

CITY OF EMPORIA

AGENDA
EMPORIA CITY COUNCIL
Regular Meeting
TUESDAY, August 21, 2012 - 7:30 P.M.

OPENING PRAYER

ROLL CALL

APPROVAL OF MINUTES

August 7, 2012 ~ Regular Meeting

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

NEW BUSINESS

12-64. District 19 Community Services Board FY13 Performance Contract – Request to Approve

12-65. Donated Funds – Appropriation Ordinance

12-66. Conditional Use Permit Review – 311 Florida Avenue – Roadhouse Lounge

12-67. Conditional Use Permit Review – 608 Brunswick Avenue

PUBLIC COMMENT

CLOSED SESSION

Closed Meeting pursuant to Virginia Code § 2.2 3711 (A) (7) Legal matter pertaining to the proposed I-95 Tolls.

MINUTES
EMPORIA CITY COUNCIL
CITY OF EMPORIA MUNICIPAL BUILDING
August 7, 2012

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 7, 2012, at 7:30 p.m. in the Council Chambers of the Municipal Building, located at 201 South Main Street, Emporia, Virginia. Mayor Samuel W. Adams, III presided over the meeting with James C. Saunders, Council Member offering the invocation.

ROLL CALL

The following City Council members were present:

Councilman F. Woodrow Harris
Councilman James C. Saunders
Councilwoman Deborah D. Dixon
Councilwoman L. Dale Temple
Councilwoman Carolyn S. Carey

Others present: Samuel W. Adams, III, Mayor
C. Butler Barrett, City Attorney
Brian S. Thrower, City Manager
Steven B. Hall, Assistant City Manager
Tessie S. Wilkins, City Clerk
Don Wyatt, Chief of Police
Royal Jones, Public Works Director

Absent:

Councilwoman Beverly White
Councilwoman Doris T. White

MINUTES APPROVAL

Councilwoman Temple moved to approve the minutes from the Tuesday, July 17, 2012, City Council Regular Meeting minutes as presented, seconded by Councilwoman Carey, which passed as follows:

Councilman F. Woodrow Harris	aye
Councilman James C. Saunders	aye
Councilwoman Deborah D. Dixon	aye
Councilwoman L. Dale Temple	aye
Councilwoman Carolyn S. Carey	aye

AGENDA APPROVAL

Mayor Adams reported the additions of **Closed Session – Virginia Code § 2.2 3711 (A) (7) Legal matter regarding the acquisition of an easement.**

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

Councilman F. Woodrow Harris	aye
Councilman James C. Saunders	aye
Councilwoman Deborah D. Dixon	aye
Councilwoman L. Dale Temple	aye
Councilwoman Carolyn S. Carey	aye

Mayor Adams stated that Councilman Harris was named president of the Virginia Association of Planning District Commissions.

NEW BUSINESS

12-57. Crater Criminal Justice Training Academy – Request to Adopt Resolution

Mr. Thrower stated that Chief Wyatt was requesting that the City of Emporia become a member of the Crater Criminal Justice Training Academy (Crater). He also stated that the City was previously a member of the Chesterfield Training Academy. He further stated that becoming a member of Crater will allow for more efficient and cost effective training opportunities, as well as allow the officers to train with our neighboring law enforcement agencies. He stated that there will be no charge for the FY13 membership fee.

He recommended that Council adopt a resolution requesting that the City of Emporia be allowed to join the Crater Criminal Justice Training Academy and authorized the City Manager to execute any documents pursuant thereto.

Councilman Harris made a motion to adopt **Resolution No. 12-11** allowing the City of Emporia to join the Crater Criminal Justice Training Academy and authorizing the City Manager to execute any documents pursuant thereto, seconded by Councilwoman Dixon, which passed as follows:

Councilman F. Woodrow Harris	aye
Councilman James C. Saunders	aye
Councilwoman Deborah D. Dixon	aye
Councilwoman L. Dale Temple	aye
Councilwoman Carolyn S. Carey	aye

12-58. Wal-Mart Grant Funds – Appropriation Ordinance

Mr. Thrower reported that the City’s Police Department received a grant from Wal-Mart in the amount of \$1,500.00. He stated that the Police Department would use these funds to purchase supplies for the Citizens Police Academy and to purchase educational materials for the Community Youth Program. He further reported that in order for the Police Department to

utilize these funds for this purpose, Council must appropriate the funds into the FY13 operating budget.

Councilman Saunders made a motion to adopt **Ordinance No. 12-19** appropriating the sum of \$1,500.00 in Grants Funds from Wal-Mart for Public Safety, seconded by Councilwoman Temple, which passed as follows:

Councilman F. Woodrow Harris	aye
Councilman James C. Saunders	aye
Councilwoman Deborah D. Dixon	aye
Councilwoman L. Dale Temple	aye
Councilwoman Carolyn S. Carey	aye

12-59. Victim Witness Program – Appropriation

Mr. Thrower reported that the City annually receives grant funds from the Department of Criminal Justice Services (DCJS) for the Victim Witness Program. He stated that the DCJS has approved funding in the amount of \$56,618 for FY13. He also stated that funding in the amount of \$55,508 was included in the FY13 budget. He further stated that Council will need to appropriate the difference of \$1,110 into the FY13 Operating Budget so that these grant funds may be utilized for the program.

He recommended that Council adopt the ordinance.

Councilwoman Temple made a motion to adopt **Ordinance No. 12-20** appropriating the sum of \$1,110.00 in Grant Funds from the Department of Criminal Justice Services for the Victim Witness Program, seconded by Councilwoman Carey, which passed as follows:

Councilman F. Woodrow Harris	aye
Councilman James C. Saunders	aye
Councilwoman Deborah D. Dixon	aye
Councilwoman L. Dale Temple	aye
Councilwoman Carolyn S. Carey	aye

12-60. Fire Truck Repairs – Appropriation Ordinance

Mr. Thrower reported that on June 28, 2012, the City of Emporia received insurance funds in the amount of \$1,739.20 from the Virginia Municipal League (VML) Insurance Program for repairs to a 2005 fire truck that was damaged. He stated that since the repairs were not completed until July 16, 2012, those funds were not utilized in FY12. He also stated that the funds technically went into the fund balance with the close of the fiscal year. He further stated that in order for the City to utilize these funds for the cost of the repairs, Council will need to appropriate the insurance receipts into the FY13 operating budget.

Councilman Saunders made a motion to adopt **Ordinance No. 12-21** to appropriate the sum of \$1,739.20 from the Un-appropriated fund balance of the General Fund for repairs to a Fire Truck, seconded by Councilwoman Temple, which passed as follows:

Councilman F. Woodrow Harris	nay
Councilman James C. Saunders	aye

Councilwoman Deborah D. Dixon	aye
Councilwoman L. Dale Temple	aye
Councilwoman Carolyn S. Carey	aye

12-61. Emporia-Greenville Cooperative Extension – Budget Amendment Request

Mr. Thrower stated that due to a budget request submission error, the Emporia-Greenville Cooperative Extension is requesting the City to approve an additional \$7,807 in its FY13 budget allocation in order to adequately fund employee salaries.

Mr. Morris White, Unit Coordinator, was in attendance to explain the submission error.

Councilwoman Temple made a motion to approve the Emporia-Greenville Cooperative Extension request for an additional \$7,807.00 in its FY13 budget allocation in order to adequately fund employee salaries, seconded by Councilwoman Carey, which passed as follows:

Councilman F. Woodrow Harris	aye
Councilman James C. Saunders	aye
Councilwoman Deborah D. Dixon	aye
Councilwoman L. Dale Temple	aye
Councilwoman Carolyn S. Carey	aye

12-62. VML Business Meeting – Designation of Voting Delegate

Mr. Thrower stated that Mayor Adams will not be in attendance at the VML Business Meeting in October. He also stated that according to the memo, City Council can designate a Council Member to vote on the behalf of the City, should the Mayor not be in attendance.

He recommended that Council designate a Council Member to vote at the VML Business Meeting in October due to Mayor Adams' absence.

Councilwoman Temple moved to nominate Councilman Harris to vote at the VML Business Meeting.

Councilwoman Temple moved to approve Councilman Harris to vote at the VML Business Meeting, seconded by Councilwoman Carey, which passed as follows:

Councilman F. Woodrow Harris	aye
Councilman James C. Saunders	aye
Councilwoman Deborah D. Dixon	aye
Councilwoman L. Dale Temple	aye
Councilwoman Carolyn S. Carey	aye

12-63. Emporia Redevelop & Housing Authority – Term Expiration (Carolyn S. Carey)

Mayor Adams reported that on August 19, 2012 Mrs. Carolyn Carey's four year term on the City of Emporia's Redevelopment & Housing Authority Board will expire. He stated that Mrs. Carey has indicated that she does wish to be considered for reappointment.

