



Town of Farmville

Town Council

June 5, 2024 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. Adoption of Agenda**
- 4. Declaration of Personal Interest**
- 5. Finance Report**
 - a. Report by Finance Director
- 6. Discussion: Allowable Costs and Cost Principle Policy**
 - a. Allowable Cost Policy - Federal Regulations - DRAFT
- 7. Discussion: Proposed Ordinance No. 228 Chapter 15 Amending Parking Meter Division**
 - a. Ordinance No. 228
- 8. Request to Approve Memorandum of Understanding with Prince Edward County for Radio System Upgrades**
 - a. P25 Radio Project Memorandum of Agreement
- 9. Town Manager's Report**
- 10. Comments by Mayor and Town Council**
- 11. Closed Session**
 - 2.2-3711 A 29 - Discussion of the award of a public contract involving the expenditure of public funds, including interviews of bidders or offerors, and discussion of the terms or scope of such contract, where discussion in an open session would adversely affect the bargaining position or negotiating strategy of the public body.
 - a.



Town of Farmville

Agenda Item Summary

MEETING DATE: June 5, 2024

ITEM NUMBER: 5.a. – Report by Finance Director

BACKGROUND:

RECOMMENDATION:

FISCAL IMPACT:

ATTACHMENTS:

1. Revenue Report-April 2024
2. Salary Report-April 2024
3. Revenue-All Funds-CY vs Budget
4. Revenue-All Funds-CY vs PY
5. Revenue-General Fund-CY vs Budget
6. Revenue-General Fund-CY vs PY
7. Expense-All Funds CY vs Budget-April24
8. Fund Total Expenses Cy vs PY-April 24
9. EXP Dept Totals-April 24 Chart
10. Department Totals Comparison CY vs PY April 24

**TOWN OF FARMVILLE
REVENUE REPORT
AS OF APRIL 30, 2024**

Account Id	Description	Current Revenue	YTD Revenue	Anticipated	% Realized
10-1101-0001	CURRENT REAL PROP TAXES	2,443.70	787,322.82	810,000.00	97.2000
10-1102-0001	CURRENT PUBLIC SERVICE CORP TA	87.83	58,554.11	62,590.00	93.5500
10-1103-0001	CURRENT PERSONAL PROPERTY TAX	1,880.95	278,261.30	273,030.00	101.9200
10-1106-0001	PENALTIES-TAXES	199.67	8,345.89	1,500.00	556.3900
10-1106-0002	INTEREST-TAXES	63.31	3,861.95	1,500.00	257.4600
10-1106-0003	PENALTY-PP TAX	118.41	2,835.81	500.00	567.1600
10-1106-0004	INTEREST-PP TAX	23.52	291.86	15.00	1,945.7300
10-1107-0001	DELIQUENT TAXES	0	17,528.91	5,000.00	350.5800
10-1200-0001	CONSUMPTION TAX	0	22,057.90	26,000.00	84.8400
10-1201-0001	SALES TAX	0	313,310.27	450,000.00	69.6200
10-1202-0001	UTILITY TAX	0	282,172.25	360,000.00	78.3800
10-1203-0001	BUSINESS LICENSE TAX	46,999.10	1,693,604.49	1,525,000.00	111.0600
10-1203-0099	PENALTY-BUSINESS LICENSES	2,702.46	8,696.97	5,000.00	173.9400
10-1204-0001	BANK FRANCHISE TAXES	0	3,381.00	235,000.00	1.4400
10-1204-0004	RIGHT OF WAY ACCESS FEE	0	11,225.50	16,000.00	70.1600
10-1205-0001	MOTOR VEHICLE LICENSES	604.30	5,436.81	75,000.00	7.2500
10-1206-0001	COMMUNICATION SALES & USE TAX	0	229,653.48	360,000.00	63.7900
10-1207-0001	PRECIOUS METAL PERMIT	0	200.00	0.00	0
10-1210-0001	LODGING TAX	64,397.32	669,742.44	750,000.00	89.3000
10-1211-0001	FOOD TAX	340,534.45	3,163,301.02	3,625,000.00	87.2600
10-1211-0099	PENALTY/INT-FOOD/LODGING TAX	318.75	3,928.49	2,000.00	196.4200
10-1220-0001	SANITATION FEE	32,833.60	327,939.01	390,000.00	84.0900
10-1301-0001	FERN BEAUTIFICATION PROJECT	900.00	2,900.00	2,500.00	116.0000
10-1302-0002	BRANCH OUT TREE PROGRAM	0	200.00	5,000.00	4.0000
10-1303-0005	VARIANCE FEE	0	0	250.00	0.0000
10-1303-0006	CONDITIONAL-USE-PERMITS	500.00	500.00	500.00	100.0000
10-1303-0007	ZONING & RE-ZONING FEES	400.00	1,850.00	1,000.00	185.0000
10-1303-0008	BUILDING PERMITS	9,309.75	29,465.05	30,000.00	98.2200

Account Id	Description	Current Revenue	YTD Revenue	Anticipated	% Realized
10-1303-0009	SURVEYOR-SITE INSPEC-E&S,RENTAL EQUIP	0	200.00	500.00	40.0000
10-1303-0010	PARTY BIKE PERMIT	0	365.00	365.00	100.0000
10-1303-0020	STATE SURCHRG-BLDG PERMIT FEE	186.20	587.44	500.00	117.4900
10-1303-0031	FITNESS PROGRAM REVENUE	0	0	200.00	0.0000
10-1303-0032	KARATE PROGRAM REVENUE	115.00	2,409.00	800.00	301.1300
10-1303-0033	PICKLEBALL PROGRAM REVENUE	0	787.56	500.00	157.5100
10-1303-0071	FOOTBALL PROGRAM REVENUE	121.00	15,797.15	15,000.00	105.3100
10-1303-0072	SOFTBALL PROGRAM REVENUE	0	0	1,500.00	0.0000
10-1303-0073	SUMMER CAMP REVENUE	6,080.00	9,490.00	12,000.00	79.0800
10-1303-0077	SPONSORSHIP-JINGLE BELL RUN	0	0	1,500.00	0.0000
10-1303-0078	REGISTRATION FEE-JINGLE BELL R	0	1,520.00	2,000.00	76.0000
10-1303-0079	REVENUE-ADULT BASKETBALL LEAGU	1,364.05	4,468.05	2,000.00	223.4000
10-1303-0082	EASTER EGG HUNT DONATION	0	250.00	0.00	0
10-1304-0001	SUBDIVISION EXAMINATION FEES	0	0	50.00	0.0000
10-1307-0001	PLAN REVIEW-BLDG INSPECTOR	0	200.00	500.00	40.0000
10-1307-0002	CERTIFICATE OF OCCUPANCY-BLDG	0	0	100.00	0.0000
10-1308-0001	FINGERPRINT FEE	0	30.00	20.00	150.0000
10-1309-0001	SURVEYOR-PLAN REVIEW	0	0	500.00	0.0000
10-1311-0001	BURN PERMIT	0	0	400.00	0.0000
10-1401-0001	COURT FINES & COSTS	0	99,633.97	65,000.00	153.2800
10-1401-0002	PARKING FINES	5,300.39	26,924.00	20,000.00	134.6200
10-1401-0003	Parking Fines-Payments	-2,413.33	-2,413.33	0.00	0
10-1401-0004	LIENS ON REAL ESTATE	0	1,067.50	500.00	213.5000
10-1402-0003	E-CITATION	0	8,174.46	5,000.00	163.4900
10-1501-0001	INTEREST-REPO	20,242.12	169,342.53	9,000.00	1,881.5800
10-1501-0002	INT-BENCHMARK-ARPA-COVID-RESTRICTED	5,406.81	26,528.84	100,000.00	26.5300
10-1501-0003	INTEREST-MEDICAL COMPENSATION	610.69	7,419.37	70,172.12	10.5700
10-1501-0004	INTEREST-ACCOUNTS RECEIVABLE	0	46.38	100.00	46.3800
10-1501-0006	INTEREST-MM-BENCHMARK-E911	20.70	154.79	600.00	25.8000
10-1501-0013	INTEREST-SET ASIDE ACCOUNT	21,269.51	214,006.28	20,000.00	1,070.0300
10-1501-0015	INTEREST-E911 RESERVE	1,433.79	14,451.04	250.00	5,780.4200
10-1501-0021	INT-CK ACCT-BENCHMARK-E-CITATION	3.85	33.91	30.00	113.0300

Account Id	Description	Current Revenue	YTD Revenue	Anticipated	% Realized
10-1501-0072	INT-CHECKING-BENCHMARK	18,464.66	197,299.26	15,000.00	1,315.3300
10-1502-0001	RENT-BURN BUILDING	0	0	500.00	0.0000
10-1502-0002	RENT-WILCK LAKE	0.00	1,200.00	2,500.00	48.0000
10-1502-0005	SALE OF FIXED ASSETS	3,380.00	36,758.00	15,000.00	245.0500
10-1502-0006	SALE OF MATERIAL	8.00	9,815.25	1,500.00	654.3500
10-1502-0008	SALE OF COPIES	50.00	867.00	500.00	173.4000
10-1502-0009	CEMETERY LOTS	0	24,000.00	10,000.00	240.0000
10-1502-0010	SALE OF POSTAGE	0	16.74	25.00	66.9600
10-1502-0011	SALE OF ROLL OUT CARTS	100.00	900.00	1,000.00	90.0000
10-1502-0012	RENT-TRAIN STATION	700.00	11,500.00	12,000.00	95.8300
10-1502-0013	RENT-PARKING-VENABLE ST	225.00	2,250.00	2,520.00	89.2900
10-1502-0014	RENT-TOWN PKG-NORTH ST	0	300.00	300.00	100.0000
10-1502-0018	LEASE-SOUTH ST CONF-FIRE PROG	1,279.42	12,794.20	15,353.00	83.3300
10-1502-0019	LEASE-REVENUE-SOLAR POWER	0	0	6,000.00	0.0000
10-1502-0020	RENT-RIVERFRONT PARK	0	0	250.00	0.0000
10-1502-0021	FARMER'S MARKET REVENUE	750.00	6,870.00	1,200.00	572.5000
10-1502-0024	RENT-SPORTS ARENA	1,300.00	7,800.00	12,500.00	62.4000
10-1502-0025	RENT-PROB/PAROLE BLDG	3,970.79	39,707.90	46,288.00	85.7800
10-1502-0026	RENT-BALL FIELD-SPORTS ARENA	100.00	100.00	1,000.00	10.0000
10-1502-0031	PARKING MUNICIPAL LOT	553.31	7,674.83	8,000.00	95.9400
10-1502-0033	PARKING FARMERS MARKET	0	0	720.00	0.0000
10-1607-0001	PARKING METERS-HIGH ST	1,494.82	10,540.93	12,000.00	87.8400
10-1607-0003	PARKING METERS-MAIN ST	3,034.95	22,724.29	24,000.00	94.6800
10-1610-0001	RENTAL PARKING SPACES	635.00	8,205.00	5,000.00	164.1000
10-1620-0001	RESIDENTAL PARKING	20.00	2,025.00	2,000.00	101.2500
10-1620-0002	LONGWOOD STREETS	0	0	35,000.00	0.0000
10-1620-0099	PENALTY-SANITATION FEE	443.48	4,813.72	5,100.00	94.3900
10-1630-0001	CIGARETTE TAX	7,500.00	153,800.00	200,000.00	76.9000
10-1899-0002	SALE OF SERVICE-ADMIN	100.00	1,000.00	1,200.00	83.3300
10-1899-0004	MISC REVENUE	0	588.39	2.00	29,419.5000
10-1899-0005	SALE OF SERVICE-PUBLIC WORKS	0	2,147.67	5,000.00	42.9500
10-1899-0006	SALE OF SERVICE-GRAVE OPENINGS	1,200.00	23,900.00	19,000.00	125.7900

