

Craig Bryant, Mayor
Chris Witt, Vice Mayor
Jamie Manspile
Marlon Rickman
Chris Petty



Buchanan Town Council
Thursday April 7, 2022 7:00pm
Work Session
Council Chambers
19753 Main Street
Buchanan, VA 24066

AGENDA

- A. ROLL CALL AND ESTABLISHMENT OF QUORUM**
- B. REQUEST COUNCIL SET 2023 CIVIL WAR HISTORY WEEKEND (APRIL 28-30, 2023)**
- C. VETERAN'S BANNER PROGRAM UPDATE**
- D. FIRE DEPARTMENT – ROOF QUOTES**
- E. ARPA FUNDING UPDATE AND PROJECTS**
- F. BUDGET REVIEW - 2021-2022 / CARNIVAL UPDATE**
- G. DRAFT FISCAL YEAR 2023 BUDGET REVIEW AND DISCUSSION**
- H. SOUTHVIEW MAINTENANCE AGREEMENT (If Available)**
- I. TOWN MANAGER LAPTOP UPDATE**
- J: OTHER BUSINESS**
- K: ADJOURNMENT**



Garland/DBS, Inc.
3800 East 91st Street
Cleveland, OH 44105
Phone: (800) 762-8225
Fax: (216) 883-2055



ROOFING MATERIAL AND SERVICES PROPOSAL

Buchanan Volunteer Fire Department
City of Buchanan
19670 Main St.
Buchanan, Va. 24066

Date Submitted: 03/10/2022

Proposal #: 25-VA-220243

MICPA # PW1925

Virginia General Contractor License #: 2705134748

Purchase orders to be made out to: Garland/DBS, Inc.

Please Note: The following budget/estimate is being provided according to the pricing established under the Master Intergovernmental Cooperative Purchasing Agreement (MICPA) with Racine County, WI and OMNIA Partners, Public Sector (U.S. Communities). Garland/DBS, Inc. administered an informal competitive process for obtaining quotes for the project with the hopes of providing a lower market-adjusted price whenever possible.

Scope of Work: Shingle Replacement and Cupola Repairs

1. Remove all loose and flaking paint on entire cupola
2. Replace all perimeter sealant joints
3. Install new exterior acrylic white paint (2 coats)
4. Replace 1 missing corner metal fascia piece.

Garland/DBS Price Based Upon Local Market Competition: Replacement & Repairs

John T Morgan Roofing	\$ 17,107
Allen's Roofing & Remodeling	\$ 17,436
McNeil Roofing, Inc.	\$ 17,568

Scope of Work: OPTION 2 - Shingle Replacement with Cupola removal

1. Shingle replacement with removal of entire cupola and roof over

Garland/DBS Price Based Upon Local Market Competition: Replacement & Removal of Cupola

John T Morgan Roofing	\$ 17,137
McNeil Roofing, Inc.	\$ 18,316
Allen's Roofing & Remodeling	\$ 18,967

Scope of Work: ADD ALTERNATE #1 - Replace all gutters and downspouts

Garland/DBS Price Based Upon Local Market Competition: ADD ALTERNATE

McNeil Roofing, Inc.	\$ 1,118
Allen's Roofing & Remodeling	\$ 1,548
John T Morgan Roofing	\$ 2,125

Potential issues that could arise during the construction phase of the project will be addressed via unit pricing for additional work beyond the scope of the specifications. This could range anywhere from wet insulation, to the replacement of deteriorated wood nailers.

Please Note – The construction industry is experiencing unprecedented global pricing and availability pressures for many key building components. Specifically, the roofing industry is currently experiencing long lead times and significant price increases with roofing insulation and roofing fasteners. Therefore, this proposal can only be held for 30 days. DBS greatly values your business, and we are working diligently with our long-term suppliers to minimize price increases and project delays which could effect your project. Thank you for your understanding and cooperation.

Clarifications/Exclusions:

1. Sales and use taxes are excluded. Please issue a Tax Exempt Certificate.
2. Permits are excluded.
3. Bonds are included.
4. Plumbing, Mechanical, Electrical work is excluded.
5. Masonry work is excluded.
6. Interior Temporary protection is excluded.
7. Any work not exclusively described in the above proposal scope of work is excluded.

If you have any questions regarding this proposal, please do not hesitate to call me at my number listed below.

Respectfully Submitted,

Joe Mullen

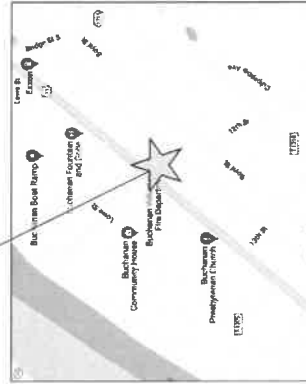
Joe Mullen
Garland/DBS, Inc.
(216) 430-3635



Buchanan Volunteer Fire Department

2022 Roof Replacement

Project Location



Index of Drawings
A-1 Cover Page
A-2 Overview
A-3 Shingle Details



The Gifford Company
3800 E. 91st Street
Cleveland, OH 44105

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**DIMENSIONS
TO BE VERIFIED**

BUCHANAN VOLUNTEER FIRE DEPARTMENT
19670 MAIN ST
BUCHANAN, VA 24066

SHEET TITLE:

Cover

SHEET NO.

A-1

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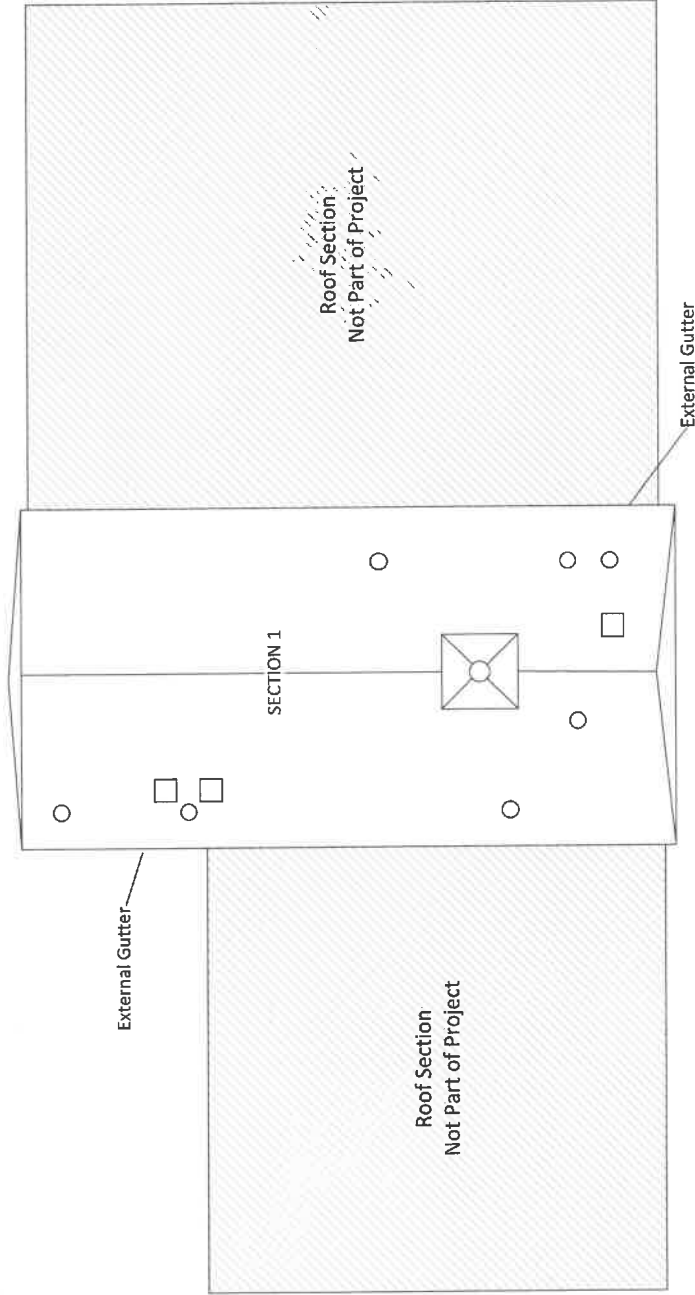
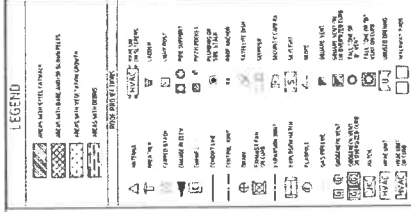
BUCHANAN VOLUNTEER FIRE DEPARTMENT
19670 MAIN ST
BUCHANAN, VA 24066

SHEET TITLE:

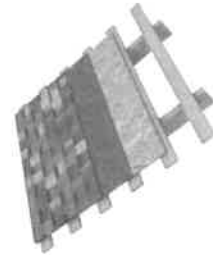
Overview

SHEET NO.

A-2



Existing Roof



APPROX. ROOF AREA IN SQ FT

SECTION 1 - 2,200 SQ FT



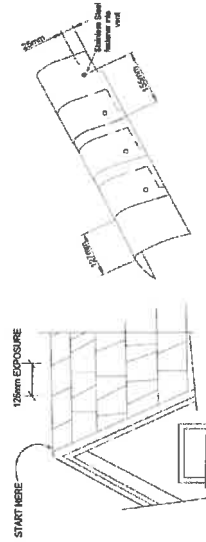
Shingle Details



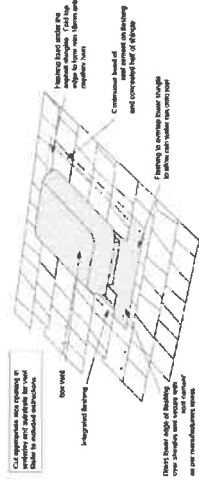
The Garland Company
10000 Eastman Avenue
Cleveland, OH 44115

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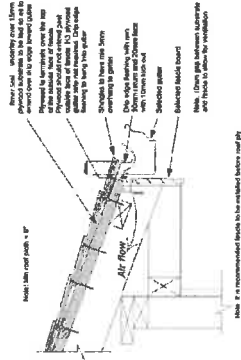
RIDGE DETAIL



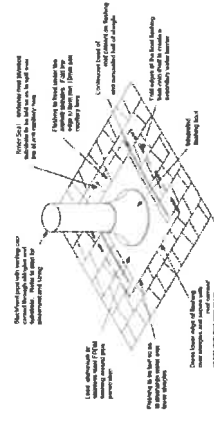
PASSIVE VENT DETAIL



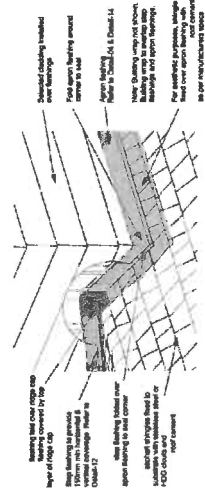
EAVE DETAIL



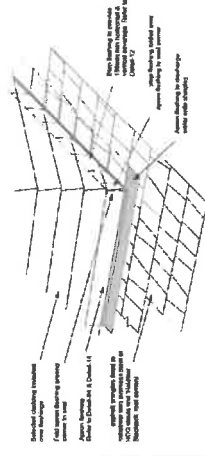
PIPE DETAIL



CUPOA DETAIL 1



CUPOA DETAIL 2



DIMENSIONS
TO BE VERIFIED

BUCHANAN VOLUNTEER FIRE DEPARTMENT
19670 MAIN ST
BUCHANAN, VA 24066

SHEET TITLE:
Shingle
Details

SHEET NO.

