

CITY OF EMPORIA

AGENDA EMPORIA CITY COUNCIL Regular Meeting TUESDAY, August 20, 2013 - 6:30 P.M.

OPENING PRAYER

ROLL CALL

APPROVAL OF MINUTES

August 6, 2013 ~ Regular Minutes

APPROVAL OF BILLS

REPORTS

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

APPROVAL OF AGENDA

UNFINISHED BUSINESS

13-39. District 19 Community Services Board – Term Expiration (George W. Pugh)

NEW BUSINESS

13-41. MAMaC RIFA – Request for Appointments

13-42. Water Bill Code Amendments – Request to Authorize a Public Hearing

PUBLIC COMMENT

CLOSED SESSION

Closed Meeting pursuant to Virginia Code § 2.2 3711 (A) (1) Personnel matters regarding job assignments of specific employee and (A) (7) Legal matter requiring the advice of counsel pertaining to Social Services funding.

**MINUTES
EMPORIA CITY COUNCIL
CITY OF EMPORIA MUNICIPAL BUILDING
August 6, 2013**

Note to Reader: Although the printed agenda document for this City Council meeting is not part of these minutes, the agenda document provides background information on the items discussed by City Council during the meeting. A copy of the agenda document for this meeting may be obtained by contacting the Office of the City Clerk.

Emporia City Council held a regular meeting on Tuesday, August 6, 2013 at 6:30 p.m. in the Council Chambers of the Municipal Building, located at 201 South Main Street, Emporia, Virginia. Mayor Mary L. Person presided over the meeting with Carolyn S. Carey, Council Member offering the invocation.

ROLL CALL

The following City Council members were present:

Councilman F. Woodrow Harris
Councilman James E. Ewing, III
Councilwoman Doris T. White
Councilwoman Deborah D. Lynch
Councilwoman L. Dale Temple
Councilwoman Carolyn S. Carey
Councilwoman Carol Mercer

Others present: Mary L. Person, Mayor
C. Butler Barrett, City Attorney
Brian S. Thrower, City Manger
Steven B. Hall, Assistant City Manager
Tessie S. Wilkins, City Clerk
Larry Epps, Water Treatment Plant Supt.
Linwood Pope, Public Utilities Director

MINUTES APPROVAL

Councilwoman Lynch moved to approve the minutes from the Tuesday, July 16, 2013, City Council Regular meeting minutes as presented, seconded by Councilwoman Mercer, which passed as follows:

Councilman F. Woodrow Harris	aye
Councilman James E. Ewing	aye
Councilwoman Doris T. White	aye
Councilwoman Deborah D. Lynch	aye
Councilwoman Carol Mercer	aye
Councilwoman Carolyn S. Carey	aye

Councilwoman L. Dale Temple aye

AGENDA APPROVAL

Councilwoman Temple moved to approve the agenda as presented, seconded by Councilwoman White, which passed as follows:

Councilman F. Woodrow Harris	aye
Councilman James E. Ewing	aye
Councilwoman Doris T. White	aye
Councilwoman Deborah D. Lynch	aye
Councilwoman Carol Mercer	aye
Councilwoman Carolyn S. Carey	aye
Councilwoman L. Dale Temple	aye

UNFINISHED BUSINESS

13-39. District 19 Community Services Board – Term Expiration (George W. Pugh)

Mr. Thrower stated that on June 30, 2013, Mr. George W. Pugh's three-year term on the District 19 Community Service Board expired. He also stated that Mr. Pugh had indicated that he does not wish to be considered for reappointment.

Mayor Person stated that this item is to be held until the August 20, 2013 Council meeting.

13-40. Southside Community Criminal Justice Board Expirations – William S. Newsome/Dr. Philip L. Worrell/F. Woodrow Harris

Councilman Harris moved to nominate William Robinson, III for consideration to serve a four-year term on the Southside Community Criminal Justice Board.

Councilwoman Temple made a motion to appoint William Robinson, III to serve a four-year term on the Southside Community Criminal Justice Board, seconded by Councilman Harris, which passed as follows:

Councilman F. Woodrow Harris	aye
Councilman James E. Ewing	aye
Councilwoman Doris T. White	aye
Councilwoman Deborah D. Lynch	aye
Councilwoman Carol Mercer	aye
Councilwoman Carolyn S. Carey	aye
Councilwoman L. Dale Temple	aye

PUBLIC COMMENT

Mayor Person asked if anyone wished to bring a matter before City Council members adhering to the three-minute time limitation.

Christine Dubose, 206 Lowground Road, addressed Council requesting reimbursement for the cut on/off fee and penalty charged to her by the City Water Dept. when her water was disconnected for non-payment of \$0.40 in June.

Mayor Person stated that this item was still being researched at the present time.

Marva Dunn, 272 Astrio Street, addressed Council by thanking the City Police Department for checking on the CYC. She also inquired if Council would consider eliminating or reducing the sanitation fee.

With there being no further comments to come before City Council, Mayor Person closed the public comment portion of the meeting.

*****CLOSED SESSION*****

Councilwoman Temple moved that Closed Session be entered for the purpose of discussing Virginia Code Sections § 2.2 3711 (A) (1) a personnel matter regarding job assignments of specific employees and (A) (7) Legal matter requiring the advice of counsel pertaining to Wastewater Treatment and Social Services funding, seconded by Councilwoman Mercer, which passed as follows:

Councilman F. Woodrow Harris	aye
Councilman James E. Ewing	aye
Councilwoman Doris T. White	aye
Councilwoman Deborah D. Lynch	aye
Councilwoman Carol Mercer	aye
Councilwoman Carolyn S. Carey	aye
Councilwoman L. Dale Temple	aye

*****Regular Session*****

Councilwoman Lynch moved that the meeting be returned to Regular Session. Councilwoman Temple seconded the motion, which passed as follows:

Councilman F. Woodrow Harris	aye
Councilman James E. Ewing	aye
Councilwoman Doris T. White	aye
Councilwoman Deborah D. Lynch	aye
Councilwoman Carol Mercer	aye
Councilwoman Carolyn S. Carey	aye
Councilwoman L. Dale Temple	aye

CERTIFICATION

Councilwoman Lynch moved to certify the following:

1. only public business matters are lawfully exempted from open meeting requirements under the Virginia Freedom of Information Act were discussed in the Closed Session to which this certification applies, and
2. only such public business matter as were identified in the motion by which the Closed Session was convened were heard, discussed, or considered by City Council.

Councilwoman Temple seconded the motion, which passed as follows:

Councilman F. Woodrow Harris	aye
Councilman James E. Ewing	aye
Councilwoman Doris T. White	aye
Councilwoman Deborah D. Lynch	aye
Councilwoman Carol Mercer	aye
Councilwoman Carolyn S. Carey	aye
Councilwoman L. Dale Temple	aye

ADJOURNMENT

With no further business to come before City Council, Mayor Person adjourned the meeting.

Mary L. Person, Mayor

Tessie S. Wilkins, City Clerk

Review of Bills

August 20, 2013

GENERAL FUND

LEGISLATIVE

Dell Marketing, LP	1,466.28
IIMC	145.00
Independent Messenger	414.00
Lynch, Deborah D.	150.00
Mercer, Carol	30.00
Telpage, Inc.	159.80
Temple, Dale	175.25
Treasurer of Virginia - VITA	1.95
Verizon	17.05
Virginia Municipal Clerks Assoc.	25.00
Virginia Municipal League	4,069.00
White, Doris T.	150.00
Xerox Corporation	214.15

EXECUTIVE

Elvin Hicks - Richmond Times	14.00
International City/County Assoc.	889.20
Pembroke Occupational Health	383.00
Pitney Bowes	681.00
Sadler Brothers Oil Company, Inc.	300.80
Southern Virginia Regional Med. Ctr.	34.45
Telpage, Inc.	456.26
Treasurer of Virginia - VITA	4.98
Verizon	273.27
Virginia Municipal League	390.00
VLGMA	277.88
VML Insurance Programs	36,236.00
Xerox Corporation	295.33

LAW

Barrett Law Office, PC	1,166.66
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REGISTRAR

Treasurer of Virginia - VITA	0.37
Verizon	17.05
Xerox Corporation	6.85

SHERIFF

NAFECO	60.50
King's Shoe Shop	60.00
Sadler Brothers Oil Company, Inc.	537.70
Sam C. Brown	1,335.43
Treasurer of Virginia - VITA	2.52
Verizon	102.34
Verizon Wireless	90.77

