



AGENDA

JOINT PUBLIC HEARING WITH PLANNING COMMISSION

Richlands Town Hall

March 12, 2024

5:45 PM

- I. Call the Meeting to Order
- II. Invocation
- III. Pledge of Allegiance
- IV. Receive Public Comment regarding the proposed conditional use permit (a.k.a., “Special Exception Permit”) request located at Tax map #123 A 0124A or 478 Fleming Lane with regards to the proposed purpose of placing a mobile home.
- V. Close Public Comment Period
- VI. Adjourn Public Hearing



AGENDA

TOWN COUNCIL MEETING

At Richlands Town Hall

March 12, 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 (February)
 - b. Minutes –Special Called Meeting January 29, 2024, and Regular Scheduled Meeting February 13, 2024, Public Hearing February 13, 2024
- V. Scheduled Public Comments (5 Minute Max)
 - a. Linda Keen
 - b. Richard Keen
- VI. Unscheduled Public Comments (3 Minute Max)
- VII. Agenda Items
 - a. Recommendation from Planning Commission
 - b. Chamber of Commerce – Taste of Appalachia
 - c. Police Department- Annual Report
 - d. RYBC MOU
 - e. Real Estate Broker
 - f. 2nd Reading of \$1 Fee: Brush/Bulk Pick-up Ordinance
 - g. Capital Account Ordinance
 - h. Disconnect to Last Monday of the month.
 - i. Mowing/ Code Enforcement
 - j. Budget Amendments
 - k. Water Tap Ordinance
 - l. Beer Garden

- m. Health Insurance
 - n. Tazewell PSA O&M Accounts
 - o. EMS Billing
- VIII. Staff Reports / Updates
- a. Monthly Financial Report
 - b. Surplus Sales
- IX. Attorney Report
- X. Town Manager Report
- a. Movies/Music at Wisteria Station
 - b. Little League Parade
 - c. Critterville Volunteer Day April 13
 - d. Strategic Planning Retreat
 - e. Basketball Debrief
- 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 - None
- XIV. Adjourn Meeting

Next Regular Meeting is April 9, 2024.

TOWN OF RICHLANDS
SPECIAL CALLED MEETING

The Richlands Town Council held a “Special Called Meeting” on Monday, January 29, 2024, at 6:00 pm in the Richlands Council Chambers with the following present:

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

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

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

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

IN RE: 5MW Generator Q & A

Mr. May gave a brief background on the 5MW Generator Project.

Quantum Power provided the Council with a handout with an updated timeline and updated costs.

Mr. White stated Council members requested a Q & A meeting so that they could become more familiar with the project and ask any questions they may have.

Mark Ramono, President of Quantum Power introduced himself to the Council.

Mayor Cury stated GDS & Blue Ridge were also invited to the meeting but were not able to make it.

The Council reviewed the handout.

Mr. White asked if this gas-fired unit could be used for base load generation. Mr. Matthews advised that it could operate at different load levels, making it adaptable to changing energy demands. The turbine’s flexibility allows it to respond quickly to changes in power demand, ensuring that power is always available when needed. Mr. Matthews also advised it also features an advanced control system that allows for easy monitoring and maintenance.

Mayor Cury asked if this is the same unit that was proposed to the Council previously, Mr. Ramano advised it was.

Mayor Cury also asked if the timeline was the same, Quantum advised it was updated, and the project would take approximately fifteen months from start to finish.

Mr. White asked what the total distance from the site to the substation is, Mr. Ramono advised it was 4 & ½ miles.

Mr. White and Mr. Ramono spoke briefly to the Council about the different options for running the pipelines.

Mr. May spoke to the Council, inaudible.

Justin Shipley, Project Manager of Power Engineers, advised the Council that the initial studies that were given in November were based on worse case scenarios.

Mr. Shipley also advised if Richlands plans to add solar in the future, that will need to be decided on prior to engineering and construction.

Mr. Ramono advised the cost for solar is not included at this time.

Mrs. Mollo advised of some of the questions citizens are asking, such as how long will it take citizens to see any savings, what kind of savings will they be seeing, and what is the financial impact on citizens for this project? Mr. Ramono advised the answers to those questions will be based on what the Town decides.

Mr. Ramono asked the Council if they wanted to be in control of their power or be at the mercy of everyone else.

Mr. May spoke to the Council about the Pro Forma provided to Council and expressed his concerns about not knowing what the finances and debt service will be at this time.

Mr. May said he would like to have fine details before moving forward with this project.

Mr. White spoke briefly about the history of this project and stated the Town needs energy independence.

Mr. White discussed financing options for this project.

Mr. May said he does not have the ability to create rates at this time because he does not have the specific numbers.

Mayor Cury advised he thinks it's good that the Town is exploring all options.

Mr. Bales asked Mr. May if the Town would need to expand the Electrical Department for this generator. Mr. May stated he is not sure at this time.

A representative from Power Engineers advised the estimate includes a full-service agreement for scheduled maintenance twice a year and an engine exchange every thirty to forty thousand hours. The full-service agreement also includes a Fleet Manager that is assigned to the project.

Mr. Bales asked Mr. Mays if it is accurate to say the Towns budget is nineteen million a year, Mr. May advised it was.

Mr. Bales stated his main question is, why this location. Mr. Ramono advised it is because this location is the most economical.

Mr. Wood asked the size of the pipeline. Mr. Ramono advised he did not know right off.

Mr. White advised there is only one landowner for this location, the landowner is currently Pocohontas Land.

A representative from Power Engineers advised Pocohontas Land offered an estimated one-time price of seventeen thousand dollars for the right of way.

Mr. Bales asked why this particular generator was chosen. Mr. Romano advised it was chosen because the size of this unit fit the Towns need. It also adjusts itself to do peak savings.

Mr. Bales asked the lifespan of this unit. Mr. Romano advised it was forty to fifty years and every four years the company will exchange the engine. Exchanging the engine takes four to five days.

Mr. Bales stated one of his main concerns is how long it will take to get the money back.

Mrs. White stated all her questions had already been answered and she supports this project. She also stated the Council needs to have a vision for the future.

Mr. Jackson advised this is a big project and he is all about alternate sources of power. Stated he will have more questions once he has time to look over the handout, but stated that at the end of the day, he will go with the Towns Financial Director and his recommendation for this project.

Mrs. Mollo advised that Blue Ridge had previously gave the Council a rate study in 2020 that she kept a copy of. The chart reflects the estimated transmission costs for Richlands. The height of the line is 2025 and stated the Town needs to do something and does not need to be put off any longer.

Mr. Wood asked how the Town will pay for this project. Mr. White spoke briefly to the Council regarding this and gave suggestions.

Mr. White also advised the Council that the Tobacco Commission has put up twelve million dollars that the Town can apply for.

Upon a motion by Seth White seconded by Laura Mollo and the unanimous roll call vote of all members present, the Council voted to authorize the Town Manager to complete and submit the pre-application for energy ingenuity funds from the Tobacco Commission.

Mr. May asked the Council to include a reimbursement resolution in any motion or ordinance to move forward in the future.

Mr. Jackson asked if there would have to be staff onsite to service this unit daily. Mr. Ramono advised someone would only need to pass by the unit once or twice a day.

Mr. Jackson also asked if the service agreement is included in the Pro Forma, Mr. Ramono advised it is.

Mr. Bales asked Mr. Mays what he would need to feel comfortable moving forward with this project.

The Council gave unanimous consensus to authorize the Town Manager to pay one hundred thousand dollars to begin the next study for this project.

Mr. Ramono advised Quantum would add the optional extra options and their costs into the next study.

IN RE: Adjournment

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

Rodney D. Cury, Mayor

Amanda Beheler, Town Clerk

The Richlands Town Council held a “Public Hearing” on Tuesday, February 13, 2024, at 5:45pm in the Richlands Council Chambers with the following present:

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

Mayor Cury called the meeting to order.

Mayor Cury led the Invocation and Pledge.

Mayor Cury advised the Public Hearing is for the purpose of receiving Public Comment regarding the 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.

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

Wanda Lowe, 292 Plantation Drive- advised she is in favor of the one-dollar fee because she recently had to pay forty dollars for someone to pick up a load of brush from her property. Mrs. Lowe asked how the citizens would be assured the extra fee would be used for a grapple truck and would like to see this fee reflected in monthly financial reports.

Morgan Earp, 1618 Sixth Street- advised he supports this fee, but would like citizens to have the option to use the service and be charged the fee or to opt out of it.

Mr. May advised he is currently working on a Capital Ordinance Project with the Towns Finance and Legal teams so this fee would have its own account and they would be able to track these funds from month to month and be reflected on the Monthly Financial Reports for citizens to see.

Mayor Cury closed the Public Hearing.

Rod D. Cury, Mayor

Amanda Beheler, Town Clerk

Town of Richlands				
PAID CHECKS REPORT				
2/14/2024 to 3/7/2024				
Check#	Paid To	Description	Check Date	Amount
15209	BOB BELL FORD	BOB BELL FORD-2024 FORD F550 CREW CAB DUMP BED	2/15/2024	\$92,500.00
15210	DRAVEN BALDWIN	D BALDWIN-PD-ACADEMY PO 306146	2/15/2024	\$150.00
15211	Landon Shelton	L SHELTON-PD-ACADEMY PO 306165	2/15/2024	\$141.95
15212	ANDREW AUSTIN MEADOWS	Utility Refund for 706708.00 97	2/23/2024	\$130.90
15213	BILLY EUGENE GULLETT JR	Utility Refund for 10010828.00 93	2/23/2024	\$425.00
15214	BILLY SHELTON	BILLY SHELTON REC-REF BB 17 GAMES 2/5/24-2/17/24	2/23/2024	\$199.28
15215	BUCHANAN GENERAL HOSPITAL	BGH- GARNISHMENT	2/23/2024	\$902.68
15216	CHRISTOPHER MICALE, TRUSTEE	GARNISHMENT	2/23/2024	\$25.00
15217	DAVID ARVIL LEE	D LEE-REC-REF BB 1 GAME 2/5/24-2/17/24	2/23/2024	\$150.00
15218	DRAVEN BALDWIN	D BALDWIN-PD-ACADEMY PO 306146	2/23/2024	\$171.47
15219	ELI GAVIN MCCOY	Utility Refund for 404228.00 94	2/23/2024	\$218.24
15220	ESTATE OF WILLIAM L. JENNELLE	Utility Refund for 606066.00 98	2/23/2024	\$4,266.00
15221	FIREARMS 4 U, LLC	FIREARMS 4 U-PD-STATE ASSET/FORF-FED HYDRA-SHOK 9MM (5	2/23/2024	\$31.55
15222	IZEK LEEROY HUBBARD	Utility Refund for 606491.00 96	2/23/2024	\$504.15
15223	JACKIE'S SCREEN PRINTING	JACKIES-FIN OFFICE-SHIRTS/POLOS PER TM	2/23/2024	\$262.64
15224	JANIE SMITH	Utility Refund for 12012844.00 95	2/23/2024	\$106.00
15225	JASON D. SHEPHERD	J SHEPHERD-ST-BOOT ALLOWANCE PO ST15248	2/23/2024	\$400.00
15226	JUSTIN SEAN LOWE	J LOWE-REC-REF BB 16 GAMES 2/5/24-2/17/24	2/23/2024	\$230.54
15227	KATIE ELISABETH PERDUE	Utility Refund for 404228.00 93	2/23/2024	\$150.00
15228	Landon Shelton	L SHELTON-PD-ACADEMY PO 306165	2/23/2024	\$225.00
15229	MATTHEW LANE REYNOLDS	LANE REYNOLDS-REC-REF BB 9 GAMES 2/5/24-2/17/24	2/23/2024	\$50.00
15230	PHILIP MOHON	P MOHON-REC-REF BB 2 GAMES 2/5/24-2/17/24	2/23/2024	\$236.15
15231	REBECCA JEAN BROWN	Utility Refund for 202290.00 93	2/23/2024	\$298.92
15232	RIFE'S TV & APPLIANCE	GARNISHMENT	2/23/2024	\$8.40
15233	ROY WHITT	R WHITT-FIN OFFICE-HAND SOAP REFILL-SAMS	2/23/2024	\$500.00
15234	SCOTT BALL	S BALL-REC-REF BB 20 GAMES 2/5/24-2/17/24	2/23/2024	\$114.06
15235	SHANNON DENISE LEE	Utility Refund for 606064.00 95	2/23/2024	\$106.00
15236	STEVE WHITE	STEVE WHITE-ST-BOOT ALLOWANCE 23-24 PO ST15241	2/23/2024	\$96.59
15237	SUMMER NICOLE SHORIT	Utility Refund for 11011682.00 94	2/23/2024	\$106.00
15238	TRAVIS MITCHELL	TRAVIS MITCHELL-LINES-BOOT ALLOWANCE PO L83698	2/23/2024	\$106.00

15239	UPS	UPS-EL-GLOVE TESTING			2/23/2024	\$3.06
15240	FIRST COMMUNITY BANK	PD-fuel, travel exp, Police Bike Store (Grant) , WWTP-parts for grit pump-Rec Concession, All Depts-Fed Labor Law Posters, Office Supplies			2/26/2024	\$5,558.56
15241	A & S SANITATION, INC.	A&S SANITATION-REC/FIRE-PORTA POTTY AT BURN BLDG			3/1/2024	\$99.75
15242	ADAM CROUSE	A CROUSE-PD-CELL PHONE ALLOWANCE			3/1/2024	\$60.00
15243	AMANDA BEHELER	A BEHELER-COUNCIL-CELL PHONE ALLOWANCE			3/1/2024	\$60.00
15244	AMERIGAS -7089	AMERIGAS-RESCUE-PROPANE 113 GALLONS-RS3758			3/1/2024	\$551.07
15245	ANTHONY COX	A COX-REC-CONCESSION-COKES, WATER PO RP2993			3/1/2024	\$100.75
15246	ANTHONY COX	A COX-REC-CELL PHONE ALLOWANCE			3/1/2024	\$60.00
15247	BILLY SHELTON	B SHELTON-LINES-CELL PHONE ALLOWANCE			3/1/2024	\$60.00
15248	CHARLIE WARD	C WARD-ST-PER DIEM JONESBORO TO LOOKAT EQUIPMENT PO			3/1/2024	\$60.00
15249	CORELOGIC TAX SERVICES, LLC	CORELOGIC-CROFT, LISA MAP #122A 06 004 REFUND			3/1/2024	\$15.00
15250	DEDRA HARRIS	D HARRIS-PD-REIMB FOR CLASS 2.7.24 PO 306281			3/1/2024	\$417.56
15251	DELL MARKETING L.P.	DELL MARKETING L.P.FINANCE-10-4040 510900-LATITUDE-MON			3/1/2024	\$35.00
15252	DRAVEN BALDWIN	D BALDWIN-PD-ACADEMY PER DIEM PO 306146			3/1/2024	\$1,181.09
15253	EDMUNDS GOVTECH	FIN/WWTP/WWTP/LINES/EL-PAYROLL/HR SOFTWARE			3/1/2024	\$150.00
15254	ENVIRONMENTAL RESOURCE ASSOCIATES	ERA-WWTP-TESTING-82264			3/1/2024	\$17,750.00
15255	ERIC JOHNSON	E JOHNSON-WTP-CELL PHONE ALLOWANCE			3/1/2024	\$490.01
15256	GEORGE WEST	G WEST-ST-CELL PHONE ALLOWANCE			3/1/2024	\$60.00
15257	HI-TECH SOLUTIONS, INC.	WTP/WWTP/EL-ANNUAL SOFTWARE-EL004237			3/1/2024	\$60.00
15258	IDEXX DISTRIBUTION, INC.	IDEXX-WWTP-SUPPLIES			3/1/2024	\$283.75
15259	INGRID MULLINS	INGRID MULLINS-REFUND-R/E PMT APPLIED TO UTILITY			3/1/2024	\$896.69
15260	JAMES NEWBERRY	J NEWBERRY-EL DEPT CELL PHONE ALLOWANCE			3/1/2024	\$46.22
15261	JASON D. SHEPHERD	J SHEPHERD ST-PER DIEM JONESBORO TO LOOKAT EQUIPMENT			3/1/2024	\$60.00
15262	JEFF LESTER	J LESTER-ST-CELL PHONE ALLOWANCE			3/1/2024	\$15.00
15263	JUSTIN DANIELS	J DANIELS-PD-FUEL PURCHASE FOR TRANSPORTING EVIDENCE			3/1/2024	\$60.00
15264	KEITH REYNOLDS	K REYNOLDS-FIRE-CELL PHONE ALLOWANCE PRO-RATED			3/1/2024	\$55.00
15265	KIM FIELDS	K FIELDS-HR-CELL PHONE ALLOWANCE			3/1/2024	\$40.00
15266	Landon Shelton	L SHELTON-PD-ACADEMY PER DIEM PO 306165			3/1/2024	\$60.00
15267	LEXISNEXIS RISK SOLUTIONS	LEXISNEXIS RISK SOLUTIONS-PD--CONTRACT FEE			3/1/2024	\$150.00
15268	MATT WHITED	M WHITED-RESCUE-CELL PHONE ALLOWANCE			3/1/2024	\$35.00
15269	NATHAN KEEN	N KEEN-W/S/E CELL PHONE ALLOWANCE			3/1/2024	\$60.00
15270	NATHAN ROBERTS	N ROBERTS-EL DEPT CELL PHONE ALLOWANCE			3/1/2024	\$60.00
15271	NATIONAL POOLS OF ROANOKE, INC.	REC-TRAINING-PO-CPO MARCH 7, 8 2024			3/1/2024	\$60.00
						\$800.50

