



**AGENDA**  
PUBLIC HEARING  
Richlands Town Hall  
February 13, 2024  
5:45 pm

- I. Call Hearing to Order
- II. Receive Public Comment to consider: implementation of a monthly fee of one dollar (\$1.00) for the purposes of brush and bulk pickup applicable to every municipal garbage/trash account within the Town of Richlands to be found the Town of Richlands Code of Ordinances Section 50.16
- III. Close Public Comment Period
- IV. Adjourn Public Hearing





"Please take NOTICE that the Richlands Town Council will hold a PUBLIC HEARING on Tuesday, February 13, 2024 at 5:45 p.m. (or as soon thereafter), in the council chambers at the Richlands Municipal Building located at 200 Washington Square, Richlands, Virginia, for the purpose of taking public comment regarding the implementation of a monthly fee of one dollar (\$1.00) for the purposes of brush and bulk pickup applicable to every municipal garbage/trash account within the Town of Richlands to be found in the Town of Richlands Code of Ordinances Section 50.16. A draft of the ordinance can be found at Town Hall for review of the public during normal business hours."

Amanda Beheler, Clerk





## AGENDA

### TOWN COUNCIL MEETING

At Richlands Town Hall

February 13, 2024

6:00 P.M.

- I. Call meeting to Order.
- II. Invocation
- III. Pledge of Allegiance
- IV. Additions/Deletions to Agenda
  - a. Authorization to Pay Bills (January)
  - b. Minutes –Public Hearing January 9, 2024, and the Regular Scheduled Meeting January 9, 2024, Special Called Meeting January 29, 2024.
- V. Scheduled Public Comments (5 Minute Max)
- VI. Unscheduled Public Comments (3 Minute Max)
- VII. Agenda Items
  - a. Chuck Presley-Tazewell County Board of Supervisors
  - b. Creative Communities-CART
  - c. Forensic Audit-UHY
  - d. Paving, Milling and Striping IFB
  - e. Lead Service Line Inventory Grant
  - f. Soccer MOU with Richlands High School
  - g. Propane Contract
  - h. WWTP/WTP upgrade projects
  - i. Mowing
  - j. Oriole Street Bridge-Engineering and Design
  - k. Fletcher Bright Deed (Va. Code Section 15.2-1803 Town accepts the property)
- VIII. Staff Reports / Updates
  - a. Monthly Financial Report

- IX. Attorney Report
  
- X. Town Manager Report
  - a. Message Boards
  - b. Delinquent Taxes
  - c. Park Security-Critterville
  - d. CDL-Travel and Training
  - e. Plantation Drive Stormwater
  - f. Chamber of Commerce dues
  - g. Richlands Youth Baseball Club MOU
  - h. Office Restructuring
  
- XI. Council Members Report
  - a. Laura Mollo
  - b. Jan White
  - c. Jordan Bales
  - d. Rick Wood
  - e. Gary Jackson
  - f. Seth White
  
- XII. Mayor's Comments
  
- XIII. Executive Closed Session:
  - a. Iron Street Property Pursuant to Va. Code Section 2.2-3711(A)(3)
  - b. Personnel-Pursuant to Va. Code Section 2.2-3711(A)(1)
  - c. Contract Discussion -Teen Center Pursuant to Va. Code Section 2.2-3711(A) (6)
  - d. Real Estate Broker Va. Code Section 2.2-3711(A)(6)
  
- XIV. Adjourn Meeting

**Next Regular Meeting is March 12, 2024.**

Town of Richlands				
PAID CHECKS REPORT				
1/10/2024 to 2/9/2024				
Check#	Paid To	Check Date	Amount	Description
15062	DRAVEN BALDWIN	1/12/2024	\$150.00	D BALDWIN-PD-ACADEMY WEEKLY PER DIEM PO 306146
15063	Landon Shelton	1/12/2024	\$150.00	L SHELTON-PD-ACADEMY WEEKLY PER DIEM PO 306146
15064	ANTHONY COX	1/19/2024	\$20.20	A COX-REC CONCESSION POWERADE PO RP2975
15065	BLAKE BAILEY	1/19/2024	\$124.00	B BAILEY-WWTP-CLASS 4 EXAM FEE PO WW82320
15066	DRAVEN BALDWIN	1/19/2024	\$150.00	D BALDWIN PD ACADEMY PER DIEM PO 306146
15067	ERIC JOHNSON	1/19/2024	\$41.65	E JOHNSON-WTP-PIZZA FOR EMPLOYEES
15068	GARRY BAILIFF	1/19/2024	\$5.99	G BAILIFF-WWTP-SOLDERING IRON PO WW82322
15069	J & W SCREEN PRINTING, INC.	1/19/2024	\$2,943.00	REC-BASKETBALL SHIRTS -YOUTH PO RP2976
15070	Landon Shelton	1/19/2024	\$150.00	L SHELTON-PD ACADEMY PER DIEM PO 306165
15071	LARRY HELTON	1/19/2024	\$5,442.00	PD #33,34, 47, 57 UPFITTING NEW TAHOE
15072	ZACHERY EARL BROWN	1/19/2024	\$152.28	Utility Refund for 11012188.00 93
15073	A T & T MOBILITY	1/25/2024	\$261.55	AT&T-DTF-WIRELESS SERVICE PO 306192
15074	ALDRIDGE, VICKIE LYNN	1/25/2024	\$20.00	REFUND OF S/C FOR 306 DELAWARE AVE
15075	ATLANTIC EMERGENCY SOLUTIONS	1/25/2024	\$439.74	AES-FIRE #526-ANNUAL PUMP TESTING PO F2178
15076	BERKLEY GROUP (THE), LLC	1/25/2024	\$1,181.25	INTERIM TN MGR SVCS 11.1.23-11.15.23
15077	CLERK, CIRCUIT COURT OF TAZEWELL COUNTY	1/25/2024	\$600.00	ANN FEE SECURE REMOTE ACCESS
15078	DRAVEN BALDWIN	1/25/2024	\$150.00	D BALDWIN-PD-PER DIEM-ACADEMY PO 306146
15079	ENDRESS + HAUSER, INC.	1/25/2024	\$6,124.50	WWTP-PROSONIC FLOW 91WA1 CLAMP ON 1CH/1SET PO WW82245
15080	KIDD TIRE AUTO PARTS	1/25/2024	\$133.21	KIDD TIRE-ST-PARTS, SUPPLIES
15081	Landon Shelton	1/25/2024	\$150.00	LONDON SHELTON-PD-PER DIEM-ACADEMY PO 306165
15082	LAW ENFORCEMENT SEMINARS LLC	1/25/2024	\$425.00	PD-BACKGROUND INVESTIGATIONS-J DANIELS PO 306173
15083	LEAF	1/25/2024	\$123.63	LEAF-PD-COPIER, INSURANCE PO 306166
15084	LEXISNEXIS RISK SOLUTIONS	1/25/2024	\$35.00	LEXIS-NEXIS-DTF-DEC 2023 CONTRACT FEE PO 306177
15085	LOWE'S	1/25/2024	\$108.43	LOWE'S-PD-NEW TAHOES-PROTECTIVE WALL FOR REAR WIRING PO 306163
15086	MOBILE COMMUNICATIONS AMERICA, INC.	1/25/2024	\$88.00	MCA-PD TUNING FORK CALIBRATION (5) PO 306176
15087	RICHLANDS FARM BUREAU	1/25/2024	\$28.61	RFB-ST-TRAFFIC SAFETY-BOLTS PO 5927
15088	RICOH USA INC.	1/25/2024	\$268.62	RICOH-PD-SQUAD RM/DISPATCH B/W & COLOR COPIES PO 306180
15089	RICOH USA, INC.	1/25/2024	\$247.21	RICOH-TN HALL-UT PRINTER, ADD'L COPIES
15090	SCOTT LAMBERT	1/25/2024	\$106.00	S LAMBERT-ST-BOOT ALLOWANCE PO 15219
15091	SCOTT MCCORMACK	1/25/2024	\$44.00	S MCCORMACK-RESCUE-ACLS/PALS FEE PO RS3751
15092	SEGRA	1/25/2024	\$2,417.36	SEGRA-PHONE SERVICE
15093	SOUTHWEST VIRGINIA CRIMINAL JUSTICE ACADEMY	1/25/2024	\$96.00	PD 3 EA POLO SHIRTS FOR BALDWIN, SHELTON PO 306190
15094	SPECTRUM BUSINESS	1/25/2024	\$104.12	SPECTRUM-WWTP 395 SCOTCH RD-TELEMETRY
15095	TAZEWELL AREA CHAMBER OF COMMERCE	1/25/2024	\$500.00	TAZ AREA CHAMBER-2024 MEMBERSHIP DUES-TOWN GOV'T
15096	TRANSUNION	1/25/2024	\$120.00	TRANSUNION-PD CONTRACT CHARGES PO 306068
15097	UPS	1/25/2024	\$38.19	UPS-EL DEPT-SAFETY TEST-GLOVE TESTING
15098	USABLUEBOOK	1/25/2024	\$450.05	WWTP-POTASSIUM CHLORIDE PO 82312
15099	VERIZON	1/25/2024	\$371.85	VERIZON-DTF/FIRE/RESCUE/PD
15100	VERIZON WIRELESS	1/25/2024	\$1,262.23	VERIZON WIRELESS-DTF/PD/RESCUE/ST/WWTP/W/S/E CELL PHONES
15101	QUANTUM POWER INC.	1/30/2024	\$50,000.00	LOAD FLOW & STABILITY ANALYSIS DEPOSIT
15102	DRAVEN BALDWIN	2/2/2024	\$150.00	D BALDWIN-PD-ACADEMY PER DIEM PO 306146
15103	Landon Shelton	2/2/2024	\$150.00	LONDON SHELTON-PD-ACADEMY PER DIEM PO 306165
15104	PENS.COM	2/2/2024	\$195.95	RESCUE-SPEC ACCT-250 PENS W/IMPRINT & ANTIMICROBIAL ADD PO RS3731
15105	TREASURER TAZEWELL COUNTY	2/2/2024	\$100.91	TREAS, TAZ CO-DEC 2023 CONS UT TAX
15106	AMAZON CAPITAL SERVICES, INC.	2/6/2024	\$3,206.94	PD/FIN OFFICE/FIRE/COUNCIL-MINUTE BOOKS, OFFICE SUPPLIES, BATTERIES
15107	APPALACHIAN POWER	2/6/2024	\$1,957.88	AEP-WWTP/ST/LINES/FIRE/RESCUE
15108	CREATIVETIME SOLUTIONS	2/6/2024	\$1,750.00	CUSTOM PAYROLL EXPORT FILE PRJ START DATE JAN 15, 2024
15109	INDUSTRIAL CHEM. LABS & SERVICES INC.	2/6/2024	\$440.62	LEAF-PD-KONICA MINOLTA COPIER, INSURANCE PO 306218
15110	LUSK DISPOSAL SERVICE, INC.	2/6/2024	\$811.06	LUSK-CVMC DEC 2023 HAUL SVC
15111	MGL PRINTING SOLUTIONS	2/6/2024	\$175.25	FIN OFFICE W-2 FORMS, ENVELOPES FOR PAYROLL
15112	PROFESSIONAL MAIL SERVICES, INC.	2/6/2024	\$401.94	PMSI-FEB 24 ALL BILLS -PRINTING
15113	PROFESSIONAL MAIL SERVICES, INC.	2/6/2024	\$1,588.67	PMSI-FEB'24 POSTAGE ALL BILLS
15114	RICOH USA INC.	2/6/2024	\$183.06	RICOH-PD-DISPATCH/SQUAD RM-COPIERS LEASES PO 306209
15115	RICOH USA, INC.	2/6/2024	\$194.97	RICOH-FIN OFFICE-COPIER LEASE, B/W, COLOR COPIES PO FIN6059
15116	STEPHEN O'QUINN	2/6/2024	\$15.00	S O'QUINN-REFUND-OVER PMT OF PERSONAL PROP TAXES
15117	TAZEWELL CO PUBLIC SERVICE AUTHORITY	2/6/2024	\$42.79	TAZ CO PSA-WWTP-LIFT STATION
15118	TREASURER OF VA - DEPT OF PROFESSIONAL AND OCCUP	2/6/2024	\$400.00	TREAS, DPOR-WWTP-LICENSE RENEWALS PO 82324
15119	TRI-COUNTY DRIVING ACADEMY	2/6/2024	\$4,500.00	ST-CDL CLASS-MATT ENDICOTT
15120	VERIZON	2/6/2024	\$537.84	VERIZON-FIRE, DTF, PD
15121	W-L CONSTRUCTION & PAVING, INC.	2/6/2024	\$351.26	W-L CONST-ST-3.31 TONS ASPHALT
15122	INDUSTRIAL CHEM. LABS & SERVICES INC.	2/6/2024	\$304.63	IND CHEM LABS-WWTP-50 LB SEWER CLEANER PO WW82296
15123	LEAF	2/6/2024	\$135.99	LEAF-PD KONICA COPIER, INSURANCE PO 306218
15124	BILLY SHELTON	2/8/2024	\$525.00	B SHELTON REC-REFEREE 21 GAMES BB 1/22/24-2/4/24
15125	DAVID ARVIL LEE	2/8/2024	\$150.00	DAVID LEE-REC-REF BB 6 GAMES
15126	DRAVEN BALDWIN	2/8/2024	\$150.00	D BALDWIN-PD-ACADEMY-PER DIEM PO 306146
15127	JUSTIN PRUITT	2/8/2024	\$100.00	J PRUITT REC-REF BB 4 GAMES
15128	JUSTIN SEAN LOWE	2/8/2024	\$475.00	J LOWE REC-REFEREE 19 GAMES BB 1/22/24-2/4/24
15129	Landon Shelton	2/8/2024	\$150.00	L SHELTON-PD-ACADEMY-PER DIEM PO 306165
15130	MATTHEW LANE REYNOLDS	2/8/2024	\$150.00	LANE REYNOLDS-REC BB 6 GAMES
15131	PHILIP MOHON	2/8/2024	\$25.00	PHIL MOHON-REC-REF 1 BB GAME
15132	SCOTT BALL	2/8/2024	\$575.00	S BALL-REC-REFEREE 23 GAMES BB 1/22/24-2/4/24
15133	TIMOTHY ELSWICK	2/8/2024	\$31.79	T ELSWICK-WWTP-PROPANE TORCH PO WW82328
15134	EXPRESS AV LLC	2/9/2024	\$4,978.79	COMM DEVEL GRANT-PROJECTION EQUIP PO IT5116
	Total Checks:		\$100,129.01	
	GRAND TOTAL		\$100,129.01	





# Town of Richlands, VA

## Town Council Meeting

### Staff Summary

#### Action Item

<b>Agenda Title:</b>	Presentation of the Forensic Town Audit		
<b>Staff Contact(s):</b>	Ronnie Campbell		
<b>Agenda Date:</b>	February 13, 2024	<b>Item Number:</b>	VII. c.
<b>Attachment(s):</b>	1.	Forensic Accounting Report	
<b>Reviewed By:</b>	Jason May & Susan Whitt		

#### **SUMMARY:**

Jack Reagan of UHY Advisors, Inc. (UHY) will present the highlights from the January 2022 – March 2023 forensic audit report virtually, including recommendations.

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

The report did not include any adjustments to the general ledger and financial statements. UHY had several recommendations for improvements to controls, reporting and efficiency gains.

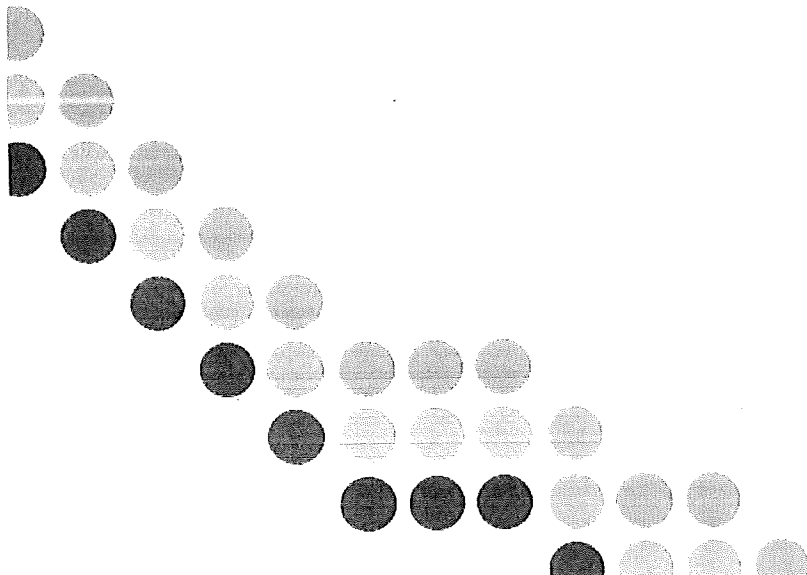
#### **RECOMMENDATION:**

There have been numerous changes in personnel, since the period covered by the audit. The current Staff takes note of the audit and has implemented or plans to implement improvements in the recommended areas.



# Town of Richlands

## Forensic Accounting Report



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## Executive Summary

The Town of Richlands, Virginia (the Town) issued an RFP for Forensic Accounting Services. UHY Advisors MidAtlantic, Inc. (UHY) was awarded the contract to perform forensic accounting services associated with all aspects of the Town of Richlands' financial transactions and operations to cover the last three years. The scope was to include identifying areas of fraud and misconduct and transaction mapping from the original invoice inception through the transaction completion cycle. The forensic engagement was to include, but not be limited to disbursement of funds, development of contracts, and other agreements.

## Scope of Work

The scope of our work included obtaining and reviewing the monthly reconciliations of all 30 bank accounts maintained by the Town, reviewing the contract with American Carpet Care and respective invoices, and reviewing the Town's payroll records. The period reviewed was from January 2022 through March 2023. The scope of work in the Town's payroll included a review of the payroll process for potential areas of payroll fraud by reviewing documentation such as, but not limited to, Year-to-Date Payroll Registers and Payroll Bank Reconciliations.

## Forensic Accounting Results & Observations

The results of our testing did not identify any instances of fraud and/or misconduct, however, we identified areas for improvement within Town processes, including:

- A bank account administration policy does not exist, resulting in the excessive amount of bank accounts owned by the Town and an invalid bank account.
- Bank account reconciliation procedures are not adequately performed to provide a clear documentation trail of reconciling items.
- Virginia's Public Procurement Act regulations were not adhered to as evidenced by the lack of contract monitoring with American Carpet Care.
- Terminated employees are not immediately removed and made inactive in the payroll system, increasing the risk and ability for fraudulent direct deposits in payroll cycles.
- Employee records were missing and could not be located, allowing for risk of fraudulent payroll processing and mismanagement of human resource records.
- Payroll report data had inconsistencies in employee naming conventions and employment status.
- Login access controls in the payroll system lacked segregation, allowing multiple users to access the system under the same login information.

## Recommendations

Based on the results of our procedures and observations, we recommend the following:

- Document and implement a bank account administration policy and procedures. This policy should include criteria describing when it is appropriate to open a new account, what process should be followed to get proper approval to open the account, how authorized signers are determined, and establishing criteria to demonstrate when a bank account should be closed. Such a policy should also describe the responsibilities of those involved in the banking process to ensure segregation of duties between recording of banking activity, account reconciliation, and custody of assets.

- Document and implement a bank account reconciliation policy and procedures. This policy should include preparation details (Date, Preparer, Reviewer), and standards such as evidence of review, retention of sufficient documentation so that reperformance can be done if needed, resolution of outstanding items, timing of reconciliation completion, and timing of the resolution of identified variances and bank errors. The written procedures should be detailed enough to denote the full range of duties relating to the execution of the bank reconciliation.
- Digitalize employee record filing and restrict access to prevent losses of employee files.
- Remove inactive employees from payroll system timely to prevent direct deposits in future payroll cycles.
- Provide each administrative user their own user login to access the payroll system.
- Develop payroll reports which detail all earnings included in gross pay to facilitate payroll reconciliation.
- Monitor large contracts to ensure that such large contracts are publicly competed in accordance with the Virginia Public Procurement Act.

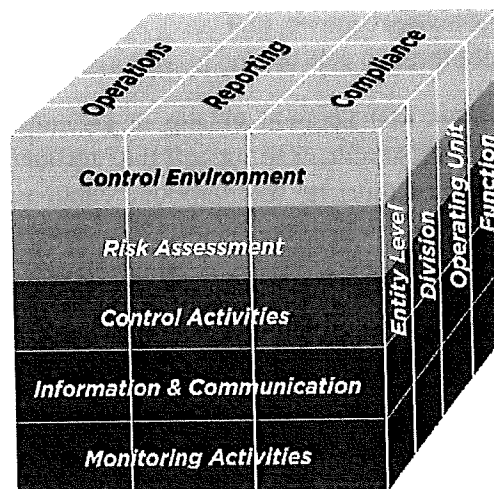
## Background

UHY Advisors MidAtlantic, Inc. (UHY) performed forensic accounting procedures over the Town of Richland's (Town) financial operations. The objective of our procedures was to identify any areas of fraud, misconduct, or other irregularities in the Town's financial management operations. This included examining disbursement of funds, payroll records, bank reconciliations, and contracts to determine if any fraud existed.

The results of our evaluation, supplemented by discussions with appropriate personnel involved in the Town's financial operations confirmed that opportunities for improvement exist.

## Methodology

We conducted our assessment through the lens of the comprehensive Committee of Sponsoring Organizations of the Treadway Commission (COSO) framework, and its five components and 17 principles of internal control. Several organizations sponsor COSO, including the American Institute of Certified Public Accountants (AICPA) and the Institute of Internal Auditors (IIA).



**Control Environment:** The control environment encompasses an organization's leadership, mission, goals, and desired outcomes. It is the set of standards, processes, and structures that provide the foundation for carrying out internal control across an organization. The control environment was assessed via discussions with management and employees. The 5 principles of this component are:

- An organization's integrity and ethical values,
- Governance structures that allow a board of directors to carry out their oversight responsibilities,
- The assignment of responsibility and authority for implementation of mission-specific objectives,
- The process for attracting, developing, and retaining competent employees, and
- Accountability structures

According to the IIA, a control environment is the foundation on which an effective system of internal control is built and operated in a company that aims to:

- Achieve its strategic objectives
- Provide reliable financial reporting to internal and external stakeholders

- Operate its business efficiently and effectively
- Comply with all applicable laws and regulations
- Safeguard its assets

**Risk Assessment:** The process of identifying and assessing the risks to the achievement of objectives and determining how an organization will manage its risks. The 4 principles of this component are:

- Specify appropriate objectives,
- Identify and analyze risks,
- Evaluate fraud risks, and
- Identify and analyze changes that could significantly affect internal controls.

**Control Activities:** The control activities are the policies, procedures and internal controls put in place to mitigate risks to the achievement of objectives, particularly the risks identified in the risk assessment. The 3 principles of this component are:

- Select and develop control activities that mitigate risks,
- Select and develop technology controls, and
- Deploy control activities through policies and procedures.

**Information and Communication:** Management obtains or generates and uses relevant and quality information from internal and external sources to support the functioning of the internal control system. Stakeholders across an organization must be well-informed about such pertinent information. The 3 principles of this component are:

- Collect high-quality information to keep internal control functioning effectively,
- Promptly disseminate relevant information about internal controls,
- Provide external stakeholders with critical information about internal controls.

**Monitoring Activities:** Organizations must monitor their internal control system to be able to identify deficiencies and correct them to ensure continuous improvement of the system. The 2 principles of this component are:

- Conduct frequent, ongoing evaluations of internal controls to determine which ones work effectively and which require improvement,
- Inform leadership of gaps in internal control promptly to ensure the initiation of proper corrective action and remediation steps.



## Scope of Work – Bank Accounts & Reconciliations

The scope of work was determined to be all Town-owned bank accounts. Refer to Appendix A for a list of all the bank accounts reviewed. To gain a detailed understanding of the bank reconciliation process, our team reperformed bank reconciliation for all accounts from January 2022 to May 2023.

### Financial Overview

UHY performed an analysis of the Town’s bank account cash balances and determined that the cash available to the Town as of 3/31/2023 was:

Main Deposit Account	\$ 11,219,995.08
Main Disbursement Account	\$ 197,433.33
Other Bank Accounts	\$ 2,598,556.97
Certificates of Deposit	\$ 552,418.60
<b>Total Cash on Hand @ 3/31/23</b>	<b>\$ 14,568,403.98</b>
<b>Unavailable Due to Restrictions</b>	
VDOT	\$ 2,410,527.26
ARPA	\$ 4,185,808.53
Other Bank Accounts	\$ 2,514,127.09
Certificates of Deposit	\$ 552,418.60
<b>Restricted Use Cash @ 3/31/23</b>	<b>\$ 9,662,881.48</b>
<b>Cash Available @ 3/31/23</b>	<b>\$ 4,905,522.50</b>

### Results & Observations

- **Bank Accounts** – The results of our review indicated that a bank account administration policy and process does not exist, resulting in the excessive amount of bank accounts owned by the Town and an invalid bank account. We obtained a list of all the bank accounts that the Town currently owns and determined that there is a total of 30 accounts held at 7 different financial institutions with locations in the Town.

