Town of Farmville
Town Council

February 8, 2023 at 7:00 PM
Council Chamber of the Town Hall
116 North Main Street, Farmville, VA

AGENDA

1. **Call to Order and Welcome Guests**
2. **Invocation - The Lord's Prayer**
3. **Pledge of Allegiance led by Vice-Mayor Reid**
4. **Roll Call**
5. **Public Hearing - Resolution 2023-02-03 Conditional Use Permit to Allow One-Story, 116 Unit, Self-Storage Building**
    a. Public Hearing Notice
    b. Public Hearing Sign-up Sheet
6. **Public Comment Period - Please Limit Comments to Three Minutes**
    a. Public Comment Sign-up Sheet
7. **Request Approval of the Consent Agenda**
    a. Draft Minutes of the 2023-01-11 Regular Council Meeting
8. **Request Approval of the Finance Report**
    a. Report by Finance Director Julie Moore
9. **New Business**
    a. Request Appointment of Town of Farmville Building Official
    b. Request Adoption of Resolution No. 2023-02-01, Transferring Funds from the Transportation Fund Contingency to the Transportation Fund
    c. Request Adoption of Resolution No. 2023-02-02, Authorizing Write-Offs of Amounts for Real Estate Tax, Liens, and Utilities Receivables
    d. Request Adoption of Resolution No. 2023-02-03, Conditional Use Permit to Allow One Story, 116 Unit, Self-Storage Building
    e. Request Approval of the Planning Commission 2022 Annual Report
    f. Request Approval of the Farmville Area Bus Transit Development Plan
    g. Request Adoption of Ordinance No. 219, Authorizing Participation in the VACO/VML Virginia Investment Pool
    h. Request Approval for the Town Manager to Sign a Letter of Intent with ABM Building Solutions, LLC.
    i. Request Approval of an Amendment to the Town of Farmville Procedures for Purchasing and Procurement Manual
10. **Staff Reports**

11. Comments by the Mayor and Members of Town Council

Brian R. Vincent
Mayor

Mary H. McKay
Clerk of Council

COUNCIL
A. D. "Chuckie" Reid
Adam B. Yoelin
Daniel E. Dwyer
Donald L. Hunter
John Hardy
Sallie O. Amos
Tommy Pairet

Town of Farmville
Town Council
PUBLIC HEARING NOTICE

The Farmville Town Council will hold a public hearing on Wednesday, February 8, 2023, at 7:00 PM in the Council Chamber, located on the second floor of the Town Hall, 116 North Main Street, Farmville Virginia to receive public comment on the following item:

- **Resolution No. 2023-02-03:** William W. Coffey, III on behalf of The Rosemyr Corporation, requests a conditional use permit to allow a one (1) story, one hundred sixteen (116) unit, 19,870 square foot mini warehouse (self-storage building) per Town Code Section 29-13.c. The 9.101- acre site is located on the west line of South Main Street at its intersection with Milnwood Road on parcel 0023A13(0A)00-008A. This property is zoned B-3 Highway Commercial and is on public water and sewer.

The Farmville Town Council will consider the request following the public hearing. Any person(s) wishing to comment on the above matter should plan to attend this meeting or submit written comments. If you do not feel comfortable attending the meeting, you can participate by contacting the Clerk of Council's office and ask to participate in the public hearing by phone. Once a person has formally made this request, they will be provided with a conference call number. Please send your requests to Mary McKay at mmckay@farmvilleva.com or by calling (434) 392-9465 by 5:00 PM on Wednesday, February 8, 2023.

Questions and comments related to the public hearing may be directed to the Department of Community Development, 116 North Main Street, PO Drawer 368, Farmville, Virginia, 23901 or by calling (434) 392-8465, between the hours of 8:00 AM and 5:00 PM, Monday through Friday.

It is the intent of the Town to comply with the Americans with Disabilities Act. Should you need special accommodation, please contact C. Scott Davis, I.P.D., Town Manager, at (434)392-5686, prior to the meeting.

PUBLIC HEARING COMMENTS
Town Council Meeting
February 8, 2023
Guests Sign Up Sheet

Name	*Address*	*Topic*	*Via*

PUBLIC COMMENTS
Town Council Meeting
February 8, 2023
Guests Sign Up Sheet
(Please limit comments to three minutes)

Name	*Address*	*Topic*	*Via*

Town of Farmville

Agenda Item Summary

MEETING DATE: February 8, 2023

ITEM NUMBER: 7.a. – Draft Minutes of the 2023-01-11 Regular Council Meeting

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BACKGROUND:

RECOMMENDATION: Approve the Consent Agenda as presented.

FISCAL IMPACT:

ATTACHMENTS:
1. 2023-01-11 Reg Council Meeting-DRAFT

**REGULAR MEETING OF THE FARMVILLE TOWN COUNCIL
HELD ON JANUARY 11, 2023**

At the regular meeting of the Farmville Town Council held on Wednesday, January 11, 2023, at 7:00 PM, in the Council Chamber of the Town Hall, located at 116 North Main Street, Farmville, Virginia, there were present: Mayor Brian R. Vincent, presiding, and Council members D.E. Dwyer, D.L. Hunter, T.M. Pairet, A.D. Reid, S.O. Amos, J.F. Hardy and A.B. Yoelin.

The staff members present were Town Manager C. Scott Davis, Town Attorney Gary Elder, Chief of Police Andy Ellington, Finance Director Julie Moore, Community Development Director Lee Pambid, Public Works Director Robin Atkins, Fire Chief Daniel Clark, IT Support Ashley Atkins-Austin, Deputy Clerk Jacqueline Vaughan, and Clerk Mary McKay.

Mayor Vincent called the meeting to order and welcomed all guests.

Rev. Scott Curtis, Pastor of Heritage Baptist Church provided the Invocation, followed by the Pledge of Allegiance led by Vice-Mayor Reid.

The Clerk called the roll noting all Council members were present. Mayor Vincent welcomed new Council members John Hardy (Ward A) and Adam Yoelin (Ward B).

INTRODUCTION OF FARMVILLE POLICE DEPARTMENT NEW OFFICERS

Chief Ellington introduced the Department's new officers, Derrick Thompson, and Russell Dunford.

INTRODUCTION OF FARMVILLE FIRE DEPARTMENT NEW FIREFIGHTER

Fire Chief Daniel Clark thanked Town Council for its support and introduced the Department's new full-time fireman, Ronald Shult.

PUBLIC HEARING – RESOLUTION 2023-01-01 – AMENDING THE FY2022-23 TOWN BUDGET

With no one signed up or wishing to speak, the Public Hearing was closed.

PUBLIC HEARING – ORDINANCE NO. 218 – ALLEY ABANDONMENT – 1702 SOUTH MAIN STREET

With no one signed up or wishing to speak, the Public Hearing was closed.

PUBLIC COMMENT PERIOD

Yvette Faulkner was present to inquire who is responsible for the maintenance of the creek located on her property at 1703 Lee Drive. She reported there are two 16" culverts that run underneath Lee Drive. The sediment in the creek is so low that the water cannot reach the culverts to flow through, so it is backing up into her yard causing it to erode. Ms. Faulkner reported she has purchased rocks, dirt, straw bales, etc. to help alleviate the problem and can no longer afford to do so. She reached out to Town staff and many other agencies and received no solution to the problem. Ms. Faulkner presented pictures for the Council's review.

Mayor Vincent advised the information will be reviewed and he will reach out to a few contacts to see if they have any helpful information or aid to this problem.

Sarah Mullins Spears, founder of Better Days Farmville, was present and addressed the Council. The organization provides families and individuals who are starting over, furnishings and housewares to create a safe and functional home. Ms. Spears mentioned many local partnerships and with their help this past year, assistance was provided to 33 families across Southside Virginia. One expense has been a cost of $300-$400 per month for storage to house the donations. She has received an offer for storage containers to be purchased for the organization. Ms. Spears is looking to find a permanent home for Better Days Farmville, possibly a level empty lot with a streetlight which is easily accessible to trucks for pickup. Business cards were provided for Council members.

Zachariah Kowalski was present and spoke on accessibility throughout the town. A few items were mentioned:

- Missing curb cuts
- No concrete used after telephone poles replaced
- Mailboxes in the way on sidewalks
- Drainage from dirt driveways moving onto sidewalks

Mr. Kowalski asked who he needs to talk with and if someone could go through and mark the areas needed for repair and possibly work out some solutions.

Mayor Vincent noted the mail routes that prevent the movement of the mailboxes and the continued conversation to ensure Farmville is as accessible as possible.

<u>PRESENTATION – ABM – ENERGY AND INFRASTRUCTURE SAVINGS SOLUTIONS</u>

Town Manager introduced Chrissy Sherriff and Whit Blake with ABM Building Solutions who would provide a presentation from a preliminary study completed for the town and share information on how a more in-depth analysis will increase cost savings. He noted the preliminary study was at no cost to the town.

Ms. Sherriff presented findings from the preliminary assessment performed in fall 2022, and what ABM's infrastructure improvement programs can offer. Mr. Blake reviewed how newer metering technology for the town's water system could offer cost savings. Ms. Sherriff talked about energy conservation measures and recommended facility solutions and how to create a financial revenue source towards funding some infrastructure improvements. A detailed project assessment is needed to determine the full savings.

A discussion was held including Council members making several inquiries including the costs involved. Mr. Blake advised the town's cost is determined from energy and operational savings that are achieved from the implementation of the project. Ms. Sherriff ended the presentation by noting the benefits of working with this program. Council agreed to bring forth a proposal from ABM to the February 1, 2023 Work Session.

PRESENTATION – INTRODUCTION TO PLANNED UNIT DEVELOPMENT

Town Manager provided an overview of the benefits of a planned unit development (PUD), and its ability to attract economic development to create additional revenue and to benefit the community as a whole.

Community Development Director Lee Pambid presented details of planned unit developments and described the land use process which requires multiple public hearings before a request for approval is made. Mr. Pambid further explained the process by reviewing possible frequently asked questions. For clarification, examples of planned unit developments in other areas were mentioned. The Town Manager also offered an example of a PUD in Henrico County, noting there are restaurants mixed-in with housing.

Mr. Pambid reviewed some potential candidate sites that have been identified in the community. A timeline schedule was reviewed with key dates mentioned. He offered to answer any questions from Council members and reiterated that the PUD process begins when an application is made by a landowner. Some discussion was held.

REQUEST APPROVAL OF THE CONSENT AGENDA

On motion by Mr. Hunter, seconded by Mr. Reid, and with all Council members voting "aye", the consent agenda was approved as presented. The consent agenda includes the draft minutes of the Regular Council meeting held on December 14, 2022, and the minutes of the Special Meeting held on December 28, 2022.

REQUEST APPROVAL OF THE FINANCE REPORT

On motion by Mr. Hunter, seconded by Mr. Pairet, and with all Council members voting "aye", the finance report was approved as presented.

BACKGROUND: Finance Director Julie Moore provided a report to Council. The Street Maintenance Fund increased by $327,000 due to receiving the quarterly VDOT highway funds. Business licenses have been mailed out and are due by the end of February. Ms. Moore noted $32,278.47 was earned in December from the funds placed with the Local Government Investment Pool (LGIP), making a total of $118,130.63 earned since investing with LGIP.

REQUEST APPOINTMENT OF VICE-MAYOR

Mr. Pairet made a motion to have Mr. Reid appointed as Vice-Mayor, seconded by Mrs. Amos, and with a recorded vote of Council members Hunter, Pairet, Reid, Yoelin, Amos, Dwyer, and Hardy voting "yes", the motion passed.

BACKGROUND: At the July 13, 2022 Regular meeting, Town Council appointed Mr. Reid as Vice-Mayor for a term of six months as the language in the Code needed to be changed to match the terms of office. Beginning January 2023, the appointment of the Vice-Mayor will be on a calendar-year basis.

REQUEST ADOPTION OF THE CODE OF ETHICS AND CONDUCT AND ETHICS PLEDGE

On motion by Mr. Pairet to adopt the Code of Ethics and Conduct and Ethics Pledge, seconded by Mr. Reid, and with a recorded vote of Council members Pairet, Hunter, Reid, Hardy, Dwyer, Yoelin, and Amos voting "yes", the motion passed.

TOWN OF FARMVILLE CODE OF ETHICS AND CONDUCT

This Code and its associated Ethics Pledge are aspirational in nature. As such, they are subordinate to federal, state and local law and do not confer and/or mandate any additional duties beyond those required under existing law, nor do they confer any right or cause of action that does not otherwise apply under existing law.

Recognizing that persons holding public office have been given a public trust and that the stewardship of such office demands that performance be at the highest level of ethical and moral conduct, the Town of Farmville adopts this Code of Ethics and Conduct. To honor the public trust and to serve with integrity, civility, and impartiality, the Mayor, the members of Town Council, and those officials who are appointed by Council pledge to do the following:

1. Provide the highest quality of service to the public, acting in a way that is conscientious, diligent, and transparent.

2. Perform the functions of the office with integrity, avoiding any improper use or influence of the office.

3. Not act on a matter in which a conflict of interest exists and be diligent in avoiding even the appearance of a conflict of interest by disclosing the same and acting in accord with the principles underlying this Code.

4. Behave in a manner that inspires public confidence.

5. Treat the public, town employees, and fellow public officials with professionalism, courtesy, and respect.

6. Serve the public interest by upholding the letter and the spirit of Town, Commonwealth, and Federal statutes, regulations, and policies.

The Mayor and members of Town Council will work together to implement and monitor this Code of Ethics and Conduct and to make changes as needed.

________________________________	________________________________
Brian R. Vincent, Mayor	A. D. "Chuck" Reid, Vice-Mayor
________________________________	________________________________
Sallie O. Amos, Council Member	John Hardy, Council Member
________________________________	________________________________
Thomas M. Pairet, Council Member	Adam B. Yoelin, Council Member
________________________________	________________________________
Donald L. Hunter, Council Member	Daniel E. Dwyer, Council Member

TOWN OF FARMVILLE ETHICS PLEDGE

1. I understand that as a Town representative, I am entrusted with protecting and preserving the integrity of the Town government.

2. I will honor this trust by:
    a. Upholding the Town of Farmville Code of Ethics and Conduct;
    b. Putting the public interest first;
    c. Conducting myself at all times in a manner that brings credit to the Town;
    d. Serving with integrity, impartiality and transparency;
    e. Fostering a culture of cordiality and professionalism;
    f. Taking no action that will result in or create the appearance of personal gain or conflict of interest.
    g. Making no private promises of any kind that will bind the duties of any office, since a public servant has no word that can be binding on public duty.

3. I will communicate openly and civilly, listening to all views, seeking common ground as a starting point, and being respectful even in areas of disagreement.

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REQUEST TO ADOPT RESOLUTION 2023-01-01 – AMENDING THE FY2022-23 TOWN BUDGET

Mr. Reid made a motion to adopt Resolution 2023-01-01 Amending the FY2022-23 Town Budget, seconded by Mr. Dwyer, and with a recorded vote of Council members Amos, Dwyer, Yoelin, Hardy, Reid, Pairet and Hunter voting "yes", the motion passed.

BACKGROUND: A Public Hearing was held this evening on the proposed resolution. Surplus funds from the fiscal year 2021-2022 budget will be transferred to the 2022-2023 fiscal year budget in the amount of $1,656,654.69.

RESOLUTION #2023-01-01

BUDGET AMENDMENT

To amend the Town Budget for the fiscal year beginning July 1, 2022 and ending June 30, 2023 in a total amount of $23,618,089.40. To transfer surplus funds from FY 2021-2022 Budget to the FY 2022-2023 Budget in the aggregate amount of $1,656,654.69.

THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE TOWN OF FARMVILLE:

That a transfer of funds in the amount of $1,656,654.69 be added to the FY 2022-2023 Budget so that the amended total of the Town of Farmville's FY 2022-2023 budget shall be $25,274,744.09; and

BE IT FURTHER RESOLVED THAT $1,656,654.69 shall be appropriated by the Town of Farmville as follows:

1. $583,418.93 added to the General Fund Contingency
   $209,223.61 added to the Water Fund Contingency
   $339,978.04 added to the Sewer Fund Contingency
   $524,034.11 added to the Transportation Fund Contingency

2. That this resolution shall be in full force and effect upon its passage.

Approved: ____________________________
Mayor

Attest: ____________________________
Clerk of Council

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I certify that the above resolution was:

Adopted on ____.

Ayes: ________. Nays: ________. Absent: _________. Abstain: _________.

The Honorable A.D. “Chuckie” Reid: __________.

The Honorable Sallie O. Amos __________.

The Honorable Daniel E. Dwyer __________.

The Honorable Tommy Pairet __________.

The Honorable Adam Yoelin __________.

The Honorable Donald L. Hunter __________.

The Honorable John Hardy _________.

REQUEST TO ADOPT ORDINANCE NO. 218 – ALLEY ABANDONMENT – 1702 SOUTH MAIN STREET

Mr. Hunter made a motion to adopt Ordinance No. 218 Alley Abandonment, seconded by Mr. Reid, and with a recorded vote of Council members Hunter, Pairet, Reid, Yoelin, Amos, Dwyer, and Hardy voting “yes”, the motion passed.

BACKGROUND: A Public Hearing was held this evening on the proposed ordinance. The alley to be abandoned is located at 1702 South Main Street.

ORDINANCE NO. 218

Authorizing the abandonment of a portion of an alley adjoining properties owned by Edward I. Gordon, Puckett Funeral Home, Inc. and Realty Income Properties 21, LLC, described more particularly on a plat of W.E. Nash dated November 29, 2022.

WHEREAS, an application for abandonment of an alley has been received from Edward I. Gordon; and

WHEREAS, the Town has stated a desire to proceed with the abandonment of unused alleys located in the Town of Farmville; and

WHEREAS, the Town has held a public hearing on January 11, 2023, for the abandonment of said alley and the adoption of this Ordinance;

NOW THEREFORE BE IT ORDAINED by the Farmville Town Council this 11th day of January 2023:

1. That the Council approves the abandonment of a certain portion of a 20-foot alley said to contain 4,907 square feet, as shown more particularly on a plat of W.E. Nash dated November 29, 2022.

2. That pursuant to Virginia Code § 15.2-2006, the Town shall record a certified copy of this Ordinance in the Prince Edward County Circuit Clerk's Office. The aforementioned plat of W.E. Nash shall be attached as an exhibit to the recorded Ordinance.

3. That any deeds and surveys necessary to convey the abandoned property to the adjoining land-owners shall be the sole responsibility of the landowners, and shall be signed by the Town upon approval by the Town Attorney.

4. That this Ordinance shall be in full force effect upon its passage.

Approved: ______________________________
Mayor

Attest: ______________________________
Clerk of Council

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I certify that the above ordinance was:

Adopted on its first reading on ____.

Ayes: ________. Nays: ________. Absent: _________. Abstain: _________.

The Honorable A.D. "Chuckie" Reid __________.

The Honorable Sallie O. Amos __________.

The Honorable Daniel E. Dwyer __________.

The Honorable Tommy Pairet __________.

The Honorable Adam Yoelin __________.

The Honorable Donald L. Hunter __________.

The Honorable John F. Hardy __________.

APPROVAL OF PURCHASE OF FIRE TRUCK USING ARPA FUNDS

Mr. Hunter made a motion to approve the request for the fire truck, seconded by Mr. Reid. Mr. Hunter made an amended motion to adopt Resolution 2023-01-02, Fire Truck Purchase using the American Rescue Plan Act Funds, with an amended second by Mr. Reid, and with a recorded vote of Council members Dwyer, Yoelin, Amos, Reid, Hunter, Hardy and Pairet voting "yes", the motion passed.

BACKGROUND: Town Manager noted a previous report was provided on this equipment need and the usage of ARPA funds to purchase. Since that earlier report, the price from Pierce has increased by two percent and if payment is made now, the town will avoid any additional price increase. There is a savings if payment is made upfront instead of when the equipment is delivered. Currently there is a 37-month delivery date. A schematic drawing has been provided for this custom-built equipment with a not-to-exceed purchase price of $950,000.

Mr. Hunter inquired what would be done with the truck being replaced or will it be added to the fleet. The Town Manager reported making the current equipment last until new equipment is received. Fire Chief Clark reported on the certification status of the current equipment. It was reported the current engine is owned by the volunteers and there has been some discussion on the options for the equipment.

Resolution #2023-01-02

Providing American Rescue Plan Act Funds for General Government Use

WHEREAS, the Town of Farmville received funds from the United States Treasury through the American Rescue Plan Act in June of 2021 and the second phase of funding in June 2022; and

WHEREAS, the United States Treasury has issued a final ruling on the use of said funds by local governments; and

WHEREAS, general government use is an allowed use of American Rescue Plan Act Funding; and

WHEREAS, Town Council recognizes the need for enhanced fire protection apparatus and equipment; NOW THEREFORE,

BE IT RESOLVED BY THE TOWN OF FARMVILLE TOWN COUNCIL:

1. The Town of Farmville Town Council approves the funding of a new Pierce Enforcer Pumper Engine with a not to exceed cost of $950,000 from the American Rescue Plan Act funds.

2. This resolution shall be in full force and effect upon passage.

Approved:

____
Mayor

Attest: ____________________________
Clerk of Council

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I certify that the above resolution was:

Adopted on ____.

Ayes: ________. Nays: ________. Absent: _________. Abstain: _________.

The Honorable A.D. "Chuckie" Reid: __________.

The Honorable Sallie O. Amos __________.

The Honorable Daniel E. Dwyer __________.

The Honorable Tommy Pairet __________.

The Honorable John Hardy __________.

The Honorable Donald L. Hunter __________.

The Honorable Adam Yoelin __________.

STAFF REPORTS

No additional staff reports were provided.

STANDING COMMITTEE REPORTS

Mayor Vincent reported a discussion will be held at the February 1, 2023 Work Session concerning standing committees. There have been previous conversations on whether standing committees could be eliminated with items to be presented at work sessions when all Council members are available at the same time.

COMMENTS BY THE MAYOR AND MEMBERS OF TOWN COUNCIL

Welcome comments were offered to the new Council members, John Hardy and Adam Yoelin.

Mr. Pairet made a motion to adjourn, seconded by Mr. Reid, and with all in favor stating "aye", the motion passed. The meeting adjourned at 8:26 PM.

APPROVED: ATTEST:

____________________________ ____________________________

Brian R. Vincent, Mayor Mary H. McKay, Clerk of Council

Town of Farmville

Agenda Item Summary

MEETING DATE: February 8, 2023

ITEM NUMBER: 8.a. – Report by Finance Director Julie Moore

BACKGROUND:

RECOMMENDATION: Approve the Finance Report as presented.

FISCAL IMPACT:

ATTACHMENTS: None

Town of Farmville

Agenda Item Summary

MEETING DATE: February 8, 2023

ITEM NUMBER: 9.a. – Request Appointment of Town of Farmville Building Official

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BACKGROUND: Community Development Director Lee Pambid introduced Mr. Bowles to Town Council at the February 1, 2023 Work Session.

RECOMMENDATION: Appoint Nicholas Bowles as Building Official for the Town of Farmville.

FISCAL IMPACT:

ATTACHMENTS: None

Town of Farmville

Agenda Item Summary

MEETING DATE: February 8, 2023

ITEM NUMBER: 9.b. – Request Adoption of Resolution No. 2023-02-01, Transferring Funds from the Transportation Fund Contingency to the Transportation Fund

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BACKGROUND: In the 2022-2023 budget, $171,904.00 was allocated in the Transportation Fund for the purchase of two new buses. Since that time, the price of the buses has increased to $261,902.00. A request to transfer the additional $89,998.00 from the Transportation Fund Contingency to the Transportation Fund is needed to purchase the two new buses.

RECOMMENDATION: Adopt Resolution No. 2023-02-01, Authorizing the Finance Director to transfer $89,998.00 from the Transportation Fund Contingency to the Transportation Fund for additional funds needed to purchase two new buses.

FISCAL IMPACT:

ATTACHMENTS:
1. Resolution No. 2023-02-01

Resolution No. 2023-02-01

To amend the Transportation Fund under the Unrestricted Funds Account for the fiscal year beginning July 1, 2022 and ending June 30, 2023. To transfer funds in the amount of $89,998.00 from the Transportation Fund Contingency to the Transportation Fund. The purpose of the transfer, $89,998.00 is for additional funds needed to purchase two new buses.

THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE TOWN OF FARMVILLE:

That a transfer of funds in the amount of $89,998.00 from the Transportation Fund Contingency to the Transportation Fund, be and hereby authorized for additional funds needed to purchase two new buses.

1. That this resolution shall be in full force and effect upon its passage.

Approved:

____
Mayor

Attest: ______________________________
Clerk of Council

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I certify that the above resolution was:

Adopted on ______________________________.

Ayes: ________. Nays: ________. Absent: ________. Abstain: ________.

The Honorable A.D. "Chuckie" Reid: __________.

The Honorable Sallie O. Amos __________.

The Honorable Daniel E. Dwyer __________.

The Honorable Tommy Pairet __________.

The Honorable John F. Hardy __________.

The Honorable Donald L. Hunter __________.

The Honorable Adam B. Yoelin __________

Town of Farmville

Agenda Item Summary

MEETING DATE: February 8, 2023

ITEM NUMBER: 9.c. – Request Adoption of Resolution No. 2023-02-02, Authorizing Write-Offs of Amounts for Real Estate Tax, Liens, and Utilities Receivables

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BACKGROUND: At the February Council work session, the Finance Director presented the Real Estate Taxes, Liens and Utility Accounts that need to be written off. These consist of Real Estate taxes that need to be written off from TAC's (Taxing Authority Consulting Services) tax sale and uncollectible taxes over 20 years. Also, two bankrupt utility accounts and the 2018 uncollectible utility accounts need to be written off. The amounts to be written off as following:

- $209.41 in Real Estate Taxes including penalties and interest,
- $30,248.64 in Liens,
- $8,390.43 in bankrupt utility accounts
- $10,095.32 in uncollectible 2018 utility accounts.

RECOMMENDATION: Adopt Resolution No. 2023-02-02 Authorizing the Finance Director to write off $209.41 in Real Estate Taxes including penalties and interest, $30,248.64 in Liens, $8,390.43 in bankrupt utility accounts and $10,095.32 in uncollectible 2018 utility accounts.

FISCAL IMPACT:

ATTACHMENTS:
1. Resolution No. 2023-02-02

Resolution No. 2023-02-02

Authorization for the Finance Director to write-off $209.41 in Real Estate Taxes including penalties and interest, $30,248.64 in Liens, $8,390.43 in bankrupt utility accounts, and $10,095.32 in uncollectible 2018 utility accounts, as presented to Council.

WHEREAS, the Farmville Town Council Work Session at its regular meeting, on February 1, 2023, reviewed the delinquent real estate taxes, liens and utility accounts; and

WHEREAS, authorization for the Finance Director to write-off $209.41 in Real Estate Taxes including penalties and interest, $30,248.64 in Liens, $8,390.43 in bankrupt utility accounts and $10,095.32 in uncollectible 2018 utility accounts, as presented to Council; and

WHEREAS, the combined total for the uncollectible Real Estate Taxes, Liens, Bankrupt Utility accounts and uncollectible 2018 Utility accounts are $48,943.80; and

WHEREAS, it has been verified that the Real Estate Taxes and Utility Accounts are uncollectible.

BE IT RESOLVED BY THE COUNCIL OF THE TOWN OF FARMVILLE:

1. Authorization for the Finance Director to write-off $209.41 in Real Estate Taxes including penalties and interest, $30,248.64 in Liens, $8,390.43 in bankrupt utility accounts, and $10,095.32 in uncollectible 2018 utility accounts, as presented to Council.

2. That this Resolution shall be in full force and effect upon its approval.

Approved: ____________________________
Mayor

Attest: ____________________________
Clerk of Council

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I certify that the above resolution was:

Adopted on ____.

Ayes: ________. Nays: ________. Absent: _________. Abstain: _________.

The Honorable A.D. “Chuckie” Reid: __________.

The Honorable Sallie O. Amos __________.

The Honorable Daniel E. Dwyer __________.

The Honorable Tommy Pairet	____________.
The Honorable John F. Hardy	____________.
The Honorable Donald L. Hunter	____________.
The Honorable Adam Yoelin	____________.

Town of Farmville

Agenda Item Summary

MEETING DATE: February 8, 2023

ITEM NUMBER: 9.d. – Request Adoption of Resolution No. 2023-02-03, Conditional Use Permit to Allow One Story, 116 Unit, Self-Storage Building

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BACKGROUND: Community Development Director Lee Pambid provided an overview of the proposed resolution at the February 1, 2023 Work Session.

RECOMMENDATION: Adopt Resolution No. 2023-02-03 Conditional Use Permit to Allow One-Story, 116 Unit, Self-Storage Building

FISCAL IMPACT:

ATTACHMENTS:
1. Resolution - Conditional Use Permit Rosemyr Corporation

Resolution No. 2023-02-03

To grant a conditional use permit to The Rosemyr Corporation to allow a one (1) story, one hundred sixteen (116) unit, 19,870 square foot mini warehouse (self-storage building) located on the west line of South Main Street at its intersection with Milnwood Road on parcel 0023A13(0A)00-008A, which is zoned B-3 Highway Commercial.

WHEREAS, William W. Coffey, III on behalf of The Rosemyr Corporation filed an application for a conditional use permit to allow a one (1) story, one hundred sixteen (116) unit, 19,870 square foot mini warehouse (self-storage building); and

WHEREAS, the mini-warehouse/self-storage facility will be located on the 9.101 acre site on the west line of South Main Street at its intersection with Milnwood Road on parcel 0023A13(0A)00-008A, and is zoned B-3 Highway Commercial; and

WHEREAS, mini- warehouse facilities are an allowed use in this zoning district if granted a conditional use permit; and

WHEREAS, after a public hearing and due consideration, the Planning Commission recommends approval of this conditional use permit; and

WHEREAS, the Town Council finds that the conditional use permit application complies with Town Code Section 29-13.c.;

WHEREAS, upon recommendation of the Planning Commission and after holding a public hearing on this Resolution, the Town Council finds that the public necessity, convenience, general welfare, and good planning and zoning practice allows for this conditional use permit be granted; NOW THEREFORE,

BE IT RESOLVED BY THE TOWN OF FARMVILLE TOWN COUNCIL:

1. The Town of Farmville Town Council grants a conditional use permit to The Rosemyr Corporation to allow a one (1) story, one hundred sixteen (116) unit, 19,870 square foot mini warehouse (self-storage building) located on the west line of South Main Street at its intersection with Milnwood Road on parcel 0023A13(0A)00-008A, which is zoned B-3 Highway Commercial.

2. This resolution shall be in full force and effect upon passage.

Approved:

____

Mayor

Attest: ______________________________
Clerk of Council

****

I certify that the above resolution was:

Adopted on ____.

Ayes: ________. Nays: ________. Absent: _________. Abstain: _________.

The Honorable A.D. "Chuckie" Reid: __________.

The Honorable Sallie O. Amos __________.

The Honorable Daniel E. Dwyer __________.

The Honorable Tommy Pairet __________.

The Honorable John Hardy __________.

The Honorable Donald L. Hunter __________.

The Honorable Adam Yoelin __________.

Town of Farmville

Agenda Item Summary

MEETING DATE: February 8, 2023

ITEM NUMBER: 9.e. – Request Approval of the Planning Commission 2022 Annual Report

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BACKGROUND: Section 15.2-2221 of the Code of Virginia states:
A planning commission shall make recommendations and an annual report to the governing body concerning the operation of the commission and the status of planning within its jurisdiction.

RECOMMENDATION: Approve the Planning Commission 2022 Annual Report, as presented.

FISCAL IMPACT:

ATTACHMENTS:
1. Planning Commission 2022 Annual Report

Planning Commission

2022 ANNUAL REPORT TO THE TOWN COUNCIL

Section 15.2-2221 of the Code of Virginia states:

> *A planning commission shall make recommendations and an annual report to the governing body concerning the operation of the commission and the status of planning within its jurisdiction.*

Members

Jayne Johnson, CPC
1005 Seventh Avenue
Farmville, VA 23901
Term Expires: 6/30/2026
Ward A

Rhett L. Weiss, CPC
809 Fourth Avenue
Farmville, VA 23901
Term Expires: 6/30/2026
Ward B

Cameron Patterson, CPC
420 Griffin Boulevard
Farmville, VA 23901
Term Expires: 6/30/2025
Ward C

Patrick Crute
1402 Spottswood Drive
Farmville, VA 23901
Term Expires: 6/30/2025
Ward D

Jerry Davenport
803 Bizarre Street
Farmville, VA 23901
Term Expires: 6/30/2025
Ward E

Abigail O'Connor, CPC
818 Creekwood Trail
Farmville, VA 23901
Term Expires: 6/30/2025
At-Large

John D. Miller, CPC
309 Second Avenue
Farmville, VA 23901
Term Expires: 6/30/2026
At-Large

Appointments

John Miller – Chairperson
Cameron Patterson – Vice Chairperson
Abigail O'Connor – Secretary

Meetings

The Planning Commission held eleven meetings in calendar year 2022.

2022 Work Items

The Planning Commission's workload in 2022 can be grouped into three categories of tasks: actionable items, professional development, and community engagement. The most tangible were the first, the recommendations the commission made to council. Prior to these deliberations, though, the commissioners benefited from staff education on timely topics including overlay districts (August) and Planned Unit Developments (November and December) and more general subjects such as ethics and planning (April). We are re-scheduling joint training with the Board of Zoning Appeals in 2023. Additionally, the commission supported public outreach efforts on relevant topics including permitting processes (May) and overlay districts (September). The following includes the planning commission's actionable items:

- Reviewed and recommended Council approval of a conditional use permit request for an accessory dwelling at 703 First Avenue. (February)
- Reviewed the language of and recommended Council approval of the amending of certain sign regulations contained in Section 29-31 Signs to increase sign area and height in the B-2 and B-3 districts. (June)
- Reviewed and recommended Council approval of a conditional use permit request for a multifamily dwelling at 1306 Longwood Avenue. (September)
- Reviewed the language of and recommended Council approval of the amending of the zoning ordinance to add Section 29-23.1 to provide language for an overlay district for the Robert Russa Moton Museum Gateway. The overlay supports Moton's eligibility to become a UNESCO World Heritage site. (October)
- Reviewed the language of and recommended Council approval of the establishment of boundaries for the Moton Museum Gateway Overlay District. (October)
- Reviewed the language of and recommended Council approval of amending the zoning ordinance by adding Section 29-22.1 Additional height regulations. (November)

2023 Proposed Actions by Planning Commission and Requests to Town Council

The Commission aspires to and requests the following:

- Review zoning amendment, rezoning, conditional use permit requests and/or other issues that may be referred to the Planning Commission by Town Council.
- Review draft documents and final documents relating to the Comprehensive Plan, Zoning Ordinance, and Subdivision Ordinance, hear public comments on these documents, and make recommendations to Town Council.
- Continue the in-house professional development training with staff guidance on topics relevant to upcoming agenda items as well as trends in municipal planning.

- Request that Town Council continue to budget for two Planning Commissioners to attend the Certified Planning Commissioner Program that is conducted through the Land Use Education Program (LUEP) at Virginia Commonwealth University. Five commissioners have completed the training, two (Commissioners Johnson and Weiss) in 2022. Staff estimates that the combined cost for two commissioners in 2023 would be $2,000.

- Request that Town Council budget $875 for stipends for five Planning Commission work sessions as needed. Given the scope and detail involved in recent and prospective topics and ordinances before the commission—overlay districts, PUD processes—members believe additional periodic meetings to review, discuss, draft, and revise language are necessary. First, for the sake of due diligence and, second, to avoid impacting the timely consideration of customary agenda items.

- Prepare and submit the 2023 annual report to Town Council.

On behalf of the Farmville Planning Commission, I am pleased to provide the Commission's annual report for calendar year 2022. We would like to thank the Town Council for allowing us the opportunity to serve as an advisor to Council in planning for the town's future.

Respectfully submitted,

John D. Miller

John D. Miller
Chairperson

Town of Farmville

Agenda Item Summary

MEETING DATE: February 8, 2023

ITEM NUMBER: 9.f. – Request Approval of the Farmville Area Bus Transit Development Plan

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BACKGROUND: The Department of Rail and Public Transportation requires an approved Transit Development Plan every six years.

RECOMMENDATION: Request Approval of the Farmville Area Bus Transit Development Plan, as presented.

FISCAL IMPACT:

ATTACHMENTS:
1. Farmville Area Bus System TDP Final Report - January 2023

Farmville Area Bus Transit Development Plan

Final Report – January 2023

KFH Group, Inc.
Bethesda, MD | Austin, TX

Table of Contents

Chapter 1: Overview of Public Transportation in the Region

Chapter 2: Goals, Objectives, and Standards

Chapter 3: Service and System Evaluation

Chapter 4: Alternatives

Chapter 5: Implementation Plan

Chapter 6: Financial Plan

Chapter 1:
Overview of Public Transportation in the Region

Introduction

A Transit Development Plan (TDP) is a multi-year planning document that is intended to provide direction for a transit system and its community partners. The planning process identifies transit needs, develops potential improvements to meet the needs, prioritizes these potential improvements, and identifies the resources needed to implement the chosen improvements.

The planning process for a TDP is typically guided by transit program staff, with input from an advisory committee made up of transit program stakeholders and community partners. Public and rider input is also sought during the process to ensure the plan reflects the needs of the community.

In Virginia, the Virginia Department of Rail and Public Transportation (DRPT) requires that each transit agency complete a TDP once every six years. DRPT uses the information compiled within the TDPs for programming, planning, and budget activities. Once completed, the Farmville Area Bus (FAB) TDP will provide a basis for inclusion of FAB operating and capital program in the commonwealth's Six Year Improvement Plan (SYIP) and Statewide Transportation Improvement Program (STIP). The TDP planning process follows a set of requirements and a report format outlined by DRPT. The current planning horizon for TDPs in Virginia is 10 years.

This FAB TDP is being prepared for the Town of Farmville as well as portions of Prince Edward County outside of Farmville.

The previous TDP for FAB was completed in 2016. The current TDP planning process was initiated in February 2022 at the February 11th kickoff meeting.

This first chapter of the TDP provides an overview of the transit program and provides background information and data that will be used for the subsequent data collection, analysis, and eventual recommendations for the ten-year plan.

History

The development of the Farmville Area Bus (FAB) system began in 1990 when fixed-route service started on a trial basis. The first route, called the Blue Line and serving the Town of Farmville, eventually became permanent. Service was expanded with the introduction of the Red Line which connected Farmville to Hampden-Sydney College. Service to Hampden-Sydney was discontinued in 1992 and the route was rebranded as the Express Line that parallels part of the Blue Line but operates a faster trip to the Walmart in the south end of town with fewer stops. Today, FAB operates five fixed routes and demand response paratransit service that provides door-to-door pickups within ¾ miles of fixed-route service in the Town of Farmville. Three of the routes operate entirely inside Farmville: the Blue Line, Express Line ("The Summer Shuffle" during the summer), and Campus Line. The Blue Line and Express Line operate throughout the town, whereas the Campus Line, which began in 2005, caters to Longwood University students. Along with local, state, and federal funding, the university provides a significant annual contribution. Two additional routes, the Green and Orange Lines, connect rural parts of Prince Edward County with Farmville. These routes are deviated fixed routes and are operated by FAB, funded by the county, and branded as Prince Edward Regional Transit (PERT) service. All routes are listed below and discussed in greater detail.

Governance

FAB operates under the jurisdiction of the Town Council of Farmville (the Council), which operates as a council-manager system. The Council consists of seven members, who are elected every four years. Five of the members are elected through the town's ward system with an additional two members voted at-large. The Council then appoints a town manager to implement the policies and ordinances and supervise all town departments, including FAB. The current Council was inaugurated in November 2022 and consists of the following members detailed below. In regard to funding, capital expenditures for FAB and all FAB-operated routes are provided through federal funding (80 percent) and a blend of state and local funding (20 percent). Operating expenditures are provided through Federal Transit Administration (FTA) 5311 funding (50 percent) and a blend of state and local sources (50 percent). Local funding comes from a variety of municipalities and organizations, depending on the route.

Current members of the FAB Governance are as follows:

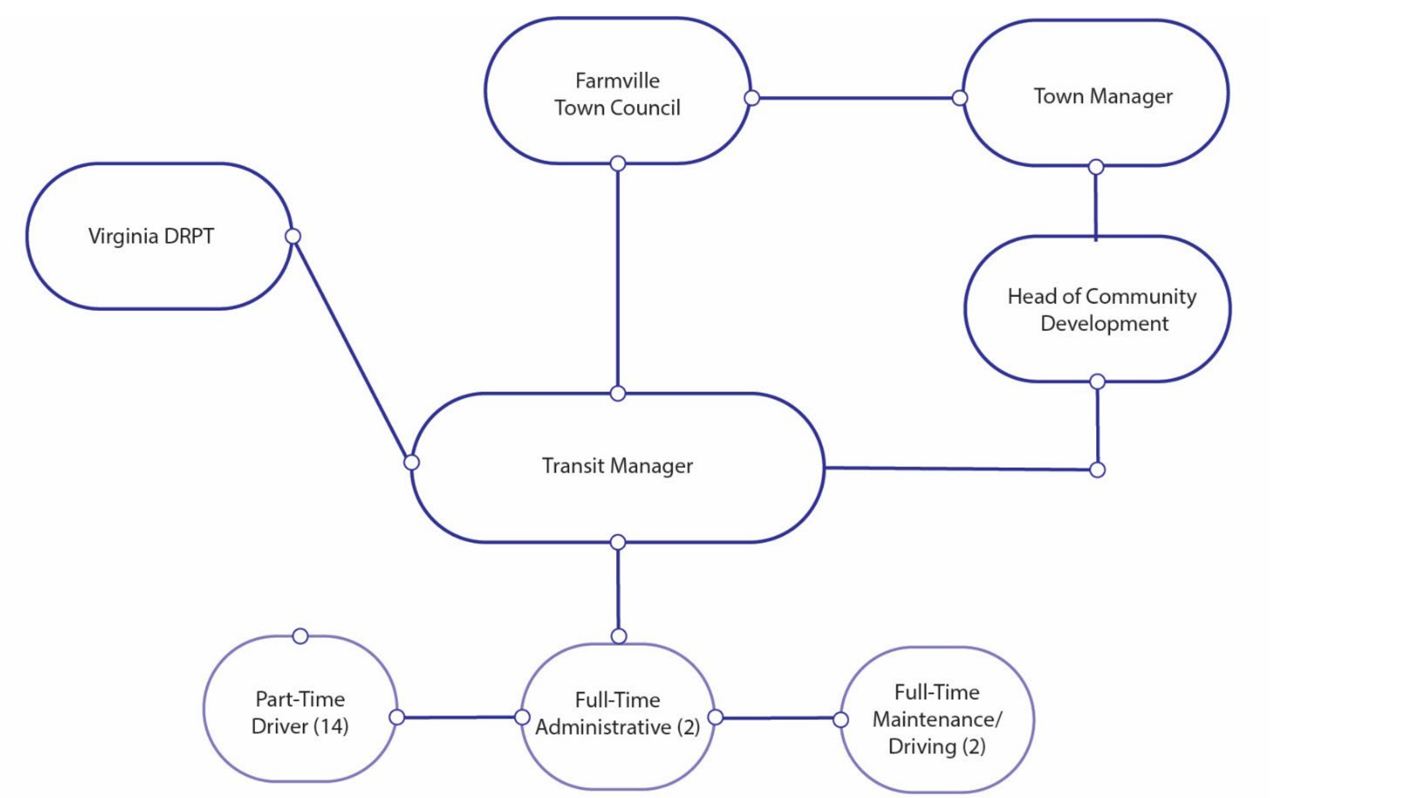
- C. Scott Davis, Town Manager
- Brian Vincent, Mayor
- A.D. "Chuckie" Reid, Vice Mayor
- John Hardy, Ward A
- Adams Yoelin, Ward B
- Donald L. Hunter, Ward D
- Sallie O. Amos, Ward E
- Daniel E. Dwyer, At-Large
- Thomas M. Pairet, At-Large

Organizational Structure

The hierarchical relationship between FAB and the Town of Farmville is detailed in Figure 1-1. FAB staff currently consists of 17-18 employees, 3-4 of whom are full-time staff and 14 are part-time. Two of the full-time staff are administrative (including the Transit Manager) and the other two perform light maintenance, janitorial and driving duties. Staff are considered employees of the Town of Farmville and are nonunionized. Bus maintenance is performed by the municipal mechanics at the town maintenance facility, which is separate from the FAB bus facility. Julie Adams, Transit Manager, oversees the daily operations of FAB. The Transit Manager reports to the Head of Community Development, Mr. Leander Pambid, who reports to the Town Manager, who then reports to the Council as needed. In addition, the Transit Manager liaisons with a staff member from the State Department of Rail and Public Transportation (DRPT) to assist FAB in coordinating with surrounding transit agencies and to ensure that bus service is meeting state and federal requirements.

Today, FAB operates five fixed routes and demand response paratransit service that provides door-to-door service within ¾ miles of fixed route service in the Town of Farmville.

Figure 1-1: FAB Reporting Hierarchy



Transit Service Area Background

FAB operates a total of five routes that serve the Town of Farmville and Prince Edward County as displayed in Figure 1-2. Three of the routes serve Farmville: the Blue Line, the Express Line, and the Campus Line. Two additional routes, the Orange and Green lines, operate in Prince Edward County outside of Farmville. These routes serve rural areas in the county and operate on a deviated fixed-route system that requires a call 24 hours in advance to schedule a pick-up along certain segments of the route. The system also offers an ADA-Paratransit service in the Town of Farmville in order to satisfy requirements pertaining to ADA and Title VI of the 1964 Civil Rights Act, which prohibits the denial of service based on discrimination. Passengers must call 24 hours in advance to schedule a pick-up.

Table 1-1 displays a sample of ridership over a two-week period for FAB routes.

Figure 1-2: FAB Service Area and System Map

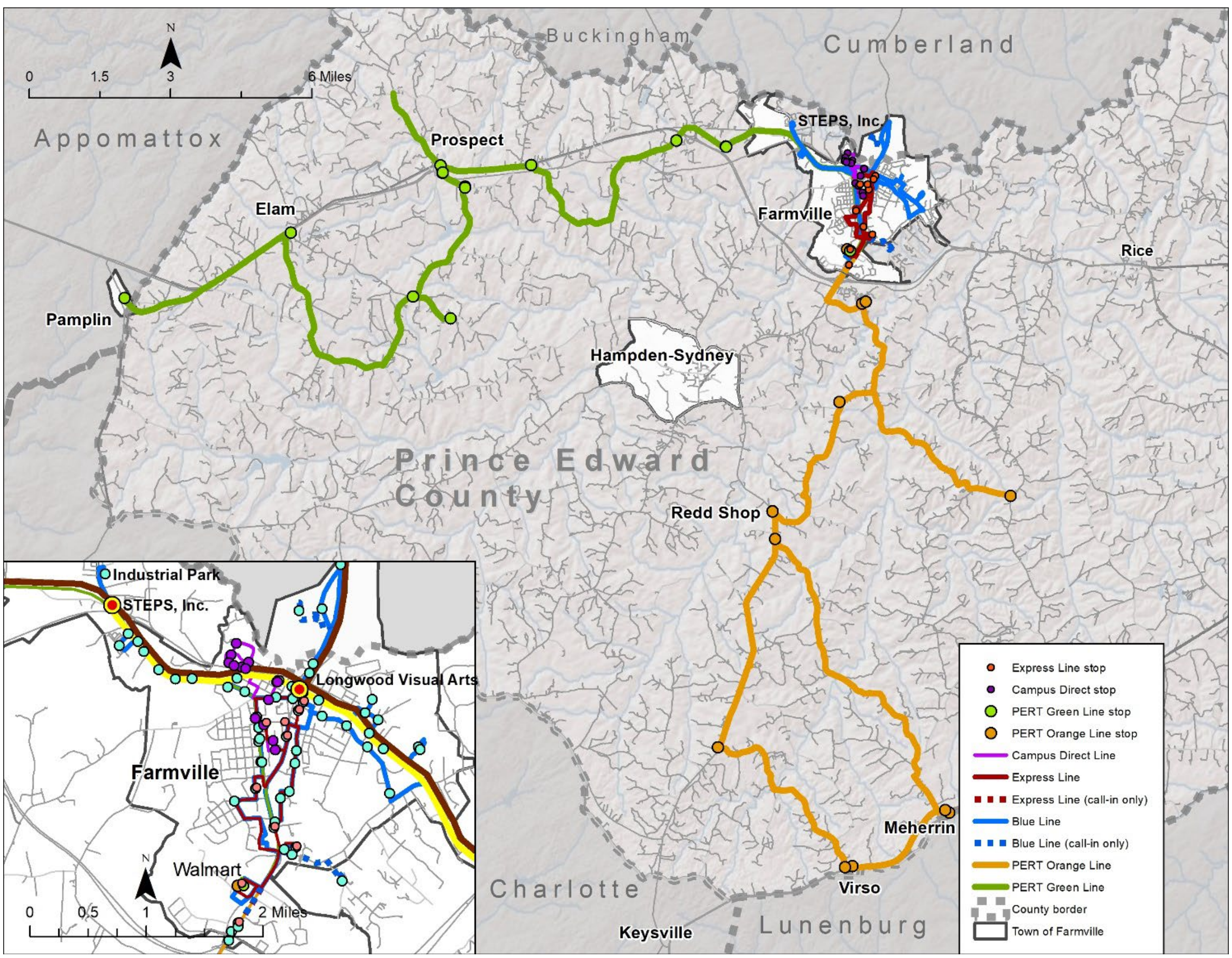


Table 1-1: FAB Routes Ridership

Route	2019	2021	2019-2021 % Change
Blue Line	310	200	-55%
Campus Line	1683	993	-70%
Express Line	814	694	17%
County Line (PERT)	70	67	-4%
Paratransit Van	194	242	25%

SOURCE: FAB FROM OCTOBER 18-31, 2019, AND 2021

Due to the ongoing pandemic and the rise in virtual learning, ridership for the Campus Line which serves Longwood University decreased significantly since 2019. Meanwhile, Blue Line ridership (most of whom are residents and not students) decreased by about half. The Express Line ridership decreased slightly by about 17%. However, ridership for the PERT stayed about the same, while paratransit ridership actually increased by 25%.

