



**A G E N D A**  
**TOWN COUNCIL MEETING**  
**At Richlands Town Hall**  
**May 10, 2022**  
**6:00 P.M.**

- I. Call the Meeting to Order**
- II. Invocation**
- III. Pledge of Allegiance**
- IV. Additions/Deletions to Agenda** (Includes the removal/transfer of Consent Agenda items as needed.)
  - a. Approval of Agenda
- V. Consent Agenda**
  - a. Authorization to Pay Bills (April)
  - b. Minutes- Special Called Meeting (April 19, 2022)
  - c. Authorize Line of Credit Drawdown Number #20 from National Bank for Wastewater Treatment Plant Rehabilitation Project (\$1,652.65) and Water Treatment Plant Upgrades and Improvements (\$8,475.75) cost for April billing for a total of (\$10,128.40).
  - d. Budget Amendment- Section House (Mural Maintenance part #2)
- VI. Budget Public Comment Period (Five Minute Maximum)**
- VII. Scheduled Public Comment (Five Minute Maximum)**
  - a. Laura Mollo- Miscellaneous
- VIII. Unscheduled Public Comment (Three Minute Maximum)**
- IX. Executive/Closed Session Pursuant to VA Code Section**
- X. Return to Open Session, Certification, Report on Action**
- XI. Agenda Items**
  - a. Electric Regulation Discussion
    - Alice Wolf- Blue Ridge Power
    - Thomas Dick- Municipal Electric Power Association of Virginia
  - b. Discussion of proposed Solar Study and Ordinance
    - Alice Wolf- Blue Ridge Power
  - c. InvoiceCloud Discussion (Adam Ek, via Zoom)
  - d. Committee Member Update
    1. Council Appoint to Rec Commission- Mayor Rod Cury

2. Council Appoint to Planning Commission- Mayor Rod Cury
- e. Appointment of Vice-Mayor
- f. R-2022-05-01 Public Comment Policy and Procedures
- g. Re-Zoning Request Ordinances
  1. O-2022-05-06 (1809 Third Street)
  2. O-2022-05-07 (105 Augusta Avenue)
- h. Economic Development Department Discussion
- i. Appointment of Town FOIA Clerk
- j. Proposed 2022-2023 Budget- First Reading
  1. O-2022-04-01 (Real Estate and Personal Property Tax)
  2. O-2022-04-02 (Cigarette Tax)
  3. O-2022-04-03 (Water, Sewer, Garbage, and Electric Rates)
  4. O-2022-04-05 (2022-2023 Budget)

**XII. Town Manager Report**

- a. Audit Engagement Letter
- b. Miscellaneous

**XIII. Council Member Reports (Non-voting Items)**

- a. Darrell Addison
- b. Doug Ratliff
- c. Mike Street
- d. Seth White
- e. Kristin Thompson-Whitt
- f. Jeff Hurst

**XIV. Mayor's Comments**

**XV. Adjourn Meeting**

Next regular meeting date is May 24, 2022, at 6:00 pm

		Town of Richlands	
PAID CHECKS REPORT			
5/6/2022			
Check#	Paid To	Amount	Description
11775	ADVANCE AUTO PARTS	\$712.69	ADVANCE-ALL DEPTS-PARTS, SUPPLIES, BATTERIES
11776	AMAZON WEB SERVICES, INC.	\$552.24	AMAZON WEB SVCS-IT-APRIL 2022 CLOUD SVC
11777	APPALACHIAN AGENCY FOR SENIOR CITIZENS	\$600.00	AASC-MAY 2022 PUBLIC TRANSIT
11778	APPALACHIAN AGGREGATES, LLC	\$552.47	APP AGG-ST DEPT-STONE
11779	APPLIED INDUSTRIAL TECHNOLOGIES-DIXIE	\$352.67	ST/SANT/EL-DEF FLUID, OIL DRY/WIPING CLOTHS FOR SHOP
11780	ARAMARK UNIFORM SERVICES	\$1,185.60	ARAMARK-ALL DEPTS UNIFORMS/MATS/DUST MOPS
11781	ATLANTIC EMERGENCY SOLUTIONS	\$329.62	RESCUE #552-REAR DOOR HANDLE PO RS3349
11782	BLUE RIDGE POWER AGENCY	\$4,455.66	BRPA-MARCH 2022 ENG/LGL/SVCS
11783	BOUND TREE MEDICAL, LLC	\$220.90	BOUND TREE-RESCUE-MEDICAL SUPPLIES PO RS3342
11784	BUSKILL SALES CO., INC.	\$505.40	ST #656 LOADER-1-25" LOCK RING, 2-25" O-RINGS
11785	C.W. WILLIAMS FIRE EQUIPMENT	\$2,713.53	CW WILLIAMS-FIRE-FLOW TEST-SURVIVE AIR PO F2061
11786	CARTER MACHINERY COMPANY, INC.	\$450.91	WWTP-PERFORM PM -GENERATOR PO WW81750
11787	CITGO WATER	\$1,998.00	CITGO-WTP-CHLORINE PO WTP0054
11788	CLINCH VALLEY MEDICAL CENTER	\$847.00	CVMC-RESCUE/PD NEW HIRES-TOWNSEND, BROWN
11789	CMC SUPPLY, INC.	\$3,751.12	CMC SUPPLY-LINES-SUPPLIES FOR LINE MAINT
11790	COCA-COLA BOTTLING CO, INC.	\$820.33	COCA-COLA-REC-CONCESSION PO RP2832
11791	COLE ELECTRIC, INC.	\$779.95	COLE ELECTRIC-WWTP-3 DODGE PZLOW BLOCK BEARING
11792	CREATIVETIME SOLUTIONS	\$150.00	CREATIVETIME SOLUTIONS-TIME & ATTENDANCE WEB HOSTING-ALL EMPLOYEES
11793	D & T ENTERPRISES	\$24.54	WWTP-HEX HEAD CAP SCREWS, FLATWASHER GRADE 8, 3/4 NYLON INSERT LOCKNUT
11794	DOMINION PEST CONTROL, INC.	\$225.00	DOMINION PEST- APRIL '22 PD/WTP/RESCUE/REC PEST CONTROL PO 305228
11795	DORIS TRENT	\$513.94	DORIS TRENT-/72330657-PATIENT OVER PMT
11796	ELECTRONIC SYSTEMS, INC.	\$7,247.84	ESI-IT-VMWARE RENEWAL FOR SERVERS PO ITS062
11797	FENIEX INDUSTRIES, INC.	\$1,076.00	FENIEX-PD #44, 50-LIGHT BARS PO 305257
11798	FRAZIER TIRE AND AUTOMOTIVE	\$175.00	SANT #625-TIRE PATCH, PD-TOWING #56 TO TAZ
11799	GALETON GLOVES AND SAFETY PRODUCTS	\$458.75	GALETON-ST/SANT-GLOVES PO ST14621
11800	GIBSON ENTERPRISES, INC.	\$4,437.44	EL-WEED KILLER FOR SUBST/ALL DEPTS-OIL, BRAKE FLUID, PS FLUID
11801	GRAYBAR	\$28.61	GRAYBAR-EL-FIBER PO EL700480
11802	HOME NURSING CARE, INC.	\$56.00	HOME NURSING CARE-RESCUE-OXYGEN PO RS3339
11803	ID NETWORKS	\$2,185.00	ID NETWORKS-PD-WIN 10 DESKTOP PC, REMOTE CONFIGURATION, S&H PO 305143
11804	IDEXX DISTRIBUTION, INC.	\$1,217.64	IDEXX-WWTP-QUANTI-CULT PO WW81740
11805	JAMES RIVER EQUIPMENT-TAZEWELL	\$107.16	JAMES RIVER EQUIP-SANT #648- 2 STROBE LIGHT PO 14578
11806	JERRY'S AUTO SERVICE	\$820.90	RESCUE #551-HYDRO BOOSTER, POWER STEERING FLUID, LABOR, BATTERY
11807	KIDD TIRE AUTO PARTS	\$994.27	EL #920 4 TIRES, PD #36 BATTERY, RESCUE #551 TIRE, PD #48 FLAT REPAIR
11808	LARRY HELTON	\$3,050.00	PD #44/50 UPFITTING W/EQUIPMENT, INSTALL RADAR, REMOVED CAM SYS FROM OLD CAR
11809	LEXISNEXIS RISK SOLUTIONS	\$72.00	DTF-MARCH 2022 /APRIL 2022 CONTRACT FEES, 4 PHONE SEARCHES
11810	LOWE'S	\$1,755.06	LOWE'S-ALL DEPTS-SUPPLIES & MATERIALS
11811	LUSK DISPOSAL SERVICE, INC.	\$1,257.36	LUSK-APRIL 2022 CVMC HAUL BILL
11812	MARK E. ISON	\$1,500.00	MARK E ISON-MAY'22 IT SUPPORT PO 305256
11813	MCCLURE CONCRETE PRODUCTS, INC.	\$936.75	MCCLURE-CONCRETE FORE SIDEWALK REPAIRS
11814	MOBILE COMMUNICATIONS AMERICA	\$2,270.00	MOBILE COMM-PD/FIRE/RESCUE-INSTALL KIT, FIELD TECH, FLAT RATE PO 305211
11815	NORTHERN SAFETY CO., INC.	\$322.82	ST/SANT-CTR PULL TOWELS, FOLGERS, HI VIS GLOVES, BN JERSEY GLOVES
11816	NUGENES APPLIANCE PARTS	\$210.65	NUGENES-WWTP-REFRIDG CONDENSOR FAN MOTOR, VALVE, FREON
11817	OLD DOMINION SLUSH PUPPIE	\$337.00	OLD DOMINION SLUSH PUPPIE-REC-CONCESSION PO RP-2828
11818	OUTDOOR COUNTRY	\$15.98	OUTDOOR COUNTRY-SHOP-COMBO WRENCH 19MM & 13MM PO 14570
11819	PENGUIN MANAGEMENT, INC.	\$780.00	PENGUIN MGMT-FIRE/RESCUE-6 MOS CAPTAIN PLAN PO RS3353
11820	PERFORMANCE DRIVES INC.	\$829.97	WWTP-PUMP PACKING, WTP-PARTS FOR FLOCCULATOR REBUILD
11821	PRIORITY MEDICAL CLAIMS, INC.	\$4,093.66	PMC-APRIL 2022 RESCUE COLLECTIONS
11822	QUADMED, INC.	\$1,678.06	QUADMED-RESCUE-MEDICAL SUPPLIES PO RS3341
11823	RAMEY TAZEWELL	\$285.00	RAMEY TAZ-PD #56-DIAGNOSTICS ON STARTING PROBLEMS PO 305213
11824	RAVEN SUPER MARKET	\$61.15	WWTP-CLEANING SUPPLIES, SST/KEYS FOR STAGE STORAGE
11825	RICHLANDS FARM BUREAU	\$278.13	ALL DEPTS-SUPPLIES & MATERIALS
11826	ROBERT GALUMBECK LLC	\$120.00	ROBERT GALUMBECK-PD-COURT COSTS-PO 305221
11827	SD MYERS, LLC	\$553.02	SD MYERS-EL-ELECTRICAL PRINT READING LEARNING PLAN
11828	SILVER SPUR SUPPLY, INC.	\$55.87	ST-PROPANE, SECTION HS-DUAL CHECK
11829	SNAP-ON INDUSTRIAL	\$350.66	SNAP-ON-SHOP-18V L-ION BATTERY BLACK, PLIERS, TOOLS PO 14566
11830	STATE ELECTRIC SUPPLY COMPANY	\$2,925.51	WTP-HV PUMP ST U/G-AC IN/RELAY OUT, ANALOG INPUT MODULE, OUTPUT MODULE, HV
11831	TEEN VENTURE	\$172.00	TEEN VENTURE-APRIL'22 DONATIONS COLLECTED
11832	TELEFLEX LLC	\$562.50	TELEFLEX-RESCUE-EZIO 25MM NEEDLE (BOX OF 5) PO RS3348
11833	THC ENTERPRISES INC.	\$549.26	ST SWEEPER-SEAL KIT, WING NUT, VACUATOR VALVE, COVER, SIGHT GAUGE-HYD
11834	THOMAS SCIENTIFIC	\$46.77	WWTP-TRYPTIC SOY BROTH, DROPCHARGE PO WW81738
11835	THOMPSON & LITTON, INC.	\$11,839.77	WTP/WWTP UPGRADES/IMPROVE- LINES-STUDIES APRIL 2022
11836	TOLLIVER LAW OFFICE	\$120.00	TOLLIVER LAW OFFICE-PD COURT COSTS- PO 305258
11837	TRUCKPRO, LLC	\$25.18	TRUCKPRO-EL #919-2 MIRRORS PO 14571
11838	ULTRA PETROLEUM	\$21,353.79	ULTRA PETROLEUM-ALL DEPTS-FUEL
11839	USABLUEBOOK	\$2,175.23	USABLUEBOOK-WWTP-WTP-CHEMICALS
11840	USALCO	\$9,090.40	USALCO-WTP-DELPAC 2020 PO WTP0055
11841	W-L CONSTRUCTION & PAVING, INC.	\$3,484.81	W-L CONSTRUCTION-ST DEPT-ASPHALT
11842	WORLDWIDE EQUIPMENT INC.	\$557.64	WORLDWIDE EQUIP-SANT #630-CONTROL-CAB HVAC PO 14574
11843	WYTHEVILLE OFFICE SUPPLY, INC.	\$156.12	WYTHEVILLE OFFICE-DTF-HIDTA-TONER CART PO 305238
	Total Checks:	\$114,418.30	
	AMP (MAR'22)	\$423,744.04	
	CONSTELLATION ENERGY (MAR'22)	\$63,337.69	
	ANTHEM BC/BS (MAR '22)	\$99,850.00	
	VRS (FEB'22)	\$67,856.15	
	GRAND TOTAL	\$769,206.18	



11735	JIMMY KEENE, JR.	WWTP-PER DIEM/PARKING-MICROBIOLOGY CLASS ROANOKE PO WW8	4/28/2022	\$54.25
11736	LAWMEN SUPPLY COMPANY, INC.	LAWMEN-RESCUE-SHIRTS LESS RETURNED ITEMS PO RS3273	4/28/2022	\$280.00
11737	NICK DENVER	NICK DENVER-PD-ACADEMY-PER DIEM PO 305226	4/28/2022	\$260.75
11738	NOAH BROWN	NOAH BROWN-PD-ACADEMY-PER DIEM PO 305225	4/28/2022	\$260.75
11739	POINT BROADBAND	POINT BROADBAND-DTF-INTERNET SERVICE PO 305241	4/28/2022	\$69.95
11740	RICKY SHELTON	RICK SHELTON-ST DEPT-BOOT ALLOWANCE 2021 PO 14620	4/28/2022	\$106.00
11741	RICOH USA INC.	RICOH-PD-LEASE-COPIERS-DISPATCH, SQ ROOM PO 305239	4/28/2022	\$183.06
11742	SPECTRUM BUSINESS	SPECTRUM-WWTP-395 SCOTCH RD-TELEMETRY	4/28/2022	\$59.93
11743	STACIA PROPST	STACIA PROPST-WWTP-PER DIEM-MICROBIOLOGY CLASS ROANOKE PO	4/28/2022	\$44.25
11744	TAZEWELL CO PUBLIC SERVICE AUTHORITY	TAZ CO PSA-WWTP-LIFT STATION	4/28/2022	\$39.74
11745	TIMOTHY ELSWICK	TIM ELSWICK-WWTP-PER DIEM-MICROBIOLOGY CLASS ROANOKE PO W	4/28/2022	\$44.25
11746	VELOCITY TRUCK CENTERS-KINGSPORT	VELOCITY-ST-TAXES ON 1.19.22 INVOICE	4/28/2022	\$17.13
11747	VERIZON	VERIZON-DTF SEC LINES/WTP TELEMETRY LINE	4/28/2022	\$335.22
11748	VERIZON WIRELESS	VERIZON WIRELESS-DTF/FIN/PD/RESCUE/W/S/E CELL PHONES	4/28/2022	\$1,392.09
11749	WAGeworks, INC.	WAGeworks-SEC 125 POP ANNUAL COMPLIANCE FEE AUG 2022	4/28/2022	\$185.00
11750	CHRISTOPHER MICALE, TRUSTEE	GARNISHMENT	4/29/2022	\$225.67
11751	CLERK, CIRCUIT COURT OF TAZEWELL COUN	CLERK, CCTC-REL LIEN	4/29/2022	\$1.00
11752	JUSTUS, APRIL DAWN	Utility Refund for 302820.00 95	4/29/2022	\$157.53
11753	LOWE, LARRY FLEENOR	Utility Refund for 404074.00 94	4/29/2022	\$65.44
11754	PROFESSIONAL MAIL SERVICES, INC.	PMSI-POSTAGE-MAY 22 COMM BILLS	4/29/2022	\$197.14
11755	TOWN OF RICHLANDS	P/R DEDUCTION-UTILTY PMT	4/29/2022	\$700.00
11756	TRENT JR, TIMOTHY DALE	Utility Refund for 808754.00 95	4/29/2022	\$192.30
11757	KUSTOM SIGNALS, INC.	KUSTOM SIGNALS-PD #44 IN CAR CAMERA SYSTEM	5/2/2022	\$5,458.00
11758	SOUTHWEST VIRGINIA CRIMINAL JUSTICE A	SWVA CRIM JUSTICE ACADEMY-N BROWN/N DENVER-UNIFORM ITEMS	5/2/2022	\$144.00
11759	TREASURER TAZEWELL COUNTY	TREAS, TAZ CO-MAR 2022 CONSUMER UT TAX	5/3/2022	\$116.33
11760	REDACTED	REDACTED	5/5/2022	\$306.50
11761	APPALACHIAN POWER	AEP-WWTP-SIMMONS TOWN RD-SEW PMP LFT STATION	5/5/2022	\$1,249.90
11762	CORE-MARK INTERNATIONAL, INC.	CORE-MARK-REFUND-CIG STAMPS OVER PAYMENT 04.06.22	5/5/2022	\$300.00
11763	REDACTED	REDACTED	5/5/2022	\$206.50
11764	JIMMY KEENE, JR.	JIMMY KEENE-WWTP-BOOT ALLOWANCE PO WW81749	5/5/2022	\$106.00
11765	REDACTED	REDACTED	5/5/2022	\$206.50
11766	LEAF	LEAF-PD-LEASE/INSURANCE MINOLTA C287 PO 305253	5/5/2022	\$111.04
11767	NICK DENVER	VOIDED AND RE-ISSUED	5/5/2022	\$0.00
11768	NOAH BROWN	NOAH HORN-PD-ACADEMY PER DIEM PO 305225	5/5/2022	\$260.75
11769	PROFESSIONAL MAIL SERVICES, INC.	PMSI-POSTAGE/PRINTING MAY 22 RESIDENTIAL BILLS	5/5/2022	\$1,572.98
11770	SOUTHWEST CALIBRATIONS	SW CALIBRATIONS-PD-#43 CALIBRATE POLICE UNIT PO 305255	5/5/2022	\$50.00
11771	SPECTRUM BUSINESS	SPECTRUM-WWTP-TELEMETRY 580 INDIAN CREEK	5/5/2022	\$39.94
11772	REDACTED	REDACTED	5/5/2022	\$206.50
11773	VERIZON	VERIZON-PD/FIRE/DTF	5/5/2022	\$491.70
11774	NICK DENVER	N DENVER-PD-ACADEMY-PER DIEM MAY 9-13, 2022	5/5/2022	\$260.75
		<b>Total Checks:</b>		<b>\$53,797.51</b>

Town of Richlands				
PAID CHECKS REPORT				
4/13/2022 to 5/5/2022				
Check#	Paid To	Description	Check Date	Amount
11663	ADVANCE AUTO PARTS	ADVANCE-ST-#621-BATTERY 3 YR REPLACEMENT-LESS CORE POST14557	4/14/2022	\$116.57
11664	AMAZON CAPITAL SERVICES, INC.	RESCUE-INK CART, FIN OFF-OFFICE SUPPLIES,REC-SEC CAMERAS	4/14/2022	\$2,174.64
11665	CARTER MACHINERY COMPANY, INC.	CARTER-PD-GENERATOR-PERFORM PM 1 PO 305210	4/14/2022	\$343.31
11666	CLINCH VALLEY MEDICAL CENTER	CVMC-POLICE DEPT-PRE EMPL TESTS-SHRADER, WARD, WINGO	4/14/2022	\$413.00
11667	GILLESPIE, HART, ALTIZER & WHITESELL, P.C	GILLESPIE, HART-MARCH 2022 BILLING TOWN ATTY	4/14/2022	\$3,944.46
11668	JOHN BROWN	J BROWN-PD-ACAD LUNCH 4-11, 4-12,22 PER DIEM	4/14/2022	\$30.00
11669	KOMLINE-SANDERSON	KOMLINE-SANDERSON-WWTP-PLANT PARTS PO 81733	4/14/2022	\$5,781.39
11670	LEAF	LEAF-PD-MINOLTA C287 COPIER-LEASE/INS PO 305203	4/14/2022	\$111.04
11671	LUSK DISPOSAL SERVICE, INC.	LUSK-WWTP/CVMC-MARCH 2022 HAUL SVC PO 81734	4/14/2022	\$1,543.19
11672	MILLARD MCGHEE	M MCGHEE-PD-PER DIEM-5.2-5.5.22-HWY SAFETY SUMMIT PO 305222	4/14/2022	\$287.00
11673	PROFESSIONAL MAIL SERVICES, INC.	APRIL 22 POSTAGE AND PRINTING UT BILLS	4/14/2022	\$1,502.22
11674	PYLE SOLUTIONS LLC	WWTP/LINES LATEX GLOVES	4/14/2022	\$1,414.60
11675	RICHLANDS FARM BUREAU	RLDS FARM BUREAU-ST-BOLTS, WASHERS FOR SIGNS PO 14549	4/14/2022	\$17.44
11676	RICOH USA INC.	RICOH-PD-SQ RM, DISPATCH-COPIERS B/W, COLOR COPIES PO 305219	4/14/2022	\$64.49
11677	SEGRA	SEGRA-ALL DEPTS-PHONE SERVICE	4/14/2022	\$2,262.67
11678	SPECTRUM BUSINESS	SPECTRUM-WWTP-580 INDIAN CR RD-TELEMETRY	4/14/2022	\$55.69
11679	STACIA PROPST	STACIA PROPST-WWTP-BOOT ALLOWANCE PO WW81730	4/14/2022	\$106.00
11680	SUBURBAN PROPANE	SUB PROPANE-ALL DEPTS-COMMUNICATION BLDG-29.8 GALS PROPANE	4/14/2022	\$189.29
11681	TRAVIS BENDER	T BENDER-PD-LEB ASP INST PER DIEM 4/5-4/7/22, BRISTOL	4/14/2022	\$90.00
11682	TREASURER, DIVISION OF CONSOLIDATED L	TREAS, DOCL-WWTP-LAB CERTIFICATION RENEWAL PO 81736	4/14/2022	\$690.00
11683	VERIZON	PD/FIRE/DTF	4/14/2022	\$492.45
11684	VERIZON BUSINESS	VERIZON BUSINESS-PD-LONG DISTANCE	4/14/2022	\$8.64
11685	CRYSTAL STANLEY	C STANLEY-PD-PER DIEM RADAR RECERT INSTR TRAINING APRIL 18-21,	4/14/2022	\$60.00
11686	GALETON GLOVES AND SAFETY PRODUCTS	GALETON-ST/SAN-VISION CLASS 3 JACKETS, PANTS PO 14544	4/18/2022	\$638.35
11687	KENDALL ELECTRIC INC.	EL-16 REPLACEMENT EL METERS (LESS SALES TAX) PO UT0008	4/18/2022	\$5,280.00
11688	NICK DENVER	NICK DENVER-PD-ACADEMY PER DIEM PO 305225	4/18/2022	\$59.25
11689	NOAH BROWN	NOAH BROWN-PD-ACADEMY PER DIEM PO 305225	4/18/2022	\$59.25
11690	SOUTHWEST VA EMS COUNCIL INC	RESCUE-C HORNE EMT, ROSTER AND CARD FEES PO RS3344	4/18/2022	\$36.00
11691	POSTMASTER	POSTMASTER-APR '22 DELINQ BILLS	4/19/2022	\$303.32
11703	ARRINGTON'S INC.	SANT #628-TOWING/REPAIR EXHAUST LEAK PO ST14564	4/21/2022	\$1,122.60
11704	BRYAN REYNOLDS	B REYNOLDS-WWTP-REIMBURSE FOR CLASS 3 EXAM FEE PO WW81743	4/21/2022	\$121.00
11705	CDW GOVERNMENT, INC.	REC SEC CAMERAS-4 BAY NETWORK VID RECORDER PO IT5055	4/21/2022	\$337.73
11706	CLERK, CIRCUIT COURT OF TAZEWELL COUN	CLERK, CCTC-LIEN FOR UTILITIES	4/21/2022	\$2.00
11707	CLERK, CIRCUIT COURT OF TAZEWELL COUN	CLERK, CCTC- LIEN FOR UTILITIES	4/21/2022	\$2.00
11708	DYE, TAYLOR ANN	Utility Refund for 11012363.00 97	4/21/2022	\$58.45
11709	FIRST COMMUNITY BANK	FIRE-TOOLS, PD/FUEL, PD ZOOM LIC, REC-LIFEGUARD SUPPLIES	4/21/2022	\$2,497.18
11710	JAMES CHRISTOPHER PLASTER	J CHRIS PLASTER-REFUND OVER PMT-PERSONAL PROPERTY/MOTOR VE	4/21/2022	\$23.60
11711	NATIONAL BANK	NAT'L BANK-WWTP/WTP INT PMT DUE 5.1.22	4/21/2022	\$3,368.74
11712	NICK DENVER	N DENVER-PD-ACADEMY PER DIEM PO 305226	4/21/2022	\$260.75
11713	NOAH BROWN	N BROWN-PD-ACADEMY PER DIEM PO 305225	4/21/2022	\$260.75
11714	RICHLANDS POOLS & SPAS	RLDS POOLS-REC-POOL CHEMICALS PO 2823	4/21/2022	\$1,695.92
11715	RICOH USA, INC.	RICOH-FIN OFFICE-RENT, MAINT, ADD'L IMAGES PO FIN6059	4/21/2022	\$701.54
11716	SAFE LIFE DEFENSE	SAFE LIFE DEF-RESCUE-4FORLIFE-1ST RESPONSE ENH MULTI-THREAT VE	4/21/2022	\$611.10
11717	SHAWN M. SHORT	SHAWN SHORT-PD-PER DIEM HWY SAFETY SUMMITT NOVA PO 305223	4/21/2022	\$187.00
11718	STEVENSON LAND AND CATTLE	Utility Refund for 12012504.00 96	4/21/2022	\$132.00
11719	TAYLOR, KARRAH BROOKE	Utility Refund for 606129.00 91	4/21/2022	\$99.43
11720	VANDIVIERE, SANDRA INGRID	Utility Refund for 605612.00 94	4/21/2022	\$172.89
11721	VERITAS RENATLS LLC	Utility Refund for 1403860.00 97	4/21/2022	\$21.42
11722	WEAVER, LAURA J.	Utility Refund for 10011400.00 97	4/21/2022	\$700.69
11723	ZOLL DATA SYSTEMS	ZOLL DATA-RESCUE-MAR 22 EMS CHARTS PO RS3346	4/21/2022	\$894.00
11724	CHRISTOPHER MICALE, TRUSTEE	GARNISHMENT	4/22/2022	\$225.67
11725	JASON OSBORNE	J OSBORNE-REC-2 VOLLEYBALL REGISTRATIONS-REFUND PER JR	4/22/2022	\$70.00
11726	TRUCKPRO, LLC	TRUCKPRO-SANT #625/630 2 CRANK CASE FILTERS PO 14560	4/22/2022	\$371.98
11727	AMAZON CAPITAL SERVICES, INC.	RESCUE-TONER CARTRIDGE FOR PRINTER PO RS3336	4/28/2022	\$219.22
11728	BETSY EVANS	BETSY EVANS-REFUND-OVER PMT ON ANTHEM	4/28/2022	\$119.00
11729	BLR	BLR-FAIR LABOR STDS HANDBOOK FOR PUBLIC EMPLOYERS-RENEWAL	4/28/2022	\$536.99
11730	CLERK, CIRCUIT COURT OF TAZEWELL COUN	CLERK, CCTC- RELEASE LIEN	4/28/2022	\$1.00
11731	DAVID DECKER	REC-1/2 OF INV FOR OUTDOOR PICKLE BALLS PO RP2831	4/28/2022	\$86.00
11732	HARRIS	HARRIS-FIN OFFICE-BELT FOR PRESSURE SEAL MACHINE	4/28/2022	\$91.81
11733	JAMES C. SPARKS	WWTP-PER DIEM-MICROBIOLOGY CLASS ROANOKE PO WW81748	4/28/2022	\$44.25
11734	JESSICA REYNOLDS-LAWRENCE	REC-CONCESSION SNACKS FOR SOFTBALL TOURNAMENT PO RP2829	4/28/2022	\$96.76

The Richlands Town Council held a “Special Meeting” on April 19<sup>th</sup>, 2022, in the Richlands Council Chambers at 6:00 pm with the following present:

Mayor: Rod D. Cury

Town Manager: John O’Daniel

Town Clerk: Rebekah Hackworth

Council Members: Jeff Hurst, Doug Ratliff, Darrell Addison, Mike Street

Town Attorney: Bob Altizer

Mayor Cury opened the meeting.

Mayor Cury gave the invocation and led the Pledge of Allegiance.

Mayor Cury- Is there any Additions/Deletions to the Agenda?

John- The following items need to be added to the agenda.

- The Budget Amendment- Section House (Mural Maintenance)
- GDS and BRP- Electric Update (Jacob and Alice Wolfe)
- Appointment of New Town Clerk

Mike- I make a motion to approve the agenda as amended. Jeff seconded the motion.

Mayor Cury- We have a motion and a second. Any further discussion? All those in favor of the motion say yes. All those that oppose say no. Roll Call- Jeff- Yes, Doug- Yes, Darrell- Yes, Mike- Yes. Motion carries -4/0.

Mayor Cury- Look at the Consent Agenda, and I will entertain a motion to approve the Consent Agenda as presented.

Jeff- I make the motion to approve the Consent Agenda as presented. Darrell seconded the motion.

Mayor Cury- We have a motion and a second. Any further discussion? All those in favor of the motion say yes. All those that oppose say no. Roll Call- Jeff- Yes, Doug- Yes, Darrell- Yes, Mike- Yes. Motion carries -4/0.

