



**AGENDA**  
**PUBLIC HEARING**  
Richlands Town Hall  
September 10, 2024  
5:45pm

- I. Call the Meeting to Order
- II. Invocation
- III. Pledge of Allegiance
- IV. Receive Public Comment to consider the adoption of a proposed resolution authorizing the issuance by the Town of an aggregate not to exceed \$6,000,000 loan/line of credit note (the "Note"). The Town would use the proceeds of the Note, together with other funds lawfully available to the Town, to (a) acquire, construct, rehabilitate, and equip various capital improvements in the Town, including but not limited to a natural gas generator, Town swimming pool, fire station and rescue squad building, and trash truck, and (b) to pay costs in connection with issuing the Note (the "Project").
- V. Close Public Comment Period
- VI. Adjourn Special Meeting



**NOTICE OF PUBLIC HEARING**  
**BY THE TOWN COUNCIL OF THE**  
**TOWN OF RICHLANDS, VIRGINIA**

Notice is hereby given that on September 10, 2024, beginning at 5:45 p.m. or as soon thereafter as may be heard, the Town Council of the Town of Richlands, Virginia (the "Town") will hold a public hearing to receive public comment and to consider the adoption of a proposed resolution authorizing the issuance by the Town of an aggregate not to exceed \$6,000,000 loan/line of credit note (the "Note"). The Town would use the proceeds of the Note, together with other funds lawfully available to the Town, to (a) acquire, construct, rehabilitate, and equip various capital improvements in the Town, including but not limited to a natural gas generator, Town swimming pool, fire station and rescue squad building, and trash truck, and (b) to pay costs in connection with issuing the Note (the "Project").

The public hearing, which may be continued or adjourned, will be held before the Town Council at the Town Hall, located at 200 Washington Square, Richlands, Virginia 24641. Any person interested in the Project or the Town's issuance of the Note may appear at the hearing, and may present comments. The Town Council may set time limits on speakers and other rules and procedures for the conduct of this public hearing. Written comments regarding the proposed Resolution may be delivered or mailed to the Town Council prior to the public hearing in care of the Town Manager at the address above or given to the Town Council during the hearing.

**TOWN OF RICHLANDS, VIRGINIA**  
Jason May, Town Manager

*Please publish in The Voice on August 28, 2024 and again on September 4, 2024  
A Certificate of Publication is kindly requested.*







**AGENDA**  
**TOWN COUNCIL MEETING**

At Richlands Town Hall

September 10, 2024

6:00 P.M.

- I. Call meeting to Order.
- II. Invocation
- III. Pledge of Allegiance
- IV. Additions/Deletions to Agenda
- V. Authorization to Pay Bills (August)
- VI. Minutes –July 9, 2024, Regular Scheduled Meeting and July 23, 2024, Special Called Meeting, August 13, 2024, Public Hearing, and August 13, 2024, Regular Scheduled Meeting.
- VII. Scheduled Public Comments (5 Minute Max)
  - a. George Shelton Jr.
- VIII. Unscheduled Public Comments (3 Minute Max)
- IX. Agenda Items
  - a. Imagination Library
  - b. 2<sup>nd</sup> Reading Annex Capital Ordinance (O-2024-09-01).
  - c. Fire Grants and Fundraising
  - d. Greenway Stage Rental
  - e. AMLR Grant
  - f. Engineering Service RFP/WTP
  - g. Detour Resolution (R-2024-09-01)
  - h. VA 250 Resolution (R-2024-09-02)

- i. Resolution Authorizing Note Financing (R-2024-09-03)
  - j. Loader Contract (from August 13, 2024 meeting)
- X. Monthly Financial Report
  - a. Budget Amendments
- XI. Attorney Report
- XII. Town Manager Report
  - a. Kents Ridge Mobile Home Property Cleanup
  - b. New Gym Floor at the Police Department
  - c. BLS/EMS Police Department
  - d. Oriole Street Bridge Update
  - e. Garbage Collection on private roads
  - f. Virginia Highway Safety Improvement Program
  - g. Rec Park Pool Pressure Testing
  - h. Upahead SMX Texting
  - i. IWorkx Discussion
  - j. Henderson Street 4-way Stops
- XIII. Council Members Report
  - a. Laura Mollo
  - b. Jan White
  - c. Jordan Bales
  - d. Rick Wood
  - e. Gary Jackson
  - f. Seth White
- XIV. Mayor's Comments
- XV. Executive Closed Session
  - a. VA Code Section: 2.2-3711 (A)(1)- Personnel
  - b. VA Code Section: 2.2-3711 (A)(8)- Teen Venture
- XVI. Adjourn Meeting

**Next Regular Meeting is October 8, 2024.**

**TOWN OF RICHLANDS**  
**REGULAR MONTHLY MEETING**

The Richlands Town Council held a “Regular Monthly Meeting” on Tuesday, July 9, 2024, at 6:00 pm in the Richlands Council Chambers with the following present:

Mayor: Rod. D. Cury  
Town Manager: Jason May  
Office Manager: Absent  
Town Clerk: Amanda Beheler  
Town Attorney: Michael Thomas  
Finance Manager: Ronnie Campbell  
Council Members: Seth White, Gary Jackson, Rick Wood, Jordan Bales, Jan White, and Laura Mollo.

The Town Meeting was called to order at 6:00pm and opened with the invocation by Elaine Holmes and the Pledge of Allegiance led by Rod Cury.

**IN RE: Additions, Deletions, or Corrections to the Agenda**

Mayor Cury asked if there was anyone present who would like to speak during unscheduled public comment.

The following citizens were added to Unscheduled Public Comments:

- Morgan Earp
- Jacob Vandyke
- Ginger Branton
- Ernest Edgill

The following amendments were made to the agenda:

- Added Ezekial Mullins to (b)
- Moved (b) under 4
- Added Legal Consultation (A8) to Executive Session

Upon a motion by Gary Jackson seconded by Rick Wood and the roll call vote of all members present, the Council voted to approve the agenda as amended.

**IN RE: Authorization to Pay Bills (June)**

Mayor Cury asked the Council if there were any questions regarding the Check Register.

Mr. Wood:

- #15997- Thompson & Litton \$14,749.74- What is this for? Mr. May explained it was for the cost of re-advertising WWTP/WTP.

- #15962- Kabota of Kingsport \$23,166.22- Mr. May explained this was for the purchase of the approved side-by-side.
- #16009- W&L Construction \$5,198.49- Mr. May explained this was for asphalt.
- #15930- Carter machinery \$147,528.11- Mr. May this was for the WTP Generator Upgrade and the attachments for the Backhoe.

Upon a motion by Laura Mollo seconded by Seth White and the unanimous roll call vote of all members present, the Council voted to approve paying the bills for June.

**IN RE: Minutes**

Upon a motion by Rick Wood seconded by Laura Mollo and the roll call vote of all members present, with Gary Jackson sustaining from the June 11, 2024, and June 18, 2024, minutes, the Council voted to approve the minutes for the following dates:

- June 11, 2024, Joint Public Hearing
- June 11, 2024, Regular Scheduled Meeting
- June 18, 2024, Special Called Meeting
- June 25, 2024, Special Called Meeting
- June 25, 2024, Joint Public Hearing

Mr. May commended Amanda Beheler, the Town Clerk, on her minutes.

**IN RE: Recognition of Jack Clem, Cooper Hurst, and Ezekial Mullins**

Mayor Cury gave a brief speech recognizing Jack Clem, Cooper Hurst, and Ezekial Mullins on their recent Tennis accomplishments.

- Jack Clem- State Champion- undefeated for the second year in a row.
- Jack Clem & Cooper Hurst- 2<sup>nd</sup> place as a team- won 19 consecutive games.
- Ezekial Mullins- Shot Putter- 2<sup>nd</sup> place in the state.

**IN RE: Scheduled Public Comments**

**Johnny Clay Lester, 129 Bragg Road-** Mr. Lester spoke briefly to the Council about his issues on Bragg Road. Mr. Lester stated this has been an ongoing issue for many years and would like to have the weeds cut and potholes filled.

Mr. May stated he has looked at Bragg Rd. and advised he would have the weeds taken care of. Mr. May also expressed his concerns about the draining issues and fixing this road.

The Council discussed the problems on Bragg Rd. and possible solutions.

Mr. White stated once the right of way is determined the Town could explore some solutions for this property.

Mr. White asked Mr. Thomas if he could determine the right of way for this property and the Council would revisit this at the next meeting.

**George H. Shelton Jr., 320 Bragg Road-** Mr. Shelton also spoke to the Council about the problems on Bragg Road including the potholes.

Mr. Shelton stated this has been an ongoing issue for years and the Town has never helped with it in the past.

Mayor Cury advised the Council will work with both him and Mr. Lester on solutions for Bragg Road once the right of way is determined.

Mrs. Mollo and Mr. White advised the Town has a new Council, New Town Manager, and a new Director of Public Works, and they would address this issue as soon as possible.

Mr. Bales asked the Council to establish some follow-up dates on this.

Mayor Cury advised the Town Attorney will determine the right of way and suggested the Council follow-up with this at the September meeting.

**IN RE:                        Unscheduled Public Comments**

**Morgan Earp, 1618 6<sup>th</sup> St.-** Mr. Earp thanked the Town for the great job on the Freedom Festival and suggested a fan that blows water for next year's event to beat the heat. Mr. Earp inquired about the reflective mirror on Tazewell Ave. Mr. May advised that was replaced.

**Jacob Vandyke, 721 Farmers Street-** Mr. Vandyke stated the Freedom Fest was a huge success and his expectations were exceeded. Mr. Vandyke thanked everyone involved for all their hard work during the event.

**Ginger Branton-** Thanked everyone for their assistance on the Mural Re-Dedication and suggested the Town of the Richlands use the mural design as their designated design for murals in the community.

**Ernest Edgil, 206 Terry Drive-** Mr. Edgil asked if the Town was purchasing more speed limit signs for Hidden Valley. Mr. May advised the Town is working on this process and the Police Department has increased their patrols in these areas during this time.

Mr. Edgil inquired about trash cans being left out on the streets and Mr. May stated the Town did not have an ordinance on this.

Mr. Edgil also stated his concerns about parking in the streets, temporary signs being left up, and the deer.

Mr. Edgil asked if the Town is giving any assistance to the Food Panty, Mr. May stated they did not. Mr. Edgil asked if the Town could waive their dumpster fee. Mrs. Mollo advised that once a year the Town accepts applications from people and organizations for assistance from the Town.

Mr. Edgil thanked Mr. May and his wife for watering the flowers in Town.

**IN RE: Fire Chief Retired Badge Number R-20214-07-03**

Mr. May advised newly appointed Fire Chief Rudy Keith has requested to have Retired Chief Drew Puckett's Badge number un-retired to use.

Mr. Keith stated it would be an honor to use Mr. Puckett's badge number after working under him for many years at the beginning of his career. Mr. Keith advised he has been in contact with Mr. Puckett's family and has their blessing.

Mr. Thomas drafted resolution R-2024-07-03 for this and read it to the Council.

Upon a motion by Rick Wood seconded by Gary Jackson and the unanimous roll call vote of all members present, the Council voted to adopt Resolution R-2024-07-03.

Mayor Cury gave a brief speech to the Council about growing up with Andrew Puckett and thanked Mr. Keith for carrying on his legacy.

Mayor Cury called Mr. Puckett's son, Andrew Puckett, and advised him the Council passed Resolution. Andrew was very happy and thanked Mr. Keith.

Mayor Cury declared a ten-minute recess.

**IN RE: Planning Commission Recommendations**

Mayor Cury advised there are three vacancies on the Planning Commission.

Gary Jackson- Inaudible.

Mr. May stated the Planning Commission wanted to re-appoint Michelle Elswick and Elaine Holmes and there was also one open seat.

Upon a motion by Rick Wood seconded by Gary Jackson and the unanimous roll call vote of all members present, the Council voted to reappoint Michelle Elswick and Elaine Holmes to a four-year term on the Planning Commission starting June 30, 2024.

Mr. White suggested the Planning Commission make recommendations for the open seat to the Council. Mr. White would also like the Planning Commission to rank the applicants.

**IN RE: IEDA Recommendations**

Mr. May advised Cody Harmon and Lynna Mitchell would both like to be reappointed to the IEDA.

Upon a motion by Rick Wood seconded by Jordan Bales and the unanimous roll call vote of all members present, the Council voted to reappoint Lynna Mitchell and Cody Harmon to a four-year term on the IEDA Commission starting June 30, 2024.

**IN RE: VDOT Resolution R-2024-07-02**

Mrs. Mollo read Resolution R-2024-07-02 to the Council.

Upon a motion by Laura Mollo seconded by Jan White and the unanimous roll call vote of all members present, the Council voted to adopt Resolution R-2024-07-02

**IN RE: Water Connection Ordinance O-2024-08-01 (First Reading)**

Mayor Cury read Ordinance O-2024-08-01.

**IN RE: Implementation of Transient Occupancy Tax O-2024-08-02 (First Reading)**

Mr. Bales read Ordinance O-2024-08-02.

**IN RE: Opioid Settlement Resolution R-2024-07-01**

Mr. White read Resolution R-2024-07-01.

Mr. White inquired about the settlement. Mr. Thomas advised he does not know the amount, but it will go to the county and not the Town. Mr. White asked if the Town could receive some of these funds from the county and Mr. May advised he would follow up on this.

Upon a motion by Seth White seconded by Gary Jackson and the unanimous roll call vote of all members present, the Council voted to adopt Resolution R-2024-07-01.

**IN RE: Water and Wastewater Plant Upgrades**

Mr. May gave the Council the following updates on the Water and Wastewater Plant Upgrades:

- RFP was sent out for re-bid.
- One bid was received.
- The bid received was very high, nearly 75% over budget.
- Has gone through the bid process on this three times.

Mr. May spoke briefly to the Council about plant upgrades and rate increases.

Upon a motion by Laura Mollo seconded by Seth White and the unanimous roll call vote of all members present, the Council voted to authorize Mr. May to put out an RFP for additional engineering services.

Mr. White spoke to the Council about his concerns over the previous RFP not being placed on Electronic Virginia.

Rick Wood- Inaudible.

Mr. White asked if he could be a part of and attend the renegotiation with the PSA, Council agreed.

Upon a motion by Laura Mollo seconded by Jordan Bales and the unanimous roll call vote of all members present, the Council voted to allow Mr. May and Mr. Thomas to renegotiate a contract with PSA.

**IN RE: Rescue Collections**

Mr. May requested the ability to move forward with an RFP for Rescue Debt Collections.

Upon a motion by Rick Wood seconded by Laura Mollo and the unanimous roll call vote of all members present, the Council voted to authorize Mr. May to seek an RFP for Rescue Debt Collections.

**IN RE: Sanitation and Holidays**

Mr. May spoke to the Council about the Sanitation Department and their holiday schedule. Mr. May stated they advised they would like to work on holidays (except for Thanksgiving and Christmas) and not fall behind. Mr. May requested the sanitation workers get paid time and a half for these days instead of comp time.

Mr. Wood- Inaudible.

Upon a motion by Laura Mollo seconded by Jan White and the unanimous roll call vote of all members present, the Council voted to amend the Sanitation Department schedule and pay time and a half for holidays worked.

Mr. May stated that all six workers that work in sanitation agrees with this change.

Mr. Wood- Inaudible.

Upon a motion by Laura Mollo seconded by Jan White and the unanimous roll call vote of all members present, the Council voted to reconsider the motion just passed.



Upon a motion by Laura Mollo seconded by Jan White and the unanimous roll call vote of all members present, the Council voted to amend the Sanitation Department schedule and pay double time for holidays worked.

Mayor Cury declared a ten-minute recess.

**IN RE: Monthly Financial Report**

Mr. Campbell gave a brief overview of the Monthly Financial Report for May as follows:

- General Fund- Year to Date Net Income is \$883,000, 88.7% of budget.
- Revenues are 86.5% of Budget.
- Water- Year to date net income is primarily the result of lower revenues, currently at \$373k or 77.2% of budget.
- Sewer- Lower revenues, currently at 80.4% of budget.
- Water and Sewer Line Maintenance- Currently at 75.7% of the budget.
- Electric- Currently at 84.4% of the budget.
- General Fund- Unreserved Cash Balance is 4.4 million.
- Water Department—Unreserved Cash Balance is 1.1 million.
- Sewer Department- Unreserved Cash Balance is 1.5 million negative.
- Electric Department- Unreserved Cash Balance \$2,092,782.

Mayor Cury asked the Council if they had any questions about the Financial Report.

Mrs. Mollo and the Council thanked Mr. Campbell for this work and congratulated him on his one year with the town.

The Council had no other questions.

Mr. Wood- Inaudible.

**IN RE: Attorney Report**

Mr. Thomas stated he didn't have anything to report on at this time.

**IN RE: Town Manager Report**

Mr. May advised that the Yard Signs are back and growing. (Inaudible).

Mr. White stated it should be all or nothing, when removing signs.

Mr. Bales asked what other Towns do about this issue. Mr. Thomas advised the Town can clear the right of ways.

Mayor Cury- Inaudible.

Mr. May stated he would have procedures drafted for this and will bring it back to the next meeting.

**IN RE: Council Member Reports**

Laura Mollo-

- Stated there were several Little League teams battling for state titles and wished them luck.
- Freedom Festival- Thank Mrs. White for her work organizing the event and stated she had received several messages from citizens that were shocked to see Mr. May and his wife picking up trash and helping. Mrs. Mollo also thanked all the town workers.
- Stated she spoke to WVVA during Freedom Fest about the Towns unity and morale.

Jan White-

- Thanked everyone for their help with the Freedom Festival.
- Paving- Citizens thanked the Town for paving Kents Ridge.
- Grappler Truck- Citizens thanked the Town for this also.

Jordan Bales-

- Little League Teams:
  1. Coach Pitch Girls- 2<sup>nd</sup> Place in District and Sectionals
  2. Coach Pitch Boys- District 11 Champions and 3<sup>rd</sup> in Sectionals
  3. 9/10 Boys- District 11 Champions, lost to Woodstock in State.
  4. 9/10 Girls- District 11 Champions, will travel to McLean for State.
  5. 11/12 Girls- District 11 Champions, came in 3<sup>rd</sup> at State.
- Pool- Asked Mr. May about the Pool. Mr. May advised the RFP is currently out for bid and would like to have a mockup/design available as soon as possible. Mr. May advised the Town is open to all citizens' ideas for the pool.
- Solar- Would like to revisit this.

Rick Wood-

- Stated the Freedom Fest was great.
- Would like the Town to look at mowing on Birmingham Road.
- Stated citizens wanted to know if there would be a Carnival this year. Mr. May advised he would update on this in August.
- Mechanic Position. Mr. May advised he is pulling together the ad for this.

Gary Jackson-

- Inaudible.

Seth White-

- Freedom Festival and Fireworks were great.
- Thanked everyone for their hard work on the Freedom Festival.
- Would like to make a motion that all RFP's be advertised on Electronic Virginia.

Upon a motion by Seth White seconded by Rick Wood and the unanimous roll call vote of all members present, the Council voted to advertise all RFPs on Electronic Virginia going forward.

- Stated he is working on an Opening Day for the CNX Building, there will be a ribbon cutting ceremony.
- Stated the Town looks good, and optimism and morale is great. Has received a lot of good comments lately.
- Advised there are many benefits from living in the Town.

**IN RE: Mayor Comments**

- Thanked Jan White, Laura Mollo, and all the Town workers for helping with Freedom Fest.
- The fireworks were great.
- Section House- thanked the Police Department and Town workers for helping paint a part of the Section House.

**IN RE: Section House RFP for Painting**

Upon a motion by Jordan Bales seconded by Laura Mollo and the unanimous roll call vote of all members present, the Council voted to authorize the Town Manager to seek an RFP for painting to remainder of the Section House.

**IN RE: Executive Session**

Mayor Cury advised the Council would be going into Executive Session pursuant to:

VA Code Section: 2.2-3711 (A)(1)- Personnel

VA Code Section: 2.2-3711 (A)(8)- Consultation with Legal Counsel

Upon a motion by Laura Mollo seconded by Jan White and the unanimous roll call vote of all members present, the Council voted to go into Executive Session.

Upon a motion by Gary Jackson seconded by Rick Wood and the unanimous roll call vote of all members present, the Council voted to return to Open Session.

Upon a motion by Laura Mollo seconded by Seth White and the unanimous roll call vote of all members present, the Council certified that only VA Code Section: 2.2-3711 (A)(1)- Personnel and VA Code Section: 2.2-3711 (A)(8)- Consultation with Legal Counsel was discussed during the Executive Session.

**IN RE: Normal Operating Line Maintenance RFP**

Upon a motion by Seth White seconded by Laura Mollo and the unanimous roll call vote of all members present, the Council voted to file an RFP for the Normal Operating Line Maintenance, as needed.

**IN RE: Emergency Operating Line Maintenance RFP**

Upon a motion by Seth White seconded by Laura Mollo and the unanimous roll call vote of all members present, the Council voted to file an RFP for Emergency Operating Line Maintenance, as needed.

**IN RE: Adjournment**

Upon a motion by Rick Wood seconded by Gary Jackson and the unanimous roll call vote of all members present, the meeting was adjourned.

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

\_\_\_\_\_  
Amanda Beheler, Town Clerk

**TOWN OF RICHLANDS  
SPECIAL CALLED MEETING**

The Richlands Town Council held a “Special Called Meeting” on Tuesday, July 23, 2024, at 6:00 pm in the Richlands Council Chambers with the following present:

Mayor: Rod. D. Cury  
Town Manager: Jason May  
Town Attorney: Mike Thomas  
Finance Manager: Ronnie Campbell  
Office Manager: Absent  
Town Clerk: Amanda Beheler  
Council Members: Seth White, Gary Jackson, Rick Wood, Jordan Bales, Jan White, and Laura Mollo.

The Town Meeting was called to order at 6:00pm and opened with the invocation and the Pledge of Allegiance led by Mayor Cury.

**IN RE: Additions, Deletions, or Corrections to the Agenda**

Mr. May requested to remove (B) Updating MOU with TCPS from the Agenda.

Upon a motion by Gary Jackson seconded by Jordan Bales and the unanimous roll call vote of all members present, the Council voted to approve the amended agenda.

**IN RE: Awarding Line of Credit RFP**

Mr. May advised the Town received a 6-million-dollar line of credit offer from First Bank & Trust Company.

The purpose of this line of credit would be to fund the following capital projects: Natural Gas Generator, Swimming Pool Project, Fire Station/Rescue Squad Building, and Water Plant Upgrade. The maturity of this loan would be 24 months.

Upon a motion by Seth White seconded by Rick Wood and the unanimous roll call vote of all members present, the Council voted to accept the offer of a 6-million-dollar line of credit from First Bank & Trust.

**IN RE: Adjournment**

Upon a motion by Rick Wood seconded by Gary Jackson and the unanimous roll call vote of all members present, the meeting was adjourned.

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

\_\_\_\_\_  
Amanda Beheler, Town Clerk



Town Council held a "Public Hearing" on Tuesday, August 13, 2024, at 5:45pm in the Richlands Council Chambers with the following present:

Mayor: Rod. D. Cury

Town Manager: Jason May

Town Attorney: Michael Thomas

Finance Manager: Ronnie Campbell

Office Manager: Absent

Town Clerk: Absent

Council Members: Seth White, Gary Jackson, Rick Wood, Jordan Bales, Jan White, and Laura Mollo.

Mayor Cury called the meeting to order.

Mayor Cury led the Invocation and Pledge.

Mayor Cury advised the Public Hearing is for the purpose of receiving Public Comment regarding the adoption Section 35.70 thru 35.79 for Richlands Town Code in relation to a transient Occupancy Tax in the amount of eight (8%) percent of the charge made on such room(s) rented.

Mayor Cury advised the meeting was open to take public comment and asked if there was anyone who would like to speak.

There was no public comment.

Mayor Cury closed the Public Hearing.

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Rod D. Cury, Mayor

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Amanda Beheler, Town Clerk





# Town of Richlands, VA

## Town Council Meeting

### Staff Summary

#### Action Item

|                          |                                 |                     |  |
|--------------------------|---------------------------------|---------------------|--|
| <b>Agenda Title:</b>     | Imagination Library             |                     |  |
| <b>Staff Contact(s):</b> | Jason May                       |                     |  |
| <b>Agenda Date:</b>      | September 10 <sup>th</sup> 2024 | <b>Item Number:</b> |  |
| <b>Attachment(s):</b>    |                                 |                     |  |
| <b>Reviewed By:</b>      | Susan Whitt                     |                     |  |

#### SUMMARY:

##### Program Overview

- Provides children from birth to age five with a book delivered monthly by mail
- Participation requires locality agreement and secured funding
- Parents can sign up online or via paper forms at schools, libraries, hospitals, etc.

##### Local Implementation

- Erica from the Library has agreed to be the "Local Champion"
- Requires Memorandum of Understanding (MOU) between Town and Library:
  - Town agrees to fund the project
  - Library takes on the role of Local Champion (as outlined in Quick Start Guide)
- Arrangement beneficial to both Town and Library

##### Program Benefits

- Studies show early access to books increases high school graduation rates
- Facilitates parent-child bonding through reading
- Home delivery increases likelihood of parents reading to children
- Not income-specific; all children from birth to age 5 in Richlands eligible

**FINANCIAL IMPACT AND FUNDING SOURCE:**

- Estimated costs start lower in initial years, increasing as participation grows
- At 100% participation in Richlands, cost would be less than \$5,000
- Funding options:
  1. Town budget allocation
  2. Community partner donations
  3. State code 22.1-382 provides 50% matching funds until January 1, 2029

**RECOMMENDATION:**

Staff recommends agreeing to fund the project and create an MOU between the Town and the County Library.



# QUICK START CHECKLIST



- 1 Define Your Area
- 2 Define Cost
- 3 Secure Funding
- 4 Identify Local Champion
- 5 Complete Paperwork
- 6 Review Operations Manual & Reference Guide
- 7 Host Rollout Event



# 1 DEFINE YOUR AREA

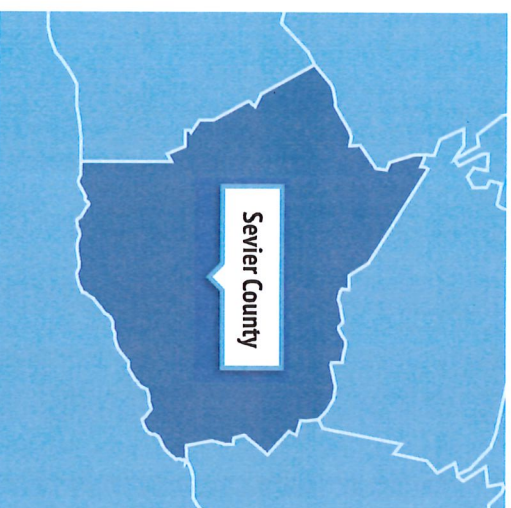
Dolly Parton's Imagination Library is a free gift that can be given to children residing in a predetermined postcode, school district, town, county, or even an entire state.

## » REMEMBER:

The eligibility criteria for the Imagination Library is defined only in terms of the child's age and residence.

Please do not limit registration based on socioeconomic, risk factors, participation in certain programs, parental factors or by any other means other than a child's age and residence.

## SAMPLE AREA



**Postcode:** 37863

**City:** Sevierville

**State:** Tennessee

**County:** Sevier





## 2 DEFINE COST

### 1 Define Eligible Population:

To define your eligible population within your chosen coverage area, visit [factfinder.census.gov](https://factfinder.census.gov) and enter the coverage area's postcode and click GO. There you will find, General Population and Housing Characteristics (Population, Age, Sex, Race, Households and Housing). See option for children "Under 5 Years," to define your eligible population.

### 2 Calculate 5 Year Costs:

To define the cost of replicating Dolly Parton's Imagination Library for the first five years, visit [imaginationlibrary.com/usa/cost-estimator](https://imaginationlibrary.com/usa/cost-estimator) and follow the on-screen instructions to enter your eligible population.  
Results will be given on-screen and in downloadable, printable format.



## 3 SECURE FUNDING

Now that you have an estimated cost of running your program, you must find local organizations to fund your program.

### **COMMON FINANCIAL SUPPORTERS INCLUDE:**

- 1 United Way
- 2 Local Businesses
- 3 Civic Groups
- 4 Local Governments
- 5 Private Citizens
- 6 Educational Foundations
- 7 Churches
- 8 Chambers of Commerce
- 9 School Systems



## 4 IDENTIFY LOCAL CHAMPION

Local Champions are characteristically different across localities. In some communities a single group or individual takes on all of the coordinating responsibilities. In other communities, multiple groups and/or individuals divide the responsibilities.

### THE LOCAL CHAMPION HAS 4 PRIMARY RESPONSIBILITIES:

- 1 Publicize:** Register children by publicizing the program using the customized registration brochures designed by The Dollywood Foundation and other promotional materials.
- 2 Register:** Input registration data into The Dollywood Foundation's database system.
- 3 Fund:** Pay the monthly invoice (the annual cost is \$25/child/year or an average monthly cost of \$2.10).
- 4 Returns:** Pick up undeliverable books from your local post office(s).

### » IMPORTANT:

You must make sure that you have a 501(c)(3) agency on board as a key collaborator. Due to postal regulations, the return address on all books must be that of a local 501(c)(3). This same address must also be listed as the contact on your registration brochure.





## 5 COMPLETE PAPERWORK

Before you can begin registering children with your program you must complete the following documents and submit them to your Regional Director:

- 1 Memorandum of Agreement
- 2 Affiliate Information Sheet
- 3 Mailing Regulations Form





## 6 REVIEW OPERATIONS MANUAL & REFERENCE GUIDE

This is the most important step for the daily operations of your program.

**You will be sent an operations manual which includes:**

- 1 Instructions for registering children
- 2 Instructions for database maintenance
- 3 Website instructions
- 4 Program information
- 5 Promotion suggestions
- 6 FAQs
- 7 Other resource materials

## Dolly Parton's Imagination Library

*US Operations Training Manual and  
Reference Guide - 2017*





## 7 HOST ROLLOUT EVENT!

# You've Made It. CONGRATULATIONS!

Now it's time to tell your local community about your affiliate and start enrolling children!

- 1 Be sure to send information to your local media (newspapers, television stations & radio).
- 2 Start a Facebook fan page and Twitter account to update everyone on your events, etc.
- 3 Invite local leaders.
- 4 Have a prominent local or state leader read a book from the Imagination Library.
- 5 Schedule your event to coincide with a festival or other event.

