



Appomattox Regular Council Meeting Agenda

Appomattox Municipal Building, 210 Linden Street, Appomattox, Virginia 24522

Monday, June 08, 2020

7:30 PM – Regular Council Meeting

(Location: Appomattox Municipal Building, 210 Linden Street, Appomattox, Virginia 24522)

Call to Order and Welcome to Visitors

Public Hearing

Open and state the purpose of the hearing - Mayor Harvey

Staff Reports

Public Comments

Close the hearing - Mayor Harvey

[FY](#) 2021 Town of Appomattox Proposed Budget - Informative Summary

Prayer & Pledge of Allegiance to the Flag of the United States of America

Mayor's Comments

Scheduled Public Appearances

2. Certificate of Appreciation and Recognition of Service
3. Community Gift Certificate Program

Adoption of the Consent Agenda - June 8, 2020

All matters listed under consent agenda are considered routine by the council and will be approved or received by one motion in the form listed. Items may be

removed from the consent agenda for discussion under the regular agenda upon motion of any council member and duly seconded.

[4.](#) May 11, 2020 Regular Council Meeting minutes

Unfinished Business

New Business

1. Consideration to approve payment of \$43,457.37 to the Town of Appomattox Economic Development Authority to provide an economic stimulus to businesses located within the Town of Appomattox conducting business as of October 1, 2019 and had paid for a 2020 Business License on or before June 1, 2020.

Citizen Comment

Town Manager's Report

Council Comment

Adjournment

File Attachments for Item:

FY 2021 Town of Appomattox Proposed Budget - Informative Summary



TOWN OF APPOMATTOX - PUBLIC HEARING NOTICE PROPOSED FY 2021 BUDGET

The Appomattox Town Council will hold a public hearing on Monday, June 8, 2020 at 7:30 p.m. at the Appomattox Municipal Building, 210 Linden Street. The purpose of this public hearing will be to receive public comments concerning the following:

Proposed FY 2021 Budget for the Town of Appomattox - In accordance with §15.2-2506 Code of Virginia, the following is a brief synopsis of the budget proposed by the Town of Appomattox for FY 2021:

GENERAL FUND EXPENDITURES	3,325,783.00
INTERNAL SERVICE FUND EXPENDITURES	138,700.00
WATER FUND EXPENDITURES	623,277.00
SEWER FUND EXPENDITURES	1,032,689.00
TOTAL EXPENDITURES	5,120,449.00
GENERAL FUND REVENUE	3,325,783.00
INTERNAL SERVICE FUND REVENUE	138,700.00
WATER FUND REVENUE	623,277.00
SEWER FUND REVENUE	1,032,689.00
TOTAL REVENUE	5,120,449.00

Documentation is available during regular business hours in the Appomattox Town Office, 210 Linden Street, Appomattox, Virginia. A copy is also available on the Town of Appomattox website, www.townofappomattox.com, under the tab “Department”, “Finance” page.

The meeting will be open to the public, but with only limited seating available in order to promote social distancing as established by Executive Order #55 issued by the Governor of the Commonwealth of Virginia (March 30, 2020) and the Center for Disease Control and Prevention (CDC).

Citizens will have the opportunity to participate in the meeting in the following ways:

- Dial-in number (US): **1 + (339) 207-6609**. Please mute your call. Those calling in will be able to speak during the scheduled period.
- Join the online meeting: <https://join.freeconferencecall.com/appomattoxtown> and using Online meeting ID: appomattoxtown. Please mute your online call.
- Facebook: <https://www.facebook.com/townofappomattox/> and using the option to watch the live video of the meeting in progress.

The public and all interested parties are invited to attend this public hearing to make their views known on the proposed FY 2021 Budget for the Town of Appomattox. Any person needing special accommodations should contact the Town Office no later than the close of business on the day of the hearing at 434-352-8268.



FY 2020-2021 Informative Summary

Paul D. Harvey, Mayor

Council Members:

James J. Boyce, Sr.

