOTAL:	<u>926,483</u>	<u>955,272</u>	<u>997,830</u>	<u>943,030</u>	<u>966,680</u>
Public Works					
Personnel	544,715	516,854	660,400	593,400	673,300
Operations	274,155	285,341	278,300	286,273	281,100
Debt Service	26,170	235,785	0	0	0
CIP	<u>327,971</u>	<u>317,010</u>	<u>101,400</u>	<u>122,400</u>	<u>40,000</u>
Public Works - TOTAL:	<u>1,173,010</u>	<u>1,354,991</u>	<u>1,040,100</u>	<u>1,002,073</u>	<u>994,400</u>
Transit System					
Personnel	34,658	59,915	56,600	56,600	57,700
Operations	14,332	22,443	25,000	25,000	27,700
Debt Service	0	0	0	0	0
CIP	<u>99,926</u>	<u>17,178</u>	<u>30,000</u>	<u>31,800</u>	<u>44,500</u>
Transit System - TOTAL:	<u>148,916</u>	<u>99,536</u>	<u>111,600</u>	<u>113,400</u>	<u>129,900</u>
Economic Development					
Personnel	0	0	84,900	60,280	77,800
Operations	0	0	21,800	19,300	55,520
Debt Service	0	0	0	0	0
CIP	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>129,400</u>
Economic Development - TOTAL:	<u>0</u>	<u>0</u>	<u>106,700</u>	<u>79,580</u>	<u>262,720</u>

Town of Altavista  
Fund Expenditure Totals  
FY2014 ADOPTED BUDGET

	<b><u>FY2011</u></b>	<b><u>FY2012</u></b>	<b><u>FY2013</u></b>	<b><u>FY2013</u></b>	<b><u>FY2014</u></b>
<b>GENERAL FUND (FUND 10)</b>	<b><u>ACTUAL</u></b>	<b><u>ACTUAL</u></b>	<b><u>ADOPTED</u></b>	<b><u>PROJECTED</u></b>	<b><u>ADOPTED</u></b>
GENERAL FUND TOTALS					
Personnel	1,734,849	1,714,097	2,049,480	1,898,160	2,015,080
Operations	1,104,108	1,691,708	1,077,300	1,087,773	1,177,750
Debt Service	82,741	292,356	56,600	56,600	0
CIP	1,008,048	951,530	2,192,450	2,212,200	275,400
<b>GENERAL FUND - GRAND TOTAL:</b>	<b><u>3,929,746</u></b>	<b><u>4,649,691</u></b>	<b><u>5,375,830</u></b>	<b><u>5,254,733</u></b>	<b><u>3,468,230</u></b>

Town of Altavista  
Fund Expenditure Totals  
FY2014 ADOPTED BUDGET

<b>ENTERPRISE FUND (FUND 50)</b>	<b><u>FY2011 ACTUAL</u></b>	<b><u>FY2012 ACTUAL</u></b>	<b><u>FY2013 ADOPTED</u></b>	<b><u>FY2013 PROJECTED</u></b>	<b><u>FY2014 ADOPTED</u></b>
Water Department					
Personnel	433,190	482,300	520,800	494,900	526,200
Operations	363,118	379,970	369,800	377,800	359,700
Debt Service	156,403	1,637,635	0	0	0
CIP	24,033	86,820	572,000	572,000	135,000
Transfers	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>169,375</u>
Water Department - TOTAL:	<u>976,744</u>	<u>2,586,725</u>	<u>1,462,600</u>	<u>1,444,700</u>	<u>1,190,275</u>
Wastewater Department					
Personnel	588,812	579,372	635,200	635,750	643,900
Operations	484,540	520,810	508,500	536,430	493,250
Debt Service	543,220	1,676,846	0	0	0
CIP	117,350	75,593	882,300	912,300	126,000
Transfers	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>169,375</u>
Wastewater Department - TOTAL:	<u>1,733,922</u>	<u>2,852,620</u>	<u>2,026,000</u>	<u>2,084,480</u>	<u>1,432,525</u>
ENTERPRISE FUND TOTAL					
Personnel	1,022,002	1,061,672	1,156,000	1,130,650	1,170,100
Operations	847,658	900,779	878,300	914,230	852,950
Debt Service	699,623	3,314,482	0	0	0
CIP	141,383	162,413	1,454,300	1,484,300	261,000
Transfers Out - Enterprise Fund	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>338,750</u>
<b>ENTERPRISE FUND - GRAND TOTAL:</b>	<u><b>2,710,666</b></u>	<u><b>5,439,345</b></u>	<u><b>3,488,600</b></u>	<u><b>3,529,180</b></u>	<u><b>2,622,800</b></u>

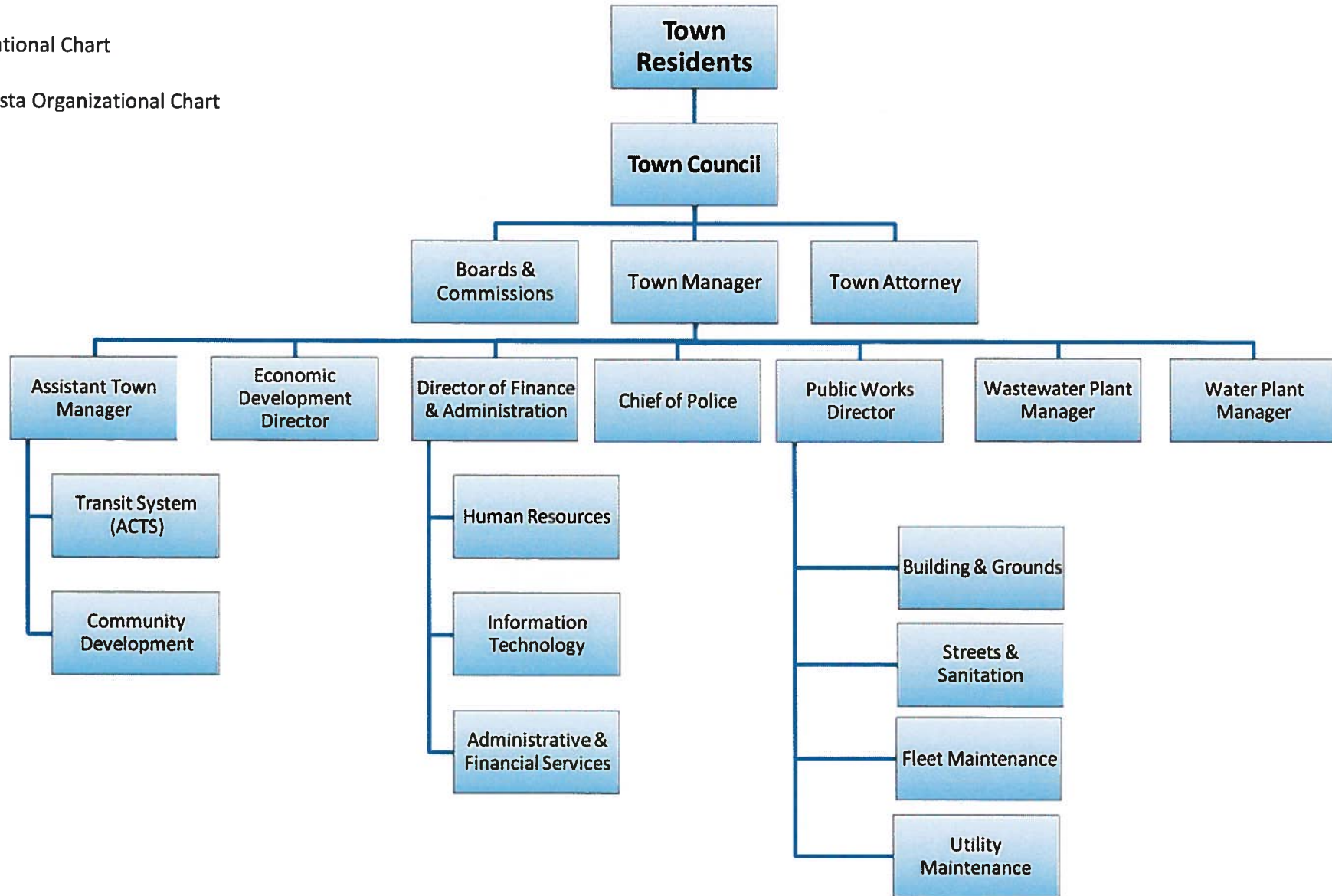
Town of Altavista  
Fund Expenditure Totals  
FY2014 ADOPTED BUDGET

	<b><u>FY2011 ACTUAL</u></b>	<b><u>FY2012 ACTUAL</u></b>	<b><u>FY2013 ADOPTED</u></b>	<b><u>FY2013 PROJECTED</u></b>	<b><u>FY2014 ADOPTED</u></b>
<b>State/Hwy Reimbursement Fund (Fund 20)</b>					
Operations	561,431	380,352	420,000	522,700	420,000
CIP	0	458,653	150,000	150,000	150,000
State/H Water Department - TOTAL:	<u>561,431</u>	<u>839,005</u>	<u>570,000</u>	<u>672,700</u>	<u>570,000</u>
	<b><u>FY2011 ACTUAL</u></b>	<b><u>FY2012 ACTUAL</u></b>	<b><u>FY2013 ADOPTED</u></b>	<b><u>FY2013 PROJECTED</u></b>	<b><u>FY2014 ADOPTED</u></b>
<b>Cemetery Fund - Fund 90</b>					
Personnel	8,296	9,987	13,200	13,700	13,200
Operations	15,285	15,986	17,500	17,625	18,000
Transfer Out - Cemetery Reserve	<u>19,263</u>	<u>21,086</u>	<u>18,900</u>	<u>18,675</u>	<u>25,000</u>
Cemetery Fund - TOTAL:	<u>42,844</u>	<u>47,059</u>	<u>49,600</u>	<u>50,000</u>	<u>56,200</u>
	<b><u>FY2011 ACTUAL</u></b>	<b><u>FY2012 ACTUAL</u></b>	<b><u>FY2013 ADOPTED</u></b>	<b><u>FY2013 PROJECTED</u></b>	<b><u>FY2014 ADOPTED</u></b>
<b>ALL FUNDS TOTAL</b>					
Personnel	2,765,146	2,785,756	3,218,680	3,042,510	3,198,380
Operations	2,528,482	2,988,825	2,393,100	2,542,328	2,468,700
Debt Service	782,364	3,606,838	56,600	56,600	0
CIP	1,149,431	1,572,596	3,796,750	3,846,500	686,400
Transfer Out - General Fund Reserve	294,100	638,800	0	0	411,280
Transfer Out - General Fund Reserve (Fire Dept.)	0	0	65,000	65,000	65,000
Transfer Out - Cemetery Reserve	19,263	21,086	18,900	18,675	25,000
Transfer Out - Enterprise Fund Reserve	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>338,750</u>
<b>ALL FUNDS - GRAND TOTAL:</b>	<u>7,538,786</u>	<u>11,613,901</u>	<u>9,549,030</u>	<u>9,571,613</u>	<u>7,193,510</u>

Town of Altavista  
Organizational Chart  
FY 2014 ADOPTED BUDGET

Organizational Chart

Altavista Organizational Chart



Town of Altavista  
Personnel Complement  
FY 2014 ADOPTED BUDGET

**FY 2014 Personnel Complement**

	Emp. Type	Grade	FY 2013 Authorized	FY2014 Adopted
<b>ADMINISTRATION</b>				
Town Manager	RFT	28	1	1
Director of Finance & Administration	RFT	25	1	1
Assistant Town Manager	RFT	23	0.6	0.6
Transit Manager	RFT	23	0.4	0.4
Economic Development Director	RFT	23	1	1
Network Analyst/Human Resources Coordinator	RFT	16	1	1
Clerk IV	RFT	10	1.25	1.25
Clerk III	RFT	7	0.5	0.1
Bus Operator	RPT	1	5	5
<b>Total - Administration</b>			<b>11.75</b>	<b>11.35</b>
<b>PUBLIC SAFETY</b>				
Chief Of Police	RFT	25	1	1
Deputy Chief	RFT	20	1	1
Lieutenant	RFT	18	2	2
Sergeant	RFT	17	2	2
Investigator	RFT	17	1	1
Administrative Officer	RFT	16	1	0
Patrolman	RFT	15	5	5
Clerk III	RFT	7	0.5	0.9
<b>Total - Public Safety</b>			<b>13.5</b>	<b>12.9</b>



Town of Altavista  
Personnel Complement  
FY 2014 ADOPTED BUDGET

	Emp. Type	Grade	FY 2013 Authorized	FY2014 Adopted
<b>PUBLIC WORKS</b>				
Director of Public Works	RFT	22	1	1
Shop Supervisor	RFT	14	1	1
Building & Grounds Supervisor	RFT	14	1	1
Streets Supervisor	RFT	14	1	1
Grounds Maintenance Specialist	RFT	13	1	1
Engineering Tech. III	RFT	12	1	1
Administrative Assistant	RFT	12	0.8	0.8
Mechanic II	RFT	10	1	1
Solid Waste Operator	RFT	8	1	1
Utility Mechanic	RFT	8	0.05	0.05
Equipment Operator II	RFT	8	3	3
Equipment Operator I	RFT	6	1	1
Laborer III	RFT	4	2	2
Laborer II	RFT	3	1	1
Total - Public Works			15.85	15.85
<b>GRAND TOTAL - GENERAL FUND</b>				
			41.1	40.1
<b>WATER</b>				
<b>Treatment - Water Supply</b>				
Plant Manager	RFT	17	1	1
Plant Superintendent	RFT	16	1	1
Operator II	RFT	10	2	2
Operator III	RFT	8	1	1
Operator IV	RFT	5	2	2
Trainee	RFT	1	1	1
Subtotal			8	8

Town of Altavista  
Personnel Complement  
FY 2014 ADOPTED BUDGET

	Emp. Type	Grade	FY 2013 Authorized	FY2014 Adopted
<b>Distribution - Maintenance (Public Works)</b>				
Utility Supervisor	RFT	14	0.5	0.5
Administrative Assistant	RFT	12	0.1	0.1
Meter Reader	RFT	9	0.5	0.5
Equipment Operator II	RFT	8	0.5	0.5
Utility Mechanic	RFT	8	0.5	0.5
Laborer III	RFT	4	0.5	0.5
Subtotal			2.6	2.6
<b>Billing - Utility Billing (Administration)</b>				
Clerk IV	RFT	10	0.6	0.6
Subtotal			0.6	0.6
<b>Total - Water</b>				
			11.2	11.2
<b>WASTEWATER</b>				
<b>Treatment - Sewer Treatment</b>				
Plant Manager	RFT	19	1	1
Plant Superintendent	RFT	17	1	1
Operator In Charge	RFT	13	1	1
Operator I	RFT	12	2	2
Operator II	RFT	10	3	3
Operator III	RFT	8	1	1
Utility Mechanic	RFT	8	1	1
Subtotal			10	10
<b>Collection - Maintenance (Public Works)</b>				
Utility Supervisor	RFT	14	0.5	0.5

Town of Altavista  
Personnel Complement  
FY 2014 ADOPTED BUDGET

	Emp. Type	Grade	FY 2013 Authorized	FY2014 Adopted
Administrative Assistant	RFT	12	0.1	0.1
Meter Reader	RFT	9	0.5	0.5
Equipment Operator II	RFT	8	0.5	0.5
Utility Mechanic	RFT	8	0.45	0.45
Laborer III	RFT	4	0.5	0.5
Subtotal			2.55	2.55
<b>Billing - Utility Billing (Administration)</b>				
Clerk IV	RFT	10	0.15	0.15
Subtotal			0.15	0.15
Total - Wastewater			12.7	12.7
<b>GRAND TOTAL - UTILITY FUND</b>			23.9	23.9
<b>GRAND TOTAL ALL FUNDS, ALL EMPLOYEE TYPES</b>			65	64
			<b>Sum of FY 2013 Authorized</b>	<b>Sum of FY 2014 Adopted</b>
<b>Summary of Positions by Employee Type</b>				
Regular Full-Time (RFT)			60	59
Regular Part-Time (RPT)			5	5
<b>TOTALS</b>			<b>65</b>	<b>64</b>

Town of Altavista  
Salary Grade Ranges  
FY 2014 ADOPTED BUDGET

**FY 2014 Salary Grade Ranges**

*Reflects a 2% Increase to Salary Ranges for FY 2014.*

GENERAL GOVERNMENT SALARY GRADE RANGES (2040 hours)					
Grade	Beginning	Ending	Grade	Beginning	Ending
1	\$ 17,159.08	\$ 25,097.68	16	\$ 35,600.02	\$ 52,061.94
2	\$ 18,036.15	\$ 26,312.08	17	\$ 37,444.12	\$ 54,670.66
3	\$ 18,935.70	\$ 27,683.91	18	\$ 39,333.19	\$ 57,346.85
4	\$ 19,857.75	\$ 29,010.76	19	\$ 41,289.73	\$ 60,315.39
5	\$ 20,779.80	\$ 30,450.05	20	\$ 43,358.71	\$ 63,351.40
6	\$ 21,836.78	\$ 31,956.81	21	\$ 45,495.17	\$ 66,567.32
7	\$ 22,961.23	\$ 33,531.04	22	\$ 47,766.55	\$ 69,805.73
8	\$ 24,130.65	\$ 35,307.67	23	\$ 50,172.87	\$ 73,291.52
9	\$ 25,322.57	\$ 37,016.83	24	\$ 52,624.17	\$ 76,979.71
10	\$ 26,536.97	\$ 38,838.43	25	\$ 55,300.35	\$ 80,735.37
11	\$ 27,841.33	\$ 40,750.00	26	\$ 58,044.01	\$ 84,805.87
12	\$ 29,325.60	\$ 42,796.49	27	\$ 60,900.10	\$ 89,011.30
13	\$ 30,854.85	\$ 45,000.41	28	\$ 63,981.09	\$ 93,576.56
14	\$ 32,316.64	\$ 47,226.82	29	\$ 67,152.03	\$ 98,254.27
15	\$ 33,958.33	\$ 49,588.16	30	\$ 70,547.87	\$ 103,111.88

POLICE SALARY GRADE RANGES (2184 hours)		
Grade	Beginning	Ending
15	\$ 35,656.25	\$ 52,067.56
17	\$ 39,316.32	\$ 57,404.19
18	\$ 41,299.85	\$ 60,214.19
20	\$ 45,526.65	\$ 66,518.97

*Salary Grades for Deputy Chief, Lieutenant, Sergeant and Patrol Officers are based on 2184 hours.*

# GENERAL FUND DEPARTMENTS EXPENDITURES (FUND 10)

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

# COUNCIL/PLANNING COMMISSION EXPENDITURES

Town of Altavista  
Council/Planning Commission  
FY 2014 ADOPTED BUDGET

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

The Town Council of Altavista has previously been included in the Administration's budget. This year staff has created a new "department" that includes Town Council and the Planning Commission and their expenses. This allows for tracking of the costs associated with "elected" and "appointed" officials separately from the administrative functions. The concept was based on the review of the participants of our "Peer Group".

