



CITY OF EMPORIA

PUBLIC HEARING

1. Water Bill Ordinance – Request to Approve Amendments

AGENDA
EMPORIA CITY COUNCIL
Regular Meeting
TUESDAY, December 18, 2012 - 7:30 P.M.

OPENING PRAYER

ROLL CALL

APPROVAL OF MINUTES

December 4, 2012 ~ Public Hearing and 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

12-98. Boards and Commissions – Unexpired Terms (John W. Barrows)

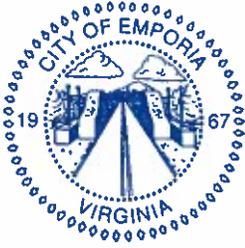
12-99. Farmers Market Advisory Board Expirations – Bill Howell/Samuel Adams, III

NEW BUSINESS

12-109. LWCF Grant Application – Request to Approve Resolution

12-110. Water Bill Ordinance – Request to Approve Amendments

12-111. John Tyler ASAP Policy Board – Request for Appointment



CITY OF EMPORIA

PUBLIC HEARING

1. Water Bill Ordinance – Request to Approve Amendments

AGENDA
EMPORIA CITY COUNCIL
Regular Meeting
TUESDAY, December 18, 2012 - 7:30 P.M.

- 12-112. City School Board/Greensville County School Board - Appointments
- 12-113. Emergency Services Board - Appointments
- 12-114. Social Services Board – Unexpired Terms (Mary Person/James Saunders)
- 12-115. Board and Commissions – Unexpired Term (Mayor Samuel Adams)
- 12-116. Crater District health Advisory Board – Term Expiration (Debra Brown)

PUBLIC COMMENT

CLOSED SESSION

PUBLIC HEARINGS

- 1. City School Board/Greensville County School Board – Term Expirations**
 - 2. Stormwater Management Ordinance Amendments**
-

Councilman Harris presents Marva Dunn with a plaque recognizes her as the Virginia Sexual Assault and Domestic Violence Action Alliance Volunteer of the Year.

Mayor Adams presented a resolution in memory of John W. Barrows.

Emporia's City Council held a Public Hearing on Tuesday, December 4, 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 session.

The following City Council members were present:

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

Others present: C. Butler Barrett, City Attorney
Brian S. Thrower, City Manger
Steven B. Hall, Assistant City Manager
Tessie S. Wilkins, City Clerk
Don Wyatt, Chief of Police
Jan Harrell, Economic Development Manager
Ken Ryals, Emergency Service Coordinator
Royal Jones, Public Works Director

1. City School Board/Greensville County School Board – Term Expirations

Mr. Thrower stated that a public hearing was being held concerning the terms of Ms. Janey V. Bush, on the City School Board and the Greensville County School Board, which are scheduled to expire on December 31, 2012. He also stated that Ms. Bush has indicated that she does wish to be considered for reappointment.

Mayor Adams asked if there was anyone who wished to make any comments regarding this matter.

Ted Lee, of 602 S. Oak Hill Drive, Emporia, Virginia nominated Janey V. Bush to serve on the City School Board and the Greensville County School Board.

Janey V. Bush, of 101 Tall Oaks Drive, Emporia, Virginia, stated that she wish to be reappointed to the City School Board and the Greensville County School Board.

Mayor Adams asked if there was anyone else present who wished to speak regarding this matter.

With there being no further comments to come before City Council, Mayor Adams declared the first public hearing closed and proceeded to the second public hearing.

2. Stormwater Management Ordinance Amendments

Mr. Thrower stated that the proposed amendments serve to clarify that the City retains the authority to maintain existing ditches and driveway pipes located within the right of way in order to ensure adequate drainage flow and to minimize damage to surrounding property.

Mr. Thrower stated that the proposed amendments also clarify that the City will maintain existing manmade stormwater drainage systems or facilities (pipes, culverts, etc.) on private property that were previously constructed by the City which convey street drainage. He also stated that in some instances going back decades, it appears the City has not obtained easements from property owners when installation of such structures initially occurred. He further stated that it is in the City's best interest to maintain these existing manmade structures in order to ensure adequate conveyance of street drainage. He stated that in these circumstances, the City will obtain easement from the property owners(s).

Mayor Adams asked if there was anyone else present who wished to speak regarding this matter.

With there being no further comments to come before City Council, Mayor Adams declared the public hearing closed.

Samuel W. Adams, III, Mayor

Tessie S. Wilkins, City Clerk

**MINUTES
EMPORIA CITY COUNCIL
CITY OF EMPORIA MUNICIPAL BUILDING
December 4, 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, December 4, 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 L. Dale Temple
Councilwoman Carolyn S. Carey
Councilwoman Deborah D. Dixon
Councilwoman Doris T. White
Councilwoman Beverly White

Others present:

Samuel W. Adams, III, Mayor
Brian S. Thrower, City Manager
C. Butler Barrett, City Attorney
Steve B. Hall, Assistant City Manager
Tessie S. Wilkins, City Clerk
Don Wyatt, Chief of Police
Jan Harrell, Economic Development Manager
Ken Ryals, Emergency Service Coordinator
Royal Jones, Public Works Director

MINUTES APPROVAL

Councilwoman Temple moved to approve the minutes from the Tuesday, November 20, 2012, Public Hearing and City Council Regular meeting minutes as presented, seconded by Councilman Saunders, which passed as follows:

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

AGENDA APPROVAL

Mayor Adams reported the addition of **Item 12-108 – Water Bill Code Amendments – Request to Conduct a Public Hearing.**

Councilman Harris 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 Doris T. White	aye
Councilwoman Deborah D. Dixon	aye
Councilwoman Beverly White	aye
Councilwoman Carolyn S. Carey	aye
Councilwoman Dale Temple	aye

UNFINISHED BUSINESS

12-98. Boards and Commissions – Unexpired Terms (John W. Barrows)

Mayor Adams stated that this item was to be continued at the December 18, 2012 City Council Regular meeting.

12-99. Farmers Market Advisory Board Expirations – Bill Howell/Samuel Adams, III

Mayor Adams stated that this item was to be continued at the December 18, 2012 City Council Regular meeting.

NEW BUSINESS

12-100. City School Board/Greenville County School Board – Term Expirations

Mr. Thrower stated that a Public Hearing was held concerning the terms of Ms. Janey V. Bush, on the City School Board and the Greenville County School Board, which are scheduled to expire on December 31, 2012. He also stated that Ms. Bush has indicated that she does wish to be considered for reappointment.

No formal action taken.

12-101. Stormwater Management Ordinance – Request to Approve Amendments

Mr. Thrower stated that the proposed amendments serve to clarify that the City retains the authority to maintain existing ditches and driveway pipes located within the right of way in order to ensure adequate drainage flow and to minimize damage to surrounding property.

Mr. Thrower stated that the proposed amendments also clarify that the City will maintain existing manmade stormwater drainage systems or facilities (pipes, culverts, etc.) on private property that were previously constructed by the City which convey street drainage. He also stated that in some instances going back decades, it appears the City has not obtained easements from property owners when installation of such structures initially occurred. He further stated that it is in the City's best interest to maintain these existing manmade structures in order to ensure adequate conveyance of street drainage. He stated that in these circumstances, the City will obtain easement from the property owners(s).

He recommended that Council approve the ordinance.

Councilman Saunders made a motion to adopt **Ordinance No. 12-31** to amend Chapter 78: Utilities, Article IV. Stormwater Management, of the City Code of Ordinances of the City of Emporia Va, seconded by Councilwoman Temple, which passed as follows:

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

12-102. Virginia's Growth Alliance – Presentation by Sherry Swinson, Executive Director

Mr. Thrower stated that Sherry Swinson, Executive Director of Virginia's Growth Alliance was in attendance to give Council an update on the activities of our regional economic development organization.

Ms. Swinson stated that the projects goals is to develop an economic development brand for the six county, one-city region, reflect the unique economic development assets of the region, differentiate the region from other regional markets by promoting distinctive attributes that demonstrate its value and evaluate the TransTech name to determine if it should be changed or modified to better reflect the economic development image of the region. She also stated that the regional attributes are location, transportation, training, legacy and resources. She further stated that the proposed identity system included name, tagline, typeface, colors, and iconography.

Ms. Swinson stated that our region is a place where settlers planted the seeds of entrepreneurship in the early days of our nation. She also stated that today, we are six counties and one city where this spirit of innovation flourishes. She further stated that we grew as a place

where farming and timber fueled the growth of the Commonwealth of Virginia into one of the most prosperous and dynamic states in the nation. She stated that we value our easy way of life, small-town flavor, and rural landscapes. She also stated that grounded for centuries as a crossroads of the eastern United States, our interstate and rail connections link us to our neighbors: Virginia' Tidewater, Greater Richmond, and North Carolina's Research Triangle.

Ms. Swinson stated that we are cultivating the technologies of the future, with industrial sites offering the most sophisticated broadband access in the nation, dynamic training programs for our dedicated workforce, and traditional industries using the most advanced technologies to produce the highest quality products.

Ms. Swinson stated that we are a place where common sense makes the cost of doing business competitive, where access to the Mid-Atlantic is beyond compare, and growth potential is unlimited. She also stated that we are a place where quality of life is unparalleled, small towns thrive, and personal connections make the difference in how businesses work.

12-103. Virginia's Growth Alliance – Appointment to Board

Mr. Thrower stated that the two current City Council appointees to the Virginia's Growth Alliance (formerly called the TransTech Alliance) Board of Directors are Mayor Samuel W. Adams, III and Brian S. Thrower, City Manager. He also stated that Mayor Adams does not wish to continue serving on the Board. He further stated that the individual appointed will need to be able to attend daytime meetings. He stated that the majority of the participating localities have appointed their administrator/manager and economic development staff member to serve on the Board.

He recommended that Council appoint an individual to serve on the Virginia's Growth Alliance Board of Directors effective January 1, 2013.

Councilman Harris moved to appoint Councilwoman Temple to serve on the Virginia's Growth Alliance Board of Directors effective January 1, 2013, seconded by Councilman Saunders, which passed as follows:

Councilman F. Woodrow Harris	aye
Councilman James C. Saunders	aye
Councilwoman Doris T. White	aye
Councilwoman Deborah D. Dixon	aye
Councilwoman Beverly White	aye
Councilwoman Carolyn S. Carey	aye
Councilwoman Dale Temple	abstained

Councilman Harris moved to nominate Jan Harrell to serve as a backup member for the Virginia's Growth Alliance Board of Directors.

Councilman Harris moved to nominate Jan Harrell to serve as a backup member for the Virginia's Growth Alliance Board of Directors effective January 1, 2013, seconded by Councilman Saunders, which passed as follows:

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

Councilwoman Doris T. White	aye
Councilwoman Deborah D. Dixon	aye
Councilwoman Beverly White	aye
Councilwoman Carolyn S. Carey	aye
Councilwoman Dale Temple	abstained

12-104. Comcast Cable – Request by Mayor Adams

Mayor Adams stated that he had requested that Ken Dye with Comcast be in attendance tonight.

Mayor Adams asked Ken Dye why Channel 10 (Wavy TV) was taken off of Comcast.

Mr. Dye stated that on October 24, 2012 Comcast lost there retransmission rights to that station. He also stated that Comcast was unable to come to an agreeable solution with the parent company of WAVY in negotiations for payment to the regional station. He further stated that the owners of that station felt that they were in a strong position to demand higher compensation.

Mayor Adams inquired on the status of High-Definition cable for the Emporia areas. Mr. Dye stated that Comcast is stilling working on this project.

12-105. January 1, 2013 Council Meeting – Request to Cancel

Mayor Adams reported the cancellation of the January 1, 2013 Council meeting due to New Year's Day.

12-106. Pork Festival – Request to Defer Payment Until 2013

Mr. Thrower stated that the Virginia Pork Festival has requested that the City of Emporia and Greensville County defer the \$1 per ticket payback of the loans originating back from 1994. He also stated that according to the number of tickets sold (5,082) from the 2012 Port Festival, the City of Emporia and Greensville County should have each received payment of \$5,082. He further stated that Greensville County has already agreed to defer the \$1 per ticket payback until 2013. He reported that the Pork Festival Board is currently preparing its 2013 budget and is taking significant steps to hopefully make the event profitable in 2013 and beyond.

He recommended that Council authorize deferment of the \$1 per ticket payback until after the 2013 Pork Festival.

Councilman Harris made a motion to authorize deferment of the \$1 per ticket payback until after the 2013 Port Festival, seconded by Councilman Saunders, which passed as follows:

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

12-107. Civic Center Foundation Update and Request

Mr. Thrower reported that on May 1st Council approved the motion to not accept the proposed purchase contract with private developers for the old elementary school. He also reported that Council directed City Administration to procure a contractor to demolish the entire structure, unless an individual or group presents a business plan and financing acceptable to City Council which indicates the intent to purchase all or part of the property before a demolition agreement is executed between the City and contractor. He further reported that at Council June 5th meeting City Administration informed Council that no party had come forward with a business plan and/or financing to save the elementary school and/or auditorium. He stated that at the same meeting Council authorized City Administration to enter into a contract with Harrell Construction for demolition of the school with the stipulation that the auditorium portion remain standing the next six months. He also stated that at the conclusion of the six months, the CCF was to report back to City Council outlining the progress the group has made in terms of fundraising and development of a realistic business plan for moving forward.

