



Town of Farmville

Town Council

June 7, 2023 at 6:00 PM
Council Chamber of the Town Hall
116 North Main Street, Farmville, VA

AGENDA

1. **Call to Order and Welcome Guests**
2. **Roll Call**
3. **Monthly Financial Report**
 - a. Report provided by Finance Director Julie Moore
4. **Discussion: Proposed Farmville Town Council Rules of Procedure**
 - a. Rules of Procedure
5. **Discussion: Proposed Resolution No. 2023-06-01 - to allow for an accessory dwelling unit at 1204 Sixth Avenue**
 - a. Staff Report: CUP23-002 Accessory Dwelling Unit - 1204 Sixth Avenue
6. **Discussion: Proposed Resolution No. 2023-06-02 - to allow for an accessory dwelling unit at 801 Milnwood Road**
 - a. Staff Report: CUP23-003 Accessory Dwelling Unit - 801 Milnwood Road
7. **Discussion: Proposed Ordinance No. 224 - renaming of Watkins Street in honor of Rev. James Samuel Williams, Jr. to Williams Way**
 - a. Ordinance No. 224
8. **Comments by the Town Manager and Staff**
9. **Other matters that may come before the Council**
10. **Closed Session**
 - 2.2-3711 (A)(6) Discussion or consideration of the investment of public funds where competition or bargaining is involved, where, if made public initially, the financial interest of the governmental unit would be adversely affected.
 - a. 2.2-3711 (A)(3) Discussion or consideration of the acquisition of real property for a public purpose, or of the disposition of publicly held real property, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body.



Town of Farmville

Agenda Item Summary

MEETING DATE: June 7, 2023

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

BACKGROUND:

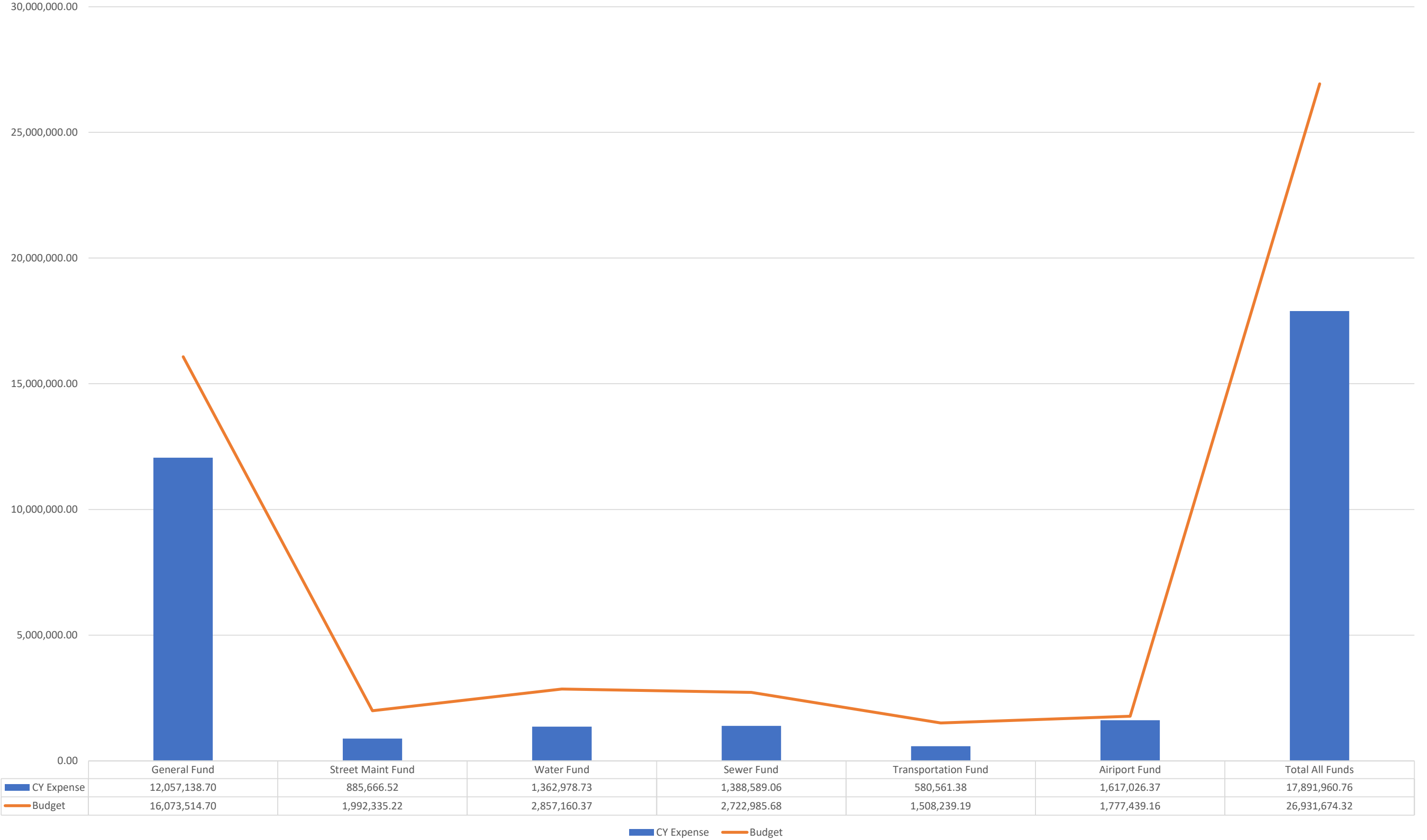
RECOMMENDATION:

FISCAL IMPACT:

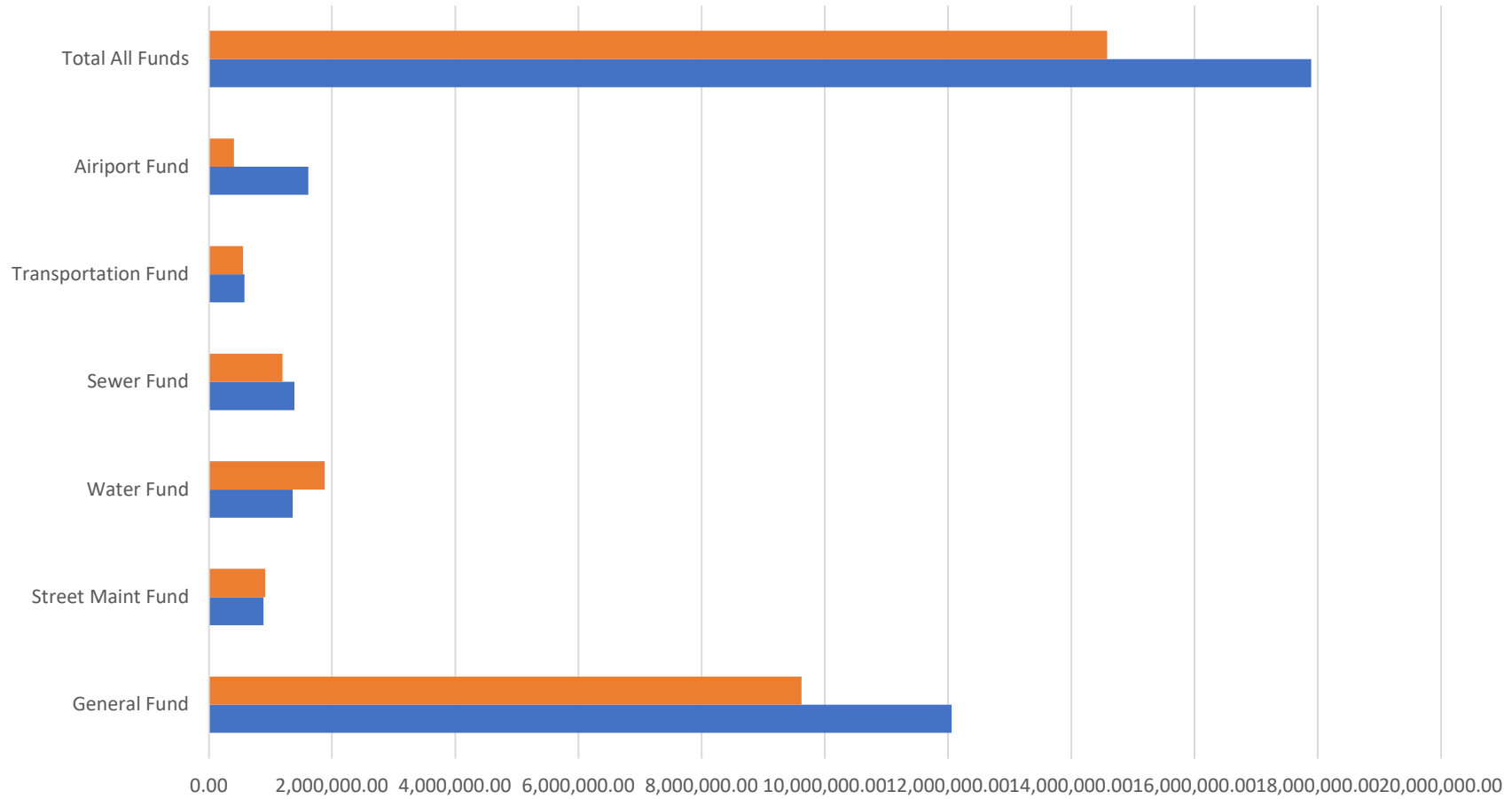
ATTACHMENTS:

1. Expense - All Funds CY Vs Budget - April 2023
2. Expense - CY Vs PY - April 2023
3. Expense - Dept Total YTD Expense Vs Budget - April 2023
4. Expense - Dept Totals CY Vs PY - April 2023
5. Revenue - All Funds - April 2023
6. Revenue - CY Vs PY - April 2023
7. Revenue - General Fund - April 2023
8. Revenue - General Fund CY Vs PY - April 2023
9. Revenue Report - April 2023
10. Salaries Report - April 2023

April 2023 YTD Expenses Vs. Budgeted - by Fund



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



	General Fund	Street Maint Fund	Water Fund	Sewer Fund	Transportation Fund	Airiport Fund	Total All Funds
PY Expenses	9,619,067.64	914,373.34	1,883,909.66	1,197,378.65	557,520.68	408,190.90	14,580,440.87
CY Expense	12,057,138.70	885,666.52	1,362,978.73	1,388,589.06	580,561.38	1,617,026.37	17,891,960.76

■ PY Expenses
 ■ CY Expense

Notes on comparisons:

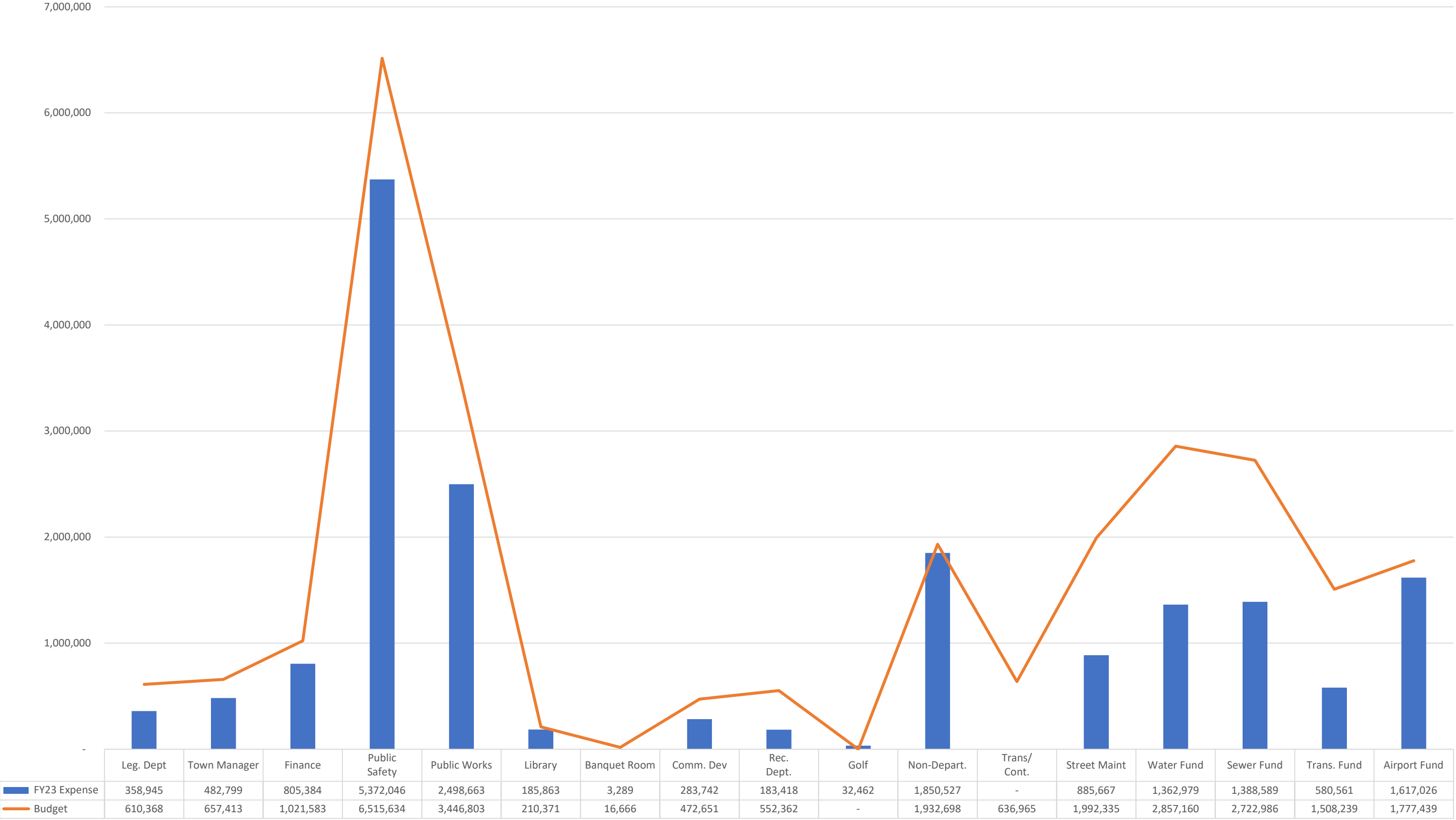
General Fund: There are a combination of things that attributed to the current year expenses being up compared to prior year. See the Department Total Comparison of Current Year vs. Prior Year for those details.

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 and the purchase of a backhoe for \$157,221, no such equipment was purchased in FY22.

