



# **CITY OF EMPORIA**

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**AGENDA  
EMPORIA CITY COUNCIL  
Regular Meeting  
TUESDAY, AUGUST 16, 2016 - 6:30 P.M.**

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**OPENING PRAYER**

**ROLL CALL**

**APPROVAL OF MINUTES**

August 2, 2016 ~ Regular Meeting

**APPROVAL OF BILLS**

**REPORTS**

Financial and Tax Reports  
Commissioner of the Revenue Report  
Permit and Inspection Report  
Police Report  
Sheriff Report  
City Attorney Report

**APPROVAL OF AGENDA**

**AWARDS AND RECOGNITIONS**

**UNFINISHED BUSINESS**

16-34. Boards and Commission – Various Term Expirations

**NEW BUSINESS**

16-41. Lease Purchase Financing Resolutions – Request to Approve

16-42. South Main Street Project Loan Funds – Appropriation Ordinance

16-43. Justice Assistance Grant (JAG) – Appropriation Ordinance

16-44. Victim Witness Program – Appropriation Ordinance



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- 16-45. Sexual Assault Program – Appropriation Ordinance
- 16-46. Greensville Memorial Foundation Grant – Appropriation Ordinance
- 16-47. Paving – Appropriation Ordinance
- 16-48. Drug Seizure Fund – Appropriation Ordinance
- 16-49. Fire Program Funds – Appropriation Ordinance
- 16-50. Belfield Business District Project Grant Funds – Appropriation Ordinance
- 16-51. Owner Contribution – Belfield Business District Project – Appropriation Ordinance
- 16-52. Water Treatment Plant Loan Funds – Appropriation Ordinance
- 16-53. Wastewater Treatment Plant Upgrade – Appropriation Ordinance
- 16-54. Emporia Redevelopment & Housing Authority – Term Expiration (Carolyn S. Carey)

**PUBLIC COMMENT**

**CLOSED SESSION**

Closed Meeting pursuant to Virginia Code § 2.2 3711 (A) (7) Legal matter requiring the advice of counsel and briefings by staff pertaining to City/County contractual issues.

# **\* NOTICE \***

## **Minutes – August 2, 2016 Regular Meeting**

Supporting documentation for agenda item Minutes is currently being prepared for your review/consideration and will be distributed to you at the meeting.

# Review of Bills August 16, 2016

## GENERAL FUND

### LEGISLATIVE

B. W. Wilson Paper Company, Inc.	93.00
Carey, Carolyn	210.30
IIMC	180.00
Independent Messenger	222.60
Mercer, Carol	75.00
Telpage, Inc.	159.80
Temple, Dale	315.45
Treasurer of Virginia - VITA	10.47
Verizon	22.20
Virginia Municipal League	4,227.00
VMCA	25.00
Xerox Corporation	76.81

### EXECUTIVE

Alere eScreen	516.00
Alliance for Innovation	1,020.00
B. W. Wilson Paper Company, Inc.	186.00
Greenberg & Associates	350.00
Independent Messenger	42.40
Telpage, Inc.	299.90
Treasurer of Virginia - VITA	14.00
Verizon	294.94
VLGMA	294.42
VML Insurance Programs	35,223.50
Xerox Corporation	134.04

### LAW

Barrett Law Office, PC	1,250.00
Troutman Sanders, LLP	1,411.00

### REGISTRAR

Ashley Wall	76.04
Atlantic Election Services	4,156.74
Norris Dickerson	86.83
Robert Grizzard, Jr.	152.06
Sheraton Roanoke Hotel	316.11
The Election Center	99.00
Treasurer of Virginia - VITA	0.85
Verizon	22.20
VRAV Annual Meeting	165.00
Wynne LeGrow	152.06
Xerox Corporation	13.51

### EMERGENCY SERVICES

Bryant's Safety & Health	7,865.00
Sadler Brothers Oil Company, Inc.	45.04
Verizon	44.40
Verizon Wireless	49.92
Virginia Emergency Management	75.00

### VJCCCA/FAMILY VIOLENCE PREVENTION

Best Western Emporia	418.72
BI, Inc.	350.84
Family Violence Sexual Assault Unit	280.33
Family YMCA of Emporia Greenville	4,420.23
Marva Dunn	150.00
Owen Ford, Inc.	23,995.00
Sadler Brothers Oil Company, Inc.	50.68
Telpage, Inc.	139.90
Treasurer of Virginia - VITA	4.76
Verizon	132.61
Verizon Wireless	159.21
VML Insurance Programs	865.00

### VICTIM WITNESS

Quill Corporation	2,160.66
VML Insurance Programs	107.00

### SHARED SERVICES

Greenville County	920,162.28
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### FINANCE

Anthem Blue Cross/Blue Shield	89,054.80
B. W. Wilson Paper Company, Inc.	186.00
Lincoln Financial Group	2,643.43
Source4	1,927.02
Treasurer of Virginia - VITA	4.10
Treasurer of Virginia - VRS	37,368.82
Verizon	66.35
VML Insurance Programs	25,769.00
Xerox Corporation	87.60

### TREASURER

B. W. Wilson Paper Company, Inc.	93.00
BAI Treasurers' User Group	350.00
Treasurer of Virginia - VITA	4.03
Treasurers Association of Virginia	175.00
Verizon	171.05
Xerox Corporation	3.83

### COMMISSIONER OF REVENUE/ASSESSOR

B. W. Wilson Paper Company, Inc.	93.00
Independent Messenger	318.00
Treasurer of Virginia - VITA	4.21
Verizon	95.54
Xerox Corporation	0.44

## Review of Bills August 16, 2016

### COURTS

Crater Youth Care Commission	6,305.75
Law Ofcs. Of Barbara G. Mason, Inc.	120.00
Southside Regional Jail	103,166.40
The Law Ofc. Of W. Wm. Robinson, III	120.00
Treasurer of Virginia - VITA	6.45
Verizon	100.20

### COURT SERVICES UNIT

Emporia CNBB, LP	7,012.50
Harris, F. Woodrow	839.02
Jean Cobb	55.00
Sadler Brothers Oil Company, Inc.	174.63
Staples Credit Plan	366.88
Treasurer of Virginia - VITA	26.79
Verizon	272.78
Verizon Wireless	341.68

### SHERIFF

Crater Criminal Justice Training Acad.	1,137.78
Emporia CNBB, LP	650.00
Greene's Service Center, Inc.	32.00
ID Networks, Inc.	400.00
Sadler Brothers Oil Company, Inc.	288.56
Telpage, Inc.	79.98
Treasurer of Virginia - VITA	2.32
Verizon	113.86
Verizon Wireless	91.32

### FIRE

Amerigas Propane LP	176.67
Dominion Virginia Power	1,201.56
Emporia Volunteer Fire Department	255.21
Greensville Co. Volunteer Fire Dept.	10,181.78
Houchins Pest Control Service	18.50
Mechanical Sales, Inc.	12,770.00
Mecklenburg Electric Cooperative	25.57
Morris Refrigeration Company, Inc.	140.56
Municipal Emergency Services	574.00
Sadler Brothers Oil Company, Inc.	76.14
Tate Engineering	2,014.53
Treasurer of Virginia - VITA	1.55
Verizon	111.00
Verizon Wireless	30.44
VML Insurance Programs	388.50

### GROUND MAINTENANCE

APF FBO Virginia Staffing	4,964.00
Buck Woods Mulch LLC	256.00
Cintas Corporation	62.44
Sadler Brothers Oil Company, Inc.	153.07

### NON-DEPARTMENTAL

Airfield 4-H Conference Center	2,000.00
BAI Municipal Software	19,686.00
Boys & Girls Club of Emporia-Greens.	15,000.00
Community Youth Center, Ltd.	9,000.00
District 19 Community Services	19,735.50
Emporia-Greens. Habitat for Humanity	2,375.00
Emporia-Greens. Local Law Library	240.00
Greens./Emporia Dept. of Soc. Serv.	194,578.00
Greensville Volunteer Rescue Squad	3,570.25
Greensville/Emporia CSA	78,471.50
Longwood University SBDC	2,500.00
Meherrin Regional Library	15,824.84
Southside Virginia Community College	1,179.00
Southside Virginia Education Center	16,694.50

### DEBT SERVICE

BB&T Governmental Finance	9,479.92
Carter Bank & Trust	6,667.89
First Citizens Bank	5,858.08
The Bank of Hampton Roads	3,665.43
The Bank of Southside Virginia	2,258.48
USDA Rural Development	4,607.00

### DEVELOPMENT SERVICES

B. W. Wilson Paper Company, Inc.	186.00
Community Planning Partners	4,854.97
Crater Planning District Commission	2,400.50
Eastern Virginia Environmental	650.00
Emporia EDA	846.67
Emporia-Greensville Chamber	10.00
Greensville County	83.00
Hillbilly LLC - The UPS Store	64.00
Independent Messenger	222.60
M & B Construction	14,440.00
MAMaC RIFA	5,650.00
Quill Corporation	407.95
Sadler Brothers Oil Company, Inc.	229.81
Stantec Consulting Services, Inc.	827.64
Telpage, Inc.	110.00
Topping Enterprises, Inc.	2,496.98
Treasurer of Virginia - VITA	18.31
Verizon	92.80
Verizon Wireless	112.11
Xerox Corporation	242.48

### ANIMAL CONTROL

Sadler Brothers Oil Company, Inc.	85.48
Verizon Wireless	119.84

## Review of Bills August 16, 2016

### FACILITIES

Baird Fence & Deck Company	1,350.00
Cintas Corporation	329.21
Dominion Virginia Power	3,836.03
Greensville County	2,115.51
Houchins Pest Control Service	175.75
Jerry's Professional Carpet Cleaning	679.94
Mecklenburg Electric Cooperative	761.88
Morris Refrigeration Company, Inc.	1,158.60
South Hill Auto Glass	381.74

### POLICE

AR500 Armor	3,267.15
CDW Government, Inc.	1,968.00
Cobb Technologies	143.25
Computer Networking Services	472.50
Crater Criminal Justice Training Acad.	12,894.84
Crossroads Chrysler Jeep Dodge	3,710.98
Davis Body Shop, Inc.	4,050.58
Hilton Greenville	1,717.60
ID Networks, Inc.	15,856.00
John Romano	241.56
MACE, Inc.	7,680.00
Meherrin Drug Task Force	1,954.75
Sadler Brothers Oil Company, Inc.	4,450.52
Telpage, Inc.	119.90
Treasurer of Virginia - VITA	77.93
Verizon	864.28
Verizon Wireless	1,634.50

### PUBLIC WORKS

ARC3 Gases	74.90
Cintas Corporation	794.42
Commercial Ready Mix	3,239.00
Dell Marketing, LP	2,970.00
Dominion Virginia Power	7,505.29
Farm and Lawn Service	6,831.00
Fuel Freedom Card	2,507.07
Greensville County Landfill	20,451.58
Holiday Ice	135.84
Mecklenburg Electric Cooperative	1,488.82
Rightmyer Machine Rentals	2,990.04
Sadler Brothers Oil Company, Inc.	2,069.61
Southside Regional Jail	644.40
Telpage, Inc.	119.90
Treasurer of Virginia - VDC	830.00
Treasurer of Virginia - VITA	4.61
VEPGA	186.00
Verizon	245.22
Verizon Wireless	213.60

