

**WEST POINT TOWN COUNCIL
WORK SESSION
April 29th 2013
Agenda**

- I. 5:00 Dinner**
- II. 5:30 p.m. Work Session at Town Hall**

**TOWN OF WEST POINT
AGENDA
APRIL 29th, 2013
6:30 PM
AUDITORIUM**

I. CALL TO ORDER

- A. Invocation
- B. Pledge of Allegiance

II. CITIZENS ADDRESS TO COUNCIL

- A. Delegate Keith Hodges Presentation
- B. FY 2013-14 Budget Presentation
- C. Citizens Address to Council

III. COUNCIL RESPONSE

IV. AGENDA CHANGES

V. ADOPTION OF CONSENT AGENDA

- A. Town Council March 25th, 2013, Called Meeting
April 3, 2013, Budget Public Hearing April 22nd 2013 and
Called Meeting April 22nd 2013. **(Enc. 1)**
- B. Cash Report **(Enc. 2)**
- C. Monthly Budget Report **(Enc. 3)**
- D. School Fund Cash Report **(Enc. 4)**
- E. West Point Monthly Police Activity Report **(Enc. 5)**
- F. Building Official Inspection Report **(Enc. 6)**
- G. Public Works Monthly Report **(Enc. 7)**
- H. Zoning Administrator Monthly Report **(Enc. 8)**
- I. Treasurer Monthly Report **(Enc. 9)**

VI. COMMITTEE REPORTS

A. Community Development

B. Education Committee

C. Finance Committee

1. Supplement IV of the Town Code
2. Budget Resolution
3. Ordinance 04-13 / Natural Gas Tax & Building Permit Fees

(Enc. 10)

(Enc. 11)

(Enc. 12)

D. Public Safety

E. Public Works

VII. TOWN MANAGER

VIII. OLD BUSINESS

IX. NEW BUSINESS

A. Planning Commission Report – Jim Hudson

X. ADJOURNMENT

Information only

(Enc. 13)

**WEST POINT TOWN COUNCIL
WORK SESSION
MINUTES
MARCH 25th, 2013
5:30 P.M.**

I. Fiscal Year 2013-14 Budget

Mr. Edwards presented Town Council with a power point presentation on the budget for Fiscal Year 2013-14. The proposed total Budget is \$13,261,094.00. The School budget will be \$8,915,392.00 and the Town Budget will be \$3,459,602.00. Mr. Edwards also stated that 67% of the budget will be going to the schools, 33% is the town operating budget.

Mr. Hudson asked Mr. Edwards where is the \$312,000 payment for the HVAC project coming from?

Mr. Edwards advised the Debit Service Payment will be taken out of the Town's \$3,459,602.00. Mr. Edwards also stated that the \$60,000 for Safe Routes to School will be used towards the \$79,000 that the School has asked to remain in the budget, those funds were a loan last year.

Mr. Edwards gave an overview of the Revenues and Expenditures and stated that a Budget Public Hearing has been scheduled for Monday, April 22nd 2013 at 6:30 PM.

Dudley Olssen asked if the Safe Routes to School project will occur.

Mr. Hudson stated that Safe Routes to School may be back into the budget at a later date.

There being no further business, the Work Session was adjourned at 6:00 PM.

James H. Hudson, III
Mayor

ATTEST:

Karen M. Barrow
Town Clerk

**TOWN OF WEST POINT
TOWN COUNCIL
MINUTES
March 25th, 2013**

I. CALL TO ORDER

The West Point Town Council held its regular monthly meeting on Monday, March 25th, 2013. The Honorable James H. Hudson III called the meeting to order at 6:30 p.m. The Invocation was given by Reverend Ann Davenport followed by the Pledge of Allegiance.

Members Present: Mayor, Jim Hudson; Vice Mayor, Deborah Ball; Tina Gulley; Wayne Healy; Paul Kelley; Jack Lawson; Bub Shreaves and Chris Vincent.

Also Present: John B. Edwards, Jr., Town Manager; Andrea Erard, Town Attorney; Karen Barrow, Town Clerk; Interim Chief of Police Bobby Mawyer WPPD; TC Moore, Town Treasurer; Holly McGowan, Community Development Coordinator; Walt Feurer, Director of Public Works; and other interested persons.

II. CITIZENS ADDRESS TO COUNCIL

A. Public Hearing – Ordinance 01-13/Funeral Homes

Mr. Hudson read the public hearing advertisement and asked the Town Clerk if any one asked to view the application or for assistance to attend the public hearing.

The Town Clerk advised no requests were received.

Mr. Hudson opened the floor for citizens to address Council on Ordinance 01-13, a zoning text amendment to the R-4 zoning district to add funeral homes as a permitted use with a special use permit. There being none, the public hearing was closed.

1. Action

Mr. Lawson made a motion to adopt ordinance 01-13, seconded by Mrs. Gulley. Upon roll call Deborah Ball; Tina Gulley; Wayne Healy; Paul Kelley; Jack Lawson; Bub Shreaves voted ‘Aye’ and Chris Vincent abstained from voting.

B. Citizens Address to Council

Mr. Hudson opened the floor for citizens to address Town Council on any Town related business. There being none, Mr. Hudson closed the Citizens Address.

III. COUNCIL RESPONSE

None was noted.

IV. AGENDA CHANGES

Mr. Lawson made a motion to adopt the agenda as presented, seconded by Mrs. Ball. Upon roll call Mrs. Ball, Mrs. Gulley, Mr. Healy; Mr. Kelley, Mr. Lawson, Mr. Shreaves and Mr. Vincent all voted “Aye”.

V. ADOPTION OF CONSENT AGENDA

Mrs. Ball made a motion to adopt the following consent agenda, seconded by Mr. Shreaves. Upon roll call Mrs. Ball, Mrs. Gulley, Mr. Healy; Mr. Kelley, Mr. Lawson, Mr. Shreaves and Mr. Vincent all voted “Aye”.

- 1) Minutes of February 25th 2013 Town Council Meeting and March 5th 2013 joint work session with the School Board.
- 2) Cash Reports
 - a) General Fund
Cash on hand as of February 28, 2013 - \$4,165,125.69
 - b) Water Fund
Cash on hand as of February 28, 2013 - \$805,988.95
 - c) CIP
Cash on hand as of February 28, 2013 - \$(132,674.31)
 - d) Solid Waste
Cash on hand as of February 28, 2013 - \$61,700.91
- 3) Monthly Budget Report
- 4) School Fund Cash Report
 - a) Cash on hand as of February 28, 2013 - \$288,947.75
- 5) West Point Monthly Police Activity Report
- 6) Building Official Monthly Report
- 7) Public Works Monthly Permit Report
- 8) Community Development Monthly Permit Report
- 9) Treasurer Monthly Report

V. COMMITTEE REPORTS

A. Economic and Community Development – Mr. Lawson reported for the Committee

Mr. Lawson advised there was nothing to report.

B. Education Committee – Mr. Shreaves reported for the Committee

Mr. Shreaves advised there was nothing to report.

C. Finance Committee – Mrs. Ball reported for the Committee

Mrs. Ball advised there was nothing to report.

D. Public Safety – Mrs. Gulley reported for the Committee.

E. Public Works – Mr. Vincent reported for the Committee

Mr. Vincent advised there was nothing to report.

VII. TOWN MANAGER’S ITEMS

A. Authorization to Advertise for a Public Hearing on FY 2013-14 Budget

Mrs. Ball made a motion to authorize the Town Manager to advertise for a public hearing on the Fiscal Year 2013-14 Budget for April 22nd 2013 at 6:30 PM. Seconded by Mrs. Gulley, upon roll call Mrs. Ball, Mrs. Gulley, Mr. Healy; Mr. Kelley, Mr. Lawson, Mr. Shreaves and Mr. Vincent all voted “Aye”.

B. Authorization to Advertise for a Public Hearing on Ordinance 04-13, Gas Tax and Building Permit Fee

Mrs. Ball made a motion to authorize the Town Manager to advertise a public hearing on Ordinance 04-13, Gas Tax and Building Permit Fees for April 22nd, 2013 at 6:30 PM. Seconded by Mrs. Gulley, upon roll call Mrs. Ball, Mrs. Gulley, Mr. Healy; Mr. Kelley, Mr. Lawson, Mr. Shreaves and Mr. Vincent all voted “Aye”.

VIII. OLD BUSINESS

There was nothing to discuss under Old Business.

IX. NEW BUSINESS

A. Planning Commission Report - Mr. Hudson

Mr. Hudson advised the Planning Commission did not hold a meeting in February, therefore there is no report.

X. ADJOURNMENT

There being no further business, Mayor Hudson adjourned the meeting at 6:45 PM.

James H. Hudson, III
Mayor

ATTEST:

Karen M. Barrow
Town Clerk

**TOWN OF WEST POINT
CALLED MEETING
APRIL 3RD 2013
Minutes**

I Call to Order

The Honorable James H. Hudson, III called the meeting to order on April 3rd, 2013 at 6:30 p.m.

Members Present: Mayor, Jim Hudson; Vice Mayor, Deborah Ball; Tina Gulley; Wayne Healy; Jack Lawson; Bub Shreaves and Chris Vincent.

Members Absent: Paul Kelley.

Also Present: John Edwards, Town Manager; Andrea Erard, Town Attorney; Karen Barrow, Town Clerk; Interim Chief of Police, Bobby Mawyer; TC Moore, Town Treasurer; Walt Feurer, Director of Public Works; Holly McGowan, Director of Community Development; Tom Redd, King William Board of Supervisors and other interested persons.

Mayor Hudson advised the reason for a Called Meeting of Town Council is because during the past 48 hours Town Council has learned of the proposed tax increase by King William County on West Point Residents. Tommy Redd, the West Point representative on the King William Board of Supervisors is present to address the proposal.

Tommy Redd advised that King William County has advertised for a public hearing on the FY 2013-14 Budget that includes increases to King William for West Point residents from 27¢ to 81¢ per \$100. King William County residents tax will be reduced from 81¢ to 79¢ per \$100.

Tina Gulley asked Tom Redd to state the increase to the people of the Town?

Tom Redd stated in a combination Town residents are now paying 27¢ to the County, 64¢ to the Town for a total of 91¢. Personal Property Tax to the County currently is 50¢, \$3.52 to the Town for a total of \$4.02, the proposed amount by the County will increase to \$3.65. Machinery and Tools, 95¢ to King William, \$2.40 to the Town for a total of \$3.35, the proposed increase will be \$2.45 to the County.

Mr. Hudson opened the floor for citizens to address council on this issue.

Tom Redd advised the public hearing is scheduled for Monday, April 15th at 7:00 PM.

1. Arthur Damers, 3440 King William Avenue, West Point, Virginia stated he feels this will affect the Town as a whole, employee's, schools and residents, it will make it hard to pay the taxes especially for the people who are living on a fixed income.
2. Ronald Kirkland, 286 Ogden Street, West Point, Virginia stated that he objects to the proposed tax increases by King William and asked if Town Council would change their

meeting date, because it is the same as King William. Mr. Kirkland would like to attend the King William Board of Supervisors meeting and the West Point Town Council meetings, but it is hard when they are on the same day.

3. Maria Robins, 3050 King William Avenue, West Point, Virginia stated she objects to the tax increase and supports any action Town Council might take.
4. Ben Sanders, 2004 Lee Street, West Point, Virginia asked if West Point residents taxes go up will the Town lower their taxes.

Mr. Hudson advised in the proposal by King William there will be a budget short fall of \$800,000 in the school budget. Town Council will review the issue and options in a closed session.

5. Zack Hodges, 423 4th Street, West Point, Virginia stated that he lives in the house that his great, great grandfather built around 1893 and the tax increase would be a big burden on his family. Mr. Hodges is also concerned about the economic impact this would have on the area.
6. Gillard Guaderrana, 670 East Magnolia Avenue, West Point, Virginia stated that he has never understood how real estate owners pay different rates in King William and West Point, the rates should be the same.
7. Bernard Lee, 284 Ogden Street, West Point, Virginia stated that the people in King William should be held accountable for the issues created over the past few years.

Mrs. Ball advised that the Town will pay for the mistakes created by King William. Since 1998 funds for the PPTRA went to the General Fund when it should have gone into the school fund.

8. Paul Diggs, 429 1st Street, West Point, Virginia, member of the West Point School Board, stated that the tax proposal and the way King William want to handle those funds would leave the schools with a budget short fall of at least \$800,000 for FY 2013-14 and that the proposal would be a tremendous burden to the Town.
9. Garland Jenkins, 3470 Southern Avenue, West Point, Virginia stated that if the Town had something in writing, the Town would not be in the predicament they are in now and supports any action Town Council takes.

Mr. Hudson asked if anyone else would like to comment on the proposed King William tax increase.

CLOSED SESSION

Mr. Shreaves made a motion to enter into closed session pursuant to Virginia Code §2.2-3711(A)(7) for consultation with legal counsel regarding a specific legal matter requiring the provision of legal advice on the proposed tax increase within the Town of West Point by King William County. Seconded by Mrs. Ball, upon roll call Mrs. Ball, Mrs. Gulley, Mr. Healy, Mr. Lawson, Mr. Shreaves and Mr. Vincent all voted “Aye”

RECONVENE

Mrs. Gulley made a motion to reconvene into open meeting, seconded by Mr. Shreaves. Upon roll call Mrs. Ball, Mrs. Gulley, Mr. Healy, Mr. Lawson, Mr. Shreaves and Mr. Vincent all voted “Aye”

CERTIFICATION

Mr. Lawson made a motion to certify that in Closed Session just concluded that public business matters lawfully exempted from open meeting requirements under the Virginia Freedom of Information Act and only such public business matters as were identified in the motion by which the closed meeting was convened were heard, discussed or considered in the meeting by Town Council. Seconded by Mrs. Ball, upon roll call Mrs. Ball, Mrs. Gulley, Mr. Healy, Mr. Lawson, Mr. Shreaves and Mr. Vincent all voted “Aye”

There being no further business, Mayor Hudson adjourned the meeting at 7:35 PM.

