



CITY OF EMPORIA

AGENDA
EMPORIA CITY COUNCIL
Regular Meeting
TUESDAY, August 5, 2014 - 6:30 P.M.

OPENING PRAYER

ROLL CALL

APPROVAL OF MINUTES

July 15, 2014 ~ Public Hearing and Regular Meeting

APPROVAL OF AGENDA

NEW BUSINESS

14-47. E-911 Wireless Board Grant - Appropriation Ordinance

14-48. Victim Witness Program - Appropriation Ordinance

14-49. City Council Meetings - Request to Cancel

14-50. Boards and Commissions - Unexpired Terms (Marguerite K. Burton)

PUBLIC COMMENT

CLOSED SESSION

PUBLIC HEARING

- 1. Rezoning Requests – 2590 Reese Street and Sunnyside Road**
 - 2. Conditional Use Permit Request – 920 West Atlantic Street**
-

Emporia's City Council held a Public Hearing on Tuesday, July 15, 2014, at 6:30 p.m. in the Council Chambers of the Municipal Building, located at 201 South Main Street, Emporia, Virginia. Carolyn S. Carey, President of Council presided over the public hearings.

The following City Council members were present:

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

Others present:

Brian S. Thrower, City Manager
C. Butler Barrett, City Attorney
Tessie S. Wilkins, City Clerk
W. S. Harris, Jr., Treasurer
Joyce E. Prince, Commissioner of the Revenue
Don Wyatt, Chief of Police

Absent:

Mary L. Person, Mayor
Councilwoman Deborah D. Lynch

Councilwoman Carey introduce Jason Bicking to City Council the newest employee for the Community Services Department.

1. Rezoning Requests – 2590 Reese Street and Sunnyside Road

Mr. Thrower advised that Alton and Shirley Bryant have submitted an application to rezone 2590 Reese Street to R-2 Residential District. He also advised that this property is zoned, I-1 Industrial District and is identified as City Tax Map Number 85-A-8A. He further advised that a modular home currently sits on the property and is used for residential purposes. He stated that the property is considered non-conforming, per Section 90-12 of the Zoning Code. He also stated that Mr. and Mrs. Bryant have also requested the property identified as City Tax Map Number 85-A-8 be rezoned entirely to R-2 Residential District. He further stated that this property is currently split zoned R-2 Residential District and I-1 Industrial District.

Mr. Thrower stated that in researching this matter, it appeared that these properties were most likely rezoned I-1 Industrial District in the late 1980s or early 1990s. He also stated that it appeared that Shirley and Alton Bryant were issued a Certificate of Use and Occupancy by the

City on December 22, 2003 allowing them to place a modular home on the Sunnyside Road property identified as Tax Map Number 85-A-8. He further stated that the modular home currently occupied was placed on the property identified as Tax Map Number 85-A-8A (2590 Reese Street), which is zoned, I-1 Industrial District. He stated that placing the modular home on the 2590 Reese Street property created the current non-conforming use.

Mr. Thrower advised that the property on which the modular home sits is zoned I-1 Industrial District. He also advised that according to Section 90-78 (a) of the City's Zoning Code "I-1 districts shall be utilized for occupancy by certain industries, which do not in any way detract from the utilization of adjacent areas to the district for residential purposes." He further advised that the property owners are requesting this property, as well as the Sunnyside road property which is split zoned, be rezoned to R-2 Residential District.

Mr. Thrower stated that per Section 90-72 (a) of the City's Zoning Code "R-2 districts shall be composed of quiet, residential areas plus certain open areas where similar residential development appears likely to occur. He also stated that the regulations of this R-2 district are designed to stabilize and protect the essential characteristics of the R-2 district, to promote and encourage a suitable environment for family life, and to prohibit all activities of a commercial nature. He further stated that the development shall be limited to single unit dwellings, providing homes for the residents plus certain additional uses such as schools, parks, churches, and certain public facilities."

