



AGENDA

TOWN COUNCIL MEETING

At Richlands Town Hall

February 11, 2025

6:00 P.M.

- I. Call meeting to Order
- II. Invocation- Police Department Chaplains
- III. Pledge of Allegiance
- IV. Additions/Deletions to Agenda
- V. Authorization to Pay Bills
- VI. Approve Minutes-
 - Joint PH with the Planning Commission (5:30pm)- January 14, 2025
 - Joint PH with the Planning Commission (5:45pm)- January 14, 2025
 - Regular Scheduled Meeting- January 14, 2024
 - Special Called Meeting- January 17, 2025
 - Special Called Meeting- January 28, 2025
- VII. Scheduled Public Comments (5 Minute Max)
 - a. Sabrina Endicott- 507 North Street
 - b. Clyde Rowe, 2616 Brown Street
 - c. Dr. Glenn Harrison- Teen Venture
 - d. Isaiah Goings-Teen Venture
 - e. Brokk Hollenbeak-Teen Venture
- VIII. Unscheduled Public Comments (3 Minute Max)
- IX. Agenda Items

- a. Richlands Police Department- Annual Report, Chief Holt
 - b. Regina Roberts- Tazewell County Public Library
 - c. 2025 Town Events- Keisha Cole
 - d. CDBG Grant Update – Keshia Cole
 - e. Zoning Amendments O-2025-02-01 (Second Reading)
 - f. Implementation of R-3 Zone O-2025-02-02 (Second Reading)
 - g. Holiday Pay Policy
 - h. Inclement Weather Policy
 - i. Financial Policies
 - j. Appointment to Planning Commission- Chester Price
 - k. Budget Amendment
 - l. Request for Joint Public Hearing with Planning Commission (1472 Raven Rd)
- X. Monthly Financial Report
- XI. Attorney Report
- a. Charter Update
 - b. Cell Tower Contract
- XII. Town Manager Report
- a. SGR (Strategic Government Resources- Recruitment Firm)- Summary of Next Steps
 - b. Generator Update
- XIII. Council Members Report
- a. Laura Mollo
 - b. Jan White
 - c. Jordan Bales
 - d. Rick Wood
 - e. Gary Jackson
 - f. Seth White
- XIV. Mayor's Comments
- XV. Executive Closed Session
- a. VA Code Section 2.2-3711(A)(1) Personnel- Responsibility Changes
 - b. VA Code Section 2.2-3711(A)(1) Personnel- Salary Increases
 - c. VA Code Section 2.2-3711(A)(1) Personnel- Starting Times
 - d. VA Code Section 2.2-3711(A)(3) Teen Venture Building
 - e. VA Code Section 2.2-3711(A)(7) - Lexcite Corporation
- XVI. Adjourn Meeting

Next Regular Meeting is March 11, 2025.

Town of Richlands, VA

Town Council Meeting

Staff Summary

Action Item

Agenda Title:	2025 Town Events		
Staff Contact(s):	Keshia Cole		
Agenda Date:	February 11, 2025	Item Number:	
Attachment(s):	1.	2025 Town Events	
Reviewed By:	Ronnie Campbell		

SUMMARY:

The attachment includes the proposed 2025 Town Events Calendar. It presents the event description, estimated costs, internal support hours, logistics such as road closures and funding sources through potential donations or sponsorships.

FINANCIAL IMPACT AND FUNDING SOURCE:

Each planned event is a unique scenario and has different requirements with varied net costs.

RECOMMENDATION:

Given the lead time to plan these events, Staff requests the Town Council review the list and provide feedback and/or approval to proceed.

The Town of Richlands - 2025 Events Budget List

EVENT	SUPPLIES	TOTAL	EMPLOYEES
Richlands Cupid Shuffle Business Scavenger Hunt February 8 th – 14 th Saturday Front Street	Stuffed Cupids x7- \$21.99 Visa Gift Card - \$50 Activation fee - \$5.95	Cancelled	0
Drive-In Movie Richlands Police Department February 14 th 9pm – 11pm	Movie Rights – \$327.00 Movie - \$13.99	Cancelled	0
Shamrocks and Slam-Dunks March 14 th The Greenway Stage 12 noon – 8pm	Rent TVs 86 in - DONATED Popcorn- \$5.25 Water- \$5.36 Banner x2 - \$51.49 Food truck Biergarten	\$144.34	E.D – 2 P.D- P.W- 2 5.5 hrs RES -0 FIRE -0
Golden Egg Scavenger Hunt April 18 th Friday Throughout Downtown	1x 10” tall Golden Egg - \$13.99 Gift Cards: \$100	\$113.99	E.D –2 P.D-0 P.W-0 RES -0 FIRE -0
Easter Egg Hunt Saturday April 19 th Critterville Park	1x 1000 Plastic Eggs – \$68.56 Candy – Easter Sweets Candy 175 pc 6x \$19.98 Mini Hershey Bars 80pc -x3 \$10.98	\$221.38	E.D –2 P.D- P.W-0 RES -0 FIRE -0
BBQ and Bourbon Fundraiser for The Richlands Fire Rescue Building Saturday April 26 th Front Street & Suffolk Ave	N/A	\$	E.D –2 P.D- P.W-4 6 hrs RES - FIRE -

Little League Movie Sand Lot The Greenway Stage	Movie Rights – \$327.00 Movie - \$14.63 Popcorn – \$5.25 Water - \$5.36	\$352.24	E.D –2 I.T- 1 3hrs P.D-0 P.W-0 RES -0 FIRE -0
Mother's Day Tea/Brunch Saturday May 3 rd The Greenway Park 11:00am – 2:00pm	Catering for 50 – \$14.95 +tax Plates – 120 pk \$29.89 Spoons 100 pk – \$26.99 Forks 2pk 36 – \$19.99 Napkins 50pk – \$7.97 Shirts X10- \$12.99 Roses x3 - \$10.99	\$982.32 \$25.00 per person \$1250 \$262.82 to the FR Building	E.D –2 P.W- 3 6hrs RES - FIRE – 10 volunteers for waiters from the town employees
Star Wars Movie Series Beginning May 4 th The Greenway Park 8pm	6 Disc Movie Collection – \$92.00 Movie Rights - \$327.00 Popcorn – \$5.25 Water - \$5.36	\$429.61	E.D – 2 I.T -1 3hrs P.W-0 RES -0 FIRE -0
Cinco De Mayo Event Monday 5pm-9pm May 9th Suffolk Ave	DJ- \$100 Pinata – x7 \$17.99 Food Trucks Biergarten	\$225.93	E.D –2 P.W-4 6.5hrs RES -2 4hrs FIRE -2
First Farmers Market Event Bloom Event Richlands Police Department May 24th 2pm-6pm	N/A	\$0	E.D –0 P.W-0 RES -0 FIRE -0
End of School Bash Friday May 30 th Location Rec Park 5pm-9pm	40 ft Slip and Slide X2 \$54.99 DJ -\$100 Food Truck Ice Cream Truck Bubbles – 64pc \$29.99 Sidewalk Chalk - \$0 Stickers - \$0	\$239.97	E.D –2 P.W-4 6.5hrs RES - 4hrs FIRE -

<p>Second Star Wars Movie Saturday June 7th The Greenway Park 9pm</p>	<p>Movie Rights – \$327.00 Movie Collection – Above Popcorn- \$5.25 Water - \$5.36</p>	<p>\$337.61</p>	<p>E.D -2 I.T -1 3hrs P.W-0 RES -0 FIRE -0</p>
<p>Richlands Summer Nights Concert Series June 13th The Greenway Stage 6pm-9pm</p>	<p>Band – \$1000 Food Trucks Biergarten</p>	<p>\$1000</p>	<p>E.D -2 I.T -1 3hrs P.W-4 6.5hrs RES -2 3hrs FIRE -2</p>
<p>Movie Night Friday June 13th The Greenway Stage Movie with DISCLAIMER</p>	<p>Movie Rights – \$327.00 Movie -\$22.73 Water – \$5.25 Popcorn - \$5.36</p>	<p>\$360.34</p>	<p>E.D -2 I.T -1 3hrs P.W-0 RES -0 FIRE -0</p>
<p>Freedom Fest Saturday June 28th Front Street and The Greenway Park 12 Noon – 12 Midnight</p>	<p>Fireworks – \$7,250 Band 1- \$600 Band 2 – \$500 Band 3 – \$2,000 – with sound Band 4- \$700 Band 5 – \$600 Inflatables - \$1600 Circus - Banners – \$54.49</p>	<p>\$13,304.49</p>	<p>ALL HANDS ON DECK!</p>

Summer Vibes and Vintage Rides Concert and Cruise-In Friday (11) – Saturday (12) July Bike Show (11 th) Auto Showcase (12 th)	Flag Banners x11 – \$122.37 Banners x4 – \$51.49 Band 1– \$600 Band 2 – \$1000 Band 3 - \$9000 with hotel Inflatables – \$1600 Bubbles – 64pc \$29.99 Dash Plates 250x - \$3 Food trucks Biergarten Advertising - \$2000	\$16,532.02	ALL HANDS ON DECK!
Third Star Wars Movie Saturday July 19 th The Greenway Stage 9pm-11pm	Movie Rights - \$327.00 Movie Collection – above Popcorn - \$5.25 Water - \$5.36	\$337.61	E.D –2 I.T – 1 3hrs P.W-0 RES -0 FIRE -0
Back To School Bonfire Saturday August 23rd Rec Park	Marshmallows x5– \$1.67 Mini Hershey Bars x2– 80pc \$10.98 Graham Crackers x5 – 8 ct \$2.22 Water 2x – \$5.36 Popcorn –\$5.25	\$57.39	E.D –2 P.W-4 3hrs RES -2 3hrs FIRE -2
Shaggin' on Suffolk Saturday August 16 th 6:00pm-10:30pm	Sand – \$?? Band 1 – \$1,500 Band 2 – \$6,500 Food Trucks Biergarten Advertisement \$1000	\$9000	ALL HANDS ON DECK!
Fourth Star Wars Movie Saturday August 23 rd The Greenway Park 8:00pm	Movie Rights - \$327.00 Movie Collection – Above Water- \$5.36 Popcorn- \$5.25	\$337.61	E.D –2 I.T-1 3hrs P.W-0 RES -0 FIRE -0
The Restaurant Wars September 8 th -13 th Front Street	N/A	\$0	E.D –0 P.W-0 RES -0 FIRE -0

Battle of the Bands September 13 th Saturday Front Street and The Greenway Park 5pm-10pm	Trophy x2 - \$228 Donation: \$500 Pumpkins- \$300 Paint 12pc 3x- \$11.96 Brushes 25pc 2x- \$4.97 Stickers- 0 Tattoos- 0 Deer Corn 15x - \$6.46	\$898.72	E.D -2 I.T - 1 3hrs P.W-6 7hrs RES -2 5hrs FIRE -2
The fifth Star Wars Movie Saturday September 27 th The Greenway Park 9pm-11pm	Movie Rights - \$327.00 Movie Collection - Above Water - \$5.36 Popcorn - \$5.25	\$337.61	E.D -2 I.T -1 3hrs P.W-0 RES -0 FIRE -0
Sixth Star Wars Movie Saturday October 18 th The Greenway Park 9pm-11pm	Movie Rights - \$327.00 Movie Collection - Above Water - \$5.36 Popcorn - \$5.25	\$337.61	E.D -2 I.T -1 3hrs P.W-0 RES -0 FIRE -0
Historic Ghost Walking Tour Saturday October 25 th Front and Suffolk Ave 7pm-9pm	Marshmallows: 5x \$1.67 Skewers 100pc - \$1.25	\$9.60	E.D -2 P.W-2 3hrs RES -0 FIRE -0
Beetlejuice Beetlejuice Movie Saturday October 25 th The Greenway Park 9pm-11pm	Movie Rights - \$327.00 Movie - \$22.90 Water - \$5.36 Popcorn - \$5.25	\$360.51	E.D -2 I.T -1 3hrs P.W-0 RES -0 FIRE -0

A Quiet Place 2 November 1 st Saturday The Greenway Stage 8pm	Movie Rights – \$327.00 Movie – Purchased 2024 Water – \$5.36 Popcorn - \$5.25	\$337.61	E.D -2 I.T -1 3hrs P.W-0 RES -0 FIRE -0
Veterans Day Pancake Breakfast November 11 th Tuesday Richlands Rec Park 9am-11am	Bacon 10lbs x4 – \$37.97 Sausage 42ct x6 – \$13.44 Pancake Batter 10lbs x2 – \$7.48 Syrup x4– \$3.99 Blueberry Crumb Cake - \$4.99 Whipped Cream x2 - \$4.59 Roses x3 - \$10.99 Aluminum Pans 3x - \$2.49 Chocolate Chips 2x- 3.29 Splenda - \$7.89 Canola oil- 3.49 Fruit Trays x2 – \$25.99 Water – \$5.36 Orange Juice 2pk x2 – \$6.28 Coffee X2 – \$12.98 Creamer – \$12.88 Butter Balls x2 - \$3.99 Cups 264ct – \$11.98 Plates – 120 pk \$29.89 Spoons 100 pk – \$26.99 Forks 2pk 36 – \$19.99 Napkins 50pk – \$7.97	\$569.54	E.D -2 I.T -1 3hrs P.W-0 RES -0 FIRE -0
Small Business Saturday November 29 th Throughout Town	N/A	\$0	E.D -0 P.W-0 RES -0 FIRE -0

Christmas Tree Lighting Saturday November 29 th Richlands Town Hall 6pm	14 Foot Christmas Tree – \$300 Hot Chocolate Packs – 50ct \$8.68 Smores: Marshmallows – \$1.67 Graham Crackers – 8ct \$2.22 Mini Hershey Bars – 80pcs \$10.98	\$323.55	E.D -2 P.W-2 2hrs RES -0 FIRE -0
Christmas Movie “Christmas Vacation” Saturday November 29 th The Greenway Park 7:30pm	Movie – Purchased 2024 Movie Rights - Purchased 2024 Water – \$5.36 Popcorn - \$5.25	\$10.61	E.D -2 I.T -1 3hrs P.W-0 RES -0 FIRE -0
Christmas Parade Friday December 5 th “Blue Christmas” 6:30pm	Trophies 8 trophies \$101.91	\$101.91	E.D – TBD P.W- TBD RES -TBD FIRE -TBD
Find THE GRINCH November 29 th – December 25 th	Stuffed Grinch 7 inch \$9.59 x7	\$67.13	E.D – P.W- RES - FIRE -
			Total for all Events: \$46,348.93
			Sponsorships acquired through January 2025: \$37,500

Police Department cost for 2025 events will be approximately \$8,500 - \$10,000

*** Public Works Department cost for 2025 events will be approximately \$15,000 - \$20,000***

IT Department cost for 2025 events will be \$1,500 - \$2,000

Economic Development cost for 2025 events will be \$ 3,000 - \$4,000

*** Rescue Department cost for 2025 events will be \$ 1,000 - \$2,000***

Town of Richlands, VA

Town Council Meeting

Staff Summary

Action Item

Agenda Title:	CDBG Grant Update		
Staff Contact(s):	Keshia Cole		
Agenda Date:	February 11, 2025	Item Number:	
Attachment(s):	1.	CDBG Grant Update	
Reviewed By:	Ronnie Campbell		

SUMMARY:

The attachment includes an update to the CDBG Grant application. It presents status and next steps.

FINANCIAL IMPACT AND FUNDING SOURCE:

The financial impact is \$1M through DHCD.

RECOMMENDATION:

This is for informational purposes only. There is not any action needed at this time.

CDBG Grant Update

The economic development department is reviewing the information we have collected thus far for the CDBG grant. We have completed a database that includes a list of properties, property owners, current businesses, previous businesses if the property is vacant, pictures of the front, side, and back of buildings, etc. Susan was gracious in providing me with a copy of the plan created in 2023, including maps, renderings, meetings, minutes, etc. We have been in the process of mailing out our economic development survey to ensure we receive enough replies to begin focus groups in March. This should be completed and mailed by the end of the week. Susan is also going to send me council minutes from 2023 if she is able to locate where a resolution was passed for this project.

We will need to meet with DHCD representatives to discuss this grant's opening date and ensure we are on the right track for completion. I have left a message for one of our regional DHCD program directors. She should get back in touch with me soon. There are many layers of data and materials to collect for this grant, and we are trying to go piece by piece so that the town can submit the correct materials.

ORDINANCE NO.: O-2025-02-01

Amendments of Existing Ordinances

TITLE XV: LAND USAGE

CHAPTER 154: ZONING

BE IT ORDAINED by the Council of the Town of Richlands, Virginia, that pursuant to §5.7 of the Town Charter, §§154.001 of the Town of Richlands, Virginia Code of Ordinances, that it hereby enacts the following amendments to Chapter 154 of Title XV: Land Usage, of the Town Code of Ordinances, in order to amend the existing zoning requirements within the corporate limits of the Town.

GENERAL PROVISIONS

§ 154.002 DEFINITIONS.

BED AND BREAKFAST INNS. Any single-family residence with not more than one kitchen facility which is the primary residence of the owner and operator of the establishment. The premises shall have not less than 2,000 square feet of living space, exclusive of any basement or attic space. Not more than one guestroom shall be permitted in a qualifying premises, except one additionally guestroom shall be permitted for each additional 250 square feet of living area floor space in a qualified premises in excess of 2,000 square feet, up to a maximum of four guestrooms per premises. The bed and breakfast inn shall be equipped with one or more private bath facilities for guestrooms, separate and apart from the private bat facilities for the owners of the premises. Guests of a bed and breakfast inn may stay no more than 15 consecutive days, except that this section shall not apply to immediate relatives of the owners of the premises. The owner shall offer breakfast, prepared on the premises, to its guest. Such meals shall be served only to registered guests of the bed and breakfast inn. No alcoholic beverages may be served at any bed and breakfast inn. Bed and breakfast inns are required to have a conditional use permit for operation.

HOME OCCUPATION. An occupation carried on by the occupant of a dwelling as a secondary use in connection with which there is no display, and no one is employed other than members of the family residing on the premises, such as ~~the rental of rooms to tourists~~, the preparation of food products for sale and similar activities; ~~professional~~ computer/electronic based offices ~~such as medical, dental, legal, engineering and architectural~~ based solely on telephonic, fax, computer or other communications systems are allowed so long as there is no display of any product and no direct customer sales or service in the residence, conducted within a dwelling by the occupant.

TINY HOME STRUCTURE. A dwelling with floor area of 400 square feet or less, excluding lofts. The structure must be built following all building code regulations.

TOWNHOUSE PROJECT. A land development project consisting of at least one townhouse structure, and all open space and amenities thereon, if any.

- (1) **TOWNHOUSE STRUCTURE.** A main structure consisting of at least ~~three~~ **two** but not more than eight horizontally attached single-family dwelling units for the purpose of occupancy and ownership, designed and constructed so as to allow for the sale of individual dwellings, including the lot and appurtenances thereon.

TOURIST HOME. A dwelling where only lodging is provided for compensation for up to 14 persons (in contradistinction to hotels and boarding houses) and open to transients **also known as VRBO (Vacation Rental By Owner).**

All other definitions in this section remain unchanged.

RESIDENTIAL, LIMITED, DISTRICT R-1

§ 154.030 STATEMENT OF INTENT.

This district is composed of certain quiet, low density residential areas plus certain open areas where similar residential development appears likely to occur. The regulations for this district are designed to stabilize and protect the essential characteristics of the district, to promote and encourage a suitable environmental for family life where there are children, and to prohibit all activities of a commercial nature. To these ends, development is limited to relatively low concentration and permitted uses are limited basically to single unit dwellings providing homes for the residents plus certain additional uses, such as parks, and certain public facilities that serve the residents of the district. ~~No home occupations (including room renting) are permitted.~~

§ 154.031 AREA REGULATIONS.

In Residential District R-1, structures to be erected or land to be used, shall be for one or more of the following uses:

(A) Single-family dwellings (excluding manufactured or pre-fabricated housing), **no room renting shall be allowed;**

Sections (B) - (G) remain unchanged.

(H) Home occupation, as defined in Section 154.002, conducted by the occupant.

(I) Tourist homes;

RESIDENTIAL, GENERAL, DISTRICT R-2

§ 154.051 USE REGULATIONS.

In Residential District R-2, structures to be erected or land to be used, shall be for one or more of the following uses:

Sections A-M remain unchanged

(N) Mobile home park, if such mobile home is older than 10 years old with a conditional use permit as defined in Section 154.167;

Sections O-W remain unchanged

(X) Bed and Breakfast Inn(s) with a conditional use permit as defined in Section 154.167;

(Y) Tiny Home(s);

(Z) Emergency use permit, to be issued by the Town Manager, for temporary use of RV and/or Travel Trailers.

§ 154.052 AREA REGULATIONS.

(A) For lots containing or intended to contain a single permitted use served by public water and sewage disposal, the minimum lot area shall be 6,250 4,000 square feet.

Sections B – C remain unchanged.

(D) For lots containing or intended to contain more than a single permitted use served by public water and sewage disposal systems, the minimum lot area shall be:

2 units	12,000 8,000 square feet
3 2 units	14,000 12,000 square feet
For each additional unit above 3	1,000 square feet

Sections E – G remain unchanged.

§ 154.053 SETBACK REGULATIONS.

Structures shall be located 30 20 feet or more from any street right-of-way which is 50 feet or greater in width, or 60 feet or more from the centerline of any street right-of-way less than 50 feet in width except that signs advertising sale or rent of property may be erected up to the property line. This shall be known as the setback line.

§ 154.054 FRONTAGE REGULATIONS.

For permitted uses the minimum lot width at the setback line shall be 50 40 feet, and for each additional permitted use there shall be at least ten feet of additional lot width at the setback line.

§ 154.055 YARD REGULATIONS.

(A) Side. The minimum side yard for each main structure shall be ten feet and the total width of the two required side yards shall be 20 feet or more.

(B) Rear. Each main structure shall have a rear yard of 25 20 feet or more.

§ 154.056 HEIGHT REGULATIONS.

Buildings Structures may be erected up to 35 feet in height from grade except that:

Sections A – D remain unchanged.

§ 154.059 SPECIAL PROVISIONS FOR TINY HOMES.

(A) A zoning permit for a tiny home shall be issued in accordance with § 154.165 through 154.172 when the following requirements/criteria therefore have been satisfied.

(1) Setback requirements for tiny home structures shall conform to § 154.053.

(2) A lot occupied by a tiny home unit shall contain not less than 2,000 square feet.

(3) Lot frontage, measured at the setback line for individual tiny home, shall have an average minimum width of 20 feet for a tiny home structure but in no case shall the frontage for a tiny home be less than 16 feet. Lot width for end units shall be adequate to provide side and rear yards as required by § 154.055.