Account Id	Description	Current Revenue	YTD Revenue	Anticipated	% Realized
10-1899-0007	SALE OF SERVICE-DUMP TK	0	120.00	500.00	24.0000
10-1899-0010	SERVICE CHARGE-BAD CHECKS-A/R	0	50.00	300.00	16.6700
10-1899-0012	RECREATION DEPT DONATION	0	0	5,000.00	0.0000
10-1899-0014	SALE OF SER-DISPATCH-HAMPDEN S	6,000.00	12,000.00	6,000.00	200.0000
10-1899-0015	SALE OF SERVICE-BAD CHECKS-TAXES	39.58	39.58	0.00	0
10-1899-0017	SALE OF SER-FALSE BURG ALARM	65.00	2,225.00	0.00	0
10-1899-0033	SALE OF SERVICE-POLICE	370.04	1,467.33	0.00	0
10-1899-0035	SALE OF SERVICE-LIBRARY MAINTEN	0	928.39	600.00	154.7300
10-1899-0097	DONATIONS-FOURTH OF JULY CELEBRATION	1,950.00	6,800.00	16,172.89	42.0500
10-1900-0030	ICA PER DIEM	0	137,000.00	160,000.00	85.6300
10-1901-0003	ADMINISTRATIVE SERV-FUND 15	22,032.93	229,236.17	230,000.00	99.6700
10-1901-0004	REIMB-FUND 10-ADMIN SERV	13,406.88	141,400.15	160,000.00	88.3800
10-1901-0005	RECOVERY-JURY DUTY FEES	21.37	555.09	500.00	111.0200
10-1901-0010	RECOVERY-VML INS-DAMAGE VEHICLES/PRC	4,539.41	159,739.16	158,161.70	101.0000
10-1902-0001	DAMAGE TO TOWN PROPERTY	0	871.00	5,000.00	17.4200
10-1903-0001	REFUNDS - CO-OPS	0	545.15	600.00	90.8600
10-2201-0003	ROLLING STOCK TAXES	0	121.92	200.00	60.9600
10-2201-0005	MOBILE HOME TITLING TAX	75.00	75.00	1,200.00	6.2500
10-2201-0006	CAR RENTAL TAX	0	65,523.87	50,000.00	131.0500
10-2201-0007	DMV-ANIMAL FRIENDLY LIC PLATE	0	48.86	0.00	0
10-2201-0008	PEER-TO-PEER VEHICLE SHARING TAX	0	9.72	0.00	0
10-2401-0029	GRANT-DISPATCH-VDEM	0	2,900.00	4,000.00	72.5000
10-2402-0001	WIRELESS	0	88,928.89	112,000.00	79.4000
10-2402-0006	VDEM STAFFING GRANT	0	0	48,750.00	0.0000
10-2404-0007	LITTER & RECYCLING GRANT	0	6,789.00	2,500.00	271.5600
10-2404-0010	AID TO LAW ENFORCEMENT	0	161,022.00	204,000.00	78.9300
10-2404-0011	FIRE ALLOCATION	0	33,647.00	0.00	0
10-2404-0032	GRANT-VML-SAFETY	0	0	4,200.00	0.0000
10-2404-0062	VIRGINIA STATE POLICE - HEAT GRANT	0	0	12,019.78	0.0000
10-2404-0063	GRANT-TDO-ECO	0	2,067.00	0.00	0
10-2405-0004	MARKETING/TOURISM LOCAL REVENUE	0	2,033.00	2,000.00	101.6500
10-2501-0021	GRANT-VDEM-SHSP-TRAILERS	0	8,990.00	10,190.00	88.2200

Account Id	Description	Current Revenue	YTD Revenue	Anticipated	% Realized
10-2501-0022	GRANT-VDEM-SHSP-SURVEILLANCE EQUIP	0	0	38,450.00	0.0000
10-2502-0009	GRANT-BYRNE-2022	0	0	2,500.00	0.0000
10-2502-0012	SPEED GRANT-2023	0	10,926.30	21,000.00	52.0300
10-2502-0013	ALCOHOL GRANT-2023	0	9,297.01	23,400.00	39.7300
10-2502-0014	SPEED GRANT-2023 EQUIPMENT	0	0	5,250.00	0.0000
10-2502-0015	GRANT-BYRNE-2023	0	0	4,200.00	0.0000
10-2502-0016	GRANT-BYRNE 2021	0	0	4,200.00	0.0000
10-2502-0018	GRANT-SHSP-VDEM-PEDESTRIAN BARRICADI	0	900.00	0.00	0
10-2502-0019	ALCOHOL GRANT-2024	0	0	26,335.00	0.0000
10-2502-0020	SPEED GRANT-2024	0	0	24,500.00	0.0000
10-2504-0002	GRANT-EMERGENCY MGNT-FED	0	14,774.75	12,180.00	121.3000
10-2504-0020	GRANT-BULLETPROOF VEST-FED	0	0	3,700.00	0.0000
10-2510-0008	LAW ENFORCEMENT EQUIPMENT ARPA GRAN	50,253.46	98,158.84	217,000.00	45.2300
10-4100-0086	CARRYOVER FUNDS FY22-23	0	0	1,347,263.35	0.0000
10-4104-0004	INSURANCE RECOVERIES-RETIREMEN	0	22,755.87	0.00	0
10-4104-0008	FROM FIDA-BOND PYMT-2012 ISSUE	0	7,055.47	46,478.27	15.1800
10-4104-0011	FROM PE CO-BOND PYMT-'12 ISSUE	0	226,299.28	226,299.28	100.0000
10-4104-0015	FM LIBRARY-APPROP LEASE RENT	0	180,000.00	180,000.00	100.0000
10-4104-0016	FM CKING-MEDICAL COMPENSATION BENEFI	0	0	250,000.00	0.0000
10-4104-0018	FM SETASIDE ACCT-BONDS	0	0	1,276,043.76	0.0000
10-4104-0022	LEASE PROCEEDS	0	415,284.69	464,000.00	89.5000
10-4104-0026	Lease Purchase Revenue - BOA	0	1,594,109.46	1,594,109.46	100.0000
10-4107-0004	FM-PE CO-INSTANT ALERT	0	0	4,202.00	0.0000
10-4107-0006	FM-LONGWOOD-DISPATCH SERV	0	350,000.00	350,000.00	100.0000
10-4113-0004	FROM FARMVILLE FIRE DEPT-PAYME	0	35,000.00	35,000.00	100.0000
10-4113-0008	FM-GOLF COURSE PROCEEDS	0	0	350,000.00	0.0000
10-4120-0001	TDFP GAP FINANCING-WEYANOKE	186.25	14,645.40	62,000.00	23.6200
10-4120-0002	TROF REPAYMENT-WEYANOKE	0	0	5,592.90	0.0000
10-5101-0005	TRANS FROM SEWER FUND	0	0	466,491.35	0.0000
FUND 10 TOTALS		708,307	13,161,980	18,036,020	72.98%
15-2404-0007	HIGHWAY FUNDS	0	1,668,259.26	1,886,000.00	88.4500
15-4100-0086	CARRYOVER FUNDS FY22-23	0	0	2,600.00	0.0000

Account Id	Description	Current Revenue	YTD Revenue	Anticipated	% Realized
FUND 15 TOTALS		0	1,668,259	1,888,600	88.33%
40-1501-0001	Interest - Unrestricted	4,724.72	47,613.76	531.97	8,950.4600
40-1501-0002	Interest - RESTRICTED	11,199.17	54,949.35	0.00	0
40-1501-0004	INTEREST-ACCOUNTS RECEIVABLE	2.10	9.91	0.00	0
40-1502-0007	LEASE-JACKSON HTS WATER TANK	4,646.40	23,232.00	30,878.00	75.2400
40-1502-0009	LEASE-ANDREWS DR WATER TANK	3,423.82	34,006.93	40,468.44	84.0300
40-1620-0001	WATER SERVICE	141,818.00	1,466,849.14	1,881,306.80	77.9700
40-1620-0002	WATER TAPS	0	121,711.00	60,000.00	202.8500
40-1620-0003	SURCHARGE-MULTIPLE METERS	7,704.16	77,809.11	93,000.00	83.6700
40-1620-0004	SALE OF WATER	287.50	12,633.25	10,000.00	126.3300
40-1620-0099	PENALTY-WATER SERVICE	2,140.63	16,662.42	18,000.00	92.5700
40-1899-0010	SERVICE CHARGES	1,280.00	12,540.00	10,000.00	125.4000
40-1899-0011	SERVICE CRG-BAD CHECK	150.00	1,550.00	0.00	0
40-1899-0012	SALE OF SERVICE-TESTING	1,560.00	15,160.00	10,000.00	151.6000
40-2404-0005	VML SAFETY GRANT	0	2,000.00	0.00	0
40-2510-0007	ARPA REVENUE RECOGNIZED	0	0	2,016,000.00	0.0000
40-4100-0086	CARRYOVER FUNDS FY22-23	0	0	1,410,620.40	0.0000
40-4102-0001	FM PE CO-APPOMATTOX RIVER-USGS	0	8,930.00	8,240.00	108.3700
FUND 40 TOTALS		178,937	1,895,657	5,589,046	33.92%
42-1501-0001	Interest - Unrestricted	4,724.72	47,614.80	531.97	8,950.6600
42-1502-0005	SALE OF FIXED ASSETS	0	5,150.00	0.00	0
42-1620-0099	PENALTY-SEWER SERVICE	2,465.25	19,322.52	17,500.00	110.4100
42-1630-0001	SEWER SERVICE	176,661.87	1,848,694.64	2,222,268.66	83.1900
42-1630-0002	SEWER TAPS	0	96,500.00	75,000.00	128.6700
42-1899-0005	SALE OF SERVICE-PUBLIC WORKS	0	16,400.00	0.00	0
42-1899-0012	SALE OF SERVICE-LEACHATE-CUMBERLAND	0	17,784.00	25,000.00	71.1400
42-1899-0013	SALE OF SERVICE-SEWER TREAT	3,000.00	18,600.00	10,000.00	186.0000
42-2404-0005	VML SAFETY GRANT	0	2,000.00	2,000.00	100.0000
42-2510-0007	ARPA REVENUE RECOGNIZED	0	0	376,153.00	0.0000
42-4100-0086	CARRYOVER FUNDS FY22-23	0	0	734,477.92	0.0000
FUND 42 TOTALS		186,852	2,072,066	3,462,932	59.84%
44-1501-0004	INTEREST-ACCOUNTS RECEIVABLE	0	0	5.00	0.0000

Account Id	Description	Current Revenue	YTD Revenue	Anticipated	% Realized
44-1502-0005	SALE OF FIXED ASSETS	0	38,700.00	0.00	0
44-1520-0001	PASSENGER FARES	763.43	7,581.21	8,700.00	87.1400
44-1521-0002	CONTRIBUTION-LONGWOOD [1500]	0	178,800.00	178,800.00	100.0000
44-1521-0003	CONTRIBUTION-P E COUNTY	6,250.00	25,000.00	25,000.00	100.0000
44-1901-0010	RECOVERY-VML INS-VEHICLE DAMAGE	0	8,036.51	10,000.00	80.3700
44-2403-0001	MISC GRANTS	0	0	10,000.00	0.0000
44-2410-0003	STATE FORMULA GRANT	0	181,796.00	190,000.00	95.6800
44-2414-0001	STATE GRANT-3 BUSES	0	40,572.00	48,768.00	83.1900
44-2510-0001	GRANT-STATE PASS THRU-FED	27,710.00	272,657.50	375,000.00	72.7100
44-2512-0001	RTAP REVENUE	187.66	187.66	0.00	0
44-2514-0001	FEDERAL GRANT-3 BUSES	0	202,858.00	243,840.00	83.1900
44-4100-0050	USE OF PY FUND BALANCE	0	0	74,739.26	0.0000
44-4100-0086	CARRYOVER FUNDS FY22-23	0	0	722,055.49	0.0000
FUND 44 TOTALS		34,911	956,189	1,886,908	50.67%
45-1501-0001	INT-CK ACCT-BENCHMARK	34.68	356.19	400.00	89.0500
45-1502-0001	RENT-HANGER SPACE	0	7,660.00	6,660.00	115.0200
45-1502-0002	AIRPORT MAINTENANCE FEE	0	2,340.00	2,040.00	114.7100
45-1502-0005	SALE OF FIXED ASSETS	0	361.00	0.00	0
45-1502-0006	SALE OF MATERIALS	0	312.00	0.00	0
45-1690-0001	SALE OF AV GAS	3,775.93	39,221.50	89,000.00	44.0700
45-1691-0001	SALE OF JET FUEL	1,163.50	39,322.03	65,000.00	60.5000
45-1899-0001	DONATIONS-PRINCE ED COUNTY	0	7,600.00	7,600.00	100.0000
45-2401-0008	STATE GRANT-AWOS MAINT	0	1,140.00	3,420.00	33.3300
45-2401-0013	STATE GRANT-MAINTENANCE	0	8,933.64	18,400.00	48.5500
45-2401-0014	STATE GRANT-WEED KILL	0	690.00	1,000.00	69.0000
45-2401-0044	STATE GRANT-PAVEMENT-CONST/LIGHTING	0	310.61	0.00	0
45-2401-0055	UPDATE SWPPP	0	0	16,000.00	0.0000
45-2403-0001	MISC GRANTS	0	0	50,000.00	0.0000
45-2501-0044	FED GRANT-REHAB RUNWAY	0	3,494.32	0.00	0
45-2501-0051	GRAND-FED-RUNWAY SAFETY AREA GRADIN	0	3,347.57	0.00	0
45-2501-0054	REHAB TAXIWAY PAVEMENT	0	681,756.29	833,000.00	81.8400
45-4100-0050	USE OF PY FUND BALANCE	0	0	189,429.23	0.0000

Account Id	Description	Current Revenue	YTD Revenue	Anticipated	% Realized
45-4100-0086	CARRYOVER FUNDS FY22-23	0	0	71,626.16	0.0000
	FUND 45 TOTALS	4,974	796,845	1,353,575	58.87%
61-1501-0001	INTEREST EARNED-PAULETTE TRUST	0	0.04	0.00	0
	FUND 61 TOTALS	0	0	0	0
70-1501-0001	INTEREST	1.56	14.31	0.00	0
70-1501-0003	INT-PRNG TASK FORCE	0.34	2.83	0.00	0
70-2404-0001	ASSET FORFEITURE-STATE	0	1,822.79	0.00	0
70-2406-0001	TASK FORCE REVENUE	0	649.50	0.00	0
	FUND 70 TOTALS	2	2,489	0	0
	Final Totals	1,113,982.69	20,553,485.39	32,217,080.16	63.80%

April 2024 - Salaries

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

This percentage should be at 100% or below.