Mr. Thrower stated that according to the City's 2008-2028 Comprehensive Plan Future Land Use Map both of these properties are designated as "Industrial." He also stated that the Comprehensive Plan describes Industrial as "areas intended for a wide variety of industrial operations, including the production, processing, packaging or treatment of manufactured products and materials. He further stated that these sites are sufficiently separated from existing population centers and can accommodate heavier types of industrial use. He advised that it is the intention of this category to preserve these lands for industrial use only and to exclude new residential or commercial development except for certain appropriate adjuncts to industrial operations. He stated that this also includes warehousing, wholesaling, light manufacturing, and processing operation, as well as associated office development and support facilities."

Mr. Thrower advised that it should also be noted that several of the parcels abutting and adjacent to the properties in question are designated as "Medium Density Residential" in the Future Land Use Map. He also advised that the Comprehensive Plan describes Medium Density Residential "as neighborhoods or areas, which allow a greater density and variation of housing types. He further advised that the permitted uses include one and two-family dwellings, townhouses, small-group homes, and other similar living arrangements."

Mr. Thrower stated that Section 15.2-2284 of State Code lists the relevant factors to consider in rezoning applications. He also stated that every proposed rezoning should be accompanied by an analysis of how the amendment will satisfy one or more of these factors. He further stated that a locality was not required to consider all nine factors in each zoning decision.

Mr. Thrower reported that in reviewing these factors the most salient variable involved the existing use and character of the properties, including the abutting and nearby properties. He also reported that 2590 Reese Street, otherwise known as Tax Map Number 85-A-8A, is currently used for residential purpose and appears to have been for many years. He further reported that this property served as the primary residence for Mr. and Mrs. Bryant. He stated

that moreover, the Sunnyside Road property, otherwise known as Tax Map Number 85-A-8, is primarily zoned R-2 Residential District. He also stated that only a very small portion, which directly abuts the backside of 2590 Reese Street, is zoned, I-1 Industrial District. He further stated that additionally, the majority of the parcels that are in close proximity to, and abut both of these properties are zoned R-2 Residential District and are used for residential purposes.

Mr. Thrower advised that in terms of the Comprehensive Plan, these two parcels are both designated as "Industrial." He also advised that many of the properties abutting and in close proximity to these parcels are identified as "Medium Density Residential." He further advised that deviating from the future land use designations assigned these properties in the comprehensive Plan is not unreasonable in this instance.

Mr. Thrower stated that given the reasons outlined, he recommends that both the 2590 Reese Street property and Sunnyside Road property be rezoned to R-2 Residential District. He also stated that these parcels were identified as City Tax Map Numbers 85-A-8A and 85-A-8, respectively. He further stated that at its July 8, 2014 meeting the Planning Commission also recommended that both the 2590 Reese Street property and Sunnyside Road property be rezoned to R-2 Residential District.

Mr. Thrower reported that the Planning Commission also recommended that the rezoning application fee of \$450.00 be waived due to the property owners claiming they were never notified of the properties being rezoned in the past. He also reported that in terms of this recommendation by the Planning Commission, he did not recommend Council waive the rezoning application fee of \$450.00 based on the claim that the property owners were never notified. He further reported that there is no specific evidence that the City failed to send individual notice at the time of the rezoning. He stated that per State Code Section 15.2-2204, there is no requirement for a locality to send individual notice to property owners when rezoning more than 25 parcels at one time, except for the lots of 11,500 square feet or more. He also stated that both parcels are larger than 11,500 square feet. He further stated that he was unaware of the specific notice requirements at time these parcels were most likely rezoned or whether they may have changed since that time. He advised that if Council wished to waive the rezoning application fee, a more appropriate rationale, in my opinion, is because the modular home was allowed to be placed on the incorrect property in the first place.

Councilwoman Carey asked if there was anyone present who wished to speak regarding this matter.

Mr. Alton Bryant, 2590 Reese Street, addressed Council stating that when he put his house there in 2004, it was zoned as residential property. He also stated that he did not know when and why it changed. He further stated that he would like for it to be changed back to residential for financial reasons. He stated that he felt like he would be treated unfairly because he was not notified of the change.

