

FLOYD TOWN COUNCIL MEETING  
W. SKIP BISHOP JR., TOWN HALL  
October 20, 2022  
5:30 P.M.  
AGENDA

<u>FROM</u>	<u>TO</u>	<u>ITEM</u>
5:30 PM	5:30 PM	MEETING CALL TO ORDER
5:30 PM	5:30 PM	ROLL CALL
5:30 PM	5:30 PM	MOMENT OF SILENT PRAYER
5:30 PM	5:30 PM	PLEDGE OF ALLEGIANCE
5:30 PM	5:45 PM	CITIZENS COMMENT PERIOD*
5:45 PM	6:00 PM	PRESENTATIONS A. Alan Graf- Floyd Americana Festival
5:45 PM	6:00 PM	ITEMS FOR DISCUSSION/ACTION A. Financials B. Warren G. Lineberry Park- Policy/Application Evaluation
6:00 PM	6:15 PM	TOWN MANAGER'S REPORT
6:15 PM	6:30 PM	OTHER BUSINESS
6:30 PM	7:00 PM	CLOSED SESSION (If Needed)
7:00 PM	7:00 PM	ADJOURNMENT

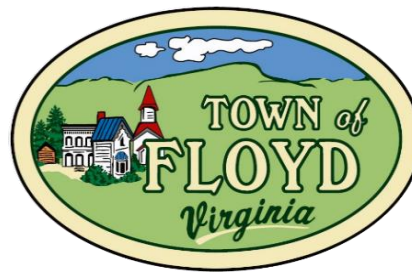
Any resident wishing to submit comments may do so via email or request to speak via phone during the public comment period and their comments will be entered into the official minutes of the Floyd Town Council and read by the Mayor or designee at the Council meeting.

VIA EMAIL: Email comments should be sent to [andrew@townoffloyd.org](mailto:andrew@townoffloyd.org) by 4:00pm Wednesday, October 19, 2022. Emails must include your name, phone number and any comments. If you do not have access to email, please call the Town office at 540-745-6073 to leave a message with your comments.

VIA PHONE: Residents requesting to speak via phone during the public comment period should call the Town of Floyd office at 540-745-2565 by 4:00pm Wednesday, October 19, 2022, and provide your name and telephone number. The resident will be called during the public comment period of the meeting.

Any comments received will be shared with Town Council and will be added to the meeting minutes, making them a matter of public record.

September 2022



## MEMORANDUM

To: Town Council Members  
From: Andrew Morris, Town Manager  
Date: 10/17/2022  
Re: September 2022 Financial Statements

138 Wilson Street, Floyd, VA 24091

540-745-2565

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The September Revenue and Expenditure Reports and Balance Sheet are enclosed for your review.

We are now 25% of the way thru the FY23 fiscal year. Our Meals and Lodging tax revenues continued to report steady numbers at 31% and 49% of yearly budgeted amounts. Intergov Grants line item consists of the Fire Dept. grant that was received and flows to the Fire Dept. (\$15K) New CD's have now been placed and represented in financials.

**ARPA funds-** The Town received the second payment of \$226,179 in July 2022. Current ARPA fund balance--\$394,603.35

ARPA funds approved but NOT Yet Expended:

Tourism-Tent- \$3500

PSA- Camera- \$11304.00

Planning Commission- IPAD- \$3500

ARPA funds updated balance: \$376,299.35

**Budgeted Projects in progress:**

Town Hall Renovations- Currently Paused

**Projects not yet expended include:**

**Other Projects in progress:**

--if you have projects you would like me to add to this list, please let me know.

**Balance Sheet  
September 2022**

<b>ASSETS</b>	<b>FY22-23</b>	<b>FY21-22</b>
<b><u>Current Assets</u></b>		
Checking/Savings	1,086,209.53	938,962.74
--Restricted Funds (ARPA, CDs & Cash Reserves for Town Hall project)	499,282.69	
--Unrestricted Funds	583,550.28	
--Economic Development Funds	3,376.56	
INVESTMENTS/ CD	243,917.16	81,197.78
GRANT ACCOUNTS	99,726.21	57,127.05
--Town Funds	99,726.21	
--Committed Funds	0.00	
EVENTS ACCOUNTS	895.85	895.85
--Leadership Floyd	895.85	
<b>Total Current Assets</b>	<b>1,430,748.75</b>	<b>1,078,183.42</b>
 <b><u>Loans Receivable</u></b>		
19300 · CDBG-Loan Pool Loans	106,653.10	188,411.61
<b>TOTAL ASSETS</b>	<b>1,537,401.85</b>	<b>1,266,595.03</b>
 <b>LIABILITIES &amp; EQUITY</b>		
<b><u>Liabilities</u></b>		
Payroll Liabilities	\$ 1,499.65	2,318.72
<b>Total Liabilities</b>	<b>\$ 1,499.65</b>	<b>2,318.72</b>
 <b><u>Equity</u></b>		
Opening Balance Equity	0.00	-
Retained Earnings	1,346,434.30	1,284,708.83
Net Income	189,467.90	(20,432.52)
<b>TOTAL EQUITY</b>	<b>1,535,902.20</b>	<b>1,264,276.31</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>1,537,401.85</b>	<b>1,266,595.03</b>