Mr. Thrower stated that the demolition of the classroom portion of the building has been completed. He also stated that Harrell Construction is currently under contract to complete the rest of the demolition, should the City authorize such. He further stated that Mary Woodruff is in attendance to brief Council on the CCF's efforts the past six months.

Ms. Mary Woodruff stated that the stand alone auditorium complex is very impressive on Main Street and demolition of the school was necessary under the circumstances. She also stated that the six month extension given by the Council was appreciated by the CCF Board and the community.

Ms. Woodruff stated that during the last six months Don Butler and herself have worked hard to develop a plan for the use of the auditorium, kitchen, cafeteria and hallway, but the plan fell through when it reached the Interim President. She also stated that at every step of the planning process Don was given the "okay" from all the performing arts departments, his own dean and the LU Vice President. She further stated that the Interim President did not feel comfortable in signing off on a project of this magnitude to someone else.

Ms. Woodruff stated that a letter was sent to Arts Place requesting permission to apply for a grant. She also stated that the minimum ever granted is one million and there is no cap and required no matching funds. She further stated that at the time of sending the letter it was sent under the partnership of Longwood University and E-G Civic Center Foundation, Inc. She stated that the decision of the request will be posted January 2, 2013. She also stated that if the Civic Center is granted the request, they would need another partner, as partners make grant request stronger in today's world. She further stated that the CCF would like for the City of Emporia to join them as partner in the grants. She stated that the CCF has identified someone who would write the grant and has had much success with grants.

Ms. Woodruff stated that the writing of the business plan will be under the direction of Sheri McGuire, Executive Director of Small Business Development Center of Longwood University. She also stated that Ms. McGuire advised them that the business plan not be written until an answer is received from Arts Place regarding the grant.

Ms. Woodruff stated that there are several other grants that the CCF will apply for in early 2013. She also stated that the CCF has started identifying donors and workers for the

Capital Campaign. She further stated that the campaign will not start until CCF has been awarded adequate grant funds and plans for programming are in place.

Ms. Woodruff stated that the CCF Board would like to request a twelve month extension to give time to hear from the various grants. She also stated that Don has agreed to be CCF consultant. She further stated that he is passionate about what the arts center could mean to the quality of life in Emporia. She stated that if the CCF is not successful with adequate grant funding, CCF understand the consequences.

Ms. Woodruff stated that the CCF would like to have title to all property conveyed from Greensville County to the City of Emporia on S. Main Street. She also stated that the CCF will accept title to the property when adequate funding has been granted for renovation. She further stated that the minimum improvements to the building will be done to the extent of the abilities of the Southampton Detention Center detainees and without using the Capital Campaign Funds that are in the bank. She further stated for example: all doors painted, columns painted, improve on the window panels and address the wall of the auditorium where the classroom was removed.

Don Butler, Education Program Director for Longwood University at the Southside Virginia Education Center in Greensville County, stated that the members of the Longwood University community are interested in development of arts programs at a revitalized facility, but since the LU have an Interim President and can not commit to a project with this magnitude. He stated that he would be acting as a volunteer consultant for the CCF. He further stated that there are grant programs that the CCF could apply for renovation, arts and education programs, and professional development and economic development programs. He stated that the viable grant programs which include the "Art Place" will be use for the renovation grant with no cash match and no limit. He also stated that it required a letter of interests which were submitted on November 1, 2012. He further stated that the areas of activity that could attract grant funding include theater arts, performing arts, culinary arts and natural sciences. He stated that the result of these funding requests through grant applications and possibly future academic and development partnerships could help determine the continuing trajectory of the project

No formal action taken.

12-108. Water Bill Code Amendments – Request to Conduct a Public Hearing

Mr. Thrower recommend amendments to City Code Section 78-95 clarify that when City offices are closed the entire day on the 25th of the month, water service shall be disconnected the next business day. He stated that these proposed amendments give residents an additional day to pay their water bill without disconnection of service when the City offices are closed (weekend, holiday, inclement weather, etc.) a portion of or the entire day on the 24th of the month.

He recommended that Council authorize conducting a public hearing on Tuesday, December 18th to consider the proposed amendments.

Councilman Harris moved to authorize conducting a public hearing on Tuesday, December 18, 2012 to consider the proposed amendments, seconded by Councilman Saunders, which passed as follows:

Councilman F. Woodrow Harris	aye
Councilman James C. Saunders	aye
Councilwoman Doris T. White	aye
Councilwoman Deborah D. Dixon	aye
Councilwoman Beverly White	aye
Councilwoman Carolyn S. Carey	aye
Councilwoman Dale Temple	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) (1) Performance of City Manager and City Clerk, (A) (3) Disposition of the old Elementary School Property located at 100 S. Main Street and (A) (5) Legal matters pertaining to Shared services and Water Supply for the Mega site. seconded by Councilwoman Temple, which passed as follows:

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

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

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

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

CERTIFICATION

Councilwoman Dixon 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 Doris T. White	aye
Councilwoman Deborah D. Dixon	aye
Councilwoman Beverly White	aye
Councilwoman Carolyn S. Carey	aye
Councilwoman Dale Temple	aye

Councilman Harris made the motion verifying that the 3% COLA increase previously approved in the FY13 budget applies to the City Clerk and City Manager positions. Councilwoman Carey seconded the motion, which passed as follows:

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

Councilman Harris made the motion to approve a six month extension regarding demolition of the old elementary school with the requirement that minimum exterior property maintenance improvements be made to the auditorium similar to other properties written up by City staff. Councilwoman Temple seconded the motion, which passed as follows:

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

Review of Bills December 18, 2012

GENERAL FUND

LEGISLATIVE

B. W. Wilson Paper Company, Inc.	186.00
Beverly White	75.00
Doris T. White	150.00
F. Woodrow Harris	97.90
Independent Messenger	89.50
Jim Saunders	267.66
Telpage, Inc.	79.90
Verizon	14.05
Xerox Corporation	113.74

EXECUTIVE

B. W. Wilson Paper Company, Inc.	186.00
Brunswick Times Gazette	103.50
Daily Herald	499.00
Elvin Hicks - Richmond Times	14.00
Emporia Jaycees	65.00
Emporia-Greenville Chamber	20.00
Independent Messenger	649.78
Pembroke Occupational Health	200.00
Pitney Bowes	681.00
Telpage, Inc.	84.95
The Sussex-Surry Dispatch	99.00
The Tidewater News	321.00
Verizon	254.24
Verizon Wireless	49.74
Virginia Municipal League	50.00
Xerox Corporation	113.74

LAW

Barrett Law Office, PC	7,353.39
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REGISTRAR

Atlantic Election Services, Inc.	6,387.55
Independent Messenger	124.20
J. Carlton Butler	23.31
Marcia Headley	16.65
Norris Dickerson	13.88
Owen G. Dunn Co., Inc.	74.02
Poll Workers	4,375.00
Verizon	14.05
Virginia Electoral Board Association	125.00

SHERIFF

Betty Gay	106.04
Sadler Brothers Oil Company, Inc.	685.09
Verizon	92.95
Verizon Wireless	90.99

VICTIM WITNESS

Pitney Bowes	140.37
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VJCCCA/FAMILY VIOLENCE PREVENTION

Behavioral Interventions	7.98
Regina Gordon	174.00
Sadler Brothers Oil Company, Inc.	101.32
Telpage, Inc.	49.95
Treasurer of Virginia - VITA	11.10
Verizon	89.87
Verizon Wireless	443.84

SHARED SERVICES

County of Greenville	417,387.49
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FINANCE

B. W. Wilson Paper Company, Inc.	186.00
Blue Cross/Blue Shield of Virginia	39,861.44
Sheila Cutrell	219.98
Verizon	41.90
Xerox Corporation	113.73

DEBT SERVICE

BB&T Governmental Finance	5,845.96
First Citizens Bank & Trust	1,722.00
The Bank of Southside Virginia	2,258.48
USDA Rural Development	5,000.00

NON-DEPARTMENTAL

Emporia-Greens. Local Law Library	360.00
Greens.-Emporia Dept. of Soc. Serv.	104,053.50
Meherrin Regional Library	7,711.25

EMERGENCY SERVICES

Sadler Brothers Oil Company, Inc.	49.18
Verizon	28.10
Verizon Wireless	49.74
Virginia Emergency Mgmt. Assoc.	75.00

TREASURER

B. W. Wilson Paper Company, Inc.	93.00
Pam Lifsey	56.57
University of Virginia	125.00
Verizon	129.59

COMMISSIONER OF REVENUE/ASSESSOR

B. W. Wilson Paper Company, Inc.	93.00
NADA Used Car Guide	66.00
Verizon	60.07

Review of Bills December 18, 2012

COURTS

Crater Youth Care Commission	5,847.00
Law Offices of Barbara G. Mason	242.70
Southside Regional Jail	111,882.00
Stephen Valentino	102.86
Verizon	83.57

FIRE

Amerigas Propane	362.75
Dominion Virginia Power	1,507.50
Emporia Medical Associates, PC	1,575.00
Mecklenburg Electric Cooperative	63.89
Parker Oil Company, Inc.	906.95
Prince Squire Medical Center	1,050.00
Sadler Brothers Oil Company, Inc.	378.49
Southern Virginia Regional Med. Ctr.	150.00
Telpage, Inc.	39.95
Verizon	112.40
Verizon Wireless	181.98

PARKS & RECREATION

Cintas Corporation	46.96
Sadler Brothers Oil Company, Inc.	148.00

ECONOMIC DEVELOPMENT

Emporia-Greenville Chamber	10.00
Sadler Brothers Oil Company, Inc.	148.00
Verizon	14.05
Verizon Wireless	49.74

FACILITIES

Amerigas	1,945.92
Charlie's Glass	220.13
Cintas Corporation	548.04
Commonwealth Exterminators, Inc.	220.66
David W. Fladung	294.08
Dominion Virginia Power	5,507.10
Fidelity Engineering Corporation	781.34
Gaston Security, Inc.	112.50
Mecklenburg Electric Cooperative	565.43
Morris Refrigeration Company, Inc.	1,546.66
Parker Oil Company, Inc.	44.42
R & C Electric Services, Inc.	636.24

PLANNING AND ZONING

American Housing Specialist	6,263.75
B. W. Wilson Paper Company, Inc.	93.00
Community Planning Partners	2,009.82
Condor Construction & Development	30,029.50
Cynthia Batts	241.80
Dutch Direct Barns	3,469.00
Emporia-Greenville Chamber	20.00
Harrell Contracting, Inc.	66,620.00
John L. Walston	606.10
Kyle Green	194.52
Ogburn Sign Co., LLC	104.00
Patsy A. Brown	177.80
S. L. Hill Construction	16,625.00
Sadler Brothers Oil Company, Inc.	342.39
Stantec Consulting	7,628.41
Steven B. Hall	77.70
The Walston Group LLC	347.58
Tucker Mechanical Contractor	1,750.00
Verizon	45.77
Verizon Wireless	129.59
Xerox Corporation	113.73

ANIMAL CONTROL

Animal Hospital of Emporia	36.00
Sadler Brothers Oil Company, Inc.	239.64
Verizon Wireless	30.33

POLICE

Cobb Technologies	183.00
Davis Body Shop	600.00
Department of Motor Vehicles	50.00
Emporia Medical Associates, PC	175.00
Greene's Service Center	40.00
June Rae	76.05
Radio Communications	8,230.18
Sadler Brothers Oil Company, Inc.	8,135.17
Sheehy Ford of Richmond	12,813.68
Shirley Ottinger	64.64
Telpage, Inc.	59.95
United Parcel Service	8.28
Verizon	1,092.87
Verizon Wireless	635.94

Review of Bills December 18, 2012

PUBLIC WORKS

Best Way, Inc.	3,971.25
Brunswick Landfill	1,525.61
Cintas Corporation	1,269.58
Commercial Ready Mix	767.50
Dominion Virginia Power	6,900.97
Fuel Freedom Card	5,851.13
Greensville County Landfill	14,200.28
Machine & Welding Supply	24.56
Mattern & Craig	2,077.00
Mecklenburg Electric Cooperative	1,260.05
Raymond Drake	50.00
Rightmyer Machine Rentals	3,733.63
Sadler Brothers Oil Company, Inc.	2,488.27
Safety Kleen	331.71
Southside Regional Jail	1,303.30
Telpage, Inc.	39.95
Treasurer of Virginia - VDC	433.65
Treasurer of Virginia - VDOT	395.68
Verizon	249.18
Verizon Wireless	226.40

TOTAL GENERAL FUND **\$964,338.43**

UTILITY FUND

B. W. Wilson Paper Company, Inc.	93.00
Biological Monitoring, Inc.	600.00
Blue Cross/Blue Shield of Virginia	7,620.88
Brenntag Southeast, Inc.	352.24
Cintas Corporation	1,080.09
Cobb Technologies	78.00
Commonwealth of Virginia DPOR	188.00
Dewberry & Davis, Inc.	49,764.00
Dominion Virginia Power	8,305.79
Duncan Hill	82.00
Fortiline Waterworks	2,808.52
Fuel Freedom Card	464.02
Gaston Security, Inc.	150.00
Greene's Service Center	16.00
Jeff B. Robinson & Associates	400.00
Mecklenburg Electric Cooperative	5,275.94
Miller Supply Company, Inc.	582.75
Parker Oil Company, Inc.	493.72
Postmaster	708.00
Rightmyer Machine Rentals, Inc.	70.00
Sadler Brothers Oil Company, Inc.	1,739.03
Schnabel Engineering	464.88
Suffolk Solutions	2,851.33
Telpage, Inc.	79.90
Treasurer of Virginia - DGS	926.00
United Parcel Service	42.89
Univar USA, Inc.	7,054.19
Verizon	808.61
Verizon Wireless	196.97
VUPS	44.25