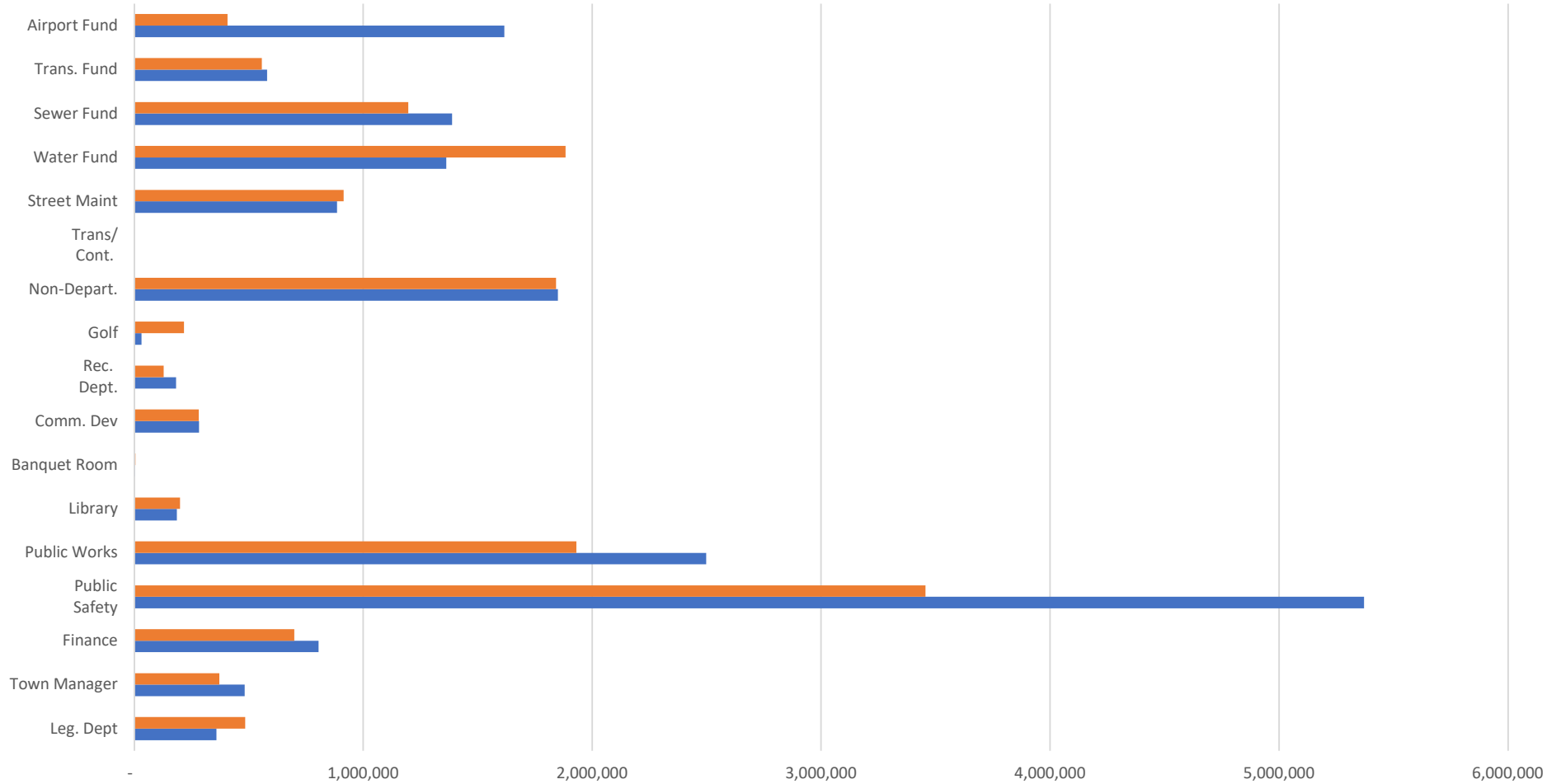
Airport Fund: In current year there was approximately \$1,200,000 paid on the runway safety area grade project. No such large payments were made in prior year at this time.

April 2023 YTD Expenses Vs. Budgeted Expenses



FY23 Expense Budget

Current Year Expenses Vs. Prior Year Expenses - April 2023



	Leg. Dept	Town Manager	Finance	Public Safety	Public Works	Library	Banquet Room	Comm. Dev	Rec. Dept.	Golf	Non-Depart.	Trans/Cont.	Street Maint	Water Fund	Sewer Fund	Trans. Fund	Airport Fund
FY22 Expense	485,431	371,362	699,090	3,455,640	1,930,996	199,956	5,721	281,517	129,023	217,662	1,842,668	-	914,373	1,883,910	1,197,379	557,521	408,191
FY23 Expense	358,945	482,799	805,384	5,372,046	2,498,663	185,863	3,289	283,742	183,418	32,462	1,850,527	-	885,667	1,362,979	1,388,589	580,561	1,617,026

■ 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 \$228,580 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 April 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.

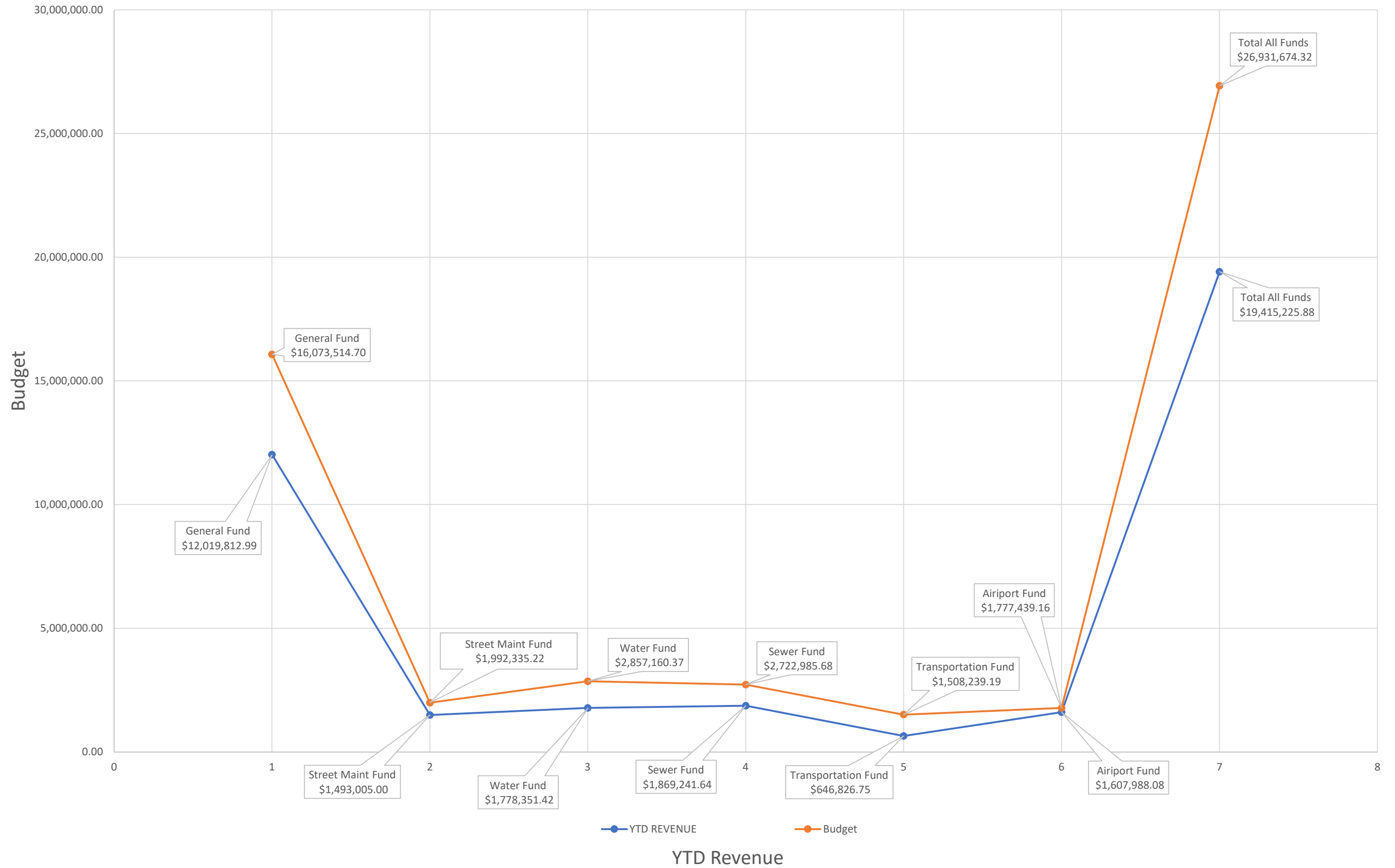
Golf: Due to the Golf Course closing mid-August 2022, less expenses incurred.

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

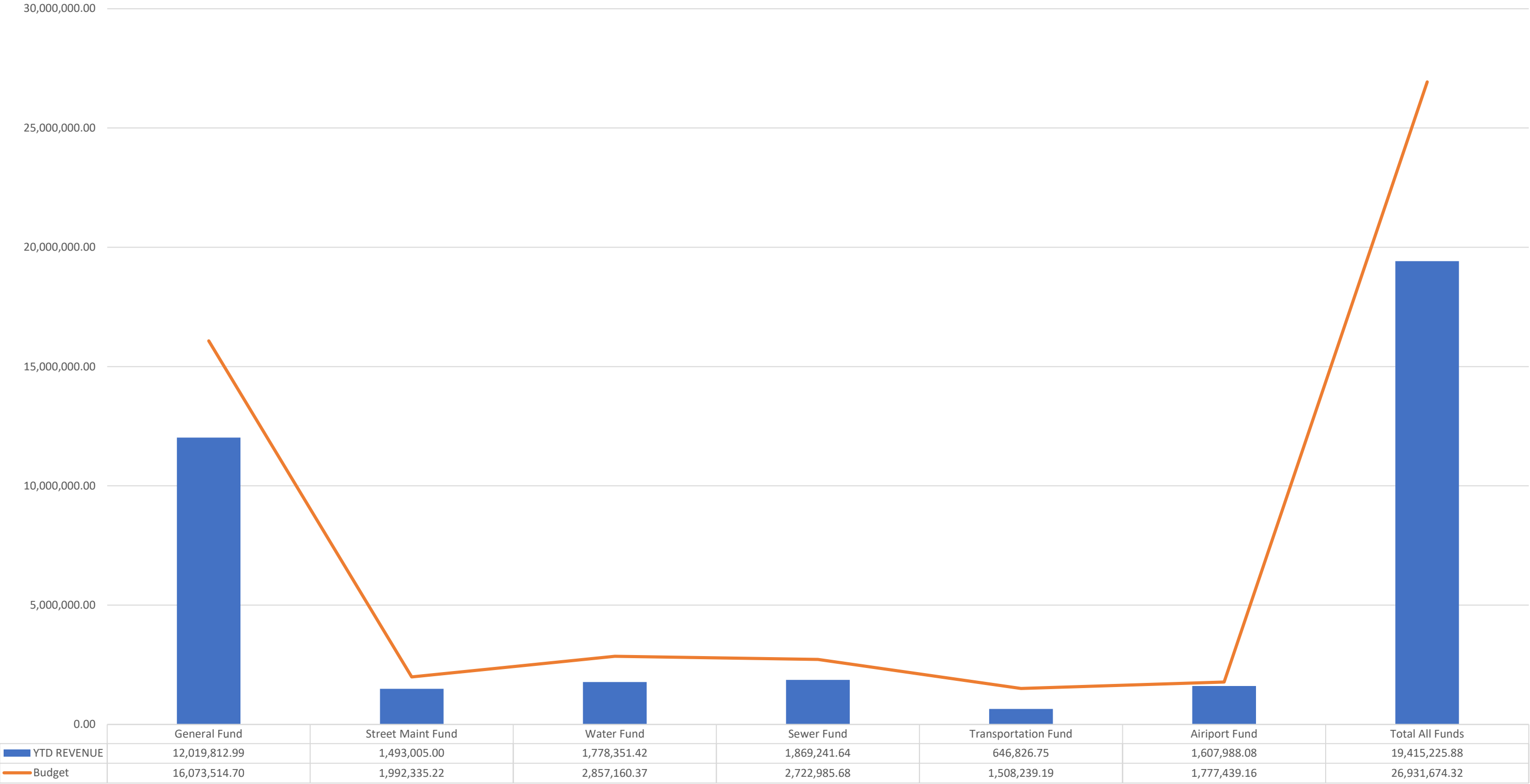
Sewer Fund: In prior year, the sewer fund transferred \$450,000 to the general fund. In current year, the Sewer Fund only transferred \$250,000 to the General Fund. However, in the current year the sewer fund has spent \$132,588 on sludge removal whereas none had been spent for this through March 2022. The Town also recorded a partial payment on a pista grit (ARPA funding) of \$79,080.05 and a backhoe for \$157,221, 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.

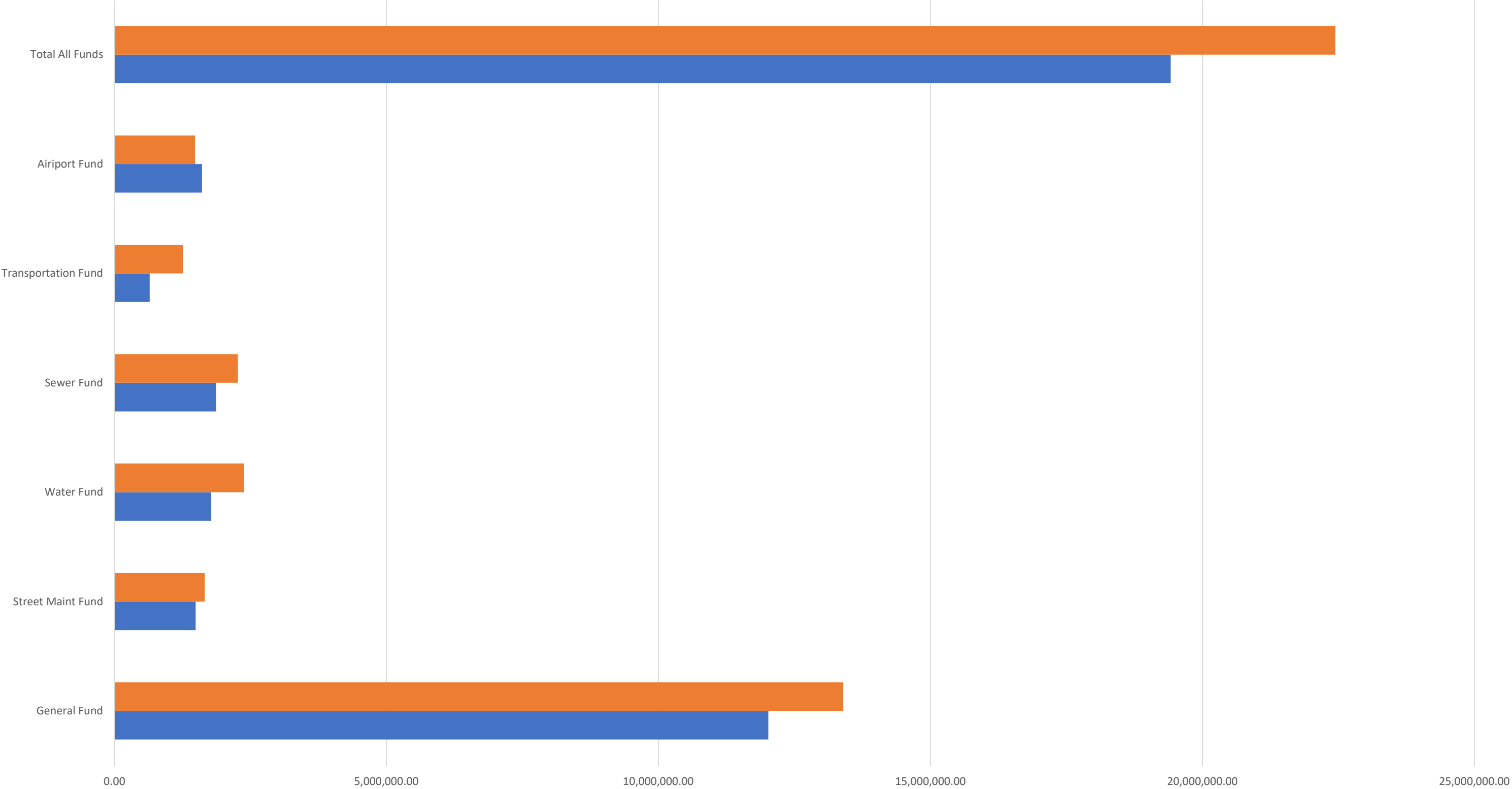
Revenue of Funds - YTD- April 2023



YTD Revenue Vs. Budget - April 2023



April 2023 - YTD Revenue Vs. 10 Month Budget - FY23



	General Fund	Street Maint Fund	Water Fund	Sewer Fund	Transportation Fund	Airport Fund	Total All Funds
10 Month Budget	13,394,595.58	1,660,279.35	2,380,966.98	2,269,154.73	1,256,865.99	1,481,199.30	22,443,061.93
YTD REVENUE	12,019,812.99	1,493,005.00	1,778,351.42	1,869,241.64	646,826.75	1,607,988.08	19,415,225.88

10 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 10-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.

