



CITY OF EMPORIA

PUBLIC HEARING

1. East Atlantic Street Neighborhood Improvement Project – Application for CDBG Funding

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

OPENING PRAYER

ROLL CALL

APPROVAL OF MINUTES

January 19, 2016 ~ 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

AWARDS AND RECOGNITIONS

Retirement Resolutions
Lloyd Gray
Corporal Frank Mainwaring
Sergeant Anthony Artis

Newly Hired Police Officers
Officer Valerie Rodriguez
Officer Travis Stewart
Officer Robert Poarch

Newly Hired Public Works Employee
Clayton McDaniel, Street Equipment Operator



CITY OF EMPORIA

PUBLIC HEARING

1. East Atlantic Street Neighborhood Improvement Project – Application for CDBG Funding

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

Proclamation
Black History Month

UNFINISHED BUSINESS

15-98. Boards and Commissions – Various Term Expirations

16-04. Boards and Commission – Various Term Expirations

NEW BUSINESS

16-05. VPI Extension Office – Introduction of New Agent

16-06. Greensville County Public School System Updates

16-07. Public Transportation Feasibility Study – Presentation by Elisabeth Rood, KFH Group

16-08. Emporia Redevelopment & Housing Authority – Term Expiration (Marva J. Dunn)

PUBLIC COMMENT

CLOSED SESSION

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



CITY OF EMPORIA

Memorandum

February 12, 2016

TO: The Honorable Mayor and City Council

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

SUBJECT: East Atlantic Street Neighborhood Improvement Project – Application for CDBG Funding

As you are aware, the City has been working with the Virginia Department of Housing and Community Development (DHCD) and Community Planning Partners (CPP) to plan for a community improvement project in the East Atlantic Street neighborhood. We are now preparing to submit an application for an improvement grant to begin in 2017.

Heather Ashline with CPP is in attendance to brief you on the project. A summary and map of the project area are attached.

Recommendation

There is no action requested tonight. A second hearing will be held at your March 15th meeting. On that date, I will ask you to authorize submittal of the application.

Attachments

Project Summary
Project Map

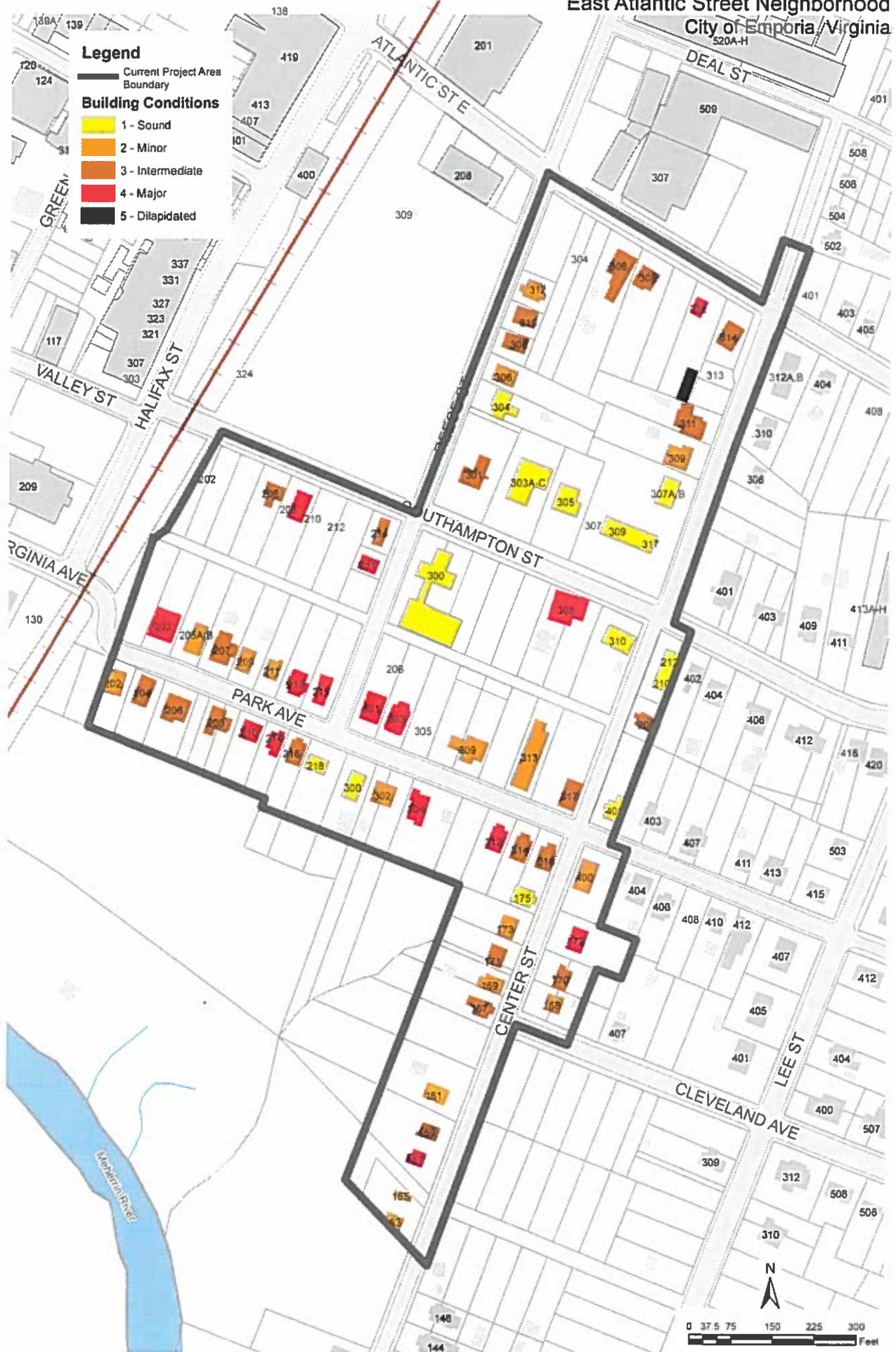
East Atlantic Street Neighborhood Project Description

The City of Emporia is currently preparing to submit an application on March 23, 2016 to the Virginia Department of Housing and Community Development for the receipt of Community Development Block Grant funds (CDBG) to be allocated towards addressing housing and infrastructure needs within the East Atlantic Street neighborhood.

The neighborhood suffers from dilapidated housing conditions and an inadequate drainage system resulting in problematic flooding at the intersections of East Atlantic Street and Reese Street and Center Street and Cleveland Avenue. Grant funds received during this grant cycle will address the rehabilitation of 15 – 20 housing units and the replacement of two (2) drainage pipes and associated curb, gutter, and street improvements within the designated Project Area. The City anticipates seeking additional grant funding for two (2) future project areas in the neighborhood at a later date.

BUILDING CONDITIONS

East Atlantic Street Neighborhood
City of Emporia, Virginia



PUBLIC HEARING

1. Rezoning Request – The Norwood Estate Property

Emporia's City Council held a Public Hearing on Tuesday, January 19, 2016, at 6:30 p.m. in the Council Chambers of the Municipal Building, located at 201 South Main Street, Emporia, Virginia. Mayor Mary L. Person presided over the session.

The following City Council members were present:

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

Others present:

Mary L. Person, Mayor
C. Butler Barrett, City Attorney
Brian S. Thrower, City Manager
Tessie S. Wilkins, City Clerk
W. S. Harris, Jr., Treasurer
Joyce E. Prince, Commissioner of the Revenue
Ricky Pinksaw, Chief of Police
Jan Harrell, Economic Development Manager

Absent:

1. Rezoning Request – The Norwood Estate Property

Mr. Thrower stated that the City of Emporia is seeking to rezone the Norwood Estate property located along side U.S. 58 to I-2 Industrial District. He also stated that the property is identified as tax map parcel number 166-A-0-1A and is currently zoned R-1 Residential District. He further stated that the property is both wooded and used for agricultural purposes. He stated that it abuts and is adjacent to parcels that are zoned both residential (R-1 and R-2) and industrial (I-2).

Mr. Thrower reported that the property is currently zoned R-1 Residential District. He also reported that according to Section 90-71 (a) of the City's Zoning Code "R-1 districts shall be quiet, low density residential areas plus certain open spaces where similar residential development appears likely to occur. Regulations for the district are designed to stabilize and protect the essential characteristics of the district, to promote and encourage a suitable environment for family life and to prohibit all activities of a commercial nature. To these ends, development shall be limited to relatively low concentration, and uses are limited basically to single unit dwellings providing homes for the residents plus certain additional uses as schools, parks, and churches, and certain public facilities that serve the residents of the district."

Mr. Thrower reported that the City of Emporia is seeking to rezone this property to I-2 Industrial District. He also reported that per Section 90-79 (a) of the City's Zoning Code "I-2 industrial districts shall be utilized for the establishment of heavy commercial and industrial operations where the use of land may create some nuisance and the operations are not properly associated with, nor particularly compatible with, residential, institutional and neighborhood commercial service establishments. The specific intent of this I-2 is to:

- (1) Encourage the construction of and the continued use of the land for heavy commercial and industrial purposes;
- (2) Prohibit residential neighborhood commercial use of the land and to prohibit any other use which would substantially interfere with the development, continuation, or expansion of commercial and industrial uses in the district; and
- (3) To encourage the discontinuance of existing uses that would not be permitted as new uses under the provisions of this chapter.

Any development within the I-2 district shall be designed to promote harmonious relationships with surrounding adjacent and nearby properties, developed and undeveloped, and to this end may employ such design techniques as may be appropriate to a particular case, including location of permitted elements, orientation, spacing and setback of buildings, maintenance of natural vegetation, location of access points, size and location of signs, open spaces, and parking areas, grading, landscaping and servicing..."

Mr. Thrower stated that according to the City's 2015-2035 Comprehensive Plan, this property and the properties to the immediate right are designated as "Industrial" in the Future Land Use map. He also stated that the Planning Factors Map also designates this area as a "potential industrial growth area." He further stated that the Comprehensive Plan describes Industrial as "areas intended for a wide variety of industrial operations, including the production, processing, packaging or treatment of manufactured products and materials, warehousing, wholesaling, light manufacturing, and processing operations, as well associated office development and support facilities. He further stated that the sites that are sufficiently separated from existing population centers can accommodate more intense forms of industrial use. He reported that it is the intention of this category to preserve these lands for industrial use only and to exclude new residential or commercial development except for certain appropriate adjuncts to industrial operations."

Mr. Thrower reported that per Section 15.2-2223 of State Code, the overall purpose of a locality's comprehensive plan is to guide and accomplish a "coordinated, adjusted and harmonious development of the territory which will, in accordance with present and probable future needs and resources, best promote the health, safety, morals, order, convenience, prosperity and general welfare of the inhabitants..."

Mr. Thrower stated that Section 15-2-2284 of State Code lists the relevant factors to consider in rezoning applications. He also stated that every proposed rezoning should be accompanied by an analysis of how the amendment will satisfy one or more these factors. He further stated that a locality is not required to consider all nine factors in each zoning decision.

Mr. Thrower reported that the most pertinent factor applicable to this request involves the Comprehensive Plan. He also reported that in terms of the Comprehensive Plan Future Land Use Map, this parcel and parcels in the immediate area are designated as "Industrial." He further

reported that the Planning Factors Map also designates this parcel and parcels in the immediate area as a “potential industrial growth area.” He stated that the Plan further states, “Although Emporia enjoys a diverse economy, growth prospects for the surrounding area will hinge on the community’s ability to retain and attract industry...” He also stated that the Priority Items section of the Plan states “develop an industrial and commercial development strategy with particular focus on acquisition of new parcels for development.”

Mr. Thrower stated that Council identified Economic Development as a Strategic Priority in the Strategic Plan adopted May 6, 2014. He also stated that the Strategic Plan states “Identify properties in Emporia that can develop or enhance to be attractive for potential business and purchase land for future development as appropriate.”

He recommended that Council rezone this property to I-2 Industrial District. He stated that the Planning Commission also recommended (7 to 0) to rezone this property I-2 Industrial District at its January 12, 2016 meeting.

Jan Harrell, Economic Development Manager, stated that this site is a prime site with potential and had been looked at by the City for some time. She also stated that it’s located right on Highway 58 and straight to the Port of Virginia. She further stated that the City had already done its due diligence concerning the property and the next step is the site analysis.

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

Wade Harrell, East Atlantic Street, addressed Council stating that he was not in favor of rezoning the Norwood Estate property located along side U.S. 58 to I-2 Industrial District and questioned why wasn’t the adjacent land owner notified. He also stated that the City of Emporia has a lot of industrial sites in the City that are no longer in use. He further stated why not repurpose those instead of going out and buying more land that is going to look like an empty warehouse in a few years. He also stated that it is only one entrance into the property and it will negatively impact an already busy roadway.

Ben Lee, the Richardson Property, addressed Council stating that he would like to have a plat showing the boundary of his property in connection with the Norwood Property.

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

Mary L. Person, Mayor

Tessie S. Wilkins, CMC
City Clerk

**MINUTES
EMPORIA CITY COUNCIL
CITY OF EMPORIA MUNICIPAL BUILDING
January 19, 2016**

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, January 19, 2016 at 6:30 p.m. in the Council Chambers of the Municipal Building, located at 201 South Main Street, Emporia, Virginia. Mayor Mary L. Person presided over the meeting with Carolyn Carey, Council Member offering the invocation.

ROLL CALL

The following City Council members were present:

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

Others present:

Mary L. Person, Mayor
C. Butler Barrett, City Attorney
Brian S. Thrower, City Manager
Tessie S. Wilkins, City Clerk
W. S. Harris, Jr., Treasurer
Joyce E. Prince, Commissioner of the Revenue
Ricky Pinksaw, Chief of Police
Jan Harrell, Economic Development Manager

Absent:

MINUTES APPROVAL

Councilwoman Temple moved to approve the minutes from the Tuesday, December 15, 2015 Public Hearing and Regular meeting minutes as presented, seconded by Councilwoman Mercer, which passed as follows:

Councilman F. Woodrow Harris	aye
Councilman James E. Ewing	aye
Councilwoman Carolyn S. Carey	aye

Councilwoman Carol Mercer	aye
Councilwoman L. Dale Temple	aye
Councilwoman Doris T. White	aye
Councilwoman Deborah D. Lynch	aye

APPROVAL OF BILLS

A listing of the December 15, 2015 bills was presented to City Council members.

General Fund	\$	1,465,204.61
Utility Fund	\$	365,916.43

Councilwoman Temple moved to approve the December 15, 2015 bills as presented, seconded by Councilwoman Lynch, which passed as follows:

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

FINANCIAL AND TAX REPORTS

Honorable W. S. Harris, Jr., City Treasurer provided his report to City Council members. There were no questions regarding his report.

COMMISSIONER OF THE REVENUE REPORT

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

PERMIT AND INSPECTION REPORT

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

POLICE REPORT

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

CITY SHERIFF REPORT

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

CITY ATTORNEY REPORT

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

AGENDA APPROVAL

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

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

UNFINISHED BUSINESS

15-98. Boards and Commissions – Various Term Expirations

Mayor Person asked if anyone wished to make a nomination concerning Mr. Battle's term on the Board of Equalization.

Mayor Person stated that with no nominations at this time, this item would be carried over to the February 16, 2016, Council meeting.

15-101. EAGLES Scholarship Program

Mr. Thrower reported that the agreement the City had asked to execute pertaining to the EAGLES (Emporia and Greensville Leads Everyone to Success) Scholarship Program states the following:

“The Emporia City Council and the Greensville County Board of Supervisors have agreed to appropriate \$10,000.00 each per budget year to fund the program. The localities will each make two payments of \$5,000.00 to the SVCC Foundation by October 1 and February 1 of each fiscal year beginning FY16.

Advertising of the E.A.G.L.E.S Scholarship to high school seniors for the upcoming fall semester will begin as early as January 1. Therefore, should either locality not appropriate full funding for the program, the locality agrees to notify SVCC and the partnering locality in writing prior to advertising. For example, the graduating class of 2016 will be notified of the scholarship program in January 2016. Should one of the localities not commit to appropriate the full \$10,000 in the FY17 budget, notification will need to be made by January 1, 2016.”

Mr. Thrower stated that Greensville County approved this agreement at its December 7, 2015 meeting. He also stated that Council approved \$10,000.00 for this program in the current year (FY16) budget.

Mr. Thrower stated that should Council chose to approve the agreement; Councils are committing to appropriate \$10,000.00 for this program in the FY17 budget and every year

thereafter unless notification is sent to SVCC and Greenville County prior to January 1st of that year.

He recommended not to approve the agreement or funding given the fact that Council would be approving a reoccurring budget request from an external organization outside of the normal budgeting process. He stated that approving discretionary requests such as this outside of the normal budgeting process is unfair to other external organizations and City departments that have to compete for funding during the budget process.

It was the consensus of Council to hold this item until the January 19, 2016, meeting until more information was provided in the agreement with Council committing to appropriate \$10,000.00 for this program in the FY17 budget and every year thereafter unless notification is sent to SVCC and Greenville County prior to January 1st of that year.

Councilwoman Temple made a motion to approve \$10,000.00 for the E.A.G.L.E.S Scholarship program for the FY17 budget only and for this to be brought to Council every year for approval, seconded by Councilwoman Temple, which passed as follows:

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

NEW BUSINESS

16-01. Rezoning Request – The Norwood Estate Property

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

Councilman Carey stated that she was concerned about rezoning the Norwood property and cited part of the controversial 2005 Supreme Court Case regarding Eminent Domain case that voted 5-4 in favor of New London, Conn., against Susette Kelo, which allowed the City to take private property after compensating the land owners for the betterment of Public Good as the basis for siding with the city. She also stated that morally and legally residents are entitled to the quiet enjoyment of their land through-out their lifetime and voted not to rezone the Norwood Property.

Councilman Harris made a motion to rezone this property to I-2 Industrial District, seconded by Councilman Ewing, which passed as follows:

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

Councilman Harris stated that there are very few sites within the City that can be identified as prospects for endeavors that will produce jobs for our citizens to the extent that this property will. He also stated that while it may not be perfect, I doubt that anything is perfect, the City options are limited. He further stated that this is one of the best chances that the City have and choices are either to enjoy our property that will become more extreme as there are fewer and fewer people here because there are no jobs.

Councilman Harris stated that his choice was to vote to improve the situation or vote for a bleak future, and he voted to improve the situation. He also stated that there would be due diligence displayed by the local government to make sure any negative impact for residents near the Norwood property be limited as much possible.

16-02. Sexual Assault Program – Appropriation Ordinance

Mr. Thrower reported that the City receives grant funds from the Department of Criminal Justice Services (DCJS) for the Sexual Assault Program on an annual basis. He also reported that the City received notification that DCJS has approved an additional grant award in the amount of \$11,403.00 for the period ending December 31, 2016. He further reported that Council would need to appropriate the additional funds into the FY16 Operating Budget.

Councilman Ewing made a motion to adopt **Ordinance No. 16-01** to appropriate the sum of \$11,403.00 in Grant Funds from the Department of Criminal Justice Services for the Sexual Assault Program, seconded by Councilwoman Temple, which passed as follows:

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

16-03. Domestic Violence Prevention and Services Program – Appropriation Ordinance

Mr. Thrower reported that the City receives grant funds from the Department of Social Services (DSS) for the Domestic Violence Prevention and Services Program on an annual basis. He also reported that the City received notification that DSS has approved additional funding in the amount of \$6,449.00 for FY16. He further reported that Council would need to appropriate these additional funds into the FY16 Operating Budget.

Councilwoman Temple made a motion to adopt **Ordinance No. 16-02** to appropriate the sum of \$6,449.00 in Grant Funds from the Department of Social Services for the Domestic Violence Prevention and Services Program, seconded by Councilwoman Carey, which passed as follows:

Councilman F. Woodrow Harris	abstained
Councilman James E. Ewing	aye
Councilwoman Carolyn S. Carey	aye

Councilwoman Carol Mercer	aye
Councilwoman L. Dale Temple	aye
Councilwoman Doris T. White	aye
Councilwoman Deborah D. Lynch	aye

16-04. Boards and Commission – Various Term Expirations

Mr. Thrower stated that the City of Emporia has several members on its Boards and Commissions whose terms will expire soon.

Mr. Thrower stated that on January 19, 2016 Mr. Todd Anderson’s three year term on the John Tyler-Alcohol Safety Action Program will expire. He also stated that Mr. Anderson has indicated that he does not wish to be considered for reappointment. He further stated that Chief Pinksaw indicated that he does wish to be considered for appointment.

Councilman Ewing moved to approve Chief Ricky Pinksaw to serve a three year term on the John Tyler-Alcohol Safety Action Program, seconded by Councilwoman Temple, which passed as follows:

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

Mr. Thrower stated that on February 28, 2016 Ms. Ruth Tillar, Mr. Robert Grizzard and Mr. David Bland’s four year term on the City of Emporia’s Economic Development Authority will expire. He also stated that Mr. Grizzard and Mr. Bland have indicated that they wish to be considered for reappointment. He further stated that Ms. Ruth Tillar indicated that she does not wish to be considered for reappointment.

Councilman Harris moved to approve that Robert Grizzard and David Bland be reappointed to the City of Emporia’s Economic Development Authority to serve an additional 4-year term, seconded by Councilwoman Temple, which passed as follows:

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

Mayor Person asked if anyone wished to make a nomination concerning Ms. Tillar term.

Mayor Person stated that with no nominations at this time, this item would be carried over to the February 16, 2016, Council meeting.

Mr. Thrower stated that on February 28, 2016 Mr. Boyce Wornom, Mr. Charles Grigg, Jr., Mr. Ted Lee and Ms. Dale Temple's four year team on the City of Emporia's Airport Commission will expire. He also stated that all have indicated that they do wish to be considered for reappointment.

Councilman Ewing moved to approve that Boyce Wornom, Charles Grigg, Jr., Ted Lee and Dale Temple be reappointed to the Airport Commission to serve an additional four year term, seconded by Councilwoman White, which passed as follows:

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

Mr. Thrower stated that on February 28, 2016 Mr. Lloyd, Jr., Mr. James Williams, Mr. John Kinsey, Mr. Joel Claiborne, Jr., Mr. Jason Slagle, Ms. Cecelia Allen and Ms. Gale Wyche's two year term on the City of Emporia's Citizens Advisory Board will expire. He also stated that all seven individuals have served their maximum length of time and are not eligible to be reappointed.

Mayor Person asked if anyone wished to make a nomination concerning the Citizens Advisory Board.

Mayor Person stated that with no nominations at this time, this item would be carried over to the February 16, 2016, Council meeting.

PUBLIC COMMENT

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

Mrs. Cheryl Dupree, 4830 Davis Street, addressed Council requesting if the City can pave that path. She also stated her concern about pulling her trash receptor to the end of the path due to health issue.

Mr. Thrower stated that because it is a private entrance, the City could not pave it. He also stated that he would follow up with a phone call to Mrs. Dupree about the trash can.