**TOTAL GENERAL FUND**

**\$1,899,628.28**

### UTILITY FUND

Anthem Blue Cross/Blue Shield	22,790.00
B. W. Wilson Paper Company, Inc.	93.00
Brenntag Mid-South, Inc.	3,275.20
Brunswick Landfill	1,470.16
Carter Bank & Trust	254,270.11
Cintas Corporation	792.01
Comcast Communications	124.90
CSX Transportation	502.34
Delbridge, Tom	33.46
Dewberry Engineers, Inc.	3,650.00
Dominion Virginia Power	11,546.13
Edmunds Waste Removal, Inc.	1,925.00
Education & Training Services	549.00
Fuel Freedom Card	402.20
Holiday Ice	15.09
Independent Messenger	710.20
Instrumentation Services	726.75
Lincoln Financial Group	614.96
Mecklenburg Electric Cooperative	580.87
Northrup Grumman Systems	1,971.00
Office Depot	856.35
Parker Oil Company, Inc.	1,327.11
R & C Electric Service, Inc.	354.47
Roanoke Rapids Sanitary District	40.00
Robert Clary	19.73
Sadler Brothers Oil Company, Inc.	902.02
Southern Corrosion	42,323.00
Telpage, Inc.	159.80
Treasurer of Virginia - VITA	6.26
Treasurer of Virginia - VRS	9,186.86
U S Postal Service	718.90
United Parcel Service	15.88
Univar USA, Inc.	6,757.87
USDA Rural Development	35,829.00
VDH - Waterworks Technical Assist.	1,942.58
Verizon	795.18
Verizon Wireless	303.68
VML Insurance Programs	16,380.25
VUPS	104.67
Water Guard, Inc.	1,220.00

**TOTAL UTILITY FUND**

**\$425,285.99**

**CITY OF EMPORIA  
CITY COUNCIL MEETING  
August 16, 2016  
AGENDA MEMORANDUM**

**SUBJECT: FINANCIAL STATEMENT  
COLLECTIONS 2015-2016  
COLLECTIONS 2012-2014  
COLLECTIONS 2009-2011  
DELINQUENT TAX SUMMARY-ALL YEARS  
2015 PPTRA ALLOTMENT-COMPARISON  
2016 PPTRA ALLOTMENT-COMPARISON  
SALES & USE TAX COMPARISON  
MONTHLY UTILITY DEPT. COMPARISON  
CUT OFFS FOR UTILITY CUSTOMERS  
UNCOLLECTED UTILITY BILLS  
UPDATED BOOT AND SETOFF DEBT COLLECTIONS**

**W. S. HARRIS, JR., TREASURER**

# **Financial Statement**

## **July 31, 2016**

**CHECKING / DAILY INVESTMENT**

**General Fund**

**Utility Fund**

1,218,636.36

632,048.45

**CERTIFICATES OF DEPOSIT / INVESTMENTS**

FIRST COMMUNITY BANK	\$1,151,380.42	MMF @ .05%	NA	GF
CARTER BANK & TRUST	\$1,533,010.73	12 Mos @ .90%	1/11/2017	GF
CARTER BANK & TRUST	\$1,025,559.77	12 Mos @ .90%	2/3/2017	GF
CARTER BANK & TRUST	\$1,025,559.77	12 Mos @ .90%	2/3/2017	GF
CARTER BANK & TRUST	\$787,476.45	12 Mos @ .90%	2/8/2017	GF
CARTER BANK & TRUST	\$1,017,666.22	12 Mos @ .90%	2/8/2017	GF
CARTER BANK & TRUST	\$1,017,666.22	12 Mos @ .90%	2/8/2017	GF
FIRST COMMUNITY BANK	\$605,600.77	MMF @ .05%	NA	UT
CARTER BANK & TRUST	\$511,003.57	12 Mos @ 1.00%	1/11/2017	UT
CARTER BANK & TRUST	\$512,524.96	12 Mos @ .90%	2/3/2017	UT

Jul-16

## RECAP OF 2016 TAXES

TYPE OF TAX	BAL. FWD.	SUPPLEMENTS	ABATEMENTS	ADJUSTED LEVY	COLLECTIONS	BALANCE DUE
	(A)	(B)	(C)	(Cols. A+B-C) (D)	TO DATE (E)	(F)
Real Estate	0.00	0.00	0.00	0.00	0.00	0.00
Personal Property	1,539,275.96	37,098.53	15,599.46	1,560,773.03	1,092,838.86	467,934.17
Decals	107,277.50	4,888.50	1,744.50	110,221.50	47,013.06	63,208.44
Personal Property Relief	572,561.18	32,791.67	12,266.92	593,085.93	273,464.95	319,620.98
Public Service	0.00	0.00	0.00	0.00	0.00	0.00
<b>TOTAL</b>	<b>2,219,114.64</b>	<b>74,576.70</b>	<b>29,610.88</b>	<b>2,264,080.46</b>	<b>1,413,316.87</b>	<b>850,763.59</b>
<a href="#">2015 Real Estate Tax Collections</a>		<a href="#">0.00%</a>	<a href="#">2015 Personal Property Tax Relief</a>		<a href="#">46.11%</a>	
<a href="#">2015 Personal Property Tax Collections</a>		<a href="#">70.02%</a>	<a href="#">2015 Public Service Tax Collection</a>		<a href="#">0.00%</a>	

## RECAP OF 2015 TAXES

TYPE OF TAX	BAL. FWD.	SUPPLEMENTS	ABATEMENTS	ADJUSTED LEVY	COLLECTIONS	BALANCE DUE
	(A)	(B)	(C)	(Cols. A+B-C) (D)	TO DATE (E)	(F)
Real Estate	3,238,125.78	1,618.20	1,640.74	3,238,103.24	3,161,482.90	76,620.34
Personal Property	1,448,229.94	81,328.68	34,936.13	1,494,622.49	1,479,376.96	15,245.53
Decals	105,828.50	11,304.00	1,856.00	115,276.35	107,490.00	7,786.35
Personal Property Relief	557,649.30	45,749.16	19,957.89	583,440.57	563,446.59	19,993.98
Public Service	192,695.51	0.00	0.00	192,695.51	192,695.51	0.00
<b>TOTAL</b>	<b>5,542,529.03</b>	<b>140,000.04</b>	<b>58,390.76</b>	<b>5,624,138.16</b>	<b>5,504,491.96</b>	<b>119,646.20</b>
<a href="#">2015 Real Estate Tax Collections</a>		<a href="#">97.68%</a>	<a href="#">2015 Personal Property Tax Relief</a>		<a href="#">96.57%</a>	
<a href="#">2015 Personal Property Tax Collections</a>		<a href="#">98.85%</a>	<a href="#">2015 Public Service Tax Collection</a>		<a href="#">100.00%</a>	

Jul-18

## RECAP OF 2014 TAXES

<i>TYPE OF TAX</i>	<i>BAL. FWD.</i> (A)	<i>SUPPLEMENTS</i> (B)	<i>ABATEMENTS</i> (C)	<i>ADJUSTED LEVY</i> (Cols. A+B-C) (D)	<i>COLLECTIONS</i> TO DATE (E)	<i>BALANCE DUE</i> (F)
Real Estate	3,115,570.28	2,882.31	7,701.25	3,110,751.34	3,087,102.59	31,182.00
Personal Property	1,296,854.59	60,820.78	30,516.17	1,327,159.20	1,317,369.42	10,024.82
Decals	106,527.00	6,275.00	2,725.21	110,076.79	105,594.69	4,619.80
Personal Property Relief	553,560.55	31,441.05	10,459.13	574,542.47	561,435.39	13,459.64
Public Service	188,396.69	0.00	0.00	188,396.69	188,396.69	0.00
<b>TOTAL</b>	<b>5,260,909.11</b>	<b>101,419.14</b>	<b>51,401.76</b>	<b>5,310,926.49</b>	<b>5,259,898.78</b>	<b>59,286.06</b>
<a href="#">2014 Real Estate Tax Collections</a>		<a href="#">99.27%</a>	<a href="#">2014 Personal Property Tax Relief</a>		<a href="#">97.71%</a>	
<a href="#">2014 Personal Property Tax Collections</a>		<a href="#">99.26%</a>	<a href="#">2014 Public Service Tax Collection</a>		<a href="#">100.00%</a>	

## RECAP OF 2013 TAXES

<i>TYPE OF TAX</i>	<i>BAL. FWD.</i> (A)	<i>SUPPLEMENTS</i> (B)	<i>ABATEMENTS</i> (C)	<i>ADJUSTED LEVY</i> (Cols. A+B-C) (D)	<i>COLLECTIONS</i> TO DATE (E)	<i>BALANCE DUE</i> (F)
Real Estate	3,098,844.15	3,059.50	4,211.40	3,097,692.25	3,088,443.01	9,249.24
Personal Property	1,269,263.24	22,706.50	25,518.29	1,266,451.45	1,258,079.64	8,371.81
Decals	106,188.00	1,982.50	2,850.87	105,319.63	100,641.98	4,677.65
Personal Property Relief	561,632.25	10,214.96	24,056.99	547,790.22	535,640.35	12,149.87
Public Service	200,213.60	0.00	0.00	200,213.60	200,213.60	0.00
<b>TOTAL</b>	<b>5,236,141.24</b>	<b>37,963.46</b>	<b>56,837.55</b>	<b>5,217,467.15</b>	<b>5,183,018.58</b>	<b>34,448.57</b>
<a href="#">2013 Real Estate Tax Collections</a>		<a href="#">99.70%</a>	<a href="#">2013 Personal Property Tax Relief</a>		<a href="#">97.78%</a>	
<a href="#">2013 Personal Property Tax Collections</a>		<a href="#">99.34%</a>	<a href="#">2013 Public Service Tax Collection</a>		<a href="#">100.00%</a>	

## RECAP OF 2012 TAXES

<i>TYPE OF TAX</i>	<i>BAL. FWD.</i> (A)	<i>SUPPLEMENTS</i> (B)	<i>ABATEMENTS</i> (C)	<i>ADJUSTED LEVY</i> (Cols. A+B-C) (D)	<i>COLLECTIONS</i> TO DATE (E)	<i>BALANCE DUE</i> (F)
Real Estate	3,019,463.59	1,020.90	3,404.63	3,017,079.86	3,012,768.82	4,311.04
Personal Property	1,224,318.90	68,794.39	33,027.82	1,260,085.47	1,254,079.44	6,006.03
Decals	104,243.00	9,600.50	4,270.00	109,573.50	104,986.27	4,587.23
Personal Property Relief	560,183.75	63,406.00	42,933.85	580,655.90	570,403.38	10,252.52
Public Service	173,064.34	0.00	0.00	173,064.34	173,064.34	0.00
<b>TOTAL</b>	<b>5,081,273.58</b>	<b>142,821.79</b>	<b>83,636.30</b>	<b>5,140,459.07</b>	<b>5,115,302.25</b>	<b>25,156.82</b>
<a href="#">2012 Real Estate Tax Collections</a>		<a href="#">99.86%</a>	<a href="#">2012 Personal Property Tax Relief</a>		<a href="#">98.23%</a>	
<a href="#">2012 Personal Property Tax Collections</a>		<a href="#">99.52%</a>	<a href="#">2012 Public Service Tax Collection</a>		<a href="#">100.00%</a>	

Jul-16

## RECAP OF 2009 TAXES

TYPE OF TAX	BAL. FWD.	SUPPLEMENTS	ABATEMENTS	ADJUSTED LEVY	COLLECTIONS	BALANCE DUE
	(A)	(B)	(C)	(Cols. A+B-C) (D)	TO DATE (E)	
Real Estate	2,942,633.81	3,808.18	6,400.94	2,940,040.85	2,939,095.58	945.27
Personal Property	1,214,926.66	219,679.72	219,483.52	1,215,122.86	1,211,106.99	4,015.87
Decals	110,991.50	7,026.00	7,526.50	110,491.00	106,694.44	3,796.56
Personal Property Relief	524,152.89	38,891.54	17,349.89	545,694.54	539,203.13	6,491.41
Public Service	121,797.85	0.00	0.00	121,797.85	121,797.85	0.00
<b>TOTAL</b>	<b>4,914,502.51</b>	<b>269,405.44</b>	<b>250,760.85</b>	<b>4,933,147.10</b>	<b>4,917,897.99</b>	<b>15,249.11</b>
<a href="#">2009 Real Estate Tax Collections</a>		<a href="#">99.97%</a>	<a href="#">2009 Personal Property Tax Relief</a>		<a href="#">98.81%</a>	
<a href="#">2009 Personal Property Tax Collection</a>		<a href="#">99.67%</a>	<a href="#">2009 Public Service Tax Collection</a>		<a href="#">100.00%</a>	