Actual/Budget

10-7100 Football Referees 111.00% Payment is during the season not each month.

FY24 INFORMATION

Total All Funds

Expended YTD	\$5,784,856
10 Mo Budget Amt	<u>\$6,163,628</u>
	(\$378,772)

Expended through April for Salaries is **\$378,772 less** than our
10 Month Budget Amount.

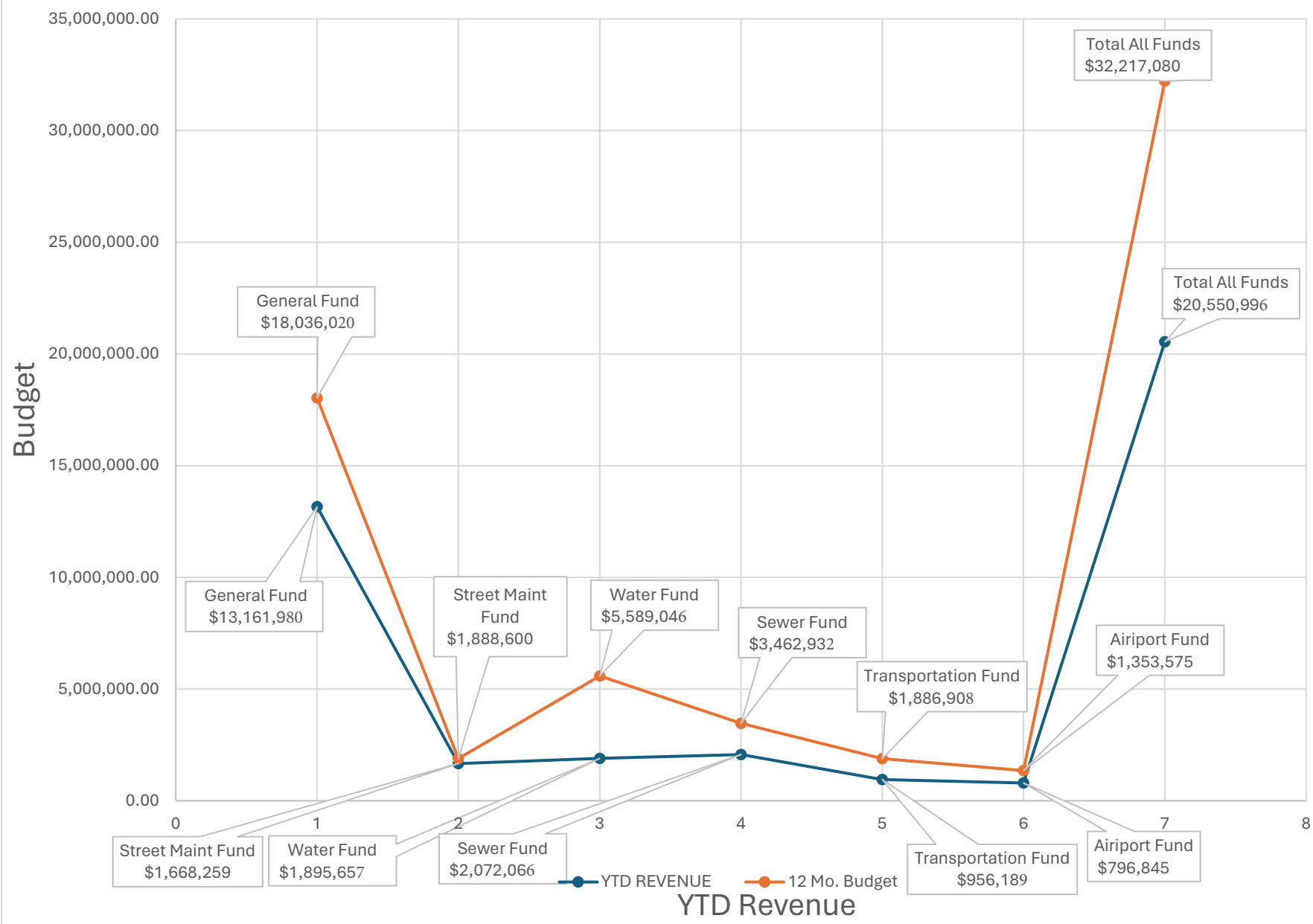
FY23 INFORMATION (PRIOR YEAR)

Total All Funds

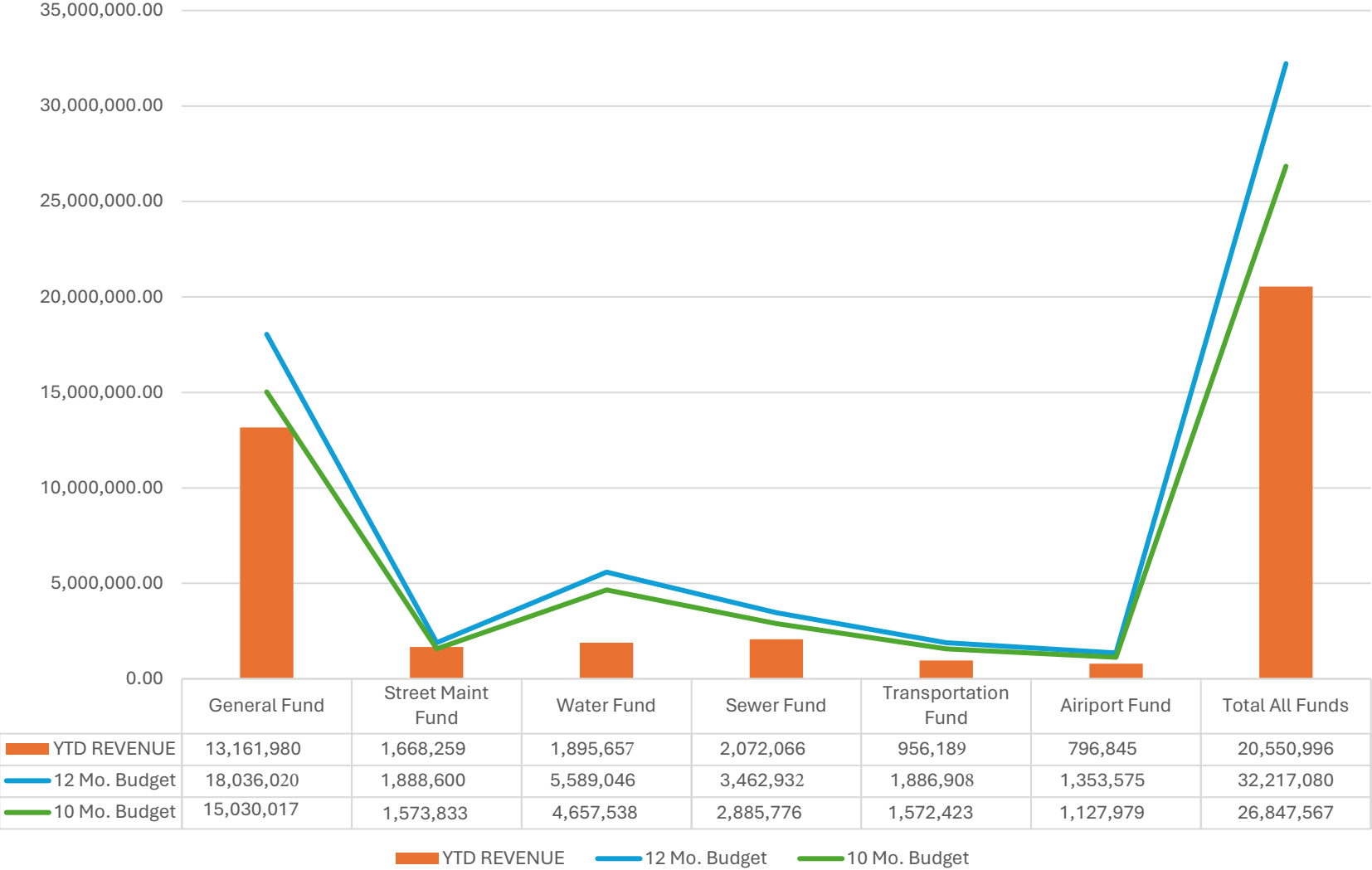
Expended YTD	\$5,083,005
10 Mo Budget Amt	<u>\$5,471,588</u>
	(\$388,583)

Expended through April for Salaries is **\$388,583 less** than our
10 Month Budget Amount.

