



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

**Tuesday, January 11, 2022
6:00 PM - 510 7th Street
Altavista, VA 24517**

- 1. CALL TO ORDER, INVOCATION AND PLEDGE OF ALLEGIANCE**
- 2. AGENDA ADOPTION**
- 3. RECOGNITIONS AND PRESENTATIONS**
 - 3.A Town of Altavista Personnel Updates
 - 3.B English Park Splash Pad - News & Advance 2021 Readers' Choice Award
 - 3.C Public Services Reports
 - Attachment 1. 30 Dec 2021 Fraizer Drainage Status Report.pdf
 - Attachment 2. BUILDINGS AND GROUNDS MONTHLY REPORT DECEMBER 2021.docx
 - Attachment 3. STREET DEPARTMENT MONTHLY REPORT- DECEMBER 2021.docx
 - Attachment 4. FLEET MAINTENANCE DEPARTMENT-DECEMBER 2021.docx
- 4. CITIZEN'S TIME (NON-AGENDA ITEMS ONLY)**

*Citizen's wishing to address Council should provide their name and residential address. Citizen's comments are limited to three (3) minutes with a total of fifteen (15) minutes allotted for this purpose. (Please note that the Citizen's Time is **NOT** a question-and-answer session between the public and the Council.)*
- 5. PARTNER UPDATES**
 - 5.A Altavista Area Chamber of Commerce
 - 5.B Altavista On Track (AOT)
- 6. CONSENT AGENDA**
 - 6.A Altavista Community Transit System (ACTS) Title VI Program
 - Attachment 1. ACTS Title VI Plan.pdf
 - 6.B Acceptance of Monthly Financial Reports
 - Attachment 1. December 2021 Check Register
 - Attachment 2. December 2021 Revenue Report
 - Attachment 3. December 2021 Expenditure Report
 - Attachment 4. December 2021 Reserve Balance / Investment Report
- 7. PUBLIC HEARING(S)**
- 8. NEW BUSINESS**

8.A Visitor's Center Update

8.B Discussion of Byrne/Justice Assistance Grant Program 3334- LE Equipment and Training
Attachment 1. 10574 - Altavista.pdf

8.C 2022 Town Council Retreat

8.D FY2023 - 2027 Capital Improvement Plan (CIP)
Attachment 1. Draft CIP FY2023-2027 - Funding Sources
Attachment 2. Draft CIP FY2023-2027 - Project Sheets

9. UNFINISHED BUSINESS

9.A CIP Item Mechanics' Truck
Attachment 1. Arista Mechanic Truck.pdf
Attachment 2. PALFINGER Mechanics Truck.pdf
Attachment 3. RK Chevrolet Mechanic Truck.pdf

10. REPORTS AND COMMUNICATIONS

10.A Reports on Utility Projects
Attachment 1. 15 December 21 Status Report WWTP Electrical Upgrade.pdf
Attachment 2. 15 Dec 21 Filter Upgrade Project.pdf
Attachment 3. 15 Dec 21 Aeration Project.pdf
Attachment 4. 15 Dec 21 Clarion Road Project.pdf
Attachment 5. 15 Dec 21 Springs SCADA Project.pdf
Attachment 6. Lynch Creek Sewer Status Update 1-3-22.doc
Attachment 7. McMinnis Water Status Update 1-3-22.doc
Attachment 8. Bi-weekly report (01.04.22) Melinda HPZ Project
Attachment 9. December 2021 Report Water Plant for Council Members

10.B Town of Altavista Sponsor Recognition from Virginia Tech Water & Wastewater Short School
Attachment. Virginia Tech Info.pdf

10.C Public Services Reports
Attachment 1. 30 Dec 2021 Fraizer Drainage Status Report.pdf
Attachment 2. BUILDINGS AND GROUNDS MONTHLY REPORT DECEMBER 2021.docx
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10.D Police Department Monthly Reports December 2021
Attachment 1. APD Monthly Report-December 2021.pdf
Attachment 2. Patrol on 29-December 2021.pdf

10.E Brownfield Status Report
Attachment. Brown Field efforts Status Report 1-5-2021.docx

- 10.F Departmental Reports - Finance
 - Attachment 1. Meals Tax Report
 - Attachment 2. Sales Tax Report
 - Attachment 3. Lodging Tax Report
 - Attachment 4. Cigarette Tax Report
- 10.G Community Development December 2021 Monthly Report
CD December 2021 Report.pdf
- 10.H AOT Monthly Report - December
AOT Monthly Report - December.docx
- 10.I Town Council Monthly Calendars
 - Attachment 1. Council Calendar - January 2022.pdf
 - Attachment 2. Council Calendar February 2022.pdf

11. MATTERS FROM COUNCIL

12. CLOSED SESSION (IF NEEDED, PROPER CERTIFICATIONS WILL BE PROVIDED)

- 12.A Town Council Closed Session
Attachment. CLOSED SESSION Section 2.2-3711 (A)(5) 1.11.22.pdf

13. ADJOURNMENT

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



TOWN OF ALTAVISTA
TOWN COUNCIL
REGULAR MEETING
January 11, 2022
AGENDA COVER SHEET

AGENDA ITEM #: 3.A

RECOGNITIONS AND PRESENTATIONS

Title: Town of Altavista Personnel Updates

Staff Resource: Jo Ann Myers, Human Resource Director

Action(s):

For Informational Purposes Only

Explanation:

Milestone Recognition:

Donnie Osborne	Police Department	Investigator	5 years as of 12/21/2021
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New Hire Listing:

Samantha Crouch	Administration	Office Asst.	12/13/21
Sharon Rowland	Administration	Office Asst.	12/13/21
Geoffrey Smith	Police Department	Police Officer	12/06/21
Jeffrey Williams	Police Department	Police Officer	12/30/21

Departure Listing:

William Dogan	Police Department	Police Officer	12/21/21
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Background:

Town of Altavista's Monthly Personnel Updates/Changes from Human Resources

Funding Source(s):

Attachments: *(click item to open)*



TOWN OF ALTAVISTA
TOWN COUNCIL
REGULAR MEETING
January 11, 2022
AGENDA COVER SHEET

AGENDA ITEM #: 3.B

RECOGNITIONS AND PRESENTATIONS

Title: English Park Splash Pad - News & Advance 2021 Readers' Choice Award

Staff Resource: Sharon D. Williams, AICP, Community Development Director

Action(s):

Receive the plaque

Explanation:

The town has received a plaque for being a finalist in the News & Advance 2021 Readers' Choice Award. The Splash Pad at English Park was a finalist in the Best Park category.

Background:

Funding Source(s):

N/A

Attachments: *(click item to open)*



TOWN OF ALTAVISTA
TOWN COUNCIL
REGULAR MEETING
January 11, 2022
AGENDA COVER SHEET

AGENDA ITEM #: 10.C

RECOGNITIONS AND PRESENTATIONS

Title: Public Services Reports

Staff Resource: Tom Fore

Action(s):

Explanation:

Information item

Background:

Funding Source(s):

Attachments: *(click item to open)*

Attachment 1. 30 Dec 2021 Fraizer Drainage Status Report.pdf

Attachment 2. BUILDINGS AND GROUNDS MONTHLY REPORT DECEMBER 2021.docx

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Town of Altavista Projects
Status Report - Peed & Bortz, LLC
30 December 2021

Project Name: Frazier and Lynch Mill Road Drainage issues

Project Manager: Scott Bortz, PE

Sub-Consultant

P&B Job Number 21-08

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

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

Upcoming Tasks:

Outstanding Issues: Easements

Design Schedule:

Schedule Constraints:

Projected Completion:

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

Invoiced To Date: \$3285

Balance to Complete: \$19,715

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

Issues Town Should Be Aware Of:

Construction Contract Price: \$0

BUILDINGS AND GROUNDS

JANUARY 3, 2022

TO: TOWN MANAGER
FROM: JEFF ARTHUR, PUBLIC SERVICES MANAGER
MONTH: DECEMBER 2021

Vacation / Comp. Time Used / Sick Leave Taken		64
Meetings / Data Entry / Work Planning / Training		21.50
# Of Call Duty Hours		10
# Of Assisting other Crews		4
Holiday		128
Green Hill Cemetery		
DESCRIPTION	Month Totals	Labor Hours
# Of Burials	0	0
# Of Cremations	0	0
Cemetery Grounds Maintenance		43.50
Meetings with Families		0
Lay off Graves and Stones		0
Maintain Cemetery Records		0
Solid Waste Collection		
DESCRIPTION	Month Totals	Labor Hours
Residential Garbage Collected (Tonnage)	109.73	93.25
Residential Garbage Collected (Tonnage) Town of Hurt	45.93	40
# Of Curbside Brush Collected (Stops)	72	15.25
Loads of Brush Collected	6	
# Of Curbside Bulk Collected (Stops)	75	22.25
Bulk Collection (Tonnage)	8.77	
# Of Tires Collected	5	1
# Of Residential Garbage Citations Issued	0	0
Seasonal		
Parks/Buildings		
DESCRIPTION	Month Totals	Labor Hours
Landscaping Buildings, Watering Flowers		0
# Of Building Maintenance Hours		48
# Of Park Cleaning		81.25
# Of Parks Ground Maintenance Hours / Winterize		109.50
# Of Acres Mowed by Town	0	0
# Of Acres Mowed by Contractors ****	0	0
# Of Hours Checking Daltons Landing/Industrial Site		1
Special Projects / Special Event Parade / Town Calendars		63.25
# Of Vehicle Maintenance Hours		26.75
*** HOURS NOT ADDED		

Total Labors Hours for the Month	772.50
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STREET DEPARTMENT MONTHLY REPORT

DATE: JANUARY 3, 2022

TO: TOWN MANAGER
FROM: CHUCK NEWMAN, STS. SUP.

MONTH: DECEMBER 2021

DESCRIPTION	Labor Hours
Vacation / Comp. Time Taken / Sick Leave Taken / Holiday	160.50
Safety Meetings/Data Entry/ Planning Schedule	103.25
Weekend Truck	3
Street Sweeping (Miles Swept 0)	0
Litter Control (Bags Collected 0)	0
Assisting Other Crews	33
Town Wide Mowing (0 Miles)	0
Contractor Mowing (0 Miles)	0
Signage	0
Asphalting / Patching Potholes /Assisting Contractor (Asphalt Tonnage 6.31 Tons)	1
Ditch & Drainage Pipe Maintenance	0
Weed Control (Gallons Sprayed 0)	0
Street Lighting	5
Dead Animal Removal/Buzzard Control	3
Decorative Street Light	9.5
Equipment Maintenance	0
Traffic Control	0
Trees/ Trimming/ Removal	1
Vehicle/Shop Maintenance	4
Leaf Collection (82 Loads Collected)	393.25
Call Duty	1
Shoulder Stone Maintenance	0
Water Main Repair – Town of Hurt	6
Special Projects / Special Events / Seasonal	68.50
Total Labor Hours for the Month	792

FLEET MAINTENANCE DEPARTMENT

DATE: JANUARY 3, 2022

TO: TOWN MANAGER
FROM: TERRY LAMBERT, FLEET SUPERVISOR

MONTH: DECEMBER 2021

DESCRIPTION	Labor Hours
Vacation / Comp. Time Used	35
Safety Meetings	3.5
Holiday	32
Daily/ Weekly/ Planning & Scheduling	26.50
Sick Leave Used	0
CIP / Budgeting / Calling Vendors	16.50
Preventive Maintenance	1.50
General Repair's	26
Troubleshoot and Diagnostic	41.50
Assisting Other Crew	0
Tire Changes & Repairs	0
Picking Up & Delivery	1.50
Building & Grounds	0
DMV/Titling	0
Inspections	0
Total Labor Hours for the Month	184



TOWN OF ALTAVISTA
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AGENDA COVER SHEET

AGENDA ITEM #: 5.A

PARTNER UPDATES

Title: Altavista Area Chamber of Commerce

Staff Resource: Chamber Executive Director Grace Mattox

Action(s):

Information Only

Explanation:

Updates from the Chamber of Commerce regarding current and upcoming projects and/or events, including their outlook and intentions for 2022.

Background:

Funding Source(s):

N / A

Attachments: *(click item to open)*



TOWN OF ALTAVISTA
TOWN COUNCIL
REGULAR MEETING
January 11, 2022
AGENDA COVER SHEET

AGENDA ITEM #: 5.B

PARTNER UPDATES

Title: Altavista On Track (AOT)

Staff Resource: George T. Sandridge, Main Street Coordinator

Action(s):

Receive the update from AOT

Explanation:

Background:

Funding Source(s):

N / A

Attachments: *(click item to open)*



TOWN OF ALTAVISTA
TOWN COUNCIL
REGULAR MEETING
January 11, 2022
AGENDA COVER SHEET

AGENDA ITEM #: 6.A

CONSENT AGENDA

Title: Altavista Community Transit System (ACTS) Title VI Program

Staff Resource: Tobie Shelton, Director of Finance and Administration

Action(s):

Staff is requesting approval of Altavista Community Transit System (ACTS) Title VI Document.

Explanation:

At the March 2020 regular meeting, Council approved the Title VI document for ACTS, in its annual review. This year, 2021 requires the full update. KFH Consulting Group has reviewed ACTS' Title VI document and confirmed that the Town's plan is in compliance with the Federal Transit Authority's (FTA) guidelines. No updates are needed. To complete the process, DRPT requires adoption of this document by Council.

Background:

Title VI of the 1964 Civil Rights Act provides that “No person in the United States shall, **on the basis of race, color, or national origin, be excluded from participation in**, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance

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

Funding Source(s):

N/A

Attachments: *(click item to open)*

[Attachment 1. ACTS Title VI Plan.pdf](#)

Title VI Plan and Procedures

Title VI of the Civil Rights Act of 1964

Altavista Community Transit System (ACTS)



Adopted date

March 10, 2020

TABLE OF CONTENTS	PAGE
I. Introduction.....	2
II. Overview of Services.....	3
III. Policy Statement and Authorities.....	4
IV. Nondiscrimination Assurances to DRPT.....	5
V. Plan Approval Document.....	6
VI. Organization and Title VI Program Responsibilities.....	7
VII. Procedures for Notifying the Public of Title VI Rights and How to File a Complaint.....	10
VIII. Language Assistance Plan for Persons with Limited English Proficiency (LEP).....	19
IX. Requirements of Transit Providers	28

APPENDICES

- A Title VI Notice to the Public; List of Locations
- B Title VI Complaint Form
- C Investigations, Lawsuits and Complaints Document
- D Summary of Outreach Efforts
- E Table – Minority Representation on Committees by Race

Transit Providers that operate 50 or more fixed route vehicles in peak service and are located in an Urbanized Area (UZA) of 200,000 or more people must submit:

- ☐ Demographic and service profile maps and charts
- ☐ Demographic ridership and travel patterns, collected by surveys
- ☐ A description of the public engagement process for setting the “major service change policy,” disparate impact policy, and disproportionate burden policy
- ☐ Results of service and/or fare equity analyses conducted since the last Title VI Program submission, including evidence that the board or other governing entity or official(s) approved the results of the analysis

I. INTRODUCTION

Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color, or national origin in programs and activities receiving Federal financial assistance. Specifically, Title VI provides that "no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance." (42 U.S.C. Section 2000d).

The Civil Rights Restoration Act of 1987 clarified the intent of Title VI to include all programs and activities of Federal-aid recipients, sub-recipients, and contractors whether those programs and activities are federally funded or not.

Recently, the Federal Transit Administration (FTA) has placed renewed emphasis on Title VI issues, including providing meaningful access to persons with Limited English Proficiency.

Recipients of public transportation funding from FTA and the Virginia Department of Rail and Public Transportation (DRPT) are required to develop policies, programs, and practices that ensure that federal and state transit dollars are used in a manner that is nondiscriminatory as required under Title VI.

This document details how ACTS incorporates nondiscrimination policies and practices in providing services to the public. ACTS's Title VI policies and procedures are documented in this plan and its appendices and attachments. This plan will be updated periodically (at least every three years) to incorporate changes and additional responsibilities that arise.

II. OVERVIEW OF SERVICES

The Altavista Community Transit System has operated a fixed deviated route bus system within the limits of the Town of Altavista since January 2011. The 16 mile route is completed hourly and has the ability to service any citizen by regular route or deviation, living within the Town limits. While riders totaled 10,919 in calendar year 2011, the total grew by 2014 to 23,511 and the trend for 2015 continues to show an increase in ridership. In the summer of 2014, based on the Transportation Development Plan, summer hours were implemented which increase service 12 hours per week. Bus shelters are in the 2015 CIP to provide customers a place to wait for the bus that is out of the weather.

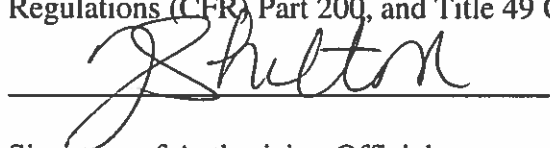
ACTS is staffed by the Title VI Manager, 5- part time bus drivers and a mechanic, who also services all the equipment and vehicles for the Town. ACTS mission is to provide reliable and courteous service to all of its customers. Currently those customers are citizens of the Town of Altavista and ACTS is fulfilling its mission.

III. POLICY STATEMENT AND AUTHORITIES

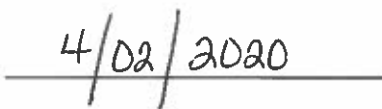
Title VI Policy Statement

ACTS is committed to ensuring that no person shall, on the grounds of race, color, national origin, as provided by Title VI of the Civil Rights Act of 1964 and the Civil Rights Restoration Act of 1987 (PL 100.259), be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity, whether those programs and activities are federally funded or not.

The ACTS Title VI Manager is responsible for initiating and monitoring Title VI activities, preparing required reports, and other responsibilities as required by Title 23 Code of Federal Regulations (CFR) Part 200, and Title 49 CFR Part 21.



Signature of Authorizing Official



Date

Authorities

Title VI of the 1964 Civil Rights Act provides that no person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity receiving federal financial assistance (refer to 49 CFR Part 21). The Civil Rights Restoration Act of 1987 broadened the scope of Title VI coverage by expanding the definition of the terms “programs or activities” to include all programs or activities of Federal Aid recipients, sub recipients, and contractors, whether such programs and activities are federally assisted or not.

Additional authorities and citations include: Title VI of the Civil Rights Act of 1964 (42 U.S.C. Section 2000d); Federal Transit Laws, as amended (49 U.S.C. Chapter 53 et seq.); Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended (42 U.S.C. 4601, et seq.); Department of Justice regulation, 28 CFR part 42, Subpart F, “Coordination of Enforcement of Nondiscrimination in Federally-Assisted Programs” (December 1, 1976, unless otherwise noted); U.S. DOT regulation, 49 CFR part 21, “Nondiscrimination in Federally-Assisted Programs of the Department of Transportation—Effectuation of Title VI of the Civil Rights Act of 1964” (June 18, 1970, unless otherwise noted); Joint FTA/Federal Highway Administration (FHWA) regulation, 23 CFR part 771, “Environmental Impact and Related Procedures” (August 28, 1987); Joint FTA/FHWA regulation, 23 CFR part 450 and 49 CFR part 613, “Planning Assistance and Standards,” (October 28, 1993, unless otherwise noted); U.S. DOT Order 5610.2, “U.S. DOT Order on Environmental Justice to Address Environmental Justice in Minority Populations and Low-Income Populations,” (April 15, 1997); U.S. DOT Policy Guidance Concerning Recipients’ Responsibilities to Limited English Proficient Persons, (December 14, 2005), and Section 12 of FTA’s Master Agreement, FTA MA 13 (October 1, 2006).

IV. NONDISCRIMINATION ASSURANCES TO DRPT

In accordance with 49 CFR Section 21.7(a), every application for financial assistance from the Federal Transit Administration (FTA) must be accompanied by an assurance that the applicant will carry out the program in compliance with DOT's Title VI regulations. This requirement is fulfilled when the Virginia Department of Rail and Public Transportation (DRPT) submits its annual certifications and assurances to FTA. DRPT shall collect Title VI assurances from sub-recipients prior to passing through FTA funds.

As part of the Certifications and Assurances submitted to DRPT with the Annual Grant Application and all Federal Transit Administration grants submitted to the DRPT, *ACTS* submits a Nondiscrimination Assurance which addresses compliance with Title VI as well as nondiscrimination in hiring (EEO) and contracting (DBE), and nondiscrimination on the basis of disability (ADA).

In signing and submitting this assurance, *ACTS* confirms to DRPT the agency's commitment to nondiscrimination and compliance with federal and state requirements.

V. PLAN APPROVAL DOCUMENT

I hereby acknowledge the receipt of the ACTS Title VI Implementation Plan. I have reviewed and approve the Plan. I am committed to ensuring that no person is excluded from participation in, or denied the benefits of ACTS's transportation services on the basis of race, color, or national origin, as protected by Title VI according to Federal Transit Administration (FTA) Circular 4702.1B Title VI requirements and guidelines for FTA sub-recipients.



Mayor, Town of Altavista



DATE

Town of Altavista, Altavista Community Transit System

c. Altavista Community Transit System (ACTS) – Title VI Plan

Mr. Coggsdale stated, pursuant to the memorandum of Mrs. Tobie Shelton, Town Finance Director, staff is seeking Council's consideration of the Altavista Community Transit Systems (ACTS) Title VI Plan Update.

Mr. Coggsdale stated this was a Department of Rail and Public Transportation (DRPT) requirement every three years for compliance with the Federal Transit Authority's (FTA) guidelines. He stated the only changes effecting the town in the current update were administrative in nature.

Mr. Coggsdale stated staff was recommending Town Council approve the updates to the ACTS Title VI Plan, as presented, and authorize the Mayor to sign the document.

Mr. Coggsdale stated, if approved, the item would be placed on the March 10, 2020 Town Council Regular Meeting Consent Agenda for final approval.

Mayor Mattox asked Council if they had any questions regarding this item, to which there were none.

Mr. Higginbotham, seconded by Mrs. Dalton, motioned to accept staff's recommendation and approve the Altavista Community Transit Systems (ACTS) Title VI Plan Update.

Motion carried:

VOTE:

Mr. Reggie Bennett	Yes
Mr. Timothy George	Yes
Mr. Jay Higginbotham	Yes
Mayor Mike Mattox	Yes
Mrs. Beverley Dalton	Yes
Mr. Tracy Emerson	Yes
Mr. Wayne Mitchell	Yes

1. Consent Agenda Approval

- a. Approval of Council Minutes
 - February 11, 2020 Town Council Regular Meeting
 - February 25, 2020 Town Council Work Session
- b. Acceptance of Monthly Financial Reports
 - February Revenues and Expenditures
- c. Approval of Citizen Request
 - 328 10th Street – request to utilize town property (encroachment)
- d. Approval of Amendments
 - Altavista Community Transit System – Title VI Plan amendments

Mayor Mattox asked Council if they had any questions, comments, or concerns regarding the March 10, 2020 Consent Agenda, to which there were none.

Mr. Bennett, seconded by Mrs. Dalton, motioned to approve the consent agenda as presented.

Motion carried.

Vote:

Mr. Wayne Mitchell	Yes
Mr. Tracy Emerson	Yes
Mrs. Beverley Dalton	Yes
Mayor Mike Mattox	Yes
Mr. Jay Higginbotham	Yes
Mr. Timothy George	Yes
Mr. Reggie Bennett	Yes

VI. ORGANIZATION AND TITLE VI PROGRAM RESPONSIBILITIES

The *ACTS's Title VI Manager* is responsible for ensuring implementation of the agency's Title VI program. Title VI program elements are interrelated and responsibilities may overlap. In the absence of the primary Title VI Manager, the Town Manager becomes the responsible person. The specific areas of responsibility have been delineated below for purposes of clarity.

Overall Organization for Title VI

The Title VI Manager and staff are responsible for coordinating the overall administration of the Title VI program, plan, and assurances, including complaint handling, data collection and reporting, annual review and updates, and internal education.

Detailed Responsibilities of the Title VI Manager

The Title VI Manager is charged with the responsibility for implementing, monitoring, and ensuring compliance with Title VI regulations. Title VI responsibilities are as follows:

1. Process the disposition of Title VI complaints received.
2. Collect statistical data (race, color or national origin) of participants in and beneficiaries of agency programs, (e.g., affected citizens, and impacted communities).
3. Conduct annual Title VI reviews of agency to determine the effectiveness of program activities at all levels.
4. Conduct Title VI reviews of construction contractors, consultant contractors, suppliers, and other recipients of federal-aid fund contracts administered through the agency.
5. Conduct training programs on Title VI and other related statutes for agency employees.
6. Prepare a yearly report of Title VI accomplishments and goals, as required.
7. Develop Title VI information for dissemination to the general public and, where appropriate, in languages other than English.
8. Identify and eliminate discrimination.
9. Establish procedures for promptly resolving deficiency status and writing the remedial action necessary, all within a period not to exceed 90 days.

General Title VI responsibilities of the agency

The Title VI Manager is responsible for substantiating that these elements of the plan are appropriately implemented and maintained, and for coordinating with those responsible for public outreach and involvement and service planning and delivery.

1. Data collection

To ensure that Title VI reporting requirements are met, *ACTS* will maintain:

- A database or log of Title VI complaints received. The investigation of and response to each complaint is tracked within the database or log.
- A log of the public outreach and involvement activities undertaken to ensure that minority and low-income people had a meaningful access to these activities.

2. Annual Report and Updates

As a sub-recipient of FTA funds, *ACTS* is required to submit a Quarterly Report Form to DRPT that documents any Title VI complaints received during the preceding quarter and for each year. *ACTS* will also maintain and provide to DRPT on an annual basis, the log of public outreach and involvement activities undertaken to ensure that minority and low-income people had a meaningful access to these activities.

Further, we will submit to DRPT updates to any of the following items since the previous submission, or a statement to the effect that these items have not been changed since the previous submission, indicating date:

- A copy of any compliance review report for reviews conducted in the last three years, along with the purpose or reason for the review, the name of the organization that performed the review, a summary of findings and recommendations, and a report on the status or disposition of the findings and recommendations
- Limited English Proficiency (LEP) plan
- procedures for tracking and investigating Title VI complaints
- A list of Title VI investigations, complaints or lawsuits filed with the agency since the last submission
- A copy of the agency notice to the public that it complies with Title VI and instructions on how to file a discrimination complaint

3. Annual review of Title VI program

Each year, in preparing for the Annual Report and Updates, the Title VI Manager will review the agency's Title VI program to assure implementation of the Title VI plan. In addition, they will review agency operational guidelines and publications, including those for contractors, to verify that Title VI language and provisions are incorporated, as appropriate.

4. Dissemination of information related to the Title VI program

Information on our Title VI program will be disseminated to agency employees, contractors, and beneficiaries, as well as to the public, as described in the “public outreach and involvement” section of this document, and in other languages when needed according to the LEP plan as well as federal and State laws/regulations.

5. Resolution of complaints

Any individual may exercise his or her right to file a complaint if that person believes that he, she or any other program beneficiaries have been subjected to unequal treatment or discrimination in the receipt of benefits/services or prohibited by non-discrimination requirements. *ACTS* will report the complaint to DRPT within three business days (per DRPT requirements), and make a concerted effort to resolve complaints locally, using the agency’s Title VI Complaint Procedures. All Title VI complaints and their resolution will be logged as described under Section 1. Data collection and reported annually (in addition to immediately) to DRPT.

6. Written policies and procedures

Our Title VI policies and procedures are documented in this plan and its appendices and attachments. This plan will be updated periodically to incorporate changes and additional responsibilities that arise. During the course of the Annual Title VI Program Review (item 3 above), the Title VI Manager will determine whether or not an update is needed.

7. Internal education

Our employees will receive training on Title VI policies and procedures upon hiring and upon promotion. This training will include requirements of Title VI, our obligations under Title VI (LEP requirements included), and required data that must be gathered and maintained. In addition, training will be provided when any Title VI-related policies or procedures change (agency-wide training), or when appropriate in resolving a complaint.

Title VI training is the responsibility of *Title VI Manager*

8. Title VI clauses in contracts

In all federal procurements requiring a written contract or Purchase Order (PO), *ACTS*’s contract/PO will include appropriate non-discrimination clauses. The Title VI Manager is responsible for procurement contracts and PO’s to ensure appropriate non-discrimination clauses are included.

VII. PROCEDURES FOR NOTIFYING THE PUBLIC OF TITLE VI RIGHTS AND HOW TO FILE A COMPLAINT

Requirement to Provide a Title VI Public Notice

Title 49 CFR Section 21.9(d) requires recipients to provide information to the public regarding the recipient's obligations under DOT's Title VI regulations and apprise members of the public of the protections against discrimination afforded to them by Title VI. At a minimum, ACTS shall disseminate this information to the public by posting a Title VI notice on the agency's website and in public areas of the agency's office(s), including the reception desk, meeting rooms, in federally-funded vehicles, etc.

Locations: Title VI Displayed

- In each of the buses
- In the lobby of Town Hall
- On the Town's Web Site: www.altavistava.gov
- ACTS Flyer

Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color, or national origin in programs and activities receiving Federal financial assistance. Specifically, Title VI provides that "no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance" (42 U.S.C. Section 2000d).

ACTS is committed to ensuring that no person is excluded from participation in, or denied the benefits of its transportation services on the basis of race, color, or national origin, as protected by Title VI in Federal Transit Administration (FTA) Circular 4702.1B. If you feel you are being denied participation in or being denied benefits of the transit services provided by **ACTS** or otherwise being discriminated against because of your race, color, national origin, gender, age, or disability, our contact information is:

Name	Tobie Shelton
Title	Finance Director
Agency Name	Town of Altavista
Address	510 7th Street
City, State Zip code	Altavista, VA 24517
Telephone Number	434-369-5001
Email address	tcshelton@altavistava.gov

Title VI Complaint Procedures

Requirement to Develop Title VI Complaint Procedures and Complaint Form.

In order to comply with the reporting requirements established in 49 CFR Section 21.9(b), all recipients shall develop procedures for investigating and tracking Title VI complaints filed against them and make their procedures for filing a complaint available to members of the public. Recipients must also develop a Title VI complaint form. The form and procedure for filing a complaint shall be available on the recipient's website and at their facilities.

Sample of Narrative

Any individual may exercise his or her right to file a complaint with *ACTS* if that person believes that he or she has been subjected to unequal treatment or discrimination in the receipt of benefits or services. We will report the complaint to DRPT within three business days (per DRPT requirements), and make a concerted effort to resolve complaints locally, using the agency's Nondiscrimination Complaint Procedures. All Title VI complaints and their resolution will be logged and reported annually (in addition to immediately) to DRPT.

A person may also file a complaint directly with the Federal Transit Administration, Office of Civil Rights, Attention: Title VI Program Coordinator, East Building, 5th floor – TCR, 1200 New Jersey Avenue SE, Washington, DC 20590.

ACTS includes the following language on all printed information materials, on the agency's website, in press releases, in public notices, in published documents, and on posters on the interior of each vehicle operated in passenger service:

ACTS is committed to ensuring that no person is excluded from participation in, or denied the benefits of its transportation services on the basis of race, color or national origin, as protected by Title VI in the Federal Transit Administration (FTA) Circular 4702.1B. For additional information on ACTS's nondiscrimination policies and procedures, or to file a complaint, please visit the website at www.altavistava.gov or contact Title VI Manager, 510 7th Street, Altavista, VA 24517 or call at 434-369-5001.

Instructions for filing Title VI complaints are posted on the agency's website and in posters on the interior of each vehicle operated in passenger service and agency's facilities, and are also included within *ACTS's* brochure.

If yes, check all that apply:	
<input type="checkbox"/> Federal Agency _____	
<input type="checkbox"/> Federal Court _____	<input type="checkbox"/> State Agency _____
<input type="checkbox"/> State Court _____	<input type="checkbox"/> Local Agency _____
Please provide information about a contact person at the agency/court where the complaint was filed.	
Name: _____	
Title: _____	
Agency: _____	
Address: _____	
Telephone: _____	
Section VI	
Name of agency complaint is against: _____	
Contact person: _____	
Title: _____	
Telephone number: _____	

You may attach any written materials or other information that you think is relevant to your complaint.

Signature and date required below

Signature _____		Date _____	
agency?			
Section V			
Have you filed this complaint with any other Federal, State, or local agency, or with any Federal or State court?			
<input type="checkbox"/> Yes		<input type="checkbox"/> No	

Procedures for Handling and Reporting Investigations/Complaints and Lawsuits

Should any Title VI investigations be initiated by FTA or DRPT, or any Title VI lawsuits are filed against **ACTS** the agency will follow these procedures:

Procedures

1. Any individual, group of individuals, or entity that believes they have been subjected to discrimination on the basis of race, color, or national origin may file a written complaint with the Title VI Manager. The complaint is to be filed in the following manner:
 - a. A formal complaint must be filed within 180 calendar days of the alleged occurrence.
 - b. The complaint shall be in writing and signed by the complainant(s).
 - c. The complaint should include:
 - the complainant's name, address, and contact information
 - (i.e., telephone number, email address, etc.)
 - the date(s) of the alleged act of discrimination (if multiple days, include the date when the complainant(s) became aware of the alleged discrimination and the date on which the alleged discrimination was discontinued or the latest instance).
 - a description of the alleged act of discrimination
 - the location(s) of the alleged act of discrimination (include vehicle number if appropriate)
 - an explanation of why the complainant believes the act to have been discriminatory on the basis of race, color, and national origin
 - if known, the names and/or job titles of those individuals perceived as parties in the incident
 - contact information for any witnesses
 - indication of any related complaint activity (i.e., was the complaint also submitted to DRPT or FTA?)
 - d. The complaint shall be submitted to the **ACTS** Title VI Manager at 510 7th Street, Altavista, VA 24517 or townhall@altavistava.gov
 - e. Complaints received by any other employee of **ACTS** will be immediately forwarded to the Title VI Manager.
 - f. In the case where a complainant is unable or incapable of providing a written statement, a verbal complaint of discrimination may be made to the Title VI Manager. Under these circumstances, the complainant will be interviewed, and the Title VI Manager will assist the complainant in converting the verbal allegations to writing.
2. Upon receipt of the complaint, the Title VI Manager will immediately:
 - a. notify DRPT (no later than 3 business days from receipt)
 - b. notify the **Town Manager and Town Council**
 - c. ensure that the complaint is entered in the complaint database
3. Within 3 business days of receipt of the complaint, the Title VI Manager will contact the complainant by telephone to set up an interview.
4. The complainant will be informed that they have a right to have a witness or representative present during the interview and can submit any documentation he/she perceives as relevant to proving his/her complaint.

5. If DRPT has assigned staff to assist with the investigation, the Title VI Manager will offer an opportunity to participate in the interview.
6. The alleged discriminatory service or program official will be given the opportunity to respond to all aspects of the complainant's allegations.
7. The Title VI Manager will determine, based on relevancy or duplication of evidence, which witnesses will be contacted and questioned.
8. The investigation may also include:
 - a. investigating contractor operating records, policies or procedures
 - b. reviewing routes, schedules, and fare policies
 - c. reviewing operating policies and procedures
 - d. reviewing scheduling and dispatch records
 - e. observing behavior of the individual whose actions were cited in the complaint
9. All steps taken and findings in the investigation will be documented in writing and included in the complaint file.
10. The Title VI Manager will contact the complainant at the conclusion of the investigation, but prior to writing the final report, and give the complainant an opportunity to give a rebuttal statement at the end of the investigation process.
11. At the conclusion of the investigation and **within 60 days** of the interview with the complainant, the Title VI Manager will prepare a report that includes a narrative description of the incident, identification of persons interviewed, findings, and recommendations for disposition. This report will be provided to the Town Council, DRPT, and, if appropriate, **ACTS's** legal counsel.
12. The Title VI Manager will send a letter to the complainant notifying them of the outcome of the investigation. If the complaint was substantiated, the letter will indicate the course of action that will be followed to correct the situation. If the complaint is determined to be unfounded, the letter will explain the reasoning, and refer the complainant to DRPT in the event the complainant wishes to appeal the determination. This letter will be copied to DRPT.
13. A complaint may be dismissed for the following reasons:
 - a. The complainant requests the withdrawal of the complaint.
 - b. An interview cannot be scheduled with the complainant after reasonable attempts.
 - c. The complainant fails to respond to repeated requests for additional information needed to process the complaint.
14. DRPT will serve as the appealing forum to a complainant that is not satisfied with the outcome of an investigation conducted by **ACTS**. DRPT will analyze the facts of the case and will issue its conclusion to the appellant according to their procedures.

Transportation-Related Title VI Investigations, Complaints, and Lawsuits

Background

All recipients shall prepare and maintain a list of any of the following that allege discrimination on the basis of race, color, or national origin:

- Active investigations conducted by FTA and entities other than FTA;

- Lawsuits; and
- Complaints naming the recipient.

This list shall include the date that the transportation-related Title VI investigation, lawsuit, or complaint was filed; a summary of the allegation(s); the status of the investigation, lawsuit, or complaint; and actions taken by the recipient in response, or final findings related to the investigation, lawsuit, or complaint. This list shall be included in the Title VI Program submitted to DRPT every three years and information shall be provided to DRPT quarterly and annually.

SAMPLE List of Investigations, Lawsuits and Complaints

	Date (Month, Day, Year)	Summary (include basis of complaint: race, color or national origin)	Status	Action(s) taken
Investigations				
1.				
Lawsuits				
1.				
Complaints				
1.				

Public Outreach and Involvement

PUBLIC PARTICIPATION PLAN

Introduction

The Public Participation Plan (PPP) is a guide for ongoing public participation endeavors. Its purpose is to ensure that *ACTS* utilizes effective means of providing information and receiving public input on transportation decisions from low income, minority and limited English proficient (LEP) populations, as required by Title VI of the Civil Rights Act of 1964 and its implementing regulations.

Under federal regulations, transit operators must take reasonable steps to ensure that Limited English Proficient (LEP) persons have meaningful access to their programs and activities. This means that public participation opportunities, normally provided in English, should be accessible to persons who have a limited ability to speak, read, write, or understand English.

In addition to language access measures, other major components of the PPP include: public participation design factors; a range of public participation methods to provide information, to invite participation and/or to seek input; examples to demonstrate how population-appropriate outreach methods can be and were identified and utilized; and performance measures and objectives to ensure accountability and a means for improving over time.

ACTS established a public participation plan or process that will determine how, when, and how often specific public participation activities should take place, and which specific measures are most appropriate.

ACTS will make these determinations based on a demographic analysis of the population(s) affected, the type of plan, program, and/or service under consideration, and the resources available. Efforts to involve minority and LEP populations in public participation activities may include both comprehensive measures, such as placing public notices at all transit stations, stops, and vehicles, as well as targeted measures to address linguistic, institutional, cultural, economic, historical, or other barriers that may prevent minority and LEP persons from effectively participating in our decision-making process.

ACTS Public Participation Plan may include

- a. **Determining and identifying what meetings and program activities lend themselves to client public participation.**
- b. **Scheduling meetings at times and locations that are convenient and accessible for minority and LEP communities.**

- c. **Employing different meeting sizes and formats.**
- d. **Coordinating with community and faith-based organizations, educational institutions, and other organizations to implement public engagement strategies that reach out specifically to members of affected minority and/or LEP communities.**
- e. **Considering radio, television, or newspaper ads on stations and in publications that serve LEP populations. Outreach to LEP populations could also include audio programming available on podcasts.**
- f. **Providing opportunities for public participation through means other than written communication, such as personal interviews or use of audio or video recording devices to capture oral comments.**
- g. **Developing as part of a marketing plan methods to reach minority and/or LEP populations**

VIII. LANGUAGE ASSISTANCE PLAN FOR PERSONS WITH LIMITED ENGLISH PROFICIENCY (LEP)

Introduction and Legal Basis

LEP is a term that defines any individual not proficient in the use of the English language. The establishment and operation of an LEP program meets objectives set forth in Title VI of the Civil Rights Act and Executive Order 13116, Improving Access to Services for Persons with Limited English Proficiency (LEP). This Executive Order requires federal agencies receiving financial assistance to address the needs of non-English speaking persons. The Executive Order also establishes compliance standards to ensure that the programs and activities that are provided by a transportation provider in English are accessible to LEP communities. This includes providing meaningful access to individuals who are limited in their use of English. The following LEP language implementation plan, developed by ACTS is based on FTA guidelines.

As required ACTS developed a written LEP Plan (below). Using American Community Survey (ACS) Census data, ACTS has evaluated data to determine the extent of need for translation services of its vital documents and materials.

LEP persons can be a significant market for public transit, and reaching out to these individuals can help increase their utilization of transit. Therefore, it also makes good business sense to translate vital information into languages that the larger LEP populations in the community can understand.

Assessment of Needs and Resources

The need and resources for LEP language assistance were determined through a four-factor analysis as recommended by FTA guidance.

Factor 1: Assessment of the Number and Proportion of LEP Persons Likely to be Served or Encountered in the Eligible Service Population

The agency has reviewed census data on the number of individuals in its service area that have limited English Proficiency, as well as the languages they speak.

U.S. Census Data – American Community Survey (2011-2015)

Data from the U.S. Census Bureau's American Community Survey (ACS) were obtained through www.census.gov by Town of Altavista's service area within the Altavista, Campbell County, and the Town of Hurt. The agency's service area includes a total of 407 (0.76%) persons with Limited English Proficiency (those persons who indicated that they spoke English "less than very well" in the 2011-2015 ACS Census).

Information from the 2011-2015 ACS also provides more detail on the specific languages that are spoken by those who report that they speak English less than very well. Languages spoken at home by those with LEP are presented below. These data indicate the extent to which translations into other language are needed to meet the needs of LEP persons. Table 1-1 includes data from Campbell County and the Town of Hurt, while Table 1-2 only shows LEP data for the Town of Altavista.

Table 1-1: LEP by Language Spoken at Home in Entire Service Area

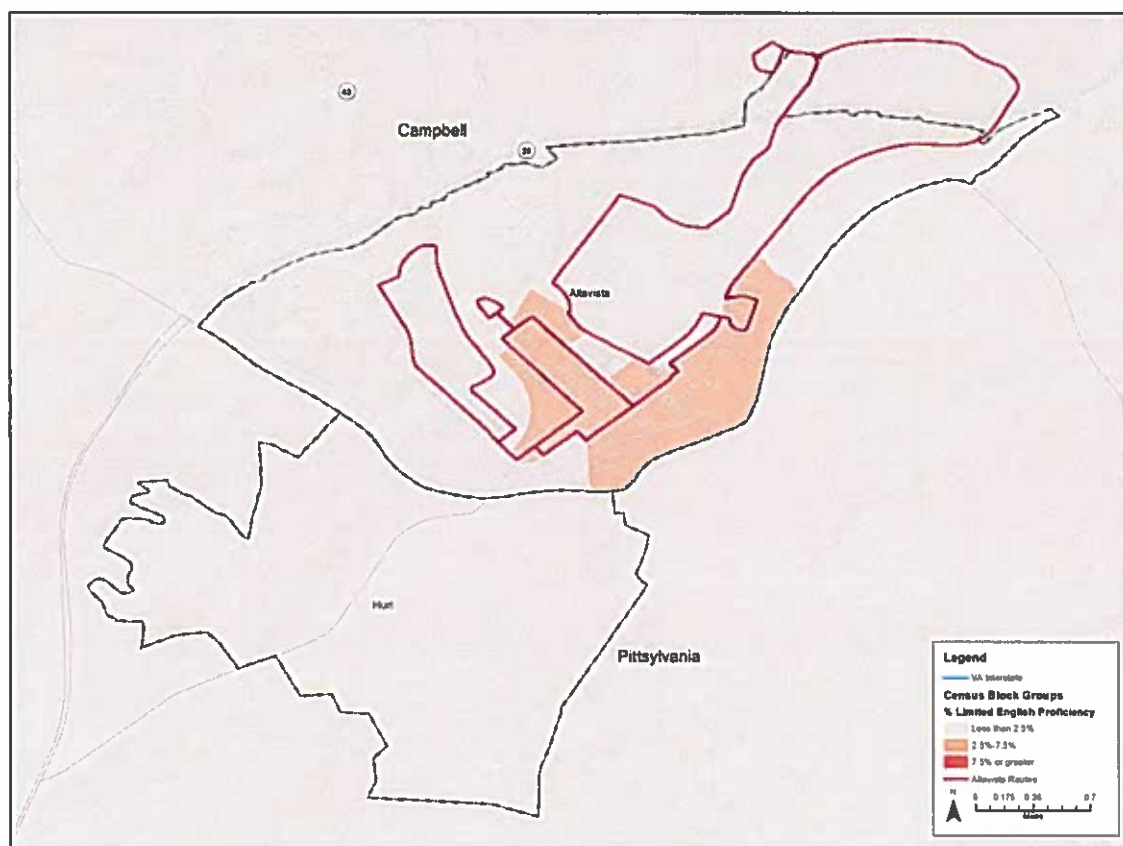
Town of Altavista Service Area			
Language	Number of LEP Population	Percent of Service Area Population Speaking Language	Percent of LEP Population Speaking Language
Spanish or Spanish Creole	129	4 %	3.85%
Chinese	0	0%	0%
Korean	0	0%	0%
African languages	0	0%	0%
French	0	0%	0%
Other Asian languages	0	0%	0%
Tagalog	0	0%	0%
German	0	0%	0%
Hungarian	0	0%	0%
Other Indic languages	0	0%	0%
Japanese	0	0%	0%
Total LEP Population	129	4.0%	
Total Service Area Population	3244		

Table 1-2: LEP by Language Spoken at Home in Altavista

Town of Altavista			
Language	Number of LEP Population	Percent of Town Population Speaking Language	Percent of LEP Population Speaking Language
Spanish or Spanish Creole	129	4%	86.2%
African languages	0	0%	0%
German	0	0%	0%
Total LEP Population	129	4%	
Total Town Population	3,244		

Spanish or Spanish Creole (129) is the most widely spoken language among LEP individuals in the Service Area. There are a relatively low number of LEP persons in the Service Area; no language group surpasses the Safe Harbor Provision. Figure 1 shows the percentage of LEP individuals in each Census Block Group.

Figure 1 - % LEP by Census Block Group



Factor 2: Assessment of Frequency with Which LEP Individuals Come Into Contact with the Transit Services or System

ACTS reviewed the relevant benefits, services, and information provided by the agency and determined the extent to which LEP persons have come into contact with these functions through one of more of the following channels:

- Contact with transit vehicle operators; **None**
- Contact with transit station managers; **None**
- Calls to ACTS's customer service telephone line; **None**
- Visits to the agency's headquarters; **None**
- Access to the agency's website;

- Attendance at community meetings or public hearings hosted by ACTS;
- Contact with the agency's ADA complementary paratransit system (including applying for eligibility, making reservations, and communicating with drivers).

There was no contact with LEP individuals by our vehicle operators, the Town's customer service telephone line or in person at Town Hall. While there is a population of Spanish speaking persons living within the ACTS service area, these persons can adequately communicate in English to persons contacted who are associated with the ACTS bus service.

We will continue to identify emerging populations as updated Census and American Community Survey data become available for our service area. In addition, when LEP persons contact our agency, we attempt to identify their language and keep records on contacts to accurately assess the frequency of contact. To assist in language identification, we use a language identification flashcard based on that which was developed by the U.S. Census. (<http://www.lep.gov/ISpeakCards2004.pdf>)]

Factor 3: Assessment of the Nature and Importance of the Transit Services to the LEP Population

ACTS provides the following programs, activities and services:

ACTS currently provides service to **all** citizens within our service area.

ACTS has no past experience serving and communicating with LEP persons.

The following are the most critical services provided by ACTS for all customers, including LEP persons.

- Safety and security awareness instructions
- Public transit services

Factor 4: Assessment of the Resources Available to the Agency and Costs

Costs

The following language assistance measures currently being provided by ACTS: **None**

We anticipate that these activities and costs will increase as follows. **N/A**

Based on the analysis of demographic data and contact with community organizations and LEP persons, ACTS has determined that the following additional services are ideally needed to provide meaningful access:

Resources

The available budget that could currently be devoted to additional language assistance expenses is *\$0. This amount is likely to change only if there is a significant increase in the LEP population or the need arises over time.*

ACTS will not request the additional grant funding for language assistance and at this time additional language assistance services are not required or needed.

Feasible and Appropriate Language Assistance Measures

Based on the available resources, the following language assistance measures are feasible and appropriate for our agency at this time:

- None at this time

LEP Implementation Plan

Through the four-factor analysis, ACTS has determined that no language assistance services are required, needed or feasible at this time.

Staff Access to Language Assistance Services

Agency staff has not encountered LEP persons since ACTS began, therefore staff access to language assistance services is not needed at this time.

Responding to LEP Callers

No LEP persons have contacted staff via phone calls since the inception of ACTS.

Responding to Written Communications from LEP Persons

No LEP persons have contacted staff via written communications since the inception of ACTS.

Responding to LEP Individuals in Person

No LEP persons have contacted staff at the administrative office for any inquiries related to ACTS since the inception of ACTS.

Staff Training

Until such need arises, ACTS staff will not receive training as language assistance services have been determined to not be necessary or feasible at this time. The need for such training and referral resources will be reviewed annually.

If required or deemed necessary, all new hires would receive training on assisting LEP persons as part of their sensitivity and customer service training. This includes:

- A summary of the transit agency's responsibilities under the DOT LEP Guidance;
- A summary of the agency's language assistance plan;
- A summary of the number and proportion of LEP persons in the agency's service area, the frequency of contact between the LEP population and the agency's programs and activities, and the importance of the programs and activities to the population;
- A description of the type of language assistance that the agency is currently providing and instructions on how agency staff can access these products and services; and
- A description of the agency's cultural sensitivity policies and practices.

Also, all staff who routinely come into contact with customers, as well as their supervisors and all management staff, receive annual refresher training on policies and procedures related to assisting LEP persons.

Providing Notice to LEP Persons

If LEP persons are identified, they would be notified of the availability of language assistance through the following approaches: *[List items such as:*

- *Through signs posted on our vehicles and in our customer service and administrative offices.*

LEP persons will also be included in all community outreach efforts related to service and fare changes.

Monitoring/updating the plan

This plan will be updated on a periodic basis (at least every three years), based on feedback, updated demographic data, and resource availability.

As part of ongoing outreach to community organizations, ACTS will solicit feedback on the effectiveness of language assistance provided any unmet needs are identified. In addition, we will conduct periodic reviews to determine if language assistance is needed and determine changes to LEP needs.

In preparing the triennial update of this plan, *ACTS* will conduct an internal assessment using the Language Assistance Monitoring Checklist provided in the FTA's "Implementing the Department of Transportation's Policy Guidance Concerning Recipients' Responsibilities to Limited English Proficient (LEP) Persons: A Handbook for Public Transportation Providers." Based on the feedback received from community members and agency employees, *ACTS* will make incremental changes to the type of written and oral language assistance provided as well as to their staff training and community outreach programs. The cost of proposed changes and the available resources will affect the enhancements that can be made, and therefore *ACTS* will attempt to identify the most cost-effective approaches.

As the community grows and new LEP groups emerge, *ACTS* will strive to address the needs for additional language assistance.

REQUIREMENTS OF TRANSIT PROVIDERS

Requirements and Guidelines for Fixed Route Transit Providers

The requirements apply to all providers of fixed route public transportation (also referred to as transit providers) that receive Federal financial assistance, inclusive of States, local and regional entities, and public and private entities.

Transit providers that are sub-recipients will submit the information to their primary recipient (the entity from whom they directly receive transit funds) every three years on a schedule determined by the primary recipient. The requirements are scaled based on the size of the fixed route transit provider.

REQUIRED: Service Standards and Policies

- **Service Standards**
 - Vehicle load, Vehicle headway, On-time performance, Service availability
- **Service Policies**
 - Transit amenities, Vehicle assignment

ACTS is required to plan and deliver transportation services in an equitable manner. This means the distribution of service levels and quality is to be equitable between minority and low income populations and the overall population. ACTS has reviewed its services and policies to ensure that those services and benefits are provided in an equitable manner to all persons.

Service Standards

The agency has set standards and policies that address how services are distributed across the transit system service area to ensure that the distribution affords users equitable access to these services. As shown in the following maps, the agency's routes provide either direct service or deviated route service to all citizens within the service area.

The following system-wide service standards are used to guard against service design or operations decisions from having disparate impacts.

All of ACTS's services meet the agency's established standards; thus it is judged that services are provided equitably to all persons in the service area, regardless of race, color or national origin.

- **Vehicle load** -Vehicle load is expressed as the ratio of passengers to the total number of seats on a vehicle at its maximum load point. The standard for maximum vehicle load is 15 all of ACTS's services meet this standard

- **Vehicle headway** -Vehicle headway is the amount of time between two vehicles traveling in the same direction on a given route. A shorter headway corresponds to more frequent service. The standard for vehicle headways is an hourly route and all of ACTS services meet this standards
- **On-time performance** -On-time performance is a measure of runs completed as scheduled. This criterion first must define what is considered to be “on time.” The standard for on-time performance is within 15 minutes after the scheduled time, all of ACTS services meet this standards
- **Service availability** - Service availability is a general measure of the distribution of routes within a transit provider’s service area or the span of service. The standard for service availability is deviation for any citizen in town, all of ACTS’s services meet this standard.



Service and Operating Policies

The ACTS's service and operating policies also ensure that operational practices do not result in discrimination on the basis of race, color, or national origin.

- **Distribution and Siting of Transit Amenities** -Transit amenities refer to items of comfort, convenience, and safety that are available to the general riding public. ACTS has a policy to ensure the equitable distribution of transit amenities across the system. This policy applies to seating (i.e., benches, seats), bus shelters and canopies, (c) provision of information, Intelligent Transportation Systems (ITS), waste receptacles (including trash and recycling). Passenger amenities are sited based on availability of space for amenities, safety of the passengers, number of passengers utilizing ACTS services at a given stop, and requests from passengers.
- **Vehicle assignment** - Vehicle assignment refers to the process by which transit vehicles are placed into service and on routes throughout the system. ACTS assigns vehicles with the goal of providing equitable benefits to minority and low income populations. Vehicles are assigned with regard to service type (fixed-route, demand-response, or a hybrid type) and ridership demand patterns (routes with greater numbers of passengers need vehicles with larger capacities). For each type of assignment, newer vehicles are rotated to ensure that no single route or service always has the same vehicle. The Title VI Manager reviews vehicle assignments on a monthly basis to ensure that vehicles are indeed being rotated and that no single route or service always has the old or new vehicles.

ACTS has one vehicle that routinely runs the fixed deviated route and one backup vehicle that is rotated into service every 3,000 miles.

Monitoring Title VI Complaints

As part of the complaint handling procedure, the Title VI Manager investigates possible inequities in service delivery for the route(s) or service(s) about which the complaint was filed. Depending on the nature of the complaint, the review examines span of service (days and hours), frequency, routing directness, interconnectivity with other routes and/or fare policy. If inequities are discovered during this review, options for reducing the disparity are explored, and service or fare changes are planned if needed.

In addition to the investigation following an individual complaint, the Title VI Manager periodically reviews all complaints received to determine if there may be a pattern. At a minimum, this review is conducted as part of preparing the Annual Report and Update for submission to DRPT.

Fare and Service Changes

ACTS follows its adopted written policy for the public comment process for major service reductions and fare increases, neither of which is anticipated to occur. With each proposed service or fare change, ACTS considers the relative impacts on, and benefits to, minority and low income populations, including LEP populations. Note that ACTS fares have remained the same since January 2011. All planning efforts for changes to existing services or fares, as well as new services, have a goal of providing equitable service.

APPENDIX: A



Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color, or national origin in programs and activities receiving Federal financial assistance. Specifically, Title VI provides that "no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance" (42 U.S.C. Section 2000d).