Councilwoman Temple moved to reappoint Carolyn Carey to serve a four year term on the Emporia Redevelop & Housing Authority, seconded by Councilman Saunders, which passed as follows:

Councilman F. Woodrow Harris	aye
Councilman James C. Saunders	aye
Councilwoman Deborah D. Dixon	aye
Councilwoman L. Dale Temple	aye
Councilwoman Carolyn S. Carey	aye

PUBLIC COMMENT

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

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

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

Councilman Saunders moved that Closed Session be entered for the purpose of discussing Virginia Code Sections § 2.2 3711 (A) (7) **Legal matter pertaining to shared services with Greensville County, the Proposed I-95 Tolls, and Acquisition on an easement** seconded by Councilwoman Temple, which passed as follows:

Councilman F. Woodrow Harris	aye
Councilman James C. Saunders	aye
Councilwoman Deborah D. Dixon	aye
Councilwoman Carolyn S. Carey	aye
Councilwoman Dale Temple	aye

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

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

Councilman F. Woodrow Harris	aye
Councilman James C. Saunders	aye
Councilwoman Deborah D. Dixon	aye
Councilwoman Carolyn S. Carey	aye
Councilwoman Dale Temple	aye

CERTIFICATION

Councilman Saunders moved to certify the following:

1. only public business matters 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 C. Saunders	aye
Councilwoman Deborah D. Dixon	aye
Councilwoman Dale Temple	aye
Councilwoman Carolyn S. Carey	aye

Councilman Harris made the motion authorizing the City Manager to negotiate acquisition of easements with the Civic Parking Association pertaining to the discussed properties; Councilman Harris seconded the motion, which passed as follows:

Councilman F. Woodrow Harris	aye
Councilman James C. Saunders	aye
Councilwoman Deborah D. Dixon	aye
Councilwoman Carolyn S. Carey	aye
Councilwoman Dale Temple	aye

ADJOURNMENT

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

Samuel W. Adams, III, Mayor

Tessie S. Wilkins, City Clerk

**CITY OF EMPORIA
CITY COUNCIL MEETING
August 21, 2012
AGENDA MEMORANDUM**

**SUBJECT: FINANCIAL STATEMENT
COLLECTIONS 2010-2012
COLLECTIONS 2007-2009
DELINQUENT TAX SUMMARY-ALL YEARS
2012 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, 2012

CHECKING / DAILY INVESTMENT

	General Fund	Utility Fund
	315,508.05	319,374.94

CERTIFICATES OF DEPOSIT / INVESTMENTS

FIRST COMMUNITY BANK	\$384,184.61	MMF @ .10%	NA	General Fund
FIRST COMMUNITY BANK	\$1,500,000.00	12 Mos @ .45%	1/6/2013	General Fund
CARTER BANK & TRUST	\$1,003,986.02	6 Mos @ .45%	1/10/2013	General Fund
CARTER BANK & TRUST	\$1,003,986.02	6 Mos @ .45%	1/10/2013	General Fund
CARTER BANK & TRUST	\$213,590.73	12 Mos @ 1.05%	2/3/2013	General Fund
CARTER BANK & TRUST	\$517,121.13	12 Mos @ 1.05%	2/3/2013	General Fund
CARTER BANK & TRUST	\$517,121.13	12 Mos @ 1.05%	2/3/2013	General Fund
CARTER BANK & TRUST	\$517,121.13	12 Mos @ 1.05%	2/3/2013	General Fund
FIRST COMMUNITY BANK	\$504,173.31	MMF @ .10%	NA	UTILITY FUND
FIRST COMMUNITY BANK	\$500,000.00	12 Mos @ .45%	1/6/2013	UTILITY FUND
CARTER BANK & TRUST	\$501,743.45	6 Mos @ .45%	1/10/2013	UTILITY FUND

Jul-12

RECAP OF 2010 TAXES

TYPE OF TAX	BAL. FWD. (A)	SUPPLEMENTS (B)	ABATEMENTS (C)	ADJUSTED LEVY (Cols. A+B-C) (D)	COLLECTIONS TO DATE (E)	BALANCE DUE (F)
Real Estate	2,976,993.81	0.00	3,324.20	2,973,669.61	2,950,091.29	23,578.32
Personal Property	1,141,435.34	99,940.97	55,927.54	1,185,448.77	1,166,723.84	18,724.93
Decals	107,658.50	9,563.00	5,244.15	111,977.35	107,943.30	4,034.05
Personal Property Relief	578,916.57	34,959.61	27,170.32	586,705.86	577,229.86	9,476.00
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	99,833.80	5,015,365.98	4,959,552.68	55,813.30
2010 Real Estate Tax Collections		99.21%	2010 Personal Property Tax Relief		96.40%	
2010 Personal Property Tax Collections		98.42%	2010 Public Service Tax Collection		100.00%	

RECAP OF 2011 TAXES

TYPE OF TAX	BAL. FWD. (A)	SUPPLEMENTS (B)	ABATEMENTS (C)	ADJUSTED LEVY (Cols. A+B-C) (D)	COLLECTIONS TO DATE (E)	BALANCE DUE (F)
Real Estate	2,984,406.93	0.00	2,516.67	2,981,890.26	2,941,039.25	40,851.01
Personal Property	1,244,373.63	26,690.75	29,822.62	1,241,309.82	1,227,362.65	13,947.17
Decals	111,029.00	8,475.00	5,278.43	114,275.57	105,886.13	8,389.44
Personal Property Relief	557,964.29	30,384.27	28,692.61	559,778.53	541,620.90	18,157.63
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	66,069.69	5,053,733.60	4,972,388.35	81,345.25
2011 Real Estate Tax Collections		98.63%	2011 Personal Property Tax Relief		96.81%	
2011 Personal Property Tax Collection		98.88%	2011 Public Service Tax Collection		100.00%	

RECAP OF 2012 TAXES

TYPE OF TAX	BAL. FWD. (A)	SUPPLEMENTS (B)	ABATEMENTS (C)	ADJUSTED LEVY (Cols. A+B-C) (D)	COLLECTIONS TO DATE (E)	BALANCE DUE (F)
Real Estate	0.00	0.00	0.00	0.00	0.00	0.00
Personal Property	1,224,318.90	45,547.39	15,897.87	1,253,968.42	842,771.24	411,197.18
Decals	104,243.00	1,512.50	1,425.00	104,330.50	46,314.49	58,016.01
Personal Property Relief	560,183.75	34,959.61	27,170.32	567,973.04	291,310.27	276,662.77
Public Service	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL	1,888,745.65	82,019.50	44,493.19	1,926,271.96	1,180,396.00	745,875.75
2012 Real Estate Tax Collections		0.00%	2012 Personal Property Tax Relief		51.29%	
2012 Personal Property Tax Collections		67.21%	2012 Public Service Tax Collection		0.00%	
2012 License Fee Collections		44.39%				

Jul-12

RECAP OF 2007 TAXES

TYPE OF TAX	BAL. FWD. (A)	SUPPLEMENTS (B)	ABATEMENTS (C)	ADJUSTED LEVY (Cols. A+B-C) (D)	COLLECTIONS TO DATE (E)	BALANCE DUE (F)
Real Estate	2,673,531.26	29,166.22	14,468.19	2,688,229.29	2,682,863.59	5,365.70
Personal Property	1,270,481.69	232,305.66	109,357.69	1,393,429.66	1,389,296.93	4,132.73
Decals	444,139.00	30,539.61	8,551.33	466,127.28	463,203.60	2,923.68
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	269,625.10	5,110,960.75	5,092,338.00	18,622.75
2007 Real Estate Tax Collections		99.80%	2007 Personal Property Tax Relief		98.52%	
2007 Personal Property Tax Collections		99.70%	2007 Public Service Tax Collection		100.00%	

RECAP OF 2008 TAXES

TYPE OF TAX	BAL. FWD. (A)	SUPPLEMENTS (B)	ABATEMENTS (C)	ADJUSTED LEVY (Cols. A+B-C) (D)	COLLECTIONS TO DATE (E)	BALANCE DUE (F)
Real Estate	2,703,731.80	15,916.97	11,236.65	2,708,412.12	2,701,156.20	7,255.92
Personal Property	1,288,745.41	42,594.01	81,758.00	1,249,581.42	1,241,915.87	7,665.55
Decals	110,269.50	9,823.17	6,545.00	113,547.67	108,911.70	4,635.97
Personal Property Relief	548,290.97	39,726.80	28,914.65	559,103.12	548,318.45	10,784.67
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	134,147.88	4,779,655.63	4,749,313.52	30,342.11
2008 Real Estate Tax Collections		99.73%	2008 Personal Property Tax Relief		98.07%	
2008 Personal Property Tax Collection		99.39%	2008 Public Service Tax Collection		100.00%	

