



Town of Mineral

Budget Work Session

April 6, 2023

Present

Ed Jarvis, Mayor

Blair Nipper, Vice Mayor

Ron Chapman

Bernice Kube

Olivia McCarthy

Rebecca McGehee

Anthony Wade

Reese Peck, Consultant

The Mineral Town Council began the advertised budget work session at 6:02 p.m.

#### **Past Budget**

Mayor Jarvis thanked the council for staying out of the office and letting the staff do their jobs. He went on to say that since Covid staff has come and gone and gathering the information for the budget has been like a scavenger hunt. The mayor handed council a number of handouts which will be attached to these minutes. One of the handouts was what was proposed in last year's budget before the past council decreased the rate by two cents. The past council had proposed a water and sewer rate increase but, in the end, left the rates the same. Mayor Jarvis said that the water rates have not increased for some time. He said the Utility Committee will be proposing an increase in the rates due to the county increasing their rates. (The town buys water from the county when the town well is down.)

#### **Equalization Rate**

Reese Peck, Consultant, explained the equalization rate and that it had to be within 1%. Due to higher assessments council would likely lower the tax rate. Otherwise, a tax rate increase would have to be advertised.

Mayor Jarvis told council how important it was to train staff. That in the past staff would go back and look at old files to come up with numbers for the budget. He said he had spoken with past council

member David Lawson to see where he came up with the numbers. He said that Lawson told him he got the numbers from the past mayor.

Councilwoman Nipper asked if the same equalization rules applied to personal property. Peck said that they applied to real property only. Council could raise or lower the personal property rates with out advertising a tax increase.

#### **Interest Bearing Account**

Mayor Jarvis reported to council that he had looked into moving town funds to a more interest bearing LGIP account. He presented council with handouts detailing which accounts, the interest rates and the potential monthly income. The handouts are attached to the minutes. Jarvis said he wanted to get council's opinion before moving the money.

Councilman Chapman asked if there was any potential that any money would be lost. Reese Peck answered that there was no risk of losing money. He said if the rates start to decrease council can revisit the decision and put them back into CD's. Mayor Jarvis said that with the new software the council would be better able to track town funds.

#### **W-2 Forms**

Mayor Jarvis reported that they had discovered the employee's W-2 forms were wrong. The current software QS1 was programed incorrectly.

Reese Peck explained that other counties had had the same problem. Here the social security was not right and retirement was under reported. The social security was corrected and the error actually benefitted the employees. The mayor also reported that the Town was programmed in as a 501C-3. The error was corrected and no money was involved. Jarvis said the software was only as good as the programming.

#### **Budget Categories**

Reese Peck reported that some of the funds were not set up properly such as water, sewer and personal property. Peck said he had a person that would be able to set up the accounts properly and reconcile the accounts. The mayor remarked that council can only go forward and that council would probably take a hit on the audit. Peck told council that even if they received a bad audit, they would be able to give an audit response. The mayor told council that there has not been an audit performed since 2021.

Councilwoman McGehee asked why the equalized rate was not advertised in the paper as it was voted on to so. Reese Peck responded that the council has not decided not to equalize the rate. The ad did not need to be put in the paper if there was no tax increase. He said that council would be hard pressed to keep taxes where they are. He further said the rate could be lowered due to increased assessments. Peck said it could go down as far as \$19 cents and revenue would only fall by \$5000.

#### **Water & Sewer**

Mayor Jarvis said that the bad news was that the water and sewer would have to increase. He said the town is spending more on water than they are billing the citizens for. Councilwoman McGehee asked if it would be advantageous to give the water system to the county.

#### **Employee Insurance**

Mayor Jarvis told council that it would be a benefit to the employees to change insurance policies. He wanted council to consider the Lifestyle 250 policy which covers more than the current employee plan. It would also provide life insurance which has been in the budget, but never provided. He said currently there are only two people taking health care. The town has been paying 90% of the plan cost. He said the county pays 83%. He suggested providing 85% of the cost and offering life insurance.

Councilwoman McGehee asked how much the employees currently pay. Jarvis said the town currently pays \$828 with the 250 plan it would go up to \$897. The employee part would be \$134.55 each month.