A-3

SECTION 07 31 13

FIBERGLASS-BASED ASPHALT SHINGLES

PART 1 – GENERAL

1.1 SECTION INCLUDES

- A. Roof shingles and accessories including the following:
 - 1. Fiberglass-based asphalt shingles.
 - 2. Hip and ridge shingles.
 - 3. Starter shingles.
 - 4. Self-adhering ice and water barrier.
 - 5. Attic ventilation.
 - 6. Fasteners.

1.2 REFERENCES

- A. ASTM International (ASTM):
 - 1. ASTM D228 - Standard Test Method for Sampling, Testing, and Analysis of Asphalt Roll Roofing, Cap Sheets, and Shingles Used in Roofing and Waterproofing.
 - 2. ASTM D3018 - Standard Specification for Class A Asphalt Shingles Surfaced with Mineral Granules.
 - 3. ASTM D3161 - Standard Test Method for Wind-Resistance of Asphalt Shingles (Fan-Induced Method).
 - 4. ASTM D3462 - Standard Specification for Asphalt Shingles Made from Glass felt and Surfaced with Mineral Granules
 - 5. ASTM D7158 - Standard Test Method for Wind Resistance of Sealed Asphalt Shingles (Uplift Force/Uplift Resistance Method).
 - 6. ASTM E108 - Standard Test Methods for Fire Tests of Roof Coverings.
 - 7. ASTM F1667 - Standard Specification for Driven Fasteners: Nails, Spikes, and Staples.
- B. Canadian Standards Association (CSA): CSA A123.5 - Asphalt Shingles Made from Glass Felt and Surfaced with Mineral Granules. Note: Applicable only to products sold for use in Canada.
- C. Florida Building Commission (FBC):
 - 1. Florida Building Code.
 - 2. Florida Product Approvals.
- D. International Code Council (ICC):
 - 1. International Residential Code (IRC).
 - 2. International Building Code (IBC).
- E. International Code Council Evaluation Service (ICC-ES)
 - 1. ICC-ES Evaluation Reports.
 - 2. ICC-ES Acceptance Criteria.
- F. Miami-Dade County Department of Regulatory and Economic Resources (RER), Product Control Section:
 - 1. Miami-Dade County Notice of Acceptance (NOA).
- G. Texas Department of Insurance (TDI): Product Listing.

- H. Underwriters Laboratories (UL):
 - 1. UL 790 - Standard Test Methods for Fire Test of Roof Coverings.

1.3 SUBMITTALS

- A. Submit printed copies of product data sheets indicating product characteristics, product information, installation instructions (including required preparation and installation procedures) and product limitations and color samples.
- B. Verification Samples: For each product and finish specified, two samples representing actual products and colors.

1.4 PRE-INSTALLATION MEETING

- A. Conduct a pre-installation meeting at the site prior to commencing work in this section. Require attendance of entities directly concerned with roof installation. Topics to be discussed:
 - 1. Safety procedures.
 - 2. Installation procedures/method (including substrate preparation), sequencing of materials, and coordination with installation of other/adjacent work.
 - 3. Roofing material availability, storage and handling.
 - 4. Additional roof covering and roof accessory materials.
 - 5. Through roof penetrations and other roof details.
 - 6. All other items related to successful execution/completion of work.

1.5 QUALITY ASSURANCE

- A. Installer Qualifications: Installer shall be licensed or otherwise authorized by all federal, state and local authorities to install all products specified in this section. Installer shall follow manufacturer published installation instructions.
 - 1. Installer shall be a Preferred Contractor as defined and certified by manufacturer.

1.6 DELIVERY, STORAGE, AND HANDLING

- A. Deliver materials to site in manufacturer's unopened bundles with labels intact and legible.
- B. Store all products in manufacturer's unopened, labeled packaging until they are ready for installation.
- C. Store all products in accordance with manufacturer recommendations.
- D. Do not install underlayment or shingles on wet surfaces.
- E. Store and dispose of solvent-based materials in accordance with all federal, state and local regulations.
- F. For rooftop loading, lay shingle bundles flat. Do not bend over the ridge.

1.7 PROJECT CONDITIONS

- A. Do not install systems under environmental conditions outside manufacturer recommended limits. Proceed with work only when existing and forecasted weather conditions will permit work to be performed within manufacturer recommended limits.

1.8 WARRANTY

- A. Standard Limited Warranty: Provide to the Owner information required for standard prorated warranty coverage for materials in the event of a material defect. Refer to actual warranty for complete details, limitations and requirements.

PART 2 – PRODUCTS

2.1 MANUFACTURERS

- A. Acceptable Shingle Manufacturer: Owens Corning, GAF, Certainteed, or Approved Equal.
- B. Acceptable Underlayment Manufacturer: Garland Company, Inc. (The), which is located at: 3800 E. 91st St.; Cleveland, OH 44105; Toll Free Tel: 800-321-9336; Tel: 216-641-7500; Fax: 216-641-0633; Web: www.garlandco.com

2.2 ASPHALT SHINGLES

- A. TruDefinition® Duration® (Algae Resistant) Shingles: As manufactured by Owens Corning Roofing and Asphalt, LLC.
 - 1. Product Attributes: Includes SureNail® Technology, a woven fabric reinforcing strip in the nailing zone on the shingle's top surface.
 - 2. Nominal Size: 13-1/4 in (337 mm) by 39-3/8 in (1000 mm).
 - 3. Exposure: 5-5/8 in (143 mm).
 - 4. Shingles per Square: 64.
 - 5. Bundles per Square: 3 bundles of 20 or 22 shingles.
 - 6. Coverage per Square: 98.4 sq ft (9.1 sq m).
 - 7. Color: As selected from manufacturer's full range.
 - 8. Standards/Qualifications: ASTM D228, ASTM D3018 (Type 1), ASTM D3161 (Class F Wind Resistance), ASTM D3462, ASTM D7158 (Class H Wind Resistance), ASTM E108/UL 790 (Class A Fire Resistance), CSA A123.5, ICC-ES AC438, UL ER2453-01, and UL ER2453-02. Florida Product Approval, and Miami-Dade County Product Approval.

2.3 HIP AND RIDGE SHINGLES

- A. DuraRidge® Hip and Ridge (Algae Resistant) Shingles with Sealant: As manufactured by Owens Corning Roofing and Asphalt, LLC.
 - 1. High profile design features patented SureNail® Technology providing long-lasting durability and dimension
 - 2. Nominal Size: 12 in (305 mm) by 10 5/8 in (270 mm) with 8 in (203 mm) exposure
 - 3. Standards/Qualifications: ASTM D3018 (Type 1), ASTM D3161 (Class F Wind Resistance), ASTM D3462, ASTM E108/UL790 (Class A Fire Resistance), ICC-ES AC438, UL ER2453-01, UL ER2453-02, Florida Product Approval, Miami-Dade County Product Approval, and CSA A123.5.

2.4 STARTER SHINGLES

- A. Starter Strip Shingle: As manufactured by Owens Corning Roofing and Asphalt, LLC.
 - 1. Nail applied starter course. Individual starter shingle is 6-5/8 in (168 mm) by 39-3/8 in (1000 mm).
 - 2. Standards/Qualifications: ASTM D3462, ASTM D3161 (Class F Wind Resistance), ASTM E108/UL 790 (Class A Fire Resistance), CSA A123.5, ICC-ES AC438, UL ER2453-01

2.5 SELF-ADHERING UNDERLAYMENTS

- A. Roof Deck Protection & Leak Barrier:

1. Self-adhering high temperature underlayment with non-slip, cross-laminated polymer film laminated to a rubberized asphalt adhesive. Each roll contains approximately 200 sf, 36 inches by 67 feet, 45 mils. R-Mer Seal by The Garland Company, Inc.
2. Garland SA Primer: Primer to promote adherence to existing substrate.

2.6 ROOF VENTILATION

- A. VentSure® Rigid Roll Ridge Vent with Weather PROtector® Moisture Barrier.
 1. Shingle-over, low profile ridge vents with Weather PROtector® Moisture Barrier allows the passage of hot and/or moisture-laden air from attics, while prohibiting snow infiltration.
 2. Provides 12.5 sq in (8200 sq mm) NFVA per lineal foot.
 3. Available in 20 ft (6.1 m) rolls in three different widths (regional availability): 7 in (178 mm), 9 in (229 mm), and 11-1/4 in (286 mm).
 4. Suitable on roofs with a pitch from 2:12 to 20:12.
 5. Standards/Qualifications: ICC-ESR 2664, Passes Wind-Driven Rain with 8.8 in (224 mm) of rain/hr at 110 mph (177 km/h), and Snow Infiltration at 35 mph (56 km/h) and 70 mph (112 km/h) Tests, UL ER21292-01, Florida Product Approval, and Miami-Dade County Product Approval.
- B. VentSure® InFlow® Vent
 1. Shingle-over, polypropylene intake vent solution for soffit-less and open-rafter homes, and homes with inadequate intake. Designed to work with exhaust ventilation to help achieve a balanced air ventilation system.
 2. Patent-pending bottom intake design helps protect against wind-driven rain.
 3. 4 ft (2.4 m) strip provides 10 sq in (6500 sq mm) NFVA per lineal foot, or 40 sq in (25800 sq mm) NFVA per vent
 4. Weather PROtector® Moisture Barrier provides added protection against wind-driven rain and snow infiltration.
 5. Roof Mount Unit dimensions: 48 in (1219 mm) length, 15 in (381 mm) width and 1 in (25 mm) height.
 6. Suitable for use on roofs with a pitch from 4:12 to 16:12.
 7. Standards/Qualifications: Passes Wind-Driven Rain with 8.8 in (224 mm) of rain/hr at 110 mph (177 km/h); ICC-ES AC132; TDI listed for usage in Texas Coastal Regions (RV-82) and Florida Product Approval.

2.7 FASTENERS

- A. Fasteners: Galvanized steel, stainless steel, or aluminum nails complying with ASTM F1667, minimum 12-gauge, 0.0808 in (2.05 mm) shank with 3/8 in (9.5 mm) diameter head. Check local building code requirements.

2.8 METAL FLASHING

- A. Flashing: Provide flashing as specified by Section 07 62 00 – Sheet Metal Flashing and Trim.