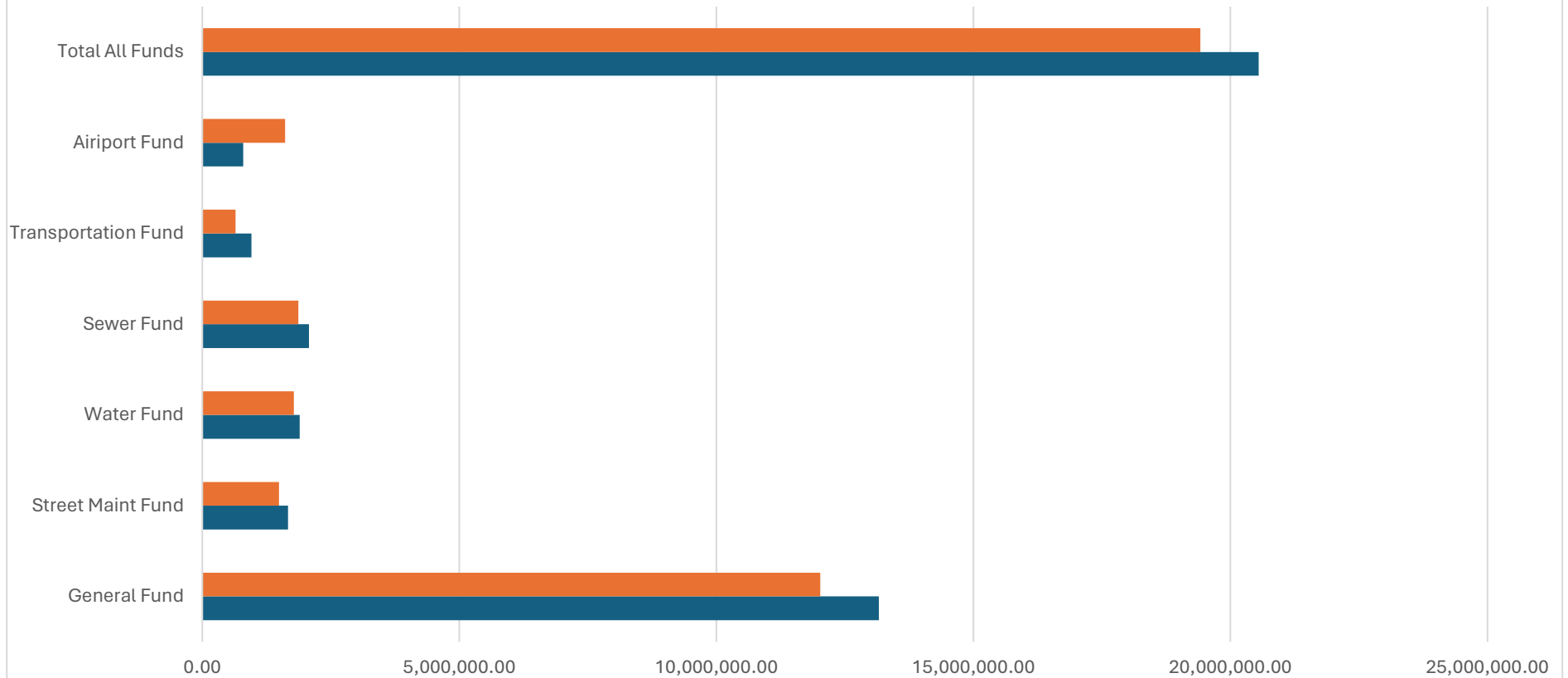
Revenue All Funds - YTD- April 2024



April 2024 Actual Vs. 12 Month Budget and 10 Month Budget



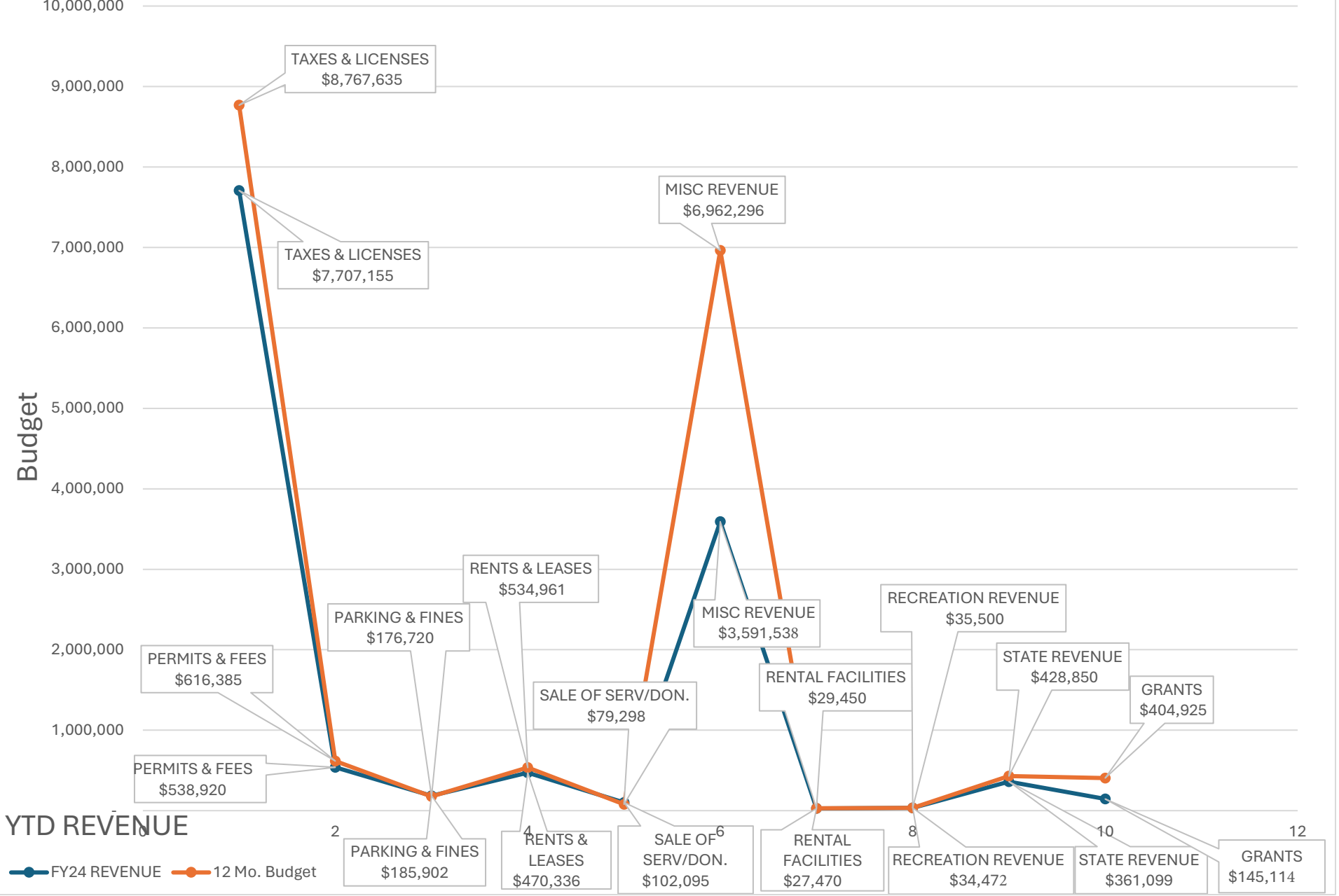
CURRENT APRIL 2024 COMPARED TO PRIOR APRIL 2023 YTD REVENUE



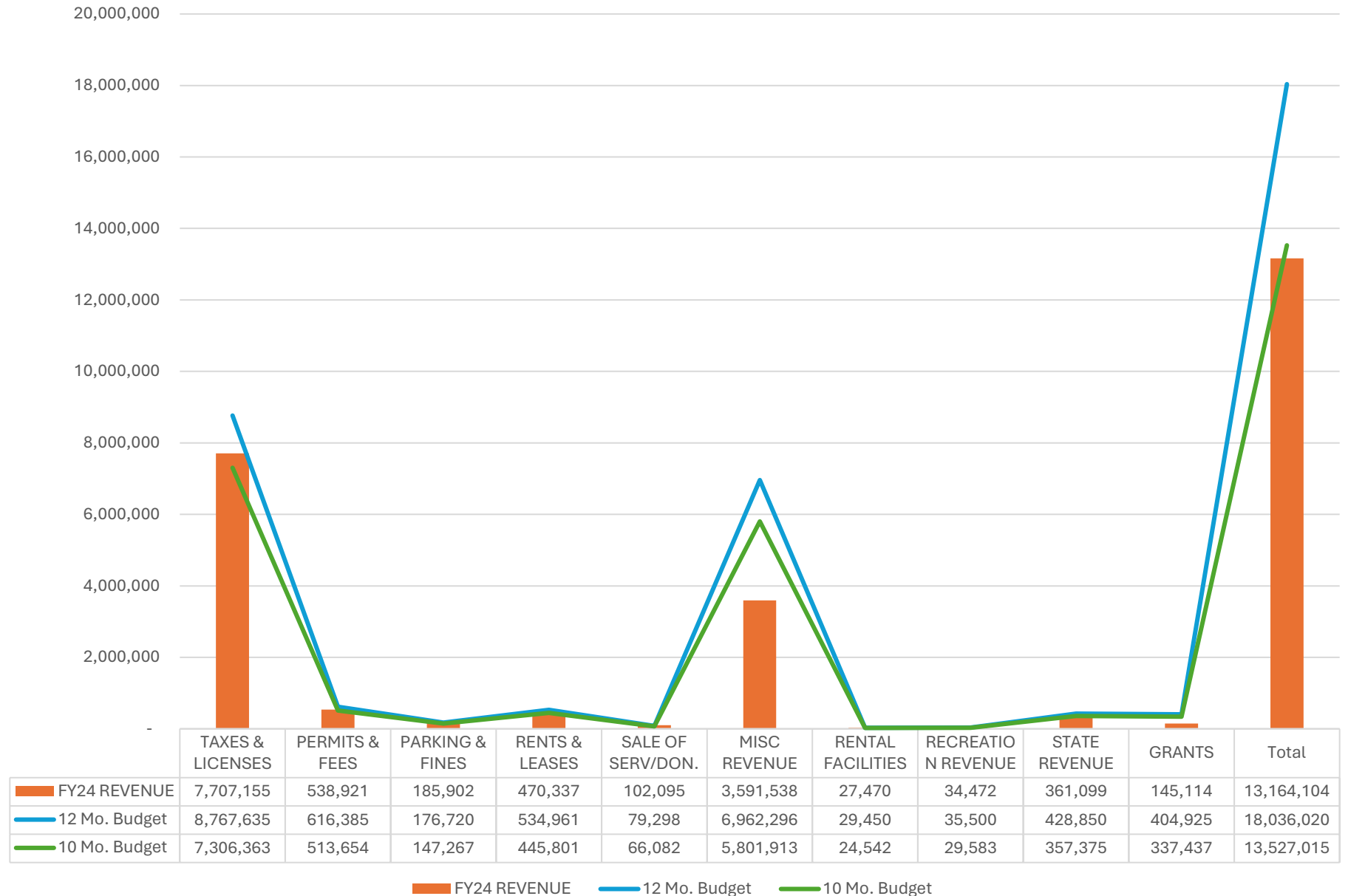
	General Fund	Street Maint Fund	Water Fund	Sewer Fund	Transportation Fund	Airiport Fund	Total All Funds
■ PY YTD REVENUE	12,019,813	1,493,005	1,778,351	1,869,242	646,827	1,607,988	19,415,226
■ YTD REVENUE	13,161,980	1,668,259	1,895,657	2,072,066	956,189	796,845	20,550,996