**Notes:**

**\*\*Debts:**

			Rate	0.04
<b>Bank of Floyd #3036</b>				
Loan Amount	\$ 328,071.47		Monthly Payment	3,321.91
Maturity Date	10/31/2026		Current Balance	\$ 148,365.980
			Rate	3.50%
<b>USDA</b>				
Loan Amount	\$ 110,500.00		Monthly Payment	725.00
Maturity Date	9/23/2035		Current Balance	\$ 98,336.10
			Rate	2.50%
<b>Total Outstanding Debt</b>	<b>\$ 246,702.08</b>			
<b>CD3411-Carter Bank</b>				
Balance	\$ 80,929.00	Rate	1.50%	
Maturity Date	10/9/2023	Term	13 months	
<b>CD0624-Atlantic Union</b>				
Balance	\$ 80,929.00	Rate	1.50%	
Maturity Date	10/9/2023	Term	13 months	
<b>CD9524-Union</b>				
Balance	\$ 27,625.03	Rate	1.50%	
Maturity Date	8/26/2023	Term	13 months	
<b>CD8123- Atlantic Union</b>				
Balance	\$ 54,434.13	Rate	1.50%	
Maturity Date	9/12/2023	Term	13 months	
<b>Total Certificate of Deposits</b>	<b>\$ 243,917.16</b>			

TOWN OF FLOYD - ACTUALS 2022-2023

August 2022

DESCRIPTION	FY23 BUDGET (w/ Carryovers)	FY23 YTD	JUL 22	AUG 22	SEP 22	OCT 22	NOV 22	DEC 22	JAN 23	FEB 23	MAR 23	APR 23	MAY 23	JUN 23	% OF BUDGET
<b>INCOME</b>															
BANK STOCK TAX	200,000.00	-	-	-	-	-	-	-	-	-	-	-	-	-	0%
BUSINESS LICENSES	90,000.00	1,366.31	870.35	275.96	220.00	-	-	-	-	-	-	-	-	-	2%
COMMUNICATIONS TAX	400.00	84.81	27.10	30.04	27.67	-	-	-	-	-	-	-	-	-	21%
LOCAL SALES TAX	12,500.00	4,454.83	1,477.28	-	2,977.55	-	-	-	-	-	-	-	-	-	36%
LODGING TAX	35,000.00	17,114.00	5,134.24	6,372.55	5,607.21	-	-	-	-	-	-	-	-	-	49%
MEALS TAX	358,250.00	112,585.20	36,167.27	38,195.48	38,222.45	-	-	-	-	-	-	-	-	-	31%
PERSONAL PROPERTY TAXES	5,000.00	-	-	-	-	-	-	-	-	-	-	-	-	-	0%
REAL ESTATE TAXES	50,000.00	670.79	670.79	-	-	-	-	-	-	-	-	-	-	-	1%
UTILITY TAX	2,600.00	561.24	168.34	182.10	210.80	-	-	-	-	-	-	-	-	-	22%
VEHICLE LICENSE TAX	8,000.00	485.00	385.00	75.00	25.00	-	-	-	-	-	-	-	-	-	6%
BANK INTEREST	1,500.00	537.39	165.70	143.43	228.26	-	-	-	-	-	-	-	-	-	36%
MISC. INCOME	2,500.00	-	-	-	-	-	-	-	-	-	-	-	-	-	0%
PENALTY INCOME	2,000.00	511.79	113.00	337.76	61.03	-	-	-	-	-	-	-	-	-	26%
INTEREST INCOME	500.00	74.82	32.26	41.10	1.46	-	-	-	-	-	-	-	-	-	15%
PERMIT FEES	375.00	-	-	-	-	-	-	-	-	-	-	-	-	-	0%
REZONING FEES	375.00	-	-	-	-	-	-	-	-	-	-	-	-	-	0%
INTERGOV GRANTS	1,000.00	15,000.00	-	-	15,000.00	-	-	-	-	-	-	-	-	-	1500%