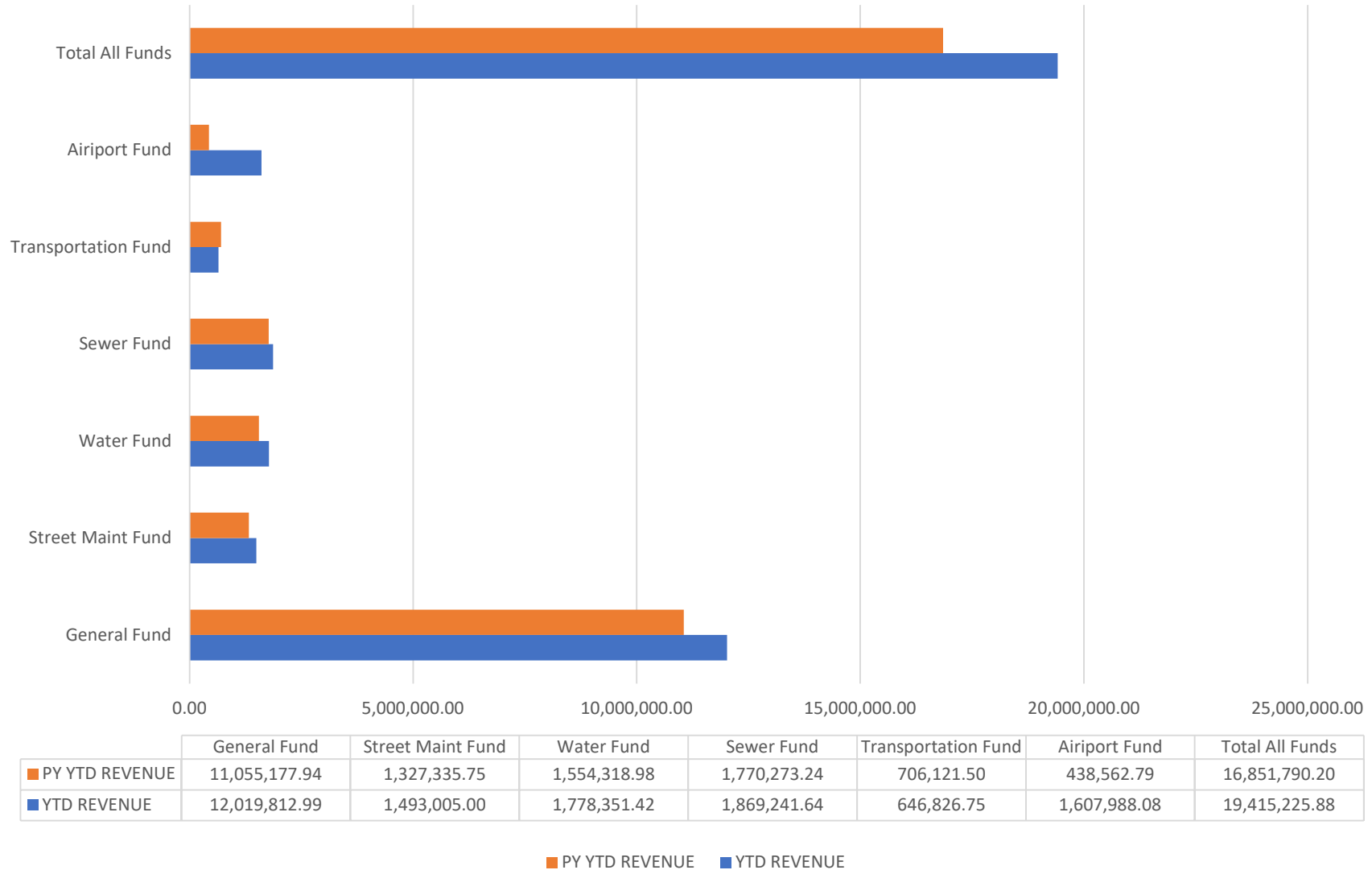
Water Fund: Carryover funds are budgeted in FY23, but none have been used. In addition, we have budgeted ARPA funding to be used, but we have not recognized this revenue thus far in the year but expect to prior to the end of the year.

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 APRIL 2023 COMPARED TO PRIOR APRIL 2022 YTD REVENUE

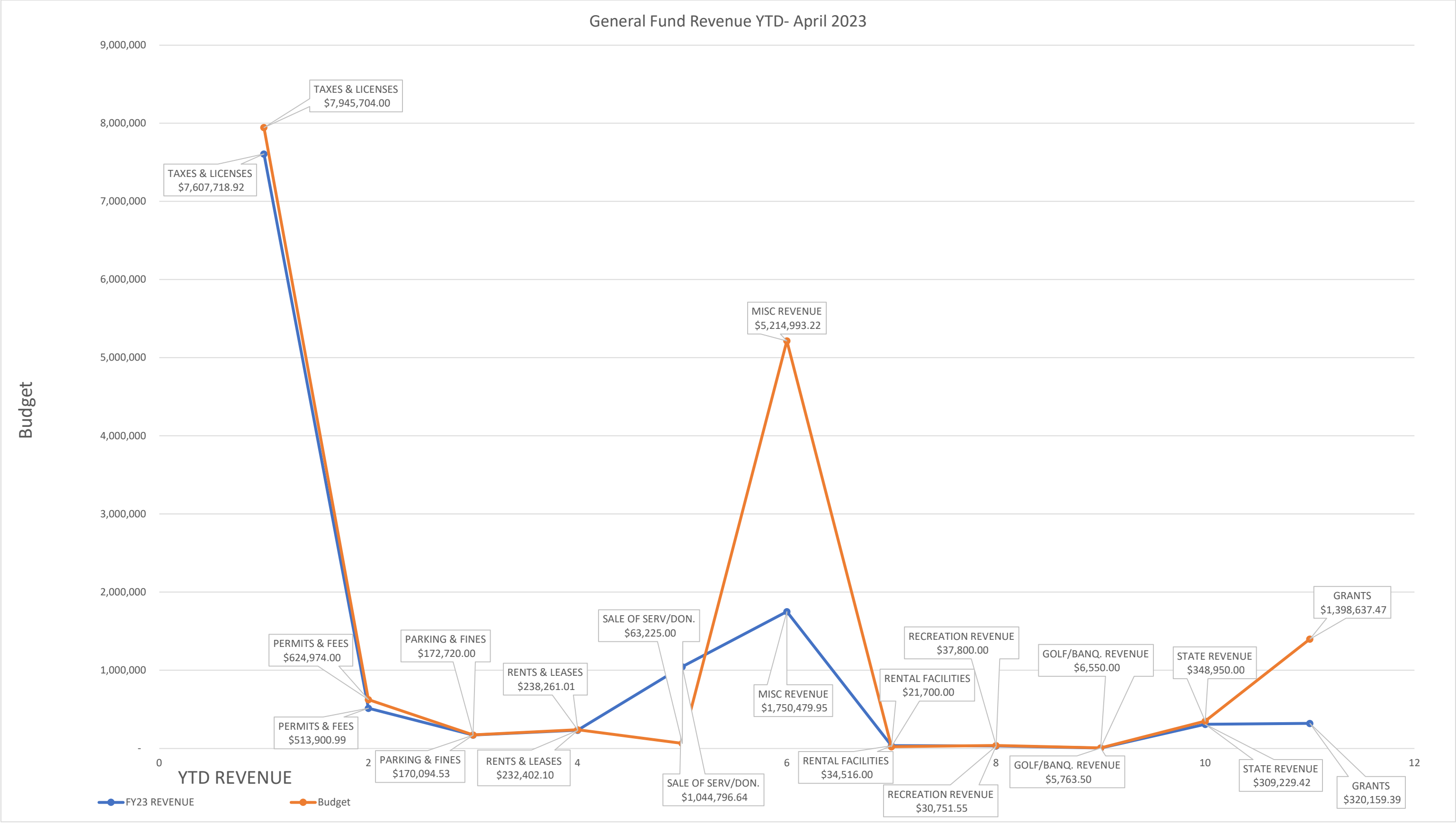


Notes on biggest changes:

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.

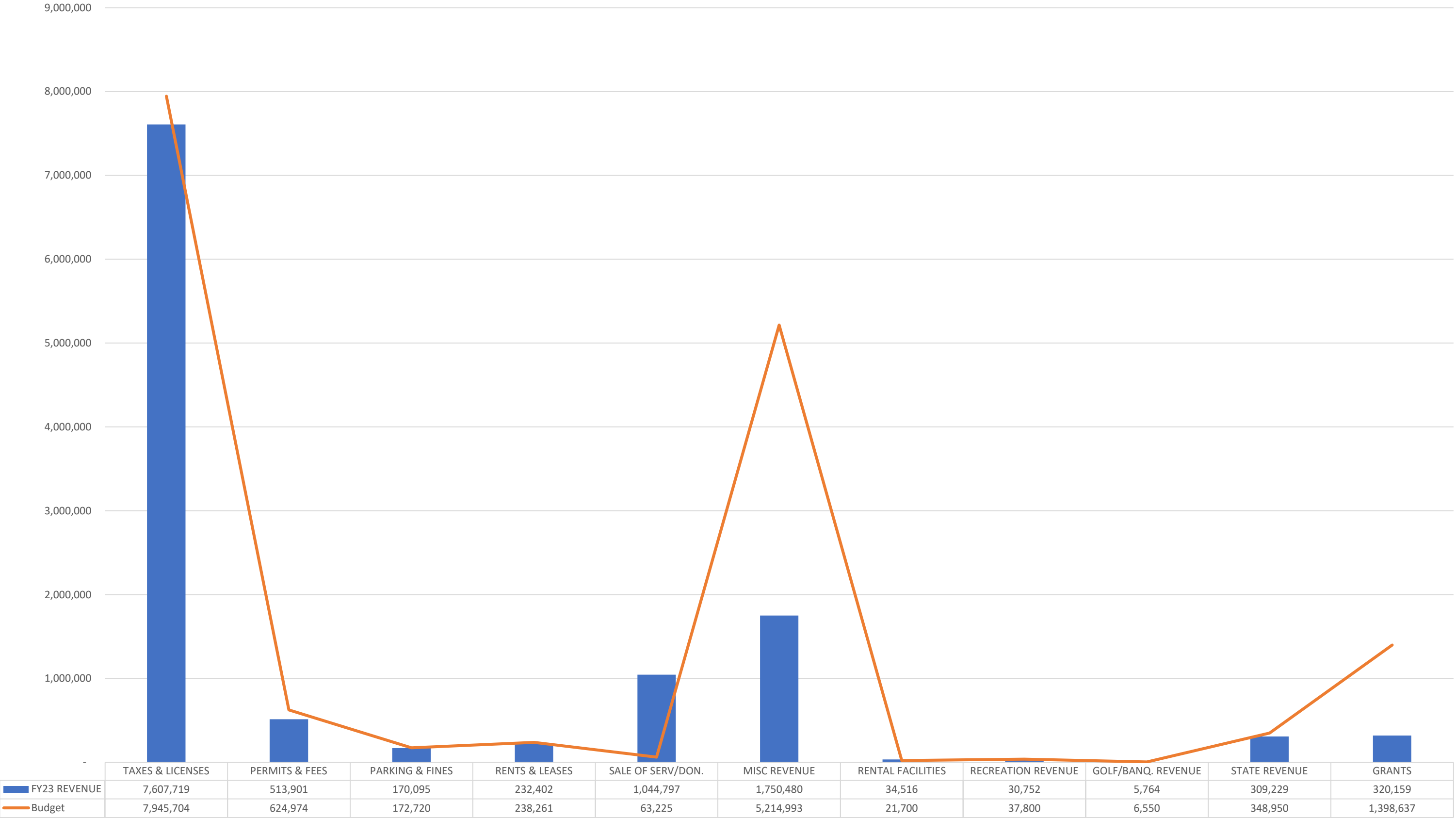
Water and Sewer Funds: Both of these funds have had an increase in revenue compared to prior due to the increase in rates.

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.



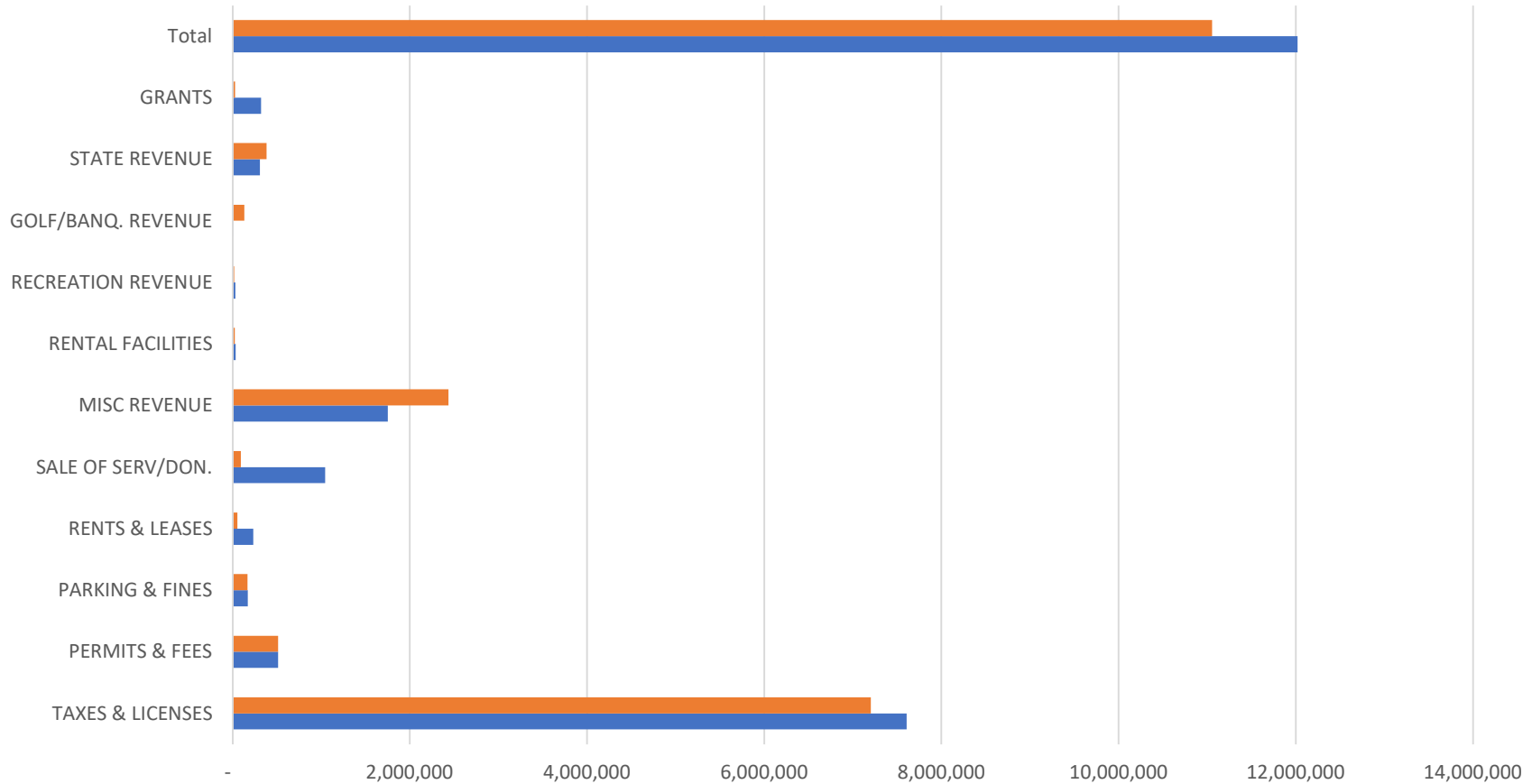
Note: All Budgeted amounts are shown above the line graph and all actual amounts are shown below the line graph.