Under Richlands’ Title III Administration, Section 30.02: *All money belonging to the town shall be deposited in the bank or financial institution properly licensed and insured by the Federal Deposit Insurance Corporation (FDIC), being located in the town, by the Treasurer in the name of the Town of Richlands.* A bank account administration policy provides guidelines for opening, making changes to, and closing an account, identifying authorized signers, identifying the type of account and its need, and the review of account activity to ensure compliance with its intended use. Without such policy, unauthorized bank accounts may exist, signers may no longer be appropriate, or the account may not be used for appropriate purposes.

- **Bank Account Reconciliations** – A comprehensive written policy over the bank reconciliation process does not exist to ensure that reconciliations are adequately performed to provide a clear

documentation trail of reconciling items. We reperformed the bank reconciliations for all 30 accounts from January 2022 to May 2023 and found instances of incomplete information and inaccuracies between the general ledger and bank statement. Upon follow-up with the Accounting Clerk regarding a lack of one-to-one transaction entry, we were informed that she was aware and was due to summarized instead of transaction-based entries. Such discrepancies and omissions raise concerns about the overall integrity and reliability of the financial information. Specifically,

- Unexplained reconciling items
- Uncleared deposits and withdrawals
- Outstanding checks
- Unresolved discrepancies
- Debit/credit entries on the bank statement were not a one-to-one entry in the general ledger, vice versa.
- No evidence of reviewer sign-off

Failure to reconcile bank accounts accurately and completely, as well as resolve reconciling items timely, increases the risk of fraudulent activity, disguises errors in the general ledger, and may negatively impact the Town’s cash position. Additionally, having bank reconciliations performed by persons lacking the requisite qualifications increases the risk of inaccuracies and other errors.

#### Recommendations

- Document and implement a bank account administration policy and procedures. This policy should include criteria describing when it is appropriate to open a new account, what process should be followed to get proper approval to open the account, how authorized signers are determined, and establishing criteria to demonstrate when a bank account should be closed. Such a policy should also describe the responsibilities of those involved in the banking process to ensure segregation of duties between recording of banking activity, account reconciliation, and custody of assets.
- Document and implement a bank account reconciliation policy and procedures. This policy should include preparation details (Date, Preparer, Reviewer), and standards such as evidence of review, retention of sufficient documentation so that reperformance can be done if needed, resolution of outstanding items, timing of reconciliation completion, and timing of the resolution of identified variances and bank errors. The written procedures should be detailed enough to denote the full range of duties relating to the execution of the bank reconciliation.

#### Scope of Work – Procurement Process

We obtained a ‘Paid Checks Report’ covering a period between 1/1/2020 and 4/30/2023 and found that American Carpet Care was one of the highest paid vendors in 2020 and 2021, aside from prior to having their services terminated in 2023. The scope was determined to be a vendor contract between the Town and American Carpet Care.

Calendar Year	2020	2021	2022	2023
Paid Amount	\$214,998.75	\$209,672.50	\$49,380.00	\$76,675.00

## Results & Observations

Our review determined that the Town's procurement process does not adhere to the Virginia Public Procurement Act (Act) as evidenced in the business dealings with American Carpet Care. The Act outlines the following:

*To the end that public bodies in the Commonwealth obtain high quality goods and services at reasonable cost, that all procurement procedures be conducted in a fair and impartial manner with avoidance of any impropriety or appearance of impropriety, that all qualified vendors have access to public business and that no offeror be arbitrarily or capriciously excluded, it is the intent of the General Assembly that competition be sought to the maximum feasible degree, that procurement procedures involve openness and administrative efficiency, that individual public bodies enjoy broad flexibility in fashioning details of such competition, that the rules governing contract awards be made clear in advance of the competition, that specifications reflect the procurement needs of the purchasing body rather than being drawn to favor a particular vendor, and that the purchaser and vendor freely exchange information concerning what is sought to be procured and what is offered. Public bodies may consider best value concepts when procuring goods and nonprofessional services, but not construction or professional services. The criteria, factors, and basis for consideration of best value and the process for the consideration of best value shall be as stated in the procurement solicitation.*

➤ **Lack of contract monitoring**

The Town entered into an agreement with American Carpet Care (ACC) on May 1, 2021 to provide mowing and landscaping services at various buildings and properties designated by the Town. The agreement was to run consecutively through April 30, 2022 with the Town reserving the right to negotiate the contract for one additional year of service up to a maximum of three years. We inquired with the Town whether any formal extensions were made to the original contract, and the Accounts Payable contact did not recall any revisions or modifications to extend the contract. However, UHY found that ACC invoiced the Town for services performed through December 2022.

Upon further review of invoices, UHY found that additional responsibilities were assigned to the vendor without a formal amendment to the original contract. ACC invoiced the Town for trash truck services and janitorial services. Based on retrieved emails, it appears that agreements were made verbally and through email without following appropriate procurement procedures.

➤ **Delayed Invoicing & Payment**

The Interim Town Manager, Heather Perry, formally communicated to ACC on March 10, 2023 that the Town was discontinuing the agreement. The Town Manager cited that ACC failed to meet the considerations outlined in the agreement and find it impracticable to verify billing invoices that were five to six months prior to receipt.

UHY was unable to verify when ACC invoices were received by the Town, however, we observed instances where batches of invoices were paid months in arrears. For example, invoices for janitorial services dated 7/31/22, 8/31/22, 9/30/22, 10/31/22, 11/30/22, and 12/31/22 were paid collectively via a check dated 1/10/23. Invoices with the same dates for mowing and landscaping services were paid collectively via a check dated 3/14/23.

➤ **Inadequate review of invoices**

It does not appear that the detail of provided by ACC in their invoices were sufficiently reviewed to ensure their accuracy and reasonableness. We reviewed 46 ACC invoices paid during Jan 2022 – Mar 2023 and found that 12 invoices did not have evidence of a signoff from an appropriate Town Representative.

In addition, six invoices were identified as ACC having billed an inaccurate number of hours worked despite having a Town Representative signoff on the invoice. Specifically, the Trash Truck invoices detailed 9 hours worked per worker (7a.m. – 4p.m.), however, the Town Manager noted that services were not scheduled to begin until 7:30a.m. and a half hour lunch was not accounted for, for a total of 8 hours to be billed. In another example, the Town Manager identified a duplicate charge for the same service and date.

### Recommendations

- The Town should designate a Contract Monitor to implement the following:
- A review of all Town contracts to ensure that any modifications made to the original contracts have been formally captured through amendments, appropriate approval, and adhered to the Virginia Public Procurement Act.
  - A process that includes a secondary review of invoices for accuracy and reasonableness prior to vendor payment.

### Scope of Work – Payroll

The core objective of this area of examination was to pinpoint potential vulnerabilities to payroll fraud within the payroll process spanning the years 2020 through 2022. The prediction for reviewing payroll was based on our review of the Town Meeting Minutes, in which the areas of Overtime were mentioned as a concern and area of interest. As a result of this, we concluded that it was both relevant and justified to perform examination procedures that could possibly detect instances of payroll fraud.

Our examination was guided by this scope of work and involved an examination of payroll documentation that included the following sources:

- Review of payroll registers
- Review of overtime hours approval
- Review of the employee termination list
- Examination of employee direct deposit information
- Review of employee files

### Fraud Examination Procedures Performed

➤ **Highest Compensated Employees Analysis**

We acquired the year-to-date Payroll Registers utilizing them to identify the ten (10) individuals with the highest compensation for each year. Employing a variance analysis, we evaluated their gross pay from 2020 to 2022 for these employees to identify salary and wages paid that deviated from the average payroll amount for the entire Township. We then verified that the individual pay increases for these individuals were properly approved.

➤ **Employee Gross Pay & Payroll Hours Analysis**

We performed an analysis of the regular payroll hours using the 2020-2022 Payroll Registers with the objective of establishing a connection between increases in an employee's gross pay due to increasing work hours or merit-based pay increments. We selected a sample of 40 employees whose pay increase exceeded the organization's median pay increase of 8% or \$4,000 compared to the previous year's gross pay. Moreover, we verified that all merit-based pay increments conformed to the organization's internal control and that they received the necessary authorization and approvals in accordance with established procedures.

➤ **Employee Overtime Hours Analysis**

We performed an analysis of the overtime payroll hours provided on the 2020-2022 Payroll Register with the objective of identifying a correlation with increases in gross pay to increases in hours. Furthermore, we also maintained skepticism for instances in which overtime hours reported were excessive based on hours worked or by department worked. We achieved this objective by verifying if overtime hours conformed to payroll protocols through the necessary approvals and authorization in accordance with established procedures.

➤ **Ghost Employee Testing**

We were provided the Direct Deposits Report as of 6/6/2023 for the last payroll of December 2022 and the initial payroll of June 2023. The purpose of this testing was to determine whether any individuals being paid through payroll disbursements were not employees. In addition, we confirmed whether the total direct deposit expense reported in the Direct Deposit List reconciliation for December 2022 agreed to the disbursement amount recorded in the December 2022 bank statement.

➤ **Ghost Employee Testing 2**

We obtained the Direct Deposits Report as of 6/6/2023 for the last payroll of December 2022 and the initial payroll of June 2023. The purpose of this testing was to determine whether any individuals being paid through payroll disbursements were not employees. We identified all employees on the report that used a P.O. Box for the home address. Based on the employees identified, we performed records searches readily available on the World wide web, to confirm the individual existence with other 3rd party data repositories.

## Testing Results

The results of our testing indicated the following:

➤ **Highest Compensated Employees Analysis**

We identified 15 employees paid above the average annual salary of \$24,820 and whose salaries were greater than our testing threshold of \$55,000. Of the 15 employees identified, we confirmed the pay increases to support the salaries were authorized. *We did note 1 instance in which our payroll recalculation for the "Gross Pay" of the employee (Employee id: P66) did not agree to the amount that should have been paid in the amount of approximately \$34,000. At the time of this report, management confirmed the employee is employed fulltime with the Police Department and Fire Department.*

➤ **Employee Gross Pay & Payroll Hours Analysis**

There are 40 employees with wage increases year over year unrelated to the 3% COLA increase and 5% salary increase for full-time employees. We confirmed the additional pay increases to support the salaries were authorized. ***Of the 40 employees examined, documentation for five (5) supporting wage increases could not be located by management upon request.***

➤ **Employee Overtime Hours Analysis**

During our examination procedures, we identified 17 employees whose overtime hours worked increased by 100% or more year over year (2020-2022); and whose overtime hours increased were greater than 80 hours from the previous year. We confirmed the claimed overtime hours through approval forms to support pay was authorized. ***Of the 17 samples, 5 employees' overtime approvals were not provided or located. From the remaining sample of 12 employees, we found multiple overtime forms submitted between the years 2021-2022 not in accordance with payroll approval protocols. See 'Observations' for additional details.***

➤ **Ghost Employee Testing**

During our examination procedures, we did not find multiple employees with the same bank account, which would have been an indicator of possible payroll misappropriation. **During our examination procedures, we did identify two (2) employees that received a payroll direct deposit after their termination date as provided by HR.**

➤ **Ghost Employee Testing 2**

During our examination procedures, we identified a total of 20 employees whose mailing addresses were P.O. Boxes. For those employees, we performed public record searches based on the related zip codes to locate or identify public records of the individual's existence. In some instances, phone calls were made to the phone # on file to verify existence. **During our examination procedures, we identified two (2) employees who did not produce sufficient public record data or could be verified through a phone call. We performed alternative procedures verifying their existence through copies of their personal identification in their employee files.**

## Observations

During our testing procedures, we observed the following instances within the payroll documentation:

➤ **Inconsistent Overtime Approval Protocols**

- There is a systemic error in employees not consistently receiving approvals from their supervisors, however, they did contain a signature from the Chief of Police.
- There is a systemic error in employees not consistently reporting their supervisor's name for overtime approvals.
- We discovered 7 timesheets that did not receive a signature from the Chief of Police or another authorized employee. Of these 7 timesheets, 5 had no proper supervisor's approval and 3 did not list the supervisor's name.
- We discovered an additional 7 timesheets that did not contain an employee name, yet the forms received a signature of approval from the Chief of Police.

- Inconsistent Payroll Data
  - The employee's recalculated total gross pay is inconsistent with the reported earnings on the year-to-date payroll register.
  - The 2020 & 2021 year-to-date Payroll Register reports from the payroll system contained inconsistent spelling for several employees.
  
- Inefficient Payroll Recordkeeping
  - As noted above, five (5) employees with substantial salary increases could not be supported with documentation or approval records.
  - During an interview with staff, it was noted that terminated employees are not immediately removed from the payroll system. There is a risk that terminated employees could be paid post-termination. We have received two (2) lists of terminated employees containing different data in each report. Specifically, in one of the lists, terminated employees were still shown as active in the payroll system.
  - Payroll Register Data from the town's payroll system is not organized to exclude inactive employee payroll data from active employee data.
  
- Access Controls over Payroll System and Employee Records
  - Upon receipt of the Payroll Register report, it was noted that an employee recurringly uses another employee's login credentials to access pertinent payroll and employer records and did not maintain their own user access to the Townships records.

## Recommendations

Based on our assessment results and observations, we recommend the following:

- Digitalize employee record filing and restrict access to prevent losses of employee files.
- Remove inactive employees from payroll system timely to prevent direct deposits in future payroll cycles.
- Provide each administrative user their own user login to access the payroll system.
- Develop payroll reports which detail all earnings included in gross pay to facilitate payroll reconciliation.

## Scope of Work – Financial Statement Analysis

The core objective of this area of examination was to perform a financial analysis on the Expenditures reported on the Statement of Activities for the fiscal years 2021 & 2022 to identify any abnormal increases occurring in the Statement of Activities expense accounts. The predication for performing an analysis of the financials was based on our review of the Town Meeting Minutes, in which the area of consulting expenses, payroll overtime, and electrical costs were mentioned as a concern and area of interest. This also supports our reason for limiting the scope of the financial analysis to this financial statement and the particular segment.

Our examination was guided by this scope of work and involved an examination of the basic financial statements from the following sources:

- Fiscal year 2022 draft financial statements

- Fiscal year 2021 audited financial statements.

#### Fraud Examination Procedures Performed

➤ **Vertical & Horizontal Financial Statement Analysis**

We acquired the audited fiscal year 2021 basic financial statements and the draft fiscal year 2022 basic financial statements to perform a vertical and horizontal comparison analysis. The parameters of the analysis are set to identify any abnormal increases above 10% from the prior year with the focus primarily on expenses and cash disbursements designated in the scope of work. We then inquired with management to explain the cause for the large changes between the years and determined if the cause is reasonable.

#### Testing Results

The results of our testing indicated the following:

➤ **Vertical & Horizontal Financial Statement Analysis**

We identified one expense that increased above 10% from the 2021 fiscal year. On the Governmental Statement of Activities, the public safety expense increased by \$771,978 in the 2022 fiscal year. *We inquired with management that the cause for the increase is a result of the Town fully adopting the full accrual method of accounting for the year. As a result, the cost for public safety increased from employee salaries, pension and OPEB related items.*



APPENDIX A – List of Town Bank Accounts

Bank Account Number	Financial Institution	Function	Balance as of 3/31/23
2884	First Community Bank	Main Deposit Account (Savings)	11,219,995.08
2330	First Community Bank	Main Disbursement Account (Checking)	197,433.33
3023	First Community Bank	Payroll Account	-
4964	First Community Bank	Pop-Up Richlands	32,402.04
7898	First Sentinel Bank	Old Savings Account - health insurance	67,470.73
9087	First Sentinel Bank	Water Operations and Maintenance	322,738.71
9090	First Sentinel Bank	Wastewater Operations and Maintenance	490,074.46
8059	First Sentinel Bank	State Asset - Tazewell County Narcotics Task Force	21,505.21
9854	First Sentinel Bank	Federal Asset - Tazewell County Narcotics Task Force	9,655.94
8062	First Sentinel Bank	Federal Asset - Richlands Police Dept.	10,304.21
9618	First Sentinel Bank	Centennial Fund (local business donations)	9,831.93
3422	First Sentinel Bank	Coal Miners Memorial	24,762.10
8898	First Sentinel Bank	Public Safety Building	10,689.03
9541	First Sentinel Bank	Rescue Squad (pass the boot)	809.55
2981	First Sentinel Bank	Kents Ridge Project (Water/Sewer project upgrade)	22,033.70
3087	First Sentinel Bank	Big Creek Reimbursement (housing development)	62,396.18
3317	First Sentinel Bank	Fire Department Account (pass the boot)	37,343.73
9379	First Sentinel Bank	Section House (tourism attraction)	9,157.51
5972	First Sentinel Bank	Employees Flower Fund	182.75
0667	MCNB Bank	White Christmas (fundraising)	10,232.48
1838	Truist Bank	Utility Deposit Money	3,521.69
4708	Truist Bank	Fire Program Account - Fire grant from VA to purchase fire truck	69,762.16
5175	TruPoint Bank	Water Plant Debt	919,751.62
2400	TruPoint Bank	VRA Bond Account - water/wastewater bond payments	448,694.18
4830	TruPoint Bank	State Asset - Richlands Police Department	15,237.06
7815	Legacy Bank	Certificate of Deposit	106,980.45
0943	First Sentinel Bank	Certificate of Deposit	115,599.07
4724	First Sentinel Bank	Certificate of Deposit	109,946.36
4732	First Sentinel Bank	Certificate of Deposit	109,946.36
4740	First Sentinel Bank	Certificate of Deposit	109,946.36



# Town of Richlands, VA

## Town Council Meeting

### Staff Summary

#### Action Item

<b>Agenda Title:</b>	Paving IFB award		
<b>Staff Contact(s):</b>	Jason May		
<b>Agenda Date:</b>	February 13 <sup>th</sup> , 2024	<b>Item Number:</b>	VII.d.
<b>Attachment(s):</b>			
<b>Reviewed By:</b>	Ronnie Campbell; Susan Whitt		

#### **SUMMARY:**

Staff released the IFB for paving before the holidays with a due date of January 31<sup>st</sup>. On January 31<sup>st</sup> the bids were opened. The town received two bids and the lowest bid was from W&L with a bid of \$498,397.42

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

The Town will use restricted fund balance/VDOT reimbursement funds for these expenses.

#### **RECOMMENDATION:**

Staff recommends awarding the contract to W&L.





P.O. DRAWER 927  
CHILHOWIE, VA 24319

PHONE (276) 646-3804 FAX (276) 646-8179



PROPOSAL

QUOTE TO: TOWN OF RICHLANDS

PROJECT: TOWN OF RICHLANDS 2024

ATTN: JASON MAY

DATE: 01/31/24

We are pleased to offer the following PROPOSAL for the above referenced project.

Item	Description	Quantity	Unit	Unit Price	Total
1	MOBILIZATION	1.00	LS	\$12,475.72	\$ 12,475.72
10	ASPHALT 12.5AL	3,450.00	TN	\$125.21	\$ 431,974.50
20	FLEX. PAVE. PLANING 0"-2"-VIRGINIA AVE.	8,050.00	SY	\$4.80	\$ 38,640.00
30	4"LINE MARKINGS-VIRGINIA AVE.	33,768.00	LF	\$0.40	\$ 13,507.20
40	RXR SYMBOL-VIRGINIA AVE	1.00	LS	\$1,000.00	\$ 1,000.00
50	24" STOP BAR	40.00	LF	\$20.00	\$ 800.00
JOB TOTAL:					\$ 498,397.42

Notes:

MOBILIZATION PRICES INCLUDED TWO MOVES, ANY ADDITIONAL MOBILIZATIONS SHALL BE CHARGED AT \$3,500.00 -EA.

- 1 W-L ASPHALT PLANTS WILL BE SHUT DOWN FOR WINTER MAINT. FROM 12/15/23 TO 3/31/2024.
- 2 W-L SHALL NOT BE RESPONSIBLE FOR REPAIRS FOR SUBGRADE IN THE CASE OF INADEQUATE OR UNSUITABLE MATERIAL.
- 3 QUANTITIES ARE ESTIMATED FROM IFB, ACTUAL QTYS WILL BE FROM TONS LAID IN PLACE AND SQUARE YARDAGE MILLED FROM 0" TO 2" MEASURED IN THE FIELD.
- 4 ASPHALT ADJUSTMENTS WILL BE MADE USING THE PRICE INDEX AT THE TIME OF CONTRACT SIGNING FOR QUALIFYING ITEMS.
- 5

CURRENT LIQUID ASPHALT PRICE INDEX (JAN 24):	\$602.50	PER SHORT TON (64-S-22)
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All proposals, or contracts are contingent upon satisfactory financial arrangements.  
All the following TERMS AND CONDITIONS will apply.

Estimate No.: 2240131

Submitted by: Travis Lambert  
TRAVIS LAMBERT / ESTIMATOR / PROJECT MANAGER





Bizzack Construction, LLC  
 3009 Atkinson Ave, Suite 200  
 Lexington, KY 40509

phone 859.299.8001  
 fax 859.299.0480  
 www.bizzackconstruction.com

Paving/Quarries Office  
 887 US Highway 19  
 Lebanon, VA 24266

phone 276.415.9104  
 fax 276.415.9103

<b>Proposal Submitted To:</b> Town of Richlands Virginia Attn: Mr. Ronnie Campbell 200 Washington Square Richlands, VA 24641	<b>Date Submitted:</b> 01/31/2024 <b>Expiration Date:</b> 30 days from Submittal Date
	<b>Job Name:</b> 2024 Paving, Milli, & Pavement Markings Bid
<b>Phone:</b> 276-964-2563	<b>Job Location:</b> Various in Town of Richlands, VA
<b>Civil Engineer:</b> NA	<b>Job Phone:</b>
<b>Plans:</b> NA	

Bizzack Construction, LLC (the "Company"), offers to furnish all labor, materials and/or equipment required for the performance of the herein below described work on property owned by Town of Richlands. The price to be paid the Company in consideration thereof shall be **\$(per unit prices listed below)** payable within 30 days of receipt of invoice for completion or partial completion of any work described below. Description of work (the "Work") and, if any, special provisions:

2024 TOWN OF RICHLANDS RESURFACING BID				
DESCRIPTION	QUANTITY	UNITS	UNIT PRICE	EXTENDED PRICE
Mobilization	1.00	LS	\$ 13,950.00	\$ 13,950.00
Virginia Ave. Milling ~ 1.5" Depth	7,600.00	SY	\$ 2.60	\$ 19,760.00
Virginia Ave. Paving ~ 1.5" SM-12.5A	1,000.00	TON	\$ 170.00	\$ 170,000.00
Kents Ridge Rd ~ 1.5" SM-12.5A	2,500.00	TON	\$ 151.75	\$ 379,375.00
Virginia Ave. 4" Wide Paint Pavement Mkg	4,200.00	LF	\$ 0.40	\$ 1,680.00
Virginia Av. Railroad Crossing Paint Pavement Mkg	1.00	EA	\$ 1,000.00	\$ 1,000.00
Virginia Ave. 24"W Stop Bar Paint Pavement Mkg	40.00	LF	\$ 20.00	\$ 800.00
Kents Ridge 4" Wide Paint Pavement Mkg	29,568.00	LF	\$ 0.40	\$ 11,827.20
			<b>TOTAL</b>	<b>\$ 598,392.20</b>

**Exceptions & Clarifications:**

- If the Town of Richlands allows Bizzack to retain milled asphalt, the above price would be reduced by \$ 32,000.00.
- This proposal is based on this month's Virginia Department of Transportation Monthly Bituminous Price Index for liquid asphalt cement which is currently \$ 602.50/TON for PG 64-S-22. The above prices will increase, or decrease based on the monthly index when the Asphalt Concrete is placed on the project.
- All completed work will be paid based on quantities installed at the above unit prices.
- Quality Control in accordance with VDOT Road & Bridge Specifications is included. Any requirements above these specifications are excluded and will be provided by others.
- An aerial photograph is attached depicting the area to be milled on Virginia Avenue as above priced.
- Price does not include any milling or paving of Virginia Avenue area between the bridge over the Clinch River and Front Street.





# Town of Richlands, VA

## Town Council Meeting

### Staff Summary

#### Action Item

<b>Agenda Title:</b>	Lead Service Line Inventory Grant		
<b>Staff Contact(s):</b>	Jason May		
<b>Agenda Date:</b>	February 13 <sup>th</sup> , 2024	<b>Item Number:</b>	VII.e
<b>Attachment(s):</b>			
<b>Reviewed By:</b>	Billy Shelton		

#### **SUMMARY:**

The Town of Richlands, VA will be provided funding from the Bipartisan Infrastructure Law (BIL) to complete a Lead Service Line Inventory Work Plan. The Town of Richlands Line Distribution Team have already started this project and are about halfway done at this point. The team expects the work to be completed by the end of the summer utilizing all in-house personnel to complete the project.

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

This funding is a reimbursement grant. Every quarter, the Town of Richlands will provide expenses to the Virginia Department of Health Clean Drinking Water office for reimbursement. The total funding allotted to the Town of Richlands is \$250,000. The Town will be utilizing FY 2024 Adopted Budget funded personnel to complete the project.