VICTIM WITNESS

VJCCCA/FAMILY VIOLENCE PREVENTION

Behavioral Interventions	34.98
Sadler Brothers Oil Company, Inc.	370.09
Sixth District Court Service Unit	129.91
Telpage, Inc.	49.95
Verizon	90.55
Verizon Wireless	441.84
VML Insurance Programs	1,032.00

SHARED SERVICES

County of Greensville	931,365.02
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FINANCE

Anthem Blue Cross/Blue Shield	85,700.00
Treasurer of Virginia - VITA	2.21
Treasurer of Virginia - VRS	39,479.91
Verizon	50.90
VML Insurance Programs	32,285.50
Xerox Corporation	241.99

TREASURER

BAI Treasurer Users Group	350.00
Independent Messenger	155.25
Treasurer of Virginia - VITA	206.12
Treasurers' Association of Virginia	150.00
V.A.L.E.C.O.	50.00
Verizon	144.98
W. S. Harris, Jr.	234.66
Xerox Corporation	14.73

COMMISSIONER OF REVENUE/ASSESSOR

BAI Commissioner Users Group	400.00
Commissioners of the Rev. Assoc.	260.00
Joyce Prince	225.00
Lisa Council	225.00
Quill Corporation	181.76
Treasurer of Virginia - VITA	213.02
V.A.L.E.C.O.	50.00
VAAO	160.00
Verizon	72.45
Willis Property Assessment	3,578.33
Xerox Corporation	2.03

Review of Bills August 20, 2013

EMERGENCY SERVICES

Sadler Brothers Oil Company, Inc.	73.61
Treasurer of Virginia - VITA	2.59
Verizon	34.10
Verizon Wireless	49.64
Virginia Emergency Mgmt. Assoc.	75.00
Xerox Corporation	24.13

COURTS

Andrew E. Weaver	120.00
Law Ofc. Of W. Wm. Robinson, III	99.00
Newsome Law Office, PLLC	240.00
Southside Regional Jail	100,700.00
Treasurer of Virginia - VITA	4.41
Verizon	89.58

FIRE

Dominion Virginia Power	28.53
E. R. Johnston	120.00
Emporia Volunteer Fire Department	25,000.00
MES - Virginia	4,403.63
Parker Oil Company, Inc.	303.67
Telpage, Inc.	79.90
Treasurer of Virginia - VITA	6.48
Verizon	136.40
Verizon Wireless	181.44
VML Insurance Programs	2,705.50

PARKS & RECREATION

Cintas Corporation	6.16
Sadler Brothers Oil Company, Inc.	186.75

ECONOMIC DEVELOPMENT

Independent Messenger	1,050.00
Longwood Small Business Dev. Ctr.	2,500.00
Sadler Brothers Oil Company, Inc.	43.42
Treasurer of Virginia - VITA	7.62
Verizon	17.05
Verizon Wireless	49.64
Xerox Corporation	22.35

ANIMAL CONTROL

Sadler Brothers Oil Company, Inc.	254.15
Verizon Wireless	30.24

DEBT SERVICE

BB&T Governmental Finance	5,845.96
First Citizens Bank	1,722.00
SunTrust Bank	164,962.51
The Bank of Southside Virginia	1,129.24
USDA Rural Development	5,000.00

NON-DEPARTMENTAL

Community Youth Center	4,000.00
District 19 Community Services	19,735.50
Emporia-Greens. Airport Commission	30,000.00
Emporia-Greens. Recreation Assoc.	28,624.50
Greensville Volunteer Rescue Squad	25,000.00
Greensville-Emporia CSA	52,017.00
Meherrin Regional Library	15,422.50
Southside Virginia Comm. College	1,179.00
Southside Virginia Education Center	18,796.50
The Improvement Association	7,897.00
Village View	3,800.00
Virginia Legal Aid Society	855.00

PLANNING AND ZONING

Bobby's Tire Pros	333.96
Crater Planning District Commission	2,400.50
Cynthia Batts	483.60
Doretha Taylor	355.60
Independent Messenger	82.80
John L. Walston	1,212.20
Kyle Green	389.04
Quill Corporation	331.07
Sadler Brothers Oil Company, Inc.	363.65
The Walston Group	695.16
Topping Enterprises, Inc.	2,484.73
Treasurer of Virginia - VITA	2.27
Verizon	55.15
Verizon Wireless	135.37
WorldView Solutions	2,000.00
Xerox Corporation	267.28

FACILITIES

Cintas Corporation	30.24
Commonwealth Exterminators, Inc.	104.00
County of Greensville	1,453.04
Emporia-Greens. Airport Commission	2,400.00
Houchins Pest Control	194.25
Mecklenburg Electric Cooperative	716.91
Morris Refrigeration Company, Inc.	1,144.16
R & C Electric Services, Inc.	340.64
The Yellow Room, Inc.	2056.36
Whitman J. Parker	192.00

Review of Bills August 20, 2013

POLICE

Applied Digital Solutions	3,300.00
Continental Credit Control	24.45
Crater Criminal Justice Academy	11,719.38
Davis Body Shop, Inc.	1,834.45
Emporia Clinic Corporation	154.00
Four Points by Sheraton	187.58
Gaston Security, Inc.	835.00
Geronimo Development Corporation	842.75
Greene's Service Center	96.00
Jasper Engines and Transmissions	1,953.00
Jerome Parker	93.79
Meherrin Drug Task Force	820.00
Printech, Inc.	663.00
Radio Communications of Virginia	10,792.50
Sadler Brothers Oil Company, Inc.	9,428.38
Telpage, Inc.	119.90
Town Police Supply	2,396.00
Treasurer of Virginia - VITA	993.79
United Parcel Service	11.79
Verizon	1,624.18
Verizon Wireless	613.91

PUBLIC WORKS

Agri-VA, Inc.	2,419.90
B. P. Short & Son Paving Co., Inc.	152,820.67
Brunswick Landfill	1,055.54
Cintas Corporation	180.75
Corey Phipps	23.97
Dominion Virginia Power	6,722.99
Emporia Salvage, Inc.	175.00
Fuel Freedom Card	5,022.72
Greensville County Landfill	10,148.24
Holiday Ice	100.40
Independent Messenger	232.87
Mecklenburg Electric Cooperative	758.35
Mid-Atlantic Waste Systems	10,230.00
Sadler Brothers Oil Company, Inc.	2,286.06
Safety-Kleen	296.72
Southside Regional Jail	1,365.80
Telpage, Inc.	79.90
Treasurer of Virginia - VDOT	395.68
Treasurer of Virginia - VITA	6.94
VEPGA	189.00
Verizon	271.63
Verizon Wireless	210.86

TOTAL GENERAL FUND \$1,936,935.54

UTILITY FUND

Anthem Blue Cross/Blue Shield	17,894.56
Cintas Corporation	81.69
Cobb Technologies	288.00
Consolidated Pipe & Supply	2,251.01
CSX Transportation	496.10
Environmaton, Inc.	914.16
Fidelity Engineering Corporation	353.00
Fire-X Corporation	22.50
Fuel Freedom Card	472.99
Gaston Security, Inc.	187.50
Holiday Ice	11.15
Independent Messenger	557.55
Instrumentation Services, Inc.	1,557.05
James River Equipment Company	1,700.00
Mecklenburg Electric Cooperative	6,455.76
Postmaster	712.30
Roanoke Development, Inc.	2,193.00
Sadler Brothers Oil Company, Inc.	1,581.17
Southern Corrosion, Inc.	42,323.00
Suffolk Solutions	9,054.66
SunTrust Bank	94,982.12
Telpage, Inc.	159.80
Thermo Fisher Scientific LLC	5,749.10
Tom Delbridge	150.91
Total Products Company	148.00
Treasurer of Virginia - DPOR	100.00
Treasurer of Virginia - VITA	8.50
Treasurer of Virginia - VRS	9,718.54
VDH - Waterworks Technical	1,785.49
Verizon	545.05
Verizon Wireless	181.44
VML Insurance Programs	18,314.25
VUPS	48.36

TOTAL UTILITY FUND \$220,998.71

**CITY OF EMPORIA
CITY COUNCIL MEETING
August 20, 2013
AGENDA MEMORANDUM**

**SUBJECT: FINANCIAL STATEMENT
COLLECTIONS 2013
COLLECTIONS 2010-2012
COLLECTIONS 2007-2009
DELINQUENT TAX SUMMARY-ALL YEARS
2013 PPTRA ALLOTMENT-COMPARISON
SALES & USE TAX COMPARISON
MONTHLY UTILITY DEPT. COMPARISON
CUT OFFS FOR UTILITY CUSTOMERS
UNCOLLECTED UTILITY BILLS
BOOT COLLECTIONS**