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

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

Councilwoman White moved that Closed Session be entered for the purpose of discussing Virginia Code Sections § 2.2 3711 (A) (7) Legal matter requiring the advice of Counsel pertaining to the disposition of the former Farmer Market property located on N. Main Street, seconded by Councilwoman Mercer, which passed as follows:

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

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

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

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

CERTIFICATION

Councilwoman Mercer moved to certify the following:

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

Councilwoman Carey seconded the motion, which passed as follows:

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

ADJOURNMENT

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

Mary L. Person, Mayor

Tessie S. Wilkins, CMC
City Clerk

Review of Bills

February 16, 2016

GENERAL FUND

LEGISLATIVE

Bank of America	185.67
Independent Messenger	137.80
Mercer, Carol	75.00
Telpage, Inc.	79.90
Treasurer of Virginia - VITA	8.44
Verizon	22.20
White, Doris T.	75.00

EXECUTIVE

Alere eScreen	133.00
Bank of America	1,137.95
Greenberg & Associates	2,150.00
Lennie Turner - Richmond Times	22.50
Pitney Bowes	2,058.99
Telpage, Inc.	149.95
Treasurer of Virginia - VITA	16.10
Verizon	294.76

LAW

Barrett Law Office, PC	5,851.33
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REGISTRAR

Ashley K. Wall	52.21
Election Systems & Software	597.51
Ogburn Signs & Printing	120.50
Quill Corporation	650.96
Treasurer of Virginia - VITA	1.05
Verizon	22.20
VRAV	140.00

EMERGENCY SERVICES

Bank of America	919.69
Ogburn Signs & Printing	330.00
Sadler Brothers Oil Company, Inc.	32.83
Verizon	44.40
Verizon Wireless	49.81

COURTS

Crater Youth Care Commission	14,634.75
Southside Regional Jail	103,166.40
The Law Ofc. Of W. Wm. Robinson, III	120.00
Treasurer of Virginia - VITA	6.71
Verizon	100.19

VICTIM WITNESS

VJCCCA/FAMILY VIOLENCE PREVENTION

BI, Inc.	407.79
Caroline Gatten, LCSW	693.75
Marva Dunn	271.78
Nancy Turner	173.49
Sadler Brothers Oil Company, Inc.	67.29
Telpage, Inc.	99.90
Treasurer of Virginia - VITA	12.19
Verizon	134.92
Verizon Wireless	118.30

SHARED SERVICES

Greensville County	477,661.47
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FINANCE

Anthem Blue Cross/Blue Shield	42,342.96
Bank of America	863.46
Government Finance Officers Assoc.	170.00
Lincoln Financial Group	1,190.50
Sheila J. Cutrell	95.48
Treasurer of Virginia - VITA	1.66
Treasurer of Virginia - VRS	35,679.09
Verizon	66.35

TREASURER

Independent Messenger	95.40
Treasurer of Virginia - VITA	20.59
Verizon	171.04

COMMISSIONER OF REVENUE/ASSESSOR

Bank of America	49.99
CORVA	70.00
Joyce Prince	188.32
Lisa Council	48.23
Quill Corporation	834.51
Treasurer of Virginia - VITA	5.80
VALECO	25.00
Verizon	93.05
Willis Property Assessment	3,531.25

DEBT SERVICE

BB&T Governmental Finance	9,479.92
First Citizens Bank	5,858.08
The Bank of Hampton Roads	3,665.43
The Bank of Southside Virginia	1,129.24
USDA Rural Development	4,607.00

Review of Bills February 16, 2016

COURT SERVICES UNIT

Harris, F. Woodrow	19.00
Sadler Brothers Oil Company, Inc. Treasurer of Virginia - VITA	118.10
Verizon	37.60
Verizon Wireless	275.84
	331.35

SHERIFF

Emporia CNBB, LP	325.00
Sadler Brothers Oil Company, Inc. Telpage, Inc.	190.33
Treasurer of Virginia - VITA	39.99
Verizon	0.87
Verizon Wireless	113.85
	92.32

FIRE

Amerigas Propane LP	448.17
Bank of America	1,710.49
City of Emporia Utility Fund	304.53
Dominion Virginia Power	647.77
Fire-X Corporation	149.00
Gaston Security, Inc.	200.00
Houchins Pest Control	18.50
Mecklenburg Electric Cooperative	67.24
Morris Refrigeration Company, Inc.	140.56
Parker Oil Company, Inc.	632.05
Sadler Brothers Oil Company, Inc. Telpage, Inc.	77.11
Treasurer of Virginia - VITA	59.99
Verizon	1.25
Verizon Wireless	111.00
	30.34

FACILITIES

Amerigas Propane, LP	972.54
Bank of America	1,259.90
Baxter Bailey & Associates	3,802.83
Cintas Corporation	78.40
City of Emporia Utility Fund	33.98
Commonwealth Exterminators, Inc.	104.00
Dominion Virginia Power	3,203.17
Emporia-Greens. Airport Commission	2,400.00
Greensville County	1,773.48
Houchins Pest Control	138.75
Mecklenburg Electric Cooperative	795.85
Morris Refrigeration Company, Inc.	2,020.85
Ogburn Signs & Printing	405.00
R & C Electric Service, Inc.	503.65
Rocky Top Lock & Safe	29.76

NON-DEPARTMENTAL

ComputerPlus Sales & Service	732.00
Crater District Area Agency on Aging	4,034.00
Emporia-Greens. Airport Commission	30,000.00
Emporia-Greens. Chamber of Comm.	1,600.00
Emporia-Greens. Local Law Library	198.00
Family YMCA of Emporia-Greenville	10,375.00
Meherrin Regional Library	7,915.56
Southside Virginia Education Center	16,694.50
Treasurer of Virginia Tech	4,139.73

DEVELOPMENT SERVICES

Bank of America	973.25
Crater Planning District Commission	2,400.50
Emporia IDA	750.00
Independent Messenger	159.00
Kyle Green	194.52
Richmond Times-Dispatch	113.60
Sadler Brothers Oil Company, Inc.	162.00
Stantec Consulting Services, Inc.	13,720.02
Treasurer of Virginia - VITA	15.70
VA Plumbing & Mechanical Insp. Assoc.	150.00
Verizon	92.80
Verizon Wireless	110.49
Virginia Carolina Paving	204,385.44

POLICE

Bank of America	6,406.71
CDW Government, Inc.	2,061.72
Cobb Technologies, Inc.	178.00
Computer Networking Services	735.00
Custom Cleaners	24.00
Emporia Clinic Corporation	285.00
Ogburn Signs & Printing	350.00
Radio Communications of Virginia	30,106.48
Sadler Brothers Oil Company, Inc.	3,415.35
Telpage, Inc.	59.95
Treasurer of Virginia - VITA	1,052.02
Verizon	1,180.82
Verizon Wireless	2,014.86

ANIMAL CONTROL

Bank of America	123.75
Custom Cleaners	32.00
Ogburn Signs & Printing	595.00
Sadler Brothers Oil Company, Inc.	71.84
Verizon Wireless	91.49
Virginia Animal Control Association	60.00

Review of Bills February 16, 2016

PARKS & RECREATION

Bank of America	174.49
Buck Woods Mulch, LLC	384.00
Cintas Corporation	26.22
Sadler Brothers Oil Company, Inc.	102.88

PUBLIC WORKS

Adams Construction Company	229,842.12
Amerigas Propane LP	222.69
Bank of America	5,866.54
Brewer's Radiator Service, Inc.	894.60
Brunswick Landfill	254.92
Cintas Corporation	367.14
Crowder & White Contracting, LLC	25,850.00
DOLI/Boiler Safety	20.00
Dominion Virginia Power	7,350.29
Fuel Freedom Card	1,965.96
Greensville County Landfill	20,930.84
Hicks Tree Service, LLC	900.00
Independent Messenger	604.20
James Lynch	50.00
Mecklenburg Electric Cooperative	1,537.09
Sadler Brothers Oil Company, Inc.	1,191.97
Southside Regional Jail	783.80
Stantec Consulting Services, Inc.	5,481.73
Telpage, Inc.	59.95
Treasurer of Virginia - VITA	3.37
Verizon	243.45
Verizon Wireless	211.53

TOTAL GENERAL FUND **\$1,400,055.32**

UTILITY FUND

Anthem Blue Cross/Blue Shield	10,615.84
Bank of America	7,086.46
Cintas Corporation	228.76
Comcast Communications	124.90
Dewberry Engineers, Inc.	6,546.00
DOLI/Boiler Safety	40.00
Dominion Virginia Power	8,251.98
Fuel Freedom Card	204.54
Itron, Inc.	1,465.78
Lincoln Financial Group	302.11
Mecklenburg Electric Cooperative	8,572.59
Office Depot	62.29
Parker Oil Company, Inc.	556.72
Sadler Brothers Oil Company, Inc.	497.12
Telpage, Inc.	79.90
Treasurer of Virginia - VITA	6.32
Treasurer of Virginia - VRS	9,006.78
U S Postal Service	748.50
Univar USA, Inc.	3,564.57
USDA Rural Development	35,829.00
VDH - Waterworks Technical Assist.	1,942.57
Verizon	745.72
Verizon Wireless	240.46
VUPS	27.03
Water Guard, Inc.	4,293.12

TOTAL UTILITY FUND **\$101,039.06**

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

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

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

Financial Statement

January 31, 2016

CHECKING / DAILY INVESTMENT

General Fund

Utility Fund

2,347,962.88

935,300.08

CERTIFICATES OF DEPOSIT / INVESTMENTS

FIRST COMMUNITY BANK	\$385,403.51	MMF @ .10%	NA	GF
CARTER BANK & TRUST	\$1,016,871.74	12 Mos @ .80%	2/2/2016	GF
CARTER BANK & TRUST	\$1,016,871.74	12 Mos @ .80%	2/2/2016	GF
CARTER BANK & TRUST	\$781,228.31	12 Mos @ .80%	2/6/2016	GF
CARTER BANK & TRUST	\$1,009,591.67	12 Mos @ .80%	2/6/2016	GF
CARTER BANK & TRUST	\$1,009,591.67	12 Mos @ .80%	2/6/2016	GF
CARTER BANK & TRUST	\$758,279.55	12 Mos @1.00%	6/30/2016	GF
CARTER BANK & TRUST	\$1,533,010.73	12 Mos @1.00%	1/11/2017	GF
FIRST COMMUNITY BANK	\$605,439.35	MMF @ .08%	NA	UT
CARTER BANK & TRUST	\$508,183.11	12 Mos @ .60%	2/2/2016	UT
CARTER BANK & TRUST	\$511,003.57	12 Mos @ 1.00%	1/11/2017	UT

Jan-16

RECAP OF 2015 TAXES

<i>TYPE OF TAX</i>	<i>BAL. FWD.</i> (A)	<i>SUPPLEMENTS</i> (B)	<i>ABATEMENTS</i> (C)	<i>ADJUSTED LEVY</i> (Cols. A+B-C) (D)	<i>COLLECTIONS</i> <i>TO DATE</i> (E)	<i>BALANCE DUE</i> (F)
Real Estate	3,238,125.78	1,618.20	1,640.74	3,238,103.24	3,104,396.45	133,706.79
Personal Property	1,448,229.94	81,328.68	33,351.05	1,496,207.57	1,438,309.07	57,898.50
Decals	105,828.50	11,304.00	1,606.00	115,526.50	93,478.90	22,047.60
Personal Property Relief	557,649.30	45,749.16	19,396.19	584,002.27	511,314.77	72,687.50
Public Service	192,695.51	0.00	0.00	192,695.51	192,695.51	0.00
TOTAL	5,542,529.03	140,000.04	55,993.98	5,626,535.09	5,340,194.70	286,340.39
2015 Real Estate Tax Collections		95.87%	2015 Personal Property Tax Relief		87.55%	
2015 Personal Property Tax Collections		96.13%	2015 Public Service Tax Collection		0.00%	

Jan-16

RECAP OF 2014 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	3,115,570.28	2,882.31	7,701.25	3,110,751.34	3,063,814.21	46,937.13
Personal Property	1,296,854.59	60,820.78	30,490.29	1,327,185.08	1,313,974.56	13,210.52
Decals	106,527.00	6,275.00	2,725.21	110,076.79	103,873.13	6,203.66
Personal Property Relief	553,560.55	31,441.05	10,420.32	574,581.28	556,470.59	18,110.69
Public Service	188,398.69	0.00	0.00	188,398.69	188,398.69	0.00
TOTAL	5,260,909.11	101,419.14	51,337.07	5,310,991.18	5,226,529.18	84,462.00
2014 Real Estate Tax Collections		98.49%	2014 Personal Property Tax Relief		95.84%	
2014 Personal Property Tax Collections		99.00%	2014 Public Service Tax Collection		100.00%	

RECAP OF 2013 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	3,098,844.15	3,059.50	4,211.40	3,097,692.25	3,082,037.80	15,655.17
Personal Property	1,269,263.24	22,706.50	25,476.79	1,268,492.95	1,257,105.76	9,387.19
Decals	106,188.00	1,982.50	2,850.87	105,319.63	99,958.77	5,360.86
Personal Property Relief	561,632.25	10,214.96	24,056.99	547,790.22	534,059.88	13,730.54
Public Service	200,213.60	0.00	0.00	200,213.60	200,213.60	0.00
TOTAL	5,236,141.24	37,963.46	56,596.05	5,217,508.65	5,173,375.61	44,133.76
2013 Real Estate Tax Collections		99.49%	2013 Personal Property Tax Relief		97.49%	
2013 Personal Property Tax Collections		99.26%	2013 Public Service Tax Collection		100.00%	

RECAP OF 2012 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	3,019,463.59	1,020.90	3,404.63	3,017,079.86	3,012,015.03	5,064.83
Personal Property	1,224,318.90	68,794.39	33,027.82	1,260,085.47	1,253,615.01	6,470.46
Decals	104,243.00	9,600.50	4,270.00	109,573.50	104,615.51	4,957.99
Personal Property Relief	560,183.75	83,408.00	42,933.85	580,655.90	569,240.93	11,414.97
Public Service	173,064.34	0.00	0.00	173,064.34	173,064.34	0.00
TOTAL	5,081,273.58	142,821.79	83,636.30	5,140,459.07	5,112,550.82	27,908.25
2012 Real Estate Tax Collections		99.83%	2012 Personal Property Tax Relief		98.03%	
2012 Personal Property Tax Collections		99.35%	2012 Public Service Tax Collection		100.00%	

Jan-16

RECAP OF 2009 TAXES

TYPE OF TAX	BAL. FWD.	SUPPLEMENTS	ABATEMENTS	ADJUSTED LEVY	COLLECTIONS	BALANCE DUE
	(A)	(B)	(C)	(Cols. A+B-C) (D)	TO DATE (E)	
Real Estate	2 942 633.61	3 808.18	6 400.94	2 940 040.85	2 938 900.18	1,140.67
Personal Property	1 214 926.66	219,679.72	219,483.52	1,215,122.86	1 210,804.88	4,317.98
Decals	110 991.50	7,026.00	7,526.50	110,491.00	106,469.44	4,021.56
Personal Property Relief	524,152.89	38 891.54	17,349.89	545,694.54	538,666.08	7,028.48
Public Service	121,797.85	0.00	0.00	121,797.85	121,797.85	0.00
TOTAL	4 914 502.51	269 405.44	250 760.85	4 933 147.10	4 916 638.41	16,508.69
2009 Real Estate Tax Collections		99.96%	2009 Personal Property Tax Relief		98.71%	
2009 Personal Property Tax Collection		99.64%	2009 Public Service Tax Collection		100.00%	

RECAP OF 2010 TAXES

TYPE OF TAX	BAL. FWD.	SUPPLEMENTS	ABATEMENTS	ADJUSTED LEVY	COLLECTIONS	BALANCE DUE
	(A)	(B)	(C)	(Cols. A+B-C) (D)	TO DATE (E)	
Real Estate	2 976 993.81	0.00	3 696.75	2 973,297.06	2 971,723.23	1,573.83
Personal Property	1,141,435.34	99,940.97	57,127.23	1,184,249.08	1,177,664.35	6,584.73
Decals	107 658.50	9,563.00	5,519.15	111,702.35	108,801.21	2,901.14
Personal Property Relief	578 916.57	34 959.61	29,395.11	584,481.07	577,742.80	6,738.27
Public Service	165,731.98	0.00	8,187.59	157,544.39	157,564.39	0.00
TOTAL	4 970 736.20	144 463.58	103 905.83	5 011 293.95	4 993 495.98	17,797.97
2010 Real Estate Tax Collections		99.95%	2010 Personal Property Tax Relief		98.84%	
2010 Personal Property Tax Collections		99.43%	2010 Public Service Tax Collection		100.00%	

RECAP OF 2011 TAXES

TYPE OF TAX	BAL. FWD.	SUPPLEMENTS	ABATEMENTS	ADJUSTED LEVY	COLLECTIONS	BALANCE DUE
	(A)	(B)	(C)	(Cols. A+B-C) (D)	TO DATE (E)	
Real Estate	2,984,406.93	0.00	3,831.30	2 980 575.63	2,978,732.32	1,843.21
Personal Property	1,244,373.63	26,690.75	33,752.52	1 237 311.86	1,233 638.39	3,673.47
Decals	111 029.00	8 475.00	6,009.93	113 494.07	109,823.44	3,870.63
Personal Property Relief	557 964.29	30,384.27	29 957.25	558 391.31	551,965.07	6 426.24
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	73 551.00	5 046 252.29	5,030,438.64	15,813.55
2011 Real Estate Tax Collections		99.94%	2011 Personal Property Tax Relief		98.85%	
2011 Personal Property Tax Collection		99.70%	2011 Public Service Tax Collection		100.00%	

DELINQUENT TAX SUMMARY - FY 2015-2016

January-16

REAL ESTATE TAXES

Tax Year	Balance July 1	Supplements Added	Abatements	Bankruptcy Charge-Offs	Credit Card Collections	Collected to This Month	Collected This Month	Balance
2008	\$2,970.20	\$0.00	\$0.00	\$0.00	\$0.00	\$2,091.67	\$0.00	\$878.53
2007	\$2,057.83	\$0.00	\$92.96	\$0.00	\$0.00	\$1,096.20	\$0.00	\$870.64
2006	\$1,749.32	\$0.00	\$92.96	\$0.00	\$0.00	\$679.45	\$0.00	\$976.91
2005	\$1,583.14	\$0.00	\$0.00	\$0.00	\$0.00	\$553.11	\$0.00	\$1,030.03
2004	\$978.57	\$0.00	\$0.00	\$0.00	\$0.00	\$142.76	\$0.00	\$835.81
2003	\$749.28	\$0.00	\$0.00	\$0.00	\$0.00	\$80.64	\$0.00	\$668.64
2002	\$315.84	\$0.00	\$0.00	\$0.00	\$0.00	\$80.64	\$0.00	\$235.20
1994-2001	\$791.26	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$791.26
TOTAL	\$11,195.44	\$0.00	\$185.92	\$0.00	\$0.00	\$4,724.47	\$0.00	\$6,287.02

PERSONAL PROPERTY TAX

Tax Year	Balance July 1	Supplements Tx Relief	Abatements	Bankruptcy Charge-Offs	Credit Card Collections	Collected To This Month	Collected This Month	Balance
2008 Net Tax	\$5,830.16	\$0.00	\$0.00	\$0.00	\$0.00	\$218.92	\$0.00	\$5,611.24
2007 Net Tax	\$3,955.82	\$0.00	\$0.00	\$0.00	\$0.00	\$74.90	\$0.00	\$3,880.92
2006 Net Tax	\$4,244.94	\$0.00	\$0.00	\$0.00	\$0.00	\$26.18	\$0.00	\$4,218.76
2002-2005	\$13,469.45	\$0.00	\$0.00	\$0.00	\$0.00	\$155.76	\$295.38	\$13,018.11
TOTAL	\$27,500.37	\$0.00	\$0.00	\$0.00	\$0.00	\$475.76	\$295.38	\$26,729.03

Grand Total of All Delinquent	\$38,695.81	\$0.00	\$185.92	\$0.00	\$0.00	\$5,200.23	\$295.38	\$33,016.05
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2015 PPTRA ALLOTMENT - COMPARISON

TOTAL ALLOTMENT FROM STATE - \$570,316.00

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

COLLECTIONS THRU PAID BILLS

Jun-15	\$89,054.67
Jul-15	\$176,504.32
Aug-15	\$128,544.49
Sep-15	\$32,932.97
Oct-15	\$29,330.34
Nov-15	\$20,337.76
Dec-15	\$22,207.66
Jan-16	\$12,402.56

ABATEMENTS -\$19,396.19

SUPPLEMENTS \$45,749.16

TOTAL REMAINING FROM UNPAID BILLS **\$72,687.50**

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

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

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

Local Sales & Use Tax Collection Comparison

Local Sales & Use Tax

	2016 Calendar Year	2017 Calendar Year	2018 Calendar Year	2019 Calendar Year
Month	Collected	Collected	Collected	Collected
January	\$133,745.40			
February				
March				
April				
May				
June				
July				
August				
September				
October				
November				
December				
Yearly Total	\$133,745.40	\$0.00	\$0.00	\$0.00

State Sales & Use Tax Collection Comparison

State Sales & Use Tax

	2016 Calendar Year	2017 Calendar Year	2018 Calendar Year	2019 Calendar Year
Month	Collected	Collected	Collected	Collected
January	\$93,087.44			
February				
March				
April				
May				
June				
July				
August				
September				
October				
November				
December				
Yearly Total	\$93,087.44	\$0.00	\$0.00	\$0.00

Monthly Comparison of
Collected Utility Fund Revenue & Completed Service Orders

FY 2015 - 2016

	July	August	September	October	November	December
Water	148,901.72	137,265.39	146,414.91	155,974.27	109,387.77	103,786.06
Sewer	110,291.28	116,429.63	116,136.31	125,710.42	101,982.09	97,134.50
Meter Charge	4,368.88	4,275.49	4,384.38	4,477.57	4,297.75	4,247.93
Water Taps	0.00	0.00	0.00	0.00	3,000.00	3,000.00
Sewer Taps	0.00	0.00	0.00	0.00	4,000.00	4,000.00
Sale of Materials	0.00	0.00	0.00	0.00	0.00	0.00
Penalties	8,176.75	7,685.00	8,104.23	9,104.00	7,629.71	8,219.89
Cut on/off Fees	1,650.00	2,161.00	2,340.00	1,981.00	2,280.00	1,862.00
Water Sales-Bulk Water	0.00	61.39	0.00	0.00	0.00	0.00
Sewer Services	595.75	300.21	271.50	0.00	0.00	497.45
Miscellaneous	0.00	0.00	0.00	0.00	0.00	0.00
Total Revenue For the Month	273,984.38	268,178.11	277,651.33	297,247.26	232,577.32	222,747.83

	January	February	March	April	May	June	YTD Category Ttl
Water	141,101.32						942,831.44
Sewer	110,190.55						777,874.78
Meter Charge	4,386.65						30,438.65
Water Taps	0.00						6,000.00
Sewer Taps	0.00						8,000.00
Sale of Materials	0.00						0.00
Penalties	8,658.51						57,578.09
Cut on/off Fees	1,955.04						14,229.04
Water Sales-Bulk Water	0.00						61.39
Sewer Services	262.80						1,927.71
Miscellaneous	0.00						0.00
Total Revenue for the Month	266,554.87	0.00	0.00	0.00	0.00	0.00	

	July	August	September	October	November	December
Service Orders						
Ttl Off/On Requests	71	94	102	89	71	109
Ttl Leak Inquiries	57	87	90	57	48	57
Ttl Service Orders For the Month	128	181	192	146	119	166

	January	February	March	April	May	June	YTD Order Totals
Service Orders							
Ttl Off/On Requests	106						642
Ttl Leak Inquiries	46						442
Ttl Service Orders For the Month	152	0	0	0	0	0	

YTD Revenue Total All Depts. **1,838,941.10** YTD Service Order **1,084**

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

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

AUGUST	24
SEPTEMBER	55
OCTOBER	45
NOVEMBER	27
DECEMBER	77

	2007	2008	2009	2010	2011	2012	2013
JANUARY	58	45	62	103	86	68	80
FEBRUARY	32	63	56	44	30	45	68
MARCH	35	71	74	46	31	48	58
APRIL	49	44	28	63	48	70	92
MAY	63	71	56	86	83	43	64
JUNE	66	82	86	58	281	79	83
JULY	76	67	53	74	130	80	88
AUGUST	67	86	90	78	85	75	57
SEPTEMBER	75	94	49	66	83	63	0 started changed(180 door hangers)
OCTOBER	93	43	72	86	66	68	16 (39 door hangers)
NOVEMBER	51	39	46	54	86	90	31 (48 door hangers)
DECEMBER	71	71	130	44	61	53	55 (149 door hangers)

	2014		2015		2016
JANUARY	68	(114 door hangers)	JANUARY	69	(85 door hangers) January 82(100 door hangers)
FEBRUARY	27	(33 door hangers)	FEBRUARY	21	(53 door hangers)
MARCH	42	(48 door hangers)	MARCH	40	(63 door hangers)
APRIL	31	(32 door hangers)	APRIL	46	(75 door hangers)
MAY	36	(42 door hangers)	MAY	64	(100 door hangers)
JUNE	35	(38 door hangers)	JUNE	29	(91 door hangers)
JULY	51	(56 door hangers)	JULY	35	(90 door hangers)
AUGUST	19	(63 door hangers)	AUGUST	51	(95 door hangers)
SEPTEMBER	44	(64 door hangers)	SEPTEMBER	26	(98 door hangers)
OCTOBER	62	(66 door hangers)	OCTOBER	24	(99 door hangers)
NOVEMBER	28	(84 door hangers)	NOVEMBER	16	(86 door hangers)
DECEMBER	60	(79 door hangers)	DECEMBER	36	(106 door hangers)

UNCOLLECTED UTILITY BILLS

BEGINNING BALANCE JULY 2006	54043.62	54043.62
BALANCE ADDED AFTER 2 MONTHS EXT	31012.65	85056.27
BALANCES ADDED FOR 2009	10028.85	95085.12
COLLECTIONS 2009	-4577.96	90507.16
BALANCES ADDED FOR 2010	56074.78	146601.94
COLLECTIONS 2010	-21349.82	125252.12
BALANCES ADDED FOR 2011	43729.33	168981.45
COLLECTIONS 2011	-30063.76	138917.69
BALANCES ADDED FOR 2012	30144.85	169062.54
COLLECTIONS 2012	-26675.91	142386.43
BALANCES ADDED FOR 2013	39039.11	181425.54
COLLECTIONS 2013	-23560.98	157864.56
BALANCES ADDED FOR 2014	66977.11	224841.67
COLLECTIONS FOR 2014	-29925.79	194915.88
BALANCES ADDED FOR 2015	80419.98	275335.86
COLLECTIONS 2015	-61305.55	214030.31
BALANCES ADDED FOR JAN 2016	16765.59	230795.90
COLLECTIONS FOR JAN 2016	-6649.76	224146.14

BOOT COLLECTIONS

STARTING DATE 1-25-12

GOOD THRU 01/31/2016

AMOUNT COLLECTED FOR CITY \$107,371.25

RE TAX \$52,441.75

PP TAX \$41,646.99

UTILITY \$7,107.04

OTHER (DEMO/WEED) \$6,175.47

AMOUNT COLLECTED FOR VAC \$42,053.34

TOTAL \$149,404.59

City of Emporia



Commissioner of the Revenue

P. O. Box 956

Emporia, Virginia 23847

TELEPHONE (434) 634-5405

JOYCE E. PRINCE
COMMISSIONER

LISA D. COUNCIL
DEPUTY COMMISSIONER

February 5, 2016

The Honorable Mayor
City Council Members
City Manager

Dear Members of Council:

During the month of January a total of \$57,880.22 was processed for City Business Licenses.