CDBG-LOAN POOL INTEREST INCOME	5,000.00	909.33	136.34	528.33	244.66	-	-	-	-	-	-	-	-	-	18%
TOURISM REVENUES	40,000.00	19,802.50	9,640.50	162.00	10,000.00	-	-	-	-	-	-	-	-	-	50%
CASH RESERVES	-	-	-	-	-	-	-	-	-	-	-	-	-	-	#DIV/0!
<b>TOTAL INCOME</b>	<b>815,000</b>	<b>174,158.01</b>	<b>54,988.17</b>	<b>46,343.75</b>	<b>72,826.09</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>21%</b>
--Total Budgeted by Month for Current FY		815,000	41,507	61,457	40,332	52,782	64,172	48,522	60,947	47,097	53,397	56,597	247,047	41,147	
<b>EXPENSES--ADMINISTRATIVE</b>															
ACCOUNTING	500.00	7.26	-	7.26	-	-	-	-	-	-	-	-	-	-	1%
ADVERTISING	3,000.00	262.00	262.00	-	-	-	-	-	-	-	-	-	-	-	9%
CONTINGENCIES	14,075.00	-	-	-	-	-	-	-	-	-	-	-	-	-	
EQUIPMENT	5,700.00	1,191.13	371.06	433.27	386.80	-	-	-	-	-	-	-	-	-	21%
INSURANCE	11,000.00	10,562.00	-	10,562.00	-	-	-	-	-	-	-	-	-	-	96%
LEGAL	30,000.00	2,882.41	2,882.41	-	-	-	-	-	-	-	-	-	-	-	10%
OFFICE EXPENSES	4,000.00	1,690.12	978.04	447.11	264.97	-	-	-	-	-	-	-	-	-	42%
POSTAGE/SHIPPING	1,250.00	66.80	6.11	9.99	50.70	-	-	-	-	-	-	-	-	-	5%
CREDIT CARD PROCESS FEES	1,000.00	272.65	96.17	111.52	64.96	-	-	-	-	-	-	-	-	-	
SALARIES & WAGES	243,000.00	55,769.87	18,944.75	17,939.22	18,885.90	-	-	-	-	-	-	-	-	-	23%
PAYROLL EXPENSES	74,000.00	17,698.38	5,946.12	5,786.39	5,965.87	-	-	-	-	-	-	-	-	-	24%
TRAVEL/TRAINING/MEETINGS	3,000.00	451.52	143.14	271.75	36.63	-	-	-	-	-	-	-	-	-	15%
EVENTS	3,000.00	144.05	-	108.26	35.79	-	-	-	-	-	-	-	-	-	5%
CONTRACT LABOR	43,500.00	-	-	-	-	-	-	-	-	-	-	-	-	-	0%
ELECTRIC	16,500.00	3,575.20	1,160.83	297.59	2,116.78	-	-	-	-	-	-	-	-	-	22%
TELEPHONE	2,750.00	637.26	197.22	230.94	209.10	-	-	-	-	-	-	-	-	-	23%
HEATING OIL	3,500.00	-	-	-	-	-	-	-	-	-	-	-	-	-	0%
WATER/SEWER--TOWN OFFICE	3,000.00	910.18	310.67	315.29	284.22	-	-	-	-	-	-	-	-	-	30%
SMALL-TOWN-SUMMER-SERIES	45,000.00	27,000.00	9,000.00	9,000.00	9,000.00	-	-	-	-	-	-	-	-	-	60%
<b>TOTAL ADMINISTRATIVE EXPENSES</b>	<b>507,775.00</b>	<b>123,120.83</b>	<b>40,298.52</b>	<b>45,520.59</b>	<b>37,301.72</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>24%</b>
--Total Budgeted by Month for Current FY		507,775	58,648	41,148	40,148	38,648	42,898	32,023	49,523	32,023	31,148	39,523	51,023	51,023	
<b>EXPENSES--TOURISM</b>	<b>80,000.00</b>	<b>26,581.68</b>													<b>0.33</b>