W. S. HARRIS, JR., TREASURER

Financial Statement

July 31, 2013

CHECKING / DAILY INVESTMENT

General Fund

Utility Fund

748,385.40

397,748.34

CERTIFICATES OF DEPOSIT / INVESTMENTS

FIRST COMMUNITY BANK	\$384,465.95	MMF @ .07%	NA	GF
FIRST COMMUNITY BANK	\$1,506,779.97	12 Mos @ .38%	1/6/2014	GF
CARTER BANK & TRUST	\$1,007,059.99	6 Mos @ .50%	1/10/2014	GF
CARTER BANK & TRUST	\$1,007,059.99	6 Mos @ .50%	1/10/2014	GF
CARTER BANK & TRUST	\$772,591.99	12 Mos @ .50%	2/4/2014	GF
CARTER BANK & TRUST	\$503,958.25	12 Mos @ .50%	2/4/2014	GF
CARTER BANK & TRUST	\$503,958.25	12 Mos @ .50%	2/4/2014	GF
CARTER BANK & TRUST	\$750,000.00	12 Mos @ .45%	6/28/2014	GF
FIRST COMMUNITY BANK	\$504,542.52	MMF @ .07%	NA	UT
FIRST COMMUNITY BANK	\$502,259.99	12 Mos @ .38%	1/6/2014	UT
CARTER BANK & TRUST	\$503,279.67	6 Mos @ .45%	1/10/2014	UT

Jul-13

RECAP OF 2010 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	2,976,993.81	0.00	3,324.20	2,973,669.61	2,957,931.66	15,737.95
Personal Property	1,141,435.34	99,940.97	56,119.84	1,185,256.47	1,167,098.17	18,158.30
Decals	107,658.50	9,563.00	5,319.15	111,902.35	108,786.28	3,116.07
Personal Property Relief	578,916.57	34,959.61	29,011.35	584,864.83	576,290.74	8,574.09
Public Service	165,731.98	0.00	8,167.59	157,564.39	157,564.39	0.00
TOTAL	4,970,736.20	144,463.58	101,942.13	5,013,257.65	4,967,671.24	45,586.41

[2010 Real Estate Tax Collections](#)

99.47%

[2010 Personal Property Tax Relief](#)

98.53%

[2010 Personal Property Tax Collections](#)

99.47%

[2010 Public Service Tax Collection](#)

100.00%

RECAP OF 2011 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	2,984,406.93	0.00	3,000.24	2,981,406.69	2,961,171.65	20,235.04
Personal Property	1,244,373.63	26,690.75	33,151.06	1,237,913.32	1,229,480.13	8,433.19
Decals	111,029.00	8,475.00	5,859.93	113,644.07	108,284.20	5,359.87
Personal Property Relief	557,964.29	30,384.27	29,497.54	558,851.02	549,415.77	9,435.25
Public Service	156,479.42	0.00	0.00	156,479.42	156,479.42	0.00
TOTAL	5,054,253.27	65,550.02	71,508.77	5,048,294.52	5,004,831.17	43,463.35

[2011 Real Estate Tax Collections](#)

99.32%

[2011 Personal Property Tax Relief](#)

98.31%

[2011 Personal Property Tax Collection](#)

99.32%

[2011 Public Service Tax Collection](#)

100.00%

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	0.00	1,364.41	3,018,099.18	2,958,271.01	59,828.17
Personal Property	1,224,318.90	68,794.39	32,681.51	1,260,431.78	1,242,859.51	17,572.27
Decals	104,243.00	9,600.50	4,095.00	109,748.50	98,313.28	11,435.22
Personal Property Relief	560,183.75	63,406.00	42,606.71	580,983.04	554,938.03	26,045.01
Public Service	173,064.34	0.00	0.00	173,064.34	173,064.34	0.00
TOTAL	5,081,273.58	141,800.89	80,747.63	5,142,326.84	5,027,446.17	114,880.67

[2012 Real Estate Tax Collections](#)

98.01%

[2012 Personal Property Tax Relief](#)

95.52%

[2012 Personal Property Tax Collections](#)

98.60%

[2012 Public Service Tax Collection](#)

100.00%

[2012 License Fee Collections](#)

89.58%

Jul-13

RECAP OF 2007 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	2,673,531.26	29,166.22	14,468.19	2,688,229.29	2,684,572.88	3,656.41
Personal Property	1,270,481.69	232,305.66	109,391.44	1,393,395.94	1,389,263.18	4,132.73
Decals	444,139.00	30,539.61	8,576.33	466,102.28	463,228.60	2,873.68
Personal Property Relief	549,911.50	5,471.39	137,247.89	418,135.00	411,934.36	6,200.64
Public Service	140,577.17	4,462.35	0.00	145,039.52	145,039.52	0.00
TOTAL	5,078,640.62	301,945.23	269,683.85	5,110,902.00	5,094,038.54	16,863.46
2007 Real Estate Tax Collections		99.85%	2007 Personal Property Tax Relief		99.38%	
2007 Personal Property Tax Collections		99.70%	2007 Public Service Tax Collection		100.00%	

RECAP OF 2008 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	2,703,731.80	15,916.97	11,236.65	2,708,412.12	2,703,583.85	4,828.27
Personal Property	1,288,745.41	42,594.01	82,647.30	1,248,692.12	1,242,441.82	6,250.30
Decals	110,269.50	9,823.17	6,545.00	113,547.67	109,312.70	4,234.97
Personal Property Relief	548,290.97	39,726.80	28,914.65	559,103.12	549,123.87	9,979.25
Public Service	149,011.30	5,341.13	5,341.13	149,011.30	149,011.30	0.00
TOTAL	4,800,048.98	113,402.08	134,684.73	4,778,766.33	4,753,473.54	25,292.79
2008 Real Estate Tax Collections		99.82%	2008 Personal Property Tax Relief		98.21%	
2008 Personal Property Tax Collection		99.49%	2008 Public Service Tax Collection		100.00%	

RECAP OF 2009 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	2,942,633.61	3,808.18	6,400.94	2,940,040.85	2,930,671.48	9,369.37
Personal Property	1,214,926.66	219,196.50	219,483.52	1,214,639.64	1,209,696.97	4,942.67
Decals	110,991.50	6,951.00	7,526.50	110,416.00	105,932.44	4,483.56
Personal Property Relief	524,152.89	38,891.54	17,349.89	545,694.54	537,463.99	8,230.55
Public Service	121,797.85	0.00	0.00	121,797.85	121,797.85	0.00
TOTAL	4,914,502.51	268,847.22	250,760.85	4,932,588.88	4,905,562.73	27,026.15
2009 Real Estate Tax Collections		99.68%	2009 Personal Property Tax Relief		98.49%	
2009 Personal Property Tax Collection		99.59%	2009 Public Service Tax Collection		100.00%	

2013 PPTRA ALLOTMENT - COMPARISON

TOTAL ALLOTMENT FROM STATE - \$570,316.00

TOTAL PPTRA ASSESSED - 62.00% **\$561,632.25**

COLLECTIONS THRU PAID BILLS

Jun-13 **\$169,906.08**

Jul-13 **\$161,056.98**

ABATEMENTS **-\$9,992.81**

SUPPLEMENTS **\$0.00**

TOTAL REMAINING FROM UNPAID BILLS **\$220,676.38**

1st Payment from State **7/31/2013** **\$145,727.85**

2nd Payment from State

Final Payment from State

Local Sales & Use Tax Collection Comparison

Local Sales & Use Tax

Month	2010 Calendar Year	2011 Calendar Year	2012 Calendar Year	2013 Calendar Year
	Collected	Collected	Collected	Collected
January	\$123,188.30	\$110,239.00	\$127,062.93	\$108,278.56
February	\$124,584.85	\$125,876.99	\$126,296.95	\$127,189.75
March	\$98,553.01	\$104,593.90	\$102,337.33	\$99,674.97
April	\$101,965.72	\$119,737.24	\$137,369.57	\$104,585.97
May	\$116,312.04	\$123,865.11	\$135,414.13	\$119,461.45
June	\$113,585.83	\$131,026.53	\$110,435.22	\$117,580.07
July	\$117,703.51	\$180,490.56	\$116,536.54	\$107,486.36
August	\$126,634.72	\$53,547.37	\$117,795.21	
September	\$124,733.84	\$119,307.80	\$125,411.89	
October	\$121,693.93	\$123,419.00	\$111,125.40	
November	\$121,716.50	\$119,256.67	\$106,691.83	
December	\$101,874.52	\$117,432.90	\$102,684.77	
Yearly Total	\$1,392,546.77	\$1,428,793.07	\$1,419,161.77	\$784,257.13