PART 3 – EXECUTION

3.1 EXAMINATION

- A. Prior to starting work, examine all roof decks on which work will be applied for defects in materials and workmanship.
- B. Do not begin installation until the roof deck has been properly prepared.

- C. If another installer is responsible for roof deck preparation, notify the architect, designer-of-record on the project, or building owner of unsatisfactory preparation prior to proceeding with installation. Commencement of installation constitutes acceptance of conditions.
- D. Underlayment and shingles installed directly over roof insulation or similar type decks is not approved.
 - 1. Roof deck must be dry, minimum 3/4 in (19 mm) thick, minimum 6 in (152 mm) wide boards with maximum 1/4 in (6.4 mm) spaces, or APA rated sheathing (exposure 1): minimum 3/8 in (9.5 mm) plywood, minimum 7/16 in (11.1 mm) oriented strand board. Consult your manufacturer for other approved constructions.
 - 2. Ventilation under the roof deck must meet local code requirements.

3.2 PREPARATION

- A. Prepare surfaces using the methods recommended by the manufacturer for achieving the best result for the substrate under the project conditions.
- B. Remove all existing roofing down to the roof deck.
- C. Verify that the deck is dry, structurally sound, clean and smooth. It shall be free of any depressions, waves, and projections. Cover ALL holes 1 in (25 mm) or less in diameter, cracks over 1/2 in (13 mm) in width, loose knots and excessively resinous areas with minimum 28 gauge; 0.0187 in (0.475 mm) galvanized steel, 0.0156 in (0.396 mm) stainless steel, or 0.0126 in (0.320 mm) aluminum sheet metal. Decking or deck boards with holes greater than 1 in (25 mm) in diameter shall be replaced.
- D. Replace damaged deck with new materials.
- E. Verify installed roof deck is acceptable to receive shingles. Acceptable roof decks include the following:
 - 1. Wood boards: 6 in (152 mm) minimum width, 3/4 in (19 mm) minimum thickness.
 - 2. Plywood sheathing: 3/8 in (9.5 mm) minimum thickness Exposure 1 grade plywood sheathing as recommended by APA and in compliance with local building code requirements.
 - 3. OSB panels: 7/16 in (11.1 mm) minimum thickness non-veneer structural panels as recommended by APA and in compliance with local building code requirements.
 - 4. Spacing between boards or panels shall not exceed 1/4 in (6.4 mm) between roof boards or 1/8 in (3.2 mm) between plywood or OSB sheathing panels.

3.3 UNDERLAYMENT INSTALLATION

- A. Install underlayments using manufacturer installation instructions and in accordance with local building code requirements. When local codes and installation instructions are in conflict, the local building code requirements shall take precedence.
 - 1. Install self-adhering ice and water barrier over the entire roof surface. Lap ends 6 in (152 mm) on roof decks sloped 5:12 and greater.
- B. Drip Edge
 - 1. Drip edge shall be installed on all roof edges.
 - 2. Install drip edge on eaves first with underlayment installed over the drip edge, or install per local code requirements.
 - 3. Install drip edge on rakes after underlayment is installed, with the drip edge fastened over the underlayment.

4. Joints in drip edge shall be lapped minimum 2 in (51 mm) with the upslope piece lapped over the down slope piece, or per local building code requirements
 5. Install fasteners 8 in to 10 in (203 mm to 254 mm) on center, approximately 1-3/4 in (44 mm) to 3 in (76 mm) from the outside edge of the drip edge, or per local building code requirements.
- C. Valleys
1. Where valleys are indicated to be "open valleys", install metal flashing over self-adhering ice and water barrier before roof deck underlayment is installed; DO NOT nail through the flashing. Secure the flashing by nailing at 18 in (457 mm) on center just beyond edge of flashing so that nail heads hold down the edge, or use valley metal with a formed edge and secure with clips.
- D. Penetrations
1. Vent pipes: Install a 24 in (610 mm) square piece of self-adhering ice and water barrier lapping over roof deck underlayment; seal tightly to pipe.
 2. Vertical walls: Install self-adhering ice and water barrier extending at least 3 in to 4 in (76 mm to 102 mm) up the wall and 12 in (305 mm) onto the roof surface. Lap the membrane over the roof deck underlayment.
 3. Chimneys: Install self-adhering ice and water barrier around entire chimney extending at least 6 in (152 mm) up the wall and 12 in (305 mm) on to the roof surface. Lap the membrane over the roof deck underlayment.

3.4 SHINGLE INSTALLATION

- A. Install shingles (including started shingles as well as hip and ridge shingles) in accordance with manufacturer installation instructions and in accordance with local building code requirements.
- B. Install starter course at lowest roof edge and along rake with edge of shingles extending 1/4 in (6.4 mm) over edge of roof. Sealant strip should be closest to roof edge.
- C. Install first and successive courses of shingles stepping diagonally up and across roof deck with manufacturer recommended offset at each succeeding course. Maintain uniform exposure of shingles at each succeeding course. Use of a chalk line every other course is recommended.
- D. Fasten shingles to deck with number of roofing nails per shingle and type of nails specified, or in accordance specified by local Authority Having Jurisdiction.
- E. All fasteners must be driven flush with the shingle surface and penetrate at least 3/4 in (19.1 mm) into the wood deck. Where the deck is less than 3/4 in (19.1 mm) thick, the fastener should be long enough to penetrate fully and extend through the roof sheathing.

3.5 VENT INSTALLATION

- A. Install vents in accordance with manufacturer installation instructions and local building code requirements.
- B. Ventilation at minimum must meet or exceed local building code requirements. Manufacturer recommends:
 1. Net Free Ventilating Area (NFVA) of 1:150 as a minimum.
 2. Balanced approach for most effective ventilation (balance between the lower and upper parts of the roof by providing 50% of NFVA at the soffit and 50% at the ridge).
 3. NFVA at the upper part of the roof should not exceed 50%.

4. Where length of the roof ridge is sufficient provide continuous ridge vents for most effective ventilation approach.

3.6 PROTECTION

- A. Protect installed products until completion of project.
- B. Touch-up, repair or replace damaged products before Substantial Completion.

END OF SECTION

Buchanan Volunteer Fire Department
2022 Roof Project

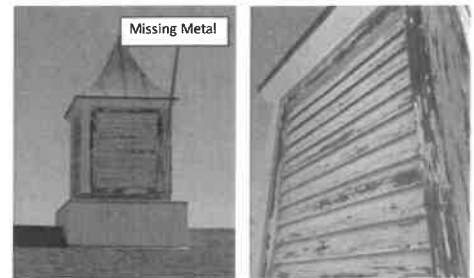
Bid Form

Bids Due Monday March 7th 2022 by 2 PM EST
Email Completed Bid Form To: dbsbids@garlandind.com

Base Bid: To provide the supervision, labor, materials, and equipment for the Roof Project the Specifications and Details.

Option 1: Shingle Replacement and Repairs to Cupola
Cupola Repair Scope:

- Remove all loose and flaking paint on entire cupola.
- Replace all perimeter sealant joints.
- Install new exterior acrylic white paint (2 coats).
- Replace 1 missing corner metal fascia piece.



Lump Sum: _____

Option 2: Shingle Replacement with Removal of Entire Cupola and Roof Over

Lump Sum: _____

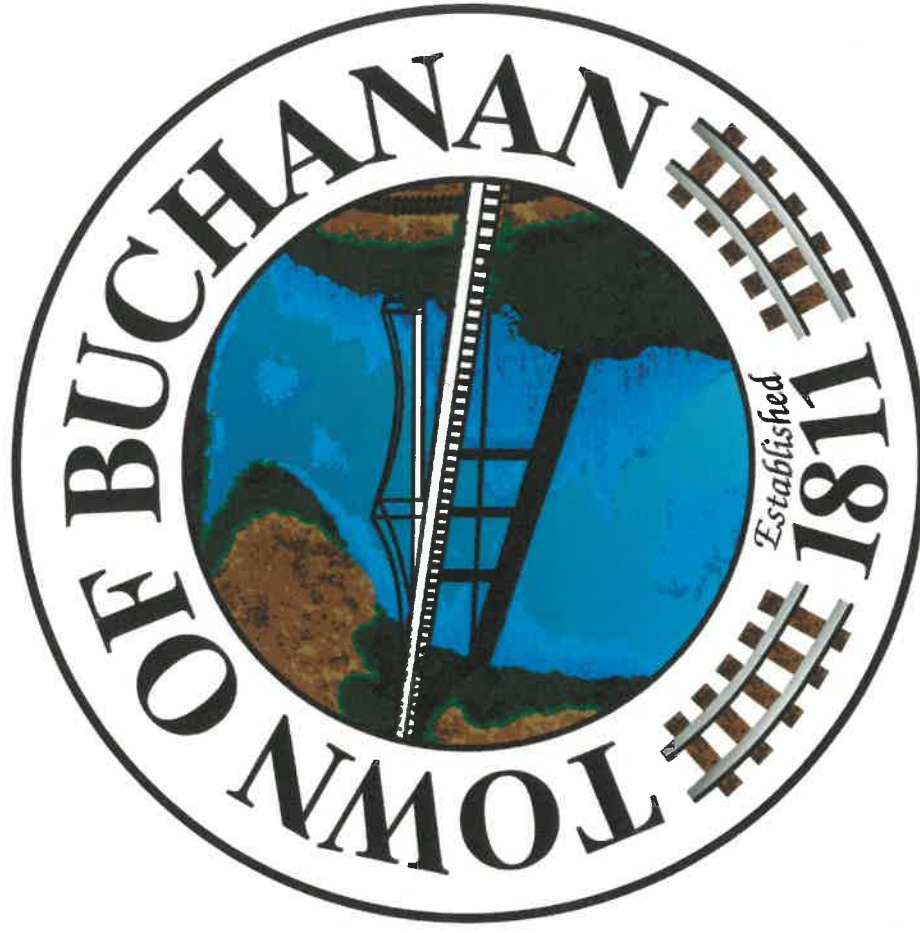
Quantity of Garland R-Mer Seal Underlayment Needed: _____

Add Alternate #1: Replace all gutters and downspouts

Add Alt Price: _____

Company Name: _____

Signature: _____



Town of
Buchanan
Work Session
ARPA Funding
Update

April 7, 2022

ARPA Project #1: Water/Wastewater Infrastructure – Original Ideas

- Several Projects relating to the Clean Water Act Revolving Loan Fund and the Drinking Water Act Revolving Loan Fund
 - Repair/Replace Pumps
 - Water Street Lift Station Overhaul
 - **Done!** New Public Works Sewer Jetter
 - Main Street Sewer Project to increase capacity and improve system over the James River
 - In Progress! Lighting around the Sewer Treatment Plant – **LES \$40,862**
- ARPA justification: **economic impact, infrastructure**
- Staff Recommendation: **\$700,000+ of ARPA funds**