Transient tax totaled \$97,782.36 for the month of December and processed during January.

Meal tax processed during the month of December totaled \$171,346.85.

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

	<u>December 2014</u>	<u>December 2015</u>
Meal Tax	\$146,918.53	\$171,346.85
Transient Tax	\$ 86,819.11	\$ 97,782.36

Respectfully,

Joyce E. Prince



CITY OF EMPORIA

DEPARTMENT OF INSPECTIONS

**January 2016
Code Enforcement Monthly Report**

Notices Issued **Resolved**

Inoperable Vehicles - 4 **1 - By Owner**

Weeds / Grass - 1 **1- By Owner**

Property Maintenance - 0 **3- By Owner**

Zoning - 0 **0- By Owner**

Cases Turned Over To City Attorney – 0

Total Notices Issued – 5

Invoiced Notices- 0

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

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

**Weeds & Grass- 0
Inoperable Vehicle- 0
Demolition- 0**

Total- 0

Signature :

Supervisor :

**Emporia Police Department Statistics
Arrests by Race**

January 2016

	Black %	White %	Other %
Criminal Arrests	25 89%	3 11%	0 0%
Selective Tickets	182 43%	211 49%	34 8%
Regular Tickets	36 80%	9 20%	0 0%

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

1	11C-Sexual Assault with an Object
1	120-Robbery
1	13A-Aggravated Assault
8	13B-Simple Assault
3	220-Burglary/Breaking & Entering
6	23C-Shoplifting
2	23D-Theft From Building
2	23F-Theft From Motor Vehicle
2	23H-All Other Larceny
7	250-Counterfeiting/Forgery
3	26B-Credit Card/Automatic Teller Machine Fraud
1	26E-Wire Fraud
2	270-Embezzlement
10	290-Destruction/Damage/Vandalism of Property
9	35A-Drug/Narcotic Violations
1	35B-Drug Equipment Violations
2	520-Weapon Law Violations
3	90D-Driving Under the Influence
4	90E-Drunkness
4	90F-Family Offenses, Nonviolent
1	90G-Liquor Law Violations
1	90I-Runaway
3	90J-Trespass of Real Property
25	90Z-All Other Offenses
	25 Unclassified 90Z

102	Total Offenses Reported
107	Total Incidents Reported

CONSENT SEARCHES

DATE	RACE	REASON	RESULTS	ARREST
1/19/16	b/m	Serving warrant	Marijuana & pills	yes
1/31/16	b/m	Serving warrant	Marijuana & cocaine	yes

Criminal Arrestees

January 2016

Resident – 19

Non-resident - 9

**Noise Complaints
January 2016**

Loud Music/Noise from Building – 3	no summons
Loud Music from Vehicle – 3	no summons

Schools

January 2016

W. Richards attended Instructor Defensive Tactics at Crater January 4-8.

L. Carter and G. Barnes attended Intoxilyzer Recertification at Blackstone January 12. C. Clary attended on January 13.

J. Rae and E. Hicks taught a VCIN Level A-B class at EPD on January 29.

Emporia Animal Control Monthly Report

January 2016

Dogs

On Hand 2

Stray 17

Seized 3

Bite Cases 0

Surrendered by Owner 11

Transferred In 0

Born in Facility 0

DOA 0

Claimed by Owner 1

Adopted 5

Transferred Out 20

Died in Facility 0

Euthanized 0

Remain 7

Wildlife

Wild or Fowl 2

DOA 2

Relocate 0

On-Hand 0

Euthanize 0

Cats

On Hand 0

Stray 10

Seized 0

Bite Cases 0

Surrendered by Owner 4

Transferred In 0

Born in Facility 0

DOA 2

Claimed by Owner 0

Adopted 5

Transferred Out 7

Died in Facility 0

Euthanized 0

Remain 0

General

Calls Answered 107

Hours

Mileage

Verbal Warning 3

Summons Issued 1

Court Cases 1

Remarks _____

Prepared by: Joey Lunn

SELECTIVE REPORT

2014-2015	HOURS	SUMMONS	COLLECTED*	2015-2016	HOURS	SUMMONS	COLLECTED*
JULY	530	1036	84,235.96	JULY	577	1146	73,744.52
AUGUST	635	1373	114,215.60	AUGUST	485	958	90,077.88
SEPTEMBER	507	978	89,330.57	SEPTEMBER	477	913	81,875.50
OCTOBER	684	1373	99,069.42	OCTOBER	391	767	77,102.16
NOVEMBER	556	1113	107,202.91	NOVEMBER	397	766	69,811.65
DECEMBER	547	1066	92,593.30	DECEMBER	228	419	58,589.71
JANUARY	503	986	82,373.78	JANUARY	231	427	51,612.37
FEBRUARY	405	791	119,876.58	FEBRUARY			
MARCH	521	1037	82,363.33	MARCH			
APRIL	655	1272	74,165.17	APRIL			
MAY	521	1050	105,062.60	MAY			
JUNE	519	1029	75,670.75	JUNE			
TOTAL	6583	13102	1,126,159.97	TOTAL	2786	5396	502,593.79

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



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:

Sheriff Sam C. Brown

February 4, 2016

The Honorable Mayor
City Manager
Honorable Members of City Council

Dear Members of City Council:

The Emporia Sheriff's Office spent approximately 137 hours in General District and Juvenile & Domestic Relations Court in **January 2016**. We served a total of **220** civil papers. These are broken down as follows:

<i>Debt</i>	17
<i>Detinue</i>	3
<i>Garnishments</i>	13
<i>Interrogatories</i>	6
<i>Misdemeanor Warrants</i>	20
<i>Notice</i>	7
<i>Protective Order</i>	1
<i>Subpoena Duces Tecum</i>	3
<i>Show Cause</i>	17
<i>Support Order</i>	4
<i>Summons</i>	109
<i>Transportations</i>	5
<i>Unlawful detainer</i>	5
<i>Writ of possession</i>	3
<i>Writ of Possession and fi fa</i>	7

We collected \$111.00 Sheriff Fees for the month of **January 2016**. We had **5 transports** for the month.

Sincerely,

A handwritten signature in black ink that reads "Sam C. Brown".

Sam C. Brown, Sheriff
City of Emporia

Data Inventory by FDID

Report Parameters:

Report Period: From 01/01/2016 to 01/31/2016

Sort by: Fire Dept ID

State: VA

Report FDIDs*: 59500

*Data from deactivated fire depts within the list was not included in the report.

Data Inventory by FDID

Report Period: From 01/01/2016 to 01/31/2016

FDID: 59500

FD Name: Emporia Fire Dept.

	4.1	5.0	Valid	Invalid	No Act.	Released	Unreleased	Total
Number Of Incidents	0	28	28	0	0	0	28	28
Number Of Fires	0	7	7	0	0	0	0	7
Number Of Structure Fires	0	4	4	0	0	0	4	4
Number Of Civilian Casualties	0	0	0	0	0	0	0	0
Number Of Fire Serv Cas	0	0	0	0	0	0	0	0
Number Of EMS Incidents	0	7	7	0	0	0	7	7
Number Of HazMat Incidents	0	0	0	0	0	0	0	0
Number Of Wildland Incidents	0	0	0	0	0	0	0	0
Number Of Arson Incidents	0	0	0	0	0	0	0	0
Number Of Apparatus Records	0	0	0	0	0	0	0	0
Number Of Personnel Records	0	0	0	0	0	0	0	0

Numbers in the above grid (with the exception of Number of incidents) reflect counts of the data modules attached to the incidents selected for the report.

Exposure Incidents	0	0	0	0	0	0	0	0
Mutual Aid Given Incidents	0	1	1	0	0	0	1	1

Data Inventory by FDID

Report Period: From 01/01/2016 to 01/31/2016

REPORT GROUP TOTALS:

	4.1	5.0	Valid	Invalid	No Act.	Released	Unreleased	Total
Number Of Incidents	0	28	28	0	0	0	28	28
Number Of Fires	0	7	7	0	0	0	0	7
Number Of Structure Fires	0	4	4	0	0	0	4	4
Number Of Civilian Casualties	0	0	0	0	0	0	0	0
Number Of Fire Serv Cas	0	0	0	0	0	0	0	0
Number Of EMS Incidents	0	7	7	0	0	0	7	7
Number Of HazMat Incidents	0	0	0	0	0	0	0	0
Number Of Wildland Incidents	0	0	0	0	0	0	0	0
Number Of Arson Incidents	0	0	0	0	0	0	0	0
Number Of Apparatus Records	0	0	0	0	0	0	0	0
Number Of Personnel Records	0	0	0	0	0	0	0	0

Numbers in the above grid (with the exception of Number of incidents) reflect counts of the data modules attached to the incidents selected for the report.

Exposure Incidents	0	0	0	0	0	0	0	0
Mutual Aid Given Incidents	0	1	1	0	0	0	1	1



CITY OF EMPORIA

MEMORANDUM

November 25, 2015

TO: The Honorable Mayor and City Council

FROM: Brian S. Thrower, City Manager

SUBJECT: Boards and Commissions – Various Term Expirations

ITEM: 15-98

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

Crater District Health Advisory Board – On December 19, 2015 Kristin Vaughan's (3) three-year term on the Crater District Health Advisory Board will expire. Mrs. Vaughan has indicated that she does wish to be considered for reappointment.

Board of Equalization - The one-year terms of Mr. Dennis Allen, Mr. Preston Battle and Mrs. Brenda Brockwell on the City's Board of Equalization have expired. Mr. Allen and Mrs. Brockwell have indicated that they do wish to be considered for reappointment and Mr. Battle has stated that he does not wish to be considered for reappointment. All nominations for the City's Board of Equalization must be provided to Greensville County Circuit Court for consideration and official appointment.

Recommendation

This information is provided to City Council for consideration.

Attachment:

Current Board of Equalization Roster and By-Laws
Crater District Health Advisory Board – By-Laws

BST/tsw

BOARD OF EQUALIZATION - CIRCUIT COURT APPOINTED

Term of Office: 1 Year

(Council Recommendation -30 days Notice – Notify City's assessor of all appointments/updates)

(Limited to nine consecutive terms)

Brenda Brockwell 12/31/2014
418 Laurel Street
Emporia, Virginia 23847
(W) 434/634-2108
(C) 434/634-5151

Dennis Allen 12/31/2014
700 North York Drive
Emporia, Virginia 23847
(H) 434/634-5944

Preston Battle 12/31/2014
207 Lee Street
Emporia, Virginia 23847
(H) 434/348-3565
(W) 434/634-6541

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

§ 58.1-3374. Qualifications of members; vacancies; maximum terms.

Except as provided in § [58.1-3371](#) or § [58.1-3373](#), every board of equalization shall be composed of not less than three nor more than five members. All members of every board of equalization shall be residents, a majority of whom shall be freeholders, in the county or city for which they are to serve and shall be selected from the citizens of the county or city. Appointments to the board of equalization shall be broadly representative of the community. Thirty percent of the members of the board shall be commercial or residential real estate appraisers, other real estate professionals, builders, developers, or legal or financial professionals, and at least one such member shall sit in all cases involving commercial, industrial or multi-family residential property, unless waived by the taxpayer. No member of the board of assessors shall be eligible for appointment to the board of equalization for the same reassessment. In order to be eligible for appointment, each prospective member of such board shall attend and participate in the basic course of instruction given by the Department of Taxation under § [58.1-206](#). In addition, at least once in every four years of service on a board of equalization, each member of a board of equalization shall take continuing education instruction provided by the Tax Commissioner pursuant to § [58.1-206](#). Any vacancy occurring on any board of equalization shall be filled for the unexpired term by the authority making the original appointment.

In no case shall a person serve as a member of a board of equalization for more than nine consecutive years, and upon the expiration of such nine consecutive years such person shall not be eligible for reappointment for a period of three years.

(Code 1950, § 58-899; 1979, c. 577; 1983, c. 304; 1984, c. 675; 1995, c. 24; 2003, c. 1036.)

[prev](#) | [next](#) | [new search](#) | [table of contents](#) | [home](#)

BY-LAWS
CRATER DISTRICT AREA AGENCY ON AGING
BOARD OF DIRECTORS

ARTICLE I
NAME

The name of this organization shall be the Board of Directors of Crater District Area Agency on Aging/Foster Grandparents, Inc., hereinafter referred to as the Board.

ARTICLE II
DEFINITIONS

- (A) “Crater District” (Planning District 19) includes the Cities of Colonial Heights, Emporia, Hopewell, and Petersburg and the Counties of Dinwiddie, Greensville, Prince George, Surry and Sussex (including the towns within their boundaries), hereinafter referred to as the Jurisdictions.
- (B) “Governing Body” includes the Council of a city or the Board of Supervisors of a county in which the powers of government are vested, by law, in each jurisdiction.
- (C) “Crater District Area Agency on Aging” is the organization established by resolution of the jurisdictions in the Crater District to allow for their joint exercise of powers for services to the aging, hereinafter referred to as CDAAA.
- (D) “Senior Citizens” mean persons 60 years of age and over.

ARTICLE III
PURPOSE

The purpose of the Board is to establish policies under which the CDAAA operates, to hire or approve the hiring of paid personnel employed by CDAAA, to approve the award of all contracts and grants and disbursement of funds by CDAAA, to direct the establishment of, approve and monitor the execution of programs for senior citizens in accordance with the desires of their governing bodies, and to serve as the official spokesperson between the CDAAA and their respective jurisdictions.

ARTICLE IV
MEMBERSHIP

- (A) The Board of Directors shall consist of nine (9) voting members, one from each jurisdiction served by CDAAA. Ex-officio members may also be appointed by the Board of Directors.
- (B) Each member of the Board of Directors will be appointed by the governing body of the jurisdiction that member is to represent.
- (C) Each member of the Board of Directors will recommend to his/her governing body an alternate to be appointed to serve in the member’s absence at any meeting of the Board of Directors.
- (D) The length of the term of office of each member of the Board of Directors will be as determined by the appointing governing body.
- (E) Whenever a member of the Board of Directors is no longer able to serve, for whatever reason, the governing body of his/her jurisdiction will appoint a replacement.

ARTICLE IV OFFICERS/DUTIES

Duties and Powers of Officers:

(a) **Chairman:** In addition to the normal recognized and inherent duties and powers of the office, the Chairman signs all acts and orders necessary to carry out the will of the Board. The Chairman presides over all meetings of the Board, delegates or assigns routine functions to be performed by staff of the CDAAA, and directs the accomplishment of the activities of CDAAA as may be considered necessary and appropriate. In the temporary or prolonged absence of the Executive Director, the chairman will appoint one or more members to oversee the activities of the Agency until the Executive Director returns or is replaced. The Chairman will appoint such committees as deemed necessary to carry out the purpose and duties of the Board of Directors. The Chairman shall request in writing from each Board member their preference(s) regarding sub-committee appointments. In addition, the Chairman performs any other duties not inconsistent with these by-laws.

(b) **First Vice-Chairman:** In the absence of the Chairman, the first Vice-Chairman shall be the acting Chairman to perform all duties and powers of the Chairman. Additionally, the First Vice-Chairman shall serve as the principal advisor to the Agency regarding the operation and management of all the area focal points.

(c) **Second Vice-Chairman:** In the absence of both the Chairman and the First Vice-Chairman, the Second Vice-Chairman shall be the acting Chairman to perform all duties and powers of the Chairman. Additionally, the Second Vice-Chairman shall chair the Personnel Subcommittee of the Board.

(d) **All officers:** The Chairman, First Vice-Chairman, Second Vice-Chairman or a Board member appointed by the Board of Directors are each authorized to approve and countersign disbursements as are deemed to be appropriate and proper in accordance with the will of the Board. In the absence of the Executive Director, the Director of Programs or any two of the officers, as directed by the Chairman, may sign and counter sign all financial documents deemed necessary for the uninterrupted conduct of CDAAA operations.

ARTICLE VI ELECTIONS

The following officers shall be elected by the membership of the Board: Chairman, First Vice-Chairman and Second Vice-Chairman.

(a) Election for officers shall be held bi-annually at the first regular Board meeting in September of odd numbered years. The term of each office shall be for two (2) years commencing at the October Board meeting.

(b) Elections shall be conducted in a meeting at which at least five (5) of the members are present. Election shall be by a majority vote.

(c) Officers shall serve no more than one (1) term, exclusive of any partial term resulting from election of an officer to fill vacancies resulting between bi-annual elections.

(d) If an office becomes vacant for any reason, it shall be filled by an election at the next regular Board meeting having at least five (5) members present.

(e) The Chairman, First Vice-Chairman and Second Vice-Chairman shall rotate among the nine district representatives beginning with the following sequence:

Chairman – Sussex County October 2001-2003
First Vice-Chairman – Petersburg October 2001-2003
Second Vice-Chairman – Colonial Heights October 2001-20003

In October of 2003 and every odd numbered year thereafter, the First Vice-Chairman shall succeed the Chairman and the Second Vice-Chairman shall succeed the First Vice-Chairman's position. The vacant Second Vice-Chairman will be filled by the following line of succession:

Hopewell
 Emporia
 Surry County
 Dinwiddie County
 Prince George County
 Greensville County

If any jurisdiction does not accept the appointment of any officer's position, the next jurisdiction in line of succession shall serve.

(f) Any officer may be removed for cause by a vote of at least six (6) (two-thirds) members of the Board, and if such action passes the Board of Directors, the Executive Director shall notify the jurisdiction.

ARTICLE VII MEETINGS OF THE BOARD

(A) Time and place: Regular meetings of the Board shall be held at a time, date and place set by the Board. Special meetings may be called at the Chairman's discretion or upon petition of at least three (3) Board members. Such meetings will be held not sooner than ten (10) days after all Board members have been notified.

(B) Quorum: Five (5) members of the Board are required to constitute a quorum. However, in the event that Board action results in an adverse decision concerning one (1) or more jurisdictions and the Board member(s) from those jurisdictions are absent, the decision will be forwarded to either the Board member or the governing body of the affected jurisdiction. The affected jurisdiction will have thirty (30) days in which to comment prior to implementation of the decision.

(C) Attendance: Attendance at a Board meeting or its sub-committees shall be permitted by telephonic means and shall constitute towards the requirement of a quorum.

(D) Votes: In electing officers, adopting any plans or approving any proposal, action shall be taken by a majority vote at a meeting at which at least a quorum is present.

(E) Minutes: Minutes of all regular or special meetings of the Board shall be recorded by the CDAAA staff and submitted to the Board for approval at the next meeting. The CDAAA staff shall maintain a file of all approved minutes.

(F) Agenda: A draft agenda for each meeting together with the draft minutes of the last meeting shall be forwarded to each Board member in advance of the next regular meeting for review. Both the agenda and the minutes may be modified or corrected in advance of or during the meeting as deemed appropriate by the Chairman.

ARTICLE VIII FREEDOM OF INFORMATION

The exercise of powers by the Board shall be in compliance with all provisions of the Virginia Freedom of Information Act.

ARTICLE IX
STAFF

The Board shall have the benefit of the services of the professional staff of CDAAA.

2-20-2002 (cgo)

C:\BOD\By-Laws (CDAAA).doc



CITY OF EMPORIA

MEMORANDUM

January 14, 2016

TO: The Honorable Mayor and City Council

FROM: Brian S. Thrower, City Manager

SUBJECT: Boards and Commission – Various Term Expirations

ITEM: 16-04

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

John Tyler-Alcohol Safety Action Program - On January 19, 2016 Mr. Todd Anderson's three (3) year term on the John Tyler-Alcohol Safety Action Program will expire. Mr. Anderson has indicated that he does not wish to be considered for **reappointment**.

Economic Development Authority - On February 28, 2016 Ms. Ruth Tillar, Mr. Robert Grizzard and Mr. David Bland's four (4) year term on the City of Emporia's Economic Development Authority will expire. Mr. Grizzard and Mr. Bland both have indicated that they wish to be considered for reappointment. Ms. Ruth Tillar has indicated that she does not wish to be considered for reappointment.

Airport Commission - On February 28, 2016 Mr. Boyce Wornom, Mr. Charles Grigg, Jr., Mr. Ted Lee and Ms. Dale Temple's four (4) year term on the City of Emporia's Airport Commission will expire. All have indicated that they do wish to be considered for reappointment.

Citizens Advisory Board – On February 28, 2016 Mr. Lloyd Ligon, Jr., Mr. James Williams, Mr. John Kinsey, Mr. Joel Claiborne, Jr., Mr. Jason Slagle, Ms. Cecelia Allen and Ms. Gale Wyche's (2) two year term on the City of Emporia's Citizens Advisory Board will expire. These seven individuals have served the maximum length of time and are not eligible to be reappointed.

Recommendation:

This information is provided to City Council for consideration.

Attachment:

Bylaws

Current Roster

BST/tsw

JOHN TYLER ~ ALCOHOL SAFETY ACTION PROGRAM (ASAP)

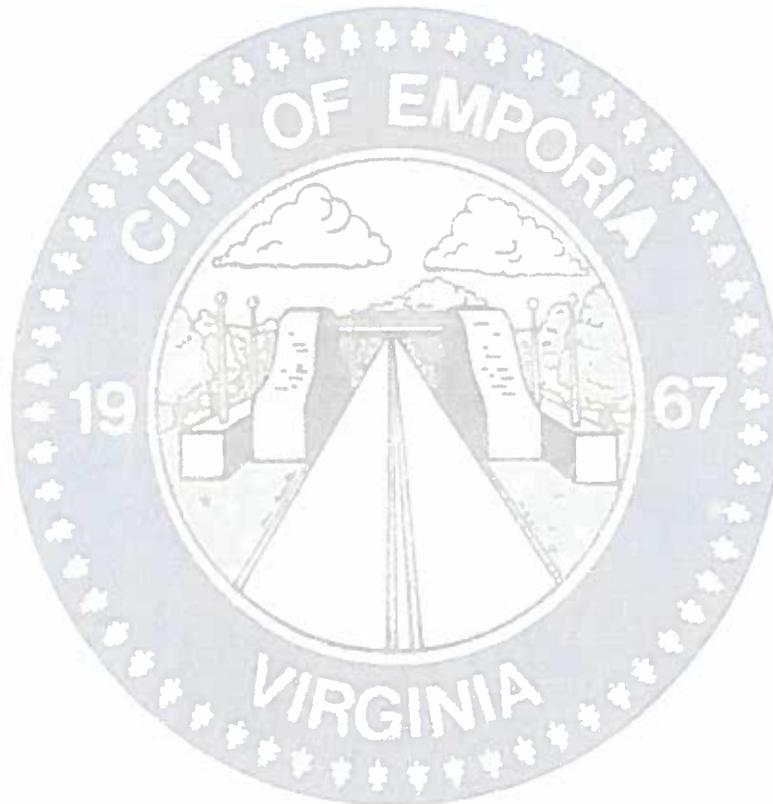
Term of Office: 3 Years

Contact: Vickie Kesler, Executive Director (804-796-4281 4211 Old Hundred Rd.)