Steven T. Conner

Jonathan D. Garrett

Timothy W. Garrett

Claudia Puckette

Mary Lou Spiggle

Gary L. Shanaberger, Town Manager

Kimberley W. Ray, Town Treasurer

Roxanne W. Casto, Clerk

	General Fund			FY 2019	FY 2020		FY2021
				Actual	Adopted	Amended	Proposed
					Budget	Budget	
Beginning Available Cash							
REVENUES							
10-3101-0000	Current Real Estate Tax			\$ 176,572	\$ 162,000	\$ 162,000	\$ 155,000
10-3102-0000	Current Personal Property Tax			73,816	75,000	75,000	70,000
10-3103-0000	Delinquent Tax			5,835	5,000	5,000	3,000
10-3104-0000	Penalties & Interest			13,629	5,000	5,000	5,000
10-3105-0000	PSC Taxes			6,884	7,000	7,000	6,000
10-3201-0000	Bank Stock Tax			183,342	130,000	130,000	140,000
10-3202-0000	Meals Tax			1,122,498	1,000,000	1,000,000	770,000
10-3203-0000	Lodging Tax			79,839	70,000	70,000	40,000
10-3204-0000	Franchise Tax			-500	4,500	4,500	3,000
10-3205-0000	Consumption Tax			8,141	7,000	7,000	6,000
10-3206-0000	Cigarette Tax			157,613	110,000	110,000	130,000
10-3301-0000	Vehicle License Fee			31,775	25,000	25,000	25,000
10-3302-0000	Business License			199,000	150,000	150,000	150,000
10-3304-0000	Zoning Fees			1,900	1,000	1,000	1,000
10-3308-0000	Communications Tax			6,291	6,500	6,500	6,500
10-3501-0000	Interest			13,218	9,000	9,000	10,000
10-3502-0000	Rental of Misc. Property			9,026	9,000	9,000	9,000
10-3602-0000	Rolling Stock Tax			3,147	4,000	4,000	3,500
10-3603-0000	Sales Tax			83,179	70,000	70,000	60,000
10-3604-0000	Aid to Police Dept			44,324	44,322	44,322	44,000
10-3605-0000	Fire Programs			10,000	10,000	10,000	10,000
10-3606-0000	Personal Property Tax Relief				23,107	23,107	23,107
10-3608-0000	Parking Tickets			1,800	-	-	
10-3608-0000	Visitor Center			420	400	400	400
10-3609-0000	Mobile Home Titling Tax			738	500	500	500
10-3801-0000	Miscellaneous			3,402	1,000	1,000	1,000
10-3802-0000	Grants				-	700,000	700,000
10-3803-0000	State DMV Fees			23,106	-		
10-3804-0000	Town DMV Fees			2,960	1,000	1,000	3,000
10-3806-0000	Meadowlark Program Grant Revenue			103,311	-	257,767	53,473
10-3806-0001	Meadowlark Program Income			39,769	4,380	4,380	2,920
10-3999-0000	Other Reimbursables			18,277	500	500	500
10-3901-0000	Transfer from Reserved Fund Balance			-	813,919	893,322	893,883
	Total Revenues			\$ 2,423,313	\$ 2,749,128	\$ 3,786,298	\$ 3,325,783
	General Fund			FY 2019	FY2020		FY2021
				Actual	Adopted	Amended	Proposed
					Budget	Budget	
Expenditures							
4000	Council			65,074	51,500	51,500	44,700
4100	Administrative			453,728	488,170	543,508	516,404
4200	Professional			105,698	118,000	118,000	118,000
4400	Police			113,025	94,644	94,644	94,644
4500	Tourism			55,895	78,200	93,265	75,700
4600	Fire			30,049	41,000	41,000	281,000

4700	Public Works			600,146	926,193	926,193		934,312
4800	Sanitation			112,534	115,000	115,000		150,000
5000	Property Maint. & Construction			247,700	660,571	1,618,338		1,030,673
5100	Town Shop			31,833	38,250	38,250		36,250
5200	Donations & Contributions			10,000	83,500	92,500		10,000
5300	Zoning			2,621	27,000	27,000		7,000
5400	Town Office			37,878	27,100	27,100		27,100
	Total Operating Expenditures			\$ 1,866,181	\$ 2,749,128	\$ 3,786,298		\$ 3,325,783

	Council				FY 2019	FY 2020		FY 2021
					Actual	Adopted	Amended	Proposed
						Budget	Budget	
Expenditures								
10-4000-1030	Part- Time Salary/Wage Reg				19,880	23,000	23,000	23,000
10-4000-2010	FICA				1,518	1,700	1,700	1,700
10-4000-2060	Unemployment				22	500	500	500
10-4000-4010	Convention/Conference/Travel				4,480	6,000	6,000	6,000
10-4000-4040	Meals				373	3,000	3,000	1,000
10-4000-5526	Computer Expense				1,075	1,000	1,000	1,000
10-4000-8020	Priorities & Initiatives - Communication					3,000	3,000	3,500
10-4000-8041	EDA Incentive Contribution				30,827			
10-4000-8045	Elections and Referendums					5,300	5,300	
10-4000-8050	Professional Fees Master Plan				-	-	-	
10-4000-9010	Recordation				6,900	8,000	8,000	8,000
	Total Expenditures				\$ 65,074	\$ 51,500	\$ 51,500	\$ 44,700