(4) Each tiny home unit shall have rear yard of no less than 20 feet.

(5) Each tiny home structure shall have two side yards of not less than ten feet each. In no case shall any two townhouse structures be closer than 20 feet.

(B) Each tiny home unit shall have an unencumbered access from a dedicated public street.

(C) Tiny homes shall have provisions for at least two vehicular off-street parking spaces for each townhouse unit.

BUSINESS, GENERAL, DISTRICT B-2

§ 154.071 USE REGULATIONS.

(A) Stores conducting retail business food stores;

(B) *This section remains unchanged*

(C) Drycleaners Full service and self-service carwashes;

(D) Drycleaners and Laundries;

(E) – (M) remain unchanged

(N) Hospitals and clinics, general;

(II) Tourist homes;

All remaining sections remain unchanged.

§ 154.073 SETBACK REGULATIONS.

Buildings Structures shall be located 35 feet or more from the centerline of any street right-of-way, except that signs advertising sale or rent of premises may be erected up to the property line. This shall be known as the setback line.

§ 154.075 HEIGHT REGULATIONS.

Buildings Structures may be erected up to 35 feet in height from grade, except that:

Sections A – D remain unchanged.

ZONING PROVISIONS

§ 154.171 PERMANENT MOBILE HOME PARKS.

Sections A – D remain unchanged.

(E) (1) *this section remains unchanged.*

(2) Operators of such mobile home parks shall comply with the following provisions.

- a. Each mobile home must have a minimum of 50 40 feet road frontage when located on a private lot or site.

Sections F – J remain unchanged

(K) Any mobile home moved into or locating within the town after the adoption of this chapter shall comply with R-2 requirements, and also have a minimum road frontage width of 40 feet. Where a single-wide mobile home is to be placed on a lot/tract on which there is presently a permitted use having at least 50 40 feet of road frontage, the individual single-wide mobile home shall not be required to have 50 40 feet of road frontage but the provisions of § 154.054 shall apply.

(L) *This section remains unchanged.*

ALL OTHER SECTIONS FOUND THROUGHOUT THIS CHAPTER REMAIN UNCHANGED UNLESS EXPRESSLY AMENDED HEREINABOVE.

First Reading: _____

Second Reading: _____

On ____ day of _____, 2025 , A motion was made by _____, and seconded by _____, for adoption of such ordinance as presented.

VOTE:	Bales	_____
	Jackson	_____
	Mollo	_____
	J. White	_____
	S. White	_____
	Wood	_____

Rodney D. Cury, Mayor

Amanda Beheler, Clerk

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

ORDINANCE NO.: O-2025-02-02

Implementation of New Ordinance

TITLE XV: LAND USAGE

CHAPTER 154: ZONING

Town of Richlands Zoning Districts

BE IT ORDAINED by the Council of the Town of Richlands, Virginia, that pursuant to §5.7 of the Town Charter, §§154.015(A) and 154.205 of the Town of Richlands, Virginia Code of Ordinances, that it hereby enacts the following amendments to Chapter 154 of Title XV: Land Usage, of the Town Code of Ordinances, in order to create a new zoning district, “Residential, Expanded, R-3,” and to establish the necessary criteria for the development of real property and the conducting of allowable uses in the newly created zone within the corporate limits of the Town.

DISTRICTS

§ 154.015 GENERALLY.

(A) For purpose of this chapter, the incorporated areas of the Town are hereby divided into the following districts:

- (1) Residential, Limited, R-1;
- (2) Residential, General, R-2;
- (3) **Residential, Expanded, R-3;**
- (4) Business, General, B-2;
- (5) Business, Expanded General, B-3;
- (6) Industrial, General, M-1
- (7) Agricultural, General, A-1; and
- (8) Conservation, Special, C-1.

(B) *This subsection remains unchanged by the amendments to this section.*

RESIDENTIAL, EXPANDED, DISTRICT R-3

§ 154.060 STATEMENT OF INTENT.

This district is composed of certain high concentration of residential uses, ordinarily located between residential and commercial areas, plus certain open areas where similar development appears likely to occur. The regulations for this district are designed to stabilize and protect the essential characteristics of the district, to promote and encourage, insofar as compatible with the intensity of land use, a suitable environment for family life, as well as travel life which is

composed of an adult population with some children, and to permit temporary uses of a character likely to develop general concentration of traffic, crowds of travelers and general outdoor advertising. To these ends, retail activity is limited and this district is protected against encroachment of general commercial or industrial uses. All residential types of structures for both permanent and transient occupancy and including institutions are permitted plus structures for commercial uses conforming to the pattern of the district. This residential district is not completely residential as it includes public and semipublic, institutional and other related uses. However, it is basically residential in character, and, as such, should not be spotted with commercial and industrial uses.

§ 154.061 USE REGULATIONS.

In Residential District, R-3, structures to be erected or land to be used, shall be for all uses designated as allowable in District R-2, or for one or more of the following uses:

- (A) Temporary use of RVs or travel trailers as defined in Virginia Code 46.2-1500 that are located upon the property no longer than a period of ninety (90) continuous days. To reapply for a new permit RV or travel trailers must be gone at least (30) days from property.

§ 154.062 AREA REGULATIONS.

(A) For lots containing or intended to contain a single permitted use served by public water and sewage disposal, the minimum lot area shall be 4,000 square feet.

(B) For lots containing or intended to contain a single permitted use served by public water systems, but having individual sewage disposal, the minimum lot area shall be 15,000 square feet.

(C) For lots containing or intended to contain a single permitted use served by individual water and sewage disposal systems, the minimum lot area shall be 20,000 square feet.

(D) For lots containing or intended to contain more than a single permitted use served by public water and sewage disposal systems, the minimum lot area shall be:

2 units	8,000 square feet
3 units	12,000 square feet
For each additional unit above 3	1,000 square feet

(E) For lots containing or intended to contain more than a single permitted use served by public water systems but having individual sewage disposal systems, the minimum lot area shall be:

2 units	16,000 square feet
3 units	18,000 square feet

For each additional unit above 3	1,000 square feet
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(F) For lots containing or intended to contain more than a single permitted use served by individual water and sewage disposal systems, the minimum lot area shall be:

2 units	22,000 square feet
3 units	24,000 square feet
For each additional unit above 3	1,000 square feet

(G) For permitted uses utilizing individual sewage disposal systems, the required area for any such use shall be approved by the Health Official. The Administrator may require a greater area if considered necessary by the Health Official.

§ 154.063 SETBACK REGULATIONS.

Structures shall be located 20 feet or more from any street right-of-way which is 50 feet or greater in width, or 60 feet or more from the centerline of any street right-of-way less than 50 feet in width except that signs advertising sale or rent of property may be erected up to the property line. This shall be known as the setback line.

§ 154.064. FRONTAGE REGULATIONS.

For permitted uses the minimum lot width at the setback line shall be 40 feet, and for each additional permitted use there shall be at least ten feet of additional lot width at the setback line.

§ 154.065. YARD REGULATIONS.

(A) *Side*. The minimum side yard for each main structure shall be ten feet and the total width of the two required side yards shall be 20 feet or more.

(B) *Rear*. Each main structure shall have a rear yard of 20 feet or more.

§ 154.066 HEIGHT REGULATIONS.

Buildings may be erected up to 35 feet in height from grade except that:

(A) The height limit for dwellings may be increased up to ten feet and up to three stories provided there are two side yards for each permitted use, each of which is ten feet or more, plus one foot or more of side yard for each additional foot of building height over 35 feet;

(B) A public or semipublic building such as a school, church, library or hospital may be erected to a height of 60 feet from grade provided that required front, side and rear yards shall be increased one foot for each foot in height over 35 feet;

(C) Church spires, belfries, cupolas, monuments, water towers, chimneys, flues, flagpoles, television antennas and radio aerials are exempt. Parapet walls may be up to four feet above the height of the building on which the walls rest; and

(D) No accessory building which is within ten feet of any party lot line shall be more than one story high. All accessory buildings shall be less than the main building in height.

§ 154.067 SPECIAL PROVISIONS FOR CORNER LOTS.

(A) Of the two sides of a corner lot the front shall be deemed to be the shortest of the two sides fronting on streets.

(B) The side yard on the side facing the side street shall be 35 feet or more for both main and accessory building.

(C) For subdivisions platted after the enactment of this chapter, each corner lot shall have a minimum width at the setback line of 100 feet.

First Reading: _____

Second Reading: _____

On ____ day of _____, 2025 , A motion was made by _____, and seconded by _____, for adoption of such ordinance as presented.

VOTE:	Bales	_____
	Jackson	_____
	Mollo	_____
	J. White	_____
	S. White	_____
	Wood	_____

Rodney D. Cury, Mayor

Amanda Beheler, Clerk

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

Town of Richlands, VA

Town Council Meeting

Staff Summary

Action Item

Agenda Title:	Draft Holiday Pay Policy		
Staff Contact(s):	Ronnie Campbell		
Agenda Date:	February 11, 2025	Item Number:	
Attachment(s):	1.	Draft Holiday Pay Policy	
Reviewed By:	Susan Whitt		

SUMMARY:

The attachment includes a draft of the holiday pay policy. This is an update to any previous verbal or written policy. The intent is to provide an equitable policy that addresses the needs of both the Town and employees when a holiday must be worked and to ensure fair pay.

FINANCIAL IMPACT AND FUNDING SOURCE:

The financial impact is 1.5 times normal pay for an employee to work on a holiday.

RECOMMENDATION:

Given the importance of fair, objective and equitable policies and to ensure proper controls, Staff recommends The Town Council consider these proposed changes to the holiday pay policy.

AMENDMENT #2

EMPLOYEE PERSONNEL POLICY

HOLIDAY LEAVE/ (COMPENSATION)

Section VI. HOLIDAYS AND LEAVE -Section A. Holidays

Current Policy: When an employee is required to work on one of these holidays, time off may be granted by Supervisor within that same pay period, otherwise paid at employee's regular wage. Holidays falling on a Saturday or Sunday shall be taken on the Friday or Monday respectively as announced by the Town. Council may designate other Town Holidays.

Recommendation: to allow the following language as outlined below:

When an employee is required to work on one these holidays, time and a half will paid for hours worked on the holiday.

THIS POLICY SUPERCEDES ALL HOLIDAY PAY POLICIES, EITHER VERBAL OR WRITTEN.

Town of Richlands, VA

Town Council Meeting

Staff Summary

Action Item

Agenda Title:	Draft Inclement Weather Policy		
Staff Contact(s):	Ronnie Campbell		
Agenda Date:	February 11, 2025	Item Number:	
Attachment(s):	1.	Draft Inclement Weather Policy	
Reviewed By:	Susan Whitt		

SUMMARY:

The attachment includes a draft of the inclement weather policy. This is an update to any previous verbal or written policy. The intent is to provide an equitable policy that addresses the needs of both the Town and employees when an inclement weather event occurs and to ensure fair pay.

FINANCIAL IMPACT AND FUNDING SOURCE:

There is no financial impact. Town Hall will remain open for normal business and will be available for strategic meetings and receiving work orders related to the weather event. If an employee is unable to work or will be late during inclement weather, PTO must be used.

RECOMMENDATION:

Given the importance of fair, objective and equitable policies and to ensure proper controls, Staff recommends The Town Council consider these proposed changes to the inclement weather pay policy.

**THE TOWN DOES NOT CURRENTLY HAVE A WRITTEN INCLEMENT WEATHER POLICY,
THIS IS RECOMMENDED TO BE ADDED TO
SECTION VI AS SUB-SECTION E**

**INCLEMENT WEATHER POLICY
FOR TOWN OF RICHLANDS**

During inclement weather, Town Hall will not close. Town Hall will be open as normal for scheduling strategic meetings and taking work orders. Should an employee not be able to report to Town Hall, or if they will be late, they will need to notify Supervisor and take PTO for any regular working hours missed.

THIS POLICY SUPERCEDES ALL OTHER INCLEMENT WEATHER POLICIES, EITHER VERBAL OR WRITTEN.

Town of Richlands, VA

Town Council Meeting

Staff Summary

Action Item

Agenda Title:	Draft Financial and Investment Policies		
Staff Contact(s):	Ronnie Campbell		
Agenda Date:	February 11, 2025	Item Number:	
Attachment(s):	1.	Draft Financial and Investment Policies	
Reviewed By:	Susan Whitt		

SUMMARY:

The attachment includes draft financial and investment policies. This is an update to the financial policies adopted in October 2019. It is a redline version of the proposed changes to assist with your review. The primary changes are related to the maintenance of the general fund balances and investments, establishment of a contingency fund, intra and inter departmental budget transfer approvals and revision to the capitalization policy.

FINANCIAL IMPACT AND FUNDING SOURCE:

The general fund will utilize a waterfall approach (3 tiers) to ensure adequate reserves, yields, liquidity and replenishment of the balances. The enterprise funds will transition to 6 months unreserved balance versus the current 4 months. The contingency fund will be set at 2% of the total general fund budget. The capitalization policy for equipment will increase to \$20,000 from \$5,000.

RECOMMENDATION:

Given the importance of financial policies for maintaining strong internal controls and ensuring a financially sound, stable and reliable operating environment, Staff recommends The Town Council consider these proposed changes to the financial and investment policies.



Updated Financial Policies

Town of Richlands, Virginia

TOWN OF RICHLANDS, VIRGINIA

Table of Contents

1. Guiding Principles	1
2. Financial Structure	1
3. Budget	2
3.1 Budget Preparation & Adoption	2
3.2 Revenue & Expenditure Forecasts	3
3.3 Service & Facility Charges	3
3.4 Capital Improvement Plan	4
3.5 Legal Level of Control	4
<u>3.6 Budget Administration</u>	<u>5</u>
<u>3-6 3.7 Contingency Line Item</u>	<u>5</u>
4. Fund Balances	5
4.1 <u>Use of Fund Balance Accounts Unassigned & Unrestricted Fund Balances</u>	<u>6</u>
4.2 <u>Replenishment of Fund Balance AccountsGeneral Fund Budget Stabilization Reserve</u>	<u>7</u>
5. <u>Utility and Other Fund BalancesUtility Contributions to the General Fund</u>	<u>87</u>
6. Utility Rate Studies	8
7. Vehicle Replacement	9
8. Investments	9
9. Debt Management	10
9.1 General Authority	10
9.2 Town of Richlands Standards	11
9.3 Long & Medium-Term Debt	12
9.4 Short-Term Debt	12
<u>10. Capitalization</u>	<u>13</u>
<u>40- 10.1 Intra-departmental Transfers</u>	<u>13</u>
11. Grants	13
Appendix	14

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Approved by Resolution # R-2019-10-01 of the Richlands
Town Council OctoberJanuary 814, 201925

Introduction: Written, adopted financial policies have many benefits, such as assisting elected officials and staff in the financial management of the Town, saving time and energy when discussing financial matters, engendering public confidence, and providing continuity over time as elected officials and staff members change. While these policies will be amended periodically, they will provide the basic foundation and framework for many of the issues and decisions facing the Town. They will promote sound financial management and assist in the Town's stability, efficiency, and effectiveness. Policies are designed to conform to state and local regulations, generally accepted accounting standards, standards set by the Governmental Accounting Standards Board (GASB) and the Government Finance Officers Association (GFOA), and best practices employed by other local governments. The Town Manager's "Administrative Policies & Procedures" and operating procedures maintained by municipal departments supplement these Financial Policies.

1. Guiding Principles

The Town provides a wide variety of essential and desirable services and facilities to its residents, visitors, businesses, and institutions. The Richlands Town Council and staff are responsible for managing municipal finances wisely, ensuring adequate funding to meet current and future needs, appropriately accounting for all revenues and expenditures, and complying with all applicable regulations. To satisfy these obligations, the Council and staff are committed to developing a sound financial plan for municipal operations, maintenance, and capital improvements. To achieve this, the Town Council:

- Establishes financial policies;
- Sets policy guidance for preparation of operating and capital improvement budgets;
- Adopts budgets for all funds based on adopted policies and in accordance with the Town Charter and State laws; and
- Oversees the administration of finances and budgets undertaken by the Town Manager.

2. Financial Structure

In accordance with the GASB, the financial structure of the Town will be divided into tax-supported governmental funds (including a General Fund to support the governmental services of the Town) and self-supporting proprietary funds established for nongovernmental purposes. Proprietary funds will include a series of enterprise funds, which shall be managed as business enterprises supported

by revenues derived by that enterprise. A list of funds with descriptions of each is provided in the Appendix of this document.

3. Budget

The Council will annually adopt a budget that includes funds as may be required by law or by sound financial practices and generally accepted accounting principles. The budget will control the levy of taxes and expenditures for all Town purposes during the ensuing fiscal year. The Town budget will be balanced using approved funding sources, including fund balances. The annual budget will serve as the official plan of services and facility operations intended to accomplish the Town's goals and objectives.

3.1 Budget Preparation & Adoption

The budget process is one of the most important undertaken by the Town each year. However, the Town Charter provides only minimal guidance on how the budget is to be prepared, reviewed, and adopted. * It simply states that

- The Town Manager is responsible for preparation of the budget;
- A proposed budget is to be presented to the Town Council no later than April 1st;
- After collaboration with the Council, the Manager is to introduce a completed budget;
- A brief synopsis of the budget is to be published in the newspaper and Council is to conduct a public hearing; and
- The budget is to be adopted before July 1st.

The Town Council and Town Manager will exceed the minimum requirements by starting the process earlier, providing more direct Council guidance along the way, and encouraging more active public engagement throughout the process, including during the Town Manager's budget preparation process. The Town Council will similarly exceed minimum requirements in conducting additional budget hearings and encouraging public input through not only providing testimony at hearings, but also through e-mails, social media tools, telephone calls, and direct discussion. The budget process undertaken by Council and staff will endeavor to

- Maintain a transparent process;
- Provide a steady flow of readily available information to the public;
- Inform, involve, and engage the public;
- Identify and consider issues and concerns of the public; and

* Town Charter, §4.1

- Achieve public understanding, if not acceptance, of trade-offs and decisions made in adopting a balanced budget.

3.2 Revenue & Expenditure Forecasts

Budget revenue estimates will be conservative, yet realistic. Expenditure estimates will fully cover, but not overstate, projected costs. A forecast of General Fund revenues and expenses will be prepared at the beginning of each budget process to help determine if projected revenues can sustain current services. The Town Council will consider the forecast and other information provided and set priorities and offer guidance at the outset of the Town Manager's annual budget preparation process. Council will additionally at that time make desired modifications to Financial Policies that might affect the budgeting process.

The Town will avoid dependence on temporary or unstable revenues to fund mainstream municipal services. The Town will not use one-time revenues to fund on-going operational costs. Neither will debt be used to fund current expenditures. The Town will strive to maintain a reasonable real estate tax rate and will only consider upward adjustments to the property tax as a last resort.

If a deficit is projected for the coming fiscal year, the Town will take steps to reduce expenditures and/or increase revenues. If a deficit is caused by emergency or temporary economic conditions, Council may consider a transfer from the Budget Stabilization Fund or the Unassigned Fund Balance to balance the budget as described in Policy 4.

3.3 Service & Facility Charges

Many services and facility uses are allowed by the Town without additional charge. Examples include general use of parks and emergency responses by police officers. Services or facility uses that solely benefit an individual or group and can be practicably controlled and priced will be provided at reasonable fees. The Town will maximize the application of user charges rather than depending on general revenues and subsidies from other Town funds for services so identified and where costs are directly related to the level of service provided. The following principles will apply in establishing user fees:

- Town staff will provide services and facilities as efficiently as is possible to keep user fees reasonable and affordable.
- Town Council will determine under what circumstances cost subsidies, discounts, or waivers will be granted.
- User fees will otherwise be set at levels that recover full costs, including all direct, capital and facility wear and tear, and overhead expenses.

- Reimbursable work performed by the Town shall be billed at actual costs except in cases where firm estimates and/or "not-to-exceed" prices were quoted to a client.
- Where practical, user charges shall be comparable to other neighboring cities and private sector providers. In the interest doing no harm to other local service and facility providers, whether in the private or non-profit sectors, the Town will avoid undercutting rates charged by others in Richlands.

Departments that impose fees or service charges will prepare and/or update them for inclusion in the annual budget process. Responsibility for consideration and adoption of fees is assigned to the Town Council or its boards and commissions as authorized.* The Town will maintain a current schedule of fees and charges, showing when the fees were last reviewed and/or recalculated.

3.4 Capital Improvement Plan

In addition to the operating budget, the Town Manager will annually submit a five-year Capital Improvement Plan (CIP) for review by Council. The CIP will include new or expanded facilities; infrastructure projects; extraordinary maintenance projects; land acquisition; special initiatives such as blight eradication or River District revitalization; large equipment items such as fire trucks; and large computer, telecommunications, and other technology investments. Normally, any such expenditure of \$50,000 or more will be included in the CIP. As with the operating budget, items included in the CIP are those considered necessary to maintain public services and facilities. The CIP will show proposed expenditures and associated revenue sources. Current revenues and grants are the preferred methods of financing rather than borrowing. Operating impacts of CIP elements will be reported in the plan.

3.5 Legal Level of Control

Budget appropriations shall be legally controlled at the departmental level. The Town Manager is delegated authority to administer the budget within appropriated fund/departmental levels.

* For example, by the Richlands Parks & Recreation Commission in the case of user fees and charges associated with the Town's Parks & Recreation Facilities.

3.6 Budget Administration

The Town Manager and department directors are responsible for continuously monitoring revenues and expenditures and for carefully administering adopted budgets. The Town Council will receive monthly financial reports and briefings. Council's boards, commissions, and committees charged with budgeting responsibilities will similarly be kept informed.

The Town will take immediate corrective actions if, at any time during the fiscal year, expenditure and revenue estimates are such that an operating deficit is projected at year-end. Corrective actions may include a hiring freeze, expenditure reductions, fee increases, or use of contingencies. The Town Council may approve additional measures as appropriate.

3.7 Contingency Line Item

The Town will budget 2% of the total General Fund budget in a contingency line item. This contingency is for use by the Town Council or Town Manager during the fiscal year when unbudgeted expenses arise. The use of contingency funds does not require a budget amendment but should be reported to the Town Council at the next regular meeting.