#### **Employee Salary**

Jarvis said that the county had put in a 5% raise for employees due to inflation and he would like to get those employees that currently do not make \$15 per hour up to that plateau.

At the conclusion of the work session Reese Peck said he would be gone for two weeks but he would put spread sheets together with the budget being finalized in the May to June time period. Probably more toward May 1.

The work session came to a close at 6:25 p.m. At which time council participated in a zoom meeting on the Freedom of Information Act.

Respectfully Submitted by Bernice Kube, Mineral Town Council

**NOTICE OF PUBLIC HEARING ON  
MONDAY, JUNE 13, 2022  
TOWN OF MINERAL, VIRGINIA  
PROPOSED BUDGET FOR FISCAL YEAR  
JULY 1, 2022 – JUNE 30, 2023  
AND PROPOSED CHANGES IN THE TAX AND PUBLIC UTILITY RATES**

The following Town Manager's recommended budget synopsis is prepared and published for information and fiscal planning purposes only. The inclusion in the Budget of any item does not constitute a commitment or obligation on the part of the Town of Mineral's Council to appropriate any funds for that item or purpose. The Budget has been presented on the basis of the estimates and requests submitted to the Town Manager's Office. There is no obligation or allocation of any funds of Town of Mineral for any purpose until there has been an appropriation for that purpose by the Town of Mineral Council.

The Mineral Town Council will, on Monday, June 13, 2022, at 7:00 p.m. at the Mineral Town Hall, hold a public hearing for informational and fiscal planning purposes to consider the following proposed budget for the fiscal year ending June 30, 2023. The Public Hearing is held allowing the public to question and comment on the proposed Budget and changes in the tax and public utility rates subject to reasonable time limits and procedures established by the Mineral Town Council. Written comments are also accepted by mail prior to the meeting and may be presented to the Council at the meeting.

Pursuant to Sections 15.2-2506 and 58.1-3007, Code of Virginia (1950), as amended, the Mineral Town Council will hold a Public Hearing on the proposed Budget for Fiscal Year 2022-2023 and the proposed changes in tax and public utility rates at 7:00 p.m. Monday, June 13, 2022, in the Mineral Town Hall, 312 Mineral Avenue, Mineral, Virginia, 22427.

A complete copy of budget is available for public inspection weekdays from 8:30 AM until 4:30 PM at the Mineral Town Hall, 312 Mineral Avenue, Mineral, VA 23117 and on the Town of Mineral website at <https://www.townofmineral.com/>. Questions about the budget may be directed to Willie Harper, Interim Town Manager at 540-894-5100

Authorized by Willie Harper, Interim Town Manager

Current Water & Sewer Residential Rates				Proposed Water & Sewer Residential Rates			
Town of Mineral				Town of Mineral			
Users	Usage	Water Rate	Sewer Rate	Users	Usage	Water Rate	Sewer Rate
<i>In-Town</i>	1st 3,000 gallons	\$26.50	\$35.40	<i>In-Town</i>	1st 3,000 gallons	\$30.00	\$40.00
	Over 3,000 gallons	\$8.00/1,000 gallons	\$8.95/1,000 gallons		Over 3,000 gallons	\$9.06/1,000 gallons	\$8.95/1,000 gallons
Users	Usage	Water Rate	Sewer Rate	Users	Usage	Water Rate	Sewer Rate
<i>Out-of-Town</i>	1st 3,000 gallons	\$30.00	N/A	<i>Out-of-Town</i>	1st 3,000 gallons	\$35.00	N/A
	Over 3,000 gallons	\$9.00/1,000 gallons	N/A		Over 3,000 gallons	\$10.50/1,000 gallons	N/A

Water & Sewer Residential Rates Percent Increase			
Users	Usage	Water Rate	Sewer Rate
<i>In-Town</i>	1st 3,000 gallons	13.21%	12.99%
	Over 3,000 gallons	13.21%	12.99%
Users	Usage	Water Rate	Sewer Rate
<i>Out-of-Town</i>	1st 3,000 gallons	16.67%	N/A
	Over 3,000 gallons	16.67%	N/A

**Solid Waste Collection Rate Schedule (Out-of- Town Only)**

Residential Rate:                      Current Rate-\$310 per year Proposed Rate – No Change