Mayor Cury- “Unscheduled Public Comments”- Laura Mollo

Laura Mollo- 262 Linwood Drive

“The town has an issue with over complicating things recently. We came early to this meeting, and we had invited guests from the county here, and they would not unlock the doors for us even though they came and let themselves in and kept us outside. That is unnecessary, especially the guests that we have invited. Please, can we have another public hearing. Last week we did not have a quorum, and the people that weren’t here needs to be able to hear what the public people have to say. Last year, we saw the highest rate increases in the history of Richlands. We went

through a pandemic and are now seeing extremely high rates of inflations. Along with everything else rising, so did our poverty level. In the last year, we saw our poverty level go from 23% to 28% according to the US Census Bureau. I do not believe that this all what is happening to us nationally. This is, in part, due to the burden that the council is continuing to place on the back of the citizens by increasing taxes, fees, and utility rates. The town should be here to make life better for everyone not just a select few. We have seen a success of people in Richlands over the last year, but it's time to expand that circle to every citizen and not just your friends and family. The council shouldn't get to choose who gets to benefit from our tax dollars. That opportunity should be given to every citizen and one way to do that is to stop raising these taxes, fees, and utilities rates until the budget is under control and there is an accountability on what is being spent and where this money is going. You guys are not here to make these decisions for us. You are here to represent us as citizens. As I have said before, in a represented democracy, elected officials are servants of the people not the other way around. Winston Churchill said for a nation to tax itself into prosperity is like a man standing in a bucket trying to lift himself by the handle. And I happen to agree. "

Mayor Cury- "Unscheduled Public Comments"- Chad Estep

Chad Estep- 1201 Cresswood Drive

- My comments are mine, and I am not affiliated with anyone.
- To the gentleman that was not here last week, did you listen to the public comments?
- I represent the majority of people that are here, and we are not happy about how things are being run. We need change. We do not need to tax the people more to fix the budget. You know the money that comes in every year, and you know what we can afford and cannot. We need to focus on needs not wants.
- There are two appointments coming up, and I feel for those people because they are walking into a mess.
- No two people are going to be in agreement on everything, so let's find someone that will ask the hard questions and not be a part of the buddy system. We need someone that is willing to serve, take the criticism, and willing to go to work for this town.
- Again, I want reiterate that we need a forensic audit and go back five years. If the town has nothing to hide, this should be welcomed with open arms.

Mayor Cury- "Unscheduled Public Comments"- Mike Anthony

Mike Anthony – 1151 Orange Street

- I'm not a public speaker, so I am very nervous.
- You all represent all of the citizens of this town.
- All the data, comments, and spreadsheets online lead us to mistrust our representatives in this town.



- The problems in our town have been going on so long that they have become so large we need an outside service to help our council and town manager.
- I see that Davenport is on the agenda. I'm glad council is finally agreeing to a physical audit, where in times past, council voted against this.
- The average income of a Richlands citizen is \$30,000. Most are on fixed incomes.
- All we want is a warm place to live, money to feed our family, and dollars in our pockets. Most of us do not have that now.

Mayor Cury- "Unscheduled Public Comments"- Morgan Earp

Morgan Earp – 1618 6<sup>th</sup> Street

- My health causes speaking issues, so if my voice cuts out, that is why.
- I have issues with the contract with the salmon farm not paying normal cost and for upkeep and renovation cost. I don't want to pay taxes to keep a business up and running.
- I am in agreement that a forensic auditor should be brought in.
- I am not against the council. I respect each and every one of you. I do get upset with some of your decisions.
- You should never make decisions without input from your constituents. This is how our government functions and things get accomplished.
- Please hear my suggestions and make this town a better place.

Mayor Cury- "Unscheduled Public Comments"- Wanda Lowe

Wanda Lowe – 292 Plantation Drive

- When disaster hits, there are two modes – rescue and recovery.
- What is happening may not be a disaster to most here. However, the electrical issue has become a disaster to our senior citizens and people on a fixed income.
- There have not been any lifeboats thrown to these people that are so desperate for help.
- We need a plan to help people and come up with a payment plan.
- A lady has not had electricity since March 28<sup>th</sup> and she is disabled.
- People have lost confidence in each of you.
- No confidence causes trouble for both sides, and everyone suffers.
- New members of council do not need to be a part of the buddy system. That is not what democracy is about. Get people from the older generation because they are mature and have a lot of experience. It is important to appoint the right people to help us get out of this mess.
- People need to understand what they are voting for before they vote. Work together to fix the issues so our town will not be shut down.
- Always be sensible and fair, and do things right.

Mayor Cury- “Unscheduled Public Comments”- Barbara Cook

Barbara Cook – 264 Plantation Drive

- Council members should not be on their phones during meetings. They need to be listening and paying attention. It is disrespectful to be on the phone.
- Before you took your position, you knew how business would be held. You need to be present at all the meetings. If you want to be effective, you need to attend all of them.
- If the people who live in the town has to manage a budget, then the town of Richlands needs to learn how to budget and figure out where the money is going.
- Council members need a common vision with its constituents. Inflation and costs are higher, but we have to find a way around it. Make sure you study the budget carefully before you say yes.
- When I moved to Hidden Valley, I was told that they promised us streetlights and sidewalks, and I was just wondering where they are.
- Again, we all need a common vision. We all need to be doing whatever it takes to help Richlands attain a vision and make sure we are being productive towards these goals.

Mayor Cury- “Unscheduled Public Comments”- Ken Smith

Ken Smith - 303 South Center Street

- You took an oath when you took this office to protect and serve the people of Richlands and not bankrupt nor harm the people of the town in anyway.
- When you cut the power off of elderly people of Richlands, you are abusing them. Remember your oath you took, and if you cannot honor that, then walk out the door.

911 Anniversary Presentation with Captain Randy Ann Davis Presenting with Lieutenant Triplet

- This is the 25<sup>th</sup> anniversary of the Tazewell County 911 system which started on April 27<sup>th</sup>, 1997.
- They started on Main Street in a building that has been two restaurants since then.
- They had one Z-Tron console.
- They used an intercom for the Sheriff’s Office if they had a 911 call and a radio for the town.
- The phone system was not high tech, and it had no caller ID. You had to ask all questions from the caller. Everything had to be handwritten because there were no computers.
- The map system was a real challenge for the dispatchers.
- We finally were able to get three console systems, a better mapping system, and a computer.

- In 2010, they moved into the Tazwell County Sheriff's Office where they are now.
- We have top of the line equipment such as the smart 911 app.

Introduction of a New Director of Human Resources- Kim Fields

- I have been in Human Resources for the last 5 years.
- Banking has been my background for the last 25 years.
- I'm married, and I have one son, Brady

Appointment of the New Town Clerk.

Mayor Cury- The office of the mayor will entertain a motion to vote in Rebekah Hackworth as the New Town Clerk.

Darrell- I make a motion to appointment Rebekah Hackworth as the New Town clerk. Jeff seconded the motion.

Mayor Cury- We have a motion and a second. Any further discussion? All those in favor of the motion say yes. All those that oppose say no. Roll Call- Jeff- Yes, Doug- Yes, Darrell- Yes, Mike- Yes. Motion carries -4/0.

Mayor Cury- Congratulations, Ms. Hackworth, you are now the New Town Clerk. On that note, for every new beginning, there is also a bittersweet end. Thank you, Connie, for your service, and we wish you the best.

Mayor Cury- Next, we have Virginia Department of Emergency Management (VDEM) presented by Tim Estes.

John- Tim is here to talk about the flooding in Richlands and what our options are going forward.

Tim- Hello. Thank you for having me tonight. I have a few people with me. I have Justin Haga, which is my Disaster Response and Recovery Officer. We also have Sarah Harington, who is our All-Disaster Planner, and on the zoom call, we have Amy Howard. She is our Hazard Mitigations Grant Administrator. She will be taking care of this region.

- Richlands is no stranger to flooding.
- We offer some mechanisms that are available that Richlands could apply for. They are grants to help mitigate some of the flooding that you all have in this town.
- If Richlands decided to move forward with these grants, you would be working with Ms. Harington and Ms. Howard.

Amy Howard- We heard from one of your council persons about the flooding issues. What we have to offer you is a vast assistance grant, and what that does is it studies your issues and tells you ways to fix them. There are \$200,000 in different programs. One would be the BRIC program or Building Resilient Infrastructure and communities. If you apply for the BRIC program and get the advance assistance grant the following year, whatever the engineering firm

decides is the best way to fix your problem, he will then move into a preferred face to get the money for the actual project.

We also have an HMGP (Hazard Mitigation Grant Program) program. It's given out when the President declares a disaster. Right now, we have one for the snow storm that happened in January. FMA9644 and funding can be made available through that most of the time. An advance assistance grant usually costs around \$50-\$100,000 to find the issue, find out what's causing it, and find a way to fix it.

The FMA is available to the community, but it's only available to fix the flooding issues. However, the citizens who are affected, must have flood insurance. That's the only caveat to the FMA program.

Under any of these programs, we can do the advance assistant or the environmental study to see what the issues are.

Are there any questions for me?

Darrell- Is there a match to any of these programs?

Amy-Yes, if you are small and impoverished community, FEMA will give you up to 90%, but most of the FEMA grants are 75/25 under HMGP. The state matches with 20%, and the locality is responsible for 5%. The 5% can be made with in-kind. So, a city staff can be matched with in-kind, and it does not always have to be funding. Under these new programs with the impoverished communities, FEMA is giving us 90%, and the state is making the extra 10%. Depending on what program you choose, you could potentially have 100% funding.

Doug- We need more than \$200,000 to fix our problems.

Tim- The \$200,000 is just for a study to figure out what is wrong

Amy- I'm not offering you \$200,000 to fix the problem. I'm offering you \$200,000 to study and figure out what the problem is and how to fix it

Mike- What are what are the next steps?

Amy- You just need someone that is appointed to fill out an application and get started.

Mike- What is the deadline for these grants?

Amy- The BRIC program won't open until July-August. If that's the one that you want to do, you have until January to have everything done, and we will help you get it perfected and into the system. The HMG expires one year after the declaration, so you would still have a little bit of time.

Mayor Cury- Miss Howard, I have a question. Are these applications detailed information, and are they online?

Amy- Yes, we will send the information to Mr. O'Daniel.

Doug- Can we keep in close contact with someone from your office each month so we can know the progress?

Tim- Yes, our office can arrange that if that's the route you take. Someone from our office can be on a zoom call each month to keep you all updated on the progress.

John- If the application doesn't come out until July, there really is not a whole lot we can do other than keep in touch and for VDEM to reach out to us when the application becomes available.

Mayor Cury- Amy, whenever you get those dates worked out and the application start dates, if you could, communicate that with the town manager and with our VDEM people around here.

Mayor Cury- Any other questions for the VDEM team? If there are no further questions, we will move on. Next, we have Davenport & Company presented by Roland Kooch.

Roland Kooch and Eric (on a zoom call)

- I have been working for local governments for 25 years.
- We work with local governments across the state. We go in and try to provide an independent assessment and a financial overview in terms of historic practices.
- With respect not only to budgets but also capital planning in debt management and fund balanced management.
- We try to provide a document and a roadmap that will assist the town, in not only one budget year, but in multiple years for both general funds as well as enterprise funds.
- Our goal is to work with the town, to be a resource, and to help the town in terms of mapping out a plan to help. This plan is not only to help with capital needs but also to ensure the town has financial reserves to be physically sustainable and physically balanced in operation and a local government going forward.
- We have served towns that had 40,000 citizens and towns as small as 2,500 citizens. We were able to help each town with their budget and were beneficial to them. We were also able to help them revise current policies with management and operational cost.
- We go back five years with historic assessment.
- You must work to help both the general fund and the enterprise funds.
- We will audit at the agency level.
- The analysis is a pure comparative analysis. We will compare other city's finances to yours to see what would help Richlands the most.
- The goal of our financial and capital review is to provide short term and long-term solutions.
- It is an 8-week time frame.
- The fee for our service is \$12,500.
- We make recommendations on what the town can afford.

- We will work with the town manager and then bring the findings to the town council. We will present it to you for your consideration on how to best proceed in terms of those recommendation.
- The firm has over 400 people in their firm. The headquarters are located in Richmond.
- After the steps are followed, we have great success rates.

Eric- I have been the county administrator since 2018. Davenport helped our company come off a cliff. We had to end up cutting down on our employees, and at the same time, we raised taxes. In the year of 2018, we went from having a quarter million dollars to a 96-million-dollar budget, which was not a lot in reserves. Davenport advised us to get a line of credit. Last year, in July, we had a little under \$6 million in the bank. Our hope is \$8 million in reserve. Davenport helped us deal with our debt and helped us learn where and how to help our money grow. Davenport is just like a diet plan though; it is what you make of it. They present you with a plan, and you have to learn to live it.

Mayor Cury- Any questions from anyone? Is this in our budget, John?

John- No.

Mayor Cury- Okay, this is something we will have to work up. What is council's wish in this? Should we take this up in the budget workshop?

Darrell- I make a motion to proceed with the Davenport Public Finance Audit. Mike seconded the motion.

Mayor Cury- We have a motion and a second. Any further discussion? All those in favor of the motion say yes. All those that oppose say no. Roll Call- Jeff- Yes, Doug- Yes, Darrell- Yes, Mike- Yes. Motion carries -4/0.

Mayor Cury- Next, we have DEQ update on Iron Street property presented by Meade Anderson via a Zoom call.

Meade Anderson from Department of Environmental Equality.

- I have been involved in this site since it first made application in 2007. I have conducted several sites out there.
- This site has been enrolled in the BRP and some clean-up has been done from underground storage tanks. We have worked our way through the process itself. We have fully characterized the site. They do have a plan in place to remove a part of the soil that has been lead contaminated. That process is ready to go.
- This a program was set up by the general assembly for site that didn't meet any other cleanup program. This is one of those sites.
- When it is finished, there will be an enforcement of unity by the state, meaning it will be a closure document where there is no other federal interest in this property.
- There will likely be some restrictions put on that property, like commercial use only. No consummation of the ground water out there.

- Maybe maintain some cap area. There will probably be a fairly high level.
- If a future owner ever thought about doing some work out there, there will probably be some restrictions lifted.
- A consultant has reevaluated the risks and will probably resubmit a revised risk assessment revising some of their proposed excavation areas. Nothing on it is that significant of a change. I just eliminated moving soil in a couple of areas because it really doesn't pose a risk when you look at the statistical package that it was evaluated in.
- The town would be able to use it for commercial use.
- I would have no concerns if I was a member of the board taking over this property and using it for future development.
- There are funds up to \$50,000 to evaluate the property before you construct on it, if you wanted to use it as a safety precaution.

Mayor Cury- Does anyone have any other questions? Is this something that council is still interested in pursuing? Would there be a motion to move forward on following up with Safety Environmental Assessment?

Doug- I make a motion to move forward with a follow up on Safety Environmental Assessment. Darrell seconded the motion.

Mayor Cury- We have a motion and a second. Any further discussion? All those in favor of the motion say yes. All those that oppose say no. Roll Call- Jeff- Yes, Doug- Yes, Darrell- Yes, Mike- Yes. Motion carries -4/0.

Mayor Cury- We will now move forward onto GDS and BRP Electric update by Jacob Thomas and Alice Wolfe via zoom.

Jacob Thomas- I am a principal with the GDS firm and with me is Garrett Cole, who is also a principal with the firm, and Alice Wolfe, who is with Blue Ridge Power.

- We want to look at the electric rates for 2023.
- Last year, GDS predicted that you would need to increase electric rates in 2022.
- We are looking at ways to avoid raising rates in 2023.
- Last year, we had estimated the need for an additional \$876k in rate revenue in the physical year of 2023 over 2022 by increasing purchase power cost.
- Roughly, of the \$6.5 -\$7 million of operating expenses for the electric utility, \$5.5 million of that is used to purchase power cost.
- The rate increase in 2021 was based on assuming all the cost recovery were in based rates and that it would zero out the cost adjustment factor. It was also based on the assumption that these winter transmission peaks would drive power cost through the higher cost peaks for us. It also assumes \$200,000 in payment in lieu with taxes (pilot).
- A PILOT is when an electric system is run by a town. There are certain taxes that they forgo that they will recover from. They invest their own utility or another utility that services those customers that have resources in the town.

- When we looked at that we tried to figure out how that \$876k increase could be covered. A couple things would be eliminating the PILOT, reducing the workforce, maintaining current PCA, and drawing on rate stabilization reserves. The current reserve amount is \$200,000 (based on projections developed in May 2021)
- Based on these eliminations, I think you may could get by with not raising the rates in year 2023.

Doug- You could eliminate your administrative cost because that is just a way to move money from the electric into different departments. That would give you a bigger savings and help the citizens if we didn't take anything out of the electric.

Jacob- I don't have your numbers, Sir. I only have what the town manager has given me and that is what I made my predications on.

Mayor Cury- I would suggest that we let him finish his proposal, and we have a budget work session to discuss this issue.

Jacob- It is my understanding that the money taken out of the electric is money paid out for services that are provided on behalf of the electric. They represent operating expenses for the utility.

Doug- They are not. All the operating expenses are already included in the sum that they make because each department pays their employees within that department. So, this is money in excess after the expense of the electric system that is transferred out to be used on other things.

Mayor Cury- Doug, thank you for your questions. With all due respect, Jacob, may we go on with the presentation?

Jacob-

- We have talked before about the power cost adjustment factor. We have built in these expensive winter costs into the base rate increases. If there was an instance where a summer cost would incur and the first power cost came down, automatically adjusting the PCA may allow for flowing through those savings on the bills.
- We are close to doing a power cost adjustment quarterly right now that would require some review and would be easily reviewed and audited by town council.
- Recommending to avoid the rate increase that you would have to fix the PCA for the next several quarters and then look at automatically adjusting PCA in the future which may help us avoid the need for base rate increasing in year 2024 or 2025.
- This is mostly tied to the expectation of increased power cost. If those increases don't come through, the PCA would not need to go to reflect that or the base rates.

Doug- If we gave you all the facts and numbers would you be able to do another scenario?

Jacob- I have to work with what the town and the town council provides to me. If I could get the facts from the town, I would be glad to work with them.



Doug- I am part of the town council.

John- That's not true. These are shared expenses. If we cut them out, who is going to collect your power bill, who is going to do all these services for the electrical department? Like I said before, if you own three business and you have a person being the secretary, it's not fair for one business to pay for that secretary when she is working for all three businesses. You would spread it out, and each business would pay 1/3 of their salary from their business. That is what these shared resources that transfer out are. It's not taking money off the top. It's the electric department taking out their share for the services provided by the electric department.

Doug- It's not shared expenses. If you look, there is \$200,000 taken out of the water system. There is \$100,000 taken out of the garbage. \$600,000 is going out go the electric system. That's almost \$1,000,000. I would like to know what shared expenses cost that much.

Mayor Cury- I would like to make a suggestion. With all due respect to everyone, I suggest we move on with the presentation, and the differences of how we should deal with this should be brought up in our budget workshop.

Jacob- My recommendation for year 2023 is to make the workforce reduction of \$115,000, eliminate PILOT of \$200,000, and do not increase the electric base rates. I also suggest an expectation of having to use some portion of rate stabilization, approve a fixed factor of \$0.00861 per kwh through the first three quarters of year 2023, and approve implementation of an automatically adjusting PCA beginning in April 2023.

Mike- So what you are saying is, if we follow your recommendations, we will not have to increase electric rates in 2023?

Jacob- Based on the information that I have and these projections, yes, you are correct.

Mike- The PCA, if we summer peak, is their potential to credit bills if we ran by this PCA?

Jacob- Yes, that is the idea of automatically adjusting. The formula would allow those credits if there is a sign of peak.

Mike- Can you explain to these citizens what this PCA charge is?

Jacob- Sure, the power cost adjustment. The basic electric rates you pay are designed to recover a certain amount of purchased power cost to the extent that the purchased power cost are higher or lower than what is built into those based rates. The power cost adjustment factor can make an adjustment to bills to flow through the under or over recovery rates of power cost.

Mike- If we go by your recommendation for year 2023, does the town make any profit?

Jacob- Based on the information that I have, this would be a no net income recommendation and would actually be a loss of \$65,000 because we are pulling that from a reserve.

Doug- That is a false statement. We cannot make extra money to support the budget system. Tim Taylor said in 2014 that we cannot use the electric system to float the budget. Which is what y'all are trying to do now. When I was on the board back then, we voted not to take anything out of the electric system because it wasn't fair to part of the town to pay for electricity while Hidden Valley got a free ride because they were using the electricity for the whole town. Hidden Valley isn't paying anything while Old Town is floating \$800,000-\$1,000,000 for the whole town. With no money coming out, the electric system had the lowest rates in VA. Now we are taking almost \$1 million out, and it is making it hard on the citizens.

Mayor Cury- Please have all that documented and have it signed and notarized by the next meeting. Any other questions for Jacob?

Mike- Do you have any projections to raise the rates in 2024-2025?

Jacob- We do have some projections, and it is that there would need to be some increases but would not be as significant as 2022-2023. That is based on the exceptions of continued increase in purchase power cost.

Mike- What time would we need to start looking into that?

Jacob- Probably as soon as possible

Garrett- I just want to mention, going into summer of 2022 with automatically adjusting PCA per the recommendation here, is the opportunity to see cost fall if we see summer transmission rates for next year. That's what we are trying to accomplish here. If you go with what Jacob has recommended with the automatic PCA adjustments, you can potentially see \$1.2 million each time that occurs. That is essentially a lot for money given back if we agree to the automatic adjusting PCA.

Mike- So, if we go with the automatic PCA and we summer peak, there is a potential for year 2024 to be a decrease?

Garrett- Correct. That is our purpose. We want to be able to give those dollars back to the customers through the rate on the PCA. However, in order to budget like that, we have to have this assurance that the power cost adjustments will flow with purchase power cost. Outside of that, how could we not be conservative and budget against the winter peak from a rate stand point? We cannot come up short. That's not an option.

Mike- I just want to be clear. If we do not go with the automatic PCA and we do not raise the rates, then we potentially can't pay for power. Is that correct?

Garrett- If you don't move forward with the stated PCA that Jacob recommended, you would come up short for power cost.

Alice- I just wanted to say that purchase power generally includes energy capacity and transmission. Purchase power is kind of a generic term. Of the purchase power cost, transmission has been the cost that is rising the most. Those transmission rates have been

going up 15% for the last 10 years. Effectively quadrupling transmission rates over the last several years is what is driving overall increase in electric rates. Most of your over cost have been stable except for transmission rates.

Mayor Cury- Any other questions? Without any more questions, we will be moving on to Invoice Cloud Presentation and Discussion with Adam Elk via zoom.

Adam- I live right outside of Indianapolis. Thank you so much for having me and letting me sit in on your town council meeting. So, I am going to share how Invoice Cloud came in contact with Richlands. Richlands was in conversation with another core software provider that Invoice Cloud works with. So, Richlands software is a little outdated, and it's not thriving a bunch of utility from an operational perspective. Invoice Cloud got moved in because there is a piece of the core software at Richlands today that isn't necessarily driving the results that are beneficial, not only for paying utility customers, but also in the office from a processing standpoint.

- Invoice Cloud is an intergraded municipal bill presentment in collections platform.
- It gives the online experience to make things easier for your utility customers and tax payers paying online and signing up for additional self-services.
- It's going to look like autopay, paperless billing, and paying by text message as well.
- Invoice Cloud has been around for over 13 years. Well over 2,000 partners, local governments, and utilities use our online services.
- We processed over \$17 billion in payments last year.
- Invoice Cloud provides like AT&T, Verizon, and Capital One online bill pay experience that you are used to.
- Our goal is to cut some fees and try and make it cheaper and more convenient for the customers.
- When you can drive your customers to pay online, it cuts out your manual processing time in the office.
- Going paperless makes it more cost effective.
- Switching to a different software is very time consuming and expensive. Invoice Cloud came to the finance people in the office and offered Invoice Cloud to them. And, with little to no IT intervention, we can have it up and running in 3 to 5 months. We also have no upfront cost.
- Invoice Cloud is a proactive platform instead of reactive. For example, none of your cell phone companies wait for people to remember to pay their bills every month. They will send you a text message or a statement in the mail reminding you to pay your bill. These are ways to drive efficiency.
- Richlands is sending out 3,000 bills per month at just under \$0.60 cents per bill on postage. Going paperless would help save money
- Invoice Cloud makes it very simple to enroll in paperless billing. People can pay right from their phone. We also over a 24/7 phone line for people who are not very tech savvy and want to pay over the phone.
- This will raise customer satisfaction as well as make cost efficiency thrive.

- We have a dedicated support team that will exceed your hours of operation to make sure they are available if something was to happen.
- You will have an assigned support team that will work just for your site.
- Our platform is built around user friendliness.
- We have a monthly active fee of \$125 a month, \$1,500 a year to use the program. That would be charged to Richlands. We are not looking to charge any upfront implementation cost to Richlands because we are looking to build out a software partnership with Logics. Right now, we have a 2.95% processing fee for credit and debit cards for a \$2.50 minimum flat fee. We do offer an electronic check processing up to \$125,000 for a flat convenience fee of \$1.50.
- The most convenient thing about it is, if you forget to pay your bill, Invoice Cloud can send you a text message and you can pay your straight from your phone.

Mayor Cury- Would council like to have this in writing for us to look over before we decide on this program? Adam, if you could get this over to John for us to look at and then we will make our formal decision.

Mayor Cury- Next on the agenda is to go into closed session.

Jeff- I make a motion to go into executive session Pursuant to VA Code Section a. 2.2-3711 (A) (8)- Consultation with legal Counsel (Trademark Matter). Mike seconded the motion.

Mayor Cury- We have a motion and a second. Any further discussion? All those in favor of the motion say yes. All those that oppose say no. Roll Call- Jeff- Yes, Doug- Yes, Darrell- Yes, Mike- Yes. Motion carries -4/0.

Mayor Cury- I will entertain a motion to be back in regular session. In so doing, please certify that we discussed nothing but what was in the code numbers.

Jeff- I make a motion to ratify the code VA section 2.2-3711(A) (8) and 4 personnel matters. We ratify that was the reason we went into executive session. Darrell seconded the motion.

Mayor Cury- We have a motion and a second. Any further discussion? All those in favor of the motion say yes. All those that oppose say no. Roll Call- Jeff- Yes, Doug- Yes, Darrell- Yes, Mike- Yes. Motion carries -4/0.

Mayor Cury- We need an IDA update presented by Blake Ray

Blake- DEQ, thank y'all for taking care of that. I will mark that off my list. That has been a 20-year project. Next, Spearhead Trails. I met with several people and discussed what we needed to do to move to allow ATVs in the town of Richlands. VDOT has to correct an issue with the 4-lane under the bridge, and they are working on that. The county has to do a couple things. VDOT has requested that the Town of Richlands draft a resolution of support to be submitted simultaneously while they are doing their study to get everything done. If y'all entertain a motion tonight to draft a letter of support and get that to VDOT, then we could potentially have ATVs coming from Spearhead Trails to the Town of Richlands to help out our small businesses by mid-June or mid-summer. Rick is the chairman of Spearhead Trails. He has worked countless hours

across Southwest VA. I want to see this get over the finish line for the work he has put in not only to help the local economy but mostly for the citizens. At the end of the day, we have a revenue problem, and I think this could help with the revenue of things. Quick update on Pop-Up Richlands. We have two weeks left. We ended up having 7 participants stay, and they are completing that program in two weeks. The funds that have come in are \$25,000 from the town, \$7,000 from the county, and we have just now received \$17,000 from the Thompson Charitable Foundation. So, that's a total of \$49,500 that was allocated to this program. We set a goal when I took over as Chair to get those coffers filled to fund this program. That program is now funded for the spring session and the fall session of 2022 and spring session for 2023 and half of fall session 2023. It will take about three years to see the full effect of this program. So, thank you, Jeff Mansour, on behalf of the Thompson Charitable Foundation. We received a surprise this week. VA Community Capital is giving an additional \$3,000 which will be used for women who own a business. Thank you to everyone who has worked hard for this program. We also need a motion to allow the spending of the \$15,000 for those recipients who are going through the challenge on the 28th. Three separate grants of \$5,000.

A couple people have resigned. Larry Johnson spends a lot of time in Castlewood and in Russell County due to his farm. Jordan Bales has asked to be appointed. Jordan is a double WHO meaning he has graduated from the University of Virginia twice with honors. He graduated with a degree in statistics with a concentration in Economics. He is also a senior software engineer. With that effective tonight, I am also going to resign from the IDA. It wasn't an easy decision. My life last month changed. Covid is now over, and I have to be in DC three days a week and driving back and forth is difficult. When I am here, I don't have the time to dedicate to the IDA. I would like to request Phillip Horton in my place, and he has agreed to accept if y'all appoint him. I would be remiss, if I didn't end with a quote. We all want to see Richlands be prosperous and Wynona Judd said it best, "The first step is to realize that it begins with you and me and when we stand together it's our finest hours. We can do anything. Keep believing in the power. Love can build a bridge between your heart and mind. Love can build a bridge." We have an opportunity to build a bridge and move forward as a community. All people are in the right places. So please stop fighting. We all have the same goal. We just have different ways of getting there.

Mayor Cury- Would council like to make a motion to appoint Phillip Horton and Jordan Bales to the IDA board?

Doug- I make a motion to appoint both Phillip Horton and Jordan Bales to the IDA Board. Darrell seconded the motion.

Mayor Cury- We have a motion and a second. Any further discussion? All those in favor of the motion say yes. All those that oppose say no. Roll Call- Jeff- Yes, Doug- Yes, Darrell- Yes, Mike- Yes. Motion carries -4/0.

Mayor Cury- I would like to suggest that we wait until the other members of council are appointed so they can be a part of the resolution on the Spearhead Trails.

Mike- John, will you draft that letter and let us look at it at the next meeting?

John- Yes, I can do that.

Mayor Cury- Next, we need to entertain a motion for the funds to be awarded. If that money isn't used, it will be returned to the coffers.

Darrell makes a motion for John to allocate \$15,000 to the IDA for the \$5,000 to each participant who is going to win this contest. Mike makes the second.

Mayor Cury- We have a motion and a second. Any further discussion? All those in favor of the motion say yes. All those that oppose say no. Roll Call- Jeff- Yes, Doug- Yes, Darrell- Yes, Mike- Yes. Motion carries -4/0.

Mayor Cury- What is council's wish on the vacant seats?

Mike- I make a motion to appoint Seth White to Town Council. Darrell seconded the motion.

Mayor Cury- We have a motion and a second. Any further discussion? All those in favor of the motion say yes. All those that oppose say no. Roll Call- Jeff- Yes, Doug- Yes, Darrell- Yes, Mike- Yes. Motion carries -4/0.

Jeff- I make a motion to appoint Mike Compton for Council seat. Mike seconded the motion.

Bob Altizer- If you vote Mike Compton like you did Seth White, they will both serve for the unexpired terms and both are due to be reelected on November 8<sup>th</sup>, 2022, and will expire December 31<sup>st</sup>, 2022. You will not have to have a special election.

Mayor Cury- We have a motion and a second. Any further discussion? All those in favor of the motion say yes. All those that oppose say no. Roll Call- Jeff- Yes, Doug- Yes, Darrell- Yes, Mike- Yes. Motion carries -4/0.

Mayor Cury- Madam Clerk, please officially notify Seth White and Mike Compton with an official letter appointing them to Town Council.

Mayor Cury- We have two new members of IDA and two new members of council, and I think they would greatly appreciate us pausing so they can be part of some of these important decisions.

Next, on the agenda, is discussion of Procedural changes in Council Meetings, R-2022-04-01 Public Comment Policy and Procedures.

John - I will go through all these very quickly. The first one is resolution to change the public comment rules that we discussed in our last meeting. I wanted y'all to have a copy and take some time to read through it and think about it. If there are no objections, we can discuss adopting that at our next meeting. This was put in your agenda packets last week. If you don't, let me know, and I can get you a copy. I can send everyone an email with it just in case.

Next, we discussed moving the closed session to earlier in the meetings. We did that tonight. We are going to continue with that for a couple months and see how we like that.

Next, we discussed council report time-limits, and council decided not to put a 3–5-minute limit. I just wanted to circle back and let everyone know since everyone wasn't here at our last meeting.

Mayor Cury - Next, the rezoning requests. Jeff, do you have an update?