James H. Hudson, III
Mayor

ATTEST:

Karen M. Barrow
Town Clerk

TOWN OF WEST POINT
FY 2013-14 Budget Public Hearing
APRIL 22nd 2013
Minutes

I Call to Order

The Honorable James H. Hudson, III called the meeting to order on April 22nd, 2013 at 6:30 p.m.

Members Present: Mayor, Jim Hudson; Tina Gulley; Wayne Healy; Bub Shreaves; Paul Kelley and Chris Vincent.

Members Present at King William Board of Supervisors Meeting: Deborah Ball and Jack Lawson.

Also Present: John Edwards, Town Manager; Karen Barrow, Town Clerk; Interim Chief of Police, Bobby Mawyer; TC Moore, Town Treasurer; Charlotte Scanlan, Administrative Assistant and other interested persons.

II PUBLIC HEARINGS

A. Ordinance 04-13 / Gas Tax and Building Fees [*See Attached Ordinance*]

Mayor Hudson opened the floor for citizens to comment on Ordinance 04-13. There being none, the public hearing was closed.

B. Fiscal Year 2013-14 Budget

John Edwards, the Town Manager, presented a power point presentation on the Fiscal Year 2013-14 Budget.

Mayor Hudson opened the floor for citizens to comment on the advertised budget and for each person to keep their comments to three minutes unless you are speaking for a group then you have five minutes:

1. Robert South, 1013 F Street, West Point, Virginia stated that he is concerned for the retirement community living on a fixed income and is concerned with recent history of the town implementing fees or tax increases; last year Town employees were reduced by 7 employee's; six months later one of those positions was filled with a part-time person; now Town Council is proposing an assistant at Public Works for \$35,000, one new police officer and to make a part-time employee full-time.

Mr. Hudson told Mr. South that he would be able to speak at the Town Council meeting on April 29th 2013.

2. Linda South, 429 3rd Street, West Point, Virginia stated that she made comments before regarding the police cars randomly parked around town that are not in use. Ms. South advised that the cars are a waste of money if they are not being used.

Chief Mawyer advised that the police department have reduced their vehicle fleet.

Ms. South stated that the proposed budget has a new vehicle purchase.

Mr. Edwards advised the new vehicle is not for the police department.

3. Brad Philpot, 795 Thompson Avenue, West Point, Virginia stated that he has reviewed the budget and does not see the changes or reoccurring fees for vehicle maintenance and gas in the refuse department.

Mr. Edwards advised that the fees and increases are included in the budget. The refuse department is an enterprise fund that is separate to the Town Operational budget. Mr. Edwards stated that he is available to review the budget with residents and to answer any questions.

Mayor Hudson stated that the public will be allowed to speak at the Town Council meeting on April 29th 2013.

There being no further business, Mayor Hudson adjourned the meeting at 7:28 PM.

James H. Hudson, III
Mayor

ATTEST:

Karen M. Barrow
Town Clerk

**TOWN OF WEST POINT
CALLED MEETING
APRIL 22nd 2013
Minutes**

I Call to Order

The Honorable James H. Hudson, III called the meeting to order on April 22nd, 2013 at 7:30 p.m.

Members Present: Mayor, Jim Hudson; Tina Gulley; Wayne Healy; Bub Shreaves; Paul Kelley. and Chris Vincent.

Members Present at King William Board of Supervisors Meeting: Deborah Ball and Jack Lawson.

Also Present: John Edwards, Town Manager; Karen Barrow, Town Clerk; Interim Chief of Police, Bobby Mawyer; TC Moore, Town Treasurer; Charlotte Scanlan, Administrative Assistant and other interested persons.

II Legal Action

1. Legal Action

Mr. Shreaves made a motion to authorize the Town Attorney to initiate an action for declaratory/injunctive relief regarding the constitutionality of the split tax levy and the validity of Ordinance No. 13-04, against the King William Board of Supervisors, in the name of the West Point Town Council, upon the King William Board of Supervisors' approval of Ordinance No. 13-04. Seconded by Mrs. Gulley, upon roll call Mrs. Gulley, Mr. Healy, Mr. Kelley, Mr. Shreaves and Mr. Vincent all voted "Aye".

2. FOIA Legal Action

Mr. Healy made a motion to authorize the Town Attorney to initiate one or more actions, as deemed appropriate by the Town Attorney, to enforce the rights of John Edwards and/or the West Point Town Council with respect to the Virginia Freedom of Information Act. Seconded by Mrs. Gulley, upon roll call Mrs. Gulley, Mr. Healy, Mr. Kelley, Mr. Shreaves and Mr. Vincent all voted "Aye".

Mayor Hudson stated that the public will be allowed to speak at the Town Council meeting on April 29th 2013.

There being no further business, Mayor Hudson adjourned the meeting at 7:37 PM.

James H. Hudson, III
Mayor

ATTEST:

Karen M. Barrow
Town Clerk

TOWN OF WEST POINT
CASH ACCOUNTABILITY
GENERAL/ CIP / WATER FUND
March 2013

GENERAL FUND

CASH ON HAND:	February 28, 2013		\$ 4,165,125.69
<u>REVENUES GENERAL FUND</u>	PP Taxes	Re Taxes	
PRIOR YEAR LEVY=	0	149.68	
2007 LEVY =			
2008 LEVY =			
2009 LEVY=		901.35	
2010 LEVY=	217.83	1,923.62	
2011 LEVY=	975	3,356.73	
TOTAL DELINQUENTS	1,192.83	6,331.38	7,524.21
TAX COLLECTIONS- RE CURRENT			16,607.20
TAX COLLECTIONS- PP CURRENT			6,926.29
INTEREST ON TAX ARREARS			3,124.58
PENALTY			3,659.53
PUBLIC SERVICE CORP TAX			0.00
ZONING PERMITS			2,250.00
599 FUND GRANT			17,775.00
CONSUMER UTILITY TAX			11,681.63
911 WIRELESS BOARD			3,169.77
COURT FINES AND FORFEITURES			2,620.31
MISCELLANEOUS			82,220.26
RENT OF TOWN PROPERTY			1,109.20
MEALS TAX			27,532.31
BUILDING PERMITS			1,463.66
UTILITY CONSUMPTION			8,446.49
MOTOR VEHICLE LICENSES			2,170.64
STATE COMMUNICATIONS TAX			7,204.40
SALE OF CEMETERY PLOTS			0.00
BUSINESS LICENSE			98,373.88
VIRGINIA COMMISSION OF THE ARTS			0.00
LOCAL SALES AND USE TAX			14,285.14
PARKING FINES			25.00
INTERNATIONAL TRAINING			11,198.85
PUBLIC SAFETY SERVICES			0.00
LAW ENFORCEMENT GRANT			0.00
LIC AGENT PAYMENTS			3,981.40
ASSET FORFEITURE- STATE			498.38
CHESTY PULLER RUNNERS			645.00
INTEREST EARNED			<u>2,911.31</u>
<u>TOTAL REVENUES GENERAL FUND</u>			337,404.44
<u>DISBURSEMENTS GENERAL FUND</u>			
TOWN OF WEST POINT-PAYROLL			-96,912.06
TOWN COUNCIL (1101)			-5,235.16
TOWN MANAGER (1201)			-940.69
TOWN TREASURER (1213)			-2,336.05
ELECTORAL BOARD (13010)			
PUBLIC SAFETY (30310)			-360.00
POLICE DEPARTMENT (31700)			-8,642.83
FIRE AND RESCUE (3032)			0.00
EMERGENCY COMMUNICATIONS (3033)			-144.44
BUILDING OFFICIAL			-547.36
COMMUNITY DEVELOPMENT (40340)			-854.65
ECONOMIC DEVELOPMENT (40350)			-2,665.09
PUBLIC WORKS (4101)			-2,334.53
STREETS AND ALLEYS (41020)			-8,027.22
REFUSE COLLECTION/DISPOSAL (4203)			0.00
GENERAL PROPERTIES (4302)			-5,143.41
LIBRARY (7071)			-1,041.15
CEMETERY MAINTENANCE (7108)			0.00
NON-DEPARTMENTAL (71090)			-14,731.33
SCHOOLS LOCAL ASSISTANCE (90000)			-190,000.00
CHESTY PULLER / PLANNING COMMISSION/WETLANDS			-200.04
DEBT PAYMENT			
MISCELLANEOUS			<u>-71,099.46</u>
<u>TOTAL DISBURSEMENTS</u>			-411,215.47
CASH ON HAND GENERAL FUND	February 28, 2013		\$ 4,091,314.66

TOWN OF WEST POINT
CASH ACCOUNTABILITY
GENERAL/ CIP / WATER FUND
March 2013

CIP FUND - FUND 33

CASH ON HAND: February 28, 2013 **-\$132,674.31**

REVENUES CIP FUND

CDBG KIRBY STREET PHASE I	\$	-
CDBG KIRBY STREET PHASE II		-
SAFE ROUTES TO SCHOOL		15,131.53
		15,131.53

TOTAL REVENUES CIP FUND \$15,131.53

DISBURSEMENTS CIP FUND

PUBLIC WORKS REHAB		0
TOWN SQUARE/PLAYGROUND		0
SCHOOL FACILITIES		0
SIDEWALKS SAFE ROUTE TO SCHOOLS		0
CDBG KIRBY -RELOCATION-ACREE		-84
CDDBG KIRBY STREET		0
		0

TOTAL DISBURSEMENTS CIP FUND -84.00

CASH ON HAND CIP FUND February 28, 2013 **\$ (117,626.78)**

WATER FUND - FUND 41

CASH ON HAND: February 28, 2013 **\$805,988.95**

REVENUES WATER FUND

WATER AND SEWER BILLINGS		104,930.19
FACILITY FEES		
CUSTOMER DEPOSITS		450.00
MISC OPERATING WATER		0.00
DTOWN STORM DRAINAGE		0.00
WATER COURT FEES		0.00
WATER CUTOFF NON-PAYMENT		362.66
VOL.REQ.WATER SERVICE ON/OFF		198.36
MISC		250.00
		106,191.21

TOTAL REVENUES WATER FUND 106,191.21

DISBURSEMENTS WATER FUND

PAYROLL		-10388.44
HRSD TRANSFER		-60,110.30
BILLING AND COLLECTION (5102)		-1,454.41
WATER SUPPLY PRODUCTION (5103)		-19,925.94
WATER DIST/MAINT. OPERATION		-2,339.22
WATER FUND CIP - SCADA UPGRADES		-9,756.00
MISC.		-8,817.27
		-112,791.58

TOTAL DISBURSEMENTS WATER FUND -112,791.58

CASH ON HAND WATER FUND February 28, 2013 **\$ 799,388.58**

SOLID WASTE = FUND 420

CASH ON HAND: February 28, 2013 **\$61,700.91**

REVENUES SOLID WASTE FUND

COLLECTIONS	\$	17,506.51
SELL OF CART		-
RECYCLING		166.00
		17,672.51

TOTAL REVENUES SOLID WASTE FUND \$17,672.51

DISBURSEMENTS SOLID WASTE FUND

PAYROLL		-8123
SOLID WASTE		-4693
		-4693

TOTAL DISBURSEMENT SOLID WASTE FUND -12,816.00

CASH ON HAND SOLID WASTE FUND February 28, 2013 **\$ 66,557.42**

TOTAL CASH ON HAND SOLID WASTE FUND **\$ 4,839,633.88**
GENERAL/WATER/CIP/ SOLID WASTE FUNDS

**TOWN OF WEST POINT
Y-T-D EXPENDITURE REPORT
ENDING MARCH 2013**

DEPT#	DEPARTMENT	YTD EXPENDITURES	ADOPTED BUDGET	BALANCE	% SPENT OF ADOPTED BUDGET
	GENERAL FUND				
1101	Town Council	37,216	63,500	26,284	59%
1201	Town Manager	174,345	236,081	61,736	74%
1213	Town Treasurer	219,208	290,900	71,692	75%
13010	Electoral Board & Officials		2,500	2,500	0%
30310	Court Appointed Counsel	1,200	2,000	800	60%
31700	Police Department	527,526	634,885	107,359	83%
3032	Fire and Rescue	75,000	100,000	25,000	75%
	Fire Department Capital Contribution	0	0	0	
3033	Emergency Communications	93,734	120,516	26,782	78%
4033	Building Official	55,136	83,450	28,314	66%
4034	Community Development	61,074	82,911	21,837	74%
4035	Economic Development	12,991	19,325	6,334	67%
4101	Public Works	109,565	181,651	72,086	60%
4102	Streets and Alleys	252,320	340,300	87,980	74%
4302	General Properties	175,228	252,700	77,472	69%
7071	Library	8,652	15,000	6,348	58%
7108	Cemetery	16,737	31,000	14,263	54%
7109	Non Departmental	296,492	481,058	184,566	62%
71500	Chesty Puller	3,205	7,800	4,595	41%
81100	Planning Commission	1,412	5,100	3,688	28%
81400	Board of Zoning Appeals	617	2,700	2,083	23%
81600	Wetlands Board	478	2,700	2,222	18%
90000	Schools Local Assistance	2,740,000	3,820,000	1,080,000	72%
93000	Transfers Out	0	371,796	371,796	0%
	TOTALS	4,862,136	7,147,873	2,285,737	68%
	CIP FUND				
	Capital Improvements	208,411	628,978	420,567	33%
	WATER FUND				
5102	Billing and Collections	55,752	73,100	17,348	76%
5103	Water Supply Production	56,597	98,500	41,903	57%
5104	Water Dist.Maintenance/Operation	139,910	280,800	140,890	50%
51330	Water Fund CIP	17,073	24,000	6,927	71%
998041-1	Reimb to General Fund		50,000	50,000	0%
99041-0009	Repayment of Capital Expense		159,000	159,000	0%
99041-0011	Transfer to Wt Emergency Reserve		50,000	50,000	0%
99041-0012	Transfer to Wt Replacement fund		39,000	39,000	0%
	TOTALS	269,332	774,400	505,068	35%
	SOLID WASTE FUND				
42030	Solid Waste Collection	82,180	143300	61,120	57%
99041	Repayment General - Start Fund		35900	35,900	0%
	TOTALS	82180	179200	97,020	46%