State Sales & Use Tax Collection Comparison

State Sales & Use Tax

Month	2010 Calendar Year	2011 Calendar Year	2012 Calendar Year	2013 Calendar Year
	Collected	Collected	Collected	Collected
January	\$81,853.28	\$76,745.66	\$81,464.16	\$80,957.08
February	\$84,478.90	\$92,440.02	\$91,897.24	\$95,365.10
March	\$65,632.54	\$63,957.82	\$72,512.86	\$73,527.62
April	\$57,976.52	\$69,216.00	\$70,609.86	\$76,942.78
May	\$77,024.82	\$78,000.40	\$85,665.32	\$87,608.38
June	\$80,105.98	\$85,721.72	\$85,637.98	\$90,121.30
July	\$68,470.08	\$72,832.12	\$78,791.66	\$78,471.52
August	\$86,929.30	\$84,321.66	\$89,692.72	
September	\$73,798.74	\$74,027.06	\$80,905.18	
October	\$70,426.24	\$78,763.86	\$83,390.34	
November	\$77,002.46	\$77,775.18	\$82,935.18	
December	\$76,745.66	\$77,868.98	\$77,980.08	
Yearly Total	\$900,444.52	\$931,670.48	\$981,482.58	\$582,993.78

Monthly Comparison of
Collected Utility Fund Revenue & Completed Service Orders
FY 2013-2014

	July	August	September	October	November	December
Water	113,793.01					
Sewer	103,792.22					
Meter Charge	4,653.73					
Water Taps	0.00					
Sewer Taps	0.00					
Sale of Materials	0.00					
Penalties	4,874.93					
Cut on/off Fees	5,528.94					
Water Sales-Bulk Water	564.48					
Sewer Services	1,221.39					
Miscellaneous	1,559.91					
Total Revenue For the Month	235,988.61	0.00	0.00	0.00	0.00	0.00

	January	February	March	April	May	June	YTD Category Tot
Water							113,793.01
Sewer							103,792.22
Meter Charge							4,653.73
Water Taps							0.00
Sewer Taps							0.00
Sale of Materials							0.00
Penalties							4,874.93
Cut on/off Fees							5,528.94
Water Sales-Bulk Water							564.48
Sewer Services							1,221.39
Miscellaneous							1,559.91
Total Revenue for the Month	0.00	0.00	0.00	0.00	0.00	0.00	

	July	August	September	October	November	December
Service Orders						
Ttl Off/On Requests	61					
Ttl Leak Inquiries	54					
Ttl Service Orders For the Month	115	0	0	0	0	0

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

YTD Revenue Total All Depts. **235,988.61** YTD Service Order **115**

**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	
JANUARY	58	JANUARY	45	JANUARY	62	JANUARY	103
FEBRUARY	32	FEBRUARY	63	FEBRUARY	56	FEBRUARY	44
MARCH	35	MARCH	71	MARCH	74	MARCH	46
APRIL	49	APRIL	44	APRIL	28	APRIL	63
MAY	63	MAY	71	May	56	MAY	86
JUNE	66	JUNE	82	June	86	JUNE	58
JULY	76	JULY	67	JULY	53	JULY	74
AUGUST	67	AUGUST	86	AUGUST	90	AUGUST	78
SEPTEMBER	75	SEPTEMBER	94	SEPT	49	SEPTEMBER	66
OCTOBER	93	OCTOBER	43	OCTOBER	72	OCTOBER	86
NOVEMBER	51	NOVEMBER	39	NOVEMBER	46	NOVEMBER	54
DECEMBER	71	DECEMBER	71	DECEMBER	130	DECEMBER	44

2011		2012		2013	
JANUARY	86	JANUARY	68	JANUARY	80
FEBRUARY	30	FEBRUARY	45	FEBRUARY	68
MARCH	31	MARCH	48	MARCH	58
APRIL	48	APRIL	70	APRIL	92
MAY	83	MAY	43	MAY	64
JUNE	281	JUNE	79	JUNE	83
JULY	130	JULY	80	JULY	88
AUGUST	85	AUGUST	75		
SEPTEMBER	83	SEPTEMBER	63		
OCTOBER	66	OCTOBER	68		
NOVEMBER	86	NOVEMBER	90		
DECEMBER	61	DECEMBER	53		

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 2012	30144.85	169062.54
COLLECTIONS 2012	-26675.91	142386.43
BALANCES ADDED JAN 2013	2325.78	144712.21
COLLECTIONS JAN 2013	-2947.67	141764.54
BALANCES ADDED FEB 2013	2376.46	144141.00
COLLECTIONS FEB 2013	-854.25	143286.75
BALANCES ADDED MARCH 2013	1632.54	144919.29
COLLECTIONS MARCH 2013	-3155.18	141764.11
BALANCES ADDED APRIL 2013	2271.37	144035.48
COLLECTIONS APRIL 2013	-3227.73	140807.75
BALANCES ADDED MAY 2013	3788.49	144596.24
COLLECTIONS MAY 2013	-810.46	143785.78
BALANCES ADDED JUNE 2013	3159.37	146945.15
COLLECTIONS JUNE 2013	-2189.45	144755.70
BALANCES ADDED JULY 2013	1789.06	146544.76
COLLECTIONS JULY 2013	-1026.29	145518.47

BOOT COLLECTIONS

STARTING DATE 1-25-12

GOOD THRU 7/31/13

AMOUNT COLLECTED FOR CITY **\$88,927.60**

RE TAX \$51,155.94

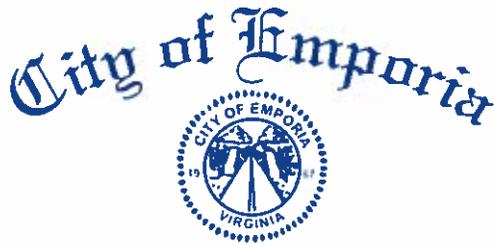
PP TAX \$24,489.15

UTILITY \$7,107.04

OTHER (DEMO/WEED) \$6,175.47

AMOUNT COLLECTED FOR VAC **\$33,740.70**

TOTAL **\$122,668.30**



Commissioner of the Revenue
P. O. Box 956
Emporia, Virginia 23847
TELEPHONE (434) 634-5405

August 7, 2013

JOYCE E. PRINCE
COMMISSIONER

LISA D. COUNCIL
DEPUTY COMMISSIONER

The Honorable Mayor
City Council Members
City Manager

Dear Members of Council:

During the month of July a total of \$3,223.58 was processed for City Business License.

Transient tax totaled \$84,313.64 for the month of June and processed during July.

Meal tax processed during the month of July totaled \$151,795.97 with an addition \$3,598.80 for prior months.

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

	<u>June 2012</u>	<u>June 2013</u>
Meal Tax	\$ 158,102.99	\$ 151,795.97
Transient Tax	\$ 89,536.48	\$ 84,313.64

Respectfully,

Joyce E. Prince



CITY OF EMPORIA

DEPARTMENT OF INSPECTIONS

**July- 2013
Code Enforcement Monthly Report**

Notices Issued

Resolved

Inoperable Vehicles - 6

4- By Owner

Weeds / Grass - 18

**4- By Owner
13- By City Contractor**

Property Maintenance - 2

12- By Owner

Zoning - 0

0- By Owner

Cases Turned Over To City Attorney – 0

Total Notices Issued – 26

Invoiced Notices- 13- (11 Re-cuts)- 2- (New Cuts)

**Weeds / Grass – 13
Inoperable Vehicle- 0
Demolition- 0**

**Total- Weeds/ Grass- \$2484.73
Inoperable Vehicles- 0
Demolition- 0
Total Amount- 0**

Signature :

A handwritten signature in black ink, appearing to be "M. Paul", written over a horizontal line.

Supervisor :

A handwritten signature in black ink, appearing to be "D. J. [unclear]", followed by the date "7/7/13", both written over a horizontal line.