Mr. Jessie Onery, 1912 Sunnyside Road, addressed Council stating that he hopes the Bryant family be given back their property and what's due to them.

With there being no more comments to come before City Council, Councilwoman Carey declared this public hearing closed.

2. Conditional Use Permit Request – 920 West Atlantic Street

Mr. Thrower reported that Elliott Sadler had submitted a conditional use permit application to allow a ‘temporary recreational vehicle park’ on the property located behind the Sadler Travel Plaza at 920 W. Atlantic Street. He also reported that according to the application, Mr. Sadler wished to create a recreational vehicle park “to add support to the needs of the Dominion Power Plant construction.” He further reported that he intended to provide water and sewer hook-ups for the recreational vehicles that will be located on the property. He stated that according to the site plan, he proposes to have 111 recreational vehicle spaces on the lot. He also stated that this property was zoned C-2 Commercial District and is identified as City Tax Map Number 101-A-0-1.

Mr. Thrower stated that at Council June 17, 2014 meeting Council approved adding, “recreational vehicle parks” as a permitted use “with a conditional use permit” in the C-2 Commercial District. He also stated that per City Zoning Code a “recreational vehicle park” is defined as “any lot or parcel of land upon which two or more sites are located, established, or maintained for occupancy by recreational vehicles for a fee as temporary living quarters. He further stated that temporary shall mean a period not to exceed 365 days of continuous occupancy of a recreational vehicle on a site within a recreational vehicle park.” He advised that a ‘recreational vehicle’ is defined as “a vehicle which is self-propelled or towed, can be operated independently of utility connections and is designed to be used principally as temporary living quarters for travel, recreation, or vacation purposes.” He also advised that as stated in Sec. 90-77 (a) “C-2 Commercial Districts shall be utilized to accommodate general business areas or for auto or highway-oriented commercial uses, and wholesaling operations which, by nature or space requirements, do not lend themselves to be concentrated within a centralized, C-1 district area.”

Mr. Thrower stated that according to the City’s 2008-2028 Comprehensive Plan Future Land Use Map this property is designated as “General Commercial.” He also stated that the Comprehensive Plan describes General Commercial as “areas intended for general commercial development, including large retail stores, services, lodging/restaurants, offices, and shopping centers. He further stated that General Commercial areas should be located on collector or arterial roads, have sufficient parking, and be adequately served by public utilities and services.”

Mr. Thrower advised that per Section 15.2-2286 (A) (3) of Virginia State Code, localities may issue conditional use permits and impose “suitable regulations and safeguards,’ otherwise known as conditions, as it deems appropriate. He also advised that should Council grant the applicant a conditional use permit, City staff and himself recommend the following conditions:

1. Applicant must obtain a permit issued by the Virginia Department of Health to construct and operate a campground.
2. Applicant must submit a site plan in accordance with the City’s Zoning Code. Per Section 90-107 of the City’s Zoning Code, a site plan is required for any development granted a conditional use permit.
3. Minimum dimensions for each recreational vehicle space shall be 35’ (width) X 65’ (length). This should allow for proper spacing between recreational vehicles.
4. Dimensions of each recreational vehicle space shall be clearly marked.

5. Each recreational vehicle space shall be identified by a number.
6. No accessory structures, i.e. decks, porches, sheds, swimming pools, etc. shall be erected on any of the recreational vehicle spaces.
7. Private access roads must have a minimum width of 20' with sufficient turning radius for emergency vehicle access.
8. Recreational vehicles must have a minimum front setback of 10' from each private access road.
9. Private access roads must be graveled.
10. Each recreational vehicle space shall be front on a private access road.
11. Each private access road shall be provided with sufficient street lighting. A streetlight shall be placed at each beginning/ending point of every private access road. An average of one streetlight shall also be placed on each private access road every 300'.
12. Screening shall be provided around the entire recreational vehicle park, except at ingress and egress points, via a 6' high solid fence or wall. City Zoning Code Sections 90-52 and 90-52. I require that screening be provided on the side and rear of properties devoted to a business use when such side or rear area is adjacent to an improved public street or adjacent to or across from an alley from residential districts. Fences and walls shall not exceed 6' in height.