ACTS is committed to ensuring that no person is excluded from participation in, or denied the benefits of its transportation services on the basis of race, color, or national origin, as protected by Title VI in Federal Transit Administration (FTA) Circular 4702.1B. If you feel you are being denied participation in or being denied benefits of the transit services provided by ACTS, or otherwise being discriminated against because of your race, color, national origin, gender, age, or disability, our contact information is:

Name: Tobie Shelton

Title: Finance Director

Agency Name: Altavista Community Transit System

Address: 510 7th Street

Altavista VA, 24517

Telephone Number: 434-369-5001

Email address: tcshelton@altavistava.gov

APPENDIX: B**Title VI Complaint Form****Town of Altavista****Altavista Community Transit System**

Section I:				
Name:				
Address:				
Telephone (Home):			Telephone (Work):	
Electronic Mail Address:				
Accessible Format Requirements?	Large Print		Audio Tape	
	TDD		Other	
Section II:				
Are you filing this complaint on your own behalf?			Yes*	No
*If you answered "yes" to this question, go to Section III.				
If not, please supply the name and relationship of the person for whom you are complaining:				
Please explain why you have filed for a third party: _____				
Please confirm that you have obtained the permission of the aggrieved party if you are filing on behalf of a third party.			Yes	No
Section III:				
I believe the discrimination I experienced was based on (check all that apply):				
<input type="checkbox"/> Race <input type="checkbox"/> Color <input type="checkbox"/> National Origin				
Date of Alleged Discrimination (Month, Day, Year): _____				
Explain as clearly as possible what happened and why you believe you were discriminated against. Describe all persons who were involved. Include the name and contact information of the person(s) who discriminated against you (if known) as well as names and contact information of any witnesses. If more space is needed, please use the back of this form.				

Section IV		
Have you previously filed a Title VI complaint with this agency?	Yes	No
Section V		
Have you filed this complaint with any other Federal, State, or local agency, or with any Federal or State court?		
<input type="checkbox"/> Yes <input type="checkbox"/> No		
If yes, check all that apply:		
<input type="checkbox"/> Federal Agency: _____		
<input type="checkbox"/> Federal Court _____	<input type="checkbox"/> State Agency _____	
<input type="checkbox"/> State Court _____	<input type="checkbox"/> Local Agency _____	
Please provide information about a contact person at the agency/court where the complaint was filed.		
Name:		
Title:		
Agency:		
Address:		
Telephone:		
Section VI		
Name of agency complaint is against:		
Contact person:		
Title:		
Telephone number:		

You may attach any written materials or other information that you think is relevant to your complaint.

Signature and date required below

Signature

Date

Please submit this form in person at the address below, or mail this form to:

Altavista Town Hall
Att. Tobie Shelton
510 7th Street
Altavista, VA 24517

APPENDIX: C

ACTS LOG**List of Investigations, Lawsuits and Complaints**

	Date (Month, Day, Year)	Summary (include basis of complaint: race, color or national origin)	Status	Action(s) taken
Investigations				
1.				
Lawsuits				
1.				
Complaints				
1.				

List of Investigations, Lawsuits and Complaints

APPENDIX: D

LANGUAGE ASSISTANCE MONITORING CHECKLIST

Periodic monitoring of language assistance measures that have been implemented can help an agency determine if assistance is being provided competently and effectively. Agencies can use the following checklist to monitor their services. Actual monitoring should be tailored to what services the agency has implemented. Depending on the language assistance provided, the following questions could be answered by periodic monitoring:

Stations

- ☐ Are translated instructions on how to make fare payments available?
- ☐ Are translated schedules, route maps, or information on how to use the system available?
- ☐ Has the information been placed in a visible location?
- ☐ How many units of the material have been distributed?
- ☐ If such information is available, are station managers aware that they have this information?
- ☐ Are announcements audible?
- ☐ Are any announcements, such as security awareness announcements, made in languages other than English?
- ☐ Does the station display information or instructions using pictographs?
- ☐ Can a person who speaks limited English or another language receive assistance from a station manager when asking for directions? How is this assistance provided?

Vehicles

- ☐ Are translated instructions on how to make fare payments available?
- ☐ Are translated schedules, route maps, or information on how to use the system available?
- ☐ Has the information been placed in a visible location?
- ☐ How many units of the material have been distributed?
- ☐ If such information is available, are vehicle operators aware that they have this information?
- ☐ Are announcements audible?

___Are any announcements, such as security awareness announcements, made in languages other than English?

___Can a person who speaks limited English or another language receive assistance from a bus operator when asking about the destination of the vehicle? How is this assistance provided?

Customer Service

___Is the customer service telephone line equipped to handle callers speaking languages other than English?

___Can customer service representatives describe to a caller what language assistance the agency provides and how to obtain translated information or oral interpretation?

___Can a person speaking limited English or a language other than English request information from a customer service representative?

Community Outreach

___Are translators present at community meetings?

___Are translated versions of any written materials that are handed out at a meeting provided?

___Can members of the public provide oral as well as written comments?

Press/Public Relations

___Are meeting notices, press releases, and public service announcements translated into languages other than English?

___Does the agency website have a link to translated information on its home page?

Based on the feedback received from community members and agency employees, *ACTS* will attempt to make available written and/or oral language assistance as well as to their staff training and community outreach programs. The cost of proposed changes and the available resources will affect the enhancements that can be made, and therefore *ACTS* will attempt to identify the most cost-effective approaches.

As the community grows and LEP groups emerge, *ACTS* will strive to address the needs for language assistance.



TOWN OF ALTAVISTA
TOWN COUNCIL
REGULAR MEETING
January 11, 2022
AGENDA COVER SHEET

AGENDA ITEM #: 6.B

CONSENT AGENDA

Title: Acceptance of Monthly Financial Reports

Staff Resource: Tobie Shelton, Director of Finance and Administration

Action(s):

Accept the Monthly Financial Reports

Explanation:

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

Background:

Funding Source(s):

Attachments: *(click item to open)*

Attachment 1. December 2021 Check Register

Attachment 2. December 2021 Revenue Report

Attachment 3. December 2021 Expenditure Report

Attachment 4. December 2021 Reserve Balance / Investment Report

CHECK NO	VENDOR NO	VENDOR NAME	CHECK DATE	CHECK AMOUNT	DATE CLEARED	BANK CODE	STATUS	ORIGINAL AMOUNT
42526	647	APPLIED INDUSTRIAL TECHNOLOGIE	12/02/2021	360.34		00	OUTSTANDING	
42527	886	AT&T MOBILITY	12/02/2021	344.16		00	OUTSTANDING	
42528	910	BADGER METER INC	12/02/2021	127.50		00	OUTSTANDING	
42529	1004	TAYLOR HUDSON BERGER	12/02/2021	40.00		00	OUTSTANDING	
42530	12	BRENNTAG MID-SOUTH INC	12/02/2021	1,956.00		00	OUTSTANDING	
42531	28	COLUMBIA GAS	12/02/2021	569.92		00	OUTSTANDING	
42532	125	CVCJA	12/02/2021	46.00		00	OUTSTANDING	
42533	41	FISHER SCIENTIFIC	12/02/2021	955.25		00	OUTSTANDING	
42534	111	GRAINGER INC	12/02/2021	43.44		00	OUTSTANDING	
42535	50	GRETNA TIRE INC	12/02/2021	540.00		00	OUTSTANDING	
42536	566	INTEGRATED TECHNOLOGY GROUP IN	12/02/2021	14,145.46		00	OUTSTANDING	
42537	9999999	MILOTTE LOUIS HENRY 3RD	12/02/2021	39.32		00	OUTSTANDING	
42538	816	PACE ANAYLTICAL SERVICES LLC	12/02/2021	682.38		00	OUTSTANDING	
42539	843	BETTY PICKERAL	12/02/2021	1,150.00		00	OUTSTANDING	
42540	80	SOUTHSIDE ELECTRIC COOP	12/02/2021	1,165.61		00	OUTSTANDING	
42541	35	TREASURER OF VA/VITA	12/02/2021	5.81		00	OUTSTANDING	
42542	900	US BANK EQUIPMENT FINANCE	12/02/2021	232.66		00	OUTSTANDING	
42543	136	USABLUBOOK	12/02/2021	104.22		00	OUTSTANDING	
42544	110	VUPS INC	12/02/2021	47.25		00	OUTSTANDING	
42545	901	ANDERSON CONSTRUCTION INC	12/09/2021	257,355.00		00	OUTSTANDING	
42546	667	ASHWELL'S TREE SERVICE LLC	12/09/2021	1,200.00		00	OUTSTANDING	
42547	103	BEACON CREDIT UNION	12/09/2021	230.00		00	OUTSTANDING	
42548	978	REGINALD C BENNETT	12/09/2021	50.00		00	OUTSTANDING	
42549	12	BRENNTAG MID-SOUTH INC	12/09/2021	7,669.22		00	OUTSTANDING	
42550	797	CAMPBELL COUNTY CIRCUIT COURT	12/09/2021	10.00		00	OUTSTANDING	
42551	583	CAMPBELL COUNTY PUBLIC LIBRARY	12/09/2021	1,892.40		00	OUTSTANDING	
42552	736	MARVIN CLEMENTS	12/09/2021	75.00		00	OUTSTANDING	
42553	874	CORPORATE MEDICAL SERVICES	12/09/2021	48.00		00	OUTSTANDING	
42554	994	LARRY DALTON	12/09/2021	400.00		00	OUTSTANDING	
42555	164	DMV	12/09/2021	405.00		00	OUTSTANDING	
42556	20	J JOHNSON ELLER JR	12/09/2021	2,000.00		00	OUTSTANDING	
42557	937	ENGLISH CONSTRUCTION CO INC	12/09/2021	88,626.82		00	OUTSTANDING	
42558	57	ICMA RETIREMENT TRUST-457 #304	12/09/2021	270.00		00	OUTSTANDING	
42559	395	INFRASTRUCTURE SOLUTIONS GROUP	12/09/2021	18,637.78		00	OUTSTANDING	
42560	566	INTEGRATED TECHNOLOGY GROUP IN	12/09/2021	.00	12/22/2021	00	VOID	565.91
42561	564	JOHN JORDAN	12/09/2021	75.00		00	OUTSTANDING	
42562	935	MATTERN & CRAIG INC	12/09/2021	4,497.00		00	OUTSTANDING	
42563	993	MENDON PIPELINE INC	12/09/2021	131,670.95		00	OUTSTANDING	
42564	182	MID-ATLANTIC WASTE SYSTEMS	12/09/2021	8,357.67		00	OUTSTANDING	
42565	829	MARIE MITCHELL	12/09/2021	75.00		00	OUTSTANDING	
42566	954	JENNIFER MORTON	12/09/2021	50.00		00	OUTSTANDING	
42567	855	CHARLES NEWMAN	12/09/2021	450.00		00	OUTSTANDING	
42568	67	ORKIN PEST CONTROL LLC	12/09/2021	328.00		00	OUTSTANDING	
42569	1007	PINEY RIDGE CONTRACTING & CONS	12/09/2021	113,978.15		00	OUTSTANDING	
42570	588	PITNEY BOWES	12/09/2021	169.08		00	OUTSTANDING	
42571	510	RIVER VALLEY RESOURCES LLC	12/09/2021	50.00		00	OUTSTANDING	
42572	939	SECURITY LOCK AND KEY	12/09/2021	1,556.15		00	OUTSTANDING	
42573	1	SMALL TOWN GLASS	12/09/2021	228.48		00	OUTSTANDING	
42574	872	TIAA COMMERCIAL FINANCE INC	12/09/2021	153.00		00	OUTSTANDING	
42575	996	TONEY CONSTRUCTION INC	12/09/2021	156,067.71		00	OUTSTANDING	
42576	85	TREASURER OF VA /CHILD SUPPORT	12/09/2021	703.88		00	OUTSTANDING	

CHECK NO	VENDOR NO	VENDOR NAME	CHECK DATE	CHECK AMOUNT	DATE CLEARED	BANK CODE	STATUS	ORIGINAL AMOUNT
42577	601	VACORP	12/09/2021	304.22		00	OUTSTANDING	
42578	885	VIRGINIA RISK SHARING ASSOCIAT	12/09/2021	32,173.75		00	OUTSTANDING	
42579	756	WAGeworks INC	12/09/2021	139.96		00	OUTSTANDING	
42580	658	WKDE-FM	12/09/2021	110.00		00	OUTSTANDING	
42581	128	ADAMS CONSTRUCTION CO	12/16/2021	451.17		00	OUTSTANDING	
42582	4	BOXLEY AGGREGATES	12/16/2021	1,895.24		00	OUTSTANDING	
42583	294	BUSINESS CARD	12/16/2021	12,084.26		00	OUTSTANDING	
42584	145	CHANDLER CONCRETE CO INC	12/16/2021	573.46		00	OUTSTANDING	
42585	569	DIAMOND PAPER CO INC	12/16/2021	163.82		00	OUTSTANDING	
42586	36	DOMINION VIRGINIA POWER	12/16/2021	49,739.30		00	OUTSTANDING	
42587	738	CHERYL DUDLEY	12/16/2021	9.29		00	OUTSTANDING	
42588	301	ENGLISH'S LLC	12/16/2021	448.18		00	OUTSTANDING	
42589	308	ENNIS-FLINT INC	12/16/2021	1,568.25		00	OUTSTANDING	
42590	118	FERGUSON ENTERPRISES LLC	12/16/2021	5,175.86		00	OUTSTANDING	
42591	111	GRAINGER INC	12/16/2021	144.14		00	OUTSTANDING	
42592	976	GRANICUS LLC	12/16/2021	3,399.00		00	OUTSTANDING	
42593	916	GRANITE TELECOMMUNICATIONS	12/16/2021	699.51		00	OUTSTANDING	
42594	58	INSTRUMENTATION SERVICES INC	12/16/2021	708.00		00	OUTSTANDING	
42595	892	J & J PORTAPOTTY INC	12/16/2021	170.00		00	OUTSTANDING	
42596	1017	J B MOORE ELECTRICAL CONTRACTO	12/16/2021	12,527.00		00	OUTSTANDING	
42597	300	NAPA AUTO PARTS	12/16/2021	1,105.51		00	OUTSTANDING	
42598	798	PEED & BORTZ LLC	12/16/2021	2,254.00		00	OUTSTANDING	
42599	857	RIVERSTREET NETWORKS	12/16/2021	368.71		00	OUTSTANDING	
42600	559	ROBINSON FARMER COX ASSOCIATES	12/16/2021	18,990.00		00	OUTSTANDING	
42601	939	SECURITY LOCK AND KEY	12/16/2021	265.00		00	OUTSTANDING	
42602	228	SYDNOR HYDRO INC	12/16/2021	30,189.00		00	OUTSTANDING	
42603	124	TREASURER OF VA	12/16/2021	90.00		00	OUTSTANDING	
42604	92	UNIFIRST CORP	12/16/2021	2,524.02		00	OUTSTANDING	
42605	917	WALMART	12/16/2021	7,520.00		00	OUTSTANDING	
42606	793	XEROX FINANCIAL SERVICES	12/16/2021	415.78		00	OUTSTANDING	
42607	9	AFLAC	12/22/2021	2,843.83		00	OUTSTANDING	
42608	170	ALTAVISTA ON TRACK	12/22/2021	9,667.60		00	OUTSTANDING	
42609	126	ALTAVISTA VOLUNTEER FIRE CO IN	12/22/2021	15,000.00		00	OUTSTANDING	
42610	91	ANTHEM BLUE CROSS/BLUE SHIELD	12/22/2021	34,338.00		00	OUTSTANDING	
42611	667	ASHWELL'S TREE SERVICE LLC	12/22/2021	1,200.00		00	OUTSTANDING	
42612	103	BEACON CREDIT UNION	12/22/2021	230.00		00	OUTSTANDING	
42613	119	FOSTER ELECTRIC CO INC	12/22/2021	826.30		00	OUTSTANDING	
42614	49	GERALDINE KAUFFMAN	12/22/2021	5,796.00		00	OUTSTANDING	
42615	305	HAWKINS-GRAVES INC	12/22/2021	116.44		00	OUTSTANDING	
42616	57	ICMA RETIREMENT TRUST-457 #304	12/22/2021	270.00		00	OUTSTANDING	
42617	566	INTEGRATED TECHNOLOGY GROUP IN	12/22/2021	565.91		00	OUTSTANDING	
42618	947	J & J EQUIPMENT RENTALS INC	12/22/2021	1,518.00		00	OUTSTANDING	
42619	218	MINNESOTA LIFE	12/22/2021	144.37		00	OUTSTANDING	
42620	67	ORKIN PEST CONTROL LLC	12/22/2021	3,175.00		00	OUTSTANDING	
42621	72	PHYSICIANS TREATMENT CENTER	12/22/2021	345.00		00	OUTSTANDING	
42622	85	TREASURER OF VA /CHILD SUPPORT	12/22/2021	703.88		00	OUTSTANDING	
42623	672	WATTS PETROLEUM CORP	12/22/2021	1,362.90		00	OUTSTANDING	

CHECK NO	VENDOR NO	VENDOR NAME	CHECK DATE	CHECK AMOUNT	DATE CLEARED	BANK CODE	STATUS	ORIGINAL AMOUNT
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NO. OF CHECKS:	98	CHECKS OUTSTANDING	1,084,710.18	***				
OUTSTANDING CHECKS:	97	RECONCILED CHECKS:	VOID CHECKS:	1				
1,084,144.27		.00	.00					565.91

CHECK NO	VENDOR NO	VENDOR NAME	CHECK DATE	CHECK AMOUNT	DATE CLEARED	BANK CODE	STATUS	ORIGINAL AMOUNT
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NO. OF CHECKS:	98	TOTAL CHECKS	1,084,710.18	***				
OUTSTANDING CHECKS:	97	RECONCILED CHECKS:	VOID CHECKS:	1				
	1,084,144.27		.00	.00				565.91

TOWN OF ALTAVISTA

FUND 010	GENERAL FUND									
ACCOUNT	ACCOUNT DESCRIPTION	***** ESTIMATED	CURRENT ACTUAL	***** %REV	***** ESTIMATED	YEAR-TO-DATE ACTUAL	***** %REV	ANNUAL ESTIMATE	UNREALIZED BALANCE	
300	TAXES									
301	PROPERTY TAXES									
01 00	REAL PROPERTY CURRENT	17,666	104,695.50	593	105,996	193,139.36	182	212,000	18,860.64	
301	PROPERTY TAXES	17,666	104,695.50	593	105,996	193,139.36	182	212,000	18,860.64	
302	PUBLIC SERVICE									
01 00	REAL & PERSONAL CURRENT	7,612	88,013.23	1156	45,672	88,101.58	193	91,350	3,248.42	
302	PUBLIC SERVICE	7,612	88,013.23	1156	45,672	88,101.58	193	91,350	3,248.42	
303	PERSONAL PROPERTY									
01 00	CURRENT	21,166	137,666.56	650	126,996	163,208.80	129	254,000	90,791.20	
03 00	PPTRA	8,333	.00		49,998	4.00-		100,000	100,004.00	
303	PERSONAL PROPERTY	29,499	137,666.56	467	176,994	163,204.80	92	354,000	190,795.20	
304	MACHINERY & TOOLS									
01 00	CURRENT	165,000	612,629.13	371	990,000	2,056,589.57	208	1,980,000	76,589.57-	
304	MACHINERY & TOOLS	165,000	612,629.13	371	990,000	2,056,589.57	208	1,980,000	76,589.57-	
305	MOBILE HOME									
01 00	CURRENT	12	34.35	286	72	94.10	131	150	55.90	
305	MOBILE HOME	12	34.35	286	72	94.10	131	150	55.90	
306	PENALTIES & INTEREST									
01 00	PENALTIES	375	891.44	238	2,250	1,941.20	86	4,500	2,558.80	
02 00	INTEREST	291	143.99	50	1,746	1,320.02	76	3,500	2,179.98	
306	PENALTIES & INTEREST	666	1,035.43	156	3,996	3,261.22	82	8,000	4,738.78	
307	LOCAL									
01 00	SALES & USE	15,000	18,249.05	122	90,000	73,666.90	82	180,000	106,333.10	
02 00	ELECTRIC, GAS & TELEPHONE	9,500	17,711.10	186	57,000	47,159.30	83	114,000	66,840.70	
03 00	MOTOR VEHICLE LICENSES	3,833	15,213.38	397	22,998	37,402.62	163	46,000	8,597.38	
04 00	BANK STOCK	14,166	.00		84,996	.00		170,000	170,000.00	
05 00	HOTEL & MOTEL	6,666	13,524.50	203	39,996	57,691.71	144	80,000	22,308.29	
06 00	MEAL	82,500	67,937.30	82	495,000	483,049.17	98	990,000	506,950.83	
08 00	CONTAINER RENTAL FEE	150	.00		900	50.00	6	1,800	1,750.00	
09 00	COMMUNICATIONS TAX	2,500	2,484.55	99	15,000	9,903.68	66	30,000	20,096.32	
10 00	TRANSIT PASSENGER REVENUE	417	561.66	135	2,502	1,676.47	67	5,000	3,323.53	
11 00	CIGARETTE TAX	10,833	7,500.00	69	64,998	56,385.00	87	130,000	73,615.00	
12 00	MOBILE RESTAURANT PERMIT	12	.00		72	.00		150	150.00	
307	LOCAL	145,577	143,181.54	98	873,462	766,984.85	88	1,746,950	979,965.15	
308	LICENSES, PERMITS & FEES									

PREPARED 01/07/2022, 11:56:54
PROGRAM: GM259L

TOWN OF ALTAVISTA
REVENUE REPORT
50% OF YEAR LAPSED

PAGE 2
ACCOUNTING PERIOD 06/2022

TOWN OF ALTAVISTA

FUND 010 GENERAL FUND

ACCOUNT	ACCOUNT DESCRIPTION	***** ESTIMATED	CURRENT ACTUAL	***** %REV	***** ESTIMATED	YEAR-TO-DATE ACTUAL	***** %REV	ANNUAL ESTIMATE	UNREALIZED BALANCE
01 01	CONTRACTORS	375	.00		2,250	.00		4,500	4,500.00
01 02	RETAIL SALES	4,833	.00		28,998	.00		58,000	58,000.00
01 03	FINANCIAL, RE & PROF	350	.00		2,100	.00		4,200	4,200.00
01 04	REPAIRS & PERSONAL SVC	833	.00		4,998	.00		10,000	10,000.00
01 05	WHOLESALE BUSINESS	37	.00		222	.00		450	450.00
01 06	UTILITIES	225	.00		1,350	.00		2,700	2,700.00
01 07	HOTELS	70	.00		420	.00		850	850.00
01 *	BUSINESS LICENSE FEES	6,723	.00		40,338	.00		80,700	80,700.00
02 01	ZONING,SIGN,HOME OCCUPATN	108	40.00	37	648	530.00	82	1,300	770.00
308 **	LICENSES, PERMITS & FEES	6,831	40.00	1	40,986	530.00	1	82,000	81,470.00
300 ***	TAXES	372,863	1,087,295.74		2,237,178	3,271,905.48		4,474,450	1,202,544.52
310	FINES & FORFEITURES								
01 00	COURT FINES	500	277.24	55	3,000	4,247.15	142	6,000	1,752.85
02 00	PARKING FINES	25	.00		150	140.00	93	300	160.00
310 **		525	277.24	53	3,150	4,387.15	139	6,300	1,912.85
310 ***	FINES & FORFEITURES	525	277.24		3,150	4,387.15		6,300	1,912.85
320	INVESTMENT EARNINGS								
02 00	INTEREST INCOME	0	11,433.39		0	24,737.80		0	24,737.80-
321 **	INTEREST	0	11,433.39		0	24,737.80		0	24,737.80-
320 ***	INVESTMENT EARNINGS	0	11,433.39		0	24,737.80		0	24,737.80-
330	CHARGES FOR SERVICES								
01 00	RENTAL OF GENERAL PROP	83	.00		498	500.00	100	1,000	500.00
01 01	PAVILION RENTALS	208	.00		1,248	775.00	62	2,500	1,725.00
01 02	BOOKER BUILDING RENTALS	275	200.00	73	1,650	1,145.00	69	3,300	2,155.00
01 03	SPARK INNOVATION CENTER	1,500	.00		9,000	.00		18,000	18,000.00
01 *	RENTAL OF GENERAL PROP	2,066	200.00	10	12,396	2,420.00	20	24,800	22,380.00
02 00	RENTAL OF REAL PROP	6,666	5,598.05	84	39,996	34,133.82	85	80,000	45,866.18
331 **	RENTS	8,732	5,798.05	66	52,392	36,553.82	70	104,800	68,246.18
336	LOANS								
336 **	LOANS	0	.00		0	.00		0	.00

PREPARED 01/07/2022, 11:56:54
PROGRAM: GM259L

TOWN OF ALTAVISTA
REVENUE REPORT
50% OF YEAR LAPSED

PAGE 3
ACCOUNTING PERIOD 06/2022

TOWN OF ALTAVISTA

FUND 010 GENERAL FUND		*****	CURRENT	*****	*****	YEAR-TO-DATE	*****	ANNUAL	UNREALIZED
ACCOUNT	ACCOUNT DESCRIPTION	ESTIMATED	ACTUAL	%REV	ESTIMATED	ACTUAL	%REV	ESTIMATE	BALANCE
337	CODE ENFORCEMENT								
01 00	CODE ENFORCEMENT	42	.00		252	.00		500	500.00
337	** CODE ENFORCEMENT	42	.00		252	.00		500	500.00
330	*** CHARGES FOR SERVICES	8,774	5,798.05		52,644	36,553.82		105,300	68,746.18
340	INTERGOVERNMENTAL REVENUE								
341	STATE								
03 00	RAILROAD ROLLING STOCK	1,333	.00		7,998	15,712.02	196	16,000	287.98
04 00	DCJS GRANT	6,666	.00		39,996	44,572.00	111	80,000	35,428.00
06 00	RENTAL TAX	83	.00		498	254.77	51	1,000	745.23
08 00	MISCELLANEOUS STATE GRANT	1,250	15,000.00	1200	7,500	15,000.00	200	15,000	.00
11 00	VDOT CONTRACTUAL SERVICES	250	.00		1,500	.00		3,000	3,000.00
12 00	VDOT PD GRANT - OVERTIME	416	2,240.00	539	2,496	4,585.00	184	5,000	415.00
13 00	STATE TRANSIT REVENUE	1,545	.00		9,270	30,782.00	332	18,540	12,242.00-
16 00	SKILL GAMES TAX	0	.00		0	1,152.00		0	1,152.00-
17 *	BROWNFIELD ASSESSMNT GRNT	0	.00		0	.00		0	.00
341	** STATE	11,543	17,240.00	149	69,258	112,057.79	162	138,540	26,482.21
342	COUNTY								
02 00	LITTER GRANT	141	.00		846	.00		1,700	1,700.00
03 00	FIRE DEPT FUEL REIMB	833	1,109.63	133	4,998	4,498.32	90	10,000	5,501.68
342	** COUNTY	974	1,109.63	114	5,844	4,498.32	77	11,700	7,201.68
343	FEDERAL								
04 00	FEDERAL TRANSIT REVENUE	6,818	.00		40,908	20,211.00	49	81,820	61,609.00
343	** FEDERAL	6,818	.00		40,908	20,211.00	49	81,820	61,609.00
340	*** INTERGOVERNMENTAL REVENUE	19,335	18,349.63		116,010	136,767.11		232,060	95,292.89
350	OTHER REVENUE								
351	MISCELLANEOUS								
01 00	SALES OF SUPPLIES & MAT	625	.00		3,750	52.00	1	7,500	7,448.00
01 *	SALES OF SUPPLIES & MAT	625	.00		3,750	52.00	1	7,500	7,448.00
03 00	CASH DISCOUNTS	8	.00		48	.00		100	100.00
04 00	MISCELLANEOUS	1,166	6,244.42	536	6,996	43,499.46	622	14,000	29,499.46-
04 02	HURT / LIGHTS	25	.00		150	.00		300	300.00
04 03	HURT / SOLID WASTE COLL	2,997	.00		17,982	.00		35,960	35,960.00
04 04	ESTATE OF ROBERTA F JENKS	683	791.34	116	4,098	4,806.95	117	8,200	3,393.05
04 *	MISCELLANEOUS	4,871	7,035.76	144	29,226	48,306.41	165	58,460	10,153.59

PREPARED 01/07/2022, 11:56:54
PROGRAM: GM259L

TOWN OF ALTAVISTA
REVENUE REPORT
50% OF YEAR LAPSED

PAGE 4
ACCOUNTING PERIOD 06/2022

TOWN OF ALTAVISTA

FUND 010 GENERAL FUND

ACCOUNT	ACCOUNT DESCRIPTION	***** ESTIMATED	CURRENT ACTUAL	***** %REV	***** ESTIMATED	YEAR-TO-DATE ACTUAL	***** %REV	ANNUAL ESTIMATE	UNREALIZED BALANCE
05 00	AVOCA REIMBURSEMENT	0	.00		0	4,380.00		0	4,380.00-
08 00	REIMB OF INSURANCE CLAIM	0	49.91		0	49.91		0	49.91-
351	** MISCELLANEOUS	5,504	7,085.67	129	33,024	52,788.32	160	66,060	13,271.68
350	*** OTHER REVENUE	5,504	7,085.67		33,024	52,788.32		66,060	13,271.68
360	OTHER FINANCING SOURCES								
361	TRANSFER IN								
01 00	FROM RESERVES	98,593	.00		591,558	.00		1,183,120	1,183,120.00
01 01	RESERVE MAIN. FUNDS	4,833	.00		28,998	.00		58,000	58,000.00
01 *	FROM RESERVES	103,426	.00		620,556	.00		1,241,120	1,241,120.00
03 01	DESIGNATED	17,951	.00		107,706	.00		215,420	215,420.00
361	** TRANSFER IN	121,377	.00		728,262	.00		1,456,540	1,456,540.00
362	PROCEEDS FROM LTD								
362	** PROCEEDS FROM LTD	0	.00		0	.00		0	.00
360	*** OTHER FINANCING SOURCES	121,377	.00		728,262	.00		1,456,540	1,456,540.00
FUND TOTAL	GENERAL FUND	528,378	1,130,239.72		3,170,268	3,527,139.68		6,340,710	2,813,570.32

PREPARED 01/07/2022, 11:56:54
PROGRAM: GM259L

TOWN OF ALTAVISTA
REVENUE REPORT
50% OF YEAR LAPSED

PAGE 5
ACCOUNTING PERIOD 06/2022

TOWN OF ALTAVISTA

FUND 020 STATE HIGHWAY REIMB FUND		***** CURRENT *****			***** YEAR-TO-DATE *****			ANNUAL	UNREALIZED
ACCOUNT	ACCOUNT DESCRIPTION	ESTIMATED	ACTUAL	%REV	ESTIMATED	ACTUAL	%REV	ESTIMATE	BALANCE
320	INVESTMENT EARNINGS								
321	INTEREST								
02 00	INTEREST INCOME	0	72.93		0	328.41		0	328.41-
321	** INTEREST	0	72.93		0	328.41		0	328.41-
320	*** INVESTMENT EARNINGS	0	72.93		0	328.41		0	328.41-
340	INTERGOVERNMENTAL REVENUE								
341	STATE								
07 00	STREET & HIGHWAY MAINT	60,833	.00		364,998	192,033.82	53	730,000	537,966.18
07 01	CARRYOVER OF FUNDS	25,980	.00		155,880	.00		311,770	311,770.00
07 *	STREET & HIGHWAY MAINT	86,813	.00		520,878	192,033.82	37	1,041,770	849,736.18
341	** STATE	86,813	.00		520,878	192,033.82	37	1,041,770	849,736.18
340	*** INTERGOVERNMENTAL REVENUE	86,813	.00		520,878	192,033.82		1,041,770	849,736.18
350	OTHER REVENUE								
351	MISCELLANEOUS								
351	** MISCELLANEOUS	0	.00		0	.00		0	.00
350	*** OTHER REVENUE	0	.00		0	.00		0	.00
360	OTHER FINANCING SOURCES								
361	TRANSFER IN								
361	** TRANSFER IN	0	.00		0	.00		0	.00
360	*** OTHER FINANCING SOURCES	0	.00		0	.00		0	.00
FUND TOTAL STATE HIGHWAY REIMB FUND		86,813	72.93		520,878	192,362.23		1,041,770	849,407.77

PREPARED 01/07/2022, 11:56:54
PROGRAM: GM259L

TOWN OF ALTAVISTA
REVENUE REPORT
50% OF YEAR LAPSED

PAGE 6
ACCOUNTING PERIOD 06/2022

TOWN OF ALTAVISTA

FUND 030 LIBRARY FUND		***** CURRENT *****			***** YEAR-TO-DATE *****			ANNUAL	UNREALIZED
ACCOUNT	ACCOUNT DESCRIPTION	ESTIMATED	ACTUAL	%REV	ESTIMATED	ACTUAL	%REV	ESTIMATE	BALANCE
320	INVESTMENT EARNINGS								
321	INTEREST								
321	** INTEREST	0	.00		0	.00		0	.00
320	*** INVESTMENT EARNINGS	0	.00		0	.00		0	.00
350	OTHER REVENUE								
351	MISCELLANEOUS								
351	** MISCELLANEOUS	0	.00		0	.00		0	.00
350	*** OTHER REVENUE	0	.00		0	.00		0	.00
360	OTHER FINANCING SOURCES								
361	TRANSFER IN								
361	** TRANSFER IN	0	.00		0	.00		0	.00
360	*** OTHER FINANCING SOURCES	0	.00		0	.00		0	.00
FUND TOTAL LIBRARY FUND		0	.00		0	.00		0	.00

PREPARED 01/07/2022, 11:56:54
PROGRAM: GM259L

TOWN OF ALTAVISTA
REVENUE REPORT
50% OF YEAR LAPSED

PAGE 7
ACCOUNTING PERIOD 06/2022

TOWN OF ALTAVISTA

FUND 050 WATER & SEWER FUND		*****	CURRENT	*****	*****	YEAR-TO-DATE	*****	ANNUAL	UNREALIZED
ACCOUNT	ACCOUNT DESCRIPTION	ESTIMATED	ACTUAL	%REV	ESTIMATED	ACTUAL	%REV	ESTIMATE	BALANCE
320	INVESTMENT EARNINGS								
321	INTEREST								
02 00	INTEREST INCOME	0	46.25		0	1,759.38		0	1,759.38-
321	** INTEREST	0	46.25		0	1,759.38		0	1,759.38-
320	*** INVESTMENT EARNINGS	0	46.25		0	1,759.38		0	1,759.38-
330	CHARGES FOR SERVICES								
332	WATER CHARGES								
01 00	INDUSTRIAL	116,250	107,648.29	93	697,500	603,844.17	87	1,395,000	791,155.83
02 00	BUSINESS & RESIDENTIAL	25,500	56,811.22	223	153,000	135,178.88	88	306,000	170,821.12
03 00	OUTSIDE COMMUNITY	15,416	23,311.54	151	92,496	78,666.79	85	185,000	106,333.21
04 00	WATER CONNECTION FEES	125	.00		750	.00		1,500	1,500.00
05 00	BULK WATER PURCHASE	833	1,577.00	189	4,998	2,461.00	49	10,000	7,539.00
332	** WATER CHARGES	158,124	189,348.05	120	948,744	820,150.84	86	1,897,500	1,077,349.16
333	SEWER CHARGES								
01 00	INDUSTRIAL	141,666	127,205.30	90	849,996	685,633.60	81	1,700,000	1,014,366.40
02 00	BUSINESS & RESIDENTIAL	21,666	50,424.23	233	129,996	114,730.20	88	260,000	145,269.80
03 00	OUTSIDE COMMUNITY	133	.00		798	5,640.31	707	1,600	4,040.31-
04 00	SEWER CONNECTION FEES	166	2,600.00	1566	996	4,600.00	462	2,000	2,600.00-
05 00	SEWER SURCHARGES	4,166	13,280.69	319	24,996	76,705.60	307	50,000	26,705.60-
333	** SEWER CHARGES	167,797	193,510.22	115	1,006,782	887,309.71	88	2,013,600	1,126,290.29
334	WATER & SEWER								
00 00	WATER & SEWER	558	.88		3,348	2,012.48	60	6,700	4,687.52
01 01	MONTHLY	4,166	4,325.75	104	24,996	21,628.75	87	50,000	28,371.25
01 02	QUARTERLY	11,666	35,745.45	306	69,996	71,583.20	102	140,000	68,416.80
01 *	BASE RATE FEE	15,832	40,071.20	253	94,992	93,211.95	98	190,000	96,788.05
334	** WATER & SEWER	16,390	40,072.08	245	98,340	95,224.43	97	196,700	101,475.57
330	*** CHARGES FOR SERVICES	342,311	422,930.35		2,053,866	1,802,684.98		4,107,800	2,305,115.02
340	INTERGOVERNMENTAL REVENUE								
341	STATE								
19 00	VRA	0	.00		0	462,407.00		0	462,407.00-
341	** STATE	0	.00		0	462,407.00		0	462,407.00-
343	FEDERAL								
343	** FEDERAL	0	.00		0	.00		0	.00
340	*** INTERGOVERNMENTAL REVENUE	0	.00		0	462,407.00		0	462,407.00-

PREPARED 01/07/2022, 11:56:54
PROGRAM: GM259L

TOWN OF ALTAVISTA
REVENUE REPORT
50% OF YEAR LAPSED

PAGE 8

ACCOUNTING PERIOD 06/2022

TOWN OF ALTAVISTA

FUND 050 WATER & SEWER FUND		***** CURRENT *****			***** YEAR-TO-DATE *****			ANNUAL	UNREALIZED
ACCOUNT	ACCOUNT DESCRIPTION	ESTIMATED	ACTUAL	%REV	ESTIMATED	ACTUAL	%REV	ESTIMATE	BALANCE
350	OTHER REVENUE								
351	MISCELLANEOUS								
03 00	CASH DISCOUNTS	0	.00		0	7.42		0	7.42-
04 00	MISCELLANEOUS	2,083	315.00	15	12,498	19,587.65	157	25,000	5,412.35
04 05	ABBOTT WTR LINE PROJECT	0	.00		0	36,010.00		0	36,010.00-
04 *	MISCELLANEOUS	2,083	315.00	15	12,498	55,597.65	445	25,000	30,597.65-
351	** MISCELLANEOUS	2,083	315.00	15	12,498	55,605.07	445	25,000	30,605.07-
350	*** OTHER REVENUE	2,083	315.00		12,498	55,605.07		25,000	30,605.07-
360	OTHER FINANCING SOURCES								
361	TRANSFER IN								
01 00	FROM RESERVES	2,795	.00		16,770	.00		33,550	33,550.00
11 00	BOND PROCEEDS	392,854	.00		2,357,124	.00		4,714,250	4,714,250.00
361	** TRANSFER IN	395,649	.00		2,373,894	.00		4,747,800	4,747,800.00
362	PROCEEDS FROM LTD								
362	** PROCEEDS FROM LTD	0	.00		0	.00		0	.00
360	*** OTHER FINANCING SOURCES	395,649	.00		2,373,894	.00		4,747,800	4,747,800.00
FUND TOTAL WATER & SEWER FUND		740,043	423,291.60		4,440,258	2,322,456.43		8,880,600	6,558,143.57

PREPARED 01/07/2022, 11:56:54
PROGRAM: GM259L

TOWN OF ALTAVISTA
REVENUE REPORT
50% OF YEAR LAPSED

PAGE 9

ACCOUNTING PERIOD 06/2022

TOWN OF ALTAVISTA

FUND 060 AGENCY / DONATION FUND		***** CURRENT *****			***** YEAR-TO-DATE *****			ANNUAL	UNREALIZED
ACCOUNT	DESCRIPTION	ESTIMATED	ACTUAL	%REV	ESTIMATED	ACTUAL	%REV	ESTIMATE	BALANCE
320	INVESTMENT EARNINGS								
321	INTEREST								
02 00	INTEREST INCOME	0	.01		0	.06		0	.06-
321	** INTEREST	0	.01		0	.06		0	.06-
320	*** INVESTMENT EARNINGS	0	.01		0	.06		0	.06-
350	OTHER REVENUE								
351	MISCELLANEOUS								
351	** MISCELLANEOUS	0	.00		0	.00		0	.00
350	*** OTHER REVENUE	0	.00		0	.00		0	.00
360	OTHER FINANCING SOURCES								
361	TRANSFER IN								
361	** TRANSFER IN	0	.00		0	.00		0	.00
360	*** OTHER FINANCING SOURCES	0	.00		0	.00		0	.00
FUND TOTAL AGENCY / DONATION FUND		0	.01		0	.06		0	.06-

PREPARED 01/07/2022, 11:56:54
PROGRAM: GM259L

TOWN OF ALTAVISTA
REVENUE REPORT
50% OF YEAR LAPSED

PAGE 10

ACCOUNTING PERIOD 06/2022

TOWN OF ALTAVISTA

FUND 070 COMMUNITY IMPROV FUND		***** CURRENT *****			***** YEAR-TO-DATE *****			ANNUAL	UNREALIZED
ACCOUNT	ACCOUNT DESCRIPTION	ESTIMATED	ACTUAL	%REV	ESTIMATED	ACTUAL	%REV	ESTIMATE	BALANCE
320	INVESTMENT EARNINGS								
321	INTEREST								
321	** INTEREST	0	.00		0	.00		0	.00
320	*** INVESTMENT EARNINGS	0	.00		0	.00		0	.00
330	CHARGES FOR SERVICES								
335	RECREATION								
335	** RECREATION	0	.00		0	.00		0	.00
336	LOANS								
336	** LOANS	0	.00		0	.00		0	.00
330	*** CHARGES FOR SERVICES	0	.00		0	.00		0	.00
340	INTERGOVERNMENTAL REVENUE								
341	STATE								
341	** STATE	0	.00		0	.00		0	.00
343	FEDERAL								
08 00	USDA GRANT REVENUE	0	.00		0	18,025.00		0	18,025.00-
343	** FEDERAL	0	.00		0	18,025.00		0	18,025.00-
340	*** INTERGOVERNMENTAL REVENUE	0	.00		0	18,025.00		0	18,025.00-
350	OTHER REVENUE								
351	MISCELLANEOUS								
351	** MISCELLANEOUS	0	.00		0	.00		0	.00
350	*** OTHER REVENUE	0	.00		0	.00		0	.00
360	OTHER FINANCING SOURCES								
361	TRANSFER IN								
361	** TRANSFER IN	0	.00		0	.00		0	.00
360	*** OTHER FINANCING SOURCES	0	.00		0	.00		0	.00
FUND TOTAL COMMUNITY IMPROV FUND		0	.00		0	18,025.00		0	18,025.00-

PREPARED 01/07/2022, 11:56:54
PROGRAM: GM259L

TOWN OF ALTAVISTA
REVENUE REPORT
50% OF YEAR LAPSED

PAGE 11

ACCOUNTING PERIOD 06/2022

TOWN OF ALTAVISTA

FUND 090 CEMETERY FUND		***** CURRENT *****			***** YEAR-TO-DATE *****			ANNUAL	UNREALIZED
ACCOUNT	ACCOUNT DESCRIPTION	ESTIMATED	ACTUAL	%REV	ESTIMATED	ACTUAL	%REV	ESTIMATE	BALANCE
300	TAXES								
308	LICENSES, PERMITS & FEES								
02 02	BURIAL	1,437	.00		8,622	3,575.00	42	17,250	13,675.00
308	** LICENSES, PERMITS & FEES	1,437	.00		8,622	3,575.00	42	17,250	13,675.00
300	*** TAXES	1,437	.00		8,622	3,575.00		17,250	13,675.00
320	INVESTMENT EARNINGS								
321	INTEREST								
02 00	INTEREST INCOME	0	2,907.95		0	6,674.04		0	6,674.04-
321	** INTEREST	0	2,907.95		0	6,674.04		0	6,674.04-
320	*** INVESTMENT EARNINGS	0	2,907.95		0	6,674.04		0	6,674.04-
350	OTHER REVENUE								
351	MISCELLANEOUS								
02 00	SALE OF REAL ESTATE	375	1,950.00	520	2,250	5,750.00	256	4,500	1,250.00-
351	** MISCELLANEOUS	375	1,950.00	520	2,250	5,750.00	256	4,500	1,250.00-
350	*** OTHER REVENUE	375	1,950.00		2,250	5,750.00		4,500	1,250.00-
360	OTHER FINANCING SOURCES								
361	TRANSFER IN								
03 00	FROM GENERAL FUND	4,700	.00		28,200	25,000.00	89	56,400	31,400.00
361	** TRANSFER IN	4,700	.00		28,200	25,000.00	89	56,400	31,400.00
360	*** OTHER FINANCING SOURCES	4,700	.00		28,200	25,000.00		56,400	31,400.00
FUND TOTAL CEMETERY FUND		6,512	4,857.95		39,072	40,999.04		78,150	37,150.96
GRAND TOTAL		1,361,746	1,558,462.21		8,170,476	6,100,982.44		16,341,230	10,240,247.56

PREPARED 01/07/2022, 11:57:17
PROGRAM: GM267L
TOWN OF ALTAVISTA

DETAIL BUDGET REPORT
50% OF YEAR LAPSED

PAGE 1
ACCOUNTING PERIOD 06/2022

REPORT SELECTIONS

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

PREPARED 01/07/2022, 11:57:17
 PROGRAM: GM267L
 TOWN OF ALTAVISTA

DETAIL BUDGET REPORT
 50% OF YEAR LAPSED

PAGE 2
 ACCOUNTING PERIOD 06/2022

FUND 010 GENERAL FUND			DEPT/DIV 1001 COUNCIL/COUNCIL									
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****						
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	ANNUAL BUDGET	UNENCUMB. BALANCE	% BDGT
40		ADMINISTRATION										
400		COUNCIL / PLANNING COMM										
	10	SALARIES AND WAGES										
	10 01	TOWN COUNCIL	2166	2166.69	100	12996	13000.14	100	.00	26000	12999.86	50
	10 **	SALARIES AND WAGES	2166	2166.69	100	12996	13000.14	100	.00	26000	12999.86	50
	20	BENEFITS										
	20 02	FICA	166	165.73	100	996	994.38	100	.00	2000	1005.62	50
	20 **	BENEFITS	166	165.73	100	996	994.38	100	.00	2000	1005.62	50
	30	CONTRACTUAL SERVICES										
	30 14	MISC & PROFESSIONAL SVCS	133	.00	0	798	15000.00	1880	15000.00	1600	28400.00-1875	
	30 26	IT NETWRK/WEBSITE SUPPORT	283	3399.00	1201	1698	3399.00	200	.00	3400	1.00	100
	30 **	CONTRACTUAL SERVICES	416	3399.00	817	2496	18399.00	737	15000.00	5000	28399.00-	668
	50	OTHER CHARGES										
	50 08	TELECOMMUNICATIONS	208	.00	0	1248	797.72	64	.00	2500	1702.28	32
	50 16	PUBLIC OFFICIAL LIAB INSU	75	225.00	300	450	675.00	150	.00	900	225.00	75
	50 26	CONVENTIONS & EDUCATIONS	125	.00	0	750	.00	0	.00	1500	1500.00	0
	50 32	MISCELLANEOUS	125	.00	0	750	156.86	21	.00	1500	1343.14	11
	50 **	OTHER CHARGES	533	225.00	42	3198	1629.58	51	.00	6400	4770.42	26
	81	CAPITAL OUTLAY - REPLACE										
	81 04	EDP EQUIP REPLACEMENT	833	8324.84	999	4998	8324.84	167	2774.94	10000	1099.78-	111
	81 **	CAPITAL OUTLAY - REPLACE	833	8324.84	999	4998	8324.84	167	2774.94	10000	1099.78-	111
400	** **	COUNCIL / PLANNING COMM	4114	14281.26	347	24684	42347.94	172	17774.94	49400	10722.88-	122
40	** **	ADMINISTRATION	4114	14281.26	347	24684	42347.94	172	17774.94	49400	10722.88-	122
DIV	1001	TOTAL ***** COUNCIL	4114	14281.26	347	24684	42347.94	172	17774.94	49400	10722.88-	122
DEPT	10	TOTAL ***** COUNCIL	4114	14281.26	347	24684	42347.94	172	17774.94	49400	10722.88-	122

PREPARED 01/07/2022, 11:57:17
 PROGRAM: GM267L
 TOWN OF ALTAVISTA

DETAIL BUDGET REPORT
 50% OF YEAR LAPSED

PAGE 3
 ACCOUNTING PERIOD 06/2022

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

40			ADMINISTRATION										
401			ADMINISTRATION										
10			SALARIES AND WAGES										
10	02		REGULAR	28575	13755.59	48	171450	113581.48	66	.00	342900	229318.52	33
10	04		OVERTIME	150	69.61	46	900	407.38	45	.00	1800	1392.62	23
10	**		SALARIES AND WAGES	28725	13825.20	48	172350	113988.86	66	.00	344700	230711.14	33
20			BENEFITS										
20	02		FICA	2200	968.19	44	13200	8272.55	63	.00	26400	18127.45	31
20	04		VA RETIREMENT SYSTEM	2800	1037.52	37	16800	7758.64	46	.00	33610	25851.36	23
20	06		GROUP MEDICAL INSURANCE	3716	2858.96	77	22296	18813.36	84	.00	44600	25786.64	42
20	08		GROUP LIFE INSURANCE	383	181.36	47	2298	1550.20	68	.00	4600	3049.80	34
20	10		WORKER'S COMP	4583	12085.26	264	27498	37814.02	138	.00	55000	17185.98	69
20	12		EMPLOYEE EDUCATION ASSIST	83	.00	0	498	.00	0	.00	1000	1000.00	0
20	14		EMPLOYEE ASSIST PROGRAM	142	.00	0	852	772.50	91	.00	1710	937.50	45
20	16		OTHER EMPLOYEE BENEFITS	2870	6929.22	241	17220	9003.48	52	.00	34450	25446.52	26
20	18		VRS HYBRID EMPLOYER CONTR	0	259.30	0	0	2850.20	0	.00	0	2850.20	0
20	20		ICMA HYBRID EMPLOYER CONT	0	29.46	0	0	727.94	0	.00	0	727.94	0
20	**		BENEFITS	16777	24349.27	145	100662	87562.89	87	.00	201370	113807.11	44
30			CONTRACTUAL SERVICES										
30	02		PROFESSIONAL SVCS - COBRA	150	139.96	93	900	643.58	72	.00	1800	1156.42	36
30	04		LEGAL SERVICES	2208	2000.00	91	13248	11014.50	83	.00	26500	15485.50	42
30	06		ADVERTISING	1666	.00	0	9996	3400.66	34	.00	20000	16599.34	17
30	08		MAINTENANCE SVC CONTRACTS	7858	1756.85	22	47148	84516.24	179	.00	94300	9783.76	90
30	10		INDEPENDENT AUDITOR	1583	18990.00	1200	9498	18990.00	200	.00	19000	10.00	100
30	12		ENGIN & ARCHITECTURAL SVC	416	.00	0	2496	.00	0	.00	5000	5000.00	0
30	14		MISC & PROFESSIONAL SVCS	2083	.00	0	12498	13820.40	111	.00	25000	11179.60	55
30	17		RANDOM DRUG SCREENING	116	.00	0	696	118.00	17	.00	1400	1282.00	8
30	26		IT NETWRK/WEBSITE SUPPORT	4445	3918.46	88	26670	44877.06	168	.00	53350	8472.94	84
30	**		CONTRACTUAL SERVICES	20525	26805.27	131	123150	177380.44	144	.00	246350	68969.56	72
50			OTHER CHARGES										
50	02		ELECTRICAL SERVICES	1250	1076.48	86	7500	5543.41	74	.00	15000	9456.59	37
50	04		HEATING SERVICES	250	96.24	39	1500	240.09	16	.00	3000	2759.91	8
50	06		POSTAL SERVICES	933	.00	0	5598	4551.55	81	.00	11200	6648.45	41
50	08		TELECOMMUNICATIONS	516	357.38	69	3096	2512.43	81	.00	6200	3687.57	41
50	10		PROPERTY INSURANCE	708	2326.50	329	4248	6979.50	164	.00	8500	1520.50	82
50	12		MOTOR VEHICLE INSURANCE	45	137.50	306	270	412.50	153	.00	550	137.50	75
50	14		SURETY BONDS	25	.00	0	150	.00	0	.00	300	300.00	0
50	18		GENERAL LIABILITY INSUR	344	512.00	149	2064	1536.00	74	.00	4130	2594.00	37
50	26		CONVENTIONS & EDUCATIONS	333	.00	0	1998	.00	0	.00	4000	4000.00	0
50	28		DUES & ASSOC MEMBERSHIPS	950	.00	0	5700	9443.00	166	.00	11400	1957.00	83
50	30		REFUNDS	41	.00	0	246	.00	0	.00	500	500.00	0
50	32		MISCELLANEOUS	854	661.05	77	5124	6571.44	128	740.13	10250	2938.43	71
50	34		MISCELLANEOUS REIMB	16	.00	0	96	.00	0	.00	200	200.00	0
50	**		OTHER CHARGES	6265	5167.15	83	37590	37789.92	101	740.13	75230	36699.95	51

PREPARED 01/07/2022, 11:57:17
 PROGRAM: GM267L
 TOWN OF ALTAVISTA

DETAIL BUDGET REPORT
 50% OF YEAR LAPSED

PAGE 4
 ACCOUNTING PERIOD 06/2022

FUND 010 GENERAL FUND			DEPT/DIV 1101 GENERAL GOVERNMENT/ADMINISTRATION									
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****				ANNUAL	UNENCUMB.	%
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
40		ADMINISTRATION										
401		ADMINISTRATION										
	60	MATERIALS & SUPPLIES										
	60 02	OFFICE SUPPLIES	1991	811.12	41	11946	7631.17	64	.00	23900	16268.83	32
	60 04	REPAIRS & MAINTENANCE	1775	1742.43	98	10650	8380.50	79	.00	21300	12919.50	39
	60 06	FUELS & LUBRICANTS	108	71.23	66	648	247.40	38	.00	1300	1052.60	19
	60 12	BOOKS & SUBSCRIPTIONS	8	.00	0	48	56.00	117	.00	100	44.00	56
	60 **	MATERIALS & SUPPLIES	3882	2624.78	68	23292	16315.07	70	.00	46600	30284.93	35
	81	CAPITAL OUTLAY - REPLACE										
	81 18	BUILDING	583	.00	0	3498	.00	0	.00	7000	7000.00	0
	81 **	CAPITAL OUTLAY - REPLACE	583	.00	0	3498	.00	0	.00	7000	7000.00	0
401	** **	ADMINISTRATION	76757	72771.67	95	460542	433037.18	94	740.13	921250	487472.69	47
40	** **	ADMINISTRATION	76757	72771.67	95	460542	433037.18	94	740.13	921250	487472.69	47
DIV	1101	TOTAL ***** ADMINISTRATION	76757	72771.67	95	460542	433037.18	94	740.13	921250	487472.69	47
DEPT	11	TOTAL ***** GENERAL GOVERNMENT	76757	72771.67	95	460542	433037.18	94	740.13	921250	487472.69	47