4. General Fund Balances

Sufficient reserves must be retained by the Town at all times to provide financial stability. A properly sized and configured fund balance in each operating fund is essential in accomplishing this. The Governmental Accounting Standards Board requires that General Fund balance elements be structured in five categories that span a continuum of use constraints that classify a fund's net resources from those that have the most constraints placed on their use to the least. What was formally accounted for as the "unrestricted" fund balance is now separated into "assigned" and "unassigned" fund balance accounts.*

- Nonspendable Fund Balance -- amounts that cannot be spent because of form (such as inventory) or because of legally or contractual requirements (such as the principal of an endowment fund, pre-paid items, or long-term receivables).
- Restricted Fund Balance -- amounts that are constrained to being used for a specific purpose by external parties (such as grantors, bondholders, or the state or federal governments), through constitutional provisions, or by enabling legislation. Such restrictions normally cannot be removed by Town Council.
- Committed Fund Balance -- amounts committed by ordinance for specific purposes by the Town Council itself. Council can likewise remove such constraints through an amending ordinance. These relate to expenditures that are not expected to occur routinely. Examples

* GSAB Statement No. 54, "Fund Balance Reporting and Governmental Fund Type Definitions," effective for fiscal periods beginning after June 15, 2010.

include reserves established by Council to construct a new facility or to purchase property for an industrial park.

- Assigned Fund Balance -- amounts that Council sets aside for specific purposes, but with fewer restrictions than intended with restricted or committed fund balance amounts. Examples include the Town's special revenue, capital project, debt service, and budget or rate stabilization funds.
- Unassigned Fund Balance -- amounts that have not been restricted, committed, or assigned and are therefore available for any Council-authorized purpose.

In the case of municipal funds other than the General Fund (for example, utility and enterprise funds) assigned and unassigned fund balances remain combined in "unrestricted" fund balance accounts.

The Town of Richlands will implement a waterfall fund balance system for the General Fund, structured as follows to ensure the five categories and associated constraints are maintained above:

1. Long-Term Deposit Account

- Goal: 50% of the general fund budget
- Purpose: Account of last resort
- Constraints: Highly restricted, requires extraordinary circumstances for use

2. Revenue Stabilization Account

- Goal: 16% of the general fund budget
- Purpose: Short-term revenue stabilization
- Constraints: Held in a liquidity account for easier access

3. Higher Risk Investment Account

- Goal: Remaining fund balance after allocations to the above accounts
- Purpose: Available for usage during budget creation and the fiscal year
- Constraints: Subject to higher risk, but potentially higher returns

4.1 Use of Fund Balance Accounts

The use of these fund balance accounts will be prioritized in reverse order:

1. Higher Risk Investment Account: First to be used when additional funds are needed
2. Revenue Stabilization Account: Used when the Higher Risk Investment Account is depleted
3. Long-Term Deposit Account: Used only in extreme circumstances and as a last resort

Any use of the Revenue Stabilization Account or Long-Term Deposit Account must be approved by a supermajority vote of the Town Council.

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4.2 Replenishment of Fund Balance Accounts

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When any amount is drawn from any of the fund balance accounts (Higher Risk Investment Account, Revenue Stabilization Account, or Long-Term Deposit Account), the Town Council must pass a plan within 90 days detailing how the used funds will be replenished within the next three years. This plan should include:

1. The amount drawn from the fund balance account(s)
2. The reason for using the fund balance
3. A year-by-year strategy for replenishing the used funds
4. Potential revenue sources or expenditure reductions to achieve the replenishment
5. Any impact on Town services or operations during the replenishment period

The Town Manager shall be responsible for implementing the replenishment plan and providing quarterly updates to the Town Council on the progress of the replenishment efforts.

■

4.1 5.0 ~~Utility and Other Unassigned & Unrestricted~~ Fund Balances

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Unassigned or unrestricted fund balances are important in maintaining financial stability and are considered by bond rating agencies as key indicators of credit-worthiness. They provide the financial resources to deal with emergencies, natural disasters, precipitous economic downturns, revenue shortfalls, and unanticipated expenditures. They also provide cash flow liquidity in responding to fluctuations in major revenue sources, such as with property tax receipts. Unassigned and unrestricted balances themselves generate revenue through investment interest earnings.

The Town Council designates the following minimum levels for unassigned and unrestricted fund balances:

- ~~■ General Fund -- The unassigned General Fund balance shall be maintained at a level not less than 10% of operating revenues.~~
- Utility Funds -- The Water, Wastewater, and Electric Funds shall maintain unrestricted fund balances equal to at least 1280 days of average operating and maintenance expenses, inclusive of transfers to the General Fund, plus 1280 days of the next fiscal year's debt service payments.
~~The Water and Wastewater Fund will collectively adhere to this unassigned fund balance policy.~~
- Other Funds -- The Town's other enterprise, internal service, special, and fiduciary funds will be budgeted to fully cover expenses but will not at this time be subjected to unassigned or unrestricted fund balance standards. (If Needed)

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Actual fund balance levels may rise and fall during the fiscal year, but will be restored to designated levels during the annual budgeting process. An appropriation from an unassigned or unrestricted fund balance that would result in the balance falling below its designated level requires a majority plus one vote of Council (with four of six members voting "aye"). No such vote shall be taken until the Council receives a briefing from the Town Manager that identifies potential ramifications of the appropriation and includes a financial plan to restore the unassigned or unrestricted fund balance to its designated minimum level within two years.

Because the Town's budgets are based on appropriately conservative revenue and expenditure budget projections, it is to be expected that at least some surplus revenue will be added to fund balances at the end of each fiscal year. Surpluses may be appropriated for specific expenditures by the Town Council or assigned to fund balance accounts, normally to unassigned or unrestricted fund balances. Unassigned and unrestricted fund balances in excess of established minimum levels may be appropriated by Council for nonrecurring expenditures such as unanticipated budget shortfalls, economic development incentive payments, special projects, acquisition of real property, capital purchases, local matches for grants, prepayment of existing debt, prepayment of equipment maintenance contracts, and one-time employee pay bonuses. Except during periods of economic recession or under unusual circumstances, excess funds will not be used to support routine operating expenditures. Nor will availability of excess cash reserves be allowed to supplant prudent budgeting practices.

4.2 General Fund Budget Stabilization Reserve

As part of the FY 2021 Budget process, the Town Council authorizes creation of a Budget Stabilization Fund as part of the General Fund's assigned fund balance using revenues in excess of its designated 10% unassigned fund balance level. The Budget Stabilization Fund will not be used to finance new or expanded services. It is instead intended to help sustain municipal operations during times when revenue sources such as property, sales, meals, and business tax receipts are sluggish due to continuing effects of the economic recession or continuing response to emergencies. As it deems appropriate, the Town Council will appropriate revenue from the Budget Stabilization Fund for use during the current or coming fiscal year to sustain current municipal service levels.

The fund is subject to the following restrictions:

- There is no designated minimum size for the Budget Stabilization Fund. It may, from time to time, be drawn down significantly or even depleted entirely. The fund does, however, have an upper limit. Its maximum size will not exceed a level equal to 10% of General Fund revenues.

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- The Budget Stabilization Fund will retain interest earnings on the balance of revenues held in the fund.
- After allocation of surplus revenues to designated fund balance reserves, up to one-half of remaining General Fund revenue surpluses will be transferred to the Budget Stabilization Fund at the closing of each fiscal year, subject to its aforementioned maximum size limit.
- The Budget Stabilization Fund is not to be used to offset minor revenue shortfalls. Appropriations from the fund to balance the coming year's budget will be made only in the event that total projected ongoing General Fund revenues are expected to decline more than one percent below the current year's estimated receipts.
- As the Budget Stabilization Fund has no direct revenue source of its own to replenish expended resources, care will be taken in its use.
- Use of the Budget Stabilization Fund will not take the place of prudent budgeting practices that carefully establish appropriate services and service levels, properly maintain municipal facilities, undertake important initiatives, and set fees, charges and taxes necessary to pay associated expenditures.
- Spending cuts or other cost-saving measures must be undertaken in combination with use of Budget Stabilization Fund revenues.

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5. Utility Contributions to the General Fund [Reserved]

6. Utility Rate Studies

Under the direction of the Richlands Town Manager, the Town shall undertake a utility cost-of-service and rate study every three years. The Town will endeavor to set utility rates that are consistently

- Fair, just, and reasonable;
- As low as is prudently possible;
- Structured in a fashion consistent with best utility practices; and
- Generate revenue sufficient to
 - Support continued provision of reliable, safe, environmentally responsible, high quality service;
 - Sustain infrastructure required to accommodate economic development; and

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- Generate sufficient revenue to meet established General Fund contribution obligations.

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7. Vehicle Replacement

The Town's vehicles are to be used in a fashion that yields the highest possible return on investment. Factors taken into account in determining when each vehicle is replaced will include safety, cost of operation, and resale value. When prudent to do so, a vehicle may be transferred after a time from an organizational unit with intense vehicle operating requirements (i.e., Police Patrol) to another with lower operating demands (i.e., Police Detectives or Community Development Personnel). While each will be retained as long as it can be driven safely and cost-effectively, the following guidelines will be used for replacing vehicles and large equipment items.

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Replacement Guidelines

Sedans, & Bucket or Digger Derrick Trucks	10 years or 100,000 miles
Pickup Trucks & Vans	12 years or 100,000 miles
Other Equipment	12 years or 10,000 hours

Old vehicles replaced by new ones will be sold as soon as practicable. The Town will avoid "fleet creep" wherein use of old, replaced vehicles is continued. If additions to the fleet can be justified, they will be included in the Town Manager's proposed budget and considered by Town Council.

The Town's utilities finance their own fleets. Vehicles operated by General Fund departments and other funds are financed through the General Fund Budget. Vehicle rental rates are charged for applicable vehicles at rates established by the Director of Finance, (based on rates adopted by FEMA, VDOT or other governmental agencies). Rental rates are reviewed annually and revised as needed to ensure that sufficient funds are available to replace vehicles.

8. Investments

Investment of revenues will be made in conformance with best practices to meet four primary objectives:

- Safety – to preserve invested funds with minimal risk of loss
- Diversity – to avoid excessive market risk
- Liquidity – to maintain sufficient to meet cash flow and operating requirements
- Yield – to produce maximum interest earnings

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Town Manager is responsible for control of Town revenues. Responsibility for investing idle funds is delegated to the Finance Director.

All excess cash, except for cash in certain restricted and special accounts, will be pooled for investment purposes. The investment income derived from the pooled investment account shall be allocated to the contributing funds based upon the proportion of the respective average balances relative to the total pooled balance. Interest earnings shall be distributed to the individual funds not less than annually.

9. Debt Management

Town recognizes the primary purpose of facilities and equipment is to support provision of public services. Using debt financing to meet the capital needs of the community, the Town must balance between debt financing and "pay-as-you-go" methods. The Town realizes failure to meet the demands of growth may inhibit its continued economic viability but also realizes too much debt may have detrimental effects.

9.1 9.1 General Authority

The Constitution of Virginia and State Code authorizes localities to issue debt within certain limitations. The Constitution restricts the amount of General Obligation debt – that is, debt payable from general municipal revenues and backed by the full faith and credit of a Town – to 10% of the assessed valuation of real property in the jurisdiction plus any applicable limitations set forth in the Town's charter. In determining the debt applicable to the 10% legal debt limit, the following types of debt are excluded:

- Notes issued in anticipation of the collection of revenue and maturing within 12 months;
- Bonds secured by the full faith and credit of the municipality, for which the principal and interest payments are made with revenues earned by the utility or facility (double-barrel bonds);
- Bonds of the municipality, the principal and interest on which are payable exclusively from the revenues and receipts of a utility system or other specific undertaking from which a Town may derive a revenue (revenue bonds); and
- Financial instruments on which the debt service payments are contingent upon annual appropriations by the governing body (lease purchase agreements and reimbursable agreements).

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9.2 9.2 Town of Richlands Standards

The Town will maintain the following standards to ensure a higher level of financial security than that afforded by meeting minimum State standards:

- Debt to Assessed Value: Debt supported by General Fund tax revenue will not exceed 3.0% of total taxable assessed value of property within Town limits. For the purposes of calculating this ratio, assessed value shall include real property and personal property.
- Debt Service to Expenditures: Debt service paid from general tax revenue will not exceed 10% of total General Fund Expenditures, including transfers out.
- Debt Payout Ratio: The Town will structure its bond issues to maintain an overall 10-year payout ratio (the amount of principal retired within 10 years) of not less than 60%.
- Derivatives: The Town will not use interest rate exchange agreements, swaps, or other derivatives in managing its debt portfolio.

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Other standards adhered to by the Town of Richlands include the following:

- No debt will be issued until an ordinance has been adopted by Council by affirmative vote of two-thirds (four of six) of its members.
- Long-term borrowing for capital improvements will be confined to such improvements and projects that cannot be reasonably financed from current revenues.
- In consideration of bond issue cost, bond issues shall be appropriately sized, preferably not less than \$3 million. Several projects may be grouped together in a single bond issue. However, no single project element should cost less than \$100,000, as lower level expenditures will be included in operating budgets and financed with current revenues.
- Capital improvements that are financed by issuing general obligation bonds, revenue bonds, or other long-term debt, including lease-purchase obligations, will be repaid within a period not to exceed the expected useful life of the improvement.
- Unless required to be credited to a trustee held account by requirements of a trust indenture, it is the accounting policy of the Town to recognize temporary investment earnings on bond proceeds in the General Fund in order to match transfers out to the Debt Service Fund for bond interest expenditures.
- To maintain a predictable debt service burden, the Town will give preference to debt that carries a fixed interest rate. However, consideration may be given to variable rate debt. Conservative estimates will be used in budgeting variable rate debt service interest expenses. Variable rate debt will be limited to no more than 20% of total outstanding debt.

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9.3 9.3 Long & Medium-Term Debt

The Town makes use of general obligation and revenue bonds for debt financing normally extending over 20 to 30 years and lease-purchase financing for debt paid over five to 10 years.

- General Obligation Bonds -- General obligation bonds will be used for public improvement projects that have a direct benefit to the citizens of Richlands. General obligation bonds may be used to finance utility projects if doing so is more cost effective than using revenue bonds.
- Revenue Bonds -- The Town uses revenue bonds to finance utility projects when general obligation bonds are not feasible or cost effective.
- Lease-Purchases -- Lease-purchase obligations, bonds, or other debt instruments may be used as a medium-term (4 to 10 years) method of borrowing for the financing of vehicles, specialized equipment, or capital improvements. Assets with a longer useful life may be lease financed if it is determined it is in the Town's best interest. The equipment or improvement must have an expected life of more than five years and cost in excess of \$50,000. Such debt will be paid before expiration of the expected life of the equipment or improvement acquired.

9.4 9.4 Short-Term Debt

The Town's policies regarding fund balance and unrestricted cash reserves are designed to eliminate the need to borrow to meet operating cash flow requirements. However, from time to time, as part of an overall plan to stabilize utility rates and manage its utility business over a multi-year planning period, the Town may borrow on a short-term basis through the issuance of short-term notes or through the procurement of a line of credit. Security for the notes or line of credit may include a pledge of utility revenues on a gross or net basis or the general obligation pledge of the Town. Bond Anticipation Notes (BANs) may be issued for capital related cash purposes to reduce the debt service during the construction period of a project or to provide interim financing. BAN financing is limited to five years or less.

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10. Capitalization

Capital costs are costs incurred on the purchase of land, buildings, construction and equipment to be used in the provision of municipal services. Capital costs do not include labor costs except for labor used for construction. Unlike operating costs, capital costs are one-time expenses, although payment may be spread out, or "capitalized," over many years in financial reports. Capital outlays are budgeted as expenditures during the applicable fiscal year and then as fixed assets in financial statements thereafter. ~~The threshold for capitalizing capital assets is~~

~~\$5,000 for equipment, \$25,000 for capital leases, and \$100,000 for infrastructure and buildings. The threshold for capitalizing capital assets is increased from \$5,000 to \$20,000 for equipment. The thresholds remain \$25,000 for capital leases and \$100,000 for infrastructure and buildings.~~ Capitalization thresholds are applied to individual, rather than to groups of fixed assets. Fixed asset accounts are not treated as having cash value in governmental accounting.

The following policies apply to the capitalization of fixed assets:

- Capital assets are reported as the sum of the initial invoice cost, the value of any trade-in for equipment items, installation cost excluding in-house labor, and ancillary charges, such as freight and transportation charges, site preparation costs, and professional fees. Interest costs for borrowed funds are capitalized for construction projects only.
- Donated capital assets are valued at their estimated fair market value on the date donated.
- Maintenance, repairs, and minor equipment are charged to operations when incurred and are booked as fixed assets in the event they materially change capacities or extend useful lives of capital assets.
- Depreciation of fixed assets is recorded over applicable useful lives on a straight-line basis.

Upon the sale or retirement of land, buildings, and equipment, the cost and related accumulated depreciation, if applicable, are eliminated from the respective accounts, and any resulting gain or loss is included in current year's operations.

10.1 Intra-departmental Transfers

Department heads are authorized to make transfers between personnel, operating, and capital line items within their department without seeking Town Council approval. These transfers must be reported to the Finance Director and Town Manager and should not result in overspending the department's total budget allocation.

The Town Manager shall have the authority to approve inter-departmental transfers up to a specified limit (to be determined by Town Council). Transfers exceeding this limit will require Town Council approval.

All other capitalization policies remain in effect as previously stated.

11. Grants

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Town departments will take full advantage of state, federal, business, and foundation grants to achieve municipal goals and objectives. The Town Manager will ensure that required matching funds are available before making application for grants and that careful consideration is given to administrative and regulatory requirements, as well as accommodation of ongoing operating costs. Grants that require budget adjustments to authorize increased expenditures are taken to Town Council in the form of proposed budget ordinance amendments.

Appendix

Town of Richlands Funds

Operating Funds

- The General Fund – The General Fund is the primary operating fund for government activities. Its most significant sources of funding are general property taxes, other local taxes and transfers from the various utility funds. The most significant expenditures from this fund are for public safety and public works programs including infrastructure maintenance, Parks and Recreation programs and contributions for capital improvements. The accounting records are maintained on a modified accrual basis. The Sanitation Department provides for activities relating to the collection of solid waste. This Department is self-supporting with user fees, which cover the operating and maintenance cost. Enterprise Funds

Utility Funds: The Wastewater, Water, and Electric Funds are all designed to be self-supporting with user fees that cover the expenses for the collection system and treatment facilities and contributions to the General Fund. All use an accrual basis of accounting.

- Wastewater Fund – This fund provides accountability for activities relation to the treatment of household, commercial, and industrial wastewater.
- Water Fund – This fund provides accountability for activities relating to the treatment and distribution of potable water to residential, commercial, and industrial users.
- Electric Fund – This fund provides accountability relating to the purchase of electricity, production of electricity, and operating and maintenance costs. The operating and maintenance costs cover the transmission system and the distribution system.

Special Funds:

- Capital Projects Fund – General Government – This fund provides accountability for financial resources used for major construction projects relating to general government use. Funding resources include proceeds from the sale of bonds, federal and state grants and transfers from the General Fund. The fund operates on a modified accrual basis of accounting.
- Community Development Fund – This fund provides accountability for projects and programs involving Federal funds received through the Community Development Block Grant (CDBG) program. Funding resources include CDBG funds and program income from some of the programs. The fund operates on a modified accrual basis.

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Town of Richlands, VA

Town Council Meeting

Staff Summary

Action Item

Agenda Title:	Appointment to Planning Commission- Chester Price		
Staff Contact(s):	Ronnie Campbell		
Agenda Date:	February 11, 2025	Item Number:	
Attachment(s):		Letter of Intent from Chester Price	
Reviewed By:	Susan Whitt		

SUMMARY:

Chester Price has submitted his letter of intent to apply for the Richlands Planning Commission.

FINANCIAL IMPACT AND FUNDING SOURCE:

This should have no financial impact on the Town as this is a volunteer position.

RECOMMENDATION:

Staff respectfully request that a vote be taken to appoint Chester Price to the Planning Commission.

Chester Price
210 Oak St
Richlands, VA 24641

December 11, 2024

Town Manager Jason May:

Please consider this as my letter of intent to apply for the position on the Richlands Planning Commission. I am a resident of Richlands and I am interested in learning more about the town and how it works.

I am employed at Lowe's as a Merchandising Service Manager and have held several management positions at Lowe's for the past 20 years. Some of my duties in this position include oversight of a team that is responsible for price changes, store resets, merchandise displays and supervising the green team in charge of plants.

I have been married for 20 years and the father of a 15-year-old daughter. My family has lived in the town of Richlands for over 17 years. I am the Assistant Pastor at Life Sanctuary located in Richlands and I'm involved in the community. Recently, we took up donations for the citizens of North Carolina affected by Hurricane Helene. In previous years, we hosted a dinner for the officers of the Richlands Police Department.

I am also a volunteer for Appalachian Agency for Senior Citizens. I assist with the Nutrition department, community events and serve as a liaison to Lowe's Home Improvement.

I am anxious to serve my community in a new capacity on the Richlands Planning Commission. If you have any questions or need additional information, call me at 276-698-6091. I appreciate your consideration.

Sincerely,

Chester Price

Town of Richlands, VA

Town Council Meeting

Staff Summary

Action Item

Agenda Title:	Budget Amendments		
Staff Contact(s):	Ronnie Campbell		
Agenda Date:	February 11, 2025	Item Number:	
Attachment(s):			
Reviewed By:	Susan Whitt		

SUMMARY:

As The Town of Richlands continues to progress through FY 2025 additional budget amendments have been identified for the funding of Police Department equipment.

FINANCIAL IMPACT AND FUNDING SOURCE:

The financial impact and funding source includes the use of grant revenues from the JAG-LE Equipment Grant for the purchase of equipment. As a result the Fund Balance Allocation revenue account (unrestricted fund balance) net impact is \$0.

RECOMMENDATION:

Staff recommends Town Council review and approve the budget amendments to allow continued services, operating efficiencies and a safe environment for the staff and citizens.

To: Ronnie Campbell, Interim Town Manager

Date Submitted: 2/7/2025

SUBJECT: Budget Amendment

Date of Council Action: 2/11/2025

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

The purpose of the amendment is to appropriate funds to the Police Department Other Grants revenue account and the Police Department Equipment expense account in the amount of \$40,902 for the receipt of the JAG-LE Equipment Grant. The Fund Balance Allocation revenue account (Unrestricted Fund Balance) net impact is \$0.