Mr. Thrower advised that he does not recommend Council issue a conditional use permit for this proposed use. He also advised that if Council should approve granting the conditional use permit, he recommends the aforementioned conditions be attached to the permit. He further advised that Mr. Sadler will be charged all applicable fees pertaining to this development, including the water and sewer multiunit development fees referenced in city Code Section 78-72 and 78-188, unless Council elect to waive these charges. He stated that at the July 8, 2014 meeting the Planning Commission recommended that Council grant the conditional use permit subject to obtaining a permit through the Virginia Department of Health and adhering to City and State Code requirements.

Councilwoman Carey asked if there was anyone present who wished to speak regarding this matter.

Mr. Elliott Sadler, addressed Council asking why the temporary recreational vehicle park is bad for the City. He stated that there is no investment for the City at all. He also stated that he would be taken all the risks. He further stated that the City was going to make money off water, sewer and taxes.

He advised Council that he thinks it's going to be great for the local economy. He also advised that he will not be competing against local businesses, and the park would be good for local area businesses.

With there being no more comments to come before City Council, Councilwoman Carey declared the public hearing closed.

Carolyn Carey, President of Council

Tessie S. Wilkins, City Clerk

**MINUTES
EMPORIA CITY COUNCIL
CITY OF EMPORIA MUNICIPAL BUILDING
July 15, 2014**

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, July 15, 2014 at 6:30 p.m. in the Council Chambers of the Municipal Building, located at 201 South Main Street, Emporia, Virginia. Carolyn S. Carey, President of Council presided over the meeting with Bishop Vincent Lowery offering the invocation.

Councilwomen Carey offered condolence to Marguerite Burton Family.

ROLL CALL

The following City Council members were present:

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

Others present:

C. Butler Barrett, City Attorney
Brian S. Thrower, City Manager
Tessie S. Wilkins, City Clerk
W. S. Harris, Jr., Treasurer
Joyce E. Prince, Commissioner of the Revenue
Don Wyatt, Chief of Police

Absent:

Mary L. Person, Mayor
Councilwoman Deborah D. Lynch

MINUTES APPROVAL

Councilwoman Temple moved to approve the minutes from the May 20, 2014 and June 3, 2014 Budget Work Session and Tuesday, June 17, 2014, City Council Public Hearing and Regular meeting minutes as presented, seconded by Councilwoman White, which passed as follows:

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

APPROVAL OF BILLS

A listing of the February 18, 2014 bills was presented to City Council members.

General Fund	\$	628,122.10
Utility Fund	\$	134,487.28

Councilman Ewing moved to approve the July 15, 2014 bills as presented, seconded by Councilwoman Temple, which passed as follows:

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

FINANCIAL AND TAX REPORTS

Honorable W.S. Harris, Jr., City Treasurer provided the City Council members with highlights of the City's financial position. He requested that the City Council members authorize him to submit the names of all individuals owing delinquent taxes to the local newspaper for publishing in accordance with Section 58.1-3924 of the Code of Virginia.

Councilman Harris moved to approve that the names of all individuals owing delinquent taxes be submitted by the treasurer to the local newspaper for publishing with the understanding that those individuals who pay, prior to publishing, will have their names stricken from the listing prior to submission. Councilman Ewing seconded the motion, which passed as follows:

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

COMMISSIONER OF THE REVENUE REPORT

Honorable Joyce E. Prince, Commissioner of the Revenue provided her report to City Council members. There were no questions regarding her report.

PERMIT AND INSPECTION REPORT

Randy C. Pearce, Building/Fire Official provided his report to City Council members. There were no questions concerning his report.

POLICE REPORT

Don Wyatt, Chief of Police provided his report to City Council members. There were no questions concerning his report.

