



Town of Farmville

Town Council

May 3, 2023 at 6:00 PM
Council Chamber of the Town Hall
116 North Main Street, Farmville, VA

AGENDA

1. **Call to Order**
2. **Roll Call**
3. **Monthly Financial Report**
 - a. Report provided by Finance Director
4. **Discussion: Proposed Resolution #2023-05-01 - Amend FY2022-2023 Budget - ARPA**
 - a. Proposed Resolution #2023-05-01 - Amend FY2022-2023 Budget - ARPA
5. **Discussion: Proposed Ordinance No. 222 - Vacate alley between 500 and 600 block of South Virginia Street and South Bridge Street**
 - a. Proposed Ordinance No. 222 - Vacate alley between 500 and 600 block of South Virginia Street and South Bridge Street
6. **Discussion: Proposed Ordinance No. 223 - Vacate alley between 800 block of First Avenue and 800 block of Hill Street**
 - a. Proposed Ordinance No. 223 - Vacate alley between 800 block of First Avenue and 800 block of Hill Street
7. **Discuss and Approve Contract renewal for LaBella Associates Professional Consulting Services**
 - a. LaBella Associates Proposal for Professional Consulting Services-Addendum No. 1584-11
8. **Discuss and Approve Proposal from Hurt & Proffitt**
 - a. Hurt & Proffitt Proposal for Professional Services - Asset Management Plan for Water/Sewer Lines and Pump Station Infrastructure
9. **Discussion: Vacant Building Official Position**
10. **Discussion: Updated Farmville Area Bus Drug and Alcohol Policy**
 - a. Farmville Area Bus - Drug and Alcohol Policy - Effective as of [07/01/2023]
11. **Discussion: Planned Unit Development**
12. **Comments by the Town Manager and Staff**
13. **Other matters that may come before the Council**



Town of Farmville

Agenda Item Summary

MEETING DATE: May 3, 2023

ITEM NUMBER: 3.a. – Report provided by Finance Director

BACKGROUND:

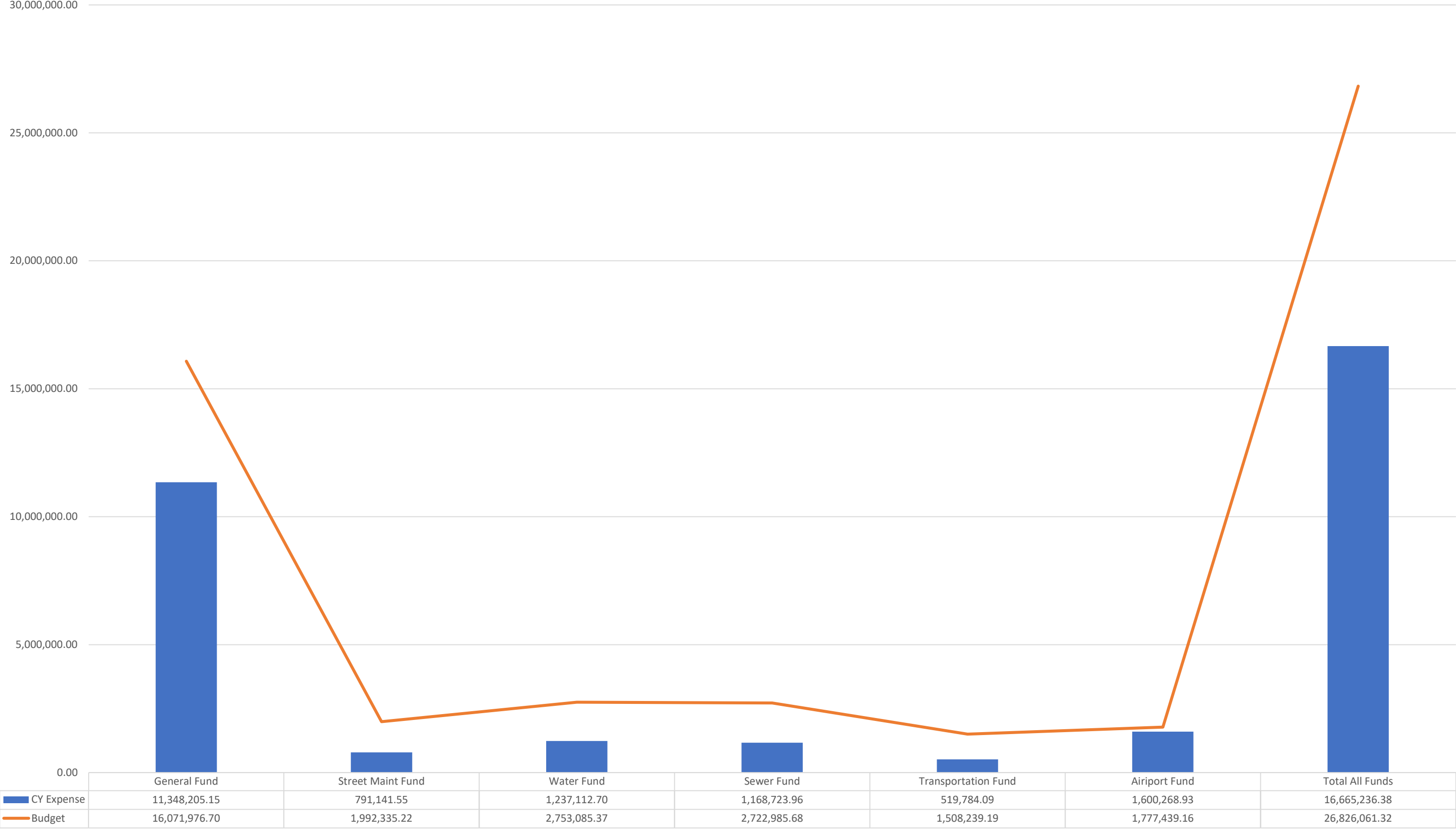
RECOMMENDATION:

FISCAL IMPACT:

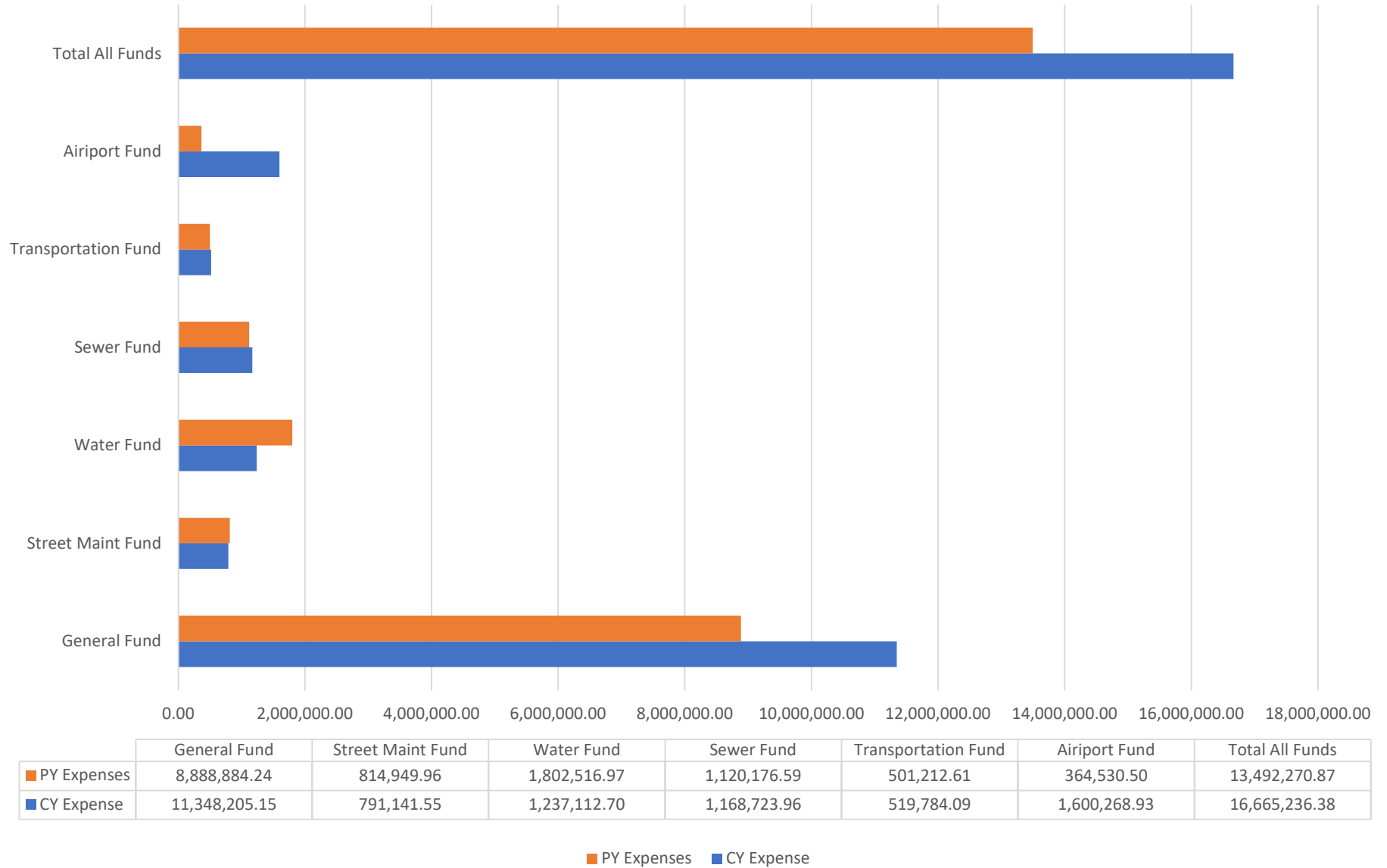
ATTACHMENTS:

1. Expense - Actual Vs Budget - March 2023
2. Expense - Actual Vs PY - March 2023
3. Expense - Dept - Actual Vs Budget - March 2023
4. Expense - Dept - Actual Vs PY - March 2023
5. Revenue - Actual Vs Budget - March 2023
6. Revenue - Actual Vs PY - March 2023
7. Revenue - GF - Actual Vs Budget - March 2023
8. Revenue - GF - Actual Vs PY - March 2023
9. Revenue Report - March 2023
10. Salaries Report - March 2023
11. 3rd Qtr FY23 - Receivables Summary
12. Manual Checks-April 2023

March 2023 YTD Expenses Vs. Budgeted - by Fund



Fund Total Expenses Current Year Vs. Prior Year - March 2023



Notes on comparisons:

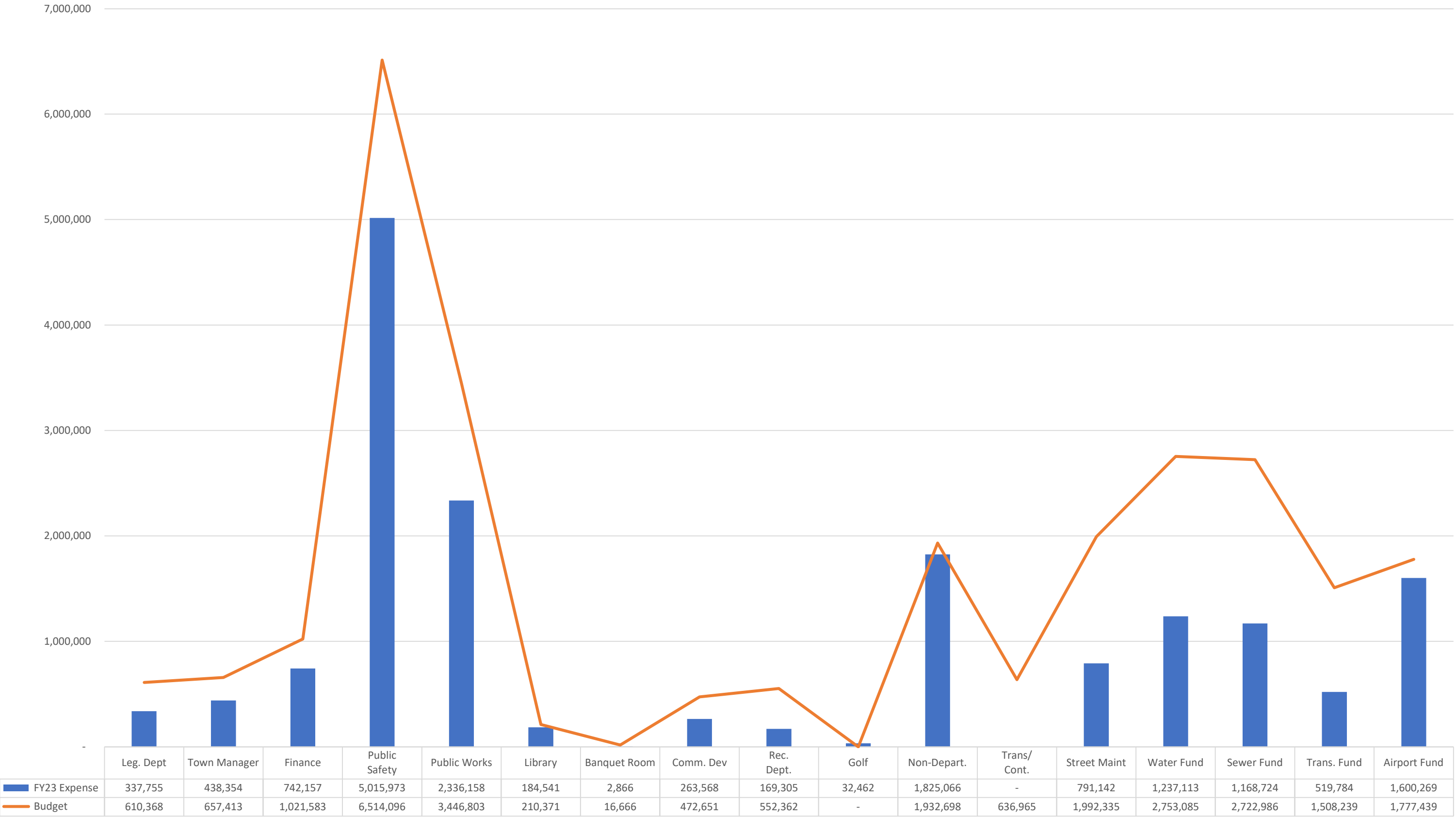
General Fund: There are a combination of things that attributed to the current year expenses being up compared to prior year. See the Department Total Comparison of Current Year vs. Prior Year for those details.

Water Fund: In prior year \$630,153.15 was transferred to the general fund to create the medical compensation account.

Sewer Fund: In prior year, the sewer fund transferred \$450,000 to the general fund. In current year, the Sewer Fund only transferred \$250,000 to the General Fund. However, in the current year the sewer fund has spent \$132,588 on sludge removal whereas none had been spent for this through March 2022. The Town also recorded a partial payment on a pista grit (ARPA funding) of \$79,080.05, no such equipment was purchased in FY22.

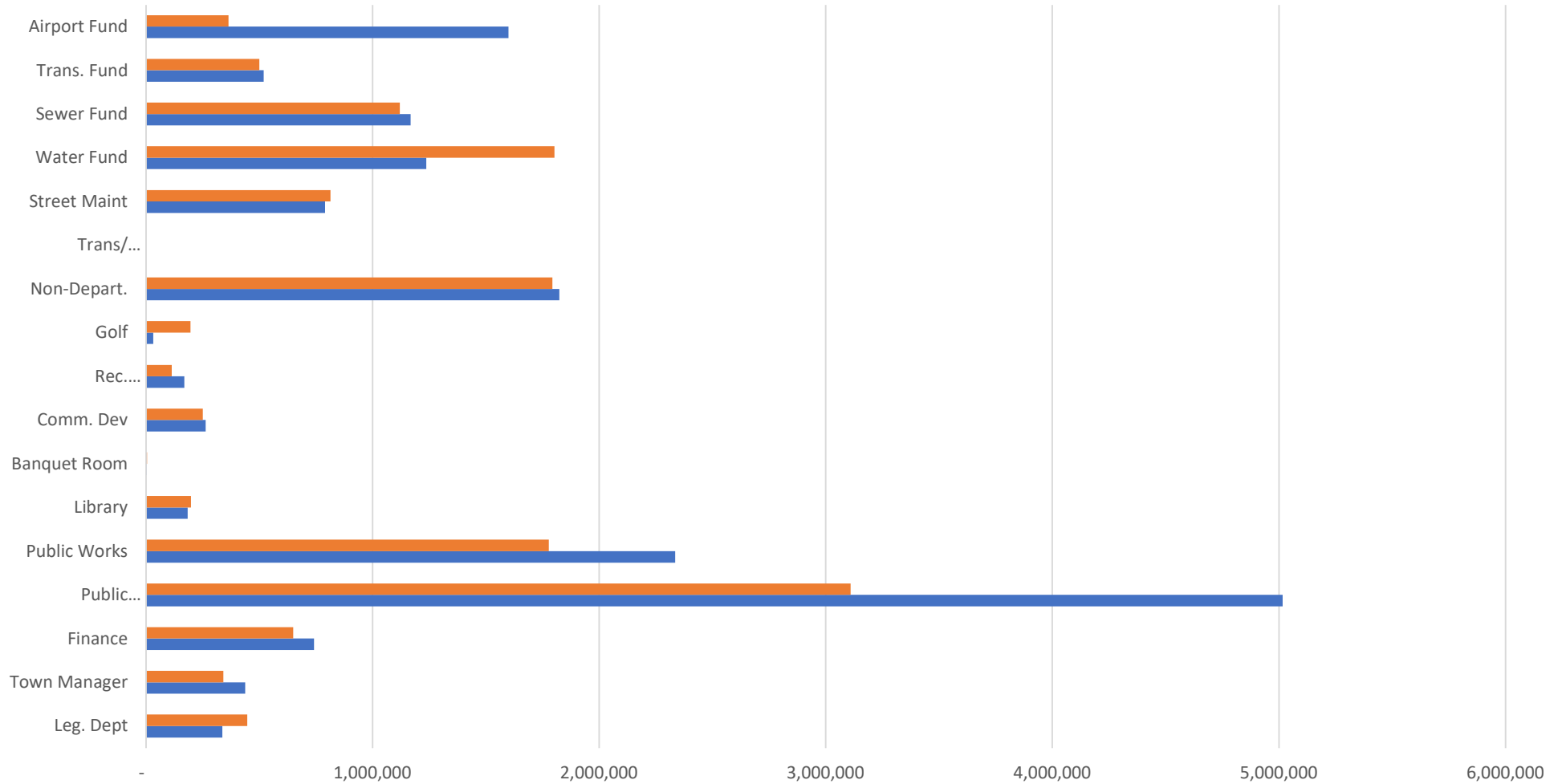
Airport Fund: In current year there was approximately \$1,200,000 paid on the runway safety area grade project. No such large payments were made in prior year at this time.