■ PY YTD REVENUE ■ YTD REVENUE

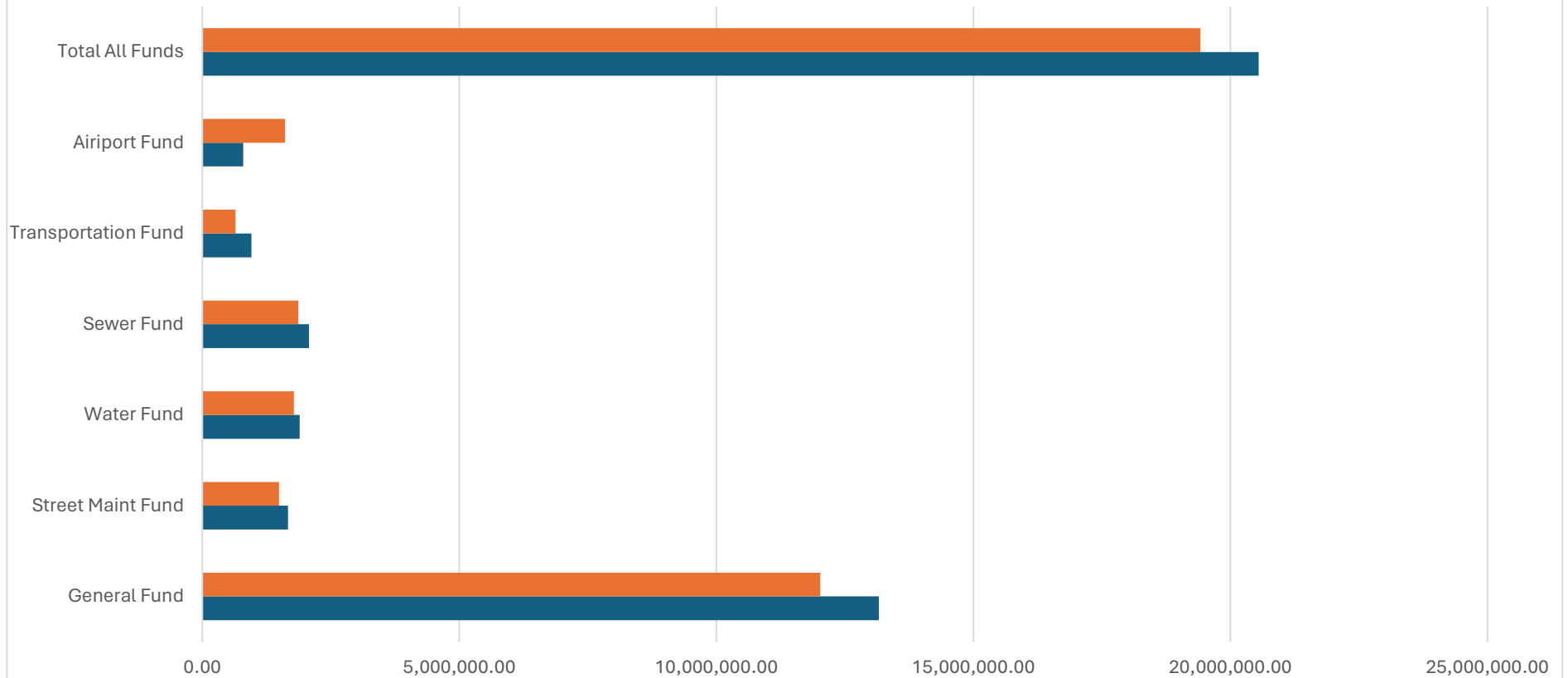
General Fund Revenue YTD- April 2024



April 2024 General Fund - YTD Revenue Vs. 12 Month Budget and 10 Month Budget



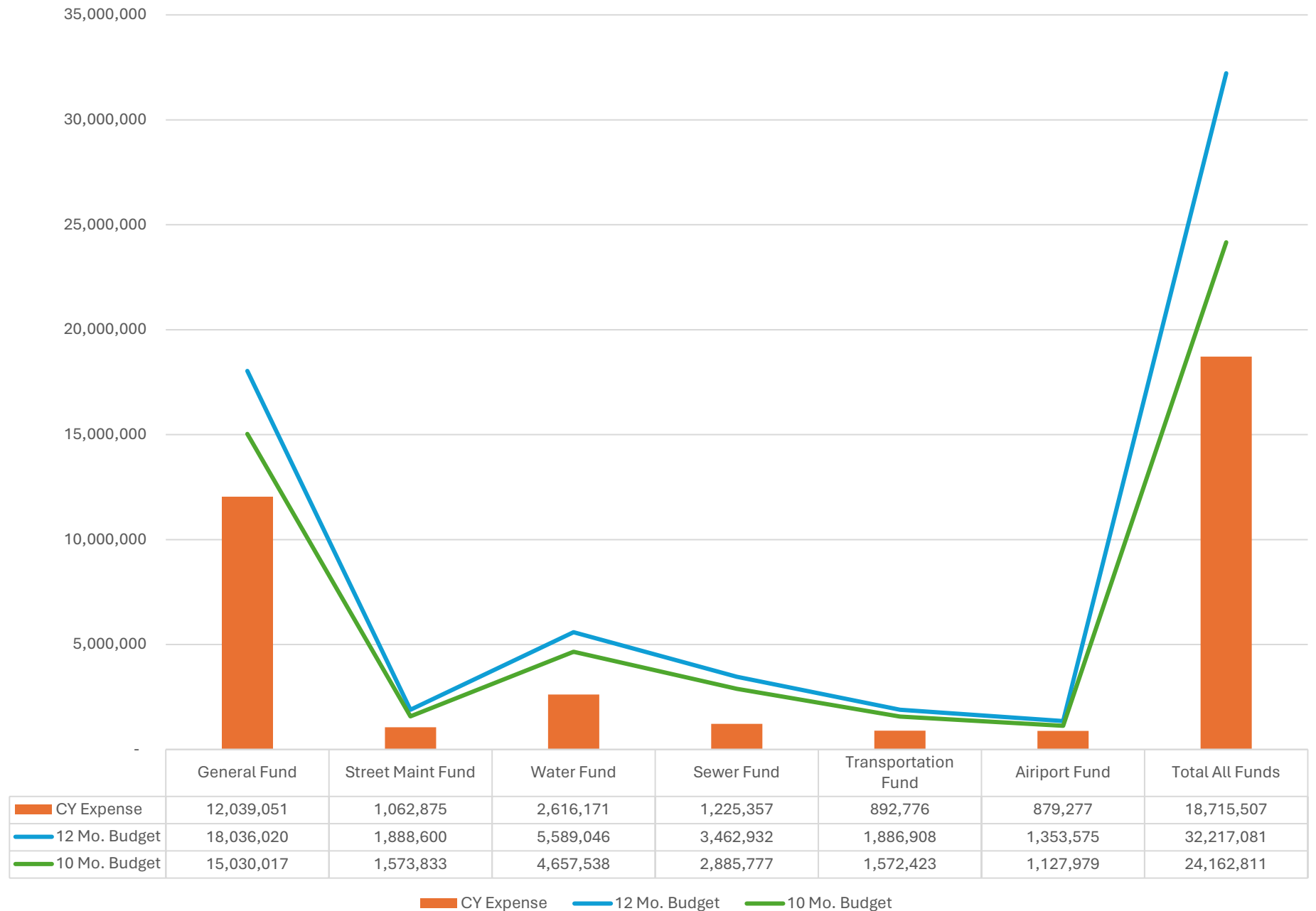
CURRENT APRIL 2024 COMPARED TO PRIOR APRIL 2023 YTD REVENUE



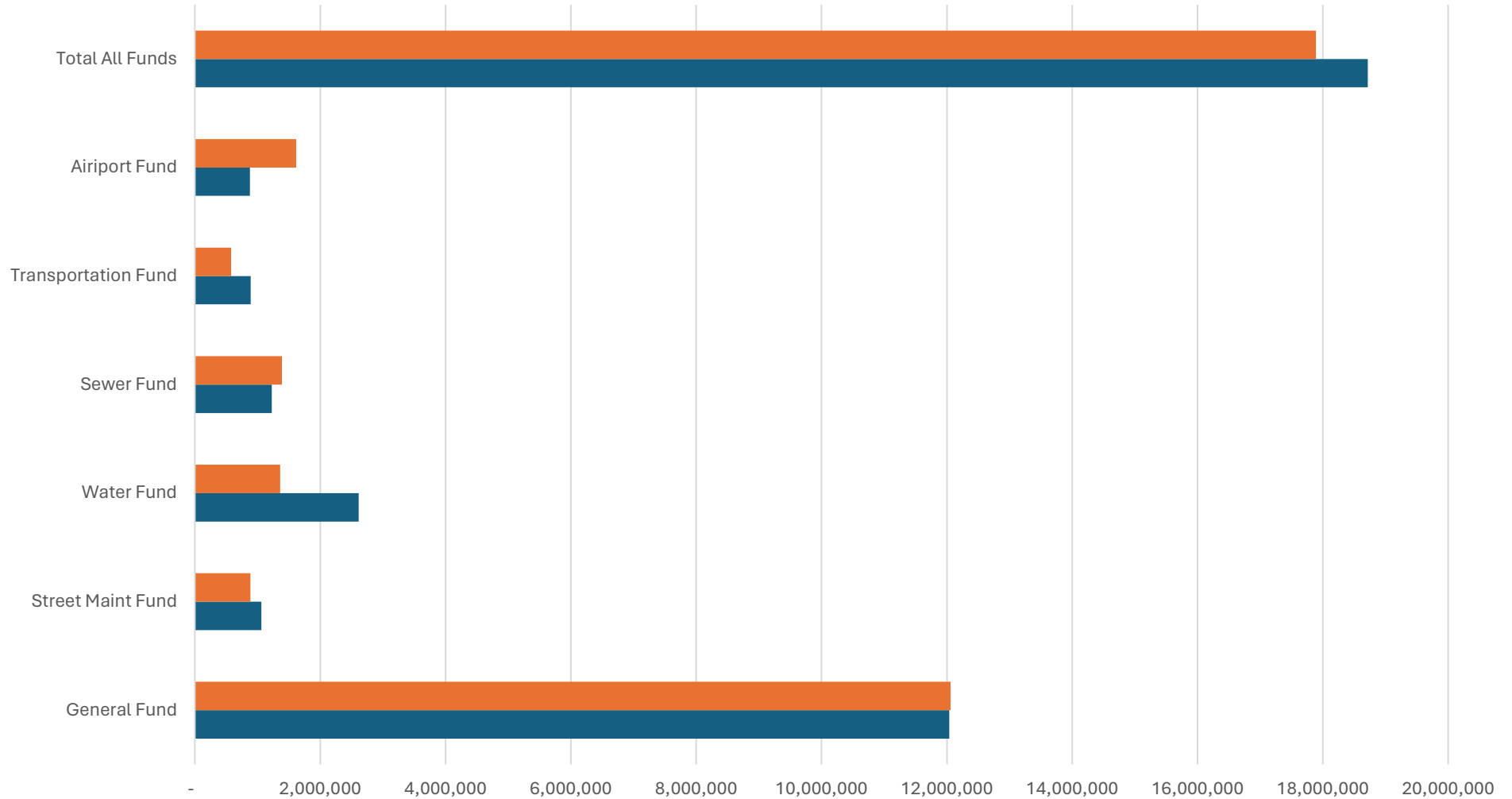
	General Fund	Street Maint Fund	Water Fund	Sewer Fund	Transportation Fund	Airiport Fund	Total All Funds
■ PY YTD REVENUE	12,019,812.99	1,493,005.00	1,778,351.42	1,869,241.64	646,826.75	1,607,988.08	19,415,226
■ YTD REVENUE	13,161,979.80	1,668,259.26	1,895,656.87	2,072,065.96	956,188.88	796,845.15	20,550,996

■ PY YTD REVENUE ■ YTD REVENUE

April 2024 Actual Vs 12 Month Budget and 10 Month Budget



Fund Total Expenses Current Year Vs. Prior Year - April 2024



	General Fund	Street Maint Fund	Water Fund	Sewer Fund	Transportation Fund	Airport Fund	Total All Funds
■ PY Expenses	12,057,139	885,667	1,362,979	1,388,589	580,561	1,617,026	17,891,961
■ CY Expense	12,039,051	1,062,875	2,616,171	1,225,357	892,776	879,277	18,715,507

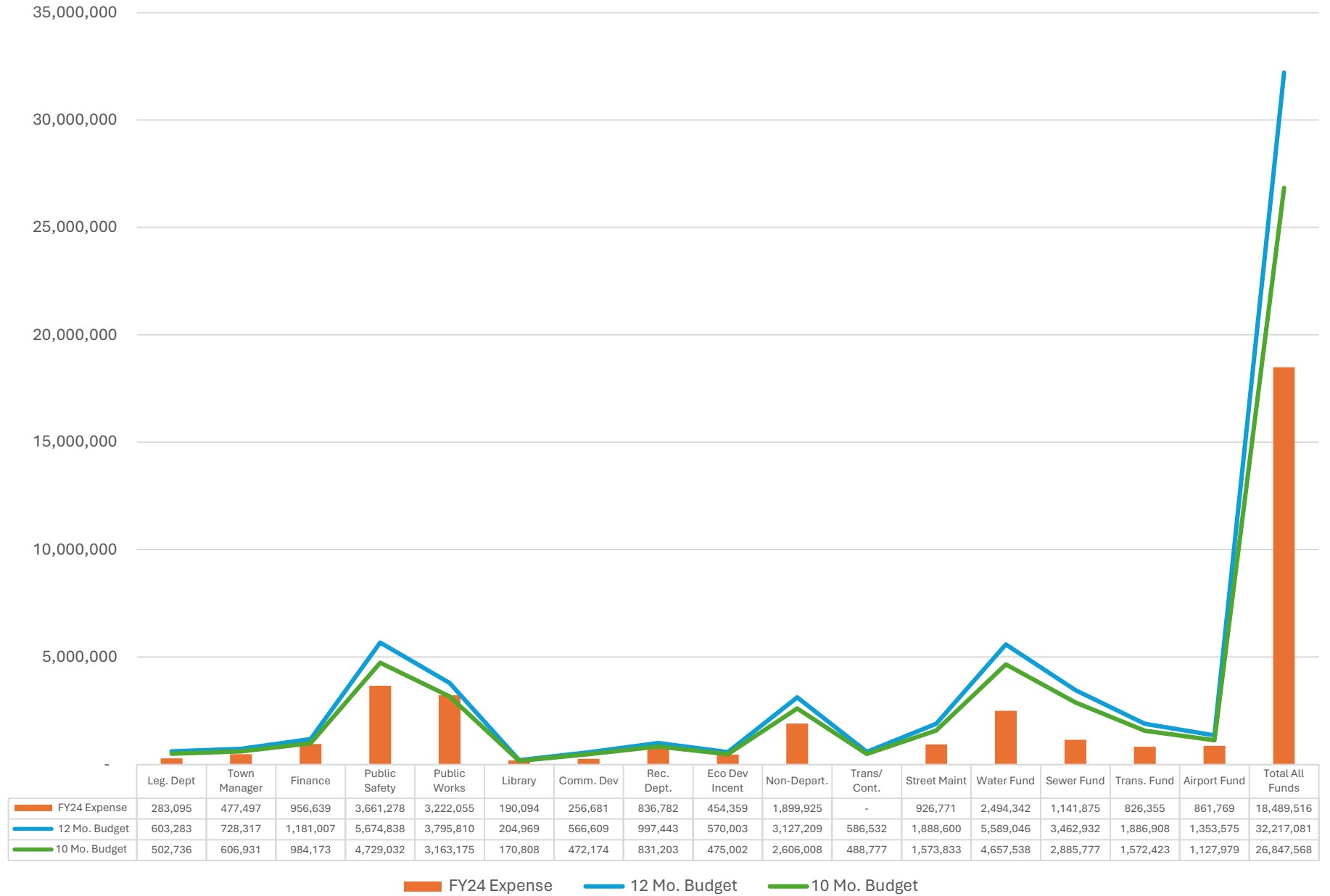
■ PY Expenses ■ CY Expense

Notes on comparisons:

Water Fund: The surge in expenses is due to ARPA purchases such as the generator and mud values replacement.