TOTAL UTILITY FUND **\$93,341.00**

**CITY OF EMPORIA
CITY COUNCIL MEETING
December 18, 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

November 30, 2012

CHECKING / DAILY INVESTMENT

General Fund

Utility Fund

853,606.49

649,800.29

CERTIFICATES OF DEPOSIT / INVESTMENTS

FIRST COMMUNITY BANK	\$384,235.98	MMF @ .10%	NA	GF
FIRST COMMUNITY BANK	\$1,500,000.00	12 Mos @ .45%	1/6/2013	GF
CARTER BANK & TRUST	\$1,003,986.02	6 Mos @ .45%	1/10/2013	GF
CARTER BANK & TRUST	\$1,003,986.02	6 Mos @ .45%	1/10/2013	GF
CARTER BANK & TRUST	\$213,590.73	12 Mos @ 1.05%	2/3/2013	GF
CARTER BANK & TRUST	\$517,121.13	12 Mos @ 1.05%	2/3/2013	GF
CARTER BANK & TRUST	\$517,121.13	12 Mos @ 1.05%	2/3/2013	GF
CARTER BANK & TRUST	\$517,121.13	12 Mos @ 1.05%	2/3/2013	GF
FIRST COMMUNITY BANK	\$504,240.72	MMF @ .10%	NA	UT
FIRST COMMUNITY BANK	\$500,000.00	12 Mos @ .45%	1/6/2013	UT
CARTER BANK & TRUST	\$501,743.45	6 Mos @ .45%	1/10/2013	UT

Nov-12

RECAP OF 2010 TAXES

TYPE OF TAX	BAL. FWD.	SUPPLEMENTS	ABATEMENTS	ADJUSTED LEVY	COLLECTIONS	BALANCE DUE
	(A)			(C)	(Cols. A+B-C)	
		(B)	(C)	(D)	(E)	(F)
Real Estate	2,976,993.81	0.00	3,324.20	2,973,669.61	2,952,065.87	21,603.74
Personal Property	1,141,435.34	99,940.97	55,984.84	1,185,391.47	1,166,935.42	18,456.05
Decals	107,658.50	9,563.00	5,294.15	111,927.35	108,081.57	3,845.78
Personal Property Relief	578,916.57	34,959.61	27,737.21	586,138.97	577,178.83	8,960.14
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	100,507.99	5,014,691.79	4,961,826.08	52,865.71
2010 Real Estate Tax Collections		99.27%	2010 Personal Property Tax Relief		98.47%	
2010 Personal Property Tax Collections		98.44%	2010 Public Service Tax Collection		100.00%	

RECAP OF 2011 TAXES

TYPE OF TAX	BAL. FWD.	SUPPLEMENTS	ABATEMENTS	ADJUSTED LEVY	COLLECTIONS	BALANCE DUE
	(A)			(C)	(Cols. A+B-C)	
		(B)	(C)	(D)	(E)	(F)
Real Estate	2,984,406.93	0.00	3,000.24	2,981,406.69	2,950,817.74	30,588.95
Personal Property	1,244,373.63	26,690.75	32,656.82	1,238,407.56	1,227,736.20	10,671.36
Decals	111,029.00	8,475.00	5,728.43	113,775.57	107,058.58	6,116.99
Personal Property Relief	557,964.29	30,384.27	28,863.55	559,485.01	545,687.31	13,797.70
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	70,249.04	5,049,554.25	4,987,779.25	61,775.00
2011 Real Estate Tax Collections		98.97%	2011 Personal Property Tax Relief		97.53%	
2011 Personal Property Tax Collection		99.13%	2011 Public Service Tax Collection		100.00%	

RECAP OF 2012 TAXES

TYPE OF TAX	BAL. FWD.	SUPPLEMENTS	ABATEMENTS	ADJUSTED LEVY	COLLECTIONS	BALANCE DUE
	(A)			(C)	(Cols. A+B-C)	
		(B)	(C)	(D)	(E)	(F)
Real Estate	3,019,463.59	0.00	541.94	3,018,921.65	2,720,336.93	298,584.72
Personal Property	1,224,318.90	64,042.74	29,364.60	1,258,997.04	1,216,093.96	42,903.08
Decals	104,243.00	7,463.00	3,512.50	108,193.50	87,458.35	20,735.15
Personal Property Relief	560,183.75	56,845.17	38,591.27	578,437.65	511,645.84	66,791.81
Public Service	173,064.34	0.00	0.00	173,064.34	14,012.18	159,052.16
TOTAL	5,081,273.58	128,350.91	72,010.31	5,137,614.18	4,549,547.26	588,066.92
2012 Real Estate Tax Collections		90.11%	2012 Personal Property Tax Relief		88.45%	
2012 Personal Property Tax Collections		96.59%	2012 Public Service Tax Collection		0.84%	
2012 License Fee Collections		80.84%				

Nov-12

RECAP OF 2007 TAXES

TYPE OF TAX	BAL. FWD.	SUPPLEMENTS	ABATEMENTS	ADJUSTED LEVY	COLLECTIONS	BALANCE DUE
	(A)	(B)	(C)	(Cols. A+B-C) (D)	TO DATE (E)	
Real Estate	2,673,531.26	29,166.22	14,468.19	2,688,229.29	2,683,655.41	4,573.88
Personal Property	1,270,481.69	232,305.66	109,391.44	1,393,395.94	1,389,263.18	4,132.73
Decals	444,139.00	30,539.61	8,576.33	466,102.28	463,228.60	2,873.68
Personal Property Relief	549,911.50	5,471.39	137,247.89	418,135.00	411,934.36	6,200.64
Public Service	140,577.17	4,462.35	0.00	145,039.52	145,039.52	0.00
TOTAL	5,078,640.62	301,945.23	269,683.85	5,110,902.00	5,093,121.07	17,780.93
2007 Real Estate Tax Collections		99.83%	2007 Personal Property Tax Relief		99.38%	
2007 Personal Property Tax Collections		99.70%	2007 Public Service Tax Collection		100.00%	

RECAP OF 2008 TAXES

TYPE OF TAX	BAL. FWD.	SUPPLEMENTS	ABATEMENTS	ADJUSTED LEVY	COLLECTIONS	BALANCE DUE
	(A)	(B)	(C)	(Cols. A+B-C) (D)	TO DATE (E)	
Real Estate	2,703,731.80	15,916.97	11,236.65	2,708,412.12	2,701,397.09	7,015.03
Personal Property	1,288,745.41	42,594.01	82,647.30	1,248,692.12	1,241,985.15	6,706.97
Decals	110,269.50	9,823.17	6,545.00	113,547.67	109,000.24	4,547.43
Personal Property Relief	548,290.97	39,726.80	28,914.65	559,103.12	548,510.95	10,592.17
Public Service	149,011.30	5,341.13	5,341.13	149,011.30	149,011.30	0.00
TOTAL	4,800,048.98	113,402.08	134,684.73	4,778,766.33	4,749,904.73	28,861.60
2008 Real Estate Tax Collections		99.74%	2008 Personal Property Tax Relief		98.11%	
2008 Personal Property Tax Collection		99.46%	2008 Public Service Tax Collection		100.00%	

RECAP OF 2009 TAXES

TYPE OF TAX	BAL. FWD.	SUPPLEMENTS	ABATEMENTS	ADJUSTED LEVY	COLLECTIONS	BALANCE DUE
	(A)	(B)	(C)	(Cols. A+B-C) (D)	TO DATE (E)	
Real Estate	2,942,633.61	3,808.18	6,400.94	2,940,040.85	2,926,833.51	13,207.34
Personal Property	1,214,926.66	219,196.50	219,483.52	1,214,639.64	1,209,428.34	5,211.30
Decals	110,991.50	6,951.00	7,526.50	110,416.00	105,737.97	4,678.03
Personal Property Relief	524,152.89	38,891.54	17,349.89	545,694.54	537,000.06	8,694.48
Public Service	121,797.85	0.00	0.00	121,797.85	121,797.85	0.00
TOTAL	4,914,502.51	268,847.22	250,760.85	4,932,588.88	4,900,797.73	31,791.15
2009 Real Estate Tax Collections		99.55%	2009 Personal Property Tax Relief		98.41%	
2009 Personal Property Tax Collection		99.57%	2009 Public Service Tax Collection		100.00%	

REAL ESTATE TAXES

<i>Tax Year</i>	<i>Balance July 1</i>	<i>Supplements Added</i>	<i>Abatements</i>	<i>Bankruptcy Charge-Offs</i>	<i>Credit Card Collections</i>	<i>Collected to This Month</i>	<i>Collected This Month</i>	<i>Balance</i>
2006	\$4,778.82	\$0.00	\$0.00	\$0.00	\$0.00	\$815.89	\$24.07	\$3,938.86
2005	\$2,874.35	\$0.00	\$0.00	\$0.00	\$0.00	\$56.29	\$24.07	\$2,793.99
2004	\$1,552.93	\$0.00	\$0.00	\$0.00	\$0.00	\$48.14	\$24.07	\$1,480.72
2003	\$1,301.16	\$0.00	\$0.00	\$0.00	\$0.00	\$52.08	\$23.52	\$1,225.56
2002	\$815.64	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$23.52	\$792.12
2001	\$668.89	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$23.52	\$645.37
2000	\$378.84	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$23.52	\$355.32
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	\$972.40	\$166.29	\$13,415.46

PERSONAL PROPERTY TAX

<i>Tax Year</i>	<i>Balance July 1</i>	<i>Supplements Tx Relief</i>	<i>Abatements</i>	<i>Bankruptcy Charge-Offs</i>	<i>Credit Card Collections</i>	<i>Collected To This Month</i>	<i>Collected This Month</i>	<i>Balance</i>
2006 Net Tax	\$4,268.98	\$0.00	\$0.00	\$0.00	\$0.00	\$18.68	\$0.00	\$4,250.30
2005 Net Tax	\$5,828.49	\$0.00	\$0.00	\$0.00	\$0.00	\$11.67	\$12.01	\$5,804.81
2004 Net Tax	\$2,144.97	\$0.00	\$0.00	\$0.00	\$0.00	\$73.87	\$19.34	\$2,051.76
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	\$104.22	\$31.35	\$18,223.86

Grand Total of All Delinquent	\$32,913.58	\$0.00	\$0.00	\$0.00	\$0.00	\$1,076.62	\$197.64	\$31,639.32
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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
Aug-12	\$143,904.62
Sep-12	\$30,290.88
Oct-12	\$23,006.71
Nov-12	\$39,558.20

ABATEMENTS **-\$29,364.00**

SUPPLEMENTS **\$64,042.74**

TOTAL REMAINING FROM UNPAID BILLS **\$66,791.81**

1st Payment from State **\$145,727.85** **07/31/12**

2nd Payment from State **\$169,836.72** **08/15/12**

Final Payment from State **\$254,755.09** **11/15/12**

Local Sales & Use Tax Collection Comparison

Local Sales & Use Tax

Month	2010 Calendar Year Collected	2011 Calendar Year Collected	2012 Calendar Year Collected	2013 Calendar Year 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	\$117,795.21	
September	\$124,733.84	\$119,307.80	\$125,411.89	
October	\$121,693.93	\$123,419.00	\$111,125.40	
November	\$121,716.50	\$119,256.67	\$106,691.83	
December	\$101,874.52	\$117,432.90		
Yearly Total	\$1,392,546.77	\$1,428,793.07	\$1,316,477.00	\$0.00

State Sales & Use Tax Collection Comparison

State Sales & Use Tax

Month	2010 Calendar Year Collected	2011 Calendar Year Collected	2012 Calendar Year Collected	2013 Calendar Year 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	\$89,692.72	
September	\$73,798.74	\$74,027.06	\$80,905.18	
October	\$70,426.24	\$78,763.86	\$83,390.34	
November	\$77,002.46	\$77,775.18	\$82,935.18	
December	\$76,745.66	\$77,868.98		
Yearly Total	\$900,444.52	\$931,670.48	\$903,502.50	\$0.00

Monthly Comparison of
Collected Utility Fund Revenue & Completed Service Orders

FY12-13

	July	August	September	October	November	December
Water	90,099.63	101,686.13	113,727.66	103,298.73	96,655.33	
Sewer	98,186.35	105,530.11	114,139.91	106,162.32	100,614.53	
Meter Charge	4,442.98	4,539.38	4,562.68	4,431.23	4,598.89	
Water Taps	0.00	3,000.00	0.00	0.00	3,000.00	
Sewer Taps	0.00	4,000.00	0.00	0.00	4,000.00	
Sale of Materials	0.00	57.00	42.25	0.00	30.00	
Penalties	5,178.78	5,241.93	5,660.54	4,340.84	4,853.99	
Cut on/off Fees	4,320.00	2,610.00	4,350.00	3,420.00	6,990.00	
Water Sales-Bulk Water	367.23	646.70	11.79	0.00	0.00	
Sewer Services	535.01	15,603.87	0.00	0.00	40,627.13	
Miscellaneous	0.00	1,000.00	50.00	0.00	0.00	