## RECAP OF 2010 TAXES

TYPE OF TAX	BAL. FWD.	SUPPLEMENTS	ABATEMENTS	ADJUSTED LEVY	COLLECTIONS	BALANCE DUE
	(A)	(B)	(C)	(Cols. A+B-C) (D)	TO DATE (E)	
Real Estate	2,976,993.81	0.00	3,696.75	2,973,297.06	2,972,200.32	1,096.74
Personal Property	1,141,435.34	99,940.97	57,127.23	1,184,249.08	1,177,854.94	6,394.15
Decals	107,658.50	9,583.00	5,519.15	111,702.35	108,951.21	2,751.14
Personal Property Relief	578,916.57	34,959.61	29,395.11	584,481.07	578,215.78	3,265.29
Public Service	185,731.98	0.00	8,167.59	157,564.39	157,564.39	0.00
<b>TOTAL</b>	<b>4,970,736.20</b>	<b>144,463.58</b>	<b>103,905.83</b>	<b>5,011,293.95</b>	<b>4,994,786.83</b>	<b>16,507.32</b>
<a href="#">2010 Real Estate Tax Collections</a>		<a href="#">99.96%</a>	<a href="#">2010 Personal Property Tax Relief</a>		<a href="#">98.92%</a>	
<a href="#">2010 Personal Property Tax Collections</a>		<a href="#">99.46%</a>	<a href="#">2010 Public Service Tax Collection</a>		<a href="#">100.00%</a>	

## RECAP OF 2011 TAXES

TYPE OF TAX	BAL. FWD.	SUPPLEMENTS	ABATEMENTS	ADJUSTED LEVY	COLLECTIONS	BALANCE DUE
	(A)	(B)	(C)	(Cols. A+B-C) (D)	TO DATE (E)	
Real Estate	2,984,406.93	0.00	3,831.30	2,980,575.63	2,979,209.41	1,366.22
Personal Property	1,244,373.83	26,690.75	33,766.02	1,237,298.36	1,234,034.48	3,263.88
Decals	111,029.00	8,475.00	6,009.93	113,494.07	110,073.80	3,420.99
Personal Property Relief	557,964.29	30,384.27	29,957.25	558,391.31	552,907.35	5,483.96
Public Service	156,479.42	0.00	0.00	156,479.42	156,479.42	0.00
<b>TOTAL</b>	<b>5,054,253.27</b>	<b>65,550.02</b>	<b>73,564.50</b>	<b>5,046,238.79</b>	<b>5,032,703.74</b>	<b>13,535.05</b>
<a href="#">2011 Real Estate Tax Collections</a>		<a href="#">99.95%</a>	<a href="#">2011 Personal Property Tax Relief</a>		<a href="#">99.01%</a>	
<a href="#">2011 Personal Property Tax Collection</a>		<a href="#">99.73%</a>	<a href="#">2011 Public Service Tax Collection</a>		<a href="#">100.00%</a>	

DELINQUENT TAX SUMMARY - FY 2016-2017

July-16

REAL ESTATE TAXES

<i>Tax Year</i>	<i>Balance July 1</i>	<i>Supplements Added</i>	<i>Abatements</i>	<i>Bankruptcy Charge-Offs</i>	<i>Credit Card Collections</i>	<i>Collected To This Month</i>	<i>Collected This Month</i>	<i>Balance</i>
2008	\$2,970.20	\$0.00	\$0.00	\$0.00	\$0.00	\$2,091.67	\$0.00	\$878.53
2007	\$2,057.83	\$0.00	\$92.96	\$0.00	\$0.00	\$1,094.20	\$0.00	\$870.67
2006	\$1,749.32	\$0.00	\$92.96	\$0.00	\$0.00	\$679.45	\$0.00	\$976.91
2005	\$1,583.14	\$0.00	\$0.00	\$0.00	\$0.00	\$553.11	\$0.00	\$1,030.03
2004	\$978.57	\$0.00	\$0.00	\$0.00	\$0.00	\$142.76	\$0.00	\$835.81
2003	\$749.28	\$0.00	\$0.00	\$0.00	\$0.00	\$80.64	\$0.00	\$668.64
2002	\$315.84	\$0.00	\$0.00	\$0.00	\$0.00	\$80.64	\$0.00	\$235.20
1994-2001	\$791.26	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$791.26
<b>TOTAL</b>	<b>\$11,195.44</b>	<b>\$0.00</b>	<b>\$185.92</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$4,722.47</b>	<b>\$0.00</b>	<b>\$6,287.05</b>

PERSONAL PROPERTY TAX

<i>Tax Year</i>	<i>Balance July 1</i>	<i>Supplements Tx Relief</i>	<i>Abatements</i>	<i>Bankruptcy Charge-Offs</i>	<i>Credit Card Collections</i>	<i>Collected To This Month</i>	<i>Collected This Month</i>	<i>Balance</i>
2008 Net Tax	\$5,830.16	\$0.00	\$0.00	\$0.00	\$0.00	\$261.50	\$0.00	\$5,568.66
2007 Net Tax	\$3,955.82	\$0.00	\$0.00	\$0.00	\$0.00	\$146.60	\$0.00	\$3,809.22
2006 Net Tax	\$4,244.94	\$0.00	\$0.00	\$0.00	\$0.00	\$26.18	\$0.00	\$4,218.76
2002-2005	\$13,469.45	\$0.00	\$0.00	\$0.00	\$0.00	\$451.14	\$484.62	\$12,533.69
<b>TOTAL</b>	<b>\$27,500.37</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$885.42</b>	<b>\$484.62</b>	<b>\$26,130.33</b>

<b>Grand Total of All Delinquent</b>	<b>\$38,695.81</b>	<b>\$0.00</b>	<b>\$185.92</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$5,607.89</b>	<b>\$484.62</b>	<b>\$32,417.38</b>
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# **2015 PPTRA ALLOTMENT - COMPARISON**

**TOTAL ALLOTMENT FROM STATE - \$570,316.00**

**TOTAL PPTRA ASSESSED - 60.00%** **\$557,649.30**

**COLLECTIONS THRU PAID BILLS**

Jun-15	\$89,054.67
Jul-15	\$176,504.32
Aug-15	\$128,544.49
Sep-15	\$32,932.97
Oct-15	\$29,330.34
Nov-15	\$20,337.76
Dec-15	\$22,207.66
Jan-16	\$12,402.56
Feb-16	\$23,982.05
Mar-16	\$12,980.68
Apr-16	\$4,192.06
May-16	\$2,883.19
Jun-16	\$5,635.89
Jul-16	\$2,457.95

**ABATEMENTS** **-\$19,957.89**

**SUPPLEMENTS** **\$45,749.16**

**TOTAL REMAINING FROM UNPAID BILLS** **\$19,993.98**

**1st Payment** **7/31/2015** **\$145,727.85**

**2nd Payment** **8/14/2015** **\$169,836.72**

**Final Payment** **11/13/2015** **\$254,755.09**

# **2016 PPTRA ALLOTMENT - COMPARISON**

TOTAL ALLOTMENT FROM STATE - \$570,316.00

**TOTAL PPTRA ASSESSED - 60.00%** **\$572,561.18**

**COLLECTIONS THRU PAID BILLS**

**Jul-16** **\$273,464.95**

**ABATEMENTS** **-\$12,266.92**

**SUPPLEMENTS** **\$32,791.67**

**TOTAL REMAINING FROM UNPAID BILLS** **\$319,620.98**

**1st Payment** **7/29/2016** **\$145,727.85**

## Local Sales & Use Tax Collection Comparison

### Local Sales & Use Tax

	2016 Calendar Year	2017 Calendar Year	2018 Calendar Year	2019 Calendar Year
Month	Collected	Collected	Collected	Collected
January	\$133,745.40			
February	\$149,871.34			
March	\$121,808.39			
April	\$136,362.25			
May	\$139,427.20			
June	\$123,342.12			
July	\$117,264.78			
August				
September				
October				
November				
December				
<b>Yearly Total</b>	<b>\$921,821.48</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

## State Sales & Use Tax Collection Comparison

### State Sales & Use Tax

	2016 Calendar Year	2017 Calendar Year	2018 Calendar Year	2019 Calendar Year
Month	Collected	Collected	Collected	Collected
January	\$93,087.44			
February	\$112,545.02			
March	\$78,624.88			
April	\$86,687.30			
May	\$98,803.94			
June	\$98,367.66			
July	\$90,999.52			
August				
September				
October				
November				
December				
<b>Yearly Total</b>	<b>\$659,115.76</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

**Monthly Comparison of  
Collected Utility Fund Revenue & Completed Service Orders  
FY 2016-2017**

	July	August	September	October	November	December
Water	130,204.47					
Sewer	102,477.64					
Meter Charge	4,261.21					
Water Taps	0.00					
Sewer Taps	0.00					
Sale of Materials	0.00					
Penalties	8,591.41					
Cut on/off Fees	1,951.00					
Water Sales-Bulk Water	0.00					
Sewer Services	0.00					
Miscellaneous	0.00					
<b>Total Revenue For the Month</b>	<b>247,485.73</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

	January	February	March	April	May	June	YTD Category Ttl
Water							130,204.47
Sewer							102,477.64
Meter Charge							4,261.21
Water Taps							0.00
Sewer Taps							0.00
Sale of Materials							0.00
Penalties							8,591.41
Cut on/off Fees							1,951.00
Water Sales-Bulk Water							0.00
Sewer Services							0.00
Miscellaneous							0.00
<b>Total Revenue for the Month</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	

	July	August	September	October	November	December
<b>Service Orders</b>						
Ttl Off/On Requests	82					
Ttl Leak Inquiries	58					
<b>Ttl Service Orders For the Month</b>	<b>140</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

	January	February	March	April	May	June	YTD Order Totals
<b>Service Orders</b>							
Ttl Off/On Requests							82
Ttl Leak Inquiries							58
<b>Ttl Service Orders For the Month</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	

YTD Revenue Total All Depts. **247,485.73**      YTD Service Order **140**

**REPORT OF CUT OFFS TO UTILITY ACCOUNTS SINCE  
EXTENSION OF PAYMENTS TO NEXT MONTH**

**JULY 06    STARTED CHANGE-DID NOT CUT WATER OFF THIS MONTH**

**AUGUST            24**  
**SEPTEMBER       55**  
**OCTOBER           45**  
**NOVEMBER         27**  
**DECEMBER         77**

**2007    2008    2009    2010    2011   2012   2013**

<b>JANUARY</b>	<b>58</b>	<b>45</b>	<b>62</b>	<b>103</b>	<b>86</b>	<b>68</b>	<b>80</b>
<b>FEBRUARY</b>	<b>32</b>	<b>63</b>	<b>56</b>	<b>44</b>	<b>30</b>	<b>45</b>	<b>68</b>
<b>MARCH</b>	<b>35</b>	<b>71</b>	<b>74</b>	<b>46</b>	<b>31</b>	<b>48</b>	<b>58</b>
<b>APRIL</b>	<b>49</b>	<b>44</b>	<b>28</b>	<b>63</b>	<b>48</b>	<b>70</b>	<b>92</b>
<b>MAY</b>	<b>63</b>	<b>71</b>	<b>56</b>	<b>86</b>	<b>83</b>	<b>43</b>	<b>64</b>
<b>JUNE</b>	<b>66</b>	<b>82</b>	<b>86</b>	<b>58</b>	<b>281</b>	<b>79</b>	<b>83</b>
<b>JULY</b>	<b>76</b>	<b>67</b>	<b>53</b>	<b>74</b>	<b>130</b>	<b>80</b>	<b>88</b>
<b>AUGUST</b>	<b>67</b>	<b>86</b>	<b>90</b>	<b>78</b>	<b>85</b>	<b>75</b>	<b>57</b>
<b>SEPTEMBER</b>	<b>75</b>	<b>94</b>	<b>49</b>	<b>66</b>	<b>83</b>	<b>63</b>	<b>0</b> started changed(180 door hangers)
<b>OCTOBER</b>	<b>93</b>	<b>43</b>	<b>72</b>	<b>86</b>	<b>66</b>	<b>68</b>	<b>16</b> (39 door hangers)
<b>NOVEMBER</b>	<b>51</b>	<b>39</b>	<b>46</b>	<b>54</b>	<b>86</b>	<b>90</b>	<b>31</b> (48 door hangers)
<b>DECEMBER</b>	<b>71</b>	<b>71</b>	<b>130</b>	<b>44</b>	<b>61</b>	<b>53</b>	<b>55</b> (149 door hangers)