CITY SHERIFF REPORT

Sam C. Brown, Sheriff provided his report to City Council members. There were no questions concerning his report.

CITY ATTORNEY REPORT

C. Butler Barrett, City Attorney had no matters to report to City Council members.

AGENDA APPROVAL

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

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

UNFINISHED BUSINESS

14-37. Zoning Code Amendment Request – 420-B South Main Street

Mr. Thrower reported that Muata Khalif had withdrawn his zoning code amendment request to permit a “cosmetology and barbering school” in the Downtown District. He also reported that no further action was needed.

NEW BUSINESS

14-41. Rezoning Requests – 2590 Reese Street and Sunnyside Road

Mr. Thrower stated that this item was the subject of the public hearing previously held.

Mr. Thrower stated that he recommends that both the 2590 Reese Street property and Sunnyside Road property be rezoned to R-2 Residential District. He also stated that these parcels were identified as City Tax Map Numbers 85-A-8A and 85-A-8, respectively.

Mr. Thrower reported that the Planning Commission also recommended that the rezoning application fee of \$450.00 be waived due to the property owners claiming they were never notified of the properties being rezoned in the past.

Councilwoman White made a motion to rezone 2590 Reese Street property and Sunnyside Road property to R-2 Residential District and to waive the rezoning application fee of \$450.00, seconded by Councilman Ewing, which passed as follows:

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

Councilman Harris stated that this was not done by the City intentionally and that a mistake was made.

14-42. Conditional Use Permit Request – 920 West Atlantic Street

Mr. Thrower stated that this item was the subject of the public hearing previously held.

Mr. Thrower stated that he did not recommend Council issue a conditional use permit for this proposed use. He also advised that if Council should approve granting the conditional use permit, he recommends the aforementioned conditions be attached to the permit.

1. Applicant must obtain a permit issued by the Virginia Department of Health to construct and operate a campground.
2. Applicant must submit a site plan in accordance with the City's Zoning Code. Per Section 90-107 of the City's Zoning Code, a site plan is required for any development granted a conditional use permit.
3. Minimum dimensions for each recreational vehicle space shall be 35' (width) X 65' (length). This should allow for proper spacing between recreational vehicles.
4. Dimensions of each recreational vehicle space shall be clearly marked.
5. Each recreational vehicle space shall be identified by a number.
6. No accessory structures, i.e. decks, porches, sheds, swimming pools, etc. shall be erected on any of the recreational vehicle spaces.
7. Private access roads must have a minimum width of 20' with sufficient turning radius for emergency vehicle access.
8. Recreational vehicles must have a minimum front setback of 10' from each private access road.
9. Private access roads must be graveled.
10. Each recreational vehicle space shall be front on a private access road.

11. Each private access road shall be provided with sufficient street lighting. A streetlight shall be placed at each beginning/ending point of every private access road. An average of one streetlight shall also be placed on each private access road every 300’.
12. Screening shall be provided around the entire recreational vehicle park, except at ingress and egress points, via a 6’ high solid fence or wall. City Zoning Code Sections 90-52 and 90-52. I require that screening be provided on the side and rear of properties devoted to a business use when such side or rear area is adjacent to an improved public street or adjacent to or across from an alley from residential districts. Fences and walls shall not exceed 6’ in height.

Councilman Ewing made a motion to approve the conditional use permit as presented by Planning Commission to include condition one through 10, seconded by Councilman Harris.

Councilman Harris made a motion to amend condition number 11 to state that the development shall be provided with sufficient streetlight.

Councilman Harris made a motion to amend condition number 12 to state that screening shall be provided around the east and north of the recreational vehicle park, except at ingress and egress points, via a 6’ high solid fence or wall. City Zoning Code Sections 90-52 and 90-52. I require that screening be provided on the side and rear of properties devoted to a business use when such side or rear area is adjacent to an improved public street or adjacent to or across from an alley from residential districts. Fences and walls shall not exceed 6’ in height.