15272	OLD DOMINION SLUSH PUPPIE	OLD DOM SLUSH-REC-CONCESSIONS PO RP2980	3/1/2024	\$729.50
15273	RHUDY KEITH	R KEITH-FIRE-#526 FED SIREN-REIMBURSEMENT	3/1/2024	\$37.29
15274	RICKY CORDLE	R CORDLE-EL DEPT CELL PHONE ALLOWANCE	3/1/2024	\$60.00
15275	RICOH USA INC.	ROCOH-PD-COPIER MAINT-PO306258-	3/1/2024	\$88.52
15276	RICOH USA, INC.	RICOH-FIN 2 PRINTER/COPIER RENT/MAINT	3/1/2024	\$262.56
15277	RON HOLT	RON HOLT-PD-CELL PHONE ALLOWANCE	3/1/2024	\$60.00
15278	SIDNEY ALLEN COMPTON	ALLEN COMPTON-EL-CELL PHONE ALLOWANCE	3/1/2024	\$60.00
15279	SPECTRUM ENTERPRISE	SPECTRUM-WWTP-TELEMETRY	3/1/2024	\$219.75
15280	STEVE WHITE	S WHITE-ST-CELL PHONE ALLOWANCE	3/1/2024	\$60.00
15281	SUSAN WHITT	S WHITT-FINANCE-CELL PHONE ALLOWANCE	3/1/2024	\$60.00
15282	TIMOTHY ELSWICK	WWTP-CORK BOARD, PUSH PINS PO WW82342	3/1/2024	\$17.06
15283	TRAVIS MITCHELL	T MITCHELL-LINES-CELL PHONE ALLOWANCE	3/1/2024	\$60.00
15284	TRI-CITIES/SW VA REGIONAL GROUP	LEE ENT-FIN DIR AD-2ND RUN 6/4-6/11/24	3/1/2024	\$535.90
15285	A T & T MOBILITY	AT&T MOBILITY-DTF-WIRELESS SERVICE PO PS306279	3/4/2024	\$261.19
15286	APPALACHIAN POWER	WWTP, FIRE/RESCUE, ST, LINES	3/4/2024	\$2,457.23
15287	CLINCH VALLEY MEDICAL CENTER	CLINCH VALLEY MEDICAL CENTER-PD-DRUG TESTING-	3/4/2024	\$1,293.00
15288	LEAF	LEAF-PD-LEASE PAYMENT KINICA MINOLTA-PO PS306288	3/4/2024	\$123.63
15289	MUSICIAN'S FRIEND	COMM DEVELOPMENT GRANT-IPAD AIR-PO-IT5118	3/4/2024	\$599.00
15290	PACE ANALYTICAL SERVICES, LLC	PACE-WWTP JAN '24 SAMPLES	3/4/2024	\$226.70
15291	RC SERVICES	ST-2 USED SOLAR TECH SILENT MSG BOARDS PO 15269	3/4/2024	\$22,000.00
15292	RICOH USA INC.	RICOH-PD-COPIERS LEASE CONTRACTS-PO 306282	3/4/2024	\$183.06
15293	SPECTRUM ENTERPRISE	SPECTRUM-SET TOP ACCESS/COMM ACCESS-PO-306271	3/4/2024	\$62.08
15294	TRANSUNION	TRANSUNION-PD-CONTRACT CHARGES-PO PS306292	3/4/2024	\$240.00
15295	VIRGINIA RURAL WATER ASSOCIATION	WWTP-ELSWICK, SPARKS, PROPST, KEENE, MONTROYA -OP CLASS 4.15.24-LINES-SHELTON, MITCHELL CROSS CONN CLASS	3/4/2024	\$1,085.00
15296	TREASURER TAZEWELL COUNTY	TREAS, TAZ CO-JAN 24 CONSUMER UT TAX	3/5/2024	\$108.08
15297	WEST HILLS TRACTOR, INC.	ST-NEW HOLLAND POWERSTAR 75 TRACTO PO 15261	3/5/2024	\$64,500.00
15298	RAMEY RICHLANDS	RAMEY-PD-2024 CHEV MALIBU-PAID FROM SURPLUS SALE MON	3/5/2024	\$24,801.00
15299	AMANDA BEHELER	PD-MILEAGE TO/FROM WINTERGREEN POLICE DEPT-ACCREDITA	3/7/2024	\$302.84
15300	AMAZON CAPITAL SERVICES, INC.	ALL DEPTS-office supplies, light bulbs, cleaners-Comm Devel Grant-Projector	3/7/2024	\$6,393.77
15301	ANTHONY COX	A COX-REC-CONCESSION- PO RP2998	3/7/2024	\$44.40
15302	CARTER MACHINERY COMPANY, INC.	WTP-GENERATOR PERFORM MAINT PO EL004161	3/7/2024	\$3,552.12
15303	CLINCH VALLEY REPAIR, INC.	CV REPAIR-PD-5LB FIRE EXT RECHARGE PO 306212	3/7/2024	\$32.00
15304	CREATIVETIME SOLUTIONS	TIME & ATTENDANCE-ALL EMPLOYEES FEB, MARCH	3/7/2024	\$310.00

15305	DARRELL HAMM	D HAMM-PMC-OVERPMT-REFUND-PAT-011060	3/7/2024	\$1,228.00
15306	DRAVEN BALDWIN	D BALDWIN-PD-ACADEMY PO 306146	3/7/2024	\$150.00
15307	FBI-LEEDA	FBI-LEEDA-PD-S SHORT-MEMBERSHIP DUES PO 306284	3/7/2024	\$50.00
15308	Landon Shelton	L SHELTON-PD-ACADEMY PO 306165	3/7/2024	\$150.00
15309	LUSK DISPOSAL SERVICE, INC.	LUSK-WWTP/CVMC JAN, FEB 2023 HAUL SVC PO 82339	3/7/2024	\$2,574.64
15310	NORFOLK SOUTHERN CORPORATION	LAND LEASES	3/7/2024	\$3,482.87
15311	POINT BROADBAND	POINT BROADBAND-DTF-INTERNET SVC PO 306285	3/7/2024	\$69.95
15312	SEGRA	SEGRA-PHONE SERVICE	3/7/2024	\$2,417.89
15313	TAZEWELL CO PUBLIC SERVICE AUTHORITY	TCPSA-WWTP-LIFT STATION	3/7/2024	\$42.79
15314	VERIZON	VERIZON,-FIRE/PD/WTP/DTF	3/7/2024	\$545.48
15315	VERIZON WIRELESS	PD/DTF/RESCUE/W/S/E/ST CELL PHONES	3/7/2024	\$775.58
		Total Checks:		\$274,563.41
		GRAND TOTAL		\$274,563.41



Richlands Police Department 2023 Annual Report



Town of Richlands Police
Department
1851 Cranwell Drive, Richlands Va
24641
Office: 276-964-9134
Emergency: 911
Ronald D. Holt, Chief of Police



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RICHLANDS POLICE DEPARTMENT

Ronald D. Holt II, Chief of Police

1851 Cranwell Dr. Richlands, VA 24641



To: Honorable Councilmembers & Mayor Cury

From: Chief Ron Holt

Date: March 12th, 2024

RE: Annual Report 2023

On behalf of the men and women of the Richlands Police Department, I would like to thank each of you for your unwavering support. As a result of your support, and the team dynamic that we enjoy with town administration and all town departments, our agency continues to grow into the department that I envisioned when I was hired in September of 2022. We are steadily moving towards VALEAC accreditation with the help of our Accreditation Manager and leadership team. Our first mock assessment proved to be better than anticipated, with our agency receiving high praise and good marks from assessors.

Also worth noting in 2023, we began rehabilitating our building with the help of our wonderful town crew. We replaced the majority of our aged fleet utilizing existing resources and grant funding, updated essential equipment, professionalized our appearance, and started working on a host of other programs and opportunities for our department and the community.

While the aforementioned hard work was enough to keep our department busy, we also responded to, or created over seven thousand calls for service in 2023. We continue to work through a mental health crisis on the heels of COVID, which is especially difficult from time to time with a hospital in town. We continue to provide SRO services for two of our schools, conduct major investigations into felony crime, and support the ongoing fight against drugs in our community through our participation in the Tazewell County Drug Taskforce.

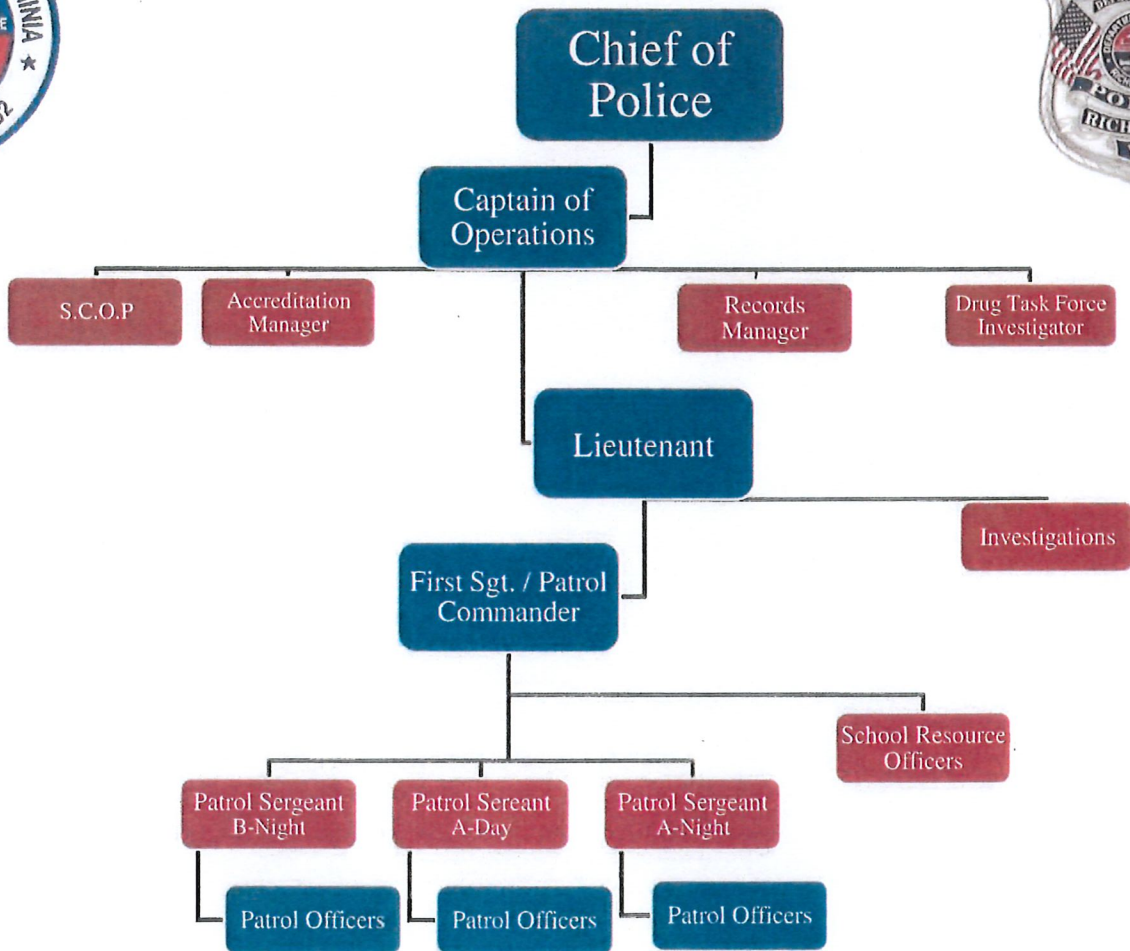
I continue to stand in awe of the men and women who I work alongside each and every day. Their commitment to protecting Richlands is evident in their work and their willingness to help me do the necessary things to make our department the best that it can be. I continue to look for great things to happen in 2024.

Respectfully,

Chief Ron Holt



Richlands Police Department

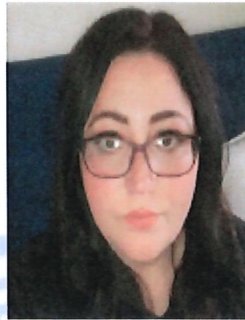


Updated: August 15, 2023

Governing Body:



Seth White



Laura Mollo



Rick Wood



Rod Cury- Mayor



Jason May-Town Manager



Gary Jackson



Jordan Bales



Jannis White

Town of Richlands 2023 Statistics:

- ★ ANNUAL CRIME REPORT
- ★ • DISTURBANCE-73
- ★ • 911 HANG-UP CALLS-346
- ★ • ACCIDENTS-203
- ★ • ALARM CALLS-125
- ★ • ALTERED MENTAL STATUS-81
- ★ • ANIMAL CONTROL-408
- ★ • ASSAULT AND BATTERY-26
- ★ • ASSIST OTHER AGENCIES-96
- ★ • BANK ESCORT-14
- ★ • BODY FOUND-3
- ★ • BOLO-12
- ★ • BRANISHING A FIREARM-5
- ★ • BREAKING AND ENTERING-53
- ★ • CHASE-8
- ★ • CHECKING DETAILS-6
- ★ • CHILD ABUSE-14
- ★ • CHILD PORNOGRAPHY-3
- ★ • CHILD MOLESTATION-1
- ★ • TOWN ORDINANCE VIOLATIONS-187
- ★ • CIVIL DISPUTE-185
- ★ • CONTRIBUTING TO THE DELIQUENCY OF A MINOR-2
- ★ • DAMAGED PROPERTY-54
- ★ • DISORDERLY CONDUCT-132
- ★ • DOA-9
- ★ • DOMESTIC DISTURBANCE-111
- ★ • DRUG CALLS-39
- ★ • OVERDOSE-20
- ★ • DRUNK DRIVER-22
- ★ • INTOXICATED PERSONS-40
- ★ • EMBEZZELMENT-1
- ★ • EXTRA PATROL/WELFARE CHECK-354
- ★ • FIGHT CALLS-60
- ★ • FLOODING- 6
- ★ • FOOT CHASE-1
- ★ • FOOT PATROLS-39
- ★ • FORGERY-3
- ★ • FRAUD-30
- ★ • WANTED PERSONS-101
- ★ • FUNERAL-33
- ★ • GUNSHOT WOUND-5
- ★ • GUNSHOT SOUND-25
- ★ • HARRASSING COMMUNICATIONS-16
- ★ • HOSTAGE SITUATION-1
- ★
- ★ • ID THEFT-7
- ★ • INDECENT EXPOSURE-7
- ★ • RUNAWAY JUVINILE-5
- ★ • KIDKNAPPING- 3
- ★ • LARCENY-105
- ★ • LOST & FOUND PROPERTY-44
- ★ • MISSING JUVINILE- 15
- ★ • MISSING PERSONS-21
- ★ • PAPER SERVICE ATTEMPTS-61
- ★ • SCAM-20
- ★ • EXTRADITION-3
- ★ • PROWLER-10
- ★ • PUBLIC SERVICE-546
- ★ • RAPE-3
- ★ • RECKLESS DRIVING-147
- ★ • ROBBERY-3
- ★ • SEARCH WARRANT-3
- ★ • SECURITY CHECK-243
- ★ • SENIOR NEGLECT-2
- ★ • SEXUAL ASSAULT-3
- ★ • SHOPLIFTING-15
- ★ • SPEEDING COMPLAINT-10
- ★ • STABBING-1
- ★ • STALKING- 4
- ★ • STANDED MOTOREST-86
- ★ • SUSPICIOUS PACKAGE-17
- ★ • SUSPICIOUS PERSON, VEHICLE, ACTIVITY-607
- ★ • THREATENING-80
- ★ • TRAFFIC HAZZARD-71
- ★ • TRAFFIC STOP- 963
- ★ • TRESPASS-36
- ★ • UNAUTHORIZED USE-4
- ★ • VANDALISM-22
- ★ • VEHICLE VANDALISM-6
- ★ • VEHICLE LARCENY-17
- ★ • VIOLATION OF A PROTECTIVE ORDER-16
- ★ • HANDLE WITH CARE-5
- ★ TOTAL CALLS: 6,164
- ★

Town of Richlands 2023 Demographics:

Population: 5.3k

Median Age: 4.1

Median Household Income: \$31,169

Unemployment Rate: 8.6%

Males: 2,567

Females: 2,733

White: 94.7%

African American: 3.66%

Asian: 0.151%

Two or More Races: 1.36%

Veterans: 351

Health Coverage: 93.9%

Mission Statement:

As members of the Richlands Police Department, we are committed to promoting transparency, accountability, and integrity at all levels. We strive to deliver quality police services and enforce all laws with equality and impartiality, we demand of ourselves the highest professional standards and dedication to our core values.