	Account No.	Title	Department	Amount
Revenue Account:	10-3704-480000	Fund Balance Allocation	3704 Revenue	\$40,902
Revenue Account:	10-3702-435200	Police Grants - Other	3702 Revenue	-\$40,902
				<u>\$0</u>

	Account No.	Title	Department	Amount
Expenditure Account:	10-4140-510900	Equipment	Police	\$40,902
Revenue Account:	10-3704-480000	Fund Balance Allocation	3704 Revenue	-\$40,902
				<u>\$0</u>

Department Head _____

Department Head _____

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

Remarks: _____

Yes ☒ X No ☐

Finance Officer: Ronnie Campbell

ACTION OF TOWN MANAGER

 X - Approved for Council Action

 - Disapproved

ACTION OF COUNCIL

 - Approved

 - Disapproved

Rodney D. Cury, Mayor: _____



General Ledger Account Inquiry
Town of Richlands

Account Number	10-3702-435200	Original Budget:	\$0.00
Account Description	POLICE GRANTS-OTHER	Budget Changes:	(\$25,000.00)
Fiscal Year	2024 - 2025	Current Budget:	(\$25,000.00)
Start Period	4 - Oct	Beginning Balance:	(\$711.48)
End Period	4 - Oct	Transactions:	(\$66,541.44)
		Ending Balance:	(\$67,252.92)
		Uncollected Balance:	\$42,252.92

Jrn. Type	Jrn. #	Period	Tr. Date	Description	Amount	PO Amount	Bud Amount
JE	121436	4	10/07/2024	DMV GRANT-BPT-2024-54068-April-June 2024	(\$4,751.08)	\$0.00	\$0.00
JE	121488	4	10/09/2024	HEAT GRANT-Police Dept- Inv# 23SEP24	(\$12,498.10)	\$0.00	\$0.00
JE	121623	4	10/18/2024	SRO-RES GRANT 25-1165-E-001 Jul-Sept 2024	(\$6,645.08)	\$0.00	\$0.00
JE	121624	4	10/18/2024	JAG-LE Equipment -526400-001 (Jul-Sept 2024)	(\$40,902.00)	\$0.00	\$0.00
JE	121625	4	10/18/2024	JAG-PSB Program -526417-001 (Jul-Sept 2024)	(\$1,745.18)	\$0.00	\$0.00
					(\$66,541.44)	\$0.00	\$0.00

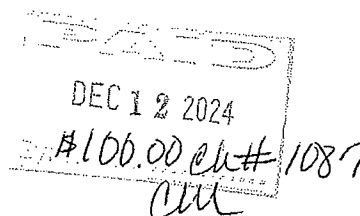
RECEIVED

DEC 12 2024

Date: December 12, 2024

Town of Richlands

To: Jason Mays



We are writing this letter on behalf of Stevens Rental Properties to request that property owned by Stevens Rental Property be re-zone to R-2 by the Town of Richland. The property is located in Richlands, Virginia beside of 1472 Raven Road in Richlands, Virginia. We are making this request so we can place a mobile home on the property to rent to area residents. This will bring additional housing to the area.

We want to thank you in advance for considering, and hopefully approving, our request. Should you have any questions, please reach out to either Eddie Stevens (276-964-1556) or Timothy Stevens (276 7305783).

Sincerely;

Eddie Stevens

A handwritten signature in cursive script that reads "Eddie Stevens".

Timothy Stevens

A handwritten signature in cursive script that reads "Timothy Stevens".

Town of Richlands, VA

Town Council Meeting

Staff Summary

Action Item

Agenda Title:	Monthly Financial Reports		
Staff Contact(s):	Ronnie Campbell		
Agenda Date:	February 11, 2025	Item Number:	
Attachment(s):	1.	Income Statement Summary	
	2.	Income Statement Detail	
	3.	Budget Amendment Reserve Summary	
	4.	Reserve Analysis	
	5.	Bank Balances by Fund	
Reviewed By:	Susan Whitt		

SUMMARY:

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

FINANCIAL IMPACT AND FUNDING SOURCE:

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

RECOMMENDATION:

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

Town of Richlands
Income Statement Summary: 2024 - 2025
For the Period Ending 12/31/2024

<u>Fund</u>	<u>Current Month Net Income (Loss)</u>	<u>Year To Date Net Income (Loss)</u>	<u>Drivers</u>	<u>Variance Permanent or Timing</u>
General	\$536,130	(\$1,048,559)	YTD net loss variance primarily results from lower revenues in all categories hurt (46.0% of budget or \$4.5M), offset by a help (58.6% of budget or \$3.5M) from lower expenses in all departments and net capital purchases.	- Revenues - Timing; - Expenses - Timing, Permanent (Salaries); - Capital - Timing/Permanent
Water	(20,763)	19,348	YTD net income variance primarily results from lower revenues hurt (42.0% of budget or \$1.1M), offset by lower expenses and capital purchases net help (51.4% or \$706K).	- Revenues - Timing; - Expenses - Timing; - Capital - Timing
Sewer	36,442	199,130	YTD net income variance primarily results from lower revenues hurt (49.2% of budget or \$931K), offset by lower expenses help (45.4% of budget or \$845K).	- Revenues - Timing; - Expenses - Timing
Water/Sewer Line Maintenance	50,169	(277,602)	YTD net loss variance results from lower expenses and capital purchases help (46.7% of budget or \$346K) and higher revenues help (0.0% of budget or \$26K) from Cumberland Plateau Planning funds for sewer evaluation.	- Revenues - Permanent; - Expenses - Timing; - Capital - Timing
Electric	(580,723)	(6,942,318)	YTD net loss variance primarily results from lower revenues hurt (44.9% of budget or \$4.0M) and lower expenses and capital purchases net hurt (140.5% of budget or \$2.9M). The capital purchases of \$6.2M represent the deposit and milestone payments on the natural gas generator. \$5.2M was funded from the note payable and \$932K was funded from unrestricted funds.	- Revenues - Timing; - Expenses - Timing; - Capital - Permanent
Total All Funds	\$21,254	(\$8,050,001)		

Town of Richlands
Income Statement: 2024 - 2025
For the Period Ending 12/31/2024

General Fund Revenues	Account Number	Account Description	Estimated Revenue	Activity this Period	Revenue YTD	% Received	Unappropriated Help (Hurt)	Comments
	10-3700-410000	REAL ESTATE TAXES	\$555,000.00	\$407,567.06	\$503,990.21	90.81%	(\$51,009.79)	
	10-3700-410050	R E TAX BUDGET	\$20,000.00	\$0.00	(\$28,015.93)	-140.08%	(\$48,015.93)	
	10-3700-410100	R.E. TAXES PRO RATA	\$1,000.00	\$0.00	(\$676.06)	-67.61%	(\$1,676.06)	
	10-3700-410200	DELINQUENT TAXES	\$20,000.00	\$2,688.52	\$21,893.12	109.47%	\$1,893.12	
	10-3700-410300	PENALTIES ON TAXES	\$2,000.00	\$181.22	\$1,201.80	60.09%	(\$798.20)	
	10-3700-410350	INTEREST ON TAXES	\$5,000.00	\$572.15	\$2,736.15	54.72%	(\$2,263.85)	
	10-3700-410400	PUBLIC SERVICE TAXES	\$46,000.00	\$46,362.39	\$46,362.39	100.79%	\$362.39	
	Total Dept. 3700	REVENUE	\$649,000.00	\$457,371.34	\$547,491.68	84.36%	(\$101,508.32)	
	10-3701-411000	BANK STOCK TAXES	\$225,000.00	\$0.00	\$0.00	0.00%	(\$225,000.00)	
	10-3701-411100	RESTAURANT FOOD TAX	\$1,050,000.00	\$84,739.90	\$541,701.98	51.59%	(\$508,298.02)	
	10-3701-411200	BUSINESS LICENSES	\$575,000.00	\$40.00	\$4,423.08	0.77%	(\$570,576.92)	
	10-3701-411300	MOTOR VEHICLE LICENSES	\$35,000.00	\$89.75	\$756.66	2.16%	(\$34,243.34)	
	10-3701-411400	MOBILE HOME LICENSE	\$8,000.00	\$4,636.17	\$5,776.17	72.20%	(\$2,223.83)	
	10-3701-411450	PERSONAL PROPERTY TAX	\$0.00	\$19,440.00	\$23,100.00	0.00%	\$23,100.00	
	10-3701-411500	CIGARETTE TAX	\$200,000.00	\$0.00	\$71,250.00	35.63%	(\$128,750.00)	
	10-3701-411550	DELINQUENT PER PROPERTY TAXES	\$1,000.00	\$492.35	\$994.23	99.42%	(\$5.77)	
	10-3701-411650	PENALTIES ON PER PROPERTY TAXES	\$0.00	\$25.36	\$50.93	0.00%	\$50.93	
	10-3701-411750	INTEREST ON PERSONAL PROPERTY TAXES	\$0.00	\$60.95	\$117.90	0.00%	\$117.90	
	10-3701-412000	ZONING PERMITS	\$1,000.00	\$100.00	\$515.00	51.50%	(\$485.00)	
	10-3701-413000	COURT FINES & FOREFEITURE	\$30,000.00	\$2,129.10	\$11,873.88	39.58%	(\$18,126.12)	
	10-3701-413050	E-CITATION COLLECTIONS	\$0.00	\$0.00	\$834.09	0.00%	\$834.09	
	10-3701-413100	PARKING VIOLATIONS	\$600.00	\$0.00	\$100.00	16.67%	(\$500.00)	
	10-3701-413300	INTEREST INCOME	\$5,000.00	\$158.51	\$1,168.58	23.37%	(\$3,831.42)	
	10-3701-413400	CONTRACT WORK-STREET	\$5,000.00	\$119.80	\$1,401.19	28.02%	(\$3,598.81)	
	10-3701-413900	SALE OF SALVAGE & SURPLUS	\$10,000.00	\$0.00	\$1,298.00	12.98%	(\$8,702.00)	
	10-3701-414100	FIRE/RESCUE CONTRACTS	\$270,000.00	\$0.00	\$150,000.00	55.56%	(\$120,000.00)	
	10-3701-414125	RESCUE SQUAD BILLING REVENUE	\$800,000.00	\$73,215.84	\$307,748.70	38.47%	(\$492,251.30)	
	10-3701-414130	RESCUE BAD DEBT COLLECTIONS	\$6,000.00	\$0.00	\$1,095.02	18.25%	(\$4,904.98)	
	10-3701-414150	SWIMMING POOL FEES	\$15,000.00	\$0.00	\$10,440.00	69.60%	(\$4,560.00)	
	10-3701-414200	CONCESSION COLL	\$25,000.00	\$5,107.26	\$14,778.45	59.11%	(\$10,221.55)	
	10-3701-414250	BASKETBALL FEES	\$20,000.00	\$5,746.00	\$10,823.00	54.12%	(\$9,177.00)	
	10-3701-414350	OUTDOOR TENNIS FEES	\$100.00	\$0.00	\$0.00	0.00%	(\$100.00)	
	10-3701-414400	MEMBERSHIP FEES	\$10,000.00	\$40.00	\$895.00	8.95%	(\$9,105.00)	
	10-3701-414425	WEIGHT ROOM FEES	\$1,000.00	\$116.00	\$656.00	65.60%	(\$344.00)	
	10-3701-414450	ROOM RENTAL UPSTAIRS	\$4,000.00	\$560.00	\$1,935.00	48.38%	(\$2,065.00)	
	10-3701-414475	SHELTER RENTAL FEES	\$800.00	\$0.00	\$455.00	56.88%	(\$345.00)	
	10-3701-414500	MISC RECREATION REVENUE	\$2,500.00	\$651.00	\$2,006.00	80.24%	(\$494.00)	
	10-3701-414525	REC TOURNAMENTS/EVENTS	\$1,000.00	\$0.00	\$0.00	0.00%	(\$1,000.00)	
	10-3701-414550	VOLLEYBALL FEES	\$10,000.00	\$2,118.00	\$11,123.00	111.23%	\$1,123.00	
	10-3701-420150	GARBAGE COLLECTIONS	\$655,000.00	\$50,126.70	\$301,281.46	46.00%	(\$353,718.54)	
	10-3701-420175	Bulk/Brush Fees	\$0.00	\$2,861.00	\$16,630.00	0.00%	\$16,630.00	
	10-3701-420200	PENALTIES	\$8,000.00	\$1,089.96	\$6,159.42	76.99%	(\$1,840.58)	
	10-3701-420400	STATE-LOCAL TAX	\$18,000.00	\$2,032.11	\$8,847.22	49.15%	(\$9,152.78)	
	10-3701-420550	CONSUMER/CONSUMPTION UTILITY TAX	\$230,000.00	\$19,720.60	\$113,865.14	49.51%	(\$116,134.86)	

10-3701-420900	CONVENIENCE FEE	\$5,000.00	\$363.00	\$768.00	15.36%	(\$4,232.00)
10-3701-430000	MISCELLANEOUS REVENUE	\$13,000.00	\$1,864.00	\$6,191.96	47.63%	(\$6,808.04)
10-3701-430100	GIFTS & DONATIONS-PVT	\$0.00	\$0.00	\$1,000.00	0.00%	\$1,000.00
10-3701-430250	COMM DEVELOP SPONSORSHIP	\$0.00	\$0.00	\$15,000.00	0.00%	\$15,000.00
10-3701-430300	RETURN CHECK FEES	\$500.00	\$240.00	\$1,020.00	204.00%	\$520.00
10-3701-430400	DNTN & COMM DEVELOP REVENUE	\$0.00	\$0.00	\$16,072.58	0.00%	\$16,072.58
10-3701-430600	COMM & CIVIC PROG REVENUE	\$0.00	\$500.00	\$2,000.00	0.00%	\$2,000.00
10-3701-430900	DONATIONS & MISC-FIRE	\$15,500.00	\$0.00	\$18,258.29	117.80%	\$2,758.29
10-3701-430950	GIFTS & DONATIONS-REC	\$10,000.00	\$0.00	\$50.00	0.50%	(\$9,950.00)
10-3701-431000	GIFTS & DONATIONS-POLICE	\$10,000.00	\$1,650.00	\$13,620.00	136.20%	\$3,620.00
10-3701-431050	DONATIONS & MISC-RESCUE	\$3,000.00	\$0.00	\$2,022.72	67.42%	(\$977.28)
10-3701-431100	MISCELLANEOUS REVENUE-POLICE	\$4,000.00	\$10,457.58	\$36,051.73	901.29%	\$32,051.73
10-3701-431200	RESTITUTION	\$0.00	\$0.00	\$52.79	0.00%	\$52.79
Total Dept.3701	REVENUE	\$4,283,000.00	\$290,490.94	\$1,736,208.17	40.54%	(\$2,546,791.83)
10-3702-433100	SALES TAX PROCEEDS	\$565,000.00	\$0.00	\$217,349.92	38.47%	(\$347,650.08)
10-3702-433200	MOTOR VEHICLE CARRIER TAX	\$5,000.00	\$317.98	\$1,799.61	35.99%	(\$3,200.39)
10-3702-433300	MOBILE HOME TITLING TAX	\$2,000.00	\$0.00	\$0.00	0.00%	(\$2,000.00)
10-3702-434000	COMM OF VA LAW ENFORCEMENT	\$150,000.00	\$0.00	\$89,050.00	59.37%	(\$60,950.00)
10-3702-434100	STREET & HWY MAINT.	\$1,354,717.00	\$324,718.09	\$649,436.18	47.94%	(\$705,280.82)
10-3702-434200	LITTER CONTROL	\$3,000.00	\$0.00	\$5,212.00	173.73%	\$2,212.00
10-3702-435000	BLOCK GRANT-1LEB/POLICE	\$0.00	\$0.00	\$249.00	0.00%	\$249.00
10-3702-435200	POLICE GRANTS-OTHER	\$25,000.00	\$3,404.62	\$75,657.54	302.63%	\$50,657.54
10-3702-435310	PL-ST ASSET FORF REVENUE	\$34,500.00	\$0.00	\$0.00	0.00%	(\$34,500.00)
10-3702-435400	DRUG ENFORCEMENT & PROSEC	\$76,087.00	\$0.00	\$0.00	0.00%	(\$76,087.00)
10-3702-435425	HIDTA FED GRANT	\$19,000.00	\$587.77	\$6,581.45	34.64%	(\$12,418.55)
10-3702-435450	RESTITUTION-NTF BUY MONEY	\$0.00	\$0.00	\$4,342.72	0.00%	\$4,342.72
10-3702-435500	EMS GRANTS	\$25,000.00	\$15,000.00	\$25,000.00	0.00%	\$25,000.00
10-3702-435550	FIRE GRANTS	\$14,500.00	\$32,570.01	\$32,570.01	130.28%	\$7,570.01
10-3702-460000	OTHER STATE/FED REVENUE	\$14,500.00	\$121.36	\$11,591.47	79.94%	(\$2,908.53)
Total Dept.3702	REVENUE	\$2,273,804.00	\$376,719.83	\$1,118,839.90	49.21%	(\$1,154,964.10)
10-3703-470000	TRANSFER IN FROM UT-ADM COST	\$660,000.00	\$203,366.00	\$419,354.00	63.54%	(\$240,646.00)
10-3703-471000	TRANSFER IN FROM UT-IT COST	\$69,200.00	(\$5,861.00)	\$27,364.00	39.54%	(\$41,836.00)
Total Dept.3703	REVENUE	\$729,200.00	\$197,507.00	\$446,718.00	61.26%	(\$282,482.00)
10-3704-480000	FUND BALANCE ALLOCATION	\$423,325.00	\$0.00	\$0.00	0.00%	(\$423,325.00)
Total Dept.3704	3704	\$423,325.00	\$0.00	\$0.00	0.00%	(\$423,325.00)
Total Fund	General Fund	\$8,358,329.00	\$1,322,089.11	\$3,849,257.75	46.05%	(\$4,509,071.25)
General Fund Expenditures						
Account Number Department 4000 10-4000-500100	Account Description LEGAL TOWN ATTORNEY	Approp Amount \$65,000.00	Activity this Period \$6,964.34	Expenditure YTD \$17,333.16	% Used 26.67%	Unappropriated Help (Hurt) \$47,666.84

This account represents the net impact to budget from amendments. A positive amount in the first column is a decrease to the reserves and a negative amount is an increase to reserves. \$308K was restricted and \$115K was unrestricted. See GL summary on last page.

10-4000-511100	SUPPLIES & MATERIALS	\$1,000.00	\$0.00	0.00%	\$1,000.00
10-4000-519000	MISCELLANEOUS	\$1,000.00	\$0.00	0.00%	\$1,000.00
Total Dept. 4000	LEGAL	\$67,000.00	\$6,964.34	25.87%	\$49,666.84
Department 4010	COUNCIL				
10-4010-500000	SALARIES AND WAGES	\$10,500.00	\$875.00	50.00%	\$5,250.00
10-4010-500100	TOWN ATTORNEY	\$0.00	(\$3,650.92)	0.00%	\$0.00
10-4010-500150	CLERK SALARY	\$9,000.00	\$1,000.00	66.00%	\$3,060.00
10-4010-501000	INS SOCIAL SECURITY	\$1,720.00	\$143.42	50.03%	\$859.48
10-4010-501250	INS WORKMENS COMPENSATION	\$25.00	\$2.91	24.12%	\$18.97
10-4010-519000	MISCELLANEOUS	\$2,000.00	\$173.12	31.88%	\$1,362.31
10-4010-525150	TOWN EVENTS	\$5,000.00	\$1,148.69	121.70%	(\$1,084.90)
Total Dept. 4010	COUNCIL	\$28,245.00	(\$307.78)	66.49%	\$9,465.86
Department 4020	TOWN MANAGER				
10-4020-500050	TOWN MANAGER SALARY	\$150,000.00	\$12,098.46	52.13%	\$71,805.01
10-4020-501000	INS SOCIAL SECURITY	\$12,750.00	\$869.92	41.59%	\$7,447.60
10-4020-501100	INS HEALTH	\$20,400.00	\$1,721.00	50.62%	\$10,074.00
10-4020-501150	INS.-LIFE	\$288.00	\$23.98	41.63%	\$168.10
10-4020-501200	INS.-RETIREMENT PLAN	\$4,000.00	(\$2,941.25)	414.25%	(\$12,570.00)
10-4020-501225	VRS-VLDP	\$500.00	\$92.50	132.25%	(\$161.25)
10-4020-501250	INS WORKMENS COMPENSATION	\$150.00	\$20.11	22.57%	\$116.15
10-4020-501250	DUES & MEMBERSHIP	\$2,000.00	\$39.99	13.11%	\$1,737.73
10-4020-510250	OFFICE SUPPLIES	\$1,500.00	\$0.00	131.14%	(\$467.09)
10-4020-510350	TELEPHONE/INTERNET/COMM	\$0.00	\$0.00	0.00%	(\$60.00)
10-4020-510450	EMPLOYEE VEHICLE	\$0.00	\$0.00	0.00%	(\$500.00)
10-4020-510525	TRAINING EXPENSE	\$7,000.00	\$0.00	12.20%	\$6,145.81
10-4020-510550	SUPPLIES & MATERIALS	\$1,000.00	\$0.00	14.62%	\$853.78
10-4020-519000	MISCELLANEOUS	\$1,000.00	\$10,558.53	6634.95%	(\$65,349.53)
Total Dept. 4020	TOWN MANAGER	\$200,588.00	\$22,483.24	90.41%	\$19,240.31
Department 4030	HUMAN RESOURCES				
10-4030-500000	SALARIES AND WAGES	\$92,750.00	\$8,944.99	56.15%	\$40,673.67
10-4030-501000	INS SOCIAL SECURITY	\$7,100.00	\$664.80	50.73%	\$3,498.26
10-4030-501100	INS HEALTH	\$16,000.00	\$1,274.00	47.78%	\$8,356.00
10-4030-501150	INS.-LIFE	\$579.00	\$41.37	35.97%	\$370.74
10-4030-501200	INS.-RETIREMENT PLAN	\$19,500.00	(\$1,818.35)	43.10%	\$11,095.42
10-4030-501225	VRS-VLDP	\$0.00	\$57.18	0.00%	(\$343.08)
10-4030-501250	INS WORKMENS COMPENSATION	\$3,000.00	\$17.76	0.90%	\$2,972.97
10-4030-510250	DUES & MEMBERSHIP	\$750.00	\$19.99	10.66%	\$670.04
10-4030-510350	OFFICE SUPPLIES	\$500.00	\$0.00	14.40%	\$428.01
10-4030-510450	TELEPHONE/INTERNET/COMM	\$0.00	\$0.00	0.00%	(\$60.00)
10-4030-510550	TRAINING EXPENSE	\$1,500.00	\$0.00	0.00%	\$1,500.00
10-4030-511100	SUPPLIES & MATERIALS	\$500.00	\$0.00	11.00%	\$445.00
10-4030-519000	MISCELLANEOUS	\$500.00	\$0.00	0.00%	\$500.00
Total Dept. 4030	HUMAN RESOURCES	\$142,679.00	\$9,201.74	50.86%	\$70,107.03
Department 4040	FINANCE OFFICE				
10-4040-500000	SALARIES AND WAGES	\$394,150.00	\$40,751.96	66.03%	\$133,877.18
10-4040-501000	INS SOCIAL SECURITY	\$30,155.00	\$3,026.17	66.30%	\$10,162.73

Primarily includes storm expenses to be reimbursed by FEMA and Merchant McIntyre (MM) expenses for grant support. The MM expenses are paid from FY 2024 surplus up to \$60K.