Councilman Harris made a motion to approve the conditional use permit to include the aforementioned conditions one through 10 with the amends to number 11 to state that the development shall be provided with sufficient streetlight and number 12 to state that screening shall be provided around the east and north of the recreational vehicle park, except at ingress and egress points, via a 6’ high solid fence or wall. City Zoning Code Sections 90-52 and 90-52. I require that screening be provided on the side and rear of properties devoted to a business use when such side or rear area is adjacent to an improved public street or adjacent to or across from an alley from residential districts. Fences and walls shall not exceed 6’ in height, seconded by Councilman Ewing, which passed as follows:

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

Councilman Harris made a motion that the applicable fees pertaining to the water and sewer multiunit development be brought back to Council at a later time.

14-43. Justice Assistance Grant (JAG) – Appropriation Ordinance

Mr. Thrower reported that the City of Emporia was awarded an Edward Byrne Memorial Justice Assistance Grant (JAG) from the United States Department of Justice. He stated that this \$8,460.00 grant would be used in conjunction with \$1,860.00 in matching funds from the adopted FY15 budget to purchase and install two in-car camera systems in new patrol vehicles.

Mr. Thrower advised that in order to utilize this award Council will need to appropriate these grant funds into the City's FY15 operating budget. He also advised that the Department of Justice will reimburse the City's General Revenue Account for \$8,460.00.

Councilwoman Temple made a motion to adopt Ordinance No. 14-13 to appropriate the sum of \$8,460.00 in DOJ Justice Assistance Grant (JAG) Funds, seconded by Councilwoman Mercer, which passed as follows:

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

14-44. Boys & Girls Club – Rental Policy

Mr. Thrower stated that at Council, June 17, 2014 meeting Council requested information from the Boys & Girls Club pertaining to its rental policies and procedures in light of a recent incident at the facility. He also stated that at that time, Council also stipulated that FY15 funds be withheld from the Club until Council could review its policies and procedures, as well as review actions the Club is taking to address future incidents.

Ms. Stacy Gray, Executive Director of the Boys and Girls Club reported that a new rental application and procedural change were adopted at the June 24, 2014 Board of Directors Meeting for the Boys and Girls Club.

Councilman Ewing reported that he wanted to commend Mrs. Gray and the board for a well-written policy. He also stated that it was refreshing to him to see how well developed it was.

Councilman Ewing made a motion to release the FY15 Funds to the Boys & Girls Club, seconded by Councilwoman White, which passed as follows:

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

Councilman Ewing made a motion to request the current policies for renting their facilities from the CYC, EGRA, YMCA and the schools, seconded by Councilwoman Temple, which passed as follows:

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

14-45. Drug Seizure Fund – Appropriation Ordinance

Mr. Thrower reported that the City of Emporia Police Department seized money, by court order, determined to have been used in drug transactions. He stated that before spending these funds, they must first be appropriated into the General Fund Operating Budget for the current year.

Mr. Thrower advised that the Police Department wishes to use \$35,000.00 in seized funds for the purchase of an unmarked equipped patrol vehicle.

Councilwoman Temple made a motion to adopt Ordinance No. 14-14 to appropriate the sum of \$35,000.00 in Drug Seizure Funds, seconded by Councilwoman White, which passed as follows:

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

14-46. Financial Policy Guidelines – Appropriation Ordinance

Mr. Thrower reported that Davenport & Company currently served as the City’s Financial Advisor. He also reported that at Council, May 6, 2014 meeting Roland Kooch, Davenport & Company Senior Vice President, presented an overview of City finances. He further reported that during that presentation, he discussed the possibility of developing and implementing Financial Policy Guidelines that could be used in keeping with “Best Practices” of well managed local governments. He stated that these guidelines would also assist the current and future City Council(s) in keeping the City in the best possible financial condition.