**Proposed Tax Rates for Calendar Year 2022**

	Current Rate	Proposed Rate
Real Estate	\$0.24/\$100	\$0.22 Decrease \$0.02
Personal Property	\$0.48/\$100	No increase
Transient Occupancy Tax	5%	No increase
Meals Tax	5%	No Increase
Business License	\$0.14/\$100 Gross Receipts	No Increase

Vehicle License Tax - \$20 (No Increase) for cars and light trucks, and motorcycles



PROPOSED FY 2022-2023 BUDGET				
OPERATING REVENUES	ACTUAL FISCAL YEAR 2021	CURRENT FISCAL YEAR 2022	FISCAL YEAR 2023 PLAN	FISCAL YEAR 2023 PLAN INC. / DEC.
GENERAL & PROGRAM REVENUES				
Anti-Litter Grant	\$935	\$1,000	\$1,000	\$0
Bank Stock Tax	\$47,659	\$45,000	\$45,000	\$0
BPOI Tax	\$20,456	\$35,000	\$29,000	(\$6,000)
Building Zoning applications	\$1,300	\$2,250	\$2,250	\$0
Hush Hog Service	\$0	\$300	\$300	\$0
Cemetery Income	\$41,128	\$35,000	\$35,000	\$0
Connection Fee Sewer	\$16,000	\$32,000	\$32,000	\$0
Connection Fee Water	\$26,000	\$30,000	\$36,000	\$6,000
COVID Care	\$44,496	\$25,870	\$0	(\$25,870)
COVID Cares Utility Funds	\$13,087	\$9,659	\$0	(\$9,659)
COVID State & Local Fiscal Recovery Funds	\$271,311	\$271,311	\$0	(\$271,311)
DMV Select Revenue	\$375,954	\$336,000	\$336,000	\$0
Fines & Penalties	\$2,930	\$1,000	\$1,000	\$0
Fire Programs Income	\$15,000	\$15,000	\$15,000	\$0
Grant Income	\$483	\$1,000	\$1,000	\$0
Interest Income	\$464	\$3,600	\$3,500	(\$100)
Local Sales Tax	\$42,513	\$35,000	\$35,000	\$0
Meals Tax	\$45,288	\$36,000	\$36,000	\$0
Miscellaneous Income	\$36	\$1,000	\$1,000	\$0
Notary Services	\$205	\$300	\$300	\$0
Personal Property Tax	\$24,629	\$15,526	\$19,407	\$3,881
Postage Reimbursement	\$7	\$100	\$100	\$0
Public Service Corp. Tax	\$9,037	\$8,500	\$8,500	\$0
Real Estate Tax	\$100,987	\$101,000	\$101,000	\$0
Rental Income	\$4,500	\$4,500	\$4,500	\$0
Rolling Stock Tax	\$0	\$1,200	\$1,200	\$0
Tax overpayment	\$1,596	\$500	\$500	\$0
Transient Occupancy Tax	\$2,066	\$2,000	\$2,000	\$0
Vehicle Tax	\$6,350	\$6,690	\$6,690	\$0
Water and Sewer Sales	\$217,937	\$250,000	\$282,500	\$32,500
Water Deposits	\$3,000	\$3,000	\$3,000	\$0
Surplus - Increase in unassigned fund	(\$211,963)	\$0	\$0	\$0
Use of unassigned fund balance	\$0	\$292,995	\$73,231	(\$219,764)
<b>TOTAL REVENUE</b>	<b>\$1,123,388</b>	<b>\$1,622,301</b>	<b>\$1,131,979</b>	<b>(\$490,322)</b>
PROPOSED FY 2022-2023 BUDGET				
OPERATING EXPENSES	ACTUAL FISCAL YEAR 2021	CURRENT FISCAL YEAR 2022	FISCAL YEAR 2023 PLAN	FISCAL YEAR 2023 PLAN INC. / DEC.
GENERAL & OVERHEAD				
<b>Personal Services</b>				
Salaries	\$289,894	\$413,358	\$417,860	\$4,502
FICA	\$15,737	\$31,622	\$31,966	\$344
VRN-Retirement, Disability and Group Life	\$12,408	\$17,000	\$9,904	(\$7,096)
Aflac	\$6,648	\$7,000	\$0	(\$7,000)
Health Plan	\$49,005	\$65,556	\$58,789	(\$6,767)
<b>Total Personal Services</b>	<b>\$373,692</b>	<b>\$534,536</b>	<b>\$518,519</b>	<b>(\$16,017)</b>