Vision Statement:

It is the vision of the Richlands Police Department to continue to grow and adapt to our ever-changing community, and to provide the highest level of service and protection to our citizens.

We will accomplish this by providing our officers with the tools and knowledge to meet and exceed all present and future needs of the Town of Richlands within the scope of police services.

We will work in cooperation with our community to proactively address identified areas of needed improvement, and to continually provide the level of service and safety as deserved by the community that we proudly serve.

Training:

All sworn law enforcement officers are required by the Virginia Department of Criminal Justice to complete 40 hours of in-service training bi-annually. In addition, the officers at the Richlands Police Department continue to seek out training to serve the ever-changing needs of the Richlands community.

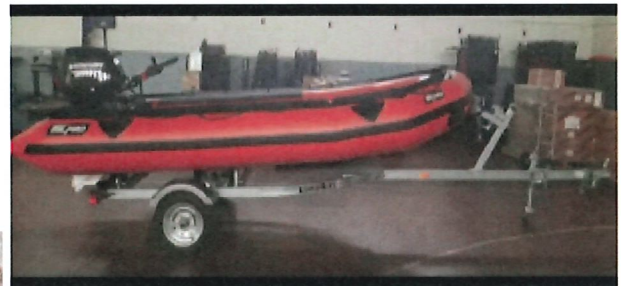
During the 2023 calendar year, officers received instruction in the following areas:

- ★ VCIN
- ★ Baiting the Police
- ★ Basic SWAT
- ★ Advanced Roadside Impaired Driving Enforcement (ARIDE)
- ★ Field Training Officer (FTO)
- ★ First- Line Supervision Training
- ★ Cultural/ Human Diversity
- ★ Basic Cyber Investigations
- ★ Basic and Advanced Interrogation Techniques
- ★ Firearms Instructor Recertification
- ★ Fundamentals of Digital Threat Assessment
- ★ Paramedic
- ★ US Constitution
- ★ Southern Software Training
- ★ FBI- LEEDA Training
- ★ Officer Involved Shooting Investigations
- ★ Outlaw Motorcycle Gangs
- ★ Critical Incident Stress Management
- ★ Peer Support Critical Incident Stress Management
- ★ Financial Investigations of Criminal Organizations

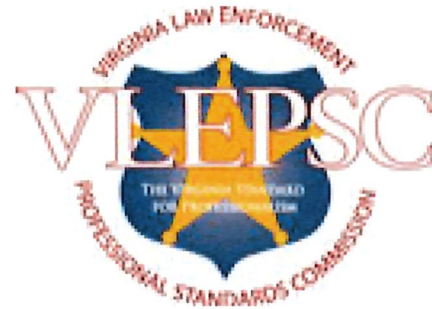
Grants and Equipment:

Grant funds for 2023 totaled
over \$444,000.00

- ★ RES SRO Grant
- ★ Virginia 599 Funds
- ★ Two Virginia's Community Foundation Grant: Rescue Raft
- ★ Special Operations Unit Equipment
- ★ Patrol Bicycles
- ★ Special Operations Patrol Tahoes
- ★ Animal Control Protective Equipment
- ★ Ballistic Vests
- ★ ICAC Investigation Computer: Forensic Desktop
- ★ Special Operations Rescue Boat
- ★ ARLO Cameras
- ★ HEAT Grant: LPR Cameras
- ★ DMV: Highway Safety Overtime Grant



The Richlands Police Department officially began the “Self-Assessment” phase of obtaining accredited status in 2023.



Accreditation is a progressive and time proven way for law enforcement agencies to improve performance and service to the community. It is the voluntary adoption of the best practices in law enforcement and requires a constant evaluation of the professional objectives set forth by VALEAC (Virginia Law Enforcement Accreditation Coalition). It is an on-going process that ensures our department is consistently achieving professional excellence.



In October 2023, Accreditation Manager Amanda Beheler and Lieutenant Matt Whited attended the annual VALEAC Conference in Charlottesville, VA.

Beheler has attended multiple mocks and training courses to ensure that the agency stays up to date with changing policies and laws.

Beheler also serves as an Official Assessor throughout the Commonwealth to hold other agencies accountable to the professional standards set forth by the Virginia Law Enforcement Professional Standards Commission (VLEPSC).

On February 8, 2024, the Richlands Police Department held their first of many “mock” assessments. Five VALEAC Assessors spent the day going through policies and participating in an agency tour and a ride-along with officers. The “mock” was a success and very beneficial.



The Richlands Police Department plans to hold their official on-site assessment to become an accredited agency in the Fall of 2024.



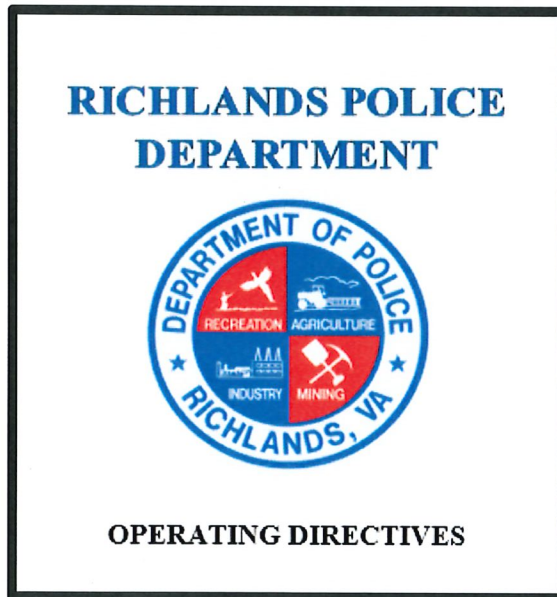
Community Outreach:

Our department continues to expand our services and programs to be more engaged with the community. The following are only a few of the many ways we try to meet the people we serve in new and innovative ways:

- ★ Shop with a Cop
- ★ Coffee with a Cop
- ★ National Night Out
- ★ Trunk or Treat
- ★ Richlands Police Department Car Show
- ★ Shop with a Cop Car Wash
- ★ Animal Food Drive
- ★ Community Service- Trash Pickup
- ★ Toys for Tots Toy Drive
- ★ Dignity Showers
- ★ Business Security Checks
- ★ School Security Foot Patrols

POLICY

On May 26, 2023, Chief Ron Holt signed into effect a new policy for the Richlands Police Department. The new operating directives meet both Virginia State Code and VALEAC (Virginia Law Enforcement Accreditation Coalition) standards.



Academy Graduates:

In the 2023 calendar year, we were very fortunate to have found two young men to join our team. Both officers have completed their FTO program and are on shifts serving our community.



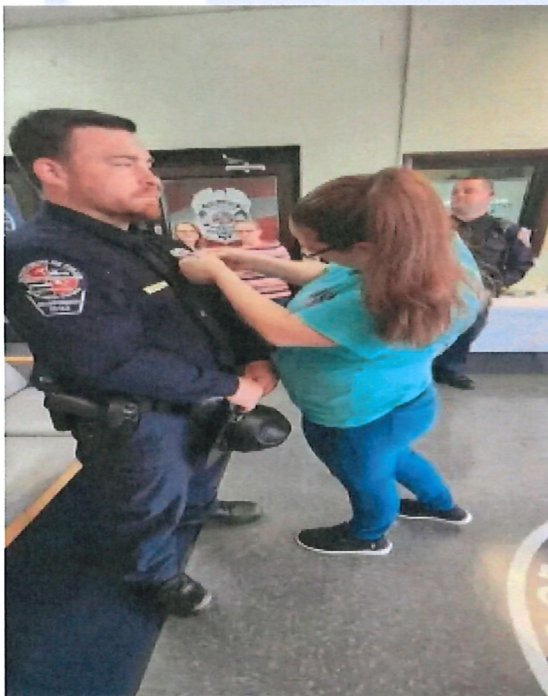
Officer Tyler Hutchinson



Officer Seth Freeman

Promotions:

2023 was a year of change for our command staff. We promoted two of our best to First Sergeant and Lieutenant. They have shown tremendous aptitude in their new positions as they help lead our team!



First Sergeant Shawn Short



Lieutenant Matt Whited

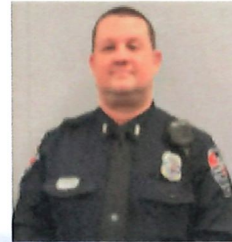
Richlands Police Department



Chief Holt



Captain Crouse



Lieutenant White



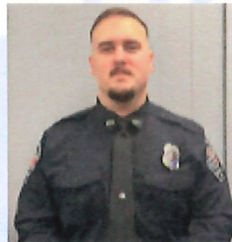
First Sergeant Short



Sergeant Dupree



Sergeant Blanton



Officer Brown



Investigator Daniels



Officer Crabtree



Officer Brooks



Officer Freeman



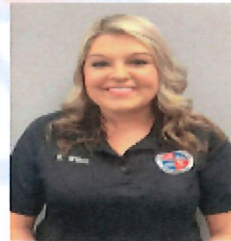
Officer Hutchinson



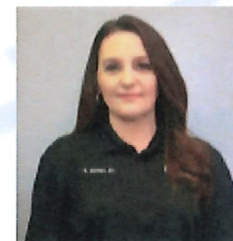
SCOP Harris



Drug Task Force Agent



Records Manager
Kayla Wingo



Accreditation
Manager
Amanda Beheler

Richlands Police Department



Officer Baldwin



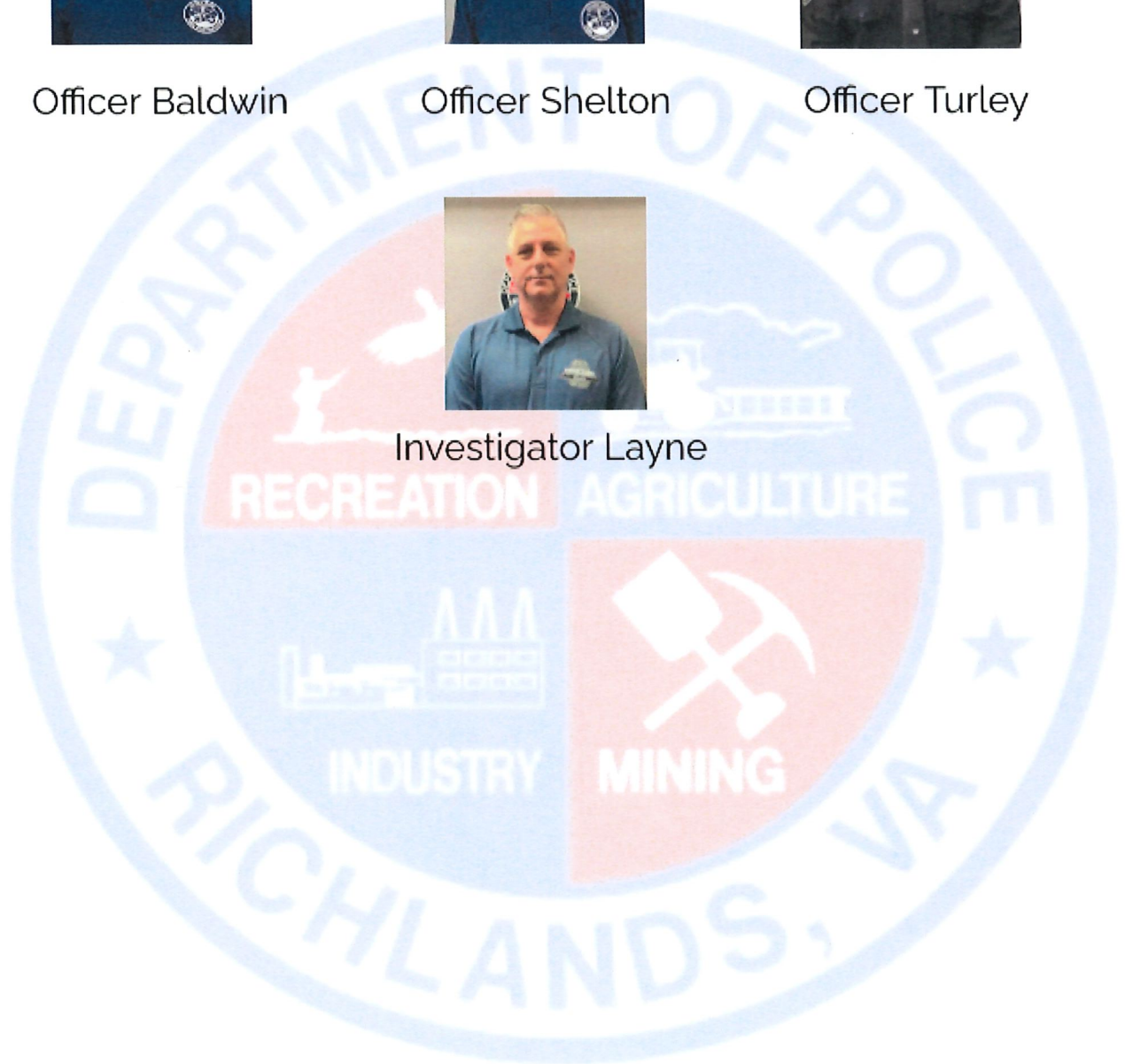
Officer Shelton



Officer Turley



Investigator Layne



Town of Richlands, VA

Town Council Meeting

Staff Summary

Action Item

Agenda Title:	MOU with Richlands Youth Baseball Parents Club, Inc.		
Staff Contact(s):	Jason May		
Agenda Date:	March 12th, 2024	Item Number:	VII.d.
Attachment(s):			
Reviewed By:	Anthony Cox; Susan Whitt		

SUMMARY:

Staff have added the area immediately outside the outfield fence to the MOU and the renewal language has been updated.

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 approving this MOU.



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.

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. **Richland Youth Baseball Club also agrees to maintain and weedat along the areas immediately outside the playing field fences.** (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 agreement can be re-executed with updated dates and signatures for accurate representation of the Town of Richlands and the Richlands Youth Baseball subject to approval of both parties.
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

Town Attorney

Town Council- Chairman

RYBC President

RYBC Board Member



**FEBRUARY 2024
MONTHLY TRAFFIC SUMMARY**

Speeding	14	Improper Turn on Red	1
Fail To Obey Highway Signs	4	Following Too Close	2
Fail To Obey Lane Markings	1	Submit False Evidence of Insurance	3
Expired Registration	2	Improper Registration	5
No Registration	5	Driving Without a License	2
Driving Revoked	2	Expired Rejection Sticker	4
Failure To Wear Seatbelt	1	Defective Speedometer	2
WARNING – Speeding	5	WARNING-Defective Equipment	1
WARNING – Traffic Light Violation	1		

TOTAL NUMBER TRAFFIC SUMMONS ISSUED: 48

ANIMAL CONTROL / ORDINANCE VIOLATIONS SUMMARY

Inoperable Vehicle	36	Trash Violation	27
Dog (Dog at Large) Transported to Shelter	4		

TOTAL NUMBER ANIMAL CONTROL / ORDINANCE VIOLATIONS ACTIONS: 67

Town of Richlands, VA

Town Council Meeting

Staff Summary

Action Item

Agenda Title:	Moving Disconnect to the last Monday of the Month		
Staff Contact(s):	Susan Whitt		
Agenda Date:	March 12, 2024	Item Number:	v.h
Attachment(s):			
Reviewed By:	Jason May, Ronnie Campbell		

SUMMARY:

Approximately one year ago, in an effort to help the citizens avoid penalties and disconnection, Council agreed to move the disconnect date to after the first of the month.

However, over all this has not helped the citizens as much as anticipated and it may even contribute to them being further behind on their bills as the new bills have come out by the first of the month and are due by the 15th. If the customer hasn't paid their last month's bill, they are facing disconnect and reconnect fees on that bill as well as having their new bill due date quickly approaching. The average number of customers to incur penalties in 2023 (471) is a higher average than in 2022 (434) , before the change was made.

Several in- house staff reports are due at the first of each month and the staff is not able to post any real estate or vehicle/mobile home license fees until all reports are ran and interest is applied to them. The first and third of each month are the busiest times of the month, as several customers still enjoy bringing their payments in person to the Town Hall.

FINANCIAL IMPACT AND FUNDING SOURCE:

This delay in the disconnect date creates additional arrears in accounts receivable on the balance sheet. Prior to the change customer balances were in the 0 – 30 days aging period and following the change customer balances are in the 31 – 60 days aging period. The shorter aging period provides for a stronger financial position. The income statement impact is related to the timing and incurrence of the penalties.

RECOMMENDATION:

The Town Manager and Staff respectfully request that Council consider moving the disconnect date to the last Monday of each month, giving consistency to the customers and alleviating some the congestion on the first of each month.

Town of Richlands, VA

Town Council Meeting

Staff Summary

Action Item

Agenda Title:	Mowing Code Enforcement		
Staff Contact(s):	Jason May		
Agenda Date:	March 12 th , 2024	Item Number:	
Attachment(s):			
Reviewed By:	Ronnie Campbell; Susan Whitt		

SUMMARY:

At the February 2024 Town Council meeting, Council approved the administration moving forward with in house mowing. One of the additional benefits of bringing this service in house is the streamlining of code enforcement around mowing. Staff have met and proposed the following Standard Operating Procedures for Code Enforcement and Mowing.