	Administrative				FY 2019	FY 2020		FY 2021
					Actual	Adopted	Amended	Proposed
						Budget	Budget	
Expenditures								
10-4100-1010	Salaries & Wages - Regular				326,674	305,000	305,000	320,000
10-4100-2010	FICA				24,381	25,000	25,000	25,000
10-4100-2020	VRS				10,711	16,000	16,000	17,000
10-4100-2030	Health Insurance				17,389	20,000	20,000	34,200
10-4100-2040	VRS Life Insurance				3,315	3,500	3,500	3,800
10-4100-2060	Unemployment				49	500	500	500
10-4100-2070	Worker's Compensation				207	220	220	1,000
10-4100-2099	Insurance (Veh/Work/Liab)				-	5,500	5,500	7,000
10-4100-3023	Website Development				760	3,000	3,000	3,000
10-4100-3030	Postage				5,239	5,000	5,000	6,000
10-4100-3040	Publishing Ads				1,308	2,500	2,500	2,500
10-4100-4010	Mileage				185	1,000	1,000	500
10-4100-4020	Lodging				-	1,000	1,000	500
10-4100-4030	Convention/Conference				677	3,000	3,000	1,500
10-4100-4040	Meals				552	1,500	1,500	750
10-4100-4050	Safety & Training				724	1,000	1,000	1,000
10-4100-5526	Computer Expense				40,121	77,835	77,835	35,000
10-4100-6010	Office Supplies				4,843	10,000	10,000	7,500
10-4100-6020	Repairs/Maintenance				-	1,250	1,250	-
10-4100-6025	Internal Service Fund/Vehicle Maint				-	-	-	4,000
10-4100-6040	Books & Subscriptions				6,555	4,000	4,000	-
10-4100-6050	Town Code				1,195	22,500	22,500	22,500
10-4100-6060	Property Tax Expense				3,394	4,000	4,000	4,000
10-4100-6062	PP Tax Fund				109	-	-	-
10-4100-6070	Cigarette Tax Expense				44	10,000	10,000	2,500
10-4100-9020	Dues & Assoc. Membership				3,264	5,000	5,000	4,000
10-4100-9030	Bank Charges & Fees				309	500	500	500
10-4100-9031	BB& Settlement Agreement				-	-	12,503	10,204
10-4100-9035	Over/Short				173	-	-	-
10-4100-9040	Dinners				193	500	500	250
10-4100-9050	Flowers				258	200	200	200
10-4100-9090	Other Reimbursables				1,099	1,500	1,500	1,500
	Total Expenditures				\$ 453,728	\$ 531,005	\$ 543,508	\$ 516,404

	Professional				FY 2019	FY 2020		FY 2021
					Actual	Adopted	Amended	Proposed
						Budget	Budget	
Expenditures								
10-4200-7410	Audit/Accounting				53,655	60,000	60,000	60,000
10-4200-7420	Legal/Attorney				52,044	40,000	40,000	45,000
10-4200-7440	Engineering				-	18,000	18,000	13,000
	Total Expenditures				\$ 105,698	\$ 118,000	\$ 118,000	\$ 118,000

	Police				FY 2019	FY 2020		FY 2021
					Actual	Adopted	Amended	Proposed
						Budget	Budget	
Expenditures								
10-4400-8070	Police Agreement				111,225	94,644	94,644	94,644
	Total Expenditures				\$ 111,225	\$ 94,644	\$ 94,644	\$ 94,644

	Tourism Fund				FY 2019	FY 2020		FY 2021
					Actual	Adopted	Amended	Proposed
						Budget	Budget	
10-4500-1030	Part-time Salaries				36,975	35,000	35,000	35,000
10-4500-2010	FICA				2,746	2,900	2,900	2,900
10-4500-2060	Unemployment				29	500	500	500
10-4500-3020	Telephone				1,170	1,500	1,500	1,500
10-4500-3022	Website Cost/Maintenance				-	2,000	2,000	2,000
10-4500-3030	Postage				1,734	1,500	1,500	1,500
10-4500-3031	Bulk Permit				204	300	300	300
10-4500-3040	Publishing Ads				-	500	500	500
10-4500-3041	Advertising				2,400	3,000	3,000	3,000
10-4500-4030	Convention/Conference				-			500
10-4500-5020	Depot Electric					-	-	6,500
10-4500-5025	Water & Sewer				4,597	6,500	6,500	1,000
10-4500-5526	Computer Expense				627	1,000	1,000	2,000
10-4500-6010	Office Supplies				977	2,000	2,000	1,000
10-4500-6012	Promotional Items				595	2,000	2,000	-
10-4500-6015	Printing				8	500	500	500
10-4500-6020	Repairs & Maintenance				1,912	3,000	3,000	3,000
10-4500-7095	Equipment				4,625	4,625	4,625	-
10-4500-8060	Brochures				1,920	6,000	6,000	6,000
10-4500-8065	Marketing					10,000	10,000	8,000
10-4500-9011	American Civil War Museum					10,440	10,440	
Total Operating Expenditures					\$ 60,520	\$ 93,265	\$ 93,265	\$ 75,700

	Fire				FY 2019	FY 2020		FY 2021
					Actual	Adopted	Amended	Proposed
						Budget	Budget	
Expenditures								
10-4600-6080	Reimburse County				20,049	4,000	4,000	4,000
10-4600-7095	Reserve - Equipment				-	27,000	27,000	240,000
10-4600-8000	Donation							27,000
10-4600-9060	Fire Programs				10,000	10,000	10,000	10,000
	Total Expenditures				\$ 30,049	\$ 41,000	\$ 41,000	\$ 281,000