Total Revenue For the Month	203,129.98	243,915.12	242,544.83	221,653.12	261,369.87	0.00
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	January	February	March	April	May	June	YTD Category Ttl
Water							505,467.48
Sewer							524,633.22
Meter Charge							22,575.16
Water Taps							6,000.00
Sewer Taps							8,000.00
Sale of Materials							129.25
Penalties							25,276.08
Cut on/off Fees							21,690.00
Water Sales-Bulk Water							1,025.72
Sewer Services							56,766.01
Miscellaneous							1,050.00

Total Revenue for the Month	0.00	0.00	0.00	0.00	0.00	0.00
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	July	August	September	October	November	December
Service Orders						
Ttl Off/On Requests	59	60	54	47	39	
Ttl Leak Inquiries	15	17	23	31	41	

Ttl Service Orders For the Month	74	77	77	78	80	0
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	January	February	March	April	May	June	YTD Order Totals
Service Orders							
Ttl Off/On Requests							259
Ttl Leak Inquiries							127

Ttl Service Orders For the Month	0	0	0	0	0	0
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YTD Revenue Total All Depts. **1,172,612.92** YTD Service Order **386**

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

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

AUGUST	24
SEPTEMBER	55
OCTOBER	45
NOVEMBER	27
DECEMBER	77

2007

2008

2009

2010

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

2011

2012

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	75
SEPTEMBER	83	SEPTEMBER	63
OCTOBER	66	OCTOBER	68
NOVEMBER	86	NOVEMBER	90
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
BALANCES ADDED AUGUST 2012	2905.09	139164.23
COLLECTIONS AUGUST 2012	-901.35	138262.88
BALANCES ADDED FOR SEPTEMBER 2012	2364.19	140627.07
COLLECTIONS SEPTEMBER 2012	-3061.59	137565.48
BALANCES ADDED FOR OCTOBER 2012	4431.95	141997.43
COLLECTIONS OCTOBER 2012	-1999.46	139997.97
BALANCE ADDED FOR NOVEMBER 2012	3128.27	143126.24
COLLECTIONS NOVEMBER 2012	-1968.95	141157.29



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

December 11, 2012

JOYCE E. PRINCE
COMMISSIONER

LISA D. COUNCIL
DEPUTY COMMISSIONER

The Honorable Mayor
City Council Members
City Manager

Dear Members of Council:

During the month of November a total of \$511.12 was processed for City Business License.

Transient tax totaled \$80,587.43 for the month of October and processed during November.

Meal tax processed during the month of November totaled \$119,719.78 with an additional \$5,608.68 for prior years.

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

	<u>October 2011</u>	<u>October 2012</u>
Meal Tax	\$ 136,298.02	\$ 119,719.78
Transient Tax	\$ 85,707.56	\$ 80,587.43

Respectfully,

Joyce E. Prince



CITY OF EMPORIA

DEPARTMENT OF INSPECTIONS

**November - 2012
Code Enforcement Monthly Report**

Notices Issued

Resolved

Inoperable Vehicles - 6

0- By Owner

Weeds / Grass - 1

**0- By Owner
0- By City Contractor**

Property Maintenance - 2

5- By Owner

Zoning - 0

0- By Owner

Cases Turned Over To City Attorney – 3

Total Notices Issued – 9

Invoiced Notices- 0

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

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

Signature :

A handwritten signature in black ink, appearing to be "K. J. Bell", written over a horizontal line.

Supervisor :

A handwritten signature in black ink, appearing to be "K. J. Bell", written over a horizontal line.

**Emporia Police Department
Arrests by Race**

November 2012

	Black	%	White	%	Other	%
Criminal Arrests	54	87%	6	10%	2	3%
Selective Tickets	529	38%	735	53%	121	9%
Regular Tickets	68	72%	24	26%	2	2%

IBR Offense Counts 11/1/2012-11/30/2012 Emporia Police Department

1	120-Robbery
2	13A-Aggravated Assault
2	13B-Simple Assault
1	13C-Intimidation
3	220-Burglary/Breaking & Entering
4	23C-Shoplifting
8	23F-Theft From Motor Vehicle
5	23H-All Other Larceny
2	240-Motor Vehicle Theft
2	250-Counterfeiting/Forgery
17	290-Destruction/Damage/Vandalism of Property
11	35A-Drug/Narcotic Violations
2	520-Weapon Law Violations
1	90B-Curfew/Loitering/Vagrancy
1	90C-Disorderly Conduct
8	90D-Driving Under the Influence
5	90E-Drunkenness
8	90J-Trespass of Real Property
43	90Z-All Other Offenses
	43 Unclassified 90Z

126	Total Offenses Reported
114	Total Incidents Reported

CONSENT SEARCHES

DATE	RACE	REASON	RESULTS	ARREST
11/28/12	b/m	Traffic Stop	Marijuana	yes

Criminal Arrestees

November 2012

Resident – 42

Non-resident - 20

**Noise complaints
November 2012**

Loud Music from Vehicle – 3 no summons

Loud Music from Residence –1 no summons

Schools

November 2012

V. Bailey attended a Managing Multiple Projects seminar in Richmond on November 5.

G. Ganes attended Man Tracker at Crater on November 5.

D. Shidell attended Man Tracker Basic/Camo at Crater November 6-6.

T. Hawkins and L. Carter attended Man Tracker/Camo/Search & Seizure/Fraud at Crater November 5-9.

F. Mainwaring attended Search & Seizure Refresher at Crater on November 7.

J. Rae and S. Ottinger attended a Dapro Conference in Virginia Beach November 7-9.

Emporia Animal Control Monthly Report

Nov. 2012

Dogs

On Hand	<u>7</u>
Stray	<u>10</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>4</u>
Adopted	<u>5</u>
Transferred Out	<u>-0-</u>
Died in Facility	<u>1</u>
Euthanized	<u>-0-</u>
Remain	<u>7</u>
<u>Wildlife</u>	
Wild or Fowl	<u>1</u>
DOA	<u>1</u>
Relocate	<u>-0-</u>
On-Hand	<u>-0-</u>
Euthanize	<u>-0-</u>

Cats

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

General

Calls Answered	<u>128</u>
Hours	<u> </u>
Mileage	<u> </u>
Verbal Warning	<u>1</u>
Summons Issued	<u>-0-</u>
Court Cases	<u>-0-</u>

Remarks _____

Prepared by: *Joey Shump*

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:

December 5, 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 **164** hours in General District and Juvenile & Domestic Relations Court in **November, 2012**. We served a total of **406** civil papers. These are broken down as follows:

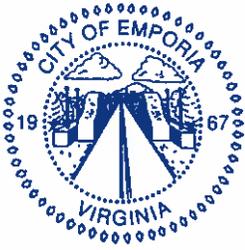
Arrest Warrant	1
Capias	5
Change in Payee	2
DNA Testing	1
Detention Order	2
Debt	14
Detinue	1
Garnishments	7
Misdemeanor Warrants	80
Notice of Lien	7
Notice	4
Protective Order	8
Show Cause	20
Subpoena duces tecum	6
Support Order	4
Summons	227
Transportation	11
Unlawful Detainer	6

We collected **\$48.00** Sheriff Fees for the month of **November, 2012**. We had **11 transports** for the month.

Sincerely,

A handwritten signature in cursive script that reads "Sam C. Brown".

Sam C. Brown, Sheriff



CITY OF EMPORIA

MEMORANDUM

November 16, 2012

TO: The Honorable Mayor and City Council
FROM: Brian S. Thrower, City Manager
SUBJECT: Boards and Commissions – Unexpired Terms (John W. Barrows)
ITEM: 12-98

Planning Commission – Due to the recent passing of John W. Barrows, there is a vacant seat on the Planning Commission. This vacant seat on the Planning Commission serves a four (4) year term with the current expiration date being June 30, 2014.

Board of Zoning Appeals – Due to the passing of John W. Barrows, there is a vacant seat on the Board of Zoning Appeals. This vacant seat on the Board of Zoning Appeals serves a five (5) year term with the current expiration date being February 28, 2014. As a result, City Council needs to make a nomination(s) to fill the vacant seat and submit the result(s) to the Greensville County Circuit Court for consideration and appointment.

Recommendation

This information is provided to City Council for its consideration.

Attachments

Current Planning Commission Roster
Current Board of Zoning Appeals Roster

BST/tsw

PLANNING COMMISSION

Term of Office: 4 Years

Woodrow L. Bryant, Jr.
604 South Oak Hill Drive
Emporia, Virginia 23847
(H) 434/634-4791

06/30/2014

William S. Newsome
503 Jefferson Street
Emporia, Virginia 23847
(H) 434/634-3641
(W) 434/634-5141

06/30/2013

James Ewing
221 East York Drive
Emporia, Virginia 23847
(C) 434/594-4319
(F) 434/348-4850

06/30/2016

William C. Slate, Jr.
1501 Walnut Drive
Emporia, Virginia 23847
(H) 434/634-5075
(W) 434/634-3045

06/30/2016

Chris Thompson
1400 Wiggins Road
Emporia, Virginia 23847
(H) 434/634-9407
(C) 434/594-6394
(W) 434/634-3217 ext 3044

06/30/2015

John W. Barrows
316 Echols Street
Emporia, Virginia 23847
(H) 434/634-9461

06/30/2014

Richard Short
205 Tall Oaks Drive
Emporia, Virginia 23847
(H) 434/634-5369

06/30/2013

Edward V. Lankford, IV
104 Beech Tree Lane
Emporia, Virginia
(H) 434/348-7254
(W) 434/634-6131

06/30/2015

Nancy B. Squire
428 Laurel Street
Emporia, Virginia 23847
(H) 434/634-5096

01/06/2013

BOARD OF ZONING APPEALS - CIRCUIT COURT APPOINTED

(Continued)...

Joseph Carey
6502 East Atlantic Street
Emporia, Virginia 23847
(H) 434/634-4803

02/28/2017

R. W. Little, Jr.
105 Goodwyn Street
Emporia, Virginia 23847
(H) 434/634-2590

02/28/2013

Marva J. Dunn
272 Astrio Street
Emporia, Virginia 23847
(H) 434/348-3122

02/28/2014

BOARD OF ZONING APPEALS - CIRCUIT COURT APPOINTED

Term of Office: 5 Years
(Council Recommendation - 30 days Notice)

John W. Barrows
316 Echols Street
Emporia, Virginia 23847
(H) 434/634-9461

02/28/2014

Doug Jessee, Jr.
1501 Sunset Lane
Emporia, Virginia 23847
(H) 434/634-5090

Chairman

02/28/2013



CITY OF EMPORIA

MEMORANDUM

November 16, 2012

TO: Honorable Mayor and City Council Members
FROM: Brian S. Thrower, City Manager
SUBJECT: Farmers Market Advisory Board Expirations – Bill Howell/Samuel Adams, III
ITEM: 12-99

On November 30, 2012 the 4-year terms of Mr. Bill Howell and Mayor Samuel Adams, III on the City's Farmers Market Advisory Board will expire. Mayor Adams has stated that he does not wish to be considered for reappointment. Mr. Howell has stated that he does wish to be considered for reappointment.

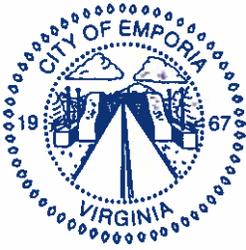
Recommendation

This information is provided to City Council members for consideration and action.

Attachments

Current Farmers Market Advisory Roster

BST/tsw



CITY OF EMPORIA

Memorandum

December 14, 2012

TO: Honorable Mayor and City Council

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

SUBJECT: LWCF Grant Application – Request to Approve Resolution

ITEM #: 12-109

As you are aware, the City procured B&B Consultants to complete engineering plans for the Farmers Market/Veterans Memorial Park Trailhead improvements. The proposed improvements include a canoe/kayak/small boat launch on the south bank of the Meherrin River and a pedestrian bridge connecting the rear of the Farmers Market to the Park's trail system.

The Virginia Department of Conservation and Recreation has announced its 2013 Land and Water Conservation Fund (LWCF) grant cycle and is requesting applications. Administration is seeking authorization to apply for funding through this program. If successful, the LWCF grant will pay for 50% of construction activities. Approximately \$1,000,000 is available statewide and a total of 3-5 projects will be funded. Requests must be for at least \$75,000 but no more than \$300,000. Based on the cost estimate prepared by B&B Consultants, the total construction cost of the trailhead improvements with a 10% contingency is \$150,892.50, thus the City's request will be in the amount of \$75,000 with notification expected in March. It is anticipated the project's balance will be packaged with other City projects in a FY14 budget request.

The critical component of any site receiving LWCF assistance is the requirement that the lands be opened, operated and maintained *in perpetuity* for public outdoor recreation and may not be converted, either partially or in full, for uses other than public, outdoor recreation. A deed amendment will be required including such language should funding be awarded. In order to proceed, a resolution must first be approved by the local governing body in support of the project.