RECAP OF 2009 TAXES

TYPE OF TAX	BAL. FWD. (A)	SUPPLEMENTS (B)	ABATEMENTS (C)	ADJUSTED LEVY (Cols. A+B-C) (D)	COLLECTIONS TO DATE (E)	BALANCE DUE (F)
Real Estate	2,942,633.61	3,808.18	6,400.94	2,940,040.85	2,925,347.83	14,693.02
Personal Property	1,214,926.66	219,196.50	218,468.08	1,215,655.08	1,209,201.46	6,453.62
Decals	110,991.50	6,951.00	7,501.50	110,441.00	105,562.97	4,878.03
Personal Property Relief	524,152.89	38,891.54	16,938.36	546,106.07	536,430.99	9,675.08
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	249,308.88	4,934,040.85	4,898,341.10	35,699.75
2009 Real Estate Tax Collections		99.50%	2009 Personal Property Tax Relief		98.23%	
2009 Personal Property Tax Collection		99.47%	2009 Public Service Tax Collection		100.00%	

DELINQUENT TAX SUMMARY - FY 2012-2013

July-12

REAL ESTATE TAXES

Tax Year	Balance	Supplements	Abatements	Bankruptcy	Credit	Collected To This Month	Collected This Month	Balance
	July 1	Added		Charge-Offs	Card Collections			
2006	\$4,778.82	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$48.14	\$4,730.68
2005	\$2,874.35	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$48.14	\$2,826.21
2004	\$1,552.93	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$48.14	\$1,504.79
2003	\$1,301.16	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$52.08	\$1,249.08
2002	\$815.64	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$815.64
2001	\$668.89	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$668.89
2000	\$378.84	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$378.84
1991-1999	\$2,183.52	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,183.52
TOTAL	\$14,554.15	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$196.50	\$14,357.65

PERSONAL PROPERTY TAX

Tax Year	Balance	Supplements	Abatements	Bankruptcy	Credit	Collected To This Month	Collected This Month	Balance
	July 1	Tx Relief		Charge-Offs	Card Collections			
2006 Net Tax	\$4,268.98	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$18.68	\$4,250.30
2005 Net Tax	\$5,828.49	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,828.49
2004 Net Tax	\$2,144.97	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$12.63	\$2,132.34
2002-2003	\$6,116.99	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$6,116.99
TOTAL	\$18,359.43	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$31.31	\$18,328.12

Grand Total of All Delinquent	\$32,913.58	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$227.81	\$32,685.77
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2012 PPTRA ALLOTMENT - COMPARISON

TOTAL ALLOTMENT FROM STATE - \$570,316.00

TOTAL PPTRA ASSESSED - 63.00%

\$560,183.75

COLLECTIONS THRU PAID BILLS

Jun-12

\$77,473.15

Jul-12

\$213,837.12

ABATEMENTS

-\$27,170.32

SUPPLEMENTS

\$34,959.61

TOTAL REMAINING FROM UNPAID BILLS

\$276,662.77

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	
February	\$124,584.85	\$125,876.99	\$126,296.95	
March	\$98,553.01	\$104,593.90	\$102,337.33	
April	\$101,965.72	\$119,737.24	\$137,369.57	
May	\$116,312.04	\$123,865.11	\$135,414.13	
June	\$113,585.83	\$131,026.53	\$110,435.22	
July	\$117,703.51	\$180,490.56	\$116,536.54	
August	\$126,634.72	\$53,547.37		
September	\$124,733.84	\$119,307.80		
October	\$121,693.93	\$123,419.00		
November	\$121,716.50	\$119,256.67		
December	\$101,874.52	\$117,432.90		
Yearly Total	\$1,392,546.77	\$1,428,793.07	\$855,452.67	\$0.00

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	
February	\$84,478.90	\$92,440.02	\$91,897.24	
March	\$65,632.54	\$63,957.82	\$72,512.86	
April	\$57,976.52	\$69,216.00	\$70,609.86	
May	\$77,024.82	\$78,000.40	\$85,665.32	
June	\$80,105.98	\$85,721.72	\$85,637.98	
July	\$68,470.08	\$72,832.12	\$78,791.66	
August	\$86,929.30	\$84,321.66		
September	\$73,798.74	\$74,027.06		
October	\$70,426.24	\$78,763.86		
November	\$77,002.46	\$77,775.18		
December	\$76,745.66	\$77,868.98		
Yearly Total	\$900,444.52	\$931,670.48	\$566,579.08	\$0.00

Monthly Comparison of
Collected Utility Fund Revenue & Completed Service Orders

FY12-13

	July	August	September	October	November	December
Water	90,099.63					
Sewer	98,186.35					
Meter Charge	4,442.98					
Water Taps	0.00					
Sewer Taps	0.00					
Sale of Materials	0.00					
Penalties	5,178.78					
Cut on/off Fees	4,320.00					
Water Sales-Bulk Water	367.23					
Sewer Services	535.01					
Miscellaneous	0.00					
Total Revenue For the Month	203,129.98	0.00	0.00	0.00	0.00	0.00

	January	February	March	April	May	June	YTD Category Tot
Water							90,099.63
Sewer							98,186.35
Meter Charge							4,442.98
Water Taps							0.00
Sewer Taps							0.00
Sale of Materials							0.00
Penalties							5,178.78
Cut on/off Fees							4,320.00
Water Sales-Bulk Water							367.23
Sewer Services							535.01
Miscellaneous							0.00
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	59					
Ttl Leak Inquiries	15					
Ttl Service Orders For the Month	74	0	0	0	0	0

	January	February	March	April	May	June	YTD Order Totals
Service Orders							
Ttl Off/On Requests							59
Ttl Leak Inquiries							15
Ttl Service Orders For the Month	0	0	0	0	0	0	

YTD Revenue Total All Depts. **203,129.98** YTD Service Order **74**

**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

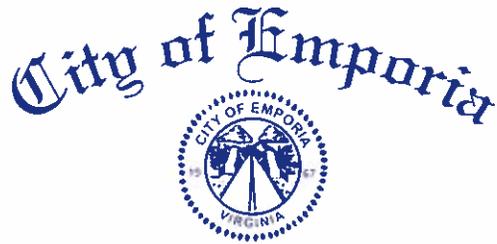
**AUGUST 24
SEPTMBER 55
OCTOBER 45
NOVEMBER 27
DECEMBER 77**

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	
JANUARY	86	JANUARY	68
FEBRUARY	30	FEBRUARY	45
MARCH	31	MARCH	48
APRIL	48	APRIL	70
MAY	83	MAY	43
JUNE	281	JUNE	79
JULY	130	JULY	80
AUGUST	85	AUGUST	
SEPTEMBER	83	SEPTEMBER	
OCTOBER	66	OCTOBER	
NOVEMBER	86	NOVEMBER	
DECEMBER	61	DECEMBER	

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 JAN. 2012	3654.19	142571.88
COLLECTIONS JAN. 2012	-899.57	141672.31
BALANCES ADDED FEB 2012	1744.45	143417.06
COLLECTIONS FEB. 2012	-5820.42	137596.64
BALANCES ADDED MAR. 2012	1306.93	138903.57
COLLECTIONS MAR. 2012	-1411.41	137492.16
BALANCES ADDED APRIL 2012	1861.07	139353.23
COLLECTIONS APRIL 2012	-2583.37	136769.86
BALANCES ADDED MAY 2012	1819.82	138589.68
COLLECTIONS MAY 2012	-1846.15	136743.53
BALANCES ADDED JUNE 2012	2046.65	138790.18
COLLECTIONS JUNE 2012	-2410.73	136379.45
BALANCES ADDED JULY 2012	1567.99	137947.44
COLLECTIONS JULY 2012	-1688.30	136259.14



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

August 15, 2012

JOYCE E. PRINCE
COMMISSIONER

LISA D. COUNCIL
DEPUTY COMMISSIONER

The Honorable Mayor
City Council
City Manager

Dear Members of Council:

During the month of July a total of \$348.11 was processed for City Business License.

Transient tax totaled \$89,536.48 for the month of June and processed during July.