March 2023 YTD Expenses Vs. Budgeted Expenses



FY23 Expense Budget

Current Year Expenses Vs. Prior Year Expenses - March 2023



FY22 Expense FY23 Expense

Notes on comparisons:

Legislative: Decrease in expenses is due to the retiree benefits paid out in prior year at this time was \$209,000 more. This was offset by the current year Medical Compensation Benefits that have been paid out of \$85,920. No medical compensation benefits had been paid out in prior year by the end of March 2022.

Public Safety: The increase in public safety expenses compared to prior year is related to the Dispatch Radios that were originally budgeted in FY22 but were not invoiced or received until FY23. The total expended in FY23 for these radios was \$603,669.82. In addition, we pre-paid for the Fire Truck that was \$937,250.

Public Works: The increase in this category is related to the purchase of the pickup truck with the Dump Body for \$85,402.21 in FY23. In FY22 the only capital asset that had been purchased through December 2021 was a zero-turn mower for \$10,588. In addition, there was the parking lot paved for approximately \$22,000, a crash barrier purchased for approximately \$34,000, a street sweeper body purchased for approximately \$67,000, a garbage truck for approximately \$153,000, a new roller for approximately \$38,000, and \$26,000 paid more for landfill testing in FY23 compared to FY22.

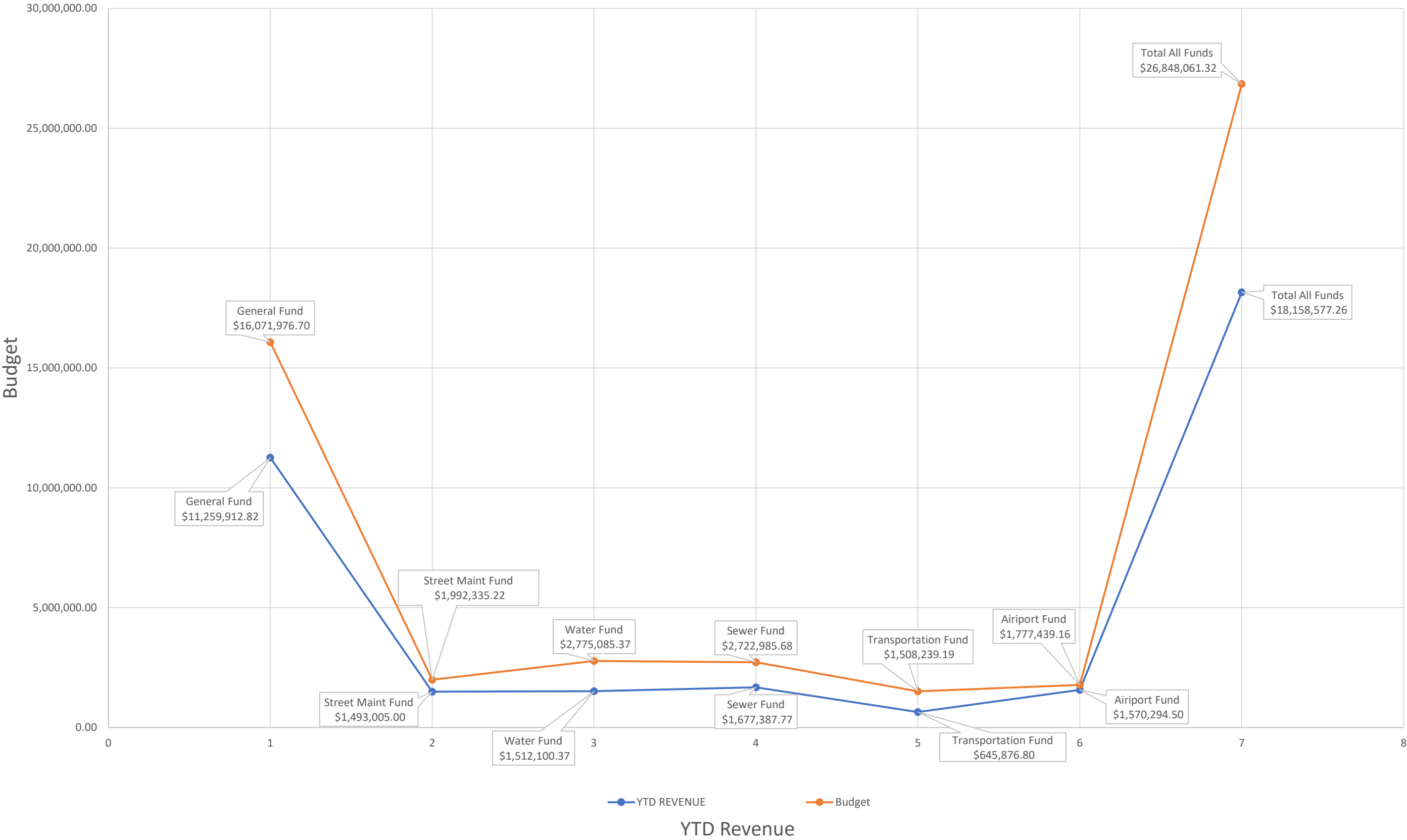
Golf: Due to the Golf Course closing mid-August 2022, less expenses incurred.

Water Fund: In prior year \$630,153.15 was transferred to the general fund to create the medical compensation account.

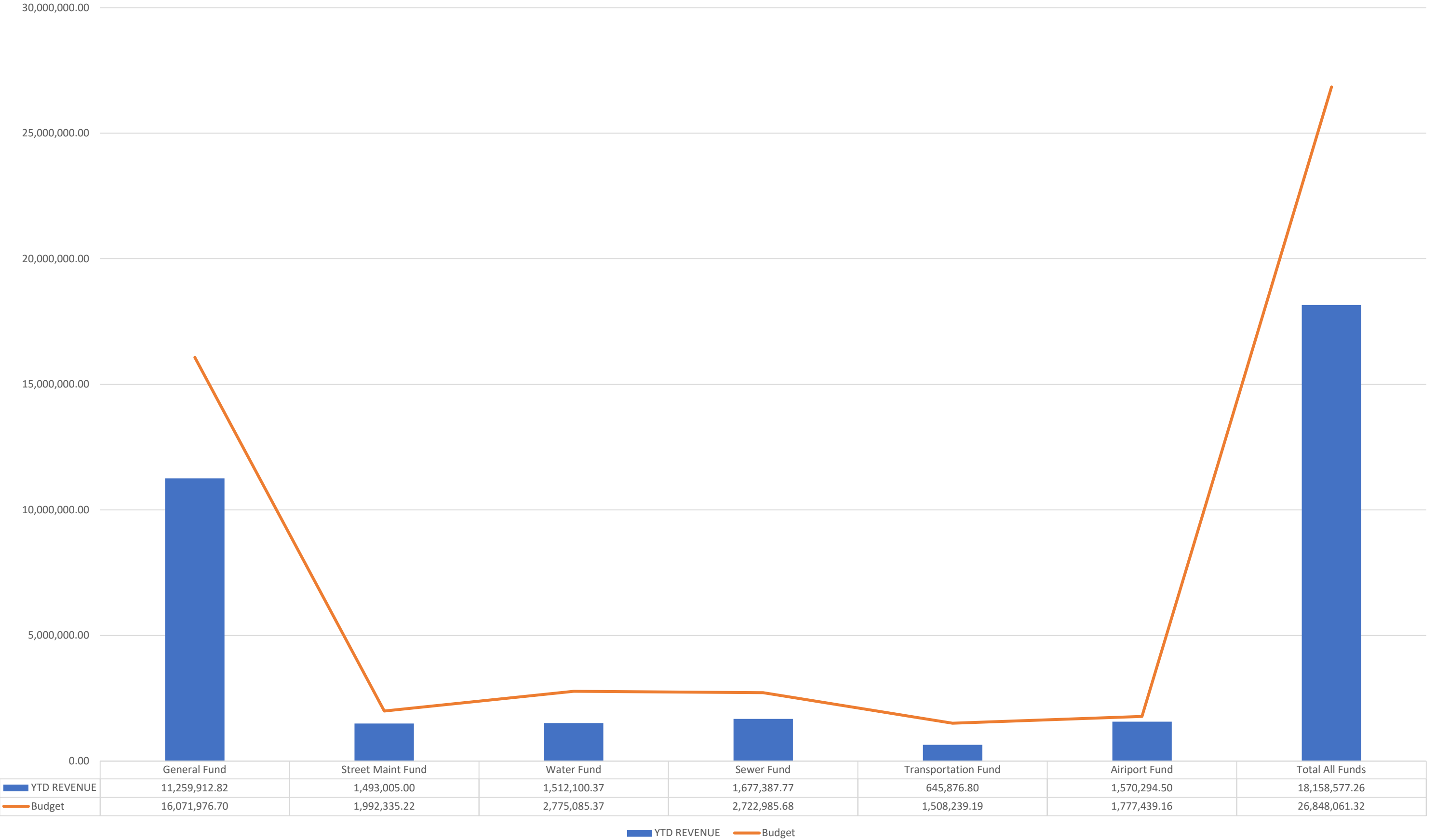
Sewer Fund: In prior year, the sewer fund transferred \$450,000 to the general fund. In current year, the Sewer Fund only transferred \$250,000 to the General Fund. However, in the current year the sewer fund has spent \$132,588 on sludge removal whereas none had been spent for this through March 2022. The Town also recorded a partial payment on a pista grit (ARPA funding) of \$79,080.05, no such equipment was purchased in FY22.

Airport Fund: In current year there was approximately \$1,200,000 paid on the runway safety area grade project. No such large payments were made in prior year at this time.

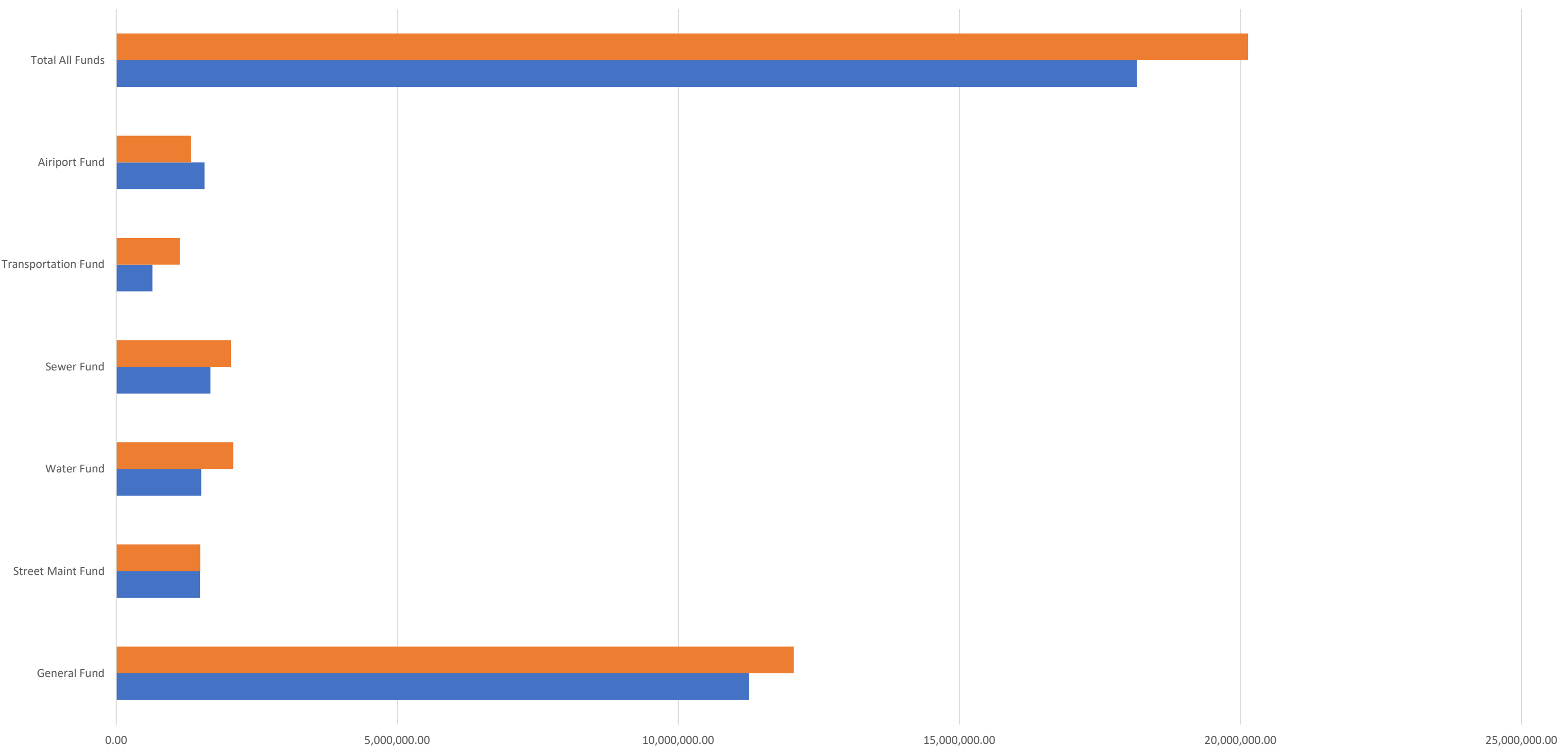
Revenue of Funds - YTD- March 2023



YTD Revenue Vs. Budget - March 2023



March 2023 - YTD Revenue Vs. 9 Month Budget - FY23



	General Fund	Street Maint Fund	Water Fund	Sewer Fund	Transportation Fund	Airiport Fund	Total All Funds
9 Month Budget	12,053,982.53	1,494,251.42	2,081,314.03	2,042,239.26	1,131,179.39	1,333,079.37	20,136,045.99
YTD REVENUE	11,259,912.82	1,493,005.00	1,512,100.37	1,677,387.77	645,876.80	1,570,294.50	18,158,577.26

9 Month Budget YTD REVENUE

Actual Revenue to 9 Month Budget Explanations/Comments:

General Fund: When you exclude items, such as the set aside funding and medical compensation, we are actually above the 9-month budget due to the sale of the golf course, business license, meals tax being, and investment income being more than what was budgeted for FY23.