**2014**

**2015**

**2016**

<b>JANUARY</b>	<b>68</b> (114 door hangers)	<b>JANUARY</b>	<b>69</b> (85 door hangers)	<b>January</b>	<b>82</b> (100 door hangers)
<b>FEBRUARY</b>	<b>27</b> (33 door hangers)	<b>FEBRUARY</b>	<b>21</b> (53 door hangers)	<b>February</b>	<b>61</b> (80 door hangers)
<b>MARCH</b>	<b>42</b> (48 door hangers)	<b>MARCH</b>	<b>40</b> (63 door hangers)	<b>March</b>	<b>70</b> (84 door hangers)
<b>APRIL</b>	<b>31</b> (32 door hangers)	<b>APRIL</b>	<b>46</b> (75 door hangers)	<b>APRIL</b>	<b>54</b> (113 door hangers)
<b>MAY</b>	<b>36</b> (42 door hangers)	<b>MAY</b>	<b>64</b> (100 door hangers)	<b>MAY</b>	<b>46</b> (97 door hangers)
<b>JUNE</b>	<b>35</b> (38 door hangers)	<b>JUNE</b>	<b>29</b> (91 door hangers)	<b>JUNE</b>	<b>35</b> (127 door hangers)
<b>JULY</b>	<b>51</b> (56 door hangers)	<b>JULY</b>	<b>35</b> (90 door hangers)	<b>JULY</b>	<b>43</b> (124 door hangers)
<b>AUGUST</b>	<b>19</b> (63 door hangers)	<b>AUGUST</b>	<b>51</b> (95 door hangers)		
<b>SEPTEMBER</b>	<b>44</b> (64 door hangers)	<b>SEPTEMBER</b>	<b>26</b> (98 door hangers)		
<b>OCTOBER</b>	<b>62</b> (66 door hangers)	<b>OCTOBER</b>	<b>24</b> (99 door hangers)		
<b>NOVEMBER</b>	<b>28</b> (84 door hangers)	<b>NOVEMBER</b>	<b>16</b> (86 door hangers)		
<b>DECEMBER</b>	<b>60</b> (79 door hangers)	<b>DECEMBER</b>	<b>36</b> (106 door hangers)		

## UNCOLLECTED UTILITY BILLS

BEGINNING BALANCE JULY 2006	54043.62	54043.62
BALANCE ADDED AFTER 2 MONTHS EXT	31012.65	85056.27
BALANCES ADDED FOR 2009	10028.85	95085.12
COLLECTIONS 2009	-4577.96	90507.16
BALANCES ADDED FOR 2010	56074.78	146601.94
COLLECTIONS 2010	-21349.82	125252.12
BALANCES ADDED FOR 2011	43729.33	168981.45
COLLECTIONS 2011	-30063.76	138917.69
BALANCES ADDED FOR 2012	30144.85	169062.54
COLLECTIONS 2012	-26675.91	142386.43
BALANCES ADDED FOR 2013	39039.11	181425.54
COLLECTIONS 2013	-23560.98	157864.56
BALANCES ADDED FOR 2014	66977.11	224841.67
COLLECTIONS FOR 2014	-29925.79	194915.88
BALANCES ADDED FOR 2015	80419.98	275335.86
COLLECTIONS 2015	-61305.55	214030.31
BALANCES ADDED FOR JAN 2016	16765.59	230795.90
COLLECTIONS FOR JAN 2016	-6649.76	224146.14
BALANCES ADDED FOR FEB 2016	4830.87	228977.01
COLLECTIONS FOR FEB 2016	-5773.41	223203.60
BALANCES ADDED FOR MARCH 2016	2624.94	220578.66
COLLECTIONS FOR MARCH 2016	-5650.73	214927.93
BALANCES ADDED FOR APRIL 2016	1736.74	216664.67
COLLECTIONS FOR APRIL 2016	-8729.41	207935.26
BALANCES ADDED FOR MAY 2016	2950.12	210885.38
COLLECTIONS FOR MAY 2016	-8704.22	202181.16
BALANCES ADDED FOR JUNE 2016	2287.43	204468.59
COLLECTIONS FOR JUNE 2016	-5193.89	199274.70
BLANCES ADDED FOR JULY 2016	6623.16	205897.86
COLLECTIONS FOR JULY 2016	-3870.36	202027.50

## **BOOT COLLECTIONS**

**STARTING DATE 01/25/2012**

**GOOD THRU 07/31/2016**

**AMOUNT COLLECTED FOR CITY \$124,781.99**

**RE TAX \$53,938.40**

**PP TAX \$56,751.18**

**UTILITY \$7,916.94**

**OTHER (DEMO/WEED) \$6,175.47**

**AMOUNT COLLECTED FOR VAC \$55,654.37**

**TOTAL \$180,436.36**

## **SET-OFF DEBT COLLECTIONS**

**MONEY COLLECTED ON VIRGINIA STATE TAX REFUNDS**

**January-February-March-April-May-June-July 2016**

**P P TAX \$18,976.21**

**R E TAX \$794.08**

**UTILITY BILLS \$9,920.90**

**TOTAL \$29,691.19**

# City of Emporia



Commissioner of the Revenue

P. O. Box 956

Emporia, Virginia 23847

TELEPHONE (434) 634-5405

JOYCE E. PRINCE  
COMMISSIONER

LISA D. COUNCIL  
DEPUTY COMMISSIONER

August 8, 2016

The Honorable Mayor  
City Council Members  
City Manager

Dear Members of Council:

During the month of July, a total of \$\$3,499.54 was processed for City Business Licenses.

Transient Tax totaled \$110,886.52 for the month of June and was processed during July.

Meal tax processed during the month of June totaled \$174,720.92 with an additional \$6,817.27 for prior months.

The usual comparison of meal and transient tax processed during the same time period last year is as follows:

	<u>June 2015</u>	<u>June 2016</u>
Meal Tax	\$156,058.50	\$174,720.92
Transient Tax	\$111,697.14	\$110,886.52

Respectfully,

Joyce E. Prince



CITY OF EMPORIA

DEPARTMENT OF INSPECTIONS

**July 2016  
Code Enforcement Monthly Report**

**Notices Issued**

**Resolved**

**Inoperable Vehicles - 9**

**0- By Owner**

**Weeds / Grass - 3**

**7- By Owner  
12- By City Contractor**

**Property Maintenance - 1**

**0- By Owner**

**Zoning - 0**

**0- By Owner**

**Cases Turned Over To City Attorney – 5**

**Total Notices Issued – 13**

**Invoiced Notices- 12 (9) Re-cuts**

**Weeds / Grass –12  
Inoperable Vehicle- 0  
Demolition- 0**

**Total- Weeds / Grass- 12  
Inoperable Vehicles- 0  
Demolition- 0**

**Weeds & Grass- \$ 2,496.98  
Inoperable Vehicle- 0  
Demolition- 0**

**Total- \$2,496.98**

Signature :

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

Supervisor :

A handwritten signature in blue ink, written over a horizontal line.

**Emporia Police Department Statistics**

**Arrests by Race**

**July 2016**

	<b>Black</b>	<b>%</b>	<b>White</b>	<b>%</b>	<b>Other</b>	<b>%</b>
<b>Criminal Arrests</b>	<b>34</b>	<b>81%</b>	<b>6</b>	<b>14%</b>	<b>2</b>	<b>5%</b>
<b>Selective Tickets</b>	<b>286</b>	<b>41%</b>	<b>325</b>	<b>47%</b>	<b>87</b>	<b>12%</b>
<b>Regular Tickets</b>	<b>18</b>	<b>60%</b>	<b>9</b>	<b>30%</b>	<b>3</b>	<b>10%</b>

IBR Offense Counts 7/1/2016-7/31/2016 Emporia Police Department

1	100-Kidnapping
1	11A-Forcible Rape
3	13A-Aggravated Assault
16	13B-Simple Assault
1	13C-Intimidation
4	220-Burglary/Breaking & Entering
4	23C-Shoplifting
1	23D-Theft From Building
1	23E-Theft From Coin-Operated Machine
12	23F-Theft From Motor Vehicle
15	23H-All Other Larceny
1	250-Counterfeiting/Forgery
1	26A-False Pretenses/Swindle/Confidence Game
4	26B-Credit Card/Automatic Teller Machine Fraud
2	270-Embezzlement
1	280-Stolen Property Offenses
15	290-Destruction/Damage/Vandalism of Property
7	35A-Drug/Narcotic Violations
4	520-Weapon Law Violations
1	90C-Disorderly Conduct
2	90D-Driving Under the Influence
2	90E-Drunkenness
6	90F-Family Offenses, Nonviolent
1	90I-Runaway
5	90J-Trespass of Real Property
24	90Z-All Other Offenses
	24           Unclassified 90Z

---

135	Total Offenses Reported
130	Total Incidents Reported

# **Criminal Arrestees**

**July 2016**

**Resident – 27**

**Non-resident - 15**

## **CONSENT SEARCHES**

There were no consent searches conducted in July 2016.

## Noise Complaints July 2016

Loud Group – 6	no summons
Loud Music from Vehicle – 2	no summons
Fireworks – 2	no summons
Party – 1	no summons, but party was shut down

## Schools

July 2016

W. Richards and G. Games instructed Defensive Tactics at Crater July 1.

All of Law Enforcement and Animal Control are taking 2016 Legal Updates on-line through Crater, July 1.

T. Anderson and J. Thomas are taking LE In-service training on-line through Crater, July 1.

J. Wright attended Property Room Management in Henrico July 19-20.

J. Romano attended CALEA July 27-29.

# Emporia Animal Control Monthly Report

July 2016

Dogs

On Hand 3

Stray 32

Seized 1

Bite Cases 0

Surrendered by Owner 4

Transferred In 0

Born in Facility 0

DOA 0

Claimed by Owner 3

Adopted 8

Transferred Out 24

Died in Facility 0

Euthanized 0

Remain 5

Wildlife

Wild or Fowl 4

DOA 1

Relocate 2

On-Hand 0

Euthanize 1

Cats

On Hand 0

Stray 10

Seized 0

Bite Cases 1

Surrendered by Owner 2

Transferred In 0

Born in Facility 0

DOA 1

Claimed by Owner 0

Adopted 4

Transferred Out 0

Died in Facility 6

Euthanized 0

Remain 3

General

Calls Answered 113

Hours           

Mileage           

Verbal Warning 12

Summons Issued 1

Court Cases 0

Remarks \_\_\_\_\_

Prepared by: Gregg Ann Head ACO

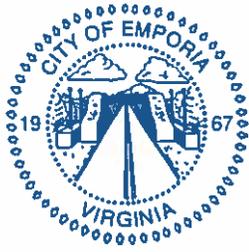
SELECTIVE REPORT

2015-2016	HOURS	SUMMONS	COLLECTED*	2016-2017	HOURS	SUMMONS	COLLECTED*
JULY	577	1146	73,744.52	JULY	373	698	62,172.54
AUGUST	485	958	90,077.88	AUGUST			
SEPTEMBER	477	913	81,675.50	SEPTEMBER			
OCTOBER	391	767	77,102.16	OCTOBER			
NOVEMBER	397	766	89,811.65	NOVEMBER			
DECEMBER	228	419	58,569.71	DECEMBER			
JANUARY	231	427	54,610.18	JANUARY			
FEBRUARY	378	766	49,274.57	FEBRUARY			
MARCH	594	1171	59,210.72	MARCH			
APRIL	402	746	59,508.47	APRIL			
MAY	306	626	59,978.47	MAY			
JUNE	396	794	59,470.21	JUNE			
TOTAL	4862	9499	793,034.04	TOTAL	373	698	62,172.54

\*\*\*The ticket numbers reflect overtime (selective enforcement) tickets for each month. Tickets written during regular duty are not included with these numbers.