DESCRIPTION	FY23												% OF BUDGET		
	BUDGET (w/ Carryovers)	FY23 YTD	JUL 22	AUG 22	SEP 22	OCT 22	NOV 22	DEC 22	JAN 23	FEB 23	MAR 23	APR 23		MAY 23	JUN 23
<b>EXPENSES--PUBLIC WORKS</b>															
BUILDING MAINTENANCE	3,500.00	1,424.42	513.74	884.16	26.52										41%
CONTENGENCIES	10,250.00	-	-	-	-										0%
GROUNDS	10,000.00	4,209.00	1,342.00	1,342.00	1,525.00										42%
SKUNK TRAPPING	1,200.00	-	-	-	-										
REPAIRS/MAINTENANCE/FUEL	350.00	-	-	-	-										0%
TOOLS	1,000.00	8.79	-	8.79	-										1%
STREETS--BEAUTIFICATION	15,000.00	171.98	-	171.98	-										1%
STREETS--MAINTENANCE	7,500.00	5.74	-	5.74	-										0%
SUPPLIES--CHRISTMAS LIGHTS	2,000.00	-	-	-	-										0%
SUPPLIES--EMPLOYEE CLOTHING	5,000.00	1,281.62	404.15	323.32	554.15										26%
SUPPLIES--REFUSE COLLECTION	150.00	-	-	-	-										0%
SUPPLIES--SAFETY	150.00	-	-	-	-										0%
PUBLIC RESTROOM SUPPLIES	1,000.00	519.95	-	-	519.95										52%
PUBLIC RESTROOM CLEANING	7,200.00	1,560.06	460.00	460.00	640.06										22%
VEHICLES--FUEL	6,000.00	1,560.04	607.69	299.11	653.24										26%
VEHICLES--MAINTENANCE	2,500.00	719.04	343.84	-	375.20										29%
VEHICLES--INSURANCE	2,100.00	2,307.00	-	2,307.00	-										110%
CAPITAL OUTLAY-EQUIPMENT	-	-	-	-	-										#DIV/0!
<b>TOTAL PUBLIC WORKS EXPENSES</b>	<b>74,900.00</b>	<b>13,767.64</b>	<b>3,671.42</b>	<b>5,802.10</b>	<b>4,294.12</b>	-	-	-	-	-	-	-	-	-	18%
--Total Budgeted by Month for Current FY		74,899	8,375	7,675	6,275	6,275	5,925	5,375	4,775	6,475	4,775	5,275	7,025	6,675	
<b>EXPENSES--GENERAL CORPORATION</b>															
RECONCILIATION DISCREPENCIES	-	(0.01)	-	-	(0.01)										
BOARD APPOINTMENTS	5,000.00	-	-	-	-										0%
CONTENGENCIES	17,360.20	35.83	-	13.33	22.50										0%
COUNCIL EXPENSES	7,200.00	1,200.00	-	600.00	600.00										17%
DONATIONS	15,304.80	13,030.00	-	11,080.00	1,950.00										85%
FLOYD-MONT-REGIONAL LIBRARY	4,300.00	4,300.00	-	4,300.00	-										100%
NEW RIVER COMM ACTION	2,535.00	-	-	-	-										0%
DUES	2,000.00	670.00	450.00	175.00	45.00										34%
ELECTION EXPENSES	-	-	-	-	-										#DIV/0!
ECONOMIC DEVELOPMENT--TOURISM	80,000.00	-	-	-	-										0%
ECONOMIC DEVELOPMENT--SUBDIVISION ORD	-	1,035.88	591.36	444.52	-										#DIV/0!
ECONOMIC DEVELOPMENT--VTC MAP PROJECT	-	-	-	-	-										#DIV/0!
ECONOMIC DEVELOPMENT--PSA PROJECTS	35,000.00	-	-	-	-										0%
CAPITAL PROJECTS--STREET IMPROVEMENTS	-	-	-	-	-										#DIV/0!
CAPITAL PROJECTS--STREET LIGHTS	-	-	-	-	-										#DIV/0!
CAPITAL PROJECTS--TOWN HALL IMPROVEMENTS	-	-	-	-	-										#DIV/0!
CAPITAL PROJECTS--LINEBERRY PARK IMPROVEMENTS	15,000.00	-	-	-	-										0%
LONG TERM DEBT--PRINCIPLE	34,900.00	8,590.00	2,849.85	2,858.43	2,881.72										25%
LONG TERM DEBT--PRINCIPLE--USDA	6,275.00	1,553.92	516.90	517.97	519.05										25%
LONG TERM DEBT--INTEREST	5,000.00	1,375.73	472.06	463.48	440.19										28%
LONG TERM DEBT--INTEREST--USDA	2,450.00	621.08	208.10	207.03	205.95										25%
<b>TOTAL GENERAL CORPORATION EXPENSES</b>	<b>232,325.00</b>	<b>32,412.43</b>	<b>5,088.27</b>	<b>20,659.76</b>	<b>6,664.40</b>	-	-	-	-	-	-	-	-	-	14%
--Total Budgeted by Month for Current FY		232,325	12,098.75	92,933.75	26,403.55	6,098.75	6,098.75	6,098.75	48,598.75	6,098.75	6,098.75	6,098.75	6,098.75	9,598.75	
<b>TOTAL EXPENSES</b>	<b>815,000</b>	<b>195,882.58</b>	<b>54,666.88</b>	<b>86,167.08</b>	<b>55,048.62</b>	-	-	-	-	-	-	-	-	-	24%
--Total Budgeted by Month for Current FY		814,999.20	79,122	141,757	72,826	51,022	54,922	43,497	102,897	44,597	42,022	50,897	64,147	67,297	
MISCELLANEOUS INC/EXP FROM OTHER ACCOUNTS		(15,000.00)	-	-	(15,000.00)										
ARPA FUNDS INCOME	226,179.00	226,179.00	226,179.00												
ARPA FUNDS EXPENSE	226,179.00	-													
<b>NET INCOME</b>	<b>-</b>	<b>189,454.43</b>	<b>226,500.29</b>	<b>(39,823.33)</b>	<b>2,777.47</b>	-	-	-	-	-	-	-	-	-	-24.0%
--Total Budgeted by Month for Current FY		(273,146)	(53,380)	(12,938)	(28,165)	(37,655)	(25,241)	(31,967)	(33,150)	(30,774)	(19,876)	(20,527)	137,786	155,887	