ARPA Project #1: Water/Wastewater Infrastructure – Update

- Working on SERCAP Grant application to fund New PER to study costs/work needed to expand Water/Sewer to Exit 162
- Working on SERCAP Grant application to fund New PER to analyze and provide engineered drawings for Groendyk Development
- Investigating New loan/grant (depending on demographics) from Clean Water Funds, which could be used for construction, software, mobile meter readers, and much more
- **CHA PER Report** – completed and submitted to USDA-Rural Development
 - EPA revolving loan funds could be an option instead of ARPA funds



ARPA Project #1: Water/Wastewater Infrastructure – Update

- Purchased with ARPA
 - Sewer Jetter
 - Sewer Camera
 - Lights for WWTP
 - Safety Lighting (\$2,400)
- Other Options
 - Snow blower
 - Upgrade of Sewer system for the Groendyk area
 - Water Meter Readers – upgrade or mobile



ARPA Project #2: Wi-Fi in the Park

- **Hold due to Cybersecurity Challenges?**
- Revenue Reduction Project
- Provide Wi-Fi in the Buchanan Town Park to support credit card services during event activities: **\$20,000 (estimate due to trees)**
- Quote from Larry Etzler: **\$2,080** (stated trees are okay if they could be cut back or if the AP can be high enough)
- Shentel is charging a large monthly payment or large lump sum as a down payment with monthly charges
- ARPA justification: **Provide Government Services with funds that reduced revenue during the pandemic**



ARPA Project #3: Parks Enhancements

- Still having a difficult time with Quotes and prefab buildings are too expensive and don't contain the flood measures
- Exploring Build Project with B-Tech!
- Applied for a Get Outdoors (GO) Master Plan grant
- Revenue Reduction Project
- Town Parks provide healthy opportunities to residents and tourists
- ARPA justification: **economic impact, public health impact**
- Enhancing existing programs: **\$104,196 of ARPA funds (estimate – a contractor will quote this)**
- Rationale:
 - Revisiting the request to Botetourt County to build a restroom using ARPA funds. This amount is a Rough Estimate – increase in construction materials is taken into account



ARPA Project #4: Business Assistance

- **In Progress!**
- Revenue Reduction Project
- Initiate a Façade Grant Program to encourage beautification in Buchanan. Suggestion: brick and mortar zoned commercial or trade (not home occupation) in the Historic District
- Initiate a fund to encourage location of Gauntlet Winners into Buchanan Buildings with a modest incentive
- ARPA justification: **economic impact**
- Recommendation: **\$40,000 of ARPA funds**
- Suggestion:
 - **Façade Matching Grant Program 1:1** on a preapproval basis
 - **Up to \$8,000 per business**
 - **Gauntlet up to \$5,000**



Option with WWTP Lab Floor

The lab floor at the WWTP is crumbling and we have been spot fixing it for years.

The Town could pay for the work with ARPA funds or borrow from the Town's escrow fund and reimburse it. I recommend the ARPA funds. This problem will continue if we don't address it.

- Quote whole floor (Option 1): \$26,385
- Quote just floor patching (Option 2): \$9,435
- Quote from Bugman to install a vapor barrier with dehumidifier: \$6,008

Total: \$15,043 or \$32,393 – should fix it once and for all (We are still attempting to get more quotes)

ARPA Project #5: Safety

- Revenue Reduction Project
- Improving the physical infrastructure of Town Hall to encourage safety
- ARPA justification: **critical infrastructure**
- Building on our experience: **\$50,000 of ARPA funds**
- Impact:
 - **\$50,000** for Capital Improvements – install new ventilation while opening up the original windows and ceiling, paint, ventilation for safety, interior improvements

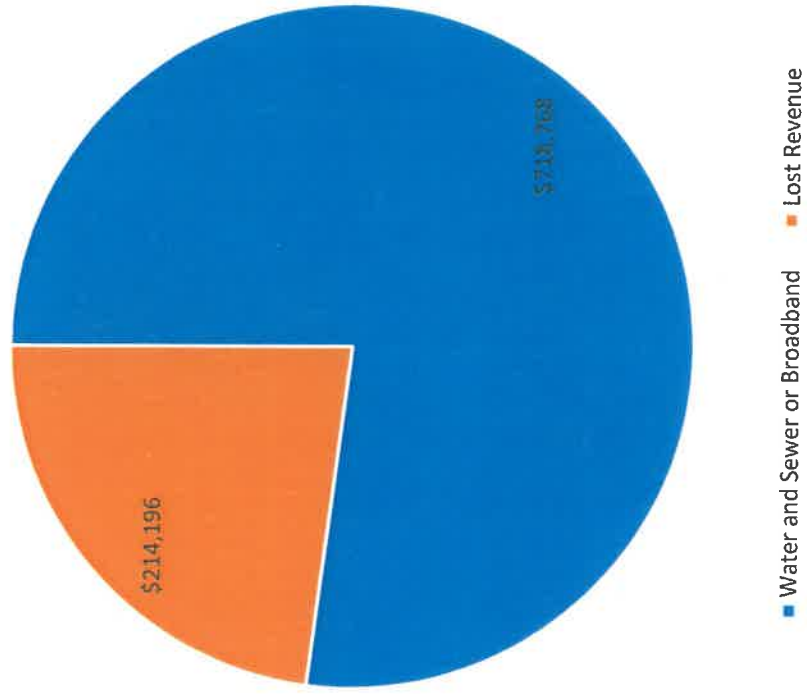


Quotes - HVAC

We asked for apples-to-apples quotes as requested, however each contractor recommended different units and ways of heating/cooling (contractor's interpretation based on what they feel would be best)

- Quote 1: \$29,800 – 5 Friedrich ductless split heat pump units in offices and changeout (1) regular split (Heil) for meeting room. Add 100-amp subpanel since main is full. 5 because they will run independently per individuals' temperature choices (RECOMMENDED)
- Quote 2: \$51,914 (to be higher due to increased costs, supply chain, etc.) – 2 offices upstairs; service main floor back office, basement, all equipment Mitsubishi HyperHeat Fresh Air ventilation wall mounted or roof, all units outside
- We asked the third company multiple times to submit and they didn't

ARPA Funds



APRA Spending Breakdown

Sewer Spending:
Jetter - \$59,972
Sewer Cam - \$7,092
Light Replacement - \$40,862
Safety Lights (water or sewer \$2,400)
Total: \$110,362

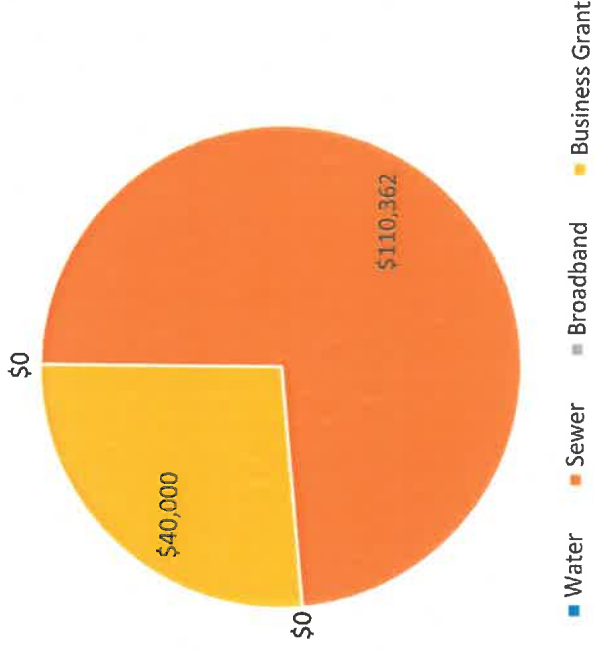
Water: \$0

Broadband: \$0

Remaining for Water/Sewer: \$608,406

We can Explore:
Computer/Screen in Council Chambers (my new laptop as part of broadband)
Water Meter Readers (grant as well)
Groendyk sewer
Laptop repair – Water Filtration Plant

ARPA Funds - Town of Buchanan



Lost Revenue
Real Estate Investment
Grant Program - \$40,000
Remaining: \$174,196

Action

- Choose ARPA projects for action in FY 21-22



FY 2021-2022 Budget Update July 1, 2021 to December 31, 2021

BUCHANAN TOWN COUNCIL, APRIL 7, 2022

SUSAN MCCULLOCH, TOWN MANAGER



General Fund Budget 2021-2022 - Expenses

- ❖ Attorney Fees are up (Budget \$15,000, Actual \$18,063) and we are only halfway through the year
- ❖ Office Salaries are higher due to overtime (Carnival, etc.), but we are not over budget at this time
- ❖ Public Works salaries are under budget (please see Utility Fund)
- ❖ ARPA funds (\$119,000 in, spent \$59,972 for the Jetter)

General Fund Budget 2021-2022 - Revenue

- ❖ However, Revenue is higher than was budgeted in different categories
 - ❖ Personal Property (Budgeted \$13,500; Actual \$15,840)
 - ❖ Real Estate – on track to reach budget (Budget \$150,000; Actual \$128,000)
 - ❖ Other Taxes (sales/use; consumer utility; business license) will be showing in the Jan-Mar report
 - ❖ Garbage Collection Fees – on track (Budgeted \$96,000, Actual \$48,587)
 - ❖ ARPA funds (restricted) – showing in budget \$116,620 – first portion in FY 2021; next in FY 2022

General Fund Revenue continued

❖Events!