1. Citizens call or send in a code enforcement complaint.
2. Code Enforcement staff place eyes on the area of the complaint within 48 hours (72 if complaint received on a weekend)
3. Code Enforcement provides a citation to property owners stating property must be mowed within the next 5 business days.
4. Code Enforcement returns to property at the end of the 5 business days; if mowed complaint is closed; if not mowed Code Enforcement staff completes and send mowing ticket to Mowing Crew Supervisor.
5. Mowing Crew Supervisor checks for mowing tickets at the end of every day. Any properties with a mowing ticket will be mowed the next day.
6. Mowing Crew Supervisor will provide completed mowing ticket to finance team within 48 hours of mowing completion.
7. Finance Team members will complete mowing ticket and mail final copy will invoice amount to property owner.
8. Property owner has 30 days to pay citation and mowing invoice amount. If invoice is not paid, invoice will be turned over to delinquent accounts.

FINANCIAL IMPACT AND FUNDING SOURCE:

This action will have no financial impact on the Town. Any staff time will be invoiced to property owners for payment

RECOMMENDATION:

Staff recommends voting to approve this new Standard Operating Procedure.

Town of Richlands Code Enforcement Mowing Ticket



Code Enforcement Section

Date Complaint Received: _____

Assigned to: _____

Property Owner Name: _____

Address: _____

Complaint: _____

Action taken: _____

Follow Up Date: _____

Follow Up Results: _____

Mowing Crew Section

Date Ticket Received: _____

Date Property Mowed: _____

Staff Time to Mow: _____

Equipment Fee: _____

Total Cost: _____

Finance Section

Date Ticket Received: _____

Date Invoice Sent: _____

Invoice Paid: _____

Date Ticket Sent to Delinquent Accouts: _____

Amount Paid: _____

Additional Comments:

Town of Richlands, VA

Town Council Meeting

Staff Summary

Action Item

Agenda Title:	Water Plant Budget Amendment		
Staff Contact(s):	Ronnie Campbell		
Agenda Date:	March 12, 2024	Item Number:	VII. j.
Attachment(s):	1.	Budget Amendment Form and Support	
Reviewed By:	Jason May and Susan Whitt		

SUMMARY:

The water treatment plant has an old push mower for keeping the grounds up. In order to operate more efficiently and effectively a new riding mower was purchased. This is part of the overall initiative to purchase new equipment for the departments and return mowing to in-house.

FINANCIAL IMPACT AND FUNDING SOURCE:

This purchase was funded by the current fiscal year Plant Parts budget in the amount of \$7,347. Since it is greater than the \$5,000 capital threshold, it needs to be capitalized per the Town of Richlands' Financial Policies. A budget amendment to transfer the balance is attached for approval. The cash outflows will remain flat and the expense will be depreciated over the useful life of the mower in the audited financial statements.

RECOMMENDATION:

To ensure proper classification and presentation in the financial statements and the matching of actual results to budget, Staff requests The Town Council approve the budget amendment.

To: Town Manager – Jason May

Date Submitted: 3/06/2024

SUBJECT: Budget Amendment

Date of Council Action: 3/12/2024

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

The purpose of the amendment is to transfer funds to the Water Department Capital account from the Water Department Plant Parts expense account in the amount of \$7,347.00 for the purchase of a mower.

Account No.	Title	Department	Amount
Expenditure Account: 20-5434-630000	Capital	Water	<u>\$7,347.00</u>
			<u>\$7,347.00</u>
Account No.	Title	Department	Amount
Expenditure Account: 20-4340-562000	Plant Parts	Water	<u>-\$7,347.00</u>
			<u>-\$7,347.00</u>

Department Head _____

Department Head _____

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

Remarks: _____

Yes No

Finance Officer: *Ronnie Campbell*

ACTION OF TOWN MANAGER

- Approved for Council Action

- Disapproved

ACTION OF COUNCIL

- Approved

- Disapproved

Rodney D. Cury, Mayor: _____



TOWN OF RICHLANDS
 200 WASHINGTON SQUARE
 RICHLANDS, VA 24641
 276/964-2566 fax 276/9632889

Purchase Order No. WTP0230

PURCHASE ORDER

Vendor		Ship To	
Name	Outdoor Country	Name	TOWN OF RICHLANDS
Address	4407 Steelsburg Hwy	Address	200 WASHINGTON SQUARE
City	Cedar Bluff SI VA ZIP 24609	City	RICHLANDS SI VA ZIP 24641
Phone	(276)963-0112	Phone	276/964-2566

Qty	Units	Description	Dept. Acc. No	Unit Price	TOTAL
1		Cub Cadet Zero Turn Mower ZTXS5-54	4340.562000	\$7,347.00	\$7,347.00
TAX EMEMPTION NUMBER 54-6001555					

Payment Details

Check
 Cash
 Account No.
 Credit Card

Name _____
 CC # _____
 Exp Date _____

SubTotal	\$7,347.00
Shipping & Handling	
Taxes	EXEMPT
TOTAL	\$7,347.00

Shipping Date _____

Approval

Purchaser/Pickup _____ Supervisor *[Signature]* Date 2/27/2024

Order No _____
 Sales Rep _____
 Shp Via _____

Notes/Remarks

Mower purchased for Water Treatment Plant. (2 quotes attached to this PO)
 Line item approved by Jason May 2/28/2024

20-5434-630000



Town of Richlands
Income Statement: 2023 - 2024
For the Period Ending 2/29/2024

Water Fund	Account Number	Account Description	Approp Amount	Activity this Period	Expenditure YTD
Expenditures	Department 4340	WATER TREATMENT PLANT			\$237,521.75
	20-4340-500000	SALARIES AND WAGES	\$349,500.00	\$28,710.87	\$17,330.80
	20-4340-501000	INS SOCIAL SECURITY	\$26,300.00	\$2,096.06	\$65,917.00
	20-4340-501100	INS HEALTH	\$95,000.00	\$7,901.00	\$1,009.58
	20-4340-501150	INS.-LIFE	\$1,600.00	\$0.00	\$34,742.40
	20-4340-501200	INS.-RETIREMENT PLAN	\$70,137.00	\$286.50	\$801.78
	20-4340-501225	VRS-VLDP	\$1,500.00	\$0.00	\$4,184.98
	20-4340-501250	INS WORKMENS COMPENSATION	\$11,200.00	\$0.00	\$4,333.34
	20-4340-501300	INS GEN LIABILITY/BLDG	\$7,250.00	\$0.00	\$265.34
	20-4340-501350	INS AUTO	\$500.00	\$0.00	\$22,779.61
	20-4340-510050	CONTRACT CONSULTANT	\$0.00	\$0.00	\$12,750.00
	20-4340-510100	AUDITING & LEGAL	\$10,833.00	\$0.00	\$2,346.15
	20-4340-510150	PRINTING & BINDING	\$0.00	\$133.98	\$1,529.00
	20-4340-510250	DUES & MEMBERSHIP	\$2,700.00	\$0.00	\$3,870.88
	20-4340-510400	POSTAGE	\$7,650.00	\$529.55	\$1,440.81
	20-4340-510450	TELEPHONE/INTERNET/COMM	\$2,000.00	\$0.00	\$341.43
	20-4340-510500	UNIFORMS	\$500.00	\$0.00	\$0.00
	20-4340-510550	TRAINING EXPENSE	\$2,500.00	\$0.00	\$4,430.48
	20-4340-510600	EQUIPMENT MAINTENANCE	\$5,000.00	\$0.00	\$726.66
	20-4340-510625	IT SERVICE/EQ	\$2,500.00	\$0.00	\$71.95
	20-4340-510700	VEHICLE MAINT-INSIDE	\$250.00	\$0.00	\$37.50
	20-4340-510750	VEHICLE MAINT-OUTSIDE	\$250.00	\$0.70	\$1,292.52
	20-4340-510800	MOTOR FUEL & LUBRICATION	\$4,000.00	\$0.00	\$0.00
	20-4340-510900	EQUIPMENT	\$2,000.00	\$0.00	\$1,257.22
	20-4340-511000	BUILDING REPAIRS/ADDITION	\$4,000.00	\$0.00	\$0.00
	20-4340-511050	FOUNDATIONS & FACILITIES	\$350.00	\$0.00	\$2,548.44
	20-4340-511100	SUPPLIES & MATERIALS	\$8,000.00	\$74.05	\$85,314.49
	20-4340-511200	ELECTRICITY	\$135,000.00	\$16,990.63	\$1,395.36
	20-4340-511250	WATER	\$2,200.00	\$186.55	\$40,969.17
	20-4340-511300	SEWER	\$70,000.00	\$6,238.68	\$126.48
	20-4340-511350	GARBAGE	\$200.00	\$15.81	\$0.00
	20-4340-511400	ENGINEERING	\$1,200.00	\$0.00	\$1,242.94
	20-4340-519000	MISCELLANEOUS	\$1,200.00	\$0.00	\$66,276.27
	20-4340-560000	CHEMICALS-TREATMENT	\$136,000.00	\$0.00	\$1,368.01
	20-4340-560050	INSTRUMENT CALIBRATION	\$1,200.00	\$0.00	\$7,830.00
	20-4340-560100	HEALTH DEPT ASSESSMENT	\$7,830.00	\$0.00	\$3,120.40
	20-4340-560150	WATER QUALITY TESTING	\$16,000.00	\$0.00	\$0.00
	20-4340-562000	PLANT PARTS	\$10,000.00	\$0.00	\$0.00
	20-4340-562050	CHEMICALS / SUPPLIES-LAB	\$8,000.00	\$0.00	\$2,983.58
	20-4340-595100	TRANSFER OUT-ADM EXPENSE (GF)	\$139,548.00	\$0.00	\$88,126.00



Town of Richlands
Income Statement: 2023 - 2024
For the Period Ending 2/29/2024

Water Fund Expenditures	Account Number	Account Description	Approp Amount	Activity this Period	Expenditure YTD
	20-4340-596200	TRANSFER OUT-IT EXPENSE (GF)	\$17,200.00	\$0.00	\$5,866.72
	Total Dept 4340	WATER TREATMENT PLANT	\$1,161,098.00	\$63,164.38	\$726,149.04

Town of Richlands, VA

Town Council Meeting

Staff Summary

Action Item

Agenda Title:	Water Tap Ordinance		
Staff Contact(s):	Jason May		
Agenda Date:	March 12 th , 2024	Item Number:	
Attachment(s):			
Reviewed By:	Ronnie Campbell; Susan Whitt		

SUMMARY:

Staff have had ongoing conversations with Arcadis and VA DEQ regarding the Iron St. property. One last hurdle is the assurance that no wells will be constructed on this property. Often in these circumstances, the town will create an ordinance requiring all new developments in the town's corporate limits will tap into the Town's water and waste water systems. This is not appropriate for the Town of Richlands as the town has many parcels that are often a half mile or more from a water or wastewater line. In speaking with DEQ a compromise is to create an ordinance to require any new development or new construction, which takes place within 50 feet of a water or wastewater line will be required to utilize Town of Richlands water and wastewater systems.

FINANCIAL IMPACT AND FUNDING SOURCE:

This action will have no financial impact on the Town.

RECOMMENDATION:

Staff recommends adopting an ordinance to require any new residential or commercial construction must utilize the Town of Richland's water and wastewater systems.

Town of Richlands, VA

Town Council Meeting

Staff Summary

Action Item

Agenda Title:	Health Insurance		
Staff Contact(s):	Ronnie Campbell		
Agenda Date:	March 12, 2024	Item Number:	VII. m.
Attachment(s):	1.	Resolution R-2024-03-12	
Reviewed By:	Jason May and Susan Whitt		

SUMMARY:

The Town of Richlands provides 83.5% health insurance coverage through The Local Choice Health Benefits Program. The employee portion is 16.5%. The annual renewal must be completed by April 1 and the coverage will be effective July 1, 2024 – June 30, 2025.

FINANCIAL IMPACT AND FUNDING SOURCE:

There is a nominal year over year increase of 1% for both the employer and employee portions. This will reduce monthly net income and cash balances, beginning July 1, 2024.

RECOMMENDATION:

Given the nominal increase and benefits obtained from this program, Staff recommends The Town Council approve the attached Resolution for renewal.



Resolution

R-2024-03-12

WHEREAS, the Town of Richlands, Virginia desires to remain enrolled in a program that provides health insurance benefits to its employees and their dependents, and,

WHEREAS, The Local Choice Health Benefits Program is currently providing those benefits to Richlands employees and their dependents, and,

WHEREAS, The Town of Richlands desires to exclude Elected Officials of the Town from that benefit.

NOW, THEREFORE, BE IT RESOLVED, that on this 12th day of March 2024, The Town of Richlands approves coverage through the Local Choice Health Benefits Program for Richlands employees and their dependents while excluding elected officials from that benefit for the next fiscal year, July 1, 2024 – June 30, 2025.

APPROVED:

Rod Cury, Mayor of Town of Richlands

ATTEST:

Town Clerk – Amanda Beheler

Town of Richlands, VA

Town Council Meeting

Staff Summary

Action Item

Agenda Title:	Tazewell PSA O&M Accounts		
Staff Contact(s):	Ronnie Campbell		
Agenda Date:	March 12, 2024	Item Number:	VII. n.
Attachment(s):			
Reviewed By:	Jason May and Susan Whitt		

SUMMARY:

The Tazewell PSA contracts for the water and wastewater treatment plants provide for the billing of a Monthly User Charge and the maintenance of reserve accounts. This monthly charge includes their portion of debt retirement, O&M costs, a surcharge for additional treatment, transmission fee for delivering treated water and reserve account adjustment. The Town of Richlands determines the monthly charge by April 1 of each year for the twelve months, beginning on the following July 1. The monthly charge shall not be changed during the twelve month period except to correct an error in calculation or to prevent a default in payment of principal or interest on loans.

Tazewell PSA has requested refunding their portion of the balance from both reserve accounts and continuing to adjust and settling once a year. This would eliminate the reserve account component of the calculation above and any contingency allowance. A contract amendment would be required for any changes.

FINANCIAL IMPACT AND FUNDING SOURCE:

There is not any net income impact in the current fiscal year. The Monthly User Charge calculation and billing will be adjusted in the subsequent fiscal year. The changes in the reserves are timing from a cash and balance sheet perspective. Cedar Bluff has a portion of the reserve balances as well.

RECOMMENDATION:

Staff is reviewing the reserve accounts and the associated history and policies and may propose other options to consider. These options include frequency of adjustments such as semi-annually or quarterly and retaining a portion of the reserve account balances. Staff requests input from Town Council in formulating a response.