Meal tax processed during the month of July totaled \$158,102.99 with an additional \$32.94 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 2011</u>	<u>June 2012</u>
Meal Tax	\$ 145,580.76	\$ 158,102.99
Transient Tax	\$ 73,506.52	\$ 89,536.48

Respectfully,

Joyce E. Prince



CITY OF EMPORIA

DEPARTMENT OF INSPECTIONS

**July - 2012
Code Enforcement Monthly Report**

Notices Issued

Resolved

Inoperable Vehicles - 1

4- By Owner

Weeds / Grass - 4

**7- By Owner
11- By City Contractor**

Property Maintenance - 1

6- By Owner

Zoning - 0

0- By Owner

Cases Turned Over To City Attorney – 5

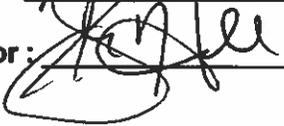
Total Notices Issued – 6

Invoiced Notices- 11

**Weeds / Grass – 11
Inoperable Vehicle- 0
Demolition- 0**

**Total- Weeds/ Grass- \$ 2002.02
Inoperable Vehicles- 0
Demolition- 0
Total Amount- \$ 2002.02**

Signature : 

Supervisor : 

Emporia Police Department Statistics
Arrests by Race

July 2012

	Black	%	White	%	Other	%
Criminal Arrests	49	82%	10	17%	1	2%
Selective Tickets	324	34%	518	55%	105	11%
Regular Tickets	67	82%	9	11%	6	7%

IBR Offense Counts 7/1/2012-7/31/2012 Emporia Police Department

2	13A-Aggravated Assault
10	13B-Simple Assault
1	13C-Intimidation
1	200-Arson
3	220-Burglary/Breaking & Entering
4	23C-Shoplifting
1	23D-Theft From Building
1	23E-Theft From Coin-Operated Machine
1	23F-Theft From Motor Vehicle
7	23H-All Other Larceny
1	240-Motor Vehicle Theft
9	250-Counterfeiting/Forgery
1	26A-False Pretenses/Swindle/Confidence Game
1	26B-Credit Card/Automatic Teller Machine Fraud
1	270-Embezzlement
1	280-Stolen Property Offenses
12	290-Destruction/Damage/Vandalism of Property
6	35A-Drug/Narcotic Violations
3	520-Weapon Law Violations
3	90A-Bad Checks
2	90B-Curfew/Loitering/Vagrancy
5	90D-Driving Under the Influence
8	90E-Drunkenness
1	90F-Family Offenses, Nonviolent
2	90G-Liquor Law Violations
7	90J-Trespass of Real Property
32	90Z-All Other Offenses
	32 Unclassified 90Z

126	Total Offenses Reported
112	Total Incidents Reported

Criminal Arrestees

July 2012

Resident – 34

Non-resident - 26

**Noise complaints
July 2012**

Loud Music from Vehicle – 2	no summons
Loud Music from Residence – 2	no summons
Fireworks – 2	no summons

CONSENT SEARCHES

DATE	RACE	REASON	RESULTS	ARREST
7/16/12	b/m, b/f	Traffic stop	Marijuana, money	yes

Schools

July 2012

J. Turner attended ACO In-Service July 16-18.

L. Carter and C. Clary attended Intoxilyzer Recert. on July 18.

G. Garnes, F. Mainwaring, and T. Allen attended Intoxilyzer Recert. on July 19.

F. Totino attended Law Enforcement In-Service Level II July 23-27.

Emporia Animal Control Monthly Report

July 2012

Dogs

On Hand	<u>2</u>
Stray	<u>5</u>
Seized	<u>-0-</u>
Bite Cases	<u>-0-</u>
Surrendered by Owner	<u>3</u>
Transferred In	<u>-0-</u>
Others	<u>-0-</u>
Claimed by Owner	<u>1</u>
Adopted	<u>2</u>
Transferred Out	<u>-0-</u>
Died in Facility	<u>-0-</u>
Euthanized	<u>2</u>
Remain	<u>5</u>

Wildlife

Wild or Fowl	<u>6</u>
DOA	<u>2</u>
Relocate	<u>4</u>
On-Hand	<u>-0-</u>
Euthanize	<u>0-</u>

Cats

On Hand	<u>4</u>
Stray	<u>6</u>
Seized	<u>-0-</u>
Bite Cases	<u>-0-</u>
Surrendered by Owner	<u>-0-</u>
Transferred In	<u>-0-</u>
Others	<u>-0-</u>
Claimed by Owner	<u>-0-</u>
Adopted	<u>2</u>
Transferred Out	<u>-0-</u>
Died in Facility	<u>2</u>
Euthanized	<u>2</u>
Remain	<u>4</u>

General

Calls Answered	<u>122</u>
Hours	<u> </u>
Mileage	<u> </u>
Verbal Warning	<u>3</u>
Summons Issued	<u>-0-</u>
Court Cases	<u>-0-</u>

Remarks _____

Prepared by: Janey Brown



City of Emporia Sheriff's Office

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



From the Office of:

August 1, 2012

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 **266** hours in General District and Juvenile & Domestic Relations Court in **July, 2012**. We served a total of **317** civil papers. These are broken down as follows:

Arrest Warrant	3
Capias	1
Change in Payee	2
Detention Order	2
Debt	12
Detinue	5
Emergency Removal	1
Garnishments	14
Interrogatories	1
Misdemeanor Warrants	42
Notice of Lien	5
Notice	6
Payroll Deduction	1
Protective Order	9
Subpoena Duces Tecum	9
Show Cause	12
Support Order	7
Summons	171
Transportation	12
Unlawful Detainer	8
Writ of Possession & FI FA	6

We collected **\$36.00** Sheriff Fees for the month of **July, 2012**. We had **12 transports** for the month, including picking up one inmate from Dover, New Hampshire.

Sincerely,


Sam C. Brown, Sheriff

Detailed Selected Statistics & Management Activity

Selected Coded Field: Basic: Incident Type

Report Period: From 07/01/2012 to 07/31/2012

CODE	DESCRIPTOR	FREQUENCY	FREQ. PERCENT	EXPS	AVG # SUPPR PERS	AVG # EMS PERS	AVG # OTHER PERS	AVG # SUPPR APPR	AVG # EMS APPR	AVG # OTHER APPR	AVERAGE # MAN HOURS	TOTAL MAN HOURS	AVERAGE RESPONSE TIME (min)
111	Building fires	2	6.90 %	0	15.00	0.00	1.00	3.50	0.00	1.00	17.25	34.50	4.00
121	Fire in mobile home used as fixed residence	1	3.45 %	0	15.00	0.00	1.00	4.00	0.00	1.00	24.27	24.27	14.00
131	Passenger vehicle fire	3	10.34 %	0	12.67	0.00	0.67	2.67	0.00	0.67	11.27	33.80	13.67
138	Off-road vehicle or heavy equipment fire	1	3.45 %	0	12.00	0.00	1.00	3.00	0.00	1.00	11.92	11.92	15.00
141	Forest, woods or wildland fire	1	3.45 %	0	4.00	0.00	0.00	1.00	0.00	0.00	1.93	1.93	10.00
322	Vehicle accident with injuries	12	41.38 %	0	13.58	0.00	0.83	2.75	0.00	0.83	11.88	142.58	10.00
324	Motor vehicle accident with no injuries	2	6.90 %	0	15.00	0.00	1.00	3.00	0.00	1.00	11.56	23.12	9.00
531	Smoke or odor removal	1	3.45 %	0	22.00	0.00	1.00	5.00	0.00	1.00	30.67	30.67	13.00
611	Dispatched & canceled en route	5	17.24 %	0	6.60	0.00	0.80	1.40	0.00	0.80	2.28	11.40	
631	Authorized controlled burning	1	3.45 %	0	6.00	0.00	1.00	2.00	0.00	1.00	2.80	2.80	8.00
	Totals	29	100.00 %	0	12.17	0.00	0.83	2.62	0.00	0.83	10.93	316.98	10.29
	Mutual Aid Given Incidents	0											

Review of Bills

August 21, 2012

GENERAL FUND

LEGISLATIVE

Beverly White	75.00
Carolyn S. Carey	280.40
Doris T. White	150.00
F. Woodrow Harris	48.95
IIMC	160.00
Telpage, Inc.	159.80
Treasurer of Virginia - VITA	4.73
Virginia Institute of Government	500.00
Virginia Municipal League	5,997.00
VML Insurance Programs	11.00
Xerox Corporation	197.19

EXECUTIVE

Department of Motor Vehicles	900.00
Elvin Hicks - Richmond Times	14.00
ICMA	864.00
Independent Messenger	419.16
Pembroke Occupational Health	1,398.00
Pitney Bowes	681.00
Sussex-Surry Dispatch	297.00
Telpage, Inc.	169.90
The Progress Index	378.00
The Tidewater News	461.00
Treasurer of Virginia - VITA	13.91
Verizon Wireless	49.72
Virginia Institute of Government	180.00
VLGMA	270.00
VML Insurance Programs	40,931.00
Xerox Corporation	244.94

LAW

Barrett & Lockerman PC	1,166.66
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REGISTRAR

Election Systems & Software	341.78
J. Carlton Butler	30.53
Marcia Headley	23.31
Treasurer of Virginia - VITA	0.27
VML Insurance Programs	15.00
Xerox Corporation	7.98

SHERIFF

Da Pro Systems, Inc.	400.00
Dell Marketing LP	1,458.83
Sadler Brothers Oil Company, Inc.	549.55
Treasurer of Virginia - VITA	5.27
Verizon Wireless	90.93
VML Insurance Programs	1,922.00

VICTIM WITNESS

Verizon	95.64
VML Insurance Programs	107.00

VJCCCA/FAMILY VIOLENCE PREVENTION

Behavioral Interventions, Inc.	43.89
Sadler Brothers Oil Company, Inc.	42.03
Staples	527.56
Telpage, Inc.	49.95
Treasurer of Virginia - VITA	73.39
Verizon	86.35
Verizon Wireless	442.82
VML Insurance Programs	1,352.75

SHARED SERVICES

County of Greenville	834,775.00
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FINANCE

Blue Cross/Blue Shield	77,790.64
Sheila Cutrell	131.42
Treasurer of Virginia - VITA	2.81
Treasurer of Virginia - VRS	37,417.79
VML Insurance Programs	49.00
Xerox Corporation	221.56