Transportation Fund: The increase in expenses is due to two passage buses purchased in the current year; no such purchases had been made at this point in the prior year.

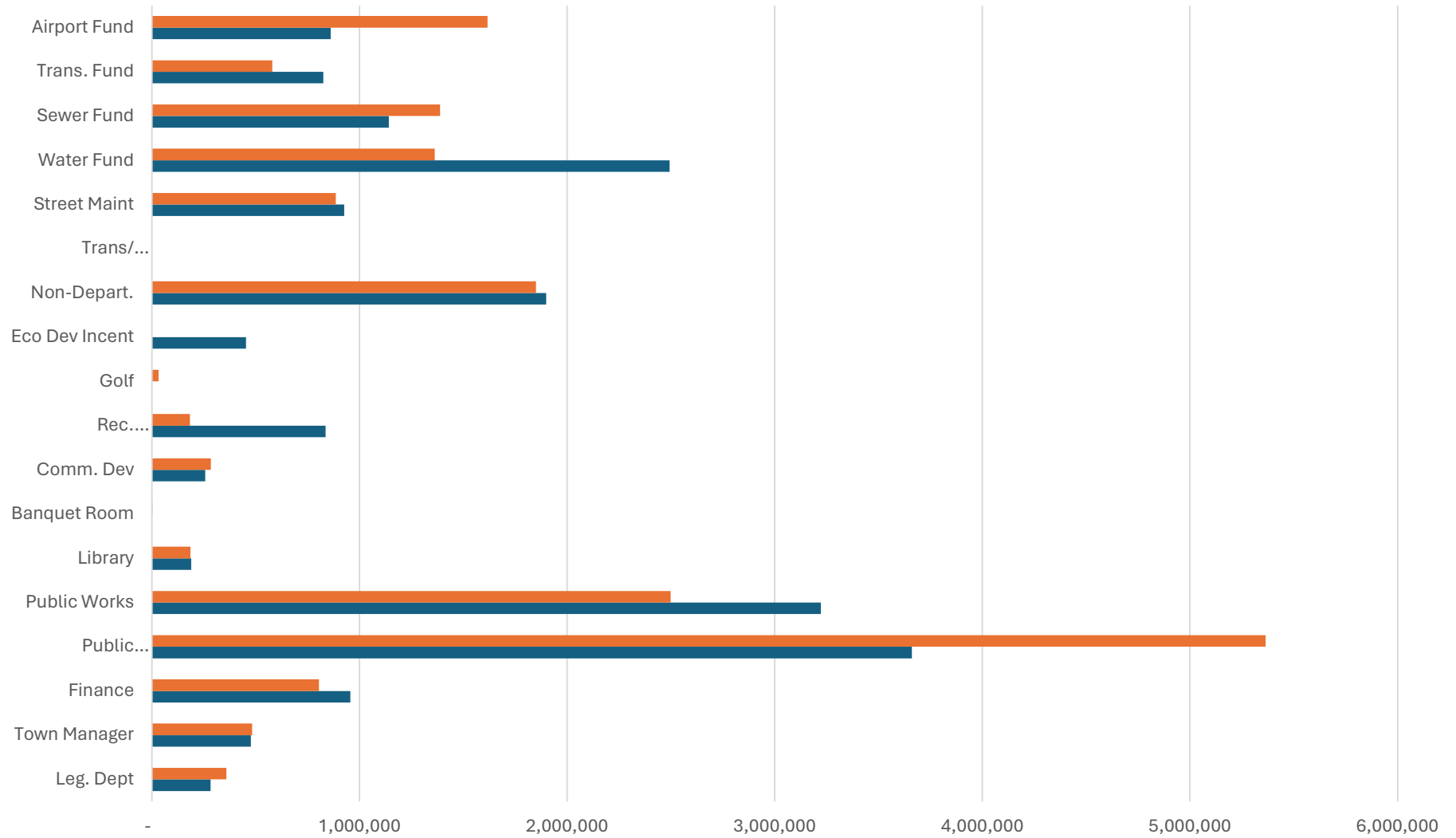
April 2024 - YTD Expenses Vs. 12 Month Budget and 10 Month Budget



Current Year Vs. Budget Notes:

Public Works Department: Purchased Leak Truck, Street Sweeper, Zero-Turn Mower, truck for horticulture and replaced Traffic Light-North Street

Current Year Expenses Vs. Prior Year Expenses - April 2024



■ FY23 Expense
 ■ FY24 Expense

Notes on comparisons:

Public Safety: In the prior year, expenses reflected the purchase of a new Fire Truck and radios for Dispatch.

Public Works: This year's increase in expenditures is related to the purchase of Leaf Truck, Street Sweeper, Traffic Light-North Street, Zero-Turn Mower and Truck for Horticulture Department.

Recreation: This year's increase in expenditures is linked to the acquisition of splashpad equipment in July and August 2023.

Water Fund: This year's increase in expenses is related to ARPA purchases.

Transportation Fund: This year's increase in expenses is related to the purchase of new buses.



Town of Farmville

Agenda Item Summary

MEETING DATE: June 5, 2024

ITEM NUMBER: 6.a. – Allowable Cost Policy - Federal Regulations - DRAFT

BACKGROUND: Verbal Report by Finance Director Julie Moore.

RECOMMENDATION:

FISCAL IMPACT:

ATTACHMENTS:

1. Allowable Cost Policy - Federal Regulations - DRAFT

ALLOWABLE COSTS AND COST PRINCIPLE POLICY

Section 1. PURPOSE

This policy outlines the procedures and guidelines for ensuring that all costs charged to federal awards are allowable under the relevant regulations. The aim is to establish a systematic approach for compliance with federal cost principles, ensuring fiscal responsibility and adherence to Title 2 U.S. Code of Federal Regulations Part 200, commonly known as Uniform Guidance (UG).

Section 2. POLICY

The Finance Department is responsible for administering the Allowable Cost Policy and ensuring compliance with federal regulations. This policy addresses the proper classification of direct and indirect charges to federal grant-funded projects and enacts procedures to ensure that proposed and actual expenditures are consistent with the federal grant award terms and all applicable federal regulations in the UG.

Section 3. OBJECTIVES

- To ensure all costs charged to federal awards are allowable, reasonable, and allocable.
- To maintain fiscal integrity and compliance with federal regulations.
- To foster a cooperative and informed environment among departments regarding federal cost principles and compliance requirements.

Section 4. GENERAL COST ALLOWABILITY CRITERIA

All costs expended using federal grant funds must meet the following general criteria:

- Be necessary and reasonable for the grant program's proper and efficient performance and administration.
- Be allocable to the federal award in proportion to the benefit received.
- Be authorized under state or local laws and regulations.
- Conform to any limitations or exclusions outlined in federal regulations.
- Be consistent with policies and procedures that apply uniformly to both federal awards and other activities of the Town of Farmville.
- Be adequately documented.

Section 5. PROCEDURES

Regular Review:

- All cost items related to federal awards must be reviewed regularly to ensure compliance.

Chapter: Finance

Courtesy Follow-up:

- If any cost item requires clarification or additional documentation, the responsible department will be contacted to resolve issues promptly.

Formal Notification:

- Departments with unresolved cost issues will receive a formal notification from the Finance Director. This notification will provide a new deadline for submitting the necessary documentation or adjustments.

Escalation:

- If issues remain unresolved after the formal notification, the matter will be escalated to the Town Manager. The Town Manager will formally notify the department of potential consequences for non-compliance, including possible reallocation of costs or disallowance.

Final Steps:

- If compliance is not achieved, the Finance Department will coordinate with relevant authorities to discuss further actions, including potential adjustments to the department's budget.

Section 6. RESPONSIBILITIES

Finance Department Responsibilities:

- Monitor and review cost items regularly.
- Initiate courtesy follow-ups and send formal notifications as needed.
- Coordinate with the town manager to escalate issues related to non-compliance.
- Maintain records of all communications and actions taken for each cost item.

Town Council:

- Review and approve the Allowable Cost Policy.
- Stay informed of the effectiveness of the policy and any significant issues related to cost allowability.

Section 7. SELECTED ITEMS OF COST

The UG specifies the allowability of fifty-five specific cost items. The Finance Department must ensure compliance with these guidelines when charging costs to federal awards. State laws, local regulations, and program-specific rules may further restrict certain costs. Exhibit A identifies and summarizes the Selected Items of Cost.

Section 8. DIRECT AND INDIRECT COSTS

Allowable and allocable costs must be appropriately classified as direct or indirect charges. It is essential that each cost item be treated consistently in like circumstances as either a direct or indirect cost.

- **Direct costs** are expenses specifically associated with a particular federal-funded award-eligible project and can be directly assigned to such activities relatively easily with a high degree of accuracy.
- **Indirect costs** are incurred for a common or joint purpose benefiting more than one federal-funded award-eligible project and are not readily assignable to the project specifically benefited without effort disproportionate to the results achieved.

Section 9. SPECIAL PROVISIONS FOR STATE AND LOCAL GOVERNMENTS

Some special provisions of the UG apply only to states, local governments, and Indian Tribes. Refer to § 200.444, § 200.416, and § 200.417 for details on allowable and unallowable costs.

Section 10. COST ALLOWABILITY REVIEW PROCESS

Pre-approval Review:

- Before authorizing any federal award-funded project, the Town Manager and/or Finance Director must review proposed cost items to determine allowability and allocability.

Post-expenditure Review:

- After incurring an expenditure, the Finance Department will review the cost items listed on invoices or payment demands to ensure they meet allowability criteria.

Section 11. COST TRANSFERS

Any costs charged to a federal award that do not meet the allowable cost criteria must be removed and charged to a non-federal account. Failure to comply with this policy may result in questioned costs, audit findings, and potential repayment of disallowed costs.

EXHIBIT A

Selected Items of Cost	Uniform Guidance General Reference	Allowability
Advertising and public relations costs	2 CFR § 200.421	Allowable with restrictions
Advisory councils	2 CFR § 200.422	Allowable with restrictions
Alcoholic beverages	2 CFR § 200.423	Unallowable
Alumni/ae activities	2 CFR § 200.424	Not specifically addressed
Audit services	2 CFR § 200.425	Allowable with restrictions
Bad debts	2 CFR § 200.426	Unallowable
Bonding costs	2 CFR § 200.427	Allowable with restrictions
Collection of improper payments	2 CFR § 200.428	Allowable
Commencement and convocation costs	2 CFR § 200.429	Not specifically addressed
Compensation – personal services	2 CFR § 200.430	Allowable with restrictions; Special conditions apply (e.g., § 200.430(i)(5))

Chapter: Finance

Compensation – fringe benefits	2 CFR § 200.431	Allowable with restrictions
Conferences	2 CFR § 200.432	Allowable with restrictions
Contingency provisions	2 CFR § 200.433	Unallowable with exceptions
Contributions and donations	2 CFR § 200.434	Unallowable (made by non-federal entity); not reimbursable but value may be used as cost sharing or matching (made to non-federal entity)
Defense and prosecution of criminal and civil proceedings, claims, appeals and patent infringements	2 CFR § 200.435	Allowable with restrictions
Depreciation	2 CFR § 200.436	Allowable with qualifications
Employee health and welfare costs	2 CFR § 200.437	Allowable with restrictions
Entertainment costs	2 CFR § 200.438	Unallowable with exceptions
Equipment and other capital expenditures	2 CFR § 200.439	Allowability based on specific requirement
Exchange rates	2 CFR § 200.440	Allowable with restrictions
Fines, penalties, damages and other settlements	2 CFR § 200.441	Unallowable with exceptions