Jeff- Yes, the planning commission committee met last night at 7:00. We decided to approve both the zoning requests at 1809 Third Street and 105 Augusta Avenue.

Mayor Cury- So, you are requesting that council rezone that property of 1809 Third Street from present zoning classification of B2 to classification of M1 on the zoning map of the town of Richlands?

Jeff- I make a motion to council that will rezone the certain property of 1809 Third street from present zoning classification of B2 to classification of M1 on the zoning map of the town of Richlands. Darrell seconded the motion.

Mayor Cury- We have a motion and a second. Any further discussion? All those in favor of the motion say yes. All those that oppose say no. Roll Call- Jeff- Yes, Doug- Yes, Darrell- Yes, Mike- Yes. Motion carries -4/0.

Jeff- I make a motion to council that will rezone the certain property of 105 Augusta Avenue from present zoning classification of M1 to classification of R2 on the zoning map of the town of Richlands. Darrell seconded the motion.

Mayor Cury- We have a motion and a second. Any further discussion? All those in favor of the motion say yes. All those that oppose say no. Roll Call- Jeff- Yes, Doug- Yes, Darrell- Yes, Mike- Yes. Motion carries -4/0.

Mayor Cury- Next, we have proposed 2022-2023 Budget Discussion. That's a very big topic.

John- I just have some things that I need some direction on. Then, at the next meeting or workshop, hopefully we can have a full council, and I will be able to bring a clean budget with these changes in it with further discussion from the full group. One the front page there is an updated budget calendar. I've highlighted an additional workshop because from what I have heard that is something that we need. If we continue on May 10<sup>th</sup>, it will be the first time we can do a reading on the budget ordinances, and May 24<sup>th</sup> will be the second time and would pass at that time. If we need to have another public hearing, I will leave that up to council. We will have an ad in tomorrow's paper that will clarify some things that weren't as clear in our original advertisement. We are still on schedule to have the first reading in May and second one in May as well. Anyone have any questions?

Mike- We have two regular scheduled meetings in May and in June?

John- Yes, we approved these at the beginning of the year. When we did our calendar for the year, we put those meetings in there as regular meetings.

Doug- We approved those as regular meetings?

John- Yes, we did. I knew how complicated these budget meetings can be, and with our charter requirements, we discussed it and felt it was best to go ahead and put those in there. So, we have those additional dates to do those first and second readings.

Mike- My opinion, since we are doing two meetings in May, I am going to say we should do a public hearing on May 10<sup>th</sup>.

Doug- Connie, later could you give me a copy of those exact minutes when we approved those dates for two regular meetings in May and in June?

Connie- Yes.

John- As soon as the new members get sworn in, we need to go ahead and schedule the budget workshop. Maybe next week?

Mayor Cury- Is Wednesday the 27<sup>th</sup> okay for everyone?

Mayor Cury- Budget workshop is set for Wednesday 27<sup>th</sup> at 6:00pm at Town Hall.

John- I would like to get some consensus on some things so we can move forward. Are you interested in doing the \$0.75 on real estate and personal property tax? This will give code enforcement and budget for demolition of houses as well as code enforcement with grass and cleaning up property. We wouldn't have to wait and go through the foreclosure process. We could go through it quicker and have it torn down and maybe sell it at a loss.

Mayor Cury- Is there already an increase in budget and real estate property tax?

John- No, this is what it would be for. The proposal was 2.75% total for additional COLA for employees, and \$0.75 was for code enforcement to have a budget.

Mayor Cury- So, this is already on the budget proposal?

John- It is in the proposal, but it's not really built in yet. If it is added, then we would need to add in the revenue and the expense. But neither has been added yet.

Mike- I can make this easy. I am not ready to make any increase in real estate or personal property tax.

John- Okay, can I get a consensus on the code enforcement of \$0.75?

Mike- I love our employees, and I would love to give the additional 2% on top of the 2.75% , but at the current time with the town, I am not prepared to raise any real estate or personal property tax at this time.

Doug- I agree with Mike.

Mayor Cury- Any further comments?

John- Okay, next is cigarette and garbage tax. These go into making up for that \$200,000 PILOT that if we cut it from electric. Now we have a \$200,000 deficit in our general fund if we leave those where they were proposed. If we cut our attorney fees back to where we think the



projections are. IT server and IT debt we used some of the lost revenue replacement funding, so instead of having that debt payment for the next couple years, we go ahead and pay for those needs upfront with that funding and reduce that cost. We also have the police department equipment these are the tasers and the body cameras. We could use that funding to pay for that as well instead of having a \$35,000 payment every year for the next 4 years. Also, the cigarette tax. Leave that as proposed at \$.25 per pack. I just wanted to get some thoughts on this, so we know how to go from here. I am just trying to get rid of the PILOT, so we don't have to raise electric rates.

Doug- Could I give you a thought? Why don't you go for something that's really going help? We can save \$300-\$400,000. Everybody knows we should have done it 10 years ago and that we are going to have to go to 911. All other towns saw the writing on the wall. Why don't we transition and that would save us \$400,000 in the budget? That would make up for all your losses.

John- If we want to discuss the 911 situation, that's something that council has put in place, if that is something that council wants to consider. I think that's something that would take several months and not something we can implement in this year's budget. That's several meetings with the sheriff to sit down and really see how it would happen. If that's something council wants to consider, then that's something we can look at over the next 6 months.

Doug- I have had several discussions, and that is something they can do fairly quickly. I'm guessing they could transition in two months and that would save us a lot of money.

Mayor Cury- Doug, thank you for sharing your wishes. Any other thoughts?

Mike- I think that it's coming. I agree with you 100%. I think we need to be extremely cautious with it because there is a lot in play. I care a whole lot about public safety. I support it. I just think it has to be done in the right way. I think we create some sort of 911 transition committee where we discuss it and what it would look like and what it also includes for our department. I don't disagree with you, and I think it's heading that way. But I think we need to take our time with it. We need to get a timeline worked out and involve the sheriff and everyone and do it correctly.

Doug- I think we should do it quickly. We could set a date, a two-month transition, and that would help the budget also.

Mayor Cury- Okay, I think this requires a vote. What is council's will?

Mike- I make a motion to form a committee to explore moving to 911 dispatch for all of Richlands. The committee will also report back to council in 2 months. Jeff seconded the motion.

The agreement was made that the committee would include John, Jeff, Doug, the sheriff, and whomever else needs to be involved to make the transition correctly and smoothly.

Mayor Cury- We have a motion and a second. Any further discussion? All those in favor of the motion say yes. All those that oppose say no. Roll Call- Jeff- Yes, Doug- Yes, Darrell- Yes, Mike- Yes. Motion carries -4/0.

Mayor Cury- John, can you reach out and get this committee together? Also, any further discussion on the budget cuts?

John- Yes, on the general fund cuts to eliminate the PILOT, are there any objections or is everyone good? Because I would like to take these changes and update our printouts. So that everyone that comes in for the budget workshop gets a clean sheet to go by.

Mike- I support this 100%. We have money in the bank where we can literally pay off this debt and make these cuts. If we have this, we need to make this for the citizens. If we can make any cut that proves to be beneficial to the town and remove and potential increases, I fully support this. Do you need a consensus on this?

John- Yes, so we can move forward with this so I can have it ready for the workshop.

Doug- No, I am not ready to do a consensus. I am not voting for any taxes until we remove that \$325,000 that we are taking out of the electric fund.

John- Okay, well I will update these and have them ready for our Wednesday meeting.

Mike- Did you get your consensus?

John- Yes, everyone is ready to move forward with these cuts except for Doug.

Mayor Cury- Town Manager reports:

John-Assess channel update: It has been down for the last two months. Frank has been working on it. We had a piece of hardware on our end, and Spectrum had a piece of hardware on their end. We have replaced both now. We had a company that we had a subscription with, and it had expired and we were not aware. So, we have renewed that and now we are just waiting on that to be up and running so that we can have the public live streaming on the access channel. We are hoping for an ETA of next month.

Utility billing update: We have already talked some about this in our presentations. Last meeting it was asked how much we spend each month in sending out our bills? We spend right at \$1,400 each month in postage. We have a third party that does that for us. They get a much better postage rate than we would. They charge \$400.00 to print the utility bills and send them out.

Greenway stage update: They are almost done with that. There are a couple small things they are waiting on the building inspectors to sign off on. As soon as that is completed, we will have our guys go in and run some electrical outlets in there. We have already had a couple requests for people to use it, but we want to get electricity ran to it first. We are hoping to have it up and running in a month or so.

Mike- Are we going to name that hundred and some thousand-dollar stage?

John- I think we should name it. That is something we can discuss in closed session. You guys can be thinking of some names, and we can discuss it at our next meeting.

John- Library Funding Update: As you know, they are looking at a much larger project. They have asked us not to do what we have planned on. I spoke to Shanna Plaster, with the county, to

see if they wanted us to give that money back to the county. She is working with the library to find maybe another way they can use those funds so that they are still being used for that intended purpose. We are working with the Thompson Charitable Foundation to return those funds as well. We hope they will set those funds aside and allocate them for the library's larger renovation project.

Next, Economic development: As you know, our Economic Developer resigned. We have put an ad out and are trying to fill that position as soon as we can. They have a lot going on downtown, and we really need someone to fill that position.

Doug- We are like \$300,000, probably \$500,000, in the hole. I would like a consensus to freeze our hiring until we get our budget under control. I think we can do without hiring anyone until we get in the plus.

Mayor Cury- Council's thoughts? Yes or No?

Mike- I am not a fan of stopping progression myself. I think there are multiple ways to go about business in our town. I think it's an important and vital portion at our town. I want to keep it myself.

Mayor Cury- Okay, Doug, I'm sorry. We shared thoughts. That's all I know to do.

John- Project Graduation has requested to use the Rec Park gym on June 4<sup>th</sup> after prom from 6:00pm-midnight. They are asking to use the whole facility. So, essentially this will act as a private party since we usually don't do this. They have requested council to approve this if you would like to be a part of this.

Mayor Cury- Council's thoughts?

Doug- I make a motion to allow project graduation to use the gymnasium at the Rec Park. Mike seconded the motion.

Mayor Cury- We have a motion and a second. Any further discussion? All those in favor of the motion say yes. All those that oppose say no. Roll Call- Jeff- Yes, Doug- Yes, Darrell- Yes, Mike- Yes. Motion carries -4/0.

John- The Rec Commission has recommended for Freddie Elswick for an in-town Rec Commission member and have asked for council to consider it for approval.

Jeff makes a motion to appoint Freddie Elswick to the Rec Commission. Mike seconded the motion.

Mayor Cury- We have a motion and a second. Any further discussion? All those in favor of the motion say yes. All those that oppose say no. Roll Call- Jeff- Yes, Doug- Yes, Darrell- Yes, Mike- Yes. Motion carries -4/0.

John- I do want to follow up. At one of our meetings, it was asked for us to contact someone at the Weldon Cooper Center to compare our rates to other organizations. I spoke to William Shook, and he said at this time that is not something that they have the expertise to address.

Doug- I spoke with Shea Cook and he said someone from that company would be reaching out to you that had the expertise in doing that.

Mayor Cury- This is my suggestion to clear that up. Doug, you get Shea to contact John. Next, we have council's reports. These are non-voting items.

Darrell- I just want to thank Blake for his services on the IDA and Rick Woods for all his hard work on the Spearhead Trails.

Doug- I would like to make a motion to contact Travis and Will Moorefield to remove the exception on our utilities and let the SCC regulate our pricing ups and downs like they do AEP. That way they could oversee and our citizens would be more comfortable having someone looking over them. Council wouldn't have to take the heat when it goes up and down. Motion fails for lack of a second.

Mike- I am open to look into it, but I think we should make sure we know what's going on first.

Darrell- I would like to meet with Travis, Will, Doug, and John to research this out.

Mayor Cury- So, do we have a consensus of council to do this?

Council Members- Yes.

Mayor Cury- Okay, we have a consensus. Darrell, I will put you in charge.

Mike- Last meeting I gave some information on the Broadband request. I am going to wait until the 10<sup>th</sup> meeting to bring that to council for a vote. This is to provide public Wi-Fi for the town.

Jeff- I talked to Rusty Hess about cleaning up the litter at Food Lion and at the railroad. He had a crew to go out there and clean. I told some citizens that we have some unusual high winds and trash tends to blow, but American Carpet Care did go over there and clean up the trash.

Doug- Can I add something to yours? I have had a lot of complaints about the playground equipment. Could John go over there and look at all the playground equipment to make sure it's not damaged and that someone won't get hurt?

Jeff- Another thing, do you know the dates for prom?

Mayor Cury- May 7<sup>th</sup>.

Jeff- Okay, I think they are wanting to use Suffolk Avenue to walk down to the library. I just wanted to make the citizens aware of that if anyone will be downtown at that time.

Mayor Cury- I was asked to be at the opening of Little League, and it was great. I went to the Bad Axery, and it was great. I think we have a lot of great things going on in our town. We have a lot of cool things coming up as well. Thank you to everyone who came. Remember our budget meeting April 27<sup>th</sup> in council's chambers at 6:00.

Mike- I make a motion to adjourn. Doug seconded the motion.

Adjourned.

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Rodney D. Cury, Mayor

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Rebekah Hackworth, Clerk



TO: John O'Daniel

Date Submitted: 5/4/2022

SUBJECT: Budget Amendment #4

Date of Council Action: 5/10/2022

I hereby request that the budget and related appropriation for the General Fund be amended, as set forth below, as permitted and authorized by the General Statutes of Virginia.

The purpose of this amendment is to transfer funds from the Non-Departmental Budget to the

	Account No	Title	Department	Amount
Expenditure Account:	10-4050-500250	Employee Appreciation	Employee Appreciation	(\$430.00)
				<u>(\$430.00)</u>
Expenditure Account:	10-4300-525325	Section House	Community & Civic Facilities	\$430.00
				<u>\$430.00</u>

This request has been checked for proper account numbers and verified that the amendment is balanced. If the request is to record a grant's acceptance or amendment, the Finance Department has received a copy thereof and it appears to be in order.

Remarks: \_\_\_\_\_  
Yes No

Finance Officer \_\_\_\_\_

**ACTION OF TOWN MANAGER**

\_\_\_\_\_ Approved for Council Action  
Town Manager

\_\_\_\_\_ Disapproved

**Council Action**

\_\_\_\_\_ Approved

\_\_\_\_\_ Disapproved  
Rodney D. Cury, Mayor





BPM	Paperless %	Total Paperless	Biller Cost Per Bill	Total Current Cost	IC Fee Per Bill	IC Fee Total	Biller Monthly Savings	Annual Savings
2,500	10%	250	\$0.50	\$125.00	\$0.15	\$37.50	\$87.50	\$1,050.00
2,500	15%	375	\$0.50	\$187.50	\$0.15	\$56.25	\$131.25	\$1,575.00
2,500	20%	500	\$0.50	\$250.00	\$0.15	\$75.00	\$175.00	\$2,100.00
2,500	25%	625	\$0.50	\$312.50	\$0.15	\$93.75	\$218.75	\$2,625.00

Invoice Cloud Monthly Fee	\$125	Total Annual Cost	\$1,500
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Savings from 20% paperless	\$2,100.00
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Cost of IC with 20% paperless with monthly access fee **(\$600.00)**

Richlands can use Invoice Cloud at a cost of less than \$90 monthly to drive significant time savings for staff. This is in addition to providing the ideal online experience for residents.

Shut off letters sent monthly	500	Cost of letter	\$0.50	Monthly Cost	\$250.00	Annual Cost	\$3,000.00
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IC with a 20% reduction monthly	100.00	Annual Savings	\$1,200.00
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267 autopsys @ \$0.50	133.50	Annual Cost	\$1,602.00
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Annual cost of IC absorbing autopsys, cutting delinquencies by 20% and driving 20% paperless enrollments	\$1,002.00
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## Richlands Commission and Board Membership List

### Planning Commission

	<u>Term of Office</u>
Richard Smith, Chairman	06-30-2022
Randy Smith, Vice-Chairman	06-30-2024
Elliott Joyce	06-30-2024
Michelle Elswick- Secretary	06-30-2024
Barry Alley	06-30-2022
John O'Daniel, Town Manager	Concurrent with employment
Jeff Hurst, Council Member	Concurrent with council term

Meets on the first Tuesday of each month at 7:30 p.m. at the Richlands Town Hall. 4-year terms.

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### Industrial Development Authority Members

	<u>Term of Office</u>
Phillip Horton- Chairman	6-30-2024
Jordan Bales	6-30-2024
Jannis White	6-30-2025
Gary Jackson- Vice Chair	6-30-2025
Cody Elswick	6-30-2022
Craig Earls- Secretary	6-30-2023
Adrienne Cordle- Treasurer	6-30-2022

Meets on the first Tuesday of each month at 6:00 pm at the Richlands Town Hall. 4-year terms.

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### Zoning Board of Appeals

	<u>Term of Office</u>
Gene Hurst - Chairman	06-30-2023
Bill Patton	06-30-2023
George Brown	06-30-2024
Barry Alley	06-30-2025
Larry Whited	06-30-2022

Meets as needed at the Richlands Town Hall. 5-year terms

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### Recreation Commission Members

	<u>Term of Office</u>
Tony Cordle- President (Out)	12-31-2023
Craig Earls- Secretary (In)	12-31-2023
Corey Whited- Vice-President (In)	12-31-2025
Frances Meadows (In)	12-31-2023
Mark Gillespie (In)	12-31-2023
Rocky Hill (Out)	12-31-2025
Patricia Sizemore (In)	12-31-2025
Freddie Elswick (In)	12-31-2025
Open (Out)	12-31-2025
Council Seat Open (Non-voting member)	Concurrent with council term

Meets 3<sup>rd</sup> Monday of each month at 7:00 pm. 3-Year Terms



## RESOLUTION NO.: R-2022-05-01

### *Amendment to Replace an Embedded Resolution*

#### **Town of Richlands Public Comment Rules and Procedures**

**BE IT ORDAINED** by the Council of the Town of Richlands, Virginia, that it hereby adopts the following public comment rules and procedures, pursuant to the Virginia Code of Ordinances;

#### **Public Comment Rules and Procedures**

The Town Council values the opinions of its citizens and welcomes public comment on items of Town interest at our monthly meetings.

The Town Council wishes to facilitate the orderly reception and dissemination of information, and the Town Council determines that this can best be accomplished in an environment where the rules of conduct are clearly established.

Individuals that wish to speak at a monthly Town Council Meeting must sign up prior to the public comment period. Speakers are limited to a maximum of five (5) minutes per person unless

- 1). Prior arrangements have been made with the Mayor, or
- 2). The Town Council, due to adjustments to the agenda, increases or reduces the time limit.

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#### **Public Comment Rules**

The Town Council values the opinions of its citizens and welcomes public comment on items of Town interest at our monthly meetings.

The Town Council wishes to facilitate the orderly reception and dissemination of information and the Town Council determines that this can best be accomplished in an environment where the rules of conduct are clearly established.

1. Each speaker shall be limited to a maximum comment period of three five (5) minutes.
2. No speaker shall be permitted to cede his or her five (5) minute allotment to another speaker.
3. Each speaker shall speak from the podium or microphone and shall state his or her name and address for the record.
4. The timekeeper will begin the speaker's time when the speaker is finished stating their name and address. The timekeeper will raise his or her hand notifying the mayor and speaker that only thirty seconds remain. The same signal will be given when the speaker has reached the end of their allotted time. If a timekeeper is not present the Mayor will dictate how time will be kept and enforced.

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#### **Documents**

Any speaker who intends to produce a report, diagram, map, photograph, compilation of data, or other document to the Town Council at a meeting shall also provide the Town Clerk or their designee with ten (10) hard copies, and, if possible, one (1) electronic copy, of all documents prior to the Town Council meeting so that the documents may be maintained as part of the record of the meeting.

#### **Decorum**



**ORDINANCE NO.: O-2022-05-06**

*Amendment to Existing Ordinance*

**TITLE XV: LAND USAGE**

**CHAPTER 154: ZONING**

**Town of Richlands Zoning Map**

**BE IT ORDAINED** by the Council of the Town of Richlands, Virginia, that it hereby enacts the following changes to the Town of Richlands Zoning Map, pursuant to §§154.015(B) and 154.205 of the Town of Richlands, Virginia Code of Ordinances, in order to reclassify the zoning designations of certain parcels of real property located within the Town as identified below, and to reconfigure the Town of Richlands Zoning Map accordingly:

**Tax Map Parcel Nos.: 105A40811 0017-0018**

Reclassify from INDUSTRIAL, GENERAL, DISTRICT M-1 to  
RESIDENTIAL, GENERAL, DISTRICT R-2

*(all other designations as indicated on the Zoning Map of the Town of Richlands remain unchanged)*

First Reading: \_\_\_\_\_

Second Reading: \_\_\_\_\_

A motion was made by \_\_\_\_\_, and seconded by \_\_\_\_\_,

VOTE:	Addison	_____
	Hurst	_____
	Ratliff	_____
	Street	_____
	Thompson-Whitt	_____
	White	_____

\_\_\_\_\_  
Rodney D. Cury, Mayor

\_\_\_\_\_  
Rebekah Hackworth, Clerk

Effective Date (30 days from passage, unless passed as emergency):





**ORDINANCE NO.: O-2022-05-07**

*Amendment to Existing Ordinance*

**TITLE XV: LAND USAGE**

**CHAPTER 154: ZONING**

**Town of Richlands Zoning Map**

**BE IT ORDAINED** by the Council of the Town of Richlands, Virginia, that it hereby enacts the following changes to the Town of Richlands Zoning Map, pursuant to §§154.015(B) and 154.205 of the Town of Richlands, Virginia Code of Ordinances, in order to reclassify the zoning designations of certain parcels of real property located within the Town as identified below, and to reconfigure the Town of Richlands Zoning Map accordingly:

**Tax Map Parcel Nos.: 105A509 0149-0161**

Reclassify from BUSINESS, GENERAL, DISTRICT B-2 to  
INDUSTRIAL, GENERAL, DISTRICT M-1

**105A509 0162-0163**

Reclassify from BUSINESS, GENERAL, DISTRICT B-2 to  
INDUSTRIAL, GENERAL, DISTRICT M-1

*(all other designations as indicated on the Zoning Map of the Town of Richlands remain unchanged)*

First Reading: \_\_\_\_\_

Second Reading: \_\_\_\_\_

A motion was made by \_\_\_\_\_, and seconded by \_\_\_\_\_,

VOTE:	Addison	_____
	Hurst	_____
	Ratliff	_____
	Street	_____
	Thompson-Whitt	_____
	White	_____

\_\_\_\_\_  
Rodney D. Cury, Mayor

\_\_\_\_\_  
Rebekah Hackworth, Clerk

Effective Date *(30 days from passage, unless passed as emergency)*:



**ORDINANCE NO.: O-2022-05-01**

**TITLE II: ADMINISTRATION  
CHAPTER 35: TAXATION**

**GENERAL PROVISIONS**

*Amendment to Existing Ordinance*

**BE IT ORDAINED** by the Council of the Town of Richlands, Virginia, pursuant to §§2.2(4), 3.4(7), and 4.4 of the Town Charter, Section 35.01(A) of the Town of Richlands, Virginia Code of Ordinances ("Town Code") and Virginia Code §§58.1-1104 and 58.1-2503 (Repl. Vol. 2017), that the Council hereby AMENDS Sections 35.03(B) and 35.04 of the Town Code regarding the real estate tax rate and the applicable penalty and the rate of interest to be collected for the delinquent payment thereof, to be applied in the assessment of real property located within the corporate limits of the Town:

**§35.03 WHEN TAXES DUE AND PAYABLE; PENALTY**

*(A) The text of this subsection remains unchanged by this Amendment*

(B) Any person failing to satisfy such tax bill on or before December 28 following the mailing thereof shall incur a penalty of five percent (5.0%), per annum, of the principal amount due.

**§35.04 INTEREST**

Interest at the rate of one-half of one percent (0.5%), per month, shall be collected upon the principal and penalty from January 1 of the year after taxes were due under §35.03(B). Interest will continue to accumulate monthly until the entire principal balance, accrued penalty and accrued interest has been paid.

**BE IT ORDAINED** by the Town Council of the Town of Richlands, Virginia, that the above ordinance amendment go into effect 30 days from its passage.

First Reading: \_\_\_\_\_  
Second Reading: \_\_\_\_\_

A motion was made by \_\_\_\_\_, and seconded by \_\_\_\_\_,

VOTE: Addison \_\_\_\_\_  
Hurst \_\_\_\_\_  
Ratliff \_\_\_\_\_  
Street \_\_\_\_\_  
Thompson-Whitt \_\_\_\_\_  
White \_\_\_\_\_

\_\_\_\_\_  
Rodney D. Cury, Mayor

\_\_\_\_\_  
Rebekah Hackworth, Clerk

Effective Date (30 days from passage, unless passed as emergency): \_\_\_\_\_



**ORDINANCE NO.: O-2022-05-02**  
**TITLE II: ADMINISTRATION**  
**CHAPTER 35: TAXATION**

**Tax on Cigarettes**

**BE IT ORDAINED** by the Council of the Town of Richlands, Virginia, pursuant to Richlands Town Charter §§2.2(4) and 3.4(7), and Virginia Code §58.1-3830, et seq. (Repl. Vol. 2017), that it hereby enacts the following Ordinance regarding the taxation of cigarettes which are sold within the corporate limits of the Town:

**§ 35.10 Definitions.**

The following words, terms and phrases, when used in this Chapter, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning.

*Agent* means every local dealer and any other person who shall be authorized by the Treasurer of the Town or his/her designee to purchase and affix stamps to packages of cigarettes under the provisions of this Chapter.

*Carton* means a container of ten (10) packages of cigarettes, with each package containing twenty (20) cigarettes.

*Cigarette Tax Appeals Board* means a three (3) person panel, comprised of those members of the finance committee for the Town Council, who will hear all appeals of decisions of the Treasurer regarding the seizure of any property pursuant to this Chapter.

*Dealer* means every manufacturer, jobber, wholesale dealer or other person who supplies a seller with cigarettes.

*Metered insignia* means any symbol printed by a meter machine upon any such package under authority of the Treasurer or his or her representative or designee.

*Package* means every parcel, box, can, bundle or other container of any cigarettes to which the Virginia Revenue Stamp is required to be affixed by and under §58.1-1003 of the Code of Virginia of 1950, as amended, and in which retail sales of such cigarettes are normally made or intended to be made.

*Sale* means every act or transaction, irrespective of the method or means employed, including the use of vending machines and other mechanical devices, whereby title to any cigarettes shall be transferred from the seller, as defined in this section, to any other person within the Town.

*Seller* means every person engaged in the business of selling cigarettes who transfers title or in whose place of business title to any such cigarettes is transferred within the Town for any purpose other than resale.

*Stamp* means the small gummed piece of paper or decal to be sold by the Treasurer, or his/her representative or designee, and affixed by the agent to every package of cigarettes; it shall also denote any insignia or symbol printed by a meter machine upon any such package under authority of the Treasurer or his/her representative or designee.

*Treasurer* means the Town Treasurer and every person duly authorized by him/her to serve as

his/her representative or designee.

**State law references** - State cigarette tax, Code of Virginia, §58.1-1000 et seq.; local cigarette tax, Code of Virginia, §58.1-3830 et seq.

**§ 35.11 Tax levied; rate.**

There is hereby levied and imposed by the Town, in addition to any and all other taxes which may be or have been imposed, a tax to be paid and collected as provided in this Chapter on each and every sale of cigarettes made of tobacco, or any substitute thereof, occurring within the Town. The tax is to be paid by the seller, dealer or other agent by affixing, or causing to be affixed, a stamp to every package of cigarettes, in the kind and manner required in this Chapter and at applicable rates as follows: The rate or amount of tax levied or imposed on cigarettes shall be at the rate of twenty-five cents (\$.25) for each twenty (20) cigarettes or fractional part thereof.

**§ 35.12 Disposition of revenue.**

Revenue derived from the tax imposed by this Chapter shall be deposited by the Treasurer to the credit of the general fund of the Town for utilization for such legal purposes as the Town Council may from time to time determine.

**§ 35.13 Keeping and sale of stamps; duties of Treasurer.**

(a) The Treasurer shall acquire, keep and sell the necessary stamps to local dealers and other agents, and the stamps are to be of such denominations and quantities as may be necessary for the payment of the tax imposed by this Chapter.

(b) In the sale of stamps under this Chapter to a local dealer or other agent, the dealer or agent will be responsible for any cost which is incurred by such dealer or agent in affixing the stamps to packages of cigarettes.

(c) The Treasurer may from time to time and as often as he/she deems advisable provide for the issuance and exclusive use of stamps of a new design and forbid the use of stamps of any other design. The Treasurer is empowered to make and carry into effect such reasonable rules and regulations relating to the preparation, furnishing, sale and redemption of stamps as he/she may deem necessary. In redeeming stamps or making refunds for destroyed stamps, the Treasurer shall not in any case refund more than ninety percent (90%) of the face value of such redeemed or destroyed stamps; the Treasurer is further authorized and empowered to prescribe the method to be employed, the conditions to be observed and any other necessary requirements not contrary to this Chapter in the use of meter machines for printing upon packages of cigarettes an insignia to represent the payment of the tax and in lieu of stamps.

(d) In addition to powers granted in this Chapter, the Treasurer is further authorized and empowered to:

- (1) Prescribe, adopt, promulgate and enforce rules and regulations relating to the method and means to be used in the cancellation of stamps.
- (2) Delegate his/her powers to his/her representatives, designees or others,

including the police officers of the Town.

- (3) Determine the manner of taking inventory, affixing stamps, etc., on cigarettes on hand and in stock on the first day of July of each year.
- (4) Determine the manner of registration of any distributor, wholesaler, vendor, retailer or other person selling, storing or possessing cigarettes within or transporting cigarettes within or into the Town for sale or use.
- (5) Determine any other matters pertaining to the administration and enforcement of the provisions of this Chapter.

**§ 35.14 Inspection of records, premises.**

The Treasurer or his/her duly authorized representative or designee is empowered at reasonable times to examine books, records, invoices and papers of any distributor, wholesaler, vendor, retailer or other person selling, storing or possessing cigarettes, related to purchases, sales, etc., of cigarettes, and to examine all cigarettes in and upon any premises where such cigarettes are placed, sold, stored, offered for sale or displayed for sale by the seller.

**§ 35.15 Untaxed cigarettes; seizure of cigarettes and other property; disposition; appeal.**

(a) If the Treasurer or his/her representative or designee discovers any cigarette package or carton subject to the tax imposed under this Chapter upon which such tax has not been paid to the Town and upon which stamps have not been affixed in compliance with the provisions of this Chapter, the Treasurer or his/her duly authorized representative, designee or officer, or any of them, are hereby authorized and empowered to seize and take possession forthwith of such cigarettes, which shall thereupon be deemed forfeited to the Town.

(b) Any property, other than motor vehicles, used in the furtherance of any evasion of the tax may be seized by the Treasurer, or by his/her duly authorized representative or designee, and confiscated.

(c) Such cigarettes or other property referenced in paragraph b) above, may be sold by the Treasurer or his/her representative or designee. Such sale may occur after written notice is forwarded to the last known address of the former holders of the property so seized and is also posted at the front door of the Town Hall municipal building at least five (5) days prior to the date given therein for the sale. Once a sale occurs, the Treasurer shall collect from the proceeds of sale the tax due thereon, together with a penalty in the amount of fifty percent (50%) thereof and the costs incurred in such proceedings. The Treasurer shall then pay the balance, if any, of such proceeds to the seller in whose possession such forfeited cigarettes or other property were found. No credit from any sale or other disposition shall be allowed toward any tax or penalties owed.