DEBT SERVICE

BB&T Governmental Finance	5,845.96
SunTrust Bank	191,268.04
The Bank of Southside Virginia	2,258.48
USDA Rural Development	5,000.00

NON-DEPARTMENTAL

Adult Activity Services	6,000.00
American Red Cross	1,140.00
Boys & Girls Club of Emporia	14,250.00
Coalition for Delaying Parenthood	4,750.00
District 19 Community Services Bd.	19,735.50
Emporia-Greens. Local Law Library	278.00
Emporia-Greenville Airport Comm.	30,000.00
Emporia-Greenville Rec. Assoc.	25,524.50
Greenville County CSA	52,017.00
Greenville Volunteer Rescue Squad	5,279.80
Meherrin Regional Library	15,422.50
Southside VA Community College	1,179.00
Southside Virginia Education Center	26,259.50
Village View	3,800.00
VML Insurance Programs	7,726.00

Review of Bills August 21, 2012

TREASURER

BAI Treasurers User Group	350.00
Independent Messenger	93.15
Treasurer of Virginia - VITA	203.09
Treasurers Association of Virginia	150.00
University of Virginia	125.00
V.A.L.E.C.O.	50.00
VML Insurance Programs	20.00
Xerox Corporation	13.70

COMMISSIONER OF REVENUE/ASSESSOR

BAI Comm. Of Rev. User Group	400.00
Commissioners of the Rev. Assoc.	260.00
Joyce Prince	236.92
Marshall & Swift	263.95
Treasurer of Virginia - VITA	216.95
V.A.L.E.C.O.	60.00
VML Insurance Programs	56.00
Xerox Corporation	6.09

COURTS

Crater Youth Care Commission	13,942.00
Southside Regional Jail	71,666.00
Treasurer of Virginia - VITA	5.74

FIRE

David W. Fladung	64.00
Dominion Virginia Power	5.66
Emporia Volunteer Fire Department	5,378.89
Parker Oil Company, Inc.	717.41
Sadler Brothers Oil Company, Inc.	174.80
Telpage, Inc.	39.95
Treasurer of Virginia - VITA	6.71
Truck Enterprises Richmond, Inc.	2,239.20
Verizon Wireless	181.86
VML Insurance Programs	8,032.00

PARKS & RECREATION

Cintas Corporation	4.13
Sadler Brothers Oil Company, Inc.	198.20
VML Insurance Programs	347.00

ECONOMIC DEVELOPMENT

Gaston Security, Inc.	225.00
UNC School of Government	650.00
Verizon Wireless	49.72
Virginia Economic Developers Assoc.	250.00
VML Insurance Programs	19.00
Xerox Corporation	1.37

EMERGENCY SERVICES

City of Franklin	6,915.00
Mace, Inc.	164,800.00
Sadler Brothers Oil Company, Inc.	116.03
Treasurer of Virginia - VITA	2.68
Verizon Wireless	49.72
VML Insurance Programs	225.00
Xerox Corporation	15.07

FACILITIES

Cintas Corporation	28.68
Commonwealth Exterminators, Inc.	231.00
County of Greensville	1,403.51
David W. Fladung	64.00
Dominion Virginia Power	338.02
Emporia-Greensville Airport Comm.	2,400.00
J. Randy Forbes Supply Account	84.80
Mecklenburg Electric Cooperative	811.05
Morris Refrigeration Company, Inc.	1,196.66
R & C Electric Services, Inc.	224.45
Southern Virginia Construction	400.00
VEPGA	188.00
VML Insurance Programs	127.00
Whitlock Painting	1,075.00

PLANNING AND ZONING

American Housing Specialist	800.00
Community Planning Partners	180.00
Crater Planning District Commission	2,400.50
Emporia Inn LLC	799.95
Emporia Storage	220.00
Greene's Service Center	910.00
ICMA	526.07
Independent Messenger	44.75
Jeff B. Robinson & Associates	1,750.00
Sadler Brothers Oil Company, Inc.	240.33
Topping Enterprises, Inc.	2,126.51
Treasurer of Virginia - VITA	5.08
Verizon Wireless	127.58
VLGMA	200.00
VML Insurance Programs	465.00
William Chambliss	16,450.00
WorldView Solutions	2,000.00
Xerox Corporation	378.79

ANIMAL CONTROL

Animal Hospital of Emporia	18.00
Sadler Brothers Oil Company, Inc.	240.35
Verizon Wireless	30.31
VML Insurance Programs	344.00

Review of Bills August 21, 2012

POLICE

Applied Digital Solutions	3,300.00
Cobb Technologies, Inc.	183.00
Da Pro Systems, Inc.	9,130.00
Geronimo Development Corp.	778.00
Greene's Towing & Recovery, LLC	120.00
Radio Communications of Virginia	21,585.00
Sadler Brothers Oil Company, Inc.	7,717.96
Taser International	411.95
Telpage, Inc.	119.90
Treasurer of Virginia - VITA	1,078.55
Verizon	728.70
Verizon Wireless	804.08
VML Insurance Programs	17,170.00

PUBLIC WORKS

Anthony Jarrell	46.97
Cintas Corporation	160.23
Coker's Tree Service	2,100.00
Dominion Virginia Power	6,702.02
Fuel Freedom Card	4,103.11
Greensville County Landfill	16,454.16
Hick's Tree Service, LLC	700.00
Holiday Ice	243.22
Independent Messenger	155.25
Jeff B. Robinson & Associates	1,625.00
Mecklenburg Electric Cooperative	767.43
Sadler Brothers Oil Company, Inc.	2,287.71
Southside Regional Jail	957.40
Telpage, Inc.	79.90
Toter, Inc.	5,999.00
Treasurer of Virginia - VITA	6.87
Verizon Wireless	348.77
Virginia Employment Commission	1.72
VML Insurance Programs	11,101.00

TOTAL GENERAL FUND

\$1,866,434.97

UTILITY FUND

Blue Cross/Blue Shield	16,075.04
Brenntag Southeast, Inc.	3,363.70
Cintas Corporation	73.19
Cobb Technologies	945.92
CSX Transportation	489.58
David Epps	400.00
Dell Marketing LP	4,150.41
Dominion Virginia Power	16.91
Fidelity Engineering Corporation	654.00
First Citizens Bank	2,678.66
Fortiline Waterworks	1,511.00
Fuel Freedom Card	713.83
Holiday Ice	27.03
Independent Messenger	557.55
Instrumentation Services, Inc.	200.00
James C. Page, Jr.	50.00
Kelly Harrell	400.00
Mecklenburg Electric Cooperative	8,817.34
Melvin W. Prince, Jr.	50.00
Miller Supply Company, Inc.	112.00
Parker Oil Company, Inc.	1,669.61
Postmaster	708.00
Sadler Brothers Oil Company, Inc.	1,467.94
Southern Corrosion, Inc.	42,323.00
SunTrust Bank	93,745.24
Telpage, Inc.	214.80
Treasurer of Virginia - VITA	13.27
Treasurer of Virginia - VRS	9,212.02
United Parcel Service	42.51
Univar USA, Inc.	2,376.00
VDH - Waterworks Tech. Assist.	1,785.49
Verizon	182.78
Verizon Wireless	181.86
VML Insurance Programs	20,344.25
VUPS	39.10
Xerox Corporation	0.36

TOTAL UTILITY FUND

\$215,592.39



CITY OF EMPORIA

Memorandum

August 17, 2012

TO: The Honorable Mayor and City Council

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

SUBJECT: District 19 Community Services Board FY13 Performance Contract – Request to Approve

ITEM #: 12-64

Attached is the District 19 Community Services Board FY13 Performance Contract. Per State Code requirements, you will need to approve the Performance Contract on or before September 15, 2012.

Recommendation

I recommend that you approve the attached FY13 Performance Contract.

Attachments

Letter from Joseph E. Hubbard, CSB Executive Director
FY13 Performance Contract

DISTRICT 19 COMMUNITY SERVICES BOARD
MENTAL HEALTH, MENTAL RETARDATION and SUBSTANCE ABUSE SERVICES

20 W. Bank Street - Suite 7 • Petersburg, Virginia 23803
(804) 862-8054 • Fax: (804) 863-1665
jhubbard@d19csb.com
gtravis@d19csb.com

Joseph E. Hubbard, C.P.A.
Executive Director

Virginia P. Travis
Director, Quality Improvement

August 10, 2012

Mr. Brian S. Thrower, City Manager
City of Emporia
PO Box 511
201 South Main Street
Emporia, VA 23847

Dear Mr. Thrower:

In accordance with 37.2-5508 of the Code of Virginia, please submit the enclosed State Fiscal Year (SFY) 2013 Performance Contract to your board/council for approval on or before September 15, 2012.