- ❖Mountain Magic (Budgeted \$7,500; Actual \$10,411) Net: \$5,000
- ❖Reggae by the River (Budgeted \$11,000; Actual \$15,237) Net: \$6,918
- ❖Carnival (Budgeted \$70,000, Actual \$192,000) Net: \$65,000



General Fund Budget 2021-2022 – Net Income July –January

\$156,318

-\$116,000 (ARPA)

+59,972 (ARPA Spent)

\$100,290

(not including the remainder of SERCAP funding, fund transfers from Utility to offset salaries, as well as ARPA funds from FY 2021)



Utility Fund Budget – Revenue – July to January

❖ Water and Sewer Revenues are projected to be higher than budgeted
(Budget: \$562,500; Actual \$283,446, Anticipated \$10,000 over)



Utility Fund Budget - Expenses

❖ Water/Sewer Operations under the Contractor has been above budget as discussed before we hired Inboden and was mentioned in the October 2021 Budget Update (Budget Water Operations Contractor: \$67,000, Actual: \$24,717); Budget Sewer Operations Contractor: \$53,000; Actual: \$32,106)

Projection – Remainder of FY 2022 Water and Sewer Contracting

	Current	Cost/M	Feb	Mar	Apr	May	June
Water	24,171	7,388.91	31,559.91	38,948.82	46,337.73	53,726.64	61,115.55
Sewer	32,106	7,388.91	39,494.91	46,883.82	54,272.73	61,661.64	69,050.55
						Total W&S	130,166.10
						Budget W&S	\$120,000
						Net	(\$10,166.10)

Utility Fund Expenses

- ❖ Water and Sewer Repairs are up due to being short staffed, but not over budget
- ❖ Combined budget for Water and Sewer Repairs is \$30,500, Actual spent is \$13,219.21, but more bills have been received since December and are reflected in a future slide
- ❖ Staff salaries for W&S are lower than projected (Water Salary - Budget: \$20,000, Actual: \$4,751 and Sewer Salary - Budget: \$38,500, Actual: \$2,527)
- ❖ The Public Works total is under budget as a whole (Budget: \$334,760; Actual: \$128,303) Difference - \$256,606
- ❖ **New Expense not budgeted:** Vehicle Equipment & Supplies #44100 Water, #6009 - \$2,076.73 and the same in #44200 Sewer Operations, #6009 - \$2,076.23. This is the truck payment for the new F250. This will be budgeted for 2022.
- ❖ However, the Town's Water Debt Service is will total \$187,667 by the Fiscal year-end with \$93,837 paid so far)

Water & Sewer Repair Expenses

Inboden – Water Street lift station pump out	\$690
Inboden – Boyd Street – install new trunk main line	\$2,460
Inboden – WWTP valve	\$1,080
SC Rossi – 13 th Street sewer line	\$4,435.33
Sink – Alley behind Gore	\$500
Total:	\$9,165.33

Inboden charges \$60/hour for repairs since we are contracting with them, which is a much lower rate than other contractors

Public Works Excess November-February

Salary	\$10,468.85
Insurance	\$3,614.85
Total	\$14,083.23

Contractor Repairs total: \$9,165.33 (from previous slide)

Difference \$4,917.90, still in the green

The contractor expenses were offset by the vacant position during that time.

Utility Fund Budget 2021-2022 – Net Ordinary Income

\$35,594.82

(not including fund transfers from Utility to offset salaries)



Purchases to Make or Show in Jan-Mar

GENERAL FUND

- Planters - \$2,000
- French Fry Fryer - \$2,400
- One-quarter of the Lawn Mower
\$8,199/3=\$2,733
- Communications Training (before June 30)
- Proposed Carnival Spending: \$12,000
- Emergency Services: \$18,000

UTILITY FUND

- Two-thirds of the Lawn Mower - \$5,466
- Safety Lights - \$2,200 (ARPA)



Questions?



Town of Buchanan, Virginia
Profit & Loss Budget vs. Actual
July through December 2021

	Jul - Dec 21	Budget
Ordinary Income/Expense		
Income		
3100000 Local Revenue		
3110000 General Property Taxes		
3110100 Real Property Taxes		
3110101 Current Taxes	128,238.41	150,000.00
3110102 Delinquent Taxes	1,035.87	1,100.00
Total 3110100 Real Property Taxes	129,274.28	151,100.00
3110300 Personal Property Taxes		
3110301 Current Taxes	15,840.48	13,500.00
3110302 Delinquent Taxes	5.04	50.00
Total 3110300 Personal Property Taxes	15,845.52	13,550.00
3110600 Penalties & Interest		
3110601 Penalties & Interest	906.97	2,000.00
Total 3110600 Penalties & Interest	906.97	2,000.00
Total 3110000 General Property Taxes	146,026.77	166,650.00
3120000 Other Local Taxes		
3120100 Local Sales & Use Taxes	28,819.29	51,000.00
3120200 Consumer Utility Taxes	11,940.68	20,000.00
3120210 Consumption Tax	1,670.59	3,500.00
3120300 Business License Taxes	483.10	45,000.00
3120500 Vehicle Fees	2,583.09	16,200.00
3120600 Bank Franchise Fees	0.00	42,000.00
3121000 Occupancy Tax	2,600.60	3,000.00
3121100 Meals Taxes	13,363.44	25,000.00
Total 3120000 Other Local Taxes	61,460.79	205,700.00
3130000 Permits/Fees/Reg Lic		
3130307 Zoning Permits	200.00	250.00
3130308 Building Permits	50.00	
3130309 Sign Permits	0.00	100.00
3130310 Special Use Permit	0.00	100.00
Total 3130000 Permits/Fees/Reg Lic	250.00	450.00
3140000 Fines and Forfeitures		
3140102 Property Leins	270.11	1,500.00
3140103 Zoning Violations	850.00	500.00
Total 3140000 Fines and Forfeitures	1,120.11	2,000.00
3150000 Rev-Use of Money/Prop		
3150100 Interest Income	1,054.74	4,200.00
3150200 Rental Income	885.00	800.00
Total 3150000 Rev-Use of Money/Prop	1,939.74	5,000.00
3160000 Charges for Services		
3165000 Charge Enterprise Svcs		
3165100 Water Revenues		
3165111 Water Sales	25.00	

Town of Buchanan, Virginia
Profit & Loss Budget vs. Actual
July through December 2021

	Jul - Dec 21	Budget
3165120 Water Penalties	-20.00	
3165190 Water Hook Up Fees	500.00	
Total 3165100 Water Revenues	505.00	
3165300 Garbage Fees		
3165310 Garbage Collection Fee	48,587.00	96,000.00
Total 3165300 Garbage Fees	48,587.00	96,000.00
Total 3165000 Charge Enterprise Svcs	49,092.00	96,000.00
Total 3160000 Charges for Services	49,092.00	96,000.00
3180000 Miscellaneous Revenue		
3189929 Christmas Mkt.	2,294.00	6,000.00
3189926 Christmas Parade	0.00	500.00
3189925 Mountain Magic	10,411.91	7,500.00
3189924 Botetourt Co. Fair	1,382.00	200.00
3189922 Pork by the James	0.00	8,500.00
3189921 Reggae by the River	15,237.50	11,000.00
3189920 Bot.Co.Fishing Carnival	0.00	100.00
3189919 LEU Police Bicycle Tour	0.00	50.00
3189918 Buchanan Garden Festival	0.00	2,000.00
3189917 CivilWar History Weeked	0.00	2,500.00
3189916 Easter Egg Hunt	0.00	300.00
3189905 Overage/Shortage	-17.10	
3189904 Other	8,506.14	1,000.00
Miscellaneous Revenue		
3189903 Gifts and Donations	2,100.00	1,000.00
3189910 Arbor Day Donations	0.00	1,000.00
3189911 Event Fees	50.00	700.00
3189912 Carnival Proceeds	192,805.07	70,000.00
3189999 Overpayments	2.05	
Total Miscellaneous Revenue	194,957.12	72,700.00
Total 3180000 Miscellaneous Revenue	232,771.57	112,350.00
Total 3100000 Local Revenue	492,660.98	588,150.00
3200000 Rev from Commonwealth		
3220000 Non-Categorical Aid		
3220112 VA Comm of the Arts	0.00	4,000.00
3220150 Communications Tax	1,027.58	2,275.00
3220107 Rolling Stock Taxes	3,234.57	3,250.00
3220108 HB599 Aid Local Police	16,446.00	32,888.00
3220109 PPTRA-Car Tax Relief	11,608.54	11,609.00
Total 3220000 Non-Categorical Aid	32,316.69	54,022.00
3240000 Categorical Aid		
3240420 Coronavirus Recovery Fu	116,620.50	
3240101 Fire Programs Funds	0.00	10,000.00
Total 3240000 Categorical Aid	116,620.50	10,000.00
Total 3200000 Rev from Commonwealth	148,937.19	64,022.00

Town of Buchanan, Virginia
Profit & Loss Budget vs. Actual
July through December 2021

	Jul - Dec 21	Budget
3300000 Rev from Federal Gov't		
3330000 Categorical Aid		
3330210 Fed Forest Land Mgmt	1,415.25	1,404.00
Total 3330000 Categorical Aid	<u>1,415.25</u>	<u>1,404.00</u>
Total 3300000 Rev from Federal Gov't	<u>1,415.25</u>	<u>1,404.00</u>
3410000 Non-Revenue Receipts		
3410100 Insurance Recovery	2,893.34	
Total 3410000 Non-Revenue Receipts	<u>2,893.34</u>	
3410500 Interfund Transfers		
3410501 Transfers fr General Fd	0.00	0.00
Total 3410500 Interfund Transfers	<u>0.00</u>	<u>0.00</u>
Total Income	<u>645,906.76</u>	<u>653,576.00</u>
Gross Profit	<u>645,906.76</u>	<u>653,576.00</u>
Expense		
01 General Government Admin		
001 Legislative		
11110 Town Council		
1100 Salaries	2,520.00	5,050.00
3600 Advertising	734.25	2,250.00
5540 Convention & Education	488.60	250.00
5600 Mileage Reimbursement	0.00	250.00
5800 Miscellaneous Expense	0.00	250.00
5810 Dues and Memberships	1,974.98	1,500.00
Total 11110 Town Council	<u>5,717.83</u>	<u>9,550.00</u>
Total 001 Legislative	<u>5,717.83</u>	<u>9,550.00</u>
Total 01 General Government Admin	<u>5,717.83</u>	<u>9,550.00</u>
02 General & Financial Admin		
12210 Legal Services		
3100 Professional Services	18,063.78	15,000.00
Total 12210 Legal Services	<u>18,063.78</u>	<u>15,000.00</u>
12240 Independent Auditor		
3100 Professional Services	0.00	14,000.00
Total 12240 Independent Auditor	<u>0.00</u>	<u>14,000.00</u>
12410 Clerk-Treasurer		
1100 Salaries	42,229.65	60,000.00
1110 Overtime	4,721.60	1,000.00
1120 Bonus	1,000.00	
2100 FICA/Medicare Tax	12,079.19	15,000.00
2110 Virginia Unemployment Ins	99.42	150.00
2210 IRA Contribution	0.00	3,250.00
2212 Retirement	1,289.04	0.00
2213 VRS VLDP	383.96	0.00
2300 Health Insurance	10,523.82	21,047.00
3120 Accounting Services	10,963.47	11,000.00

Town of Buchanan, Virginia
Profit & Loss Budget vs. Actual
July through December 2021