PREPARED 01/07/2022, 11:57:17
 PROGRAM: GM267L
 TOWN OF ALTAVISTA

DETAIL BUDGET REPORT
 50% OF YEAR LAPSED

PAGE 5
 ACCOUNTING PERIOD 06/2022

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

50		PUBLIC SAFETY										
501		POLICE DEPARTMENT										
	10	SALARIES AND WAGES										
	10 02	REGULAR	57800	50390.41	87	346800	309867.71	89	.00	693600	383732.29	45
	10 04	OVERTIME	1750	2059.92	118	10500	11182.73	107	.00	21000	9817.27	53
	10 06	DMV GRANT OVERTIME	416	.00	0	2496	2485.00	100	.00	5000	2515.00	50
	10 08	PD RESIDENCY STIPEND	1375	791.70	58	8250	4683.53	57	.00	16500	11816.47	28
	10 **	SALARIES AND WAGES	61341	53242.03	87	368046	328218.97	89	.00	736100	407881.03	45
	20	BENEFITS										
	20 02	FICA	4660	3943.15	85	27960	23795.67	85	.00	55930	32134.33	43
	20 04	VA RETIREMENT SYSTEM	5666	5209.88	92	33996	31291.83	92	.00	68000	36708.17	46
	20 06	GROUP MEDICAL INSURANCE	6250	6489.20	104	37500	50520.60	135	.00	75000	24479.40	67
	20 08	GROUP LIFE INSURANCE	775	712.38	92	4650	4271.76	92	.00	9300	5028.24	46
	20 16	OTHER EMPLOYEE BENEFITS	900	2568.75	285	5400	7706.25	143	.00	10800	3093.75	71
	20 **	BENEFITS	18251	18923.36	104	109506	117586.11	107	.00	219030	101443.89	54
	30	CONTRACTUAL SERVICES										
	30 06	ADVERTISING	125	150.00	120	750	750.00	100	.00	1500	750.00	50
	30 08	MAINTENANCE SVC CONTRACTS	1020	232.66	23	6120	1395.96	23	36960.00	12240	26115.96-	313
	30 16	PHYSICALS	181	150.00	83	1086	750.00	69	.00	2180	1430.00	34
	30 18	R & M ELECTRONICS	16	.00	0	96	.00	0	.00	200	200.00	0
	30 26	IT NETWRK/WEBSITE SUPPORT	2635	1532.50	58	15810	12515.11	79	.00	31630	19114.89	40
	30 **	CONTRACTUAL SERVICES	3977	2065.16	52	23862	15411.07	65	36960.00	47750	4621.07-	110
	50	OTHER CHARGES										
	50 04	HEATING SERVICES	0	29.74	0	0	80.02	0	.00	0	80.02-	0
	50 08	TELECOMMUNICATIONS	1433	938.91	66	8598	6700.15	78	.00	17200	10499.85	39
	50 10	PROPERTY INSURANCE	158	475.00	301	948	1425.00	150	.00	1900	475.00	75
	50 12	MOTOR VEHICLE INSURANCE	404	1212.50	300	2424	3637.50	150	.00	4850	1212.50	75
	50 18	GENERAL LIABILITY INSUR	354	1062.50	300	2124	3187.50	150	.00	4250	1062.50	75
	50 24	SUBSISTANCE & LODGING	675	.00	0	4050	502.09	12	.00	8100	7597.91	6
	50 26	CONVENTIONS & EDUCATIONS	833	571.00	69	4998	5173.00	104	.00	10000	4827.00	52
	50 28	DUES & ASSOC MEMBERSHIPS	583	.00	0	3498	6075.00	174	.00	7000	925.00	87
	50 29	ACCREDITATION PROGRAM	325	.00	0	1950	.00	0	.00	3900	3900.00	0
	50 32	MISCELLANEOUS	83	.00	0	498	210.00	42	.00	1000	790.00	21
	50 37	COMMUNITY ENGAGEMENT	100	180.66	181	600	636.96	106	.00	1200	563.04	53
	50 **	OTHER CHARGES	4948	4470.31	90	29688	27627.22	93	.00	59400	31772.78	47
	60	MATERIALS & SUPPLIES										
	60 02	OFFICE SUPPLIES	983	1123.57	114	5898	2281.13	39	.00	11800	9518.87	19
	60 04	REPAIRS & MAINTENANCE	125	117.58	94	750	117.58	16	.00	1500	1382.42	8
	60 06	FUELS & LUBRICANTS	2000	2298.90	115	12000	12579.39	105	.00	24000	11420.61	52
	60 08	VEHICLE & EQUIP R&M	1000	20.00	2	6000	4714.41	79	.00	12000	7285.59	39
	60 10	UNIFORMS	1083	.00	0	6498	1309.85	20	1102.00	13000	10588.15	19
	60 16	DRUG INVESTIGATING	500	250.00	50	3000	250.00	8	.00	6000	5750.00	4
	60 25	SMALL EQUIPMENT	125	.00	0	750	.00	0	.00	1500	1500.00	0
	60 48	AMMUNITION & BATTERIES	833	.00	0	4998	973.70	20	10011.40	10000	985.10-	110
	60 **	MATERIALS & SUPPLIES	6649	3810.05	57	39894	22226.06	56	11113.40	79800	46460.54	42

PREPARED 01/07/2022, 11:57:17
 PROGRAM: GM267L
 TOWN OF ALTAVISTA

DETAIL BUDGET REPORT
 50% OF YEAR LAPSED

PAGE 6
 ACCOUNTING PERIOD 06/2022

FUND 010 GENERAL FUND			DEPT/DIV 3101 PUBLIC SAFETY/POLICE DEPARTMENT									
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****				ANNUAL	UNENCUMB.	%
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
50		PUBLIC SAFETY										
501		POLICE DEPARTMENT										
	81	CAPITAL OUTLAY - REPLACE										
	81 02	VEHICLE REPLACEMENT	3916	.00	0	23496	35326.40	150	7152.88	47000	4520.72	90
	81 06	MACHINERY & EQUIPMENT	585	.00	0	3510	7019.80	200	7152.88	7020	.20	100
	81 **	CAPITAL OUTLAY - REPLACE	4501	.00	0	27006	42346.20	157	7152.88	54020	4520.92	92
501 ** **		POLICE DEPARTMENT	99667	82510.91	83	598002	553415.63	93	55226.28	1196100	587458.09	51
50 ** **		PUBLIC SAFETY	99667	82510.91	83	598002	553415.63	93	55226.28	1196100	587458.09	51
DIV 3101		TOTAL *****										
		POLICE DEPARTMENT	99667	82510.91	83	598002	553415.63	93	55226.28	1196100	587458.09	51
DEPT 31		TOTAL *****										
		PUBLIC SAFETY	99667	82510.91	83	598002	553415.63	93	55226.28	1196100	587458.09	51

PREPARED 01/07/2022, 11:57:17
 PROGRAM: GM267L
 TOWN OF ALTAVISTA

DETAIL BUDGET REPORT
 50% OF YEAR LAPSED

PAGE 7
 ACCOUNTING PERIOD 06/2022

FUND 010 GENERAL FUND			DEPT/DIV 4101 PUBLIC WORKS/MAIN OF STREETS & HWYS			*****CURRENT***** YEAR-TO-DATE*****			ENCUMBR.	ANNUAL BUDGET	UNENCUMB. BALANCE	% BDGT
BA	ELE	OBJ	ACCOUNT	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP			
SUB	SUB	DESCRIPTION										
60		PUBLIC WORKS										
601		OPERATIONS & MAINTENANCE										
	10	SALARIES AND WAGES										
	10 02	REGULAR		44274	33605.84	76	265644	186366.39	70	.00	531290	344923.61 35
	10 04	OVERTIME		833	2165.39	260	4998	8799.68	176	.00	10000	1200.32 88
	10 **	SALARIES AND WAGES		45107	35771.23	79	270642	195166.07	72	.00	541290	346123.93 36
	20	BENEFITS										
	20 02	FICA		3350	2707.55	81	20100	15266.90	76	.00	40200	24933.10 38
	20 04	VA RETIREMENT SYSTEM		4210	1482.02	35	25260	9708.54	38	.00	50520	40811.46 19
	20 06	GROUP MEDICAL INSURANCE		8156	3346.23	41	48936	22018.90	45	.00	97880	75861.10 23
	20 08	GROUP LIFE INSURANCE		575	474.07	82	3450	2731.23	79	.00	6910	4178.77 40
	20 18	VRS HYBRID EMPLOYER CONTR		0	1653.29	0	0	8453.67	0	.00	0	8453.67- 0
	20 20	ICMA HYBRID EMPLOYER CONT		0	331.69	0	0	1811.79	0	.00	0	1811.79- 0
	20 **	BENEFITS		16291	9994.85	61	97746	59991.03	61	.00	195510	135518.97 31
	30	CONTRACTUAL SERVICES										
	30 08	MAINTENANCE SVC CONTRACTS		416	506.22	122	2496	3121.85	125	.00	5000	1878.15 62
	30 12	ENGIN & ARCHITECTURAL SVC		416	.00	0	2496	.00	0	.00	5000	5000.00 0
	30 16	PHYSICALS		58	173.00	298	348	471.00	135	.00	700	229.00 67
	30 18	R & M ELECTRONICS		83	.00	0	498	.00	0	.00	1000	1000.00 0
	30 36	MOWING CONTRACT		1083	400.00	37	6498	7065.00	109	.00	13000	5935.00 54
	30 38	TUB GRINDING BRUSH		666	.00	0	3996	.00	0	.00	8000	8000.00 0
	30 40	RECURRING LEASE AGREEMENT		80	.00	0	480	.00	0	.00	960	960.00 0
	30 **	CONTRACTUAL SERVICES		2802	1079.22	39	16812	10657.85	63	.00	33660	23002.15 32
	50	OTHER CHARGES										
	50 08	TELECOMMUNICATIONS		391	212.07	54	2346	1674.99	71	.00	4700	3025.01 36
	50 10	PROPERTY INSURANCE		391	1175.00	301	2346	3525.00	150	.00	4700	1175.00 75
	50 12	MOTOR VEHICLE INSURANCE		916	2712.75	296	5496	8138.25	148	.00	11000	2861.75 74
	50 24	SUBSISTANCE & LODGING		41	.00	0	246	.00	0	.00	500	500.00 0
	50 26	CONVENTIONS & EDUCATIONS		250	.00	0	1500	.00	0	.00	3000	3000.00 0
	50 32	MISCELLANEOUS		41	.00	0	246	310.49	126	.00	500	189.51 62
	50 38	INVENTORY OVER / SHORT		0	.00	0	0	150.70	0	.00	0	150.70- 0
	50 **	OTHER CHARGES		2030	4099.82	202	12180	13799.43	113	.00	24400	10600.57 57
	60	MATERIALS & SUPPLIES										
	60 02	OFFICE SUPPLIES		600	605.06	101	3600	862.70	24	.00	7200	6337.30 12
	60 05	FUEL PUMPS		125	.00	0	750	1179.90	157	.00	1500	320.10 79
	60 06	FUELS & LUBRICANTS		2250	1550.85	69	13500	9867.26	73	.00	27000	17132.74 37
	60 08	VEHICLE / EQUIP R&M		2500	1044.17	42	15000	12625.34	84	.00	30000	17374.66 42
	60 10	UNIFORMS		833	522.25	63	4998	2604.07	52	.00	10000	7395.93 26
	60 11	SAFETY EQUIP & PROGRAMS		225	80.13	36	1350	1155.09	86	.00	2700	1544.91 43
	60 20	STREET LT OPER SUPPLIES		2583	2610.45	101	15498	11129.00	72	.00	31000	19871.00 36
	60 22	HIGHWAY, STRT & SIDEWALKS		1500	1085.01	72	9000	4883.96	54	1489.50	18000	11626.54 35
	60 23	EQUIPMENT RENTAL		376	.00	0	2256	.00	0	.00	4520	4520.00 0
	60 28	STORM DRAINAGE		250	.00	0	1500	.00	0	.00	3000	3000.00 0
	60 30	ENGINEERING R & M		83	.00	0	498	.00	0	.00	1000	1000.00 0
	60 34	TRAIN STATION SUPPLIES		250	82.00	33	1500	627.54	42	.00	3000	2372.46 21
	60 36	PAVEMENT		4166	.00	0	24996	225740.67	903	.00	50000	175740.67- 452

PREPARED 01/07/2022, 11:57:17
 PROGRAM: GM267L
 TOWN OF ALTAVISTA

DETAIL BUDGET REPORT
 50% OF YEAR LAPSED

PAGE 8
 ACCOUNTING PERIOD 06/2022

FUND 010 GENERAL FUND			DEPT/DIV 4101 PUBLIC WORKS/MAIN OF STREETS & HWYS									
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		PUBLIC WORKS										
601		OPERATIONS & MAINTENANCE										
60	40	TRAFFIC CONTROL DEVICE	250	.00	0	1500	50.56	3	.00	3000	2949.44	2
60	44	SNOW & ICE REMOVAL	166	.00	0	996	.00	0	.00	2000	2000.00	0
60	52	DECORATIVE STREET LIGHTS	250	.00	0	1500	5827.36	389	.00	3000	2827.36-	194
60	**	MATERIALS & SUPPLIES	16407	7579.92	46	98442	276553.45	281	1489.50	196920	81122.95-	141
81		CAPITAL OUTLAY - REPLACE										
81	02	VEHICLE REPLACEMENT	18194	.00	0	109164	168294.03	154	.00	218330	50035.97	77
81	06	MACHINERY & EQUIPMENT	10875	.00	0	65250	28312.75	43	.00	130500	102187.25	22
81	30	IMPRVMNTS OTHER THAN BLDG	2708	.00	0	16248	32250.00	199	.00	32500	250.00	99
81	**	CAPITAL OUTLAY - REPLACE	31777	.00	0	190662	228856.78	120	.00	381330	152473.22	60
82		CAPITAL OUTLAY - NEW										
82	06	MACHINERY & EQUIPMENT	0	.00	0	0	45270.00	0	.00	0	45270.00-	0
82	**	CAPITAL OUTLAY - NEW	0	.00	0	0	45270.00	0	.00	0	45270.00-	0
90		DEBT SERVICE										
90	02	PRINCIPAL	1333	.00	0	7998	16000.00	200	.00	16000	.00	100
90	04	INTEREST	452	.00	0	2712	2795.95	103	.00	5430	2634.05	52
90	**	DEBT SERVICE	1785	.00	0	10710	18795.95	176	.00	21430	2634.05	88
601	**	OPERATIONS & MAINTENANCE	116199	58525.04	50	697194	849090.56	122	1489.50	1394540	543959.94	61
60	**	PUBLIC WORKS	116199	58525.04	50	697194	849090.56	122	1489.50	1394540	543959.94	61
DIV	4101	TOTAL *****										
		MAIN OF STREETS & HWYS	116199	58525.04	50	697194	849090.56	122	1489.50	1394540	543959.94	61

PREPARED 01/07/2022, 11:57:17
 PROGRAM: GM267L
 TOWN OF ALTAVISTA

DETAIL BUDGET REPORT
 50% OF YEAR LAPSED

PAGE 9
 ACCOUNTING PERIOD 06/2022

FUND 010 GENERAL FUND			DEPT/DIV 4102 PUBLIC WORKS/SANITATION & WASTE REM									
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****				ANNUAL	UNENCUMB.	%
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		PUBLIC WORKS										
601		OPERATIONS & MAINTENANCE										
60		MATERIALS & SUPPLIES										
60	06	FUELS & LUBRICANTS	750	1350.40	180	4500	7809.65	174	.00	9000	1190.35	87
60	08	VEHICLE / EQUIP R&M	1750	11147.20	637	10500	37092.74	353	.00	21000	16092.74-	177
60	18	SUPPLIES	0	.00	0	0	483.45	0	.00	0	483.45-	0
60	26	LITTER EXPENSES	150	.00	0	900	.00	0	.00	1800	1800.00	0
60	**	MATERIALS & SUPPLIES	2650	12497.60	472	15900	45385.84	285	.00	31800	13585.84-	143
81		CAPITAL OUTLAY - REPLACE										
81	02	VEHICLE REPLACEMENT	8750	.00	0	52500	.00	0	319398.50	105000	214398.50-	304
81	06	MACHINERY & EQUIPMENT	416	.00	0	2496	.00	0	.00	5000	5000.00	0
81	**	CAPITAL OUTLAY - REPLACE	9166	.00	0	54996	.00	0	319398.50	110000	209398.50-	290
601	**	OPERATIONS & MAINTENANCE	11816	12497.60	106	70896	45385.84	64	319398.50	141800	222984.34-	257
60	**	PUBLIC WORKS	11816	12497.60	106	70896	45385.84	64	319398.50	141800	222984.34-	257
DIV	4102	TOTAL *****										
		SANITATION & WASTE REM	11816	12497.60	106	70896	45385.84	64	319398.50	141800	222984.34-	257

PREPARED 01/07/2022, 11:57:17
 PROGRAM: GM267L
 TOWN OF ALTAVISTA

DETAIL BUDGET REPORT
 50% OF YEAR LAPSED

PAGE 10
 ACCOUNTING PERIOD 06/2022

FUND 010 GENERAL FUND			DEPT/DIV 4103 PUBLIC WORKS/MAIN OF BLDGS & GROUNDS										
BA	ELE	OBJ	ACCOUNT	*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%	
SUB	SUB		DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60			PUBLIC WORKS										
601			OPERATIONS & MAINTENANCE										
	30		CONTRACTUAL SERVICES										
	30	22	LANDSCAPING CONTRACTS	750	.00	0	4500	.00	0	.00	9000	9000.00	0
	30	**	CONTRACTUAL SERVICES	750	.00	0	4500	.00	0	.00	9000	9000.00	0
	50		OTHER CHARGES										
	50	02	ELECTRICAL SERVICES	541	496.63	92	3246	3036.60	94	.00	6500	3463.40	47
	50	04	HEATING SERVICES	166	37.25	22	996	160.50	16	.00	2000	1839.50	8
	50	**	OTHER CHARGES	707	533.88	76	4242	3197.10	75	.00	8500	5302.90	38
	60		MATERIALS & SUPPLIES										
	60	18	SUPPLIES	500	1826.06	365	3000	4825.35	161	.00	6000	1174.65	80
	60	24	SMALL TOOLS	333	.00	0	1998	1954.10	98	.00	4000	2045.90	49
	60	**	MATERIALS & SUPPLIES	833	1826.06	219	4998	6779.45	136	.00	10000	3220.55	68
601	**	**	OPERATIONS & MAINTENANCE	2290	2359.94	103	13740	9976.55	73	.00	27500	17523.45	36
604			COMMUNITY IMPROVEMENT										
	81		CAPITAL OUTLAY - REPLACE										
	81	30	IMPRVMNTS OTHER THAN BLDG	0	.00	0	0	2500.00	0	.00	0	2500.00-	0
	81	**	CAPITAL OUTLAY - REPLACE	0	.00	0	0	2500.00	0	.00	0	2500.00-	0
604	**	**	COMMUNITY IMPROVEMENT	0	.00	0	0	2500.00	0	.00	0	2500.00-	0
60	**	**	PUBLIC WORKS	2290	2359.94	103	13740	12476.55	91	.00	27500	15023.45	45
DIV	4103		TOTAL *****										
			MAIN OF BLDGS & GROUNDS	2290	2359.94	103	13740	12476.55	91	.00	27500	15023.45	45

PREPARED 01/07/2022, 11:57:17
 PROGRAM: GM267L
 TOWN OF ALTAVISTA

DETAIL BUDGET REPORT
 50% OF YEAR LAPSED

PAGE 11
 ACCOUNTING PERIOD 06/2022

FUND 010 GENERAL FUND			DEPT/DIV 4104 PUBLIC WORKS/PARKS & RECREATION									
BA	ELE OBJ	ACCOUNT	*****CURRENT*****			*****YEAR-TO-DATE*****				ANNUAL	UNENCUMB.	%
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		PUBLIC WORKS										
602		PARKS, RECREAT & CULTURAL										
	30	CONTRACTUAL SERVICES										
	30 42	TREE REMOVAL & PRUNING	250	1650.00	660	1500	1650.00	110	.00	3000	1350.00	55
	30 **	CONTRACTUAL SERVICES	250	1650.00	660	1500	1650.00	110	.00	3000	1350.00	55
	50	OTHER CHARGES										
	50 02	ELECTRICAL SERVICES	1416	827.08	58	8496	3921.59	46	.00	17000	13078.41	23
	50 04	HEATING SERVICES	41	91.95	224	246	206.63	84	.00	500	293.37	41
	50 08	TELECOMMUNICATIONS	116	70.16	61	696	340.80	49	.00	1400	1059.20	24
	50 34	MISCELLANEOUS REIMB	16	.00	0	96	25.00	26	.00	200	175.00	13
	50 **	OTHER CHARGES	1589	989.19	62	9534	4494.02	47	.00	19100	14605.98	24
	60	MATERIALS & SUPPLIES										
	60 18	SUPPLIES	1583	1054.29	67	9498	10376.41	109	.00	19000	8623.59	55
	60 53	MULCH & LANDSCAPING STONE	666	5796.00	870	3996	5796.00	145	.00	8000	2204.00	73
	60 54	PLAYGROUND EQUIPMENT	125	.00	0	750	.00	0	.00	1500	1500.00	0
	60 55	SPLASH PAD	458	.00	0	2748	2070.72	75	.00	5500	3429.28	38
	60 56	WAR MEMORIAL BALLFIELD	250	212.69	85	1500	212.69	14	.00	3000	2787.31	7
	60 57	CANOE LAUNCH	83	85.00	102	498	228.52	46	.00	1000	771.48	23
	60 58	SPECIAL EVENTS	41	.00	0	246	339.93	138	.00	500	160.07	68
	60 **	MATERIALS & SUPPLIES	3206	7147.98	223	19236	19024.27	99	.00	38500	19475.73	49
	81	CAPITAL OUTLAY - REPLACE										
	81 18	BUILDING	1250	.00	0	7500	26459.48	353	.00	15000	11459.48	176
	81 26	PARKS	8333	.00	0	49998	29741.22	60	.00	100000	70258.78	30
	81 30	IMPRVMNTS OTHER THAN BLDG	4166	12527.00	301	24996	75516.00	302	.00	50000	25516.00	151
	81 **	CAPITAL OUTLAY - REPLACE	13749	12527.00	91	82494	131716.70	160	.00	165000	33283.30	80
	82	CAPITAL OUTLAY - NEW										
	82 26	PARKS	17416	.00	0	104496	.00	0	.00	209000	209000.00	0
	82 **	CAPITAL OUTLAY - NEW	17416	.00	0	104496	.00	0	.00	209000	209000.00	0
602	** **	PARKS, RECREAT & CULTURAL	36210	22314.17	62	217260	156884.99	72	.00	434600	277715.01	36
60	** **	PUBLIC WORKS	36210	22314.17	62	217260	156884.99	72	.00	434600	277715.01	36
DIV	4104	TOTAL ***** PARKS & RECREATION	36210	22314.17	62	217260	156884.99	72	.00	434600	277715.01	36

PREPARED 01/07/2022, 11:57:17
 PROGRAM: GM267L
 TOWN OF ALTAVISTA

DETAIL BUDGET REPORT
 50% OF YEAR LAPSED

PAGE 12
 ACCOUNTING PERIOD 06/2022

FUND 010 GENERAL FUND			DEPT/DIV 4106 PUBLIC WORKS/CULTURAL										
BA	ELE	OBJ	ACCOUNT	*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%	
SUB	SUB		DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60			PUBLIC WORKS										
602			PARKS, RECREAT & CULTURAL										
	50		OTHER CHARGES										
	50	02	ELECTRICAL SERVICES	0	29.90	0	0	343.94	0	.00	0	343.94-	0
	50	**	OTHER CHARGES	0	29.90	0	0	343.94	0	.00	0	343.94-	0
602	**	**	PARKS, RECREAT & CULTURAL	0	29.90	0	0	343.94	0	.00	0	343.94-	0
60	**	**	PUBLIC WORKS	0	29.90	0	0	343.94	0	.00	0	343.94-	0
DIV	4106		TOTAL *****										
			CULTURAL	0	29.90	0	0	343.94	0	.00	0	343.94-	0

PREPARED 01/07/2022, 11:57:17
 PROGRAM: GM267L
 TOWN OF ALTAVISTA

DETAIL BUDGET REPORT
 50% OF YEAR LAPSED

PAGE 13
 ACCOUNTING PERIOD 06/2022

FUND 010 GENERAL FUND			DEPT/DIV 4108 PUBLIC WORKS/LIBRARY									
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****				ANNUAL	UNENCUMB.	%
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		PUBLIC WORKS										
601		OPERATIONS & MAINTENANCE										
	30	CONTRACTUAL SERVICES										
	30 44	CUSTODIAL SERVICES	916	1892.40	207	5496	4731.00	86	.00	11000	6269.00	43
	30 **	CONTRACTUAL SERVICES	916	1892.40	207	5496	4731.00	86	.00	11000	6269.00	43
	60	MATERIALS & SUPPLIES										
	60 04	REPAIRS & MAINTENANCE	1250	4169.45	334	7500	5552.65	74	.00	15000	9447.35	37
	60 **	MATERIALS & SUPPLIES	1250	4169.45	334	7500	5552.65	74	.00	15000	9447.35	37
601, **	**	OPERATIONS & MAINTENANCE	2166	6061.85	280	12996	10283.65	79	.00	26000	15716.35	40
60	** **	PUBLIC WORKS	2166	6061.85	280	12996	10283.65	79	.00	26000	15716.35	40
DIV	4108	TOTAL ***** LIBRARY	2166	6061.85	280	12996	10283.65	79	.00	26000	15716.35	40
DEPT	41	TOTAL ***** PUBLIC WORKS	168681	101788.50	60	1012086	1074465.53	106	320888.00	2024440	629086.47	69

PREPARED 01/07/2022, 11:57:17
 PROGRAM: GM267L
 TOWN OF ALTAVISTA

DETAIL BUDGET REPORT
 50% OF YEAR LAPSED

PAGE 14
 ACCOUNTING PERIOD 06/2022

FUND 010 GENERAL FUND			DEPT/DIV 6101 PUBLIC TRANSPORTATION/OPERATIONS									
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
40		ADMINISTRATION										
403		PUBLIC TRANSPORTATION										
	10	SALARIES AND WAGES										
	10 02	REGULAR	7011	2968.82	42	42066	31879.01	76	.00	84140	52260.99	38
	10 04	OVERTIME	0	1.47	0	0	6.60	0	.00	0	6.60-	0
	10 **	SALARIES AND WAGES	7011	2970.29	42	42066	31885.61	76	.00	84140	52254.39	38
	20	BENEFITS										
	20 02	FICA	536	258.08	48	3216	2402.28	75	.00	6440	4037.72	37
	20 04	VA RETIREMENT SYSTEM	401	56.22	14	2406	640.59	27	.00	4820	4179.41	13
	20 06	GROUP MEDICAL INSURANCE	404	101.66	25	2424	1646.96	68	.00	4850	3203.04	34
	20 08	GROUP LIFE INSURANCE	55	7.68	14	330	227.00	69	.00	660	433.00	34
	20 10	WORKER'S COMP	141	425.00	301	846	1275.00	151	.00	1700	425.00	75
	20 18	VRS HYBRID EMPLOYER CONTR	0	.00	0	0	702.20	0	.00	0	702.20-	0
	20 20	ICMA HYBRID EMPLOYER CONT	0	.00	0	0	317.70	0	.00	0	317.70-	0
	20 **	BENEFITS	1537	848.64	55	9222	7211.73	78	.00	18470	11258.27	39
	30	CONTRACTUAL SERVICES										
	30 06	ADVERTISING	83	.00	0	498	.00	0	.00	1000	1000.00	0
	30 08	MAINTENANCE SVC CONTRACTS	41	.00	0	246	.00	0	.00	500	500.00	0
	30 14	MISC & PROFESSIONAL SVCS	25	.00	0	150	.00	0	.00	300	300.00	0
	30 16	PHYSICALS	23	.00	0	138	309.00	224	.00	280	29.00-	110
	30 **	CONTRACTUAL SERVICES	172	.00	0	1032	309.00	30	.00	2080	1771.00	15
	50	OTHER CHARGES										
	50 08	TELECOMMUNICATIONS	83	.00	0	498	.00	0	.00	1000	1000.00	0
	50 12	MOTOR VEHICLE INSURANCE	141	425.00	301	846	1275.00	151	.00	1700	425.00	75
	50 24	SUBSISTANCE & LODGING	25	.00	0	150	.00	0	.00	300	300.00	0
	50 26	CONVENTIONS & EDUCATIONS	62	.00	0	372	.00	0	.00	750	750.00	0
	50 28	DUES & ASSOC MEMBERSHIPS	12	.00	0	72	.00	0	.00	150	150.00	0
	50 **	OTHER CHARGES	323	425.00	132	1938	1275.00	66	.00	3900	2625.00	33
	60	MATERIALS & SUPPLIES										
	60 02	OFFICE SUPPLIES	29	.00	0	174	.00	0	.00	350	350.00	0
	60 06	FUELS & LUBRICANTS	1250	1363.92	109	7500	8272.65	110	.00	15000	6727.35	55
	60 08	VEHICLE & EQUIP R&M	291	.00	0	1746	4525.10	259	.00	3500	1025.10-	129
	60 14	OTHER OPERATING SUPPLIES	41	.00	0	246	.00	0	.00	500	500.00	0
	60 18	SUPPLIES	25	.00	0	150	.00	0	.00	300	300.00	0
	60 **	MATERIALS & SUPPLIES	1636	1363.92	83	9816	12797.75	130	.00	19650	6852.25	65
	82	CAPITAL OUTLAY - NEW										
	82 02	VEHICLE	0	.00	0	0	.00	0	79732.00	0	79732.00-	0
	82 06	MACHINERY & EQUIPMENT	2083	.00	0	12498	.00	0	.00	25000	25000.00	0
	82 **	CAPITAL OUTLAY - NEW	2083	.00	0	12498	.00	0	79732.00	25000	54732.00-	319
403	**	PUBLIC TRANSPORTATION	12762	5607.85	44	76572	53479.09	70	79732.00	153240	20028.91	87
40	**	ADMINISTRATION	12762	5607.85	44	76572	53479.09	70	79732.00	153240	20028.91	87
DIV 6101 TOTAL *****												

PREPARED 01/07/2022, 11:57:17
 PROGRAM: GM267L
 TOWN OF ALTAVISTA

DETAIL BUDGET REPORT
 50% OF YEAR LAPSED

PAGE 15
 ACCOUNTING PERIOD 06/2022

FUND 010 GENERAL FUND			DEPT/DIV 6101 PUBLIC TRANSPORTATION/OPERATIONS									
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
40		ADMINISTRATION										
403		PUBLIC TRANSPORTATION OPERATIONS	12762	5607.85	44	76572	53479.09	70	79732.00	153240	20028.91	87
DEPT	61	TOTAL ***** PUBLIC TRANSPORTATION	12762	5607.85	44	76572	53479.09	70	79732.00	153240	20028.91	87

PREPARED 01/07/2022, 11:57:17
 PROGRAM: GM267L
 TOWN OF ALTAVISTA

DETAIL BUDGET REPORT
 50% OF YEAR LAPSED

PAGE 16
 ACCOUNTING PERIOD 06/2022

FUND 010 GENERAL FUND			DEPT/DIV 7101 ECONOMIC DEVELOPMENT/ECONOMIC DEVELOPMENT									
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****						
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	ANNUAL BUDGET	UNENCUMB. BALANCE	% BDGT

40		ADMINISTRATION										
405		ECONOMIC DEVELOPMENT										
	30	CONTRACTUAL SERVICES										
	30 06	ADVERTISING	2083	.00	0	12498	2030.00	16	.00	25000	22970.00	8
	30 14	MISC & PROFESSIONAL SVCS	416	.00	0	2496	.00	0	.00	5000	5000.00	0
	30 **	CONTRACTUAL SERVICES	2499	.00	0	14994	2030.00	14	.00	30000	27970.00	7
	50	OTHER CHARGES										
	50 06	POSTAL SERVICES	41	.00	0	246	.00	0	.00	500	500.00	0
	50 08	TELECOMMUNICATIONS	75	.00	0	450	.00	0	.00	900	900.00	0
	50 24	SUBSISTANCE & LODGING	128	.00	0	768	.00	0	.00	1540	1540.00	0
	50 26	CONVENTIONS & EDUCATIONS	105	.00	0	630	.00	0	.00	1260	1260.00	0
	50 28	DUES & ASSOC MEMBERSHIPS	116	.00	0	696	.00	0	.00	1400	1400.00	0
	50 32	MISCELLANEOUS	125	.00	0	750	.00	0	.00	1500	1500.00	0
	50 63	ECONOMIC INCENTIVES	11608	.00	0	69648	.00	0	.00	139300	139300.00	0
	50 93	GRANT PROGRAM FUNDING	8333	.00	0	49998	.00	0	.00	100000	100000.00	0
	50 **	OTHER CHARGES	20531	.00	0	123186	.00	0	.00	246400	246400.00	0
	60	MATERIALS & SUPPLIES										
	60 02	OFFICE SUPPLIES	125	.00	0	750	.00	0	.00	1500	1500.00	0
	60 12	BOOKS & SUBSCRIPTIONS	125	.00	0	750	.00	0	.00	1500	1500.00	0
	60 **	MATERIALS & SUPPLIES	250	.00	0	1500	.00	0	.00	3000	3000.00	0
	81	CAPITAL OUTLAY - REPLACE										
	81 18	BUILDING	0	759.95	0	0	759.95	0	.00	0	759.95-	0
	81 **	CAPITAL OUTLAY - REPLACE	0	759.95	0	0	759.95	0	.00	0	759.95-	0
	82	CAPITAL OUTLAY - NEW										
	82 18	BUILDING	83333	119977.00	144	499998	276206.27	55	.00	1000000	723793.73	28
	82 **	CAPITAL OUTLAY - NEW	83333	119977.00	144	499998	276206.27	55	.00	1000000	723793.73	28
405	**	ECONOMIC DEVELOPMENT	106613	120736.95	113	639678	278996.22	44	.00	1279400	1000403.78	22
40	**	ADMINISTRATION	106613	120736.95	113	639678	278996.22	44	.00	1279400	1000403.78	22
DIV	7101	TOTAL ***** ECONOMIC DEVELOPMENT	106613	120736.95	113	639678	278996.22	44	.00	1279400	1000403.78	22
DEPT	71	TOTAL ***** ECONOMIC DEVELOPMENT	106613	120736.95	113	639678	278996.22	44	.00	1279400	1000403.78	22

PREPARED 01/07/2022, 11:57:17
 PROGRAM: GM267L
 TOWN OF ALTAVISTA

DETAIL BUDGET REPORT
 50% OF YEAR LAPSED

PAGE 17
 ACCOUNTING PERIOD 06/2022

FUND 010 GENERAL FUND			DEPT/DIV 7201 COMMUNITY DEVELOPMENT/COMMUNITY DEVELOPMENT										
BA	ELE	OBJ	ACCOUNT	*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%	
SUB	SUB		DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT

40			ADMINISTRATION										
408			COMMUNITY DEVELOPMENT										
	10		SALARIES AND WAGES										
	10 02		REGULAR	9436	8783.20	93	56616	52182.22	92	.00	113240	61057.78	46
	10 04		OVERTIME	25	.00	0	150	.00	0	.00	300	300.00	0
	10 **		SALARIES AND WAGES	9461	8783.20	93	56766	52182.22	92	.00	113540	61357.78	46
	20		BENEFITS										
	20 02		FICA	725	673.85	93	4350	3948.56	91	.00	8700	4751.44	45
	20 04		VA RETIREMENT SYSTEM	925	.00	0	5550	.00	0	.00	11110	11110.00	0
	20 06		GROUP MEDICAL INSURANCE	950	474.40	50	5700	3318.80	58	.00	11400	8081.20	29
	20 08		GROUP LIFE INSURANCE	126	125.48	100	756	730.80	97	.00	1520	789.20	48
	20 18		VRS HYBRID EMPLOYER CONTR	0	823.98	0	0	4798.90	0	.00	0	4798.90-	0
	20 20		ICMA HYBRID EMPLOYER CONT	0	93.62	0	0	545.26	0	.00	0	545.26-	0
	20 **		BENEFITS	2726	2191.33	80	16356	13342.32	82	.00	32730	19387.68	41
	30		CONTRACTUAL SERVICES										
	30 06		ADVERTISING	416	.00	0	2496	315.06	13	.00	5000	4684.94	6
	30 14		MISC & PROFESSIONAL SVCS	1954	.00	0	11724	.00	0	.00	23450	23450.00	0
	30 36		MOWING CONTRACT	42	.00	0	252	1402.50	557	.00	500	902.50-	281
	30 **		CONTRACTUAL SERVICES	2412	.00	0	14472	1717.56	12	.00	28950	27232.44	6
	50		OTHER CHARGES										
	50 06		POSTAL SERVICES	83	.00	0	498	.00	0	.00	1000	1000.00	0
	50 08		TELECOMMUNICATIONS	154	.00	0	924	178.90	19	.00	1850	1671.10	10
	50 24		SUBSISTANCE & LODGING	125	.00	0	750	368.76	49	.00	1500	1131.24	25
	50 26		CONVENTIONS & EDUCATIONS	208	.00	0	1248	.00	0	.00	2500	2500.00	0
	50 28		DUES & ASSOC MEMBERSHIPS	62	.00	0	372	661.00	178	.00	750	89.00	88
	50 32		MISCELLANEOUS	83	14.99	18	498	167.23	34	.00	1000	832.77	17
	50 **		OTHER CHARGES	715	14.99	2	4290	1375.89	32	.00	8600	7224.11	16
	60		MATERIALS & SUPPLIES										
	60 02		OFFICE SUPPLIES	171	.00	0	1026	.00	0	.00	2050	2050.00	0
	60 12		BOOKS & SUBSCRIPTIONS	41	.00	0	246	.00	0	.00	500	500.00	0
	60 **		MATERIALS & SUPPLIES	212	.00	0	1272	.00	0	.00	2550	2550.00	0
	82		CAPITAL OUTLAY - NEW										
	82 02		VEHICLE	2333	.00	0	13998	29408.60	210	.00	28000	1408.60-	105
	82 04		EDP EQUIPMENT	542	.00	0	3252	.00	0	.00	6500	6500.00	0
	82 **		CAPITAL OUTLAY - NEW	2875	.00	0	17250	29408.60	171	.00	34500	5091.40	85
408	**	**	COMMUNITY DEVELOPMENT	18401	10989.52	60	110406	98026.59	89	.00	220870	122843.41	44
40	**	**	ADMINISTRATION	18401	10989.52	60	110406	98026.59	89	.00	220870	122843.41	44
DIV	7201		TOTAL ***** COMMUNITY DEVELOPMENT	18401	10989.52	60	110406	98026.59	89	.00	220870	122843.41	44

PREPARED 01/07/2022, 11:57:17
 PROGRAM: GM267L
 TOWN OF ALTAVISTA

DETAIL BUDGET REPORT
 50% OF YEAR LAPSED

PAGE 18
 ACCOUNTING PERIOD 06/2022

FUND 010 GENERAL FUND			DEPT/DIV 7202 COMMUNITY DEVELOPMENT/MAIN STREET PROGRAM										
BA	ELE	OBJ	ACCOUNT	*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%	
SUB	SUB		DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
40			ADMINISTRATION										
406			MAIN STREET COORDINATOR										
	50		OTHER CHARGES										
	50	08	TELECOMMUNICATIONS	37	.00	0	222	137.66	62	.00	450	312.34	31
	50	**	OTHER CHARGES	37	.00	0	222	137.66	62	.00	450	312.34	31
	60		MATERIALS & SUPPLIES										
	60	02	OFFICE SUPPLIES	125	.00	0	750	105.60	14	.00	1500	1394.40	7
	60	**	MATERIALS & SUPPLIES	125	.00	0	750	105.60	14	.00	1500	1394.40	7
406	**	**	MAIN STREET COORDINATOR	162	.00	0	972	243.26	25	.00	1950	1706.74	13
40	**	**	ADMINISTRATION	162	.00	0	972	243.26	25	.00	1950	1706.74	13
DIV	7202		TOTAL *****										
			MAIN STREET PROGRAM	162	.00	0	972	243.26	25	.00	1950	1706.74	13

PREPARED 01/07/2022, 11:57:17
 PROGRAM: GM267L
 TOWN OF ALTAVISTA

DETAIL BUDGET REPORT
 50% OF YEAR LAPSED

PAGE 19
 ACCOUNTING PERIOD 06/2022

FUND 010 GENERAL FUND			DEPT/DIV 7203 COMMUNITY DEVELOPMENT/PLANNING COMMISSION									
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL		UNENCUMB.	%
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
40		ADMINISTRATION										
400		COUNCIL / PLANNING COMM										
	50	OTHER CHARGES										
	50 24	SUBSISTANCE & LODGING	50	.00	0	300	.00	0	.00	600	600.00	0
	50 26	CONVENTIONS & EDUCATIONS	83	.00	0	498	.00	0	.00	1000	1000.00	0
	50 36	PLANNING COMMISSION	375	325.00	87	2250	1900.00	84	.00	4500	2600.00	42
	50 **	OTHER CHARGES	508	325.00	64	3048	1900.00	62	.00	6100	4200.00	31
400 ** **		COUNCIL / PLANNING COMM	508	325.00	64	3048	1900.00	62	.00	6100	4200.00	31
40 ** **		ADMINISTRATION	508	325.00	64	3048	1900.00	62	.00	6100	4200.00	31
DIV 7203		TOTAL *****										
		PLANNING COMMISSION	508	325.00	64	3048	1900.00	62	.00	6100	4200.00	31

PREPARED 01/07/2022, 11:57:17
 PROGRAM: GM267L
 TOWN OF ALTAVISTA

DETAIL BUDGET REPORT
 50% OF YEAR LAPSED

PAGE 20
 ACCOUNTING PERIOD 06/2022

FUND 010 GENERAL FUND			DEPT/DIV 7204 COMMUNITY DEVELOPMENT/SPARK INNOVATION CENTER										
BA	ELE	OBJ	ACCOUNT	*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%	
SUB	SUB		DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
40			ADMINISTRATION										
409			COMMUNITY DEVELOPMENT										
	30		CONTRACTUAL SERVICES										
	30	06	ADVERTISING	417	.00	0	2502	928.00	37	.00	5000	4072.00	19
	30	08	MAINTENANCE SVC CONTRACTS	1075	.00	0	6450	.00	0	.00	12900	12900.00	0
	30	14	MISC & PROFESSIONAL SVCS	208	.00	0	1248	.00	0	.00	2500	2500.00	0
	30	26	IT NETWRK/WEBSITE SUPPORT	221	12.00	5	1326	72.00	5	.00	2650	2578.00	3
	30	**	CONTRACTUAL SERVICES	1921	12.00	1	11526	1000.00	9	.00	23050	22050.00	4
	50		OTHER CHARGES										
	50	02	ELECTRICAL SERVICES	500	.00	0	3000	.00	0	.00	6000	6000.00	0
	50	04	HEATING SERVICES	208	.00	0	1248	.00	0	.00	2500	2500.00	0
	50	06	POSTAL SERVICES	42	.00	0	252	.00	0	.00	500	500.00	0
	50	08	TELECOMMUNICATIONS	167	.00	0	1002	.00	0	.00	2000	2000.00	0
	50	10	PROPERTY INSURANCE	42	125.00	298	252	375.00	149	.00	500	125.00	75
	50	24	SUBSISTANCE & LODGING	83	.00	0	498	.00	0	.00	1000	1000.00	0
	50	26	CONVENTIONS & EDUCATIONS	83	.00	0	498	.00	0	.00	1000	1000.00	0
	50	32	MISCELLANEOUS	63	.00	0	378	.00	0	.00	750	750.00	0
	50	**	OTHER CHARGES	1188	125.00	11	7128	375.00	5	.00	14250	13875.00	3
	60		MATERIALS & SUPPLIES										
	60	02	OFFICE SUPPLIES	542	.00	0	3252	.00	0	.00	6500	6500.00	0
	60	04	REPAIRS & MAINTENANCE	167	.00	0	1002	.00	0	.00	2000	2000.00	0
	60	**	MATERIALS & SUPPLIES	709	.00	0	4254	.00	0	.00	8500	8500.00	0
409	**	**	COMMUNITY DEVELOPMENT	3818	137.00	4	22908	1375.00	6	.00	45800	44425.00	3
40	**	**	ADMINISTRATION	3818	137.00	4	22908	1375.00	6	.00	45800	44425.00	3
DIV	7204		TOTAL *****										
			SPARK INNOVATION CENTER	3818	137.00	4	22908	1375.00	6	.00	45800	44425.00	3
DEPT	72		TOTAL *****										
			COMMUNITY DEVELOPMENT	22889	11451.52	50	137334	101544.85	74	.00	274720	173175.15	37

PREPARED 01/07/2022, 11:57:17
 PROGRAM: GM267L
 TOWN OF ALTAVISTA

DETAIL BUDGET REPORT
 50% OF YEAR LAPSED

PAGE 21
 ACCOUNTING PERIOD 06/2022

FUND 010 GENERAL FUND			DEPT/DIV 9101 NON DEPARTMENT/CONTRIBUTIONS									
BA	ELE	OBJ	ACCOUNT	*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
80		NON DEPARTMENT										
801		NON DEPARTMENTAL										
	50	OTHER CHARGES										
	50 32	MISCELLANEOUS	5162	.00	0	30972	21000.00	68	.00	61950	40950.00	34
	50 62	CONTRIBUTION - SENIOR CTR	83	.00	0	498	.00	0	.00	1000	1000.00	0
	50 63	ECONOMIC INCENTIVES	0	.00	0	0	4168.33	0	.00	0	4168.33-	0
	50 70	RECREATION PROGRAM	8333	.00	0	49998	50000.00	100	.00	100000	50000.00	50
	50 72	CONTRIBUTION - FIRE DEPT	1250	15000.00	1200	7500	15000.00	200	.00	15000	.00	100
	50 74	CONTRIBUTION-MAIN ST PGM	416	9667.60	2324	2496	17814.06	714	.00	5000	12814.06-	356
	50 **	OTHER CHARGES	15244	24667.60	162	91464	107982.39	118	.00	182950	74967.61	59
801 ** **		NON DEPARTMENTAL	15244	24667.60	162	91464	107982.39	118	.00	182950	74967.61	59
80 ** **		NON DEPARTMENT	15244	24667.60	162	91464	107982.39	118	.00	182950	74967.61	59
DIV 9101		TOTAL *****										
		CONTRIBUTIONS	15244	24667.60	162	91464	107982.39	118	.00	182950	74967.61	59

PREPARED 01/07/2022, 11:57:17
PROGRAM: GM267L
TOWN OF ALTAVISTA

DETAIL BUDGET REPORT
50% OF YEAR LAPSED

PAGE 22
ACCOUNTING PERIOD 06/2022

FUND 010 GENERAL FUND			DEPT/DIV 9102 NON DEPARTMENT/NON DEPARTMENT			DEPT/DIV 9102 NON DEPARTMENT/NON DEPARTMENT							
BA	ELE	OBJ	ACCOUNT	*****CURRENT*****			*****YEAR-TO-DATE*****						
SUB		SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	ANNUAL BUDGET	UNENCUMB. BALANCE	% BDGT

80			NON DEPARTMENT										
801			NON DEPARTMENTAL										
	50		OTHER CHARGES										
	50	96	INSURANCE CLAIM	0	.00	0	0	1618.71	0	.00	0	1618.71-	0
	50	**	OTHER CHARGES	0	.00	0	0	1618.71	0	.00	0	1618.71-	0
	60		MATERIALS & SUPPLIES										
	60	06	FUELS & LUBRICANTS	833	1161.13	139	4998	5859.31	117	.00	10000	4140.69	59
	60	**	MATERIALS & SUPPLIES	833	1161.13	139	4998	5859.31	117	.00	10000	4140.69	59
	82		CAPITAL OUTLAY - NEW										
	82	30	IMPRVMTS OTHER THAN BLDG	0	.00	0	0	28510.70	0	.00	0	28510.70-	0
	82	**	CAPITAL OUTLAY - NEW	0	.00	0	0	28510.70	0	.00	0	28510.70-	0
801	**	**	NON DEPARTMENTAL	833	1161.13	139	4998	35988.72	720	.00	10000	25988.72-	360
802			TRANSFER OUT										
	70		TRANSFER OUT										
	70	01	TO CEMETERY FUND	4700	.00	0	28200	25000.00	89	.00	56400	31400.00	44
	70	07	TO RESERVE POLICY FNDS-FD	5416	.00	0	32496	.00	0	.00	65000	65000.00	0
	70	**	TRANSFER OUT	10116	.00	0	60696	25000.00	41	.00	121400	96400.00	21
802	**	**	TRANSFER OUT	10116	.00	0	60696	25000.00	41	.00	121400	96400.00	21
80	**	**	NON DEPARTMENT	10949	1161.13	11	65694	60988.72	93	.00	131400	70411.28	46
DIV	9102		TOTAL *****	10949	1161.13	11	65694	60988.72	93	.00	131400	70411.28	46
			NON DEPARTMENT	10949	1161.13	11	65694	60988.72	93	.00	131400	70411.28	46

PREPARED 01/07/2022, 11:57:17
 PROGRAM: GM267L
 TOWN OF ALTAVISTA

DETAIL BUDGET REPORT
 50% OF YEAR LAPSED

PAGE 23
 ACCOUNTING PERIOD 06/2022

FUND 010 GENERAL FUND			DEPT/DIV 9105 NON DEPARTMENT/AVOCA									
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****				ANNUAL	UNENCUMB.	%
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
80		NON DEPARTMENT										
801		NON DEPARTMENTAL										
10		SALARIES AND WAGES										
10 02		REGULAR	4445	3846.40	87	26670	21113.80	79	.00	53350	32236.20	40
10 04		OVERTIME	0	.00	0	0	225.00	0	.00	0	225.00-	0
10 **		SALARIES AND WAGES	4445	3846.40	87	26670	21338.80	80	.00	53350	32011.20	40
20		BENEFITS										
20 02		FICA	341	290.38	85	2046	1601.09	78	.00	4100	2498.91	39
20 04		VA RETIREMENT SYSTEM	437	.00	0	2622	.00	0	.00	5250	5250.00	0
20 06		GROUP MEDICAL INSURANCE	475	474.40	100	2850	2505.60	88	.00	5700	3194.40	44
20 08		GROUP LIFE INSURANCE	60	55.84	93	360	204.40	57	.00	720	515.60	28
20 18		VRS HYBRID EMPLOYER CONTR	0	366.70	0	0	1342.30	0	.00	0	1342.30-	0
20 20		ICMA HYBRID EMPLOYER CONT	0	41.66	0	0	152.54	0	.00	0	152.54-	0
20 **		BENEFITS	1313	1228.98	94	7878	5805.93	74	.00	15770	9964.07	37
30		CONTRACTUAL SERVICES										
30 36		MOWING CONTRACT	0	.00	0	0	1340.00	0	.00	0	1340.00-	0
30 **		CONTRACTUAL SERVICES	0	.00	0	0	1340.00	0	.00	0	1340.00-	0
50		OTHER CHARGES										
50 08		TELECOMMUNICATIONS	37	.00	0	222	137.66	62	.00	450	312.34	31
50 **		OTHER CHARGES	37	.00	0	222	137.66	62	.00	450	312.34	31
60		MATERIALS & SUPPLIES										
60 04		REPAIRS & MAINTENANCE	0	.00	0	0	4430.00	0	.00	0	4430.00-	0
60 06		FUELS & LUBRICANTS	20	.00	0	120	149.56	125	.00	240	90.44	62
60 **		MATERIALS & SUPPLIES	20	.00	0	120	4579.56	3816	.00	240	4339.56-1908	
81		CAPITAL OUTLAY - REPLACE										
81 18		BUILDING	4833	.00	0	28998	.00	0	.00	58000	58000.00	0
81 **		CAPITAL OUTLAY - REPLACE	4833	.00	0	28998	.00	0	.00	58000	58000.00	0
801 ** **		NON DEPARTMENTAL	10648	5075.38	48	63888	33201.95	52	.00	127810	94608.05	26
80 ** **		NON DEPARTMENT	10648	5075.38	48	63888	33201.95	52	.00	127810	94608.05	26
DIV 9105		TOTAL *****										
		AVOCA	10648	5075.38	48	63888	33201.95	52	.00	127810	94608.05	26
DEPT 91		TOTAL *****										
		NON DEPARTMENT	36841	30904.11	84	221046	202173.06	92	.00	442160	239986.94	46
FUND 010		TOTAL *****										
		GENERAL FUND	528324	440052.77	83	3169944	2739459.50	86	474361.35	6340710	3126889.15	51

PREPARED 01/07/2022, 11:57:17
 PROGRAM: GM267L
 TOWN OF ALTAVISTA

DETAIL BUDGET REPORT
 50% OF YEAR LAPSED

PAGE 24
 ACCOUNTING PERIOD 06/2022

FUND 020 STATE HIGHWAY REIMB FUND			DEPT/DIV 4101 PUBLIC WORKS/MAIN OF STREETS & HWYS									
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		PUBLIC WORKS										
601		OPERATIONS & MAINTENANCE										
60		MATERIALS & SUPPLIES										
60	28	STORM DRAINAGE	4016	9318.90	232	24096	13954.11	58	.03-	48200	34245.92	29
60	36	PAVEMENT	33333	281.72	1	199998	718736.99	359	.00	400000	318736.99-	180
60	40	TRAFFIC CONTROL DEVICE	4733	5036.37	106	28398	23562.44	83	.00	56800	33237.56	42
60	**	MATERIALS & SUPPLIES	42082	14636.99	35	252492	756253.54	300	.03-	505000	251253.51-	150
81		CAPITAL OUTLAY - REPLACE										
81	02	VEHICLE REPLACEMENT	10105	.00	0	60630	40447.50	67	43238.28	121270	37584.22	69
81	06	MACHINERY & EQUIPMENT	8541	.00	0	51246	1913.75	4	.00	102500	100586.25	2
81	**	CAPITAL OUTLAY - REPLACE	18646	.00	0	111876	42361.25	38	43238.28	223770	138170.47	38
82		CAPITAL OUTLAY - NEW										
82	06	MACHINERY & EQUIPMENT	1500	.00	0	9000	16800.00	187	.00	18000	1200.00	93
82	**	CAPITAL OUTLAY - NEW	1500	.00	0	9000	16800.00	187	.00	18000	1200.00	93
601	**	OPERATIONS & MAINTENANCE	62228	14636.99	24	373368	815414.79	218	43238.25	746770	111883.04-	115
606		ROAD, STREET, HWY SERVICES										
60		MATERIALS & SUPPLIES										
60	30	ENGINEERING R & M	833	38.25	5	4998	191.25	4	.00	10000	9808.75	2
60	44	SNOW & ICE REMOVAL	5000	515.98	10	30000	1474.30	5	.00	60000	58525.70	3
60	46	OTHER TRAFFIC SVCS RDSIDE	4166	.00	0	24996	11365.39	46	.00	50000	38634.61	23
60	**	MATERIALS & SUPPLIES	9999	554.23	6	59994	13030.94	22	.00	120000	106969.06	11
606	**	ROAD, STREET, HWY SERVICES	9999	554.23	6	59994	13030.94	22	.00	120000	106969.06	11
607		ADMINISTRATION AND MISC										
50		OTHER CHARGES										
50	32	MISCELLANEOUS	8333	.00	0	49998	1424.62	3	.00	100000	98575.38	1
50	**	OTHER CHARGES	8333	.00	0	49998	1424.62	3	.00	100000	98575.38	1
607	**	ADMINISTRATION AND MISC	8333	.00	0	49998	1424.62	3	.00	100000	98575.38	1
608		CAPITAL OUTLAY										
82		CAPITAL OUTLAY - NEW										
82	30	IMPRVMNTS OTHER THAN BLDG	6250	.00	0	37500	.00	0	.00	75000	75000.00	0
82	**	CAPITAL OUTLAY - NEW	6250	.00	0	37500	.00	0	.00	75000	75000.00	0
608	**	CAPITAL OUTLAY	6250	.00	0	37500	.00	0	.00	75000	75000.00	0
60	**	PUBLIC WORKS	86810	15191.22	18	520860	829870.35	159	43238.25	1041770	168661.40	84
DIV	4101	TOTAL *****										
		MAIN OF STREETS & HWYS	86810	15191.22	18	520860	829870.35	159	43238.25	1041770	168661.40	84
DEPT	41	TOTAL *****										
		PUBLIC WORKS	86810	15191.22	18	520860	829870.35	159	43238.25	1041770	168661.40	84
FUND	020	TOTAL *****										
		STATE HIGHWAY REIMB FUND	86810	15191.22	18	520860	829870.35	159	43238.25	1041770	168661.40	84

PREPARED 01/07/2022, 11:57:17
 PROGRAM: GM267L
 TOWN OF ALTAVISTA

DETAIL BUDGET REPORT
 50% OF YEAR LAPSED

PAGE 25
 ACCOUNTING PERIOD 06/2022

FUND 050 WATER & SEWER FUND			DEPT/DIV 1101 GENERAL GOVERNMENT/ADMINISTRATION									
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****				ANNUAL	UNENCUMB.	%
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
70		UTILITIES										
701		WATER										
	10	SALARIES AND WAGES										
	10 02	REGULAR	1525	1415.67	93	9150	8651.66	95	.00	18300	9648.34	47
	10 04	OVERTIME	11	13.19	120	66	59.36	90	.00	140	80.64	42
	10 **	SALARIES AND WAGES	1536	1428.86	93	9216	8711.02	95	.00	18440	9728.98	47
	20	BENEFITS										
	20 02	FICA	116	93.10	80	696	534.75	77	.00	1400	865.25	38
	20 04	VA RETIREMENT SYSTEM	148	149.36	101	888	896.16	101	.00	1780	883.84	50
	20 06	GROUP MEDICAL INSURANCE	302	301.86	100	1812	1811.16	100	.00	3630	1818.84	50
	20 08	GROUP LIFE INSURANCE	20	20.42	102	120	122.52	102	.00	250	127.48	49
	20 **	BENEFITS	586	564.74	96	3516	3364.59	96	.00	7060	3695.41	48
701	** **	WATER	2122	1993.60	94	12732	12075.61	95	.00	25500	13424.39	47
702		SEWER										
	10	SALARIES AND WAGES										
	10 02	REGULAR	1016	943.79	93	6096	5767.78	95	.00	12200	6432.22	47
	10 04	OVERTIME	5	8.79	176	30	39.56	132	.00	60	20.44	66
	10 **	SALARIES AND WAGES	1021	952.58	93	6126	5807.34	95	.00	12260	6452.66	47
	20	BENEFITS										
	20 02	FICA	77	62.07	81	462	356.45	77	.00	930	573.55	38
	20 04	VA RETIREMENT SYSTEM	99	99.58	101	594	597.48	101	.00	1190	592.52	50
	20 06	GROUP MEDICAL INSURANCE	201	201.24	100	1206	1207.44	100	.00	2420	1212.56	50
	20 08	GROUP LIFE INSURANCE	14	13.62	97	84	81.72	97	.00	170	88.28	48
	20 **	BENEFITS	391	376.51	96	2346	2243.09	96	.00	4710	2466.91	48
702	** **	SEWER	1412	1329.09	94	8472	8050.43	95	.00	16970	8919.57	47
70	** **	UTILITIES	3534	3322.69	94	21204	20126.04	95	.00	42470	22343.96	47
DIV	1101	TOTAL ***** ADMINISTRATION	3534	3322.69	94	21204	20126.04	95	.00	42470	22343.96	47
DEPT	11	TOTAL ***** GENERAL GOVERNMENT	3534	3322.69	94	21204	20126.04	95	.00	42470	22343.96	47