	Public Works				FY 2019	FY 2020		FY 2021
					Actual	Adopted	Amended	Proposed
						Budget	Budget	
Expenditures								
10-4700-1010	Salaries & Wages - Regular				360,127	543,000	543,000	545,000
10-4700-2010	FICA				25,000	38,000	38,000	42,000
10-4700-2020	VRS				17,082	29,500	29,500	27,000
10-4700-2030	Health Insurance				24,349	65,160	65,160	75,240
10-4700-2040	VRS Life Insurance				3,624	5,800	5,800	6,000
10-4700-2060	Unemployment				100	1,000	1,000	1,000
10-4700-2070	Worker's Compensation				14,936	16,000	16,000	16,000
10-4700-2099	Insurance (Veh/Work/Liab)				5,324	5,000	5,000	7,000
10-4700-3010	Electricity				36,338	40,000	40,000	40,000
10-4700-3040	Publishing Ads				1,259	1,000	1,000	2,000
10-4700-5510	Lawn Maintenance				316	2,000	2,000	15,400
10-4700-5526	Computer Expense				5,901	7,900	7,900	7,900
10-4700-5539	Equipment Replacement				-	20,000	20,000	-
10-4700-6025	Internal Service Fund Expenses				71,266	78,942	78,942	87,381
10-4700-6010	Office Supplies				3,059	7,000	7,000	6,000
10-4700-6020	Repairs & Maintenance				18,485	35,000	35,000	25,000
10-4700-6030	Uniforms				3,026	7,000	7,000	6,000
10-4700-6090	Sidewalks & Curbs				334	5,000	5,000	4,000
10-4700-6100	Streets/Sign Maintenance				392	3,500	3,500	2,500
10-4700-6150	Main Street Maintenance				3,832	6,000	6,000	5,000
10-4700-6180	Snow Removal				2,507	5,500	5,500	6,000
10-4700-7080	Town Welcome Signs					1,000	1,000	1,000
10-4700-7081	Animal Control				-			4,000
10-4700-7222	Suntrust Loan				2,890	2,891	2,891	2,891
	Total Expenditures				\$ 600,146	\$ 926,193	\$ 926,193	\$ 934,312

	Sanitation				FY 2019	FY 2020		FY 2021
					Actual	Adopted	Amended	Proposed
						Budget	Budget	
Expenditures								
10-4800-6200	Garbage Contract				112,534	115,000	115,000	150,000
10-4800-6210	Roll Out Cart Maintenance				-	-	-	-
	Total Expenditures				\$ 112,534	\$ 115,000	\$ 115,000	\$ 150,000

Property Maintenance & Construction				FY 2019	FY 2020		FY 2021
				Actual	Adopted	Amended	Proposed
					Budget	Budget	
Expenditures							
10-5000-5010	Depot			1,500	8,000	8,000	5,000
10-5000-5040	Parks(Kiddie & Abbitt)			16,670	14,000	14,000	14,000
10-5000-5050	Land Acquisition			-	43,071	43,071	
10-5000-6000	Capital Projects			383	300,000	300,000	
10-5000-6001	CIP - Public Works Equipment			41,690	-	-	
10-5000-6002	CIP - Public Works Parking & Gate			4	-	-	
10-5000-6003	CIP - Town Hall Improvements			-	150,000	150,000	
NEW	CIP - Lee Grant Ave. Road Project			-			250,000
10-5000-6006	Slurry Parking			-	112,300	112,300	-
10-5000-8000	CDBG Grant Expenses			132,671	257,767	257,767	53,473
10-5000-8002	Janitorial Depot			2,600	5,200	5,200	5,200
10-5000-8003	Janitorial Public Works			2,600	3,000	3,000	3,000
10-5000-8004	Depot - Historic Structures Report			30,883			
10-5000-8010	CDBG Dtn Rev Grant App				25,000	25,000	-
10-5000-8011	CDBG - Downtown Rev. Grant Application			18,700	700,000	700,000	700,000
Total Expenditures				\$ 247,700	\$ 1,618,338	\$ 1,618,338	\$ 1,030,673

	Town Shop				FY 2019	FY 2020		FY2021
					Actual	Adopted	Amended	Proposed
						Budget	Budget	
Expenditures								
10-5100-3010	Electricity				5,775	6,000	6,000	6,000
10-5100-3020	Telephone				5,775	6,500	6,500	6,500
10-5100-3050	Heating & Cooling				6,329	10,000	10,000	10,000
10-5100-4050	Safety/Training				3,244	5,000	5,000	5,000
10-5100-5025	Water & Sewer				1,077	750	750	750
10-5100-6020	Repairs & Maintenance				3,742	5,000	5,000	5,000
10-5100-6022	Shop Tools (new)				5,890	5,000	5,000	3,000
	Total Expenditures				\$ 31,833	\$ 38,250	\$ 38,250	\$ 36,250