	Jul - Dec 21	Budget
3130 Bank Service Charges	656.10	400.00
3500 Printing and Binding	1,592.44	1,250.00
3600 Advertising	0.00	500.00
5210 Postal Services	1,602.21	3,250.00
5230 Telecommunications	1,220.22	3,100.00
5401 Copy Machine Rental	1,161.15	3,000.00
5600 Mileage Reimbursement	49.28	200.00
5800 Miscellaneous Expense	34.16	0.00
5810 Dues and Memberships	0.00	300.00
6001 Office Supplies	2,516.51	4,500.00
Total 12410 Clerk-Treasurer	92,122.22	127,947.00
12510 Town Manager		
1100 Salaries	32,822.37	57,500.00
1120 Bonus	1,000.00	
2212 Retirement	1,026.00	1,067.00
2213 VRS VLDP	0.00	0.00
2300 Health Insurance	5,534.58	11,069.00
5600 Mileage Reimbursement	509.79	450.00
5800 Miscellaneous Expense	0.00	500.00
5810 Dues and Memberships	485.28	750.00
Total 12510 Town Manager	41,378.02	71,336.00
Total 02 General & Financial Admin	151,564.02	228,283.00
03 Public Safety		
001 Law Enforcement		
31100 Police Department	17,500.00	35,000.00
Total 001 Law Enforcement	17,500.00	35,000.00
002 Fire & Rescue Services		
32200 Volunteer Fire Department		
5602 Fire Dept building maint.	600.00	5,000.00
5601 Grant (Firefighter)	0.00	10,000.00
Total 32200 Volunteer Fire Department	600.00	15,000.00
Total 002 Fire & Rescue Services	600.00	15,000.00
Total 03 Public Safety	18,100.00	50,000.00
04 Public Works		
43200 Maint of Gen Properties		
1100 Salaries & Wages	29,706.10	47,500.00
1110 Overtime	1,132.28	2,000.00
1120 Bonus	750.00	
2212 Retirement	876.97	1,100.00
2213 VRS VLDP	201.37	0.00
2300 Health Insurance	13,139.90	25,000.00
3310 Repair & Maint Services	2,259.00	5,000.00
3320 Street Repair-Snow Removal	217.07	5,000.00
3322 Janitorial Services	2,766.10	3,600.00

Town of Buchanan, Virginia
Profit & Loss Budget vs. Actual
July through December 2021

	Jul - Dec 21	Budget
5100 Electricity - Streetlights	5,713.28	11,000.00
5110 Electricity - Town Hall	1,885.01	2,750.00
5120 Heating Fuel	459.31	2,500.00
5230 Telecommunications	2,593.85	3,500.00
5308 General Liability Insur	19,410.00	20,000.00
5811 Uniforms & Safety Clothing	945.00	2,500.00
5812 Safety Footwear	0.00	500.00
6007 Repair & Maint Supplies	2,602.43	5,000.00
6008 Vehicle & Equip Fuels	2,249.94	3,000.00
8002 Capital Outlay	0.00	0.00
Total 43200 Maint of Gen Properties	86,907.61	139,950.00
44000 Trash Department		
33301 Brush Grinding	0.00	9,000.00
33201 Trash Pickup	33,547.80	82,000.00
Total 44000 Trash Department	33,547.80	91,000.00
Total 04 Public Works	120,455.41	230,950.00
07 Parks, Events & Cultural		
71100 Parks & Recreation		
5810 Arbor Day Celebration	144.00	2,000.00
5811 Epiphany Bon Fire	0.00	5,000.00
5814 Easter Egg Hunt	0.00	300.00
5815 Civil War History Weekend	0.00	2,000.00
5816 Buchanan Garden Festival	0.00	2,500.00
5817 LEU Police Bicycle Tour	0.00	50.00
5818 Bo Co Fishing Carnival	0.00	75.00
5819 Reggae by the River	8,319.50	8,000.00
5820 Pork by the James	0.00	8,000.00
5822 Botetourt Co. Fair	0.00	101.00
5823 Mountain Magic	5,299.64	5,000.00
5824 Christmas Parade	575.75	500.00
5825 Christmas Eve Luminaries	4,614.10	
3600 Advertising	2,430.00	2,000.00
5840 Town Events	2,288.17	1,200.00
6013 Recreational Supplies	73.82	500.00
Total 71100 Parks & Recreation	23,744.98	37,226.00
71200 Carnival		
3310 Repairs & Maint Contract	674.99	
5110 Utilities	3,203.91	5,000.00
5801 Carnival Operations	35,608.98	20,000.00
Total 71200 Carnival	39,487.88	25,000.00
Total 07 Parks, Events & Cultural	63,232.86	62,226.00
08 Development		
81200 Community Development		
1100 Salaries & Wages	24,658.92	46,500.00

Town of Buchanan, Virginia
Profit & Loss Budget vs. Actual
July through December 2021

	Jul - Dec 21	Budget
1110 Overtime	1,446.42	
1120 Bonus	500.00	
2212 Retirement	765.84	1,000.00
2213 VRS VLDP	127.97	0.00
2300 Health Insurance	7,551.97	12,000.00
3600 Advertising	3,296.06	2,500.00
5602 Donation After Prom Party	0.00	200.00
5603 Donation to Theater	0.00	4,000.00
5604 Town Flowers/Baskets	0.00	2,000.00
Total 81200 Community Development	38,347.18	68,200.00
Total 08 Development	38,347.18	68,200.00
09 Nondepartmental		
004 Capital Projects		
94100 General Improvements		
94102 Sidewalk Improvements	7,148.00	
94105 Playground	0.00	1,867.00
94107 Community Develop Grant	4,642.70	
94108 Covid-19	59,972.00	
94199 Contingencies- Technology	405.00	2,500.00
Total 94100 General Improvements	72,167.70	4,367.00
Total 004 Capital Projects	72,167.70	4,367.00
005 Debt Service		
95100 General Debt		
95110 Principal Repayments	812.70	
Total 95100 General Debt	812.70	
Total 005 Debt Service	812.70	
Total 09 Nondepartmental	72,980.40	4,367.00
Payroll Expenses	19,190.63	
Total Expense	489,588.33	653,576.00
Net Ordinary Income	156,318.43	0.00
Net Income	156,318.43	0.00

Town of Buchanan, Virginia
(Utility) Profit & Loss Budget vs. Actual
July through December 2021

	Jul - Dec 21	Budget
Ordinary Income/Expense		
Income		
3100000 Local Revenue		
3150000 Rev-Use of Money/Prop		
3150100 Interest Income	288.21	
Total 3150000 Rev-Use of Money/Prop	288.21	
3160000 Charges for Services		
3165000 Charge Enterprise Svcs		
3165100 Water Revenues		
3165110 Water Services	172,310.29	340,000.00
3165111 Water Sales	0.00	500.00
3165120 Water Penalties	9,313.20	21,000.00
3165130 Reconnect Fees	1,560.00	4,000.00
3165190 Water Hook Up Fees	0.00	1,000.00
Total 3165100 Water Revenues	183,183.49	366,500.00
3165200 Sewer Revenues		
3165210 Sewer Services	99,974.34	196,000.00
Total 3165200 Sewer Revenues	99,974.34	196,000.00
Total 3165000 Charge Enterprise Svcs	283,157.83	562,500.00
Total 3160000 Charges for Services	283,157.83	562,500.00
Total 3100000 Local Revenue	283,446.04	562,500.00
3200000 Rev from Commonwealth		
3240000 Categorical Aid		
3240201 VA Dept of Health Grant	0.00	0.00
Total 3240000 Categorical Aid	0.00	0.00
Total 3200000 Rev from Commonwealth	0.00	0.00
3300000 Rev from Federal Gov't		
3330000 Categorical Aid		
3330201 USDA SEARCH Grant	5,000.00	
Total 3330000 Categorical Aid	5,000.00	
Total 3300000 Rev from Federal Gov't	5,000.00	
Total Income	288,446.04	562,500.00
Gross Profit	288,446.04	562,500.00
Expense		
02 General & Financial Admin		
12410 Clerk-Treasurer		
2100 FICA/Medicare Tax	607.71	
2110 Virginia Unemployment Ins	0.00	
Total 12410 Clerk-Treasurer	607.71	
Total 02 General & Financial Admin	607.71	
04 Public Works		
43200 Maint of Gen Properties		
2212 Retirement	224.79	
5230 Telecommunications	99.79	

Town of Buchanan, Virginia
(Utility) Profit & Loss Budget vs. Actual
July through December 2021

	Jul - Dec 21	Budget
Total 43200 Maint of Gen Properties	324.58	
44100 Water Operations		
1100 Salaries & Wages	4,751.00	20,000.00
1110 Overtime	436.50	2,500.00
2100 FICA/Medicare	0.00	250.00
2110 Virginia Unemployment Tax	0.00	0.00
2210 IRA Contribution	0.00	0.00
3100 Prof Svcs & Miss Utility	41.98	1,000.00
3110 Operating Contract	24,717.22	67,000.00
3310 Repairs & Maint Contract	0.00	10,000.00
3500 Printing & Binding	97.26	
3700 Permits	4,691.00	10,000.00
5110 Utilities	6,631.93	9,000.00
6007 Repair & Maint Supplies	5,043.65	15,000.00
6009 Vehicle & Equip Supplies	2,076.73	
6014 Operating Supplies	720.73	15,000.00
8101 Machinery & Equipment Cost	0.00	4,000.00
Total 44100 Water Operations	49,208.00	153,750.00
44110 Water Filtration Plant		
3110 Operating Contract	7,388.94	
3310 Repairs & Maint Contract	4,301.48	8,000.00
5110 Utilities	2,764.38	7,000.00
5230 Telecommunications	728.33	1,000.00
6014 Operating Supplies	1,097.99	2,200.00
8101 Machinery & Equipment Cost	0.00	0.00
Total 44110 Water Filtration Plant	16,281.12	18,200.00
44200 Sewer Operations		
5230 Telecommunications	355.93	2,500.00
1100 Salaries & Wages	2,527.50	38,500.00
1110 Overtime	156.75	1,000.00
2100 FICA/Medicare	0.00	60.00
2110 Virginia Unemployment Tax	0.00	0.00
2210 IRA Contribution	0.00	0.00
3100 Prof Svcs & Miss Utility	42.02	250.00
3110 Operating Contract	32,106.16	53,000.00
3310 Repairs & Maint Contract	3,874.08	15,000.00
3320 Sludge Disposal	975.98	8,000.00
3700 Permits	240.00	1,500.00
5110 Utilities	9,100.69	20,500.00
5410 Lease/Rent of Equipment	122.00	1,000.00
6007 Repair & Maint Supplies	4,266.05	7,500.00
6009 Vehicle & Equip Supplies	2,096.23	
6014 Operating Supplies	6,626.73	6,000.00
8101 Machinery & Equipment Cost	0.00	8,000.00

Town of Buchanan, Virginia
(Utility) Profit & Loss Budget vs. Actual
July through December 2021

	Jul - Dec 21	Budget
Total 44200 Sewer Operations	62,490.12	162,810.00
Total 04 Public Works	128,303.82	334,760.00
09 Nondepartmental		
004 Capital Projects		
94200 Water Projects		
94201 Water Line Replacement	0.00	0.00
Total 94200 Water Projects	0.00	0.00
94300 Sewer Projects		
94305 SER Cap Grant	30,029.76	10,000.00
94302 WWTP Improvements	0.00	20,000.00
94399 Contingencies	0.00	10,073.00
Total 94300 Sewer Projects	30,029.76	40,073.00
Total 004 Capital Projects	30,029.76	40,073.00
005 Debt Service		
95500 Water Debt Service		
95510 Principal Payments	89,679.58	187,667.00
95520 Interest Payments	4,158.35	
Total 95500 Water Debt Service	93,837.93	187,667.00
Total 005 Debt Service	93,837.93	187,667.00
Total 09 Nondepartmental	123,867.69	227,740.00
Payroll Expenses	72.00	
Total Expense	252,851.22	562,500.00
Net Ordinary Income	35,594.82	0.00
Net Income	35,594.82	0.00