10-4040-501100	INS HEALTH	\$97,224.00	\$8,970.00	\$47,781.00	49.15%	\$49,443.00
10-4040-501150	INS- LIFE	\$1,900.00	\$193.18	\$1,076.58	56.66%	\$823.42
10-4040-501200	INS- RETIREMENT PLAN	\$143,080.00	(\$8,558.71)	\$41,313.36	28.87%	\$101,766.64
10-4040-501225	VRS-VLDP	\$3,400.00	\$163.17	\$937.59	27.58%	\$2,462.41
10-4040-501250	INS WORKMENS COMPENSATION	\$600.00	\$169.03	\$246.45	41.08%	\$353.55
10-4040-501300	INS GEN LIABILITY/BLDG	\$8,835.00	\$3,581.79	\$7,163.58	81.08%	\$1,671.42
10-4040-501350	INS AUTO	\$300.00	\$0.00	\$0.00	0.00%	\$300.00
10-4040-510000	CASH OVER & SHORT	\$50.00	\$30.00	\$130.00	260.00%	(\$80.00)
10-4040-510100	AUDITING & LEGAL	\$10,834.00	\$0.00	\$2,500.00	23.08%	\$8,334.00
10-4040-510125	CIGARETTE STAMPS	\$5,600.00	\$2,673.00	\$5,346.00	95.46%	\$254.00
10-4040-510150	PRINTING & BINDING	\$3,000.00	\$0.00	\$0.00	0.00%	\$3,000.00
10-4040-510200	TAX FORMS	\$3,000.00	\$0.00	\$0.00	0.00%	\$3,000.00
10-4040-510250	DUES & MEMBERSHIP	\$9,000.00	\$19.99	\$1,238.32	13.76%	\$7,761.68
10-4040-510300	ADVERTISING	\$2,500.00	(\$25.00)	\$271.66	10.87%	\$2,228.34
10-4040-510350	OFFICE SUPPLIES	\$5,000.00	\$1,013.86	\$4,325.22	86.50%	\$674.78
10-4040-510400	POSTAGE	\$6,500.00	\$513.44	\$6,904.44	106.22%	(\$404.44)
10-4040-510425	CARD PROCESSING CHGS/ACH FEES/BANK ANALYSIS	\$16,000.00	\$1,354.74	\$7,943.58	49.65%	\$8,056.42
10-4040-510450	TELEPHONE/INTERNET/COMM	\$6,000.00	\$642.78	\$3,208.24	53.47%	\$2,791.76
10-4040-510500	UNIFORMS	\$1,000.00	\$63.74	\$169.74	16.97%	\$830.26
10-4040-510550	TRAINING EXPENSE	\$1,000.00	\$352.14	\$1,730.95	173.10%	(\$730.95)
10-4040-510600	EQUIPMENT MAINTENANCE	\$6,000.00	\$250.18	\$1,937.01	32.28%	\$4,062.99
10-4040-510625	IT SERVICE/EQ	\$0.00	\$0.00	\$600.00	0.00%	(\$600.00)
10-4040-510700	VEHICLE MAINT-INSIDE	\$1,000.00	\$0.00	\$0.00	0.00%	\$1,000.00
10-4040-510750	VEHICLE MAINT-OUTSIDE	\$500.00	\$1,055.90	\$1,055.90	211.18%	(\$555.90)
10-4040-510800	MOTOR FUEL & LUBRICATION	\$1,000.00	\$91.00	\$902.68	90.27%	\$97.32
10-4040-510900	EQUIPMENT	\$2,500.00	\$0.00	\$957.42	38.30%	\$1,542.58
10-4040-511000	BUILDING REPAIRS/ADDITION	\$6,000.00	\$0.00	\$1,180.66	19.68%	\$4,819.34
10-4040-511050	GROUNDS & FACILITIES	\$2,000.00	\$0.00	\$0.00	0.00%	\$2,000.00
10-4040-511100	SUPPLIES & MATERIALS	\$4,000.00	\$383.37	\$2,831.37	70.78%	\$1,168.63
10-4040-511150	CLEANING SUPPLIES	\$6,000.00	\$490.32	\$3,093.08	51.55%	\$2,906.92
10-4040-519000	MISCELLANEOUS	\$6,000.00	\$742.54	\$4,143.64	69.06%	\$1,856.36
10-4040-525100	BUS TRANSIT	\$7,200.00	\$600.00	\$3,600.00	50.00%	\$3,600.00
10-4040-531150	CUSTODIAN SERVICE	\$10,000.00	\$0.00	\$140.05	1.40%	\$9,859.95
Total Dept.4040	FINANCE OFFICE	\$801,328.00	\$58,748.59	\$432,993.61	54.03%	\$368,334.39

Department 4050	NON-DEPARTMENTAL					
10-4050-500250	EMPLOYEE APPRECIATION	\$3,000.00	\$0.00	\$666.44	22.21%	\$2,333.56
10-4050-501100	INS HEALTH	\$0.00	\$0.00	\$254.38	0.00%	(\$254.38)
10-4050-501150	INS- LIFE	\$10.00	\$93.70	\$564.85	5648.50%	(\$554.85)
10-4050-501250	INS WORKMENS COMPENSATION	\$0.00	(\$70,908.21)	\$10,609.61	0.00%	(\$10,609.61)
10-4050-511200	ELECTRICITY	\$121,500.00	\$9,039.32	\$43,609.79	35.89%	\$77,890.21
10-4050-511250	WATER	\$7,450.00	\$287.36	\$5,258.48	70.58%	\$2,191.52
10-4050-511300	SEWER	\$6,200.00	\$315.15	\$5,686.97	91.73%	\$513.03
10-4050-511350	GARBAGE	\$5,525.00	\$494.37	\$3,289.42	59.54%	\$2,235.58
10-4050-525155	LIBRARY	\$725.00	\$251.96	\$503.92	69.51%	\$221.08
10-4050-525160	COAL MINERS MEM	\$500.00	\$0.00	\$394.92	78.98%	\$105.08
10-4050-525170	Chamber/Cart Bldg.	\$2,500.00	\$31.49	\$62.98	2.52%	\$2,437.02
10-4050-525180	FARMERS MARKET	\$750.00	\$34.68	\$69.36	9.25%	\$680.64
10-4050-525250	GREENWAY	\$0.00	\$0.00	\$3,509.43	0.00%	(\$3,509.43)
10-4050-525300	DONATIONS	\$10,200.00	\$0.00	\$10,000.00	98.04%	\$200.00
10-4050-525300	VET/CENT/HIST	\$500.00	\$350.80	\$928.52	185.70%	(\$428.52)
10-4050-525325	SECTION HOUSE	\$5,000.00	\$747.45	\$1,148.74	22.97%	\$3,851.26
10-4050-525350	TEEN CENTER	\$1,600.00	\$707.68	\$1,415.36	88.46%	\$184.64
Total Dept.4050	NON-DEPARTMENTAL	\$165,460.00	(\$58,554.25)	\$87,973.17	53.17%	\$77,486.83

Department 4140									
10-4140-500000	POLICE DEPARTMENT								
10-4140-500150	SALARIES AND WAGES	\$1,069,333.00	\$77,248.52	\$507,882.80	47.50%	\$561,450.20			
10-4140-500150	OVERTIME	\$52,000.00	\$4,434.49	\$40,175.78	77.26%	\$11,824.22			
10-4140-501000	INS SOCIAL SECURITY	\$78,300.00	\$6,388.26	\$42,880.16	54.76%	\$35,419.84			
10-4140-501100	INS HEALTH	\$210,000.00	\$13,535.00	\$86,638.00	41.26%	\$123,362.00			
10-4140-501150	INS- LIFE	\$4,000.00	\$368.10	\$2,200.60	55.02%	\$1,799.40			
10-4140-501200	INS.-RETIREMENT PLAN	\$295,000.00	\$191,211.89	\$480,956.55	163.04%	(\$188,956.55)			
10-4140-501225	VRS-VLDP	\$1,000.00	\$53.43	\$319.51	31.95%	\$680.49			
10-4140-501250	INS WORKMENS COMPENSATION	\$38,000.00	\$12,208.44	\$23,357.95	61.47%	\$14,642.05			
10-4140-501300	INS GEN LIABILITY/BLDG	\$3,500.00	\$978.48	\$1,956.96	55.91%	\$1,543.04			
10-4140-501350	INS AUTO	\$9,200.00	\$2,898.75	\$5,799.50	63.04%	\$3,400.50			
10-4140-510150	PRINTING & BINDING	\$3,000.00	\$0.00	\$2,024.01	67.47%	\$975.99			
10-4140-510250	DUES & MEMBERSHIP	\$12,000.00	\$0.00	\$0.00	0.00%	\$12,000.00			
10-4140-510350	OFFICE SUPPLIES	\$4,500.00	\$135.76	\$670.70	14.90%	\$3,829.30			
10-4140-510400	POSTAGE	\$700.00	\$22.34	\$125.01	17.86%	\$574.99			
10-4140-510450	TELEPHONE/INTERNET/COMM	\$13,800.00	\$1,537.16	\$5,535.08	40.11%	\$8,264.92			
10-4140-510500	UNIFORMS	\$19,000.00	\$2,214.12	\$9,515.38	50.08%	\$9,484.62			
10-4140-510550	TRAINING EXPENSE	\$24,327.00	\$1,934.27	\$25,458.18	104.65%	(\$1,131.18)			
10-4140-510600	EQUIPMENT MAINTENANCE	\$32,000.00	\$594.19	\$4,381.05	13.69%	\$27,618.95			
10-4140-510650	TWO-WAY RADIO MAINTENANCE	\$1,000.00	\$0.00	\$0.00	0.00%	\$1,000.00			
10-4140-510700	VEHICLE MAINT-INSIDE	\$0.00	\$401.96	\$1,645.62	0.00%	(\$1,645.62)			
10-4140-510750	VEHICLE MAINT-OUTSIDE	\$25,000.00	\$1,438.80	\$14,124.71	56.50%	\$10,875.29			
10-4140-510800	MOTOR FUEL & LUBRICATION	\$60,000.00	\$4,863.08	\$30,197.31	50.33%	\$29,802.69			
10-4140-510850	OFFICE FURN & FIXTURES	\$1,000.00	\$0.00	\$0.00	0.00%	\$1,000.00			
10-4140-510900	EQUIPMENT	\$98,334.00	\$115.68	\$108,202.55	110.04%	(\$9,868.55)			
10-4140-511000	BUILDING REPAIRS/ADDITION	\$5,000.00	\$120.97	\$4,339.39	86.79%	\$660.61			
10-4140-511100	SUPPLIES & MATERIALS	\$5,500.00	\$475.49	\$5,609.45	101.99%	(\$109.45)			
10-4140-511150	CLEANING SUPPLIES	\$1,500.00	\$0.00	\$494.88	32.99%	\$1,005.12			
10-4140-531000	INSURANCE-LAW ENFORCEMENT	\$5,000.00	\$2,018.16	\$4,185.25	83.71%	\$814.75			
10-4140-531025	LINE OF DUTY PAYMENTS	\$6,000.00	\$3,054.50	\$6,109.00	76.36%	\$1,891.00			
10-4140-531050	COURT COST	\$14,800.00	\$0.00	\$20,445.00	138.14%	(\$5,645.00)			
10-4140-531100	EXTRADITION & TRAVEL	\$5,000.00	\$120.00	\$625.52	12.51%	\$4,374.48			
10-4140-531300	REGIONAL JAIL	\$1,000.00	\$0.00	\$0.00	0.00%	\$1,000.00			
10-4140-531350	SPECIAL PROJECTS	\$300.00	\$0.00	\$0.00	0.00%	\$300.00			
10-4140-531350	POLICE DEPARTMENT	\$15,000.00	\$87.89	\$7,452.20	49.68%	\$7,547.80			
Total Dept 4140		\$2,116,094.00	\$328,460.73	\$1,443,308.10	68.21%	\$672,785.90			
Department 4150									
FIRE DEPARTMENT									
10-4150-500000	SALARIES AND WAGES	\$84,000.00	\$6,103.39	\$42,138.91	50.17%	\$41,861.09			
10-4150-501000	INS SOCIAL SECURITY	\$5,125.00	\$466.93	\$3,137.97	61.23%	\$1,987.03			
10-4150-501100	INS HEALTH	\$10,200.00	\$0.00	\$0.00	0.00%	\$10,200.00			
10-4150-501150	INS- LIFE	\$150.00	\$0.00	\$0.00	0.00%	\$150.00			
10-4150-501200	INS.-RETIREMENT PLAN	\$4,000.00	\$0.00	\$0.00	0.00%	\$4,000.00			
10-4150-501250	INS WORKMENS COMPENSATION	\$3,700.00	\$1,274.46	\$2,085.58	56.37%	\$1,614.42			
10-4150-501300	INS GEN LIABILITY/BLDG	\$2,100.00	\$534.59	\$1,069.18	50.91%	\$1,030.82			
10-4150-501350	INS AUTO	\$5,500.00	\$1,287.88	\$2,575.76	46.83%	\$2,924.24			
10-4150-510100	AUDITING & LEGAL	\$0.00	\$0.00	\$1,972.16	0.00%	(\$1,972.16)			
10-4150-510450	TELEPHONE/INTERNET/COMM	\$5,500.00	\$510.73	\$3,142.08	57.13%	\$2,357.92			
10-4150-510500	UNIFORMS	\$1,000.00	\$0.00	\$721.89	72.19%	\$278.11			
10-4150-510550	TRAINING EXPENSE	\$1,500.00	\$0.00	\$149.00	9.93%	\$1,351.00			
10-4150-510600	EQUIPMENT MAINTENANCE	\$1,000.00	\$0.00	\$1,300.00	130.00%	(\$300.00)			
10-4150-510650	TWO-WAY RADIO MAINTENANCE	\$1,500.00	\$0.00	\$0.00	0.00%	\$1,500.00			
10-4150-510700	VEHICLE MAINT-INSIDE	\$2,000.00	\$14.81	\$14.81	0.74%	\$1,985.19			
10-4150-510750	VEHICLE MAINT-OUTSIDE	\$10,000.00	\$470.25	\$736.19	7.36%	\$9,263.81			

10-4150-510800	MOTOR FUEL & LUBRICATION	\$5,500.00	\$566.81	\$3,892.00	70.76%	\$1,608.00
10-4150-510825	RETIREMENT OF DEBT	\$65,000.00	\$0.00	\$0.00	0.00%	\$65,000.00
10-4150-510900	EQUIPMENT	\$8,000.00	\$130,753.02	\$131,998.02	1649.98%	(\$123,998.02)
10-4150-510925	RADIO EQUIPMENT	\$1,500.00	\$0.00	\$125.00	8.33%	\$1,375.00
10-4150-511000	BUILDING REPAIRS/ADDITION	\$800.00	\$56.01	\$412.82	51.60%	\$387.18
10-4150-511100	SUPPLIES & MATERIALS	\$5,000.00	\$393.00	\$6,832.27	136.65%	(\$1,832.27)
10-4150-511200	ELECTRICITY	\$0.00	\$62.04	\$432.76	0.00%	(\$432.76)
10-4150-519000	MISCELLANEOUS	\$1,000.00	\$86.00	\$1,723.15	172.32%	(\$723.15)
10-4150-531025	LINE OF DUTY PAYMENTS	\$11,000.00	\$0.00	\$14,604.00	132.76%	(\$3,604.00)
10-4150-531350	SPECIAL PROJECTS	\$1,500.00	\$724.77	\$1,425.34	95.02%	\$74.66
10-4150-532000	INSURANCE-FIRE CALLS	\$2,311.00	\$0.00	\$4,938.00	213.67%	(\$2,627.00)
10-4150-532025	FIRE PREV/SAFETY PRG	\$3,000.00	\$0.00	\$61.68	2.06%	\$2,938.32
10-4150-532050	REGULATORY REQUIREMENTS	\$10,000.00	\$4,246.86	\$5,754.12	57.54%	\$4,245.88
10-4150-580800	INTEREST EXPENSE	\$15,508.00	\$0.00	\$0.00	0.00%	\$15,508.00
Total Dept. 4150	FIRE DEPARTMENT	\$267,394.00	\$147,551.55	\$231,242.69	86.48%	\$36,151.31
Department 4160	RESCUE DEPARTMENT					
10-4160-500000	SALARIES AND WAGES	\$533,657.00	\$41,621.52	\$265,730.22	49.79%	\$267,926.78
10-4160-501000	INS SOCIAL SECURITY	\$40,825.00	\$2,989.86	\$18,875.30	46.23%	\$21,949.70
10-4160-501100	INS HEALTH	\$98,000.00	\$8,096.00	\$48,576.00	49.57%	\$49,424.00
10-4160-501150	INS.-LIFE	\$1,500.00	\$111.91	\$671.46	44.76%	\$828.54
10-4160-501200	INS.-RETIREMENT PLAN	\$65,000.00	(\$4,498.86)	\$19,508.97	30.01%	\$45,491.03
10-4160-501225	VRS-VLDP	\$1,246.00	\$18.86	\$113.16	9.08%	\$1,132.84
10-4160-501250	INS WORKMENS COMPENSATION	\$21,000.00	\$4,983.46	\$8,969.09	42.71%	\$12,030.91
10-4160-501300	INS GEN LIABILITY/BLDG	\$1,100.00	\$331.46	\$662.92	60.27%	\$437.08
10-4160-501350	INS AUTO	\$3,200.00	\$860.13	\$1,720.26	53.76%	\$1,479.74
10-4160-510100	AUDITING & LEGAL	\$0.00	\$0.00	\$1,972.16	0.00%	(\$1,972.16)
10-4160-510250	DUES/MEMBERSHIP/SUBSCRIPTIONS	\$6,500.00	\$460.99	\$2,210.12	34.00%	\$4,289.88
10-4160-510350	OFFICE SUPPLIES	\$2,500.00	\$65.95	\$896.51	35.86%	\$1,603.49
10-4160-510450	TELEPHONE/INTERNET/COMM	\$3,000.00	\$606.32	\$2,654.71	88.49%	\$345.29
10-4160-510500	UNIFORMS	\$2,000.00	\$0.00	\$794.21	39.71%	\$1,205.79
10-4160-510600	TRAINING EXPENSE	\$2,000.00	\$1,000.00	\$1,474.53	73.73%	\$525.47
10-4160-510650	EQUIPMENT MAINTENANCE	\$6,500.00	\$129.00	\$1,489.00	22.91%	\$5,011.00
10-4160-510700	TWO-WAY RADIO MAINTENANCE	\$0.00	\$530.84	\$530.84	0.00%	(\$530.84)
10-4160-510750	VEHICLE MAINT-INSIDE	\$3,000.00	\$322.10	\$509.52	16.98%	\$2,490.48
10-4160-510800	VEHICLE MAINT-OUTSIDE	\$17,000.00	\$22,295.36	\$32,151.73	189.13%	(\$15,151.73)
10-4160-510800	MOTOR FUEL & LUBRICATION	\$23,000.00	\$1,612.36	\$10,337.84	44.95%	\$12,662.16
10-4160-510900	EQUIPMENT	\$26,000.00	\$19,962.11	\$21,494.40	82.67%	\$4,505.60
10-4160-511000	BUILDING REPAIRS/ADDITION	\$1,000.00	\$79.73	\$1,082.11	108.21%	(\$82.11)
10-4160-511100	SUPPLIES & MATERIALS	\$5,000.00	\$338.16	\$3,732.84	74.66%	\$1,267.16
10-4160-511150	CLEANING SUPPLIES	\$1,000.00	\$16.68	\$370.26	37.03%	\$629.74
10-4160-511175	MEDICAL SUPPLIES	\$25,000.00	\$5,659.91	\$20,179.80	80.72%	\$4,820.20
10-4160-511180	MEDICAL SUPPLIES PHARMACEUTICAL	\$6,000.00	\$0.00	\$0.00	0.00%	\$6,000.00
10-4160-511200	ELECTRICITY	\$0.00	\$62.03	\$432.75	0.00%	(\$432.75)
10-4160-519000	MISCELLANEOUS	\$1,000.00	\$163.54	\$561.91	56.19%	\$438.09
10-4160-531025	LINE OF DUTY PAYMENTS	\$13,500.00	\$0.00	\$12,656.00	93.75%	\$844.00
10-4160-531350	SPECIAL PROJECTS	\$1,000.00	\$3,351.87	\$4,921.61	492.16%	(\$3,921.61)
10-4160-532100	BILLING SERVICES/COLLECTIONS	\$45,000.00	\$4,479.07	\$21,543.41	47.87%	\$23,456.59
10-4160-532125	BAD DEBT COLLECTION FEE	\$1,500.00	\$0.00	\$184.13	12.28%	\$1,315.87
10-4160-561000	HEATING OIL/FUEL	\$2,500.00	\$0.00	\$813.05	32.52%	\$1,686.95
Total Dept. 4160	RESCUE DEPARTMENT	\$959,528.00	\$115,650.36	\$507,820.82	52.92%	\$451,707.18
Department 4210	STREET DEPARTMENT					
10-4210-500000	SALARIES AND WAGES	\$612,906.00	\$57,596.73	\$362,787.87	59.19%	\$250,118.13