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  
Bill Ferguson  
Tracy Emerson  
Tim George

**Planning Commission Members**

Jerry Barbee, *Chair*  
Laney Thompson, *Vice Chair*  
John Woodson  
Bill Ferguson  
John Jordan  
Laney Thompson



Town of Altavista  
Council / Planning Commission  
FY2014 ADOPTED BUDGET

	<b>FY2014 ADOPTED</b>
<b><u>COUNCIL/PLANNING COMMISSION - FUND 10 <i>NEW</i></u></b>	
Wages & Benefits	21,000
Other Employee Benefits	
Services	8,000
Other Charges	4,530
Materials & Supplies	0
Capital Outlay	0
<b>Total Expenditures</b>	<b>33,530</b>
 <b>PERSONNEL-WAGES &amp; BENEFITS</b>	
Salaries & Wages Regular	19,500
Benefits-FICA	1,500
<b>WAGES &amp; BENEFITS - TOTAL</b>	<b>21,000</b>
 <b>SERVICES-PURCHASED, SHARED,INTERNAL</b>	
Contractual Services/Misc & Professional Services	8,000
<b>SERVICES-PURCHASED, SHARED,INTERNAL - TOTAL</b>	<b>8,000</b>
 <b>OTHER CHARGES</b>	
Public Official Liability Insurance	900
Conventions & Education	1,000
Dues & Assoc. Membership	130
Planning Commission	2,500
<b>OTHER CHARGES - TOTAL</b>	<b>4,530</b>
 <b>COUNCIL/PLANNING COMMISSION TOTAL</b>	<b>33,530</b>

# ADMINISTRATION EXPENDITURES

Town of Altavista  
Administration  
FY 2014 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 Council of Altavista has previously been included in the Administration's budget. This year staff has created a new "department" that includes Town Council and the Planning Commission and their expenses. This allows for tracking of the costs associated with "elected" and "appointed" officials separately from the administrative function. The concept was based on the review of the participants of our "Peer Group".

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  
FY2014 ADOPTED BUDGET

	<b>FY2011 ACTUAL</b>	<b>FY2012 ACTUAL</b>	<b>FY2013 ADOPTED</b>	<b>FY2013 PROJECTED</b>	<b>FY2014 ADOPTED</b>
<b>ADMINISTRATION - FUND 10</b>					
<b><u>(Includes 2% Salary Range Adjustment &amp; 2% COLA)</u></b>					
Wages & Benefits	410,146	380,138	427,300	427,300	399,600
Other Employee Benefits	10,126	10,736	20,500	20,500	18,000
Services	162,584	155,424	139,700	139,700	145,300
Other Charges	123,791	118,308	123,300	123,300	119,900
Materials & Supplies	28,740	25,100	27,100	27,100	27,100
Capital Outlay	0	41,415	16,000	16,000	7,000
<b>Total Expenditures</b>	<b>735,387</b>	<b>731,121</b>	<b>753,900</b>	<b>753,900</b>	<b>716,900</b>
 <b>PERSONNEL-WAGES &amp; BENEFITS</b>					
Salaries & Wages - Council	18,500	19,500	19,500	19,500	0
Salaries & Wages Regular	269,057	243,937	273,400	273,400	266,500
Salaries & Wages - Overtime	236	450	300	300	300
Benefits - FICA	21,600	19,659	22,500	22,500	22,000
Benefits - VRS	29,443	27,077	30,200	30,200	29,500
Benefits - Group Med. Ins.	27,067	27,081	34,800	34,800	34,800
Benefits - Group Life Ins.	767	705	3,300	3,300	3,200
Worker's Compensation	43,477	41,727	43,300	43,300	43,300
<b>WAGE &amp; BENEFITS - TOTAL</b>	<b>410,146</b>	<b>380,138</b>	<b>427,300</b>	<b>427,300</b>	<b>399,600</b>
 <b>OTHER EMPLOYEE BENEFITS</b>					
Employee Education Assistance	0	0	500	500	500
Employee Assistance Program	1,276	1,411	1,400	1,400	1,500
Other Employee Benefits	8,850	9,325	18,600	18,600	16,000
<b>OTHER EMPLOYEE BENEFITS - TOTAL</b>	<b>10,126</b>	<b>10,736</b>	<b>20,500</b>	<b>20,500</b>	<b>18,000</b>
 <b>SERVICES-PURCHASED,SHARED,INTERNAL</b>					
COBRA Administration	1,348	1,243	1,300	1,300	1,400
Legal Services	22,763	23,055	25,000	25,000	25,000
Advertising	16,454	17,266	16,500	16,500	16,500

Town of Altavista  
Administration  
FY2014 ADOPTED BUDGET

	<b><u>FY2011 ACTUAL</u></b>	<b><u>FY2012 ACTUAL</u></b>	<b><u>FY2013 ADOPTED</u></b>	<b><u>FY2013 PROJECTED</u></b>	<b><u>FY2014 ADOPTED</u></b>
Maintenance Service Contracts	53,866	56,580	54,000	54,000	55,500
Independent Auditor	21,900	25,000	17,900	17,900	17,900
Engineering & Architectural Services	0	0	5,000	5,000	5,000
Misc. Professional Services	37,343	21,413	10,000	10,000	14,000
Contract. Svcs/IT Network & Website	8,910	10,866	10,000	10,000	10,000
<b>SERVICES - TOTAL</b>	<b>162,584</b>	<b>155,424</b>	<b>139,700</b>	<b>139,700</b>	<b>145,300</b>
<b>OTHER CHARGES</b>					
Electrical	12,386	13,546	13,000	13,000	13,000
Heating	5,271	3,462	5,200	5,200	5,200
Postal Services	3,772	7,330	5,000	5,000	5,500
Telecommunications	8,055	7,448	8,500	8,500	8,500
Other Property Insurance	23,090	23,022	24,500	24,500	24,500
Motor Vehicle Insurance	16,113	17,300	17,500	17,500	17,500
Surety Bonds	919	225	300	300	900
Public Official Liability	0	893	900	900	0
General Liability Insurance	21,819	20,908	21,000	21,000	21,000
Conventions & Education	6,665	4,465	5,500	5,500	4,500
Dues & Association Memberships	8,506	8,563	8,700	8,700	8,600
Refunds	751	0	500	500	500
Miscellaneous Expense	13,851	8,745	10,000	10,000	10,000
Miscellaneous Reimbursement	158	99	200	200	200
Planning Commission	2,437	2,303	2,500	2,500	0
<b>OTHER CHARGES - TOTAL</b>	<b>123,791</b>	<b>118,308</b>	<b>123,300</b>	<b>123,300</b>	<b>119,900</b>
<b>MATERIALS &amp; SUPPLIES</b>					
Office Supplies	9,546	8,935	9,000	9,000	9,000
Repairs & Maintenance	18,081	15,011	16,500	16,500	16,500
Fuel	1,088	1,129	1,500	1,500	1,500
Books & Subscriptions	25	25	100	100	100
<b>MATERIALS &amp; SUPPLIES - TOTAL</b>	<b>28,740</b>	<b>25,100</b>	<b>27,100</b>	<b>27,100</b>	<b>27,100</b>

Town of Altavista  
Administration  
FY2014 ADOPTED BUDGET

	<u>FY2011 ACTUAL</u>	<u>FY2012 ACTUAL</u>	<u>FY2013 ADOPTED</u>	<u>FY2013 PROJECTED</u>	<u>FY2014 ADOPTED</u>
<b>ADMINISTRATION TOTAL - EXCLUDING CAPITAL</b>	<b>735,387</b>	<b>689,706</b>	<b>737,900</b>	<b>737,900</b>	<b>709,900</b>
<b>CAPITAL OUTLAY</b>					
Motor Vehicles - Replacement	0	0	0	0	0
EDP Equipment - Replacement	0	41,415	0	0	7,000
Communication Equipment - Replacement	0	0	0	0	0
EDP Equipment - New	0	0	16,000	16,000	0
<b>CAPITAL OUTLAY - TOTAL</b>	<b>0</b>	<b>41,415</b>	<b>16,000</b>	<b>16,000</b>	<b>7,000</b>
<b>ADMINISTRATION TOTAL INCLUDING CAPITAL</b>	<b>735,387</b>	<b>731,121</b>	<b>753,900</b>	<b>753,900</b>	<b>716,900</b>

# NON-DEPARTMENTAL EXPENDITURES

Town of Altavista  
Non-Departmental  
FY2014 ADOPTED BUDGET

<b><u>NON-DEPARTMENTAL - FUND 10</u></b>	<b><u>FY2011 ACTUAL</u></b>	<b><u>FY2012 ACTUAL</u></b>	<b><u>FY2013 ADOPTED</u></b>	<b><u>FY2013 PROJECTED</u></b>	<b><u>FY2014 ADOPTED</u></b>
<b>CONTRIBUTIONS - OTHER CHARGES</b>					
Other Charges - Misc.	74,640	52,160	51,000	50,000	48,600
<i>NABF Youth Baseball Tournament</i>			0	2,500	0
<i>Property Maintenance Enforcement</i>		4,000	7,000	3,500	5,000
<i>Business Development Center</i>		2,500	2,500	2,500	2,500
<i>Altavista Chamber of Commerce</i>		25,000	20,000	20,000	20,000
<i>Dumpster Reimbursement</i>		300	1,000	1,000	600
<i>Uncle Billy's Day Funding</i>		20,000	20,000	20,000	20,000
<i>Christmas Parade Liability Insurance</i>		360	500	309	500
Contribution - Altavista EMS	1,000	1,000	0	1,000	11,100
Contribution - Senior Center	1,000	1,000	1,000	1,000	1,000
Economic Development Incentives	26,250	68,875	68,900	68,900	52,000
Contribution - YMCA Recreation Program	100,000	100,000	100,000	100,000	100,000
Contribution - Altavista Fire Co.	74,889	580,056	9,000	9,100	9,100
Contribution - Avoca	10,000	10,000	10,000	10,000	16,900
Contribution - Altavista On Track (MS)	35,000	35,000	35,000	35,000	85,000
<b>CONTRIBUTIONS - OTHER CHARGES - TOTAL</b>	<b>322,779</b>	<b>900,252</b>	<b>274,900</b>	<b>275,000</b>	<b>323,700</b>
<b>NON-DEPARTMENTAL</b>					
Fuel - Fire Company	3,828	2,994	5,000	5,000	5,000
<b>NON-DEPARTMENTAL</b>	<b>3,828</b>	<b>2,994</b>	<b>5,000</b>	<b>5,000</b>	<b>5,000</b>
<b>NON-DEPARTMENTAL - SUBTOTAL</b>	<b>326,607</b>	<b>903,246</b>	<b>279,900</b>	<b>280,000</b>	<b>328,700</b>
<b>TRANSFER OUT</b>					
Transfer Out - Cemetery Fund	25,000	25,000	25,000	25,000	31,200
Transfer Out - Enterprise Fund	427,100	43,400	551,270	551,270	0
Transfer Out - Library Fund	0	0	0	0	0
Transfer Out - General Fund Reserve	294,100	638,800	0	0	411,280
Transfer Out - CIF	0	0	0	0	0
Transfer Out - General Fund Reserve (Fire Dept.)	0	0	65,000	65,000	65,000
<b>TRANSFER OUT - TOTAL</b>	<b>746,200</b>	<b>707,200</b>	<b>641,270</b>	<b>641,270</b>	<b>507,480</b>



Town of Altavista  
Non-Departmental  
FY2014 ADOPTED BUDGET

	<u>FY2011 ACTUAL</u>	<u>FY2012 ACTUAL</u>	<u>FY2013 ADOPTED</u>	<u>FY2013 PROJECTED</u>	<u>FY2014 ADOPTED</u>
<b>DEBT SERVICE</b>					
Debt Service - Principal	46,179	49,412	52,900	52,900	0
Debt Service - Interest	10,392	7,160	3,700	3,700	0
<b>DEBT SERVICE - TOTAL</b>	<b>56,571</b>	<b>56,571</b>	<b>56,600</b>	<b>56,600</b>	<b>0</b>
 <b>MATERIALS &amp; SUPPLIES - Non. Dept.</b>					
Avoca Materials & Supplies	30,774	31,050	28,200	28,200	29,400
<b>MATERIALS &amp; SUPPLIES - TOTAL</b>	<b>30,774</b>	<b>31,050</b>	<b>28,200</b>	<b>28,200</b>	<b>29,400</b>
<b>NON-DEPARTMENTAL TOTAL - EXCLUDING CAPITAL</b>	<b>1,160,153</b>	<b>1,698,067</b>	<b>1,005,970</b>	<b>1,006,070</b>	<b>865,580</b>
 <b>CAPITAL OUTLAY - Non-Departmental</b>					
Capital Outlay - New	0	0	0	0	0
Replacement Improvements (VDOT T-21)	511,687	397,120	1,023,500	1,023,500	0
Replacement Other than Buildings (Avoca)	20,310	81,384	7,500	4,450	6,000
Replacement Other than Buildings (VDOT LAP)	0	39,400	970,000	970,000	0
<b>CAPITAL OUTLAY -TOTAL</b>	<b>531,997</b>	<b>517,904</b>	<b>2,001,000</b>	<b>1,997,950</b>	<b>6,000</b>
<b>NON-DEPARTMENTAL TOTAL - INCLUDING CAPITAL</b>	<b>1,692,150</b>	<b>2,215,971</b>	<b>3,006,970</b>	<b>3,004,020</b>	<b>871,580</b>
<b>NON-DEPARTMENTAL TOTAL - EXCLUDING TRANSFERS OUT</b>	<b>945,950</b>	<b>1,508,771</b>	<b>2,365,700</b>	<b>2,362,750</b>	<b>364,100</b>

# PUBLIC SAFETY EXPENDITURES

Town of Altavista  
Public Safety  
FY 2014 ADOPTED BUDGET

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

The Town of Altavista Police Department staffing complement for FY2014 is comprised of one (1) Chief of Police, one (1) Deputy Chief, one (1) Investigator, two (2) Lieutenants, two (2) Sergeants, five (5) Police Officers, and one (1) Clerk shared 90/10 with Administration. This staffing complement removes the Administrative Officer and expands the Clerk III role in the Police Department.