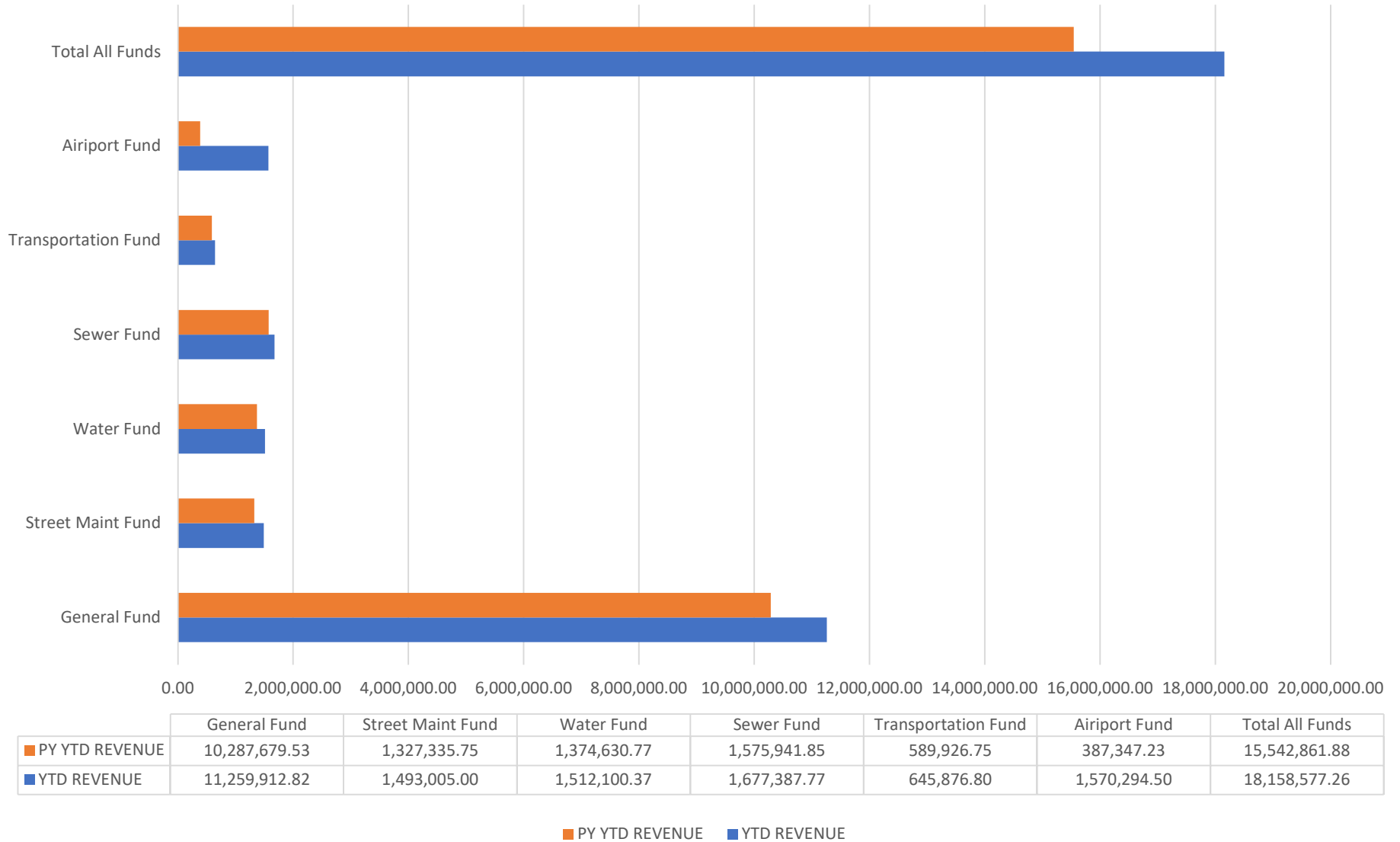
Water Fund: Carryover funds are budgeted in FY23, but none have been used. In addition, we have budgeted ARPA funding to be used, but we have not recognized this revenue thus far in the year but expect to prior to the end of the year.

Sewer Fund: Carryover funds are budgeted in FY23, but none have been used.

Transportation Fund: We have not yet received the reimbursement from the federal government for the two buses that we have purchased, nor has the carryover funds that were budgeted for FY23 been used.

Note: Not using carryover funds is a positive as that means we have had the ability to pay for things with the income we earned in FY23, and we have not had to dip into the Town’s funding from prior years.

CURRENT MARCH 2023 COMPARED TO PRIOR MARCH 2022 YTD REVENUE

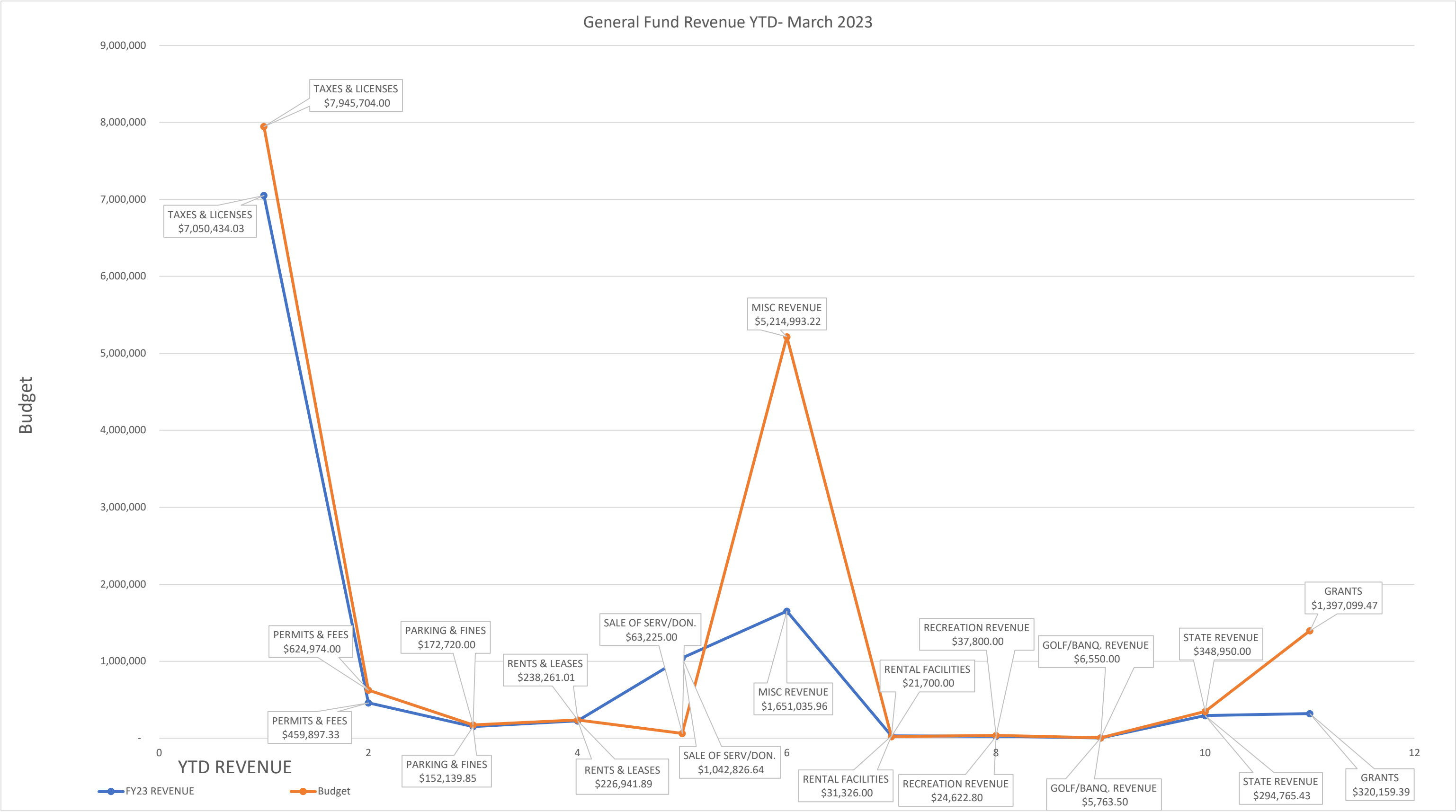


Notes on biggest changes:

General Fund: The increase in revenue for current year compared to prior year is primarily based on the sale of the golf course being recorded in January 2023 – which was \$995,000.

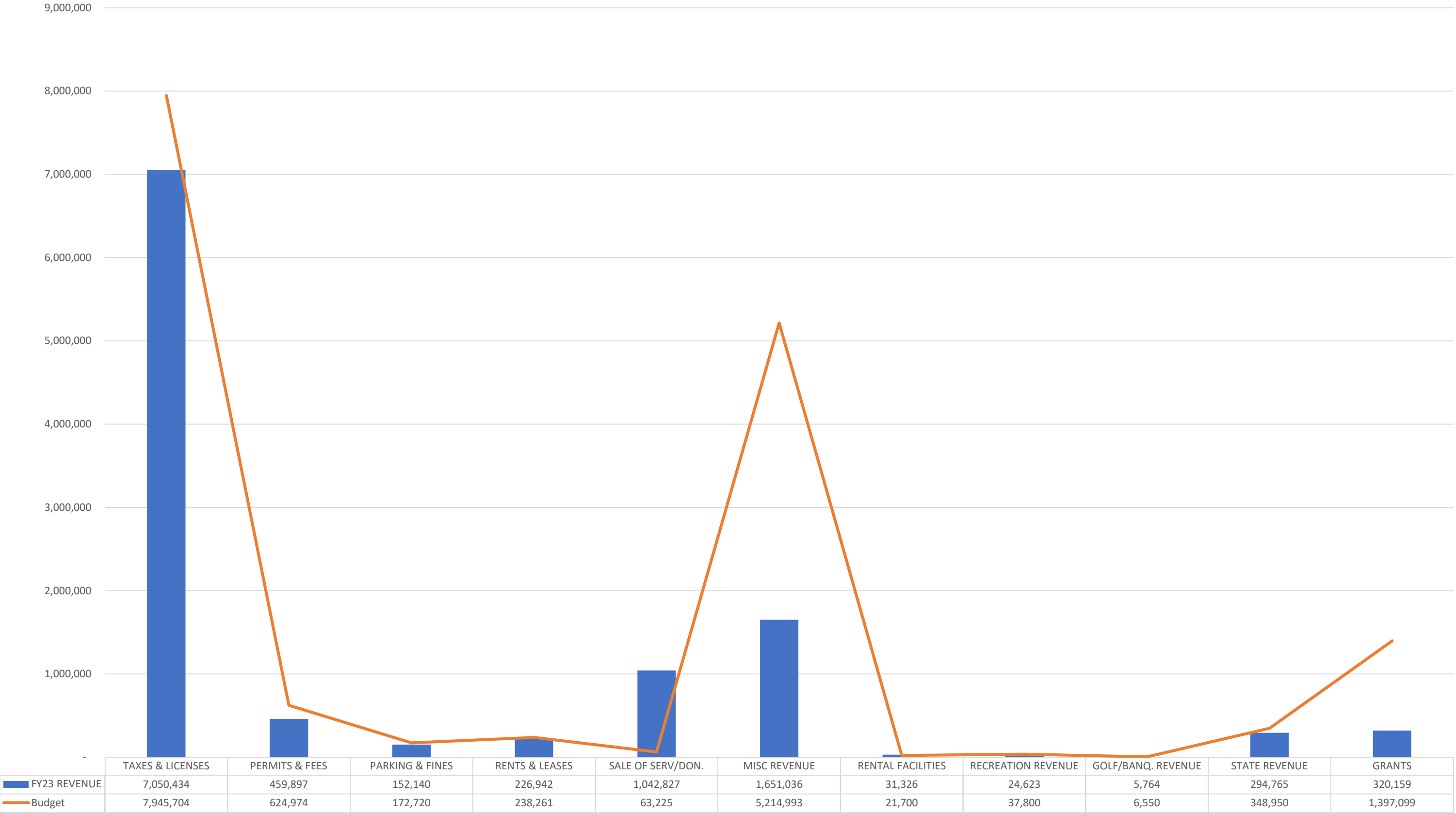
Water and Sewer Funds: Both of these funds have had an increase in revenue compared to prior due to the increase in rates.

Airport Fund: In FY23, approximately \$1,280,000 was received from the federal government for the Safety Area Grading project. No such large project was ongoing, at this time, in FY22.



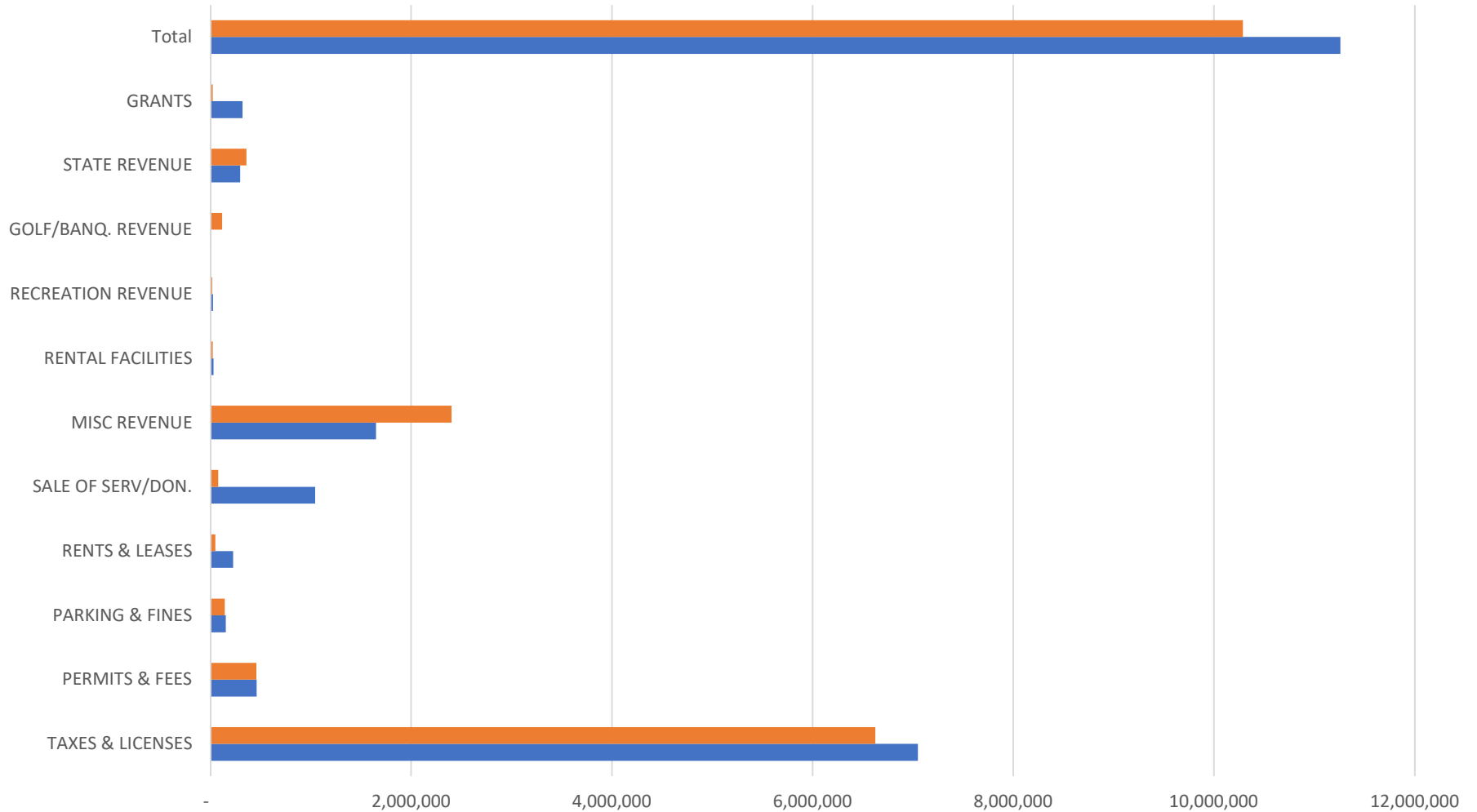
Note: All Budgeted amounts are shown above the line graph and all actual amounts are shown below the line graph.

March 2023 Actual YTD Revenue Vs. Budgeted Revenue



FY23 REVENUE Budget

GENERAL FUND REVENUE - MARCH 2023 COMPARED TO MARCH 2022



	TAXES & LICENSES	PERMITS & FEES	PARKING & FINES	RENTS & LEASES	SALE OF SERV/DON.	MISC REVENUE	RENTAL FACILITIES	RECREATION REVENUE	GOLF/BANQ. REVENUE	STATE REVENUE	GRANTS	Total
FY22 REVENUE	6,624,822	457,569	142,201	49,102	76,616	2,401,063	21,618	16,082	115,420	359,498	23,689	10,287,680
FY23 REVENUE	7,050,434	459,897	152,140	226,942	1,042,827	1,651,036	31,326	24,623	5,764	294,765	320,159	11,259,913

■ FY22 REVENUE ■ FY23 REVENUE

Notes on comparisons:

Taxes and Licenses: We have collected \$123,222 more businesses licenses by the end of March than we had in prior year. In addition, our meals tax collection has increased by 13% or \$317,989 compared to prior year.

Sale of Services and Donations: This revenue has increased due to the sale of the golf course, which was recorded in January 2023, for \$995,000.

Miscellaneous Revenue: The decline in revenue for current year compared to prior year is primarily based on the following factors:

1. In September 2021 there was \$630,153 transferred from the water fund to the general fund. No such transfer occurred in September 2022. This was money that was moved to be renamed for medical compensation payouts.
2. In prior year the sewer fund transferred \$450,000 to the general fund, only \$250,000 has been transferred thus far in FY23.

Golf/Banquet Revenue: The decline in revenue for this category is based on the Golf Course closing in August 2022.

Grants: In FY23 there was a \$29,000 grant received for wireless 911 upgrade. No such grant had been received at this time in prior FY22. In addition, there has been \$228,877 of ARPA funding recognized in FY23 whereas none had been recognized at this time in FY22.