PREPARED 01/07/2022, 11:57:17
 PROGRAM: GM267L
 TOWN OF ALTAVISTA

DETAIL BUDGET REPORT
 50% OF YEAR LAPSED

PAGE 26
 ACCOUNTING PERIOD 06/2022

FUND 050 WATER & SEWER FUND			DEPT/DIV 5001 WATER			DEPARTMENT/OPERATIONS			ENCUMBR.	ANNUAL BUDGET	UNENCUMB. BALANCE	% BDGT
BA	ELE	OBJ	*****CURRENT*****	*****YEAR-TO-DATE*****								
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP				
70		UTILITIES										
701		WATER										
10		SALARIES AND WAGES										
10	02	REGULAR	32668	26345.57	81	196008	172979.88	88	.00	392020	219040.12	44
10	04	OVERTIME	1250	221.24	18	7500	2062.31	28	.00	15000	12937.69	14
10	**	SALARIES AND WAGES	33918	26566.81	78	203508	175042.19	86	.00	407020	231977.81	43
20		BENEFITS										
20	02	FICA	2595	1954.04	75	15570	12504.07	80	.00	31140	18635.93	40
20	04	VA RETIREMENT SYSTEM	3201	1413.80	44	19206	9126.60	48	.00	38420	29293.40	24
20	06	GROUP MEDICAL INSURANCE	4516	3693.80	82	27096	32198.40	119	.00	54200	22001.60	59
20	08	GROUP LIFE INSURANCE	438	339.50	78	2628	2254.91	86	.00	5260	3005.09	43
20	18	VRS HYBRID EMPLOYER CONTR	0	806.18	0	0	5690.09	0	.00	0	5690.09-	0
20	20	ICMA HYBRID EMPLOYER CONT	0	262.74	0	0	1673.36	0	.00	0	1673.36-	0
20	**	BENEFITS	10750	8470.06	79	64500	63447.43	98	.00	129020	65572.57	49
30		CONTRACTUAL SERVICES										
30	08	MAINTENANCE SVC CONTRACTS	2508	708.00	28	15048	14289.66	95	.00	30100	15810.34	48
30	14	MISC & PROFESSIONAL SVCS	1666	49.00	3	9996	294.00	3	.00	20000	19706.00	2
30	16	PHYSICALS	66	.00	0	396	150.00	38	.00	800	650.00	19
30	20	WATER PURCHASES - CC	6250	.00	0	37500	13123.38	35	.00	75000	61876.62	18
30	24	R & M GROUNDS, BLDGS, RDS	1166	.00	0	6996	.00	0	.00	14000	14000.00	0
30	**	CONTRACTUAL SERVICES	11656	757.00	7	69936	27857.04	40	.00	139900	112042.96	20
50		OTHER CHARGES										
50	02	ELECTRICAL SERVICES	9166	7343.96	80	54996	34926.48	64	.00	110000	75073.52	32
50	04	HEATING SERVICES	291	197.05	68	1746	311.73	18	.00	3500	3188.27	9
50	08	TELECOMMUNICATIONS	916	682.10	75	5496	5662.88	103	.00	11000	5337.12	52
50	10	PROPERTY INSURANCE	762	2287.50	300	4572	6862.50	150	.00	9150	2287.50	75
50	12	MOTOR VEHICLE INSURANCE	43	130.00	302	258	390.00	151	.00	520	130.00	75
50	18	GENERAL LIABILITY INSUR	375	1000.00	267	2250	3000.00	133	.00	4500	1500.00	67
50	24	SUBSISTANCE & LODGING	250	.00	0	1500	.00	0	.00	3000	3000.00	0
50	26	CONVENTIONS & EDUCATIONS	416	400.00	96	2496	840.00	34	.00	5000	4160.00	17
50	28	DUES & ASSOC MEMBERSHIPS	83	.00	0	498	861.00	173	.00	1000	139.00	86
50	30	REFUNDS	41	.00	0	246	.00	0	.00	500	500.00	0
50	32	MISCELLANEOUS	166	.00	0	996	306.87	31	.00	2000	1693.13	15
50	64	SAMPLE TESTING	1250	682.38	55	7500	2439.92	33	.00	15000	12560.08	16
50	66	FEES PAID TO COMMONWEALTH	458	.00	0	2748	5037.00	183	.00	5500	463.00	92
50	68	PROFESSIONAL LICENSES	100	.00	0	600	100.00	17	.00	1200	1100.00	8
50	**	OTHER CHARGES	14317	12722.99	89	85902	60738.38	71	.00	171870	111131.62	35
60		MATERIALS & SUPPLIES										
60	02	OFFICE SUPPLIES	508	39.36	8	3048	791.30	26	.00	6100	5308.70	13
60	04	REPAIRS & MAINTENANCE	2500	495.48	20	15000	17290.78	115	.00	30000	12709.22	58
60	06	FUELS & LUBRICANTS	354	1695.84	479	2124	3643.84	172	.00	4250	606.16	86
60	08	VEHICLE & EQUIP R&M	187	228.48	122	1122	1240.14	111	.00	2250	1009.86	55
60	10	UNIFORMS	604	852.69	141	3624	3159.13	87	.00	7250	4090.87	44
60	11	SAFETY EQUIP & PROGRAMS	208	61.60	30	1248	418.95	34	.00	2500	2081.05	17
60	14	OTHER OPERATING SUPPLIES	10000	6468.36	65	60000	63853.69	106	.00	120000	56146.31	53
60	15	LABORATORY TEST CHEMICALS	1250	.00	0	7500	7244.40	97	.00	15000	7755.60	48

PREPARED 01/07/2022, 11:57:17
 PROGRAM: GM267L
 TOWN OF ALTAVISTA

DETAIL BUDGET REPORT
 50% OF YEAR LAPSED

PAGE 27
 ACCOUNTING PERIOD 06/2022

FUND 050 WATER & SEWER FUND			DEPT/DIV 5001 WATER DEPARTMENT/OPERATIONS			*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%
BA	ELE	OBJ	ACCOUNT	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT	
70			UTILITIES											
701			WATER											
60	24		SMALL TOOLS	166	.00	0	996	352.52	35	.00	2000	1647.48	18	
60	25		SMALL EQUIPMENT	625	186.76	30	3750	686.77	18	.00	7500	6813.23	9	
60	**		MATERIALS & SUPPLIES	16402	10028.57	61	98412	98681.52	100	.00	196850	98168.48	50	
70			TRANSFER OUT											
70	05		TO RESERVES	2731	.00	0	16386	.00	0	.00	32780	32780.00	0	
70	**		TRANSFER OUT	2731	.00	0	16386	.00	0	.00	32780	32780.00	0	
90			DEBT SERVICE											
90	02		PRINCIPAL	25166	.00	0	150996	302000.00	200	.00	302000	.00	100	
90	04		INTEREST	7988	.00	0	47928	49431.60	103	.00	95860	46428.40	52	
90	**		DEBT SERVICE	33154	.00	0	198924	351431.60	177	.00	397860	46428.40	88	
91			DEBT SERVICE-2020A											
91	02		PRINCIPAL	8997	.00	0	53982	.00	0	.00	107970	107970.00	0	
91	04		INTEREST	7710	.00	0	46260	46266.38	100	.00	92530	46263.62	50	
91	**		DEBT SERVICE-2020A	16707	.00	0	100242	46266.38	46	.00	200500	154233.62	23	
701	**	**	WATER	139635	58545.43	42	837810	823464.54	98	.00	1675800	852335.46	49	
70	**	**	UTILITIES	139635	58545.43	42	837810	823464.54	98	.00	1675800	852335.46	49	
DIV	5001		TOTAL *****											
			OPERATIONS	139635	58545.43	42	837810	823464.54	98	.00	1675800	852335.46	49	

PREPARED 01/07/2022, 11:57:17
 PROGRAM: GM267L
 TOWN OF ALTAVISTA

DETAIL BUDGET REPORT
 50% OF YEAR LAPSED

PAGE 28
 ACCOUNTING PERIOD 06/2022

FUND 050 WATER & SEWER FUND			DEPT/DIV 5002 WATER DEPARTMENT/PUMP STATION			*****CURRENT***** YEAR-TO-DATE*****			ANNUAL UNENCUMB. %				
BA	ELE	OBJ	ACCOUNT	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
SUB	SUB		DESCRIPTION										
70			UTILITIES										
703			BEDFORD PUMP STATION										
50			OTHER CHARGES										
50	02		ELECTRICAL SERVICES	833	922.40	111	4998	3577.56	72	.00	10000	6422.44	36
50	08		TELECOMMUNICATIONS	45	53.18	118	270	319.33	118	.00	550	230.67	58
50	**		OTHER CHARGES	878	975.58	111	5268	3896.89	74	.00	10550	6653.11	37
60			MATERIALS & SUPPLIES										
60	04		REPAIRS & MAINTENANCE	250	.00	0	1500	.00	0	9909.00	3000	6909.00-	330
60	**		MATERIALS & SUPPLIES	250	.00	0	1500	.00	0	9909.00	3000	6909.00-	330
703	**	**	BEDFORD PUMP STATION	1128	975.58	87	6768	3896.89	58	9909.00	13550	255.89-	102
704			LOLA PUMP STATION										
50			OTHER CHARGES										
50	02		ELECTRICAL SERVICES	83	74.57	90	498	153.68	31	.00	1000	846.32	15
50	08		TELECOMMUNICATIONS	45	53.18	118	270	319.33	118	.00	550	230.67	58
50	**		OTHER CHARGES	128	127.75	100	768	473.01	62	.00	1550	1076.99	31
60			MATERIALS & SUPPLIES										
60	04		REPAIRS & MAINTENANCE	8	.00	0	48	.00	0	.00	100	100.00	0
60	**		MATERIALS & SUPPLIES	8	.00	0	48	.00	0	.00	100	100.00	0
704	**	**	LOLA PUMP STATION	136	127.75	94	816	473.01	58	.00	1650	1176.99	29
709			MELINDA PUMP STATION										
50			OTHER CHARGES										
50	02		ELECTRICAL SERVICES	800	.00	0	4800	.00	0	.00	9600	9600.00	0
50	08		TELECOMMUNICATIONS	45	.00	0	270	.00	0	.00	550	550.00	0
50	**		OTHER CHARGES	845	.00	0	5070	.00	0	.00	10150	10150.00	0
60			MATERIALS & SUPPLIES										
60	04		REPAIRS & MAINTENANCE	125	.00	0	750	.00	0	.00	1500	1500.00	0
60	**		MATERIALS & SUPPLIES	125	.00	0	750	.00	0	.00	1500	1500.00	0
709	**	**	MELINDA PUMP STATION	970	.00	0	5820	.00	0	.00	11650	11650.00	0
70	**	**	UTILITIES	2234	1103.33	49	13404	4369.90	33	9909.00	26850	12571.10	53
DIV	5002		TOTAL *****										
			PUMP STATION	2234	1103.33	49	13404	4369.90	33	9909.00	26850	12571.10	53

PREPARED 01/07/2022, 11:57:17
 PROGRAM: GM267L
 TOWN OF ALTAVISTA

DETAIL BUDGET REPORT
 50% OF YEAR LAPSED

PAGE 29
 ACCOUNTING PERIOD 06/2022

FUND 050 WATER & SEWER FUND			DEPT/DIV 5003 WATER DEPARTMENT/SPRINGS									
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****				ANNUAL	UNENCUMB.	%
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
70		UTILITIES										
706		MCMINNIS SPRING										
50		OTHER CHARGES										
50	02	ELECTRICAL SERVICES	800	751.41	94	4800	3294.14	69	.00	9600	6305.86	34
50	08	TELECOMMUNICATIONS	66	61.12	93	396	245.00	62	.00	800	555.00	31
50	**	OTHER CHARGES	866	812.53	94	5196	3539.14	68	.00	10400	6860.86	34
60		MATERIALS & SUPPLIES										
60	04	REPAIRS & MAINTENANCE	250	.00	0	1500	142.21	10	.00	3000	2857.79	5
60	14	OTHER OPERATING SUPPLIES	625	600.43	96	3750	3131.97	84	.00	7500	4368.03	42
60	15	LABORATORY TEST CHEMICALS	250	.00	0	1500	988.77	66	.00	3000	2011.23	33
60	**	MATERIALS & SUPPLIES	1125	600.43	53	6750	4262.95	63	.00	13500	9237.05	32
706	**	MCMINNIS SPRING	1991	1412.96	71	11946	7802.09	65	.00	23900	16097.91	33
707		REYNOLDS SPRING										
50		OTHER CHARGES										
50	02	ELECTRICAL SERVICES	1016	1135.26	112	6096	4821.21	79	.00	12200	7378.79	40
50	08	TELECOMMUNICATIONS	125	95.17	76	750	735.47	98	.00	1500	764.53	49
50	**	OTHER CHARGES	1141	1230.43	108	6846	5556.68	81	.00	13700	8143.32	41
60		MATERIALS & SUPPLIES										
60	04	REPAIRS & MAINTENANCE	250	14.95	6	1500	690.92	46	.00	3000	2309.08	23
60	14	OTHER OPERATING SUPPLIES	541	600.43	111	3246	4254.26	131	.00	6500	2245.74	66
60	15	LABORATORY TEST CHEMICALS	250	.00	0	1500	988.77	66	.00	3000	2011.23	33
60	**	MATERIALS & SUPPLIES	1041	615.38	59	6246	5933.95	95	.00	12500	6566.05	48
707	**	REYNOLDS SPRING	2182	1845.81	85	13092	11490.63	88	.00	26200	14709.37	44
70	**	UTILITIES	4173	3258.77	78	25038	19292.72	77	.00	50100	30807.28	39
DIV	5003	TOTAL ***** SPRINGS	4173	3258.77	78	25038	19292.72	77	.00	50100	30807.28	39

PREPARED 01/07/2022, 11:57:17
 PROGRAM: GM267L
 TOWN OF ALTAVISTA

DETAIL BUDGET REPORT
 50% OF YEAR LAPSED

PAGE 30
 ACCOUNTING PERIOD 06/2022

FUND 050 WATER & SEWER FUND			DEPT/DIV 5004 WATER DEPARTMENT/TANKS & INDUSTRIAL METERS										
BA	ELE	OBJ	ACCOUNT	*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%	
SUB	SUB		DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
70			UTILITIES										
708			TANKS & INDUSTRIAL METERS										
	50		OTHER CHARGES										
	50	02	ELECTRICAL SERVICES	100	68.79	69	600	365.80	61	.00	1200	834.20	31
	50	08	TELECOMMUNICATIONS	108	103.75	96	648	622.50	96	.00	1300	677.50	48
	50	**	OTHER CHARGES	208	172.54	83	1248	988.30	79	.00	2500	1511.70	40
	60		MATERIALS & SUPPLIES										
	60	04	REPAIRS & MAINTENANCE	208	.00	0	1248	.00	0	.00	2500	2500.00	0
	60	**	MATERIALS & SUPPLIES	208	.00	0	1248	.00	0	.00	2500	2500.00	0
708	**	**	TANKS & INDUSTRIAL METERS	416	172.54	42	2496	988.30	40	.00	5000	4011.70	20
70	**	**	UTILITIES	416	172.54	42	2496	988.30	40	.00	5000	4011.70	20
DIV	5004		TOTAL *****										
			TANKS & INDUSTRIAL METERS	416	172.54	42	2496	988.30	40	.00	5000	4011.70	20

PREPARED 01/07/2022, 11:57:17
 PROGRAM: GM267L
 TOWN OF ALTAVISTA

DETAIL BUDGET REPORT
 50% OF YEAR LAPSED

PAGE 31
 ACCOUNTING PERIOD 06/2022

FUND 050 WATER & SEWER FUND			DEPT/DIV 5010 WATER			DEPARTMENT/WATER CAPITAL OUTLAY							
BA	ELE	OBJ	ACCOUNT	*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%	
SUB	SUB		DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
70			UTILITIES										
701			WATER										
81			CAPITAL OUTLAY - REPLACE										
81	02		VEHICLE REPLACEMENT	2242	.00	0	13452	.00	0	.00	26910	26910.00	0
81	06		MACHINERY & EQUIPMENT	169362	168790.00	100	1016172	413369.34	41	22573.00	2032350	1596407.66	22
81	22		WATER SYSTEM	0	.00	0	0	30000.00	0	.00	0	30000.00-	0
81	30		IMPRVMNTS OTHER THAN BLDG	2916	.00	0	17496	38835.00	222	.00	35000	3835.00-	111
81	35		MELINDA TANK HPZ	114583	168778.80	147	687498	393780.04	57	.00	1375000	981219.96	29
81	37		SCADA SYSTEM UPGRADE	3333	.00	0	19998	17900.00	90	.00	40000	22100.00	45
81	40		WTP - ELECTRICAL	0	65500.00	0	0	436878.60	0	120446.93	0	557325.53-	0
81	**		CAPITAL OUTLAY - REPLACE	292436	403068.80	138	1754616	1330762.98	76	143019.93	3509260	2035477.09	42
82			CAPITAL OUTLAY - NEW										
82	22		WATER SYSTEM	0	.00	0	0	36010.00	0	.00	0	36010.00-	0
82	30		IMPRVMNTS OTHER THAN BLDG	208	.00	0	1248	.00	0	.00	2500	2500.00	0
82	**		CAPITAL OUTLAY - NEW	208	.00	0	1248	36010.00	2885	.00	2500	33510.00-1440	
701	**	**	WATER	292644	403068.80	138	1755864	1366772.98	78	143019.93	3511760	2001967.09	43
70	**	**	UTILITIES	292644	403068.80	138	1755864	1366772.98	78	143019.93	3511760	2001967.09	43
DIV	5010		TOTAL *****										
			WATER CAPITAL OUTLAY	292644	403068.80	138	1755864	1366772.98	78	143019.93	3511760	2001967.09	43
DEPT	50		TOTAL *****										
			WATER DEPARTMENT	439102	466148.87	106	2634612	2214888.44	84	152928.93	5269510	2901692.63	45

PREPARED 01/07/2022, 11:57:17
 PROGRAM: GM267L
 TOWN OF ALTAVISTA

DETAIL BUDGET REPORT
 50% OF YEAR LAPSED

PAGE 32
 ACCOUNTING PERIOD 06/2022

FUND 050 WATER & SEWER FUND			DEPT/DIV 5101 SEWER			DEPARTMENT/OPERATIONS			ENCUMBR.	ANNUAL BUDGET	UNENCUMB. BALANCE	% BDGT
BA	ELE	OBJ	*****CURRENT*****	*****YEAR-TO-DATE*****								
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP				
70		UTILITIES										
702		SEWER										
10		SALARIES AND WAGES										
10 02		REGULAR	41337	29099.80	70	248022	178411.42	72	.00	496050	317638.58	36
10 04		OVERTIME	670	8.84	1	4020	4176.86	104	.00	8050	3873.14	52
10 **		SALARIES AND WAGES	42007	29108.64	69	252042	182588.28	72	.00	504100	321511.72	36
20		BENEFITS										
20 02		FICA	3216	2128.98	66	19296	12958.33	67	.00	38600	25641.67	34
20 04		VA RETIREMENT SYSTEM	4051	1988.62	49	24306	12575.52	52	.00	48620	36044.48	26
20 06		GROUP MEDICAL INSURANCE	7308	4581.80	63	43848	32079.20	73	.00	87700	55620.80	37
20 08		GROUP LIFE INSURANCE	554	388.50	70	3324	2322.99	70	.00	6650	4327.01	35
20 18		VRS HYBRID EMPLOYER CONTR	0	755.58	0	0	3903.03	0	.00	0	3903.03-	0
20 20		ICMA HYBRID EMPLOYER CONT	0	97.20	0	0	511.54	0	.00	0	511.54-	0
20 **		BENEFITS	15129	9940.68	66	90774	64350.61	71	.00	181570	117219.39	35
30		CONTRACTUAL SERVICES										
30 08		MAINTENANCE SVC CONTRACTS	875	.00	0	5250	2446.78	47	.00	10500	8053.22	23
30 14		MISC & PROFESSIONAL SVCS	1666	.00	0	9996	400.00	4	8950.00	20000	10650.00	47
30 16		PHYSICALS	125	.00	0	750	150.00	20	.00	1500	1350.00	10
30 24		R & M GROUNDS, BLDGS, RDS	541	.00	0	3246	1500.91	46	.00	6500	4999.09	23
30 **		CONTRACTUAL SERVICES	3207	.00	0	19242	4497.69	23	8950.00	38500	25052.31	35
50		OTHER CHARGES										
50 02		ELECTRICAL SERVICES	27083	31294.62	116	162498	152979.92	94	.00	325000	172020.08	47
50 04		HEATING SERVICES	291	117.69	40	1746	282.85	16	.00	3500	3217.15	8
50 08		TELECOMMUNICATIONS	708	768.30	109	4248	4847.08	114	.00	8500	3652.92	57
50 10		PROPERTY INSURANCE	760	2282.50	300	4560	6847.50	150	.00	9130	2282.50	75
50 12		MOTOR VEHICLE INSURANCE	151	455.00	301	906	1365.00	151	.00	1820	455.00	75
50 18		GENERAL LIABILITY INSUR	375	1000.00	267	2250	3000.00	133	.00	4500	1500.00	67
50 24		SUBSISTANCE & LODGING	83	.00	0	498	.00	0	.00	1000	1000.00	0
50 26		CONVENTIONS & EDUCATIONS	250	144.00	58	1500	433.00	29	.00	3000	2567.00	14
50 28		DUES & ASSOC MEMBERSHIPS	41	.00	0	246	.00	0	.00	500	500.00	0
50 30		REFUNDS	25	.00	0	150	.00	0	.00	300	300.00	0
50 32		MISCELLANEOUS	62	.00	0	372	.00	0	.00	750	750.00	0
50 64		SAMPLE TESTING	916	.00	0	5496	2284.47	42	.00	11000	8715.53	21
50 66		FEES PAID TO COMMONWEALTH	833	.00	0	4998	9529.00	191	.00	10000	471.00	95
50 67		SAMPLE TESTING / IN HOUSE	437	222.30	51	2622	3976.70	152	.00	5250	1273.30	76
50 68		PROFESSIONAL LICENSES	125	.00	0	750	100.00	13	.00	1500	1400.00	7
50 90		EOP ENVIRON. SAMPLING	416	.00	0	2496	.00	0	.00	5000	5000.00	0
50 **		OTHER CHARGES	32556	36284.41	112	195336	185645.52	95	.00	390750	205104.48	48
60		MATERIALS & SUPPLIES										
60 02		OFFICE SUPPLIES	504	.00	0	3024	.00	0	.00	6050	6050.00	0
60 04		REPAIRS & MAINTENANCE	4166	569.07	14	24996	7297.27	29	3998.00	50000	38704.73	23
60 06		FUELS & LUBRICANTS	854	410.90	48	5124	19014.91	371	.00	10250	8764.91-	186
60 08		VEHICLE / EQUIP R&M	333	.00	0	1998	5019.00	251	.43-	4000	1018.57-	126
60 10		UNIFORMS	583	475.41	82	3498	2247.05	64	224.84	7000	4528.11	35
60 11		SAFETY EQUIP & PROGRAMS	416	.00	0	2496	1669.61	67	.00	5000	3330.39	33
60 14		OTHER OPERATING SUPPLIES	5416	1956.00	36	32496	31393.84	97	.00	65000	33606.16	48

PREPARED 01/07/2022, 11:57:17
 PROGRAM: GM267L
 TOWN OF ALTAVISTA

DETAIL BUDGET REPORT
 50% OF YEAR LAPSED

PAGE 33
 ACCOUNTING PERIOD 06/2022

FUND 050 WATER & SEWER FUND			DEPT/DIV 5101 SEWER DEPARTMENT/OPERATIONS									
BA ELE OBJ ACCOUNT			*****CURRENT*****			*****YEAR-TO-DATE*****						
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	ANNUAL BUDGET	UNENCUMB. BALANCE	% BDGT
70		UTILITIES										
702		SEWER										
60	24	SMALL TOOLS	125	.00	0	750	502.07	67	.00	1500	997.93	34
60	50	LABORATORY TEST EQUIP	2500	732.95	29	15000	8987.66	60	2070.29	30000	18942.05	37
60	**	MATERIALS & SUPPLIES	14897	4144.33	28	89382	76131.41	85	6292.70	178800	96375.89	46
70		TRANSFER OUT										
70	05	TO RESERVES	2730	.00	0	16380	.00	0	.00	32770	32770.00	0
70	**	TRANSFER OUT	2730	.00	0	16380	.00	0	.00	32770	32770.00	0
91		DEBT SERVICE-2020A										
91	02	PRINCIPAL	6252	.00	0	37512	.00	0	.00	75030	75030.00	0
91	04	INTEREST	5358	.00	0	32148	32151.22	100	.00	64300	32148.78	50
91	**	DEBT SERVICE-2020A	11610	.00	0	69660	32151.22	46	.00	139330	107178.78	23
702	**	SEWER	122136	79478.06	65	732816	545364.73	74	15242.70	1465820	905212.57	38
70	**	UTILITIES	122136	79478.06	65	732816	545364.73	74	15242.70	1465820	905212.57	38
DIV	5101	TOTAL ***** OPERATIONS	122136	79478.06	65	732816	545364.73	74	15242.70	1465820	905212.57	38

PREPARED 01/07/2022, 11:57:17
 PROGRAM: GM267L
 TOWN OF ALTAVISTA

DETAIL BUDGET REPORT
 50% OF YEAR LAPSED

PAGE 34
 ACCOUNTING PERIOD 06/2022

FUND 050 WATER & SEWER FUND			DEPT/DIV 5102 SEWER			DEPARTMENT/PUMP STATION						
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
70		UTILITIES										
705		RIVERVIEW PUMP STATION										
50		OTHER CHARGES										
50	02	ELECTRICAL SERVICES	1083	859.48	79	6498	3703.64	57	.00	13000	9296.36	29
50	08	TELECOMMUNICATIONS	83	53.18	64	498	319.33	64	.00	1000	680.67	32
50	**	OTHER CHARGES	1166	912.66	78	6996	4022.97	58	.00	14000	9977.03	29
60		MATERIALS & SUPPLIES										
60	04	REPAIRS & MAINTENANCE	833	.00	0	4998	6438.90	129	.00	10000	3561.10	64
60	**	MATERIALS & SUPPLIES	833	.00	0	4998	6438.90	129	.00	10000	3561.10	64
705	**	** RIVERVIEW PUMP STATION	1999	912.66	46	11994	10461.87	87	.00	24000	13538.13	44
70	**	** UTILITIES	1999	912.66	46	11994	10461.87	87	.00	24000	13538.13	44
DIV	5102	TOTAL ***** PUMP STATION	1999	912.66	46	11994	10461.87	87	.00	24000	13538.13	44

PREPARED 01/07/2022, 11:57:17
 PROGRAM: GM267L
 TOWN OF ALTAVISTA

DETAIL BUDGET REPORT
 50% OF YEAR LAPSED

PAGE 35
 ACCOUNTING PERIOD 06/2022

FUND 050 WATER & SEWER FUND		DEPT/DIV 5110 SEWER			DEPARTMENT/SEWER CAPITAL OUTLAY								
BA	ELE OBJ	ACCOUNT	*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%		
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT	
70		UTILITIES											
702		SEWER											
	81	CAPITAL OUTLAY - REPLACE											
	81 02	VEHICLE REPLACEMENT	6818	.00	0	40908	.00	0	33188.28	81820	48631.72	41	
	81 06	MACHINERY & EQUIPMENT	2000	.00	0	12000	1913.75	16	12004.00	24000	10082.25	58	
	81 18	BUILDING	500	.00	0	3000	.00	0	.00	6000	6000.00	0	
	81 20	SEWER SYSTEM	0	.00	0	0	25533.25	0	.00	0	25533.25	0	
	81 30	IMPRVMNTS OTHER THAN BLDG	5625	.00	0	33750	.00	0	35160.76	67500	32339.24	52	
	81 40	ELECTRICAL	119266	93291.39	78	715596	574611.39	80	.00	1431200	856588.61	40	
	81 **	CAPITAL OUTLAY - REPLACE	134209	93291.39	70	805254	602058.39	75	80353.04	1610520	928108.57	42	
	82	CAPITAL OUTLAY - NEW											
	82 30	IMPRVMNTS OTHER THAN BLDG	208	.00	0	1248	.00	0	.00	2500	2500.00	0	
	82 **	CAPITAL OUTLAY - NEW	208	.00	0	1248	.00	0	.00	2500	2500.00	0	
702 ** **		SEWER	134417	93291.39	69	806502	602058.39	75	80353.04	1613020	930608.57	42	
70 ** **		UTILITIES	134417	93291.39	69	806502	602058.39	75	80353.04	1613020	930608.57	42	
DIV 5110		TOTAL *****											
		SEWER CAPITAL OUTLAY	134417	93291.39	69	806502	602058.39	75	80353.04	1613020	930608.57	42	
DEPT 51		TOTAL *****											
		SEWER DEPARTMENT	258552	173682.11	67	1551312	1157884.99	75	95595.74	3102840	1849359.27	40	

PREPARED 01/07/2022, 11:57:17
 PROGRAM: GM267L
 TOWN OF ALTAVISTA

DETAIL BUDGET REPORT
 50% OF YEAR LAPSED

PAGE 36
 ACCOUNTING PERIOD 06/2022

FUND 050 WATER & SEWER FUND			DEPT/DIV 5201 DISTRIBUTION & COLLECTION/OPERATIONS										
BA	ELE	OBJ	ACCOUNT	*****CURRENT*****			*****YEAR-TO-DATE*****			ENCUMBR.	ANNUAL BUDGET	UNENCUMB. BALANCE	% BDGT
SUB	SUB	DESCRIPTION		BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP				

71		DISTRIBUTION & COLLECTION											
711		DISTRIBUTION											
10		SALARIES AND WAGES											
10 02		REGULAR		8767	7119.67	81	52602	47805.63	91	.00	105200	57394.37	45
10 04		OVERTIME		266	240.12	90	1596	1805.11	113	.00	3200	1394.89	56
10 **		SALARIES AND WAGES		9033	7359.79	82	54198	49610.74	92	.00	108400	58789.26	46
20		BENEFITS											
20 02		FICA		670	539.63	81	4020	3525.11	88	.00	8050	4524.89	44
20 04		VA RETIREMENT SYSTEM		830	440.06	53	4980	2640.36	53	.00	9970	7329.64	27
20 06		GROUP MEDICAL INSURANCE		1791	1248.80	70	10746	10459.40	97	.00	21500	11040.60	49
20 08		GROUP LIFE INSURANCE		114	100.58	88	684	671.90	98	.00	1370	698.10	49
20 18		VRS HYBRID EMPLOYER CONTR		0	256.80	0	0	1990.73	0	.00	0	1990.73-	0
20 20		ICMA HYBRID EMPLOYER CONT		0	38.54	0	0	281.89	0	.00	0	281.89-	0
20 **		BENEFITS		3405	2624.41	77	20430	19569.39	96	.00	40890	21320.61	48
30		CONTRACTUAL SERVICES											
30 08		MAINTENANCE SVC CONTRACTS		250	38.25	15	1500	191.25	13	.00	3000	2808.75	6
30 16		PHYSICALS		25	.00	0	150	.00	0	.00	300	300.00	0
30 30		GIS MAPPING UPDATES		416	1127.00	271	2496	1193.96	48	.00	5000	3806.04	24
30 **		CONTRACTUAL SERVICES		691	1165.25	169	4146	1385.21	33	.00	8300	6914.79	17
50		OTHER CHARGES											
50 08		TELECOMMUNICATIONS		25	.00	0	150	68.82	46	.00	300	231.18	23
50 24		SUBSISTANCE & LODGING		41	.00	0	246	9.40	4	.00	500	490.60	2
50 26		CONVENTIONS & EDUCATIONS		66	.00	0	396	10.00	3	.00	800	790.00	1
50 65		METER TESTING/REPLACEMENT		1250	1763.63	141	7500	4693.78	63	.00	15000	10306.22	31
50 76		MISS UTILITY		54	23.62	44	324	148.03	46	.00	650	501.97	23
50 **		OTHER CHARGES		1436	1787.25	125	8616	4930.03	57	.00	17250	12319.97	29
60		MATERIALS & SUPPLIES											
60 02		OFFICE SUPPLIES		70	.00	0	420	.00	0	.00	850	850.00	0
60 04		REPAIRS & MAINTENANCE		4166	5418.71	130	24996	24430.68	98	.00	50000	25569.32	49
60 06		FUELS & LUBRICANTS		541	307.63	57	3246	2107.71	65	.00	6500	4392.29	32
60 08		VEHICLE & EQUIP R&M		520	5115.43	984	3120	10747.20	345	.23	6250	4497.43-	172
60 10		UNIFORMS		216	137.61	64	1296	672.93	52	.00	2600	1927.07	26
60 11		SAFETY EQUIP & PROGRAMS		108	.00	0	648	41.89	7	.00	1300	1258.11	3
60 25		SMALL EQUIPMENT		116	.00	0	696	394.45	57	.00	1400	1005.55	28
60 **		MATERIALS & SUPPLIES		5737	10979.38	191	34422	38394.86	112	.23	68900	30504.91	56
711	**	**	DISTRIBUTION	20302	23916.08	118	121812	113890.23	94	.23	243740	129849.54	47
712		COLLECTION											
10		SALARIES AND WAGES											
10 02		REGULAR		8766	7119.63	81	52596	47805.32	91	.00	105200	57394.68	45
10 04		OVERTIME		266	240.08	90	1596	1804.90	113	.00	3200	1395.10	56
10 **		SALARIES AND WAGES		9032	7359.71	82	54192	49610.22	92	.00	108400	58789.78	46

PREPARED 01/07/2022, 11:57:17
 PROGRAM: GM267L
 TOWN OF ALTAVISTA

DETAIL BUDGET REPORT
 50% OF YEAR LAPSED

PAGE 37
 ACCOUNTING PERIOD 06/2022

FUND 050 WATER & SEWER FUND			DEPT/DIV 5201 DISTRIBUTION & COLLECTION/OPERATIONS									
BA ELE OBJ		ACCOUNT	*****CURRENT*****			*****YEAR-TO-DATE*****				ANNUAL	UNENCUMB.	%
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT

71		DISTRIBUTION & COLLECTION										
712		COLLECTION										
	20	BENEFITS										
	20 02	FICA	670	539.56	81	4020	3524.55	88	.00	8050	4525.45	44
	20 04	VA RETIREMENT SYSTEM	830	440.04	53	4980	2640.24	53	.00	9970	7329.76	27
	20 06	GROUP MEDICAL INSURANCE	1791	1248.80	70	10746	10459.40	97	.00	21500	11040.60	49
	20 08	GROUP LIFE INSURANCE	114	100.52	88	684	671.56	98	.00	1370	698.44	49
	20 18	VRS HYBRID EMPLOYER CONTR	0	256.78	0	0	1990.49	0	.00	0	1990.49	0
	20 20	ICMA HYBRID EMPLOYER CONT	0	38.50	0	0	281.63	0	.00	0	281.63	0
	20 **	BENEFITS	3405	2624.20	77	20430	19567.87	96	.00	40890	21322.13	48
	30	CONTRACTUAL SERVICES										
	30 08	MAINTENANCE SVC CONTRACTS	125	38.25	31	750	941.25	126	.00	1500	558.75	63
	30 16	PHYSICALS	25	.00	0	150	.00	0	.00	300	300.00	0
	30 30	GIS MAPPING UPDATES	416	1127.00	271	2496	1193.96	48	.00	5000	3806.04	24
	30 **	CONTRACTUAL SERVICES	566	1165.25	206	3396	2135.21	63	.00	6800	4664.79	31
	50	OTHER CHARGES										
	50 08	TELECOMMUNICATIONS	25	.00	0	150	68.86	46	.00	300	231.14	23
	50 24	SUBSISTANCE & LODGING	41	.00	0	246	.00	0	.00	500	500.00	0
	50 26	CONVENTIONS & EDUCATIONS	66	.00	0	396	.00	0	.00	800	800.00	0
	50 76	MISS UTILITY	54	23.63	44	324	148.07	46	.00	650	501.93	23
	50 **	OTHER CHARGES	186	23.63	13	1116	216.93	19	.00	2250	2033.07	10
	60	MATERIALS & SUPPLIES										
	60 02	OFFICE SUPPLIES	70	.00	0	420	.00	0	.00	850	850.00	0
	60 04	REPAIRS & MAINTENANCE	2916	2498.29	86	17496	11074.15	63	.00	35000	23925.85	32
	60 06	FUELS & LUBRICANTS	541	307.63	57	3246	2107.71	65	.00	6500	4392.29	32
	60 08	VEHICLE & EQUIP R&M	520	5115.44	984	3120	10534.57	338	.23	6250	4284.80	169
	60 10	UNIFORMS	208	137.61	66	1248	672.95	54	.00	2500	1827.05	27
	60 11	SAFETY EQUIP & PROGRAMS	108	.00	0	648	141.89	22	.00	1300	1158.11	11
	60 25	SMALL EQUIPMENT	108	.00	0	648	404.43	62	.00	1300	895.57	31
	60 **	MATERIALS & SUPPLIES	4471	8058.97	180	26826	24935.70	93	.23	53700	28764.07	46
	81	CAPITAL OUTLAY - REPLACE										
	81 30	IMPRVMNTS OTHER THAN BLDG	833	.00	0	4998	.00	0	5796.65	10000	4203.35	58
	81 **	CAPITAL OUTLAY - REPLACE	833	.00	0	4998	.00	0	5796.65	10000	4203.35	58
712	** **	COLLECTION	18493	19231.76	104	110958	96465.93	87	5796.88	222040	119777.19	46
71	** **	DISTRIBUTION & COLLECTION	38795	43147.84	111	232770	210356.16	90	5797.11	465780	249626.73	46
DIV	5201	TOTAL ***** OPERATIONS	38795	43147.84	111	232770	210356.16	90	5797.11	465780	249626.73	46
DEPT	52	TOTAL ***** DISTRIBUTION & COLLECTION	38795	43147.84	111	232770	210356.16	90	5797.11	465780	249626.73	46
FUND	050	TOTAL ***** WATER & SEWER FUND	739983	686301.51	93	4439898	3603255.63	81	254321.78	8880600	5023022.59	43

PREPARED 01/07/2022, 11:57:17
 PROGRAM: GM267L
 TOWN OF ALTAVISTA

DETAIL BUDGET REPORT
 50% OF YEAR LAPSED

PAGE 38
 ACCOUNTING PERIOD 06/2022

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

PREPARED 01/07/2022, 11:57:17
 PROGRAM: GM267L
 TOWN OF ALTAVISTA

DETAIL BUDGET REPORT
 50% OF YEAR LAPSED

PAGE 39
 ACCOUNTING PERIOD 06/2022

FUND 090 CEMETERY FUND			DEPT/DIV 0000			*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL BUDGET	UNENCUMB. BALANCE	% BDGT
BA	ELE	OBJ	ACCOUNT	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.				
SUB	SUB		DESCRIPTION											
60			PUBLIC WORKS											
603			CEMETERY											
	10		SALARIES AND WAGES											
	10	02	REGULAR	833	438.72	53	4998	2460.72	49	.00	10000	7539.28	25	
	10	04	OVERTIME	83	.00	0	498	232.26	47	.00	1000	767.74	23	
	10	**	SALARIES AND WAGES	916	438.72	48	5496	2692.98	49	.00	11000	8307.02	25	
	20		BENEFITS											
	20	02	FICA	70	31.57	45	420	193.76	46	.00	850	656.24	23	
	20	04	VA RETIREMENT SYSTEM	83	.00	0	498	56.35	11	.00	1000	943.65	6	
	20	06	GROUP MEDICAL INSURANCE	129	113.25	88	774	342.98	44	.00	1550	1207.02	22	
	20	08	GROUP LIFE INSURANCE	16	6.85	43	96	37.59	39	.00	200	162.41	19	
	20	18	VRS HYBRID EMPLOYER CONTR	0	44.69	0	0	193.01	0	.00	0	193.01-	0	
	20	20	ICMA HYBRID EMPLOYER CONT	0	5.51	0	0	25.75	0	.00	0	25.75-	0	
	20	**	BENEFITS	298	201.87	68	1788	849.44	48	.00	3600	2750.56	24	
	30		CONTRACTUAL SERVICES											
	30	36	MOWING CONTRACT	2066	.00	0	12396	9750.00	79	.00	24800	15050.00	39	
	30	**	CONTRACTUAL SERVICES	2066	.00	0	12396	9750.00	79	.00	24800	15050.00	39	
	50		OTHER CHARGES											
	50	34	MISCELLANEOUS REIMB	0	.00	0	0	1795.00	0	.00	0	1795.00-	0	
	50	**	OTHER CHARGES	0	.00	0	0	1795.00	0	.00	0	1795.00-	0	
	60		MATERIALS & SUPPLIES											
	60	04	REPAIRS & MAINTENANCE	833	.00	0	4998	271.52	5	.00	10000	9728.48	3	
	60	60	OPENING/CLOSING GRAVES	125	.00	0	750	500.00	67	.00	1500	1000.00	33	
	60	**	MATERIALS & SUPPLIES	958	.00	0	5748	771.52	13	.00	11500	10728.48	7	
	70		TRANSFER OUT											
	70	01	TO CEMETERY RESERVE	2270	.00	0	13620	.00	0	.00	27250	27250.00	0	
	70	**	TRANSFER OUT	2270	.00	0	13620	.00	0	.00	27250	27250.00	0	
603	**	**	CEMETERY	6508	640.59	10	39048	15858.94	41	.00	78150	62291.06	20	
60	**	**	PUBLIC WORKS	6508	640.59	10	39048	15858.94	41	.00	78150	62291.06	20	
DIV	0000	TOTAL	*****	6508	640.59	10	39048	15858.94	41	.00	78150	62291.06	20	
DEPT	00	TOTAL	*****	6508	640.59	10	39048	15858.94	41	.00	78150	62291.06	20	
FUND	090	TOTAL	*****	6508	640.59	10	39048	15858.94	41	.00	78150	62291.06	20	
		CEMETERY FUND		6508	640.59	10	39048	15858.94	41	.00	78150	62291.06	20	
GRAND	TOTAL	*****		1361625	1142186.09	84	8169750	7238444.42	89	771921.38	16341230	8330864.20	49	

Town of Altavista
Investment Deposit Totals
Balance as of December 31, 2021



General Fund Reserves

Money Market Account	4,708,562.46	
Certificate of Deposit	2,926,394.54	
LGIP	7,648,067.01	
Sub-Total		\$ 15,283,024.01

Enterprise Fund Reserves

Money Market Account	230,046.38	
Certificate of Deposit		
LGIP	557,140.99	
Sub-Total		\$ 787,187.37

Highway Fund

Money Market Account	57,350.00	
Certificate of Deposit	0.00	
LGIP	1,006,480.38	
Sub-Total		\$ 1,063,830.38

Green Hill Cemetery

Money Market Account	75,497.31	
Certificate of Deposit	633,323.25	
LGIP	77,243.13	
Sub-Total		\$ 786,063.69

AEDA

Money Market Account	0.00	
Certificate of Deposit	0.00	
LGIP	270,764.69	
Sub-Total		\$ 270,764.69

Federal Forfeiture Account \$0.00

State Forfeiture Account \$10,424.01

Operating Cash Account \$ 3,204,284.05

Grand Total Investments and Deposits \$ 21,405,578.20

Designated Balance \$ 18,680,108.77

Undesignated Balance \$ 2,725,469.43

DISTRIBUTION OF UNDESIGNATED FUNDS

Policy Money	8,130,440.00
PCB	569,707.59
Accrued Liability	186,161.36
ED remaining balance of \$35,000 (website and marketing)	6,240.00
Earmarked for AOT No Interest Loan Program - Grant (5/11/21)	20,821.44
"Pop-Up" Altavista Funding - Downtown Business Invest Grant	2,764.12
Funds earmarked for items not completed during prior FY	551,265.31
Canoe Launch Site	86,056.17
CIP Items Earmarked for Future Purchase	395,970.00
Park Improvements as designated by Roberta F. Jenks' Estate	44,792.37
Park Improvements	11,300.00
AVOCA Maintenance Funds	172,348.59
Main St Sidewalk Extension Match (VDOT)	187,158.00
Theater Transfer In FY2022 Budget	1,000,000.00
Proceeds from sale of Armory	212,826.00
ARPA Funding - 1st Tranche	1,766,891.00

EARMARKED FUNDS \$ 13,344,741.95

RESERVE POLICY FUNDS

General Fund: The General Fund Undesignated Fund Balance at the close of each FY per the town's audit, should be at least 100% of Annual Recurring Revenues. (12/13/11) 6,133,612

Enterprise Fund: Unrestricted cash for the Enterprise Fund should be a minimum of 50% of total water and sewer utility fund expenditures. (12/13/11) 1,996,828

Total Reserve Policy Funds 8,130,440



TOWN OF ALTAVISTA
TOWN COUNCIL
REGULAR MEETING
January 11, 2022
AGENDA COVER SHEET

AGENDA ITEM #: 8.A

NEW BUSINESS

Title: Visitor's Center Update

Staff Resource: Sharon D. Williams, AICP, Community Development Director

Action(s):

Receive an update from Jordan Welborn.

Explanation:

Jordan Welborn, Director, Campbell County Public Library System & Campbell County Department of Citizen Engagement and Quality of Life, will provide an update to Town Council on the Visitor's Center at the Staunton River Memorial Library.

Background:

In January 2020, Campbell County Public Library Director Jordan Welborn pitched the idea for a partnership between Campbell libraries and the town of Altavista by taking advantage of existing staff, materials and infrastructure to provide a visitors center in an underutilized room in the Staunton River Memorial Library.

The library will serve as a destination for local and regional tourist information, as well as a revamped exhibit space. Ms. Welborn requested a one time funding request of \$6,000 from the town, At the time she said they would be able to transform the existing space with new furnishings, a fresh coat of paint, display cases and brochure racks. She also suggested a TV to provide an audiovisual element to the exhibit space and additional signage around town to direct tourists to the center.

The project had been delayed due to the coronavirus pandemic. Ms. Welborn will provide an project update to Council.

Funding Source(s):

\$6,000

Attachments: *(click item to open)*



TOWN OF ALTAVISTA
TOWN COUNCIL
REGULAR MEETING
January 11, 2022
AGENDA COVER SHEET

AGENDA ITEM #: 8.B

NEW BUSINESS

Title: Discussion of Byrne/Justice Assistance Grant Program 3334- LE Equipment and Training
Staff Resource: Chief Merricks

Action(s):

Approve the purchase of speed/message board trailer using \$12,375 of grant funds and \$4,125 of seizure funds.

Explanation:

Altavista PD was awarded the Byrne Justice Assistance Grant in the amount of \$16,500, of which \$4,125 is to be matched by the locality. The grant period is 1-1-22 through 9-30-22. Chief Merricks recommends that the purchase be made and the supplemental funds be taken from the state seizure account. That would allow the transaction to be completed during the grant period.

Background:

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

Funding Source(s):

Federal Funds: \$12,375

Local Match: \$4,125

Total Budget: \$16,500

Attachments: *(click item to open)*

[*Attachment 1. 10574 - Altavista.pdf*](#)



COMMONWEALTH of VIRGINIA

Department of Criminal Justice Services

Shannon Dion
Director

Megan Peterson
Chief Deputy Director

Washington Building
1100 Bank Street
Richmond, Virginia 23219
(804) 786-4000
www.dcjs.virginia.gov

December 27, 2021

Clarence Monday
Interim Town Manager
510 Seventh St
Altavista, Virginia 24517

RE: Town of Altavista Byrne/Justice Assistance Grant Program 2022- LE Equipment and Training

Dear Clarence Monday:

Congratulations on being a recipient of the above referenced grant program! Your DCJS grant award number is **10574** and was approved for a total award of **\$16,500**, funded through Federal Award Number **2018-DJ-BX-0728**. The project period is **1/1/2022** through **9/30/2022**.

Included with this letter is a Statement of Grant Award/Acceptance (SOGA). Please note hard copies of the General Special Conditions, as well as the Reporting Requirements and Projected Due Dates, are now referred to as **Conditions and Requirements** and will be posted online at <https://www.dcjs.virginia.gov/grants/grant-requirements> within the next two weeks.

In addition to the general Special Conditions, there may be grant specific Special Conditions related to your Grant Award called Encumbrances. If there are any, you are required to adhere to these conditions via the On-line Grants Management System (OGMS) at <https://ogms.dcjs.virginia.gov/>. If you have not previously done so, you must register in order to use this web-based system. The instructions on *Registering for a New Account* and *Submitting Action Item Encumbrances* are posted here <https://www.dcjs.virginia.gov/grants/ogms-training-resources> along with other resources and training videos. All registrants will be approved within 3 – 5 business days.

We will be happy to assist you in any way we can to assure your project's success. To indicate your acceptance of the award and conditions, please sign the included SOGA and return it electronically within the next 60 days to **grantsmgmt@dcjs.virginia.gov**. If you have questions, contact your DCJS Grant Monitor **Nicole T. Phelps, MS** at **804.263.3388** or via email at **nicole.phelps@dcjs.virginia.gov**.

Sincerely,

Shannon Dion

STATEMENT OF GRANT AWARD (SOGA)

Virginia Department of Criminal Justice Services
1100 Bank Street, 12th Floor
Richmond, Virginia 23219

3334 - Byrne/Justice Assistance Grant Program 2022- LE Equipment and Training

Subgrantee: Altavista
DUNS Number: 040145500 DCJS Grant Number: 10574
Grant Start Date: 1/1/2022 Grant End Date: 9/30/2022

Federal Grant Number: 2018-DJ-BX-0728
Federal Awardee: BJA
Federal Catalog Number: 16.738
Project Description: To strengthen Crime Control
Federal Start Date: 10/1/2017
Indirect Cost Rate: _____% ***If applicable**

Federal Funds: \$12,375
State General Funds:
State Special Funds:
Local Match: \$4,125
Total Budget: \$16,500

Project Director	Project Administrator	Finance Officer
Thomas Merricks Chief of Police 510 Seventh St Altavista, Virginia 24517 434-369-7425 temerricks@altavistava.gov	Clarence Monday Interim Town Manager 510 Seventh St Altavista, Virginia 24517 434-369-5001 interimtownmanager@altavistava.gov	Tobie Shelton Finance Director 510 Seventh St Altavista, Virginia 24517 434-369-5001 tcshelton@altavistava.gov

***Please indicate your ICR in the space provided, if applicable.** As the duly authorized representative, the undersigned, having received the Statement of Grant Awards (SOGA) and reviewing the Special Conditions, hereby accepts this grant and agree to the conditions and provisions of all other Federal and State laws and rules and regulations that apply to this award.

Signature: _____
Authorized Official (Project Administrator)

Title: _____

Date: _____



TOWN OF ALTAVISTA
TOWN COUNCIL
REGULAR MEETING
January 11, 2022
AGENDA COVER SHEET

AGENDA ITEM #: 8.C

NEW BUSINESS

Title: 2022 Town Council Retreat

Staff Resource: Gary Shanaberger, Town Manager

Action(s):

Town Council to consider whether or not to have a 2022 Council Retreat Work Session.

Explanation:

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

Background:

Previously, Kimble Payne, with the Berkley Group, has facilitated the Council Retreats. Town Staff will seek direction from Town Council whether to recruit Mr. Payne again, or investigate another option.

Funding Source(s):

Attachments: *(click item to open)*



TOWN OF ALTAVISTA
TOWN COUNCIL
REGULAR MEETING
January 11, 2022
AGENDA COVER SHEET

AGENDA ITEM #: 8.D

NEW BUSINESS

Title: FY2023 - 2027 Capital Improvement Plan (CIP)

Staff Resource: Tobie Shelton, Director of Finance and Administration

Action(s):

Per Council's discussion

Explanation:

Council has received the Capital Improvement Plan (CIP) project sheets detailing large capital projects and equipment purchases and their associated funding options for Utilities, which includes the Water and Wastewater Departments. This will be the first opportunity for Council to provide staff input and direction on the working document. Council will receive CIP project sheets for the remaining department, Parks and Recreation, at the January 25th Work Session.

Background:

Annually, the Town is required to adopt a budget prior to July 1st, the beginning of the new fiscal year. During last year's budget process, it was the consensus of Council to receive the draft capital budget much earlier in the budget process to allow more time to review the working document to ensure it reflects changing community needs, priorities, and funding opportunities.

Funding Source(s):

The Town budget utilizes funding in the General Fund, Utility (Enterprise) Fund, State Highway Fund, and the Cemetery Fund. The funding comes from a variety of sources including taxes, user fees, utility billings, and state funds to name a few.