#### **RECOMMENDATION:**

Staff recommends accepting this opportunity and completing this project utilizing in house personnel. Staff recommends all proceeds from the grant be placed in a Capital Project Fund for a new Jet-Vac Truck. The Town of Richlands current Jet-Vac Truck is 20 years old, with 3,863 hours of work, and needs to be replaced. Using this funding and potential capital funding from the FY 2025 budget will allow the Town to purchase a new Jet-Vac Truck and keep the current apparatus as a backup.



Mr. Thomas Thompson, PE District Engineer  
Virginia Department of Health, Office of drinking Water  
131 Walker Street  
Lexington, VA 24450

Re: Lead Service line Inventory Project BIL – 01L -22 Work Plan Proposal

Dear Mr. Thompson:

The Town of Richlands, VA was provided funding through the Bipartisan Infrastructure Law (BIL) to complete a Lead Service line (LSL) Inventory. This inventory will be completed following a lead Service line Inventory work Plan that uses the required record reviews which are included below.

#### Required Records Review

Category	Description
Previous Materials Evaluation (4.1)	Information used for initial tap sampling inventory, special monitoring for corrosivity characteristics.
Construction and Plumbing Codes and Records (4.2)	All construction and plumbing codes, permits, and existing records or other documentation which indicates the service line materials used to connect structures to the distribution system (40 CFR §141.84(a)(3)(i)).
Water System Records (4.3)	All water system records, including distribution system maps and drawings, historical records on each service connection, meter installation records, historical capital improvement or master plans, and standard operating procedures (40 CFR §141.84(a)(3)(ii)).
Virginia Requirements (6.1.1)	Most recent approved LCR material survey. Lead Ban Guidance and Chronology (posted on ODW's website).
Ongoing Updating Required (3.4)	Systems must identify and track information on service line material as they are encountered during normal operations (e.g., checking service line materials when reading water meters or performing maintenance activities) (40 CFR §141.84(a)(5)).

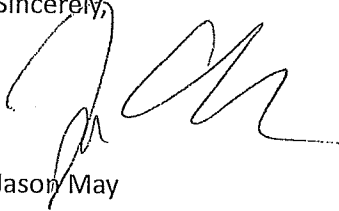
Any service line replacements or materials inspections. (40 CFR §141.84(a)(6)).

In Addition to the required record review the Lead Service Line Inventory Work Plan will also include only the service line material investigation methods that have already been pre-approved by the Virginia Department of Health Office of Drinking Water. These service line investigation methods are included in the below.

Service Line material Investigation Methods
Pre-Approved
Visual inspection of service line material at meter setting
Visual inspection inside home/building
Customer Self-Identification
Closed Circuit Television inspection (external)
Magnet and Scratch test
Excavation – vacuum and mechanical

No service line materials investigation methods will be used that have not already been pre-approved by the Virginia Department of Health Office of Drinking Water.

Sincerely,



Jason May

Town of Richlands, VA

- cc. Anthony Hess, Project Manager, FCAP – Lexington Field Office
- Tamara Anderson, Leap Program Manager, FCAP – Danville Field Office

Lead Service Line Inventory Methods  
Virginia Department of Health, Office of Drinking Water

Required Records Review	
Category	Description
Previous Materials Evaluation (4.1)	Information used for initial tap sampling inventory, special monitoring for corrosivity characteristics.
Construction and Plumbing Codes and Records (4.2)	All construction and plumbing codes, permits, and existing records or other documentation which indicates the service line materials used to connect structures to the distribution system (40 CFR §141.84(a)(3)(i)).
Water System Records (4.3)	All water system records, including distribution system maps and drawings, historical records on each service connection, meter installation records, historical capital improvement or master plans, and standard operating procedures (40 CFR §141.84(a)(3)(ii)).
Virginia Requirements (6.1.1)	Most recent approved LCR material survey. Lead Ban Guidance and Chronology (posted on ODW's website).
Ongoing Updating Required (3.4)	Systems must identify and track information on service line material as they are encountered during normal operations (e.g., checking service line materials when reading water meters or performing maintenance activities) (40 CFR §141.84(a)(5)). Any service line replacements or materials inspections. (40 CFR §141.84(a)(6)).

Additional approved criteria for classification as non-lead:

1. Classification based on service line installation date, home construction date, or original water main installation date. See the Lead Chronology document on ODW's Lead and Copper Rule Revisions guidance webpage.
2. Service lines larger than 2-inches are considered non-lead.

Service Line Material Investigation Methods	
Pre-approved	ODW Review and approve in advance
Visual inspection of service line material at meter setting	Water quality sampling (ODW to publish a protocol)
Visual inspection inside home/building	Statistical methods (see Michigan EGLE protocol)
Customer self-identification	Predictive modeling (see New Jersey guidance)
Closed Circuit Television inspection (external)	Emerging methods
Magnet and Scratch Test	Other methods
Excavation – vacuum and mechanical	

Notes:

1. Items not listed as pre-approved must be reviewed and approved by ODW in advance.
2. This is a living document. Check ODW's Lead and Copper Rule Revisions guidance webpage for updates.



# Town of Richlands, VA

## Town Council Meeting

### Staff Summary

#### Action Item

<b>Agenda Title:</b>	Soccer MOU with Richlands High School		
<b>Staff Contact(s):</b>	Jason May		
<b>Agenda Date:</b>	February 13 <sup>th</sup> , 2024	<b>Item Number:</b>	VII.f.
<b>Attachment(s):</b>			
<b>Reviewed By:</b>	Jordan Bales		

#### **SUMMARY:**

Richlands High School will be reconstructing their outdoor fields this spring, including the soccer field. The South West Virginia Community College is reconstructing its field this spring, including any field for use in soccer. With this situation, the Tazewell County Public Schools (TCPS) has reached out to inquire about utilizing the fields at Rec Park for Soccer practice and games this coming spring. The Town Manager has updated the current MOU between the Town and the Schools to include Soccer as a sport on the MOU and the Fields at Rec Park as one of the assets to be used. TCPS will improve the field, mark the field for soccer use (a big benefit for the field), and will maintain the field during the soccer season. The only changes to the MOU are the addition of the sport of soccer and the addition of the field at Rec Park. Nothing else has been modified and TCPS has the same responsibilities for this field as they have for all other Town assets being utilized by the School System. At this time, the addition of soccer to the MOU and the need for the field are both believed to be for one season.

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

The MOU has no financial impact and requires no funding source.

#### **RECOMMENDATION:**

Staff recommend accepting the prescribed changes to the MOU and expanding the current relationship between TCPS and the Town of Richlands.





## MEMORANDUM OF UNDERSTANDING

### USE OF TOWN OF RICHLANDS FACILITIES BY RICHLANDS HIGH SCHOOL

This MEMORANDUM OF UNDERSTANDING ("MOU"), dated October 1, 2021, 2021-2022 for identification purposes, but effective the last date signed below, made by and between Richlands High School / Tazewell County Public Schools and The Town of Richlands, Virginia, A Municipal Corporation of the Commonwealth of Virginia, hereinafter collectively referred to as the "Parties", who recite and agree as set forth below.

#### RECITALS

A. Richlands High School / Tazewell County Public Schools (hereinafter referred to jointly as the "School") sponsors a variety of extra-curricular activities, including athletics, many of which require specialized equipment or facilities for practice, training, and competition.

B. Richlands High School currently has **baseball, tennis, and soccer** teams (the "Teams"). Although the School has some on-campus facilities necessary for the Team to practice, train, and compete, the Town also has facilities which are utilized by the Teams in order to practice, train, and compete.

C. The School has approached The Town of Richlands (hereinafter, "Town") for the continued use of the Town's facilities, space, grounds, and equipment which can accommodate the athletic needs of the School and the Teams.

D. The Town likewise values the opportunity to host the School's student athletes, coaches, and volunteers, as well as members of the community with respect to the Team's practices and competition.

E. In light of their mutual interests, the School and the Town desire to enter into this MOU for the purpose of memorializing the terms by which their relationship shall be governed with respect to the School's Team and its use of the Town's facilities.

NOW, THEREFORE, in consideration of the foregoing recitals which are an integral part of this MOU, and in consideration of the terms and conditions set forth below, the Richlands High School / Tazewell County Public Schools and the Town agree as follows:

1. **Term and Termination:** The initial term of this MOU shall begin on July 29, 2021, and end on June 30, 2022. The term of this MOU shall automatically renew for



one year terms beginning on July 1 and concluding on June 30 of each year. Either party may terminate this MOU for any reason upon thirty (30) days written notice to the respective designee of the other as set forth hereinbelow, at any time, without penalty.

2. **Usage:** The School and its student athletes, coaches, and volunteers of the Team are permitted to use, and the Town shall make available during the Team's practices, training events, and competition, the following facilities, any or all of which will be individually or collectively referred to as the "Facility":

Outdoor Restrooms	Related Bleachers Baseball Field
Tennis Courts	Parking Lot
Baseball Scoreboard, Press Box, Dugouts	Soccer Fields
Related Outdoor Lights	Related Bleachers Soccer Field
Other _____	

3. **School and Facility Representatives.** The School and the Town will each designate a representative to communicate on behalf of each entity during the term of this MOU. Such representatives will work together to schedule the use of the Facilities and to communicate, discuss, schedule and resolve any issues with regard to the use of the Facilities pursuant to this MoU.

4. **Purpose of Use:** The School shall be permitted to make use of the Facility for the Team's varsity and junior varsity participation in (a) pre-season training, (b) weekly practice, (c) regular season competition, and (d) playoff competitions. The schedule for these events shall follow the calendar set by the Virginia High School League (VHSL).

5. **Coordination with Other Users.** The Parties understand and agree that this MOU is not exclusive. In addition to the School's use of the Facility, the Town also schedules events at the Facility with third parties. When the School is scheduling the Team's upcoming pre-season, season, and post-season games, the School Representative will communicate a proposed schedule with the Town Representative ("designee") so that the Team's season schedule does not conflict with a prior commitment between the Town and a third party for use of the Facility. The School and Town Representative will also arrange a schedule for the Team to have exclusive use of the Facility for pre-season training and in-season practice. The parties agree that the Team's use of the Facility takes priority over another third party use of the Facility during the Team's assigned VHSL athletic season.

6. **Personnel:** With respect to the operation of the Facility, the School agrees to have personnel available to accommodate each use described in Paragraph 2 of this



MOU, and to arrange with the Town at least forty-eight hours in advance of any scheduled event if Town staff or employees (police, public works, etc.) are necessary for such event. The Town shall not be responsible for those tasks typically borne by School employees and volunteers, including, but not limited to, selling programs, selling and taking tickets, set-up and tear-down of decorations and spirit material. In the event that the Parties determine that the Town need not have its personnel on location at the Facility while it is in the School's use, and the Town agrees to have at least one (1) employee "on-call" and ready to respond to any maintenance or operational issue that may arise during the School's prescribed use of the Facility.

7. **Maintenance:** The School agrees to maintain, mow, and clean the Facility, including but not limited to all items mentioned in Paragraph 2 above, in a safe, reliable, clean, and operational condition without defect or danger. Upon discovery, School agrees to immediately report to the Town any condition which arises during the School use of the facility and renders the facility unsafe, unreliable, unclean or which creates a defect or danger to the general public. School agrees to maintain and police the grounds for trash and other debris which accumulates during the School's use said facility, and to keep the facility free of such trash and debris during School's use thereof.

8. **Indemnification:** School agrees to indemnify and hold harmless the Town and its employees, agents, and volunteers, from any loss, claim, suit, or judgment, including, but not limited to, the costs of defending such claims, including attorneys' fees, resulting from any injury, death, loss, or damage sustained or claimed by any person claiming injury or damages caused by a danger or defect present at the Facility, whether known or unknown, or otherwise caused by the use of the Facility by the School and its student athletes, coaches, and volunteers of the Team, or by said student athletes, coaches, and volunteers of the Team engaging in any inappropriate, illegal, or negligent activity during their use of said Facility.

9. **Liability Insurance:** The parties acknowledge that the School will be considered the primary liability insurance carrier for any and all School scheduled usage activities occurring at said facility and that School will carry and maintain at its own expense comprehensive general liability insurance of not less than Two Million Dollars (\$2,000,000) with respect to personal injury, death, or property damage. The company writing the insurance will be licensed to do business in the Commonwealth of Virginia. The parties further acknowledge that the Town carries and maintains comprehensive general liability insurance of not less than One Million Dollars (\$1,000,000) with respect to personal injury, death, or property damage relative to any property owned and maintained by the Town, and that this coverage is written by VML, a company licensed to do business in the Commonwealth of Virginia.



10. Governing Law; Forum: This MOU shall be governed by the laws of the Commonwealth of Virginia. The state courts of Tazewell County, Virginia shall be the exclusive venues for the adjudication of any disputes regarding this MOU. The Parties consent to venue and jurisdiction in the foregoing courts and waive all questions and defenses of personal jurisdiction, improper venue, or forum *non conveniens* for the purpose of any action described in this section.

11. Autonomy and Immunity. In the application or interpretation of this MOU, nothing shall be deemed or construed as affecting or compromising the exclusive legal authority of the School Board and its officials to determine and direct the operation and management of its schools, including its exclusive authority in student matters, to the fullest extent permitted by Article VIII, Section 7 of the Virginia Constitution. This MOU does not create a legal agency, partnership, or joint venture relationship between the School and the Town with neither having the authority to bind the other on any basis. Moreover, nothing in this MOU shall affect, waive, or compromise the defense of sovereign immunity of the Town, its staff and its employees relative to any claims made by the School's student athletes, coaches, and volunteers, as well as members of the community with respect to the Team's practices and competition involving their usage of said facilities.

12. Entire Understanding: This MOU constitutes the entire understanding of the Parties with regard to the matters addressed herein. This MOU may not be modified except by written agreement of all Parties hereto.

WITNESS the following signatures:

Richlands High School / Tazewell County Public Schools

By: Rebecca L. Varnett \_\_\_\_\_ 2/21/22  
Date

Its: Charity M. Huret \_\_\_\_\_

The Town of Richlands

By: Jh D e \_\_\_\_\_ 2/21/22  
Date

Its: Charity M. Huret \_\_\_\_\_





# Town of Richlands, VA

## Town Council Meeting

### Staff Summary

#### Action Item

<b>Agenda Title:</b>	Propane Contract		
<b>Staff Contact(s):</b>	Jason May		
<b>Agenda Date:</b>	February 13 <sup>th</sup> , 2024	<b>Item Number:</b>	VII.g.
<b>Attachment(s):</b>			
<b>Reviewed By:</b>	Susan Whitt, Ronnie Campbell		

#### **SUMMARY:**

The Town of Richlands was purchasing propane from Heritage Propane for several years. Heritage Propane was purchased by AmeriGas in October of 2020. At the time of the purchase, AmeriGas alerted all customers of a 3-year contract going into effect for all customers not previously on a contract. The Town of Richlands contract with AmeriGas ended on October 31<sup>st</sup> of 2023. The invoice for the Town of Richlands from AmeriGas dated January 5<sup>th</sup>, 2024, shows a rate of \$4.409/gal. A local company, Clinch Valley Propane, has offered a contract at \$1.89 per gallon. Clinch Valley Propane is also offering no tank rental charges, hazmat fees, or delivery fees; all fees we are currently being charged by AmeriGas. The Town of Richlands has historically purchased between \$10k and \$15K a year in propane.

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

Changing providers of propane could provide a cost savings of nearly 50% in the future. With an annual expense of nearly \$15k, the Town of Richlands could save as much as \$7,500.

#### **RECOMMENDATION:**

Staff recommends accepting this opportunity and signing a new contract with Clinch Valley Propane.



Clinch Valley Propane

4205 Hwy 63

Speedwell, TN 37870

(276) 393-9639

Town of Richlands

200 Washington Sq.

Richlands, VA 24641

(276) 964-2566

**Propane Price Quote: 12-18-23**

Price Per Gallon: **\$1.89**

End Date: **June 30, 2024**

Tank Rental: **\$0**

Hazmat Fee: **\$0**

Delivery Fee: **\$0**

Maximum Gallons: 20,000 (No Penalty For Using Less Than 12,000 Gallons.)

No Charge to Change Out Tanks.

We have been in business for over 30 years and would love the opportunity to be your propane supplier. References available upon request.

Matthew Young

President, Clinch Valley Propane



# Invoice



ACCOUNT NUMBER: 203331886  
 INVOICE AMT DUE: \$0.00  
 DUE DATE:

INVOICE NO: 3159313469 INVOICE DATE: 01/05/2024  
 NAME: RICHLANDS FIRE RESCUE  
 SERVICE ADDRESS: 1800 THIRD STREET  
 RICHLANDS VA 24641

Previous Balance	Payments	Adjustments/Credits	New Charges	Account Balance Due	Invoice Amount Due
-\$1,223.16	\$0.00	\$0.00	\$582.37	-\$640.79	\$0.00

### Account Activity

Date	Ref No.	Description	Quantity	Price	Amount
01/04/24	728195877	Propane	120.0	\$4.409/GAL	\$529.0
		SITE:103947108			\$13.9
		HazMat Fee - T			\$9.9
		Fuel Recovery Fee-T			\$23.7
		State Sales Tax			\$5.5
		County Sales Tax			
		<b>TOTAL NEW CHARGES</b>			<b>\$582.3</b>

Account Balance Due includes all outstanding charges for which we have not received payment and may not reflect payments sent.

### MESSAGES

We periodically review and revise our standard Terms & Conditions. Visit our company website to read the T&C that apply. Effective July 15, 2020, the HazMat & Safety Compliance Fee is \$11.99 (where applicable). For more information, please visit the company's website to review our Terms & Conditions.

Contact Us: Billing, Service & Delivery: 276-964-9416 or www.amerigas.com/contact  
 Pay Online or Enroll in our Automatic Payment program: www.amerigas.com

THANK YOU FOR YOUR BUSINESS!

AMERIGAS - 7089  
 CORRESPONDENCE ONLY  
 PO BOX 45264  
 WESTLAKE, OH 44145

Account No.	Invoice No.	Invoice Date	Due Date	Amount Du
203331886	3159313469	01/05/2024		\$0.0

**TOTAL AMOUNT ENCLOSED \$**

Please return this portion with your payment

Account or user address change?  
 If yes, please check box and complete reverse side.

RICHLANDS FIRE DEPT  
 TOWN OF RICHLANDS  
 200 WASHINGTON SQ  
 RICHLANDS VA 24641-2441

REMIT PAYMENT ONLY  
 PO BOX 371473  
 PITTSBURGH PA 15250-7473

0203331886000315931346900000000582376



# Invoice



ACCOUNT NUMBER: 203331886  
INVOICE AMT DUE: \$0.00  
DUE DATE:

INVOICE NO: 3158053447 INVOICE DATE: 12/06/2023  
NAME: RICHLANDS FIRE RESCUE  
SERVICE ADDRESS: 1800 THIRD STREET  
RICHLANDS VA 24641

Previous Balance	Payments	Adjustments/Credits	New Charges	Account Balance Due	Invoice Amount Due
-\$1,728.93	\$0.00	\$0.00	\$505.77	-\$1,223.16	\$0.00

### Account Activity

Date	Ref No.	Description	Quantity	Price	Amount
12/04/23	726741774	Propane SITE:103947108	102.8	\$4.439/GAL	\$456.3
		HazMat Fee - T			\$13.9
		Fuel Recovery Fee-T			\$9.9
		State Sales Tax			\$20.6
		County Sales Tax			\$4.8
		<b>TOTAL NEW CHARGES</b>			<b>\$505.7</b>

Account Balance Due includes all outstanding charges for which we have not received payment and may not reflect payments sent.

### MESSAGES

We periodically review and revise our standard Terms & Conditions. Visit our company website to read the T&C that apply. Effective July 15, 2020, the HazMat & Safety Compliance Fee is \$11.99 (where applicable). For more information, please visit the company's website to review our Terms & Conditions.

Contact Us: Billing, Service & Delivery: 276-964-9416 or www.amerigas.com/contact  
Pay Online or Enroll in our Automatic Payment program: www.amerigas.com

THANK YOU FOR YOUR BUSINESS!

AMERIGAS - 7089  
CORRESPONDENCE ONLY  
PO BOX 45264  
WESTLAKE, OH 44145

Account No.	Invoice No.	Invoice Date	Due Date	Amount Due
203331886	3158053447	12/06/2023		\$0.00

**TOTAL AMOUNT ENCLOSED \$**

Please return this portion with your payment

Account or user address change?  
If yes, please check box and complete reverse side.

RICHLANDS FIRE DEPT  
TOWN OF RICHLANDS  
200 WASHINGTON SQ  
RICHLANDS VA 24641-2441

REMIT PAYMENT ONLY  
PO BOX 371473  
PITTSBURGH PA 15250-7473

0203331886000315805344700000000505770





# Town of Richlands, VA

## Town Council Meeting

### Staff Summary

Action Item

<b>Agenda Title:</b>	Water and Waste Water Construction Documents		
<b>Staff Contact(s):</b>	Jason May		
<b>Agenda Date:</b>	February 13 <sup>th</sup> , 2024	<b>Item Number:</b>	VII.h.
<b>Attachment(s):</b>			
<b>Reviewed By:</b>	Ronnie Campbell		

#### **SUMMARY:**

Over the past three months, the Town of Richlands has reviewed and approved the necessary wastewater rate increases to fund the Water and Wastewater upgrade construction projects. Staff are engaged with Bond Counsel and our Financial Advisors. Staff have met with staff from the Clean Drinking Water Office and maintained the principal forgiveness and the low interest loans. The Town is moving forward with this project as quickly as possible. The next step in this process is to re-engage with the engineering and design firm and begin creating contract documents; documents needed to advertise and award the construction contracts for the project.

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

Formally re-engaging with the engineering and design firm will have no additional cost for the Town.

#### **RECOMMENDATION:**

Staff recommends council officially authorize Town staff to re-engage with the engineering and design firm for water and wastewater upgrade construction documents through a formal vote.



# Town of Richlands, VA

## Town Council Meeting

### Staff Summary

#### Action Item

<b>Agenda Title:</b>	Mowing for the Town of Richlands		
<b>Staff Contact(s):</b>	Jason May		
<b>Agenda Date:</b>	February 13 <sup>th</sup> , 2024	<b>Item Number:</b>	VH-1
<b>Attachment(s):</b>			
<b>Reviewed By:</b>	Ronnie Campbell; Susan Whitt		

#### SUMMARY:

Staff have had several work sessions to discuss the Town's mowing needs and the most efficient and effective way of completing this process. The Town's mowing of VDOT roads is a VDOT allowable expense. VDOT will allow municipalities to utilize their maintenance dollars to implement and continue maintenance activities, one of which is vegetation control (a fancy way of saying mowing 😊). Staff are making the recommendation to bring all mowing in house; VDOT right of way, Town right of way, and Town facilities.

To bring this service in house, the town will need a four main crew (1 FT and 3 PT), a crew cab truck, a tractor with sickle, 1 ride behind mower, and 1 zero turn mower. All the equipment needed would be VDOT reimbursement eligible, but VDOT money can only be used based on the percentage of VDOT mowing completed by the equipment. The town currently has over \$3 million in VDOT reimbursement funding. \$500k will be utilized for the paving of Kents Ridge and Virginia Ave. The Oriole St Bridge is estimated to cost \$250k. After these two projects, the Town would still have over \$2 million available for maintenance of the Town's roads. Staff estimate needing around \$250k to start the program and 60 percent will be covered by VDOT and the remaining percentage would come from unrestricted fund balances.

The staff time for mowing will be split between VDOT maintenance dollars and general fund at the same rate as capital expenditures.