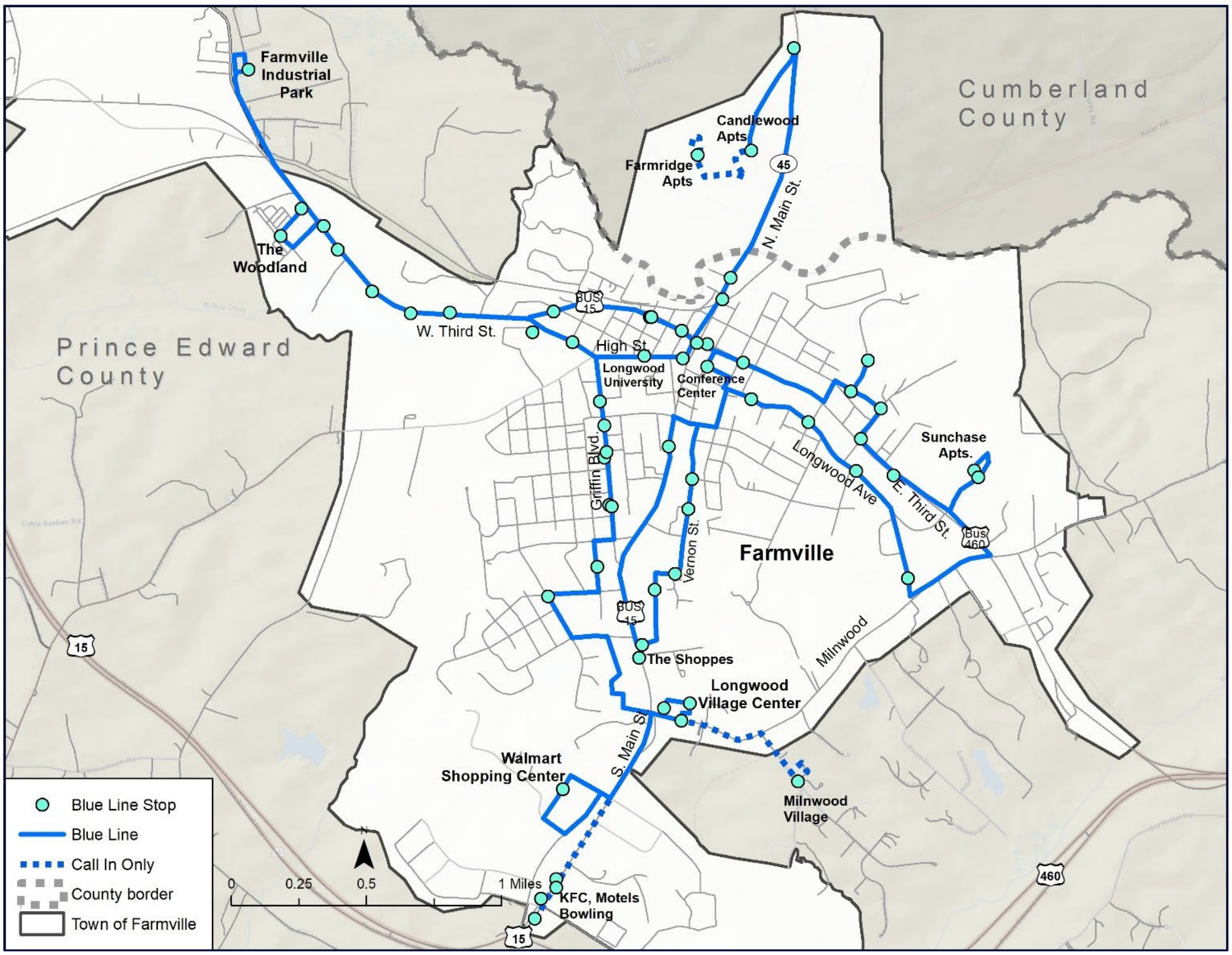
Blue Line

The Blue Line operates in a one-way directional loop through the Town of Farmville starting at Candlewood Apartments and connects town residents and multi-family apartments with major destinations, particularly Walmart and Food Lion (in the south part of town), and Southside Community Hospital. The Walmart Shopping Center serves as a major transfer point for the Orange or Green County Line and Express Line. One round trip takes about an hour. Figure 1-3 shows the alignment of the Blue Line while Table 1-2 shows Blue Line operating characteristics. Some residential locations are served on alternate trips and only on a call-in basis. The south end of town including the motels and a bowling alley are also served on a call-in basis. Most stops in downtown Farmville and around Longwood University have shelters and signage, while major stops such as Farmville Conference Center and Walmart display route maps. Shelters are also present at multi-family residential areas such as Sunchase Apartments. While sidewalks are found along the route, sidewalks and pedestrian access can vary along residential areas beyond downtown. In FY2022, operations funding was provided by Federal 5311 funds (50 percent), a blend of state and local funds of $269,642, and funding from both the CARES Act ($139,045) and American Rescue Plan Act ($31,233). This funded both the Blue Line and Express Line (50 percent). The Blue Line route is displayed in Figure 1-3.

Table 1-2: Blue Line Operating Characteristics

Operating Days	Operating Hours	Trips	Peak Buses
Monday - Friday	7:04 a.m. – 6:15 p.m.	11	1
Saturday	8:04 a.m. – 6:15 p.m.	10	1

Figure 1-3: Blue Line



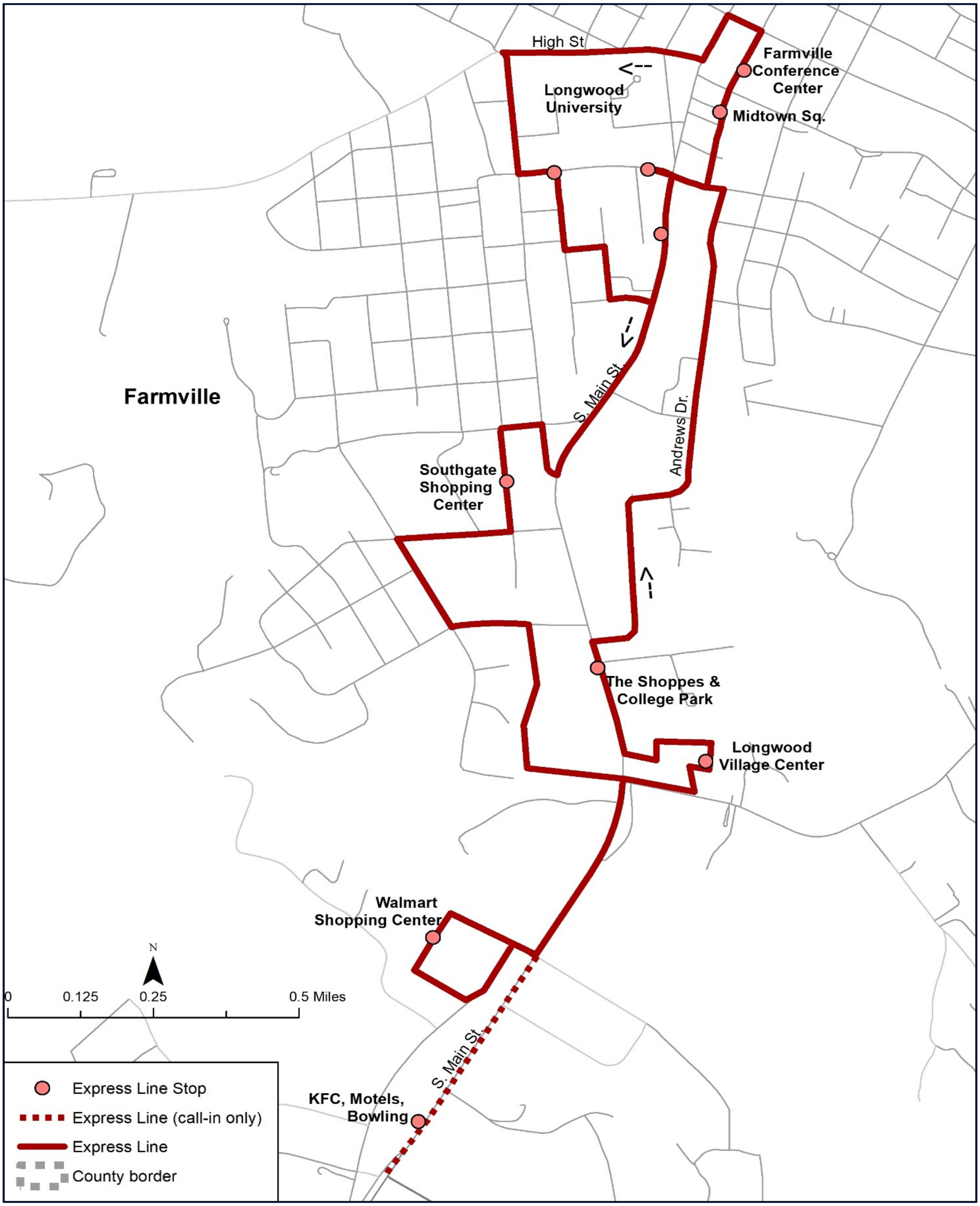
Express Line

The Express Line serves north and south Farmville in a counterclockwise pattern, shown in Figure 1-4. Table 1-3 shows the Express Line operating characteristics. The route starts at Farmville Conference Center and stops at major destinations including Longwood University and the shopping centers anchored on South Main Street, which includes Walmart, Food Lion, and CVS. The south end of Farmville including motels, a bowling alley and some fast-food restaurants are served on a call-in basis only. A round trip takes about half an hour. Service is reduced during the summer semester (from 1:00 p.m. until 5:00 p.m.) and is rebranded as "The Summer Shuffle." Stops along the route have signage but benches and shelters are generally limited to Longwood University, downtown Farmville and Walmart. While pedestrian access is adequate as the route deviates into shopping centers, sidewalks on both sides of the street become intermittent south of Longwood University. In FY2022, operations funding was provided by Federal 5311 funds (50 percent), a blend of state and local funds of $269,642, and funding from both the CARES Act ($139,045) and American Rescue Plan Act ($31,233). This funded both the Blue Line and Express Line (50 percent). The Express Line is displayed in Figure 1-4.

Table 1-3: Express Line Operating Characteristics

Operating Days	Operating Hours	Trips	Peak Buses
Monday – Thursday	12:00 p.m. – 8:00 p.m.	16	1
Friday – Saturday	12:00 p.m. – 11:00 p.m.	22	1
Sunday	12:30 p.m. – 8:00 p.m.	15	1

Figure 1-4: Express Line Route Map



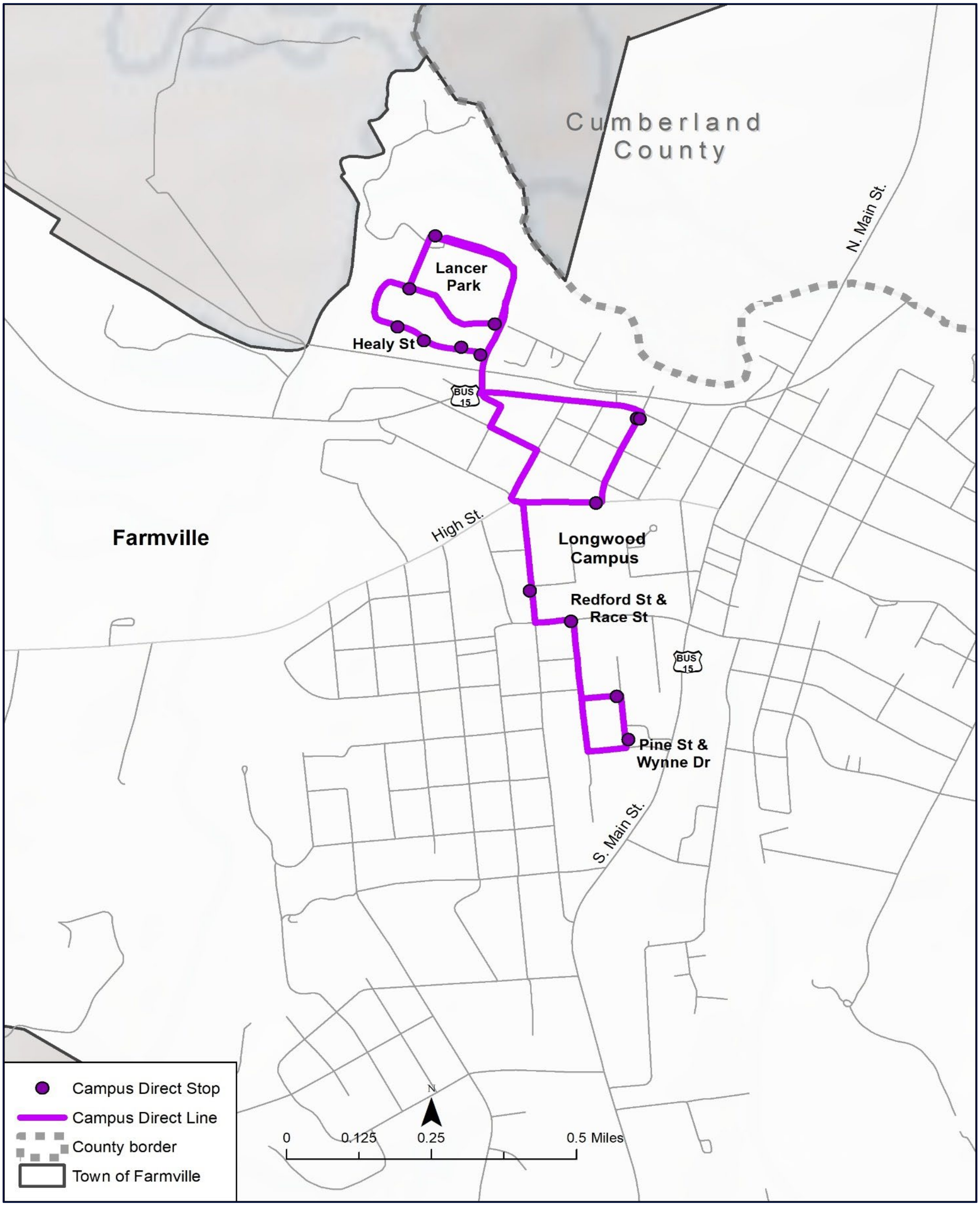
Campus Line

The Campus Line, shown in Figure 1-5, connects the Longwood University Lancer Park Apartments with the main campus seven days a week. The route starts at Lancer Park, which is served at 30-minute frequencies. At Lancer Park the bus travels through the Freshman parking lot, and then makes several stops at the campus. Table 1-4 shows the Campus Line operating characteristics. The route stops have signage and include bus shelters in Lancer Park, on Griffin Blvd., and on the Longwood campus. Sidewalk and pedestrian infrastructure are found along the route, as it services the Longwood campus and the student housing community. The route's local match is entirely funded by Longwood University with a $143,050 contribution as of FY2021. Previously, Longwood University's contribution was higher, but the route was condensed, and bus frequency was reduced after Longwood ceased apartment rentals in a complex that was served by the Campus Line.

Table 1-4: Campus Line Operating Characteristics

Operating Days	Operating Hours	Trips	Peak Buses
Monday – Friday	7:15 a.m. – 12:45 a.m.	19	1
Saturday – Sunday	10:30 a.m. – 12:45 a.m.	25	1

Figure 1-5: Campus Line Route Map



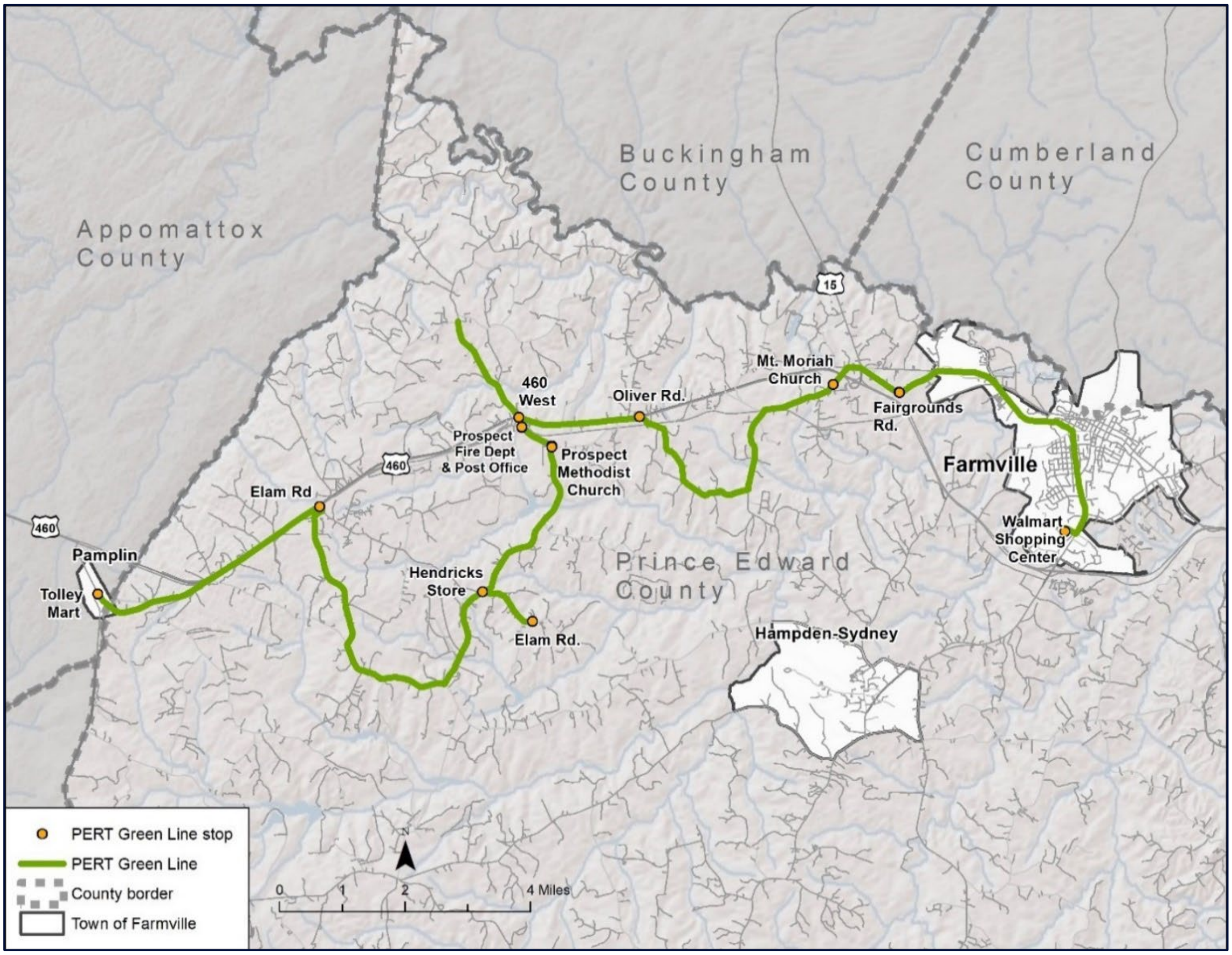
PERT Green Line

The Green Line, shown in Figure 1-6, is a PERT route that operates on Mondays and Thursdays, connecting Pamplin and outer residential areas in western Prince Edward County with Farmville. The first outbound trip and last inbound trip travel solely on US 460 unless a call is placed beforehand to arrange a pickup along the base route. Table 1-5 shows the Green Line operating characteristics. Pedestrian access is significantly limited outside of Farmville, but all buses are ADA accessible. Stop infrastructure is nonexistent outside of Farmville, with the route relying on landmarks such as churches or mini-marts to serve as time points. Operations funding is provided by FTA 5311 funds (50 percent) and a blend of state and local funds (50 percent), including a $25,000 contribution from Prince Edward County, which is shared by both PERT routes.

Table 1-5: Green Line Operating Characteristics

Operating Days	Operating Hours	Trips	Peak Buses
Monday, Thursday	8:25 a.m. – 4:30 p.m.	3	1

Figure 1-6: PERT Green Line Route Map



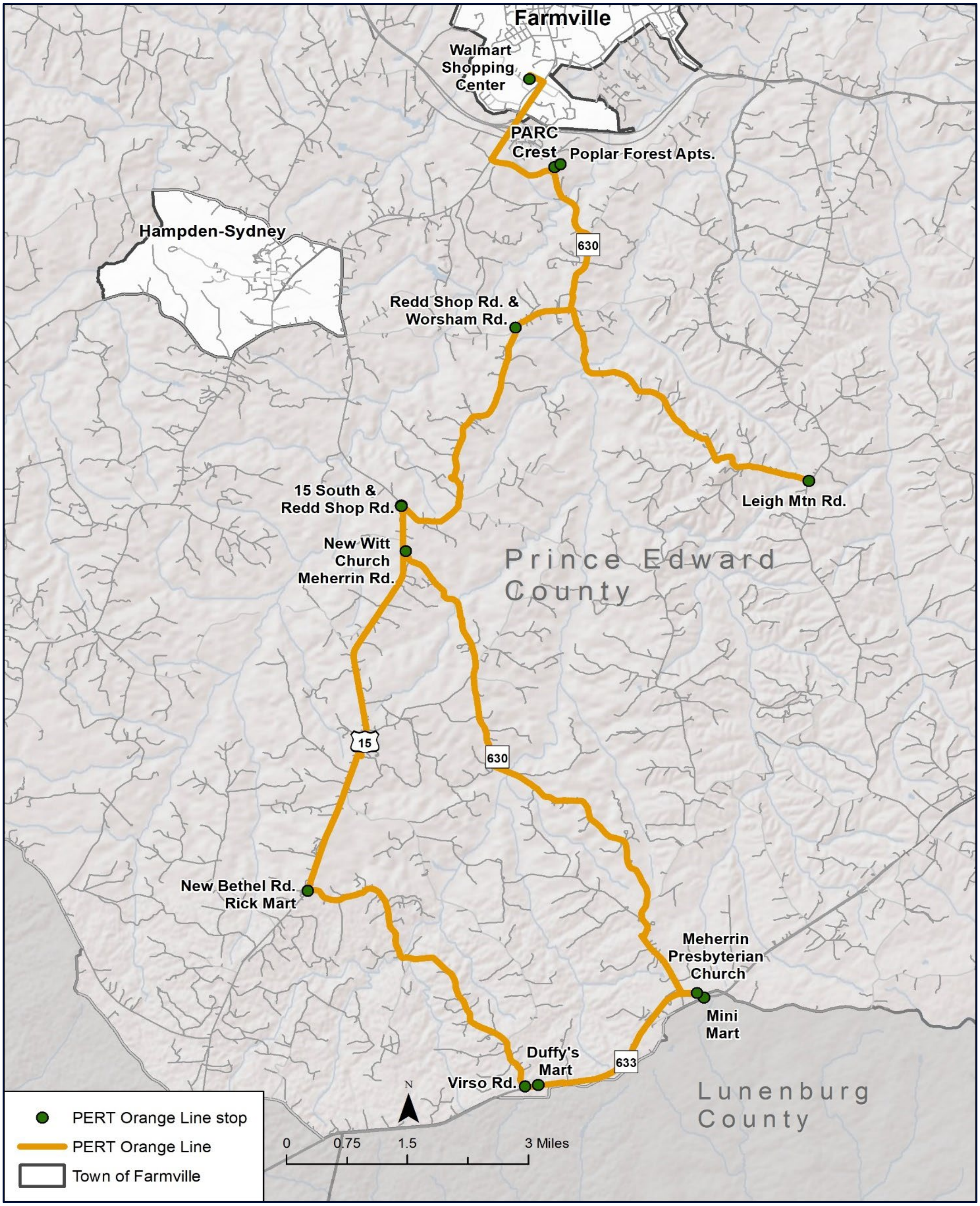
PERT Orange Line

The Orange Line, shown in Figure 1-7, is a PERT route that operates on Tuesdays, Wednesdays, and Fridays, connecting the Meherrin and Green Bay areas in southern Prince Edward County with Farmville. Table 1-6 shows the Orange Line operating characteristics. The first outbound trip and last inbound trip travel solely on US Highways 15 and 360 unless a call is placed beforehand to arrange a pickup along the base route. Pedestrian access is significantly limited outside of Farmville, but all buses are ADA accessible. Stop infrastructure is nonexistent outside of Farmville, with the route relying on landmarks such as mini-marts or the Valero gas station to serve as time points. Operations funding is provided by FTA 5311 funds (50 percent) and a blend of state and local funds (50 percent), including a $25,000 contribution from Prince Edward County which is shared by both PERT routes.

Table 1-6: Orange Line Operating Characteristics

Operating Days	Operating Hours	Trips	Peak Buses
Tuesday, Wednesday, Friday	8:20 a.m. – 4:30 p.m.	3	1

Figure 1-7: PERT Orange Line Route Map



Fare Structure

FAB's fare structure is outlined in Table 1-7, which have remained the same.

Table 1-7: FAB Services and Fares

Service	Base Fare
Blue Line	$0.25
Campus Direct Line	$0.25
Express Line	$0.25
PERT Green Line	$1.00
PERT Orange Line	$1.00
ADA-Paratransit	$0.50

As shown in Table 1-7, fares for routes that stay within Farmville are $0.25 while both PERT county routes are $1.00 per trip. Longwood University students with a student I.D., senior citizens (age 60 and over) and children under six are eligible to ride the Blue or Express lines for free. The Campus Line is open to the general public and is free for students with I.D., which is largely funded through a student activity fee. ADA-Paratransit charges $0.50 per passenger but an assistant to a handicapped passenger may ride free of charge. Additional assistants must pay the full fare. There are no free rides or discounts for PERT routes. Systemwide, fare payment is only accepted in cash and only with exact change. Riders must pay the fare for each one-way trip on a bus, and transfers count as separate trips.

Fleet

FAB currently operates 15 vehicles, 14 of which are used in revenue service. This is an increase of one revenue vehicle from the fleet described in FAB's 2010 Transit Development Plan (TDP) and is consistent with fleet data reported in the 2013 National Transit Database (NTD). Eight of the revenue vehicles are 18-ft "cutaway" BOC vehicles that seat 19 passengers, while two cutaway BOC vehicles seat 14 passengers. The other four revenue vehicles are minivans while the non-revenue vehicle is a sedan. The passenger minivans are typically used for the ADA-Paratransit service, whereas the cutaways are used for fixed route services. The vehicle roster is presented in Table 1-8. All revenue vehicles are ADA accessible.

To supplement regular service, shift drivers are tasked with assessing vehicle fluids. All subsequent shift drivers are tasked with completing a pre-trip inspection to assess the general condition and operability of the bus. In the event of a mechanical failure mid-route, an available staff member at the bus depot will drive a spare bus to the driver, as FAB does not employ a bus driver on-call. The spare ratio of vehicles is defined as the number of spare vehicles divided by the vehicles required for maximum service.

The current FAB spare ratio is 100 percent (or five spares for five vehicles in maximum fixed-route operation). This leaves five vehicles available in the event that a cutaway is unable to service a route. The Federal Transit Administration (FTA) defines the service life of a cutaway revenue vehicle as 100,000 miles or four years of service, whichever comes first. FAB cutaways in the existing fleet have an average age of three years, while FAB vans have an average age of nearly five years. None of the vehicles currently have more than 100,000 miles, whereas there was one in the 2016 TDP. The number of vehicles exceeding useful life is expected to remain low. The agency is currently replacing two 14-passenger BOCs and one of the 19-passenger BOCs.

Table 1-8: FAB Vehicle Inventory, Including Service Vehicles

Vehicle No.	Type	Vehicle Type	VIN	Year	Description	Total Mileage
814	Minivan	Light Duty	2C7WDGBG4HR853474	2017	Braun Minivan with Ramp	23,959
811	Minivan	Light Duty	2D4RN4DE7AR350046	2010	Dodge Entervan Grand Caravan	60,171
802	Cutaway	Light Duty Medium	1GB6GUBGH1244549	2017	Chevy Starcraft Allstar Bus Express 4500	86,811
806	Cutaway	Light Duty Medium	1GB6GUBG6H1249727	2017	Starcraft Allstar Bus Express 4500	83,449
801	Cutaway	Light Duty Small	1HA3GRBG3HN005730	2018	Starcraft Allstar Bus 3500	84,732
800	Cutaway	Light Duty Small	1HA3GRBG3HN005713	2018	Chevy Starcraft Allstar Bus 3500	85,219
813	Cutaway	Light Duty Medium	1GB6GUBG1H1249473	2017	Chevy Starcraft Allstar 4500 Express Bus	81,554
816	Minivan	Light Duty	2C7WDGBG5HR855086	2017	Braun Minivan with Ramp	34,708
825	Cutaway	Light Duty Medium	1HA6GUBG8JN009374	2019	Allstar BOC with Lift	64,841
826	Cutaway	Light Duty Medium	1HA6GUBG6JN009213	2019	Allstar BOC with Lift	49,101
823	Cutaway	Light Duty Medium	1HA6GUBG1JN009295	2019	Allstar BOC with Lift	50,688
824	Cutaway	Light Duty Medium	1HA6GUBG5JN009462	2019	Allstar BOC with Lift	58,734
804	Minivan	Light Duty	2C7WDGBG2JR362908	2018	Braun Handicap Minivan with ramp	17,473
805	Cutaway	Light Duty Medium	1FDFE4FS7KDC15071	2019	Starcraft Allstar 19 Passenger w/ Lift	48,789
818	SUV	Supervisory Vehicle	2GKFLTE50C6194505	2012	GMC Terrain	56,937

Existing Facilities

Operations Facility

FAB is headquartered at their bus depot, located at 502 Doswell Street, Farmville, Virginia 23901. Constructed in August 2001, the facility includes five bays and houses FAB's operational and administrative equipment. The facility's low ceiling height prevents the installation of a hydraulic lift, therefore, all significant maintenance work is conducted off-site at the town's maintenance yard by town mechanics. Since 2010 FAB has discussed the construction of a shared maintenance facility that would be used by both FAB vehicles and the Town of Farmville's municipal vehicles. According to the 2014 TDP update, the facility was anticipating completion in FY2019. However, plans for the facility have been permanently tabled due to the inability of the town to provide their share of the funding.

There are 69 designated stops with signage in the FAB system, down from 75 stops in 2016, all located in the Town of Farmville. There are 14 shelters, which is no change from the 2016 TDP. These shelters are only located in Farmville. Most shelters include route maps and scheduling information placards that are more weather resistant compared to previous placards since the last TDP, which were removed due to a lack of durability. Routes that operate beyond Farmville, such as the two PERT routes, operate on a flag stop system, where passengers wait along a fixed portion of the route and flag the driver to stop. Passengers also can call ahead to arrange a pick-up on the first outbound and last inbound trip of both PERT routes. FAB has had no issues with the Virginia Department of Transportation (VDOT) for approval of signage and stop infrastructure within state right-of-way. With regards to bicycle facilities, FAB vehicles are not equipped with front-end bicycle racks.

Transit Security Program

In addition to the surveillance cameras at the facility, FAB has enhanced its security measures since 2010 by adding surveillance equipment to most revenue vehicles, which consists of four audio and visual in-vehicle cameras which have five different camera angles. Paratransit vans have one camera that covers the inside and one that is front facing, covering the road. In addition to the cameras, drivers are trained in safety protocols at point of hire. Moreover, all buses are equipped with public works radios for the drivers to communicate with Farmville Police.

Intelligent Transportation Systems (ITS) Program

Apart from the recent addition of on-board surveillance cameras, FAB has not employed or expressed an interest in acquiring certain ITS technologies like traffic signal priority (TSP) or route scheduling software. There is not a significant need for these technologies based on the rural nature of the service area.

FAB would be interested in installing automatic vehicle locators (AVL) in the medium-term. However, implementing AVL would be contingent on increased staffing and funding. While FAB previously considered applying to DRPT for a study to see if a mobile app that could track vehicles with AVL would be feasible for the system, they decided not to proceed due to a lack of staff.

Should AVL be implemented, riders could also track the estimated arrival time of buses. The demand for a mobile app will likely increase in the FAB service area as smart-phone ownership increases among the American adult rural population, which now stands at roughly 80 percent according to a 2021 Pew Poll, up from 52 percent in 2015. Smartphone ownership is likely higher in Farmville due to the presence of Longwood University. A 2015 poll cited that 25 percent of all smartphone owners use their phone “at least occasionally to get public transit information”, a behavior “especially prevalent among younger smartphone users”. Thus, AVLs installed in FAB vehicles could be used to track when the next vehicle arrives via smartphone. Providing real time information could also help FAB attract new riders.

Data Collection and Ridership/Revenue Reporting

Data collection at FAB consists of manual entries into a manual passenger counter. This information is then entered into a paper spreadsheet by a member of the administrative staff. Other data, particularly financial, are handled exclusively by the administrative staff.

Ridership

Because buses are not equipped with automatic passenger counters (APCs), ridership data is collected manually by each bus driver. The driver counts passengers as either an adult, child, student, senior, or an adult with disability. At the conclusion of the route, the completed form is delivered to FAB administrative staff for entry into a paper spreadsheet. Ridership data is not entered electronically. Stop-level activity of passengers is not collected on a regular basis, although some of this information can be gleaned from the survey that accompanies the TDP.

Operations

Fares are collected in a locked farebox. Costs, such as wages, salaries, fuel, and maintenance, among other operating expenses are detailed in an operating invoice that represents the entire system. As stated in the previous section, scheduling software is not used. Weekly schedules are manually created in an excel spreadsheet, assigning bus drivers to a specific route and duration of service. Drivers typically work the same routes. Data is not collected on how many times the route deviates to pick up a passenger.

Public Outreach

Public outreach is conducted through advertising in the local paper and reaching out to social service organizations in the service area, such as STEPS, a work force development program, and educational institutions such as Longwood University. Bus route information is available at the facility, online, or a part of orientation packets for incoming Longwood University freshman. Route maps had been available at various stores in the past but have since been removed due to complaints from business owners about customer behavior.

Coordination with Other Transportation Service Providers

Blackstone Area Bus System (BABS)

BABS serves an eight-county region including Prince Edward, Nottoway, Amelia, Buckingham, Cumberland and Dinwiddie Counties. A bus stops in Farmville at the Longwood Visual Arts building and STEPS via two routes under the Piedmont Area Transfer (PAT) brand. These routes serve towns in the region such as Blackstone, Burkeville, Amelia Courthouse, Dillwyn and Cumberland. The BABS Dinwiddie Express provides transfers to the Petersburg station that connects riders to Petersburg and Richmond.

The first route is the Amelia - Prince Edward Route which runs Monday – Thursday with one trip stopping in Farmville in the early morning and another trip in the afternoon. The second route is the Buckingham-Cumberland Line which also runs Monday – Thursday with one trip in the early morning and three trips in the afternoon.

Riders can transfer to the BABS routes on Main Street at the Longwood Visual Arts building stop. For the Amelia - Prince Edward Route, after stopping in Farmville, the bus heads east serving stops along state highway 460 and 360 including in Amelia Courthouse and Burkeville. The bus returns to Farmville before ending its last trip in Blackstone. For the Buckingham-Cumberland Line, after stopping in Farmville, the bus heads north to Buckingham and Dillwyn or to Cumberland, before returning to Farmville and ending in Blackstone. The two BABS routes are displayed in Figure 1-8.

Virginia Breeze Bus Lines

Virginia Breeze Bus Lines is an intercity bus service that launched in December 2017 and is managed by DRPT. The service connects rural populations to urban areas and the national intercity bus network through four routes, which include stops at major cities and Union Station in Washington, D.C. The bus serves Farmville via the "Capital Connector" route, with the northbound bus arriving at Walmart at 9:15 a.m. daily and the southbound bus arriving at 4:40 p.m. daily. The northbound route originates in Martinsville and also stops in Danville, South Boston, and Richmond before arriving in Washington D.C. at 1:00 p.m. Passengers may book tickets on the Virginia Breeze or Megabus website. Buses include a restroom, baggage storage, free Wi-Fi and in-seat power outlets.

Taxis

Taxis are available for Farmville residents with the following providers: Relax & Ride Transportation and Paladin Medical Transport (medical only).

Figure 1-8: Amelia – Prince Edward Route and Buckingham – Cumberland Line Map

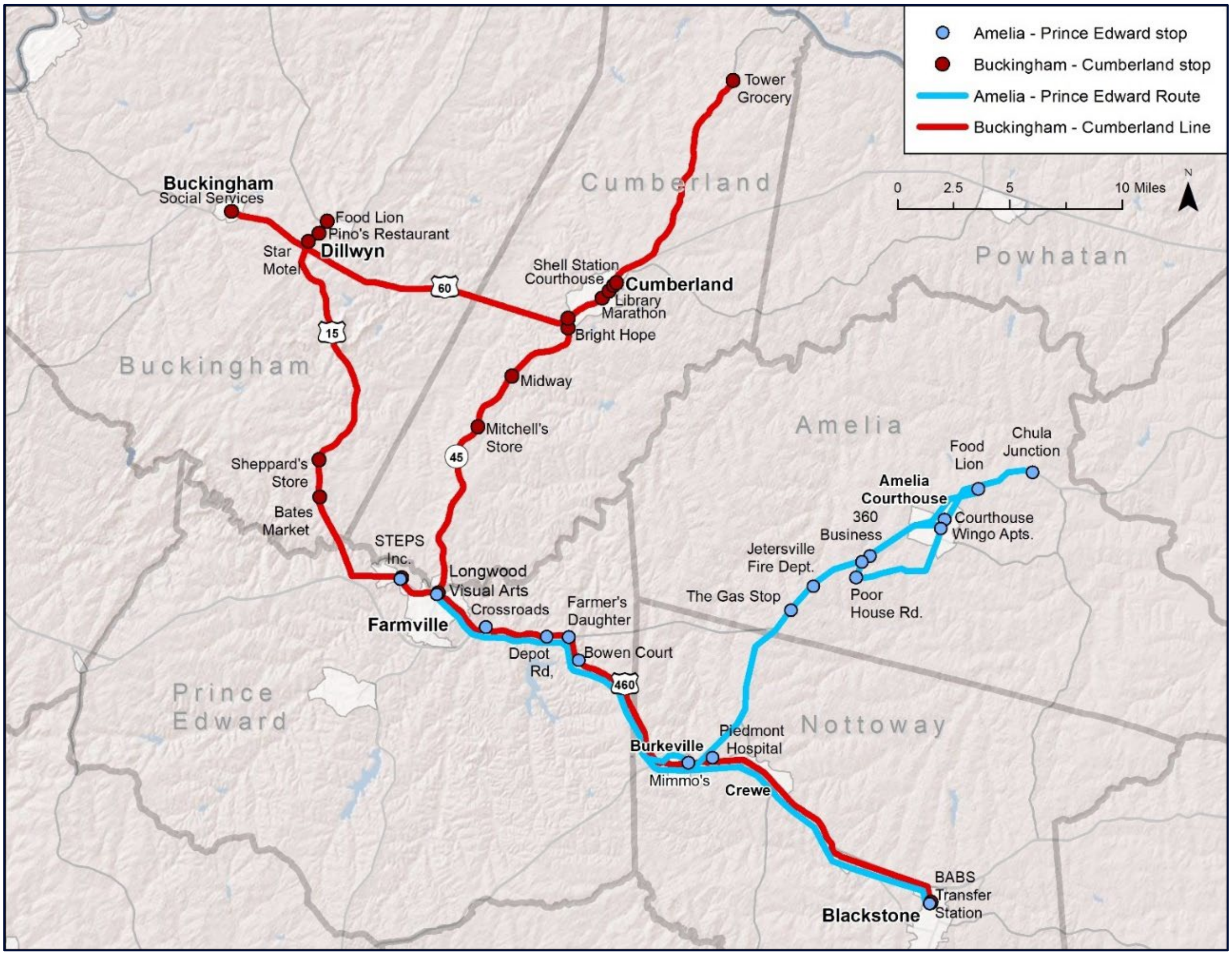


Figure 1-9: Virginia Breeze Bus Lines

SOURCE: HTTPS://US.MEGABUS.COM/VIRGINIA-BREEZE

Chapter 2:
Goals, Objectives, and Standards

Introduction

This chapter of the TDP presents the goals for Farmville Area Bus (FAB); documents current issues for FAB, as discussed by FAB staff; and updates service standards for the system.

Farmville Area Bus Goals and Objectives

Transit Program Goals and Objectives

The following goals and objectives that are currently in place were developed during the 2016 TDP Update. They were reviewed with FAB and DRPT to determine if they are still consistent with the current needs of the system. This current TDP process gives the agency and its community partners an opportunity to refresh and update these metrics. As the FAB service area continues to develop and transform, their goals and objectives are expected to change to meet these transit needs. Below are the modified and new goals and objectives.

Goal 1: Provide reliable fixed-route public transportation service that meets the transportation needs of the Town of Farmville and Prince Edward County residents

Objective 1.1: Provide transit service connections between residential areas and commercial areas with jobs, education, and medical services

- Document and record customer service requests.
- Work, as needed, with the Town of Farmville and Prince Edward County staff to identify planned new developments that may warrant transit service. This should also include establishing criteria for funding and ridership potential when considering service expansion.
- Survey transit riders at least once every six years to determine rider service needs.

Objective 1.2 Bus stop improvements

- Establish safe bus stop locations when modifying an existing bus route alignment or when implementing new service.
- Work with the Town of Farmville, DRPT, and VDOT staff in expanding sidewalks, adding benches, and map information at stops with high ridership demands to make more accessible. Work with Prince Edward County to transition from flag stop model to signed public transportation stops.
- Identify stops that require lighting for safety.

Goal 2: Market existing transit services

Objective 2.1: Market transit services as a travel option within the Town of Farmville and Prince Edward County

- Maintain and update a "Farmville Area Bus - Route and Schedule Guide" for users of the transit system, including information for intercity buses and transfers to Blackstone Area Bus System and other systems.
- Maintain accurate and up-to-date transit information on the FAB web site, https://farmvilleva.com/departments/farmville-area-bus.
- Participate in community and school events to promote public transportation.

Objective 2.2: Explore potential demand to expand cost-effective transit service to areas outside of the town limits in Prince Edward County if local conditions change

- FAB will explore service expansion if a request is made and will determine if there is sufficient demand for the requested service.

Goal 3: Deliver fixed-route bus services in a cost-effective manner

Objective 3.1: Maintain a system-wide farebox recovery ratio (farebox revenues/total operating expenses) that meets or exceed established standards

- Record and monitor monthly trends in passenger trips by route and compare with figures from the previous year.
- Record and monitor monthly transit operations expenses and farebox revenues.

Objective 3.2: Administrative costs are not to exceed 20 percent of the total operating budget

- Record and monitor monthly transit administration expenses and farebox revenues.

Objective 3.3: Achieve system-wide fixed-route ridership levels that meet or exceed established standards

- Maintain and monitor monthly ridership reports for fixed-route service, with ridership reported on a route segment basis for all fixed-route operations.
- Implement corrective measures if ridership falls below established standards for specific routes for more than 12 months in a row. Such corrective measures may include: route re-alignment, service frequency changes, and span of service and/or fare adjustments.

Goal 4: Deliver fixed-route bus services in a safe manner

Objective 4.1: Ensure that transit service operators maintain an accident rate and vehicle failure rate of less than the established standard

- Maintain a training program for new employees.
- Review established operating policies and procedures at least once a year and update as necessary.
- Review those policies and procedures with existing staff at least once every two years.

Objective 4.2: Ensure that an adequate fleet of vehicles is maintained for the fixed-route services

- Identify the potential need for replacement vehicles based on FTA standards for the defined service-life of vehicles. For most buses operated by FAB, the defined service-life is four years or 100,000 revenue miles of service, whichever comes first.
- Maintain a spare ratio of at least two buses at all times for FAB fixed-route transit services and at least one vehicle for the demand-responsive services.

Goal 5: Provide transit services that are accessible to all citizens

Objective 5.1: Provide transit services that are accessible to all population groups within the Town of Farmville and Prince Edward County

- Comply with the applicable requirements of ADA.
- Provide the ADA-eligible population with paratransit service that is comparable to service provided by the fixed-route system.

Objective 5.2: Ensure that all future revenue vehicles are ADA accessible

Goal 6: Explore technology opportunities for the delivery of transit

Objective 6.1: Mobile App for the bus

- Conduct feasibility study for the viability and use of a rider/student mobile app.

Current Issues for Farmville Area Bus

There are a number of issues currently facing the system that are noteworthy, and essential to report for the onset of this plan. These are outlined below.

Driver Availability

Similar to many transit agencies in Virginia and across the country, FAB is having a tough time hiring and retaining drivers, which will make it difficult to expand transit services to meet future demand. This driver shortage affects all aspects of service planning decisions for both current and future services.

Transit Demand – Fixed Route versus Paratransit Van

FAB has seen a significant decrease in its fixed route ridership while experiencing growth in demand-response ridership, largely due to the ongoing pandemic.

Reduction in Longwood University Service

For many years FAB has operated three routes that served Longwood University. Previously, FAB operated three buses on the Campus Line, however currently only one bus is utilized. Many factors have played a role in this decline:

- Decreased admissions
- Free parking on campus
- Reduction in off campus apartment complexes

Service and Performance Standards

Service standards are benchmarks by which service performance is evaluated. Service standards are typically developed in several categories, such as service coverage, passenger convenience, safety, fiscal condition, productivity, and passenger comfort. The most effective service standards are straightforward and relatively easy to calculate and understand.

Service standards are also used as a measure of compliance with Title VI of the Civil Rights Act of 1964, to ensure that services are provided equitably to all persons in the service area, regardless of race, color, or national origin. FAB's Title VI Plan details the system-wide service standards meant to ensure this equity, including standards on vehicle load, vehicle headways, on-time performance, and service availability.

The following standards are included in the agency's Title VI Plan:

- **Vehicle load** – Vehicle load is expressed as the ratio of passengers to the total number of seats on a vehicle at its maximum load point. The standard for maximum vehicle load is 38:19.

- **Vehicle headway** – Vehicle headway is the amount of time between two vehicles traveling in the same direction on a given route. A shorter headway corresponds to more frequent service. FAB's service in the Town of Blackstone ranges from 30 to 60 minutes.

- **On-time performance** – On-time performance is a measure of runs completed as scheduled. This criterion first must define what is considered to be "on time." The standard for on-time performance is 5 to 10 minutes after scheduled stop time, all of Farmville Area Bus's services meet this standard.

- **Service availability** – Service availability is a general measure of the distribution of routes within a transit provider's service area or the span of service. The standard for service availability is equally available in all populated geographic areas of Farmville. All of Farmville Area Bus's services meet this standard.

DRPT Performance-Based Allocation Metrics

In FY2020, DRPT implemented a new performance-based methodology for allocating operating assistance funding pursuant to the Code of Virginia and Commonwealth Transportation Board (CTB) policy. The methodology was developed through coordination with Virginia's Transit Service Delivery Advisory Committee (TSDAC) and the CTB, which resulted from a 2018 legislative mandate to base grant amounts on agency performance.[1] The methodology developed considers sizing and performance metrics.

[1] DRPT, Development of Performance-Based Operating Assistance Methodology, Fiscal Year 2020.

The sizing metrics are intended to base allocations on the size of the agency so that grant funding is proportionate to the level of service operated. The sizing metrics and weights for FY2021 and beyond are:

Operating cost	50%
Ridership	30%
Revenue vehicle hours	10%
Revenue vehicle miles	10%

The five performance metrics and weights are:

1. Passengers per revenue vehicle hour (20%)
2. Passengers per revenue vehicle mile (20%)
3. Operating cost per revenue vehicle hour (20%)
4. Operating cost per revenue vehicle mile (20%)
5. Operating cost per passenger trip (20%)

Farmville Area Bus Performance Metrics

Table 2-1 provides the FAB overall operating data and the values for the performance metrics for fiscal years 2018 through 2022. The effect of the Covid-19 pandemic can be seen starting with the FY2020 metrics, as the pandemic disrupted ridership starting in March of 2020.