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  
FY2014 ADOPTED BUDGET

	<b><u>FY2011 ACTUAL</u></b>	<b><u>FY2012 ACTUAL</u></b>	<b><u>FY2013 ADOPTED</u></b>	<b><u>FY2013 PROJECTED</u></b>	<b><u>FY2014 ADOPTED</u></b>
<b><u>PUBLIC SAFETY - FUND 10</u></b>					
<b>(INCLUDES 2% Salary Range Adjustment and 2% COLA)</b>					
Wages & Benefits	745,330	757,190	820,280	760,580	785,680
Other Employee Benefits					
Services	5,284	8,140	5,900	5,900	5,900
Other Charges	45,497	40,515	41,800	40,200	40,300
Materials & Supplies	82,217	91,405	85,800	92,300	86,300
Capital Outlay	48,154	58,023	44,050	44,050	48,500
<b>Total Expenditures</b>	<b>926,483</b>	<b>955,272</b>	<b>997,830</b>	<b>943,030</b>	<b>966,680</b>
 <b>PERSONNEL - WAGES &amp; BENEFITS</b>					
Salaries & Wages - Regular	545,810	569,765	598,000	550,000	566,200
Salaries & Wages - Overtime	21,140	13,533	24,000	24,000	24,000
Salaries - Overtime (DMV Grant)	6,930	7,805	14,980	14,980	14,980
FICA	41,090	42,423	47,600	42,700	45,200
VRS	59,240	59,896	66,100	60,100	62,600
Medical Insurance	69,580	62,207	62,400	62,400	62,400
Group Life Insurance	1,540	1,560	7,200	6,400	6,800
Other Employee Benefits / <i>NEW</i>	0	0	0	0	3,500
<b>WAGES &amp; BENEFITS - TOTAL</b>	<b>745,330</b>	<b>757,190</b>	<b>820,280</b>	<b>760,580</b>	<b>785,680</b>
 <b>SERVICES - PURCHASED, SHARED, INTERNAL</b>					
Physicals	1,045	1,058	1,500	1,500	1,500
Repairs & Maintenance - Electronics	4,240	7,082	4,400	4,400	4,400
<b>SERVICES -TOTAL</b>	<b>5,284</b>	<b>8,140</b>	<b>5,900</b>	<b>5,900</b>	<b>5,900</b>
 <b>OTHER CHARGES</b>					
Police Dept. Heating	1,768	842	1,000	1,000	1,000
Telecommunications	9,894	9,207	11,000	11,000	11,000
General Liability Insurance	2,899	3,750	3,800	3,800	3,700

Town of Altavista  
Public Safety  
FY2014 ADOPTED BUDGET

	<u>FY2011 ACTUAL</u>	<u>FY2012 ACTUAL</u>	<u>FY2013 ADOPTED</u>	<u>FY2013 PROJECTED</u>	<u>FY2014 ADOPTED</u>
Subsistence & Lodging	4,966	2,709	5,000	5,000	5,000
Conventions and Education	2,517	4,536	4,000	4,000	4,000
Dues & Association Memberships	5,125	4,685	5,800	5,800	5,100
Miscellaneous	4,840	2,400	2,500	2,500	2,500
State Forfeiture Expense	0	4,279	600	0	0
Federal Forfeiture Expense	0	0	1,000	0	0
DMV Grant - Equipment	4,530	1,500	0	0	1,500
Moving Expenses	4,200	0	0	0	0
Grants/Federal COPS Grant	4,758	0	0	0	0
Grants/Byrne Justice Grant	0	6,607	7,100	7,100	6,500
<b>OTHER CHARGES - TOTAL</b>	<b>45,497</b>	<b>40,515</b>	<b>41,800</b>	<b>40,200</b>	<b>40,300</b>
<b>MATERIALS &amp; SUPPLIES</b>					
Office Supplies	8,517	9,092	8,000	8,000	9,000
Repair & Maintenance Supplies	2,049	1,522	2,000	2,000	1,500
Fuels & Lubricants	28,627	33,049	38,000	38,000	33,500
Vehicle & Equipment - Repairs	14,802	10,897	9,000	9,000	10,000
Uniforms and Wearing Apparel	17,960	17,124	12,000	12,000	12,000
Crime Reporting Software	0	1,638	1,700	1,700	1,700
Drug Investigatons	2,735	9,500	5,000	11,500	10,000
Small Equipment	0	0	1,600	1,600	0
Ammunition & Batteries	7,527	8,583	8,500	8,500	8,600
<b>MATERIALS &amp; SUPPLIES - TOTAL</b>	<b>82,217</b>	<b>91,405</b>	<b>85,800</b>	<b>92,300</b>	<b>86,300</b>
<b>POLICE DEPARTMENT TOTAL - EXCLUDING CAPITAL</b>	<b>878,328</b>	<b>897,249</b>	<b>953,780</b>	<b>898,980</b>	<b>918,180</b>
<b>CAPTIAL OUTLAY</b>					
Vehicle Replacement	27,365	31,170	30,000	30,000	32,000
EDP Equipment - Replacement	0	0	0	0	0
Machinery & Equip. - Replacement	14,763	5,936	14,050	14,050	16,500

Town of Altavista  
Public Safety  
FY2014 ADOPTED BUDGET

	<u>FY2011 ACTUAL</u>	<u>FY2012 ACTUAL</u>	<u>FY2013 ADOPTED</u>	<u>FY2013 PROJECTED</u>	<u>FY2014 ADOPTED</u>
EDP Equipment - New	0	0	0	0	0
Communication Equipment - New	6,026	20,917	0	0	0
<b>CAPTIAL OUTLAY - TOTAL</b>	<b>48,154</b>	<b>58,023</b>	<b>44,050</b>	<b>44,050</b>	<b>48,500</b>
<b>POLICE DEPARTMENT TOTAL - INCLUDING CAPITAL</b>	<b>926,483</b>	<b>955,272</b>	<b>997,830</b>	<b>943,030</b>	<b>966,680</b>

# PUBLIC WORKS EXPENDITURES

Town of Altavista  
Public Works  
FY 2014 ADOPTED BUDGET

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

The Public Works Department is currently made up of twenty-one (21) 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  
FY2014 ADOPTED BUDGET

	<b>FY2011 ACTUAL</b>	<b>FY2012 ACTUAL</b>	<b>FY2013 ADOPTED</b>	<b>FY2013 PROJECTED</b>	<b>FY2014 ADOPTED</b>
<b>PUBLIC WORKS - FUND 10</b>					
<b>(INCLUDES 2% Salary Range Adjustment and 2% COLA)</b>					
Wages & Benefits	544,715	516,854	660,400	593,400	673,300
Other Employee Benefits					
Services	21,896	23,128	8,500	10,900	8,500
Other Charges	22,870	25,895	24,300	24,600	25,600
Materials & Supplies	229,389	236,319	245,500	250,773	247,000
Debt Service	26,170	235,785	0	0	0
Capital Outlay	327,971	317,010	101,400	122,400	40,000
<b>Total Expenditures</b>	<b>1,173,010</b>	<b>1,354,991</b>	<b>1,040,100</b>	<b>1,002,073</b>	<b>994,400</b>
 <b>PERSONNEL - WAGES &amp; BENEFITS</b>					
Salaries & Wages - Regular	401,262	378,937	487,400	435,000	498,200
Salaries & Wages - Overtime	6,058	6,243	7,000	7,000	7,000
FICA	30,504	29,338	37,900	34,000	38,700
VRS	44,406	42,719	53,900	50,000	55,100
Group Medical Insurance	61,328	58,506	68,300	62,000	68,300
Group Life Insurance	1,157	1,113	5,900	5,400	6,000
<b>WAGES &amp; BENEFITS - TOTAL</b>	<b>544,715</b>	<b>516,854</b>	<b>660,400</b>	<b>593,400</b>	<b>673,300</b>
 <b>SERVICES-PURCHASED, SHARED, INTERNAL</b>					
Maintenance Service Contracts	1,748	1,359	1,500	1,500	1,500
Physicals	1,050	790	1,000	1,000	1,000
Repairs & Maintenance - Electronics	1,709	1,863	1,000	2,800	1,000
<b>SERVICES -PW - TOTAL</b>	<b>4,508</b>	<b>4,012</b>	<b>3,500</b>	<b>5,300</b>	<b>3,500</b>
 <b>OTHER CHARGES-PW</b>					
Telecommunications	5,913	7,212	6,500	6,500	6,500
Subsistence & Lodging	0	0	500	500	500

Town of Altavista  
Public Works  
FY2014 ADOPTED BUDGET

	<u>FY2011 ACTUAL</u>	<u>FY2012 ACTUAL</u>	<u>FY2013 ADOPTED</u>	<u>FY2013 PROJECTED</u>	<u>FY2014 ADOPTED</u>
Conventions & Education	782	1,274	1,000	1,000	1,000
Miscellaneous Expense	1,006	937	1,000	1,000	1,000
Other Charges - MISS UTILITY	511	1,680	800	800	800
<b>OTHER CHARGES-PW - TOTAL</b>	<b>8,212</b>	<b>11,103</b>	<b>9,800</b>	<b>9,800</b>	<b>9,800</b>
<b>MATERIALS &amp; SUPPLIES -PW</b>					
Fuels & Lubricants	40,366	47,708	47,000	47,000	47,000
Vehicle & Equip. Repairs and Maint.	25,153	27,887	25,000	25,000	25,000
Uniforms & Wearing Apparel	10,413	10,063	15,000	15,000	12,000
Street Lights - Operating Supplies	23,839	28,919	27,000	27,000	27,000
Hwy, Strts & Sdwk Supplies	40,156	36,135	38,000	40,773	42,000
Storm Drainage	2,865	832	2,000	2,000	1,000
Repairs & Maint. - Engineering	601	779	1,000	1,000	1,000
Train Station - Materials & Supplies	1,617	948	2,000	4,500	2,000
<b>MATERIALS &amp; SUPPLIES-PW - TOTAL</b>	<b>145,011</b>	<b>153,271</b>	<b>157,000</b>	<b>162,273</b>	<b>157,000</b>
<b>PUBLIC WORKS - PW - SUBTOTAL</b>	<b>702,445</b>	<b>685,240</b>	<b>830,700</b>	<b>770,773</b>	<b>843,600</b>
<b>MATERIALS &amp; SUPPLIES - SANIT.</b>					
Fuels & Lubricants - Sant.	11,999	12,886	13,000	13,000	13,000
Vehicle & Equip. Repairs and Maint.	14,536	17,467	15,000	15,000	15,000
Litter Expenses	8,168	6,946	8,000	8,000	8,000
<b>MATERIALS &amp; SUPPLIES-SANIT. - TOTAL</b>	<b>34,703</b>	<b>37,299</b>	<b>36,000</b>	<b>36,000</b>	<b>36,000</b>
<b>SANITATION - TOTAL</b>	<b>34,703</b>	<b>37,299</b>	<b>36,000</b>	<b>36,000</b>	<b>36,000</b>
<b>SERVICES-PURCHASED,SHARED,INTERNAL - B&amp;G</b>					
Landscaping Contracts	17,388	19,116	5,000	5,600	5,000
<b>SERVICES - B&amp;G - TOTAL</b>	<b>17,388</b>	<b>19,116</b>	<b>5,000</b>	<b>5,600</b>	<b>5,000</b>

Town of Altavista  
Public Works  
FY2014 ADOPTED BUDGET

	<b><u>FY2011</u></b> <b><u>ACTUAL</u></b>	<b><u>FY2012</u></b> <b><u>ACTUAL</u></b>	<b><u>FY2013</u></b> <b><u>ADOPTED</u></b>	<b><u>FY2013</u></b> <b><u>PROJECTED</u></b>	<b><u>FY2014</u></b> <b><u>ADOPTED</u></b>
<b>OTHER CHARGES - B&amp;G</b>					
Electrical	4,649	4,998	5,000	5,000	6,000
Heating	1,688	1,344	2,500	2,500	2,000
<b>OTHER CHARGES - B&amp;G -TOTAL</b>	<b>6,337</b>	<b>6,342</b>	<b>7,500</b>	<b>7,500</b>	<b>8,000</b>
<b>MATERIALS &amp; SUPPLIES - B&amp;G</b>					
Shop Materials & Supplies	7,032	7,031	6,500	6,500	6,000
Small Tools - Shop	2,116	2,079	3,000	3,000	3,000
<b>MATERIALS &amp; SUPPLIES - B&amp;G - TOTAL</b>	<b>9,148</b>	<b>9,110</b>	<b>9,500</b>	<b>9,500</b>	<b>9,000</b>
<b>BUILDING &amp; GROUNDS - TOTAL</b>	<b>32,873</b>	<b>34,568</b>	<b>22,000</b>	<b>22,600</b>	<b>22,000</b>
<b>OTHER CHARGES -PARK &amp; REC</b>					
Recreation Electricity	7,075	7,712	7,000	7,000	7,000
Heating / New Account	646	487	0	0	500
Refunds / New Account	600	250	0	300	300
<b>OTHER CHARGES-PARK &amp; REC - TOTAL</b>	<b>8,320</b>	<b>8,449</b>	<b>7,000</b>	<b>7,300</b>	<b>7,800</b>
<b>MATERIALS &amp; SUPPLIES - PARK &amp; REC</b>					
Recreation Materials & Supplies	19,161	19,226	25,000	25,000	25,000
<b>MATERIALS &amp; SUPPLIES-PARK &amp; REC -TOTAL</b>	<b>19,161</b>	<b>19,226</b>	<b>25,000</b>	<b>25,000</b>	<b>25,000</b>
<b>PARK &amp; REC - TOTAL</b>	<b>27,482</b>	<b>27,675</b>	<b>32,000</b>	<b>32,300</b>	<b>32,800</b>
<b>MATERIALS &amp; SUPPLIES - LIBRARY</b>					
Library/Repairs and Maintenance	21,366	17,413	18,000	18,000	20,000
<b>MATERIALS &amp; SUPPLIES-LIBRARY -TOTAL</b>	<b>21,366</b>	<b>17,413</b>	<b>18,000</b>	<b>18,000</b>	<b>20,000</b>
<b>LIBRARY - TOTAL</b>	<b>21,366</b>	<b>17,413</b>	<b>18,000</b>	<b>18,000</b>	<b>20,000</b>
<b>PUBLIC WORKS -SUBTOTAL</b>	<b>818,869</b>	<b>802,196</b>	<b>938,700</b>	<b>879,673</b>	<b>954,400</b>

Town of Altavista  
Public Works  
FY2014 ADOPTED BUDGET

	<u>FY2011 ACTUAL</u>	<u>FY2012 ACTUAL</u>	<u>FY2013 ADOPTED</u>	<u>FY2013 PROJECTED</u>	<u>FY2014 ADOPTED</u>
<b>DEBT SERVICE - PUBLIC WORKS</b>					
Debt Service - Principal	17,090	231,032	0	0	0
Debt Service - Interest	9,079	4,753	0	0	0
<b>DEBT SERVICE -PW - TOTAL</b>	<b>26,170</b>	<b>235,785</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>PUBLIC WORKS TOTAL - EXCLUDING CAPITAL</b>	<b>845,039</b>	<b>1,037,981</b>	<b>938,700</b>	<b>879,673</b>	<b>954,400</b>
<b>CAPITAL OUTLAY - PW</b>					
Motor Vehicles & Equip - Repl.	89,122	86,354	81,000	81,000	30,000
Machinery & Equip. - Repl.	0	0	6,000	6,000	0
Building - Replace	0	20,325	0	0	0
Storm Water Improvements - Repl.	140,944	74,028	14,400	14,400	0
Improvements - Other than Buildings - New	0	0	0	0	0
Improvements - Other than Buildings - New	0	0	0	0	0
Machinery & Equip. - Repl.	9,105	0	0	0	0
Building - Replace	0	0	0	0	10,000
<b>CAPITAL OUTLAY - PW - TOTAL</b>	<b>239,171</b>	<b>180,707</b>	<b>101,400</b>	<b>101,400</b>	<b>40,000</b>
<b>CAPITAL OUTLAY - PARKS &amp; REC.</b>					
Mat'ls/Improvements - Parks - Repl.	88,800	136,303	0	21,000	0
<b>CAPITAL OUTLAY - PARKS &amp; REC - TOTAL</b>	<b>88,800</b>	<b>136,303</b>	<b>0</b>	<b>21,000</b>	<b>0</b>
<b>CAPITAL OUTLAY - TOTAL</b>	<b>327,971</b>	<b>317,010</b>	<b>101,400</b>	<b>122,400</b>	<b>40,000</b>
<b>PUBLIC WORKS TOTAL - INCLUDING CAPITAL</b>	<b>1,173,010</b>	<b>1,354,991</b>	<b>1,040,100</b>	<b>1,002,073</b>	<b>994,400</b>

# ECONOMIC DEVELOPMENT EXPENDITURES

Town of Altavista  
Economic Development  
FY 2014 ADOPTED BUDGET

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

The Altavista Town Council approved the formation of the Economic Development Department during FY2012. This is the second year that this department will be included in the budget. This department 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 purposes.

The Economic Development Office is utilizing the Altavista Economic Development Authority's Work Plan that laid out the first year's activities. The Department strives to build upon and continue the progress by focusing attention on the six key activities: capacity building, networking, existing business retention and expansion, development of products, marketing, and encouraging entrepreneurship. A brief description of the six key areas follows:

**Capacity Building** – Establish a full-time economic developer position. (Completed)

**Networking** – The economic development director will build relationships with local (Altavista Area Chamber of Commerce, Altavista On Track, Virginia Technical Institute, etc.), regional (Region 2000, utilities, CVCC, CAER, etc.), and statewide (Virginia Economic Development Partnerships, Tobacco Commission, etc.) organizations that will assist and support Altavista economic development with different resource

**Existing Business Retention and Expansion** - An aggressive business visitation and follow-up effort will be developed, including visiting 26 businesses and assisting in the creation of 50 full-time expansion jobs in the first year

**Develop Products** —Procure by purchase and/or option one or more 20+ acre sites and partner with the owner of the Lane building on a redevelopment program, to ensure locations for expanding local firms and/or new businesses). Broaden local incentives

**Marketing** – Develop the following plan fundamentals in the first year: (1) Agree on types of businesses the Town wants to pursue, (2) Ask existing businesses to identify prospects; and (3) Prepare a comprehensive economic development website, publish a fact sheet, begin a branding effort, and initiate cooperative marketing with Campbell County.

**Encourage Entrepreneurism** – Pursue agreements with Virginia Technical Institute for use of vacant space and with Chamber of Commerce and the Business Development Center for technical support to aid new or early stage small businesses with growth potential.

The recently adopted *Economic Development Marketing Plan* will serve as a work plan for the department in addition to the Town's *Strategic Work Plan*. These plans seek to develop a marketing presence for the Town of Altavista as it strives to create a diverse and sustainable economy.