	Donations & Contributions			FY 2019	FY 2020		FY 2021
				Actual	Adopted	Amended	Proposed
					Budget	Budget	
Expenditures							
10-5200-6014	Special Events Promo			10,000	20,500	20,500	10,000
NEW	FLAP Project (new)			-	72,000	72,000	-
	Total Expenditures			\$ 10,000	\$ 92,500	\$ 92,500	\$ 10,000

	Zoning				FY 2019	FY 2020		FY 2021
					Actual	Adopted	Amended	Proposed
						Budget	Budget	
Expenditures								
10-5300-3040	Publishing Ads				-	1,000	1,000	1,000
10-5300-4150	Contracted Services				1,728	20,000	20,000	-
10-5300-7420	Legal/Attorney				893	1,000	1,000	1,000
10-5300-7440	Engineering				-	5,000	5,000	5,000
	Total Expenditures				\$ 2,621	\$ 27,000	\$ 27,000	\$ 7,000

	Town Office				FY2019	FY2020		FY 2021
					Actual	Adopted	Amended	Proposed
						Budget	Budget	
Expenditures								
10-5400-3010	Electricity				4,512	5,000	5,000	5,000
10-5400-3020	Telephone				15,349	5,000	5,000	5,000
10-5400-4050	Safety/Training				-	500	500	500
10-5400-5025	Water & Sewer				475	600	600	600
10-5400-6020	Repairs & Maintenance				12,342	10,000	10,000	10,000
10-5400-7430	Janitor				5,200	6,000	6,000	6,000
	Total Expenditures				\$ 37,878	\$ 27,100	\$ 27,100	\$ 27,100

	Water Fund			FY 2019	FY 2020		FY 2021
				Actual	Adopted	Amended	Proposed
					Budget	Budget	Budget
Beginning Available Cash							
REVENUES							
30-3001-0000	Water Sales			341,911	342,400	342,400	350,000
30-3002-0000	Connection Fees			13,100	7,500	7,500	7,500
30-3003-0000	Penalty Fees			16,653	15,000	15,000	15,000
30-3005-0000	Availability Fees			10,388	500	500	10,000
30-3007-0000	Reconnect Fees			21,820	10,000	10,000	4,000
30-3020-0000	County Water Line Maintenance			4,182	4,000	4,000	-
30-3004-0000	Miscellaneous			3,800	4,000	4,000	500
30-3006-0000	Interest			4,407	2,500	2,500	4,000
30-3008-0000	Credit Card Fees			42,059	45,000	45,000	3,000
30-3502-0000	Rental of Misc Property			31,567	35,000	35,000	35,000
30-3810-0000	Intergovernmental Revenue			35,249	25,000	25,000	25,000
30-3901-0000	Use of Fund Balance			-	490,266	490,266	169,277
Total Revenues and Use of Available Cash				\$ 525,136	\$ 981,166	\$ 981,166	\$ 623,277
Expenditures							
30-6000-1010	Regular Salaries			89,400	85,000	85,000	85,000
30-6000-2010	FICA			5,905	6,500	6,500	6,500
30-6000-2020	VRS			4,829	3,000	3,000	4,800
30-6000-2030	Health Insurance			7,051	6,516	6,516	13,680
30-6000-2040	VRS Life Insurance				600	600	1,100
30-6000-2060	Unemployment			603	500	500	500
30-6000-2070	Workers Compensation			412	3,100	3,100	4,000
30-6000-2099	Insurance			7,646	5,000	5,000	6,000
30-6000-3020	Telephone			1,196	2,000	2,000	2,000
30-6000-3030	Postage			2,799	3,000	3,000	3,500
30-6000-3040	Publishing Ads			273	1,000	1,000	1,000
30-6000-4010	Mileage			-	600	600	600
30-6000-4020	Lodging			-	1,000	1,000	1,000
30-6000-4030	Convention/Conference			240	1,000	1,000	1,000
30-6000-4040	Meals			263	500	500	500
30-6000-4050	Safety/Training			590	3,000	3,000	2,000
30-6000-4150	Contracted Services			60,204	45,000	45,000	25,000
30-6000-5101	Well #1			166	3,500	3,500	-
30-6000-5105	Well #5			332	3,500	3,500	-
30-6000-5109	Well #9			86	200	200	-
30-6000-5115	Well #15			72	200	200	-
30-6000-5125	Well #25			430	1,500	1,500	-
30-6000-5139	Well #39			1,163	3,500	3,500	-
30-6000-5141	Well #41			528	3,500	3,500	-
30-6000-5142	Well #42			72	200	200	-
NEW	Well Maintenance			-	-	-	19,500
30-6000-5143	Water Meter Replacement			3,394	-	-	30,000
30-6000-5510	Lawn Maintenance			493	1,500	1,500	1,500
30-6000-5526	Computer Expense			3,177	19,504	19,504	4,000
	Water Fund			FY 2019	FY 2020		FY2021
				Actual	Adopted	Adopted	Proposed
					Budget	Budget	Budget