Todd C. Anderson
310 Budd Street
Emporia, Virginia 23847
(W) 434/634-2121

Captain

01/19/2016



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

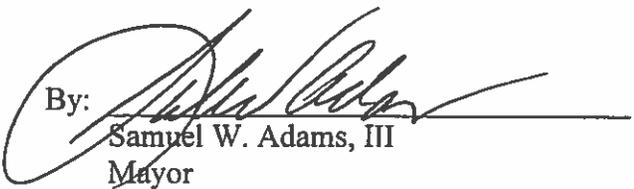
NOW, THEREFORE, BE IT RESOLVED that, the City of Emporia hereby affirms its position as a participating locality in the John Tyler Alcohol Safety Action Program, herein called the Program, endorses the continuation of an independent Policy Board, and agrees to the following:

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

ECONOMIC DEVELOPMENT AUTHORITY

Term of Office: 4 Years

William S. Newsome 02/28/2018
503 Jefferson Street
Emporia, Virginia 23847
(H) 434/634-3641
(W) 434/634-5141

David Webb 02/28/2019
200 Tall Oaks Drive
Emporia, Virginia 23847
(H) 434/348-9117

Vincent Lowery 02/28/2017
622 Clay Street
Emporia, Virginia 23847
(H) 434/634-9956

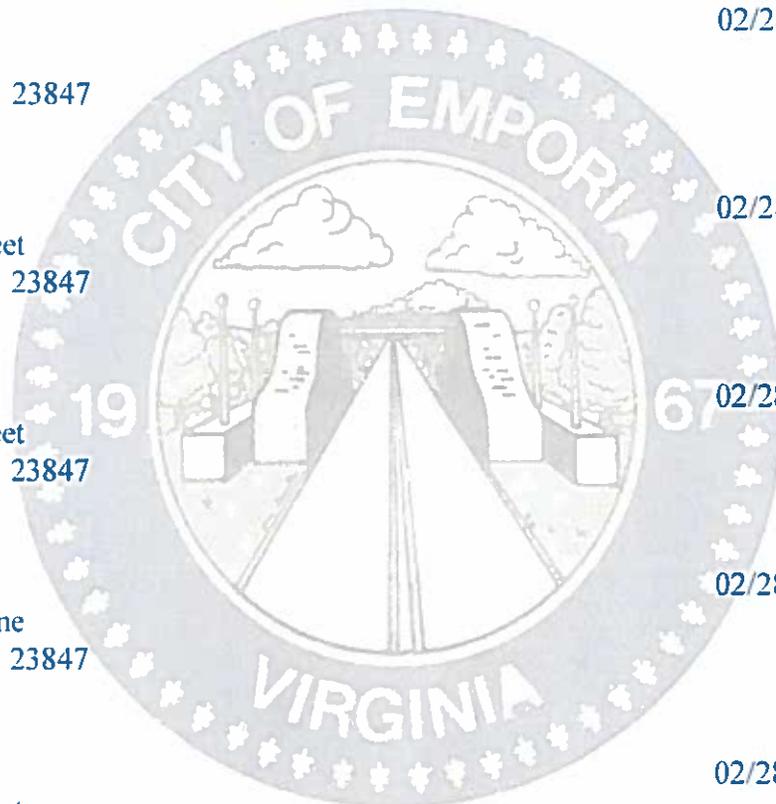
Gloria Robinson 02/28/2017
801 Peachtree Street
Emporia, Virginia 23847
(H) 434/348-7367

Ruth W. Tillar 02/28/2016
703 Peachtree Street
Emporia, Virginia 23847
(H) 434/634-2677

Robert Grizzard 02/28/2016
612 Edgewood Lane
Emporia, Virginia 23847
(H) 434/634-4553

David Bland 02/28/2016
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Lori R. Jarratt Secretary
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ECONOMIC DEVELOPMENT AUTHORITY (Continued)

C. Butler Barrett
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Attorney



ARTICLE II. - ECONOMIC DEVELOPMENT AUTHORITY^[2]

Footnotes:

-- (2) --

Editor's note—Ord. No. 15-32, adopted Sept. 1, 2015, changed the title of Art. II from "Industrial Development Authority" to read as set out herein.

Sec. 22-31. - Definitions.

The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

The authority means the Economic Development Authority of the City of Emporia, Virginia.

(Code 1972, § 2-146; Ord. No. 15-32, 9-1-15)

State Law reference— Code of Virginia, § 15.2-4902, Definitions.

Sec. 22-32. - Created.

- (a) There is hereby created a political subdivision of the commonwealth with such public and corporate powers as are set forth in the Industrial Development and Revenue Bond Act, including such powers as may be set forth from time to time in the state law.
- (b) The name of the political subdivision created hereby shall be the Economic Development Authority of the City of Emporia, Virginia.

(Code 1972, § 2-146; Ord. No. 15-32, 9-1-15)

State Law reference— Code of Virginia, ch. 49, Industrial Development and Revenue Bond Act, §15.2-4903, Creation of industrial development authorities.

Sec. 22-33. - Governed by board of directors; composition of board; appointment and terms of members.

- (b) Appointments of the directors shall be for terms of four years, except appointments to fill vacancies which shall be for the unexpired terms. All terms of office shall be deemed to commence upon the date of the initial appointment to the authority.
- (c) Each director shall, before entering upon his or her duties, take and subscribe the oath prescribed by state law and shall serve until their successors are appointed and qualified.
- (d) No director shall be an officer or employee of the City of Emporia, Virginia. Every director shall, at the time of his or her appointment and thereafter, be a resident of Emporia or Greensville County. When a director ceases to be a resident of Emporia or Greensville County, the director's office shall be vacant and a new director may be appointed for the remainder of the term.

(Code 1972, § 2-147; Ord. No. 15-32, 9-1-15)

State Law reference— Code of Virginia, § 15.2-4904, Directors; qualifications; terms; vacancies; compensation and expenses; quorum; records; certification and distribution of report concerning bond issuance.

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Term of Office: 4 Years

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Chair

02/28/2016

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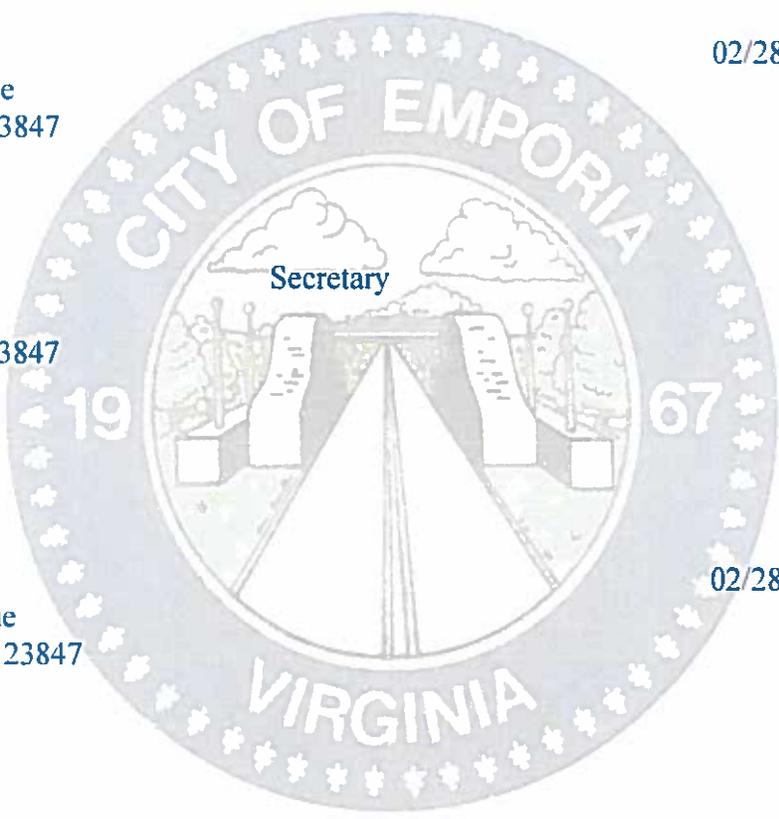
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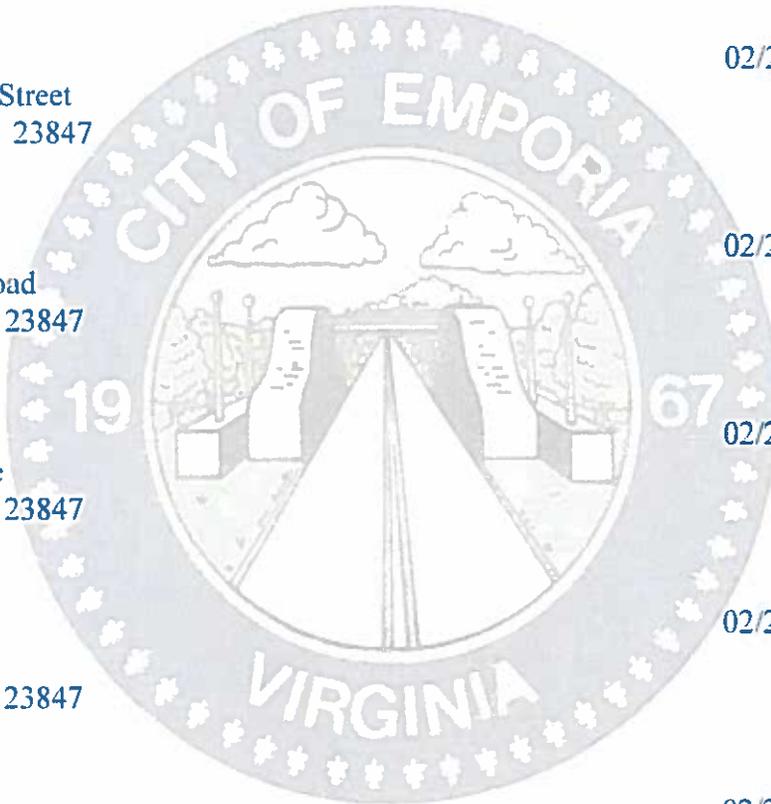
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Nonvoting Member



CITIZENS ADVISORY BOARD (Continued)

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CITIZEN ADVISORY BOARD

I. Purpose

The review board will act as a liaison between the citizens and the Police Department. The Review Board is designed to assure confidence to citizens that their complaint investigation has been conducted in a fair and equitable manner. A well-structured, open, and honest process will instill mutual confidence in the community and the police which is needed to effectively support the mission of law enforcement.

To effectuate a fair and reliable procedure of reviewing complaints against police officers by citizens who are unsatisfied with the findings of the Chief of Police.

II. Composition

Seven persons appointed by City Council (each Council member to appoint one) shall comprise the membership of the Citizen Advisory Board. Nonvoting members shall be the City Attorney and a police officer who is elected by the entire police department.

III. Terms of Office

The term of office shall be two (2) years. Members may be re-appointed to two successive terms.

IV. Meetings

Meetings may be called at any time a complaint is pending. The meetings should be scheduled with a 2 (two) day written notice. Community outreach meetings would occur twice a year.

V. Quorum

Five members of the Board shall constitute a quorum for the transaction of business and reviewing of an appeal.

VI. Chairman and Vice Chairman

The members shall elect a chairman at the first meeting and every two years thereafter. The chairman shall preside over all proceedings of the Board. The members shall elect a vice chairman at the first meeting and every two years thereafter.

VII. Vice Chairman

In the absence of the Chairman, the Vice Chairman shall have all the powers and duties of the Chairman.

CITIZEN ADVISORY BOARD

Page 2

VIII. Open Meetings; Procedural Guarantees

Board meetings and document disclosure shall be governed by the Virginia Freedom of Information Act (Virginia Code §§ 2.1-340 through 2.1-346). Where applicable, Board proceedings shall comply with the Virginia Law Enforcement Officers Procedural Guarantees (Virginia Code §§ 2.1-116.1 through 2.1-116.9).

IX. Membership Criteria

Members of the Citizens Advisory Board shall be residents of the City of Emporia. They shall possess a reputation within the community of good character, fairness, a belief in the rule of law and must not be a convicted felon. Board members shall demonstrate a willingness to listen without bias to all evidence presented to them, and make an equitable determination of the case facts in light of sound reason and common sense. No member of the Board shall be so closely associated with any organization or group as to bring his or her objectivity in question. Members of the Board shall keep all information confidential. Members are strongly encouraged to participate in the City's Citizen's Police Academy to familiarize themselves with Police policies and procedures.

X. Appeal Process and Review Procedure

1. Complainant requests an appeal within 3 months the Police Chief's decision in writing on the appropriate form.
2. The Civilian Review Board sends a letter acknowledging receipt of the appeal request.
3. A review date, place and time is arranged, and the complainant is notified in writing by the Citizen Advisory Board.
4. The Chief of Police shall furnish the City Attorney with copies of all records relevant to the investigation in question. The City Attorney shall furnish the Citizens Advisory Board with all or any part of the records not constituting violation of any disclosure rules or laws. Subject to number seven of this appeal process and review procedure, records will be made available at the discretion of the City Attorney.
5. Citizen Advisory Board makes its findings.
6. Citizen Advisory Board writes the Chief of Police to notify him of its findings. If the Citizens Advisory Board disagreed with the initial findings of the Chief of Police, the reasons are stated. A copy of the findings is sent to the City Manager.
7. Individual records of Police Officers not related to the incident in question, will not be accessible.



CITY OF EMPORIA

Memorandum

February 12, 2016

TO: The Honorable Mayor and City Council
FROM: Brian S. Thrower, City Manager *BST*
SUBJECT: VPI Extension Office – Introduction of New Agent
ITEM #: 16-05

Drexel Pierce with the Extension Office is in attendance to introduce you to the new Extension Agent, Donna Daniel.



CITY OF EMPORIA

Memorandum

February 12, 2016

TO: The Honorable Mayor and City Council
FROM: Brian S. Thrower, City Manager *BST*
SUBJECT: Greensville County Public School System Updates
ITEM #: 16-06

Janey Bush and Marva Dunn are in attendance to provide you with Greensville County Public School System updates.



CITY OF EMPORIA

Memorandum

February 12, 2016

TO: The Honorable Mayor and City Council

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

SUBJECT: Public Transportation Feasibility Study – Presentation by Elisabeth Rood, KFH Group

ITEM #: 16-07

Elisabeth Rood with the KFH Group is in attendance to present the results of the Public Transportation Feasibility Study.

Attachment

Public Transportation Feasibility Study

Public Transportation Feasibility Study Emporia – Greenville – Sussex

*Final Report
February 2016*



Greenville County



Prepared for:
Virginia Department of Rail
and Public Transportation



Prepared by:
KFH Group
Bethesda, MD

Table of Contents

Chapter 1 – Introduction

Introduction.....	1-1
Study Process	1-3
Implementation	1-3
Plan Organization	1-4

Chapter 2 – Transit Needs in the Region

Introduction.....	2-1
Population Profile	2-1
Land Use Profile	2-14
Review of Relevant Plans and Studies.....	2-19
Stakeholder Input	2-22
Public Meeting.....	2-24

Chapter 3 – Transportation Services in the Region

Introduction.....	3-1
Public Transportation Programs	3-1
Human Service Transportation Programs	3-9
Private Transportation Providers	3-11
Summary	3-12

Chapter 4 – Service and Organizational Alternatives

Introduction.....	4-1
Alternative #1 - Emporia-Greenville Circulator.....	4-1
Alternative #2 - Demand Response Service- Rural Greenville and Sussex Counties.....	4-5
Alternative #3 - Connector Service	4-6
Potential Organizational Alternatives.....	4-7
Summary of Service Alternatives.....	4-8

Chapter 5 - Recommended Transit Service Plan

Introduction.....	5-1
Organizational Plan	5-1
Service Plan	5-3
Capital Plan	5-7
Financial Plan	5-10
Effect on Local Taxicab Operators/Relationship Between Systems	5-13
Implementation Plan.....	5-16

Appendix A: Likely Transit Origins and Destinations

Appendix B: Vehicle Operator Job Description

Chapter 1: Introduction

INTRODUCTION

The Counties of Greensville and Sussex and the City of Emporia are located in Southern Virginia, adjacent to the I-95 corridor. The area is rural, with relatively low population densities. Public transportation is currently not provided in the region, though there are services provided in neighboring localities. Figure 1-1 provides a general map of the region.

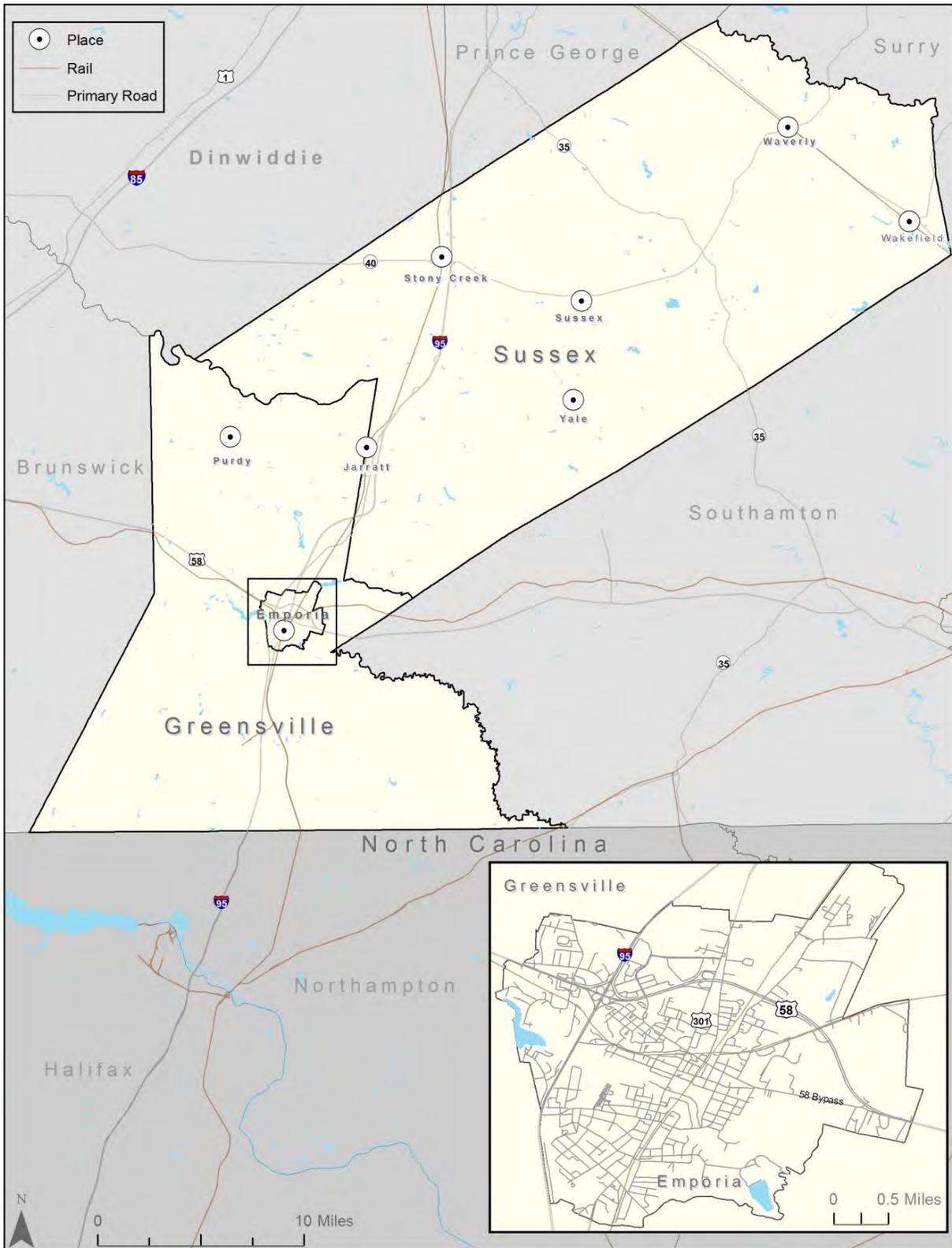
Recognizing that there may be a need for public transportation in the region, Greensville County and the City of Emporia partnered with the Virginia Department of Rail and Public Transportation (DRPT) to conduct a Public Transportation Feasibility Study (Study) to encompass the Counties of Greensville and Sussex, and the City of Emporia. A Public Transportation Management Team (Team) was formed to offer guidance in the development of a transit service plan to provide the localities with a plan to implement an efficient and effective “starter transit system” to connect residents with employment, education, healthcare, essential governmental services, shopping and recreation.

The following key stakeholder agencies/jurisdictions were represented on the Team:

- The County of Greensville
- The City of Emporia
- The County of Sussex
- Southside Virginia Community College
- Department of Social Services
- Virginia Employment Commission
- Chamber of Commerce
- DRPT

These Team members have recognized through their work with citizens and customers that the lack of transportation is a barrier to access numerous essential services, as well as employment.

Figure 1-1: The Counties of Greenville and Sussex and the City of Emporia



STUDY PROCESS

On behalf of the Team, the County of Greenville requested consultant assistance to conduct the feasibility study to assist local decision-makers in identifying the issues, determining the level of need for transit, and recommending a transit plan. Through a procurement process, KFH Group was chosen to provide the technical assistance to conduct the study.

This report documents the study process that has resulted in the Greenville Emporia Transit Service Plan. The planning process indicated that there is a need for public transportation in the region, and Greenville County is willing to provide oversight and guidance for the implementation of public transportation in the local region.

The Greenville Emporia Transit Service Plan examined existing and future land use patterns, population densities, and trip generators that typically support public transportation services. Local stakeholders were contacted to solicit qualitative information concerning the need for transit in the region. A public meeting was held to discuss the plan.

An inventory of existing transportation services in the region was developed and examples from peer transit programs were documented. Based on the data and information collected for the needs analysis and inventory, a series of service alternatives were developed. These alternatives were presented to the Team in December, 2015. Two primary organizational alternatives were also developed. Greenville County, with guidance from the Team, has chosen to move forward with the implementation of the Greenville Emporia Transit Circulator alternative and is in the process of seeking grant funding for implementation.

IMPLEMENTATION

Greenville County will use this plan as a basis to apply for funding assistance through the Virginia Department of Rail and Public Transportation to implement the Greenville Emporia Transit Circulator. The grant application is due to DRPT in early February, 2016. If the county is awarded funding, service can be implemented sometime during FY17, depending upon the logistics involved with implementation activities.

If awarded funding, Greenville County, on behalf of the county and the City of Emporia, plans to issue a request for proposals (RFP) to solicit service proposals for the operation of the Circulator. Once the proposals are received and evaluated by the Team, a decision will be made whether the service will be operated by a private company/organization, or by Greenville County using county staff. The RFP evaluation criteria will include cost parameters as well as service quality parameters.

Under either scenario the county will serve as the grant recipient, will own the vehicles, and will need to provide some level of compliance oversight – either over a contractor or over a county-run operation.

The Team will continue to meet on a periodic basis to provide feedback concerning the new transit service. It is envisioned that the Team will transition into a Transit Advisory Committee, continuing to providing input as transit services are implemented in the region.

PLAN ORGANIZATION

This plan fully documents the data collection, analysis, and decision-making activities that have occurred throughout the study process. Implementation activities are also discussed in Chapter 5. The plan is organized into the following five chapters:

Chapter 1: Introduction

Chapter 2: Transit Needs Analysis

Chapter 3: Transportation Services in the Region

Chapter 4: Service and Organizational Alternatives

Chapter 5: Recommended Transit Service Plan

Chapter 2: Transit Needs in the Region

INTRODUCTION

This chapter documents the need for public transportation in the Counties of Greenville and Sussex and the City of Emporia by studying demographic and land use data, reviewing previous plans and studies, and reaching out to local community stakeholders. Data ranging from major trip generators to underserved and unserved population subgroups are documented and analyzed. Data sources included the 2010 Census and American Community Survey (ACS) 2008-2012 5-year estimates, supplemented by Internet research and stakeholder guidance regarding important transit origins and destinations.

POPULATION PROFILE

This section provides a general population profile for the Counties of Greenville and Sussex, and for the City of Emporia. It identifies and evaluates underserved population subgroups and reviews the demographic characteristics pertinent to a Title VI analysis.

As of the 2010 Census, Greenville County's population was 12,243, Sussex County's was 12,087, and Emporia's population was 5,927 (Table 2-1). This represents an increase from both 1990 and 2000 for the region, though growth during the last decade has been significantly slower and Sussex County lost population between 2000 and 2010. The Greenville County population count includes 3,000 inmates that are being held at the Greenville County Correctional Center and the population of Sussex County includes 2,000 inmates that are being held at Sussex 1 and Sussex 2 in Waverly.

Table 2-1: Historical Populations for Study Area

Place	1990 Pop.	2000 Pop.	2010 Pop.	1990-2000 % Change	2000-2010 % Change	1990-2010 % Change
Greenville County	8,853	11,560	12,243	30.6%	5.9%	36.3%
Sussex County	10,248	12,507	12,087	22%	-3.4%	17.9%
City of Emporia	5,306	5,665	5,927	6.8%	4.6%	11.7%

Source: U.S. Census, American Factfinder

Projections developed by the Weldon Cooper Center for Public Service, shown in Table 2-2, estimate that Greenville County's population will increase slowly, with a 3.5% increase in

population expected between 2010 and 2040. During this time frame, the population of Sussex County is expected to grow slowly, and Emporia's population is expected to increase at a more moderate rate (17.4%). The population of different age groups is expected to change over the course of the projections. In Greensville County, the senior population (65+) is expected to increase more than any other age group (0-19 and 20-64). In Sussex County the same trend is expected with the senior population steadily increasing. In Emporia, the senior population is projected to increase overall, but will experience a slight decrease, between 2030-2040.