**TOWN OF FLOYD - ANNUAL COMPARISON 2022-2023**

August 2022

DESCRIPTION	YEAR TO DATE 2022-2023			BGT VARIANCES		2021-2022 VARIANCES	
	ACTUALS	BUDGET	LAST YR	\$ DIFF	% VAR	\$ DIFF	% VAR
<b>INCOME</b>							
BANK STOCK TAX	-	-	(1,407.00)	-	-1407.00%	1,407	
BUSINESS LICENSES	1,366.31	2,000.00	1,447.50	(633.69)	68.32%	(81.19)	-5.94%
COMMUNICATIONS TAX	84.81	120.00	82.13	(35.19)	70.68%	2.68	3.16%
LOCAL SALES TAX	4,454.83	3,000.00	2,973.21	1,454.83	148.49%		
LODGING TAX	17,114.00	12,000.00	14,798.92	5,114.00	142.62%	2,315.08	13.53%
MEALS TAX	112,585.20	102,000.00	107,062.18	10,585.20	110.38%	5,523.02	4.91%
PERSONAL PROPERTY TAXES	-	-	-	-	0.00%		
REAL ESTATE TAXES	670.79	-	97.01	670.79	97.01%	573.78	85.54%
UTILITY TAX	561.24	550.00	551.29	11.24	102.04%	9.95	1.77%
VEHICLE LICENSE TAX	485.00	650.00	205.00	(165.00)	74.62%	280.00	57.73%
BANK INTEREST	537.39	375.00	-	162.39	143.30%	537.39	100.00%
MISC. INCOME	-	624.99	579.38	(624.99)	0.00%	(579.38)	
PENALTY INCOME	511.79	499.98	576.09	11.81	102.36%		
INTEREST INCOME	74.82	125.01	868.35	(50.19)	59.85%	(793.53)	-1060.59%
PERMIT FEES	-	-	66.93	-	575.00%	(66.93)	
REZONING FEES	-	-	575.00	-	0.00%		
INTERGOV GRANTS	15,000.00	-	-	15,000.00	19400.00%	15,000.00	100.00%
CDBG-LOAN POOL INTEREST INCOME	909.33	1,350.00	-	(440.67)	67.36%	909.33	100.00%
TOURISM REVENUES	19,802.50	20,000.00	19,400.00		99.01%		
CASH RESERVES	-	-	-		0.00%		
<b>TOTAL INCOME</b>	<b>174,158.01</b>	<b>143,294.98</b>	<b>147,875.99</b>	<b>30,863.03</b>	<b>121.54%</b>	<b>26,282.02</b>	<b>15.09%</b>
<b>EXPENSES--ADMINISTRATIVE</b>							
ACCOUNTING	7.26	125.01	52.00	(117.75)			
ADVERTISING	262.00	750.00	146.00	(488.00)	34.93%	116.00	44.27%
CONTENGENCIES	-	3,518.76	1,132.99				
EQUIPMENT	1,191.13	1,425.00	10,559.00	(233.87)	83.59%	(9,367.87)	-786.47%
INSURANCE	10,562.00	11,000.00	4,012.50	(438.00)	96.02%	6,549.50	62.01%
LEGAL	2,882.41	7,500.00	778.05	(4,617.59)	38.43%	2,104.36	73.01%
OFFICE EXPENSES	1,690.12	1,750.00	269.13	(59.88)	96.58%	1,420.99	84.08%
POSTAGE/SHIPPING	66.80	312.51	320.38	(245.71)	21.38%	(253.58)	-379.61%
CREDIT CARD PROCESSING FEES	272.65	249.99	65,183.04	22.66	109.06%		
SALARIES & WAGES	55,769.87	60,750.00	14,277.86	(4,980.13)	91.80%	41,492.01	74.40%
PAYROLL EXPENSES	17,698.38	18,499.98	(959.12)	(801.60)	95.67%	18,657.50	105.42%
TRAVEL/TRAINING/MEETINGS	451.52	750.00	-	(298.48)	60.20%	451.52	100.00%
EVENTS	144.05	750.00	3,231.09				
CONTRACT LABOR	-	-	664.11	-	0.00%	(664.11)	
ELECTRIC	3,575.20	4,125.00	-		86.67%		
TELEPHONE	637.26	687.51	807.40	(50.25)	92.69%	(170.14)	-26.70%
HEATING OIL	-	-	16,409.03	-	0.00%	(16,409.03)	
WATER/SEWER	910.18	750.00	-	160.18	121.36%	910.18	100.00%
TOWN JUBILEE CONTRIBUTION	27,000.00	27,000.00	116,883.46	-	100.00%	(89,883.46)	-332.90%
<b>TOTAL ADMINISTRATIVE EXPENSES</b>	<b>123,120.83</b>	<b>139,943.76</b>	<b>233,766.92</b>	<b>(16,822.93)</b>	<b>87.98%</b>	<b>(110,646.09)</b>	<b>-89.87%</b>