30-6000-6025	Internal Service Fund Expenses			22,746	22,746		24,966
30-6000-6020	Repairs & Maintenance		33,092	55,000	55,000		50,000
30-6000-6030	Uniforms		2,933	2,000	2,000		3,500
30-6000-6120	Lab Tests		2,100	3,000	3,000		4,000
30-6000-6130	Connections		3,173	3,500	3,500		3,500
30-6000-7089	Utility Map Updates		946	11,000	11,000		9,000
30-6000-7091	100,000 G Tank Maintenance		2,043	5,000	5,000		5,000
NEW	SS 100,000 G. Tank Maintenance		-	-	-		5,000
30-6000-7092	Capital Improvements		26,484	469,000	469,000		67,631
30-6000-7093	Million gallon tank		2,728	6,000	6,000		6,000
30-6000-7222	Debt Service		6,957	7,500	7,500		7,500
30-6000-7420	Legal Fees		-	1,000	1,000		20,000
30-6000-7440	Engineering		-	10,000	10,000		30,000
30-6000-8000	County Water Line Maintenance		6,303	25,000	25,000		20,000
30-6000-8001	Water Purchased		145,568	150,000	150,000		150,000
30-6000-9020	Membership Dues		545	1,000	1,000		1,000
30-6000-9030	Bank Charges		1,661	3,000	3,000		3,000
30-6000-9070	Consumer Reports		-	1,500	1,500		-
30-6000-9040	Collection Fees		224	500	500		-
	Depreciation		99,102	-	-		-
	Total Expenditures		\$ 536,804	\$ 981,166	\$ 981,166		\$ 623,277

	Sewer Fund				FY 2019	FY 2020		FY2021
					Actual	Adopted	Amended	Proposed
						Budget	Budget	Budget
	Beginning Available Cash							
REVENUES								
31-5001-0000	Sewer Sales				825,418	832,000	832,000	850,000
31-5002-0000	Connection Fees				6,600	2,500	2,500	2,500
31-5005-0000	Availability Fees				17,750	7,500	7,500	7,500
31-5007-0000	WW Facility Improve Fund				76,573	76,573	76,573	76,573
31-5011-0000	Park Service Maintenance				2,150	1,800	1,800	1,800
31-5006-0000	Interest				3,842	3,500	3,500	3,500
31-5004-0000	Miscellaneous				316	-	-	-
31-3810-0000	Intergovernmental Revenue				1,532	1,000	1,000	1,700
	Beginning Balance				-	244,184	244,184	89,116
	USDA (new)				-	758,271	758,271	
	Total Revenues and Use of Available Cash				\$ 934,181	\$ 1,927,328	\$ 1,927,328	\$ 1,032,689
Expenses								
31-7000-1010	Regular Salaries				203,942	112,000	112,000	112,000
31-7000-2010	FICA				15,392	8,600	8,600	8,600
31-7000-2020	VRS				12,946	6,300	6,300	6,300
31-7000-2030	Health Insurance				33,760	13,500	13,500	13,680
31-7000-2040	VRS Life Insurance				1,675	1,250	1,250	1,400
31-7000-2060	Unemployment				45	500	500	500
31-7000-2070	Workers Compensation				2,697	2,900	2,900	2,900
31-7000-2099	Insurance				4,970	5,000	5,000	6,000
31-7000-3020	Telephone				2,269	2,500	2,500	2,500
31-7000-3030	Postage				2,862	3,000	3,000	3,000
31-7000-3040	Publishing Ads				-	500	500	500
31-7000-4010	Mileage				-	250	250	250
31-7000-4020	Lodging				-	750	750	750
31-7000-4030	Convention/Conference				-	1,000	1,000	1,000
31-7000-4040	Meals				204	300	300	300
31-7000-4050	Safety/Training				1,046	2,000	2,000	2,000
31-7000-4150	Contracted Services				31,763	45,000	45,000	45,000
31-7000-5025	Water & Sewer				34,540	32,000	32,000	32,000
31-7000-5070	Park Service Maintenance				4,321	4,000	4,000	4,000
31-7000-5071	IDA PS				1,705	3,000	3,000	3,000
31-7000-5210	Pump Station Maintenance				15,995	28,000	28,000	28,000
31-7000-5510	Lawn Maintenance				720	2,000	2,000	2,000
31-7000-5520	Sewer Jetter Machine				853	1,500	1,500	1,500
31-7000-5526	Computer Expense				5,490	12,504	12,504	4,000
31-7000-5529	D S Nash Generator				2,295	3,000	3,000	3,000
31-7000-5530	SBR Generator Maintenance				1,943	3,000	3,000	3,000
	Sewer Fund				FY2019	FY2020		FY2021
					Actual	Adopted	Amended	Proposed
						Budget	Budget	Budget
31-7000-5531	Standby Generator Maintenance				600	3,000	3,000	3,000
31-7000-5532	Goodwin Portable Pump				-	1,000	1,000	1,000
31-7000-6020	Repairs & Maintenance				11,747	32,000	35,000	35,000
31-7000-6023	Tools				-	500	500	1,000
31-7000-6025	Internal Service Fund Expenses				23,463	32,140	32,140	26,353
31-7000-6030	Uniforms				3,147	2,000	2,000	3,500