Table 2-2: Future Population Projections for the Study Area

Place	2020 Pop. Projection		2030 Pop. Projection		2040 Pop. Projection	
Greensville	12,473		12,589		12,672	
0-19 years	2,030	16.3%	1,953	15.5%	1,817	14.3%
20-64 years	8,660	69.4%	8,557	68%	8,639	68.2%
65+ years	1,783	14.3%	2,079	16.5%	2,216	17.5%
Sussex	12,121		12,249		12,386	
0-19 years	2,072	17.1%	2,068	16.9%	1,950	15.8%
20-64 years	8,042	66.3%	7,829	63.9%	7,988	64.4%
65+ years	2,006	16.6%	2,352	19.2%	2,448	19.8%
Emporia	6,490		7,075		7,622	
0-19 years	1,861	28.7%	1,980	28%	2,158	28.3%
20-64 years	3,475	53.5%	3,681	52%	4,001	52.5%
65+ years	1,154	17.8%	7,075	20%	1,463	19.2%

Source: Published on November 13, 2012 by the Weldon Cooper Center for Public Service, Demographics & Workforce Group, www.coopercenter.org/demographics/

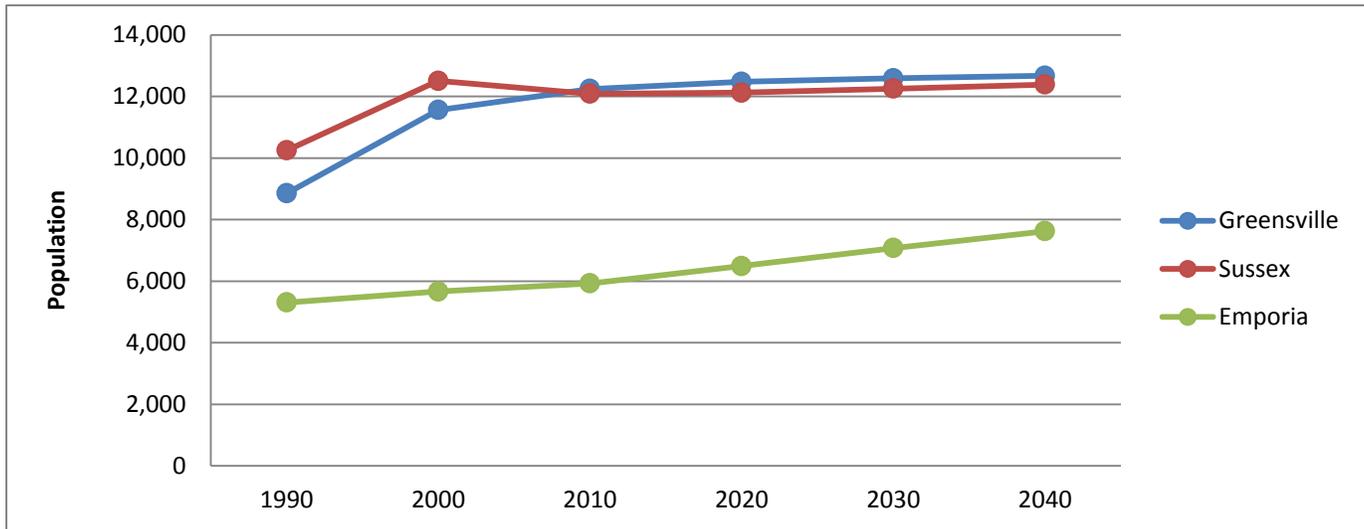
Figure 2-1 provides a visualization of population growth from historical and projected population numbers for the Counties of Greensville and Sussex, and the City of Emporia. If currently estimated 2040 population projections are correct, the populations of Greensville and Sussex Counties will grow at a much slower rate than the population of Emporia.

Population Density

Population density is typically a good indicator of the types of public transit services that are feasible within a geographic area. While exceptions exist, an area with a density of 2,000 persons per square mile will generally be able to sustain frequent, daily fixed route transit service.

Conversely, an area with a population density below this threshold but above 1,000 persons per square mile may be better suited for deviated fixed route, while areas with populations of fewer than 1,000 persons per square mile are typically best suited for demand response services.

Figure 2-1: Counties of Greenville, Sussex, and the City of Emporia – Historic and Projected Population Trends



Source: Published on November 13, 2012 by the Weldon Cooper Center for Public Service, Demographics & Workforce Group, www.coopercenter.org/demographics/

Figure 2-2 portrays the population density of the study area at the census block group level. The census block groups with the highest population density (greater than 1,500 persons per square mile) are predominantly located in Emporia. Generally Greenville and Sussex Counties exhibit relatively low population density.

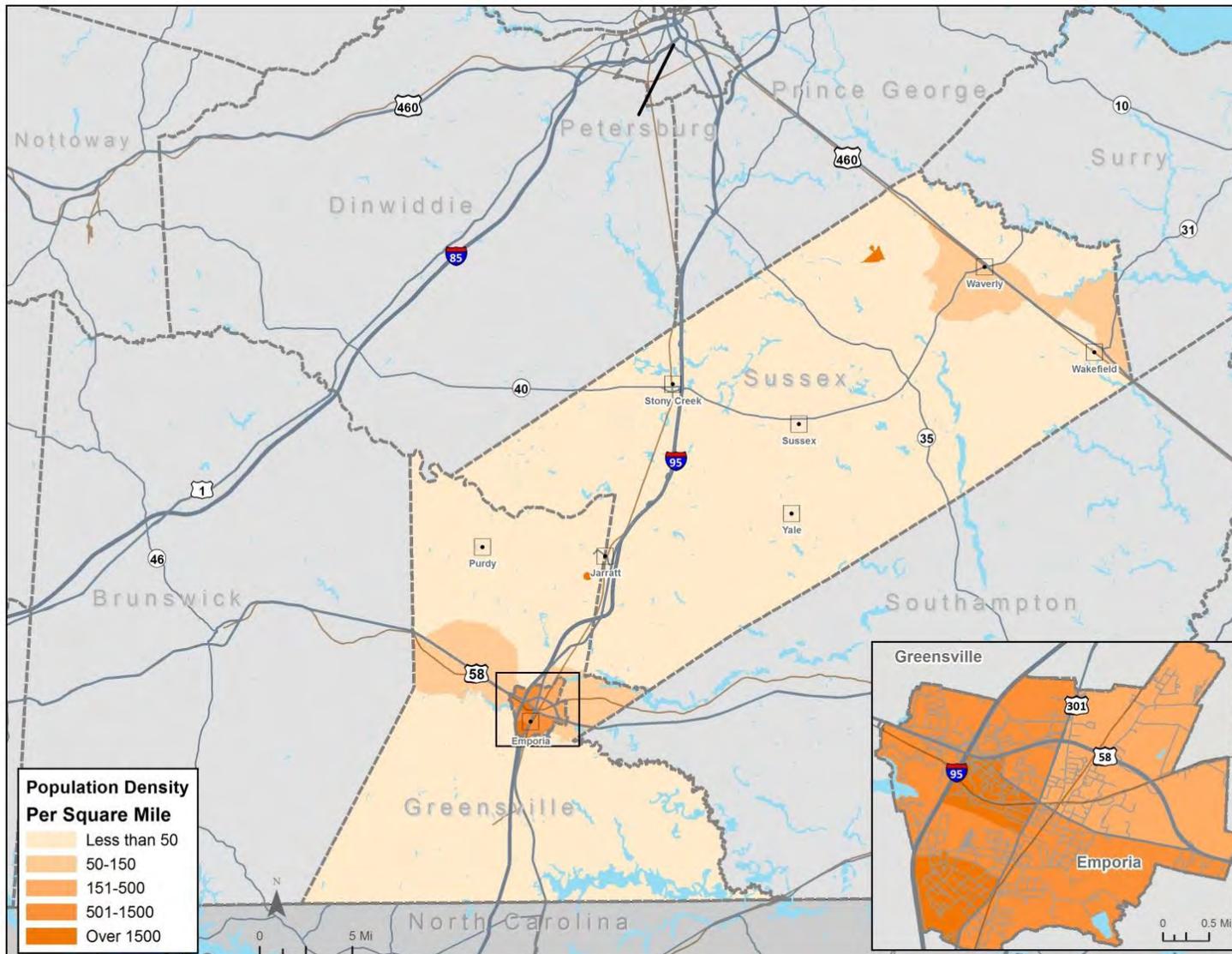
Transit Dependent Populations

A major component in determining public transportation needs is to identify the relative size and location of segments of the general population that are more likely to be dependent on public transit services. Transit dependent populations include individuals who may not have access to a personal vehicle or are unable to drive themselves due to age or disability. Determining the location of these populations assists in the prioritization of where transit services may be the most used.

The Transit Dependence Index (TDI) is an aggregate measure displaying relative concentrations of transit dependent populations. Five factors influence the TDI calculation; including population density, autoless households, elderly populations (age 65 and over), youth populations (ages 10-17), and below poverty populations.

In addition to population density, the factors above represent specific socioeconomic characteristics of residents within the study area. For each factor, individual block groups were classified according to the prevalence of the vulnerable population relative to the county average. The factors were then put into the TDI equation to determine the relative transit dependence of each block group.

Figure 2-2: Counties of Greenville, Sussex, and the City of Emporia - 2010 Census Population Density



Source: 2010 Census

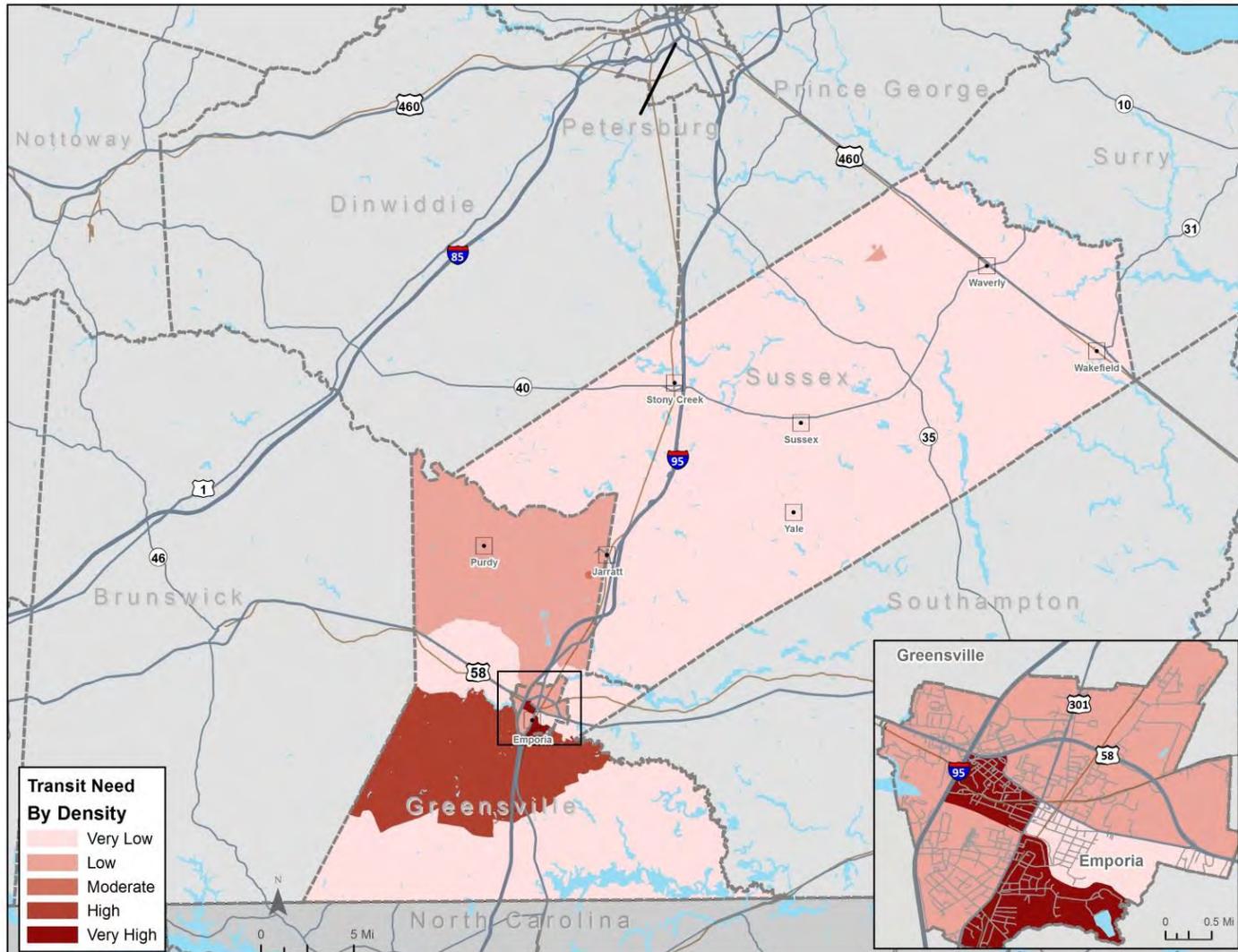
The relative classification system utilizes averages in ranking populations. For example, areas with less than the average transit dependent population fall into the “very low” classification, where areas that are more than twice the average will be classified as “Very High.” The classifications “Low, Moderate, and High” all fall between the average and twice the average; these classifications are divided into thirds.

Figure 2-3 displays the TDI rankings for the study area. This analysis shows that the City of Emporia contains block groups with very high transit need relative to the study area.

The Transit Dependence Index Percent (TDIP) provides a complementary analysis to the TDI measure. It is similar to the TDI measure with the exception that it excludes the population density factor. The TDIP for each block group in the study area was calculated based on autoless households, elderly populations, youth populations, and below poverty populations.

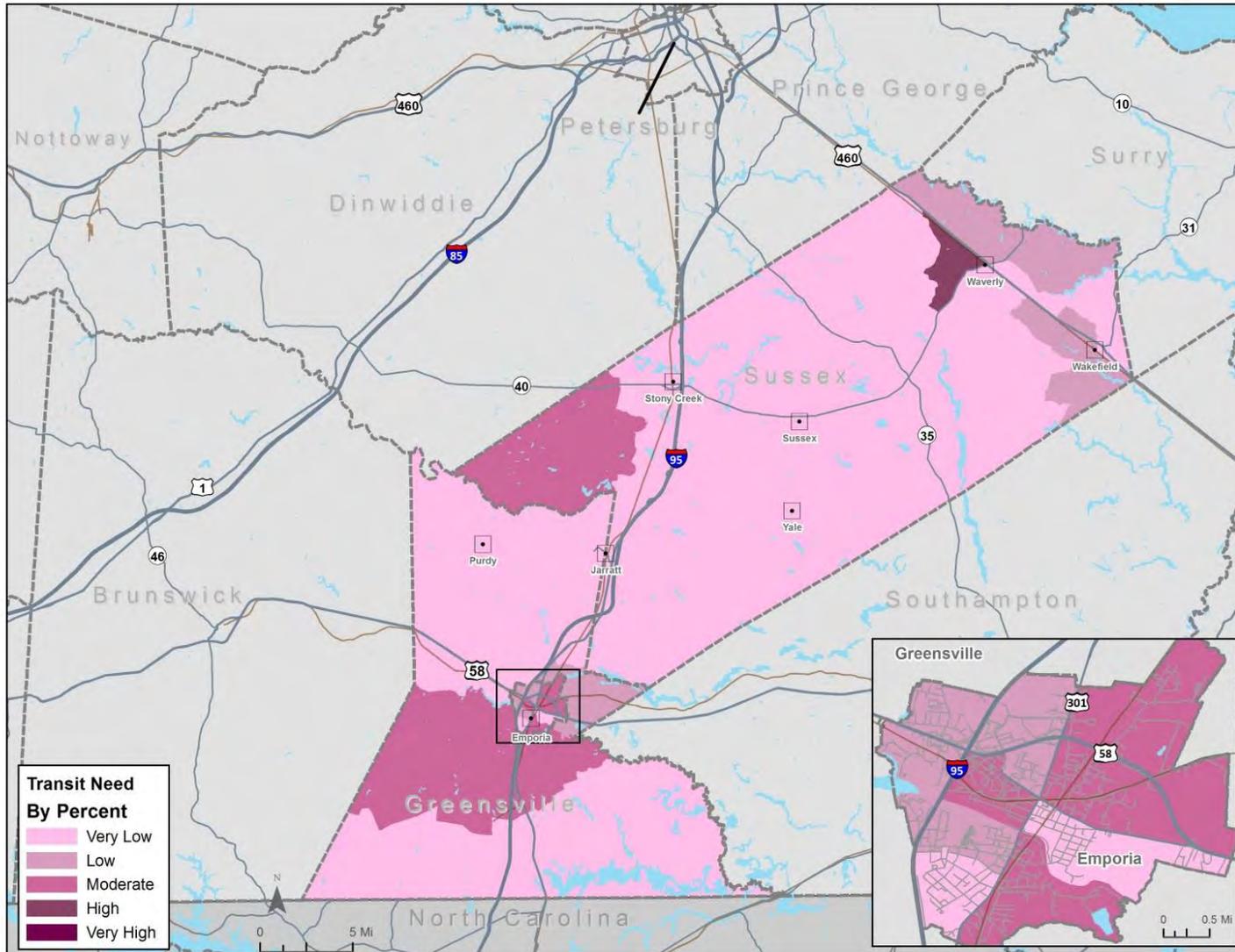
By removing population density, the TDIP measures the degree rather than the amount of vulnerability. The TDIP represents the percentage of the population within the block groups that display the above socioeconomic characteristics; it also follows the TDI’s five-tiered categorization of very low to very high. However, it differs in that it does not highlight the block groups that are likely to have higher concentrations of vulnerable populations only because of their population density. As shown in Figure 2-4, the block group in the Waverly area of Sussex County has a high transit need according to the TDIP measure.

Figure 2-3: Counties of Greenville, Sussex, and the City of Emporia - Transit Dependence Index



Source: 2010 Census

Figure 2-4: Counties of Greenville, Sussex, and the City of Emporia - Transit Dependence Index Percentage

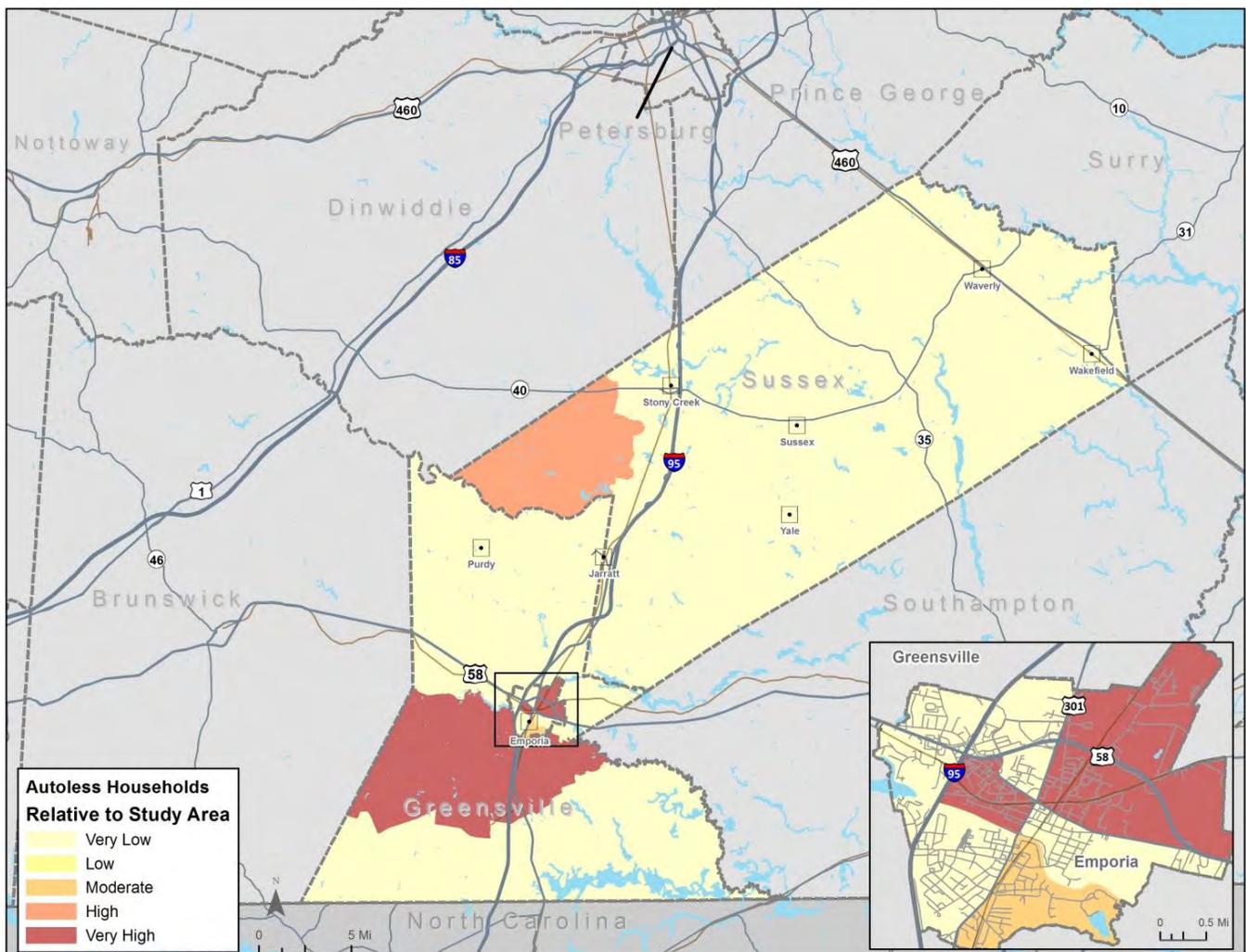


Source: 2010 Census

Autoless Households

Households without access to a personal vehicle are more likely to depend on the mobility offered by public transportation than households that have at least one personal vehicle. Although autoless households are reflected in both the TDI and TDIP measures, displaying this segment of the population separately is important since most land uses in the study area are located too far from one another for non-motorized travel. Figure 2-5 displays the relative number of autoless households in the region. The greatest numbers of autoless households occur in the City of Emporia and the portion of Greenville County that is to the south of the City of Emporia.

Figure 2-5: Counties of Greenville, Sussex, and the City of Emporia – Classification of Autoless Households

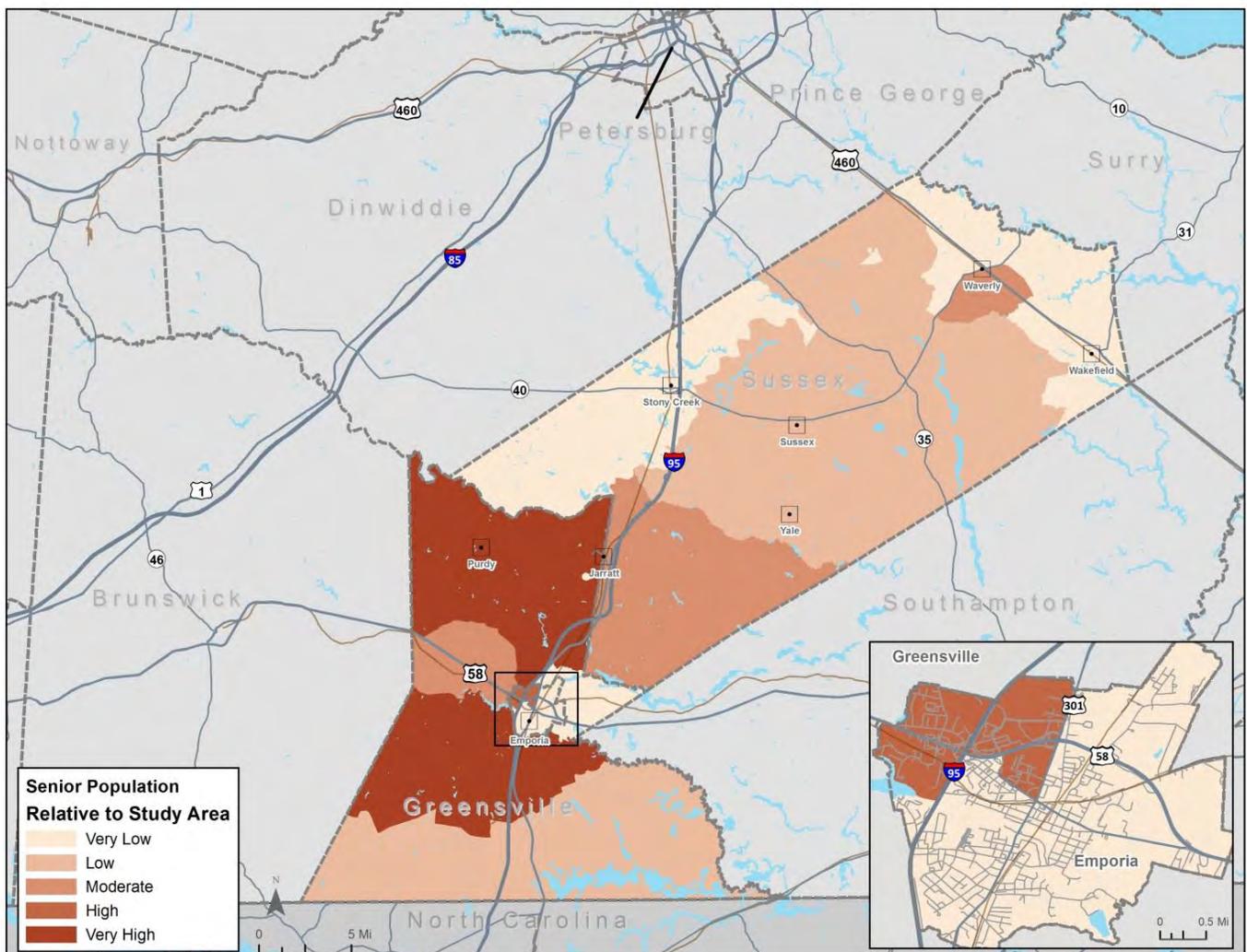


Source: 2010 Census

Senior Adult Population

A second group analyzed by the TDI and TDIP indices is the senior population. Individuals 65 years and older may begin to decrease their use of personal vehicles as they age, leading to greater reliance on public transportation compared to those in other age groups. Figure 2-6 displays the relative concentration of seniors in the counties of Greenville and Sussex, and the City of Emporia. The highest concentrations of the senior population within the study area are in northern Greenville County, west of I-95, and in central Greenville County, south of Emporia.