Recommendation

I recommend you approve the attached resolution.

Attachments

Resolution

Resolution No. _____

Resolution

Land & Water Conservation Fund Authorizing Resolution

A resolution authorizing application(s) for federal funding assistance from the Land and Water Conservation Fund (LWCF) to the Virginia Department of Conservation & Recreation (DCR) as provided in the LWCF Act of 1965, as amended.

WHEREAS, under the provisions of LWCF, federal funding assistance is requested to aid in financing the cost of land acquisition and/or facility development; and

WHEREAS, The City of Emporia considers it in the best public interest to complete the land acquisition and/or development project described in the application;

NOW, THEREFORE, BE IT RESOLVED that:

1. Any fund assistance received is used for implementation and completion of The Veterans Memorial Park/Farmers Market Trailhead project within the specified time frame;
2. The City of Emporia hereby certifies that project funding is currently available and is committed for this project;
3. We are aware that the grant, if approved by the National Park Service, will be paid on a reimbursement basis. This means we may only request payment after eligible and allowable costs have already been paid to our vendors and evidence of such has been provided to DCR in the format required;
4. We acknowledge that any property acquired and/or developed with financial aid from the Land & Water Conservation Fund must be placed in use and be retained in perpetuity as a public outdoor recreation area in accordance with the provisions and requirements of the Land & Water Conservation Fund Act of 1965, as amended;
5. We acknowledge that any non-recreational uses may not be made of the property without undergoing a conversion of use process and obtaining approval from the Department of Conservation and Recreation and the U.S. Department of Interior/National Park Service;
6. We acknowledge that we are responsible for compliance with the National Environmental Policy Act, Endangered Species Act, Historic Preservation Act, Executive Orders 11988 and 11990 (Floodplain Management and Wetlands Protection) and all other applicable state and federal laws;
7. We acknowledge that appropriate opportunity for public comment has been provided on this application and evidence of such is a required component for approval.

8. This resolution becomes part of a formal application to the Virginia Department of Conservation & Recreation.

BE IT FURTHER RESOLVED, the City of Emporia City Council hereby authorizes the City Manager to make formal application to DCR for funding assistance and to execute project administration agreements for any approved LWCF projects.

Adopted: December 18, 2012

City of Emporia, Virginia

By _____
Samuel W. Adams, III
Mayor

Tessie S. Wilkins
City Clerk



CITY OF EMPORIA

Memorandum

December 14, 2012

TO: The Honorable Mayor and City Council
FROM: Brian S. Thrower, City Manager *BST*
SUBJECT: Water Bill Ordinance – Request to Approve Amendments
ITEM #: 12-110

Attached are recommended amendments to City Code Section 78-95 regarding the disconnection of water service. In particular, the proposed amendments clarify that when City offices are closed the entire day on the 25th of the month, water service shall be disconnected the next business day. Most importantly, these proposed amendments give residents an additional day to pay their water bill without disconnection of service when City offices are closed (weekend, holiday, inclement weather, etc.) a portion of or the entire day on the 24th of the month.

Recommendation

I recommend you approve the attached ordinance.

Attachment

Ordinance

Ordinance

An Ordinance To Amend Chapter 78. Article II.
Division 3. Sec. 78-95. Of The City Code Of
Ordinances Of The City Of Emporia, Virginia

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

1. That Chapter 78. Article II. Division 3. Sec. 78-95., of the Code of Ordinances, of the City of Emporia, Virginia, is hereby amended to read as follows:

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

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

When City offices are closed either a portion of or the entire day on the 24th of the month, payment shall be due the next full business day to avoid disconnection of water service. If payment is not received by the end of the next full business day following the 24th of the month, water service to such premises shall be disconnected the following business day.

2. This ordinance shall be in effect on and after its adoption.

Adopted: December 18, 2012

City of Emporia, Virginia

By _____
Samuel W. Adams, III
Mayor

Attest:

City Clerk

Form Approved:

City Attorney



CITY OF EMPORIA

Memorandum

December 14, 2012

TO: The Honorable Mayor and City Council
FROM: Brian S. Thrower, City Manager *BST*
SUBJECT: John Tyler ASAP Policy Board – Request for Appointment
ITEM #: 12-111

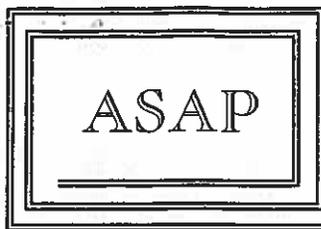
The City of Emporia participates in the John Tyler Alcohol Safety Action Program (ASAP). The Commission on VASAP requires the City of Emporia to appoint a member of the community to the John Tyler Policy Board. Captain Todd Anderson is currently the City's representative on this board.

Recommendation

Chief Wyatt and I recommend you re-appoint Captain Anderson to the John Tyler ASAP Policy Board for another three year term effective January 19, 2013.

Attachments

Request Letter from Executive Director
Resolution Adopted January 19, 2010



John Tyler ASAP
ALCOHOL SAFETY ACTION PROGRAM

CHESTERFIELD OFFICE
4211 OLD HUNDRED ROAD
CHESTER, VIRGINIA 23831
TELEPHONE 804-796-4281

December 1, 2012

HENRICO BRANCH OFFICE
4114 EAST PARHAM ROAD
HENRICO, VIRGINIA 23228-2759
TELEPHONE 804-672-1786

Mr. Brian Thrower, City Manager
City of Emporia
P. O. Box 511
201 South Main St.
Emporia, VA 23837

Dear Mr. Thrower:

Please allow me to introduce myself; I am the Director of John Tyler Alcohol Safety Action Program.

In 1979, Emporia City passed a resolution to participate in the John Tyler Alcohol Safety Action Program (ASAP). For the past 30 years we have been serving the citizens of your area. As you may be aware, our agency has been involved with the court system in your jurisdiction and as such has a Resolution documenting participation with your courts pertaining to the adjudication, monitoring and intervention with clients convicted of charges which involve alcohol/drugs. Typical charges for referral include Driving Under the Influence, Possession of Alcohol by a Minor and First time Drug Offenders.

The Commission on VASAP requires the locality appoint a member of your community to the John Tyler Policy Board. At this time, Captain Todd C. Anderson, Emporia Police Department, has been an active John Tyler Policy Board Member. His current term is scheduled to expire on January 19, 2013. ***It is requested that this matter be put before the City Council and that the Council appoint a representative to the John Tyler ASAP Policy Board.***

Attached is a copy of the John Tyler ASAP resolution with Emporia City. John Tyler ASAP continues to operate off of client fees and we request no funding from the locality. I am available to speak with you regarding this appointment and may be reached at the above number.

Thank you for your continued support and relationship with John Tyler ASAP. If you have any questions, please do not hesitate to call. John Tyler ASAP looks forward to continuing to serve Emporia City.

Sincerely,

Victoria L. Kesler
Executive Director

Resolution for the John Tyler Alcohol Safety Action Program

Resolution Affirming The City Of Emporia Endorsement Of
An Independent Policy Board For The John Tyler Alcohol
Safety Action Program

WHEREAS, the Commonwealth of Virginia, in the interest of highway safety, has enacted laws to create programs for probation, education, and rehabilitation of persons convicted of driving motor vehicles under the influence of alcoholic beverages and other self-administered drugs. These programs are known as Alcohol Safety Action Programs or ASAPs; and

WHEREAS, since 1979, the local program "John Tyler Alcohol Safety Action Program" has been serving the Cities of Colonial Heights, Emporia, Hopewell, Petersburg and the Counties of Chesterfield, Dinwiddie, Greensville, Henrico, Powhatan, Prince George, Surry and Sussex, providing probation, education, and rehabilitation of person charged in violation of Virginia Code Section 18.2-266, and providing other services approved by the Commission on VASAP; and

WHEREAS, Sections 18.2-271 and 18.2-271.2 of the Code of Virginia establish a Commission on VASAP; said Commission to establish procedures for the operation of local ASAP programs; and April 3, 1987, said Commission issued directives that all local ASAP programs would establish and implement an independent Policy Board, representative of localities served , to operate the program; and

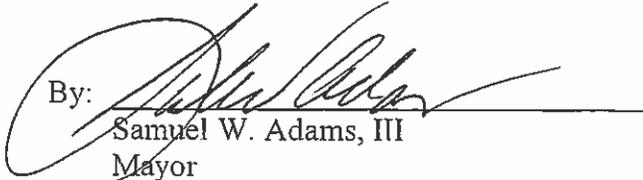
NOW, THEREFORE, BE IT RESOLVED that, the City of Emporia hereby affirms its position as a participating locality in the John Tyler Alcohol Safety Action Program, herein called the Program, endorses the continuation of an independent Policy Board, and agrees to the following:

1. The Policy Board consists of at least seven (7) but not more than fifteen (15) members.
2. Each city and county governing body shall appoint one (1) member to serve as a representative to the John Tyler ASAP Policy Board for a term of three (3) years; and additional Policy Board members shall be elected according to the Policy Board's by-laws. Membership not appointed by the governing bodies of represented jurisdictions, at the discretion of the Board, shall be selected or elected from but not limited to the judiciary, the bar, law enforcement, education, treatment professionals and other interested groups such as local transportation safety commissions. Vacancies which occur on Board shall be filled by majority vote of the remaining Board Members from nomination of other Board Members and participating governing bodies of the jurisdiction.

3. A Chair, Vice Chair and Secretary shall be elected in accordance with the by-laws. The Program's Executive Director shall serve an ex-officio member without voting power.
4. The Policy Board shall hire and supervise the Program's Executive Director. The Executive Director shall be responsible to implement operational policies for the Program, hire and supervise staff for the Program and control all revenues and expenditures. The Executive Director shall serve at the pleasure of the Policy Board.
5. The program shall be operated by the Board in compliance with the VASAP Commission Policies and Procedures and in conjunction with requirement of the local administrative and fiscal agency;
6. Each fiscal year, the Executive Director shall prepare a budget and submit it for approval to the John Tyler ASAP Policy Board the Commission on VASAP. The VASAP Commission shall be responsible for funding any deficit occurring in the operation of John Tyler ASAP;
7. An annual report shall be prepared under the supervision of the Policy Board indicating the activities of John Tyler ASAP;
8. This agreement shall remain in effect continuously from year to year until termination either by the John Tyler ASAP Policy Board, local jurisdiction, or the Commission on VASAP. Participating cities or counties may withdraw at any time by official action of its governing body and appropriate notice to the John Tyler ASAP Policy Board. If a locality withdraws, its representatives shall no longer serve on the John Tyler ASAP Policy Board; and
9. The Program may acquire and own real property and personal property as approved by the Policy Board for the Program's operation. Title to such property shall be vested in the Program. Should the Program cease to operate, all property shall be disposed of pursuant to applicable provisions of the Virginia Code. The Policy Board may seek the advice of the Commission on VASAP and the Attorney General. It is the intent of this resolution that the Program's assets, upon either partial or complete dissolution of the Program, shall be divided amongst the participating localities at the time of dissolution in the same proportion as the clients served from that locality.

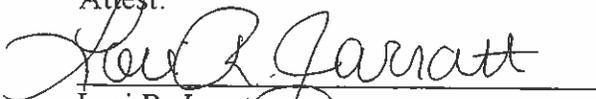
Adopted: January 19, 2010

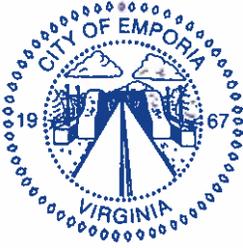
City of Emporia, Virginia

By: 

Samuel W. Adams, III
Mayor

Attest:


Lori R. Jarratt
Interim City Clerk



CITY OF EMPORIA

MEMORANDUM

TO: Honorable Mayor and City Council Members

FROM: Brian S. Thrower, City Manager

DATE: December 14, 2012

SUBJECT: City School Board/Greensville County School Board-Appointments

ITEM: 12-112

On December 4, 2012, City Council held a public hearing regarding the one (1) appointment to the City School Board and one (1) appointment to the Greensville County School Board. City Council received the following nominations:

City School Board

Janey V. Bush

Greensville County School Board

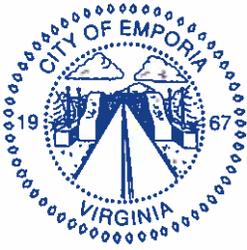
Janey V. Bush

In addition, the City School Board and Greensville County School Board appointee will fill the term of office for four (4) years until December 31, 2016.

Recommendation

The information is provided to City Council for its consideration.

BST/tsw



CITY OF EMPORIA

Memorandum

December 14, 2012

TO: The Honorable Mayor and City Council
FROM: Brian S. Thrower, City Manager *BST*
SUBJECT: Emergency Services Board - Appointments
ITEM #: 12-113

The City's Emergency Services Board is currently comprised of Mayor Adams (Emergency Management Director), Brian Thrower (City Manager), and Ken Ryals (Emergency Management Coordinator). Per State Code (see attached), either the Mayor or City Manager must serve as Emergency Management Director. Furthermore, the Emergency Management Coordinator must be appointed with the consent of City Council. Given the fact that Mayor Adams' term as Mayor/Emergency Management Director will expire on December 31, 2012, either Mayor-Elect Person or I will be required to assume the position of Emergency Management Director effective January 1, 2013.