Chapter: Finance

Fund raising and investment management costs	2 CFR § 200.442	Unallowable with exceptions
Gains and losses on disposition of depreciable assets	2 CFR § 200.443	Allowable with restrictions
General costs of government	2 CFR § 200.444	Unallowable with exceptions
Goods and services for personal use	2 CFR § 200.445	Unallowable (goods/services); allowable (housing) with restrictions
Idle facilities and idle capacity	2 CFR § 200.446	Idle facilities - unallowable with exceptions; Idle capacity - allowable with restrictions
Insurance and indemnification	2 CFR § 200.447	Allowable with restrictions
Intellectual property	2 CFR § 200.448	Allowable with restrictions
Interest	2 CFR § 200.449	Allowable with restrictions
Lobbying	2 CFR § 200.450	Unallowable
Losses on other awards or contracts	2 CFR § 200.451	Unallowable (however, they are required to be included in the indirect cost rate base for allocation of indirect costs)

Chapter: Finance

Maintenance and repair costs	2 CFR § 200.452	Allowable with restrictions
Materials and supplies costs, including costs of computing devices	2 CFR § 200.453	Allowable with restrictions
Memberships, subscriptions, and professional activity costs	2 CFR § 200.454	Allowable with restrictions; unallowable for lobbying organizations
Organization costs	2 CFR § 200.455	Unallowable except federal prior approval
Participant support costs	2 CFR § 200.456	Allowable with prior approval of the federal awarding agency
Plant and security costs	2 CFR § 200.457	Allowable; capital expenditures are subject to § 200.439
Pre-award costs	2 CFR § 200.458	Allowable if consistent with other allowabilities and with prior approval of the federal awarding agency
Professional services costs	2 CFR § 200.459	Allowable with restrictions
Proposal costs	2 CFR § 200.460	Allowable with restrictions
Publication and printing costs	2 CFR § 200.461	Allowable with restrictions
Rearrangement and reconversion costs	2 CFR § 200.462	Allowable (ordinary and normal)

Chapter: Finance

Recruiting costs	2 CFR § 200.463	Allowable with restrictions
Relocation costs of employees	2 CFR § 200.464	Allowable with restrictions
Rental costs of real property and equipment	2 CFR § 200.465	Allowable with restrictions
Scholarships and student aid costs	2 CFR § 200.466	Not specifically addressed
Selling and marketing costs	2 CFR § 200.467	Unallowable with exceptions
Specialized service facilities	2 CFR § 200.468	Allowable with restrictions
Student activity costs	2 CFR § 200.469	Unallowable unless specifically provided for in the federal award
Taxes (including Value Added Tax)	2 CFR § 200.470	Allowable with restrictions
Termination costs	2 CFR § 200.471	Allowable with restrictions
Training and education costs	2 CFR § 200.472	Allowable for employee development
Transportation costs	2 CFR § 200.473	Allowable with restrictions
Travel costs	2 CFR § 200.474	Allowable with restrictions

Chapter: Finance

Trustees	2 CFR § 200.475	Not specifically addressed
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Town of Farmville

Agenda Item Summary

MEETING DATE: June 5, 2024

ITEM NUMBER: 7.a. – Ordinance No. 228

BACKGROUND: A Public Hearing was held on May 8, 2024, on the proposed ordinance. After discussion, a motion was made and carried to send Ordinance No. 228 back to Work Session for the Council to work on the fees.

RECOMMENDATION:

FISCAL IMPACT:

ATTACHMENTS:

1. Ordinance No. 228 - Chapter 15 Amending Parking Meter Division

ORDINANCE NO. 228

Amending Sections 15-122, 15-123, 15-127, 15-130, 15-131, 15-135 and deleting Sections 15-126 and 15-131 of Division 3 of Article III of Chapter 15 – Motor Vehicles and Traffic.

THE TOWN OF FARMVILLE HEREBY ORDAINS:

1. That Sections 15-122, 15-123, 15-127, 15-130, 15-131, 15-134, 15-135 be amended and Sections 15-126 and 15-131 be deleted of Division 3 of Article III of Chapter 15 – Motor Vehicles and Traffic of the Town of Farmville Town Code as follows:

Sec. 15-122. - Time of operation.

The provisions of this division shall apply to metered parking on the streets only between the hours of 8:00 a.m. and 6:00 p.m. *Monday through Saturday.* ~~and on days other than Sundays and the following holidays: Christmas Day, Easter Monday, July Fourth and Thanksgiving Day.~~ Should Christmas Day or the Fourth of July in any year fall on Sunday, the Monday following shall be taken as the holiday for the purpose of the division

Sec. 15-123. - Installation, operation and maintenance.

In the parking meter zones established pursuant to section 15-121, the town manager is directed to provide for the installation or placing of parking meters, and the regulation, control, operation and use thereof in accordance with the provisions of this division, and to maintain such meters in good working condition. Such parking meters installed in a parking meter zone shall be placed upon the curbing immediately adjacent to individual parking spaces, which are to be designated as provided in section 15-124. Each parking meter shall be placed or set in such a manner as to show or display a signal that the parking space assigned to it is or is not legally in use. Each parking meter installed upon any street shall be installed and set to display, upon ~~deposit of a United States of America coin or coins~~ *payment* in accordance with the schedule of charges for the metered parking ~~attached to the meter~~, a signal indicating legal parking time for the time purchased in depositing such ~~coin~~ *payment* for the part of the street upon which such meter is placed. Each meter shall be so arranged that, upon the expiration of such parking limit, or the portion thereof for which the necessary ~~coin~~ *payment* has been deposited, it will indicate by mechanical operation and proper signal that the lawful parking period has expired.

Sec. 15-126. — Deposit of coin; meter to indicate expiration of parking time.

~~When any vehicle shall be parked in any space alongside of or next to which a parking meter is located, the operator of such vehicle shall, upon entering the parking space, immediately deposit, or cause to be deposited, one (1) or more coins of the United States of America, as indicated on such meter, in such parking meter, and the parking space may then be lawfully occupied by such vehicle during the period prescribed as the parking time allowed in such zone, or the portion thereof for which the necessary coin has been deposited. If such vehicle shall remain in such parking space beyond the parking limit prescribed for such parking space, then upon the expiration of the parking limit, or the portion thereof for which the necessary coin has been deposited, the parking meters shall display a sign or signal showing illegal parking and, in which event, the vehicle parked in such parking space shall be considered as parked overtime and~~

beyond the period, and the parking of a vehicle overtime in any such part of a street where any such meter is located shall be a violation of this section and punished as provided in section 15-135.

Sec. 15-127. - Parking overtime.

It shall be unlawful for any person to permit a vehicle to remain or to be parked in any parking space adjacent to any parking meter while such meter is displaying a signal indicating that the vehicle occupying such parking space has already been parked beyond the period of time prescribed for such parking space. It shall be unlawful for any person to cause, allow, permit or suffer any vehicle to be parked overtime or longer than two (2) hours for any parking meter zone. ~~; enforceable twenty-four (24) hours a day.~~

Sec. 15-130. - Violations; duty of officers; payment of fine.

(a) Each police officer charged with the duty of enforcing this division shall take the number of any meter at which any vehicle is overparked, the ~~vehicle tag number~~ *license plate number* and/or registered information of such vehicle, and ~~report the same to the police department and make proper complaint touching~~ *issue a parking citation for* such violation.

(b) Each officer shall attach to such vehicle a *parking citation* ~~notice to the owner thereof~~ that such vehicle has been parked in violation of a provision of the parking meter regulations and instructing such owner when and where to report with reference to such violation. Each such owner may, within fifteen (15) days of the time when such notice was attached to such vehicle, pay to the ~~treasurer's~~ *finance* office a penalty for and in full satisfaction of such violation, the ~~sum of twenty-five (\$25.00)~~ *the amount notated* for each violation, or fraction thereof, during which such vehicle occupied such parking space illegally. The failure of such owner to make such payment to the ~~treasurer's~~ *finance* office within fifteen (15) days of the time when such notice was attached to such vehicle shall render such owner subject to the penalties provided for in section 15-135.

~~(c) Vehicles parked in violation of this ordinance are subject to towing.~~

~~Sec. 15-131. -- Deposits required levied as fees for certain purposes.~~

~~Coins Payments are required to be deposited in parking meters, by credit card, or by a pay app, as provided in this division, are hereby levied and assessed as fees to provide for the proper regulation and control of traffic on the public streets and to cover the cost of the supervision, inspection, installation, operation, maintenance, control and use of parking spaces and regulating the parking of vehicles in the parking meter zones hereby created.~~

Sec. 15-135. – *Parking violation fines, penalty for non-payment, and removal or immobilization of vehicles.*

~~Any person who does not pay the fine within fifteen (15) days from time when such notice was attached to such vehicle shall pay double the amount for all fines, with the exception of parking in a handicap space which will be two hundred dollars (\$200.00).~~

~~(a) Electric Vehicle While Charging Parking Only is \$25 fine.~~

~~(b) Following violations are \$50 fine if paid within 15 business days after which is \$100 fine:~~

~~1. Violation of Meter Ordinance~~

2. *Overtime Parking*
3. *Parking with Left Side to Curb*
4. *Parking on Sidewalk*
5. *Double Parking*
6. *Parking in Loading Zone*
7. *Blocking Driveway*
8. *Parking 20 feet of Intersection*
9. *Parking in Permit Zone*
10. *Resident Parking Only*
11. *Parking in Prohibited Zone*
12. *Yellow Painted Curb*
13. *No Parking at Anytime*
14. *No Parking – Designated Hours*
15. *No Parking – Dual Wheeled Vehicles*
16. *Expired Registration or State Inspection*

(c) Following violations are \$75 fine if paid within 15 business days after which is \$150 fine:

1. *Parking within 15 feet of Fire Hydrant*
2. *Parking in a Fire Zone*

(d) Parking in Handicapped Space is \$150 fine if paid within 15 business days after which is \$200 fine.

(e) Any motor vehicle, vehicle, or trailer parked on a public highway, street, or public grounds in which the owner of such motor vehicle, vehicle or trailer has three (3) or more unpaid or otherwise unsettled parking violations notices or citations may have their motor vehicle, vehicle, or trailer removed or immobilized in a manner that will prevent its removal or lawful operation. It is the duty of law enforcement personnel removing or immobilizing the motor vehicle, vehicle, or trailer to inform as soon as practicable the owner of the nature and circumstances of the prior unsettled parking violations for which the motor vehicle, vehicle, or trailer was removed or immobilized. In any case involving immobilization of a motor vehicle, vehicle, or trailer pursuant to this section, there shall be placed on the motor vehicle, vehicle, or trailer, in a conspicuous manner, a notice warning that the motor vehicle, vehicle, or trailer has been immobilized and that any attempt to move the motor vehicle, vehicle, or trailer might damage it. the owner of the removed or immobilized motor vehicle, vehicle, or trailer or other person acting on his behalf, shall be permitted to repossess or to secure the release of the motor vehicle, vehicle, or trailer by payment of the outstanding parking violation notices for which the motor vehicle, vehicle, or trailer was removed or immobilized and by payment of all costs incidental to the immobilization, removal, and storage of the motor vehicle, vehicle, or trailer and the efforts to locate the owner of the motor vehicle, vehicle, or trailer. Should the owner fail or refuse to pay such fines and costs, or should the identity or whereabouts of the owner be unknown and unascertainable, the ordinance may provide for the sale of the motor vehicle, vehicle, or trailer in accordance with the procedures set forth in § 46.2-1213.

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

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 Pairat _____.

The Honorable Adam Yoelin _____.

The Honorable Donald L. Hunter _____.

The Honorable John Hardy _____.



Town of Farmville

Agenda Item Summary

MEETING DATE: June 5, 2024

ITEM NUMBER: 8.a. – P25 Radio Project Memorandum of Agreement

BACKGROUND: Verbal Report by the Town Manager.

RECOMMENDATION: Approve a MOU with Prince Edward County for Radio System Upgrades

FISCAL IMPACT:

ATTACHMENTS:

1. Farmville Radio System MOA 20240528

**PRINCE EDWARD COUNTY AND TOWN OF FARMVILLE
P25 RADIO PROJECT
MEMORANDUM OF AGREEMENT**

THIS Memorandum of Understanding (MOA) is made and entered into on this [REDACTED] day of [REDACTED], 2024, by and between the County of Prince Edward, a political subdivision of the Commonwealth of Virginia (“Prince Edward”) and the Town of Farmville, a municipal corporation of the Commonwealth of Virginia (“Farmville”), (also individually referred to herein as “Party” and collectively as the “Parties”).