7



TOTAL ELIGIBLE  
POPULATION UNDER 5  
**299**

BUDGETED POPULATION  
( **65** % OF ELIGIBLE )  
**194**

COST OF BOOKS AND  
MAILING PER CHILD  
**\$2.20**

**THE EXPENSES BELOW REFLECT THE CORRESPONDING PERCENTAGE OF THE BUDGETED POPULATION**

|        | Registered Population | YEAR 1       | Registered Population | YEAR 2         | Registered Population | YEAR 3         | Registered Population | YEAR 4         | Registered Population | YEAR 5         |
|--------|-----------------------|--------------|-----------------------|----------------|-----------------------|----------------|-----------------------|----------------|-----------------------|----------------|
| Mth 1  | 5%                    | \$21         | 20%                   | \$85           | 40%                   | \$171          | 60%                   | \$256          | 80%                   | \$341          |
| Mth 2  | 6%                    | \$27         | 22%                   | \$93           | 42%                   | \$178          | 62%                   | \$264          | 82%                   | \$349          |
| Mth 3  | 8%                    | \$33         | 24%                   | \$101          | 44%                   | \$186          | 64%                   | \$272          | 84%                   | \$357          |
| Mth 4  | 9%                    | \$39         | 25%                   | \$109          | 45%                   | \$194          | 65%                   | \$279          | 85%                   | \$365          |
| Mth 5  | 10%                   | \$45         | 27%                   | \$116          | 47%                   | \$202          | 67%                   | \$287          | 87%                   | \$373          |
| Mth 6  | 12%                   | \$50         | 29%                   | \$124          | 49%                   | \$210          | 69%                   | \$295          | 89%                   | \$380          |
| Mth 7  | 13%                   | \$56         | 31%                   | \$132          | 51%                   | \$217          | 71%                   | \$303          | 91%                   | \$388          |
| Mth 8  | 15%                   | \$62         | 33%                   | \$140          | 53%                   | \$225          | 73%                   | \$310          | 93%                   | \$396          |
| Mth 9  | 16%                   | \$68         | 35%                   | \$148          | 55%                   | \$233          | 75%                   | \$318          | 95%                   | \$404          |
| Mth 10 | 17%                   | \$74         | 36%                   | \$155          | 56%                   | \$241          | 76%                   | \$326          | 96%                   | \$411          |
| Mth 11 | 19%                   | \$79         | 38%                   | \$163          | 58%                   | \$248          | 78%                   | \$334          | 98%                   | \$419          |
| Mth 12 | 20%                   | \$85         | 40%                   | \$171          | 60%                   | \$256          | 80%                   | \$342          | 100%                  | \$427          |
|        |                       | <b>\$639</b> |                       | <b>\$1,537</b> |                       | <b>\$2,561</b> |                       | <b>\$3,586</b> |                       | <b>\$4,610</b> |





Code of Virginia  
Title 22.1. Education  
Chapter 28. Dolly Parton's Imagination Library of Virginia Program

## § 22.1-382. (Expires January 1, 2029) Dolly Parton's Imagination Library of Virginia Program established

The Dolly Parton's Imagination Library of Virginia Program is established as a statewide program for the purpose of promoting a comprehensive statewide initiative for encouraging preschool-age children to develop a love of reading and learning whereby, with such funds as are provided for such purpose pursuant to the general appropriation act, one reading selection per month is provided to each registered child from birth to age five, inclusive, in each participating county through Dolly Parton's Imagination Library at no cost to the family of such child. The Program shall contribute to local programs a 50 percent match of funds, if available, required of such local programs participating in Dolly Parton's Imagination Library in the Commonwealth. Moneys appropriated for the Program shall be allocated to affiliates that agree to a dollar match for the purposes of the Program.

2024, c. [147](#).

The chapters of the acts of assembly referenced in the historical citation at the end of this section(s) may not constitute a comprehensive list of such chapters and may exclude chapters whose provisions have expired.



# Town of Richlands, VA

## Town Council Meeting

### Staff Summary

#### Action Item

|                          |   |                     |  |
|--------------------------|---|---------------------|--|
| <b>Agenda Title:</b>     | 2 <sup>nd</sup> Reading Annex Capital Project Ordinance |                     |  |
| <b>Staff Contact(s):</b> | Jason May   |                     |  |
| <b>Agenda Date:</b>      | September 10 <sup>th</sup> 2024                         | <b>Item Number:</b> |  |
| <b>Attachment(s):</b>    |   |                     |  |
| <b>Reviewed By:</b>      | Susan Whitt   |                     |  |

#### **SUMMARY:**

This is the second reading of a capital project ordinance. At this time, staff is recommending this project take place in the spring of 2025. This delay will ensure that the FY 2024 audit is complete showing how much surplus was obtained during that fiscal year. In addition, staff is working with Davenport Financial Advisors to develop a funding structure for this project, the Richland Rec Park Swimming Pool Project, and the garbage truck which was included in the FY 2025 budget. The goal is to balance any debt issuance with cash on hand to ensure each of these projects will be funded utilizing the best financial strategies available to the town.

#### **FINANCIAL IMPACT AND FUNDING SOURCE:**

Passing this ordinance has no financial impact on the town. As stated in the summary, staff will be bringing a funding strategy to the council this winter. The funding strategy will balance any debt and cash on hand utilized for this project.

#### **RECOMMENDATION:**

Staff recommend passing the ordinance to set up a capital account for this project.





# ORDINANCE NO.: O-2024-09-01

## TITLE III: ADMINISTRATION CHAPTER 36: CAPITAL IMPROVEMENT ACCOUNTS

### CAPITAL IMPROVEMENT ACCOUNTS

#### *Creation of New Ordinance 36.03*

**BE IT ORDAINED** by the Council of the Town of Richlands, Virginia, pursuant to §§2.2(3) and 3.4(2) of the Town Charter, Section 32.45, 32.46, and 32.48 of the Richlands Town Code, and Virginia Code §§15.2-2501 and 15.2-2505, that the Council hereby IMPLEMENTS Section 36.03 of the Town Code regarding a capital improvement account for the Richlands Annex Capital Account:

#### **§36.03 RICHLANDS ANNEX CAPITAL ACCOUNT**

- (A) The Town hereby establishes a capital project account for the Richlands Annex project which shall comprise of
- a. A combined fire station and rescue squad building with four (4) bays for the fire station and three (3) bays for the rescue squad
  - b. A public works building
  - c. A salt container building
  - d. A pole barn store for public works apparatus
  - e. Concrete work for the entire project space
  - f. HVAC systems for all buildings
  - g. Electrical systems for all buildings
  - h. Interior carpentry for all buildings.
- (B) Funding for this account may come from any or all of the following sources:
- a. Moneys appropriated and made available by the Town
  - b. Grants from state or federal agencies
  - c. Donations or contributions from private individuals or organizations
  - d. Bond proceeds, if applicable
  - e. Any other moneys which may be made available to the Town for the purpose of this project.
- (C) Any money held in this account shall be used solely for the planning, construction, and completion of the Richlands Annex Project. Upon completion of such project, any remaining money held in the account may be further held in this account for maintenance of the Richlands Annex, or transferred to another Capital Improvement Project as deemed appropriate by the Richlands Town Council.
- (D) This account shall have its own line item of the Town's budget starting fiscal year 2025 and each fiscal year thereafter.
- (E) The Town Manager, or his designee, shall provide quarterly reports to the Town Council on the status of the Richlands Annex Project and the balance of this Capital Account.

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

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

On \_\_\_\_ day of \_\_\_\_\_, 2024, A motion was made by \_\_\_\_\_, and seconded by \_\_\_\_\_, for adoption of such ordinance as presented.

VOTE:        Bales            \_\_\_\_\_  
               Jackson        \_\_\_\_\_  
               Mollo            \_\_\_\_\_  
               J. White        \_\_\_\_\_  
               S. White        \_\_\_\_\_  
               Wood            \_\_\_\_\_

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

\_\_\_\_\_  
Amanda Beheler, Clerk

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

# Town of Richlands, VA

## Town Council Meeting

### Staff Summary

#### Action Item

|                          |                                 |                     |  |
|--------------------------|---------------------------------|---------------------|--|
| <b>Agenda Title:</b>     | Fire Grant and Fundraising      |                     |  |
| <b>Staff Contact(s):</b> | Jason May                       |                     |  |
| <b>Agenda Date:</b>      | September 10 <sup>th</sup> 2024 | <b>Item Number:</b> |  |
| <b>Attachment(s):</b>    |                                 |                     |  |
| <b>Reviewed By:</b>      | Susan Whitt                     |                     |  |

**SUMMARY:**

The Richlands Fire Department recently launched a commendable initiative to enhance its emergency response capabilities. In a collaborative effort with the local rescue squad, the fire department embarked on a fundraising campaign aimed at acquiring crucial safety equipment. They aimed to purchase four Self-Contained Breathing Apparatus (SCBA) units, vital gear that allows firefighters to operate safely in hazardous environments.

Through their diligent efforts and the generous support of the community, the fire department successfully raised \$4,500. This amount represents half of the total cost required for the SCBA units, which are priced at \$9,000 for the set of four. The fundraising achievement not only demonstrates the department's proactive approach to improving their resources but also highlights the strong community bonds and support for our local first responders.

While the fundraising effort has been impressive, there remains a balance of \$4,500 to fund the purchase of these critical pieces of equipment fully. This funding need will be covered by budgeted funds, but additional funding may be needed at the end of the year.

**FINANCIAL IMPACT AND FUNDING SOURCE:**

The Fire Department will utilize budgeted funds for the remaining funding needs; however, if additional funds are needed or unforeseen expenses arrive throughout the year, the department may need additional funding.

**RECOMMENDATION:**

This is an informational agenda item and no action is required.



# Town of Richlands, VA

## Town Council Meeting

### Staff Summary

#### Action Item

|                          |                                 |                     |  |
|--------------------------|---------------------------------|---------------------|--|
| <b>Agenda Title:</b>     | Greenway Stage Rental           |                     |  |
| <b>Staff Contact(s):</b> | Jason May                       |                     |  |
| <b>Agenda Date:</b>      | September 10 <sup>th</sup> 2024 | <b>Item Number:</b> |  |
| <b>Attachment(s):</b>    |                                 |                     |  |
| <b>Reviewed By:</b>      | Susan Whitt                     |                     |  |

#### **SUMMARY:**

The Greenway stage project is approaching its final stages of completion. Our staff is actively working to schedule regular monthly activities in the downtown area, with a focus on utilizing the new stage. Interestingly, we've already received inquiries from community partners and members about renting the space for events.

Before proceeding, I'd like to confirm: Is the Council in favor of allowing rentals for this space? This decision will impact how we move forward with managing and promoting the venue.

#### **FINANCIAL IMPACT AND FUNDING SOURCE:**

If the Town Council is in favor of providing the space for rental by the community, staff will work to benchmark the rental rate versus other venues in the area. This would be a revenue-generating option

#### **RECOMMENDATION:**

Staff recommends allowing the community the option of renting the area and stage as this will generate revenue and increase the utilization of the space.



# Town of Richlands, VA

## Town Council Meeting

### Staff Summary

#### Action Item

|                          |                                 |                     |  |
|--------------------------|---------------------------------|---------------------|--|
| <b>Agenda Title:</b>     | AMLR Grant                      |                     |  |
| <b>Staff Contact(s):</b> | Jason May                       |                     |  |
| <b>Agenda Date:</b>      | September 10 <sup>th</sup> 2024 | <b>Item Number:</b> |  |
| <b>Attachment(s):</b>    |                                 |                     |  |
| <b>Reviewed By:</b>      | Susan Whitt                     |                     |  |

#### **SUMMARY:**

The Town has recently been awarded a significant grant through the Abandoned Mine Land Reclamation (AMLR) program. This grant, totaling \$2,000,000, has been earmarked to assist our community in purchasing a 5 MW natural gas generator. This development represents a major step forward in our efforts to enhance our local power infrastructure and energy resilience.

The AMLR program, which typically focuses on addressing the impacts of past mining activities, has recognized the importance of our project in supporting community development and sustainability. By providing this substantial funding, the program is enabling us to make a critical investment in our town's future.

The 5 MW natural gas generator that we aim to purchase with this grant will significantly boost our local power generation capabilities. This addition to our infrastructure will enhance our ability to meet peak demand periods, provide backup power during emergencies, and potentially reduce our reliance on the broader power grid.

#### **FINANCIAL IMPACT AND FUNDING SOURCE:**

1. **Grant Amount:** The \$2,000,000 grant will cover a significant portion of the generator's purchase price, greatly reducing the financial burden on our local budget.
2. **Cost Savings:** By generating our own power, we may see reduced energy costs in the long term, especially during peak usage periods when purchasing power from the grid is most expensive.
3. **Budget Allocation:** While the grant covers a large part of the purchase, we will need to carefully review our budget to account for any additional costs associated with the generator's installation, operation, and maintenance. These costs will be detailed in a forthcoming budget proposal.

4. Long-term Financial Benefits: The investment in local power generation is expected to yield long-term financial benefits through increased energy independence and potential revenue from excess power generation.
5. Grant Management: Proper management of this grant will be crucial. We will need to ensure all expenditures comply with AMLR program requirements to maintain our eligibility for future funding opportunities.

**RECOMMENDATION:**

Staff recommends accepting this award and starting the grant management process.



# Town of Richlands, VA

## Town Council Meeting

### Staff Summary

#### Action Item

|                          |                                 |                     |  |
|--------------------------|---------------------------------|---------------------|--|
| <b>Agenda Title:</b>     | Engineering RFP                 |                     |  |
| <b>Staff Contact(s):</b> | Jason May                       |                     |  |
| <b>Agenda Date:</b>      | September 10 <sup>th</sup> 2024 | <b>Item Number:</b> |  |
| <b>Attachment(s):</b>    |                                 |                     |  |
| <b>Reviewed By:</b>      | Susan Whitt                     |                     |  |

#### SUMMARY:

##### Background

Our town is in the midst of critical upgrades to our Water and Wastewater infrastructure. As we move forward, it's essential that we have the right expertise to guide us through the complex phases of these projects, from planning and design to implementation and financing.

##### Bid Evaluation

After careful consideration of the submitted bids, staff has identified McGill Associates as the top candidate for this crucial role. Our evaluation is based on several key factors:

1. **Regional Expertise:** McGill Associates is a well-established regional firm with a strong track record in water and wastewater projects.
2. **Local Experience:** The firm has demonstrated significant experience working with municipalities in our area, giving them valuable insights into our specific challenges and needs.
3. **Technical Proficiency:** McGill Associates possesses the high level of technical expertise required for the complexity of our upgrade projects.
4. **Responsiveness:** Throughout the bidding process, McGill has shown a commitment to clear communication and timely responses, qualities that will be essential as we navigate this project.
5. **Fresh Perspective:** While experienced in our region, McGill brings a fresh set of eyes to our specific challenges. This combination of familiarity and new insights could prove invaluable in identifying innovative solutions.

## **Project Scope**

If accepted, McGill Associates will be responsible for:

1. Conducting a comprehensive review of our current project status
2. Developing a phased approach to complete the upgrades efficiently
3. Providing engineering expertise throughout the project lifecycle
4. Managing project timelines and coordinating with contractors
5. Assisting in the development of a robust financing package that aligns with our phased approach

## **Expected Outcomes**

By engaging McGill Associates, we anticipate:

1. A well-structured, phased approach to our Water and Wastewater upgrades
2. Expert guidance in navigating technical challenges
3. Efficient project management, potentially reducing overall project time and costs
4. A comprehensive financing strategy that matches our phased implementation
5. Improved overall quality and longevity of our water and wastewater infrastructure

## **Conclusion**

Staff believes that McGill Associates has the capability, experience, and fresh perspective needed to successfully guide our Water and Wastewater upgrade projects from their current state to completion. Their expertise in developing phased approaches and matching financing packages will be particularly valuable as we move forward.

We therefore recommend that the Council approve the acceptance of McGill Associates' bid for phase engineering and project management support for our Water and Wastewater upgrade projects.

## **FINANCIAL IMPACT AND FUNDING SOURCE:**

All expenses related to the phasing and project management will be included in the larger financing of the project.

## **RECOMMENDATION:**

Staff recommends that the Council accept the bid from McGill Associates for phase engineering and project management support for our ongoing Water and Wastewater upgrade projects.

# Resolution



**R-09-01-2024**

**WHEREAS**, the Commonwealth Transportation Board has allocated funding through the SMART SCALE Program for a project in the Town of Richlands to realign the intersection of 2<sup>nd</sup> Street and Front Street to improve operations and safety at the intersection; and,

**WHEREAS**, construction of the intersection improvements can be accomplished more quickly and safely with a temporary road closure of Front Street between Kents Ridge Road and Rockbridge Avenue; and,

**WHEREAS**, in accordance with Virginia Department of Transportation construction administration procedures, it is necessary that a request by resolution be received from the local government in order that the Virginia Department of Transportation establish a safe and efficient detour of traffic around the affected portion of Front Street.

**NOW, THEREFORE, BE IT RESOLVED**, that the Town Council of the Town of Richlands, Virginia, requests the Virginia Department of Transportation plan for and establish a detour to be put in place as required during the reconstruction and realignment of Front Street near its intersection with 2<sup>nd</sup> Avenue.

**BE IT FURTHER RESOLVED**, that the Town Council of the Town of Richlands, Virginia, hereby authorizes the detour to be in place for the duration of the construction of the raised median barrier, which is estimated to take approximately one month.

Adopted this \_\_\_ day of \_\_\_\_\_, 2024.

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

ATTEST:

\_\_\_\_\_  
Amanda Beheler, Town Clerk

|         |  |
|---------|--|
| Ayes:   |  |
| Nays:   |  |
| Absent: |  |



**RESOLUTION**  
**R-2024-09-02**

A RESOLUTION OF THE TOWN OF RICHLANDS RELATING TO THE SUPPORT OF  
THE VIRGINIA AMERICA 250 COMMISSION

WHEREAS, the Town Council of Richlands, Virginia, is dedicated to the furtherance of economic development and tourism in Richlands, Virginia; and

WHEREAS, the Virginia America 250 Commission (VA250) was created in 2020 by the General Assembly for the purpose of preparing for and commemorating the 250<sup>th</sup> anniversary of Virginia's participation in American independence; and

WHEREAS, VA250 has requested that each locality form a committee to aid in planning for the commemoration period; and

WHEREAS, the Town of Richlands Town Council will form a local VA 250 committee; and

WHEREAS, the committee will plan and coordinate programs occurring within the locality and communicate regularly with VA250; and

WHEREAS, the Town Council of Richlands, Virginia wishes to undertake this endeavor with VA250 to promote and commemorate this important historic milestone.

NOW THEREFORE BE IT RESOLVED by the Town of Richlands Town Council hereby will form a committee to aid in the planning for the commemoration period and hereby desires to support the Virginia America 250 Commission and their efforts to commemorate the 250<sup>th</sup> anniversary of Virginia's participation in American independence.

In Witness whereof, the foregoing was adopted by the Town Council of Richlands, Virginia on the \_\_\_\_ day of September, 2024.

The Town of Richlands Town Council

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

Attest:

\_\_\_\_\_  
Amanda Beheler, *Town Clerk*

|         |  |
|---------|--|
| Ayes:   |  |
| Nays:   |  |
| Absent: |  |



**RESOLUTION**  
**AUTHORIZING A NOT TO EXCEED**  
**\$6,000,000 TOWN OF RICHLANDS, VIRGINIA**  
**GENERAL OBLIGATION NOTE, SERIES 2024 (“BANK-QUALIFIED”),**  
**AND PROVIDING THE FORM AND DETAILS THEREOF**

**WHEREAS**, pursuant to the Public Finance Act, Chapter 26, Title 15.2 of the Code of Virginia, 1950, as amended (the “Public Finance Act”), the Town of Richlands, Virginia (the “Town”) desires to issue its not to exceed \$6,000,000 Town of Richlands, Virginia General Obligation Note, Series 2024 (the “Note”) to The First Bank and Trust Company (the “Lender”); and

**WHEREAS**, the Town will use the proceeds of the Note, together with other funds lawfully available to the Town, to (a) acquire, construct, rehabilitate, and equip various capital improvements in the Town, including but not limited to a natural gas generator, Town swimming pool, fire station and rescue squad building, and trash truck, and (b) pay costs in connection with issuing the Note (the “Project”); and

**WHEREAS**, the Town Council of the Town (the “Town Council”) held a duly noticed public hearing on September 10, 2024 in connection with the issuance, sale, and award of the Note, in accordance with the requirements of the Public Finance Act; and

**WHEREAS**, the Town may issue such indebtedness at the election of the Town Council under the provisions of Section 15.2-2601 of the Public Finance Act of the Code of Virginia, 1950, as amended (the “Virginia Code”), without regard to the requirements, restrictions, or other provisions contained in any charter or local or special act applicable to the Town, and, further, under the provisions of Section 15.2-2607 of the Virginia Code, the Town Council may adopt this Resolution authorizing the issuance of indebtedness at the meeting at which it is introduced upon a majority vote of the members of the Town Council.

---

**NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF RICHLANDS, VIRGINIA:**

1. **Authorization of Financing by Issuance of Note.** The Town Council hereby determines that it is necessary and expedient to finance and issue the Note in order to provide financing for the Project. After due consideration, the Town Council hereby accepts the terms and conditions for such financing and issuance of the Note as set forth in the letter to the Town from the Lender dated August 5, 2024 (the “Bank Term Sheet”), a copy of which is attached hereto as **Exhibit A**. Accordingly, the Town Council hereby authorizes and approves the Town’s issuance

of its General Obligation Note, Series 2024, in an original principal amount not to exceed \$6,000,000, to the Lender. The Town Council hereby elects to issue the Note under the provisions of Sections 15.2-2601 and 15.2-2607 of the Virginia Code, among others, all as described above.

2. **Details of the Note.** The Town will issue the Note in registered form without coupons and designated as N-1, dated the date of issuance and delivery of the Note, and designated as the not to exceed \$6,000,000 “Town of Richlands, Virginia General Obligation Note, Series 2024 (“Bank-Qualified”).” The Town hereby appoints the Town Finance Director as its Registrar and transfer agent to keep books for the registration and transfer of the Note and to make such registrations and transfers on such books under such reasonable regulations as the Town may prescribe.

The Note will be structured as a “draw-down” loan and will bear a tax-exempt “bank-qualified” variable rate of interest equal to the Daily Compounded Secured Overnight Financing Rate (SOFR) plus 0.98%. The Note is subject to an interest rate adjustment in the event that interest on the Note is deemed taxable, as set forth in the Note. Semi-annual installments of accrued interest only, based upon the aggregate amount of principal advances made, as may be recorded on the Certificate of Advances attached to the Note, shall be payable by the Town, in arrears, as computed by the Lender from time to time. The aggregate total principal advances under the Note shall occur within two (2) years of the date of issuance of the Note, and shall not exceed in the aggregate the \$6,000,000 face amount of the Note. All principal of and accrued interest on the Note, if not sooner paid at the option of the Town, shall mature two (2) years after the date of issuance of the Note.

3. **“Bank-Qualified” Designation of the Note.** The Town hereby designates the Note as a “qualified tax-exempt obligation” within the meaning of Section 265(b)(3) of the Internal Revenue Code of 1986, as amended (the “Tax Code”). The Town affirms its reasonable expectation as to compliance with the various \$10,000,000 limitations therein, including the covenant that the Town reasonably anticipates that the Town, including any “subordinate” entities of the Town or “on behalf of” entities thereof (within the meaning of the Tax Code, including regulations thereunder), will issue no more than aggregate \$10,000,000 tax-exempt obligations during the current calendar year 2024.

4. **Execution of Note.** The Town Council hereby authorizes the issuance, sale, and award of the Note to the Lender, and such Note will be substantially in the form attached hereto as **Exhibit B**, with such completions, omissions, insertions, and changes not inconsistent with this Resolution as may be approved by the officers signing the Note, whose approval shall be evidenced conclusively by the execution and delivery of the Note. The Note shall be signed by the manual or facsimile signature of the Mayor or Vice Mayor of the Town, shall be attested by the manual or facsimile signature of the Clerk or an Assistant/ Deputy Clerk of the Town, and the Town’s seal shall be affixed thereto or a facsimile thereof printed thereon; provided, however, that if both of such signature are facsimiles, the Note shall not be valid until it has been authenticated by the manual signature of an authorized officer or employee of the Town and the date of authentication noted on the Note.

5. **Prepayment/ Redemption.** The Town may prepay the Note, in whole or in part, at any time without penalty.



6. **Nature of Obligation of Town under the Note.** The Note shall be a general obligation of the Town for the payment of principal of, and premium, if any, and interest on which the Town's full faith and credit shall be irrevocably pledged and shall be payable from *ad valorem* taxes without limitation of rate or amount. Specifically, Section 15.2-2624 of the Public Finance Act requires that there shall be levied and collected an annual *ad valorem* tax upon all taxable property in the Town subject to local taxation sufficient to provide for the payment of the principal, premium, if any, and interest on the Note as the same shall become due. Such tax shall be without limitation as to rate or amount and shall be in addition to all other taxes authorized to be levied in the Town, to the extent other funds of the Town are not lawfully available and appropriated for payment of the Note.

7. **Authorization as to Additional Documentation; Further Actions.** The Mayor or Vice Mayor, the Town Manager, the Town Finance Director, the Clerk or any Assistant/ Deputy Clerk of the Town Council, and such other officers, employees, and agents of the Town as may be requested (whether individually or collectively, the "Town Representative") are each hereby authorized and directed to take all proper steps to have the Note prepared and executed in accordance with its terms, and as may be advised by the Town Attorney and bond counsel to the Town, and to deliver the Note to the Lender. In addition, the Town Representative is authorized and directed to execute such additional instruments, agreements, documents, and certificates, including but not limited to any documentation as may be required by the Lender, the Town Attorney, or bond counsel in connection with the Note.

It is the express intent under this Resolution to authorize and direct the Town Representative to determine the final form and details of the Note and related documentation in accordance with the Bank Term Sheet, this Resolution, and any other Lender or legal requirements, and such final determinations shall be evidenced conclusively by the due execution and delivery of the Note by the Town to the Lender, and no further action shall be necessary on the part of this Town Council. The Town Representative is authorized to do and perform such things and acts as they deem necessary or convenient to carry out the transactions authorized by this Resolution, or as may be requested by the Lender, the Town Attorney, or bond counsel to the Town, in furtherance of the purposes set forth in this Resolution. All such further actions shall be conclusively deemed as having been accepted and approved as authorized herein without any further acts or approvals. All such actions previously taken, if any, are hereby ratified and confirmed in their entirety.

8. **Compliance with the Tax Code.** The Town Representative is hereby authorized and directed to execute and deliver any tax compliance agreements or non-arbitrage certificates, tax reporting forms, questionnaires, certificates, and any other instruments and tax documentation as may be necessary or convenient, in forms as approved by bond counsel (collectively, the "Tax Documents") in order for the Town to carry out the essential governmental intent and purposes of this Resolution, and further, to set forth the Town's expected use of the proceeds of the Note. The Tax Documents will contain all such covenants as may be necessary or convenient to demonstrate the Town's compliance with the provisions of the Tax Code (including applicable revenue procedures and regulations thereunder) relating to the exclusion from gross income of interest on the Note and any other matters or tax requirements in connection with the Note.

9. **Reimbursement Matters.** The Town hereby declares its intent to use a portion of the proceeds of the Note to reimburse certain capital expenditures in connection with the Project, as required by federal tax laws. The Town has paid or will cause to be paid, beginning no earlier than 60 days prior to adoption hereof, and will pay or cause to be paid, on and after the date hereof, certain capital expenditures (the “Expenditures”) in connection with the Project. Accordingly, the Town hereby declares its intent to reimburse itself, with all or any portion of the proceeds thereof for the Expenditures with respect to the Project made no earlier than 60 days prior to the adoption of this Resolution. The maximum aggregate principal amount of obligations in connection with the Project is reasonably anticipated not to exceed \$6,000,000.

10. **Approval of a Post-Issuance Tax Compliance Policy.** The Town hereby adopts and implements the Post-Issuance Compliance Policy for Tax-Exempt Obligations (the “Compliance Policy”), attached to this Resolution as **Exhibit C**, in order for the Town to monitor its post-issuance tax compliance with respect to the Bond, and any other exempt obligations issued (or to be issued), that are subject to tax-exempt financing rules (collectively, the “Exempt Obligations”). The Town Finance Director (and any designees from time to time) will serve as the Town’s designated compliance officer and will be responsible to coordinate with the Town Attorney, bond counsel, and any others as may be necessary or convenient, in order for the Town to continue to satisfy its post-issuance tax compliance responsibilities with respect to Exempt Obligations by the Town that are subject to tax-exempt financing rules.

11. **Financial Records.** The Town hereby agrees and covenants that, during the term of the Note, the Town will provide to the Lender financial information, as well as copies of such other financial information relating to the Note, as may be reasonably requested by the Lender from time to time.

12. **Filing of Resolution.** The Clerk of the Town Council and the Town Manager, either or both of whom may act, are each hereby authorized and directed to cause a certified copy of this Resolution to be filed with the Circuit Court of Tazewell County, Virginia, all as required by law.

13. **Effective Date.** This Resolution shall take effect immediately.

Adopted: September 10, 2024

**TOWN OF RICHLANDS, VIRGINIA**

---

Mayor

Exhibit A: Bank Term Sheet  
Exhibit B: Form of Note  
Exhibit C: Post-Issuance Tax Compliance Policy

**CERTIFICATE OF VOTES**

The undersigned hereby certifies that the record of the roll-call vote by the Town Council of the Town of Richlands, Virginia, on the foregoing Resolution, duly adopted by the Town Council upon a roll-call vote at its regular public meeting duly held on September 10, 2024, is as follows:

| Name                     | Aye | Nay | Abstain | Absent |
|--------------------------|-----|-----|---------|--------|
| Rod Cury, Mayor          |     |     |         |        |
| Jannis White, Vice Mayor |     |     |         |        |
| Seth White               |     |     |         |        |
| Laura Mollo              |     |     |         |        |
| Rick Wood                |     |     |         |        |
| Gary Jackson             |     |     |         |        |
| Jordan Bales             |     |     |         |        |

Dated: September 10, 2024

*[SEAL]*

\_\_\_\_\_  
Clerk of the Town Council  
Town of Richlands, Virginia



P.O. Box 150 Wise, VA 24293 – 276-328-3439 – Fax: 276-328-4307

08/05/2024

Town of Richlands, Virginia  
Jason May, Town Manager  
200 Washington Sq.  
Richlands, Virginia 24641

Dear Jason:

Thank you for the opportunity to make the following commitment to you. The First Bank and Trust Company (the "Bank") is pleased to have approved for you (the "Borrower") a line of credit in the amount up to \$6,000,000 for the purposes of funding capital projects.

This commitment is subject to the execution and delivery to the Bank of legal documents yet to be prepared, including, without limitation, loan agreements, promissory notes, and collateral and security documents. All such documents must be satisfactory in form and substance to the Bank.

The making and funding of any loans under this commitment (in addition to any other conditions which may be required in the documents referred to in the preceding paragraph) is expressly subject to the terms and conditions set forth in the attached Terms and Conditions.

We appreciate the opportunity to provide you with the financial services of First Bank and Trust Co. Should you have any questions or need clarification, please feel free to call me at your convenience, (276) 328-3439.

Sincerely yours,

Cory Dotson  
Senior Vice President

Town of Richlands, Virginia

## TERMS AND CONDITIONS

### **BORROWERS:**

Town of Richlands, Virginia

### **LOAN AMOUNT:**

Up to and not to exceed Six Million Dollars (\$6,000,000.00 USD).

### **PURPOSE:**

Line of Credit to fund the following capital projects:

- Natural Gas Generator Project
- Swimming Pool Project
- Fire Station/Rescue Squad Building
- Water Plant Upgrade

### **SECURITY:**

General Obligation Pledge of the Town of Richlands, Virginia.

### **INTEREST RATE:**

Tax-exempt, bank qualified variable loan rate equal to the Daily Compounded Secured Overnight Financing Rate (SOFR) + .98%.

In the event the credit facility should fail to meet the qualifications of tax-exempt financing during the loan term, the loan will revert to a taxable rate so as yield the Bank the same return according to the terms in the formal loan agreement.

### **REPAYMENT TERMS:**

Interest payments will be due semi-annually with Principal due at maturity.

### **MATURITY:**

Not to exceed 24 months from the date of closing.

### **PREPAYMENT PENALTY:**

The loan can be prepaid in part or in full at any time without penalty.

### **BANK FEES:**

First Bank and Trust Company will not charge an origination fee or an annual facility fee.

**FINANCING DOCUMENTS & COUNSEL:**

The costs of issuing the financing documents by Bond Counsel will be covered by the Borrower and can be incorporated in the first draw on the loan facility. A quote has been provided to prepare these documents in the amount of \$15,000 by Bond Counsel, Botkin Rose, PLC, Attorneys at Law with a phone number (540) 437-0019.

**TAX STATUS:**

Bank shall require an opinion of bond counsel to its tax status designating the loan as "Qualified Tax-Exempt Obligation" pursuant to section 265(b) of the internal revenue code.

**SURVIVAL:**

This commitment letter shall constitute one of the Loan Documents and shall survive the closing of the Loan, the execution and delivery of all Loan Documents, and the making of any advances or disbursements thereunder. In the event of a conflict between a provision contained in this commitment letter and a provision of any other Loan Document, the terms of the other Loan Document shall control.

**CONDITIONS OF LENDING:**

Prior to the first advance of loan proceeds to the Borrower, the following conditions shall have been satisfied.