<b>Operating Budget</b>				
Accounting Consultants	\$0	\$0	\$10,000	\$10,000
Advertising	\$2,602	\$3,000	\$3,000	\$0
Asset Management	\$14,686	\$15,000	\$15,000	\$0
Audit	\$10,000	\$14,000	\$14,000	\$0
Bank Charges	\$0	\$50	\$50	\$0
Beautification	\$1,088	\$3,000	\$3,000	\$0
Burial (Cemetery Plots)	\$245	\$1,000	\$1,000	\$0
Conference Room Upgrades	\$0	\$9,200	\$0	(\$9,200)
County Wastewater Treatment	\$164,180	\$125,000	\$75,000	(\$50,000)
County Water Purchased	\$21,533	\$120,000	\$25,000	(\$95,000)
COVID Cares Expense	\$94,079	\$0	\$0	\$0
COVID Cares Utility Funds - Return of Unspent Funds	\$13,087	\$5,105	\$0	(\$5,105)
Debt Service	\$71,580	\$71,580	\$71,580	\$0
Deposits to Perpetual Care Fund	\$3,865	\$3,500	\$3,500	\$0
Dues/Permits/licenses	\$4,019	\$3,500	\$3,500	\$0
Electricity	\$14,515	\$25,000	\$25,000	\$0
Fertilizer, Mulch, and Maintenance	\$1,692	\$1,730	\$1,730	\$0
Fire Programs Expense	\$15,000	\$15,000	\$15,000	\$0
Gas for maintenance vehicles & equipment	\$1,640	\$2,500	\$2,500	\$0
Hook up fee paid to LCWA	\$6,000	\$15,000	\$15,000	\$0
Insurance - Aflac	\$14,188	\$7,000	\$0	(\$7,000)
Insurance - VRSA	\$14,188	\$14,200	\$14,600	\$400
Internet/Email/Cloud Storage	\$1,927	\$4,200	\$4,200	\$0
IT Support	\$3,060	\$12,000	\$6,000	(\$6,000)
Laptop Replacement/Council Chromebooks	\$2,400	\$10,000	\$0	(\$10,000)
Legal Fees	\$15,000	\$15,000	\$15,000	\$0
Louis Land Fill Charges	\$13,577	\$14,400	\$14,400	\$0
Mileage Reimbursement	\$1,200	\$2,000	\$2,000	\$0
Miscellaneous	\$503	\$500	\$500	\$0
Office Cleaning	\$6,300	\$9,000	\$9,000	\$0
Office Heat	\$1,087	\$1,500	\$1,500	\$0
Office Supplies	\$19,289	\$20,000	\$20,000	\$0
Perpetual Care	\$3,865	\$3,500	\$3,500	\$0
Police & Legal Matters	\$0	\$5,000	\$5,000	\$0
Postage	\$2,208	\$2,200	\$2,200	\$0
Property Maintenance	\$0	\$0	\$20,000	\$20,000
Refund for Tax overpayment	\$1,327	\$500	\$500	\$0
Repair & Maintenance- Town Facilities	\$14,996	\$40,000	\$40,000	\$0
Repairs & Maintenance -Water & Sewer	\$124,951	\$425,000	\$75,000	(\$350,000)
Security System Upgrade	\$0	\$0	\$1,100	\$1,100
Server Replacements	\$0	\$0	\$9,000	\$9,000
Software	\$4,617	\$8,000	\$8,000	\$0
Telephone	\$7,096	\$6,800	\$6,800	\$0
Training & Conferences	\$7,606	\$2,500	\$15,000	\$12,500
Trash Service	\$31,046	\$32,000	\$32,000	\$0
Uniforms	\$245	\$1,000	\$1,000	\$0
Upgrade firewall switch - untangle	\$0	\$1,300	\$0	(\$1,300)
Water Deposit Refunds	\$943	\$500	\$500	\$0
Water Testing/monitoring	\$14,316	\$13,000	\$13,000	\$0
Web Page & Agenda Management*	\$0	\$0	\$9,300	\$9,300
Website Maintenance	\$2,450	\$2,000	\$500	(\$1,500)
Website	\$1,500	\$1,500	\$0	(\$1,500)
<b>Total Operating Budget</b>	<b>\$749,696</b>	<b>\$1,087,765</b>	<b>\$613,460</b>	<b>(\$474,305)</b>
<b>TOTAL EXPENSES</b>	<b>\$1,123,388</b>	<b>\$1,622,301</b>	<b>\$1,131,979</b>	<b>(\$490,322)</b>