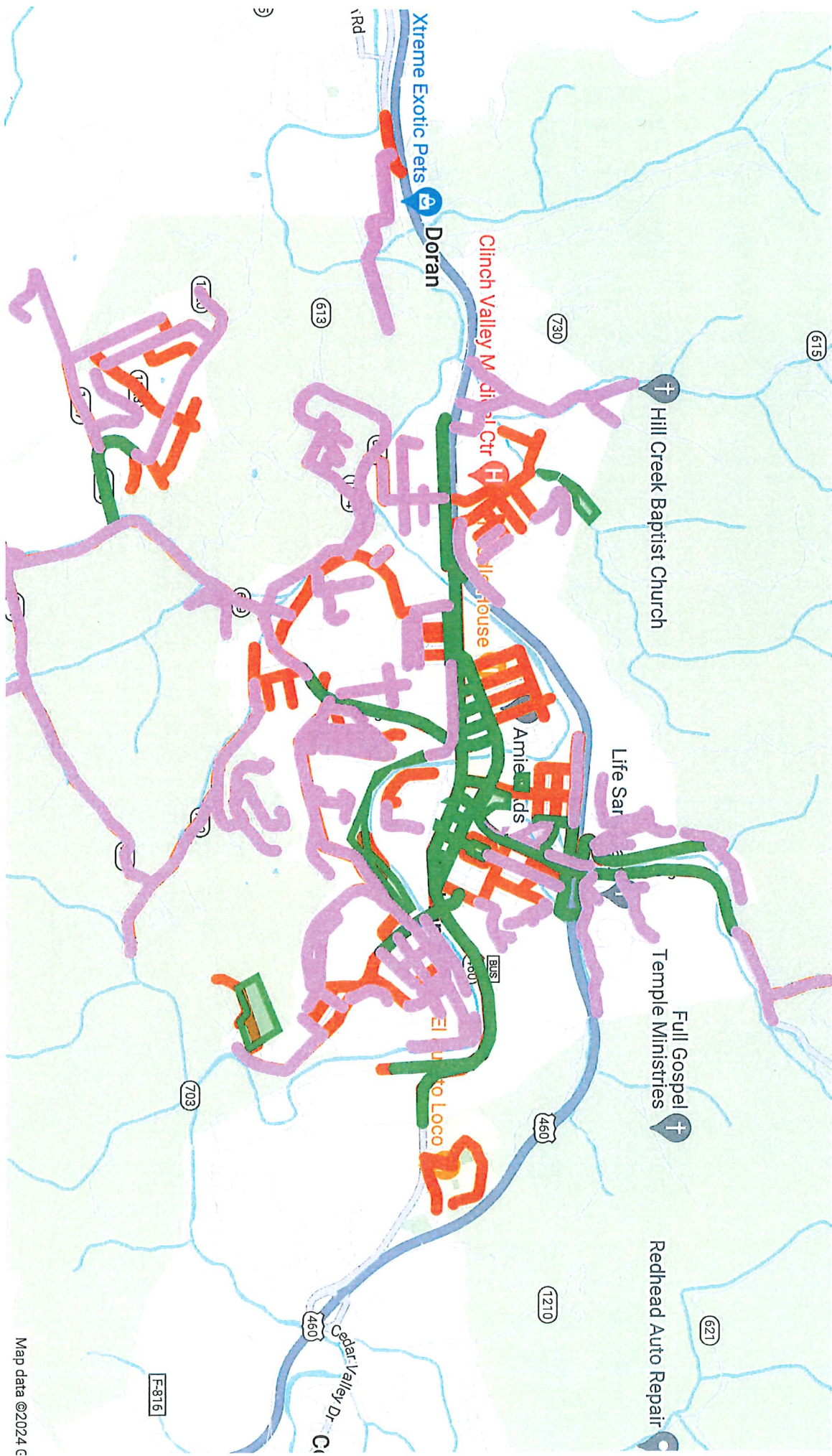
#### FINANCIAL IMPACT AND FUNDING SOURCE:

Bringing mowing back in house for the town will require up front capital cost. This capital cost is split between restricted and unrestricted fund balances. The personnel cost will be split between restricted fund balance and the general fund operating budget for Streets.

**RECOMMENDATION:**

Staff recommend moving forward with purchasing capital assets to begin mowing with Town staff. This will require up front capital cost, but the Town should be able to mow both Town areas and VDOT areas for less than the weekly rate paid for mowing last year.

# Map



Mowing Routes in Town



# Mowing B

Fifth Street – Outside town shop gate to bridge, both sides of bridge and all curbs and medians

Tazewell Avenue – Front St. to Second St. – all curbs and medians

Rockbridge Avenue – Front St. to Second St. – all curbs and medians

Floyd Avenue – Front St. to Second St. – all curbs and medians

Fairfax Avenue – Front St. to Second St. – all curbs and medians

Farmer Street – Veterans Dr. end ditch behind guardrail; Virginia Ave. end hill and bank around

**All mowing includes pickup of all loose trash from all Right of Ways.**





## **Mowing (B) Street Descriptions**

### **Mowing/ Landscape Specified Streets**

**Virginia Avenue** – Front St. to East Third St – curbing, East Third St to end of wall before East Fourth St.

**Edgewater Drive** – Front St to end of guardrail

**Veterans Drive** – Second St to intersection at Kents Ridge Rd

**Front St** – 460 bypass to corporation limits at Roma's Restaurant, includes all curbs and medians

**Second Street** – Front Street to Front Street, including all curbs, islands, and medians.

**Norfolk Avenue** – Front St to Second St

**Suffolk Avenue** – Second St to Washington Square

**Cresswood Drive** - Kents Ridge Rd to Terry Drive; Terry Drive to Mt. Brook Lane

**Third Street** – Allegheny St to Giovanni's – right hand side

**Clinch Street** – Railroad crossing to railroad crossing

**South Front Street** – Kents Ridge Rd to Tadano Crane Company- right hand side; Kents Ridge Rd to Veteran's Drive Bridge

**Bland Street** – Left hand side from 5<sup>th</sup> Street to 4<sup>th</sup> Street

**Sixth Street** – Bland St. to Buskill Avenue – both sides; ditch on left side from Bland St to bridge; behind guardrail on right side from Bland St. to the bridge

**Buskill Avenue** – Sixth St. to East St.

**Railroad Avenue** – Second St. to Brown Hollow Rd – both sides all curbs and medians

**Big Creek Road** – Brown Hollow Rd to railroad tracks – both sides as necessary

**Dickenson Place** – Front St. up hill to electric pole on right hand side

**Railroad Avenue** – Includes grassed area in front of mural wall at WBF White building includes mulching and landscaping if needed

**Washington Square** – All curbing around the outside of Washington Square and sidewalks



## Town Properties - Mowing (A)

### Mowing/ Landscape

- Police Dept – All
- Britts Park – All
- Post Office – Parking lot area, around islands and curbs
- Library – All
- \* - Railroad Parking Lot – Public parking lot, grass behind and grass / weeds in concrete cracks.
- Lake Park Ball Field – All
- Critterville – All areas including bank and curb. (Excluding Ball Fields)
- Rec Park – All areas, Including Ball Fields
- Town Hall – All including banks and curbs.
- \* - Railroad (Section) House – All  
Gov. G C Peery Hwy Bridge at Route 67 east to corporation limit.  
Above red lights at Front St. intersection, west to end of grassed median between Raven Rd. and west corporation limits, right side, left side, all curbs, and medians.
- 460 Off Ramps – 460 to route 67, both sides of roadway, North and South sides of Gov G C Peery Hwy
- Incubator – Grassed area between pavement and river and all of the hillside
- Shooting Range – Includes grassed areas at the range and obstacle course as well as the road sides and All training areas.
- All mowing includes pickup of all loose trash from all Right of Ways.



Tractor Mowing – Town of Richlands

Britts Park Rd.  
6<sup>th</sup> Street  
Mountain Rd.  
Central Ave.  
9<sup>th</sup> Street  
Hope Ave.  
Buskill Ave.  
East St.  
West St.  
Towne St.  
5<sup>th</sup> Street

Rescue Squad Building  
Railroad Tracks

---

Big Creek Rd.  
West Fork  
Brown Hollow Rd.  
Kentucky Ave.  
Dye Lane  
460 off ramps

Victor Pointe

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Suffolk Ave.  
Buchanan St.  
Grayson Ave.  
Dickenson Place

Tank Hill  
Spratt Rd.

---

Front St.  
Edgewater Dr.

460 Business

---

East 1<sup>st</sup> St.  
East 2<sup>nd</sup> St.  
East 3<sup>rd</sup> St.  
East 4<sup>th</sup> St.  
Pennsylvania Ave.  
Delaware St.  
Sycamore Lane  
Virginia Ave.  
Maguire Lane  
Rec. Park Rd. (to the top of hill)  
North St.  
Grove St.  
Crawford Ave.  
Farmer St.  
Ridge Rd.  
High St.  
Lowe St.  
Oak St.



# Tractor Mowing

Fairview St.  
Rimmer St.  
Hyatt St.  
Kents Ridge Rd.  
Purcell Rd.  
Vickey Dr.  
Dot St.  
Birmingham Rd.  
Randall Rd.  
Daw Rd.  
Cresswood Dr.  
Gary Dr.  
Terry Dr.  
Bryan Dr.  
Sandy Lane  
Deel Rd.  
Greenfield Dr.  
Burnett St.  
Cliff St.  
Hunters Ridge Rd.  
Ellen St.  
Cinch River Rd.  
Prater Dr.  
Barrett St.  
Cole St.  
Willow Ave.  
Spandex Alley  
Brown St.  
South 1<sup>st</sup> St.  
South Center St.  
South Front St.  
Allen St.  
Patton St.  
Page St.  
River St.  
Larrimee Rd.  
460 Four Lane  
Patteson St.  
Hill Creek Rd.  
Bragg Hollow Rd.  
Altizer St.  
Litton Ave.  
Lake View Rd.  
Ratliff St.  
Shooting Range  
Critterville Walking Trail to South Front  
Hidden Valley Water Tank Rd.  
Vacant lot on Altizer St.

Bay Rd.

Oxford St.

Chestnut St.

Horton Crest Dr.

Matney Lane

Plant Rd.

Gov. G.C. Perry Hwy

Raven Rd.

Spruce St.





Tractor Mowing

Vacant Lot across fence from Street Dept.

Iron St.

Sayers St.

Larry Horton's Lot

CHECK ALL ALLEYS



## **Appendix E – List of Maintenance Activities**

Section [33.2-100](#) of the *Code of Virginia* defines the term "maintenance" as follows: "For the purpose of this title, unless otherwise explicitly provided, the term 'maintenance' shall include maintenance, maintenance replacement, and any other categories of maintenance which may be designated by the Commissioner".

Maintenance activities pertain to preservation of each type of roadway structure and facility as near as possible in its condition as constructed.

Maintenance replacement activities pertain to the function of restoring each type of roadway structure and facility as near as possible to its condition as constructed.

In general, replacements-in-kind are acceptable charges; betterments are not acceptable. However, betterment or improvement work may be accomplished along with maintenance work provided proper credits or deductions are made and documented in the accounting and recording process. In some cases, certain maintenance related capital expenditures are allowed, however, these must be reviewed and approved by the Local Assistance Division prior to any expenditure.

A list of authorized maintenance and maintenance replacement activities is follows in this appendix. In addition, the following items of acceptable and unacceptable allowable costs are set forth:

Acceptable items:

1. Costs to implement and continue these procedures.
2. Payroll additives and applicable overhead charges.
3. Expenditures for training in maintenance or bridge inspection work.
4. Bridge inspection costs for bridges on all public streets.
5. Replacement, maintenance and energy costs for traffic signals.
6. Maintenance and energy costs for roadway lighting.
7. Cost to maintain features within right-of-way such as sidewalks, bikeways etc.
8. Use of municipal prison labor as long as there is a work order system sufficient to document the work is an eligible activity on an eligible street.
9. Operation of intelligent and other traffic control and surveillance systems to monitor and control traffic.
10. Traffic calming devices which meets VDOT standards.
11. Storm drainage replacement for undersized culverts.
12. Minor pavement widening where tractor trailers run off the pavement or intersection radii need to be increased to accommodate turning movements.
13. Reconstruction or replacement of roadbeds or sidewalks where deteriorated beyond repair.
14. Plant mix overlays for streets previously only surface treated.
15. Higher grade materials, such as traffic signs and paint, than originally used.
16. High intensity pavement marking devices on roadways.



17. Traffic control devices upgrading and replacement.
18. Barriers or guardrails to protect traffic control cabinets when the barrier or guardrail is immediately adjacent to the cabinet.

Unacceptable items:

1. Parking meter costs.
2. All costs on ineligible streets, except for bridge inspection costs.
3. Follow-up repairs to utility cuts.
4. All non-highway related items.
5. Municipality's share (contribution) on construction projects, example Revenue Sharing.

**Authorized Maintenance and Maintenance Replacement Activities For Eligible Municipal Streets**

- I. **MAINTENANCE ACTIVITIES** – preserves the roadway structure and/or facility as near as possible in its condition as constructed.

<u>ACTIVITIES</u>	<u>DESCRIPTION</u>
<b><u>Engineering &amp; Administration</u></b>	
Engineering	Salaries, expenses and equipment rentals for field engineering, inspection, and materials testing
Expendable Equipment	Purchase and repair of small tools and non-rental equipment; rental charges on inactive equipment
Administrative Overhead	Salary & expenses of maintenance supervisory personnel building overhead

<b><u>Surface Repair - Bituminous</u></b>	
Spot Sealing or Skin Patching	Patching with liquid asphalt
Premix Patching	Patching with commercial or shop prepared mixes
Spot Reconditioning	All surface and base repairs for reshaping and reconditioning sections of roadway less than 1,000 feet
Seal Cracks on Bituminous Surfaces	With liquid asphalt
Repairing Bleeding Pavements	General Maintenance
Slurry Patching	With slurry machine
Heavy Mechanized Patching	Application of hot or cold bituminous mixes with motor graders and paving machines
Other Bituminous Surface Maintenance	Planning and smoothing bituminous surface emergency patching with stone dust or other non bituminous materials.

<b><u>Surface Repair - Concrete</u></b>	
Patching with Concrete	Holes and blow-ups including removal of existing concrete
Patch with Other Material	With bituminous or epoxy material
Grouting, Undersealing, & Pavement Jacking	Pumping bituminous material beneath pavement,



	filling voids by grouting, and pavement jacking
--	---

<b><u>Shoulder Maintenance</u></b>	
Non-Hard Surface	Machining and repairing low shoulders
Hard Surfaced Shoulders	Spot sealing, patching holes, sealing joint between shoulder and pavement, repairing low or high shoulders
Other Shoulder Maintenance	Applying dust palliatives to shoulder

<b><u>Ditches and Drainage</u></b>	
Clean and Reshape Ditches by Machine	Where ditch spoil is used on shoulders or loaded and hauled
Hand Cleaning of Ditches	All hand ditch work
Other Drainage Maintenance	Cleaning curb and gutter and drop inlets

<b><u>Road Side</u></b>	
Erosion Repair	To cut slopes, fill slopes, washouts, and the removal of minor slides
Cleaning Right-of-Way	Removing debris on right-of-way
Reseeding, Mulching, Sodding, and Replacing soil	Replacing soil, sod, mulch, and reseeding right-of-way
Waysides and Rest Areas	General maintenance of areas to serve traveling public adjacent to eligible street
Bus Shelters	General maintenance
Roadside Structures	Maintenance of sidewalks, retaining walls, rip rap, curb and gutter and guard rails
Fences	Maintenance of right-of-way and access control fences
Street Sweeping	Mechanical cleaning of roadways

<b><u>Vegetation Control</u></b>	
Tractor Mowing and Hand Mowing	Within standards of maintenance
Brush Cutting	Cutting and removal
Spraying Brush, Weeds and Grass	All use of herbicides or soil sterilants

<b><u>Signs and Traffic Control</u></b>	
Signs	Cleaning, repairing, replacing, and resetting signs
Traffic Signals	Replacement, maintenance and energy costs
Railroad Protection Devices	Payments to railroads for maintenance and operation to grade crossing protection

<b><u>Traffic Services and Operations</u></b>	
Traffic Counts	Arterial Roads and Collector/Road Streets
Highway Lighting	Maintenance and energy costs
Operation and Maintenance of Fog Warning System	General maintenance
Maintenance of Impact Attenuators	General maintenance

<b><u>Snow and Ice Control</u></b>	
Deicing Chemicals and Abrasives	
Snow Removal Expendable Equipment	Cost of spreaders, plows, or other snow removal equipment





Snow Fence	Cost of fence, erection and removal
Snow and Ice Control Support	Cleaning and servicing of snow removal equipment, and cleaning and washing bridges after storms
Snow Removal and Ice Control Availability Fee	Paid to hired equipment owners for making their equipment available for snow removal



<b>Structures</b>	
Bridge Inspection	All structures
Repairing Substructure	Repair and repainting bridge substructure removal of drift and ice flows
Repairing Superstructure	Repair and repainting the bridge superstructure
Repairs to Large Drainage Pipelines	
Repairs to Box Culverts	
Waterproof Bridge Decks	Includes linseed oil or epoxy treatments to bridge decks, wheel guards, and rails
Underwater Substructure Investigations	
Operation of non-toll Bridges	Operational expenses of drawbridges
Purchase of Equipment	Required to accomplish ordinary maintenance activities
Purchase of Materials	Required to accomplish ordinary maintenance activities

II. **MAINTENANCE REPLACEMENT ACTIVITIES** – restore the roadway structure and/or facility as near so possible to its condition as constructed.

<b>ACTIVITIES</b>	<b>DESCRIPTION</b>
<b><u>Engineering &amp; Administration</u></b>	
Engineering	Salaries, expenses and equipment rentals for field engineering, inspection, and materials testing
Expendable Equipment	Purchase and repair of small tools and non-rental equipment; rental charges on inactive equipment
Administrative Overhead	Salary and expenses of maintenance supervisory personnel building overhead
Pavement Management Inspection	As required

<b><u>Surface Replacement</u></b>	
Reconditioning Hard-Surfaced Roads	Restoration of base and surface to original condition bituminous resurfacing
Bituminous Retreatments	Applied to existing bituminous surfaces
Portland Cement Concrete Pavement Slab Replacement	Portland cement concrete overlays and grooving

<b><u>Shoulders and Drainage</u></b>	
Bituminous Retreatments	Existing hard-surfaced shoulders
Drainage Structures	Replacement of structures with equivalent dimensions
Extraordinary Cleaning of Major Outfall Ditches and Channels	Street drainage only



<u>Roadside</u>	
Major Cut and Fill Washouts and Slides	Replacing major cut and fill slopes, removal of major slides
Major Waysides and Rest Areas	Major repairs or replacements of roadsides serving the traveling public adjacent to eligible street
Replacement of Right-of-Way Fences	All replacement
Replacement of Existing Shrubs and Trees	All replacement

<u>Signs</u>	
Signs	Replacing sign structures, refurbishing major signs
Traffic Signals	Replacing traffic signals and equipment
Pavement Marking	Painting centerlines, edge lines and messages
Reflection Pavement Markers	Replace raised pavement markers

<u>Structures</u>	
Major Substructure	Major repairs with equivalent dimensions
Major Superstructure	Major repairs with equivalent dimensions

<u>Equipment and Materials</u>	
Purchase of Equipment	Required to accomplish maintenance replacement activities
Purchase of Materials	Required to accomplish maintenance replacement activities



# Town of Richlands, VA

## Town Council Meeting

### Staff Summary

#### Action Item

<b>Agenda Title:</b>	Fletcher Bright Property Deed		
<b>Staff Contact(s):</b>			
<b>Agenda Date:</b>	February 8, 2024	<b>Item Number:</b>	VII. k.
<b>Attachment(s):</b>		N/A	
<b>Reviewed By:</b>	Mike Thomas, Attorney and Susan Whitt		

#### **SUMMARY:**

The Fletcher Bright Company wants to gift the Town a parcel of property near the former Richlands Mall location as has been previously discussed with Council.

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

The parcel could potentially be used as a recreational area or small park in the future and benefit the community with no acquisition fees paid by the Town as the property as it is a gift.

#### **RECOMMENDATION:**

The Attorney recommends taking a public vote on the acceptance of the property as required by Virginia Code Section 15.2-1803 and allowing Town Manager Jason May to sign the Deed on behalf of the Town.





# 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>	February 13, 2024	<b>Item Number:</b>	VIII.
<b>Attachment(s):</b>	1.	Income Statement Summary	
	2.	Income Statement Detail	
	3.	Reserve Analysis	
<b>Reviewed By:</b>	Jason May and Susan Whitt		

#### **SUMMARY:**

The attachments include the financial results for December 2023. 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 in more detail.



Town of Richlands  
Income Statement Summary: 2023 - 2024  
For the Period Ending 12/31/2023

<u>Fund</u>	<u>Current Month Net Income (Loss)</u>	<u>Year To Date Net Income (Loss)</u>	<u>Drivers</u>	<u>Variance Permanent or Timing</u>
General	\$732,828	\$186,835	YTD net income primarily results from lower expenses (46.1% of budget) in Finance, IT, Fire and Street/Sanitation Departments, offset by lower revenues (44.1% of budget) in other taxes and fees, business licenses and capital purchase.	Revenue Other Taxes and Fees- Timing, Revenue Personal Property Taxes - Permanent; Capital (ARPA Fund Offset) - Permanent; Expenses - Timing
Water	41,573	81,590	YTD net income primarily results from lower revenues (41% of budget).	Revenues - Permanent
Sewer	27,186	82,717	YTD net income primarily results from lower revenues (38% of budget), offset by slightly lower expenses (48% of budget).	Revenues - Permanent; Expenses - Timing
Water/Sewer Line Maintenance	(43,535)	(189,209)	There is not a separate revenue stream. Expenses (40% of budget) are trending lower at this time.	Expenses - Timing
Electric	68,386	(56,516)	YTD net loss primarily results from lower revenues (41% of budget) and capital purchase, offset by lower expenses (40% of budget).	Revenues - Permanent; Capital - Permanent (ARPA Fund Offset); Expenses - Timing
Total All Funds	<u>\$826,439</u>	<u>\$105,417</u>		



**Town of Richlands**  
**Income Statement: 2023 - 2024**  
**For the Period Ending 12/31/2023**

General Fund					
Account Number	Account Description	Estimated Revenue	Activity this Period	Revenue YTD	% Received
10-3700-410000	REAL ESTATE TAXES	\$535,000.00	\$326,427.96	\$478,241.49	89.39%
10-3700-410050	R E TAX BUDGET	\$20,000.00	\$0.00	(\$28,690.28)	-143.45%
10-3700-410100	R.E. TAXES PRO RATA	\$1,000.00	\$150.37	(\$1,261.03)	-126.10%
10-3700-410200	DELINQUENT TAXES	\$20,000.00	\$1,489.42	\$7,735.27	38.68%
10-3700-410300	PENALTIES ON TAXES	\$2,000.00	\$58.85	\$372.91	18.65%
10-3700-410400	INTEREST ON TAXES	\$5,000.00	\$137.88	\$1,297.52	25.95%
10-3700-410500	PUBLIC SERVICE TAXES	\$46,000.00	\$40,520.29	\$40,839.55	88.78%
10-3700-410500	R E TAX OVERPAYMENTS	\$0.00	\$0.00	\$373.87	0.00%
<b>Total Dept:3700</b>	<b>REVENUE</b>	<b>\$629,000.00</b>	<b>\$368,784.77</b>	<b>\$498,909.30</b>	<b>79.32%</b>
10-3701-411000	BANK STOCK TAXES	\$173,000.00	\$0.00	\$0.00	0.00%
10-3701-411100	RESTAURANT FOOD TAX	\$906,500.00	\$84,340.75	\$529,713.37	58.44%
10-3701-411200	BUSINESS LICENSES	\$500,000.00	\$462.48	\$6,775.33	1.36%
10-3701-411300	MOTOR VEHICLE LICENSES	\$30,000.00	\$11,616.55	\$30,314.73	101.05%
10-3701-411400	MOBILE HOME LICENSE	\$8,000.00	\$2,160.02	\$6,639.55	82.99%
10-3701-411450	PERSONAL PROPERTY TAX	\$155,000.00	(\$52.09)	(\$7.61)	0.00%
10-3701-411500	CIGARETTE TAX	\$200,000.00	\$15,000.00	\$97,500.00	48.75%
10-3701-411550	DELINQUENT PER PROPERTY TAXES	\$1,000.00	\$271.46	\$2,084.97	208.50%
10-3701-411650	PENALTIES ON PER PROPERTY TAXES	\$0.00	\$13.59	\$109.60	0.00%
10-3701-411750	INTEREST ON PERSONAL PROPERTY TAXES	\$0.00	\$17.02	\$99.02	0.00%
10-3701-412000	ZONING PERMITS	\$1,000.00	\$15.00	\$620.00	62.00%
10-3701-413000	COURT FINES & FOREFEITURE	\$30,000.00	\$1,607.92	\$17,875.37	59.58%
10-3701-413050	E-CITATION COLLECTIONS	\$500.00	\$233.42	\$1,199.03	239.81%
10-3701-413100	PARKING VIOLATIONS	\$600.00	\$150.00	\$150.00	25.00%
10-3701-413300	INTEREST INCOME	\$5,000.00	\$264.58	\$3,850.38	77.01%
10-3701-413400	CONTRACT WORK-STREET	\$2,000.00	\$69.35	\$3,770.31	188.52%
10-3701-413900	SALE OF SALVAGE & SURPLUS	\$20,000.00	\$406.10	\$702.55	3.51%
10-3701-413950	GAIN/LOSS ON ASSET DISPOSAL	\$0.00	\$0.00	\$73,550.00	0.00%
10-3701-414100	FIRE/RESCUE CONTRACTS	\$270,000.00	\$0.00	\$150,000.00	55.56%
10-3701-414125	RESCUE SQUAD BILLING REVENUE	\$700,000.00	\$116,311.28	\$433,294.60	61.90%
10-3701-414130	RESCUE BAD DEBT COLLECTIONS	\$6,000.00	\$70.00	\$1,448.68	24.14%
10-3701-414150	SWIMMING POOL FEES	\$12,000.00	\$0.00	\$8,038.54	66.99%
10-3701-414200	CONCESSION COLL	\$15,000.00	\$1,230.45	\$7,229.40	48.20%