Table 2-1: Farmville Area Bus Data and Performance Metrics, FY2018 – FY2022

Metric	FY2018	FY2019	FY2020 (1)	FY2021 (2)	FY2022
Passenger Trips	157,818	172,051	122,171	89,042	77,681
Revenue Hours	13,212	13,008	11,722	12,477	8,526
Revenue Miles	195,942	195,978	172,909	167,981	150,570
Total Operating Costs	$683,410	$668,530	$643,269	$613,133	$562,568
Passenger Trips per Revenue Hour	11.9	13.2	10.4	7.1	9.1
Passenger Trips per Revenue Mile	0.81	0.88	0.71	0.53	0.52
Operating Cost per Revenue Hour	$51.73	$51.39	$54.88	$49.14	$65.98
Operating Cost per Revenue Mile	$3.49	$3.41	$3.72	$3.65	$3.74
Operating Cost per Passenger Trip	$4.33	$3.89	$5.27	$6.89	$7.24

(1) Covid-19 effects for the last quarter of the year
(2) Covid-19 effects for the entire year

Given that these five metrics are being used by DRPT to allocate funding, it is recommended that FAB adopt these metrics internally when reviewing performance.

Process for Updating Goals, Objectives, and Standards

It is recommended that an annual review of goals, objectives, and service standards take place as part of the grant preparation cycle. If additional goals are envisioned, or if specific goals, objectives, or standards are no longer appropriate, represent under-achievement, or cannot reasonably be attained, FAB can update the measures to reflect current circumstances. Any changes for these measurement tools can be included in the annual TDP update letter.

Since the 2016 TDP, DRPT has also implemented performance-based operating funding, using the five metrics previously described. It is important that FAB track these to see how the services perform as measured by these metrics. If performance goes down, FAB should look to see if there are ways to improve efficiency and/or boost ridership.

Chapter 3:
Service and System Evaluation

Introduction

This chapter of the TDP focuses on two primary analyses. The first focus is a description and assessment of the recent performance of Farmville Area Bus (FAB), including analyses of trends, peers, recent ridership, a passenger survey, and a community survey. The second area of focus provides an examination of transit needs, including a demographic and land use analysis and a review of relevant studies and plans.

Overall, this chapter includes nine major components that are presented in the following order:

1. System Evaluation
2. Financial Information
3. Peer Analysis
4. Public Survey Results
5. Population Profile
6. Title VI Demographic Analysis
7. Land Use Profile
8. Travel Patterns
9. Review of Previous Plans and Studies

System Evaluation

Systemwide Trend Data

FAB's ridership trend data as a whole look similar to other transit agencies in Virginia and across the country, with ridership increasing steadily after FY2018 but then dropping precipitously with the Covid-19 pandemic. For comparison, FAB's total ridership in FY2018 was 157,818. The last full year prior to the pandemic (FY2019), FAB's total ridership was 172,015, before dropping 30% to 122,171 riders in FY2020. FY2022 ridership continued to trend lower, decreasing by 13% since FY2021, and by 36% since FY2020 to 77,681 riders. The five-year transit program data is displayed in Table 3-1, while the five-year trend for total ridership is displayed in Figure 3-1.

In terms of productivity, the trend is similar, with systemwide productivity declining from 13 trips per revenue hour in FY2019 to a low of 7.1 trips per revenue hour in FY2021, before rebounding slightly in FY2022 at 9.1 trips per hour as total passenger trips, revenue hours, miles and total operating costs have all decreased concurrently. Total operating costs for FY2022 are about the same as the costs in FY2018. The five-year trend for total operating costs is displayed in Figure 3-2.

Table 3-1: Transit Program Trend Data

Metric	FY2018	FY2019	FY2020 (1)	FY2021 (2)	FY2022
Passenger Trips	157,818	172,051	122,171	89,042	77,681
Revenue Hours	13,212	13,008	11,722	12,477	8,526
Revenue Miles	195,942	195,978	172,909	167,981	150,570
Total Operating Costs	$681,892	$674,783	$760,861	$613,133	$680,737
Passenger Trips per Revenue Hour	11.9	13.2	10.4	7.1	9.1
Passenger Trips per Revenue Mile	0.81	0.88	0.71	0.53	0.52
Operating Cost per Revenue Hour	$51.61	$51.87	$64.91	$49.14	$79.84
Operating Cost per Revenue Mile	$3.48	$3.44	$4.40	$3.65	$4.52
Operating Cost per Passenger Trip	$4.32	$3.92	$6.23	$6.89	$8.76

(1) Pandemic effects begin during the end of the third quarter (March 2020)
(2) Ongoing pandemic effects for the entire year

Figure 3-1: Passenger Trips, FY2018 – FY2022

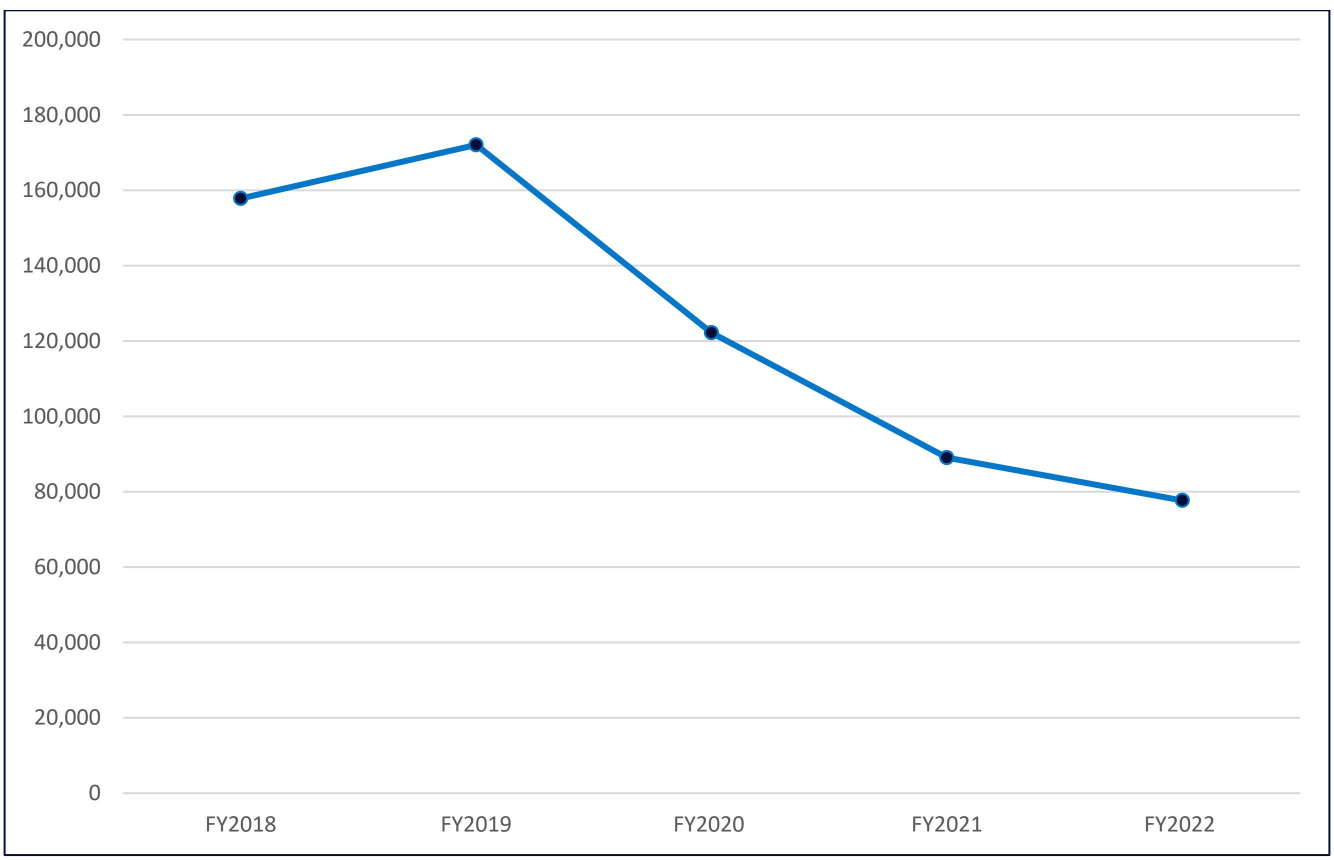
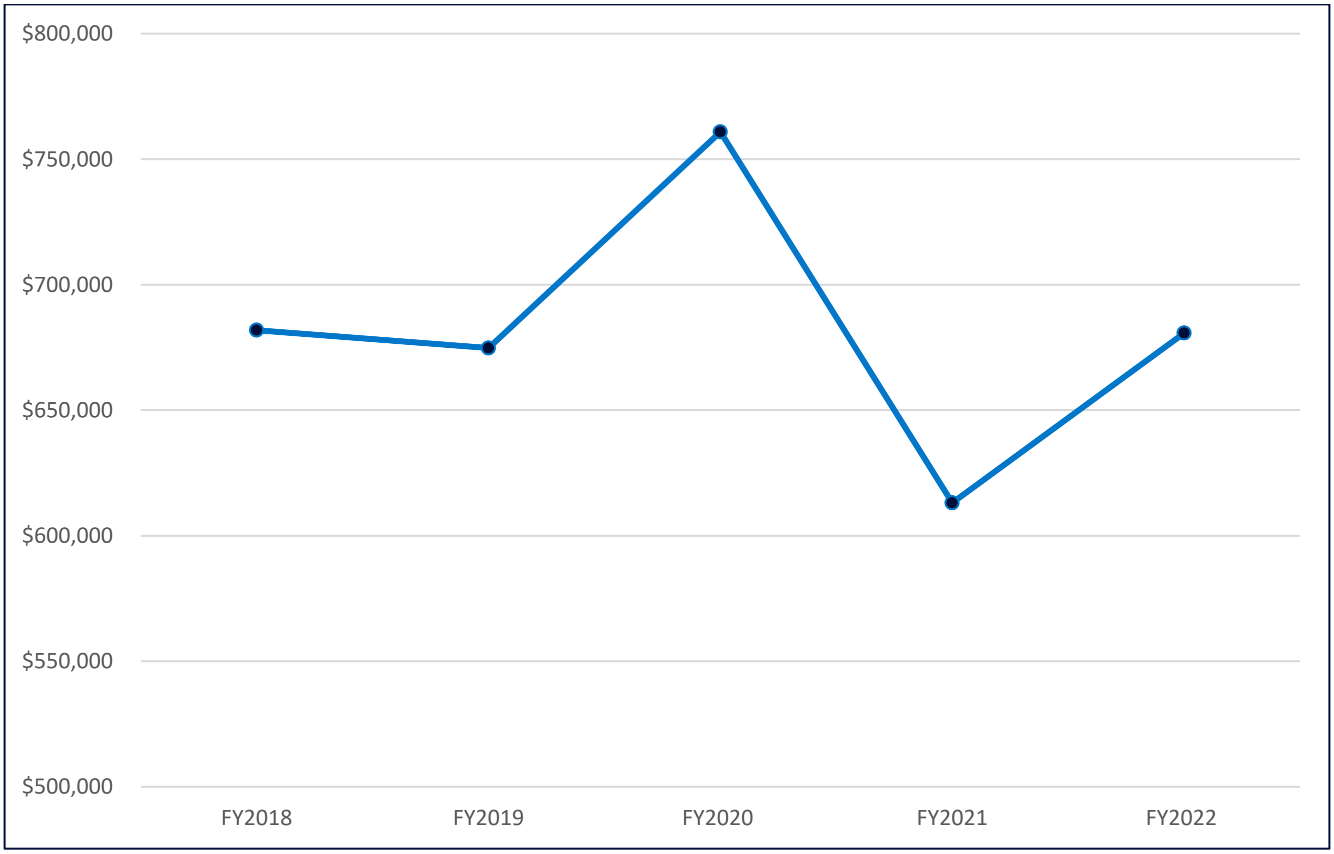


Figure 3-2: Total Operating Costs, FY2018 – FY2022



Route and Service Level Trend Data

FAB provides both fixed route and paratransit services and tracks data for both services. Annual operating expenses by route was not available from FAB, so this data was estimated with the following formula:

Annual Operating Expenses = A route's annual *Revenue Hours* multiplied by the annual *Operating Costs per Revenue Hour* (of all routes combined).

This amount provides an estimated percentage of the Total Operating Costs (of all routes) based on an individual route's revenue hours, which is used to provide the estimated "Total Operating Costs" of each individual route.

The trend data for each of these services is analyzed in the following section.

Fixed Routes

FAB uses fourteen vehicles to operate five fixed routes within FAB service area. Three routes serve only Farmville (Blue Line, Express Line and Campus Direct Line) while two serve other stops in Prince Edward County. Farmville-only routes operate Monday – Saturday while the two Prince Edward County Transit (PERT) routes (Green and Orange) operate 2-3 times a week on alternate days.

The performance and cost data between 2018 and 2022 for each route are analyzed in separate tables.

Blue Line

The Blue Line connects Farmville residential areas and apartments and the Walmart Shopping Center, which is a transfer point for the Orange and Green lines. Other major stops include the Food Lion and Southside Community Hospital.

The five-year trend data shown in Table 3-2 shows that ridership had been increasing prior to the pandemic and that FY2022 ridership was 40% lower than the FY2019 pre-pandemic level. Meanwhile, overall revenue miles and hours have remained about the same. Estimated operating costs have increased incrementally over the five-year period, with the largest annual increase seen between FY2021 and FY2022. Productivity on the route was the highest in 2019, at 9.5 passenger trips per revenue hour. In FY2022, productivity was an estimated 6.5 trips per revenue hour, about the same as FY2021. Estimated operating costs in FY2022 suggest that the cost per trip has increased substantially from about $8 per trip in FY2020 to $12.32 in FY2022.

Table 3-2: Five Year Trend Data for the Blue Line

Metric	FY2018	FY2019	FY2020	FY2021	FY2022
Passenger Trips	27,786	29,999	26,900	21,160	21,635
Revenue Hours	3,326	3,166	3,391	3,328	3,338
Revenue Miles	57,115	57,259	58,960	58,088	57,401
Total Operating Costs	$171,660	$164,235	$220,106	$163,541	$266,514
Passenger Trips per Revenue Hour	8.35	9.48	7.93	6.36	6.48
Passenger Trips per Revenue Mile	0.49	0.52	0.46	0.36	0.38
Cost per Revenue Hour	$51.61	$51.87	$64.91	$49.14	$79.84
Cost per Revenue Mile	$3.01	$2.87	$3.73	$2.82	$4.64
Cost per Passenger Trip	$6.18	$5.47	$8.18	$7.73	$12.32
Miles per Hour	17.2	18.1	17.4	17.5	17.2

Express Line

The Express Line serves limited stops between the Farmville Conference Center, Longwood University and the Walmart Shopping Center.

The five-year trend data in Table 3-3 shows that ridership had been decreasing in the year prior to the pandemic and that FY2022 ridership was 43% lower than the 2019 pre-pandemic level. Meanwhile, overall revenue miles and hours have remained about the same. Estimated operating costs have increased incrementally over the five-year period, with the largest annual increase seen between FY2021 and FY2022. Productivity on the route was the highest in 2018, at about 13 passenger trips per revenue hour. In FY2022, productivity was an estimated 6.6 trips per revenue hour, about the same as FY2021. Estimated operating costs in FY2022 suggest that the cost per trip has increased substantially from about $7.50 per trip in FY2020 to $12 per trip in FY2022.

Table 3-3: Five Year Trend Data for the Express Line

Metric	2018	2019	2020	2021	2022
Passenger Trips	24,620	21,890	13,698	13,724	12,547
Revenue Hours	1,903	1,809	1,595	2,003	1,893
Revenue Miles	24,515	24,338	20,595	25,870	25,704
Total Operating Costs	$98,217	$93,841	$103,530	$98,430	$151,142
Passenger Trips per Revenue Hour	12.94	12.10	8.59	6.85	6.63
Passenger Trips per Revenue Mile	1.00	0.90	0.67	0.53	0.49
Cost per Revenue Hour	$51.61	$51.87	$64.91	$49.14	$79.84
Cost per Revenue Mile	$4.01	$3.86	$5.03	$3.80	$5.88
Cost per Passenger Trip	$3.99	$4.29	$7.56	$7.17	$12.05
Miles per Hour	12.9	13.5	12.9	12.9	13.6

Summer Shuffle

The Summer Shuffle route is the same route as the Express Line, except it runs when the summer session for Longwood University students begins.

The five-year trend data shown in Table 3-4 shows that ridership had been increasing prior to the pandemic and that FY2022 ridership was about 17% lower than the 2019 pre-pandemic level. However, since FY2022, ridership has rebounded by 40% to 927 riders. Meanwhile, overall revenue miles and hours have remained about the same. Estimated operating costs were decreasing incrementally between FY2018 – FY2021, but expenses are estimated to have nearly tripled in the last fiscal year. Productivity on the route was the highest in FY2020, at about 4.3 passenger trips per revenue hour. In FY2022, productivity was about three trips per revenue hour, about the same as FY2021. Estimated operating costs in FY2022 suggest that the cost per trip has increased substantially from about $15 per trip in FY2020 to $25.50 per trip in FY2022.

Table 3-4: Five Year Trend Data for the Summer Shuffle

Metric	2018	2019	2020	2021	2022
Passenger Trips	956	1,113	658	458	927
Revenue Hours	272	272	152	152	296
Revenue Miles	3,898	3,887	2,186	2,170	3,813
Total Operating Costs	$14,038	$14,110	$9,866	$7,469	$23,633
Passenger Trips per Revenue Hour	3.51	4.09	4.33	3.01	3.13
Passenger Trips per Revenue Mile	0.25	0.29	0.30	0.21	0.24
Cost per Revenue Hour	$51.61	$51.87	$64.91	$49.14	$79.84
Cost per Revenue Mile	$3.60	$3.63	$4.51	$3.44	$6.20
Cost per Passenger Trip	$14.68	$12.68	$14.99	$16.31	$25.49
Miles per Hour	14.3	14.3	14.4	14.3	12.9

Campus Line

The Campus Line connects the Longwood University Lancer Park Apartments with the main campus.

The five-year trend data presented in Table 3-5 shows that ridership had been increasing prior to the pandemic and that FY2022 ridership was about 68% lower than the 2019 pre-pandemic level. Ridership continues to decrease in FY2022. Meanwhile, overall revenue miles and hours have both decreased significantly as well. Estimated operating costs were increasing incrementally between FY2018 – FY2020, but expenses have decreased since then by about 16%. Productivity on the route was the highest in FY2019, at about 17 passenger trips per revenue hour. In FY2022, productivity was about 10 trips per revenue hour, slightly more than FY2021 which had 8.3 trips per hour. Estimated operating costs suggest that the cost per trip has more than doubled from $3 per trip in FY2019 to more than $8 per trip in FY2022.

Table 3-5: Five Year Trend Data for the Campus Line

Metric	2018	2019	2020	2021	2022
Passenger Trips	97,085	112,070	74,562	47,654	35,214
Revenue Hours	6,453	6,513	5,298	5,729	3,607
Revenue Miles	70,822	70,883	54,959	45,184	27,302
Total Operating Costs	$333,049	$337,858	$343,887	$281,529	$287,992
Passenger Trips per Revenue Hour	15.04	17.21	14.07	8.32	9.76
Passenger Trips per Revenue Mile	1.37	1.58	1.36	1.05	1.29
Cost per Revenue Hour	$51.61	$51.87	$64.91	$49.14	$79.84
Cost per Revenue Mile	$4.70	$4.77	$6.26	$6.23	$10.55
Cost per Passenger Trip	$3.43	$3.01	$4.61	$5.91	$8.18
Miles per Hour	11.0	10.9	10.4	7.9	7.6

PERT Green Line and Orange Line

The Prince Edward County Transit (PERT) Green Line connects Farmville with western Prince Edward County and Pamplin. The PERT Orange Line connects Farmville with southern Prince Edward County including Meherrin and Green Bay. Performance data for the two routes is combined and is summarized below.

The five-year trend data displayed in Table 3-6 shows that ridership had been increasing prior to the pandemic and that FY2022 ridership was about 28% lower than the 2019 pre-pandemic level. Ridership has remained about the same since FY2021. Meanwhile, overall revenue miles and hours have both remained about the same. Estimated operating costs were stable in the two years prior to FY2020 but expenses have increased since then by about 20%. Productivity on the route was the highest in FY2019, at about 1.8 passenger trips per revenue hour. In FY2022, productivity was about the same as FY2021 at 1.3 trips per hour. Estimated operating costs suggest that the cost per trip has increased by more than 50% to $62.66 per trip in FY2022.

Table 3-6: Five Year Trend Data for the PERT Green and Orange Lines

Metric	2018	2019	2020	2021	2022
Passenger Trips	2,076	2,248	2,060	1,603	1,612
Revenue Hours	1,260	1,250	1,290	1,265	1,265
Revenue Miles	39,592	39,611	39,725	37,576	36,960
Total Operating Costs	$65,031	$64,843	$83,732	$62,163	$101,001
Passenger Trips per Revenue Hour	1.65	1.80	1.60	1.27	1.27
Passenger Trips per Revenue Mile	0.05	0.06	0.05	0.04	0.04
Cost per Revenue Hour	$51.61	$51.87	$64.91	$49.14	$79.84
Cost per Revenue Mile	$1.64	$1.64	$2.11	$1.65	$2.73
Cost per Passenger Trip	$31.32	$28.84	$40.65	$38.78	$62.66
Miles per Hour	31.4	31.7	30.8	29.7	29.2

ADA Paratransit

FAB's paratransit service provides door-to-door service within ¾ miles of fixed route service in the Town of Farmville. The service satisfies requirements pertaining to ADA and Title VI of the 1964 Civil Rights Act, which prohibits the denial of service based on discrimination. Passengers must call 24 hours in advance to schedule a pickup.

The five-year trend data presented in Table 3-7 shows that ridership had been decreasing slightly prior to the pandemic and that FY2022 ridership was about 34% higher than the 2019 pre-pandemic level. Ridership has been steadily increasing since FY2020, and is at its highest levels in the past five years. Meanwhile, overall revenue miles and hours have both increased slightly as well. Estimated operating costs peaked at about $70,000 per year in FY2020, and since then have increased to $114,813, a 65% increase. Productivity of paratransit services has remained extremely stable at 4 trips per revenue hour in the past five years. Estimated operating costs suggest that the cost per trip has increased by more 23% to $20 per trip in FY2022.

Table 3-7: Five Year Trend Data for FAB Paratransit Service

Metric	2018	2019	2020	2021	2022
Passenger Trips	5,295	4,731	4,293	4,443	5,746
Revenue Hours	1,323	1,184	1,073	1,113	1,438
Revenue Miles	23,895	20,842	18,104	20,198	22,879
Total Operating Costs	$68,282	$61,419	$69,647	$54,694	$114,813
Passenger Trips per Revenue Hour	4.00	4.00	4.00	3.99	4.00
Passenger Trips per Revenue Mile	0.22	0.23	0.24	0.22	0.25
Cost per Revenue Hour	$51.61	$51.87	$64.91	$49.14	$79.84
Cost per Revenue Mile	$2.86	$2.95	$3.85	$2.71	$5.02
Cost per Passenger Trip	$12.90	$12.98	$16.22	$12.31	$19.98
Miles per Hour	18.1	17.6	16.9	18.1	15.9

Fixed Route Summary – 2022 Data

The FY2022 route statistics for each of the fixed routes that operate full-day service are provided in Table 3-8. These data show that the Campus Direct Line is the most productive, providing about 10 passenger trips per revenue hour, with a cost per passenger trip of $8.18, which is the lowest cost/trip of all routes. The second highest performing route is the Express Line providing 6.6 trips per hour, with a cost per trip of $12. Overall productivity and cost/trip is very similar for the Blue Line. During the summer, productivity of the Express Line drops by about half (as indicted by data from The Summer Shuffle), while cost/trip has tripled. The lowest performing routes are the PERT County Lines (Green and Orange) which together provided 1.3 trips per hour at an estimated $62.66 per hour.

Table 3-8: Fixed Route Data Summary – FY2022

Route	Passenger Trips	Revenue Hours	Revenue Miles	Operating Costs	Trips/ Hour	Cost/ Trip
Blue Line	21,635	3,338	57,401	$266,514	6.48	$12.32
Campus Direct Line	35,214	3,607	27,302	$287,992	9.76	$8.18
Express Line	12,547	1,893	25,704	$151,142	6.63	$12.05
PERT Green and Orange Lines	1,612	1,265	36,960	$101,001	1.27	$62.66
Summer Shuffle	927	296	3,813	$23,633	3.13	$25.49
Totals (Estimated)	71,935	10,399	151,180	$830,282[1]	**5.5***	**$24.1***

*Averages

[1] FY2022 operating costs were reported by FAB to be $680,737. This figure totals the "calculated operating costs" by route when applying a constant $79.84 operating cost per hour (FY2022 operating cost per revenue hour for all services) to each routes revenue hours.

Ridership Trends, 2018 through 2022

Ridership trends (displayed in Table 3-9) show that every route, except the Summer Shuffle, still has lower levels of ridership compared to FY2020 during the onset of the pandemic. The Express Line has the lowest decrease overall (-8%) among routes while the Campus Direct Line has the highest decrease overall (-53%). However, ADA paratransit service increased by 34%. Since FY2021, the Blue Line, and County Lines (Green and Orange) have slightly higher to flat rates of ridership while other routes continue to have less riders. Ridership for FAB routes is displayed in Figure 3-3 (for the Campus Direct Line only) and in Figure 3-4 (for all other routes including paratransit service).

Table 3-9: Ridership by FAB Route/Service 2018-2022

Route	2018	2019	2020	2021	2022	Percent Difference 2020 - 2022
Blue Line	27,786	29,999	26,900	21,160	21,635	-19.57%
Campus Direct Line	97,085	112,070	74,562	47,654	35,214	-52.77%
Express Line	24,620	21,890	13,698	13,724	12,547	-8.40%
Summer Shuffle	956	1,113	658	458	927	40.88%
PERT Green Line and Orange Line	2,076	2,248	2,060	1,603	1,612	-21.75%
ADA Paratransit	5,295	4,731	4,293	4,443	5,746	33.85%
Total	156,862	170,938	121,513	88,584	76,754	-36.8%

Figure 3-3: Ridership for Campus Direct Line 2018-2022

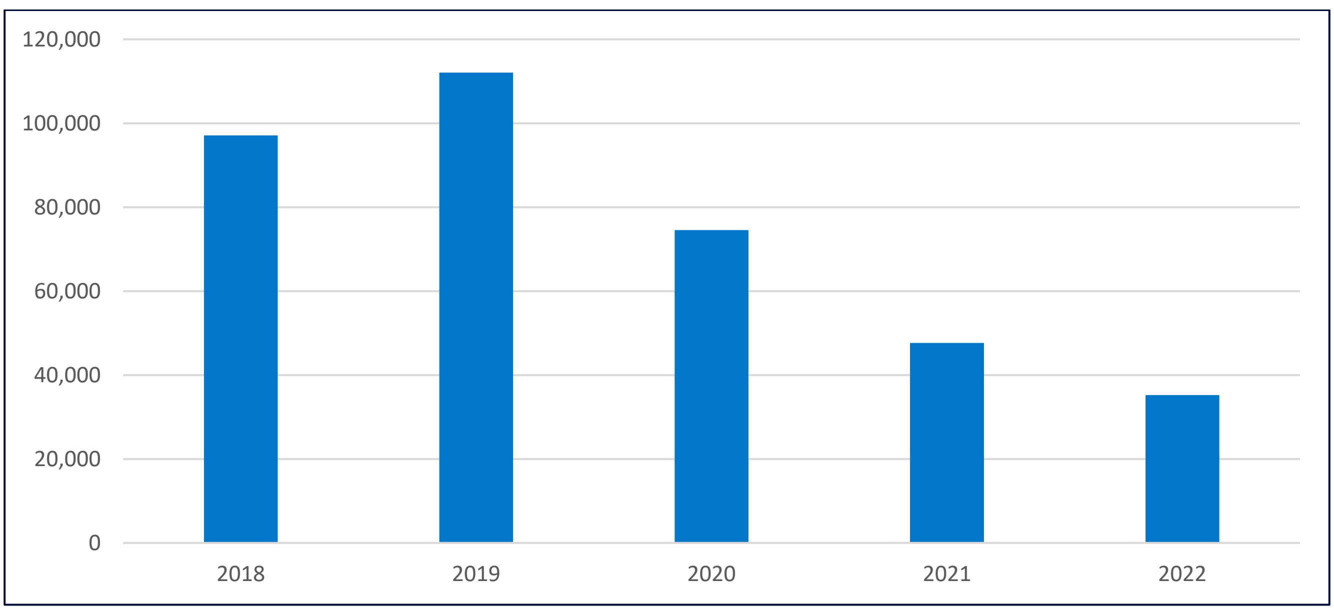
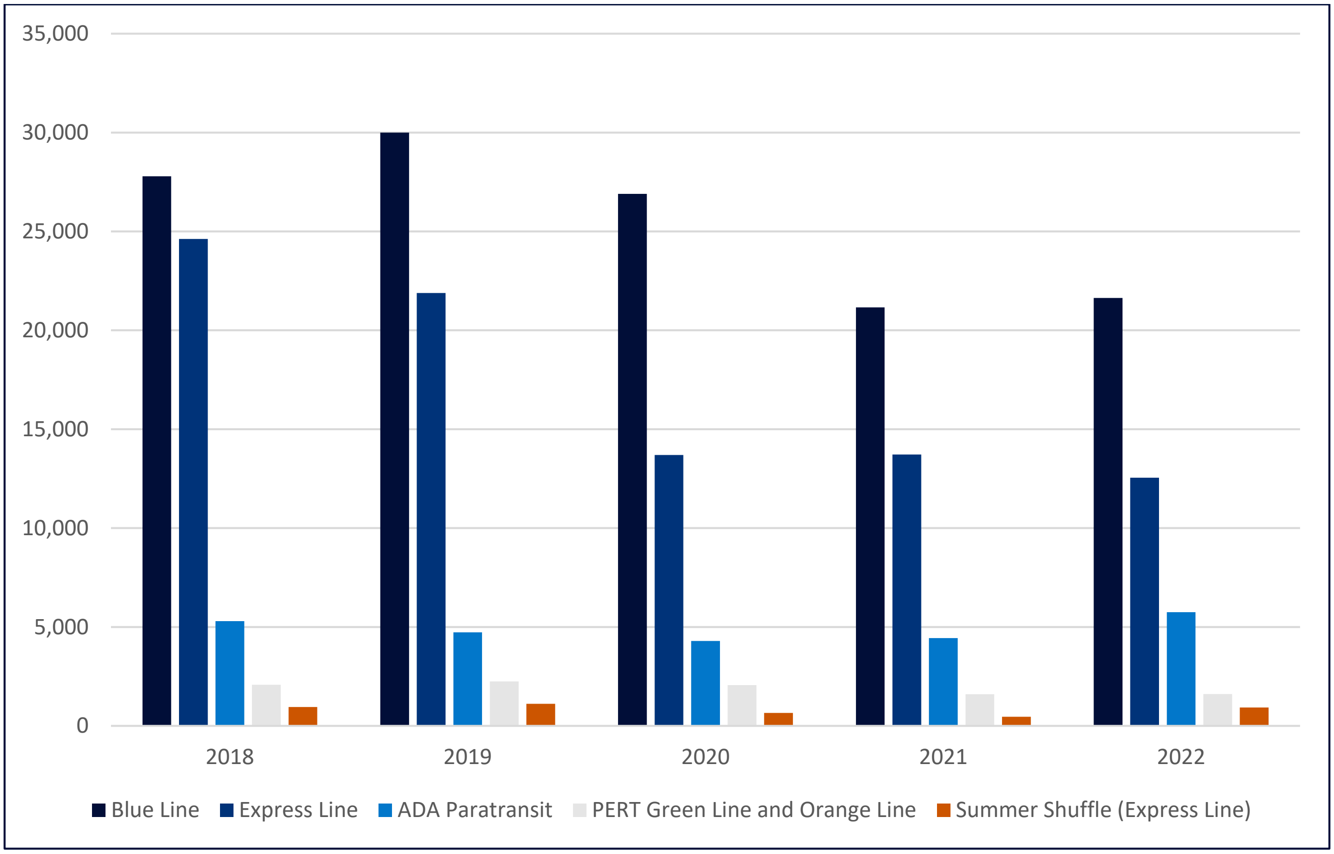


Figure 3-4: Ridership for FAB Routes (except Campus Direct) 2018-2022



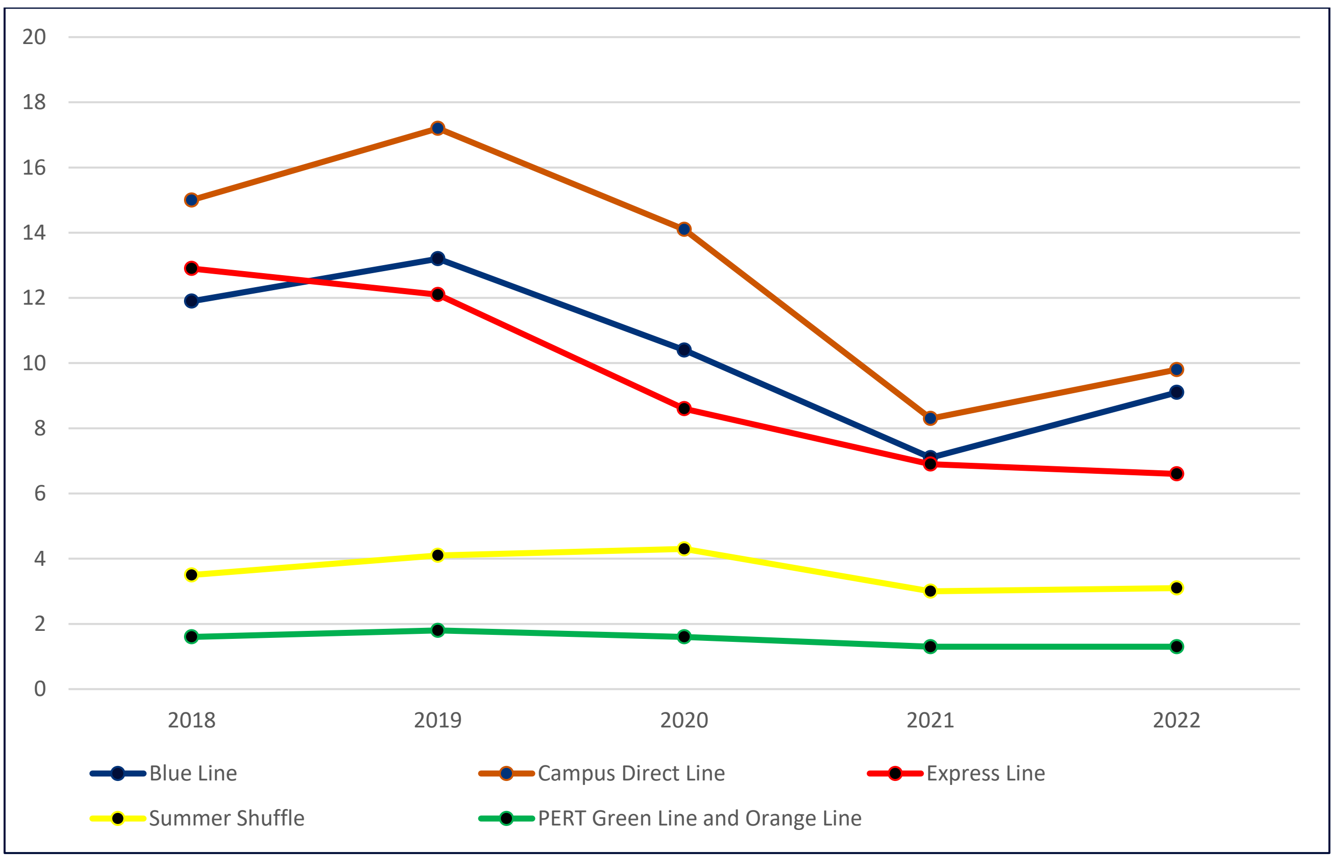
Productivity Trends, 2018 - 2022

Overall productivity (passenger trips per revenue hour) for each FAB route in the past five years is displayed in Figure 3-5. Table 3-10 displays FY2022 productivity data and the percent change since FY2020 at the onset of the pandemic. None of the routes' current ridership or productivity has recovered to levels during FY2020 at the onset of the COVID-19 pandemic, however ADA paratransit service has remained stable. The route with the slowest decrease in overall productivity is the Blue Line, whose productivity is just 12% lower than FY2020, while the route with the largest increase in productivity is the Campus Direct Line which has rebounded slightly from FY2021. Currently, the most productive route is the Campus Direct Line which serves about 10 trips per hour. On average, all routes (including paratransit service) have a productivity of 5.6 trips per hour in FY2022 and a 19% lower productivity since FY2020. Overall the Summer Shuffle, PERT County Lines and paratransit service have below-average productivity. The Blue Line, Campus Direct Line, and Express Line have above-average productivity.

Table 3-10: Productivity by FAB Route 2018-2022

Route	2018	2019	2020	2021	2022	Percent Change 2020 - 2022
Blue Line	11.9	13.2	10.4	7.1	9.1	-12.5%
Campus Direct Line	15.0	17.2	14.1	8.3	9.8	-31%
Express Line	12.9	12.1	8.6	6.9	6.6	-23%
Summer Shuffle	3.5	4.1	4.3	3	3.1	-28%
PERT Green Line and Orange Line	1.6	1.8	1.6	1.3	1.3	-20%
ADA Paratransit	4	4	4	4	4	0%
Average	8.15	8.73	7.17	5.10	5.65	-19%

Figure 3-5: Productivity by FAB Route 2018 - 2022



Financial Information

The FY2023 transit budget for FAB is $730,520. The largest single line item is Salaries, at $435,000. The line item budget for FY2023 is provided in Table 3-11.

Table 3-11: FAB Operating Budget, FY2023

Expense Category	Amount
Salaries	$435,000.00
Fringe Benefits	$118,920.00
Cleaning Supplies	$1,500.00
Motor Fuels & Lubricants	$74,000.00
Advertising	$2,000.00
Tires & Tubes	$9,500.00
Parts	$9,000.00
Supplies & Materials	$4,000.00
Travel	$100.00
Communication Service	$3,500.00
Utilities	$9,000.00
Printing & reproduction	$2,000.00
Contract Repairs	$25,000.00
Insurance & Bonding	$25,000.00
Fixed Charges	$2,000.00
Professional Services	$10,000.00
Total	**$730,520.00**

The largest single source of funding assistance for the program is derived from the Federal Transit Administration's (FTA) Section 5311 (formula grants for rural public transit), which is administered through the DRPT. This program generally provides up to 50% match to fund the net deficit for rural transit programs. During the pandemic, federal funding was available to fund 100% of the net deficit for transit programs through the CARES Act. In FY2022, FAB received $139,045 in CARES funding and $31,233 in American Rescue Plan Act (ARPA) funding. For FY2023, the operating expenses will be funded through the sources listed in Table 3-12.

Table 3-12: FAB Operating Revenues and Funding Assistance, FY2023 Budget

Source	Amount
Fares	$9,000
Contract Service	$143,570
Net Deficit	**$578,470**
Federal Assistance	$360,760
State Assistance	$185,582
Local Assistance	$32,128

The FY2023 capital program will include the following:

- 2 14-passenger BOC's
- 1 support vehicle

The capital budget for FY2023 is $261,902. Funding for the FY2023 capital budget is as follows:

- Federal: $202,858
- State: $40,572
- Local: $18,472

Peer Analysis

While it is most relevant for a transit agency to examine its own performance over time, it is valuable to know the operating statistics for transit programs that could be considered "peers," either by virtue of location, service area characteristics, or size to see if local transit data is "in the ballpark" of typical peer operating data. In light of the ongoing pandemic, we have included peer data from the National Transit Database for FY2019 and FY2020. This allows a comparison of pre-pandemic as well as more current data. The FY2021 National Transit Database information is not yet available.

The following programs were used as peers:

- Blackstone Area Bus, serving the Town of Blackstone and an eight-county region in Southern Virginia including Farmville.
- Graham Transit, serving the Town of Bluefield, VA
- Radford Transit, serving the City of Radford, VA
- Pulaski Area Transit, serving the Town of Pulaski, VA
- Bristol Transit, serving the City of Bristol, VA
- Danville Transit, serving the City of Danville, VA

The peer data compiled show the following:

- FAB's productivity was the highest among peers, ahead of Danville Transit which was the second-highest in FY2019 and FY2020.
- FAB's cost per trip was much lower than the mean, both in FY2019 and FY2020.
- FAB's cost per hour was about the same as the mean in FY2019 and slightly higher than the mean in FY2020.
- The program operated less hours and less miles than the mean, while providing above-average volumes of passenger trips among peer systems. These data reflect the relatively high productivity of the program and a service area population which is below the mean among peers.
- The program's overall operating expenses were below the mean in both FY2019 and FY2020.

The complete peer data are presented in Tables 3-13 and 3-14.

Table 3-13: Selected Peer Comparison – FY2019 National Transit Database

System	UZA	Vehicles in Max. Service	Approximate Service Area Population	Annual Passenger Trips	Total Operating Expenses	Vehicle Revenue Hours	Vehicle Revenue Miles
Farmville Area Bus (FAB)	No	7	22,905	172,051	$668,530	13,008	195,978
Radford Transit	Yes	20	18,368	268,727	$1,478,035	31,215	342,655
Bristol Transit (BVT)	No	3	17,835	51,542	$389,211	7,168	73,866
Blackstone Area Bus (BABS)	No	7	135,461	38,276	$373,725	14,634	384,029
Pulaski Area Transit (PAT)	No	10	8,799	48,454	$614,097	16,642	201,414
Danville Transit	No	17	42,590	338,614	$2,625,960	35,977	539,625
Graham Transit (Bluefield, VA)	No	3	4,907	45,092	$306,544	8,115	133,672
Mean		**9.6**	**35,838**	**136,861**	**$910,840**	**18,108**	**267,320**
System	**Trips Per Hour**	**Trips Per Mile**	**Cost Per Trip**	**Cost Per Hour**	**Cost Per Mile**	**MPH**	
Farmville Area Bus (FAB)	13.2	0.88	$3.89	$51.39	$3.41	15.06	
Radford Transit	8.61	0.78	$5.50	$47.35	$4.31	10.98	
Bristol Transit (BVT)	7.19	0.7	$7.55	$54.30	$5.27	10.3	
Blackstone Area Bus (BABS)	2.62	0.1	$9.76	$25.54	$0.97	26.24	
Pulaski Area Transit (PAT)	2.91	0.24	$12.67	$36.90	$3.05	12.1	
Danville Transit	9.41	0.63	$7.76	$72.99	$4.87	15	
Graham Transit (Bluefield, VA)	5.56	0.34	$6.80	$37.77	$2.29	16.47	
Mean	**7.02**	**0.52**	**$7.65**	**$45.73**	**$3.39**	**15.17**	

Table 3-14: Selected Peer Comparison – FY2020 National Transit Database

System	UZA	Vehicles in Max. Service	Approximate Service Area Population	Annual Passenger Trips	Total Operating Expenses	Vehicle Revenue Hours	Vehicle Revenue Miles
Farmville Area Bus (FAB)	No	11	21,849	122,171	$620,930	11,722	172,909
Radford Transit	Yes	20	18,368	185,459	$1,497,428	27,797	302,634
Bristol Transit (BVT)	No	3	17,835	38,428	$407,282	5,557	66,056
Blackstone Area Bus (BABS)	No	8	132,987	28,786	$296,588	14,584	367,573
Pulaski Area Transit (PAT)	No	9	8,744	48,454	$614,097	16,642	201,414
Danville Transit	No	18	42,590	289,631	$2,576,382	33,467	482,298
Graham Transit (Bluefield, VA)	No	3	5,096	43,414	$320,705	7,813	131,091
Mean		**10.3**	**35,353**	**107,436**	**$904,773**	**16,797**	**246,282**
System	**Trips Per Hour**	**Trips Per Mile**	**Cost Per Trip**	**Cost Per Hour**	**Cost Per Mile**	**MPH**	
Farmville Area Bus (FAB)	10.06	1.47	$5.27	$52.97	$3.59	14.75	
Radford Transit	6.67	0.61	$8.07	$53.87	$4.95	10.89	
Bristol Transit (BVT)	6.92	0.58	$10.6	$73.29	$6.17	11.89	
Blackstone Area Bus (BABS)	1.97	0.08	$10.30	$20.34	$0.81	25.2	
Pulaski Area Transit (PAT)	2.91	0.24	$12.67	$36.90	$3.05	12.1	
Danville Transit	8.65	0.6	$8.90	$76.98	$5.34	14.4	
Graham Transit (Bluefield, VA)	5.56	0.33	$7.39	$41.05	$2.45	16.78	
Mean	**6.11**	**0.56**	**$9.03**	**$50.77**	**$3.77**	**15.14**	

SOURCE: 2020 NATIONAL TRANSIT DATABASE

Public Survey Results

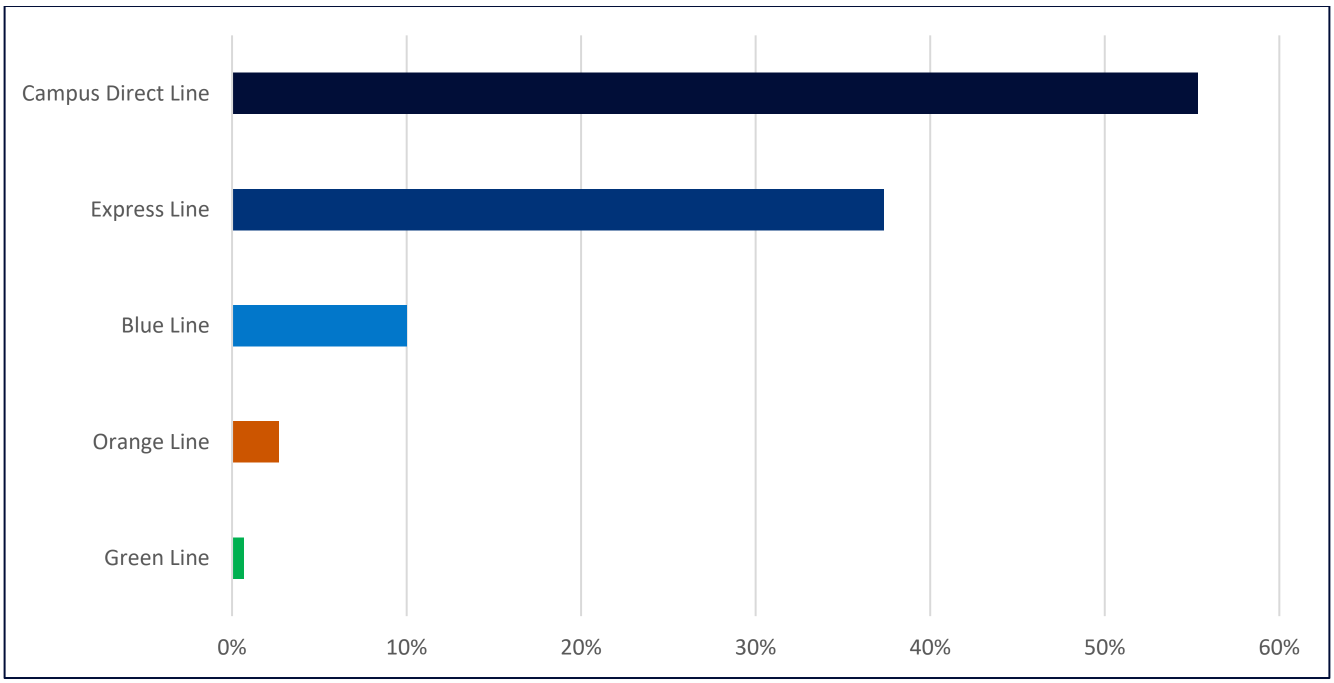
Paper surveys were distributed on buses from June 27 – June 29, 2022 and 20 surveys were returned (mostly Blue Line and Summer Shuffle riders). On September 26, 2022, an online survey link was sent out to Longwood University students, faculty and staff and 129 surveys were returned (mostly Campus Direct and Express Line riders). In total, about 150 people filled out most or all of the survey.

Route Taken

Respondents were asked which FAB route they were currently riding.

A majority (53%) of respondents were riding the Campus Direct Line, 35% were riding the Express or Summer Shuffle Line and 2% were riding the Orange Line. Results are displayed in Figure 3-6.

Figure 3-6: Which bus route are you currently riding? (All surveys)



Where Passengers Boarded the Bus

Passengers were asked where they boarded the bus upon receiving the survey, and to indicate a specific intersection or landmark. Table 3-15 displays responses from our June 2022 survey distribution, while Table 3-16 displays the top responses from our September 2022 online survey distribution to Longwood University. In the June survey, twelve passengers answered the question, with a few sharing their Apartment building stop and two noting the Courthouse stop. In the September survey, 140 people responded with Longwood University, the library (Greenwood) and Lancer Park among the top locations.