**Emporia Police Department Statistics
Arrests by Race**

July 2013

	Black	%	White	%	Other	%
Criminal Arrests	43	86%	7	14%	0	0%
Selective Tickets	661	42%	769	49%	139	9%
Regular Tickets	58	79%	9	12%	6	8%

IBR Offense Counts 7/1/2013-7/31/2013 Emporia Police Department

1	120-Robbery
1	13A-Aggravated Assault
10	13B-Simple Assault
2	220-Burglary/Breaking & Entering
8	23C-Shoplifting
1	23D-Theft From Building
5	23F-Theft From Motor Vehicle
5	23H-All Other Larceny
1	240-Motor Vehicle Theft
2	250-Counterfeiting/Forgery
14	290-Destruction/Damage/Vandalism of Property
10	35A-Drug/Narcotic Violations
1	520-Weapon Law Violations
1	90B-Curfew/Loitering/Vagrancy
3	90D-Driving Under the Influence
6	90E-Drunkenness
2	90F-Family Offenses, Nonviolent
2	90G-Liquor Law Violations
1	90I-Runaway
5	90J-Trespass of Real Property
43	90Z-All Other Offenses
	43 Unclassified 90Z

124	Total Offenses Reported
115	Total Incidents Reported

**Noise complaints
July 2013**

Loud Music from House – 7 1 summons

Loud Music from Vehicle – 1 no summons

Dog Barking - 1

Criminal Arrestees

July 2013

Resident – 34

Non-resident - 16

CONSENT SEARCHES

There were no consent searches conducted during the month of July 2013.

Schools

June 2013

F. Mainwaring took an in on-line Law Enforcement In-Service class through Crater July 1.

W. King, G. Garnes, and T. Allen attended a Motorcycle Gang Awareness class at Crater July 2-3.

G. Garnes and T. Allen attended Advanced Gang Training at Crater July 8 & 9.

J. Romano instructed a driving class at Crater July 14-18 at Crater.

W. Richards instructed a driving class at Crater July 18.

J. Baird, R. Turner, and S. Allen attended Intox. Recertification in Blackstone July 22.

B. Osborn and W. King attended Intox. Recertification in Blackstone July 23.

J. Rae, E. Hicks, and S. Ottinger instructed a VCIN basic class at the police department July 23 – 26.

D. Shidell and T. Hawkins attended Intox. Recertification in Blackstone July 24.

W. Richards was a Defensive Tactics Instructor at Crater July 22-31.

J. Baird attended General Instructor apprenticeship at Crater July 29-30.

Emporia Animal Control Monthly Report

July 2013

Dogs

On Hand 8
 Stray 11
 Seized ~~0~~
 Bite Cases 2
 Surrendered by Owner ~~0~~
 Transferred In ~~0~~
 Others ~~0~~
 Claimed by Owner 1
 Adopted 4
 Transferred Out 8
 Died in Facility ~~0~~
 Euthanized ~~0~~
 Remain 8

Cats

On Hand 8
 Stray 5
 Seized 1
 Bite Cases ~~0~~
 Surrendered by Owner ~~0~~
 Transferred In ~~0~~
 Others 1
 Claimed by Owner 1
 Adopted 3
 Transferred Out ~~0~~
 Died in Facility 2
 Euthanized ~~0~~
 Remain 8

Wildlife

Wild or Fowl 17
 DOA 6
 Relocate 11
 On-Hand ~~0~~
 Euthanize ~~0~~

General

Calls Answered 148
 Hours —
 Mileage —
 Verbal Warning 2
 Summons Issued ~~0~~
 Court Cases ~~0~~

Remarks _____

Prepared by: Greg Linn



City of Emporia Sheriff's Office

201 South Main Street
P. O. Box 511
Emporia, VA 23847
Phone: (434) 634-4671



August 2, 2013

From the Office of:

Sheriff Sam C. Brown

The Honorable Mayor
City Manager
Honorable Members of City Council

Dear Members of City Council:

The Emporia Sheriff's Office spent approximately 252 hours in General District and Juvenile & Domestic Relations Court in July, 2013. We served a total of 362 civil papers. These are broken down as follows:

Arrest Warrant	1
Change in Payee	4
Detention Order	2
Debt	15
Detinue	7
Garnishments	19
Interrogatories	1
Misdemeanor Warrants	25
Notice of Lien	2
Notice	5
Protective Order	18
Show Cause	15
Subpoena duces tecum	2
Support Order	3
Summons	204
Transportation	24
Unlawful Detainer	8
Withhold Order	5
Writ of Possession & FI FA	2

We collected \$72.00 Sheriff Fees for the month of July, 2013. We had 24 transports for the month. Sheriff Brown travelled to Florence, SC to pick up one inmate. Sgt. Fannin travelled to Augusta, GA to pick up one female inmate. She was accompanied by Deputy Banks from the Greenville County Sheriff's Office. Sgt. Fannin attended FBI/VA ABC Training in Virginia Beach July 8-10th, and Deputy Smith attended In Service Certification School at Crater Academy the week of July 22 through 26th.

Sincerely,

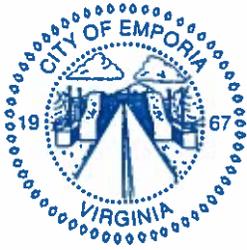
Sam C. Brown

Detailed Selected Statistics & Management Activity

Selected Coded Field: Basic: Incident Type

Report Period: From 07/01/2013 to 07/31/2013

CODE	DESCRIPTOR	FREQUENCY	PRCL PERCENT	EMTs	AVG # SUPPR FEES	AVG # EMS FEES	AVG # OTHER FEES	AVG # SUPPR APPR	AVG # EMS APPR	AVG # OTHER APPR	AVERAGE # MAN HOURS	TOTAL MAN HOURS	AVERAGE RESPONSE TIME (min)
111	Building fire	1	12.50 %	0	26.00	0.00	3.00	6.00	0.00	3.00	44.60	44.60	15.00
322	Vehicle accident with injuries	6	75.00 %	0	11.67	0.00	0.83	2.67	0.00	0.83	9.70	58.20	10.83
811	Dispatched & canceled en route	1	12.50 %	0	0.00	0.00	1.00	0.00	0.00	1.00	0.30	0.30	
	Totals	8	100.00 %	0	11.68	0.00	1.12	2.75	0.00	1.00	12.91	103.30	11.43
	Mutual Aid Given Incidents	0											



CITY OF EMPORIA

MEMORANDUM

June 14, 2013

TO: The Honorable Mayor and City Council

FROM: Brian S Thrower, City Manager *BST*

SUBJECT: District 19 Community Services Board – Term Expiration (George W. Pugh)

ITEM: 13-39

On June 30, 2013, Mr. George W. Pugh's three (3) year term on the District 19 Community Service Board will expire. Mr. Pugh has indicated that he does *not* wish to be considered for reappointment.

Recommendation:

This information is provided for your consideration.

Attachment:

By-Laws

BST/tsw

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§ 37.2-501. Community services board; appointment; membership; duties of fiscal agent.

A. Every city or county or any combination of counties and cities, before it shall come within the provisions of this chapter, shall establish a community services board with no less than six and no more than 18 members. When any city or county singly establishes a community services board, the board shall be appointed by the governing body of the city or county establishing the board. When any combination of counties and cities establishes a community services board, the board of supervisors of each county or the council of each city shall mutually agree on the size of the board and shall appoint the members of the community services board. Prior to making appointments, the governing body shall disclose the names of those persons being considered for appointment.

Appointments to the community services board shall be broadly representative of the community. One-third of the appointments to the board shall be individuals who are receiving or who have received services or family members of individuals who are receiving or who have received services, at least one of whom shall be an individual receiving services. One or more appointments may be nongovernmental service providers. Sheriffs or their designees also shall be appointed, when practical. No employee of the community services board or employee or board member of an organization that receives funding from any community services board shall be appointed a member of that board.

No community services board shall be composed of a majority of local government officials, elected or appointed, as members, nor shall any county or city be represented on a board by more than two officials, elected or appointed.

The board appointed pursuant to this section shall be responsible to the governing body of each county or city that established it.

B. The county or city or any combination of cities and counties that establishes an operating or administrative policy board shall receive an independent annual audit of the total revenues and expenditures of that board, a copy of which shall be provided to the Department, and designate an official of one member city or county to act as fiscal agent for the board. The county or city whose designated official serves as fiscal agent for the board in the case of boards established by more than one city or county shall review and act upon the independent audit of the board and, in conjunction with the other cities and counties, arrange for the provision of legal services to the board. When a single county or city establishes an operating or administrative policy board, it shall arrange for the provision of legal services to the board.