Attachments: *(click item to open)*

[Attachment 1. Draft CIP FY2023-2027 - Funding Sources](#)

[Attachment 2. Draft CIP FY2023-2027 - Project Sheets](#)

Funding Sources

Draft

Capital Improvement Program (CIP)

FY2023 – 2027

- Water
- Wastewater

Town of Altavista
DRAFT
FY2023 - 2027 Capital Improvement Plan

UTILITIES (WATER) CIP BY YEAR						
		FY2023	FY2024	FY2025	FY2026	FY2027
UT(W)	Tank Maintenance	38,300	40,000	40,000	40,000	40,000
UT(W)	Sedimentation/Solids Handling Impr.	350,000	2,036,000			
UT(W)	Advanced Water Metering System	1,075,000				
UT(W)	Raw Water Control Valve	60,000				
UT(W)	Water Plant Security	196,000				
UT(W)	Installation of inline valve at Melinda Tank	25,000				
UT(W)	WTP and Tank Electrical Impr. & SCADA Impr.	230,000		173,000		100,000
UT(W)	Painting of Walls & Floors at WTP	25,000				
UT(W)	Meter Truck Replacement	40,000				
UT(W)	Spring Site Infrastructure Improvements	46,000	1,100,000			
UT(W)	Sweeper with Hopper Attachment		8,000			
UT(W)	Water Plant Truck with Lift Gate		45,000			
UT(W)	Grapple Bucket & Brush Cutter Head		15,000			
UT(W)	Solids Tank Pump Replacement		35,000		40,000	
UT(W)	WTP Heat Pump Replacement		30,000			
UT(W)	Utilities Truck			130,000		
UT(W)	Hydraulic Thumb & Tilting Grade Bucket			12,000		
UT(W)	Chemical Pump Replacement			25,000		
UT(W)	Beverly Heights / Incr. Water Pressure				239,000	
UT(W)	Holly Hills/Northgate / Incr. Water Pressure				239,000	
UT(W)	Raw Water Pump Replacement				42,000	50,000
UT(W)	Beverly Heights Water Line Replacements					2,000,000
UTILITIES (WATER) TOTAL		2,085,300	3,309,000	380,000	600,000	2,190,000
				FY2023-2027 CIP TOTAL:		8,564,300
FUNDING SOURCES		FY2023	FY2024	FY2025	FY2026	FY2027
<i>Enterprise Fund (W)</i>		108,300	161,500	309,000	122,000	190,000
<i>Enterprise Fund (WW)</i>		20,000	11,500	71,000		0
<i>Grants - ARPA</i>		1,121,000	1,100,000			
<i>Bonds (List)</i>		836,000	2,036,000		524,000	3,100,000
UTILITIES (WATER) TOTAL		2,085,300	3,309,000	380,000	646,000	3,290,000

Town of Altavista
DRAFT
FY2023 - 2027 Capital Improvement Plan

UTILITIES (SEWER) CIP BY YEAR						
		<u>FY2023</u>	<u>FY2024</u>	<u>FY2025</u>	<u>FY2026</u>	<u>FY2027</u>
UT(S)	Return Sludge Replacement Impeller	5,000	5,000			
UT(S)	40 hp Pump Replacement/Main PS	40,000				
UT(S)	WWTP Electrical Upgrade	1,568,200				
UT(S)	Sewer Line Root Removal	10,000				
UT(S)	Lynch Creek Sewer Line Replacement	1,582,240				
UT(S)	Replacement of Lab Scales	5,000				
UT(S)	UV Light System	750,000				
UT(S)	Replacement of Mobile 6" Pump	60,000				
UT(S)	Auger Attachment (Skid Steer)	6,000				
UT(S)	SCADA Improvements	350,000				
UT(S)	Aeration Rehab	694,500	2,751,000			
UT(S)	60 hp Digestor Blower	18,000			20,000	
UT(S)	Main Pump Station Upgrade	51,000	862,000			
UT(S)	Repl of Autoclave	30,000				
UT(S)	Feed Pump Replacement		28,500		29,000	
UT(S)	Brush Cutter Head Attachment		11,000			
UT(S)	Truck Replacement (Utility)		41,000			
UT(S)	Riverview Pump Station Upgrade		20,000	289,000		
UT(S)	40 hp Pump Replacement/Riverview PS			40,000		
UT(S)	Trencher Attachment			6,000		
UT(S)	Secondary Clarifiers			1,998,000		
UT(S)	Commercial Water Truck			150,000		
UT(S)	Heat Pump Repl in Lab and Office			30,000		
UT(S)	Sewer Vactor Truck Replacement				315,000	
UT(S)	Tandem Dump Truck Replacement					250,000
UT(S)	Solids Handling Engineering					200,000
UTILITIES (SEWER) TOTAL		5,169,940	3,718,500	2,513,000	364,000	450,000
				FY2023-2027 CIP TOTAL:		12,215,440
FUNDING SOURCES		<u>FY2023</u>	<u>FY2024</u>	<u>FY2025</u>	<u>FY2026</u>	<u>FY2027</u>
<i>General Fund</i>				30,000	25,000	
<i>Enterprise Fund (W)</i>		13,000	5500	63,000	70,000	
<i>Enterprise Fund (WW)</i>		161,000	80,000	133,000	269,000	450,000
<i>Grants - ARPA</i>		750,000				
<i>Bonds (List)</i>		4,245,940	3,633,000	2,287,000		
UTILITIES (SEWER) TOTAL		5,169,940	3,718,500	2,513,000	364,000	450,000

Town of Altavista
DRAFT
FY2023 - 2027 Capital Improvement Plan

SUMMARY OF FUNDING SOURCES FOR FY2023-FY2027 ENTERPRISE FUND CIP

<u>FUNDING SOURCES</u>	<u>FY2023</u>	<u>FY2024</u>	<u>FY2025</u>	<u>FY2026</u>	<u>FY2027</u>
<i>General Fund</i>	0	0	0	0	0
<i>Highway Fund</i>	0	0	0	0	0
<i>Enterprise Fund (W)</i>	122,300	168,000	373,000	193,000	190,000
<i>Enterprise Fund (WW)</i>	182,000	92,500	205,000	270,000	450,000
<i>Grants (List) ARPA</i>	1,871,000	1,100,000	0	0	0
<i>Bonds (List)</i>	5,081,940	5,669,000	2,287,000	524,000	3,100,000
<i>Reserve (List)</i>					
<i>Other (List)</i>					
<i>Cemetery Fund</i>					
<u>TOTAL *</u>	7,257,240	7,029,500	2,865,000	987,000	3,740,000

**Totals include funding from Public Works Department allocated for the fuel system upgrade in FY2026.*

Draft

Capital Improvement

Program (CIP)

FY2023 – 2027

Departmental Project Detail Sheets

- Water
- Wastewater

Utilities (Water)

FY2023-2027 CAPITAL IMPROVEMENT PROJECT FORM

DEPARTMENT: Utilities
DIVISION: WD
PROJECT NAME: Advanced Water Metering System
LOCATION: Distribution System
YEAR: FY 2023
ACCT#:

Type of Project: ☒ New ☐ Expansion
☐ Replacement ☐ Renovation

Current/ Previous Expenditures	TOTAL PROJECT COST (Capital Only)	Total Appropriations to Date	Budget Year 1 FY2023	Unappropriated Subsequent Years					Future Budget Years
				Budget Year 2 FY2024	Budget Year 3 FY2025	Budget Year 4 FY2026	Budget Year 5 FY2027		
	\$ 1,075,000	\$ -	\$ 1,075,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

PROJECT COSTS

ACTIVITY	FY2023	FY2024	FY2025	FY2026	FY2027	FUTURE
Planning, Surveying, Design, Engineering	\$ 75,000					
Land/ROW/Acquisition:						
In House Services (In Kind)						
Site Preparation & Improvements						
Permits/Inspections/Misc.						
Building/Utility Construction:	\$ 1,000,000					
Legal/Misc.						
Heavy Equip./Apparatus:						
Light Equip/Furniture:						
Other:						

Total Capital Cost Estimate:	\$ 1,075,000	\$ -	\$ -	\$ -	\$ -	\$ -
Total Operating Impact Estimate:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenditure Estimate:	\$ 1,075,000	\$ -	\$ -	\$ -	\$ -	\$ -

NEW OR ADDITIONAL IMPACT on OPERATING BUDGET

Type of Expenditure	FY2023	FY2024	FY2025	FY2026	FY2027	FUTURE
Salaries/Benefits						
Professional & Consulting Services:						
Materials & Supplies						
Maintenance/Fuel						
Other						
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

METHODS OF FINANCING

Funding Sources	Previous Allocation (Earmarked)	FY2023	FY2024	FY2025	FY2026	FY2027	FUTURE
General Fund							
Highway Fund							
Enterprise Fund (W)							
Enterprise Fund (WW)							
Grants (List)							
Bonds (List)							
Reserve (List)							
Other (List) ARPA		\$ 1,075,000					
TOTAL	\$ -	\$ 1,075,000	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL:							\$ 1,075,000

Project Description:

Using American Rescue and Recovery money, install a new advanced meter reading system to improve meter reading efficiency, loss of revenue from customer water leaks and provide an opportunity for monthly meter reading.

Justification/Linkage:

Council Goals, Master Plans, or Dept. Goals & Objectives: Create and maintain high-quality Community facilities and Infrastructure.



FY2023-2027 CAPITAL IMPROVEMENT PROJECT FORM

DEPARTMENT: Utilities
DIVISION: WD

PROJECT NAME: Tank Maintenance
LOCATION: Melinda.Bedford, Clarion, Dearing Ford

YEAR: FY 2023
ACCT#: 050-5010-701.81-06

Type of Project:
☐ New
 ☐ Expansion
 ☐ Replacement
 ☒ Renovation

Current/ Previous Expenditures	TOTAL PROJECT COST (Capital Only)	Total Appropriations to Date	Unappropriated Subsequent Years						Future Budget Years
			Budget Year 1 FY2022	Budget Year 2 FY2023	Budget Year 3 FY2024	Budget Year 4 FY2025	Budget Year 5 FY2026		
\$ 993,000	\$ 1,231,300	\$ -	\$ 38,300	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000		\$ 40,000

PROJECT COSTS

ACTIVITY	FY2023	FY2024	FY2025	FY2026	FY 2027	FUTURE
Planning, Surveying, Design, Engineering:						
Land/ROW/Acquisition:						
In House Services (In-Kind)						
Site Preparation & Improvements						
Permits/Inspections/Misc.						
Building/Utility Construction:						
Legal/Misc.						
Heavy Equip./Apparatus:	\$ 38,300	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	\$40,000
Light Equip/Furniture:						
Other						

Total Capital Cost Estimate:	\$ 38,300	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000
Total Operating Impact Estimate:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenditure Estimate:	\$ 38,300	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000

NEW OR ADDITIONAL IMPACT on OPERATING BUDGET

Type of Expenditure	FY2023	FY2024	FY2025	FY2026	FY 2027	FUTURE
Salaries/Benefits						
Professional & Consulting Services:						
Materials & Supplies						
Maintenance/Fuel						
Other						
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

METHODS OF FINANCING

Funding Sources	Previous Allocation (Earmarked)	FY2023	FY2024	FY2025	FY2026	FY 2027	FUTURE
General Fund							
Highway Fund							
Enterprise Fund (W)		\$ 38,300	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000
Enterprise Fund (WW)							
Grants (List)							
Bonds (List)							
Reserve (List)							
Other (List)							
TOTAL	\$ -	\$ 38,300	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000
TOTAL:							\$ 238,300

Project Description:

Water tanks must periodically be 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.

Justification/Linkage:

Council Goals, Master Plans, or Dept. Goals & Objectives: Create and maintain high-quality Community facilities and Infrastructure.



FY2023-2027 CAPITAL IMPROVEMENT PROJECT FORM

DEPARTMENT: Utilities
DIVISION: W

PROJECT NAME: Raw Water Contol Valve
LOCATION: Water Plant

YEAR: FY 2023
ACCT#: 050-5010-701.81-06

Type of Project:
☐ New ☐ Expansion
☒ Replacement ☐ Renovation

Current/ Previous Expenditures	TOTAL PROJECT COST (Capital Only)	Total Appropriations to Date	Budget Year 1 FY2023	Unappropriated Subsequent Years					Future Budget Years
				Budget Year 2 FY2024	Budget Year 3 FY2025	Budget Year 4 FY2026	Budget Year 5 FY2027		
	\$ 60,000	\$ -	\$ 60,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

PROJECT COSTS

ACTIVITY	FY2023	FY2024	FY2025	FY2026	FY 2027	FUTURE
Planning, Surveying, Design, Engineering	\$ 3,000					
Land/ROW/Acquisition:						
In House Services (In Kind)						
Site Preparation & Improvements						
Permits/Inspections/Misc.						
Building/Utility Construction:	\$ 30,000					
Legal/Misc./Contingency	\$ 16,000					
Heavy Equip./Apparatus:						
Light Equip/Furniture:						
Other/SCADA	\$ 11,000					
Total Capital Cost Estimate:	\$ 60,000		\$ -	\$ -	\$ -	\$ -
Total Operating Impact Estimate:	\$ -		\$ -	\$ -	\$ -	\$ -
Total Expenditure Estimate.	\$ 60,000		\$ -	\$ -	\$ -	\$ -

NEW OR ADDITIONAL IMPACT on OPERATING BUDGET

Type of Expenditure	FY2023	FY2024	FY2025	FY2026	FY 2027	FUTURE
Salaries/Benefits						
Professional & Consulting Services:						
Materials & Supplies						
Maintenance/Fuel						
Other						
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

METHODS OF FINANCING

Funding Sources	Previous Allocation (Earmarked)	FY2023	FY2024	FY2025	FY2026	FY 2027	FUTURE
General Fund							
Highway Fund							
Enterprise Fund (W)							
Enterprise Fund (WW)							
Grants (List)							
Bonds (List)		\$ 60,000					
Reserve (List)							
Other (List)							
TOTAL	\$ -	\$ 60,000		\$ -	\$ -	\$ -	\$ -
TOTAL:							\$ 60,000

Project Description:

Replace exisiting valve. Updating valve with 420mV control to be able to operate plant with SCADA controls

Justification/Linkage:

Council Goals, Master Plans, or Dept. Goals & Objectives: Create and maintain high-quality Community facilities and Infrastructure.



FY2023-2027 CAPITAL IMPROVEMENT PROJECT FORM

DEPARTMENT: Utilities
DIVISION: W

PROJECT NAME: Water Plant Security
LOCATION: Water Plant

YEAR: FY 2023
ACCT#: 050-5010-701.81-06

Type of Project:
☐ New
 ☐ Expansion
 ☐ Replacement
 ☒ Renovation

Current/ Previous Expenditures	TOTAL PROJECT COST (Capital Only)	Total Appropriations to Date	Budget Year 1 FY2023	Unappropriated Subsequent Years					Future Budget Years
				Budget Year 2 FY2024	Budget Year 3 FY2025	Budget Year 4 FY2026	Budget Year 5 FY2027		
	\$ 196,000	\$ -	\$ 196,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

PROJECT COSTS

ACTIVITY	FY2023	FY2024	FY2025	FY2026	FY 2027	FUTURE
Planning, Surveying, Design, Engineering:	\$ 24,000					
Land/ROW/Acquisition:						
In House Services (In-Kind)						
Site Preparation & Improvements						
Permits/Inspections/Misc./Contingency	\$ 38,000					
Building/Utility Construction:	\$ 120,000					
Legal/Misc.	\$ 4,000					
Heavy Equip./Apparatus:						
Light Equip/Furniture:						
Other/SCADA	\$ 10,000					

Total Capital Cost Estimate:	\$ 196,000	\$ -	\$ -	\$ -	\$ -	\$ -
Total Operating Impact Estimate:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenditure Estimate:	\$ 196,000	\$ -	\$ -	\$ -	\$ -	\$ -

NEW OR ADDITIONAL IMPACT on OPERATING BUDGET

Type of Expenditure	FY2023	FY2024	FY2025	FY2026	FY 2027	FUTURE
Salaries/Benefits						
Professional & Consulting Services:						
Materials & Supplies						
Maintenance/Fuel						
Other						
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

METHODS OF FINANCING

Funding Sources	Previous Allocation (Earmarked)	FY2023	FY2024	FY2025	FY2026	FY 2027	FUTURE
General Fund							
Highway Fund							
Enterprise Fund (W)							
Enterprise Fund (WW)							
Grants (List)							
Bonds (List)		\$ 196,000					
Reserve (List)							
Other (List)							
TOTAL	\$ -	\$ 196,000	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL:							\$ 196,000

Project Description:

The water plant needs to be limited to staff personnel only. There are too many vendors, visitors and deliveries that show up unannounced. There is currently a chain-link fence surrounding some of the water treatment plant property, but the fence should be improved. The existing gate at the entrance to the site is manually controlled. This gate should be

Justification/Linkage:

Council Goals, Master Plans, or Dept. Goals & Objectives: Create and maintain high-quality Community facilities and Infrastructure



FY2023-2027 CAPITAL IMPROVEMENT PROJECT FORM

DEPARTMENT: DIVISION:

PROJECT NAME: LOCATION:

YEAR: FY ACCT#:

Type of ☒ New ☐ Expansion
Project: ☐ Replacement ☐ Renovation

Current/ Previous Expenditures	TOTAL PROJECT COST (Capital Only)	Total Appropriations to Date	Budget Year 1 FY2023	Unappropriated Subsequent Years					Future Budget Years
				Budget Year 2	Budget Year 3	Budget Year 4	Budget Year 5		
				FY2024	FY2025	FY2026	FY2027		
	\$ 25,000	\$ -	\$ 25,000	\$ -	\$ -	\$ -	\$ -	\$ -	

PROJECT COSTS

ACTIVITY	FY2023	FY2024	FY2025	FY2026	FY 2027	FUTURE
Planning, Surveying, Design, Engineering:						
Land/ROW/Acquisition:						
In House Services (In-Kind)						
Site Preparation & Improvements						
Permits/Inspections/Misc./Contingency						
Building/Utility Construction:						
Legal/Misc.						
Heavy Equip./Apparatus:	\$ 25,000					
Light Equip/Furniture:						
Other/SCADA						
Total Capital Cost Estimate:	\$ 25,000	\$ -	\$ -	\$ -	\$ -	\$ -
Total Operating Impact Estimate:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenditure Estimate:	\$ 25,000	\$ -	\$ -	\$ -	\$ -	\$ -

NEW OR ADDITIONAL IMPACT on OPERATING BUDGET

Type of Expenditure	FY2023	FY2024	FY2025	FY2026	FY 2027	FUTURE
Salaries/Benefits						
Professional & Consulting Services:						
Materials & Supplies						
Maintenance/Fuel						
Other						
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

METHODS OF FINANCING

Funding Sources	Previous Allocation (Earmarked)	FY2023	FY2024	FY2025	FY2026	FY 2027	FUTURE
General Fund							
Highway Fund							
Enterprise Fund (W)		\$ 25,000					
Enterprise Fund (WW)							
Grants (List)							
Bonds (List)							
Reserve (List)							
Other (List)							
TOTAL	\$ -	\$ 25,000	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL:							\$ 25,000

Project Description:

Install inline valve at Melinda Tank to ensure continuation of flow to graham packaging when there is an interruption of service on the downstream side of Melinda to Avondale.

Justification/Linkage:

Council Goals, Master Plans, or Dept. Goals & Objectives: Create and maintain high-quality Community facilities and Infrastructure



FY2023-2027 CAPITAL IMPROVEMENT PROJECT FORM

DEPARTMENT: Utilities DIVISION: WD
PROJECT NAME: WTP SCADA Improvements LOCATION: WTP, All tanks, All Pump Stations
YEAR: FY 2023 ACCT#: 050-5010-701.81-06 Type of Project: ☐ New ☐ Expansion ☐ Replacement ☒ Renovation

Current/ Previous Expenditures	TOTAL PROJECT COST (Capital Only)	Total Appropriations to Date	Unappropriated Subsequent Years					Future Budget Years
			Budget Year 1 FY2023	Budget Year 2 FY2024	Budget Year 3 FY2025	Budget Year 4 FY2026	Budget Year 5 FY2027	
\$ 503,000	\$	\$ -	\$ 230,000	\$ -	\$ 173,000	\$ -	\$ 100,000	\$ -

PROJECT COSTS

ACTIVITY	FY2023	FY2024	FY2025	FY2026	FY 2027	FUTURE
Planning, Surveying, Design, Engineering:	\$ 50,000		\$ 4,000			
Land/ROW/Acquisition:						
In House Services (In-Kind)						
Site Preparation & Improvements						
Permits/Inspections/Misc.						
Building/Utility Construction:	\$ 180,000					
Legal/Misc.						
Heavy Equip./Apparatus:						
Light Equip/Furniture:					\$ 100,000	
Other/SCADA			\$ 169,000			

Total Capital Cost Estimate:	\$ 230,000	\$ -	\$ 173,000	\$ -	\$ 100,000	\$ -
Total Operating Impact Estimate:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenditure Estimate:	\$ 230,000	\$ -	\$ 173,000	\$ -	\$ 100,000	\$ -

NEW OR ADDITIONAL IMPACT on OPERATING BUDGET

Type of Expenditure	FY2023	FY2024	FY2025	FY2026	FY 2027	FUTURE
Salaries/Benefits						
Professional & Consulting Services:						
Materials & Supplies						
Maintenance/Fuel						
Other						
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

METHODS OF FINANCING

Funding Sources	Previous Allocation (Earmarked)	FY2023	FY2024	FY2025	FY2026	FY 2027	FUTURE
General Fund							
Highway Fund							
Enterprise Fund (W)				\$ 173,000		\$ 100,000	
Enterprise Fund (WW)							
Grants (List)							
Bonds (List)		\$ 230,000					
Reserve (List)							
Other (List)							
TOTAL	\$ -	\$ 230,000	\$ -	\$ 173,000	\$ -	\$ 100,000	\$ -
TOTAL:							\$ 503,000

Project Description:

The Pump Stations Electrical Evaluation completed in 2016, included in Appendix D, recommends electrical improvements at the Clarion Tank and Melinda Tank. The SCADA Assessment completed in 2016 recommends SCADA improvements, including the installation of flow meters, at all four tanks. The recommended improvements at the Bedford Tank and Pump Station are covered in Section 7.2.2, but all other tank related SCADA and electrical work is covered under this item. The anticipated cost of electrical and SCADA improvements at the Clarion Tank, Melinda Tank, or Dearing Ford Tank is approximately \$434,000

Justification/Linkage:

Council Goals, Master Plans, or Dept. Goals & Objectives: Create and maintain high-quality Community facilities and Infrastructure



FY2023-2027 CAPITAL IMPROVEMENT PROJECT FORM

DEPARTMENT: Utilities
DIVISION: W

PROJECT NAME: Sedimentaion and Solids Handling Improvements
LOCATION: Water Plant

YEAR: FY 2023
ACCT#: 050-5010-701.81-06

Type of Project:
☐ New
 ☐ Expansion
 ☐ Replacement
 ☒ Renovation

Current/ Previous Expenditures	TOTAL PROJECT COST (Capital Only)	Total Appropriations to Date	Budget Year 1 FY2023	Unappropriated Subsequent Years					Future Budget Years
				Budget Year 2 FY2024	Budget Year 3 FY2025	Budget Year 4 FY2026	Budget Year 5 FY2027		
	\$ 2,386,000	\$ -	\$ 350,000	\$ 2,036,000	\$ -	\$ -	\$ -	\$ -	\$ -

PROJECT COSTS

ACTIVITY	FY2023	FY2024	FY2025	FY2026	FY2027	FUTURE
Planning, Surveying, Design, Engineering:	\$ 350,000					
Land/ROW/Acquisition:						
In House Services (In-Kind)						
Site Preparation & Improvements						
Permits/Inspections/Misc./Contingency		\$ 400,000				
Building/Utility Construction:		\$ 1,500,000				
Legal/Misc.		\$ 46,000				
Heavy Equip./Apparatus:						
Light Equip/Furniture:						
Other/SCADA		\$ 90,000				
Total Capital Cost Estimate:	\$ 350,000	\$ 2,036,000	\$ -	\$ -	\$ -	\$ -
Total Operating Impact Estimate:			\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000
Total Expenditure Estimate:	\$ 350,000	\$ 2,036,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000

NEW OR ADDITIONAL IMPACT on OPERATING BUDGET

Type of Expenditure	FY2023	FY2024	FY2025	FY2026	FY2027	FUTURE
Salaries/Benefits						
Professional & Consulting Services:						
Materials & Supplies						
Maintenance/Fuel		\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000
Other						
TOTAL	\$ -	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000

METHODS OF FINANCING

Funding Sources	Previous Allocation (Earmarked)	FY2023	FY2024	FY2025	FY2026	FY2027	FUTURE
General Fund							
Highway Fund							
Enterprise Fund (W)							
Enterprise Fund (WW)							
Grants (List)							
Bonds (List)		\$ 350,000	\$ 2,036,000				
Reserve (List)							
Other (List)							
TOTAL	\$ -	\$ 350,000	\$ 2,036,000	\$ -	\$ -	\$ -	\$ -
TOTAL:							\$ 2,386,000

Project Description:

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

Justification/Linkage:

Council Goals, Master Plans, or Dept. Goals & Objectives: Create and maintain high-quality Community facilities and Infrastructure



FY2023-2027 CAPITAL IMPROVEMENT PROJECT FORM

DEPARTMENT: Utilities
DIVISION: WD & WWC

PROJECT NAME: Meter Truck Replacement
LOCATION: Public Works

YEAR: FY 2023
ACCT#: 050-5010-701.81-06/050-5110-702.81-30

Type of Project:
☐ New
 ☐ Expansion
 ☒ Replacement
 ☐ Renovation

Current/ Previous Expenditures	TOTAL PROJECT COST (Capital Only)	Total Appropriations to Date	Budget Year 1 FY2023	Unappropriated Subsequent Years					Future Budget Years
				Budget Year 2 FY2024	Budget Year 3 FY2025	Budget Year 4 FY2026	Budget Year 5 FY2027		
	\$ 40,000	\$ -	\$ 40,000	\$ -	\$ -	\$ -	\$ -	\$ -	

PROJECT COSTS

ACTIVITY	FY2023	FY2024	FY2025	FY2026	FY2027	FUTURE
Planning, Surveying, Design, Engineering:						
Land/ROW/Acquisition:						
In House Services (In-Kind)						
Site Preparation & Improvements						
Permits/Inspections/Misc.						
Building/Utility Construction:						
Legal/Misc.						
Heavy Equip./Apparatus:	\$ 40,000					
Light Equip/Furniture:						
Other						

Total Capital Cost Estimate:	\$ 40,000	\$ -	\$ -	\$ -	\$ -	\$ -
Total Operating Impact Estimate:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenditure Estimate:	\$ 40,000	\$ -	\$ -	\$ -	\$ -	\$ -

NEW OR ADDITIONAL IMPACT on OPERATING BUDGET

Type of Expenditure	FY2023	FY2024	FY2025	FY2026	FY2027	FUTURE
Salaries/Benefits						
Professional & Consulting Services:						
Materials & Supplies						
Maintenance/Fuel						
Other						
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

METHODS OF FINANCING

Funding Sources	Previous Allocation (Earmarked)	FY2023	FY2024	FY2025	FY2026	FY2027	FUTURE
General Fund							
Highway Fund							
Enterprise Fund (W)		\$ 20,000					
Enterprise Fund (WW)		\$ 20,000					
Grants (List)							
Bonds (List)							
Reserve (List)							
Other (List)							
TOTAL	\$ -	\$ 40,000	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL:							\$ 40,000

Project Description:

Pickup used by meter reader to read water meters

Justification/Linkage:

Dept. Goals & Objectives: Operate and maintain high-quality Community facilities and Infrastructure



FY2023-2027 CAPITAL IMPROVEMENT PROJECT FORM

DEPARTMENT: DIVISION:
PROJECT NAME: LOCATION:
YEAR: FY ACCT#:

Type of ☐ New ☐ Expansion
Project: ☐ Replacement ☒ Renovation

Current/ Previous Expenditures	TOTAL PROJECT COST (Capital Only)	Total Appropriations to Date	Budget Year 1 FY2023	Unappropriated Subsequent Years					Future Budget Years
				Budget Year 2 FY2024	Budget Year 3 FY2025	Budget Year 4 FY2026	Budget Year 5 FY2027		
	\$ 25,000	\$ -	\$ 25,000	\$ -	\$ -	\$ -	\$ -	\$ -	

PROJECT COSTS

ACTIVITY	FY2023	FY2024	FY2025	FY2026	FY 2027	FUTURE
Planning, Surveying, Design, Engineering:						
Land/ROW/Acquisition:						
In House Services (In-Kind)						
Site Preparation & Improvements						
Permits/Inspections/Misc.						
Building/Utility Construction:						
Legal/Misc.						
Heavy Equip./Apparatus:						
Light Equip/Furniture:						
Other	\$ 25,000					
Total Capital Cost Estimate:	\$ 25,000	\$ -	\$ -	\$ -	\$ -	\$ -
Total Operating Impact Estimate:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenditure Estimate:	\$ 25,000	\$ -	\$ -	\$ -	\$ -	\$ -

NEW OR ADDITIONAL IMPACT on OPERATING BUDGET

Type of Expenditure	FY2023	FY2024	FY2025	FY2026	FY 2027	FUTURE
Salaries/Benefits						
Professional & Consulting Services:						
Materials & Supplies						
Maintenance/Fuel						
Other						
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

METHODS OF FINANCING

Funding Sources	Previous Allocation (Earmarked)	FY2023	FY2024	FY2025	FY2026	FY 2027	FUTURE
General Fund							
Highway Fund							
Enterprise Fund (W)		\$ 25,000					
Enterprise Fund (WW)							
Grants (List)							
Bonds (List)							
Reserve (List)							
Other (List)							
TOTAL	\$ -	\$ 25,000	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL:							\$ 25,000

Project Description:

Paint walls, floors and pipes on first floor after the filter project has been completed and all old piping has been removed.

Justification/Linkage:

Dept. Goals & Objectives: Operate and maintain high-quality Community facilities and Infrastructure



FY2023-2027 CAPITAL IMPROVEMENT PROJECT FORM

DEPARTMENT: Utilities
DIVISION: WD

PROJECT NAME: Spring Site Infrastructure Improvements Design
LOCATION: McMinnis and Reynolds Springs

YEAR: FY 2026
ACCT#: 050-5010-701.81-06

Type of ☐ New ☐ Expansion
Project: ☐ Replacement ☒ Renovation

Current/ Previous Expenditures	TOTAL PROJECT COST (Capital Only)	Total Appropriations to Date	Budget Year 1 FY2023	Unappropriated Subsequent Years					Future Budget Years
				Budget Year 2 FY2024	Budget Year 3 FY2025	Budget Year 4 FY2026	Budget Year 5 FY2027		
	\$ 1,146,000	\$ -	\$ 46,000	\$ 1,100,000	\$ -	\$ -	\$ -	\$ -	\$ -

PROJECT COSTS

ACTIVITY	FY2023	FY2024	FY2025	FY2026	FY 2027	FUTURE
Planning, Surveying, Design, Engineering	\$ 46,000					
Land/ROW/Acquisition:						
In House Services (In Kind)						
Site Preparation & Improvements						
Permits/Inspections/Misc.						
Building/Utility Construction:						
Legal/Misc.						
Heavy Equip./Apparatus:						
Light Equip/Furniture:						
Other:		\$ 1,100,000				
Total Capital Cost Estimate:	\$ 46,000	\$ 1,100,000	\$ -	\$ -	\$ -	\$ -
Total Operating Impact Estimate:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenditure Estimate:	\$ 46,000	\$ 1,100,000	\$ -	\$ -	\$ -	\$ -

NEW OR ADDITIONAL IMPACT on OPERATING BUDGET

Type of Expenditure	FY2023	FY2024	FY2025	FY2026	FY 2027	FUTURE
Salaries/Benefits						
Professional & Consulting Services:						
Materials & Supplies						
Maintenance/Fuel						
Other						
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

METHODS OF FINANCING

Funding Sources	Previous Allocation (Earmarked)	FY2023	FY2024	FY2025	FY2026	FY 2027	FUTURE
General Fund							
Highway Fund							
Enterprise Fund (W)							
Enterprise Fund (WW)							
Grants (List)							
Bonds (List)							
Reserve (List)							
Other (List) ARPA		\$ 46,000	\$ 1,100,000				
TOTAL	\$ -	\$ 46,000	\$ 1,100,000	\$ -	\$ -	\$ -	\$ -
TOTAL:							\$ 1,146,000

Project Description:

The equipment and piping at the spring sites was installed approximately 70 years ago and is past its useful life. The replacement of the collection systems, pumps, chemical feed systems, flow measurement devices, structures, and associated equipment and the repair of the existing reservoirs would be necessary to ensure the long term viability of the spring sites' operations. This includes the construction of adequate chemical storage and containment, and the installation of an emergency eyewash and shower at each facility

Justification/Linkage:

Council Goals, Master Plans, or Dept. Goals & Objectives: Create and maintain high-quality Community facilities and Infrastructure.



FY2023-2027 CAPITAL IMPROVEMENT PROJECT FORM

DEPARTMENT: Utilities
DIVISION: WD & WWC

PROJECT NAME: Sweeper with Hopper Attachment
LOCATION: Public Works

YEAR: FY 2024
ACCT#: 050-5010-701.81-06/050-5110-702.81-30

Type of Project: ☒ New ☐ Expansion ☐ Replacement ☐ Renovation

Current/ Previous Expenditures	TOTAL PROJECT COST (Capital Only)	Total Appropriations to Date	Budget Year 1 FY2023	Unappropriated Subsequent Years					Future Budget Years
				Budget Year 2 FY2024	Budget Year 3 FY2025	Budget Year 4 FY2026	Budget Year 5 FY2027		
	\$ 8,000	\$ -	\$ -	\$ 8,000	\$ -	\$ -	\$ -	\$ -	\$ -

PROJECT COSTS

ACTIVITY	FY2023	FY2024	FY2025	FY2026	FY2027	FUTURE
Planning, Surveying, Design, Engineering:						
Land/ROW/Acquisition:						
In House Services (In-Kind)						
Site Preparation & Improvements						
Permits/Inspections/Misc.						
Building/Utility Construction:						
Legal/Misc.						
Heavy Equip./Apparatus:						
Light Equip/Furniture:		\$ 8,000				
Other						

Total Capital Cost Estimate:	\$ -	\$ 8,000	\$ -	\$ -	\$ -	\$ -
Total Operating Impact Estimate:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenditure Estimate:	\$ -	\$ 8,000	\$ -	\$ -	\$ -	\$ -

NEW OR ADDITIONAL IMPACT on OPERATING BUDGET

Type of Expenditure	FY2023	FY2024	FY2025	FY2026	FY2027	FUTURE
Salaries/Benefits						
Professional & Consulting Services:						
Materials & Supplies						
Maintenance/Fuel						
Other						
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

METHODS OF FINANCING

Funding Sources	Previous Allocation (Earmarked)	FY2023	FY2024	FY2025	FY2026	FY2027	FUTURE
General Fund							
Highway Fund							
Enterprise Fund (W)			\$ 4,000				
Enterprise Fund (WW)			\$ 4,000				
Grants (List)							
Bonds (List)							
Reserve (List)							
Other (List)							
TOTAL	\$ -	\$ -	\$ 8,000	\$ -	\$ -	\$ -	\$ -
TOTAL:							\$ 8,000

Project Description:
Attachment for equipment that is used to sweep up the roads after an event that requires cleanup of mud & gravel.

Justification/Linkage:
Dept. Goals & Objectives: Create and maintain high-quality Community facilities and Infrastructure.



FY2023-2027 CAPITAL IMPROVEMENT PROJECT FORM

DEPARTMENT: Utilities
DIVISION: W

PROJECT NAME: Water Plant truck with lift Gate
LOCATION: Water Plant

YEAR: FY 2024
ACCT#: 050-5010-701.81-06

Type of Project:
☐ New
 ☐ Expansion
 ☒ Replacement
 ☐ Renovation

Current/ Previous Expenditures	TOTAL PROJECT COST (Capital Only)	Total Appropriations to Date	Budget Year 1 FY2023	Unappropriated Subsequent Years					Future Budget Years
				Budget Year 2 FY2024	Budget Year 3 FY2025	Budget Year 4 FY2026	Budget Year 5 FY2027		
	\$ 45,000	\$ -	\$ -	\$ 45,000	\$ -	\$ -	\$ -	\$ -	\$ -

PROJECT COSTS

ACTIVITY	FY2023	FY2024	FY2025	FY2026	FY2027	FUTURE
Planning, Surveying, Design, Engineering:						
Land/ROW/Acquisition:						
In House Services (In-Kind)						
Site Preparation & Improvements						
Permits/Inspections/Misc.						
Building/Utility Construction:						
Legal/Misc.						
Heavy Equip./Apparatus:		\$ 45,000				
Light Equip/Furniture:						
Other						
Total Capital Cost Estimate:	\$ -	\$ 45,000	\$ -	\$ -	\$ -	\$ -
Total Operating Impact Estimate:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenditure Estimate:	\$ -	\$ 45,000	\$ -	\$ -	\$ -	\$ -

NEW OR ADDITIONAL IMPACT on OPERATING BUDGET

Type of Expenditure	FY2023	FY2024	FY2025	FY2026	FY2027	FUTURE
Salaries/Benefits						
Professional & Consulting Services:						
Materials & Supplies						
Maintenance/Fuel						
Other						
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

METHODS OF FINANCING

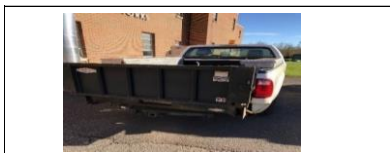
Funding Sources	Previous Allocation (Earmarked)	FY2023	FY2024	FY2025	FY2026	FY2027	FUTURE
General Fund							
Highway Fund							
Enterprise Fund (W)			\$ 45,000				
Enterprise Fund (WW)							
Grants (List)							
Bonds (List)							
Reserve (List)							
Other (List)							
TOTAL	\$ -	\$ -	\$ 45,000	\$ -	\$ -	\$ -	\$ -
TOTAL:							\$ 45,000

Project Description:

Replace pickup truck with lift gate at water plant. Every 8-10 years

Justification/Linkage:

Dept. Goals & Objectives: Create and maintain high-quality Community facilities and Infrastructure.



FY2023-2027 CAPITAL IMPROVEMENT PROJECT FORM

DEPARTMENT: Utilities DIVISION: WD & WWC
PROJECT NAME: Grapple Bucket & Brush Cutter Head for Skid Steer LOCATION: Public Works
YEAR: FY 2024 ACCT#: 050-5010-701.81-06/050-5110-702.81-30

Current/ Previous Expenditures	Unappropriated Subsequent Years							
	TOTAL PROJECT COST (Capital Only)	Total Appropriations to Date	Budget Year 1 FY2023	Budget Year 2 FY2024	Budget Year 3 FY2025	Budget Year 4 FY2026	Budget Year 5 FY2027	Future Budget Years
	\$ 15,000	\$ -	\$ -	\$ 15,000	\$ -	\$ -	\$ -	\$ -

PROJECT COSTS

ACTIVITY	FY2023	FY2024	FY2025	FY2026	FY 2027	FUTURE
Planning, Surveying, Design, Engineering:						
Land/ROW/Acquisition:						
In House Services (In-Kind)						
Site Preparation & Improvements						
Permits/Inspections/Misc.						
Building/Utility Construction:						
Legal/Misc.						
Heavy Equip./Apparatus:						
Light Equip/Furniture:		\$ 15,000				
Other						

Total Capital Cost Estimate:	\$ -	\$ 15,000	\$ -	\$ -	\$ -	\$ -
Total Operating Impact Estimate:	\$ -	\$ 100	\$ 100	\$ 100	\$ 100	\$ -
Total Expenditure Estimate:	\$ -	\$ 15,100	\$ 100	\$ 100	\$ 100	\$ -

NEW OR ADDITIONAL IMPACT on OPERATING BUDGET

Type of Expenditure	FY2023	FY2024	FY2025	FY2026	FY 2027	FUTURE
Salaries/Benefits						
Professional & Consulting Services:						
Materials & Supplies						
Maintenance/Fuel		\$ 100	\$ 100	\$ 100	\$ 100	
Other						
TOTAL	\$ -	\$ 100	\$ 100	\$ 100	\$ 100	\$ -

METHODS OF FINANCING

Funding Sources	Previous Allocation (Earmarked)	FY2023	FY2024	FY2025	FY2026	FY 2027	FUTURE
General Fund							
Highway Fund							
Enterprise Fund (W)			\$ 7,500				
Enterprise Fund (WW)			\$ 7,500				
Grants (List)							
Bonds (List)							
Reserve (List)							
Other (List)							
TOTAL	\$ -	\$ -	\$ 15,000	\$ -	\$ -	\$ -	\$ -
TOTAL:							\$ 15,000

Project Description: Used for clearing Water & Sewer Right of Ways

Justification/Linkage: Dept. Goals & Objectives: Create and maintain high-quality Community facilities and Infrastructure.



FY2023-2027 CAPITAL IMPROVEMENT PROJECT FORM

DEPARTMENT: Utilities
DIVISION: W

PROJECT NAME: WTP Heat Pump Replacement
LOCATION: Water Plant

YEAR: FY 2024
ACCT#: 050-5010-701.81-06

Type of Project:
☐ New
 ☐ Expansion
 ☒ Replacement
 ☐ Renovation

Current/ Previous Expenditures	TOTAL PROJECT COST (Capital Only)	Total Appropriations to Date	Budget Year 1 FY2023	Unappropriated Subsequent Years					Future Budget Years
				Budget Year 2 FY2024	Budget Year 3 FY2025	Budget Year 4 FY2026	Budget Year 5 FY2027		
	\$ 30,000	\$ -	\$ -	\$ 30,000	\$ -	\$ -	\$ -	\$ -	\$ -

PROJECT COSTS

ACTIVITY	FY2023	FY2024	FY2025	FY2026	FY2027	FUTURE
Planning, Surveying, Design, Engineering:						
Land/ROW/Acquisition:						
In House Services (In-Kind)						
Site Preparation & Improvements						
Permits/Inspections/Misc.						
Building/Utility Construction:						
Legal/Misc.						
Heavy Equip./Apparatus:						
Light Equip/Furniture:		\$ 30,000				
Other						
<hr/>						
Total Capital Cost Estimate:	\$ -	\$ 30,000	\$ -	\$ -	\$ -	\$ -
Total Operating Impact Estimate:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenditure Estimate:	\$ -	\$ 30,000	\$ -	\$ -	\$ -	\$ -

NEW OR ADDITIONAL IMPACT on OPERATING BUDGET

Type of Expenditure	FY2023	FY2024	FY2025	FY2026	FY2027	FUTURE
Salaries/Benefits						
Professional & Consulting Services:						
Materials & Supplies						
Maintenance/Fuel						
Other						
<hr/>						
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

METHODS OF FINANCING

Funding Sources	Previous Allocation (Earmarked)	FY2023	FY2024	FY2025	FY2026	FY2027	FUTURE
General Fund							
Highway Fund							
Enterprise Fund (W)			\$ 30,000				
Enterprise Fund (WW)							
Grants (List)							
Bonds (List)							
Reserve (List)							
Other (List)							
<hr/>							
TOTAL	\$ -	\$ -	\$ 30,000	\$ -	\$ -	\$ -	\$ -
TOTAL:							\$ 30,000

Project Description:

The existing unit is old and needs to be replaced

Justification/Linkage:

Council Goals, Master Plans, or Dept. Goals & Objectives: Create and maintain high-quality Community facilities and Infrastructure.



FY2023-2027 CAPITAL IMPROVEMENT PROJECT FORM

DEPARTMENT: Utilities **DIVISION:** W
PROJECT NAME: Replace Solids Tank Pumps **LOCATION:** Water Plant
YEAR: FY 2024 **ACCT#:** 050-5010-701.81-06
Type of Project: ☐ New ☐ Expansion ☒ Replacement ☐ Renovation

Current/ Previous Expenditures	TOTAL PROJECT COST (Capital Only)	Total Appropriations to Date	Budget Year 1 FY2023	Unappropriated Subsequent Years					Future Budget Years
				Budget Year 2 FY2024	Budget Year 3 FY2025	Budget Year 4 FY2026	Budget Year 5 FY2027		
	\$ 75,000	\$ -	\$ -	\$ 35,000	\$ -	\$ 40,000	\$ -	\$ -	

PROJECT COSTS

ACTIVITY	FY2023	FY2024	FY2025	FY2026	FY 2027	FUTURE
Planning, Surveying, Design, Engineering:						
Land/ROW/Acquisition:						
In House Services (In-Kind)						
Site Preparation & Improvements						
Permits/Inspections/Misc.						
Building/Utility Construction:						
Legal/Misc.						
Heavy Equip./Apparatus:		\$ 35,000		\$ 40,000		
Light Equip/Furniture:						
Other						
Total Capital Cost Estimate:	\$ -	\$ 35,000	\$ -	\$ 40,000	\$ -	\$ -
Total Operating Impact Estimate:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenditure Estimate:	\$ -	\$ 35,000	\$ -	\$ 40,000	\$ -	\$ -

NEW OR ADDITIONAL IMPACT on OPERATING BUDGET

Type of Expenditure	FY2023	FY2024	FY2025	FY2026	FY 2027	FUTURE
Salaries/Benefits						
Professional & Consulting Services:						
Materials & Supplies						
Maintenance/Fuel						
Other						
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

METHODS OF FINANCING

Funding Sources	Previous Allocation (Earmarked)	FY2023	FY2024	FY2025	FY2026	FY 2027	FUTURE
General Fund							
Highway Fund							
Enterprise Fund (W)			\$ 35,000		\$ 40,000		
Enterprise Fund (WW)							
Grants (List)							
Bonds (List)							
Reserve (List)							
Other (List)							
TOTAL	\$ -	\$ -	\$ 35,000	\$ -	\$ 40,000	\$ -	\$ -
TOTAL:							\$ 75,000

Project Description: Pump used to pump waste solids from water plant to the sewer plant.

Justification/Linkage: Dept. Goals & Objectives: Create and maintain high-quality Community facilities and Infrastructure



FY2023-2027 CAPITAL IMPROVEMENT PROJECT FORM

DEPARTMENT: Utilities **DIVISION:** WD,WWC, and PW
PROJECT NAME: Hydraulic thumb & Tilting Grade Bucket for Yanmar Vio 35 **LOCATION:** Public Works
YEAR: FY 2025 **ACCT#:** 050-5010-701.81-06

Type of ☒ New ☐ Expansion
Project: ☐ Replacement ☐ Renovation

Current/ Previous Expenditures	TOTAL PROJECT COST (Capital Only)	Total Appropriations to Date	Budget Year 1 FY2023	Unappropriated Subsequent Years					Future Budget Years
				Budget Year 2 FY2024	Budget Year 3 FY2025	Budget Year 4 FY2026	Budget Year 5 FY2027		
	\$ 12,000	\$ -	\$ -	\$ -	\$ 12,000	\$ -	\$ -	\$ -	

PROJECT COSTS

ACTIVITY	FY2023	FY2024	FY2025	FY2026	FY 2027	FUTURE
Planning, Surveying, Design, Engineering						
Land/ROW/Acquisition:						
In House Services (In Kind)						
Site Preparation & Improvements						
Permits/Inspections/Misc.						
Building/Utility Construction:						
Legal/Misc.						
Heavy Equip./Apparatus:						
Light Equip/Furniture:						
Other:			\$ 12,000			
Total Capital Cost Estimate:	\$ -	\$ -	\$ 12,000	\$ -	\$ -	\$ -
Total Operating Impact Estimate:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenditure Estimate.	\$ -	\$ -	\$ 12,000	\$ -	\$ -	\$ -

NEW OR ADDITIONAL IMPACT on OPERATING BUDGET

Type of Expenditure	FY2023	FY2024	FY2025	FY2026	FY 2027	FUTURE
Salaries/Benefits						
Professional & Consulting Services:						
Materials & Supplies						
Maintenance/Fuel						
Other						
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

METHODS OF FINANCING

Funding Sources	Previous Allocation (Earmarked)	FY2023	FY2024	FY2025	FY2026	FY 2027	FUTURE
General Fund							
Highway Fund							
Enterprise Fund (W)				\$ 6,000			
Enterprise Fund (WW)				\$ 6,000			
Grants (List)							
Bonds (List)							
Reserve (List)							
Other (List)							
TOTAL	\$ -	\$ -	\$ -	\$ 12,000	\$ -	\$ -	\$ -
TOTAL:							\$ 12,000

Project Description: Utilize to clean brush and debri during clean up events or in clearing right of ways

Justification/Linkage: Council Goals, Master Plans, or Dept. Goals & Objectives: Create and maintain high-quality Community facilities and Infrastructure.



FY2023-2027 CAPITAL IMPROVEMENT PROJECT FORM

DEPARTMENT: DIVISION:

PROJECT NAME: LOCATION:

YEAR: FY ACCT#:

Type of ☒ New ☐ Expansion
Project: ☐ Replacement ☐ Renovation

Current/ Previous Expenditures	Unappropriated Subsequent Years								
	TOTAL PROJECT COST	Total Appropriations to Date	Budget Year 1 FY2023	Budget Year 2 FY2024	Budget Year 3 FY2025	Budget Year 4 FY2026	Budget Year 5 FY2027	Future Budget Years	
	(Capital Only)								
	\$ 130,000	\$ -	\$ -	\$ -	\$ 130,000	\$ -	\$ -	\$ -	

PROJECT COSTS

ACTIVITY	FY2023	FY2024	FY2025	FY2026	FY 2027	FUTURE
Planning, Surveying, Design, Engineering						
Land/ROW/Acquisition:						
In House Services (In Kind)						
Site Preparation & Improvements						
Permits/Inspections/Misc.						
Building/Utility Construction:						
Legal/Misc.						
Heavy Equip./Apparatus:			\$ 130,000			
Light Equip/Furniture:						
Other:						
Total Capital Cost Estimate:	\$ -	\$ -	\$ 130,000	\$ -	\$ -	\$ -
Total Operating Impact Estimate:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenditure Estimate:	\$ -	\$ -	\$ 130,000	\$ -	\$ -	\$ -

NEW OR ADDITIONAL IMPACT on OPERATING BUDGET

Type of Expenditure	FY2023	FY2024	FY2025	FY2026	FY 2027	FUTURE
Salaries/Benefits						
Professional & Consulting Services:						
Materials & Supplies						
Maintenance/Fuel						
Other						
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

METHODS OF FINANCING

Funding Sources	Previous Allocation (Earmarked)	FY2023	FY2024	FY2025	FY2026	FY 2027	FUTURE
General Fund							
Highway Fund							
Enterprise Fund (W)				\$ 65,000			
Enterprise Fund (WW)				\$ 65,000			
Grants (List)							
Bonds (List)							
Reserve (List)							
Other (List)							
TOTAL	\$ -	\$ -	\$ -	\$ 130,000	\$ -	\$ -	\$ -
TOTAL:							\$ 130,000

Project Description:

Justification/Linkage:



FY2023-2027 CAPITAL IMPROVEMENT PROJECT FORM

DEPARTMENT: Utilities DIVISION: W

PROJECT NAME: Chemical Pump Replacement LOCATION: Water Plant

YEAR: FY 2025 ACCT#: 050-5010-701.81-06

Type of ☐ New ☐ Expansion
 Project: ☒ Replacement ☐ Renovation

Current/ Previous Expenditures	TOTAL PROJECT COST (Capital Only)	Total Appropriations to Date	Budget Year 1 FY2023	Unappropriated Subsequent Years						
				Budget Year 2 FY2024	Budget Year 3 FY2025	Budget Year 4 FY2026	Budget Year 5 FY2027	Future Budget Years		
	\$ 25,000	\$ -	\$ -	\$ -	\$ 25,000	\$ -	\$ -	\$ -	\$ -	

PROJECT COSTS

ACTIVITY	FY2023	FY2024	FY2025	FY2026	FY2027	FUTURE
Planning, Surveying, Design, Engineering:						
Land/ROW/Acquisition:						
In House Services (In-Kind)						
Site Preparation & Improvements						
Permits/Inspections/Misc.						
Building/Utility Construction:						
Legal/Misc.						
Heavy Equip./Apparatus:						
Light Equip./Furniture:			\$ 25,000			
Other						

Total Capital Cost Estimate:	\$ -	\$ -	\$ 25,000	\$ -	\$ -	\$ -
Total Operating Impact Estimate:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenditure Estimate:	\$ -	\$ -	\$ 25,000	\$ -	\$ -	\$ -

NEW OR ADDITIONAL IMPACT on OPERATING BUDGET

Type of Expenditure	FY2023	FY2024	FY2025	FY2026	FY2027	FUTURE
Salaries/Benefits						
Professional & Consulting Services:						
Materials & Supplies						
Maintenance/Fuel						
Other						

TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
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METHODS OF FINANCING

Funding Sources	Previous Allocation (Earmarked)	FY2023	FY2024	FY2025	FY2026	FY2027	FUTURE
General Fund							
Highway Fund							
Enterprise Fund (W)				\$ 25,000			
Enterprise Fund (WW)							
Grants (List)							
Bonds (List)							
Reserve (List)							
Other (List)							

TOTAL	\$ -	\$ -	\$ -	\$ 25,000	\$ -	\$ -	\$ -
TOTAL:							\$ 25,000

Project Description:

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. 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.

Justification/Linkage:

Dept. Goals & Objectives: Create and maintain high-quality Community facilities and Infrastructure.



FY2023-2027 CAPITAL IMPROVEMENT PROJECT FORM

DEPARTMENT: Utilities
DIVISION: W

PROJECT NAME: Beverly Heights
LOCATION: River Road

YEAR: FY 2026
ACCT#: 050-5010-701.81-06

Type of ☒ New ☐ Expansion
Project: ☐ Replacement ☐ Renovation

Current/ Previous Expenditures	TOTAL PROJECT COST (Capital Only)	Total Appropriations to Date	Budget Year 1 FY2023	Budget Year 2 FY2024	Budget Year 3 FY2025	Budget Year 4 FY2026	Budget Year 5 FY2027	Future Budget Years
	\$ 239,000	\$ -	\$ -	\$ -	\$ -	\$ 239,000	\$ -	\$ -

PROJECT COSTS

ACTIVITY	FY2023	FY2024	FY2025	FY2026	FY2027	FUTURE
Planning, Surveying, Design, Engineering:				\$ 20,000		
Land/ROW/Acquisition:						
In House Services (In-Kind)						
Site Preparation & Improvements						
Permits/Inspections/Misc.				\$ 49,000		
Building/Utility Construction:				\$ 170,000		
Legal/Misc.						
Heavy Equip./Apparatus:						
Light Equip./Furniture:						
Other						

Total Capital Cost Estimate:	\$ -	\$ -	\$ -	\$ 239,000	\$ -	\$ -
Total Operating Impact Estimate:	\$ -	\$ -	\$ -	\$ 9,850	\$ 9,850	\$ 9,850
Total Expenditure Estimate:	\$ -	\$ -	\$ -	\$ 248,850	\$ 9,850	\$ 9,850

NEW OR ADDITIONAL IMPACT on OPERATING BUDGET

Type of Expenditure	FY2023	FY2024	FY2025	FY2026	FY2027	FUTURE
Salaries/Benefits						
Professional & Consulting Services:						
Materials & Supplies						
Maintenance/Fuel				\$ 250	\$ 250	\$ 250
Other/Electrical				\$ 9,600	\$ 9,600	\$ 9,600

TOTAL	\$ -	\$ -	\$ -	\$ 9,850	\$ 9,850	\$ 9,850
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METHODS OF FINANCING

Funding Sources	Previous Allocation (Earmarked)	FY2023	FY2024	FY2025	FY2026	FY2027	FUTURE
General Fund							
Highway Fund							
Enterprise Fund (W)							
Enterprise Fund (WW)							
Grants (List)							
Bonds (List)					\$ 239,000		
Reserve (List)							
Other (List)							

TOTAL	\$ -	\$ -	\$ -	\$ -	\$ 239,000	\$ -	\$ -
TOTAL:						\$ 239,000	

Project Description:

To utilize the capacity of the Melinda water tank and increase water pressure to the residence at or near the same tank elevation to improve their pressure and service reliability

Justification/Linkage:

Council Goals, Master Plans, or Dept. Goals & Objectives: Create and maintain high-quality Community facilities and Infrastructure.



FY2023-2027 CAPITAL IMPROVEMENT PROJECT FORM

DEPARTMENT: Utilities **DIVISION:** WD
PROJECT NAME: Holly Hills/Northgate **LOCATION:** Holly Hills Subdivision /Northgate Subdivision
YEAR: FY 2026 **ACCT#:** 050-5010-701.81-06
Type of Project: ☒ New ☐ Expansion ☐ Replacement ☐ Renovation

Current/ Previous Expenditures	TOTAL PROJECT COST (Capital Only)	Total Appropriations to Date	Budget Year 1 FY2023	Budget Year 2 FY2024	Budget Year 3 FY2025	Budget Year 4 FY2026	Budget Year 5 FY2027	Future Budget Years
	\$ 239,000	\$ -	\$ -	\$ -	\$ -	\$ 239,000	\$ -	\$ -

PROJECT COSTS

ACTIVITY	FY2023	FY2024	FY2025	FY2026	FY2027	FUTURE
Planning, Surveying, Design, Engineering:				\$ 20,000		
Land/ROW/Acquisition:						
In House Services (In-Kind)						
Site Preparation & Improvements						
Permits/Inspections/Misc.						
Building/Utility Construction:				\$ 170,000		
Legal/Misc.				\$ 49,000		
Heavy Equip./Apparatus:						
Light Equip./Furniture:						
Other						

Total Capital Cost Estimate:	\$ -	\$ -	\$ -	\$ 239,000	\$ -	\$ -
Total Operating Impact Estimate:	\$ -	\$ -	\$ -	\$ 9,850	\$ 9,850	\$ 9,850
Total Expenditure Estimate:	\$ -	\$ -	\$ -	\$ 248,850	\$ 9,850	\$ 9,850

NEW OR ADDITIONAL IMPACT on OPERATING BUDGET

Type of Expenditure	FY2023	FY2024	FY2025	FY2026	FY2027	FUTURE
Salaries/Benefits						
Professional & Consulting Services:						
Materials & Supplies						
Maintenance/Fuel				\$ 250	\$ 250	\$ 250
Other/ Electrical				\$ 9,600	\$ 9,600	\$ 9,600

TOTAL	\$ -	\$ -	\$ -	\$ 9,850	\$ 9,850	\$ 9,850
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METHODS OF FINANCING

Funding Sources	Previous Allocation (Earmarked)	FY2023	FY2024	FY2025	FY2026	FY2027	FUTURE
General Fund							
Highway Fund							
Enterprise Fund (W)							
Enterprise Fund (WW)							
Grants (List)							
Bonds (List)					\$ 239,000		
Reserve (List)							
Other (List)							

TOTAL	\$ -	\$ -	\$ -	\$ -	\$ 239,000	\$ -	\$ -
TOTAL:						\$ 239,000	

Project Description: To utilize the capacity of the Melinda water tank and increase water pressure to the residence at or near the same tank elevation to improve their pressure and service reliability

Justification/Linkage: Council Goals, Master Plans, or Dept. Goals & Objectives: Create and maintain high-quality Community facilities and Infrastructure.