Carnival Recommendation (estimates)

French Fry Fryers (1)	2,500
New A/C - Fry Stand	300
4 Hoses	100
Two Window Unit A/Cs	600
Ice Cream Stand - 1 AC	300
Ketchup Dispenser (estimate)	150
Paint - All existing Structures - 30 gal white	700
Shake Machines (2)	250
Seasonal "O" for Rotation - LOVEworks sculpture	3,000
LES - Replace Lights that have shattered and preemptively replacing others	3,500
Pattonsburg Neighborhood/Bridge Planter	500
Subtotal	11,900
Emergency Services - Roof Repairs	18,000
Total	29,900

Budget 2020-2021 expected a \$45,000 profit

Actual 2020-2021 received a \$101,782.99

Difference: \$56,782.99

Payroll (Paid) \$20,000

\$36,782.09 Remaining



Proposed FY 2022-2023 Budget

BUCHANAN TOWN COUNCIL, APRIL 7, 2022

SUSAN MCCULLOCH, TOWN MANAGER



- ❖ Items to Note – Revenue
 - ❖ Real Estate – expecting slight increase based on last year’s actual- \$154,000 from \$151,100 – reassessment due in 2023
 - ❖ Personal Property (Increased due to current trends – from \$13,500 to \$15,500)
 - ❖ Most significant increase: Other Taxes (sales/use; consumer utility; business license) – higher consumer/utility taxes (\$3K; but fewer businesses -\$2,500); added more short-term stays
 - ❖ 2021 - \$205,700; 2022 - \$220,000 – Challenge: there is legislation in progress that eliminate grocery tax, but the State is supposed to help localities make up the shortfall – communicating with Chris Booth
 - ❖ Vehicle fees – lower; but Bank franchise fees much higher (was \$42K in 2021-2022; now \$57K)
 - ❖ Garbage Collection Fees – level
 - ❖ ARPA funds (restricted) – All of this will be an in and out, and Council will allocate funds as they decide

General Fund Budget 2022-2023- Revenue

General Fund Revenue, continued

- ❖ Events – due to unknowns, level revenue and expenses are being budgeted except for
 - ❖ Mountain Magic (\$7,500 in 2021; \$8,500 in 2022)
 - ❖ Reggae by the River (\$11K in 2021; \$14K in 2022)
 - ❖ Carnival (\$70K in 2021; \$75K in 2022)
- ❖ Revenue from Commonwealth – the ARPA funds are an in and out with other grant funding

General Fund Proposed FY22-23 Budget - Expenses



Legal fees are budgeted higher to match this year's budget (\$25K was \$15K)



Town Manager, Clerk and Treasurer Salaries are to be offset by the Utility Fund (\$7,500 and \$25,000)



Other salaries are level



Insurance savings with the new policy is reflected under each category



General Fund Revenue, continued

- ❖ Mary Earhart (accountant)'s fees are up (\$11K, now \$15K)
- ❖ Total Carnival expenses are a bit higher to add repairs and maintenance – could be offset by Carnival Revenues later



Total General Fund Proposed Budget

\$689,175 without ARPA; \$1,155,657 with ARPA



Proposed FY22-23 Utility Fund Budget - Revenue

- ❖ Water Services – we anticipate fewer penalties and more revenue in water services, so overall \$1K less than last year's budget
- ❖ Sewer services – due to the higher trend this year, this is increased by \$4K
- ❖ We anticipate receiving SERCAP funding



Utility Fund Budget - Expenses

- ❖ Water/Sewer Operations – Inboden’s contract has changed this budget line, so this is factored in for the 2022-2023 budget with the 1.5% increase in January 2023
- ❖ Contracting: \$89,332.32 in Water; \$89,332.32 in Sewer contracting (was \$67K budgeted for water, \$53K for sewer in FY2021/2022)
- ❖ Inboden has been a tremendous help with reporting, compliance, and contracting to work on other sewer challenges on an hourly basis

Utility Fund Expenses

- ❖ New Line item not previously budgeted – Vehicle & Equipment Supplies in both Water and Sewer – the truck payment is split between the two categories, which is approximately \$10,000 per year total (\$810/month from each line)
- ❖ The mower was originally programmed into this budget, however has been purchased this FY. The funds in Line Item 8101 – Machinery & Equipment under Water is \$9,000, and I recommend we leave it for any unforeseen expenses; and other line items have the same contingency in this category

Utility Fund Budget FY2022-2023

\$605,700

(FY21-22: \$600,102)



Both Funds

GENERAL FUND

\$689,175 without ARPA
\$1,155,657 with ARPA

UTILITY FUND

\$605,700

Total Combined:
\$1,294,875
With ARPA: \$1,761,357

Questions?



Utility Funds

Ordinary Income/Expense

FY

Income

22-23

3165100 Water Revenues

3165110 Water Services \$340,000.00

3165111 Water Sales \$500.00

3165120 Water Penalties \$20,000.00

3165130 Reconnect Fees \$3,000.00

3165190 Water Hook Up Fees \$2,200.00

Total 3165100 Water Revenues

3165200 Sewer Revenues \$365,700.00

3165210 Sewer Services \$200,000.00

Total 3165200 Sewer Revenues

Total 3160000 Charges for Services \$200,000.00

\$565,700.00

3200000 Rev from Commonwealth

3240201 VA Dept of Health Grant \$40,000.00

Total 32000000 Rev from Commonwealth

3300000 Rev from Federal Gov't

3330000 Categorical Aid

3330201 USDA SEARCH Grant \$0.00

3240 Safe Drinking Water Gant \$0.00

341107 Proceeds from RD Grant \$0.00

Total 3330000 Categorical Aid

3300000 Rev from Federal Gov't - Other \$0.00

Total 3300000 Rev from Federal Gov't

3410000 Non-Revenue Receipts

3410402 Rural Development Loan \$0.00

Total 3410400 Proceeds from Debt

Total 3410000 Non-Revenue Receipts

Total Income \$605,700.00

Expense

44100 Water Operations

1100 Salaries & Wages \$12,000.00

1110 Overtime \$1,000.00

2100 FICA/Medicare \$250.00

2110 Virginia Unemployment Tax \$0.00

2210 IRA Contribution \$0.00

3100 Prof Svcs & Miss Utility \$250.00

3110 Operating Contract \$89,332.32 1/2 reg, 1/2 at 1.5%

3310 Repairs & Maint Contract \$4,500.00

3700 Permits \$4,600.00

5110 Utilities \$9,500.00

Page 1

5810 Dues and Memberships	\$0.00
6007 Repair & Maint Supplies	\$8,000.00
6008 Vehicle & Equip Fuels	
6009 Vehicle & Equip Supplies	\$5,000.00 1/2 truck
6014 Operating Supplies	\$5,000.00
8101 Machinery & Equipment Cost	\$9,000.00
Total 44100 Water Operations	\$148,432.32
44110 Water Filtration Plant	
3310 Repairs & Maint Contract	\$9,000.00
5110 Utilities	\$8,000.00
5230 Telecommunications	\$1,000.00
6014 Operating Supplies	\$2,200.00
8101 Machinery & Equipment Cost	\$15,000.00
Total 44110 Water Filtration Plant	\$35,200.00
44200 Sewer Operations	
5230 Telecommunications	\$1,000.00
1100 Salaries & Wages	\$11,000.00
1110 Overtime	\$500.00
2100 FICA/Medicare	\$900.00
2110 Virginia Unemployment Tax	\$80.00
2210 IRA Contribution	\$0.00
3100 Prof Svcs & Miss Utility	\$250.00
3110 Operating Contract	\$89,332.32 (1/2 reg, 1/2 at 1.5%)
3310 Repairs & Maint Contract	\$7,000.00
3320 Sludge Disposal	\$5,500.00
3700 Permits	\$1,500.00
5110 Utilities	\$22,000.00
5410 Lease/Rent of Equipment	\$7,000.00
6007 Repair & Maint Supplies	\$5,000.00
6009 Vehicle & Equip Supplies	\$5,000.00 1/2 truck
6014 Operating Supplies	\$11,000.00
8101 Machinery & Equipment Cost	\$3,000.00
Total 44200 Sewer Operations	\$170,062.32
Total 04 Public Works	
94200 Water Projects	
94201 Water Line Replacement	\$5,900.00
94203 Water Distribution Proj	
94204 Water Pipe Repl Phase II	
94 Well Site	
94298 Transfer to Escrow Acct	
Total 94200 Water Projects	\$5,900.00
94300 Sewer Projects	
94 Town Manager Salary	\$7,500.00
Treasurer/Clerk Salary	\$25,000.00

94305 SERCAP Grant	\$40,000.00
94302 WWTP Improvements	\$20,000.00
94 Misc Sewer Repairs or Truck	\$938.36
94 Engineering services	\$5,000.00
Total 94300 Sewer Projects	\$98,438.36
Total 004 Capital Projects	
005 Debt Service	
95500 Water Debt Service	
95510 Principal Payments	\$187,667.00
Total 95500 Water Debt Service	\$187,677.00
Total Expense	\$605,700.00
(Deficit)	
	\$0.00

General Funds**Ordinary Income/Expense**Draft Budget
FY 22/23

3/14/2022

Income**3100000 Local Revenue****3110000 General Property Taxes****3110100 Real Property Taxes****3110101 Current Taxes**