**TOWN OF WEST POINT
Y-T-D REVENUE REPORT ENDING MARCH 2013**

DEPT#	DEPARTMENT	YTD	ADOPTED	BALANCE	%COLLECTED OF	Notes
		Revenues	BUDGET		ADOPTED BUDGET	
GENERAL FUND						
11010	Real Estate Taxes Current	2,046,425	2,119,867	73,442	97%	August 6, 2012
	Real Estate Taxes Delinquent	31,555		-31,555		
11020	Public Svc Tax	87,138	70,000	-17,138	124%	December 1, 2012
11030	Personal Property/MT Tools	3,168,336	3,166,756	-1,580	100%	PPTRA to be received AUG
	Personal Prop. Taxes Delinquent	16,956		-16,956		
11060	Penalties/Interest	36,865	46,000	9,135	80%	
12010	Local Sales and Use Tax	179,326	198,000	18,674	91%	Monthly
12020	Consumer Utility Tax	85,402	110,000	24,598	78%	Monthly
12030	Business License	164,150	159,000	-5,150	103%	March 1, 2013
12050	Motor Vehicle Licenses	49,065	53,000	3,935	93%	August 6, 2012
12060	Bank Stock Taxes	0	29,000	29,000	0%	June 1, 2013
12070	Dept of Motor Vehicles	32,131	40,000	7,869	80%	Monthly
12100	Restaurant Taxes	172,212	215,000	42,788	80%	Monthly
13030	Permits & other Licenses	24,935	19,200	-5,735	130%	Monthly
14010	Fines and Forfeitures	24,630	25,000	370	99%	Monthly
15010	Interest C&F	31,128	65,000	33,872	48%	Monthly
15020	Revenue from Use of Property	121,316	149,800	28,484	81%	Monthly
16120	Chesty Puller	1,480	7,450	5,970	20%	June
1899-1	Miscellaneous/ Expenditure Refunds	101,623	94,000	-7,623	108%	
22010-5	VA Commission of the Arts	5,000	5,000	0	100%	
24010-1	Law Enforcement Grants	3,148	3,500	352	90%	
24010-3	599 Fund Grant	53,325	73,700	20,375	72%	State Schedule
24010-4	Public Safety Services Reimb.	0	10,000	10,000	0%	June 1, 2013
24010-6	911 Wireless Board Funding	26,435	37,000	10,565	71%	Quarterly
24010-9	State Communications Tax	67,290	90,000	22,710	75%	Monthly
24020	Fire Department Grants	0	8,000	8,000	0%	By Submission
41050-2	Transfer from IDA/EDA	0	108,000	108,000	0%	
41050-41	Transfer from Water	0	209,000	209,000	0%	
41050-42	Transfer in from Solid Waste	0	35,900	35,900	0%	
	TOTALS	6,529,871	7,147,173	617,302	91%	
CIP FUND						
15010-2	Transfer in from General	0	23,000	23,000	0%	
	CDBG Kirby Street	181,352	210,000	28,648		
15010-13	Sidewalks - Safe Route to Schools	0	178,000	178,000	0%	
15010-17	Riverwalk Phase III Planning	0	88,000	88,000	0%	
15010-18	Sidewalks- Phase II Safe Route	0	84,978	84,978	0%	
15020-2	Kirby Street SRF (2012)		25,000	25,000	0%	
18990-1	W.P. Crab Carnival Contribution	20,000	20,000	0	100%	
1	TOTALS	201,352	628,978	427,626	32%	
WATER FUND						
16110	Water Service Charges	379,023	573,000	193,977	66%	Monthly
16110-3	Penalty	34,496	25,000	-9,496	138%	
1612	Water Connection Fees	6,304	19,500	13,196	32%	
1619	Water Court Fees	872	1,500	628	58%	
41050-2	Transfer from Water Fund Reserve	\$ -	155,400	155,400	0%	
	TOTALS	\$ 420,695	774,400	353,705	54%	
SOLID WASTE COLLECTION FUND						
16110	Solid Waste Charges	\$ 133,910	177,200	43,290	76%	Monthly
16120-2	Recycling Fees	\$ 2,508	2,000	-508	125%	Monthly
	TOTALS	\$ 136,418	179,200	42,782	76%	

TOWN OF WEST POINT
CASH ACCOUNTABILITY
SCHOOL FUND
MONTH OF MARCH 2013

CASH ON HAND: FEBRUARY 28, 2013

\$ 288,947.75

REVENUES

COMMONWEALTH OF VA	\$ 297,645.68
TOWN OF WEST POINT	\$ 190,000.00
TUITION	\$ 53,562.28
KING WILLIAM COUNTY	\$ 42,991.88
REBATE REFUNDS	\$ 3,012.53
TITLE III	\$ 671.51
WHRO TOWER	\$ 332.26
INTEREST EARNED	\$ 169.68
	<u>588,385.82</u>
	\$ 588,385.82

DISBURSEMENTS

SCHOOL WARRANTS	\$ (367,947.13)
SCHOOL PAYROLL	\$ <u>(409,230.93)</u>
TOTAL DISBURSEMENTS	\$ (777,178.06)

CASH ON HAND: MARCH 31, 2013

\$ 100,155.51



TOWN OF WEST POINT

INTRODUCTION

The monthly report is intended to serve as an overview of the West Point Police Department's effort to combat crime within the Town. The report contains information about the number of criminal offenses during the month of **March 2013** and the activities undertaken by the Police Department to improve the overall quality of life for the community.

A bar graph is included which indicates the offenses broken down by UNIFORM CRIME REPORTING codes and their meaning and the count of each offense. This information helps to determine where to focus resources and use preventive policing. The information is also intended to keep the public and officials informed.

There were a total of **10 offenses, with a clearance rate of 90%** (09 offenses cleared and 1 pending). Here is the number of incidents by zone:

ZONE 1 - 04
ZONE 2 - 03
ZONE 3 - 01
ZONE 4 - 01
ZONE 5 - 00
ZONE 6 - 01

We issued **18** speeding citations for the month of **March**. All eighteen tickets were issued on Rt. 33 and Rt. 30.

In addition to **267 calls for service** this month, the Department also engaged in the following endeavors in the community:

- There are 8 participants in our SAFE CHECK Program and are called daily
- Conducted **336** property checks in the month of March
- Patrolling school routinely in morning and throughout the day
- Visibility at the Elementary, Middle and High School daily

West Point Police Department – Col. Robert W. “Bobby” Mawyer
433 12TH Street P.O. Box 152, West Point, Virginia 23181
[804] 843-2800 Fax [804] 843-4161



- Directing traffic for funerals within the town
- Directing traffic for the school buses daily
- Foot Patrols conducted on Main Street, around Rite Aid and Dollar General

The following meetings occurred during the month of February:

- 3/05 - Chiefs/Sheriff's Meeting
- 3/06 - Planning Commission Meeting
- 3/10 - Chesty Puller Meeting
- 3/12 - Finger Print Kids at PCDC Family Night
- 3/14 - Finance Meeting
- 3/21 - Public Safety Meeting
- 3/25 - Town Council Meeting
- 3/28 - Social Services - Prisoners Re-entry
- 3/28 - Swearing in for Chief Mawyer
- 3/29 - Department Emergency Mgmt Meeting

Training:

- 3/06 - Human Trafficking - Sgt. Cook
- 3/06 - Social Media Training - Inv. Taylor
- 3/14 - Gang Investigation Instruction Training - Inv. Taylor

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WEST POINT POLICE DEPARTMENT MONTHLY REPORT

March 2013

I. Totals

March 1st thru March 31, the West Point Police Department responded to **267** calls for service

A. Traffic Citations	69
B. Arrests	22
C. Accident Reports	2
D. EPO	2

TDO – Temporary Detention Order

EPO – Emergency Protective Order

ECO – Emergency Custody Order

90Z classification includes: TDO, EPO, ECO, Warrant Services and other offenses not reported to the State Police.

II. Traffic Tickets

ILLEGAL WINDOW TINT	1
SPEEDING	18
EXPIRED REGISTRATION	1
FAILURE TO CARRY REGISTRATION	1
EXPIRED STATE INSPECTION	3
FAILURE TO WEAR SEAT BELT	3
NO VALID OPERATOR'S LICENSE	2
DEFECTIVE EQUIPMENT	16
DEFECTIVE LIGHTS	2
DEFECTIVE BRAKES	7
DUI	1
EXPIRED REJECTION STICKER	2
FAILURE TO NOTIFY DMV OF ADDRESS	1
FAILURE TO SECURE CHILD	2
DRIVING ON A FLAT TIRE	2
OVER LENGTH ON TRAILER	1
DOGS RUNNING AT LARGE	1
FAILURE TO STOP AT STOP SIGN	4
VIOLATION OF LEARNER'S PERMIT	1
Total	69

Incidents by Zone (3/1/2013 - 3/31/2013)

Zone(s) Selected: All

West Point Police Department

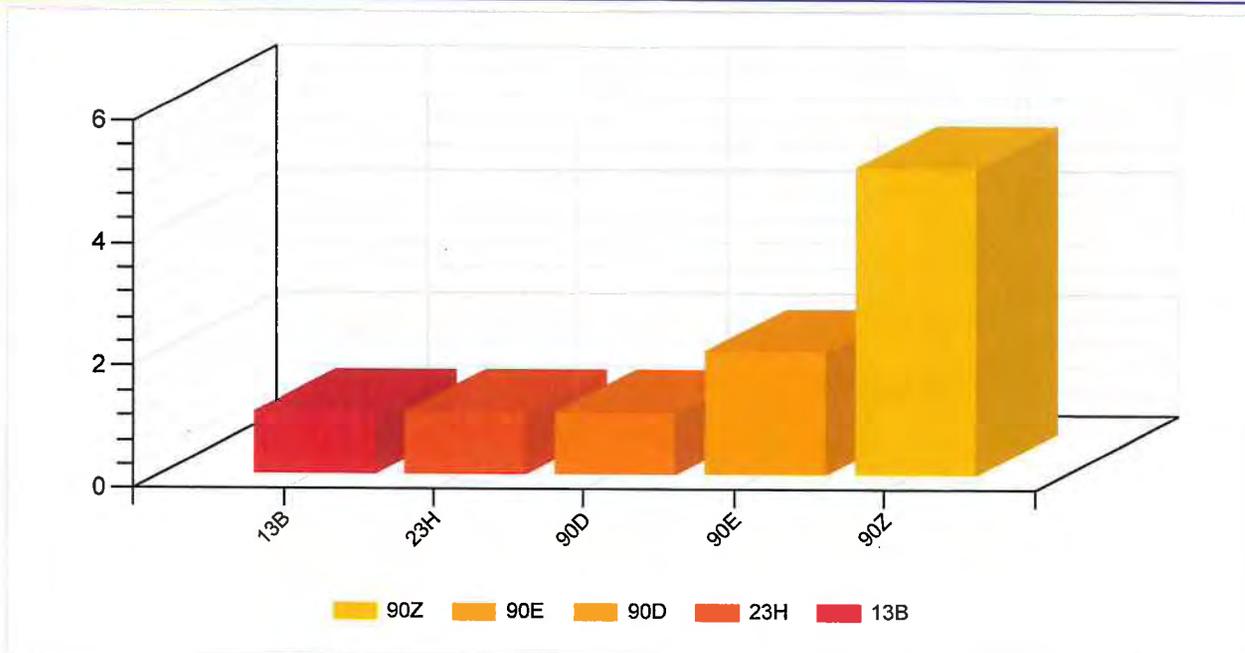
10 Offenses; 9 Incidents

Zone	Incident No.	Incident Date	Offense	Address
01-1ST-14TH ST.	2013-002565	03/08/2013 01:03 PM-03/08/2013 01:03 PM	90Z-All Other Offenses	█ 14Th St West Point, Va 23181
	2013-002622	03/09/2013 03:20 PM-03/09/2013 03:45 PM	23H-All Other Larceny	█ 14Th Street West Point Va, 23181
	2013-002831	03/14/2013 07:04 PM-03/14/2013 07:04 PM	90Z-All Other Offenses	█ Main Street, West Point, Va 23181
	2013-003404	03/31/2013 05:45 PM-03/31/2013 05:45 PM	13B-Simple Assault	█ E Oak Grove Ln West Point, Va 23181
	Total Incidents: 4		Total Offenses: 4	
02-14TH - 24TH ST. MILL SCALE ENT	2013-002817	03/14/2013 01:25 PM-03/14/2013 01:25 PM	90E-Drunkenness	█ 14Th Street West Point Va, 23181
	2013-002837	03/14/2013 10:29 PM-03/14/2013 10:29 PM	90D-Driving Under the Influence	█ Street And Main Street
			90Z-All Other Offenses	█ Street And Main Street
Total Incidents: 2		Total Offenses: 3		
03-24TH ST.- E/WMAGNOLIA,W.O F KWAV	2013-003275	03/27/2013 10:41 PM-03/27/2013 10:41 PM	90Z-All Other Offenses	Route 30 And Lyndale Street
	Total Incidents: 1		Total Offenses: 1	
04-24TH ST- E/WMAGNOLIA,E OF KW AV	2013-002892	03/17/2013 01:23 AM-03/17/2013 01:23 AM	90E-Drunkenness	King William Ave And Oak Grove
	Total Incidents: 1		Total Offenses: 1	
06-E/W MAGNOLIA - TOWN LIMITS	2013-003147	03/23/2013 11:57 PM-03/23/2013 11:57 PM	90Z-All Other Offenses	█ King William Ave
	Total Incidents: 1		Total Offenses: 1	

Offense Count Summary (3/1/2013 - 4/1/2013)

West Point Police Department

Offense	Count
13B-Simple Assault	01
23H-All Other Larceny	01
90D-Driving Under the Influence	01
90E-Drunkenness	02
90Z-All Other Offenses	05
TOTAL OFFENSES:	10
TOTAL INCIDENTS:	9



Arrest Media Report (3/1/2013-3/31/2013)