Town of Altavista  
Economic Development  
FY2014 ADOPTED BUDGET

	<b><u>FY2013 ADOPTED</u></b>	<b><u>FY2013 PROJECTED</u></b>	<b><u>FY2014 ADOPTED</u></b>
<b><u>ECONOMIC DEVELOPMENT - FUND 10</u></b>			
<b>(INCLUDES 2% Salary Range Adjustment and 2% COLA)</b>			
Wages & Benefits	84,900	60,280	77,800
Other Employee Benefits			
Services	1,500	1,500	14,700
Other Charges	16,200	16,200	35,320
Materials & Supplies	4,100	1,600	5,500
Capital Outlay	0	0	129,400
<b>Total Expenditures</b>	<b>106,700</b>	<b>79,580</b>	<b>262,720</b>
<b>PERSONNEL-WAGES &amp; BENEFITS</b>			
Salaries & Wages Regular	63,700	50,000	64,800
Benefits-FICA	4,900	3,800	5,000
Benefits-VRS	7,100	5,850	7,200
Benefits- Group Medical Ins.	8,400	0	0
Benefits-Group Life Ins.	800	630	800
<b>WAGES &amp; BENEFITS - TOTAL</b>	<b>84,900</b>	<b>60,280</b>	<b>77,800</b>
<b>SERVICES-PURCHASED, SHARED,INTERNAL</b>			
Contractural Services/Advertising	1,500	1,500	14,700
<b>SERVICES-PURCHASED, SHARED,INTERNAL - TOTAL</b>	<b>1,500</b>	<b>1,500</b>	<b>14,700</b>
<b>OTHER CHARGES</b>			
Postal Services	500	500	750
Telecommunications	1,000	1,000	1,000
Substance & Lodging	2,000	2,000	21,600
Conventions & Education	2,000	2,000	6,470
Dues & Assoc. Membership	400	400	2500
Miscellaneous	10,300	10,300	3,000
<b>OTHER CHARGES - TOTAL</b>	<b>16,200</b>	<b>16,200</b>	<b>35,320</b>

Town of Altavista  
Economic Development  
FY2014 ADOPTED BUDGET

	<u>FY2013 ADOPTED</u>	<u>FY2013 PROJECTED</u>	<u>FY2014 ADOPTED</u>
<b>MATERIALS &amp; SUPPLIES</b>			
Office Supplies	1,500	1,500	2,500
Fuels & Lubricants	2,000	0	2,000
Vehicle&Equip/Repairs & Maintenance	500	0	500
Books & Subscriptions	100	100	500
<b>MATERIALS &amp; SUPPLIES</b>	<b>4,100</b>	<b>1,600</b>	<b>5,500</b>
<b>ECONOMIC DEVELOPMENT TOTAL -EXCLUDING CAPITAL</b>	<b>106,700</b>	<b>79,580</b>	<b>133,320</b>
<b>CAPITAL OUTLAY</b>			
Building - Replace	0	0	104,400
Motor Vehicles - New	0	0	25,000
<b>CAPITAL OUTLAY - TOTAL</b>	<b>0</b>	<b>0</b>	<b>129,400</b>
<b>ECONOMIC DEVELOPMENT TOTAL -INCLUDING CAPITAL</b>	<b>106,700</b>	<b>79,580</b>	<b>262,720</b>



# TRANSIT (ACTS) EXPENDITURES

Town of Altavista  
Transit System (ACTS)  
FY 2014 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 in service just over a year. The Assistant Town Manager serves as the administration support (Transit Manager) for this operation and accordingly forty (40%) percent of his time is allocated to this function. The system also employs five (5) 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.

Town of Altavista  
Transit System  
FY2014 ADOPTED BUDGET

	FY2011 ACTUAL	FY2012 ACTUAL	FY2013 ADOPTED	FY2013 PROJECTED	FY2014 ADOPTED
<b>TRANSIT SYSTEM - FUND 10</b>					
<b>(INCLUDES 2% Salary Range Adjustment and 2% COLA)</b>					
Wages & Benefits	34,658	59,915	56,600	56,600	57,700
Services	2,234	1,815	3,400	3,200	3,500
Other Charges	2,442	2,221	4,300	4,300	4,000
Materials & Supplies	9,657	18,408	17,300	17,500	20,200
Capital Outlay	99,926	17,178	30,000	31,800	44,500
<b>Total Expenditures</b>	<b>148,916</b>	<b>99,536</b>	<b>111,600</b>	<b>113,400</b>	<b>129,900</b>
<b>PERSONNEL-WAGES &amp; BENEFITS</b>					
Salaries & Wages Regular	29,798	51,931	48,500	48,500	49,500
Salaries & Wages - Overtime	0	0	0	0	0
Benefits - FICA	2,289	4,000	3,800	3,800	3,800
Benefits - VRS	1,831	2,850	2,600	2,600	2,600
Benefits - Group Med. Ins.	0	0	0	0	0
Benefits - Group Life Ins.	48	80	300	300	300
Worker's Compensation	692	1,055	1,400	1,400	1,500
<b>WAGE &amp; BENEFITS - TOTAL</b>	<b>34,658</b>	<b>59,915</b>	<b>56,600</b>	<b>56,600</b>	<b>57,700</b>
<b>SERVICES-PURCHASED,SHARED,INTERNAL</b>					
Advertising	1,494	1,390	2,400	2,400	2,400
Maintenance Service Contracts	0	0	0	0	0
Misc. Professional Services	0	0	200	200	300
Physicals	740	425	800	600	800
<b>SERVICES - TOTAL</b>	<b>2,234</b>	<b>1,815</b>	<b>3,400</b>	<b>3,200</b>	<b>3,500</b>
<b>OTHER CHARGES</b>					
Telecommunications	1,296	928	1,500	1,500	1,200

Town of Altavista  
Transit System  
FY2014 ADOPTED BUDGET

	<u>FY2011 ACTUAL</u>	<u>FY2012 ACTUAL</u>	<u>FY2013 ADOPTED</u>	<u>FY2013 PROJECTED</u>	<u>FY2014 ADOPTED</u>
Motor Vehicle Insurance	584	1,168	1,500	1,500	1,500
Subsistance & Lodging	200	0	500	500	500
Conventions & Education	362	125	800	800	800
Miscellaneous /Indirect	0	0	0	0	0
Miscellaneous /Other Fixed Costs	0	0	0	0	0
<b>OTHER CHARGES - TOTAL</b>	<b>2,442</b>	<b>2,221</b>	<b>4,300</b>	<b>4,300</b>	<b>4,000</b>
<b>MATERIALS &amp; SUPPLIES</b>					
Office Supplies	299	131	300	300	300
Fuel	7,205	16,874	14,500	14,500	17,000
Vehicle & Equip. Repairs/Maint.	1,891	1,161	1,500	1,700	2,500
Other Operating Supplies	0	16	500	500	100
Supplies	261	226	500	500	300
<b>MATERIALS &amp; SUPPLIES - TOTAL</b>	<b>9,657</b>	<b>18,408</b>	<b>17,300</b>	<b>17,500</b>	<b>20,200</b>
<b>TRANSIT TOTAL - EXCLUDING CAPITAL</b>	<b>48,990</b>	<b>82,359</b>	<b>81,600</b>	<b>81,600</b>	<b>85,400</b>
<b>CAPITAL OUTLAY</b>					
Motor Vehicles - New	99,926	0	0	0	24,500
Machinery & Equipment - New	0	17,178	30,000	31,800	20,000
<b>CAPITAL OUTLAY - TOTAL</b>	<b>99,926</b>	<b>17,178</b>	<b>30,000</b>	<b>31,800</b>	<b>44,500</b>
<b>TRANSIT TOTAL - INCLUDING CAPITAL</b>	<b>148,916</b>	<b>99,536</b>	<b>111,600</b>	<b>113,400</b>	<b>129,900</b>

# STATE/HIGHWAY REIMBURSEMENT FUND (FUND 20)

Town of Altavista  
State/Highway Reimbursement Fund  
FY2014 ADOPTED BUDGET

<b>State/Highway Reimbursement Fund - Fund 20</b>	<b><u>FY2011 ACTUAL</u></b>	<b><u>FY2012 ACTUAL</u></b>	<b><u>FY2013 ADOPTED</u></b>	<b><u>FY2013 PROJECTED</u></b>	<b><u>FY2014 ADOPTED</u></b>
<b>REVENUE</b>					
Street & Highway Maintenance	553,763	574,305	570,000	570,000	570,000
Street & Highway Maintenance/Carry Over	0	276,363		102,700	
<b>State/Highway Reimbursement Fund - GRAND TOTAL:</b>	<b><u>553,763</u></b>	<b><u>850,668</u></b>	<b><u>570,000</u></b>	<b><u>672,700</u></b>	<b><u>570,000</u></b>
<b>EXPENDITURES</b>					
Maintenance - Other Maintenance	0	0	0	0	0
Maintenance - Drainage	25,989	23,422	26,000	26,000	26,000
Maintenance - Pavement	34,251	15,769	162,200	264,900	162,200
Maintenance - Traffic Control Devices	56,678	65,820	56,800	56,800	56,800
Engineering - Repairs & Maintenance	191	29,413	10,000	10,000	10,000
Road/Street/Highway - Snow & Ice Removal	28,709	4,459	40,000	40,000	40,000
Road/Street/Highway - Other Traffic Services	61,815	58,635	50,000	50,000	50,000
General Admin. & Misc. - Miscellaneous	77,435	80,433	75,000	75,000	75,000
<b>State/Highway Reimb. Fund - Subtotal:</b>	<b><u>285,068</u></b>	<b><u>277,952</u></b>	<b><u>420,000</u></b>	<b><u>522,700</u></b>	<b><u>420,000</u></b>
Improvements Other Than Buildings - New	0	458,653	150,000	150,000	150,000
Engineering - New	0	0	0	0	
<b>State/Highway Reimb. Fund - Capital Outlay - Subtotal:</b>	<b>0</b>	<b>458,653</b>	<b>150,000</b>	<b>150,000</b>	<b>150,000</b>
Transfer Out - General Fund Reserve	276,363	102,400			
<b>State/Highway Fund - GRAND TOTAL:</b>	<b><u>561,431</u></b>	<b><u>839,005</u></b>	<b><u>570,000</u></b>	<b><u>672,700</u></b>	<b><u>570,000</u></b>

# ENTERPRISE FUND REVENUE (FUND 50)

Town of Altavista  
Utility Funding Source Distribution  
FY 2014 ADOPTED BUDGET

**ENTERPRISE FUND**

**Water Fees**

Usage Fees	1,202,800
Connection Fees	1,200

**Sewer Fees**

Usage Fees	1,376,100
Connection Fees	4,000

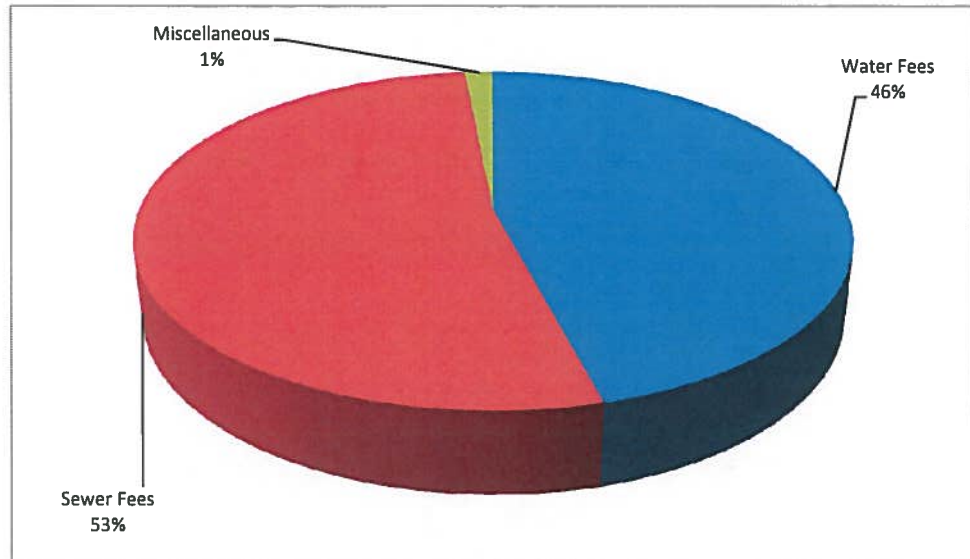
**Miscellaneous**

Penalties	3,500
Interest Income	4,000
Sales of Surplus	1,000
Miscellaneous	30,000

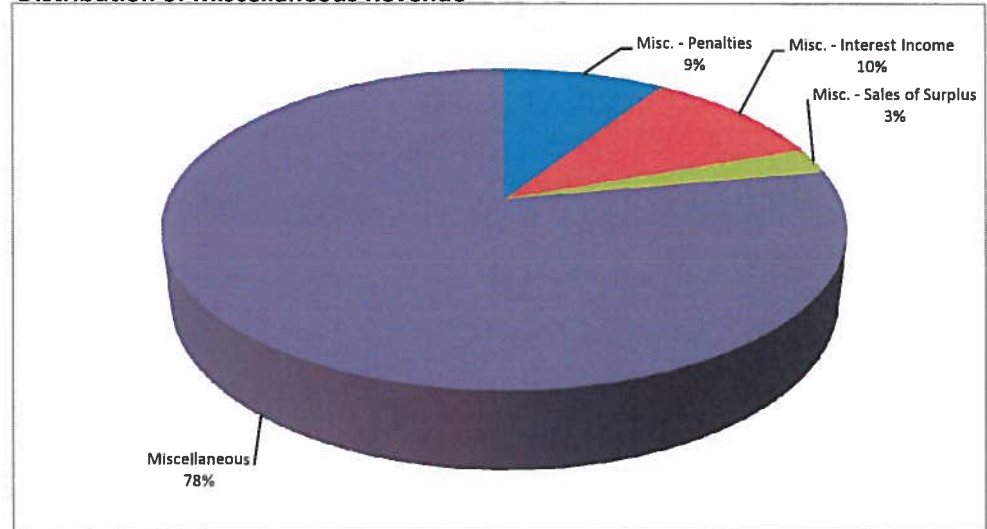
**TOTAL REVENUE**

2,622,600

**Distribution of Total Enterprise Fund Revenue**



**Distribution of Miscellaneous Revenue**





Town of Altavista  
Enterprise Fund Revenue  
FY2014 ADOPTED BUDGET

<b>Enterprise Fund Revenue</b>	<b><u>FY2011 ACTUAL</u></b>	<b><u>2012 ACTUAL</u></b>	<b><u>FY2013 ADOPTED</u></b>	<b><u>2013 PROJECTED</u></b>	<b><u>FY2014 ADOPTED</u></b>
Interest/Interest Income	10,910	4,500	3,000	4,000	4,000
Water Charges - Industrial	773,200	788,000	827,400	786,030	825,400
Water Charges - Business/Residential	202,800	197,900	220,500	220,500	229,700
Water Charges - Outside Community	139,400	124,354	141,750	141,750	147,700
Water Charges - Water Connection Fees	700	1,400	1,000	1,450	1,200
Sewer Charges - Industrial	1,036,500	1,080,800	1,100,000	1,045,000	1,100,000
Sewer Charges - Business/Residential	209,900	204,000	220,000	220,000	229,200
Sewer Charges - Outside Community	4,500	2,100	1,800	1,800	1,900
Sewer Charges - Sewer Connection Fees	11,400	4,900	4,000	4,000	4,000
Sewer Charges - Sewer Surcharges	58,400	65,500	45,000	45,000	45,000
Charges for Service - Water/Sewer Penalties	3,770	3,850	3,200	3,500	3,500
Misc. Cash Discounts	140	10	200	200	200
Misc. - Sale of Supplies & Materials / <b>NEW</b>					1,000
Miscellaneous	17,000	35,100	25,000	17,000	30,000
State Fluoride Grant	0	27,300	0	0	0
Transfer In from Fund 50 (CIP Designated Res)	0	1,275,000	344,480	0	0
Transfer In from Reserves (DEBT PAYOFF)		1,452,300	0	0	0
Transfer in From General Fund	<u>283,100</u>	<u>43,400</u>	<u>551,270</u>	<u>0</u>	<u>0</u>
<b>ENTERPRISE FUND - REVENUE:</b>	<u><u>2,751,720</u></u>	<u><u>5,310,414</u></u>	<u><u>3,488,600</u></u>	<u><u>2,490,230</u></u>	<u><u>2,622,800</u></u>

# ENTERPRISE FUND DEPARTMENTS EXPENDITURES (FUND 50)

- Water
- Waste Water

Town of Altavista  
Water Department Expenditures  
FY 2014 ADOPTED BUDGET

# WATER EXPENDITURES

Town of Altavista  
Water Department  
FY 2014 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  
FY2014 ADOPTED BUDGET

	<b>FY2011 ACTUAL</b>	<b>FY2012 ACTUAL</b>	<b>FY2013 ADOPTED</b>	<b>FY2013 PROJECTED</b>	<b>FY2014 ADOPTED</b>
<b>WATER DEPARTMENT - FUND 50</b>					
<b>(INCLUDES 2% Salary Range Adjustment &amp; 2% COLA)</b>					
Wages & Benefits	433,190	482,300	520,800	494,900	526,200
Other Employee Benefits					
Services	52,684	69,314	43,800	43,800	38,450
Other Charges	166,713	158,772	164,500	164,500	162,250
Materials & Supplies	143,721	151,884	161,500	169,500	159,000
Debt Service	156,403	1,637,635	0	0	0
Capital Outlay	24,033	86,820	572,000	572,000	135,000
Transfers	0	0	0	0	169,375
<b>Total Expenditures</b>	<b>976,744</b>	<b>2,586,725</b>	<b>1,462,600</b>	<b>1,444,700</b>	<b>1,190,275</b>
<b>PERSONNEL - WAGES &amp; BENEFITS - ADMIN.</b>					
Salaries & Wages - Admin.	25,800	18,300	19,400	19,400	19,800
Salaries & Wages - Overtime	130	0	0	100	100
FICA	1,570	1,400	1,500	1,500	1,600
VRS Retirement	2,600	2,000	2,200	2,200	2,200
Medical Insurance	5,100	3,900	3,900	3,900	3,900
Group Life Insurance	70	100	300	300	300
<b>WAGES &amp; BENEFITS - Admin. - TOTAL</b>	<b>35,270</b>	<b>25,700</b>	<b>27,300</b>	<b>27,400</b>	<b>27,900</b>
<b>PERSONNEL - WAGES &amp; BENEFITS - DISTRIBUTION</b>					
Salaries & Wages - Distribution	70,670	77,100	87,700	87,700	89,400
Salaries & Wages - Overtime	2,750	3,000	3,000	3,000	3,000
FICA	5,100	6,100	7,000	7,000	7,100
VRS Retirement	7,700	8,300	9,700	9,700	9,900
Medical Insurance	8,200	8,500	8,700	8,700	8,700
Group Life Insurance	200	200	1,100	1,100	1,100
<b>WAGES &amp; BENEFITS - Dist. - TOTAL</b>	<b>94,620</b>	<b>103,200</b>	<b>117,200</b>	<b>117,200</b>	<b>119,200</b>