10-4210-501000	INS SOCIAL SECURITY	\$46,900.00	\$4,545.60	\$26,880.09	57.31%	\$20,019.91
10-4210-501100	INS HEALTH	\$210,000.00	\$15,812.00	\$86,641.00	41.26%	\$123,359.00
10-4210-501150	INS- LIFE	\$2,200.00	\$332.35	\$1,929.78	87.72%	\$270.22
10-4210-501200	INS- RETIREMENT PLAN	\$145,000.00	(\$12,278.51)	\$54,537.57	37.61%	\$90,462.43
10-4210-501225	VRS- VLDP	\$2,000.00	\$249.42	\$1,303.38	65.17%	\$666.62
10-4210-501250	INS WORKMENS COMPENSATION	\$24,000.00	\$7,533.82	\$13,891.05	57.88%	\$10,108.95
10-4210-501300	INS GEN LIABILITY/BLDG	\$3,800.00	\$1,304.37	\$2,608.74	68.65%	\$1,191.26
10-4210-501350	INS AUTO	\$5,800.00	\$2,152.08	\$4,304.16	74.21%	\$1,495.84
10-4210-510250	DUES/MEMBERSHIP/SOFTWARE LICENSE FEES	\$500.00	\$0.00	\$578.00	115.60%	(\$78.00)
10-4210-510450	TELEPHONE/INTERNET/COMM	\$1,500.00	\$486.94	\$1,891.70	126.11%	(\$391.70)
10-4210-510500	UNIFORMS	\$5,000.00	\$3,112.37	\$11,536.49	230.73%	(\$6,536.49)
10-4210-510550	TRAINING EXPENSE	\$4,000.00	\$0.00	\$6,300.00	157.50%	(\$2,300.00)
10-4210-510600	EQUIPMENT MAINTENANCE	\$0.00	\$0.00	\$80.04	0.00%	(\$80.04)
10-4210-510700	VEHICLE MAINT-INSIDE	\$20,000.00	\$4,034.86	\$12,029.29	60.15%	\$7,970.71
10-4210-510750	VEHICLE MAINT-OUTSIDE	\$12,000.00	\$0.00	\$2,677.51	22.31%	\$9,322.49
10-4210-510800	MOTOR FUEL & LUBRICATION	\$30,000.00	\$2,981.15	\$22,004.85	73.35%	\$7,995.15
10-4210-510900	EQUIPMENT	\$2,787.00	\$0.00	\$4,420.62	158.62%	(\$1,633.62)
10-4210-511000	BUILDING REPAIRS/ADDITON	\$1,000.00	\$0.00	\$60.71	6.07%	\$939.29
10-4210-511100	SUPPLIES & MATERIALS	\$19,213.00	\$2,047.47	\$10,114.49	52.64%	\$9,098.51
10-4210-511200	ELECTRICITY	\$15,000.00	\$1,710.48	\$5,892.10	39.28%	\$9,107.90
10-4210-511250	WATER	\$500.00	\$45.74	\$237.16	47.43%	\$262.84
10-4210-511300	SEWER	\$750.00	\$77.41	\$407.18	54.29%	\$342.82
10-4210-511350	GARBAGE	\$300.00	\$22.15	\$154.58	51.53%	\$145.42
10-4210-511400	ENGINEERING	\$10,000.00	\$0.00	\$0.00	0.00%	\$10,000.00
10-4210-511450	LEASE PROP & RIGHT OF WAY	\$1,000.00	\$0.00	\$0.00	0.00%	\$1,000.00
10-4210-511500	TRAFFIC SAFETY	\$65,000.00	\$0.00	\$22,485.30	34.59%	\$42,514.70
10-4210-519000	MISCELLANEOUS	\$2,000.00	\$0.00	\$2,027.34	101.37%	(\$27.34)
10-4210-540000	STORM DRAINAGE	\$6,000.00	\$0.00	\$0.00	0.00%	\$6,000.00
10-4210-540050	ST. BRIDGES, SIDEWALK MAINT	\$125,000.00	\$0.00	\$21,478.08	17.18%	\$103,521.92
10-4210-540100	SNOW & ICE REMOVAL	\$25,000.00	\$0.00	\$0.00	0.00%	\$25,000.00
10-4210-540250	VDOT REIMBURSED EXPENSES	\$308,450.00	\$298.62	\$323,001.41	104.72%	(\$14,551.41)
10-4210-570250	HAND TOOLS & EQUIPMENT	\$3,500.00	\$1,134.16	\$4,598.52	131.39%	(\$1,098.52)
Total Dept 4210	STREET DEPARTMENT	\$1,711,106.00	\$93,299.21	\$1,006,859.01	58.84%	\$704,246.99
Department 4240	SANITATION DEPARTMENT					
10-4240-500000	SALARIES AND WAGES	\$255,063.00	\$18,384.45	\$112,883.82	44.26%	\$142,179.18
10-4240-501000	INS SOCIAL SECURITY	\$15,865.00	\$1,330.51	\$8,194.42	53.33%	\$7,170.58
10-4240-501100	INS HEALTH	\$60,000.00	\$4,144.00	\$24,864.00	41.44%	\$35,136.00
10-4240-501150	INS- LIFE	\$1,300.00	\$87.93	\$708.06	54.47%	\$591.94
10-4240-501200	INS- RETIREMENT PLAN	\$53,000.00	(\$4,183.13)	\$19,260.66	36.34%	\$33,739.34
10-4240-501225	VRS- VLDP	\$12,000.00	\$103.01	\$616.22	51.35%	\$583.78
10-4240-501250	INS WORKMENS COMPENSATION	\$15,539.00	\$4,522.27	\$8,264.63	53.19%	\$7,274.37
10-4240-501350	INS AUTO	\$2,600.00	\$958.00	\$1,916.00	73.69%	\$684.00
10-4240-510500	UNIFORMS	\$2,000.00	\$1,197.74	\$2,772.13	138.61%	(\$772.13)
10-4240-510550	TRAINING EXPENSE	\$0.00	\$0.00	\$600.00	0.00%	(\$600.00)
10-4240-510700	VEHICLE MAINT-INSIDE	\$25,000.00	\$1,716.61	\$13,386.89	53.55%	\$11,613.11
10-4240-510750	VEHICLE MAINT-OUTSIDE	\$25,000.00	\$0.00	\$31,888.89	127.56%	(\$6,888.89)
10-4240-510800	MOTOR FUEL & LUBRICATION	\$35,000.00	\$3,993.85	\$6,989.69	19.97%	\$28,010.31
10-4240-510825	RETIREMENT OF DEBT	\$50,000.00	\$0.00	\$0.00	0.00%	\$50,000.00
10-4240-510900	EQUIPMENT	\$0.00	\$0.00	\$812.13	0.00%	(\$812.13)
10-4240-511100	SUPPLIES & MATERIALS	\$10,000.00	(\$931.29)	\$616.49	6.16%	\$9,383.51
10-4240-519000	MISCELLANEOUS	\$5,000.00	\$130.00	\$2,933.36	58.67%	\$2,066.64
10-4240-541000	GARBAGE CONTAINERS	\$22,000.00	\$0.00	\$22,172.00	100.78%	(\$172.00)
Total Dept 4240	SANITATION DEPARTMENT	\$578,067.00	\$31,443.95	\$258,879.39	44.78%	\$319,187.61

Department 4290	RECREATION DEPARTMENT	\$167,619.00	\$10,423.17	\$73,639.90	43.93%	\$93,979.10
10-4290-500000	SALARIES AND WAGES	\$12,822.00	\$784.70	\$5,523.08	43.08%	\$7,298.92
10-4290-501000	INS SOCIAL SECURITY	\$8,400.00	\$1,274.00	\$6,370.00	75.83%	\$2,030.00
10-4290-501100	INS HEALTH	\$300.00	\$79.90	\$197.40	65.80%	\$102.60
10-4290-501150	INS.-LIFE	\$7,500.00	(\$1,779.65)	\$6,875.05	91.67%	\$624.95
10-4290-501200	INS.-RETIREMENT PLAN	\$0.00	\$31.08	\$186.48	0.00%	(\$186.48)
10-4290-501225	VRS-VLDP	\$2,000.00	\$522.61	\$1,251.92	62.60%	\$748.08
10-4290-501250	INS WORKMENS COMPENSATION	\$4,000.00	\$1,229.62	\$2,459.24	61.48%	\$1,540.76
10-4290-501300	INS GEN LIABILITY/BLDG	\$0.00	\$0.00	\$1,314.76	0.00%	(\$1,314.76)
10-4290-501000	AUDITING & LEGAL	\$150.00	\$0.00	\$0.00	0.00%	\$150.00
10-4290-510350	OFFICE SUPPLIES	\$2,000.00	\$274.97	\$2,431.77	121.59%	(\$431.77)
10-4290-510450	TELEPHONE/INTERNET/COMM	\$0.00	\$279.75	\$1,398.75	0.00%	(\$1,398.75)
10-4290-510600	EQUIPMENT MAINTENANCE	\$40,000.00	\$0.00	\$0.00	0.00%	\$40,000.00
10-4290-510825	RETIREMENT OF DEBT	\$1,000.00	\$0.00	\$817.42	81.74%	\$182.58
10-4290-510900	EQUIPMENT	\$2,500.00	\$0.00	\$2,253.61	90.14%	\$246.39
10-4290-511000	BUILDING REPAIRS/ADDITION	\$10,000.00	\$76.13	\$2,191.80	21.92%	\$7,808.20
10-4290-511100	SUPPLIES & MATERIALS	\$1,000.00	\$0.00	\$3,974.92	397.49%	(\$2,974.92)
10-4290-519000	MISCELLANEOUS	\$750.00	\$0.00	\$0.00	0.00%	\$750.00
10-4290-550025	VOLLEYBALL EXPENSES	\$3,200.00	\$0.00	\$4,230.16	132.19%	(\$1,030.16)
10-4290-550050	SWIMMING POOL SUPPLIES	\$15,000.00	\$0.00	\$2,545.31	16.97%	\$12,454.69
10-4290-550100	WM'S PARK MAINTENANCE	\$15,000.00	\$856.91	\$4,454.20	29.69%	\$10,545.80
10-4290-550200	CONCESSION STAND EXP	\$0.00	(\$3.39)	(\$5.50)	0.00%	\$5.50
10-4290-550250	SALES TAX-CONCESSION STAN	\$293,241.00	\$14,049.80	\$122,110.27	41.64%	\$171,130.73
Total Dept.4290	RECREATION DEPARTMENT					
Department 4300	COMMUNITY & CIVIC FACILITIES	\$0.00	\$0.00	\$153.93	0.00%	(\$153.93)
10-4300-525300	VET/CENT/HIST	\$0.00	\$0.00	\$153.93	0.00%	(\$153.93)
Total Dept.4300	COMMUNITY & CIVIC FACILITIES					
Department 5414	CAPITAL-POLICE	\$71,941.00	\$0.00	\$72,317.86	100.52%	(\$376.86)
10-5414-660000	BUILDING & BLDG. IMPROVEMENTS	\$71,941.00	\$0.00	\$72,317.86	100.52%	(\$376.86)
Total Dept.5414	CAPITAL-POLICE					
Department 5415	CAPITAL-FIRE	\$0.00	\$0.00	\$6,970.00	0.00%	(\$6,970.00)
10-5415-630000	MACHINERY AND EQUIPMENT	\$0.00	\$0.00	\$6,970.00	0.00%	(\$6,970.00)
Total Dept.5415	CAPITAL-FIRE					
Department 5421	CAPITAL-STREET	\$36,300.00	\$0.00	\$36,300.00	100.00%	\$0.00
10-5421-630000	MACHINERY AND EQUIPMENT	\$179,314.00	\$0.00	\$186,547.00	104.03%	(\$7,233.00)
10-5421-640000	VEHICLES, BOATS, ETC.	\$350,000.00	\$0.00	\$0.00	0.00%	\$350,000.00
10-5421-650000	INFRASTRUCTURE, DEPR.	\$565,614.00	\$0.00	\$222,847.00	39.40%	\$342,767.00
Total Dept.5421	CAPITAL-STREET					
Department 5429	CAPITAL-RECREATION	\$8,500.00	\$0.00	\$13,578.50	159.75%	(\$5,078.50)
10-5429-660000	BUILDING & BLDG. IMPROVEMENTS	\$8,500.00	\$0.00	\$13,578.50	159.75%	(\$5,078.50)
Total Dept.5429	CAPITAL-RECREATION					
Department 5430	CAPITAL-COMM & CIVIC FACILITIES	\$0.00	\$0.00	\$1,072.97	0.00%	(\$1,072.97)
10-5430-650000	INFRASTRUCTURE, DEPR.	\$0.00	\$0.00	\$1,072.97	0.00%	(\$1,072.97)
Total Dept.5430	CAPITAL-COMM & CIVIC FACILITIES					
Total Fund	General Fund	\$8,358,329.00	\$785,959.48	\$4,897,816.81	58.60%	\$3,460,512.19

Fund Balance	
Total Revenues	\$1,322,089.11
Less Total Expenditures	\$786,959.48
Net Income	\$536,129.63
New Fund Balance	\$5,279,559.38

Water Fund
Revenues

Account Number	Account Description	Estimated Revenue	Activity this Period	Revenue YTD	% Received	Unappropriated Help (Hurt)
20-3701-413300	INTEREST INCOME	\$750.00	\$86.03	\$1,887.37	251.65%	\$1,137.37
20-3701-413800	SALE OF SALVAGE & SURPLUS	\$0.00	\$0.00	\$31.00	0.00%	\$31.00
20-3701-420050	WATER COLLECTIONS	\$1,100,000.00	\$70,809.06	\$440,901.83	40.08%	(\$659,098.17)
20-3701-420200	PENALTIES	\$12,000.00	\$1,301.75	\$7,626.43	63.55%	(\$4,373.57)
20-3701-420250	SERVICE CHARGES	\$5,500.00	\$117.50	\$1,015.50	18.46%	(\$4,484.50)
20-3701-420300	WATER TAPS	\$3,000.00	\$0.00	\$6,350.00	211.67%	\$3,350.00
Total Dept.3701	REVENUE	\$1,121,250.00	\$72,314.34	\$457,812.13	40.83%	(\$663,437.87)
20-3702-413310	INTEREST INCOME-WAT DEBT	\$1,000.00	\$117.47	\$697.01	69.70%	(\$302.99)
20-3702-440000	CEDAR BLUFF WATER COLL	\$75,000.00	\$14,110.00	\$49,385.00	65.85%	(\$25,615.00)
20-3702-440100	TAZ, PSA WATER COLL	\$615,396.00	\$42,459.00	\$256,050.50	41.61%	(\$359,345.50)
20-3702-440200	CEDAR BLUFF-Wat Debt	\$1,500.00	\$166.00	\$581.00	38.73%	(\$919.00)
20-3702-440300	TZ CO PSA-KENTS RIDGE	\$3,000.00	\$216.50	\$1,299.00	43.30%	(\$1,701.00)
Total Dept.3702	REVENUE	\$695,896.00	\$57,068.97	\$308,012.51	44.26%	(\$387,883.49)
Total Fund	Water Fund	\$1,817,146.00	\$129,383.31	\$765,824.64	42.14%	(\$1,051,321.36)

Water Fund
Expenditures

Account Number	Account Description	Approp Amount	Activity this Period	Expenditure YTD	% Used	Unappropriated Help (Hurt)
Department 4340	WATER TREATMENT PLANT					
20-4340-500000	SALARIES AND WAGES	\$405,945.00	\$31,351.30	\$199,916.79	49.25%	\$206,028.21
20-4340-501000	INS SOCIAL SECURITY	\$31,100.00	\$2,309.72	\$14,792.43	47.56%	\$16,307.57
20-4340-501100	INS HEALTH	\$120,000.00	\$9,204.00	\$54,045.00	45.04%	\$65,955.00
20-4340-501150	INS-LIFE	\$1,800.00	\$164.56	\$945.04	52.50%	\$854.96
20-4340-501200	INS--RETIREMENT PLAN	\$84,267.00	(\$7,524.55)	\$33,941.32	40.28%	\$50,325.68
20-4340-501225	VRS-VLDP	\$1,500.00	\$127.44	\$710.68	47.38%	\$789.32
20-4340-501250	INS WORKMENS COMPENSATION	\$13,500.00	\$2,451.08	\$5,121.84	37.94%	\$8,378.16
20-4340-501300	INS GEN LIABILITY/BLDG	\$7,250.00	\$2,356.48	\$4,712.96	65.01%	\$2,537.04
20-4340-501350	INS AUTO	\$500.00	\$336.67	\$673.34	134.67%	(\$173.34)
20-4340-510100	AUDITING & LEGAL	\$10,833.00	\$0.00	\$2,500.00	23.08%	\$8,333.00
20-4340-510150	PRINTING & BINDING	\$0.00	\$117.54	\$2,757.51	0.00%	(\$2,757.51)
20-4340-510250	DUES & MEMBERSHIP	\$2,700.00	\$0.00	\$1,957.00	72.48%	\$743.00
20-4340-510400	POSTAGE	\$7,650.00	\$645.76	\$1,954.20	25.55%	\$5,695.80
20-4340-510450	TELEPHONE/INTERNET/COMM	\$3,500.00	\$505.51	\$2,188.46	62.53%	\$1,311.54
20-4340-510500	UNIFORMS	\$500.00	\$383.25	\$3,334.71	666.94%	(\$2,834.71)
20-4340-510550	TRAINING EXPENSE	\$2,500.00	\$0.00	\$1,270.32	50.81%	\$1,229.68
20-4340-510600	EQUIPMENT MAINTENANCE	\$5,000.00	\$0.00	\$11,457.33	229.15%	(\$6,457.33)
20-4340-510625	IT SERVICE/EQ	\$2,500.00	\$0.00	\$600.00	24.00%	\$1,900.00
20-4340-510700	VEHICLE MAINT-INSIDE	\$250.00	\$30.45	\$62.91	25.16%	\$187.09
20-4340-510750	VEHICLE MAINT-OUTSIDE	\$250.00	\$0.00	\$0.00	0.00%	\$250.00
20-4340-510800	MOTOR FUEL & LUBRICATION	\$4,000.00	\$179.19	\$2,284.67	57.12%	\$1,715.33
20-4340-510825	RETIREMENT OF DEBT	\$104,916.00	\$0.00	\$0.00	0.00%	\$104,916.00

20-4340-510900	EQUIPMENT	\$3,500.00	\$0.00	\$812.14	23.20%	\$2,687.86
20-4340-511000	BUILDING REPAIRS/ADDITION	\$2,500.00	\$0.00	\$1,522.96	60.92%	\$977.04
20-4340-511050	GROUNDS & FACILITIES	\$350.00	\$0.00	\$0.00	0.00%	\$350.00
20-4340-511100	SUPPLIES & MATERIALS	\$8,000.00	\$185.28	\$2,979.34	37.24%	\$5,020.66
20-4340-511200	ELECTRICITY	\$135,000.00	\$10,818.70	\$56,292.93	41.70%	\$78,707.07
20-4340-511250	WATER	\$2,200.00	\$165.19	\$955.89	43.45%	\$1,244.11
20-4340-511300	SEWER	\$70,000.00	\$0.00	\$0.00	0.00%	\$70,000.00
20-4340-511350	GARBAGE	\$200.00	\$34.26	\$230.21	115.11%	(\$30.21)
20-4340-511400	ENGINEERING	\$1,200.00	\$0.00	\$0.00	0.00%	\$1,200.00
20-4340-519000	MISCELLANEOUS	\$1,200.00	\$0.00	\$680.50	56.71%	\$519.50
20-4340-560000	CHEMICALS-TREATMENT	\$136,000.00	\$16,023.79	\$70,208.18	51.62%	\$65,791.82
20-4340-560050	INSTRUMENT CALIBRATION	\$1,200.00	\$0.00	\$0.00	0.00%	\$1,200.00
20-4340-560100	HEALTH DEPT ASSESSMENT	\$7,830.00	\$0.00	\$7,830.00	100.00%	\$0.00
20-4340-560150	WATER QUALITY TESTING	\$16,000.00	\$2,944.75	\$2,944.75	18.40%	\$13,055.25
20-4340-562000	PLANT PARTS	\$10,000.00	\$0.00	\$5,263.70	52.64%	\$4,736.30
20-4340-562050	CHEMICALS / SUPPLIES-LAB	\$8,000.00	\$0.00	\$1,701.36	21.27%	\$6,298.64
20-4340-595100	TRANSFER OUT-ADM EXPENSE (GF)	\$175,000.00	\$61,627.00	\$127,077.00	72.62%	\$47,923.00
20-4340-595200	TRANSFER OUT-IT EXPENSE (GF)	\$17,200.00	(\$1,457.00)	\$6,801.00	39.54%	\$10,399.00
Total Dept. 4340	WATER TREATMENT PLANT	\$1,405,841.00	\$130,817.02	\$630,526.47	44.85%	\$775,314.53
Department 5434	CAPITAL-WTP					
20-5434-640000	VEHICLES, BOATS, ETC.	\$46,535.00	\$0.00	\$47,575.00	102.23%	(\$1,040.00)
20-5434-650000	INFRASTRUCTURE, DEPR.	\$0.00	\$19,329.57	\$68,052.57	0.00%	(\$68,052.57)
20-5434-660000	BUILDING & BLDG. IMPROVEMENTS	\$0.00	\$0.00	\$323.00	0.00%	(\$323.00)
Total Dept. 5434	CAPITAL-WTP	\$46,535.00	\$19,329.57	\$115,950.57	249.17%	(\$69,415.57)
Total Fund	Water Fund	\$1,452,376.00	\$150,146.59	\$746,477.04	51.40%	\$705,898.96
	Fund Balance			\$6,121,760.46		
	Total Revenues		\$129,383.31	\$765,824.64		
	Less Total Expenditures		\$150,146.59	\$746,477.04		
	Net Income		(\$20,763.28)	\$19,347.60		
	New Fund Balance			\$6,141,108.06		
Sewer Fund						
Revenues						
Account Number	Account Description	Estimated Revenue	Activity this Period	Revenue YTD	% Received	Unappropriated Help (Hurt)
30-3701-413300	INTEREST INCOME	\$500.00	\$41.69	\$1,613.76	322.75%	\$1,113.76
30-3701-413800	WWTP-LAB TEST/SEPTIC TRET	\$5,000.00	\$0.00	\$150.00	3.00%	(\$4,850.00)
30-3701-413900	SALE OF SALVAGE & SURPLUS	\$0.00	\$0.00	\$124.00	0.00%	\$124.00
30-3701-420100	SEWER COLLECTIONS	\$1,435,000.00	\$114,028.61	\$711,324.08	49.57%	(\$723,675.92)
30-3701-420200	PENALTIES	\$13,500.00	\$2,144.57	\$12,854.81	95.22%	(\$645.19)
30-3701-420250	SERVICE CHARGES	\$4,000.00	\$77.50	\$465.00	11.63%	(\$3,535.00)
Total Dept. 3701	REVENUE	\$1,458,000.00	\$116,292.37	\$726,531.65	49.83%	(\$731,468.35)
30-3702-413320	INTEREST INCOME-VRA	\$350.00	\$387.47	\$2,295.01	655.72%	\$1,945.01
30-3702-440400	CEDAR BLUFF SEWER COLL	\$100,000.00	\$15,082.00	\$52,787.00	52.79%	(\$47,213.00)
30-3702-440500	TZ CO PSA SEWER COLL	\$275,000.00	\$20,029.00	\$121,222.00	44.08%	(\$153,778.00)
Total Dept. 3702	REVENUE	\$375,350.00	\$35,498.47	\$176,304.01	46.97%	(\$199,045.99)
Total Fund	Sewer Fund	\$1,833,350.00	\$151,790.84	\$902,835.66	49.25%	(\$930,514.34)
Sewer Fund						