PROPOSED FY 2022-2023 BUDGET					
OPERATING REVENUES	ACTUAL FISCAL YEAR 2021	CURRENT FISCAL YEAR 2022	FISCAL YEAR 2023 PLAN	FISCAL YEAR 2023 PLAN INC. / DEC.	
GENERAL & PROGRAM REVENUES					
Anti-Litter Grant	\$935	\$1,000	\$1,000	\$0	
Bank Stock Tax	\$47,659	\$45,000	\$45,000	\$0	
BPOL Tax	\$20,456	\$35,000	\$29,000	(\$6,000)	
Building Zoning applications	\$1,300	\$2,250	\$2,250	\$0	
Bush Hog Service	\$0	\$300	\$300	\$0	
Cemetery Income	\$41,128	\$35,000	\$35,000	\$0	
Connection Fee Sewer	\$16,000	\$32,000	\$32,000	\$0	
Connection Fee Water	\$26,000	\$30,000	\$36,000	\$6,000	
COVID Care	\$44,496	\$25,870	\$0	(\$25,870)	
COVID Cares Utility Funds	\$13,087	\$9,659	\$0	(\$9,659)	
COVID State & Local Fiscal Recovery Funds	\$271,311	\$271,311	\$0	(\$271,311)	
DMV Select Revenue	\$375,954	\$336,000	\$336,000	\$0	
Fines & Penalties	\$2,930	\$1,000	\$1,000	\$0	
Fire Programs Income	\$15,000	\$15,000	\$15,000	\$0	
Grant Income	\$483	\$1,000	\$1,000	\$0	
Interest Income	\$464	\$3,600	\$3,500	(\$100)	
Local Sales Tax	\$42,513	\$35,000	\$35,000	\$0	
Meals Tax	\$45,288	\$56,000	\$56,000	\$0	
Miscellaneous Income	\$36	\$1,000	\$1,000	\$0	
Notary Services	\$205	\$300	\$300	\$0	
Personal Property Tax	\$24,629	\$15,526	\$19,407	\$3,881	
Postage Reimbursement	\$7	\$100	\$100	\$0	
Public Service Corp. Tax	\$9,037	\$8,500	\$8,500	\$0	
Real Estate Tax	\$100,987	\$101,000 *	\$101,000 **	\$0	
Rental Income	\$4,500	\$4,500	\$4,500	\$0	
Rolling Stock Tax	\$0	\$1,200	\$1,200	\$0	
Tax overpayment	\$1,596	\$500	\$500	\$0	
Transient Occupancy Tax	\$2,066	\$2,000	\$2,000	\$0	
Vehicle Tax	\$6,350	\$6,690	\$6,690	\$0	
Water and Sewer Sales	\$217,937	\$250,000	\$282,500	\$32,500	
Water Deposits	\$3,000	\$3,000	\$3,000	\$0	
Surplus - Increase in unassigned fund balance	(\$211,963)	\$0	\$0	\$0	
Use of unassigned fund balance	\$0	\$292,995	\$73,231	(\$219,764)	
TOTAL REVENUE	\$1,123,388	\$1,521,301	\$1,030,979	(\$490,322)	

\* Current Year (FY 22) should have been \$104,413

\*\* FY 23 Plan should have been \$105,012 (an increase of \$609)