(d) The sale of any seized property may be stayed by the former holders of such property by their noting an appeal of the Treasurer's decision to the Cigarette Tax Appeals Board (hereinafter "CTAB"). Said notice of appeal must be in writing and shall be filed with the Treasurer within five (5) days of the Treasurer's decision, a copy of which notice shall also be provided by the appellant to the Town Manager. A hearing on said appeal before the CTAB shall be scheduled by the Town Manager to occur within thirty (30) days of the filing of the notice of appeal by the appellant, at which hearing the appellant may present evidence on his/her behalf, subpoena witnesses in his/her behalf, and be represented by counsel. The

written decision of the CTAB shall be forwarded to the appellant and to the Treasurer. The aggrieved party may appeal said CTAB decision upon written application filed with the Clerk of the Circuit Court within ten (10) days of the date of issuance of the CTAB decision.

(e) Upon the appeal of any seizure of property by the Treasurer, the sale of any seized property shall be held in abeyance pending such determination by the CTAB and any appeal therefrom.

(f) The seizure and sale of any cigarettes shall not be deemed to relieve any of the violators of any other penalties provided for in this Chapter.

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**State law reference** - Seizure of cigarettes, Code of Virginia, §58.1-3832(6).

**§ 35.16 Purchase and use of stamps; seller's obligations.**

(a) Every local dealer in cigarettes and every agent appointed under this Chapter shall purchase necessary stamps from the Treasurer to pay the tax imposed under this Chapter and shall affix or cause to be affixed a stamp of the monetary value provided by this Chapter to each package of cigarettes prior to delivering or furnishing such cigarettes to any seller who is not also an agent.

(b) Nothing contained in this Chapter shall be deemed to preclude any dealer from authorizing and employing any agent to purchase and affix such stamps in his behalf in order to effectuate the provisions of this Chapter.

(c) Stamps shall be placed upon each package of cigarettes in such a manner as to be readily visible to the purchaser.

(d) It shall be the responsibility of every seller to determine that each package of cigarettes offered for sale has a proper stamp affixed thereto in compliance with the provisions of this Chapter.

(e) If inspection by the agents of the Town discloses unstamped or improperly stamped packages of cigarettes, the seller, when such cigarettes were obtained from a local dealer, shall immediately notify such dealer and upon such notification such dealer shall forthwith either affix to such unstamped or improperly stamped package, container or item the proper amount of stamps or shall replace such package, etc., with others to which stamps have been properly affixed. If a seller who is not also an agent acquires or has in his possession unstamped or improperly stamped cigarettes, the seller shall forthwith notify the Treasurer of such fact. The Treasurer or his/her representative or designee shall thereupon affix or cause to be affixed the proper stamps to such cigarettes at such agent's place of business, and the face value cost of such stamps shall be advanced by such seller to the Treasurer.

(f) If any package of cigarettes is found in the possession of a seller without proper stamps thereon, and the seller is unable to submit evidence to the Treasurer establishing that seller received such cigarettes within the immediately preceding forty-eight (48) hours, and that he has not offered such cigarettes for sale, then it shall be presumed that such cigarettes are being kept in violation of the provisions of this Chapter, and that the seller shall be subject to the penalties provided in this Chapter, even though such seller is also an agent.

(g) The Treasurer, by proper rules and regulations, may require every local dealer, agent or seller to cancel stamps upon all packages of cigarettes in such dealer's, agent's or seller's possession.

(h) Every local dealer and seller shall maintain and keep for a period of at least two (2) years such records of cigarettes received and sold by him as may be required by the Treasurer upon demand



and the Treasurer shall also make available the means, facilities and opportunity for making such examinations at all reasonable times.

**§ 35.17 Presumptions, quantity; grounds for seizure.**

Cigarettes found in quantities of more than six (6) cartons within the Town shall be conclusively presumed for sale or use within the Town and may be seized and confiscated if:

(a) They are in transit, and are not accompanied by a bill of lading or other document indicating the true name and address of the consignor or seller and of the consignee or purchaser, and the brands and quantity of cigarettes so transported, or are in transit and accompanied by a bill of lading or other document which is false or fraudulent, in whole or in part; or

(b) They are in transit and are accompanied by a bill of lading or other document indicating:

(1) A consignee or purchaser in another state or the District of Columbia who is not authorized by the law of such other jurisdiction to receive or possess such tobacco products on which the taxes imposed by such other jurisdiction have not been paid, unless the tax of the state or District of destination has been paid and the said products bear the tax stamps of that state or District; or

(2) A consignee or purchaser in the Commonwealth of Virginia but outside of the Town who does not possess a Virginia sales and use tax certificate, a Virginia retail cigarette license and, where applicable, both a business license and retail cigarette license issued by the local jurisdiction of destination; or

(c) They are not in transit and the tax has not been paid, nor have approved arrangements for payment been made, provided that this subparagraph shall not apply to cigarettes in the possession of distributors or public warehouses which have filed notice and appropriate proof with the Town that those cigarettes are temporarily within the Town and will be sent to consignees or purchasers outside of the Town in the normal course of business.

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**State law reference** - Seizure of cigarettes, Code of Virginia, §58.1-3832(3).

**§ 35.18 Counterfeiting, altering stamps prohibited.**

It shall be unlawful for any person to falsely or fraudulently make, forge, alter or counterfeit any stamp, or knowingly and willfully alter, publish, pass or tender as true any false, altered, forged or counterfeited stamps.

**§ 35.19 Sale of untaxed products through vending machines.**

It shall be unlawful for any person to sell and dispense through a vending machine or other mechanical device any cigarettes upon which the tax imposed by this Chapter has not been paid and upon which evidence of the payment thereof is not shown on each package of such cigarettes.

**§ 35.20 Penalties.**

Any person violating any provision of this Chapter shall be deemed guilty of a Class 1 misdemeanor, punishable by a fine of not more than two thousand five hundred dollars (\$2,500.00) or not more than twelve (12) months in jail, or both. Such person(s) found guilty of violation shall be required to pay a penalty for late payment not to exceed ten percent (10%) per month, a penalty for fraud and evasion of tax not to exceed fifty percent (50%), and interest not to exceed three quarters of one percent (.75%) per month, upon any tax found to be due and unpaid.

\_\_\_\_\_ **State law reference** - Code of Virginia, §58.1-3832(5).

**Sections 35.21 through 35.29 Reserved.**

First Reading: \_\_\_\_\_

Second Reading: \_\_\_\_\_

A motion was made by \_\_\_\_\_, and seconded by \_\_\_\_\_,

VOTE:

Addison	_____
Hurst	_____
Ratliff	_____
Street	_____
Thompson-Whitt	_____
White	_____

\_\_\_\_\_  
Rodney D. Cury, Mayor

\_\_\_\_\_  
Rebekah Hackworth, Clerk

Effective Date (*30 days from passage, unless passed as emergency*): \_\_\_\_\_

**Ordinance No.: O-2022-05-03**  
**TITLE V: PUBLIC WORKS**  
**CHAPTER 50: UTILITY SCHEDULES AND RIDERS**

**Re-adoption of Chapter 50, and Amendment of Rates**

**BE IT ORDAINED** by the Council of the Town of Richlands, Virginia, pursuant to §§2.2(6), 2.4(13) and 3.4(7) of the Town Charter, and Virginia Code §§15.2-1102 and 15.2-1117 (Repl. Vol. 2018), that it hereby RE-ADOPTS Chapter 50, UTILITY SCHEDULES AND RIDERS, and AMENDS the Town's Electric, Water and Wastewater rates, and Garbage Container fees charged by the Town as previously adopted on September 14, 2021:

**CHAPTER 50: UTILITY SCHEDULES AND RIDERS**

Section

- 50.01 Rate making authority
- 50.02 Definitions
- 50.03 Schedule R.S. Residential Electric Service Code E05
- 50.04 Schedule S.W.S. Sanctuary Worship Service Code E051
- 50.05 Schedule S.G.S. Small General Service Code E09
- 50.06 Schedule L.G.S. Large General Service Code E01
- 50.07 Schedule M.G.S. Medium General Service Code E07
- 50.08 Schedule O.L. Outdoor Lighting Code OL1, OL2, OL3, OL4, OL5, OL6, OL7, OL8
- 50.09 Schedule PCA Power Cost Adjustment
- 50.10 Temporary Electric Ride Service
- 50.11 Local tax adjustment rider
- 50.12 Water and sewer rates
- 50.13 Garbage and Container fees
- 50.14 Miscellaneous services
- 50.15 Disconnection for late payment

**§ 50.01 Rate Making Authority**

- (A) Virginia Code Title 15.2, Chapter 21 authorizes local governments to operate public utilities.
- (B) The Richlands Town Council establishes utility rates, as authorized in Town Code.
- (C) Policies and procedures pertaining to standards and services are maintained in separate documents.

**§ 50.02 Definitions**

For the purpose of this Chapter, the following definitions shall apply unless the context clearly indicates or requires a different meaning. All terms used herein are considered to have common public Utility application. They are neither unique to the Town of Richlands, nor are they meant to be subjected to precise scientific definition.

Consumption - The amount of service used over a given period of time as measured by a meter.

Customer - The individual, firm, or organization that purchases service at a specific location under a specific rate classification, contract, or rate schedule.

Customer Charge - The established fixed fee necessary to cover meter reading, billing, and other general service costs.

Customer Class - Specified Customer category as determined by consumption or demand levels, patterns, conditions, equipment used, and type of service.

Demand Charge - That part of the charge for electric service based on the amount of the Utility's plant and resources required to serve the Customer's peak needs. Demand is the average kW to the nearest 1/10 measured by the Utility's metering equipment for a 15-minute period as adjusted for power factor.

Energy Charge - The charge per kWh of electricity delivered to a Customer.

Kilowatt (kW) - A standard measure of electricity equal to 1,000 watts.

Kilowatt-hour (kWh) - One thousand watts of power used for one hour. Electricity is measured and billed in kWh increments.

Month - Not a calendar month, but instead the interval between successive regular meter reading dates. This can range from 26 to 35 calendar days for Customers billed on monthly cycles and 56 to 65 calendar days for those billed on a bi-monthly basis.

Town - Town of Richlands, Virginia.

Utility - Refers to the Town of Richlands Utilities Department, or any division thereof.

§ 50.03 Schedule R.S. (Residential Service) Code E05

(A) Availability of Service: Availability for full domestic electric service through one meter to individual residential customers.

(B) Monthly Rate:

Customer Charge ..... \$9.90 per month

Energy and Fuel Charge:

All KWH..... \$0.12411 per KWH

(C) Base Rate Factor: The above rate charges are subject to adjustment by the Base Rate Factor, Rider "BRF", which is incorporated herein by reference.

(D) Minimum Charge: This schedule is subject to a minimum charge equal to the customer charge.

(E) Power Cost Adjustment: The above energy charge is subject to a Power Cost Adjustment, Rider "PCA", which is incorporated herein by reference.

(F) Payment: Bills are due upon presentation and payable at Town Hall Finance Office located at 200 Washington Square, Richlands, Virginia. Payment is due by the 15<sup>th</sup> of the month. A penalty of 10% per service will be added to the bill if not received prior to the due date. All delinquent accounts are subject to cut-off after the 20<sup>th</sup> of each month.

(G) Reconnection Charge: There shall be a charge for reconnection of services terminated because of non-payment of bills in accordance with "Miscellaneous Services" listing included in these Rate Schedules

(H) Miscellaneous Service Charges: Charges for additional services provided shall be made on the basis of the "Miscellaneous Services" listing included in these Rate Schedules.

(I) Term of Service: Continuous until Customer notice.

(J) Special Terms and Conditions:

(1) This rate is also available to rural domestic Customers engaged principally in agricultural pursuits where service is taken through one meter for residential purposes as well as for the usual farm uses outside the home, but it is not extended to any other operations of a commercial nature or operations such as processing, preparing or distributing products not raised or produced on the farm, unless such operation is incidental to usual residential and farm uses.

(2) (a) The rate is available for single-phase service, 60 hertz and at any available standard voltage. Three-phase service may be provided, but only under special arrangements and according to the "Policies, Standards and Specifications for Electric Service to Residential, Commercial and Industrial Developments."

(b) All service required on premises by Customer shall be furnished through one meter.

(c) Resale of service is not permitted hereunder. Where a part of the Customer's equipment is used for purposes other than residential, a different applicable rate schedule will apply to such power service.

(3) See Service Policies & Procedures.

(K) Effective: Bills rendered after 06/30/2022

**§50.04 Schedule S.W.S. (Sanctuary Worship Service) Code E051**

(A) Availability of Service: Availability for electric service only to the synagogue or church building in which the sanctuary or principal place of worship is located which take Standard Service from the Company.

(B) Monthly Rate:

Customer Charge..... \$10.70 per month

Energy and Fuel Charge:

All KWH ..... \$ 0.1349 per KWH

(C) Base Rate Factor: The above rate charges are subject to adjustment by the Base Rate Factor, Rider "BRF", which is incorporated herein by reference.

(D) Minimum Charge: This schedule is subject to a minimum charge equal to the customer charge.

(E) Power Cost Adjustment: The above energy charge is subject to a Power Cost Adjustment, Rider "PCA", which is incorporated herein by reference.

(F) Payment: Bills are due upon presentation and payable at Town Hall Finance Office located at 200 Washington Square, Richlands, Virginia. Payment is due by the 15<sup>th</sup> of the month. A penalty of 10% per service will be added to the bill if not received prior to the due date. All delinquent accounts are subject to cut-off after the 20<sup>th</sup> of each month.

(G) Reconnection Charge: There shall be a charge for reconnection of services terminated because of non-payment of bills in accordance with "Miscellaneous Services" listing included in these Rate Schedules

(H) Miscellaneous Service Charges: Charges for additional services provided shall be made on the basis of the "Miscellaneous Services" listing included in these Rate Schedules

(I) Term of Service: Continuous until Customer notice.

(J) Special Terms and Conditions:

(1) This rate is also available to rural domestic Customers engaged principally in agricultural pursuits where service is taken through one meter for residential purposes as well as for the usual farm uses outside the home, but it is not extended to any other operations of a commercial nature or operations such as processing, preparing or distributing products not raised or produced on the farm, unless such operation is incidental to usual residential and farm uses.

(2) (a) The rate is available for single-phase service, 60 hertz and at any available standard voltage. Three-phase service may be provided, but only under special arrangements and according to the "Policies, Standards and Specifications for Electric Service to Residential, Commercial and Industrial Developments."

(b) All service required on premises by Customer shall be furnished through one meter.

(c) Resale of service is not permitted hereunder. Where a part of the Customer's equipment is used for purposes other than residential, a different applicable rate schedule will apply to such power service.

(3) See Service Policies & Procedures.

(K) Effective: Bills rendered after 06/30/2022



**§50.05 Schedule S.G.S. (Small General Service) Code E08, E09**

(A) Availability of Service: Available for general service customers with electrical capacity requirements of 25 KW or less per month. When a customer being served under this Schedule exceeds 25 KW per month for more than two months during the past twelve months, the customer will be placed on the appropriate rate Schedule.

(B) Monthly Rate:

Customer Charge.....	\$12.20 per month
Energy and Fuel Charge	
All KWH .....	\$ 0.12066 per KWH

(C) Base Rate Factor: The above rate charges are subject to adjustment by the Base Rate Factor, Rider "BRF", which is incorporated herein by reference.

(D) Minimum Charge: This schedule is subject to a minimum monthly charge equal to the Customer Charge.

(E) Power Cost Adjustment: The above energy charge is subject to a Power Cost Adjustment, Rider "PCA", which is incorporated herein by reference

(F) Payment: Bills are due upon presentation and payable at Town Hall Finance Office located at 200 Washington Square, Richlands, Virginia. Payment is due by the 15<sup>th</sup> of the month. A penalty of 10% per service will be added to the bill if not received prior to the due date. All delinquent accounts are subject to cut-off after the 20<sup>th</sup> of each month.

(G) Reconnection Charge: There shall be a charge for reconnection of services terminated because of non-payment of bills in accordance with "Miscellaneous Services" listing included in these Rate Schedules.

(H) Miscellaneous Service Charges: Charges for additional services provided shall be made on the basis of the "Miscellaneous Services" listing included in these Rate Schedules.

(I) Term of Service: Continuous until Customer notice.

(J) Special Terms and Conditions:

(1) (a) The rate is available for single-phase service, 60 hertz and at any available standard voltage.

(b) Three-phase service may be provided without additional cost as provided in the "Policies, Standards and Specifications for Electric Service to Residential, Commercial and Industrial Developments."

(c) All service required on premises by the Customer shall be furnished through one meter. Resale of service is not permitted hereunder.

(2) See Service Policies & Procedures.

(K) Effective: Bills rendered after 06/30/2022

**§50.06 Schedule L.G.S. (Large General Service) Code E01**

(A) Availability of Service: Availability for general service customers with electrical capacity requirements exceeding 500 KW per month for more than two months during the past twelve months but less than 1,000 KW per month.

(B) Monthly Rate:

Customer Charge..... \$ 214.00 per month

Demand Charge  
All KW of demand ..... \$ 16.05 per KW

Energy and Fuel Charge  
All KWH..... \$ 0.07094 per KWH

(C) Base Rate Factor: The above rate charges are subject to adjustment by the Base Rate Factor, Rider "BRF", which is incorporated herein by reference.

(D) Minimum Charge: This schedule is subject to a minimum monthly charge equal to the customer charge, plus such additional charges as are applicable from demand or energy.

(E) Power Cost Adjustment: The above energy charge is subject to a Power Cost Adjustment, Rider "PCA", which is incorporated herein by reference.

(F) Measurement of Energy & Determination of Demand:

(1) Energy supplied hereunder will normally be delivered through one meter for a combined power and lighting load. However, where the Utility has specified separate single-phase metering for lighting and a separate polyphase metering for power at a single location, then the kilowatt-hours and demand for billing purposes will be taken as the two kilowatt-hour readings and two demand readings separately determined.

(2) The Customer's demand shall be taken monthly to be the highest registration of a 15-minute integrating demand meter or indicator, or the highest registration of a thermal type demand meter or the highest registration of a solid-state, electronic type demand meter.

(3) For purposes of billing, including determination of minimum bill, the demand shall be the greater of the following:

(a) 500 kW; or

(b) the current month measured demand; or

(c) forty percent (40%) of the highest measured demand established during the past eleven (11) months, including demand adjustments for power factor.

(4) The Customer agrees to maintain unity power factor as nearly as practicable. Metered demands shall be adjusted to correct for average power factors lower than ninety percent (90%) lagging. Such adjustment shall be made by increasing the metered demand by one-half the percent difference between ninety percent (90%) and the actual average power factor.

(G) Equipment Supplied by Customer: The point of ownership and delivery shall be at the load side of the transformer(s) used to supply the Customer. The Customer shall provide for the installation, operation and maintenance of all equipment and facilities required for service beyond the delivery point.

(H) Local Tax Adjustment: This rate is subject to Local Tax Adjustment, Rider "E", which is incorporated herein by reference.

(I) Payment: Bills are due upon presentation and payable at Town Hall Finance Office located at 200 Washington Square, Richlands, Virginia. Payment is due by the 15<sup>th</sup> of the month. A penalty of 10% per service will be added to the bill if not received prior to the due date. All delinquent accounts are subject to cut-off after the 20<sup>th</sup> of each month.

(J) Reconnection Charge: There shall be a charge for reconnection of services terminated because of non-payment of bills in accordance with "Miscellaneous Services" listing included in these Rate Schedules.

(K) Miscellaneous Service Charges: Charges for additional services provided shall be made on the basis of the "Miscellaneous Services" listing included in these Rate Schedules.

(L) Term of Service: Not less than one year.

(M) Special Terms and Conditions:

(1) Single or three phase, 60 hertz and at any available standard voltage. Resale of service is not permitted hereunder.

(2) See Service Policies & Procedures.

(N) Effective: Bills rendered after 06/30/2022

**§50.07 Schedule M. G. S. (Medium General Service) Code E07**

(A) Availability of Service: Available for general service customers with electrical capacity requirements exceeding 25 KW per month for more than two months during the past twelve months but less than 500 KW per month.

(B) Monthly Rate:

Customer Charge.....	\$13.90 per month
Demand Charge	
All KW of demand.....	\$ 4.75 per KW
Energy Charge	
All metered KWH.....	\$ 0.1038 per KWH

(C) Base Rate Factor: The above rate charges are subject to adjustment by the Base Rate Factor, Rider "BRF", which is incorporated herein by reference.

(D) Minimum Charge: This Schedule is subject to a minimum monthly charge equal to the Customer Charge, plus such additional charges as are applicable from demand or energy.

(E) Power Cost Adjustment: The above energy charge is subject to a Power Cost Adjustment, Rider "PCA", which is incorporated herein by reference.

(F) Measurement of Energy Determination of Demand:

(1) Energy supplied hereunder will normally be delivered through one meter for a combined power and lighting load. However, where the Utility has specified separate single-phase metering for lighting and a separate polyphase metering for power at a single location, then the kilowatt-hours and demand for billing purposes will be taken as the two kilowatt-hour readings and two demand readings separately determined.

(2) The Customer's demand shall be taken monthly to be the highest registration of a 15-minute integrating demand meter or indicator, or the highest registration of a thermal type demand meter or the highest registration of a solid-state, electronic type demand meter.

(3) For purposes of billing, including determination of minimum bill, the demand shall be the greater of the following:

- (a) 25 kW
- (b) the current month measured demand; or
- (c) 40% of the highest measured demand established during the past eleven months, including demand adjustments for power factor.

(4) The Customer agrees to maintain unity power factor as nearly as practicable. Metered demands shall be adjusted to correct for average power factors lower than ninety percent (90%) lagging.

(5) Such adjustment shall be made by increasing the metered demand by one-half the percent difference between ninety percent (90%) and the actual average power factor.

(G) Equipment Supplied by Customer: The point of ownership and delivery shall be at the load side of the transformer(s) used to supply the Customer. The Customer shall provide for the installation, operation and maintenance of all equipment and facilities required for service beyond the delivery point.

(H) Local Tax Adjustment: This rate is subject to Local Tax Adjustment, Rider "E", which is incorporated herein by reference.

(I) Payment: Bills are due upon presentation and payable at Town Hall Finance Office located at 200 Washington Square, Richlands, Virginia. Payment is due by the 15<sup>th</sup> of the month. A penalty of 10% per service will be added to the bill if not received prior to the due date. All delinquent accounts are subject to cut-off after the 20<sup>th</sup> of each month.

(J) Reconnection Charge: There shall be a charge for reconnection of services terminated because of non-payment of bills in accordance with "Miscellaneous Services" listing included in these Rate Schedules.

(K) Miscellaneous Service Charges: Charges for additional services provided shall be made on the basis of the "Miscellaneous Services" listing included in these Rate Schedules.

(L) Effective: Bills rendered after 06/30/2022

**§50.08 Schedule O.L. (Outdoor Lighting) Codes OL1, OL2, OL3, OL4, OL5, OL6, OL7, OL8**

(A) Availability of Service. Available for outdoor lighting to individual customers located outside areas covered by municipal street lighting systems.

(B) Monthly Rate

<u>Code</u>	<u>Wattage</u>	<u>Type of Lamp</u>	<u>Total</u>
OL1	100	H.P. SODIUM	\$10.10
OL2	100 (Shared)	H.P. SODIUM	\$ 5.05
OL3	400	H.P. SODIUM	\$23.10
OL4	400 (Shared)	H.P. SODIUM	\$11.80
OL5	100HPS	POST TOP	\$11.75
OL6	100HPS	UNGR (Shared)	\$ 5.90
OL7	250	H.P. SODIUM	\$18.30
OL8	250 (Shared)	H.P. SODIUM	\$ 9.15

(C) Special Terms and Conditions

Customer must sign a one-year contract agreement with the Town of Richlands. If the customer request that the light be taken down or if the customer moves before the one-year contract expires, they will be charged the balance of the contract.

(D) Effective: Bills rendered after 06/30/2022

**§50.09 SCHEDULE PCA (Power Cost Adjustment)**

(A) Applicability: This section is applicable to and becomes a part of each electric rate schedule in which reference is made to Schedule PCA.

(B) Formula:

(1) The amount charged for each kWh of energy sold by the Town of Richlands may be increased in accordance with the following:

$$PCA = \frac{C - (B \times P)}{S}$$

Where:

PCA = Power cost adjustment factor; provided, however, that such factor shall not be less than zero.

C = The estimated total cost of power in dollars to be purchased by the Town of Richlands for the twelve-month period.

P = The estimated total kilowatt-hours to be purchased by the Town of Richlands for the twelve-month period.

S = The estimated total kilowatt-hours to be sold by the Town of Richlands for the twelve-month period.

B = The average cost of wholesale power per kilowatt-hour purchased by the Town of Richlands which is recovered in the Town of Richlands' retail rate schedules, currently \$0.00861.

(2) The PCA factor will be computed according to the above formula for a twelve-month period beginning July of each fiscal year. Should it appear at any time during the twelve-month period that continued use of the PCA factor then in effect for the remainder of the twelve-month period will result in a substantial under recovery of the power cost, the Town of Richlands may modify the existing PCA factor to recover the applicable power cost more accurately. However, the PCA factor will not be less than zero.

(C) Effective: Bills rendered after 06/30/2022

**§50.10 Temporary Electric Service Rider**

(A) Applicability: Temporary electric service will be furnished to any Customer under Rate SGS or MGS.

(B) Special Terms and Conditions:

(1) The Customer must pay either applicable "Miscellaneous Services" charges stated in these Rate Schedules or actual cost, whichever is greater.

(2) See Service Policies & Procedures.



## **§50.11 Local Tax Adjustment Rider**

(A) (1) When the Town of Richlands is or becomes liable to any political jurisdiction for any gross receipts tax, franchise tax, excise tax, privilege tax, use tax, or any other like charges against its real and/or personal property, or its operation, or its production of energy or the amount of energy sold to or its revenues received from the sales of energy to the Customers within that jurisdiction, the amount of such tax, fee or charge shall be added, pro rata, to the bills of said Customers for electric service rendered within said jurisdiction.

(2) This process will thereby prevent Customers not taking service in said jurisdiction from being compelled to share such local taxes.

(3) Such tax adjustments shall be shown on the bills of Customers affected as "Tax Adjustment".

(B) (1) When a tax is levied on the Customer's consumption of electric energy by any governmental authority or political subdivision, it may be collected by the Town and transferred to the appropriate body.

(2) This local excise tax shall be shown on the bills of Customers affected as "Consumer Tax".

**§50.12 WATER & SEWER RATES**

(A) Monthly Rates:

In-Town Water Rates					
Water Meter Size in Inches	Water Meter Type	Fee per New Tap for Peak Cost	Monthly Minimum Change Each Meter Size	Usage Allowance in Gallons	Unit Charge per 1,000 Gallons
0.625	Displacement/Ultrasonic	\$1,100	\$13.64	0	\$3.38
0.750	Displacement/Ultrasonic	\$1,100	\$13.64	0	\$3.38
1.000	Displacement/Ultrasonic	\$1,500	\$16.44	0	\$3.38
1.500	Displacement/Ultrasonic	\$2,000	\$21.10	0	\$3.38
2.000	Displacement/Ultrasonic	\$3,200	\$26.71	0	\$3.38
2.500	Displacement/Ultrasonic	Parts Cost	\$35.12	0	\$3.38
3.00	Single/Ultrasonic	Parts Cost	\$41.66	0	\$3.38
4.000	Single/Ultrasonic	Parts Cost	\$44.46	0	\$3.38
6.000	Single/Ultrasonic	Parts Cost	\$105.18	0	\$3.38
Out-of-Town Water Rates					
Water Meter Size in Inches	Water Meter Type	Fee per New Tap for Peak Cost	Monthly Minimum Change Each Meter Size	Usage Allowance in Gallons	Unit Charge per 1,000 Gallons
0.625	Displacement/Ultrasonic	\$1,100+ Labor Costs	\$17.89	0	\$4.50
0.750	Displacement/Ultrasonic	\$1,100+ Labor Costs	\$17.89	0	\$4.50
1.000	Displacement/Ultrasonic	\$1,500+ Labor Costs	\$22.87	0	\$4.50
1.500	Displacement/Ultrasonic	\$2,000+ Labor Costs	\$31.17	0	\$4.50
2.000	Displacement/Ultrasonic	\$3,200+ Labor Costs	\$41.14	0	\$4.50
2.500	Displacement/Ultrasonic	Parts + Labor Costs	\$56.08	0	\$4.50
3.00	Single/Ultrasonic	Parts + Labor Costs	\$67.71	0	\$4.50
4.000	Single/Ultrasonic	Parts + Labor Costs	\$97.59	0	\$4.50
6.000	Single/Ultrasonic	Parts + Labor Costs	\$180.63	0	\$4.50

In-Town Sewer Rates				
Water Meter Size in Inches	Water Meter Type	Monthly Minimum Change Each Meter Size	Usage Allowance in Gallons	Unit Charge per 1,000 Gallons
0.625	Displacement/Ultrasonic	\$20.82	0	\$4.70
0.750	Displacement/Ultrasonic	\$20.82	0	\$4.70
1.000	Displacement/Ultrasonic	\$23.48	0	\$4.70
1.500	Displacement/Ultrasonic	\$27.91	0	\$4.70
2.000	Displacement/Ultrasonic	\$33.23	0	\$4.70
2.500	Displacement/Ultrasonic	\$41.20	0	\$4.70
3.00	Single/Ultrasonic	\$47.40	0	\$4.70
4.000	Single/Ultrasonic	\$63.36	0	\$4.70
6.000	Single/Ultrasonic	\$107.66	0	\$4.70
Out-of-Town Sewer Rates				
Water Meter Size in Inches	Water Meter Type	Monthly Minimum Change Each Meter Size	Usage Allowance in Gallons	Unit Charge per 1,000 Gallons
0.625	Displacement/Ultrasonic	\$27.28	0	\$6.27
0.750	Displacement/Ultrasonic	\$27.28	0	\$6.27
1.000	Displacement/Ultrasonic	\$32.01	0	\$6.27
1.500	Displacement/Ultrasonic	\$39.88	0	\$6.27
2.000	Displacement/Ultrasonic	\$49.33	0	\$6.27
2.500	Displacement/Ultrasonic	\$63.52	0	\$6.27
3.00	Single/Ultrasonic	\$74.54	0	\$6.27
4.000	Single/Ultrasonic	\$102.90	0	\$6.27
6.000	Single/Ultrasonic	\$181.66	0	\$6.27

Sewer Tap Size in Inches	In-Town Fee per New Tap for Peak Costs	Out-of-Town Fee per New Tap for Peak Costs
4.000	\$500.00	\$500.00+Labor Costs
6.000	\$600.00	\$600.00+Labor Costs
8.000	\$800.00	\$800.00+Labor Costs

(B) Appropriate meter type: Will be determined by Town staff.