Expenditures

Account Number	Account Description	Approp Amount	Activity this Period	Expenditure YTD	% Used	Unappropriated Help (Hurt)
Department 4380	WASTEWATER TREATMENT PLANT					
30-4380-500000	SALARIES AND WAGES	\$407,500.00	\$32,130.38	\$208,655.41	51.20%	\$198,844.59
30-4380-501000	INS SOCIAL SECURITY	\$37,200.00	\$2,353.07	\$15,226.50	40.93%	\$21,973.50
30-4380-501100	INS HEALTH	\$104,000.00	\$8,656.00	\$51,936.00	49.94%	\$52,064.00
30-4380-501150	INS - LIFE	\$2,000.00	\$153.52	\$929.34	46.47%	\$1,070.66
30-4380-501200	INS - RETIREMENT PLAN	\$80,000.00	(\$7,243.72)	\$34,472.14	43.09%	\$45,527.86
30-4380-501225	VRS-VLDP	\$1,662.00	\$86.93	\$516.54	31.08%	\$1,145.46
30-4380-501250	INS WORKMENS COMPENSATION	\$4,500.00	\$1,262.57	\$2,411.35	53.59%	\$2,088.65
30-4380-501300	INS GEN LIABILITY/BLDG	\$15,600.00	\$4,105.31	\$9,021.62	57.83%	\$6,578.38
30-4380-501350	INS AUTO	\$1,350.00	\$713.17	\$1,426.34	105.65%	(\$76.34)
30-4380-510100	AUDITING & LEGAL	\$10,833.00	\$0.00	\$2,500.00	23.08%	\$8,333.00
30-4380-510150	PRINTING & BINDING	\$2,000.00	\$117.54	\$2,757.52	137.88%	(\$757.52)
30-4380-510250	DUES & MEMBERSHIP	\$2,000.00	\$0.00	\$528.00	26.40%	\$1,472.00
30-4380-510350	OFFICE SUPPLIES	\$200.00	\$0.00	\$0.00	0.00%	\$200.00
30-4380-510400	POSTAGE	\$7,000.00	\$645.76	\$1,933.44	27.62%	\$5,066.56
30-4380-510450	TELEPHONE/INTERNET/COMM	\$2,400.00	\$264.32	\$1,914.78	79.78%	\$485.22
30-4380-510500	UNIFORMS	\$2,000.00	\$316.44	\$3,178.05	158.90%	(\$1,178.05)
30-4380-510550	TRAINING EXPENSE	\$2,000.00	\$27.47	\$753.47	37.67%	\$1,246.53
30-4380-510600	EQUIPMENT MAINTENANCE	\$25,000.00	\$0.00	\$7,913.92	31.66%	\$17,086.08
30-4380-510625	IT SERVICE/EQ	\$0.00	\$0.00	\$600.00	0.00%	(\$600.00)
30-4380-510700	VEHICLE MAINT-INSIDE	\$3,000.00	\$617.68	\$1,613.64	53.79%	\$1,386.36
30-4380-510750	VEHICLE MAINT-OUTSIDE	\$1,000.00	\$0.00	\$2,210.32	221.03%	(\$1,210.32)
30-4380-510800	MOTOR FUEL & LUBRICATION	\$11,000.00	\$233.50	\$2,348.25	21.35%	\$8,651.75
30-4380-510825	RETIREMENT OF DEBT	\$201,650.00	\$0.00	\$0.00	0.00%	\$201,650.00
30-4380-510850	OFFICE FURN & FIXTURES	\$500.00	\$0.00	\$0.00	0.00%	\$500.00
30-4380-510900	EQUIPMENT	\$5,000.00	\$0.00	\$2,949.91	59.00%	\$2,050.09
30-4380-511000	BUILDING REPAIRS/ADDITON	\$5,000.00	\$0.00	\$2,481.55	49.63%	\$2,518.45
30-4380-511050	GROUPS & FACILITIES	\$1,000.00	\$0.00	\$0.00	0.00%	\$1,000.00
30-4380-511100	SUPPLIES & MATERIALS	\$12,000.00	\$1,285.22	\$3,051.31	25.43%	\$8,948.69
30-4380-511150	CLEANING SUPPLIES	\$1,200.00	\$0.00	\$1,448.76	120.73%	(\$248.76)
30-4380-511200	ELECTRICITY	\$172,000.00	\$13,817.73	\$73,485.67	42.72%	\$98,514.33
30-4380-511250	WATER	\$6,000.00	\$555.08	\$2,417.14	40.29%	\$3,582.86
30-4380-511300	SEWER	\$6,000.00	\$683.80	\$2,978.51	49.64%	\$3,021.49
30-4380-511350	GARBAGE	\$800.00	\$66.46	\$402.41	50.30%	\$397.59
30-4380-511400	ENGINEERING	\$1,000.00	\$0.00	\$0.00	0.00%	\$1,000.00
30-4380-519000	MISCELLANEOUS	\$2,000.00	\$0.00	\$213.50	10.68%	\$1,786.50
30-4380-561000	HEATING OIL/FUEL	\$60,000.00	\$1,818.50	\$9,596.27	15.99%	\$50,403.73
30-4380-561100	PERMIT FEES	\$13,500.00	\$0.00	\$10,886.00	80.64%	\$2,614.00
30-4380-561150	WATER-LIFT STATION	\$1,200.00	\$40.24	\$228.67	19.06%	\$971.33
30-4380-561200	ELECTRICITY-LIFT STATION	\$15,000.00	\$986.13	\$8,239.39	54.93%	\$6,760.61
30-4380-561250	OUTSIDE LAB TESTING	\$8,000.00	\$299.50	\$3,709.00	46.36%	\$4,291.00
30-4380-561300	PLANT METERING & INSTRU.	\$4,000.00	\$945.00	\$945.00	23.63%	\$3,055.00
30-4380-561350	OUTSIDE SLUDGE HAULING	\$22,000.00	\$1,901.60	\$5,621.20	25.55%	\$16,378.80
30-4380-562000	PLANT PARTS	\$30,000.00	\$2,400.00	\$11,326.61	37.66%	\$18,673.39
30-4380-562050	CHEMICALS / SUPPLIES-LAB	\$38,000.00	\$5,951.70	\$24,449.82	64.34%	\$13,550.18
30-4380-595100	TRANSFER OUT-ADM EXPENSE (GF)	\$110,000.00	\$41,598.00	\$85,777.00	77.98%	\$24,223.00
30-4380-595200	TRANSFER OUT-IT EXPENSE (GF)	\$17,000.00	(\$1,440.00)	\$6,722.00	39.54%	\$10,278.00
Total Dept. 4380	WASTEWATER TREATMENT PLANT	\$1,455,095.00	\$115,348.90	\$609,776.35	41.91%	\$845,318.65
Department 5438	CAPITAL-WWTP					
30-5438-640000	VEHICLES, BOATS, ETC.	\$93,929.00	\$0.00	\$93,929.00	100.00%	\$0.00

Total Dept.5438	CAPITAL-WWTP	\$93,929.00	\$0.00	\$93,929.00	100.00%	\$0.00
Total Fund	Sewer Fund	\$1,549,024.00	\$115,348.90	\$703,705.35	45.43%	\$845,318.65

Fund Balance	\$7,326,983.44
Total Revenues	\$902,835.66
Less Total Expenditures	\$703,705.35
Net Income	\$199,130.31
New Fund Balance	\$7,526,113.75

Water/Sewer Line Maintenance Fund
Revenues

Account Number	Account Description	Estimated Revenue	Activity this Period	Revenue YTD	% Received	Unappropriated Help (Hurt)
40-3701-413600	CONTRACT WORK-SEW/WAT LIN	\$0.00	\$0.00	\$691.08	0.00%	\$691.08
40-3701-430000	MISCELLANEOUS REVENUE	\$0.00	\$0.00	\$25,000.00	0.00%	\$25,000.00
Total Dept.3701	REVENUE	\$0.00	\$0.00	\$25,691.08	0.00%	\$25,691.08
Total Fund	Water/Sewer Line Maintenance Fund	\$0.00	\$0.00	\$25,691.08	0.00%	\$25,691.08

Water/Sewer Line Maintenance Fund
Expenditures

Account Number	Account Description	Approp Amount	Activity this Period	Expenditure YTD	% Used	Unappropriated Help (Hurt)
Department 4360	WATER/SEWER LINE MAINT					
40-4360-500000	SALARIES AND WAGES	\$197,614.00	\$24,145.35	\$149,871.38	75.84%	\$47,742.62
40-4360-501000	INS SOCIAL SECURITY	\$15,150.00	\$1,879.77	\$11,094.25	73.23%	\$4,055.75
40-4360-501100	INS HEALTH	\$55,500.00	\$5,125.00	\$39,145.00	70.53%	\$16,355.00
40-4360-501150	INS.-LIFE	\$1,157.00	\$87.45	\$606.06	52.38%	\$550.94
40-4360-501200	INS.-RETIREMENT PLAN	\$39,000.00	(\$5,181.54)	\$21,995.76	56.40%	\$17,004.24
40-4360-501225	VRS-VLDP	\$0.00	\$43.62	\$239.36	0.00%	(\$239.36)
40-4360-501250	INS WORKMENS COMPENSATION	\$6,000.00	\$2,571.17	\$4,551.87	75.86%	\$1,448.13
40-4360-501300	INS GEN LIABILITY/BLDG	\$1,700.00	\$417.17	\$834.34	49.08%	\$865.66
40-4360-501350	INS AUTO	\$2,100.00	\$509.31	\$1,018.62	48.51%	\$1,081.38
40-4360-510450	TELEPHONE/INTERNET/COMM	\$700.00	\$214.30	\$1,294.45	184.92%	(\$594.45)
40-4360-510500	UNIFORMS	\$1,500.00	\$308.09	\$2,783.55	185.57%	(\$1,283.55)
40-4360-510700	VEHICLE MAINT-INSIDE	\$12,000.00	\$4,036.42	\$7,139.62	59.50%	\$4,860.38
40-4360-510750	VEHICLE MAINT-OUTSIDE	\$8,000.00	\$75.00	\$1,600.33	20.00%	\$6,399.67
40-4360-510800	MOTOR FUEL & LUBRICATION	\$10,000.00	\$834.11	\$6,397.09	63.97%	\$3,602.91
40-4360-510900	EQUIPMENT	\$4,500.00	\$0.00	\$1,420.04	31.56%	\$3,079.96
40-4360-511000	BUILDING REPAIRS/ADDITION	\$500.00	\$0.00	\$574.53	114.91%	(\$74.53)
40-4360-511100	SUPPLIES & MATERIALS	\$8,000.00	\$545.07	\$12,755.41	159.44%	(\$4,755.41)
40-4360-511200	ELECTRICITY	\$4,000.00	\$256.97	\$1,258.62	31.47%	\$2,741.38
40-4360-511250	WATER	\$100.00	\$7.18	\$45.37	45.37%	\$54.63
40-4360-511300	SEWER	\$150.00	\$12.05	\$76.25	50.83%	\$73.75
40-4360-511350	GARBAGE	\$225.00	\$22.15	\$139.58	62.04%	\$85.42
40-4360-511400	ENGINEERING	\$25,000.00	\$0.00	\$0.00	0.00%	\$25,000.00
40-4360-511450	LEASE PROP & RIGHT OF WAY	\$13,000.00	\$13,538.99	\$13,538.99	104.15%	(\$538.99)
40-4360-511550	METERS & RELATED EQ	\$30,000.00	\$239.99	\$11,712.24	39.04%	\$18,287.76
40-4360-511600	MISS UTILITY SERVICE FEES	\$200.00	\$4.99	\$61.27	30.64%	\$138.73
40-4360-519000	MISCELLANEOUS	\$1,500.00	\$0.00	\$3,077.09	205.14%	(\$1,577.09)
40-4360-560000	CHEMICALS-TREATMENT	\$4,000.00	\$25.16	\$25.16	0.63%	\$3,974.84
40-4360-563000	NEW MANHOLES & SEWER LINE	\$2,500.00	\$0.00	\$0.00	0.00%	\$2,500.00
40-4360-563050	CORR OF I/I SEWER LINE	\$5,000.00	\$0.00	\$0.00	0.00%	\$5,000.00

40-4360-563100	NEW MAINS, LINES & VALVES	\$2,500.00	\$0.00	\$0.00	0.00%	\$2,500.00
40-4360-563125	MAINS, LINES & VALVE MAINT	\$12,000.00	\$0.00	\$6,265.20	52.21%	\$5,734.80
40-4360-563150	GRAVEL/STONE	\$6,000.00	\$0.00	\$2,618.05	43.63%	\$3,381.95
40-4360-563175	FIRE HYD/LINES	\$1,000.00	\$40.00	\$40.00	4.00%	\$960.00
40-4360-563225	BIRMINGHAM LIFT STATION	\$500.00	\$32.64	\$201.62	40.32%	\$298.38
40-4360-570200	HAND TOOLS & EQUIPMENT	\$3,000.00	\$378.84	\$911.77	30.39%	\$2,088.23
40-4360-595200	TRANSFER OUT-IT EXPENSE (GF)	\$50,000.00	\$0.00	\$0.00	0.00%	\$50,000.00
Total Dept.4360	WATER/SEWER LINE MAINT	\$524,096.00	\$50,169.25	\$303,292.87	57.87%	\$220,803.13

Department 5436	CAPITAL-W/S LINES					
40-5436-630000	MACHINERY AND EQUIPMENT	\$125,000.00	\$0.00	\$0.00	0.00%	\$125,000.00
Total Dept.5436	CAPITAL-W/S LINES	\$125,000.00	\$0.00	\$0.00	0.00%	\$125,000.00

Total Fund	Water/Sewer Line Maintenance Fund	\$649,096.00	\$50,169.25	\$303,292.87	46.73%	\$345,803.13
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Fund Balance	
Total Revenues	\$0.00
Less Total Expenditures	\$50,169.25
Net Income	(\$50,169.25)
New Fund Balance	(\$3,266,419.06)

(\$2,988,817.27)	
\$25,691.08	
\$303,292.87	
(\$277,601.79)	
(\$3,266,419.06)	

Electric Fund						
Revenues						

Account Number:	Account Description	Estimated Revenue	Activity this Period	Revenue YTD	% Received	Unappropriated Help (Hurt)
50-3701-412100	UTILITY POLE PERMITS	\$14,000.00	\$6,465.00	\$7,090.00	50.64%	(\$6,910.00)
50-3701-413300	INTEREST INCOME	\$3,000.00	\$1,234.44	\$12,096.51	40.322%	\$9,096.51
50-3701-413700	CONTRACT WORK-ELECTRIC	\$10,000.00	\$0.00	\$6,529.73	65.30%	(\$3,470.27)
50-3701-420000	ELECTRICAL COLLECTIONS	\$6,800,000.00	\$745,361.27	\$3,192,610.01	46.95%	(\$3,607,389.99)
50-3701-420200	PENALTIES	\$80,000.00	\$6,329.72	\$39,036.72	48.80%	(\$40,963.28)
50-3701-420250	SERVICE CHARGES	\$7,000.00	\$175.00	\$1,160.00	16.57%	(\$5,840.00)
50-3701-420600	POWER COST ADJUSTMENT	\$350,000.00	\$873.00	\$5,534.00	1.58%	(\$344,466.00)
Total Dept.3701	REVENUE	\$7,264,000.00	\$760,438.43	\$3,264,056.97	44.93%	(\$3,999,943.03)

Total Fund	Electric Fund	\$7,264,000.00	\$760,438.43	\$3,264,056.97	44.93%	(\$3,999,943.03)
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Electric Fund						
Expenditures						

Account Number:	Account Description	Approp Amount	Activity this Period	Expenditure YTD	% Used	Unappropriated Help (Hurt)
Department 4400	ELECTRICAL DEPARTMENT					
50-4400-500000	SALARIES AND WAGES	\$285,000.00	\$20,916.52	\$140,862.16	49.43%	\$144,137.84
50-4400-501000	INS SOCIAL SECURITY	\$21,800.00	\$1,629.18	\$10,249.64	47.02%	\$11,550.36
50-4400-501100	INS HEALTH	\$66,416.00	\$5,215.00	\$31,290.00	47.11%	\$35,126.00
50-4400-501150	INS.-LIFE	\$1,400.00	\$95.45	\$572.70	40.91%	\$827.30
50-4400-501200	INS.-RETIREMENT PLAN	\$42,500.00	(\$4,890.32)	\$22,245.09	52.34%	\$20,254.91
50-4400-501225	VRS-VLDP	\$1,000.00	\$40.10	\$240.60	24.06%	\$759.40
50-4400-501250	INS WORKMENS COMPENSATION	\$4,050.00	\$741.30	\$1,279.99	31.60%	\$2,770.01
50-4400-501300	INS GEN LIABILITY/BLDG	\$5,500.00	\$2,052.65	\$4,105.30	74.64%	\$1,394.70
50-4400-501350	INS AUTO	\$4,800.00	\$1,246.00	\$2,492.00	51.92%	\$2,308.00
50-4400-510100	AUDITING & LEGAL	\$14,000.00	\$257.93	\$10,993.96	78.53%	\$3,006.04
50-4400-510150	PRINTING & BINDING	\$2,000.00	\$117.53	\$2,757.48	137.87%	(\$757.48)
50-4400-510250	DUES & MEMBERSHIP	\$18,000.00	\$0.00	\$9,877.54	54.88%	\$8,122.46
50-4400-510350	OFFICE SUPPLIES	\$500.00	\$0.00	\$257.88	51.58%	\$242.12

50-4400-510400	POSTAGE	\$7,500.00	\$645.74	\$2,016.60	26.89%	\$5,483.40
50-4400-510450	TELEPHONE/INTERNET/COMM	\$1,500.00	\$273.48	\$1,480.07	98.67%	\$19.93
50-4400-510500	UNIFORMS	\$8,000.00	\$272.42	\$2,493.65	31.17%	\$5,506.35
50-4400-510550	TRAINING EXPENSE	\$2,000.00	\$0.00	\$297.00	14.85%	\$1,703.00
50-4400-510600	EQUIPMENT MAINTENANCE	\$3,000.00	\$0.00	\$5,839.94	194.66%	(\$2,839.94)
50-4400-510625	IT SERVICE/EQ	\$3,000.00	\$0.00	\$600.00	20.00%	\$2,400.00
50-4400-510700	VEHICLE MAINT-INSIDE	\$10,000.00	\$23.77	\$1,364.74	13.65%	\$8,635.26
50-4400-510750	VEHICLE MAINT-OUTSIDE	\$15,000.00	\$0.00	\$1,298.66	8.66%	\$13,701.34
50-4400-510800	MOTOR FUEL & LUBRICATION	\$15,000.00	\$741.25	\$7,883.99	52.56%	\$7,116.01
50-4400-510850	EQUIPMENT	\$4,500.00	\$0.00	\$2,114.73	46.99%	\$2,385.27
50-4400-511000	BUILDING REPAIRS/ADDITION	\$500.00	\$0.00	\$9.59	1.92%	\$490.41
50-4400-511100	SUPPLIES & MATERIALS	\$12,000.00	\$679.12	\$19,371.50	161.43%	(\$7,371.50)
50-4400-511150	CLEANING SUPPLIES	\$500.00	\$25.76	\$59.09	11.82%	\$440.91
50-4400-511200	ELECTRICITY	\$13,000.00	\$764.36	\$3,808.82	29.30%	\$9,191.18
50-4400-511250	WATER	\$200.00	\$6.69	\$42.43	21.22%	\$157.57
50-4400-511300	SEWER	\$200.00	\$11.23	\$73.99	37.00%	\$126.01
50-4400-511350	GARBAGE	\$300.00	\$22.16	\$138.25	46.08%	\$161.75
50-4400-511400	ENGINEERING	\$60,534.00	\$2,610.71	\$13,055.06	21.57%	\$47,478.94
50-4400-511450	LEASE PROP & RIGHT OF WAY	\$9,000.00	\$9,227.63	\$9,347.63	103.86%	(\$347.63)
50-4400-511500	TRAFFIC SAFETY	\$500.00	\$0.00	\$0.00	0.00%	\$500.00
50-4400-511550	METERS & RELATED EQ	\$15,000.00	\$0.00	\$6,754.06	45.03%	\$8,245.94
50-4400-511600	MISS UTILITY SERVICE FEES	\$300.00	\$9.96	\$47.98	15.99%	\$252.02
50-4400-519000	MISCELLANEOUS	\$5,000.00	\$0.00	\$335.50	6.71%	\$4,664.50
50-4400-570000	POWER PURCHASED	\$6,150,000.00	\$759,166.14	\$3,491,781.26	56.78%	\$2,658,218.74
50-4400-570100	TRANSFORMERS & EQUIP	\$15,000.00	\$0.00	\$2,374.16	15.83%	\$12,625.84
50-4400-570150	SAFETY EQ & SUPPLIES	\$2,000.00	\$344.00	\$966.74	48.34%	\$1,033.26
50-4400-570200	HAND TOOLS & EQUIPMENT	\$2,000.00	\$0.00	\$794.00	39.70%	\$1,206.00
50-4400-570250	STREET LIGHTING	\$15,000.00	\$445.00	\$969.31	6.46%	\$14,030.69
50-4400-570300	UTILITY POLES	\$5,000.00	\$0.00	\$0.00	0.00%	\$5,000.00
50-4400-570350	LOW VOLTAGE DISTRIBUTION	\$10,000.00	\$0.00	\$0.00	0.00%	\$10,000.00
50-4400-570400	HIGH VOLTAGE DISTRIBUTION	\$15,000.00	\$0.00	\$0.00	0.00%	\$15,000.00
50-4400-570450	SUBSTATION EQ.	\$0.00	\$0.00	\$2,072.10	0.00%	(\$2,072.10)
50-4400-570500	SUBSTATION MAINTENANCE	\$5,000.00	\$82.95	\$89.83	1.80%	\$4,910.17
50-4400-570550	FIBER OPTIC EQUIP/SUPPLY	\$12,000.00	\$0.00	\$4,550.27	37.92%	\$7,449.73
50-4400-570600	GLOVE/BLANKET TESTING	\$1,000.00	\$0.00	\$222.09	22.21%	\$777.91
50-4400-570625	GENERATOR O&M	\$16,000.00	\$0.00	\$4,619.98	28.87%	\$11,380.02
50-4400-570650	VEHICLE TESTING-OUTSIDE	\$2,500.00	\$0.00	\$0.00	0.00%	\$2,500.00
50-4400-595100	TRANSFER OUT-ADM EXPENSE (GF)	\$325,000.00	\$100,143.00	\$206,500.00	63.54%	\$118,500.00
50-4400-595200	TRANSFER OUT-IT EXPENSE (GF)	\$35,000.00	(\$2,964.00)	\$13,841.00	39.55%	\$21,159.00
Total Dept.4400	ELECTRICAL DEPARTMENT	\$7,264,000.00	\$899,952.71	\$4,044,438.36	55.68%	\$3,219,561.64
Department 5440	CAPITAL-ELECTRIC	\$0.00	(\$5,720,728.00)	\$0.00	0.00%	\$0.00
50-5440-650000	INFRASTRUCTURE, DEPR.	\$0.00	\$6,161,937.00	\$6,161,937.00	0.00%	(\$6,161,937.00)
50-5440-680000	NATURAL GAS GENERATION PROJECT	\$0.00	\$441,209.00	\$6,161,937.00	0.00%	(\$6,161,937.00)
Total Dept.5440	CAPITAL-ELECTRIC					
Total Fund	Electric Fund	\$7,264,000.00	\$1,341,161.71	\$10,206,375.36	140.51%	(\$2,942,375.36)
Fund Balance				\$3,290,787.46		
Total Revenues			\$760,438.43	\$3,264,056.97		
Less Total Expenditures			\$1,341,161.71	\$10,206,375.36		
Net Income			(\$580,723.28)	(\$6,942,318.39)		
New Fund Balance				(\$3,651,530.93)		



