



PUBLIC NOTICE

Please take NOTICE that the Richlands Town Council will hold a PUBLIC HEARING on Tuesday, January 9, 2024 at 5:45 p.m. (or as soon thereafter), in the council chambers at the Richlands Municipal Building located at 200 Washington Square, Richlands, Virginia, for the purpose of taking public comment regarding the discontinuation of the ten (10%) percent reduction on electric rates within the Town of Richlands and resuming the current rates found in the Town of Richlands Code of Ordinances Section 50.03.

Amanda Beheler, Clerk



AGENDA
PUBLIC HEARING
Richlands Town Hall
January 9, 2024
5:45 PM

- I. Call the Meeting to Order
- II. Invocation
- III. Pledge of Allegiance
- IV. Receive Public Comment regarding the discontinuation of the ten (10%) percent reduction on electric rates within the Town of Richlands and resuming the current rates found in the Town of Richlands Code of Ordinances Section 50.03.
- V. Close Public Comment Period
- VI. Adjourn Public Hearing



AGENDA

TOWN COUNCIL MEETING

At Richlands Town Hall

January 9, 2024

6:00 P.M.

- I. Call meeting to Order
- II. Invocation
- III. Pledge of Allegiance
- IV. Adopt Roberts Rules of Order
- V. Additions/Deletions to Agenda
 - a. Authorization to Pay Bills (December)
 - b. Minutes –Amended Regular Scheduled Meeting November 14, Joint Public Hearing December 12, 2023, and the Regular Scheduled Meeting December 12, 2023.
- VI. Scheduled Public Comments (5 Minute Max)
- VII. Unscheduled Public Comments (3 Minute Max)
- VIII. Agenda Items
 - a. Proposed Meeting Dates for 2024
 - b. Derek & Maria White- Bike Race
 - c. Little League MOU
 - d. Generator Q&A Prep
 - Quantum Power
 - Power Engineers
 - GDS
 - Blue Ridge Power
 - e. Bulk & Brush

- IX. Staff Reports / Updates
 - a. Water Treatment Plant- High Service Pump
 - b. Monthly Financial Report

- X. Attorney Report

- XI. Town Manager Report
 - a. Downtown Coordinator
 - b. Oriole Street Bridge Update
 - c. US Army Corp of Engineers

- XII. Council Members Report
 - a. Laura Mollo
 - b. Jan White
 - c. Jordan Bales
 - d. Rick Wood
 - e. Gary Jackson
 - f. Doug Ratliff

- XIII. Mayor's Comments

- XIV. Executive Closed Session
 - a. VA Code Section 2.2-3711 (A)(3)

- XV. Adjourn Meeting

Next Regular Meeting is February 13, 2024.

Town of Richlands, VA

Town Council Meeting

Staff Summary

Action Item

Agenda Title:	Adopting Robert's Rules of Order		
Staff Contact(s):	Jason May		
Agenda Date:	January 9, 2024	Item Number:	IV.
Attachment(s):		Parliamentary Procedure for Meetings	
Reviewed By:	Jason May and Susan Whitt		

SUMMARY:

Staff has provided a handout outlining the procedure for meetings.

FINANCIAL IMPACT AND FUNDING SOURCE:

None

RECOMMENDATION:

Staff and attorney requests a vote from Council adopting Robert's Rules of Order.

Parliamentary Procedure for Meetings

Robert's Rules of Order is the standard for facilitating discussions and group decision-making. Copies of the rules are available at most bookstores. Although they may seem long and involved, having an agreed-upon set of rules makes meetings run easier. *Robert's Rules* will help your group have better meetings, not make them more difficult. Your group is free to modify them or find another suitable process that encourages fairness and participation, unless your bylaws state otherwise:

Here are the basic elements of *Robert's Rules*, used by most organizations:

1. **Motion:** To introduce a new piece of business or propose a decision or action, a motion must be made by a group member ("I move that....."). A second motion must then also be made (raise your hand and say, "I second it.") After limited discussion the group then votes on the motion. A majority vote is required for the motion to pass (or quorum as specified in your bylaws.)
2. **Postpone Indefinitely:** This tactic is used to kill a motion. When passed, the motion cannot be reintroduced at that meeting. It may be brought up again at a later date. This is made as a motion ("I move to postpone indefinitely..."). A second is required. A majority vote is required to postpone the motion under consideration.
3. **Amend:** This is the process used to change a motion under consideration. Perhaps you like the idea proposed but not exactly as offered. Raise your hand and make the following motion: "I move to amend the motion on the floor." This also requires a second. After the motion to amend is seconded, a majority vote is needed to decide whether the amendment is accepted. Then a vote is taken on the amended motion. In some organizations, a "friendly amendment" is made. If the person who made the original motion agrees with the suggested changes, the amended motion may be voted on without a separate vote to approve the amendment.
4. **Commit:** This is used to place a motion in committee. It requires a second. A majority vote must rule to carry it. At the next meeting the committee is required to prepare a report on the motion committed. If an appropriate committee exists, the motion goes to that committee. If not, a new committee is established.
5. **Question:** To end a debate immediately, the question is called (say "I call the question") and needs a second. A vote is held immediately (no further discussion is allowed). A two-thirds vote is required for passage. If it is passed, the motion on the floor is voted on immediately.
6. **Table:** To table a discussion is to lay aside the business at hand in such a manner that it will be considered later in the meeting or at another time ("I make a motion to table this discussion until the next meeting. In the meantime, we will get more information so we can better discuss the issue.") A second is needed and a majority vote required to table the item being discussed.
7. **Adjourn:** A motion is made to end the meeting. A second motion is required. A majority vote is then required for the meeting to be adjourned (ended).

Note: If more than one motion is proposed, the most recent takes precedence over the ones preceding it. For example if #6, a motion to table the discussion, is proposed, it must be voted on before #3, a motion to amend, can be decided.

In a smaller meeting, like a committee or board meeting, often only four motions are used:

- To introduce (motion.)
- To change a motion (amend.)
- To adopt (accept a report without discussion.)
- To adjourn (end the meeting.)

Remember, these processes are designed to ensure that everyone has a chance to participate and to share ideas in an orderly manner. Parliamentary procedure should not be used to prevent discussion of important issues.

Board and committee chairpersons and other leaders may want to get some training in meeting facilitation and in using parliamentary procedure. Additional information on meeting processes, dealing with difficult people, and using *Robert's Rules* is available from district office staff and community resources such as the League of Women Voters, United Way and other technical assistance providers. Parliamentary Procedure at a Glance, by O. Garfield Jones, is an excellent and useful guide for neighborhood association chairs.

Tips in Parliamentary Procedure

The following summary will help you determine when to use the actions described in *Robert's Rules*.

- **A main motion must be moved, seconded, and stated by the chair before it can be discussed.**
- **If you want to move, second, or speak to a motion, *stand and address the chair.***
- **If you approve the motion as is, *vote for it.***
- **If you disapprove the motion, *vote against it.***
- **If you approve the idea of the motion but want to change it, *amend it or submit a substitute for it.***
- **If you want advice or information to help you make your decision, *move to refer the motion to an appropriate quorum or committee with instructions to report back.***
- **If you feel they can handle it better than the assembly, *move to refer the motion to a quorum or committee with power to act.***
- **If you feel that there the pending question(s) should be delayed so more urgent business can be considered, *move to lay the motion on the table.***
- **If you want time to think the motion over, *move that consideration be deferred to a certain time.***
- **If you think that further discussion is unnecessary, *move the previous question.***
- **If you think that the assembly should give further consideration to a motion referred to a quorum or committee, *move the motion be recalled.***
- **If you think that the assembly should give further consideration to a matter already voted upon, *move that it be reconsidered.***
- **If you do not agree with a decision rendered by the chair, *appeal the decision to the assembly.***
- **If you think that a matter introduced is not germane to the matter at hand, *a point of order may be raised.***
- **If you think that too much time is being consumed by speakers, *you can move a time limit on such speeches.***
- **If a motion has several parts, and you wish to vote differently on these parts, *move to divide the motion.***

PARLIAMENTARY PROCEDURE AT A GLANCE

TO DO THIS	YOU SAY THIS	MAY YOU INTERRUPT SPEAKER	MUST YOU BE SECONDED	IS MOTION DEBATABLE	WHAT VOTE REQUIRED
Adjourn meeting*	I move that we adjourn	No	Yes	No	Majority
Recess meeting	I move that we recess until...	No	Yes	No	Majority
Complain about noise, room temperature, etc.*	Point of privilege	Yes	No	No	No vote
Suspend further consideration of something*	I move we table it	No	Yes	No	Majority
End debate	I move the previous question	No	Yes	No	2/3 vote
Postpone consideration of something	I move we postpone this matter until...	No	Yes	Yes	Majority
Have something studied further	I move we refer this matter to committee	No	Yes	Yes	Majority
Amend a motion	I move this motion be amended by...	No	Yes	Yes	Majority
Introduce business (a primary motion)	I move that...	No	Yes	Yes	Majority
Object to procedure or personal affront*	Point of order	Yes	No	No	No vote, Chair decides
Request information	Point of information	Yes	No	No	No vote
Ask for actual count to verify voice vote	I call for a division of the house	No	No	No	No vote
Object consideration of undiplomatic vote*	I object to consideration of this question	Yes	No	No	2/3 vote
Take up a matter previously tabled*	I move to take from the table...	No	Yes	No	Majority
Reconsider something already disposed of*	I move we reconsider our action relative to...	Yes	Yes	Yes	Majority
Consider something already out of its schedule*	I move we suspend the rules and consider	No	Yes	No	2/3 vote
Vote on a ruling by the Chair	I appeal the Chair's decision	Yes	Yes	Yes	Majority

*Not amendable

PARLIAMENTARY PROCEDURE AT A GLANCE

		Debatable	Amendable	Can Be Reconsidered	Requires 2/3 Vote
Privileged Motions	Fix Time at Which to Adjourn	No	Yes	No	No
	Adjourn	No	No	Yes	No
	Question of Privilege	No	Yes	Yes	No
	Call for Order of Day	No	No	Yes	No
Incidental Motions	Appeal	Yes	No	Yes	No
	Objection to Consideration of a Question	No	No	Yes	Yes
	Point of Information	No	No	No	No
	Point of Order	No	No	No	No
	Read Papers	No	No	Yes	No
	Suspend the Rules	No	No	No	Yes
	Withdraw a Motion	No	No	Yes	No
Subsidiary Motions	Lay on the Table	No	No	Yes	No
	The Previous Question (close debate)	No	No	Yes	Yes
	Limit or Extend Debate	No	Yes	Yes	Yes
	Postpone to a Definite Time	Yes	Yes	Yes	No
	Refer to Committee	Yes	Yes	Yes	No
	Amend the Amendment	Yes	No	No	No
	Amendment	Yes	Yes	Yes	No
	Postpone Indefinitely	Yes	No	Yes	No
Main Motion	Main or Procedural Motion	Yes	Yes	Yes	No

This table presents the motions in order of precedence. Each motion takes precedence over (i.e. can be considered ahead of) the motions listed below it. No motion can supersede (i.e. be considered before) any of the motions listed above it.

PLEASE NOTE: many organizations use only the Main Motion and Subsidiary Motions, handling other matters on an informal basis.

IN THE MEETING

TO INTRODUCE A MOTION:

Stand when no one else has the floor.

Address the Chair by the proper title.

Wait until the chair recognizes you.

- Now that you have the floor and can proceed with your motion say "I move that...", state your motion clearly and sit down.
- Another member may second your motion. A second merely implies that the seconder agrees that the motion should come before the assembly and not that he/she is in favor of the motion.
- If there is no second, the Chair says, "The motion is not before you at this time." The motion is not lost, as there has been no vote taken.
- If there is a second, the Chair states the question by saying "It has been moved and seconded that ... (state the motion). . . , is there any discussion?"

DEBATE OR DISCUSSING THE MOTION:

- The member who made the motion is entitled to speak first.
- Every member has the right to speak in debate.
- The Chair should alternate between those "for" the motion and those "against" the motion.
- The discussion should be related to the pending motion.
- Avoid using a person's name in debate.
- All questions should be directed to the Chair.
- Unless there is a special rule providing otherwise, a member is limited to speak once to a motion.
- Asking a question or a brief suggestion is not counted in debate.
- A person may speak a second time in debate with the assembly's permission.

VOTING ON A MOTION:

- Before a vote is taken, the Chair puts the question by saying "Those in favor of the motion that ... (repeat the motion)... say "Aye." Those opposed say "No." Wait, then say "The motion is carried," or "The motion is lost."
- Some motions require a 2/3 vote. A 2/3 vote is obtained by standing
- If a member is in doubt about the vote, he may call out "division." A division is a demand for a standing vote.
- A majority vote is more than half of the votes cast by persons legally entitled to vote.
- A 2/3 vote means at least 2/3 of the votes cast by persons legally entitled to vote.
- A tie vote is a lost vote, since it is not a majority.

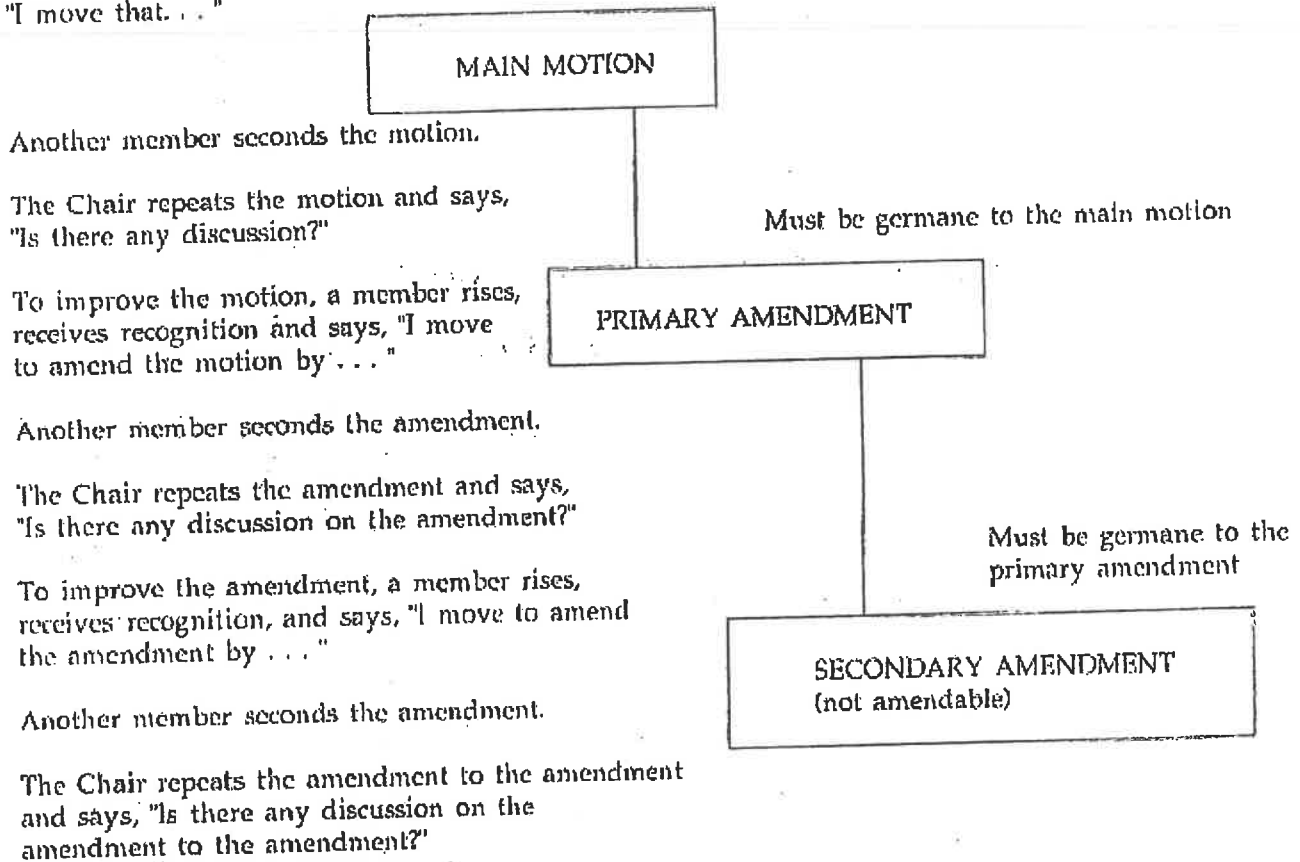
AMENDMENTS ILLUSTRATED

Any main motion or resolution may be amended by:

1. Adding at the end
2. Striking out a word or words
3. Inserting a word or words
4. Striking out and inserting a word or words
5. Substitution

A member rises, addresses the chair, receives recognition, and states the motion:

"I move that . . ."