**\* NOTICE \***

**The Sheriff's report will be provided at  
your August 16, 2016 regular meeting.**



# CITY OF EMPORIA

## MEMORANDUM

June 17, 2016

**TO:** The Honorable Mayor and City Council  
**FROM:** Brian S. Thrower, City Manager  
**SUBJECT:** Boards and Commission – Various Term Expirations  
**ITEM:** 16-34

The City of Emporia has several members on its Boards and Commissions whose terms will expire soon. As such, they are as follows:

*District 19 Community Services Board* - On June 30, 2016 Mrs. Sherry Saunders' three (3) year term on the District 19 Community Services Board will expire. Mrs. Saunders has indicated that she does wish to be considered for reappointment.

*Planning Commission* - On June 30, 2016 Mr. William C. Slate's four (4) year term on the Planning Commission will expire. Mr. Slate has indicated that he does wish to be considered for reappointment.

*Southside Virginia Education Center Board of Directors* - On July 1, 2016 Ms. Linda Stainback's four (4) year term on the Southside Virginia Education Center Board of Directors will expire. Ms. Stainback has indicated that she does not wish to be considered for reappointment.

**Recommendation:**

This information is provided to City Council for consideration.

**Attachment:**

*Bylaws*  
*Current Roster*

*BST/tsw*

SOUTHSIDE VIRGINIA EDUCATION CENTER  
BOARD OF DIRECTORS

**Term of Office: 4 Years**

*Board Created in 2006. Appointments/Change should be sent to Natalie Slate, Deputy County Administrator, County of Greenville, 1781 Greenville County Circle, Emporia, Virginia 23847*

Linda Stainback  
502 Meherrin Street  
Emporia, Virginia 23847  
(H) 434/634-3347

Business/Industry

07/01/2016

Peggy Jones  
321 Oak Hill Drive  
Emporia, Virginia 23847  
(H) 434/634-2639

Business/Industry

07/01/2019

L. Dale Temple  
615 Temple Avenue  
Emporia, Virginia 23847  
(C) 434/634-2804

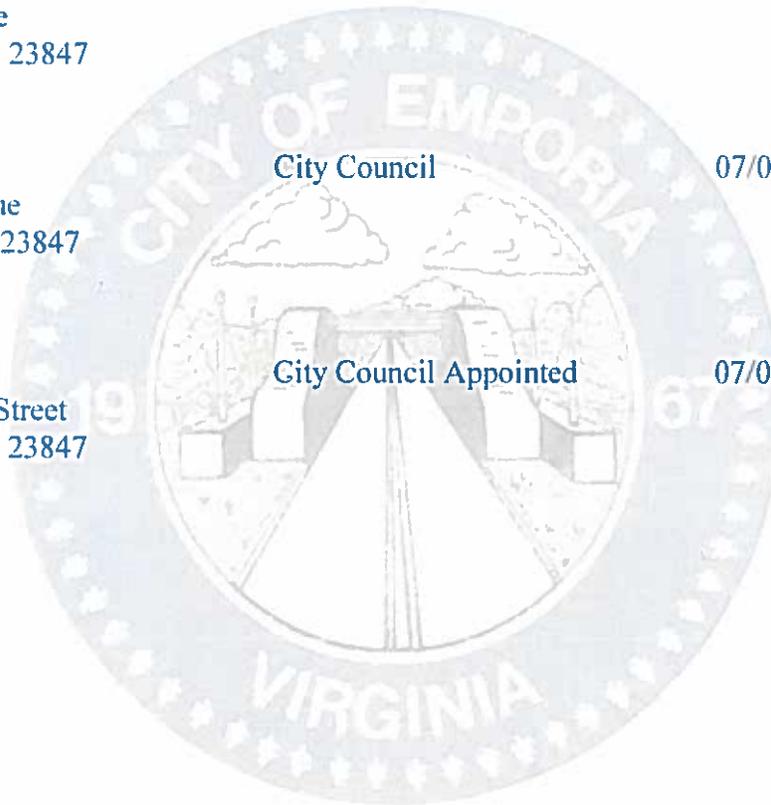
City Council

07/01/2019

Mary L. Person  
304 South Turner Street  
Emporia, Virginia 23847  
(H) 434/634-0380  
(W) 434/949-7820

City Council Appointed

07/01/2017



**AMENDED AND RESTATED BYLAWS OF  
SOUTHSIDE VIRGINIA EDUCATION CENTER**

**ARTICLE I - NAME**

The name of the corporation is Southside Virginia Education Center, and it is chartered under the laws of the Commonwealth of Virginia. The principal business office of the corporation shall be located at 1750 East Atlantic Street, Emporia, Virginia 23847, located in Greensville County, Virginia (“Greensville”).

**ARTICLE II - CORPORATE SEAL**

The corporation is not required to have a seal. Should the secretary of the corporation determine that a seal is desirable, the corporate seal of the corporation shall be circular and shall have the name of the corporation inscribed thereon, within and around the circumference. In the center shall be the word “SEAL.”

**ARTICLE III - FISCAL YEAR**

The fiscal year of the corporation shall be determined by the Board of Directors in its discretion, but in the absence of any such determination it shall be the calendar year. Greensville will be the fiscal agent of the corporation.

**ARTICLE IV - DIRECTORS**

Section 1. Duties - All powers of the corporation shall be exercised by or under the authority of, and the business and affairs of the corporation shall be managed under the direction of, the Board of Directors.

Section 2. Qualification and Number – The Board of Directors shall consist of sixteen (16) individuals, who shall be appointed as hereinafter provided. Two (2) Directors shall currently be employed by Southside Virginia Community College, and shall be appointed by the President of Southside Virginia Community College. One of these two Directors shall be the Dean of Offcampus Instruction for Southside Virginia Community College. The other Director

shall be an administrator of Southside Virginia Community College and may be its President. One (1) Director shall currently be employed with the Virginia Employment Commission, and shall be appointed by the Manager of the local office of the Virginia Employment Commission for the region in which Greenville is located. One (1) Director shall be the person serving as the Regional Adult Education Program Planner for the Virginia Department of Education's Southside Programs for Adult and Continuing Education (SPACE). One (1) Director shall be a member of the Board of Supervisors of Greenville County, Virginia (the "Greenville Board of Supervisors") or an employee of Greenville, who shall be appointed by the Greenville Board of Supervisors.\*One (1) Director shall be a member of the City Council for the City of Emporia, Virginia (the "Emporia City Council") or an employee of the City of Emporia, Virginia ("Emporia"), who shall be appointed by the Mayor of Emporia with the advice and consent of the Emporia City Council. One (1) Director shall be a member of the Board of Supervisors of Sussex County, Virginia (the "Sussex Board of Supervisors") or an employee of Sussex County, Virginia ("Sussex"), who shall be appointed by the Sussex Board of Supervisors. One (1) Director shall be a member of the Board of Supervisors of Brunswick County, Virginia (the "Brunswick Board of Supervisors") or an employee of Brunswick County, Virginia ("Brunswick"), who shall be appointed by the Brunswick Board of Supervisors. Three (3) Directors shall be representatives of separate businesses or industries located in Greenville, Emporia, Sussex or Brunswick and shall be appointed by the Greenville Board of Supervisors. Three (3) Directors shall be representatives of separate businesses or industries located in Greenville, Emporia, Sussex or Brunswick and shall be appointed by the Mayor of Emporia with the advice and consent of the Emporia City Council. One (1) Director shall be an individual appointed by the School Board of Greenville County, Virginia. One (1) Director shall currently be employed by Longwood University, and shall be appointed by the President of Longwood University. No individual shall be named or elected as a Director without his or her prior consent. At the time a Director no longer meets the qualification requirements outlined above, such Director shall automatically vacate his or her position as a Director.

Section 3. Appointment of Directors - The initial Board of Directors shall be appointed as follows: three (3) Directors for a one-year term, including the representative of the Virginia Employment Commission, the Director of the Virginia Department of Education's SPACE

program, and the Dean of Offcampus Instruction for Southside Virginia Community College; four (4) Directors for a two-year term, including the other Southside Virginia Community College Administrator appointed by its president, two business and industry representatives appointed by the Mayor of Emporia and one business and industry representative appointed by the Greensville Board of Supervisors; three (3) Directors for a three-year term, including one business and industry representative appointed by the Mayor of Emporia and two business and industry representatives appointed by the Greensville Board of Supervisors; and four (4) Directors for a four-year term, including the Director who is either a member of the Greensville Board of Supervisors or an employee of Greensville and is appointed by the Greensville Board of Supervisors, the Director who is either a member of the Emporia City Council or an employee of Emporia and is appointed by the Mayor of Emporia, the Director who is either a member of the Sussex Board of Supervisors or an employee of Sussex and is appointed by the Sussex Board of Supervisors, and the Director who is either a member of the Brunswick Board of Supervisors or an employee of Brunswick and is appointed by the Brunswick Board of Supervisors. The members of the Board of Directors shall thereafter serve staggered four-year terms with no more than four (4) Directors' terms expiring in one year, with any Director serving on the Board of Directors, nevertheless, being removable at any time from the Board by the person, entity or body that appointed that Director, as noted in Article IV, Section 2 of these Bylaws. There is no limit to the number of terms a Director can serve. Appointments to the succeeding four-year terms will be made as noted in Article IV, Section 2, of these Bylaws.

Section 4. Vacancies - If a vacancy occurs on the Board of Directors, it shall be filled in the manner and by the entity noted for that seat of the Board of Directors in Article IV, Section 2 of these Bylaws, and the individual appointed shall serve for the remainder of the unexpired term.

Section 5. Compensation - The members of the Board of Directors of the corporation shall receive no compensation for their services as such but may be reimbursed for all expenses incurred by Directors on behalf of the corporation.

## ARTICLE V - DIRECTORS MEETINGS

Section 1. Meetings - Regular meetings of the Board of Directors shall be held as the board shall fix at the first meeting held after July 1 of each year, with that meeting being designated the Annual Meeting for the purpose of electing officers and conducting other business as may properly come before such meeting. Special meetings of the Board of Directors may be called by the Chairman of the Board of Directors or by any four Directors.

Any or all Directors may participate in a regular or special meeting, or conduct the meeting through the use of, any means of communication permitted by law. A Director participating in the meeting by any such permitted means of communication is deemed to be present in person at the meeting.

Section 2. Action Without Meeting - Action required or permitted to be taken at a Board of Directors meeting may be taken without a meeting, when permitted by the laws of the Commonwealth of Virginia, if the action is taken by all members of the Board of Directors. The action shall be evidenced by one or more written consents stating the action taken and signed by each Director and included in the minutes or filed with the corporate records reflecting the action taken. Action taken is effective when the last Director signs the consent unless the consent specifies a different effective date, in which event the action taken is effective as of the date specified therein provided the consent states the date of execution by each Director. A consent so signed has the effect of a meeting vote and may be described as such in any document.