WITNESSETH:

WHEREAS, the governing bodies of Prince Edward and Farmville have determined that it is in the best interest of each jurisdiction to support the mission-critical needs of the Parties’ individual and collective public safety and public service personnel, and citizens’ property and business interests by maintaining, at the highest level of availability and integrity, the Motorola P25 Phase 2 trunked simulcast radio system (the P25 Radio System, or, the System) created by the Parties.

WHEREAS, the Parties wish to enter into this MOA establishing the terms and conditions of their rights and obligations with respect to the purchase, use, operation and maintenance of the System;

NOW, THEREFORE, the Board of Supervisors of the County of Prince Edward, Virginia, and the Town Council of Farmville, Virginia, in consideration of the mutual obligations and mutual benefits accruing to their respective localities from this MOA, have agreed upon the terms herein among themselves as follows:

**ARTICLE I.
SYSTEM DEFINED**

Sec. 1-1. The Parties agree to utilize the System in accordance with the rules and regulations of the Federal Communications Commission (FCC) and the Commonwealth of Virginia and to operate the System in a professional manner and only for official public safety business purposes.

Sec. 1-2. The “backbone” components of the System, which include communications towers, repeaters, communications infrastructure, antennas, system controllers, microwave equipment, equipment shelters, and system frequencies are shared and jointly operated by the Parties to ensure adequate System operations. All licenses required by the FCC are held in the name of Prince Edward on behalf of the Parties.

Sec. 1-3. In order to ensure system integrity, all Parties must utilize Motorola or their assigned subcontractors as the authorized service provider to the System.

Sec. 1-4. In order for the System to operate at the reliability level for which it was designed and to ensure that support of the System is not dependent on the technical abilities of any individual Party, the Parties agree that the System will be maintained through a service agreement with

Motorola. In the event that the Parties determine that a replacement or additional service provider is required, the Parties may elect to modify or terminate their agreement with the current service provider. Such modification or termination shall be effectuated only if there is a majority vote of the Policy Team as described in Section 6 and if the modification or termination is done pursuant to the terms of the agreement with the current service provider.

Sec. 1-5. Necessary and periodic upgrades, software enhancements and emergency technologies will be funded by the Parties' normal funding process. If major system enhancements beyond necessary and periodic upgrades are required, each Party is responsible for coordinating with their locality's governing board to obtain approval for the necessary funding required to undertake such upgrades.

ARTICLE II. RADIO SYSTEM GOVERNANCE

Sec. 2-1. The Parties shall appoint representatives to a "Policy Team" which shall exercise those duties and responsibilities set out in this MOA. The Policy Team is identified as follows.

- (a) County Administrator, Prince Edward County
- (b) County Emergency Manager, Prince Edward County Fire and Rescue
- (c) Town Manager, Town of Farmville

Sec. 2-2. The Policy Team shall be responsible for oversight of policy and fiscal issues related to the System, subject however to authorizations of necessary funds by the governing bodies of the Parties.

Sec. 2-3. The members of the Policy Team can recommend contractual services to the respective governing bodies for professional experts and consultants as required to protect the integrity of the System and the interests of the Parties.

Sec. 2-4. In no event shall Parties be liable to each other for any indirect, incidental, special or consequential damages including, without limitation, damages attributed to any malfunction of the System, unless such malfunction is the result of a Party's negligence with respect to its use or maintenance of the System.

Sec. 2-5. Necessary and periodic upgrades, software enhancements and emergency technologies will be funded by the Parties' normal budgetary process. If it is deemed that system enhancements beyond necessary and periodic upgrades are required, Policy Team members are responsible for coordinating with their locality's governing board.

Sec. 2-6. The Parties shall individually and collaboratively seek grants to enhance the public safety communication network. Any grants must be approved by the Parties. Matching requirements for grants will be paid by all Parties according to the Party allocation percentage outlined in Section 3-1, below. Any grant funds received by the Parties will be applied to the P25 Radio System costs so as to lower the overall total cost of the System to the greatest extent possible. If a Party receives a grant to enhance the public safety communications network and

the receipt of such grant is solely attributable to the efforts of the Party, such grant funds will be applied only to such Party's payment obligations. The Parties agree to share information on available grants and to cooperate on grant applications to the greatest extent possible for the benefit of the System.

Sec. 2-7. Each Party must maintain adequate insurance on equipment and infrastructure owned by their respective jurisdictions. Shared components will be insured by the jurisdiction in which the component is located.

ARTICLE III. BUDGET & FISCAL MATTERS

Sec. 3-1. The same ratio used to purchase the P25 Radio System shall be used to divide the burdens of any infrastructure maintenance service agreements and any system costs not addressed in Sec 1-3. This division of costs shall be referred to as the "Party allocation percentage."

- (a) 77% Prince Edward County
- (b) 20% Town of Farmville
- (c) 2% Longwood University
- (d) 1% Hampden Sydney College

Sec. 3-2. The fiscal agent will maintain a program account for the receipt of funds paid by each Party. The fiscal agent shall be chosen by the Parties. The fiscal agent shall be the Prince Edward County.

Sec. 3-3. The Parties agree that, within thirty (30) days of receipt of an invoice and supporting documentation from the fiscal agent, payment shall be delivered to the fiscal agent.

Sec. 3-4. The Parties will adopt an annual budget for operations, maintenance, and repair of the P25 Radio System Infrastructure which may include components for future construction or other capital improvements. The budget shall be approved in sufficient time to be included in each Party's budget proposal.

Sec. 3-5. The Parties have no authority to incur debt obligations or approve expenditures in excess of the funds appropriated for the operations, maintenance and repairs to the System by the governing body of each Party.

ARTICLE IV. SYSTEM POLICY

Sec. 4-1. Only P25 compliant subscribers are to be maintained on the System. The Parties are encouraged to use P25 Phase 2 subscribers to maintain optimal use and interoperability capabilities. It is further encouraged that installations be performed by trained, certified Motorola, authorized service personnel. P25 equipment protects the System operation and

integrity. Remote Tower Site and other facility access is strictly limited to Motorola authorized trained and certified personnel only.

Sec. 4-2. Where authorized by the Policy Team, tenants may have access/use of the System. Such authorization includes talk-group/channel quantities and operational parameters. Further, such access may also be predicated on and/or subject to system capacity/capabilities.

Sec. 4-3. Other non-Party, non-tenant entities may be granted talk-group/channel access only upon approval by the Policy Team Members to which talk-group/channels are assigned as initially approved by the Party or tenant entities and as coordinated with the Parties.

Sec. 4-4. The use of non-Motorola, radios or equipment is prohibited unless preapproved by the Policy Team.

Sec. 4-5. Any Additional Party may, with the approval of its governing body and with the consent of Prince Edward County and the Town of Farmville (collectively, the “Original Parties”), join and participate in the Motorola P25 Radio System under such additional terms and conditions for membership as may be prescribed by the Original Parties.

ARTICLE V. CO-LOCATION OF OTHER RADIO SYSTEMS

Sec. 5-1. To protect the integrity and operation of the System, any co-location at any Remote Tower Site owned by the Parties must undergo a frequency intermodulation study and a stress/structural analysis. Following review of the intermodulation study and the stress/structural analysis, approval will be required from the jurisdiction which owns the affected tower. This requirement for approval shall include, but is not limited to commercial RF systems, cellular, paging, ham radio, broadband and state/federal radio systems.

ARTICLE VI. DISPUTE RESOLUTION

Sec. 6-1. The Policy Team, or their designees, will meet at least quarterly. Special meetings may be called by any two Policy Team members by actual notice delivered to all Policy Team members at least 48 hours prior to the meeting date, or may be held at any time upon attendance at meetings by all Policy Team members.

Sec. 6-2. A quorum necessary to act at any meeting shall be two (2) Policy Team members, or their designees. All issues presented require a majority vote of those in attendance to be adopted.

Sec. 6-3. The Policy Team members will ensure that the operation of the P25 Radio System meets all requirements of state and federal laws and regulations pertaining to such facilities and systems; ensure that the use, care, and maintenance of the equipment meet the manufacturer’s recommendations; ensure that the building and grounds are properly maintained and that repairs, when needed, are promptly performed.

Sec. 6-4. The chair of the Policy Team shall alternate between the members for a term of two years. On the Effective Date, the chair shall be [REDACTED].

Sec. 6-5. Any dispute, disagreement, or controversy arising among the Policy Team as to the operation of the P25 Radio System, if not resolved within forty-five (45) days of the date such dispute, disagreement, or controversy arose, shall be mediated by a third party neutral, the identity of who shall be jointly determined by the Parties.

Sec. 6-6. The Parties agree to share equally all expenses of mediation incurred, including any court costs, but exclusive to each Party's attorney's fees.

Sec. 6-7. If all Parties agree in writing, the above procedure or any portion thereof may be modified.

ARTICLE VII. MISCELLANEOUS

Sec. 7-1. The effective date ("Effective Date") of this Agreement shall be the final date set forth below in the notarized signatures of the Parties, after the Parties' governing bodies approve this Agreement and authorize its execution by their respective chief executive officer.

Sec. 7-2. Notices hereunder shall be sent by email and regular mail to the following chief executive officer or their successors:

Douglas P. Stanley, County Administrator
COUNTY OF PRINCE EDWARD, VIRGINIA
111 N South Street
Farmville, VA 23901

C. Scott Davis, Town Manager
TOWN OF FARMVILLE, VIRGINIA
116 N Main Street
Farmville, VA 23901

Sec. 7-3. This MOA and the attachments hereto constitute the full agreement among the Parties. This Agreement may only be amended by written amendment adopted by each of the participating governing bodies.

Sec. 7-4. The Parties hereto agree that the Circuit Court of Prince Edward County, Virginia, shall have jurisdiction and venue as to any matters requiring court action hereunder.

ARTICLE VIII. TERMINATION OF MEMBERSHIP FROM THE RADIO SYSTEM

Sec. 8-1. Any Party wishing to terminate its participation in the System ("the Withdrawing Party") shall provide at least 12-months' Notice of Termination to all remaining Parties. The Withdrawing Party shall bear all costs associated with: (1) its removal from the System; (2) adapting the System to the absence of the Withdrawing Party such that no degradation of

operational capabilities is detectable in the System. Additionally, all system frequencies shall remain part of the System, under the operational and strategic control of the Policy Team, unless otherwise authorized by Prince Edward County.

Sec. 8-2. Twelve months after it provides Notice of Termination, the Withdrawing Party may terminate its obligations under this MOA. If, however, the Withdrawing Party has not satisfied its obligations pursuant to section 8-1, it may not terminate its obligations under this MOA until its section 8.1 obligations have been satisfied.

Sec. 8-3. At the time of withdrawal, any officer or official of the Withdrawing Party then a member of the Policy Team shall be removed from the Policy Team. All core backbone equipment related to the System shall remain in place, and the Withdrawing Party shall have no interest in such property. The Withdrawing Party and the remaining Parties shall reach such agreements as are necessary to dispose of property that can be removed from the System without violating its integrity or operational capabilities.

Sec. 8-4. Upon decision of the governing bodies of all Parties, this MOA, and the joint operations described herein, may be terminated and dissolved. All property held jointly under this MOA shall be divided according to the Party allocation percentage described in Section 3-1 of this agreement, unless agreed to by all Parties or as otherwise provided by law.

IN WITNESS WHEREOF, the parties hereto have set their signatures and seals:

COUNTY OF PRINCE EDWARD, VIRGINIA

By: _____
Douglas P. Stanley, County Administrator

STATE OF VIRGINIA, AT LARGE
COUNTY OF PRINCE EDWARD, to-wit:

The foregoing instrument was acknowledged before me this ____ day of _____,
2024, by Douglas P. Stanley, County Administrator, Prince Edward County.

My Commission expires:

Notary Public:

TOWN OF FARMVILLE, VIRGINIA

By: _____
C. Scott Davis, Town Manager

STATE OF VIRGINIA, AT LARGE
TOWN OF FARMVILLE, to-wit:

The foregoing instrument was acknowledged before me this _____ day of _____,
2024, by C. Scott Davis, Town Manager, Town of Farmville, Virginia.

My Commission
expires:
Notary
Public:



Town of Farmville

Agenda Item Summary

MEETING DATE: June 5, 2024

ITEM NUMBER: 11.a. – 2.2-3711 A 29 - Discussion of the award of a public contract involving the expenditure of public funds, including interviews of bidders or offerors, and discussion of the terms or scope of such contract, where discussion in an open session 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.29. of Section 2.2-3711, for the discussion of the award of a public contract involving the expenditure of public funds, including interviews of bidders or offerors, and discussion of the terms or scope of such contract, where discussion in an open session 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