10-3701-414250	BASKETBALL FEES	\$7,500.00	\$9,148.00	\$10,983.00	146.44%
10-3701-414350	OUTDOOR TENNIS FEES	\$100.00	\$0.00	\$102.00	102.00%
10-3701-414400	MEMBERSHIP FEES	\$250.00	\$460.00	\$750.00	300.00%
10-3701-414425	WEIGHT ROOM FEES	\$1,000.00	\$136.00	\$992.00	99.20%
10-3701-414450	ROOM RENTAL UPSTAIRS	\$2,000.00	\$255.00	\$1,490.00	74.50%
10-3701-414475	SHELTER RENTAL FEES	\$500.00	\$0.00	\$245.00	49.00%
10-3701-414500	MISC RECREATION REVENUE	\$1,000.00	\$91.00	\$1,035.00	103.50%
10-3701-414525	REC TOURNAMENTS/EVENTS	\$0.00	\$0.00	\$273.00	0.00%
10-3701-414550	VOLLEYBALL FEES	\$8,000.00	\$1,697.00	\$10,357.00	129.46%
10-3701-420150	GARBAGE COLLECTIONS	\$580,000.00	\$43,006.12	\$257,261.76	44.36%
10-3701-420200	PENALTIES	\$6,000.00	\$989.02	\$5,558.09	92.63%
10-3701-420420	STATE-LOCAL TAX	\$16,000.00	\$1,895.40	\$8,627.52	53.92%
10-3701-420550	CONSUMER/CONSUMPTION UTILITY TAX	\$270,000.00	\$19,318.98	\$112,571.67	41.69%
10-3701-420900	CONVENIENCE FEE	\$5,000.00	\$213.00	\$846.00	16.92%
10-3701-430000	MISCELLANEOUS REVENUE	\$10,000.00	\$944.38	\$6,090.98	60.91%
10-3701-430100	GIFTS & DONATIONS-PVT	\$0.00	\$0.00	\$1,000.00	0.00%
10-3701-430300	RETURN CHECK FEES	\$500.00	\$180.00	\$810.00	162.00%
10-3701-430400	DNTN & COMM DEVELOP REVENUE	\$0.00	\$20,396.50	\$21,121.50	0.00%
10-3701-430600	COMM & CIVIC PROG REVENUE	\$0.00	\$400.00	\$445.00	0.00%
10-3701-430900	DONATIONS & MISC-FIRE	\$3,000.00	\$0.00	\$920.00	30.67%
10-3701-431000	GIFTS & DONATIONS-REC	\$5,000.00	\$0.00	\$0.00	0.00%
10-3701-431050	GIFTS & DONATIONS-POLICE	\$10,000.00	\$800.00	\$6,094.69	60.95%
10-3701-431100	DONATIONS & MISC-RESCUE	\$1,500.00	\$475.00	\$575.00	38.33%
10-3701-431200	MISCELLANEOUS REVENUE-POLICE	\$4,000.00	\$25.00	\$33,343.29	833.58%
Total Dept.3701	RESTITUTION	\$0.00	\$0.00	\$309.19	0.00%
	REVENUE	\$3,966,950.00	\$408,168.28	\$1,856,759.51	46.81%
10-3702-433100	SALES TAX PROCEEDS	\$572,250.00	\$43,083.34	\$261,915.83	45.77%
10-3702-433200	MOTOR VEHICLE CARRIER TAX	\$4,500.00	\$408.12	\$2,172.03	48.27%
10-3702-433300	MOBILE HOME TITLING TAX	\$2,000.00	\$0.00	\$225.00	11.25%
10-3702-434000	COMM OF VA LAW ENFORCEMNT	\$150,000.00	\$42,986.00	\$85,972.00	57.31%
10-3702-434100	STREET & HWGY MAINT.	\$1,354,716.00	\$316,186.22	\$632,372.44	46.68%
10-3702-434200	LITTER CONTROL	\$3,000.00	\$0.00	\$5,917.00	197.23%
10-3702-435200	POLICE GRANTS-OTHER	\$34,500.00	\$0.00	\$38,634.70	111.98%
10-3702-435400	DRUG ENFORCEMENT & PROSEC	\$76,087.00	\$7,500.00	\$76,087.00	100.00%
10-3702-435425	HIDTA FED GRANT	\$19,000.00	\$0.00	\$5,898.97	31.05%
10-3702-435450	RESTITUTION-NTF BUY MONEY	\$0.00	\$1,359.69	\$6,250.59	0.00%
10-3702-435500	EMS GRANTS	\$0.00	\$0.00	\$25,373.99	0.00%
10-3702-435550	FIRE GRANTS	\$22,500.00	\$700.00	\$24,387.00	108.39%
10-3702-460000	OTHER STATE/FED REVENUE	\$14,500.00	\$0.00	\$10,456.73	72.12%
Total Dept.3702	REVENUE	\$2,253,053.00	\$412,223.37	\$1,175,663.28	52.18%

10-3703-470000	TRANSFER IN FROM UT-ADM COST	\$530,500.00	\$36,673.00	\$223,702.00	42.17%
10-3703-471000	TRANSFER IN FROM UT-IT COST	\$15,000.00	\$3,133.12	\$21,291.32	141.94%
Total Dept:3703	REVENUE	\$545,500.00	\$39,806.12	\$244,993.32	44.91%
10-3704-480000	FUND BALANCE ALLOCATION	\$1,160,000.00	\$0.00	\$0.00	0.00%
Total Dept:3704	3704	\$1,160,000.00	\$0.00	\$0.00	0.00%
Total Fund	General Fund	\$8,554,503.00	\$1,228,982.54	\$3,776,325.41	44.14%

Account Number	Account Description	Approp Amount	Activity this Period	Expenditure YTD	% Used
Department 4010	COUNCIL	\$10,500.00	\$875.00	\$5,500.00	52.38%
10-4010-500000	SALARIES AND WAGES	\$65,000.00	\$2,567.54	\$28,391.22	43.68%
10-4010-500100	TOWN ATTORNEY	\$9,000.00	\$1,000.00	\$6,000.00	66.67%
10-4010-500150	CLERK SALARY	\$1,720.00	\$143.42	\$879.64	51.14%
10-4010-501000	INS SOCIAL SECURITY	\$25.00	\$3.18	\$6.50	26.00%
10-4010-501250	INS WORKMENS COMPENSATION	\$2,000.00	\$258.28	\$2,220.32	111.02%
10-4010-519000	MISCELLANEOUS	\$174,500.00	\$655.76	\$122,331.59	70.10%
10-4010-525000	SPECIAL STUDIES	\$5,000.00	\$275.42	\$27,580.48	551.61%
10-4010-525150	TOWN EVENTS	\$267,745.00	\$5,778.60	\$192,909.75	72.05%
Total Dept:4010	COUNCIL				

Account Number	Account Description	Approp Amount	Activity this Period	Expenditure YTD	% Used
Department 4040	FINANCE OFFICE	\$346,500.00	\$25,982.69	\$188,100.13	54.29%
10-4040-500000	SALARIES AND WAGES	\$120,000.00	\$12,538.46	\$19,675.69	16.40%
10-4040-500050	TOWN MANAGER SALARY	\$35,160.00	\$2,823.82	\$14,867.71	42.29%
10-4040-501000	INS SOCIAL SECURITY	\$146,136.00	\$7,465.00	\$45,520.00	31.15%
10-4040-501100	INS HEALTH	\$2,700.00	\$99.20	\$769.28	28.49%
10-4040-501150	INS-LIFE	\$143,080.00	\$3,225.84	\$27,545.38	19.25%
10-4040-501200	INS-RETIREMENT PLAN	\$3,400.00	\$216.91	\$846.60	24.90%
10-4040-501225	VRS-VLDP	\$600.00	\$67.54	\$124.44	20.74%
10-4040-501250	INS WORKMENS COMPENSATION	\$8,835.00	\$3,242.41	\$6,484.82	73.40%
10-4040-501300	INS GEN LIABILITY/BLDG	\$300.00	\$74.00	\$148.00	49.33%
10-4040-501350	INS AUTO	\$50.00	\$0.00	(\$50.00)	-100.00%
10-4040-510000	CASH OVER & SHORT	\$0.00	\$0.00	\$38,834.30	0.00%
10-4040-510050	CONTRACT CONSULTANT	\$10,834.00	\$0.00	\$7,500.00	69.23%
10-4040-510100	AUDITING & LEGAL	\$5,600.00	\$0.00	\$0.00	0.00%
10-4040-510125	CIGARETTE STAMPS	\$3,000.00	\$911.62	\$2,367.10	78.90%
10-4040-510150	PRINTING & BINDING	\$3,000.00	\$0.00	\$0.00	0.00%
10-4040-510200	TAX FORMS	\$9,000.00	\$0.00	\$4,829.00	53.66%
10-4040-510250	DUES & MEMBERSHIP	\$2,500.00	\$0.00	\$2,834.01	113.36%
10-4040-510300	ADVERTISING				

10-4040-510350	OFFICE SUPPLIES	\$5,000.00	\$257.90	\$1,488.49	29.77%
10-4040-510400	POSTAGE	\$6,500.00	\$507.50	\$6,391.69	98.33%
10-4040-510425	CARD PROCESSING CHGS/ACH FEES/BANK ANALYSIS	\$16,000.00	\$1,520.82	\$9,563.54	59.77%
10-4040-510450	TELEPHONE/INTERNET/COMM	\$6,000.00	\$509.44	\$1,923.17	32.05%
10-4040-510500	UNIFORMS	\$1,000.00	\$106.00	\$106.00	10.60%
10-4040-510550	TRAINING EXPENSE	\$1,000.00	\$0.00	\$645.14	64.51%
10-4040-510600	EQUIPMENT MAINTENANCE	\$6,000.00	\$2,082.92	\$4,062.51	67.71%
10-4040-510625	IT SERVICE/EQ	\$0.00	\$0.00	\$600.00	0.00%
10-4040-510700	VEHICLE MAINT-INSIDE	\$1,000.00	\$0.00	\$0.00	0.00%
10-4040-510750	VEHICLE MAINT-OUTSIDE	\$500.00	\$0.00	\$0.00	0.00%
10-4040-510800	MOTOR FUEL & LUBRICATION	\$1,000.00	\$0.00	\$0.00	0.00%
10-4040-510900	EQUIPMENT	\$2,500.00	\$0.00	\$1,335.39	53.42%
10-4040-511000	BUILDING REPAIRS/ADDITION	\$6,000.00	\$77.53	\$781.35	13.02%
10-4040-511050	GROUPS & FACILITIES	\$2,000.00	\$0.00	\$934.80	46.74%
10-4040-511100	SUPPLIES & MATERIALS	\$4,000.00	\$529.71	\$3,597.19	89.93%
10-4040-511150	CLEANING SUPPLIES	\$6,000.00	\$47.44	\$1,136.64	18.94%
10-4040-511200	ELECTRICITY	\$15,500.00	\$1,226.99	\$6,806.90	43.92%
10-4040-511250	WATER	\$900.00	\$31.62	\$189.07	21.01%
10-4040-511300	SEWER	\$700.00	\$35.51	\$212.24	30.32%
10-4040-511350	GARBAGE	\$550.00	\$31.91	\$191.46	34.81%
10-4040-519000	MISCELLANEOUS	\$6,000.00	\$150.00	\$3,994.73	66.58%
10-4040-525100	BUS TRANSIT	\$7,200.00	\$600.00	\$3,600.00	50.00%
<b>Total Dept.4040</b>	<b>FINANCE OFFICE</b>	<b>\$936,045.00</b>	<b>\$64,362.78</b>	<b>\$407,956.77</b>	<b>43.58%</b>
<b>Department 4050</b>	<b>NON-DEPARTMENTAL</b>				
10-4050-500250	EMPLOYEE APPRECIATION	\$3,000.00	\$2,564.32	\$2,564.32	85.48%
10-4050-501100	INS HEALTH	\$0.00	\$0.00	\$627.00	0.00%
10-4050-501150	INS-LIFE	\$1,000.00	\$95.75	\$574.50	57.45%
10-4050-501250	INS WORKMENS COMPENSATION	\$0.00	(\$2,365.86)	\$48,931.67	0.00%
<b>Total Dept.4050</b>	<b>NON-DEPARTMENTAL</b>	<b>\$4,000.00</b>	<b>\$294.21</b>	<b>\$52,697.49</b>	<b>1317.44%</b>
<b>Department 4060</b>	<b>IT DEPARTMENT</b>				
10-4060-500000	SALARIES AND WAGES	\$15,000.00	\$1,930.18	\$10,150.15	67.67%
10-4060-501000	INS SOCIAL SECURITY	\$1,150.00	\$130.75	\$759.59	66.05%
10-4060-501250	INS WORKMENS COMPENSATION	\$25.00	\$3.18	\$5.73	22.92%
10-4060-510625	IT SERVICE/MAINTENANCE	\$70,000.00	\$5,055.18	\$26,341.75	37.63%
10-4060-510825	RETIREMENT OF DEBT	\$80,827.00	\$0.00	\$0.00	0.00%
10-4060-519000	MISCELLANEOUS	\$500.00	\$0.00	\$0.00	0.00%
10-4060-550300	CONTRACT LABOR	\$18,000.00	\$1,500.00	\$9,700.00	53.89%
10-4060-580800	INTEREST EXPENSE	\$0.00	\$0.00	\$2,429.70	0.00%
<b>Total Dept.4060</b>	<b>IT DEPARTMENT</b>	<b>\$185,502.00</b>	<b>\$8,619.29</b>	<b>\$49,386.92</b>	<b>26.62%</b>



Department 4070	COMMUNITY DEVELOPMENT				
10-4070-500000	SALARIES AND WAGES	\$38,000.00	\$0.00	\$0.00	0.00%
10-4070-501000	INS SOCIAL SECURITY	\$2,750.00	\$0.00	\$0.00	0.00%
10-4070-501100	INS HEALTH	\$20,000.00	\$0.00	\$0.00	0.00%
10-4070-501150	INS LIFE	\$200.00	\$0.00	\$0.00	0.00%
10-4070-501200	INS-RETIREMENT PLAN	\$8,500.00	\$0.00	\$0.00	0.00%
10-4070-501225	VRS-VLDP	\$600.00	\$0.00	\$0.00	0.00%
10-4070-501250	INS WORKMENS COMPENSATION	\$35.00	\$0.00	\$0.00	0.00%
10-4070-510800	FUEL	\$200.00	\$0.00	\$0.00	0.00%
10-4070-511100	SUPPLIES & MATERIALS	\$500.00	\$0.00	\$0.00	0.00%
10-4070-519000	MISCELLANEOUS	\$0.00	\$0.00	\$0.00	0.00%
10-4070-525150	DOWNTOWN ACTIVITY	\$0.00	\$0.00	\$0.30	0.00%
Total Dept:4070	COMMUNITY DEVELOPMENT	\$70,785.00	\$0.00	\$523.85	0.74%

Department 4110	POLICE GRANTS				
10-4110-524150	LLEB BLOCK GRANT	\$0.00	\$0.00	\$2,463.00	0.00%
10-4110-524200	DMV	\$0.00	\$0.00	\$6,859.74	0.00%
10-4110-524250	OTHER GRANTS	\$56,054.00	\$5,582.49	\$49,963.37	89.13%
Total Dept:4110	POLICE GRANTS	\$56,054.00	\$5,582.49	\$59,286.11	105.77%

Department 4120	FED/STATE ASSET FOR				
10-4120-511100	SUPPLIES & MATERIALS	\$0.00	\$0.00	\$814.99	0.00%
Total Dept:4120	FED/STATE ASSET FOR	\$0.00	\$0.00	\$814.99	0.00%

Department 4130	TZ CO NARCOTICS TASK FORCE				
10-4130-501050	INS.-FRINGE BENEFITS	\$13,839.00	\$622.00	\$3,732.00	26.97%
10-4130-510125	PROFESSIONAL SERVICES	\$425.00	\$35.00	\$140.00	32.94%
10-4130-510350	OFFICE SUPPLIES	\$2,500.00	\$0.00	\$0.00	0.00%
10-4130-510450	TELEPHONE/INTERNET/COMM	\$7,100.00	\$414.46	\$4,046.46	56.99%
10-4130-510750	VEHICLE MAINT-OUTSIDE	\$9,000.00	\$0.00	\$2,736.20	30.40%
10-4130-510900	EQUIPMENT	\$6,000.00	\$0.00	\$0.00	0.00%
10-4130-519000	MISCELLANEOUS	\$36,766.00	\$1,206.56	\$3,042.71	8.28%
10-4130-530075	HIDTA GRANT PURCHASES	\$19,000.00	\$279.87	\$5,874.68	30.92%
Total Dept:4130	TZ CO NARCOTICS TASK FORCE	\$94,630.00	\$2,557.89	\$19,572.05	20.68%

Department 4140	POLICE DEPARTMENT				
10-4140-500000	SALARIES AND WAGES	\$959,000.00	\$65,613.43	\$468,673.14	48.87%
10-4140-500150	OVERTIME	\$60,990.00	\$10,950.93	\$52,555.06	86.17%
10-4140-501000	INS SOCIAL SECURITY	\$76,900.00	\$5,689.62	\$39,381.66	51.21%
10-4140-501100	INS HEALTH	\$275,000.00	\$11,871.00	\$90,446.00	32.89%
10-4140-501150	INS.-LIFE	\$5,500.00	\$347.59	\$1,940.30	35.28%
10-4140-501200	INS.-RETIREMENT PLAN	\$295,000.00	\$51,876.46	\$171,759.76	58.22%

10-4140-501225	VRS-VLDP	\$1,000.00	\$57.27	\$343.62	34.36%
10-4140-501250	INS WORKMENS COMPENSATION	\$38,000.00	\$7,375.12	\$16,544.08	43.54%
10-4140-501300	INS GEN LIABILITY/BLDG	\$3,500.00	\$888.73	\$1,777.46	50.78%
10-4140-501350	INS AUTO	\$9,200.00	\$2,181.00	\$4,362.00	47.41%
10-4140-510150	PRINTING & BINDING	\$3,000.00	\$0.00	\$0.00	0.00%
10-4140-510250	DUES & MERBERSHIP	\$11,200.00	\$0.00	\$100.00	0.89%
10-4140-510350	OFFICE SUPPLIES	\$4,500.00	\$0.00	\$2,026.14	45.03%
10-4140-510400	POSTAGE	\$700.00	\$24.70	\$242.61	34.66%
10-4140-510450	TELEPHONE/INTERNET/COMM	\$16,000.00	\$19.67	\$5,645.22	35.28%
10-4140-510500	UNIFORMS	\$10,000.00	\$3,267.78	\$6,897.85	68.98%
10-4140-510550	TRAINING EXPENSE	\$17,000.00	\$0.00	\$6,135.31	36.09%
10-4140-510600	EQUIPMENT MAINTENANCE	\$32,000.00	\$1,576.84	\$24,606.45	76.90%
10-4140-510650	TWO-WAY RADIO MAINTENANCE	\$4,000.00	\$396.56	\$396.56	9.91%
10-4140-510700	VEHICLE MAINT-INSIDE	\$6,000.00	\$846.05	\$2,348.48	39.14%
10-4140-510750	VEHICLE MAINT-OUTSIDE	\$18,500.00	\$10,150.15	\$18,949.32	102.43%
10-4140-510800	MOTOR FUEL & LUBRICATION	\$60,000.00	\$10,014.65	\$33,391.46	55.65%
10-4140-510850	OFFICE FURN & FIXTURES	\$1,000.00	\$0.00	\$0.00	0.00%
10-4140-510900	EQUIPMENT	\$74,557.12	\$921.24	\$49,012.63	65.74%
10-4140-511000	BUILDING REPAIRS/ADDITION	\$5,000.00	\$1,634.21	\$3,895.54	77.91%
10-4140-511100	SUPPLIES & MATERIALS	\$5,442.88	\$720.84	\$2,983.91	54.82%
10-4140-511150	CLEANING SUPPLIES	\$2,000.00	\$156.78	\$732.05	36.60%
10-4140-511200	ELECTRICITY	\$33,000.00	\$2,727.75	\$15,297.06	46.35%
10-4140-511250	WATER	\$500.00	\$50.80	\$307.76	61.55%
10-4140-511300	SEWER	\$500.00	\$53.39	\$323.98	64.80%
10-4140-511350	GARBAGE	\$975.00	\$93.44	\$560.64	57.50%
10-4140-519000	MISCELLANEOUS	\$5,000.00	\$570.65	\$4,903.98	98.08%
10-4140-531000	INSURANCE-LAW ENFORCEMENT	\$8,000.00	\$2,280.50	\$4,561.00	57.01%
10-4140-531025	LINE OF DUTY PAYMENTS	\$14,800.00	\$0.00	\$13,296.00	89.84%
10-4140-531050	COURT COST	\$5,000.00	\$0.00	\$689.40	13.79%
10-4140-531100	EXTRADITION & TRAVEL	\$1,000.00	\$115.08	\$1,478.39	147.84%
10-4140-531200	TASK FORCE DONATION	\$7,000.00	\$0.00	\$7,000.00	100.00%
10-4140-531300	REGIONAL JAIL	\$300.00	\$0.00	\$0.00	0.00%
10-4140-531350	SPECIAL PROJECTS	\$15,000.00	\$1,253.82	\$7,266.27	48.44%
<b>Total Dept.4140</b>	<b>POLICE DEPARTMENT</b>	<b>\$2,086,065.00</b>	<b>\$193,726.05</b>	<b>\$1,060,831.09</b>	<b>50.85%</b>
<b>Department 4150</b>	<b>FIRE DEPARTMENT</b>				
10-4150-500000	SALARIES AND WAGES	\$67,000.00	\$5,802.15	\$42,536.78	63.49%
10-4150-501000	INS SOCIAL SECURITY	\$5,125.00	\$442.68	\$3,251.78	63.45%
10-4150-501250	INS WORKMENS COMPENSATION	\$3,700.00	\$769.84	\$1,526.00	41.24%
10-4150-501300	INS GEN LIABILITY/BLDG	\$2,100.00	\$498.73	\$997.46	47.50%
10-4150-501350	INS AUTO	\$5,500.00	\$1,288.25	\$2,576.50	46.85%
10-4150-510450	TELEPHONE/INTERNET/COMM	\$5,000.00	\$144.99	\$2,111.53	42.23%

10-4150-510500	UNIFORMS	\$1,000.00	\$0.00	\$0.00	0.00%
10-4150-510550	TRAINING EXPENSE	\$1,500.00	\$0.00	\$426.41	28.43%
10-4150-510600	EQUIPMENT MAINTENANCE	\$1,000.00	\$0.00	\$0.00	0.00%
10-4150-510650	TWO-WAY RADIO MAINTENANCE	\$1,500.00	\$0.00	\$0.00	0.00%
10-4150-510700	VEHICLE MAINT-INSIDE	\$2,000.00	\$2,114.48	\$4,116.32	205.82%
10-4150-510750	VEHICLE MAINT-OUTSIDE	\$6,000.00	\$578.44	\$3,079.08	51.32%
10-4150-510800	MOTOR FUEL & LUBRICATION	\$5,500.00	\$577.15	\$2,935.97	53.38%
10-4150-510825	RETIREMENT OF DEBT	\$65,000.00	\$0.00	\$0.00	0.00%
10-4150-510900	EQUIPMENT	\$8,000.00	\$0.00	\$1,950.00	24.38%
10-4150-510925	RADIO EQUIPMENT	\$1,500.00	\$0.00	\$0.00	0.00%
10-4150-511000	BUILDING REPAIRS/ADDITION	\$800.00	\$170.92	\$306.29	38.29%
10-4150-511100	SUPPLIES & MATERIALS	\$5,000.00	\$228.58	\$3,097.68	61.95%
10-4150-511200	ELECTRICITY	\$12,000.00	\$1,288.12	\$3,922.75	32.69%
10-4150-511250	WATER	\$1,500.00	\$62.26	\$464.70	30.98%
10-4150-511300	SEWER	\$1,300.00	\$39.56	\$335.76	25.83%
10-4150-511350	GARBAGE	\$800.00	\$48.01	\$288.06	36.01%
10-4150-519000	MISCELLANEOUS	\$1,000.00	\$212.99	\$665.27	66.53%
10-4150-531025	LINE OF DUTY PAYMENTS	\$11,000.00	\$0.00	\$12,465.00	113.32%
10-4150-531350	SPECIAL PROJECTS	\$1,500.00	\$0.00	\$448.82	29.92%
10-4150-532000	INSURANCE-FIRE CALLS	\$2,311.00	\$0.00	\$2,048.00	88.62%
10-4150-532025	FIRE PREV/SAFETY PRG	\$3,000.00	\$0.00	\$368.28	12.28%
10-4150-532050	REGULATORY REQUIREMENTS	\$10,000.00	\$4,219.95	\$5,236.06	52.36%
10-4150-580800	INTEREST EXPENSE	\$15,508.00	\$0.00	\$0.00	0.00%
<b>Total Dept.4150</b>	<b>FIRE DEPARTMENT</b>	<b>\$247,144.00</b>	<b>\$18,487.10</b>	<b>\$95,154.50</b>	<b>38.50%</b>