- A. The Bank shall have received, duly executed, all Loan Documents and any other documents and instruments necessary or advisable in connection with the Loan, all of which shall be in form and substance satisfactory to the Bank.
- B. The Bank shall have received the written opinion of Bond Counsel as to the validity and enforceability of the Loan Documents and other matters as the Bank may reasonably require.
- C. All other terms and conditions customary to transactions of this nature will be incorporated in a formal loan agreement.

**REPORTING REQUIREMENTS:**

Annually, within one-hundred eighty (180) days following the end of the Borrower's fiscal year, the Borrower and County will deliver to the Bank audited financial statements on an unconsolidated basis, including a balance sheet and income statement prepared in accordance with generally accepted accounting principles by an independent certified public accountant acceptable to the Bank, including a balance sheet, income statements, changes in capital position and reconciliation of net worth and including all normal and reasonable financial notes.

**REPRESENTATIONS AND WARRANTIES:**

The Borrower represents and warrants to the Bank that:

- a) This proposal, when accepted, and all documents and instruments to be executed and delivered to the Bank in connection with this proposal and the funding thereof shall be duly

authorized, valid, enforceable and binding on the parties thereto, and shall not conflict with or constitute a breach of any other agreements or documents of the Borrower.

- b) All information that will be furnished to the Bank is true and accurate.
- c) All financial statements, certificates and other information furnished, or to be furnished, to the Bank are, or shall be, true and accurate and shall be prepared in accordance with GAAP. The Borrower has not failed to disclose any information that could materially affect its properties, business or financial condition; and there has occurred no material adverse change in the financial condition of the Borrower since the date of the Borrower's most recent financial statement.

**AFFIRMATIVE COVENANTS:**

Customary, including delivery of financial statements, reports and other information requested by the Bank.

**MATERIAL ADVERSE CHANGE:**

This commitment may be terminated, in the sole discretion of the Bank, upon the occurrence of a material adverse change in the financial condition of the Borrower.

**EVENTS OF DEFAULT**

A default shall occur under this Letter of Commitment and under each of the Loan Documents and under any other promissory note executed by Borrower in favor of Bank if the Borrower defaults in the payment of any amounts due and owing under the Loan or any other indebtedness owing to the Bank within fifteen (15) days of its due date or fails to timely and properly observe, keep or perform any term, covenant, agreement or condition in any of the Loan Documents or in any other loan agreement, promissory note, security agreement, assignment or other contract securing or evidencing payment of any indebtedness of Borrower to Bank or to any affiliate or subsidiary of Bank.

**REMEDIES UPON DEFAULT**

If an event of default shall occur Bank shall have all rights, powers and remedies available under each of the loan Documents as well as all rights and remedies available at law or in equity.

**NON-ASSIGNABLE:**

This commitment and the right of Borrower(s) to receive loans hereunder may not be assigned by Borrower(s).

**RELIANCE:**

This commitment constitutes an offer by the Bank to the Borrower(s) to make a Loan on the terms and conditions set forth herein and should not be relied upon by any third party for any purpose.

Town of Richlands, Virginia

**AMENDMENT AND WAIVER:**

No alteration, modification, amendment or waiver of any terms and conditions of this commitment, or of any of the documents required by or delivered to the Bank under this commitment, shall be effective or enforceable against the Bank unless set forth in a writing signed by the Bank.

**GOVERNING LAW:**

This commitment and the Loan shall be governed by and construed in accordance with the laws of the Commonwealth of Virginia (without regard to choice of law principles).

**INTEGRATION:**

The terms set forth above represent the entire understanding between the Borrower(s) and the Bank with respect to the subject matter of this commitment, and this commitment supersedes any prior and contemporaneous agreements, commitments, discussions and understandings, oral or written, with respect to the subject matter of this commitment.

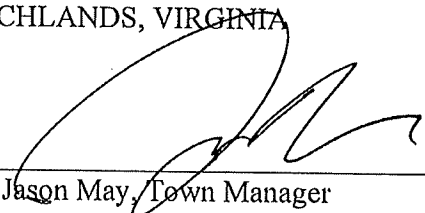
**EXPIRATION:**

If this proposal is not accepted by the expiration date (or a later date agreed to by the Bank in writing) of August 31<sup>st</sup>, 2024 then the Bank shall have no further obligation.

The terms and conditions set forth above are accepted this 5<sup>th</sup> day of August, 2024.

TOWN OF RICHLANDS, VIRGINIA

By: \_\_\_\_\_

  
Jason May, Town Manager



N-1

Up to \$6,000,000

**UNITED STATES OF AMERICA**  
**COMMONWEALTH OF VIRGINIA**  
**TOWN OF RICHLANDS, VIRGINIA GENERAL OBLIGATION NOTE,**  
**SERIES 2024 (“BANK-QUALIFIED”)**

**DATED DATE**  
**September 25, 2024**

**MATURITY DATE**  
**September 25, 2026**

The TOWN OF RICHLANDS, VIRGINIA (the “Town”) for value received, hereby promises to pay, solely from the sources and in the manner as hereinafter provided, to the order of The First Bank and Trust Company (the “Lender” or “Holder”), or its successors, registered assigns, or legal representatives as registered owner hereof, the principal sum equal to the amount of principal advances, made, as may be shown on the Certificate of Principal Advances attached to this Note (the “Certificate of Advances”), but not to exceed the sum of **SIX MILLION DOLLARS (\$6,000,000)**, and to pay the registered owner of this Note interest on the unpaid principal of this Note pursuant to terms and conditions set forth in this Note.

This Note is duly authorized and issued in compliance with and pursuant to the Constitution of Virginia and laws of the Commonwealth of Virginia, including the Public Finance Act, Chapter 26 of Title 15.2, Code of Virginia, 1950, as amended, and the terms and provisions of a Resolution duly adopted by the Town Council of the Town on September 10, 2024 (the “Authorizing Resolution”), approving the issuance, sale, and delivery of this Note, after the holding of a duly noticed public hearing therefor on September 10, 2024, all in accordance with law, and pursuant to a Note Purchase and Loan Agreement dated September 25, 2024 (the “Agreement”) between the Town and the Lender.

Reference is hereby made to the Agreement for a description of the provisions, among others, with respect to the nature and extent of the security for this Note, additional amounts payable under the Agreement, and the rights, duties, and obligations of the Town and the Holder. All capitalized terms not otherwise defined herein shall have the meanings set forth in the Agreement.

The Town will use the proceeds of this Note, together with other funds lawfully available to the Town, to (a) acquire, construct, rehabilitate, and equip various capital improvements in the Town, including but not limited to a natural gas generator, Town swimming pool, fire station and rescue squad building, and trash truck, and (b) pay costs in connection with issuing the Note (the “Project”).

From the Dated Date hereof and up to and including September 24, 2026 principal advances under this Note, made pursuant to and subject to the terms of Article V of the Agreement, shall be recorded on the Certificate of Advances. On and after September 25, 2026 the Town shall not request any principal advances under this Note, and the Lender shall not make any advances of any remaining principal amount of this Note (if any). **ACCORDINGLY, IT IS THE EXPRESS INTENT UNDER THIS NOTE FOR THE AGGREGATE TOTAL PRINCIPAL ADVANCES UNDER THIS NOTE TO OCCUR ON OR BEFORE SEPTEMBER 24, 2026 AND NOT TO EXCEED THE \$6,000,000 FACE AMOUNT OF THIS NOTE.** All such records of the principal advances under this Note shall be conclusive of the principal advanced under this Note unless there is a material error in such records.

The rate of interest to be borne on this Note shall be variable and will be computed by the Lender based upon the Tax-Exempt Rate (as defined in this Note) on a 365/360 day basis of actual days elapsed. Semi-annual installments of accrued interest only on this Note, based upon the aggregate amount of unpaid principal advances made, shall be payable by the Town, in arrears, on the 25<sup>th</sup> day of March and September, beginning March 25, 2025 and continuing thereafter until this Note shall be paid, in full.

Such semi-annual installments of interest only shall be computed by the Lender based upon the variable Tax-Exempt Rate (as defined below) or other applicable interest rate formula as described in this Note or in accordance with the Agreement on the aggregate principal advances outstanding. The entire principal of and accrued interest on this Note, if not sooner paid at the option of the Town, shall be payable by the Town on September 25, 2026. If principal advances up to \$6,000,000 are not made, the principal amount due on this Note shall not include the unadvanced amount.

Both principal of and interest on the Note are payable in lawful money of the United States of America by check or wire transfer (or any other credit transfer) to the Holder as registered owner of this Note at its address on the registration books of the Town maintained by the Town Finance Director, as registrar of this Note. All payments on this Note shall be applied first to interest and then to principal.

The Holder shall not be required to present or surrender this Note as a condition of receiving any payment due under this Note.

If any installment payment date under this Note shall not be a business day for the Lender or for the Commonwealth of Virginia, then such installment shall be due and payable at or before 11:00 a.m. on the business day next succeeding such date fixed for payment, and if made on such date no additional interest shall accrue for the period after such date of payment.

This Note may be prepaid in whole or in part, by the Town on any date prior to this Note's maturity on September 25, 2026, without premium or other penalty in accordance with Section 3.5 of the Agreement.

Any payment(s) of the principal of this Note should be recorded by the Holder of this Note on the schedule attached to this Note (or on a continuation of such schedule attached to and made

a part of this Note); provided, that any failure by the Holder of this Note to make such a notation or any error therein shall not in any manner affect the obligation of the Town to pay payments due under this Note. The Holder of this Note, by its acceptance hereof, agrees that before any sale, assignment, or transfer of this Note, such sale, assignment, or transfer of this Note shall be in compliance with the Agreement, and, further, the Holder shall note on the Certificate attached to this Note the aggregate amount of all principal installment payments, if any, which have been made on this Note and the last date to which interest has been paid on this Note.

### **General Obligation**

This Note and the payment obligations of the Town under this Note constitute a general obligation debt of the Town. The full faith and credit of the Town are irrevocably pledged for the payment of the principal of and interest on this Note. The Authorizing Resolution provides, and Section 15.2-2624 of the Code of Virginia 1950, as amended, requires, that there shall be levied and collected an annual *ad valorem* tax upon all taxable property in the Town subject to local taxation sufficient to provide for the payment of the principal, premium, if any, and interest on this Note as the same shall become due, which tax shall be without limitation as to rate or amount and shall be in addition to all other taxes authorized to be levied in the Town, to the extent other funds of the Town are not lawfully available and appropriated for payment of this Note.

### **“Qualified Tax-Exempt Obligation” Designation**

Pursuant to the Authorizing Resolution, the Town has designated this Note as a “qualified tax-exempt obligation” pursuant to the terms and provisions of Section 265(b)(3) of the Internal Revenue Code of 1986, as amended (the “Tax Code”), such designation being made in accordance with the Town’s reasonable expectations as to its compliance with the “bank qualification” requirements of Section 265(b)(3) of the Tax Code regarding the various \$10,000,000 limitations therein during calendar Year 2024.

### **Taxable Rate Provisions and Additional Payments Related Thereto**

From the date hereof to the Date of Taxability (defined below), the rate of interest on this Note shall be calculated based on the Tax-Exempt Rate. However, upon the occurrence of a Determination of Taxability (defined below), then, from and after the Date of Taxability, the rate of interest on this Note shall be calculated at the Taxable Rate (as defined below). After a Determination of Taxability and upon demand of the Holder, or any prior Holder of this Note, the Town shall pay to such Holder or prior Holder, but only from amounts provided by the Town pursuant to Section 4.5 of the Agreement, such additional amount as shall be necessary to provide that interest hereon shall have been payable at the Taxable Rate from the Date of Taxability.

Upon a Determination of Taxability, the Town shall also pay, but only from amounts provided by the Town pursuant to Section 4.5 of the Agreement, to such Holder or to any prior Holder upon demand of such Holder or prior Holder any interest, penalties, or other charges assessed against or payable by such Holder or prior Holder and attributable to such Determination of Taxability and all reasonable administrative, out-of-pocket, and other expenses incurred by such Holder or prior Holder which are attributable to such event, including, without limitation, the costs incurred by such Holder

or prior Holder to amend any of its tax returns, notwithstanding the repayment of the entire principal amount of this Note or any transfer or assignment of this Note.

The Holder of this Note, by its acceptance thereof, shall agree, if requested by the Town, to have an attorney in fact, qualified to practice before the Internal Revenue Service, designated by the Town for the purpose of appealing or challenging any Event of Taxability, provided the Holder is provided indemnity reasonably satisfactory to it to indemnify it against any additional tax liability, penalties, or interest that may result from any such appeal. All reasonable legal fees, and legal or other costs, and expenses of such appeal shall be paid by the Town. In the event a final judgment or order shall have been entered within one hundred eighty (180) days of the Event of Taxability finding, as a final determination, that no Event of Taxability has indeed occurred, the Holder shall reimburse to the Town all supplemental interest which has been paid on this Note (but shall not be required to reimburse any amount paid in respect of legal fees, or legal or other costs or expenses) at the Taxable Rate, and no such additional supplemental interest as described herein shall be payable unless and until an Event of Taxability shall subsequently occur.

#### **Default Interest Rate**

The Default Interest Rate will apply in the Event of Default, as set forth in the Agreement.

#### **Defined Terms**

As used in this Note, the following terms shall have the following meanings and the following provisions shall apply:

“Date of Taxability” shall mean the earliest date as of which interest on this Note shall have been determined to be includable in the gross income of any Holder or prior Holder of this Note as a result of a Determination of Taxability.

“Default Interest Rate” shall have the meaning set forth in the Agreement.

“Determination of Taxability” shall mean and shall be deemed to have occurred on the first to occur of the following:

(i) on that date when the Town files with the Holder any statement, supplemental statement or other tax schedule, return or document which discloses that an Event of Taxability shall have in fact occurred;

(ii) on the date when the Holder or any prior Holder notifies the Town that it has received a written opinion by an attorney or firm of attorneys of recognized standing on the subject of tax-exempt municipal finance to the effect that an Event of Taxability shall have occurred unless, within 180 days after receipt by the Town of such notification from the Holder or any prior Holder, the Town shall deliver to each Holder and prior Holder (A) a ruling or determination letter issued to or on behalf of the Town by the Commissioner or any District Director of the federal Internal Revenue Service (or any other governmental official exercising the same or a substantially similar function from time to time) or (B) a written opinion by an attorney or firm of attorneys of recognized standing on the subject

of tax-exempt municipal finance to the effect that, after taking into consideration such facts as form the basis for any prior opinion that an Event of Taxability has occurred, an Event of Taxability shall not have occurred;

(iii) on the date when the Town shall be advised in writing by the Commissioner or any District Director of Internal Revenue (or any other government official or agent exercising the same or a substantially similar function from time to time) that, based upon filings of the Town, or upon any review or audit of the Town or a Holder or upon any other ground whatsoever, an Event of Taxability shall have occurred; and

(iv) on that date when the Town shall receive notice from any Holder or prior Holder that the federal Internal Revenue Service (or any other government official or agency exercising the same or a substantially similar function from time to time) has assessed as includable in the gross income of such Holder or any prior Holder the interest on this Note paid to such Holder or prior Holder due to the occurrence of an Event of Taxability;

provided, however, that no Determination of Taxability shall occur under clauses (iii) and (iv) above unless the Town has been afforded the opportunity, at the expense of the Town, to contest any such assessment; and provided further that no Determination of Taxability shall occur until such contest, if made, has been finally determined; and provided further that upon demand from the Holder or any prior Holder, shall immediately reimburse such Holder or prior Holder for any payments that such Holder (or any prior Holder) shall be obligated to make as a result of the Determination of Taxability during any such contest.

“Event of Taxability” shall mean a change in law or fact or the interpretation thereof, or the occurrence or existence of any fact, event or circumstance (including, without limitation, the taking of any action by the Town, or the failure to take any action by the Town, or the making by the Town of any misrepresentation in this Note or in any certificate required to be given in connection with the issuance, sale or delivery of this Note) which has the effect of causing interest paid or payable on any of this Note to become includable, in whole or in part, in the gross income of the Holder or any prior Holder for federal income tax purposes.

“Taxable Rate” means the interest rate per annum that shall provide the Holder with the same after tax yield that the Holder would have otherwise received had the Determination of Taxability not occurred, taking into account the increased taxable income of the Holder as a result of such Determination of Taxability. The Holder shall provide the Town with a written statement explaining the calculation of the Taxable Rate, which statement shall, in the absence of manifest error, be conclusive and binding on the Town.

“Tax-Exempt Rate” means the bank-qualified, tax-exempt variable rate of interest per annum equal to the Daily Compounded Secured Overnight Financing Rate (SOFR) plus 0.98%.

This Note is registered in the name of the Lender on the registration books kept by the Town Finance Director as Registrar of this Note. No registration of transfer hereof shall be valid unless made on such records of the Town at the written request of the Holder or its legal representative. The Town shall not be required to effect any such transfer unless properly

indemnified for its expenses related to such transfer (including reasonable attorneys' fees) by the prospective transferee.

All acts, conditions, and things required by the Constitution of Virginia and laws of the Commonwealth of Virginia to happen, exist, or be performed precedent to and in the issuance of this Note have happened, exist, and have been performed in due time, form, and manner as so required, and this Note, together with all other indebtedness or obligations of the Town, is within every debt and other limit prescribed by the Constitution and laws of the Commonwealth of Virginia.

[THIS SPACE LEFT BLANK INTENTIONALLY.]

[Signature Page Follows]

IN WITNESS WHEREOF, the Town of Richlands, Virginia, has caused this Note to be executed in the name of the Town of Richlands, Virginia, to be signed by the Mayor of the Town, its seal to be affixed hereto and attested by the signature of its Clerk of the Town Council, and this Note to be dated September 25, 2024.

**TOWN OF RICHLANDS, VIRGINIA**

[SEAL]

By \_\_\_\_\_  
Mayor

*Attest:*

By: \_\_\_\_\_  
Town Clerk  
Town of Richlands, Virginia

DRAFT

[Signature Page for Note]







**NOTE REGISTER**

This Note is hereby registered on September 25, 2024 in the name of The First Bank and Trust Company, as purchaser thereof, with a primary business address of 667 W. Main Street, Suite 1000, Abingdon, Virginia 24210-2509.

The further transfer of this Note (if any) shall be registered by the registered owner or his duly authorized attorney upon presentation hereof to the Town Finance Director (being the appointed as Registrar of this Note), who shall make note of such transfer in books kept by the Registrar for that purpose and in the registration blank below.

| <u>Date of Registration</u> | <u>Name of Registered Owner</u>  | <u>Signature of Registrar</u> |
|-----------------------------|----------------------------------|-------------------------------|
| <u>September 25, 2024</u>   | The First Bank and Trust Company | _____                         |
| _____                       | _____                            | _____                         |
| _____                       | _____                            | _____                         |
| _____                       | _____                            | _____                         |
| _____                       | _____                            | _____                         |

**POST-ISSUANCE TAX COMPLIANCE POLICY**  
**FOR TAX-EXEMPT OBLIGATIONS**

1. **The Town of Richlands, Virginia - Background.**

The Town of Richlands, Virginia (the “Town”) is a municipal corporation and political subdivision of the Commonwealth of Virginia. The Town is governed by an elected Town Council (the “Town Council”). Pursuant to Virginia law, the Town has substantial taxing authority, and police and eminent domain powers for its essential governmental purposes, all within the meaning of federal tax laws. The authority of the Town to issue general obligation and revenue bonds is described in Article VII, Section 10 of the Virginia Constitution, and Chapter 26 Public Finance Act, Title 15.2 of the Code of Virginia, 1950, as amended (the “Public Finance Act”). In addition, the Town may enter into various conduit arrangements and installment lease purchase financings which contemplate “subject to appropriation” provisions for payment of the Town’s obligations thereunder, among other things. Generally speaking, the Town’s obligations that are subject to exempt bond financing rules include the following financing structures: (i) general obligation bonds and general obligation revenue bonds issued to bank lenders or Virginia Resources Authority (VRA)<sup>i</sup> or another lender, and (ii) various installment or other lease purchase financings which also contemplate payment of rental that is “subject to appropriations.”<sup>ii</sup>

2. **Statement of Purpose.**

The Town Council, acting on behalf of the Town, now desires to adopt and implement appropriate post-issuance tax compliance procedures (this “Policy”) in conformity with federal tax laws in order for the Town to continue to monitor its post-issuance compliance with respect to exempt bond issues, and further, any taxable bond issues or other tax-advantaged issues that are subject to exempt bond financing rules (collectively, whether currently outstanding or issued after the date hereof, the “Obligations”).

Tax-exempt bond requirements applicable to the Obligations have been (and will be) set forth in a non-arbitrage certificate or other tax certificate or agreement executed by the Town at closing (for convenience, the “Closing Tax Certificate”). The Town Council understands, however, that compliance with the requirements under the Internal Revenue Code of 1986, as amended, including Treasury Regulations and revenue rulings thereunder (the “Tax Code”) is an on-going process necessary during the entire term of the Obligations. This Policy, to the extent practicable, will document existing practices and will further describe the on-going procedures and systems applicable for the entire term of the Obligations in order for the Town to:

- (i) Document its reasonable, good faith expectations with respect to its issuance of the Obligations, including the investment (if any) and use of the proceeds thereof;
- (ii) Monitor post-issuance compliance of the Obligations according to requirements under the Tax Code and the Closing Tax Certificate; and

- (iii) Provide for an ongoing process during the term of the Obligations to demonstrate compliance with requirements that must be satisfied *subsequent to* the issuance date thereof in order that the interest be, or continue to be, excludable from gross income for federal income tax purposes (or, otherwise be deemed to comply with such rules).

The Town is a rural locality with a limited number of administrative employees. The Town Council recognizes that the Town, nonetheless, must assume responsibility for ongoing-monitoring functions and consultation with bond counsel and other experts to advise the Town with respect to its post-issuance compliance with the provisions of the Tax Code, as such requirements may be amended and supplemented from time to time. To such end, the Town Council agrees that compliance with applicable provisions of the Tax Code shall constitute an integral component of the Town's overall debt management.

This Policy is not, and is not intended to be, exhaustive. Accordingly, additional or amended compliance requirements may be identified by the Town from time to time, acting upon the advice of bond counsel and other experts.

### 3. **General Policies and Procedures.**

The Town Manager and/or the Town Finance Director and/or their designees from time to time, shall continue to serve as the appropriate designees of the Town (hereinafter, whether individually or collectively, the "Compliance Officer") who will be generally responsible to monitor post-issuance compliance with respect to the Obligations.

The Compliance Officer shall:

- A. Coordinate procedures for record retention and review of such records;
- B. Maintain all documents and other records relating to Obligations in accordance with applicable Internal Revenue Service ("IRS") requirements, such as those contained in Revenue Procedure 97-22;
- C. Be aware of options for voluntary corrections for failure to comply with post-issuance compliance requirements (such as remedial actions under § 1.141-12 of the Treasury Regulations and the Treasury's Tax-Exempt Bonds Voluntary Closing Agreement Program ("VCAP") and provide assistance to the Town Council to take any such corrective actions when necessary and appropriate (as further discussed below); and
- D. Review post-issuance compliance procedures and systems on a periodic basis, but not less than annually.

4. **Issuance of Obligations – Documents and Records.**

The following policies relate to procedures with respect to the issuance of Obligations.

- A. Obtain and store a closing binder and/or electronic copy of the relevant and customary transaction documents (the “Transcript”);
- B. Confirm that bond counsel has filed the Information Report form 8038-G for such issue with the IRS on a timely basis (if applicable); and
- C. Coordinate receipt and retention of relevant books and records with respect to the investment of the proceeds of the Obligations (if any) and expenditure of the proceeds by the Town.

5. **Arbitrage.**

In certain calendar years, the Town may be treated as meeting the requirements of §148(f)(4)(D) of the Tax Code (the “Small Issuer Exception”)<sup>iii</sup>. Satisfaction of the requirements of the Small Issuer Exception in a given calendar year will mean that the rebate requirements under the Tax Code will be considered met in connection with any such Obligations. Notwithstanding, the Town has covenanted with respect to its Obligations (and shall covenant in connection with future Obligations) to provide for the payment of rebate of arbitrage in the event that any Obligation shall fail to meet all requirements of the Small Issuer Exception or alternatively, shall fail to satisfy all requirements of any applicable “spending exception” to rebate of arbitrage as set forth in the Tax Code, as described below.<sup>iv</sup>

For any Obligations, the Town Council may invest such proceeds in the Virginia State Non-Arbitrage Program (SNAP) in order for the Town to comply with the rebate of arbitrage rules. From time to time, lenders to the Town may provide services to the Town for the custody and investment of the proceeds of the Obligations. Alternatively, the Town may provide for the deposit, custody, and investment of proceeds of Obligations in a segregated account to be maintained by the Town. In any such event, the Town shall assure that any investment earnings attributable to the investment of proceeds of any Obligations shall be accounted separately.

In order for the Town to satisfy its responsibilities to monitor and cause the calculation of rebate of arbitrage, as necessary, the Compliance Officer shall:

- A. Confirm that a certification of the initial offering prices of the Obligations with such supporting data, if any, required by bond counsel, is included in the closing binder;
- B. Maintain a system for the tracking of expenditures of the proceeds of the Obligations, including the tracking of the expenditures of the investment earnings on the proceeds of the Obligations;

- C. Maintain a consistent accounting methodology if any project to be financed with the proceeds of any Obligation will be funded with multiple sources of funds in order to track all such various sources of financing and monitor actual expenditures therefrom;
- D. Obtain a computation of the yield on such issue, if required under the Tax Code, from an appropriate financial advisor, bond trustee, underwriter, or other non-arbitrage agent as may be required by the Town's lender, or otherwise selected by the Town, including the maintenance of a system for tracking investment earnings;<sup>v</sup>
- E. Maintain appropriate records for the allocation of proceeds of the Obligations and investment earnings thereon to expenditures to pay the costs of the financed project(s), including reimbursement of expenditures paid prior to issuance, and conduct a review of all such expenditures within 18 months after each project financed by the Obligations is placed in service (to determine whether a reallocation of expenditures in accordance with Treasury Regulations § 1.148-6(d) is necessary);
- F. Monitor compliance with any applicable "temporary period" for investment of proceeds or any "spending exception" to rebate of arbitrage or any other "spending exception" or "exemption" with respect to arbitrage compliance, including any requirements as to yield restriction on the investment of such proceeds, if need be;<sup>vi</sup>
- G. Monitor specific compliance with the "Six-Month Spending Exception," the "Eighteen-Month Spending Exception," or the "Two-Year Construction Exception," to the rebate requirement, as may be applicable;
- H. Confirm that investments purchased with proceeds of Obligations are purchased at fair market value;
- I. Avoid the creation or designation of any fund that would be expected to be used to be debt service on the Obligations without determining, in advance, whether such fund must be yield-restricted;
- J. Consult with bond counsel or any other appropriate tax advisor *prior to* engaging in any post-issuance transactions that relate to the Obligations;
- K. Procure expert advice and assistance, if need be, to (i) compute any rebate liability and if rebate shall be due, to file an appropriate Form 8038-T for payment of such rebate liability on a timely basis as required under the Tax Code, and/or (ii) compute and pay any "yield restriction payments" (if ever need be) with respect to any Obligations;<sup>vii</sup> and
- L. Procure expert advice and assistance, if need be, to see to the compliance of the investment of any refunding escrow in connection with any Obligations<sup>viii</sup>.

6. **Private Activity Concerns.**

Private Activity concerns (whether “private use” of bond-financed facilities and/or receipt of “private payments” with respect to Obligations) can arise in the context of various arrangements between an issuer and any “nongovernmental person.” The federal government does constitute a “nongovernmental person.” Examples of potential “private use” include:

- Management contracts for the operation of a facility financed with proceeds of an Obligation<sup>ix</sup>;
- Sale of bond-financed facilities, including sale of capacity rights;
- Lease of, sub-lease of, or special entitlements to the financed facilities (including easements or arrangements for areas outside the four walls of the facilities, e.g., hosting of cell phone towers) or leasehold improvement contracts;
- Management or Service contracts (in which the Town authorizes a third party to operate, manage, or service its bond-financing facilities), including arrangements with private engineering firms to operate the Town’s bond-financed facilities;
- Preference arrangements (in which the Town permits a third party preference, such as dedicated parking in a public parking lot for private persons or “nongovernmental” entities);
- Joint ventures or other “partnering” arrangements with a “nongovernmental person;”
- Output contracts or other contracts for use of utility facilities (including contracts with large utility users);
- Development agreements with “nongovernmental” persons or entities which provide for guaranteed payments or property values from a developer;
- Grants or loans made to private entities, including special assessment agreements; and
- Naming rights arrangements that affect bond-financed facilities.

The following policies relate to the monitoring and tracking of “private use” and “private payments” with respect to any facilities financed with the proceeds of the Obligations. The Compliance Officer shall:

- A. Maintain copies of records to track the facilities financed with the proceeds of Obligations and the expenditures therefor;
- B. Monitor the expenditure the expenditure of proceeds of Obligations (including investment earnings) to pay for qualifying costs during acquisition and construction of the financed project;

- C. Track allocations of the proceeds of Obligations (including principal and investment earnings) to qualifying expenditures for the financed facilities, including reimbursement of expenditures by the Town that were made *prior to* the issuance date;
- D. Maintain records allocating to a project financed with Obligations any funds from other sources (e.g., equity funds of the Town that will be/were used to pay non-qualifying costs (if any))<sup>x</sup>;
- E. Monitor any “private use” of facilities financed with Obligations by any “nongovernmental person” (if any) and consult with bond counsel in order to satisfy requirements under Revenue Procedure 2017-13 (regarding management and service contracts with private entities that manage, operate, or service any bond-financed facilities of the Town), or otherwise satisfy any allowable percentage limitations, including a periodic review at least annually by the Compliance Officer during the term of the Obligations;
- F. Consult with bond counsel or other tax advisor with respect to any proposed arrangement that may result in a “private use” of any financed facilities or receipt of any “private payments” with respect to any Obligation in order for the Town to remain in compliance with any percentage limitations or *de minimis* rules, if allowable, under the Tax Code;
- G. Establish procedures to review on a periodic basis any known existing “private use” of financed facilities (or “private payments” with respect to any Obligations), and if any such use shall not fall within the parameters of Revenue Procedure 2017-13, or otherwise exceed allowable limits, consult with bond counsel or other tax advisor to determine the appropriate remedial action that shall be required, as further described below; and
- H. Establish procedures to review, *prior to execution*, any new lease, sale contract, management contract, agreement with developer, or any other proposed arrangement with a “nongovernmental person,” and consult with bond counsel or other tax advisor to determine whether such proposed arrangement would result in “private use” or “private payments” with respect to facilities financed with the proceeds of the Obligations such that the tax status thereof would be adversely affected.

7. **“Bank-Qualified” Tax Exempt Obligations.**

The Compliance Officer shall consult with bond counsel with respect to any “bank-qualified” Obligations issued by the Town in order to determine compliance by the Town and confirm the Town’s reasonable expectations to satisfy the various \$10,000,000 “qualified small issuer” requirements as described in § 265(b)(3) of the Tax Code during the calendar year of issuance of any such Obligations.



8. **Reissuance.**

The procedures set forth below relate to rules under the Tax Code regarding “reissuance” of any of the Obligations for tax purposes which may constitute a tax realization event or otherwise result in an adverse effect on the exempt status thereof. In order to carry out such compliance requirements, the Compliance Officer shall:

- A. Consult with bond counsel or other qualified tax advisor to identify whether any proposed post-issuance change to any terms of any of the Obligations would be treated as a reissuance under the Tax Code;
- B. Confirm with bond counsel or other qualified tax advisor whether any “remedial action” in connection with a change in use of facilities financed with the proceeds of any Obligations would be treated as a reissuance under the Tax Code; and
- C. Request the Town Council to take any appropriate action to approve any such proposed change (prior to giving effect to such change) and coordinate with bond counsel to file an appropriate new Information Report Form 8038-G with the IRS (if required) on or immediately after the date of giving effect to such change (if required).