April 2023 Actual YTD Revenue Vs. Budgeted Revenue



FY23 REVENUE Budget

GENERAL FUND REVENUE - APRIL 2023 COMPARED TO APRIL 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	7,204,544	512,608	167,008	54,524	93,167	2,435,128	25,333	19,030	132,803	384,264	26,769	11,055,178
FY23 REVENUE	7,607,719	513,901	170,095	232,402	1,044,797	1,750,480	34,516	30,752	5,764	309,229	320,159	12,019,813

■ FY22 REVENUE
 ■ FY23 REVENUE

Notes on comparisons:

Taxes and Licenses: We have collected \$103,339 more businesses licenses by the end of April than we had in prior year. In addition, our meals tax collection has increased by 13% or \$363,088 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: 04/01/23 to 04/30/23 Year To Date As Of: 04/30/23

Account Id	Description	Current Revenue	YTD Revenue	Anticipated	% Realized
10-1101-0001	CURRENT REAL PROP TAXES	917.32	776,318.12	810,000.00	95.84
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	12,637.95	273,941.90	230,000.00	119.11
10-1106-0001	PENALTIES-TAXES	148.18	3,970.10	3,200.00	124.07
10-1106-0002	INTEREST-TAXES	22.20	2,825.09	1,500.00	188.34
10-1106-0003	PENALTY-PP TAX	1,262.63	2,864.17	0.00	0.00
10-1106-0004	INTEREST-PP TAX	234.40	296.80	0.00	0.00
10-1107-0001	DELINQUENT TAXES	139.32	11,919.75	2,000.00	595.99
10-1200-0001	CONSUMPTION TAX	0.00	22,126.72	26,000.00	85.10
10-1201-0001	SALES TAX	0.00	343,160.90	430,000.00	79.80
10-1201-0072	SALES TAX REFUND-GOLF	0.00	4.88	25.00	19.52
10-1202-0001	UTILITY TAX	0.00	283,934.13	360,000.00	78.87
10-1203-0001	BUSINESS LICENSE TAX	5,619.42	1,667,799.60	1,525,000.00	109.36
10-1203-0099	PENALTY-BUSINESS LICENSES	0.00	0.00	5,000.00	0.00
10-1204-0001	BANK FRANCHISE TAXES	0.00	3,232.00	230,000.00	1.41
10-1204-0004	RIGHT OF WAY ACCESS FEE	0.00	7,586.57	16,000.00	47.42
10-1205-0001	MOTOR VEHICLE LICENSES	967.71	6,582.36	75,000.00	8.78
10-1206-0001	COMMUNICATION SALES & USE TAX	0.00	242,914.02	375,000.00	64.78
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	65,712.62	632,935.95	600,000.00	105.49
10-1211-0001	FOOD TAX	349,970.21	3,083,290.60	3,000,000.00	102.78
10-1211-0099	PENALTY/INT-FOOD/LODGING TAX	0.00	3,122.26	5,000.00	62.45
10-1220-0001	SANITATION FEE	32,026.18	324,986.76	380,264.00	85.46
10-1301-0001	FERN BEAUTIFICATION PROJECT	900.00	2,900.00	2,500.00	116.00
10-1302-0002	BRANCH OUT TREE PROGRAM	0.00	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	1,000.00	1,500.00	500.00	300.00
10-1303-0007	ZONING & RE-ZONING FEES	1,200.00	3,600.00	500.00	720.00
10-1303-0008	BUILDING PERMITS	3,537.67	28,836.79	50,000.00	57.67
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	70.75	575.68	1,000.00	57.57
10-1303-0031	FITNESS PROGRAM REVENUE	0.00	359.00	1,500.00	23.93
10-1303-0032	KARATE PROGRAM REVENUE	0.00	960.00	300.00	320.00
10-1303-0033	PICKLEBALL PROGRAM REVENUE	0.00	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	5,475.00	7,005.00	18,500.00	37.86

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	250.00	2,005.00	2,000.00	100.25
10-1303-0079	REVENUE-ADULT BASKETBALL LEAGU	403.75	4,060.75	2,000.00	203.04
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	0.00	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	61,308.50	65,000.00	94.32
10-1401-0002	PARKING FINES	3,237.31	25,393.45	20,000.00	126.97

Account Id	Description	Current Revenue	YTD Revenue	Anticipated	% Realized
10-1401-0004	LIENS ON REAL ESTATE	70.00	38,969.49	500.00	7,793.90
10-1402-0003	E-CITATION	0.00	5,901.15	5,000.00	118.02
10-1501-0001	INTEREST-REPO	8,111.67	15,033.22	9,000.00	167.04
10-1501-0002	INT-BENCHMARK-ARPA-COVID-RESTRICTED	26,955.93	204,230.66	5,000.00	4,084.61
10-1501-0003	INTEREST-MEDICAL COMPENSATION	35.47	404.05	150.00	269.37
10-1501-0004	INTEREST-ACCOUNTS RECEIVABLE	494.89	7,578.83	300.00	2,526.28
10-1501-0006	INTEREST-MM-BENCHMARK-E911	21.74	440.00	1,000.00	44.00
10-1501-0010	INTEREST-ONLINE ACCT	0.00	0.00	100.00	0.00
10-1501-0013	INTEREST-SET ASIDE ACCOUNT	6,041.82	26,000.50	2,500.00	1,040.02
10-1501-0015	INTEREST-E911 RESERVE	864.85	1,051.28	600.00	175.21
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	7.62	0.00	0.00
10-1501-0072	INT-CHECKING-BENCHMARK-GOLF	7,003.29	34,547.18	1,000.00	3,454.72
10-1502-0001	RENT-BURN BUILDING	0.00	0.00	500.00	0.00
10-1502-0002	RENT-WILCK LAKE	200.00	3,300.00	2,500.00	132.00
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	10.00	787.00	500.00	157.40

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	0.00	785.00	1,000.00	78.50
10-1502-0012	RENT-TRAIN STATION	2,400.00	13,300.00	10,000.00	133.00
10-1502-0013	RENT-PARKING-VENABLE ST	210.00	2,100.00	2,520.00	83.33
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	12,794.20	15,353.05	83.33
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	590.00	3,366.00	900.00	374.00
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	39,707.90	46,287.96	85.78
10-1502-0026	RENT-BALL FIELD-SPORTS ARENA	0.00	1,950.00	50.00	3,900.00
10-1502-0031	PARKING MUNICIPAL LOT	100.00	5,543.05	8,000.00	69.29
10-1502-0033	PARKING FARMERS MARKET	0.00	0.00	720.00	0.00
10-1607-0001	PARKING METERS-HIGH ST	721.54	9,837.04	12,000.00	81.98
10-1607-0003	PARKING METERS-MAIN ST	1,464.95	18,616.34	20,000.00	93.08
10-1610-0001	RENTAL PARKING SPACES	920.00	7,580.00	5,000.00	151.60
10-1620-0001	RESIDENTAL PARKING	15.00	915.00	2,000.00	45.75
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	415.55	4,830.69	5,100.00	94.72
10-1630-0001	CIGARETTE TAX	15,000.00	153,600.00	205,000.00	74.93
10-1899-0002	SALE OF SERVICE-ADMIN	100.00	1,000.00	1,200.00	83.33
10-1899-0004	MISC REVENUE	0.00	35.09	0.00	0.00
10-1899-0005	SALE OF SERVICE-PUBLIC WORKS	0.00	2,163.50	7,000.00	30.91
10-1899-0006	SALE OF SERVICE-GRAVE OPENINGS	800.00	14,100.00	19,000.00	74.21
10-1899-0007	SALE OF SERVICE-DUMP TK	100.00	700.00	400.00	175.00
10-1899-0010	SERVICE CHARGE-BAD CHECKS-A/R	50.00	150.00	300.00	50.00
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	10.00	1,735.00	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	15,500.00	137,000.00	150,000.00	91.33
10-1901-0003	ADMINISTRATIVE SERV-FUND 15	17,915.01	181,096.40	230,000.00	78.74
10-1901-0004	REIMB-FUND 10-ADMIN SERV	12,015.60	128,470.36	150,000.00	85.65
10-1901-0005	RECOVERY-JURY DUTY FEES	42.61	760.60	500.00	152.12
10-1901-0010	RECOVERY-VML INS-DAMAGE VEHICLES/PROP	328.34	42,184.11	50,000.00	84.37
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	49,434.96	50,000.00	98.87
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	32.74	142.50	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	75,106.10	112,000.00	67.06
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	0.00	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	0.00	4,000.00	4,200.00	95.24
10-2404-0062	VIRGINIA STATE POLICE - HEAT GRANT	0.00	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	4,038.00	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)	9,284.50	18,569.00	0.00	0.00
10-4104-0008	FROM FIDA-BOND PYMT-2012 ISSUE	0.00	9,145.39	53,863.79	16.98
10-4104-0011	FROM PE CO-BOND PYMT-'12 ISSUE	0.00	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	0.00	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	10,325.22	39,358.64	70,000.00	56.23
10-5101-0005	TRANS FROM SEWER FUND	0.00	250,000.00	600,000.00	41.67
Anticipated Total		629,103.86	12,019,638.87	15,928,743.56	75.46
Unanticipated Total		32.74	174.12	300.00	0.00
Fund Total		629,136.60	12,019,812.99	15,929,043.56	75.46
15-2404-0007	HIGHWAY FUNDS	0.00	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		0.00	1,493,005.00	1,992,335.22	74.94
Unanticipated Total		0.00	0.00	0.00	0.00
Fund Total		0.00	1,493,005.00	1,992,335.22	74.94
40-1501-0001	Interest - Unrestricted	2,828.21	2,828.21	0.00	0.00
40-1501-0004	INTEREST-ACCOUNTS RECEIVABLE	1.25	102.94	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	0.00	20,835.60	30,878.00	67.48
40-1502-0009	LEASE-ANDREWS DR WATER TANK	3,372.37	30,851.22	31,000.00	99.52
40-1620-0001	WATER SERVICE	149,113.01	1,493,357.50	1,877,717.22	79.53

Account Id	Description	Current Revenue	YTD Revenue	Anticipated	% Realized
40-1620-0002	WATER TAPS	99,065.00	104,065.00	120,000.00	86.72
40-1620-0003	SURCHARGE-MULTIPLE METERS	7,702.00	77,124.00	90,000.00	85.69
40-1620-0004	SALE OF WATER	693.50	9,036.00	10,000.00	90.36
40-1620-0099	PENALTY-WATER SERVICE	1,105.71	14,015.18	16,000.00	87.59
40-1899-0005	SALE OF SERVICE-PUBLIC WORKS	0.00	864.77	0.00	0.00
40-1899-0010	SERVICE CHARGES	1,280.00	12,200.00	2,000.00	610.00
40-1899-0011	SERVICE CRG-BAD CHECK	50.00	900.00	0.00	0.00
40-1899-0012	SALE OF SERVICE-TESTING	1,040.00	11,420.00	10,000.00	114.20
40-2510-0007	ARPA REVENUE RECOGNIZED	0.00	0.00	408,922.80	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		266,251.05	1,778,351.42	2,857,160.37	62.24
Unanticipated Total		0.00	0.00	0.00	0.00
Fund Total		266,251.05	1,778,351.42	2,857,160.37	62.24
42-1501-0001	Interest - Unrestricted	2,828.21	2,828.21	0.00	0.00
42-1502-0005	SALE OF FIXED ASSETS	5,100.00	5,100.00	0.00	0.00
42-1502-0006	SALE OF MATERIAL	0.00	155.40	0.00	0.00
42-1620-0099	PENALTY-SEWER SERVICE	1,315.41	16,467.56	17,000.00	96.87
42-1630-0001	SEWER SERVICE	178,836.25	1,799,366.47	2,250,007.64	79.97
42-1630-0002	SEWER TAPS	0.00	9,000.00	75,000.00	12.00

Account Id	Description	Current Revenue	YTD Revenue	Anticipated	% Realized
42-1899-0012	SALE OF SERVICE-LEACHATE-CUMBERLAND	0.00	20,124.00	28,000.00	71.87
42-1899-0013	SALE OF SERVICE-SEWER TREAT	1,200.00	16,200.00	5,000.00	324.00
42-1901-0010	RECOVERY-VML INS	0.00	0.00	6,000.00	0.00
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		189,279.87	1,869,241.64	2,722,985.68	68.65
Unanticipated Total		0.00	0.00	0.00	0.00
Fund Total		189,279.87	1,869,241.64	2,722,985.68	68.65
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	949.95	7,936.93	8,500.00	93.38
44-1521-0002	CONTRIBUTION-LONGWOOD [1500]	0.00	143,050.00	143,050.00	100.00
44-1521-0003	CONTRIBUTION-P E COUNTY	0.00	25,000.00	25,000.00	100.00
44-1901-0010	RECOVERY-VML INS-VEHICLE DAMAGE	0.00	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	0.00	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

Account Id	Description	Current Revenue	YTD Revenue	Anticipated	% Realized
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
Anticipated Total		949.95	646,826.75	1,508,239.19	42.89
Unanticipated Total		0.00	0.00	0.00	0.00
Fund Total		949.95	646,826.75	1,508,239.19	42.89
45-1501-0001	INT-CK ACCT-BENCHMARK	33.65	493.49	300.00	164.50
45-1501-0004	INTEREST-ACCOUNTS RECEIVABLE	7.22	7.22	0.00	0.00
45-1502-0001	RENT-HANGER SPACE	0.00	5,836.05	6,660.00	87.63
45-1502-0002	AIRPORT MAINTENANCE FEE	0.00	2,040.00	2,040.00	100.00
45-1690-0001	SALE OF AV GAS	7,031.62	59,109.19	55,000.00	107.47
45-1691-0001	SALE OF JET FUEL	0.00	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	0.00	3,328.00	3,600.00	92.44
45-2401-0013	STATE GRANT-MAINTENANCE	1,032.00	1,032.00	6,400.00	16.13
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	0.00	1,341,412.92	149,305.00	898.44
45-2501-0052	FED GRANT-TAXIWAY PAVEMENT DESIGN	29,589.09	144,697.85	162,000.00	89.32

Account Id	Description	Current Revenue	YTD Revenue	Anticipated	% Realized
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
Anticipated Total		37,693.58	1,607,988.08	1,777,439.16	90.47
Unanticipated Total		0.00	0.00	0.00	0.00
Fund Total		37,693.58	1,607,988.08	1,777,439.16	90.47
61-1501-0001	INTEREST EARNED-PAULETTE TRUST	0.00	0.35	0.00	0.00
Anticipated Total		0.00	0.35	0.00	0.00
Unanticipated Total		0.00	0.00	0.00	0.00
Fund Total		0.00	0.35	0.00	0.00
70-1501-0001	INTEREST	1.18	11.26	0.00	0.00
70-1501-0003	INT-PRNG TASK FORCE	0.26	2.33	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		1.44	2,312.13	0.00	0.00
Unanticipated Total		0.00	0.00	0.00	0.00
Fund Total		1.44	2,312.13	0.00	0.00
Final Total		1,123,312.49	19,417,538.36	26,787,203.18	72.49

April 2023 - Salaries

Below are the departments with explanations that are over their 10 Month Actual to Budget.

This percentage should be at 100% or below.

	<u>Actual/Budget</u>	
10-312 Salaries-Overtime-Police	106.00%	Shift Coverage and Special Events Coverage.
10-710 Football Referees	112.00%	Football referees for football program
10-720 Salaries - Golf	100.00%	This department is not budgeted for FY23.
40-110 Salaries-Overtime	147.00%	Special Events Coverage (HOV) & water leaks due to cold temps
42-250 Salaries-Overtime	118.00%	In August a Chlorine Leak occurred

FY23 INFORMATION	<u>Total All Funds</u>	
	Expended YTD	\$5,083,005.32
	10 Mo Budget Amt	<u>\$5,471,588.31</u>
		-\$388,582.99
Expended through April for Salaries is \$388,582.99 less than our 10 Month Budget Amount.		

FY22 INFORMATION (PRIOR YEAR)	<u>Total All Funds</u>	
	Expended YTD	\$4,920,795.08
	10 Mo Budget Amt	<u>\$5,466,242.90</u>
		-\$545,447.82
Expended through April for Salaries is \$545,447.82 less than our 10 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

Agenda Item Summary

MEETING DATE: June 7, 2023

ITEM NUMBER: 4.a. – Rules of Procedure

BACKGROUND: Verbal Report by the Town Manager.

RECOMMENDATION:

FISCAL IMPACT:

ATTACHMENTS:

1. Farmville Town Council Rules of Procedure - Draft 1

Town of Farmville Town Council Rules of Procedure

Introduction

These rules of procedure were designed and adopted for the benefit and convenience of the Farmville Town Council. Their purpose is to help Town Council conduct its affairs in a timely and effective manner. The rules of procedure do not create substantive rights for third parties or participants in proceedings before Town Council. Further, Town Council reserves the right to suspend or amend the rules of procedure whenever a majority of Council decides to do so. When Town Council's rules of procedure do not address a procedural issue, Council may consider the most recent edition of *Robert's Rules of Order* for guidance. The failure of Town Council to strictly comply with the rules of procedure shall not invalidate any action of Town Council.

Section 1. Meetings

A. Organizational Meeting

1. The first meeting in January of each year following a Council election shall be known as the organizational meeting.
2. The first business of the Council shall be the election of a Vice Mayor. The Mayor shall call for nominations from the Council. Any council member may place one or more names in nomination and discuss his or her opinions on the qualifications of the nominees. After all nominations have been made, the Mayor shall close the nominating process and open the floor for discussion. After discussion, the Mayor shall call for a vote. The Clerk of Council will perform a roll call vote of each member of Town Council and each member shall name a member nominated for the position. The member with the most votes shall be Vice Mayor for a two-year term.
3. The second item of business shall be the adoption of the Rules of Procedure.
4. The final item of business shall be the adoption of the regular meeting dates, time, and place of these meetings for the year.