\$150,000.00

3110102 Delinquent Taxes

\$4,000.00

Total 3110100 Real Property Taxes

\$154,000.00

3110300 Personal Property Taxes**3110301 Current Taxes**

\$15,500.00

3110302 Delinquent Taxes

\$50.00

Total 3110300 Personal Property Taxes

\$15,550.00

3110600 Penalties & Interest**3110601 Penalties & Interest**

\$2,000.00

Total 3110600 Penalties & Interest

\$2,000.00

Total 3110000 General Property Taxes

\$171,550.00

3120000 Other Local Taxes**3120100 Local Sales & Use Taxes**

\$51,000.00

3120200 Consumer Utility Taxes

\$23,000.00

3120210 Consumption Tax

\$3,500.00

3120300 Business License Taxes

\$42,500.00

3120500 Vehicle Fees

\$14,000.00

3120600 Bank Franchise Fees

\$57,000.00

3121000 Occupancy Tax

\$4,000.00

3121100 Meals Taxes

\$25,000.00

Total 3120000 Other Local Taxes

\$220,000.00

3130000 Permits/Fees/Reg Lic**3130307 Zoning Permits**

\$250.00

3130308 Sign Permits

\$100.00

3130308 Special Use Permits

\$100.00

Total 3130000 Permits/Fees/Reg Lic

\$450.00

3140000 Fines and Forfeitures**3140101 Property Liens**

\$1,500.00

3140101 Zoning Violations

\$500.00

Total 3140000 Fines and Forfeitures

\$2,500.00

3150000 Rev-Use of Money/Prop**3150100 Interest Income**

\$3,000.00

3150200 Rental Income

\$1,000.00

Total 3150000 Rev-Use of Money/Prop

\$8,500.00

3165300 Garbage Fees**3165310 Garbage Collection Fee**

\$96,000.00

Total 3165300 Garbage Fees

\$96,000.00

Total 3160000 Charges for Services

\$107,000.00

3180000 Miscellaneous Revenue**Miscellaneous Revenue****3189929 Christmas Mkt.**

\$5,000.00

\$0.00

3189927 Christmas Eve Luminaries

\$0.00

3189926 Christmas Parade

\$500.00

3189925 Mountain Magic

\$8,500.00

3189924 Botetourt Co. Fair

\$200.00

3189923 Buchanan Tri

\$0.00

3189922 Pork by the James

\$8,500.00

3189921 Reggae by the River	\$14,000.00	
3189920 Bot.Co.Fishing Carnival	\$100.00	
3189919 LEU Police Bicycle Tour	\$50.00	
3189918 Buchanan Garden Festival	\$2,000.00	
3189917 Civil War History Weekend	\$2,500.00	
3189916 Easter Egg Hunt	\$300.00	
3189915 Acoustic Endeavors	\$0.00	
3189914 Soup Night Cash Mob	\$0.00	
3189913 Epiphany Bon Fire	\$0.00	
3189905 Overage/ Shortage	\$0.00	
3189904 Other		
3189904 Small Bus. App. Recp.	\$0.00	
3189903 Gifts and Donations	\$1,000.00	
3189910 Arbor Day Donations	\$1,000.00	
3189911 Event Fees	\$100.00	
3189912 Carnival Proceeds	\$75,000.00	
3189999 Overpayments	\$0.00	
Miscellaneous Revenue - Other	\$1,000.00	
Total Miscellaneous Revenue	\$119,750.00	
Total 3180000 Miscellaneous Revenue		
Total 3100000 Local Revenue		
3200000 Rev from Commonwealth		
3220000 Non-Categorical Aid		
VDOT Revenue		
DHCD Grant		
3220150 Communications Tax	\$2,275.00	
3220107 Rolling Stock Taxes	\$3,250.00	
3220108 HB599 Aid Local Police	\$32,888.00	
3220109 PPTRA-Car Tax Relief	\$11,608.00	
Total 3220000 Non-Categorical Aid	\$50,021.00	
3240000 Categorical Aid		
3240701 VA Commission Arts Grt	\$4,000.00	
3240102 State Forestry Dept	\$0.00	
3240101 Fire Programs Funds	\$15,000.00	
3240108 Community Business Launch	\$0.00	
Coronavirus recovery fund ARPA	\$466,482.00	ARPA
Total 3240000 Categorical Aid	\$485,482.00	
Total 3200000 Rev from Commonwealth	\$535,503.00	
3300000 Rev from Federal Gov't		
3330000 Categorical Aid		
3330210 Fed Forest Land Mgmt	\$1,404.00	
Total 3330000 Categorical Aid		
3300000 Rev from Federal Gov't - Other		
Total 3300000 Rev from Federal Gov't	\$0.00	
3410000 Non-Revenue Receipts		
3410100 Insurance Recovery	\$0.00	
Total 3410000 Non-Revenue Receipts		
3410500 Interfund Transfers	\$0.00	
3410501 Transfers fr General Fd		
Total 3410500 Interfund Transfers	\$0.00	
Total Income	\$1,155,657.00	689,175.00 Without ARPA

Expense

01 General Government Admin	
001 Legislative	
11110 Town Council	
1100 Salaries	\$5,050.00
2100 FICA/ Medicare Tax & VA unEmp INS	\$0.00
3600 Advertising	\$2,250.00
5540 Convention & Education	\$250.00
5600 Mileage Reimbursement	\$250.00
5800 Miscellaneous Expense	\$250.00
5810 Dues and Memberships	\$2,500.00
Total 11110 Town Council	\$10,550.00
Total 001 Legislative	\$9,550.00
02 General & Financial Admin	
12210 Legal Services	\$25,000.00
3100 Professional Services	
Total 12210 Legal Services	\$25,000.00
12240 Independent Auditor	
3100 Professional Services	\$13,350.00
Total 12240 Independent Auditor	
12410 Clerk-Treasurer	
1100 Salaries	\$60,000.00
1110 Overtime	\$1,000.00
1120 Bonus	\$0.00
2100 FICA/Medicare Tax	\$15,000.00
2110 Virginia Unemployment Ins	\$600.00
2210 IRA Contribution	\$0.00
2210 VRS Contribution	\$3,250.00
2300 Health Insurance	\$20,328.00
3120 Accounting Services	\$15,000.00
3130 Bank Service Charges	\$700.00
3500 Printing and Binding	\$1,500.00
3600 Advertising	\$500.00
5210 Postal Services	\$3,250.00
5230 Telecommunications	\$3,100.00
5401 Copy Machine Rental	\$3,000.00
5800 Miscellaneous Expense	\$0.00
5600 Mileage Reimbursement	\$200.00
8101 Machinery & Equipment	\$0.00
5810 Dues and Memberships	\$300.00
6001 Office Supplies	\$4,500.00
Total 12410 Clerk-Treasurer	\$132,228.00
12510 Town Manager	
1100 Salaries	\$55,000.00
1120 Bonus	\$0.00
2100 FICA/Medicare Tax	\$0.00
2110 Virginia Unemployment Ins	\$0.00
2210 IRA Contribution	\$0.00
2213 VRS	\$2,000.00
2300 Health Insurance	\$10,164.00
5600 Mileage Reimbursement	\$450.00
800 Miscellaneous Expense	\$500.00
5810 Dues and Memberships	\$900.00
Total 12510 Town Manager	\$69,014.00
Total 02 General & Financial Admin	\$239,592.00

03 Public Safety	
001 Law Enforcement	
31100 Police Department	\$35,000.00
Total 001 Law Enforcement	
002 Fire & Rescue Services	\$100.00
32200 Volunteer Fire Department	
5600 Lt Purchase for Fire Dept.	\$0.00
5601 Grant (Firefighter)	\$10,000.00
5602 Building Maintenance	\$5,000.00
Total 002 Fire & Rescue Services	\$15,000.00
Total 03 Public Safety	\$65,100.00
04 Public Works	
43200 Maint of Gen Properties	
1100 Salaries & Wages	\$47,500.00
1110 Overtime	\$2,000.00
1120 Bonus	\$0.00
2100 FICA/Medicare Tax	\$0.00
2110 Virginia Unemployment Ins	\$0.00
2210 IRA Contribution	\$0.00
2213 VRS	\$1,100.00
2300 Health Insurance	\$20,328.00
3310 Repair & Maint Services	\$5,000.00
3320 Street Repair-Snow Removal	\$5,000.00
3322 Janitorial Services	\$3,600.00
5100 Electricity - Streetlights	\$11,000.00
5110 Electricity - Town Hall	\$2,750.00
5120 Heating Fuel	\$2,500.00
5230 Telecommunications/ Cell Phones	\$3,800.00
5308 General Liability Insur	\$20,000.00
5811 Uniforms & Safety Clothing	\$2,000.00
5812 Safety footwear	\$500.00
6007 Repair and Maint Supplies	\$5,000.00
6008 Vehicle & Equip. Fuel	\$5,000.00
8002 Capital Outlay	\$8,000.00
Total 43200 Maint of Gen Properties	\$145,078.00
44000 Trash Department	
33301 Brush Grinding	\$9,000.00
33201 Trash Pickup	\$81,500.00
Total 44000 Trash Department	\$90,500.00
Total Public Works	\$228,440.00
07 Parks, Events & Cultural	
71100 Parks & Recreation	
5810 Arbor Day Celebration	\$2,000.00
5811 Epiphany Bon Fire	\$0.00
5812 Soup Night Cash Mob	\$0.00
5813 Acoustic Endeavors Concert	\$0.00
5814 Easter Egg Hunt	\$300.00
5815 Civil War History Weekend	\$2,000.00
5816 Buchanan Garden Festival	\$2,500.00
5817 LEU Police Bicycle Tour	\$50.00
5818 Botetourt County Fishing Carnival	\$75.00
5819 Reggae By the River	\$8,000.00
5820 Pork By the James BBQ Competition	\$8,000.00
5821 Buchanan Tri- Run, Ride River Race	\$0.00

5822 Botetourt County Fair	\$101.00	
5823 Mountain Magic	\$5,000.00	
5824 Christmas Parade	\$500.00	
5825 Christmas Eve Luminaries	\$200.00	
5826 Block Party	\$0.00	
5827 Misc. Event Supplies	\$0.00	
5828 Small Business Appr.	\$0.00	
5829 Christmas Mrk.	\$5,000.00	
3600 Advertising	\$4,200.00	
5840 Town Events/ Other Machinery	\$1,200.00	
6013 Recreational Supplies	\$500.00	
Total 71100 Parks & Recreation	\$39,626.00	
71200 Carnival		
5999 Remittance to Botetourt Co.	\$0.00	
3310 Repairs & Maint Contract	\$4,165.00	
5110 Utilities	\$5,000.00	
5801 Carnival Operations	\$20,000.00	
Total 71200 Carnival	\$29,165.00	
Total 07 Parks, Events & Cultural	\$68,791.00	
08 Community Development		
81200 Community Revitalization		
1100 Salaries & Wages	\$46,500.00	
1120 Bonus	\$0.00	
2100 FICA/Medicare Tax	\$0.00	
2110 Virginia Unemployment Ins	\$0.00	
2213 VRS	\$1,000.00	
2300 Health Insurance	\$10,164.00	
3600 Advertising	\$4,000.00	
5602 Donation After Prom Party	\$200.00	
5603 Donation to Theater	\$4,000.00	
5604 Town Flowers/Baskets	\$2,500.00	
Total 81200 Community Revitalization		
Total 08 Revitalization	\$68,364.00	
09 No departmental		
004 Capital Projects		
94100 General Improvements		
94100 General Capital Outlay	\$0.00	
94104 \ Community Development Town Grant		
94105 Playground	\$2,200.00	
94108 COVID	\$466,482.00	
94199 (Contingency-Technology	\$0.00	
94199 (Transfer to sewer	\$0.00	
Total 94100 General Improvements	\$468,682.00	
Total Expense	\$1,155,657.00	\$689,175 Without ARPA
NET	\$0.00 !!!	