Account Range: First to Last		Include Zero Activity Accounts: No			
Current Date Range: 03/01/23 to 03/31/23		Year To Date As Of: 03/31/23			
Account Id	Description	Current Revenue	YTD Revenue	Anticipated	% Realized
10-1101-0001	CURRENT REAL PROP TAXES	2,707.70	775,400.80	810,000.00	95.73
10-1102-0001	CURRENT PUBLIC SERVICE CORP TA	0.00	53,914.96	62,504.00	86.26
10-1103-0001	CURRENT PERSONAL PROPERTY TAX	3,657.48	261,303.95	230,000.00	113.61
10-1106-0001	PENALTIES-TAXES	235.50	3,821.92	3,200.00	119.44
10-1106-0002	INTEREST-TAXES	32.57	2,802.89	1,500.00	186.86
10-1106-0003	PENALTY-PP TAX	358.39	1,601.54	0.00	0.00
10-1106-0004	INTEREST-PP TAX	33.00	62.40	0.00	0.00
10-1107-0001	DELIQUENT TAXES	59.44	11,780.43	2,000.00	589.02
10-1200-0001	CONSUMPTION TAX	0.00	19,777.04	26,000.00	76.07
10-1201-0001	SALES TAX	0.00	305,108.02	430,000.00	70.96
10-1201-0072	SALES TAX REFUND-GOLF	0.00	4.88	25.00	19.52
10-1202-0001	UTILITY TAX	0.00	252,401.29	360,000.00	70.11
10-1203-0001	BUSINESS LICENSE TAX	460,983.81	1,662,180.18	1,525,000.00	109.00
10-1203-0099	PENALTY-BUSINESS LICENSES	0.00	0.00	5,000.00	0.00
10-1204-0001	BANK FRANCHISE TAXES	3,232.00	3,232.00	230,000.00	1.41
10-1204-0004	RIGHT OF WAY ACCESS FEE	0.00	7,333.06	16,000.00	45.83
10-1205-0001	MOTOR VEHICLE LICENSES	0.00	5,614.65	75,000.00	7.49
10-1206-0001	COMMUNICATION SALES & USE TAX	0.00	210,266.49	375,000.00	56.07
10-1207-0001	PRECIOUS METAL PERMIT	0.00	600.00	0.00	0.00

Account Id	Description	Current Revenue	YTD Revenue	Anticipated	% Realized
10-1210-0001	LODGING TAX	52,266.52	567,223.33	600,000.00	94.54
10-1211-0001	FOOD TAX	310,864.33	2,733,320.39	3,000,000.00	91.11
10-1211-0099	PENALTY/INT-FOOD/LODGING TAX	165.57	3,122.26	5,000.00	62.45
10-1220-0001	SANITATION FEE	33,056.46	292,960.58	380,264.00	77.04
10-1301-0001	FERN BEAUTIFICATION PROJECT	0.00	2,000.00	2,500.00	80.00
10-1302-0002	BRANCH OUT TREE PROGRAM	100.00	1,200.00	10,000.00	12.00
10-1302-0003	VFIC GRANT	0.00	9,304.56	0.00	0.00
10-1303-0005	VARIANCE FEE	0.00	0.00	250.00	0.00
10-1303-0006	CONDITIONAL-USE-PERMITS	0.00	500.00	500.00	100.00
10-1303-0007	ZONING & RE-ZONING FEES	0.00	2,400.00	500.00	480.00
10-1303-0008	BUILDING PERMITS	5,381.55	25,299.12	50,000.00	50.60
10-1303-0009	SURVEYOR-SITE INSPEC-E&S	0.00	300.00	500.00	60.00
10-1303-0010	PARTY BIKE PERMIT	0.00	365.00	365.00	100.00
10-1303-0020	STATE SURCHRG-BLDG PERMIT FEE	107.64	504.93	1,000.00	50.49
10-1303-0031	FITNESS PROGRAM REVENUE	0.00	359.00	1,500.00	23.93
10-1303-0032	KARATE PROGRAM REVENUE	50.00	960.00	300.00	320.00
10-1303-0033	PICKLEBALL PROGRAM REVENUE	48.00	566.00	500.00	113.20
10-1303-0071	FOOTBALL PROGRAM REVENUE	0.00	15,795.80	10,000.00	157.96
10-1303-0072	SOFTBALL PROGRAM REVENUE	0.00	0.00	1,500.00	0.00
10-1303-0073	SUMMER CAMP REVENUE	480.00	1,530.00	18,500.00	8.27

Account Id	Description	Current Revenue	YTD Revenue	Anticipated	% Realized
10-1303-0077	SPONSORSHIP-JINGLE BELL RUN	0.00	0.00	1,500.00	0.00
10-1303-0078	REGISTRATION FEE-JINGLE BELL R	0.00	1,755.00	2,000.00	87.75
10-1303-0079	REVENUE-ADULT BASKETBALL LEAGU	3,657.00	3,657.00	2,000.00	182.85
10-1304-0001	SUBDIVISION EXAMINATION FEES	0.00	0.00	50.00	0.00
10-1304-0072	MEMBERS CART FEE	0.00	1,659.00	0.00	0.00
10-1305-0072	SNACK BAR REV-DRINKS	0.00	339.62	0.00	0.00
10-1305-0073	BANQUET FACILITY RENTAL	0.00	6,600.00-	6,550.00	100.76-
10-1306-0072	SNACK BAR REV-FOOD	0.00	104.43	0.00	0.00
10-1307-0001	PLAN REVIEW-BLDG INSPECTOR	0.00	200.00	1,000.00	20.00
10-1307-0002	CERTIFICATE OF OCCUPANCY-BLDG	0.00	0.00	100.00	0.00
10-1308-0001	FINGERPRINT FEE	30.00	40.00	20.00	200.00
10-1308-0072	GIFT SHOP REVENUE-GOLF SUPPLIE	0.00	449.38	0.00	0.00
10-1309-0001	SURVEYOR-PLAN REVIEW	0.00	0.00	500.00	0.00
10-1309-0072	ANNUAL GOLF MEMBERSHIP	0.00	1,899.87-	0.00	0.00
10-1310-0072	BEER SALES	0.00	367.65	0.00	0.00
10-1311-0001	BURN PERMIT	0.00	400.00	400.00	100.00
10-1314-0072	DAILY GOLF FEES	0.00	10,777.09	0.00	0.00
10-1315-0072	RANGE REVENUE	0.00	566.20	0.00	0.00
10-1401-0001	COURT FINES & COSTS	0.00	50,926.87	65,000.00	78.35
10-1401-0002	PARKING FINES	3,790.00	22,156.14	20,000.00	110.78

Account Id	Description	Current Revenue	YTD Revenue	Anticipated	% Realized
10-1401-0004	LIENS ON REAL ESTATE	70.00	38,899.49	500.00	7,779.90
10-1402-0003	E-CITATION	0.00	4,786.90	5,000.00	95.74
10-1501-0001	INTEREST-REPO	957.73	6,921.55	9,000.00	76.91
10-1501-0002	INT-BENCHMARK-ARPA-COVID-RESTRICTED	27,211.46	177,274.73	5,000.00	3,545.49
10-1501-0003	INTEREST-MEDICAL COMPENSATION	36.65	368.58	150.00	245.72
10-1501-0004	INTEREST-ACCOUNTS RECEIVABLE	6,928.53	7,083.94	300.00	2,361.31
10-1501-0006	INTEREST-MM-BENCHMARK-E911	44.30	418.26	1,000.00	41.83
10-1501-0010	INTEREST-ONLINE ACCT	0.00	0.00	100.00	0.00
10-1501-0013	INTEREST-SET ASIDE ACCOUNT	3,268.54	19,958.68	2,500.00	798.35
10-1501-0015	INTEREST-E911 RESERVE	16.94	186.43	600.00	31.07
10-1501-0020	INTEREST-E-CITATION-FARMERS BA	0.00	17.74	12.00	147.83
10-1501-0021	INT-CK ACCT-BENCHMARK-E-CITATION	3.05	4.57	0.00	0.00
10-1501-0072	INT-CHECKING-BENCHMARK-GOLF	6,886.97	27,543.89	1,000.00	2,754.39
10-1502-0001	RENT-BURN BUILDING	0.00	0.00	500.00	0.00
10-1502-0002	RENT-WILCK LAKE	500.00	3,100.00	2,500.00	124.00
10-1502-0004	RENT-TOWN PARKING-SECOND ST	0.00	0.00	300.00	0.00
10-1502-0005	SALE OF FIXED ASSETS	0.00	19,600.00	12,000.00	163.33
10-1502-0006	SALE OF MATERIAL	0.00	301.60	1,500.00	20.11
10-1502-0007	SALE OF PROPERTY	0.00	995,000.00	0.00	0.00
10-1502-0008	SALE OF COPIES	175.00	777.00	500.00	155.40

Account Id	Description	Current Revenue	YTD Revenue	Anticipated	% Realized
10-1502-0009	CEMETERY LOTS	0.00	2,400.00	18,000.00	13.33
10-1502-0010	SALE OF POSTAGE	0.00	37.65	25.00	150.60
10-1502-0011	SALE OF ROLL OUT CARTS	300.00	785.00	1,000.00	78.50
10-1502-0012	RENT-TRAIN STATION	500.00	10,900.00	10,000.00	109.00
10-1502-0013	RENT-PARKING-VENABLE ST	210.00	1,890.00	2,520.00	75.00
10-1502-0014	RENT-TOWN PKG-NORTH ST	0.00	300.00	300.00	100.00
10-1502-0018	LEASE-SOUTH ST CONF-FIRE PROG	1,279.42	11,514.78	15,353.05	75.00
10-1502-0019	LEASE-REVENUE-SOLAR POWER	0.00	4,500.00	0.00	0.00
10-1502-0020	RENT-RIVERFRONT PARK	0.00	0.00	250.00	0.00
10-1502-0021	FARMER'S MARKET REVENUE	480.00	2,776.00	900.00	308.44
10-1502-0024	RENT-SPORTS ARENA	0.00	12,600.00	8,000.00	157.50
10-1502-0025	RENT-PROB/PAROLE BLDG	3,970.79	35,737.11	46,287.96	77.21
10-1502-0026	RENT-BALL FIELD-SPORTS ARENA	150.00	1,950.00	50.00	3,900.00
10-1502-0031	PARKING MUNICIPAL LOT	746.15	5,443.05	8,000.00	68.04
10-1502-0033	PARKING FARMERS MARKET	0.00	0.00	720.00	0.00
10-1607-0001	PARKING METERS-HIGH ST	2,646.47	9,115.50	12,000.00	75.96
10-1607-0003	PARKING METERS-MAIN ST	4,154.59	17,151.39	20,000.00	85.76
10-1610-0001	RENTAL PARKING SPACES	620.50	6,660.00	5,000.00	133.20
10-1620-0001	RESIDENTAL PARKING	35.00	900.00	2,000.00	45.00
10-1620-0002	LONGWOOD STREETS	0.00	35,000.00	35,000.00	100.00

Account Id	Description	Current Revenue	YTD Revenue	Anticipated	% Realized
10-1620-0099	PENALTY-SANITATION FEE	509.83	4,415.14	5,100.00	86.57
10-1630-0001	CIGARETTE TAX	11,250.00	138,600.00	205,000.00	67.61
10-1899-0002	SALE OF SERVICE-ADMIN	100.00	900.00	1,200.00	75.00
10-1899-0004	MISC REVENUE	33.99	35.09	0.00	0.00
10-1899-0005	SALE OF SERVICE-PUBLIC WORKS	85.00	2,163.50	7,000.00	30.91
10-1899-0006	SALE OF SERVICE-GRAVE OPENINGS	1,700.00	13,300.00	19,000.00	70.00
10-1899-0007	SALE OF SERVICE-DUMP TK	100.00	600.00	400.00	150.00
10-1899-0010	SERVICE CHARGE-BAD CHECKS-A/R	100.00	100.00	300.00	33.33
10-1899-0012	RECREATION DEPT DONATION	0.00	0.00	6,000.00	0.00
10-1899-0014	SALE OF SER-DISPATCH-HAMPDEN S	0.00	6,000.00	1,200.00	500.00
10-1899-0017	SALE OF SER-FALSE BURG ALARM	430.00	1,725.00	0.00	0.00
10-1899-0024	SALE OF SERVICE-SURVEYOR	0.00	300.00	0.00	0.00
10-1899-0035	SALE OF SERVICE-LIBRARY MAINTENANCE	0.00	1,963.11	600.00	327.19
10-1900-0030	ICA PER DIEM	14,000.00	121,500.00	150,000.00	81.00
10-1901-0003	ADMINISTRATIVE SERV-FUND 15	17,862.28	163,181.39	230,000.00	70.95
10-1901-0004	REIMB-FUND 10-ADMIN SERV	13,138.56	116,454.76	150,000.00	77.64
10-1901-0005	RECOVERY-JURY DUTY FEES	6.00	717.99	500.00	143.60
10-1901-0010	RECOVERY-VML INS-DAMAGE VEHICLES/PROP	5,722.71	41,855.77	50,000.00	83.71
10-1902-0001	DAMAGE TO TOWN PROPERTY	0.00	250.00	5,500.00	4.55
10-1903-0001	REFUNDS - CO-OPS	0.00	674.62	400.00	168.66

Account Id	Description	Current Revenue	YTD Revenue	Anticipated	% Realized
10-2201-0003	ROLLING STOCK TAXES	0.00	195.74	150.00	130.49
10-2201-0005	MOBILE HOME TITLING TAX	0.00	1,243.50	1,800.00	69.08
10-2201-0006	CAR RENTAL TAX	0.00	42,735.03	50,000.00	85.47
10-2201-0007	DMV-ANIMAL FRIENDLY LIC PLATE	0.00	31.62	0.00	0.00
10-2201-0008	PEER-TO-PEER VEHICLE SHARING TAX	4.19	109.76	0.00	0.00
10-2401-0029	GRANT-DISPATCH-VDEM	0.00	0.00	3,000.00	0.00
10-2402-0001	WIRELESS	0.00	67,374.78	112,000.00	60.16
10-2402-0003	VDEM GRANT-ESSINET	0.00	28,952.04	28,952.04	100.00
10-2404-0007	LITTER & RECYCLING GRANT	0.00	5,192.00	2,500.00	207.68
10-2404-0010	AID TO LAW ENFORCEMENT	47,031.00	153,093.00	185,000.00	82.75
10-2404-0011	FIRE ALLOCATION	0.00	29,982.00	0.00	0.00
10-2404-0032	GRANT-VML-SAFETY	4,000.00	4,000.00	4,200.00	95.24
10-2404-0062	VIRGINIA STATE POLICE - HEAT GRANT	9,350.00	9,350.00	10,000.00	93.50
10-2405-0004	MARKETING/TOURISM LOCAL REVENU	0.00	0.00	2,000.00	0.00
10-2501-0008	GRANT-BYRNE-20	0.00	3,459.98	3,460.00	100.00
10-2501-0015	GRANT-BYRNE-2019	0.00	2,776.00	0.00	0.00
10-2502-0006	GRANT-SPEED-2022	0.00	4,804.19	3,900.00	123.18
10-2502-0008	GRANT-ALCOHOL-2022	0.00	3,327.24	5,000.00	66.54
10-2502-0009	GRANT-BYRNE-2022	0.00	0.00	2,500.00	0.00
10-2502-0011	GRANT-BYRNE-OT (2022-23)	0.00	3,848.60	17,500.00	21.99

Account Id	Description	Current Revenue	YTD Revenue	Anticipated	% Realized
10-2502-0012	SPEED GRANT-2023	0.00	0.00	10,500.00	0.00
10-2502-0013	ALCOHOL GRANT-2023	0.00	0.00	13,500.00	0.00
10-2502-0014	SPEED GRANT-2023 EQUIPMENT	0.00	0.00	3,400.00	0.00
10-2502-0015	GRANT-BYRNE-2023	0.00	0.00	3,000.00	0.00
10-2502-0016	GRANT-BYRNE 2021	0.00	4,088.00	4,088.00	100.00
10-2502-0017	GRANT-OCDETF-OT	0.00	0.00	5,000.00	0.00
10-2504-0002	GRANT-EMERGENCY MGNT-FED	0.00	12,180.00	12,180.00	100.00
10-2504-0020	GRANT-BULLETPROOF VEST-FED	0.00	0.00	3,700.00	0.00
10-2510-0007	ARPA REVENUE RECOGNIZED	0.00	228,876.78	1,258,719.43	18.18
10-4100-0085	CARRYOVER FUNDS FY21-22	0.00	0.00	1,357,351.40	0.00
10-4101-0002	INSURANCE RECOVERY (WORK COMP)	0.00	9,284.50	0.00	0.00
10-4104-0008	FROM FIDA-BOND PYMT-2012 ISSUE	4,032.84	9,145.39	53,863.79	16.98
10-4104-0011	FROM PE CO-BOND PYMT-'12 ISSUE	5,654.03	226,299.28	226,299.28	100.00
10-4104-0015	FM LIBRARY-APPROP LEASE RENT	0.00	180,000.00	180,000.00	100.00
10-4104-0016	FM CKING-MEDICAL COMPENSATION BENEFIT	0.00	0.00	250,000.00	0.00
10-4104-0018	FM SETASIDE ACCT-BONDS	0.00	0.00	1,450,093.76	0.00
10-4104-0022	LEASE PROCEEDS	106,744.85	173,000.00	173,000.00	100.00
10-4104-0023	FM-E-CITATION	0.00	0.00	3,701.25	0.00
10-4107-0004	FM-PE CO-INstant ALERT	0.00	0.00	4,202.00	0.00
10-4107-0006	FM-LONGWOOD-DISPATCH SERV	0.00	350,000.00	350,000.00	100.00