- When discussion ceases, the Chair says, "Those in favor of the amendment to the amendment say 'Aye.' Those opposed say 'No.'"
- If the vote was in the affirmative, the amendment is included in the primary amendment. The Chair then says, "Is there any discussion on the amended amendment?"
- If there is no discussion, a vote is taken on the amended amendment. If the vote in the affirmative, the amendment is included in the main motion. The chair then says, "Is there any discussion on the amended motion?"
- At this place, the motion can again be amended.
- If there is no further discussion, a vote is taken on the amended motion.
- Even though the amendments carried in the affirmative, the main motion as amended can be defeated.

The Richlands Town Council held a “Public Hearing” on Tuesday, December 12, 2023, 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: Amanda Beheler
Council Members: 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 Proposed Conditional Use Permit request located at Tax Map # 105A912 0004 or 1012 East First Street with regards to the proposed purpose of placing a mobile home.

Mayor Cury advised the meeting was open to take public comment.

Town Manager Jason May advised the mobile home will be longer than the previous and would require the power pole to be moved. Mr. May stated the resident would be responsible for the expense of moving the power pole to a different location.

Daniel Lankford, 350 Purcell Road, advised the Council that he was the property owner.

Rick Wood asked Mr. Lankford what model the mobile home was and he stated it is a 1997 model.

Mayor Cury asked if Mr. Lankford plans to live in the mobile home or rent it out and he stated he plans to rent.

The Council briefly discussed the length of the mobile home and the placement of a new power pole.

Laura Mollo advised the Council she had a letter from Judy Horne that she would like to read to the Council, with Mrs. Horne’s permission.

Mrs. Mollo read the letter to the Council.

Mayor Cury asked if there was anyone else that would like to speak.

Mayor Cury closed the Public Hearing.

Rod D. Cury, Mayor

Amanda Beheler, Town Clerk

TOWN OF RICHLANDS
REGULAR MONTHLY MEETING

The Richlands Town Council held a “Regular Monthly Meeting” on Tuesday, December 12, 2023, at 6:00 pm in the Richlands Council Chambers with the following present:

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

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

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

Mayor Cury advised the Agenda presented has been modified to reflect roman numeral seven.

Mayor Cury advised roman numeral seven stated the following: Discussion of Comments from today’s Public Hearing and Consideration of Action regarding the proposed conditional use permit (a.k.a., “Special Exception Permit”) request located at Tax Map # 105A912 0004 or 1012 East First Street for proposed purpose of replacing existing mobile home.

Mayor Cury asked if there was any additions, deletions, or corrections to the agenda.

Laura Mollo asked that the following additions be made to the agenda:

- J. E/IDA Appointment
- K. Pole Attachments

Mrs. Mollo also advised the year of the Next Regular Meeting needs to be changed to 2024.

Upon a motion by Rick Wood seconded by Laura Mollo and the roll call vote of all members present, with Jordan Bales voting no, the Council voted 4-1 to approve the agenda as amended.

Mayor Cury asked if there was anyone present who would like to speak to the Council during Unscheduled Public Comments, there was no one.

IN RE: Authorization to Pay Bills (November)

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

Mrs. Mollo wanted to inform the public that check #14861- CNA Fencing for \$16,000, was a check before Mr. May became Town Manager and asked if this had been put out for bid. Mr. May advised he would look into this and bring that information back to the Council.

Mr. Jackson inquired about check #14782 for \$94.50 to The Berkley Group, was this the last payment? Mrs. Whitt advised it was.

Mr. Jackson requested Mrs. Whitt to provide a total for The Berkely Group though e-mail at a later date. Mrs. Whitt advised she would.

Mr. Bales inquired about check #14920 to The University of Virginia, Mrs. Mollo advised it was a membership to the Virginia Student Government.

Mr. May gave a brief Overview to the Council of what benefits come with this membership.

Mr. Wood inquired about check #14798, Mrs. Whitt advised it was several Amazon invoices combined. Purchases included office supplies, cleaning supplies, etc. for several departments.

Mrs. Mollo also inquired about check # 14880 for \$57.19 to Gillespie, Hart, Poytt, Thomas & Hunter, P.C., Mrs. Whitt advised it was an overpayment for real estate taxes paid to the Town.

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

IN RE: Minutes

Upon a motion by Laura Mollo seconded by Gary Jackson and the unanimous roll call vote of all members present, the Council voted to approve the Public Hearing Meeting Minutes for November 14, 2023, and Regular Meeting Minutes for November 14, 2023.

Mayor Cury stated he liked the new format that Mrs. Beheler, Town Clerk is using.

IN RE: Scheduled Public Comments

No Scheduled Public Comments.

IN RE: Unscheduled Public Comments

No Unscheduled Public Comments.

IN RE: Discussion from Public Hearing regarding Proposed Conditional Use Permit for Tax Map # 105A9120004 (1012 East First Street).

Mr. Jackson advised the Planning Commission made a motion and approved the Conditional Use Permit provided owner Mr. Lankford pays and ensures the completion of all work to bring the

property into compliance with town and county building Codes and provide proof of Certificate of Occupancy prior to occupying the home from the Tazewell County Building Department.

Upon a motion by Rick Wood seconded by Laura Mollo and the unanimous roll call vote of all members present, the Council voted to approve the Proposed Conditional Use Permit for Tax Map # 105A9120004 (1012 East First Street).

IN RE: 2nd Reading, Ordinance No.: 0-2023-12-01: Amendment to existing Ordinance for Water and Sewer Rates.

Upon a motion by Laura Mollo seconded by Gary Jackson and the unanimous roll call vote of all members present, the Council voted to approve the 2nd Reading of Ordinance NO.: 0-2023-12-01: Amendment to existing Ordinance for Water and Sewer Rates.

Upon a motion by Gary Jackson seconded by Rick Wood and the unanimous roll call vote of all members present, the Council voted to adopt Ordinance NO.: 0-2023-12-01: Amendment to existing Ordinance for Water and Sewer Rates and acting as an emergency measure to implement on January 1, 2024.

IN RE: Discussion with Police Chief Ron Holt regarding Security at Town Parks.

Mr. Holt provided an overview of safety measures that have been put in place by the Police Department at town parks such as cameras, extra patrols of the areas, etc.

Mr. Holt advised there are plans in place to add LPR (License Plate Reader) cameras also.

The Council gave consensus that they are in support of moving forward with extra security measures.

IN RE: Power Purchase for FY 2025

Mr. May spoke to the Council about purchasing power for FY 2025. Mr. May advised the timeline for any diversifying of energy creation by the Town of Richlands has at least an 18-month lead time or build out time. This means the earliest the Town would be creating its own energy is July 2025. With this timeline understood, the Town of Richlands needs to work with its partners to procure energy for the 12 months of FY 2025. Additionally, staff would request the Town Manager be provided with permission to purchase any additional forecasted energy needs for the Town due to extreme weather conditions. Allowing the Town Manager to do so will allow the Town to purchase energy at a lower expense and allow the Town to provide energy to its citizens at a lower cost. Energy can be purchased at any time, a year in advance, a week in advance, a day in advance, and real time. The energy the Town purchases now for FY 2025 will be the lowest cost available to the Town. The real time price is the most expensive. If the Town Manager is not provided with permission, the Town will be purchasing any peak energy at real-time prices. Providing permission will put staff in the best place to procure energy at the lowest cost for its citizens.

Mr. May advised he would like to move forward with FY 2025 Power Purchasing and provide permission for the Town Manager to purchase any additional energy needs throughout the Fiscal Year.

Mr. Bales asked if guidelines could be placed on the load purchase.

Mr. May advised he could reach out for guidance on this from other localities.

Mr. Wood suggested Mrs. Mollo amend her original motion.

Mrs. Mollo withdrew her original motion.

Upon a motion by Laura Mollo seconded by Gary Jackson and the unanimous roll call vote of all members present, the Council voted to give permission to the Town Manager to purchase load power for Fiscal Year 2025 as well as allow the Town Manager to purchase peak power from now until January 9, 2024, on the condition that he informs each Town Council member of that purchase.

IN RE: Recreation Commission Make Up and Amendments to Structure.

Mr. May advised the Council that over the past several months, the Recreation Commission has had a difficult time gaining quorum. This inability to gain quorum has slowed down processed and stalled activity coming out of this commission. The commission meets once a month. At the October meeting, the commission discussed changing the structure of the commission; reducing the number of members and the number of members required for quorum. The Commission would like to respectfully request the number of members be reduced from 9 (nine) to 7 (seven) matching more closely the number of members on Town Council, the Planning Commission, and the E/IDA. The makeup would be amended to four in town members and three out of town members; with quorum being four members. With this amended structure, the commission would have met quorum at each of the last four meetings.

Mrs. Mollo stated she supports reducing the number of members to seven. However, she would like to lower the number of out-of-town members to two, Jan White agreed.

Mr. Thomas advised there would need to be an Ordinance drafted for this.

The Council discussed several options.

Mr. May suggested the Council Table this discussion at this time.

Mayor Cury declared a ten-minute recess.

IN RE: Real Estate Broker

Mr. May gave a brief overview of the benefits of the Town having a Real Estate Broker and advised there would be no cost unless there was a purchase made using the Broker.

Mrs. White asked if the RFP (Request for Proposal) would be open to locals.

Mr. May advised it would be for residents of Tazewell County, with higher scores given to residents of Richlands.

Mrs. Mollo asked if the Council would have the final decision on the Real Estate Broker, Mr. May advised they would.

Upon a motion by Laura Mollo seconded by Gary Jackson and the unanimous roll call vote of all members present, the Council voted to give authorization to the Town Manager to begin the RFP process for a Real Estate Broker for the Town.

IN RE: CPROP- Greenway Park and Sound System

Mr. May advised the Town of Richlands was awarded the Cumberland Plateau Regional Opportunity Program (CPROP) funding from the Cumberland Plateau Planning District Commission. The grant was for \$50,000 and included the need for a \$20,439.46 match. The grant was for improvements at the Greenway Park; to include a projector screen, a sound system, and the installation of turf. To date, the Town has spent \$5,548.95 with \$14,890 remaining for the match to be completed. Currently the Town has quotes on a few different sound systems and a projector screen.

Mr. May stated that the Town is eligible for the same grant at the same level again in July, if the current funding is spent and advised the Town needs to move forward with the sound system and projector screen. However, the turf would cost much more than the remaining \$50,000 in funding and suggested removing all asphalt and concrete that the Town can, and install dirt and grass seed this spring. Completing this would allow the Town to begin utilizing the stage for movie showings, evening concerts, and other Town events.

Upon a motion by Jordan Bales seconded by Rick Wood and the unanimous roll call vote of all members present, the Council voted to give authorization to the Town Manager to move forward with installing the sound system and projector at the Greenway Park and to also ask for a grant modification from the Cumberland Plateau Planning District Commission to install grass as opposed to turf.

Mr. Bales suggested the Town look at drainage for the Greenway Park.

Mrs. Mollo explained to the public that in the beginning she voted no to the Greenway Project because she is against any unnecessary spending. However, she is voting yes to the motion on how to spend the money, because she feels this is the best solution for completing the grant.

IN RE: Oriole Street Bridge Replacement Engineering & Design RFP

Mr. May advised an RFP to providers of Engineering, Design and Construction Services for the design and replacement of the Oriole Street Bridge was published by the Town of Richlands with a due date of November 10th at 1:00pm. The Town received one proposal from Mattern and Craig Engineers & Surveyors. Staff has reviewed the proposal and found all requirements of the RFP have been met and are satisfactory.

Mr. May provided the RFP to the Council.

Mrs. Mollo and Mrs. White inquired about the cost of the project and pricelist provided in the RFP.

Mr. Bales inquired about a timeline for this project, Mr. May advised it could be up to two years.

Mr. Wood requested a meeting between the Street Committee and Mattern and Craig Engineers & Surveyors before a contract is awarded.

Mrs. Mollo inquired about the cost of the road signs currently being used at the location.

Mr. May advised he would arrange the meeting.

IN RE: VRS and Hazardous Duty Benefits

Mr. May advised the staff was asked to investigate the possibility of and the expense of providing hazardous duty benefits for the Town's firefighters and EMT's. Ms. Fields reached out to our contact at Virginia Retirement System (VRS) to request an actuarial study for the addition of this benefit. The Town received correspondence stating the Town is currently at 51.7% funded according to the 2022 actuarial valuation. For the Town to move forward with the additional benefits, the Town would need to increase its funding level to 75%. To gain this level of funding, the Town would need to contribute at least \$3.4 million to its liability.

Mr. May recommended utilizing this information for the FY 2025 Budget and creating a five-to-ten-year plan to bring the funded level up to 80% (the recommended funding level for an organization of this size). This plan will require additional payments to VRS, but the additional funding will be seen as a positive to lenders and to other potential partners in the future. A high funding level for OPEB is a key indicator credit markets and other partners use to rate the Town's financial policies and financial health.

IN RE: Generator- Q&A

Mr. May gave a PowerPoint presentation to the Council.

Update:

- RFP was released on March 13, 2023, for a 4mw to 5 mw Natural Gas-Fired Generator System.

- Proposals were due back by March 31, 2023 (18 days later) during this time the Council appointed an Interim Town Manager. Mr. May advised companies needed more time to submit their proposals.
- One submission was received. Mr. May stated he would re-bid if only one proposal was received, wanted competition.
- The contract was awarded to Quantum Power, Inc. out of Mooresville, NC.
- The first step funds a Primary Physical Equipment Study and Preliminary Engineering Efforts, request was received on June 15, 2023.
- Agreement for Provision of Professional Services signed July 13, 2023.
- Study results received by Electric Commission on November 9, 2023 (5 days before the next Council meeting).

Costs:

• Original Bid	4/13/2023	\$7,817,000
• Current Pricing	(good through the calendar year)	\$8,287,800
• Projected Increases	January	\$8,503,800
	February	\$8,545,800
	March	\$8,588,529
	April	\$8,631,472

- Generator price increased \$470,800 since Bid.
- Generator prices will increase \$343,672 between now and April.

Additional Cost:

• Site Acquisition Costs	(Site owned by Pocahontas)	\$150,000
• Grid Infrastructure		\$4,671,000
• Infrastructure quote includes	\$1,078,000 in contingency.	

Load Shape vs Peak Shaving

Financing Options:

- General Obligation Bonds
- Revenue Bonds
- Grants
- Cash

Next Steps:

- Question & Answer session being scheduled for January 9, 2024.
- Members of Quantum Power, Power Engineers, GDS, and Blue Ridge Power will be present and ready to answer all questions.

IN RE: I/EDA Appointment

Upon a motion by Laura Mollo seconded by Jan White and the unanimous roll call vote of all members present, the Council voted to appoint Lynna Mitchell to the Industrial/Economic Development Authority.

IN RE: Pole Attachments

Mrs. Mollo advised the Council that she received an e-mail from CNX that stated they are currently paying one hundred and fifty dollars per year for pole attachments. CNX has requested to pay a one-time fee of two thousand dollars to the Town.

Mr. May advised this may have a short-term gain with a long-term loss.

The Council had a brief discussion regarding pole attachments with Allen Compton.

The Council came to a consensus to authorize Mr. May to speak with CNX about a solution to this.

IN RE: Voyager P-Fleet Fuel Cards

Mr. Campbell advised the Council that the Town currently uses Ultra Petroleum, LLC for its diesel and gasoline supply of fleet vehicles. Ultra owns the tanks and pumps and the Town owns the hardware and software that the system runs on. The system provides data collection and reporting for inventory and accounting. The system is antiquated and requires a \$30,000 upgrade. The staff is considering a Voyager P-Fleet card option for its diesel and gasoline supply. The P-Fleet cards are widely used by localities and private industry for Fleet Vehicles

Mr. Campbell also advised there are no upfront costs, no contracts, and no limit on the number of cards if the Town switched over to the Voyager P-Fleet Cards. Each driver would be assigned a card that can be assigned to multiple vehicles and used at any location. The reporting and accounting would be greatly improved, requiring less manual intervention and allocations for calculation of departmental consumption.

The Council briefly discussed the benefits of the Voyager P-Fleet Cards.

Upon a motion by Laura Mollo seconded by Gary Jackson and the unanimous roll call vote of all members present, the Council voted to approve the Voyager P-Fleet Fuel Cards.

IN RE: Monthly Financial Report

Mr. Campbell gave a brief overview of the highlights of the Monthly Financial Report that was given to the Council.