(C) Effective: Bills rendered after 06/30/2022

### §50.13 GARBAGE AND CONTAINER FEES

(A) Monthly Rates:

#### Garbage Rates

Residential-In Town	\$13.50
Residential-Out of Town	\$15.65
Commercial — 1 day pickup per week	\$16.87
Commercial — 2 day pickup per week	\$32.53
Commercial — 3 day pickup per week	\$48.17
Commercial — 5 day pickup per week	\$79.46

#### Container Charges

1 cubic yard	\$ 8.59
2 cubic yards	\$17.18
4 cubic yards	\$34.36
6 cubic yards	\$51.55
8 cubic yards	\$68.73

\$ 8.59 per additional yard

(B) Effective: Bills rendered after 06/30/2022

## **§50.14 Miscellaneous Services**

(A) The Town of Richlands provides a variety of services at the customer's request. Services are charged on the basis of the following fees:

<b><u>Miscellaneous Services</u></b>	<b>Fees</b>
Returned Check Charges	\$ 30.00
Service Initiation Fee	\$ 20.00
Late Payment Charge	10% of Balance
Delinquent Re-connect	\$ 30.00
Debit/Credit Card Convenience Fee	\$ 3.00
<b><u>Security Deposit</u></b>	
Electric-Residential	\$250.00
Water-Residential and Commercial	\$ 75.00
Electric Deposit for Commercial/Based on Average Usage	
<b><u>Electric Services</u></b>	
Unauthorized Electric/Water Meter Operation	\$50.00
Removal of meter found "on" without authority	\$50.00
Connect Electric Service — After Hours	\$75.00
Reconnect/Disconnect Service at Pole	\$35.00
Temporary Service	\$35.00
<b><u>Zoning Permits</u></b>	
Mobile Home	\$20.00
Heat Pump	\$15.00
New Business	\$15.00
Sign	\$15.00
Upgrade of Service	\$15.00
Remodel	\$15.00



ORDINANCE NO.: O-2022-05-04

TOWN OF RICHLANDS 2022-2023 BUDGET

Pursuant to the Charter for the Town of Richlands

ARTICLE IV: FINANCIAL ADMINISTRATION

§4.1: Budgets and appropriations

BE IT ORDAINED by the Council of the Town of Richlands, Virginia, pursuant to §§3.4(2) and 4.1(B) of the Town Charter, and to Virginia Code §§15.2-2503 and 15.2-2504 (Repl. Vol. 2018), that it hereby adopts the proposed budget for fiscal year 2022-2023 (full detail attached).

A motion was made by \_\_\_\_\_, and seconded by \_\_\_\_\_,

VOTE:	Addison	_____
	Hurst	_____
	Ratliff	_____
	Street	_____
	Thompson-Whitt	_____
	White	_____

This Ordinance is hereby adopted and designated to take effect on July 1, 2022, as pursuant to §§3.4(7) and 3.8 of the Richlands Town Charter. This Ordinance was passed by a \_\_\_\_\_ vote of the Town Council on this the \_\_\_\_\_ day of May, 2022.

\_\_\_\_\_  
Rodney D. Cury, Mayor

\_\_\_\_\_  
Rebekah Hackworth, Clerk





	Requested	Recommended
Revenue		
GF 3700	(\$1,037,451.00)	(\$1,200,666.00)
GF 3701	(\$3,564,831.00)	(\$3,751,209.48)
GF 3702	(\$1,501,178.00)	(\$1,532,170.00)
GF 3703	(\$590,753.00)	(\$538,258.00)
<b>Total</b>	<b>(\$6,694,213.00)</b>	<b>(\$7,022,303.48)</b>
Expenditures		
Council	\$186,897.00	\$118,245.00
Finance	\$904,709.07	\$865,756.89
Non-Departmental	\$5,634.66	\$5,134.66
IT	\$186,282.00	\$303,109.00
Economic Development	\$83,809.02	\$81,122.98
Miscellaneous	\$187,084.57	\$187,084.57
PD	\$2,197,965.00	\$2,151,220.55
Fire	\$284,164.00	\$256,906.32
Rescue	\$848,275.79	\$789,320.50
Street	\$1,325,682.17	\$1,222,354.00
Sanitation	\$559,048.00	\$488,901.50
Recreation	\$353,460.60	\$266,265.65
Community Donations	\$21,575.00	\$21,575.00
Capital	\$200,000.00	\$200,000.00
Additional COLA (2%)	\$62,894.00	\$65,306.86
<b>Total</b>	<b>\$7,407,480.88</b>	<b>\$7,022,303.48</b>
	\$713,267.88	\$0.00
	Current Year	Recommended
WTP Revenue 1	(\$864,775.00)	(\$883,687.15)
WTP Revenue 2	(\$635,366.00)	(\$635,366.00)
WTP Expenditures	\$1,302,558.92	\$1,250,325.94
WTP Debt	\$87,195.00	\$87,195.00
Water Reserve	\$107,387.08	\$181,532.21
<b>Total</b>	<b>\$0.00</b>	<b>\$0.00</b>
	Current Year	Recommended
WWTP Revenue #1	(\$1,446,489.00)	(\$1,673,398.12)
WWTP Revenue #2	(\$327,806.00)	(\$327,806.00)
WWTP Expenditures	\$1,421,917.30	\$1,341,534.14
WWTP Debt	\$44,844.00	\$44,844.00
WWTP Capital	\$57,060.00	\$57,060.00
Sewer Reserve	\$250,473.70	\$557,765.98
<b>Total</b>	<b>\$0.00</b>	<b>\$0.00</b>
	Current Year	Recommended
Electric Revenue	(\$7,243,804.00)	(\$7,243,804.00)
Electric Expenditures	\$7,243,804.00	\$7,309,463.00
<b>Total</b>	<b>\$0.00</b>	<b>\$65,659.00</b>

General Ledger Budget Report  
Town of Richlands  
Fiscal Year 2022

Account Number	Account Description	3rd Prior Year Actual Jul 2018 - Jun 2019	2nd Prior Year Actual Jul 2019 - Jun 2020	1st Prior Year Actual Jul 2020 - Jun 2021	1st Prior Year Budget Jul 2020 - Jun 2021	1st Prior Year Actual Jul 2020 - Jun 2021	Current Year Actual Jul 2021 - Dec 2021	% Spent	Current Budget	Requested	Recommended
4010 COUNCIL											
10-4010-500000	SALARIES AND WAGES	\$10,500.00	\$9,750.00	\$10,375.00	\$10,500.00	\$5,015.13	\$5,015.13	47.76%	\$10,500.00	\$10,500.00	\$10,500.00
10-4010-500100	TOWN ATTORNEY	\$0.00	\$0.00	\$46,472.99	\$40,500.00	\$40,417.13	\$40,417.13	99.80%	\$40,500.00	\$125,000.00	\$65,000.00
10-4010-500150	CLERK SALARY	\$5,000.00	\$4,800.00	\$9,000.00	\$4,800.00	\$6,000.00	\$6,000.00	60.00%	\$10,000.00	\$9,000.00	\$9,000.00
10-4010-501000	INS SOCIAL SECURITY	\$1,124.35	\$1,092.67	\$1,387.43	\$1,170.00	\$786.28	\$786.28	45.89%	\$1,721.00	\$1,720.00	\$1,720.00
10-4010-501100	INS HEALTH	\$0.00	\$7,500.00	\$6,864.00	\$7,500.00	\$3,558.00	\$3,558.00	50.00%	\$7,116.00	\$7,152.00	\$0.00
10-4010-501250	INS WORKMENS COMPENSATION	\$16.80	\$13.19	\$14.91	\$15.00	\$8.36	\$8.36	33.44%	\$25.00	\$25.00	\$25.00
10-4010-519000	MISCELLANEOUS	\$1,835.35	\$8,141.85	\$8,685.36	\$2,500.00	\$1,663.87	\$1,663.87	66.55%	\$2,500.00	\$3,500.00	\$2,000.00
10-4010-525000	SPECIAL STUDIES	\$0.00	\$0.00	\$0.00	\$0.00	\$7,000.00	\$7,000.00	23.33%	\$30,000.00	\$30,000.00	\$30,000.00
10-4010-525150	TOWN EVENTS	\$0.00	\$0.00	\$0.00	\$0.00	\$1,660.53	\$1,660.53	16.61%	\$10,000.00	\$0.00	\$0.00
Department COUNCIL		\$18,476.50	\$31,097.71	\$82,799.69	\$66,985.00	\$66,109.30	\$66,109.30	57.81%	\$114,362.00	\$186,897.00	\$118,245.00

General Ledger Budget Report  
Town of Richlands  
Fiscal Year 2022

Account Number	Account Description	3rd Prior Year Actual		2nd Prior Year Actual		1st Prior Year Budget		1st Prior Year Actual		Current Year Actual		Current Budget	Requested	Recommended
		Jul 2018 - Jun 2019	Jul 2019 - Jun 2020	Jul 2020 - Jun 2021	Jul 2020 - Jun 2021	Jul 2020 - Jun 2021	Jul 2021 - Dec 2021	Jul 2021 - Dec 2021						
4040 FINANCE														
10-4040-500000	SALARIES AND WAGES	\$75,102.82	\$84,467.98	\$285,864.00	\$296,872.32	\$140,913.05	\$140,913.05	\$319,607.00	\$384,000.00	\$324,582.08				\$324,582.08
10-4040-500050	TOWN MANAGER SALARY	\$48,656.31	\$41,723.22	\$88,400.00	\$120,507.62	\$57,193.16	\$57,193.16	\$112,200.00	\$116,000.00	\$115,577.33				\$115,577.33
10-4040-500100	TOWN ATTORNEY	\$13,838.36	\$14,542.97	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00				\$0.00
10-4040-501000	INS SOCIAL SECURITY	\$9,093.09	\$9,552.58	\$28,651.00	\$30,102.94	\$14,944.90	\$14,944.90	\$33,033.00	\$37,000.00	\$34,101.33				\$34,101.33
10-4040-501100	INS HEALTH	\$31,933.00	\$36,114.00	\$143,000.00	\$121,168.00	\$40,945.00	\$40,945.00	\$111,050.00	\$106,380.00	\$118,824.00				\$118,824.00
10-4040-501150	INS - LIFE	\$516.56	\$537.06	\$4,600.00	\$1,666.89	\$8.39	\$767.86	\$2,000.00	\$2,000.00	\$2,000.00				\$2,000.00
10-4040-501200	INS - RETIREMENT PLAN	\$21,224.29	\$19,957.29	\$70,000.00	\$65,499.47	\$30,923.09	\$30,923.09	\$73,675.00	\$76,229.07	\$90,000.00				\$90,000.00
10-4040-501225	VRS-VLDP	\$153.09	\$266.05	\$300.00	\$1,076.75	\$1,057.27	\$1,057.27	\$2,000.00	\$2,000.00	\$3,121.15				\$3,121.15
10-4040-501250	INS WORKMENS COMPENSATION	\$253.63	\$158.73	\$400.00	\$393.87	\$162.64	\$162.64	\$600.00	\$600.00	\$400.00				\$400.00
10-4040-501300	INS GEN LIABILITY/BLDG	\$2,403.00	\$2,503.00	\$8,300.00	\$8,617.00	\$8,835.00	\$8,835.00	\$9,000.00	\$9,000.00	\$8,835.00				\$8,835.00
10-4040-501350	INS AUTO	\$73.00	\$73.00	\$275.00	\$308.00	\$152.00	\$152.00	\$316.00	\$400.00	\$316.00				\$316.00
10-4040-510000	CASH OVER & SHORT	\$58.19	(\$18.11)	\$50.00	(\$10.11)	\$162.66	\$162.66	\$50.00	\$150.00	\$50.00				\$50.00
10-4040-510050	CONTRACT CONSULTANT	\$0.00	\$0.00	\$0.00	\$0.00	\$1,062.49	\$1,062.49	\$0.00	\$0.00	\$0.00				\$0.00
10-4040-510100	AUDITING & LEGAL	\$7,975.00	\$7,335.00	\$34,500.00	\$7,650.00	\$5,750.00	\$5,750.00	\$32,500.00	\$32,500.00	\$32,500.00				\$32,500.00
10-4040-510125	CIGARETTE STAMPS	\$0.00	\$0.00	\$0.00	\$0.00	\$3,078.00	\$3,078.00	\$3,600.00	\$3,600.00	\$3,600.00				\$3,600.00
10-4040-510150	PRINTING & BINDING	\$578.29	\$1,892.77	\$10,000.00	\$5,894.40	\$978.17	\$978.17	\$3,000.00	\$3,000.00	\$3,000.00				\$3,000.00
10-4040-510200	TAX FORMS	\$2,483.98	\$2,870.43	\$3,000.00	\$3,000.00	\$3,000.00	\$3,000.00	\$9,000.00	\$9,000.00	\$9,000.00				\$9,000.00
10-4040-510250	DUES & MEMBERSHIP	\$8,204.87	\$8,204.51	\$6,600.00	\$4,185.13	\$4,185.13	\$4,185.13	\$9,000.00	\$9,000.00	\$9,500.00				\$9,500.00
10-4040-510300	ADVERTISING	\$1,578.44	\$1,578.44	\$2,000.00	\$1,011.60	\$845.00	\$845.00	\$1,000.00	\$2,500.00	\$2,500.00				\$2,500.00
10-4040-510350	OFFICE SUPPLIES	\$4,265.58	\$859.53	\$7,000.00	\$2,959.68	\$960.25	\$960.25	\$5,000.00	\$5,000.00	\$5,000.00				\$5,000.00
10-4040-510400	POSTAGE	\$4,805.44	\$5,192.63	\$6,200.00	\$3,989.99	\$3,696.74	\$3,696.74	\$6,200.00	\$6,200.00	\$6,500.00				\$6,500.00
10-4040-510425	CARD PROCESSING CHGS/ACH FEES	\$3,213.36	\$4,734.57	\$12,000.00	\$20,193.50	\$12,855.67	\$12,855.67	\$24,000.00	\$24,000.00	\$24,000.00				\$24,000.00
10-4040-510450	TELEPHONE/INTERNET/COMIM	\$1,733.77	\$1,703.71	\$6,000.00	\$1,309.48	\$0.00	\$0.00	\$1,000.00	\$1,000.00	\$1,000.00				\$1,000.00
10-4040-510500	TRAINING EXPENSE	\$1,426.83	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,318.85	\$5,318.85	\$5,318.85				\$5,318.85
10-4040-510600	EQUIPMENT MAINTENANCE	\$3,414.95	\$2,908.37	\$15,000.00	\$7,381.57	\$2,557.39	\$2,557.39	\$0.00	\$0.00	\$0.00				\$0.00
10-4040-510700	VEHICLE MAINT-INSIDE	\$11,161.82	\$6,598.84	\$0.00	\$0.00	(\$671.16)	(\$671.16)	\$1,000.00	\$1,000.00	\$1,000.00				\$1,000.00
10-4040-510750	VEHICLE MAINT-OUTSIDE	\$0.00	\$0.00	\$2,000.00	\$741.26	\$0.00	\$0.00	\$1,000.00	\$1,000.00	\$1,000.00				\$1,000.00
10-4040-510800	MOTOR FUEL & LUBRICATION	\$605.11	\$231.29	\$0.00	\$797.36	\$387.63	\$387.63	\$1,000.00	\$1,000.00	\$1,000.00				\$1,000.00
10-4040-510825	RETIREMENT OF DEBT	\$7,260.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00				\$0.00
10-4040-510850	OFFICE FURN & FIXTURES	\$0.00	\$0.00	\$3,000.00	\$0.00	\$0.00	\$0.00	\$2,500.00	\$2,500.00	\$2,500.00				\$2,500.00
10-4040-510900	EQUIPMENT	\$459.13	\$255.08	\$2,500.00	\$464.57	\$0.00	\$0.00	\$6,000.00	\$6,000.00	\$6,000.00				\$6,000.00
10-4040-511000	BUILDING REPAIRS/ADDITION	\$1,888.29	\$1,995.77	\$3,000.00	\$803.32	\$264.49	\$264.49	\$2,000.00	\$2,000.00	\$2,000.00				\$2,000.00
10-4040-511050	FOUNDATIONS & FACILITIES	\$1,927.33	\$23.03	\$2,000.00	\$1,084.42	\$720.00	\$720.00	\$4,000.00	\$4,000.00	\$4,000.00				\$4,000.00
10-4040-511100	SUPPLIES & MATERIALS	\$590.39	\$675.19	\$4,000.00	\$2,007.73	\$625.83	\$625.83	\$6,000.00	\$6,000.00	\$6,000.00				\$6,000.00
10-4040-511150	CLEANING SUPPLIES	\$2,034.17	\$1,688.23	\$8,000.00	\$3,228.72	\$778.85	\$778.85	\$15,500.00	\$15,500.00	\$15,500.00				\$15,500.00
10-4040-511200	ELECTRICITY	\$3,846.24	\$3,925.81	\$14,000.00	\$15,840.40	\$7,276.51	\$7,276.51	\$900.00	\$900.00	\$900.00				\$900.00
10-4040-511250	WATER	\$59.52	\$59.00	\$900.00	\$192.00	\$127.25	\$127.25	\$500.00	\$500.00	\$500.00				\$500.00
10-4040-511300	SEWER	\$57.52	\$59.00	\$500.00	\$192.00	\$333.00	\$333.00	\$500.00	\$500.00	\$500.00				\$500.00
10-4040-511350	GARBAGE	\$94.20	\$82.00	\$1,002.00	\$333.00	\$187.30	\$187.30	\$500.00	\$500.00	\$500.00				\$500.00
10-4040-511900	MISCELLANEOUS	\$8,453.06	\$3,229.38	\$4,000.00	\$12,120.56	\$8,141.17	\$8,141.17	\$4,000.00	\$4,000.00	\$4,000.00				\$4,000.00
10-4040-525000	SPECIAL STUDIES	\$2,500.00	\$40,986.96	\$30,000.00	\$19,950.00	\$0.00	\$0.00	\$7,200.00	\$7,200.00	\$7,200.00				\$7,200.00
10-4040-525100	BUS TRANSIT	\$7,200.00	\$7,200.00	\$7,200.00	\$7,200.00	\$3,600.00	\$3,600.00	\$7,200.00	\$7,200.00	\$7,200.00				\$7,200.00
10-4040-531150	CUSTODIAN SERVICE	\$0.00	\$0.00	\$0.00	\$0.00	\$1,300.00	\$1,300.00	\$0.00	\$0.00	\$0.00				\$0.00
Department FINANCE Total		\$287,900.63	\$312,310.25	\$815,222.00	\$770,727.83	\$355,362.58	\$355,362.58	\$815,766.00	\$904,709.07	\$865,756.83				\$865,756.83

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4050 NON-DEPARTMENTAL										
10-4050-500250	EMPLOYEE APPRECIATION	\$0.00	\$0.00	\$2,500.00	\$677.19	\$0.00	\$0.00	\$0.00	\$4,000.00	\$3,500.00
10-4050-501100	INS HEALTH	\$0.00	\$463.05	\$0.00	\$523.24	\$534.66	0	\$0.00	\$534.66	\$534.66
10-4050-501150	INS-LIFE	\$976.17	\$1,098.25	\$1,000.00	\$1,089.19	\$532.20	48.38%	\$1,100.00	\$1,100.00	\$1,100.00
10-4050-501250	INS WORKMENS COMPENSATION	(\$13,457.96)	(\$842.12)	\$0.00	\$2,849.62	\$55,818.37	0	\$0.00	\$0.00	0
10-4050-501300	INS GEN LIABILITY/BLDG	\$0.00	\$760.00	\$0.00	\$0.00	\$0.00	0	\$0.00	\$0.00	0
10-4050-501400	INS-MISCELLANEOUS	\$7,690.56	\$2,129.21	\$0.00	\$0.00	\$0.00	0	\$0.00	\$0.00	0
10-4050-519000	MISCELLANEOUS	\$5.35	\$3,517.03	\$0.00	\$0.00	\$2,948.68	0	\$0.00	\$0.00	0
	Department NON-DEPARTMENTAL Total	(\$4,785.88)	\$7,125.42	\$3,500.00	\$5,159.24	\$59,833.91	1173.21	\$5,100.00	\$5,634.66	\$5,134.66

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4060 IT DEPARTMENT										
10-4060-500000	SALARIES AND WAGES	\$0.00	\$0.00	\$31,065.00	\$25,912.70	\$3,625.50	11.44%	\$31,686.00	\$12,500.00	\$12,500.00
10-4060-501000	INS SOCIAL SECURITY	\$0.00	\$0.00	\$2,376.00	\$1,955.02	\$200.48	8.27%	\$2,424.00	\$1,000.00	\$1,000.00
10-4060-501100	INS HEALTH	\$0.00	\$0.00	\$7,500.00	\$7,500.00	\$0.00	0.00%	\$7,116.00	\$0.00	\$0.00
10-4060-501250	INS WORKMENS COMPENSATION	\$0.00	\$0.00	\$30.00	\$21.97	\$2.73	9.10%	\$30.00	\$25.00	\$25.00
10-4060-510625	IT SERVICE/MAINTENANCE	\$0.00	\$0.00	\$54,103.00	\$64,509.91	\$8,224.17	17.80%	\$46,196.00	\$70,930.00	\$106,930.00
10-4060-510825	RETIREMENT OF DEBT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$80,827.00	\$80,827.00	\$161,654.00
10-4060-519000	MISCELLANEOUS	\$0.00	\$0.00	\$0.00	\$703.35	\$0.00	-	\$0.00	\$3,000.00	\$3,000.00
10-4060-550300	CONTRACT LABOR	\$0.00	\$0.00	\$18,000.00	\$9,000.00	\$9,500.00	52.78%	\$18,000.00	\$18,000.00	\$18,000.00
10-4060-580800	INTEREST EXPENSE	\$0.00	\$0.00	\$0.00	\$1,205.85	\$833.20	-	\$0.00	\$0.00	\$0.00
Department IT Total		\$0.00	\$0.00	\$113,074.00	\$110,808.80	\$22,386.08	12.02%	\$186,279.00	\$186,282.00	\$303,109.00

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4070 COMMUNITY DEVELOPMENT																	
10-4070-500000	SALARIES AND WAGES	\$22,221.00	\$36,122.96	\$36,400.00	\$33,352.75	\$14,950.50	\$38,613.12	\$37,128.00	\$38,613.12	\$38,613.12	\$38,613.12	\$38,613.12	\$38,613.12	40.27%	\$37,128.00	\$38,613.12	\$40,000.00
10-4070-501000	INS SOCIAL SECURITY	\$1,699.91	\$2,617.26	\$2,785.00	\$2,464.04	\$996.42	\$2,800.90	\$2,840.00	\$2,800.90	\$2,800.90	\$2,800.90	\$2,800.90	\$2,800.90	35.09%	\$2,840.00	\$2,800.90	\$2,519.44
10-4070-501100	INS HEALTH	\$0.00	\$13,981.00	\$14,000.00	\$13,399.00	\$8,005.00	\$19,320.00	\$13,300.00	\$19,320.00	\$19,320.00	\$19,320.00	\$19,320.00	\$19,320.00	60.19%	\$13,300.00	\$19,320.00	\$20,280.00
10-4070-501150	INS LIFE	\$0.00	\$205.04	\$215.00	\$214.44	\$53.61	\$240.00	\$215.00	\$240.00	\$240.00	\$240.00	\$240.00	\$240.00	24.93%	\$215.00	\$240.00	\$200.00
10-4070-501200	INS-RETIREMENT PLAN	\$0.00	\$5,745.29	\$8,000.00	\$6,082.13	\$2,610.22	\$8,300.00	\$8,500.00	\$8,300.00	\$8,300.00	\$8,300.00	\$8,300.00	\$8,300.00	30.71%	\$8,500.00	\$8,300.00	\$7,488.54
10-4070-501225	VRS-VLDP	\$0.00	\$249.28	\$265.00	\$276.98	\$125.90	\$350.00	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00	25.18%	\$500.00	\$500.00	\$500.00
10-4070-501250	INS WORKMENS COMPENSATION	\$0.00	\$8.86	\$40.00	\$26.43	\$11.26	\$35.00	\$35.00	\$35.00	\$35.00	\$35.00	\$35.00	\$35.00	32.17%	\$35.00	\$35.00	\$35.00
10-4070-510800	FUEL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00
10-4070-511100	SUPPLIES & MATERIALS	\$49.81	\$227.68	\$500.00	\$196.53	\$0.00	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00	0.00%	\$500.00	\$500.00	\$500.00
10-4070-519000	MISCELLANEOUS	\$12,551.63	\$2,160.49	\$3,000.00	\$63,049.78	\$227.14	\$3,000.00	\$3,000.00	\$3,000.00	\$3,000.00	\$3,000.00	\$3,000.00	\$3,000.00	7.57%	\$3,000.00	\$3,000.00	\$1,000.00
10-4070-525120	REGIONAL TOURISM PROGRAM	\$2,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	-	\$0.00	\$0.00	\$0.00
10-4070-525150	DOWNTOWN ACTIVITY	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	16.61%	\$10,000.00	\$10,000.00	\$8,000.00
Department COMMUNITY DEVELOPMENT Total		\$39,002.35	\$61,317.26	\$66,205.00	\$119,002.06	\$26,980.05	\$67,018.00	\$67,018.00	\$67,018.00	\$67,018.00	\$67,018.00	\$67,018.00	\$67,018.00	40.26%	\$67,018.00	\$83,609.02	\$81,122.98

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4090 MISC ELECTION	MISC ELECTION EXP	\$875.00	\$0.00	\$0.00	\$1,350.00	\$0.00	0	\$875.00	\$0.00	\$0.00
10-4090-525200		\$875.00	\$0.00	\$0.00	\$1,350.00	\$0.00	0	\$875.00	\$0.00	\$0.00
Department MISC ELECTION Total										

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4120 FED/STATE ASSET FORF	NTE-STATE ASSET FORF EXPENSE	\$0.00	\$7,347.30	\$0.00	\$1,391.95	\$0.00	0	\$0.00	\$0.00	\$0.00
10-4120-535320		\$0.00	\$7,347.30	\$0.00	\$1,391.95	\$0.00	0	\$0.00	\$0.00	\$0.00
10-4120-535340	PL-FED ASSET FORF-DOJ EXPENSE	\$0.00	\$13,989.35	\$0.00	\$0.00	\$0.00	0	\$0.00	\$0.00	\$0.00
10-4120-535350	PL-FED ASSET FORF-TRS EXPENSE	\$0.00	\$1,368.60	\$0.00	\$0.00	\$0.00	0	\$0.00	\$0.00	\$0.00
10-4120-535410	PD-State Asset Forf	\$0.00	\$17,986.99	\$0.00	\$0.00	\$0.00	0	\$0.00	\$0.00	\$0.00
Department FED/STATE ASSET FORF Total										

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4110 POLICE GRANTS	DMV MINI GRANTS	\$13,655.08	\$11,750.82	\$10,000.00	\$17,492.19	\$7,252.00	0	\$0.00	\$0.00	\$0.00
10-4110-524200		\$13,655.08	\$11,750.82	\$10,000.00	\$17,492.19	\$7,252.00	0	\$0.00	\$0.00	\$0.00
10-4110-524250	OTHER GRANTS	\$3,012.25	\$46,890.84	\$47,254.00	\$110,881.50	\$97,854.66	40.94	\$92,454.00	\$92,454.00	\$92,454.00
Department POLICE GRANTS Total										

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4130 TZ CO NARCOTICS TASK FORCE	SALARIES AND WAGES	(\$894.50)	\$165.63	\$0.00	\$97.61	\$0.00	0	\$0.00	\$0.00	\$0.00
10-4130-500000		(\$894.50)	\$165.63	\$0.00	\$97.61	\$0.00	0	\$0.00	\$0.00	\$0.00
10-4130-501050	INS -FRINGE BENEFITS	\$13,603.57	\$13,894.67	\$13,872.00	\$13,879.47	\$7,142.00	53.72	\$13,296.00	\$13,839.57	\$13,839.57
10-4130-510125	PROFESSIONAL SERVICES	\$405.50	\$469.50	\$425.00	\$425.00	\$895.50	210.71	\$425.00	\$425.00	\$425.00
10-4130-510350	OFFICE SUPPLIES	\$260.94	\$0.00	\$2,500.00	\$0.00	\$0.00	0	\$2,500.00	\$2,500.00	\$2,500.00
10-4130-510350	TELEPHONE/INTERNET/COMM	\$6,085.33	\$6,995.64	\$7,100.00	\$6,924.07	\$3,798.48	53.5	\$7,100.00	\$7,100.00	\$7,100.00
10-4130-510450	VEHICLE MAINT-OUTSIDE	\$927.73	\$362.39	\$9,000.00	\$854.93	\$471.14	5.23	\$9,000.00	\$9,000.00	\$9,000.00
10-4130-510900	EQUIPMENT	\$3,812.00	\$1,415.94	\$6,000.00	\$0.00	\$0.00	0	\$6,000.00	\$6,000.00	\$6,000.00
10-4130-519000	MISCELLANEOUS	\$7,462.68	\$8,478.82	\$37,190.00	\$5,232.51	\$1,613.68	4.27	\$37,766.00	\$37,766.00	\$37,766.00
10-4130-590050	REIMBURSED MILEAGE	\$0.00	\$55.52	\$0.00	\$67.85	\$90.06	0	\$0.00	\$0.00	\$0.00
10-4130-590075	HIDTA GRANT PURCHASES	\$18,182.09	\$12,713.56	\$18,000.00	\$10,348.07	\$4,276.80	23.76	\$18,000.00	\$18,000.00	\$18,000.00
Department TZ CO NARCOTICS TF Total										