Town of Richlands, VA

Town Council Meeting

Staff Summary

Action Item

Agenda Title:	Monthly Financial Reports		
Staff Contact(s):	Ronnie Campbell		
Agenda Date:	March 12, 2024	Item Number:	VIII. a.
Attachment(s):	1.	Income Statement Summary	
	2.	Income Statement Detail	
	3.	Reserve Analysis	
Reviewed By:	Jason May and Susan Whitt		

SUMMARY:

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

FINANCIAL IMPACT AND FUNDING SOURCE:

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

RECOMMENDATION:

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

Town of Richlands
Income Statement Summary: 2023 - 2024
For the Period Ending 1/31/2024

<u>Fund</u>	Current Month Net Income (Loss)	Year To Date Net Income (Loss)	<u>Drivers</u>	<u>Variance Permanent or Timing</u>
General	\$1,503	\$188,337	YTD net income primarily results from lower expenses (52.5% of budget) in Finance, IT, Fire and Street/Sanitation Departments, offset by lower revenues (50.0% of budget) in other taxes and fees, business licenses, garbage collections and capital purchase.	Revenue Other Taxes and Fees, Business Licenses and Garbage Collections - Timing, Revenue Personal Property Taxes - Permanent; Capital (ARPA Fund Offset) - Permanent; Expenses - Timing/Permanent (Observing Trends)
Water	14,027	95,617	YTD net income primarily results from lower revenues (48.3% of budget).	Revenues - Permanent
Sewer	51,015	133,732	YTD net income primarily results from lower revenues (46.3% of budget), offset by slightly lower expenses (54.0% of budget).	Revenues - Permanent; Expenses - Timing/Permanent (Observing Trends)
Water/Sewer Line Maintenance	(31,911)	(221,120)	There is not a separate revenue stream. YTD net loss results from lower expenses (46.6% of budget).	Expenses - Timing
Electric	(156,511)	(213,026)	YTD net loss primarily results from lower revenues (51.9% of budget) and capital purchase, offset by slightly lower expenses (54.8% of budget).	Revenues - Permanent; Capital - Permanent (ARPA Fund Offset); Expenses - Timing/Permanent (Observing Trends)
Total All Funds	(\$121,877)	(\$16,459)		

Town of Richlands
Income Statement: 2023 - 2024
For the Period Ending 1/31/2024

General Fund	Account Description	Estimated Revenue	Activity this Period	Revenue YTD	% Received
Revenues					
10-3700-410000	REAL ESTATE TAXES	\$535,000.00	\$15,824.93	\$494,066.42	92.35%
10-3700-410050	R E TAX BUDGET	\$20,000.00	\$5,173.78	(\$23,516.50)	-117.58%
10-3700-410100	R.E. TAXES PRO RATA	\$1,000.00	\$6.70	(\$1,254.33)	-125.43%
10-3700-410200	DELINQUENT TAXES	\$2,000.00	\$344.01	\$8,079.28	40.40%
10-3700-410300	PENALTIES ON TAXES	\$2,000.00	\$418.07	\$790.98	39.55%
10-3700-410350	INTEREST ON TAXES	\$5,000.00	\$59.63	\$1,357.15	27.14%
10-3700-410400	PUBLIC SERVICE TAXES	\$46,000.00	\$0.00	\$40,839.55	88.78%
10-3700-410500	R E TAX OVERPAYMENTS	\$0.00	\$0.00	\$373.87	0.00%
Total Dept:3700	REVENUE	\$629,000.00	\$21,827.12	\$520,736.42	82.79%
10-3701-411000	BANK STOCK TAXES	\$173,000.00	\$0.00	\$0.00	0.00%
10-3701-411100	RESTAURANT FOOD TAX	\$906,500.00	\$92,366.34	\$622,079.71	68.62%
10-3701-411200	BUSINESS LICENSES	\$500,000.00	\$4,255.07	\$11,030.40	2.21%
10-3701-411300	MOTOR VEHICLE LICENSES	\$30,000.00	\$1,840.14	\$32,154.87	107.18%
10-3701-411400	MOBILE HOME LICENSE	\$8,000.00	\$360.00	\$6,999.55	87.49%
10-3701-411450	PERSONAL PROPERTY TAX	\$155,000.00	\$0.00	(\$7.61)	0.00%
10-3701-411500	CIGARETTE TAX	\$200,000.00	\$22,500.00	\$120,000.00	60.00%
10-3701-411550	DELINQUENT PER PROPERTY TAXES	\$1,000.00	\$462.34	\$2,547.31	254.73%
10-3701-411650	PENALTIES ON PER PROPERTY TAXES	\$0.00	\$23.11	\$132.71	0.00%
10-3701-411750	INTEREST ON PERSONAL PROPERTY TAXES	\$0.00	\$31.36	\$130.38	0.00%
10-3701-412000	ZONING PERMITS	\$1,000.00	\$0.00	\$620.00	62.00%
10-3701-413000	COURT FINES & FOREFEITURE	\$30,000.00	\$3,878.17	\$21,753.54	72.51%
10-3701-413050	E-CITATION COLLECTIONS	\$500.00	\$207.81	\$1,406.84	281.37%
10-3701-413100	PARKING VIOLATIONS	\$600.00	\$0.00	\$150.00	25.00%
10-3701-413300	INTEREST INCOME	\$5,000.00	\$1,459.67	\$5,310.05	106.20%
10-3701-413400	CONTRACT WORK-STREET	\$2,000.00	\$242.61	\$4,012.92	200.65%
10-3701-413900	SALE OF SALVAGE & SURPLUS	\$20,000.00	\$522.00	\$1,224.55	6.12%
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	\$75,000.00	\$225,000.00	83.33%
10-3701-414125	RESCUE SQUAD BILLING REVENUE	\$700,000.00	\$90,023.32	\$523,317.92	74.76%
10-3701-414130	RESCUE BAD DEBT COLLECTIONS	\$6,000.00	\$70.00	\$1,518.68	25.31%
10-3701-414150	SWIMMING POOL FEES	\$12,000.00	\$0.00	\$8,038.54	66.99%
10-3701-414200	CONCESSION COLL	\$15,000.00	\$2,503.74	\$9,733.14	64.89%
10-3701-414250	BASKETBALL FEES	\$7,500.00	\$2,588.00	\$13,571.00	180.95%
10-3701-414350	OUTDOOR TENNIS FEES	\$100.00	\$0.00	\$102.00	102.00%
10-3701-414400	MEMBERSHIP FEES	\$250.00	\$75.00	\$825.00	330.00%

10-3701-414425	WEIGHT ROOM FEES	\$1,000.00	\$146.00	\$1,138.00	113.80%
10-3701-414450	ROOM RENTAL UPSTAIRS	\$2,000.00	\$250.00	\$1,740.00	87.00%
10-3701-414475	SHELTER RENTAL FEES	\$500.00	\$0.00	\$245.00	49.00%
10-3701-414500	MISC RECREATION REVENUE	\$1,000.00	\$101.00	\$1,136.00	113.60%
10-3701-414525	REC TOURNAMENTS/EVENTS	\$0.00	\$350.00	\$623.00	0.00%
10-3701-414550	VOLLEYBALL FEES	\$8,000.00	\$0.00	\$10,357.00	129.46%
10-3701-420200	GARBAGE COLLECTIONS	\$580,000.00	\$43,094.38	\$300,356.14	51.79%
10-3701-420420	PENALTIES	\$6,000.00	\$0.00	\$5,558.09	92.63%
10-3701-420550	STATE-LOCAL TAX	\$16,000.00	\$2,410.96	\$11,038.48	68.99%
10-3701-420900	CONSUMER/CONSUMPTION UTILITY TAX	\$270,000.00	\$19,883.12	\$132,454.79	49.06%
10-3701-430000	CONVENIENCE FEE	\$5,000.00	\$159.00	\$1,005.00	20.10%
10-3701-430100	MISCELLANEOUS REVENUE	\$10,000.00	\$3,396.69	\$9,487.67	94.88%
10-3701-430300	GIFTS & DONATIONS-PVT	\$0.00	\$0.00	\$1,000.00	0.00%
10-3701-430400	RETURN CHECK FEES	\$500.00	\$210.00	\$1,020.00	204.00%
10-3701-430600	DNITN & COMM DEVELOP REVENUE	\$0.00	\$70.00	\$21,191.50	0.00%
10-3701-430900	COMM & CIVIC PROG REVENUE	\$0.00	\$16.00	\$461.00	0.00%
10-3701-430950	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	\$3,611.00	\$9,705.69	97.06%
10-3701-431100	DONATIONS & MISC-RESCUE	\$1,500.00	\$3,543.79	\$4,118.79	274.59%
10-3701-431200	MISCELLANEOUS REVENUE-POLICE	\$4,000.00	\$657.19	\$34,000.48	850.01%
Total Dept:3701	RESTITUTION	\$0.00	\$0.00	\$309.19	0.00%
	REVENUE	\$3,966,950.00	\$376,307.81	\$2,233,067.32	56.29%
10-3702-433100	SALES TAX PROCEEDS	\$572,250.00	\$46,654.97	\$308,570.80	53.92%
10-3702-433200	MOTOR VEHICLE CARRIER TAX	\$4,500.00	\$240.26	\$2,412.29	53.61%
10-3702-433300	MOBILE HOME TITLING TAX	\$2,000.00	\$0.00	\$225.00	11.25%
10-3702-434000	COMM OF VA LAW ENFORCEMENT	\$150,000.00	\$0.00	\$85,972.00	57.31%
10-3702-434100	STREET & HWGY MAINT.	\$1,354,716.00	\$0.00	\$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	\$8,699.68	\$47,334.38	137.20%
10-3702-435400	DRUG ENFORCEMENT & PROSEC	\$76,087.00	\$0.00	\$76,087.00	100.00%
10-3702-435425	HIDTA FED GRANT	\$19,000.00	\$399.81	\$6,298.78	33.15%
10-3702-435450	RESTITUTION-NTF BUY MONEY	\$0.00	\$0.00	\$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	\$0.00	\$24,387.00	108.39%
10-3702-460000	OTHER STATE/FED REVENUE	\$14,500.00	\$4,500.00	\$14,956.73	103.15%
Total Dept:3702	REVENUE	\$2,253,053.00	\$60,494.72	\$1,236,158.00	54.87%
10-3703-470000	TRANSFER IN FROM UT-ADM COST	\$530,500.00	\$37,179.00	\$260,881.00	49.18%
10-3703-471000	TRANSFER IN FROM UT-IT COST	\$15,000.00	\$2,175.56	\$23,466.88	156.45%
Total Dept:3703	REVENUE	\$545,500.00	\$39,354.56	\$284,347.88	52.13%
10-3704-480000	FUND BALANCE ALLOCATION	\$1,160,000.00	\$0.00	\$0.00	0.00%
Total Dept:3704		\$1,160,000.00	\$0.00	\$0.00	0.00%

49.97%

\$4,274,309.62

\$497,984.21

\$8,554,503.00

General Fund

Total Fund

General Fund
Expenditures

Account Number	Account Description	Approp Amount	Activity this Period	Expenditure YTD	% Used
Department 4010	COUNCIL	\$10,500.00	\$782.24	\$6,282.24	59.83%
10-4010-500000	SALARIES AND WAGES	\$65,000.00	\$2,594.89	\$30,986.11	47.67%
10-4010-500100	TOWN ATTORNEY	\$9,000.00	\$1,000.00	\$7,000.00	77.78%
10-4010-500150	CLERK SALARY	\$1,720.00	\$136.33	\$1,015.97	59.07%
10-4010-501000	INS SOCIAL SECURITY	\$25.00	\$0.00	\$6.50	26.00%
10-4010-501250	INS WORKMENS COMPENSATION	\$2,000.00	\$34.87	\$2,255.19	112.76%
10-4010-519000	MISCELLANEOUS	\$174,500.00	\$0.00	\$122,331.59	70.10%
10-4010-525000	SPECIAL STUDIES	\$5,000.00	\$34.19	\$27,614.67	552.29%
10-4010-525150	TOWN EVENTS	\$5,000.00	\$34.19	\$27,614.67	552.29%
Total Dept. 4010	COUNCIL	\$267,745.00	\$4,582.52	\$197,492.27	73.76%
Department 4040	FINANCE OFFICE	\$346,500.00	\$25,443.80	\$213,543.93	61.63%
10-4040-500000	SALARIES AND WAGES	\$120,000.00	\$12,538.46	\$32,214.15	26.85%
10-4040-500050	TOWN MANAGER SALARY	\$35,160.00	\$2,782.59	\$17,650.30	50.20%
10-4040-501000	INS SOCIAL SECURITY	\$146,136.00	\$7,465.00	\$52,985.00	36.26%
10-4040-501100	INS HEALTH	\$2,700.00	\$126.02	\$895.30	33.16%
10-4040-501150	INS.-LIFE	\$143,080.00	\$8,490.39	\$36,035.77	25.19%
10-4040-501200	INS.-RETIREMENT PLAN	\$3,400.00	\$216.91	\$1,063.51	31.28%
10-4040-501225	VRS-VLDP	\$600.00	\$0.00	\$124.44	20.74%
10-4040-501250	INS WORKMENS COMPENSATION	\$8,835.00	\$0.00	\$6,484.82	73.40%
10-4040-501300	INS GEN LIABILITY/BLDG	\$300.00	\$0.00	\$148.00	49.33%
10-4040-501350	INS AUTO	\$50.00	\$0.00	\$148.00	-100.00%
10-4040-510000	CASH OVER & SHORT	\$0.00	\$295.31	\$39,129.61	0.00%
10-4040-510050	CONTRACT CONSULTANT	\$10,834.00	\$5,250.00	\$12,750.00	117.69%
10-4040-510100	AUDITING & LEGAL	\$5,600.00	\$2,532.60	\$2,532.60	45.23%
10-4040-510125	CIGARETTE STAMPS	\$3,000.00	\$37.46	\$2,404.56	80.15%
10-4040-510150	PRINTING & BINDING	\$3,000.00	\$0.00	\$0.00	0.00%
10-4040-510200	TAX FORMS	\$9,000.00	\$1,100.00	\$5,929.00	65.88%
10-4040-510250	DUES & MERBERSHIP	\$2,500.00	\$0.00	\$2,834.01	113.36%
10-4040-510300	ADVERTISING	\$5,000.00	\$0.00	\$1,488.49	29.77%
10-4040-510350	OFFICE SUPPLIES	\$6,500.00	\$0.00	\$6,391.69	98.33%
10-4040-510400	POSTAGE	\$16,000.00	\$1,489.45	\$11,052.99	69.08%
10-4040-510425	CARD PROCESSING CHGS/ACH FEES/BANK ANALYSIS	\$6,000.00	\$353.76	\$2,276.93	37.95%
10-4040-510450	TELEPHONE/INTERNET/COMM	\$1,000.00	\$0.00	\$106.00	10.60%
10-4040-510500	UNIFORMS	\$1,000.00	\$0.00	\$645.14	64.51%
10-4040-510550	TRAINING EXPENSE	\$6,000.00	\$247.21	\$4,309.72	71.83%
10-4040-510600	EQUIPMENT MAINTENANCE	\$0.00	\$0.00	\$600.00	0.00%
10-4040-510625	IT SERVICE/EQ	\$1,000.00	\$0.00	\$0.00	0.00%
10-4040-510700	VEHICLE MAINT-INSIDE	\$0.00	\$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	\$0.00	0.00%
10-4040-511000	BUILDING REPAIRS/ADDITION	\$6,000.00	\$0.00	\$1,335.39	53.42%
10-4040-511050	FOUNDATIONS & FACILITIES	\$2,000.00	\$92.63	\$873.98	14.57%
10-4040-511100	SUPPLIES & MATERIALS	\$4,000.00	\$0.00	\$934.80	46.74%
10-4040-511150	CLEANING SUPPLIES	\$6,000.00	\$162.64	\$3,759.83	94.00%
10-4040-511200	ELECTRICITY	\$15,500.00	\$30.16	\$1,166.80	19.45%
10-4040-511250	WATER	\$900.00	\$31.29	\$8,362.99	53.95%
10-4040-511300	SEWER	\$700.00	\$35.10	\$220.36	24.48%
10-4040-511350	GARBAGE	\$550.00	\$31.91	\$223.37	35.33%
10-4040-519000	MISCELLANEOUS	\$6,000.00	(\$3.37)	\$3,991.36	40.61%
10-4040-525100	BUS TRANSIT	\$7,200.00	\$600.00	\$4,200.00	66.52%
Total Dept. 4040	FINANCE OFFICE	\$936,045.00	\$70,905.41	\$478,862.18	51.16%

Department 4050	NON-DEPARTMENTAL				
10-4050-500250	EMPLOYEE APPRECIATION	\$3,000.00	\$0.00	\$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	\$670.25	67.03%
10-4050-501250	INS WORKMENS COMPENSATION	\$0.00	\$0.00	\$48,931.67	0.00%
Total Dept. 4050	NON-DEPARTMENTAL	\$4,000.00	\$95.75	\$52,793.24	1319.83%

Department 4060	IT DEPARTMENT				
10-4060-500000	SALARIES AND WAGES	\$15,000.00	\$1,962.62	\$12,112.77	80.75%
10-4060-501000	INS SOCIAL SECURITY	\$1,150.00	\$134.00	\$893.59	77.70%
10-4060-501250	INS WORKMENS COMPENSATION	\$25.00	\$0.00	\$5.73	22.92%
10-4060-510625	IT SERVICE/MAINTENANCE	\$70,000.00	\$2,386.15	\$28,727.90	41.04%
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	\$11,200.00	62.22%
10-4060-580800	INTEREST EXPENSE	\$0.00	\$0.00	\$2,429.70	0.00%
Total Dept. 4060	IT DEPARTMENT	\$185,502.00	\$5,982.77	\$55,369.69	29.85%

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	\$1,826.22	\$2,349.77	0.00%
10-4070-525150	DOWNTOWN ACTIVITY	\$0.00	\$0.00	\$0.30	0.00%