Account Id	Description	Current Revenue	YTD Revenue	Anticipated	% Realized
10-4113-0003	FROM-911 RESERVE	0.00	0.00	34,348.60	0.00
10-4113-0004	FROM FARMVILLE FIRE DEPT-PAYME	0.00	35,000.00	35,000.00	100.00
10-4120-0001	TDFP GAP FINANCING-WEYANOKE	0.00	29,033.42	70,000.00	41.48
10-5101-0005	TRANS FROM SEWER FUND	0.00	250,000.00	600,000.00	41.67
Anticipated Total		1,184,340.14	11,259,771.44	15,927,205.56	70.70
Unanticipated Total		4.19	141.38	300.00	0.00
Fund Total		1,184,344.33	11,259,912.82	15,927,505.56	70.69
15-2404-0007	HIGHWAY FUNDS	550,005.08	1,493,005.00	1,750,000.00	85.31
15-4100-0003	CARRYOVER FUNDS VDOT FY21-22	0.00	0.00	100,382.00	0.00
15-4100-0085	CARRYOVER FUNDS FY21-22	0.00	0.00	4,466.00	0.00
15-5101-0002	CARRYOVER FM GF TRANSFER 2019	0.00	0.00	137,487.22	0.00
Anticipated Total		550,005.08	1,493,005.00	1,992,335.22	74.94
Unanticipated Total		0.00	0.00	0.00	0.00
Fund Total		550,005.08	1,493,005.00	1,992,335.22	74.94
40-1501-0004	INTEREST-ACCOUNTS RECEIVABLE	0.00	101.69	0.00	0.00
40-1502-0005	SALE OF FIXED ASSETS	0.00	751.00	0.00	0.00
40-1502-0007	LEASE-JACKSON HTS WATER TANK	2,573.20	20,835.60	30,878.00	67.48
40-1502-0009	LEASE-ANDREWS DR WATER TANK	5,695.57	27,478.85	31,000.00	88.64
40-1620-0001	WATER SERVICE	129,431.22	1,344,244.49	1,877,717.22	71.59
40-1620-0002	WATER TAPS	0.00	5,000.00	120,000.00	4.17

Account Id	Description	Current Revenue	YTD Revenue	Anticipated	% Realized
40-1620-0003	SURCHARGE-MULTIPLE METERS	7,698.00	69,422.00	90,000.00	77.14
40-1620-0004	SALE OF WATER	948.75	8,342.50	10,000.00	83.43
40-1620-0099	PENALTY-WATER SERVICE	1,108.68	12,909.47	16,000.00	80.68
40-1899-0005	SALE OF SERVICE-PUBLIC WORKS	864.77	864.77	0.00	0.00
40-1899-0010	SERVICE CHARGES	1,100.00	10,920.00	2,000.00	546.00
40-1899-0011	SERVICE CRG-BAD CHECK	0.00	850.00	0.00	0.00
40-1899-0012	SALE OF SERVICE-TESTING	880.00	10,380.00	10,000.00	103.80
40-2510-0007	ARPA REVENUE RECOGNIZED	0.00	0.00	326,847.80	0.00
40-4100-0085	CARRYOVER FY21-22	0.00	0.00	252,642.35	0.00
40-4102-0001	FM PE CO-APPOMATTOX RIVER-USGS	0.00	0.00	8,000.00	0.00
Anticipated Total		150,300.19	1,512,100.37	2,775,085.37	54.49
Unanticipated Total		0.00	0.00	0.00	0.00
Fund Total		150,300.19	1,512,100.37	2,775,085.37	54.49
42-1502-0006	SALE OF MATERIAL	0.00	155.40	0.00	0.00
42-1620-0099	PENALTY-SEWER SERVICE	1,338.96	15,152.15	17,000.00	89.13
42-1630-0001	SEWER SERVICE	169,596.43	1,620,530.22	2,250,007.64	72.02
42-1630-0002	SEWER TAPS	0.00	9,000.00	75,000.00	12.00
42-1899-0012	SALE OF SERVICE-LEACHATE-CUMBERLAND	0.00	17,550.00	28,000.00	62.68
42-1899-0013	SALE OF SERVICE-SEWER TREAT	1,800.00	15,000.00	5,000.00	300.00
42-1901-0010	RECOVERY-VML INS	0.00	0.00	6,000.00	0.00

Account Id	Description	Current Revenue	YTD Revenue	Anticipated	% Realized
42-2404-0005	VML SAFETY GRANT	0.00	0.00	2,000.00	0.00
42-4100-0085	CARRYOVER FUNDS FY21-22	0.00	0.00	339,978.04	0.00
Anticipated Total		172,735.39	1,677,387.77	2,722,985.68	61.60
Unanticipated Total		0.00	0.00	0.00	0.00
Fund Total		172,735.39	1,677,387.77	2,722,985.68	61.60
44-1501-0004	INTEREST-ACCOUNTS RECEIVABLE	0.00	0.00	5.00	0.00
44-1502-0005	SALE OF FIXED ASSETS	0.00	0.00	3,500.00	0.00
44-1520-0001	PASSENGER FARES	805.49	6,986.98	8,500.00	82.20
44-1521-0002	CONTRIBUTION-LONGWOOD [1500]	0.00	143,050.00	143,050.00	100.00
44-1521-0003	CONTRIBUTION-P E COUNTY	6,250.00	25,000.00	25,000.00	100.00
44-1901-0010	RECOVERY-VML INS-VEHICLE DAMAGE	4,423.00	4,524.72	10,000.00	45.25
44-2403-0001	MISC GRANTS	0.00	0.00	10,000.00	0.00
44-2410-0003	STATE FORMULA GRANT	0.00	185,583.00	160,000.00	115.99
44-2414-0001	STATE GRANT-3 BUSES	0.00	9,813.00	40,571.68	24.19
44-2415-0001	STATE GRANT-SUPERVISORY VEHICLE	0.00	0.00	5,120.00	0.00
44-2510-0001	GRANT-STATE PASS THRU-FED	60,939.00	221,856.10	350,000.00	63.39
44-2514-0001	FEDERAL GRANT-3 BUSES	0.00	49,063.00	202,858.40	24.19
44-2515-0001	FED GRANT-SUPERVISORY VEHICLE	0.00	0.00	25,600.00	0.00
44-4100-0085	CARRYOVER FUNDS FY21-22	0.00	0.00	524,034.11	0.00

Account Id	Description	Current Revenue	YTD Revenue	Anticipated	% Realized
Anticipated Total		72,417.49	645,876.80	1,508,239.19	42.82
Unanticipated Total		0.00	0.00	0.00	0.00
Fund Total		72,417.49	645,876.80	1,508,239.19	42.82
45-1501-0001	INT-CK ACCT-BENCHMARK	34.11	459.84	300.00	153.28
45-1502-0001	RENT-HANGER SPACE	5,836.05	5,836.05	6,660.00	87.63
45-1502-0002	AIRPORT MAINTENANCE FEE	2,040.00	2,040.00	2,040.00	100.00
45-1690-0001	SALE OF AV GAS	2,322.04	52,077.57	55,000.00	94.69
45-1691-0001	SALE OF JET FUEL	340.83	32,830.76	50,000.00	65.66
45-1899-0001	DONATIONS-PRINCE ED COUNTY	0.00	7,600.00	7,600.00	100.00
45-2401-0008	STATE GRANT-AWOS MAINT	2,280.00	3,328.00	3,600.00	92.44
45-2401-0013	STATE GRANT-MAINTENANCE	0.00	0.00	6,400.00	0.00
45-2401-0014	STATE GRANT-WEED KILL	0.00	0.00	1,000.00	0.00
45-2401-0054	GRANT-STATE-TAXIWAY PAVEMENT DESIGN	0.00	2,400.60	14,400.00	16.67
45-2403-0001	MISC GRANTS	0.00	0.00	50,000.00	0.00
45-2501-0045	FED GRANT-DBE PLAN UPDATE	0.00	7,200.00	1,200.00	600.00
45-2501-0051	GRAND-FED-RUNWAY SAFETY AREA GRADING	61,229.46	1,341,412.92	149,305.00	898.44
45-2501-0052	FED GRANT-TAXIWAY PAVEMENT DESIGN	88,102.00	115,108.76	162,000.00	71.05
45-4100-0085	CARRYOVER FUNDS FY21-22	0.00	0.00	1,217,501.79	0.00
45-5101-0001	TRANSFER FROM GENERAL FUND	0.00	0.00	50,432.37	0.00

Account Id	Description	Current Revenue	YTD Revenue	Anticipated	% Realized
Anticipated Total		162,184.49	1,570,294.50	1,777,439.16	88.35
Unanticipated Total		0.00	0.00	0.00	0.00
Fund Total		162,184.49	1,570,294.50	1,777,439.16	88.35
61-1501-0001	INTEREST EARNED-PAULETTE TRUST	0.05	0.35	0.00	0.00
Anticipated Total		0.05	0.35	0.00	0.00
Unanticipated Total		0.00	0.00	0.00	0.00
Fund Total		0.05	0.35	0.00	0.00
70-1501-0001	INTEREST	1.22	10.08	0.00	0.00
70-1501-0003	INT-PRNG TASK FORCE	0.27	2.07	0.00	0.00
70-2404-0001	ASSET FORFEITURE-STATE	0.00	1,716.54	0.00	0.00
70-2406-0001	TASK FORCE REVENUE	0.00	582.00	0.00	0.00
Anticipated Total		1.49	2,310.69	0.00	0.00
Unanticipated Total		0.00	0.00	0.00	0.00
Fund Total		1.49	2,310.69	0.00	0.00
Final Total		2,291,988.51	18,160,888.30	26,703,590.18	68.01

March 2023 - Salaries

Below are the departments with explanations that are over their 9 Month Actual to Budget.

This percentage should be at 100% or below.

	<u>Actual/Budget</u>	
10-312 Salaries-Overtime-Police	117.00%	Shift Coverage and Special Events Coverage.
10-710 Football Referees	124.00%	Football referees for football program
10-720 Salaries - Golf	100.00%	This department is not budgeted for FY23.
40-110 Salaries-Overtime	159.00%	Special Events Coverage (HOV) & water leaks due to cold temps
42-250 Salaries-Overtime	131.00%	In August a Chlorine Leak occurred

FY23 INFORMATION

Total All Funds

Expended YTD	\$4,597,538.83
9 Mo Budget Amt	<u>\$4,955,051.97</u>
	-\$357,513.14

Expended through March for Salaries is **\$357,513.14 less** than our
9 Month Budget Amount.

FY22 INFORMATION (PRIOR YEAR)

Total All Funds

Expended YTD	\$4,464,111.43
9 Mo Budget Amt	<u>\$4,969,311.72</u>
	-\$505,200.29

Expended through March for Salaries is **\$505,200.29 less** than our
9 Month Budget Amount.

The biggest driving factors in not having as much salaries left over per the budget compared to prior year is due to several factors: One is the overtime for the 4th July event, Heart of Virginia, and the Christmas parade in FY23. Two is the Golf course salaries expended for FY23 is \$14,410, these were not budgeted for FY23. The third is the football referees wages for FY23. Due to COVID there were no football program in FY22.

Town of Farmville, Virginia
Outstanding Receivables Summary
March 31, 2023

TAXES				
Years	Liens	Personal Property Tax	Real Estate Tax	Total
Year 2022 only	332.74	6,711.01	29,083.40	36,127.15
Years 2021	408.36	3,840.40	3,809.56	8,058.32
2020 and older (including amounts sent to TACS)	36,817.89	2,517.71	10,828.64	50,164.24
Total Taxes Outstanding	37,558.99	13,069.12	43,721.60	94,349.71

Note: Delinquent Tax Letters were mail for ALL tax years that have not been sent to TACS Office. These were mailed in January 2023.

UTILITIES	
Year	Amount
2018	-
2019	9,899.69
2020	10,324.68
2021	8,319.47
2022	11,211.02
Total Utility AR Outstanding	39,754.86

Note: Delinquent Utility Letters were mailed for any outstanding balances for 2022, these were mailed in April 2023.

Additional Notes: Calendar Year 2019

Calendar Year 2020

Calendar Year 2021 - Collected funds in the amount of \$368.86

Calendar Year 2022

MISCELLANEOUS ACCOUNTS RECEIVABLES	
Year	Amount
03/31/2023	1,920.67
Total Miscellaneous AR Outstanding	1,920.67

Notes: These amounts consist of false alarms, airport maintenance fee, hangar rent, sale of water, and public works service.

Town of Farmville
Manual Checks for the Month of April 2023

5-1-23

<u>Checks-62404-62638</u>	<u># of Checks</u>	<u>Amount of Checks</u>
Checks	56	\$371,839.77
Direct Deposit	<u>170</u>	<u>\$414,025.67</u>
Total	226	\$785,865.44



Town of Farmville

Agenda Item Summary

MEETING DATE: May 3, 2023

ITEM NUMBER: 4.a. – Proposed Resolution #2023-05-01 - Amend FY2022-2023 Budget - ARPA

BACKGROUND: Verbal report by the Town Manager.

The proposed resolution will amend the Town Budget for the fiscal year beginning July 1, 2022 and ending June 30, 2023, in a total amount of \$26,826,061.32, to record ARPA revenue and expenditures in the aggregate amount of \$1,786,514.74.

- ARPA revenue and expenditure for the Splashpad - \$623,321.74
- ARPA revenue and expenditure for the New Fire Truck - \$937,250.00
- ARPA revenue and expenditure for the Pistagrit - \$225,943.00

RECOMMENDATION:

FISCAL IMPACT:

ATTACHMENTS:

1. Resolution-ARPA Budget

RESOLUTION #2023-05-01

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 \$26,826,061.32. To record revenue and expenditures related to the use of American Rescue Plan Act for the FY 2022-2023 Budget in the aggregate amount of \$1,786,514.74.

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

That additional revenue and expenditure in the amount of \$1,786,514.74 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 \$28,612,576.06; and

BE IT FURTHER RESOLVED THAT \$1,786,514.74 shall be appropriated by the Town of Farmville as follows:

- ARPA revenue and expenditure for the Splashpad - \$623,321.74
- ARPA revenue and expenditure for the New Fire Truck - \$937,250.00
- ARPA revenue and expenditure for the Pistagrit - \$225,943.00

1. That this resolution shall be in full force and effect upon its 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: May 3, 2023

ITEM NUMBER: 5.a. – Proposed Ordinance No. 222 - Vacate alley between 500 and 600 block of South Virginia Street and South Bridge Street

BACKGROUND: Verbal report by the Town Manager.

The proposed ordinance relates to Resolution 2021-12-04 which was approved already by Council on December 8, 2021, for an alley abandonment located between the 500 and 600 block of South Virginia Street and South Bridge Street. A Public Hearing was held on December 8, 2021.

RECOMMENDATION:

FISCAL IMPACT:

ATTACHMENTS:

1. Ordinance- Town of Farmville; Abandoning 500 Virginia Street Alley (2023)
2. 500 - S Virginia and S Bridge Map 2

ORDINANCE NO. 222

To vacate an alley situated between the 500 and 600 block of South Virginia Street and South Bridge Street and to authorize conveyance of such property equally to each adjoining property.

WHEREAS, Town Council is granted authority pursuant to Virginia Code Section 15.2-2006 and the Town of Farmville Town Charter to vacate and convey public rights-of-way; and

WHEREAS, this vacation was requested by a property owner whose property adjoins this alley; and

WHEREAS, the attached exhibit shows the alley to be vacated; and

WHEREAS, Town Council properly advertised a public hearing on the matter and sent notices to each property owner being affected and held the aforementioned public hearing;

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

1. That the alley situated between the 500 and 600 block of South Virginia Street and South Bridge Street be and hereby is vacated to the adjoining landowners.
2. That the conveyance of the abandoned property by deed shall be permitted if requested by the affected landowner(s).

Approved:

Mayor

Attest: _____
Clerk of Council

I certify that the above ordinance was:

Adopted on _____

Ayes: _____. Nays: _____. Absent: _____. Abstain: _____.