West Point Police Department

22 Arrests

Arrest #	Arrest Date	PID	Name	Age	City	St.	Arresting Officer	Charge
2013-000034	03/01/2013 12:28 AM	00005153	Martz,Zachary Cole	21	Sandston	VA	0379-Moran, Carlos	18.2-91 Breaking & Enter W/Int To Commit Felony
2013-000035	03/01/2013 12:31 AM	00005153	Martz,Zachary Cole	21	Sandston	VA	0379-Moran, Carlos	18.2-96 Petit Larceny
2013-000037	03/03/2013 02:02 PM	00002953	Blevins,Gabrielle Nicole	20	West Point	VA	0348-Taylor, David	18.2-95 Grand Larceny
2013-000036	03/03/2013 02:04 PM	00002953	Blevins,Gabrielle Nicole	20	West Point	VA	0348-Taylor, David	18.2-22/18.2-91 B&E Building-Intent A&B/Larceny-Unnamed
2013-000039	03/03/2013 02:05 PM	00002953	Blevins,Gabrielle Nicole	20	West Point	VA	0348-Taylor, David	18.2-137 Destruction Of Property-Monument-Value <\$1000
2013-000025	03/03/2013 02:28 PM	00005151	Bradley,Taylor Renee	19	West Point	VA	0348-Taylor, David	18.2-91 Breaking & Enter W/Int To Commit Felony
2013-000027	03/03/2013 02:30 PM	00005151	Bradley,Taylor Renee	19	West Point	VA	0348-Taylor, David	18.2-22/18.2-91 Break & Enter-Intent A & B/Larceny/Unarmed/Conspir
2013-000026	03/03/2013 02:34 PM	00005151	Bradley,Taylor Renee	19	West Point	VA	0348-Taylor, David	18.2-95 Grand Larceny
2013-000028	03/03/2013 02:35 PM	00005151	Bradley,Taylor Renee	19	West Point	VA	0348-Taylor, David	18.2-137 Destruction Of Property-Monument-Value <\$1000
2013-000038	03/03/2013 02:59 PM	00002953	Blevins,Gabrielle Nicole	20	West Point	VA	0348-Taylor, David	18.2-91 Breaking & Enter W/Int To Commit Felony
2013-000040	03/07/2013 03:00 PM	00005153	Martz,Zachary Cole	21	Sandston	VA	0348-Taylor, David	18.2-91 Breaking & Enter W/Int To Commit Felony
2013-000041	03/07/2013 03:00 PM	00005153	Martz,Zachary Cole	21	Sandston	VA	0348-Taylor, David	18.2-22/18.2-91 Breakenter Bulding Intent A&B Larceny - Unarmed
2013-000042	03/07/2013 03:00 PM	00005153	Martz,Zachary Cole	21	Sandston	VA	0348-Taylor, David	18.2-137 Destruction Of Property-Monument-Value <\$1000
2013-000043	03/07/2013 03:00 PM	00005153	Martz,Zachary Cole	21	Sandston	VA	0348-Taylor, David	18.2-95 Grand Larceny
2013-000050	03/14/2013 02:30 PM	00005173	Campbell,Scott Wyatt	53	Ark	VA	0339-Mitchell, Eric	18.2-388 Public Swearing Or Intoxication
2013-000044	03/15/2013 01:37 AM	00000624	Bentley,Terren Earl	51	Lanexa	VA	0379-Moran, Carlos	18.2-266/18.2-270 Dwi:1St Off,Bac .15-.20%
2013-000045	03/15/2013 01:41 AM	00000624	Bentley,Terren Earl	51	Lanexa	VA	0379-Moran, Carlos	46.2-357 Operate Motor Vehicle-Habitual Offender
2013-000049	03/17/2013 02:22 AM	00002305	Eveland,Roger C	22	Toano	VA	0420-Scharamm,Bill	18.2-388 Public Swearing Or Intoxication
2013-000047	03/24/2013 12:46 AM	00005195	Greene,Johnathan David	41	West Point	VA	0286-Bristow,Chris	19.2-306 Revocation Of Suspended Sentence And Probation

Arrest Media Report (3/1/2013-3/31/2013)

West Point Police Department

22 Arrests

Arrest #	Arrest Date	PID	Name	Age	City	St.	Arresting Officer	Charge
2013-000046	03/26/2013 01:50 PM	00002330	Yeary,Adam	23	West Point	VA	0348-Taylor, David	18.2-456 Contempt Of Court
2013-000048	03/27/2013 11:38 PM	00005200	Kiku,Vasiliy Vanovich	25	Glenns	VA	0379-Moran, Carlos	18.2-388 Public Swearing Or Intoxication
2013-000051	03/31/2013 08:26 PM	00004436	Alexander,Jesse Wade	26	West Point	VA	0420-Scharamm,Bill	18.2-57.2 Assault & Battery-Family Member

**Town of West Point
 Monthly Report for March 2013
 From the Office of the Building Official**

	13	12
TOTAL DWELLING PERMITS YEAR TO DATE	1	1
TOTAL DWELLING PERMITS FOR MONTH	0	0
TOTAL PERMITS ISSUED FOR MONTH	16	19
TOTAL INSPECTIONS FOR MONTH	40	45
TOTAL CERTIFICATES OF OCCUPANCY MONTH	1	1
TOTAL CERTIFICATES OF OCCUPANCY YEAR	1	2
OPEN PROPERTY MAINTENANCE CASES	5	7
BUILDING DEMOLITION PERMITS	0	3

Building official attended VBCOA meeting at Cooks corner. Meet with property maintenance violation owner about required repairs to property. Meet with prospective tenants for Business Center, made arrangements to have office locks rekeyed and front door lock repaired.

TOTAL PERMITS BY TYPE

PERMIT	TOTAL	EVALUATION	FEES
Building Comm.	1	42,879.19	50.00
Residential Addition	1	6,000.00	45.00
Gas Residential	1	400.00	35.00
Electrical Residential	2	1,800.00	35.00
Electrical Comm.	3	13,750.00	225.00
Gas Comm.	2	8,500.00	150.00
Mechanical Residential	3	35,650.00	115.00
Mechanical Comm.	1	2,563,000.00	2,049.60
Plumbing Comm.	2	4,800.00	150.00
Plumbing Residential	1	2,500.00	35.00
Demolition			.00

2013	FINAL TOTALS	16	\$2,679,029.19	\$ 2,889.60
2012	FINAL TOTALS	19	\$257,146.57	\$800.00

* In Kind Services cost not reflected- CBGB Grant and Public works project.



Council Members:
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Mayor
DEBORAH BALL
Vice Mayor
JOHN B. EDWARDS, JR.
Town Manager

TOWN OF WEST POINT

To: John B. Edwards, Jr., Town Manager
From: Walter E. Feurer, Jr., Public Works Director
Date: April 18, 2013
Re: *Monthly Progress Report, March 2013*

PUBLIC WORKS

- Completed and submitted Monthly Water Withdrawal Reports to VDH. (3/1)
- Attended Weekly Town Manager Meeting. (3/5)
- Coded and submitted public works invoices. (3/5)
- Attended Water Utility Training Seminar. (3/6 – 3/7)
- Attended Weekly Town Manager Meeting. (3/12)
- Coded and submitted public works invoices. (3/13)
- Attended Staff Meeting. (3/19)
- Completed Council Packet Reports. (3/20)
- Attended Town Council Meeting. (3/25)
- Coded and submitted public works invoices. (3/26)
- Attended Meeting: Networking and Computer Upgrades. (3/29)

PUBLIC WORKS MAINTENANCE SHOP

- Performed scheduled vehicular service work. Approx. 77 hrs.
- Performed scheduled vehicular preventive maintenance work. Approx. 15 hrs.
- Performed unscheduled vehicular breakdown repair work. Approx. 2 hrs.
- Performed other related or unrelated duties. Approx. 4 hrs.

STREETS & ALLEYS

- Various Street Sweeping. Approx. 28.5 hrs.
 - Swept route. (3/4-3/8)
- General Street Maintenance; Street Signs, Streetlights, Sidewalks, Asphalt Repairs. Approx. 20.5 hrs.

General Street Sign Maintenance	9.5 hrs.
General Streetlight Maintenance	1 hrs.
General Sidewalk Maintenance	8.5 hrs.
Right-Of-Way Cleanup & Maintenance	1.5 hrs.
General Roadway Maintenance	0 hrs.

- General Storm Drainage Maintenance work. Approx. 22.5 hrs.

General Debris Cleanup	2.5 hrs.
General Storm System, Inlet Maintenance	7.5 hrs.
General Storm System, Open Ditch Maintenance	12.5 hrs.

- Alley & Parking Lot Maintenance. Approx. 9.5 hrs.

General Alley Maintenance	9.5 hrs.
General Parking Lot Maintenance	0 hrs.
General Cemetery Maintenance	0 hrs.

- Various Tree Maintenance Work. Approx. 3.5 hrs.
- Performed other related or unrelated duties. Approx. 6.5 hrs.

BUILDINGS & GROUNDS

- Performing various Grounds Maintenance tasks. Approx. 62.5 hrs.
- Performing various Building Maintenance tasks. Approx. 9 hrs.
- Performing various maintenance tasks @ WP Ball Field Complex. Approx. 76.5 hrs.
- Performed other related or unrelated duties. Approx. 52.5 hrs.

WATER UTILITY

- Performed Fire Hydrant Maintenance & Flushing. Approx. 4 hrs.
- Performed Water Meter Maintenance/General Work. Approx. 3 hrs.
- Customer Service Call. Approx. 1 hrs.
- Water Utility Accounting Work. Approx. 30 hrs.
 - Monthly Meter Reading Route. (3/15 – 3/19)
 - Performed monthly Rereads for billing. (3/25)
 - Performed (10) Account Cut-Offs for Non-Payment of Utility Bill.
- Production and Well Maintenance. Approx. 26 hrs.
 - Performed daily well inspections and sampling.
 - Collected monthly water samples for the Virginia Department of Health. (3/13)
- Performed General Water Utility Distribution Systems Work. Approx. 9 hrs.

6 th Street 300 block	3/21/13	3 hrs.
110 Thompson Ave.	3/5/13	3 hrs.
WP Cemetery	3/11/13	3 hrs.

- Performed General Equipment Maintenance. Approx. 2 hrs.
- Emergency/After Hours, Call Outs. Approx. 0 hrs.
- Performed 13 Utility Line Locates. Approx. 2 hrs.
- Performed Other Related, Unrelated Work. Approx. 2 hrs.

**PUBLIC WORKS DEPARTMENT
WORK REQUEST MONTHLY REPORT**

March 2013

STREETS & ALLEYS DEPARTMENT	DATE	3/8	3/15	3/22	3/29	TOTALS
Brush Collection		19	4	13	7	43
Streets & Alleys Maintenance		1				1
Tree Work						0
Chip Tonnage		4.5		4.5	4.5	13.5
REFUSE DEPARTMENT						
New Trash Can Delivered			2			2
Missed Trash			1	1		2
Missed Recyclables				3		3
Large Item Collection			10			10
Residential Refuse Collection Tonnage					99	99
Other			2			2
BUILDINGS & GROUNDS DEPARTMENT						
Misc. work Requests		4	5		1	10
						0
WATER UTILITY DEPARTMENT						
Customer Accounting		3		3	4	10
New Service/ Service Inspections						0
Emergency Call-Outs/ Leak Repairs		1	1	1		3
Non-Payment Service Disconnects					10	10

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TOWN OF WEST POINT

MEMORANDUM

TO: John B. Edwards, Jr.
Town Manager

FROM: ^{HNU}Holly N. McGowan
Community Development Director

RE: **Monthly Staff Report
March 2013**

Zoning

- Issued permits and reviewed plans as described below:

Received and approved (1) change in use, (11) single family dwelling, (1) boathouse, (1) sign, (1) deck, and (2) accessory structures.

Erosion & Sediment Control

- Reviewed and issued (10) land disturbance permits.
- Conducted (4) inspections

Grants

- Kirby Street CDBG
- Safe Routes to School
- Riverwalk
- FEMA – Eubank Elevation

Planning

- Chesty Puller 10K and Kids 1 Mile Fun Run
- Attended Public Access Authority Meeting
- Stormwater



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Town Manager

TOWN OF WEST POINT

To: Mr. John B. Edwards Jr., Town Manager

From: T.C. Moore, Town Treasurer

Date: April 24, 2013

Re: *Monthly Progress Report, March 2013*

TAX TRANSACTIONS

- 10 Delinquent Personal Property taxes collected in the amount of \$1,192.83.
- 105 Current Personal Property taxes collected in the amount of \$6,926.29.
- 755 Utility Bills collected in the amount of \$104,930.19.
- 28 Delinquent Real Estate taxes collected in the amount of \$6,331.38.
- 36 Current Real Estate taxes collected in the amount of \$16,607.20.
- 934 Total Tax and Utility Transactions

DMV

- 56 Driver Transactions
- 1422 Vehicle Transactions (New Title Changes, Renewals, Reissues)
- 39 Permit Transactions
- 48 Miscellaneous Transactions
- 1,565 Total DMV Transactions

Accounts Payable

- 6 New Accounts
- 10 Purchase Orders
- 142 Invoices entered for payment
- 119 Checks processed
- 299 Total Accounts Payable Transactions
- 22 Tax Abatements processed

Human Resources

- 0 New / Terminated employee
- 156 Direct Deposits with 4 check processed for payroll
- 0 Other Transactions (W2's /1099's)
- 161 Human Resources Transactions

Utilities

- 9 New Customers Processed
- 974 Water Bills processed for mailing
- 4 Final customers processed
- 10 Water customers prepared for Disconnection.
- 53 Delinquent letters processed
- 15 Adjustments
- 89 Completed Work Orders
- 1154 Total Transactions

Total number of transactions that the Treasurer's office completed for the month of March was 4,542.