<b>Department 4160</b>	<b>RESCUE DEPARTMENT</b>	<b>\$447,000.00</b>	<b>\$38,684.24</b>	<b>\$251,201.10</b>	<b>56.20%</b>
10-4160-500000	SALARIES AND WAGES	\$34,000.00	\$2,822.76	\$18,264.33	53.72%
10-4160-501000	INS SOCIAL SECURITY	\$98,000.00	\$7,972.00	\$47,832.00	48.81%
10-4160-501100	INS HEALTH	\$1,500.00	\$115.20	\$691.20	46.08%
10-4160-501150	INS-LIFE	\$65,000.00	\$737.95	\$21,719.62	33.41%
10-4160-501200	INS-RETIREMENT PLAN	\$1,246.00	\$19.73	\$247.38	19.85%
10-4160-501225	VRS-VLDP	\$21,000.00	\$2,153.17	\$4,864.36	23.16%
10-4160-501250	INS WORKMENS COMPENSATION	\$1,100.00	\$292.98	\$585.96	53.27%
10-4160-501300	INS GEN LIABILITY/BLDG	\$3,200.00	\$891.50	\$1,783.00	55.72%
10-4160-501350	INS AUTO	\$5,200.00	\$3,525.32	\$5,499.07	105.75%
10-4160-510250	DUES/MEMBERSHIP/SUBSCRIPTIONS	\$1,000.00	\$0.00	\$396.40	39.64%
10-4160-510350	OFFICE SUPPLIES	\$3,000.00	(\$95.12)	\$1,362.50	45.42%
10-4160-510450	TELEPHONE/INTERNET/COMM	\$4,000.00	\$311.76	\$1,819.73	45.49%
10-4160-510500	UNIFORMS	\$1,500.00	\$1,582.40	\$2,013.39	134.23%
10-4160-510550	TRAINING EXPENSE	\$6,500.00	\$0.00	\$1,240.00	19.08%
10-4160-510600	EQUIPMENT MAINTENANCE	\$1,000.00	\$0.00	\$0.00	0.00%
10-4160-510650	TWO-WAY RADIO MAINTENANCE	\$1,000.00	\$0.00	\$0.00	0.00%

10-4160-510700	VEHICLE MAINT-INSIDE	\$3,000.00	\$0.00	\$2,802.38	93.41%
10-4160-510750	VEHICLE MAINT-OUTSIDE	\$12,000.00	\$1,158.89	\$9,355.88	77.97%
10-4160-510800	MOTOR FUEL & LUBRICATION	\$20,000.00	\$1,007.61	\$8,773.32	43.87%
10-4160-510900	EQUIPMENT	\$8,000.00	\$246.35	\$1,570.55	19.63%
10-4160-511000	BUILDING REPAIRS/ADDITION	\$2,000.00	\$50.00	\$250.00	12.50%
10-4160-511100	SUPPLIES & MATERIALS	\$6,000.00	\$98.94	\$2,152.89	35.88%
10-4160-511150	CLEANING SUPPLIES	\$1,000.00	\$89.74	\$443.17	44.32%
10-4160-511175	MEDICAL SUPPLIES	\$17,000.00	\$1,772.30	\$8,967.81	52.75%
10-4160-511200	ELECTRICITY	\$9,000.00	\$954.16	\$2,652.44	29.47%
10-4160-511250	WATER	\$450.00	\$21.75	\$133.13	29.58%
10-4160-511300	SEWER	\$450.00	\$28.34	\$173.31	38.51%
10-4160-511350	GARBAGE	\$550.00	\$46.58	\$279.48	50.81%
10-4160-519000	MISCELLANEOUS	\$2,000.00	(\$42.00)	\$350.75	17.54%
10-4160-531025	LINE OF DUTY PAYMENTS	\$13,500.00	\$0.00	\$12,465.00	92.33%
10-4160-531350	SPECIAL PROJECTS	\$2,000.00	\$147.46	\$1,120.39	56.02%
10-4160-532100	BILLING SERVICES/COLLECTIONS	\$42,000.00	\$3,070.93	\$23,543.96	56.06%
10-4160-532125	BAD DEBT COLLECTION FEE	\$1,250.00	\$14.00	\$111.33	8.91%
10-4160-561000	HEATING OIL/FUEL	\$2,500.00	\$505.77	\$848.39	33.94%
<b>Total Dept.4160</b>	<b>RESCUE DEPARTMENT</b>	<b>\$836,946.00</b>	<b>\$68,184.71</b>	<b>\$435,514.22</b>	<b>52.04%</b>
<b>Department 4210</b>	<b>STREET DEPARTMENT</b>				
10-4210-500000	SALARIES AND WAGES	\$440,500.00	\$29,553.02	\$192,376.55	43.67%
10-4210-501000	INS SOCIAL SECURITY	\$33,500.00	\$2,072.63	\$13,665.43	40.79%
10-4210-501100	INS HEALTH	\$197,500.00	\$12,733.75	\$79,737.50	40.37%
10-4210-501150	INS.-LIFE	\$2,200.00	\$164.44	\$1,034.22	47.01%
10-4210-501200	INS.-RETIREMENT PLAN	\$125,000.00	\$491.63	\$31,572.47	25.26%
10-4210-501225	VRS-VLDP	\$2,000.00	\$135.60	\$635.08	31.75%
10-4210-501250	INS WORKMENS COMPENSATION	\$24,000.00	\$2,802.21	\$5,805.16	24.19%
10-4210-501300	INS GEN LIABILITY/BLDG	\$3,800.00	\$1,034.90	\$2,069.80	54.47%
10-4210-501350	INS AUTO	\$5,800.00	\$1,265.58	\$2,531.16	43.64%
10-4210-510250	DUES/MERBERSHIP/SOFTWARE LICENSE FEES	\$500.00	\$0.00	\$168.71	33.74%
10-4210-510450	TELEPHONE/INTERNET/COMM	\$1,500.00	\$156.32	\$1,198.25	79.88%
10-4210-510500	UNIFORMS	\$5,000.00	\$212.00	\$2,087.21	41.74%
10-4210-510550	TRAINING EXPENSE	\$0.00	\$0.00	\$288.50	0.00%
10-4210-510600	EQUIPMENT MAINTENANCE	\$0.00	\$272.25	\$272.25	0.00%
10-4210-510700	VEHICLE MAINT-INSIDE	\$20,000.00	\$1,125.07	\$9,286.31	46.43%
10-4210-510750	VEHICLE MAINT-OUTSIDE	\$12,000.00	\$5,008.27	\$6,879.34	57.33%
10-4210-510800	MOTOR FUEL & LUBRICATION	\$30,000.00	\$4,959.68	\$18,104.75	60.35%
10-4210-510900	EQUIPMENT	\$2,787.43	\$0.00	\$1,823.71	65.43%
10-4210-511000	BUILDING REPAIRS/ADDITION	\$1,000.00	\$1,094.78	\$2,337.36	233.74%
10-4210-511100	SUPPLIES & MATERIALS	\$49,212.57	\$1,102.78	\$20,962.75	109.11%
10-4210-511200	ELECTRICITY	\$15,000.00	\$1,437.33	\$5,245.79	34.97%

10-4210-511250	WATER	\$500.00	\$33.07	\$177.12	35.42%
10-4210-511300	SEWER	\$750.00	\$45.78	\$233.60	31.15%
10-4210-511350	GARBAGE	\$300.00	\$21.37	\$128.22	42.74%
10-4210-511400	ENGINEERING	\$10,000.00	\$1,992.00	\$8,762.00	87.62%
10-4210-511450	LEASE PROP & RIGHT OF WAY	\$1,000.00	\$0.00	\$0.00	0.00%
10-4210-511500	TRAFFIC SAFETY	\$75,000.00	\$306.89	\$9,681.26	12.91%
10-4210-519000	MISCELLANEOUS	\$2,000.00	\$0.00	\$512.22	25.61%
10-4210-540000	STORM DRAINAGE	\$6,000.00	\$0.00	\$0.00	0.00%
10-4210-540050	ST, BRIDGES, SIDEWALK MAINT	\$125,000.00	\$9,600.00	\$98,811.59	79.05%
10-4210-540100	SNOW & ICE REMOVAL	\$25,000.00	\$0.00	\$1,893.65	7.57%
10-4210-550300	CONTRACT WORK	\$0.00	\$0.00	\$990.28	0.00%
10-4210-570250	HAND TOOLS & EQUIPMENT	\$3,500.00	\$2,224.84	\$4,220.19	120.58%
<b>Total Dept.4210</b>	<b>STREET DEPARTMENT</b>	<b>\$1,190,350.00</b>	<b>\$79,846.19</b>	<b>\$523,492.43</b>	<b>43.98%</b>

<b>Department 4240</b>	<b>SANITATION DEPARTMENT</b>	<b>\$245,500.00</b>	<b>\$19,903.50</b>	<b>\$117,791.44</b>	<b>47.98%</b>
10-4240-500000	SALARIES AND WAGES	\$19,000.00	\$1,458.99	\$8,627.13	45.41%
10-4240-501000	INS SOCIAL SECURITY	\$96,000.00	\$4,943.25	\$26,206.50	27.30%
10-4240-501100	INS HEALTH	\$1,300.00	\$93.71	\$490.26	37.71%
10-4240-501150	INS -LIFE	\$53,000.00	\$2,581.22	\$19,823.25	37.40%
10-4240-501200	INS -RETIREMENT PLAN	\$1,200.00	\$106.61	\$684.40	57.03%
10-4240-501225	VRS-VLDP	\$15,539.00	\$2,456.78	\$5,443.25	35.03%
10-4240-501250	INS WORKMENS COMPENSATION	\$2,600.00	\$901.50	\$1,803.00	69.35%
10-4240-501350	INS AUTO	\$2,000.00	\$318.00	\$1,447.37	72.37%
10-4240-510500	UNIFORMS	\$18,000.00	\$302.49	\$13,076.25	72.65%
10-4240-510700	VEHICLE MAINT-INSIDE	\$12,000.00	\$0.00	\$19,285.04	160.71%
10-4240-510750	VEHICLE MAINT-OUTSIDE	\$25,000.00	(\$2,743.75)	\$3,851.55	15.41%
10-4240-510800	MOTOR FUEL & LUBRICATION	\$0.00	\$0.00	\$963.72	0.00%
10-4240-510900	EQUIPMENT	\$6,500.00	(\$297.21)	\$4,699.14	72.29%
10-4240-511100	SUPPLIES & MATERIALS	\$1,500.00	\$0.00	\$484.40	32.29%
10-4240-519000	MISCELLANEOUS	\$22,000.00	\$0.00	\$15,285.00	69.48%
10-4240-541000	GARBAGE CONTAINERS	\$521,139.00	\$30,025.09	\$239,961.70	46.05%
<b>Total Dept.4240</b>	<b>SANITATION DEPARTMENT</b>				

<b>Department 4290</b>	<b>RECREATION DEPARTMENT</b>	<b>\$123,500.00</b>	<b>\$8,679.30</b>	<b>\$66,942.24</b>	<b>54.20%</b>
10-4290-500000	SALARIES AND WAGES	\$9,500.00	\$659.32	\$5,069.52	53.36%
10-4290-501000	INS SOCIAL SECURITY	\$20,328.00	(\$604.00)	\$8,030.00	39.50%
10-4290-501100	INS HEALTH	\$250.00	\$1.88	\$105.28	42.11%
10-4290-501150	INS -LIFE	\$9,423.00	\$706.34	\$4,430.20	47.01%
10-4290-501200	INS -RETIREMENT PLAN	\$0.00	\$34.00	\$68.00	0.00%
10-4290-501225	VRS-VLDP	\$3,000.00	\$404.84	\$859.71	28.66%
10-4290-501250	INS WORKMENS COMPENSATION	\$3,600.00	\$1,128.66	\$2,257.32	62.70%
10-4290-501300	INS GEN LIABILITY/BLDG				

10-4290-501350	INS AUTO	\$350.00	\$92.75	\$185.50	53.00%
10-4290-510000	CASH OVR & SHORT	\$0.00	\$0.00	\$10.00	0.00%
10-4290-510350	OFFICE SUPPLIES	\$150.00	\$0.00	\$66.45	44.30%
10-4290-510450	TELEPHONE/INTERNET/COMM	\$2,290.00	\$130.19	\$920.94	40.22%
10-4290-510700	VEHICLE MAINT-INSIDE	\$0.00	\$0.00	\$0.70	0.00%
10-4290-510800	MOTOR FUEL & LUBRICATION	\$0.00	\$0.00	\$60.12	0.00%
10-4290-510900	EQUIPMENT	\$1,000.00	\$0.00	\$819.90	81.99%
10-4290-511000	BUILDING REPAIRS/ADDITION	\$2,500.00	\$117.32	\$722.37	28.89%
10-4290-511100	SUPPLIES & MATERIALS	\$10,000.00	\$254.48	\$3,072.89	30.73%
10-4290-511200	ELECTRICITY	\$37,000.00	\$3,110.87	\$13,441.52	36.33%
10-4290-511250	WATER	\$3,600.00	\$109.27	\$2,875.33	79.87%
10-4290-511300	SEWER	\$2,500.00	\$131.09	\$3,534.34	141.37%
10-4290-511350	GARBAGE	\$2,100.00	\$157.55	\$1,182.45	56.31%
10-4290-519000	MISCELLANEOUS	\$1,000.00	\$114.88	\$658.88	65.89%
10-4290-550025	VOLLEYBALL EXPENSES	\$750.00	\$1,140.00	\$3,611.09	481.48%
10-4290-550050	SWIMMING POOL SUPPLIES	\$3,200.00	\$0.00	\$3,464.35	108.26%
10-4290-550100	WM'S PARK MAINTENANCE	\$1,000.00	\$0.00	\$155.50	15.55%
10-4290-550150	JOHN BRITTS MEMORIAL PK	\$13,500.00	\$0.00	\$0.00	0.00%
10-4290-550200	CONCESSION STAND EXP	\$10,000.00	\$744.76	\$3,817.22	38.17%
10-4290-550250	SALES TAX-CONCESSION STAN	\$0.00	(\$0.79)	(\$4.26)	0.00%
<b>Total Dept.4290</b>	<b>RECREATION DEPARTMENT</b>	<b>\$260,541.00</b>	<b>\$17,112.71</b>	<b>\$126,357.56</b>	<b>48.50%</b>
<b>Department 4300</b>	<b>COMMUNITY &amp; CIVIC FACILITIES</b>				
10-4300-511000	BUILDING REPAIRS/ADDITION	\$0.00	\$0.00	\$51,333.33	0.00%
10-4300-525155	LIBRARY	\$725.00	\$231.25	\$462.50	63.79%
10-4300-525160	COAL MINERS MEM	\$500.00	\$0.00	\$1,149.11	229.82%
10-4300-525170	Chamber/CART Bldg.	\$2,500.00	\$165.96	\$1,526.63	61.07%
10-4300-525175	FARMERS MARKET	\$750.00	\$31.75	\$418.84	55.85%
10-4300-525180	GREENWAY	\$0.00	\$11.52	\$72.73	0.00%
10-4300-525300	VET/CENT/HIST	\$500.00	\$0.00	\$0.00	0.00%
10-4300-525325	SECTION HOUSE	\$5,000.00	\$486.58	\$2,677.66	53.55%
10-4300-525350	TEEN CENTER	\$1,600.00	\$650.00	\$4,435.84	277.24%
<b>Total Dept.4300</b>	<b>COMMUNITY &amp; CIVIC FACILITIES</b>	<b>\$11,575.00</b>	<b>\$1,577.06</b>	<b>\$62,076.64</b>	<b>536.30%</b>
<b>Department 4470</b>	<b>DONATIONS</b>				
10-4470-525250	DONATIONS	\$10,200.00	\$0.00	\$10,000.00	98.04%
<b>Total Dept.4470</b>	<b>DONATIONS</b>	<b>\$10,200.00</b>	<b>\$0.00</b>	<b>\$10,000.00</b>	<b>98.04%</b>
<b>Department 5414</b>	<b>CAPITAL-POLICE</b>				
10-5414-640000	VEHICLES, BOATS, ETC.	\$0.00	\$0.00	\$175,271.20	0.00%
<b>Total Dept.5414</b>	<b>CAPITAL-POLICE</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$175,271.20</b>	<b>0.00%</b>

Department 5416	CAPITAL-RESCUE							
10-5416-640000	VEHICLES, BOATS, ETC.	\$0.00	\$0.00	\$15,373.99	0.00%			
Total Dept:5416	CAPITAL-RESCUE	\$0.00	\$0.00	\$15,373.99	0.00%			

Department 5421	CAPITAL-STREET				
10-5421-650000	INFRASTRUCTURE, DEPR.	\$1,000,000.00	\$0.00	\$5,874.00	0.59%
Total Dept:5421	CAPITAL-STREET	\$1,000,000.00	\$0.00	\$5,874.00	0.59%

Department 5424	CAPITAL-SANITATION				
10-5424-640000	VEHICLES, BOATS, ETC.	\$0.00	\$0.00	\$55,200.00	0.00%
Total Dept:5424	CAPITAL-SANITATION	\$0.00	\$0.00	\$55,200.00	0.00%

Department 5430	CAPITAL-COMM & CIVIC FACILITIES				
10-5430-650000	INFRASTRUCTURE, DEPR.	\$0.00	\$0.00	\$1,235.42	0.00%

Total Dept:5430	CAPITAL-COMM & CIVIC FACILITIES	\$0.00	\$0.00	\$1,235.42	0.00%
Total Fund	General Fund	\$7,778,721.00	\$496,154.17	\$3,589,490.68	46.14%

Fund Balance	\$5,975,589.41
Total Revenues	\$3,776,325.41
Less Total Expenditures	\$3,589,490.68
Net Income	\$186,834.73
New Fund Balance	\$6,162,424.14

Water Fund

Account Number	Account Description	Estimated Revenue	Activity this Period	Revenue YTD	% Received
20-3701-413300	INTEREST INCOME	\$1,000.00	\$84.76	\$538.41	53.84%
20-3701-420050	WATER COLLECTIONS	\$950,000.00	\$62,990.21	\$393,997.77	41.47%
20-3701-420200	PENALTIES	\$13,500.00	\$1,298.20	\$6,997.57	51.83%
20-3701-420250	SERVICE CHARGES	\$4,000.00	\$255.00	\$1,718.92	42.97%
20-3701-420300	WATER TAPS	\$0.00	\$0.00	\$2,200.00	0.00%
Total Dept:3701	REVENUE	\$968,500.00	\$64,628.17	\$405,452.67	41.86%

20-3702-413310	INTEREST INCOME-WAT DEBT	\$1,200.00	\$117.29	\$695.96	58.00%
20-3702-440000	CEDAR BLUFF WATER COLL	\$72,491.00	\$14,236.00	\$42,708.00	58.91%
20-3702-440100	TAZ. PSA WATER COLL	\$525,061.00	\$43,755.50	\$218,777.50	41.67%
20-3702-440200	CEDAR BLUFF-Wat Debt	\$1,000.00	\$166.00	\$498.00	49.80%
20-3702-440300	TZ CO PSA-KENTS RIDGE	\$63,258.00	\$216.50	\$1,082.50	1.71%
Total Dept:3702	REVENUE	\$663,010.00	\$58,491.29	\$263,761.96	39.78%

Total Fund		Water Fund	\$1,631,510.00	\$123,119.46	\$669,214.63	41.02%
Water Fund Expenditures						
<u>Account Number</u>	<u>Account Description</u>	<u>Approp Amount</u>	<u>Activity this Period</u>	<u>Expenditure YTD</u>	<u>% Used</u>	
Department 4340	WATER TREATMENT PLANT					
20-4340-500000	SALARIES AND WAGES	\$349,500.00	\$29,188.61	\$181,369.11	51.89%	
20-4340-501000	INS SOCIAL SECURITY	\$26,300.00	\$2,132.58	\$13,235.80	50.33%	
20-4340-501100	INS HEALTH	\$95,000.00	\$8,288.00	\$49,728.00	52.35%	
20-4340-501150	INS-LIFE	\$1,600.00	\$144.18	\$865.40	54.09%	
20-4340-501200	INS.-RETIREMENT PLAN	\$70,137.00	\$1,132.67	\$27,960.48	39.87%	
20-4340-501225	VRS-VLDP	\$1,500.00	\$114.54	\$687.24	45.82%	
20-4340-501250	INS WORKMENS COMPENSATION	\$11,200.00	\$1,951.52	\$4,184.98	37.37%	
20-4340-501300	INS GEN LIABILITY/BLDG	\$7,250.00	\$2,166.67	\$4,333.34	59.77%	
20-4340-501350	INS AUTO	\$500.00	\$132.67	\$265.34	53.07%	
20-4340-510050	CONTRACT CONSULTANT	\$0.00	\$0.00	\$22,484.30	0.00%	
20-4340-510100	AUDITING & LEGAL	\$10,833.00	\$0.00	\$7,500.00	69.23%	
20-4340-510150	PRINTING & BINDING	\$0.00	\$1,054.63	\$2,212.17	0.00%	
20-4340-510250	DUES & MERBERSHIP	\$2,700.00	\$0.00	\$1,529.00	56.63%	
20-4340-510400	POSTAGE	\$7,650.00	\$1,236.00	\$3,341.33	43.68%	
20-4340-510450	TELEPHONE/INTERNET/COMM	\$2,000.00	\$412.12	\$1,237.61	61.88%	
20-4340-510500	UNIFORMS	\$500.00	\$0.00	\$341.43	68.29%	
20-4340-510550	TRAINING EXPENSE	\$2,500.00	\$0.00	\$0.00	0.00%	
20-4340-510600	EQUIPMENT MAINTENANCE	\$5,000.00	\$2,554.20	\$4,430.48	88.61%	
20-4340-510625	IT SERVICE/EQ	\$2,500.00	\$0.00	\$726.66	29.07%	
20-4340-510700	VEHICLE MAINT-INSIDE	\$250.00	\$32.13	\$71.95	28.78%	
20-4340-510750	VEHICLE MAINT-OUTSIDE	\$250.00	\$0.00	\$36.80	14.72%	
20-4340-510800	MOTOR FUEL & LUBRICATION	\$4,000.00	\$169.27	\$1,089.79	27.24%	
20-4340-510900	EQUIPMENT	\$2,000.00	\$0.00	\$0.00	0.00%	
20-4340-511000	BUILDING REPAIRS/ADDITION	\$4,000.00	\$60.00	\$1,197.22	29.93%	
20-4340-511050	GROUPS & FACILITIES	\$350.00	\$0.00	\$0.00	0.00%	
20-4340-511100	SUPPLIES & MATERIALS	\$8,000.00	\$10.35	\$2,252.85	28.16%	
20-4340-511200	ELECTRICITY	\$135,000.00	\$10,990.74	\$55,648.34	41.22%	
20-4340-511250	WATER	\$2,200.00	\$178.66	\$1,026.79	46.67%	
20-4340-511300	SEWER	\$70,000.00	\$5,468.04	\$28,864.33	41.23%	
20-4340-511350	GARBAGE	\$200.00	\$15.81	\$94.86	47.43%	
20-4340-511400	ENGINEERING	\$1,200.00	\$0.00	\$0.00	0.00%	
20-4340-511900	MISCELLANEOUS	\$1,200.00	\$0.00	\$1,228.47	102.37%	
20-4340-560000	CHEMICALS-TREATMENT	\$136,000.00	\$0.00	\$51,646.61	37.98%	
20-4340-560050	INSTRUMENT CALIBRATION	\$1,200.00	\$0.00	\$1,368.01	114.00%	
20-4340-560100	HEALTH DEPT ASSESSMENT	\$7,830.00	\$0.00	\$7,830.00	100.00%	



20-4340-560150	WATER QUALITY TESTING	\$16,000.00	\$675.60	\$2,666.65	16.67%
20-4340-562000	PLANT PARTS	\$10,000.00	\$0.00	\$0.00	0.00%
20-4340-562050	CHEMICALS / SUPPLIES-LAB	\$8,000.00	\$341.46	\$2,205.22	27.57%
20-4340-595100	TRANSFER OUT-ADM EXPENSE (GF)	\$139,548.00	\$12,313.00	\$75,641.00	54.20%
20-4340-595200	TRANSFER OUT-IT EXPENSE (GF)	\$17,200.00	\$783.28	\$5,322.83	30.95%
<b>Total Dept:4340</b>	<b>WATER TREATMENT PLANT</b>	<b>\$1,161,098.00</b>	<b>\$81,546.73</b>	<b>\$564,624.39</b>	<b>48.63%</b>

<b>Department 4350</b>	<b>WATER DEBT BOND</b>				
20-4350-521250	TOWN BD-KENTS RIDGE	\$17,104.00	\$0.00	\$0.00	0.00%
20-4350-521300	CEDAR BLUFF BD-Wat Debt	\$1,000.00	\$0.00	\$0.00	0.00%
20-4350-521350	TZ CO PSA BD-KENTS RIDGE	\$63,258.00	\$0.00	\$0.00	0.00%
20-4350-521375	BIRM WATER DEBT	\$5,833.00	\$0.00	\$0.00	0.00%
<b>Total Dept:4350</b>	<b>WATER DEBT BOND</b>	<b>\$87,195.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0.00%</b>