C. The county or city that establishes a policy-advisory board shall provide an annual audit of the total revenues and expenditures of the city or county government department to the board and the Department, carry out the responsibilities and duties enumerated in subsection A of § [37.2-504](#) and § [37.2-505](#), and provide legal services to the board. When any combination of cities and counties establishes a policy-advisory board, those cities and counties shall designate which local government shall operate the city or county government department. This local government shall provide an annual audit of the total revenues and expenditures of that department to the board and the Department, carry out the responsibilities and duties enumerated in subsection A of § [37.2-504](#) and § [37.2-505](#), and, in conjunction with the other cities and counties, arrange for the provision of legal services to the board.

(1968, c. 477, § 37.1-195; 1970, c. 346; 1972, c. 498; 1973, c. 78; 1976, c. 671; 1978, c. 11; 1980, c. 582; 1988, c. 285; 1989, c. 254; 1994, c. [939](#); 1996, c. [412](#); 1997, c. [323](#); 1998, cc. [667](#), [680](#); 1999, c. [653](#); 2005, c. [716](#); 2012, cc. [476](#), [507](#).)

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CITY OF EMPORIA

Memorandum

August 16, 2013

TO: The Honorable Mayor and City Council
FROM: Brian S. Thrower, City Manager *BST*
SUBJECT: MAMaC RIFA – Request for Appointments
ITEM #: 13-41

As you are aware, the City of Emporia, Greensville County, and Mecklenburg County have formed the Mid-Atlantic Advanced Manufacturing Center (MAMaC) Regional Industrial Facility Authority (RIFA), with the primary purpose of developing the MAMaC site.

Attached are the draft MAMaC RIFA by-laws. Per the terms of the by-laws, you will need to appoint two individuals to serve on the RIFA and one individual to serve as an alternate. One appointment shall serve an initial four (4) year term. The other appointment shall serve an initial two (2) year term. The alternate appointment shall serve an initial four (4) year term and may serve as alternate for either Board member. All appointments must be residents of the City.

Recommendation

This item is for your consideration.

Attachment

Draft MAMaC RIFA By-Laws

**BY-LAWS OF THE MID-ATLANTIC ADVANCED MANUFACTURING CENTER
REGIONAL INDUSTRIAL FACILITY AUTHORITY
(AN AUTHORITY CREATED PURSUANT TO THE PROVISIONS OF THE VIRGINIA
REGIONAL INDUSTRIAL FACILITIES ACT, TITLE 15.2, CHAPTER 64, CODE OF
VIRGINIA, 1950, AS AMENDED)**

ARTICLE I

**Purpose; Location and Property; Membership;
Member Locality Participation Agreement**

1.1 Purpose. The Mid-Atlantic Advanced Manufacturing Center Regional Industrial Facility Authority (the “Authority”) shall be organized and operated in accordance with the Virginia Regional Industrial Facilities Act, Virginia Code §§ 15.2-6400 *et seq.*, Code of Virginia, 1950, as amended, and as the same may be amended from time to time (the “Act”). The general purpose of the Authority shall be to enhance the economic base of the Member Localities by developing, owning, and operating one or more facilities on a cooperative basis, including, without limitation, the specific purpose of owning and developing the Mid Atlantic Advanced Manufacturing Center (“MAMaC”). The Authority shall have any and all powers under the Act, as the same may be amended from time to time.

1.2 Location and Property. The principal office of the Authority shall be located within a Member Locality as designated by the Board of Directors of the Authority.

The title to all property of every kind belonging to the Authority shall be titled in the name of the Authority, which shall hold such title for the benefit of its Member Localities. Except as otherwise required by resolution of the Authority, or as the business of the Authority may require, all of the books and records of the Authority shall be kept at the principal office.

1.3 Member Locality Participation Agreement. The Authority shall be governed by the Act, these By-Laws, and by the Mid-Atlantic Advanced Manufacturing Center Regional Industrial Facility Authority Member Locality Participation Agreement among Greenville

County, Mecklenburg County, and the City of Emporia (collectively the “Member Localities”), dated July , executed by the authorized officer of the governing body of each Member Locality (the “Agreement”). The Agreement establishes the respective rights and obligations of the Member Localities and provides for revenue and economic growth-sharing arrangements with respect to tax revenues and other income and revenues generated by any facility owned by the Authority.

1.4 Membership. The Member Localities of the Authority are the Counties of Greensville and Mecklenburg, and the City of Emporia, each of which is a political subdivision of the Commonwealth of Virginia, and each of which is authorized by the Act, and by Ordinances adopted by the governing bodies of each locality, to participate in the Authority. The membership of the Authority may be expanded as provided in the Act, and in accordance with these By-Laws, including Section 8.1 below.

ARTICLE II

Governing Body; Appointment; Terms;
Vacancies; Alternatives; Other Matters

2.1 Powers and Duties. All powers, rights, and duties of the Authority shall be exercised by a Board of Directors consisting of two members who reside in each Member Locality and who shall be appointed by the governing body of each such Member Locality. For initial appointments, each Member Locality shall appoint one person to serve an initial two (2) year term, and one person to serve an initial four (4) year term. Subsequent appointments shall be for a term of four (4) years. Each appointed member may be reappointed for additional terms. Terms of office of the initial members of the Board of Directors shall be deemed to commence as of the

date the Secretary of the Commonwealth certifies the Authority pursuant to Va. Code § 15.2-6402.

Subsequent to appointment of the initial Board of Directors, the manner of subsequent appointment and/or reappointment of members shall be governed by the provisions of Section 15.2-6403, Code of Virginia, 1950, as amended, including any re-enactment, modification or amendment thereof.

2.2 Unexpired Term. In the event an appointed member does not or is unable to complete the term for which appointed for any reason, then the governing body of the Member Locality appointing such member shall appoint another member to fill the remainder of the unexpired term. The alternate director from the same Member Locality as the vacating director shall serve until a replacement director is appointed by the governing body of the Member Locality and qualified to serve.

2.3 Continued Service. Members of the Board whose terms expire shall continue to hold office until his or her successor has been appointed and qualified.

2.4 Governing Body Members and Employees May Serve. Any person who is a resident of the appointing member locality may be appointed to serve on the Authority's Board of Directors, including members of the respective governing bodies of each Member Locality or employees of such political subdivisions. Any employee's Member Locality may condition an employee's appointment to the Board upon his or her continued employment with the member locality and provide that any such termination or resignation from employment would also constitute a voluntary resignation from the Board of the Authority.

2.5 Appointment of Alternates. Each Member Locality shall appoint one person to serve as an alternate director. The initial appointment and all subsequent appointments shall be

for a term of four (4) years. Each appointed alternate director may be reappointed for additional terms. Alternates shall be selected in the same manner as other Board members, and may serve as an alternate for either Board member from the Member Locality that appoints the alternate.

Alternates shall be appointed for terms that coincide with one or more of the Board members from the Member Locality that appoints the alternate. Alternates are required to take an oath of office and are entitled to reimbursement for actual and reasonable expenses in the same manner as Board members.

At any meeting at which an alternate is present, having been designated by a member locality, and either appointed director from that jurisdiction is absent for any reason, such alternate shall be entitled to all the rights and privileges of the absent director, including the right to vote on all issues.

2.6 Expenses Paid. Members of the Board may be reimbursed for actual and reasonable expenses incurred in the performance of their duties as Board members from funds available to the Authority.

2.7 Compensation. If, pursuant to any statute or amendment to any statute, the Authority is authorized to compensate Board members for their services, the Board of Directors may establish such compensation by majority vote; provided, however, that any Board member who is a full time salaried employee of any of the political subdivisions who has Authority membership shall not be entitled to any additional compensation by reason of membership on the Authority.

2.8 Oath. Each member of the Board shall, before entering upon the discharge of the duties of his office, take and subscribe to the oath prescribed in §49-1 of the Code of Virginia, 1950, as amended, and shall serve in compliance with the Virginia Regional Industrial Facilities

Act, (Va. Code §§ 15.2-6400, *et seq.*, as amended from time to time), these By-Laws, and the Agreement.

ARTICLE III

Meetings

3.1 Regular Meetings. Regular meetings of the Board of Directors of the Authority shall be held at such times and at such places as the majority of a quorum shall determine, but shall meet at least for its annual meeting, as set forth in Paragraph 3.3 below. Regular meetings may be adjourned or continued, without further public notice from day to day or from time to time or from place to place, but not beyond the time fixed for the next regular meeting, until the business before the Board is completed.