# FY 2022-2023 BUDGET - REVENUE

<i>OPERATING REVENUES</i>		<i>FY 2023</i>
<i>GENERAL &amp; PROGRAM REVENUES</i>		
	Anti-Litter Grant	\$1,000
	Bank Stock Tax	\$45,000
	BPOL Tax	\$29,000
	Building Zoning applications	\$2,250
	Bush Hog Service	\$300
	Cemetery Income	\$35,000
	Connection Fee Sewer	\$32,000
	Connection Fee Water	\$36,000
	COVID Care	\$0
	COVID Cares Utility Funds	\$0
	COVID State & Local Fiscal Recovery Funds	\$0
	DMV Select Revenue	\$336,000
	Fines & Penalties	\$1,000
	Fire Programs Income	\$15,000
	Grant Income	\$1,000
	Interest Income	\$3,500
	Local Sales Tax	\$35,000
	Meals Tax	\$56,000
	Miscellaneous Income	\$1,000
	Notary Services	\$300
	Personal Property Tax	\$19,407
	Postage Reimbursement	\$100
	Public Service Corp. Tax	\$8,500
	Real Estate Tax	\$101,000
	Rolling Stock Tax	\$1,200
	Tax overpayment	\$500
	Transient Occupancy Tax	\$2,000
	Vehicle Tax	\$6,690
	Water and Sewer Sales	\$250,000
	Water Deposits	\$3,000
	Surplus - Increase in unassigned fund balance	\$0
	Use of unassigned fund balance	\$73,231
<b>REVENUE</b>		<b>\$1,131,979</b>



# FY 2022-2023 BUDGET - EXPENSES

<i>OPERATING EXPENSES</i>		<i>FY 2023 EXPENSES</i>
<b>Personal Services</b>		
	Salaries	\$417,860
	FICA	\$31,966
	VRS-Retirement, Disability and Group Life	\$9,904
	Aflac	\$0
	Health Plan	\$58,789
	<b>Total Personal Services</b>	<b>\$518,519</b>
<b>Operating Budget</b>		
	Accounting Consultants	\$10,000
	Advertising	\$3,000
	Asset Management	\$15,000
	Audit	\$14,000
	Bank Charges	\$50
	Beautification	\$3,000
	Buyback (Cemetery Plots)	\$1,000
	Conference Room Upgrades	\$0
	County Wastewater Treatment	\$75,000
	County Water Purchased	\$25,000
	COVID Cares Expense	\$0
	COVID Cares Utility Funds - Return of Unspent Funds	\$0
	Debt Service	\$71,580
	Deposits to Perpetual Care Fund	\$3,500
	Dues/Permits/Licenses	\$3,500
	Electricity	\$25,000
	Fertilizer, Mulch, and Maintenance	\$1,730
	Fire Programs Expense	\$15,000
	Gas for maintenance vehicles & equipment	\$2,500
	Hook up fee paid to LCWA	\$15,000
	Insurance - Aflac	\$0
	Insurance - VRSA	\$14,600
	Internet/Email/Cloud Storage	\$4,200
	IT Support	\$6,000
	Laptop Replacement/Council Chromebooks	\$0
	Legal Fees	\$15,000
	Louisa Land Fill Charges	\$14,400
	Mileage Reimbursement	\$2,000
	Miscellaneous	\$500



	Office Cleaning	\$9,000
	Office Heat	\$1,500
	Office Supplies	\$20,000
	Perpetual Care	\$3,500
	Police & Legal Matters	\$5,000
	Postage	\$2,200
	Property Maintenance	\$20,000
	Refund for Tax overpayment	\$500
	Repair & Maintenance- Town Facilities	\$40,000
	Repairs & Maintenance -Water & Sewer	\$75,000
	Security System Upgrade	\$1,100
	Server Replacements	\$9,000
	Software	\$8,000
	Telephone	\$6,800
	Training & Conferences	\$15,000
	Trash Service	\$32,000
	Uniforms	\$1,000
	Upgrade firewall switch - untangle	\$0
	Water Deposit Refunds	\$500
	Water Testing/monitoring	\$13,000
	Web Page & Agenda Management*	\$9,300
	Webpage Maintenance	\$500
	Website	\$0
	<b>Total Operating Budget</b>	<b>\$613,460</b>
<b>TOTAL EXPENSES</b>		<b>\$1,131,979</b>

## Project Overview

Does your jurisdiction have projects to report as of this reporting period?	My jurisdiction has projects to report
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### Project Name: Provision of Government Services

Project Identification Number	Town of Mieral
Project Expenditure Category	6-Revenue Replacement
Project Expenditure Subcategory	6.1-Provision of Government Services
Status To Completion	
Total Cumulative Obligations	\$542,622.00
Total Cumulative Expenditures	\$317,452.56
Current Period Obligations	\$317,452.56
Current Period Expenditures	\$317,452.56
Project Description	Provision of General Government Services. Expenditures to date include the an audio/visual upgrade of the Council's meeting room and rehabilitation and repair of the Town's sewer lines.