**TOWN OF FLOYD - ANNUAL COMPARISON 2022-2023**

August 2022

DESCRIPTION	YEAR TO DATE 2022-2023			BGT VARIANCES		2021-2022 VARIANCES	
	ACTUALS	BUDGET	LAST YR	\$ DIFF	% VAR	\$ DIFF	% VAR
<b>EXPENSES--PUBLIC WORKS</b>							
BUILDING MAINTENANCE	1,424.42	875.01	282.52	549.41	162.79%	1,142	80.17%
CONTENGENCIES	-	2,562.48	73.32	(2,562.48)	0.00%	(73)	
GROUNDS	4,209.00	4,500.00	3,971.00	(291.00)	93.53%	238	5.65%
SKUNK TRAPPING	-	-	-	-			
REPAIRS/MAINTENANCE/FUEL	-	87.39	45.00	(87.39)	0.00%	(45)	
TOOLS	8.79	-	-	8.79	#DIV/0!	9	100.00%
STREETS--BEAUTIFICATION	171.98	3,750.00	5,299.50	(3,578.02)	4.59%	(5,128)	-2981.46%
STREETS--MAINTENANCE	5.74	1,875.00	1,185.96	(1,869.26)	0.31%	(1,180)	-20561.32%
SUPPLIES--CHRISTMAS LIGHTS	-	1,000.00	550.00	(1,000.00)	0.00%	(550)	
SUPPLIES--EMPLOYEE CLOTHING	1,281.62	1,249.98	706.51	31.64	102.53%	575	44.87%
SUPPLIES--REFUSE COLLECTION	-	-	-	-	#DIV/0!	-	
SUPPLIES--SAFETY	-	150.00	879.85	(150.00)	0.00%	(880)	
PUBLIC RESTROOM SUPPLIES	519.95	250.00	499.73	269.95	207.98%	20	3.89%
PUBLIC RESTROOM CLEANING	1,560.06	1,800.00	1,500.00				
VEHICLES--FUEL	1,560.04	1,500.00	852.15	60.04	104.00%	708	45.38%
VEHICLES--MAINTENANCE	719.04	624.99	3,225.90	94.05	115.05%	(2,507)	-348.64%
VEHICLES--INSURANCE	2,307.00	2,100.00	2,096.00	207.00	109.86%	211	9.15%
CAPITAL OUTLAY-EQUIPMENT	-	-	-	-			
<b>TOTAL PUBLIC WORKS EXPENSES</b>	<b>13,767.64</b>	<b>22,324.85</b>	<b>21,167.44</b>	<b>(8,557.21)</b>	<b>-62.15%</b>	<b>(7,400)</b>	<b>-53.75%</b>
<b>EXPENSES--GENERAL CORPORATION</b>							
RECONCILIATION DISCREPENCIES	(0.01)	-	-	-		-	
BOARD APPOINTMENTS	-	-	-	-		-	
CONTENGENCIES	35.83	4,340.04	38.00	(4,304.21)	0.83%	(2)	-6.06%
COUNCIL EXPENSES	1,200.00	1,800.00	1,800.00	(600.00)	66.67%	(600)	-50.00%
DONATIONS	13,030.00	15,304.80	13,700.00	(2,274.80)	85.14%	(670)	-5.14%
DUES	4,300.00	4,300.00	1,489.31	-	100.00%	2,811	65.36%
ELECTION EXPENSES	-	2,535.00	-	-		-	
ECONOMIC DEV--TOURISM	-	-	20,000.00	-	#DIV/0!	(20,000)	
ECONOMIC DEV--SUBDIVISION ORD	1,035.88	40,000.00	-	(38,964.12)	2.59%		
ECONOMIC DEV--VTC MAP PROJECT	-	-	-	-	#DIV/0!	-	
ECONOMIC DEV--PSA PROJECTS	-	-	-	-	#DIV/0!	-	
CAPITAL PROJECTS--STREET IMPROVEM	-	35,000.00	-	(35,000.00)	0.00%	-	
CAPITAL PROJECTS--STREET LIGHTS	-	-	-	-	#DIV/0!	-	
CAPITAL PROJECTS--TOWN HALL IMPROV	-	-	-	-	#DIV/0!	-	
CAPITAL PROJECTS--LINEBERRY PARK IM	-	-	-	-	#DIV/0!	-	
LONG TERM DEBT--PRINCIPLE	8,590.00	-	8,288.11	8,590.00	#DIV/0!	302	3.51%
LONG TERM DEBT--PRINCIPLE--USDA	1,553.92	15,000.00	1,515.60				
LONG TERM DEBT--INTEREST	1,375.73	8,724.99	1,677.62	(7,349.26)	15.77%	(302)	-21.94%
LONG TERM DEBT--INTEREST--USDA	621.08	1,568.76	659.40				
<b>TOTAL GENERAL CORPORATION EXPENSES</b>	<b>32,412.44</b>	<b>129,573.59</b>	<b>49,168.04</b>	<b>(97,161.15)</b>	<b>25.01%</b>	<b>(16,756)</b>	<b>-51.69%</b>
<b>TOTAL EXPENSES</b>	<b>195,882.58</b>	<b>311,842.18</b>	<b>205,287.06</b>	<b>(115,959.60)</b>	<b>62.81%</b>	<b>(9,404)</b>	<b>-4.80%</b>
MISCELLANEOUS INCOME OTHER ACCOL	(15,000.00)						
<b>NET INCOME</b>	<b>(36,174.11)</b>	<b>(168,547.20)</b>	<b>(20,432.52)</b>	<b>132,373.09</b>		<b>(15,742)</b>	<b>43.52%</b>