Table 3-15: Where did you board the bus? (June riders)

• Courthouse (2) • Oshorn • Sunchase Apartments • Barnes and Noble • Parkview Drive • My apartment	• Parkview Gardens Apartments • Longwood University • Walmart • Meherrin Road • Meherrin Post Office

Table 3-16: Where did you board the bus? (September riders)

• Library (26) • Longwood (24) • Lancer Park (23) • Health Fitness Center (16) • Library (13) • Greenwood Library (13) • Moss / Johns Hall (12)	• Dorms (6) • Hall (5) • Gym (5) • Lancer Park North (5) • Lancer Park South • Sharp, Lot, Lancer Park South (4 each) • Sunchase, Race Redford (3 each)

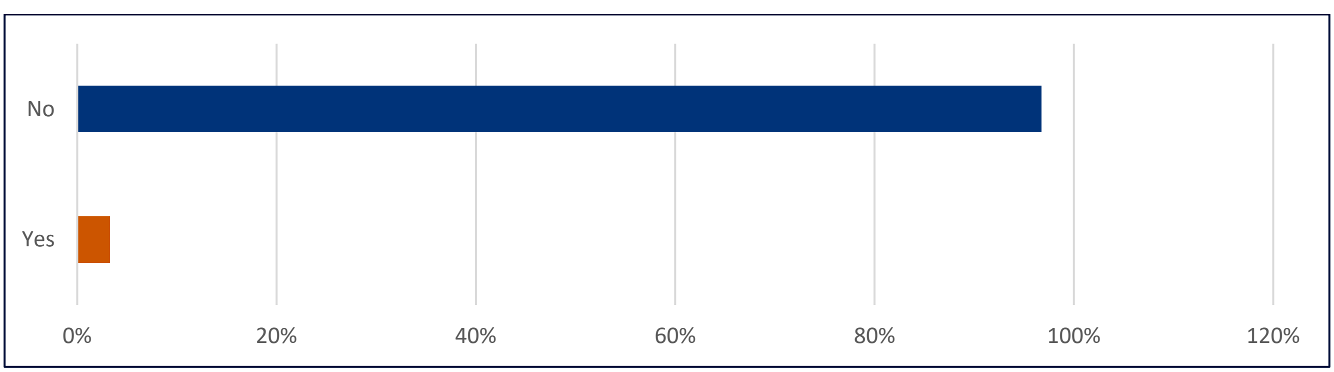
How Passengers Got to Their Bus Stop

Nearly every passenger answered the question and noted that they walked to the bus stop. Among the three people who did not walk, one person biked, one skateboarded, and one drove.

Transfers to Another Bus

Passengers were asked if they transferred or planned to transfer to another bus to complete their trip. Overall, five (about 3%) said "yes", while 140 (97%) said "no". Results are displayed in Figure 3-7.

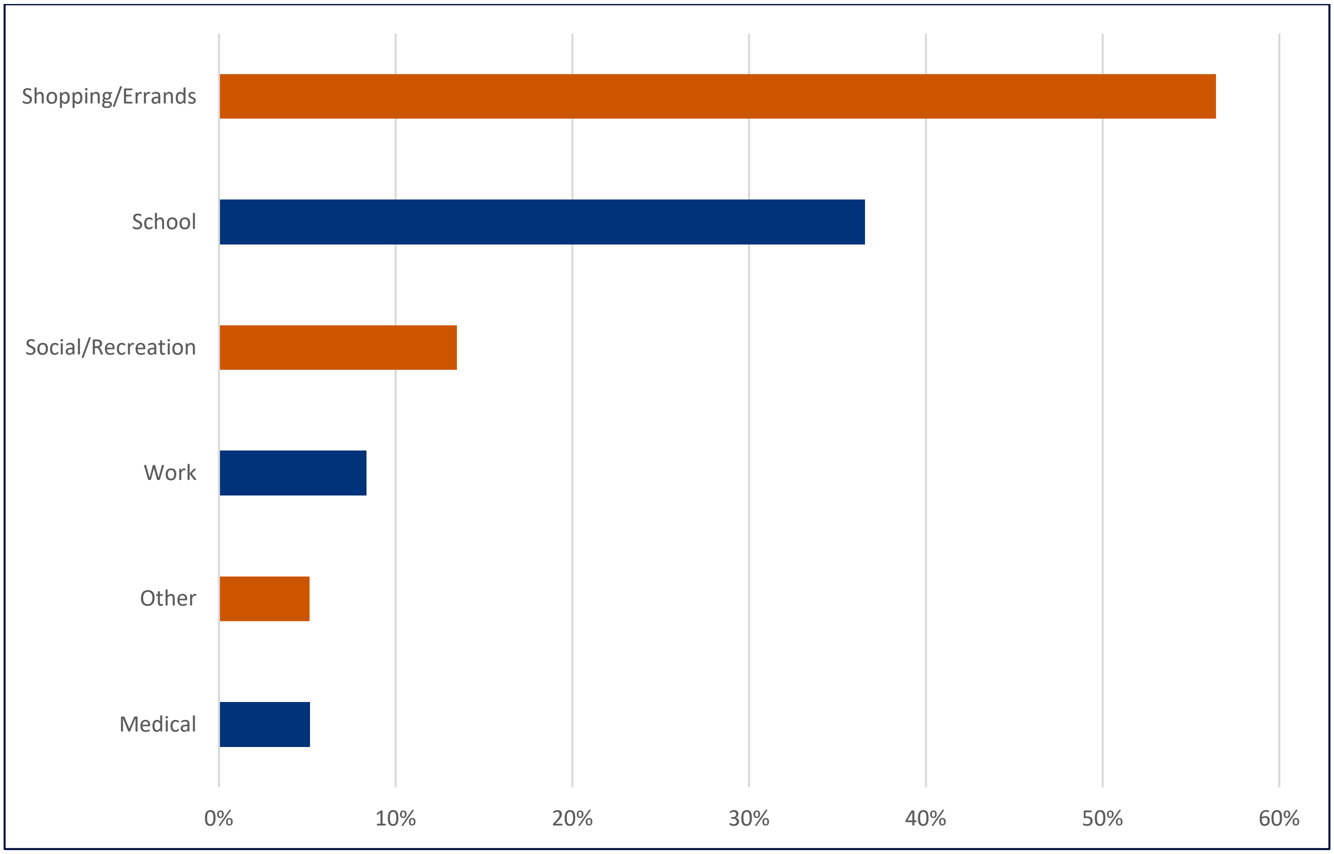
Figure 3-7: Did you or will you TRANSFER to another bus to complete this trip? (All surveys)



Purpose of Your Trip

Passengers were asked the purpose of their trip. For the June survey alone, the top two answers were "shopping/errands" (53%), and "work" (37%). When the results of both surveys are combined, the top purpose was still "shopping/errands" (56%), while "school" was the next most common purpose (37%). "Other" responses included "parking lot / getting to their car" (3), Lancer Park, and spending time with friends. Results are displayed in Figure 3-8.

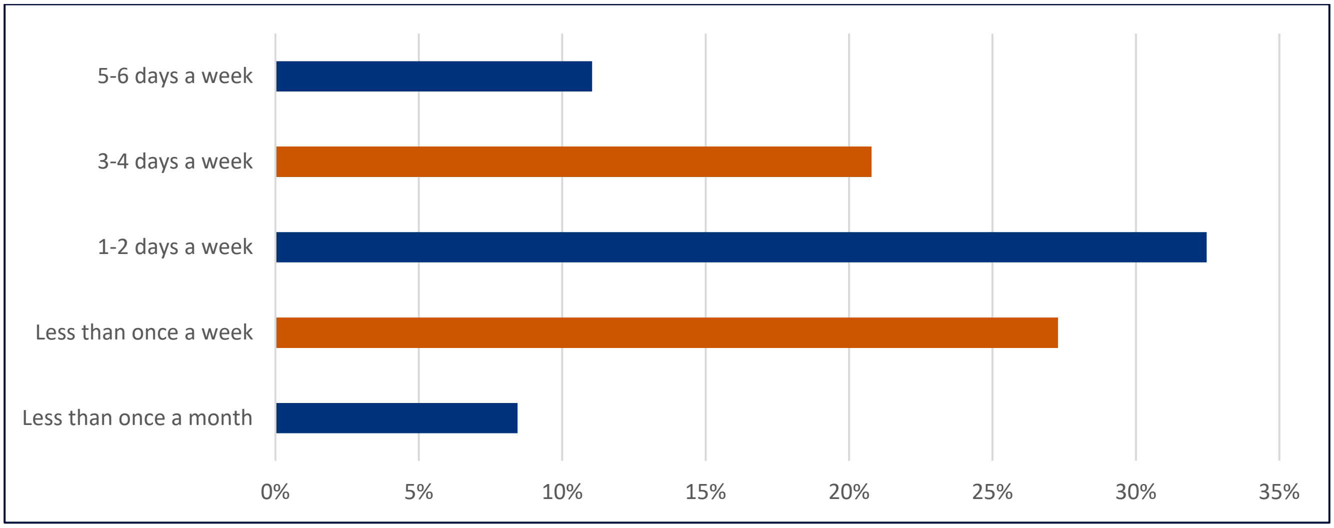
Figure 3-8: What is the purpose of your trip today? (All surveys)



Bus Trip Frequency

Passengers were asked how often they generally ride the bus. From the June 2022 survey, the top two answers were 3-4 days a week (47%) and 1-2 days a week (29%). When all the surveys were combined, the top answers were 1-2 days a week (32%), less than once a week (27%) and 3-4 days a week (21%). Results are displayed in Figure 3-9.

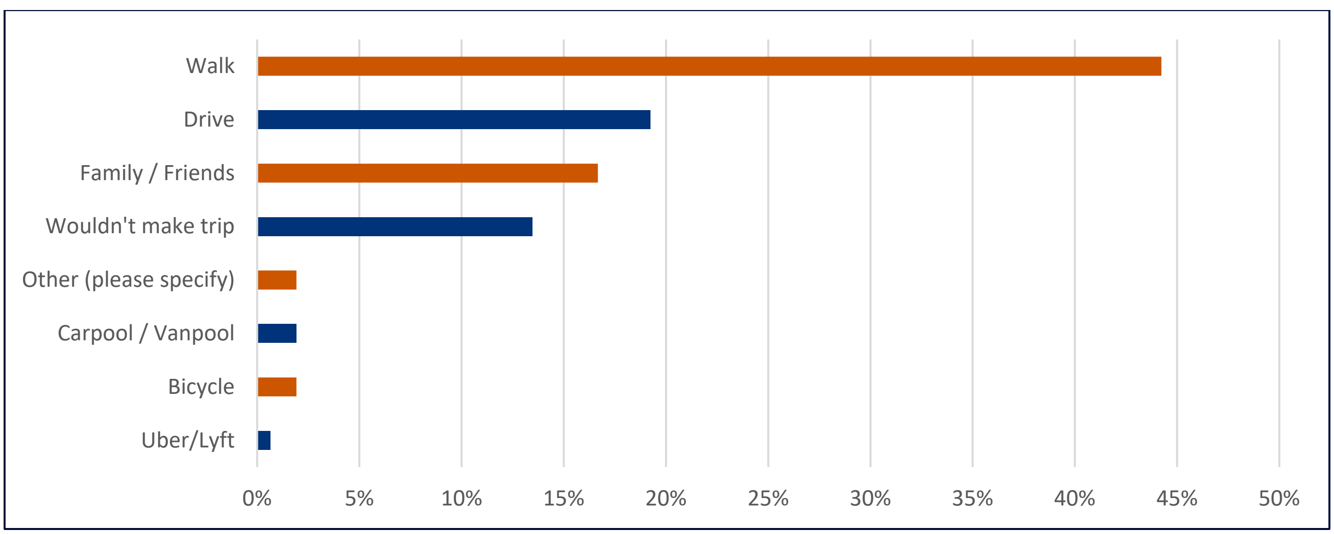
Figure 3-9: How often do you generally ride the bus? (All surveys)



Alternative Trip Modes

Passengers were asked how they would make their trip if they were not taking the bus today. From the June survey, the most common response was "family/friends" with 6 (32%) passengers choosing this option, while 4 (21%) chose "walk". When all surveys were combined, the most common response was "walk" (44%), followed by "drive" (19%) and "family/friends" (17%). Overall, 21 people (13%) noted they would not be able to make their trip at all without the bus. All other trip modes made up about 6% of the remaining responses; three people would bike, one would skateboard, three would carpool and one would take Uber/Lyft. Results are displayed in Figure 3-10.

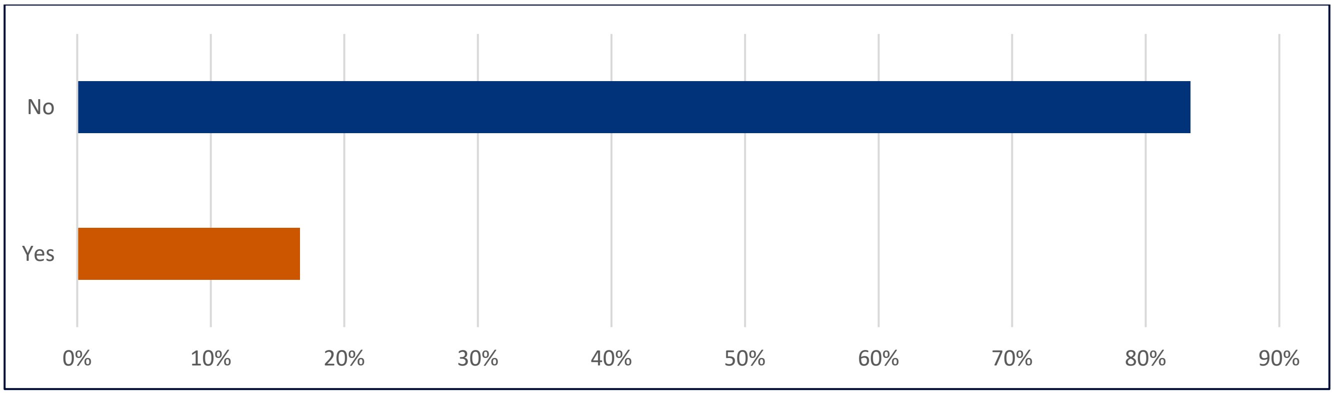
Figure 3-10: If you were not taking the bus, how would you make this trip? (All surveys)



Locations Passengers Need to Go

Passengers were asked if there were locations they needed to go to that FAB does not currently serve. Overall, 17% said "Yes". Locations that were shared included: Hampden Sidney College (3), the bank and nearby some restaurants, the movies, Farmville Flea Market, Lowes (2), YMCA, Pine View Bulk Food, Millers, their home (more days of the week), Longwood Athletic Complex, the Landings, churches, Hospital, past Walmart, some fast-food restaurants (Taco Bell, Burger King), and the bowling alley. Results are displayed in Figure 3-11.

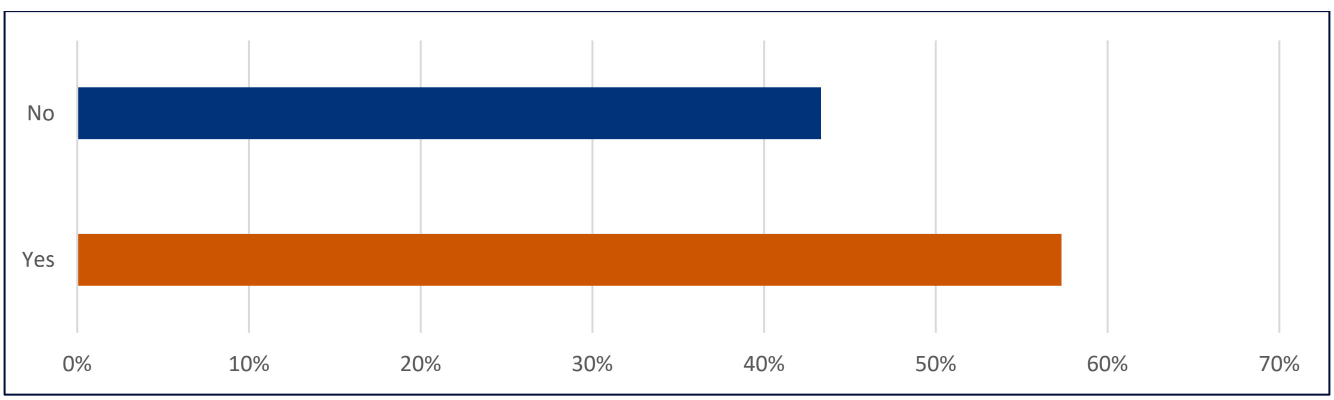
Figure 3-11: Are there locations where you need to go that FAB does not serve? (All surveys)



If the Bus Was Not Available

Passengers were asked if they would still have taken their trip if the bus system was not available. Overall, 57% said "Yes". Results are displayed in Figure 3-12.

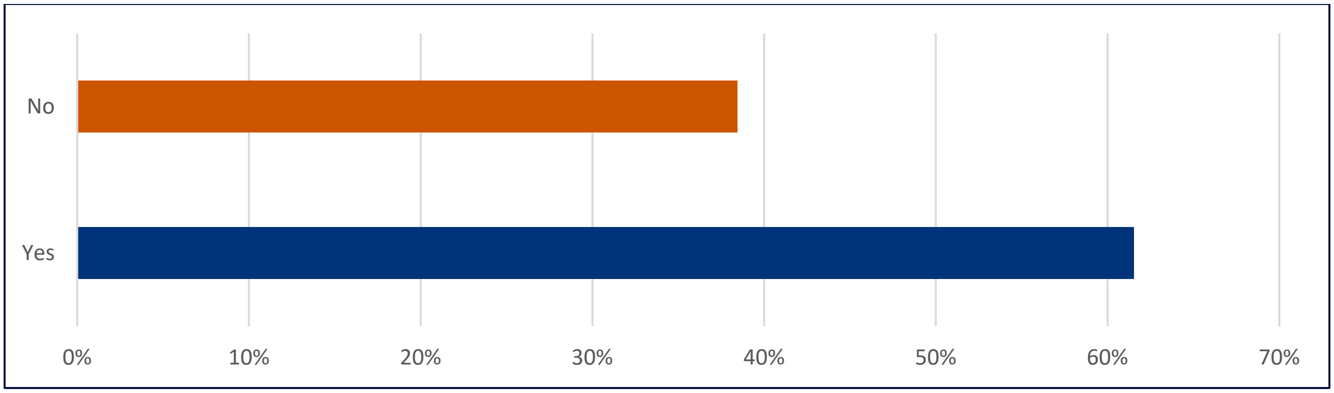
Figure 3-12: If the bus system was not available, would you still have taken this trip? (All surveys)



Ability to Live Independently

Passengers were asked whether their ability to live independently would be affected by not having the bus available. A majority of 96 respondents said "Yes" (62%). Results are displayed in Figure 3-13.

Figure 3-13: If the bus system was not available, would it affect your ability to live independently? (All surveys)



Access to Driver's License or Car

Passengers were asked whether they had a driver's license. 115 people answered the question, with 77% saying "Yes". When asked if they or anyone in their household owns a car, 80% said "Yes". Results are displayed in Figures 3-14 and 3-15.

Figure 3-14: Do you have a driver's license? (All surveys)

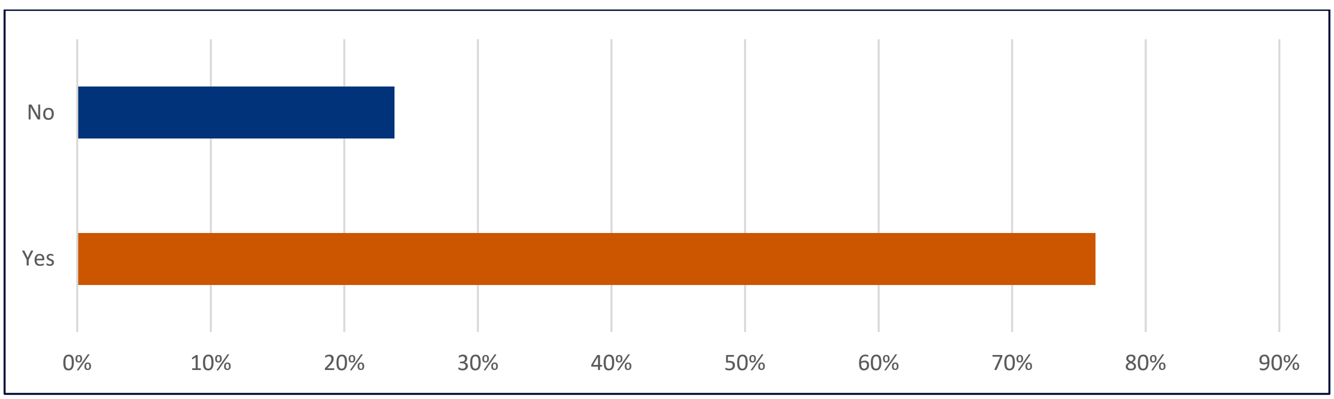
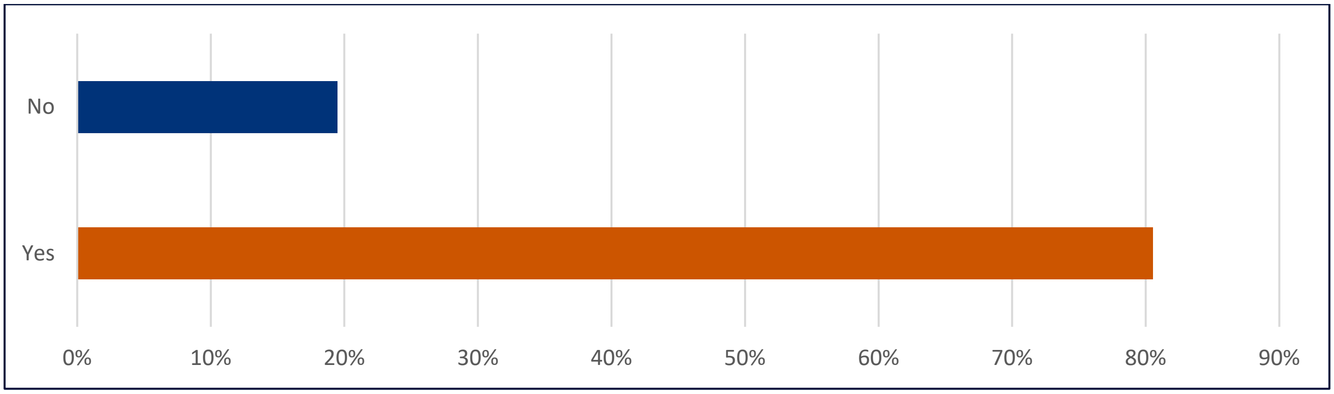


Figure 3-15: Do you, or anyone in your household, own a car? (All surveys)



FAB Improvements

Passengers were asked what were the **top two** improvements to FAB that would be the most useful to them. For those taking the survey in June (displayed in Figure 3-16), the top answers were "Service later in the evenings" and "Sunday service" (7 responses for each) which together represent 50% of respondents. However, when including the September surveys from Longwood University the top answer was "Better timeliness" (46%), followed by "On-demand service using my smartphone (36%), and "Sunday service" (30%). This was followed closely by "Service later in the evenings" (29%) and "More frequent service" (29%). Results are displayed in Figure 3-17.

Figure 3-16: If FAB made improvements, what would be most useful to you? (June Survey)

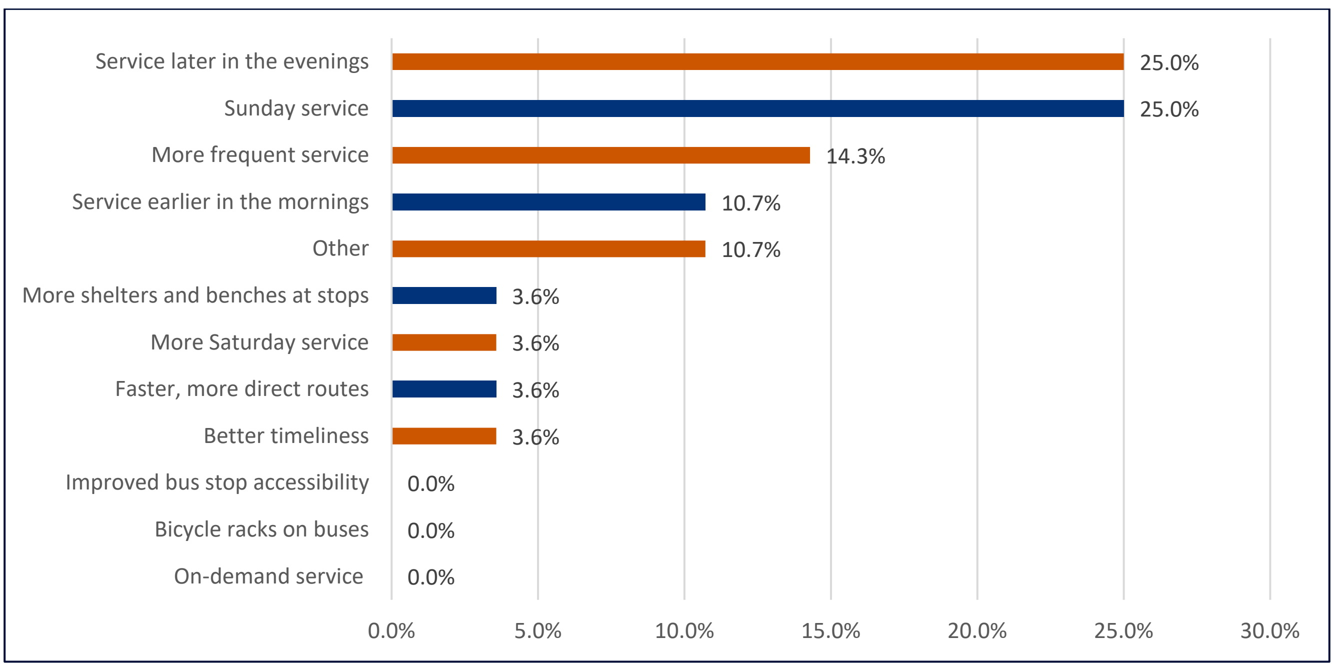
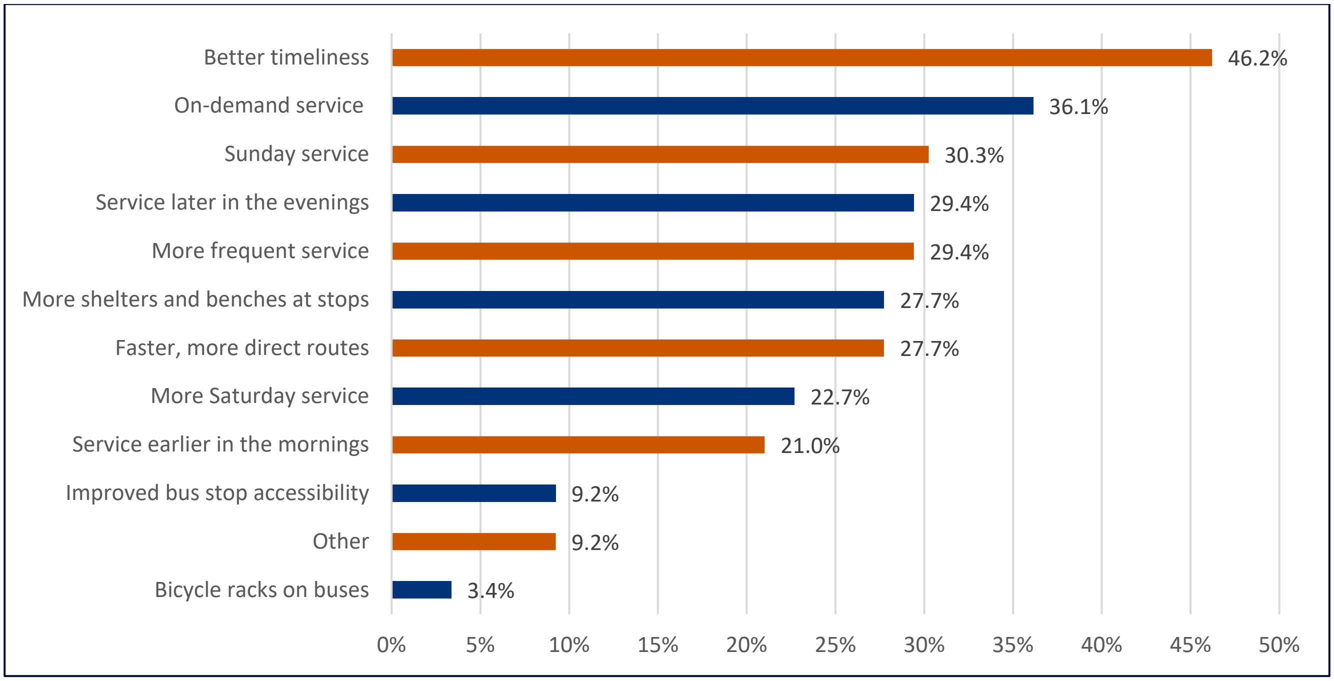


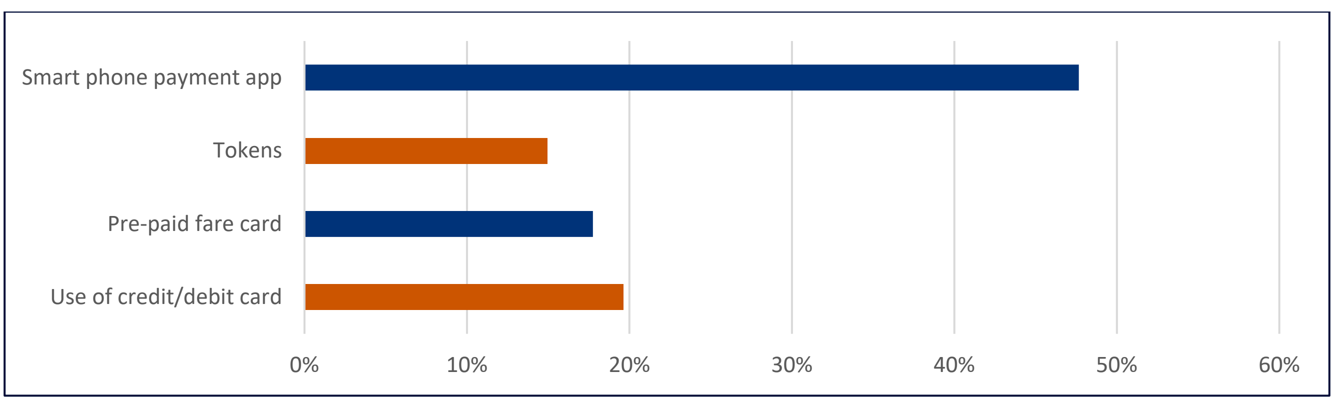
Figure 3-17: If FAB made improvements, what would be most useful to you? (September Survey)



Non-Cash Fare Payment

Passengers were asked which non-cash fare payment option was the most convenient to them. For the June survey, the most popular option was "Tokens" with five responses (35%), followed by a tie for "Use of credit/debit card" and "pre-paid fare card" at four responses (29%) and lastly "Smart phone payment app" (1 response). However, when including all surveys including the September survey responses (mostly students), the most popular option by far was "Smart phone payment app" (48%), followed by "credit/debit card" (20%) and "pre-paid fare card" (18% each).

Figure 3-18: Of the following non-cash fare payment options, which one would be the most convenient for you? (All surveys)



What Passengers Like About FAB

Passengers were asked to share what they liked the best about FAB, without any options provided in advance. Here were the fourteen responses from June survey respondents:

1. Fare low amount
2. Cash payment (2)
3. Bus pass
4. Gets me to my destination
5. Everything
6. Going to store
7. To take for shopping, doctors appointment
8. It's nice
9. It's convenient (2)
10. It's 25 cents
11. Professional, caring drivers, good bus atmosphere
12. The price
13. The ride
14. The service

Below are the eighty-three responses from September survey respondents (Longwood University). The most comments most frequently referred to the drivers (25%), while FAB's convenience (20%) was mentioned the second-most frequently. Other respondent comments included the places they could go, that it's free and clean.

- When I ride alone, I feel fairly safe onboard
- Good variety of stops near popular places in town, little communication necessary, comfortable
- That it is a way for students that need a ride to places, they have it and don't have to worry about asking someone all the time
- It is fast and gets me to where I need to go
- It really helps me get to places without my car and the drivers are lovely!
- It's convenient. I have my own car, but sometimes I don't want to drive myself. It's nice it's so close to Lancer Park
- The FAB gets me to my car
- The FAB is always clean
- That it rides smoothly
- The fact it is free transportation
- Easy and simple
- How convenient it is
- I don't have to drive myself
- Timeliness
- The cleanliness How comfortable everything was, especially the seats; felt homey
- Gets me where I'd like to go (2)
- Quick, easy clean ride
- I like how the FAB is always available
- It gets me to point A to point B
- It's helpful so that I don't have to walk
- Bus pass
- Going to store
- The service
- Convenient stops for my shopping / errands
- It takes me around campus, and I can get to Walmart using it
- The drivers (6)
- The drivers are lovely people
- The drivers are always very patient and nice
- The atmosphere, drivers are friendly and play good music
- The drivers are always nice to me (2)
- The drivers talking to the passengers.
- Professional, caring drivers, good bus atmosphere
- How sweet the drivers are
- Some of the bus drivers are nice
- The friendly and helpful drivers
- The bus drivers are nice (3)
- Not such a long ride and there's always no awkwardness because of the music
- Convenience (14)

- It is clean
- It's fast and clean
- It is free and convenient
- Free transportation as a student of the university.
- Good routes and times
- The different stops that it offers
- Accessible
- That it exists
- It's free to students
- The cheap price
- Fare low amount
- Cash (2)
- It's 25 cents
- The price
- It's very (useful) when the weather is too hot, cold, or it's raining because I can't drive and I live in LP
- How late at night it runs
- Everything

What Passengers Would Like FAB to Improve

Passengers were asked to share what they would like FAB to improve, without any options provided in advance. Here are the eight responses from the June survey:

1. Connection time from Orange Line to Blue Line
2. Everything is OK
3. Later service
4. Later pickup
5. Come to Meherrin more days of the week
6. More buses
7. None
8. Longer evening hours

Below are most of the sixty responses from the September survey:

- Buses arriving at stops closer to scheduled times
- Sunday night express service past 8pm, and weekday express service before noon (maybe starting at 10?)
- The bus is supposed to run every 15 minutes but it takes 30-45 min. for the bus to come around so improve on being on time
- Online bus tracker
- Timeliness / more frequency. Hate wasting time at a stop for 20 min.
- It needs to come on time. It doesn't need to loop around to the freshmen parking lot. Those freshmen can walk to the Lancer Park north bus stop.
- Having charges on the bus
- Where it drops you off
- Go to more areas and make the schedule less confusing
- Frequency
- Faster and more direct
- Faster, actually be on time
- Have a tracker of where bus is because I'd always miss the bus by a minute but the bus was early
- It's hot and cold
- Upkeep of some bus stops
- FAB shouldn't stop running until at least 2.
- It's never on time. We once had to wait an hour and a half and the driver was not personable toward us. Every time I've taken FAB we never use the time board provided at each station because it's not accurate.
- There should be a stop for 10 min. at the top of the hill while taking you to and from Lancer Park
- Employees can be nicer

- Stopping for student instead of almost hitting them.
- A driver saw me and my friends at the bus stop wearing headscarves and looked at us and sped away.
- Timeliness (9)
- Their timing. It doesn't make sense that if my class is at 2, I won't get to campus until 2, unless I want to get there 30 min. early. Would be nice to be able to get to campus 10-15 min. before class, even 5 so I at least have time to walk to my class.
- Being at the stop on time (2)
- Showing up
- Have FAB come on time
- Shelters for occupants
- The times
- Directions for where the routes run, as well as taking breaks during their route
- Arrival time to different stops
- Timeliness, buses are usually a few min. ahead or behind schedule which throws off students' ability to catch the bus on time at the times listed on the schedule
- Better timeliness
- Wish the schedule was more frequent and route info. was made more comprehensive. Sometimes a bus becoming so far behind schedule has required me to walk to class
- More route accuracy. There are what I assume to be new hires this semester who continuously are off schedule (by a lot, not a bit) or skips stops entirely (the second loop in Lancer Park has gotten skipped numerous times when riding the Campus Line).
- Staying on schedule
- Being able to track the bus so I am not waiting for a bus that is late or had to gas up/ switch drivers. More late night service
- It'd be cool to see the Blue Line get a stop in Lancer Park. Some students have to walk to campus to get on the Blue Line
- Potentially going later into the afternoon for Sundays

Demographics

The survey asked basic demographic questions such as a respondent's age, gender, general income bracket, and zip code. In addition, respondents were asked about their access to a car and smartphone.

The vast majority of respondents were between ages 18 and 24. These included mostly passengers for the Campus Direct and Express Line.

Table 3-17: Top Zip Codes of Survey Respondents

City/Area	Zip Code	Number of Responses
Farmville, VA	23901	22
Farmville, VA	23909	28
Meherrin, VA	23954	3
Other		38
Total Valid Responses		91

Table 3-18: Age of Survey Respondents

Age Bracket	Number of Responses	Percent of Total
Under 18	3	2.5%
18-24	99	83.2%
25-34	1	0.8%
35-54	7	5.9%
55-64	3	2.5%
65+	6	5%
Total Valid Responses	119	100%

The vast majority of survey respondents have an internet enabled smartphone. Most identify as Caucasian/White (74%), followed by African American/Black (22%). Most are full-time students (67%), while 26% are also part-time employees. Respondents were allowed to pick more than one option.

Table 3-19: Do you have an internet enabled smartphone?

Answer choices	Number of Responses	Percent of Total
Yes	111	94.1%
No	7	5.9%

Table 3-20: Which one of the following best describes your race? (More than one answer allowed)

Answer choices	Number of Responses	Percent of Total
Caucasian/White	87	73.7%
African American / Black	27	22.9%
Asian	3	2.5%
Native Hawaiian / Other Pacific Islander	1	0.9%
Hispanic / Latino	5	4.2%
Prefer not to answer	6	5.1%

Table 3-21: What is your employment status? (More than one answer allowed)

Answer choices	Number of Responses	Percent of Total*
Employed (Full-time)	8	6.7%
Employed (Part-time)	30	25.0%
Student (Full-time)	81	67.5%
Student (Part-time)	5	4.2%
Retired	5	4.2%
Homemaker	0	0.0%
Unemployed	14	11.7%
Other	4	3.3%
Total Respondents	120	

*RESPONDENTS WERE ALLOWED TO CHECK MORE THAN ONE ANSWER IF IT APPLIED. TOTAL RESPONDENTS DO NOT EQUAL TOTAL RESPONSES.

Half of survey respondents have an annual household income of less than $15,000. The second-highest income bracket of respondents (18%) have an annual household income of $75,000 or higher. Higher-income respondents included Longwood University staff or faculty who took the September survey.

Table 3-22: What is your annual household income?

Answer choices	Number of Responses	Percent of Total
$14,999 or less	53	54%
$15,000 - $29,999	1	1%
$30,000 - $44,999	11	11%
$45,000 - $59,999	5	5%
$60,000 - $74,999	10	10%
$75,000 or higher	18	18%
Total Respondents	98	100%

Comments

At the end of the survey, respondents were given an opportunity to provide additional comments they had about Farmville Area Bus. These comments are presented below.

- It's a great system for a small town, I just wish it started early on weekends.
- Stick to the schedule on the website – incorporate an app to see where various buses are at a given time. I believe the Blacksburg Transit (BT) has something like that.
- I brought my car this semester solely because I didn't want to take the bus.
- Drivers deserve a raise and I enjoy chatting on the bus.
- It's convenient to ride when you decide not to bring your car.
- The bus drivers are very friendly, which is always nice after a long day.
- Drivers deserve a raise, I enjoy chatting on the bus.
- Keep up the good work!
- We love you.
- We love you fabulous!

Population Profile

The following section provides a general population profile for the Farmville Area Bus (FAB) service area which consists of the Town of Farmville and Prince Edward County. The profile also identifies and evaluates underserved population subgroups and reviews the demographic characteristics pertinent to a Title VI analysis.

Historical and Recent Population Trends

As of the 2020 Decennial Census, the population of Prince Edward County was 21,849 persons, a 7% decline in population from 2010, but about an 11% increase since 2000. Most of this population is concentrated in Farmville, which has a population of 7,474 persons. Farmville has had a similar pattern of population, decreasing by 10% since 2010, but still increasing by about 9% since 2000. Figure 3-19 displays the urbanized areas (population greater than 50,000) and urban clusters (population between 2,500 and 50,000) in the region, including the Farmville and Crewe urban clusters.

Figure 3-19: FAB Service Area and Urbanized Areas

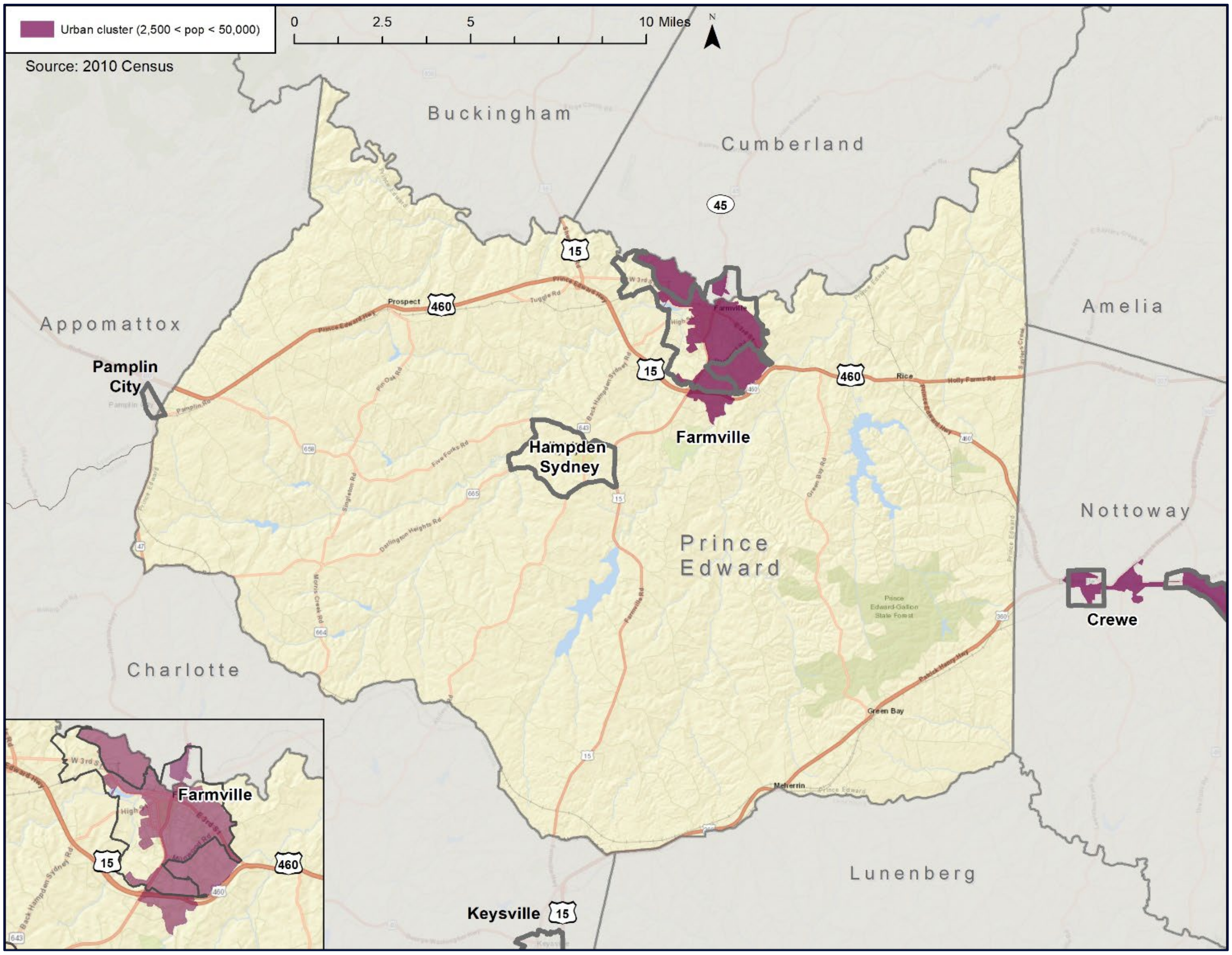


Figure 3-20: Farmville

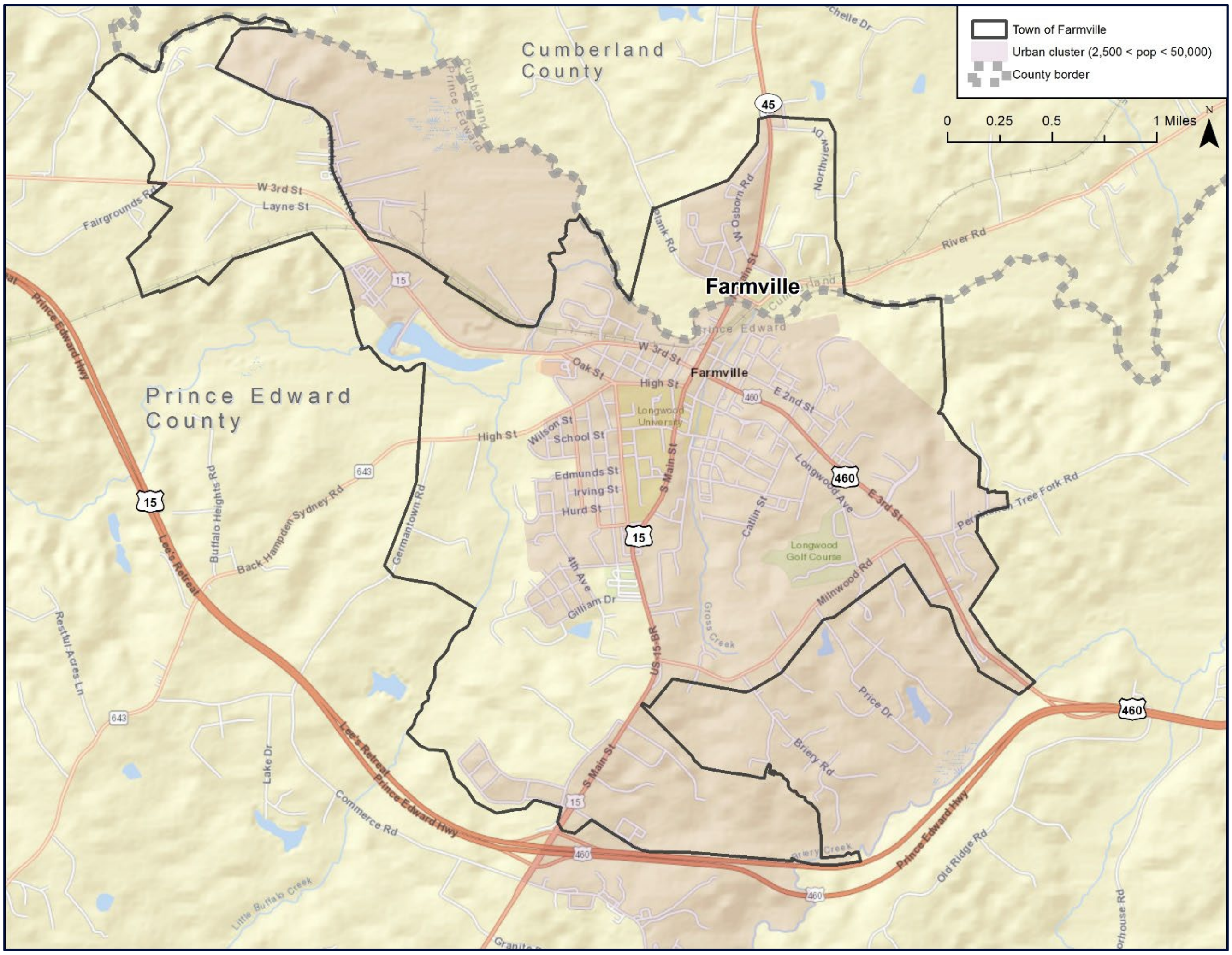


Table 3-23: Historical Populations for FAB Service Area

County / Area	2000	2010	2020	Percent Change 2010 - 2020	Percent Change 2000 - 2020
Prince Edward	19,719	23,368	21,849	-7%	10.8%
Town of Farmville	6,849	8,216	7,473	-10%	9.1%
Virginia	7,078,515	8,001,024	8,590,563	7%	21.4%

Table 3-24: Senior Citizen Share of Population for FAB Service Area

County / Area	2010	2020	Percent Change 2010 – 2020
Prince Edward	14%	17%	3%
Virginia	12%	15%	3%

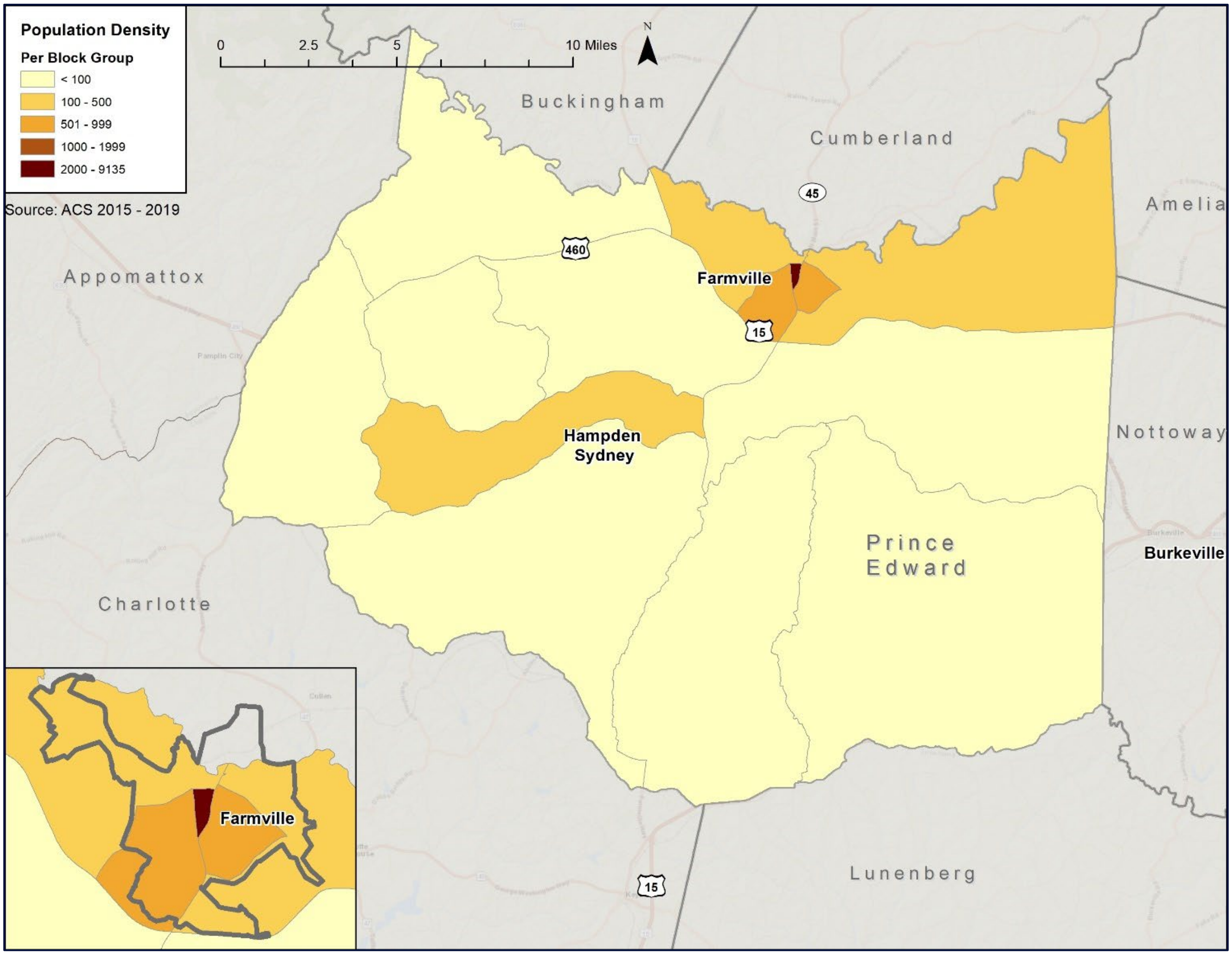
Table 3-24 shows that in Prince Edward County, the population of those ages 65 and older has increased slightly since 2010, mirroring the state's overall share of the senior population.