Total Dept.4070	COMMUNITY DEVELOPMENT	\$70,785.00	\$1,826.22	\$2,350.07	3.32%
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	\$4,452.34	\$11,312.08	0.00%
10-4110-524250	OTHER GRANTS	\$56,054.00	\$8,307.31	\$58,270.68	103.95%
Total Dept.4110	POLICE GRANTS	\$56,054.00	\$12,759.65	\$72,045.76	128.53%
Department 4120	FED/STATE ASSET FORF				
10-4120-511100	SUPPLIES & MATERIALS	\$0.00	\$0.00	\$814.99	0.00%
Total Dept.4120	FED/STATE ASSET FORF	\$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	\$4,354.00	31.46%
10-4130-510125	PROFESSIONAL SERVICES	\$425.00	\$35.00	\$175.00	41.18%
10-4130-510350	OFFICE SUPPLIES	\$2,500.00	\$0.00	\$0.00	0.00%
10-4130-510450	TELEPHONE/INTERNET/COMM	\$7,100.00	\$694.64	\$4,741.10	66.78%
10-4130-510750	VEHICLE MAINT-OUTSIDE	\$9,000.00	\$85.50	\$2,821.70	31.35%
10-4130-510900	EQUIPMENT	\$6,000.00	\$0.00	\$0.00	0.00%
10-4130-519000	MISCELLANEOUS	\$36,766.00	(\$78.97)	\$2,963.74	8.06%
10-4130-530075	HIDTA GRANT PURCHASES	\$19,000.00	\$79.96	\$5,954.64	31.34%
Total Dept.4130	TZ CO NARCOTICS TASK FORCE	\$94,630.00	\$1,438.13	\$21,010.18	22.20%
Department 4140	POLICE DEPARTMENT				
10-4140-500000	SALARIES AND WAGES	\$959,000.00	\$63,200.41	\$531,873.55	55.46%
10-4140-500150	OVERTIME	\$60,990.00	\$12,190.58	\$64,745.64	106.16%
10-4140-501000	INS SOCIAL SECURITY	\$76,900.00	\$5,931.07	\$45,312.73	58.92%
10-4140-501100	INS HEALTH	\$275,000.00	\$13,883.00	\$104,329.00	37.94%
10-4140-501150	INS.-LIFE	\$5,500.00	\$321.56	\$2,261.86	41.12%
10-4140-501200	INS.-RETIREMENT PLAN	\$295,000.00	\$16,615.28	\$188,375.04	63.86%
10-4140-501225	VRS-VLDP	\$1,000.00	\$57.27	\$400.89	40.09%
10-4140-501250	INS WORKMENS COMPENSATION	\$38,000.00	\$0.00	\$16,544.08	43.54%
10-4140-501300	INS GEN LIABILITY/BLDG	\$3,500.00	\$0.00	\$1,777.46	50.78%
10-4140-501350	INS AUTO	\$9,200.00	\$0.00	\$4,362.00	47.41%
10-4140-510150	PRINTING & BINDING	\$3,000.00	\$24.64	\$24.64	0.82%
10-4140-510250	DUES & MEMBERSHIP	\$11,200.00	\$190.00	\$290.00	2.59%
10-4140-510350	OFFICE SUPPLIES	\$4,500.00	\$0.00	\$2,026.14	45.03%
10-4140-510400	POSTAGE	\$700.00	\$61.23	\$303.84	43.41%
10-4140-510450	TELEPHONE/INTERNET/COMM	\$16,000.00	\$1,298.84	\$6,944.06	43.40%
10-4140-510500	UNIFORMS	\$10,000.00	\$306.39	\$7,204.24	72.04%
10-4140-510550	TRAINING EXPENSE	\$17,000.00	\$2,019.70	\$8,155.01	47.97%
10-4140-510600	EQUIPMENT MAINTENANCE	\$32,000.00	\$1,421.40	\$26,027.85	81.34%
10-4140-510650	TWO-WAY RADIO MAINTENANCE	\$4,000.00	\$0.00	\$396.56	9.91%
10-4140-510700	VEHICLE MAINT-INSIDE	\$6,000.00	\$6.43	\$2,354.91	39.25%
10-4140-510750	VEHICLE MAINT-OUTSIDE	\$18,500.00	\$2,370.58	\$21,319.90	115.24%

10-4140-510800	MOTOR FUEL & LUBRICATION	\$60,000.00	\$11,161.70	\$44,553.16	74.26%
10-4140-510850	OFFICE FURN & FIXTURES	\$1,000.00	\$0.00	\$0.00	0.00%
10-4140-510900	EQUIPMENT	\$74,557.12	\$387.24	\$49,399.87	66.26%
10-4140-511000	BUILDING REPAIRS/ADDITION	\$5,000.00	\$216.71	\$4,112.25	82.25%
10-4140-511100	SUPPLIES & MATERIALS	\$5,442.88	\$162.89	\$3,146.80	57.81%
10-4140-511150	CLEANING SUPPLIES	\$2,000.00	\$108.15	\$840.20	42.01%
10-4140-511200	ELECTRICITY	\$33,000.00	\$3,835.77	\$19,132.83	57.98%
10-4140-511250	WATER	\$500.00	\$51.13	\$358.89	71.78%
10-4140-511300	SEWER	\$500.00	\$53.79	\$377.77	75.55%
10-4140-511350	GARBAGE	\$975.00	\$93.44	\$654.08	67.09%
10-4140-519000	MISCELLANEOUS	\$5,000.00	\$72.00	\$4,975.98	99.52%
10-4140-531000	INSURANCE-LAW ENFORCEMENT	\$8,000.00	\$0.00	\$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	\$360.00	\$1,049.40	20.99%
10-4140-531100	EXTRADITION & TRAVEL	\$1,000.00	\$54.00	\$1,532.39	153.24%
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	\$135.45	\$7,401.72	49.34%
Total Dept 4140	POLICE DEPARTMENT	\$2,086,065.00	\$136,590.65	\$1,197,421.74	57.40%

Department 4150	FIRE DEPARTMENT				
10-4150-500000	SALARIES AND WAGES	\$67,000.00	\$5,409.38	\$47,946.16	71.56%
10-4150-501000	INS SOCIAL SECURITY	\$5,125.00	\$488.05	\$3,739.83	72.97%
10-4150-501250	INS WORKMENS COMPENSATION	\$3,700.00	\$0.00	\$1,526.00	41.24%
10-4150-501300	INS GEN LIABILITY/BLDG	\$2,100.00	\$0.00	\$997.46	47.50%
10-4150-501350	INS AUTO	\$5,500.00	\$0.00	\$2,576.50	46.85%
10-4150-510450	TELEPHONE/INTERNET/COMM	\$5,000.00	\$804.67	\$2,916.20	58.32%
10-4150-510500	UNIFORMS	\$1,000.00	\$0.00	\$0.00	0.00%
10-4150-510550	TRAINING EXPENSE	\$1,500.00	\$300.00	\$726.41	48.43%
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	\$31.59	\$4,147.91	207.40%
10-4150-510750	VEHICLE MAINT-OUTSIDE	\$6,000.00	\$1,302.42	\$4,381.50	73.03%
10-4150-510800	MOTOR FUEL & LUBRICATION	\$5,500.00	\$395.53	\$3,331.50	60.57%
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	\$0.00	\$306.29	38.29%
10-4150-511100	SUPPLIES & MATERIALS	\$5,000.00	\$21.52	\$3,119.20	62.38%
10-4150-511200	ELECTRICITY	\$12,000.00	\$1,678.77	\$5,601.52	46.68%
10-4150-511250	WATER	\$1,500.00	\$375.79	\$840.49	56.03%
10-4150-511300	SEWER	\$1,300.00	\$35.51	\$371.27	28.56%
10-4150-511350	GARBAGE	\$800.00	\$48.01	\$336.07	42.01%
10-4150-519000	MISCELLANEOUS	\$1,000.00	\$534.87	\$1,200.14	120.01%
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	\$3,080.09	\$3,528.91	235.26%
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	\$439.74	\$5,675.80	56.76%
10-4150-580800	INTEREST EXPENSE	\$15,508.00	\$0.00	\$0.00	0.00%
Total Dept. 4150	FIRE DEPARTMENT	\$247,144.00	\$14,945.94	\$110,100.44	44.55%
Department 4160					
10-4160-500000	RESCUE DEPARTMENT	\$447,000.00	\$37,233.12	\$288,434.22	64.53%
10-4160-501000	SALARIES AND WAGES	\$34,000.00	\$2,632.85	\$20,897.18	61.46%
10-4160-501000	INS SOCIAL SECURITY	\$98,000.00	\$7,972.00	\$55,804.00	56.94%
10-4160-501100	INS HEALTH	\$1,500.00	\$115.20	\$806.40	53.76%
10-4160-501150	INS.-LIFE	\$65,000.00	\$4,178.96	\$25,898.58	39.84%
10-4160-501200	INS.-RETIREMENT PLAN	\$1,246.00	\$19.73	\$267.11	21.44%
10-4160-501225	VRS-VLDP	\$21,000.00	\$0.00	\$4,864.36	23.16%
10-4160-501250	INS WORKMENS COMPENSATION	\$1,100.00	\$0.00	\$585.96	53.27%
10-4160-501300	INS GEN LIABILITY/BLDG	\$3,200.00	\$0.00	\$1,783.00	55.72%
10-4160-501350	INS AUTO	\$5,200.00	\$316.15	\$5,815.22	111.83%
10-4160-510250	DUES/MEMBERSHIP/SUBSCRIPTIONS	\$1,000.00	\$25.01	\$421.41	42.14%
10-4160-510350	OFFICE SUPPLIES	\$3,000.00	\$289.29	\$1,651.79	55.06%
10-4160-510450	TELEPHONE/INTERNET/COMM	\$4,000.00	\$0.00	\$1,819.73	45.49%
10-4160-510500	UNIFORMS	\$1,500.00	\$44.00	\$2,057.39	137.16%
10-4160-510550	TRAINING EXPENSE	\$6,500.00	\$904.00	\$2,144.00	32.98%
10-4160-510600	EQUIPMENT MAINTENANCE	\$1,000.00	\$0.00	\$0.00	0.00%
10-4160-510650	TWO-WAY RADIO MAINTENANCE	\$3,000.00	\$852.18	\$3,654.56	121.82%
10-4160-510700	VEHICLE MAINT-INSIDE	\$12,000.00	\$3,040.07	\$12,395.95	103.30%
10-4160-510750	VEHICLE MAINT-OUTSIDE	\$20,000.00	\$1,396.36	\$10,169.68	50.85%
10-4160-510800	MOTOR FUEL & LUBRICATION	\$8,000.00	\$66.53	\$1,637.08	20.46%
10-4160-510900	EQUIPMENT	\$2,000.00	\$50.00	\$300.00	15.00%
10-4160-511000	BUILDING REPAIRS/ADDITION	\$6,000.00	\$0.00	\$2,152.89	35.88%
10-4160-511100	SUPPLIES & MATERIALS	\$1,000.00	\$0.00	\$443.17	44.32%
10-4160-511150	CLEANING SUPPLIES	\$17,000.00	\$1,181.83	\$10,149.64	59.70%
10-4160-511175	MEDICAL SUPPLIES	\$9,000.00	\$979.44	\$3,631.88	40.35%
10-4160-511200	ELECTRICITY	\$450.00	\$22.67	\$155.80	34.62%
10-4160-511250	WATER	\$450.00	\$42.99	\$216.30	48.07%
10-4160-511300	SEWER	\$550.00	\$46.58	\$326.06	59.28%
10-4160-511350	GARBAGE	\$2,000.00	\$0.00	\$350.75	17.54%
10-4160-519000	MISCELLANEOUS	\$13,500.00	\$0.00	\$12,465.00	92.33%
10-4160-531025	LINE OF DUTY PAYMENTS	\$2,000.00	\$242.62	\$1,363.01	68.15%
10-4160-531350	SPECIAL PROJECTS	\$42,000.00	\$3,364.48	\$26,908.44	64.07%
10-4160-532100	BILLING SERVICES/COLLECTIONS	\$1,250.00	\$14.00	\$125.33	10.03%
10-4160-532125	BAD DEBT COLLECTION FEE	\$2,500.00	\$582.37	\$1,430.76	57.23%
10-4160-561000	HEATING OIL/FUEL	\$836,946.00	\$65,612.43	\$501,126.65	59.88%
Total Dept. 4160	RESCUE DEPARTMENT				
Department 4210					
	STREET DEPARTMENT				

10-4210-500000	SALARIES AND WAGES	\$440,500.00	\$36,798.68	\$229,175.23	52.03%
10-4210-501000	INS SOCIAL SECURITY	\$33,500.00	\$2,717.46	\$16,382.89	48.90%
10-4210-501100	INS HEALTH	\$197,500.00	\$13,597.00	\$93,334.50	47.26%
10-4210-501150	INS-LIFE	\$2,200.00	\$182.44	\$1,216.66	55.30%
10-4210-501200	INS--RETIREMENT PLAN	\$125,000.00	\$7,897.20	\$39,469.67	31.58%
10-4210-501225	VRS-VLDP	\$2,000.00	\$139.24	\$774.32	38.72%
10-4210-501250	INS WORKMENS COMPENSATION	\$24,000.00	\$0.00	\$5,805.16	24.19%
10-4210-501300	INS GEN LIABILITY/BLDG	\$3,800.00	\$0.00	\$2,069.80	54.47%
10-4210-501350	INS AUTO	\$5,800.00	\$0.00	\$2,531.16	43.64%
10-4210-510250	DUES/MEMBERSHIP/SOFTWARE LICENSE FEES	\$500.00	\$0.00	\$168.71	33.74%
10-4210-510450	TELEPHONE/INTERNET/COMM	\$1,500.00	\$93.42	\$1,291.67	86.11%
10-4210-510500	UNIFORMS	\$5,000.00	\$106.00	\$2,193.21	43.86%
10-4210-510550	TRAINING EXPENSE	\$0.00	\$0.00	\$288.50	0.00%
10-4210-510600	EQUIPMENT MAINTENANCE	\$0.00	\$0.00	\$272.25	0.00%
10-4210-510700	VEHICLE MAINT-INSIDE	\$20,000.00	\$4,128.64	\$13,414.95	67.07%
10-4210-510750	VEHICLE MAINT-OUTSIDE	\$12,000.00	\$0.00	\$6,879.34	57.33%
10-4210-510800	MOTOR FUEL & LUBRICATION	\$30,000.00	\$0.00	\$17,762.73	59.21%
10-4210-510900	EQUIPMENT	\$2,787.43	\$0.00	\$1,823.71	65.43%
10-4210-511000	BUILDING REPAIRS/ADDITION	\$1,000.00	\$1,354.60	\$3,691.96	369.20%
10-4210-511100	SUPPLIES & MATERIALS	\$19,212.57	\$3,898.72	\$24,861.47	129.40%
10-4210-511200	ELECTRICITY	\$15,000.00	\$1,883.56	\$7,129.35	47.53%
10-4210-511250	WATER	\$500.00	\$37.47	\$214.59	42.92%
10-4210-511300	SEWER	\$750.00	\$73.54	\$307.14	40.95%
10-4210-511400	GARBAGE	\$300.00	\$21.37	\$149.59	49.86%
10-4210-511450	ENGINEERING	\$10,000.00	\$18,150.00	\$26,912.00	269.12%
10-4210-511500	LEASE PROP & RIGHT OF WAY	\$1,000.00	\$0.00	\$0.00	0.00%
10-4210-519000	TRAFFIC SAFETY	\$75,000.00	\$991.50	\$10,672.76	14.23%
10-4210-540000	MISCELLANEOUS	\$2,000.00	\$0.00	\$512.22	25.61%
10-4210-540050	STORM DRAINAGE	\$6,000.00	\$0.00	\$0.00	0.00%
10-4210-540100	ST, BRIDGES, SIDEWALK MAINT	\$125,000.00	\$4,536.46	\$103,348.05	82.68%
10-4210-540150	SNOW & ICE REMOVAL	\$25,000.00	\$29,873.69	\$31,767.34	127.07%
10-4210-550300	CONTRACT WORK	\$0.00	\$0.00	\$990.28	0.00%
10-4210-570250	HAND TOOLS & EQUIPMENT	\$3,500.00	\$384.36	\$4,604.55	131.56%
Total Dept.4210	STREET DEPARTMENT	\$1,190,350.00	\$126,523.33	\$650,015.76	54.61%
Department 4240	SANITATION DEPARTMENT				
10-4240-500000	SALARIES AND WAGES	\$245,500.00	\$14,671.12	\$132,462.56	53.96%
10-4240-501000	INS SOCIAL SECURITY	\$19,000.00	\$1,054.68	\$9,681.81	50.96%
10-4240-501100	INS HEALTH	\$96,000.00	\$4,080.00	\$30,286.50	31.55%
10-4240-501150	INS-LIFE	\$1,300.00	\$75.71	\$565.97	43.54%
10-4240-501200	INS--RETIREMENT PLAN	\$53,000.00	\$4,442.41	\$24,265.66	45.78%
10-4240-501225	VRS-VLDP	\$1,200.00	\$106.61	\$791.01	65.92%
10-4240-501250	INS WORKMENS COMPENSATION	\$15,539.00	\$0.00	\$5,443.25	35.03%
10-4240-501350	INS AUTO	\$2,600.00	\$0.00	\$1,803.00	69.35%
10-4240-510500	UNIFORMS	\$2,000.00	\$0.00	\$1,447.37	72.37%

10-4240-510700	VEHICLE MAINT-INSIDE	\$18,000.00	\$1,758.17	\$14,834.42	82.41%
10-4240-510750	VEHICLE MAINT-OUTSIDE	\$12,000.00	\$0.00	\$19,285.04	160.71%
10-4240-510800	MOTOR FUEL & LUBRICATION	\$25,000.00	\$575.47	\$4,427.02	17.71%
10-4240-510900	EQUIPMENT	\$0.00	\$0.00	\$963.72	0.00%
10-4240-511000	SUPPLIES & MATERIALS	\$6,500.00	(\$246.67)	\$4,452.47	68.50%
10-4240-511100	MISCELLANEOUS	\$1,500.00	\$0.00	\$484.40	32.29%
10-4240-519000	GARBAGE CONTAINERS	\$22,000.00	\$45.65	\$15,330.65	69.68%
10-4240-541000	SANITATION DEPARTMENT	\$521,139.00	\$26,563.15	\$266,524.85	51.14%
Total Dept.4240					