Income Statement Summary:

- Compared to previous month, seeing same trends. Mr. May explained the importance of having a healthy fund balance.
- Water and Sewer- Advised Water and Sewer is staying flat. However, Mr. Campbell advised once the new rate increase goes into effect, there will be additional income as well as reserves.
- Water and Sewer Line Maintenance- trending lower at this time.

- Electric- Advised most of the electric is being driven by the past two months of the 10% reduction.

Mr. Jackson asked Mr. Campbell if the shortfall in the electrical was due to the rate decrease and the PCA (Power Cost Adjustment), Mr. Campbell advised it was.

Reserve Balances:

- Unreserved Cash Balance of 4.1 million is down roughly seven to eight thousand dollars from the previous month. This is due to revenues not coming in at this time.
- The Water Department has not had a change in actual balance and surplus, holding constant, no change since last month.
- The Sewer Department, still has a shortage, anticipates a rebound once the rate increase takes effect.
- The Electric Department is down around four hundred thousand dollars from the previous month.

Mrs. Mollo asked Mr. Campbell what the Building Repairs for \$51,333.33 in Department 4300 under Community and Civic Facilities was for. Mr. Campbell advised that for the library renovations that is being paid by ARPA funds.

IN RE: Update on MOU for REC Committee:

Mr. Thomas stated he received a proposed draft of an MOU from the Richlands Athletic Committee.

Mr. Thomas stated that Brandon Goins is in attendance to answer any questions the Council may have.

Brandon Goins spoke briefly to the Council about the updated MOU.

Mayor Cury inquired if this was an MOU between the Town, the Recreation Commission, and the Richlands Athletic League, Mr. Goins advised it was.

Mrs. Mollo asked if this would have an impact on the MOU with the high school, Mr. May and Mr. Thomas advised it would not.

Mrs. Mollo also asked if this MOU would have an impact on anyone wanting to start a new team, such as a travel team, Mr. Goins advised it would not.

The Council suggested removing automatic renewal from the MOU.

The Council requested the MOU be reviewed and recertified yearly by Council, with a thirty-day notice given to Council before the renewal date.

The Council requested an amended MOU be brought back to the Council by Mr. Thomas at the January meeting for a vote.

IN RE: Town Manager Report

Hill Creek Thru Trucks Update:

Mr. May advised that after the Town had received complaints on Hill Creek, 'No Thru Trucks' signs were ordered and placed in multiple locations.

South Center Street Gate Update:

Mr. May advised this gate is not owned by the Town and recommended asking Chief Holt to increase patrols of this street.

Mrs. Mollo advised Chief Holt had already been doing extra patrols.

Projected Council Meeting Dates for 2024:

Mr. May spoke briefly about projected Council meeting dates in 2024.

Property Tax Bills:

Mr. May stated the Property Tax bills have a due date of December 28, 2023. Advised there would be a grace period through January 1, 2024, before any penalties would be added.

Electric Rate Decrease:

Mr. May advised the 10% electric rate decrease was originally approved for a three-month time period.

Mr. Thomas advised the original ordinance needs to be amended or the decreased rate will remain.

Mr. Thomas also advised there would need to be a Public Hearing to inform the public and allow them the opportunity to speak on it.

The Council agreed to schedule a Public Hearing.

Upon a motion by Gary Jackson seconded by Rick Wood and the unanimous roll call vote of all members present, the Council voted to approve a Public Hearing to resume the electric rates as the ordinance states.

IN RE: Council Member Reports

Laura Mollo-

- Stated she would like to talk about doing more with the Section House during the new budget. Would like to utilize and make the Section house more efficient.
- Advised the Towns Facebook page is not consistent, only advertising for certain businesses.
- Advised the Flood Study is complete.
- Advised Bluefield is removing its last wooden park and has updated it to make ADA compliant. Would like to update Critterville.

- Thanked Jan White for all her help on the events committee and expressed how incredible the parade was.
- Stated she has loved her time on the Town Council and it was an honor for her to be a part of.
- Spoke briefly on all the achievements the Town has had during the past twelve months.

Jan White-

- Thanked everyone for all of their help during the Small Business Saturday.
- Thanked everyone for all of their work on the Parade.
- Thanked Mayor Cury and Mr. Wood for helping her find a Christmas Tree.
- Advised all Town restaurants were crowded after the parade.
- Advised the next Town event will be the Freedom Festival.
- Stated Town merchants would like to form a Merchants Organization after the first of the year.

Jordan Bales-

- Stated the Volleyball season is wrapping up, thanked everyone who participated.
- Advised basketball season starts the first of the year.
- Advised on December 30, the Wrestling Club is hosting a tournament.

Upon a motion by Jordan Bales seconded by Gary Jackson and the unanimous roll call vote of all members present, the Council voted to reappoint Tony Cordle to the Recreation Commission.

Upon a motion by Jordan Bales seconded by Gary Jackson and the unanimous roll call vote of all members present, the Council voted to reappoint Francis Meadows to the Recreation Commission.

Rick Wood-

- Wished everyone a Merry Christmas.
- Would like the Town to host more events.
- Thanked Jordan for turning the Christmas Tree on at the Greenway.

Gary Jackson-

- Thanked everyone for their help and support during his first year on the Council.
- Wished everyone a Merry Christmas and a Happy New Year.

Doug Ratliff- Absent

IN RE: Mayor Comments

- Thanked everyone for all of their work on the Christmas Parade and support of the Section House.
- Advised there was no Town money spent on the Christmas Tree, privately funded.
- Stated there was a constant flow all day for Carriage rides during Small Business Saturday.

- Thanked the Police Department for their help closing the streets.
- Recognized Cory Whited for his help at the Section House.
- Also recognized Donna Altizer for her help.
- Wished everyone a Merry Christmas.

Gary Jackson reminded the Public and Council about the Shirley Hill Christmas Event that would be held on December 16 at 2:00pm.

IN RE: Executive Session

No Executive Closed Session.

IN RE: Adjournment

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

Rodney D. Cury, Mayor

Amanda Beheler, Town Clerk

		Town of Richlands		
		PAID CHECKS REPORT		
		12/13/2023 to 1/6/2024		
Check#	Paid To	Description	Check Date	Amount
14930	ASHLEY M. WARD	Utility Refund for 11011678.00 98	12/15/2023	\$77.81
14931	BARBARA ANN COTE	Utility Refund for 909724.00 93	12/15/2023	\$85.79
14932	BILLY SHELTON	B SHELTON-REC-VOLLEYBALL REF-11 GAMES 11/28-12/9/23	12/15/2023	\$220.00
14933	CLERK, CIRCUIT COURT OF TAZEWELL COUNTY	CLERK,CCTC-LIEN-UTILITIES	12/15/2023	\$2.00
14934	CRISTINA LYNN ALLISON	Utility Refund for 202312.00 92	12/15/2023	\$83.62
14935	ERNEST NEWBERRY	ERNEST NEWBERRY-SANT BOOT ALLOWANCE PO ST5945	12/15/2023	\$106.00
14936	FRANKIE ERIC DEEL	Utility Refund for 12012948.00 93	12/15/2023	\$3.55
14937	ITRON INC.	ITRON-W/S/E-ITRON MOBILE RADIO MAINT- JUL-23-JUN 30, 2024	12/15/2023	\$7,662.80
14938	JASON P. MAY	JASON MAY-WBCAM, HDMI CABLE, EX CH STRST, NONPOLAR CD FOR TN MGR OFFICE	12/15/2023	\$56.97
14939	JUSTIN SEAN LOWE	JUSTIN LOWE-REC-VOLLEYBALL REF-2 GAMES 12/2/23	12/15/2023	\$40.00
14940	POSTMASTER	POSTMASTER-FIRST CLASS PRESORT FEE	12/15/2023	\$310.00
14941	RICOH USA INC.	RICOH-PD-INVESTIGATIONS-LEASE PO 306047	12/15/2023	\$183.06
14942	SCOTT BALL	S BALL-REC-VOLLEYBALL REF-11 GAMES 11/28-12/9/23	12/15/2023	\$220.00
14943	SEGRA	SEGRA-PHONE SERVICE	12/15/2023	\$2,452.81
14944	SOUTHERN GRACE CATERING, LLC	EMPLOYEE CHRISTMAS LUNCHEON-PLUS 10% GRATUITY	12/15/2023	\$1,884.50
14945	TREASURER OF VA-NOTARY CLERK	TREAS OF VA-NOTARY DIVISION-SARA ELIZABETH LOWE NOTARY FEE	12/15/2023	\$45.00
14946	USABLUEBOOK	USABLUEBOOK-LINES-2 REED PUMP STICK, BATTERY ADAPTOR PLAT, 7' DISCHARGE HOSE FOR REED	12/15/2023	\$692.15
14947	VIRGINIA RISK SHARING ASSOCIATION	VRSA-RENEWAL-QTRLY PMT	12/15/2023	\$46,178.17
14948	WELLS FARGO HOME MORTGAGE	WELLS FARGO-REFUND-VETERAN EXEMPT-MAP # 122A030035	12/15/2023	\$400.26
14949	ZACHARY NATHANIEL FRANKLIN	Utility Refund for 302697.00 97	12/15/2023	\$104.94
14950	POSTMASTER	POSTMASTER-W/S/E-DEC'23 DELINQ NOTICES	12/18/2023	\$316.80
14951	A T & T MOBILITY	AT&T MOBILITY-DTF-CELL PHONES PO 306149	12/21/2023	\$281.55
14952	CLERK, CIRCUIT COURT OF TAZEWELL COUNTY	CLERK,CCTC-REL LIEN	12/21/2023	\$1.00
14953	CLINCH VALLEY REPAIR, INC.	CV REPAIR-REC PARK-5 FIRE EXT INSPECTIONS, TRIP CHARGE	12/21/2023	\$85.00
14954	GORELOGIC ESCROW REPORTING	SETTLE, C. W. OVERPMT-REFUND	12/21/2023	\$867.22
14955	HARRIS	HARRIS-R/E BUDGET BILL (5,000) PRESSURE SEALED	12/21/2023	\$3,982.06
14956	LEXISNEXIS RISK SOLUTIONS	LEXISNEXIS-NOV '23 CONTRACT FEE PO 308127	12/21/2023	\$35.00
14957	LUSK DISPOSAL SERVICE, INC.	LUSK-CVMC HAUL SVC NOV 23	12/21/2023	\$918.56
14958	MATTHEW SHORT	M SHORT-SANT-BOOT ALLOWANCE 23-24 PO 5947	12/21/2023	\$106.00
14959	PITNEY BOWES INC.	PITNEY BOWES-FIN OFFICE-POSTAGE SYSTEM LEASE OCT 30, 2023-JAN 29, 2024	12/21/2023	\$486.21
14960	POINT BROADBAND	POINT BROADBAND-DTF-INTERNET SVC PO 306154	12/21/2023	\$69.95
14961	POSTMASTER POUNDING MILL	POSTMASTER POUNDING MILL-DTF-ANNUAL BOX RENT	12/21/2023	\$98.00
14962	QUADMED, INC.	QUADMED-BAL OF INVOICE 246189 (USED CREDIT TWICE)	12/21/2023	\$20.20
14963	R & S GRAPHICS	R&S GRAPHICS-ARPA GRANT-PD-DECALS-#33,34,47, & 57 PO 306088	12/21/2023	\$2,616.00
14964	RICOH USA INC.	RICOH-PD-SQ ROOM COPIER, B/W, COLOR COPIES PO 306134	12/21/2023	\$77.35
14965	RICOH USA, INC.	RICOH-FIN OFFICE-COPIER RENT, MAINT, ADD'L IMAGES	12/21/2023	\$1,315.47
14966	SPECTRUM BUSINESS	SPECTRUM-COUNCIL-COMM ACCESS (OCT/DEC'23 BILLS) PO 306131	12/21/2023	\$68.38
14967	TOWN OF RICHLANDS	EMPLOYEE -UT BILL 11.22.23	12/21/2023	\$922.29
14968	TRAVIS MITCHELL	T MITCHELL-LINES-MILEAGE TO TAZ COURT FOR TOWN	12/21/2023	\$28.60
14969	VERIZON	VERIZON-DTF/WTP-SEC LINES, TELEMETRY	12/21/2023	\$371.94
14970	VERIZON WIRELESS	VERIZON WIRELESS-PD/DTF/RESCUE/W/S/E/ST CELL PHONES	12/21/2023	\$1,262.24
14971	FIRST COMMUNITY BANK	FCB-CC-ALL DEPTS-SUPPLIES/POSTAGE/LODGING/TRAVEL/EXTRADITION EXP	12/28/2023	\$8,404.30
14972	ANDREW AUSTIN MEADOWS	Utility Refund for 705708.00 97	12/28/2023	\$119.41
14973	APPALACHIAN POWER	AEP-ST/LINES/FIRE/RESCUE/WWTP	12/29/2023	\$1,519.55
14974	B.K.T., INC.	BKT-BAL DUE ON INVOICE-ONLY PAID THE DISCOUNT	12/29/2023	\$615.78
14975	BILLY SHELTON	B SHELTON-REC-10 GAMES VOLLEYBALL REF	12/29/2023	\$200.00
14976	BRANDON WHITE	BRANDON WHITE-VRS-EE-DC-401A 12.22.23	12/29/2023	\$107.12
14977	CARTER JOSEPH BOLDEN	Utility Refund for 606130.00 89	12/29/2023	\$187.38
14978	CHRISTOPHER MICALE, TRUSTEE	GARNISHMENT	12/29/2023	\$677.01
14979	CLINCH VALLEY MEDICAL CENTER	CVMC-FIRE-DRUG TEST, FINANCE-NEW HIRE DRUG TEST	12/29/2023	\$188.00
14980	DELL MARKETING L.P.	DELL-RESCUE-4FORLIFE-DELL LATITUDE 5430 RUGGED PO RS 3713	12/29/2023	\$1,582.40
14981	GAVIN COLEMAN	GAVIN COLEMAN-SANT-BOOT ALLOWANCE 23-24	12/29/2023	\$106.00
14982	JAMES ECKLES YEO JR	Utility Refund for 606471.00 96	12/29/2023	\$200.18
14983	JUSTIN SEAN LOWE	JUSTIN LOWE-REC-10 GAMES VOLLEYBALL REF	12/29/2023	\$200.00
14984	LUSK DISPOSAL SERVICE, INC.	LUSK-WWTP NOV'23 HAUL SVC PO 82309	12/29/2023	\$1,618.00
14985	PEDIATRIC EMERGENCY STANDARDS, INC.	CVMC DONATION-RESCUE-ANN ACCESS TO HANDTEVY MOBILE, MEDICATION MGMT SOFTWARE, CI	12/29/2023	\$3,209.17
14986	PITNEY BOWES INC.	PITNEY BOWES-POSTAGE-SUPPLIES	12/29/2023	\$86.27
14987	PROFESSIONAL MAIL SERVICES, INC.	PMSI-JAN'24-POSTAGE-ALL UT BILLS	12/29/2023	\$1,558.72
14988	RIFE'S TV & APPLIANCE	RIFE'S TV-GARNISHMENT-ENDICOTT, MATTHEW	12/29/2023	\$189.28
14989	ROY DAVID HORN JR	Utility Refund for 808547.00 94	12/29/2023	\$97.08
14990	SARA LOWE	SARA LOWE-FIN OFFICE-COFFEE PO FIN6342	12/29/2023	\$15.14
14991	SCOTT BALL	SCOTT BALL-REC-13 GAMES VOLLEYBALL REF	12/29/2023	\$260.00
14992	TAX PAYMENT PROCESSING	REFUND-CROFT, LISA MAP #122A 06 0043-0044	12/29/2023	\$417.56
14993	TIMOTHY ELSWICK	TIM ELSWICK-WWTP-BOOT ALLOWANCE 23-24 PO 82313	12/29/2023	\$106.00
14994	TREASURER OF VA-DPOR	TREAS,VA DPOR-WWTP-BAILIFF, GARRY	12/29/2023	\$100.00
14995	VANCE GRAPHICS	VANCE GRAPHICS-REC-OUTSTANDING VOL-R HILL 2022	12/29/2023	\$25.27
14996	BILLY SHELTON	BILLY SHELTON-REFUND-MILEAGE TAX 2023	1/3/2024	\$51.17
14997	CORELOGIC TAX SERVICES, LLC	CORELOGIC-REFUND-BURKS, DAVID 606 KENTS RIDGE	1/3/2024	\$83.37
14998	GEORGE WEST	G WEST-REFUND-MILEAGE TAX 2023	1/3/2024	\$45.20
14999	JASON D. SHEPHERD	JASON SHEPHERD-REFUND 2023 MILEAGE TAX	1/3/2024	\$48.30
15000	SIDNEY ALLEN COMPTON	ALLEN COMPTON-EL-MILEAGE TAX 2023 REFUND	1/3/2024	\$25.93
15001	TAZEWELL CO PUBLIC SERVICE AUTHORITY	TC PSA-WWTP/LIFT STATION	1/3/2024	\$42.79
15002	TREASURER TAZEWELL COUNTY	TREAS, TAZ CO-NOV'23 CONSUMER UT TAX	1/3/2024	\$98.31
15003	APPALACHIAN POWER	AEP-WWTP-INDIAN CREEK RD	1/4/2024	\$13.11
15004	BUCHANAN GENERAL HOSPITAL	GARNISHMENT 12.22.23 PAYROLL	1/4/2024	\$89.64
15005	CLERK, CIRCUIT COURT OF TAZEWELL COUNTY	SARA E LOWE-QUALIFYING-NOTARY	1/4/2024	\$10.00
15006	DRAVEN BALDWIN	D BALDWIN-PER DIEM-PD ACADEMY PO 306148	1/4/2024	\$150.00

15007	Landon Shelton	SHELTON, LONDON-PD-ACADEMY PER DIEM PO 306165	1/4/2024	\$150.00
15008	SPECTRUM BUSINESS	SPECTRUM-WWTP TELEMETRY/COMM ACCESS BOX	1/4/2024	\$189.80
15009	VERIZON	VERIZON-WTP/FIRE/PD LINES	1/4/2024	\$990.15
15010	WANDA BARTON	WANDA BARTON-VRS REFUND	1/4/2024	\$64.73
		Total Checks:		\$86,410.97
		GRAND TOTAL		\$86,410.97

Town of Richlands, VA

Town Council Meeting

Staff Summary

Action Item

Agenda Title:	Proposed Meeting dates for 2024		
Staff Contact(s):	Jason May		
Agenda Date:	January 9, 2024	Item Number:	VIII.a
Attachment(s):		List of proposed meeting dates for 2024	
Reviewed By:	Jason May and Susan Whitt		

SUMMARY:

Staff has provided a list of proposed meeting dates for the upcoming year.