Section 3. Notice - Regular meetings of the Board of Directors shall be held upon notice of the date, time and place of the meeting, which shall be mailed to each Director at least three days, or telecopied at least two days, prior to the date of the meeting.

Special meetings of the Board of Directors shall be held upon notice of the date, time, place and purpose or purposes of the meeting being given at least 24 hours before the time fixed for the meeting.

Section 4. Waiver of Notice - A Director may waive any required notice before or after the date and time stated in the notice, and such waiver shall be the equivalent to the giving

of such notice. The waiver shall be in writing, signed by the Director entitled to the notice, and filed with the minutes or corporate records.

A Director's attendance at or participation in a meeting waives any required notice to him or her of the meeting unless the Director at the beginning of the meeting or promptly upon his or her arrival objects to holding the meeting or transacting business at the meeting and does not thereafter vote for or assent to action taken at the meeting.

Section 5. Quorum and Voting - A quorum of the Board of Directors consists of one-third (1/3) of the Directors. If a quorum is present when a vote is taken, the affirmative vote of a majority of the Directors present is the act of the Board of Directors.

Section 6. Attendance - If a member of the Board of Directors misses more than three (3) consecutive meetings without providing a justification for his continued absence to the Chairman of the Board of Directors, the Board may declare that seat on the Board vacant, which shall then be filled, as provided in Article IV, Section 4 of these Bylaws.

Section 7. Committees - The Board of Directors may create one or more committees and appoint members of the Board of Directors to serve on them. Any such committee may exercise all corporate authority delegated to it by the Board of Directors except as limited by law.

## ARTICLE VI - OFFICERS

Section 1. Required Officers - The corporation shall have a President and Chief Executive Officer, a Vice President, a Secretary, and a Treasurer, each of whom shall be elected by the Board of Directors. If the President elected by the Board of Directors is a member of the Board of Directors, he shall also be Chairman of the Board of Directors. If the President is not a member of the Board of Directors, then the Board of Directors shall elect one of its members as Chairman of the Board of Directors. If there is a vacancy in the Chairmanship of the Board of Directors and the President is not a member of the Board of Directors, the Board of Directors shall meet as soon as reasonably possible and elect a new Chairman. The Board of Directors may elect such other officers with such duties and responsibilities as it may deem proper. The

Secretary shall have responsibility for preparing and maintaining custody of minutes of the Board of Directors meetings and for authenticating records of the corporation. The same individual may simultaneously hold more than one office.

Section 2. Removal - The Board of Directors may remove any officer at any time with or without cause.

Section 3. Bonds - The Board of Directors may require that any or all officers, agents, and employees of the corporation give bond to the corporation, with sufficient sureties, conditioned on the faithful performance of the duties of their respective offices or positions, and that they comply with such other conditions as from time to time may be required by the Board of Directors.

ARTICLE VII - AMENDMENTS

Section 1. Amendment of Bylaws by Directors - These bylaws may be amended by the Board of Directors, except as otherwise provided by law.

Section 2. Legislative Amendment - In the event that any portion of these bylaws is subsequently rendered invalid by an act of the General Assembly of Virginia, those portions hereof which are not affected by such legislation shall remain in full force and effect until and unless altered or repealed in accordance with the terms hereof.

ARTICLE VIII - EFFECTIVE DATE

These bylaws shall become effective upon their adoption at a meeting of the Board of Directors called for such purpose.

*Effective:* \_\_\_\_\_, 2012



# CITY OF EMPORIA

## Memorandum

August 12, 2016

**TO:** The Honorable Mayor and City Council  
**FROM:** Brian S. Thrower, City Manager *BST*  
**SUBJECT:** Lease Purchase Financing Resolutions – Request to Approve  
**ITEM #:** 16-41

In order to finance the purchase of two police vehicles, one emergency services vehicle, one sheriff's vehicle, one code enforcement vehicle, one forklift, and one tractor, the City solicited proposals from all of the local banks as well as from financing companies. In response, the City received two proposals. BB&T Governmental Finance offered the lowest interest rates. The financing for the police vehicles will not exceed \$76,000 and will be for a three year term at an interest rate of 1.51%. The financing for the emergency services vehicle, the sheriff's vehicle, and the code enforcement vehicle will not exceed \$76,000 and will be for a five year term at an interest rate of 1.67%. The financing for the forklift and the tractor will not exceed \$56,000 and will be for a seven year term at an interest rate of 1.78%. The bank requests that resolutions approving the financing terms be approved by City Council.

### Recommendation

I recommend you approve the financing resolutions and authorize me to enter into lease purchase financing agreements with BB&T Governmental Finance for the purchase of these vehicles and equipment.

### Attachments

Resolutions

**Resolution Approving Financing Terms**

**WHEREAS:** The City of Emporia, Virginia ("City") has previously determined to undertake a project for the lease purchase of new Police Vehicles, and the Finance Officer has now presented a proposal for the financing of such Project.

**BE IT THEREFORE RESOLVED, as follows:**

1. The City hereby determines to finance the Project through Branch Banking and Trust Company ("BB&T"), in accordance with the proposal dated July 25, 2016. The amount financed shall not exceed \$76,000.00, the annual interest rate (in the absence of default or change in tax status) shall not exceed 1.51%, and the financing term shall not exceed (3) three years from closing.

2. All financing contracts and all related documents for the closing of the financing (the "Financing Documents") shall be consistent with the foregoing terms. All officers and employees of the City are hereby authorized and directed to execute and deliver any Financing Documents, and to take all such further action as they may consider necessary or desirable, to carry out the financing of the Project as contemplated by the proposal and this resolution. The Financing Documents shall include a Financing Agreement and Deed of Trust and a Project Fund Agreement as BB&T may request.

3. The Finance Officer is hereby authorized and directed to hold executed copies of the Financing Documents until the conditions for the delivery of the Financing Documents have been completed to such officer's satisfaction. The Finance Officer is authorized to approve changes to any Financing Documents previously signed by City officers or employees, provided that such changes shall not substantially alter the intent of such documents or certificates from the intent expressed in the forms executed by such officers. The Financing Documents shall be in such final forms as the Finance Officer shall approve, with the Finance Officer's release of any Financing Document for delivery constituting conclusive evidence of such officer's final approval of the Document's final form.

4. The City shall not take or omit to take any action the taking or omission of which shall cause its interest payments on this financing to be includable in the gross income for federal income tax purposes of the registered owners of the interest payment obligations. The City hereby designates its obligations to make principal and interest payments under the Financing Documents as "qualified tax-exempt obligations" for the purpose of Internal Revenue Code Section 265(b)(3).

5. The City intends that the adoption of this resolution will be a declaration of the City's official intent to reimburse expenditures for the project that is to be financed from the proceeds of the BB&T financing described above. The City intends that funds that have been advanced, or that may be advanced, from the City's general fund, or any other City fund related to the project, for project costs may be reimbursed from the financing proceeds.

6. All prior actions of City officers in furtherance of the purposes of this resolution are hereby ratified, approved and confirmed. All other resolutions (or parts thereof) in conflict with this resolution are hereby repealed, to the extent of the conflict. This resolution shall take effect immediately.

Approved this \_\_\_\_\_ day of \_\_\_\_\_, 2016

By: \_\_\_\_\_  
Title: \_\_\_\_\_  
SEAL

By: \_\_\_\_\_  
Title: \_\_\_\_\_

**Resolution Approving Financing Terms**

**WHEREAS:** The City of Emporia, Virginia ("City") has previously determined to undertake a project for the lease purchase of an Emergency Service Vehicle, Sheriff Vehicles and a Pickup Truck, and the Finance Officer has now presented a proposal for the financing of such Project.

**BE IT THEREFORE RESOLVED, as follows:**

1. The City hereby determines to finance the Project through Branch Banking and Trust Company ("BB&T"), in accordance with the proposal dated July 25, 2016. The amount financed shall not exceed \$76,000.00, the annual interest rate (in the absence of default or change in tax status) shall not exceed 1.67%, and the financing term shall not exceed (5) five years from closing.

2. All financing contracts and all related documents for the closing of the financing (the "Financing Documents") shall be consistent with the foregoing terms. All officers and employees of the City are hereby authorized and directed to execute and deliver any Financing Documents, and to take all such further action as they may consider necessary or desirable, to carry out the financing of the Project as contemplated by the proposal and this resolution. The Financing Documents shall include a Financing Agreement and Deed of Trust and a Project Fund Agreement as BB&T may request.

3. The Finance Officer is hereby authorized and directed to hold executed copies of the Financing Documents until the conditions for the delivery of the Financing Documents have been completed to such officer's satisfaction. The Finance Officer is authorized to approve changes to any Financing Documents previously signed by City officers or employees, provided that such changes shall not substantially alter the intent of such documents or certificates from the intent expressed in the forms executed by such officers. The Financing Documents shall be in such final forms as the Finance Officer shall approve, with the Finance Officer's release of any Financing Document for delivery constituting conclusive evidence of such officer's final approval of the Document's final form.

4. The City shall not take or omit to take any action the taking or omission of which shall cause its interest payments on this financing to be includable in the gross income for federal income tax purposes of the registered owners of the interest payment obligations. The City hereby designates its obligations to make principal and interest payments under the Financing Documents as "qualified tax-exempt obligations" for the purpose of Internal Revenue Code Section 265(b)(3).

5. The City intends that the adoption of this resolution will be a declaration of the City's official intent to reimburse expenditures for the project that is to be financed from the proceeds of the BB&T financing described above. The City intends that funds that have been advanced, or that may be advanced, from the City's general fund, or any other City fund related to the project, for project costs may be reimbursed from the financing proceeds.

6. All prior actions of City officers in furtherance of the purposes of this resolution are hereby ratified, approved and confirmed. All other resolutions (or parts thereof) in conflict with this resolution are hereby repealed, to the extent of the conflict. This resolution shall take effect immediately.

Approved this \_\_\_\_\_ day of \_\_\_\_\_, 2016

By: \_\_\_\_\_  
Title: \_\_\_\_\_  
SEAL

By: \_\_\_\_\_  
Title: \_\_\_\_\_

**Resolution Approving Financing Terms**

**WHEREAS:** The City of Emporia, Virginia ("City") has previously determined to undertake a project for the lease purchase of a new forklift and tractor, and the Finance Officer has now presented a proposal for the financing of such Project.

**BE IT THEREFORE RESOLVED, as follows:**

1. The City hereby determines to finance the Project through Branch Banking and Trust Company ("BB&T"), in accordance with the proposal dated July 25, 2016. The amount financed shall not exceed \$56,000.00, the annual interest rate (in the absence of default or change in tax status) shall not exceed 1.78%, and the financing term shall not exceed (7) seven years from closing.

2. All financing contracts and all related documents for the closing of the financing (the "Financing Documents") shall be consistent with the foregoing terms. All officers and employees of the City are hereby authorized and directed to execute and deliver any Financing Documents, and to take all such further action as they may consider necessary or desirable, to carry out the financing of the Project as contemplated by the proposal and this resolution. The Financing Documents shall include a Financing Agreement and Deed of Trust and a Project Fund Agreement as BB&T may request.

3. The Finance Officer is hereby authorized and directed to hold executed copies of the Financing Documents until the conditions for the delivery of the Financing Documents have been completed to such officer's satisfaction. The Finance Officer is authorized to approve changes to any Financing Documents previously signed by City officers or employees, provided that such changes shall not substantially alter the intent of such documents or certificates from the intent expressed in the forms executed by such officers. The Financing Documents shall be in such final forms as the Finance Officer shall approve, with the Finance Officer's release of any Financing Document for delivery constituting conclusive evidence of such officer's final approval of the Document's final form.

4. The City shall not take or omit to take any action the taking or omission of which shall cause its interest payments on this financing to be includable in the gross income for federal income tax purposes of the registered owners of the interest payment obligations. The City hereby designates its obligations to make principal and interest payments under the Financing Documents as "qualified tax-exempt obligations" for the purpose of Internal Revenue Code Section 265(b)(3).