<b>Department 5434</b>	<b>CAPITAL-WTP</b>				
20-5434-660000	BUILDING & BLDG. IMPROVEMENTS	\$0.00	\$0.00	\$23,000.00	0.00%

<b>Total Dept:5434</b>	<b>CAPITAL-WTP</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$23,000.00</b>	<b>0.00%</b>
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<b>Total Fund</b>	<b>Water Fund</b>	<b>\$1,248,293.00</b>	<b>\$81,546.73</b>	<b>\$587,624.39</b>	<b>47.07%</b>
	Fund Balance		\$123,119.46	\$6,474,901.73	
	Total Revenues		\$81,546.73	\$587,624.39	
	Less Total Expenditures		\$41,572.73	\$81,590.24	
	<b>Net Income</b>			\$6,556,491.97	
	New Fund Balance				

**Sewer Fund**

<u>Account Number</u>	<u>Account Description</u>	<u>Estimated Revenue</u>	<u>Activity this Period</u>	<u>Revenue YTD</u>	<u>% Received</u>
30-3701-413300	INTEREST INCOME	\$600.00	\$41.65	\$316.09	52.68%
30-3701-413800	WWTP-LAB TEST/SEPTIC TRET	\$10,000.00	\$0.00	\$0.00	0.00%
30-3701-420100	SEWER COLLECTIONS	\$1,388,750.00	\$83,372.88	\$509,746.71	36.71%
30-3701-420200	PENALTIES	\$13,707.00	\$1,634.10	\$8,684.42	63.36%
30-3701-420250	SERVICE CHARGES	\$4,000.00	\$255.00	\$1,162.50	29.06%
30-3701-430000	MISCELLANEOUS REVENUE	\$0.00	\$0.00	\$78.00	0.00%
<b>Total Dept:3701</b>	<b>REVENUE</b>	<b>\$1,417,057.00</b>	<b>\$85,303.63</b>	<b>\$519,987.72</b>	<b>36.69%</b>

30-3702-413320	INTEREST INCOME-VRA	\$350.00	\$383.61	\$2,272.12	649.18%
30-3702-440400	CEDAR BLUFF SEWER COLL	\$85,415.00	\$11,916.00	\$35,748.00	41.85%
30-3702-440500	TZ CO PSA SEWER COLL	\$252,929.00	\$21,077.00	\$105,385.00	41.67%
<b>Total Dept:3702</b>	<b>REVENUE</b>	<b>\$338,694.00</b>	<b>\$33,376.61</b>	<b>\$143,405.12</b>	<b>42.34%</b>

Total Fund		Sewer Fund	\$1,755,751.00	\$118,680.24	\$663,392.84	37.78%
Sewer Fund Expenditures						
Account Number	Account Description	Approp Amount	Activity this Period	Expenditure YTD	% Used	
<b>Department 4380</b>						
<b>WASTEWATER TREATMENT PLANT</b>						
30-4380-500000	SALARIES AND WAGES	\$360,000.00	\$29,109.56	\$187,864.71	52.18%	
30-4380-501000	INS SOCIAL SECURITY	\$28,000.00	\$2,107.84	\$13,916.11	49.70%	
30-4380-501100	INS HEALTH	\$119,660.00	\$8,376.00	\$50,420.00	42.14%	
30-4380-501150	INS.-LIFE	\$2,000.00	\$155.01	\$896.98	44.85%	
30-4380-501200	INS.-RETIREMENT PLAN	\$80,000.00	\$1,748.95	\$30,869.95	38.59%	
30-4380-501225	VRS-VLDP	\$1,662.00	\$92.68	\$556.08	33.46%	
30-4380-501250	INS WORKMENS COMPENSATION	\$4,500.00	\$868.95	\$1,865.96	41.47%	
30-4380-501300	INS GEN LIABILITY/BLDG	\$15,600.00	\$3,779.42	\$8,281.84	53.09%	
30-4380-501350	INS AUTO	\$1,350.00	\$358.42	\$716.84	53.10%	
30-4380-510050	CONTRACT CONSULTANT	\$0.00	\$0.00	\$22,484.26	0.00%	
30-4380-510100	AUDITING & LEGAL	\$10,833.00	\$0.00	\$7,500.00	69.23%	
30-4380-510150	PRINTING & BINDING	\$2,000.00	\$1,054.63	\$2,212.17	110.61%	
30-4380-510250	DUES & MERBERSHIP	\$2,000.00	\$0.00	\$200.00	10.00%	
30-4380-510350	OFFICE SUPPLIES	\$200.00	\$0.00	\$0.00	0.00%	
30-4380-510400	POSTAGE	\$7,000.00	\$1,236.00	\$3,230.21	46.15%	
30-4380-510450	TELEPHONE/INTERNET/COMM	\$2,400.00	\$111.76	\$1,055.37	43.97%	
30-4380-510500	UNIFORMS	\$2,000.00	\$106.00	\$1,381.67	69.08%	
30-4380-510550	TRAINING EXPENSE	\$2,000.00	\$162.28	\$271.62	13.58%	
30-4380-510600	EQUIPMENT MAINTENANCE	\$25,000.00	\$2,826.45	\$5,572.42	22.29%	
30-4380-510625	IT SERVICE/EQ	\$0.00	\$0.00	\$726.67	0.00%	
30-4380-510700	VEHICLE MAINT-INSIDE	\$3,000.00	\$806.54	\$2,121.79	70.73%	
30-4380-510750	VEHICLE MAINT-OUTSIDE	\$1,000.00	\$0.00	\$6.00	0.60%	
30-4380-510800	MOTOR FUEL & LUBRICATION	\$11,000.00	\$300.67	\$1,724.56	15.68%	
30-4380-510850	OFFICE FURN & FIXTURES	\$500.00	\$0.00	\$0.00	0.00%	
30-4380-510900	EQUIPMENT	\$5,000.00	\$0.00	\$0.00	0.00%	
30-4380-511000	BUILDING REPAIRS/ADDITION	\$5,000.00	\$666.34	\$666.34	13.33%	
30-4380-511050	GROUPS & FACILITIES	\$1,000.00	\$0.00	\$0.00	0.00%	
30-4380-511100	SUPPLIES & MATERIALS	\$12,000.00	\$659.98	\$10,685.38	89.04%	
30-4380-511150	CLEANING SUPPLIES	\$1,200.00	\$0.00	\$0.00	0.00%	
30-4380-511200	ELECTRICITY	\$172,000.00	\$13,772.39	\$72,845.57	42.35%	
30-4380-511250	WATER	\$6,000.00	\$270.66	\$1,984.89	33.08%	
30-4380-511300	SEWER	\$6,000.00	\$333.68	\$2,446.39	40.77%	
30-4380-511350	GARBAGE	\$800.00	\$64.11	\$384.66	48.08%	
30-4380-511400	ENGINEERING	\$1,000.00	\$0.00	\$0.00	0.00%	
30-4380-519000	MISCELLANEOUS	\$2,000.00	\$0.00	\$2,408.47	120.42%	
30-4380-561000	HEATING OIL/FUEL	\$42,000.00	\$1,628.99	\$17,434.29	41.51%	

30-4380-561100	PERMIT FEES	\$13,500.00	\$0.00	\$10,256.95	75.98%
30-4380-561150	WATER-LIFT STATION	\$1,200.00	\$42.79	\$213.95	17.83%
30-4380-561200	ELECTRICITY-LIFT STATION	\$15,000.00	\$0.00	\$0.00	0.00%
30-4380-561250	OUTSIDE LAB TESTING	\$8,000.00	\$181.00	\$3,380.80	42.26%
30-4380-561300	PLANT METERING & INSTRU.	\$4,000.00	\$0.00	\$1,732.50	43.31%
30-4380-561350	OUTSIDE SLUDGE HAULING	\$22,000.00	\$3,519.60	\$10,519.72	47.82%
30-4380-562000	PLANT PARTS	\$30,000.00	\$4,691.07	\$13,479.23	44.93%
30-4380-562050	CHEMICALS / SUPPLIES-LAB	\$38,000.00	\$0.00	\$11,205.19	29.49%
30-4380-595100	TRANSFER OUT-ADM EXPENSE (GF)	\$128,500.00	\$11,679.00	\$71,833.00	55.90%
30-4380-595200	TRANSFER OUT-IT EXPENSE (GF)	\$17,000.00	\$783.28	\$5,322.83	31.31%
<b>Total Dept.4380</b>	<b>WASTEWATER TREATMENT PLANT</b>	<b>\$1,212,905.00</b>	<b>\$91,494.05</b>	<b>\$580,675.37</b>	<b>47.87%</b>

Department 4390	WASTEWATER PLANT DEBT RET	\$44,844.00	\$0.00	\$0.00	0.00%
30-4390-521600	BIRMINGHAM WAT/SEW DEBT	\$44,844.00	\$0.00	\$0.00	0.00%
<b>Total Dept.4390</b>	<b>WASTEWATER PLANT DEBT RET</b>	<b>\$44,844.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0.00%</b>
<b>Total Fund</b>	<b>Sewer Fund</b>	<b>\$1,257,749.00</b>	<b>\$91,494.05</b>	<b>\$580,675.37</b>	<b>46.17%</b>

Fund Balance	\$6,604,131.99
Total Revenues	\$118,680.24
Less Total Expenditures	\$91,494.05
<b>Net Income</b>	<b>\$27,186.19</b>
New Fund Balance	\$6,686,849.46

<b>Water/Sewer Line Maintenance Fund</b>					
<b>Revenues</b>					
<u>Account Number</u>	<u>Account Description</u>	<u>Estimated Revenue</u>	<u>Activity this Period</u>	<u>Revenue YTD</u>	<u>% Received</u>
40-3701-430000	MISCELLANEOUS REVENUE	\$0.00	\$0.00	\$824.31	0.00%
<b>Total Dept.3701</b>	<b>REVENUE</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$824.31</b>	<b>0.00%</b>
<b>Total Fund</b>	<b>Water/Sewer Line Maintenance Fund</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$824.31</b>	<b>0.00%</b>

<b>Water/Sewer Line Maintenance Fund</b>					
<b>Expenditures</b>					
<u>Account Number</u>	<u>Account Description</u>	<u>Approp Amount</u>	<u>Activity this Period</u>	<u>Expenditure YTD</u>	<u>% Used</u>
Department 4360	WATER/SEWER LINE MAINT	\$189,500.00	\$14,248.87	\$91,475.89	48.27%
40-4360-500000	SALARIES AND WAGES	\$14,000.00	\$1,037.81	\$6,688.30	47.77%
40-4360-501000	INS SOCIAL SECURITY	\$55,500.00	\$4,629.00	\$27,147.00	48.91%
40-4360-501100	INS HEALTH	\$1,157.00	\$80.41	\$449.54	38.85%
40-4360-501150	INS.-LIFE	\$39,000.00	\$603.29	\$15,412.45	39.52%
40-4360-501200	INS.-RETIREMENT PLAN				

40-4360-501225	VRS-VLDP	\$0.00	\$25.80	\$154.80	0.00%
40-4360-501250	INS WORKMENS COMPENSATION	\$6,000.00	\$1,059.96	\$2,302.63	38.38%
40-4360-501300	INS GEN LIABILITY/BLDG	\$1,700.00	\$385.32	\$770.64	45.33%
40-4360-501350	INS AUTO	\$2,100.00	\$523.33	\$1,046.66	49.84%
40-4360-510450	TELEPHONE/INTERNET/COMM	\$700.00	\$137.15	\$325.75	46.54%
40-4360-510500	UNIFORMS	\$1,500.00	\$0.00	\$439.10	29.27%
40-4360-510550	TRAINING EXPENSE	\$0.00	\$0.00	\$163.50	0.00%
40-4360-510700	VEHICLE MAINT-INSIDE	\$12,000.00	\$806.54	\$4,369.23	36.41%
40-4360-510750	VEHICLE MAINT-OUTSIDE	\$8,000.00	\$0.00	\$0.00	0.00%
40-4360-510800	MOTOR FUEL & LUBRICATION	\$10,000.00	\$636.72	\$4,429.41	44.29%
40-4360-510900	EQUIPMENT	\$4,500.00	\$0.00	\$0.00	0.00%
40-4360-511000	BUILDING REPAIRS/ADDITION	\$500.00	\$0.00	\$0.00	0.00%
40-4360-511100	SUPPLIES & MATERIALS	\$8,000.00	\$237.38	\$3,779.59	47.24%
40-4360-511200	ELECTRICITY	\$4,000.00	\$366.65	\$1,359.88	34.00%
40-4360-511250	WATER	\$100.00	\$6.03	\$37.70	37.70%
40-4360-511300	SEWER	\$150.00	\$10.92	\$52.55	35.03%
40-4360-511350	GARBAGE	\$225.00	\$21.37	\$128.22	56.99%
40-4360-511400	ENGINEERING	\$0.00	\$0.00	\$212.00	0.00%
40-4360-511450	LEASE PROP & RIGHT OF WAY	\$13,000.00	\$13,144.63	\$13,144.63	101.11%
40-4360-511550	METERS & RELATED EQ	\$50,000.00	\$4,000.78	\$7,779.66	15.56%
40-4360-511600	MISS UTILITY SERVICE FEES	\$200.00	\$0.00	\$0.00	0.00%
40-4360-519000	MISCELLANEOUS	\$1,500.00	\$6.60	\$470.82	31.39%
40-4360-560000	CHEMICALS-TREATMENT	\$4,000.00	\$0.00	\$0.00	0.00%
40-4360-563000	NEW MANHOLES & SEWER LINE	\$2,500.00	\$0.00	\$0.00	0.00%
40-4360-563050	CORR OF I/J SEWER LINE	\$5,000.00	\$0.00	\$0.00	0.00%
40-4360-563100	NEW MAINS, LINES & VALVES	\$2,500.00	\$0.00	\$862.11	34.48%
40-4360-563125	MAINS, LINES & VALVE MAINT	\$12,000.00	\$0.00	\$0.00	0.00%
40-4360-563150	GRAVEL/STONE	\$6,000.00	\$0.00	\$0.00	0.00%
40-4360-563175	FIRE HYD/LINES	\$1,000.00	\$0.00	\$0.00	0.00%
40-4360-563225	BIRMINGHAM LIFT STATION	\$500.00	\$66.95	\$211.93	42.39%
40-4360-570200	HAND TOOLS & EQUIPMENT	\$3,000.00	\$715.89	\$1,496.60	49.89%
40-4360-595200	TRANSFER OUT-IT EXPENSE (GF)	\$16,874.00	\$783.28	\$5,322.83	31.54%
<b>Total Dept.4360</b>	<b>WATER/SEWER LINE MAINT</b>	<b>\$476,706.00</b>	<b>\$43,534.68</b>	<b>\$190,033.42</b>	<b>39.86%</b>
<b>Total Fund</b>	<b>Water/Sewer Line Maintenance Fund</b>	<b>\$476,706.00</b>	<b>\$43,534.68</b>	<b>\$190,033.42</b>	<b>39.86%</b>

Fund Balance	(\$2,590,411.27)
Total Revenues	\$824.31
Less Total Expenditures	\$190,033.42
<b>Net Income</b>	<b>(\$189,209.11)</b>
New Fund Balance	(\$2,779,620.38)

Electric Fund

Revenues

Account Number	Account Description	Estimated Revenue	Activity this Period	Revenue YTD	% Received
50-3701-412100	UTILITY POLE PERMITS	\$14,000.00	\$340.00	\$12,640.00	90.29%
50-3701-413300	INTEREST INCOME	\$3,000.00	\$1,341.53	\$8,216.52	273.88%
50-3701-413700	CONTRACT WORK-ELECTRIC	\$10,000.00	\$270.00	\$1,456.00	14.56%
50-3701-420000	ELECTRICAL COLLECTIONS	\$6,700,000.00	\$603,241.08	\$2,903,785.89	43.34%
50-3701-420200	PENALTIES	\$80,000.00	\$14,141.61	\$50,575.20	63.22%
50-3701-420250	SERVICE CHARGES	\$7,000.00	\$510.00	\$2,545.00	36.36%
50-3701-420600	POWER COST ADJUSTMENT	\$520,574.00	\$0.00	\$80.73	0.02%
50-3701-430000	MISCELLANEOUS REVENUE	\$0.00	\$0.00	\$189.26	0.00%
<b>Total Dept:3701</b>		<b>\$7,334,574.00</b>	<b>\$619,844.22</b>	<b>\$2,979,488.60</b>	<b>40.62%</b>

Total Fund

Electric Fund

\$7,334,574.00

\$619,844.22

\$2,979,488.60

40.62%

Expenditures

Account Number

Department 4400	ELECTRICAL DEPARTMENT	\$336,200.00	\$18,800.92	\$121,469.39	36.13%
50-4400-500000	SALARIES AND WAGES	\$26,628.00	\$1,332.06	\$8,655.09	32.50%
50-4400-501000	INS SOCIAL SECURITY	\$61,588.00	\$5,522.00	\$33,132.00	53.80%
50-4400-501100	INS HEALTH	\$1,400.00	\$99.52	\$597.44	42.67%
50-4400-501150	INS.-LIFE	\$60,000.00	\$853.82	\$20,951.37	34.92%
50-4400-501200	INS.-RETIREMENT PLAN	\$1,000.00	\$52.71	\$316.26	31.63%
50-4400-501225	VRS-VLDP	\$4,050.00	\$439.23	\$958.36	23.66%
50-4400-501250	INS WORKMENS COMPENSATION	\$5,506.00	\$1,875.68	\$3,751.36	68.13%
50-4400-501300	INS GEN LIABILITY/BLDG	\$4,707.00	\$1,321.75	\$2,643.50	56.16%
50-4400-501350	INS AUTO	\$0.00	\$0.00	\$22,484.29	0.00%
50-4400-510050	CONTRACT CONSULTANT	\$10,000.00	\$534.69	\$9,570.55	95.71%
50-4400-510100	AUDITING & LEGAL	\$2,000.00	\$1,054.64	\$2,212.19	110.61%
50-4400-510150	PRINTING & BINDING	\$18,000.00	\$0.00	\$9,590.42	53.28%
50-4400-510250	DUES & MERBERSHIP	\$500.00	\$0.00	\$90.77	18.15%
50-4400-510350	OFFICE SUPPLIES	\$8,500.00	\$1,236.02	\$3,420.54	40.24%
50-4400-510400	POSTAGE	\$2,488.00	\$263.40	\$730.51	29.36%
50-4400-510450	TELEPHONE/INTERNET/COMM	\$7,500.00	\$0.00	\$2,677.66	35.70%
50-4400-510500	UNIFORMS	\$2,000.00	\$824.49	\$1,334.45	66.72%
50-4400-510550	TRAINING EXPENSE	\$3,000.00	\$3,564.20	\$7,200.48	240.02%
50-4400-510600	EQUIPMENT MAINTENANCE	\$0.00	\$0.00	\$726.67	0.00%
50-4400-510625	IT SERVICE/EO	\$8,000.00	\$873.49	\$3,822.44	47.78%
50-4400-510700	VEHICLE MAINT-INSIDE	\$11,000.00	\$537.97	\$543.97	4.95%
50-4400-510750	VEHICLE MAINT-OUTSIDE				

Account Description

Approp Amount

Activity this Period

Expenditure YTD

% Used

50-4400-510800	MOTOR FUEL & LUBRICATION	\$15,000.00	\$800.54	\$6,738.32	44.92%
50-4400-510900	EQUIPMENT	\$4,500.00	\$0.00	\$0.00	0.00%
50-4400-511000	BUILDING REPAIRS/ADDITION	\$500.00	\$0.00	\$131.08	26.22%
50-4400-511100	SUPPLIES & MATERIALS	\$12,000.00	\$228.51	\$7,793.25	64.94%
50-4400-511150	CLEANING SUPPLIES	\$500.00	\$0.00	\$0.00	0.00%
50-4400-511200	ELECTRICITY	\$18,000.00	\$856.80	\$3,541.98	19.68%
50-4400-511250	WATER	\$300.00	\$5.47	\$38.26	12.75%
50-4400-511300	SEWER	\$300.00	\$1.31	\$44.23	14.74%
50-4400-511350	GARBAGE	\$300.00	\$21.37	\$128.22	42.74%
50-4400-511400	ENGINEERING	\$71,421.00	\$6,695.70	\$19,238.97	26.94%
50-4400-511450	LEASE PROP & RIGHT OF WAY	\$9,000.00	\$8,318.92	\$8,318.92	92.43%
50-4400-511500	TRAFFIC SAFETY	\$500.00	\$0.00	\$0.00	0.00%
50-4400-511550	METERS & RELATED EQ	\$15,000.00	\$0.00	\$1,772.00	11.81%
50-4400-511600	MISS UTILITY SERVICE FEES	\$300.00	\$3.30	\$39.98	13.33%
50-4400-519000	MISCELLANEOUS	\$5,000.00	\$0.00	\$82,411.50	1648.23%
50-4400-570000	POWER PURCHASED	\$6,149,512.00	\$480,848.66	\$2,472,168.47	40.20%
50-4400-570100	TRANSFORMERS & EQUIP	\$15,000.00	\$0.00	\$72.95	0.49%
50-4400-570150	SAFETY EQ & SUPPLIES	\$2,000.00	\$0.00	\$0.00	0.00%
50-4400-570200	HAND TOOLS & EQUIPMENT	\$3,000.00	\$0.00	\$1,015.29	33.84%
50-4400-570250	STREET LIGHTING	\$10,000.00	\$0.00	\$1,509.00	15.09%
50-4400-570300	UTILITY POLES	\$5,000.00	\$0.00	\$0.00	0.00%
50-4400-570350	LOW VOLTAGE DISTRIBUTION	\$15,000.00	\$513.25	\$4,629.74	30.86%
50-4400-570400	HIGH VOLTAGE DISTRIBUTION	\$20,000.00	\$513.25	\$3,436.60	17.18%
50-4400-570450	SUBSTATION EQ.	\$5,000.00	\$0.00	\$0.00	0.00%
50-4400-570500	SUBSTATION MAINTENANCE	\$10,000.00	\$0.00	\$0.00	0.00%
50-4400-570550	FIBER OPTIC EQUIP/SUPPLY	\$12,000.00	\$0.00	\$0.00	0.00%
50-4400-570600	GLOVE/BLANKET TESTING	\$1,000.00	\$0.00	\$252.42	25.24%
50-4400-570625	GENERATOR O&M	\$16,000.00	\$0.00	\$4,694.36	29.34%
50-4400-570650	VEHICLE TESTING-OUTSIDE	\$2,500.00	\$0.00	\$0.00	0.00%
50-4400-595100	TRANSFER OUT-ADM EXPENSE (GF)	\$325,000.00	\$12,681.00	\$76,228.00	23.45%
50-4400-595200	TRANSFER OUT-IT EXPENSE (GF)	\$16,874.00	\$783.28	\$5,322.83	31.54%
<b>Total Dept.4400</b>	<b>ELECTRICAL DEPARTMENT</b>	<b>\$7,334,574.00</b>	<b>\$551,457.95</b>	<b>\$2,956,406.08</b>	<b>40.31%</b>
<b>Department 5440</b>	<b>CAPITAL-ELECTRIC</b>				
50-5440-630000	MACHINERY AND EQUIPMENT	\$0.00	\$0.00	\$79,598.40	0.00%
<b>Total Dept.5440</b>	<b>CAPITAL-ELECTRIC</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$79,598.40</b>	<b>0.00%</b>
<b>Total Fund</b>	<b>Electric Fund</b>	<b>\$7,334,574.00</b>	<b>\$551,457.95</b>	<b>\$3,036,004.48</b>	<b>41.39%</b>
	Fund Balance			\$3,907,568.34	
	Total Revenues			\$2,979,488.60	
	Less Total Expenditures			\$3,036,004.48	

Net Income  
New Fund Balance

\$68,386.27

(\$56,515.88)  
\$3,851,052.46





Town of Richlands  
 Reserve Analysis: 2023 -2024  
 General Fund  
 As of December 31, 2023

<u>Actual</u>	
Reserved Cash Balance	\$3,034,722
Unreserved Cash Balance	4,378,530
Total Cash Balance	<u><u>\$7,413,252</u></u>

Projected  
 Unreserved Cash Balance Rolling 12 Month Low

\$3,985,662    Based on lowest point during January 2023 through December 2023

This is a result of paying Sewer Department loans with ARPA Fund Offset from the General Fund. An adjusting journal entry is required in the general ledger (1,059,332) and will be posted with the year end FY 2023 audit adjustments.