FINANCIAL IMPACT AND FUNDING SOURCE:

Having extra dates built in will assist staff and council in finalizing the upcoming budget in a timely manner prior to July 1, 2024.

RECOMMENDATION:

Staff requests a vote be taken to approve these meeting dates.



TOWN OF RICHLANDS

200 WASHINGTON SQUARE
RICHLANDS, VA 24641

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

PROPOSED MEETING DATES FOR COUNCIL FOR CALENDAR YEAR 2024

January 9, 2024	Deadline for additions/changes to Agenda January 3, 2024
February 13, 2024	Deadline for additions/changes to Agenda February 7, 2024
March 12, 2024	Deadline for additions/changes to Agenda March 6, 2024
March 23, 2024	Strategic Planning Retreat/All Day-Council, Department Personnel
April 9, 2024	Deadline for additions/changes to Agenda April 3, 2024
April 16, 2024	Budget Presentation
April 23, 2024	Budget Work Session
April 30, 2024	Budget Work Session
May 7, 2024	Budget Work Session
May 14, 2024	Deadline for additions/changes to Agenda May 8, 2024
May 21, 2024	Budget Work Session (if needed)
May 28, 2024	Special Meeting to Pass Budget
June 11, 2024	Deadline for additions/changes to Agenda June 5, 2024
July 9, 2024	Deadline for additions/changes to Agenda July 3, 2024
August 13, 2023	Deadline for additions/changes to Agenda August 7, 2024
September 10, 2024	Deadline for additions/changes to Agenda September 4, 2024
October 8, 2024	Deadline for additions/changes to Agenda October 2, 2024
November 12, 2024	Deadline for additions/changes to Agenda November 6, 2024
December 10, 2024	Deadline for additions/changes to Agenda December 4, 2024

Town of Richlands, VA

Town Council Meeting

Staff Summary

Action Item

Agenda Title:	MOU WITH RICHLANDS LITTLE LEAGUE		
Staff Contact(s):			
Agenda Date:	January 9, 2024	Item Number:	VIII.c
Attachment(s):		List of proposed meeting dates for 2024	
Reviewed By:	Michael Thomas and Susan Whitt		

SUMMARY:

The attorney has drafted a Memorandum of Understanding for the Town and the Richlands Athletic League for Council's consideration.

FINANCIAL IMPACT AND FUNDING SOURCE:

Richlands Athletic League bears the financial and physical responsibility of maintenance up keep, and improvements related to these facilities for the entire calendar year. Potential savings for the Town from this agreement.

RECOMMENDATION:

The Attorney and staff respectfully requests the Council's consideration and vote for this MOU.



RICHLANDS ATHLETIC LEAGUE

P.O. Box 1737 ~ Richlands, VA 24641 ~ RichlandsLittleLeague.org ~ (276) 971-1984

League ID: 034-61-113

Memorandum of Understanding

The following information contained in this Memorandum of Understanding as agreed upon by the **Town of Richlands, VA, Richlands Recreation Commission** and the **Richlands Athletic League** serves as documentation pertaining to the usage of area baseball and softball fields/indoor practice facility/batting cages by the league. This document supersedes any previous documents as the official agreement of use between the Town of Richlands and Richlands Athletic League.

I

Richlands Athletic League Baseball & Softball Fields Indoor Practice Facility

Flannary Majors Field; Mary Ann Strong Minors Field; Indoor Practice Facility

- 1851 Cranwell Drive, Richlands, VA 24641 (also potentially referred as to include 1800 & 1819 3rd Street, Richlands, VA on Google Maps)

1. Richlands Athletic League retains jurisdiction over and sole use of Flannary Majors Field; Mary Ann Strong Minors Field; Indoor Practice Facility for the entire calendar year. (12 months/52 weeks/365 days)
2. Richlands Athletic League bears the financial and physical responsibility of maintenance, up keep, and improvements related to these facilities for the entire calendar year.
3. Richlands Athletic League reserves the right to allow any other organizations, groups, or teams to have fair usage of the above listed facilities by written permission and/or written use agreement signed by an appointed representative of the RAL Board of Directors.
4. The Town of Richlands retains ownership over the real property on which these facilities are 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 absent proper notice to RAL, formal hearing, and any potential court proceedings.

II

Williams Park Majors Softball/Minors Softball/Tee Ball Fields

115, 200, 215 Williams Park Road, Richlands, VA 24641

1. Richlands Athletic League will assume responsibility, jurisdiction over, and sole use of the above listed fields from the Town of Richlands for the entire calendar year beginning on January 1, 2024.
2. Richlands Athletic League bears the financial and physical responsibility of maintenance, up keep, mowing, and improvements related to these facilities, inside the fences/fields of play, for the entire calendar year.
3. Town of Richlands retains responsibility of maintenance, up keep, mowing, and improvements for all other areas of Williams Park located outside the fences/fields of play. However, Richlands Athletic Agrees to assist the town by maintaining and weed-eating along the areas immediately outside the playing field fences.
4. Richlands Athletic League retains jurisdiction and sole use of press boxes and storage structures which shall be secured and locked by Richlands Athletic League for the entire calendar year. (12 months/52 weeks/365 days) If the Town of Richlands and/or Richlands Rec Commission requires a key to these buildings for maintenance or other lawful use then a key and/or access code will be provided to the Richlands Recreation Commission Director upon request.
5. The Town of Richlands retains responsibility for routine maintenance and cleaning of the Williams Park Bathroom facilities however Richlands Athletic League agrees to assist the Town of Richlands in maintaining stock of paper products/soap within the Williams Park Bathrooms with stock provided by Town of Richlands as well as ensuring the bathroom facilities are clean and ready for use after each night of scheduled games. This agreement may be modified by the parties at any time in writing.
6. Richlands Athletic League reserves the right to allow any other organizations, groups, or teams to have fair usage of the above listed facilities by written permission and/or written use agreement signed by an appointed representative of the RAL Board of Directors as long as requested use does not interfere with scheduled league events. However, all associated fees with facility rentals 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 made to Richlands Athletic League as agreed up between the parties. Richlands Athletic League shall be the point of contact for usage of fields by citizens and will ensure proper communication between the Town of Richlands and Richlands Athletic League on permitted usages.

7. The Town of Richlands retains ownership over the real property on which these facilities are 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, except for routine repair, renovations, or maintenance, absent proper notice, formal hearing, and any potential court proceedings.

III

Williams Park Senior Baseball Field; RAL Batting Cage

125 Williams Park Road, Richlands, VA 24641

1. Richlands Athletic League agrees that sole use of the Williams Park Senior League Baseball Field (located directly beside the Richlands Water Treatment Plant) shall be retained by the Town of Richlands and may be designated for use as deemed appropriate, such as use by and for the Richlands Youth Baseball Club (RYBC) or Richlands High School.
2. As such, the Town of Richlands, or designee, shall bear the financial and physical responsibility of maintenance, up keep, and improvements related to this facility for the entire calendar year.
3. Richlands Athletic League reserves the right to use and operate the Concessions Facility, located directly underneath the Williams Park Senior Field Press Box, as it is the only permanent Concessions structure located within the confines of Williams Park. Richlands Athletic League agrees to cooperate and share use with other organizations, such as RYBC as determined between the parties.
4. Richlands Athletic League reserves the right to fair and equal use of the RAL Batting Cage located between the fences of the Williams Park Senior Field and the Williams Park Majors Softball Field. Richlands Athletic League agrees to cooperate and share use with other organizations as determined between the parties.

IV

Future Projects

1. Richlands Athletic League agrees to cooperate with Town of Richlands in the planning and construction of future projects. Future projects and or requests will be directed to the Recreation Commission and/or Town Manager for Town of Richlands at the appropriate

time. This Memorandum of Understanding may be modified to include future agreements by incorporation of attachments without formal modification of this executed document.

V

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 October then it shall remain valid and in full force and effect from 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 Athletic League 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 Athletic League, this _____ day of _____, 2024.

Town Manager

Recreation Commission Director

Town Attorney

Town Mayor

RAL President

RAL Board Member

Town of Richlands, VA

Town Council Meeting

Staff Summary

Action Item

Agenda Title:	Bulk and Brush		
Staff Contact(s):	Jason May		
Agenda Date:	January 9 th , 2024	Item Number:	VIII.e
Attachment(s):			
Reviewed By:	Susan Whitt		

SUMMARY:

The Town of Richlands does not currently charge a bulk and brush fee. The lack of a fee has created a gap between funding needed and funding used for a grapple truck. The Administration recommends instituting a \$1 per month fee for bulk and brush.

FINANCIAL IMPACT AND FUNDING SOURCE:

The Town utilized one time funding for the purchase of a grapple truck. By starting this fee, the town will create a revenue source for future truck purchases and will be another tool used to prevent the Town from an extended period with no grapple truck.

RECOMMENDATION:

The Staff recommends instituting this monthly fee to be paid with citizen's monthly trash collection billing.

Town of Richlands, VA

Town Council Meeting

Staff Summary

Action Item

Agenda Title:	Water Plant Pump Bid Solicitation - Update		
Staff Contact(s):	Ronnie Campbell		
Agenda Date:	January 9, 2024	Item Number:	IX. a.
Attachment(s):			
Reviewed By:	Jason May and Susan Whitt		

SUMMARY:

September 2023

The water treatment plant has two high service pumps; one in service and one that needs to be replaced. The pump in service is very old which creates a risk of failure and delays supply time. The plant cannot operate without this pump and would be subject to fines and penalties. It is used for the purpose of supplying the system with safe potable drinking water. It is the main pump leaving the water plant and without it, no water would reach the system. Staff has solicited invitations to bid without success. See brief discussion on page 8 of the Town Council Meeting minutes dated October 11, 2022.

January 2024 Update

Staff solicited bids in October and December 2023 and was successful with the December 2023 solicitation. We received a bid from Service Pump & Supply in Huntington, WV.

FINANCIAL IMPACT AND FUNDING SOURCE:

September 2023

Replacement of this pump is included in the plant upgrades at a cost of \$106,534. At this time we do not have any other estimates to assess the current need. ARPA funds were designated for this.

January 2024 Update

The Service Pump & Supply estimate is \$77,838.

RECOMMENDATION:

September 2023

Given the critical nature of the high service pump, Staff would like to solicit invitations for bids again and requests Town Council approval. Staff will come before Town Council for a final decision once an estimate is received.

January 2024 Update

Given the updated information, Staff requests Town Council approval to accept bid and move forward with necessary repairs.

Town of Richlands, VA

Town Council Meeting

Staff Summary

Action Item

Agenda Title:	Monthly Financial Reports		
Staff Contact(s):	Ronnie Campbell		
Agenda Date:	January 9, 2024	Item Number:	IX. b.
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 November 2023. The reports include summary and detailed income statements and actual and projected cash balances. The detailed income statements include line item expenditures and revenues compared to budget for current and year to date. The projected unreserved cash balances are based on the financial policies adopted in October 2019.

FINANCIAL IMPACT AND FUNDING SOURCE:

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

RECOMMENDATION:

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

Town of Richlands
Income Statement Summary: 2023 - 2024
For the Period Ending 11/30/2023

<u>Fund</u>	Current Month Net Income (Loss)	Year To Date Net Income (Loss)	<u>Drivers</u>	<u>Variance Permanent or Timing</u>
General	(\$5,644)	(\$551,294)	YTD net loss primarily results from real estate tax, other taxes and fees, business licenses and other revenues and capital purchase, offset by lower expenses.	Revenue - Timing; Capital (ARPA Fund Offset) - Permanent; Expenses - Timing
Water	(12,406)	40,018		
Sewer	(13,117)	53,252		
Water/Sewer Line Maintenance	(28,750)	(145,674)	There is not a separate revenue stream. Expenses are trending lower at this time.	Expenses - Timing
Electric	(36,719)	(125,727)	YTD net loss primarily results from reduced revenues and capital purchase, offset by lower expenses.	Revenues - Permanent; Capital - Permanent (ARPA Fund Offset); Expenses - Timing
Total All Funds	(\$96,637)	(\$729,426)		

Town of Richlands
Income Statement: 2023 - 2024
For the Period Ending 11/30/2023

General Fund Revenues	Account Number	Account Description	Estimated Revenue	Activity this Period	Revenue YTD	% Received
	10-3700-410000	REAL ESTATE TAXES	\$535,000.00	\$151,813.53	\$151,813.53	28.38%
	10-3700-410050	R E TAX BUDGET	\$20,000.00	(\$46,476.73)	(\$28,690.28)	-143.45%
	10-3700-410100	R.E. TAXES PRO RATA	\$1,000.00	(\$2,772.31)	(\$1,411.40)	-141.14%
	10-3700-410200	DELINQUENT TAXES	\$20,000.00	\$1,669.38	\$6,245.85	31.23%
	10-3700-410300	PENALTIES ON TAXES	\$2,000.00	\$97.43	\$314.06	15.70%
	10-3700-410350	INTEREST ON TAXES	\$5,000.00	\$819.61	\$1,159.64	23.19%
	10-3700-410400	PUBLIC SERVICE TAXES	\$46,000.00	\$0.00	\$319.26	0.69%
	10-3700-410500	R E TAX OVERPAYMENTS	\$0.00	\$0.00	\$373.87	0.00%
	Total Dept.3700	REVENUE	\$629,000.00	\$105,150.91	\$130,124.53	20.69%
	10-3701-411000	BANK STOCK TAXES	\$173,000.00	\$0.00	\$0.00	0.00%
	10-3701-411100	RESTAURANT FOOD TAX	\$906,500.00	\$90,786.49	\$445,372.62	49.13%
	10-3701-411200	BUSINESS LICENSES	\$500,000.00	\$240.00	\$6,312.85	1.26%
	10-3701-411300	MOTOR VEHICLE LICENSES	\$30,000.00	\$17,690.09	\$18,698.18	62.33%
	10-3701-411400	MOBILE HOME LICENSE	\$8,000.00	\$4,179.99	\$4,479.53	55.99%
	10-3701-411450	PERSONAL PROPERTY TAX	\$155,000.00	\$0.00	\$44.48	0.03%
	10-3701-411500	CIGARETTE TAX	\$200,000.00	\$0.00	\$82,500.00	41.25%
	10-3701-411550	DELINQUENT PER PROPERTY TAXES	\$1,000.00	\$167.69	\$1,813.51	181.35%
	10-3701-411650	PENALTIES ON PER PROPERTY TAXES	\$0.00	\$8.20	\$96.01	0.00%
	10-3701-411750	INTEREST ON PERSONAL PROPERTY TAXES	\$0.00	\$9.69	\$82.00	0.00%
	10-3701-412000	ZONING PERMITS	\$1,000.00	\$120.00	\$605.00	60.50%
	10-3701-413000	COURT FINES & FOREFEITURE	\$30,000.00	\$2,623.90	\$16,267.45	54.22%
	10-3701-413050	E-CITATION COLLECTIONS	\$500.00	\$190.43	\$965.61	193.12%
	10-3701-413100	PARKING VIOLATIONS	\$600.00	\$0.00	\$0.00	0.00%
	10-3701-413300	INTEREST INCOME	\$5,000.00	\$251.53	\$3,585.80	71.72%
	10-3701-413400	CONTRACT WORK-STREET	\$2,000.00	\$191.46	\$3,700.96	185.05%
	10-3701-413900	SALE OF SALVAGE & SURPLUS	\$20,000.00	\$296.45	\$296.45	1.48%
	10-3701-414100	FIRE/RESCUE CONTRACTS	\$270,000.00	\$0.00	\$150,000.00	55.56%
	10-3701-414125	RESCUE SQUAD BILLING REVENUE	\$700,000.00	\$33,618.77	\$316,983.32	45.28%
	10-3701-414130	RESCUE BAD DEBT COLLECTIONS	\$6,000.00	\$406.65	\$1,378.68	22.98%
	10-3701-414150	SWIMMING POOL FEES	\$12,000.00	\$0.00	\$8,038.54	66.99%
	10-3701-414200	CONCESSION COLL	\$15,000.00	\$1,340.30	\$5,998.95	39.99%
	10-3701-414250	BASKETBALL FEES	\$7,500.00	\$1,109.00	\$1,835.00	24.47%
	10-3701-414350	OUTDOOR TENNIS FEES	\$100.00	\$0.00	\$102.00	102.00%
	10-3701-414400	MEMBERSHIP FEES	\$250.00	\$205.00	\$290.00	116.00%