Absent advice of bond counsel, the Town does not reasonably anticipate that *any* post-issuance changes to the terms of any Obligations will be undertaken unless and until a lender to the Town shall require such modifications. Notwithstanding, whenever any post-issuance changes to the terms of any Obligations or the ultimate use of the proceeds thereof shall be proposed, the Compliance Officer shall consult with bond counsel to the Town to evaluate any reissuance concerns (if any) in order to avoid any tax realization event or other adverse tax result that would affect the exclusion of interest income on Obligations from the holder’s gross income taxes.

9. **Record Retention.**

In order to continue to carry out the record-keeping compliance requirements, the Town Council hereby affirms actions described below with respect to the Obligations, and accordingly, the Town will continue to:

- A. Maintain all basic records relating to the transaction, including closing papers to demonstrate tax compliance as of the date of issuance and to evidence the Town’s good faith intentions to comply with the Tax Code throughout the term of the Obligations;
- B. Comply with provisions imposing specific recordkeeping requirements and cause compliance with such provisions, where applicable;
- C. Maintain the Transcript relating to the transaction (including any Closing Tax Certificate and the bond counsel opinion);

- D. Maintain documents to evidence the allocation and expenditure of proceeds of Obligations (including all requisitions, invoices, bills, asset lists of financed facilities and equipment and other documents in the normal course of business to evidence the acquisition, construction and/or equipping of such financed assets), on the date of issuance of the Obligations and thereafter, all other allocations and expenditures of proceeds;
- E. Maintain documents regarding the types of facilities financed with the proceeds of the Obligations (whether land acquisition, buildings or structures, and/or equipment, or other assets), including costs of issuance financed with such proceeds, and information as to economic or useful life of financed assets and depreciation thereof;
- F. Maintain documents regarding use(s) of the financed property, conduct general and ongoing oversight of such uses, and monitor whether such use continues as use for essential governmental purposes;
- G. Maintain documentation evidencing use of financed property by public and any “nongovernmental” entities (e.g., copies of leases, management contracts, utility user agreements, and developer agreements);
- H. Maintain documentation evidencing all sources of payment or security for the Obligations and compliance with Virginia laws regarding the sources of payment by the Town and security therefor (whether such security is a pledge of the *ad valorem* taxes of the Town, a pledge of revenues of an enterprise fund, or a pledge of the “moral obligation” of the Town regarding any “subject to appropriation” arrangement);
- I. Receive and maintain documentation regarding investment of proceeds and rebate calculations (if any shall be required);
- J. Maintain records in a manner that satisfies Virginia law and further, that ensures complete access to the IRS and to any other regulatory or enforcement agency with respect to the Obligations (including hard copies and/or electronic records if such electronic records are maintained in compliance with the Tax Code); and
- K. Maintain all material records with respect to such transactions for as long as the Obligations shall remain outstanding, including any refunding of all or a portion thereof, plus seven (7) years (or any other longer period as may be prescribed by the Tax Code or advised by bond counsel to the Town).

10. **Continuing Disclosure.**

Under the provisions of SEC Rule 15c2-12 (the “Rule”), underwriters are required to obtain an agreement for ongoing disclosure in connection with the public offering of securities in a principal amount in excess of \$1,000,000. Unless the Town is exempt from compliance with the Rule as a result of certain permitted exemptions, the Transcript for each issue of Obligations will

include an undertaking by the Town to comply with the Rule. The Compliance Officer of the Town will monitor compliance by the Town with its undertakings, which may include the requirement for an annual filing of operating and financial information and will include a requirement to file notices of listed “material events.” Provided, however, as of the date of adoption of this Policy, the Town has no existing Obligations that constitute a public offering.

11. **Remedial Actions.**

The procedures set forth below relate to “remedial actions” that may be necessary in order for the Town to ensure that any “nonqualified bonds” of any issue of Obligations by the Town shall be remediated, if necessary. Examples of scenarios that may raise a concern whether any “remedial action” shall be required would include (but not be limited to): (i) sale of bond financed facilities prior to the maturity of the Obligation(s) issued to finance such facilities; (ii) actual or beneficial use of all or a portion of financed facilities by a private entity and/or use *other than* essential governmental use (i.e., “private use”); (iii) change in use of facilities; and (iv) receipt of payment from a private entity for payment of all or any portion of the principal of and interest on any Obligation (i.e., “private payments”).

In order to carry out such compliance requirements as may be applicable, the Compliance Officer shall be aware of options for voluntary corrections by the Town for failure to comply with requirements under the Tax Code, and shall be responsible to:

- A. Consult with bond counsel or other qualified tax advisor to identify any suspected Obligations (or portions thereof) that may constitute “nonqualified bonds;”
- B. Advise the Town Council immediately whether any remedial actions by the Town with respect to any Obligations (such as remedial actions under Treasury Regulations § 1.141-12) should be undertaken; and
- C. Assist the Town Council to coordinate with bond counsel or other appropriate tax advisor in order for the Town to take all such corrective actions as required in an expeditious manner in order to resolve any concern that could adversely affect the exempt status of any of the Obligations.

As an additional resource to the Town with respect to remedial actions for any non-qualifying portions of an Obligation, reference is hereby made to Section 7.2.3 of the Internal Revenue Manual, as updated from time to time (also known as the Tax Exempt Bonds Voluntary Closing Agreement Program – TEB VCAP), regarding the detailed procedures on the resolution standards available to the Town to correct certain violations promptly following the occurrence of a violation with respect to any Obligation.

**ACTION:**

The Town shall continue to adhere to the post-issuance compliance requirements under the Tax Code, as contemplated in this Policy, as updated and amended from time to time, in connection with any Obligations. To such end, and for such purposes, the Compliance Officer is hereby directed to continue to coordinate with bond counsel to the Town or other qualified tax advisor to complete and maintain any IRS-published forms or other materials regarding post-issuance compliance and any other published checklists and/or questionnaires (as available). Examples of such materials are listed below.<sup>xi</sup> Further, the Town Council hereby incorporates the provisions of this Policy, as may be amended and supplemented from time to time, into the appropriate Closing Tax Certificates that were delivered by the Town at closing of any of its presently outstanding Obligations. All such actions, and any others as may be practicable under the particular circumstances, have been and shall continue to be undertaken by the Town in order to monitor its post-issuance compliance of the Obligations as contemplated herein and required under the Tax Code and any Closing Tax Certificates.

**Adopted: September 10, 2024**

**TOWN OF RICHLANDS, VIRGINIA**

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Town Manager

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Finance Director

## ENDNOTES

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<sup>i</sup> VRA is a public body corporate and a political subdivision of the Commonwealth of Virginia created by the General Assembly to serve as a “master pooled issuer” of revenue bonds, in order to purchase revenue bonds of, and enter into “subject to appropriation” financing lease arrangements with Virginia localities in accordance with the Virginia Constitution and the Public Finance Act (as applicable), to finance qualifying capital projects for local governmental purposes.

<sup>ii</sup> Such installment or other rental arrangements issued by the Town do not constitute a general obligation of the Town or a pledge of the full faith and credit of the Town or a charge against the general credit or taxing power of the Town, and any amounts payable thereunder by the Town do not constitute a debt within the meaning of any constitutional or statutory limitation pursuant to Virginia law.

<sup>iii</sup> See § 148(f)(4)(D) of the Tax Code which provides the “small issuer exception” to rebate of arbitrage for governmental units issuing \$5,000,000 or less of certain tax-exempt bonds.

<sup>iv</sup> Such “spending exceptions” include the Six-Month Spending Exception, the 18-Month Spending Exception, and the Two-Year Construction Exception, as described in § 148 of the Tax Code and as may further be explained in the Closing Tax Certificates, as applicable.

<sup>v</sup> The Virginia State Non-arbitrage Program (SNAP) is available to maintain custody, and handle investment of, the proceeds of Obligations for which the Town requests assistance from Virginia SNAP. SNAP reports are sent to the Compliance Officer (or her designee) to provide tracking of the investment and the spend-down of bond proceeds (including investment earnings thereon). With respect to any Obligations issued to VRA through VRA’s “pooled bond” program, SNAP or other rebate calculation reports are sent to the Compliance Officer by VRA’s bond trustee to provide tracking of the investment and spend-down of VRA bond proceeds by the Town (including investment earnings thereon). Finally, with respect to Obligations issued by a conduit issuer for the benefit of the Town or Obligations issued by the Town directly to banking and lease financing institutions (as in the case of installment lease purchases), either monthly or other periodic reports are sent to the Town to provide tracking of the investment and the spend-down of proceeds (including investment earnings thereon).

<sup>vi</sup> For Obligations issued to VRA, the Town is assisted by VRA and its advisors and/or Virginia SNAP to monitor compliance with satisfaction of the Arbitrage Exceptions. For certain Obligations in connection with the VML/ VaCO Finance program, the “conduit issuer” monitors compliance with the rebate requirement and requires the Town, as “conduit borrower”, to pay rebate and provide for related costs therefor, if applicable. For other “subject to appropriation” Obligations issued directly by the Town, the Town is responsible, itself, to monitor compliance with satisfaction of the Arbitrage Exceptions. Proceeds of such “subject to appropriation” arrangements typically been expended by the Town either on the closing date or within six (6) months thereafter in compliance with the Six-Month Spending Exception to the rebate requirement or other “spending exception” to rebate.

<sup>vii</sup> Rebate liability compliance requirements to compute rebate and/or compute the amount of any yield restriction payments are performed by (i) VRA and/or its rebate calculation consultant in connection with any Obligations issued to VRA, and (ii) VML/VaCO and/or its rebate calculation consultant in connection with any Obligations issued through the VML/VaCO Finance program. Further, it is not reasonably

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anticipated by the Town that any of its “subject to appropriation” financings shall be subject to rebate liability and/or yield restriction requirements in light of the Town’s fiscal policies to finance such property on an “as needed” basis for a term of five (5) years or less (generally speaking), and to expend such proceeds within six (6) months after the closing date or other “spending exception” to rebate.

<sup>viii</sup> Typically, the Town would cause the current refunding of any prior Obligation on the date of issuance of the refunding Obligation. In the event any advance refunding escrow or current refunding escrow shall be required in connection with Obligations, the Town shall consult with bond counsel or other tax advisor with respect to the allowed duration of the escrow and the investment of proceeds to pay any prior Obligation(s). Further, the Town shall obtain and maintain appropriate reports in order to monitor the Town’s post-issuance compliance with respect to any refunding escrow.

<sup>ix</sup> Such arrangement(s) may be structured to satisfy the requirements of Revenue Procedure 2017-13 in order to avoid “private use” of a bond-financed facility. Additionally, contracts for services that are solely incidental to the primary governmental function or functions of the financed project (for example, contracts for janitorial, office equipment repair, billing, or similar services) are not included in this restriction, and contracts for “nongovernmental persons” who/that are reimbursed for actual and direct expenses are not included in this definition.

<sup>x</sup> Generally, the Town has not financed any “mixed-use” projects (i.e., projects that involve governmental purposes *and* nongovernmental purposes). Further, the Town has not financed, and does not anticipate that it will finance, any project which includes “non-qualifying” purposes. Notwithstanding anything, in the event a project shall include non-qualifying purposes, the Compliance Officer shall maintain records allocating any funds from sources *other than* the Obligations that will be used to pay such non-qualifying costs of the project.

<sup>xi</sup> Samples generally available include: Form 8038-G Information Return for Tax-Exempt Governmental Bond Issues; National Association of Bond Lawyers (NABL) Tax Compliance Checklist (for Governmental Bonds for Capital Projects); NABL- Government Finance Officers Association (GFOA) Post Issuance Compliance Checklist; IRS Form 14002 Governmental Bond Financings Compliance Check Questionnaire, among others.

# Town of Richlands, VA

## Town Council Meeting

### Staff Summary

#### Action Item

|                          |                 |                     |  |
|--------------------------|-----------------|---------------------|--|
| <b>Agenda Title:</b>     | Loader Contract |                     |  |
| <b>Staff Contact(s):</b> | Jason May       |                     |  |
| <b>Agenda Date:</b>      | Sept 10, 2024   | <b>Item Number:</b> |  |
| <b>Attachment(s):</b>    |                 |                     |  |
| <b>Reviewed By:</b>      | Ronnie Campbell |                     |  |

#### SUMMARY:

The last piece of large equipment the Streets Department needs is a Loader. The current loader is over 15 years old, has major brake issues, and is no longer safe during road construction or other street-related scenarios. The town has worked with Carter CAT through a source well process, a state-sponsored procurement that does not require an RFP, and has received a capital lease agreement with a balloon payment. The lease payments are \$30,000 annually for 60 months with a balloon payment of \$68,800. Utilizing a capital lease allows the town to use the equipment now and incur the final balloon payment in the future.

1992 Model

#### FINANCIAL IMPACT AND FUNDING SOURCE:

The streets department will cover the first year's payment, and subsequent years' payment as well as the balloon payment will be included in future budgets.

#### RECOMMENDATION:

Staff recommend accepting the lease and budgeting for future payments.





**Caterpillar Financial Services Corporation**

**Finance Proposal**

**CUSTOMER**

Name: TOWN OF RICHLANDS

Address 200 Washington Square  
 City Richlands  
 State VA

Good if: \_\_\_\_\_  
 Acknowledged by Jul-27-2024  
 Funded by Jul-27-2024

**DEALER**

CARTER MACHINERY COMPANY,  
 INCORPORATED D100  
 Sales person \_\_\_\_\_  
 Dealer contact Alicia Friend D100  
 Telephone \_\_\_\_\_

Quote number 4711419  
 Fax Number \_\_\_\_\_  
 Quote Date 27-Jun-24  
 Quote Time 03:28:27 PM

**FINANCE PROPOSAL**

This is Caterpillar Financial Services Corporation's confirmation of the following finance proposal. This is a proposal only and is subject to credit approval, execution of documentation, and execution and approval of the application survey.

Finance Type Governmental Lease  
 Number of Payments 60 Monthly  
 Payments in Arrears

Quoted By Kelly Cook  
 Report Created By Kelly Cook

|     | <u>Model</u> | <u>Ann. Hours</u> | <u>Qty</u> | <u>Sale Price</u> | <u>Amount Financed</u> | <u>Payment</u>      | <u>Balloon</u> | <u>Fixed Rate</u> |
|-----|--------------|-------------------|------------|-------------------|------------------------|---------------------|----------------|-------------------|
| New | 926-14       | 500               | 1          | 213,743.00        | 214,243.00             | See Amort. Schedule | 68,800.00      | 6.9900%           |

Special Conditions:  
 926-14

Serial Number -, Model Year - 2024, Standard Environment;  
 Major Attachments-Air Conditioning, Cab, Ride Control, Tires; Blades/Buckets/Rippers-General Purpose Bucket;  
 Manual Configuration and Work Tools:

Payment Structure - Asset  
 36 Monthly payment(s) 2,500.00  
 24 Monthly payment(s) 4,674.17  
 1 Stub payment(s) 68,800.00

|     | <u>Model</u> | <u>Insurance</u> | <u>Payment w/Insurance</u> |
|-----|--------------|------------------|----------------------------|
| New | 926-14       | 205.69           | Amort. Sch.                |

The estimate for insurance is provided through Caterpillar Insurance Company (Provided by Westchester Insurance Company in Rhode Island) and is not an offer to contract for insurance.

**CONDITIONS**

- Insurance:** The customer must provide evidence of physical damage and liability insurance in an amount and from an insurance carrier satisfactory to CFSC. CFSC must be named on the policies, as loss payee and additional insured, as applicable, and a certificate of insurance, in form and substance acceptable to CFSC, must be provided to CFSC.
- Taxes:** All taxes are the responsibility of the customer and may or may not be included in the above payment amount.
- Equipment:** The equipment cannot be delivered until all documents are executed by CFSC. All equipment must reside in the United States at all times.
- Approval:** This proposal is subject to, among other things, final pricing, credit approval and document approval by CFSC.

The terms and conditions outlined herein are not all-inclusive and are based upon information provided to date. This proposal may be withdrawn or modified by Lessor at anytime. This proposal does not represent an offer or commitment by CFSC to enter into a transaction or to provide financing and does not create any obligation for CFSC. A commitment to enter into the transaction described herein may only be extended by CFSC after this transaction has been approved by all appropriate credit and other authorities within CFSC.

Caterpillar Financial Services Corporation  
 2120 West End Avenue, Nashville, TN 37203  
 (615)-341-1000

We appreciate the opportunity to provide you a proposal for this transaction.

Proposed by:

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Caterpillar Financial Services Corporation

Acknowledged by:

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TOWN OF RICHLANDS

Date

**EXHIBIT 2**  
**Concluding Payment Schedule to**  
**Government Agreement**

Quote Number..... 4711419

Dated \_\_\_\_\_, 20\_\_

between  
**Caterpillar Financial Services Corporation**  
and  
**TOWN OF RICHLANDS**

Description of Unit: 1 CATERPILLAR 926-14 serial #

| Date Due     | Number of Payments Made | Beginning Balance | Payment Amount | Balloon | Interest  | Interest Rate | Concluding Payment (*) |
|--------------|-------------------------|-------------------|----------------|---------|-----------|---------------|------------------------|
| Jul-13-24    | 1                       | 214,243.00        | 2,500.00       | 0.00    | 1,247.97  | 6.99          | 212,990.97             |
| Aug-13-24    | 2                       | 212,990.97        | 2,500.00       | 0.00    | 1,240.67  | 6.99          | 211,731.64             |
| Sep-13-24    | 3                       | 211,731.64        | 2,500.00       | 0.00    | 1,233.34  | 6.99          | 210,464.98             |
| Oct-13-24    | 4                       | 210,464.98        | 2,500.00       | 0.00    | 1,225.96  | 6.99          | 209,190.94             |
| Nov-13-24    | 5                       | 209,190.94        | 2,500.00       | 0.00    | 1,218.54  | 6.99          | 207,909.48             |
| Dec-13-24    | 6                       | 207,909.48        | 2,500.00       | 0.00    | 1,211.07  | 6.99          | 206,620.55             |
| <b>total</b> |                         |                   | 15,000.00      | 0.00    | 7,377.55  |               |                        |
| Jan-13-25    | 7                       | 206,620.55        | 2,500.00       | 0.00    | 1,203.56  | 6.99          | 205,324.11             |
| Feb-13-25    | 8                       | 205,324.11        | 2,500.00       | 0.00    | 1,196.01  | 6.99          | 204,020.12             |
| Mar-13-25    | 9                       | 204,020.12        | 2,500.00       | 0.00    | 1,188.42  | 6.99          | 202,708.54             |
| Apr-13-25    | 10                      | 202,708.54        | 2,500.00       | 0.00    | 1,180.78  | 6.99          | 201,389.32             |
| May-13-25    | 11                      | 201,389.32        | 2,500.00       | 0.00    | 1,173.09  | 6.99          | 200,062.41             |
| Jun-13-25    | 12                      | 200,062.41        | 2,500.00       | 0.00    | 1,165.36  | 6.99          | 198,727.77             |
| Jul-13-25    | 13                      | 198,727.77        | 2,500.00       | 0.00    | 1,157.59  | 6.99          | 197,385.36             |
| Aug-13-25    | 14                      | 197,385.36        | 2,500.00       | 0.00    | 1,149.77  | 6.99          | 196,035.13             |
| Sep-13-25    | 15                      | 196,035.13        | 2,500.00       | 0.00    | 1,141.90  | 6.99          | 194,677.03             |
| Oct-13-25    | 16                      | 194,677.03        | 2,500.00       | 0.00    | 1,133.99  | 6.99          | 193,311.02             |
| Nov-13-25    | 17                      | 193,311.02        | 2,500.00       | 0.00    | 1,126.04  | 6.99          | 191,937.06             |
| Dec-13-25    | 18                      | 191,937.06        | 2,500.00       | 0.00    | 1,118.03  | 6.99          | 190,555.09             |
| <b>total</b> |                         |                   | 30,000.00      | 0.00    | 13,934.54 |               |                        |
| Jan-13-26    | 19                      | 190,555.09        | 2,500.00       | 0.00    | 1,109.98  | 6.99          | 189,165.07             |
| Feb-13-26    | 20                      | 189,165.07        | 2,500.00       | 0.00    | 1,101.89  | 6.99          | 187,766.96             |
| Mar-13-26    | 21                      | 187,766.96        | 2,500.00       | 0.00    | 1,093.74  | 6.99          | 186,360.70             |
| Apr-13-26    | 22                      | 186,360.70        | 2,500.00       | 0.00    | 1,085.55  | 6.99          | 184,946.25             |
| May-13-26    | 23                      | 184,946.25        | 2,500.00       | 0.00    | 1,077.31  | 6.99          | 183,523.56             |
| Jun-13-26    | 24                      | 183,523.56        | 2,500.00       | 0.00    | 1,069.02  | 6.99          | 182,092.58             |
| Jul-13-26    | 25                      | 182,092.58        | 2,500.00       | 0.00    | 1,060.69  | 6.99          | 180,653.27             |
| Aug-13-26    | 26                      | 180,653.27        | 2,500.00       | 0.00    | 1,052.31  | 6.99          | 179,205.58             |
| Sep-13-26    | 27                      | 179,205.58        | 2,500.00       | 0.00    | 1,043.87  | 6.99          | 177,749.45             |
| Oct-13-26    | 28                      | 177,749.45        | 2,500.00       | 0.00    | 1,035.39  | 6.99          | 176,284.84             |
| Nov-13-26    | 29                      | 176,284.84        | 2,500.00       | 0.00    | 1,026.86  | 6.99          | 174,811.70             |
| Dec-13-26    | 30                      | 174,811.70        | 2,500.00       | 0.00    | 1,018.28  | 6.99          | 173,329.98             |
| <b>total</b> |                         |                   | 30,000.00      | 0.00    | 12,774.89 |               |                        |
| Jan-13-27    | 31                      | 173,329.98        | 2,500.00       | 0.00    | 1,009.65  | 6.99          | 171,839.63             |
| Feb-13-27    | 32                      | 171,839.63        | 2,500.00       | 0.00    | 1,000.97  | 6.99          | 170,340.60             |
| Mar-13-27    | 33                      | 170,340.60        | 2,500.00       | 0.00    | 992.23    | 6.99          | 168,832.83             |
| Apr-13-27    | 34                      | 168,832.83        | 2,500.00       | 0.00    | 983.45    | 6.99          | 167,316.28             |
| May-13-27    | 35                      | 167,316.28        | 2,500.00       | 0.00    | 974.62    | 6.99          | 165,790.90             |
| Jun-13-27    | 36                      | 165,790.90        | 2,500.00       | 0.00    | 965.73    | 6.99          | 164,256.63             |
| Jul-13-27    | 37                      | 164,256.63        | 4,674.17       | 0.00    | 956.80    | 6.99          | 160,539.26             |
| Aug-13-27    | 38                      | 160,539.26        | 4,674.17       | 0.00    | 935.14    | 6.99          | 156,800.23             |
| Sep-13-27    | 39                      | 156,800.23        | 4,674.17       | 0.00    | 913.36    | 6.99          | 153,039.42             |
| Oct-13-27    | 40                      | 153,039.42        | 4,674.17       | 0.00    | 891.46    | 6.99          | 149,256.71             |

|              |    |            |            |           |           |      |            |
|--------------|----|------------|------------|-----------|-----------|------|------------|
| Nov-13-27    | 41 | 149,256.71 | 4,674.17   | 0.00      | 869.42    | 6.99 | 145,451.96 |
| Dec-13-27    | 42 | 145,451.96 | 4,674.17   | 0.00      | 847.26    | 6.99 | 141,625.05 |
| <b>total</b> |    |            | 43,045.02  | 0.00      | 11,340.09 |      |            |
| Jan-13-28    | 43 | 141,625.05 | 4,674.17   | 0.00      | 824.97    | 6.99 | 137,775.85 |
| Feb-13-28    | 44 | 137,775.85 | 4,674.17   | 0.00      | 802.55    | 6.99 | 133,904.23 |
| Mar-13-28    | 45 | 133,904.23 | 4,674.17   | 0.00      | 779.99    | 6.99 | 130,010.05 |
| Apr-13-28    | 46 | 130,010.05 | 4,674.17   | 0.00      | 757.31    | 6.99 | 126,093.19 |
| May-13-28    | 47 | 126,093.19 | 4,674.17   | 0.00      | 734.50    | 6.99 | 122,153.52 |
| Jun-13-28    | 48 | 122,153.52 | 4,674.17   | 0.00      | 711.55    | 6.99 | 118,190.90 |
| Jul-13-28    | 49 | 118,190.90 | 4,674.17   | 0.00      | 688.46    | 6.99 | 114,205.19 |
| Aug-13-28    | 50 | 114,205.19 | 4,674.17   | 0.00      | 665.25    | 6.99 | 110,196.27 |
| Sep-13-28    | 51 | 110,196.27 | 4,674.17   | 0.00      | 641.90    | 6.99 | 106,164.00 |
| Oct-13-28    | 52 | 106,164.00 | 4,674.17   | 0.00      | 618.41    | 6.99 | 102,108.24 |
| Nov-13-28    | 53 | 102,108.24 | 4,674.17   | 0.00      | 594.78    | 6.99 | 98,028.85  |
| Dec-13-28    | 54 | 98,028.85  | 4,674.17   | 0.00      | 571.02    | 6.99 | 93,925.70  |
| <b>total</b> |    |            | 56,090.04  | 0.00      | 8,390.69  |      |            |
| Jan-13-29    | 55 | 93,925.70  | 4,674.17   | 0.00      | 547.12    | 6.99 | 89,798.65  |
| Feb-13-29    | 56 | 89,798.65  | 4,674.17   | 0.00      | 523.08    | 6.99 | 85,647.56  |
| Mar-13-29    | 57 | 85,647.56  | 4,674.17   | 0.00      | 498.90    | 6.99 | 81,472.29  |
| Apr-13-29    | 58 | 81,472.29  | 4,674.17   | 0.00      | 474.58    | 6.99 | 77,272.70  |
| May-13-29    | 59 | 77,272.70  | 4,674.17   | 0.00      | 450.12    | 6.99 | 73,048.65  |
| Jun-13-29    | 60 | 73,048.65  | 4,674.17   | 68,800.00 | 425.51    | 6.99 | (0.01)     |
| <b>total</b> |    |            | 28,045.02  | 68,800.00 | 2,919.31  |      |            |
| <b>total</b> |    |            | 202,180.08 | 68,800.00 | 56,737.07 |      |            |

(\*Does not include any rent payment or other amount then due.

Initialed: \_\_\_\_\_  
(Lessee)



Jun 12, 2024

**TOWN OF RICHLANDS**

200 WASHINGTON SQ  
RICHLANDS, Virginia 24641

**Attention: JASON SHEPHERD**

**RE: Quote 203743-01**

Dear Jason Shepherd :

On behalf of Carter Machinery Company, Inc., thank you for the opportunity to offer this quote for your consideration.  
Cat Model: 926 Wheel Loaders with all standard equipment in addition to the additional specifications

**ID# :            SERIAL NUMBER :            YEAR :            HOURS :**  
**MACHINE SPECIFICATIONS**

| <b>Description</b>            | <b>Reference No</b> |
|-------------------------------|---------------------|
| 926 14A WHEEL LOADER          | 579-7700            |
| LANE 2 ORDER                  | 0P-9002             |
| PREP PACK, UNITED STATES      | 593-8900            |
| STANDARD LIFT, PIN ON         | 593-8910            |
| HYDRAULICS, 2V                | 593-8912            |
| HYDRAULICS, STANDARD, SL      | 536-5281            |
| STEERING WHEEL, STANDARD      | 579-7716            |
| JOYSTICK 2V, STEERING WHEEL   | 593-8915            |
| DIFFERENTIAL, OPEN REAR       | 333-6529            |
| ENVIRONMENT, STANDARD         | 579-7720            |
| WEATHER, COLD START 120V      | 611-3021            |
| CAB, STANDARD                 | 578-1363            |
| AIR CONDITIONING, R134A REF   | 579-7735            |
| ENGINE                        | 593-8993            |
| PUSH START, PASSCODE SECURITY | 579-7738            |
| CAMERA, REAR VIEW             | 579-7761            |
| MIRROR, BASE                  | 423-7168            |
| SEAT, DELUXE, TILT AND TELE   | 593-8962            |
| LIGHTS, STD, LED              | 590-8869            |
| LIGHTS, ROADING, LED, RH      | 633-0598            |
| STANDARD RADIO (12V)          | 590-8872            |

| Description                    | Reference No |                     |
|--------------------------------|--------------|---------------------|
| PRODUCT LINK, CELLULAR PLE643  | 573-8455     |                     |
| FILM GP, WARNING, PL, ANSI     | 638-5475     |                     |
| WINDSHIELD ACCESS STEPS, NONE  | 612-1012     |                     |
| TIRES, 20.5R25 MX XTLA * L2    | 366-6896     |                     |
| FENDERS, STANDARD              | 593-8950     |                     |
| CTWT, STD, 538LBS, 2PCS        | 376-0502     |                     |
| TOOLBOX AUX, NONE              | 519-8081     |                     |
| HYDRAULIC OIL, STANDARD        | 619-8443     |                     |
| SERIALIZED TECHNICAL MEDIA KIT | 421-8926     |                     |
| LINES, AUX 3RD, NONE           | 536-5329     |                     |
| RIDE CONTROL                   | 579-7697     |                     |
| BEACON, WARNING, STROBE, AMBER | 600-3781     |                     |
| VISOR GP-CAB                   | 342-0215     |                     |
| GUARD, CRANKCASE               | 349-8163     |                     |
| GUARD, POWERTRAIN, LOWER       | 349-8165     |                     |
| PACK, DOMESTIC TRUCK           | 0P-0210      |                     |
| CERTIFICATE OF ORIGIN, ENGLISH | 0G-6022      |                     |
| BUCKET-GP, 2.7 YD3, PO, BOCE   | 417-4921     |                     |
| JUMPER LINES, NONE             | 536-5339     |                     |
| <br>                           |              |                     |
| SELL PRICE                     |              | \$213,743.00        |
| EXT WARRANTY                   |              | Included            |
| <b>NET BALANCE DUE</b>         |              | <b>\$213,743.00</b> |
| <b>AFTER TAX BALANCE</b>       |              | <b>\$213,743.00</b> |

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**WARRANTY/EXTENDED COVERAGE**

Standard Warranty: 12 Months/Unlimited Hours  
 Extended Warranty: 60 Month 3000 Hour Governmental Total Machine Warranty

**F.O.B/TERMS : Richmond**

Thank you for the opportunity to provide you a quote for your equipment needs. This quotation is valid for 30 days. All machines are subject to prior sale. If there are any questions, please do not hesitate to contact me.

Sincerely,  
 Jeff Brown  
 Machine Sales Representative  
 Direct Dial - 276-623-3824

# Town of Richlands, VA

## Town Council Meeting

### Staff Summary

#### Action Item

|                          |                           |                          |  |
|--------------------------|---------------------------|--------------------------|--|
| <b>Agenda Title:</b>     | Monthly Financial Reports |                          |  |
| <b>Staff Contact(s):</b> | Ronnie Campbell           |                          |  |
| <b>Agenda Date:</b>      | September 10, 2024        | <b>Item Number:</b>      |  |
| <b>Attachment(s):</b>    | 1.                        | Income Statement Summary |  |
|                          | 2.                        | Income Statement Detail  |  |
|                          | 3.                        | Reserve Analysis         |  |
|                          | 4.                        | Bank Balances by Fund    |  |
| <b>Reviewed By:</b>      | Jason May                 |                          |  |

#### **SUMMARY:**

The attachments include the financial results for July 2024. The reports include summary and detailed income statements and actual and projected cash balances. The detailed income statements include line item expenditures and revenues compared to budget for current and year to date. The projected unreserved cash balances are based on the financial policies adopted in October 2019.

#### **FINANCIAL IMPACT AND FUNDING SOURCE:**

This data and monthly review will assist in timely monitoring of budget versus actual expenditures and revenues and required reserves. The monthly net income provides an excellent picture of future cash settlement through receipts and payments.

#### **RECOMMENDATION:**

Given the importance of balancing rate stability and maintaining reliable services, Staff recommends The Town Council work closely with Finance on the review of monthly financial results. Please let us know whether you have additional reporting needs and would like to schedule time to review activity in more detail.