Figure 2-6: Counties of Greenville, Sussex, and the City of Emporia - Classification of Senior Adults

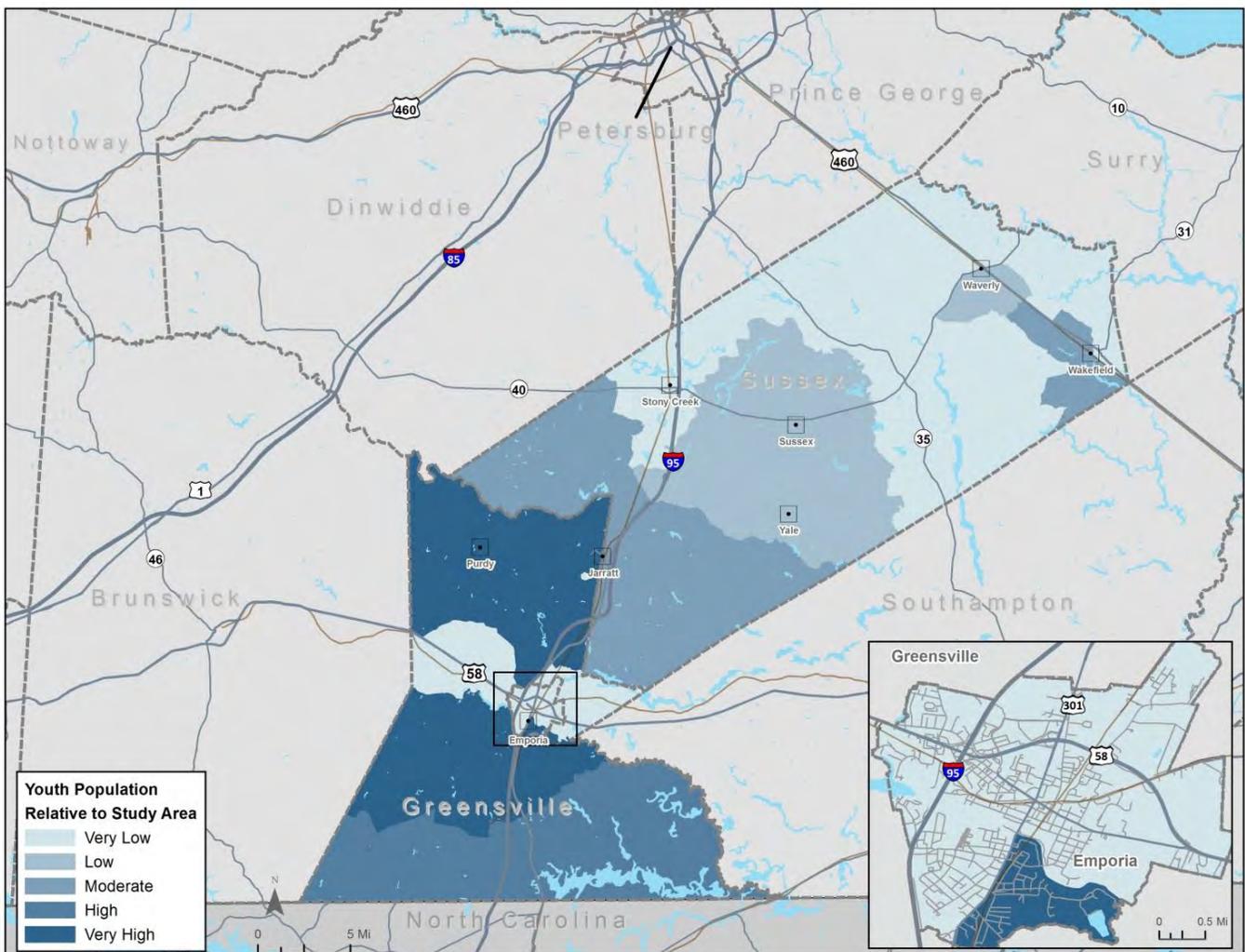


Source: 2010 Census

Youth Population

Youths and teenagers, ages 10 to 17 years, who cannot drive or are just beginning to drive but may not have an automobile available, appreciate the mobility offered through public transportation. According to the 2013 American Community Survey, approximately 8% of the population of Greenville and Sussex Counties are 10 to 17 years old and approximately 9% of the population of Emporia is 10 to 17 years old. Areas with a “very high” classification of youth include the southeastern section of Emporia, and the immediate block groups to the north and south of Emporia in Greenville County. Figure 2-7 illustrates the areas with high concentrations of youth populations.

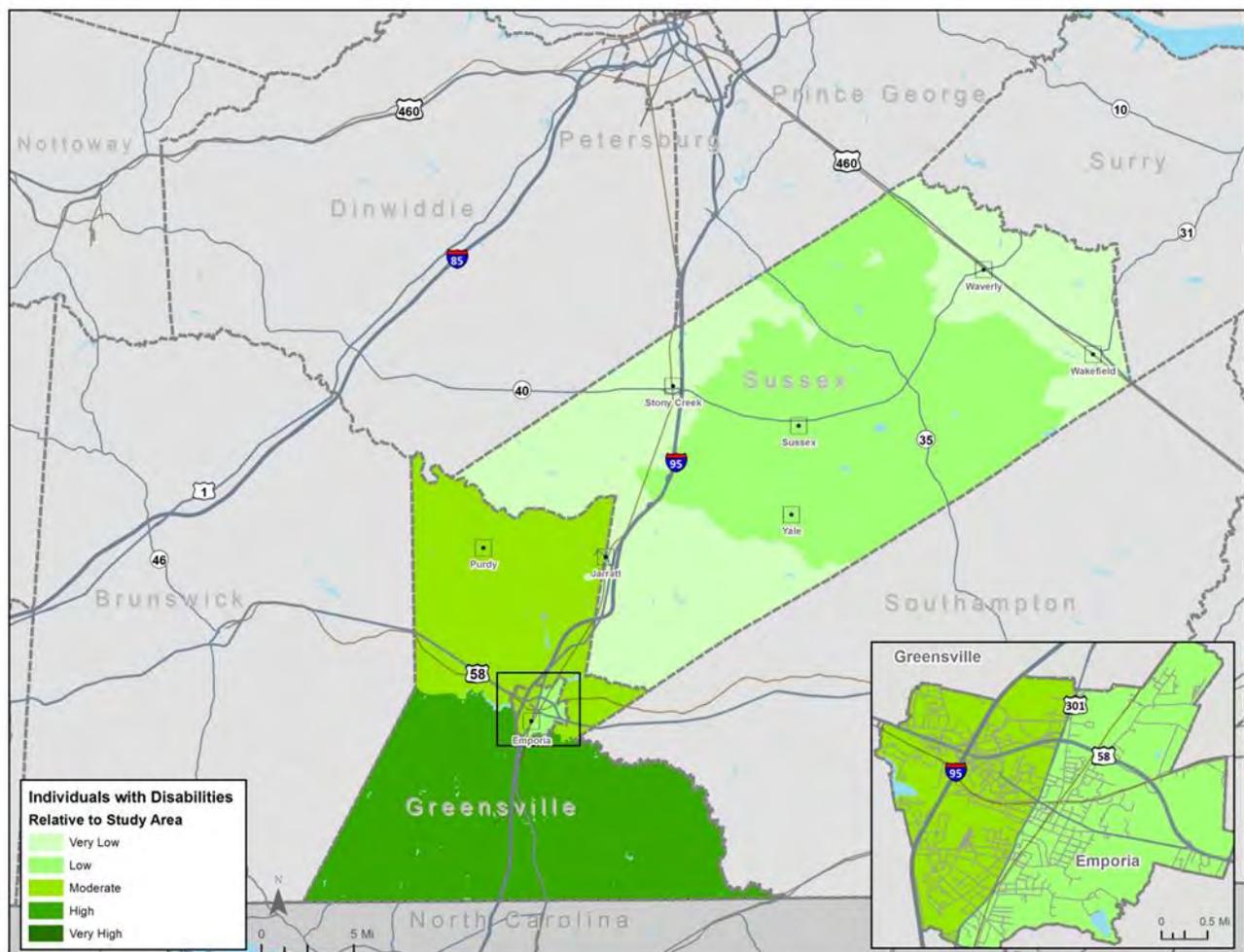
Figure 2-7: Counties of Greenville, Sussex, and the City of Emporia - Classification of Youths



Individuals with Disabilities

Due to changes in Census and American Community Survey reporting, the 2008-2012 ACS provides the most recent data available to analyze the prevalence and geographic distribution of individuals with disabilities. Unlike the factors above, the data are only available at the tract level, not the block group. Though it cannot show finer trends, this information is still important to consider. Those with disabilities may be unable to operate a personal vehicle and consequently are more likely to rely on public transportation. Shown in Figure 2-8, the southern portion of Greenville County has the highest number of individuals with disabilities.

Figure 2-8: Counties of Greenville, Sussex, and the City of Emporia - Classification of Individuals with Disabilities



Source: American Community Survey (ACS), 2008-2012

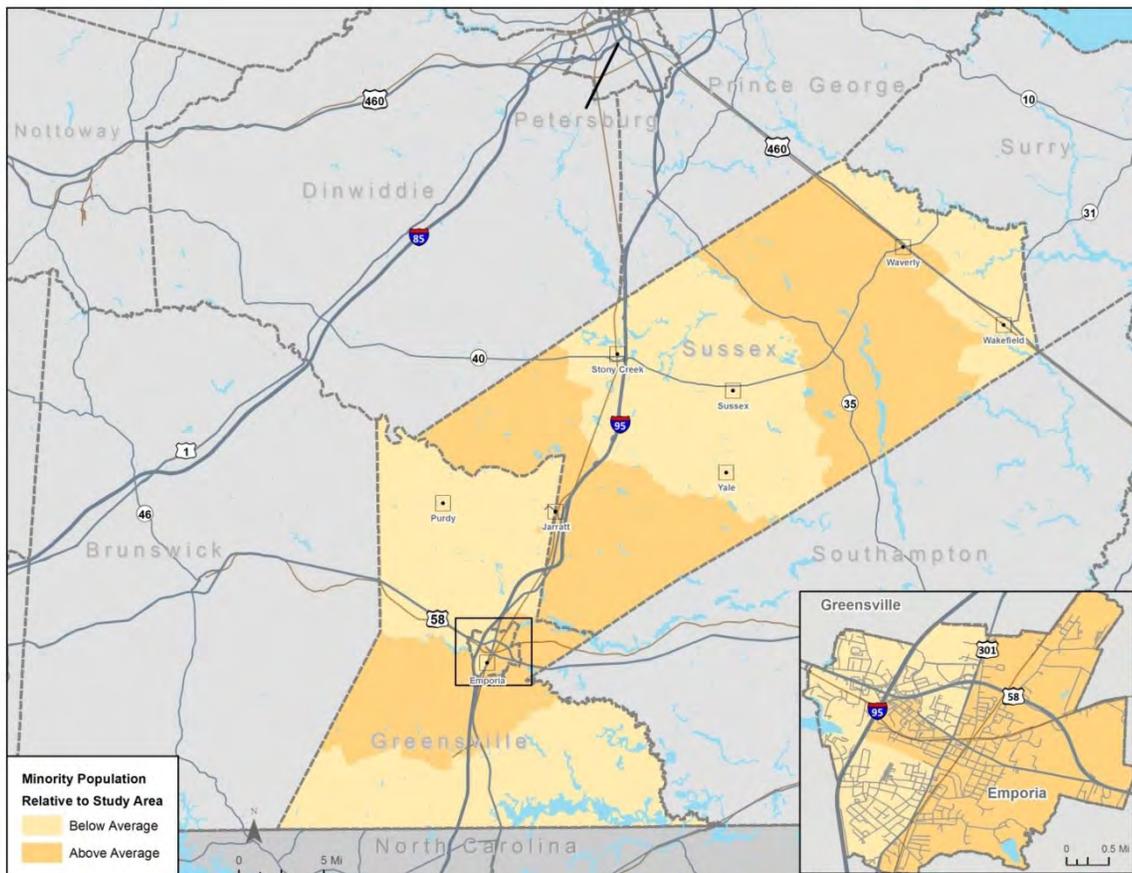
Title VI Demographic Analysis

As part of the Civil Rights Act of 1964, Title VI prohibits discrimination on the basis of race, color or national origin in programs and activities receiving federal subsidies. This includes agencies providing federally funded public transportation. The following section examines the minority and below poverty populations of the study area. It then summarizes the prevalence of residents with Limited-English Proficiency (LEP).

Minority Population

It is important to ensure that areas with an above average percentage of racial and/or ethnic minorities are not negatively impacted by any proposed alterations to existing public transportation services. The study area average for the service area is 59.9%. Figure 2-9 depicts the block groups in the Counties of Greenville and Sussex and the City of Emporia and is shaded according to their minority populations above and below this average.

Figure 2-9: Minority Populations in the Study Area - Above and Below the Study Area Average Percentage

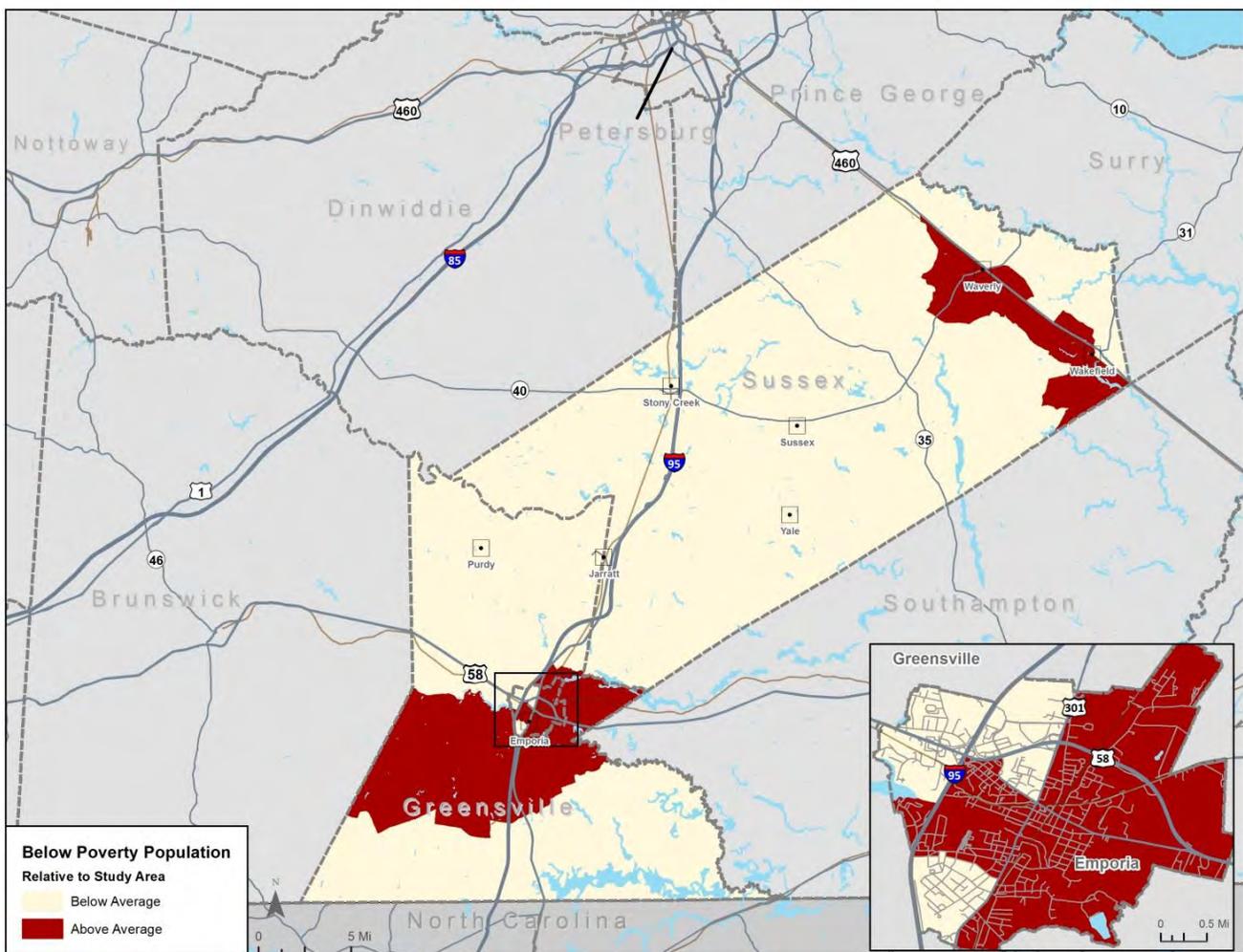


Source: 2010 Census

Low-Income Population

The second socioeconomic group included in the Title VI analysis represents those individuals who live in households that earn less than the federal poverty level. These individuals face financial hardships that may make the ownership and maintenance of a personal vehicle difficult. In such cases, they may be more likely to depend on public transportation. The study area average for people living in households below the federal poverty level is 18.5%. Figure 2-10 depicts the Census block groups in the region shaded according to whether the block group's poverty rate is above or below this average.

Figure 2-10: Individuals Experiencing Poverty in the Study Area - Above and Below the Study Area Average Percentage



Source: 2010 Census

Limited-English Proficiency

In addition to providing public transportation for a diversity of socioeconomic groups, it is also important to serve and disseminate information to those of different linguistic backgrounds. As shown in Table 2-3, residents in the study area predominately speak English. Spanish is the next most prevalent language. Of those households in the study area where a non-English language is spoken, most are also able to speak English “very well” or “well.”

Table 2-3: Limited English Proficiency for the Counties of Greenville, Sussex, and the City of Emporia

Place of Residence	Greenville		Sussex		Emporia	
Population Five Years and Older	11,522		11,487		5,355	
Language Spoken at Home	#	%	#	%	#	%
English	11,166	97%	11,202	98%	5,166	96.5%
Non-English	356	3%	285	2.5%	189	3.5%
Spanish	194	1.7%	186	1.6%	98	1.8%
Other Indo-European Languages	92	.8%	68	.6%	7	.1%
Asian/Pacific Island Languages	50	.4%	10	.09%	61	1.1%
Other languages	20	.2%	21	.2%	23	.4%
Ability to Speak English	#	%	#	%		
"Very Well" or "Well"	304	85.4%	223	78.2%	146	77.2%
"Not Well" or "Not at All"	52	14.6%	62	21.8%	43	22.8%

Source: American Community Survey, Five-Year Estimates (2009-2013), Table B16004.

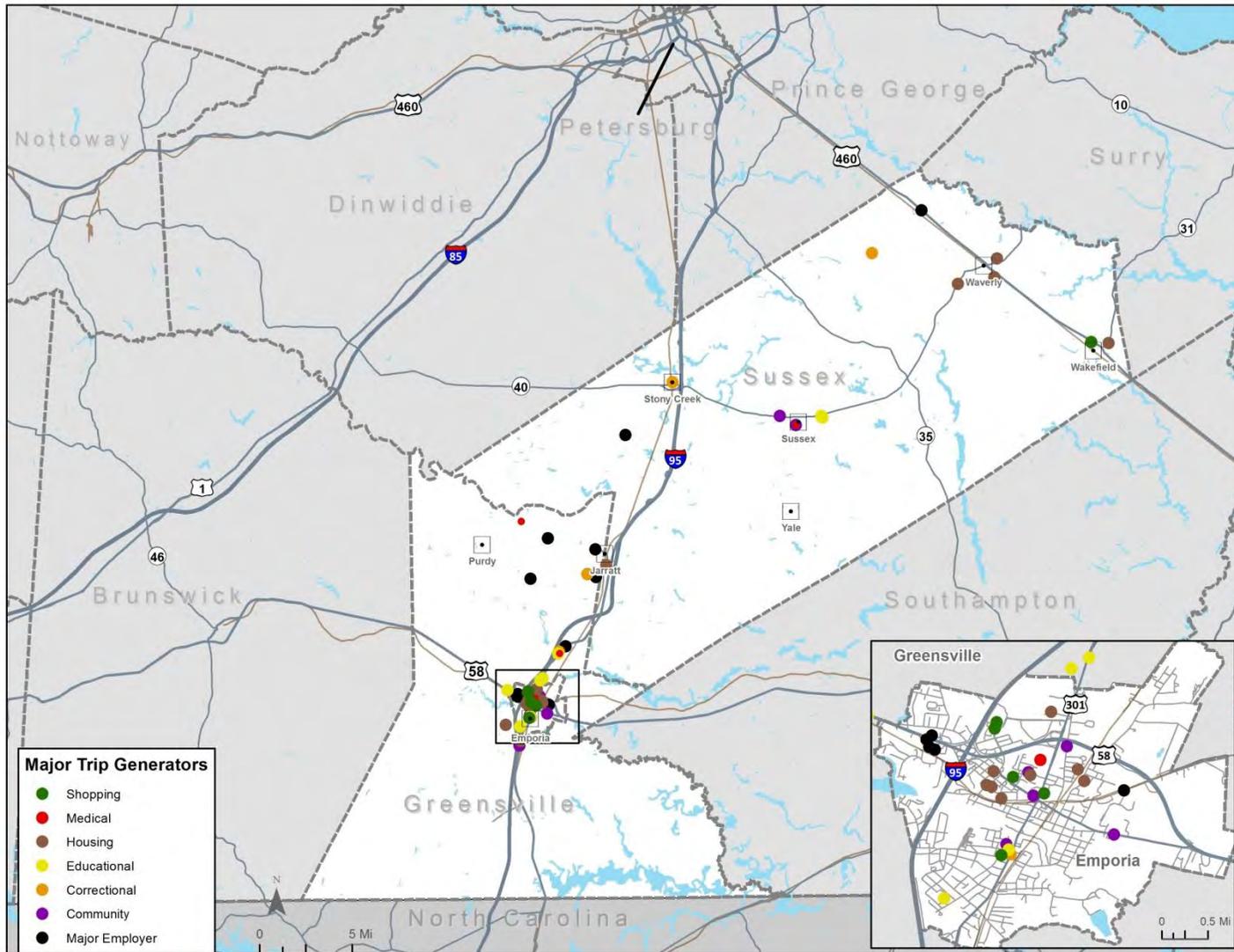
LAND USE PROFILE

Major Trip Generators

Identifying land uses and major trip generators in Greenville and Sussex Counties and the City of Emporia complements the above demographic analysis by indicating where transit services may be most needed. Trip generators that attract transit demand include common origins and destinations, like multi-unit housing, major employers, medical facilities, educational facilities, human service and governmental offices, and shopping centers. A list of the locations identified to date is provided in Appendix A.

As shown in Figure 2-11, many trip generators in the study area are located in or near Emporia. The county seat of Sussex County, with its associated governmental services, is in Sussex,

Figure 2-11: Major Trip Generators in the Study Area



Source: KFH Group research

which requires travel from the Waverly and Wakefield areas that have been identified as having relatively higher rates of poverty than other areas of the County.

Employment Travel Patterns

In addition to considering the locations of the region's major employers, it is also important to take into account the commuting patterns of residents working inside and outside of the region. According to ACS five-year estimates, the majority of area workers drive alone to work, followed by carpooling. Data from all three jurisdictions indicates that 50% or more of area residents work outside their home county. This includes cross-commuting within the study area. These patterns are shown in Table 2-4.