Recommendation

I recommend you appoint either Mayor-Elect Person or me to the position of Emergency Management Director effective January 1, 2013, at least in a temporary capacity, until this issue can be discussed further. This will ensure the position is filled, at least temporarily, with the start of the New Year. Mayor Adams has also indicated he is willing to serve in a volunteer capacity on the Emergency Services Board, should you choose to re-appoint him in some capacity. Moreover, I recommend you approve Ken Ryals continuing to serve as Emergency Management Coordinator for the City.

Attachments

State Code Section 44-146.19
Current Emergency Services Board

[prev](#) | [next](#)

§ 44-146.19. Powers and duties of political subdivisions.

A. Each political subdivision within the Commonwealth shall be within the jurisdiction of and served by the Department of Emergency Management and be responsible for local disaster mitigation, preparedness, response and recovery. Each political subdivision shall maintain in accordance with state disaster preparedness plans and programs an agency of emergency management which, except as otherwise provided under this chapter, has jurisdiction over and services the entire political subdivision.

B. Each political subdivision shall have a director of emergency management who, after the term of the person presently serving in this capacity has expired and in the absence of an executive order by the Governor, shall be the following:

1. In the case of a city, the mayor or city manager, who shall appoint a coordinator of emergency management with consent of council;

2. In the case of a county, a member of the board of supervisors selected by the board or the chief administrative officer for the county, who shall appoint a coordinator of emergency management with the consent of the governing body;

3. A coordinator of emergency management shall be appointed by the council of any town to ensure integration of its organization into the county emergency management organization;

4. In the case of the Town of Chincoteague and of towns with a population in excess of 5,000 having an emergency management organization separate from that of the county, the mayor or town manager shall appoint a coordinator of emergency services with consent of council;

5. In Smyth County and in York County, the chief administrative officer for the county shall appoint a director of emergency management, with the consent of the governing body, who shall appoint a coordinator of emergency management with the consent of the governing body.

C. Whenever the Governor has declared a state of emergency, each political subdivision within the disaster area may, under the supervision and control of the Governor or his designated representative, control, restrict, allocate or regulate the use, sale, production and distribution of food, fuel, clothing and other commodities, materials, goods, services and resource systems which fall only within the boundaries of that jurisdiction and which do not impact systems affecting adjoining or other political subdivisions, enter into contracts and incur obligations necessary to combat such threatened or actual disaster, protect the health and safety of persons and property and provide emergency assistance to the victims of such disaster. In exercising the powers vested under this section, under the supervision and control of the Governor, the political subdivision may proceed without regard to time-consuming procedures and formalities prescribed by law (except mandatory constitutional requirements) pertaining to the performance of public work, entering into contracts, incurring of obligations, employment of temporary workers, rental of equipment, purchase of supplies and materials, levying of taxes, and appropriation and expenditure of public funds.

D. The director of each local organization for emergency management may, in collaboration with (i) other public and private agencies within the Commonwealth or (ii) other states or localities within other states, develop or cause to be developed mutual aid arrangements for reciprocal assistance in case of a disaster too great to be dealt with unassisted. Such arrangements shall be consistent with state plans and programs and it shall be the duty of each local organization for emergency management to render assistance in accordance with the provisions of such mutual aid arrangements.

E. Each local and interjurisdictional agency shall prepare and keep current a local or interjurisdictional emergency operations plan for its area. The plan shall include, but not be limited to, responsibilities of all local agencies and shall establish a chain of command, and a provision that the Department of Criminal Justice Services and the Virginia Criminal Injuries Compensation Fund shall be contacted immediately to deploy assistance in the event of an emergency as defined in the emergency response plan when there are victims as defined in § [19.2-11.01](#). The

Department of Criminal Justice Services and the Virginia Criminal Injuries Compensation Fund shall be the lead coordinating agencies for those individuals determined to be victims, and the plan shall also contain current contact information for both agencies. Every four years, each local and interjurisdictional agency shall conduct a comprehensive review and revision of its emergency operations plan to ensure that the plan remains current, and the revised plan shall be formally adopted by the locality's governing body. In the case of an interjurisdictional agency, the plan shall be formally adopted by the governing body of each of the localities encompassed by the agency. Each political subdivision having a nuclear power station or other nuclear facility within 10 miles of its boundaries shall, if so directed by the Department of Emergency Management, prepare and keep current an appropriate emergency plan for its area for response to nuclear accidents at such station or facility.

F. All political subdivisions shall provide an annually updated emergency management assessment to the State Coordinator of Emergency Management on or before July 1 of each year.

G. By July 1, 2005, all localities with a population greater than 50,000 shall establish an alert and warning plan for the dissemination of adequate and timely warning to the public in the event of an emergency or threatened disaster. The governing body of the locality, in consultation with its local emergency management organization, shall amend its local emergency operations plan that may include rules for the operation of its alert and warning system, to include sirens, Emergency Alert System (EAS), NOAA Weather Radios, or other personal notification systems, amateur radio operators, or any combination thereof.

H. Localities that have established an agency of emergency management shall have authority to require the review of, and suggest amendments to, the emergency plans of nursing homes, assisted living facilities, adult day care centers, and child day care centers that are located within the locality.

(1973, c. 260; 1974, c. 4; 1975, c. 11; 1978, c. 495; 1982, c. 5; 1990, cc. 404, 945; 1993, cc. 621, 671, 781; 2000, c. [309](#); 2003, c. [622](#); 2004, c. [302](#); 2005, cc. [6](#), [205](#); 2006, c. [138](#); 2007, cc. [97](#), [129](#), [138](#); 2009, cc. [222](#), [269](#); 2012, c. [418](#).)

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EMERGENCY SERVICES BOARD

Term of Office: Term

Samuel W. Adams, III ~ Mayor Director
532 Ingleside Avenue
Emporia, Virginia 23847
(H) 434/634-3768

Brian S. Thrower City Manager
201 South Main Street
Emporia, Virginia 23847
(W) 434/634-3332

Kenneth Ryals Coordinator
Post Office Box 511
Emporia, Virginia 23847
(H) 434/634-4570

EMPORIA REDEVELOPMENT & HOUSING AUTHORITY

Term of Office: 4 years

Veronica Leach – Chair 03/01/2014
419 West End Blvd.
Emporia, Virginia 23847
(H) 434/348-3155

Edward V. Lankford, IV 03/01/2014
104 Beech Tree Lane
Emporia, Virginia 23847
(H) 434/348-7254
(W) 434/634-6131

Mark Mitchell 03/01/2015
417 Tillar Street
Emporia, Virginia 23847
(H) 434/634-2222

David J. Thomas 03/01/2013
625 Tillar Avenue
Emporia, Virginia 23847
(H) 434/634-4930



CITY OF EMPORIA

MEMORANDUM

December 14, 2012

TO: The Honorable Mayor and City Council

FROM: Brian S. Thrower, City Manager

SUBJECT: Social Services Board – Unexpired Term (Mary Person/James Saunders)

ITEM: 12-114

James Saunders currently serves on the Social Services Board as a Council member appointee his seat on the board will be vacant as of December 31, 2012. As such, you will need to appoint another individual to represent the City. The vacant seat on the Social Services Board serves a four (4) year term with a current expiration date of June 30, 2015.

As result of Mary Person's Mayor-elect, her seat on the Social Services Board will be vacant as of December 31, 2012. As such, you will need to appoint another individual to represent the City. The vacant seat on the Social Services Board serves a four (4) year term with a current expiration date of June 30, 2015.

Recommendation

This information is provided to City Council for its consideration.

Attachments

Bylaws

BST/tsw

Local Board Member Handbook

CHAPTER 2

LOCAL DEPARTMENT OF SOCIAL SERVICES - ORGANIZATION

Local Governing Body

The local governing body:

- Appoints members to the local board of social services (LBSS); one member of the local governing body is usually included on the LBSS;
- Determines whether the LBSS is an Administrative Board or an Advisory Board;
- Appoints the local director when specified by law;
- Receives the annual budget, requests and reports prepared by the LBSS;
- May pay compensation and expenses to LBSS members from local funds; and
- May suspend or remove a LBSS member for just cause.

Local Boards of Social Services

As noted in the History section of the Introduction, every political jurisdiction in Virginia is required by state law to provide social services to their residents. Each agency has a corresponding LBSS (Code of Virginia, § 63.2-300). In some cases, combinations of counties and cities may share both the local department and the local board.

The involvement of local citizens on these boards developed gradually. At first, citizens were directly involved with service delivery to clients. As the programs became increasingly complex and the numbers served dramatically expanded, the board's emphasis shifted to policy and administrative issues.

There are two types of local boards: **Administrative and Advisory**. The administrative board is the most common. The powers and responsibilities of **ADMINISTRATIVE** boards include the following:

- Local policy decisions – establishing, reviewing and revising as needed;
- Discretionary power over local funding from both public and private sources;
- Preparation and submission of budgets and reports to state and local officials;
- Employment of legal counsel in civil matters;
- Review of programmatic and personnel performance;
- Provision of a variety of child welfare services, including child protective services, when not available through other community agencies;
- Provision of adult protective services;
- Placement of children and adults in foster homes or other facilities when appropriate;
- Determination of which optional services will be offered;
- Appointment of local department director (unless otherwise specified by local government) and assuring the professional qualifications of this officer; and

Local Board Member Handbook

- Interest in all matters pertinent to local social services (See Code of Virginia, § 63.2-313 thru § 63.2-322 for additional details.)

In contrast, the governing bodies of a city or county may designate the officer in charge of the local department as the local board and will then appoint an advisory board to assist that officer. The officer in charge in these situations is usually the local director and will report to the designated city or county official(s) in charge. In compliance with the Code of Virginia, § 63.2-305, the powers and duties of the **ADVISORY** boards shall be to:

- Display interest in all matters pertinent to the public assistance and social services needed by the people of the jurisdiction served by the local department;
- Monitor the formulation and implementation of public assistance and social services programs by the local department;
- Meet with the local government official who constitutes the local board at least four times a year for the purpose of making recommendations on policy matters concerning the local department;
- Make an annual report to the governing body or bodies, concurrent with the budget presentation of the local department, concerning the administration of the public assistance and social services programs; and
- Submit to the governing body or bodies other reports that the advisory board deems appropriate.

Local Board Member Requirements:

Local board members shall:

- Faithfully attend board and committee meetings
- Know the programs, goals and objectives of the LDSS
- Take an active interest in state and local social services issues
- Monitor and review program and personnel performance
- Avoid any hint of conflict of interest
- Enhance the public image of the LDSS
- Require presentation of written or oral reports of committee meetings at board meetings
- Share in the responsibility of administering an effective Equal Employment Opportunity/Affirmative Action (EEO/AA) plan. Local agency EEO/AA plans must be accompanied by a signed statement from the local board chairperson acknowledging that the local board is aware of, responsible for and fully supportive of everything that is contained in the Plan. It is the responsibility of the local board members to fully familiarize themselves with the local agency EEO/AA plan and to ensure the local agency is complying.
- Consider including management of equal employment opportunity and affirmative action in the local director's performance evaluation
- Take advantage of training opportunities offered by the VDSS

Local Board Member Handbook

- Monitor fiscal performance as well as individual and programmatic performance

Local board members need to find out about other community organizations; what services are available, eligibility requirements, and so on. Other steps in the process include determining how the local department and other agencies could be mutually helpful and what interest other agencies have in developing coordinated efforts.

Board Members as Liaisons

Board members should have an active role in promoting interagency relations by acting as liaisons. Local board members are likely to have a variety of contacts throughout the community – perhaps through their regular jobs or through social or religious activities. Frequently, they are involved with other significant community organizations, either as employees or as members of boards or advisory councils.

While department staff often work directly with personnel from other agencies, a board member may be just the link necessary to establish or enhance interagency relationships. Keeping the informal lines of communication open, making each agency aware of the other's programs and updating them on any relevant changes are all conducive to interagency coordination. If the community and the local board seem to be open to moving in this direction, or perhaps already have, **BE SUPPORTIVE!** The local board also may be able to persuade the local governing body, other local service organizations, and/or business to lend their support, in terms of funding or personnel.

Board Members as Public Educators

Education is a large part of the function of the liaison. Members of the local board should take advantage of any opportunities to further educate the public about the local social services programs and activities.

Local board members may be aware that there are many misconceptions and disagreements about the need for social services and the way it is managed. Frequently, people just don't know very much, factually, about how the department really operates. A local board member may be able to clarify or lay to rest some of these misunderstandings.

By participating on the local board, members should gain knowledge about the scope of social services problems in the community and how the local department is able to meet those needs. Informal sharing of this information helps build stronger community support. If the board members speak in general terms and remember to strictly adhere to rules of confidentiality, case histories may be shared to demonstrate how the programs have helped real people. Confidentiality is essential – the identities of clients must **ALWAYS** be protected.

The growing knowledge and understanding of local needs and local department operations by a new local board member, combined with the individual's stature in

Local Board Member Handbook

the community, may also provide the member influence with the local governing body. A person who is committed to this cause and who knows what he/she is talking about gains respect. This respect can translate into stronger support for local directors and their efforts.