**Town of Richlands**  
**Income Statement Summary: 2024 - 2025**  
**For the Period Ending 7/31/2024**

| <u>Fund</u>                  | <u>Current Month</u><br><u>Net Income (Loss)</u> | <u>Year To Date</u><br><u>Net Income (Loss)</u> | <u>Drivers</u>  | <u>Variance</u><br><u>Permanent or Timing</u>                      |
|------------------------------|--|---|---|--|
| General                      | (\$441,020)                                      | (\$441,020)                                     | YTD net loss variance primarily results from lower revenues in all categories hurt (4.6% of budget or \$7.5M), offset by a help (10.2% of budget or \$7.1M) from lower expenses in all departments and capital purchases.   | - Revenues - Timing;<br>- Expenses - Timing;<br>- Capital - Timing |
| Water                        | 8,838  | 8,838   | YTD net income variance primarily results from lower revenues hurt (7.1% of budget or \$1.7M), offset by lower expenses and capital purchases help (8.2% or \$1.3M).  | - Revenues - Timing;<br>- Expenses - Timing;<br>- Capital - Timing |
| Sewer                        | (10,937)   | (10,937)  | YTD net loss variance primarily results from lower revenues hurt (8.4% of budget or \$1.7M), offset by lower expenses help (10.6% of budget or \$1.4M).   | - Revenues - Timing;<br>- Expenses - Timing;<br>- Capital - Timing |
| Water/Sewer Line Maintenance | (9,879)  | (9,879)   | YTD net loss variance results from lower expenses help (5.4% of budget or \$614.2K) and higher revenues help (0.0% of budget or \$25K) from Cumberland Plateau Planning funds for sewer evaluation.   | - Revenue - Permanent<br>- Expenses - Timing                       |
| Electric                     | (2,219,646)                                      | (2,219,646)                                     | YTD net loss variance primarily results from lower revenues hurt (7.7% of budget or \$6.7M) and, offset by lower expenses and capital purchases net help (38.3% of budget or \$4.5M). The capital purchases represent the down payment on the natural gas generator to be reimbursed by the line of credit. | - Revenues - Timing;<br>- Expenses - Timing;<br>- Capital - Timing |
| <b>Total All Funds</b>       | <b>(\$2,672,643)</b>                             | <b>(\$2,672,643)</b>                            |   |  |



**Town of Richlands**  
**Income Statement: 2024 - 2025**  
**For the Period Ending 7/31/2024**

| General Fund | Account Number         | Account Description                 | Estimated Revenue   | Activity this Period | Revenue YTD       | % Received   | Unappropriated Help (Hurt) |
|--------------|------------------------|-------------------------------------|---------------------|----------------------|-------------------|--------------|----------------------------|
| Revenues     |                        |                                     |                     |                      |                   |              |                            |
|              | 10-3700-410000         | REAL ESTATE TAXES                   | \$535,000.00        | \$0.00               | \$0.00            | 0.00%        | (\$535,000.00)             |
|              | 10-3700-410050         | R E TAX BUDGET                      | \$20,000.00         | \$4,514.44           | \$4,514.44        | 22.57%       | (\$15,485.56)              |
|              | 10-3700-410100         | R.E. TAXES PRO RATA                 | \$1,000.00          | \$133.77             | \$133.77          | 13.38%       | (\$866.23)                 |
|              | 10-3700-410200         | DELINQUENT TAXES                    | \$20,000.00         | \$1,478.88           | \$1,478.88        | 7.39%        | (\$18,521.12)              |
|              | 10-3700-410300         | PENALTIES ON TAXES                  | \$2,000.00          | \$78.19              | \$78.19           | 3.91%        | (\$1,921.81)               |
|              | 10-3700-410350         | INTEREST ON TAXES                   | \$5,000.00          | \$170.15             | \$170.15          | 3.40%        | (\$4,829.85)               |
|              | 10-3700-410400         | PUBLIC SERVICE TAXES                | \$46,000.00         | \$0.00               | \$0.00            | 0.00%        | (\$46,000.00)              |
|              | <b>Total Dept.3700</b> | <b>REVENUE</b>                      | <b>\$629,000.00</b> | <b>\$6,375.43</b>    | <b>\$6,375.43</b> | <b>1.01%</b> | <b>(\$622,624.57)</b>      |
|              | 10-3701-411000         | BANK STOCK TAXES                    | \$225,000.00        | \$0.00               | \$0.00            | 0.00%        | (\$225,000.00)             |
|              | 10-3701-411100         | RESTAURANT FOOD TAX                 | \$1,050,000.00      | \$90,587.25          | \$90,587.25       | 8.63%        | (\$959,412.75)             |
|              | 10-3701-411200         | BUSINESS LICENSES                   | \$575,000.00        | \$223.90             | \$223.90          | 0.04%        | (\$574,776.10)             |
|              | 10-3701-411300         | MOTOR VEHICLE LICENSES              | \$35,000.00         | \$250.00             | \$250.00          | 0.71%        | (\$34,750.00)              |
|              | 10-3701-411400         | MOBILE HOME LICENSE                 | \$8,000.00          | \$40.00              | \$40.00           | 0.50%        | (\$7,960.00)               |
|              | 10-3701-411500         | CIGARETTE TAX                       | \$200,000.00        | \$0.00               | \$0.00            | 0.00%        | (\$200,000.00)             |
|              | 10-3701-411550         | DELINQUENT PER PROPERTY TAXES       | \$1,000.00          | \$43.29              | \$43.29           | 4.33%        | (\$956.71)                 |
|              | 10-3701-411650         | PENALTIES ON PER PROPERTY TAXES     | \$0.00              | \$2.15               | \$2.15            | 0.00%        | \$2.15                     |
|              | 10-3701-411750         | INTEREST ON PERSONAL PROPERTY TAXES | \$0.00              | \$3.96               | \$3.96            | 0.00%        | \$3.96                     |
|              | 10-3701-412000         | ZONING PERMITS                      | \$1,000.00          | \$60.00              | \$60.00           | 6.00%        | (\$940.00)                 |
|              | 10-3701-413000         | COURT FINES & FOREFEITURE           | \$30,000.00         | \$2,592.91           | \$2,592.91        | 8.64%        | (\$27,407.09)              |
|              | 10-3701-413050         | E-CITATION COLLECTIONS              | \$0.00              | \$184.56             | \$184.56          | 0.00%        | \$184.56                   |
|              | 10-3701-413100         | PARKING VIOLATIONS                  | \$600.00            | \$100.00             | \$100.00          | 16.67%       | (\$500.00)                 |
|              | 10-3701-413300         | INTEREST INCOME                     | \$5,000.00          | \$240.89             | \$240.89          | 4.82%        | (\$4,759.11)               |
|              | 10-3701-413400         | CONTRACT WORK-STREET                | \$5,000.00          | \$168.15             | \$168.15          | 3.36%        | (\$4,831.85)               |
|              | 10-3701-413900         | SALE OF SALVAGE & SURPLUS           | \$10,000.00         | \$0.00               | \$0.00            | 0.00%        | (\$10,000.00)              |
|              | 10-3701-414100         | FIRE/RESCUE CONTRACTS               | \$270,000.00        | \$75,000.00          | \$75,000.00       | 27.78%       | (\$195,000.00)             |
|              | 10-3701-414125         | RESCUE SQUAD BILLING REVENUE        | \$800,000.00        | \$11,646.06          | \$11,646.06       | 1.46%        | (\$788,353.94)             |
|              | 10-3701-414130         | RESCUE BAD DEBT COLLECTIONS         | \$6,000.00          | \$1,095.02           | \$1,095.02        | 18.25%       | (\$4,904.98)               |
|              | 10-3701-414150         | SWIMMING POOL FEES                  | \$15,000.00         | \$5,914.00           | \$5,914.00        | 39.43%       | (\$9,086.00)               |
|              | 10-3701-414200         | CONCESSION COLL                     | \$25,000.00         | \$3,874.57           | \$3,874.57        | 15.50%       | (\$21,125.43)              |
|              | 10-3701-414250         | BASKETBALL FEES                     | \$20,000.00         | \$348.00             | \$348.00          | 1.74%        | (\$19,652.00)              |
|              | 10-3701-414350         | OUTDOOR TENNIS FEES                 | \$100.00            | \$0.00               | \$0.00            | 0.00%        | (\$100.00)                 |
|              | 10-3701-414400         | MEMBERSHIP FEES                     | \$10,000.00         | \$265.00             | \$265.00          | 2.65%        | (\$9,735.00)               |
|              | 10-3701-414425         | WEIGHT ROOM FEES                    | \$1,000.00          | \$102.00             | \$102.00          | 10.20%       | (\$898.00)                 |

|                        |                                  |                       |                     |                     |              |                         |
|------------------------|----------------------------------|-----------------------|---------------------|---------------------|--------------|-------------------------|
| 10-3701-414450         | ROOM RENTAL UPSTAIRS             | \$4,000.00            | \$140.00            | \$140.00            | 3.50%        | (\$3,860.00)            |
| 10-3701-414475         | SHELTER RENTAL FEES              | \$800.00              | \$175.00            | \$175.00            | 21.88%       | (\$625.00)              |
| 10-3701-414500         | MISC RECREATION REVENUE          | \$2,500.00            | \$249.00            | \$249.00            | 9.96%        | (\$2,251.00)            |
| 10-3701-414525         | REC TOURNAMENTS/EVENTS           | \$1,000.00            | \$0.00              | \$0.00              | 0.00%        | (\$1,000.00)            |
| 10-3701-414550         | VOLLEYBALL FEES                  | \$10,000.00           | \$0.00              | \$0.00              | 0.00%        | (\$10,000.00)           |
| 10-3701-420150         | GARBAGE COLLECTIONS              | \$655,000.00          | \$49,850.79         | \$49,850.79         | 7.61%        | (\$605,149.21)          |
| 10-3701-420175         | Bulk/Brush Fees                  | \$0.00                | \$3,070.00          | \$3,070.00          | 0.00%        | \$3,070.00              |
| 10-3701-420200         | PENALTIES                        | \$8,000.00            | \$845.23            | \$845.23            | 10.57%       | (\$7,154.77)            |
| 10-3701-420420         | STATE-LOCAL TAX                  | \$18,000.00           | \$1,535.74          | \$1,535.74          | 8.53%        | (\$16,464.26)           |
| 10-3701-420550         | CONSUMER/CONSUMPTION UTILITY TAX | \$230,000.00          | \$19,043.48         | \$19,043.48         | 8.28%        | (\$210,956.52)          |
| 10-3701-420900         | CONVENIENCE FEE                  | \$5,000.00            | \$66.00             | \$66.00             | 1.32%        | (\$4,934.00)            |
| 10-3701-430000         | MISCELLANEOUS REVENUE            | \$13,000.00           | \$904.00            | \$904.00            | 6.95%        | (\$12,096.00)           |
| 10-3701-430300         | RETURN CHECK FEES                | \$500.00              | \$120.00            | \$120.00            | 24.00%       | (\$380.00)              |
| 10-3701-430400         | DNTN & COMM DEVELOP REVENUE      | \$0.00                | \$2,500.00          | \$2,500.00          | 0.00%        | \$2,500.00              |
| 10-3701-430900         | DONATIONS & MISC-FIRE            | \$10,000.00           | \$0.00              | \$0.00              | 0.00%        | (\$10,000.00)           |
| 10-3701-430950         | GIFTS & DONATIONS-REC            | \$10,000.00           | \$0.00              | \$0.00              | 0.00%        | (\$10,000.00)           |
| 10-3701-431000         | GIFTS & DONATIONS-POLICE         | \$10,000.00           | \$275.00            | \$275.00            | 2.75%        | (\$9,725.00)            |
| 10-3701-431050         | DONATIONS & MISC-RESCUE          | \$3,000.00            | \$400.00            | \$400.00            | 13.33%       | (\$2,600.00)            |
| 10-3701-431100         | MISCELLANEOUS REVENUE-POLICE     | \$4,000.00            | \$25,291.15         | \$25,291.15         | 632.28%      | \$21,291.15             |
| <b>Total Dept:3701</b> | <b>REVENUE</b>                   | <b>\$4,277,500.00</b> | <b>\$297,207.10</b> | <b>\$297,207.10</b> | <b>6.95%</b> | <b>(\$3,980,292.90)</b> |
| 10-3702-433100         | SALES TAX PROCEEDS               | \$565,000.00          | \$44,368.69         | \$44,368.69         | 7.85%        | (\$520,631.31)          |
| 10-3702-433200         | MOTOR VEHICLE CARRIER TAX        | \$5,000.00            | \$286.19            | \$286.19            | 5.72%        | (\$4,713.81)            |
| 10-3702-433300         | MOBILE HOME TITLING TAX          | \$2,000.00            | \$0.00              | \$0.00              | 0.00%        | (\$2,000.00)            |
| 10-3702-434000         | COMM OF VA LAW ENFORCEMENT       | \$150,000.00          | \$0.00              | \$0.00              | 0.00%        | (\$150,000.00)          |
| 10-3702-434100         | STREET & HWGY MAINT.             | \$1,354,717.00        | \$0.00              | \$0.00              | 0.00%        | (\$1,354,717.00)        |
| 10-3702-434200         | LITTER CONTROL                   | \$3,000.00            | \$0.00              | \$0.00              | 0.00%        | (\$3,000.00)            |
| 10-3702-435200         | POLICE GRANTS-OTHER              | \$0.00                | \$711.48            | \$711.48            | 0.00%        | \$711.48                |
| 10-3702-435310         | PL-ST ASSET FORF REVENUE         | \$34,500.00           | \$0.00              | \$0.00              | 0.00%        | (\$34,500.00)           |
| 10-3702-435400         | DRUG ENFORCEMENT & PROSEC        | \$76,087.00           | \$0.00              | \$0.00              | 0.00%        | (\$76,087.00)           |
| 10-3702-435425         | HIDTA FED GRANT                  | \$19,000.00           | \$1,039.51          | \$1,039.51          | 5.47%        | (\$17,960.49)           |
| 10-3702-435450         | RESTITUTION-NTF BUY MONEY        | \$0.00                | \$1,210.29          | \$1,210.29          | 0.00%        | \$1,210.29              |
| 10-3702-435550         | FIRE GRANTS                      | \$25,000.00           | \$0.00              | \$0.00              | 0.00%        | (\$25,000.00)           |
| 10-3702-460000         | OTHER STATE/FED REVENUE          | \$14,500.00           | \$11,451.41         | \$11,451.41         | 78.98%       | (\$3,048.59)            |
| <b>Total Dept:3702</b> | <b>REVENUE</b>                   | <b>\$2,248,804.00</b> | <b>\$59,067.57</b>  | <b>\$59,067.57</b>  | <b>2.63%</b> | <b>(\$2,189,736.43)</b> |
| 10-3703-470000         | TRANSFER IN FROM UT-ADM COST     | \$660,000.00          | \$0.00              | \$0.00              | 0.00%        | (\$660,000.00)          |
| 10-3703-471000         | TRANSFER IN FROM UT-IT COST      | \$69,200.00           | \$0.00              | \$0.00              | 0.00%        | (\$69,200.00)           |
| <b>Total Dept:3703</b> | <b>REVENUE</b>                   | <b>\$729,200.00</b>   | <b>\$0.00</b>       | <b>\$0.00</b>       | <b>0.00%</b> | <b>(\$729,200.00)</b>   |
| <b>Total Fund</b>      | <b>General Fund</b>              | <b>\$7,884,504.00</b> | <b>\$362,650.10</b> | <b>\$362,650.10</b> | <b>4.60%</b> | <b>(\$7,521,853.90)</b> |



| General Fund Expenditures | Account Number          | Account Description       | Approp Amount       | Activity this Period | Expenditure_YTD    | % Used        | Unappropriated Help (Hurt) |
|---------------------------|-------------------------|---------------------------|---------------------|----------------------|--------------------|---------------|----------------------------|
|                           | <b>Department 4000</b>  | <b>LEGAL</b>              |                     |                      |                    |               |                            |
|                           | 10-4000-500100          | TOWN ATTORNEY             | \$65,000.00         | \$0.00               | \$0.00             | 0.00%         | \$65,000.00                |
|                           | 10-4000-511100          | SUPPLIES & MATERIALS      | \$1,000.00          | \$0.00               | \$0.00             | 0.00%         | \$1,000.00                 |
|                           | 10-4000-519000          | MISCELLANEOUS             | \$1,000.00          | \$0.00               | \$0.00             | 0.00%         | \$1,000.00                 |
|                           | <b>Total Dept. 4000</b> | <b>LEGAL</b>              | <b>\$67,000.00</b>  | <b>\$0.00</b>        | <b>\$0.00</b>      | <b>0.00%</b>  | <b>\$67,000.00</b>         |
|                           | <b>Department 4010</b>  | <b>COUNCIL</b>            |                     |                      |                    |               |                            |
|                           | 10-4010-500000          | SALARIES AND WAGES        | \$10,500.00         | \$875.00             | \$875.00           | 8.33%         | \$9,625.00                 |
|                           | 10-4010-500100          | TOWN ATTORNEY             | \$0.00              | \$2,556.71           | \$2,556.71         | 0.00%         | <b>(\$2,556.71)</b>        |
|                           | 10-4010-500150          | CLERK SALARY              | \$9,000.00          | \$1,000.00           | \$1,000.00         | 11.11%        | \$8,000.00                 |
|                           | 10-4010-501000          | INS SOCIAL SECURITY       | \$1,720.00          | \$143.42             | \$143.42           | 8.34%         | \$1,576.58                 |
|                           | 10-4010-501250          | INS WORKMENS COMPENSATION | \$25.00             | \$0.00               | \$0.00             | 0.00%         | \$25.00                    |
|                           | 10-4010-519000          | MISCELLANEOUS             | \$2,000.00          | \$0.00               | \$0.00             | 0.00%         | \$2,000.00                 |
|                           | 10-4010-525150          | TOWN EVENTS               | \$5,000.00          | \$168.09             | \$168.09           | 3.36%         | \$4,831.91                 |
|                           | <b>Total Dept. 4010</b> | <b>COUNCIL</b>            | <b>\$28,245.00</b>  | <b>\$4,743.22</b>    | <b>\$4,743.22</b>  | <b>16.79%</b> | <b>\$23,501.78</b>         |
|                           | <b>Department 4020</b>  | <b>TOWN MANAGER</b>       |                     |                      |                    |               |                            |
|                           | 10-4020-500050          | TOWN MANAGER SALARY       | \$150,000.00        | \$12,038.46          | \$12,038.46        | 8.03%         | \$137,961.54               |
|                           | 10-4020-501000          | INS SOCIAL SECURITY       | \$12,750.00         | \$434.96             | \$434.96           | 3.41%         | \$12,315.04                |
|                           | 10-4020-501100          | INS HEALTH                | \$20,400.00         | \$1,721.00           | \$1,721.00         | 8.44%         | \$18,679.00                |
|                           | 10-4020-501150          | INS.-LIFE                 | \$288.00            | \$0.00               | \$0.00             | 0.00%         | \$288.00                   |
|                           | 10-4020-501200          | INS.-RETIREMENT PLAN      | \$4,000.00          | \$7,578.75           | \$7,578.75         | 189.47%       | <b>(\$3,578.75)</b>        |
|                           | 10-4020-501225          | VRS-VLDP                  | \$500.00            | \$198.75             | \$198.75           | 39.75%        | \$301.25                   |
|                           | 10-4020-501250          | INS WORKMENS COMPENSATION | \$150.00            | \$0.00               | \$0.00             | 0.00%         | \$150.00                   |
|                           | 10-4020-510250          | DUES & MERBERSHIP         | \$2,000.00          | \$0.00               | \$0.00             | 0.00%         | \$2,000.00                 |
|                           | 10-4020-510350          | OFFICE SUPPLIES           | \$1,500.00          | \$445.81             | \$445.81           | 29.72%        | \$1,054.19                 |
|                           | 10-4020-510550          | TRAINING EXPENSE          | \$7,000.00          | \$0.00               | \$0.00             | 0.00%         | \$7,000.00                 |
|                           | 10-4020-511100          | SUPPLIES & MATERIALS      | \$1,000.00          | \$65.40              | \$65.40            | 6.54%         | \$934.60                   |
|                           | 10-4020-519000          | MISCELLANEOUS             | \$1,000.00          | \$5,000.00           | \$5,000.00         | 500.00%       | <b>(\$4,000.00)</b>        |
|                           | <b>Total Dept. 4020</b> | <b>TOWN MANAGER</b>       | <b>\$200,588.00</b> | <b>\$27,483.13</b>   | <b>\$27,483.13</b> | <b>13.70%</b> | <b>\$173,104.87</b>        |
|                           | <b>Department 4030</b>  | <b>HUMAN RESOURCES</b>    |                     |                      |                    |               |                            |
|                           | 10-4030-500000          | SALARIES AND WAGES        | \$92,750.00         | \$6,997.66           | \$6,997.66         | 7.54%         | \$85,752.34                |
|                           | 10-4030-501000          | INS SOCIAL SECURITY       | \$7,100.00          | \$253.00             | \$253.00           | 3.56%         | \$6,847.00                 |
|                           | 10-4030-501100          | INS HEALTH                | \$16,000.00         | \$1,274.00           | \$1,274.00         | 7.96%         | \$14,726.00                |
|                           | 10-4030-501150          | INS.-LIFE                 | \$579.00            | \$0.00               | \$0.00             | 0.00%         | \$579.00                   |
|                           | 10-4030-501200          | INS.-RETIREMENT PLAN      | \$19,500.00         | \$2,923.38           | \$2,923.38         | 14.99%        | \$16,576.62                |
|                           | 10-4030-501225          | VRS-VLDP                  | \$0.00              | \$57.18              | \$57.18            | 0.00%         | <b>(\$57.18)</b>           |

|                        |   |                     |                    |                    |              |              |                     |
|------------------------|---|---------------------|--------------------|--------------------|--------------|--------------|---------------------|
| 10-4030-501250         | INS WORKMENS COMPENSATION                   | \$3,000.00          | \$0.00             | \$0.00             | \$0.00       | 0.00%        | \$3,000.00          |
| 10-4030-510250         | DUES & MEMBERSHIP                           | \$750.00            | \$0.00             | \$0.00             | \$0.00       | 0.00%        | \$750.00            |
| 10-4030-510350         | OFFICE SUPPLIES                             | \$500.00            | \$0.00             | \$0.00             | \$0.00       | 0.00%        | \$500.00            |
| 10-4030-510550         | TRAINING EXPENSE                            | \$1,500.00          | \$0.00             | \$0.00             | \$0.00       | 0.00%        | \$1,500.00          |
| 10-4030-511100         | SUPPLIES & MATERIALS                        | \$500.00            | \$0.00             | \$0.00             | \$0.00       | 0.00%        | \$500.00            |
| 10-4030-519000         | MISCELLANEOUS                               | \$500.00            | \$0.00             | \$0.00             | \$0.00       | 0.00%        | \$500.00            |
| <b>Total Dept 4030</b> | <b>HUMAN RESOURCES</b>                      | <b>\$142,679.00</b> | <b>\$11,505.22</b> | <b>\$11,505.22</b> |              | <b>8.06%</b> | <b>\$131,173.78</b> |
| <b>Department 4040</b> | <b>FINANCE OFFICE</b>                       |                     |                    |                    |              |              |                     |
| 10-4040-500000         | SALARIES AND WAGES                          | \$394,150.00        | \$39,935.19        | \$39,935.19        | \$39,935.19  | 10.13%       | \$354,214.81        |
| 10-4040-501000         | INS SOCIAL SECURITY                         | \$30,155.00         | \$3,704.43         | \$3,704.43         | \$3,704.43   | 12.28%       | \$26,450.57         |
| 10-4040-501100         | INS HEALTH                                  | \$97,224.00         | \$9,640.00         | \$9,640.00         | \$9,640.00   | 9.92%        | \$87,584.00         |
| 10-4040-501150         | INS-LIFE                                    | \$1,900.00          | \$185.25           | \$185.25           | \$1,714.75   | 9.75%        | \$1,714.75          |
| 10-4040-501200         | INS-RETIREMENT PLAN                         | \$143,080.00        | \$10,404.52        | \$10,404.52        | \$132,675.48 | 7.27%        | \$132,675.48        |
| 10-4040-501225         | VRS-VLDP                                    | \$3,400.00          | \$101.86           | \$101.86           | \$3,298.14   | 3.00%        | \$3,298.14          |
| 10-4040-501250         | INS WORKMENS COMPENSATION                   | \$600.00            | \$0.00             | \$0.00             | \$0.00       | 0.00%        | \$600.00            |
| 10-4040-501300         | INS GEN LIABILITY/BLDG                      | \$8,835.00          | \$0.00             | \$0.00             | \$0.00       | 0.00%        | \$8,835.00          |
| 10-4040-501350         | INS AUTO                                    | \$300.00            | \$0.00             | \$0.00             | \$0.00       | 0.00%        | \$300.00            |
| 10-4040-510000         | CASH OVER & SHORT                           | \$50.00             | \$0.00             | \$0.00             | \$0.00       | 0.00%        | \$50.00             |
| 10-4040-510100         | AUDITING & LEGAL                            | \$10,834.00         | \$0.00             | \$0.00             | \$0.00       | 0.00%        | \$10,834.00         |
| 10-4040-510125         | CIGARETTE STAMPS                            | \$5,600.00          | \$0.00             | \$0.00             | \$0.00       | 0.00%        | \$5,600.00          |
| 10-4040-510150         | PRINTING & BINDING                          | \$3,000.00          | \$0.00             | \$0.00             | \$0.00       | 0.00%        | \$3,000.00          |
| 10-4040-510200         | TAX FORMS                                   | \$3,000.00          | \$0.00             | \$0.00             | \$0.00       | 0.00%        | \$3,000.00          |
| 10-4040-510250         | DUES & MEMBERSHIP                           | \$9,000.00          | \$19.99            | \$19.99            | \$8,980.01   | 0.22%        | \$8,980.01          |
| 10-4040-510300         | ADVERTISING                                 | \$2,500.00          | \$27.66            | \$27.66            | \$2,472.34   | 1.11%        | \$2,472.34          |
| 10-4040-510350         | OFFICE SUPPLIES                             | \$5,000.00          | \$463.70           | \$463.70           | \$4,536.30   | 9.27%        | \$4,536.30          |
| 10-4040-510400         | POSTAGE                                     | \$6,500.00          | \$101.63           | \$101.63           | \$6,398.37   | 1.56%        | \$6,398.37          |
| 10-4040-510425         | CARD PROCESSING CHGS/ACH FEES/BANK ANALYSIS | \$16,000.00         | \$1,259.78         | \$1,259.78         | \$14,740.22  | 7.87%        | \$14,740.22         |
| 10-4040-510450         | TELEPHONE/INTERNET/COMM                     | \$6,000.00          | \$64.58            | \$64.58            | \$5,935.42   | 1.08%        | \$5,935.42          |
| 10-4040-510500         | UNIFORMS                                    | \$1,000.00          | \$0.00             | \$0.00             | \$1,000.00   | 0.00%        | \$1,000.00          |
| 10-4040-510550         | TRAINING EXPENSE                            | \$1,000.00          | \$558.44           | \$558.44           | \$441.56     | 55.84%       | \$441.56            |
| 10-4040-510600         | EQUIPMENT MAINTENANCE                       | \$6,000.00          | \$1,025.46         | \$1,025.46         | \$4,974.54   | 17.09%       | \$4,974.54          |
| 10-4040-510700         | VEHICLE MAINT-INSIDE                        | \$1,000.00          | \$0.00             | \$0.00             | \$1,000.00   | 0.00%        | \$1,000.00          |
| 10-4040-510750         | VEHICLE MAINT-OUTSIDE                       | \$500.00            | \$0.00             | \$0.00             | \$500.00     | 0.00%        | \$500.00            |
| 10-4040-510800         | MOTOR FUEL & LUBRICATION                    | \$1,000.00          | \$56.50            | \$56.50            | \$943.50     | 5.65%        | \$943.50            |
| 10-4040-510900         | EQUIPMENT                                   | \$2,500.00          | \$0.00             | \$0.00             | \$2,500.00   | 0.00%        | \$2,500.00          |
| 10-4040-511000         | BUILDING REPAIRS/ADDITION                   | \$6,000.00          | \$0.00             | \$0.00             | \$6,000.00   | 0.00%        | \$6,000.00          |
| 10-4040-511050         | GROUPS & FACILITIES                         | \$2,000.00          | \$0.00             | \$0.00             | \$2,000.00   | 0.00%        | \$2,000.00          |
| 10-4040-511100         | SUPPLIES & MATERIALS                        | \$4,000.00          | \$959.12           | \$959.12           | \$3,040.88   | 23.98%       | \$3,040.88          |
| 10-4040-511150         | CLEANING SUPPLIES                           | \$6,000.00          | \$114.50           | \$114.50           | \$5,885.50   | 1.91%        | \$5,885.50          |
| 10-4040-519000         | MISCELLANEOUS                               | \$6,000.00          | \$1,915.00         | \$1,915.00         | \$4,085.00   | 31.92%       | \$4,085.00          |
| 10-4040-525100         | BUS TRANSIT                                 | \$7,200.00          | \$600.00           | \$600.00           | \$6,600.00   | 8.33%        | \$6,600.00          |