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

The Honorable Sallie O. Amos _____

The Honorable Daniel E. Dwyer

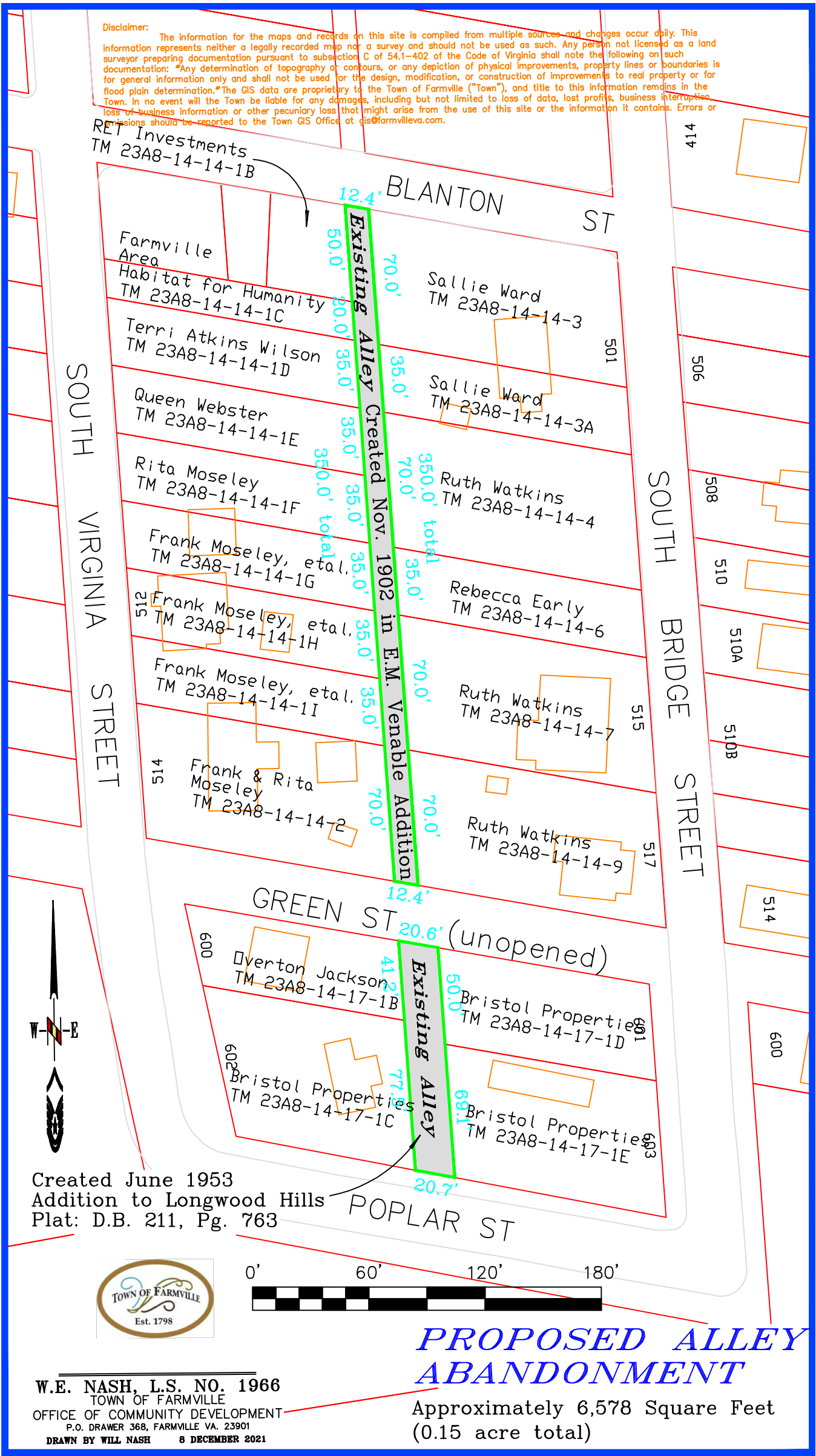
The Honorable Tommy Pairet

The Honorable John Hardy

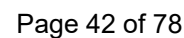
The Honorable Donald L. Hunter

The Honorable Adam Yoelin

Disclaimer: The information for the maps and records on this site is compiled from multiple sources and changes occur daily. This information represents neither a legally recorded map nor a survey and should not be used as such. Any person not licensed as a land surveyor preparing documentation pursuant to subsection C of 54.1-402 of the Code of Virginia shall note the following on such documentation: "Any determination of topography of contours, or any depiction of physical improvements, property lines or boundaries is for general information only and shall not be used for the design, modification, or construction of improvements to real property or for flood plain determination." The GIS data are proprietary to the Town of Farmville ("Town"), and title to this information remains in the Town. In no event will the Town be liable for any damages, including but not limited to loss of data, lost profits, business interruption, loss of business information or other pecuniary loss that might arise from the use of this site or the information it contains. Errors or omissions should be reported to the Town GIS Office at gis@farmvilleva.com.



The information for the maps and records on this site is compiled from multiple sources and changes occur daily. This information represents neither a legally recorded map nor a survey and should not be used as such. Any person not licensed as a land surveyor preparing documentation pursuant to subsection C of §4-1-402 of the Code of Virginia shall note the following on such documentation: "Any determination of topography or contours, or any depiction of physical improvements, property lines or boundaries is for general information only and shall not be used for the design, modification, or construction of improvements to real property or for flood plain determination." The GIS data are proprietary to the Town of Farmville ("Town"), and title to this information remains in the Town. In no event will the Town be liable for any damages, including but not limited to loss of data, lost profits, business interruption, loss of business information or other pecuniary loss that might arise from the use of this site or the information it contains. Errors or omissions should be reported to the Town GIS Office at gis@farmvilleva.com.





Town of Farmville

Agenda Item Summary

MEETING DATE: May 3, 2023

ITEM NUMBER: 6.a. – Proposed Ordinance No. 223 - Vacate alley between 800 block of First Avenue and 800 block of Hill Street

BACKGROUND: Verbal report by the Town Manager.

The proposed ordinance relates to Resolution 2021-12-05 which was approved already by Council on December 8, 2021, for an alley abandonment located between the 800 block of First Avenue and 800 block of Hill Street. A Public Hearing was held on December 8, 2021.

RECOMMENDATION:

FISCAL IMPACT:

ATTACHMENTS:

1. Ordinance- Town of Farmville; Vacating Alley 800 Hill Street (2023)
2. 800 - First Avenue and Hill Street Map 1

ORDINANCE NO. 223

To vacate an alley situated between the 800 block of First Avenue and 800 block of Hill Street and to authorize the conveyance of such property equally to each adjoining property.

WHEREAS, Town Council is granted authority pursuant to Virginia Code Section 15.2-2006 and the Town of Farmville Charter to vacate and convey public rights-of-way; and

WHEREAS, this vacation was requested by a property owner whose property adjoins this alley; and

WHEREAS, the attached exhibit shows the specific location of the alley to be vacated; and

WHEREAS, Town Council properly advertised a public hearing on the matter, sent notices to each property owner being effected and held the aforementioned public hearing;

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

1. That the alley situated between the 800 block of First Avenue and 800 block of Hill Street be and hereby is vacated by the Town of Farmville.
2. That the conveyance of the abandoned property by deed shall be permitted if requested by the affected landowner(s).

Approved:

Mayor

Attest: _____
Clerk of Council

I certify that the above ordinance was:

Adopted on _____.

Ayes: _____. Nays: _____. Absent: _____. Abstain: _____.

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

The Honorable Sallie O. Amos: _____

The Honorable Daniel E. Dwyer

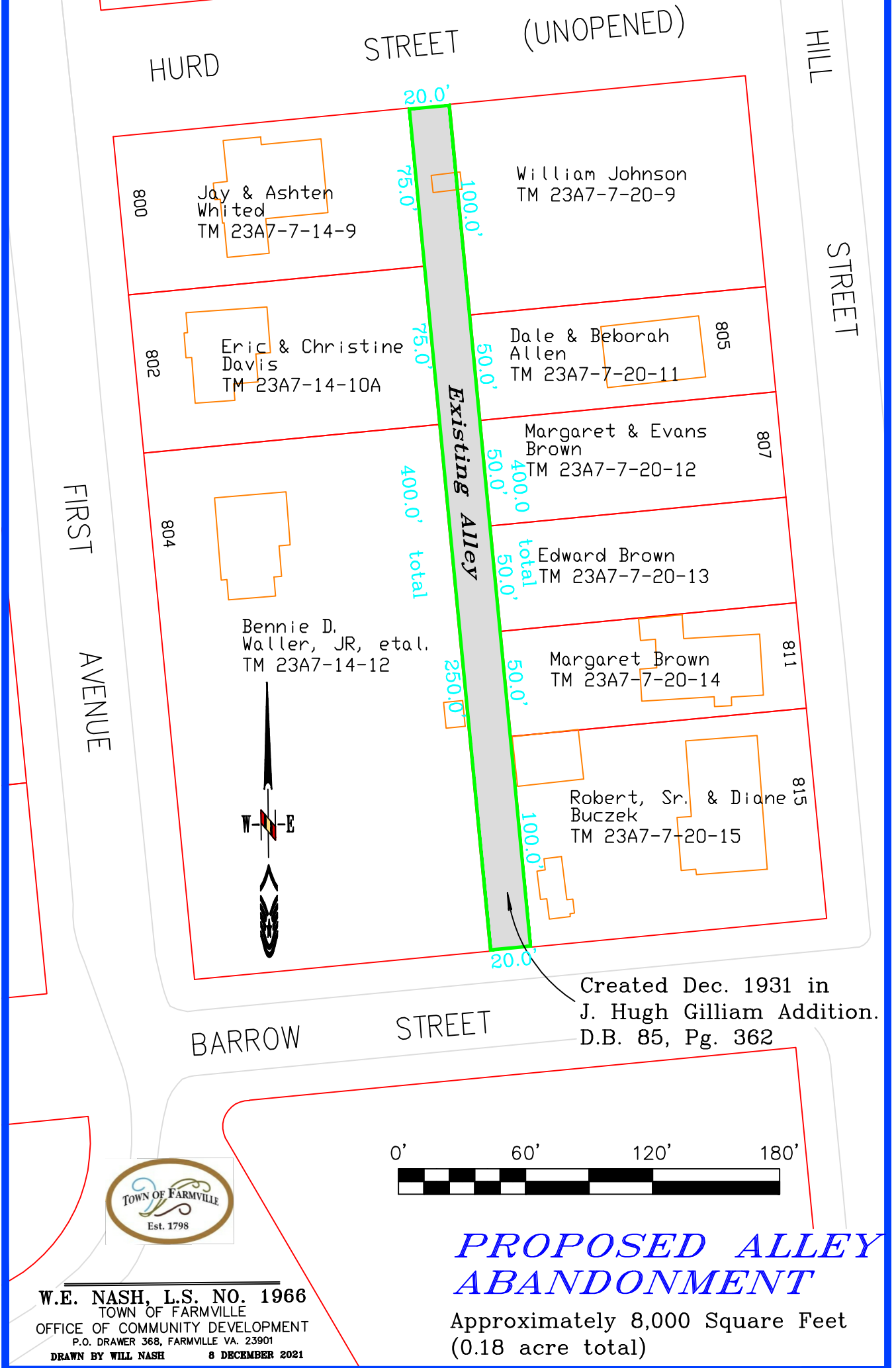
The Honorable Tommy Pairt

The Honorable John Hardy

The Honorable Donald L. Hunter

The Honorable Adam Yoelin

Disclaimer: The information for the maps and records on this site is compiled from multiple sources and changes occur daily. This information represents neither a legally recorded map nor a survey and should not be used as such. Any person not licensed as a land surveyor preparing documentation pursuant to subsection C of §4.1-402 of the Code of Virginia shall note the following on such documentation: "Any determination of topography or contours, or any depiction of physical improvements, property lines or boundaries is for general information only and shall not be used for the design, modification, or construction of improvements to real property or for flood plain determination." The GIS data are proprietary to the Town of Farmville ("Town"), and title to this information remains in the Town. In no event will the Town be liable for any damages, including but not limited to loss of data, lost profits, business interruption, loss of business information or other pecuniary loss that might arise from the use of this site or the information it contains. Errors or omissions should be reported to the Town GIS Office at gis@farmvilleva.com.



Disclaimer: The information for the maps and records on this site is compiled from multiple sources and changes occur daily. This information represents neither a legally recorded map nor a survey and should not be used as such. Any person not licensed as a land surveyor preparing documentation pursuant to subsection C of §4.1-402 of the Code of Virginia shall note the following on such documentation: "Any determination of topography or contours, or any depiction of physical improvements, property lines or boundaries is for general information only and shall not be used for the design, modification, or construction of improvements to real property or for flood plain determination." The GIS data are proprietary to the Town of Farmville ("Town"), and title to this information remains in the Town. In no event will the Town be liable for any damages, including but not limited to loss of data, lost profits, business interruption, loss of business information or other pecuniary loss that might arise from the use of this site or the information it contains. Errors or omissions should be reported to the Town GIS Office at gis@farmvilleva.com.



W.E. NASH, L.S. NO. 1966
TOWN OF FARMVILLE
OFFICE OF COMMUNITY DEVELOPMENT
P.O. DRAWER 368, FARMVILLE VA. 23901
DRAWN BY WILL NASH 8 DECEMBER 2021

PROPOSED ALLEY ABANDONMENT

Approximately 8,000 Square Feet
(0.18 acre total)



Town of Farmville

Agenda Item Summary

MEETING DATE: May 3, 2023

ITEM NUMBER: 7.a. – LaBella Associates Proposal for Professional Consulting Services-Addendum No. 1584-11

BACKGROUND: Verbal report by the Town Manager.

LaBella Associates, D.P.C., P.C. provides environmental services at the closed Farmville Sanitary Landfill located west of the town, off of Industrial Park Road.

RECOMMENDATION: Authorize the Town Manager to sign LaBella Associates Contract Addendum No. 1584-11

FISCAL IMPACT:

ATTACHMENTS:

1. LaBella 23-24 renewal

April 4, 2023

Mr. Scott Davis
Town Manager
P.O. Drawer 368
Farmville, VA 23901

**Re: Proposal for Professional Consulting Services
Town of Farmville, Virginia
Addendum No. 1584-11
P2302582**

Dear Mr. Davis:

LaBella Associates, D.P.C., P.C. (LaBella) appreciates the opportunity to offer professional consulting services for the Town of Farmville. LaBella is submitting this proposal for your review and consideration, which includes a description of the consulting services to be performed (Scope of Services), estimated fees, fee schedule, and service guarantees.

Background

The Town of Farmville currently maintains the closed Farmville Sanitary Landfill (facility). The landfill was in operation from 1971 until waste acceptance ceased prior to April 1994. Closure activities were completed in March 2009. The facility is located on Industrial Park Road, west of the Town center. The site is currently maintained under Solid Waste Permit No. 195 issued by a predecessor of the Virginia Department of Environmental Quality (DEQ) in December 1975.

The Town has retained LaBella Associates, D.P.C., P.C. (LaBella) as its consultant for environmental activities at the facility. The tasks outlined below include the activities necessary to maintain compliance with the current Consent Order during Fiscal Year 2024 (July 2023 through June 2024).



Task 01 – Compliance Well Sampling and Reporting

Scope

The objective of the proposed scope of services is continued compliance with the State (Phase II) Monitoring Program, in accordance with the facility permit and Virginia Solid Waste Management Regulations (VSWMR) 9VAC20 81 250.C.

The facility groundwater monitoring network consists of upgradient monitoring well MW-13 and downgradient wells MW-1, MW-4, MW-5, MW-6, MW-8R, MW-12, and FV-1. Groundwater is currently monitored under the State (Phase II) Monitoring Program and is sampled on a semiannual basis. The scope of services will be conducted during the period July 1, 2023, through June 30, 2024, and will include the following activities:

- Collecting semiannual groundwater samples from the eight compliance monitoring wells (upgradient monitoring well MW-13 and downgradient wells MW-1, MW-4, MW-5, MW-6, MW 8R, MW-12, and FV-1) in accordance with the VSWMR. This task will include conducting two groundwater sampling events for VSWMR Table 3.1 Column A constituents plus Table 3.1 Column B detects (currently dichlorodifluoromethane, diethyl phthalate, and mercury). In addition, quality control samples will be analyzed for Column A constituents plus Column B detects using the appropriate analytical methods;
- Conducting well gauging for all compliance wells and interim measures wells;
- Preparing notification letters for groundwater protection standard (GPS) exceedances and submitting to the DEQ within 44 days of the date of the analytical data package; and,
- Preparing the 2023 Annual Groundwater Report for the facility in accordance with the VSWMR, and meeting the reporting deadline as determined in 9VAC20-81-250.E.2.b. The report will include a discussion of the two groundwater monitoring events that occurred in 2023 and the analytical results; groundwater contour maps; an evaluation of the monitoring network; and a completed Annual Report QA/QC Submission Checklist.

Deliverables

The deliverables for this task are listed below:

- GPS exceedances will be reported to DEQ in a letter report within 44 days of the date of the analytical data package; and,
- 2023 Annual Groundwater Monitoring Report.

Schedule

The second semiannual 2023 monitoring event will be conducted within 150 to 210 days of the preceding semiannual event, likely in September 2023. The first semiannual 2024 monitoring event will occur within 150 to 210 days of the preceding semiannual monitoring event, likely in March 2024. The 2023 Annual Groundwater Monitoring Report will be submitted to the DEQ, with a copy to the Town, within 120 days of the date of the laboratory data package of the second semiannual 2023 monitoring event.

Limitations

The associated fee is based on the following assumptions:

- We propose to handle resampling events and responses to regulatory comments under a separate task; and,



- Client-generated activities beyond the above scope are subject to additional charges billed at hourly rates plus expenses or negotiated fees and may affect the task schedule accordingly.

Compensation

Fixed Fee \$36,750 (To be billed on a percent complete basis.)

Task 02 – Corrective Action Sampling and Reporting

Scope

The Town of Farmville is currently conducting groundwater corrective action at the Farmville Sanitary Landfill (facility) under the terms of a Consent Order, last amended in 2016. Additionally, proposed amendments to the Consent Order were submitted to the DEQ in February 2019 and a Nature and Extent Study (NES) which delineated the Northeast Plume was submitted to the DEQ in January 2020. Both of these submittals are currently under review. Interim Measures (IM) were implemented in 2014 with the installation and operation of a groundwater extraction well (EW-1) located southeast of the landfill. An additional groundwater extraction well was placed into service in March 2022 to control further off-site migration of the Northeast Plume. An annual IM Report is required by the Consent Order and is due by June 30 of each year.

There are currently five groundwater plumes designated in the Consent Order (North, Northeast, East, South, and Southwest).

The objective of the proposed scope of services is to 1) complete collection of semiannual groundwater and surface water data in support of the required IM and 2) prepare an IM Report that documents all IM activities between July 1, 2023, and June 30, 2024.

Monitoring Events

The scope of work for this task is to perform the sampling and reporting for the second semiannual 2023 and first semiannual 2024 IM groundwater monitoring events for the five plumes currently identified in the Consent Order. The wells and surface water monitoring points to be sampled will include (grouped by plume):

- North Plume: MW-9, SW-1, and SW-2;
- Northeast Plume: EW-2, MW-14, MW-15, MW-19, MW-9D, MW-19DD, MW-20, MW-23, and SW-10;
- East Plume: PZ-10, PZ-10B, and SW-8;
- Southwest Plume: SW-2; and,
- South Plume: EW-1, PZ-7A, PZ-7C, PZ-14, PZ-12, PZ-12A, SW-4, and SW-9.

Additionally, monitoring wells MW-21, MW-22, and MW-26 will be monitored together with the Northeast Plume wells to evaluate the constituents of concern (COCs) trends.