10-3701-414425	WEIGHT ROOM FEES	\$1,000.00	\$144.00	\$856.00	85.60%
10-3701-414450	ROOM RENTAL UPSTAIRS	\$2,000.00	\$235.00	\$1,235.00	61.75%
10-3701-414475	SHELTER RENTAL FEES	\$500.00	\$0.00	\$245.00	49.00%
10-3701-414500	MISC RECREATION REVENUE	\$1,000.00	\$117.00	\$944.00	94.40%
10-3701-414525	REC TOURNAMENTS/EVENTS	\$0.00	\$0.00	\$273.00	0.00%
10-3701-414550	VOLLEYBALL FEES	\$8,000.00	\$2,530.00	\$8,660.00	108.25%
10-3701-420150	GARBAGE COLLECTIONS	\$580,000.00	\$43,015.48	\$214,255.64	36.94%
10-3701-420200	PENALTIES	\$6,000.00	\$1,058.70	\$4,569.07	76.15%
10-3701-420420	STATE-LOCAL TAX	\$16,000.00	\$1,534.33	\$6,732.12	42.08%
10-3701-420550	CONSUMER/CONSUMPTION UTILITY TAX	\$270,000.00	\$18,991.28	\$93,252.69	34.54%
10-3701-420900	CONVENIENCE FEE	\$5,000.00	\$150.00	\$633.00	12.66%
10-3701-430000	MISCELLANEOUS REVENUE	\$10,000.00	\$3,604.00	\$5,146.60	51.47%
10-3701-430100	GIFTS & DONATIONS-PVT	\$0.00	\$1,000.00	\$1,000.00	0.00%
10-3701-430300	RETURN CHECK FEES	\$500.00	\$120.00	\$630.00	126.00%
10-3701-430400	DNTN & COMM DEVELOP REVENUE	\$0.00	\$0.00	\$725.00	0.00%
10-3701-430600	COMM & CIVIC PROG REVENUE	\$0.00	\$0.00	\$45.00	0.00%
10-3701-430900	DONATIONS & MISC-FIRE	\$3,000.00	\$500.00	\$920.00	30.67%
10-3701-430950	GIFTS & DONATIONS-REC	\$5,000.00	\$0.00	\$0.00	0.00%
10-3701-431000	GIFTS & DONATIONS-POLICE	\$10,000.00	\$3,259.69	\$5,294.69	52.95%
10-3701-431050	DONATIONS & MISC-RESCUE	\$1,500.00	\$0.00	\$100.00	6.67%
10-3701-431100	MISCELLANEOUS REVENUE-POLICE	\$4,000.00	\$93.00	\$33,318.29	832.96%
10-3701-431200	RESTITUTION	\$0.00	\$0.00	\$309.19	0.00%
Total Dept.3701	REVENUE	\$3,966,950.00	\$229,788.12	\$1,448,591.23	36.52%
10-3702-433100	SALES TAX PROCEEDS	\$572,250.00	\$45,562.15	\$218,832.49	38.24%
10-3702-433200	MOTOR VEHICLE CARRIER TAX	\$4,500.00	\$331.05	\$1,763.91	39.20%
10-3702-433300	MOBILE HOME TITLING TAX	\$2,000.00	\$0.00	\$225.00	11.25%
10-3702-434000	COMM OF VA LAW ENFORCEMNT	\$150,000.00	\$0.00	\$42,986.00	28.66%
10-3702-434100	STREET & HWGY MAINT.	\$1,354,716.00	\$0.00	\$316,186.22	23.34%
10-3702-434200	LITTER CONTROL	\$3,000.00	\$5,917.00	\$5,917.00	197.23%
10-3702-435200	POLICE GRANTS-OTHER	\$34,500.00	\$18,720.65	\$38,634.70	111.98%
10-3702-435400	DRUG ENFORCEMENT & PROSEC	\$76,087.00	\$54,587.00	\$68,587.00	90.14%
10-3702-435425	HIDTA FED GRANT	\$19,000.00	\$3,895.56	\$5,898.97	31.05%
10-3702-435450	RESTITUTION-NTF BUY MONEY	\$0.00	\$0.00	\$4,890.90	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	\$23,687.00	105.28%
10-3702-460000	OTHER STATE/FED REVENUE	\$14,500.00	\$0.00	\$10,456.73	72.12%
Total Dept.3702	REVENUE	\$2,253,053.00	\$129,013.41	\$763,439.91	33.88%
10-3703-470000	TRANSFER IN FROM UT-ADM COST	\$530,500.00	\$53,543.00	\$187,029.00	35.26%
10-3703-471000	TRANSFER IN FROM UT-IT COST	\$15,000.00	\$2,881.92	\$18,158.20	121.05%
Total Dept.3703	REVENUE	\$545,500.00	\$56,424.92	\$205,187.20	37.61%
10-3704-480000	FUND BALANCE ALLOCATION	\$1,160,000.00	\$0.00	\$0.00	0.00%

	3704	\$1,160,000.00	\$0.00	\$0.00	0.00%
Total Dept.3704					
Total Fund		\$8,554,503.00	\$520,377.36	\$2,547,342.87	29.78%
General Fund					
General Fund Expenditures					
Account Number	Account Description	Approp Amount	Activity this Period	Expenditure YTD	% Used
Department 4010	COUNCIL				
10-4010-500000	SALARIES AND WAGES	\$10,500.00	\$875.00	\$4,625.00	44.05%
10-4010-500100	TOWN ATTORNEY	\$65,000.00	\$4,630.00	\$25,823.68	39.73%
10-4010-500150	CLERK SALARY	\$9,000.00	\$1,000.00	\$5,000.00	55.56%
10-4010-501000	INS SOCIAL SECURITY	\$1,720.00	\$143.42	\$736.22	42.80%
10-4010-501250	INS WORKMENS COMPENSATION	\$25.00	\$0.00	\$3.32	13.28%
10-4010-519000	MISCELLANEOUS	\$2,000.00	\$628.55	\$2,080.01	104.00%
10-4010-525000	SPECIAL STUDIES	\$174,500.00	\$1,675.83	\$121,675.83	69.73%
10-4010-525150	TOWN EVENTS	\$5,000.00	\$310.99	\$27,305.06	546.10%
Total Dept.4010	COUNCIL	\$267,745.00	\$9,263.79	\$187,249.12	69.94%
Department 4040	FINANCE OFFICE				
10-4040-500000	SALARIES AND WAGES	\$346,500.00	\$28,936.81	\$162,117.44	46.79%
10-4040-500050	TOWN MANAGER SALARY	\$120,000.00	\$5,769.23	\$7,137.23	5.95%
10-4040-501000	INS SOCIAL SECURITY	\$35,160.00	\$2,509.92	\$12,043.89	34.25%
10-4040-501100	INS HEALTH	\$146,136.00	\$7,465.00	\$38,055.00	26.04%
10-4040-501150	INS.-LIFE	\$2,700.00	\$140.84	\$670.08	24.82%
10-4040-501200	INS.-RETIREMENT PLAN	\$143,080.00	\$4,609.31	\$24,319.54	17.00%
10-4040-501225	VRS-VLDP	\$3,400.00	\$68.67	\$629.69	18.52%
10-4040-501250	INS WORKMENS COMPENSATION	\$600.00	\$0.00	\$56.90	9.48%
10-4040-501300	INS GEN LIABILITY/BLDG	\$8,835.00	\$0.00	\$3,242.41	36.70%
10-4040-501350	INS AUTO	\$300.00	\$0.00	\$74.00	24.67%
10-4040-510000	CASH OVER & SHORT	\$50.00	\$0.00	(\$50.00)	-100.00%
10-4040-510050	CONTRACT CONSULTANT	\$0.00	\$24,964.69	\$38,834.30	0.00%
10-4040-510100	AUDITING & LEGAL	\$10,834.00	\$2,500.00	\$7,500.00	69.23%
10-4040-510125	CIGARETTE STAMPS	\$5,600.00	\$0.00	\$0.00	0.00%
10-4040-510150	PRINTING & BINDING	\$3,000.00	\$1,054.97	\$1,455.48	48.52%
10-4040-510200	TAX FORMS	\$3,000.00	\$0.00	\$0.00	0.00%
10-4040-510250	DUES & MERBERSHIP	\$9,000.00	\$500.00	\$4,829.00	53.66%
10-4040-510300	ADVERTISING	\$2,500.00	\$0.00	\$2,834.01	113.36%
10-4040-510350	OFFICE SUPPLIES	\$5,000.00	\$686.56	\$1,276.83	25.54%
10-4040-510400	POSTAGE	\$6,500.00	\$1,905.00	\$5,884.19	90.53%
10-4040-510425	CARD PROCESSING CHGS/ACH FEES/BANK ANALYSIS	\$16,000.00	\$1,393.66	\$8,042.72	50.27%
10-4040-510450	TELEPHONE/INTERNET/COMM	\$6,000.00	\$706.79	\$1,413.73	23.56%
10-4040-510500	UNIFORMS	\$1,000.00	\$0.00	\$0.00	0.00%
10-4040-510550	TRAINING EXPENSE	\$1,000.00	\$0.00	\$645.14	64.51%
10-4040-510600	EQUIPMENT MAINTENANCE	\$6,000.00	\$908.47	\$1,979.59	32.99%

10-4040-510625	IT SERVICE/EQ.	\$0.00	\$0.00	\$600.00	0.00%
10-4040-510700	VEHICLE MAINT-INSIDE	\$1,000.00	\$0.00	\$0.00	0.00%
10-4040-510750	VEHICLE MAINT-OUTSIDE	\$500.00	\$0.00	\$0.00	0.00%
10-4040-510800	MOTOR FUEL & LUBRICATION	\$1,000.00	\$0.00	\$0.00	0.00%
10-4040-510900	EQUIPMENT	\$2,500.00	\$1,335.39	\$1,335.39	53.42%
10-4040-511000	BUILDING REPAIRS/ADDITION	\$6,000.00	\$0.00	\$703.82	11.73%
10-4040-511050	GROUNDS & FACILITIES	\$2,000.00	\$0.00	\$934.80	46.74%
10-4040-511100	SUPPLIES & MATERIALS	\$4,000.00	\$1,412.32	\$3,425.74	85.64%
10-4040-511150	CLEANING SUPPLIES	\$6,000.00	\$47.44	\$1,136.64	18.94%
10-4040-511200	ELECTRICITY	\$15,500.00	\$1,030.93	\$5,579.91	36.00%
10-4040-511250	WATER	\$900.00	\$31.29	\$157.45	17.49%
10-4040-511300	SEWER	\$700.00	\$35.10	\$176.73	25.25%
10-4040-511350	GARBAGE	\$550.00	\$31.91	\$159.55	29.01%
10-4040-519000	MISCELLANEOUS	\$6,000.00	\$3,198.84	\$3,844.73	64.08%
10-4040-525100	BUS TRANSIT	\$7,200.00	\$600.00	\$3,000.00	41.67%
Total Dept.4040	FINANCE OFFICE	\$936,045.00	\$91,843.14	\$344,045.93	36.76%
Department 4050	NON-DEPARTMENTAL				
10-4050-500250	EMPLOYEE APPRECIATION	\$3,000.00	\$699.82	\$699.82	23.33%
10-4050-501100	INS HEALTH	\$0.00	\$0.00	\$627.00	0.00%
10-4050-501150	INS.-LIFE	\$1,000.00	\$95.75	\$478.75	47.88%
10-4050-501250	INS WORKMENS COMPENSATION	\$0.00	\$0.00	\$51,297.53	0.00%
Total Dept.4050	NON-DEPARTMENTAL	\$4,000.00	\$795.57	\$53,103.10	1327.58%
Department 4060	IT DEPARTMENT				
10-4060-500000	SALARIES AND WAGES	\$15,000.00	\$2,146.16	\$8,219.97	54.80%
10-4060-501000	INS SOCIAL SECURITY	\$1,150.00	\$164.19	\$628.84	54.68%
10-4060-501250	INS WORKMENS COMPENSATION	\$25.00	\$0.00	\$2.55	10.20%
10-4060-510625	IT SERVICE/MAINTENANCE	\$70,000.00	\$4,268.72	\$21,286.57	30.41%
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	\$8,200.00	45.56%
10-4060-580800	INTEREST EXPENSE	\$0.00	\$0.00	\$2,429.70	0.00%
Total Dept.4060	IT DEPARTMENT	\$185,502.00	\$8,079.07	\$40,767.63	21.98%
Department 4070	COMMUNITY DEVELOPMENT				
10-4070-500000	SALARIES AND WAGES	\$38,000.00	\$0.00	\$0.00	0.00%
10-4070-501000	INS SOCIAL SECURITY	\$2,750.00	\$0.00	\$0.00	0.00%
10-4070-501100	INS HEALTH	\$20,000.00	\$0.00	\$0.00	0.00%
10-4070-501150	INS LIFE	\$200.00	\$0.00	\$0.00	0.00%
10-4070-501200	INS.-RETIREMENT PLAN	\$8,500.00	\$0.00	\$0.00	0.00%
10-4070-501225	VRS-VLDP	\$600.00	\$0.00	\$0.00	0.00%
10-4070-501250	INS WORKMENS COMPENSATION	\$35.00	\$0.00	\$0.00	0.00%
10-4070-510800	FUEL	\$200.00	\$0.00	\$0.00	0.00%