Town of Altavista  
Water Department  
FY2014 ADOPTED BUDGET

	<u>FY2011 ACTUAL</u>	<u>FY2012 ACTUAL</u>	<u>FY2013 ADOPTED</u>	<u>FY2013 PROJECTED</u>	<u>FY2014 ADOPTED</u>
<b>MATERIALS &amp; SUPPLIES - DISTRIBUTION</b>					
Repair & Maintenance Supplies	38,000	25,000	25,000	33,000	28,000
Meter Testing/Replacement	0	12,500	10,000	10,000	10,000
<b>MATERIALS &amp; SUPPLIES - TOTAL</b>	<b>38,000</b>	<b>37,500</b>	<b>35,000</b>	<b>43,000</b>	<b>38,000</b>
 <b>DISTRIBUTION -TOTAL</b>	 <b>132,620</b>	 <b>140,700</b>	 <b>152,200</b>	 <b>160,200</b>	 <b>157,200</b>
 <b>PERSONNEL - WAGES &amp; BENEFITS - TREATMENT</b>					
Salaries & Wages - Treatment	202,600	236,600	260,100	240,100	262,100
Salaries & Wages - Overtime	21,150	25,000	25,000	25,000	25,000
FICA	15,900	20,000	21,900	19,000	22,200
VRS Retirement	21,200	25,400	28,800	26,000	29,200
Medical Insurance	41,900	45,700	37,400	37,400	37,400
Group Life Insurance	550	700	3,100	2,800	3,200
 <b>WAGES &amp; BENEFITS - Treatment - TOTAL</b>	 <b>303,300</b>	 <b>353,400</b>	 <b>376,300</b>	 <b>350,300</b>	 <b>379,100</b>
 <b>SERVICES-PURCHASED, SHARED, INTERNAL</b>					
Maint. Service Contracts	25,311	26,899	20,000	20,000	20,000
Misc. Professional Services	5,000	19,856	5,000	5,000	0
Physicals	325	0	500	500	150
Water Purchases - CC	8110	7553	3,300	3,300	3,300
Repairs & Maint.	13938	15005	15,000	15,000	15,000
<b>SERVICES -TOTAL</b>	<b>52,684</b>	<b>69,314</b>	<b>43,800</b>	<b>43,800</b>	<b>38,450</b>
 <b>OTHER CHARGES</b>					
Electrical	115,180	122,431	125,000	125,000	125,000
Heating	5694	2007	3,500	3,500	3,500
Telecommunications	11175	11150	13,000	13,000	12,000
Subsistance & Lodging	28	0	1,000	1,000	500

Town of Altavista  
Water Department  
FY2014 ADOPTED BUDGET

	<u>FY2011 ACTUAL</u>	<u>FY2012 ACTUAL</u>	<u>FY2013 ADOPTED</u>	<u>FY2013 PROJECTED</u>	<u>FY2014 ADOPTED</u>
Conventions & Education	2,785	978	3,000	3,000	3,000
Dues & Assoc. Memberships	600	488	700	700	750
Refunds	723	725	500	500	500
Misc. Expense	2,157	904	2,000	2,000	2,000
Sample Testing	7,038	6,848	10,000	10,000	9,000
Fees Paid to Commonwealth	3,442	3,442	5,000	5,000	6,000
Professional License	400	0	800	800	0
State Flouride Grant	17,492	9,800	0	0	0
<b>OTHER CHARGES - TOTAL</b>	<b>166,713</b>	<b>158,772</b>	<b>164,500</b>	<b>164,500</b>	<b>162,250</b>
<b>MATERIALS &amp; SUPPLIES</b>					
Repair & Maint. Supplies	19,346	17,300	20,000	20,000	20,000
Fuels & Lubricants	2,519	3,494	3,000	3,000	3,000
Materials & Supplies/Vehicles & Equip.	218	1,110	1,000	1,000	500
Uniforms & Wearing Apparel	337	450	500	500	500
Other Operating Supplies	81,079	90,058	100,000	100,000	95,000
Small Tools & Supplies	2,222	1,972	2,000	2,000	2,000
<b>MATERIALS &amp; SUPPLIES - TOTAL</b>	<b>105,721</b>	<b>114,384</b>	<b>126,500</b>	<b>126,500</b>	<b>121,000</b>
<b>WATER - TREATMENT - TOTAL</b>	<b>628,418</b>	<b>695,870</b>	<b>711,100</b>	<b>685,100</b>	<b>700,800</b>
<b>WATER - SUBTOTAL:</b>	<b>796,308</b>	<b>862,270</b>	<b>890,600</b>	<b>872,700</b>	<b>885,900</b>
<b>DEBT SERVICE</b>					
Debt Service - Principal	56,956	769,225	0	0	0
2007 Bond debt - May 2022					
Debt Service - Interest	30,329	15,794	0	0	0
2007 Bond debt - May 2022					
Bond Issuance Costs	0	0	0	0	0
Expense for 2010 Bond Debt					
Debt Service - Principal	27,057	804,167	0	0	0
2009 Bond Debt					

Town of Altavista  
Water Department  
FY2014 ADOPTED BUDGET

	<u>FY2011 ACTUAL</u>	<u>FY2012 ACTUAL</u>	<u>FY2013 ADOPTED</u>	<u>FY2013 PROJECTED</u>	<u>FY2014 ADOPTED</u>
Debt Service - Interest <i>2009 Bond Debt</i>	42,061	40,692	0	0	0
Prepayment Penalty (FY2012)	0	7,758	0	0	0
<b>DEBT SERVICE - TOTAL</b>	<b>156,403</b>	<b>1,637,635</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>WATER DEPARTMENT TOTAL - EXCLUDING CAPITAL</b>	<b>952,711</b>	<b>2,499,905</b>	<b>890,600</b>	<b>872,700</b>	<b>885,900</b>
<b>CAPITAL OUTLAY</b>					
Motor Vehicles - Replc.	7,323	0	25,000	25,000	0
Machinery & Equip. - Replc.	16,710	86,820	42,000	42,000	135,000
Replacement - Improvements Other than Buildings	0	0	505,000	505,000	0
<b>CAPITAL OUTLAY - TOTAL</b>	<b>24,033</b>	<b>86,820</b>	<b>572,000</b>	<b>572,000</b>	<b>135,000</b>
<b>TRANSFER OUT</b>					
Transfer Out - Enterprise Fund Reserve	0	0	0	0	169,375
<b>TRANSFER OUT - TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>169,375</b>
<b>WATER DEPARTMENT TOTAL - INCLUDING CAPITAL</b>	<b>976,744</b>	<b>2,586,725</b>	<b>1,462,600</b>	<b>1,444,700</b>	<b>1,190,275</b>



# WASTEWATER EXPENDITURES

Town of Altavista  
Wastewater Department  
FY 2014 ADOPTED BUDGET

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

The Town of Altavista operates a 3.6 MGD wastewater 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 that splits its time between wastewater and water(50%). This group is responsible for the maintenance/repair/replacement of sewer lines. In addition, the Meter Reader (50%) is included in the Wastewater budget.

Town of Altavista  
Waste Water Department  
FY2014 ADOPTED BUDGET

	<b>FY2011 ACTUAL</b>	<b>FY2012 ACTUAL</b>	<b>FY2013 ADOPTED</b>	<b>FY2013 PROJECTED</b>	<b>FY2014 ADOPTED</b>
<b>WASTE WATER DEPARTMENT - FUND 50 (INCLUDES 2% Salary Range Adjustment &amp; 2% COLA)</b>					
Wages & Benefits	588,812	579,372	635,200	635,750	643,900
Other Employee Benefits					
Services	31,758	35,844	30,200	57,730	12,850
Other Charges	282,040	320,483	311,300	311,700	311,800
Materials & Supplies	170,743	164,483	167,000	167,000	168,600
Debt Service	543,220	1,676,846	0	0	0
Capital Outlay	117,350	75,593	882,300	912,300	126,000
Transfers	0	0	0	0	169,375
<b>Total Expenditures</b>	<b>1,733,922</b>	<b>2,852,620</b>	<b>2,026,000</b>	<b>2,084,480</b>	<b>1,432,525</b>
<b>PERSONNEL - WAGES &amp; BENEFITS - ADMIN.</b>					
Salaries & Wages - Admin.	6,232	4,674	4,900	4,900	5,000
Salaries & Wages - Overtime	33	49	0	50	0
FICA	393	296	400	400	400
VRS Retirement	655	498	600	600	600
Medical Insurance	1,286	978	1,000	1,000	1,000
Group Life Insurance	17	13	100	100	100
<b>WAGES &amp; BENEFITS - ADMIN. - TOTAL</b>	<b>8,616</b>	<b>6,508</b>	<b>7,000</b>	<b>7,050</b>	<b>7,100</b>
<b>PERSONNEL - WAGES &amp; BENEFITS - COLLECTION</b>					
Salaries & Wages - Collection	67,008	70,144	69,300	69,300	70,700
Salaries & Wages - Overtime	1,206	195	3,000	3,000	3,000
FICA	4,193	4,525	5,600	5,600	5,700
VRS Retirement	5,972	6,475	7,700	7,700	7,900
Medical Insurance	5,092	5,472	5,500	5,500	5,500

Town of Altavista  
Waste Water Department  
FY2014 ADOPTED BUDGET

	<u>FY2011 ACTUAL</u>	<u>FY2012 ACTUAL</u>	<u>FY2013 ADOPTED</u>	<u>FY2013 PROJECTED</u>	<u>FY2014 ADOPTED</u>
Group Life Insurance	155	168	900	900	900
<b>WAGES &amp; BENEFITS - COLLECTION - TOTAL</b>	<b>83,627</b>	<b>86,980</b>	<b>92,000</b>	<b>92,000</b>	<b>93,700</b>
<b>MATERIALS &amp; SUPPLIES - COLLECTION</b>					
Repair & Maintenance Supplies	23,864	9,186	15,000	15,000	18,000
<b>MATERIALS &amp; SUPPLIES - TOTAL</b>	<b>23,864</b>	<b>9,186</b>	<b>15,000</b>	<b>15,000</b>	<b>18,000</b>
 <b>COLLECTION TOTAL</b>	 <b>107,491</b>	 <b>96,165</b>	 <b>107,000</b>	 <b>107,000</b>	 <b>111,700</b>
 <b>PERSONNEL - WAGES &amp; BENEFITS - TREATMENT</b>					
Salaries & Wages - Treatment	372,435	359,308	397,800	397,800	402,700
Salaries & Wages - Overtime	4,135	4,486	4,000	4,500	4,500
FICA	28,152	27,203	30,800	30,800	31,400
VRS Retirement	40,522	39,968	44,000	44,000	44,800
Medical Insurance	50,269	53,878	54,800	54,800	54,800
Group Life Insurance	1,056	1,041	4,800	4,800	4,900
 <b>WAGES &amp; BENEFITS - TREATMENT - TOTAL</b>	 <b>496,569</b>	 <b>485,884</b>	 <b>536,200</b>	 <b>536,700</b>	 <b>543,100</b>
 <b>SERVICES-PURCHASED, SHARED, INTERNAL</b>					
Maint. Service Contracts	6,388	5,582	6,700	6,700	6,700
Misc. Professional Services	20,093	23,640	15,000	42,530	0
Physicals	90	0	500	500	150
Repairs & Maint.	5,187	6,622	8,000	8,000	6,000
<b>SERVICES - TOTAL</b>	<b>31,758</b>	<b>35,844</b>	<b>30,200</b>	<b>57,730</b>	<b>12,850</b>

Town of Altavista  
Waste Water Department  
FY2014 ADOPTED BUDGET

	<u>FY2011 ACTUAL</u>	<u>FY2012 ACTUAL</u>	<u>FY2013 ADOPTED</u>	<u>FY2013 PROJECTED</u>	<u>FY2014 ADOPTED</u>
<b>OTHER CHARGES - WASTE WATER</b>					
Electrical	259,130	290,720	275,000	275,000	275,000
Heating	4,797	3,609	5,000	5,000	5,000
Telecommunications	4,288	4,294	4,500	4,500	4,500
Subsistence & Lodging	0	0	300	300	300
Conventions & Education	450	20	1,500	1,500	1,000
Dues & Assoc. Memberships	0	0	0	0	0
Miscellaneous Expense	164	3,213	1,000	1,000	1,000
Sample Testing	5,073	9,734	15,000	15,000	15,000
Fees Paid to Commonwealth	8,138	8,172	8,500	8,900	8,500
Professional License	0	720	500	500	1,500
<b>OTHER CHARGES - TOTAL</b>	<b>282,040</b>	<b>320,483</b>	<b>311,300</b>	<b>311,700</b>	<b>311,800</b>
<b>MATERIALS &amp; SUPPLIES</b>					
Office Supplies	208	416	600	600	500
Maint. Supplies	64,544	61,136	55,000	55,000	55,000
Fuels & Lubricants	8,700	11,667	10,000	10,000	9,000
Materials & Supplies/Vehicles & Equip.	4,106	2,802	3,600	3,600	3,600
Uniforms & Wearing Apparel	694	558	1,300	1,300	1,000
Other Operating Supplies	67,083	77,551	80,000	80,000	80,000
Small Tools & Supplies	1,545	1,167	1,500	1,500	1,500
<b>MATERIALS &amp; SUPPLIES - TOTAL</b>	<b>146,879</b>	<b>155,297</b>	<b>152,000</b>	<b>152,000</b>	<b>150,600</b>
<b>WASTE WATER TREATMENT - TOTAL</b>	<b>957,246</b>	<b>997,508</b>	<b>1,029,700</b>	<b>1,058,130</b>	<b>1,018,350</b>

Town of Altavista  
Waste Water Department  
FY2014 ADOPTED BUDGET

	<u>FY2011 ACTUAL</u>	<u>FY2012 ACTUAL</u>	<u>FY2013 ADOPTED</u>	<u>FY2013 PROJECTED</u>	<u>FY2014 ADOPTED</u>
<b>DEBT SERVICE</b>					
Debt Service - Principal 2007 Bond debt - May 2022	28,775	388,989	0	0	0
Debt Service - Interest 2007 Bond debt - May 2022	15,337	7,970	0	0	0
Debt Service - Principal 2003 Refinance - April 2013	432,140	829,091	0	0	0
Debt Service Interest 2003 Refinance - April 2013	31,361	11,600	0	0	0
Debt Service - Principal 2009 Debt	13,939	414,237	0	0	0
Debt Service - interest 2009 Debt	21,668	20,963	0	0	0
Prepayment Penalty (FY2012)	0	3996.37	0	0	0
<b>DEBT SERVICE - TOTAL</b>	<b>543,220</b>	<b>1,676,846</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>WASTE WATER DEPARTMENT TOTAL - EXCLUDING CAPITAL</b>	<b>1,616,572</b>	<b>2,777,028</b>	<b>1,143,700</b>	<b>1,172,180</b>	<b>1,137,150</b>
<b>CAPITAL OUTLAY</b>					
Machinery & Equip. - Replc.	117,350	51,911	61,500	61,500	126,000
Motor Vehicle - New	0	23,682	25,000	25,000	0
Improvements other than Buildings - Replc.	0	0	777,800	777,800	0
Buildings - Replace	0	0	18000	48,000	0
<b>CAPTIAL OUTLAY - TOTAL</b>	<b>117,350</b>	<b>75,593</b>	<b>882,300</b>	<b>912,300</b>	<b>126,000</b>

Town of Altavista  
Waste Water Department  
FY2014 ADOPTED BUDGET

	<u>FY2011 ACTUAL</u>	<u>FY2012 ACTUAL</u>	<u>FY2013 ADOPTED</u>	<u>FY2013 PROJECTED</u>	<u>FY2014 ADOPTED</u>
<b>TRANSFER OUT</b>					
Transfer Out - Enterprise Fund Reserve	0	0	0	0	169,375
<b>TRANSFER OUT - TOTAL</b>	0	0	0	0	169,375
<b>WASTE WATER - TOTAL INCLUDING CAPITAL</b>	<b>1,733,922</b>	<b>2,852,620</b>	<b>2,026,000</b>	<b>2,084,480</b>	<b>1,432,525</b>

# CEMETERY FUND (FUND 90)



Town of Altavista  
Cemetery Fund  
FY2014 ADOPTED BUDGET

<b>Cemetery Fund - Fund 90</b>	<b>FY2011 <u>ACTUAL</u></b>	<b>FY2012 <u>ACTUAL</u></b>	<b>FY2013 <u>ADOPTED</u></b>	<b>FY2013 <u>PROJECTED</u></b>	<b>FY2014 <u>ADOPTED</u></b>
<b>REVENUE</b>					
Permits/Burials	14,950	15,550	15,000	15,000	15,000
Interest/Interest Income	1,019	1,609	1,600	6,000	6,000
Miscellaneous/Sale of Real Estate	1,800	4,900	8,000	4,000	4,000
Miscellaneous/Misc.	75	0	0	0	0
Transfer In From General Fund	<u>25,000</u>	<u>25,000</u>	<u>25,000</u>	<u>25,000</u>	<u>31,200</u>
<b>Cemetery Fund - GRAND TOTAL:</b>	<b><u>42,844</u></b>	<b><u>47,059</u></b>	<b><u>49,600</u></b>	<b><u>50,000</u></b>	<b><u>56,200</u></b>
<b>EXPENDITURES</b>					
Salaries and Wages/Regular	6,051	7,034	9,500	9,500	9,500
Salaries and Wages/Overtime	149	725	500	1,000	500
Benefits/FICA	445	554	800	800	800
Benefits/VRS	674	675	1,100	1,100	1,100
Benefits/Medical	960	981	1,100	1,100	1,100
Benefits/Group Life	18	18	200	200	200
Other Charges/Misc. Reimb.	0	150	0	125	0
Materials/Supplies & Repairs/Maint.	15,285	15,836	17,500	17,500	18,000
Transfer Out/To Cemetery Reserve	<u>19,263</u>	<u>21,086</u>	<u>18,900</u>	<u>18,675</u>	<u>25,000</u>
<b>Cemetery Fund - GRAND TOTAL:</b>	<b><u>42,844</u></b>	<b><u>47,059</u></b>	<b><u>49,600</u></b>	<b><u>50,000</u></b>	<b><u>56,200</u></b>