3.2 Quorum. A quorum at any meeting shall exist when a majority of the member localities are each represented by at least one member of the Board or alternate to the Board. The affirmative vote of a quorum of the Board shall be necessary for any action taken by the Board.

3.3 Annual Meeting. The annual meeting of the Board shall take place at the regular meeting of the Board in July of each year, at such place, time and date as may be established by the Board or Chairman. Each Member Locality shall appointment directors to any open position prior to such annual meeting, unless the timing of a vacancy makes such appointment unreasonably difficult, so that the membership of the Board will be complete for such annual meeting.

3.4 Special Meetings. Special meetings of the Board may be called at any time by the Chair and shall be held when requested in writing by members of the Board representing two or more localities. The notice of a special meeting shall specify the time and place of the meeting and the matters to be considered at the meeting. A reasonable effort shall be made to provide

each member with notice of the special meeting and the matter(s) to be considered. No matter not specified in the request and notice of the meeting shall be considered at a special meeting unless all members of the Board, or their designated alternates, are present. Any request for a special meeting shall be directed to the Chairperson in writing.

Special meetings may be adjourned or continued, without further public notice, from day to day, or from time to time, or from place to place, not beyond the time fixed for the next regular meeting, until the business before the board is completed.

3.5 Closed meetings or sessions within meetings. Closed Meetings or sessions may be conducted in the manner and for the purposes provided by law.

3.6 Notice.

a. To the public. The Board, and any committee, shall give public notice of the date, time, and location of all meetings by placing the notice in a prominent public location at which notices are regularly given, and in the office of the Board Chair, at least three working days prior to the meeting. A copy of all agenda packets and materials furnished to the Board or committee, unless exempt by law, shall be made available for public inspection at the same time the documents are provided to Board members. Notice of special or emergency meetings shall be given to the public contemporaneously with the notice provided to members of the Board or committee.

b. To members of the Board. Notice of any regular or special meeting shall be sent to each Board or committee member in writing to their preferred notice address, whether by electronic mail, facsimile or mail service, at least three working days prior to the meeting. Notice of any emergency meeting of the Board or a committee shall be provided as soon as possible, but at least 12 hours prior to the meeting, by any reasonable

method allowing written communication that is agreed to in advance by the individual Board members, including electronic mail, facsimile, mail service or hand-delivered writing.

3.7 Minutes Recorded. At all regular or special meetings, all votes shall be recorded.

3.8 Order of Business. The order of business at regular meetings shall be as follows:

- A. Roll Call and determination of a quorum.
- B. Approval of minutes of prior meeting.
- C. Treasurer's Report.
- D. Unfinished business.
- E. New business.
- F. Adjournment.

3.9 Tie Votes. In any case in which there shall be a tie vote of the Board of Directors when all members are not present, the question shall be tabled until the next special or regular meeting, whichever first occurs, when it shall again be voted upon even though all members are not present. In any case in which there is a tie vote on any question after complying with the foregoing procedure, or in any case in which there is a tie vote when all the members are present, the Motion shall fail.

ARTICLE IV

Committees

4.1 Board Committees. The Board of Directors may, by Resolution, designate committees consisting of two or more Directors. Unless the Board of Directors by Resolution otherwise provides, each committee shall choose its own Chairperson and secretary and shall

record all its acts and proceedings and report the same from time to time to the Board of Directors.

Regular meetings of any committee may be held at such times and in such places as shall be determined by a majority of the committee. Special meetings of any committee may be called at the request of any member of the committee. Notice of any special meeting of a committee shall be given by the person calling the same. A majority of any committee shall constitute a quorum for the transaction of business, and the Act of a majority of those present at any meeting at which a quorum is present shall be the act of the committee. Action may not be taken by a committee without a meeting. Members of any such committee shall act only as a committee, subject to the restrictions imposed by the Board of Directors, and individual committee members shall have no individual powers as such.

The Board of Directors shall have the power at any time to change the members of, fill vacancies in, and discharge any committee, either with or without cause. The appointment of any director to any committee, if not sooner terminated, shall automatically terminate upon the expiration of his or her term as a director or upon the earlier cessation of his or her membership on the Board of Directors.

ARTICLE V

Executive Director and Staff

5.1 Staffing. The Board may also appoint an Executive Director and may establish such staff positions as it deems appropriate. The Executive Director and staff shall discharge such functions as may be directed by the Board, and shall be paid from funds received by the Authority.

ARTICLE VI

Officers

6.1 Officers. Each board shall elect from its membership a Chairperson, Vice-Chairperson, Secretary, and Treasurer, and such other assistants to the foregoing officers as the Board may, from time to time, create (collectively, "Officers") for each calendar year. Each year, the Chairperson shall be elected from the directors representing a particular Member Locality, and the Member Locality shall rotate from Greenville County, to the City of Emporia, to Mecklenburg County, back to Greenville County, and so on, adding additional Member Localities into the rotation as they may become members of the Authority. The offices of Secretary/Treasurer may be combined and held by the same person at the option of the Authority.

The initial Officers shall be elected at and shall serve from the date of the first meeting of the Board, through the end of that calendar year. Subsequent Officers shall be elected at the last meeting of each calendar year, and shall serve from January 1st through December 31st of the calendar year following election.

Special elections to fill vacancies in an Officer position, or to fill newly created offices, shall be held at a regular meeting duly called, or at a special meeting designated by the Chairperson, following notice and other special meeting requirements.

6.2 Chairperson. The Chairperson shall preside at all meetings of the Board of Directors and shall have control of the management of the affairs of the Authority; shall prepare the agenda for any and all meetings, and make a copy of the agenda available to the Secretary; shall call special meetings; shall countersign all contracts and other instruments of the Authority authorized by the Board, except where signature and execution of a particular instrument is

expressly delegated by the Board or By-Laws or by law to another Officer; and perform all such other duties incident to his/her office or that may be properly required of him/her by the Board of Directors. The Chairman shall have an equal vote with the other directors.

6.3 Vice-Chairperson. The Vice-Chairperson shall preside in the absence of the Chairperson, and during the Chairperson's absence, or inability to act, shall exercise all other functions of the Chairperson.

6.4 Secretary. The Secretary shall cause to be issued notices for all meetings; shall cause the minutes to be kept; and shall have charge of the seal and corporate books. The Secretary shall ensure that all documents or instruments duly authorized by the Board to be executed on behalf of the Authority have the seal affixed thereon and shall co-sign with the Chairperson all such documents or instruments, with the exception of checks drawn on any Authority account. The Secretary shall call meetings of the Board to order in the absence of the Chairperson and Vice-Chairperson, and thereupon conduct an election for a temporary presiding officer for that meeting. The Secretary shall perform such other duties as are incident to the office, or as may be required by the Board of Directors.

6.5 Treasurer. The Treasurer shall have charge of the financial records of the Board and shall cause the records to be kept in such form as Virginia's Auditor of Public Accounts prescribes and as otherwise required by the Act or other law; shall arrange for the preparation of any financial audits of the Authority as may be directed by the Board or law; shall have custody of all funds and arrange for their investment and deposit in the name of the Authority when authorized by the Board; shall co-sign with the Chairperson any check drawn on an Authority account; and shall make such financial reports as are required by the Board, or these By-Laws, or

other law. The Treasurer shall perform such other duties as are incident to the office, or as may be required by the Board of Directors.

6.6 Assistant Treasurers and Assistant Secretaries. Assistant Treasurers and Assistant Secretaries shall perform such duties as shall be assigned by the Treasurer and the Secretary, respectively, the Board of Directors, any duly authorized committee of directors or the Chairperson, and shall have such other powers and authorities as are conferred on them in these By-Laws.

6.7 Bonding. Every officer, agent, or employee of the Authority who may receive, handle, or disburse money for its account or who may have any of the Authority's property in his or her custody or be responsible for its safety or preservation, may be required, in the discretion of the Board of Directors, to be bonded, by the Authority in such sum and with such sureties and in such form as shall be satisfactory to the Board of Directors.

ARTICLE VII

Miscellaneous and Other Matters

7.1 Fiscal Year. The books of account of the Authority shall be kept and annual financial statements shall be prepared on the basis of a fiscal year matching the fiscal year of the Commonwealth of Virginia, currently July 1 –June 30. Promptly following the close of the fiscal year, and no later than three (3) months after the end of the fiscal year, the Board shall cause an annual audit to be performed which shall be submitted to the Board during the first quarter, and which shall be provided to each Member Locality upon its availability. Each such report shall set forth a complete operating and financial statement covering the operation of the Authority during such year.