Total number of transactions completed for the fiscal year 2012-2013 = 42,709

2011-2012	54252
2010-2011	54534
2009-2010	53114
2008-2009	50842
2007-2008	52325

Monthly Treasurer's Office Transaction Statistics

	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
Tax Transactions													
Building Permits	9	4	3	6	6	6	5	8	4				51
Business License	8	8	7	4	2	2	21	84	155				291
Cable Franchise				0									0
Code Book Purchases													0
CUTX Utility Taxes		4	2	2		2	2	2	4				18
IDA Transactions	5	5	4	10	5	5	9	7	7				57
Law Grants		1	1			3			1				6
Dmv Rev (town's compensation)	1	1	1	1	1	1	1	1	1				9
Driving Records	4	2			3		1	3					13
Electrical Permits	4		4	2	4		2	3	3				22
Erosion	1			1		1	2		8				13
Community Activiites	1								5				6
International Training	1		1	1	1	1	1	1	1				8
Misc.	14	21	6	32	15	20	26	21	17				172
Local Sales	1	1	1	1	1	1	1	1	1				9
Bond Transactions													0
Mechanical Permits	2				1	1	2	6	1				13
Meals Tax	15	14	7	25	12		27	1	17				118
NSF Fees	2		2				2	4	1				11
Parking Tickets	7	2				2	3		1				15
Plumbing	2	3					3	2	2				12
Personal Property Transactions	1028	1893	113	60	33	35	33	99	105				3399
Delinquent Personal Property	20	34	28	28	6	14	6	24	10				170
Prepaid Taxes	42	3	3	2			4	2	3				59
Public Service Corp Tax					5	4							9
Rolling Rails Stock													0
Recycling		2	3	2		2		1	2				12
Real Estate Transactions	595	1357	41	16	7	9	27	31	36				2119
Delinquent Real Estate	38	20	33	9	8	5	49	25	28				215
Dmv Stops		2	1	1		1	1	1					7
State Sales Tax	1	1	1	1	1	1	1						7
School Transactions	7	19	6	27	22	24	29	36	31				201
State Communications Tax 3-07	1	1	1	1	1	1	1	1	1				9
Surcharges	12	11	7	7	11	7	14	14	12				95
Town Fines	1	2	1	2	2	2	1	2	2				15
Unity Court fees	1			2									3
Utilities	599	720	620	653	676	630	763	650	755				6066
Vehicle Decals	693	1293	88	59	25	32	31	112	110				2443
Water Reconnects	4	13	10	2	12	7	19	24	17				108
Water Misc.	2				1		1						4
Water Connections		15	8										23
Water Meter Purchases		1							1				2
Zoning Applications	7	7	6	7	8	2	7	9	21				74
Total Transactions	3128	5460	1009	964	869	821	1095	1175	1363	0	0	0	15884
DMV													
Driver Transactions	43	65	59	36	34	46	44	57	56				440
Vehicle Transactions	1588	1521	1130	1140	1197	886	1284	1320	1422				11488
Permit Transactions	45	50	39	43	47	32	44	45	39				384
Miscellaneous Transactions	71	66	57	47	52	36	48	50	48				475
Total Transactions	1747	1702	1285	1266	1330	1000	1420	1472	1565	0	0	0	12787
Accounts Payable													
New Accounts	7	10	5	8	2	2	4	7	6				51
Purchase Orders Processed	64	63	60	65	40	14	30	8	10				354
Invoices Entered for Payment	93	174	146	174	154	111	148	70	142				1212
Checks Processed	78	137	105	125	120	80	119	54	119				937
Abatements/ parking tickets	122	48	6	18	16		4	0	22				236
Total Transactions	364	432	322	390	332	207	305	139	299	0	0	0	2790
Human Resources													
Direct Deposits	129	173	118	103	120	113	105	106	156				1123
Checks Processed	16	0	0	5	6	39	6	5	4				81
New Employees/Terminated Employees	7	0	1	1		0		0	0				9
Other Transactions (w/1099)		0	1			1	54	0	1				57
Total Transactions	152	173	120	109	126	153	165	111	161	0	0	0	1270
Utilities													
Water Bills Processed	633	633	968	630	976	632	977	649	974	628			7700
New Customers Processed	10	24	10	7	16	8	10	10	9				104
Final Customers Processed	10	11	4	2	16	8	10	2	4				67
Delinquent Letters Processed	56	55	44	61	46	83	66	58	53				522
Cut-offs Processed	11	10	8	14	9	14	10	10	10				96
Completed Work Orders	206	148	152	109	114	80	121	95	89				1114
Adjustments	55	41	62	54	28	49	40	31	15				375
Total Transactions	981	922	1248	877	1205	874	1234	855	1154	628	0	0	9978
TOTAL # OF TRANSACTIONS	6372	8689	3984	3606	3862	3055	4219	3752	4542	628	0	0	42709

DMV Monthly Transactions

5.00%

Mar-13	by transaction	Driver Transactions	Vehicle Transactions	Permit Transactions	Miscellaneous Transactions	Total Transactions	by tellers	CYNTHIA BOSWELL	ZACH HODGES	DONNA PAULEY	JOAN GORDON	T.C MOORE	SUSAN HARLOW	Total Transactions by teller	TOTAL AMOUNT COLLECTED	Town Percentage 4.5%
1		5	92	3	2	102		43	58	1				102	4300.59	215.03
2						0								0		0.00
3						0								0		0.00
4		5	107		2	114		66	44	1			3	114	4625.91	231.30
5		1	62	2	2	67		31	29				7	67	2197.47	109.87
6		1	24	1		26		9	17					26	992.5	49.63
7		4	60	1	2	67		36	29	2				67	5445.66	272.28
8		4	72		1	77		30	42	5				77	2733.19	136.66
9						0								0		0.00
10						0								0		0.00
11		4	60	3	7	74		37					37	74	4564.85	228.24
12		4	70	1	5	80		32	39				9	80	2709.45	135.47
13		1	49	2	5	57		32	20				5	57	1149.75	57.49
14		2	53	3	2	60		25	32				3	60	8919.99	446.00
15		4	53	1	2	60		26	33				1	60	2084.72	104.24
16						0								0		0.00
17						0								0		0.00
18		4	55	2		61		30	31					61	2940.69	147.03
19		7	56	2	1	66		33	32				1	66	2009.19	100.46
20			54	2	2	58		33	25					58	2759.74	137.99
21		2	51	1	2	56		31	21	4				56	3564.57	178.23
22			68	1	4	73		31	35	7				73	10392.32	519.62
23						0								0		0.00
24						0								0		0.00
25		1	84			85		45	40					85	3281.87	164.09
26		1	60	2	1	64		30	34					64	2404.39	120.22
27		1	85	3	4	93		50	42				1	93	8638.88	431.94
28		3	98	4	2	107		48	47	10	2			107	8229.19	411.46
29		1	109	5	2	117		58	48		8		3	117	5278.53	263.93
30						0								0		0.00
31						0								0		0.00
		55	1422	39	48	1564	0	756	698	30	10	0	70	1564	\$ 89,223.45	\$ 4,461.17
														1564	\$ 4,461.17	

Driver Transactions	55
Vehicle Transactions	1422
Permit Transactions	39
Miscellaneous Transactions	48
Total Transactions	1564

T.C. Moore	0
Donna Pauley	30
Joanie Gordon	10
Susan Harlow	70
Cynthia Boswell	756
Courtney Marshall	698
Total Transactions	1564

July	\$ 88,832.78
Aug	\$ 87,367.63
Sept	\$ 78,660.67
Oct	\$ 75,203.50
Nov	\$ 79,294.28
Dec	\$ 49,127.39
Jan	\$ 74,649.24
Feb	\$ 80,485.26
Mar	\$ 89,223.45
Apr	\$ -
May	\$ -
Jun	\$ -
Total	\$ 702,844.20

Effective July 1, 2007 the base compensation has changed to 4.5% up to \$500,000 and 5% after 500,000.

Council Members:
TINA S. GULLEY
WAYNE HEALY
PAUL T. KELLEY
JOSHUA T. "JACK" LAWSON
O.B. "BUB" SHREAVES, JR.
CHRIS P. VINCENT



JAMES H. HUDSON, III
Mayor
DEBORAH BALL
Vice Mayor
JOHN B. EDWARDS, JR.
Town Manager

TOWN OF WEST POINT

To: The Honorable James Hudson, Mayor
and Members of Town Council

From: John B. Edwards, Jr.
Town Manager

Subject: Supplement to the Town Code

Date: April 29th, 2013

Pursuant to the Town Code Section 1-8, please find attached a Resolution to publish Supplement Number four of the Town Code.

Supplement number four would publish ordinances adopted by Town Council as listed on the estimate from MuniCode. The estimate to print supplement four is \$2,016. Funds are allocated in the current budget in line item 011010-3500. The Finance Committee has reviewed Supplement IV and recommends Town Council adopt the attached resolution.

Motion

I move that Town Council adopts the attached Resolution to publish Supplement IV of the Town Code.

Karen Barrow

To: Dennis Heller
Subject: RE: Revised Estimate for Supplement #4

From: Dennis Heller [<mailto:DHeller@municode.com>]
Sent: Tuesday, April 09, 2013 4:09 PM
To: 'kmbarrow@west-point.va.us'
Subject: Revised Estimate for Supplement #4

Ms. Barrow:

Below my signature I have pasted a copy of a revised estimate that was prepared today. It ought to have been sent earlier but may have gotten "stuck" in a server or filter.

Please contact me if you have any questions.

Thank you

Regards,

Dennis Heller

Sales & Marketing Representative

dheller@municode.com

800-262-2633 Ext 1299 | fax 850-575-8852

[Municipal Code Corporation](#) | [MCCInnovations](#) | [Facebook](#) | [Twitter](#)

Ask me about **OrdBank**



Ms. Barrow,

We are pleased to provide an updated cost estimate for Supplement No. 4 to the West Point, VA Code of Ordinances. We will wait for your authorization before proceeding with the publication of this Supplement.

Estimate for Supplement No. 4:

90 pages @ \$19.90 per page = \$1791

8 NOW Ordinances @\$25 = \$200

Estimated shipping of 40 copies = \$25

Estimated Total = \$2016

Please keep in mind that the above figures are approximations. This estimate does not include new chapter tabs or tax, if applicable. When estimates are provided, we cushion the numbers. Once the supplement is completed and invoiced, we bill only for the actual number of pages generated by the amending ordinances.

Ordinances held for inclusion in Supplement No. 4:

06-10 01-12

02-11 02-12

04-11 04-12

12-11 01-13



***A RESOLUTION TO AUTHORIZE
PUBLICATION OF SUPPLEMENT Four OF THE TOWN CODE***

Whereas; Publication of Supplement III of the Town Code was authorized on January 30th, 2012,

Whereas; West Point Town Council has adopted ordinances numbers from 01-12 through 04-13; and

Whereas; the cost for the Municipal Code Corporation to publish Supplement IV will be \$2,016.00; and

NOW THEREFORE BE IT RESOLVED; in accordance with Town Code Section 1-8, the Town Council of the Town of West Point authorizes the Municipal Code Corporation to publish supplement IV of the Town Code at a cost not to exceed \$2,016.00.

Certified to be a true copy of a resolution adopted by the Town Council of the Town of West Point at its regular monthly meeting held April 29th, 2013 at which meeting a quorum was present and voted throughout.

Those members voting:

James H. Hudson
Deborah Ball
Tina Gulley
Wayne Healy
Paul Kelley
Joshua Lawson
Bub Shreaves
Christopher Vincent



**RESOLUTION FOR TOWN, SCHOOLS,
SOLID WASTE AND WATER UTILITY BUDGET
FY 2013-14**

WHEREAS, the West Point Town Council advertised a public hearing regarding FY 2013-14 Budget on April 10th 2013 in The Tidewater Review, and conducted a public hearing on April 22nd, 2013 as required by §15.2-2506 of the Code of Virginia.

NOW THEREFORE BE IT RESOLVED by the West Point Town Council that a total of \$8,915,392 is hereby approved for the West Point School Board for FY 2013-14. This total reflects:

Local Revenue	\$3,820,000
State Revenue	\$4,138,154
Federal Revenue	\$257,013
Other Revenue	\$700,225

BE IT FURTHER RESOLVED by the West Point Town Council, the Town Budget for FY 2013-14 is approved on this 29th day of April, 2013 in the amount of \$13,261,094 representing \$8,915,392 for the West Point School Board and \$7,520,602 for the Town (inclusive of the Town's contribution of \$3,820,000 for school operating expenses).

BE IT FURTHER RESOLVED by the West Point Town Council, that the Solid Waste Budget for FY 13-14, in the amount of \$187,200 is approved this 29th day of April, 2013.

BE IT FURTHER RESOLVED by the West Point Town Council, that the Water Utility Budget for FY 2013-14, in the amount of \$790,300 is approved this 29th day of April, 2013.

Certified to be a true copy of the Resolution adopted by the Town Council of the Town of West Point on April 29th, 2013, at which meeting a quorum was present and voted throughout.

Those members voting:

James H. Hudson	_____
Deborah Ball	_____
Tina Gulley	_____
Wayne Healy	_____
Paul Kelley	_____
Joshua Lawson	_____
Otto Shreaves	_____
Christopher Vincent	_____

James H. Hudson, III
Mayor, Town of West Point

Certified to be a true copy of a resolution adopted by the Town Council of the Town of West Point at its regular monthly meeting held April 29th, 2013 at which meeting a quorum was present and voted throughout.

ATTEST:

Adopted this 29th day of April, 2013

Karen M. Barrow
Town Clerk



Council Members:
TINA S. GULLEY
WAYNE HEALY
PAUL T. KELLEY
JOSHUA T. "JACK" LAWSON
O.B. "BUB" SHREAVES, JR.
CHRIS P. VINCENT

JAMES H. HUDSON, III
Mayor
DEBORAH BALL
Vice Mayor
JOHN B. EDWARDS, JR.
Town Manager

TOWN OF WEST POINT

To: The Honorable Mayor and Members of Town Council

From: John B. Edwards, Jr.
Town Manager

Subject: Ordinance 04-13, Natural Gas Tax and Building Permit Fees

Date: April 29th, 2013

At the proposed budget presentation on March 25th 2013, Town Council Authorized the Town Manager to advertise a public hearing on April 22nd 2013 for Ordinance 04-13, Natural Gas Tax and Building Permit Fees.

Motion

I move adoption of the attached Ordinance 04-13, the Natural Gas Tax and Building Permit Fees.