B. Regular Meetings

1. The Town Council shall hold regular meetings on the second Wednesday of each month at seven o'clock in the evening (7:00 p.m.); provided, however, that when a day fixed for any regular meeting of the Council falls upon a legal holiday, or other circumstances merit changing the meeting date, such meeting shall be held at the same hour on the first available day thereafter, upon agreement by a majority of Council.
2. All regular meetings of the Council shall be held in the Council Chambers of Town Hall, located in the Town at 116 N. Main Street, or at such other public location within the Commonwealth as agreed upon by a majority of Council, provided that at least three days' notice is given to the public of such a change of meeting place. All reports, resolutions, ordinances, contract documents, or other matters submitted to the Council shall be delivered to the Clerk of Council no

later than 5:00 P.M. of the last Wednesday prior to each regular Council meeting, whereupon the Clerk of Council shall immediately arrange an agenda according to the Order of Business and furnish each member of the Council, the Town Manager, and the Town Attorney with a copy of the documents as far as possible in advance of the meeting. In order for any ordinance or resolution to be acted upon at any regular meeting, a copy must be so furnished by the Clerk; or it must be placed on the agenda by not less than two-thirds of all of the members of Council in the case of an emergency ordinance, or by the unanimous consent of all of the members of Council in the case of other ordinances and resolutions.

C. Work Session Meetings

1. The Town Council will hold work session meetings on the first Wednesday of each month at six o'clock in the evening (6:00 p.m.). This meeting can be cancelled with proper notice to each member of Council.

D. Special Meetings

1. The Mayor or any three members of the council may call special meetings of the council after a written notice to each member of the council, with the purpose of the meeting stated therein, served personally on each member of the council and the Mayor, or left at his usual place of business or residence if he be not found with due diligence, or such meeting may be held at any time, without any service of notice, provided all members of the council attend. No business other than that mentioned in the call shall be considered at such meeting unless all members of the council are present.

E. Closed Meetings

1. A majority of the members of the Council may by a recorded vote hold a closed meeting in compliance with the Virginia Freedom of Information Act. Upon the conclusion of a closed meeting, each member of Council shall certify that, to the best of the member's knowledge, only public business matters lawfully exempted from the open meeting requirements of the Act and identified in the motion pursuant to which the closed meeting was convened were heard, discussed or considered. An opportunity shall be given any member who does not intend to so certify to state for the minutes his reasons, after which a roll call vote shall be taken. An affirmative vote shall constitute certification of compliance.

F. Quorum

1. The Mayor and four Council members, or in the absence of the Mayor, five Council members, shall constitute a quorum for the transaction of business.

Section 2. Agenda

A. Order of Business

1. Call to Order
2. Roll Call
3. Invocation

4. Pledge of Allegiance
5. Adoption of Agenda
6. Declaration of Personal Interest
7. Public Hearings
8. Public Comment Period
9. Consent Agenda
10. Finance Report
11. Old Business
12. New Business
13. Town Manager's Report
14. Comments by Mayor and Town Council

B. Priority of Business

1. All questions relating to the priority of business shall be decided by the Mayor¹, after Council members have had a reasonable opportunity to debate the questions.

C. Rules of Debate

1. Mayor May Debate - The Mayor may debate from the Chair subject only to such limitations of debate as are by these rules imposed on all members of Council.
2. Getting the Floor - Every member desiring to speak shall address the Mayor; and upon recognition by the Mayor, shall confine themselves to the question under debate, avoiding all inflammatory, rude, or indecorous language.
3. Interruptions - A member, once recognized, shall not be interrupted when speaking unless it is to call him/her to order, or as herein otherwise provided. If a member, while speaking, is called to order, he/she shall cease speaking until the question of order is determined; and if in order, he/she shall be permitted to proceed.
4. Motions and Seconding - No motion shall be debated or voted on unless it is seconded. When a motion is seconded, it shall be stated by the Mayor before a debate. Prior to the time the Mayor states the motion, it may be withdrawn or modified by the motion's mover without anyone's consent.
5. Privilege of Closing Debate - The Council member moving the adoption of an ordinance or resolution shall have the privilege of closing the debate after affording the other members a reasonable opportunity to comment.
6. Motion to Reconsider - A motion to reconsider any action taken by Council may be made only on the date such action was taken. It may be made either immediately during the same session, or at a recessed or adjourned session thereof. Such motion must be made by one on the prevailing side, but may be seconded by any member, and may be made at any time during the meeting. It shall have precedence over all other motions, and it shall be debatable.
7. Motion to Rescind - Any Council member may make or second a motion to rescind a vote on a previous matter, regardless of how the Council member voted on the previous matter. A motion to rescind shall be in order regardless of when the prior vote occurred. If all Council Members are given at least three days'

¹ Whenever these Rules of Procedure refer to a decision or action to be taken by the Mayor, the word "Mayor" shall include the Vice Mayor or other Council Member serving as Presiding Officer in place of the Mayor.

notice, a motion to rescind shall be adopted if approved by a majority of Council's membership. If such notice is not given, the motion shall be adopted if approved by two-thirds of Council's membership. A motion to rescind shall not be in order in the following situations: (i) when a motion to reconsider would be in order; (ii) when action has been taken as a result of the previous vote that is impossible to undo; and (iii) when a person's resignation has been accepted or a person has been expelled from or elected to an office or membership, and the person knows of the action.

8. Motion to Amend - Any substantive motion properly on the floor may be amended. An amendment to a motion must be pertinent to the subject matter of the motion. An amendment is improper if adoption of the motion with that amendment added would have the same effect as rejection of the original motion. A proposal to substitute completely different wording for a motion or an amendment shall be treated as a substitute motion. A motion may be amended no more than twice. Once a motion has been offered to the Council, it is up to the Council to decide whether or not it should be changed by amendment. It is not necessary for the person making the original motion to approve of any proposed amendment to the motion.
9. Substitute Motion - A substitute motion shall be allowed to replace any motion properly on the floor. It shall have precedence over an existing motion and may be discussed prior to being voted on. If the substitute motion fails, the former motion can then be voted on. If the substitute motion passes, the substitute motion replaces the main motion and the new main motion will be considered and acted upon by Council. No more than one (1) substitute motion may be made. If a substitute motion passes and replaces the main motion, no further substitute motions may be made.
10. Withdrawal of Motion - A motion may be withdrawn by the introducer at any time before it is amended or before the presiding officer puts the motion to a vote, whichever occurs first.
11. Motion To Take a Brief Recess - This motion allows the Council to pause briefly in its proceedings. A motion to take a brief recess is in order at any time except when a motion to appeal a procedural ruling of the presiding officer or a motion to adjourn is pending.
12. Motion To Defer Consideration - The Council may defer action on a substantive motion to a more convenient time. The Council may use the following motions to defer consideration of a substantive motion:
 - (i) The motion to "lay on the table" is used to temporarily set aside an item of business to deal with a more urgent item. Once an item of business has been laid on the table, a motion to "take from the table" is needed to bring the item back before the public body for discussion.
 - (ii) The motion to "postpone" delays debate on an item of business so that it may be considered at a later date. An item of business may be "postponed definitely," when it is continued to a definite time or date or "postponed indefinitely" if no future time or date is specified in the motion. A matter that has been postponed to a certain time or day shall be brought up again automatically when that time

arrives. When a matter has been postponed indefinitely it takes an affirmative vote of a majority of the Council to bring the matter back for further discussion. (iii) Section 15.2-2286 of the State Code requires that a zoning petition must be “acted upon” within a “reasonable time,” not exceeding one year. The Council may defer action on a zoning petition for consideration at a more convenient time. However, the Council may not dispose of a zoning petition with a motion to postpone indefinitely.

13. Motion To Adjourn - At a meeting of the Council, a motion to adjourn shall always be in order. The motion may be made only at the conclusion of action on a pending substantive matter; it may not interrupt deliberation of a pending matter. The motion is not debatable and cannot be amended.
14. Decisions on Points of Order - Any Council member may raise a point of order without being recognized by the Mayor. The Mayor may refer any point of order to the Parliamentarian. The Parliamentarian shall advise the Mayor who shall then make a ruling on the point of order. A Council member may appeal the ruling of the Mayor to the full Council which shall decide the matter by majority decision.

D. Duty to Vote

1. Each member of the Council who is present at a meeting shall be required to vote upon all issues presented for decision unless prohibited from doing so by the Virginia Conflict of Interests Act or unless excused from voting by the other members of the Council. A member who wishes to be excused from voting shall state his or her reasons for abstaining and the presiding officer shall ask if any of the remaining members object. If there are any objections, the Council shall take a vote of the remaining members on the question of whether or not to allow the member to abstain from voting.

E. Method of Voting

1. After debate, the Mayor shall ensure that the motion is clear and call for the vote.
2. All questions submitted to the Council shall be determined by a majority vote of the members voting on any such question, unless otherwise required by special or general law. A majority is more than half.
3. An “affirmative vote” by a majority of the Council present being necessary to adopt a motion. The mayor shall not have a vote as other members of the council unless there is a tie but shall have power to veto. The mayor's veto can be overridden by a two-thirds vote of the elected members of the council. If for some reason there is a tie beyond the Mayors vote or the absence of the Mayor, a tie vote means that the motion, resolution or issue has been rejected. When a motion fails on a tie vote, the “noes” prevail.

Section 3. Addressing Council and Decorum

A. Manner of Addressing Council by the Public

1. Any member of the public addressing the Council shall approach the lectern, give his/her name and address in an audible tone of voice for the record, and address the Council as a body rather than speak to any member. Unless further time is

granted by the Council, any member of the public shall address the Council one time for a maximum of three (3) minutes, regardless of the number of issues he desires to discuss. Provided however, that the main proponent of any application, petition, or plan that is the subject of a public hearing shall be allowed to address the Council initially for a maximum of three (3) minutes and later in rebuttal for a maximum of two (2) minutes.

B. Addressing the Council

1. Members of the public must sign up prior to the start of the regular meeting to address the Council under the public comment section, which is intended for comments on non-public hearing matters, and/or for the public hearing section of the agenda.
2. The Mayor will ask the Clerk to provide the names of those wishing to speak. Once the Clerk states the name, the Mayor will acknowledge to the person wishing to speak that they may begin.
3. Once the time limit for the speaker has expired, the Clerk or Mayor will state the speakers time has expired for comment.

C. Decorum

1. By the Public – Any person making impertinent, inflammatory, rude, or slanderous remarks, or who becomes boisterous while addressing the Council, shall be barred forthwith by the Mayor from further audience before the Council. No person in the audience shall cheer, clap, voice comments, or interrupt speakers at the lectern.
2. By Council Members - While Council is in session, the members must preserve order and act appropriately. Moreover, the members shall not by conversation or otherwise delay or interrupt the proceedings or the peace of the Council, disturb any member while speaking, or refuse to obey the orders of the Council or the Mayor, except as otherwise herein provided.
3. The Mayor shall preserve order and decorum at Council meetings. He or she may order the expulsion of any person for violation of these rules, disruptive behavior, or any words or action which incites violence or disorder, subject to appeal to the Council. Any person so expelled shall not be readmitted for the remainder of the meeting from which expelled. Any person who has been so expelled and who at a later meeting again engages in behavior justifying expulsion may also be barred from attendance at future Council meetings for a specified and reasonable period of time not to exceed six months, or upon a still subsequent expulsion a period not to exceed one year either by the Mayor, subject to appeal to the Council, or by motion passed by the Council.

Section 4. Boards, Authorities, Commissions, and Committees

- A. Applicants for boards, authorities, commissions, and committees must submit an application to the Clerk to be considered by Town Council. The Town Council shall appoint members of boards, authorities, commissions, and committees by an affirmative vote by the majority of Council to serve a specified term.

Section 5. General Operating Policy

A. Presiding Officer

1. The Mayor shall preside over all meetings of the Council. The Vice Mayor serves in the absence of the Mayor. In the absence from any meeting the Mayor and Vice Mayor, the Council members present shall choose one of their members as temporary presiding officer.

B. Clerk of Council

1. The Clerk of Council shall be appointed by the Council. He or she shall prepare the agenda for Council meetings, attend all Council meetings, and keep an accurate record of the proceedings.

C. Parliamentarian

1. The Town Attorney shall serve as the Parliamentarian for the purpose of interpreting these Rules of Procedure and the Code of Virginia (1950), as amended, as may be directed by the presiding officer, or as required as a result of a point of order raised by one or more Council members. If the Town Attorney is unavailable, the Town Manager shall serve as the Parliamentarian.

D. Numbering and Indexing of Resolutions and Ordinances

1. It shall be the responsibility of the Clerk to number and index all resolutions and ordinances adopted by the Council.

E. Minutes of Council Meetings

1. The minutes of the Council meetings shall reflect the official acts of the Council. They shall provide a summary of discussion and record Council votes. Minutes shall be considered for approval within a reasonable time after the meeting of record.

F. Broadcasting Council Meetings

1. Regular meetings of the Council will be broadcast live on the Internet. This broadcast is currently available on the Town's Facebook page and YouTube Channel.

Section 6. Amending the Rules of Procedure

These rules may be amended at any regular meeting, or at any properly called special meeting that includes amendment of the rules as one of the stated purposes of the meeting. Adoption of an amendment shall require an affirmative vote of four (4) members of the Council.

Section 7. Nonobservance of Rules

The inadvertent failure to strictly observe these Rules or Robert's Rules of Order, Newly Revised (10th Edition) shall not invalidate any action taken by Council unless such failure also results in a significant violation of any applicable statute, ordinance, Charter provision, court decision, or other law.



Town of Farmville

Agenda Item Summary

MEETING DATE: June 7, 2023

ITEM NUMBER: 5.a. – Staff Report: CUP23-002 Accessory Dwelling Unit - 1204 Sixth Avenue

BACKGROUND: Verbal report by Interim Community Development Director Ashley Atkins-Austin.

The Planning Commission met on May 17, 2023, and recommended the approval of CUP23-002 to allow for an accessory dwelling unit. The 0.516-acre site is located at 1204 Sixth Avenue on parcel number 0023A12(01)00-046.

RECOMMENDATION:

FISCAL IMPACT:

ATTACHMENTS:

1. CUP23-002 TC Staff Report
2. CUP23-002 Resolution



Identification and Location Information

Applicants	Jim Rounsevell Architect
Property Owner	Robert & Karen Feathers
Location	1204 Sixth Avenue, Tax Map # 0023A12(01)00-046
Ward	A, Commissioner J. Johnson/ Council Member J. Hardy
Acreage	22,500sf, 0.516 acre
Zoning	R1 Low Density Residential
Future Land Use Recommendation	Low Density Residential
Overlays	None
Adjacent Zoning	R1 Low Density Residential on all sides
Adjacent Uses	Single-family dwellings on all sides.
Staff Contact	Ashley Atkins-Austin, CZA, Interim Director of Community Development Phone: 434-392-8465 Email: aaustin@farmvilleva.com

Background and Existing Conditions

The site is located at 1204 Sixth Avenue and consists of one parcel that is approximately half an acre. The request is to renovate an existing bedroom, study, and bath inside the home into an independent living space for a daughter with learning disabilities. Entry to the accessory dwelling unit will be on the right side of the home behind the garage.

Planning Commission Actions

The Planning Commission held a public hearing on Wednesday, May 17, 2023 at 7:00 pm:

- It voted 7-0 to **recommend approval** of the Conditional Use Permit CUP23-002 with no conditions.
- Karen Feathers (owner) was present to address the request and answer any questions about the application. There were no questions from Commissioners. No other members of the public commented on the case at the public hearing.

Zoning Ordinance Considerations

Accessory Dwellings are permitted by **Conditional Use Permit** in the R1 Low Density Residential District pursuant to the zoning use matrix in Section 29-22.a (Table 1, Zoning Use Matrix).

An *Accessory Dwelling (or Accessory Dwelling Unit)* is defined in Section 29-81- Definitions as the following:

- *A dwelling that exists as part of a principal dwelling or on the same lot as the principal dwelling and is subordinate in size to the principal dwelling.*

The R1 District's purpose and intent is as follows:

- *Low density residential district, R-1, encompasses low-density single-family residential areas, both existing and planned. This district should provide a suitable environment for families who*



desire quiet spacious homesites with the amenities of suburban living, without fear of encroachment of dissimilar uses.