Population Density

Population density is often an effective indicator of the types of public transit services that are most feasible within a study area. While exceptions always exist, an area with a density of 2,000 persons per square mile will generally be able to sustain frequent, daily fixed route transit service. Conversely, an area with a population density below this threshold but above 1,000 persons per square mile may be better suited for flex route or microtransit services.

Of the fourteen block groups comprising Prince Edward County, there is one block group, located in central Farmville, that has this required level of population density to support a fixed route service. The next highest levels of population density are adjacent to that block group in Farmville and have population densities of 860 and 600 persons per square mile. One of these block groups is in an area slightly outside the Town of Farmville's southwest border.

Figure 3-21: Population Density for FAB Service Area



Future Population Projections

Projections developed by the ***University of Virginia Weldon Cooper Center*** shown in Table 3-25, estimate that the population of Prince Edward County will grow by 11.4% between 2025 and 2045, which is close to the projected population growth of the state of Virginia.

Table 3-25: Future Population Projections for FAB Service Area

County / Area	2025	2035	2045	Percent Change 2025 - 2045
Prince Edward	24,088	25,548	26,833	11.4%
Virginia	8,993,343	9,604,197	10,149,260	12.8%

SOURCE: UNIVERSITY OF VIRGINIA WELDON COOPER CENTER, POPULATION PROJECTIONS FOR VIRGINIA AND ITS LOCALITIES, 2025, 2035, 2045, INTERPOLATED FROM THE 2020-2040 PROJECTIONS

Transit Dependent Populations

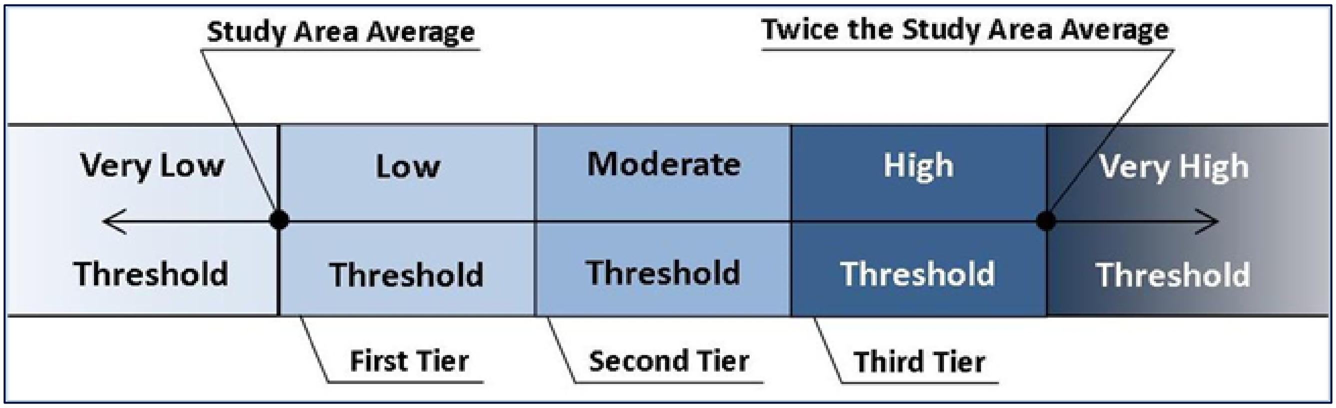
Public transportation needs are defined in part by identifying the relative size and location of those segments within the general population that are most likely to use transit services. These transit dependent populations include individuals who may not have access to a personal vehicle or are unable to drive themselves due to age or disability. Determining the location of these populations assists in the evaluation of current transit services and the extent to which the services meet community needs.

The Transit Dependence Index (TDI) is an aggregate measure displaying relative concentrations of transit dependent populations. Five factors make up the TDI calculation: population density, autoless households, elderly populations (ages 65 and over), youth populations (ages 10-17), and below poverty populations.

The factors above represent specific socioeconomic characteristics of area residents. For each factor, individual block groups were classified according to the prevalence of the vulnerable population relative to each county's average, as well as to the regional average. The factors were then put into the TDI equation to determine the relative transit dependence of each block group.

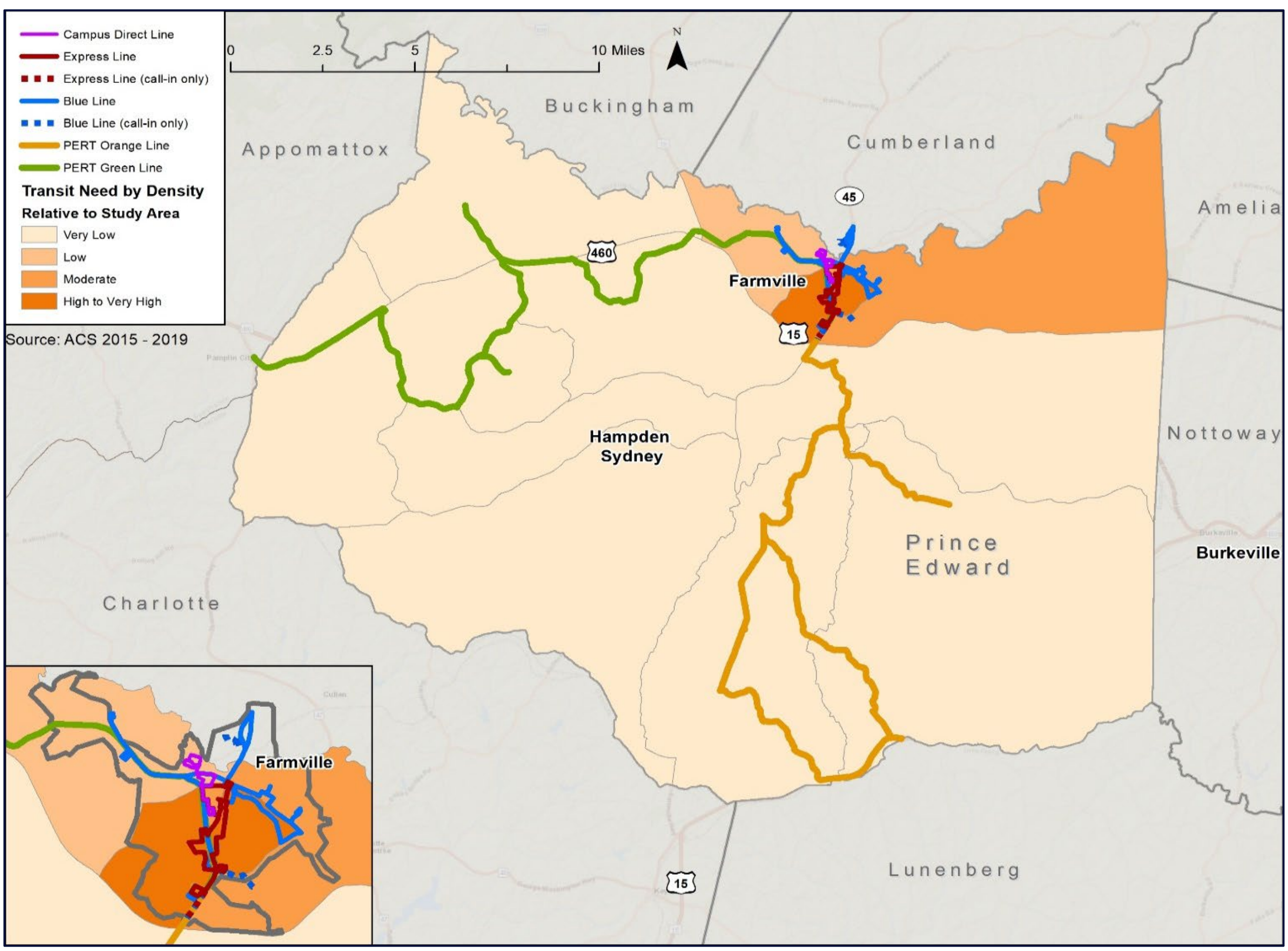
As illustrated in Figure 3-22, the relative classification system utilizes averages in ranking populations. For example, areas with less than the average transit dependent population fall into the "very low" classification, where areas that are more than twice the average will be classified as "very high." The classifications "low, moderate, and high" all fall between the average and twice the average; these classifications are divided into thirds.

Figure 3-22: Transit Dependent Populations Classification System



TDI rankings for the FAB service area, which includes Prince Edward County is represented in Figure 3-23. Block groups with a high TDI score are in Farmville and just southwest of Farmville's town borders.

Figure 3-23: Transit Dependence Index for FAB Service Area

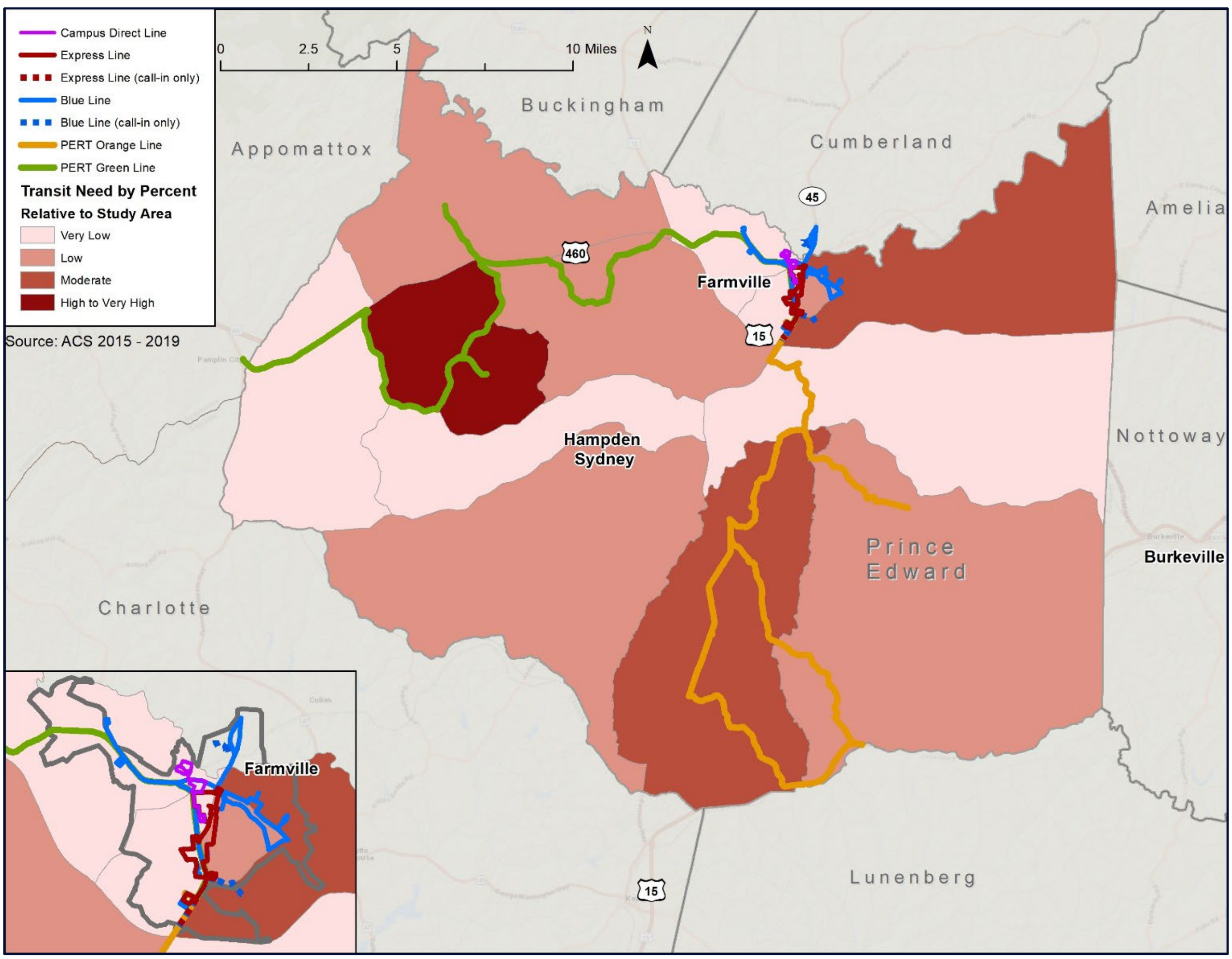


Transit Dependence Index Percentage

The Transit Dependence Index Percent (TDIP) provides a complementary analysis to the TDI measure. It is nearly identical to the TDI measure except for the exclusion of population density. The TDIP evaluates the total amount of transit dependent individuals in each block group, calculates the percentage of dependent individuals, and gives a score based on how that percentage relates to the study area average. The TDIP is useful in showing the block groups with a high degree of transit dependence, rather than a high number of transit dependent populations.

Block groups with a high TDIP score relative to the service area are found in a rural block group in the western part of the county, between Five Forks and state highway 460, which is served by the Green Line. Part of eastern and southern Farmville overlaps with a block group that has a moderate TDIP score. The center of this area includes Hendrick's store and Calvary Church. TDIP rankings for the FAB Region is represented in Figure 3-24.

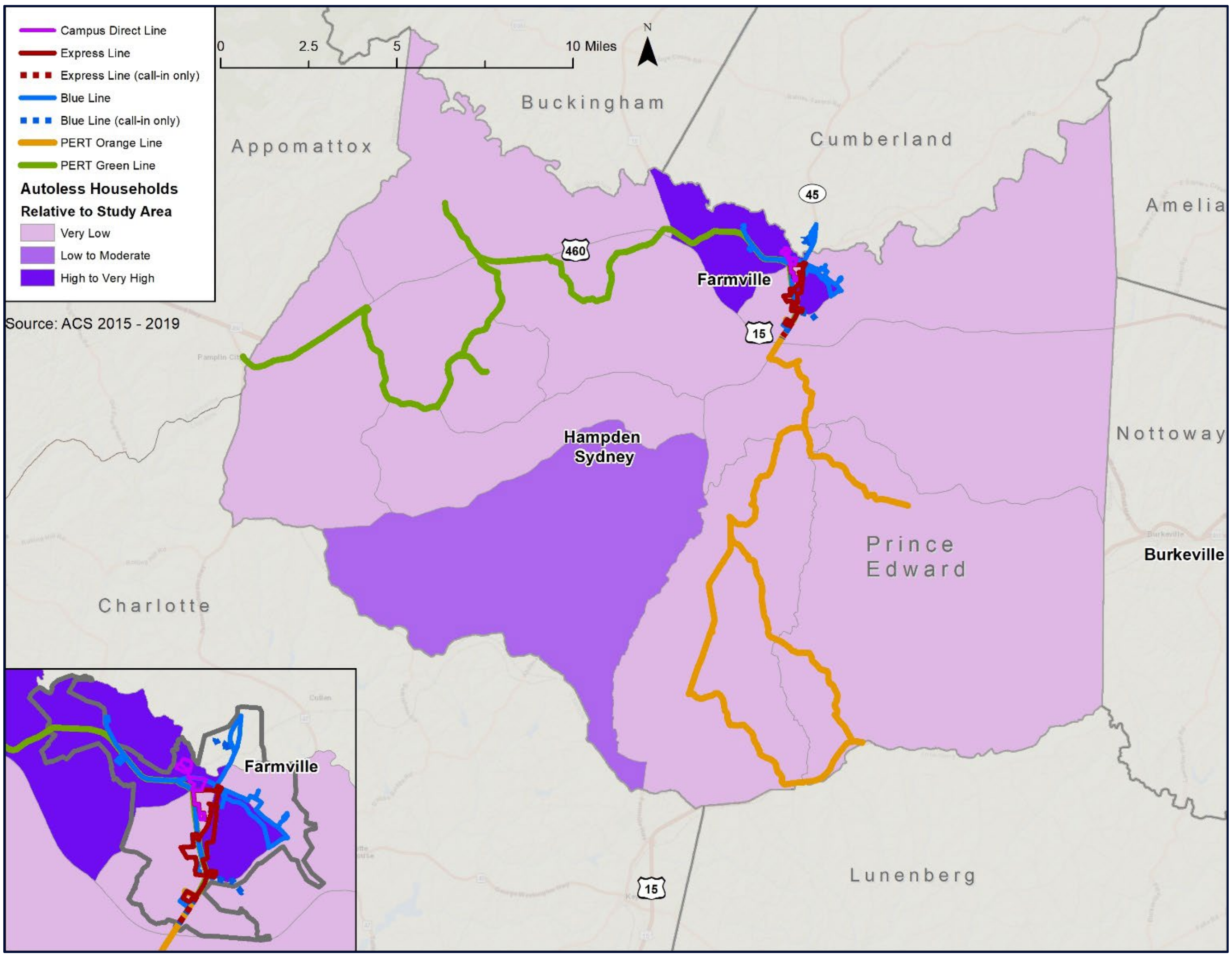
Figure 3-24: Transit Dependence Index Percentage for FAB Service Area



Autoless Households

Households without at least one personal vehicle are more likely to depend on the mobility offered by public transit than those households with access to a car. Figure 3-25 displays the relative number of autoless households for Prince Edward County. Block groups with a higher concentration of autoless households are in central and eastern Farmville (generally zoned for medium-high density residential), while another block group overlaps with northwestern Farmville (includes areas zoned for highway commercial, high-density residential and mobile homes).

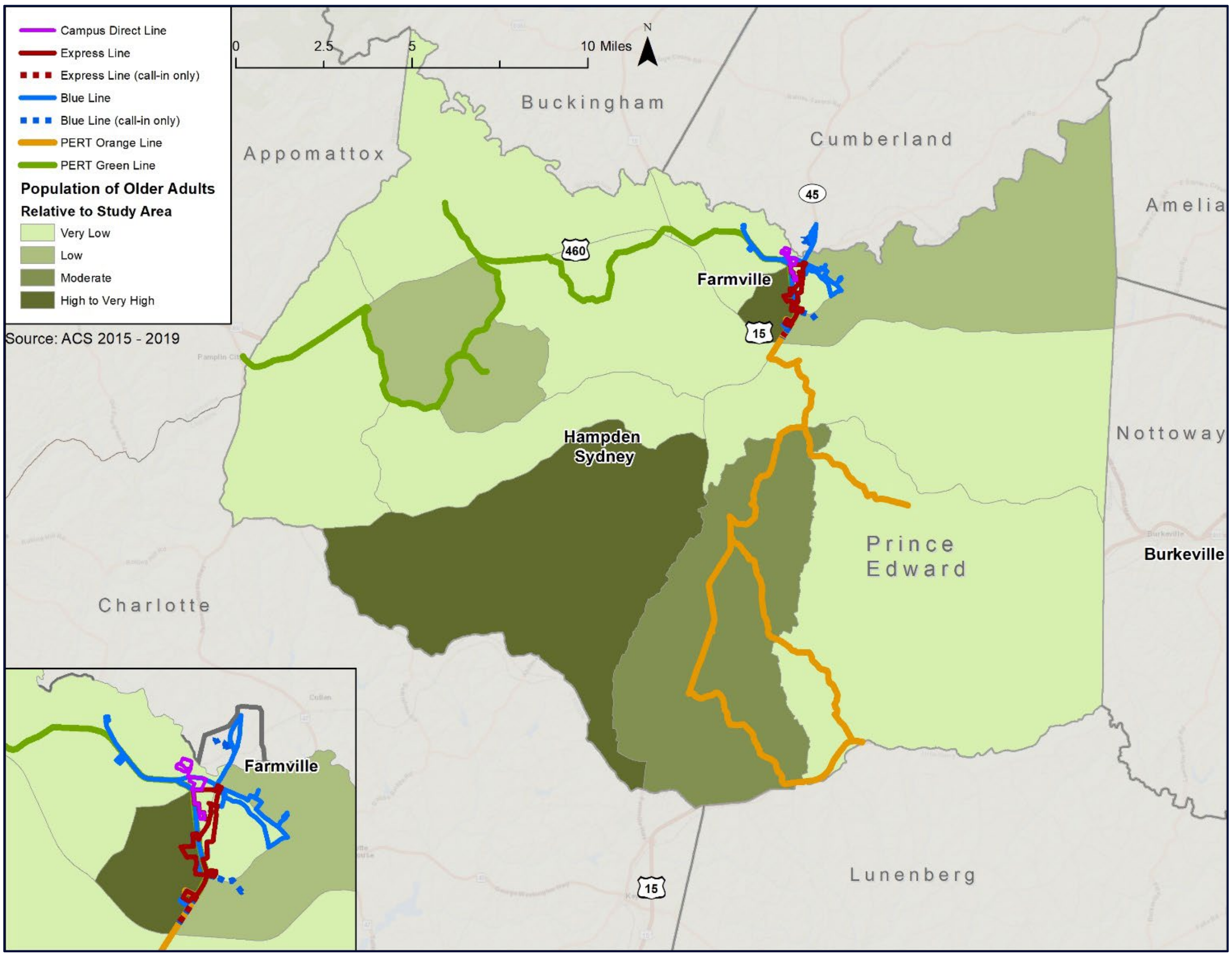
Figure 3-25: Autoless Households in FAB Service Area



Older Adult Population

Individuals ages 65 and older may scale back their use of personal vehicles as they age, leading to greater reliance on public transportation compared to those in other age brackets. A higher concentration of older adults is located in southwestern Farmville, which is zoned for low-density residential, and in another low-density block group in the southwest region of the county.

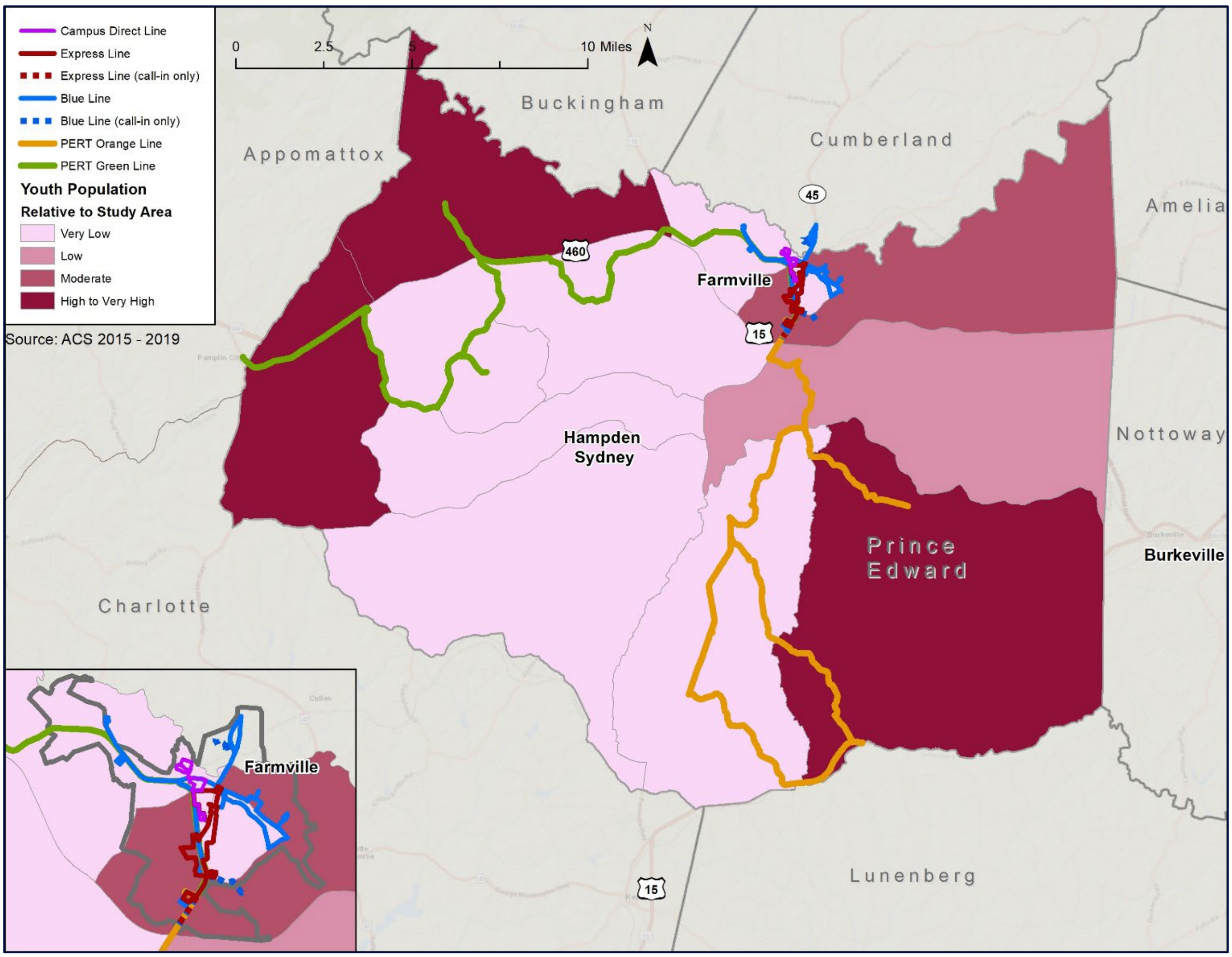
Figure 3-26: Older Adult Population in FAB Service Area



Youth Population

Youths and teenagers, ages 10 to 17 years, who cannot drive or are just beginning to drive but do not have an automobile available, appreciate the continued mobility from public transportation. Block groups with high levels of County and Buckingham County, and the southeastern region of the county. In Farmville, there are block groups with a moderate level of the youth population located in the southwest and eastern residential parts of the city.

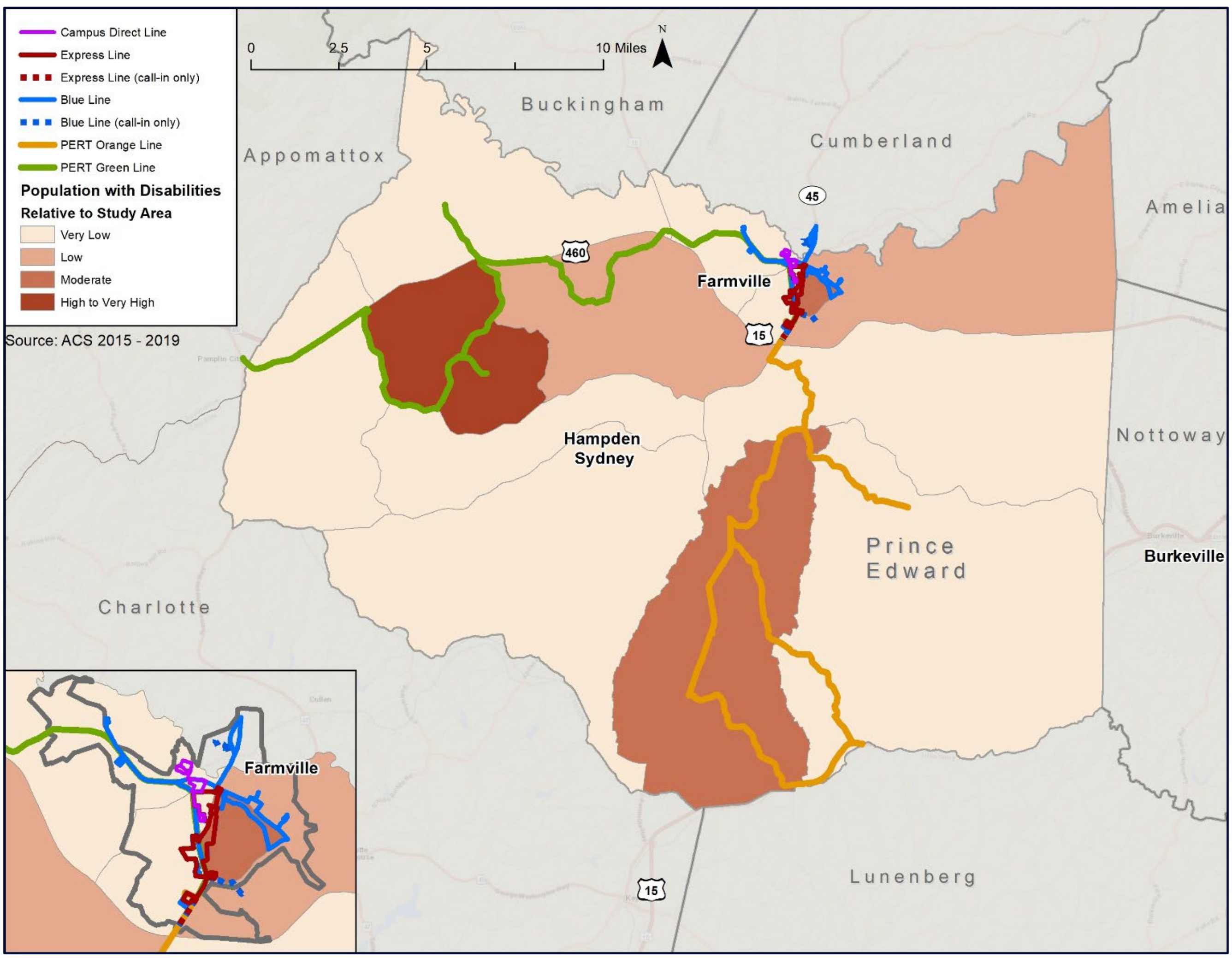
Figure 3-27: Youth Population in FAB Service Area



Individuals with Disabilities

Individuals with disabilities may be unable to operate a personal vehicle and consequently more likely to rely on public transportation. Block groups with higher concentrations of individuals with disabilities are found in a block group in the western part of the county, between Five Forks and state highway 460. As shown in Figure 3-28, this block group also has a very high TDIP score relative to the service area (Prince Edward County). There are also block groups with a moderate level of individuals with disabilities, including a residential block group in central Farmville and a large rural block group in the center of the county served by the Orange Line.

Figure 3-28: Individuals with Disabilities in FAB Service Area



Title VI Demographics Analysis

As part of the Civil Rights Act of 1964, Title VI prohibits discrimination based on race, color, or national origin in programs and activities receiving federal subsidies. This includes agencies providing federally funded public transportation. The following section examines the minority and below poverty populations of Prince Edward County. It then summarizes the prevalence of residents with Limited-English Proficiency (LEP). Farmville Area Bus System (FAB) is not required to evaluate its service and fare changes under Title VI because it does not meet the FTA thresholds regarding urbanized area (UZA) population and the number of vehicles operated in peak service. However, based on VDOT MTA guidance, it should still consider the following analysis before implementing any changes as a part of this TDP.

Minority Population

It is important to ensure that areas with an above average percentage of racial and/or ethnic minorities are not disproportionately impacted by any proposed alterations to existing public transportation services. Figure 3-29 depicts the approximate number of minority persons per block group in the study area. The average percentage of minority persons per block group is 39.8%. Of the 6 block groups in the county with an above average percentage of minority persons, one is in the medium-high density residential area in Farmville, another overlaps with northwestern Farmville, while the others are in the northwest and western region adjacent to Appomattox and Buckingham counties (served by the Green Line), and in the southeast of the county (partially served by the Orange Line).

Low-Income Population

The second socioeconomic group included in the Title VI analysis represents those individuals who earn less than the federal poverty level. These individuals face financial hardships that may make the ownership and maintenance of a personal vehicle difficult. In such cases, they may be more likely to depend on public transportation. The average percentage of persons living below the poverty line per block group is 13.8%. Of the 6 block groups in the county with an above average percentage of individuals living below the poverty level, one is in the eastern residential areas of Farmville, another is in the rural northeast corner of the county overlapping with eastern Farmville, while other block groups are west of Farmville (adjacent to highway 460 and areas served by the Green Line, and the southern part of the county (served by the Orange Line).

Figure 3-29: Minority Population in FAB Service Area

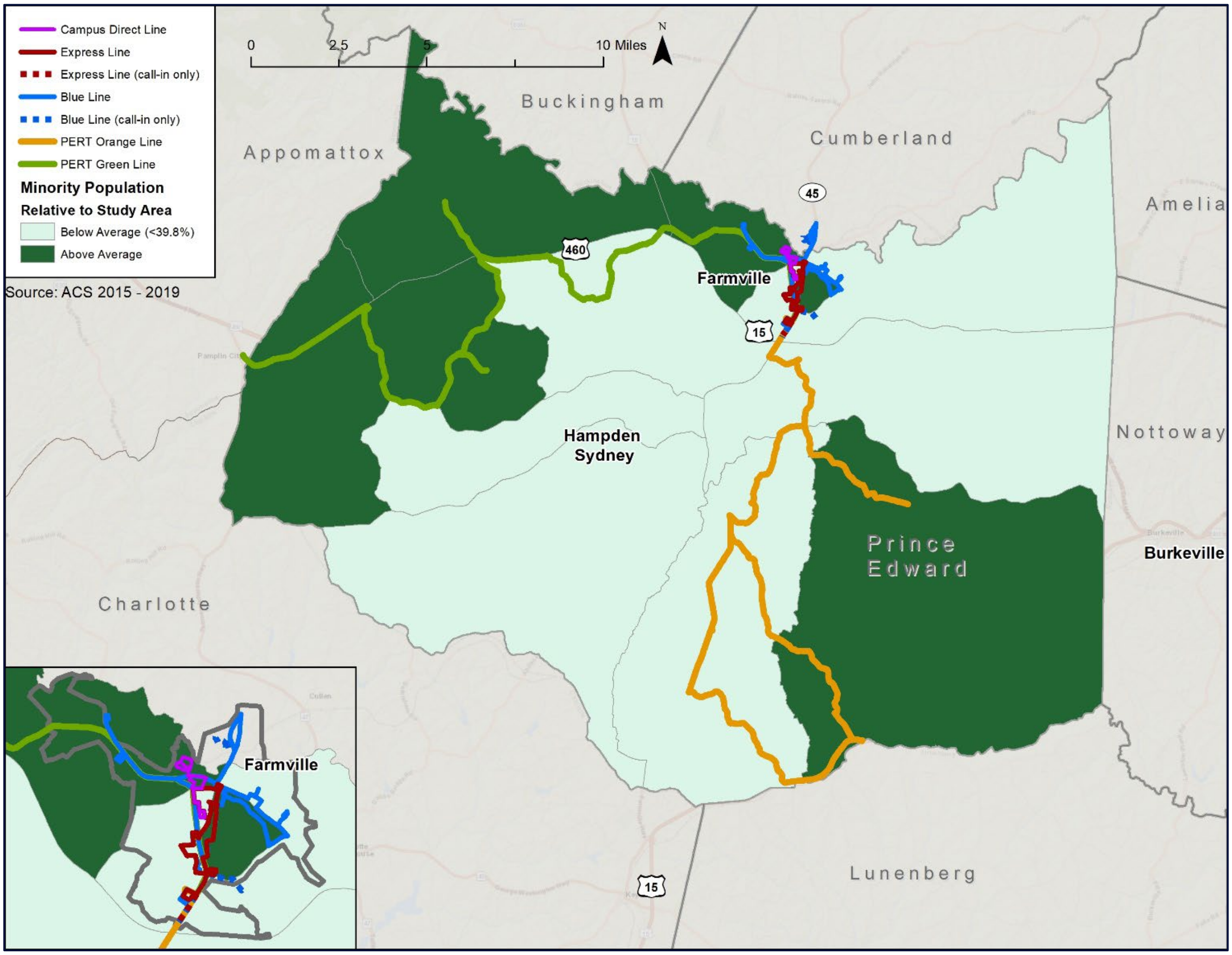
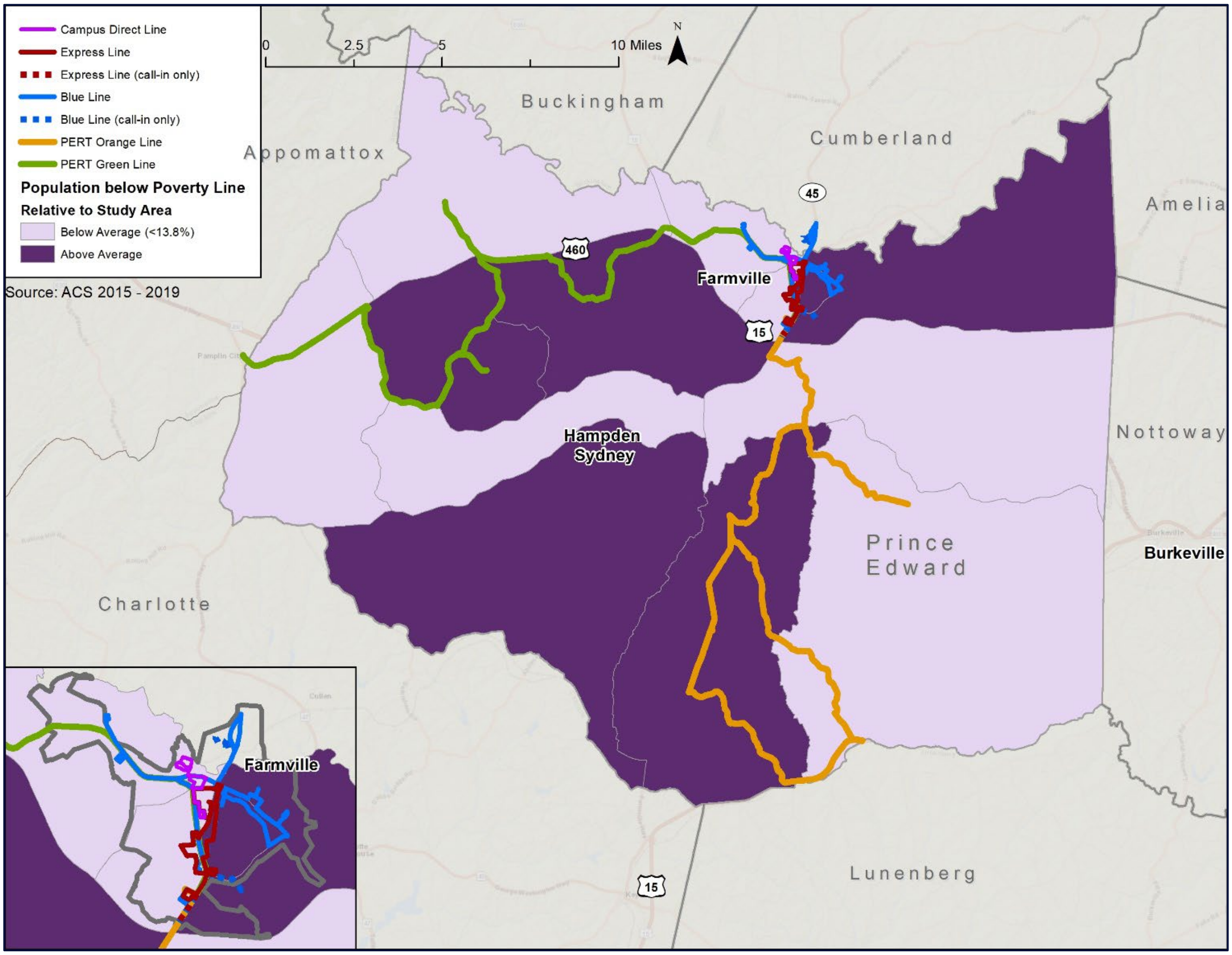


Figure 3-30: Low-Income Population in FAB Service Area



Land-Use Profile

Major land-uses are identified as origins from which a concentrated transit demand is generated and destinations to which both transit dependent persons and choice riders are attracted. This analysis will focus on the location of major employers and commuter travel patterns.

Major Employers

Providing transit services to major employment locations is advantageous to both the employee, as the individual is provided with direct access to their occupation and subsequent source of income, and the employer, as this entity will have assurance that their current or potential workforce will have diverse options of accessing the destination. Table 3-26 provides a listing of the ten largest employers in the FAB service area.

Table 3-26: Top Twenty Employers in the FAB Service Area

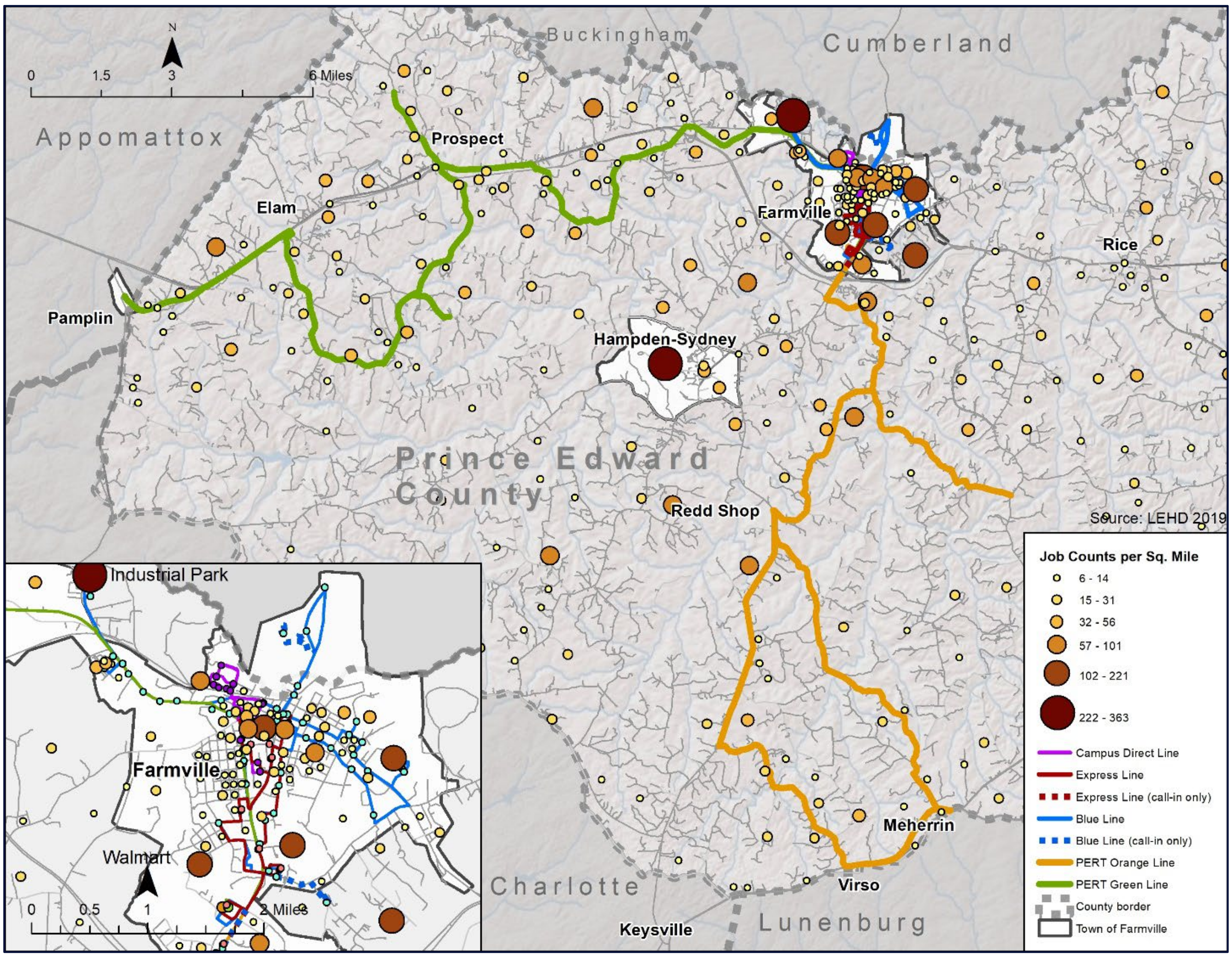
Prince Edward County	Served by FAB	Prince Edward County	Served by FAB
Longwood University	Yes	County of Prince Edward	No
Centra Health	Yes	J.R. Tharpe Truck Company	No
Prince Edward County Public Schools	Yes	Piedmont Regional Jail	No
Walmart	Yes	Green Front Furniture Store	Yes
Hampden-Sydney College	No	Helton House, Inc	No
Pike Electric	No	Town of Farmville Department of Public Works	No
The Woodland Nursing Home	Yes	Food Lion	Yes
Aramark Campus LLC (Longwood University)	Yes	Farmville Health and Rehab Center, LLC	No
Crossroads Services Board	No	The North Street Press Club	No
Lowes' Home Centers, Inc.	No	Fuqua School	Yes

SOURCE: VIRGINIA EMPLOYMENT COMMISSION, ECONOMIC INFORMATION & ANALYTICS, 1ST QUARTER 2022

Employment Density

An employment density map for the FAB service area was downloaded from the Census Bureau's OnTheMap program. It is provided as Figure 3-31. This map shows that there is a high concentration of jobs in Hampden-Sydney and Farmville, particularly at the Industrial Park, Longwood University, near the Walmart Shopping Center and at Hampden-Sydney. Outside of these areas, jobs are highly dispersed or located in other counties. The places with the most jobs per square mile are at Hampden-Sydney with 363 jobs/square mile, followed by the Industrial Park (222 jobs/sq. mile).

Figure 3-31: Employment Density in FAB Service Area



Travel Patterns

In addition to considering the city's major employers and job centers, it is also important to consider the commuting patterns of residents and workers. According to ACS five-year estimates for 2015-2019, about 35% of Prince Edward County's service area's employed residents also work in Prince Edward County. The most common workplace destination for Prince Edward County's residents is Farmville (24%), followed by Lynchburg (4.3%) and Richmond (3.6%). These data are shown in Table 3-27.

Table 3-27: Work Locations for Prince Edward County Workers

Work Locations for Residents	Count	Share
All Places (Cities, CDPs, etc.)	8,837	100%
Farmville, VA	2,116	23.9%
Lynchburg, VA	381	4.3%
Richmond, VA	319	3.6%
Hampden-Sydney, VA	248	2.8%
Norfolk, VA	75	0.8%
Danville, VA	70	0.8%
Roanoke, VA	68	0.8%
Appomattox, VA	67	0.8%
Virginia Beach, VA	65	0.7%
Crewe, VA	57	0.6%
All Other Locations	5,371	60.8%

SOURCE: US CENSUS, ONTHEMAP APPLICATION AND LEHD ORIGIN-DESTINATION EMPLOYMENT STATISTICS (2019)

Prince Edward County is a net importer of workers, meaning there are more jobs in the county than there are people in the regional workforce. Of the estimated 9,084 workers in the county, 65% are employed outside the county. The top ten home locations for people who work in the county area are shown in Table 3-28. The top three locations (Farmville, Lynchburg, Hampden-Sydney) make up about 14% of workers. Of the top ten locations, only two (Farmville and Hampden-Sydney) are located in Prince Edward County.