5. The City intends that the adoption of this resolution will be a declaration of the City's official intent to reimburse expenditures for the project that is to be financed from the proceeds of the BB&T financing described above. The City intends that funds that have been advanced, or that may be advanced, from the City's general fund, or any other City fund related to the project, for project costs may be reimbursed from the financing proceeds.

6. All prior actions of City officers in furtherance of the purposes of this resolution are hereby ratified, approved and confirmed. All other resolutions (or parts thereof) in conflict with this resolution are hereby repealed, to the extent of the conflict. This resolution shall take effect immediately.

Approved this \_\_\_\_\_ day of \_\_\_\_\_, 2016

By: \_\_\_\_\_  
Title: \_\_\_\_\_  
SEAL

By: \_\_\_\_\_  
Title: \_\_\_\_\_



# **CITY OF EMPORIA**

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## **Memorandum**

August 12, 2016

**TO:** The Honorable Mayor and City Council  
**FROM:** Brian S. Thrower, City Manager *BST*  
**SUBJECT:** South Main Street Project Loan Funds – Appropriation Ordinance  
**ITEM #:** 16-42

As you know, the work on the South Main Street Project is nearly complete. The project was expected to be completed prior to June 30, 2016, therefore no funds were included in the current year budget for this project. We have loan funds in the amount of \$125,686 remaining to be used for the project. The appropriation for this project lapsed with the close of the fiscal year. In order for the City to utilize the remaining loan funds, you will need to appropriate them into the current year budget via the attached appropriation ordinance.

### **Recommendation**

I recommend that you adopt the attached ordinance.

### **Attachment**

Ordinance

**Ordinance No.** \_\_\_\_\_

**Ordinance**

An Ordinance To Appropriate The Sum Of \$125,686.00 In Previously Received Loan Funds From The Unappropriated Fund Balance Of The General Fund For The South Main Street Project

**BE IT ORDAINED** by the Council of the City of Emporia, Virginia as follows:

- 1. That the sum of \$125,686.00 in previously received loan funds be, and the same hereby is, appropriated into the City's Operating Budget for Fiscal Year 2016-2017.
- 2. Said appropriation shall be reflected in the 2016-2017 Operating Budget as the sum of \$125,686.00 appropriated to General Fund Expenditures for the South Main Street Project.
- 3. The City Manager is hereby authorized to do all things necessary to implement this ordinance.
- 4. This ordinance shall be in effect on and after its adoption.

Adopted: August 16, 2016

City of Emporia, Virginia

By \_\_\_\_\_  
Mary L. Person  
Mayor

Attest:

Form Approved:

\_\_\_\_\_  
City Clerk

\_\_\_\_\_  
City Attorney



# CITY OF EMPORIA

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## Memorandum

August 12, 2016

**TO:** The Honorable Mayor and City Council  
**FROM:** Brian S. Thrower, City Manager *BST*  
**SUBJECT:** Justice Assistance Grant (JAG) – Appropriation Ordinance  
**ITEM #:** 16-43

The City of Emporia was awarded an Edward Byrne Memorial Justice Assistance Grant (JAG) from the United States Department of Justice. This \$7,316 grant will be used together with \$813 in matching funds from our present budget to purchase 4 Body Camera Systems.

Utilizing this award requires adoption of the attached appropriation ordinance. The Department of Justice will reimburse the City's General Revenue Account for \$7,316.

### Recommendation

I recommend that you adopt the attached ordinance.

### Attachment

Ordinance

Ordinance No. \_\_\_\_\_

**Ordinance**

An Ordinance To Appropriate The Sum Of \$7,316  
in DOJ Justice Assistance Grant (JAG) Funds

**BE IT ORDAINED** by the Council of the City of Emporia, Virginia as follows:

1. That the sum of \$7,316 in Justice Assistance Grant funds from the Department of Justice be, and the same hereby is, appropriated into the City's Operating Budget for Fiscal Year 2016-2017.
2. Said appropriation shall be reflected in the 2016-2017 Operating Budget as the sum of \$7,316 in anticipated General Fund Revenues and the sum of \$7,316 appropriated to General Fund Expenditures for 4 Body Camera Systems, Account Number 31100-8103 Communications Equipment.
3. The City Manager is hereby authorized to do all things necessary to implement this ordinance.
4. This ordinance shall be in effect on and after its adoption.

Adopted: August 16, 2016

City of Emporia, Virginia

By \_\_\_\_\_  
Mary L. Person  
Mayor

Attest:

Form Approved:

\_\_\_\_\_  
City Clerk

\_\_\_\_\_  
City Attorney



# CITY OF EMPORIA

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## Memorandum

August 12, 2016

**TO:** The Honorable Mayor and City Council  
**FROM:** Brian S. Thrower, City Manager *BST*  
**SUBJECT:** Victim Witness Program – Appropriation Ordinance  
**ITEM #:** 16-44

The City receives grant funds from the Department of Criminal Justice Services (DCJS) for our Victim Witness Program on an annual basis. We received notification that DCJS has approved additional funding in the amount of \$52,559 for FY17. Therefore, you will need to appropriate these funds into the current year operating budget via the attached ordinance.

### Recommendation

I recommend that you adopt the attached ordinance.

### Attachment

Ordinance

Ordinance No. \_\_\_\_\_

**Ordinance**

An Ordinance To Appropriate The Sum Of \$52,559.00 In Grant Funds From The Department of Criminal Justice Services For The Victim Witness Program

**BE IT ORDAINED** by the Council of the City of Emporia, Virginia as follows:

1. That the sum of \$52,559.00 in grant fund revenue from the Department of Criminal Justice Services be, and the same hereby is, appropriated into the City's Operating Budget for Fiscal Year 2016-2017.
2. Said appropriation shall be reflected in the Fiscal Year 2016-2017 Operating Budget as the sum of \$52,559.00 in anticipated General Fund Revenues and the sum of \$52,559.00 appropriated to General Fund Expenditures for our Victim Witness Program.
3. This ordinance shall be in effect on and after its adoption.

Adopted: August 16, 2016

City of Emporia, Virginia

By \_\_\_\_\_  
Mary L. Person  
Mayor

Attest:

Form Approved:

\_\_\_\_\_  
City Clerk

\_\_\_\_\_  
City Attorney



# CITY OF EMPORIA

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## Memorandum

August 12, 2016

**TO:** The Honorable Mayor and City Council  
**FROM:** Brian S. Thrower, City Manager *BST*  
**SUBJECT:** Sexual Assault Program – Appropriation Ordinance  
**ITEM #:** 16-45

The City receives grant funds from the Department of Criminal Justice Services (DCJS) for our Sexual Assault Program on an annual basis. We received notification that DCJS has approved additional funding in the amount of \$256,868 for FY17. Therefore, you will need to appropriate the additional funds into the current year operating budget via the attached ordinance.

### Recommendation

I recommend that you adopt the attached ordinance.

### Attachment

Ordinance

Ordinance No. \_\_\_\_\_

**Ordinance**

An Ordinance To Appropriate The Sum Of \$256,868.00 In Grant Funds From The Department of Criminal Justice Services For The Sexual Assault Program

**BE IT ORDAINED** by the Council of the City of Emporia, Virginia as follows:

- 1. That the sum of \$256,868.00 in grant fund revenue from the Department of Criminal Justice Services be, and the same hereby is, appropriated into the City’s Operating Budget for Fiscal Year 2016-2017.
- 2. Said appropriation shall be reflected in the Fiscal Year 2016-2017 Operating Budget as the sum of \$256,868.00 in anticipated General Fund Revenues and the sum of \$256,868.00 appropriated to General Fund Expenditures for our Sexual Assault Program.
- 3. This ordinance shall be in effect on and after its adoption.

Adopted: August 16, 2016

City of Emporia, Virginia

By \_\_\_\_\_  
Mary L. Person  
Mayor

Attest:

Form Approved:

\_\_\_\_\_  
City Clerk

\_\_\_\_\_  
City Attorney



# CITY OF EMPORIA

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## Memorandum

August 12, 2016

**TO:** The Honorable Mayor and City Council  
**FROM:** Brian S. Thrower, City Manager *BST*  
**SUBJECT:** Greensville Memorial Foundation Grant -- Appropriation Ordinance  
**ITEM #:** 16-46

The City was awarded a grant from the Greensville Memorial Foundation to purchase 120 trauma kits for surrounding localities. The grant does not require matching funds.

These funds were not included in the FY17 operating budget. Utilizing this award requires adoption of the attached ordinance to appropriate funds of \$8,652 into the current year operating budget.

### Recommendation

I recommend that you adopt the attached ordinance.

### Attachment

Ordinance

Ordinance No. \_\_\_\_\_

**Ordinance**

An Ordinance To Appropriate The Sum Of  
\$8,652.00 In Trauma Kit Grant Funds From  
The Greensville Memorial Foundation

**BE IT ORDAINED** by the Council of the City of Emporia, Virginia as follows:

1. That the sum of \$8,652.00 in Trauma Kit grant funds from the Greensville Memorial Foundation be, and the same hereby is, appropriated into the City's Operating Budget for Fiscal Year 2016-2017.
2. Said appropriation shall be reflected in the 2016-2017 Operating Budget as the sum of \$8,652.00 in received General Fund Revenues and the sum of \$8,652.00 appropriated to General Fund Expenditures for the purchase of 120 Traumas Kits, Account Number 31100-5871 Drug Seizure Account.
3. The City Manager is hereby authorized to do all things necessary to implement this ordinance.
4. This ordinance shall be in effect on and after its adoption.

Adopted: August 16, 2016

City of Emporia, Virginia

By \_\_\_\_\_  
Mary L. Person  
Mayor

Attest:

Form Approved:

\_\_\_\_\_  
City Clerk

\_\_\_\_\_  
City Attorney



# **CITY OF EMPORIA**

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## **Memorandum**

August 12, 2016

**TO:** The Honorable Mayor and City Council

**FROM:** Brian S. Thrower, City Manager *BST*

**SUBJECT:** Paving – Appropriation Ordinance

**ITEM #:** 16-47

In the FY16 operating budget, you appropriated \$180,000 for our annual paving project. Although the paving project had been awarded and the work had begun, the project was not complete as of June 30, 2016 and all of the funds were not expended. In order for the Public Works department to utilize these funds for the remaining annual paving project costs, you will need to appropriate them into the current year budget via the attached ordinance.

### **Recommendation**

I recommend that you adopt the attached ordinance.

### **Attachment**

Ordinance

Ordinance No. \_\_\_\_\_

**Ordinance**

An Ordinance To Appropriate The Sum Of  
\$36,692.16 From The Unappropriated Fund  
Balance Of The General Fund For Paving

**BE IT ORDAINED** by the Council of the City of Emporia, Virginia as follows:

1. That the sum of \$36,692.16 be, and the same hereby is, appropriated from the Unappropriated Fund Balance of the General Fund into the City's Operating Budget for Fiscal Year 2016-2017.
2. Said appropriation shall be reflected in the Fiscal Year 2016-2017 Operating Budget as the sum of \$36,692.16 appropriated to General Fund Expenditures, Account Number 41200-3950 Paving.
3. The City Manager is hereby authorized to do all things necessary to implement this ordinance.
4. This ordinance shall be in effect on and after its adoption.

Adopted: August 16, 2016

City of Emporia, Virginia

By \_\_\_\_\_  
Mary L. Person  
Mayor

Attest:

Form Approved:

\_\_\_\_\_  
City Clerk

\_\_\_\_\_  
City Attorney



# CITY OF EMPORIA

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## Memorandum

August 12, 2016

**TO:** The Honorable Mayor and City Council  
**FROM:** Brian S. Thrower, City Manager *BST*  
**SUBJECT:** Drug Seizure Fund - Appropriation Ordinance  
**ITEM #:** 16-48

The City of Emporia Police Department seizes money, by court order, determined to have been used in drug transactions. Before spending these funds, they must first be appropriated into the General Fund Operating Budget for the current year.