10-4070-511100	SUPPLIES & MATERIALS	\$500.00	\$0.00	\$0.00	0.00%
10-4070-519000	MISCELLANEOUS	\$0.00	\$0.00	\$523.55	0.00%
10-4070-525150	DOWNTOWN ACTIVITY	\$0.00	\$0.00	\$0.30	0.00%
Total Dept.4070	COMMUNITY DEVELOPMENT	\$70,785.00	\$0.00	\$523.85	0.74%
Department 4110	POLICE GRANTS				
10-4110-524150	LLEB BLOCK GRANT	\$0.00	\$0.00	\$2,463.00	0.00%
10-4110-524200	DMV	\$0.00	\$0.00	\$6,859.74	0.00%
10-4110-524250	OTHER GRANTS	\$56,054.00	\$18,865.04	\$44,380.88	79.18%
Total Dept.4110	POLICE GRANTS	\$56,054.00	\$18,865.04	\$53,703.62	95.81%
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	\$3,110.00	22.47%
10-4130-510125	PROFESSIONAL SERVICES	\$425.00	\$35.00	\$105.00	24.71%
10-4130-510350	OFFICE SUPPLIES	\$2,500.00	\$0.00	\$0.00	0.00%
10-4130-510450	TELEPHONE/INTERNET/COMM	\$7,100.00	\$1,383.68	\$3,632.00	51.15%
10-4130-510750	VEHICLE MAINT-OUTSIDE	\$9,000.00	\$100.00	\$2,736.20	30.40%
10-4130-510900	EQUIPMENT	\$6,000.00	\$0.00	\$0.00	0.00%
10-4130-519000	MISCELLANEOUS	\$36,766.00	\$1,436.01	\$2,460.75	6.69%
10-4130-530075	HIDTA GRANT PURCHASES	\$19,000.00	\$279.87	\$5,594.81	29.45%
Total Dept.4130	TZ CO NARCOTICS TASK FORCE	\$94,630.00	\$3,856.56	\$17,638.76	18.64%
Department 4140	POLICE DEPARTMENT				
10-4140-500000	SALARIES AND WAGES	\$959,000.00	\$75,286.73	\$403,059.71	42.03%
10-4140-500150	OVERTIME	\$60,990.00	\$6,714.44	\$41,604.13	68.21%
10-4140-501000	INS SOCIAL SECURITY	\$76,900.00	\$6,100.91	\$33,692.04	43.81%
10-4140-501100	INS HEALTH	\$275,000.00	\$15,895.00	\$78,575.00	28.57%
10-4140-501150	INS.-LIFE	\$5,500.00	\$322.49	\$1,592.71	28.96%
10-4140-501200	INS.-RETIREMENT PLAN	\$295,000.00	\$16,637.16	\$119,883.30	40.64%
10-4140-501225	VRS-VLDP	\$1,000.00	\$57.27	\$286.35	28.64%
10-4140-501250	INS WORKMENS COMPENSATION	\$38,000.00	\$0.00	\$9,168.96	24.13%
10-4140-501300	INS GEN LIABILITY/BLDG	\$3,500.00	\$0.00	\$888.73	25.39%
10-4140-501350	INS AUTO	\$9,200.00	\$0.00	\$2,181.00	23.71%
10-4140-510150	PRINTING & BINDING	\$3,000.00	\$0.00	\$0.00	0.00%
10-4140-510250	DUES & MERBERSHIP	\$11,200.00	\$0.00	\$100.00	0.89%
10-4140-510350	OFFICE SUPPLIES	\$4,500.00	\$365.21	\$2,026.14	45.03%
10-4140-510400	POSTAGE	\$700.00	\$64.08	\$242.61	34.66%
10-4140-510450	TELEPHONE/INTERNET/COMM	\$16,000.00	\$2,456.84	\$5,625.55	35.16%
10-4140-510500	UNIFORMS	\$10,000.00	\$1,939.97	\$3,630.07	36.30%
10-4140-510550	TRAINING EXPENSE	\$17,000.00	\$885.52	\$6,135.31	36.09%

10-4140-510600	EQUIPMENT MAINTENANCE	\$32,000.00	\$9,442.05	\$23,029.61	71.97%
10-4140-510650	TWO-WAY RADIO MAINTENANCE	\$4,000.00	\$0.00	\$0.00	0.00%
10-4140-510700	VEHICLE MAINT-INSIDE	\$6,000.00	\$641.72	\$1,502.43	25.04%
10-4140-510750	VEHICLE MAINT-OUTSIDE	\$18,500.00	\$2,234.66	\$9,049.17	48.91%
10-4140-510800	MOTOR FUEL & LUBRICATION	\$60,000.00	\$3,257.69	\$23,376.81	38.96%
10-4140-510850	OFFICE FURN & FIXTURES	\$1,000.00	\$0.00	\$0.00	0.00%
10-4140-510900	EQUIPMENT	\$74,557.12	\$2,530.48	\$48,207.21	64.66%
10-4140-511000	BUILDING REPAIRS/ADDITION	\$5,000.00	\$1,983.73	\$3,536.54	70.73%
10-4140-511100	SUPPLIES & MATERIALS	\$5,442.88	\$1,289.92	\$2,814.17	51.70%
10-4140-511150	CLEANING SUPPLIES	\$2,000.00	\$0.00	\$575.27	28.76%
10-4140-511200	ELECTRICITY	\$33,000.00	\$1,916.46	\$12,569.31	38.09%
10-4140-511250	WATER	\$500.00	\$50.14	\$256.96	51.39%
10-4140-511300	SEWER	\$500.00	\$52.58	\$270.59	54.12%
10-4140-511350	GARBAGE	\$975.00	\$93.44	\$467.20	47.92%
10-4140-519000	MISCELLANEOUS	\$5,000.00	\$672.93	\$4,403.98	88.08%
10-4140-531000	INSURANCE-LAW ENFORCEMENT	\$8,000.00	\$0.00	\$2,280.50	28.51%
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	\$144.90	\$689.40	13.79%
10-4140-531100	EXTRADITION & TRAVEL	\$1,000.00	\$257.84	\$1,478.39	147.84%
10-4140-531200	TASK FORCE DONATION	\$7,000.00	\$0.00	\$7,000.00	100.00%
10-4140-531300	REGIONAL JAIL	\$300.00	\$0.00	\$0.00	0.00%
10-4140-531350	SPECIAL PROJECTS	\$15,000.00	\$5,783.56	\$6,266.27	41.78%
Total Dept.4140	POLICE DEPARTMENT	\$2,086,065.00	\$157,077.72	\$869,761.42	41.69%
Department 4150	FIRE DEPARTMENT				
10-4150-500000	SALARIES AND WAGES	\$67,000.00	\$8,496.78	\$36,734.63	54.83%
10-4150-501000	INS SOCIAL SECURITY	\$5,125.00	\$651.28	\$2,809.10	54.81%
10-4150-501250	INS WORKMENS COMPENSATION	\$3,700.00	\$0.00	\$756.16	20.44%
10-4150-501300	INS GEN LIABILITY/BLDG	\$2,100.00	\$0.00	\$498.73	23.75%
10-4150-501350	INS AUTO	\$5,500.00	\$0.00	\$1,288.25	23.42%
10-4150-510450	TELEPHONE/INTERNET/COMM	\$5,000.00	\$851.68	\$1,966.54	39.33%
10-4150-510500	UNIFORMS	\$1,000.00	\$0.00	\$0.00	0.00%
10-4150-510550	TRAINING EXPENSE	\$1,500.00	\$164.90	\$426.41	28.43%
10-4150-510600	EQUIPMENT MAINTENANCE	\$1,000.00	\$0.00	\$0.00	0.00%
10-4150-510650	TWO-WAY RADIO MAINTENANCE	\$1,500.00	\$0.00	\$0.00	0.00%
10-4150-510700	VEHICLE MAINT-INSIDE	\$2,000.00	\$5.07	\$2,001.84	100.09%
10-4150-510750	VEHICLE MAINT-OUTSIDE	\$6,000.00	\$761.56	\$2,500.64	41.68%
10-4150-510800	MOTOR FUEL & LUBRICATION	\$5,500.00	\$475.45	\$2,358.82	42.89%
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	\$135.37	16.92%
10-4150-511100	SUPPLIES & MATERIALS	\$5,000.00	\$599.80	\$2,879.63	57.59%
10-4150-511200	ELECTRICITY	\$12,000.00	\$576.38	\$2,634.63	21.96%

10-4150-511250	WATER	\$1,500.00	\$78.38	\$402.44	26.83%
10-4150-511300	SEWER	\$1,300.00	\$61.02	\$296.20	22.78%
10-4150-511350	GARBAGE	\$800.00	\$48.01	\$240.05	30.01%
10-4150-519000	MISCELLANEOUS	\$1,000.00	\$121.00	\$452.28	45.23%
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	\$362.82	\$448.82	29.92%
10-4150-532000	INSURANCE-FIRE CALLS	\$2,311.00	\$0.00	\$2,048.00	88.62%
10-4150-532025	FIRE PREV/SAFETY PRG	\$3,000.00	\$0.00	\$368.28	12.28%
10-4150-532050	REGULATORY REQUIREMENTS	\$10,000.00	\$0.00	\$1,016.11	10.16%
10-4150-580800	INTEREST EXPENSE	\$15,508.00	\$0.00	\$0.00	0.00%
Total Dept.4150	FIRE DEPARTMENT	\$247,144.00	\$13,254.13	\$76,677.93	31.03%
Department 4160					
10-4160-500000	RESCUE DEPARTMENT	\$447,000.00	\$39,245.34	\$212,516.86	47.54%
10-4160-501000	SALARIES AND WAGES	\$34,000.00	\$2,854.45	\$15,441.57	45.42%
10-4160-501100	INS SOCIAL SECURITY	\$98,000.00	\$7,972.00	\$39,860.00	40.67%
10-4160-501150	INS HEALTH	\$1,500.00	\$115.20	\$576.00	38.40%
10-4160-501200	INS.-LIFE	\$65,000.00	\$4,901.32	\$20,981.67	32.28%
10-4160-501225	INS.-RETIREMENT PLAN	\$1,246.00	\$45.53	\$227.65	18.27%
10-4160-501250	VRS-VLDP	\$21,000.00	\$0.00	\$2,711.19	12.91%
10-4160-501300	INS WORKMENS COMPENSATION	\$1,100.00	\$0.00	\$292.98	26.63%
10-4160-501350	INS GEN LIABILITY/BLDG	\$3,200.00	\$0.00	\$891.50	27.86%
10-4160-510250	DUES/MERBERSHIP/SUBSCRIPTIONS	\$5,200.00	\$709.15	\$1,973.75	37.96%
10-4160-510350	OFFICE SUPPLIES	\$1,000.00	\$211.88	\$396.40	39.64%
10-4160-510450	TELEPHONE/INTERNET/COMM	\$3,000.00	\$579.48	\$1,457.62	48.59%
10-4160-510500	UNIFORMS	\$4,000.00	\$0.00	\$1,507.97	37.70%
10-4160-510550	TRAINING EXPENSE	\$1,500.00	\$0.00	\$430.99	28.73%
10-4160-510600	EQUIPMENT MAINTENANCE	\$6,500.00	\$0.00	\$1,240.00	19.08%
10-4160-510650	TWO-WAY RADIO MAINTENANCE	\$1,000.00	\$0.00	\$0.00	0.00%
10-4160-510700	VEHICLE MAINT-INSIDE	\$3,000.00	\$193.69	\$2,802.38	93.41%
10-4160-510750	VEHICLE MAINT-OUTSIDE	\$12,000.00	\$436.96	\$8,196.99	68.31%
10-4160-510800	MOTOR FUEL & LUBRICATION	\$20,000.00	\$1,125.31	\$7,765.71	38.83%
10-4160-510900	EQUIPMENT	\$8,000.00	\$1,570.55	\$1,570.55	19.63%
10-4160-511000	BUILDING REPAIRS/ADDITION	\$2,000.00	\$50.00	\$200.00	10.00%
10-4160-511100	SUPPLIES & MATERIALS	\$6,000.00	\$1,129.51	\$2,064.48	34.41%
10-4160-511150	CLEANING SUPPLIES	\$1,000.00	\$0.00	\$353.43	35.34%
10-4160-511175	MEDICAL SUPPLIES	\$17,000.00	\$1,674.60	\$7,195.51	42.33%
10-4160-511200	ELECTRICITY	\$9,000.00	\$429.36	\$1,698.28	18.87%
10-4160-511250	WATER	\$450.00	\$21.28	\$111.38	24.75%
10-4160-511300	SEWER	\$450.00	\$27.77	\$144.97	32.22%
10-4160-511350	GARBAGE	\$550.00	\$46.58	\$232.90	42.35%
10-4160-519000	MISCELLANEOUS	\$2,000.00	\$166.15	\$392.75	19.64%
10-4160-531025	LINE OF DUTY PAYMENTS	\$13,500.00	\$0.00	\$12,465.00	92.33%
10-4160-531350	SPECIAL PROJECTS	\$2,000.00	\$1,023.11	\$1,120.39	56.02%

10-4160-532100	BILLING SERVICES/COLLECTIONS	\$42,000.00	\$3,553.93	\$20,473.03	48.75%
10-4160-532125	BAD DEBT COLLECTION FEE	\$1,250.00	\$81.33	\$97.33	7.79%
10-4160-561000	HEATING OIL/FUEL	\$2,500.00	\$0.00	\$342.62	13.70%
Total Dept.4160	RESCUE DEPARTMENT	\$836,946.00	\$68,164.48	\$367,733.85	43.94%
Department 4210	STREET DEPARTMENT				
10-4210-500000	SALARIES AND WAGES	\$440,500.00	\$32,315.13	\$162,823.53	36.96%
10-4210-501000	INS SOCIAL SECURITY	\$33,500.00	\$2,282.69	\$11,592.80	34.61%
10-4210-501100	INS HEALTH	\$197,500.00	\$13,597.00	\$67,003.75	33.93%
10-4210-501150	INS.-LIFE	\$2,200.00	\$182.44	\$869.78	39.54%
10-4210-501200	INS.-RETIREMENT PLAN	\$125,000.00	\$7,783.45	\$31,080.84	24.86%
10-4210-501225	VRS-VLDP	\$2,000.00	\$0.00	\$499.48	24.97%
10-4210-501250	INS WORKMENS COMPENSATION	\$24,000.00	\$0.00	\$3,002.95	12.51%
10-4210-501300	INS GEN LIABILITY/BLDG	\$3,800.00	\$0.00	\$1,034.90	27.23%
10-4210-501350	INS AUTO	\$5,800.00	\$0.00	\$1,265.58	21.82%
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	\$186.84	\$1,041.93	69.46%
10-4210-510500	UNIFORMS	\$5,000.00	\$1,004.74	\$1,875.21	37.50%
10-4210-510550	TRAINING EXPENSE	\$0.00	\$0.00	\$288.50	0.00%
10-4210-510600	EQUIPMENT MAINTENANCE	\$0.00	\$272.25	\$272.25	0.00%
10-4210-510700	VEHICLE MAINT-INSIDE	\$20,000.00	\$5,127.60	\$8,161.24	40.81%
10-4210-510750	VEHICLE MAINT-OUTSIDE	\$12,000.00	\$0.00	\$1,871.07	15.59%
10-4210-510800	MOTOR FUEL & LUBRICATION	\$30,000.00	\$6,814.47	\$13,145.07	43.82%
10-4210-510900	EQUIPMENT	\$2,787.43	\$0.00	\$1,823.71	65.43%
10-4210-511000	BUILDING REPAIRS/ADDITION	\$1,000.00	\$7.30	\$1,242.58	124.26%
10-4210-511100	SUPPLIES & MATERIALS	\$19,212.57	\$6,247.28	\$19,859.97	103.37%
10-4210-511200	ELECTRICITY	\$15,000.00	\$1,002.70	\$3,808.46	25.39%
10-4210-511250	WATER	\$500.00	\$32.06	\$144.05	28.81%
10-4210-511300	SEWER	\$750.00	\$41.57	\$187.82	25.04%
10-4210-511350	GARBAGE	\$300.00	\$21.37	\$106.85	35.62%
10-4210-511400	ENGINEERING	\$10,000.00	\$0.00	\$6,770.00	67.70%
10-4210-511450	LEASE PROP & RIGHT OF WAY	\$1,000.00	\$0.00	\$0.00	0.00%
10-4210-511500	TRAFFIC SAFETY	\$75,000.00	\$5,485.60	\$9,374.37	12.50%
10-4210-519000	MISCELLANEOUS	\$2,000.00	\$132.50	\$512.22	25.61%
10-4210-540000	STORM DRAINAGE	\$6,000.00	\$0.00	\$0.00	0.00%
10-4210-540050	ST, BRIDGES, SIDEWALK MAINT	\$125,000.00	\$14,528.58	\$89,211.59	71.37%
10-4210-540100	SNOW & ICE REMOVAL	\$25,000.00	\$1,466.24	\$1,893.65	7.57%
10-4210-550300	CONTRACT WORK	\$0.00	\$0.00	\$990.28	0.00%
10-4210-570250	HAND TOOLS & EQUIPMENT	\$3,500.00	\$203.06	\$1,995.35	57.01%
Total Dept.4210	STREET DEPARTMENT	\$1,190,350.00	\$98,734.87	\$443,918.49	37.29%
Department 4240	SANITATION DEPARTMENT				
10-4240-500000	SALARIES AND WAGES	\$245,500.00	\$17,779.33	\$97,887.94	39.87%
10-4240-501000	INS SOCIAL SECURITY	\$19,000.00	\$1,297.32	\$7,168.14	37.73%