Local board members should always be ready to promote awareness and understanding of the department. In some counties, local boards have organized special orientation sessions for other community organizations.

BOARD SPECIFICATIONS

Administrative Boards of Social Services

- Most common type of board in the Commonwealth
- Consist of three or more members. The local governing body may appoint a member of the Board of Supervisors to be one member of the Administrative Board.
- Terms are four years and a member may serve no more than two consecutive terms.
- Must meet at least bi-monthly with at least one meeting annually for orientation and training for new members. Responsible to the community and works through the local director. Assists the local director in making requests to the local governing body.
- Accountable to each other, department staff, clientele and the community. Appoints the local director, unless otherwise specified by the local governing body and assures performance standards.
- Prepares performance evaluations of the local director. The local board should have an understanding with the local director, preferably in writing, providing the local director's authority and the local board's authority.
- Maintain minutes through the local director as the Secretary of the local board.
- Make local policy decisions with staff input. This policy must generate uniform and equitable treatment of clientele and comply with state and federal law.
- May serve as liaison with other local agencies. Review agency performance on a regular basis.
- Establish priorities and "mission" of the local board and LDSS. Board members and staff must be in agreement.
- Responsible for public relations, personnel policies and the Virginia Freedom of Information Act.
- Take advantage of opportunities to educate the public about social services.
- Exercise discretionary power over local funding. Prepare and approve of budgets and reports to state and local officials. Share accountability for funds allocated to the LDSS. Monitor LDSS expenditures.
- Review staff, program and personnel performance.
- Employ legal counsel in civil matters.
- Administer programs in accordance with the state guidance and State Board regulations. In matters not covered by state regulation, the local board may adopt rules applicable to the LDSS. Local and State regulations, together,

Local Board Member Handbook

should cover all activities of the LDSS and the rules should be available to all staff.

- Provide services, including child and adult protective services; placement of adults and children in foster homes; determine which optional services are offered.
- Maintain interest in all matters pertinent to the LDSS.
- Work with the local director to assess community needs and resources. Determine what services are available through other community organizations. Establish and enhance inter-agency relationships by developing contacts through:
 - Regular jobs
 - Social or religious activities
 - Involvement with other community organizations
 - Persuading the local governing body and other service organizations to provide support in terms of funding and personnel
 - Keeping the lines of communication open and be supportive
 - Supporting orientation sessions for community organizations
 - Supporting recruitment and training of volunteers

Advisory Boards of Social Services

- The local governing body may designate the local director as the local board and appoint an advisory board to assist the local director as per the Code of Virginia, § 63.2-305.
- The board consists of no fewer than five and no more than thirteen members. Members serve four year terms and may serve no more than two consecutive terms.
- The board shall meet at least bi-monthly. In addition to regularly scheduled meetings it may meet at the call of the chairman or on petition of at least one-half of the members.
- The board shall interest itself in all matters pertaining to public assistance and social services needed by the people in the community. It assists the local director in an advisory capacity with planning and development and meets with the local director at least quarterly. It shares the responsibility for administering an effective Equal Employment Opportunity/Affirmative Action Plan. It also monitors the formulation and implementation of these programs.
- The board submits an annual report to the governing body concerning the public assistance and social services programs.
- The board submits to the governing body, as needed, other reports that the advisory board deems appropriate.

Legal Counsel

Per the Code of Virginia, § 63.2-317, the local board of social services may employ legal counsel in civil matters to give advice to or represent the local board or any of its members or the employees of the local department and may pay court costs and other expenses involved in the conduct of such civil matters from funds appropriated

Local Board Member Handbook

by the local governing body for the administration of the local department. The VDSS may reimburse the local board for all or any part of such expenditures at the same rate in effect for all other administrative costs at the time of the expenditure. The VDSS shall not reimburse the local board for any expenses for which payment was available through an insurance policy currently in force. Prior approval from VDSS must be obtained to claim reimbursement for legal expenses that are not client or case specific.

Per the Code of Virginia, § 63.2-318, if any employee of a local department is arrested, indicted or otherwise prosecuted on any criminal charge arising out of an act committed in the discharge of their official duties and the charge is subsequently terminated by entry of an order of dismissal, or nolle prosequi or upon trial they are found not guilty, the local board may reimburse such employee for all or part of the legal fees and expenses incurred by the employee in defense of such charge. The VDSS may reimburse the local board for all or any part of such expenditures at the same rate in effect for all other administrative costs at the time of the expenditure.

Local Director of Social Services

- The local director is appointed by the local board or other appointing authority where designated by city charter or statutes, subject to the personnel standards and regulations of the State Board. (Code of Virginia, § 63.2-325) The VDSS provides assistance to local boards in selecting local directors as requested or as deemed necessary.
- The local director serves at the pleasure of the local board, or other appointing authority, subject to the provisions of the merit system plan as defined in the Code of Virginia, § 63.2-326.
- A local director who does not meet the personnel entrance and performance standards established by the state Board may be removed by the Commissioner. (Code of Virginia, § 63.2-327)
- The local director shall be the administrator of the local department and shall serve as secretary to the local board. (Code of Virginia, § 63.2-332)
- The local director works with the local board to assess community needs and resources. The local director informs the local governing body of program objectives and policies.
- The director prepares an annual budget submission to local and state government and assists in securing needed funds.
- The local director ensures that programs are operated as intended and is responsible for the performance of the local agency.

Local Board Member Handbook

- The local director's administrative duties include program implementation, human resource planning, supervision and evaluation of staff, financial planning and securing and maintaining office space and office equipment.
- It is the intent of the law that the local department shall meet the general welfare needs of the community in cooperation with other public and private agencies.
- The local director interprets rules and regulations available to staff. He or she has a broad knowledge of community resources and takes an active role in promoting interagency cooperation. The local director cooperates with other agencies, public and private, in meeting the needs of the community. (Code of Virginia § 63.2-334) The local director is responsible for public relations and is the liaison between the local board and staff.
- The local director is responsible for the Virginia Freedom of Information Act and the Equal Opportunity Act.
- The local director informs the local governing body and public officials regarding activities related to public welfare programs. The local director is accountable to the community and the VDSS.
- Additional responsibilities include the coordination of a multi-discipline team (MDT) for the provision of Child Protective Services. (Code of Virginia, § 63.2-1503).

Under the general direction of the local administrative board, the local director is the administrator of the local department. In cooperation with other public and private agencies, the specific powers and duties are to:

- Render such information, services, assistance and cooperation as may be ordered by the Judge of the Juvenile and Domestic Relations District Court. Provide supervision to children on parole, returned by the State Department of Corrections. (Code of Virginia, §16.1-278)
- If so authorized by the local board or other appointing authority, subject to the personnel standards and regulations of the state Board, employ other employees as may be required by the Commissioner in the county or city and participate in the annual evaluation of the services of such staff members. (Code of Virginia, § 63.2-325)
- Act as agent of the Commissioner in relation to any work to be done by the Commissioner within the county or city. (Code of Virginia, § 63.2-333)
- Foster cooperation between all public and private charitable and social agencies in the county or city to the end that public resources may be conserved and the social needs of the county or city be adequately met.

Local Board Member Handbook

(Code of Virginia, § 63.2-334)

- Keep records of cases handled and business transacted in such manner and form as may be prescribed by the State Board. (Code of Virginia, § 63.2-335)
- At the request of the local governing body, prepare each year and keep on file a full report of the local department's work and proceedings during the year. If such request is made, one copy of such report shall be filed with the local governing body and another with the State Board.
(Code of Virginia, § 63.2-336)
- If the local board does not act on an application for assistance within the time limit specified by the State Board or circumstances require immediate assistance, the director may provide necessary assistance pending determination by the local board. (Code of Virginia, § 63.2-503 and § 63.2-504)
- Review or cause to be reviewed, all assistance grants as frequently as required by the State Board. If the local board does not act within 30 days on information affecting eligibility or the amount of assistance, the local director may make the necessary adjustments in the amount of TANF and assistance or suspend assistance pending action by the board. (Code of Virginia, § 63.2-514)
- Supervise the placement in suitable homes of children entrusted or committed to the local board. (Code of Virginia, § 63.2-901)
- Prepare, or cause to be prepared, and submit to the circuit court the required report on each adoption case referred to the agency by the court, and a copy to the Commissioner. (Code of Virginia, § 63.2-1208)
- Cooperate with the Division of Child Support Enforcement in the location of responsible persons who have abandoned or deserted or are failing to support children receiving TANF. (Code of Virginia, § 63.2-1902)

Other Local Director Administrative Duties

Program Implementation – The local director, as agent of the local board, is the administrator of all the programs for which the agency has statutory responsibility. The local director must have knowledge of all the programs, their relative importance and interrelationships in order to assure their effective implementation. They must be aware of management principles and techniques in developing methods and procedures for agency operation and establishing priorities. Proper channels of communication among staff members are essential to efficient operation.

Personnel Planning – The local director is responsible for determining the number and classification levels of staff needed to carry out agency functions and for making

Local Board Member Handbook

appropriate recommendations to the local board for the provision of adequate, qualified staff.

The local director must provide the type of supervision and in-service training that will foster the growth and development of the professional and support staff.

Depending upon the size of the agency, the degree of the local director's supervisory responsibility will vary. In very small agencies, it may be necessary for the local director to carry a specialized or limited caseload. It is the local director who can establish the quality of the agency atmosphere of cooperation and concern for client, co-workers and the community.

Financial Planning – The local director is responsible for the preparation of the initial budget. This involves an evaluation of programs as currently operated; recognition of new laws, regulations and policies which will affect program operations for the upcoming year; consideration of desirable improvements in programs or additional services to be included; and the assembling of data to support administrative and program estimates. The budget estimate is submitted to and discussed with the local board responsible for approval of the final budget. The local administrative board then presents the budget to the governing body.

When final approval of the budget is given, the local director is responsible to the local board for the proper expenditure of funds. This involves the keeping of adequate records, the completion of necessary reports and the establishment of monitoring procedures.

Office Space and Equipment – The local director is responsible for assessing the office space and equipment needs of the agency in relation to standards established by the State Board. Such standards include accessibility of the agency office to the public, adequate space for staff and clients, safety and health requirements, and equipment and furnishings necessary for efficient operation.

The following information helps to differentiate between the roles of the local administrative board and the roles of the local director:

Local Boards

Policy planning and development
 Policy review and approval
 Program review
 Hire/fire director
 Evaluation of director
 Legal responsibilities
 Budget approval
 Public relations
 Personnel policies
 Virginia Freedom of Information Act

Local Directors

Policy planning and development
 Implementation of policy
 Implementation of programs
 Hire/fire staff
 Supervision & evaluation of staff
 Legal responsibilities
 Budget operation and proposal
 Public relations
 Liaison between board and staff
 Virginia Freedom of Information Act

Local Board Member Handbook

Local Department of Social Services Staff

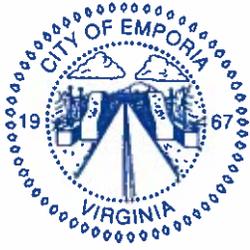
- Provide direct services to customers
- Issue some payments to customers and service providers
- Determine customer eligibility for benefits
- Arrange for and provide direct services to customers
- Are responsible to the local governing body, local board, local director, VDSS Regional and Home Office staff

Other responsibilities might include:

- Presenting information about cases and services to the local board, VDSS or State Board
- Discussing problems with the local board at staff request
- Conducting customer-related assignments without personal interference

Other Agencies

- Local departments work closely with other local agencies' staff to meet the needs of the customers.
- Local board members may serve as liaisons with other local agencies.
- Local department staff promote use of local health department services
- Local department staff determine eligibility for Medicaid, but the program is administered by DMAS.
- The Commissioner and other VDSS staff may work out interagency agreements with other agencies at the state level.



CITY OF EMPORIA

MEMORANDUM

December 14, 2012

TO: The Honorable Mayor and City Council
FROM: Brian S. Thrower, City Manager
SUBJECT: Boards and Commissions – Unexpired Term (Mayor Samuel Adams)
ITEM: 12-115

Southside Regional Jail Authority Board – As result of Mayor Samuel Adam's retirement, his seat on the Southside Regional Jail Authority Board will be vacant. As such, you will need to appoint another individual to represent the City. The vacant seat on the Southside Regional Jail Authority Board serves a four (4) year term with a current expiration date of June 30, 2014.

Recommendation

This information is provided to City Council for its consideration.

Attachments

Bylaws

State Code Section 53.1-106

BST/tsw

53.1-95.23. Severability.

The provisions of this article are severable and if any of its provisions shall be held unconstitutional by any court of competent jurisdiction, the decision of such court shall not affect or impair any of the remaining provisions of this article. It is hereby declared to be the legislative intent that this article would have been adopted had such unconstitutional provisions not been included therein.

53.1-95.24. Inconsistent laws inapplicable.

All other general or special laws inconsistent with any provision of this article are hereby declared to be inapplicable to the provisions of this article.

**Article 5.
Regional Jails and Jail Farms.**

53.1-105. County and city regional jail or jail farm; persons who may be confined; release and transfer of prisoners.

Any combination of two or more counties or cities may establish, maintain and operate a regional jail or jail farm. Any person convicted and sentenced to confinement in the jail or jail farm of such county or city or sentenced to a state correctional facility may be confined in a regional jail farm and required to do work as may be assigned him during the term of his sentence. Any regional jail may be used to hold or confine any person who could lawfully be held or confined in a jail operated and maintained separately.