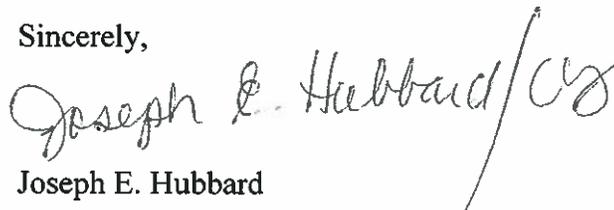
The District 19 Board of Directors approved this proposed contract on May 24, 2012. The contract has not changed in any material way from previous year's contract. Local approval is required by state code, but does not create a liability for your locality.

Please send me a copy of the minutes indicating approval as soon as possible in order for met to forward a copy to the Department of Behavioral Health and Developmental Services.

Also enclosed please find copies of our 2011 Annual Report and our 2011 Audit Report.

If you have any questions, please give me a call.

Sincerely,


Joseph E. Hubbard

Enclosures

pc: Rev. George W. Pugh

- PARTICIPATING MEMBERS -

Colonial Heights
(804) 520-7210

Dinwiddie
(804) 469-3746

Emporia/Greenville
(434) 634-5181

Hopewell/Prince George
(804) 541-8660

Petersburg
(804) 862-8002

Surry
(757) 294-0037

Sussex
(804) 834-2205

FY 2013 and FY 2014 Community Services Performance Contract

Expectation or Goal Measure

I.A.1. The CSB agrees to monitor and report quarterly to the Department on the percentage of individuals referred to the CSB who keep a face-to-face (non-emergency) service visit within seven business days after having been discharged from a state hospital, private psychiatric hospital, or psychiatric unit in a public or private hospital following involvement in the civil involuntary admission process. This includes all individuals referred to the CSB upon discharge from a state hospital, private psychiatric hospital, or psychiatric unit in a public or private hospital who were under a temporary detention or an involuntary commitment order or who were admitted voluntarily from a commitment hearing. The Department agrees to monitor part of this measure through comparing AVATAR data on individuals discharged from state hospitals to the CSB with CCS data about their admission to the mental health program area and dates of service after discharge from the hospital or unit.

VI. Continuous Quality Improvement Data Feedback

The Department shall provide regular reports to the CSB on the completeness and validity of its CCS 3 individual and service data to improve data quality and integrity. When requested by the Department, the CSB executive director shall develop and submit a plan of correction to remedy persistent deficiencies in the CSB's CCS 3 submissions (e.g., a persistent fatal error rate of more than 10 percent of its CCS consumer records) and, upon approval of the Department, shall implement the plan of correction. Persistent deficiencies that are not resolved through this process shall be addressed with a CSB Performance Measure in Exhibit D.

VII. Quality Improvement Measures: The CSB and Department agree to use Behavioral Health Quality Improvement Measures, developed by the Department in collaboration with the VACSB Data Management and Quality Assurance Committees and available on the Department's web site at www.dbhds.virginia.gov, to monitor outcome and performance measures for CSBs.

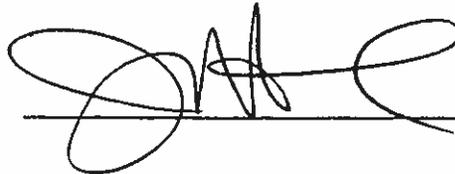
VIII. CSB Performance Measure: Access to Substance Abuse Services for Pregnant Women

Measure	Substance Abuse Services Access for Pregnant Women
Source of Requirement	SAPT Block Grant
Type of Measure	Aggregate
Data Needed For Measure	Number of Pregnant Women Requesting Service
	Number of Pregnant Women Receiving Services Within 48 Hours
Reporting Frequency	Annually
Reporting Mechanism	Performance Contract Reports (CARS)

Signature: In witness thereof, the CSB provides the affirmations in this Exhibit and in section II.A.10 of the CSB Administrative Requirements and agrees to monitor and collect data and report on the measures in sections V and VIII and use data from the Department or other sources to monitor accomplishment of performance expectations and goals in this Exhibit and affirmations in section II.A.10, as denoted by the signature of the CSB's Executive Director.

District 19 Community Services Board _____

By:



CSB

Name: Joseph E. Hubbard

Title: CSB Executive Director

Date:

6/11/12

FY 2013 and FY 2014 Community Services Performance Contract
Exhibit D: Individual CSB Performance Measures

Signatures: In witness thereof, the Department and the CSB have caused this performance contract amendment to be executed by the following duly authorized officials.

**Virginia Department of Behavioral Health
and Developmental Services**

District 19 Community Services Board

CSB

By: _____

Name: James W. Stewart, III
Title: Commissioner

Date: _____

By: Lance Forsythe

Name: Lance Forsythe
Title: Chairperson of the CSB

Date: 6/11/12

By: _____

Name: Joseph E. Hubbard
Title: CSB Executive Director

Date: 6/11/12

Exhibit A: Resources and Services

District 19 Community Services Board

Consolidated Budget (Pages AF-3 through AF-7)

Funding Sources	Mental Health Services	Developmental Services	Substance Abuse Services	TOTAL
State Funds	4,846,991	637,014	1,526,765	7,010,770
Local Matching Funds	744,117	0	0	744,117
Total Fees	7,753,768	781,710	51,074	8,586,552
Transfer Fees In/(Out)	0	0	0	0
Federal Funds	96,678	0	1,433,470	1,530,148
Other Funds	135,000	0	0	135,000
State Retained Earnings	0	0	0	0
Federal Retained Earnings	0		0	0
Other Retained Earnings	703,327	0	0	703,327
Subtotal Funds	14,279,881	1,418,724	3,011,309	18,709,914
State Funds One-Time	0		0	0
Federal Funds One-Time	0		0	0
Subtotal One -Time Funds	0	0	0	0
TOTAL ALL FUNDS	14,279,881	1,418,724	3,011,309	18,709,914
Cost for MH/DV/SA	12,028,361	2,357,346	2,506,817	16,892,524
Cost for Services Available Outside of a Program Area (SAOPA) (AP-4)				1,997,681
Total Cost				18,890,205

Local Match Computation	
Total State Funds	7,010,770
Total Local Matching Funds	744,117
Total State and Local Funds	7,754,887
Total Local Match % (Local/Total State + Local)	9.60%

Administrative Expenses	
Total Admin. Expenses	2,735,689
Total Expenses	18,890,205
Administrative Percent	14.48%

FY 2013 Community Services Performance Contract Financial Summary

Exhibit A: Resources and Services

Mental Health (MH) Services

District 19 Community Services Board

Funding Sources	<u>Funds</u>
<u>FEES</u>	
MH Medicaid Fees	7,366,102
MH Fees: Other	387,666
Total MH Fees	7,753,768
MH Transfer Fees In/(Out)	0
MH NET FEES	7,753,768
<u>FEDERAL FUNDS</u>	
MH FBG SED Child & Adolescent (93.958)	22,712
MH FBG SMI (93.958)	64,754
MH FBG SMI PACT (93.958)	0
MH FBG SMI SWVMH Board (93.958)	0
Total MH FBG SMI Funds	64,754
MH FBG Geriatrics (93.958)	0
MH FBG Consumer Services (93.958)	0
Total MH FBG Adult Funds	64,754
MH Federal PATH (93.150)	9,212
MH Other Federal - DBHDS	0
MH Other Federal - CSB	0
TOTAL MH FEDERAL FUNDS	96,678
<u>STATE FUNDS</u>	
<u>Regional Funds</u>	
MH Acute Care (Fiscal Agent)	0
MH Regional DAP (Fiscal Agent)	0
MH Crisis Stabilization (Fiscal Agent)	164,500
MH Recovery (Fiscal Agent)	0
MH Other Regional (Fiscal Agent)	0
MH Total Regional Transfer In/(Out)	843,615
Total MH Net Regional Funds	1,008,115
<u>Children's Funds</u>	
MH Child & Adolescent Services Initiative	161,429
MH Children's Outpatient	75,000
Total Restricted MH Children's Funds	236,429
MH State Children's Services	25,000
MH Juvenile Detention	111,724
MH Demo Proj-System of Care (Child)	0
Total Unrestricted MH Children's Funds	136,724
Total MH State Children's Funds (Restricted for Children)	373,153

FY 2013 Community Services Performance Contract Financial Summary

Exhibit A: Resources and Services

Mental Health (MH) Services

District 19 Community Services Board

Funding Sources	<u>Funds</u>
<u>Other State Funds</u>	
MH Law Reform	331,492
MH Pharmacy - Medication Supports	351,355
MH Jail Diversion/Service	0
MH Expanded Community Capacity (Fiscal Agent)	0
MH Expanded Community Capacity Transfer In/(Out)	0
Total MH Net Expanded Community Capacity	0
Total Restricted MH Other State Funds	682,847
MH State Funds	1,777,090
MH State Regional Deaf Services	0
MH State NGRI Funds	0
MH PACT	547,352
MH Discharge Assistance (DAP)	458,434
MH Geriatric Services	0
Total Unrestricted MH Other State Funds	2,782,876
Total MH Other State Funds	3,465,723
TOTAL MH STATE FUNDS	4,846,991
<u>OTHER FUNDS</u>	
MH Other Funds	135,000
MH Federal Retained Earnings	0
MH State Retained Earnings	0
MH State Retained Earnings - Regional Prog	0
MH Other Retained Earnings	703,327
TOTAL MH OTHER FUNDS	838,327
<u>LOCAL MATCHING FUNDS</u>	
MH Local Government Appropriations	744,117
MH Philanthropic Cash Contributions	0
MH In-Kind Contributions	0
MH Local Interest Revenue	0
TOTAL MH LOCAL MATCHING FUNDS	744,117
TOTAL MH FUNDS	14,279,881
<u>ONE-TIME FUNDS</u>	
MH FBG SMI (93.958)	0
MH FBG SED Child & Adolescent (93.958)	0
MH State Funds	0
TOTAL MH ONE-TIME FUNDS	0
TOTAL ALL MH FUNDS	14,279,881