Each well will be purged and sampled using low-flow methods. Each sample will be analyzed for the COCs and associated daughter products.



The IM samples will be submitted in a separate cooler from the compliance well samples, with a separate trip blank for quality assurance purposes. The IM samples will be submitted to Environmental Conservation Laboratories (ENCO) for analysis.

LaBella personnel will complete sample logs after each sampling event. All IM monitoring data will be tabulated and validated after the sampling event.

IM Report

Data collected during the two IM monitoring events (September 2023 and March 2024) will be evaluated according to requirements in the Consent Order:

- A discussion of the previous year's field activities;
- A discussion of the analytical data collected including copies of field data sheets and laboratory reports;
- A historical data table;
- Groundwater plume maps showing the lateral and vertical extent of each COC at levels above GPS and background; and,
- A discussion of progress toward meeting GPS for all COCs.

Deliverables

As part of this task, LaBella will provide the following deliverables:

- GPS exceedances will be reported to DEQ in a letter report within 44 days of the date of the analytical data package; and,
- The IM Report will be prepared and submitted to DEQ prior to June 30, 2024.

Schedule

Field activities will likely be conducted in conjunction with the semiannual compliance events, currently scheduled for September 2023 and March 2024. LaBella will submit the IM Report to DEQ by June 30, 2024.

Limitations

The associated fee is based on the following assumptions:

- The IM monitoring events will be conducted concurrently with the compliance sampling events discussed in Task 01;
- We propose to handle resampling events, responses to regulatory comments, and any meetings related to the IM Report under a separate task; and,
- Client-generated activities beyond the above scope are subject to additional charges billed at hourly rates plus expenses or negotiated fees and may affect the task schedule accordingly.

Compensation

Fixed Fee	\$47,250	(To be billed on a percent complete basis.)
------------------	-----------------	--



Task 03 – Landfill Gas Monitoring

Scope

The VSWMR require that each facility has a landfill gas management system to control decomposition gases that result from the biodegradation of organic wastes (9VAC20-81-200). This system is to be designed so that the concentration of methane gas generated by the facility does not exceed 25 percent of the lower explosive limit (LEL) for methane in facility structures (excluding gas control or recovery system components), and the concentration of methane gas at the facility boundary does not exceed the LEL for methane. Gas probes at the facility have detected methane exceeding the LEL. Soil gas vents have been installed near GP-3 and GP-4R.

The objective of the proposed scope of services is to provide the Town of Farmville with professional environmental services related to landfill gas monitoring. These services will be conducted July 1, 2023, through June 30, 2024. The scope of service for this task will include the following activities:

- Conduct quarterly landfill gas monitoring of nine gas probes GP-1, GP-2, GP-3R, GP-4R, GP-4R2, GP-5, GP-6, GP-7, and GP-8, the DOC building, and the on-site shed along with selected passive gas vents. The results will be entered on gas logs and exceedances of the LEL (if any) will be reported to the DEQ.

Deliverables

- Gas logs for the quarterly monitoring events; and,
- Gas exceedance notifications, if necessary.

Schedule

Quarterly landfill gas monitoring will be conducted in September and December 2023 and March and June 2024. The September 2023 and March 2024 events will be conducted during the semiannual groundwater monitoring events to reduce cost. Methane regulatory limit exceedance notifications will be made verbally to the DEQ within 24 hours of monitoring and via written notice within 5 days of the exceedance event. Methane action level exceedance notification will be made in writing within 5 business days.

Limitations

The associated fee is based on the following assumptions:

- No exceedances of the methane regulatory limit will occur that will require active remediation beyond what has already been implemented at GP-3 and GP-4R and the potential remediation near GP-1 (see Task 05); and,
- Client-generated activities beyond the above scope or in excess of the budget are subject to additional charges billed at hourly rates plus expenses or negotiated fees and may affect the task schedule accordingly.

Compensation

Fixed Fee	\$7,350	(To be billed on a percent complete basis.)
-----------	---------	---



Task 04 – Groundwater Extraction System (NE Plume)

Scope

A groundwater pumping system was installed in extraction well EW-2 in early 2022 to control further off-site migration of COCs in the Northeast Plume. A wide zone of influence is being maintained around the extraction well which appears to encompass the entire width of the Northeast Plume. LaBella has been conducting periodic checks on the system along with monitoring water levels in nearby wells to evaluate the long-term effect of the pumping on the water table. Further periodic checks and water level monitoring is necessary to ensure the system functions as designed.

The objective of the proposed scope of services is to provide additional monitoring, correspondence, and maintenance activities that are associated with the Northeast Plume extraction system. Activities that may be conducted as part of this Task may include, but not be limited to, the following:

- Collect periodic samples from the pumping well and associated Northeast Plume wells to evaluate the effectiveness of the pumping well.
- Complete any necessary adjustments and maintenance to the extraction system; and,
- Respond to DEQ comments regarding the submitted Interim Measures Work Plan (IMWP), if any.

Deliverables

- Additional correspondence as necessary.

Schedule

- To be determined.

Limitations

- Client-generated activities beyond the above scope are subject to additional charges billed at hourly rates plus expenses or negotiated fees and may affect the task schedule accordingly.

Compensation

Estimated Fee	\$10,000	(To be billed on a time and expense basis.)
----------------------	-----------------	--



Task 05 – Gas Vent Installation

Scope

The purpose of this Task is to provide the Town of Farmville with professional environmental consulting services related to installing passive gas vents adjacent to boundary probe GP-1 currently in the facility's landfill gas monitoring network. Due to the continued sporadic regulatory exceedances observed at GP-1, we are proposing to install up to four vents between the landfill and boundary probe GP-1 as a remedial measure included in the facility's Landfill Gas Remediation Plan (LGRP), most recently revised in November 2021. During performance of this Task, the following activities will be completed:

- Install up to four landfill gas vents using a track-mounted drilling rig equipped with a hollow-stem auger (HSA). It is anticipated that each vent will be advanced to a depth of approximately 40 feet below ground surface (bgs) and will be installed within a boring of up to 6 inches in diameter boring. The final vent depths may vary depending on the actual depth of groundwater encountered. Soil descriptions will be logged by LaBella personnel using samples collected during drilling.
- The gas vents will be constructed using 2-inch diameter polyvinyl chloride (PVC) pipe with four ¼-inch holes drilled each foot. A gravel pack consisting of either pea gravel or VDOT #57 stone will be placed in the annulus between the borehole wall and the perforated pipe to approximately 3 feet bgs. A bentonite seal will then be placed on top of the gravel pack to the surface. Each vent will be completed with a “candy-cane” fitting consisting of two 90-degree PVC elbows and PVC riser pipe.
- The location of each gas probe will be surveyed by a licensed surveyor.
- LaBella will prepare and submit a Landfill Gas Vent Installation Report with boring logs, gas vent construction diagrams, and a facility drawing showing the surveyed location of the new vents.

Deliverables

- Prepare and submit a Landfill Gas Vent Installation Report to the DEQ.

Schedule

The gas vent installation will be scheduled within one week after receipt of an executed agreement, subject to the limitations provided below. The actual drilling will occur in accordance with the driller's, LaBella's, and the Town's schedules; however, it is anticipated that vent installation will be completed within the third quarter of 2023, and will require two days to complete. A final copy of the installation report will be submitted to DEQ within 60 days of installation, pending receipt of the survey data.

Limitations

- This scope of services assumes that access to the vent locations will be provided by the Town, as necessary;
- This fee is based on a total drilling depth of up to 160 feet and assumes that the drilling activities can be completed in two days;
- This fee assumes that the soil cuttings generated from drilling activities will be stockpiled on-site for re-use;



- This scope of services and fee assumes no downtime with drilling activities due to lack of accessibility to the gas probe location, underground obstructions, extreme weather conditions, and any unforeseen circumstances; and,
- This scope of services and fee are based on the limitations stated herein. Any client-generated or project activities conducted outside this scope of services or beyond the limitations stated above are subject to additional charges billed at hourly rates plus expenses or negotiated fees and may affect the project schedule accordingly. Work will not be conducted for out-of-scope services without prior approval from the Town.

Compensation

Fixed Fee	\$20,000	(To be billed on a percent complete basis.)
-----------	----------	---



Task 06 – Environmental General Consulting

Scope

Under this Task, LaBella will provide the Town of Farmville with professional environmental consulting services other than the monitoring activities addressed in Tasks 01 through 05, on an as-needed basis. General consulting activities covered in this task include, but may not be limited to the following:

- Consulting on an as-needed basis for the environmental compliance management programs;
- Responding to letters and other correspondence from regulatory agencies, or other sources regarding the environmental program;
- Performing verification re-sampling as needed to confirm or refute apparent analytical anomalies; and,
- Attending meetings with Town staff and/or regulatory agencies to discuss issues relating to the landfill's environmental management program.

Deliverables

- Deliverables for this task will be provided as needed.

Schedule

- Activities will be completed as needed.

Limitations

- This budget is not intended to be inclusive of each activity, but rather to provide an initial budget to address concerns or problems as they arise. Client-generated activities beyond the above scope or in excess of the budget are subject to additional charges billed at hourly rates plus expenses or negotiated fees and may affect the task schedule accordingly.

Compensation

Estimated Fee	\$15,000	(To be billed on a time and expense basis)
----------------------	-----------------	---



Summary Table and Fees for the Town of Farmville Annual Services (FY 2024)

Task No.	Description	Amount	
01	Compliance Well Sampling and Reporting	Fixed Fee	\$36,750
02	Corrective Action Sampling and Reporting	Fixed Fee	\$47,250
03	Landfill Gas Monitoring	Fixed Fee	\$7,350
04	Groundwater Extraction System (NE Plume)	Estimated Fee	\$10,000
05	Gas Vent Installation	Fixed Fee	\$20,000
06	Environmental General Consulting	Estimated Fee	\$15,000
TOTAL			\$136,350

This proposal when executed below will serve as an Addendum to Master Services Agreement (MSA) No. 1584 between LaBella Associates, D.P.C., P.C. and the Town of Farmville. The proposed scope of services will be conducted under the Terms and Conditions of the previously executed MSA and this Addendum.

If this Addendum is acceptable, please sign and date below and return via electronic mail or regular postal service. Upon receipt, we will endorse and return an executed Addendum for your files.



We sincerely thank you for this opportunity and we look forward to continuing our relationship with the Town of Farmville. If you require additional information or have any questions, please contact me at (804) 355-4520.

Respectfully submitted,

LaBella Associates, D.P.C., P.C.

Ryan Smith
Technical Consultant

LaBella Associates, D.P.C., P.C.

Town of Farmville

By: _____

By: _____

Title _____

Title _____

Date: _____

Date _____

Attachment A – Fee Schedule
Attachment B – Service Guarantees

Attachment A

LaBella Associates

Professional Rate Schedule

Fees for professional services include time incurred on a specific project by professional, technical, and administrative personnel and administrative fees, reimbursable expenses, consultant fees, vehicle expenses, and field expenses. Personnel charges are portal-to-portal from our office or from overnight accommodations when out of town. Personnel charges are not made for overhead work such as general secretarial services, office management, and accounting. The following hourly rates and expenses are subject to annual adjustments based on a calendar year.

Technical Staff

Engineering

Engineer Technician	\$ 74
Staff Engineer	\$ 99
Project Engineer	\$123
Senior Project Engineer	\$136
Technical Engineer	\$158
Senior Technical Engineer	\$182
CQA Manager	\$182

Environmental

Environmental Technician	\$ 68
Staff Scientist/Geologist	\$ 78
Project Scientist/Geologist	\$ 99
Senior Project Scientist/Geologist	\$122
Technical Scientist/Geologist	\$141
Senior Technical Scientist/Geologist	\$168

Computer-Aided Design and Drafting Staff

Senior CADD Designer	\$ 98
CADD Designer	\$ 94
CADD Operator	\$ 75

Administrative Staff

Administrative Assistant	\$ 62
--------------------------	-------

Corporate Management

Principal Engineer	\$255
Principal Geologist	\$200
Division Director	\$210

FIELD EXPENSES

When directly related to a project, the following field expenses will be billed at our calculated costs as Units:

<u>Field Equipment Rentals</u>	<u>Units</u>	<u>Unit Cost</u>
Electronic Water Level Meter	Per day	\$ 15.00
Electronic Skinny Dipper Water Level Meter	Per day	\$ 30.00
Electronic Oil/Water Interface Probe	Per day	\$ 60.00
Field Meters – Conductivity/Temperature/pH	Per day	\$ 25.00
Field Meters – Turbidity	Per day	\$ 15.00
Field Meters - Colorimeter	Per day	\$ 55.00
Field Meters – Oakton Colorimeter (Chlorine)	Per day	\$ 50.00
Hand Auger	Per day	\$ 10.00
Bar Hole Sampler	Per day	\$ 40.00
Bar Hole Sample Sleeve	Each	\$ 5.00
Combustible Gas Monitor (GEM 2000)	Per day	\$ 150.00
Combustible Gas Monitor (GEM 5000/Envision)	Per day	\$ 175.00
Combustible Gas Monitor (RKI) w/magnehelic gauge	Per day	\$ 100.00
Bascom-Turner Gas Meter	Per day	\$ 75.00
Magnehelic Gauge	Per day	\$ 20.00
Multi-Gas Monitor (QRAE II)	Per day	\$ 50.00
Transit Level	Per day	\$ 50.00
Hand Vacuum Pump	Per day	\$ 25.00
Converter Box – Redi-Flo Grundfos	Per day	\$ 60.00
Pump – 2” Grundfos	Per day	\$ 60.00
Pump – 12-v Electrical Submersible	Per day	\$ 15.00
Pump – QED Well Development Pump	Per day	\$ 45.00
Pump – 12-v Stainless Steel Pump w/Converter Box	Per day	\$ 100.00
Pump – QED Bladder Pump	Per day	\$ 45.00
Pump – Geotech Peristaltic	Per day	\$ 40.00
Pump – Pneumatic Pump and Controller	Per day	\$ 150.00
QED MP-15	Per day	\$ 100.00
QED MP-10H	Per day	\$ 150.00
CO ₂ Tank Refill	Each	\$ 20.00
NO ₂ or O ₂ Tank Refill	Each	\$ 40.00
QED Air Compressor	Per day	\$ 40.00
Flow Cell (YSI Pro and Horiba)	Per day	\$ 100.00
QED Control Box	Per day	\$ 40.00
Generator	Per day	\$ 75.00
Tier II Probe	Each	\$ 100.00
VFD Gas Extraction Unit (7.5 HP)	Per week	\$ 750.00
VFD Gas Extraction Unit (7.5 HP)	Per month	\$2,000.00
VFD Gas Extraction Unit (≤ 5.0 HP)	Per day	\$ 500.00
VFD Gas Extraction Unit (≤ 5.0 HP)	Per week	\$1,500.00
Digital Manometer	Per day	\$ 35.00
Gas Extraction Unit (≤ 2 HP)	Per week	\$ 350.00
Gas Extraction Unit (≤ 2 HP)	Per month	\$1,050.00
Gas Flare Unit	Per month	\$ 400.00
Drone Equipment	Per day	\$ 320.00
Laser Survey Level	Per day	\$ 150.00
GPS Magellan Professional	Per day	\$ 175.00
ATV	Per day	\$ 125.00

NOTE: When LaBella Associates equipment is not available for a project, equipment charges will be billed at rental cost plus 15 percent.

EXPENSES AND FEES

Administrative Fees

A five (5) percent administrative fee will be added to the total invoice amount in lieu of postage, phone, plotting, internal photocopying, and CADD expenses.

Reimbursable Expenses and Consultant Fees

When directly related to a project, the reimbursable expenses and consultant fees will be billed at cost plus 15 percent:

Consultant: The fees of consultants to LaBella Associates, who may perform surveying, geotechnical, electrical, structural, mechanical, laboratory, drilling or other technical or consulting services.

Copy and Reproduction Services: Copy and reproduction expenses include the cost of using professional copy and reproduction.

Delivery: Delivery expenses include the cost of using delivery and express services.

Travel: Travel expenses include the cost of airfare, taxi, rental cars and fuel, tolls, and parking. Employee vehicle reimbursement will be the current IRS standard mileage rate.

Lodging: Lodging expenses include the cost incurred during project-related travel.

Meal: Meal expenses include the cost incurred during project-related travel.

Miscellaneous: Miscellaneous expenses include the cost of expendable field supplies and other expenses directly incurred during a project.

Vehicle Expenses

When directly related to a project, the following vehicle expenses will be billed at our calculated costs as Units:

Vehicle Expense: Vehicle expense includes the daily costs for the use of company field vehicles and fuel.

	<u>Units</u>	<u>Unit Cost</u>
Vehicle Expense	Per half-day	\$ 100.00
Vehicle Expense	Per day	\$ 150.00
Vehicle Expense	Per week	\$ 450.00
Vehicle Expense	Per month	\$1,350.00

NOTE: When LaBella Associates company vehicles are not available for a project, travel expenses as listed in the reimbursable expenses section will apply.

ATTACHMENT B

SERVICE GUARANTEES[©]

provided by

LaBella Associates

LaBella Associates and our project teams are excited to offer the following “service guarantees” to the Town of Farmville:

- I. If we are late for a meeting with you, there will be no charge for that meeting time.
- II. For tasks contracted on a time and materials basis, you will not be billed for professional services performed for these tasks after the scheduled completion date.
- III. For tasks contracted on a lump sum basis, your agreed upon fee will be reduced by 10 percent, in the unlikely event we do not meet the agreed-upon schedule for those tasks.