The Police Department wishes to use \$30,000 in seized funds for the purchase of an unmarked patrol vehicle. These funds were appropriated into the FY16 operating budget on April 19, 2016. However, the vehicle had not been received as of June 30, 2016 and the funds were not expended. In order for the Police Department to utilize these funds, you will need to appropriate them into the current year budget via the attached ordinance.

### Recommendation

I recommend that you adopt the attached ordinance.

### Attachment

Ordinance

Ordinance No. \_\_\_\_\_

**Ordinance**

An Ordinance To Appropriate The Sum Of \$30,000  
in Drug Seizure Funds

**BE IT ORDAINED** by the Council of the City of Emporia, Virginia as follows:

- 1. That the sum of \$30,000 in funds seized through the Asset Forfeiture statutes be, and the same hereby is, appropriated into the City's Operating Budget for Fiscal Year 2016-2017.
- 2. Said appropriation shall be reflected in the 2016-2017 Operating Budget as the sum of \$30,000 in General Fund Revenues and the sum of \$30,000 appropriated to General Fund Expenditures for expenses related to the drug enforcement activities, Account Number 31100-5871 Drug Seizure A/C Expenditures.
- 3. The City Manager is hereby authorized to do all things necessary to implement this ordinance.
- 4. This ordinance shall be in effect on and after its adoption.

Adopted: August 16, 2016

City of Emporia, Virginia

By \_\_\_\_\_  
Mary L. Person  
Mayor

Attest:

Form Approved:

\_\_\_\_\_  
City Clerk

\_\_\_\_\_  
City Attorney



# CITY OF EMPORIA

## Memorandum

August 12, 2016

**TO:** The Honorable Mayor and City Council  
**FROM:** Brian S. Thrower, City Manager *BST*  
**SUBJECT:** Fire Program Funds – Appropriation Ordinance  
**ITEM #:** 16-49

The City receives grant funds from the Virginia Department of Fire Programs (VDFP) on an annual basis. The VDFP allows the City to carry the unspent funds over from one fiscal year to the next. We have \$109,604.78 in carry over funds remaining. Therefore, you will need to re-appropriate \$109,604.78 into the FY17 operating budget via the attached ordinance so that we can transfer these funds to Greensville County per our Fire Services Agreement.

### Recommendation

I recommend that you adopt the attached ordinance.

### Attachment

Ordinance

Ordinance No. \_\_\_\_\_

**Ordinance**

An Ordinance To Appropriate The Sum Of \$109,604.78 In Previously Received Grant Funds From The Virginia Department of Fire Programs From The Unappropriated Fund Balance Of The General Fund For Fire Programs

**BE IT ORDAINED** by the Council of the City of Emporia, Virginia as follows:

1. That the sum of \$109,604.78 in previously received grant funds from the Virginia Department of Fire Programs be, and the same hereby is, appropriated from the Unappropriated Fund Balance of the General Fund into the City's Operating Budget for Fiscal Year 2016-2017.
2. Said appropriation shall be reflected in the 2016-2017 Operating Budget as the sum of \$109,604.78 appropriated to General Fund Expenditures, Account Number 32100-6020 Fire Program Funds.
3. The City Manager is hereby authorized to do all things necessary to implement this grant and appropriation.
4. This ordinance shall be in effect on and after its adoption.

Adopted: August 16, 2016

City of Emporia, Virginia

By \_\_\_\_\_  
Mary L. Person  
Mayor

Attest:

Form Approved:

\_\_\_\_\_  
City Clerk

\_\_\_\_\_  
City Attorney



# CITY OF EMPORIA

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## Memorandum

August 12, 2016

**TO:** The Honorable Mayor and City Council

**FROM:** Brian S. Thrower, City Manager *BST*

**SUBJECT:** Belfield Business District Project Grant Funds – Appropriation Ordinance

**ITEM #:** 16-50

As you are aware, the work on the Belfield Business District Project is still ongoing. The project was expected to be completed prior to June 30, 2016, therefore no funds were included in the current year budget for this project. We have grant funds in the amount of \$313,528.55 remaining to be used in the project. The appropriation for this project lapsed with the close of the fiscal year. In order for the City to utilize the remaining grant funds for this project, you will need to appropriate them into the current year budget via the attached ordinance.

### Recommendation

I recommend that you adopt the attached ordinance.

### Attachment

Ordinance

Ordinance No. \_\_\_\_\_

**Ordinance**

An Ordinance To Appropriate The Sum Of \$313,528.55 In Grant Funds From The Virginia Department Of Housing and Community Development For The Belfield Business District Project

**BE IT ORDAINED** by the Council of the City of Emporia, Virginia as follows:

1. That the sum of \$313,528.55 in grant funds from the Virginia Department of Housing and Community Development be, and the same hereby is, appropriated into the City's Operating Budget for Fiscal Year 2016-2017.
2. Said appropriation shall be reflected in the 2016-2017 Operating Budget as the sum of \$313,528.55 in anticipated General Fund Revenues and the sum of \$313,528.55 appropriated to General Fund Expenditures for the Belfield Business District Project.
3. The City Manager is hereby authorized to do all things necessary to implement this ordinance.
4. This ordinance shall be in effect on and after its adoption.

Adopted: August 16, 2016

City of Emporia, Virginia

By \_\_\_\_\_  
Mary L. Person  
Mayor

Attest:

Form Approved:

\_\_\_\_\_  
City Clerk

\_\_\_\_\_  
City Attorney



# CITY OF EMPORIA

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## Memorandum

August 12, 2016

**TO:** The Honorable Mayor and City Council

**FROM:** Brian S. Thrower, City Manager *BST*

**SUBJECT:** Owner Contribution – Belfield Business District Project – Appropriation Ordinance

**ITEM #:** 16-51

The City has received a monetary contribution from a business owner to be expended for repairs made to a property in the Belfield Business District Project area. The cost of needed repairs to this business exceeds the amount allowed by the Department of Housing and Community Development. Any costs which exceed the allowable amount must be paid for by the owner.

These funds were appropriated into the FY16 operating budget on June 21, 2016. However, the work on this property had not been completed as of June 30, 2016 and the funds were not expended. In order for the City to utilize these funds to pay the contractor for these repairs, you must appropriate them into the current year operating budget via the attached ordinance.

### Recommendation

I recommend that you adopt the attached ordinance.

### Attachment

Ordinance

Ordinance No. \_\_\_\_\_

**Ordinance**

An Ordinance To Appropriate The Sum Of \$2,450.00 In Previously Received Owner Contribution Funds From The Unappropriated Fund Balance Of The General Fund For The Belfield Business District Project

**BE IT ORDAINED** by the Council of the City of Emporia, Virginia as follows:

1. That the sum of \$2,450.00 in previously received owner contributed funds be, and the same hereby is, appropriated into the City's Operating Budget for Fiscal Year 2016-2017.
2. Said appropriation shall be reflected in the 2016-2017 Operating Budget as the sum of \$2,450.00 appropriated to General Fund Expenditures, Account Number 81800-5841 Owner Contribution – Belfield Business District.
3. The City Manager is hereby authorized to do all things necessary to implement this ordinance.
4. This ordinance shall be in effect on and after its adoption.

Adopted: August 16, 2016

City of Emporia, Virginia

By \_\_\_\_\_  
Mary L. Person  
Mayor

Attest:

Form Approved:

\_\_\_\_\_  
City Clerk

\_\_\_\_\_  
City Attorney



# **CITY OF EMPORIA**

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## **Memorandum**

August 12, 2016

**TO:** The Honorable Mayor and City Council  
**FROM:** Brian S. Thrower, City Manager *BST*  
**SUBJECT:** Water Treatment Plant Loan Funds – Appropriation Ordinance  
**ITEM #:** 16-52

Upgrades to the Water Treatment Plant are nearing completion. The Water Treatment Plant Improvement Project was expected to be completed prior to June 30, 2016, therefore no funds were included in the current year budget for this project. The project is not yet complete and all of the loan funds were not expended. In order for the City to utilize the remaining loan funds for this project, you will need to appropriate them into the current year budget via the attached ordinance.

### **Recommendation**

I recommend that you adopt the attached ordinance.

### **Attachment**

Ordinance

Ordinance No. \_\_\_\_\_

**Ordinance**

An Ordinance To Appropriate The Sum Of \$1,341,723.47 In Previously Received Loan Funds From USDA Rural Development From The Unappropriated Fund Balance Of The Utility Fund For The Water Treatment Plant Improvements

**BE IT ORDAINED** by the Council of the City of Emporia, Virginia as follows:

1. That the sum of \$1,341,723.47 in previously received loan funds from USDA Rural Development, be, and the same hereby is, appropriated into the City's Operating Budget for Fiscal Year 2016-2017.
2. Said appropriation shall be reflected in the Fiscal Year 2016-2017 Operating Budget as the sum of \$1,341,723.47 appropriated to Utility Fund Expenditures for the Water Treatment Plant Improvements, Account Number 94100-8120 Water Treatment Plant.
3. This ordinance shall be in effect on and after its adoption.

Adopted: August 16, 2016

City of Emporia, Virginia

By \_\_\_\_\_  
Mary L. Person  
Mayor

Attest:

Form Approved:

\_\_\_\_\_  
City Clerk

\_\_\_\_\_  
City Attorney



# **CITY OF EMPORIA**

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## **Memorandum**

August 12, 2016

**TO:** The Honorable Mayor and City Council  
**FROM:** Brian S. Thrower, City Manager *BST*  
**SUBJECT:** Wastewater Treatment Plant Upgrade – Appropriation Ordinance  
**ITEM #:** 16-53

Upgrades to the Wastewater Treatment Plant are nearing completion. The Wastewater Treatment Plant Improvement Project was expected to be completed prior to June 30, 2016, therefore no funds were included in the current year budget for this project. The project is not complete and all of the funds were not expended. In order for the City to utilize the remaining funds for this project, you will need to appropriate them into the current year budget via the attached ordinance.

### **Recommendation**

I recommend that you adopt the attached ordinance.

### **Attachment**

Ordinance

Ordinance No. \_\_\_\_\_

**Ordinance**

An Ordinance To Appropriate The Sum Of \$119,638.00 From The Unappropriated Fund Balance Of The Utility Fund For The Wastewater Treatment Plant Improvements

**BE IT ORDAINED** by the Council of the City of Emporia, Virginia as follows:

- 1. That the sum of \$119,638.00 be, and the same hereby is, appropriated from the Unappropriated Fund Balance of the Utility Fund into the City's Operating Budget for Fiscal Year 2016-2017.
- 2. Said appropriation shall be reflected in the Fiscal Year 2016-2017 Operating Budget as the sum of \$119,638.00 appropriated to Utility Fund Expenditures for the Wastewater Treatment Plant Improvements, Account Number 94100-8125 Wastewater Treatment Plant Upgrades.
- 3. This ordinance shall be in effect on and after its adoption.

Adopted: August 16, 2016

City of Emporia, Virginia

By \_\_\_\_\_  
Mary L. Person  
Mayor

Attest:

Form Approved:

\_\_\_\_\_  
City Clerk

\_\_\_\_\_  
City Attorney



# **CITY OF EMPORIA**

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## **MEMORANDUM**

August 12, 2016

**TO:** The Honorable Mayor and City Council

**FROM:** Brian S. Thrower, City Manager

**SUBJECT:** Emporia Redevelopment & Housing Authority – Term Expiration (Carolyn S. Carey)

**ITEM:** 16-54

On August 19, 2016, Mrs. Carolyn Carey's four (4) year term on the City of Emporia's Redevelopment & Housing Authority Board will expire. Mrs. Carey has indicated that she does wish to be considered for reappointment.

**Recommendation:**

This information is provided to City Council for consideration.

**Attachment:**

No attachment

BST/tsw