31-7000-6120	Lab Tests				19,118	25,000	25,000		25,000
31-7000-6130	Connections				2,363	5,000	5,000		5,000
31-7000-6140	SBR O&M				79,281	73,000	73,000		73,000
31-7000-6141	I & I Project				-	147,220	147,220		-
31-7000-6142	I & I Project (construction)				-	758,271	758,271		-
31-7000-6143	I&I Project Interest					-	-		80,325
31-7000-6160	WWTP O&M				49,910	47,000	47,000		47,000
31-7000-7089	Utility Map Updates				3,596	12,000	12,000		10,000
31-7000-7090	Capital Maintenance				27,987	-	-		-
31-7000-7091	Capital Improvements				-	78,400	78,400		124,000
31-7000-7215	General Fund Loan				-	20,000	20,000		20,000
31-7000-7220	Debt Loan (VRA)					157,331	157,331		157,331
31-7000-7222	Debt Service				8,210	11,500	11,500		11,500
31-7000-7223	Debt TRP Replacement Project					84,000	84,000		84,000
31-7000-7230	I & Project Interest				18,129	-	-		
31-7000-7440	Sewer Engineering Fees				3,720	132,112	132,112		30,000
31-7000-9031	SBR Permit FEES				5,536	7,000	7,000		7,000
31-7000-9040	Collection Fees				-	1,500	1,500		1,500
31-7000-9100	Depreciation Expense				315,717	-	-		
	Total Operating Expenses				\$ 953,957	\$ 1,924,328	\$ 1,927,328		\$ 1,032,689

	Internal Service Fund				FY 2019	FY 2020		FY 2021
					Actual	Adopted	Amended	Proposed
						Budget	Budget	Budget
	Beginning Available Cash							
REVENUES								
60-4001-0000	General Fund Contribution				71,266	78,942	78,942	87,381
60-4002-0000	Water Fund Contribution				16,846	22,746	22,746	24,966
60-4003-0000	Sewer Fund Contribution				22,088	32,112	32,112	26,353
	Total Revenues and Use of Available Cash				\$ 110,199	\$ 133,800	\$ 133,800	\$ 138,700
Expenses								
60-7500-2099	Insurance				8,404	9,000	9,000	12,000
60-7500-5501	Leaf Machine				811	1,500	1,500	2,000
60-7500-5502	John Deere 410J Backhoe				1,162	3,600	3,600	4,000
60-7500-5503	2014 Ford F150 Truck				998	2,500	2,500	2,500
60-7500-5504	2010 International Dump Truck				1,935	2,000	2,000	2,000
60-7500-5505	2007 Chevrolet Truck				1,337	2,000	2,000	2,000
60-7500-5506	Street Sweeper				981	3,000	3,000	3,000
60-7500-5507	2011 Ford Truck				1,589	2,500	2,500	2,500
60-7500-5508	Generator				-	500	500	500
60-7500-5509	2013 Dump Truck				1,804	3,500	3,500	3,500
60-7500-5510	International Dump Truck				1,113	3,400	3,400	3,400
60-7500-5511	John Deere 410				717	4,500	4,500	4,500
60-7500-5512	1998 Dodge				876	3,500	3,500	3,500
60-7500-5513	2004 Chevy Pickup				1,343	2,000	2,000	2,000
60-7500-5514	2006 Chevy Pickup				847	2,500	2,500	2,500
60-7500-5515	2013 Ford F150 Truck				1,321	2,500	2,500	2,500
60-7500-5516	Malibu				859	1,000	1,000	1,000
60-7500-5517	GMC Dump Truck				530	-	-	-
60-7500-5518	Case Tractor				1,740	4,000	4,000	4,000
60-7500-5519	2004 Chevy Truck (white)				1,612	2,000	2,000	3,000
60-7500-5520	2011 Chevy Truck				1,408	5,000	5,000	5,000
60-7500-5525	2017 Ford F 350				842	2,000	2,000	2,000
60-7500-5526	Airman Air Compressor				702	800	800	800
60-7500-5527	1992 Ford Tractor w/ Alamo Boom				702	3,500	3,500	3,500
60-7500-5529	Town Vehicle - SUV				28,844	2,000	2,000	2,000
60-7500-6020	Supplies				-	5,000	5,000	5,000
60-7500-9100	Depreciation				-	60,000	60,000	60,000
	Total Operating Expenses				\$ 62,475	\$ 133,800	\$ 133,800	\$ 138,700

PROPOSED 2020-2021 BUDGET

2020-2021 Revenues

General Fund	\$3,325,783.00	
Internal Service Fund	\$138,700.00	
Water Fund	\$623,277.00	
Sewer Fund	\$1,032,689.00	
TOTAL		\$5,120,449.00