Comprehensive Plan Considerations

Land Use Goals and Strategies

Goal: Plan for a balance of compatible land uses meeting the community and economic needs of a growing town.

Strategy: Allow for a wider mix of residential types, **including accessory dwellings** and live/work units.

Utilities

The property is on the Town's public water and sewer system.

Transportation/ Streets

No significant impact to public streets.

Environmental

The site is a standard residential lot and is not located in a floodplain or other protected area. There are no impacted watercourses, steep slopes, or other atypical environmental factors. Emissions (dust, heat, noise, light, vibrations, etc.) should be standard for a residential use.

Findings and Recommendations

Staff's Findings

- The application appears to meet the standards of review for Conditional Use Permits set forth in Section 24-13.c.1 of the Town Zoning Ordinance.
- The application appears to meet the Comprehensive Plan's land use goals and strategies.
- There are no significant impacts to the capacities of the utility or transportation systems.
- There are no significant environmental impacts to the site or adjacent properties.
- An approval in this single instance will not have a detrimental effect on the neighborhood fabric or neighboring properties because the accessory structure is residential in character and is immediately adjacent to its own primary structure and no others. Additionally, the zoning ordinance allows for one single accessory dwelling with proper review and approval.

Recommendations

The Staff recommends **approval** of the Conditional Use Permit for an accessory dwelling.

Additional Information



1. In response to the CUP application question, *Will proposed use have any detrimental effects on adjoining property owners? If so, please describe (ex. Noise, dust, fumes, etc.),* the applicants stated:

"None noted. Renovation of existing bedroom, study, bath, for use as independent living space for daughter with learning disabilities."

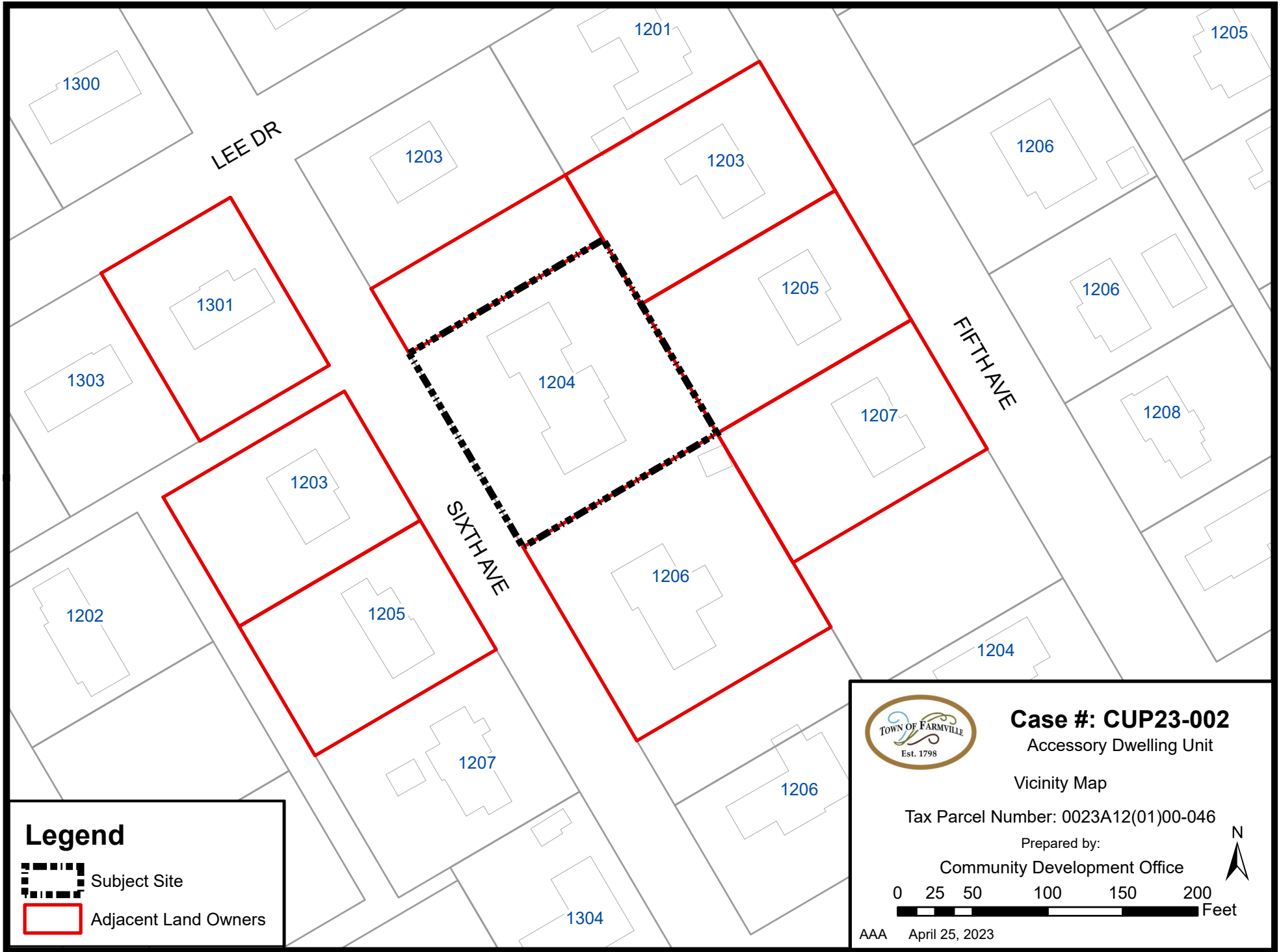
2. There are no other zoning or code enforcement violations pending.

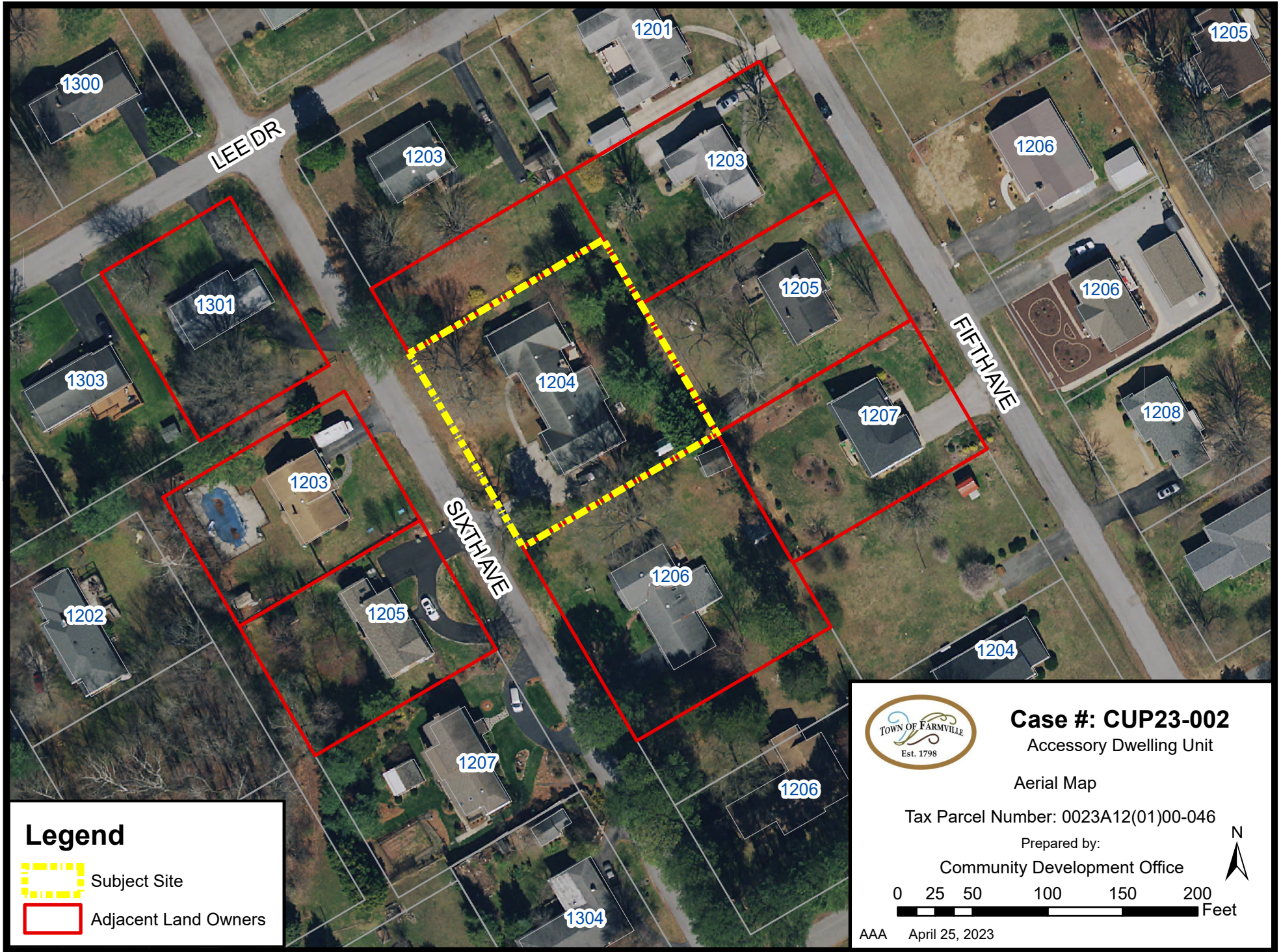
Attachments

1. Vicinity and aerial maps
2. Images
3. Rendering

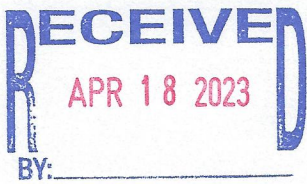
Section 29-13.c- Standards for review (of a Conditional Use Permit)

1. Conditional use permits may be issued for any of the uses for which a conditional use permit is required by the provisions of this chapter, provided that the governing body, upon a recommendation by the planning commission, shall find that:
 - A. The proposed use will not affect adversely the health or safety of persons residing or working in the neighborhood of the proposed use.
 - B. The proposed use will not be detrimental to the public welfare or unduly injurious to property values or improvements in the neighborhood.
 - C. The proposed use will not be in conflict with the policies and principles of the town's adopted comprehensive plan.
 - D. Adequate public services, including streets and other trafficways, utilities, police and fire protection, are or reasonably will be available to support the proposed use.
2. In granting any conditional use permit, the governing body shall give due consideration to these relevant factors, as well as to any other reasonable land use and zoning considerations as may be required by the nature of the proposed use or as may be otherwise appropriate to effectuate the intent of this chapter, and the governing body shall designate such conditions as it deems necessary to carry out the intent of this chapter. The application for such conditional use permit shall be accompanied by such written and graphic material as may be necessary to enable the planning commission and the governing body to make the recommendation and findings set forth above.







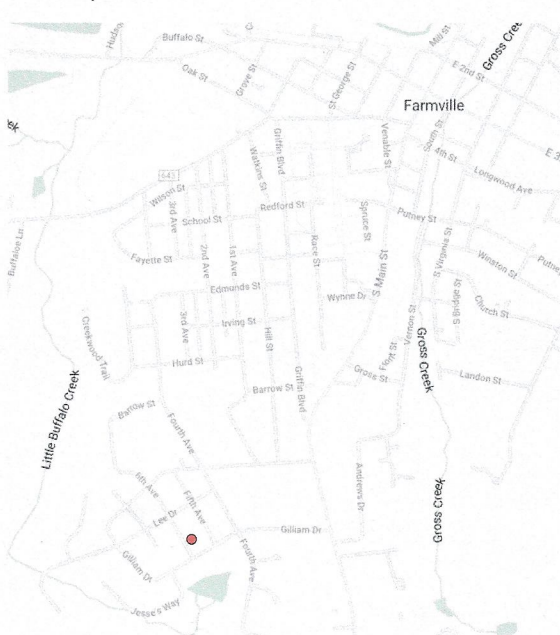


Jim Rounsevell Architect
1113 Monticello Road
Charlottesville, Virginia 22902
434.226.0468
jimrousevell@gmail.com
434.226.0468
jimrousevell@gmail.com

Feathers renovation

1204 Sixth Avenue, Farmville, VA 23901

DESCRIPTION:
This is a renovation to an existing single family structure built in 1956. The work encompasses reconfiguration of existing rooms into a dependency apartment as permitted under the zoning ordinance for provisional use. An exterior window is omitted and replaced w/ a new egress door. No structural modifications are required.



BUILDING CODE REQUIREMENTS
2018 VA Construction code
Virginia Residential Code
single family-detached

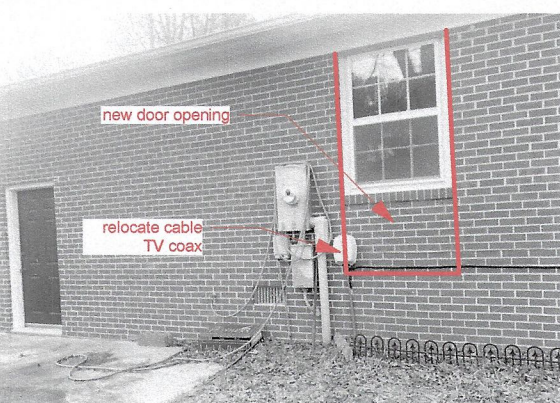
R-5

Construction type:
non-sprinklered
Snow load
Frost depth
Wind speed

Type V
30 psf
1'6"
115 mph

ZONING
Accessory apt, internal

R1
provisional



These documents and the design ideas herein are the sole property of Jim Rounsevell Architect. They were created for the sole use on and in connection with the specified project. These documents shall not be used or disclosed for any purpose whatsoever without the expressed written permission of the architect. © 2022.

NOT FOR CONSTRUCTION

rev. date description

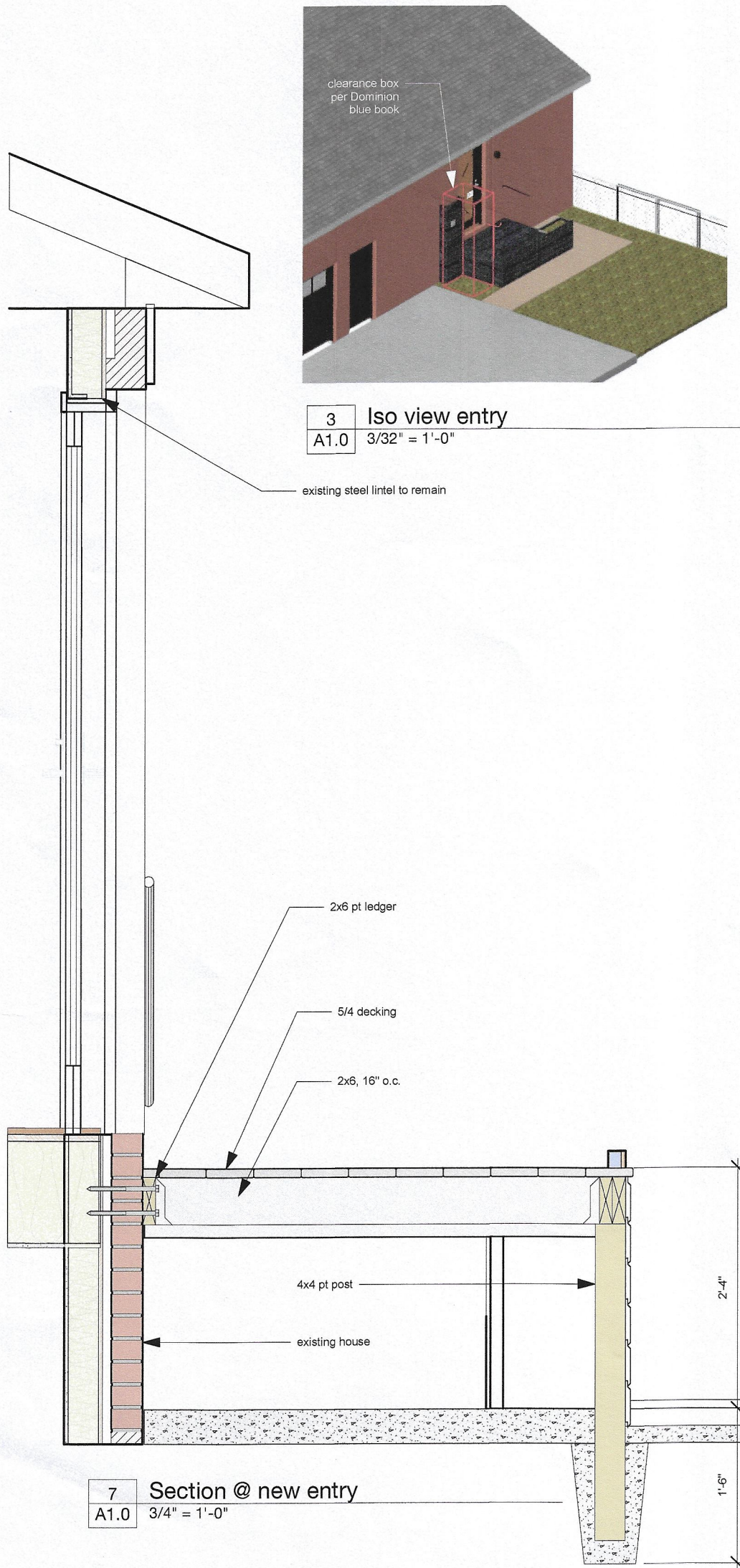
3	3/20/23	pricing issue
2	2/27/23	Client review
no.	date	issue note