FY2023-2027 CAPITAL IMPROVEMENT PROJECT FORM

DEPARTMENT: Utilities
DIVISION: WD

PROJECT NAME: Raw water Pump Replacement
LOCATION: Water Plant/Solids Tank

YEAR: FY 2027
ACCT#: 050-5010-701.81-06

Type of Project:
☐ New
 ☐ Expansion
 ☒ Replacement
 ☐ Renovation

Current/ Previous Expenditures	TOTAL PROJECT COST (Capital Only)	Total Appropriations to Date	Budget Year 1 FY2023	Budget Year 2 FY2024	Budget Year 3 FY2025	Budget Year 4 FY2026	Budget Year 5 FY2027	Future Budget Years
	\$ 92,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 42,000	\$ 50,000

PROJECT COSTS

ACTIVITY	FY2023	FY2024	FY2025	FY2026	FY 2027	FUTURE
Planning, Surveying, Design, Engineering:						
Land/ROW/Acquisition:						
In House Services (In-Kind)						
Site Preparation & Improvements						
Permits/Inspections/Misc.						
Building/Utility Construction:						
Legal/Misc.						
Heavy Equip./Apparatus:						
Light Equip./Furniture:						
Other					\$ 42,000	\$ 50,000

Total Capital Cost Estimate:	\$ -	\$ -	\$ -	\$ -	\$ 42,000	\$ 50,000
Total Operating Impact Estimate:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenditure Estimate:	\$ -	\$ -	\$ -	\$ -	\$ 42,000	\$ 50,000

NEW OR ADDITIONAL IMPACT on OPERATING BUDGET

Type of Expenditure	FY2023	FY2024	FY2025	FY2026	FY 2027	FUTURE
Salaries/Benefits						
Professional & Consulting Services:						
Materials & Supplies						
Maintenance/Fuel						
Other						

TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
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METHODS OF FINANCING

Funding Sources	Previous Allocation (Earmarked)	FY2023	FY2024	FY2025	FY2026	FY 2027	FUTURE
General Fund							
Highway Fund							
Enterprise Fund (W)						\$ 42,000	\$ 50,000
Enterprise Fund (WW)							
Grants (List)							
Bonds (List)							
Reserve (List)							
Other (List)							

TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 42,000	\$ 50,000
						TOTAL:	\$ 92,000

Project Description:

Pump replacement at the river pump station every 5 years because of heavy sand that wears out the impellers on the pump. One pump is rotated out of service every 5 years.

Justification/Linkage:

Dept. Goals & Objectives: Create and maintain high-quality Community facilities and Infrastructure



FY2023-2027 CAPITAL IMPROVEMENT PROJECT FORM

DEPARTMENT: Utilities
DIVISION: W

PROJECT NAME: Beverly heights Water Line Replacements
LOCATION: River Road

YEAR: FY 2027
ACCT#: 050-5010-701.81-06

Type of Project:
☒ New
 ☐ Expansion
☐ Replacement
 ☐ Renovation

Current/ Previous Expenditures	TOTAL PROJECT COST (Capital Only)	Total Appropriations to Date	Budget Year 1 FY2023	Unappropriated Subsequent Years					Future Budget Years
				Budget Year 2 FY2024	Budget Year 3 FY2025	Budget Year 4 FY2026	Budget Year 5 FY2027		
	\$ 2,000,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,000,000	\$ -

PROJECT COSTS

ACTIVITY	FY2023	FY2024	FY2025	FY2026	FY 2027	FUTURE
Planning, Surveying, Design, Engineering:						
Land/ROW/Acquisition:						
In House Services (In-Kind)						
Site Preparation & Improvements						
Permits/Inspections/Misc.						
Building/Utility Construction:					\$ 2,000,000	
Legal/Misc.						
Heavy Equip./Apparatus:						
Light Equip./Furniture:						
Other/SCADA						

Total Capital Cost Estimate:	\$ -	\$ -	\$ -	\$ -	\$ 2,000,000	\$ -
Total Operating Impact Estimate:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenditure Estimate:	\$ -	\$ -	\$ -	\$ -	\$ 2,000,000	\$ -

NEW OR ADDITIONAL IMPACT on OPERATING BUDGET

Type of Expenditure	FY2023	FY2024	FY2025	FY2026	FY 2027	FUTURE
Salaries/Benefits						
Professional & Consulting Services:						
Materials & Supplies						
Maintenance/Fuel						
Other/ Electrical						
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

METHODS OF FINANCING

Funding Sources	Previous Allocation (Earmarked)	FY2023	FY2024	FY2025	FY2026	FY 2027	FUTURE
General Fund							
Highway Fund							
Enterprise Fund (W)							
Enterprise Fund (WW)							
Grants (List)							
Bonds (List)						\$ 2,000,000	
Reserve (List)							
Other (List)							
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,000,000	\$ -
						TOTAL:	\$ 2,000,000

Project Description:

The replacement of mains that have been identified as bottlenecks or frequent break locations have been addressed as separate projects. This area is the next area to replace water lines because of several breaks in the area.

Justification/Linkage:

Council Goals, Master Plans, or Dept. Goals & Objectives: Create and maintain high-quality Community facilities and Infrastructure.



Utilities (Wastewater)

FY2023-2027 CAPITAL IMPROVEMENT PROJECT FORM

DEPARTMENT: DIVISION:

PROJECT NAME: LOCATION:

YEAR: FY ACCT#:

Type of Project: ☐ New ☒ Expansion
☒ Replacement ☐ Renovation

Current/ Previous Expenditures	TOTAL PROJECT COST (Capital Only)	Total Appropriations to Date	Unappropriated Subsequent Years						
			Budget Year 1 FY2023	Budget Year 2 FY2024	Budget Year 3 FY2025	Budget Year 4 FY2026	Budget Year 5 FY2027	Future Budget Years	
\$ 1,427,400		\$ -	\$ 1,568,200	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

PROJECT COSTS

ACTIVITY	FY2023	FY2024	FY2025	FY2026	FY2027	FUTURE
Planning, Surveying, Design, Engineering						
Land/ROW/Acquisition:						
In House Services (In Kind)						
Site Preparation & Improvements/ Surveying						
Permits/Inspections/Misc./Contingency						
Building/Utility Construction:	\$ 1,568,200					
Legal/Misc./Bond						
Engineering Admin						
Light Equip/Furniture:						
Other: SCADA						
Total Capital Cost Estimate:	\$ 1,568,200	\$ -	\$ -	\$ -	\$ -	\$ -
Total Operating Impact Estimate:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenditure Estimate:	\$ 1,568,200	\$ -	\$ -	\$ -	\$ -	\$ -

NEW OR ADDITIONAL IMPACT on OPERATING BUDGET

Type of Expenditure	FY2023	FY2024	FY2025	FY2026	FY2027	FUTURE
Salaries/Benefits						
Professional & Consulting Services:						
Materials & Supplies						
Maintenance/Fuel						
Other						
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

METHODS OF FINANCING

Funding Sources	Previous Allocation (Earmarked)	FY2023	FY2024	FY2025	FY2026	FY2027	FUTURE
General Fund							
Highway Fund							
Enterprise Fund (W)							
Enterprise Fund (WW)							
Grants (List)							
Bonds (List)		\$ 1,568,200					
Reserve (List)							
Other (List)							
TOTAL	\$ -	\$ 1,568,200	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL:							\$ 1,568,200

Project Description:

Justification/Linkage:

Picture Area:



FY2023-2027 CAPITAL IMPROVEMENT PROJECT FORM

DEPARTMENT: Utilities
DIVISION: WWC
PROJECT NAME: Sewer Line Root Removal
LOCATION: Collection System
YEAR: FY 2023
ACCT#: 050-5110-702.81-30

Type of Project: ☐ New ☐ Expansion
☐ Replacement ☒ Renovation

Current/ Previous Expenditures	TOTAL PROJECT COST (Capital Only)	Total Appropriations to Date	Budget Year 1 FY2023	Unappropriated Subsequent Years					Future Budget Years
				Budget Year 2 FY2024	Budget Year 3 FY2025	Budget Year 4 FY2026	Budget Year 5 FY2027		
\$ 10,000	\$ 20,000	\$ -	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ -	

PROJECT COSTS

ACTIVITY	FY2023	FY2024	FY2025	FY2026	FY2027	FUTURE
Planning, Surveying, Design, Engineering						
Land/ROW/Acquisition:						
In House Services (In Kind)						
Site Preparation & Improvements						
Permits/Inspections/Misc.						
Building/Utility Construction:						
Legal/Misc.						
Heavy Equip./Apparatus:						
Light Equip/Furniture:						
Other: Treatment	\$ 10,000					

Total Capital Cost Estimate:	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ -
Total Operating Impact Estimate:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenditure Estimate:	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ -

NEW OR ADDITIONAL IMPACT on OPERATING BUDGET

Type of Expenditure	FY2023	FY2024	FY2025	FY2026	FY2027	FUTURE
Salaries/Benefits						
Professional & Consulting Services:						
Materials & Supplies						
Maintenance/Fuel						
Other						
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

METHODS OF FINANCING

Funding Sources	Previous Allocation (Earmarked)	FY2023	FY2024	FY2025	FY2026	FY2027	FUTURE
General Fund							
Highway Fund							
Enterprise Fund (W)							
Enterprise Fund (WW)		\$ 10,000					
Grants (List)							
Bonds (List)							
Reserve (List)							
Other (List)							
TOTAL	\$ -	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL:							\$ 10,000

Project Description: Chemical method of removing roots that intrude into sewer lines; there is a plan in place for routine maintenance

Justification/Linkage: Council & Department Goal & Objective: Meets the community wastewater treatment needs

Picture Area:



FY2023-2027 CAPITAL IMPROVEMENT PROJECT FORM

DEPARTMENT: Utilities
DIVISION: WWC

PROJECT NAME: Lynch Creek Sewer line Replacement
LOCATION: Lynch Creek Area

YEAR: FY 2023
ACCT#: 050-5110-702.81-30

Type of Project:
☐ New
 ☐ Expansion
 ☒ Replacement
 ☒ Renovation

Current/ Previous Expenditures	TOTAL PROJECT COST (Capital Only)	Total Appropriations to Date	Budget Year 1 FY2023	Unappropriated Subsequent Years					Future Budget Years
				Budget Year 2 FY2024	Budget Year 3 FY2025	Budget Year 4 FY2026	Budget Year 5 FY2027		
	\$ 1,582,240	\$ -	\$ 1,582,240	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

PROJECT COSTS

<u>ACTIVITY</u>	FY2023	FY2024	FY2025	FY2026	FY2027	FUTURE
Planning, Surveying, Design, Engineering						
Land/ROW/Acquisition:						
In House Services (In Kind)						
Site Preparation & Improvements						
Permits/Inspections/Misc.						
Building/Utility Construction:						
Legal/Misc.						
Heavy Equip./Apparatus:						
Light Equip./Furniture:						
Other: Treatment	\$ 1,582,240					
Total Capital Cost Estimate:	\$ 1,582,240	\$ -	\$ -	\$ -	\$ -	\$ -
Total Operating Impact Estimate:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenditure Estimate:	\$ 1,582,240	\$ -	\$ -	\$ -	\$ -	\$ -

NEW OR ADDITIONAL IMPACT on OPERATING BUDGET

<u>Type of Expenditure</u>	FY2023	FY2024	FY2025	FY2026	FY2027	FUTURE
Salaries/Benefits						
Professional & Consulting Services:						
Materials & Supplies						
Maintenance/Fuel						
Other						
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

METHODS OF FINANCING

<u>Funding Sources</u>	Previous Allocation (Earmarked)	FY2023	FY2024	FY2025	FY2026	FY2027	FUTURE
General Fund							
Highway Fund							
Enterprise Fund (W)							
Enterprise Fund (WW)							
Grants (List)							
Bonds (List)		\$ 1,582,240					
Reserve (List)							
Other (List)							
TOTAL	\$ -	\$ 1,582,240	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL:							\$ 1,582,240

Project Description:

FAIP Replace or Rehab Aged Sewer Lines

Justification/Linkage:

Council & Department Goal & Objective: Meets the community wastewater treatment needs



FY2023-2027 CAPITAL IMPROVEMENT PROJECT FORM

DEPARTMENT: Utilities
DIVISION: WW

PROJECT NAME: Lab Scales
LOCATION: Lab at WW Plant

YEAR: FY 2023
ACCT#: 050-5110-702.81-30

Type of Project:
☐ New
 ☐ Expansion
 ☒ Replacement
 ☐ Renovation

Current/ Previous Expenditures	TOTAL PROJECT COST (Capital Only)	Total Appropriations to Date	Budget Year 1 FY2023	Unappropriated Subsequent Years					Future Budget Years
				Budget Year 2 FY2024	Budget Year 3 FY2025	Budget Year 4 FY2026	Budget Year 5 FY2027		
	\$ 5,000	\$ -	\$ 5,000	\$ -	\$ -	\$ -	\$ -	\$ -	

PROJECT COSTS

ACTIVITY	FY2023	FY2024	FY2025	FY2026	FY2027	FUTURE
Planning, Surveying, Design, Engineering:						
Land/ROW/Acquisition:						
In House Services (In-Kind)						
Site Preparation & Improvements						
Permits/Inspections/Misc.						
Building/Utility Construction:						
Legal/Misc.						
Heavy Equip./Apparatus:						
Light Equip/Furniture:	\$ 5,000					
Other						

Total Capital Cost Estimate:	\$ 5,000	\$ -	\$ -	\$ -	\$ -	\$ -
Total Operating Impact Estimate:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenditure Estimate:	\$ 5,000	\$ -	\$ -	\$ -	\$ -	\$ -

NEW OR ADDITIONAL IMPACT on OPERATING BUDGET

Type of Expenditure	FY2023	FY2024	FY2025	FY2026	FY2027	FUTURE
Salaries/Benefits						
Professional & Consulting Services:						
Materials & Supplies						
Maintenance/Fuel						
Other						

TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
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METHODS OF FINANCING

Funding Sources	Previous Allocation (Earmarked)	FY2023	FY2024	FY2025	FY2026	FY2027	FUTURE
General Fund							
Highway Fund							
Enterprise Fund (W)							
Enterprise Fund (WW)		\$ 5,000					
Grants (List)							
Bonds (List)							
Reserve (List)							
Other (List)							

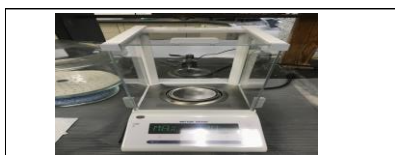
TOTAL	\$ -	\$ 5,000	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL:							\$ 5,000

Project Description:

Replace old scales to ensure accuracy

Justification/Linkage:

Council & Department Goal & Objective: Meets the community wastewater treatment needs



FY2023-2027 CAPITAL IMPROVEMENT PROJECT FORM

DEPARTMENT: Utilities
DIVISION: WW

PROJECT NAME: UV Light System
LOCATION: Lab at WW Plant

YEAR: FY 2023
ACCT#: 050-5110-702.81-30

Type of Project:
☐ New ☐ Expansion
☒ Replacement ☐ Renovation

Current/ Previous Expenditures	TOTAL PROJECT COST (Capital Only)	Total Appropriations to Date	Unappropriated Subsequent Years					Future Budget Years
			Budget Year 1 FY2023	Budget Year 2 FY2024	Budget Year 3 FY2025	Budget Year 4 FY2026	Budget Year 5 FY2027	
	\$ 750,000	\$ -	\$ 750,000	\$ -	\$ -	\$ -	\$ -	\$ -

PROJECT COSTS

ACTIVITY	FY2023	FY2024	FY2025	FY2026	FY2027	FUTURE
Planning, Surveying, Design, Engineering:						
Land/ROW/Acquisition:						
In House Services (In-Kind)						
Site Preparation & Improvements						
Permits/Inspections/Misc.						
Building/Utility Construction:						
Legal/Misc.						
Heavy Equip./Apparatus:						
Light Equip./Furniture:	\$ 750,000					
Other	-					

Total Capital Cost Estimate:	\$ 750,000	\$ -	\$ -	\$ -	\$ -	\$ -
Total Operating Impact Estimate:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenditure Estimate:	\$ 750,000	\$ -	\$ -	\$ -	\$ -	\$ -

NEW OR ADDITIONAL IMPACT on OPERATING BUDGET

Type of Expenditure	FY2023	FY2024	FY2025	FY2026	FY2027	FUTURE
Salaries/Benefits						
Professional & Consulting Services:						
Materials & Supplies						
Maintenance/Fuel						
Other						

TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
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METHODS OF FINANCING

Funding Sources	Previous Allocation (Earmarked)	FY2023	FY2024	FY2025	FY2026	FY2027	FUTURE
General Fund							
Highway Fund							
Enterprise Fund (W)							
Enterprise Fund (WW)							
Grants (List)							
Bonds (List)							
Reserve (List)							
Other (List) ARPA		\$ 750,000					

TOTAL	\$ -	\$ 750,000	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL:		\$ 750,000					

Project Description:

Machine is old and obsolete. Needs to be replaced, extremely hard to get parts

Justification/Linkage:

Council & Department Goal & Objective: Meets the community wastewater treatment needs



FY2023-2027 CAPITAL IMPROVEMENT PROJECT FORM

DEPARTMENT: Utilities DIVISION: W & WW

PROJECT NAME: Mobile 6" Pump LOCATION: WW

YEAR: FY 2023 ACCT#: 050-5110-702.81-30&050-5010-701.81-06

Type of Project: ☐ New ☐ Expansion
☒ Replacement ☐ Renovation

Current/ Previous Expenditures	TOTAL PROJECT COST (Capital Only)	Total Appropriations to Date	Budget Year 1 FY2023	Unappropriated Subsequent Years					Future Budget Years
				Budget Year 2 FY2024	Budget Year 3 FY2025	Budget Year 4 FY2026	Budget Year 5 FY2027		
	\$ 60,000	\$ -	\$ 60,000	\$ -	\$ -	\$ -	\$ -	\$ -	

PROJECT COSTS

ACTIVITY	FY2023	FY2024	FY2025	FY2026	FY2027	FUTURE
Planning, Surveying, Design, Engineering						
Land/ROW/Acquisition:						
In House Services (In Kind)						
Site Preparation & Improvements						
Permits/Inspections/Misc.						
Building/Utility Construction:						
Legal/Misc.						
Heavy Equip./Apparatus:	\$ 60,000					
Light Equip./Furniture:						
Other:						

Total Capital Cost Estimate:	\$ 60,000	\$ -	\$ -	\$ -	\$ -	\$ -
Total Operating Impact Estimate:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenditure Estimate:	\$ 60,000	\$ -	\$ -	\$ -	\$ -	\$ -

NEW OR ADDITIONAL IMPACT on OPERATING BUDGET

Type of Expenditure	FY2023	FY2024	FY2025	FY2026	FY2027	FUTURE
Salaries/Benefits						
Professional & Consulting Services:						
Materials & Supplies						
Maintenance/Fuel						
Other						

TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
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METHODS OF FINANCING

Funding Sources	Previous Allocation (Earmarked)	FY2023	FY2024	FY2025	FY2026	FY2027	FUTURE
General Fund							
Highway Fund							
Enterprise Fund (W)		\$ 10,000					
Enterprise Fund (WW)		\$ 50,000					
Grants (List)							
Bonds (List)							
Reserve (List)							
Other (List)							

TOTAL	\$ -	\$ 60,000	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL:							\$ 60,000

Project Description: Pump used to clean large tanks at WWTP & WTP

Justification/Linkage: Council & Department Goals & Objective: Meets the community wastewater treatment needs



FY2023-2027 CAPITAL IMPROVEMENT PROJECT FORM

DEPARTMENT: Utilities
DIVISION: W & WWC&PW

PROJECT NAME: Auger for Skid Steer
LOCATION: Public Works facility

YEAR: FY 2023
ACCT#: 050-5110-702.81-30&050-5010-701.81-06

Type of Project:
☒ New
 ☐ Expansion
☐ Replacement
 ☐ Renovation

Current/ Previous Expenditures	TOTAL PROJECT COST (Capital Only)	Total Appropriations to Date	Budget Year 1 FY2023	Unappropriated Subsequent Years					Future Budget Years
				Budget Year 2 FY2024	Budget Year 3 FY2025	Budget Year 4 FY2026	Budget Year 5 FY2027		
	\$ 6,000	\$ -	\$ 6,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

PROJECT COSTS

ACTIVITY	FY2023	FY2024	FY2025	FY2026	FY2027	FUTURE
Planning, Surveying, Design, Engineering						
Land/ROW/Acquisition:						
In House Services (In Kind)						
Site Preparation & Improvements						
Permits/Inspections/Misc.						
Building/Utility Construction:						
Legal/Misc.						
Heavy Equip./Apparatus:	\$ 6,000					
Light Equip./Furniture:						
Other:						
Total Capital Cost Estimate:	\$ 6,000	\$ -	\$ -	\$ -	\$ -	\$ -
Total Operating Impact Estimate:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenditure Estimate:	\$ 6,000	\$ -	\$ -	\$ -	\$ -	\$ -

NEW OR ADDITIONAL IMPACT on OPERATING BUDGET

Type of Expenditure	FY2023	FY2024	FY2025	FY2026	FY2027	FUTURE
Salaries/Benefits						
Professional & Consulting Services:						
Materials & Supplies						
Maintenance/Fuel						
Other						
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

METHODS OF FINANCING

Funding Sources	Previous Allocation (Earmarked)	FY2023	FY2024	FY2025	FY2026	FY2027	FUTURE
General Fund							
Highway Fund							
Enterprise Fund (W)		\$ 3,000					
Enterprise Fund (WW)		\$ 3,000					
Grants (List)							
Bonds (List)							
Reserve (List)							
Other (List)							
TOTAL	\$ -	\$ 6,000	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL:							\$ 6,000

Project Description:

Auger will be used to dig new post holes for posts but will also be used to pot hole asphalt on streets to find underground utilities

Justification/Linkage:

Council & Department Goals & Objective: Meets the community wastewater treatment needs



FY2023-2027 CAPITAL IMPROVEMENT PROJECT FORM

DEPARTMENT: Utilities DIVISION: WW

PROJECT NAME: WWTP SCADA Improvements LOCATION: WWTP

YEAR: FY 2023 ACCT#: 050-5110-702.81-37

Type of Project: ☐ New ☐ Expansion
☒ Replacement ☐ Renovation

Current/ Previous Expenditures	TOTAL PROJECT COST (Capital Only)	Total Appropriations to Date	Unappropriated Subsequent Years						
			Budget Year 1 FY2023	Budget Year 2 FY2024	Budget Year 3 FY2025	Budget Year 4 FY2026	Budget Year 5 FY2027	Future Budget Years	
	\$ 350,000	\$ -	\$ 350,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

PROJECT COSTS

ACTIVITY	FY2023	FY2024	FY2025	FY2026	FY2027	FUTURE
Planning, Surveying, Design, Engineering						
Land/ROW/Acquisition:						
In House Services (In Kind)						
Site Preparation & Improvements						
Permits/Inspections/Misc.						
Building/Utility Construction:						
Legal/Misc.						
Heavy Equip./Apparatus:						
Light Equip./Furniture:						
Other: SCADA	\$ 350,000					
Total Capital Cost Estimate:	\$ 350,000	\$ -	\$ -	\$ -	\$ -	\$ -
Total Operating Impact Estimate:	\$ -	\$ -	\$ -	\$ 800	\$ 800	\$ 800
Total Expenditure Estimate:	\$ 350,000	\$ -	\$ -	\$ 800	\$ 800	\$ 800

NEW OR ADDITIONAL IMPACT on OPERATING BUDGET

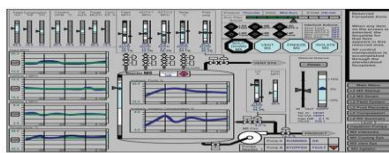
Type of Expenditure	FY2023	FY2024	FY2025	FY2026	FY2027	FUTURE
Salaries/Benefits						
Professional & Consulting Services:						
Materials & Supplies				\$ 800	\$ 800	\$ 800
Maintenance/Fuel						
Other						
TOTAL	\$ -	\$ -	\$ -	\$ 800	\$ 800	\$ 800

METHODS OF FINANCING

Funding Sources	Previous Allocation (Earmarked)	FY2023	FY2024	FY2025	FY2026	FY2027	FUTURE
General Fund							
Highway Fund							
Enterprise Fund (W)							
Enterprise Fund (WW)							
Grants (List)							
Bonds (List)		\$ 350,000					
Reserve (List)							
Other (List)							
TOTAL	\$ -	\$ 350,000	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL:						\$ 350,000	

Project Description: Incorporate all Original & all upgraded equipment into SCADA into new up to date SCADA that can be monitored by mangement.

Justification/Linkage: Council & Department Goals & Objective: Meets the community wastewater treatment needs



FY2023-2027 CAPITAL IMPROVEMENT PROJECT FORM

DEPARTMENT: Utilities
DIVISION: WW

PROJECT NAME: 40hp Pump Replacement
LOCATION: WWTP Main PS

YEAR: FY 2023
ACCT#: 050-5110-702.81-30

Type of Project:
☐ New
 ☐ Expansion
 ☒ Replacement
 ☐ Renovation

Current/ Previous Expenditures	TOTAL PROJECT COST (Capital Only)	Total Appropriations to Date	Budget Year 1 FY2023	Budget Year 2 FY2024	Unappropriated Subsequent Years					Future Budget Years
					Budget Year 3 FY2025	Budget Year 4 FY2026	Budget Year 5 FY2027			
	\$ 40,000	\$ -	\$ 40,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

PROJECT COSTS

<u>ACTIVITY</u>	FY2023	FY2024	FY2025	FY2026	FY2027	FUTURE
Planning, Surveying, Design, Engineering						
Land/ROW/Acquisition:						
In House Services (In Kind)						
Site Preparation & Improvements						
Permits/Inspections/Misc.						
Building/Utility Construction:						
Legal/Misc.						
Heavy Equip./Apparatus:	\$ 40,000					
Light Equip/Furniture:						
Other: Contingency						

Total Capital Cost Estimate:	\$ 40,000	\$ -	\$ -	\$ -	\$ -	\$ -
Total Operating Impact Estimate:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenditure Estimate:	\$ 40,000	\$ -	\$ -	\$ -	\$ -	\$ -

NEW OR ADDITIONAL IMPACT on OPERATING BUDGET

<u>Type of Expenditure</u>	FY2023	FY2024	FY2025	FY2026	FY2027	FUTURE
Salaries/Benefits						
Professional & Consulting Services:						
Materials & Supplies						
Maintenance/Fuel						
Other						

TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
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METHODS OF FINANCING

<u>Funding Sources</u>	Previous Allocation (Earmarked)	FY2023	FY2024	FY2025	FY2026	FY2027	FUTURE
General Fund							
Highway Fund							
Enterprise Fund (W)							
Enterprise Fund (WW)		\$ 40,000					
Grants (List)							
Bonds (List)							
Reserve (List)							
Other (List)							

TOTAL	\$ -	\$ 40,000	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL:							\$ 40,000

Project Description: 10 year replacement end of useful life

Justification/Linkage: Council & Department Goal & Objective: Meets the community wastewater treatment needs



FY2023-2027 CAPITAL IMPROVEMENT PROJECT FORM

DEPARTMENT: DIVISION:

PROJECT NAME: LOCATION:

YEAR: FY ACCT#:

Type of Project: ☐ New ☐ Expansion ☒ Replacement ☐ Renovation

Current/ Previous Expenditures	TOTAL PROJECT COST (Capital Only)	Total Appropriations to Date	Budget Year 1 FY2023	Unappropriated Subsequent Years					Future Budget Years
				Budget Year 2 FY2024	Budget Year 3 FY2025	Budget Year 4 FY2026	Budget Year 5 FY2027		
	\$ 30,000	\$ -	\$ 30,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

PROJECT COSTS

ACTIVITY	FY2023	FY2024	FY2025	FY2026	FY2027	FUTURE
Planning, Surveying, Design, Engineering:						
Land/ROW/Acquisition:						
In House Services (In-Kind)						
Site Preparation & Improvements						
Permits/Inspections/Misc.						
Building/Utility Construction:						
Legal/Misc.						
Heavy Equip./Apparatus:						
Light Equip/Furniture:						
Other	\$ 30,000					
Total Capital Cost Estimate:	\$ 30,000	\$ -	\$ -	\$ -	\$ -	\$ -
Total Operating Impact Estimate:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenditure Estimate:	\$ 30,000	\$ -	\$ -	\$ -	\$ -	\$ -

NEW OR ADDITIONAL IMPACT on OPERATING BUDGET

Type of Expenditure	FY2023	FY2024	FY2025	FY2026	FY2027	FUTURE
Salaries/Benefits						
Professional & Consulting Services:						
Materials & Supplies						
Maintenance/Fuel						
Other						
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

METHODS OF FINANCING

Funding Sources	Previous Allocation (Earmarked)	FY2023	FY2024	FY2025	FY2026	FY2027	FUTURE
General Fund							
Highway Fund							
Enterprise Fund (W)							
Enterprise Fund (WW)		\$ 30,000					
Grants (List)							
Bonds (List)							
Reserve (List)							
Other (List)							
TOTAL	\$ -	\$ 30,000	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL:							\$ 30,000

Project Description:

Justification/Linkage:



FY2023-2027 CAPITAL IMPROVEMENT PROJECT FORM

DEPARTMENT: Utilities **DIVISION:** WW
PROJECT NAME: 60 hp Digester Blower **LOCATION:** WWTP
YEAR: FY 2023 **ACCT#:** 050-5110-702.81-30
Type of Project: ☐ New ☐ Expansion ☒ Replacement ☐ Renovation

Current/ Previous Expenditures	TOTAL PROJECT COST (Capital Only)	Total Appropriations to Date	Budget Year 1 FY2023	Unappropriated Subsequent Years					Future Budget Years
				Budget Year 2 FY2024	Budget Year 3 FY2025	Budget Year 4 FY2026	Budget Year 5 FY2027		
	\$ 38,000	\$ -	\$ 18,000	\$ -	\$ -	\$ 20,000	\$ -	\$ -	

PROJECT COSTS

ACTIVITY	FY2023	FY2024	FY2025	FY2026	FY2027	FUTURE
Planning, Surveying, Design, Engineering						
Land/ROW/Acquisition:						
In House Services (In Kind)						
Site Preparation & Improvements						
Permits/Inspections/Misc.						
Building/Utility Construction:						
Legal/Misc.						
Heavy Equip./Apparatus:	\$ 18,000			\$ 20,000		
Light Equip./Furniture:						
Other: SCADA						

Total Capital Cost Estimate:	\$ 18,000	\$ -	\$ -	\$ 20,000	\$ -	\$ -
Total Operating Impact Estimate:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenditure Estimate:	\$ 18,000	\$ -	\$ -	\$ 20,000	\$ -	\$ -

NEW OR ADDITIONAL IMPACT on OPERATING BUDGET

Type of Expenditure	FY2023	FY2024	FY2025	FY2026	FY2027	FUTURE
Salaries/Benefits						
Professional & Consulting Services:						
Materials & Supplies						
Maintenance/Fuel						
Other						

TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
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METHODS OF FINANCING

Funding Sources	Previous Allocation (Earmarked)	FY2023	FY2024	FY2025	FY2026	FY2027	FUTURE
General Fund							
Highway Fund							
Enterprise Fund (W)							
Enterprise Fund (WW)		\$ 18,000			\$ 20,000		
Grants (List)							
Bonds (List)							
Reserve (List)							
Other (List)							

TOTAL	\$ -	\$ 18,000	\$ -	\$ -	\$ 20,000	\$ -	\$ -
TOTAL:							\$ 38,000

Project Description: Units are in continuous use to supply dissolved oxygen to Solids Digesters and are on a 2-year replacement rotation

Justification/Linkage: Council & Department Goal & Objective: Meets the community wastewater treatment needs



FY2023-2027 CAPITAL IMPROVEMENT PROJECT FORM

DEPARTMENT: Utilities
DIVISION: WW

PROJECT NAME: Aeration Rehab
LOCATION: WWTP

YEAR: FY 2023
ACCT#: 050-5110-702.81-30
Type of Project:
☐ New
 ☐ Expansion
 ☐ Replacement
 ☒ Renovation

Current/ Previous Expenditures	Unappropriated Subsequent Years								
	TOTAL PROJECT COST (Capital Only)	Total Appropriations to Date	Budget Year 1 FY2023	Budget Year 2 FY2024	Budget Year 3 FY2025	Budget Year 4 FY2026	Budget Year 5 FY2027	Future Budget Years	
\$ 198,000	\$ 3,643,500	\$ -	\$ 694,500	\$ 2,751,000	\$ -	\$ -	\$ -	\$ -	\$ -

PROJECT COSTS

ACTIVITY	FY2023	FY2024	FY2025	FY2026	FY2027	FUTURE
Planning, Surveying, Design, Engineering	\$ 60,000					
Land/ROW/Acquisition:						
In House Services (In Kind)						
Site Preparation & Improvements						
Permits/Misc./Contingency	\$ 534,500	\$ 474,000				
Building/Utility Construction:						
Legal/Misc.		\$ 62,000				
Construction Costs		\$ 1,986,000				
Construction Admin/ Inspection	\$ 100,000					
Other: SCADA		\$ 229,000				

Total Capital Cost Estimate:	\$ 694,500	\$ 2,751,000	\$ -	\$ -	\$ -	\$ -
Total Operating Impact Estimate:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenditure Estimate:	\$ 694,500	\$ 2,751,000	\$ -	\$ -	\$ -	\$ -

NEW OR ADDITIONAL IMPACT on OPERATING BUDGET

Type of Expenditure	FY2023	FY2024	FY2025	FY2026	FY2027	FUTURE
Salaries/Benefits						
Professional & Consulting Services:						
Materials & Supplies						
Maintenance/Fuel						
Other						
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

METHODS OF FINANCING

Funding Sources	Previous Allocation (Earmarked)	FY2023	FY2024	FY2025	FY2026	FY2027	FUTURE
General Fund							
Highway Fund							
Enterprise Fund (W)							
Enterprise Fund (WW)							
Grants (List)							
Bonds (List)		\$ 694,500	\$ 2,751,000				
Reserve (List)							
Other (List)							
TOTAL	\$ -	\$ 694,500	\$ 2,751,000	\$ -	\$ -	\$ -	\$ -
TOTAL:							\$ 3,445,500

Project Description:

Rehab existing aeration process for the WWTP over 20 years old and at the end of its useful life. Design, permitting and inspections in FY 2023 and construction in FY 2024

Justification/Linkage:

Council & Department Goal & Objective: Meets the community wastewater treatment needs



FY2023-2027 CAPITAL IMPROVEMENT PROJECT FORM

DEPARTMENT: Utilities **DIVISION:** WW
PROJECT NAME: Return Sludge Replacement Impeller **LOCATION:** WW plant
YEAR: FY 2023 **ACCT#:** 050-5201-712.81-30
Type of Project: ☐ New ☐ Expansion ☒ Replacement ☐ Renovation

Current/ Previous Expenditures	TOTAL PROJECT COST (Capital Only)	Total Appropriations to Date	Unappropriated Subsequent Years					Future Budget Years
			FY2023	FY2024	FY2025	FY2026	FY2027	
	\$ 15,000	\$ -	\$ 5,000	\$ 5,000	\$ -	\$ -	\$ -	\$ 5,000

PROJECT COSTS

ACTIVITY	FY2023	FY2024	FY2025	FY2026	FY2027	FUTURE
Planning, Surveying, Design, Engineering:						
Land/ROW/Acquisition:						
In House Services (In-Kind)						
Site Preparation & Improvements						
Permits/Inspections/Misc.						
Building/Utility Construction:						
Legal/Misc.						
Heavy Equip./Apparatus:	\$ 5,000	\$ 5,000				\$ 5,000
Light Equip/Furniture:						
Other						

Total Capital Cost Estimate:	\$ 5,000	\$ 5,000	\$ -	\$ -	\$ -	\$ 5,000
Total Operating Impact Estimate:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenditure Estimate:	\$ 5,000	\$ 5,000	\$ -	\$ -	\$ -	\$ 5,000

NEW OR ADDITIONAL IMPACT on OPERATING BUDGET

Type of Expenditure	FY2023	FY2024	FY2025	FY2026	FY2027	FUTURE
Salaries/Benefits						
Professional & Consulting Services:						
Materials & Supplies						
Maintenance/Fuel						
Other						

TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
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METHODS OF FINANCING

Funding Sources	Previous Allocation (Earmarked)	FY2023	FY2024	FY2025	FY2026	FY2027	FUTURE
General Fund							
Highway Fund							
Enterprise Fund (W)							
Enterprise Fund (WW)		\$ 5,000	\$ 5,000				\$ 5,000
Grants (List)							
Bonds (List)							
Reserve (List)							
Other (List)							

TOTAL	\$ -	\$ 5,000	\$ 5,000	\$ -	\$ -	\$ -	\$ 5,000
TOTAL:							\$ 15,000

Project Description: Replace sludge impeller due to normal wear and tear.

Justification/Linkage: Council & Department Goal & Objective: Meets the community wastewater treatment needs



FY2023-2027 CAPITAL IMPROVEMENT PROJECT FORM

DEPARTMENT: Utilities
DIVISION: WW
PROJECT NAME: Main Pump Station Upgrade
LOCATION: WWTP
YEAR: FY 2023
ACCT#: 050-5110-702.81-30

Type of Project: ☐ New ☐ Expansion
☒ Replacement ☒ Renovation

Current/ Previous Expenditures	TOTAL PROJECT COST (Capital Only)	Total Appropriations to Date	Unappropriated Subsequent Years					Future Budget Years
			Budget Year 1 FY2023	Budget Year 2 FY2024	Budget Year 3 FY2025	Budget Year 4 FY2026	Budget Year 5 FY2027	
	\$ 913,000	\$ -	\$ 51,000	\$ 862,000	\$ -	\$ -	\$ -	\$ -

PROJECT COSTS

ACTIVITY	FY2023	FY2024	FY2025	FY2026	FY2027	FUTURE
Planning, Surveying, Design, Engineering	\$ 46,000	\$ 56,000				
Land/ROW/Acquisition:						
In House Services (In Kind)						
Site Preparation & Improvements						
Permits/Inspections/Misc/Contingency.	\$ 5,000	\$ 116,000				
Building/Utility Construction:		\$ 607,000				
Legal/Misc.		\$ 14,000				
Apparatus						
Light Equip/Furniture:						
Other: SCADA		\$ 69,000				
Total Capital Cost Estimate:	\$ 51,000	\$ 862,000	\$ -	\$ -	\$ -	\$ -
Total Operating Impact Estimate:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenditure Estimate.	\$ 51,000	\$ 862,000	\$ -	\$ -	\$ -	\$ -

NEW OR ADDITIONAL IMPACT on OPERATING BUDGET

Type of Expenditure	FY2023	FY2024	FY2025	FY2026	FY2027	FUTURE
Salaries/Benefits						
Professional & Consulting Services:						
Materials & Supplies						
Maintenance/Fuel						
Other						
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

METHODS OF FINANCING

Funding Sources	Previous Allocation (Earmarked)	FY2023	FY2024	FY2025	FY2026	FY2027	FUTURE
General Fund							
Highway Fund							
Enterprise Fund (W)							
Enterprise Fund (WW)							
Grants (List)							
Bonds (List)		\$ 51,000	\$ 862,000	\$ -			
Reserve (List)							
Other (List)							
TOTAL	\$ -	\$ 51,000	\$ 862,000	\$ -	\$ -	\$ -	\$ -
TOTAL:							\$ 913,000

Project Description:

Rehabilitate the Building & Equipment: SCADA - include new PLC and radio telemetry to main SCADA to WWTP. Structural repair of roof and walls where needed. Replace Bar screen and any electrical components that need replacement.

Justification/Linkage:

Council & Department Goals & Objective: Meets the community wastewater treatment needs

Main Pump Station and Bar Screen



FY2023-2027 CAPITAL IMPROVEMENT PROJECT FORM

DEPARTMENT: Utilities **DIVISION:** WW
PROJECT NAME: Feed Pump Replacement for Press System **LOCATION:** WWTP
YEAR: FY 2024 **ACCT#:** 050-5110-702.81-30
Type of Project: ☐ New ☐ Expansion ☒ Replacement ☐ Renovation

Current/ Previous Expenditures	TOTAL PROJECT COST (Capital Only)	Total Appropriations to Date	Budget Year 1 FY2023	Unappropriated Subsequent Years					Future Budget Years
				Budget Year 2 FY2024	Budget Year 3 FY2025	Budget Year 4 FY2026	Budget Year 5 FY2027		
	\$ 57,500	\$ -	\$ -	\$ 28,500	\$ -	\$ 29,000	\$ -	\$ -	

PROJECT COSTS

ACTIVITY	FY2023	FY2024	FY2025	FY2026	FY2027	FUTURE
Planning, Surveying, Design, Engineering						
Land/ROW/Acquisition:						
In House Services (In Kind)						
Site Preparation & Improvements						
Permits/Inspections/Misc.						
Building/Utility Construction:						
Legal/Misc.						
Heavy Equip./Apparatus:		\$ 28,500		\$ 29,000		
Light Equip/Furniture:						
Other: SCADA						

Total Capital Cost Estimate:	\$ -	\$ 28,500	\$ -	\$ 29,000	\$ -	\$ -
Total Operating Impact Estimate:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenditure Estimate:	\$ -	\$ 28,500	\$ -	\$ 29,000	\$ -	\$ -

NEW OR ADDITIONAL IMPACT on OPERATING BUDGET

Type of Expenditure	FY2023	FY2024	FY2025	FY2026	FY2027	FUTURE
Salaries/Benefits						
Professional & Consulting Services:						
Materials & Supplies						
Maintenance/Fuel						
Other						
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

METHODS OF FINANCING

Funding Sources	Previous Allocation (Earmarked)	FY2023	FY2024	FY2025	FY2026	FY2027	FUTURE
General Fund							
Highway Fund							
Enterprise Fund (W)							
Enterprise Fund (WW)			\$ 28,500		\$ 29,000		
Grants (List)							
Bonds (List)							
Reserve (List)							
Other (List)							
TOTAL	\$ -	\$ -	\$ 28,500	\$ -	\$ 29,000	\$ -	\$ -
TOTAL:							\$ 57,500

Project Description: Replace Press Pump for sludge press it is at the end of its useful life; there are multiple press pumps and are on a rotational replacement schedule.

Justification/Linkage: Council & Department Goal & Objective: Meets the community wastewater treatment needs



FY2023-2027 CAPITAL IMPROVEMENT PROJECT FORM

DEPARTMENT: Utilities
DIVISION: WW

PROJECT NAME: Riverview Pump Station Upgrade
LOCATION: WWTP

YEAR: FY 2024
ACCT#: 050-5110-702.81-30

Type of Project:
☐ New
 ☐ Expansion
 ☒ Replacement
 ☒ Renovation

Current/ Previous Expenditures	TOTAL PROJECT COST (Capital Only)	Total Appropriations to Date	Budget Year 1 FY2023	Unappropriated Subsequent Years						Future Budget Years
				Budget Year 2 FY2024	Budget Year 3 FY2025	Budget Year 4 FY2026	Budget Year 5 FY2027			
	\$ 309,000	\$ -	\$ -	\$ 20,000	\$ 289,000	\$ -	\$ -			

PROJECT COSTS

ACTIVITY	FY2023	FY2024	FY2025	FY2026	FY2027	FUTURE
Planning, Surveying, Design, Engineering		\$ 20,000				
Land/ROW/Acquisition:						
In House Services (In Kind)						
Site Preparation & Improvements						
Permits/Inspections/Misc. admin 16000, 4000, contingency 36000			\$ 55,000			
Building/Utility Construction:			\$ 142,000			
Legal/Misc. Legal 3000 Bond Council 3000			\$ 6,000			
Heavy Equip./Apparatus:						
Light Equip/Furniture:						
Other: SCADA			\$ 86,000			

Total Capital Cost Estimate:	\$ -	\$ 20,000	\$ 289,000	\$ -	\$ -	\$ -
Total Operating Impact Estimate:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenditure Estimate:	\$ -	\$ 20,000	\$ 289,000	\$ -	\$ -	\$ -

NEW OR ADDITIONAL IMPACT on OPERATING BUDGET

Type of Expenditure	FY2023	FY2024	FY2025	FY2026	FY2027	FUTURE
Salaries/Benefits						
Professional & Consulting Services:						
Materials & Supplies						
Maintenance/Fuel						
Other						
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

METHODS OF FINANCING

Funding Sources	Previous Allocation (Earmarked)	FY2023	FY2024	FY2025	FY2026	FY2027	FUTURE
General Fund							
Highway Fund							
Enterprise Fund (W)							
Enterprise Fund (WW)							
Grants (List)							
Bonds (List)			\$ 20,000	\$ 289,000			
Reserve (List)							
Other (List)							
TOTAL	\$ -	\$ -	\$ 20,000	\$ 289,000	\$ -	\$ -	\$ -
TOTAL:							\$ 309,000

Project Description:

Rehabilitate the Building & Equipment: SCADA - include new PLC and radio telemetry to main SCADA to WWTP. Structural repair of roof and walls where needed.

Justification/Linkage:

Council & Department Goals & Objective: Meets the community wastewater treatment needs



FY2023-2027 CAPITAL IMPROVEMENT PROJECT FORM

DEPARTMENT: Utilities **DIVISION:** WD & WWC
PROJECT NAME: Attachment Brush Cutter Head for Yanmar **LOCATION:** Public Works Facility
YEAR: FY 2024 **ACCT#:** 050-5201-702.81-30 & 050-5201-701.81-06
Type of Project: ☒ New ☐ Expansion ☐ Replacement ☐ Renovation

Current/ Previous Expenditures	TOTAL PROJECT COST (Capital Only)	Total Appropriations to Date	Budget Year 1 FY2023	Unappropriated Subsequent Years					Future Budget Years
				Budget Year 2 FY2024	Budget Year 3 FY2025	Budget Year 4 FY2026	Budget Year 5 FY2027		
	\$ 11,000	\$ -	\$ -	\$ 11,000	\$ -	\$ -	\$ -	\$ -	

PROJECT COSTS

ACTIVITY	FY2023	FY2024	FY2025	FY2026	FY2027	FUTURE
Planning, Surveying, Design, Engineering						
Land/ROW/Acquisition:						
In House Services (In Kind)						
Site Preparation & Improvements						
Permits/Inspections/Misc.						
Building/Utility Construction:						
Legal/Misc.						
Heavy Equip./Apparatus:		\$ 11,000				
Light Equip/Furniture:						
Other:						
Total Capital Cost Estimate:	\$ -	\$ 11,000	\$ -	\$ -	\$ -	\$ -
Total Operating Impact Estimate:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenditure Estimate:	\$ -	\$ 11,000	\$ -	\$ -	\$ -	\$ -

NEW OR ADDITIONAL IMPACT on OPERATING BUDGET

Type of Expenditure	FY2023	FY2024	FY2025	FY2026	FY2027	FUTURE
Salaries/Benefits						
Professional & Consulting Services:						
Materials & Supplies						
Maintenance/Fuel						
Other						
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

METHODS OF FINANCING

Funding Sources	Previous Allocation (Earmarked)	FY2023	FY2024	FY2025	FY2026	FY2027	FUTURE
General Fund							
Highway Fund							
Enterprise Fund (W)			\$ 5,500				
Enterprise Fund (WW)			\$ 5,500				
Grants (List)							
Bonds (List)							
Reserve (List)							
Other (List)							
TOTAL	\$ -	\$ -	\$ 11,000	\$ -	\$ -	\$ -	\$ -
TOTAL:							\$ 11,000

Project Description: Used to trim trees away from Rights of Ways

Justification/Linkage: Council & Department Goals & Objective: Meets the community wastewater & water distribution & collection needs.



FY2023-2027 CAPITAL IMPROVEMENT PROJECT FORM

DEPARTMENT: Utilities
DIVISION: WW

PROJECT NAME: Pickup Truck Replacement (Utility)
LOCATION: WWTP

YEAR: FY 2024
ACCT#: 050-5110-702.81-06

Type of Project:
☐ New
 ☐ Expansion
 ☒ Replacement
 ☐ Renovation

Current/ Previous Expenditures	TOTAL PROJECT COST (Capital Only)	Total Appropriations to Date	Budget Year 1 FY2023	Unappropriated Subsequent Years					Future Budget Years
				Budget Year 2 FY2024	Budget Year 3 FY2025	Budget Year 4 FY2026	Budget Year 5 FY2027		
	\$ 41,000	\$ -	\$ -	\$ 41,000	\$ -	\$ -	\$ -	\$ -	\$ -

PROJECT COSTS

ACTIVITY	FY2023	FY2024	FY2025	FY2026	FY2027	FUTURE
Planning, Surveying, Design, Engineering						
Land/ROW/Acquisition:						
In House Services (In Kind)						
Site Preparation & Improvements						
Permits/Inspections/Misc.						
Building/Utility Construction:						
Legal/Misc.						
Heavy Equip./Apparatus:		\$ 41,000				
Light Equip/Furniture:						
Other: SCADA						

Total Capital Cost Estimate:	\$ -	\$ 41,000	\$ -	\$ -	\$ -	\$ -
Total Operating Impact Estimate:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenditure Estimate:	\$ -	\$ 41,000	\$ -	\$ -	\$ -	\$ -

NEW OR ADDITIONAL IMPACT on OPERATING BUDGET

Type of Expenditure	FY2023	FY2024	FY2025	FY2026	FY2027	FUTURE
Salaries/Benefits						
Professional & Consulting Services:						
Materials & Supplies						
Maintenance/Fuel						
Other						
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

METHODS OF FINANCING

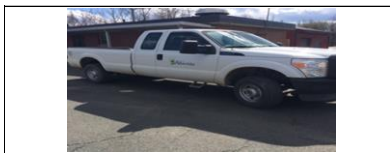
Funding Sources	Previous Allocation (Earmarked)	FY2023	FY2024	FY2025	FY2026	FY2027	FUTURE
General Fund							
Highway Fund							
Enterprise Fund (W)							
Enterprise Fund (WW)			\$ 41,000				
Grants (List)							
Bonds (List)							
Reserve (List)							
Other (List)							
TOTAL	\$ -	\$ -	\$ 41,000	\$ -	\$ -	\$ -	\$ -
TOTAL:							\$ 41,000

Project Description:

Replace Pickup truck for WWTP

Justification/Linkage:

Council & Department Goals & Objective: Meets the community wastewater treatment needs



FY2023-2027 CAPITAL IMPROVEMENT PROJECT FORM

DEPARTMENT: Utilities
DIVISION: Wastewater

PROJECT NAME: 40hp Pump replacement
LOCATION: Riverview Pump Station

YEAR: FY 2025
ACCT#: 050-5110-702.80-30

Type of Project:
☐ New ☐ Expansion
☐ Replacement ☐ Renovation

Current/ Previous Expenditures	TOTAL PROJECT COST (Capital Only)	Total Appropriations to Date	Budget Year 1 FY2023	Unappropriated Subsequent Years					Future Budget Years
				Budget Year 2 FY2024	Budget Year 3 FY2025	Budget Year 4 FY2026	Budget Year 5 FY2027		
	\$ 40,000	\$ -	\$ -	\$ -	\$ 40,000	\$ -	\$ -	\$ -	\$ -

PROJECT COSTS

ACTIVITY	FY2023	FY2024	FY2025	FY2026	FY2027	FUTURE
Planning, Surveying, Design, Engineering:						
Land/ROW/Acquisition:						
In House Services (In-Kind)						
Site Preparation & Improvements						
Permits/Inspections/Misc.						
Building/Utility Construction:						
Legal/Misc.						
Heavy Equip./Apparatus:						
Light Equip/Furniture:			\$ 40,000			
Other						
Total Capital Cost Estimate:	\$ -	\$ -	\$ 40,000	\$ -	\$ -	\$ -
Total Operating Impact Estimate:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenditure Estimate:	\$ -	\$ -	\$ 40,000	\$ -	\$ -	\$ -

NEW OR ADDITIONAL IMPACT on OPERATING BUDGET

Type of Expenditure	FY2023	FY2024	FY2025	FY2026	FY2027	FUTURE
Salaries/Benefits						
Professional & Consulting Services:						
Materials & Supplies						
Maintenance/Fuel						
Other						
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

METHODS OF FINANCING

Funding Sources	Previous Allocation (Earmarked)	FY2023	FY2024	FY2025	FY2026	FY2027	FUTURE
General Fund							
Highway Fund							
Enterprise Fund (W)							
Enterprise Fund (WW)				\$ 40,000			
Grants (List)							
Bonds (List)							
Reserve (List)							
Other (List)							
TOTAL	\$ -	\$ -	\$ -	\$ 40,000	\$ -	\$ -	\$ -
TOTAL:							\$ 40,000

Project Description:

Justification/Linkage:



FY2023-2027 CAPITAL IMPROVEMENT PROJECT FORM

DEPARTMENT: Utilities
DIVISION: W & WW

PROJECT NAME: Commercial Water Truck
LOCATION: Public Works Facility

YEAR: FY 2025
ACCT#: 050-5110-702.81-308\050-5010-701.81-06

Type of Project:
☐ New
 ☐ Expansion
 ☒ Replacement
 ☐ Renovation

Current/ Previous Expenditures	TOTAL PROJECT COST (Capital Only)	Total Appropriations to Date	Unappropriated Subsequent Years					Future Budget Years
			Budget Year 1 FY2023	Budget Year 2 FY2024	Budget Year 3 FY2025	Budget Year 4 FY2026	Budget Year 5 FY2027	
	\$ 150,000	\$ -	\$ -	\$ -	\$ 150,000	\$ -	\$ -	\$ -

PROJECT COSTS

ACTIVITY	FY2023	FY2024	FY2025	FY2026	FY2027	FUTURE
Planning, Surveying, Design, Engineering						
Land/ROW/Acquisition:						
In House Services (In Kind)						
Site Preparation & Improvements						
Permits/Inspections/Misc.						
Building/Utility Construction:						
Legal/Misc.						
Heavy Equip./Apparatus:			\$ 150,000			
Light Equip./Furniture:						
Other:						
Total Capital Cost Estimate:	\$ -	\$ -	\$ 150,000	\$ -	\$ -	\$ -
Total Operating Impact Estimate:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenditure Estimate:	\$ -	\$ -	\$ 150,000	\$ -	\$ -	\$ -

NEW OR ADDITIONAL IMPACT on OPERATING BUDGET

Type of Expenditure	FY2023	FY2024	FY2025	FY2026	FY2027	FUTURE
Salaries/Benefits						
Professional & Consulting Services:						
Materials & Supplies						
Maintenance/Fuel						
Other						
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

METHODS OF FINANCING

<u>Funding Sources</u>	Previous Allocation (Earmarked)	FY2023	FY2024	FY2025	FY2026	FY2027	FUTURE
General Fund				\$ 30,000			
Highway Fund							
Enterprise Fund (W)				\$ 60,000			
Enterprise Fund (WW)				\$ 60,000			
Grants (List)							
Bonds (List)							
Reserve (List)							
Other (List)							
TOTAL	\$ -	\$ -	\$ -	\$ 150,000	\$ -	\$ -	\$ -
TOTAL:							\$ 150,000

Project Description:

use to wash down boat ramp, streets and other areas that need washing used at the waste plant to clean out tanks & clarifiers. Also used to refill the vacuum truck when removing roots from sewer lines

Justification/Linkage:

Council & Department Goals & Objective: Meets the community wastewater & water distribution & collection needs.