ORDINANCE NO. 04-13

ORDINANCE NO. 04-13 AMENDS THE WEST POINT TOWN CODE, CHAPTER 58, TAXATION, BY ADDING ARTICLE III-A, "TAX ON PURCHASERS OF NATURAL GAS," SEC. 58-44, "DEFINITIONS;" SEC. 58-45, "EXEMPTIONS;" SEC. 58-46, "LEVY OF NATURAL GAS UTILITY CONSUMER TAX;" SEC. 58-47, "COMPUTATION OF TAX ON AGGREGATE MONTHLY BILL;" SEC. 58-48, "COLLECTION AND REMITTANCE OF TAX BY SERVICE PROVIDER OF GAS SERVICE;" SEC. 58-49, "SERVICE PROVIDER'S RECORDS;" SEC. 58-50, "DUTIES OF TOWN TREASURER;" SEC. 58-51, "FAILURE OF CONSUMER TO PAY; VIOLATIONS OF ARTICLE BY SELLER;" SEC. 58-52, "PENALTY." ORDINANCE NO. 04-13 STATES THAT RESIDENTIAL CONSUMERS OF GAS SERVICE SHALL PAY A TAX OF \$ 3.00 PER MONTH AND THAT COMMERCIAL AND INDUSTRIAL CONSUMERS SHALL PAY A MINIMUM TAX OF THREE DOLLARS (\$3.00), PLUS A TAX AT THE RATE OF \$0.004 PER CCF DELIVERED MONTHLY; PROVIDED, HOWEVER, THAT THE TOTAL MONTHLY TAX SHALL NOT EXCEED THREE THOUSAND FIVE HUNDRED DOLLARS (\$3,500). ORDINANCE NO. 04-13 IS CONSIDERED PURSUANT TO THE GRANT OF AUTHORITY CONTAINED IN VA. CODE SECTION 58.1-3814.

BE IT ORDAINED, by the West Point Town Council, that the West Point Town Code, Chapter 58, "Taxation" be amended by adding Article III-A, "Tax on Purchasers of Natural Gas" to read in its entirety as follows:

"Sec. 58-44. - Definitions.

The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Category of consumers is defined as a class by their service provider. For a gas utility, a category of consumers includes those served under a rate schedule established by the pipeline distribution company and approved by the state corporation commission or, where applicable, the town council.

ccf means the volume of gas at standard pressure and temperature in units of 100 cubic feet.

Consumer includes every person who, individually or through agents, employees, officers, representatives or permittees, makes a taxable purchase of natural gas services in the town.

Gas utility includes each public utility authorized to furnish natural gas service in the commonwealth.

Master-metered means one metered utility service point serving more than one residential consumer.

Person includes any individual, firm, partnership, association, corporation, limited liability company or partnership, and any combination of individuals of whatever form and character.

Person means any individual, corporation, company or other entity.

Pipeline distribution company means a person, other than a pipeline transmission company, which transmits, by means of a pipeline, natural gas, manufactured gas or crude petroleum and the products or byproducts thereof to a purchaser for purposes of furnishing heat or light.

Residential consumer means the owner or tenant of property used primarily for residential purposes, including but not limited to, separately metered apartment houses and other multiple-family dwellings.

Seller includes every person, whether a public service corporation of the town or not, who sells or furnishes a utility service.

Service provider means a gas utility or pipeline distribution company which delivers natural gas to a consumer.

Service provider means a person who delivers to a consumer or a gas utility or pipeline distribution company which delivers natural gas to a consumer.

Used primarily relates to the larger portion of the use for which natural gas utility service is furnished.

Utility service includes natural gas service furnished in the town.

Used primarily relates to the larger portion of the use for which natural gas utility service is furnished.

Sec. 58-45. - Exemptions.

The United States, the commonwealth and the political subdivisions thereof are exempt from the utility tax imposed by this article for utility services. Public safety agencies, as defined by Code of Virginia, § 58.1-3813, are exempt from all utility taxes.

Sec. 58-46. - Levy of natural gas utility consumer tax.

(a) In accordance with Code of Virginia § 58.1-3814, there is hereby imposed and levied a monthly tax on each purchase of natural gas delivered to consumers by pipeline distribution companies and gas utilities, classified by "class of consumers" as such term is defined in Code of Virginia § 58.1-3814(J), as set forth below:

- (1) Residential consumers, including residential consumers receiving service from a master meter, shall pay three dollars (\$3.00) per month.
- (2) Non-residential consumers shall pay, for each meter, a monthly tax at the rates per month for the classes of non-residential consumers as set forth below:
 - (i) Commercial consumers shall pay a minimum tax of three dollars (\$3.00), plus a tax at the rate of \$0.004 per CCF delivered monthly; provided, however, that the total monthly tax shall not exceed Three Thousand Five Hundred Dollars (\$3,500).
 - (ii) Industrial consumers shall pay a minimum tax of three dollars (\$3.00), plus a tax at the rate of \$0.004 per CCF delivered monthly; provided, however, that the total monthly tax shall not exceed Three Thousand Five Hundred Dollars (\$3,500).

(b) Bills shall be considered as monthly bills for the purposes of this section if they are submitted twelve (12) times per year and cover periods of approximately thirty (30) days each. Accordingly, the tax for a bi-monthly bill (approximately sixty (60) days) shall be determined as follows:

- (i) The CCF will be divided by 2;
- (ii) A monthly tax will be calculated using the rates set forth above;
- (iii) The tax determined by (ii) shall be multiplied by 2; and
- (iv) The tax in (iii) may not exceed twice the monthly "maximum tax".

Sec. 58-47. - Computation of tax on aggregate monthly bill.

When the seller collects the price of gas service, the tax imposed and levied under this article shall be computed on:

- Per 100 cubic feet (ccf) of gas delivered by a gas utility during such month.
- All such taxes shall be computed to the nearest whole cent.

Sec. 58-48. - Collection and remittance of tax by service provider of gas service.

- (a) It shall be the duty of every service provider of gas service to consumers in the town to collect the tax from the consumer by adding it as a separate charge to the consumer's monthly statement. Until the consumer pays the tax to the service provider, the tax shall constitute a debt to the town.
- (b) If any consumer receives and pays for the gas service but refuses to pay the tax on the bill that is imposed by the town, the service provider shall notify the town of the name and address of such consumer.
- (c) If any consumer fails to pay a bill issued by a service provider, including the tax imposed by the town as stated thereon, the service provider shall follow its normal collection

procedures with respect to the charge for gas service and the tax and upon collection of the bill or any part thereof shall:

- (1) Apportion the net amount collected between the charge for gas service and the tax; and
- (2) Remit the tax portion to the town.

(d) After the consumer pays the tax to the service provider, the taxes shall be deemed to be held in trust by such service provider until remitted to the town.

Sec. 58-49. - Service provider's records.

Each service provider shall keep complete records showing all purchases and consumption of utility services in the town, which records shall show the price charged against each consumer with respect to each purchase and amounts of service consumed, the date thereof and the amount of tax imposed under this article. Such records shall be kept open for inspection by the duly authorized agents of the town at reasonable times for a period of three (3) years from the date such records were created. The duly authorized agents of the town may make such transcripts thereof during such times as they may desire.

Sec. 58-50. - Duties of town treasurer.

The town treasurer shall be charged with the collection of the taxes levied and imposed by this article and shall cause the same to be paid into the general treasury of the town.

Sec. 58-51. - Failure of consumer to pay; violations of article by seller.

Any consumer failing, refusing or neglecting to pay the tax imposed or levied by this article and any service provider or officer, agent or employee of any service provider violating the provisions of this article, shall be guilty of a Class 2 misdemeanor. Each failure, refusal, neglect or violation thereof shall constitute a separate offense. Conviction for such violation shall not relieve any such person from the payment, collection and remittance of the tax as provided in this article.

Sec. 58-52. - Penalty.

Any purchaser failing, refusing or neglecting to pay the tax imposed or levied under this article, where the seller has not elected to assume or pay the tax, shall, upon conviction by a judge of the general district court, be subject to a fine of not less than \$5.00 nor more than \$500.00 or may be imprisoned in the town jail for a period not exceeding 60 days, either or both. Each day's continuance thereof shall constitute a separate offense.

Any person who is responsible for the collection and remittance of any taxes imposed or levied under this article and who fails to collect, report and remit such taxes to the collector by the prescribed due date shall be subject to a penalty of ten percent of the taxes due under this article and interest at ten percent per annum and shall, upon conviction by a judge of the general district court, be guilty of a class 1 misdemeanor.

Nothing contained in this section shall be construed to relieve the director from the duty imposed by law of collecting the amount due by any person on account of the taxes prescribed in this article by levying or distraining thereof or otherwise.”

BE IT FURTHER ORDAINED by the West Point Town Council that Chapter 28, “Fees,” Article VI, “Zoning” of the West Point Town Code be amended by deleting a portion of Section 28-50, “Zoning Fees” as follows:

“Sec. 28-50 – Zoning Fees.

Zoning permit fees shall be as follows:

Zoning permit—Commercial\$100.00

Zoning permit—Residential50.00

Zoning permit—Industrial100.00

Zoning text amendment300.00

Conditional use permit/special use permit400.00

Special exception permit400.00

Zoning variance300.00

BZA appeal300.00

Zoning permit, after the fact250.00

~~Building permit, after the fact250.00~~

Lot line vacation100.00

Public hearing notice/advertisement-
Planning commission, town council, bza, and/or wetlands board.200.00/400.00
(if public hearing required for both planning commission and town council)

Comprehensive plan amendment500.00

WQIA, minor100.00

WQIA, major200.00

POD (zoning administrator)100.00

POD (planning commission)300.00 +
25.00/lot

POD (town council)500.00 +
25.00/lot

Final subdivision plat500.00

Boundary line adjustment100.00

Preliminary subdivision plat approval300.00 +
50.00/lot

Home occupation permit25.00

Sign permit25.00

Land disturbance permit fee:

Residential100.00/lot

Commercial/industrial (within RPA)90.00 +
10.00/acre

Commercial/industrial (outside RPA)50.00

After the fact land disturbanceDouble
the fee

Erosion and sediment plan review fee:

Residential100.00/lot

Commercial/industrial200.00/lot

Wetlands permit fee:

Residential200.00 +
10.00/acre

Commercial/industrial300 +
10.00/acre”

BE IT FINALLY ORDAINED by the West Point Town Council that the Fee Schedule referenced in Chapter 14, “Buildings and Building Regulations,” Article I, “In General,” Section 14-5, “Minimum Permit Fee,” Section 14-6, “Building Permit Fees,” and Section 14-7, “Commercial and Industrial Structures Permit Fees” be amended to read as follows pursuant to the grant of authority contained in Va. Code section 36-105:

Commercial Building Permit Fees

New Construction	.184 per square foot (\$5400.00 minimum \$3000.00 maximum)
Addition to Building	.142 per square foot (\$3540.00 minimum \$3000.00 maximum)
Remodel Building	.120 per square foot (\$350.00 minimum \$3000.00 maximum)
Unfinished (Shell Only)	.120 per square foot (\$3540.00 minimum \$3000.00 maximum)
Electrical Permit	.053 per square foot (\$975.00 minimum \$2500.00 maximum)
Plumbing Permit	.053 per square foot (\$975.00 minimum \$2500.00 maximum)
Mechanical Permit	.053 per square foot (\$975.00 minimum \$2500.00 maximum)
Gas Permit	.053 per square foot (\$975.00 minimum \$2500.00 maximum)
Temporary Service Pole	\$975.00
Site Lighting Permit	\$975.00
Pool	\$300.00-12 per square foot + electric plumbing
Construction Trailer	\$100.00
Tent Permit	\$ 75.00

~~Temporary Certificate of Occupancy \$100.00~~

Fire Protection System

Fire Alarm Systems	\$5.00 per device or \$100.00 minimum
Kitchen Hood Suppression	\$150.00 per hood
Spray Booth	\$150.00
Fire Dampers	\$10.00 each
Specialized Detection Equip.	\$10.00 per device
Limited Area Sprinkler Sys.	\$100.00
Sprinkler System	\$.03 per square foot (\$300.00 minimum)
Underground Fire Line	\$100.00
Fire Pump	\$100.00
Alteration/Relocation Sprinklers	\$100.00 each
Change of Use Fee	\$ 50.00
Elevator Permit	\$75.00 per floor
Elevator Annual Certificate	\$50.00

Amusement Device

Kiddie Ride	\$245.00 each
Minor Ride	\$325.00 each
Major Ride	\$545.00 each

Fuel Tanks Installation or Removal \$1050.00 per tank

Sign Permit

Sign on Building or Free Standing (Illuminated)	\$60.00 + electrical permit
Sign on Building or Free Standing (Non-illuminated)	\$60.00

~~Cell Tower Permit \$1,000.00~~
~~Co-location or antenna attachment \$750.00~~

Plan Review Fee \$.054 per square foot (\$10075.00 min. and \$250.00 max.)

If outside plans review is needed by staff, permit holder shall reimburse Town of West Point for total cost Plus 10% to handle administrative cost of obtaining outside plan review.