Mr. Thrower reported that Davenport & Company was proposing the following Scope of Services, which would include a presentation and draft policies:

- Peer group comparative analysis that will incorporate industry standard benchmarks and comparative benchmarks based on Virginia peer localities and national averages;
- Summary of Rating Agency criteria, which serves as the basis for credit ratings, as well as, the debt and reserve Financial Policy Guidelines to be considered. Davenport & Company will also include its evaluation of the City’s metrics based on the Moody’s and Standard & Poor’s analytical models for ratings;
- Analysis of Emporia’s existing and projected debt and fund balance (reserve) ratios for both the General and Water/Sewer Funds;
- Comparison of Financial Policy Guidelines of similar cities and counties in Virginia; and
- Written draft policies for Council to consider.

Mr. Thrower also reported that Davenport & Company anticipated completing this project within 45-60 days. He further reported that the proposed cost was not to exceed \$13,000.00 (excluding direct out of pocket expenses such as meals, travel, etc.).

He recommended that Council adopt the appropriation ordinance in order to move forward with this project.

Councilman Harris made a motion to adopt Ordinance **No. 14-15** to appropriate the sum of \$13,000.00 from the Unappropriated Fund Balance of the General Fund for Financial Advisory Services, seconded by Councilwoman Temple, which passed as follows:

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

PUBLIC COMMENT

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

Deacon Connell Hines, addressed Council with concerns of the traffic backing up at the stop light at Market Drive entering and exiting the shopping center.

Mrs. Stacy Gray, Executive Director of the Boys & Girls Club, addressed Council stating that any request from Council for the Boys & Girls Club will be freely giving.

Mr. Clifton Threat, 3711 Davis Street, addressed Council by thanking them for release the Boys and Girls Club fund.

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

ADJOURNMENT

With no further business to come before City Council, Councilwoman Carey adjourned the meeting.

Carolyn Carey, President of Council

Tessie S. Wilkins, City Clerk



CITY OF EMPORIA

Memorandum

August 1, 2014

TO: The Honorable Mayor and City Council
FROM: Brian S. Thrower, City Manager *BST*
SUBJECT: E-911 Wireless Board Grant - Appropriation Ordinance
ITEM #: 14-47

The City of Emporia Police Department has received a grant from the Virginia E-911 Wireless Board for \$22,439.86. The Police Department will use the grant to purchase a 911/radio voice recorder that will replace the outdated model currently in use. An ordinance is required to appropriate and expend these funds.

Recommendation

I recommend that you adopt the attached appropriation ordinance.

Attachment

Ordinance

Ordinance No. _____

Ordinance

An Ordinance To Appropriate The Sum Of
\$22,439.86 in E-911 Wireless Board Grant Funds

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

1. That the sum of \$22,439.86 in grant funds from the Virginia E-911 Wireless Board be, and the same hereby is, appropriated into the City's Operating Budget for Fiscal Year 2014-2015.
2. Said appropriation shall be reflected in the 2014-2015 Operating Budget as the sum of \$22,439.86 in General Fund Revenues and the sum of \$22,439.86 appropriated to General Fund Expenditures for the purchase of a 911/radio voice recorder, Account Number 31100-8103 Communications Equipment.
3. The City Manager is hereby authorized to do all things necessary to implement this ordinance.
4. This ordinance shall be in effect on and after its adoption.

Adopted: August 5, 2014

City of Emporia, Virginia

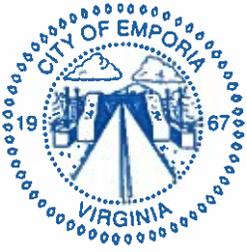
By _____
Mary L. Person
Mayor

Attest:

Form Approved:

City Clerk

City Attorney



CITY OF EMPORIA

Memorandum

August 1, 2014

TO: The Honorable Mayor and City Council
FROM: Brian S. Thrower, City Manager *BST*
SUBJECT: Victim Witness Program – Appropriation Ordinance
ITEM #: 14-48

As you are aware, the City receives grant funds annually from the Department of Criminal Justice Services (DCJS) for our Victim Witness Program. We have received notification that DCJS has approved funding in the amount of \$58,317 for FY15. The amount of \$56,618 was included in the adopted FY15 budget. Therefore, you will need to appropriate the difference of \$1,699 into the current year budget.