7.2 Books and Records. The Authority shall maintain correct and complete books and records of account and shall keep minutes of the proceedings of its Board of Directors and any designated committees thereof.

7.3 Access to Books and Records. Public access to the Authority's books and records shall be provided in accordance with the Virginia Freedom of Information Act, Virginia Code 2.2-3700 *et seq.*, as amended. Any member of the Board of Directors, shall have the right to examine, at a reasonable time not disruptive of the conduct of the Authority's ordinary affairs, the Authority's books and records of accounts, minutes and records and to make copies or extracts therefrom.

ARTICLE VIII

Additional Members

8.1 Additional Members. A locality may, upon the adoption of an ordinance meeting the requirements of the Act, apply to this Authority for membership. If approved by the Authority's Board of Directors, the new Member Locality may be admitted to the Authority upon terms and conditions prescribed by the Authority, including but not limited to the execution of an amendment of or addendum to this Agreement, authorized and executed by all existing Member Localities as well as the proposed new Member Locality. The amendment or addendum shall set forth the terms, conditions and monetary contributions required for admission to the Authority as established by the Board of Directors and approved or consented to by all the then Member Localities.

ARTICLE IX

Amendment

9.1 Amendments. These By-Laws or any provision thereof may be amended by majority vote of the Board of Directors of the Authority at any regular or special meeting, provided written notice of the proposed amendment and its content has been given by mailing to the members of the Board not less than five days prior to the meeting at which the same is to be considered.

Chairperson

Attest: _____
Secretary (SEAL)



CITY OF EMPORIA

Memorandum

August 16, 2013

TO: The Honorable Mayor and City Council
FROM: Brian S. Thrower, City Manager *BST*
SUBJECT: Water Bill Code Amendments – Request to Authorize a Public Hearing
ITEM #: 13-42

At your July 16th meeting you requested that staff explore options aimed at creating a more flexible and customer friendly water billing and payment process. In discussing options with staff, I am proposing the following code amendments:

- Extension of the water service disconnection date from the 25th of the month until the 5th of the next month. This allows customers an additional 10 to 11 days to pay their water bill without being disconnected.
- Customers shall not be disconnected for non-payment or partial payment (for any reason) limited to one occurrence per calendar year. All past due and current balances must be paid in full the next month in order to avoid disconnection of service.
- Prior to disconnection of service, the City shall issue disconnection notices to each customer informing them of the specific date and time payment is due in order to avoid disconnection (see attached sample door hanger). The notice shall also state the total payment due. Notices shall be issued no fewer than 10 calendar days prior to disconnection.

As a point of information, Rural Development funding guidelines require the City to charge late fee penalties, reconnection charges, and disconnect service after 60 days of non-payment.

Recommendation

I recommend you authorize conducting a public hearing at your September 17th meeting to consider these code amendments.

Attachments

Proposed Code Amendments
Sample Door Hanger
Rural Development Letter of Conditions - #9

Chapter 78

Sec. 78-94. ~~Penalty on delinquent customers~~ Payment due date and late fee penalty.

Water bill payments are due in full by 5:00 p.m. on the 20th of each month. A \$15.00 late fee penalty shall be imposed on customers not paying their bill in full by the aforementioned date and time. on all delinquent water customers on the 20th of the month of billing. When city offices are closed either a portion of or the entire day on the 20th of the month, payment shall be considered due the next full business day to avoid the \$15 late fee penalty. Late fee penalties shall be reflected on the following month's bill.

Sec. 78-95. Disconnecting water service for failure to pay bill.

Water bills shall be paid by 5:00 p.m. on the 4th of each month to avoid disconnection of service the following business day. When city offices are closed either a portion of or the entire day on the 4th of the month, payment shall be due the next full business day to avoid disconnection of water service. If payment is not received by the end of the next full business day following the 4th of the month, water service to such premises shall be disconnected the following business day.

~~Water service to a premises shall be disconnected on the 25th of the month if the bill for water supplied to such premises is not paid prior to that date. When city offices are closed the entire day on the 25th of the month, water service to such premises shall be disconnected the next business day. Payment must be received prior to 4:00 p.m. for services to be restored the same business day. Water service shall not be disconnected for non-payment of \$15.00 or less. However, any previous non-payment of \$15.00 or less shall be paid~~

~~prior to the 25th of the next billing month to avoid disconnection of water service.~~

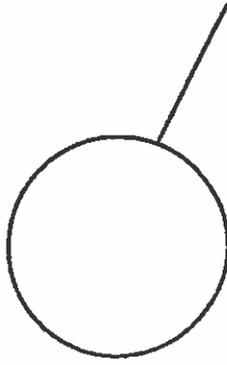
~~When city offices are closed either a portion of or the entire day on the 24th of the month, payment shall be due the next full business day to avoid disconnection of water service. If payment is not received by the end of the next full business day following the 24th of the month, water service to such premises shall be disconnected the following business day. Customers shall not be disconnected for non-payment or partial payment limited to one occurrence per calendar year. In these instances, all past due and current balances must be paid in full by 5:00 p.m. on the 4th of the following month in order to avoid disconnection of service the following business day. The aforementioned provisions shall apply when city offices are closed either a portion of or the entire day on the 4th of the month.~~

Prior to disconnection of service, the City shall issue disconnection notices to each customer informing them of the specific date and time payment is due in order to avoid disconnection. The notice shall also state the total payment due in order to avoid disconnection. The city shall issue the notice no fewer than 10 calendar days prior to disconnection.

Chapter 42

Sec. 42-9. Billing and payment of charges.

The charges prescribed by section 42-8 shall be billed monthly. Bills shall be paid by 5:00 p.m. on the 4th of each month prior to the 25th of each month and in accordance with section 78-95 of City Code to avoid discontinuation of sanitation collection and disposal service. Upon discontinuation of service, the city shall remove the container(s) from the premises.



CITY OF EMPORIA
WATER DEPT

DISCONNECT
NOTICE

YOU MUST PAY \$ _____

TO AVOID DISCONNECTION
OF WATER SERVICE

BY _____ AT 5:00 pm.

THANK YOU

QUESTIONS--434-634-2349

based on the lower rate. The payment due date will be established as the day the loan closes.

You will be required to participate in the Preauthorized Debit (PAD) payment process, which will allow for your payment to be electronically debited from your account on the day your payment is due.

5. Security - The loans must be secured by General Obligation Bonds, a pledge of the net revenues of your water utility on parity with all previous bond issues, a pledge of the full faith and credit of the City, and other agreements between you and Rural Development as set forth in the Bond Resolutions which must be properly adopted and executed by the appropriate officials of your organization. Additional security requirements are contained in RUS Bulletin 1780-27, Loan Resolution.
6. Bond Counsel - The services of a recognized bond counsel are required. In accordance with RD Instruction 1780, Subpart D, bond counsel will prepare the form of Resolution to be used. You should immediately provide your bond counsel with a copy of this letter of conditions. **Since the total loan request has been split into two loans, two separate bonds must be issued.**
7. Reserves - Reserves must be properly budgeted to maintain the financial viability of any operation. Reserves are important to fund unanticipated, emergency maintenance and repairs and assist with debt service should the need arise. Reserves can also be established and maintained for the anticipated and expected expenses, including, but not limited to, operation and maintenance, customer deposits, and depreciation of short-lived assets.

It has been determined as part of this funding proposal that you have sufficient funds to establish reserves for the following purposes and amounts:

	<u>Amount on Hand</u>	<u>Annual Set-Aside</u>	<u>Total Fully Funded</u>
Operation and Maintenance	\$ 0	\$ 50,087	\$ 250,429
Depreciation of Short-Lived Assets	\$ 0	\$ 60,165	\$ 515,650

8. Users - This letter of conditions is based upon your providing evidence that you have a minimum of 2,638 bona fide actual users (5,760 equivalent users) on the existing water system. This evidence will consist of your written certification as to the number of users actually connected to and using the existing system (paying monthly bills).
9. Delayed Payment Penalty - On all user accounts not paid in full within twenty (20) days from the date of bill, ten percent (10%) will be added to the net amount due. If any bill is not paid within sixty (60) days after the due date, service to the customer will be discontinued. Service will not be restored until all past due bills have been paid in full and all accrued penalties, plus a reconnection charge, have been paid.
10. Proposed Operating Budget and User Rate Analysis - Prior to written authorization from Rural Development to proceed with the bidding phase, you will be required to submit a copy of your proposed annual operating budget and