Subject to the provisions of 53.1-113 and in the absence of private transportation arranged by the prisoner, any prisoner, after having completed a term of incarceration and upon release from a regional jail operated within Planning District Four, shall be transported by such regional jail to the locality where the prisoner was arrested or convicted.

53.1-106. Members of jail or jail farm board or regional jail authority; powers; payment of pro rata costs.

A. Each regional jail or jail farm shall be supervised and managed by a board or authority to consist of at least the sheriff from each participating political subdivision, and one representative from each political subdivision participating therein who shall be appointed by the local governing body thereof. Any member of the local governing body of each participating political subdivision shall be eligible for appointment to the jail or

jail farm board or regional jail authority. However, no one shall serve as a member of the board or authority who serves as an administrator or superintendent of a correctional facility supervised and managed by the board.

Alternate members may be appointed to the board. Such alternate members shall be selected in the same manner as regular members, except that a sheriff may appoint his own alternate. The term of each alternate shall be determined by the sheriff or the political subdivision, whichever appointed the alternate. If a regular member is not present at a meeting of the board, the alternate for that member shall have all the voting and other rights of a regular member and shall be counted for purposes of determining a quorum at any meeting.

B. The board shall have the power to:

1. Establish rules and regulations governing the operation of the jail or jail farm not inconsistent with standards of the State Board of Corrections;

2. Purchase land for the jail or jail farm for joint ownership by the participating political subdivisions with the approval of the local governing bodies;

3. Provide for all necessary stock, equipment and structures for the jail or jail farm within the budget approved therefor by the participating political subdivisions; and

4. Appoint a superintendent of such jail or jail farm and necessary jail officers therefor who shall serve at the pleasure of the board.

The political subdivisions establishing a regional jail or jail farm shall pay their pro rata costs for land, stock, equipment and structures.

53.1-106.1. Location of jail facilities.

No regional jail or jail farm board or authority created by any combination of two or more counties or cities, whether pursuant to this article or Article 3.1 (53.1-95.2 et seq.) of this chapter, or an Act of Assembly, shall locate a jail or jail farm in a political subdivision which is not a participating political subdivision in the board or authority unless the governing body of the nonparticipating political subdivision grants express consent to such location.

53.1-107. Organization of board; annual report.

The regional jail or jail farm board shall elect a chairman and secretary.

The board shall submit annually to the participating political subdivisions a report showing its activities; a budget, which shall include all revenues, expenditures and employee compensation schedules; and other similar data.

NEW
By-Laws

BY LAWS

SOUTHSIDE REGIONAL JAIL

Adopted April, 1995
[Amendments proposed April, 1995]

Article I - Authority

Section 1. Authority

This Southside Regional Jail Authority was organized by resolutions adopted in May 1995, by and between the City of Emporia and the County of Greenville, which are in the Commonwealth of Virginia, which resolutions implement Article 3.1 of Chapter 3, of Title 53.1 of the Code of Virginia and confer all rights, privilege, and obligations granted by Chapter 3 of Title 53.1.

Article II - Definitions

Section 1. Definitions

Terms used in these Bylaws shall be defined as follows:

- (a) "Agreement" shall mean the Service Agreement entered into by resolutions adopted in May 1995 between the City of Emporia and the County of Greenville, and amended by them from time to time.
- (b) "Board" shall mean the Board appointed, or serving by virtue of office, to supervise the Regional Authority as set forth in Article 3.1 of Section 53.1 of the Code of Virginia.
- (c) "City" shall mean the City of Emporia.
- (d) "County" shall mean the County of Greenville.
- (e) "Fiscal Year" shall mean, unless otherwise noted, a one-year period beginning July 1, and ending the following June 30, and the fiscal year of the Regional Authority shall be such year.
- (f) "Jail" means the Southside Regional Jail as construed and equipped by the Authority and located in the County of Greenville together with any additions or improvements thereto.
- (g) "Member Jurisdiction" means the City of Emporia and the County of Greenville, each a political subdivision of the Commonwealth of Virginia.
- (h) "Regional Authority" or "Authority" shall mean the Southside Regional Jail Authority.
- (i) "Sheriff" shall mean the duly elected Sheriff of Greenville County.

• 1 position open for Fall Sem's spot
Item # 12-115

Article III - Members of the Board of the Regional Jail Authority

Section 1. Officers

The officers of the Board shall consist of a Chair, a Vice Chair, and a Secretary (who need not be a member of the Board) and such subordinate officers are from time to time be elected or appointed by the Board.

Section 2. Terms of Office

All officers shall be elected at the organizational meeting of the Board in July of each year to serve for a term of one (1) year, unless sooner removed by the Board or their respective jurisdiction, or until their successors are elected. *[Delete: No member of the Board shall hold the same office more than two (2) full terms consecutively.]* Any vacancy occurring in an office shall be filled for the unexpired term by the Board at the next regular monthly meeting following the occurrence of such vacancy or at a special meeting called for that purpose. Any member who serves a partial term shall not be considered as serving a full term. If the vacancy occurs in the office of the Secretary, an acting Secretary shall be appointed by the Chair pending such election.

Section 3. Election

The Regional Authority shall, at the regular meeting preceding the annual meeting, appoint a Nominating Committee, consisting of one member from the City and the County and the Sheriff to propose persons to be nominated as officers. Further nominations may be made by any member at the meeting at which the election is held. Election of officers shall be by a roll call vote.

Section 4. Chair

The Chair shall preside at all meetings of the Board at which he or she is present, and shall vote as any other member. The Chair shall have all of the powers and duties customarily pertaining to the office of the Chair of the Board; and shall perform such duties as may be assigned by the Regional Authority.

Section 5. Vice Chair

The Vice Chair shall, in the event of the death or absence of the Chair, or the Chair's inability to perform any of the duties of his or her office or to exercise any of the Chair's powers, perform such duties and possess such powers as are conferred upon the Chair, and shall perform such other duties as may be from time to time assigned to the Vice Chair by the Chair or by the Regional Authority.

Section 6. Secretary

The Secretary shall give to the members notice of all regular and special meetings of the Board, and should attend all such meetings and keep a record of its proceeds, which shall be a public record, and copies of which shall be mailed with the notice of the next succeeding regular meeting of the Regional Authority. In general, the Secretary shall perform all of the duties incident to the office of the Secretary and such other duties as may from time to time be assigned to the Secretary by the Chair or by the Regional Authority.

Article IV - Committees

Section 1. Committees

The Board may establish such special and standing committees, advisory, technical or otherwise, as it shall deem desirable for the transaction of its affairs. Unless the Board directs otherwise, the Chair shall appoint members of committees.

Article V - Meetings

Section 1. Regular Meetings

Regular meetings shall be held *at least every other month, and more frequently if the Chairman and Jail Superintendent determine that additional meetings are needed.* The first meeting following July 1 of each year shall be the organizational meeting at which officers are elected.

Section 2. Special Meetings

Special meetings of the Board may be called by the Chair or by any two (2) members of the Board upon forty-eight (48) hours' notice to all members, setting forth the time, place, and purpose of the special meeting.

Section 3. Quorum

A simple majority of the Board shall constitute a quorum.

Section 4. Voting

Each member of the Board shall be entitled to one (1) vote on matters before the Board. Unless otherwise provided by the Agreement, all action of the Board may be taken by a majority of all the members present and voting. No vote by any member of the Board nor any action of the Authority shall be construed as an official or unofficial commitment of either Member Jurisdiction, except as provided in the Agreement.

Section 5. Public Nature of Meetings

Meetings of the Board shall be conducted in compliance with the Virginia Freedom of Information Act.

Section 6. Voting by Proxy

Voting by proxy shall not be permitted.

Section 7. Order of Business

The order of business conducted at any regular meeting of the Board shall be:

- (a) Call to Order
- (b) Approval of Agenda
- (c) Approval of Minutes
- (d) Reports of Committees
- (e) Reports of Administrator
- (f) Old Business
- (g) New Business
- (h) Announcements
- (i) Adjournment

Section 8. Parliamentary Procedure

In all matters of parliamentary procedure not specifically governed by these Bylaws, Robert's Rules of Order (simplified form for small parliamentary bodies) shall prevail.

Article VI - Administration

Section 1. Staff

The Regional Authority shall employ a staff of qualified professional and other persons, pay to them such compensation as it shall deem necessary and advisable to carry out its duties and implement its projects, programs, and other functions. The staff shall be appointed by the Board.

Section 2. Superintendent

The chief executive and administrative officers shall be the Southside Regional Jail superintendent who shall have direct supervision of all the other employees of the Southside Regional Jail, except the fiscal agent and Attorney, and direct control, subject to the authority of the Regional Authority, of the management of the affairs of the Southside Regional Jail. The

Superintendent shall be employed under a written contract establishing terms and conditions of employment. The Board shall review the Superintendent's performance at least annually.

Section 3. Duties of the Administrator

The Superintendent shall have such duties as provided by Article 3.1 Chapter 3, of Title 53.1 of the Code of Virginia, and other such duties as established by the Regional Authority.

Section 4. Execution of Instruments

The Superintendent, upon specific authorization by the Regional Authority, shall have power to sign on its behalf any contract, agreement or other instruments to be executed by the Regional Authority. Unless otherwise provided, the Superintendent shall sign or countersign checks and vouchers in payment of obligations of the Regional Jail.

Article VII - Finances

Section 1. Duties of the Fiscal Agent

The Fiscal Agent, as defined in the Agreement, shall act as disbursing officer, and shall be responsible for the payment of all bills or of all warrants or requisitions, after payment thereof is authorized by the Regional Authority. The Fiscal Agent shall be responsible for keeping a record of all monies paid out and received, and/or receipts or vouchers to cover each expenditure.

Section 2. Finances and Payments

The monies of the Regional Authority shall be deposited in such bank as the Regional Authority shall designate, and all payments (with the exception of those from petty cash) shall, so far as practicable, be made by checks. Checks and drafts shall be signed in the name of the Regional Authority by the Fiscal Agent, when authorized by the Regional Authority. Separate accounts shall be maintained for prisoner funds held by the Jail, and for the Jail Canteen funds, as required by State law.

Section 3. Audits

The Regional Authority, at least once each year, shall cause an audit to be made by an independent certified public accountant of the general funds of the Regional Authority and any special project funds which are not audited by the Federal or State government or by other independent accountants. As long as one of the Member Jurisdictions acts as the Authority's fiscal agent, the audit or the Authority may be performed as part of that Jurisdiction's annual audit.

Section 4. Bonds and Insurance

The Regional Authority shall cause fidelity bonds to be issued covering each of its

employees who receive or disburse its funds in amounts deemed by it to be adequate, and shall secure such casualty and liability insurance coverage as the Board deems necessary.

Article VIII - Attorney

Section 1. Duties of Attorney

The Board shall select and appoint an attorney or firm in private practice to serve as general counsel and legal advisor to the Regional Authority, the Fiscal Agent, and the Superintendent in all matters affecting the Southside Regional Jail. With concurrence of the Board the Attorney may represent the Regional Authority in all civil proceedings which he or she shall deem necessary and proper to protect the interests of the Regional Authority. In those suits for which the State Division of Risk Management or some other insurer will provide a defense, counsel so provided may represent the Regional Authority, the Jail or their employees.

Article IX - Regional Authority Seal

Section 1. Seal

The corporate seal of the Regional Authority shall be an impression in the form of a circle and shall contain the words "Southside Regional Jail Authority" around the outer circumference, and in its center an outline map of Greensville County including a point illustrating the geographic location of the City of Emporia. The Board may approve such additional badges, logos, or other identifying marks for the Authority as it deems appropriate.

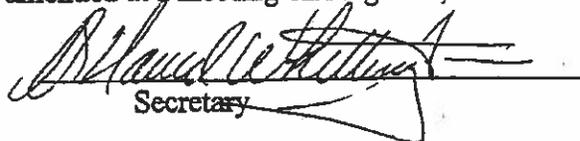
Article X - Amendments

Section 1. Amendment

Any proposed amendment, repeal, or alteration, in whole or in part, of these Bylaws shall be presented in writing at a regular meeting of the Regional Authority. Such proposal may be considered and amended at such meeting, but shall not be acted upon by the Regional Authority until a subsequent regular meeting or special meeting called for that purpose. At the subsequent meeting such proposal shall be subject to further consideration and amendment germane to the section or sections affected by such proposal, and shall thereafter be acted upon.

Certification

The foregoing bylaws were duly adopted at a meeting of the Southside Regional Jail Authority in April, 1996, and duly amended at a meeting on August 8, 2000.


Secretary



CITY OF EMPORIA

MEMORANDUM

TO: Honorable Mayor and City Council Members

FROM: Brian S. Thrower, City Manager

DATE: December 14, 2012

SUBJECT: Crater District Health Advisory Board - Term Expiration (Debra Brown)

ITEM: 12-116

On December 19, 2012, Mrs. Debra Brown's three year term will expire on the City of Emporia's Crater District Health Advisory Board. Mrs. Brown has indicated that she does wish to be considered for reappointment.

Recommendation

This information is provided to City Council members for consideration.

Attachments

BST/tsw