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4140 POLICE DEPARTMENT										
10-4140-500000	SALARIES AND WAGES	\$984,512.88	\$945,548.57	\$950,000.00	\$968,040.05	\$472,756.14	51.15%	\$924,200.00	\$1,024,200.00	\$930,000.00
10-4140-500150	OVERTIME	-	-	\$0.00	-	\$24,035.49	43.70%	\$55,000.00	\$75,000.00	\$50,000.00
10-4140-500100	TOWN ATTORNEY	\$13,883.36	\$14,397.97	\$0.00	\$0.00	\$0.00	0	\$0.00	\$0.00	\$0.00
10-4140-501000	INS SOCIAL SECURITY	\$70,280.46	\$73,311.84	\$72,675.00	\$71,485.20	\$35,860.59	47.87	\$74,909.00	\$84,090.00	\$74,236.65
10-4140-501100	INS HEALTH	\$258,570.00	\$275,978.70	\$280,000.00	\$279,063.00	\$127,478.00	45.53	\$280,000.00	\$280,000.00	\$307,000.00
10-4140-501150	INS-LIFE	\$4,621.71	\$4,927.56	\$5,130.00	\$4,923.52	\$2,419.01	47.15	\$5,130.00	\$5,200.00	\$5,200.00
10-4140-501200	INS-RETIREMENT PLAN	\$229,509.90	\$268,352.89	\$280,000.00	\$284,260.67	\$151,500.33	48.36	\$313,266.00	\$315,000.00	\$297,600.00
10-4140-501225	VRS-VLDP	\$357.59	\$500.94	\$500.00	\$605.07	\$316.98	45.28	\$700.00	\$700.00	\$1,000.00
10-4140-501250	INS WORKMENS COMPENSATION	\$26,539.26	\$24,311.25	\$25,000.00	\$30,621.62	\$17,594.01	51.02	\$34,370.00	\$35,000.00	\$35,000.00
10-4140-501300	INS GEN LIABILITY/BLDG	\$2,647.00	\$2,832.00	\$2,900.00	\$2,868.00	\$1,521.64	50.72	\$3,000.00	\$3,000.00	\$3,000.00
10-4140-501350	INS AUTO	\$7,771.00	\$9,369.00	\$8,400.00	\$8,934.00	\$4,366.50	47.68	\$9,158.00	\$10,500.00	\$9,158.00
10-4140-510150	PRINTING & BINDING	\$795.34	\$364.74	\$1,000.00	\$293.50	\$1,512.50	151.25	\$1,000.00	\$1,500.00	\$1,200.00
10-4140-510250	DUES & MEMBERSHIP	\$150.00	\$1,341.40	\$1,500.00	\$479.90	\$499.17	33.27	\$1,500.00	\$1,500.00	\$1,200.00
10-4140-510350	OFFICE SUPPLIES	\$3,152.02	\$927.95	\$5,000.00	\$2,945.82	\$583.47	11.67	\$5,000.00	\$5,000.00	\$5,000.00
10-4140-510400	POSTAGE	\$391.92	\$69.37	\$1,000.00	\$418.24	\$139.56	15.96	\$1,000.00	\$1,000.00	\$500.00
10-4140-510450	TELEPHONE/INTERNET/COMM	\$15,837.62	\$14,940.26	\$17,000.00	\$8,690.48	\$5,459.13	32.11	\$17,000.00	\$17,000.00	\$15,000.00
10-4140-510500	UNIFORMS	\$5,409.87	\$5,957.11	\$8,000.00	\$7,521.33	\$945.54	11.82	\$8,000.00	\$8,000.00	\$7,000.00
10-4140-510550	TRAINING EXPENSE	\$15,690.89	\$9,396.33	\$17,000.00	\$15,438.57	\$9,561.65	56.25	\$17,000.00	\$22,000.00	\$20,000.00
10-4140-510600	EQUIPMENT MAINTENANCE	\$32,444.31	\$29,599.39	\$33,000.00	\$29,919.52	\$23,778.98	72.06	\$33,000.00	\$33,000.00	\$32,000.00
10-4140-510625	IT SERVICE/EQ	\$10,695.00	\$12,008.82	\$0.00	\$0.00	\$0.00	0	\$0.00	\$0.00	\$0.00
10-4140-510650	TWO-WAY RADIO MAINTENANCE	\$1,704.33	\$302.00	\$5,000.00	\$75.00	\$0.00	0	\$5,000.00	\$5,000.00	\$4,000.00
10-4140-510700	VEHICLE MAINT-INSIDE	\$6,595.90	\$4,522.29	\$10,000.00	\$3,641.05	\$2,355.19	23.55	\$10,000.00	\$10,000.00	\$8,000.00
10-4140-510750	VEHICLE MAINT-OUTSIDE	\$23,361.32	\$23,361.32	\$20,000.00	\$17,016.80	\$11,904.47	59.52	\$20,000.00	\$20,000.00	\$20,000.00
10-4140-510800	MOTOR FUEL & LUBRICATION	\$53,004.23	\$45,003.07	\$67,000.00	\$51,064.68	\$28,613.35	42.71	\$67,000.00	\$67,000.00	\$65,000.00
10-4140-510850	OFFICE FURN & FIXTURES	\$0.00	\$0.00	\$1,000.00	\$0.00	\$0.00	0	\$1,000.00	\$1,000.00	\$1,000.00
10-4140-510900	EQUIPMENT	\$10,567.56	\$23,387.91	\$77,000.00	\$41,194.68	\$3,591.99	6.09	\$59,000.00	\$50,000.00	\$144,450.90
10-4140-511000	BUILDING REPAIRS/ADDITION	\$2,588.83	\$2,219.49	\$5,000.00	\$1,617.05	\$1,017.27	20.35	\$5,000.00	\$5,000.00	\$4,000.00
10-4140-511100	SUPPLIES & MATERIALS	\$13,724.73	\$11,442.59	\$10,000.00	\$9,016.62	\$1,779.82	10.47	\$17,000.00	\$17,000.00	\$12,000.00
10-4140-511150	CLEANING SUPPLIES	\$82.21	\$687.66	\$1,000.00	\$689.87	\$584.66	58.47	\$1,000.00	\$1,000.00	\$1,000.00
10-4140-511200	ELECTRICITY	\$31,119.11	\$30,779.19	\$33,000.00	\$31,518.55	\$17,183.83	52.07	\$33,000.00	\$33,000.00	\$33,000.00
10-4140-511250	WATER	\$262.45	\$323.85	\$500.00	\$283.80	\$213.28	42.66	\$500.00	\$500.00	\$500.00
10-4140-511300	SEWER	\$262.45	\$323.85	\$500.00	\$283.80	\$224.69	44.94	\$500.00	\$500.00	\$500.00
10-4140-511350	GARBAGE	\$968.60	\$975.00	\$975.00	\$975.00	\$548.45	56.25	\$975.00	\$975.00	\$975.00
10-4140-511900	MISCELLANEOUS	\$3,111.50	\$4,741.34	\$5,000.00	\$18,394.92	\$3,404.26	68.09	\$5,000.00	\$5,000.00	\$5,000.00
10-4140-531000	INSURANCE-LAW ENFORCEMENT	\$6,933.00	\$7,635.00	\$8,000.00	\$8,461.00	\$3,943.00	49.29	\$8,000.00	\$8,000.00	\$8,000.00
10-4140-531025	LINE OF DUTY PAYMENTS	\$11,998.09	\$12,703.86	\$13,208.00	\$13,628.89	\$14,451.00	100.35	\$14,400.00	\$15,000.00	\$14,400.00
10-4140-531050	COURT COST	\$3,163.38	\$2,439.74	\$12,000.00	\$2,822.76	\$764.80	15.3	\$5,000.00	\$5,000.00	\$5,000.00
10-4140-531100	EXTRADITION & TRAVEL	\$0.00	\$168.00	\$1,000.00	\$0.00	\$452.17	45.22	\$1,000.00	\$1,000.00	\$1,000.00
10-4140-531150	CUSTODIAN SERVICE	\$8,135.00	\$7,445.00	\$9,000.00	\$7,150.00	\$3,900.00	43.33	\$9,000.00	\$9,000.00	\$9,000.00
10-4140-531200	TASK FORCE DONATION	\$7,000.00	(\$5,000.00)	\$7,000.00	\$0.00	\$7,000.00	100	\$7,000.00	\$7,000.00	\$7,000.00
10-4140-531300	REGIONAL JAIL	\$468.00	\$0.00	\$300.00	\$195.00	\$0.00	0	\$300.00	\$300.00	\$300.00
10-4140-531350	SPECIAL PROJECTS	\$11,162.25	\$14,395.01	\$15,000.00	\$13,526.34	\$11,561.81	77.08	\$15,000.00	\$15,000.00	\$15,000.00
POLICE DEPARTMENT Total		\$1,832,732.96	\$1,881,992.26	\$2,009,588.00	\$1,938,004.30	\$993,782.08	48.06	\$2,067,908.00	\$2,197,965.00	\$2,151,220.55



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Account Number	Account Description	3rd Prior Year Actual		2nd Prior Year Actual		1st Prior Year Budget		Current Year Actual		% Spent	Current Budget	Requested	Recommended
		Jul 2018 - Jun 2019	Jul 2019 - Jun 2020	Jul 2019 - Jun 2020	Jul 2020 - Jun 2021	Jul 2020 - Jun 2021	Jul 2021 - Dec 2021						
FIRE DEPARTMENT													
10-4150-50000	SALARIES AND WAGES	\$46,918.53	\$54,753.86	\$52,000.00	\$51,952.60	\$52,000.00	\$30,790.93	46.44	\$66,300.00	\$72,500.00	\$63,429.00	\$63,429.00	
10-4150-50100	INS SOCIAL SECURITY	\$3,880.48	\$4,545.30	\$3,978.00	\$3,941.89	\$3,978.00	\$2,387.48	47.07	\$5,072.00	\$5,500.00	\$4,852.32	\$4,852.32	
10-4150-501250	INS WORKMENS COMPENSATION	\$3,895.07	\$3,295.99	\$4,200.00	\$2,750.91	\$4,200.00	\$1,846.54	49.91	\$5,700.00	\$3,700.00	\$3,700.00	\$3,700.00	
10-4150-501300	INS GEN LIABILITY/BLDG	\$1,735.00	\$1,921.00	\$2,000.00	\$1,937.00	\$2,000.00	\$1,035.66	51.78	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	
10-4150-501350	INS AUTO	\$4,148.00	\$4,288.00	\$4,300.00	\$4,529.00	\$4,300.00	\$2,494.00	45.35	\$5,500.00	\$5,500.00	\$5,500.00	\$5,500.00	
10-4150-510450	TELEPHONE/INTERNET/COMIM	\$6,694.27	\$6,032.45	\$6,800.00	\$5,288.27	\$6,800.00	\$2,685.67	43.32	\$6,200.00	\$6,200.00	\$5,000.00	\$5,000.00	
10-4150-510500	UNIFORMS	\$723.45	\$2,267.52	\$1,200.00	\$832.62	\$1,200.00	\$207.96	10.4	\$2,000.00	\$2,000.00	\$1,000.00	\$1,000.00	
10-4150-510550	TRAINING EXPENSE	\$626.78	\$1,341.30	\$1,500.00	\$264.00	\$1,500.00	\$297.10	19.81	\$1,500.00	\$1,500.00	\$1,500.00	\$1,500.00	
10-4150-510600	EQUIPMENT MAINTENANCE	\$0.00	\$1,303.82	\$0.00	\$187.33	\$0.00	\$0.00	0	\$0.00	\$0.00	\$0.00	\$0.00	
10-4150-510650	TWO-WAY RADIO MAINTENANCE	\$1,028.33	\$120.00	\$1,100.00	\$0.00	\$1,100.00	\$1,417.50	94.5	\$1,500.00	\$1,500.00	\$1,500.00	\$1,500.00	
10-4150-510700	VEHICLE MAINT-INSIDE	\$2,984.23	\$2,481.37	\$4,000.00	\$2,013.43	\$4,000.00	\$471.00	11.78	\$4,000.00	\$4,000.00	\$2,000.00	\$2,000.00	
10-4150-510750	VEHICLE MAINT-OUTSIDE	\$5,051.22	\$8,124.54	\$6,000.00	\$15,202.24	\$6,000.00	\$3,366.55	56.11	\$6,000.00	\$6,000.00	\$6,000.00	\$6,000.00	
10-4150-510800	MOTOR FUEL & LUBRICATION	\$3,195.84	\$4,780.60	\$4,500.00	\$4,192.10	\$4,500.00	\$3,056.95	67.93	\$4,500.00	\$4,500.00	\$4,500.00	\$4,500.00	
10-4150-510825	RETIREMENT OF DEBT	\$0.00	\$0.00	\$62,677.00	\$62,677.45	\$62,677.00	\$0.00	0	\$64,203.00	\$64,203.00	\$64,203.00	\$64,203.00	
10-4150-510900	EQUIPMENT	\$647.13	\$0.00	\$2,000.00	\$416.96	\$2,000.00	\$0.00	0	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	
10-4150-510925	RADIO EQUIPMENT	\$0.00	\$4,282.38	\$1,500.00	\$3,119.08	\$1,500.00	\$0.00	0	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	
10-4150-511000	BUILDING REPAIRS/ADDITION	\$109.67	\$951.55	\$1,500.00	\$476.44	\$1,500.00	\$126.85	8.46	\$1,500.00	\$1,500.00	\$1,500.00	\$1,500.00	
10-4150-511100	SUPPLIES & MATERIALS	\$12,944.76	\$7,091.54	\$11,000.00	\$3,693.12	\$11,000.00	\$2,707.99	24.62	\$11,000.00	\$11,000.00	\$11,000.00	\$11,000.00	
10-4150-511200	ELECTRICITY	\$10,645.61	\$11,360.30	\$12,000.00	\$10,777.56	\$12,000.00	\$4,404.50	36.7	\$12,000.00	\$12,000.00	\$12,000.00	\$12,000.00	
10-4150-511250	WATER	\$665.80	\$777.75	\$900.00	\$848.40	\$900.00	\$641.25	42.75	\$1,500.00	\$1,500.00	\$1,500.00	\$1,500.00	
10-4150-511300	SEWER	\$429.95	\$584.85	\$750.00	\$602.85	\$750.00	\$599.99	41.53	\$1,300.00	\$1,300.00	\$1,300.00	\$1,300.00	
10-4150-511350	GARBAGE	\$496.40	\$501.00	\$501.00	\$501.00	\$501.00	\$281.80	35.23	\$800.00	\$800.00	\$800.00	\$800.00	
10-4150-519000	MISCELLANEOUS	\$1,084.44	\$2,391.22	\$1,000.00	\$6,576.54	\$1,000.00	\$1,491.50	74.58	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	
10-4150-531025	LINE OF DUTY PAYMENTS	\$12,703.86	\$11,988.09	\$12,513.00	\$12,194.27	\$12,513.00	\$10,838.25	86.02	\$12,600.00	\$13,000.00	\$12,600.00	\$12,600.00	
10-4150-531350	SPECIAL PROJECTS	\$2,574.55	\$1,447.51	\$2,500.00	\$1,874.98	\$2,500.00	\$564.42	22.58	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00	
10-4150-532000	INSURANCE-FIRE CALLS	\$0.00	\$0.00	\$2,800.00	\$827.90	\$2,800.00	\$0.00	0	\$4,000.00	\$4,000.00	\$4,000.00	\$4,000.00	
10-4150-532025	FIRE PREV/SAFETY PRG	\$3,993.50	\$3,999.00	\$4,000.00	\$4,087.46	\$4,000.00	\$0.00	0	\$4,000.00	\$4,000.00	\$4,000.00	\$4,000.00	
10-4150-532050	REGULATORY REQUIREMENTS	\$8,810.35	\$7,142.08	\$12,000.00	\$4,117.07	\$12,000.00	\$1,774.68	14.79	\$12,000.00	\$12,000.00	\$12,000.00	\$12,000.00	
10-4150-580800	INTEREST EXPENSE	\$0.00	\$0.00	\$17,033.00	\$17,033.33	\$17,033.00	\$0.00	0	\$15,508.00	\$15,508.00	\$15,508.00	\$15,508.00	
FIRE DEPARTMENT Total		\$135,927.22	\$147,762.62	\$236,252.00	\$222,915.80	\$236,252.00	\$75,148.21	27.57	\$272,597.00	\$284,164.00	\$256,906.32	\$256,906.32	

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Account Number	Account Description	3rd Prior Year Actual Jul 2018 - Jun 2019	2nd Prior Year Actual Jul 2019 - Jun 2020	1st Prior Year Actual Jul 2020 - Jun 2021	1st Prior Year Budget Jul 2020 - Jun 2021	Current Year Actual Jul 2021 - Dec 2021	% Spent	Current Budget	Requested	Recommended
4160 RESCUE DEPARTMENT										
10-4160-500000	SALARIES AND WAGES	\$445,129.60	\$478,785.09	\$418,200.00	\$418,200.00	\$226,382.75	55.1	\$426,360.00	\$479,592.00	\$435,000.00
10-4160-501000	INS SOCIAL SECURITY	\$32,556.59	\$36,639.19	\$31,992.00	\$31,992.00	\$17,461.40	53.93	\$32,617.00	\$36,677.79	\$34,042.50
10-4160-501100	INS HEALTH	\$89,628.00	\$102,072.69	\$97,500.00	\$97,500.00	\$47,373.00	48.18	\$98,328.00	\$98,856.00	\$98,328.00
10-4160-501150	INS-LIFE	\$1,111.68	\$1,151.16	\$1,300.00	\$1,300.00	\$594.22	41.09	\$1,300.00	\$1,500.00	\$1,500.00
10-4160-501200	INS-RETIREMENT PLAN	\$34,397.94	\$33,563.68	\$35,200.00	\$35,200.00	\$15,803.93	48.9	\$36,000.00	\$41,500.00	\$41,000.00
10-4160-501225	VRS-VLDP	\$239.76	\$246.96	\$250.00	\$250.00	\$75.81	21.66	\$350.00	\$0.00	\$0.00
10-4160-501250	INS WORKMENS COMPENSATION	\$22,869.17	\$20,678.84	\$23,000.00	\$23,000.00	\$8,611.76	42.01	\$20,500.00	\$20,500.00	\$20,500.00
10-4160-501300	INS GEN LIABILITY/BLDG	\$910.00	\$1,033.00	\$1,100.00	\$1,100.00	\$566.66	51.51	\$1,100.00	\$1,100.00	\$1,100.00
10-4160-501350	INS AUTO	\$3,611.00	\$2,899.00	\$3,200.00	\$3,200.00	\$1,569.50	49.05	\$3,200.00	\$3,200.00	\$3,200.00
10-4160-501350	DUES/MEMBERSHIP/SUBSCRIPTIONS	\$3,956.00	\$4,747.00	\$4,000.00	\$4,000.00	\$2,175.00	54.38	\$4,000.00	\$4,000.00	\$4,000.00
10-4160-510350	OFFICE SUPPLIES	\$467.31	\$167.37	\$500.00	\$500.00	\$915.27	183.05	\$500.00	\$1,500.00	\$500.00
10-4160-510450	TELEPHONE/INTERNET/COMM	\$5,327.19	\$3,126.45	\$3,400.00	\$3,400.00	\$770.26	30.81	\$2,500.00	\$1,500.00	\$1,500.00
10-4160-510500	UNIFORMS	\$1,920.67	\$4,057.62	\$4,000.00	\$4,000.00	\$3,563.66	89.09	\$4,000.00	\$4,500.00	\$4,000.00
10-4160-510550	TRAINING EXPENSE	\$244.00	\$101.00	\$500.00	\$500.00	\$1,595.79	106.99	\$1,500.00	\$1,500.00	\$1,500.00
10-4160-510600	EQUIPMENT MAINTENANCE	\$0.00	\$1,303.83	\$0.00	\$0.00	\$2,808.00	39	\$7,200.00	\$7,200.00	\$6,500.00
10-4160-510650	TWO-WAY RADIO MAINTENANCE	\$1,827.34	\$120.00	\$2,000.00	\$2,000.00	\$1,417.50	141.75	\$1,000.00	\$1,000.00	\$1,000.00
10-4160-510700	VEHICLE MAINT-INSIDE	\$953.22	\$607.02	\$1,000.00	\$1,000.00	\$816.04	144.89	\$1,000.00	\$1,000.00	\$1,000.00
10-4160-510750	VEHICLE MAINT-OUTSIDE	\$11,417.26	\$13,024.59	\$11,000.00	\$11,000.00	\$8,884.09	80.76	\$11,000.00	\$13,500.00	\$11,000.00
10-4160-510800	MOTOR FUEL & LUBRICATION	\$15,599.33	\$13,157.90	\$20,000.00	\$20,000.00	\$9,252.97	54.43	\$17,000.00	\$17,000.00	\$17,000.00
10-4160-510825	RETIREMENT OF DEBT	\$0.00	\$7,260.00	\$0.00	\$0.00	\$0.00	0	\$0.00	\$0.00	\$0.00
10-4160-510900	EQUIPMENT	\$7,969.59	\$6,309.90	\$10,000.00	\$10,000.00	\$3,083.85	30.84	\$10,000.00	\$10,000.00	\$8,000.00
10-4160-511000	BUILDING REPAIRS/ADDITION	\$1,057.00	\$3,404.99	\$1,500.00	\$1,500.00	\$2,204.55	146.97	\$1,500.00	\$5,000.00	\$2,000.00
10-4160-511100	SUPPLIES & MATERIALS	\$8,121.53	\$8,275.32	\$9,000.00	\$9,000.00	\$4,277.71	71.3	\$6,000.00	\$6,000.00	\$6,000.00
10-4160-511150	CLEANING SUPPLIES	\$0.00	\$783.88	\$1,000.00	\$1,000.00	\$347.63	34.76	\$1,000.00	\$1,000.00	\$1,000.00
10-4160-511175	MEDICAL SUPPLIES	\$15,495.21	\$17,630.57	\$17,000.00	\$17,000.00	\$7,136.36	41.98	\$17,000.00	\$18,000.00	\$17,000.00
10-4160-511200	ELECTRICITY	\$7,314.61	\$6,340.79	\$9,000.00	\$9,000.00	\$3,188.03	35.42	\$9,000.00	\$9,000.00	\$9,000.00
10-4160-511250	WATER	\$319.21	\$341.44	\$400.00	\$400.00	\$162.20	40.55	\$400.00	\$400.00	\$400.00
10-4160-511300	SEWER	\$319.21	\$341.44	\$400.00	\$400.00	\$355.05	43.84	\$400.00	\$400.00	\$400.00
10-4160-511350	GARBAGE	\$483.20	\$486.00	\$500.00	\$500.00	\$273.40	54.68	\$500.00	\$500.00	\$500.00
10-4160-511900	MISCELLANEOUS	\$358.00	\$478.99	\$2,000.00	\$2,000.00	\$9,481.25	474.06	\$2,000.00	\$2,000.00	\$2,000.00
10-4160-524300	EMS GRANTS	\$0.00	\$0.00	\$36,000.00	\$36,000.00	\$0.00	0	\$0.00	\$0.00	\$0.00
10-4160-531025	LINE OF DUTY PAYMENTS	\$14,115.40	\$12,703.86	\$11,123.00	\$11,123.00	\$10,838.25	86.02	\$12,600.00	\$12,600.00	\$12,600.00
10-4160-531350	SPECIAL PROJECTS	\$1,068.60	\$2,483.17	\$2,000.00	\$2,000.00	\$2,394.12	119.71	\$2,000.00	\$2,000.00	\$2,000.00
10-4160-532050	REGULATORY REQUIREMENTS	\$0.00	(\$323.50)	\$42,000.00	\$42,000.00	\$0.00	0	\$0.00	\$0.00	\$0.00
10-4160-532100	BILLING SERVICES/COLLECTIONS	\$39,994.23	\$40,585.62	\$5,000.00	\$5,000.00	\$23,590.74	56.03	\$42,000.00	\$42,000.00	\$42,000.00
10-4160-532125	BAD DEBT COLLECTION FEE	\$3,069.78	\$7,304.19	\$2,500.00	\$2,500.00	\$1,666.23	135.3	\$1,250.00	\$1,250.00	\$1,250.00
10-4160-561000	HEATING OIL/FUEL	\$844.38	\$527.10	\$807,565.00	\$807,565.00	\$408.25	16.33	\$2,500.00	\$2,500.00	\$2,500.00
RESCUE DEPARTMENT Total		\$770,696.01	\$832,411.15	\$1,615,130.00	\$1,615,130.00	\$420,378.41	54.06	\$777,605.00	\$848,275.79	\$789,320.50

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Account Number	Account Description	3rd Prior Year Actual Jul 2018 - Jun 2019	2nd Prior Year Actual Jul 2019 - Jun 2020	1st Prior Year Actual Jul 2020 - Jun 2021	1st Prior Year Actual Jul 2020 - Jun 2021	Current Year Actual Jul 2021 - Dec 2021	% Spent	Current Budget	Requested	Recommended
4220 STREET DEPARTMENT										
10-4210-500000	SALARIES AND WAGES	\$349,756.67	\$420,164.23	\$466,620.00	\$414,861.58	\$181,853.03	38.18	\$476,340.00	\$514,447.20	\$450,000.00
10-4210-501000	INS SOCIAL SECURITY	\$24,541.33	\$30,445.13	\$33,696.00	\$28,888.08	\$12,900.59	35.4	\$36,440.00	\$36,405.00	\$32,589.00
10-4210-501100	INS HEALTH	\$157,016.00	\$184,362.69	\$185,000.00	\$178,704.00	\$69,931.50	37.8	\$185,000.00	\$185,000.00	\$143,280.00
10-4210-501150	INS-LIFE	\$2,094.76	\$2,446.68	\$2,565.00	\$2,714.75	\$1,115.56	39.84	\$2,800.00	\$2,800.00	\$2,800.00
10-4210-501200	INS-RETIREMENT PLAN	\$65,060.52	\$73,126.64	\$80,000.00	\$78,933.61	\$32,006.82	37.69	\$84,930.00	\$107,467.97	\$88,000.00
10-4210-501225	VRS-VLP	\$749.76	\$1,170.40	\$1,000.00	\$1,331.91	\$3,672.99	244.87	\$1,500.00	\$2,292.00	\$1,265.00
10-4210-501250	INS WORKMENS COMPENSATION	\$23,730.56	\$23,656.63	\$25,000.00	\$18,272.57	\$9,534.34	38.92	\$24,500.00	\$24,500.00	\$24,000.00
10-4210-501300	INS GEN LIABILITY/BLDG	\$2,040.00	\$2,118.00	\$2,200.00	\$1,714.00	\$1,900.30	50.01	\$3,800.00	\$3,800.00	\$3,800.00
10-4210-501350	INS AUTO	\$5,792.00	\$6,116.00	\$6,200.00	\$3,984.00	\$1,980.50	47.15	\$4,200.00	\$4,200.00	\$4,200.00
10-4210-510250	DUES/MEMBERSHIP/SOFTWARE LICENSE FEES	\$0.00	\$646.12	\$0.00	\$2,400.00	\$161.21	4.37	\$3,688.00	\$3,688.00	\$500.00
10-4210-510450	TELEPHONE/INTERNET/COMM	\$1,415.04	\$1,361.94	\$1,300.00	\$720.00	\$474.47	29.07	\$1,632.00	\$1,632.00	\$1,000.00
10-4210-510500	UNIFORMS	\$2,887.02	\$3,025.91	\$3,000.00	\$2,817.77	\$1,898.28	63.28	\$3,000.00	\$4,680.00	\$4,680.00
10-4210-510550	TRAINING EXPENSE	\$790.00	\$23.61	\$500.00	\$0.00	\$0.00	0	\$0.00	\$0.00	\$0.00
10-4210-510600	EQUIPMENT MAINTENANCE	\$0.00	\$2,252.79	\$0.00	\$0.00	\$0.00	0	\$0.00	\$0.00	\$0.00
10-4210-510700	VEHICLE MAINT-INSIDE	\$23,416.82	\$24,601.10	\$20,000.00	\$24,090.21	\$4,221.49	16.89	\$25,000.00	\$25,000.00	\$20,000.00
10-4210-510750	VEHICLE MAINT-OUTSIDE	\$9,793.02	\$8,158.86	\$12,000.00	\$24,628.60	\$5,635.09	37.57	\$15,000.00	\$15,000.00	\$12,000.00
10-4210-510800	MOTOR FUEL & LUBRICATION	\$31,502.54	\$26,818.46	\$32,000.00	\$23,699.44	\$12,792.00	39.98	\$32,000.00	\$32,000.00	\$30,000.00
10-4210-510900	EQUIPMENT	\$647.13	\$0.00	\$1,000.00	\$2,865.30	\$1,335.00	133.5	\$1,000.00	\$1,000.00	\$1,000.00
10-4210-511000	BUILDING REPAIRS/ADDITION	\$458.30	\$315.21	\$2,250.00	(\$93.99)	\$119.56	5.98	\$2,000.00	\$2,000.00	\$1,000.00
10-4210-511100	SUPPLIES & MATERIALS	\$31,581.49	\$50,245.64	\$28,000.00	\$14,439.41	\$7,605.20	30.42	\$25,000.00	\$25,000.00	\$20,000.00
10-4210-511200	ELECTRICITY	\$14,295.08	\$14,872.89	\$10,266.00	\$15,767.30	\$6,209.85	41.4	\$15,000.00	\$15,000.00	\$15,000.00
10-4210-511250	WATER	\$374.88	\$275.27	\$500.00	\$288.14	\$134.74	26.95	\$500.00	\$500.00	\$500.00
10-4210-511300	SEWER	\$374.89	\$262.21	\$500.00	\$274.89	\$152.09	30.42	\$500.00	\$500.00	\$500.00
10-4210-511400	GARBAGE	\$220.83	\$209.92	\$200.00	\$228.30	\$128.22	53.43	\$240.00	\$240.00	\$240.00
10-4210-511450	ENGINEERING	\$5,470.00	\$14,670.00	\$14,670.00	\$6,550.00	\$0.00	0	\$16,500.00	\$16,500.00	\$10,000.00
10-4210-511500	LEASE PROP & RIGHT OF WAY	\$6,495.44	\$3,762.52	\$6,834.00	\$940.00	\$0.00	0	\$1,030.00	\$1,030.00	\$1,500.00
10-4210-511550	TRAFFIC SAFETY	\$59,929.51	\$7,493.27	\$35,000.00	\$52,991.53	\$64,343.67	128.69	\$50,000.00	\$75,000.00	\$75,000.00
10-4210-511600	METERS & RELATED EQ	\$0.00	\$1,505.54	\$0.00	\$0.00	\$0.00	0	\$0.00	\$0.00	\$0.00
10-4210-511650	MISCELLANEOUS	(\$70,855.69)	(\$103,019.41)	\$2,000.00	(\$51,972.21)	\$129.50	6.48	\$2,000.00	\$2,000.00	\$2,000.00
10-4210-540000	STORM DRAINAGE	\$445.56	\$17,232.72	\$8,000.00	\$3,417.77	\$261.60	3.27	\$8,000.00	\$8,000.00	\$8,000.00
10-4210-540050	ST. BRIDGES, SIDEWALK MAINT	\$238,731.06	\$239,221.50	\$175,000.00	\$196,569.23	\$123,782.06	70.73	\$175,000.00	\$175,000.00	\$229,000.00
10-4210-540100	SNOW & ICE REMOVAL	\$24,332.81	\$20,955.25	\$27,500.00	\$38,544.14	\$7,214.99	19.24	\$37,500.00	\$37,500.00	\$37,500.00
10-4210-570250	HAND TOOLS & EQUIPMENT	\$189.48	\$9,681.99	\$6,500.00	\$3,409.00	\$2,980.69	39.73	\$3,500.00	\$3,500.00	\$3,500.00
	<b>STREET DEPARTMENT Total</b>	\$1,007,226.81	\$1,047,881.71	\$1,191,301.00	\$1,093,879.33	\$553,585.34	44.73	\$1,237,600.00	\$1,325,682.17	\$1,222,354.00