**PARK USE APPLICATION**  
TOWN OF FLOYD  
WARREN G. LINEBERRY COMMUNITY PARK

**SECTION I: APPLICANT INFORMATION**

Group/Organization Name: \_\_\_\_\_

Applicant Name (Event Contact): \_\_\_\_\_ Cell Phone Number: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Email: \_\_\_\_\_

---

**SECTION II: EVENT INFORMATION**

Event Name: \_\_\_\_\_ Date of Event: \_\_\_\_\_

Time of Event: from \_\_\_\_\_ to \_\_\_\_\_ Time for Set-up: \_\_\_\_\_ Time for Clean-up: \_\_\_\_\_

\*\*Events may only be held between 8:00am and 11:00pm. (This includes setup & take down)

Event Description and Purpose of the Event (please provide a brief description of the event): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Number of Expected Guests: \_\_\_\_\_ \*\*Max. Capacity of the park SHALL NOT EXCEED: 550

Will an admission fee be charged?  Yes  No

Will you need access to electrical?  Yes  No Will you need access to water?  Yes  No

Do you plan to have temporary signage for the event?  Yes  No (If yes, a signage permit application must accompany this application)

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**SECTION III: VENDOR INFORMATION (IF APPLICABLE)**

Types of Vendors:  Food  Arts & Crafts  Merchandise  Entertainment (Music, games, bouncy house, etc...)

Total number of vendors: \_\_\_\_\_ Total number of vendors MAY NOT EXCEED 24 (Twenty-four).

-- A vendor list including the business name, business contact information, mailing address and email address as well as an event site plan including the location of vendors, entertainment (games, bouncy houses, etc...), portable restrooms, electrical & water usage, etc must accompany this application.

**Please check off the information you have submitted:**

- \_\_\_\_\_ Park Use Application
- \_\_\_\_\_ Sign Permit Application (needed for any temporary signs, banners, etc...)
- \_\_\_\_\_ Event Site Plan (location of vendors, entertainment, portable restrooms, electrical & water usage, etc...)
- \_\_\_\_\_ Vendor List (business name, business contact information, mailing address and email address)
- \_\_\_\_\_ Commercial food vendors--provide copy of insurance and copy of Virginia Department of Health permit
- \_\_\_\_\_ Copy of Certificate of general liability insurance with \$1,000,000.00 combined single limit, with the Town of Floyd named as an additional insured
- \_\_\_\_\_ Damage Deposit (\$100 without water & electric; \$250 with water & electric; **\$0-Tax-exempt Non-Profit**)
- \_\_\_\_\_ Park Use Fee (\$100; \$0-Tax-exempt Non-Profit)
- \_\_\_\_\_ Water & Electric Fee (\$50; **\$0-Tax-exempt Non-Profit**)

Please submit all completed application and documentation to:

Andrew C. Morris  
Town of Floyd  
138 Wilson Street  
Floyd, VA 24091

Completed application and documentation must be submitted 45 days prior to the event.

This request was approved/disapproved by a vote of the Floyd Town Council on \_\_\_\_\_. Any conditions attached shall be considered requirements on the above request.

\_\_\_\_\_  
Andrew C. Morris

\_\_\_\_\_  
Date

# **PARK USE POLICY**

## TOWN OF FLOYD

### WARREN G. LINEBERRY COMMUNITY PARK

#### **Use of the Park:**

- Application is to be made within at least 45 days prior to the event with the Town Manager and presented at a Council meeting.
- A site inspection will be conducted before and after each event.
- No alcoholic beverage or controlled substances are allowed on the property.
- Clean up of the WARREN G. LINEBERRY PARK shall immediately follow each activity or event. The Permit Applicant will be responsible for cleanup and reporting any issues of concern to the Town Manager immediately. Clean up includes removal of all trash and litter, cigarette butts and removal of any items used for the event or activity.
- Animals are to be under control of the owner at all times and any animal waste must be removed and properly disposed of.
- Electric and water is available for event use with application approval.
- Park rules prohibit on park grounds: alcoholic beverages, illegal substances, fire or fireworks, camping, skates, rollerblades, bicycles, motorized vehicles except those in ADA Compliance, littering, solicitation or pandering.

#### **Vending and Admission to Events:**

- If the intent is to charge a fee for an activity or event, approval must be granted by the Town Council with an explanation of why a fee is necessary and how it will be used. Must accompany an application for usage.
- Maximum number of vendors allowed is 24 (Twenty-four).
- A vendor list including the business name, business contact information, mailing address and email address as well as an event site plan including the location of vendors, entertainment (games, bouncy houses, etc...), portable restrooms, electrical & water usage, etc. must accompany this application.
- All vendors must obtain a business license for the Town of Floyd.