## Report

### Revenue Replacement

Is your jurisdiction electing to use the standard allowance of up to \$10 million, not to exceed your total award allocation, for identifying revenue loss?	Yes
Revenue Loss Due to Covid-19 Public Health Emergency	\$542,622.00
Were Fiscal Recovery Funds used to make a deposit into a pension fund?	No
Please provide an explanation of how revenue replacement funds were allocated to government services	Provision of General Government Services. Expenditures to date include the an audio/visual upgrade of the Council's meeting room and rehabilitation and repair of the Town's sewer lines.

Bank	Balance 3/31/23	Interest Rate	March Income	Potential Monthly Income
Blue Ridge - Operating *	\$466,892	0.05%	\$20	\$1,250
LGIP - Operating	\$173,623	4.10%	\$709	\$723
Blue Ridge - Cemetery Operating	\$221,190	0.00%	\$0	\$0
LGIP - Cemetery Operating **	\$0	5.00%	\$0	\$833
Untied Bank - Cemetery Perpetual	\$173,467	0.70%	\$101	\$723
LGIP - Cemetery Perpetual	\$34,614	4.10%	\$138	\$144
<b>TOTAL</b>	<b>\$1,069,786</b>		<b>\$968</b>	<b>\$3,673</b>

\* Move \$300,000 to LGIP

\*\* Move \$173,467 to LGIP

\*\* Move to 14 month CD (\$625 monthly income)

PROJECTED INCREASE IN ANNUAL INVEST INCOME (\$30,000-\$40,000)

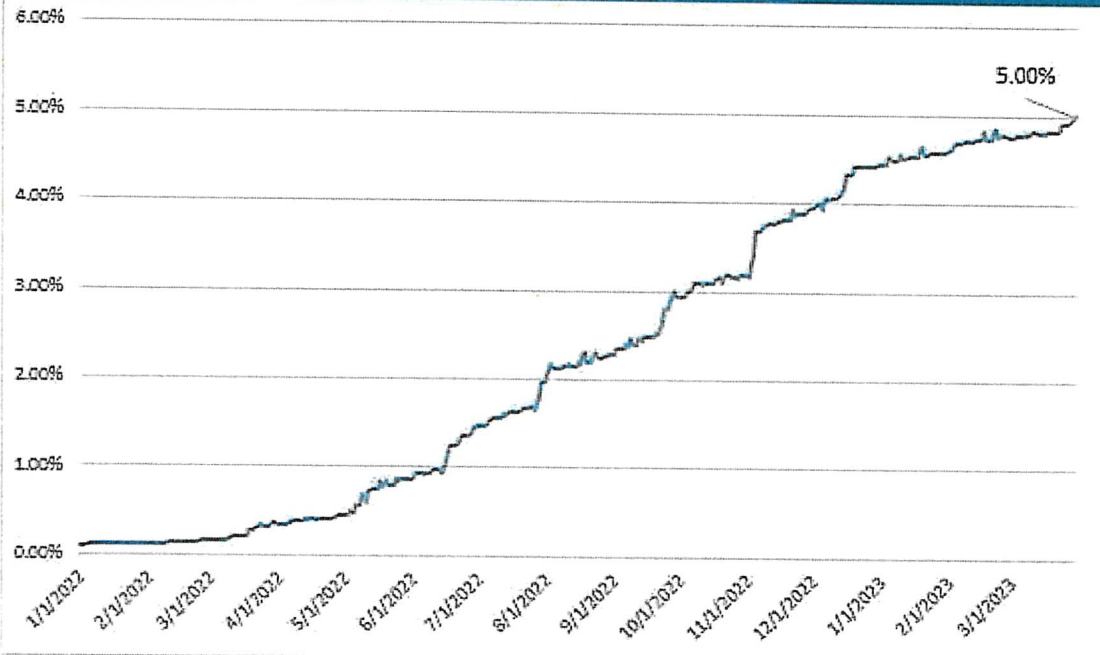




## VIP Stable NAV Liquidity Pool (VIP)

### Daily Net Yields

1/1/2022 to 3/30/2023



*Past performance is not necessarily indicative of future results.*



Ed Jarvis &lt;townmanager@townofmineral.net&gt;