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4240 SANITATION DEPARTMENT										
10-4240-500000	SALARIES AND WAGES	\$213,955.11	\$213,958.30	\$225,000.00	\$225,985.83	\$126,478.13	57.67	\$219,300.00	\$269,844.00	\$225,000.00
10-4240-501000	INS SOCIAL SECURITY	\$15,146.14	\$16,094.46	\$17,289.00	\$16,254.06	\$9,063.29	54.03	\$16,776.00	\$20,184.00	\$17,212.50
10-4240-501100	INS HEALTH	\$93,096.00	\$101,786.69	\$95,000.00	\$97,792.00	\$49,918.50	54.26	\$92,000.00	\$99,264.00	\$96,000.00
10-4240-501150	INS-LIFE	\$1,115.96	\$1,075.84	\$1,200.00	\$893.76	\$565.00	47.08	\$1,200.00	\$1,200.00	\$1,200.00
10-4240-501200	INS-RETIREMENT PLAN	\$34,702.55	\$31,374.28	\$38,000.00	\$36,513.44	\$18,056.21	44.87	\$40,198.00	\$55,117.00	\$46,000.00
10-4240-501225	VRS-VLDP	\$993.60	\$414.23	\$500.00	\$664.98	\$321.64	40.21	\$800.00	\$800.00	\$1,000.00
10-4240-501250	INS WORKMENS COMPENSATION	\$13,360.14	\$11,636.48	\$13,000.00	\$11,189.14	\$7,175.41	46.18	\$15,539.00	\$15,539.00	\$15,539.00
10-4240-501350	INS AUTO	\$5,148.00	\$3,142.00	\$5,200.00	\$2,458.00	\$1,250.00	48.08	\$2,600.00	\$2,600.00	\$2,600.00
10-4240-510500	UNIFORMS	\$331.14	\$284.41	\$750.00	\$359.23	\$597.88	45.99	\$1,300.00	\$1,500.00	\$1,500.00
10-4240-510550	TRAINING EXPENSE	\$0.00	\$11.80	\$0.00	\$0.00	\$0.00	0	\$0.00	\$0.00	\$0.00
10-4240-510600	EQUIPMENT MAINTENANCE	\$0.00	\$1,303.77	\$0.00	\$0.00	\$0.00	0	\$0.00	\$0.00	\$0.00
10-4240-510700	VEHICLE MAINT-INSIDE	\$29,268.10	\$21,218.45	\$16,000.00	\$22,940.84	\$6,252.83	34.74	\$18,000.00	\$18,000.00	\$18,000.00
10-4240-510750	VEHICLE MAINT-OUTSIDE	\$21,858.95	\$16,121.89	\$12,000.00	\$9,584.99	\$5,431.52	45.26	\$12,000.00	\$12,000.00	\$12,000.00
10-4240-510800	MOTOR FUEL & LUBRICATION EQUIPMENT	\$23,619.35	\$22,676.62	\$25,000.00	\$23,347.55	\$14,764.38	59.06	\$25,000.00	\$31,250.00	\$25,000.00
10-4240-510900	SUPPLIES & MATERIALS	\$9,896.89	\$10,164.41	\$6,500.00	\$6,575.35	\$4,493.54	69.13	\$6,500.00	\$6,500.00	\$6,500.00
10-4240-519000	MISCELLANEOUS	\$627.41	\$1,371.69	\$1,250.00	\$3,252.46	\$2,359.50	188.76	\$1,250.00	\$1,250.00	\$1,250.00
10-4240-541000	GARBAGE CONTAINERS	\$15,975.99	\$12,279.05	\$32,000.00	\$10,111.08	\$15,851.65	76.76	\$20,000.00	\$30,000.00	\$20,000.00
SANITATION DEPARTMENT Total		\$476,542.46	\$464,834.37	\$488,189.00	\$467,862.71	\$262,059.48	55.47	\$472,463.00	\$559,048.00	\$488,901.50

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		3rd Prior Year Actual Jul 2018 - Jun 2019	2nd Prior Year Actual Jul 2019 - Jun 2020	1st Prior Year Budget Jul 2020 - Jun 2021	1st Prior Year Actual Jul 2020 - Jun 2021	Current Year Actual Jul 2021 - Dec 2021	% Spent									
4290 RECREATION DEPARTMENT																
10-4290-500000	SALARIES AND WAGES	\$156,989.23	\$125,278.59	\$110,000.00	\$92,252.10	\$46,831.91	39.92	\$117,300.00	\$160,230.00	\$119,447.65						
10-4290-501000	INS SOCIAL SECURITY	\$11,714.45	\$9,686.78	\$8,415.00	\$6,850.05	\$5,509.62	39.11	\$9,975.00	\$12,257.60	\$9,240.00						
10-4290-501100	INS HEALTH	\$38,824.00	\$35,320.32	\$40,512.00	\$23,692.00	\$9,709.00	49.78	\$19,500.00	\$42,650.00	\$20,328.00						
10-4290-501150	INS - LIFE	\$419.47	\$400.20	\$220.00	\$282.03	\$118.44	45.55	\$260.00	\$325.00	\$260.00						
10-4290-501200	INS - RETIREMENT PLAN	\$13,476.30	\$11,807.24	\$14,222.00	\$8,889.02	\$9,559.98	47.47	\$7,500.00	\$16,608.00	\$7,500.00						
10-4290-501250	INS WORKMENS COMPENSATION	\$4,822.28	\$3,068.22	\$2,808.00	\$1,931.83	\$878.30	27.45	\$3,200.00	\$3,200.00	\$3,000.00						
10-4290-501300	INS GEN LIABILITY/BLDG	\$4,564.00	\$3,447.00	\$3,600.00	\$3,511.00	\$1,868.00	51.89	\$3,600.00	\$3,600.00	\$3,600.00						
10-4290-501350	INS AUTO	\$287.00	\$925.00	\$350.00	\$344.00	\$0.00	0	\$350.00	\$350.00	\$350.00						
10-4290-510000	CASH OVER & SHORT	\$63.91	(\$87.80)	\$0.00	(\$32.74)	(\$1.60)	0	\$0.00	\$0.00	\$0.00						
10-4290-510350	OFFICE SUPPLIES	\$233.04	\$574.42	\$150.00	\$128.58	\$3.47	2.31	\$150.00	\$150.00	\$150.00						
10-4290-510425	CARD PROCESSING CHGS/FEES	\$64.93	\$1,364.18	\$1,500.00	\$2,133.23	\$1,033.56	46.98	\$2,200.00	\$2,200.00	\$2,200.00						
10-4290-510450	TELEPHONE/INTERNET/COMM	\$1,674.58	\$1,385.73	\$1,200.00	\$2,234.88	\$1,181.67	51.6	\$2,290.00	\$2,290.00	\$2,290.00						
10-4290-510550	TRAINING EXPENSE	\$806.27	\$0.00	\$0.00	\$0.00	\$0.00	0	\$0.00	\$0.00	\$0.00						
10-4290-510600	EQUIPMENT MAINTENANCE	\$646.65	\$4,485.60	\$0.00	\$2,312.90	\$0.00	0	\$0.00	\$0.00	\$0.00						
10-4290-510700	VEHICLE MAINT-INSIDE	\$0.00	\$708.99	\$200.00	\$0.00	\$317.58	0	\$0.00	\$0.00	\$0.00						
10-4290-510750	VEHICLE MAINT-OUTSIDE	\$353.58	\$762.04	\$0.00	\$0.00	\$0.00	0	\$0.00	\$0.00	\$0.00						
10-4290-510800	MOTOR FUEL & LUBRICATION	\$733.09	\$1,069.90	\$500.00	\$118.59	\$159.52	0	\$0.00	\$0.00	\$0.00						
10-4290-510900	EQUIPMENT	\$6,525.08	\$0.00	\$0.00	\$0.00	\$159.52	0	\$0.00	\$0.00	\$0.00						
10-4290-511000	BUILDING REPAIRS/ADDITION	\$22,599.27	\$3,118.58	\$1,000.00	\$2,206.80	\$0.00	0	\$2,500.00	\$2,500.00	\$2,500.00						
10-4290-511100	SUPPLIES & MATERIALS	\$30,330.14	\$18,437.32	\$18,500.00	\$4,941.32	\$1,332.51	8.88	\$15,000.00	\$15,000.00	\$10,000.00						
10-4290-511200	ELECTRICITY	\$50,126.46	\$37,027.40	\$47,000.00	\$33,229.84	\$14,841.80	31.58	\$47,000.00	\$42,000.00	\$42,000.00						
10-4290-511250	WATER	\$3,288.38	\$2,107.43	\$3,200.00	\$3,103.44	\$4,754.09	48.72	\$3,600.00	\$3,600.00	\$3,600.00						
10-4290-511300	SEWER	\$2,428.88	\$1,587.68	\$2,500.00	\$1,951.89	\$4,495.18	59.73	\$2,500.00	\$2,500.00	\$2,500.00						
10-4290-511350	GARBAGE	\$1,958.20	\$4,771.75	\$1,972.00	\$1,932.75	\$1,203.15	57.29	\$2,100.00	\$2,100.00	\$2,100.00						
10-4290-519000	MISCELLANEOUS	\$5,668.35	\$2,482.63	\$1,000.00	\$23,017.90	\$12,347.20	617.36	\$2,000.00	\$2,000.00	\$2,000.00						
10-4290-550025	VOLLEYBALL EXPENSES	\$0.00	\$0.00	\$0.00	\$0.00	\$1,101.63	0	\$0.00	\$0.00	\$0.00						
10-4290-550050	SWIMMING POOL SUPPLIES	\$4,935.69	\$3,926.98	\$3,200.00	\$6,504.73	\$591.92	18.5	\$3,200.00	\$3,200.00	\$3,200.00						
10-4290-550100	WM'S PARK MAINTENANCE	\$17,336.80	\$19,471.96	\$3,000.00	\$22,413.79	\$7,445.42	37.61	\$19,000.00	\$19,000.00	\$19,000.00						
10-4290-550150	JOHN BRITTS MEMORIAL PK	\$0.00	\$0.00	\$0.00	\$26.98	\$0.00	0	\$0.00	\$0.00	\$0.00						
10-4290-550200	CONCESSION STAND EXP	\$18,270.42	\$11,950.55	\$15,000.00	\$10,335.41	\$4,413.61	29.46	\$15,000.00	\$15,000.00	\$12,000.00						
10-4290-550250	SALES TAX-CONCESSION STAN	\$0.00	(\$12.26)	\$0.00	(\$3.08)	(\$5.04)	0	\$0.00	\$0.00	\$0.00						
10-4290-550300	CONTRACT WORK	\$51,041.24	\$14,332.50	\$2,500.00	\$6,720.00	\$6,000.00	240	\$2,500.00	\$2,500.00	\$2,500.00						
RECREATION DEPARTMENT Total		\$450,121.69	\$315,490.93	\$282,549.00	\$260,968.64	\$121,393.92	43.4	\$279,723.00	\$359,460.60	\$266,265.65						

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		Jul 2018 - Jun 2019	Jul 2018 - Jun 2019	Jul 2019 - Jun 2020	Jul 2019 - Jun 2020	Jul 2020 - Jun 2021	Jul 2020 - Jun 2021	Jul 2021 - Dec 2021	Jul 2021 - Dec 2021						
4300 COMMUNITY & CIVIC FACILITIES															
10-4300-519000	MISCELLANEOUS	\$423.59	\$412.14	\$0.00	\$564.60	\$0.00	\$503.50	\$0.00	\$0.00	\$0.00	\$0.00	0	\$0.00	\$0.00	\$0.00
10-4300-525155	LIBRARY	\$685.00	\$738.00	\$20,750.00	\$740.00	\$20,750.00	\$1,063.60	\$740.00	\$775.00	\$775.00	\$775.00	137.24	\$775.00	\$775.00	\$775.00
10-4300-525160	COAL MINERS MEM	\$1,707.51	\$359.27	\$1,000.00	\$5,540.61	\$1,000.00	\$286.65	\$5,540.61	\$1,000.00	\$1,000.00	\$1,000.00	28.67	\$1,000.00	\$1,000.00	\$1,000.00
10-4300-525170	Chamber/CART Bldg.	\$0.00	\$19,470.13	\$2,700.00	\$1,836.46	\$2,700.00	\$803.18	\$1,836.46	\$2,500.00	\$2,500.00	\$2,500.00	32.13	\$2,500.00	\$2,500.00	\$2,500.00
10-4300-525175	FARMERS MARKET	\$697.51	\$584.05	\$800.00	\$1,804.67	\$800.00	\$477.90	\$1,804.67	\$1,000.00	\$1,000.00	\$1,000.00	47.79	\$1,000.00	\$1,000.00	\$1,000.00
10-4300-525300	VET/CENT/HIST	\$229.50	\$0.00	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$0.00	\$1,000.00	\$1,000.00	\$1,000.00	0	\$1,000.00	\$1,000.00	\$1,000.00
10-4300-525325	SECTION HOUSE	\$8,919.63	\$4,896.54	\$5,300.00	\$9,578.46	\$5,300.00	\$2,133.56	\$9,578.46	\$3,500.00	\$3,500.00	\$3,500.00	60.96	\$3,500.00	\$3,500.00	\$3,500.00
10-4300-525350	TEEN CENTER	\$0.00	\$1,509.00	\$1,600.00	\$1,523.00	\$1,600.00	\$799.50	\$1,523.00	\$1,600.00	\$1,600.00	\$1,600.00	49.97	\$1,600.00	\$1,600.00	\$1,600.00
Department COMMUNITY & CIVIC FACILITIES Total		\$12,662.74	\$27,969.13	\$33,150.00	\$21,587.80	\$33,150.00	\$6,067.89	\$21,587.80	\$11,375.00	\$11,375.00	\$11,375.00	53.34	\$11,375.00	\$11,375.00	\$11,375.00
4470 DONATIONS															
10-4470-525250	DONATIONS	\$9,600.00	\$15,857.58	\$25,000.00	\$10,000.00	\$25,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	100	\$10,000.00	\$10,000.00	\$10,000.00
Department DONATIONS Total		\$9,600.00	\$15,857.58	\$25,000.00	\$10,000.00	\$25,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	100	\$10,000.00	\$10,000.00	\$10,000.00







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4340-WATER TREATMENT PLANT											
20-4340-500000	SALARIES AND WAGES	\$295,922.81	\$340,440.10	\$290,694.29	\$370,440.00	\$163,422.39	43.91	\$37,420.00	\$975,175.15	\$943,791.00	
20-4340-500050	TOWN MANAGERS SALARY	\$11,610.00	\$16,589.24	\$0.00	\$0.00	\$0.00	0	\$0.00	\$0.00	\$0.00	
20-4340-500100	TOWN ATTORNEY	\$7,444.42	\$5,643.02	\$0.00	\$0.00	\$0.00	0	\$0.00	\$0.00	\$0.00	
20-4340-500100	INS SOCIAL SECURITY	\$78,232.47	\$24,514.00	\$24,249.26	\$24,514.00	\$11,890.56	47.47	\$25,048.00	\$28,701.00	\$26,300.00	
20-4340-500100	INS HEALTH	\$89,892.38	\$700,959.69	\$79,463.96	\$81,000.00	\$45,807.99	48.4	\$94,652.00	\$109,848.00	\$112,000.00	
20-4340-500150	INS-LIFE	\$5,614.17	\$1,571.78	\$1,021.16	\$1,000.00	\$779.06	48.69	\$1,850.00	\$1,850.00	\$1,600.00	
20-4340-501200	INS-RETIREMENT PLAN	\$45,511.96	\$50,000.00	\$44,031.50	\$50,000.00	\$24,820.46	48.57	\$51,100.00	\$69,808.77	\$70,317.94	
20-4340-501225	VRS-VLDP	\$314.95	\$500.00	\$1,089.47	\$500.00	\$590.53	49.31	\$1,200.00	\$1,200.00	\$1,500.00	
20-4340-501250	INS WORKMENS COMPENSATION	\$8,143.09	\$7,600.35	\$7,094.37	\$8,000.00	\$4,778.14	46.62	\$10,250.00	\$10,250.00	\$10,250.00	
20-4340-501300	INS GEN LIABILITY/BLOG	\$8,707.00	\$9,293.00	\$6,777.00	\$8,000.00	\$3,715.06	53.07	\$7,000.00	\$7,000.00	\$7,500.00	
20-4340-501350	INS AUTO	\$587.00	\$481.00	\$452.00	\$600.00	\$221.00	46.53	\$475.00	\$475.00	\$500.00	
20-4340-510000	CASH OVER & SHORT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0	\$0.00	\$0.00	\$0.00	
20-4340-510050	CONTRACT CONSULTANT	\$0.00	\$0.00	\$0.00	\$0.00	\$1,062.49	0	\$0.00	\$0.00	\$0.00	
20-4340-510100	AUDITING & LEGAL	\$7,375.00	\$8,000.00	\$7,660.00	\$8,000.00	\$5,750.00	0	\$0.00	\$0.00	\$0.00	
20-4340-510150	PRINTING & BINDING	\$2,143.85	\$3,787.74	\$672.01	\$0.00	\$1,003.89	0	\$0.00	\$0.00	\$0.00	
20-4340-510250	DUES & MEMBERSHIP	\$780.00	\$1,987.48	\$1,434.00	\$2,000.00	\$1,302.00	52.08	\$2,500.00	\$2,700.00	\$2,700.00	
20-4340-510350	OFFICE SUPPLIES	\$844.00	\$570.00	\$0.00	\$0.00	\$0.00	0	\$0.00	\$0.00	\$0.00	
20-4340-510400	POSTAGE	\$8,890.77	\$8,894.50	\$5,387.87	\$7,650.00	\$5,387.87	46.76	\$7,650.00	\$7,650.00	\$7,650.00	
20-4340-510425	CARD PROCESSING CHGS/FEES	\$2,143.00	\$3,153.00	\$1,899.98	\$0.00	\$950.63	38.09	\$2,500.00	\$2,500.00	\$2,000.00	
20-4340-510450	TELEPHONE/INTERNET/COMM	\$6,072.50	\$3,021.02	\$3,004.25	\$2,500.00	\$1,64.02	18.22	\$900.00	\$900.00	\$300.00	
20-4340-510500	UNIFORMS	\$822.20	\$234.26	\$1,139.51	\$900.00	\$0.00	0	\$0.00	\$0.00	\$0.00	
20-4340-510550	TRAINING EXPENSE	\$11,591.56	\$13,654.83	\$4,554.43	\$3,000.00	\$4,758.96	158.63	\$9,000.00	\$5,000.00	\$5,000.00	
20-4340-510600	EQUIPMENT MAINTENANCE	\$5,774.04	\$6,815.66	\$2,439.16	\$0.00	\$2,650.72	0	\$0.00	\$0.00	\$0.00	
20-4340-510625	IT SERVICE/EO	\$202.20	\$500.00	\$465.23	\$500.00	\$80.97	16.19	\$500.00	\$500.00	\$250.00	
20-4340-510700	VEHICLE MAINT/INSIDE	\$480.92	\$98.37	\$289.74	\$500.00	\$20.91	4.18	\$500.00	\$500.00	\$250.00	
20-4340-510800	VEHICLE MAINT/OUTSIDE	\$2,909.16	\$2,121.51	\$2,149.60	\$4,000.00	\$1,189.36	29.98	\$4,000.00	\$4,000.00	\$4,000.00	
20-4340-510900	MOTOR FUEL & LUBRICATION	\$952.13	\$8,481.07	\$6,891.26	\$2,000.00	\$0.00	0	\$2,000.00	\$2,000.00	\$2,000.00	
20-4340-511000	EQUIPMENT	\$1,623.60	\$990.00	\$986.77	\$15,000.00	\$20.00	0	\$350.00	\$350.00	\$350.00	
20-4340-511050	BUILDING REPAIRS/ADDITION	\$4,078.74	\$5,591.44	\$0.00	\$8,000.00	\$0.00	0	\$0.00	\$0.00	\$0.00	
20-4340-511100	FOUNDATIONS & FACILITIES	\$125,940.10	\$128,783.72	\$120,485.04	\$144,936.00	\$57,086.44	39.37	\$144,936.00	\$144,936.00	\$135,000.00	
20-4340-511150	SUPPLIES & MATERIALS	\$2,173.51	\$2,072.99	\$1,886.81	\$2,000.00	\$1,594.86	729.74	\$2,000.00	\$2,000.00	\$2,000.00	
20-4340-511200	ELECTRICITY	\$59,807.46	\$65,441.72	\$67,560.90	\$57,000.00	\$11,961.93	17.09	\$70,000.00	\$70,000.00	\$70,000.00	
20-4340-511250	WATER	\$225.00	\$228.00	\$165.00	\$165.00	\$92.80	46.4	\$200.00	\$200.00	\$200.00	
20-4340-511300	SEWER	\$21,901.89	\$39,096.61	\$3,713.47	\$1,000.00	\$0.00	0	\$1,000.00	\$1,000.00	\$1,000.00	
20-4340-511350	GARBAGE	\$4,367.77	\$5,521.59	\$8,123.51	\$1,000.00	\$649.50	64.95	\$1,000.00	\$1,000.00	\$1,000.00	
20-4340-511400	MISCELLANEOUS	\$68,522.18	\$88,162.43	\$93,117.23	\$80,000.00	\$48,264.76	52.63	\$90,000.00	\$136,000.00	\$136,000.00	
20-4340-560000	CHEMICALS-TREATMENT	\$850.00	\$997.50	\$1,144.51	\$900.00	\$1,111.00	111.11	\$900.00	\$900.00	\$900.00	
20-4340-560050	INSTRUMENT CALIBRATION	\$7,699.47	\$7,238.00	\$7,699.50	\$7,238.00	\$7,699.50	108.33	\$7,238.00	\$7,238.00	\$7,800.00	
20-4340-560100	HEALTH DEPT ASSESSMENT	\$12,006.05	\$4,651.29	\$6,537.81	\$16,000.00	\$2,394.90	14.97	\$16,000.00	\$16,000.00	\$16,000.00	
20-4340-560150	WATER QUALITY TESTING	\$129.90	\$3,074.35	\$0.00	\$7,000.00	\$6,827.18	97.53	\$7,000.00	\$7,000.00	\$7,000.00	
20-4340-562000	PLANT PARTS	\$10,155.38	\$5,233.64	\$4,801.41	\$6,000.00	\$3,462.73	57.71	\$6,000.00	\$100,000.00	\$100,000.00	
20-4340-562050	CHEMICALS / SUPPLIES-LAB	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0	\$0.00	\$0.00	\$0.00	
20-4340-570050	PAYMENT IN LIEU OF TAXES	\$0.00	\$0.00	\$19.58	\$0.00	\$3,708.14	0	\$0.00	\$0.00	\$0.00	
20-4340-580000	INTEREST EXPENSE	\$0.00	\$0.00	\$126,448.00	\$136,120.00	\$56,520.00	41.71	\$135,513.00	\$135,513.00	\$135,513.00	
20-4340-595100	TRANSFER OUT-RADM EXPENSE (GF)	\$0.00	\$33,264.64	\$0.00	\$0.00	\$0.00	0	\$0.00	\$0.00	\$0.00	
20-4340-595200	TRANSFER OUT-IT EXPENSE (GF)	\$0.00	\$0.00	\$8,252.92	\$0.00	\$0.00	0	\$0.00	\$16,874.00	\$16,874.00	
WATER TREATMENT PLANT Total		\$872,188.65	\$1,016,460.45	\$1,022,222.00	\$1,022,222.00	\$926,511.56	42.63	\$1,166,796.00	\$4,302,556.92	\$1,250,325.94	

General Ledger Budget Report									
Town of Richlands									
Fiscal Year 2022									
Account Number	Account Description	3rd Prior Year Actual Jul 2018 - Jun 2019	2nd Prior Year Actual Jul 2019 - Jun 2020	1st Prior Year Budget Jul 2020 - Jun 2021	1st Prior Year Actual Jul 2020 - Jun 2021	Current Year Actual Jul 2021 - Dec 2021	Current Budget	Recommended	
Fund 20 Water Fund									
3701 REVENUE									
20-3701-413300	INTEREST INCOME	(\$1,801.24)	(\$1,762.66)	(\$1,625.00)	(\$940.62)	(\$415.54)	(\$1,000.00)	(\$1,000.00)	
20-3701-413500	CONTRACT WORK-WATER PLANT	(\$57.00)	\$0.00	0	\$0.00	(\$222.18)	\$0.00	\$0.00	
20-3701-420050	WATER COLLECTIONS	(\$822,550.87)	(\$797,945.56)	(\$807,750.00)	(\$780,120.77)	(\$419,455.37)	(\$842,775.00)	(\$864,687.15)	
20-3701-420200	PENALTIES	(\$13,479.32)	(\$13,270.96)	(\$13,500.00)	(\$5,274.42)	(\$4,400.15)	(\$13,500.00)	(\$13,500.00)	
20-3701-420250	SERVICE CHARGES	(\$4,963.75)	(\$4,562.50)	(\$5,000.00)	(\$3,160.00)	(\$3,215.00)	(\$4,500.00)	(\$4,500.00)	
20-3701-420300	WATER TAPS	(\$800.00)	\$0.00	(\$1,600.00)	(\$2,000.00)	(\$2,400.00)	\$0.00	\$0.00	
Department REVENUE Total		(\$843,652.18)	(\$817,541.68)	(\$829,475.00)	(\$791,495.81)	(\$430,108.24)	(\$861,775.00)	(\$883,687.15)	
3702 REVENUE									
20-3702-413310	INTEREST INCOME-WAT DEBT	(\$1,370.77)	(\$1,376.59)	(\$1,200.00)	(\$1,378.69)	(\$693.88)	(\$1,200.00)	(\$1,200.00)	
20-3702-440000	CEDAR BLUFF WATER COLL	(\$67,524.00)	(\$60,420.00)	(\$62,022.00)	(\$62,028.00)	(\$34,482.00)	(\$69,954.00)	(\$69,954.00)	
20-3702-440100	TAZ, PSA WATER COLL	(\$478,710.00)	(\$491,754.00)	(\$516,099.00)	(\$516,102.00)	(\$218,349.00)	(\$499,954.00)	(\$499,954.00)	
20-3702-440200	CEDAR BLUFF-Wat Debt	(\$996.00)	(\$996.00)	(\$1,000.00)	(\$996.00)	(\$498.00)	(\$1,000.00)	(\$1,000.00)	
20-3702-440300	TZ CO PSA-KENTS RIDGE	(\$2,598.00)	(\$2,598.00)	(\$63,258.00)	(\$2,598.00)	(\$1,299.00)	(\$63,258.00)	(\$63,258.00)	
20-3702-460000	OTHER STATE/FED REVENUE	\$0.00	(\$35,000.00)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Department REVENUE Total		(\$551,198.77)	(\$592,144.59)	(\$643,579.00)	(\$583,102.69)	(\$255,321.88)	(\$635,366.00)	(\$635,366.00)	

General Ledger Budget Report  
Town of Richlands  
Fiscal Year 2022

Account Number	Account Description	3rd Prior Year Actual		2nd Prior Year Actual		1st Prior Year Actual		1st Prior Year Actual		Current Budget	Requested	Recommended
		Jul 2018 - Jun 2019	Jul 2018 - Jun 2019	Jul 2019 - Jun 2020	Jul 2019 - Jun 2020	Jul 2020 - Jun 2021	Jul 2020 - Jun 2021	Jul 2021 - Dec 2021				
4880 WASTEWATER TREATMENT PLANT												
30-4380-500000	SALARIES AND WAGES	\$31,235.45	\$380,664.70	\$357,000.00	\$357,164.24	\$1,787,933.79	48.02	\$372,300.00	\$446,760.00	\$590,915.00		
30-4380-500050	TOWN MANAGER SALARY	\$10,719.00	\$15,969.40	\$0.00	\$0.00	\$0.00	0	\$0.00	\$0.00	\$0.00		
30-4380-500100	TOWN ATTORNEY	\$7,444.43	\$5,643.02	\$0.00	\$0.00	\$0.00	0	\$0.00	\$0.00	\$0.00		
30-4380-501000	INS SOCIAL SECURITY	\$25,069.72	\$30,090.87	\$27,311.00	\$24,869.77	\$13,076.68	45.91	\$28,481.00	\$34,377.44	\$29,955.00		
30-4380-501100	INS HEALTH	\$97,393.50	\$120,874.62	\$110,752.00	\$116,679.96	\$57,530.03	50	\$115,060.00	\$115,060.00	\$119,660.00		
30-4380-501150	INS-LIFE	\$1,661.32	\$1,916.77	\$1,600.00	\$1,807.56	\$911.74	45.59	\$2,000.00	\$2,000.00	\$2,000.00		
30-4380-501200	INS-RETIREMENT PLAN	\$33,890.25	\$51,111.22	\$60,000.00	\$59,360.23	\$28,370.59	47.28	\$60,000.00	\$93,328.16	\$80,000.00		
30-4380-501225	VRS-VLDP	\$487.84	\$870.67	\$1,000.00	\$1,068.12	\$561.94	46.83	\$1,200.00	\$1,200.00	\$1,662.14		
30-4380-501250	INS WORKMENS COMPENSATION	\$4,206.30	\$4,186.03	\$5,000.00	\$3,674.75	\$2,146.20	44.25	\$4,850.00	\$4,850.00	\$4,850.00		
30-4380-501300	INS GEN LIABILITY/BLDG	\$14,630.00	\$15,427.00	\$12,322.00	\$13,175.00	\$7,797.06	57.76	\$13,500.00	\$15,600.00	\$15,600.00		
30-4380-501350	INS AUTO	\$1,519.00	\$1,277.00	\$1,450.00	\$1,296.00	\$643.50	47.67	\$1,950.00	\$1,950.00	\$1,950.00		
30-4380-510000	CASH OVR & SHORT	\$40.00	(\$10.00)	\$0.00	\$0.00	\$0.00	0	\$0.00	\$0.00	\$0.00		
30-4380-510050	CONTRACT CONSULTANT	\$0.00	\$0.00	\$0.00	\$0.00	\$1,062.51	0	\$0.00	\$0.00	\$0.00		
30-4380-510100	AUDITING & LEGAL	\$7,375.00	\$7,395.00	\$9,000.00	\$7,660.00	\$5,750.00	0	\$0.00	\$0.00	\$0.00		
30-4380-510150	PRINTING & BINDING	\$1,820.21	\$3,412.23	\$0.00	\$706.07	\$1,093.97	0	\$0.00	\$0.00	\$0.00		
30-4380-510250	DUES & MEMBERSHIP	\$600.00	\$1,586.11	\$2,000.00	\$0.00	\$0.00	0	\$2,000.00	\$2,000.00	\$2,000.00		
30-4380-510350	OFFICE SUPPLIES	\$795.00	\$562.85	\$2,000.00	\$0.00	\$0.00	0	\$2,000.00	\$2,000.00	\$2,000.00		
30-4380-510400	POSTAGE	\$7,614.19	\$8,209.04	\$6,800.00	\$6,324.16	\$3,512.48	51.65	\$6,800.00	\$6,800.00	\$6,800.00		
30-4380-510425	CARD PROCESSING CHGS/FEES	\$2,023.00	\$2,977.00	\$0.00	\$0.00	\$0.00	0	\$0.00	\$0.00	\$0.00		
30-4380-510450	TELEPHONE/INTERNET/COMM	\$3,020.29	\$2,785.87	\$1,500.00	\$2,306.35	\$842.69	33.71	\$2,500.00	\$2,500.00	\$2,500.00		
30-4380-510500	UNIFORMS	\$1,182.47	\$1,652.79	\$900.00	\$959.26	\$607.31	60.73	\$1,000.00	\$1,942.00	\$1,942.00		
30-4380-510550	TRAINING EXPENSE	\$801.00	\$781.54	\$9,500.00	\$955.00	\$636.84	63.68	\$1,000.00	\$3,000.00	\$3,000.00		
30-4380-510600	EQUIPMENT MAINTENANCE	\$14,843.20	\$8,915.98	\$2,125.00	\$5,698.59	\$6,705.27	21.89	\$90,625.00	\$95,000.00	\$95,000.00		
30-4380-510625	IT SERVICE/EQ	\$5,904.17	\$6,642.18	\$0.00	\$4,966.13	\$2,650.73	0	\$0.00	\$0.00	\$0.00		
30-4380-510700	VEHICLE MAINT-OUTSIDE	\$3,128.69	\$2,059.66	\$1,500.00	\$781.17	\$1,247.97	83.2	\$1,500.00	\$1,500.00	\$1,500.00		
30-4380-510750	MOTOR FUEL & LUBRICATION	\$4,971.01	\$4,971.01	\$2,500.00	\$1,044.01	\$41.07	1.64	\$2,500.00	\$2,500.00	\$1,500.00		
30-4380-510800	OFFICE FURN & FIXTURES	\$4,935.89	\$2,971.87	\$12,000.00	\$4,897.75	\$3,046.05	30.46	\$10,000.00	\$12,000.00	\$12,000.00		
30-4380-510900	EQUIPMENT	\$1,251.12	\$1,059.28	\$6,000.00	\$1,559.61	\$264.37	4.41	\$6,000.00	\$5,000.00	\$5,000.00		
30-4380-511000	BUILDING REPAIRS/ADDITION	\$3,372.81	\$2,990.00	\$0.00	\$272.91	\$0.00	0	\$6,000.00	\$5,000.00	\$5,000.00		
30-4380-511050	GROUND & FACILITIES	\$1,656.96	\$14.00	\$1,000.00	\$0.00	\$0.00	0	\$1,000.00	\$1,000.00	\$1,000.00		
30-4380-511100	SUPPLIES & MATERIALS	\$7,003.75	\$9,991.85	\$20,000.00	\$6,776.62	\$2,660.08	17.73	\$15,000.00	\$13,000.00	\$13,000.00		
30-4380-511150	CLEANING SUPPLIES	\$2,503.29	\$1,370.63	\$900.00	\$935.23	\$36.95	2.46	\$1,500.00	\$1,250.00	\$1,250.00		
30-4380-511200	ELECTRICITY	\$175,628.34	\$174,994.36	\$172,715.00	\$172,777.21	\$74,615.49	43.2	\$172,715.00	\$175,000.00	\$172,000.00		
30-4380-511250	WATER	\$3,724.93	\$4,188.43	\$5,000.00	\$5,596.01	\$2,144.45	39.71	\$5,400.00	\$6,000.00	\$6,000.00		
30-4380-511300	SEWER	\$3,726.63	\$4,188.43	\$5,000.00	\$5,596.01	\$25,108.85	464.98	\$5,400.00	\$6,000.00	\$6,000.00		
30-4380-511350	GARBAGE	\$727.60	\$729.00	\$600.00	\$669.00	\$376.30	50.17	\$750.00	\$800.00	\$800.00		
30-4380-511400	ENGINEERING	\$44,281.87	\$0.00	\$1,000.00	\$0.00	\$0.00	0	\$1,000.00	\$1,000.00	\$1,000.00		
30-4380-511450	MISCELLANEOUS	\$3,338.57	\$7,097.59	\$600.00	\$8,825.09	\$32.50	1.63	\$2,000.00	\$2,000.00	\$2,000.00		
30-4380-511500	HEATING OIL/FUEL	\$30,160.68	\$28,319.60	\$59,000.00	\$28,306.23	\$14,296.88	44.68	\$32,000.00	\$38,000.00	\$38,000.00		
30-4380-561100	PERMIT FEES	\$9,027.00	\$9,194.00	\$12,500.00	\$10,069.00	\$9,529.60	76.23	\$12,500.00	\$12,500.00	\$13,500.00		
30-4380-561150	WATER-LIFT STATION	\$463.46	\$444.60	\$500.00	\$460.68	\$238.44	39.74	\$600.00	\$600.00	\$600.00		
30-4380-561200	ELECTRICITY-LIFT STATION	\$13,907.01	\$12,670.79	\$10,300.00	\$10,268.52	\$5,968.18	57.94	\$10,300.00	\$12,000.00	\$12,000.00		
30-4380-561250	OUTSIDE LAB TESTING	\$3,716.89	\$3,875.14	\$6,000.00	\$5,812.95	\$2,650.60	29.23	\$9,000.00	\$8,000.00	\$8,000.00		
30-4380-561300	PLANT METERING & INSTRU.	\$4,017.64	\$1,678.50	\$9,000.00	\$1,567.50	\$960.00	32	\$8,000.00	\$8,000.00	\$8,000.00		
30-4380-561350	OUTSIDE SLUDGE HALLING	\$0.00	\$15,100.00	\$0.00	\$17,560.16	\$7,600.00	38	\$20,000.00	\$22,000.00	\$22,000.00		
30-4380-561400	PLANT PARTS	\$11,583.13	\$42,350.63	\$46,000.00	\$28,797.83	\$8,162.32	17.74	\$46,000.00	\$40,000.00	\$40,000.00		
30-4380-561450	CHEMICALS / SUPPLIES-LAB	\$25,273.20	\$31,834.65	\$39,500.00	\$31,499.20	\$8,589.03	22.31	\$38,500.00	\$38,000.00	\$38,000.00		
30-4380-561500	PAYMENT IN LIEU OF TAXES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0	\$0.00	\$0.00	\$0.00		
30-4380-561550	INTEREST EXPENSE	\$0.00	\$1,357.51	\$0.00	\$20,176.24	\$15,642.09	0	\$0.00	\$0.00	\$0.00		
30-4380-561600	TRANSFER OUT-ADM EXPENSE (GF)	\$0.00	\$33,264.64	\$128,558.00	\$119,607.00	\$55,797.00	43.55	\$128,500.00	\$128,500.00	\$128,500.00		
30-4380-595200	TRANSFER OUT-IT EXPENSE (GF)	\$0.00	\$0.00	\$1,384.00	\$6,926.93	\$1,999.97	11.85	\$13,687.40	\$17,000.00	\$17,000.00		
Department: WASTEWATER TREATMENT PLANT Total												
		\$951,470.19	\$1,079,267.56	\$1,181,517.00	\$1,099,441.05	\$555,530.92	42.71	\$1,295,890.00	\$1,421,917.30	\$1,341,534.14		