2020-2021 Expenditures

General Fund

Council	\$44,700.00
Administrative	\$516,404.00
Professional	\$118,000.00
Police Dept.	\$94,644.00
Tourism	\$75,700.00
Fire Dept.	\$281,000.00
Public Works Dept	\$934,312.00
Sanitation Dept.	\$150,000.00
Prop. Mt. & Const.	\$1,030,673.00
Town Shop	\$36,250.00
Donations & Contributions	\$10,000.00
Zoning	\$7,000.00
Town Office	\$27,100.00
TOTAL	\$3,325,783.00

Internal Service Fund \$138,700.00

Water Fund \$623,277.00

Sewer Fund \$1,032,689.00

TOTAL \$5,120,449.00

<i>Fund</i>	<i>Proposed Revenue</i>	<i>Proposed Exp.</i>	<i>Difference</i>
General Fund	\$3,325,783.00	\$3,325,783.00	\$0.00
Internal Service Fund	\$138,700.00	\$138,700.00	\$0.00
Water Fund	\$623,277.00	\$623,277.00	\$0.00
Sewer Fund	\$1,032,689.00	\$1,032,689.00	\$0.00
<i>Total</i>	\$5,120,449.00	\$5,120,449.00	\$0.00

File Attachments for Item:

4. May 11, 2020 Regular Council Meeting minutes

1 | **Appomattox Town Council**
Regular Council Meeting
May 11, 2020

The Appomattox Town Council held a Regular Council meeting on Monday, May 11, 2020 at 7:30 p.m. at the Appomattox Municipal Building, 210 Linden Street, Appomattox, Virginia with Mayor Harvey, presiding.

Town Council members present were Jonathan D. Garrett, James Boyce, Sr., Mary Lou Spiggle, Timothy W. Garrett, and Steven T. Conner.

Absent: Claudia G. Puckette.

Staff present were Town Manager, Gary Shanaberger; Town Treasurer, Kim Ray; and Clerk of Council, Roxanne Casto.

Others present were Carlton Duck.

Mayor Harvey called the meeting to order.

Rev. Carlton Duck, Pastor of the Gethsemane Baptist Church gave the invocation, and led the Pledge of Allegiance to the Flag of the United States of America.

Mayor's Comments:

Mayor Harvey thanked the first responders and those on the front lines during the COVID-19 pandemic.

Scheduled Public Appearances – none

Consent Agenda –

On a motion by Mr. Boyce, seconded by Mr. Timothy Garrett, Council voted to adopt the consent agenda with the amendment of NB#3 – Consideration to advertise a public hearing for the FY 2021 Budget for the Town of Appomattox to include and set the Real Estate tax rate at \$0.11/\$100 of the assessed value creating an equalized rate due to reassessments for 2020 and NB#4 – Consideration to adopt a resolution to apply for VDH funding. All members present voting aye. Motion carried 5-0.

Old Business – none

3 | **Appomattox Town Council**
Regular Council Meeting
May 11, 2020

On a motion by Mr. Conner, seconded by Mr. Timothy Garrett, Council voted to approve the following resolution:

RESOLUTION
of the Council of the Town of Appomattox
Town of Appomattox, Virginia

VDH - Office of Drinking Water Funding

May 11, 2020

WHEREAS, the Town of Appomattox is interested in seeking funding opportunities for the Town of Appomattox Water Source Project;

WHEREAS, the Virginia Department of Health, Office of Drinking Water (ODW) manages funding sources under the Financial and Construction Assistance Program (FCAP);

WHEREAS, the Town Manager has reviewed the project planning material and found that the pre-requirements have been met for submitting a funding application;

THEREFORE, BE IT RESOLVED, that the Town Manager immediately begin to process a funding application for this project and be authorized to sign any and all documents for said funding application contingent upon review and concurrence by the Town Attorney.

Motion by: _____

Seconded by: _____

Ayes _____ Nays _____ Absent _____

This 11th day of May 2020.

All members present voting aye. Motion carried 5-0.

Council Standing Committee Reports – none

Citizen Comments – none

Town Manager's Report –

Mr. Shanaberger reported that staff spoke with the Department of Housing and Community Development regarding an application for a grant opportunity for the Church Street waterline replacement project.

4 | **Appomattox Town Council**
Regular Council Meeting
May 11, 2020

Staff will provide the Virginia Department of Health Resolution to Hurt & Proffitt, Inc. to submit the water source application with a due date of Friday, May 15, 2020.

The fireworks for July 3, 2020 are still planned. No other events are planned at this time due to COVID-91.

An Appomattox Downtown Revitalization meeting will be held next week.

Council Comments – none

Adjournment:

On a motion by Mr. Jonathan Garrett, seconded by Mr. Timothy Garrett, Council voted to adjourn at 7:50 p.m. All members present voting aye. Motion carried 5-0.

Roxanne W. Casto
Clerk of Council

Paul D. Harvey, Mayor