Table 2-4: Journey to Work Patterns for Greenville and Sussex Counties and the City of Emporia

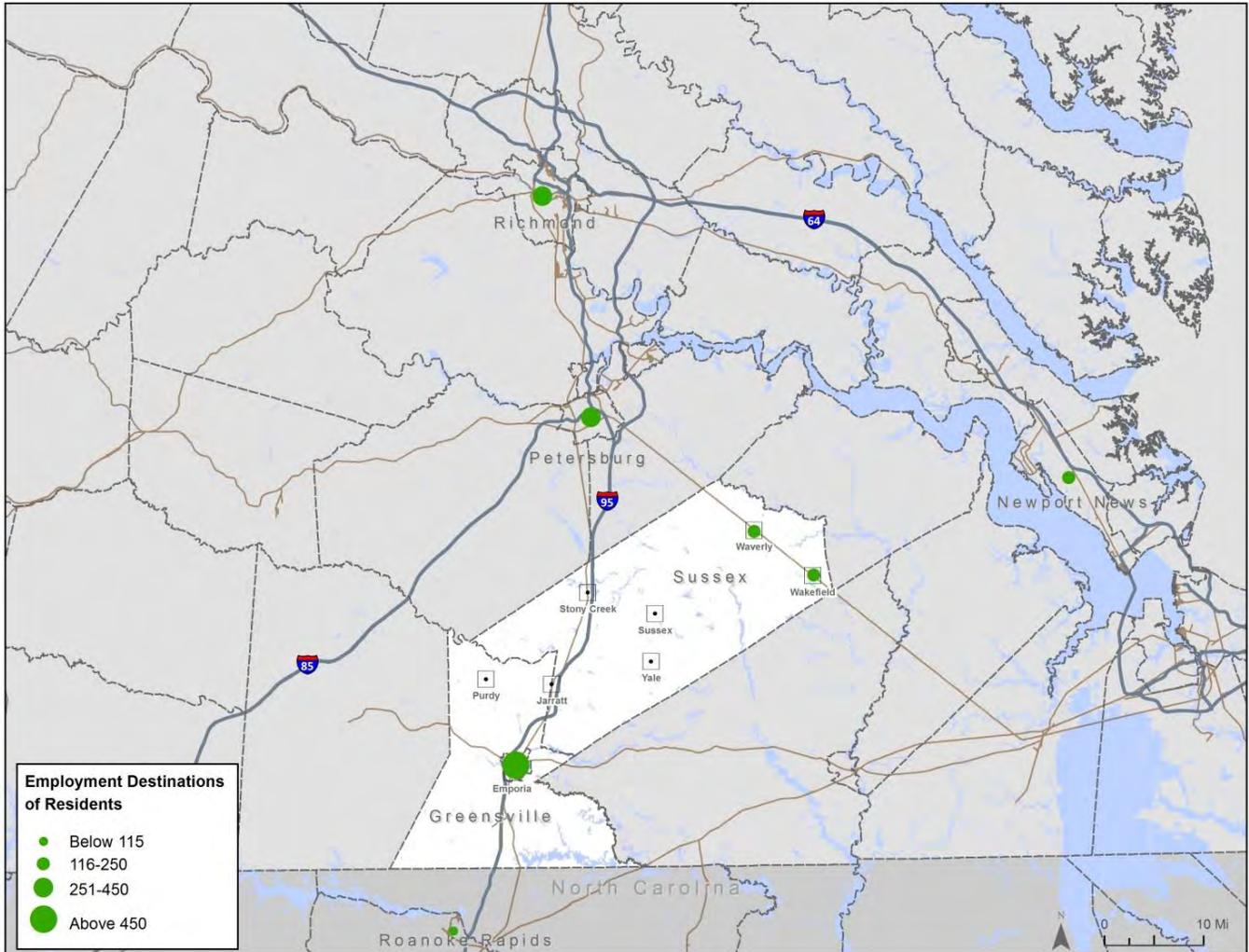
Place of Residence	Greenville		Sussex		Emporia	
Workers 16 Years and Older	3,458		3,538		2,149	
Location of Employment	#	%	#	%	#	%
In State of Residence	3,196	92%	3,475	98%	2,068	96%
In County of Residence	1,452	42%	1,662	47%	879	41%
Outside County of Residence	1,744	50%	1,813	51%	1,189	55%
Outside State of Residence	262	7.5%	63	1.8%	81	3.7%
Means of Transportation to Work	#	%	#	%	#	%
Car, Truck, or Van – drove alone	2879	83%	2840	80%	1541	72%
Car, Truck, or Van - carpoled	395	11%	447	12.6%	317	14.7%
Public Transportation	0	0%	37	1%	0	0%
Walked	13	.4%	2	.05%	152	7%
Taxicab, motorcycle, bicycle, other	74	2.1%	19	.5%	66	3%
Worked at Home	97	2.8%	171	4.8%	73	3.4%

Source: ACS, Five-Year Estimates (2008-2012), Table B08130

Another source of data that provides an understanding of employee travel patterns is the Census Bureau's Longitudinal Employer-Household Dynamics (LEHD) dataset. Figures 2-12 and 2-13 illustrate the commuting patterns for workers and residents in the study area. As of 2013, the top five employment destinations for residents within the study area are Emporia, Petersburg, Richmond, Waverly and Newport News. The top places where people reside that

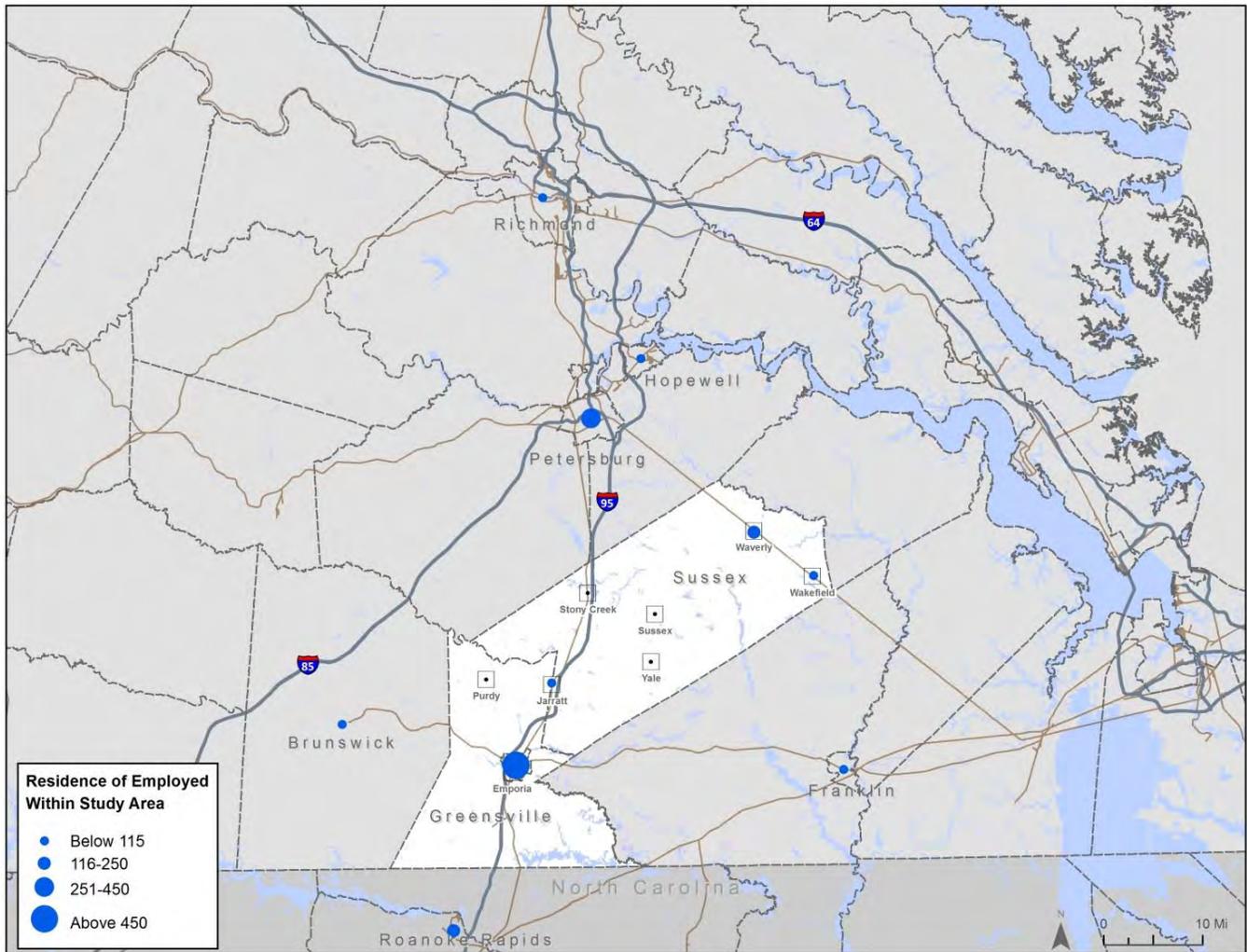
are employed within the study area are Emporia, Petersburg, Waverly, Roanoke Rapids (NC) and Wakefield.¹

Figure 2-12: Employment Destinations of Study Area Residents



Source: U.S. Census Bureau, Longitudinal Employer-Household Dynamics (LEHD) dataset

¹ Census Bureau, on the Map Application and LEHD Origin-Destination Employment Statistics, 2002-2011.

Figure 2-13: Residence of Workers Employed Within Study Area

Source: U.S. Census Bureau, Longitudinal Employer-Household Dynamics (LEHD) dataset

Summary of Demographic Needs

When combining the demographic, land-use and commuter trends contained within this section the following needs and themes emerge:

- Greenville County has seen the highest population increase from 1990-2010 within the study area. As a whole, the population within the study area is projected to increase slightly over the next 30 years. Emporia is expected to see much of the projected population increase. The senior population (age 65 and older) is expected to grow consistently in the Counties of Greenville and Sussex. Emporia will see a fluctuation in senior population; an increase by 2020 followed by a slight decrease in senior population and then a slight increase.

- According to the TDI, Emporia and parts of Greenville County were identified in the demographic analysis as areas with potential for future transit service based on high need according to density. These areas are consistent with relatively high numbers of autoless households, individuals living below the poverty level and other characteristics of transit dependent populations.
- The Limited-English Proficiency analysis for the study area revealed that English is the most spoken language in the study area. Spanish is the second most prevalent language spoken, however it does not meet the Safe Harbor LEP threshold of 5% or 1,000 individuals (whichever is less).
- The journey to work data collected by the Census Bureau postulates that the majority of residents in the study area work outside their county of residence. Greenville County has the highest percentage of residents that work out of state at 7.5%.

REVIEW OF RELEVANT PLANS AND STUDIES

Emporia Comprehensive Plan, 2015-2035

Emporia's Comprehensive Plan includes goals, objectives and implementation strategies for the following broad planning areas: land use; community facilities; transportation; housing and neighborhoods; and economic development. The overall transportation goal highlighted in the plan is:

“Provide for a system of streets, sidewalks, parking areas, traffic controls, and other related facilities which will provide for safe, convenient, and reliable movement of people and goods.”

While many of the specific projects that are listed in the transportation section of the plan are those related to the road and highway network, one of the three specific transportation objectives listed is “promote the creation of a city-wide or regional public transportation system, if adequate demand exists and is deemed economically feasible.”

The plan indicates that future development will most likely occur along the US 58 Bypass Corridor, including areas identified for industrial and regional commercial uses. Preservation of the city's natural resources, specifically the land surrounding the Meherrin River, is discussed as a priority. Preserving the historic character of the city and working to improve the city's housing stock are also important priorities.

Greenville County Comprehensive Plan, 2013-2018

The Greenville County Comprehensive Plan does not include a specific goal with regard to public transportation, but does include an “Issues” section that specifically notes that there is a

lack of public transportation to meet the needs of low-to-moderate income families. A strategy listed concerning the issue is “Establish a transportation plan to address how transportation can be provided to low-to-moderate income families.”

In terms of directing growth in the county, stated goals in the plan emphasize the encouragement of infill development for both residential and commercial/industrial development. The Transportation Plan section includes a vision of “a multi-modal transportation system as a means to encourage environmental sustainability, economic development and equity in transportation access.” There is language throughout the plan that supports the development of pedestrian and bicycling facilities in the designated growth areas of the county (near Emporia), as well as in rural subdivisions, across bridges, and in the Town of Jarratt.

Sussex County Comprehensive Plan

The Sussex County Comprehensive Plan was adopted in October 2005, and is currently being updated. The plan that is currently in place includes a small section on public transportation. This section mentions that the special transportation needs of elderly and disabled citizens are met through the Crater District Agency on Aging. Intercity bus service is mentioned, with references to Petersburg and Emporia.

The vision statement for the county illustrates that it seeks to maintain its rural character and natural beauty by protecting its forest resources, agricultural lands, and natural environmental systems. To accomplish this vision, the county plans to concentrate commercial and industrial development along U.S. 460 and the I-95/U.S. 301 corridor and in other areas where adequate infrastructure exists to support such development.

Crater Planning District Commission (PDC19) Coordinated Human Service Mobility Plan

The Coordinated Human Service Mobility Plan (CHSM) for the region was developed in 2008 and updated in 2013. The purposes of the 2013 planning process were to:

- Provide a forum to gain consensus on the transportation priorities in the region and facilitate input from seniors, individuals with disabilities, public, private, and non-profit transportation and human services providers.
- Take into account previous transportation planning efforts.
- Foster local partnerships and provide an opportunity for the development of new ones.

- Identify examples of projects and programs initiated since issuance of the 2008 plans that demonstrate human service transportation enhancements and coordination efforts, i.e., mobility management efforts and new services.
- Continue an ongoing structure to support coordination efforts or help establish new coordination structures.
- Serve as a tool for educating local decision makers, elected officials and other stakeholders on unmet transportation needs in the region.

The planning process drove the development of an updated CHSM Plan to meet the federal coordinated transportation planning requirements and facilitate access to critical FTA monies.

The following ten strategies were considered priorities within the 2013 CHSM Plan:

1. Continue to support and maintain the capital needs of coordinated human service/public transportation providers.
2. Expand availability of demand response and specialized transportation services to provide additional trips for older adults, people with disabilities, veterans, and people with lower incomes.
3. Build coordination and connectivity among existing public transportation and human service transportation providers.
4. Expand outreach and information on available transportation options in the region, including the establishment of a centralized point of access.
5. Implement new public transportation services or operate existing public transit services on more frequent basis.
6. Establish or expand programs that train customers, human service agency staff and medical facility personnel in the use and availability of transportation services.
7. Provide flexible transportation options and more specialized or one-to one services through expanded use of volunteers.
8. Provide targeted shuttle services to access employment opportunities.
9. Expand access to taxi services and other private transportation operators.
10. Bring new funding partners to public transit/human service transportation.

STAKEHOLDER INPUT

A number of community stakeholders have provided input concerning transit needs in the region through their participation on the Public Transportation Management Team. The study team has reached out to additional community stakeholders to further define the qualitative needs for public transportation in the region. The input gathered to date is summarized in this section.

General Mobility Challenges in the Study Area

- The study area has a relatively high poverty rate.
- Area residents who are seeking employment have many challenges, including limited job skills, limited access to transportation and limited access to childcare. Public transportation options are needed to improve access to education, job training, childcare and employment locations.
- There is generally a lack of infrastructure for pedestrians (missing sidewalks, difficult roadway crossings, lack of crosswalks). Committee members indicated that they see many people walking, often without adequate pedestrian infrastructure.
- There are areas within the region with job availability, but people without personal transportation cannot access these locations. Some examples included the Boars Head facility (Jarratt area) and Greenville County Industrial Park.
- There are at least two taxicab companies in the region, but the taxi fares are not affordable for people with low incomes. A typical fare from the housing areas in Emporia to Walmart and back is \$12.

Transit Needs in the Emporia Area

- The following areas were mentioned as having relatively large numbers of residents who may not have reliable personal transportation:
 - East Atlantic Avenue
 - Washington Park
 - Brookridge Apartments
 - Halifax St./Baker St. area
 - Trinity Woods Apartments

- Common important destinations in the Emporia area include:
 - The retail areas along both US58 and Business US58, including Walmart.
 - The Southside Virginia Regional Medical Center (Emporia)(on US301) and the associated medical offices that are accessed from West Atlantic Avenue.
 - The Emporia Shopping Center (Main Street/US301).
 - The Greensville County complex that includes the county administrative offices, the Southside Virginia Education Center (Figure 2-14), the Virginia Employment Commission, the Southside Regional Jail, the Community Services Board, and Community Corrections.

Figure 2-14: Southside Virginia Education Center



Transit Needs in Sussex County

- High need housing locations in Sussex County include Waverly Village Apartments and Birch Island Apartments. There are also high need areas in Wakefield and Jarratt (Jarratt Village Apartments).
- The county seat, which is the location of the offices for several important governmental services, is located in Sussex and there are concentrations of potentially transportation-dependent people in Waverly and Wakefield. It is difficult and expensive for some people to get between Waverly and Sussex (about 14 miles) and between Wakefield and Sussex (about 20 miles).
 - There are no grocery stores in Waverly
 - There is a community health center in Waverly
- There is an observed need for senior citizens and people with disabilities to travel from Jarratt to Petersburg for medical appointments.
- Pedestrian infrastructure needs to be improved in several communities.
- There is no formal transportation program for the Senior Citizens program that operates in Jarratt and in the eastern part of Sussex County.
- The school system is centralized, which makes it difficult for parents without personal transportation to access the central schools from their local communities.
- There is a perceived need for public transportation in Sussex County to connect residents with services and jobs, but the county is rural with dispersed population centers, which causes concern for the expenses that would be associated with initiating public transportation services.

PUBLIC MEETING

On January 7, 2016, from 4:00 p.m. to 7:00 p.m., a public outreach meeting was conducted at the Emporia City Council Chambers and facilitated by KFH Group, Inc. There were 27 participants at the meeting. The purpose of the meeting was to obtain feedback on the proposed route, service hours, and proposed fare. Participants were also free to express additional comments or concerns about the study or the service.

Many participants expressed confusion about the Emporia-Greenville-Sussex Public Transportation Feasibility Study and a separate planning effort being conducted by Petersburg Area Transit that involves the implementation of a route between Emporia/Greenville County and the City of Petersburg. It was explained that the two planning efforts were separate and should not be confused. Below are the major topics discussed during the meeting.

The Proposed Route

Participants were asked to comment on the proposed route. Some participants indicated that the route should extend further into Greenville County and into the more rural areas.

The Hours of Service

Some participants pointed out that there are individuals who need to be at work before the proposed 7:00 a.m. start time.

The Proposed Fare

Participants were asked to share their thoughts on the \$1.00 fare. Some of the participants wanted to make sure that the system would remain affordable to not only those who live in poverty but seniors and individuals with medical needs. One participant wanted to know what entity decided the proposed bus fare.

Additional Comments

Participants voiced their support and concerns regarding the possibility of a public transportation system in the region.

Positive Comments

- One participant indicated that this service would greatly benefit senior citizens.
- One participant indicated that this service would greatly benefit young mothers and children who cannot afford the fares charged by local cab companies. She indicated that there are many local area residents who rely on friends and neighbors for rides, as they cannot afford cab fare.

Impact on the local businesses and community

- Participants were concerned about how a bus system would impact local businesses, in particular the local taxi companies. Some participants feared that introducing a bus system in the area would cause the local taxi companies to lose business or shut down. A majority of the taxi companies in the area are minority-owned businesses and it would not be beneficial to the community if they were adversely impacted by a new bus system.

- Some participants were concerned that the bus system would cause the city to lose revenue by taking residents to Petersburg and Richmond to shop. It was explained that the current proposed system is local in nature.
- Some participants felt that the City of Emporia needs to focus on other amenities for the city instead of transportation. Some participants felt that jobs should be more of a priority.
- One participant wanted to know if the proposed bus system would bring jobs into the community.

Taxes

- Some residents expressed that they already pay enough in taxes and having to pay for a bus system would be more of a burden.

Below are the individual questions asked by meeting participants. Some of the questions were discussed at length. Those discussions were summarized earlier in this section. Other questions were documented and answered (preliminarily), even if not major topics of discussion.

Questions

1. How will the scheduling work? Specifically how will passenger wait times be impacted by the bus deviating $\frac{3}{4}$ mile? Ans. – Schedules will have to be loose enough to allow for some deviations.
2. What would the passenger count be for the bus? Ans. – The proposed vehicle is a wheelchair-accessible 14-passenger vehicle.
3. Will the stops have bus shelters? Ans. – Yes, in the future, once the route is established.
4. How much will the system cost taxpayers? Ans. – The budget is still under development.
5. Where will the bus garage be located? Ans. – The vehicles will likely be parked at the Greenville County Center.
6. Will the county have to keep reapplying for the grant? Ans.- Yes
7. What entity determines the bus fare? Ans. – The county, in consultation with stakeholders.



8. How will the system impact Medicaid? Ans. – Riders may use the system to travel to Medicaid appointments if it meets their needs.
9. Will the bus be able to transport babies? Ans. – Yes.
10. Will the bus be wheelchair accessible? Ans. – Yes.
11. How long will the process take? Ans.- The grant application is due in February 2016 for FY17. Sometime during FY17 is the earliest time that service could begin.
12. Will the system bring jobs to the community? Ans.- The system will include some part-time driving positions and will offer some business for local garage and fuel merchants. The RFP process will determine whether the actual operations are privately-operated or publicly-operated.
13. Will drivers come from the community? Ans. -Yes.

Chapter 3: Transportation Services in the Region

INTRODUCTION

While public transportation is not currently provided in the City of Emporia, or the Counties of Greenville and Sussex, there are programs that operate in adjacent areas, as well as human service transportation programs, and private transportation providers. This chapter provides an overview of these programs. The purpose of this review is to identify potential community transportation partners, provide some examples as to how a public transportation may be set up and what the local per-unit costs are likely to be, and to ensure that any new services planned for implementation are fully coordinated with existing transportation options.

PUBLIC TRANSPORTATION PROGRAMS

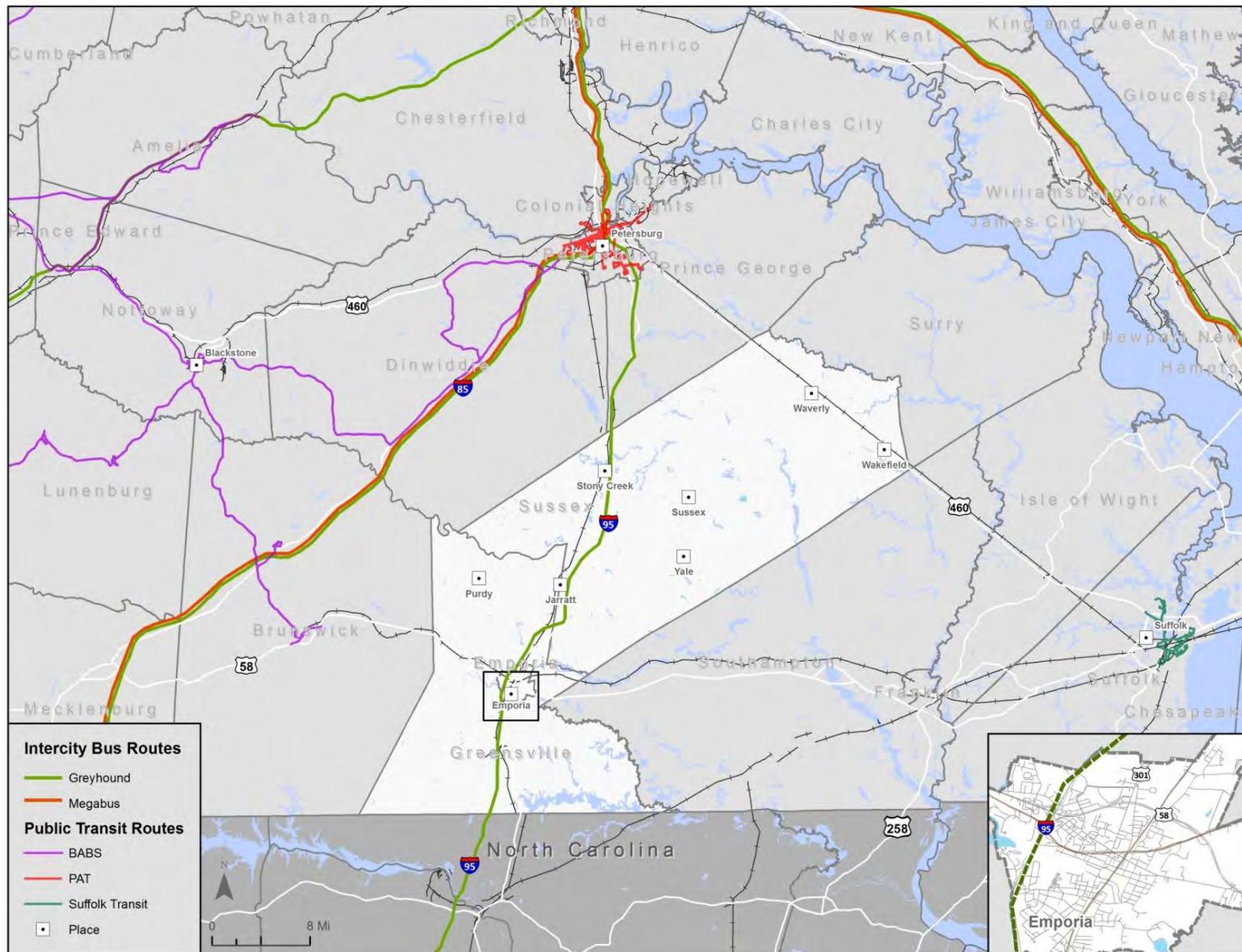
The closest Virginia-based public transportation providers to the Emporia-Greenville-Sussex region are:

- Blackstone Area Bus
- Petersburg Area Transit
- Suffolk Transit

Senior Services of Southeastern Virginia also operates a transportation program (I-Ride) in adjacent Southampton County, focusing primarily on the needs of senior citizens. Limited general public transportation is offered from several communities in Southampton County to Franklin.