FY 2013 Community Services Performance Contract Financial Summary

Exhibit A: Resources and Services

Developmental (DV) Services

District 19 Community Services Board

Funding Sources	Funds
<u>FEES</u>	
DV Medicaid Fees	781,710
DV Medicaid ICF/MR	0
DV Fees: Other	0
Total DV Fees	781,710
DV Transfer Fees In/(Out)	0
DV NET FEES	781,710
<u>FEDERAL FUNDS</u>	
DV Other Federal - DBHDS	0
DV Other Federal - CSB	0
TOTAL DV FEDERAL FUNDS	0
<u>STATE FUNDS</u>	
DV State Funds	603,254
DV OBRA	33,760
Total DV Unrestricted State Funds	637,014
DV Crisis Stabilization (Fiscal Agent)	0
DV Crisis Stabilization Transfer In/(Out)	0
Total DV Net Crisis Stabilization (Restricted)	0
DV Trust Fund (Restricted)	0
Total DV Restricted State Funds	0
TOTAL DV STATE FUNDS	637,014
<u>OTHER FUNDS</u>	
DV Workshop Sales	0
DV Other Funds	0
DV State Retained Earnings	0
DV Other Retained Earnings	0
TOTAL DV OTHER FUNDS	0
<u>LOCAL MATCHING FUNDS</u>	
DV Local Government Appropriations	0
DV Philanthropic Cash Contributions	0
DV In-Kind Contributions	0
DV Local Interest Revenue	0
TOTAL DV LOCAL MATCHING FUNDS	0
TOTAL DV FUNDS	1,418,724
<u>ONE-TIME FUNDS</u>	
TOTAL ALL DV FUNDS	1,418,724

FY 2013 Community Services Performance Contract Financial Summary

Exhibit A: Resources and Services

Substance Abuse (SA) Services

District 19 Community Services Board

Funding Sources	Funds
<u>FEES</u>	
SA Medicaid Fees	51,074
SA Fees: Other	0
Total SA Fees	51,074
SA Transfer Fees In/(Out)	0
SA NET FEES	51,074
<u>FEDERAL FUNDS</u>	
SA FBG Alcohol/Drug Trmt (93.959)	789,347
SA FBG SARPOS (93.959)	71,271
SA FBG Jail Services (93.959)	0
SA FBG Co-Occurring (93.959)	0
SA FBG New Directions (93.959)	0
SA FBG Recovery (93.959)	200,000
Total SA FBG A/D Trmt Funds	1,060,618
SA FBG Women (Includes LINK at 6 CSBs) (93.959)	177,900
SA FBG Prevention-Women (LINK) (93.959)	20,000
Total SA FBG Women Funds	197,900
SA FBG Prevention (93.959)	174,952
SA FBG Prev-Strengthening Families (93.959)	0
Total SA FBG Prevention Funds	174,952
SA Other Federal - DBHDS	0
SA Other Federal - CSB	0
TOTAL SA FEDERAL FUNDS	1,433,470
<u>STATE FUNDS</u>	
<u>Regional Funds</u>	
SA Facility Reinvestment (Fiscal Agent)	0
SA Facility Reinvestment Transfer In/(Out)	0
SA Net Facility Reinvestment Funds	0
<u>Other State Funds</u>	
SA Women (Includes LINK at 4 CSBs) - Restricted	1,200
SA State Funds	1,211,229
SA Region V Residential	0
SA Jail Services/Juv Detention	180,883
SA MAT - Medically Assisted Treatment	0
SA SARPOS	37,819
SA Recovery	0
SA HIV/AIDS	95,634
Total Unrestricted SA Other State Funds	1,525,565
Total SA Other State Funds	1,526,765
TOTAL SA STATE FUNDS	1,526,765

F Y 2013 Community Services Performance Contract Financial Summary

Exhibit A: Resources and Services

Substance Abuse (SA) Services

District 19 Community Services Board

Funding Sources	<u>Funds</u>
 <u>OTHER FUNDS</u>	
SA Other Funds	0
SA Federal Retained Earnings	0
SA State Retained Earnings	0
SA State Retained Earnings-Regional Prog	0
SA Other Retained Earnings	0
TOTAL SA OTHER FUNDS	0
 <u>LOCAL MATCHING FUNDS</u>	
SA Local Government Appropriations	0
SA Philanthropic Cash Contributions	0
SA In-kind Contributions	0
SA Local Interest Revenue	0
TOTAL SA LOCAL MATCHING FUNDS	0
TOTAL SA FUNDS	3,011,309
 <u>ONE TIME FUNDS</u>	
SA FBG Alcohol/Drug Trmt (93.959)	0
SA FBG Women (includes LINK at 6 CSBs) (93.959)	0
SA FBG Prevention (93.959)	0
SA State Funds	0
TOTAL ONE TIME SA FUNDS	0
TOTAL ALL SA FUNDS	3,011,309

FY 2013 Community Services Performance Contract
Exhibit A: Resources and Services
Local Government Tax Appropriations
District 19 Community Services Board

<u>City/County</u>	<u>Tax Appropriation</u>
Sussex County	63,179
Surry County	58,573
Prince George County	96,018
Petersburg City	187,413
Hopewell City	108,446
Greensville County	49,459
Emporia City	40,655
Dinwiddie County	68,274
Colonial Heights City	72,100
Total Local Government Tax Funds:	744,117

FY 2013 Community Services Performance Contract
Exhibit A: Resources and Services
CSB 100 Mental Health Services
District 19 Community Services Board

Report for Form 11

Core Services Code	Costs
250 Acute Psychiatric or SA Inpatient Services	\$670,251
310 Outpatient Services	\$2,828,674
350 Assertive Community Treatment	\$1,835,350
320 Case Management Services	\$3,720,295
420 Ambulatory Crisis Stabilization Services	\$218,386
425 Rehabilitation or Habilitation	\$1,772,260
460 Individual Supported Employment	\$139,725
521 Intensive Residential Services	\$38,023
551 Supervised Residential Services	\$231,881
581 Supportive Residential Services	\$573,516
Total Costs	\$12,028,361

FY 2013 Community Services Performance Contract
Exhibit A: Resources and Services
CSB 200 Developmental Services
District 19 Community Services Board

Report for Form 21

	Core Services Code	Costs
310 Outpatient Services		\$1,710
320 Case Management Services		\$1,022,903
430 Sheltered Employment		\$190,007
521 Intensive Residential Services		\$1,102,281
581 Supportive Residential Services		\$40,445
	Total Costs	\$2,357,346

FY 2013 Community Services Performance Contract
Exhibit A: Resources and Services
CSB 300 Substance Abuse Services
District 19 Community Services Board

Report for Form 31

	Core Services Code	Costs
310 Outpatient Services		\$2,006,594
320 Case Management Services		\$51,413
501 Highly Intensive Residential Services		\$8,000
521 Intensive Residential Services		\$82,670
551 Supervised Residential Services		\$22,830
581 Supportive Residential Services		\$0
610 Prevention Services		\$335,310
	Total Costs	\$2,506,817

FY 2013 Community Services Performance Contract
Exhibit A: Resources and Services
CSB 400 Services Available Outside of a Program Area
District 19 Community Services Board

Report for Form 01

Core Services Code	Costs
100 Emergency Services	\$1,317,320
390 Consumer Monitoring Services	\$269,448
720 Assessment and Evaluation Services	\$333,608
620 Early Intervention Services	\$77,305
Total Costs	\$1,997,681

FY 2013 Community Services Performance Contract
Table 1: Board of Directors Membership Characteristics

Name of CSB:	District 19 Community Services Board				
Total Appointments:	16	Vacancies:	0	Filled Appointments:	16
Number of Consumers:	0	Number of Family Members:	5		