# CAPITAL IMPROVEMENT PROGRAM (CIP)

- FY 2014 – 2018 Spreadsheet
- FY 2014 Funding Sources
- Departmental Project Detail Sheets

Town of Altavista  
CIP Funding Sources  
FY 2014 ADOPTED BUDGET

CIP FUNDING SOURCES FOR FY2014								
Item or Project	General Fund	Enterprise Fund	Highway Fund	CIP Reserves	Grants	Other	Description	
Replace GIC Computer Equip	\$ 7,000.00							
Avoca- repair brick pathways	\$ 6,000.00							
Raze Armory and site preparation	\$ 104,400.00							
Econ. Dev. Dir. Vehicle	\$ 25,000.00							
Patrol vehicle	\$ 32,000.00							
15 Lap Top Computers- PD	\$ 16,500.00							
Sidewalk curb gutter			\$ 150,000.00					
Replace 1986 tar truck w/ tag along unit	\$ 15,000.00							
Paint Town Hall	\$ 10,000.00							
Replace 2004 zero turn mower	\$ 15,000.00							
ACTS Support Vehicle	\$ 4,900.00				\$ 19,600.00			
Upgrade PW with overhead doors	\$ 4,000.00				\$ 16,000.00			
Replace autoclave- main lab		\$ 15,000.00						
Replace 2 100hp blowers		\$ 13,000.00						
Replace polyblend mixer for press system		\$ 11,000.00						
Replace clarifier #3 gear box		\$ 15,000.00						
Replace BOD Incubator		\$ 9,000.00						
Replace PLC for press system		\$ 50,000.00						
Replace polymer pumps for press system		\$ 13,000.00						
Replace 2 backwash valves		\$ 17,000.00						
Replace backwash control panel		\$ 20,000.00						
Tank maintenance and repair		\$ 50,000.00						
Replace chemical pump		\$ 13,000.00						
Replace Staunton River raw water pumps		\$ 35,000.00						
<b>SUBTOTAL</b>	<b>\$ 239,800.00</b>	<b>\$ 261,000.00</b>	<b>\$ 150,000.00</b>	<b>\$ -</b>	<b>\$ 35,600.00</b>	<b>\$ -</b>	<b>\$ 686,400.00</b>	
Percent Per Funding Source	18%	35%	7%	5%	22%	12%	100%	
<b>TOTAL</b>	<b>\$ 239,800.00</b>	<b>\$ 261,000.00</b>	<b>\$ 150,000.00</b>	<b>\$ -</b>	<b>\$ 35,600.00</b>	<b>\$ -</b>	<b>\$ 686,400.00</b>	
*Items designated CIP reserves and to be noted on financial statements at yearend for audit purposes. These items will be purchased in a future year.								

Town of Altavista  
Capital Improvements Program FY 2014-2018  
FY 2014 ADOPTED BUDGET

	Town of Altavista Capital Improvements Program FY 2014- 2018							PAGE 1
Page	Department	Project	FY2014	FY2015	FY2016	FY2017	FY2018	TOTAL
	Administration	Replace Gov't Information Channel computer and upgrade	\$ 7,000.00					\$ 7,000.00
	Administration	Replace 2000 GMC Jimmy with similar vehicle		\$ 25,000.00				\$ 25,000.00
	Administration	Install wireless access points at off site locations		\$ 33,000.00				\$ 33,000.00
	Administration	Replace/upgrade Council computers with like technology		\$ 10,000.00				\$ 10,000.00
	TOTAL		\$ 7,000.00	\$ 68,000.00	\$ -	\$ -	\$ -	\$ 75,000.00
	Department	Project	FY2014	FY2015	FY2016	FY2017	FY2018	TOTAL
	Avoca	Repair brick pathways	\$ 6,000.00					\$ 6,000.00
	Avoca	Paint Museum, office and outbuildings		\$ 59,000.00				\$ 59,000.00
	Avoca	Restoration of exterior brick/mortar- kitchen			\$ 25,000.00			\$ 25,000.00
	Avoca	Restoration of lime plaster in brick kitchen				\$ 22,000.00		\$ 22,000.00
	Avoca	Re-gravel & tar and seal parking lots					\$ 6,500.00	\$ 6,500.00
	TOTAL		\$ 6,000.00	\$ 59,000.00	\$ 25,000.00	\$ 22,000.00	\$ 6,500.00	\$ 118,500.00
	Department	Project	FY2014	FY2015	FY2016	FY2017	FY2018	TOTAL
	Economic Development	Armory demolition and site preparation	\$ 104,400.00	\$ -				\$ 104,400.00
	Economic Development	Vehicle for Director	\$ 25,000.00					\$ 25,000.00
	TOTAL		\$ 129,400.00	\$ -	\$ -	\$ -	\$ -	\$ 129,400.00
	Department	Project	FY2014	FY2015	FY2016	FY2017	FY2018	TOTAL
	Police	Replacement of patrol vehicles	\$ 32,000.00	\$ 71,400.00	\$ 75,000.00	\$ 78,800.00	\$ 82,700.00	\$ 339,900.00
	Police	Replace 15 lap top computers	\$ 16,500.00					\$ 16,500.00
	Police	Replace 17 Motorola HT1250 hand held radios		\$ 10,500.00				\$ 10,500.00
	Police	Replace (6) video cameras with wireless digital			\$ 40,000.00			\$ 40,000.00
	TOTAL		\$ 48,500.00	\$ 81,900.00	\$ 115,000.00	\$ 78,800.00	\$ 82,700.00	\$ 406,900.00
	Department	Project	FY2014	FY2015	FY2016	FY2017	FY2018	TOTAL
	Public Works	Sidewalk, curb & gutter and drainage	\$ 150,000.00	\$ 150,000.00	\$ 150,000.00	\$ 150,000.00	\$ 150,000.00	\$ 750,000.00
	Public Works	Replace 1986 tar truck w/ tag along unit	\$ 15,000.00					\$ 15,000.00
	Public Works	Paint Town Hall	\$ 10,000.00					\$ 10,000.00
	Public Works	Replace 2004 zero turn mower	\$ 15,000.00					\$ 15,000.00
	Public Works	Replace 1998 vacuum leaf vacuum		\$ 18,500.00				\$ 18,500.00
	Public Works	Replace 1986 2150 tractor/mower		\$ 29,000.00				\$ 29,000.00
	Public Works	Replace 1986 850 tractor/mower		\$ 29,000.00				\$ 29,000.00
	Public Works	Replace garbage truck		\$ 300,000.00				\$ 300,000.00
	Public Works	Replace 1999 3/4 ton utility body truck		\$ 30,000.00				\$ 30,000.00
	Public Works	Replace 1986 asphalt roller		\$ 46,000.00				\$ 46,000.00
	Public Works	Replace 1997 Ford dump truck			\$ 100,000.00			\$ 100,000.00
	Public Works	Replace 1997 bucket truck w/ used VDOT surplus			\$ 50,000.00			\$ 50,000.00
	Public Works	Replace 2000 1/2 ton pickup with compact truck			\$ 20,000.00			\$ 20,000.00
	Public Works	Construct pole building for road deicing salt			\$ 30,000.00			\$ 30,000.00
	Public Works	Replace 1999 Dump Truck				\$ 100,000.00		\$ 100,000.00
	Public Works	Replace 2001 3/4 ton 4x4 pick up				\$ 28,000.00		\$ 28,000.00
	Public Works	Replace motor grader with newer used model					\$ 100,000.00	\$ 100,000.00
	TOTAL		\$ 190,000.00	\$ 602,500.00	\$ 350,000.00	\$ 278,000.00	\$ 250,000.00	\$ 1,670,500.00
	Department	Project	FY2014	FY2015	FY2016	FY2017	FY2018	TOTAL
	Recreation	Community Park equipment & improvements	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Town of Altavista  
Capital Improvements Program FY 2014-2018  
FY 2014 ADOPTED BUDGET

Town of Altavista Capital Improvements Program FY 2014- 2018							
							PAGE 2
Department	Project	FY2014	FY2015	FY2016	FY2017	FY2018	TOTAL
Transportation	Support vehicle for bus system	\$ 24,500.00					\$ 24,500.00
Transportation	Upgrades to PW building- overhead doors	\$ 20,000.00					\$ 20,000.00
Transportation	Purchase 2 or 3 bus shelters and benches		\$ 12,000.00	\$ 12,500.00	\$ 26,000.00		\$ 50,500.00
Transportation	Purchase computer and monitor for Trans Admin		\$ 2,000.00				\$ 2,000.00
Transportation	Bus to expand current system		\$ 60,000.00				\$ 60,000.00
Transportation	Replacement bus			\$ 61,800.00			\$ 61,800.00
Transportation	Replacement bus					\$ 65,500.00	\$ 65,500.00
<b>TOTAL</b>		<b>\$ 44,500.00</b>	<b>\$ 74,000.00</b>	<b>\$ 74,300.00</b>	<b>\$ 26,000.00</b>	<b>\$ 65,500.00</b>	<b>\$ 284,300.00</b>
Department	Project	FY2014	FY2015	FY2016	FY2017	FY2018	TOTAL
Wastewater	Replace autoclave for main lab	\$ 15,000.00					\$ 15,000.00
Wastewater	Replace 2 100hp blowers	\$ 13,000.00		\$ 14,000.00		\$ 15,000.00	\$ 42,000.00
Wastewater	Replace polyblend mixer for press system	\$ 11,000.00					\$ 11,000.00
Wastewater	Replace clarifier #3 gear box	\$ 15,000.00					\$ 15,000.00
Wastewater	Replace Biochemical Oxy. Demand (BOD) Incubator	\$ 9,000.00					\$ 9,000.00
Wastewater	Replace PLC for press system	\$ 50,000.00					\$ 50,000.00
Wastewater	Replace polymer pumps for press system	\$ 13,000.00					\$ 13,000.00
Wastewater	Replace 1992 International dump truck		\$ 90,000.00				\$ 90,000.00
Wastewater	Repair concrete walls at Riverview & Main Stat.		\$ 42,000.00				\$ 42,000.00
Wastewater	Replace press hydraulic ram		\$ 9,000.00				\$ 9,000.00
Wastewater	Replace 60hp digester blower		\$ 15,000.00				\$ 15,000.00
Wastewater	Replace 40hp pumps and motors at pump stations		\$ 24,500.00	\$ 25,500.00	\$ 26,500.00	\$ 27,500.00	\$ 104,000.00
Wastewater	Repair/replace worn & damage asphalt		\$ 30,000.00	\$ 30,000.00			\$ 60,000.00
Wastewater	Replace feed pump for press system			\$ 22,000.00			\$ 22,000.00
<b>TOTAL</b>		<b>\$ 126,000.00</b>	<b>\$ 210,500.00</b>	<b>\$ 91,500.00</b>	<b>\$ 26,500.00</b>	<b>\$ 42,500.00</b>	<b>\$ 497,000.00</b>
Department	Project	FY2014	FY2015	FY2016	FY2017	FY2018	TOTAL
Water	Replace 2 backwash valves	\$ 17,000.00					\$ 17,000.00
Water	Replace backwash control panel	\$ 20,000.00					\$ 20,000.00
Water	Tank maintenance and repair	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00			\$ 150,000.00
Water	Replace chemical pump	\$ 13,000.00			\$ 13,000.00		\$ 26,000.00
Water	Replace Staunton River raw water pumps	\$ 35,000.00			\$ 40,000.00		\$ 75,000.00
Water	Replace (12) Turbidity meters & applied meters		\$ 65,000.00				\$ 65,000.00
Water	Clean Reed Creek intake structure			\$ 46,000.00			\$ 46,000.00
Water	Replace water actuator valves- filters 1-5			\$ 30,000.00			\$ 30,000.00
Water	Install manual transfer switches			\$ 45,000.00			\$ 45,000.00
<b>TOTAL</b>		<b>\$ 135,000.00</b>	<b>\$ 115,000.00</b>	<b>\$ 171,000.00</b>	<b>\$ 53,000.00</b>	<b>\$ -</b>	<b>\$ 474,000.00</b>
<b>Total for individual years FY2014-2018</b>		<b>\$ 686,400.00</b>	<b>\$ 1,210,900.00</b>	<b>\$ 826,800.00</b>	<b>\$ 484,300.00</b>	<b>\$ 447,200.00</b>	<b>\$ 3,655,600.00</b>
<b>Total Unfunded FY2015-2018</b>							<b>\$ 2,969,200.00</b>
<b>Annual Percentage of 2014-2018 CIP</b>		19%	33%	23%	13%	12%	100%
<b>Designated Funds to CIP Reserve</b>			FY2014				
Public Works	Replace Refuse Truck - Purchase in 2015		\$ 52,000.00			\$ 248,000.00	\$ 300,000.00

# Town of Altavista

Capital Improvement Program FY2014-2018

# Administration

**FY2014-2018****Capital Improvements Program****Department:** Administration**Description:** Replace GIC computer and upgrade software**Project Number:****Account Number:**

**Justification:** This equipment was purchased in 2004 with a grant as part of the cable franchise agreement. In 2014 it will be 10 years old and is out dated and will have out lived its life expectancy. The GIC is a means by which the Town notifies the community of events, emergencies and general announcements. The new system will have the capacity to play video clips, a capacity that will be used by the Economic Development Director to advertise the Town.

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

Costs	FY2014	FY2015	FY2016	FY2017	FY2018	TOTAL
Planning/Design						-
Construction						-
Equipment/Furnishings	7,000					7,000
Other--Contingencies						
TOTAL	\$ 7,000	\$ -	\$ -	\$ -	\$ -	\$ 7,000

**Annual Operating Budget Impact:** None**Funding Sources:** General Fund



**FY2014-2018****Capital Improvements Program****Department:** Administration**Description:** Vehicle replacement: 2000 GMC Jimmy with similar model from state contract.**Project Number:****Account Number:**

**Justification:** This vehicle currently has 67,441 and is used by the Town Manager on a regular basis. Replacement may be necessary, based on life of vehicle. This vehicle would become the pool car upon replacement and the current pool car would be sold as surplus.

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

**Location:** Town Hall

Costs	FY2014	FY2015	FY2016	FY2017	FY2018	TOTAL
Planning/Design						-
Construction						-
Equipment/Furnishings		25,000				25,000
Other--Contingencies						
TOTAL	\$ -	\$ 25,000	\$ -	\$ -	\$ -	\$ 25,000

**Annual Operating Budget Impact:**

None

**Funding Sources:**

General Fund

**FY2014-2018  
Capital Improvements Program**

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**Department:** Administration

**Description:** Install wireless access points at offsite locations in town.

**Project Number:**

**Account Number:**

**Justification:** Technology is advancing at very fast pace and the installation of wireless access points in specified locations throughout town will allow wireless access for our police department and allow for reporting without returning back to Town Hall.

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

**Location:** Town Hall

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Costs	FY2014	FY2015	FY2016	FY2017	FY2018	TOTAL
Planning/Design						-
Construction						-
Equipment/Furnishings		33,000				33,000
Other--Contingencies						
TOTAL	\$ -	\$ 33,000	\$ -	\$ -	\$ -	\$ 33,000

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**Annual Operating Budget Impact:** None

**Funding Sources:** General Fund

**FY2014-2018****Capital Improvements Program****Department:** Administration**Description:** Replace Town Council computers with upgraded/like technology**Project Number:****Account Number:****Justification:** Computers need to be periodically replaced with newer technology and upgraded software. In 2015 these computers will be 6 years old which is a reasonable life expectancy.**Does this project meet a goal/objective of the Comprehensive Plan?** **YES****Location:** Town Hall

Costs	FY2014	FY2015	FY2016	FY2017	FY2018	TOTAL
Planning/Design						-
Construction						-
Equipment/Furnishings		10,000				10,000
Other--Contingencies						
<b>TOTAL</b>	<b>\$ -</b>	<b>\$ 10,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 10,000</b>

**Annual Operating Budget Impact:** None**Funding Sources:** General Fund

# Avoca

FY2014-2018

**Capital Improvements Program****Department:** Avoca**Description:** Repair the brick pathways around Avoca to remove a liability concern.**Project Number:****Account Number:**

**Justification:** To the best of my knowledge this has not been done since the sidewalk was put in place; I assume 1992. Tree roots constantly grow in size and many grow up, forcing the bricks to buckle. Electrical and water lines have been placed under the pathway causing it to sink in several places. I repair them the best I can, but it is a never ending battle and this year several people have commented on the safety of them; including one group to Mr. Coggsdale. They have become a safety hazard and a liability concern. The bricks will be reset where necessary and a mixture of sand and mortar will fill the spaces between all bricks to eliminate the possibility of high heel shoes getting caught, causing tripping. This is approximately the same amount of funding requested for parking lot and driveway improvements for the same time frame.

**Does this project meet a goal/objective of the Comprehensive Plan?** Yes-- **Page 30**, "Maintain high quality of community facilities and infrastructure"; **Page 89, 90 & 106**, improve tourism and market Altavista; and **Page 108**, promote Avoca (rentals, special events etc.), in a safe manner with as little liability risk as possible.

**Location:** Avoca

Costs	FY2014	FY2015	FY2016	FY2017	FY2018	TOTAL
Planning/Design						-
Construction						-
Equipment/Furnishings	6,000					6,000
Other--Contingencies						
<b>TOTAL</b>	<b>\$ 6,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 6,000</b>

**Annual Operating Budget Impact:**

None

**Funding Sources:**

General Operating Fund

FY 2014 Adopted Budget

**FY2014-2018  
Capital Improvements Program**

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**Department:** Avoca

**Description:** Paint Museum, office and outbuildings.

**Project Number:**

**Account Number:**

**Justification:** The Museum and other buildings we last painted 8 years ago and we were told the paint should last 10 years. With the dust from the train tracks, I am still hoping for 10 years, but I have found that normal paint jobs last around 7 – 8 years. Eight years ago the cost was \$55,000.