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**Fwd: FW: Group Life Insurance Coverage**

1 message

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**Ed Jarvis** <townmanager@townofmineral.net>  
To: Ed Jarvis <townmanager@townofmineral.net>

Thu, Apr 6, 2023 at 1:24 PM

Good morning Reese,

Attached you will find the information on the Group Life Insurance program you requested.

The following items are included:

- Group Life Insurance Coverage Document
- Political Subdivision Group Life Insurance Coverage Resolution
  - The Code of Virginia §51.1-502 states that seventy-five percent (75%) of eligible employees must elect to become covered on the effective date of coverage; otherwise, the insurance coverage election does not go into effect. Therefore, your employee elections must be gathered prior to your governing body electing to provide this coverage. This may be accomplished by collecting a Waiver of Group Life Insurance Coverage (VRS-27) form from any employee who wishes to waive coverage prior to the benefit election. VRS presumes participation in the GLI program unless we have received the waiver form for an individual at the time of your election. New eligible employees on and after the effective date are automatically covered as a condition of employment.
- Waiver of Group Life Insurance Coverage (VRS-27)
  - Please submit any VRS-27 to the address or fax number provided on the form.
- VRS Certificate of Insurance

For additional information on this benefit, please visit the Group Life Insurance Program website, as well as the Group Life Insurance Employer Manual chapter.

To proceed with electing this coverage, please take the attached resolution before your governing body and return a signed copy to Andrew Feagans, Employer Representative Program Manager, at [afeagans@varetire.org](mailto:afeagans@varetire.org).

If you have any questions, please contact me or Andrew Feagans, Employer Representative Program Manager at [afeagans@varetire.org](mailto:afeagans@varetire.org) or 804-344-3156.



\*The language in this guide resolution has been written by VRS Benefits Counsel and is not subject to modification.

Guide Resolution  
(GLI only)

BE IT RESOLVED that the (Employer Name) , a (Type of Employer) of the Commonwealth of Virginia, acting by and through the (Governing Body), does hereby elect to have those of its employees <<and officers>> who are regularly employed full time on a salaried basis and whose tenure is not restricted as to temporary or provisional appointment, become eligible to participate in the Group Life Insurance program as set out in Title 51.1, Chapter 5 of the Code of Virginia, as amended, effective \_\_\_\_\_; and

BE IT FURTHER RESOLVED, the (Employer Name) agrees to pay the required employer cost for its eligible employees and further, to deduct from employees' wages and to pay over in the manner prescribed the employees' portion to the extent that such employees' portion is not paid by the (Employer Name).

Now, therefore, \_\_\_\_\_, (Manager/Mayor/Chairman), and \_\_\_\_\_, Clerk, are hereby authorized and directed in the name of the (Employer Name) to execute any required contract in order that employees of the (Employer Name) may become eligible to participate in the Group Life Insurance program as provided in the aforementioned sections of the Code of Virginia. In execution of any contract which may be required the seal of the (Governing Body) shall be affixed and attested by the Clerk, and said officers of the (Governing Body) are authorized and directed to pay over to the Treasurer of Virginia from time to time such sums as are due to be paid by the (Governing Body) and its employees for this purpose.

#### CERTIFICATE

I, \_\_\_\_\_, Clerk of the (Governing Body) certify that the foregoing is a true and correct copy of a resolution passed at a lawfully organized meeting of the (Governing Body) held at \_\_\_\_\_, Virginia at \_\_\_\_\_ o'clock p.m. on \_\_\_\_\_, 20\_\_\_\_. Given under my hand and the seal of the (Governing Body) this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Clerk