Department 4290	RECREATION DEPARTMENT				
10-4290-500000	SALARIES AND WAGES	\$123,500.00	\$7,047.18	\$73,989.42	59.91%
10-4290-501000	INS SOCIAL SECURITY	\$9,500.00	\$534.45	\$5,603.97	58.99%
10-4290-501100	INS HEALTH	\$20,328.00	\$627.00	\$8,657.00	42.59%
10-4290-501150	INS.-LIFE	\$250.00	\$22.56	\$127.84	51.14%
10-4290-501200	INS.-RETIREMENT PLAN	\$9,423.00	\$952.00	\$5,382.20	57.12%
10-4290-501225	VRS-VLDP	\$0.00	\$34.00	\$102.00	0.00%
10-4290-501250	INS WORKMENS COMPENSATION	\$3,000.00	\$0.00	\$859.71	28.66%
10-4290-501300	INS GEN LIABILITY/BLDG	\$3,600.00	\$0.00	\$2,257.32	62.70%
10-4290-501350	INS AUTO	\$350.00	\$0.00	\$185.50	53.00%
10-4290-510000	CASH OVER & 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	\$0.00	\$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	\$55.00	\$777.37	31.09%
10-4290-511100	SUPPLIES & MATERIALS	\$10,000.00	\$3,024.03	\$6,096.92	60.97%
10-4290-511200	ELECTRICITY	\$37,000.00	\$4,228.60	\$17,670.12	47.76%
10-4290-511250	WATER	\$3,600.00	\$44.13	\$2,919.46	81.10%
10-4290-511300	SEWER	\$2,500.00	\$50.90	\$3,585.24	143.41%
10-4290-511350	GARBAGE	\$2,100.00	\$157.55	\$1,340.00	63.81%
10-4290-550025	MISCELLANEOUS	\$1,000.00	\$49.88	\$708.76	70.88%
10-4290-550050	VOLLEYBALL EXPENSES	\$750.00	\$0.00	\$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	\$861.10	\$4,678.32	46.78%
10-4290-550250	SALES TAX-CONCESSION STAN	\$0.00	(\$1.22)	(\$5.48)	0.00%
Total Dept.4290	RECREATION DEPARTMENT	\$260,541.00	\$17,687.16	\$144,044.72	55.29%
Department 4300	COMMUNITY & CIVIC FACILITIES				
10-4300-511000	BUILDING REPAIRS/ADDITION	\$0.00	\$0.00	\$51,333.33	0.00%
10-4300-525155	LIBRARY	\$725.00	\$0.00	\$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	\$163.15	\$1,689.78	67.59%

10-4300-525175	FARMERS MARKET	\$750.00	\$0.00	\$418.84	55.85%
10-4300-525180	GREENWAY	\$0.00	\$11.52	\$84.25	0.00%
10-4300-525300	VET/CENT/HIST	\$500.00	\$0.00	\$0.00	0.00%
10-4300-525325	SECTION HOUSE	\$5,000.00	\$410.69	\$3,088.35	61.77%
10-4300-525350	TEEN CENTER	\$1,600.00	\$0.00	\$4,435.84	277.24%
Total Dept:4300	COMMUNITY & CIVIC FACILITIES	\$11,575.00	\$585.36	\$62,662.00	541.36%
Department 4470	DONATIONS	\$10,200.00	\$0.00	\$10,000.00	98.04%
10-4470-525250	DONATIONS	\$10,200.00	\$0.00	\$10,000.00	98.04%
Total Dept:4470	DONATIONS	\$10,200.00	\$0.00	\$10,000.00	98.04%
Department 5414	CAPITAL-POLICE	\$0.00	\$0.00	\$175,271.20	0.00%
10-5414-640000	VEHICLES, BOATS, ETC.	\$0.00	\$0.00	\$175,271.20	0.00%
Total Dept:5414	CAPITAL-POLICE	\$0.00	\$0.00	\$175,271.20	0.00%
Department 5416	CAPITAL-RESCUE	\$0.00	\$0.00	\$15,373.99	0.00%
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	\$1,000,000.00	\$0.00	\$5,874.00	0.59%
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	\$0.00	\$0.00	\$55,200.00	0.00%
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	\$0.00	\$10,383.00	\$11,618.42	0.00%
10-5430-650000	INFRASTRUCTURE, DEPR.	\$0.00	\$10,383.00	\$11,618.42	0.00%
Total Dept:5430	CAPITAL-COMM & CIVIC FACILITIES	\$0.00	\$10,383.00	\$11,618.42	0.00%
Total Fund	General Fund	\$7,778,721.00	\$496,481.47	\$4,085,972.15	52.53%
Water Fund	Fund Balance			\$5,975,589.41	
Revenues	Total Revenues		\$497,984.21	\$4,274,309.62	
Account Number	Less Total Expenditures		\$496,481.47	\$4,085,972.15	
20-3701-413300	Net Income		\$1,502.74	\$188,337.47	
20-3701-420050	New Fund Balance			\$6,163,926.88	
20-3701-420200	Estimated Revenue				
	INTEREST INCOME	\$1,000.00	\$86.70	\$625.11	62.51%
	WATER COLLECTIONS	\$950,000.00	\$66,499.40	\$460,497.17	48.47%
	PENALTIES	\$13,500.00	\$0.00	\$6,997.57	51.83%

20-3701-420250	SERVICE CHARGES	\$4,000.00	\$175.00	\$1,893.92	47.35%			
20-3701-420300	WATER TAPS	\$0.00	\$0.00	\$2,200.00	0.00%			
Total Dept:3701	REVENUE	\$968,500.00	\$66,761.10	\$472,213.77	48.76%			
20-3702-413310	INTEREST INCOME-WAT DEBT	\$1,200.00	\$117.31	\$813.27	67.77%			
20-3702-440000	CEDAR BLUFF WATER COLL	\$72,491.00	\$7,118.00	\$49,826.00	68.73%			
20-3702-440100	TAZ. PSA WATER COLL	\$525,061.00	\$43,755.50	\$262,533.00	50.00%			
20-3702-440200	CEDAR BLUFF-Wat Debt	\$1,000.00	\$83.00	\$581.00	58.10%			
20-3702-440300	TZ CO PSA-KENTS RIDGE	\$63,258.00	\$216.50	\$1,299.00	2.05%			
Total Dept:3702	REVENUE	\$663,010.00	\$51,290.31	\$315,052.27	47.52%			
Total Fund	Water Fund	\$1,631,510.00	\$118,051.41	\$787,266.04	48.25%			
Water Fund	Expenditures							
Account Number	Account Description	Approp Amount	Activity this Period	Expenditure YTD	%Used			
Department 4340	WATER TREATMENT PLANT							
20-4340-500000	SALARIES AND WAGES	\$349,500.00	\$27,441.77	\$208,810.88	59.75%			
20-4340-501000	INS SOCIAL SECURITY	\$26,300.00	\$1,998.94	\$15,234.74	57.93%			
20-4340-501100	INS HEALTH	\$95,000.00	\$8,288.00	\$58,016.00	61.07%			
20-4340-501150	INS.-LIFE	\$1,600.00	\$144.18	\$1,009.58	63.10%			
20-4340-501200	INS.-RETIREMENT PLAN	\$70,137.00	\$6,495.42	\$34,455.90	49.13%			
20-4340-501225	VRS-VLDP	\$1,500.00	\$114.54	\$801.78	53.45%			
20-4340-501250	INS WORKMENS COMPENSATION	\$11,200.00	\$0.00	\$4,184.98	37.37%			
20-4340-501300	INS GEN LIABILITY/BLDG	\$7,250.00	\$0.00	\$4,333.34	59.77%			
20-4340-501350	INS AUTO	\$500.00	\$0.00	\$265.34	53.07%			
20-4340-510050	CONTRACT CONSULTANT	\$0.00	\$295.31	\$22,779.61	0.00%			
20-4340-510100	AUDITING & LEGAL	\$10,833.00	\$5,250.00	\$12,750.00	117.70%			
20-4340-510150	PRINTING & BINDING	\$0.00	\$0.00	\$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	\$0.00	\$3,341.33	43.68%			
20-4340-510450	TELEPHONE/INTERNET/COMM	\$2,000.00	\$203.20	\$1,440.81	72.04%			
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	\$0.00	\$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	\$0.00	\$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	\$202.73	\$1,292.52	32.31%			
20-4340-510900	EQUIPMENT	\$2,000.00	\$0.00	\$0.00	0.00%			
20-4340-511000	BUILDING REPAIRS/ADDITION	\$4,000.00	\$60.00	\$1,257.22	31.43%			
20-4340-511050	GROUPDS & FACILITIES	\$350.00	\$0.00	\$0.00	0.00%			
20-4340-511100	SUPPLIES & MATERIALS	\$8,000.00	\$221.54	\$2,474.39	30.93%			
20-4340-511200	ELECTRICITY	\$135,000.00	\$12,675.52	\$68,323.86	50.61%			
20-4340-511250	WATER	\$2,200.00	\$182.02	\$1,208.81	54.95%			

Account Number	Account Description	Estimated Revenue	Activity this Period	Revenue YTD	% Received
20-4340-511300	SEWER	\$70,000.00	\$5,866.16	\$34,730.49	49.61%
20-4340-511350	GARBAGE	\$200.00	\$15.81	\$110.67	55.34%
20-4340-511400	ENGINEERING	\$1,200.00	\$0.00	\$0.00	0.00%
20-4340-519000	MISCELLANEOUS	\$1,200.00	\$14.47	\$1,242.94	103.58%
20-4340-560000	CHEMICALS-TREATMENT	\$136,000.00	\$14,629.66	\$66,276.27	48.73%
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	\$453.75	\$3,120.40	19.50%
20-4340-562000	PLANT PARTS	\$10,000.00	\$0.00	\$0.00	0.00%
20-4340-562050	CHEMICALS / SUPPLIES-LAB	\$8,000.00	\$778.36	\$2,983.58	37.29%
20-4340-595100	TRANSFER OUT-ADM EXPENSE (GF)	\$139,548.00	\$12,485.00	\$88,126.00	63.15%
20-4340-595200	TRANSFER OUT-IT EXPENSE (GF)	\$17,200.00	\$543.89	\$5,866.72	34.11%
Total Dept:4340	WATER TREATMENT PLANT	\$1,161,098.00	\$98,360.27	\$662,984.66	57.10%
Department 4350	WATER DEBT BOND				
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%
Total Dept:4350	WATER DEBT BOND	\$87,195.00	\$0.00	\$0.00	0.00%
Department 5434	CAPITAL-WTP				
20-5434-630000	MACHINERY AND EQUIPMENT	\$0.00	\$5,664.00	\$5,664.00	0.00%
20-5434-660000	BUILDING & BLDG. IMPROVEMENTS	\$0.00	\$0.00	\$23,000.00	0.00%
Total Dept:5434	CAPITAL-WTP	\$0.00	\$5,664.00	\$28,664.00	0.00%
Total Fund	Water Fund	\$1,248,293.00	\$104,024.27	\$691,648.66	55.41%
Sewer Fund					
Revenues					
30-3701-413300	INTEREST INCOME	\$600.00	\$41.65	\$357.74	59.62%
30-3701-413800	WW/WP-LAB TEST/SEPTIC TRET	\$10,000.00	\$15.00	\$15.00	0.15%
30-3701-420100	SEWER COLLECTIONS	\$1,388,750.00	\$121,658.21	\$631,404.92	45.47%
30-3701-420200	PENALTIES	\$13,707.00	\$0.00	\$8,684.42	63.36%
30-3701-420250	SERVICE CHARGES	\$4,000.00	\$135.00	\$1,297.50	32.44%
30-3701-430000	MISCELLANEOUS REVENUE	\$0.00	\$0.00	\$78.00	0.00%
Total Dept:3701	REVENUE	\$1,417,057.00	\$121,849.86	\$641,837.58	45.29%
		Fund Balance		\$6,474,901.73	
		Total Revenues	\$118,051.41	\$787,266.04	
		Less Total Expenditures	\$104,024.27	\$691,648.66	
		Net Income	\$14,027.14	\$95,617.38	
		New Fund Balance		\$6,570,519.11	

Account Number	Account Description	Approp Amount	Activity this Period	Expenditure YTD	% Used
30-3702-413320	INTEREST INCOME-VRA	\$350.00	\$383.92	\$2,656.04	758.87%
30-3702-440400	CEDAR BLUFF SEWER COLL	\$85,415.00	\$5,958.00	\$41,706.00	48.83%
30-3702-440500	TZ CO PSA SEWER COLL	\$252,929.00	\$21,077.00	\$126,462.00	50.00%
Total Dept:3702	REVENUE	\$338,694.00	\$27,418.92	\$170,824.04	50.44%
Total Fund	Sewer Fund	\$1,755,751.00	\$149,268.78	\$812,661.62	46.29%
Sewer Fund Expenditures	WASTEWATER TREATMENT PLANT				
30-4380-500000	SALARIES AND WAGES	\$360,000.00	\$28,967.20	\$216,831.91	60.23%
30-4380-501000	INS SOCIAL SECURITY	\$28,000.00	\$2,096.94	\$16,013.05	57.19%
30-4380-501100	INS HEALTH	\$119,660.00	\$9,635.00	\$60,055.00	50.19%
30-4380-501150	INS.-LIFE	\$2,000.00	\$155.01	\$1,051.99	52.60%
30-4380-501200	INS.-RETIREMENT PLAN	\$80,000.00	\$6,799.70	\$37,669.65	47.09%
30-4380-501225	VRS-VLDP	\$1,662.00	\$92.68	\$648.76	39.03%
30-4380-501250	INS WORKMENS COMPENSATION	\$4,500.00	\$0.00	\$1,865.96	41.47%
30-4380-501300	INS GEN LIABILITY/BLDG	\$15,600.00	\$0.00	\$8,281.84	53.09%
30-4380-501350	INS AUTO	\$1,350.00	\$0.00	\$716.84	53.10%
30-4380-510050	CONTRACT CONSULTANT	\$0.00	\$295.31	\$22,779.57	0.00%
30-4380-510100	AUDITING & LEGAL	\$10,833.00	\$5,250.00	\$12,750.00	117.70%
30-4380-510150	PRINTING & BINDING	\$2,000.00	\$0.00	\$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	\$0.00	\$3,230.21	46.15%
30-4380-510450	TELEPHONE/INTERNET/COMIM	\$2,400.00	\$355.38	\$1,410.75	58.78%
30-4380-510500	UNIFORMS	\$2,000.00	\$0.00	\$1,381.67	69.08%
30-4380-510550	TRAINING EXPENSE	\$2,000.00	\$124.00	\$395.62	19.78%
30-4380-510600	EQUIPMENT MAINTENANCE	\$25,000.00	\$2,225.25	\$7,797.67	31.19%
30-4380-510625	IT SERVICE/EQ	\$0.00	\$0.00	\$726.67	0.00%
30-4380-510700	VEHICLE MAINT-INSIDE	\$3,000.00	\$91.63	\$2,213.42	73.78%
30-4380-510750	VEHICLE MAINT-OUTSIDE	\$1,000.00	\$0.00	\$6.00	0.60%
30-4380-510800	MOTOR FUEL & LUBRICATION	\$11,000.00	\$285.25	\$2,009.81	18.27%
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	\$0.00	\$666.34	13.33%
30-4380-511050	GROUPDS & FACILITIES	\$1,000.00	\$0.00	\$0.00	0.00%
30-4380-511100	SUPPLIES & MATERIALS	\$12,000.00	\$752.50	\$11,437.88	95.32%
30-4380-511150	CLEANING SUPPLIES	\$1,200.00	\$0.00	\$0.00	0.00%
30-4380-511200	ELECTRICITY	\$172,000.00	\$13,435.45	\$86,281.02	50.16%
30-4380-511250	WATER	\$6,000.00	\$438.71	\$2,423.60	40.39%
30-4380-511300	SEWER	\$6,000.00	\$540.55	\$2,986.94	49.78%
30-4380-511350	GARBAGE	\$800.00	\$64.11	\$448.77	56.10%
30-4380-511400	ENGINEERING	\$1,000.00	\$0.00	\$0.00	0.00%

30-4380-519000	MISCELLANEOUS	\$2,000.00	\$86.00	\$2,494.47	124.72%
30-4380-561000	HEATING OIL/FUEL	\$42,000.00	\$7,151.06	\$24,585.35	58.54%
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	\$256.74	21.40%
30-4380-561200	ELECTRICITY-LIFT STATION	\$15,000.00	\$0.00	\$0.00	0.00%
30-4380-561250	OUTSIDE LAB TESTING	\$8,000.00	\$0.00	\$3,380.80	42.26%
30-4380-561300	PLANT METERING & INSTRU.	\$4,000.00	\$0.00	\$1,732.50	43.31%
30-4380-562000	OUTSIDE SLUDGE HAULING	\$22,000.00	\$0.00	\$10,519.72	47.82%
30-4380-562050	PLANT PARTS	\$30,000.00	\$0.00	\$13,479.23	44.93%
30-4380-595100	CHEMICALS / SUPPLIES-LAB	\$38,000.00	\$859.05	\$12,064.24	31.75%
30-4380-595200	TRANSFER OUT-ADM EXPENSE (GF)	\$128,500.00	\$11,842.00	\$83,675.00	65.12%
30-4380-595200	TRANSFER OUT-IT EXPENSE (GF)	\$17,000.00	\$543.89	\$5,866.72	34.51%
Total Dept.4380	WASTEWATER TREATMENT PLANT	\$1,212,905.00	\$92,129.46	\$672,804.83	55.47%