Town of Richlands
General Ledger Detail Transaction Report
Fiscal Year 2024 - 2025

Account Number	Account Description	AM	Journal Date	Type/Num	Reference	Budget Amount	Debit	Credit	Enc/Liq	Act Exp
10-3704-480000	FUND BALANCE ALLOCATION									
YEAR FORWARD BALANCE										
To Appropriate Funds for AC Replacement and Repairs	3	9/30/2024	BE121705			(\$13,600.00)	\$0.00	\$0.00	\$0.00	\$0.00
To Appropriate Funds for the Overtime Grant	3	9/30/2024	BE121706			\$25,000.00	\$0.00	\$0.00	\$0.00	
To Appropriate Funds for the Purchase of Leaf Vacuum Truck	3	9/30/2024	BE121707			(\$35,000.00)	\$0.00	\$0.00	\$0.00	
To Appropriate Funds for AC Replacement and Repairs	3	9/30/2024	BE121708			(\$8,500.00)	\$0.00	\$0.00	\$0.00	
To Appropriate Funds for the Police Department Radios	4	10/31/2024	BE122112		Mth 3 Total	(\$32,100.00)	\$0.00	\$0.00	\$0.00	\$0.00
To Appropriate Funds Received from the Fire Department Gun Raffle	4	10/31/2024	BE122261			(\$13,634.00)	\$0.00	\$0.00	\$0.00	
To Appropriate Funds to be Received from TACS for Real Estate Tax Collections	4	10/31/2024	BE122263			\$5,500.00	\$0.00	\$0.00	\$0.00	
To Appropriate Funds for the Purchase of Alamo Mower Attachments	4	10/31/2024	BE122264			\$20,000.00	\$0.00	\$0.00	\$0.00	
To Appropriate Funds for Flooring Removal & Refurbishment	6	12/31/2024	BE122927		Mth 4 Total	(\$36,300.00)	\$0.00	\$0.00	\$0.00	\$0.00
To Appropriate Funds for the Oriole Street Bridge	6	12/31/2024	BE122928			(\$24,434.00)	\$0.00	\$0.00	\$0.00	
					Mth 6 Total	(\$58,341.00)	\$0.00	\$0.00	\$0.00	\$0.00
YTD Total for 10-3704-480000	FUND BALANCE ALLOCATION					(\$308,450.00)	\$0.00	\$0.00	\$0.00	\$0.00
						(\$366,791.00)	\$0.00	\$0.00	\$0.00	\$0.00
						(\$423,325.00)	\$0.00	\$0.00	\$0.00	\$0.00
Total for Fund 10							\$0.00	\$0.00	\$0.00	\$0.00
Grand Total							\$0.00	\$0.00	\$0.00	\$0.00

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

<u>Actual</u>	<u>Comments</u>
Reserved Cash Balance	\$2,612,848
Unreserved Cash Balance	1,957,705 \$519K increase from November
Less: Adjustments	0
Total Cash Balance	<u><u>\$4,570,553</u></u>
<u>Projected</u>	
Unreserved Cash Balance Rolling 12 Month Low	\$1,438,921 Based on lowest point during January 2024 through December 2024
Less: Adjustments	0
Less: Projected Operating Revenues	(788,450) Budgeted revenue of \$7,884,504* 10%
Surplus (Shortage)	<u><u>\$650,471</u></u> No change from November

Town of Richlands
Reserve Analysis: 2024 -2025
Water Department
As of December 31, 2024

<u>Actual</u>		<u>Comments</u>
Reserved Cash Balance	\$1,114,353	
Unreserved Cash Balance	752,005	\$99K decrease from November
Total Cash Balance	<u>\$1,866,358</u>	
<u>Projected</u>		
Unreserved Cash Balance Rolling 12 Month Low	\$841,460	Based on lowest point during January 2024 through December 2024
Less: Projected Expenses	(484,125)	Budgeted expense of \$1,452,376*4 months/12months
Less: Projected Debt Service Payments	(29,065)	Budgeted payments of \$87,195*4 months/12months
Surplus (Shortage)	<u>\$328,270</u>	No change from November

Town of Richlands
 Reserve Analysis: 2024 -2025
 Sewer Department
 As of December 31, 2024

<u>Actual</u>	<u>Comments</u>
Reserved Cash Balance	\$491,618
Unreserved Cash Balance	(418,803) < \$1K increase from November
Less: Adjustments	0
Total Cash Balance	<u>\$72,815</u>
<u>Projected</u>	
Unreserved Cash Balance Rolling 12 Month Low	(\$464,724) Based on lowest point during January 2024 through December 2024
Less: Adjustments	0
Less: Projected Expenses	(516,341) Budgeted expense of \$1,549,024*4 months/12months
Less: Projected Debt Service Payments	(14,948) Budgeted payments of \$44,844*4 months/12months
Surplus (Shortage)	<u>(\$996,013) No change from November</u>

Town of Richlands
Reserve Analysis: 2024 -2025
Electric Department
As of December 31, 2024

<u>Actual</u>	<u>Comments</u>
Reserved Cash Balance	\$1,793,607
Unreserved Cash Balance	\$654K decrease from November; this primarily results from fourth milestone payment of \$441K for natural gas generator from unrestricted funds. 574,980 funds.
Total Cash Balance	<u><u>\$2,368,587</u></u>
<u>Projected</u>	
Unreserved Cash Balance Rolling 12 Month Low	\$574,980 Based on lowest point during January 2024 through December 2024
Less: Projected Expenses	(2,421,333) Budgeted expense of \$7,264,000*4 months/12months
Less: Projected Debt Service Payments	0 Budgeted payments of \$0*4 months/12months
Add: Milestone Payment for Natural Gas Generator	<u> </u> This amount is reimbursed from the note payable in November.
Surplus (Shortage)	<u><u>(\$1,846,353)</u></u> \$654K decrease from November

2024-2025		ACCOUNT	JULY	AUGUST	SEPT	OCTOBER	NOVEMBER	DECEMBER
BANK								
GENERAL FUND:								
CASH ON HAND			(\$11,055.18)	(\$11,055.18)	(\$11,055.18)	(\$11,055.18)	(\$11,055.18)	(\$11,055.18)
TRUIST/BB&T		FIRE PGR.	\$84,411.32	\$84,412.03	\$84,412.72	\$84,413.43	\$84,414.12	\$84,414.83
		UT DEPOSIT 32111838	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TRUPOINT		ASSET-RLDS PD	\$7,625.45	\$7,625.45	\$7,630.25	\$7,927.75	\$7,927.75	\$7,932.71
CLINCH VALLEY BK		C.D. - UTILITY						
FIRST COMMUNITY		INTEREST CK	(\$1,214,214.36)	(\$1,048,652.04)	(\$1,060,230.37)	(\$1,108,528.31)	(\$1,027,179.27)	(\$1,128,883.78)
		INTEREST SAV	\$3,694,466.40	\$3,165,975.11	\$2,954,705.54	\$2,529,736.12	\$2,286,059.29	\$2,976,777.22
		PAYROLL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
1ST SENT.		CK-GENERAL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		SAV-GENERAL	\$68,312.26	\$68,452.80	\$69,371.05	\$69,794.58	\$70,228.99	\$0.00
		SAV-GENERAL(DTF)	\$280,256.84	\$276,565.19	\$274,600.84	\$272,518.52	\$269,017.76	\$267,063.20
		PAYROLL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		FIRE DEPT.	\$37,703.71	\$43,116.16	\$43,119.70	\$42,753.66	\$42,426.29	\$56,705.96
		RESCUE DEPT.	\$682.76	\$854.80	\$1,054.80	\$1,054.80	\$1,054.80	\$1,054.80
		PS BLDG FUND 8898	\$10,689.03	\$10,689.03	\$10,689.03	\$10,689.03	\$10,689.03	\$0.00
		BIG CREEK REIMB	\$62,479.65	\$62,484.96	\$62,490.10	\$62,495.40	\$62,500.54	\$0.00
		STATE ASSET-DTF	\$19,081.09	\$19,082.71	\$19,084.28	\$19,085.90	\$19,087.47	\$19,089.09
		FED ASSET-RLDS PD	\$2,887.42	\$2,887.66	\$2,887.90	\$2,888.15	\$2,888.38	\$2,888.63
		FED FORF-DTF	\$8,974.33	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		C.D. -8000002/1300943	\$120,714.58	\$120,790.65	\$120,790.65	\$120,790.65	\$120,866.76	\$120,866.76
		EMPLOYEE FLOWER	\$275.65	\$150.65	\$150.65	\$150.65	\$606.65	\$647.20
		CENTENNIAL SAV	\$9,845.08	\$9,845.92	\$9,846.73	\$9,847.56	\$9,848.37	\$0.00
		SECTION HOUSE	\$6,393.60	\$6,393.60	\$6,393.60	\$7,643.60	\$7,893.60	\$8,393.60
		COAL MINERS MEM	\$24,801.86	\$24,804.38	\$24,806.65	\$24,808.76	\$24,810.80	\$23,053.01
		MCNB-WHITE CHRISTMAS	\$15,769.71	\$16,769.71	\$16,769.71	\$17,464.71	\$15,464.71	\$17,114.71
		FC-POP UP RICHLANDS	\$27,402.04	\$27,402.04	\$27,402.04	\$27,402.04	\$27,402.04	\$27,402.04
VDOT HIGHWAY MAINT FUNDS			\$1,972,003.99	\$1,943,903.93	\$1,877,209.91	\$2,151,671.83	\$2,123,524.82	\$2,097,088.41
TOTAL GENERAL FUND			\$5,229,507.23	\$4,832,499.56	\$4,542,130.60	\$4,343,553.65	\$4,148,477.72	\$4,570,553.21
UNDESIGNATED / UNRESERVED - Governmental			\$2,658,223.70	\$2,295,511.34	\$2,073,581.69	\$1,600,737.86	\$1,438,920.59	\$1,957,705.02
WATER DEPARTMENT:								

2024-2025										
BANK	ACCOUNT	JULY	AUGUST	SEPT	OCTOBER	NOVEMBER	DECEMBER			
	CASH ON HAND	(\$27,393.99)	(\$27,393.99)	(\$27,393.99)	(\$27,393.99)	(\$27,393.99)	(\$27,393.99)			
LEGACY/CLINCH VALLEY	C.D. -WATER 67815	\$107,766.58	\$107,818.40	\$107,885.60	\$107,943.24	\$108,002.83	\$108,060.53			
TRUPOINT	WATER DEBT	\$921,597.90	\$921,715.30	\$921,828.94	\$921,946.38	\$922,060.04	\$922,177.51			
FIRST COMMUNITY	INTEREST CK	(\$1,760,039.08)	(\$1,751,036.02)	(\$1,764,177.83)	(\$1,779,860.06)	(\$1,781,121.17)	(\$1,806,169.11)			
	INTEREST SAV	\$2,361,878.42	\$2,310,338.03	\$2,285,139.79	\$2,286,925.76	\$2,297,225.31	\$2,262,261.72			
	PAYROLL									
	SAV-GENERAL	\$38,536.36	\$38,536.36	\$38,536.36	\$38,536.36	38,536.36	0.00			
	CK-GENERAL	\$0.00	\$0.00	\$0.00	\$0.00	0.00	0.00			
1ST SENT.	PAYROLL	\$0.00	\$0.00	\$0.00	\$0.00	0.00	0.00			
	KENTS RIDGE PROJ	\$16,303.94	\$16,305.32	\$9,006.04	\$9,006.81	\$9,007.55	\$49,688.42			
	WATER O & M #9087	\$323,170.48	\$323,197.93	\$323,224.49	\$323,251.94	\$323,278.51	\$323,305.97			
	C.D. UT 1 - #6014724	\$33,060.10	\$33,779.22	\$33,779.22	\$33,779.22	\$34,426.46	\$34,426.46			
TOTAL WATER DEPARTMENT		\$2,014,880.71	\$1,973,260.55	\$1,927,828.62	\$1,914,135.66	\$1,924,021.90	\$1,866,357.51			
UNDESIGNATED / UNRESERVED-Water		\$936,152.19	\$893,642.31	\$855,328.82	\$841,460.01	\$850,525.02	\$752,004.59			
SEWER DEPARTMENT:										
	CASH ON HAND	\$4,917.19	\$4,917.19	\$4,917.19	\$4,917.19	\$4,917.19	\$4,917.19			
TRUPOINT	VRA BOND	\$454,689.20	\$455,075.37	\$455,449.41	\$455,836.23	\$456,210.89	\$456,598.36			
FIRST COMMUNITY	INTEREST CK	(\$1,442,054.63)	(\$1,425,728.40)	(\$1,432,839.09)	(\$1,441,995.12)	(\$1,434,397.52)	(\$1,456,431.57)			
	INTEREST SAV	\$518,714.66	\$513,684.57	\$504,610.59	\$526,167.94	\$551,822.90	\$541,775.39			
	PAYROLL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			
	SAV-GENERAL	(\$32,224.50)	(\$32,224.50)	(\$32,224.50)	(\$32,224.50)	(\$32,224.50)	(\$32,224.50)			
	CK-GENERAL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			
1ST SENT.	PAYROLL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			
	BIRM SEW 013018872									
	WWTP O & M #9090	\$490,730.09	\$490,771.77	\$490,812.11	\$490,853.79	\$490,894.14	\$490,935.83			
	C.D. UT 1 - #6014724	\$33,652.97	\$34,372.08	\$34,372.08	\$34,372.08	\$35,019.32	\$35,019.32			

2024-2025		ACCOUNT	JULY	AUGUST	SEPT	OCTOBER	NOVEMBER	DECEMBER
BANK								
TOTAL SEWER DEPARTMENT			\$28,424.98	\$40,868.08	\$25,097.79	\$37,927.61	\$72,242.42	\$72,814.52
UNDESIGNATED / UNRESERVED-Sewer			(\$459,917.19)	(\$448,579.37)	(\$464,723.70)	(\$452,280.70)	(\$418,987.79)	(\$418,803.16)
ELECTRIC DEPARTMENT:								
CASH ON HAND			\$33,731.98	\$33,731.98	\$33,731.98	\$33,731.98	\$33,731.98	\$33,731.98
UT DEPOSIT			\$3,522.17	\$3,522.20	\$3,522.23	\$3,522.26	\$3,522.29	\$3,522.32
TRUIST/BB&T								
FIRST COMMUNITY			\$3,420,138.27	\$3,463,351.39	\$3,470,411.42	\$2,985,765.70	\$2,579,265.35	\$3,049,550.94
INTEREST SAV			(\$2,806,178.24)	(\$2,984,035.60)	(\$1,049,468.96)	(\$4,266,714.31)	(\$1,387,357.46)	(\$2,511,825.21)
PAYROLL			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
SAV-GENERAL			\$109.90	\$109.90	\$109.90	\$109.90	\$109.90	\$0.00
CK-GENERAL			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
PAYROLL			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
C.D. UT -#4724/4732/4740			\$271,285.92	\$273,984.30	273,984.30	273,984.30	275,277.77	275,277.77
MINIMUM CASH RESERVE SAV/CK-GENERAL			1,518,329.00	1,518,329.00	1,518,329.00	1,518,329.00	1,518,329.00	1,518,329.00
TOTAL ELECTRIC DEPARTMENT			\$2,440,939.00	\$2,308,993.17	\$4,250,619.87	\$548,728.83	\$3,022,878.83	\$2,368,586.80
UNDESIGNATED / UNRESERVED - Electric			\$651,324.08	\$516,679.87	\$2,458,306.57	-\$1,243,584.47	\$1,229,272.06	\$574,980.03
GRAND TOTAL			\$9,713,751.92	\$9,155,621.36	\$10,745,676.88	\$6,844,345.75	\$9,167,620.87	\$8,878,312.04
TOTAL UNDESIGNATED / UNRESERVED CASH			\$3,785,782.78	\$3,257,254.15	\$4,922,493.38	\$746,332.70	\$3,099,729.88	\$2,865,886.48

Approach and Methodology

A full-service recruitment typically entails the following steps:

- 1. Organization/Position Insight and Analysis**
 - Project Kickoff Meeting and Develop Anticipated Timeline
 - Stakeholder Interviews and Listening Sessions
 - Develop Recruitment Brochure
- 2. Recruitment Campaign and Outreach to Prospective Applicants**
 - Advertising and Marketing
 - Communication with Prospective Applicants
 - Communication with Active Applicants
- 3. Initial Screening and Review by Executive Recruiter**
- 4. Search Committee Briefing to Review Applicant Pool and Select Semifinalists**
- 5. Evaluation of Semifinalists**
 - Written Questionnaires
 - Recorded One-Way Semifinalist Interviews
 - Media Searches - Stage 1, as described below
- 6. Search Committee Briefing to Select Finalists**
- 7. Evaluation of Finalists**
 - Comprehensive Media Searches - Stage 2, as described below
 - Background Investigation Reports
 - DiSC Management Assessments (if desired, supplemental cost)
 - First Year Plan or Other Advanced Exercise
 - Press Release Announcing Finalists (if requested)
- 8. Interview Process**
 - Face-to-Face Interviews
 - Stakeholder Engagement (if desired)
 - Deliberations
 - Reference Checks (may occur earlier in process)
- 9. Negotiations and Hiring Process**
 - Determine Terms of an Employment Offer
 - Negotiate Terms and Conditions of Employment
 - Press Release Announcing New Hire (if requested)

SGR's Unique Qualifications

Extensive Network of Prospects

SGR is intent on being a leader in executive recruitment and firmly believes in the importance of proactively building a workforce that reflects the diversity of the communities we serve. We leverage an extensive and diverse network to reach potential applicants.

- Your position will be announced in SGR's Servant Leadership e-newsletter, which reaches over 35,000 subscribers across all 50 states.
- We will send targeted emails to over 5,000 opt-in subscribers of SGR's City & County Management Job Alerts.
- Your position will appear on SGR's Website, <https://sgr.pub/SGRWebsite>, which attracts approximately 20,000 visitors per month.
- Your position will be posted on SGR's Job Board, <https://sgr.pub/SGRJobBoard>, which typically has over 2,000 job listings at any given time and receives approximately 16,000 unique visitors per month.
- SGR implements a comprehensive social media marketing campaign that includes custom-made graphics and distribution on SGR's LinkedIn page.
- We frequently collaborate with various local government associations, including the League of Women in Government, Alliance for Innovation, and the National Forum for Black Public Administrators.
- Approximately 65% of semifinalists selected by our clients learn about open recruitments through our website, servant leadership e-newsletter, job board, job alert emails, social media, or personal contact.

Collective Local Government Experience

Our recruiters have decades of experience in local government, as well as regional and national networks of relationships. Our executive recruiters leverage the professional networks of all SGR recruiters when recruiting for a position, enabling outreach to a wide and diverse array of prospective applicants. SGR team members are active on a national basis in local government organizations and professional associations. Many SGR team members frequently speak and/or write on issues of interest to local government executives. SGR can navigate relevant networks as both peers and insiders.

Listening to Your Unique Needs

SGR devotes significant time to actively listening to your organization and helping you define and articulate your needs. We work diligently to conduct a comprehensive recruitment process tailored specifically to your organization. SGR dedicates a prodigious amount of energy to understanding your organization's unique culture, environment, and local issues to ensure an alignment in terms of values, philosophy, and management style perspectives.

5 MW Electric Generator Project Update

Project Investment & Commitments:

- Total project expenditure to date: \$6+ million
- Enbridge contract approved by Council: \$2.3 million for gas tap ROM including FERC permit

Site & Infrastructure Progress:

- Generator site lease has been executed
- Right-of-way agreement approved for power transmission lines connecting the generator site to town transformers

Funding Status:

1. Current Funding Initiatives:

- Revenue bond process initiated for remaining project funding
- Tobacco Region loan in underwriting phase
- Tobacco Commission grant pending finalization

2. AMLER Grant Status:

- Awaiting federal department approval
- Town must complete RFP for gas provider
- NEPA study requirement pending clarification on:
 - Required depth of environmental assessment
 - Additional components needed for completion

Next Steps:

1. Complete gas provider RFP process
2. Determine specific NEPA requirements from funding authority
3. Finalize remaining funding mechanisms through revenue bonds
4. Progress through tobacco region loan underwriting

Citizens for the Arts



1413 Front Street
Richlands, Virginia 24641-2491

Susan Whitt, Office Manager
Town of Richlands
200 Washington Square
Richlands, VA 24641

February 3, 2025

Dear Susan,

After much reflection, I write to announce my retirement from my role as Executive Director of Citizens for the Arts (CART) effective December 31, 2025. It has been a great honor and privilege to have served this extraordinary organization for the past 44 years, especially as its founding member. I feel incredibly proud of what we have accomplished over four decades and the lasting impact we've had on the community.

When I first envisioned what CART could do I never could have predicted the depth of the connections we would create or the lives we would touch. From offering world-class performances to providing arts education in local K-12 schools and with the community college, our mission to make the arts accessible to all has been my driving passion.

Together, we have worked tirelessly to nurture creativity and foster cultural enrichment. Through every performance, educational program, and outreach effort, we've built a legacy of artistic expression that has shaped the cultural landscape of our community. I believe that our work has empowered young minds, inspired artists, and created spaces for people to connect and experience the transformative power of the arts.

As I move into retirement, I leave behind an organization that is strong, resilient, and poised. I am confident that the arts will continue to thrive, and that the mission of bringing people together through the arts will live on. I am deeply grateful to the board, artists, volunteers, donors, and every member for the unwavering support and commitment that has kept CART alive for 44 years.

With that being said Citizens for the Arts (CART) will have its last curtain call June 30, 2025. While I will miss being a part of this incredible organization it is time to say good-bye and close our doors.

Thank you once again for the trust, partnership, support and camaraderie. I am excited to see the next generation of leadership carry the torch forward as an advocate for the arts.

With sincere gratitude,

Ginger H. Branton
Executive Director

Phone: 276-963-3385 Email: joincarttoday@gmail.com

[www.facebook.com / CARTrichlands](http://www.facebook.com/CARTrichlands)