Table 3-28: Home Locations for Prince Edward County Workers

Home Locations for Workers	Count	Share
All Places (Cities, CDPs, etc.)	9,084	100%
Farmville, VA	938	10.3%
Lynchburg, VA	193	2.1%
Hampden-Sydney, VA	173	1.9%
Richmond, VA	98	1.1%
Crewe, VA	58	0.6%
Virginia Beach, VA	55	0.6%
Victoria, VA	45	0.5%
Danville, VA	41	0.5%
Blackstone, VA	39	0.4%
Roanoke, VA	38	0.4%
All Other Locations	7,406	81.5%

As shown in Table 3-29, the vast majority of residents drive alone to work (85%). Meanwhile 9.4% carpool to work and less than one percent use public transportation. About 4.3% of workers do not travel anywhere and work from home, a percentage which is likely higher now due to the rise of telecommuting after the COVID-19 pandemic. The mean travel time to work is 22.8 minutes, which is less than the Virginia statewide mean travel time to work of 28.6 minutes.

Table 3-29: Journey to Work Travel Patterns

Journey to Work Data	Number	Percent
Workers 16 years and over	8,233	100%
Car, truck, or van -- drove alone	7,039	85.5%
Car, truck, or van -- carpooled	774	9.4%
Public transportation (excluding taxicab)	57.6	0.7%
Walked	576	7.0%
Taxicab, motorcycle, or other means	181	2.2%
Worked from home	354	4.3%
Mean travel time to work (minutes)	22.8	

SOURCE: 2020 ACS 5-YEAR ESTIMATES, COMMUTING CHARACTERISTICS

Review of Previous Plans and Studies

This section reviews plans and studies that are relevant either to FAB or to the provision of public transportation in the region and have been completed since the 2016 TDP.

Farmville Comprehensive Plan 2020

The most recent version of the City's Comprehensive Plan was adopted in June 2020. The Plan is intended to serve as a guide for the physical development of the city through the year 2030. The goals for the city, as outlined in the Comprehensive Plan are grouped into the following categories:

- Environment
- Cultural Resources
- Population & Housing
- Economy
- Community Facilities
- Land Use
- Transportation

A few major themes for improving the community were identified during the public input process for the plan, which included a community survey drawing 484 responses. Some highlights:

- Most residents said Farmville should focus on providing amenities to attract/retain young people, while others said the town should encourage economic development and job growth.
- Most residents agreed that Farmville should welcome new growth and development that includes both residential and commercial growth.

The Plan includes specific land use recommendations for the planning areas of the city, including encouraging mixed-use in the downtown, a wider mix of residential types, reducing minimum lot sizes and allowing for higher density development in select areas.

The Transportation Section of the Plan does not mention public transportation within the overall transportation goal, but says it welcomes "pedestrians, bicycles, and automobile traffic." These modes including public transportation are mentioned within the key strategies including the following:

- **Public transportation** – Farmville plans to continually review the need for new or expanded public transportation services. The plan notes that the town should consider expansion into neighboring areas where there is a lack of service for residents who desire or need Farmville for entertainment, employment, shopping or healthcare.
- **Pedestrians and bicycles** – Farmville notes a few key strategies pertaining to pedestrians and bike safety/connectivity, including 1) Pedestrian and bicycle master plan to study and prioritize necessary non-automobile connections. 2) Assess, identify, and improve the town's busiest intersections to organize traffic and increase pedestrian safety. 3) Construct streetscape

improvements along Griffin Boulevard and South Main Street providing landscaping and high-quality pedestrian space. The plan notes that one of the major barriers is the connectivity and flow from Longwood University Campus to downtown and other portions of Farmville.

- **Parking** – Farmville notes the importance of "adequate and conveniently located parking" as part of a viable transportation network; currently providing six free public parking lots in the downtown area and limited on-street metered parking. A pre-pandemic Longwood University Master Plan identified a shortfall of 250 spaces while a 2019 University Pedestrian and Parking Study recommended correcting a parking shortfall but does not mention parking management strategies such as shared parking. Farmville notes that parking should continue to be studied and "all options for adding parking and encouraging pedestrian mobility should be explored".

Farmville 2035 Transportation Plan

The Farmville 2035 Transportation Plan was developed as a cooperative effort between the Federal Highway Administration, the Virginia Department of Transportation (VDOT) and the Town of Farmville. VDOT will use this document when considering requests from the Town for local roadway improvements, as well as when making decisions about improvements to larger thoroughfare routes. The plan recommended a set of transportation improvements to best satisfy existing and future transportation needs.

The 2035 Transportation Plan includes the following:

- Phase One (2007): Safety Enhancements at key intersections.
- Phase Two (2015): Safety Enhancements at Main Street and Milnwood Road and the intersection of Oak Street and Griffin Boulevard/High Street.
- Phase Three (2035): Construct a new north-south route across the Appomattox River to the east of Main Street including a new bridge. Second, construct the East U.S. Route 460 Interchange.

The planning process included data collection, forecasting of future traffic demands, development of recommendations to meet existing and future needs, coordination with Farmville citizens and government officials, and environmental overview and Plan documentation.

Prince Edward County 2014 Comprehensive Plan

This plan was prepared and adopted as an update to the County's previous plan adopted in 2005, under the direction of the Prince Edward County Planning Commission.

In terms of transportation, the county's goal is to "provide for the efficient, safe and economical movement of people and goods within the County." Objectives that pertain to public transportation include:

- Promote transportation system improvements that are beneficial to the economic health of the County.

- Promote a multi-modal transportation system within the County that complies with Chapter 729. Strategies include encouraging the provision of demand responsive transit services and to work with VDOT and local advocacy groups to develop and implement a bike/trail system within the County.

- Coordinate land use and transportation decisions.

In terms of land use, the county's goal is to "ensure the optimal use of land resources" within the county, and "promote and support an environmentally sound future land use pattern that provides for a variety of community needs.

A primary objective is using the Comprehensive Plan as the primary policy guide for the County's land use and community facility decisions. Strategies include ensuring that large residential, commercial and industrial development proposals locate in areas where the transportation system can accommodate the demands of the new development. Another objective is to discourage scattered development patterns which are incompatible with the County's ability to provide adequate and cost-effective public services and facilities. A strategy is to promote compact, well planned commercial areas and discourage strip commercial development patterns along the County's primary highways.

In terms of housing, the county's goal is to provide adequate, safe, and affordable housing that meets the needs of all County citizens. Objectives include:

- Ensure that adequate land is available for housing of various styles and densities.

- Promote innovative housing designs and residential communities. Strategies include amending the County's zoning and subdivision ordinances to allow for cluster housing communities and traditional neighborhood developments. In addition, evaluating the County zoning ordinance to support the construction of well-planned adult living and retirement housing.

- Promote the integrity of existing residential neighborhoods.

- Improve existing housing and neighborhood conditions within the County.

- Support affordable housing opportunities for low to moderate income citizens.

Chapter 4: Alternatives

Introduction

The purpose of this chapter is to present a series of service and capital improvements for FAB to consider for implementation during the ten-year planning horizon covered by the TDP. These potential improvements were developed based on the data compiled and analyzed in Chapters 1-3, together with input from FAB and DRPT staff. The potential service improvements are presented first, followed by the capital projects.

Service Improvements

The following potential service improvements were developed through a review of the gaps in current services identified through input from riders and area stakeholders. Each of the service concepts is detailed in this section, and includes:

- A summary of the service concept
- Potential advantages and disadvantages
- An estimate of the operating and capital costs
- Ridership estimates

The cost information for these proposals is expressed as the fully allocated costs, which means all program costs on a per unit basis are considered when contemplating expansions. This overstates the incremental cost of minor service expansions, as there are likely to be some administrative expenses that would not be increased with the addition of a few service hours. These cost estimates were based on FY2022 operating expenses[1], thus $79.84 cost per hour is used in our projections (note: prior to the Covid-19 pandemic cost per hour was about $52.00).

The proposed service improvements include potential options for the five FAB routes. They focus on:

- Fixed Route Options
  - Sunday service for Blue Line
  - Later evening hours for Blue and Express Lines
  - More frequency for Blue, Campus and Express Lines
  - Implement Microtransit Service
- Infrastructure

[1] Pandemic effects have dramatically increased the costs of operating service, particularly the rising cost of fuel.

Operate Service Every Sunday for Blue Line

FAB currently provides service Monday – Saturday for the Blue Line. This service improvement would provide regular Sunday service for the Blue Line, which would be helpful for transit-dependent Farmville residents to run errands, shop and conduct social activities. This alternative proposes service from 10:00 a.m. to 6:00 p.m. The Campus Direct Line and Express Line already provide service on Sunday.

Table 4-1: Potential Impacts of Sunday Service for Blue Line

Advantages	Disadvantages
• Addresses the priorities expressed by current riders, especially long-term Farmville residents. • Provides mobility options for riders to use every Sunday including for employment, shopping and religious trips. • Would not require additional capital to run the service.	• Will result in additional operating expenses. • May reduce route productivity on weekdays. • Would require FAB to update its print and web materials.
Operating Hours and Cost Estimates	**Ridership Impacts**
• If the Blue Line Sunday routes each operate an hour-hour span of service (plus an hour for deadheads), the annual operating expenses are estimated to be about $36,000.	• Untested service - current Saturday service data is also unavailable so Sunday service estimates cannot be projected.

Later Evening Hours for Blue Line

FAB currently provides Blue Line service Monday – Saturday until 6:15 p.m. Meanwhile, the Express Line has service Monday – Thursday and Sundays until 8:00 p.m., and on Fridays and Saturdays until 11:00 p.m. This service improvement would provide evening service for three additional hours (until 9:15 p.m.), Monday – Saturday for Farmville residents who live along the Blue Line.

Table 4-2: Potential Impacts of Later Evening Hours for Blue Line

Advantages	Disadvantages
• Addresses a need for later evening hours from rider surveys. • More attractive to workers and students. • Increases social opportunities. • Does not require additional capital.	• Increases annual operating expenses. • Still might not be enough to capture untraditional working hour employees. • May reduce route productivity on the route during the daytime.
Operating Hours and Cost Estimates	**Ridership Impacts**
• Three additional hours of evening service from Monday – Saturday for the Blue Line will total around $74,725 annually under the current hourly frequency.	• Ridership per hour will be slightly lower since it is on the peripheral. For the Blue Line, if we predict service will be 75% as successful – 4.86 trips per hour is used totaling 3,791 trips per year (hour headways). • With the addition of Saturday evening service, there is an estimated 4,549 trips per year (hour headways).

More Frequency for Campus Direct Line

The top improvement suggested by students in our rider survey was "better timeliness." Adding an additional vehicle for the Campus Direct Line would help improve overall timeliness for buses, reducing headways from 30 minutes to 15 minutes.

Table 4-3: Potential Impacts of More Campus Direct Line Frequency

Advantages	Disadvantages
• Reduces headways in half, from 30 minutes to 15 minutes. • Provides higher service for both students and residents along key corridors. • Increased convenience for customers. • Increased ridership.	• Increasing frequencies may reduce productivity and add to annual operating costs (as service would double but ridership likely would not). • Any route and schedule adjustments would require FAB to update its print and web materials.
Operating Hours and Cost Estimates	**Ridership Impacts**
• Adding a second weekday bus (18 hours a day) will total around $273,000 annually. • Adding a second weekend bus (15 hours a day) will total around $91,000 annually.	• It is estimated that weekday ridership increases moderately (predicting service will be 75% as successful) – 7.32 trips per hour is used totaling around 25,000 trips per year. • Similarly, weekend ridership increases 7.32 trips per hour is used totaling 8,345 trips per year.

Additional Frequency for Express Line

As noted earlier, the top improvement suggested by students in our rider survey was "better timeliness." Adding an additional vehicle for the Express Line would help improve overall timeliness for buses, reducing headways 30 minutes to 15 minutes.

Table 4-4: Potential Impacts of Additional Express Line Frequency

Advantages	Disadvantages
• Reduces headways in half, from 30 minutes to 15 minutes. • Provides higher service for both students and residents along key corridors. • Increased convenience for customers. • Increased ridership.	• Increasing frequencies may reduce productivity and add to annual operating costs (as service would double but ridership likely would not). • Any route and schedule adjustments would require FAB to update its print and web materials.
Operating Hours and Cost Estimates	**Ridership Impacts**
• Adding a second bus Monday-Thursday (9 hours a day) will total around $109,200 annually. • Adding a second Friday-Saturday bus (15 hours a day) will total around $72,800 annually. • Adding a second Sunday bus (8 hours a day) will total around $25,275 annually.	• It is estimated that Monday-Thursday ridership increases moderately (predicting service will be 75% as successful) – 4.97 trips per hour is used totaling around 8,500 trips per year. • Similarly, Friday-Saturday ridership increases 4.97 trips per hour is used totaling 4,535 trips per year. • Additional Sunday ridership would be around 1,500 annual trips.

Increased Blue Line Frequency

One of the top improvements in our June survey (mostly Blue Line riders) was "more frequent service." Adding an additional vehicle for the Blue Line would help improve overall timeliness for buses, reducing headways from 60 minutes to 30 minutes.

This alternative would supplement the core FAB service by reducing headways for the Blue Line to 30 minutes all day. Since the routes currently operate on hour headways, multiple scenarios are available for implementation – adding a second bus in the same direction or adding a second bus in the reverse direction. This will require adding one additional all-day vehicle. This improvement addresses the third highest improvement from the June survey – more frequent service. The potential impacts of this proposal are outlined in Table 4-5.

Table 4-5: Potential Impacts of Increased Blue Line Frequency

Advantages	Disadvantages
• Reduces headways in half, from 60 minutes to 30 minutes. • Provides higher service along core route. • Increased convenience for customers. • Increased ridership.	• Increasing frequencies may reduce productivity and add to annual operating costs (as service would double but ridership likely would not). • Any route and schedule adjustments would require FAB to update its print and web materials.
Operating Hours and Cost Estimates	**Ridership Impacts**
• Adding a second bus Monday through Saturday (11 hours a day M-F; and 10 hours a day Sat.) will total around $289,000 annually.	• The Blue Line provides 6.48 passenger trips per hour. It is likely that overall ridership increases, but productivity drops because trips are spreading over more hours. Thus, 4.54 "new" passenger trips per hour (70% of the current trips/hr.) are achieved, the annual ridership increase would be around 14,750 trips.

Implement Microtransit Service

As on-demand ride-hailing apps like Uber have become a common mobility option over the past decade, demand has risen for public transit services that utilize mobile technology to provide on-demand transportation services. In the past few years, microtransit services have emerged across the country. Prince Edward County is a large rural county with limited transit options outside of Farmville. A microtransit pilot service could be implemented in Farmville to provide extended evening service within the Town of Farmville or serve riders to/from Hampden Sydney College which has the highest density of jobs in the county outside of Farmville. Given that Farmville already has a high density of transit dependent populations such as students, as well as an active ADA paratransit service, Farmville would be a strong candidate for a pilot microtransit service. Microtransit could be a viable option as both a peak hour commuter service or a more local service for shopping or other errands.

Microtransit Pilot Service

Options for operating public transit services have become very diverse, spanning from conventional fixed route service through semi-flexible service on-demand microtransit. The Farmville Area Bus expedition into this service option should be based on the identified parameters from above. A logical first approach is converting the existing Town of Farmville service into pilot microtransit routes. Each of the current "Line" routes display characteristics of succeeding, however, the two that boast the greatest potential for success are the Campus Direct Line and Express Line. Alternatively, a microtransit zone can be setup to include Hampden Sydney and areas of Farmville currently not served by fixed route service. Table 4-6 highlights the potential impacts for microtransit.

Table 4-6: Potential Impacts of Microtransit

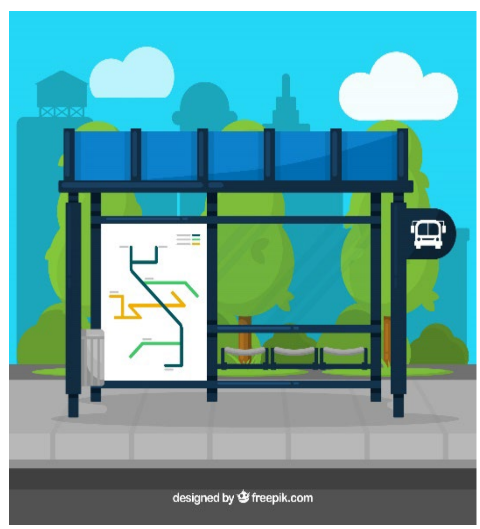
Advantages	Disadvantages
• On-demand, e-hailing service for the general public. • Increases service levels (on-demand) for ADA paratransit ambulatory customers. • All vehicles are ADA (wheelchair) accessible. • Alleviates demand from traditional services. • Reduces operating cost and improves system productivity.	• Expenses for procuring and there are ongoing maintenance costs. Staff resources and time are needed to develop. • Not all riders will have devices that will allow them to use the app or real-time transit information. • Customers may be unable to pay cash while boarding the vehicle. • If demand outpaces supply, has the potential to increase the agency cost. • Requires funding from partnerships with Longwood University or Hampden-Sydney College.

Cost Estimates	Ridership Impacts
• Operational costs would be cost neutral – transitioning existing service into Pilot Microtransit route. Especially when considering combining the Blue Line, Campus Direct, and Express Line services under one zone. • Modest savings through the provision of fewer paratransit trips. • Cost efficiency/savings realized through reduced fuel consumption. • Microtransit implementation: one-time startup cost of $200,000[2], plus a monthly fee $500 per vehicle (2 vehicles proposed).	• Depending upon how the service is implemented, may complement fixed route ridership especially evening or late-night service. • Likely will reduce ADA ridership and increase "flex" (microtransit) ridership.

Capital Improvements

Additional Shelters and Benches at Stops

As detailed in Chapter 1, there are 69 designated stops with signage in the FAB system, all located in the Town of Farmville. However, there are only 14 shelters in the FAB system, all located in Farmville, with some found in downtown Farmville, Sunchase Apartments and Longwood University. Most shelters include route maps and scheduling information placards. The rider survey and staff input indicated that customers would like to have additional bus shelters and benches. New passenger shelters represent a significant investment, while the cost of additional benches should be much lower and quicker to install. Installing benches at key stops without shelters and high stop activity or where riders may need them the most (such as residential areas or locations with older adults) will generate more ridership along FAB routes, by providing more comfort and accessibility for seniors and individuals with disabilities, and making FAB bus stops more visible along key corridors.



[2] Startup cost typically includes planning and technical assistance, microtransit simulation, onsite training & installation, setup fees, customer support, software license, hardware, marketing & design, and analytics & reporting.

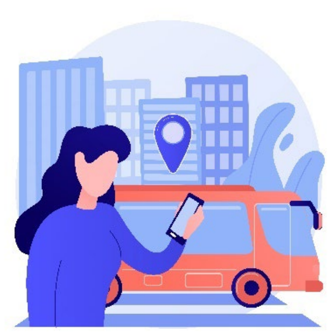
Table 4-7: Potential Impacts of Additional Shelters and Benches at Stops

Advantages	Disadvantages
• Responds to need expressed by 1/3 riders in the Rider survey. • Benches are quicker and cheaper to install than shelters. • Improves accessibility, safety, and comfort for transit dependent riders. • Provides visibility of riders to drivers. • Improves visibility of the transit system and offers marketing and partnership opportunities.	• Adds significant capital costs - purchasing, installing, and maintaining shelters. • Implementation issues – it can be difficult to work out agreements with property owners to site shelters.
Cost Estimates	**Ridership Impacts**
• A concrete pad with a shelter and a bench is likely to cost between $10,000 and $15,000, depending upon the site.	• Should have modest increase in ridership due to increased comfort and safety of riders.

Real-Time Transit Information/Smartphone App

Real-time transit information refers to a system whereby the actual location of a transit vehicle can be accessed by the public as it travels along its route. Customers can typically use smart phones, tablets, computers, or information kiosks to access this information. This technology has been used by urban transit programs for many years. As the technology has become more available, small urban and rural systems are increasingly making this information available for their fixed routes and deviated fixed routes.

This technology typically relies on automatic vehicle location (AVL) devices onboard the vehicles that relay the location back to an interface that displays it for either management or the public, or both. Often these systems are tied to other technology management tools used by transit programs, such as routing and scheduling software.



The next generation of this technology would be a FAB smartphone app. This would provide FAB route schedules, maps, an e-fare payment option and real-time transit information that can be accessed by the public as buses travel along its routes. While FAB may not quite be ready to implement this technology, it is reasonable to include it as an initiative to pursue for the later years of the plan.

Table 4-8: Potential Impacts of Providing a Real-Time Transit Information/Smartphone App

Advantages	Disadvantages
• Responds to rider input for better timeliness by communicating real-time information on bus locations. • Allows possibility for an e-fare option, further improving bus timeliness and bus convenience for cashless riders. • Allows riders to know when the next bus is coming to their stop, thus alleviating the anxiety of wondering when it will come, by alerting passengers of bus statuses, route modifications and other changes. • Improves visibility of FAB and offers marketing and partnership opportunities. • Allows the operations manager to know where all of the vehicles are, which provides a way to track on-time performance.	• Expenses for procuring and there are ongoing maintenance costs. Staff resources and time is needed to develop. • Not all riders will have devices that will allow them to use the app or real-time transit information.
Cost Estimates	**Ridership Impacts**
• Real-time transit information varies in cost depending upon the system, as well as whether or not the vehicles are already equipped with AVL technology. • The cost is about $15,000 per vehicle (capital/ technology), plus a monthly fee (typically in the $1,200 range).	• Real-time transit information can improve ridership incrementally as customers feel more secure knowing when the vehicle will be arriving at their stop.

Summary of TDP Proposals

A summary of the TDP proposals is provided in Table 4-9.

Table 4-9: Summary of TDP Proposals

Service and Capital Improvement Proposals	Total Annual Costs - FY23 Dollars	Capital Costs
Operating:		
Blue Line – Sunday Service	$36,000	$0
Blue Line – Later Evening Hours Monday-Saturday	$74,725	$0
Campus Direct Line – Increased Frequency Weekdays Weekend	 $273,000 $91,000	 $0 $0
Express Line – Increased Frequency Monday – Thursday Friday – Saturday Sunday	 $109,200 $72,800 $25,275	 $0 $0 $0
Blue Line – Increased Frequency	$259,500	$0
Microtransit Service	$7,500	$200,000
Subtotal Operating	$949,000	**$200,000**
Capital/Infrastructure/Technology:	**Total Annual**	**Total Capital Cost**
Additional Shelters - 10	$0	$150,000
Real-Time Transit Information	$14,400	$225,000
Subtotal Capital/Infrastructure/Technology	**$14,400**	**$375,000**
Total Cost of All Potential TDP Proposals	**$963,400**	**$575,000**

Funding Sources

The funding scenario for operating expenses typically involves first calculating the net deficit, which is defined as the difference between the sum of all allowable expenses minus all operating revenues (fares, advertising, any others). The net deficit is then usually eligible to be funded through FTA's Section 5311 program (50% of the net deficit); DRPT's state assistance program (25%), with the remaining 25% coming from local funds. In this case the local funds are provided by the Town of Farmville and Prince Edward County.

Capital costs in Virginia are typically funded using the following formula: 80% federal; 16% state; 4% local.

It is anticipated that any new services proposed for implementation will be funded through these same programs, with the local match required being provided by the local jurisdiction based on their previously agreed-upon formula.

Chapter 5:
Implementation Plan

Introduction

The Implementation Plan provides a general outline of the steps required to implement the Service and Capital Improvement Plan described in Chapter 4. This first section includes a discussion of the major activities for each year of the plan, followed by a capital replacement plan for vehicles, passenger amenities and technology systems.

Transit Development Plan Initiatives by Year

Each planning year covered by the FAB 2022 TDP is listed below (FY2024 – FY2033), followed by the list of improvements scheduled for the year, along with some general implementation steps. Greater detail is provided for the short-term projects than for the longer-term projects. It should be noted that this schedule has been constructed using currently available information with regard to service priorities and funding constraints. Additional resources or shifting priorities may change this schedule and FAB can address these changes through the annual TDP update process.

FY2024

- Develop list with priority locations for bus stop benches at key stops without shelters.
- Conduct planning and preparations for Sunday service for Blue Line.

FY2025

- Implement Sunday service for Blue Line.
- Continue installation of bus stop benches at key stops without shelters and continue to assess other locations as appropriate.
- Conduct planning and preparations for increasing frequency for Campus Direct (weekdays) and Express Lines (Monday - Thursday).

FY2026

- Implement increased frequency for Campus Direct (weekdays) and Express Lines (Monday - Thursday).

- Conduct planning and preparations for later evening hours for Blue Line.
- Conduct planning and preparations for increasing frequency for Campus Direct (weekend) and Express Lines (Friday - Saturday).
- Contact vendors and peer agencies to gauge capital and operating costs for real-time transit information / smartphone app and work with DRPT to obtain funding if needed.
- Monitor changes implemented in FY2025 – Blue Line Sunday service.

FY2027

- Implement later evening hours for Blue Line.
- Implement increased frequency for Campus Direct (weekend) and Express Lines (Friday - Saturday).
- Conduct feasibility study for viability of transitioning to microtransit service and work with DRPT to obtain funding if needed.
- Begin adding real-time transit information/smart phone app with e-payment if feasible.
- Monitor changes implemented in FY2026 – Campus Direct and Express Lines.

FY2028

- Implement pilot microtransit service.
- Conduct planning and preparations for increasing frequency for Blue Line.
- Conduct planning and preparations for increasing frequency for Express Line (Sunday).
- Monitor changes implemented in FY2027.

FY2029

- Implement increased frequency for Blue Line.
- Increased frequency for Express Line (Sunday).
- Monitor changes implemented in FY2028 – microtransit service.
- Prepare for a full TDP Update.

FY2030

- Conduct a full TDP Update.
- Monitor changes implemented in FY2029.

FY2031 - FY2033

- Begin implementing projects recommended within the FY2030 TDP.

Capital Needs

Vehicle Replacement and Expansion Plan

This section presents the details of the vehicle replacement and expansion plan, including vehicle useful life standards and estimated costs. A vehicle replacement and expansion plan is necessary to maintain a high-quality fleet and to dispose of vehicles that have reached their useful life. The capital program for vehicles was developed by applying FTA/DRPT vehicle replacement standards to the current vehicle fleet which was presented in Chapter 1.

Useful Life Standards

The useful life standards used by the FTA were developed based on the manufacturer's designated vehicle life-cycle and the results of independent FTA testing. The standards indicate the expected lifespans for different vehicle types. If vehicles are allowed to exceed their useful life, they become much more susceptible to break-downs, which may increase operating costs and decrease the reliability of scheduled service. With some exceptions for defective vehicles, DRPT/FTA funds are not typically available to replace vehicles that have not yet met the useful life criteria. The FTA's vehicle useful life policy for a number of different vehicle types is shown in Table 5-1. DRPT's useful life policy mirrors the FTA's useful life policy.

Table 5-1: FTA's Rolling Stock Useful Life Policy

Vehicle Type	Useful Life
Light Duty Vans, Sedans, Light Duty Buses and All Bus Models Exempt from Testing Under 49 CFR, part 665	Minimum of 4 Years or 100,000 Miles
Medium, Light Duty Transit Bus	Minimum of 5 Years or 150,000 Miles
Medium, Medium Duty Bus	Minimum of 7 Years or 200,000 Miles
Small, Heavy Duty Transit Bus	Minimum of 10 Years or 350,000 Miles
Large, Heavy Duty Transit Bus, including over the road coaches	Minimum of 12 Years or 500,000 Miles

SOURCE: FTA CIRCULAR 5100.1: BUS AND BUS FACILITIES FORMULA PROGRAM GUIDANCE

Vehicle Replacement Plan – Baseline Estimate

All of FAB's revenue service vehicles are cutaway vehicles, with a minimum useful life of five to seven years. These vehicles have gasoline engines. Table 5-2 provides the existing fleet inventory with the estimated calendar year that each vehicle is eligible for replacement. The operating condition of the vehicles and the availability of funding will dictate the actual replacement year.

In addition to helping FAB and DRPT plan future fleet needs, this vehicle replacement plan will also feed DRPT's transit asset management plan (TAM), which is an FTA-required plan that must include an asset inventory; condition assessments of inventoried assets; and a prioritized list of investments to improve the state of good repair of its capital assets.[1] The TAM requirements establish state of good repair standards and four state of good repair performance measures.

Table 5-2: FAB Transit Vehicle Inventory and Replacement Schedule

Vehicle No.	Vehicle Type	Year	Vehicle Description	Current Total Mileage	Estimated Replacement Year
811	Minivan	2010	Dodge Entervan Grand Caravan	60,171	2031
818	SUV	2012	GMC Terrain	56,937	2031
814	Minivan	2017	Braun Minivan with Ramp	23,959	*
802	Cutaway	2017	Chevy Starcraft Allstar Bus Express 4500	86,811	2026
806	Cutaway	2017	Starcraft Allstar Bus Express 4500	83,449	2027
813	Cutaway	2017	Chevy Starcraft Allstar 4500 Express Bus	81,554	2027
816	Minivan	2017	Braun Minivan with Ramp	34,708	2031
801	Cutaway	2018	Starcraft Allstar Bus 3500	84,732	2024
800	Cutaway	2018	Chevy Starcraft Allstar Bus 3500	85,219	2024
804	Minivan	2018	Braun Handicap Minivan with ramp	17,473	*
825	Cutaway	2019	Allstar BOC with Lift	64,841	2026
826	Cutaway	2019	Allstar BOC with Lift	49,101	2028
823	Cutaway	2019	Allstar BOC with Lift	50,688	2027
824	Cutaway	2019	Allstar BOC with Lift	58,734	2027
805	Cutaway	2019	Starcraft Allstar 19 Passenger w/ Lift	48,789	2028

* PROJECTED MILEAGE UNDER THE USEFUL LIFE THRESHOLD SO NO REPLACEMENT DATE WAS LISTED.

[1] Federal Register, Volume 81, No. 143, Tuesday July 26, 2016, Rules and Regulations, DOT, FTA, 49 CFR Parts 625 and 630, Transit Asset Management; National Transit Database.

Vehicle Replacement Plan

The annual schedule for vehicle replacement, based on the implementation schedule provided in this chapter and the FTA's vehicle useful life standards, is shown in Table 5-3. No expansion vehicles are expected.

This vehicle replacement schedule is based on estimates; actual vehicle purchases may vary depending upon service changes, funding availability, and unexpected economic shifts. Changes to this vehicle replacement schedule can be made by Farmville Area Bus within its annual TDP update letter to DRPT, if needed.

Table 5-3: FAB Transit Vehicle Replacement Schedule

Number of Vehicles	FY2024	FY2025	FY2026	FY2027	FY2028	FY2029	FY2030	FY2031	FY2032	FY2033
Replacement	2		1	2	2			2		
Expansion										
Non-Revenue								1		
Total Vehicles	**2**	**0**	**1**	**2**	**2**	**0**	**0**	**3**	**0**	**0**

Estimated Vehicle Costs

The estimated vehicle replacement costs are presented in Table 5-4. These costs are based on vehicle costs experienced by FAB in FY2019. The Town did not purchase vehicles in FY2020. For FY2021 to FY2030 a 3 percent inflationary factor was applied each year. These cost estimates were used to develop the capital budget, which is included with the Financial Plan in Chapter 6. The plan includes the replacement of 4 revenue vehicles (one of them twice), and one non-revenue vehicle. Potential funding programs for the replacement vehicles includes the Federal Appalachian Development Assistance Program; DRPT's Capital Assistance Program; and local funds. All service vehicles purchased will be lift- or ramp-equipped.

Table 5-4: Estimated Costs of New Vehicles

Fiscal Year	Light Duty Minivan	Body-On-Chassis	Support Vehicle
2024	$69,000	$95,000	$35,000
2025	$71,760	$98,800	$36,400
2026	$74,630	$102,752	$37,856
2027	$77,616	$106,862	$39,370
2028	$80,720	$111,137	$40,945
2029	$83,949	$115,582	$42,583
2030	$87,307	$120,205	$44,286
2031	$90,799	$125,014	$46,058
2032	$94,431	$130,014	$47,900
2034	$98,209	$135,215	$49,816

Passenger Amenities

Passenger Shelters

The TDP includes the addition of five shelters that are to be funded through FAB's Capital Reserve Fund and FTA 5311 grants. These are included within FAB's ten-year TDP capital budget (Chapter 6). These are the funds allocated for shelters by route:

- Blue Line (10 shelters for $150,000)

Technology and Equipment

The TDP includes the addition of technology upgrades that are to be funded through FAB's Capital Reserve Fund and FTA 5311 grants. These are included within FAB's ten-year TDP capital budget (Chapter 6). Upgrades include:

- Real-Time Transit Information (around for first year $225,000, plus annual operating cost)

Chapter 6:
Financial Plan

Introduction

This chapter provides a financial plan for funding existing and proposed FAB transit services for the TDP's ten-year planning period. The projects indicated in Years 1-3 should be considered short-term, those in Years 4-7 are considered mid-term, and those planned for years 8 through 10 should be considered long-term projects. The financial plan addresses both operations and capital budgets, focusing on the project and capital recommendations that were highlighted in Chapter 4 and the implementation schedule and capital needs highlighted in Chapter 5.

It should be noted that over the course of the ten-year period there are a number of unknown factors that could affect transit finance, including: the future economic condition of the region and the local funding partners; the availability of funding from the Federal Transit Administration; and the availability of funding from the Commonwealth Transportation Fund.

Operating Expenses and Funding Sources

Table 6-1 provides the financial plan for the operation of FAB's services under the ten-year plan. The table summarizes the annual operating expenses for the existing transit program; provides operating cost estimates for the service projects that are recommended; and identifies the funding sources associated with these service projects.

A number of assumptions were used in developing the operating cost estimates:

- The projected cost per revenue hour and the operating costs to maintain the current level of service assume a 4 percent annual inflation rate. Note that the fiscal year the proposed service improvement is planned for utilizes current dollar projections.

- For FY2024, the first year of the plan, the expenses and revenues are based on FAB FY2023 budget and then the 4 percent annual inflation increase the subsequent years.

- It is understood that none of the funding partners are committing to these funding levels, but that they are planning estimates. Specific funding amounts for each year will be determined during the annual SYIP adoption and budget cycle for the Commonwealth and the local funding partners.

Potential Operating Funding Support

Both FTA and DRPT provide a myriad of funding for operating expenses for eligible public transportation services. Currently, FAB applies FTA Section 5311: Formula Grants for Rural Areas. DRPT uses a performance-based methodology to determine the specific allocation of operating assistance funds to each operating transit agency. The program funds no more than 30 percent of all operating expenses borne by public transportation operators. Demonstration project assistance as well as technical assistance grant support are available.

Demonstration Project Assistance

DRPT's demonstration project assistance program is a competitive grant program that supports local efforts to improve transit reliability, access to housing and employment centers, and public transportation mobility options.

The projects that are eligible for the program include:

- ***New Service:*** The deployment of new traditional public transportation services in an area not currently served by public transportation or in a currently served area that will provide additional connections.

- ***Technology and Innovation:*** The deployment of projects designed to test the "proof of concept" for new technologies used in the provision of public transportation services, including deployment or testing of autonomous vehicle technology, a microtransit demand response system, and new Intelligent Transportation Systems (ITS) solutions that would augment the provision of service and/or data collections.

Technical Assistance

DRPT's technical assistance grant program supports studies, plans, research, data collection, and evaluation projects to help improve public transportation services. This includes providing technical analysis and guidance on operations, service delivery, customer service, expansions of service, and program delivery.

Table 6-1: FAB TDP Financial Plan for Operations

Projects	FY2024	FY2025	FY2026	FY2027	FY2028	FY2029	FY2030	FY2031	FY2032	FY2033
Projected Operating Expenses (1)										
Current Level of Service	$759,741	$790,130	$821,736	$854,605	$888,789	$924,341	$961,314	$999,767	$1,039,758	$1,081,348
TDP Improvements (2)										
Blue Line – Sunday Service		$36,000	$37,440	$38,938	$40,495	$42,115	$43,800	$45,551	$47,374	$49,268
Campus Direct Line - Increased Frequency Weekdays			$273,600	$284,544	$295,926	$307,763	$320,073	$332,876	$346,191	$360,039
Express Line - Increased Frequency Monday-Thursday			$109,200	$113,568	$118,111	$122,835	$127,749	$132,858	$138,173	$143,700
Blue Line – Later Evening Hours Monday-Saturday				$74,725	$77,714	$80,823	$84,055	$87,418	$90,914	$94,551
Campus Direct Line - Increased Frequency Weekends				$91,000	$94,640	$98,426	$102,363	$106,457	$110,715	$115,144
Express Line - Increased Frequency Friday-Saturday				$72,800	$75,712	$78,740	$81,890	$85,166	$88,572	$92,115
Microtransit Service					$7,500	$7,800	$8,112	$8,436	$8,774	$9,125
Blue Line – Increased Frequency						$259,500	$269,880	$280,675	$291,902	$303,578
Express Line - Increased Frequency Sunday						$25,275	$26,286	$27,337	$28,431	$29,568
Total Projected Operating Expenses	**$759,741**	**$826,130**	**$1,241,976**	**$1,530,180**	**$1,598,887**	**$1,947,617**	**$2,025,522**	**$2,106,543**	**$2,190,805**	**$2,278,437**

Projects	FY2024	FY2025	FY2026	FY2027	FY2028	FY2029	FY2030	FY2031	FY2032	FY2033
Percent Change Year by Year		**5%**	**11%**	**19%**	**58%**	**4%**	**4%**	**4%**	**4%**	**4%**
Anticipated Revenue and Subsidies	**FY2024**	**FY2025**	**FY2026**	**FY2027**	**FY2028**	**FY2029**	**FY2030**	**FY2031**	**FY2032**	**FY2033**
Fares	$9,000	$9,450	$14,230	$17,210	$17,210	$20,770	$20,770	$20,770	$20,770	$20,770
Contract Service	$143,050	$143,050	$143,050	$143,050	$143,050	$143,050	$143,050	$143,050	$143,050	$143,050
Subtotal, Revenue	$152,050	$152,500	$157,280	$160,260	$160,260	$163,820	$163,820	$163,820	$163,820	$163,820
Net Deficit	$607,691	$673,630	$1,084,696	$1,369,920	$1,438,627	$1,783,797	$1,861,702	$1,942,723	$2,026,985	$2,114,617
Federal Funds	$375,370	$408,340	$613,873	$756,485	$790,838	$963,424	$1,002,376	$1,042,886	$1,085,017	$1,128,833
State Funds	$189,935	$206,533	$310,494	$382,545	$399,722	$486,904	$506,381	$526,636	$547,701	$569,609
Local Funds	$42,385	$58,758	$160,329	$230,890	$248,067	$333,469	$352,946	$373,201	$394,266	$416,174
Subtotal, Subsidies	***$607,691***	***$673,630***	***$1,084,696***	***$1,369,920***	***$1,438,627***	***$1,783,797***	***$1,861,702***	***$1,942,723***	***$2,026,985***	***$2,114,617***
Total Projected Operating Revenue and Subsidies	**$759,741**	**$826,130**	**$1,241,976**	**$1,530,180**	**$1,598,887**	**$1,947,617**	**$2,025,522**	**$2,106,543**	**$2,190,805**	**$2,278,437**

(1) Based on FY2023 Budget times inflation rate.

(2) Planned improvement expense uses current dollars and subsequent years times inflation rate.

(3) Fares increased proportionally to the amount of service added.

(4) Contract service revenue assumed to be flat.

Capital Expenses and Funding Sources

DRPT has implemented a capital assistance prioritization process that allows DRPT to allocate and assign limited resources for projects that are deemed the most critical.[1] DRPT's capital program now classifies, scores, and prioritizes projects into the following categories:

- **State of Good Repair (SGR) -** Includes projects and programs that replace or rehabilitate existing assets.
- **Minor Enhancement (MIN) -** Includes projects and programs to add capacity, new technology, or a customer facility, and meet the following criteria:
  - Total project cost of less than $2 million; or
  - Vehicle expansion of not more than 5 vehicles or 5% of the existing fleet size, whichever is greater.
- **Major Expansion (MAJ) -** Includes projects or programs that add, expand, or improve service with a cost exceeding $2 million or for expansion vehicles, an increase of greater than 5 vehicles or 5 percent of fleet size, whichever is greater.

The following three types of projects are exempt from the prioritization scoring process:

- Capital projects that do not receive any state transit capital funding contribution.
- Debt service agreements approved in previous fiscal years.
- Track lease payments and capital cost of contracting requests.

The TDP for FAB includes projects in the SGR and MIN categories, as described below.

State of Good Repair

Eligible activities for funding under State of Good Repair Include[2]:

Replacement/Rehabilitation of:

- Vehicles/rolling stock (buses, vans, rail cars, support vehicles, etc.)
- Administrative/maintenance facilities
- Customer amenities (parking facilities, bus shelters, benches, signage)
- Any other specific existing pieces of equipment and/or technology that **do not** fall into the Special Asset Categories**

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[1] DRPT, Making Efficient Responsible Investments in Transit (MERIT), Capital Assistance – Program Prioritization, FY 23 Technical Documentation.

[2] DRPT, Making Efficient Responsible Investments in Transit (MERIT), Capital Assistance – Program Prioritization, FY 21 Technical Documentation.

**** Special Asset Categories:**

- Tools: All tools needed to provide maintenance services (i.e., new/replacement tools, tool cabinets).

- Maintenance Equipment: All equipment needs to maintain vehicles, infrastructure, and/ or other assets (i.e., bus lift, tire mounting device, forklifts).

- Spare Vehicle/Rail Parts: All spare vehicle and rail parts that will be used to maintain assets in working order that are not part of a larger rehabilitation project (i.e., alternators, transmissions, engines, seats, windows, gas tanks).

- Building/Facility Items and Fixtures: All individual, small facility parts and fixtures that are being replaced outside of a larger rehabilitation project (i.e., concrete floors, stairs, escalators, hand dryers, fans, lighting systems).

- Grouped Assets/Programs of Projects (less than $2 million): Includes large groups of assets that cannot be broken down into subcomponents (i.e., general SGR purchase of parks or track). Does not include grouped or program of projects for vehicle rehab or replacement.

- Other Financial Tools: Includes funds for needed capital investments that cannot be scored as a replacement/rehabilitation (i.e., capital cost of contracting, track lease payments, debt service on previously approved projects).

Federal and state matching ratios for SGR projects are currently as follows: federal – 80 percent; state – 16 percent. The estimated expenses and funding sources for the SGR projects for the TDP period are provided in Table 6-2. Technical assistance grants are 50 percent state and 50 percent local.

Minor Enhancements

Eligible investments under the Minor Enhancement (MIN) category include:

- Fleet expansion (fewer than 5 vehicles or 5% of fleet)
- New customer amenities (parking facilities, bus shelters, benches, accessibility improvements, signage)
- New equipment and technology
- New small real estate acquisition
- Capital project development less than $2 million (engineering and design, construction management)
- All assets that fall in the Special Assets Categories

Additional Funding Sources

There are multiple funding options beyond what has been identified earlier in the chapter that could help bring costs down for the proposed improvements – though some might require a local match.

Virginia SMART SCALE

SMART SCALE is a process that helps Virginia meet its most critical transportation needs using limited tax dollars. It evaluates potential transportation projects based on key factors like how they improve safety, reduce congestion, increase accessibility, contribute to economic development, promote efficient land use, and affect the environment. The anticipated benefits are calculated, and the projects are scored and ranked. This information is used by the Commonwealth Transportation Board to help guide and inform their project selection decisions.

Since SMART SCALE projects are capital in nature, FAB could work with the localities to include sidewalk improvements and bus stop infrastructure if they are submitting funding for a project through an applicable corridor. Projects must meet a VTrans Need to be eligible for this funding, but some VTrans needs do exist in Farmville and Prince Edward County. This program has no local match requirement and is 100 percent funding if selected.

Virginia DOT Transportation Alternatives Program (TAP)

The program is intended to help local sponsors fund community-based projects that expand nonmotorized travel choices and enhance the transportation experience by improving the cultural, historical and environmental aspects of the transportation infrastructure. The program does not fund traditional roadway projects or provide maintenance for these facilities. Instead it focuses on providing pedestrian and bicycle facilities, community improvements and mitigating the negative impacts of the highway system. This program is 80 percent state and 20 percent local match dependent.

Table 6-2: FAB - State of Good Repair Projected Capital Expenses and Funding

	FY2024	FY2025	FY2026	FY2027	FY2028	FY2029	FY2030	FY2031	FY2032	FY2033
Vehicle Replacements										
Body-on-Chassis			1	1	2					
Light Duty	2							2		
Support Vehicles								1		
Sub-Total Replacement Vehicles	**2**	**0**	**1**	**1**	**1**	**0**	**0**	**3**	**0**	**0**
Replacement Vehicles Costs	**$190,000**	**$0**	**$102,752**	**$106,862**	**$231,164**	**$0**	**$0**	**$227,656**	**$0**	**$0**
Other Replacement/ Rehabilitation										
Computer/Technology Replacements	$2,000	$2,080	$2,163	$2,250	$2,340	$2,433	$2,531	$2,632	$2,737	$2,847
Total SGR Expenses	**$192,000**	**$2,080**	**$104,915**	**$109,112**	**$233,504**	**$2,433**	**$2,531**	**$230,288**	**$2,737**	**$2,847**
Anticipated Funding Sources - Current Federal/State/Local Matching Ratios										
Federal	$153,600	$1,664	$83,932	$87,289	$186,803	$1,947	$2,025	$184,230	$2,190	$2,277
State	$30,720	$333	$16,786	$17,458	$37,361	$389	$405	$36,846	$438	$455
Local	$7,680	$83	$4,197	$4,364	$9,340	$97	$101	$9,212	$109	$114
Total Funding	**$192,000**	**$2,080**	**$104,915**	**$109,112**	**$233,504**	**$2,433**	**$2,531**	**$230,288**	**$2,737**	**$2,847**

NOTES:

- FUTURE VEHICLE REPLACEMENT PURCHASES ARE ASSUMED TO BE FUNDED AS FOLLOWS: 80% FEDERAL; 16% STATE; AND 4% LOCAL.
- VEHICLE PRICES INCLUDE INFLATION AND ARE BASED ON THE VEHICLES DESCRIBED IN CHAPTER 5.

Table 6-3: FAB - Minor Enhancements Projected Capital Expenses and Funding

Capital Need	FY2024	FY2025	FY2026	FY2027	FY2028	FY2029	FY2030	FY2031	FY2032	FY2033
Passenger Shelters			$75,000	$75,000						
Real-Time Schedule Information					$224,400	$14,400	$14,976	$15,575	$16,198	$16,846
Microtransit					$212,000	$12,000	$12,480	$12,979	$13,498	$14,038
Total MIN Expenses	**$0**	**$0**	**$75,000**	**$75,000**	**$436,400**	**$26,400**	**$27,456**	**$28,554**	**$29,696**	**$30,884**
Anticipated Funding Sources - Current Federal/State/Local Matching Ratios (1)										
Federal	$0	$0	$60,000	$60,000	$349,120	$21,120	$21,965	$22,843	$23,757	$24,707
State	$0	$0	$12,000	$12,000	$69,824	$4,224	$4,393	$4,569	$4,751	$4,941
Local	$0	$0	$3,000	$3,000	$17,456	$1,056	$1,098	$1,142	$1,188	$1,235
Total Funding	**$0**	**$0**	**$75,000**	**$75,000**	**$436,400**	**$26,400**	**$27,456**	**$28,554**	**$29,696**	**$30,884**

NOTE: FUNDING SPLIT ASSUMED TO REMAIN 80% FEDERAL; 16% STATE; AND 4% LOCAL.

Total Capital Expenses over TDP Timeframe

The combined SGR and MIN budgets for the TDP period are provided in Table 6-4.