10-4240-501100	INS HEALTH	\$96,000.00	\$4,080.00	\$21,263.25	22.15%
10-4240-501150	INS.-LIFE	\$1,300.00	\$75.71	\$396.55	30.50%
10-4240-501200	INS.-RETIREMENT PLAN	\$53,000.00	\$4,476.33	\$17,242.03	32.53%
10-4240-501225	VRS-VLDP	\$1,200.00	\$243.89	\$577.79	48.15%
10-4240-501250	INS WORKMENS COMPENSATION	\$15,539.00	\$0.00	\$2,986.47	19.22%
10-4240-501350	INS AUTO	\$2,600.00	\$0.00	\$901.50	34.67%
10-4240-510500	UNIFORMS	\$2,000.00	\$920.75	\$1,129.37	56.47%
10-4240-510700	VEHICLE MAINT-INSIDE	\$18,000.00	\$1,274.09	\$12,773.76	70.97%
10-4240-510750	VEHICLE MAINT-OUTSIDE	\$12,000.00	\$904.48	\$19,285.04	160.71%
10-4240-510800	MOTOR FUEL & LUBRICATION	\$25,000.00	\$3,807.49	\$6,595.30	26.38%
10-4240-510900	EQUIPMENT	\$0.00	\$0.00	\$963.72	0.00%
10-4240-511100	SUPPLIES & MATERIALS	\$6,500.00	\$944.51	\$4,996.35	76.87%
10-4240-519000	MISCELLANEOUS	\$1,500.00	\$5.00	\$484.40	32.29%
10-4240-541000	GARBAGE CONTAINERS	\$22,000.00	\$75.54	\$15,285.00	69.48%
Total Dept.4240	SANITATION DEPARTMENT	\$521,139.00	\$35,884.44	\$209,936.61	40.28%
Department 4290	RECREATION DEPARTMENT				
10-4290-500000	SALARIES AND WAGES	\$123,500.00	\$8,541.40	\$58,262.94	47.18%
10-4290-501000	INS SOCIAL SECURITY	\$9,500.00	\$648.81	\$4,410.20	46.42%
10-4290-501100	INS HEALTH	\$20,328.00	\$1,858.00	\$8,634.00	42.47%
10-4290-501150	INS.-LIFE	\$250.00	\$20.68	\$103.40	41.36%
10-4290-501200	INS.-RETIREMENT PLAN	\$9,423.00	\$912.00	\$3,723.86	39.52%
10-4290-501225	VRS-VLDP	\$0.00	\$34.00	\$34.00	0.00%
10-4290-501250	INS WORKMENS COMPENSATION	\$3,000.00	\$0.00	\$454.87	15.16%
10-4290-501300	INS GEN LIABILITY/BLDG	\$3,600.00	\$0.00	\$1,128.66	31.35%
10-4290-501350	INS AUTO	\$350.00	\$0.00	\$92.75	26.50%
10-4290-510000	CASH OVER & SHORT	\$0.00	\$0.00	\$10.00	0.00%
10-4290-510350	OFFICE SUPPLIES	\$150.00	\$66.45	\$66.45	44.30%
10-4290-510450	TELEPHONE/INTERNET/COMM	\$2,290.00	\$217.95	\$790.75	34.53%
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	\$819.90	\$819.90	81.99%
10-4290-511000	BUILDING REPAIRS/ADDITION	\$2,500.00	\$117.32	\$667.37	26.69%
10-4290-511100	SUPPLIES & MATERIALS	\$10,000.00	\$883.01	\$2,818.41	28.18%
10-4290-511200	ELECTRICITY	\$37,000.00	\$1,828.48	\$10,330.65	27.92%
10-4290-511250	WATER	\$3,600.00	\$260.07	\$2,766.06	76.84%
10-4290-511300	SEWER	\$2,500.00	\$319.80	\$3,403.25	136.13%
10-4290-511350	GARBAGE	\$2,100.00	\$204.98	\$1,024.90	48.80%
10-4290-519000	MISCELLANEOUS	\$1,000.00	\$0.00	\$544.00	54.40%
10-4290-550025	VOLLEYBALL EXPENSES	\$750.00	\$2,471.09	\$2,471.09	329.48%
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	\$460.58	\$3,072.46	30.72%

10-4290-550250	SALES TAX-CONCESSION STAN	\$0.00	(\$0.64)	(\$3.47)	0.00%
Total Dept.4290	RECREATION DEPARTMENT	\$260,541.00	\$19,663.88	\$109,307.17	41.95%
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	\$231.25	31.90%
10-4300-525160	COAL MINERS MEM	\$500.00	\$40.49	\$1,149.11	229.82%
10-4300-525170	Chamber/CART Bldg.	\$2,500.00	\$114.63	\$1,360.67	54.43%
10-4300-525175	FARMERS MARKET	\$750.00	\$67.55	\$387.09	51.61%
10-4300-525180	GREENWAY	\$0.00	\$11.52	\$61.21	0.00%
10-4300-525300	VET/CENT/HIST	\$500.00	\$0.00	\$0.00	0.00%
10-4300-525325	SECTION HOUSE	\$5,000.00	\$168.47	\$2,191.08	43.82%
10-4300-525350	TEEN CENTER	\$1,600.00	\$135.84	\$3,785.84	236.62%
Total Dept.4300	COMMUNITY & CIVIC FACILITIES	\$11,575.00	\$538.50	\$60,499.58	522.67%
Department 4470	DONATIONS				
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				
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				
10-5416-640000	VEHICLES, BOATS, ETC.	\$0.00	\$0.00	\$15,373.99	0.00%
Total Dept.5416	CAPITAL-RESCUE	\$0.00	\$0.00	\$15,373.99	0.00%
Department 5421	CAPITAL-STREET				
10-5421-650000	INFRASTRUCTURE, DEPR.	\$1,000,000.00	\$0.00	\$5,874.00	0.59%
Total Dept.5421	CAPITAL-STREET	\$1,000,000.00	\$0.00	\$5,874.00	0.59%
Department 5424	CAPITAL-SANITATION				
10-5424-640000	VEHICLES, BOATS, ETC.	\$0.00	\$0.00	\$55,200.00	0.00%
Total Dept.5424	CAPITAL-SANITATION	\$0.00	\$0.00	\$55,200.00	0.00%
Department 5430	CAPITAL-COMM & CIVIC FACILITIES				
10-5430-650000	INFRASTRUCTURE, DEPR.	\$0.00	\$0.00	\$1,235.42	0.00%
Total Dept.5430	CAPITAL-COMM & CIVIC FACILITIES	\$0.00	\$0.00	\$1,235.42	0.00%
Total Fund	General Fund	\$7,778,721.00	\$526,021.19	\$3,098,636.66	
	Fund Balance			\$5,975,589.41	
	Total Revenues		\$520,377.36	\$2,547,342.87	
	Less Total Expenditures		\$526,021.19	\$3,098,636.66	
	Net Income		(\$5,643.83)	(\$551,293.79)	

New Fund Balance \$5,424,295.62

Water Fund Revenues		Estimated Revenue	Activity this Period	Revenue YTD	% Received
Account Number	Account Description				
20-3701-413300	INTEREST INCOME	\$1,000.00	\$85.74	\$453.65	45.37%
20-3701-420050	WATER COLLECTIONS	\$950,000.00	\$66,257.70	\$331,007.56	34.84%
20-3701-420200	PENALTIES	\$13,500.00	\$1,004.99	\$5,699.37	42.22%
20-3701-420250	SERVICE CHARGES	\$4,000.00	\$277.72	\$1,463.92	36.60%
20-3701-420300	WATER TAPS	\$0.00	\$1,100.00	\$2,200.00	0.00%
Total Dept.3701	REVENUE	\$968,500.00	\$68,726.15	\$340,824.50	35.19%
20-3702-413310	INTEREST INCOME-WAT DEBT	\$1,200.00	\$113.49	\$578.67	48.22%
20-3702-440000	CEDAR BLUFF WATER COLL	\$72,491.00	\$0.00	\$28,472.00	39.28%
20-3702-440100	TAZ. PSA WATER COLL	\$525,061.00	\$43,755.50	\$175,022.00	33.33%
20-3702-440200	CEDAR BLUFF-Wat Debt	\$1,000.00	\$0.00	\$332.00	33.20%
20-3702-440300	TZ CO PSA-KENTS RIDGE	\$63,258.00	\$216.50	\$866.00	1.37%
Total Dept.3702	REVENUE	\$663,010.00	\$44,085.49	\$205,270.67	30.96%
Total Fund	Water Fund	\$1,631,510.00	\$112,811.64	\$546,095.17	33.47%

Water Fund Expenditures		Approp Amount	Activity this Period	Expenditure YTD	% Used
Account Number	Account Description				
Department 4340	WATER TREATMENT PLANT				
20-4340-500000	SALARIES AND WAGES	\$349,500.00	\$28,897.12	\$152,180.50	43.54%
20-4340-501000	INS SOCIAL SECURITY	\$26,300.00	\$2,110.31	\$11,103.22	42.22%
20-4340-501100	INS HEALTH	\$95,000.00	\$8,288.00	\$41,440.00	43.62%
20-4340-501150	INS.-LIFE	\$1,600.00	\$144.18	\$721.22	45.08%
20-4340-501200	INS.-RETIREMENT PLAN	\$70,137.00	\$6,495.42	\$26,827.81	38.25%
20-4340-501225	VRS-VLDP	\$1,500.00	\$114.54	\$572.70	38.18%
20-4340-501250	INS WORKMENS COMPENSATION	\$11,200.00	\$0.00	\$2,233.46	19.94%
20-4340-501300	INS GEN LIABILITY/BLDG	\$7,250.00	\$0.00	\$2,166.67	29.89%
20-4340-501350	INS AUTO	\$500.00	\$0.00	\$132.67	26.53%
20-4340-510050	CONTRACT CONSULTANT	\$0.00	\$8,614.69	\$22,484.30	0.00%
20-4340-510100	AUDITING & LEGAL	\$10,833.00	\$2,500.00	\$7,500.00	69.23%
20-4340-510150	PRINTING & BINDING	\$0.00	\$265.91	\$1,157.54	0.00%
20-4340-510250	DUES & MERBERSHIP	\$2,700.00	\$0.00	\$1,529.00	56.63%
20-4340-510400	POSTAGE	\$7,650.00	\$1,037.30	\$2,105.33	27.52%
20-4340-510450	TELEPHONE/INTERNET/COMM	\$2,000.00	\$394.70	\$825.49	41.27%
20-4340-510500	UNIFORMS	\$500.00	\$106.00	\$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	\$1,876.28	37.53%
20-4340-510625	IT SERVICE/EQ	\$2,500.00	\$0.00	\$726.66	29.07%
20-4340-510700	VEHICLE MAINT-INSIDE	\$250.00	\$39.82	\$39.82	15.93%
20-4340-510750	VEHICLE MAINT-OUTSIDE	\$250.00	\$0.00	\$36.80	14.72%

20-4340-510800	MOTOR FUEL & LUBRICATION	\$4,000.00	\$191.82	\$920.52	23.01%
20-4340-510900	EQUIPMENT	\$2,000.00	\$0.00	\$0.00	0.00%
20-4340-511000	BUILDING REPAIRS/ADDITION	\$4,000.00	\$560.00	\$1,137.22	28.43%
20-4340-511050	GROUPS & FACILITIES	\$350.00	\$0.00	\$0.00	0.00%
20-4340-511100	SUPPLIES & MATERIALS	\$8,000.00	\$606.17	\$2,242.50	28.03%
20-4340-511200	ELECTRICITY	\$135,000.00	\$9,496.53	\$44,657.60	33.08%
20-4340-511250	WATER	\$2,200.00	\$177.74	\$848.13	38.55%
20-4340-511300	SEWER	\$70,000.00	\$4,961.19	\$23,396.29	33.42%
20-4340-511350	GARBAGE	\$200.00	\$15.81	\$79.05	39.53%
20-4340-511400	ENGINEERING	\$1,200.00	\$0.00	\$0.00	0.00%
20-4340-519000	MISCELLANEOUS	\$1,200.00	\$1,198.47	\$1,228.47	102.37%
20-4340-560000	CHEMICALS-TREATMENT	\$136,000.00	\$14,692.75	\$51,646.61	37.98%
20-4340-560050	INSTRUMENT CALIBRATION	\$1,200.00	\$0.00	\$1,368.01	114.00%
20-4340-560100	HEALTH DEPT ASSESSMENT	\$7,830.00	\$0.00	\$7,830.00	100.00%
20-4340-560150	WATER QUALITY TESTING	\$16,000.00	\$0.00	\$1,991.05	12.44%
20-4340-562000	PLANT PARTS	\$10,000.00	\$0.00	\$0.00	0.00%
20-4340-562050	CHEMICALS / SUPPLIES-LAB	\$8,000.00	\$0.00	\$1,863.76	23.30%
20-4340-595100	TRANSFER OUT-ADM EXPENSE (GF)	\$139,548.00	\$18,089.00	\$63,328.00	45.38%
20-4340-595200	TRANSFER OUT-IT EXPENSE (GF)	\$17,200.00	\$720.48	\$4,539.55	26.39%
Total Dept.4340	WATER TREATMENT PLANT	\$1,161,098.00	\$109,717.95	\$483,077.66	41.61%

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				
20-5434-660000	BUILDING & BLDG. IMPROVEMENTS	\$0.00	\$15,500.00	\$23,000.00	0.00%
Total Dept.5434	CAPITAL-WTP	\$0.00	\$15,500.00	\$23,000.00	0.00%
Total Fund	Water Fund	\$1,248,293.00	\$125,217.95	\$506,077.66	40.54%

Fund Balance	\$6,474,901.73
Total Revenues	\$546,095.17
Less Total Expenditures	\$506,077.66
Net Income	\$40,017.51
New Fund Balance	\$6,514,919.24

Sewer Fund Revenues	Account Number	Account Description	Estimated Revenue	Activity this Period	Revenue YTD	% Received
	30-3701-413900	INTEREST INCOME	\$600.00	\$40.31	\$274.44	45.74%
	30-3701-413800	WWTP-LAB TEST/SEPTIC TRET	\$10,000.00	\$0.00	\$0.00	0.00%

30-3701-420100	SEWER COLLECTIONS	\$1,388,750.00	\$86,644.57	\$426,373.83	30.70%				
30-3701-420200	PENALTIES	\$13,707.00	\$1,290.21	\$7,050.32	51.44%				
30-3701-420250	SERVICE CHARGES	\$4,000.00	\$172.50	\$907.50	22.69%				
30-3701-430000	MISCELLANEOUS REVENUE	\$0.00	\$0.00	\$78.00	0.00%				
Total Dept. 3701	REVENUE	\$1,417,057.00	\$88,147.59	\$434,684.09	30.68%				
30-3702-413320	INTEREST INCOME-VRA	\$350.00	\$370.92	\$1,888.51	539.57%				
30-3702-440400	CEDAR BLUFF SEWER COLL	\$85,415.00	\$0.00	\$23,832.00	27.90%				
30-3702-440500	TZ CO PSA SEWER COLL	\$252,929.00	\$21,077.00	\$84,308.00	33.33%				
Total Dept. 3702	REVENUE	\$338,694.00	\$21,447.92	\$110,028.51	32.49%				
Total Fund	Sewer Fund	\$1,755,751.00	\$109,595.51	\$544,712.60	31.02%				

Sewer Fund					
Expenditures					
Account Number	Account Description	Approp Amount	Activity this Period	Expenditure YTD	% Used
Department 4380	WASTEWATER TREATMENT PLANT				
30-4380-500000	SALARIES AND WAGES	\$360,000.00	\$30,166.05	\$158,755.15	44.10%
30-4380-501000	INS SOCIAL SECURITY	\$28,000.00	\$2,246.18	\$11,808.27	42.17%
30-4380-501100	INS HEALTH	\$119,660.00	\$8,376.00	\$42,044.00	35.14%
30-4380-501150	INS.-LIFE	\$2,000.00	\$155.01	\$741.97	37.10%
30-4380-501200	INS.-RETIREMENT PLAN	\$80,000.00	\$6,799.70	\$29,121.00	36.40%
30-4380-501225	VRS-VLDP	\$1,662.00	\$92.68	\$463.40	27.88%
30-4380-501250	INS WORKMENS COMPENSATION	\$4,500.00	\$0.00	\$997.01	22.16%
30-4380-501300	INS GEN LIABILITY/BLDG	\$15,600.00	\$723.00	\$4,502.42	28.86%
30-4380-501350	INS AUTO	\$1,350.00	\$0.00	\$358.42	26.55%
30-4380-510050	CONTRACT CONSULTANT	\$0.00	\$8,614.68	\$22,484.26	0.00%
30-4380-510100	AUDITING & LEGAL	\$10,833.00	\$2,500.00	\$7,500.00	69.23%
30-4380-510150	PRINTING & BINDING	\$2,000.00	\$265.91	\$1,157.54	57.88%
30-4380-510250	DUES & MERBERSHIP	\$2,000.00	\$100.00	\$200.00	10.00%
30-4380-510350	OFFICE SUPPLIES	\$200.00	\$0.00	\$0.00	0.00%
30-4380-510400	POSTAGE	\$7,000.00	\$1,035.91	\$1,994.21	28.49%
30-4380-510450	TELEPHONE/INTERNET/COMM	\$2,400.00	\$311.17	\$943.61	39.32%
30-4380-510500	UNIFORMS	\$2,000.00	\$475.14	\$1,275.67	63.78%
30-4380-510550	TRAINING EXPENSE	\$2,000.00	\$49.34	\$109.34	5.47%
30-4380-510600	EQUIPMENT MAINTENANCE	\$25,000.00	\$272.25	\$3,018.22	12.07%
30-4380-510625	IT SERVICE/EQ.	\$0.00	\$0.00	\$726.67	0.00%
30-4380-510700	VEHICLE MAINT-INSIDE	\$3,000.00	\$0.00	\$1,315.25	43.84%
30-4380-510750	VEHICLE MAINT-OUTSIDE	\$1,000.00	\$0.00	\$6.00	0.60%
30-4380-510800	MOTOR FUEL & LUBRICATION	\$11,000.00	\$224.87	\$1,423.89	12.94%
30-4380-510850	OFFICE FURN & FIXTURES	\$500.00	\$0.00	\$0.00	0.00%
30-4380-510900	EQUIPMENT	\$5,000.00	\$0.00	\$0.00	0.00%
30-4380-511000	BUILDING REPAIRS/ADDITION	\$5,000.00	\$666.34	\$666.34	13.33%
30-4380-511050	GROUPS & FACILITIES	\$1,000.00	\$0.00	\$0.00	0.00%
30-4380-511100	SUPPLIES & MATERIALS	\$12,000.00	\$4,506.12	\$10,025.40	83.55%
30-4380-511150	CLEANING SUPPLIES	\$1,200.00	\$0.00	\$0.00	0.00%