**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	FY2014	FY2015	FY2016	FY2017	FY2018	TOTAL
Planning/Design						-
Construction						-
Equipment/Furnishings		59,000				59,000
Other--Contingencies						
<b>TOTAL</b>	<b>\$ -</b>	<b>\$ 59,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 59,000</b>

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**Annual Operating Budget Impact:**

None

**Funding Sources:**

General Operating Fund

**FY2014-2018  
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:**

**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	FY2014	FY2015	FY2016	FY2017	FY2018	TOTAL
Planning/Design						-
Construction						-
Equipment/Furnishings			25,000			25,000
Other--Contingencies						
<b>TOTAL</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 25,000</b>		<b>\$ -</b>	<b>\$ 25,000</b>

**Annual Operating Budget Impact:**

None

**Funding Sources:**

General Operating Fund

**FY2014-2018****Capital Improvements Program****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

Costs	FY2014	FY2015	FY2016	FY2017	FY2018	TOTAL
Planning/Design						-
Construction						-
Equipment/Furnishings				22,000		22,000
Other--Contingencies						
<b>TOTAL</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 22,000</b>	<b>\$ -</b>	<b>\$ 22,000</b>

**Annual Operating Budget Impact:**

None

**Funding Sources:**

General Operating Fund

- Current estimate (2012) is \$33,500.00. Approving this request would have Avoca raising funds for approximately a third of the cost.

FY 2014 Adopted Budget



**FY2014-2018****Capital Improvements Program****Department:** Avoca**Description:** Re-gravel and tar seal parking lots and service road leading to office from Main Street parking lot.**Project Number:****Account Number:**

**Justification:** To the best of my knowledge this has not been done since the original road was created and we developing some “ruts and holes” that gather water and could be a liability issue. The facility is getting increased usage due to the many and varied functions it hosts and the parking lot and roadways are showing the wear and tear due to this usage.

**Does this project meet a goal/objective of the Comprehensive Plan?** Yes-- **Page 30**, “Maintain high quality of community facilities and infrastructure”; **Page 42**, create cultural opportunities through programs and work with Chamber in dealing with business; **Page 73**, entertainment opportunities for young adults, **Page 89, 90 & 106**, improve tourism and market Altavista; and **Page 108**, promote Avoca. (rentals, special events, etc.)

**Location:** Avoca

Costs	FY2014	FY2015	FY2016	FY2017	FY2018	TOTAL
Planning/Design						-
Construction						-
Equipment/Furnishings					6,500	6,500
Other--Contingencies						
<b>TOTAL</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 6,500</b>	<b>\$ 6,500</b>

**Annual Operating Budget Impact:**

None

**Funding Sources:**

General Operating Fund

# Economic Development

**FY2014-2018  
Capital Improvements Program**


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**Department:** Economic Development Dpt.

**Description:** Armory removal

**Project Number:**
**Account Number:**

**Justification:** The Armory sits on 6.5 acres of land and does not generate any tax revenue. Removal of the Armory and preparation of the site for development will remove blight from the community and provide an opportunity to explore other uses that would put the property back onto the tax roll. In the Strategic Work Plan removal of the building relates to Community Development Goal #3: *Explore and enhance greater opportunities for senior housing/assisted living at the Armory location.* Whether or not this is the best location, is yet to be determined, but a clean piece of property will lend itself nicely to incent potential developers. Additionally removing blight positively impacts property values in the surrounding area.

**Does this project meet a goal/objective of the Comprehensive Plan? YES**
**Location:** The Altavista Armory Building, 1502 Avondale, Altavista VA 24517

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Costs	FY2014	FY2015	FY2016	FY2017	FY2018	TOTAL
Demolition	\$ 87,000.00					
Planning/Design						-
Construction						-
Equipment/Furnishings						-
Other--Contingencies	17,400					
<b>TOTAL</b>	<b>\$ 104,400</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

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**Annual Operating Budget Impact:** There would be no impact to the Annual Operating budget – but it would remove blight. We’d be preparing the land for development, which would have a positive impact on the Annual Operating budget, and it would put the land and improvements back on the tax record. **Funding Sources:** General Fund

**FY2014-2018**

**Capital Improvements Program**

**Department:** Economic Development Dpt.

**Description:** Vehicle

**Project Number:**

**Account Number:**

**Justification:** The vehicle would be used for but not limited to Economic Development business to include site visits, community tours, conference attendance, regional meetings and land review.

**Does this project meet a goal/objective of the Comprehensive Plan? YES,**  
Economic Development support

**Location:** Altavista Town Hall

Costs	FY2014	FY2015	FY2016	FY2017	FY2018	TOTAL
Planning/Design						-
Construction						-
Equipment/Furnishings	25,000					25,000
Other--Contingencies						
<b>TOTAL</b>	<b>\$ 25,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 25,000</b>

**Annual Operating Budget Impact:** \$2,000 per year for materials & supplies/fuels & lubricants, insurance

**Funding Sources:** General Fund

# Police Department

**FY2014-2018  
Capital Improvements Program**

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**Department:** Police

**Description:** Replace 1 patrol vehicle

**Project Number:**

**Account Number:**

**Justification:** Replace (1) patrol vehicles 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	FY2014	FY2015	FY2016	FY2017	FY2018	TOTAL
Planning/Design						-
Construction						-
Equipment/Furnishings	\$32,000	71,400	75,000	78,800	82,700	339,900
Other--Contingencies						-
<b>TOTAL</b>	<b>\$ 32,000</b>	<b>\$ 71,400</b>	<b>\$ 75,000</b>	<b>\$ 78,800</b>	<b>\$ 82,700</b>	<b>\$ 339,900</b>

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**Annual Operating Budget Impact:** None

**Funding Sources:** General Fund Operating Budget

**FY2014-2018****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	FY2014	FY2015	FY2016	FY2017	FY2018	TOTAL
Planning/Design						-
Construction						-
Equipment/Furnishings	16,500					16,500
Other--Contingencies						
<b>TOTAL</b>	<b>\$ 16,500</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 16,500</b>

\*Price listed is based on contractor bid.

**Annual Operating Budget Impact:** None**Funding Sources:**

General Operating Budget

**FY2014-2018****Capital Improvements Program****Department:** Police**Description:** Replace seventeen (17) Motorola HT1250 Hand-held radios**Project Number:****Account Number:****Justification:** Replace seventeen (17) Motorola HT1250 Hand-held radios that are over five (5) years old. These radios are continually exposed to the year round elements of nature and endure a high volume of use.**Does this project meet a goal/objective of the Comprehensive Plan?** **YES:** Insure the Altavista Police Department maintains high-quality communications. After approximately six (6) 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	FY2014	FY2015	FY2016	FY2017	FY2018	TOTAL
Planning/Design						-
Construction						-
Equipment/Furnishings		10,500				10,500
Other--Contingencies						
<b>TOTAL</b>	<b>\$ -</b>	<b>\$ 10,500</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 10,500</b>

\*Price listed is based on contractor bid.

**Annual Operating Budget Impact:** None**Funding Sources:**

General Operating Budget

FY 2014 Adopted Budget



FY2014-2018

**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 seven (7) years old and it is anticipated that the Town of Altavista will achieve wireless capability by 2013.

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

**Location:** Police Department

Costs	FY2014	FY2015	FY2016	FY2017	FY2018	TOTAL
Planning/Design						-
Construction						-
Equipment/Furnishings			40,000			40,000
Other--Contingencies						
<b>TOTAL</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 40,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 40,000</b>

\*Price listed is based on contractor bid.

**Annual Operating Budget Impact:** None**Funding Sources:** General Operating Budget

# Public Works

**FY2014-2018****Capital Improvements Program****Department:** Public Works**Description:** Sidewalk, Curb & Gutter and Drainage**Project Number:****Account Number:****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

Costs	FY2014	FY2015	FY2016	FY2017	FY2018	TOTAL
Planning/Design	15,000	15,000	15,000	15,000	15,000	75,000
Construction	135,000	135,000	135,000	135,000	135,000	675,000
Equipment/Furnishings						-
Other--Contingencies						-
<b>TOTAL</b>	<b>\$ 150,000</b>	<b>\$ 150,000</b>	<b>\$ 150,000</b>	<b>\$ 150,000</b>	<b>\$ 150,000</b>	<b>\$ 750,000</b>

**Annual Operating Budget Impact:** None**Funding Sources:** Highway Funds (Fund 20)

FY2014-2018

**Capital Improvements Program****Department:** Public Works**Description:** Replace 1986 tar distribution truck with a tag along tar distributor.**Project Number:****Account Number:**

**Justification:** The cab and chassis are obsolete on this piece of equipment and parts are very difficult to find as well as being very expensive. This would be replaced with tag along tar distributor instead of a cab & chassis mounted unit. It could be towed with a current dump truck, thus eliminating one piece of drivable equipment. **This truck will be taken out of the fleet and sold at auction thus reducing it by one vehicle.**

**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:** Public Works

Costs	FY2014	FY2015	FY2016	FY2017	FY2018	TOTAL
Planning/Design						-
Construction						-
Equipment/Furnishings	15,000					15,000
Other--Contingencies						
TOTAL	\$ 15,000	\$ -	\$ -	\$ -	\$ -	\$ 15,000

*(Project was moved back from FY2013 to comply with 10% reduction)*

**Annual Operating Budget Impact:** None**Funding Sources:** General Fund Operating Budget

**FY2014-2018****Capital Improvements Program****Department:** Public Works**Description:** Painting of Town Hall**Project Number:****Account Number:**

**Justification:** The public areas of Town Hall were painted in the 08/09 budget year. The office areas and Council Chambers were deemed at that time to be in satisfactory condition, therefore they were not painted. These other areas will need to be painted by scheduled date.

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

**Location:** Town Hall

Costs	FY2014	FY2015	FY2016	FY2017	FY2018	TOTAL
Planning/Design						-
Construction						-
Equipment/Furnishings	10,000					10,000
Other--Contingencies						
<b>TOTAL</b>	<b>\$ 10,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 10,000</b>

*(Project was moved back from FY2013 to comply with 10% reduction)*

**Annual Operating Budget Impact:** None**Funding Sources:** General Fund Operating Budget

**FY2014-2018****Capital Improvements Program****Department:** Public Works**Description:** Replace 2004 Zero turn mower.**Project Number:****Account Number:**

**Justification:** Current unit will be 10 years old and is used on a frequent basis 8 months each year. Life expectancy for this piece of equipment is 10 years. This is used for cutting in the parks and down time requires large increase in labor to keep the parks looking nice. It is also used at treatment plants as well as the springs.

**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:** Public Works

Costs	FY2014	FY2015	FY2016	FY2017	FY2018	TOTAL
Planning/Design						-
Construction						-
Equipment/Furnishings	15,000					15,000
Other--Contingencies						
TOTAL	\$ 15,000	\$ -	\$ -	\$ -	\$ -	\$ 15,000

**Annual Operating Budget Impact:** None**Funding Sources:** General Fund Operating Budget

FY 2014 Adopted Budget

**FY2014-2018****Capital Improvements Program****Department:** Public Works**Description:** Replace 1998 Vacuum Leaf Machine.**Project Number:****Account Number:**

**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	FY2014	FY2015	FY2016	FY2017	FY2018	TOTAL
Planning/Design						-
Construction						-
Equipment/Furnishings		18,500				18,500
Other--Contingencies						
<b>TOTAL</b>	<b>\$ -</b>	<b>\$ 18,500</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 18,500</b>

**Annual Operating Budget Impact:** None**Funding Sources:** General Fund Operating Budget

**FY2014-2018****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

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	FY2014	FY2015	FY2016	FY2017	FY2018	TOTAL
Planning/Design						-
Construction						-
Equipment/Furnishings		29,000				29,000
Other--Contingencies						
<b>TOTAL</b>	<b>\$ -</b>	<b>\$ 29,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 29,000</b>

**Annual Operating Budget Impact:** None**Funding Sources:** General Fund Operating Budget



**FY2014-2018****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	FY2014	FY2015	FY2016	FY2017	FY2018	TOTAL
Planning/Design						-
Construction						-
Equipment/Furnishings		29,000				29,000
Other--Contingencies						
<b>TOTAL</b>	<b>\$ -</b>	<b>\$ 29,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 29,000</b>

**Annual Operating Budget Impact:** None**Funding Sources:** General Fund Operating Budget

**FY2014-2018  
Capital Improvements Program**

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**Department:** Public Works

**Description:** Replace refuse truck

**Project Number:**

**Account Number:**

**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 FY2015.*

**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

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Costs	FY2014	FY2015	FY2016	FY2017	FY2018	TOTAL
Planning/Design						-
Construction						-
Equipment/Furnishings		300,000				300,000
Other--Contingencies						
<b>TOTAL</b>	\$ -	\$ 300,000	\$ -	\$ -	\$ -	\$ 300,000

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**Annual Operating Budget Impact:** None

**Funding Sources:** General Fund Operating Budget

**FY2014-2018****Capital Improvements Program****Department:** Public Works**Description:** Replace 1999 ¾ ton utility body truck.**Project Number:****Account Number:**

**Justification:** Current truck will be 16 years old with an estimated mileage of over 100,000. This is the truck utilized by the building & grounds supervisor who currently handles all of the Town's electrical needs. This truck will have exceeded its life expectancy if replaced in 2015.

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

**Location:** Public Works

Costs	FY2014	FY2015	FY2016	FY2017	FY2018	TOTAL
Planning/Design						-
Construction						-
Equipment/Furnishings		30,000				30,000
Other--Contingencies						
TOTAL	\$ -	\$ 30,000	\$ -	\$ -	\$ -	\$ 30,000

**Annual Operating Budget Impact:** None**Funding Sources:**

General Fund

**FY2014-2018****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?** N/A**Location:** Public Works

Costs	FY2014	FY2015	FY2016	FY2017	FY2018	TOTAL
Planning/Design						-
Construction						-
Equipment/Furnishings			46,000			46,000
Other--Contingencies						
<b>TOTAL</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 46,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 46,000</b>

**Annual Operating Budget Impact:** None**Funding Sources:** General Fund

**FY2014-2018****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

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

**Location:** Public Works

Costs	FY2014	FY2015	FY2016	FY2017	FY2018	TOTAL
Planning/Design						-
Construction						-
Equipment/Furnishings			100,000			100,000
Other--Contingencies						
TOTAL	\$ -	\$ -	\$100,000	\$ -	\$ -	\$ 100,000

**Annual Operating Budget Impact:** None**Funding Sources:** General Fund Operating Budget

**FY2014-2018  
Capital Improvements Program**


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**Department:** Public Works

**Description:** Replace 1997 Bucket Truck (purchased used) with used one from VDOT Surplus

**Project Number:**
**Account Number:**
**Justification:** Current unit will be 20 years old with an estimated mileage 190,000. Given the inherent dangers associated with a bucket truck, up to date features are prudent.

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

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

**Location:** Public Works

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Costs	FY2014	FY2015	FY2016	FY2017	FY2018	TOTAL
Planning/Design						-
Construction						-
Equipment/Furnishings			50,000			50,000
Other--Contingencies						
<b>TOTAL</b>	\$ -	\$ -	\$ 50,000	\$ -	\$ -	\$ 50,000

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**Annual Operating Budget Impact:** None

**Funding Sources:** General Fund Operating Budget

**FY2014-2018****Capital Improvements Program****Department:** Public Works**Description:** Replace 2000 ½ Ton Pick-up Truck with Compact 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

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

**Location:** Public Works

Costs	FY2014	FY2015	FY2016	FY2017	FY2018	TOTAL
Planning/Design						-
Construction						-
Equipment/Furnishings			20,000			20,000
Other--Contingencies						
<b>TOTAL</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 20,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 20,000</b>

**Annual Operating Budget Impact:** None**Funding Sources:** General Fund Operating Budget

**FY2014-2018****Capital Improvements Program****Department:** Public Works**Description:** Construct pole building for road deicing salt.**Project Number:****Account Number:****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	FY2014	FY2015	FY2016	FY2017	FY2018	TOTAL
Planning/Design						-
Construction						-
Equipment/Furnishings			30,000			30,000
Other--Contingencies						
<b>TOTAL</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 30,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 30,000</b>

**Annual Operating Budget Impact:** None**Funding Sources:** Highway Fund



**FY2014-2018****Capital Improvements Program****Department:** Public Works**Description:** Replace 1999 Dump Truck**Project Number:****Account Number:****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?** Yes or No**Location:** Public Works

Costs	FY2014	FY2015	FY2016	FY2017	FY2018	TOTAL
Planning/Design						-
Construction						-
Equipment/Furnishings				100,000		100,000
Other--Contingencies						
<b>TOTAL</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$100,000</b>	<b>\$ -</b>	<b>\$ 100,000</b>

**Annual Operating Budget Impact:** None**Funding Sources:** General Fund

**FY2014-2018  
Capital Improvements Program**

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**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?** No

**Location:** Public Works

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Costs	FY2014	FY2015	FY2016	FY2017	FY2018	TOTAL
Planning/Design						-
Construction						-
Equipment/Furnishings				28,000		28,000
Other--Contingencies						
<b>TOTAL</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 28,000</b>	<b>\$ -</b>	<b>\$ 28,000</b>

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**Annual Operating Budget Impact:** None

**Funding Sources:** General Fund

**FY2014-2018  
Capital Improvements Program**


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**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 toads

**Does this project meet a goal/objective of the Comprehensive Plan?** No
**Location:** Public Works

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Costs	FY2014	FY2015	FY2016	FY2017	FY2018	TOTAL
Planning/Design						-
Construction						-
Equipment/Furnishings					100,000	100,000
Other--Contingencies						
<b>TOTAL</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$100,000</b>	<b>\$ 100,000</b>

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**Annual Operating Budget Impact:** None

**Funding Sources:** General Fund

# Recreation

**FY2014-2018  
Capital Improvements Program**

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**Department:** Public Works

**Description:**

**Project Number:**

**Account Number:**

**Justification:**

**Does this project meet a goal/objective of the Comprehensive Plan?** YES – Expand and enhance the public park system and public walking/biking trails.