FY2023-2027 CAPITAL IMPROVEMENT PROJECT FORM

DEPARTMENT: Utilities
DIVISION: WW

PROJECT NAME: Secondary Clarifiers
LOCATION: WWTP

YEAR: FY 2025
ACCT#: 050-5110-702.81-30

Type of Project:
☐ New
 ☐ Expansion
 ☐ Replacement
 ☒ Renovation

Current/ Previous Expenditures	Unappropriated Subsequent Years								
	TOTAL PROJECT COST (Capital Only)	Total Appropriations to Date	Budget Year 1 FY2023	Budget Year 2 FY2024	Budget Year 3 FY2025	Budget Year 4 FY2026	Budget Year 5 FY2027	Future Budget Years	
	\$ 1,998,000	\$ -	\$ -	\$ -	\$ 1,998,000	\$ -	\$ -	\$ -	\$ -

PROJECT COSTS

ACTIVITY	FY2023	FY2024	FY2025	FY2026	FY2027	FUTURE
Planning, Surveying, Design, Engineering			\$ 125,000			
Land/ROW/Acquisition:						
In House Services (In Kind)						
Site Preparation & Improvements						
Permits/Inspections/Misc./Contingency			\$ 335,000			
Building/Utility Construction:			\$ 1,500,000			
Legal/Misc.			\$ 38,000			
Heavy Equip./Apparatus:						
Light Equip/Furniture:						
Other:						

Total Capital Cost Estimate:	\$ -	\$ -	\$ 1,998,000	\$ -	\$ -	\$ -
Total Operating Impact Estimate:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenditure Estimate:	\$ -	\$ -	\$ 1,998,000	\$ -	\$ -	\$ -

NEW OR ADDITIONAL IMPACT on OPERATING BUDGET

Type of Expenditure	FY2023	FY2024	FY2025	FY2026	FY2027	FUTURE
Salaries/Benefits						
Professional & Consulting Services:						
Materials & Supplies						
Maintenance/Fuel						
Other						
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

METHODS OF FINANCING

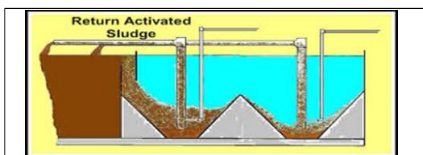
Funding Sources	Previous Allocation (Earmarked)	FY2023	FY2024	FY2025	FY2026	FY2027	FUTURE
General Fund							
Highway Fund							
Enterprise Fund (W)							
Enterprise Fund (WW)							
Grants (List)							
Bonds (List)				\$ 1,998,000			
Reserve (List)							
Other (List)							
TOTAL	\$ -	\$ -	\$ -	\$ 1,998,000	\$ -	\$ -	\$ -
TOTAL:							\$ 1,998,000

Project Description:

Reconfigure Influent Splitter to allow for equal distribution to all clarifiers so that ultimately the # 1 Aeration basin can be utilized as well. Also remove the bottleneck on effluent line from UV to Staunton River.

Justification/Linkage:

Council & Department Goals & Objective: Meets the community wastewater treatment need



FY2023-2027 CAPITAL IMPROVEMENT PROJECT FORM

DEPARTMENT: Utilities
DIVISION: WD & WWC
PROJECT NAME: Trencher Attachment
LOCATION: Public Works Facility
YEAR: FY 2025
ACCT#: 050-5201-702.81-30 & 050-5201-701.81-06

Type of Project: ☒ New ☐ Expansion
☐ Replacement ☐ Renovation

Current/ Previous Expenditures	TOTAL PROJECT COST (Capital Only)	Total Appropriations to Date	Budget Year 1 FY2023	Budget Year 2 FY2024	Unappropriated Subsequent Years					Future Budget Years
					Budget Year 3 FY2025	Budget Year 4 FY2026	Budget Year 5 FY2027			
	\$ 6,000	\$ -	\$ -	\$ -	\$ 6,000	\$ -	\$ -	\$ -	\$ -	\$ -

PROJECT COSTS

ACTIVITY	FY2023	FY2024	FY2025	FY2026	FY2027	FUTURE
Planning, Surveying, Design, Engineering						
Land/ROW/Acquisition:						
In House Services (In Kind)						
Site Preparation & Improvements						
Permits/Inspections/Misc.						
Building/Utility Construction:						
Legal/Misc.						
Heavy Equip./Apparatus:			\$ 6,000			
Light Equip./Furniture:						
Other:						

Total Capital Cost Estimate:	\$ -	\$ -	\$ 6,000	\$ -	\$ -	\$ -
Total Operating Impact Estimate:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenditure Estimate:	\$ -	\$ -	\$ 6,000	\$ -	\$ -	\$ -

NEW OR ADDITIONAL IMPACT on OPERATING BUDGET

Type of Expenditure	FY2023	FY2024	FY2025	FY2026	FY2027	FUTURE
Salaries/Benefits						
Professional & Consulting Services:						
Materials & Supplies						
Maintenance/Fuel						
Other						

TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
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METHODS OF FINANCING

Funding Sources	Previous Allocation (Earmarked)	FY2023	FY2024	FY2025	FY2026	FY2027	FUTURE
General Fund							
Highway Fund							
Enterprise Fund (W)				\$ 3,000			
Enterprise Fund (WW)				\$ 3,000			
Grants (List)							
Bonds (List)							
Reserve (List)							
Other (List)							

TOTAL	\$ -	\$ -	\$ -	\$ 6,000	\$ -	\$ -	\$ -
TOTAL:							\$ 6,000

Project Description: Used to dig smaller service or sewer lines instead of using excavator or backhoe

Justification/Linkage: Council & Department Goals & Objective: Meets the community wastewater & water distribution & collection needs.



FY2023-2027 CAPITAL IMPROVEMENT PROJECT FORM

DEPARTMENT: Utilities
DIVISION: WW

PROJECT NAME: Heat Pumps Lab & Office
LOCATION: WWTP

YEAR: FY 2025
ACCT#: 050-5110-702.81-30

Type of Project:
☐ New
 ☐ Expansion
 ☒ Replacement
 ☐ Renovation

Current/ Previous Expenditures	TOTAL PROJECT COST (Capital Only)	Total Appropriations to Date	Budget Year 1 FY2023	Unappropriated Subsequent Years						Future Budget Years
				Budget Year 2 FY2024	Budget Year 3 FY2025	Budget Year 4 FY2026	Budget Year 5 FY2027			
	\$ 30,000	\$ -	\$ -	\$ -	\$ 30,000	\$ -	\$ -	\$ -	\$ -	

PROJECT COSTS

ACTIVITY	FY2023	FY2024	FY2025	FY2026	FY2027	FUTURE
Planning, Surveying, Design, Engineering						
Land/ROW/Acquisition:						
In House Services (In Kind)						
Site Preparation & Improvements						
Permits/Inspections/Misc.						
Building/Utility Construction:						
Legal/Misc.						
Heavy Equip./Apparatus:			\$ 30,000			
Light Equip/Furniture:						
Other:						

Total Capital Cost Estimate:	\$ -	\$ -	\$ 30,000	\$ -	\$ -	\$ -
Total Operating Impact Estimate:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenditure Estimate:	\$ -	\$ -	\$ 30,000	\$ -	\$ -	\$ -

NEW OR ADDITIONAL IMPACT on OPERATING BUDGET

Type of Expenditure	FY2023	FY2024	FY2025	FY2026	FY2027	FUTURE
Salaries/Benefits						
Professional & Consulting Services:						
Materials & Supplies						
Maintenance/Fuel						
Other						

TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
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METHODS OF FINANCING

Funding Sources	Previous Allocation (Earmarked)	FY2023	FY2024	FY2025	FY2026	FY2027	FUTURE
General Fund							
Highway Fund							
Enterprise Fund (W)							
Enterprise Fund (WW)				\$ 30,000			
Grants (List)							
Bonds (List)							
Reserve (List)							
Other (List)							

TOTAL	\$ -	\$ -	\$ -	\$ 30,000	\$ -	\$ -	\$ -
TOTAL:							\$ 30,000

Project Description:

Replace Heat pumps for lab & office at the WWTP. Existing unit are at the end of their useful life and lowering efficiency of heating and cooling of building.

Justification/Linkage:

Council & Department Goal & Objective: Meets the community wastewater treatment needs



FY2023-2027 CAPITAL IMPROVEMENT PROJECT FORM

DEPARTMENT: Utilities
DIVISION: W/WW/D

PROJECT NAME: Sewer Vactor Truck Replacement
LOCATION: Public Works

YEAR: FY 2026
ACCT#: 050-5110-702-81-308/050-5010-701-81-06

Type of Project:
☐ New ☐ Expansion
☒ Replacement ☐ Renovation

Current/ Previous Expenditures	TOTAL PROJECT COST (Capital Only)	Total Appropriations to Date	Unappropriated Subsequent Years					Future Budget Years
			Budget Year 1 FY2023	Budget Year 2 FY2024	Budget Year 3 FY2025	Budget Year 4 FY2026	Budget Year 5 FY2027	
	\$ 315,000	\$ -	\$ -	\$ -	\$ -	\$ 315,000	\$ -	\$ -

PROJECT COSTS

ACTIVITY	FY2023	FY2024	FY2025	FY2026	FY2027	FUTURE
Planning, Surveying, Design, Engineering						
Land/ROW/Acquisition:						
In House Services (In Kind)						
Site Preparation & Improvements						
Permits/Inspections/Misc.						
Building/Utility Construction:						
Legal/Misc.						
Heavy Equip./Apparatus:				\$ 315,000		
Light Equip/Furniture:						
Other:						

Total Capital Cost Estimate:	\$ -	\$ -	\$ -	\$ 315,000	\$ -	\$ -
Total Operating Impact Estimate:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenditure Estimate:	\$ -	\$ -	\$ -	\$ 315,000	\$ -	\$ -

NEW OR ADDITIONAL IMPACT on OPERATING BUDGET

Type of Expenditure	FY2023	FY2024	FY2025	FY2026	FY2027	FUTURE
Salaries/Benefits						
Professional & Consulting Services:						
Materials & Supplies						
Maintenance/Fuel						
Other						
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

METHODS OF FINANCING

Funding Sources	Previous Allocation (Earmarked)	FY2023	FY2024	FY2025	FY2026	FY2027	FUTURE
General Fund					\$ 25,000		
Highway Fund							
Enterprise Fund (W)					\$ 70,000		
Enterprise Fund (WW)					\$ 220,000		
Grants (List)							
Bonds (List)							
Reserve (List)							
Other (List)							
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ 315,000	\$ -	\$ -
TOTAL:							\$ 315,000

Project Description:

2009 Sewer Vactor Truck will have worn out its useful life. The truck is used to clean out and inspect sanitary sewer and storm sewer lines throughout the Town to keep all line open and flowing.

Justification/Linkage:

Council & Department Goal & Objective: Meets the community wastewater treatment needs



FY2023-2027 CAPITAL IMPROVEMENT PROJECT FORM

DEPARTMENT: Utilities
DIVISION: WW

PROJECT NAME: Tandem Dump truck
LOCATION: WWTP

YEAR: FY 2027
ACCT#: 050-5110-702.81-30

Type of Project:
☐ New Expansion
☒ Replacement ☐ Renovation

Current/ Previous Expenditures	TOTAL PROJECT COST (Capital Only)	Total Appropriations to Date	Budget Year 1 FY2023	Unappropriated Subsequent Years					Future Budget Years
				Budget Year 2 FY2024	Budget Year 3 FY2025	Budget Year 4 FY2026	Budget Year 5 FY2027		
	\$ 250,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 250,000	\$ -

PROJECT COSTS

ACTIVITY	FY2023	FY2024	FY2025	FY2026	FY2027	FUTURE
Planning, Surveying, Design, Engineering						
Land/ROW/Acquisition:						
In House Services (In Kind)						
Site Preparation & Improvements						
Permits/Inspections/Misc.						
Building/Utility Construction:						
Legal/Misc.						
Heavy Equip./Apparatus:					\$ 250,000	
Light Equip./Furniture:						
Other: SCADA						
Total Capital Cost Estimate:	\$ -	\$ -	\$ -	\$ -	\$ 250,000	\$ -
Total Operating Impact Estimate:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenditure Estimate:	\$ -	\$ -	\$ -	\$ -	\$ 250,000	\$ -

NEW OR ADDITIONAL IMPACT on OPERATING BUDGET

Type of Expenditure	FY2023	FY2024	FY2025	FY2026	FY2027	FUTURE
Salaries/Benefits						
Professional & Consulting Services:						
Materials & Supplies						
Maintenance/Fuel						
Other						
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

METHODS OF FINANCING

Funding Sources	Previous Allocation (Earmarked)	FY2023	FY2024	FY2025	FY2026	FY2027	FUTURE
General Fund							
Highway Fund							
Enterprise Fund (W)							
Enterprise Fund (WW)						\$ 250,000	
Grants (List)							
Bonds (List)							
Reserve (List)							
Other (List)							
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 250,000	\$ -
						TOTAL:	\$ 250,000

Project Description:

Justification/Linkage:

Council & Department Goal & Objective: Meets the community wastewater treatment needs



FY2023-2027 CAPITAL IMPROVEMENT PROJECT FORM

DEPARTMENT: Utilities
DIVISION: WW

PROJECT NAME: Solids Handling Engineering
LOCATION: WWTP

YEAR: FY 2027
ACCT#: 050-5110-702.81-30

Type of Project:
☐ New Expansion
☒ Replacement ☐ Renovation

Current/ Previous Expenditures	TOTAL PROJECT COST (Capital Only)	Total Appropriations to Date	Budget Year 1 FY2023	Unappropriated Subsequent Years					Future Budget Years
				Budget Year 2 FY2024	Budget Year 3 FY2025	Budget Year 4 FY2026	Budget Year 5 FY2027		
	\$ 200,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 200,000	\$ -

PROJECT COSTS

<u>ACTIVITY</u>	FY2023	FY2024	FY2025	FY2026	FY2027	FUTURE
Planning, Surveying, Design, Engineering					\$ 200,000	
Land/ROW/Acquisition:						
In House Services (In Kind)						
Site Preparation & Improvements						
Permits/Inspections/Misc.						
Building/Utility Construction:						
Legal/Misc.						
Heavy Equip./Apparatus:						
Light Equip./Furniture:						
Other: SCADA						
Total Capital Cost Estimate:	\$ -	\$ -	\$ -	\$ -	\$ 200,000	\$ -
Total Operating Impact Estimate:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenditure Estimate:	\$ -	\$ -	\$ -	\$ -	\$ 200,000	\$ -

NEW OR ADDITIONAL IMPACT on OPERATING BUDGET

<u>Type of Expenditure</u>	FY2023	FY2024	FY2025	FY2026	FY2027	FUTURE
Salaries/Benefits						
Professional & Consulting Services:						
Materials & Supplies						
Maintenance/Fuel						
Other						
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

METHODS OF FINANCING

<u>Funding Sources</u>	Previous Allocation (Earmarked)	FY2023	FY2024	FY2025	FY2026	FY2027	FUTURE
General Fund							
Highway Fund							
Enterprise Fund (W)							
Enterprise Fund (WW)						\$ 200,000	
Grants (List)							
Bonds (List)							
Reserve (List)							
Other (List)							
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 200,000	\$ -
						TOTAL:	\$ 200,000

Project Description:

The facility assessment included an assessment of all equipment in the solids handling facility. This would be to evaluate, design, and replace all aging equipment and to repair the building structure.

Justification/Linkage:

Council & Department Goal & Objective: Meets the community wastewater treatment needs





TOWN OF ALTAVISTA
TOWN COUNCIL
REGULAR MEETING
January 11, 2022
AGENDA COVER SHEET

AGENDA ITEM #: 9.A

UNFINISHED BUSINESS

Title: CIP Item Mechanics' Truck

Staff Resource: Tom Fore

Action(s):

Approve the use of unexpended funds identified from other CIP purchases to cover the additional cost of the Mechanics' Truck

Explanation:

Staff budgeted \$105,000 for the Mechanic Truck. The bid for the truck came in at \$121,250, a difference of \$16,250. Staff has identified unexpended funds appropriated for other CIP purchases, to cover the difference.

Background:

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

Funding Source(s):

Unspent CIP funds of FY2022's Capital Budget (\$16,250.00).

Attachments: *(click item to open)*

[Attachment 1. Arista Mechanic Truck.pdf](#)

[Attachment 2. PALFINGER Mechanics Truck.pdf](#)

[Attachment 3. RK Chevrolet Mechanic Truck.pdf](#)



Creating Quality Transportation Equipment Solutions

5125 Clay Ave. SW
Grand Rapids, MI 49548
Phone: 616-530-6000
Fax: 866-703-8598
sales@aristatrucksystems.com

Quotation

Altavista City of
Terry Lambert
TL Lambert@altavistava.gov
434-369-6045

Quote Date: 12/14/2021
Order Date:

Terms: Payment due upon delivery
F.O.B. Grand Rapids, MI

Estimated delivery time:
March of 2022

Chassis: 84" cab to axle, Diesel, PTO provisions.

Note: Chassis must be equipped with proper body builder interface circuit. If not additional charges may occur.

V.I.N.

Chassis arrival date:

Palfinger Pal Pro 43-11 galvanneal steel field service crane body.
11' long x 97.5" overall width
Entire body is epoxy primed and protected by submersion electro coat process.
Unlike spray systems, this ensures all surfaces including interior areas are protected.
60" tall compartments on the front two compartments on the curbside.
60" tall compartments for all of street side.
Compartment outside depth is 22".
50" wide tread plate cargo area floor.
Torsion box galvanized steel understructure. Eliminates truck & body deflection and twist.
Eight recessed, swiveling cargo tie downs in floor.
Designed for right rear crane mounting (up to a 39,000 ft. lb. crane rating).
12 gauge, tread plate top on side packs with integrated full length drip rail over the doors.
Double panel doors with internal stiffeners, adhered with structural adhesive.
Doors constructed of high strength 5052-H32 aluminum.
Stainless-steel hinge with concealed leaves and full length rod type 7/16" diameter pins.
"T" handle latches with seal compression feature. Three point latch rods. Powder coated black.
Spring loaded, over center type door stops on all vertical doors.
Neoprene tubular door seals.
Swing out. Vertically hinged doors on horizontal compartments for better access.
14" single handed slam operating type rear tailgate. With the Palfinger logo stamped.
21" deep rear work bench bumper, with full through compartment.
1/4" thick smooth steel top with 3" overhang at rear for clamping items to the bench
Integrated left and right grip type steps for cargo area access.
Removable vise mounting bracket on the right rear corner.
Flexible step mounted under the driver side rear of the bumper with grab handle mounted on body.
Bumper is recessed and tapped to accept 2 2" receiver.

2" receiver type hitch tube at the rear.

7-way RV type trailer plug with flat terminals. Set up for combined brake & turn signals.

Rear fuel fill cut out with aluminum cup.

Master locking system.

52" high cab protector.

Drivers side compartments configured as follows:

1st vertical compartment.

Heavy duty 250 lb. capacity C tech aluminum tool drawers with ball bearing roller slides.

5) 3" drawers in the street side front compartment. (Top of the stack)

2) 5" drawers in the street side front compartment. (Middle of the stack)

1) 7" drawer in the street side front compartment. (Bottom of the stack)

2nd vertical compartment.

Heavy duty 250 lb. capacity, C tech aluminum tool drawers with ball bearing roller slides.

5) 3" drawers in the street side front compartment. (Top of the stack)

2) 5" drawers in the street side front compartment. (Middle of the stack)

1) 7" drawer in the street side front compartment. (Bottom of the stack)

Horizontal compartment.

1) adjustable shelf with divider slots and 4 dividers.

Rear Vertical compartment.

3) adjustable shelves.

Passengers side compartments configured as follows:

1st vertical compartment.

Oxygen and Acetylene torch tank brackets in the front of the compartment.

Louvered compartment vent at bottom of compartment.

Vertical partition with 3 swivel hook in the rear of the compartment.

2nd vertical compartment.

2) adjustable shelves.

Horizontal compartment.

1) adjustable shelf with divider slots and 4 dividers.

Rear Vertical compartment.

Crane structure with air hose reel mounting shelf.

1/2" x 50' hose reel in right rear compartment.

Hose access from back of body through a roller fairlead.

Moisture separator, oiler and regulator.

Automotive style sealed and integrated electrical system with central distribution point.

LED tail lights and marker lights.

Sealed plug in harness for the lights.

Body control system with power distribution boxes and control panels.

LED interior compartment lighting. Strip lighting along the sides and over the top of the door opening.

Four LED work lights.

2) mounted on the rear of the body, one on each side facing the rear.

2) mounted on the top of the body at the front, one on each side.

Rear stabilizers.

Power out (crane side only) / power down stabilizers at the rear (both sides).

Integrated tapped mounting plates on the top of the body for air compressor, boom rest, welder, etc.
This eliminates the need for drilling holes through the top of the body which has potential for leaks.

Compressor mounting plates.

Boom rest mounting plates.

Miller welder mounting plate.

Pal Pro 8029 industrial field service crane

Palfinger crane mounting plate.

43,000 ft. lb. rating.

Maintenance free, self aligning, hexagonal shaped boom with internal cylinders

All cylinders use a proprietary 5 stage marine grade seal system. (Exceeds ANSI B30.5)

29' hydraulic reach from centerline of rotation.

8,000 lbs. capacity @ 3' reach. / 1,220 lbs. capacity @ 29' reach.

400 degree rotation.

Hydraulic powered planetary winch. Single line capacity 3,000 lbs. / double line 6,000 lbs.

Winch is mounted on the boom. Eliminates paying winch line out when raising or lowering boom.

120' of 7/16" wire rope.

Third wrap winch line limiting system. Ensures that at least three wraps remain on drum at all times.

Boom tip is clean and low profile. No anti two block bail and switch mechanism in the way.

Intelligent winch console. Proprietary damage protection system. No boom tip mechanisms.

Meets ANSI B30.5 standards

Radio remote hand held controller with push button switches.

Fully proportional hydraulic valves for fine movements.

Engine speed control at the remote control.

Engine kill at the remote control.

Overload shut down system.

Crane hook and snatch block.

Electric switch controls for hydraulic outriggers.

LED boom tip lights.

Boom support rest. Non-adjustable for 60" raised compartment option.

Crane components are grit blasted prior to paint finish process

Entire crane is epoxy primed and protected by submersion electro coat process.

Unlike spray systems, this ensures all surfaces including interior areas are protected.

Crane boom painted white with black cylinders.

PTO with integrated pump for automatic transmission.

Direct mount hydraulic pump

Hydraulic oil reservoir mounted in front of the bulkhead. 30 gallon capacity.

Ball shut off valves for maintenance or service.

Hydraulic installation kit for crane and hydraulic compressor.

Priority flow control valve to use crane and compressor at the same time.

Wire adapter.

Body to be painted white to match chassis.

Compartment interior finish to be Line-X ULTRA

LineX bed liner in the cargo area, compartment tops, Bumper area, and the front wall.

Palfinger PRC 45V Rotary air compressor.

Oil flooded rotary screw compressor. 46 cfm @ 150 PSI. delivery on demand air.

Integrated oil cooler with fan.

Mounted on compartment top behind driver.

Cold weather climate kit: includes ambient temp sensor and oil heater.

6 gallon under body air tank with ball valve bleeder for moisture.
Compressor installation kit

Ford F-550 regular cab \$ 134,093.00
Taxes are not included
Price valid for 30 days

Chevy 6500 regular cab \$ 154,439.00
22,500 GVW Taxes are not included
Price valid for 30 days

Quote accepted as an order _____ Date _____

Printed name: _____

A 2% cash discount has been included in this price.

Standard installation does not include movement or modifications of chassis components. This will be extra.

Thank you very much, AJ DeLange



QUOTATION

Quote No.- 73014R1
Quote Date 12/13/2021

Altavista, VA

VEHICLE INFORMATION:

Quoted To: Town of Altavista
510 Seventh St.
Altavista, VA 24517
Terry Lambert

Year 2022
Make Ford
Model F550 Regular Cab 4x4
VIN # TBD
CA/CT 84"
GVW 19,500
Engine
Transmission

Customer ID-	Quote Expire Date	Customer Contact		Customer Phone #	Customer Fax#	
230.POS	1/13/2022	Terry Lambert		434-369-6045		
Shipping Method		FOB	Payment Terms		Quoted by	
		Altavista, VA	Cash Only Customer		Todd Sherrill	
Description				Quantity	Unit Price	Extended Price

230.WRT WORK READY TRUCKS	1.00	\$121,250.00	\$121,250.00
PALPro 43 Series Mechanics Truck			

Furnish and install:

Palfinger model PCB43-11CS Crane body as follows:

- 11' long heavy duty galvanealed steel body
 - Master Locking System
 - Gas shock door retainers on all vertically hinged doors
 - (8) Recessed cargo tie down rings
 - (2) Grab handles on rear of body
 - 14" double panel slam type tailgate
 - 21" workbench bumper with through compartment and flexible step
 - Electronic back-up alarm
 - 5/16" top plate bumper with integrated 2" receiver tube hitch and 7 way trailer plug
 - 44" sidepacks with curbside 1st and 2nd compartments raised to 60" to allow for oxygen and acetylene bottles
 - Sealed automotive style wiring harness with easy access power distribution panel
 - FMVSS 108 LED light and reflector kit
 - LED Strip lighting in all compartments
 - (2) Work lights on rear of body with wiring harness for up to an additional (4) work lights
 - Entire body E-coat primed in 12 step process
 - Compartment interiors sprayed with Zolatone
 - Understructure and bottom of compartments undercoated
- Shelving arrangement as follows:
- Streetside front vertical compartment- Aluminum Drawer Unit with 2 - 8", 1 - 6", 3 - 4" drawers
 - Streetside second vertical compartment- (2) Adjustable divider trays (Includes (4) adjustable dividers per tray)
 - Streetside horizontal compartment- (1) Adjustable divider tray (Includes (4) adjustable dividers)
 - Streetside rear vertical compartment- (2) Adjustable divider trays

NOTE: Unless otherwise stated sales tax is not included in the Quotation total



QUOTATION

Quote No.- 73014R1
Quote Date 12/13/2021

Altavista, VA

Quoted To: Town of Altavista
510 Seventh St.
Altavista, VA 24517
Terry Lambert

VEHICLE INFORMATION:

Year 2022
Make Ford
Model F550 Regular Cab 4x4
VIN # TBD
CA/CT 84"
GVW 19,500
Engine
Transmission

Customer ID-	Quote Expire Date	Customer Contact	Customer Phone #	Customer Fax#
230.POS	1/13/2022	Terry Lambert	434-369-6045	
Shipping Method	FOB	Payment Terms	Quoted by	
	Altavista, VA	Cash Only Customer	Todd Sherrill	
Description			Quantity	Unit Price
				Extended Price

(Includes (4) adjustable dividers per tray)
-Curbside front vertical compartment- Vented compartment with oxygen and acetylene tank holders and 60" high interior partition kit with (3) Adjustable shelves
-Curbside second vertical compartment- (2) Adjustable divider trays (Includes (4) adjustable dividers per tray)
-Curbside horizontal compartment- (1) Adjustable divider tray (Includes (4) adjustable dividers)
-Curbside rear vertical compartment- (1) Hose reel mounting shelf
-Reinforce spring pack on rear axle to level truck
-Welder mounting bracket installed on streetside rear compartment top
-Line-X protective coating on entire front of body, compartment backs, tops, cargo floor, inside tailgate and workbench bumper
-ICC Safety kit located in cab
-Factory back-up camera system
-Installed and painted white to match cab

Palfinger model PSC8029 telescopic crane as follows:

- 43,000 ft./lb. rating
- 400 degree rotation
- 29' hydraulic reach
- 8,000 lb. maximum lift capacity (Double Line)
- Load holding valves on all cylinders
- Overload protection system
- Anti two block system located on winch in lieu of boom tip
- Radio remote control
- Crane hook and snatch block
- Hexagonal boom
- Boom support
- Power out (crane side only)/Power down outriggers
- Stabilizers on each front corner
- 30 gallon bulkhead mounted oil reservoir

Palfinger PRC45V Rotary screw air compressor as follows:

- 45 CFM @ 150 PSI
- 100% duty cycle

NOTE: Unless otherwise stated sales tax is not included in the Quotation total



QUOTATION

Quote No.- 73014R1
Quote Date 12/13/2021

Altavista, VA

Quoted To: Town of Altavista
510 Seventh St.
Altavista, VA 24517
Terry Lambert

VEHICLE INFORMATION:

Year 2022
Make Ford
Model F550 Regular Cab 4x4
VIN # TBD
CA/CT 84"
GVW 19,500
Engine
Transmission

Customer ID-	Quote Expire Date	Customer Contact	Customer Phone #	Customer Fax#
230.POS	1/13/2022	Terry Lambert	434-369-6045	
Shipping Method	FOB	Payment Terms	Quoted by	
	Altavista, VA	Cash Only Customer	Todd Sherrill	
Description			Quantity	Unit Price
				Extended Price

- Integrated hydraulic oil and air coolers
- High temperature shutdown
- Cold start protection
- High pressure relief valve
- Automatic head pressure blowdown
- 6 Gallon air receiver tank
- 1/2" x 50' Air hose reel located in curbside rear vertical compartment and routed through rear wall with guide
- 1/2" moisture separator/regulator/oiler

NOTE: Taxes to be paid at DMV at time of Title and Licensing.

Total: \$121,250.00

NOTE: Unless otherwise stated sales tax is not included in the Quotation total

MECHANICS BODY **PAL Pro 43**

Mechanics Bodies, Service Cranes & Compressors
Built for the Modern Work Truck.

LIFETIME EXCELLENCE



HIGHLIGHTS

The largest of the Class 3-5 PALFINGER Mechanics Bodies, the PAL Pro 43 is a steel mechanics body engineered to support our 8,000 lb 29' hydraulic service crane. Available in 11' body configurations with standard options to meet your service truck needs including bolt on mounting locations for accessories like compressors and welders, headache racks, aluminum roll out drawer units and more.

The PAL Pro 43 is manufactured with 12-gauge all A-60 galvanneal steel construction, a hybrid torsion box that eliminates frame and side pack deflection and the best rust protection in the industry.

NON-MARRING BOOM REST

Optional fixed or adjustable non-marring boom support E-coated black.

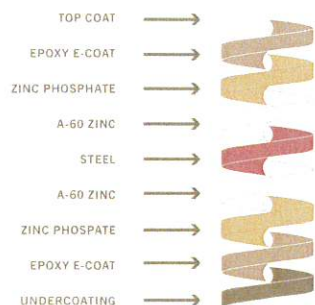
DOOR DESIGN ELIMINATE WELDING

Double panel doors with internal C-channel stiffeners, adhered with structural adhesive.



LINE-X ULTRA INTERIOR COMPARTMENT COATING FOR GREATER PROTECTION

LINE-X Ultra provides the ultimate protection for your compartment interiors. It resists the damage commonly caused by tools, chains and parts, and prevents the rust that comes as a result. As an added bonus, the coating is white in color and helps to brighten up the interior.



E-COAT CORROSION PROTECTION

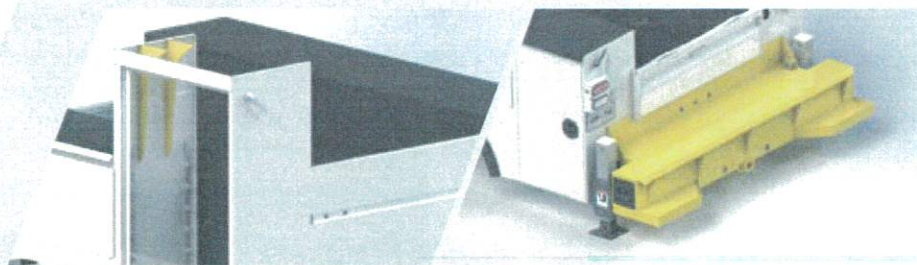
PALFINGER's 12 step electrophoretic deposition dip process cleans the body and applies primer to the metal surfaces, ensuring complete coverage and automotive grade corrosion protection.

INTERNAL GUSSETS PREVENTS BODY CRACKING

Every raised compartment comes with PALFINGER's engineered gussets for increased protection against the body cracking in the door corner.

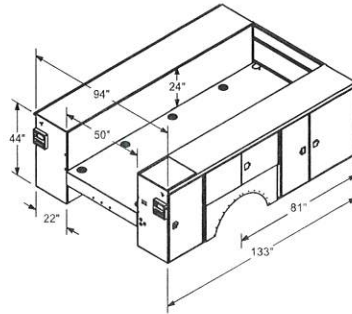
WORK BENCH BUILT FOR YOUR HARD WORK

A true mechanics work bench, featuring a 21" work bench bumper, receiver hitch, 5/16" steel top plate and thru compartment for additional storage.



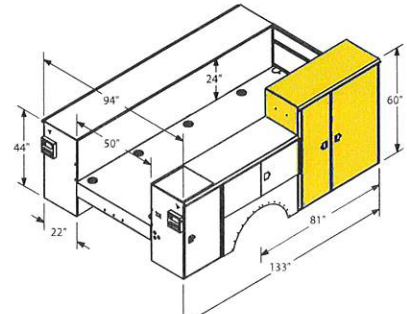
STANDARD CONFIGURATIONS

43-11



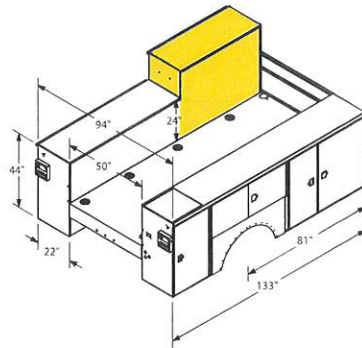
11' standard configuration
44" tall compartment heights
14" tall one handed tailgate
Treadplate compartment top overlays

43-11CS



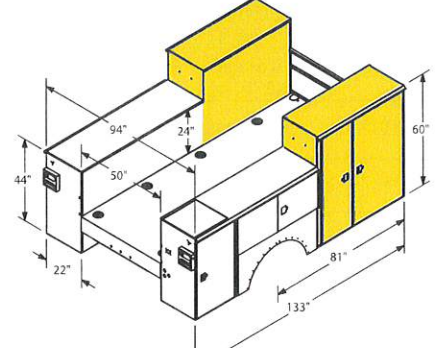
11' CS raised
44" tall compartment heights
CS front compartments raised to 60"
14" tall one handed tailgate
Treadplate compartment top overlays
Reinforced raised compartment

43-11SS



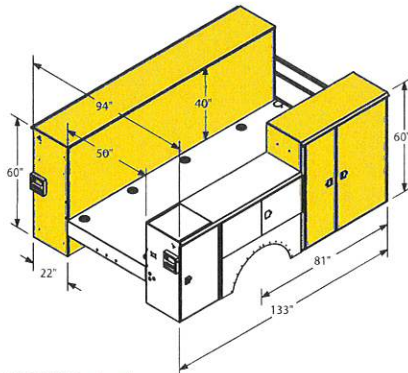
11' SS raised
44" tall compartment heights
SS front compartments raised to 60"
14" tall one handed tailgate
Treadplate compartment top overlays
Reinforced raised compartment

43-11SSCS



11' SSCS raised
44" tall compartment heights
SS & CS front compartments raised to 60"
14" tall one handed tailgate
Treadplate compartment top overlays
Reinforced raised compartments

43-11SS60CS



11' SS60CS raised
44" tall compartment heights
SS all compartments raised to 60"
CS front compartments raised to 60"
14" tall one handed tailgate
Treadplate compartment top overlays
Reinforced raised compartments

HYDRAULIC SERVICE CRANE **PSC 8029**

LIGHTER | LONGER | STRONGER

LIFETIME EXCELLENCE



DISCLOSURE: Image does not show the standard shipping package.

SERVICE CRANE

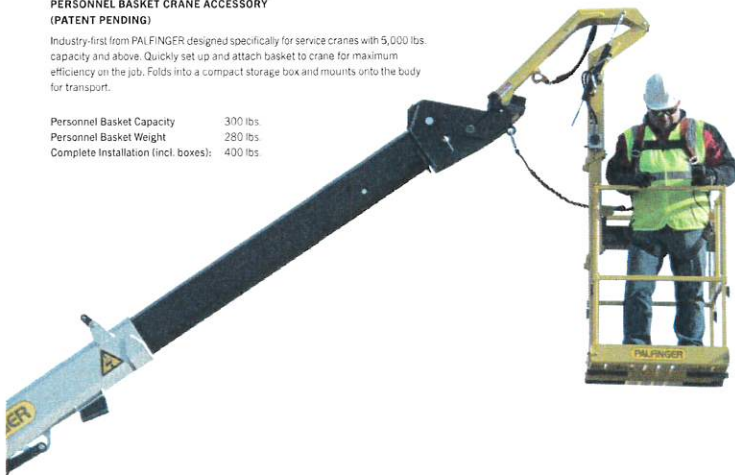
OPTIONS & ACCESSORIES

Many optional features are available for PALFINGER service cranes to meet your demands on the job. Contact your PALFINGER Representative to learn more!

PERSONNEL BASKET CRANE ACCESSORY (PATENT PENDING)

Industry-first from PALFINGER designed specifically for service cranes with 5,000 lbs. capacity and above. Quickly set up and attach basket to crane for maximum efficiency on the job. Folds into a compact storage box and mounts onto the body for transport.

Personnel Basket Capacity	300 lbs.
Personnel Basket Weight	280 lbs.
Complete Installation (incl. boxes):	400 lbs.

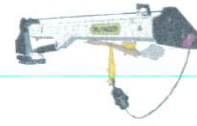


OPTIONS & ACCESSORIES



BOOM TIP HOOK

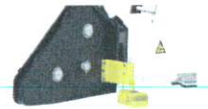
PALFINGER exclusive 2.5 ton capacity boom tip hook. Horsehead has threaded weldment for mounting.



ELS SYSTEM

EASY LOWERING OF LOAD BLOCK

Unique solution to lower the hooking point for the load block. Winch is used to lift load block in its stowed position.



BOOM TIP LIGHTING

With the addition of a retractable cord reel we bring power to the boom tip to light dual work lights that swing freely while raising and lowering the boom to illuminate your working area.



BOOM REST

Non-marring boom rest that supports the crane while protecting the paint finish.



OUTRIGGERS

FOR ADDED STABILITY

Support your lifting application needs with manual and hydraulic outrigger options.



P2 RADIO REMOTE CONTROL

Paddle-style controller offers the possibility to completely eliminate the radio signal when the cord is plugged into the receiver.



PROTECTIVE CASE WITH BELT LOOP

KEEPS REMOTE AT YOUR SIDE

Nylon case with clear plastic cover protects your remote control from harsh weather elements, while the belt loop allows you to attach the remote to your work belt for added convenience on the job.



SILICONE COVER FOR REMOTE

KEEPS REMOTE CLEAN

Flexible silicone cover helps keep dust, dirt, and grime off of your remote control – so you can focus on controlling your service crane and not cleaning the remote.



REMOTE STORAGE BRACKET

SECURELY STOWS REMOTE

Stow the remote control using the metal storage bracket and mount it in the cab or the crane compartment. Thanks to the remote magnet, the remote will be held securely in place during transport.

PRODUCT RANGE

TECHNICAL SPECIFICATIONS

MODEL	CAPACITY	RATED LIFTING MOMENT	MAX LIFTING MOMENT	BOOM EXTENSIONS	BOOM LENGTH	WINCH SPEED	STANDARD WEIGHT	CHASSIS SPECIFICATION
PSC 3216 E	4,000 lbs. (1,814 kg)	12,500 ft*lbs. (17 kNm (1.7 mt))	14,560 ft*lbs. (19.6 kNm (2 mt))	1 Hydraulic + 1 Manual (2 Hydraulic Option)	16 ft. (4.9 m)	21.2 ft./min (6.46 m/min)	650 lbs. (295 kg)	Class 3
PSC 3216 H	4,000 lbs. (1,814 kg)	12,500 ft*lbs. (17 kNm (1.7 mt))	14,560 ft*lbs. (19.6 kNm (2 mt))	1 Hydraulic + 1 Manual (2 Hydraulic Option)	16 ft. (4.9 m)	29.7 ft./min (9.05 m/min)	630 lbs. (286 kg)	Class 3
PSC 4016 E	4,000 lbs. (1,814 kg)	18,500 ft*lbs. (25.1 kNm (2.6 mt))	23,235 ft*lbs. (31.4 kNm (3.2 mt))	1 Hydraulic + 1 Manual (2 Hydraulic Option)	16 ft. (4.9 m)	21.2 ft./min (6.46 m/min)	650 lbs. (295 kg)	Class 3
PSC 4016 H	4,000 lbs. (1,814 kg)	18,500 ft*lbs. (25.1 kNm (2.6 mt))	23,235 ft*lbs. (31.4 kNm (3.2 mt))	1 Hydraulic + 1 Manual (2 Hydraulic Option)	16 ft. (4.9 m)	29.7 ft./min (9.05 m/min)	630 lbs. (286 kg)	Class 3
PSC 4025 E	4,000 lbs. (1,814 kg)	18,500 ft*lbs. (25.1 kNm (2.6 mt))	20,585 ft*lbs. (27.9 kNm (2.9 mt))	2 Hydraulic	25 ft. (7.6 m)	21.2 ft./min (6.46 m/min)	1,010 lbs. (458 kg)	Class 3
PSC 4025 H	4,000 lbs. (1,814 kg)	18,500 ft*lbs. (25.1 kNm (2.6 mt))	20,585 ft*lbs. (27.9 kNm (2.9 mt))	2 Hydraulic	25 ft. (7.6 m)	29.7 ft./min (9.05 m/min)	995 lbs. (451 kg)	Class 3
PSC 5025 E	5,000 lbs. (2,268 kg)	32,500 ft*lbs. (44.2 kNm (4.5 mt))	36,360 ft*lbs. (49.3 kNm (5 mt))	2 Hydraulic	25 ft. (7.6 m)	18.8 ft./min (5.73 m/min)	1,170 lbs. (530 kg)	Class 4
PSC 5025 H	5,000 lbs. (2,268 kg)	32,500 ft*lbs. (44.2 kNm (4.5 mt))	36,360 ft*lbs. (49.3 kNm (5 mt))	2 Hydraulic	25 ft. (7.6 m)	56 ft./min (17.07 m/min)	1,155 lbs. (525 kg)	Class 4
PSC 6025 E	6,000 lbs. (2,750 kg)	38,500 ft*lbs. (52.2 kNm (5.3 mt))	42,800 ft*lbs. (58.0 kNm (5.9 mt))	2 Hydraulic	25 ft. (7.6 m)	43.3 ft./min (13.20 m/min)	1,280 lbs. (580 kg)	Class 4
PSC 6025 H	6,000 lbs. (2,750 kg)	38,500 ft*lbs. (52.2 kNm (5.3 mt))	42,800 ft*lbs. (58.0 kNm (5.9 mt))	2 Hydraulic	25 ft. (7.6 m)	51 ft./min (15.54 m/min)	1,230 lbs. (560 kg)	Class 4
PSC 8029 H	8,000 lbs. (3,650 kg)	43,000 ft*lbs. (58.3 kNm (5.9 mt))	49,180 ft*lbs. (66.5 kNm (6.8 mt))	2 Hydraulic	29 ft. (8.9 m)	60 ft./min (18.28 m/min)	2,149 lbs. (975 kg)	Class 5
PSC 10829 H	10,800 lbs. (4,900 kg)	62,000 ft*lbs. (84.1 kNm (8.6 mt))	68,900 ft*lbs. (93.2 kNm (9.5 mt))	2 Hydraulic	29 ft. (8.9 m)	60 ft./min (18.28 m/min)	2,407 lbs. (1,092 kg)	Class 6
PSC 12529 H	12,500 lbs. (5,700 kg)	72,000 ft*lbs. (97.6 kNm (10 mt))	79,450 ft*lbs. (107.7 kNm (11 mt))	2 Hydraulic	29 ft. (8.9 m)	60 ft./min (18.28 m/min)	2,731 lbs. (1,239 kg)	Class 6
PSC 14029 H	14,000 lbs. (6,400 kg)	86,000 ft*lbs. (116.6 kNm (11.9 mt))	94,676 ft*lbs. (128.4 kNm (13 mt))	2 Hydraulic	29 ft. (8.9 m)	60 ft./min (18.28 m/min)	2,833 lbs. (1,285 kg)	Class 7



PROUDLY ASSEMBLED
in the USA

OSP-PSC8029 | 06/20

Cranes shown in the leaflet are partially optional equipped and do not always correspond to the standard version. All PSC models are subject to change as PALFINGER updates, improves, and technologically advances their cranes and the industry.

OMAHA STANDARD PALFINGER
3501 S. 11th Street | Council Bluffs, IA
51501-0876 | USA
T + 1 800 279 2201
info@palfingerna.com

PALFINGER.COM

RK CHEVROLET, INC

QUOTE

12/30/2021

2661 Virginia Beach Boulevard
Virginia Beach, VA 23452
Phone 757-486-2222
kstolle@rkautogroup.net

Bill To:
Town of Altavist

Ship To:
Town of Altavista

SALESPERSON	P.O. NUMBER	DATE SHIPPED	SHIPPED VIA	F.O.B. POINT	TERMS
Stolle					

DESCRIPTION	QUANTITY	UNIT PRICE	AMOUNT
2021 Chevrolet Silverado 5500 Rec Cab	1	\$42,141.00	42,141.00
VSA Contract #22-05-0917 Item #60			-
4X4 UPGRADE	1	\$ 2,559.00	2,559.00
GZG - GVWR 19,500	1	\$2,255	2,255.00
PTO - Power Take Off	1	280	280.00
MH1 - Emergency Service Transmission	1	530	530.00
HD2 - Rear Axle 13,500	1	355	355.00
GR4 - Rear Suspension 13,500	1	25	25.00
YF2 - Emergechny Services Package Required	1	745	745.00
FPF - DPF, Diesel Particulate Filter	1	250	250.00
G86 - Axle, limited slip	1	360	360.00
			-
			-
Received in good order by: (sign)		Tax	\$ -
Printed Name:		TOTAL	\$49,500.00
Date Received:			

Make all checks to RK CHEVROLET, INC



Claude Reid
creid@readingtruck.com
757-272-8254

QUOTATION ID: CER07847
DATE: 12/17/2021
Page 1 of 5

Bill To: RK CHEVROLET, INC.

Description: MASTER MECHANIC RM-45 CRANE
End User: CITY OF ALTA VISTA

Customer #: 81570
2661 VIRGINIA BEACH BLVD
VIRGINIA BEACH, VA 23452

Contact:
Phone: 757-486-2222
Fax: 757-431-6661
Email:
Terms: N10

Ship To: RK CHEVROLET, INC.
2661 VIRGINIA BEACH BLVD
VIRGINIA BEACH, VA 23452

Contact: KENNY STOLLE
Phone: 757-486-2222

Total Units: 1
Quote valid until: 1/16/2022
Entered By: Claude Reid
Upfit Branch: CHESAPEAKE, VA
Lead Time: TBD
Customer PO:
Chassis Location: CUSTOMER SUPPLIED
Dealer Code: 14382

RFQ/Spec#: Ship Via: CUSTOMER PICKUP

CUSTOMER-SUPPLIED-CHASSIS: ANY MODIFICATION(S) REQUIRED DUE TO UNSPECIFIED EQUIPMENT, OPTIONS OR CONFIGURATIONS ORDERED FROM THE OEM AND NOT PROVIDED TO RTE AT THE TIME OF ORDER WILL BE THE FINANCIAL RESPONSIBILITY OF THE CUSTOMER AND MAY RESULT IN INCREASED LEAD TIME.

Make:	CHEVROLET	Vehicle Code:	CK56403-11	CA:	84.0	Engine Type:	DIESEL
Model:	SILVERADO 5500	Cab Type:	REGULAR	WB:	165.0	Engine Model:	
Year:		Single/Dual RW:	DRW	Drive:		Fuel Tanks:	
GVWR:		Paint Code/Color:		Desc:	CHASSIS CAB		
VIN:				FO:			

ITEM	QUANT/UOM	DESCRIPTION	PRICE EACH	AMOUNT
1	1 EA	FURNISH AND INSTALL	\$79,500.00	\$79,500.00
1	1 EA	PRICES & EQUIPMENT QUOTED ARE SUBJECT TO CHANGE BASED ON OEM MODEL YEAR VEHICLE MODIFICATIONS, EQUIPMENT AVAILABILITY, PRODUCT FITMENT AND ANY COMMODITY SURCHARGES IN EFFECT AT TIME OF ORDER.		
1	1 EA	QUOTE IS BASED ON CHASSIS HAVING A CLEAR FRAME AND EQUIPPED WITH (1) OEM STANDARD REAR MOUNT FUEL TANK (GAS OR DIESEL), UNLESS OTHERWISE NOTED.		
1	1 EA	AN OEM HEAVY DUTY ALTERNATOR IS REQUIRED WITH THE ADDITION OF ANY ITEMS THAT CREATE A HEAVY ELECTRICAL DRAW. (LIFTGATES, CRANES, INVERTERS, ETC.) A SECOND BATTERY MAY ALSO BE REQUIRED.		
1	1 EA	BODY INSTALL IS COMPATIBLE WITH OEM OPTIONS RPO NPR OR N12 EXHAUST SYSTEM. BODY INSTALL IS NOT COMPATIBLE WITH OEM OPTIONS RPO NPJ OR NKP EXHAUST SYSTEM OR OEM OPTIONS G40, GP1 OR GP8, REAR AIR SUSPENSION SYSTEM.		
1	1 EA	READING RM-45, 11' HD STEEL CRANE BODY. REINFORCED FOR MAX 45,000 FT LB CRANE. 132" L X 96" W (OD), 50.25" W CARGO AREA. 44" H SIDES W/60" HIGH C/S V1 & V2 COMPTS. COMPARTMENT DEPTH - 22". (1) SHELF & (1) 7 DRAWER UNIT, R/S V1. (2) SHELVES, R/S V2. (1) CTECH BOLT BIN - R/S HORZ. (2) SHELVES - R/S REAR VERT. (1) O/A TANK SETUP - C/S V1. (2) SHELVES, C/S V2. (1) SHELF, C/S HORZ.		

ITEM	QUANT/UOM	DESCRIPTION	PRICE EACH	AMOUNT
		REINFORCED FOR CRANE, C/S REAR VERT. MASTERLOCKING. LED COMPT LIGHTING. (EXCEPTION, O/A COMT) 51" HEADACHE RACK, MASTERLOCKING. LED COMPT LIGHTING. (EXCEPTION, O/A COMT) HYDRAULIC TANK & SECONDARY BULKHEAD. COMPRESSOR & WELDER QM BRACKETS. (2) REAR GRAB HANDLES. (4) WORK/FLOOD LIGHTS, ONE EACH CORNER. 21" WORKBENCH BUMPER W/DUAL STEPS, C/S VISE PLATE & LOCKABLE THRU COMPT. 20K, 2 /12" RECEIVER. POWER DOWN/POWER OUT OUTRIGGERS. (1) REAR FUEL & (1) FRT DEF FILL DISH, R/S. READING WHITE URETHANE PAINT FINISH. SPRAYLINED, BODY & BUMPER.		
1	1 EA	40 GAL HYDRAULIC TANK & SECONDARY BULKHEAD. WITH SIGHTGLASS & LEVEL/TEMP GAUAGE.		
1	1 EA	IF APPLICABLE, RTE TO MOUNT GM OPTION 9L7, UPFITTER SWITCH MODULE, PER GM INSTRUCTIONS.		
1	1 EA	ECCO #510 BACK-UP ALARM.		
1	1 EA	BACKUP ALARM RELAY, REQUIRED WHEN ADDING AN AFTERMARKET BACKUP ALARM. (CHEVY/GMC/INT)		
1	1 EA	RELOCATE/INSTALL OEM PROVIDED BACK UP CAMERA. TEST TO FMVSS111 REQUIREMENTS.		
1	1 EA	PALFINGER RSC8029H HYDRAULIC TELESCOPIC CRANE. 43,000 FT LB (8,000#) RATED LIFTING (MOMENT) CAPACITY. BOOM EXTENSION HYDRUALIC TO 29.1' W/2 BOOM EXTENSIONS W/FIXED MT BOOM SUPPORT & SPRING REINFORCEMENT. INSTALLED ON COMPARTMENT TOP, C/S REAR.		
1	1 EA	OUTRIGGER, 8K - POWER OUT/POWER DOWN.		
1	1 EA	VAN AIR RELIANT™ RC40 RECIPROCATING COLD WEATHER HYDRAULIC AIR COMPRESSOR- 30 CFM @ 100 PSI - 40 CFM @ 175 PSI. SINGLE STAGE AIR FILTERS, AIR PRESSURE GAUGE, HOUR METER AND 10 GAL AIR TANK. MOUNTED R/S FRONT COMPARTMENT TOP.		
1	1 EA	INCORPORATE PTO, PUMP AND ALL NECESSARY FITTINGS TO OPERATE CRANE, COMPRESSOR AND OUTRIGGERS. MOUNTED AGAINST THE FRONT BULKHEAD. PLEASE NOTE - CHASSIS MUST BE EQUIPPED WITH OEM PTO PROVISION.		
1	1 EA	RE-PROGRAMMING IS REQUIRED TO CHANGE THE PTO FROM A "STATIC" TO A "MOBILE" MODE TO BE ABLE TO MOVE THE VEHICLE FORWARD WHILE DUMPING. RTE WILL TAKE THE VEHICLE TO A DEALERSHIP TO HAVE THIS DONE, PRIOR TO FINAL DELIVERY.		
1	1 EA	REEL CRAFT A5850-OLP, SPRING RETRACTABLE HOSE REEL W/1/2" X 50' HOSE. REEL - 17 1/2" H X 16 3/4" W X 7 1/4" D. HOSE REEL & FLR - INSTALLED IN C/S REAR COMPARTMENT AND CONNECTED TO COMPRESSOR.		
1	1 EA	FLR, 1/2" FILTER, LUBRICATOR, REGULATOR ASSEMBLY. PROVIDES FULL AIR FLOW AND OILER SYSTEM OUTPUT TO HOSE REEL. PROVIDES REGULATED AIR SUPPLY W/O OIL.		



Claude Reid
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757-272-8254

QUOTATION ID: CER07847
DATE: 12/17/2021
Page 3 of 5

ITEM	QUANT/UOM	DESCRIPTION	PRICE EACH	AMOUNT
		(FOR FILLING TIRES AND BLOWING OFF ITEMS.) CONNECTS BETWEEN COMPRESSOR & HOSE REEL.		
1	1 EA	ONE (1) PR READING LOGO MUDFLAPS.		
1	1 EA	GENERATE CERTIFICATION/ALTERATION LABEL AND/OR COMPLETE THE MSO WHEN APPLICABLE.		
1	1 EA	GENERATE A WEIGHT SLIP FOR COMPLETED UNIT.		
1	1 EA	ALL REQUIRED DOCUMENTATION FOR THE FINISHED UNIT IS TO BE SHIPPED TO CUSTOMER IN THE COMPLETED VEHICLE.		
1	1 EA	CUSTOMER PICKUP, NO CHARGE. IF DELIVERY NECESSARY CUSTOMER WILL BE INVOICED \$3.00 PER MILE, ROUND TRIP. (MINIMUM CHARGE - \$60.00)		

Quote Total does not include any applicable taxes or transportation charges unless specifically noted herein:

Quote Total:	\$79,500.00
Sales Tax:	\$0.00
Total Due:	\$79,500.00

The following items are optional:

Be sure to check the options desired when signing the quotation to include them with the order.