#### **Fees, Permits and Licensing:**

- Park Use Fee- \$100.00, per day for organizations. No charge for tax-exempt Non-Profit organizations.
- Water & Electric Use Fee - \$50.00, per day. No charge for tax-exempt Non-Profit organizations.
- All vendors must have a Town of Floyd Business License. A food vendor license with the Town of Floyd must also be obtained. Food vendors are subject to Town of Floyd Meals Tax.
- Commercial food vendors are required to provide evidence of license, insurance and a copy of Virginia Department of Health permit.
- A sign permit is required for all signage, if any, placed throughout the Town or at the WARREN G. LINEBERRY PARK advertising the event. The permit must be approved by the Town Manager prior to any sign placement. All signage must be removed by the applicant immediately after the event.

**Parking & Safety:**

- Vehicles must park in designate parking area only and must not block any private drives, entrances or roadways. No vehicles will be allowed to be driven or parked on the grass unless granted authorization by the Town Manager.
- While the intent is for general public usage, all children must be properly supervised to protect their safety and Town property.

**Insurance and Damage Policy:**

- A Damage Deposit has been established to help preserve our WARREN G. LINEBERRY PARK. Following an event, if all conditions of usage are met and cleanup meets approval and no damage has occurred to grass or property, including the restrooms, the deposit will be refunded.
- A damage deposit of \$500 (Five Hundred Dollars) must be paid with this application. **No charge for tax-exempt Non-Profit organizations.** The damage deposit is not limited to those items possibly damaged by the event or by persons participating in the event, but also by spectators and non-participants.
- A copy of general liability insurance with \$1,000,000.00 combined single limit, with the Town of Floyd named as an additional insured, shall accompany this application.

**General Terms and Conditions:**

- A completed Park Use Application must be submitted forty-five (45) days prior to the event. Once the application has been submitted to the Town Manager it will be presented to Town Council for approval.
- The Town reserves the rights to deny the use of WARREN G. LINEBERRY PARK to any person or organization for the protection of the health, safety and welfare of the citizens of Floyd County.
- Users agree to adhere to these policies and understand that a violation of any portion of the policy will result in cancellation/termination of the event and forfeiture of all payments and fees.
- All Users of the Facilities shall comply with all applicable federal, state, and local laws, regulations, rules, and ordinances including, but not limited to, all ordinances of the Town of Floyd and all rules and regulations which may be adopted from time to time by the Floyd Town Council. Such rules and regulations may include any and all changes that might be imposed on the operational hours and utilization policies.
- Anti-Discrimination by User, its agents or employees, on account of age, race, color, religion, sex or national origin, in the use of or admission to the premises is prohibited.

By signing this form, I acknowledge that I am the person named above and/or can sign on behalf of the organization listed above. I have read and understand the WARREN G. LINEBERRY PARK USE POLICY and by signing below I acknowledge that I will abide by the policy.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

# HOLD HARMLESS AND INDEMNITY AGREEMENT

TOWN OF FLOYD  
WARREN G. LINEBERRY COMMUNITY PARK

This indemnity agreement, made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_, by \_\_\_\_\_ (named party applying for use of the WARREN G. LINEBERRY PARK) to be held on \_\_\_\_\_, between the hours of \_\_\_\_\_ in the Town of Floyd.

**WHEREAS**, the undersigned having made application for a permit to sponsor or hold an activity or event in the WARREN G. LINEBERRY PARK in consideration of permission does hereby agree to the Rules established for the usage and hereby agrees to the following:

The undersigned, jointly and severally (if more than one) does hereby agree to indemnify and hold harmless the Corporation, Town of Floyd, against any and all liability, loss, cause of action, damages or injuries to persons or property, including death, which may occur by reason of the use of the WARREN G. LINEBERRY PARK.

The undersigned, jointly and severally, (if more than one), agrees to indemnify and hold harmless the Corporation, Town of Floyd against any expenses incurred by the Town of Floyd with regards to cleaning the premises, setting up on behalf of the undersigned, and restoring the premises to its normal condition after the permit period.

The undersigned, jointly and severally (if more than one), does agree to indemnify and hold harmless the Corporation, Town of Floyd, it's officers, employees and agents, against any expenses incurred by the Town with regard to the use of the WARREN G. LINEBERRY PARK property as set forth in correspondence to the below party.

The undersigned further agrees to pay, to the complete exoneration of the Corporation, Town of Floyd, it's officers, employees and agents, for any court costs, negotiation fees or attorney fees incurred by the Corporation, Town of Floyd, or any of their offices, employees or agents, with respect to the defense of any such claims set forth above.

Name \_\_\_\_\_

Organization Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Daytime Phone Number \_\_\_\_\_

Dates of Usage \_\_\_\_\_

Hours of Usage \_\_\_\_\_

Purpose \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**SIGNATURE**\_\_\_\_\_

**DATE**\_\_\_\_\_