Less: ARPA Fund Transfer to Sewer	(855,450)
Less: Projected Operating Revenues	(855,450)
Surplus (Shortage)	<u><u>\$2,070,880</u></u>

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

<u>Actual</u>	
Reserved Cash Balance	\$1,061,617
Unreserved Cash Balance	1,262,615
Total Cash Balance	<u><u>\$2,324,232</u></u>
<u>Projected</u>	
Unreserved Cash Balance Rolling 12 Month Low	\$1,273,275 Based on lowest point during January 2023 through December 2023
Less: Projected Expenses	(387,033) Budgeted expense of \$1,161,098*4 months/12months
Less: Projected Debt Service Payments	(29,065) Budgeted payments of \$87,195*4 months/12months
Surplus (Shortage)	<u><u>\$857,177</u></u>

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

<u>Actual</u>	
Reserved Cash Balance	\$484,407
Unreserved Cash Balance	(1,536,751)
Total Cash Balance	<u><u>(\$1,052,344)</u></u>

Projected  
 Unreserved Cash Balance Rolling 12 Month Low

(\$1,536,751) Based on lowest point during January 2023 through December 2023

This is a result of paying Sewer Department loans with ARPA Fund Offset from the General Fund. An adjusting journal entry is required in the general ledger and will be posted with the year end FY 2023 audit adjustments.

Less: ARPA Fund Transfer to Sewer	1,059,332
Less: Projected Expenses	(404,302)
Less: Projected Debt Service Payments	(14,948)
Surplus (Shortage)	<u><u>(\$896,669)</u></u>

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

<u>Actual</u>	
Reserved Cash Balance	\$1,784,451
Unreserved Cash Balance	2,829,803
Total Cash Balance	<u><u>\$4,614,254</u></u>
<u>Projected</u>	
Unreserved Cash Balance Rolling 12 Month Low	\$2,599,249 Based on lowest point during January 2023 through December 2023
Less: Projected Expenses	(2,444,858) Budgeted expense of \$7,334,574*4 months/12 months
Less: Projected Debt Service Payments	0 Budgeted payments of \$0*4 months/12 months
<b>Surplus (Shortage)</b>	<u><u>\$154,391</u></u>

# Town of Richlands, VA

## Town Council Meeting

### Staff Summary

#### Action Item

<b>Agenda Title:</b>	Message Boards at Oriole St.		
<b>Staff Contact(s):</b>	Jason May		
<b>Agenda Date:</b>	February 13 <sup>th</sup> , 2024	<b>Item Number:</b>	X.a.
<b>Attachment(s):</b>			
<b>Reviewed By:</b>	Jason Shepherd		

#### **SUMMARY:**

The Town of Richlands started renting two digital message boards in July of 2023. The monthly rent for these message boards is \$3,200. Over the past six months, the town has spent \$19,200. The Oriole Street bridge project will take several more months to complete at the very least and as long as the bridge is out, message boards are required. Town Staff have reached out to the rental company for a purchase price and gained two additional quotes. The lowest quote is \$22,000 for two message boards.


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

Purchasing message boards is a VDOT allowable expense. The cost of the two message boards can be covered by the VDOT reimbursement account which currently has over \$2.75 million. One million of this funding is for the contract paving work you are awarding this evening. The remaining funds have been earmarked for the Oriole St bridge replacement. Utilizing \$20,000 for this purchase is in line with the financial planning to date and provides the town with an asset to be used throughout the town in the future.

#### **RECOMMENDATION:**

Staff recommend purchases two message boards for current use at the Oriole St bridge and for future use throughout the town.



	Your Source for In Stock DOT Approved Material		ESTIMATE	
	E&S Materials	Traffic Control Items	Date	Estimate No.
Pipe - Metal, HDPE, Concrete	Work Zone	1/25/2024		
Signs - Temp & Permanent	Kaufman Concrete	Project		
Posts, Bases, Hardware	Same Day Custom Signs	Town of Richlands		
Message Boards	Arrow Boards	DBE/MBE # 649891		
CCTV Pipe Inspections, 6" and Larger		% DBE Credit		
1663 Lee Highway Bristol, VA 24202 Amber Miller 276-300-0522 <a href="mailto:amiller@rcsus.com">amiller@rcsus.com</a>				

Item #	Description	UOM	QTY	Rate	Total
1	Full Matrix SolarTech Message Board - NEW (Purchase Price for 1 Board)	EA	1	\$ 19,000.00	\$ 19,000.00
					\$ 19,000.00
2	Full Matrix SolarTech Message Board - USED (Purchase Price for 1 Board)	EA	1	\$ 12,000.00	\$ 12,000.00
					\$ 12,000.00
3	Full Matrix SolarTech Message Board - USED (Purchase Price for 2 Boards)	EA	2	\$ 11,000.00	\$ 22,000.00
					\$ 22,000.00
	* USED Board Information				
*	Both boards purchased new in 2017 ( have only been in rental fleet for past 2 years)				
*	1 board has brand new batteries within the past 45 days and is updated to offer remote programming				
*	1 board not remote programming updated (Which means the messages cannot be programmed remotely. Must be done in person.)				
*	Batteries are golf cart batteries purchased from Rural King based on manufacturer recommendation for replacement				
*	Both boards are latest technology meaning all replacement parts are available				





*	Life expectancy is based on proper maintenance and usage, some literature guesstimates 100,000 hours. There is 8,760 hours in a year.		

Estimates are based on our best interpretations of the plans. Item pricing is good at time of estimate and based on a package and may change if quantities/items are ammended. It is the sole responsibility of the contractor to verify products and quantities. Unless specified all items are F.O.B. **Does Not Include Taxes. Delivery Fee May Apply. Returns must be approved and may be subject to a 25% restocking fee.**

Supplier shall not be responsible for damages arising directly or indirectly from any delays. Such causes include but are not limited to unavailability of quoted materials from the suppliers vendor used to bid this project; unavailability of quoted materials at the price supplier was quoted to bid this project; strikes or other labor disputes; unusual or sever weather or other natural diasters; fires, floods, riots, war, pandemics or other emergencies or acts of God; failure of any governmental agency to act in a timely manner; and failure of performance by the contractor ro contractor agents.

By signing below I agree to all terms and conditions set forth by the manufacturer and seller, and acknowledge that they will not be superceded by any other customer terms and conditions. We must have this signed copy returned to Ramirez Construction Services to process as a purchase order.

Signature: \_\_\_\_\_


Date: \_\_\_\_\_



Specializing in Wholesale Traffic Safety and Airport Safety, Best Pricing On Traffic Message Boards.




(/)

 (/ShoppingCart)

 (/UserAccount)



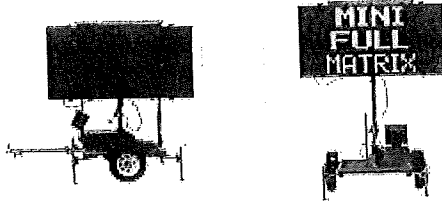
(/co/contact)

 1-866-726-7485 (tel:1-866-726-7485)

## MINI MATRIX MESSAGE BOARDS & SIGNS [PRICE FOR 1]







### Additional Features

Select Additional Features

**SKU:** SMC4000

Regular Price: \$16,295.00

**On Sale For: \$15,295.00** (\$15,295.00 / each)

QTY: 1

 **ADD TO CART**

## REVIEW

Overall Rating


 Based on 12 Reviews

[WRITE REVIEW](#)

Terry S. 12/20/2023 11:46:18 AM



### Great Asset

Sign has been a very useful piece of equipment. Easy to set up and transport. We use it to post upcoming road construction mainly but they have been used in special events to post detours and traffic hazards. The affordability of the signs allowed my department to purchase two signs at once. They have been a helpful addition.



jacob snyder 12/20/2023 10:49:51 AM



**great product**

we have been using for a year and it is a great product.

Sal (Firebaugh PD) 12/20/2023 10:43:43 AM

## DESCRIPTION

# Mini Full Matrix Message Board 4' x 8' Display - Model SMC 4000

**Bulk Orders of mini matrix message boards: 8 Units (Full Truck) Qualifies for Significant Savings on Shipping**

**Click Here To Download Spec Sheet** ([https://www.trans-supply.com/SMC4000\\_5000.pdf](https://www.trans-supply.com/SMC4000_5000.pdf))

Key Aspects When Shopping For a Traffic Message Board (<https://www.trans-supply.com/blog/index.php/key-aspects-when-shopping-for-a-traffic-message-board/>)

## Mini Matrix Message Board Features:

Energy-efficient LED display provides minimal battery maintenance and long operational life

Automatic intensity control provides optimum LED intensity

Industrial-grade trailer provides stable platform

4 leveling jacks with slide out extensions provide stability when deployed

Powder-coat paint for improved fade and scratch resistance

Calendar programming capability

Full-Matrix display provides graphic messages and arrow board capability

Graphic and Arrow Board displays available

**Warranty:** This message board DOES have a warranty, however the specifics of the warranty change often, please contact us for the full warranty information on this model.





# Town of Richlands, VA

## Town Council Meeting

### Staff Summary

Action Item

<b>Agenda Title:</b>	Delinquent Taxes		
<b>Staff Contact(s):</b>	Jason May		
<b>Agenda Date:</b>	February 13 <sup>th</sup> , 2024	<b>Item Number:</b>	X.b.
<b>Attachment(s):</b>			
<b>Reviewed By:</b>	Susan Whitt, Ronnie Campbell		

#### **SUMMARY:**

The Town Council asked Town Manager Jason May to follow up on the delinquent taxes work completed by previous managers. Staff reviewed work completed in the past and contacted Taxing Authority Consulting Services, P.C. (TACS) to set up a meeting. TACS walked staff through their process and provided handouts on what to expect and operational guidelines (both included in your packets). TACS will take the Towns listing of delinquent taxes for the past 20 years, upload this data into their system, and begin generating delinquent notices. TACS has a call center and will work with citizens to create a payment plan. Several attempts by mail and by phone will be made before any legal work is completed. The Town will collect all delinquent taxes, with no charge to the Town. The General Assembly provides TACS with the ability to add 20% fee to the delinquent tax; this is how TACS makes their money.

The Town will be required to provide some up-front funding to get the process started and to complete the initial title search. Staff were told between \$25,000 and \$50,000 would be necessary to get started. This start up money is always reimbursed to the town at the end of the process. TACS uses Town Funding to start and run the process. Once payment is made, the town is reimbursed its initial funding and receives the full amount of delinquent taxes.

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

Staff have pulled the delinquent taxes for just the past five years and this totals over \$150,000. This project would require a small use of the unrestricted fund balance (between \$25,000 and \$50,000) for start-up cost, which can be reimbursed before any additional delinquent taxes are added to the general fund operating balance.



**RECOMMENDATION:**

Staff recommend publishing all delinquent tax accounts from the past 20 years on its website, its Facebook page, and all other allowing publications. This is the cheapest and easiest way of collecting delinquent taxes. A month after publishing this information, staff recommend commencing with TACS and setting up small startup funds to get the ball rolling.



# Town of Richlands, VA

## Town Council Meeting

### Staff Summary

#### Action Item

<b>Agenda Title:</b>	Park Security at Williams Field and Critterville		
<b>Staff Contact(s):</b>	Jason May		
<b>Agenda Date:</b>	February 13 <sup>th</sup> , 2024	<b>Item Number:</b>	X.c.
<b>Attachment(s):</b>			
<b>Reviewed By:</b>	Chief Holt, Allen Compton, Frank Dorton, Anthony Cox		

#### **SUMMARY:**

Over the past several months, the bathroom, concession stand, and other areas have been vandalized at Williams Field. Town Council raised this as a concern and Town Staff pulled together to review options. Currently, the following is the recommendation of the team. Staff will pull fiber from the generator at the Water Filter Plant to the concession stand building at the little league section of the park.

The Critterville Camera Project would consist of a hardwired piece and a wireless piece. We would start by running Town owned fiber to the first Press box located at the East end of the Critterville Compound. At this location we would put a DVR with 4 Hard drives to record video and a switch that would provide power and connectivity to two cameras to be placed on the building and allow surveillance on the two bathrooms located in the adjacent building. From this building we would mount a wireless radio that would shoot a signal down to the Press Box near the playground where we would put another wireless radio to receive the signal and a switch inside the press box that would allow the connection of two cameras for surveillance. These two cameras could be used for the ball fields or to cover the East end of the Critterville Playground. Also from the main building we would shoot a wireless signal to a utility pole near the parking lot directly across from the center of the Critterville Playground and mount two cameras on this pole to allow surveillance of the parking lot, part of the playground as well as the basketball courts at the end of the parking lot. The cost of this project would be approximately \$7,390.00 for the wireless network and six cameras. This project also has a router included that would be placed at the Town Hall Server Room and it would allow for the termination of the fiber but also would be capable of connecting other camera networks from other parks.

Once this work is completed, staff will begin to install a total of 6 cameras with views toward the bathrooms, concession stand entrance, and other areas of the park. This work in conjunction



with other processes, will provide additional, enhanced security for the Town's assets and the citizens who utilize it.

**FINANCIAL IMPACT AND FUNDING SOURCE:**

Currently, the early estimates for this project are \$7,390. This cost will be covered by the Parks Department.

**RECOMMENDATION:**

Staff recommends moving forward with this project. This will allow Richlands Police Department and the Parks and Recreation Department the ability to view, record, and disseminate visual information which can be used to prevent and prosecute vandalism and larceny from happening further at this park. This also lays the foundation for additional cameras for use along the Richlands Greenway once the greenway is expanded.





# Town of Richlands, VA

## Town Council Meeting

### Staff Summary

#### Action Item

<b>Agenda Title:</b>	CDL Training and claw back measures		
<b>Staff Contact(s):</b>	Jason May		
<b>Agenda Date:</b>	February 13 <sup>th</sup> , 2024	<b>Item Number:</b>	X.d
<b>Attachment(s):</b>			
<b>Reviewed By:</b>	Ronnie Campbell, Jason Shepherd, George West		

#### **SUMMARY:**

Currently the Town of Richlands has 10 CDL drivers and 15 pieces of equipment requiring a CDL. The current market rate for CDL drivers is \$24/hour; the Town of Richlands will not be able to compete with that market rate for CDL drivers. Understanding this, the Town of Richlands needs to raise our own CDL drivers. To do this, the Town will need to provide the funding for travel and training related to CDL training. Staff have found a CDL class in the area with a fee of \$4,500. We are also currently exploring grant funding to cover the cost. The Streets team has identified a team member with a CDL training license who is interested and willing to attend the training. The team member has been with the Town of Richlands for 2 years and has consistently been a high performing for our team. The Town of Richlands will cover the upfront cost to attend the training and the team member agrees to remain with the Town for at least 18 months or reimburse the town a pro-rata share of the cost for the training. The agreement is attached.

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

The CDL A class costs \$4,500 for a three-week intensive course. The funding will come from the Streets department funding.

#### **RECOMMENDATION:**

Staff recommends moving forward with this proposal. This procedure can be replicated in other departments with other long-term, high achieving staff members. This proposal allows team members to continue improving themselves and allows the town to gain additional CDL drivers for our larger equipment.



# Town of Richlands, VA

## Town Council Meeting

### Staff Summary

Action Item

<b>Agenda Title:</b>	Plantation Drive Stormwater		
<b>Staff Contact(s):</b>	Jason May		
<b>Agenda Date:</b>	February 13 <sup>th</sup> , 2024	<b>Item Number:</b>	X. e.
<b>Attachment(s):</b>			
<b>Reviewed By:</b>	Jason Shepherd, George West		

#### **SUMMARY:**

Mr. Michael Yates lives at 371 Plantation Drive Richlands, VA 24641. This residence is at the bottom of a hill in the Hidden Valley Subdivision. Mr. Yates came to the Town in the calendar year 2023 asking the town to replace the culvert which provides drainage from the front right section of his land, under his home, and out the back side of his property to a natural drainage route. A Temporary Access and Hold Harmless Agreement was drafted in April of 2023 stating the Town would replace the culvert if the owner agreed to hold the Town harmless and free from all claims that may arise from this one-time installation of the drainage culvert. Mr. Yates refused to sign the document. The Town has brought on an engineering firm to gain a better understanding of the situation; determine the volume of water coming onto the property and provide some recommendations. The main concern is the small-scale flooding occurring on his property is causing water to come into contact with an Appalachian Power transformer on his property. The Report states that the current 8-inch culvert is not sized correctly for the volume of water coming onto his property. A 24-inch pipe is recommended as are some additional alterations to the drainage slope and the culvert entry area. All work being recommended is on private property and is not the owner or the responsibility of the Town. This report is contained in your packets.

#### **RECOMMENDATION:**

Staff recommend the creation of a small levy surrounding the transformer. Town Staff can install a small earthen levy protecting the transformer from the stormwater runoff and ensure the large majority of the stormwater runoff is steered towards the property owner's current culvert. Although the culvert is not large enough to handle the volume of water all at once, the culvert is operational, and all stormwater runoffs will eventually flow through the culvert or soak into the ground in a timely manner.



**FINANCIAL IMPACT AND FUNDING SOURCE:**

The Financial Impact of this work will be minimal. A small crew with a dump truck full of fill dirt can complete this project in one day. Current funding can be used to complete this project once Council approves these recommendations.





# TOWN OF RICHLANDS

200 WASHINGTON SQUARE  
RICHLANDS, VA 24641

PHONE  
(276) 964-2566  
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(276) 963-2889  
WWW.RICHLANDS-VA.GOV

X.f.

## MEMO

**To:** Jason May, Town Manager  
**From:** Susan Whitt, Accounts Payable/Office Manager  
**Date:** January 26, 2024  
**Re:** Tazewell County Chamber of Commerce Dues

On January 8, 2024, a check was written to the Tazewell County Chamber of Commerce in the amount of \$750.00 for annual dues.

Upon further review, the invoice had an add-on of \$250.00 (optional) for an additional membership. However, the total cost of the invoice was \$750.00, and the original check was written for that amount being check no. 15052.

That check has been voided and a new check has been issued to the Tazewell County Chamber of Commerce in the correct amount of \$500.00 for the annual dues as check no. 15095 and dated January 25, 2024.

Should you need any additional information, please let me know. Thanks.

A handwritten signature in cursive script, appearing to read "Susan", is written over the end of the previous sentence.









RTC 1/12/24

Tazewell County Chamber of Commerce.  
P O Box 672  
Tazewell, VA 24651  
276-988-5091



# Membership Invoice

Invoice # 3640

Rod Curry  
Town of Richlands  
200 Washington Square  
Richlands, VA 24641

*Thank you for  
your membership!  
Keshia*

Thank you for your membership over the past year! According to our records, your membership is about to expire. In order to continue your membership and all the benefits it provides, please send in payment before the Due Date below.

Thanks again and we hope you'll renew your membership in the Tazewell County Chamber of Commerce!

MEMBER	ITEM	AMOUNT
Town of Richlands 1/1/2024 - 1/1/2025	Town Governments	500.00
	Membership Dues	
	Membership Add-Ons:	250.00
	Century Club (1 @ 250.00)	
BY: _____ 41040.510850 SODD		
Visit our website <a href="http://www.tazewellchamber.com">www.tazewellchamber.com</a>		TOTAL: 750.00



# Town of Richlands, VA

## Town Council Meeting

### Staff Summary

#### Action Item

<b>Agenda Title:</b>	MOU with Richlands Youth Baseball Parents Club, Inc.		
<b>Staff Contact(s):</b>	Jason May		
<b>Agenda Date:</b>	February 13 <sup>th</sup> , 2024	<b>Item Number:</b>	X.g.
<b>Attachment(s):</b>			
<b>Reviewed By:</b>	Anthony Cox; Susan Whitt		

#### **SUMMARY:**

With the signing of the MOU between the Richlands Athletic League (RAL) and the Town of Richlands, staff have begun the same conversation between the Town and the Richlands Youth Baseball Parents Club, Inc (RYBC). Staff have had an initial conversation with the Board of RYBC. The MOU is identical to the MOU between the Town and the RAL. Staff have asked that the area immediately outside the outfield fence be added to the MOU, same as the MOU with RAL. The renewal language has carried over. Staff are bringing this version of the MOU to the Council for review and editing. Once all edits, additions, or subtractions have been made, staff will finalize the MOU and bring it back to Council at the March meeting for a final vote.

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

The finalization and passage of this MOU will have no financial impact on the Town's finances.

#### **RECOMMENDATION:**

Staff recommend reviewing and providing any edits, additions, or subtractions. The final MOU will be before you as a group in March.





Richlands Youth Baseball Parents Club, INC.  
PO Box 935  
Pounding Mill, VA - 24637

*Supporting Baseball in the Richlands Community*

### Memorandum of Understanding

The following information contained in this Memorandum of Understanding as agreed upon by the **Town of Richlands, Virginia, Richlands Recreation Commission, and Richlands Youth Baseball Club** serves as documentation pertaining to the upkeep of Williams Field at Critterville Park in Richlands, Virginia by Richlands Youth Baseball Club in coordination with Richlands Middle and High School Coaching staff.

I

**Williams Field (Senior League Field)**  
Williams Park Road, Richlands VA 24641

1. Richlands Youth Baseball Club will retain jurisdiction over Williams Field/Senior League Baseball Field at Critterville Park. (12 months/52 weeks/365 days).
2. Richlands Youth Baseball Club will bear financial responsibility of maintenance and upkeep related to any area inside the baseball fence for the entire calendar year. (12 months/52 weeks/365 days).
3. Richlands Youth Baseball Club will collaborate with Richlands High School/Richlands Middle School Baseball Programs to provide physical upkeep of the fields throughout the entire calendar year in return for the usage of the fields for practice and play during seasonal and off seasonal activities. Preferred usage of the field will occur in the following order: Richlands High School Varsity; Richlands High School Junior Varsity; Richlands Middle School; other approved organizations, groups or teams.
4. Richlands Youth Baseball Club reserves the right to allow any other organizations, groups, or teams to have fair usage of the above listed facility by written permission and/ or written use agreement signed by RYBC President. All requests and usage shall be maintained on a calendar schedule maintained by RYBC. All associated fees with facility rental shall be paid by parties requesting rental/fair use directly to the Richlands Recreation Park. All other monies raised or collected shall be retained by the renting parties with appropriate donations to Richlands Youth Baseball Club as agreed upon between the parties.
5. The Town of Richlands retains ownership over the real property on which this facility is constructed as deeded to the Town of Richlands from the Commonwealth of Virginia, however the Town of Richlands may not remove, destroy or interfere with any existing structures on said real property with the exception of routine or emergency repair, renovations, or maintenance, absent proper notice to RYBC, formal hearing and any potential court proceedings.







Richlands Youth Baseball Parents Club, INC.  
 PO Box 935  
 Pounding Mill, VA - 24637

*Supporting Baseball in the Richlands Community*

6. Richlands Youth Baseball retains jurisdiction and use of press box structure which shall be secured and locked by RYBC for the entire calendar year. (12 months/52 weeks/365 days). If the town of Richlands requires a key to this building for maintenance or other lawful use then a key and/or access code will be provided to the Richlands Recreation Commission Director upon request.
7. Richlands Youth Baseball will notify Richlands Athletic League, who retains jurisdiction over the Concession area of the Press Box regarding usage of the Concession during games and or other events. Other organizations, groups or teams who have rented or have fair usage of the field can request access to the Concession area for usage during stated events and should collaborate with RYBC to gain access to the Concession area.

II

**Duration of Agreement/ Renewal**

1. This agreement shall be valid, and in full force and effect, upon execution.
2. This agreement shall be valid for the period of one (1) calendar year which shall run from October through September, however if initial execution of this agreement occurs prior to or after October, then it shall remain valid and in full force and effect from the date of execution for a full calendar year and until the following September.
3. If at the expiration of said calendar year, no party has come forward seeking modification or termination of this agreement, then this executed agreement shall automatically renew and continue in full force and effect yearly and in perpetuity.
4. If any party seeks modification or termination of this agreement, then formal notice must be given to all parties as well as opportunity to be present and heard at any meeting or hearing prior to any action for modification or termination.

This agreement is hereby agreed and entered into on behalf of the Town of Richlands and Richlands Youth Baseball Club, this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

\_\_\_\_\_  
 Town Manager

\_\_\_\_\_  
 Recreation Commission Director





Richlands Youth Baseball Parents Club, INC.  
PO Box 935  
Pounding Mill, VA - 24637

*Supporting Baseball in the Richlands Community*

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Town Attorney

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Town Council- Chairman

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RYBC President

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RYBC Board Member



# Town of Richlands, VA

## Town Council Meeting

### Staff Summary

Action Item

<b>Agenda Title:</b>	Office Restructuring		
<b>Staff Contact(s):</b>	Jason May		
<b>Agenda Date:</b>	February 13 <sup>th</sup> , 2024	<b>Item Number:</b>	X. h.
<b>Attachment(s):</b>			
<b>Reviewed By:</b>	Ronnie Campbell; Susan Whitt		

#### **SUMMARY:**

Currently, Town Hall has several offices that are not behind security features. Two offices along the hallway at the front of the building going from the entrance to the Customer Service Center are open to the public. After the events in Virginia Beach several years ago, local governments are actively working to increase and enhance security at its buildings, especially where staff offices are located. The Town Manager is asking you to move the doors of these offices from their current location to the opposite wall and open them into the main file area. This area requires fire doors; current offices do not have these, and they will need to be ordered.

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

Staff have received two quotes for the doors, the lowest being \$2,843 for two doors. The remaining materials are projected to cost no more than \$2,000. This funding will come from the Finance department's budget.

#### **RECOMMENDATION:**

Staff recommend the council provide approval and commencing this work immediately. Staff will be looking to include funding for the remaining offices and their security in the FY 2025 Budget.