Table 6-4: FAB Capital Budget – FY2024 - FY2033

SGR	FY2024	FY2025	FY2026	FY2027	FY2028	FY2029	FY2030	FY2031	FY2032	FY2033
Replacement Vehicles	$190,000	$0	$102,752	$106,862	$231,164	$0	$0	$227,656	$0	$0
Computer/Technology Replacements	$2,000	$2,080	$2,163	$2,250	$2,340	$2,433	$2,531	$2,632	$2,737	$2,847
Total SGR Expenses	**$192,000**	**$2,080**	**$104,915**	**$109,112**	**$233,504**	**$2,433**	**$2,531**	**$230,288**	**$2,737**	**$2,847**
MIN										
Passenger Shelters	$0	$0	$75,000	$75,000	$0	$0	$0	$0	$0	$0
Real-Time Schedule Information	$0	$0	$0	$0	$224,400	$14,400	$14,976	$15,575	$16,198	$16,846
Microtransit	$0	$0	$0	$0	$212,000	$12,000	$12,480	$12,979	$13,498	$14,038
Total MIN Expenses	**$0**	**$0**	**$75,000**	**$75,000**	**$436,400**	**$26,400**	**$27,456**	**$28,554**	**$29,696**	**$30,884**
TOTAL CAPITAL EXPENSES	**$192,000**	**$2,080**	**$179,915**	**$184,112**	**$669,904**	**$28,833**	**$29,987**	**$258,842**	**$32,434**	**$33,731**
Anticipated Funding Sources - Current Federal/State/Local Matching Ratios (1)										
Federal	$153,600	$1,664	$143,932	$147,289	$535,923	$23,067	$23,989	$207,074	$25,947	$26,985
State	$30,720	$333	$28,786	$29,458	$107,185	$4,613	$4,798	$41,415	$5,189	$5,397
Local	$7,680	$83	$7,197	$7,364	$26,796	$1,153	$1,199	$10,354	$1,297	$1,349
Total Funding	**$192,000**	**$2,080**	**$179,915**	**$184,112**	**$669,904**	**$28,833**	**$29,987**	**$258,842**	**$32,434**	**$33,731**

NOTE: FUNDING SPLIT ASSUMED TO REMAIN 80% FEDERAL; 16% STATE; AND 4% LOCAL.

Town of Farmville

Agenda Item Summary

MEETING DATE: February 8, 2023

ITEM NUMBER: 9.g. – Request Adoption of Ordinance No. 219, Authorizing Participation in the VACO/VML Virginia Investment Pool

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BACKGROUND: Finance Director Julie Moore provided an overview of the proposed ordinance at the February 1, 2023 Work Session. Participation in the Virginia Investment Pool offers another alternative for long-term and short-term investments.

RECOMMENDATION: Adopt Ordinance No. 219, Authorizing Participation by the Town of Farmville, VA in the VACO/VML Virginia Investment Pool for the Purpose of Investing

FISCAL IMPACT:

ATTACHMENTS:
1. Ordinance No. 219
2. VIP-Trust-Agreement-Amended-9.23.16
3. 09-VIP-Joinder-Agreement-1

AN ORDINANCE TO AUTHORIZE PARTICIPATION BY THE TOWN OF FARMVILLE, VIRGINIA IN THE VACO/VML VIRGINIA INVESTMENT POOL FOR THE PURPOSE OF INVESTING IN ACCORDANCE WITH SECTION 2.2-4501 *et seq.* AND 15.2-1300 OF THE VIRGINIA CODE.

WHEREAS, Va. Code § 15.2-1500 provides, in part, that every locality shall provide for all the governmental functions of the locality, including without limitation, the organization of all departments, offices, boards, commissions and agencies of government, and the organizational structure thereof, which are necessary to carry out the functions of government; and

WHEREAS, the Investment of Public Funds Act (Va. Code §§ 2.2-4500 through 2.2-4519) lists the eligible categories of securities and investments in which municipal corporations, other political subdivisions and other public bodies are authorized to invest funds belonging to them or within their control; and

WHEREAS, Section 15.2-1300 of the Virginia Code provides that any power, privilege or authority exercised or capable of exercise by any political subdivision of the Commonwealth of Virginia may be exercised and enjoyed jointly with any other political subdivision having a similar power, privilege or authority pursuant to agreements with one another for joint action in accordance with the provisions of that Code section; and

WHEREAS, the City of Chesapeake, Virginia and the City of Roanoke, Virginia have jointly established and are participating in the Virginia Investment Pool Trust Fund (the "Trust Fund"), also known as the "VACo/VML Virginia Investment Pool," and have provided in their trust agreement for participation by other eligible governmental entities that execute a trust joinder agreement; and

WHEREAS, it appearing to the Town Council of the Town of Farmville that it is in the best interests of the Town of Farmville to become a Participating Political Subdivision in the Trust Fund; and

WHEREAS, the chief investment officer of the Town of Farmville, has the authority and responsibility under Virginia law to determine the manner in which public funds other than sinking funds under his/her control will be invested;

NOW, THEREFORE THE TOWN COUNCIL OF THE TOWN OF FARMVILLE HEREBY ORDAINS:

§ 1 That, pursuant to Sections 2.2-4501 *et seq.* and 15.2-1300 of the Virginia Code, the Town Council of the Town of Farmville hereby establishes a trust for the purpose of investing funds, other than sinking funds, determined to derive the most benefit from this investment strategy, in investments authorized under the Investment of Public Funds Act, jointly with other participating political subdivisions and public bodies in the Trust Fund. A copy of the Virginia Investment Pool Trust Fund Agreement (the "Trust Fund Agreement") is attached and incorporated in this ordinance as Exhibit A.

§ 2 That the Town of Farmville agrees to become a "Participating Political Subdivision" in the Trust Fund, as further defined in the Agreement.

§ 3 That the Town Council of the Town of Farmville does hereby designate the chief investment officer of the Town of Farmville to serve as the trustee of the Town of Farmville with respect to the Trust Fund, and to determine what funds under his/her control shall be invested in the Trust Fund.

§ 4 That the Town Council of the Town of Farmville hereby authorizes the chief investment officer to execute and deliver the Trust Joinder Agreement for Participating Political

Subdivisions under the Virginia Investment Pool Trust Fund ("Trust Joinder Agreement"), a copy of which is attached and incorporated in this ordinance as Exhibit B.

§ 5 This ordinance shall become effective upon its adoption.

Exhibits: Trust Fund Agreement ("Exhibit A")
Trust Joinder Agreement ("Exhibit B")

VIRGINIA INVESTMENT POOL
TRUST FUND AGREEMENT

THIS AGREEMENT (the "Agreement"), is made by and among the Participating Political Subdivisions that execute Trust Joinder Agreements to participate in the Virginia Investment Pool Trust Fund, their duly elected Treasurers or other Chief Investment Officers empowered by law to invest the public funds of such Participating Political Subdivisions, and the individuals named as Trustees pursuant to Section 107 hereof and their successors (the "Board of Trustees"). The Participating Political Subdivisions and their Treasurers or Chief Investment Officers hereby establish with the Board of Trustees, and the Board of Trustees hereby accepts, under the terms of this Agreement, a trust for the purpose of investing moneys belonging to or within the control of the respective Participating Political Subdivisions as allowed by law.

WITNESSETH:

WHEREAS, Section 15.2-1500 of the Virginia Code provides, in part, that every locality shall provide for all the governmental functions of the locality, including, without limitation, the organization of all departments, offices, boards, commissions and agencies of government, and the organizational structure thereof, which are necessary to carry out the functions of government; and

WHEREAS, Chapter 45 of Title 2.2 of the Virginia Code (§§ 2.2-4500 et *seq*.). of the Virginia Code provides that all municipal corporations and other political subdivisions may invest any and all moneys belonging to them or within their control, other than sinking funds, in certain authorized investments; and

WHEREAS, Section 15.2-1300 of the Virginia Code provides that any power, privilege or authority exercised or capable of exercise by any political subdivision of the Commonwealth of Virginia may be exercised and enjoyed jointly with any other political subdivision of the Commonwealth having a similar power, privilege or authority pursuant to agreements with one another for joint action pursuant to the provisions of that section; and

WHEREAS, the City of Chesapeake and the City of Roanoke have adopted ordinances approving participation in the Virginia Investment Pool for each such locality; and

WHEREAS, the Participating Political Subdivisions and their Treasurers or Chief Investment Officers and the Board of Trustees of the Virginia Investment Pool Trust Fund (herein referred to as the "Trust Fund") hereby establish a trust for the purpose of investing monies belonging to or within the control of the Participating Political Subdivisions, respectively, other than sinking funds, in investments authorized under Chapter 45 of Title 2.2 of the Virginia Code (§§ 2.2-4500 et. *seq*.); and

WHEREAS, the parties intend that the Trust Fund hereby established shall constitute a tax-exempt governmental trust under Section 115 of the Internal Revenue Code of 1986, as amended;

NOW, THEREFORE, the parties hereto mutually agree as follows:

PART 1- GENERAL PROVISIONS

Section 100. APPLICATION.

The provisions of Part 1 are general administrative provisions applicable to each Part of this Agreement and provisions applicable to the Board of Trustees.

Section 101. NAME

The name of the trust created by this Agreement shall be the "Virginia Investment Pool Trust Fund" and the Board shall conduct the Trust's activities, execute all documents and sue or be sued under that name. The Board may use such other designations, including "VIP", and may adopt such other names for the Trust as the Board deems proper, and the Trust may hold property and conduct its activities under such designations or names. The Board shall take such action as they, acting with the advice of counsel, shall deem necessary or appropriate to file or register such names in accordance with the laws of the Commonwealth of Virginia or the United States of America so as to protect and reserve the right of the Trust in and to such names.

Section 102. DEFINITIONS.

The following definitions shall apply to this Agreement, unless the context of the term indicates otherwise, and shall govern the interpretation of this Agreement:

A. Administrator. The term "Administrator" means the Virginia Local Government Finance Corporation (d/b/a "VML/VACo Finance") or any successor designated by the Board of Trustees to administer the Trust Fund.

B. Beneficial Interest. The right of a party to some distribution or benefit from the Trust Fund; a vested interest in the Trust Fund's assets.

C. Business Day. Means a day on which banks are not required or authorized by law to close in the State and on which the Investment Advisor or Custodian is not closed.

D. Code. The term "Code" means the Internal Revenue Code of 1986, as amended, and, as relevant in context, the Internal Revenue Code of 1954, as amended.

E. Custodian. The term "Custodian" means the banks, mutual funds, insurance companies or other qualified entities selected by the Board of Trustees, under a separate written document with each, to accept contributions from Participating Political Subdivisions and to hold the assets of the Trust Fund.

F. Effective Date. The term "Effective Date" means the date coinciding with the last to occur of each of the following events: (i) passage of an ordinance by each of the City of Chesapeake and the City of Roanoke approving such governmental entities as Participating Political Subdivisions in the Trust Fund; (ii) execution by the authorized officer of each such governmental entity of the Trust Joinder Agreement; (iii) execution of this Agreement by all members of the initial Board of Trustees and the Administrator; and (iv) any contribution of cash to the Trust by a Participating Political Subdivision.

G. Participating Political Subdivision. The term "Participating Political Subdivision" means any county, city, town, or other political subdivision within the State whose governing body has passed an ordinance or resolution to participate in the Trust Fund, or is otherwise entitled to participate in accordance with State law, and whose Treasurer or Chief Investment Officer, serving as trustee for such Participating Political Subdivision, executes a Trust Joinder Agreement, as provided in Section 301 hereof.

H. Treasurer. The term "Treasurer" means an officer described in Article VII, Section 4, of the Constitution of Virginia who shall serve as the trustee and representative of its Participating Political Subdivision for purposes of this Agreement. Treasurers shall vote the beneficial interest of such Participating Political Subdivision in the Trust Fund, as prescribed in Part 3 of this Agreement. Nothing in this agreement shall be construed to limit the discretion of a duly elected Treasurer to invest the public funds of his or her political subdivision in any manner otherwise permitted by law, nor shall the decision of any local governing body to become a Participating Political Subdivision under this agreement compel any duly elected Treasurer having responsibility for such investments of public funds to invest any the locality's funds in the Trust Fund created under this Agreement.

I. Chief Investment Officer. The term "Chief Investment Officer" means an officer designated by the governing body of a Participating Political Subdivision to invest public funds on behalf of the political subdivision and to serve as the trustee of such Participating Political Subdivision with respect to the Trust Fund, but only in a political subdivision that does not have an elected treasurer empowered by law to perform those functions. The term "Chief Investment Officer" may include certain individuals holding the title of "treasurer" for the political subdivision but who are not included in the definition in Subsection F. Each Treasurer or Chief Investment Officer, as the case may be, shall be the trustee and representative of his or her Participating Political Subdivision for purposes of this Agreement and shall vote the beneficial interest of such Participating Political Subdivision in the Trust Fund, as prescribed in Part 3 of this Agreement.

J. Fiscal Year. The first fiscal year of the Trust Fund shall be a short fiscal year beginning on the Effective Date of this Agreement and ending on June 30, 2014. Each subsequent fiscal year of the Trust Fund shall begin on the first day of July and end on the thirtieth day of June.

K. Investment Advisor. Shall mean any person or persons appointed, employed or contracted with by the Administrator on behalf of the Trust pursuant to Section 202 C. hereof.

L. Investment Policy. The term “Investment Policy” means the Virginia Investment Pool Trust Fund Investment Policy, as established by the Board of Trustees, as amended from time to time.

M. Prudent Person. A person who conducts himself faithfully, with intelligence, and exercising sound discretion in the management of his affairs, not in regard to speculation, but in regard to the permanent disposition of his funds, considering the probable income, as well as the probable safety of capital to be invested.

N. State. The term “State” means the Commonwealth of Virginia.

O. Trust Fund. The term “Trust Fund” means the Virginia Investment Pool Trust Fund, comprised of all of the assets set aside hereunder.

P. Trust Joinder Agreement. The term “Trust Joinder Agreement” means the agreement, in the form attached hereto as Exhibit A, pursuant to which the Participating Political Subdivision joins in the Trust Fund, with the Treasurer or Chief Investment Officer, as the case may be, serving as the trustee of such Participating Political Subdivision, and agrees to be bound by the terms and conditions of the Virginia Investment Pool Trust Fund Agreement, as provided in Section 301 hereof.

Q. Trustees. The term “Trustees” means the individuals who serve on the Board of Trustees of the Trust Fund pursuant to Section 107 hereof and their successors.

R. Virginia Code. The term “Virginia Code” means the laws embraced in the titles, chapters, articles and sections designated and cited as the “Code of Virginia,” under the laws of the State.

S. VIP Stable NAV Liquidity Pool. The name of one of the portfolios of the Virginia Investment Pool Trust Fund in which assets are invested to facilitate overnight liquidity and the maintenance of a stable Net Asset Value, with the price of shares in the portfolio targeted to maintain a value of $1.00.

T. VIP 1-3 Year High Quality Bond Fund. The name of one of the portfolios of the Virginia Investment Pool Trust Fund in which assets are invested in fixed income securities benchmarked with the Bank of America Merrill Lynch 1-3 Year Corporate/Government Index. The Pool is intended for the management of assets that Participating Political Subdivisions intend to invest for one year or longer.

Section 103. GENERAL DUTIES AND MEETINGS OF THE BOARD OF TRUSTEES.

A. General Duties. The Board of Trustees and each Investment Manager appointed pursuant to this Agreement shall discharge their respective duties under this Agreement solely as follows: (i) except as otherwise provided by any applicable provision of any statute, regulation, ordinance, or resolution, for the exclusive purpose of fulfilling the investment objectives of the Participating Political Subdivisions and defraying the reasonable expenses of administering the

Trust Fund; (ii) with the care, skill, prudence, and diligence under the circumstances then prevailing that a prudent person acting in a like capacity and familiar with such matters would use in the conduct of an enterprise of like character and with like aims; and (iii) by diversifying the investments of the Trust Fund so as to minimize the risk of large losses unless under the circumstances, it is clearly prudent not to do so. However, the duties and obligations of the Board of Trustees and each Investment Manager, respectively, as such, shall be limited to those expressly imposed upon them, respectively, by this Agreement. The Board of Trustees shall administer the Trust Fund in compliance with Chapter 45 of Title 2.2 of the Virginia Code (§§ 2.2-4500 et. *seq*.)

1. Authority of the Trustees. The Trustees shall have the power and authority and shall be charged with the duty of general supervision and operation of the Trust Fund, and shall conduct the business and activities of the Trust Fund in accordance with this Agreement, the Trust Joinder Agreements, rules and regulations adopted by the Board of Trustees and applicable law.

2. Trustees' Liabilities. No Trustee shall be liable for any action taken pursuant to this Agreement in good faith or for an omission except bad faith or gross negligence, or for any act of omission or commission by any other Trustee. The Trustees are hereby authorized and empowered to obtain, at the expense of the Trust Fund, liability insurance fully protecting the respective Trustees, the Administrator, and the Trust Fund from any loss or expense incurred, including reasonable attorney's fees, for all acts of the Trustees except bad faith or gross negligence. The Trust Fund shall save, hold harmless and indemnify the Trustees and Administrator from any loss, damage or expense incurred by said persons or entities while acting in their official capacity excepting bad faith or gross negligence.

3. Standard of Review. In evaluating the performance of the Trustees, compliance by the Trustees with this Agreement must be determined in light of the facts and circumstances existing at the time of the Trustees' decision or action and not by hindsight.

4. Limitations on Liabilities. The Trustees' responsibilities and liabilities shall be subject to the following limitations:

a. The Trustees shall have no duties other than those expressly set forth in this Agreement and those imposed on the Trustees by applicable laws.

b. The Trustees shall be responsible only for money actually received by the Trustees, and then to the extent described in this Agreement.

c. The Trustees shall not be responsible for the correctness of any determination of payments or disbursements from the Trust Fund.

d. The Trustees shall have no liability for the acts or omissions of any predecessor or successor in office.

e. The Trustees shall have no liability for (i) the acts or omissions of any Investment Advisor or Advisors, or Investment Manager or Managers; (ii) the acts or omissions of any insurance company; (iii) the acts or omissions of any mutual fund; or (iv) following directions that are given to the Trustees by the Treasurer or Chief Investment Officer in accordance with this Agreement.

B. Reliance on Counsel. The Board of Trustees may employ, retain or consult with legal counsel, who may be counsel for the Administrator, concerning any questions which may arise with reference to the duties and powers or with reference to any other matter pertaining to this Agreement; and the opinion of such counsel shall be full and complete authorization and protection in respect of any action taken or suffered by the Trustees in good faith in accordance with the opinion of such counsel, and the Trustees shall not be individually or collectively liable therefor.

C. Meetings. The Board of Trustees shall meet at least three times per year, and more frequently if called, at the principal office of the Trust Fund or at such other location as may be acceptable to a majority of the Trustees. One such meeting of the Board of Trustees shall be held as soon as practicable after the adjournment of the annual meeting of Treasurers or Chief Investment Officers of Participating Political Subdivisions at such time and place as the Board of Trustees may designate. Other meetings of the Board of Trustees shall be held at places within the Commonwealth of Virginia and at times fixed by resolution of the Board of Trustees, or upon call of the Chairperson of the Board or a majority of the Trustees, on not less than ten (10) days' advance notice. Such notice shall be directed to the Trustees by U. S. mail to the respective addresses of the Trustees as recorded in the office of the Trust Fund or by electronic mail. The notice of any special meetings of the Board of Trustees shall state the purpose of the meeting.

A majority of the number of Trustees elected and serving at the time of any meeting shall constitute a quorum for the transaction of business. Each Trustee shall be entitled to cast a single vote of equal weight on each question coming before the Board. Proxy voting is not allowed. The act of a majority of Trustees present at a meeting at which a quorum is present, shall be the act of the Board of Trustees unless otherwise specified in this agreement. Less than a quorum may adjourn any meeting.

Robert's Rules of Order Newly Revised (11th edition) shall be the parliamentary authority for the Board of Trustees.

D. Office of the Trust Fund. The Administrator shall establish, maintain and provide adequate funding for an office for the administration of the Trust Fund. The address of such office is to be made known to the parties interested in or participating in the Trust Fund and to the appropriate governmental agencies. The official books and records pertaining to the Trust Fund and its administration shall be kept and maintained at the office of the Trust Fund.

E. Execution of Documents. A certificate signed by a person designated by the

Board of Trustees to serve as Secretary shall be evidence of the action of the Trustees, and any such certificate or other instrument so signed shall be kept and maintained at the office of the Trust Fund and may be relied upon as an action of the Trustees.

F. Appointment and Removal of Administrator. The Virginia Local Government Finance Corporation is hereby initially designated the Administrator pursuant to an administrative services agreement between the parties. The Board of Trustees shall provide compensation for the Administrator to administer the affairs of the Trust Fund. Any three (3) Trustees may call for a vote of the Board of Trustees to remove the Administrator by providing no less than 30 days' notice to the other Trustees and to the Administrator. A vote will be scheduled at the next meeting of the Board of Trustees, for which sufficient notice can be given, at which meeting the Administrator may be removed on a majority vote of the Trustees then serving. Upon removal of the Administrator, the Board of Trustees shall designate a successor Administrator.

G. Duty to Furnish Information. The Treasurers or Chief Investment Officers and the Board of Trustees shall furnish to each other any document, report, return, statement or other information that the other reasonably deems necessary to perform duties imposed under this Agreement or otherwise imposed by law.

H. Reliance on Communications. The Board of Trustees may rely upon a certification of a Treasurer or Chief Investment Officer with respect to any instruction, direction, or approval of its Participating Political Subdivision and may continue to rely upon such certification until a subsequent certification is filed with the Trustees. The Trustees shall have no duty to make any investigation or inquiry as to any statement contained in any such writing but may accept the same as fully authorized by the Treasurer or Chief Investment Officer and its Participating Political Subdivision.

Section 104. ADMINISTRATIVE POWERS AND DUTIES.

A. Trustees. The Board of Trustees, in addition to all powers and authorities under common law or statutory authority, including Chapter 45 of Title 2.2 of the Virginia Code (§§ 2.2-4500 *et seq*.), and subject to the requirements and limitations imposed by the common law or statutory authority, including Chapter 45 of Title 2.2 of the Virginia Code (§§ 2.2-4500 et *seq*.), shall have and in its sole and absolute discretion may exercise from time to time and at any time, either through its own actions, delegation to the Administrator, or through a Custodian selected by the Board of Trustees, the following administrative powers and authority with respect to the Trust Fund:

1. To receive for the purposes hereof all cash contributions paid to it by or at the direction of the Participating Political Subdivisions or their Treasurers or Chief Investment Officers.

2. To hold, invest, reinvest, manage, administer and distribute cash balances as shall be transferred to the Trustees from time to time by the Participating Political Subdivisions or their Treasurers or Chief Investment Officers and the increments,

proceeds, earnings and income thereof for the exclusive benefit of Participating Political Subdivisions.

3. To continue to hold any property of the Trust Fund that becomes otherwise unsuitable for investment for as long as the Board of Trustees in its discretion deems desirable; to reserve from investment and keep unproductive of income, without liability for interest, cash temporarily awaiting investment and such cash as it deems advisable, or as the Administrator from time to time may specify, in order to meet the administrative expenses of the Trust Fund or anticipated distributions therefrom.

4. To hold property of the Trust Fund in the name of the Trust Fund, or in the name of a nominee or nominees (e.g., registered agents), without disclosure of the trust, or in bearer form so that it will pass by delivery, but no such holding shall relieve the Board of Trustees of its responsibility for the safe custody and disposition of the Trust Fund in accordance with the provisions of this Agreement; the books and records of the Board of Trustees shall show at all times that such property is part of the Trust Fund and the Board of Trustees shall be absolutely liable for any loss occasioned by the acts of its nominee or nominees with respect to securities registered in the name of the nominee or nominees.

5. To employ in the management of the Trust Fund suitable agents, without liability for any loss occasioned by any such agents, so long as they are selected with the care, skill, prudence, and diligence under the circumstances then prevailing that a prudent person acting in a like capacity and familiar with such matters would use in the conduct of an enterprise of a like character and with like aims.

6. To make, execute and deliver, as trustee, any deeds, conveyances, leases, mortgages, contracts, waivers or other instruments in writing that it may deem necessary or desirable in the exercise of its powers under this Agreement.

7. To do all other acts that it may deem necessary or proper to carry out any of the powers set forth in this Section 104 or Section 202, to administer or carry out the purposes of the Trust Fund, or as otherwise is in the best interests of the Trust Fund; provided, however, the Board of Trustees need not take action unless in its opinion there are sufficient Trust Fund assets available for the expense thereof.

8. To adopt rules and regulations governing the Trustees’ operations and procedures.

9. To contract with municipal corporations, political subdivisions and other public entities of State or of local government and private entities for the provision of Trust Fund services and for the use or furnishing of services and facilities necessary, useful, or incident to providing Trust Fund services.

10. To advise the Administrator on the establishment of expectations with regard to the provision of administrative services and the establishment of appropriate fee

levels.

11. To establish and charge fees for participation in the Trust Fund and for additional administrative services provided to a Participating Political Subdivision in addition to any fees charged by other administrative service providers.

12. To collect and disburse all funds due or payable from the Trust Fund, under the terms of this Agreement.

13. To provide for and promulgate all rules, regulations, and forms deemed necessary or desirable in contracting with Treasurers and Chief Investment Officers and their Participating Political Subdivisions, in fulfilling the Trustees' purposes and in maintaining proper records and accounts.

14. To employ insurance companies, banks, trust companies, investment brokers, investment advisors, or others as agents for the receipt and disbursement of funds held in trust for Participating Political Subdivisions.

15. To determine, consistent with the applicable law and the procedures under the Trust Fund, all questions of law or fact that may arise as to investments and the rights of any Participating Political Subdivision to assets of the Trust Fund.

16. Subject to and consistent with the Code and the Virginia Code, to construe and interpret the Trust Agreement and to correct any defect, supply any omissions, or reconcile any inconsistency in the Agreement.

17. To contract for, purchase or otherwise procure insurance and investment products.

B. Administrator. Pursuant to an administrative services agreement between the Board of Trustees and the Administrator, the Administrator shall have the power and authority to implement policy and procedural matters as directed by the Board of Trustees as they relate to the ongoing operation and supervision of the Trust Fund and the provisions of this Agreement and applicable law. The Administrator shall immediately make application for a fidelity bond, to any company designated by the Board of Trustees, in such amount as may be specified by the Board of Trustees. The premium on such bond shall be paid from the Trust Fund, which bond shall be continued in force in such amount as the Board of Trustees may from time to time require. If the Administrator's bond is refused, or is ever cancelled, the Administrator may be removed on a majority vote of the Trustees then serving.

Section 105. TAXES, EXPENSES AND COMPENSATION OF TRUSTEES.

A. Taxes. The Administrator, without direction from the Board of Trustees, shall pay out of the Trust Fund all taxes, if any, properly imposed or levied with respect to the Trust Fund, or any part thereof, under applicable law, and, in its discretion, may contest the validity or amount of any tax, assessment, claim or demand respecting the Trust Fund or any part thereof.

B. Expenses and Compensation. The Board of Trustees is authorized to set aside from Participating Political Subdivision contributions received and the investment income earned thereon a reasonable sum for the operating expenses and administrative expenses of the Trust Fund including but not limited to, the employment of such administrative, legal, accounting, and other expert and clerical assistance, and the purchase or lease of such materials, supplies and equipment as the Board of Trustees, in its discretion, may deem necessary or appropriate in the performance of its duties, or the duties of the agents or employees of the Trust Fund or the Trustees.

All remaining funds coming into the Trust shall be set aside, managed and used only for the benefit of Participating Political Subdivisions.

Section 106. COMMUNICATIONS.

Until notice is given to the contrary, communication to the Trustees or to the Administrator shall be sent to them at the Trust Fund's office in care of the Administrator. The Administrator's address is VML/VACo Finance at 919 E. Main Street, Suite 1100 Richmond, VA 23219.

Section 107. APPOINTMENT, RESIGNATION OR REMOVAL OF TRUSTEES.

A. Appointment of Trustees and Length of Appointment. The number of Trustees serving on the Board of Trustees shall be fourteen (14).

1. The initial group of Trustees to establish the Trust Fund will be comprised as follows: (a) the Treasurer of the City of Chesapeake, (b) the Treasurer of the City of Roanoke, (c) five (5) individuals designated by the Board of Directors of the Virginia Association of Counties ("VACo"), (d) five (5) individuals designated by the Board of Directors of the Virginia Municipal League ("VML"), (e) the Executive Director of VACo, who shall serve as a non-voting *ex officio* trustee, and (f) the Executive Director of VML, who shall serve as a non-voting *ex officio* trustee. VACo and VML shall give priority for appointment to Treasurers and Chief Investment Officers. The appointees of VACo and VML serve until successor trustees are elected at the first annual meeting of the Treasurers and Chief Investment Officers.

2. With the first annual meeting of the Treasurers and Chief Investment Officers, the Board of Trustees shall be divided into three classes, A, B, and C. Class A will include the Treasurers of the two founding Participating Political Subdivisions, who shall continue to serve for two 3-year terms until successor trustees are elected at the annual meeting of the Treasurers and Chief Investment Officers to be held in Fiscal Year 2021 (the "Fiscal Year 2021 annual meeting"), and two trustees to be elected to serve until successor trustees are elected at the annual meeting to be held in Fiscal Year 2018. Class B, will serve for a transitional period until successor trustees are elected at the annual meeting to be held in Fiscal Year 2017. Class C will serve for a transitional period until successor trustees are elected at the annual meeting to be held in Fiscal Year

2016.

One of the Class B seats and one of the Class C seats will be designated to be filled by a Treasurer or Chief Investment Officer of a locality with a population of 75,000 or less, according to the latest decennial census. Individuals who do not meet this requirement may not be nominated for a seat so designated.

3. On or after July 1, 2014, the Trustees shall solicit nominations from the Treasurers and Chief Investment Officers of Participating Political Subdivisions for two Class A, four Class B, and four Class C Trusteeships, and such nominees, along with any nominations from the floor, shall constitute the candidates for the election of Trustees by vote at the Fiscal Year 2015 annual meeting of the Treasurers and Chief Investment Officers as provided in Section 307. In the event that there are not a sufficient number of eligible nominees from among Participating Political Subdivisions, nominations will be provided by the Executive Directors of the Virginia Association of Counties and the Virginia Municipal League. VACo and VML shall give priority for nomination, firstly, to Treasurers and Chief Investment Officers of Participating Political Subdivisions and, secondly, to treasurers and chief investment officers of non-participating political subdivisions.

4. On or after July 1, 2015, the Trustees shall solicit nominations from Treasurers and Chief Investment Officers of Participating Political Subdivisions for Class C Trusteeships, and such nominees, along with any nominations from the floor, shall constitute the candidates for the election of Trustee by vote at the Fiscal Year 2016 annual meeting of the Treasurers and Chief Operating Officers as provided in Section 307. In the event that there are not a sufficient number of eligible nominees from among Participating Political Subdivisions, nominations will be provided by the Executive Directors of the Virginia Association of Counties and the Virginia Municipal League. VACo and VML shall give priority for nomination, firstly, to Treasurers and Chief Investment Officers of Participating Political Subdivisions and, secondly, to treasurers and chief investment officers of non-participating political subdivisions.

5. At each annual meeting of Treasurers and Chief Investment Officers following the transitional period, the successors to the class of Trustees whose terms shall then expire shall be identified as being of the same class as the trustees they succeed and elected to hold office for a term expiring at the third succeeding annual meeting of Treasurers and Chief Investment Officers. Trustees shall hold their offices until the next annual meeting of Treasurers and Chief Investment Officers for such Trustee's respective Class and until their successors are elected and qualify.

6. At each annual meeting of the Treasurers and Chief Investment Officers, the incumbent Trustees will present all nominations received for each class of Trustees (A, B, and/or C) for which an election is to be held and entertain nominations from the floor. If a Treasurer or Chief Investment Officer does not designate a particular class for its nominee(s), such names will be included on the lists of eligible nominees for each class for which an election is to be held unless the individual named is elected to

another seat.

7. No individual Trustee may be elected or continue to serve as a Trustee after becoming an owner, officer or employee of the Administrator, an Investment Advisor, an Investment Manager or a Custodian. Beginning with the FY 2017 annual meeting, no Trustee may be elected or continue to serve as a Trustee unless he or she is a Treasurer or Chief Investment Officer of a Participating Political Subdivision or has received a delegation of authority according to the requirements of Section 107(A)(8). In the event that there are not a sufficient number of eligible nominees as of the date of the annual meeting, the position will be declared vacant.

8. A Treasurer or Chief Investment Officer may delegate to a subordinate officer who holds investment responsibilities the authority to seek election to and serve as a member of the Board of Trustees as a representative of the Participating Political Subdivision. Such officers will be entitled to the same rights and responsibilities as Treasurers and Chief Investment Officers with respect to seeking election to and serving on the Board of Trustees. The delegation of authority and any subsequent rescission of a delegation of authority must be delivered in writing to the Secretary of the Board of Trustees. If a delegation of authority is rescinded, the affected position on the Board of Trustees will be considered vacated. All references to "Treasurers" and "Chief Investment Officers" in Section 107 will pertain equally to such individuals delegated authority under this provision.

9. Each Trustee and each successor Trustee shall acknowledge and consent to his or her election as a Trustee at the annual meeting at which he/she is elected or, if subsequent to the annual meeting, by giving written notice of acceptance of such election to the Chairperson of the Trustees.

B. <u>Resignation of a Trustee</u>.

1. A Trustee may resign from all duties and responsibilities under this Agreement by giving written notice to the Chairperson of the Trustees. The Chairperson may resign from all duties and responsibilities under this Agreement by giving written notice to all of the other Trustees. Such notice shall state the date such resignation shall take effect and such resignation shall take effect on such date but not later than sixty (60) days after the date such written notice is given.

2. Any Trustee, upon leaving office, shall forthwith turn over and deliver to the Administrator at the principal office of the Trust Fund any and all records, books, documents or other property in his or her possession or under his or her control which belong to the Trust Fund.

C. <u>Removal of a Trustee</u>. Each Trustee, unless due to resignation, death, incapacity, removal, or conviction of a felony or any offense for which registration is required as defined in Virginia Code § 9.1-902, shall serve and shall continue to serve as Trustee hereunder, subject to the provisions of this Agreement.

A Trustee shall relinquish his or her office or may be removed by a majority vote of the Trustees then serving or *ipso facto* when the Employer which he/she represents is no longer a Participating Political Subdivision in the Trust Fund. Notice of removal of a Trustee shall be furnished to the other Trustees by the Chairperson of the Trustees and shall set forth the effective date of such removal. Notice of removal of the Chairperson shall be furnished to the other Trustees by the Administrator and shall set forth the effective date of such removal.

D. Appointment of a Successor Trustee. Except as otherwise provided in part A.1 of this Section with respect to the initial term of Class A Trustees, in the event a Trustee shall die, resign, become incapacitated, be removed from office, or convicted of a felony or any offense for which registration is required as defined in Virginia Code § 9.1-902, a successor Trustee shall be elected forthwith by the affirmative vote of the majority of the remaining Trustees though less than a quorum of the Board of Trustees. The notice of the election of a successor Trustee shall be furnished to the other Trustees by the Chairperson. In case of the removal, death, resignation, etc. of the Chairperson, notice of the election of a successor Trustee, and the new Chairperson, shall be furnished to the other Trustees by the Administrator. Nominations for interim replacement of vacant positions may be made by any member of the Board of Trustees. The term of office of any Trustee so elected shall expire at the next Annual Meeting of Treasurers and Chief Investment Officers at which Trustees are elected. The successor Trustee shall be elected to complete the term for the Class to which such Trustee has been assigned. In the event that a vacancy occurs in the office of either the Treasurer of Chesapeake or the Treasurer of Roanoke prior to the FY 2021 annual meeting, the newly assigned Treasurer of the founding Participating Political Subdivision will automatically assume the vacant position.

E. Trustees' Rights. In case of the death, resignation or removal of any one or more of the Trustees, the remaining Trustees shall have the powers, rights, estates and interests of this Agreement as Trustees and shall be charged with the duties of this Agreement; provided in such cases, no action may be taken unless it is concurred in by a majority of the remaining Trustees. However, if such vacancies leave less than a quorum of Trustees, the remaining trustees may only act to appoint successors. Only after a quorum has been established may the trustees take the other actions established in this subsection.

Section 108. BONDING.

All Trustees shall immediately make application for a fidelity bond, to any company designated by the Board of Trustees, in such amount as may be specified by the Board of Trustees. Premiums on such bonds shall be paid from the Trust Fund, which bonds shall be continued in force in such amount as the Board of Trustees may from time to time require. If a Trustee's bond is refused, or is ever cancelled, except with the Board of Trustees' approval, such Trustee may be removed from office by majority vote of the Trustees then serving.

PART 2 – PROVISIONS APPLICABLE TO INVESTMENTS

Section 200. APPLICATION.

The provisions of Part 2 apply to the investments of the Trust Fund.

Section 201. ADMINISTRATION OF TRUST.

A. General. All such assets shall be held by the Trustees in the Trust Fund.

B. Contributions. The Board of Trustees hereby delegates to the Custodian the responsibility for accepting cash contributions to the Trust Fund, and the Custodian shall have the responsibility for accepting cash contributions by Participating Political Subdivisions. Assets held in the Trust Fund shall be dedicated to the benefit of each Participating Political Subdivision, respectively, or to defraying reasonable expenses of the Trust Fund. All contributions by a Participating Political Subdivision shall be transferred to the Trust Fund to be held, managed, invested and distributed as part of the Trust Fund by the Trustees in accordance with the provisions of this Agreement and applicable law.

C. Applicable Laws and Regulations, The Board of Trustees shall be authorized to take the steps it deems necessary or appropriate to comply with any laws or regulations applicable to the Trust Fund.

D. Accumulated Share. No Participating Political Subdivision shall have any right, title or interest in or to any specific assets of the Trust Fund, but shall have an undivided beneficial interest in the Trust Fund; however, there shall be a specific accounting of assets allocable to each Participating Political Subdivision.

Section 202. MANAGEMENT OF INVESTMENTS OF THE TRUST FUND.

A. Authority of Trustees. Except as set forth in subsections C, D, F, or G of this Section, and except as otherwise provided by law, the Board of Trustees shall have exclusive authority and discretion to manage and control the assets of the Trust Fund held by them pursuant to the guidelines established by the Board of Trustees in the Investment Policy.

B. Investment Policy. The Board of Trustees, as its primary responsibility under this Agreement, shall develop written Investment Policies establishing guidelines applicable to the investment of the assets of the Trust Fund, and from time to time shall modify such Investment Policies, in light of the short and long-term financial interests of the Participating Political Subdivisions and the Trust Fund. The Investment Policies shall serve as the description of the funding policies and method for the Trust Fund.

C. Investment Advisor. From time to time, the Administrator may, pursuant to approval of the Board of Trustees, appoint one (1) or more independent Investment Advisors ("Investment Advisor"), pursuant to a written investment advisory agreement with each, describing the powers and duties of the Investment Advisor with regard to the management of all or any portion of any investment or trading account of the Trust Fund. The Investment Advisor shall review, a minimum of every calendar quarter, the suitability of the Trust Fund's investments, the performance of the Investment Managers and their consistency with the objectives of the Investment Policy with assets in the portion of the Trust Fund for which the Investment Manager has responsibility for management, acquisition or disposition.

If the Administrator contracted with a lead Investment Advisor prior to the establishment of this Agreement, the Board of Trustees may ratify such contract. The lead Investment Advisor will serve at the pleasure of the Board of Trustees and will be compensated for its recurring, usual and customary services.

Subject to the approval of the Board of Trustees, the Investment Advisor shall recommend an asset allocation for the Trust Fund that is consistent with the objectives of the Investment Policy. If the Board of Trustees shall approve a separate Investment Policy with respect to assets in a segregated portion of the Trust Fund, the Investment Advisor shall recommend an asset allocation for such segregated portion of the Trust Fund that is consistent with the objectives of such Investment Policy. At least annually, the Investment Advisor shall review the Investment Policy and asset allocation with the Board of Trustees. The Investment Advisor shall also advise the Board of Trustees with regard to investing in a manner that is consistent with applicable law, based on majority vote of the Board of Trustees, and in consideration of the expected distribution requirements of the Plans.

D. Investment Managers. The Board of Trustees, from time to time, may appoint one (1) or more independent Investment Managers ("Investment Manager"), pursuant to a written investment management agreement with each, describing the powers and duties of the Investment Manager to invest and manage all or a portion of the Trust Fund. The Investment Manager shall have the power to direct the management, acquisition or disposition of that portion of the Trust Fund for which the Investment Manager is responsible.

The Board of Trustees shall be responsible for ascertaining that each Investment Manager, while acting in that capacity, satisfies the following requirements:

1. The Investment Manager is either (i) registered as an investment advisor under the Investment Advisors Act of 1940, as amended; (ii) a bank as defined in thatAct; or (iii) an insurance company qualified to perform the services described herein under the laws of more than one state; and

2. The Investment Manager has acknowledged in writing to the Board of Trustees that it is a fiduciary with respect to the assets in the portion of the Trust Fund for which the Investment Manager has responsibility for management, acquisition or disposition.

If the Administrator contracted with a lead Investment Manager prior to the establishment of this Agreement, the Board of Trustees may ratify such contract. The lead Investment Manager will serve at the pleasure of the Board of Trustees and will be compensated for its recurring, usual and customary services.

E. Custodian. The Custodian is responsible for holding all funds and securities in a separate account in the name of the Trust, collecting all income and principal due the Trust from securities held, accepting contributions and distributing redemptions, and properly accepting for delivery and/or delivering securities in accordance with the contract between the Trust and the Custodian.

The Board on behalf of the Trust shall employ a bank or trust company organized under the laws of the United States of America or the Commonwealth of Virginia. The Custodian shall be subject to such restrictions, limitations, and other requirements set forth in a Custodian Agreement to be entered into between the Board and the Custodian.

The Custodian shall have such duties as are set forth in the Custodian Agreement. Such Agreement shall also provide that it may be terminated at any time without cause and without the payment of any penalty on 45 days' written notice.

In the event that, at any time, the Custodian shall resign or shall be terminated the Board shall appoint a successor.

F. Absence of Trustees' Responsibility for Investment Advisor and Manager. Except to the extent provided in paragraph A of Section 103 above, the Board of Trustees, collectively and individually, shall not be liable for any act or omission of any Investment Manager and shall not be under any obligation to invest or otherwise manage the assets of the Trust Fund that are subject to the management of any Investment Manager. Without limiting the generality of the foregoing, the Board of Trustees shall be under no duty at any time to make any recommendation with respect to disposing of or continuing to retain any such asset. Furthermore, the Board of Trustees, collectively and individually, shall not be liable by reason of its taking or refraining from taking the advice of the Investment Advisor any action pursuant to this Section, nor shall the Board of Trustees be liable by reason of its refraining from taking any action to remove or replace any Investment Manager on advice of the Investment Advisor; and the Trustees shall be under no duty to make any review of an asset acquired at the direction or order of an Investment Manager.

G. Reporting. The Board of Trustees shall be responsible for and shall cause to be filed periodic audits, valuations, reports and disclosures of the Trust Fund as are required by law or agreements. Notwithstanding anything herein to the contrary, the Board of Trustees shall cause the Trust Fund to be audited by a certified public accounting firm retained for this purpose at least once each year. The Board of Trustees may employ professional advisors to prepare such audits, valuations, reports and disclosures and the cost of such professional advisors shall be borne by the Trust Fund.

H. Commingling Assets. Except to the extent prohibited by applicable law, the Board of Trustees may commingle the assets of all Participating Political Subdivisions held by the Board of Trustees under this Agreement for investment purposes in the Trust Fund and shall hold the Trust Fund in trust and manage and administer the same in accordance with the terms and provisions of this Agreement. However, the assets of each Participating Political Subdivision shall be accounted for separately.

I. Record of Shares. The Trust shall maintain records which shall contain:

i. The names and addresses of Participating Political Subdivisions;

ii. The number of shares representing their respective interests hereunder; and

iii. A record of all allocations and redemptions.

Such records shall be conclusive as to the identity of the Participating Political Subdivisions to which shares are allocated. Only those Participating Political Subdivisions whose allocation of shares is recorded in the Trust records shall be entitled to receive distributions with respect to shares or otherwise to exercise or enjoy the rights and benefits related to the beneficial interests represented by the shares. No Participant shall be entitled to receive any distribution, nor to have notices given to it, until it has given its appropriate address to the Trust.

J. Maintenance of Records. The Administrator, or such other entity appointed by the Board, shall record the allocations of shares in the records of the Trust,

K. No Transfer of Shares. The beneficial interests measured by the shares shall not be transferable, in whole or in part, other than to the Trust itself for purposes of redemption. However, shares may be redeemed from one Participating Political Subdivision's account and the proceeds deposited directly into another Participating Political Subdivision's account upon instructions received from both respective Participants.

L. Limitation of Responsibility. The Board shall not, nor shall the Participating Political Subdivisions or any officer or other agent of the Trust, be bound to determine the existence of any trust, express, implied or constructive, or of any charge, pledge or equity to which any of the shares or any interest therein are subject, or to ascertain or inquire whether any redemption of any such shares by any Participating Political Subdivision or its representatives is authorized by such trust, charge, pledge or equity, or to recognize any person as having any interest therein except the Participating Political Subdivision recorded as the Participating Political Subdivision to which such shares are allocated. The receipt of moneys by the Participating Political Subdivision in whose name any share is recorded or by the duly authorized agent of such Participating Political Subdivision shall be a sufficient discharge for all moneys payable or deliverable in respect of such shares and from all responsibility to see the proper application thereof.

Section 203. ACCOUNTS.

The Trustees shall keep or cause to be kept at the expense of the Trust Fund accurate and detailed accounts of all its receipts, investments and disbursements under this Agreement, with the Trustees causing the Investment Advisor to account separately for each Investment Manager's portion of the Trust Fund.

Section 204. DISBURSEMENTS FROM THE TRUST.

A. Trust Payments. The Board of Trustees hereby delegates to the Administrator the responsibility for making payments from the Trust Fund, in accordance with rules and regulations established by the Board of Trustees. Payments from the Trust Fund shall be made by electronic transfer or check (or the check of an agent) for deposit to the order of the payee. Payments or other distributions hereunder may be mailed to the payee at the address last furnished to the Administrator. The Trustees shall not incur any liability on account of any payment or other distribution made by the Trust Fund in accordance with this Section. Such payment shall be in full satisfaction of claims hereunder against the Trustee, Administrator or Participating Political Subdivision.

B. Payments from the Trust to Participating Political Subdivisions. Any and all allocated shares may be redeemed at the option and as directed by the Treasurer of Chief Investment Officer of each Participating Political Subdivision upon and subject to the terms and conditions provided in this Agreement and the Informational Statement(s). The Trust shall, upon application of any Participating Political Subdivision, redeem from such Participating Political Subdivision allocated shares for an amount per share equivalent to the proportional interest in the net assets of the Trust at the time of the redemption. The procedures for effecting redemption shall be prescribed by the Board; provided, however, that such procedures shall not be structured so as to substantially and materially restrict the ability of the Participating Political Subdivions to withdraw funds from the Trust.

C. Allocation of Expenses. The Trustees shall pay all expenses of the Trust Fund from the assets in the Trust Fund. All expenses of the Trust Fund, which are allocable to a particular investment option or account, may be allocated and charged to such investment option or account as determined by the Trustees. All expenses of the Trust Fund which are not allocable to a particular investment option or account shall be charged to each such investment option or account in the manner established by the Trustees.

Section 205. INVESTMENT PORTFOLIOS.

The Trustees shall establish two (2) investment portfolios within the Trust Fund pursuant to the Investment Policies, for communication to, and acceptance by, Treasurers and Chief Investment Officers:

i. VIP Stable NAV Liquidity Pool. Assets in this portfolio will be invested in such a manner to facilitate overnight liquidity as well as the maintenance of a stable Net Asset Value, with the price of shares in the portfolio targeted to maintain a value of $1.00.

ii. VIP 1-3 Year High Quality Bond Fund. Assets in this portfolio will be invested in fixed income securities benchmarked with the Bank of America Merrill Lynch 1-3 Year Corporate/Government Index. The Pool is intended for the management of assets that Participating Political Subdivisions intend to invest for one year or longer.

The Board of Trustees may develop additional investment options, reflecting different risk/return objectives and corresponding asset mixes, for selection by Treasurers and Chief

Investment Officers, as alternatives to the current investment options. The determination to add alternative investment options to the Investment Policies, and the development of each such investment option, are within the sole and absolute discretion of the Board of Trustees. The Trustees shall transfer to any deemed investment option developed hereunder such portion of the assets of the Trust Fund as appropriate. The Trustees shall manage, acquire or dispose of the assets in an investment option in accordance with the directions given by each Treasurer or Chief Investment Officer. All income received with respect to, and all proceeds received from, the disposition of property held in an investment option shall be credited to, and reinvested in, such investment option.

If multiple investment options are developed, from time to time, the Board of Trustees may eliminate an investment option, and the proceeds thereof shall be reinvested in the remaining investment option having the shortest duration of investments unless another investment option is selected in accordance with directions given by the Treasurer or Chief Investment Officer.

Separate investment funds within the Trust Fund and varying percentages of investment in any such separate investment fund by the Participating Political Subdivisions, to the extent so determined by the Board of Trustees, are expressly permitted.

PART 3 – PROVISIONS APPLICABLE TO PARTICIPATING POLITICAL SUBDIVISIONS

Section 300. APPLICATION.

The provisions of Part 3 set forth the rights of Participating Political Subdivisions.

Section 301. PARTICIPATING POLITICAL SUBDIVISIONS.

A. Approval. The Board of Trustees or its designee shall receive applications from Treasurers and Chief Investment Officers of Participating Political Subdivisions for membership in the Trust Fund and shall approve or disapprove such applications for membership in accordance with the terms of this Agreement, the Trust Joinder Agreement, and the rules and regulations established by the Board of Trustees for admission of new Participating Political Subdivisions. The Board of Trustees shall have total discretion in determining whether to accept a new member. The Board of Trustees may delegate the authority for membership approval to the Administrator.