|                        |                              |                     |                    |                    |               |                     |
|------------------------|------------------------------|---------------------|--------------------|--------------------|---------------|---------------------|
| 10-4040-531150         | CUSTODIAN SERVICE            | \$10,000.00         | \$140.05           | \$140.05           | 1.40%         | \$9,859.95          |
| <b>Total Dept.4040</b> | <b>FINANCE OFFICE</b>        | <b>\$801,328.00</b> | <b>\$71,277.66</b> | <b>\$71,277.66</b> | <b>8.89%</b>  | <b>\$730,050.34</b> |
| <b>Department 4050</b> | <b>NON-DEPARTMENTAL</b>      |                     |                    |                    |               |                     |
| 10-4050-500250         | EMPLOYEE APPRECIATION        | \$3,000.00          | \$0.00             | \$0.00             | 0.00%         | \$3,000.00          |
| 10-4050-501150         | INS.-LIFE                    | \$10.00             | \$98.10            | \$98.10            | 981.00%       | (\$88.10)           |
| 10-4050-501250         | INS WORKMENS COMPENSATION    | \$0.00              | \$73,582.00        | \$73,582.00        | 0.00%         | (\$73,582.00)       |
| 10-4050-511200         | ELECTRICITY                  | \$121,500.00        | \$6,600.88         | \$6,600.88         | 5.43%         | \$114,899.12        |
| 10-4050-511250         | WATER                        | \$7,450.00          | \$1,135.96         | \$1,135.96         | 15.25%        | \$6,314.04          |
| 10-4050-511300         | SEWER                        | \$6,200.00          | \$1,244.46         | \$1,244.46         | 20.07%        | \$4,955.54          |
| 10-4050-511350         | GARBAGE                      | \$5,525.00          | \$548.65           | \$548.65           | 9.93%         | \$4,976.35          |
| 10-4050-525155         | LIBRARY                      | \$725.00            | \$0.00             | \$0.00             | 0.00%         | \$725.00            |
| 10-4050-525160         | COAL MINERS MEM              | \$500.00            | \$0.00             | \$0.00             | 0.00%         | \$500.00            |
| 10-4050-525170         | Chamber/Cart Bldg.           | \$2,500.00          | \$0.00             | \$0.00             | 0.00%         | \$2,500.00          |
| 10-4050-525175         | FARMERS MARKET               | \$750.00            | \$0.00             | \$0.00             | 0.00%         | \$750.00            |
| 10-4050-525250         | DONATIONS                    | \$10,200.00         | \$0.00             | \$0.00             | 0.00%         | \$10,200.00         |
| 10-4050-525300         | VET/CENT/HIST                | \$500.00            | \$187.30           | \$187.30           | 37.46%        | \$312.70            |
| 10-4050-525325         | SECTION HOUSE                | \$5,000.00          | \$0.00             | \$0.00             | 0.00%         | \$5,000.00          |
| 10-4050-525350         | TEEN CENTER                  | \$1,600.00          | \$0.00             | \$0.00             | 0.00%         | \$1,600.00          |
| <b>Total Dept.4050</b> | <b>NON-DEPARTMENTAL</b>      | <b>\$165,460.00</b> | <b>\$83,397.35</b> | <b>\$83,397.35</b> | <b>50.40%</b> | <b>\$82,062.65</b>  |
| <b>Department 4060</b> | <b>IT DEPARTMENT</b>         |                     |                    |                    |               |                     |
| 10-4060-500000         | SALARIES AND WAGES           | \$20,000.00         | \$2,741.83         | \$2,741.83         | 13.71%        | \$17,258.17         |
| 10-4060-501000         | INS SOCIAL SECURITY          | \$1,150.00          | \$209.75           | \$209.75           | 18.24%        | \$940.25            |
| 10-4060-501250         | INS WORKMENS COMPENSATION    | \$25.00             | \$0.00             | \$0.00             | 0.00%         | \$25.00             |
| 10-4060-510625         | IT SERVICE/MAINTENANCE       | \$70,000.00         | \$9,002.29         | \$9,002.29         | 12.86%        | \$60,997.71         |
| 10-4060-510900         | EQUIPMENT                    | \$7,500.00          | \$0.00             | \$0.00             | 0.00%         | \$7,500.00          |
| 10-4060-519000         | MISCELLANEOUS                | \$500.00            | \$0.00             | \$0.00             | 0.00%         | \$500.00            |
| 10-4060-550300         | CONTRACT LABOR               | \$18,000.00         | \$2,250.00         | \$2,250.00         | 12.50%        | \$15,750.00         |
| <b>Total Dept.4060</b> | <b>IT DEPARTMENT</b>         | <b>\$117,175.00</b> | <b>\$14,203.87</b> | <b>\$14,203.87</b> | <b>12.12%</b> | <b>\$102,971.13</b> |
| <b>Department 4070</b> | <b>COMMUNITY DEVELOPMENT</b> |                     |                    |                    |               |                     |
| 10-4070-500000         | SALARIES AND WAGES           | \$35,500.00         | \$2,230.40         | \$2,230.40         | 6.28%         | \$33,269.60         |
| 10-4070-501000         | INS SOCIAL SECURITY          | \$3,250.00          | \$165.88           | \$165.88           | 5.10%         | \$3,084.12          |
| 10-4070-501100         | INS HEALTH                   | \$20,400.00         | \$0.00             | \$0.00             | 0.00%         | \$20,400.00         |
| 10-4070-501150         | INS LIFE                     | \$200.00            | \$0.00             | \$0.00             | 0.00%         | \$200.00            |
| 10-4070-501200         | INS.-RETIREMENT PLAN         | \$5,000.00          | \$0.00             | \$0.00             | 0.00%         | \$5,000.00          |
| 10-4070-501225         | VRS-VLDP                     | \$600.00            | \$0.00             | \$0.00             | 0.00%         | \$600.00            |
| 10-4070-501250         | INS WORKMENS COMPENSATION    | \$35.00             | \$0.00             | \$0.00             | 0.00%         | \$35.00             |
| 10-4070-510800         | FUEL                         | \$200.00            | \$0.00             | \$0.00             | 0.00%         | \$200.00            |
| 10-4070-511100         | SUPPLIES & MATERIALS         | \$1,000.00          | \$0.00             | \$0.00             | 0.00%         | \$1,000.00          |
| 10-4070-519000         | MISCELLANEOUS                | \$1,000.00          | \$1,140.00         | \$1,140.00         | 114.00%       | (\$140.00)          |

|                        |                            |                |             |             |        |              |
|------------------------|----------------------------|----------------|-------------|-------------|--------|--------------|
| 10-4070-525150         | DOWNTOWN ACTIVITY          | \$13,500.00    | \$54.94     | \$54.94     | 0.41%  | \$13,445.06  |
| Total Dept 4070        | COMMUNITY DEVELOPMENT      | \$80,685.00    | \$3,591.22  | \$3,591.22  | 4.45%  | \$77,093.78  |
| <b>Department 4110</b> |                            |                |             |             |        |              |
| 10-4110-524200         | POLICE GRANTS              | \$0.00         | \$4,751.08  | \$4,751.08  | 0.00%  | (\$4,751.08) |
| 10-4110-524250         | DMV                        | \$64,054.00    | \$276.98    | \$276.98    | 0.43%  | \$63,777.02  |
| Total Dept 4110        | OTHER GRANTS               | \$64,054.00    | \$5,028.06  | \$5,028.06  | 7.85%  | \$59,025.94  |
| <b>Department 4130</b> |                            |                |             |             |        |              |
| 10-4130-501050         | TZ CO NARCOTICS TASK FORCE | \$13,899.00    | \$632.00    | \$632.00    | 4.57%  | \$13,207.00  |
| 10-4130-510125         | INS -FRINGE BENEFITS       | \$425.00       | \$0.00      | \$0.00      | 0.00%  | \$425.00     |
| 10-4130-510350         | PROFESSIONAL SERVICES      | \$2,500.00     | \$0.00      | \$0.00      | 0.00%  | \$2,500.00   |
| 10-4130-510450         | OFFICE SUPPLIES            | \$7,100.00     | \$633.63    | \$633.63    | 8.92%  | \$6,466.37   |
| 10-4130-510750         | TELEPHONE/INTERNET/COMM    | \$9,000.00     | \$0.00      | \$0.00      | 0.00%  | \$9,000.00   |
| 10-4130-510900         | VEHICLE MAINT-OUTSIDE      | \$6,000.00     | \$0.00      | \$0.00      | 0.00%  | \$6,000.00   |
| 10-4130-519000         | EQUIPMENT                  | \$36,766.00    | \$641.76    | \$641.76    | 1.75%  | \$36,124.24  |
| 10-4130-530075         | MISCELLANEOUS              | \$19,000.00    | \$859.72    | \$859.72    | 4.52%  | \$18,140.28  |
| Total Dept 4130        | HIDTA GRANT PURCHASES      | \$94,630.00    | \$2,767.11  | \$2,767.11  | 2.92%  | \$91,862.89  |
| <b>Department 4140</b> |                            |                |             |             |        |              |
| 10-4140-500000         | POLICE DEPARTMENT          | \$1,069,333.00 | \$81,823.48 | \$81,823.48 | 7.65%  | \$987,509.52 |
| 10-4140-500150         | SALARIES AND WAGES         | \$77,000.00    | \$4,132.73  | \$4,132.73  | 5.37%  | \$72,867.27  |
| 10-4140-501000         | OVERTIME                   | \$78,300.00    | \$6,796.06  | \$6,796.06  | 8.68%  | \$71,503.94  |
| 10-4140-501100         | INS SOCIAL SECURITY        | \$210,000.00   | \$12,389.00 | \$12,389.00 | 5.90%  | \$197,611.00 |
| 10-4140-501150         | INS HEALTH                 | \$4,000.00     | \$340.83    | \$340.83    | 8.52%  | \$3,659.17   |
| 10-4140-501200         | INS -LIFE                  | \$295,000.00   | \$29,598.60 | \$29,598.60 | 10.03% | \$265,401.40 |
| 10-4140-501225         | INS -RETIREMENT PLAN       | \$1,000.00     | \$52.36     | \$52.36     | 5.24%  | \$947.64     |
| 10-4140-501250         | VRS-VLDP                   | \$38,000.00    | \$0.00      | \$0.00      | 0.00%  | \$38,000.00  |
| 10-4140-501300         | INS WORKMENS COMPENSATION  | \$3,500.00     | \$0.00      | \$0.00      | 0.00%  | \$3,500.00   |
| 10-4140-501350         | INS GEN LIABILITY/BLDG     | \$9,200.00     | \$0.00      | \$0.00      | 0.00%  | \$9,200.00   |
| 10-4140-510150         | INS AUTO                   | \$3,000.00     | \$0.00      | \$0.00      | 0.00%  | \$3,000.00   |
| 10-4140-510250         | PRINTING & BINDING         | \$12,000.00    | \$0.00      | \$0.00      | 0.00%  | \$12,000.00  |
| 10-4140-510350         | DUES & MEMBERSHIP          | \$4,500.00     | \$109.88    | \$109.88    | 2.44%  | \$4,390.12   |
| 10-4140-510400         | OFFICE SUPPLIES            | \$700.00       | \$2.35      | \$2.35      | 0.34%  | \$697.65     |
| 10-4140-510450         | TELEPHONE/INTERNET/COMM    | \$13,800.00    | \$289.30    | \$289.30    | 2.10%  | \$13,510.70  |
| 10-4140-510500         | UNIFORMS                   | \$20,000.00    | \$1,598.94  | \$1,598.94  | 7.99%  | \$18,401.06  |
| 10-4140-510550         | TRAINING EXPENSE           | \$27,827.00    | \$915.26    | \$915.26    | 3.29%  | \$26,911.74  |
| 10-4140-510600         | EQUIPMENT MAINTENANCE      | \$32,000.00    | \$220.62    | \$220.62    | 0.69%  | \$31,779.38  |
| 10-4140-510700         | TWO-WAY RADIO MAINTENANCE  | \$2,000.00     | \$0.00      | \$0.00      | 0.00%  | \$2,000.00   |
| 10-4140-510750         | VEHICLE MAINT-INSIDE       | \$0.00         | \$25.69     | \$25.69     | 0.00%  | (\$25.69)    |
| 10-4140-510800         | VEHICLE MAINT-OUTSIDE      | \$25,000.00    | \$4,995.57  | \$4,995.57  | 19.98% | \$20,004.43  |
| 10-4140-510800         | MOTOR FUEL & LUBRICATION   | \$60,000.00    | \$4,638.36  | \$4,638.36  | 7.73%  | \$55,361.64  |



|                         |                           |                       |                     |                     |              |                       |
|-------------------------|---------------------------|-----------------------|---------------------|---------------------|--------------|-----------------------|
| 10-4140-510850          | OFFICE FURN & FIXTURES    | \$1,000.00            |                     |                     | 0.00%        | \$1,000.00            |
| 10-4140-510900          | EQUIPMENT                 | \$75,200.00           | \$9,906.22          | \$9,906.22          | 13.17%       | \$65,293.78           |
| 10-4140-511000          | BUILDING REPAIRS/ADDITION | \$5,000.00            | \$25,203.58         | \$25,203.58         | 504.07%      | (\$20,203.58)         |
| 10-4140-511100          | SUPPLIES & MATERIALS      | \$5,500.00            | \$209.68            | \$209.68            | 3.81%        | \$5,290.32            |
| 10-4140-511150          | CLEANING SUPPLIES         | \$1,500.00            | \$0.00              | \$0.00              | 0.00%        | \$1,500.00            |
| 10-4140-519000          | MISCELLANEOUS             | \$5,000.00            | \$0.00              | \$0.00              | 0.00%        | \$5,000.00            |
| 10-4140-531000          | INSURANCE-LAW ENFORCEMENT | \$8,000.00            | \$0.00              | \$0.00              | 0.00%        | \$8,000.00            |
| 10-4140-531025          | LINE OF DUTY PAYMENTS     | \$14,800.00           | \$0.00              | \$0.00              | 0.00%        | \$14,800.00           |
| 10-4140-531050          | COURT COST                | \$5,000.00            | \$0.00              | \$0.00              | 0.00%        | \$5,000.00            |
| 10-4140-531100          | EXTRADITION & TRAVEL      | \$1,000.00            | \$0.00              | \$0.00              | 0.00%        | \$1,000.00            |
| 10-4140-531200          | TASK FORCE DONATION       | \$4,000.00            | \$0.00              | \$0.00              | 0.00%        | \$4,000.00            |
| 10-4140-531300          | REGIONAL JAIL             | \$300.00              | \$0.00              | \$0.00              | 0.00%        | \$300.00              |
| 10-4140-531350          | SPECIAL PROJECTS          | \$15,000.00           | \$11.89             | \$11.89             | 0.08%        | \$14,988.11           |
| <b>Total Dept. 4140</b> | <b>POLICE DEPARTMENT</b>  | <b>\$2,127,460.00</b> | <b>\$183,260.40</b> | <b>\$183,260.40</b> | <b>8.61%</b> | <b>\$1,944,199.60</b> |

|                        |                           |             |            |            |         |              |
|------------------------|---------------------------|-------------|------------|------------|---------|--------------|
| <b>Department 4150</b> | <b>FIRE DEPARTMENT</b>    |             |            |            |         |              |
| 10-4150-500000         | SALARIES AND WAGES        | \$84,000.00 | \$5,848.59 | \$5,848.59 | 6.96%   | \$78,151.41  |
| 10-4150-501000         | INS SOCIAL SECURITY       | \$5,125.00  | \$447.42   | \$447.42   | 8.73%   | \$4,677.58   |
| 10-4150-501100         | INS HEALTH                | \$10,200.00 | \$0.00     | \$0.00     | 0.00%   | \$10,200.00  |
| 10-4150-501150         | INS.-LIFE                 | \$150.00    | \$0.00     | \$0.00     | 0.00%   | \$150.00     |
| 10-4150-501200         | INS.-RETIREMENT PLAN      | \$4,000.00  | \$0.00     | \$0.00     | 0.00%   | \$4,000.00   |
| 10-4150-501250         | INS WORKMENS COMPENSATION | \$3,700.00  | \$0.00     | \$0.00     | 0.00%   | \$3,700.00   |
| 10-4150-501300         | INS GEN LIABILITY/BLDG    | \$2,100.00  | \$0.00     | \$0.00     | 0.00%   | \$2,100.00   |
| 10-4150-501350         | INS AUTO                  | \$5,500.00  | \$0.00     | \$0.00     | 0.00%   | \$5,500.00   |
| 10-4150-510450         | TELEPHONE/INTERNET/COMM   | \$5,500.00  | \$64.57    | \$64.57    | 1.17%   | \$5,435.43   |
| 10-4150-510500         | UNIFORMS                  | \$1,000.00  | \$0.00     | \$0.00     | 0.00%   | \$1,000.00   |
| 10-4150-510550         | TRAINING EXPENSE          | \$1,500.00  | \$0.00     | \$0.00     | 0.00%   | \$1,500.00   |
| 10-4150-510600         | EQUIPMENT MAINTENANCE     | \$1,000.00  | \$1,300.00 | \$1,300.00 | 130.00% | (\$300.00)   |
| 10-4150-510650         | TWO-WAY RADIO MAINTENANCE | \$1,500.00  | \$0.00     | \$0.00     | 0.00%   | \$1,500.00   |
| 10-4150-510700         | VEHICLE MAINT-INSIDE      | \$2,000.00  | \$0.00     | \$0.00     | 0.00%   | \$2,000.00   |
| 10-4150-510750         | VEHICLE MAINT-OUTSIDE     | \$10,000.00 | \$265.94   | \$265.94   | 2.66%   | \$9,734.06   |
| 10-4150-510800         | MOTOR FUEL & LUBRICATION  | \$5,500.00  | \$467.53   | \$467.53   | 8.50%   | \$5,032.47   |
| 10-4150-510825         | RETIREMENT OF DEBT        | \$65,000.00 | \$0.00     | \$0.00     | 0.00%   | \$65,000.00  |
| 10-4150-510900         | EQUIPMENT                 | \$8,000.00  | \$0.00     | \$0.00     | 0.00%   | \$8,000.00   |
| 10-4150-510925         | RADIO EQUIPMENT           | \$1,500.00  | \$0.00     | \$0.00     | 0.00%   | \$1,500.00   |
| 10-4150-511000         | BUILDING REPAIRS/ADDITION | \$800.00    | \$235.41   | \$235.41   | 29.43%  | \$564.59     |
| 10-4150-511100         | SUPPLIES & MATERIALS      | \$5,000.00  | \$1,523.89 | \$1,523.89 | 30.48%  | \$3,476.11   |
| 10-4150-511200         | ELECTRICITY               | \$0.00      | \$79.60    | \$79.60    | 0.00%   | (\$79.60)    |
| 10-4150-519000         | MISCELLANEOUS             | \$1,000.00  | \$0.00     | \$0.00     | 0.00%   | \$1,000.00   |
| 10-4150-531025         | LINE OF DUTY PAYMENTS     | \$11,000.00 | \$0.00     | \$0.00     | 0.00%   | \$11,000.00  |
| 10-4150-531350         | SPECIAL PROJECTS          | \$1,500.00  | \$0.00     | \$0.00     | 0.00%   | \$1,500.00   |
| 10-4150-532000         | INSURANCE-FIRE CALLS      | \$2,311.00  | \$4,938.00 | \$4,938.00 | 213.67% | (\$2,627.00) |

|                          |                               |                     |                    |                    |              |                     |
|--------------------------|-------------------------------|---------------------|--------------------|--------------------|--------------|---------------------|
| 10-4150-532025           | FIRE PREV/SAFETY PRG          | \$3,000.00          | \$0.00             | \$0.00             | 0.00%        | \$3,000.00          |
| 10-4150-532050           | REGULATORY REQUIREMENTS       | \$10,000.00         | \$0.00             | \$0.00             | 0.00%        | \$10,000.00         |
| 10-4150-580800           | INTEREST EXPENSE              | \$15,508.00         | \$0.00             | \$0.00             | 0.00%        | \$15,508.00         |
| <b>Total Dept. 4150</b>  | <b>FIRE DEPARTMENT</b>        | <b>\$267,394.00</b> | <b>\$15,170.95</b> | <b>\$15,170.95</b> | <b>5.67%</b> | <b>\$252,223.05</b> |
| <b>Department 4160</b>   |                               |                     |                    |                    |              |                     |
| <b>RESCUE DEPARTMENT</b> |                               |                     |                    |                    |              |                     |
| 10-4160-500000           | SALARIES AND WAGES            | \$533,657.00        | \$41,646.84        | \$41,646.84        | 7.80%        | \$492,010.16        |
| 10-4160-501000           | INS SOCIAL SECURITY           | \$40,825.00         | \$3,036.30         | \$3,036.30         | 7.44%        | \$37,788.70         |
| 10-4160-501100           | INS HEALTH                    | \$98,000.00         | \$8,096.00         | \$8,096.00         | 8.26%        | \$89,904.00         |
| 10-4160-501150           | INS-LIFE                      | \$1,500.00          | \$98.28            | \$98.28            | 6.55%        | \$1,401.72          |
| 10-4160-501200           | INS--RETIREMENT PLAN          | \$65,000.00         | \$7,578.71         | \$7,578.71         | 11.66%       | \$57,421.29         |
| 10-4160-501225           | VRS-VLDP                      | \$1,246.00          | \$18.86            | \$18.86            | 1.51%        | \$1,227.14          |
| 10-4160-501250           | INS WORKMENS COMPENSATION     | \$21,000.00         | \$0.00             | \$0.00             | 0.00%        | \$21,000.00         |
| 10-4160-501300           | INS GEN LIABILITY/BLDG        | \$1,100.00          | \$0.00             | \$0.00             | 0.00%        | \$1,100.00          |
| 10-4160-501350           | INS AUTO                      | \$3,200.00          | \$0.00             | \$0.00             | 0.00%        | \$3,200.00          |
| 10-4160-510250           | DUES/MEMBERSHIP/SUBSCRIPTIONS | \$6,500.00          | \$325.63           | \$325.63           | 5.01%        | \$6,174.37          |
| 10-4160-510350           | OFFICE SUPPLIES               | \$2,500.00          | \$36.88            | \$36.88            | 1.48%        | \$2,463.12          |
| 10-4160-510450           | TELEPHONE/INTERNET/COMM       | \$3,000.00          | \$304.66           | \$304.66           | 10.16%       | \$2,695.34          |
| 10-4160-510500           | UNIFORMS                      | \$3,000.00          | \$0.00             | \$0.00             | 0.00%        | \$3,000.00          |
| 10-4160-510550           | TRAINING EXPENSE              | \$3,000.00          | \$223.24           | \$223.24           | 7.44%        | \$2,776.76          |
| 10-4160-510600           | EQUIPMENT MAINTENANCE         | \$6,500.00          | \$0.00             | \$0.00             | 0.00%        | \$6,500.00          |
| 10-4160-510700           | VEHICLE MAINT-INSIDE          | \$3,000.00          | \$0.00             | \$0.00             | 0.00%        | \$3,000.00          |
| 10-4160-510750           | VEHICLE MAINT-OUTSIDE         | \$17,000.00         | \$1,755.51         | \$1,755.51         | 10.33%       | \$15,244.49         |
| 10-4160-510800           | MOTOR FUEL & LUBRICATION      | \$23,000.00         | \$1,525.79         | \$1,525.79         | 6.63%        | \$21,474.21         |
| 10-4160-510900           | EQUIPMENT                     | \$20,000.00         | \$0.00             | \$0.00             | 0.00%        | \$20,000.00         |
| 10-4160-511000           | BUILDING REPAIRS/ADDITION     | \$1,000.00          | \$0.00             | \$0.00             | 0.00%        | \$1,000.00          |
| 10-4160-511100           | SUPPLIES & MATERIALS          | \$5,000.00          | \$1,997.79         | \$1,997.79         | 39.96%       | \$3,002.21          |
| 10-4160-511150           | CLEANING SUPPLIES             | \$1,000.00          | \$0.00             | \$0.00             | 0.00%        | \$1,000.00          |
| 10-4160-511175           | MEDICAL SUPPLIES              | \$35,000.00         | \$100.00           | \$100.00           | 0.29%        | \$34,900.00         |
| 10-4160-511200           | ELECTRICITY                   | \$0.00              | \$79.59            | \$79.59            | 0.00%        | (\$79.59)           |
| 10-4160-519000           | MISCELLANEOUS                 | \$1,000.00          | \$0.00             | \$0.00             | 0.00%        | \$1,000.00          |
| 10-4160-531025           | LINE OF DUTY PAYMENTS         | \$13,500.00         | \$0.00             | \$0.00             | 0.00%        | \$13,500.00         |
| 10-4160-531350           | SPECIAL PROJECTS              | \$1,000.00          | \$121.06           | \$121.06           | 12.11%       | \$878.94            |
| 10-4160-532100           | BILLING SERVICES/COLLECTIONS  | \$45,000.00         | \$0.00             | \$0.00             | 0.00%        | \$45,000.00         |
| 10-4160-532125           | BAD DEBT COLLECTION FEE       | \$1,500.00          | \$184.13           | \$184.13           | 12.28%       | \$1,315.87          |
| 10-4160-561000           | HEATING OIL/FUEL              | \$2,500.00          | \$0.00             | \$0.00             | 0.00%        | \$2,500.00          |
| <b>Total Dept. 4160</b>  | <b>RESCUE DEPARTMENT</b>      | <b>\$959,528.00</b> | <b>\$67,129.27</b> | <b>\$67,129.27</b> | <b>7.00%</b> | <b>\$892,398.73</b> |
| <b>Department 4210</b>   |                               |                     |                    |                    |              |                     |
| <b>STREET DEPARTMENT</b> |                               |                     |                    |                    |              |                     |
| 10-4210-500000           | SALARIES AND WAGES            | \$612,906.00        | \$50,112.72        | \$50,112.72        | 8.18%        | \$562,793.28        |
| 10-4210-501000           | INS SOCIAL SECURITY           | \$46,900.00         | \$3,656.01         | \$3,656.01         | 7.80%        | \$43,243.99         |
| 10-4210-501100           | INS HEALTH                    | \$210,000.00        | \$14,686.00        | \$14,686.00        | 6.99%        | \$195,314.00        |

|                         |                                       |                       |                    |                    |              |                       |
|-------------------------|---------------------------------------|-----------------------|--------------------|--------------------|--------------|-----------------------|
| 10-4210-501150          | INS.-LIFE                             | \$2,200.00            | \$161.28           | \$161.28           | 7.33%        | \$2,038.72            |
| 10-4210-501200          | INS.-RETIREMENT PLAN                  | \$145,000.00          | \$14,578.75        | \$14,578.75        | 10.05%       | \$130,421.25          |
| 10-4210-501225          | VRS-VLDP                              | \$2,000.00            | \$141.43           | \$141.43           | 7.07%        | \$1,858.57            |
| 10-4210-501250          | INS WORKMENS COMPENSATION             | \$24,000.00           | \$0.00             | \$0.00             | 0.00%        | \$24,000.00           |
| 10-4210-501300          | INS GEN LIABILITY/BLDG                | \$3,800.00            | \$0.00             | \$0.00             | 0.00%        | \$3,800.00            |
| 10-4210-501350          | INS AUTO                              | \$5,800.00            | \$0.00             | \$0.00             | 0.00%        | \$5,800.00            |
| 10-4210-510250          | DUES/MEMBERSHIP/SOFTWARE LICENSE FEES | \$500.00              | \$50.00            | \$50.00            | 10.00%       | \$450.00              |
| 10-4210-510450          | TELEPHONE/INTERNET/COMM               | \$1,500.00            | (\$52.54)          | (\$52.54)          | -3.50%       | \$1,552.54            |
| 10-4210-510500          | UNIFORMS                              | \$5,000.00            | \$0.00             | \$0.00             | 0.00%        | \$5,000.00            |
| 10-4210-510550          | TRAINING EXPENSE                      | \$4,000.00            | \$0.00             | \$0.00             | 0.00%        | \$4,000.00            |
| 10-4210-510700          | VEHICLE MAINT-INSIDE                  | \$20,000.00           | \$128.41           | \$128.41           | 0.64%        | \$19,871.59           |
| 10-4210-510750          | VEHICLE MAINT-OUTSIDE                 | \$12,000.00           | \$899.50           | \$899.50           | 7.50%        | \$11,100.50           |
| 10-4210-510800          | MOTOR FUEL & LUBRICATION              | \$30,000.00           | \$2,643.91         | \$2,643.91         | 8.81%        | \$27,356.09           |
| 10-4210-510900          | EQUIPMENT                             | \$2,787.00            | \$1,589.47         | \$1,589.47         | 57.03%       | \$1,197.53            |
| 10-4210-511000          | BUILDING REPAIRS/ADDITION             | \$1,000.00            | \$0.00             | \$0.00             | 0.00%        | \$1,000.00            |
| 10-4210-511100          | SUPPLIES & MATERIALS                  | \$19,213.00           | \$535.68           | \$535.68           | 2.79%        | \$18,677.32           |
| 10-4210-511200          | ELECTRICITY                           | \$15,000.00           | \$713.51           | \$713.51           | 4.76%        | \$14,286.49           |
| 10-4210-511250          | WATER                                 | \$500.00              | \$33.34            | \$33.34            | 6.67%        | \$466.66              |
| 10-4210-511300          | SEWER                                 | \$750.00              | \$62.78            | \$62.78            | 8.37%        | \$687.22              |
| 10-4210-511350          | GARBAGE                               | \$300.00              | \$29.49            | \$29.49            | 9.83%        | \$270.51              |
| 10-4210-511400          | ENGINEERING                           | \$10,000.00           | \$0.00             | \$0.00             | 0.00%        | \$10,000.00           |
| 10-4210-511450          | LEASE PROP & RIGHT OF WAY             | \$1,000.00            | \$0.00             | \$0.00             | 0.00%        | \$1,000.00            |
| 10-4210-511500          | TRAFFIC SAFETY                        | \$65,000.00           | \$0.00             | \$0.00             | 0.00%        | \$65,000.00           |
| 10-4210-519000          | MISCELLANEOUS                         | \$2,000.00            | \$1,122.61         | \$1,122.61         | 56.13%       | \$877.39              |
| 10-4210-540000          | STORM DRAINAGE                        | \$6,000.00            | \$0.00             | \$0.00             | 0.00%        | \$6,000.00            |
| 10-4210-540050          | ST, BRIDGES, SIDEWALK MAINT           | \$125,000.00          | (\$213.88)         | (\$213.88)         | -0.17%       | \$125,213.88          |
| 10-4210-540100          | SNOW & ICE REMOVAL                    | \$25,000.00           | \$0.00             | \$0.00             | 0.00%        | \$25,000.00           |
| 10-4210-570250          | HAND TOOLS & EQUIPMENT                | \$3,500.00            | \$165.94           | \$165.94           | 4.74%        | \$3,334.06            |
| <b>Total Dept. 4210</b> |                                       | <b>\$1,402,656.00</b> | <b>\$91,044.41</b> | <b>\$91,044.41</b> | <b>6.49%</b> | <b>\$1,311,611.59</b> |
| <b>Department 4240</b>  |                                       |                       |                    |                    |              |                       |
| 10-4240-500000          | SANITATION DEPARTMENT                 | \$255,063.00          | \$16,638.06        | \$16,638.06        | 6.52%        | \$238,424.94          |
| 10-4240-501000          | SALARIES AND WAGES                    | \$15,365.00           | \$1,202.33         | \$1,202.33         | 7.83%        | \$14,162.67           |
| 10-4240-501100          | INS SOCIAL SECURITY                   | \$60,000.00           | \$4,144.00         | \$4,144.00         | 6.91%        | \$55,856.00           |
| 10-4240-501150          | INS HEALTH                            | \$1,300.00            | \$75.71            | \$75.71            | 5.82%        | \$1,224.29            |
| 10-4240-501200          | INS.-RETIREMENT PLAN                  | \$53,000.00           | \$6,740.99         | \$6,740.99         | 12.72%       | \$46,259.01           |
| 10-4240-501225          | VRS-VLDP                              | \$1,200.00            | \$101.19           | \$101.19           | 8.43%        | \$1,098.81            |
| 10-4240-501250          | INS WORKMENS COMPENSATION             | \$15,539.00           | \$0.00             | \$0.00             | 0.00%        | \$15,539.00           |
| 10-4240-501350          | INS AUTO                              | \$2,600.00            | \$0.00             | \$0.00             | 0.00%        | \$2,600.00            |
| 10-4240-510500          | UNIFORMS                              | \$2,000.00            | \$0.00             | \$0.00             | 0.00%        | \$2,000.00            |
| 10-4240-510700          | VEHICLE MAINT-INSIDE                  | \$25,000.00           | \$85.22            | \$85.22            | 0.34%        | \$24,914.78           |
| 10-4240-510750          | VEHICLE MAINT-OUTSIDE                 | \$25,000.00           | \$0.00             | \$0.00             | 0.00%        | \$25,000.00           |





| Account Number  | Account Description             | Estimated Revenue | Activity this Period | Revenue YTD    | % Received | Unappropriated Help (Hurt) |
|-----------------|---------------------------------|-------------------|----------------------|----------------|------------|----------------------------|
| Total Dept.5429 | CAPITAL-RECREATION              | \$0.00            | \$5,078.50           | \$5,078.50     | 0.00%      | (\$5,078.50)               |
| Department 5430 | CAPITAL-COMM & CIVIC FACILITIES |                   |                      |                |            |                            |
| 10-5430-650000  | INFRASTRUCTURE, DEPR.           | \$0.00            | \$19.97              | \$19.97        | 0.00%      | (\$19.97)                  |
| Total Dept.5430 | CAPITAL-COMM & CIVIC FACILITIES | \$0.00            | \$19.97              | \$19.97        | 0.00%      | (\$19.97)                  |
| Total Fund      | General Fund                    | \$7,884,504.00    | \$803,670.09         | \$803,670.09   | 10.19%     | \$7,080,833.91             |
|                 | Fund Balance                    |                   |                      | \$3,392,601.79 |            |                            |
|                 | Total Revenues                  |                   | \$362,650.10         | \$362,650.10   |            |                            |
|                 | Less Total Expenditures         |                   | \$803,670.09         | \$803,670.09   |            |                            |
|                 | Net Income                      |                   | (\$441,019.99)       | (\$441,019.99) |            |                            |
|                 | New Fund Balance                |                   |                      | \$2,951,581.80 |            |                            |