General Ledger Budget Report Town of Richlands Fiscal Year 2022									
Account Number	Account Description	3rd Prior Year Actual Jul 2018 - Jun 2019	2nd Prior Year Actual Jul 2019 - Jun 2020	1st Prior Year Budget Jul 2020 - Jun 2021	1st Prior Year Actual Jul 2020 - Jun 2021	Current Year Actual Jul 2021 - Dec 2021	Current Budget	Recommended	
Fund 30 Sewer Fund									
3701 REVENUE									
30-3701-413300	INTEREST INCOME	(\$1,170.48)	(\$1,031.80)	(\$1,100.00)	(\$574.70)	(\$286.48)	(\$600.00)	(\$600.00)	
30-3701-413800	WWTP-LAB TEST/SEPTIC TRET	(\$5,451.36)	(\$14,416.26)	(\$10,000.00)	(\$9,499.37)	(\$3,890.19)	(\$10,000.00)	(\$10,000.00)	
30-3701-420100	SEWER COLLECTIONS	(\$831,268.31)	(\$811,969.23)	(\$797,750.00)	(\$799,860.11)	(\$467,070.66)	(\$1,418,182.00)	(\$1,645,091.12)	
30-3701-420200	PENALTIES	(\$13,684.24)	(\$12,534.64)	(\$14,000.00)	(\$5,142.19)	(\$4,626.98)	(\$13,707.00)	(\$13,707.00)	
30-3701-420250	SERVICE CHARGES	(\$3,428.75)	(\$2,012.50)	(\$4,000.00)	(\$850.00)	(\$2,085.00)	(\$4,000.00)	(\$4,000.00)	
30-3701-420350	SEWER TAPS	(\$750.00)	(\$300.00)	(\$1,200.00)	(\$1,800.00)	(\$600.00)	\$0.00	\$0.00	
30-3701-430000	MISCELLANEOUS REVENUE	\$0.00	\$0.00	\$0.00	(\$25,000.00)	\$0.00	\$0.00	\$0.00	
30-3701-432150	WEST FORK SEWER REIMBURSEMENT	\$0.00	(\$53,697.00)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Department REVENUE Total		(\$855,752.84)	(\$895,961.43)	(\$828,050.00)	(\$842,726.37)	(\$478,559.31)	(\$1,446,489.00)	(\$1,673,388.12)	
3702 REVENUE									
30-3702-413320	INTEREST INCOME-VRA	(\$698.84)	(\$610.34)	(\$700.00)	(\$232.73)	(\$112.88)	(\$350.00)	(\$112.88)	
30-3702-440400	CEDAR BLUFF SEWER COLL	(\$127,656.00)	(\$77,508.00)	(\$82,285.00)	(\$82,284.00)	(\$46,722.00)	(\$93,449.00)	(\$46,722.00)	
30-3702-440500	TZ CO PSA SEWER COLL	(\$228,324.00)	(\$223,164.00)	(\$233,698.00)	(\$233,700.00)	(\$117,006.00)	(\$234,007.00)	(\$117,006.00)	
Department REVENUE Total		(\$356,678.84)	(\$301,282.34)	(\$316,683.00)	(\$316,216.73)	(\$163,840.88)	(\$327,806.00)	(\$163,840.88)	



General Ledger Budget Report

Town of Richlands

Fiscal Year 2022

Account Number	Account Description	3rd Prior Year Actual		2nd Prior Year Actual		1st Prior Year Actual		1st Prior Year Budget		Current Year Actual		% Spent	Current Budget	Requested	Recommended
		Jul 2018 - Jun 2019	Jul 2019 - Jun 2020	Jul 2020 - Jun 2021	Jul 2020 - Jun 2021	Jul 2021 - Dec 2021	Jul 2021 - Dec 2021								
4400 ELECTRICAL DEPARTMENT															
50-4400-50000	SALARIES AND WAGES	\$434,725.56	\$445,939.01	\$324,020.00	\$242,074.33	\$112,866.01	33.9	\$31,500.00	\$385,000.00	\$385,000.00			\$333,075.00		
50-4400-50030	TOWN MANAGER SALARY	\$17,669.00	\$18,435.94	0	0	0	0	0	0	0			\$0.00		
50-4400-50010	TOWN ATTORNEY	\$7,444.43	\$5,643.02	0	0	0	0	0	0	0			\$0.00		
50-4400-50020	INS SOCIAL SECURITY	\$36,885.81	\$34,584.13	\$74,786.00	\$17,341.86	\$3,046.64	31.73	\$25,360.00	\$29,452.50	\$29,452.50			\$26,627.74		
50-4400-50100	INS HEALTH	\$137,546.00	\$134,584.88	\$86,000.00	\$66,508.08	\$31,457.98	31.73	\$61,588.00	\$78,348.00	\$78,348.00			\$61,588.00		
50-4400-50110	INS-LIFE	\$1,087.25	\$1,169.76	\$1,200.00	\$698.17	\$31,457.98	39.28	\$1,500.00	\$1,500.00	\$1,500.00			\$1,500.00		
50-4400-50120	INS-RETIREMENT PLAN	\$103,945.88	\$98,526.50	\$57,400.00	\$38,740.71	\$19,275.32	31.73	\$58,000.00	\$58,000.00	\$58,000.00			\$58,000.00		
50-4400-50235	INS WORKMENS COMPENSATION	\$865.40	\$868.71	\$656.00	\$560.14	\$285.61	30.1	\$4,050.00	\$4,050.00	\$4,050.00			\$4,050.00		
50-4400-50230	INS WORKMENS COMPENSATION	\$4,374.87	\$4,374.87	\$6,000.00	\$2,674.87	\$2,794.82	50.76	\$5,506.00	\$5,506.00	\$5,506.00			\$5,506.00		
50-4400-50130	INS GEN LIABILITY/BLOG	\$11,667.00	\$13,357.00	\$4,302.00	\$4,302.00	\$2,913.50	49.15	\$4,702.00	\$4,702.00	\$4,702.00			\$4,702.00		
50-4400-50135	INS AUTO	\$108.00	\$102.00	0	0	0	0	0	0	0			\$0.00		
50-4400-51000	CASH OVER & SHORT	\$85.00	0	0	0	\$1,261.51	0	0	0	0			\$0.00		
50-4400-51005	CONTRACT CONSULTANT	\$0.00	\$0.00	\$0.00	\$1,261.51	\$6,631.11	148.78	\$5,862.00	\$12,000.00	\$12,000.00			\$5,862.00		
50-4400-51010	AUDITING & LEGAL	\$11,051.08	\$9,457.65	\$20,000.00	\$11,228.03	\$6,631.11	0	0	0	0			\$0.00		
50-4400-51015	PRINTING & BINDING	\$7,226.21	\$4,884.24	0	0	0	0	0	0	0			\$0.00		
50-4400-51020	DUES & MEMBERSHIP	\$17,556.41	\$19,996.38	\$20,000.00	\$13,658.67	\$9,717.28	59.95	\$17,000.00	\$18,250.00	\$18,250.00			\$17,000.00		
50-4400-51030	OFFICE SUPPLIES	\$1,806.05	\$1,459.33	\$1,500.00	\$1,070.01	0	0	0	\$1,500.00	\$1,500.00			\$1,500.00		
50-4400-51040	POSTAGE	\$8,111.99	\$9,259.32	\$8,500.00	\$6,458.93	\$3,568.28	41.99	\$8,500.00	\$8,500.00	\$8,500.00			\$8,500.00		
50-4400-51045	CARD PROCESSING CHGS/FEES	\$4,672.00	\$6,658.00	0	0	0	0	0	0	0			\$0.00		
50-4400-51050	TELEPHONE/INTERNET/COMM	\$3,751.45	\$7,757.77	\$900.00	\$240.00	\$256.58	21.38	\$1,200.00	\$1,200.00	\$1,200.00			\$1,200.00		
50-4400-51055	UNIFORMS	\$8,772.10	\$7,447.23	\$7,000.00	\$4,248.41	\$6,631.11	60.69	\$7,000.00	\$8,500.00	\$8,500.00			\$7,000.00		
50-4400-51060	TRAINING EXPENSE	\$4,546.14	\$2,741.90	\$5,000.00	\$154.89	\$575.00	11.5	\$5,000.00	\$5,000.00	\$5,000.00			\$5,000.00		
50-4400-51065	EQUIPMENT MAINTENANCE	\$9,025.76	\$4,025.15	\$3,000.00	\$3,202.19	\$1,650.74	106.74	\$3,000.00	\$5,000.00	\$5,000.00			\$3,000.00		
50-4400-51070	IT SERVICE/EO	\$6,121.07	\$7,075.98	\$6,000.00	\$4,002.51	\$7,650.74	58.13	\$6,000.00	\$6,000.00	\$6,000.00			\$6,000.00		
50-4400-51075	VEHICLE MAINT-INSIDE	\$5,424.07	\$3,848.90	\$6,000.00	\$8,800.12	\$3,307.90	0.14	\$15,000.00	\$15,000.00	\$15,000.00			\$15,000.00		
50-4400-51080	VEHICLE MAINT-OUTSIDE	\$17,234.42	\$30,500.73	\$15,000.00	\$3,104.38	\$20.97	0.14	\$15,000.00	\$18,750.00	\$18,750.00			\$15,000.00		
50-4400-51085	MOTOR FUEL & LUBRICATION	\$12,887.16	\$9,795.77	\$15,000.00	\$9,833.69	\$5,056.97	31.71	\$15,000.00	\$18,750.00	\$18,750.00			\$15,000.00		
50-4400-51090	OFFICE FURN & FIXTURES	\$0.00	\$0.00	\$50.00	0	0	0	0	0	0			\$0.00		
50-4400-51095	EQUIPMENT	\$1,292.13	\$822.00	\$8,000.00	\$65.08	0	0	0	\$4,000.00	\$5,000.00			\$4,000.00		
50-4400-51100	BUILDING REPAIRS/ADDITION	\$2,800.23	\$1,988.24	\$1,000.00	\$1,79.98	0	0	0	\$1,000.00	\$1,000.00			\$1,000.00		
50-4400-51105	ROOFING & FACILITIES	\$2,600.00	\$33.00	0	0	0	0	0	0	0			\$0.00		
50-4400-51110	SUPPLIES & MATERIALS	\$19,585.56	\$10,271.71	\$18,000.00	\$10,115.28	\$11,947.61	99.56	\$12,000.00	\$15,000.00	\$15,000.00			\$12,000.00		
50-4400-51115	CLEANING SUPPLIES	\$6,165.00	\$2,378.00	\$2,000.00	\$33.84	0	0	0	\$2,000.00	\$2,000.00			\$2,000.00		
50-4400-51120	ELECTRICITY	\$8,812.26	\$18,564.87	\$18,000.00	\$12,357.00	\$3,653.75	22.02	\$18,000.00	\$18,000.00	\$18,000.00			\$18,000.00		
50-4400-51130	WATER	\$156.78	\$131.80	\$300.00	\$34.24	\$32.94	10.98	\$300.00	\$300.00	\$300.00			\$300.00		
50-4400-51135	GARBAGE	\$356.73	\$186.92	\$300.00	\$60.73	\$33.17	11.06	\$300.00	\$300.00	\$300.00			\$300.00		
50-4400-51140	ENGINEERING	\$355.88	\$380.16	\$300.00	\$113.86	\$119.86	39.95	\$300.00	\$300.00	\$300.00			\$300.00		
50-4400-51145	LEASE PROP & RIGHT OF WAY	\$60,055.07	\$54,779.82	\$60,000.00	\$97,447.20	\$76,098.13	36.98	\$71,421.00	\$75,000.00	\$75,000.00			\$71,421.00		
50-4400-51150	TRAFFIC SAFETY	\$6,899.01	\$7,419.69	\$5,000.00	\$7,782.29	\$7,206.33	31.37	\$8,000.00	\$8,000.00	\$8,000.00			\$8,000.00		
50-4400-51155	METERS & RELATED EQ	\$7,248.18	\$4,499.05	\$12,000.00	\$2,489.14	\$6,950.08	57.92	\$12,000.00	\$15,000.00	\$15,000.00			\$12,000.00		
50-4400-51160	MISCELLANEOUS	\$49.35	\$49.35	\$300.00	\$60.20	\$31.15	10.38	\$300.00	\$300.00	\$300.00			\$300.00		
50-4400-51165	POWER PURCHASED	\$12,232.29	\$3,462.25	\$5,000.00	\$4,213.69	\$3,292.34	184.85	\$5,000.00	\$5,000.00	\$5,000.00			\$5,000.00		
50-4400-51170	PAYMENT IN LIEU OF TAXES	\$5,341,471.69	\$5,477,770.66	\$5,779,602.00	\$5,813,156.27	\$2,141,195.07	36.99	\$5,951,497.00	\$6,000,000.00	\$6,000,000.00			\$6,149,312.28		
50-4400-51175	TRANSFORMERS & EQUIP	\$620.00	\$20,978.43	\$35,000.00	\$4,171.75	0	0	0	\$35,000.00	\$35,000.00			\$35,000.00		
50-4400-51180	SAFETY EQ & SUPPLIES	\$5,054.03	\$1,109.54	\$4,000.00	0	0	0	0	\$4,000.00	\$4,000.00			\$4,000.00		
50-4400-51185	HAND TOOLS & EQUIPMENT	\$1,882.38	\$888.47	\$6,000.00	\$1,640.00	\$33.74	1.11	\$3,000.00	\$3,000.00	\$3,000.00			\$3,000.00		
50-4400-51190	STREET LIGHTING	\$1,620.00	\$3,206.41	\$15,000.00	\$1,640.00	\$16,336.26	108.91	\$15,000.00	\$15,000.00	\$15,000.00			\$15,000.00		
50-4400-51195	UTILITY POLES	\$6,462.50	\$153.00	\$7,500.00	\$0.00	0	0	0	\$7,500.00	\$7,500.00			\$7,500.00		
50-4400-51200	LOW VOLTAGE DISTRIBUTION	\$1,003.52	\$13,078.14	\$25,000.00	\$9,016.42	\$2,249.28	9	\$25,000.00	\$25,000.00	\$25,000.00			\$25,000.00		
50-4400-51205	HIGH VOLTAGE DISTRIBUTION	\$6,971.61	\$6,971.61	\$45,000.00	\$8,354.97	\$1,581.26	3.51	\$45,000.00	\$45,000.00	\$45,000.00			\$45,000.00		
50-4400-51210	SUBSTATION EQ	\$6,095.00	\$6,095.00	\$10,000.00	\$6,240.15	0	0	0	\$10,000.00	\$10,000.00			\$10,000.00		
50-4400-51215	CONTRACT MAINTENANCE	\$0.00	\$21,511.39	\$30,000.00	\$6,240.15	0	0	0	\$30,000.00	\$30,000.00			\$30,000.00		
50-4400-51220	FIBER OPTIC EQUIP/SUPPLY	\$4,216.61	\$1,834.10	\$5,000.00	\$0.00	0	0	0	\$5,000.00	\$5,000.00			\$5,000.00		
50-4400-51225	GLOVES/HAZMET TESTING	\$1,422.69	\$1,422.69	\$3,000.00	\$611.60	\$266.12	8.87	\$3,000.00	\$3,000.00	\$3,000.00			\$3,000.00		
50-4400-51230	GENERATOR O&M	\$1,892.28	\$2,951.07	\$15,000.00	\$2,744.70	\$18.73	18.3	\$15,000.00	\$15,000.00	\$15,000.00			\$15,000.00		
50-4400-51235	VEHICLE TESTING-OUTSIDE	\$6,305.41	\$2,951.07	\$2,500.00	\$2,057.81	\$2,311.43	92.46	\$2,500.00	\$3,000.00	\$3,000.00			\$2,500.00		
50-4400-51240	TRANSFER OUT-ADRI EXPENSE (GP)	\$4,101.28	\$2,443.05	\$264,413.00	\$27,354.00	\$100,478.00	38.68	\$259,760.00	\$315,000.00	\$315,000.00			\$259,760.00		
50-4400-51245	TRANSFER OUT-ADRI EXPENSE (GP)	\$0.00	\$0.00	\$10,384.00	\$8,916.93	\$1,999.97	11.85	\$16,874.00	\$17,500.00	\$17,500.00			\$16,874.00		
50-4400-51250	TRANSFER OUT-ADRI EXPENSE (GP)	\$0.00	\$0.00	\$7,008,441.00	\$6,702,628.74	\$2,556,398.35	36.29	\$7,243,805.00	\$7,571,163.50	\$7,571,163.50			\$7,309,463.00		
50-4400-51255	ELECTRICAL DEPARTMENT Total	\$6,389,310.62	\$5,548,289.35	\$7,008,441.00	\$6,702,628.74	\$2,556,398.35	36.29	\$7,243,805.00	\$7,571,163.50	\$7,571,163.50			\$7,309,463.00		

General Ledger Budget Report										
Town of Richlands										
Fiscal Year 2022										
Account Number	Account Description	3rd Prior Year Actual Jul 2018 - Jun 2019	2nd Prior Year Actual Jul 2019 - Jun 2020	1st Prior Year Budget Jul 2020 - Jun 2021	1st Prior Year Actual Jul 2020 - Jun 2021	Current Year Actual Jul 2021 - Dec 2021	Current Budget	Recommended		
Fund 50 Electric Fund										
3701 REVENUE										
50-3701-412100	UTILITY POLE PERMITS	(\$19,265.00)	(\$13,175.00)	(\$13,300.00)	(\$13,515.00)	(\$12,515.00)	(\$13,300.00)	(\$13,300.00)		
50-3701-413300	INTEREST INCOME	(\$7,562.91)	(\$5,953.72)	(\$7,000.00)	(\$1,412.26)	(\$691.55)	(\$1,500.00)	(\$1,500.00)		
50-3701-413700	CONTRACT WORK-ELECTRIC	(\$23,824.87)	(\$20,269.38)	(\$10,000.00)	(\$35,687.46)	(\$5,365.17)	(\$10,000.00)	(\$10,000.00)		
50-3701-413900	SALE OF SALVAGE & SURPLUS	(\$540.00)	(\$1,627.94)	\$0.00	(\$165.00)	\$0.00	\$0.00	\$0.00		
50-3701-420000	ELECTRICAL COLLECTIONS	(\$6,286,467.45)	(\$6,087,241.18)	(\$6,400,000.00)	(\$6,108,485.87)	(\$3,024,388.79)	(\$6,610,930.00)	(\$6,610,930.00)		
50-3701-420200	PENALTIES	(\$81,537.17)	(\$72,111.55)	(\$75,000.00)	(\$24,975.13)	(\$25,945.06)	(\$75,000.00)	(\$75,000.00)		
50-3701-420250	SERVICE CHARGES	(\$7,907.50)	(\$4,975.00)	(\$7,000.00)	(\$2,320.00)	(\$4,470.00)	(\$7,000.00)	(\$7,000.00)		
50-3701-420600	POWER COST ADJUSTMENT	(\$501,018.95)	(\$483,451.43)	(\$520,574.00)	(\$484,175.91)	(\$220,314.67)	(\$520,574.00)	(\$520,574.00)		
50-3701-430000	MISCELLANEOUS REVENUE	\$0.00	(\$5,652.61)	\$0.00	\$0.00	\$0.00	(\$5,500.00)	(\$5,500.00)		
	Department REVENUE Total	(\$6,928,123.85)	(\$6,694,457.81)	(\$7,032,874.00)	(\$6,670,736.63)	(\$3,293,690.24)	(\$7,243,804.00)	(\$7,243,804.00)		







ROBINSON, FARMER, COX ASSOCIATES, PLLC  
*Certified Public Accountants*

April 29, 2022

Town of Richlands, Virginia  
John O'Daniel, Town Manager  
200 Washington Square  
Richlands, Virginia 24641

Dear Mr. O'Daniel:

We are pleased to confirm our understanding of the terms and objectives of our engagement and the nature and limitations of the nonattest services Robinson, Farmer, Cox Associates (RFC) will provide for the Town of Richlands, Virginia.

**Nonattest services**

We will provide the following nonattest services:

- Calculate the lease asset and lease liability (lease schedule) based on the lease information you provide to us.
- Propose journal entries to record the lease asset and lease liability in accordance with GASB Statement No. 87 and the related amortization/depreciation expense and lease/interest expense.
- Assist with drafting the related GASB Statement No. 87 financial statement disclosures.
- Provide to you sufficient information for you to oversee the services, evaluate the adequacy and results of the services; accept responsibility for the results of the services and ensure your data and records are complete.

**Client information requirements**

The Town of Richlands, Virginia agrees it is solely responsible for the accuracy, completeness, and reliability of all of the Town of Richlands, Virginia's data and information that it provides RFC for our engagement. The Town of Richlands, Virginia agrees it will provide any requested information in a timely manner upon request.

**RFC's responsibilities related to the nonattest services and the related limitations**

RFC will not assume management responsibilities, perform management functions, or make management decisions on behalf of the Town of Richlands, Virginia. However, we will provide advice and recommendations to assist management in performing its responsibilities.

This engagement is limited to the nonattest services outlined above. RFC, in its sole professional judgment, reserves the right to refuse to do any procedure or take any action that could be construed as assuming management responsibilities, making management decisions, or performing management functions, including approving journal entries. RFC will advise the Town of Richlands, Virginia with regard to positions taken in the performance of the nonattest services, but management must make all decisions with regard to those matters. Our engagement cannot be relied upon to disclose errors, fraud, or noncompliance with laws and regulations. We have no responsibility to identify and communicate deficiencies in your internal control as part of this engagement.

**BLACKSBURG OFFICE:**  
108 South Park Drive  
Blacksburg, Virginia 24060  
(540) 552-7322

**CONTACT:**  
Corbin Stone, CPA, MBA  
Managing Director  
cstone@rfca.com

We have no responsibility to ensure the Town of Richlands, Virginia's lease accounting practices, systems, or reports comply with applicable laws or regulations, all of which remain your sole responsibility.

Because the services listed above do not constitute an examination, audit, or review, we will not express an opinion or conclusion or issue a written report on your application of the requirements of GASB Statement No. 87 as it relates to contracts. You agree that our services are not intended to be used by a third party in reaching a decision on the application of the requirements of GASB Statement No. 87 to a specific transaction.

**Management's responsibilities related to nonattest services**

For all nonattest services we may provide to you, management agrees to assume all management responsibilities, including determining, reviewing, and approving lease information and schedules and related journal entries; oversee the services by designating an individual, preferably within senior management, who possesses suitable skill, knowledge, and/or experience to understand and oversee the services; evaluate the adequacy and results of the services; and accept responsibility for the results of the services. Management is also responsible for ensuring that your data and records are complete and that you have received sufficient information to oversee the services.

Additional responsibilities of management include:

- Reviewing general ledger detail to identify recurring payments that could potentially be lease payments in order to identify lease contracts that may not have been previously identified as leases.
- Providing, in electronic format, all lease agreements that are active for the fiscal year under review, including those agreements that were entered into prior to the commencement of the fiscal year.
- Providing accounting details of each lease including the fund, function and department that is responsible for lease payments; the department using or leasing underlying assets and a detail of lease payments made or received to date for the fiscal year under review.
- Providing, in electronic format, invoices in support of lease payments made during the fiscal year under review, as necessary.
- Review and approval of discount rates used to determine calculations in the GASB 87 spreadsheet, as necessary.

**Engagement administration and other matters**

It is anticipated that these services will be provided remotely. Accordingly, we understand that your employees will upload files to our secure portal, as requested.

A list of information we expect to need for our engagement and the dates required will be provided in a separate communication.

The workpapers supporting the services we perform are the sole and exclusive property of RFC and constitute confidential and proprietary information. We do not provide access to our workpapers to you or anyone else in the normal course of business. Unless required by law or regulation to the contrary,

we retain our workpapers in accordance with our record retention policy that typically provides for a retention period of five years.

Our relationship with you is limited to that described in this letter. As such, you understand and agree that we are acting solely as independent accountants. We are not acting in any way as a fiduciary or assuming any fiduciary responsibilities for you. We are not responsible for the preparation of any report to any governmental agency, or any other form, return, or report or for providing advice or any other service not specifically recited in this letter.

### **Limitations**

Our role is strictly limited to the tasks and projects described in this letter, and we offer no assurance as to the results or ultimate outcomes of this engagement or of any decisions that you may make based on our communications with you or our reports. You will be solely responsible for making all decisions concerning the contents of our communications and reports, for the adoption of any plans, and for implementing any plans you may develop, including any that we may discuss with you.

### **Fees**

Our professional fees will be billed based on the time involved based on our standard hourly billing rates, which range from \$100 to \$275 depending on the level of staff required. We will also bill for actual travel expenses incurred, if any, plus mileage at the current Internal Revenue Service rate for same.

Our invoices will be rendered periodically as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes 60 days or more overdue and will not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed even if we have not issued the deliverables as provided herein. You will be obligated to compensate us for all time expended and related fees and to reimburse us for all out-of-pocket expenditures through the date of termination.

The Town of Richlands, Virginia agrees any reports or deliverables RFC provides to the Town of Richlands, Virginia are only for the internal use of the Town of Richlands, Virginia's management. They may not be distributed to any other person or party, for any purpose, without our prior written consent unless required under the Virginia Freedom of Information Act or through legal discovery.

### **Record retention**

Our working papers, including any copies of your records that we chose to make, are our property and will be retained by us in accordance with our established records retention policy. This policy states, in general, that we will retain our working papers for a period of five years. After this period expires, our working papers and files will be destroyed. Furthermore, physical deterioration or catastrophic events may shorten the time our records are available. The working papers and files of our firm are not a substitute for your records.

### **Other**

This agreement will remain in effect until it is terminated by either party on thirty (30) days written notice, with or without cause.

**BLACKSBURG OFFICE:**  
108 South Park Drive  
Blacksburg, Virginia 24060  
(540) 552-7322

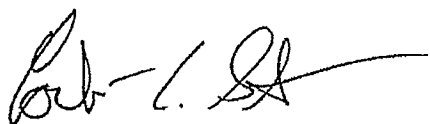
**CONTACT:**  
Corbin Stone, CPA, MBA  
Managing Director  
cstone@rfca.com

**Agreement**

We appreciate the opportunity to be of service to you and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the attached copy and return it to us.

Very truly yours,

ROBINSON, FARMER, COX ASSOCIATES



Corbin C. Stone  
Certified Public Accountant  
Member

**RESPONSE:**

This letter correctly sets forth the understanding of the Town of Richlands, Virginia.

Management signature: Jh T D P

Title: Town Manager