First Floor Plan

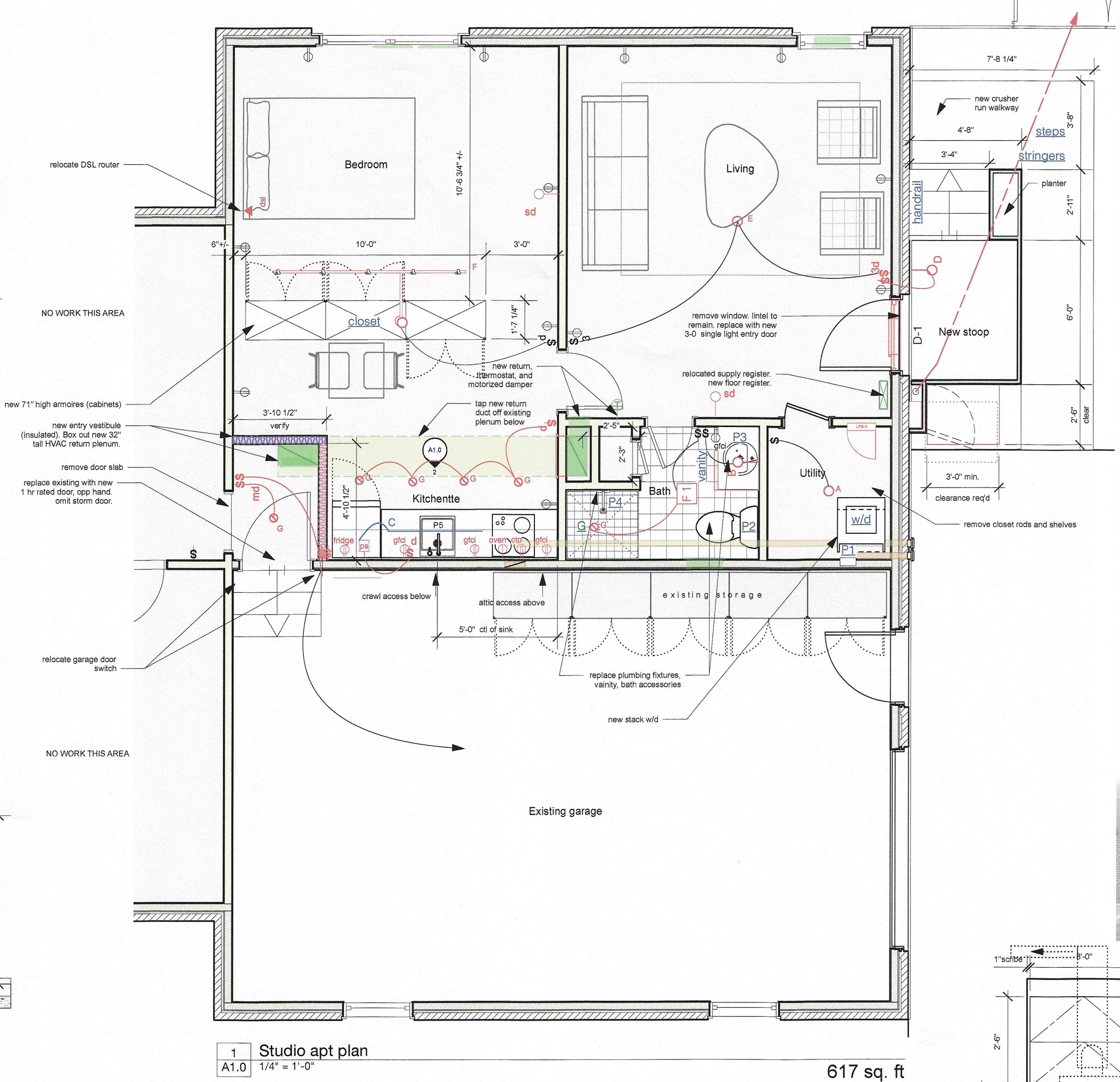
A1.0

date February 2023

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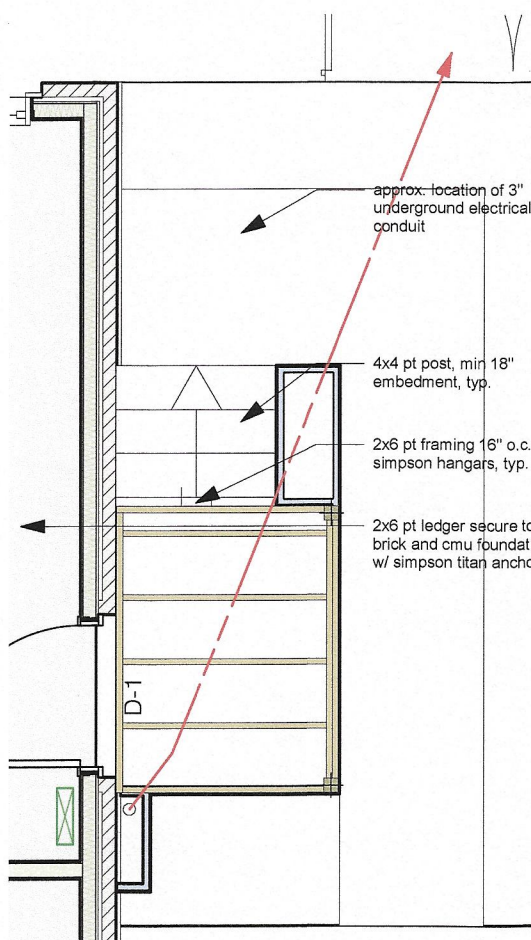


7 Section @ new entry
A1.0 3/4" = 1'-0"

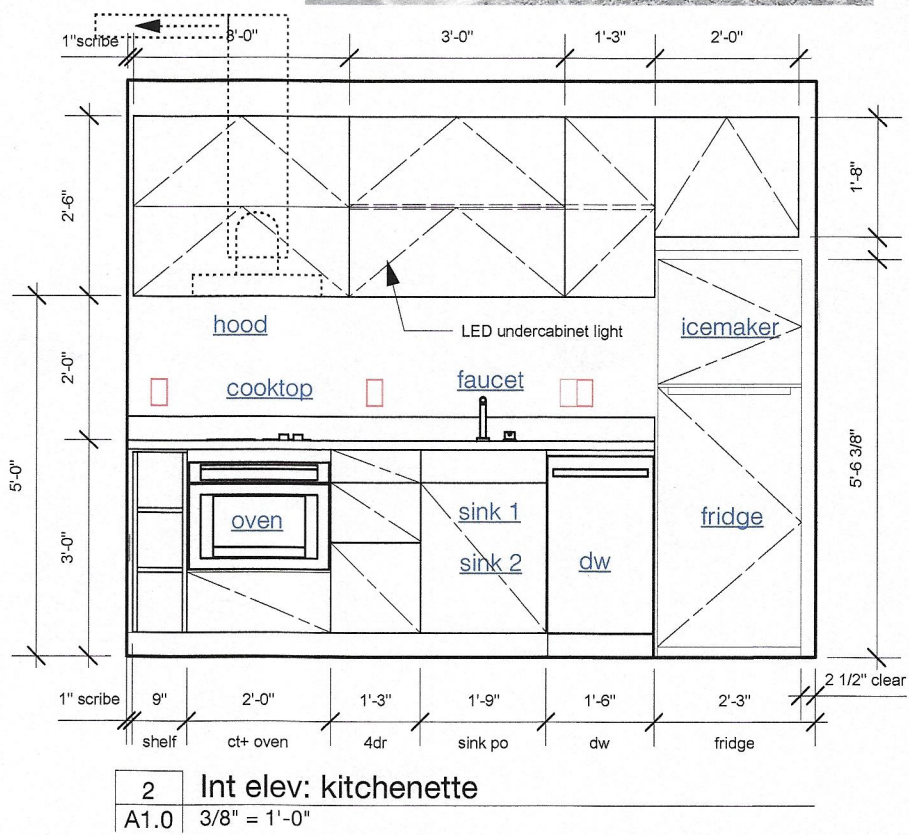


1 Studio apt plan
A1.0 1/4" = 1'-0"

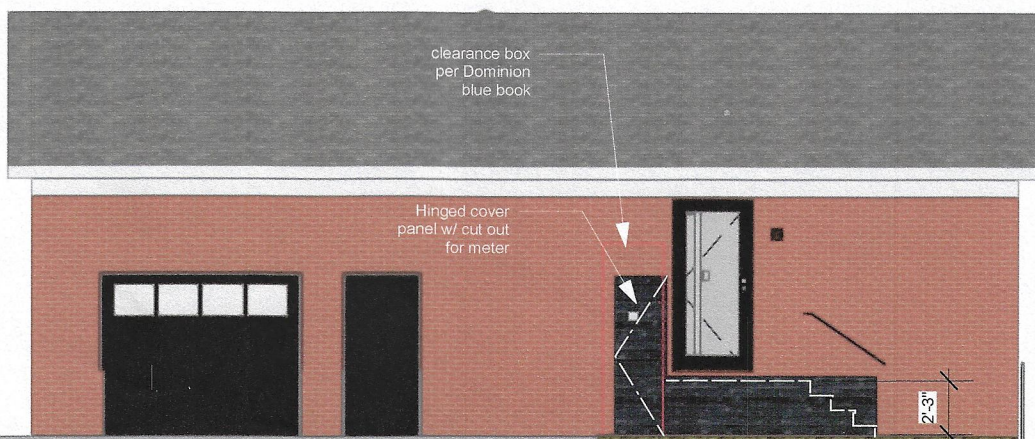
617 sq. ft



9 Platform framing plan
A1.0 1/4" = 1'-0"



2 Int elev: kitchenette
A1.0 3/8" = 1'-0"



8 South Elevation
A1.0 1/8" = 1'-0"

Resolution # 2023-06-01

To grant a conditional use permit to Jim Rounsevell Architect to allow an accessory dwelling unit at 1204 Sixth Avenue on parcel 0023A12(01)00-046, which is zoned R-1 Low Density Residential.

WHEREAS, Jim Rounsevell on behalf of Robert and Karen Feathers filed an application for a conditional use permit to allow an accessory dwelling unit; and

WHEREAS, the accessory dwelling unit will be located on the 0.516 acre site at 1204 Sixth Avenue on parcel 0023A12(01)00-046, and is zoned R-1 Low Density Residential; and

WHEREAS, accessory dwelling units 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 Jim Rounsevell Architect to allow an accessory dwelling unit located at 1204 Sixth Avenue on parcel 0023A12(01)00-046, which is zoned R-1 Low Density Residential.
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: June 7, 2023

ITEM NUMBER: 6.a. – Staff Report: CUP23-003 Accessory Dwelling Unit - 801 Milnwood Road

BACKGROUND: Verbal report by Interim Community Development Director Ashley Atkins-Austin.

The Planning Commission met on May 17, 2023, and recommended approval of CUP23-003 to allow for an accessory dwelling unit. The 0.573-acre site is located at 801 Milnwood Road on parcel number 0023A14(0A)00-008.

RECOMMENDATION:

FISCAL IMPACT:

ATTACHMENTS:

1. CUP23-003 TC Staff Report
2. CUP23-003 Resolution



Identification and Location Information

Applicants	Jefferson Massicot
Property Owner	Jefferson Massicot & Charmaine Moorehead
Location	801 Milnwood Road, Tax Map # 0023A14(0A)00-008
Ward	D, Commissioner P. Crute/ Council Member D. Hunter
Acreage	24,945sf, 0.573 acre
Zoning	R1 Low Density Residential
Future Land Use Recommendation	Low Density Residential
Overlays	None
Adjacent Zoning	R1 Low Density Residential on left, right, and across Milnwood Road. Property to the rear is located in Prince Edward County.
Adjacent Uses	Single-family dwellings on all sides.
Staff Contact	Ashley Atkins-Austin, CZA, Interim Director of Community Development Phone: 434-392-8465 Email: aaustin@farmvilleva.com

Background and Existing Conditions

The request is to convert space in the basement to create a bathroom, bedroom, and small kitchen for use as independent living space. The entrance to the accessory dwelling unit will be in the rear of the home.

Planning Commission Actions

The Planning Commission held a public hearing on Wednesday, May 17, 2023 at 7:00 pm:

- It voted 7-0 to **recommend approval** of the Conditional Use Permit CUP23-003 with no conditions.
- Commissioner Weiss questioned where the entrance to the accessory dwelling unit would be located. Staff acquired the drawing layout for the accessory dwelling unit and the entrance is in the rear of the home. No other members of the public commented on the case at the public hearing.

Zoning Ordinance Considerations

Accessory Dwellings are permitted by **Conditional Use Permit** in the R1 Low Density Residential District pursuant to the zoning use matrix in Section 29-22.a (Table 1, Zoning Use Matrix).

An *Accessory Dwelling (or Accessory Dwelling Unit)* is defined in Section 29-81- Definitions as the following:

- *A dwelling that exists as part of a principal dwelling or on the same lot as the principal dwelling and is subordinate in size to the principal dwelling.*

The R1 District's purpose and intent is as follows:



- *Low density residential district, R-1, encompasses low-density single-family residential areas, both existing and planned. This district should provide a suitable environment for families who desire quiet spacious homesites with the amenities of suburban living, without fear of encroachment of dissimilar uses.*

Comprehensive Plan Considerations

Land Use Goals and Strategies

Goal: Plan for a balance of compatible land uses meeting the community and economic needs of a growing town.

Strategy: Allow for a wider mix of residential types, **including accessory dwellings** and live/work units.

Implementation Strategy Matrix

Strategy: #27- Allow for a wider mix of residential types, including accessory dwellings and live/work units.

Timeframe: Short-term

Utilities

The property is on the Town's public water and sewer system.

Transportation/ Streets

No significant impact to public streets.

Environmental

The site is a standard residential lot and is not located in a floodplain or other protected area. There are no impacted watercourses, steep slopes, or other atypical environmental factors. Emissions (dust, heat, noise, light, vibrations, etc.) should be standard for a residential use.

Findings and Recommendations

Staff's Findings

- The application appears to meet the standards of review for Conditional Use Permits set forth in Section 24-13.c.1 of the Town Zoning Ordinance.
- The application appears to meet the Comprehensive Plan's land use goals and strategies.
- There are no significant impacts to the capacities of the utility or transportation systems.
- There are no significant environmental impacts to the site or adjacent properties.
- An approval in this single instance will not have a detrimental effect on the neighborhood fabric or neighboring properties because the accessory structure is residential in character and is immediately adjacent to its own primary structure and no others. Additionally, the zoning ordinance allows for one single accessory dwelling with proper review and approval.



Recommendations

The Staff recommends **approval** of the Conditional Use Permit for an accessory dwelling.