| Account Number  | Account Description      | Estimated Revenue | Activity this Period | Revenue YTD  | % Received | Unappropriated Help (Hurt) |
|-----------------|--------------------------|-------------------|----------------------|--------------|------------|----------------------------|
| Water Fund      |                          |                   |                      |              |            |                            |
| Revenues        |                          |                   |                      |              |            |                            |
| 20-3701-413300  | INTEREST INCOME          | \$750.00          | \$86.47              | \$86.47      | 11.53%     | (\$663.53)                 |
| 20-3701-420050  | WATER COLLECTIONS        | \$1,100,000.00    | \$76,003.00          | \$76,003.00  | 6.91%      | (\$1,023,997.00)           |
| 20-3701-420200  | PENALTIES                | \$12,000.00       | \$1,050.84           | \$1,050.84   | 8.76%      | (\$10,949.16)              |
| 20-3701-420250  | SERVICE CHARGES          | \$5,500.00        | \$75.00              | \$75.00      | 1.36%      | (\$5,425.00)               |
| 20-3701-420300  | WATER TAPS               | \$3,000.00        | \$0.00               | \$0.00       | 0.00%      | (\$3,000.00)               |
| Total Dept.3701 | REVENUE                  | \$1,121,250.00    | \$77,215.31          | \$77,215.31  | 6.89%      | (\$1,044,034.69)           |
| 20-3702-413310  | INTEREST INCOME-WAT DEBT | \$1,000.00        | \$117.40             | \$117.40     | 11.74%     | (\$882.60)                 |
| 20-3702-440000  | CEDAR BLUFF WATER COLL   | \$75,000.00       | \$7,055.00           | \$7,055.00   | 9.41%      | (\$67,945.00)              |
| 20-3702-440100  | TAZ. PSA WATER COLL      | \$615,396.00      | \$43,755.50          | \$43,755.50  | 7.11%      | (\$571,640.50)             |
| 20-3702-440200  | CEDAR BLUFF-Wat Debt     | \$1,500.00        | \$83.00              | \$83.00      | 5.53%      | (\$1,417.00)               |
| 20-3702-440300  | TZ CO PSA-KENTS RIDGE    | \$3,000.00        | \$216.50             | \$216.50     | 7.22%      | (\$2,783.50)               |
| Total Dept.3702 | REVENUE                  | \$695,896.00      | \$51,227.40          | \$51,227.40  | 7.36%      | (\$644,668.60)             |
| Total Fund      | Water Fund               | \$1,817,146.00    | \$128,442.71         | \$128,442.71 | 7.07%      | (\$1,688,703.29)           |

| Account Number | Account Description   | Approp.Amount | Activity this Period | Expenditure YTD | % Used | Unappropriated Help (Hurt) |
|----------------|-----------------------|---------------|----------------------|-----------------|--------|----------------------------|
| Water Fund     |                       |               |                      |                 |        |                            |
| Expenditures   |                       |               |                      |                 |        |                            |
| 20-4340-500000 | WATER TREATMENT PLANT | \$405,945.00  | \$28,316.83          | \$28,316.83     | 6.98%  | \$377,628.17               |
| 20-4340-501000 | SALARIES AND WAGES    | \$31,100.00   | \$2,066.15           | \$2,066.15      | 6.64%  | \$29,033.85                |
| 20-4340-501100 | INS SOCIAL SECURITY   | \$120,000.00  | \$8,025.00           | \$8,025.00      | 6.69%  | \$111,975.00               |
| 20-4340-501100 | INS HEALTH            |               |                      |                 |        |                            |

|                         |                               |                       |                    |                    |                |                       |
|-------------------------|-------------------------------|-----------------------|--------------------|--------------------|----------------|-----------------------|
| 20-4340-501150          | INS--LIFE                     | \$1,800.00            | \$138.23           | \$138.23           | 7.68%          | \$1,661.77            |
| 20-4340-501200          | INS--RETIREMENT PLAN          | \$84,267.00           | \$11,104.37        | \$11,104.37        | 13.18%         | \$73,162.63           |
| 20-4340-501225          | VRS-VLDP                      | \$1,500.00            | \$100.49           | \$100.49           | 6.70%          | \$1,399.51            |
| 20-4340-501250          | INS WORKMENS COMPENSATION     | \$13,500.00           | \$0.00             | \$0.00             | 0.00%          | \$13,500.00           |
| 20-4340-501300          | INS GEN LIABILITY/BLDG        | \$7,250.00            | \$0.00             | \$0.00             | 0.00%          | \$7,250.00            |
| 20-4340-501350          | INS AUTO                      | \$500.00              | \$0.00             | \$0.00             | 0.00%          | \$500.00              |
| 20-4340-510100          | AUDITING & LEGAL              | \$10,833.00           | \$0.00             | \$0.00             | 0.00%          | \$10,833.00           |
| 20-4340-510150          | PRINTING & BINDING            | \$0.00                | \$659.24           | \$659.24           | 0.00%          | (\$659.24)            |
| 20-4340-510250          | DUES & MEMBERSHIP             | \$2,700.00            | \$500.00           | \$500.00           | 18.52%         | \$2,200.00            |
| 20-4340-510400          | POSTAGE                       | \$7,650.00            | \$108.80           | \$108.80           | 1.42%          | \$7,541.20            |
| 20-4340-510450          | TELEPHONE/INTERNET/COMM       | \$3,500.00            | \$119.32           | \$119.32           | 3.41%          | \$3,380.68            |
| 20-4340-510500          | UNIFORMS                      | \$500.00              | \$0.00             | \$0.00             | 0.00%          | \$500.00              |
| 20-4340-510550          | TRAINING EXPENSE              | \$2,500.00            | \$254.32           | \$254.32           | 10.17%         | \$2,245.68            |
| 20-4340-510600          | EQUIPMENT MAINTENANCE         | \$5,000.00            | \$0.00             | \$0.00             | 0.00%          | \$5,000.00            |
| 20-4340-510625          | IT SERVICE/EQ                 | \$2,500.00            | \$0.00             | \$0.00             | 0.00%          | \$2,500.00            |
| 20-4340-510700          | VEHICLE MAINT--INSIDE         | \$250.00              | \$8.72             | \$8.72             | 3.49%          | \$241.28              |
| 20-4340-510750          | VEHICLE MAINT--OUTSIDE        | \$250.00              | \$0.00             | \$0.00             | 0.00%          | \$250.00              |
| 20-4340-510800          | MOTOR FUEL & LUBRICATION      | \$4,000.00            | \$243.62           | \$243.62           | 6.09%          | \$3,756.38            |
| 20-4340-510825          | RETIREMENT OF DEBT            | \$104,916.00          | \$0.00             | \$0.00             | 0.00%          | \$104,916.00          |
| 20-4340-510900          | EQUIPMENT                     | \$3,500.00            | \$812.14           | \$812.14           | 23.20%         | \$2,687.86            |
| 20-4340-511000          | BUILDING REPAIRS/ADDITION     | \$2,500.00            | \$0.00             | \$0.00             | 0.00%          | \$2,500.00            |
| 20-4340-511050          | GROUPS & FACILITIES           | \$350.00              | \$0.00             | \$0.00             | 0.00%          | \$350.00              |
| 20-4340-511100          | SUPPLIES & MATERIALS          | \$8,000.00            | \$723.94           | \$723.94           | 9.05%          | \$7,276.06            |
| 20-4340-511200          | ELECTRICITY                   | \$135,000.00          | \$8,415.20         | \$8,415.20         | 6.23%          | \$126,584.80          |
| 20-4340-511250          | WATER                         | \$2,200.00            | \$150.53           | \$150.53           | 6.84%          | \$2,049.47            |
| 20-4340-511300          | SEWER                         | \$70,000.00           | \$0.00             | \$0.00             | 0.00%          | \$70,000.00           |
| 20-4340-511350          | GARBAGE                       | \$200.00              | \$40.91            | \$40.91            | 20.46%         | \$159.09              |
| 20-4340-511400          | ENGINEERING                   | \$1,200.00            | \$0.00             | \$0.00             | 0.00%          | \$1,200.00            |
| 20-4340-519000          | MISCELLANEOUS                 | \$1,200.00            | \$0.00             | \$0.00             | 0.00%          | \$1,200.00            |
| 20-4340-560000          | CHEMICALS-TREATMENT           | \$136,000.00          | \$10,241.41        | \$10,241.41        | 7.53%          | \$125,758.59          |
| 20-4340-560050          | INSTRUMENT CALIBRATION        | \$1,200.00            | \$0.00             | \$0.00             | 0.00%          | \$1,200.00            |
| 20-4340-560100          | HEALTH DEPT ASSESSMENT        | \$7,830.00            | \$0.00             | \$0.00             | 0.00%          | \$7,830.00            |
| 20-4340-560150          | WATER QUALITY TESTING         | \$16,000.00           | \$0.00             | \$0.00             | 0.00%          | \$16,000.00           |
| 20-4340-562000          | PLANT PARTS                   | \$10,000.00           | \$0.00             | \$0.00             | 0.00%          | \$10,000.00           |
| 20-4340-562050          | CHEMICALS / SUPPLIES-LAB      | \$8,000.00            | \$0.00             | \$0.00             | 0.00%          | \$8,000.00            |
| 20-4340-595100          | TRANSFER OUT-ADM EXPENSE (GF) | \$175,000.00          | \$0.00             | \$0.00             | 0.00%          | \$175,000.00          |
| 20-4340-595200          | TRANSFER OUT-IT EXPENSE (GF)  | \$17,200.00           | \$0.00             | \$0.00             | 0.00%          | \$17,200.00           |
| <b>Total Dept. 4340</b> | <b>WATER TREATMENT PLANT</b>  | <b>\$1,405,841.00</b> | <b>\$72,029.22</b> | <b>\$72,029.22</b> | <b>5.12%</b>   | <b>\$1,333,811.78</b> |
| <b>Department 5434</b>  |                               |                       |                    |                    |                |                       |
| 20-5434-640000          | VEHICLES, BOATS, ETC.         | \$46,535.00           | \$47,575.00        | \$47,575.00        | 102.23%        | (\$1,040.00)          |
| <b>Total Dept. 5434</b> | <b>CAPITAL-WTP</b>            | <b>\$46,535.00</b>    | <b>\$47,575.00</b> | <b>\$47,575.00</b> | <b>102.23%</b> | <b>(\$1,040.00)</b>   |



| Account Number    | Account Description     | Estimated Revenue     | Activity this Period | Revenue YTD         | % Received   | Unappropriated Help (Hurt) |
|-------------------|-------------------------|-----------------------|----------------------|---------------------|--------------|----------------------------|
| <b>Total Fund</b> | <b>Water Fund</b>       | <b>\$1,452,376.00</b> | <b>\$119,604.22</b>  | <b>\$119,604.22</b> | <b>8.24%</b> | <b>\$1,332,771.78</b>      |
|                   | Fund Balance            |                       |                      | \$6,121,978.46      |              |                            |
|                   | Total Revenues          | \$128,442.71          | \$128,442.71         | \$128,442.71        |              |                            |
|                   | Less Total Expenditures | \$119,604.22          | \$119,604.22         | \$119,604.22        |              |                            |
|                   | <b>Net Income</b>       | <b>\$8,838.49</b>     | <b>\$8,838.49</b>    | <b>\$8,838.49</b>   |              |                            |
|                   | New Fund Balance        |                       |                      | \$6,130,816.95      |              |                            |

| Account Number         | Account Description       | Estimated Revenue     | Activity this Period | Revenue YTD         | % Received     | Unappropriated Help (Hurt) |
|------------------------|---------------------------|-----------------------|----------------------|---------------------|----------------|----------------------------|
| <b>Total Dept.3701</b> | <b>Water Fund</b>         | <b>\$1,458,000.00</b> | <b>\$124,375.09</b>  | <b>\$124,375.09</b> | <b>8.53%</b>   | <b>(\$1,333,624.91)</b>    |
|                        | INTEREST INCOME           | \$500.00              | \$41.67              | \$41.67             | 8.33%          | (\$458.33)                 |
|                        | WWTP-LAB TEST/SEPTIC TRET | \$5,000.00            | \$0.00               | \$0.00              | 0.00%          | (\$5,000.00)               |
|                        | SEWER COLLECTIONS         | \$1,435,000.00        | \$122,283.53         | \$122,283.53        | 8.52%          | (\$1,312,716.47)           |
|                        | PENALTIES                 | \$13,500.00           | \$2,004.89           | \$2,004.89          | 14.85%         | (\$11,495.11)              |
|                        | SERVICE CHARGES           | \$4,000.00            | \$45.00              | \$45.00             | 1.13%          | (\$3,955.00)               |
|                        | <b>REVENUE</b>            | <b>\$1,458,000.00</b> | <b>\$124,375.09</b>  | <b>\$124,375.09</b> | <b>8.53%</b>   | <b>(\$1,333,624.91)</b>    |
| <b>Total Dept.3702</b> | <b>Water Fund</b>         | <b>\$350.00</b>       | <b>\$385.85</b>      | <b>\$385.85</b>     | <b>110.24%</b> | <b>\$35.85</b>             |
|                        | INTEREST INCOME-VRA       | \$350.00              | \$385.85             | \$385.85            | 110.24%        | \$35.85                    |
|                        | CEDAR BLUFF SEWER COLL    | \$100,000.00          | \$7,541.00           | \$7,541.00          | 7.54%          | (\$92,459.00)              |
|                        | TZ CO PSA SEWER COLL      | \$275,000.00          | \$21,077.00          | \$21,077.00         | 7.66%          | (\$253,923.00)             |
|                        | <b>REVENUE</b>            | <b>\$375,350.00</b>   | <b>\$29,003.85</b>   | <b>\$29,003.85</b>  | <b>7.73%</b>   | <b>(\$346,346.15)</b>      |
| <b>Total Fund</b>      | <b>Water Fund</b>         | <b>\$1,833,350.00</b> | <b>\$153,378.94</b>  | <b>\$153,378.94</b> | <b>8.37%</b>   | <b>(\$1,679,971.06)</b>    |

| Account Number    | Account Description        | Approp Amount         | Activity this Period | Expenditure YTD     | % Used       | Unappropriated Help (Hurt) |
|-------------------|----------------------------|-----------------------|----------------------|---------------------|--------------|----------------------------|
| <b>Total Fund</b> | <b>Water Fund</b>          | <b>\$1,833,350.00</b> | <b>\$153,378.94</b>  | <b>\$153,378.94</b> | <b>8.37%</b> | <b>(\$1,679,971.06)</b>    |
|                   | WASTEWATER TREATMENT PLANT | \$407,500.00          | \$30,940.83          | \$30,940.83         | 7.59%        | \$376,559.17               |
|                   | SALARIES AND WAGES         | \$37,200.00           | \$2,244.54           | \$2,244.54          | 6.03%        | \$34,955.46                |
|                   | INS SOCIAL SECURITY        | \$104,000.00          | \$8,656.00           | \$8,656.00          | 8.32%        | \$95,344.00                |
|                   | INS HEALTH                 | \$2,000.00            | \$149.05             | \$149.05            | 7.45%        | \$1,850.95                 |
|                   | INS-LIFE                   | \$80,000.00           | \$11,790.82          | \$11,790.82         | 14.74%       | \$68,209.18                |
|                   | INS-RETIREMENT PLAN        | \$1,662.00            | \$81.89              | \$81.89             | 4.93%        | \$1,580.11                 |
|                   | VRS-VLDP                   | \$4,500.00            | \$0.00               | \$0.00              | 0.00%        | \$4,500.00                 |
|                   | INS WORKMENS COMPENSATION  | \$15,600.00           | \$0.00               | \$0.00              | 0.00%        | \$15,600.00                |
|                   | INS GEN LIABILITY/BLDG     | \$1,350.00            | \$0.00               | \$0.00              | 0.00%        | \$1,350.00                 |
|                   | INS AUTO                   | \$10,833.00           | \$0.00               | \$0.00              | 0.00%        | \$10,833.00                |
|                   | AUDITING & LEGAL           |                       |                      |                     |              |                            |

|                  |                               |                |              |              |        |                |
|------------------|-------------------------------|----------------|--------------|--------------|--------|----------------|
| 30-4380-510150   | PRINTING & BINDING            | \$2,000.00     | \$659.24     | \$659.24     | 32.96% | \$1,340.76     |
| 30-4380-510250   | DUES & MEMBERSHIP             | \$2,000.00     | \$0.00       | \$0.00       | 0.00%  | \$2,000.00     |
| 30-4380-510350   | OFFICE SUPPLIES               | \$200.00       | \$0.00       | \$0.00       | 0.00%  | \$200.00       |
| 30-4380-510400   | POSTAGE                       | \$7,000.00     | \$108.80     | \$108.80     | 1.55%  | \$6,891.20     |
| 30-4380-510450   | TELEPHONE/INTERNET/COMM       | \$2,400.00     | \$111.53     | \$111.53     | 4.65%  | \$2,288.47     |
| 30-4380-510500   | UNIFORMS                      | \$2,000.00     | \$0.00       | \$0.00       | 0.00%  | \$2,000.00     |
| 30-4380-510550   | TRAINING EXPENSE              | \$2,000.00     | \$126.00     | \$126.00     | 6.30%  | \$1,874.00     |
| 30-4380-510600   | EQUIPMENT MAINTENANCE         | \$25,000.00    | \$0.00       | \$0.00       | 0.00%  | \$25,000.00    |
| 30-4380-510700   | VEHICLE MAINT-INSIDE          | \$3,000.00     | \$102.10     | \$102.10     | 3.40%  | \$2,897.90     |
| 30-4380-510750   | VEHICLE MAINT-OUTSIDE         | \$1,000.00     | \$28.99      | \$28.99      | 2.90%  | \$2,897.90     |
| 30-4380-510800   | MOTOR FUEL & LUBRICATION      | \$11,000.00    | \$237.76     | \$237.76     | 2.16%  | \$971.01       |
| 30-4380-510825   | RETIREMENT OF DEBT            | \$295,579.00   | \$0.00       | \$0.00       | 0.00%  | \$10,762.24    |
| 30-4380-510850   | OFFICE FURN & FIXTURES        | \$500.00       | \$0.00       | \$0.00       | 0.00%  | \$295,579.00   |
| 30-4380-510900   | EQUIPMENT                     | \$5,000.00     | \$812.14     | \$812.14     | 0.00%  | \$500.00       |
| 30-4380-511000   | BUILDING REPAIRS/ADDITION     | \$5,000.00     | \$280.79     | \$280.79     | 16.24% | \$4,187.86     |
| 30-4380-511050   | GROUPS & FACILITIES           | \$1,000.00     | \$0.00       | \$0.00       | 5.62%  | \$4,719.21     |
| 30-4380-511100   | SUPPLIES & MATERIALS          | \$12,000.00    | \$1,422.14   | \$1,422.14   | 0.00%  | \$1,000.00     |
| 30-4380-511150   | CLEANING SUPPLIES             | \$1,200.00     | \$0.00       | \$0.00       | 11.85% | \$10,577.86    |
| 30-4380-511200   | ELECTRICITY                   | \$172,000.00   | \$10,440.96  | \$10,440.96  | 0.00%  | \$1,200.00     |
| 30-4380-511250   | WATER                         | \$6,000.00     | \$341.82     | \$341.82     | 6.07%  | \$161,559.04   |
| 30-4380-511300   | SEWER                         | \$6,000.00     | \$421.29     | \$421.29     | 5.70%  | \$5,658.18     |
| 30-4380-511350   | GARBAGE                       | \$800.00       | \$66.11      | \$66.11      | 7.02%  | \$5,578.71     |
| 30-4380-511400   | ENGINEERING                   | \$1,000.00     | \$0.00       | \$0.00       | 8.26%  | \$733.89       |
| 30-4380-519000   | MISCELLANEOUS                 | \$2,000.00     | \$0.00       | \$0.00       | 0.00%  | \$1,000.00     |
| 30-4380-561000   | HEATING OIL/FUEL              | \$60,000.00    | \$0.00       | \$0.00       | 0.00%  | \$2,000.00     |
| 30-4380-561100   | PERMIT FEES                   | \$13,500.00    | \$0.00       | \$0.00       | 0.00%  | \$60,000.00    |
| 30-4380-561150   | WATER-LIFT STATION            | \$1,200.00     | \$0.00       | \$0.00       | 0.00%  | \$13,500.00    |
| 30-4380-561200   | ELECTRICITY-LIFT STATION      | \$15,000.00    | \$1,363.78   | \$1,363.78   | 0.00%  | \$1,200.00     |
| 30-4380-561250   | OUTSIDE LAB TESTING           | \$8,000.00     | \$0.00       | \$0.00       | 0.00%  | \$15,000.00    |
| 30-4380-561300   | PLANT METERING & INSTRU.      | \$4,000.00     | \$0.00       | \$0.00       | 9.09%  | \$13,636.22    |
| 30-4380-561350   | OUTSIDE SLUDGE HAULING        | \$22,000.00    | \$0.00       | \$0.00       | 0.00%  | \$8,000.00     |
| 30-4380-562000   | PLANT PARTS                   | \$30,000.00    | \$0.00       | \$0.00       | 0.00%  | \$4,000.00     |
| 30-4380-562050   | CHEMICALS / SUPPLIES-LAB      | \$38,000.00    | \$0.00       | \$0.00       | 0.00%  | \$22,000.00    |
| 30-4380-595100   | TRANSFER OUT-ADM EXPENSE (GF) | \$110,000.00   | \$0.00       | \$0.00       | 0.00%  | \$30,000.00    |
| 30-4380-595200   | TRANSFER OUT-IT EXPENSE (GF)  | \$17,000.00    | \$0.00       | \$0.00       | 0.00%  | \$38,000.00    |
| Total Dept: 4380 | WASTEWATER TREATMENT PLANT    | \$1,549,024.00 | \$70,386.58  | \$70,386.58  | 0.00%  | \$110,000.00   |
|                  |                               |                |              |              | 0.00%  | \$17,000.00    |
|                  |                               |                |              |              | 4.54%  | \$1,478,637.42 |
| Department 5438  | CAPITAL-WWTP                  |                |              |              |        |                |
| 30-5438-640000   | VEHICLES, BOATS, ETC.         | \$0.00         | \$93,929.00  | \$93,929.00  | 0.00%  | (\$93,929.00)  |
| Total Dept: 5438 | CAPITAL-WWTP                  | \$0.00         | \$93,929.00  | \$93,929.00  | 0.00%  | (\$93,929.00)  |
| Total Fund       | Sewer Fund                    | \$1,549,024.00 | \$164,315.58 | \$164,315.58 | 10.61% | \$1,384,708.42 |



|                         |                      |
|-------------------------|----------------------|
| Fund Balance            | \$7,324,161.85       |
| Total Revenues          | \$153,378.94         |
| Less Total Expenditures | \$164,315.58         |
| <b>Net Income</b>       | <b>(\$10,936.64)</b> |
| New Fund Balance        | \$7,313,225.21       |

Water/Sewer Line Maintenance Fund

| Account Number         | Account Description                      | Estimated Revenue | Activity this Period | Revenue YTD        | % Received   | Unappropriated Help (Hurt) |
|------------------------|--|-------------------|----------------------|--------------------|--------------|----------------------------|
| 40-3701-430000         | MISCELLANEOUS REVENUE                    | \$0.00            | \$25,000.00          | \$25,000.00        | 0.00%        | \$25,000.00                |
| <b>Total Dept.3701</b> | <b>REVENUE</b>                           | <b>\$0.00</b>     | <b>\$25,000.00</b>   | <b>\$25,000.00</b> | <b>0.00%</b> | <b>\$25,000.00</b>         |
| <b>Total Fund</b>      | <b>Water/Sewer Line Maintenance Fund</b> | <b>\$0.00</b>     | <b>\$25,000.00</b>   | <b>\$25,000.00</b> | <b>0.00%</b> | <b>\$25,000.00</b>         |

Water/Sewer Line Maintenance Fund

| Account Number  | Account Description       | Approp Amount | Activity this Period | Expenditure YTD | % Used | Unappropriated Help (Hurt) |
|-----------------|---------------------------|---------------|----------------------|-----------------|--------|----------------------------|
| Department 4360 | WATER/SEWER LINE MAINT    |               |                      |                 |        |                            |
| 40-4360-500000  | SALARIES AND WAGES        | \$197,614.00  | \$17,626.12          | \$17,626.12     | 8.92%  | \$179,987.88               |
| 40-4360-501000  | INS SOCIAL SECURITY       | \$15,150.00   | \$1,287.35           | \$1,287.35      | 8.50%  | \$13,862.65                |
| 40-4360-501100  | INS HEALTH                | \$55,500.00   | \$4,697.00           | \$4,697.00      | 8.46%  | \$50,803.00                |
| 40-4360-501150  | INS.-LIFE                 | \$1,157.00    | \$78.52              | \$78.52         | 6.79%  | \$1,078.48                 |
| 40-4360-501200  | INS.-RETIREMENT PLAN      | \$39,000.00   | \$6,821.76           | \$6,821.76      | 17.49% | \$32,178.24                |
| 40-4360-501225  | VRS-VLDP                  | \$0.00        | \$21.55              | \$21.55         | 0.00%  | <b>(\$21.55)</b>           |
| 40-4360-501250  | INS WORKMENS COMPENSATION | \$6,000.00    | \$0.00               | \$0.00          | 0.00%  | \$6,000.00                 |
| 40-4360-501300  | INS GEN LIABILITY/BLDG    | \$1,700.00    | \$0.00               | \$0.00          | 0.00%  | \$1,700.00                 |
| 40-4360-501350  | INS AUTO                  | \$2,100.00    | \$0.00               | \$0.00          | 0.00%  | \$2,100.00                 |
| 40-4360-510450  | TELEPHONE/INTERNET/COMM   | \$700.00      | \$0.00               | \$0.00          | 0.00%  | \$700.00                   |
| 40-4360-510500  | UNIFORMS                  | \$1,500.00    | \$0.00               | \$0.00          | 0.00%  | \$1,500.00                 |
| 40-4360-510700  | VEHICLE MAINT-INSIDE      | \$12,000.00   | \$55.06              | \$55.06         | 0.46%  | \$11,944.94                |
| 40-4360-510750  | VEHICLE MAINT-OUTSIDE     | \$8,000.00    | \$0.00               | \$0.00          | 0.00%  | \$8,000.00                 |
| 40-4360-510800  | MOTOR FUEL & LUBRICATION  | \$10,000.00   | \$997.08             | \$997.08        | 9.97%  | \$9,002.92                 |
| 40-4360-510900  | EQUIPMENT                 | \$4,500.00    | \$812.14             | \$812.14        | 18.05% | \$3,687.86                 |
| 40-4360-511000  | BUILDING REPAIRS/ADDITION | \$500.00      | \$0.00               | \$0.00          | 0.00%  | \$500.00                   |
| 40-4360-511100  | SUPPLIES & MATERIALS      | \$8,000.00    | \$2,169.18           | \$2,169.18      | 27.11% | \$5,830.82                 |
| 40-4360-511200  | ELECTRICITY               | \$4,000.00    | \$194.51             | \$194.51        | 4.86%  | \$3,805.49                 |
| 40-4360-511250  | WATER                     | \$100.00      | \$7.32               | \$7.32          | 7.32%  | \$92.68                    |
| 40-4360-511300  | SEWER                     | \$150.00      | \$12.29              | \$12.29         | 8.19%  | \$137.71                   |
| 40-4360-511350  | GARBAGE                   | \$225.00      | \$24.49              | \$24.49         | 10.88% | \$200.51                   |

| Account Number  | Account Description               | Estimated Revenue | Activity this Period | Revenue YTD  | % Received | Unappropriated Help (Hurt) |
|-----------------|-----------------------------------|-------------------|----------------------|--------------|------------|----------------------------|
| 40-4360-511400  | ENGINEERING                       | \$25,000.00       | \$0.00               | \$0.00       | 0.00%      | \$25,000.00                |
| 40-4360-511450  | LEASE PROP & RIGHT OF WAY         | \$13,000.00       | \$0.00               | \$0.00       | 0.00%      | \$13,000.00                |
| 40-4360-511550  | METERS & RELATED EQ               | \$30,000.00       | \$0.00               | \$0.00       | 0.00%      | \$30,000.00                |
| 40-4360-511600  | MISS UTILITY SERVICE FEES         | \$200.00          | \$0.00               | \$0.00       | 0.00%      | \$200.00                   |
| 40-4360-519000  | MISCELLANEOUS                     | \$1,500.00        | \$42.11              | \$42.11      | 2.81%      | \$1,457.89                 |
| 40-4360-560000  | CHEMICALS-TREATMENT               | \$4,000.00        | \$0.00               | \$0.00       | 0.00%      | \$4,000.00                 |
| 40-4360-563000  | NEW MANHOLES & SEWER LINE         | \$2,500.00        | \$0.00               | \$0.00       | 0.00%      | \$2,500.00                 |
| 40-4360-563050  | CORR OF I/I SEWER LINE            | \$5,000.00        | \$0.00               | \$0.00       | 0.00%      | \$5,000.00                 |
| 40-4360-563100  | NEW MAINS, LINES & VALVES         | \$2,500.00        | \$0.00               | \$0.00       | 0.00%      | \$2,500.00                 |
| 40-4360-563125  | MAINS, LINES & VALVE MAINT        | \$12,000.00       | \$0.00               | \$0.00       | 0.00%      | \$12,000.00                |
| 40-4360-563150  | GRAVE/ELSTONE                     | \$6,000.00        | \$0.00               | \$0.00       | 0.00%      | \$6,000.00                 |
| 40-4360-563175  | FIRE HYD/LINES                    | \$1,000.00        | \$0.00               | \$0.00       | 0.00%      | \$1,000.00                 |
| 40-4360-563225  | BIRMINGHAM LIFT STATION           | \$500.00          | \$32.48              | \$32.48      | 6.50%      | \$467.52                   |
| 40-4360-570200  | HAND TOOLS & EQUIPMENT            | \$3,000.00        | \$0.00               | \$0.00       | 0.00%      | \$3,000.00                 |
| 40-4360-595200  | TRANSFER OUT-IT EXPENSE (GF)      | \$50,000.00       | \$0.00               | \$0.00       | 0.00%      | \$50,000.00                |
| Total Dept.4360 | WATER/SEWER LINE MAINT            | \$524,096.00      | \$34,878.96          | \$34,878.96  | 6.66%      | \$489,217.04               |
| Department 5436 | CAPITAL-W/S LINES                 | \$125,000.00      | \$0.00               | \$0.00       | 0.00%      | \$125,000.00               |
| 40-5436-630000  | MACHINERY AND EQUIPMENT           | \$125,000.00      | \$0.00               | \$0.00       | 0.00%      | \$125,000.00               |
| Total Dept.5436 | CAPITAL-W/S LINES                 | \$125,000.00      | \$0.00               | \$0.00       | 0.00%      | \$125,000.00               |
| Total Fund      | Water/Sewer Line Maintenance Fund | \$649,096.00      | \$34,878.96          | \$34,878.96  | 5.37%      | \$614,217.04               |
| Electric Fund   |                                   |                   |                      |              |            |                            |
| Revenues        |                                   |                   |                      |              |            |                            |
| Account Number  | Account Description               | Estimated Revenue | Activity this Period | Revenue YTD  | % Received | Unappropriated Help (Hurt) |
| 50-3701-412100  | UTILITY POLE PERMITS              | \$14,000.00       | \$125.00             | \$125.00     | 0.89%      | (\$13,875.00)              |
| 50-3701-413300  | INTEREST INCOME                   | \$3,000.00        | \$1,368.64           | \$1,368.64   | 45.62%     | (\$1,631.36)               |
| 50-3701-413700  | CONTRACT WORK-ELECTRIC            | \$10,000.00       | \$893.91             | \$893.91     | 8.94%      | (\$9,106.09)               |
| 50-3701-420000  | ELECTRICAL COLLECTIONS            | \$6,800,000.00    | \$550,451.11         | \$550,451.11 | 8.09%      | (\$6,249,548.89)           |
| 50-3701-420200  | PENALTIES                         | \$80,000.00       | \$5,118.74           | \$5,118.74   | 6.40%      | (\$74,881.26)              |
| 50-3701-420250  | SERVICE CHARGES                   | \$7,000.00        | \$120.00             | \$120.00     | 1.71%      | (\$6,880.00)               |
| 50-3701-420600  | POWER COST ADJUSTMENT             | \$350,000.00      | \$944.00             | \$944.00     | 0.27%      | (\$349,056.00)             |
| Total Dept.3701 | REVENUE                           | \$7,264,000.00    | \$559,021.40         | \$559,021.40 | 7.70%      | (\$6,704,978.60)           |
| Total Fund      | Electric Fund                     | \$7,264,000.00    | \$559,021.40         | \$559,021.40 | 7.70%      | (\$6,704,978.60)           |