**Location:** English Park

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Costs	FY2013	FY2014	FY2015	FY2016	FY2017	TOTAL
Planning/Design						-
Construction						-
Equipment/Furnishings						-
Other--Contingencies						-
<b>TOTAL</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

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**Annual Operating Budget Impact:**

**Funding Sources:**

# Transportation

**FY2014-2018  
Capital Improvements Program**


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**Department:** Transportation

**Description:** Support Vehicle

**Project Number:**
**Account Number:**

**Justification:** The Altavista Community Transit System is managed by the Assistant Town Manager. This person is responsible for attending all required DRPT training, is on the CTAV board of directors-requiring monthly travel, and travel to other localities for training and support of the system. All of these required travel needs and the need for a support vehicle for the system justify the need for this vehicle. In addition, as ACTS grows and expands it is expected that additional travel and support for the system will be required. A support vehicle would provide the necessary transportation to meet the current needs of the system in addition to providing transportation as the system expands.

This vehicle would replace the current pool car and serve a dual purpose as support for the transportation system (primary) and as the pool car (ancillary) for administration. The current pool car is a retired 2003 police cruiser with 115,000 miles and averages 9 to 13 miles per gallon.

**Does this project meet a goal/objective of the Comprehensive Plan?** YES Consider the viability of new and/or improved public transit services in the Town of Altavista and the surrounding area.

**Location:** Town Hall

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Costs	FY2014	FY2015	FY2016	FY2017	FY2018	TOTAL
Planning/Design						-
Construction						-
Equipment/Furnishings	24,500					24,500
Other--Contingencies						
<b>TOTAL</b>	<b>\$ 24,500</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 24,500</b>

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**Annual Operating Budget Impact:** None

**Funding Sources:** \$14,400 (80%) DRPT Grant & \$3,600 (20%) General Fund

Town of Altavista

The current pool car would be sold at public auction for an estimated \$2,500 bringing the town match for a new vehicle to \$1,100.

**FY2014-2018**

**Capital Improvements Program**

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**Department:** Transportation

**Description:** Upgrades to the Public Works building- installation of additional overhead doors.

**Project Number:**

**Account Number:**

**Justification:** As the number of vehicles maintained by the PW department increases, these additional doors will allow for more vehicles to be inside to be prepped and/or serviced.

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

**Location:** Public Works

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Costs	FY2014	FY2015	FY2016	FY2017	FY2018	TOTAL
Planning/Design						-
Construction	5,000					5,000
Equipment/Furnishings	15,000					15,000
Other--Contingencies						
TOTAL	\$ 20,000	\$ -	\$ -	\$ -	\$ -	\$ 20,000

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**Annual Operating Budget Impact:** None



**Funding Sources:** \$16,000 (80%) DRPT Grant & \$4,000 (20%) General Fund

**FY2014-2018**

**Capital Improvements Program**

**Department:** Transportation

**Description:** Purchase 2 bus transit bus shelters and benches

**Project Number:**

**Account Number:**

**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.

**Location:** Public Works

Costs	FY2014	FY2015	FY2016	FY2017	FY2018	TOTAL
Planning/Design						-
Construction		2,000	2,000	3,000		7,000
Equipment/Furnishings		10,000	10,500	23,000		43,500
Other--Contingencies						
<b>TOTAL</b>	<b>\$ -</b>	<b>\$ 12,000</b>	<b>\$ 12,500</b>	<b>\$ 26,000</b>	<b>\$ -</b>	<b>\$ 50,500</b>

**Annual Operating Budget Impact:** None**Funding Sources:** DRPT Grant (80%) & General Fund (20%)**FY2014-2018****Capital Improvements Program****Department:** Transportation**Description:** Purchase computer and monitor for Transportation Administrator**Project Number:****Account Number:**

**Justification:** Current computer was purchased in September 2009 and life expectancy for a lap top is about 3-4 years. If this computer makes it until June 2015 it will have outlived its life expectancy. This computer is used daily for job related duties.

**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.

**Location:** Public Works

Costs	FY2014	FY2015	FY2016	FY2017	FY2018	TOTAL
Planning/Design						-
Construction						-
Equipment/Furnishings		2,000				2,000
Other--Contingencies						
<b>TOTAL</b>	<b>\$ -</b>	<b>\$ 2,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,000</b>

**Annual Operating Budget Impact:** None**Funding Sources:** Federal Grant (DRPT) 80%

General Fund 20%

**FY2014-2018  
Capital Improvements Program**


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**Department:** Transportation

**Description:** 15 passenger expansion van (bus)

**Project Number:**

**Account Number:**

**Justification:** According to the DRPT feasibility study the ACTS will be ready to expand within a few years of operations, which will require expanding the fleet, number of routes and possibly hours of operation.

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

**Location:** Public Works

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Costs	FY2014	FY2015	FY2016	FY2017	FY2018	TOTAL
Planning/Design						-
Construction						-
Equipment/Furnishings		60,000				60,000
Other--Contingencies						
<b>TOTAL</b>	<b>\$ -</b>	<b>\$ 60,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 60,000</b>

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**Annual Operating Budget Impact:**

**Funding Sources:** \$52,200 (90%) DRPT Grant & \$5,800 (10%) General Fund

- This vehicle would only be purchased if the current system were expanded, thus requiring an additional route and additional vehicle.

**FY2014-2018  
Capital Improvements Program**


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**Department:** Transportation

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

**Project Number:**
**Account Number:**
**Justification:** DRPT recommends replacement of public transportation vehicles every 5 years or 80,000 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? YES or NO**
**Location:** Public Works

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Costs	FY2014	FY2015	FY2016	FY2017	FY2018	TOTAL
Planning/Design						-
Construction						-
Equipment/Furnishings			61,800			61,800
Other--Contingencies						
<b>TOTAL</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 61,800</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 61,800</b>

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**Annual Operating Budget Impact:** None

**Funding Sources:** \$54,000 (90%) DRPT Grant & \$6,000 (10%) General Fund

**FY2014-2018****Capital Improvements Program****Department:** Transportation**Description:** Purchase replacement 15 passenger van (bus)**Project Number:****Account Number:**

**Justification:** DRPT recommends replacement of public transportation vehicles every 5 years or 80,000 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? YES or NO**

**Location:** Public Works

Costs	FY2014	FY2015	FY2016	FY2017	FY2018	TOTAL
Planning/Design						-
Construction						-
Equipment/Furnishings					65,500	65,500
Other--Contingencies						
<b>TOTAL</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 65,500</b>	<b>\$ 65,500</b>

\*Note that the local match will come from the sale of the used bus, which is estimated to be between \$10-\$15,000. There is a projected net gain in the local match but the excess funds must be used for DRPT purposes.

**Annual Operating Budget Impact:** None**Funding Sources:** \$54,000 (90%) DRPT Grant & \$6,000 (10%) General Fund

# Wastewater Department

**FY2014-2018  
Capital Improvements Program**


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**Department:** Wastewater

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

**Project Number:**
**Account Number:**
**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)

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Costs	FY2014	FY2015	FY2016	FY2017	FY2018	TOTAL
Planning/Design						-
Construction						-
Equipment/Furnishings	15,000					15,000
Other--Contingencies						-
TOTAL	\$ 15,000	\$ -	\$ -	\$ -		\$ 15,000

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**Annual Operating Budget Impact:** None

**Funding Sources:** Enterprise Fund

**FY2014-2018  
Capital Improvements Program**

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**Department:** Wastewater

**Description:** Replace (2) 100hp blowers of a total of (4) blowers in the system.

**Project Number:**

**Account Number:**

**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

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Costs	FY2014	FY2015	FY2016	FY2017	FY2018	TOTAL
Planning/Design						-
Construction						-
Equipment/Furnishings	13,000		14,000		15,000	42,000
Other--Contingencies						-
<b>TOTAL</b>	<b>\$ 13,000</b>	<b>\$ -</b>	<b>\$ 14,000</b>	<b>\$ -</b>	<b>\$ 15,000</b>	<b>\$ 42,000</b>

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**Annual Operating Budget Impact:** None

**Funding Sources:** Enterprise Fund



**FY2014-2018****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:****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	FY2014	FY2015	FY2016	FY2017	FY2018	TOTAL
Planning/Design						-
Construction						-
Equipment/Furnishings	11,000					11,000
Other--Contingencies						-
<b>TOTAL</b>	<b>\$ 11,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 11,000</b>

**Annual Operating Budget Impact:** None**Funding Sources:** Enterprise Fund

**FY2014-2018****Capital Improvements Program****Department:** Wastewater**Description:** Replace clarifier #3 Gear Box**Project Number:****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

Costs	FY2014	FY2015	FY2016	FY2017	FY2018	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

**FY FY2014-2018  
Capital Improvements Program**

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**Department:** Wastewater

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

**Project Number:**

**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)

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Costs	FY2014	FY2015	FY2016	FY2017	FY2018	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

**FY2014-2018****Capital Improvements Program****Department:** Wastewater**Description:** Replace PLC for Press System**Project Number:****Account Number:**

**Justification:** This system controls the operation of the Plate Frame Press used to process sludge for Landfill applying. This system is over 20yrs old and was discontinued in 2002 and became obsolete in 2005, parts are now becoming unavailable. This is a critical piece of equipment and must be operational.

**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 / second floor)

Costs	FY2014	FY2015	FY2016	FY2017	FY2018	TOTAL
Planning/Design						-
Construction						-
Equipment/Furnishings	50,000					50,000
Other--Contingencies						-
<b>TOTAL</b>	<b>\$ 50,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 50,000</b>

**Annual Operating Budget Impact:** None

**Funding Sources:** Enterprise Fund

**FY2014-2018****Capital Improvements Program****Department:** Wastewater**Description:** Replace Polymer pumps for Press System**Project Number:****Account Number:****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	FY2014	FY2015	FY2016	FY2017	FY2018	TOTAL
Planning/Design						-
Construction						-
Equipment/Furnishings	13,000					13,000
Other--Contingencies						-
<b>TOTAL</b>	<b>\$ 13,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 13,000</b>

**Annual Operating Budget Impact:** None**Funding Sources:** Enterprise Fund

**FY2014-2018****Capital Improvements Program****Department:** Wastewater**Description:** Replace 1992 International tandem dump truck.**Project Number:****Account Number:**

**Justification:** As of 12/08 this truck has 182,000 miles it is used daily to haul sludge to the landfill. Currently this is the only vehicle the Town has for this use.

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

**Location:** Wastewater Plant

Costs	FY2014	FY2015	FY2016	FY2017	FY2018	TOTAL
Planning/Design						-
Construction						-
Equipment/Furnishings		90,000				90,000
Other--Contingencies						-
<b>TOTAL</b>	<b>\$ -</b>	<b>\$ 90,000</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ 90,000</b>

**Annual Operating Budget Impact:** None**Funding Sources:** Enterprise Fund

**FY2014-2018  
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:**
**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	FY2014	FY2015	FY2016	FY2017	FY2018	TOTAL
Planning/Design						-
Construction						-
Equipment/Furnishings		42,000				42,000
Other--Contingencies						-
<b>TOTAL</b>	\$ -	\$ 42,000	\$ -	\$ -		\$ 42,000

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**Annual Operating Budget Impact:** None

**Funding Sources:** Enterprise Fund

**FY2014-2018  
Capital Improvements Program**

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**Department:** Wastewater

**Description:** Replace Press Hydraulic Ram

**Project Number:**

**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	FY2014	FY2015	FY2016	FY2017	FY2018	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



**FY 2014-2018  
Capital Improvements Program**

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**Department:** Wastewater

**Description:** Replace 60hp digester blower

**Project Number:**

**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	FY2014	FY2015	FY2016	FY2017	FY2018	TOTAL
Planning/Design						-
Construction						-
Equipment/Furnishings		15,000				15,000
Other--Contingencies						-
<b>TOTAL</b>	<b>\$ -</b>	<b>\$ 15,000</b>	<b>\$ -</b>	<b>\$ -</b>		<b>\$ 15,000</b>

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**Annual Operating Budget Impact:** None

**Funding Sources:** Enterprise Fund

**FY2014-2018  
Capital Improvements Program**

**Department:** Wastewater

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

**Project Number:**

**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)

Costs	FY2014	FY2015	FY2016	FY2017	FY2018	TOTAL
Planning/Design						-
Construction						-
Equipment/Furnishings		22,000	23,000	24,000	25,000	\$ 94,000
Other--Contingencies		2,500	2,500	2,500	2,500	10,000
TOTAL	\$ -	\$ 24,500	\$ 25,500	\$ 26,500	\$ 27,500	\$ 104,000

**Annual Operating Budget Impact:** None

**Funding Sources:** Enterprise Fund

**FY2014-2018****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.

Costs	FY2014	FY2015	FY2016	FY2017	FY2018	TOTAL
Planning/Design						-
Construction						-
Equipment/Furnishings		30,000	30,000			60,000
Other--Contingencies						-
<b>TOTAL</b>	<b>\$ -</b>	<b>\$ 30,000</b>	<b>\$ 30,000</b>	<b>\$ -</b>		<b>\$ 60,000</b>

**Annual Operating Budget Impact:** None**Funding Sources:** Enterprise Fund

**FY2014-2018  
Capital Improvements Program**

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**Department:** Wastewater

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

**Project Number:**

**Account Number:**

**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	FY2014	FY2015	FY2016	FY2017	FY2018	TOTAL
Planning/Design						-
Construction						-
Equipment/Furnishings			22,000			22,000
Other--Contingencies						-
<b>TOTAL</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 22,000</b>	<b>\$ -</b>		<b>\$ 22,000</b>

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**Annual Operating Budget Impact:**

None

**Funding Sources:**

Enterprise Fund

# Water Department

**FY2014-2018  
Capital Improvements Program**

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**Department:** Water

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

**Project Number:**

**Account Number:**

**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	FY2014	FY2015	FY2016	FY2017	FY2018	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

**FY2014-2018****Capital Improvements Program****Department:** Water**Description:** Replace backwash control panel**Project Number:****Account Number:**

**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

Costs	FY2014	FY2015	FY2016	FY2017	FY2018	TOTAL
Planning/Design						-
Construction						-
Equipment/Furnishings	15,000					15,000
Other--Contingencies	5,000					5,000
<b>TOTAL</b>	<b>\$ 20,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 20,000</b>

\*Control Panel must be replaced in 2014

**Annual Operating Budget Impact:** None**Funding Sources:** Enterprise Fund

**FY2014-2018****Capital Improvements Program****Department:** Water**Description:** Tank maintenance and repair**Project Number:****Account Number:**

**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

Costs	FY2014	FY2015	FY2016	FY2017	FY2018	TOTAL
Planning/Design						-
Construction						-
Equipment/Furnishings	50,000	50,000	50,000			150,000
Other--Contingencies						-
<b>TOTAL</b>	<b>\$ 50,000</b>	<b>\$ 50,000</b>	<b>\$ 50,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 150,000</b>

**Annual Operating Budget Impact:** None**Funding Sources:** Enterprise Fund



**FY2014-2018  
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	FY2014	FY2015	FY2016	FY2017	FY2018	TOTAL
Planning/Design						-
Construction						-
Equipment/Furnishings	13,000			13,000		26,000
Other--Contingencies						
TOTAL	\$ 13,000	\$ -	\$ -	\$ 13,000	\$ -	\$ 26,000

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**Annual Operating Budget Impact:** None

**Funding Sources:** Enterprise Fund

**FY2014-2018  
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:**

**Justification:** In 2005 one pump broke down and was replaced with the spare pump. The new pump will replace the broken one and the spare pump will return to being the spare. The system requires two pumps to operate. Rebuilding the broken pump would cost approximately \$12,500 and have only a 1-year warranty. A new pump has a 5-year warranty. These pumps are critical 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	FY2014	FY2015	FY2016	FY2017	FY2018	TOTAL
Planning/Design						-
Construction						-
Equipment/Furnishings	35,000			40,000		75,000
Other--Contingencies						
<b>TOTAL</b>	<b>\$ 35,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 40,000</b>	<b>\$ -</b>	<b>\$ 75,000</b>

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*This project was moved from FY2013*

**Annual Operating Budget Impact:** None

**Funding Sources:**

Enterprise Fund

**FY2014-2018  
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	FY2014	FY2015	FY2016	FY2017	FY2018	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

**FY2014-2018****Capital Improvements Program****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

Costs	FY2014	FY2015	FY2016	FY2017	FY2018	TOTAL
Planning/Design						-
Construction						-
Equipment/Furnishings			46,000			46,000
Other--Contingencies						
<b>TOTAL</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 46,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 46,000</b>

**Annual Operating Budget Impact:** None**Funding Sources:** Enterprise fund

FY 2014 Adopted Budget

**FY2014-2018****Capital Improvements Program****Department:** Water**Description:** Replace water actuator valves for filters 1-5.**Project Number:****Account Number:**

**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

Costs	FY2014	FY2015	FY2016	FY2017	FY2018	TOTAL
Planning/Design						-
Construction						-
Equipment/Furnishings			30,000			30,000
Other--Contingencies						
<b>TOTAL</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 30,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 30,000</b>

**Annual Operating Budget Impact:** None**Funding Sources:** Enterprise fund

FY2014-2018

**Capital Improvements Program****Department:** Water**Description:** Install manual transfer switches, reverse service receptacles, and connections to a portable generator.

generator cord sets for emergency power

**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

Costs	FY2014	FY2015	FY2016	FY2017	FY2018	TOTAL
Planning/Design						-
Construction						-
Equipment/Furnishings			45,000			45,000
Other--Contingencies						
<b>TOTAL</b>	\$ -	\$ -	\$ 45,000	\$ -	\$ -	\$ 45,000

**Annual Operating Budget Impact:** None**Funding Sources:** Enterprise Fund