30-4380-511200	ELECTRICITY	\$172,000.00	\$11,701.86	\$59,073.18	34.34%
30-4380-511250	WATER	\$6,000.00	\$382.39	\$1,714.23	28.57%
30-4380-511300	SEWER	\$6,000.00	\$471.22	\$2,112.71	35.21%
30-4380-511350	GARBAGE	\$800.00	\$64.11	\$320.55	40.07%
30-4380-511400	ENGINEERING	\$1,000.00	\$0.00	\$0.00	0.00%
30-4380-519000	MISCELLANEOUS	\$2,000.00	\$1,198.47	\$2,408.47	120.42%
30-4380-561000	HEATING OIL/FUEL	\$42,000.00	\$4,243.29	\$15,805.30	37.63%
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	\$171.16	14.26%
30-4380-561200	ELECTRICITY-LIFT STATION	\$15,000.00	\$0.00	\$0.00	0.00%
30-4380-561250	OUTSIDE LAB TESTING	\$8,000.00	\$735.80	\$3,199.80	40.00%
30-4380-561300	PLANT METERING & INSTRU.	\$4,000.00	\$892.50	\$1,732.50	43.31%
30-4380-561350	OUTSIDE SLUDGE HAULING	\$22,000.00	\$1,901.60	\$7,000.12	31.82%
30-4380-562000	PLANT PARTS	\$30,000.00	\$9,759.23	\$10,129.23	33.76%
30-4380-562050	CHEMICALS / SUPPLIES-LAB	\$38,000.00	\$5,842.75	\$11,205.19	29.49%
30-4380-595100	TRANSFER OUT-ADM EXPENSE (GF)	\$128,500.00	\$17,176.00	\$60,154.00	46.81%
30-4380-595200	TRANSFER OUT-IT EXPENSE (GF)	\$17,000.00	\$720.48	\$4,539.55	26.70%
Total Dept.4380	WASTEWATER TREATMENT PLANT	\$1,212,905.00	\$122,712.84	\$491,460.98	40.52%

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%
Total Fund	Sewer Fund	\$1,257,749.00	\$122,712.84	\$491,460.98	39.07%

Fund Balance	\$6,604,131.99
Total Revenues	\$544,712.60
Less Total Expenditures	\$491,460.98
Net Income	\$53,251.62
New Fund Balance	\$6,657,383.61

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

Water/Sewer Line Maintenance Fund					
Expenditures					
<u>Account Number</u>	<u>Account Description</u>	<u>Activity this Period</u>	<u>Expenditure YTD</u>	<u>% Used</u>	
Department 4360	WATER/SEWER LINE MAINT				
40-4360-500000	SALARIES AND WAGES	\$14,669.10	\$77,227.02	40.75%	
40-4360-501000	INS SOCIAL SECURITY	\$1,054.01	\$5,650.49	40.36%	

40-4360-501100	INS HEALTH	\$55,500.00	\$4,629.00	\$22,518.00	40.57%
40-4360-501150	INS.-LIFE	\$1,157.00	\$80.41	\$369.13	31.90%
40-4360-501200	INS.-RETIREMENT PLAN	\$39,000.00	\$3,562.86	\$14,809.16	37.97%
40-4360-501225	VRS-VLDP	\$0.00	\$25.80	\$129.00	0.00%
40-4360-501250	INS WORKMENS COMPENSATION	\$6,000.00	\$0.00	\$1,242.67	20.71%
40-4360-501300	INS GEN LIABILITY/BLDG	\$1,700.00	\$0.00	\$385.32	22.67%
40-4360-501350	INS AUTO	\$2,100.00	\$0.00	\$523.33	24.92%
40-4360-510450	TELEPHONE/INTERNET/COMM	\$700.00	\$34.30	\$188.60	26.94%
40-4360-510500	UNIFORMS	\$1,500.00	\$239.00	\$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	\$1,099.83	\$3,562.69	29.69%
40-4360-510750	VEHICLE MAINT-OUTSIDE	\$8,000.00	\$0.00	\$0.00	0.00%
40-4360-510800	MOTOR FUEL & LUBRICATION	\$10,000.00	\$801.60	\$3,792.69	37.93%
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	\$622.64	\$3,542.21	44.28%
40-4360-511200	ELECTRICITY	\$4,000.00	\$203.49	\$993.23	24.83%
40-4360-511250	WATER	\$100.00	\$5.84	\$31.67	31.67%
40-4360-511300	SEWER	\$150.00	\$7.72	\$41.63	27.75%
40-4360-511350	GARBAGE	\$225.00	\$21.37	\$106.85	47.49%
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	\$0.00	0.00%
40-4360-511550	METERS & RELATED EQ	\$50,000.00	\$0.00	\$3,778.88	7.56%
40-4360-511600	MISS UTILITY SERVICE FEES	\$200.00	\$0.00	\$0.00	0.00%
40-4360-519000	MISCELLANEOUS	\$1,500.00	\$81.70	\$464.22	30.95%
40-4360-560000	CHEMICALS-TREATMENT	\$4,000.00	\$0.00	\$0.00	0.00%
40-4360-563000	NEW MANHOLES & SEWER LINE	\$2,500.00	\$0.00	\$0.00	0.00%
40-4360-563050	CORR OF I/ SEWER LINE	\$5,000.00	\$0.00	\$0.00	0.00%
40-4360-563100	NEW MAINS, LINES & VALVES	\$2,500.00	\$862.11	\$862.11	34.48%
40-4360-563125	MAINS, LINES & VALVE MAINT	\$12,000.00	\$0.00	\$0.00	0.00%
40-4360-563150	GRAVEL/STONE	\$6,000.00	\$0.00	\$0.00	0.00%
40-4360-563175	FIRE HYD/LINES	\$1,000.00	\$0.00	\$0.00	0.00%
40-4360-563225	BIRMINGHAM LIFT STATION	\$500.00	\$29.09	\$144.98	29.00%
40-4360-570200	HAND TOOLS & EQUIPMENT	\$3,000.00	\$0.00	\$780.71	26.02%
40-4360-595200	TRANSFER OUT-IT EXPENSE (GF)	\$16,874.00	\$720.48	\$4,539.55	26.90%
Total Dept.4360	WATER/SEWER LINE MAINT	\$476,706.00	\$28,750.35	\$146,498.74	30.73%
Total Fund	Water/Sewer Line Maintenance Fund	\$476,706.00	\$28,750.35	\$146,498.74	30.73%
	Fund Balance			(\$2,590,411.27)	
	Total Revenues		\$0.00	\$824.31	
	Less Total Expenditures		\$28,750.35	\$146,498.74	
	Net Income		(\$28,750.35)	(\$145,674.43)	
	New Fund Balance			(\$2,736,085.70)	

Electric Fund	Account Description	Estimated Revenue	Activity this Period	Revenue YTD	% Received
Revenues					
50-3701-412100	UTILITY POLE PERMITS	\$14,000.00	\$11,800.00	\$12,300.00	87.86%
50-3701-413300	INTEREST INCOME	\$3,000.00	\$1,375.83	\$6,874.99	229.17%
50-3701-413700	CONTRACT WORK-ELECTRIC	\$10,000.00	\$0.00	\$1,186.00	11.86%
50-3701-420000	ELECTRICAL COLLECTIONS	\$6,700,000.00	\$504,334.25	\$2,300,544.81	34.34%
50-3701-420200	PENALTIES	\$80,000.00	\$8,881.31	\$36,433.59	45.54%
50-3701-420250	SERVICE CHARGES	\$7,000.00	\$355.00	\$2,035.00	29.07%
50-3701-420600	POWER COST ADJUSTMENT	\$520,574.00	\$0.00	\$80.73	0.02%
50-3701-430000	MISCELLANEOUS REVENUE	\$0.00	\$0.00	\$189.26	0.00%
Total Dept:3701		\$7,334,574.00	\$526,746.39	\$2,359,644.38	32.17%
Total Fund	Electric Fund	\$7,334,574.00	\$526,746.39	\$2,359,644.38	32.17%

Electric Fund	Account Description	Approp Amount	Activity this Period	Expenditure YTD	% Used
Expenditures					
Department 4400	ELECTRICAL DEPARTMENT				
50-4400-500000	SALARIES AND WAGES	\$336,200.00	\$18,557.24	\$102,668.47	30.54%
50-4400-501000	INS SOCIAL SECURITY	\$26,628.00	\$1,313.41	\$7,323.03	27.50%
50-4400-501100	INS HEALTH	\$61,588.00	\$5,522.00	\$27,610.00	44.83%
50-4400-501150	INS.-LIFE	\$1,400.00	\$99.52	\$497.92	35.57%
50-4400-501200	INS.-RETIREMENT PLAN	\$60,000.00	\$4,849.35	\$20,097.55	33.50%
50-4400-501225	VRS-VLDP	\$1,000.00	\$52.71	\$263.55	26.36%
50-4400-501250	INS WORKMENS COMPENSATION	\$4,050.00	\$0.00	\$519.13	12.82%
50-4400-501300	INS GEN LIABILITY/BLDG	\$5,506.00	\$0.00	\$1,875.68	34.07%
50-4400-501350	INS AUTO	\$4,707.00	\$0.00	\$1,321.75	28.08%
50-4400-510050	CONTRACT CONSULTANT	\$0.00	\$8,614.69	\$22,484.29	0.00%
50-4400-510100	AUDITING & LEGAL	\$10,000.00	\$2,759.25	\$9,035.86	90.36%
50-4400-510150	PRINTING & BINDING	\$2,000.00	\$265.92	\$1,157.55	57.88%
50-4400-510250	DUES & MERBERSHIP	\$18,000.00	\$1,119.00	\$9,590.42	53.28%
50-4400-510350	OFFICE SUPPLIES	\$500.00	\$90.77	\$90.77	18.15%
50-4400-510400	POSTAGE	\$8,500.00	\$1,035.90	\$2,184.52	25.70%
50-4400-510450	TELEPHONE/INTERNET/COMM	\$2,488.00	\$60.16	\$467.11	18.77%
50-4400-510500	UNIFORMS	\$7,500.00	\$78.00	\$2,677.66	35.70%
50-4400-510550	TRAINING EXPENSE	\$2,000.00	\$1,259.45	\$1,334.45	66.72%
50-4400-510600	EQUIPMENT MAINTENANCE	\$3,000.00	\$0.00	\$3,636.28	121.21%
50-4400-510625	IT SERVICE/EQ	\$0.00	\$0.00	\$726.67	0.00%
50-4400-510700	VEHICLE MAINT-INSIDE	\$8,000.00	\$1,100.04	\$2,948.95	36.86%
50-4400-510750	VEHICLE MAINT-OUTSIDE	\$11,000.00	\$0.00	\$6.00	0.05%
50-4400-510800	MOTOR FUEL & LUBRICATION	\$15,000.00	\$667.99	\$5,937.78	39.59%
50-4400-510900	EQUIPMENT	\$4,500.00	\$0.00	\$0.00	0.00%

50-4400-511000	BUILDING REPAIRS/ADDITION	\$500.00	\$131.08	\$131.08	26.22%
50-4400-511100	SUPPLIES & MATERIALS	\$12,000.00	\$4,027.80	\$7,564.74	63.04%
50-4400-511150	CLEANING SUPPLIES	\$500.00	\$0.00	\$0.00	0.00%
50-4400-511200	ELECTRICITY	\$18,000.00	\$332.60	\$2,685.18	14.92%
50-4400-511250	WATER	\$300.00	\$6.15	\$32.79	10.93%
50-4400-511300	SEWER	\$300.00	\$8.08	\$42.92	14.31%
50-4400-511350	GARBAGE	\$300.00	\$21.37	\$106.85	35.62%
50-4400-511400	ENGINEERING	\$71,421.00	\$2,913.94	\$12,543.27	17.56%
50-4400-511450	LEASE PROP & RIGHT OF WAY	\$9,000.00	\$0.00	\$0.00	0.00%
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	\$6.60	\$36.68	12.23%
50-4400-519000	MISCELLANEOUS	\$5,000.00	\$41,661.50	\$82,411.50	1648.23%
50-4400-570000	POWER PURCHASED	\$6,149,512.00	\$446,777.50	\$1,991,319.81	32.38%
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	\$39.71	\$1,015.29	33.84%
50-4400-570250	STREET LIGHTING	\$10,000.00	\$0.00	\$1,509.00	15.09%
50-4400-570300	UTILITY POLES	\$5,000.00	\$0.00	\$0.00	0.00%
50-4400-570350	LOW VOLTAGE DISTRIBUTION	\$15,000.00	\$514.84	\$4,116.49	27.44%
50-4400-570400	HIGH VOLTAGE DISTRIBUTION	\$20,000.00	\$580.14	\$2,923.35	14.62%
50-4400-570450	SUBSTATION EQ.	\$5,000.00	\$0.00	\$0.00	0.00%
50-4400-570500	SUBSTATION MAINTENANCE	\$10,000.00	\$0.00	\$0.00	0.00%
50-4400-570550	FIBER OPTIC EQUIP/SUPPLY	\$12,000.00	\$0.00	\$0.00	0.00%
50-4400-570600	GLOVE/BLANKET TESTING	\$1,000.00	\$0.00	\$252.42	25.24%
50-4400-570625	GENERATOR O&M	\$16,000.00	\$0.00	\$4,694.36	29.34%
50-4400-570650	VEHICLE TESTING-OUTSIDE	\$2,500.00	\$0.00	\$0.00	0.00%
50-4400-595100	TRANSFER OUT-ADM EXPENSE (GF)	\$325,000.00	\$18,278.00	\$63,547.00	19.55%
50-4400-595200	TRANSFER OUT-IT EXPENSE (GF)	\$16,874.00	\$720.48	\$4,539.55	26.90%
Total Dept.4400	ELECTRICAL DEPARTMENT	\$7,334,574.00	\$563,465.19	\$2,405,772.62	32.80%
Department 5440	CAPITAL-ELECTRIC				
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	\$563,465.19	\$2,485,371.02	33.89%
	Fund Balance			\$3,907,568.34	
	Total Revenues		\$526,746.39	\$2,359,644.38	
	Less Total Expenditures		\$563,465.19	\$2,485,371.02	
	Net Income		(\$36,718.80)	(\$125,726.64)	
	New Fund Balance			\$3,781,841.70	

Town of Richlands
Reserve Analysis: 2023 -2024
General Fund
As of November 30, 2023

<u>Actual</u>	
Reserved Cash Balance	\$2,751,466
Unreserved Cash Balance	3,985,662
Total Cash Balance	<u><u>\$6,737,128</u></u>

Projected
 Unreserved Cash Balance Rolling 12 Month Low

\$3,985,662 Based on lowest point during December 2022 through November 2023

This is a result of paying Sewer Department loans with ARPA Fund Offset for the General Fund. An adjusting journal entry is required in the general ledger

Less: ARPA Fund Transfer to Sewer

(1,059,332) 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)

\$2,070,880