Residential Building Permit Fees

Single Family Dwelling (new Construction)

Finished/Unfinished Area	\$.12 per square foot (\$3540.00 minimum)
Electrical Permit	\$85.00 \$.01 per square foot (\$45.00 minimum)
Planning Permit	\$85.00 \$.01 per square foot (\$45.00 minimum)
Mechanical Permit	\$85.00 \$.01 per square foot (\$45.00 minimum)

Gas Permit ~~\$85.00~~ ~~\$01 per square foot (\$45.00 minimum)~~

~~Remodel Interior of a Structure Residential building permit~~

~~Finished/Unfinished Area \$12 per square foot (\$100-5.00 minimum)~~

~~Electrical Permit \$01 per square foot (\$85.00 minimum)~~

~~Plumbing Permit \$01 per square foot (\$85.00 minimum)~~

~~Mechanical Permit \$01 per square foot (\$85.00 minimum)~~

~~Gas Permit \$01 per square foot (\$85.00 minimum)~~

~~Addition to a Structure~~

~~Finished/Unfinished Area \$.12 per square foot (\$35.00 minimum)~~

~~Electrical Permit \$.01 per square foot (\$35.00 minimum)~~

~~Plumbing Permit \$.01 per square foot (\$35.00 minimum)~~

~~Mechanical Permit \$.01 per square foot (\$35.00 minimum)~~

~~Gas Permit \$.01 per square foot (\$35.00 minimum)~~

~~Accessory Structures \$.12 per square foot (\$100-5.00 minimum)~~

~~Set Gas tank \$100-35.00~~

~~Pre Manufactured shed or carport \$75.00~~

~~Removal of structure \$35.00~~

~~Deck \$85.00~~

~~Pools above and inground \$85.00 + electric~~

~~Demolition of Structure \$85.00~~

~~Electrical \$35.00~~

~~Plumbing \$35.00~~

~~Mechanical \$35.00~~

~~Manufactured Home \$100.00 + electric/plumbing/mechanical~~

Appeals Fee to BBCA \$250.00

Premature inspection request \$50-35.00

Reinspection request after 2nd failed inspections \$50-35.00

Modification or changes to approved plans \$50-35.00

Temporary Certificate of Occupancy \$50-35.00

~~Piers/docks/boat house \$100.00~~

~~Fuel Tank Removal or close in place \$100.00~~

~~Swimming Pool Barrier \$ 50.00~~

~~After fact permit~~

~~(Starting work without permit) \$250.00 + permit fee~~

~~Modification to building code \$ 50.00**~~

April

S	M	T	W	T	F	S
1	2	3	4	5	6	
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May 2013

June

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Town Council

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1 5:00PM - Planni...	2	3	4
5	6	7	8	9 4:30PM - Finance	10 6:00PM - Jammin' on the Point	11
12	13 5:00PM - Communi...	14	15 4:30PM - Educati...	16 4:00PM - Public Works 4:30PM - Public Safety	17	18 7:00PM - Arts Alive Program
19	20 6:00PM - Town Council Wo... 6:30PM - Town Council	21	22	23	24 6:00PM - Jammin' on the Point	25
26	27 9:00AM - Closed Memorial Day	28	29	30	31	



OFFICERS

PRESIDENT

EDWIN C. DALEY, DPA
HOPEWELL CITY MANAGER

PRESIDENT-ELECT

DAVID P. HELMS
MARION MAYOR

VICE PRESIDENT

WILLIAM D. EHLIE
ALEXANDRIA MAYOR

IMMEDIATE PAST PRESIDENT

ROSEMARY WILSON
VIRGINIA BEACH COUNCIL MEMBER

EXECUTIVE DIRECTOR

R. MICHAEL AMYX

MAGAZINE

VIRGINIA TOWN & CITY

P.O. BOX 12164

RICHMOND, VIRGINIA 23241

13 EAST FRANKLIN STREET

RICHMOND, VIRGINIA 23219

804/649-8471

FAX 804/343-3758

e-mail@vml.org

www.vml.org

MEMO TO: Town Officials

FROM: Mike Amyx, Executive Director

DATE: April 15, 2013

RE: Town Section Meetings

We are pleased to announce the annual series of regional town section meetings to be held around the state in May and June. These gatherings will offer town officials an opportunity to receive useful information on issues of concern as well as time to interact with other elected and appointed officials. The staff also will brief attendees on key actions of the 2013 General Assembly that impact towns. (New laws become effective July 1.)

Each meeting will begin at 10:00 a.m. and will include lunch. Presentations will include:

- ◆ **FOIA: Comprehensive Overview and What's New.** Maria Everett, Executive Director, State FOIA Advisory Council
- ◆ **Review of 2013 General Assembly: Legislation affecting Towns**
- ◆ **VML Insurance: New Communications Consulting services**
- ◆ **HEAL Campaign – Healthy Eating Active Living – (new VML program)**
- ◆ **VML/VACo Finance: Update on program offerings and initiatives**
- ◆ **Conflict of Interests Act review, Q&A**
- ◆ **Overview of VML service programs**
- ◆ **Upcoming VML meetings**



**Town Section
MEETINGS
2013**

Name: _____

Title: _____

Locality: _____

Phone: _____ Fax: _____

E-mail: _____

All meetings will begin at 10:00 a.m. I will attend the following town section meeting:

Thursday, May 9 **Farmville** **\$22.50**
 Farmville Train Station
 510 W. Third Street
 Farmville, VA 23901
 (434) 392-5686 *Respond by May 3*

Wednesday, May 15 **Exmore** **\$10**
 The Sage Diner
 2555 Lankford Hwy. (Cross Streets: Between Crown and Lincoln Ave.)
 Exmore, VA 23350
 (757) 414-0049 *Respond by May 8*

Thursday, May 23 **Pulaski** **\$13**
 Pulaski Train Station
 20 S. Washington St. (Route 11)
 Pulaski, VA. 24301
 (540) 994-8600 *Respond by May 17*

Friday, June 7 **Bridgewater** **Complimentary, Town of Bridgewater**
 Bridgewater Town Hall
 201 Green St.
 Bridgewater, VA 22812
 (540) 828-3390 *Respond by June 3*

Wednesday, June 12 **Herndon** **Complimentary, Town of Herndon**
 Washington Dulles Marriott Suites
 13101 Worldgate Drive
 Herndon, VA 20170
 (703) 709-0400 *Respond by May 28*

Enclosed is my check for lunch \$ _____

Please make checks payable to VML
 and mail or fax to:

Questions? Contact Sherall Dementi
 (804) 649-8471, sdementi@vml.org

VML
Attn: Sherall Dementi
P.O. Box 12164
Richmond VA 23241
Fax: (804) 343-3758



Town Section MEETINGS 2013



Agenda

Here is the agenda for the five Town Section meetings that VML will hold across the state in May and June. The meetings will be held May 9 in Farmville, May 15 in Exmore, May 23 in Pulaski, June 7 in Bridgewater and June 12 in Herndon. All meetings will start at 10:00 a.m. and will include lunch.

10:00 a.m.	Welcome, introductions and start of presentations – VML staff
Noon (appx)	Lunch
1 p.m.	Continue presentations
3 p.m. (appx)	Conclude meeting

Topics to be covered in presentations by VML staff

- **FOIA:** Comprehensive Overview and What's New. Maria Everett, Executive Director, State FOIA Advisory Council
- **Review of 2013 General Assembly:** Legislation affecting Towns
- **VML Insurance:** New Communications Consulting services
- **HEAL Campaign:** Healthy Eating Active Living – (new VML Program)
- **VML/VACo Finance:** Update on program offerings and initiatives
- **Q&A:** Conflict of Interests Act review
- **Overview:** VML service programs
- **Upcoming:** VML meetings



Government Affairs
1341 Crossways Boulevard
Chesapeake, Virginia 23320
757-369-4632

April 16, 2013

John B. Edwards, Jr.
West Point Town Manager
329 6th Street
P. O. Box 152
West Point, Virginia 23181

RE: Cox Communications Launching Connect2Compete in Virginia

Dear Mr. Edwards:

As you know, access to the Internet and digital literacy play a critical role in the education of children of all ages. We also know that for financial reasons, some students do not have the tools and equipment to access the Internet at home. Through Connect2Compete ("C2C"), a private and nonprofit sector partnership designed to promote broadband adoption and broadband literacy, the families of children who are eligible for free lunch can buy Internet service at more affordable rates.

Cox Communications, though a partnership with C2C, is excited to bring this program to your school district and help connect eligible families by providing low-cost broadband service. Cox piloted this program last year, and this spring Cox will launch the C2C program throughout our Virginia service area and nationwide. With this launch, we will be enabling thousands of students and their families from hundreds of schools to participate.

Cox Communications Internet service through C2C will cost participating families only \$9.95 per month (plus tax) for two years. Families in the program will also receive free professional installation and a free modem rental. There are no deposits, no contracts and no price increases during the first two years.

Cox will be working with Superintendents and staff in area school districts to implement and promote the program. I hope you will join us in supporting this exciting program that will provide our students and families access to the Internet at home, increasing their opportunities for learning and broadening their horizons.

Thank you in advance for your time and for your ongoing commitment to our children's education. If you have any questions, please do not hesitate to contact me at 703-480-5248, or Barrett Stork, Manager Government Affairs at 757-369-4632.

Respectfully,

Kathryn Falk
Vice President Public and Government Affairs
Cox Virginia

Barrett Stork
Manager Government Affairs
Cox Virginia



Government Affairs
3080 Centreville Road
Herndon, Virginia 20171
703-480-5248

March 29, 2013

John B. Edwards, Jr.
West Point Town Manager
329 6th Street
P. O. Box 152
West Point, Virginia 23181

RE: Video Service Changes

Dear Mr. Edwards:

On behalf of Cox Communications and our 2200 employees in Virginia, we have some news to share.

On or after May 1, 2013, the following channels will change frequencies and channel locations: Shop NBC on channel 70 going to 70-1, C Span3 on channels 93 and 94 going to 93-1 and 94-1, Jewelry 2 on channel 120 going to 120-1, Explore HR channel 124 going to 124-1 and Family Net channel 260 going to 260-1. If a customer has a ClearQAM tuner, they will need to perform a channel scan on May 1, 2013 to acquire the new channel location. If customers have a digital set top box, no action is needed. Customers will be notified of these changes through channel crawl messages on the above channels.

A ClearQAM (Quadrature Amplitude Modulation) tuner is a device used by televisions and computers to receive digital cable television through a physical cable. QAM channels are made from two numbers (a "major" and a "minor" separated by a dot or dash). Most ClearQAM tuner TV sets have a scanning function (typically called Auto Program, Channel Scan or some similar combination). Customers can find the scan function in the on-screen menu and start it. When finished, the TV will have found all available QAM channels. Each TV brand may display numbers differently.

We would also like to announce that on or after April 10, 2013, we will be airing a free preview of ESPN 3D on Cox channel 896 for Essential Plus Package customers, featuring the 2013 Masters Golf Tournament programming from April 11-14, 2013. Following the free preview, ESPN 3D will become a permanent part of the Essential Plus Package line up.

Consumer-owned devices equipped with a CableCARD may require a digital set top receiver or Tuning Adapter in order to receive all programming options offered by Cox digital cable.

If you have any questions, please do not hesitate to contact me directly at 757-369-4632 or Kathryn Falk, our Vice President of Public and Government Affairs, at 703-480-5248. Thank you for your partnership.

Sincerely,

Barrett Stork
Manager Government Affairs



Government Affairs
1341 Crossways Boulevard
Chesapeake, Virginia 23320
757-369-4632

March 29, 2013

John B. Edwards, Jr.
West Point Town Manager
329 6th Street
P. O. Box 152
West Point, Virginia 23181

RE: Retransmission Negotiations-Local TV, LLC

Dear Mr. Edwards:

On behalf of Cox Communications and our 2300 employees in Virginia, we have some information to share.

Cox Communications is required by law to receive permission from broadcast stations to carry their signals on our video channel lineup. We wanted to let you know that Cox is currently negotiating with Local TV, LLC, owner of WGNT CW 27 Hampton Roads (channel 7 in standard definition and channel 1007 in high definition) and WTKR CBS News channel 3 Hampton Roads (channel 3 in standard definition and channel 1003 in high definition) for the right to continue carrying its signals on our video channel lineup. We are optimistic an agreement will be reached prior to the deadline; however, should no agreement be reached, the above listed signals may no longer be available on the Cox channel lineup after April 30, 2013. Cox is required to notify customers of this possible change to the channel lineup and we will do so via a newspaper ad. Cox is committed to reaching an agreement, so that there is no disruption to our service.

If you have any questions, please do not hesitate to contact me directly at 757-369-4632 or our Vice President of Public and Government Affairs, Kathryn Falk, at 703-480-5248.

Sincerely,

A handwritten signature in black ink, appearing to read "Barrett Stork". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Barrett Stork
Manager Government Affairs



Government Affairs
1341 Crossways Boulevard
Chesapeake, Virginia 23320
757-369-4632

March 29, 2013

John B. Edwards, Jr.
West Point Town Manager
329 6th Street
P. O. Box 152
West Point, Virginia 23181

RE: Retransmission Negotiations-Local TV, LLC

Dear Mr. Edwards:

On behalf of Cox Communications and our 2300 employees in Virginia, we have some information to share.

Cox Communications is required by law to receive permission from broadcast stations to carry their signals on our video channel lineup. We wanted to let you know that Cox is currently negotiating with Local TV, LLC, owner of WTVR CBS 6 Richmond for the right to continue carrying its signals on channel 6 (standard definition) and channel 1006 (high definition) on our video channel lineup. We are optimistic an agreement will be reached prior to the deadline; however, should no agreement be reached, the above listed signals may no longer be available on the Cox channel lineup after April 30, 2013. Cox is required to notify customers of this possible change to the channel lineup and we will do so via a newspaper ad. Cox is committed to reaching an agreement, so that there is no disruption to our service.

If you have any questions, please do not hesitate to contact me directly at 757-369-4632 or our Vice President of Public and Government Affairs, Kathryn Falk, at 703-480-5248.

Sincerely,

A handwritten signature in black ink, appearing to read "Barrett Stork". The signature is fluid and cursive, written over a horizontal line.

Barrett Stork
Manager Government Affairs



Government Affairs
1341 Crossways Boulevard
Chesapeake, Virginia 23320
757-369-4632

March 22, 2013

John B. Edwards, Jr.
West Point Town Manager
329 6th Street
P. O. Box 152
West Point, Virginia 23181

RE: Video Service Changes

Dear Mr. Edwards:

On behalf of Cox Communications and our 2,200 employees in Virginia, we have some news to share. Cox customers will receive advanced notice of the following changes via a bill message in their upcoming monthly statements.

On or after May 15, 2013, there will be a one-time charge of \$39.99 for residential equipment pick up via a technician following a voluntary disconnection of service. Cox residential will introduce the ability to request a shipping label and return crates to return equipment following a voluntary disconnection of service for a flat rate of \$19.99.

We are excited to announce that on or after April 18, 2013, Cox will introduce the G8 DVR for \$8.50 per month. The G8 allows simultaneous recording of 6 programs at once. With a 2TB hard drive, it stores nearly 300 hours of HD programming and 1,000 hours of SD programming.

Consumer-owned devices equipped with a CableCARD may require a digital set top receiver or Tuning Adapter in order to receive all programming options offered by Cox digital cable.