**FY 2013 Community Services Performance Contract
Exhibit D: CSB Board of Directors Membership List**

District 19 Community Services Board

Name	Address	Phone Number	Start Date	End Date	Term No.
Lance Forsythe	1411 Smokey Ordinary Road Emporia, VA 23847	(434) 634-0670	7/1/2004	6/30/2013	3
Mary Bagshaw	11234 Lawyers Road Prince George, VA 23875	(804) 458-6901	7/1/2004	6/30/2013	3
Rhonda Greene	1600 Kings Road Petersburg, VA 23805	(804) 732-1335	9/1/2009	9/30/2012	1
Willadean Harrison	8801 Hobbs Mill Road Wilsons, VA 23894	(804) 469-4294	3/4/2003	12/31/2014	3
Donald Hunter	6255 Hunter Place Prince George, VA 23875	(804) 518-4800	4/1/2010	5/31/2013	1
Phyllis Moore Tolliver	24128 Cabin Point Road Disputanta, VA 23842	(807) 734-5073	7/19/2010	6/30/2013	1
Cornell Prince	24 South Crater Road Petersburg, VA 23803	(804) 504-7200	10/6/2006	9/30/2012	2
George W. Pugh, Sr	750 Halifax Street Emporia, VA 23847	(434) 634-4455	7/1/2004	6/30/2013	3
Frances Randolph	2032 Alliance Road Surry, VA 23883	(757) 294-0413	10/1/2011	6/30/2013	1
Kenneth Robinson	10844 Walton Lake Rd. Disputanta, VA 23842	(804) 733-2180	7/1/2005	6/30/2014	3
Ray Spicer	14012 Boydton Plank Road Dinwiddie, VA 23841	(804) 469-4524	4/1/2011	9/30/2012	1
Carolyn Thompson	410 Norwood Dr Colonial Heights, VA 23834	(804) 526-3732	1/1/2008	12/31/2013	2
Isabel Vartanian	2005 Jackson Street Hopewell, VA 23860	(804) 452-0393	9/1/2009	6/30/2015	2
Raenord Walker	200 Swift Creek Lane Colonial Heights, VA 23834	(804) 526-0129	7/1/2004	6/30/2013	3
Ronald Washington	729 Hampton Road Petersburg, VA 23805	(804) 732-4031	9/1/2009	9/30/2012	1
John Weigel	105 Summit Court Hopewell, VA 23860	(804) 541-2311	1/1/2009	12/31/2014	2

FY 2013 Community Services Performance Contract

Table 2: Board Management Salary Costs

Name of CSB:	District 19 Community Services Board		FY 2013		
Table 2a: Management Position Title	FY 2013 Beginning	Salary Range Ending	Budgeted Tot. Salary Cost	Tenure (yrs)	
Executive Director	\$76,318.00	\$129,741.00	\$116,244.00	19.00	

Table 2: Integrated Behavioral and Primary Health Care Questions

1. Is the CSB participating in a partnership with a federally qualified health center, free clinic, or local health department to integrate the provision of behavioral health and primary health care?

No

2. If yes, who is the partner?

a federally qualified health center

Name:

a free clinic

Name:

a local health department, or

Name:

another organization

Name:

3. Where is primary health (medical) care provided?

on-site in a CSB program,

on-site at the primary health care provider, or

another site --specify:

4. Where is behavioral health care provided?

on-site in a CSB program,

on-site at the primary health care provider, or

another site --specify:

FY 2013 Community Services Performance Contract
 District 19 Community Services Board

Table 2: Board Management Salary Costs

Explanations for Table 2a						

Table 2b: Community Service Board Employees

1.	2.	3.	4.	5.	6.	7.
No. of FTE CSB Employees	MH	DEV	SA	SAOPA	ADMIN	TOTAL
Consumer Service FTEs	106.00	30.00	27.00	15.00		178.00
Peer Staff Service FTEs	2.00	0.00	0.00	0.00		2.00
Support Staff FTEs	12.00	1.00	2.00	2.00	27.00	44.00
TOTAL FTE CSB Employees	120.00	31.00	29.00	17.00	27.00	224.00

Lancé Forsythe
1411 Smokey Ordinary Road
Emporia, VA 23847

Mary Bagshaw
11234 Lawyers Road
Prince George, VA 23875

Rhonda Greene
1600 Kings Road
Petersburg, VA 23805

Willadean Harrison
8801 Hobbs Mill Road
Wilsons, VA 23894

Donald Hunter
6255 Hunter Place
Prince George, VA 23875

Phyllis Moore Tolliver
24128 Cabin Point Road
Disputanta, VA 23842

Cornell Prince
24 South Crater Road
Petersburg, VA 23803

George W. Pugh, Sr
750 Halifax Street
Emporia, VA 23847

Frances Randolph
2032 Alliance Road
Surry, VA 23883

Kenneth Robinson
10844 Walton Lake Rd.
Disputanta, VA 23842

Ray Spicer
14012 Boydton Plank Road
Dinwiddie, VA 23841

Carolyn Thompson
410 Norwood Dr
Colonial Heights, VA 23834

Isabel Vartanian
2005 Jackson Street
Hopewell, VA 23860

Raenord Walker
200 Swift Creek Lane
Colonial Heights, VA 23834

Ronald Washington
729 Hampton Road
Petersburg, VA 23805

John Weigel
105 Summit Court
Hopewell, VA 23860



CITY OF EMPORIA

Memorandum

August 17, 2012

TO: The Honorable Mayor and City Council
FROM: Brian S. Thrower, City Manager *BST*
SUBJECT: Donated Funds – Appropriation Ordinance
ITEM #: 12-65

The City's Police Department has received a donation in the amount of \$100 from a local business. The Police Department will use these funds to assist with the purchase of a canine. In order for the Police Department to utilize these funds for this purpose, you must appropriate them into the FY13 operating budget. An ordinance is attached that will accomplish this.

Recommendation

I recommend that you adopt this ordinance.

Attachment

Ordinance

Ordinance No. _____

Ordinance

An Ordinance To Appropriate The Sum Of
\$100 In Donated Funds

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

1. That the sum of \$100 in donated funds be, and the same hereby is, appropriated into the City's Operating Budget for Fiscal Year 2012-2013.
2. Said appropriation shall be reflected in the 2012-2013 Operating Budget as the sum of \$100 in General Fund Revenues and the sum of \$100 appropriated to General Fund Expenditures to be used towards the purchase of a canine, Account Number 31100-5871 Drug Seizure Account 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 21, 2012

City of Emporia, Virginia

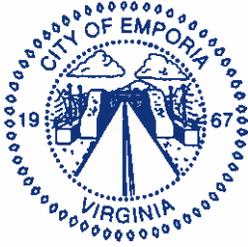
By _____
Samuel W. Adams, III
Mayor

Attest:

Form Approved:

City Clerk

City Attorney



CITY OF EMPORIA

Memorandum

August 16, 2012

TO: Honorable Mayor and City Council

FROM: Steven B. Hall, Assistant City Manager *SH*

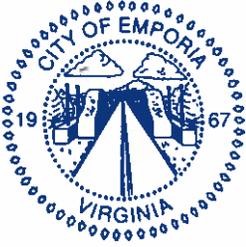
SUBJECT: Conditional Use Permit Review – 311 Florida Avenue – Roadhouse Lounge

ITEM #: 12-66

I was informed by Chief Don Wyatt on August 14 the Roadhouse Lounge has closed its doors. Over the past year, there have been two documented incidents requiring City police presence. Should you have any questions, Chief Wyatt can elaborate. On August 16, Mr. Marvin Goode confirmed the Roadhouse closure. Due to a disagreement in terms of contract with Rodeway Inn, the two entities have severed all ties. I spoke to Mr. Goode in-person and he extended his gratitude to the City Administration and Council for affording him the opportunity to pursue his business venture.

Recommendation

I recommend you discontinue the conditional use permit authorized to Mr. Marvin Goode for 311 Florida Avenue.



CITY OF EMPORIA

Memorandum

August 16, 2012

TO: Honorable Mayor and City Council

FROM: Steven B. Hall, Assistant City Manager *SH*

SUBJECT: Conditional Use Permit Review – 608 Brunswick Avenue

ITEM #: 12-67

At your March 15, 2011 Regular Meeting, Ms. Jacqueline Alamawi was granted a conditional use permit to operate a “Licensed Family Day Home” at 608 Brunswick Avenue, also identified as tax map number 160-3-BK C-2.

To date the following review meetings have been held:

- September 20, 2011 – Six (6) month review, permit continued for 90 days
- December 20, 2011 – 90-day review, permit continued for 30 days
- January 17, 2011 – 30-day review, permit continued for 30 days
- February 21, 2012 – 30-day review, permit continued for six (6) months

In a conversation I had with Ms. Alamawi on May 7, she indicated she was no longer pursuing the Licensed Family Day Home at this address; rather she was turning her focus to a single-family residence. Per the Zoning Code, this is a by-right use permitted in the R-1 Residential District. Mr. Randy Pearce has received drawings for modifications to the structure for a single-family use. He is coordinating with the *original* prime contractor, but has not yet received permit applications or required sub-contractor information. The Community Development and Planning Department will have direct oversight and permitting of this new use.

Recommendation

I recommend you discontinue the conditional use permit issued to Ms. Jacqueline Alamawi for a Licensed Family Day Home at 608 Brunswick Avenue.