Recommendation

I recommend that you adopt the attached appropriation ordinance.

Attachment

Ordinance

Ordinance No. _____

Ordinance

An Ordinance To Appropriate The Sum Of \$1,699.00 In Grant Funds From The Department of Criminal Justice Services For The Victim Witness Program

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

1. That the sum of \$1,699.00 in revenue from grant funds from the Department of Criminal Justice Services be, and the same hereby is, appropriated into the City's Operating Budget for Fiscal Year 2014-2015.
2. Said appropriation shall be reflected in the Fiscal Year 2014-2015 Operating Budget as the sum of \$1,699.00 in anticipated General Fund Revenues and the sum of \$1,699.00 appropriated to General Fund Expenditures for our Victim Witness Program.
3. This ordinance shall be in effect on and after its adoption.

Adopted: August 5, 2014

City of Emporia, Virginia

By _____
Mary L. Person
Mayor

Attest:

Form Approved:

City Clerk

City Attorney



CITY OF EMPORIA

Memorandum

August 1, 2014

TO: The Honorable Mayor and City Council
FROM: Brian S. Thrower, City Manager *BST*
SUBJECT: City Council Meetings – Request to Cancel
ITEM #: 14-49

I am recommending you cancel the following upcoming City Council meetings due to various conflicts:

- September 16th – Staff will be attending the ICMA Annual Conference
- October 7th – Staff and Council will be attending the VML Annual Conference
- November 4th – Election Day

Recommendation

I recommend that you cancel the aforementioned City Council meetings.



CITY OF EMPORIA

MEMORANDUM

August 1, 2014

TO: The Honorable Mayor and City Council

FROM: Brian S. Thrower, City Manager

SUBJECT: Boards and Commissions – Unexpired Terms (Marguerite K. Burton)

ITEM: 14-50

Due to the recent passing of Marguerite K. Burton, there is a vacant seat on the City and Greensville County School Board. The vacant seat on the City and Greensville County School Board serves a four (4) year term with the current expiration date being December 31, 2014. A notice will be published in the local newspaper indicating that a public hearing will be conducted on August 19, 2014 concerning the matter.

Recommendation

This is for your information only. No action is required at this time. You will be requested to appoint an individual to this term on September 2, 2014.

Attachments

Current City School Board Roster
Current Greensville County School Board Roster

BST/tsw

CITY SCHOOL BOARD

Term of Office: 4 Years

(Advertise at least 10 days before Public Hearing. Place on Agenda 2 months in advance of appointment. After appointment, notify Dr. Phillip L. Worrell of the School Board at 434/634-3748. Call Dr. Worrell if scheduling a City School Board Meeting.)

Bernadette Battle 12/31/2017
207 Lee Street
Emporia, Virginia 23847
(H) 434/348-3565

Denise Parker 12/31/2014
400 East Ave
Emporia, Virginia 23847
(H) 434/348-4079
(C) 434/632-4281

Marguerite K. Burton ~ *City & County* 12/31/2014
815 Peachtree Street
Emporia, Virginia 23847
(H) 434/634-9435

CITY SCHOOL BOARD (Continued)

Janey V. Bush ~ *City & County* Chair 12/31/2016
101 Tall Oaks Drive
Emporia, Virginia 23847
(H) 434/634-6060
(C) 804/731-8372

GREENSVILLE COUNTY SCHOOL BOARD

Term of Office: 4 Years

*(Advertise at least 10 days before Public Hearing. Place on Agenda 2 months in advance of appointment.
After appointment, notify Dr. Phillip L. Worrell of the School Board at 434/634-3748.*

Marguerite K. Burton

12/31/2014

815 Peachtree Street

Emporia, Virginia 23847

(H) 434/634-9435

Janey V. Bush

12/31/2016

101 Tall Oaks Drive

Emporia, Virginia 23847

(H) 434/634-6060

(C) 804/731-8372