If you have any questions, please do not hesitate to contact me directly at 757-369-4632 or Kathryn Falk, our Vice President of Public and Government Affairs, 703-480-5248.

Sincerely,

A handwritten signature in black ink, appearing to read "Barrett Stork", written over a horizontal line.

Barrett Stork
Manager Government Affairs

**COMMUNITY DEVELOPMENT
AGENDA
APRIL 8th, 2013
5:00 p.m.**

- I. Agenda Changes
- II. Vendor Ordinance Revisions
- III. Farmers Market
- IV. General Information
- V. Town Council Agenda
- VI. Next Meeting: May 13th, 2013
- VII. Adjournment

**ECONOMIC AND COMMUNITY DEVELOPMENT
COMMITTEE MEETING
APRIL 8th, 2013**

Mr. Lawson called the meeting to order at 5:00 p.m. Committee members present included Jack Lawson, Chairman, Deborah Ball and Paul Kelley.

Also present: Jim Hudson, Mayor; Wayne Healy, Town Council Member; John Edwards, Town Manager; Karen Barrow, Town Clerk.

I. Agenda Changes

There were no changes made to the agenda.

II. Vendor Ordinance Revisions

Mr. Edwards advised that Town Council sent a copy of a letter sent to Mr. Kirkland regard the current status of the 'Snack Shack' on 14th Street. The power at Mr. Kirkland's business was approved on a temporary basis.

Mrs. Ball advised that Town Council should treat everyone the same and asked what happened to Mr. Johnson the Crab Cake man.

Mr. Edwards advised that Mr. Johnson had some health issues and sold his trailer, but now he has recovered, There was an issue at one time regarding electric power. Mr. Johnson was offered the same option for power as Mr. Kirkland. With a temporary permit a business runs a cable on the ground to an outlet at a building, you have to remove the cable at the end of each day, Mr. Johnson wanted permanent electricity that was not available at the location.

Mr. Lawson advised that Mr. Johnson has purchased a new food trailer and is ready to start his business again.

Paul Kelley advised that Street Vendors do not want to put their carts up at the end of the day, in the City of Richmond you have to put the cart up, out of the way at the end of the day.

Mrs. Ball suggested the Town renew Mr. Kirkland's permit for six months with a letter advising of future changes.

Mr. Lawson advised that this could possibly become a problem later if the ordinance is not changed.

III. Farmers Market

Mr. Edwards presented the Committee with a Plan of Development for the Farmers Market that is scheduled to open in May. VDOT are expecting the Town to install the driveway entrance

that will increase the estimated cost for the startup, funds from the Economic Development Account can be used for the basic construction. The Town is trying to open on time, we might have to start in the parking lot then move over to the new location.

IV. General Information

There was nothing available for discussion under General Information.

V. Town Council Agenda

Mr. Lawson advised there was nothing for the Town Council agenda.

VI. Next Meeting Date: May 13th 2013

VII. Adjournment

There being no further business, Mr. Lawson adjourned the meeting at 5:35 p.m.

**EDUCATION COMMITTEE
AGENDA
APRIL 17th, 2013
4:30 p.m.**

- I. Agenda Changes
- II. FY 2013-14 Budget
- III. General Information
- IV. Town Council Agenda
- V. Next Meeting Date: May 15th, 2013
- VI. Adjournment

**EDUCATION COMMITTEE
MINUTES
APRIL 17th, 2013**

Mr. Shreaves called the meeting to order at 4:30 pm. Committee members present included Mr. Shreaves, Chairman; Tina Gulley, Paul Kelley and Wayne Healy.

Also present: Jim Hudson, Mayor; Jack Lawson, Deborah Ball, Town Council Member; John Edwards, Town Manager; Charlotte Scanlan, Administrative Assistant; Dr. Jeffery Smith, School Superintendent; Duddly Olsson, School Board Chairperson; Paul Diggs and other interested persons.

I. Agenda Changes

No changes were made to the agenda.

II. FY 2013-14 Budget

Mr. Edwards advised that the FY 2013-14 Budget has been advertised for a public hearing on Monday, April 22nd 2013 at 6:30 PM.

Mr. Hudson stated that King William has a meeting scheduled for April 22nd at 7:00 PM to adopt their budget. Town Council is scheduled to adopt the Town's budget on April 29th 2013. If it becomes necessary to change the Town's rates, there will be time for public input at the meeting.

Mr. Edwards advised there are two public hearings scheduled for April 22nd 2013. The Budget and Ordinance 04-13, Gas Tax with Building Permit Fees. Ordinance 04-13 can be adopted after the public hearing. In accordance with State Code, Town Council has to wait seven days after the public hearing before Town Council can adopt the proposed budget.

III. General Information

Mr. Edwards advised there was nothing to report under General Information.

IV. Town Council Agenda

Mr. Shreaves advised there was nothing for the Town Council agenda.

V. Next Meeting Date: May 15th 2013.

VI. Adjournment

There being no further business the meeting was adjourned.

FINANCE AND ORGANIZATIONAL COMMITTEE
AGENDA
APRIL 11th, 2013
4:30 p.m.

- I. Agenda Changes
- II. Supplement to Town Code **(Enc. 1)**
- III. Budget FY 2013 – 2014
- IV. Closed Session (If needed)
- V. General Information
- VI. Town Council Agenda
- VII. Next Meeting Date: May 9th, 2013
- VIII. Adjournment

**Finance and Organizational
Committee Meeting
Minutes
April 11th, 2013**

Mrs. Ball called the meeting to order at 4:35 p.m. Committee members present include Deborah Ball, Chairperson and Jack Lawson.

Also Present: Mayor Jim Hudson; Chris Vincent, Town Council; John Edwards, Town Manager; Karen Barrow, Town Clerk and TC Moore, Town Treasurer.

I. Agenda Changes

There were no changes made to the agenda.

II. Supplement to Town Code

Mr. Edwards advised that Supplement Four of the Town code would cover all ordinances through 2011 and 2012 for an estimated cost of \$2,016.00.

III. FY 2012-13 Budget

Mr. Edwards advised that the Public Hearing has been advertised for April 22nd 2013 at 6:30 PM. Action will be taken a week later at the regular Town Council meeting.

Mr. Hudson stated that King William will adopt their budget on April 22nd 2013 at 7:00 PM.

Mrs. Ball asked what is on the agenda for the Public Hearing.

Mr. Edwards advised Ordinance 04-13, the Gas Tax with Building Fees and the FY2013-14 Budget.

IV. General Information

Mr. Edwards advised that the Town Server is currently being worked on, the server has had virus and does not have a backup. There will be new email addresses with a backup.

V. Town Council Agenda

Mrs. Ball asked for the supplement to the Town Code to be placed on the Town Council agenda.

VI. Next Meeting Date: May 9th, 2013

VII. Adjournment

There being no further business Mrs. Ball adjourned the meeting at 4:55 p.m.

Council Members:
TINA S. GULLEY
WAYNE HEALY
PAUL T. KELLEY
JOSHUA T. "JACK" LAWSON
O.B. "BUB" SHREAVES, JR.
CHRIS P. VINCENT



JAMES H. HUDSON, III
Mayor
DEBORAH BALL
Vice Mayor
JOHN B. EDWARDS, JR.
Town Manager

TOWN OF WEST POINT

To: The Honorable Debbie Ball and Finance Committee

From: John B. Edwards, Jr.
Town Manager

Subject: Supplement to the Town Code

Date: April 11th, 2013

Pursuant to the Town Code Section 1-8, please find attached a Resolution to publish Supplement Number four of the Town Code.

Supplement number four would publish ordinances adopted by Town Council as listed on the estimate from MuniCode. The estimate to print supplement four is \$2,016., funds are allocated in the current budget in line item 011010-3500.

Karen Barrow

To: Dennis Heller
Subject: RE: Revised Estimate for Supplement #4

From: Dennis Heller [<mailto:DHeller@municode.com>]
Sent: Tuesday, April 09, 2013 4:09 PM
To: 'kmbarrow@west-point.va.us'
Subject: Revised Estimate for Supplement #4

Ms. Barrow:

Below my signature I have pasted a copy of a revised estimate that was prepared today. It ought to have been sent earlier but may have gotten "stuck" in a server or filter.

Please contact me if you have any questions.

Thank you

Regards,

Dennis Heller

Sales & Marketing Representative

dheller@municode.com

800-262-2633 Ext 1299 | fax 850-575-8852

[Municipal Code Corporation](#) | [MCCInnovations](#) | [Facebook](#) | [Twitter](#)

Ask me about **OrdBank**



Ms. Barrow,

We are pleased to provide an updated cost estimate for Supplement No. 4 to the West Point, VA Code of Ordinances. We will wait for your authorization before proceeding with the publication of this Supplement.

Estimate for Supplement No. 4:

90 pages @ \$19.90 per page = \$1791

8 NOW Ordinances @\$25 = \$200

Estimated shipping of 40 copies = \$25

Estimated Total = \$2016

Please keep in mind that the above figures are approximations. This estimate does not include new chapter tabs or tax, if applicable. When estimates are provided, we cushion the numbers. Once the supplement is completed and invoiced, we bill only for the actual number of pages generated by the amending ordinances.

Ordinances held for inclusion in Supplement No. 4:

06-10 01-12

02-11 02-12

04-11 04-12

12-11 01-13

DRAFT
TOWN OF WEST POINT
PLANNING COMMISSION MINUTES
April 3, 2013

I. Call to Order at 5:00 pm

The West Point Planning Commission held its regularly scheduled meeting on Wednesday, April 3, 2013, at 5:00 p.m. Chairman Paul Diggs called the meeting to order.

Members Present: Paul Diggs, Chairman
Daniel Hockenberger
James H. Hudson, III
James Pruett
Mary Montague Sikes

Members Absent: James Vadas, Vice-Chairman
James N. Brockwell

Also Present: Andrea G. Erard, Esq., Town Attorney
Holly N. McGowan, Community Development Director
Charlotte G. Scanlan, Secretary

II. Review of Agenda

Ms. McGowan requested that item B under New Business/ Discussion/ Electronic-Message Signs be tabled until the May 1, 2013 meeting.

III. Citizens Address the Commission

A. Citizens Address the Commission

Chairman Paul Diggs opened the floor for any citizen to address the Commission on any subject. There being none, the citizens address portion of the meeting was closed.

IV. New Business

A. Request Permission to Advertise for Public Hearing/Christopher P. and Robyn Vincent/Case # SUP2013-01.

Ms. Holly McGowan, Community Development Director, presented and reviewed for the Planning Commission Christopher P. and Robyn Vincent's Special Use Permit application.

Commissioner James H. Hudson, III made a motion to authorize staff to advertise for Public Hearing;/Christopher P. and Robyn Vincent/ Case # SUP2013-01. Commissioner Mary M. Sikes seconded. Upon roll call vote, Commissioners Hockenberger, Sikes, Hudson, Pruett, Chairman Diggs all voted "Aye". Therefore, the motion was approved.

B. Discussion/Electronic-Message Signs.

This item was tabled to the May 1, 2013 Planning Commission meeting.

V. Old Business

A. Discussion of Towers and Authorization to Advertise for Public Hearing/ Communication Towers.

Commissioner Daniel Hockenberger made a motion to authorize staff to advertise for public hearing/Communication Towers. Commissioner James Pruett, seconded. Upon roll call vote, Commissioners Hockenberger, Sikes, Hudson, Pruett and Chairman Diggs all voted, "Aye." The motion passed.

VI. Committee Reports

A. Town Council

Mayor Hudson reported on the March 25, 2013 regularly scheduled Town Council Meeting.

B. BZA/Wetlands Boards Meetings

Commissioner Hockenberger stated there were no items to report.

VII. Adoption of Minutes

Commissioner Sikes made a motion to approve the February 6, 2013 meeting minutes as written. Commissioner Hudson seconded. Upon unanimous vote, the motion was adopted.

VIII. Set Next Meeting Date

May 1, 2013 at 5:00 p.m.

IX. Motion to Adjourn

Chairman Diggs declared the meeting adjourned.

Approved / /

Paul Diggs, Chairman
West Point Planning Commission

Commissioner's Terms

Paul Diggs (Chairman)	843-4052	6/30/2015	pdiggs@schnabel-eng.com
James E. Vadas (Vice-Chairman)	843-4082	9/30/2016	jvadas@cox.net
James N. Brockwell	843-2485	9/30/2014	james@brockwellseptic.com
Daniel Hockenberger	380-0471	9/30/2013	danhock@cox.net
James H. Hudson, III	843-3262	6/30/2014	jhudson@west-point.va.us
James Pruet	832-1185	9/30/2013	jpruet@baydesigngroup.com
Mary Montague Sikes	843-3284	9/30/2016	monti7olen@verizon.net

**WEST POINT WETLANDS BOARD
MINUTES
April 16, 2013**

There was nothing available for discussion for the West Point Wetlands Board meeting scheduled for Tuesday, April 16, 2013. Therefore, the meeting was cancelled.

Daniel J. Hockenberger, Chairman
West Point Wetlands Board

Board Members Terms

Daniel Hockenberger, Chairman	380-0471	9/30/2014	danhock@cox.net
Linda Smith, Vice-Chairman	843-2922	9/30/2016	lsmith@mennel.com
Kimberly Jennings	385-7181	9/30/2015	kjennings1616@gmail.com
Thomas D. Cervenak	239-7278	9/30/2016	Thomas.Cervenak@dcr.virginia.gov
Lynda Weaver	843-3343	9/30/2014	colbubba@cox.net

BOARD OF ZONING APPEALS
MINUTES
April 16, 2013

There was nothing available for discussion for the West Point Board of Zoning Appeals meeting scheduled for Tuesday, April 16, 2013. Therefore, the meeting was cancelled.

Daniel J. Hockenberger, Chairman
West Point Board of Zoning Appeals

Board Members Terms

Daniel Hockenberger, Chairman	380-0471	9/30/2014	danhock@cox.net
Linda Smith, Vice-Chairman	843-2922	9/30/2016	lsmith@mennel.com
Kimberly Jennings	385-7181	9/30/2015	kjennings1616@gmail.com
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