B. Execution of Trust Joinder Agreement. Once the governing body of a political subdivision has approved an ordinance or resolution to participate in the Trust Fund, its Treasurer or Chief Investment Officer, serving as trustee for such political subdivision, may execute a Trust Joinder Agreement in such form and content as prescribed by the Board of Trustees. By the execution of the Trust Joinder Agreement, the Participating Political Subdivision agrees to be bound by all the terms and provisions of this Agreement, the Trust Joinder Agreement, and any rules and regulations adopted by the Trustees under this Agreement. The Treasurer or Chief Investment Officer of each Participating Political

Subdivision, serving as such Participating Political Subdivision's trustee shall represent such Participating Political Subdivision's interest in all meetings, votes, and any other actions to be taken by a Participating Political Subdivision hereunder, provided that a Treasurer who elects not to invest public funds pursuant to the Joinder Agreement shall have no obligation to serve as a trustee for his or her locality.

C. Continuing as a Participating Political Subdivision. Application for participation in this Agreement, when approved in writing by the Board of Trustees or its designee, shall constitute a continuing contract for each succeeding fiscal year unless terminated by the Trustees or unless the Participating Political Subdivision resigns or withdraws from this Agreement by written notice sent by its duly authorized official. The Board of Trustees may terminate a Participating Political Subdivision's participation in this Agreement for any reason by vote of a three-fourths (3/4) majority of the voting members of the Board of Trustees present at a duly called meeting. If the participation of a Participating Political Subdivision is terminated, the Board of Trustees and the Administrator shall effect the withdrawal of such Participating Political Subdivision's beneficial interest in the Trust in accordance with its usual withdrawal policies.

Section 302. MEETINGS OF PARTICIPATING POLITICAL SUBDIVISIONS.

A. Places of Meetings. All meetings of the Treasurers and Chief Investment Officers shall be held at such place, within the Commonwealth of Virginia, as from time to time may be fixed by the Trustees.

B. Annual Meetings. The annual meeting of the Treasurers and Chief Investment Officers of Participating Political Subdivisions, for the election of Trustees and for the transaction of such other business as may come before the annual meeting, shall be held at such time on such business day between September 1st and October 31st as shall be designated by resolution of the Board of Trustees.

C. Special Meetings. Special meetings of the Treasurers or Chief Investment Officers for any purpose or purposes may be called at any time by the Chairperson of the Board of Trustees, by the Board of Trustees, or if Treasurers and Chief Investment Officers together holding at least twenty percent (20%) of all votes entitled to be cast on any issue proposed to be considered at the special meeting sign, date and deliver to the Trust Fund's Secretary one or more written demands for the meeting describing the purpose or purposes for which it is to be held. At a special meeting no business shall be transacted and no action shall be taken other than that stated in the notice of the meeting.

D. Notice of Meetings. Written notice stating the place, day and hour of every meeting of the Treasurers and Chief Investment Officers and, in case of a special meeting, the purpose or purposes for which the meeting is called, shall be given not less than ten (10) nor more than sixty (60) days before the date of the meeting to each Participating Political Subdivision's Treasurer or Chief Investment Officer of record entitled to vote at such meeting, at the address which appears on the books of the Trust Fund. Such notice may include any rules established by the Board of Trustees governing the nomination and election of candidates, determination of vote allocations, and other such matters.

E. Quorum. Any number of Treasurers and Chief Investment Officers together holding at least a majority of the outstanding beneficial interests entitled to vote with respect to the business to be transacted, who shall be physically present in person at any meeting duly called, shall constitute a quorum of such group for the transaction of business. If less than a quorum shall be in attendance at the time for which a meeting shall have been called, the meeting may be adjourned from time to time by a majority of the Treasurers and Chief Investment Officers present. Once a beneficial interest is represented for any purpose at a meeting of Treasurers and Chief Investment Officers, it shall be deemed present for quorum purposes for the remainder of the meeting and for any adjournment of that meeting unless a new record date is, or shall be, set for that adjourned meeting.

F. Voting. At any meeting of the Treasurers and Chief Investment Officers, each Treasurer or Chief Investment Officer entitled to vote on any matter coming before the meeting shall, as to such matter, have one vote, in person, for each two hundred fifty thousand ($250,000) dollars, or fraction thereof, invested in its name in the Trust Fund, based upon an annual weighted average during the previous fiscal year ending June 30. Notwithstanding the preceding sentence, at any meeting held after the date the *tenth (10th)* Participating Political Subdivision joins the Trust, no one Treasurer or Chief Investment Officer may vote more than *twenty percent (20%)* of the total votes cast. A Treasurer or Chief Investment Officer may, by written and signed proxy, designate another employee or elected official of his/her Participating Political Subdivision to cast his/her votes in person at the meeting. A delegation of authority issued under Section 106(A) (8) does not replace the requirement for a written and signed proxy at meetings of the Treasurers and Chief Investment Officers of Participating Political Subdivisions.

If a quorum is present at a meeting of the Treasurers and Chief Investment Officers, action on a matter other than election of Trustees shall be approved if the votes cast favoring the action exceed the votes cast opposing the action, unless a vote of a greater number is required by this Agreement. If a quorum is present at a meeting of the Treasurers and Chief Investment Officers, nominees for Trustees for all open seats for each class of Trustees on the Board of Trustees shall be elected by a plurality of the votes cast by the beneficial interests entitled to vote in such election.

Treasurers and Chief Investment Officers at the annual meeting will vote at one time to fill all open positions within a single class of Trustees. Elections will be held by class, in the order of the length of the terms to be filled, beginning with the longest term. Each Treasurer or Chief Investment Officer will cast up to the full number of its votes for each open position within a class of Trustees but may not cast votes for more than the number of open positions in such class. Those nominees receiving the largest plurality of votes, up to the number of positions to be filled, will be declared elected. Subsequent votes may be held to break any ties, if necessary, in order to elect the correct number of Trustees.

PART 4 – PROVISIONS APPLICABLE TO OFFICERS

Section 401. ELECTION AND REMOVAL OF OFFICERS.

A. Election of Officers; Terms. The Board of Trustees shall appoint the officers of the Trust Fund. The officers of the Trust Fund shall consist of a Chairperson of the Board, a Vice-Chairperson, and a Secretary. The Secretary need not be a member of the Board of Trustees and may be the Administrator. Other officers, including assistant and subordinate officers, may from time to time be elected by the Board of Trustees, and they shall hold office for such terms as the Board of Trustees may prescribe. All officers shall hold office until the next annual meeting of the Board of Trustees and until their successors are elected.

B. Removal of Officers; Vacancies. Any officer of the Trust Fund may be removed summarily with or without cause, at any time, on a three-fourths (¾) vote of the Board of Trustees present at a duly called meeting. Vacancies may be filled by the Board of Trustees.

Section 402. DUTIES.

A. Duties, generally. The officers of the Trust Fund shall have such duties as generally pertain to their offices, respectively, as well as such powers and duties as are prescribed by law or are hereinafter provided or as from time to time shall be conferred by the Board of Trustees. The Board of Trustees may require any officer to give such bond for the faithful performance of such officer's duties as the Board of Trustees may see fit.

B. Duties of the Chairperson. The Chairperson shall be selected from among the Trustees. Except as otherwise provided in this Agreement or in the resolutions establishing such committees, the Chairperson shall be *ex officio* a member of all Committees of the Board of Trustees. The Chairperson shall preside at all Board meetings. The Chairperson may sign and execute in the name of the Trust Fund stock certificates, deeds, mortgages, bonds, contracts or other instruments except in cases where the signing and the execution thereof shall be expressly delegated by the Board of Trustees or by this Agreement to some other officer or agent of the Trust Fund or as otherwise required by law. In addition, he/she shall perform all duties incident to the office of the Chairperson and such other duties as from time to time may be assigned to the Chairperson by the Board of Trustees. In the event of any vacancy in the office of the Chairperson, the Vice-Chairperson shall serve as Chairperson on an interim basis until such vacancy is filled by subsequent action of the Board of Trustees.

C. Duties of the Vice-Chairperson. The Vice-Chairperson, if any, shall be selected from among the Trustees and shall have such powers and duties as may from time to time be assigned to the Vice-Chairperson. The Vice-Chairperson will preside at meetings in the absence of the Chairperson.

D. Duties of the Secretary. The Secretary shall act as secretary of all meetings of the Board of Trustees and of the Treasurers and Chief Investment Officers. When requested, the Secretary shall also act as secretary of the meetings of the Committees of the Board of Trustees. The Secretary shall keep and preserve the minutes of all such meetings in permanent books. The

Secretary shall see that all notices required to be given by the Trust Fund are duly given and served. The Secretary may, at the direction of the Board of Trustees, sign and execute in the name of the Trust Fund stock certificates, deeds, mortgages, bonds, contracts or other instruments, except in cases where the signing and execution thereof shall be expressly delegated by the Board of Trustees or by this Agreement. The Secretary shall have custody of all deeds, leases, contracts and other important Trust Fund documents; shall have charge of the books, records and papers of the Trust Fund relating to its organization and management as a trust; and shall see that all reports, statements and other documents required by law are properly filed.

PART 5 – MISCELLANEOUS PROVISIONS

Section 501. TITLES.

The titles to Parts and Sections of this Agreement are placed herein for convenience of reference only, and the Agreement is not to be construed by reference thereto.

Section 502. SUCCESSORS.

This Agreement shall bind and inure to the benefit of the successors and assigns of the Trustees, the Treasurers and Chief Investment Officers, and the Participating Political Subdivisions.

Section 503. COUNTERPARTS.

This Agreement may be executed in any number of counterparts, each of which shall be deemed to be an original but all of which together shall constitute but one instrument, which may be sufficiently evidenced by any counterpart. Any Participating Political Subdivision that formally applies for participation in this Agreement by its execution of a Trust Joinder Agreement which is accepted by the Trustees shall thereupon become a party to this Agreement and be bound by all of the terms and conditions thereof, and said Trust Joinder Agreement shall constitute a counterpart of this Agreement.

Section 504. AMENDMENT OR TERMINATION OF THIS AGREEMENT; TERMINATION OF PLANS.

A. Duration. The Trust shall be perpetual, subject to the termination provisions contained in Section 504, Subsection C below.

B. Amendment. This Agreement may be amended in writing at any time by the vote of a two-thirds (2/3) majority of the Trustees. Notwithstanding the preceding sentence, this Agreement may not be amended so as to change its purpose as set forth herein or to permit the diversion or application of any funds of the Trust Fund for any purpose other than those specified herein.

The Board of Trustees, upon adoption of an amendment to this Agreement, shall provide notice by sending a copy of any such amendment to each Treasurer and Chief

Investment Officer within 15 days of adoption of such amendment. If a Treasurer or Chief Investment Officer objects to such amendment, the Treasurer or Chief Investment Officer must provide written notice of its objection and intent to terminate its participation in the Trust Fund by registered mail delivered to the Administrator within ninety (90) days of such notice, and if such notice is given, the amendments shall not apply to such Participating Political Subdivision for a period of 180 days from the date of adoption of such amendments. The Participating Political Subdivision's interest shall be terminated in accordance with the provisions of paragraph B of this section.

C. Withdrawal and Termination. Any Participating Political Subdivision may at any time in its sole discretion withdraw and terminate its interest in this Agreement and any trust created hereby by giving written notice from the Participating Political Subdivision's Treasurer or Chief Investment Officer to the Trustees in the manner prescribed by this Section. The Trust Fund may be terminated in its entirety when all participation interests of all Participating Political Subdivisions have been terminated in their entirety. This Agreement and the Trust Fund will then be terminated in its entirety pursuant to Virginia law.

In case of a termination of this Agreement, either in whole or in part by a Participating Political Subdivision, the Trustees shall hold, apply, transfer or distribute the affected assets of the Trust Fund in accordance with the applicable provisions of this Agreement and as directed by the Treasurer or Chief Investment Officer of each Participating Political Subdivision. Upon any termination, in whole or in part, of this Agreement, the Trustees shall have a right to have their respective accounts settled as provided in this Section 504.

In the case of the complete or partial termination of this Agreement as to one or more Participating Political Subdivisions, the affected assets of the Trust Fund shall continue to be held pursuant to the direction of the Trustees, for the benefit of the Participating Political Subdivision, until the Trustees, upon recommendation of the Administrator, distribute such assets to a Participating Political Subdivision, or other suitable arrangements for the transfer of such assets have been made. This Agreement shall remain in full effect with respect to each Participating Political Subdivision that does not terminate or withdraw its participation in the Trust Fund, or whose participation is not terminated by the Trustees. However, if distributions must be made, the Treasurer or Chief Investment Officer of each Participating Political Subdivision shall be responsible for directing the Administrator on how to distribute the beneficial interest of such Participating Political Subdivision. In the absence of such direction, the Administrator may take such steps as it determines are reasonable to distribute such Participating Political Subdivision's interest.

A Participating Political Subdivision must provide written notice of its intent to terminate its participation in the Trust Fund by registered mail signed by the appropriate official of the subdivision and delivered to the Administrator.

Notwithstanding the foregoing, the Trustees shall be required to pay out any assets of the Trust Fund to Participating Political Subdivisions upon termination of this Agreement or the Trust Fund, in whole or in part, upon receipt by the Trustees of written certification from the Administrator that all provisions of law with respect to such termination have been complied with. The Administrator shall provide the required written certification to the Trustees within three (3) working days of receiving a written notice of intent to terminate as described above. The Trustees shall rely conclusively on such written certification and shall be under no obligation to investigate or otherwise determine its propriety.

When all of the assets of the Trust Fund affected by a termination have been applied, transferred or distributed and the accounts of the Trustees have been settled, then the Trustees and Administrator shall be released and discharged from all further accountability or liability respecting the Trust Fund, or portions thereof, affected by the termination and shall not be responsible in any way for the further disposition of the assets of the Trust Fund, or portions thereof, affected by the termination or any part thereof so applied, transferred or distributed; provided, however, that the Trustees shall provide full and complete accounting for all assets up through the date of final disposition of all assets held in the Trust.

Section 505. SPENDTHRIFT PROVISIONS; PROHIBITION OF ASSIGNMENT OF INTEREST.

The Trust Fund shall be exempt from taxation and execution, attachment, garnishment, or any other process. No Participating Political Subdivision or other person with a beneficial interest in any part of the Trust Fund may commute, anticipate, encumber, alienate or assign the beneficial interests or any interest of a Participating Political Subdivision in the Trust Fund, and no payments of interest or principal shall be in any way subject to any person's debts, contracts or engagements, nor to any judicial process to levy upon or attach the interest or principal for payment of those debts, contracts, or engagements.

Section 506. VIRGINIA FREEDOM OF INFORMATION ACT.

The Administrator shall give the public notice of the date, time, and location of any meeting of the Board of Trustees' or of the Treasurers and Chief Investment Officers in the manner and as necessary to comply with the Virginia Freedom of Information Act (Va. Code §§ 2.2-3700 *et seq*.). The Secretary or its designee shall keep all minutes of all meetings, proceedings and acts of the Trustees and of Treasurers and Chief Investment Officers, but such minutes need not be verbatim. Copies of all minutes of the Trustees and of Treasurers and Chief Investment Officers shall be sent by the Secretary or its designee to the Trustees.

All meetings of the Board of Trustees and of Treasurers or Chief Investment Officers shall be open to the public, except as provided in § 2.2-3711 of the Virginia Code. No meeting shall be conducted through telephonic, video, electronic or other communication means where the members are not physically assembled to discuss or transact public business, except as provided in §§ 2.2-3708 or 2.2-3708.1 of the Virginia Code.

Section 507. JURISDICTION.

This Agreement shall be interpreted, construed and enforced, and the trust or trusts created hereby shall be administered, in accordance with the laws of the United States and of the Commonwealth of Virginia, excluding Virginia's law governing the conflict of laws.

Section 508. SITUS OF THE TRUST.

The situs of the trust or trusts created hereby is the Commonwealth of Virginia. All questions pertaining to its validity, construction, and administration shall be determined in accordance with the laws of the Commonwealth of Virginia. Venue for any action regarding this Agreement is the City of Richmond, Virginia.

Section 509. CONSTRUCTION.

Whenever any words are used in this Agreement in the masculine gender, they shall be construed as though they were also used in the feminine or neuter gender in all situations where they would so apply and whenever any words are used in this Agreement in the singular form, they shall be construed as though they were also used in the plural form in all situations where they would so apply, and whenever any words are used in this Agreement in the plural form, they shall be construed as though they were also in the singular form in all situations where they would so apply.

Section 510. CONFLICT.

In resolving any conflict among provisions of this Agreement and in resolving any other uncertainty as to the meaning or intention of any provision of the Agreement, the interpretation that (i) causes the Trust Fund to be exempt from tax under Code Sections 115 and 501(a), and (ii) causes the participating Plan and the Trust Fund to comply with all applicable requirements of law shall prevail over any different interpretation.

Section 511. NO GUARANTEES.

Neither the Administrator nor the Trustees guarantee the Trust Fund from loss or depreciation or for the payment of any amount which may become due to any person under any participating Plan or this Agreement.

Section 512. PARTIES BOUND; NO THIRD PARTY RIGHTS.

This Agreement and the Trust Joinder Agreements, when properly executed and accepted as provided hereunder, shall be binding only upon the parties hereto, *i.e.*, the Board of Trustees, the Administrator and the Participating Political Subdivisions. Neither the establishment of the Trust nor any modification thereof, nor the creation of any fund or account shall be construed as giving to any person any legal or equitable right against the Trustees, or any officer or employee thereof, except as may otherwise be provided in this Agreement. Under no circumstances shall the term of employment of any Employee be modified or in any way affected by this Agreement.

Section 513. NECESSARY PARTIES TO DISPUTES.

Necessary parties to any accounting, litigation or other proceedings relating to this Agreement shall include only the Trustees and the Administrator. The settlement or judgment in any such case in which the Trustees are duly served or cited shall be binding upon all Participating Political Subdivisions and upon all persons claiming by, through or under them.

Section 514. SEVERABILITY.

If any provision of this Agreement shall be held by a court of competent jurisdiction to be invalid or unenforceable, the remaining provisions of the Agreement shall continue to be fully effective. If any provision of the Agreement is held to violate the Code or to be illegal or invalid for any other reason, that provision shall be deemed to be null and void, but the invalidation of that provision shall not otherwise affect the trust created by this Agreement.

Approved by Board of Trustees, September 13, 2013
Amended by Board of Trustees, January 24, 2014
Amended by Board of Trustees, June 19, 2015
Amended by Board of Trustees, September 23, 2016

[SIGNATURE PAGE FOLLOWS]

TRUST JOINDER AGREEMENT FOR PARTICIPATING POLITICAL SUBDIVISIONS IN THE VACo/VML VIRGINIA INVESTMENT POOL

THIS TRUST JOINDER AGREEMENT is made by and between the Chief Investment Officer of the Town of Farmville ,Virginia (herein referred to as the "Chief Investment Officer"), the Town of Farmville, Virginia (herein referred to as the "Participating Political Subdivision"), and the Board of Trustees (herein collectively referred to as the "Trustees") of the VACo/VML Virginia Investment Pool (herein referred to as the "Trust Fund").

WITNESSETH:

WHEREAS, the governing body of the Participating Political Subdivision desires to participate in a trust for the purpose of investing monies belonging to or within its control, other than sinking funds, in investments authorized under Section 2.2-4501 of the Virginia Code; and

WHEREAS, the governing body of the Participating Political Subdivision has adopted an ordinance and/or resolution (a certified copy of which is attached hereto as Exhibit A) to authorize participation in the Trust Fund and has designated the Chief Investment Officer to serve as the trustee of the Participating Political Subdivision with respect to the Trust Fund and to determine what funds under the Chief Investment Officer's control shall be invested in the Trust Fund, and has authorized the Chief Investment Officer to enter into this Trust Joinder Agreement; and

WHEREAS, the Trust Fund, in accordance with the terms of the VACo/VML Virginia Investment Pool Trust Fund Agreement (the "Agreement"), provides administrative, custodial and investment services to the Participating Political Subdivisions in the Trust Fund; and

WHEREAS, the Chief Investment Officer, upon the authorization of the governing body of Town of Farmville, Virginia, desires to submit this Trust Joinder Agreement to the Trustees to enable Town of Farmville, Virginia, to become a Participating Political Subdivision in the Trust Fund and a party to the Agreement.

NOW, THEREFORE, in consideration of the mutual covenants and agreements flowing to each of the parties hereto, it is agreed as follows:

1. Pursuant to the Board of Trustees' acceptance of this Trust Joinder Agreement, the Town of Farmville, Virginia, is a Participating Political Subdivision in the Trust Fund, as provided in the Agreement, and the Chief Investment Officer is authorized to enter into this Trust Joinder Agreement, and to represent and vote the beneficial interest of Town of Farmville, Virginia, in the Trust Fund in accordance with the Agreement.

2. Capitalized terms not otherwise defined in this Trust Joinder Agreement have the meaning given to them under the Agreement.

3. The Chief Investment Officer shall cause appropriations designated by the Participating Political Subdivision for deposit in the Trust Fund to be deposited into a depository designated by the Trustees.

4. The Chief Investment Officer shall timely remit, or timely approve the remittance of, administrative fees as may be due and payable by the Participating Political Subdivision under the Agreement into a depository designated by the Trustees.

5. The Participating Political Subdivision shall have no right, title or interest in or to any specific assets of the Trust Fund, but shall have an undivided beneficial interest in the Trust Fund; however, there shall be a specific accounting of assets allocable to the Participating Political Subdivision.

6. The Chief Investment Officer shall provide to the Administrator designated by the Trustees all relevant information reasonably requested by the Administrator for the administration of the Participating Political Subdivision's investment, and shall promptly update all such information. The Chief Investment Officer shall certify said information to be correct to the best of his/her knowledge, and the Trustees and the Administrator shall have the right to rely on the accuracy of said information in performing their contractual responsibilities.

7. The Trust Fund shall provide administrative, custodial and investment services to the Participating Political Subdivision in accordance with the Agreement.

8. The Trustees and the Administrator, in accordance with the Agreement and the policies and procedures established by the Trustees, shall periodically report Trust activities to the Participating Political Subdivision on a timely basis.

9. The Chief Investment Officer and the Participating Political Subdivision agree to abide by and be bound by the terms, duties, rights and obligations as set forth in the Agreement, as may be amended by the Trustees, which is attached hereto and is made a part of this Trust Joinder Agreement.

10. The Chief Investment Officer, in fulfillment of his/her duties as the trustee of the Participating Political Subdivision, retains the services of the Investment Manager or Managers selected by the Trustees pursuant to the Agreement.

11. The term of this Trust Joinder Agreement shall be indefinite. The Chief Investment Officer may terminate this Trust Joinder Agreement on behalf of the Participating Political Subdivision by giving notice in writing to the Trustees. Termination shall be governed by the provisions of the Agreement.

IN WITNESS WHEREOF, the Chief Investment Officer has caused this Trust Joinder Agreement to be executed this _______ day of _______________________, 20____.

TREASURER/CHIEF INVESTMENT OFFICER OF

___________________________, VIRGINIA

____

____

____

ATTEST:

____

* * * *

ACCEPTANCE:

VACo/VML VIRGINIA INVESTMENT POOL

By:____

Town of Farmville

Agenda Item Summary

MEETING DATE: February 8, 2023

ITEM NUMBER: 9.h. – Request Approval for the Town Manager to Sign a Letter of Intent with ABM Building Solutions, LLC.

BACKGROUND: Representatives from ABM Building Solutions, LLC. provided a presentation at the January 11, 2023 Regular Council meeting from a preliminary study completed in fall 2022. A proposal for an in-depth analysis was described at the February 1, 2023 Work Session offering more insight into ABM's infrastructure improvement programs.

RECOMMENDATION: Authorize the Town Manager to Sign a Letter of Intent with ABM Building Solutions, LLC.

FISCAL IMPACT:

ATTACHMENTS: None

Town of Farmville

Agenda Item Summary

MEETING DATE: February 8, 2023

ITEM NUMBER: 9.i. – Request Approval of an Amendment to the Town of Farmville Procedures for Purchasing and Procurement Manual

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BACKGROUND: Finance Director Julie Moore provided an overview of the proposed policy amendment at the February 1, 2023 Work Session. After making inquiries from other localities on threshold amounts, an increase to the town's procurement thresholds is being proposed.

RECOMMENDATION: Approve an Amendment to the Town of Farmville Procedures for Purchasing and Procurement Manual as presented.

FISCAL IMPACT:

ATTACHMENTS:
1. Farmville Procedures for Purchasing and Procurement Manual(revised Dec 29 2022)

Procedures For Purchasing and Procurement Manual

July 8, 2020

Revised December 29, 2022

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PREFACE

The purpose of this Manual is to assemble in one volume the laws, procedures, rules, and regulations pertaining to purchasing for the Town of Farmville, Virginia.

This manual is authorized by Town Council resolution, dated July 8, 2020. It is based on the Virginia Public Procurement Act. Activities and procedures of the Town of Farmville Purchasing Division of the Finance Department are regulated by and must comply with the Virginia Public Procurement Act of the Code of Virginia.

Employees of the Town of Farmville are to follow the prescribed procedure outlined in this Manual in requesting purchases. It is the purpose of this Manual to serve as a continuing reminder of the duties and responsibilities involved in procuring required items.

The purchase function is to provide a centralized system for the procurement of materials, supplies, equipment, and services at the lowest possible cost consistent with the quality needed for the proper operation of the various town departments.

Provision is outlined for the disposal of replaced and excess materials or property of the Town of Farmville.

In the solicitation or awarding of contracts, no department of the Town shall discriminate against a bidder or offeror because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment.

Our goal is the promotion of the Town's best interests through intelligent action and fair dealing which will result in obtaining the maximum value for each dollar of expenditure.

PROVISIONS

I. **Provisions** – for the establishment and basic function of the Town "Purchasing Division".

A. **Establishment of Purchasing Division:**

There shall be a division of the Town government designated as Purchasing, and the Purchasing Agent is and shall be charged with the management of said division, under the supervision of the Director of Finance~~/Treasurer~~, pursuant to these policies, or such rules and regulations that may be prescribed by the Town Manager and/or the Town Council.

B. **Duties of the Purchasing Agent:**

The Purchasing Agent shall assist and coordinate the purchases of all supplies for the Town, manage any competitive procurements, as necessary, and dispose of personal property of the Town as provided by the Town Council. The Purchasing Agent shall require from the director of each department a requisition for the quantity and kind of supplies or services to be procured for the department. Upon certification that funds are available in the proper appropriations, such supplies shall be purchased and shall be paid for from funds in the department's budget for that purpose. It is the individual department's responsibility to ensure that no supplies shall be purchased unless there is an available appropriation balance sufficient to pay for such supplies. However, this procedure shall not prevent the Purchasing Agent from purchasing supplies for cash on account of storehouse stock for future use by the various departments under such regulations as the Director of Finance~~/Treasurer~~ and Town Manager may prescribe. The Purchasing Agent shall also perform such other duties as may be designated by the Director of Finance~~/Treasurer~~ or Town Manager.

C. **Emergency Purchases:**

In cases of emergency, a contract may be awarded, or purchases may be made without competitive pricing, bidding, or competitive negotiation; however, such procurement shall be made with such competition as is practicable under the circumstances. In such cases, during regular working hours, the Purchasing Agent will authorize the purchase order. If the Purchasing Agent is not available, the Director of Finance~~/Treasurer~~ or the Town Manager will make the authorization. For an emergency at other hours, purchases may be made directly by the using department, with the approval of the director. When emergency expenditures have been incurred, the Small Purchase process is used, and the purchase requisition is labeled "EMERGENCY". When the Purchasing Division is next open, the requisition document issued as confirming such purchase will be forwarded to the Purchasing Agent, along with the certification by the department director stating the facts of the emergency and any change in appropriations necessitated by the emergency.

D. **Sole Source Purchases:**

Upon a determination in writing that there is only one source practicably available for that which is to be procured, a contract may be negotiated and awarded to that source without competitive sealed bidding or competitive negotiation. The writing shall document the basis for the determination. The department director shall issue a written notice stating that only one source was determined to be practicably available, and identifying that which is being procured, the contractor selected and the date on which the contract was or will be awarded. This notice shall be posted in a designated public area or published in a newspaper of general circulation on the day the Town awards or announces its decision to award the contract, whichever occurs first. Public notice may also be published on the Town of Farmville website.

E. **<u>Authority to Purchase Supplies for Storehouse:</u>**

Subject to the supervision and control of the Director of Finance~~/Treasurer~~, the Purchasing Agent shall have authority to purchase goods and supplies on the account of the storehouse stock and to furnish same goods to the various departments of the Town at cost. Such goods and supplies shall be paid for upon receipt of the proper purchasing documentation and charged to the Town's General Fund. As these goods and supplies are furnished to the various departments, the cost shall be credited to the Town storehouse and charged to the department for which such goods and supplies are issued. A perpetual stock record shall be kept of each item in the storehouse inventory.

F. **<u>Requirement to Purchase by Requisition:</u>**

Except as otherwise provided, no materials or supplies for use by the Town government may be ordered except by a requisition signed by the director of the department certifying that there is sufficient money appropriated and available to pay for the materials or supplies. Purchases or contracts for any supplies, materials, equipment or contractual service by any department, office, agency or individual, contrary to the provisions or the rules and regulations made herein, shall be subject to disciplinary action up to or including termination of the responsible individual's employment. The director of the department, office, agency or individual shall be personally liable for the cost of such order or contract, and if already paid for out of Town funds the amount therefore may be recovered in the name of the Town in any appropriate action. The Purchasing Agent may advise revision of requisitions and shall have power to refuse requisitions subject to appeal to the Town Manager who shall make the final decision.

G. **<u>Disposition of Replaced Articles of Equipment:</u>**

In any case where any article of equipment is purchased for the purpose of replacing similar equipment, or any property or material becomes excess to the needs of a department, the Town Manager is authorized to direct the Purchasing Agent to dispose of said equipment, property or materials in any manner provided by the Town Council.

H. **<u>General Disqualifications:</u>**

No member of the Town Council, nor the Town Manager nor any other officer or employee of the Town shall:

1. Solicit or accept money or other thing of value for services performed within the scope of his/her official duties, except the compensation, expenses or other remuneration paid by the agency of which he/she is an officer or employee.

2. Accept any money, loan, gift, favor, service or business or professional opportunity that reasonably tends to influence him/her in the performance of his/her official duties.

3. Accept any business or professional opportunity when he/she knows that there is a reasonable likelihood that the opportunity is being afforded him/her to influence him/her in the performance of his/her official duties.

4. Accept gifts from sources on a basis so frequent as to raise an appearance of the use of his/her public office for private gain.

5. Any contract with the Town in which a member or members of the Town Council, or the Town Manager, or any other Town official or employee is interested, in violation of the provisions of this section, may be declared void by the Council; or where two or more members of the Town Council are so interested, such contract may be voided at the suit of any citizen.

I. **Debarment Procedures:**

By resolution of the Town Council, a procedure was adopted for particular contractors whose performance has been unsatisfactory. The Purchasing Agent shall take action to exclude individuals or firms from contracting with the Town for particular types of goods or non-professional services for a period not more than three (3) years. Debarment does not relieve the contractor of responsibility for existing obligations. The causes for debarment pursuant to this policy include:

1. A recent record of failure to perform or of unsatisfactory performance in accordance with the terms of the contract.

2. Deliberate failure to perform in accordance with the contractual specifications or within the time limit provided by the contract.

3. Conviction under State or Federal statutes of a criminal offence where there was an attempt to obtain a public or private contract or subcontract, or in the performance of such contract or subcontract.

4. Conviction under State or Federal statutes of embezzlement; theft; forgery; bribery; falsification or destruction of records; receiving stolen property; or any other offense indicating a lack of business integrity or business honesty, which would affect the responsibility as a contractor with the Town.

An individual or firm being debarred from contracting with the Town will be notified in writing stating the reasons for the action ~~taken, and~~ taken and shall be given the opportunity to be heard before a panel which shall include, but not be limited to, the using department and the Purchasing Agent. A copy of the debarment decision shall be mailed, or otherwise furnished, to the debarred individual or firm. The decision may be appealed in writing to the Town Manager within ten (10) calendar days of notice of debarment. The Town Manager's decision shall be final.

J. **Exemptions for Certain Purchases:**

1. The purchase of legal services or expert witnesses or other services associated with litigation or regulatory proceedings may be contracted without competitive bids or negotiations.

2. When authorized to do so by State specifications, purchase may be made through utilization of a ~~State~~ state contract.

3. Purchases where competitive negotiation is appropriate.

II. **Purchasing Procedures** – The following purchasing procedures are hereby established for the Purchasing Agent to govern his or her conduct and the conduct of assistants in their relations with the various departments of the Town and with vendors in their dealings with the Town. Except as provided by these procedures, no officer or employee of the Town government has the authority to contract for the purchase of materials, equipment, supplies or other essentials except the Town Manager, Finance Director, ~~-~~or the Purchasing Agent. The following procedures shall be used by every division or department. Any questions on instructions or preparation of forms should be directed to the Director of Finance~~/Treasurer~~, the Purchasing Agent, or their designee(s). The department director may establish guidelines for his/her directorate that may be more stringent than within this document to maintain control over purchasing within that department.

A. **Limitations:** Authorization for purchases, following proper procedures, up to the amounts listed below, may be made.

1. Small Purchases - may be made with the knowledge and consent of the department director, up to an amount of $~~2,000~~5,000. Every effort should be made to ensure that the purchase is made in a competitive manner.

2. Verbal Quotations - for purchases in amounts greater than $~~2,000~~ 5,000 up to a threshold of $~~10,000~~25,000, not including vehicles or rolling stock, a minimum of three verbal or telephone quotations must be obtained. The quotations must be noted on the Requisition for Purchase form, with vendor name, contact person

and dollar amount quoted. The department director's, or designee's, must approve the requisition. All supporting documentation will be uploaded into the financial system for review by the Purchasing Agent for issuance of a Purchase Order.

3. Written Quotations - for purchases between $~~10,000~~ 25,000 and $~~25,000~~50,000, not including vehicles or rolling stock, a minimum of three written solicitations must be obtained. These solicitations must be on the vendor's letterhead. The department directors must approve the requisition. In the event the department head is unavailable or unable to sign, the requisition must be approved by the Town Manager. All supporting documentation will be uploaded into the financial system for review by the Purchasing Agent for issuance of a Purchase Order.

4. Sealed Quotations or Competitive Negotiations - must be processed on all purchases over $~~25,000~~50,000, and purchase of vehicles or rolling stock. The Town Manager or Purchasing Agent may request sealed quotations on purchases of lesser amounts if deemed to be in the best interest of the Town to do so.

5. Purchasing Agent - will authorize purchase orders for amounts greater than $~~2,000~~ 5,000 up to the amount of $~~25,000~~50,000, provided sufficient appropriations exist and all competitive requirements have been met.

6. Town Manager - will authorize purchase orders in amounts over $~~25,000~~50,000.

B. **<u>Distribution and Use of Forms:</u>**

1. Requisition for Purchase

The ordering department will use the requisition process in the financial system for purchases to instruct the Purchasing Agent to procure needed supplies and services. Accordingly, full, and complete information should be provided. The requisition is to be approved by the department director, certifying that the items are required for Town business and that sufficient appropriations are available.

For purchases greater than $~~2,000~~ 5,000 and less than $~~10,000~~25,000, the requisition is approved by the Purchasing Agent, in addition to the department director, or designee, certifying that all procurement requirements have been met.

For purchases greater than $~~10,000~~ 25,000 and less than $~~25,000~~50,000, the Purchasing Agent, in addition to the department director, certifying that all procurement requirements have been met approve the requisition. In the event that department director is unavailable or unable to sign, the Town Manager must sign the requisition.

2. Request for Quotation

This form (RFQ of IFB) is designed for use in formal sealed bids in excess of $~~25,000~~ 50,000 estimated value, vehicles and rolling stock. It may be used for requests of lesser value but is not mandatory in those instances. This form is always initiated and prepared by the Purchasing Division either at the request of the using department, or it is generated in the normal procurement process.

On purchases of more than $~~2,000~~ 5,000 and less than $~~25,000~~50,000 quotations will be informally requested from at least three vendors. The vendor's name and their quotation should be listed on the purchase requisition, which the department director must approve. A notation should be made to justify any purchase where the lowest quotation is not accepted.

Competitive Negotiation

This method may be used upon determination in writing that competitive sealed bidding is either not practicable or fiscally advantageous to the Town for the purchase of goods, services, insurance, or construction. The writing shall document the basis for this determination. A written Request for Proposal (RFP) is issued that describes in general terms what is to be procured, the factors to be used in evaluating the proposal, the applicable contractual terms and conditions, including any unique capabilities or qualifications required of the contractor. After negotiations have been conducted, a contract is awarded.

3. Purchase Order

The Purchase Order is completed by the Purchasing Agent based upon information in the Requisition for Purchase. A Purchase Order is required for any procurement over $~~2,000~~5,000 and is optional for smaller amounts. The Purchasing Division will issue a Purchase Order to the vendor and copies will be available to the Finance Department and originating department through the financial system. When the amount of the Purchase Order exceeds $~~25,000~~50,000, it must be approved by the Town Manager, whose signature will also certify that any purchase greater than $~~25,000~~,50 000.

4. Small Purchases

Pick-up purchases may be made directly by the originating department for procurements in amounts up to $~~2,000~~5,000. These purchases may be made locally or electronically. It is the responsibility of the ordering department to enter the requisition which must be approved by the department's director. The Purchasing Agent will issue the purchase order. The ordering department is responsible for providing the invoice or other documentation in a timely manner after the purchase to the Purchasing Division or Finance Department to be entered into the financial system. Failure to comply with the requirements of the small purchases process may result in the loss of this privilege.

5. Credit Cards

Town credit cards have been issued to the Town Council Members, Clerk of Council, the Town Manager, Fire Chief, and the Chief of Police. Additional cards are available for use by employees on official Town travel. Receipts must be returned for all travel expenses charged to the card. Purchases made with a Town credit card for which receipts are not received may require personal reimbursement to the Town from the employee. The only time goods, supplies, materials or other commodities used for the operation of any Town department will be acquired through the use of a Town credit card is when a requisition and purchase order has been approved for said purchase by the appropriate designees.

III. Duties of the Purchasing Agent

~~III.~~ A. General

It will be the duty of the Purchasing Agent and any assistants to:

1. Assist and coordinate the purchase or contract for all supplies needed by any division or department of the Town in accordance with the purchasing procedures prescribed in this manual. Direct and manage any competitive procurement required to secure materials and/or services.

2. Act to procure for the Town the highest quality supplies at the least expense to the Town.

3. Encourage competition and endeavor to obtain as full and open competition as possible on all purchases and sales.

4. Keep informed of current developments in the field of purchasing, market conditions and new products, and secure for the Town the benefits of research done in the field of purchasing by other governmental jurisdictions, national technical societies, trade associations having national recognition and by private businesses and organizations.

5. Explore the possibilities for volume buying, so as to take full advantage of any and all discounts.

6. Act to procure for the Town all Federal and State Tax exemption to which it is entitled.

7. Cooperate with the Finance Department so as to secure for the Town the maximum efficiency in budgeting and accounting.

8. Consult the Town department directors for advice and recommendations on items in question and regarding improvements in the purchasing process.

9. Prepare and maintain a vendor list classified according to materials, supplies and service. Any firm may be placed on a vendor list upon application by letter, phone, email, or in person.
10. Prescribe and recommend such forms as shall be reasonably necessary to the efficient operation of the Purchasing Division.

IV. **<u>General Purchasing Guidelines</u>**

A. **<u>Changes to Rules and Regulations</u>**

The Purchasing Agent will make recommendations to the Director of Finance~~/Treasurer~~ as to any necessary changes or additions to the procedures for the operation of the division.

B. **<u>Contracting</u>**

1. The Purchasing Agent will join with other units of government in cooperative purchasing plans when the best interests of the Town will be served.

2. The Purchasing Agent will initiate and approve all Purchase Orders. Those Purchase Orders that are greater in amount than $~~25,000~~ <u>50,000</u> must also be approved by the Town Manager.

3. Before entering into a contract, the Town reserves the right to require a performance bond from the successful bidder.

4. <u>During the performance of any contract, the contractor must agree to</u>:

   a. Provide a drug-free workplace for the contractor's employees, and post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana is prohibited in the contractor's workplace.

b. Specify the actions that will be taken against employees for violations of such prohibition.

c. State in all solicitations or advertisements for employees placed by or on behalf of the contractor that the contractor maintains a drug-free workplace.

d. Include the provisions of the foregoing clauses in every subcontract or purchase order over $~~10,000~~50,000, so that the provisions will be binding upon each subcontractor or vendor.

C. **Competitive Sealed Bidding**

1. All specifications for purchases shall be definite and certain, not based on specific brands and shall permit maximum competition except in noncompetitive situations.

2. All purchases and contracts for supplies shall, except as specifically provided otherwise, be based on competitive sealed bids in amounts where a single order or contract exceeds $~~25,000~~50,000.

3. When deemed necessary by the Purchasing Agent, bid deposits or bonds shall be prescribed in the notice inviting bids. Unsuccessful bidders shall be entitled to the return of deposit where the Agent has required it. A successful bidder shall forfeit any deposit required by the Purchasing Agent upon failure on his part to enter a written contract within ten (10) working days after the award.

4. Bidding Procedure for Purchases Greater than $~~25,000~~50,000:

   a. Bids shall be submitted sealed, on the Town form, to the attention of the Purchasing Agent and shall be identified as such on the outermost envelopes.

   b. Notices and Invitations to Bid shall be identified in writing and posted in public.

   c. Bids shall be opened in public at the date; time and place stated in the notices or bid forms.

   d. A tabulation of all bids received shall be made available to anyone interested.

   e. The Town Council and/or the Town Manager shall have the authority to reject all bids, part of all bids, or all bids for anyone or more supplies or contractual services included in the proposed contract. However, bidders have the right to qualify their bid on an "all or none" basis.

   f. Awards may be made to more than one offeror or bidder, and prompt payment discount or other favorable terms may be considered in determining the low bid.

   g. If bids received are for the same total amount or unit price, quality and service being equal, first consideration shall be given to the local bidder.

h. No contract or purchase shall be subdivided to avoid the requirements of competitive bidding.

i. Uniform bidding as a result of an agreement or understanding with other bidders, which evidences fraud or deceit, will be basis for removal of such bidder or bidders responsible from the vender list maintained by the Purchasing Agent.

j. The Town Council may waive the technical requirements imposed by this manual when it deems the same to be in the best interest of the Town.

D. **Competitive Negotiation**

1. The department director determines in writing that competitive sealed bidding is either not practicable or not fiscally advantageous. The writing shall document the basis for this determination.

2. A written Request for Proposal is issued, describing in general terms what is to be procured, the evaluation factors, applicable terms, and conditions.

3. A notice of the RFP is publicly posted at least ten (10) days prior to the date set for receipt of proposals and will be published in a newspaper of general circulation.

4. All prospective offerors are furnished identical information. Any changes or additions to the RFP will be issued in writing to all prospective offerors.

5. A public opening is not required. If the RFP states that a public opening will be held, the names of the offerors is the only information read aloud.

6. Proposals are evaluated against the criteria contained in the RFP.

7. Negotiations are conducted with selected offerors.

8. A contract is negotiated and awarded to the offeror.

E. **Awarding Contract**

1. The Town Manager will award any contract for amounts greater than $~~25,000~~,50,000.

2. The Purchasing Agent will approve contracts for amounts up to $~~25,000~~50,000.

3. Contracts shall be awarded to the lowest responsive and responsible bidder. In determining "lowest responsive and responsible bidder", in addition to price, Town Manager or Purchasing Agent may consider:

   a. The ability, capacity, and skill of the bidder to perform the contract.

   b. Whether the bidder can perform the contract promptly, or within the time specified without delay or interference.

c. The character, integrity, reputation, judgment, experience, and efficiency of the bidder.

d. The quality of performance of previous contracts.

e. The previous and existing compliance by the bidder with the laws and ordinances relating to the contract.

f. The sufficiency of the financial resource and ability of the bidder to perform the contract.

g. The quality, availability, and adaptability of the supplies, to the particular use required.

h. The ability of the bidder to provide future maintenance for the use of the subject of the contract.

i. The number and scope of conditions attached to the bid.

F. **Small Purchases**

Purchases in amounts greater than $~~2,000~~ 5,000 and less than $~~10,000~~ 25,000 shall, wherever possible, be based on at least three competitive quotations or offers which will be attached to the requisition. Purchases between $~~10,000~~25,000 and $~~25,000~~ 50,000 must be based on a least three written quotations and received on a vendor letterhead, and these written quotes will be attached to the requisition or purchase order. The Purchasing Agent shall keep a record of all purchases and bids submitted in competition, and such records shall be open to public inspection.

G. **Solicitation of Bids**

For contracts or purchases greater than $~~25,000,~~50,000 the Purchasing Agent shall at least ten (10) days before bids are due, publish a request for bids in a newspaper of local circulation, giving a description of the project or product needed and asking for the submission of sealed bids from responsible contractors or suppliers.

In addition, the Town may solicit bids by any and all other means.

H. **Disposal of Excess Materials or Property**

When items of property and materials become excess to the need of a department, the Purchasing Agent shall be notified by the department director. The Purchasing Agent will then proceed to dispose of such excess property or materials by one or more of the following methods:

1. Transfer to another department if a valid requirement exists in the department. Such transfer will be limited to property that is in good condition and with a reasonably long-life expectancy.

2. Sale by public auction or by private sale as provided in Town Code or Code of Virginia.

3. Dismantle for parts.

4. Transfer or destruction of property as otherwise directed by the Town Manager.

5. No item will be disposed of except through the Purchasing Division or designee.

V. **Items that may be ~~processed~~ approved directly by the Director of Finance~~/Treasurer~~ subject to the availability of funds**

A. Contracts for equipment maintenance service, fringe benefits, and payments to other governmental agencies or political subdivisions, governmental services provided by regional public corporations and other contractual obligations deemed appropriate by the Town Manager.

B. ~~Contracts~~ Purchases for services or commodities (i.e. utilities, postage, fuel etc~~…~~).

C. Dues for professional and organizational membership.

D. Insurance premiums and Workmen's Compensation as approved by the Town Council.

E. Mileage and other travel reimbursements.

F. Newspaper and periodical subscriptions.

G. Purchases of Real Estate as directed by the Town Council.

VI. **Advisory Committee on Standardization and Specifications**

A. There is hereby established an administrative Advisory Committee on Standardization and Specifications. The Committee shall be composed of the Director of Finance~~/Treasurer~~, who shall preside, the department directors using the item, the Purchasing Agent and such other members as the Director Finance~~/Treasurer~~ may from time to time appoint.

B. The function of the Committee shall be to advise as to the classification of supplies and the specifications of standard supplies used by the Town.

C. All standardization and specifications are to be made along specific lines so as to encourage bids, avoiding the use of trade names or company specifications.

D. The Committee shall meet at the call of the Director of Finance~~/Treasurer~~ and shall consider such matters as may properly come before it.

VII. **General Information for Vendors Dealing with the Town**

This section is directed to the vendors dealing with the Town so that they and their representatives can become better acquainted with the Town purchasing process. It is the intention of the Purchasing Division to make the Vendor-Town relations both pleasant and business like. Answers to questions not found in this manual may be addressed by contacting the Purchasing Agent's Office or the Director of Finance~~/Treasurer~~.

A. Purchasing Division Office

The Purchasing division office is located at:

Purchasing Agent

Town Hall

116 N. Main Street

P.O. Drawer 368

Farmville, VA 23901

B. Telecommunications Numbers

Telephone: (434) 392-3333 Fax: (434) 392-6135

Purchasing Agent:	kthompson@farmvilleva.com
Director of Finance~~/Treasurer~~	jmoore@farmvilleva.com
Town Manager	sdavis@farmvilleva.com

C. Purchase Order as Means of Purchasing

All purchases must be authorized by a Purchase Order prepared by the Purchasing Division based upon a requisition from the ordering office.

D. Information to Vendor or Purchaser

Correct and complete detailed specifications and a formal bid proposal will be mailed to vendors on file for the particular material, supply, or service. Notice will be given for a period of at least ten (10) days. Bids will be opened in public at the time and place stated in the bid form.

E. Formal Bids for Items Constantly Needed by the Town

Such materials, supplies, or services that are constantly needed for Town operation will be set-up by the Purchasing Division on a formal bid when, in the opinion of the Town Manager, the volume justifies such action, and the contract will be awarded for a definite period.

F. Vendor's Contract with Town

The Purchasing Agent's Office is the first point of contact when wishing to present or demonstrate a product. Waste of vendor's time and that of other Town officials will be avoided by vendors going directly to the Purchasing Division. The Purchasing Agent will set up an appointment with department directors to witness any presentation or demonstration of a product.

G. Vendor’s Samples

When samples are requested with bids, they are held until after award is made unless otherwise specified. When a vendor wants to submit a sample of his/her product for trial use, it must be presented at no cost to the Town.