Additional Information

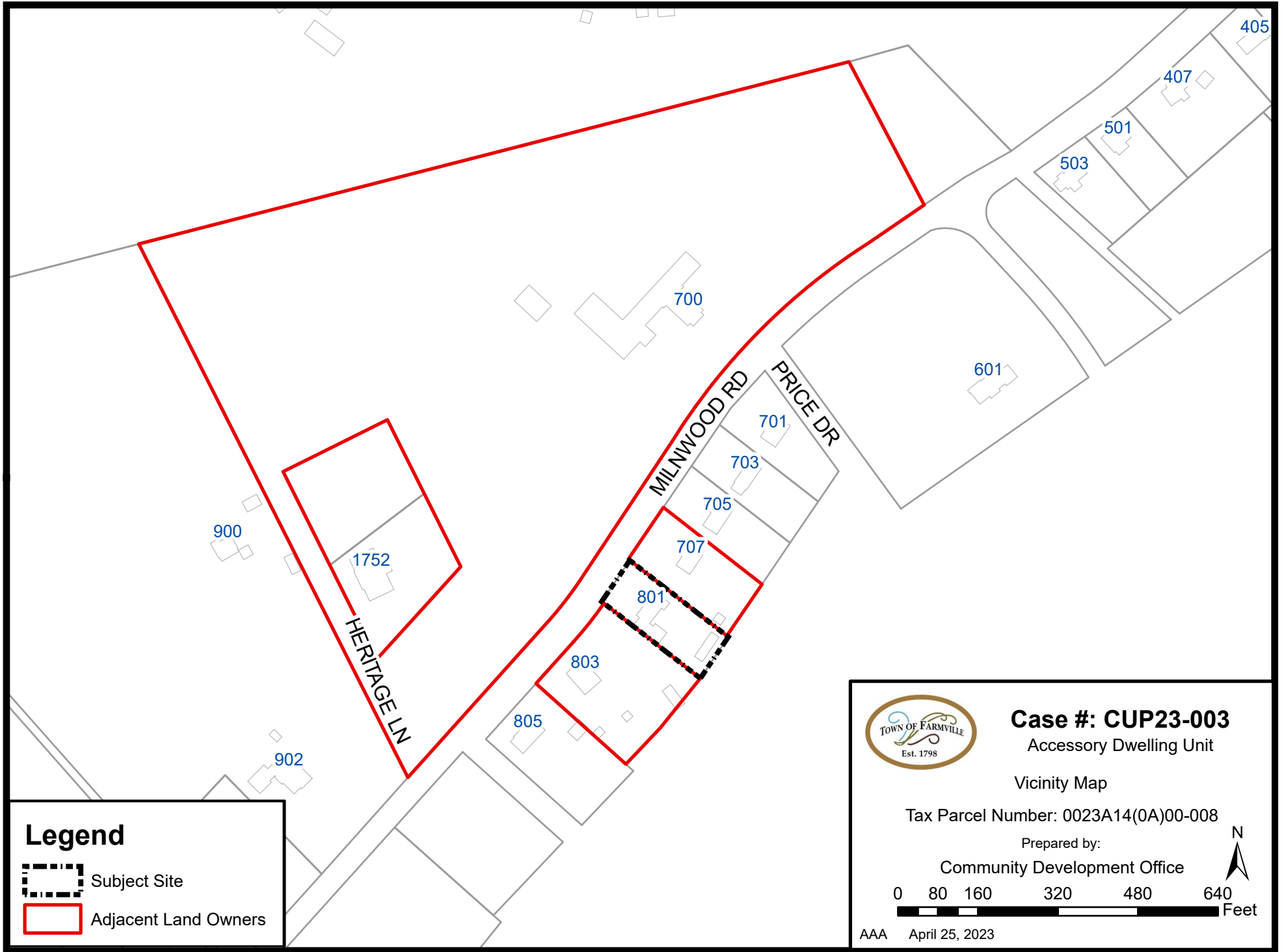
1. There are no zoning or code enforcement violations pending.

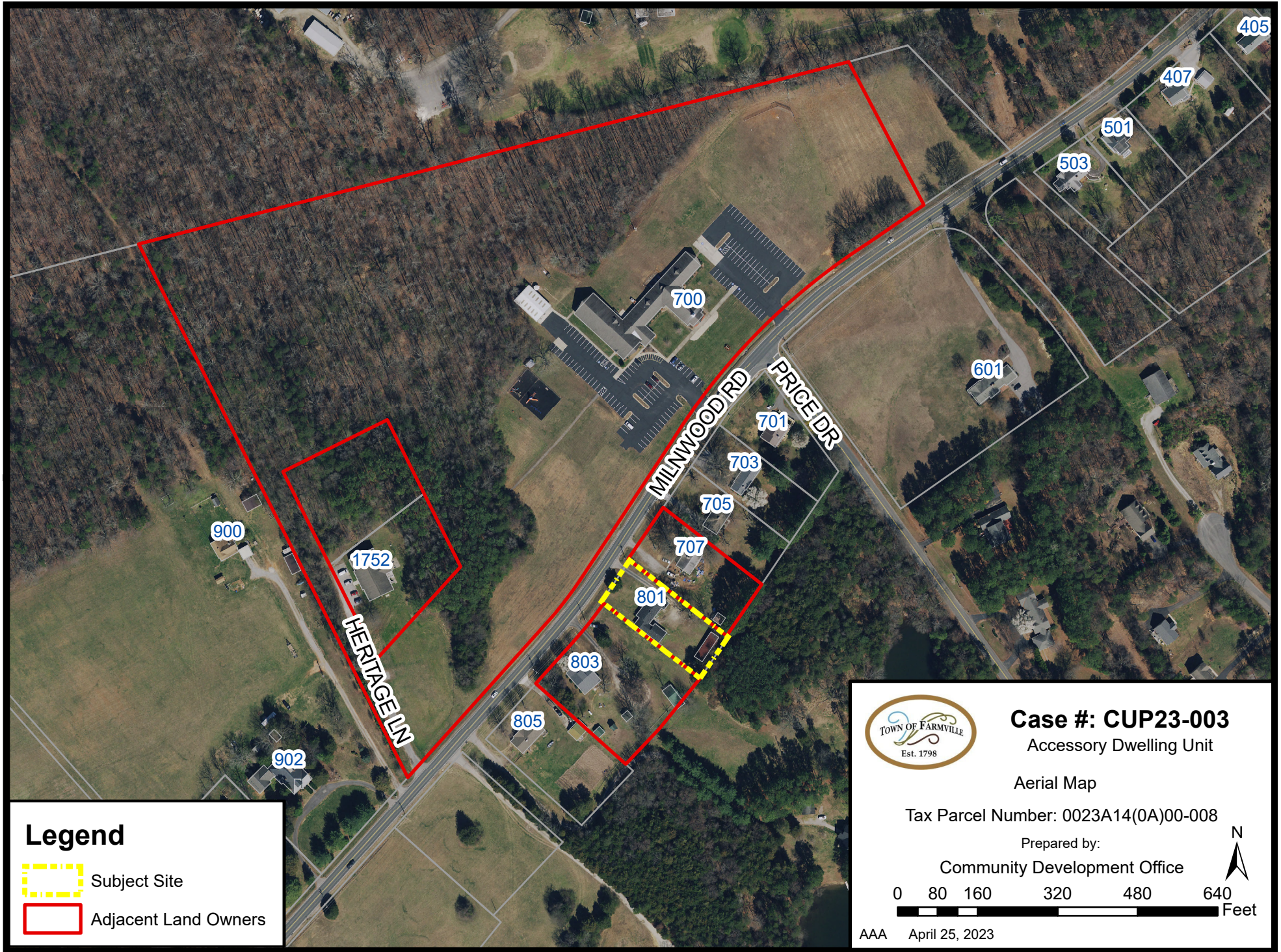
Attachments

1. Vicinity and aerial maps
2. Images
3. Layout

Section 29-13.c- Standards for review (of a Conditional Use Permit)

1. Conditional use permits may be issued for any of the uses for which a conditional use permit is required by the provisions of this chapter, provided that the governing body, upon a recommendation by the planning commission, shall find that:
 - A. The proposed use will not affect adversely the health or safety of persons residing or working in the neighborhood of the proposed use.
 - B. The proposed use will not be detrimental to the public welfare or unduly injurious to property values or improvements in the neighborhood.
 - C. The proposed use will not be in conflict with the policies and principles of the town's adopted comprehensive plan.
 - D. Adequate public services, including streets and other trafficways, utilities, police and fire protection, are or reasonably will be available to support the proposed use.
2. In granting any conditional use permit, the governing body shall give due consideration to these relevant factors, as well as to any other reasonable land use and zoning considerations as may be required by the nature of the proposed use or as may be otherwise appropriate to effectuate the intent of this chapter, and the governing body shall designate such conditions as it deems necessary to carry out the intent of this chapter. The application for such conditional use permit shall be accompanied by such written and graphic material as may be necessary to enable the planning commission and the governing body to make the recommendation and findings set forth above.



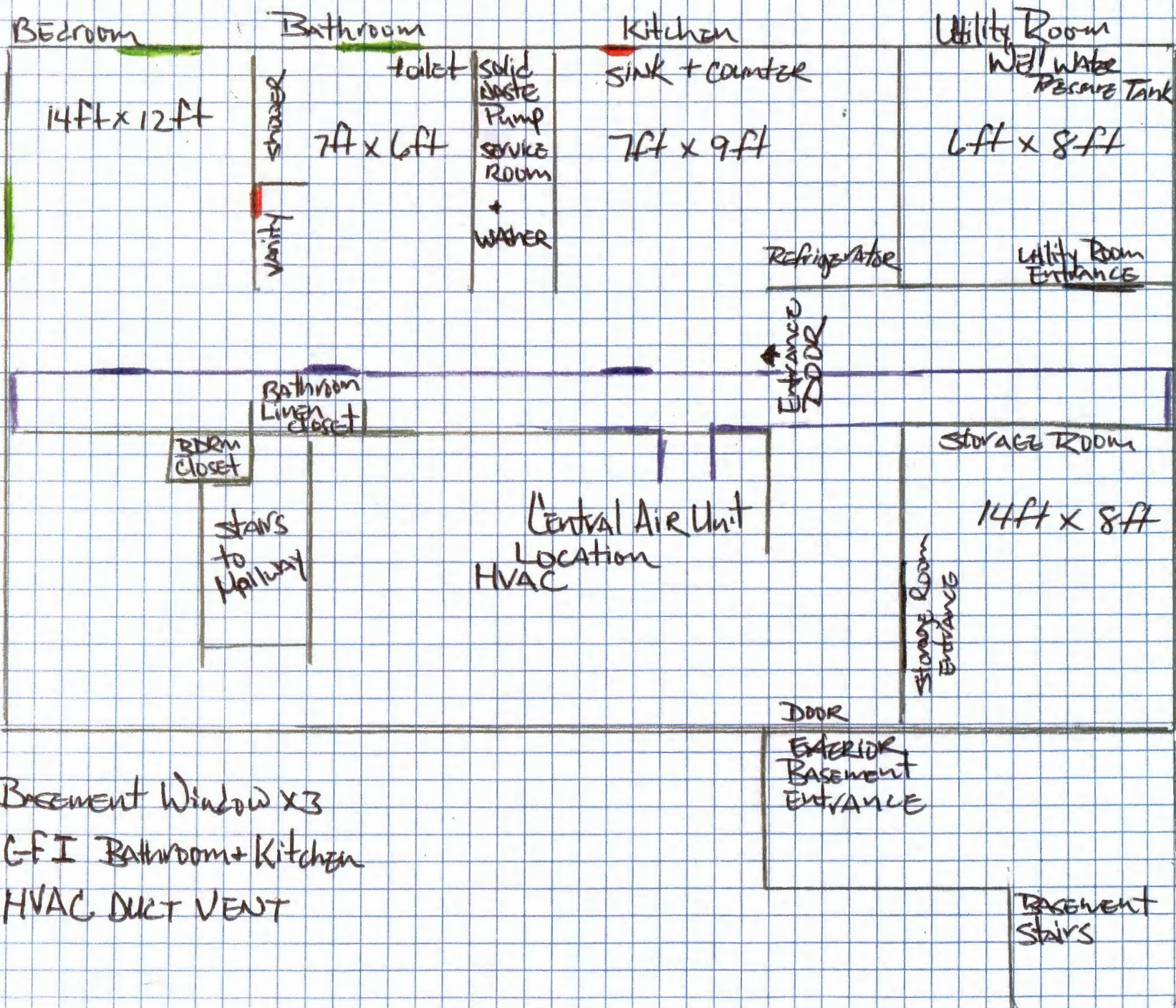




MASSLOT

801 MINWOOD ROAD
Farmville, VA 23901

Basement Remodel



RECEIVED
MAR 14 2023
BY

Resolution # 2023-06-02

To grant a conditional use permit to Jefferson Massicot to allow an accessory dwelling unit at 801 Milnwood Road on parcel 0023A14(0A)00-008, which is zoned R-1 Low Density Residential.

WHEREAS, Jefferson Massicot filed an application for a conditional use permit to allow an accessory dwelling unit; and

WHEREAS, the accessory dwelling unit will be located on the 0.573 acre site at 801 Milnwood Road on parcel 0023A14(0A)00-008, and is zoned R-1 Low Density Residential; and

WHEREAS, accessory dwelling units 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 Jefferson Massicot to allow an accessory dwelling unit located at 801 Milnwood Road on parcel 0023A14(0A)00-008, which is zoned R-1 Low Density Residential.
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: June 7, 2023

ITEM NUMBER: 7.a. – Ordinance No. 224

BACKGROUND: Verbal report by Town Manager.

RECOMMENDATION:

FISCAL IMPACT:

ATTACHMENTS:

1. Ordinance - Renaming Watkins St to Williams Way

ORDINANCE NO. 224

Renaming of Watkins Street in honor of Reverend James Samuel Williams, Jr. to Williams Way

WHEREAS, § 15.2-2019 of the Code of Virginia, as amended, and the Town of Farmville Town Charter allows the governing body of localities to rename streets, roads, and alleys; and

WHEREAS, the Town Council wants to honor a member of the community, Reverend James Samuel Williams, Jr., by renaming the street where he grew up and continues to live today; and

NOW, THEREFORE, BE IT ORDAINED, by the Town Council of the Town of Farmville, Watkins Street will be renamed to Williams Way; and

BE IT FURTHER ORDAINED that this ordinance shall be effective upon passage; and

BE IT FURTHER ORDAINED that this renaming will be official six (6) months from this date, December 14, 2023, to provide current landowners and residents reasonable time to change their mailing address with the United States Postal Service, for the United States Postal Service to prepare for the mailing address changes, and for the Circuit Court Clerk's Office of Prince Edward County to record this name change for any existing site plan(s) and/or subdivision plat(s) recorded as specified in § 15.2-2019 of the Code of Virginia as amended.

Approved: _____
Mayor

Attest: _____
Clerk of Council

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 Hardy _____.



Town of Farmville

Agenda Item Summary

MEETING DATE: June 7, 2023

ITEM NUMBER: 10.a. – 2.2-3711 (A)(6) Discussion or consideration of the investment of public funds where competition or bargaining is involved, where, if made public initially, the financial interest of the governmental unit would be adversely affected.

2.2-3711 (A)(3) Discussion or consideration of the acquisition of real property for a public purpose, or of the disposition of publicly held real property, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body.

BACKGROUND: Mr. Mayor,

I move that the Farmville Town Council convene in closed meeting pursuant to the Code of Virginia, in accordance with the provisions of paragraph A.6. of Section 2.2-3711, for the discussion or consideration of the investment of public funds where competition or bargaining is involved, where, if made public initially, the financial interest of the governmental unit would be adversely affected, and paragraph A.3. of Section 2.2-3711, for the discussion or consideration of the acquisition of real property for a public purpose, or of the disposition of publicly held real property, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body.

CERTIFICATION OF CLOSED MEETING

WHEREAS, the Farmville Town Council has convened a closed meeting on this date pursuant to an affirmative recorded vote and in accordance with the provisions of the Virginia Freedom of Information Act; and

WHEREAS, Section 2.2-3712 of the Code of Virginia requires a certification by the Farmville Town Council that such closed meeting was conducted in conformity with Virginia law;

NOW, THEREFORE, BE IT RESOLVED that the Farmville Town Council hereby certifies that, to the best of each member's knowledge, only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting to which this certification resolution applies, and only such public business matters as were identified in the motion convening the closed meeting were heard, discussed or considered by the Farmville Town Council.

RECOMMENDATION:

FISCAL IMPACT:

ATTACHMENTS: None