ITEM	QUANT/UOM	DESCRIPTION	PRICE EACH	AMOUNT	Add to Order
2					<input type="checkbox"/>

Notes:



Claude Reid
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757-272-8254

QUOTATION ID: CER07847
DATE: 12/17/2021
Page 4 of 5

READING TRUCK EQUIPMENT (DBA READING TRUCK) TERMS AND CONDITIONS

- Prices quoted herein will be in effect for thirty (30) days (unless specifically noted on the quotation). However, during this time, prices may be increased according to, but not to exceed, the producer's price index (PPI) change for steel and/or aluminum between the date of the quotation and the date of the shipment. Commodity data may be used in conjunction with industry data to determine the increase.
- Reading Truck Equipment ("RTE") ensures all completed vehicles conform to applicable U.S. Federal Motor Vehicle Safety Standards (FMVSS) in effect at time of manufacture. Customer/end-user is responsible for ensuring this vehicle, when operated, meets all applicable federal, state and local rules, regulations and statutes, including, but not limited to, those governing safety equipment, cargo securement, and accessories.
- RTE will not be held financially liable for delay in delivery resulting from supply constraints from the chassis and/or equipment manufacturer, labor strikes, carrier delays, or any delays in RTE's performance due to acts of public enemies, industrial, or civil disturbances, orders of any governmental or military entity, or natural disaster.
- RTE will provide Customer a notice of release ("Release Notice") of Customer's unit(s) ("Vehicle(s)") and Customer will remove, or authorize RTE to remove, the Vehicle(s) from RTE's lot within five (5) calendar days of the date thereof. After which time, RTE will not be responsible for any loss or damage thereto, for any reason including, but not limited to, such loss or damage caused by fire, flood, storm, act of God, rodent damage, vandalism, accident, explosion, war, strike, civil or military authority, or any other similar causes.
- Upon the earlier of (i) five (5) days following a Release Notice or (ii) Customer's receipt of the Vehicle(s), RTE will be entitled to issue an invoice to Customer.
- Delivery to and acceptance by Customer shall be F.O.B. RTE's final assembly location. Customer is responsible for any freight, shipping, insurance and handling charges for such Vehicle(s) unless otherwise specified in the RTE quotation. RTE shall have no liability whatsoever for damage, loss or deterioration of the Products after delivery of the units to a common carrier, regardless of whether RTE charges Customer for freight. Customer acknowledges that all claims for losses caused by the carrier, including those for inconvenience, delay or expense, shall only be made against the carrier. In no event shall Customer deduct any amount for damage in transit from the amount due hereunder.
- Any modifications to the order requested by the Customer must be provided in writing and received by RTE within 30 days of the Order Submission Date. Approved changes must be signed by the Customer using RTE Change Order form with the additional cost. In addition, approved changes may be billed on a separate invoice after the original order has been completed and invoiced in accordance with the process described above.
- Approved Changes to an Order will be subject to any charges related to the price of goods or additional labor required to implement the change. Additionally any delivery timing implications that occur for such change will be estimated by RTE at the time of the change. Customer may be subject to any costs or fees related to any product or material rendered unnecessary after the change.
- Cancelled orders regardless of reason are subject to a charge for time and material incurred by RTE plus any costs or fees related to returning or disposing of product acquired for the order.
- In addition, Customer agrees to reimburse RTE's current lot lease expenses for every month past fourteen (14) calendar days of the date of the Release Notice that the Vehicle(s) remain on RTE's lot. Customer also agrees to pay RTE for all costs incurred after fourteen (14) calendar days of the date of the Release Notice, to maintain the Vehicles in satisfactory (road-worthy) working condition.
- See quote for payment terms. COD customers require a 25% deposit at time of order and balance due upon completion. Payment arrangements regarding the balance shall be: ACH, wire transfer, certified check, or money order. Balance must be paid in full prior to release of product to Customer. A 5% surcharge shall apply to any credit card payment.
- All balances over 30 days old are subject to a 1½% monthly service charge (18% per annum)
Remit Deposits to: Reading Truck Equipment, LLC
(Please label envelope - Deposit) PO Box 21051
New York, NY 10087-1051

By signing and accepting this quotation, Customer agrees to accept Reading Truck Equipment terms and conditions as stated above and as stated on the website <https://www.readingequipment.com/terms-and-conditions/>

Customer Signature Print Name Title PO# Date

Customer must fill out the information below before the order can be processed:

VIN and/or FO #:		Chassis ETA:	
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REMIT ALL PURCHASE ORDERS TO: orders@readingtruck.com

	FORD POOL/ DROP SHIP CODE	FORD DROP SHIP CODE	CHEVY POOL CODE	CHEVY BAC (DROP SHIP CODE)	GMC POOL CODE	GMC BAC (DROP SHIP CODE)	RAM POOL CODE	RAM DROP SHIP	NISSAN DROP SHIP	ISUZU DROP SHIP	NAVISTAR/ INT'L DROP SHIP
Bowmansville PA	860440 88DW02- Transit Connect Only	88DW02	59626	132042	56243	132042	16541	T7582	X3698	21655	B02363
Caldwell ID	N/A	88UTZ5	59741	314195	56741	314195	16550	T2633	N/A	N/A	N/A
Chesapeake VA	860267		59981	211728	56317	211728	16540	T8840	N/A	X10218	B02366
Claremore OK	860800	88RBG2	59363	311241	56363	311241	16334	T9489	X3296	X10094	B04354
Clinton MD	860915		59594	132036	56232	132036	N/A	T8696	N/A	22735	B04349
Columbus OH	860914		59424	145084	56949	145084	16544	T9163	N/A	R0005	B04352
Council Bluffs IA	860242	88NEB8	N/A	134459	N/A	134459	16326	T8460	X2465	X10219	B02361
Indianapolis IN	860442	88MX96	59362	311240	56362	311240	16325	T6201	N/A	X10220	B01077
Kansas City MO	860441	88QPM8	N/A	293844	N/A	293844	N/A	N/A	X3284	X10221	B04356
Louisville KY	860504	88LZ97	59984	213444	56319	213444	N/A	T3688	X2466	X10222	B04350
Nashville TN	860385	88LW27	59910	158619	56153	158619	16324	T6080	N/A	X10223	B04357
Oklahoma City OK	860801	88RMP5	59364	311242	56364	311242	16335	T1693	X3295	S10224	B04355
Phoenix AZ	860079	88SU02	59104	235571	56125	235571	N/A	N/A	N/A	N/A	N/A
Pontiac MI	860309		59994	226217	56336	226217	N/A	T8568	X2467	18845	B04351
Reading PA	860448	88DX99	59686	132053	56141	132053	N/A	T5306	N/A	R0009	B03108
Salt Lake City UT	860294		59951	172587	56247	172587	16551	T8253	N/A	N/A	N/A
Tarpon Springs FL	860241	88JV81	59135	287952	56459	287952	N/A	T6983	X3488	0199C	N/A
Tucson AZ	N/A	88SMR7	N/A	183478	N/A	183478	N/A	N/A	N/A	N/A	N/A
Wentzville MO	N/A	88Q449	59110	257624	56428	257624	N/A	T2849	N/A	N/A	B04353
West Palm Beach FL	860431		N/A	299099	N/A	299099	16340	N/A	N/A	N/A	N/A



TOWN OF ALTAVISTA
TOWN COUNCIL
REGULAR MEETING
January 11, 2022
AGENDA COVER SHEET

AGENDA ITEM #: 10.A

REPORTS AND COMMUNICATIONS

Title: Reports on Utility Projects

Staff Resource: Tom Fore

Action(s):

Explanation:

Background:

Funding Source(s):

Attachments: *(click item to open)*

Attachment 1. 15 December 21 Status Report WWTP Electrical Upgrade.pdf

Attachment 2. 15 Dec 21 Filter Upgrade Project.pdf

Attachment 3. 15 Dec 21 Aeration Project.pdf

Attachment 4. 15 Dec 21 Clarion Road Project.pdf

Attachment 5. 15 Dec 21 Springs SCADA Project.pdf

Attachment 6. Lynch Creek Sewer Status Update 1-3-22.doc

Attachment 7. McMinnis Water Status Update 1-3-22.doc

Attachment 8. Bi-weekly report (01.04.22) Melinda HPZ Project

Attachment 9. December 2021 Report Water Plant for Council Members

Town of Altavista Projects
Status Report - Peed & Bortz, LLC
15 December 2021

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

Recent Activities: Progress meeting on 1 December. Contractor has started interior work in the buildings. All exterior manholes and primary conduit mains have been installed. Pulled wire for transformer pad to power building. Sump pumps have been installed in all boxes.
Anticipated work over the next two weeks: Continue reviewing shop dwgs. Coordinate with Dominion for new service feed and generator hookup/startup. Install building exterior conduit. Start HVAC work.
Upcoming Tasks: Continue work.

Outstanding Issues:

Design Schedule: October 2020 Sign agreement
November 2020 Notice to Proceed
Schedule Constraints: Contractor reports to be still on schedule for completion per contract times.
Projected Completion: November 2022
Approved Budget: \$309,730 (combined II and III projects including CA)
Change Order #1 = \$2958.54
Change Order #2 = \$3942.13 + \$6630 Special Inspections
Invoiced To Date: \$230,353
Balance to Complete: \$79,377

Town Input Required:

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

Construction Contract Price: \$3,952,000 + \$6900.57 (Change Orders)
Current Paid: \$1,724,658
Balance to Finish plus retainage: \$2,234,242

Town of Altavista Projects
Status Report - Peed & Bortz, LLC
15 December 2021

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

Recent Activities: Contractor indicated that manufacturer estimated lead time on valves and actuators is 22 months (~150 days) from the time that the submittals were approved (8/31/2021). The agreement includes a substantial completion deadline of 210 days. Notice to Proceed was executed on 1 November 2021. Change Order #1 has been executed extending contract times by 75 days due to anticipated delays in major equipment deliveries. Payment app #1 has been signed to the Town.

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

Upcoming Tasks: Commence work

Outstanding Issues:

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

Schedule Constraints:

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

Town Input Required:

Issues Town Should Be Aware Of:

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

Town of Altavista Projects
Status Report - Peed & Bortz, LLC
15 December 2021

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

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

Anticipated work over the next two weeks:

Upcoming Tasks:

Outstanding Issues:

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

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

Projected Completion: 31 October 2021

Approved Budget: \$198,000

Invoiced To Date: \$19,200

Balance to Complete: \$178,800

Town Input Required:

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

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

Construction Contract Price: \$0

Town of Altavista Projects
Status Report - Peed & Bortz, LLC
15 December 2021

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

Recent Activities: Bids were received on 27 October with the low bidder as Wells Construction Co at \$567,374. Engineer has reviewed qualifications and recommended Town to award. Town has notified Abbott of the increased cost. Council lowered the tap fee so Abbott did not have to come up with additional funding and approved the bid from the contractor. The Agreement has been signed and dated 18 November 2021.
Anticipated work over the next two weeks: Responses to review agencies. Assist Contractor in preparing the Agreements for signature. Pre-Construction meeting scheduled for 5 January 2022.

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

Outstanding Issues:

Design Schedule: Open Bids 27 October
Award Nov 9
Sign Agreements Nov 23
Start limited construction activities (weather permitting) January 15
Material delivery July 2022
110 days construction
Substantial completion 15 October 2022

Schedule Constraints:

Projected Completion:

Approved Budget: \$68,000

Invoiced To Date: \$52,250

Balance to Complete: \$15,750

Town Input Required:

Issues Town Should Be Aware Of: Engineer has contacted local pipe suppliers and been notified that material price of 12" DIP is significantly higher than initial projections anticipated cost. In addition, lead time on pipe is approximately 9 months out. The contract documents were revised to allow contract times to start when contractor receives the pipe on-site.

Construction Contract Price: \$567,374.00

Town of Altavista Projects
Status Report - Peed & Bortz, LLC
15 December 2021

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

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

Upcoming Tasks:

Outstanding Issues:

Design Schedule:

Schedule Constraints:

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

Town Input Required:

Issues Town Should Be Aware Of:

Construction Contract Price: \$0

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



Date: January 3, 2022

This memo is a status report of Hurt & Proffitt Team's efforts for the Lynch Creek Sewer Project

Completed Work Over the Last Week

1. Project is out to bid and we have sent out Pre-Bid Addenda to answer bidder questions and provide clarification.
2. Prepared two easement plats for properties that do not have recorded easements for the existing sewer line and delivered them to the Town.

Anticipated Work Over the Next two Weeks

1. Prepared to continue answering questions through addendum, if necessary.
2. Bid opening scheduled for January 18, 2022.

Outstanding Issues

1. None at this time.

Construction Document Schedule Update

1. Not applicable at this time

Budget Summary

1. CCTV Inspection and Video	Contract:	\$35,000	JTD:	\$25,000
2. Manhole Inspection	Contract:	\$5,000	JTD:	\$5,000
3. Sewer Line Route Survey	Contract:	\$17,500	JTD:	\$17,500
4. Sewer Line Design	Contract:	\$44,720	JTD:	\$44,720
5. Railroad Permit Coordination	Contract:	\$3,630	JTD:	\$3,630
6. Bid Assistance	Contract:	\$4,460	JTD:	\$3,000
7. Construction Administration	Contract:	\$18,900	JTD:	\$0

Submitted by:

Bif Johnson, PE
Project Manager

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



Date: January 3, 2022

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

Completed Work Over the Last Week

1. Railroad bore on south side of Roanoke River completed without any issues.
2. Final connections have been completed.
3. All construction has been completed and the water line has been in use since mid November.

Anticipated Work Over the Next two Weeks

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

Outstanding Issues

1. None

Engineer Budget Summary

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

Construction Budget Summary

1. Construction	Contract:	\$1,566,030	JTD:	\$1,437,310*
-----------------	-----------	-------------	------	--------------

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

Submitted by:

Bif Johnson, PE
Project Manager

Steven A. Campbell
Randy W. Beckner
Bradley C. Craig
Wm. Thomas Austin
David P. Wilson
James B. Voso
Randy L. Dodson
Chad M. Thomas
Jason A. Carder
Brian R. Newman



Edwin K. Mattern, Jr. (1949-1982)
Gene R. Cress (1935-2014)
Sam H. McGhee, III (1940-2018)
Stewart W. Hubbell (Retired)
J. Wayne Craig (Retired)
Michael S. Agee (Retired)

January 4, 2022

This memo is a status report of Mattern & Craig Team's efforts for the Melinda Tank Pressure Zone Improvements Project

Completed Work Over the Last 2 Weeks

1. Contractor is continuing to install waterline pipe and services.
- 2.

Anticipated Work Over the Next 2 Weeks

1. Contractor to submit additional shop drawings.
2. Continued review of shop drawings. Contractor is ordering materials as they are approved.
3. Contractor to continue work on the job site.

Scope Changes to Date

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

Outstanding Issues

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

Construction Document Schedule Update

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

Budget Summary

1.	Engineer's Estimate:	\$1,084,240.00
	Town's Budget	\$926,000.00
	Actual Construction Cost & Engineering	\$1,313,920.00
2.	Engineering Bid, CA & SCADA Contract	\$70,220.00
	JTD	\$16,895.00
3.	Construction Contract	\$1,243,700.00
	JTD	\$218,824.74

Input Needed from Town/Others

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

Other Issues/Concerns

1. Contractor worried about schedule due to product and material lead times.
2. Progress Meeting #3 scheduled for 1/11/22 at 10:00 AM.

Submitted by:

A handwritten signature in black ink, appearing to read 'R. P. Kincer', is written over a horizontal line.

Ryan P. Kincer, P.E.
Project Manager

Monthly Staff Report Water Plant

TO: Town Manager
 FROM: Bryan Mawyer
 DEPARTMENT: Water Treatment Plant
 MONTH: December 2021

Operation and Production Summary

The Actual water production line (filtering of water) for the entire month averaged 12.3 Hours per day which yielded approximately 1,150,672 gallons of water per day.

Rain	1.88	YTD Rain	37.52	Snow	0	YTD Snow	0	was measured at the water treatment plant.	
Average Hours per day (week days)					13.3	hrs			
Average Hours per day (weekends)					9.10	hrs			
Average produced (week days)					1,245,087	gallons per day			
Average produced (weekends)					0.861625	gallons per day			
Total Raw Water Pumped:					37.88	million gallons			
Total Drinking Water Produced:					35.53	million gallons			
Average Daily Production: (drinking)					1,131,458	gallons per day			
Average percent of Production Capacity:					37.72	%			
Plant Process Water:					2,381,904	(finished water used by the plant)			
Bulk Water Sold @ WTP:					3,700	gallons			
Flushing of Hydrants/Tanks/FD use/Town Use					5,700	gallons			
McMinnis Spring									
Total Water Pumped:					8.703	million gallons	average hours per day	14.9	
Average Daily Produced:					280,742	gallons per day	Rain at MC	1.38	YTD Rain 38.07
Reynolds Spring							snow	0	0
Total Water Pumped:					11.128	million gallons	average hours per day	19.9	Total Precip 38.07
Average Daily Produced:					358,967	gallons per day	Rain at RE	1.00	YTD Rain 32.62
Purchased Water from CCUSA					0	gallons	snow	0	0
Sold to Hurt					2,577,600	gallons			Total Precip 32.62
Industrial Use					34,851,085	gallons			
					Water lost due to leaks		288,000		

Comments: Water Plant Activities & CIP Projects:

Monthly Compliance Reports Completed
 VDH samples completed for compliance (was notified by our lab provider that required DPB samples were not run) THIS PUTS IN NON-COMPLIANCE WITH VDH
 Melinda High Pressure Zone-Had second progress meeting awaiting pump station building , pumps, and generators
 Fire Extinguishers checked and signed off on
 Weed eat, cut down and spray vegetation at McMinnis Spring, Clarion Tank, and Dearing Ford Tank ongoing
 Filter Upgrade - Notice to proceed scheduled for January 5th awaiting submittals for valves and valve actuators.
 McMinnis water line project completed with walk thru and punch list creation in January
 The Source Water Protection Local Advisory Committee meeting was rescheduled for January 2022
 Generator project, 4 Switch Gear assemblies have been received. Awaiting delivery of Generator. Date schedule for 3-1-22
 Town of Hurt DBP improvement project. (This will remove withdrawal from out clear well to the system) continues.
 Hypo delivery system atop all filters are being designed as a part of the Hurt DBP project (Hurt paying for system)
 Replace SCADA computers and SCADA Improvements / SCADA replacement to coincide with Filter project SCADA
 Clarion Road water line, was awarded and project awaitng piping to deliver. Looking at June 2022 (project pre-construction meeting scheduled for January 5th

Utilities Distribution and Collection				
# of Service Connections	0	Addresses:		
	0			
# of Service Taps		Addresses:		
# of Meters Read	103	Monthly	Rereads	2
	1,711	Quarterly	Rereads	27
# of Meters Cut Off For Non-Payment	39			
# of Meters Tested	0			
# of Loads of Sludge to Landfill	21.00			
	240.65	Tons		
# of Location Marks made for Miss Utility	44			
# of Meters Replaced	3			
# of Water Lines Repaired	2		# of Sewer Lines Unstopped	2
Locations:			Locations:	
802 Amherst Ave.			4 Sourwood Lane	
406 9th Street			404 Westwood Dr.	
# Air Relief Valves Inspected	0			
# of PRV Maintenance	0			
# of Water Valve Boxes Cleaned	0			
# of Blow-Off Valves Flushed	0			
# of Blow-Off Valves Located	0			
Push Camera Footage	75'	Sewer Main Cleaned		0
Sewer (Root Cutting) Main	0	Sewer Main Cleaned Manholes		0
Sewer (Root Cutting)Main Manholes	0	Sewer Service Cleaned		0
Sewer Video Footage	75'	Sewer Service Video		0
Sewer Video Manholes	0	Sewer (Root Cutting) Service		0
Duke Root Control (Contractor)	0	Sewer Right of Way Clearing Footage		0
Water Turn On and Offs	16	Sewer Manholes Inspected		0
Water Right of Way Clearing Footage	0	Sewer Installed Clean Out		0
Water Meter Box Replacement	2			
# Of Hydrants Flushed	0			
# of Hydrant Valves Exercised	0			
Other Utilities Distribution and Collection Activities & CIP Projects:				
Assisted Town of Hurt - Main Water Repair on Churh Street				

DEPARTMENT: Wasterwater Plant
MONTH: December

Average Daily Flow	1.50 MGD	
TSS Reduction	97 %	
BOD Reduction	96 %	
VPDES Violations	0	
Sludge (Regional Land Fill)	193 tons	
Rain Total	1.42 Inches	Snow Total
		Inches

Other Wastewater Activities and CIP Projects:

WWTP Electrical upgrade continues.



TOWN OF ALTAVISTA
TOWN COUNCIL
REGULAR MEETING
January 11, 2022
AGENDA COVER SHEET

AGENDA ITEM #: 10.B

REPORTS AND COMMUNICATIONS

Title: Town of Altavista Sponsor Recognition from Virginia Tech Water & Wastewater Short School

Staff Resource: Tom Fore

Action(s):

Explanation:

Background:

The Town Council continues to support Virginia Tech by allowing Mr. Fore to instruct water and wastewater operators during the Virginia Tech Short School for water, wastewater and onsite sewage system professionals.

Funding Source(s):

Attachments: *(click item to open)*

Attachment. [Virginia Tech Info.pdf](#)

Certificate of Recognition

Town of Ottawa

*is awarded this certificate in recognition of the significant contribution made to
improve wastewater treatment plant operations within the Commonwealth of
Virginia by sponsoring an instructor at the Annual Virginia Tech
Wastewater Operator Short School for a third consecutive year.*

August 9, 2021

Cecil M. York

*Evelyn Taylor, Coordinator
Water and Wastewater Operator Short School
Virginia Polytechnic Institute & State University*

Donald W. Taylor

*Donald W. Taylor
Operator Training Program
Department of Environmental Quality*



TOWN OF ALTAVISTA
TOWN COUNCIL
REGULAR MEETING
January 11, 2022
AGENDA COVER SHEET

AGENDA ITEM #: 10.C

RECOGNITIONS AND PRESENTATIONS

Title: Public Services Reports

Staff Resource: Tom Fore

Action(s):

Explanation:

Information item

Background:

Funding Source(s):

Attachments: *(click item to open)*

Attachment 1. 30 Dec 2021 Fraizer Drainage Status Report.pdf

Attachment 2. BUILDINGS AND GROUNDS MONTHLY REPORT DECEMBER 2021.docx

Attachment 3. STREET DEPARTMENT MONTHLY REPORT- DECEMBER 2021.docx

Attachment 4. FLEET MAINTENANCE DEPARTMENT-DECEMBER 2021.docx

Town of Altavista Projects
Status Report - Peed & Bortz, LLC
30 December 2021

Project Name: Frazier and Lynch Mill Road Drainage issues

Project Manager: Scott Bortz, PE

Sub-Consultant

P&B Job Number 21-08

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

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

Upcoming Tasks:

Outstanding Issues: Easements

Design Schedule:

Schedule Constraints:

Projected Completion:

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

Invoiced To Date: \$3285

Balance to Complete: \$19,715

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

Issues Town Should Be Aware Of:

Construction Contract Price: \$0

BUILDINGS AND GROUNDS

JANUARY 3, 2022

TO: TOWN MANAGER
 FROM: JEFF ARTHUR, PUBLIC SERVICES MANAGER
 MONTH: DECEMBER 2021

Vacation / Comp. Time Used / Sick Leave Taken		64
Meetings / Data Entry / Work Planning / Training		21.50
# Of Call Duty Hours		10
# Of Assisting other Crews		4
Holiday		128
Green Hill Cemetery		
DESCRIPTION	Month Totals	Labor Hours
# Of Burials	0	0
# Of Cremations	0	0
Cemetery Grounds Maintenance		43.50
Meetings with Families		0
Lay off Graves and Stones		0
Maintain Cemetery Records		0
Solid Waste Collection		
DESCRIPTION	Month Totals	Labor Hours
Residential Garbage Collected (Tonnage)	109.73	93.25
Residential Garbage Collected (Tonnage) Town of Hurt	45.93	40
# Of Curbside Brush Collected (Stops)	72	15.25
Loads of Brush Collected	6	
# Of Curbside Bulk Collected (Stops)	75	22.25
Bulk Collection (Tonnage)	8.77	
# Of Tires Collected	5	1
# Of Residential Garbage Citations Issued	0	0
Seasonal		
Parks/Buildings		
DESCRIPTION	Month Totals	Labor Hours
Landscaping Buildings, Watering Flowers		0
# Of Building Maintenance Hours		48
# Of Park Cleaning		81.25
# Of Parks Ground Maintenance Hours / Winterize		109.50
# Of Acres Mowed by Town	0	0
# Of Acres Mowed by Contractors ****	0	0
# Of Hours Checking Daltons Landing/Industrial Site		1
Special Projects / Special Event Parade / Town Calendars		63.25
# Of Vehicle Maintenance Hours		26.75
*** HOURS NOT ADDED		

Total Labors Hours for the Month	772.50
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STREET DEPARTMENT MONTHLY REPORT

DATE: JANUARY 3, 2022

TO: TOWN MANAGER
FROM: CHUCK NEWMAN, STS. SUP.

MONTH: DECEMBER 2021

DESCRIPTION	Labor Hours
Vacation / Comp. Time Taken / Sick Leave Taken / Holiday	160.50
Safety Meetings/Data Entry/ Planning Schedule	103.25
Weekend Truck	3
Street Sweeping (Miles Swept 0)	0
Litter Control (Bags Collected 0)	0
Assisting Other Crews	33
Town Wide Mowing (0 Miles)	0
Contractor Mowing (0 Miles)	0
Signage	0
Asphalting / Patching Potholes /Assisting Contractor (Asphalt Tonnage 6.31 Tons)	1
Ditch & Drainage Pipe Maintenance	0
Weed Control (Gallons Sprayed 0)	0
Street Lighting	5
Dead Animal Removal/Buzzard Control	3
Decorative Street Light	9.5
Equipment Maintenance	0
Traffic Control	0
Trees/ Trimming/ Removal	1
Vehicle/Shop Maintenance	4
Leaf Collection (82 Loads Collected)	393.25
Call Duty	1
Shoulder Stone Maintenance	0
Water Main Repair – Town of Hurt	6
Special Projects / Special Events / Seasonal	68.50
Total Labor Hours for the Month	792

FLEET MAINTENANCE DEPARTMENT

DATE: JANUARY 3, 2022

TO: TOWN MANAGER
FROM: TERRY LAMBERT, FLEET SUPERVISOR

MONTH: DECEMBER 2021

DESCRIPTION	Labor Hours
Vacation / Comp. Time Used	35
Safety Meetings	3.5
Holiday	32
Daily/ Weekly/ Planning & Scheduling	26.50
Sick Leave Used	0
CIP / Budgeting / Calling Vendors	16.50
Preventive Maintenance	1.50
General Repair's	26
Troubleshoot and Diagnostic	41.50
Assisting Other Crew	0
Tire Changes & Repairs	0
Picking Up & Delivery	1.50
Building & Grounds	0
DMV/Titling	0
Inspections	0
Total Labor Hours for the Month	184



TOWN OF ALTAVISTA
TOWN COUNCIL
REGULAR MEETING
January 11, 2022
AGENDA COVER SHEET

AGENDA ITEM #: 10.D

REPORTS AND COMMUNICATIONS

Title: Police Department Monthly Reports December 2021

Staff Resource: Chief Merricks

Action(s):

For informational purposes

Explanation:

Altavista Police Department monthly reports for December 2021

Background:

Funding Source(s):

Attachments: *(click item to open)*

[Attachment 1. APD Monthly Report-December 2021.pdf](#)

[Attachment 2. Patrol on 29-December 2021.pdf](#)

2021 ALTAVISTA POLICE

	January	February	March	April	May	June	July	August	September	October	November2	December	Year to Date
Criminal Arrests "Felony"	2	2	1	1	2	1	2	1	2	6	1	4	25
Criminal Arrests "Misdemeanor"	1	4	6	10	8	6	12	10	6	6	11	16	96
Warrant Executed	6	8	1	6	5	2	4	14	6	8	11	11	82
Uniform Traffic Summons Issued	8	9	12	25	34	18	18	9	20	9	28	33	223
# Traffic Stops	41	24	56	89	123	99	54	36	62	26	67	69	746
BOLO'S (Be on Look Out)	9	2	4	7	3	6	4	1	6	0	6	3	51
DUI	1	1	2	0	0	3	0	2	0	0	0	0	9
IBR	15	19	28	27	28	44	24	18	23	18	14	25	283
MVA	10	5	20	17	8	15	11	10	8	13	8	1	126
Assist Motorist	4	9	361	11	5	16	71	10	13	6	11	15	532
Calls for Service	158	188	268	497	383	323	443	348	384	264	263	370	3,889
Alarm Responses	13	8	9	14	23	15	16	20	17	10	13	12	170
ECO/TDO	3	2	3	0	1	0	0	1	0	2	0	3	15
ECO/ TDO HOURS	6	8	26	0	6.5	0	0	0	0	28.5	0	0	75
Court Hours	6	7	11.25	6	3	2	9	5	1	4	11.5	2	67.75
Citizen Contacts	525	597	2035	1379	725	1570	2217	3611	823	1105	911	3528	19,026
Businesses, Residences Check "Foot Patrols"	272	142	273	276	190	180	148	240	128	200	156	201	2,406
Follow Ups	7	12	13	3	4	9	8	7	5	2	10	12	92

Patrol on 29-December 2021

3-Dec	Rt 29	2146-2147	Pugh	911 Hang-up
3-Dec	Rt 29/Peerman School Rd	0110-0116	Pugh	Assist Campbell Co.
4-Dec	Rt 29	0206-0212	Pugh	Traffic Stop
5-Dec	Rt 29	2141-2150	Pugh	Traffic Stop
5-Dec	Rt 29	2338-2349	Pugh	Traffic Stop
5-Dec	Rt 29	0034-0038	Pugh	Traffic Stop
5-Dec	Rt 29	2141-2150	Dogan	Traffic Stop
5-Dec	Rt 29	2338-2349	Dogan	Traffic Stop
7-Dec	Rt 29	2034-2055	Thurman	Suspicious Vehicle
8-Dec	Rt 29	1117-	Earhart	Traffic Stop
8-Dec	Rt 29	1846-1934	Pugh	MVC
9-Dec	29SB	1001-	Earhart	Disabled Vehicle
14-Dec	Rt 29/Pitts. Co	2325-0007	Pugh	MVC
14-Dec	Rt 29/Pitts. Co	2324-2347	Dogan	Assist VSP
14-Dec	Rt 29	1256-	Earhart	BOL
23-Dec	Rt 29	2151-2156	Pugh	Traffic Stop
26-Dec	Rt 29	2151-2157	Thurman	Traffic Stop
27-Dec	Rt 29	0042-0051	Earhart	Traffic Stop
27-Dec	Rt 29	0054-0100	Earhart	Abandoned Vehicle
27-Dec	Rt 29	0106-	Earhart	Road Hazard
28-Dec	Rt 29/Lynch Mill Rd	2126-2150	Pugh	Check Welfare
28-Dec	Rt 29/Lynch Mill Rd	2135-	Earhart	Check Welfare
28-Dec	Rt 29/Lynch Mill Rd	2306-	Earhart	Traffic Stop
28-Dec	Rt 29/Clarion Rd	2234-2239	Pugh	Traffic Stop
31-Dec	Rt 29	0308-0312	Pugh	Traffic Stop
31-Dec	Rt 29	0334-0331	Pugh	Traffic Stop
31-Dec	Rt 29	0334-	Earhart	Traffic Stop



TOWN OF ALTAVISTA
TOWN COUNCIL
REGULAR MEETING
January 11, 2022
AGENDA COVER SHEET

AGENDA ITEM #: 10.E

REPORTS AND COMMUNICATIONS

Title: Brownfield Status Report

Staff Resource: Tom Fore, Interim Public Services Director

Action(s):

Explanation:

Background:

Funding Source(s):

Attachments: *(click item to open)*

Attachment. Brown Field efforts Status Report 1-5-2021.docx

Brown Field efforts:

- The soil investigation to delineated the soils impacted by metals to be a limited area of concern around the former hazardous waste storage building, measuring approximately 10'x10'.
- We were originally scheduled to remove those soils on Dec 20 & 21st, but the utilities clearance did not get completed in time. Therefore, we will be on site today, Wednesday, January 5th, to complete the removal.
- Per the requirements of the VBAF remediation grant, we are also working through the process to enter the site into the Virginia Voluntary Remediation Program (VRP), which will provide further oversight and direction from VDEQ.
- The next remediation effort will be the abatement of any asbestos-containing materials in the debris and the remaining structures. We plan to complete that work by the first week of February.

Please let me know if you have any questions.

Thanks,

Joe



TOWN OF ALTAVISTA
TOWN COUNCIL
REGULAR MEETING
January 11, 2022
AGENDA COVER SHEET

AGENDA ITEM #: 10.F

REPORTS AND COMMUNICATIONS

Title: Departmental Reports - Finance

Staff Resource: Tobie Shelton, Director of Finance and Administration

Action(s):

Explanation:

Background:

Funding Source(s):

Attachments: *(click item to open)*

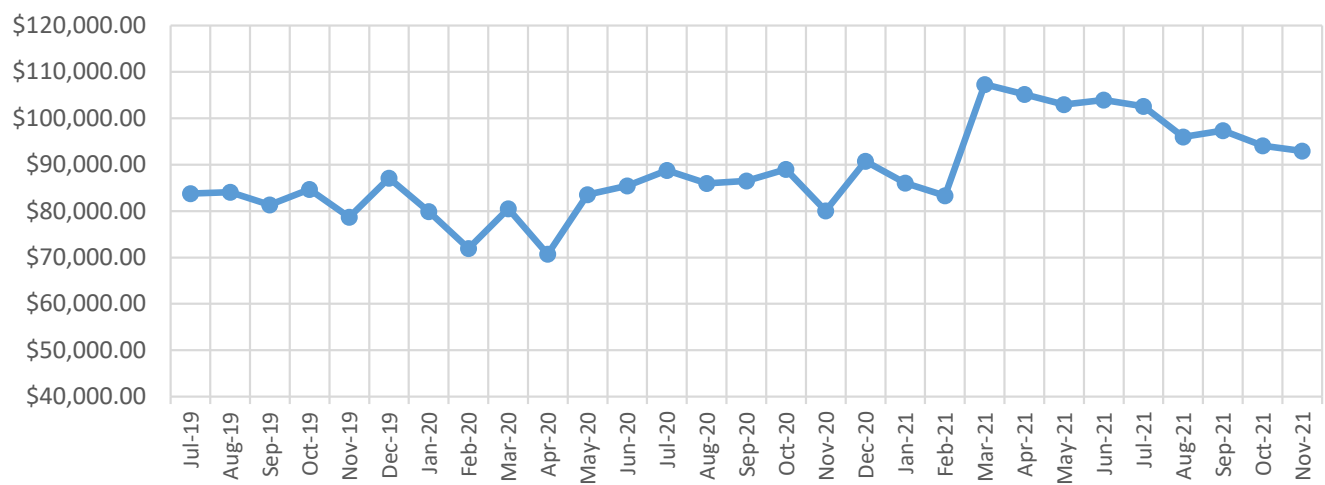
Attachment 1. Meals Tax Report

Attachment 2. Sales Tax Report

Attachment 3. Lodging Tax Report

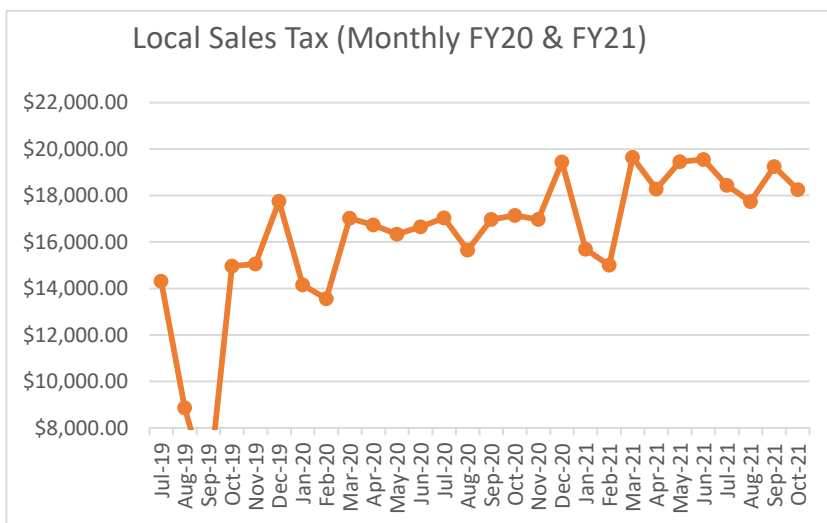
Attachment 4. Cigarette Tax Report

Meals Tax Collections



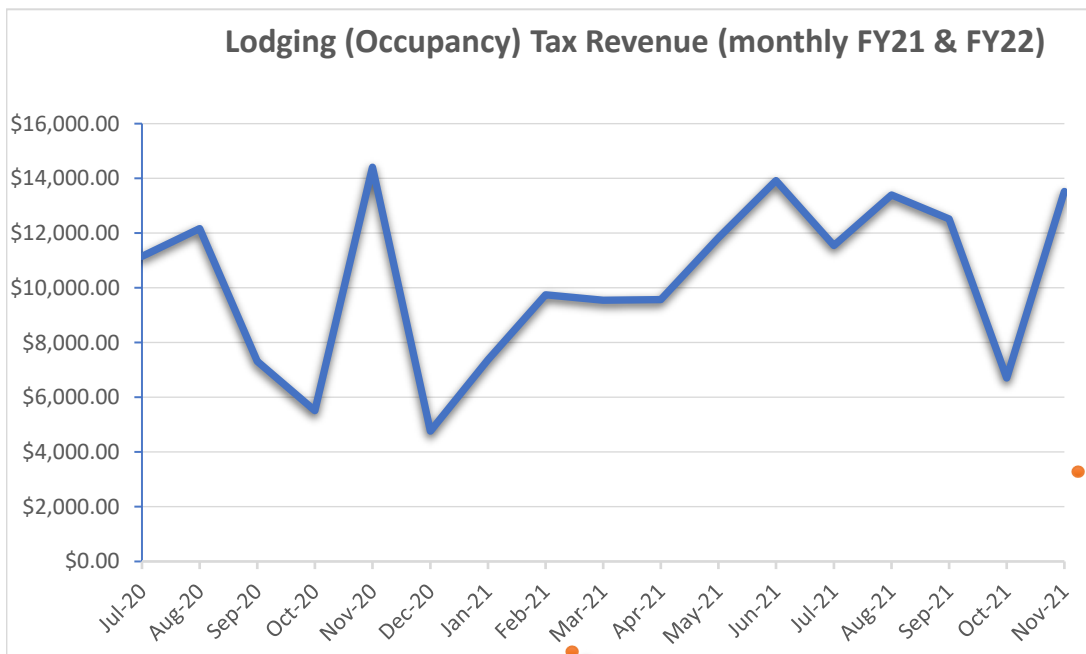
**Town of Altavista
Local Sales Tax**

Jul-19	\$14,308	<u>YTD TOTAL (FY)</u>	
Aug-19	\$8,868	FY2018	\$171,886
Sep-19	\$5,261	FY2019	\$169,649
Oct-19	\$14,965	FY2020	\$170,672
Nov-19	\$15,058	FY2021	\$210,836
Dec-19	\$17,754	<u>MTD TOTAL (FY)</u>	
Jan-20	\$14,151	FY2020	\$66,799
Feb-20	\$13,558	FY2021	\$73,667
Mar-20	\$17,023	+/-	\$1,217
Apr-20	\$16,735	Budgeted:	\$180,000
May-20	\$16,338	+/-	-\$161,751
Jun-20	\$16,653	% of Budget	10.14%
Jul-20	\$17,032		
Aug-20	\$15,648		
Sep-20	\$16,975		
Oct-20	\$17,144		
Nov-20	\$16,974		
Dec-20	\$19,443		
Jan-21	\$15,691		
Feb-21	\$15,004		
Mar-21	\$19,642		
Apr-21	\$18,276		
May-21	\$19,461		
Jun-21	\$19,547		
Jul-21	\$18,437		
Aug-21	\$17,735		
Sep-21	\$19,246		
Oct-21	\$18,249		



Town of Altavista Lodging (Occupancy) Tax

Jul-20	\$11,145		
Aug-20	\$12,167		
Sep-20	\$7,314		
Oct-20	\$5,513	FY2021	FISCAL YEAR TOTAL \$117,290
Nov-20	\$14,408		
Dec-20	\$4,763		
Jan-21	\$7,368	FY2021	MTD TOTAL (FY) \$50,547
Feb-21	\$9,745	FY2022	\$57,692
Mar-21	\$9,543	+/-	\$7,145
Apr-21	\$9,575		
May-21	\$11,827	Budgeted:	\$80,000
Jun-21	\$13,922	+/-	-\$22,308
Jul-21	\$11,550	%/Budget:	72.11%
Aug-21	\$13,399		
Sep-21	\$12,518		
Oct-21	\$6,700		
Nov-21	\$13,525		



**Town of Altavista
Local Cigarette Tax**

Jul-19	\$15,187
Aug-19	\$11,419
Sep-19	\$3,750
Oct-19	\$15,188
Nov-19	\$7,500
Dec-19	\$7,665
Jan-20	\$7,500
Feb-20	\$3,881
Mar-20	\$18,750
Apr-20	\$15,000
May-20	\$7,545
Jun-20	\$11,299
Jul-20	\$7,556
Aug-20	\$7,500
Sep-20	\$11,250
Oct-20	\$11,306
Nov-20	\$11,250
Dec-20	\$11,250
Jan-21	\$125
Feb-21	\$3,750
Mar-21	\$15,000
Apr-21	\$7,500
May-21	\$7,500
Jun-21	\$7,625
Jul-21	\$7,500
Aug-21	\$15,000
Sep-21	\$7,650
Oct-21	\$7,500
Nov-21	\$11,235
Dec-21	\$7,500

FISCAL YEAR

TOTAL

FY2018	\$144,668
FY2019	\$140,288
FY2020	\$124,684
FY2021	\$101,612

MTD TOTAL (FY)

FY2021	\$60,112
FY2022	\$56,385
+/-	-\$3,727

Budgeted:	\$130,000
+/-	-\$73,615
%/Budget:	43.37%

Cigarette Stamp Revenue (monthly FY20, FY21 & FY22)





TOWN OF ALTAVISTA
TOWN COUNCIL
REGULAR MEETING
January 11, 2022
AGENDA COVER SHEET

AGENDA ITEM #: 10.G

REPORTS AND COMMUNICATIONS

Title: Community Development December 2021 Monthly Report

Staff Resource: Sharon D. Williams, AICP, Community Development Director

Action(s):

receive report

Explanation:

Background:

Funding Source(s):

Attachments: *(click item to open)*

[CD December 2021 Report.pdf](#)

MEMORANDUM

To: Clarence Monday – Interim Town Manager

From: Sharon D. Williams, AICP – Community Development Director SDW

Date: January 3, 2022

Re: December 2021 Community Development Report

Permits

Three (3) Zoning Permits issued during the month of December:

Home Occupations:

New Business:

Signs:

Accessory Structures: 3

New Homes or Additions:

Plats: 1

Violations

Six (6) violations were reported in December. Three (3) violation was abated, and one complaint was unfounded. The Community Development Director received multiple calls regarding dogs barking in the Eudora Lane/16th Street area. The neighborhood has been visited multiple times; however, barking dogs have not been heard. The residents stated that the parking occurs late-night until midmorning. A violation notice has not been issued because the complaint cannot be verified. The residents are reluctant to call 911.

The Community Development Director, Finance Director, and Town Attorney continue the process of placing liens on properties for unpaid fines due to the Town.

Planning Commission:

The Planning Commission met on December 6, 2021, and completed a SOAR (Strengths, Opportunities, Aspirations, and Results) Analysis as part of the Comprehensive Plan update. SOAR analysis is a strategic planning technique which helps organizations focus on their current strengths and opportunities and create a vision of future aspirations and the result they will bring.

A SOAR analysis is a powerful tool to bring stakeholders together to recognize the potential of the organization and create a shared vision of the future. Building on strengths requires less effort and resources than trying to correct weaknesses, as people find it more engaging and exciting to focus their attention on positives rather than negatives.

The technique is more action oriented than a SWOT (Strength, Weaknesses, Opportunities, and Threats) Analysis and is focused on outcomes. A summary will be provided at the January Planning Commission meeting.

Board of Zoning Appeals:

The Board of Zoning Appeals did not meet in December.

Staff Projects/Meetings:

Renovations for the Spark Innovation Center are ongoing by Piney Ridge Contracting. The center is scheduled to open in the Spring of 2022. Staff continues to work on the programming, equipment, and furniture for Spark.

The Community Development Director met with Thomas Dungan, Founder & CEO, Forth Energy to discuss a potential development on the Frazier Farm. Mr. Dungan was interested in learning what the town's interest might be in supporting a solar farm project which might include a mixed-used development.

A judge in Greenville County has granted a temporary injunction, allowing convenience stores and other businesses in Virginia to have skill games in their establishments. It is expected that this case will be heard before the court on May 18, 2022. The town is aware of six (6) machines that have been reported to the Treasurer for calendar year 2021. Additional machines could be in operation that were not reported.

The Community Development Director assisted the Department of Public Services with data collection for a grant application.

The town approved a Special Event Permit for Altavista On Track (AOT) to hold a spring event (Altavista River Fest) at English Park on May 14, 2022. Town staff will work with AOT to coordinate assistance needed for the event.

The Community Development Director attended the monthly meeting of the Central Virginia Transportation Technical Committee. At the meeting Chris Wichman and Megan Nelson from the Office of Intermodal Planning and Investment (OIPI) presented information about the predicted long-term trends in Virginia, including those related to socio-economic factors and new technologies which will emerge (Such as an increase in the number of electric vehicles) by 2045. In addition, they announced the new VTrans Data explorer tool, which is available at <https://vtrans.org/interactvtrans/data-explorer>. Ada Hunsberger gave a brief update on the current projects, including the Regional Potential for Safety Improvement (PSI)

study which is currently underway. In addition, Ada asked the localities to come prepared for the January meeting with potential opportunities/projects to be included in the FY-23 work program. Dan Sonenklar from the Department of Rail and Public Transit (DRPT) presented regarding DRPT's Equity and Modernization Study. The study focuses on shared distribution of benefits and burdens for transit service, as well as on the modernization of the system through accessibility, infrastructure, electrification, safety, and technology. More information about the study is available at <https://www.vatransitequity.com/>. Phil White from EPR, P.C. gave a presentation outlining the process of developing the methodology to implement a constrained project list within the 2045 LRTP. Phil explained how EPR developed the budget methodology, and how the budget compares to other metropolitan planning organizations (MPO) across the Commonwealth.

The Community Development Director spoke with the Virginia Department of Transportation about the Smart Scale projects the Town submitted for funding in 2018. Altavista submitted one pre-application for a turn lane improvement at Lynch Mill Road and Altavista Elementary School. Unfortunately, that project was screened-out in the pre-application phase for not meeting VTrans eligibility requirements. The justification provided for that decision was that it did not meet a VTrans need or readiness requirements in its current form and should be revised for submission next application period. In order for a project to be eligible for scoring in SMART SCALE it needs to meet several eligibility and readiness factors and have a resolution of support from the PDC And locality. An important factor is that a project needs to show up as a VTrans Mid-term need and have a study or RSA performed with a sketch to support the application. Looking at Lynch Mill Road at Altavista Elementary, it appeared the only need showing up at that location is transit access so unless a project there includes transit (non-school related) improvement, it will likely be screened out again. With regards to the application at Lynch Mill Road and Clarion Road roundabout, the application was scored in Round 2 of SMART SCALE (FY 2018) but did not score high enough to get funded. The application scored very well in safety but was a bit lacking in economic development. There will be some changes in Round 5 of SMART SCALE in land use and environment which should help the score a bit (especially in the land use category). After consulting with the Interim Town Manager, the Community Development Director has requested to submit a new application. VDOT will work on getting the Town an interactive map of eligible commercial parcel types within the buffer analysis area as well as all the economic development tools and materials to get started. The request has been sent to the VDOT Traffic Engineering team to get started on a SIDRA and crash analysis for the intersection to include with the final application. An update will be provided to Town Council on the likelihood of the submitting a successful application.

The Main Street Coordinator submitted his resignation effective January 14, 2022. He will be exploring opportunities as a realtor in the Richmond Metropolitan Area.

The Community Development Director completed GIS training funded by Campbell County. The class will reconvene in late January to discuss any additional training

needs once the trainees have an opportunity to use the new software. Additional training may also be provided by the Campbell County GIS Manager, if needed.

The Community Development Director participated in a webinar organized through the Virginia Department of Housing and Community Development (VHDA) to discuss the US Department of Housing and Urban Development's (HUD) Lead Hazard Control and Healthy Homes programs. This would allow the town to use grant funds when rehabilitating homes for non-construction costs that would not have to be repaired (doors, windows, etc.), it would cover some billable hours for staff, the inspection, work write-ups, and remediation. The Healthy Homes grant is a discretionary fund that would allow the town to spend up to \$4,750 per home to address issues, which if addressed would make it a healthier dwelling for the new owner such as trip & fall, mold, electrical upgrades, ceiling repairs, and cabinets. The HUD funds would reduce the cost of renovation to the town; however, staff may not have the capacity to manage a federal grant with existing resources.

Staff continues to work with the design team and Piney Ridge Contracting and Consulting on the renovations for the Spark Innovation Center. Lunch and Learn and informational sessions are being posted to social media in hopes of engaging potential users. Staff continues to work on program for the center, as well as selecting furniture and fixtures. Some of the items purchased with CARES funding will not be needed until the second floor has been renovated. Other changes have been made based on long lead times due to supply-chain issues.



TOWN OF ALTAVISTA
TOWN COUNCIL
REGULAR MEETING
January 11, 2022
AGENDA COVER SHEET

AGENDA ITEM #: 10.H

REPORTS AND COMMUNICATIONS

Title: AOT Monthly Report - December

Staff Resource: George T. Sandridge, Main Street Coordinator

Action(s):

Explanation:

Background:

Funding Source(s):

Attachments: *(click item to open)*

[AOT Monthly Report - December.docx](#)



Main Street Coordinator Monthly Report December 2021

Businesses Visited/Contacted

- Airabella's
- Clipperz Kutz
- Cottle Multimedia
- Cyclin' Nutz
- Crystal Bay Pools
- Dr. Charles West
- English Auto
- Fellers Chevrolet
- First National Bank
- General Store & Inn
- Heavenly Hair, LLC.
- Lori Watkins - State Farm
- Main Street Café
- Main Street Shoppes
- Miller's Jewelry
- Miss Lee's Dance Expression
- Napa Auto Parts
- Proving What's Possible
- Sew Savanna
- Steve's Florist
- Styling Boutique
- The Portrait Place
- Three Into One Community Project
- Village Barber Shop
- Watts Petroleum

The Main Street Coordinator continued to promote AOT's Downtown Business Investment Grant (DBIG). As of December 31st, four businesses have completed the grant program (Clipperz Kutz, Heavenly Hair, Miss Lee's Dance Expressions, and Cottle Multimedia). Two additional businesses (Perfect Canvas Salon and Body Boss Transformations) are currently in the application phase of the program. As of December 31st, AOT has awarded \$6,760 in DBIG funding to downtown businesses.

Downtown businesses continued to utilize the façade grant program offered by AOT. As of December 31st, AOT has awarded three façade grants to downtown businesses (Steve's Florist, Three Into One Community Project, General Store & Inn, and Main Street Café) totaling \$13,511. These grants provided downtown businesses an opportunity to update the exterior of their buildings through small renovation projects (new paint, awning replacement, etc.). Three additional businesses (Miller's Jewelry, Elba Butcher Shoppe, and Dr. Charles West) have submitted applications, with the renovation work expected to be completed in 2022.

Members of the AOT Gibley Jog Committee met on December 2nd for a debrief meeting following the 2021 Gibley Jog 5K on Thanksgiving Day. Committee members discussed the positive and negative feedback that was received regarding the race. This information will be used to prepare for the 2022 Gibley Jog.

The Main Street Coordinator began planning the 2022 Altavista River Fest, which will be held on Saturday, May 14th at English Park. This festival was approved at the December 14th Town Council regular session meeting. Food/dessert vendors, entertainers, and breweries/wineries are currently being solicited for the event.

Staff continued to meet with the design team to discuss the ongoing renovations for the Spark Innovation Center. The Main Street Coordinator Continued working on a preliminary programming schedule for Spark

once the center opens. Partners and contributors have been identified, and dates are currently being selected for various programs (webinars, training sessions, lunch & learns, etc.)

The Main Street Coordinator worked with the Community Development Director and Finance Director to compile and finalize the Town's winter newsletter, which will be mailed out alongside January water bills.

AOT continued to promote the Christmas ornament fundraiser via social media and at Town Hall. The ornaments are \$10 and feature the Vista Theatre on the front. As of December 31st, 87 ornaments were sold. All unsold ornaments will be discounted to \$5 starting on Monday, January 10th.

The Main Street Coordinator hosted Matt Wagner with the National Main Street Center for an in-person visit on December 13th. Dr. Wagner toured the downtown district, along with AOT Board President Rev. Soto, to inventory the various businesses/buildings in the downtown district. Dr. Wagner also visited areas outside of downtown (i.e., English Park, Dearing Ford Industrial Park, etc.). This information will be compiled into a comprehensive market analysis (CMA) that will be presented to the AOT Board at the February 10th meeting. This CMA will help AOT maintain a strong market understanding, establish an economic development direction, identify starter activities that will allow the organization to move toward that direction, learn how to effectively organize stakeholders, and leverage resources to strengthen future project development efforts and entrepreneurial growth

AOT's Economic Vitality Committee met on December 16th via Zoom to review Kaitlin Smith's Downtown Business Investment Grant application. This program will provide three months of rent and utility assistance, up to \$1,250 per month. Ms. Smith will be taking over the Styling Boutique, located at 613 Broad Street, and rebranding it into a new salon. The committee reviewed all documents and recommended that the AOT Board approve her grant application, which will be reviewed at the January 13th board meeting.

The Main Street Coordinator attended the monthly meeting of the Altavista Planning Commission.



TOWN OF ALTAVISTA
TOWN COUNCIL
REGULAR MEETING
January 11, 2022
AGENDA COVER SHEET

AGENDA ITEM #: 10.I

REPORTS AND COMMUNICATIONS

Title: Town Council Monthly Calendars

Staff Resource: Crystal Hailey

Action(s):

Explanation:

Town Council Monthly Calendars
January and February 2022

Background:

Town Council Meetings and Events
Town Commissions/Boards Meeting Dates
and other relative Town Events

Funding Source(s):

Attachments: *(click item to open)*

[Attachment 1. Council Calendar - January 2022.pdf](#)

[Attachment 2. Council Calendar February 2022.pdf](#)

January 2022

Sunday	Monday	Tuesday	Weds.	Thursday	Friday	Sat.
NOTES: January 25th AEDA Mtg. 8:30am					Town Offices CLOSED Friday December 31st In Observance of New Year's Day	1 Happy New Year
2	3 Planning Commission <i>Canceled</i>	4	5	6	7 <u>Re: 2023 Budget:</u> <i>Department Operating Budgets Due</i>	8
9 <u>Re: 2023 Budget</u> <i>Outside Agencies'</i> <i>Requests Due on</i> <i>Monday the 10th</i>	10 Town Manager Gary Shanaberger Starts Today	11 Town Council Meeting 6pm	12	13 AOT Meeting 5:15pm	14	15
16	17 <u>Town Offices CLOSED</u> Martin Luther King Day	18 Recreation Committee Mtg 5:30pm	19	20	21	22
23	24	25 Council Work Session 5pm <i>2023 CIP Discussion</i>	26	27 Meet the New Town Manager @ Avoca 4-6pm	28	29
30	31					

FEBRUARY 2022

Sunday	Monday	Tuesday	Weds.	Thursday	Friday	Saturday
		1	2	3	4	5
6	7 Planning Commission 5pm	8 <u>Town Council</u> Meeting 6pm Receive Draft Budget	9	10 AOT Meeting 5:15pm	11	12
13	14 Valentine's Day	15 Recreation Meeting 5:30pm	16	17	18	19
20	21	22 <u>Work Session</u> 5pm CIP Discussion	23	24	25	26
27	28		NOTE: February 22nd AEDA Meeting 8:15am			



TOWN OF ALTAVISTA
TOWN COUNCIL
REGULAR MEETING
January 11, 2022
AGENDA COVER SHEET

AGENDA ITEM #: 12.A

CLOSED SESSION (If Needed, Proper Certifications will be provided)

Title: Town Council Closed Session

Staff Resource: Town Manager and Town Council

Action(s):

Action/No Action depends on discussion among Council in Closed Session.

Explanation:

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

Background:

Funding Source(s):

Attachments: *(click item to open)*

Attachment. CLOSED SESSION Section 2.2-3711 (A)(5) 1.11.22.pdf

TOWN COUNCIL CLOSED SESSION

DATE: Tuesday, January 11th, 2022

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

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

A motion was made by _____ and seconded by _____.

Motion carried.

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

Town Council went into Closed Session at _____ PM.

Notice was given that Council was back in regular session at _____ PM.

FOLLOWING CLOSED SESSION:

A motion was made by _____, seconded by _____, to adopt the certification of a closed meeting.

CERTIFICATION OF CLOSED MEETING

WHEREAS, the town council has convened a closed meeting on this date pursuant to an affirmative recorded vote and in accordance with provisions of The Virginia Freedom of Information Act; and

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

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

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