| Electric Fund Expenditures | Account Number  | Account Description       | Approp.Amount | Activity_this_Period | Expenditure_YTD | % Used | Unappropriated_Help (Hurt) |
|----------------------------|-----------------|---------------------------|---------------|----------------------|-----------------|--------|----------------------------|
|                            | Department 4400 | ELECTRICAL DEPARTMENT     |               |                      |                 |        |                            |
|                            | 50-4400-500000  | SALARIES AND WAGES        | \$285,000.00  | \$20,136.11          | \$20,136.11     | 7.07%  | \$264,863.89               |
|                            | 50-4400-501000  | INS SOCIAL SECURITY       | \$21,800.00   | \$1,431.13           | \$1,431.13      | 6.56%  | \$20,368.87                |
|                            | 50-4400-501100  | INS HEALTH                | \$66,416.00   | \$5,215.00           | \$5,215.00      | 7.85%  | \$61,201.00                |
|                            | 50-4400-501150  | INS.-LIFE                 | \$1,400.00    | \$93.57              | \$93.57         | 6.68%  | \$1,306.43                 |
|                            | 50-4400-501200  | INS.-RETIREMENT PLAN      | \$42,500.00   | \$8,001.47           | \$8,001.47      | 18.83% | \$34,498.53                |
|                            | 50-4400-501225  | VRS-VLDP                  | \$1,000.00    | \$40.10              | \$40.10         | 4.01%  | \$959.90                   |
|                            | 50-4400-501250  | INS WORKMENS COMPENSATION | \$4,050.00    | \$0.00               | \$0.00          | 0.00%  | \$4,050.00                 |
|                            | 50-4400-501300  | INS GEN LIABILITY/BLDG    | \$5,500.00    | \$0.00               | \$0.00          | 0.00%  | \$5,500.00                 |
|                            | 50-4400-501350  | INS AUTO                  | \$4,800.00    | \$0.00               | \$0.00          | 0.00%  | \$4,800.00                 |
|                            | 50-4400-510100  | AUDITING & LEGAL          | \$14,000.00   | \$61.25              | \$61.25         | 0.44%  | \$13,938.75                |
|                            | 50-4400-510150  | PRINTING & BINDING        | \$2,000.00    | \$659.22             | \$659.22        | 32.96% | \$1,340.78                 |
|                            | 50-4400-510250  | DUES & MERBERSHIP         | \$18,000.00   | \$22.68              | \$22.68         | 0.13%  | \$17,977.32                |
|                            | 50-4400-510350  | OFFICE SUPPLIES           | \$500.00      | \$257.88             | \$257.88        | 51.58% | \$242.12                   |
|                            | 50-4400-510400  | POSTAGE                   | \$7,500.00    | \$110.56             | \$110.56        | 1.47%  | \$7,389.44                 |
|                            | 50-4400-510450  | TELEPHONE/INTERNET/COMM   | \$1,500.00    | \$13.34              | \$13.34         | 0.89%  | \$1,486.66                 |
|                            | 50-4400-510500  | UNIFORMS                  | \$8,000.00    | \$0.00               | \$0.00          | 0.00%  | \$8,000.00                 |
|                            | 50-4400-510550  | TRAINING EXPENSE          | \$2,000.00    | \$297.00             | \$297.00        | 14.85% | \$1,703.00                 |
|                            | 50-4400-510600  | EQUIPMENT MAINTENANCE     | \$3,000.00    | \$0.00               | \$0.00          | 0.00%  | \$3,000.00                 |
|                            | 50-4400-510625  | IT SERVICE/EQ             | \$3,000.00    | \$0.00               | \$0.00          | 0.00%  | \$3,000.00                 |
|                            | 50-4400-510700  | VEHICLE MAINT.-INSIDE     | \$10,000.00   | \$313.39             | \$313.39        | 3.13%  | \$9,686.61                 |
|                            | 50-4400-510750  | VEHICLE MAINT.-OUTSIDE    | \$15,000.00   | \$0.00               | \$0.00          | 0.00%  | \$15,000.00                |
|                            | 50-4400-510800  | MOTOR FUEL & LUBRICATION  | \$15,000.00   | \$1,200.90           | \$1,200.90      | 8.01%  | \$13,799.10                |
|                            | 50-4400-510900  | EQUIPMENT                 | \$4,500.00    | \$1,311.89           | \$1,311.89      | 29.15% | \$3,188.11                 |
|                            | 50-4400-511000  | BUILDING REPAIRS/ADDITION | \$500.00      | \$9.59               | \$9.59          | 1.92%  | \$490.41                   |
|                            | 50-4400-511100  | SUPPLIES & MATERIALS      | \$12,000.00   | \$115.71             | \$115.71        | 0.96%  | \$11,884.29                |
|                            | 50-4400-511150  | CLEANING SUPPLIES         | \$500.00      | \$0.00               | \$0.00          | 0.00%  | \$500.00                   |
|                            | 50-4400-511200  | ELECTRICITY               | \$13,000.00   | \$601.41             | \$601.41        | 4.63%  | \$12,398.59                |
|                            | 50-4400-511250  | WATER                     | \$200.00      | \$3.95               | \$3.95          | 1.98%  | \$196.05                   |
|                            | 50-4400-511300  | SEWER                     | \$200.00      | \$9.28               | \$9.28          | 4.64%  | \$190.72                   |
|                            | 50-4400-511350  | GARBAGE                   | \$300.00      | \$22.13              | \$22.13         | 7.38%  | \$277.87                   |
|                            | 50-4400-511400  | ENGINEERING               | \$60,534.00   | \$2,516.67           | \$2,516.67      | 4.16%  | \$58,017.33                |
|                            | 50-4400-511450  | LEASE PROP & RIGHT OF WAY | \$9,000.00    | \$0.00               | \$0.00          | 0.00%  | \$9,000.00                 |
|                            | 50-4400-511500  | TRAFFIC SAFETY            | \$500.00      | \$0.00               | \$0.00          | 0.00%  | \$500.00                   |
|                            | 50-4400-511550  | METERS & RELATED EQ       | \$15,000.00   | \$0.00               | \$0.00          | 0.00%  | \$15,000.00                |
|                            | 50-4400-511600  | MISS UTILITY SERVICE FEES | \$300.00      | \$0.00               | \$0.00          | 0.00%  | \$300.00                   |
|                            | 50-4400-519000  | MISCELLANEOUS             | \$5,000.00    | \$0.00               | \$0.00          | 0.00%  | \$5,000.00                 |

|                        |                               |                       |                     |                     |              |                       |
|------------------------|-------------------------------|-----------------------|---------------------|---------------------|--------------|-----------------------|
| 50-4400-570000         | POWER PURCHASED               | \$6,150,000.00        | \$550,688.60        | \$550,688.60        | 8.95%        | \$5,599,311.40        |
| 50-4400-570100         | TRANSFORMERS & EQUIP          | \$15,000.00           | \$0.00              | \$0.00              | 0.00%        | \$15,000.00           |
| 50-4400-570150         | SAFETY EQ & SUPPLIES          | \$2,000.00            | \$0.00              | \$0.00              | 0.00%        | \$2,000.00            |
| 50-4400-570200         | HAND TOOLS & EQUIPMENT        | \$2,000.00            | \$396.17            | \$396.17            | 19.81%       | \$1,603.83            |
| 50-4400-570250         | STREET LIGHTING               | \$15,000.00           | \$0.00              | \$0.00              | 0.00%        | \$15,000.00           |
| 50-4400-570300         | UTILITY POLES                 | \$5,000.00            | \$0.00              | \$0.00              | 0.00%        | \$5,000.00            |
| 50-4400-570350         | LOW VOLTAGE DISTRIBUTION      | \$10,000.00           | \$0.00              | \$0.00              | 0.00%        | \$10,000.00           |
| 50-4400-570400         | HIGH VOLTAGE DISTRIBUTION     | \$15,000.00           | \$0.00              | \$0.00              | 0.00%        | \$15,000.00           |
| 50-4400-570450         | SUBSTATION EQ.                | \$0.00                | \$1,754.42          | \$1,754.42          | 0.00%        | (\$1,754.42)          |
| 50-4400-570500         | SUBSTATION MAINTENANCE        | \$5,000.00            | \$0.00              | \$0.00              | 0.00%        | \$5,000.00            |
| 50-4400-570550         | FIBER OPTIC EQUIP/SUPPLY      | \$12,000.00           | \$4,417.94          | \$4,417.94          | 36.82%       | \$7,582.06            |
| 50-4400-570600         | GLOVE/BLANKET TESTING         | \$1,000.00            | \$0.00              | \$0.00              | 0.00%        | \$1,000.00            |
| 50-4400-570625         | GENERATOR O&M                 | \$16,000.00           | \$0.00              | \$0.00              | 0.00%        | \$16,000.00           |
| 50-4400-570650         | VEHICLE TESTING-OUTSIDE       | \$2,500.00            | \$0.00              | \$0.00              | 0.00%        | \$2,500.00            |
| 50-4400-595100         | TRANSFER OUT-ADM EXPENSE (GF) | \$325,000.00          | \$0.00              | \$0.00              | 0.00%        | \$325,000.00          |
| 50-4400-595200         | TRANSFER OUT-IT EXPENSE (GF)  | \$35,000.00           | \$0.00              | \$0.00              | 0.00%        | \$35,000.00           |
| <b>Total Dept:4400</b> | <b>ELECTRICAL DEPARTMENT</b>  | <b>\$7,264,000.00</b> | <b>\$599,701.36</b> | <b>\$599,701.36</b> | <b>8.26%</b> | <b>\$6,664,298.64</b> |

|                        |                         |               |                       |                       |              |                         |
|------------------------|-------------------------|---------------|-----------------------|-----------------------|--------------|-------------------------|
| <b>Department 5440</b> | <b>CAPITAL-ELECTRIC</b> |               |                       |                       |              |                         |
| 50-5440-650000         | INFRASTRUCTURE, DEPR.   | \$0.00        | \$2,178,966.00        | \$2,178,966.00        | 0.00%        | (\$2,178,966.00)        |
| <b>Total Dept:5440</b> | <b>CAPITAL-ELECTRIC</b> | <b>\$0.00</b> | <b>\$2,178,966.00</b> | <b>\$2,178,966.00</b> | <b>0.00%</b> | <b>(\$2,178,966.00)</b> |

|                   |                         |                       |                         |                         |               |                       |
|-------------------|-------------------------|-----------------------|-------------------------|-------------------------|---------------|-----------------------|
| <b>Total Fund</b> | <b>Electric Fund</b>    | <b>\$7,264,000.00</b> | <b>\$2,778,667.36</b>   | <b>\$2,778,667.36</b>   | <b>38.25%</b> | <b>\$4,485,332.64</b> |
|                   | Fund Balance            |                       |                         | \$3,290,787.46          |               |                       |
|                   | Total Revenues          |                       | \$559,021.40            | \$559,021.40            |               |                       |
|                   | Less Total Expenditures |                       | \$2,778,667.36          | \$2,778,667.36          |               |                       |
|                   | Net Income              |                       | <b>(\$2,219,645.96)</b> | <b>(\$2,219,645.96)</b> |               |                       |
|                   | New Fund Balance        |                       |                         | \$1,071,141.50          |               |                       |

Town of Richlands  
 Reserve Analysis: 2024 -2025  
 General Fund  
 As of July 31, 2024

| <u>Actual</u>                                |                           | <u>Comments</u>  |
|--|---------------------------|--|
| Reserved Cash Balance                        | \$2,571,283               |  |
| Unreserved Cash Balance                      | 2,658,224                 | \$1.3M decrease from June                                  |
| Less: Adjustments                            | 0                         |  |
| Total Cash Balance                           | <u><u>\$5,229,507</u></u> |  |
| <br>   |                           |  |
| <u>Projected</u>                             |                           |  |
| Unreserved Cash Balance Rolling 12 Month Low | \$2,658,224               | Based on lowest point during August 2023 through July 2024 |
| Less: Adjustments                            | 0                         |  |
| Less: Projected Operating Revenues           | (788,450)                 | Budgeted revenue of \$7,884,504*10%                        |
| Surplus (Shortage)                           | <u><u>\$1,869,774</u></u> | \$201K decrease from June                                  |



Town of Richlands  
Reserve Analysis: 2023 -2024  
Water Department  
As of July 31, 2024

| <u>Actual</u>                                |                           | <u>Comments</u>  |
|--|---------------------------|--|
| Reserved Cash Balance                        | \$1,078,729               |  |
| <b>Unreserved Cash Balance</b>               | <b>936,152</b>            | <b>\$174K decrease from June</b>                           |
| Total Cash Balance                           | <u><u>\$2,014,881</u></u> |  |
| <b><u>Projected</u></b>                      |                           |  |
| Unreserved Cash Balance Rolling 12 Month Low | \$936,152                 | Based on lowest point during August 2023 through July 2024 |
| Less: Projected Expenses                     | <b>(484,125)</b>          | Budgeted expense of \$1,452,376*4 months/12months          |
| Less: Projected Debt Service Payments        | <b>(29,065)</b>           | Budgeted payments of \$87,195*4 months/12months            |
| <b>Surplus (Shortage)</b>                    | <u><u>\$422,962</u></u>   | <b>\$288K decrease from June</b>                           |

Town of Richlands  
Reserve Analysis: 2023 -2024  
Sewer Department  
As of July 31, 2024

|  |                      | <u>Comments</u>   |
|--|----------------------|---|
| <u>Actual</u>                                |                      |   |
| Reserved Cash Balance                        | \$488,342            |   |
| <b>Unreserved Cash Balance</b>               | <b>(459,917)</b>     | <b>\$51K decrease from June</b>                                   |
| Less: Adjustments                            | 0                    |   |
| Total Cash Balance                           | \$28,425             |   |
| <br>   |                      |   |
| <u>Projected</u>                             |                      |   |
| Unreserved Cash Balance Rolling 12 Month Low | <b>(\$479,014)</b>   | <b>Based on lowest point during August 2023 through July 2024</b> |
| Less: Adjustments                            | 0                    |   |
| Less: Projected Expenses                     | <b>(516,341)</b>     | <b>Budgeted expense of \$1,549,024*4 months/12months</b>          |
| Less: Projected Debt Service Payments        | <b>(14,948)</b>      | <b>Budgeted payments of \$44,844*4 months/12months</b>            |
| <b>Surplus (Shortage)</b>                    | <b>(\$1,010,303)</b> | <b>\$112K decrease from June</b>                                  |

Town of Richlands  
Reserve Analysis: 2023 -2024  
Electric Department  
As of July 31, 2024

| <u>Actual</u>                                |                             | <u>Comments</u>  |
|--|-----------------------------|--|
| Reserved Cash Balance                        | \$1,789,615                 |  |
| Unreserved Cash Balance                      | 651,324                     | \$2.3M decrease from June; primarily results from timing for natural gas generator                                   |
| Total Cash Balance                           | <u>\$2,440,939</u>          |  |
| <b>Projected</b>                             |                             |  |
| Unreserved Cash Balance Rolling 12 Month Low | \$651,324                   | Based on lowest point during August 2023 through July 2024   |
| Less: Projected Expenses                     | (2,421,333)                 | Budgeted expense of \$7,264,000*4 months/12months  |
| Less: Projected Debt Service Payments        | 0                           | Budgeted payments of \$0*4 months/12months   |
| Surplus (Shortage)                           | <u><u>(\$1,770,009)</u></u> | \$1.4M decrease from June; primarily results from timing for natural gas generator, offset by timing of AMP payments |



| 2024-2025 | ACCOUNT                                  | JULY             |
|-----------|--|------------------|
| BANK      |  |                  |
|           | VDOT HIGHWAY MAINT FUNDS                 | \$1,972,003.99   |
|           | TOTAL GENERAL FUND                       | \$5,229,507.23   |
|           | UNDESIGNATED / UNRESERVED - Governmental | \$2,658,223.70   |
|           | <u>WATER DEPARTMENT:</u>                 |                  |
|           | CASH ON HAND                             | (\$27,393.99)    |
|           | LEGACY/CLINCH VALLEY C.D. -WATER 67815   | \$107,766.58     |
|           | TRUPOINT                                 | \$921,597.90     |
|           | FIRST COMMUNITY                          | (\$1,760,039.08) |
|           | INTEREST CK                              | \$2,361,878.42   |
|           | INTEREST SAV                             |                  |
|           | PAYROLL                                  |                  |
|           | SAV-GENERAL                              | \$38,536.36      |
|           | CK-GENERAL                               | \$0.00           |
|           | PAYROLL                                  | \$0.00           |
|           | KENTS RIDGE PROJ                         | \$16,303.94      |
|           | WATER O & M #9087                        | \$323,170.48     |
|           | C.D. UT 1 - #6014724                     | \$33,060.10      |
|           | TOTAL WATER DEPARTMENT                   | \$2,014,880.71   |
|           | UNDESIGNATED / UNRESERVED-Water          | \$936,152.19     |
|           | <u>SEWER DEPARTMENT:</u>                 |                  |

| 2024-2025            | ACCOUNT               | JULY             |  |
|----------------------|-----------------------|------------------|--|
| BANK                 | ACCOUNT               | JULY             |  |
| <b>GENERAL FUND:</b> |                       |                  |  |
| CASH ON HAND         |                       | (\$11,055.18)    |  |
| TRUIST/BB&T          | FIRE PGR.             | \$84,411.32      |  |
|                      | UT DEPOSIT 32111838   | \$0.00           |  |
| TRUPPOINT            | ASSET-RLDS PD         | \$7,625.45       |  |
| CLINCH VALLEY BK     | C.D. - UTILITY        |                  |  |
| FIRST COMMUNITY      | INTEREST CK           | (\$1,214,214.36) |  |
|                      | INTEREST SAV          | \$3,694,466.40   |  |
|                      | PAYROLL               | \$0.00           |  |
| 1ST SENT.            | CK-GENERAL            | \$0.00           |  |
|                      | SAV-GENERAL           | \$68,312.26      |  |
|                      | SAV-GENERAL(DTF)      | \$280,256.84     |  |
|                      | PAYROLL               | \$0.00           |  |
|                      | FIRE DEPT.            | \$37,703.71      |  |
|                      | RESCUE DEPT.          | \$682.76         |  |
|                      | PS BLDG FUND 8898     | \$10,689.03      |  |
|                      | BIG CREEK REIMB       | \$62,479.65      |  |
|                      | STATE ASSET-DTF       | \$19,081.09      |  |
|                      | FED ASSET-RLDS PD     | \$2,887.42       |  |
|                      | FED FORF-DTF          | \$8,974.33       |  |
|                      | C.D. -8000002/1300943 | \$120,714.58     |  |
|                      | EMPLOYEE FLOWER       | \$275.65         |  |
|                      | CENTENNIAL SAV        | \$9,845.08       |  |
|                      | SECTION HOUSE         | \$6,393.60       |  |
|                      | COAL MINERS MEM       | \$24,801.86      |  |
|                      | MGNB-WHITE CHRISTMAS  | \$15,769.71      |  |
|                      | FC-POP UP RICHLANDS   | \$27,402.04      |  |

| 2024-2025                       | ACCOUNT                  | JULY             |
|---------------------------------|--------------------------|------------------|
| BANK                            |                          |                  |
|                                 | CASH ON HAND             | \$4,917.19       |
| TRUPOINT                        |                          |                  |
|                                 | VRA BOND                 | \$454,689.20     |
| FIRST COMMUNITY                 |                          |                  |
|                                 | INTEREST CK              | (\$1,442,054.63) |
|                                 | INTEREST SAV             | \$518,714.66     |
|                                 | PAYROLL                  | \$0.00           |
| 1ST SENT.                       | SAV-GENERAL              | (\$32,224.50)    |
|                                 | CK-GENERAL               | \$0.00           |
|                                 | PAYROLL                  | \$0.00           |
|                                 | BIRM SEW 013018872       |                  |
|                                 | WWTP O & M #9090         | \$490,730.09     |
|                                 | C.D. UT 1 - #6014724     | \$33,652.97      |
| TOTAL SEWER DEPARTMENT          |                          | \$28,424.98      |
| UNDESIGNATED / UNRESERVED-Sewer |                          | (\$459,917.19)   |
| <u>ELECTRIC DEPARTMENT:</u>     |                          |                  |
| TRUIST/BB&T                     |                          |                  |
|                                 | CASH ON HAND             | \$33,731.98      |
|                                 | UT DEPOSIT               | \$3,522.17       |
| FIRST COMMUNITY                 |                          |                  |
|                                 | INTEREST CK              | \$3,420,138.27   |
|                                 | INTEREST SAV             | (\$2,806,178.24) |
|                                 | PAYROLL                  | \$0.00           |
| 1ST SENT.                       | SAV-GENERAL              | \$109.90         |
|                                 | CK-GENERAL               | \$0.00           |
|                                 | PAYROLL                  | \$0.00           |
|                                 | C.D. UT -#4724/4732/4740 | \$271,285.92     |



| 2024-2025                            | ACCOUNT        | JULY           |  |
|--------------------------------------|----------------|----------------|--|
| BANK                                 | ACCOUNT        | JULY           |  |
| MINIMUM CASH RESERVE                 | SAV/CK-GENERAL | 1,518,329.00   |  |
| TOTAL ELECTRIC DEPARTMENT            |                | \$2,440,939.00 |  |
| UNDESIGNATED / UNRESERVED            | - Electric     | \$651,324.08   |  |
|                                      |                |                |  |
|                                      |                |                |  |
|                                      |                |                |  |
| GRAND TOTAL                          |                | \$9,713,751.92 |  |
| TOTAL UNDESIGNATED / UNRESERVED CASH |                | \$3,785,782.78 |  |

# Town of Richlands, VA

## Town Council Meeting

### Staff Summary

#### Action Item

|                          |                   |                     |  |
|--------------------------|-------------------|---------------------|--|
| <b>Agenda Title:</b>     | Budget Amendments |                     |  |
| <b>Staff Contact(s):</b> | Ronnie Campbell   |                     |  |
| <b>Agenda Date:</b>      | August 13, 2024   | <b>Item Number:</b> |  |
| <b>Attachment(s):</b>    |                   |                     |  |
|                          |                   |                     |  |
| <b>Reviewed By:</b>      | Jason May         |                     |  |

#### **SUMMARY:**

As The Town of Richlands starts its new fiscal year several budget amendments have been identified for the purchase, repairs and replacement of equipment, vehicles and grant opportunities. These amendments are vehicles for the Public Works and Waste Water plant directors, leaf vacuum truck, AC equipment at the Police and REC Park department buildings and overtime grants.

#### **FINANCIAL IMPACT AND FUNDING SOURCE:**

The financial impact and funding source includes transfers between expense and capital budgeted line items where business needs have changed and the use of unrestricted fund balances.

#### **RECOMMENDATION:**

Staff recommends Town Council review and approve the budget amendments to allow continued services and operating efficiencies, including building utility equipment.



To: Jason May, Town Manager

Date Submitted: 9/05/2024

SUBJECT: Budget Amendment

Date of Council Action: 9/10/2024

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

The purpose of the amendment is to transfer funds to the Waste Water Department Vehicle capital account from the Waste Water Department Retirement of Debt expense account in the amount of \$93,929 for the purchase of vehicles for the public works and waste water plant directors.

|                      | Account No.    | Title              | Department  | Amount           |
|----------------------|----------------|--------------------|-------------|------------------|
| Capital Account:     | 30-5438-640000 | Vehicles           | Waste Water | <u>\$93,929</u>  |
|                      |                |                    |             | <u>\$93,929</u>  |
|                      | Account No.    | Title              | Department  | Amount           |
| Expenditure Account: | 30-4380-510825 | Retirement of Debt | Waste Water | <u>-\$93,929</u> |
|                      |                |                    |             | <u>-\$93,929</u> |

Department Head \_\_\_\_\_

Department Head \_\_\_\_\_

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

Remarks: \_\_\_\_\_

Yes  No

Finance Officer: Ronnie Campbell

**ACTION OF TOWN MANAGER**

\_\_\_\_\_ - Approved for Council Action

\_\_\_\_\_ - Disapproved

**ACTION OF COUNCIL**

\_\_\_\_\_ - Approved

\_\_\_\_\_ - Disapproved

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





To: Jason May, Town Manager

Date Submitted: 9/05/2024

SUBJECT: Budget Amendment

Date of Council Action: 9/10/2024

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

The purpose of the amendment is to appropriate funds to the Public Works Street Department Vehicle capital account and the Fund Balance Allocation revenue account in the amount of \$35,000 for the purchase of a leaf vacuum truck.

|                  | Account No.    | Title                   | Department          | Amount           |
|------------------|----------------|-------------------------|---------------------|------------------|
| Capital Account: | 10-5421-640000 | Vehicles                | Public Works Street | \$35,000         |
|                  |                |                         |                     | <u>\$35,000</u>  |
|                  | Account No.    | Title                   | Department          | Amount           |
| Revenue Account: | 10-3704-480000 | Fund Balance Allocation | 3704 Revenue        | -\$35,000        |
|                  |                |                         |                     | <u>-\$35,000</u> |

Department Head \_\_\_\_\_

Department Head \_\_\_\_\_

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

Remarks: \_\_\_\_\_

Yes  No

Finance Officer: Ronnie Campbell

**ACTION OF TOWN MANAGER**

\_\_\_\_\_ - Approved for Council Action

\_\_\_\_\_ - Disapproved

**ACTION OF COUNCIL**

\_\_\_\_\_ - Approved

\_\_\_\_\_ - Disapproved

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



To: Jason May, Town Manager

Date Submitted: 9/06/2024

SUBJECT: Budget Amendment

Date of Council Action: 9/10/2024

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

The purpose of the amendment is to appropriate funds to the Police Department Building and Building Improvements capital account and the Fund Balance Allocation revenue account in the amount of \$13,600 for AC replacement and repairs.

|                  | Account No.    | Title                        | Department   | Amount               |
|------------------|----------------|------------------------------|--------------|----------------------|
| Revenue Account: | 10-3704-480000 | Fund Balance Allocation      | 3704 Revenue | <del>-\$13,600</del> |
|                  |                |                              |              | <u>-\$13,600</u>     |
| Capital Account: | 10-5414-660000 | Building & Building Improve. | Police       | \$13,600             |
|                  |                |                              |              | <u>\$13,600</u>      |

Department Head \_\_\_\_\_

Department Head \_\_\_\_\_

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

Remarks: \_\_\_\_\_

Yes  No

Finance Officer: Ronnie Campbell

**ACTION OF TOWN MANAGER**

\_\_\_\_\_ - Approved for Council Action

\_\_\_\_\_ - Disapproved

**ACTION OF COUNCIL**

\_\_\_\_\_ - Approved

\_\_\_\_\_ - Disapproved

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



To: Jason May, Town Manager

Date Submitted: 9/06/2024

SUBJECT: Budget Amendment

Date of Council Action: 9/10/2024

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

The purpose of the amendment is to appropriate funds to the REC Park Department Building and Building Improvements capital account and the Fund Balance Allocation revenue account in the amount of \$8,500 for AC replacement and repairs.

|                  | Account No.    | Title                        | Department   | Amount          |
|------------------|----------------|------------------------------|--------------|-----------------|
| Revenue Account: | 10-3704-480000 | Fund Balance Allocation      | 3704 Revenue | <u>-\$8,500</u> |
|                  |                |                              |              | <u>-\$8,500</u> |
|                  | Account No.    | Title                        | Department   | Amount          |
| Capital Account: | 10-5429-660000 | Building & Building Improve. | Police       | \$8,500         |
|                  |                |                              |              | <u>\$8,500</u>  |

Department Head \_\_\_\_\_

Department Head \_\_\_\_\_

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

Remarks: \_\_\_\_\_

Yes  No

Finance Officer: Ronnie Campbell

**ACTION OF TOWN MANAGER**

\_\_\_\_\_ - Approved for Council Action

\_\_\_\_\_ - Disapproved

**ACTION OF COUNCIL**

\_\_\_\_\_ - Approved

\_\_\_\_\_ - Disapproved

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



To: Jason May, Town Manager

Date Submitted: 9/05/2024

SUBJECT: Budget Amendment

Date of Council Action: 9/10/2024

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

The purpose of the amendment is to appropriate funds to the Police Department Other Grants revenue account and the Police Department Other Grants expense account in the amount of \$25,000 for overtime grant.

|                  | Account No.    | Title                   | Department   | Amount           |
|------------------|----------------|-------------------------|--------------|------------------|
| Revenue Account: | 10-3704-480000 | Fund Balance Allocation | 3704 Revenue | \$25,000         |
| Revenue Account: | 10-3702-435200 | Police Grants - Other   | 3702 Revenue | <u>-\$25,000</u> |
|                  |                |                         |              | <u>\$0</u>       |

|                      | Account No.    | Title        | Department      | Amount           |
|----------------------|----------------|--------------|-----------------|------------------|
| Expenditure Account: | 10-4110-524250 | Other Grants | Police - Grants | \$25,000         |
| Expenditure Account: | 10-4140-500150 | Overtime     | Police          | <u>-\$25,000</u> |
|                      |                |              |                 | <u>\$0</u>       |

Department Head \_\_\_\_\_

Department Head \_\_\_\_\_

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

Remarks: \_\_\_\_\_

Yes  No

Finance Officer: Ronnie Campbell

**ACTION OF TOWN MANAGER**

\_\_\_\_\_ - Approved for Council Action

\_\_\_\_\_ - Disapproved

**ACTION OF COUNCIL**

\_\_\_\_\_ - Approved

\_\_\_\_\_ - Disapproved

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







**AUGUST 2024  
MONTHLY TRAFFIC SUMMARY**

|                                     |    |                             |   |
|-------------------------------------|----|-----------------------------|---|
| No O.L.in Possession                | 3  | Improper Exhaust            | 2 |
| Dangling Objects                    | 3  | No Seatbelt                 | 2 |
| No Inspection Sticker               | 1  | Expired State Inspection    | 4 |
| Drive Without a License             | 5  | Driving While Revoked       | 1 |
| Improper Registration               | 3  | Improper Display of Tags    | 1 |
| Altered Tags                        | 1  | Improper Lane Change        | 1 |
| Following Too Close                 | 1  | Fail to Yield Right of Way  | 1 |
| Fail to Stop at Stop Sign           | 1  | Fail to Obey Traffic Lights | 1 |
| Fail to Maintain Control of Vehicle | 1  | Reckless By Speed           | 1 |
| Speeding                            | 14 | Driving While Intoxicated   | 1 |
|                                     |    |                             |   |
| WARNING- Driving Wrong Way, One Way | 1  | WARNING- Expired Inspection | 1 |
| WARNING- Fail to Obey Highway Sign  | 2  | WARNING- Speeding           | 3 |
|                                     |    |                             |   |

**TOTAL NUMBER TRAFFIC SUMMONS ISSUED: 48**

**ANIMAL CONTROL / ORDINANCE VIOLATIONS SUMMARY**

|                      |   |                            |   |
|----------------------|---|----------------------------|---|
| Dog at Large         | 3 | Dog Transported to Shelter | 1 |
| High Grass Violation | 6 | Trash Violation            | 2 |
| Inoperable Vehicle   | 1 |                            |   |

**TOTAL NUMBER ANIMAL CONTROL / ORDINANCE VIOLATIONS ACTIONS: 13**



**COUNCIL REPORT**

**September 5, 2024**

|  |       |
|--|-------|
| TOTAL CALLS FOR SERVICE THROUGH AUGUST 31, 2024          | 5,393 |
| TOTAL CALLS FROM JANUARY 1, 2023 THROUGH AUGUST 31, 2023 | 4,963 |

**INCREASE OF 430**

|  |     |
|--|-----|
| TOTAL CALLS FOR THE MONTH OF AUGUST 2024 | 704 |
| TOTAL CALLS FOR THE MONTH OF AUGUST 2023 | 725 |

**DECREASE OF 21**