Department 4390	WASTEWATER PLANT DEBT RET				
30-4390-521600	BIRMINGHAM WAT/SEW DEBT	\$44,844.00	\$0.00	\$0.00	0.00%
Total Dept.4390	WASTEWATER PLANT DEBT RET	\$44,844.00	\$0.00	\$0.00	0.00%
Department 5438	CAPITAL-WWTP				
30-5438-630000	MACHINERY AND EQUIPMENT	\$0.00	\$6,124.50	\$6,124.50	0.00%
Total Dept.5438	CAPITAL-WWTP	\$0.00	\$6,124.50	\$6,124.50	0.00%

Total Fund	Sewer Fund	\$1,257,749.00	\$98,253.96	\$678,929.33	53.98%
	Fund Balance			\$6,604,131.99	
	Total Revenues		\$149,268.78	\$812,661.62	
	Less Total Expenditures		\$98,253.96	\$678,929.33	
	Net Income		\$51,014.82	\$133,732.29	
	New Fund Balance			\$6,737,864.28	

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

Water/Sewer Line Maintenance Fund Expenditures					
Account Number	Account Description	Approp Amount	Activity this Period	Expenditure YTD	% Used
40-4360-500000	WATER/SEWER LINE MAINT	\$189,500.00	\$14,970.72	\$106,446.61	56.17%
40-4360-501000	SALARIES AND WAGES	\$14,000.00	\$1,146.56	\$7,834.86	55.96%
40-4360-501100	INS SOCIAL SECURITY	\$55,500.00	\$4,629.00	\$31,776.00	57.25%
40-4360-501150	INS- LIFE	\$1,157.00	\$80.41	\$529.95	45.80%
Total Fund	Water/Sewer Line Maintenance Fund	\$0.00	\$0.00	\$824.31	0.00%

Account Number	Account Description	Estimated Revenue	Activity this Period	Revenue YTD	% Received
40-4360-501200	INS--RETIREMENT PLAN	\$39,000.00	\$3,562.86	\$18,975.31	48.65%
40-4360-501225	VRS-VLDP	\$0.00	\$25.80	\$180.60	0.00%
40-4360-501250	INS WORKMENS COMPENSATION	\$6,000.00	\$0.00	\$2,302.63	38.38%
40-4360-501300	INS GEN LIABILITY/BLDG	\$1,700.00	\$0.00	\$770.64	45.33%
40-4360-501350	INS AUTO	\$2,100.00	\$0.00	\$1,046.66	49.84%
40-4360-510450	TELEPHONE/INTERNET/COMM	\$700.00	\$17.15	\$342.90	48.99%
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	\$242.98	\$4,612.21	38.44%
40-4360-510750	VEHICLE MAINT-OUTSIDE	\$8,000.00	\$0.00	\$0.00	0.00%
40-4360-510800	MOTOR FUEL & LUBRICATION	\$10,000.00	\$741.37	\$5,170.78	51.71%
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	\$584.37	\$4,363.96	54.55%
40-4360-511200	ELECTRICITY	\$4,000.00	\$577.67	\$1,937.55	48.44%
40-4360-511250	WATER	\$100.00	\$6.68	\$44.38	44.38%
40-4360-511300	SEWER	\$150.00	\$12.37	\$64.92	43.28%
40-4360-511350	GARBAGE	\$225.00	\$21.37	\$149.59	66.48%
40-4360-511400	ENGINEERING	\$0.00	\$0.00	\$212.00	0.00%
40-4360-511450	LEASE PROP & RIGHT OF WAY	\$13,000.00	\$0.00	\$13,144.63	101.11%
40-4360-511550	METERS & RELATED EQ	\$50,000.00	\$1,090.79	\$8,870.45	17.74%
40-4360-511600	MISS UTILITY SERVICE FEES	\$200.00	\$4.60	\$4.60	2.30%
40-4360-519000	MISCELLANEOUS	\$1,500.00	\$97.12	\$567.94	37.86%
40-4360-560000	CHEMICALS-TREATMENT	\$4,000.00	\$1,372.25	\$1,372.25	34.31%
40-4360-563000	NEW MANHOLES & SEWER LINE	\$2,500.00	\$0.00	\$0.00	0.00%
40-4360-563050	CORR OF I/I 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	\$2,183.00	\$2,183.00	36.38%
40-4360-563175	FIRE HYD/LINES	\$1,000.00	\$0.00	\$0.00	0.00%
40-4360-563225	BIRMINGHAM LIFT STATION	\$500.00	\$0.00	\$211.93	42.39%
40-4360-570200	HAND TOOLS & EQUIPMENT	\$3,000.00	\$0.00	\$1,496.60	49.89%
40-4360-595200	TRANSFER OUT-IT EXPENSE (GF)	\$16,874.00	\$543.89	\$5,866.72	34.77%
Total Dept.4360	WATER/SEWER LINE MAINT	\$476,706.00	\$31,910.96	\$221,944.38	46.56%
Total Fund	Water/Sewer Line Maintenance Fund	\$476,706.00	\$31,910.96	\$221,944.38	46.56%
Electric Fund	Fund Balance			(\$2,590,411.27)	
Revenues	Total Revenues		\$0.00	\$824.31	
	Less Total Expenditures		\$31,910.96	\$221,944.38	
	Net Income		(\$31,910.96)	(\$221,120.07)	
	New Fund Balance			(\$2,811,531.34)	

Account Number	Account Description	Approp Amount	Activity this Period	Expenditure YTD	% Used
50-3701-412100	UTILITY POLE PERMITS	\$14,000.00	\$2,000.00	\$14,640.00	104.57%
50-3701-413300	INTEREST INCOME	\$3,000.00	\$1,391.26	\$9,607.78	320.26%
50-3701-413700	CONTRACT WORK-ELECTRIC	\$10,000.00	\$1,126.90	\$2,582.90	25.83%
50-3701-420000	ELECTRICAL COLLECTIONS	\$6,700,000.00	\$819,308.17	\$3,723,094.06	55.57%
50-3701-420200	PENALTIES	\$80,000.00	\$0.00	\$50,575.20	63.22%
50-3701-420250	SERVICE CHARGES	\$7,000.00	\$270.00	\$2,815.00	40.21%
50-3701-420600	POWER COST ADJUSTMENT	\$520,574.00	\$0.00	\$80.73	0.02%
50-3701-430000	MISCELLANEOUS REVENUE	\$0.00	\$59.33	\$248.59	0.00%
Total Dept:3701	REVENUE	\$7,334,574.00	\$824,155.66	\$3,803,644.26	51.86%
Total Fund	Electric Fund	\$7,334,574.00	\$824,155.66	\$3,803,644.26	51.86%
Expenditures	Department 4400				
50-4400-500000	ELECTRICAL DEPARTMENT	\$336,200.00	\$19,165.91	\$140,635.30	41.83%
50-4400-501000	SALARIES AND WAGES	\$26,628.00	\$1,385.91	\$10,041.00	37.71%
50-4400-501100	INS SOCIAL SECURITY	\$61,588.00	\$5,522.00	\$38,654.00	62.76%
50-4400-501150	INS HEALTH	\$1,400.00	\$99.52	\$696.96	49.78%
50-4400-501200	INS -LIFE	\$60,000.00	\$4,849.35	\$25,800.72	43.00%
50-4400-501225	INS -RETIREMENT PLAN	\$1,000.00	\$52.71	\$368.97	36.90%
50-4400-501250	VRS-VLDP	\$4,050.00	\$0.00	\$958.36	23.66%
50-4400-501300	INS WORKMENS COMPENSATION	\$5,506.00	\$0.00	\$3,751.36	68.13%
50-4400-501350	INS GEN LIABILITY/BLDG	\$4,707.00	\$0.00	\$2,643.50	56.16%
50-4400-510050	INS AUTO	\$0.00	\$295.32	\$22,779.61	0.00%
50-4400-510100	CONTRACT CONSULTANT	\$10,000.00	\$5,250.00	\$14,820.55	148.21%
50-4400-510150	AUDITING & LEGAL	\$2,000.00	\$0.00	\$2,212.19	110.61%
50-4400-510250	PRINTING & BINDING	\$18,000.00	\$0.00	\$9,590.42	53.28%
50-4400-510350	DUES & MEMBERSHIP	\$500.00	\$0.00	\$90.77	18.15%
50-4400-510400	OFFICE SUPPLIES	\$8,500.00	\$38.19	\$3,458.73	40.69%
50-4400-510450	POSTAGE	\$2,488.00	\$30.08	\$760.59	30.57%
50-4400-510500	TELEPHONE/INTERNET/COMM	\$7,500.00	\$0.00	\$2,677.66	35.70%
50-4400-510550	UNIFORMS	\$2,000.00	\$0.00	\$1,334.45	66.72%
50-4400-510600	TRAINING EXPENSE	\$3,000.00	\$0.00	\$7,200.48	240.02%
50-4400-510625	EQUIPMENT MAINTENANCE	\$0.00	\$0.00	\$726.67	0.00%
50-4400-510700	IT SERVICE/EQ	\$8,000.00	\$586.39	\$4,408.83	55.11%
50-4400-510750	VEHICLE MAINT-INSIDE	\$11,000.00	\$0.00	\$543.97	4.95%
50-4400-510800	VEHICLE MAINT-OUTSIDE	\$15,000.00	\$1,079.92	\$7,818.24	52.12%
50-4400-510900	MOTOR FUEL & LUBRICATION	\$4,500.00	\$0.00	\$0.00	0.00%
50-4400-511000	EQUIPMENT	\$500.00	\$0.00	\$131.08	26.22%
50-4400-511100	BUILDING REPAIRS/ADDITION	\$12,000.00	\$867.12	\$8,660.37	72.17%
50-4400-511150	SUPPLIES & MATERIALS	\$500.00	\$0.00	\$0.00	0.00%
50-4400-511200	CLEANING SUPPLIES	\$18,000.00	\$1,000.34	\$4,542.32	25.24%
50-4400-511250	ELECTRICITY	\$300.00	\$4.73	\$42.99	14.33%
	WATER				

50-4400-511300	SEWER	\$300.00	\$8.02	\$52.25	17.42%
50-4400-511350	GARBAGE	\$300.00	\$21.37	\$149.59	49.86%
50-4400-511400	ENGINEERING	\$71,421.00	\$0.00	\$19,238.97	26.94%
50-4400-511450	LEASE PROP & RIGHT OF WAY	\$9,000.00	\$0.00	\$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	\$2.30	\$42.28	14.09%
50-4400-519000	MISCELLANEOUS	\$5,000.00	\$50,000.00	\$132,411.50	2648.23%
50-4400-570000	POWER PURCHASED	\$6,149,512.00	\$864,310.16	\$3,336,478.63	54.26%
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	\$1,883.40	\$3,392.40	33.92%
50-4400-570300	UTILITY POLES	\$5,000.00	\$8,925.00	\$8,925.00	178.50%
50-4400-570350	LOW VOLTAGE DISTRIBUTION	\$15,000.00	\$0.00	\$4,629.74	30.86%
50-4400-570400	HIGH VOLTAGE DISTRIBUTION	\$20,000.00	\$0.00	\$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	\$1,625.00	\$1,625.00	16.25%
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	\$267.57	\$519.99	52.00%
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	\$12,852.00	\$89,080.00	27.41%
50-4400-595200	TRANSFER OUT-IT EXPENSE (GF)	\$16,874.00	\$543.89	\$5,866.72	34.77%
Total Dept. 4400	ELECTRICAL DEPARTMENT	\$7,334,574.00	\$980,666.20	\$3,937,072.28	53.68%
Department 5440	CAPITAL-ELECTRIC	\$0.00	\$0.00	\$79,598.40	0.00%
50-5440-630000	MACHINERY AND EQUIPMENT	\$0.00	\$0.00	\$79,598.40	0.00%
Total Dept. 5440	CAPITAL-ELECTRIC	\$0.00	\$0.00	\$79,598.40	0.00%
Total Fund	Electric Fund	\$7,334,574.00	\$980,666.20	\$4,016,670.68	54.76%
	Fund Balance			\$3,907,568.34	
	Total Revenues		\$824,155.66	\$3,803,644.26	
	Less Total Expenditures		\$980,666.20	\$4,016,670.68	
	Net Income		(\$156,510.54)	(\$213,026.42)	
	New Fund Balance			\$3,694,541.92	

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

<u>Actual</u>		<u>Comments</u>
Reserved Cash Balance	\$2,872,152	
Unreserved Cash Balance	4,543,735	\$165K increase from December
Less: ARPA Fund Transfer to Sewer	(1,059,332)	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.
Total Cash Balance	<u><u>\$6,356,555</u></u>	
<u>Projected</u>		
Unreserved Cash Balance Rolling 12 Month Low	\$3,985,662	Based on lowest point during February 2023 through January 2024
Less: ARPA Fund Transfer to Sewer	(1,059,332)	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: Projected Operating Revenues	(855,450)	Budgeted revenue of \$8,554,503*10%
Surplus (Shortage)	<u><u>\$2,070,880</u></u>	No change from December

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

<u>Actual</u>		<u>Comments</u>
Reserved Cash Balance	\$1,061,794	
Unreserved Cash Balance	1,281,720	\$19K increase from December
Total Cash Balance	<u><u>\$2,343,514</u></u>	
<u>Projected</u>		
Unreserved Cash Balance Rolling 12 Month Low	\$1,262,615	Based on lowest point during February 2023 through January 2024
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>\$846,517</u></u>	\$19K decrease from December

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

<u>Actual</u>		<u>Comments</u>
Reserved Cash Balance	\$484,790	
Unreserved Cash Balance	(1,538,255)	\$2K decrease from December
Less: ARPA Fund Transfer to Sewer	1,059,332	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.
Total Cash Balance	<u><u>\$5,867</u></u>	
Projected		
Unreserved Cash Balance Rolling 12 Month Low	(1,538,255)	Based on lowest point during February 2023 through January 2024
Less: ARPA Fund Transfer to Sewer	1,059,332	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: Projected Expenses	(404,302)	Budgeted expense of \$1,212,905* 4 months/12months
Less: Projected Debt Service Payments	(14,948)	Budgeted payments of \$44,844* 4 months/12months
Surplus (Shortage)	<u><u>(\$898,173)</u></u>	\$2K decrease from December

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

<u>Actual</u>		<u>Comments</u>
Reserved Cash Balance	\$1,784,451	
Unreserved Cash Balance	2,809,983	\$20K decrease from December
Total Cash Balance	<u><u>\$4,594,434</u></u>	
<u>Projected</u>		
Unreserved Cash Balance Rolling 12 Month Low	\$2,599,249	Based on lowest point during February 2023 through January 2024
Less: Projected Expenses	(2,444,858)	Budgeted expense of \$7,334,574*4 months/12months
Less: Projected Debt Service Payments	0	Budgeted payments of \$0*4 months/12months
Surplus (Shortage)	<u><u>\$154,391</u></u>	No change from December

Town of Richlands, VA

Town Council Meeting

Staff Summary

Action Item

Agenda Title:	Surplus Sales		
Staff Contact(s):	Ronnie Campbell		
Agenda Date:	March 12, 2024	Item Number:	VIII. b.
Attachment(s):			
Reviewed By:	Jason May and Susan Whitt		

SUMMARY:

The Town of Richlands' Police Department conducted another vehicle surplus sales event in February. They sold a Chevrolet Tahoe, 2 Dodge Chargers, 4 Ford Crown Victorias, an ambulance, a van (ambulance) and two boats and trailers. Many of these vehicles had not been driven in years and had engine and transmission issues. The proceeds from the sales were used to buy a new Chevrolet Malibu for the Police Department.

FINANCIAL IMPACT AND FUNDING SOURCE:

The proceeds from the sales were \$24,248 and credited to Miscellaneous Revenue - Police. The purchase was \$24,801 and charged to Capital – Police Vehicles. The net cash outflows are relatively flat and the expense will be depreciated over the useful life of the vehicle in the audited financial statements.

RECOMMENDATION:

There is not any action required of The Town Council and this summary is provided for information purposes only.

You're invited to the

1st Annual

Richlands Elementary School
ARTSHOW and SILENT AUCTION

Thursday, March 14th

4pm-6pm

Our fantastic little artists at RES have been working so hard to display their talents. There will be exhibits by all grades, as well as some beautiful art available for purchase by donation and an Art Silent Auction that you will not want to miss!

We can't wait to see you there!

Family and Friends Welcome!



Please place a check mark by the **top 5 movies** you would like to see at the Town of Richlands Inaugural Summer Movie Program.

- Despicable Me
- Sing
- Kung Fu Panda 4
- Shrek
- Barbie
- Moana
- Up
- Zootopia
- Monsters, Inc
- Finding Nemo
- Toy Story
- Cars
- Hotel Transylvania
- The Lorax
- Madagascar
- Big Hero 6
- A Dog's Purpose
- Trolls
- Frozen
- Brave