If you have any questions about the above listed guarantees, please call us.

Signed: 
Division Director

Dated: April 4, 2023

Signed: 
Project Manager

Dated: April 4, 2023



Town of Farmville

Agenda Item Summary

MEETING DATE: May 3, 2023

ITEM NUMBER: 8.a. – Hurt & Proffitt Proposal for Professional Services - Asset Management Plan for Water/Sewer Lines and Pump Station Infrastructure

BACKGROUND: Verbal Report by the Town Manager.

A Request for Proposals was issued for qualified firms to prepare an Asset Management Plan for the Town of Farmville's Water/Sewer lines and pump station infrastructure. Hurt and Proffitt was chosen as the firm best suited to prepare the plan (see attached proposal).

RECOMMENDATION: Authorize the Town Manager to sign the proposal from Hurt & Proffitt for an Asset Management Plan, using ARPA funds.

FISCAL IMPACT:

ATTACHMENTS:

1. hurt and proffitt asset mgmt plan proposal



April 20, 2023

Kimberly Thompson, VCA Purchasing Agent
Town of Farmville
116 North Main Street
Farmville, Virginia 23901



Subject: *Proposal for Professional Services
JN 20230495 - Asset Management Plan*

Dear Kimberly:

Hurt & Proffitt (H&P) appreciates the opportunity to provide this proposal for professional services for the above referenced project. This proposal includes our project understanding, proposed scope of services, our estimated schedule and budget, and our standard contract to provide authorization.

Project Understanding

The Town has requested in compliance with our existing Term Contract for H&P to provide services for preparation of an Asset Management Plan. The plan will incorporate several key features including an inventory of existing water/sewer and pump station infrastructure owned by the Town. The inventory will include condition assessment documentation, problem projections based on discussions with the Town, potential projects based on need, age, and condition.

Scope of Services

Task 1 – Obtain, Review and Prepare Database

H&P will review the provided and assemble the available information from the Town (GIS and scanned plans) into an inventory database. We will attempt to populate the databased from the information the Town will provide in the GIS and plans first. We may need to work with Town Staff to fill in the remaining blanks. The database categories are the following:

- Description of Asset
- Material Type
- Installation Date (If known)
- Approximate Age (Calculated)
- Estimate Life of Asset
- Remaining Life of Asset (Calculated)
- Condition of Asset (1-4, with 4 being worst condition)
- Criticality of Asset (1-4, with 4 being most critical)
- Estimated amount of Asset (Linear Feet or Number)
- Number of Asset (Valves, Hydrants, Meters, manholes, etc.)
- Replacement Unit Cost
- Estimated Replacement Cost (Calculated)



Task 2 – Prepare Projects

We will work with the Town to develop a list of potential projects based on history of breaks, repairs, or other customer complaints. We will also examine the database to identify projects based on age of materials for future replacement or rehabilitation projects. We will develop scoring criteria for the projects in conjunction with the Town to prioritize the projects. Construction and engineering cost estimates will be prepared. Area maps showing the proposed projects will be prepared for inclusion in the report.

Additional Services

Hurt & Proffitt can provide the following additional services to assist the Town outside this project scope.

- Preliminary Engineering Reports on condition of Pump Stations, Tanks, and Treatment Facilities.
- Pipeline and Manhole inspections (PACP and MACP certified professionals)
- Sewer Camera and remote flow level monitoring
- Field location of Utilities using GPS Survey Equipment

Estimated Schedule

Based on our current workload and the scope of work involved, we estimate that we can complete the databased and projections portions of the project within four months of receipt of the GIS database and supplemental plans.

Fee Arrangement

Our proposed fee as shown below is based on a lump sum basis. Our fees are based upon authorization in the next 90 days.

Item	Description	Lump Sum
Task 1	Obtain, Review, and Prepare Database	\$12,000
Task 2	Prepare Projects	\$3,000
TOTAL		\$15,000

Terms

We propose to work in accordance with our current term contract dated August 2, 2021.

Closing

For written authorization to proceed, please execute and return the attached Agreement.

Again, thank you for your consideration of using our services for this project. Please contact us if you have any questions regarding this proposal or if we may be of further assistance.

Sincerely,

Ms. Kimberly Thompson
Farmville Asset Management Plan
April 20, 2023
Hurt & Proffitt



A handwritten signature in black ink, appearing to read 'Brian S. Cossman'.

Brian S. Cossman, PE
Vice President

A handwritten signature in blue ink, appearing to read 'Matthew G. Gross'.

Matthew G. Gross, PE
Project Manager



An Agreement for the Provision of Limited Professional Services

Client: Town of Farmville
116 North Main Street
Farmville, VA 23901

Date: April 20, 2023

Project Name/Location: Farmville Asset Management Plan, Town of Farmville, VA

Scope/Intent and Extent of Services: To provide the following services:

Hurt & Proffitt will provide the services described in the attached proposal for preparation of an Asset Management Plan for the water / sewer and pump station infrastructure.

The above is a confirmation of work ordered to be performed. If any of the information shown hereon is not in accordance with your understanding, please advise us immediately. We will not be responsible for any errors or misunderstanding which may arise from lack of proper notification. H&P has no duty to provide any services not specifically set forth in this agreement.

Fee Arrangement: Fee Arranged Lump Sum \$15,000

If this is acceptable, please sign where indicated and return the original copy, so we may schedule this work.

I hereby agree that I am fully responsible for payment for work described on this contract.

Signature of Responsible Party

Date

Printed Name of Responsible Party

Matthew G. Gross

Hurt & Proffitt Project Manager (Please Print)

Project #



Town of Farmville

Agenda Item Summary

MEETING DATE: May 3, 2023

ITEM NUMBER: 10.a. – Farmville Area Bus - Drug and Alcohol Policy - Effective as of [07/01/2023]

BACKGROUND: Verbal report by the Town Manager.

An updated FTA Drug and Alcohol policy for the Farmville Area Bus has been received from the Virginia Department of Rail and Public Transportation (DRPT) for approval by the governing body. DRPT is renewing all policies to ensure all Federal Transit Administration (FTA) compliant information is in the policies.

RECOMMENDATION:

FISCAL IMPACT:

ATTACHMENTS:

1. Farmville 2023

Farmville Area Bus

Drug and Alcohol Policy

Effective as of [07/01/2023]

Adopted by: Town of Farmville Town Council

Date Adopted: [05/10/2023]

Last Revised: [04/27/2023]

Table of Contents

1.	Purpose of Policy.....	3
2.	Covered Employees.....	3
3.	Prohibited Behavior	3
4.	Consequences for Violations.....	4
5.	Circumstances for Testing.....	4
6.	Testing Procedures.....	6
7.	Test Refusals.....	7
8.	Voluntary Self-Referral.....	8
9.	Prescription Drug Use	8
10.	Contact Person	8
	Attachment A: Covered Positions	9

1. Purpose of Policy

This policy complies with 49 CFR Part 655, as amended and 49 CFR Part 40, as amended. Copies of Parts 655 and 40 are available in the drug and alcohol program manager's office and can be found on the internet at the Federal Transit Administration (FTA) Drug and Alcohol Program website <http://transit-safety.fta.dot.gov/DrugAndAlcohol/>.

All covered employees are required to submit to drug and alcohol tests as a condition of employment in accordance with 49 CFR Part 655.

Portions of this policy are not FTA-mandated, but reflect Farmville Area Bus's policy. These additional provisions are identified by **bold text**.

In addition, DOT has published 49 CFR Part 32, implementing the Drug-Free Workplace Act of 1988, which requires the establishment of drug-free workplace policies and the reporting of certain drug-related offenses to the FTA.

All Farmville Area Bus employees are subject to the provisions of the Drug-Free Workplace Act of 1988.

The unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited in the covered workplace. An employee who is convicted of any criminal drug statute for a violation occurring in the workplace shall notify the Designated Employer Representative and Human Resources Manager no later than five days after such conviction.

2. Covered Employees

This policy applies to every person, including an applicant or transferee, who performs or will perform a "safety-sensitive function" as defined in Part 655, section 655.4.

You are a covered employee if you perform any of the following:

- Operating a revenue service vehicle, in or out of revenue service
- Operating a non-revenue vehicle requiring a commercial driver's license
- Controlling movement or dispatch of a revenue service vehicle
- Maintaining (including repairs, overhaul and rebuilding) of a revenue service vehicle or equipment used in revenue service
- Carrying a firearm for security purposes

See Attachment A for a list of covered positions by job title.

3. Prohibited Behavior

Use of illegal drugs is prohibited at all times. Prohibited drugs include:

- marijuana
- cocaine
- phencyclidine (PCP)
- opioids
- amphetamines

All covered employees are prohibited from performing or continuing to perform safety-sensitive functions while having an alcohol concentration of 0.04 or greater.

All covered employees are prohibited from consuming alcohol while performing safety-sensitive job functions or while on-call to perform safety-sensitive job functions. If an on-call employee has consumed alcohol, they must acknowledge the use of alcohol at the time that they are called to report for duty. If the on-call employee claims the ability to perform his or her safety-sensitive function, he or she must take an alcohol test with a result of less than 0.02 prior to performance.

All covered employees are prohibited from consuming alcohol within four (4) hours prior to the performance of safety-sensitive job functions.

All covered employees required to take a post-accident test are prohibited from consuming alcohol for eight (8) hours following involvement in an accident or until he or she submits to the post-accident drug and alcohol test, whichever occurs first.

4. Consequences for Violations

Following a positive drug or alcohol (BAC at or above 0.04) test result or test refusal, the employee will be immediately removed from safety-sensitive duty and referred to a Substance Abuse Professional.

Following a BAC of 0.02 or greater, but less than 0.04, the employee will be immediately removed from safety-sensitive duties until the start of their next regularly scheduled duty period (but for not less than eight hours) unless a retest results in the employee's alcohol concentration being less than 0.02.

Zero Tolerance

Per Farmville Area Bus policy, any employee who tests positive for drugs or alcohol (BAC at or above 0.04) or refuses to test will be referred to a Substance Abuse Professional (SAP) **and terminated from employment.**

5. Circumstances for Testing

Pre-Employment Testing

A negative pre-employment drug test result is required before an employee can first perform safety-sensitive functions. If a pre-employment test is cancelled, the individual will be required to undergo

another test and successfully pass with a verified negative result before performing safety-sensitive functions.

If a covered employee has not performed a safety-sensitive function for 90 or more consecutive calendar days, and has not been in the random testing pool during that time, the employee must take and pass a pre-employment test before he or she can return to a safety-sensitive function.

A covered employee or applicant who has previously failed or refused a DOT pre-employment drug and/or alcohol test must provide proof of having successfully completed a referral, evaluation, and treatment plan meeting DOT requirements.

Reasonable Suspicion Testing

All covered employees shall be subject to a drug and/or alcohol test when Farmville Area Bus has reasonable suspicion to believe that the covered employee has used a prohibited drug and/or engaged in alcohol misuse. A reasonable suspicion referral for testing will be made by a trained supervisor or other trained company official on the basis of specific, contemporaneous, articulable observations concerning the appearance, behavior, speech, or body odors of the covered employee.

Covered employees may be subject to reasonable suspicion drug testing any time while on duty. Covered employees may be subject to reasonable suspicion alcohol testing while the employee is performing safety-sensitive functions, just before the employee is to perform safety-sensitive functions, or just after the employee has ceased performing such functions.

Post-Accident Testing

Covered employees shall be subject to post-accident drug and alcohol testing under the following circumstances:

Fatal Accidents

As soon as practicable following an accident involving the loss of a human life, drug and alcohol tests will be conducted on each surviving covered employee operating the public transportation vehicle at the time of the accident. In addition, any other covered employee whose performance could have contributed to the accident, as determined by Farmville Area Bus using the best information available at the time of the decision, will be tested.

Non-fatal Accidents

As soon as practicable following an accident not involving the loss of a human life, drug and alcohol tests will be conducted on each covered employee operating the public transportation vehicle at the time of the accident if at least one of the following conditions is met:

- (1) The accident results in injuries requiring immediate medical treatment away from the scene, unless the covered employee can be completely discounted as a contributing factor to the accident

- (2) One or more vehicles incurs disabling damage and must be towed away from the scene, unless the covered employee can be completely discounted as a contributing factor to the accident
- (3) The vehicle is a bus and is removed from operation, unless the covered employee can be completely discounted as a contributing factor to the accident

In addition, any other covered employee whose performance could have contributed to the accident, as determined by Farmville Area Bus using the best information available at the time of the decision, will be tested.

A covered employee subject to post-accident testing must remain readily available, or it is considered a refusal to test. Nothing in this section shall be construed to require the delay of necessary medical attention for the injured following an accident or to prohibit a covered employee from leaving the scene of an accident for the period necessary to obtain assistance in responding to the accident or to obtain necessary emergency medical care.

Random Testing

Random drug and alcohol tests are unannounced and unpredictable, and the dates for administering random tests are spread reasonably throughout the calendar year. Random testing will be conducted at all times of the day when safety-sensitive functions are performed.

Testing rates will meet or exceed the minimum annual percentage rate set each year by the FTA administrator. The current year testing rates can be viewed online at www.transportation.gov/odapc/random-testing-rates.

The selection of employees for random drug and alcohol testing will be made by a scientifically valid method, such as a random number table or a computer-based random number generator. Under the selection process used, each covered employee will have an equal chance of being tested each time selections are made.

A covered employee may only be randomly tested for alcohol misuse while the employee is performing safety-sensitive functions, just before the employee is to perform safety-sensitive functions, or just after the employee has ceased performing such functions. A covered employee may be randomly tested for prohibited drug use anytime while on duty.

Each covered employee who is notified of selection for random drug or random alcohol testing must immediately proceed to the designated testing site.

6. Testing Procedures

All FTA drug and alcohol testing will be conducted in accordance with 49 CFR Part 40, as amended.

Dilute Urine Specimen

If there is a negative dilute test result, Farmville Area Bus will accept the test result and there will be no retest, unless the creatinine concentration of a negative dilute specimen was greater than or equal to 2 mg/dL, but less than or equal to 5 mg/dL.

Dilute negative results with a creatinine level greater than or equal to 2 mg/dL but less than or equal to 5 mg/dL require an immediate recollection under direct observation (see 49 CFR Part 40, section 40.67).

Split Specimen Test

In the event of a verified positive test result, or a verified adulterated or substituted result, the employee can request that the split specimen be tested at a second laboratory. Farmville Area Bus guarantees that the split specimen test will be conducted in a timely fashion. **The employee is responsible for the cost associated with the split specimen test.**

7. Test Refusals

As a covered employee, you have refused to test if you:

- (1) Fail to appear for any test (except a pre-employment test) within a reasonable time, as determined by Farmville Area Bus.
- (2) Fail to remain at the testing site until the testing process is complete. An employee who leaves the testing site before the testing process commences for a pre-employment test has not refused to test.
- (3) Fail to attempt to provide a breath or urine specimen. An employee who does not provide a urine or breath specimen because he or she has left the testing site before the testing process commenced for a pre-employment test has not refused to test.
- (4) In the case of a directly-observed or monitored urine drug collection, fail to permit monitoring or observation of your provision of a specimen.
- (5) Fail to provide a sufficient quantity of urine or breath without a valid medical explanation.
- (6) Fail or decline to take a second test as directed by the collector or Farmville Area Bus for drug testing.
- (7) Fail to undergo a medical evaluation as required by the MRO or Farmville Area Bus's Designated Employer Representative (DER).
- (8) Fail to cooperate with any part of the testing process.
- (9) Fail to follow an observer's instructions to raise and lower clothing and turn around during a directly-observed test.
- (10) Possess or wear a prosthetic or other device used to tamper with the collection process.
- (11) Admit to the adulteration or substitution of a specimen to the collector or MRO.
- (12) Refuse to sign the certification at Step 2 of the Alcohol Testing Form (ATF).
- (13) Fail to remain readily available following an accident.

As a covered employee, if the MRO reports that you have a verified adulterated or substituted test result, you have refused to take a drug test.

As a covered employee, if you refuse to take a drug and/or alcohol test, you incur the same consequences as testing positive and will be immediately removed from performing safety-sensitive functions, and referred to a SAP.

8. Voluntary Self-Referral

Any employee who has a drug and/or alcohol abuse problem and has not been notified of the requirement to submit to reasonable suspicion, random or post-accident testing or has not refused a drug or alcohol test may voluntarily refer her or himself to the Human Resource Manager who will refer the individual to a substance abuse counselor for evaluation and treatment.

The substance abuse counselor will evaluate the employee and make a specific recommendation regarding the appropriate treatment. Employees are encouraged to voluntarily seek professional substance abuse assistance before any substance use or dependence affects job performance.

Any safety-sensitive employee who admits to a drug and/or alcohol problem will immediately be removed from his/her safety-sensitive function and will not be allowed to perform such function until successful completion of a prescribed rehabilitation program.

9. Prescription Drug Use

The appropriate use of legally prescribed drugs and non-prescription medications is not prohibited. However, the use of any substance which carries a warning label that indicates that mental functioning, motor skills, or judgment may be adversely affected must be reported to the Transit Manager. Medical advice should be sought, as appropriate, while taking such medication and before performing safety-sensitive duties.

10. Contact Person

For questions about Farmville Area Bus's anti-drug and alcohol misuse program, contact the Transit Manager.

Attachment A: Covered Positions

Operators