The current service areas for each of the public transportation providers are shown in Figure 3-1 and described below.

Figure 3-1: Public Transportation Services in the Broader Region



Blackstone Area Bus (BABS)

Based in and operated by the Town of Blackstone in Nottoway County, BABS provides transit service for a large rural region of Southside Virginia. BABS started service in 2003, beginning with the BABS Line, which provides public transit services on a deviated fixed route in the Town of Blackstone. BABS has expanded in subsequent years to re-instate service that had previously been provided by Central Virginia Transit and to provide service oriented to the needs of Southside Virginia Community College.

The following deviated fixed routes are currently provided:

- BABS Line – providing service to the Town of Blackstone
- Brunswick Express- connecting key locations in Brunswick County
- Crewe-Burkeville Express – connecting areas of Nottoway County
- Dinwiddie Express – connecting McKenney, Dewitt, Dinwiddie, Sutherland and Edgehill to Petersburg (with connections to Petersburg Area Transit)
- Piedmont Area Transit – providing service in Amelia, Buckingham, Cumberland, and Prince Edward Counties, with connections to the Farmville Area Bus
- Town and County Transit- providing connections in Lunenburg County, including service to Southside Virginia Community College

The counties served by either BABS or Piedmont Area Transit (operated by BABS) include Amelia, Brunswick, Buckingham, Cumberland, Dinwiddie, Lunenburg, Nottoway and Prince Edward. The total population of these eight counties was estimated to be 135,071 in 2014, with a land area of 3,398 square miles.¹ As these data show, the area is rural with a mean population density of 39.8 people per square mile. The percentage of the population living in poverty is higher than the statewide mean (17.9% versus 11.3%), as is the percentage of the population aged 65 or higher (17% versus 13.4%).

These demographic data indicate the service area is quite similar to the Greenville- Sussex – Emporia area, in terms of low population densities and a rate of poverty that is higher than the statewide mean.

Organizational Characteristics

BABS is managed by the town’s Community Development and Transportation Director, who reports to the Town Manager. BABS staff includes an Operations Assistant, three Town mechanics who spend about 20% of their time on transit, and several part-time drivers.

¹ 2010 Census

Service Characteristics

BABS operates on a deviated fixed route basis, meaning that there are set routes from which the vehicle will deviate up to $\frac{3}{4}$ mile for someone who has requested a trip at least 24 hours in advance. BABS will pick up passengers at any point along the routes where it is safe to do so using the flag stop method. The fare is \$0.50 per trip.

BABS operates on a centralized basis, whereby the drivers report to work at the BABS facility in Blackstone. There are 14 vehicles in the fleet. Service is generally provided Monday – Friday, with the BABS Line in Blackstone also operating on Saturdays.

Operating and Financial Statistics

The FY13 operating statistics, as reported to the National Transit database, are provided in Table 3-1. A telephone interview with the system manager indicated that the current operating statistics are similar to those in FY13, though the budget has increased.

Table 3-1: BABS FY13 NTD Selected Data

Blackstone Area Bus- FY13 Data ²	
Annual Operating Costs	\$ 393,430
Annual Vehicle Revenue Hours	13,604
Annual Vehicle Revenue Miles	395,932
Passenger Trips	41,327

The FY16 operating budget for BABS is \$499,200.³ The funding sources for FY16 are shown in Table 3-2. The local funding for BABS comes from the jurisdictions served and \$10,000 from the Southside Virginia Community College. The approved 2016 budget for the Town of Blackstone includes \$14,000 in local financial support for the program.

Table 3-2: BABS FY16 Approved Budget

Source	Amount
Fare Revenue	\$ 28,555
Federal S.5311	\$ 235,323
DRPT State funds	\$ 70,088
Local Funds	\$ 165,234
Total	\$ 499,200

² Federal Transit Administration, National Transit Database

³ Virginia Department of Rail and Public Transportation, FY16 SYIP

These data indicate that the cost to operate BABS is approximately \$37 per operating hour and the cost per trip is about \$12.08. System productivity is about three passenger trips per revenue hour.

Interest in Expansion

BABS staff indicated that the system is not currently interested in expanding to serve additional counties or cities but will continue to focus on improving service within its current service area.

Petersburg Area Transit (PAT)

Petersburg Area Transit (PAT) provides fixed route and ADA paratransit services in the Petersburg area. The fixed route network is comprised of 11 fixed routes, a downtown trolley route and an express bus route to and from Richmond. PAT is operated by the City of Petersburg, though the service area also includes portions of the City of Hopewell, Colonial Heights, Dinwiddie County and Prince George County. Petersburg is located in the Richmond Urbanized area and is considered to be an urban transit provider. The population of Petersburg (2010 Census) is 32,420 and the land area is 22.2 square miles. The population density is 1,460 people per square mile. This compares to a population density of 858 people per square mile in Emporia.

Organizational Characteristics

PAT is a city department with two dedicated facilities; the relatively new downtown Petersburg Station and an operations and maintenance facility. A General Manager oversees operation of the system. Additional key staff members include an Operations Manager, maintenance staff, Program Administrator, Customer Service Representative, and drivers.

Service Characteristics

PAT operates a total of 20 vehicles (14 buses and 6 paratransit vehicles). Service is generally provided Monday through Saturday. The fixed route fare is \$1.75 per one-way trip and a one-day pass is \$3.50. Transfers are free.

PAT operates out of a relatively new transit center, the Petersburg Transit Station, which serves as a multi-modal center in downtown Petersburg. PAT uses the facility as a timed transfer location for its hub and spoke-based system and the facility is also served by Greyhound and the Greater Richmond Transit Company (GRTC).

Operating and Financial Statistics

The FY13 operating statistics for PAT, as reported to the National Transit database, are provided in Table 3-3. A telephone interview with the system manager indicated that the operating hours have increased in the past two years to approximately 64,000 annual operating hours and the ridership has increased to approximately 684,000 annual passenger trips.

Table 3-3: PAT FY13 NTD Selected Data

Petersburg Area Transit - FY13 Data	
Annual Operating Costs	\$ 2,514,066
Annual Vehicle Revenue Hours	57,090
Annual Vehicle Revenue Miles	513,234
Passenger Trips	585,831

The FY16 operating budget for PAT is just over \$3 million. PAT's FY16 budgeted revenues and funding sources are provided in Table 3- 4.⁴

Table 3-4: PAT FY16 Approved Budget

Source	Amount
Fare Revenue	\$ 485,000
Advertising	\$ 25,000
FTA S.5307	\$ 700,000
DRPT State funds	\$ 939,000
FTA Preventive Maintenance	\$ 625,000
Local Funds- City's General Fund	\$ 246,592
Total	\$ 3,020,592

The FY16 cost per hour is estimated to be about \$47 per operating hour and the cost per trip is estimated to be about \$4.41 per passenger trip.

Interest in Expansion

PAT has indicated an interest in expanding service to provide regional intercity bus service, to include service between Emporia and Petersburg via the I-95 corridor, providing connections to GRTC and Greyhound at the Petersburg Transit Station. The City is planning to apply for grant funding from DRPT under the S.531(f) intercity bus program during the next grant cycle. The preliminary proposal includes three northbound trips from Emporia to Petersburg (two in

⁴ Virginia Department of Rail and Public Transportation, FY16 SYIP

the morning and one in the early evening) and three southbound trips from Petersburg to Emporia (two in the morning and one in the early evening). The route would also make stops in Jarratt (Exit 20); Sussex (Exit 31); Stony Creek (Exit 33); and Courtland (Exit 41). PAT will likely be soliciting local matching funds from the areas served to help offset the operating costs of the service.

PAT is also interested in providing service in the US460 corridor between Wakefield, Waverly and Petersburg.

PAT staff indicated that they are interested in connecting to any new services provided in the Emporia-Greensville-Sussex region via the potential intercity bus services, but would not be interested in operating local Emporia-Greensville-Sussex service.

Suffolk Transit

Suffolk, Virginia, about 55 miles east of Emporia, is located in the Virginia Beach Urbanized Area. It is a large city, geographically speaking, covering 400 square miles (land area). The city's total population (2010 Census) is 84,585 and the population density is 211 people per square mile.

While north Suffolk is developing into a high-tech hub, vast stretches elsewhere in the city are still largely rural. Prior to 2012, the city was a member of Hampton Roads Transit (HRT). Discussion surrounding the city's and HRT's budgets, coupled with an HRT performance-based reduction in service, led the city to withdraw from HRT and contract with a private vendor to operate bus services. After conducting a procurement process, Virginia Regional Transit (VRT) was selected and took over operation of the city's public transportation program in January 2012.

Organizational Characteristics

The city's Assistant Director of Public Works provides oversight of the transit program, devoting approximately 30% of his time to duties associated with contract management. Day-to-day operation of the system is managed by the VRT site manager. Staff and drivers are employees of VRT. VRT has a sub-contract with Senior Services of Southeastern Virginia to provide ADA complementary paratransit for Suffolk Transit.

Service Characteristics

Suffolk Transit currently offers six fixed routes, which generally operate on hourly headways, meeting for transfer opportunities at the Suffolk Bus Plaza. Transit services are provided Monday through Friday, from 6:30 a.m. to 6:30 p.m., though not all of the routes operate during the full span of service. The one-way fare is \$1.50 and an all-day pass is \$3.00. ADA

paratransit trips are \$3.00 each way. Suffolk Transit owns eight 21-passenger body-on-chassis vehicles that are operated by VRT to provide the fixed route service. The vehicles used for ADA paratransit are owned by Senior Services of Southeastern Virginia.

Operating and Financial Statistics

Suffolk Transit has grown significantly over the four-year period, from annual vehicle revenue hours of 7,221 (FY13) to 13,004 vehicle revenue hours (FY15). Ridership has increased significantly, with Suffolk Transit staff reporting that they provided 77,631 passenger trips in FY15. Table 3-5 provides the historic data for Suffolk Transit's first full year of operation and Table 3-6 provides the approved FY16 budget.

Table 3-5: Suffolk Transit – FY13 Data⁵

Suffolk Transit - FY13 Data	
Annual Operating Costs	\$ 505,470
Annual Vehicle Revenue Hours	7,221
Annual Vehicle Revenue Miles	108,466
Passenger Trips	57,814

Table 3-6: Suffolk Transit – FY16 Approved Budget

Source	Amount
Fare Revenue	\$ 50,000
Advertising	\$ 6,000
DRPT operating	\$ 137,309
DRPT capital	\$ 48,750
Local Funds- City's General Fund	\$ 795,395
Total	\$ 1,037,454

The FY16 cost per hour is just under \$70 per operating hour.

Interest in Expansion

The City of Suffolk is focused on serving city residents. A major area of focus for the program is to work on receiving federal transit funds, as they are in the same urbanized area as HRT, which is the designated recipient of federal transit funds. Once the city is able to tap into

⁵ City of Suffolk, Transit Development Plan, 2013

federal transit funding, they would like to hire a full-time transit manager to focus on the program.

HUMAN SERVICE TRANSPORTATION PROGRAMS

Crater District Agency on Aging

The Crater District Agency on Aging (CDAA) provides a number of services for senior adults in the Cities of Colonial Heights, Emporia, Hopewell and Petersburg; and the Counties of Dinwiddie, Greensville, Prince George, Surry and Sussex. Services include transportation, congregate meals, home-delivered meals, homemaker services, weatherization, foster grandparent, RSVP and senior employment opportunities.

Transportation is provided for seniors to access medical, nutrition and recreation opportunities in Petersburg, Colonial Heights and Hopewell, including service to the congregate meal sites in the three cities. Limited transportation service is provided in the Counties of Dinwiddie, Greensville, Prince George, Surry and Sussex.

CDAA has expressed interest in applying for a S.5310 grant to expand services, but the study team was unable to directly contact staff from the Crater District Agency on Aging to document additional features of the transportation program.

District 19 Community Services Board (CSB)

District 19 CSB is “a multi-jurisdictional, community-based organization whose mission is to improve the quality and productivity of the lives of individuals who experience, or are at risk of experiencing, mental disabilities and/or substance abuse.”⁶ The CSB is licensed by the Virginia Department of Behavioral Health and Developmental Services to provide mental health, intellectual disability, substance abuse and prevention services to the citizens of Colonial Heights, Emporia, Hopewell and Petersburg, and the counties of Dinwiddie, Greensville, Prince George, Surry and Sussex.

The CSB operates a clinic that is located in the Greensville County complex. Clients attend the clinic at specific times for substance abuse programs (M-W-F, at 10 a.m. or 5:00 p.m.). Clients participating in other agency programs also attend the clinic at various days and times, generally Monday through Friday during business hours. CSB clients typically need transportation to get to medical appointments that are often located at 6 Doctor’s Drive, behind the hospital. Clients also need access to supported employment opportunities, which is

⁶ District 19 website

where the development of a public transportation program would be very helpful, as the clients are expected to arrange their own transportation once they have acclimated to the job setting.

If a client is eligible for Medicaid and the trip is medically necessary, the CSB arranges transportation with Logisticare. To accommodate clients who are not Medicaid-eligible and do not have access to another source of transportation, the CSB will provide transportation using a CSB vehicle. The CSB has two vans that are driven by program staff to provide transportation when necessary.

For CSB clients, important transit origins and destinations are the CSB Clinic at the Greenville County complex; 6 Doctors Drive; the major retail employment centers (Walmart, Food Lion); Brook Ridge Apartments and Washington Park.

Greenville- Emporia Department of Social Services (DSS)

The DSS office in Emporia, located on East Atlantic Drive, provides a wide range of services for adults, children and/or families who are experiencing poverty, abuse or neglect. The DSS is the initial point of contact for enrollment in the Medical Assistance program (Medicaid).

A major focus of the DSS is to help clients become career-ready through skill enhancement, with the support of child care and transportation. To implement this approach, the DSS sponsors a skill enhancement certificate class that is taught at the Southside Virginia Community College. The DSS is working to develop a childcare program at the site. They provide cab fares and gas cards to assist clients who either do not have vehicles available or do not have gas money to operate their vehicles. The DSS also provides similar assistance for clients who are searching for jobs.

In FY14, the Greenville-Emporia DSS spent a total of \$51,000 for cab fares and gas reimbursements to help clients attend training or look for jobs. In FY15, the agency spent \$44,000 for these expenditures.⁷ The DSS Director has been actively involved in the planning process to pursue the development of a public transit program for the region and has estimated that the DSS would be able to direct between \$25,000 and \$35,000 annually to the program, through the purchase of an allotted number of monthly rides for clients and through contracts with Southside Virginia Community College.

For local DSS clients, some important transit service coverage areas would likely be the DSS on East Atlantic Street, the Southside Virginia Community College (Greenville County Complex), medical offices located behind the hospital (Doctors Lane), local shopping areas (Walmart, Food Lion) and the neighborhoods around Washington Park and Baker/Halifax Streets.

⁷ Conversation with DSS Director, John Holtkamp, December, 2015

Non-Emergency Medicaid Transportation

While specific data is difficult to extract from the non-emergency Medicaid transportation program, it is likely the largest current human service transportation program in the region. This program is operated through a statewide broker. The broker, Logisticare, takes the calls from Medicaid-eligible clients who need to travel to a covered service, and schedules the trip on a local provider. The study team has not been able to confirm details with Logisticare, but a local agency indicated that in the Emporia-Greenville area the primary provider used is Halifax Cab. Virginia Premiere, a Medicaid HMO, was also reportedly a Medicaid transportation provider.

PRIVATE TRANSPORTATION PROVIDERS

Taxicabs

There are four cabs listed in local guides as providing service in the region:

1. Community Cab - Emporia
2. Halifax Cab - Emporia
3. Robinson's Cab - Emporia
4. Worrell Transportation - Waverly

Halifax Cab currently has the Medicaid contract with Logisticare. Attempts were made to solicit additional information concerning the level of service provided but were not successful.

Intercity Bus Service

Currently there is not an intercity bus stop in the service area, although Emporia has been included on prior intercity bus schedules. The current Greyhound service in the I-95 corridor shows that there are five southbound buses on Greyhound's Jacksonville-Savannah-Fayetteville-Richmond Route (Schedule 400). These buses leave Richmond at: 04:00; 06:50; 16:15; 20:00 and 23:50. None of these trips is shown to serve Petersburg.

For the northbound trip, the schedule indicates that trips arrive in Richmond from Fayetteville at 03:00; 05:15; 10:00; 15:50 and 23:00. Only one of these trips is shown to serve Petersburg (the 15:50 arrival, serving Petersburg at 15:10).

If a public transit service is implemented in the Greenville-Sussex-Emporia region, it may be feasible to arrange a local connection (perhaps at the Simmons Travel Center at Exit 8). It would be necessary to contact Greyhound to see if they would be willing to add this stop, as well as negotiating with the Travel Center to see if they would be amenable to having

Greyhound stop there. This location is directly adjacent to I-95, which would minimize the time needed to add the stop. The prior stop was along Main Street at the Emporia Grocery.

SUMMARY

The synopsis of nearby local public and human service transportation programs provides examples of both in-house and contractual operating models. The regional data indicates that the operating expenses to provide public transportation in the general region range from a low of \$37.00 per operating hour (rural, deviated fixed route, in-house operations) to \$70.00 per operating hour (urban, fixed route and ADA paratransit, contracted). Discussions with the nearby providers indicate that expansion of an existing service to include Emporia -Greensville-Sussex is not likely, and a new program will need to be initiated for the local region.

Chapter 4: Service and Organizational Alternatives

INTRODUCTION

The first three chapters prepared for the feasibility study documented the need for public transportation, provided an inventory and analysis of the public transportation programs that operate in adjacent jurisdictions, and provided an inventory of the human service and private transportation services that are currently operating in the Emporia- Greenville-Sussex region.

The data, opinions, and related information contained in the first three chapters provided the base information needed to develop potential service and organizational alternatives that were further refined for Chapter 5, based on feedback from stakeholders and the public. These concepts are outlined below.

ALTERNATIVE #1 - EMPORIA-GREENSVILLE CIRCULATOR

Given the relative density of multi-family housing, as well as employment, education, medical, shopping, and social service trip destinations in the City of Emporia and nearby Greenville County, the development of a deviated fixed route circulator for this area is proposed.

Proposed Route

The preliminary route includes service to or near the following housing locations:

- Belford Commons
- Brook Ridge Apartments
- Carriage Run Apartments
- Marvin Gardens Apartments
- Northwoods Village
- Reese Village
- Trinity Woods
- Washington Square
- Weaver Manor

The route connects to or near several major trip destinations in the Emporia region, including the following:

Educational, Governmental and Social Service Destinations

- City of Emporia Offices
- Greenville County Complex
 - District 19 Community Service Board
 - Greenville County Government
 - Greenville- Emporia Health Department
 - Southside Virginia Education Center
 - Southside Regional Jail
- Greenville County High School
- Greenville-Emporia Department of Social Services
- YMCA

Medical

- Medical offices along Doctors Lane
- Southern Virginia Regional Medical Center

Shopping Destinations

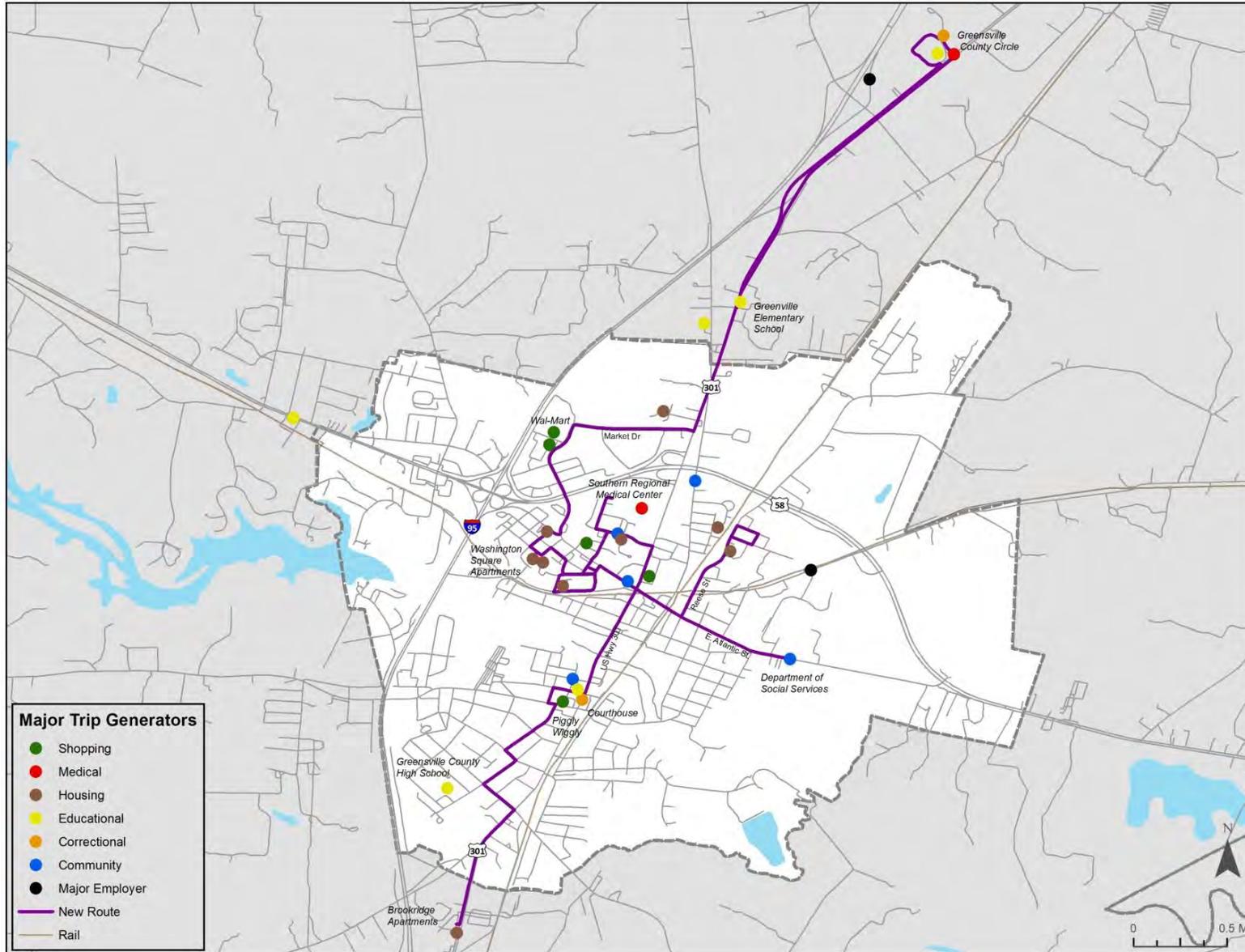
- Dollar General
- Downtown Emporia
- Emporia Shopping Center
- Belfield Marketplace - Food Lion
- Piggly Wiggly
- Southside Square Shopping Center - CVS
- Walmart Supercenter and associated shopping

A preliminary route map is provided in Figure 4-1. Note that this preliminary route was revised based on stakeholder input, with the revised route highlighted in Chapter 5. The major revisions included adding the Washington Park neighborhood in Greenville County and keeping the route on primary corridors, rather than traveling directly to individual multi-family areas.

This route is about 18 miles round trip, depending upon the path of travel. This distance is at the top limit of what is possible within an hour, and may need to be trimmed. It should be noted that there is about a three-mile round trip stretch (the segment between Emporia and Greenville County Circle) that will have relatively fast operating speeds.

Using the Greenville County complex as a trip end will allow for driver rest breaks, and may provide a relatively safe location to store the vehicles.

Figure 4-1: Proposed Emporia-Greenville Circulator (Preliminary Route Concept)



Service Parameters

For preliminary cost estimation purposes, the planned service parameters are Monday through Friday from 7:00 a.m. to 6:00 p.m., with evening service offered Monday-Thursday to accommodate classes at the Southside Virginia Education Center. This schedule would equate to approximately 67 operating hours per week or 3,300 per year (assuming 36 weeks of evening service). Two accessible vehicles would be required for this schedule – one could be used for the first shift and the second vehicle used for the second shift. If one vehicle was being serviced, the other vehicle could operate the entire service day. Bike racks are also suggested, to effectively extend the service area of the system.

A deviated fixed route is likely the most appropriate service mode for this area, similar to the BABS model. Under this scenario, the vehicle will deviate up to $\frac{3}{4}$ mile from the route to pick someone up if they call the day ahead to make a request. ADA complementary paratransit is not required to be offered when deviated fixed routes are provided.

A \$1.00 fare is initially proposed. At \$1.00, the system should be able to recover the costs of collecting, counting, and depositing the fares, while also making some contribution toward the system's operating expenses.

Estimated Ridership

It is likely that public transportation in the Emporia-Greenville area, operated on a deviated fixed route basis, would generate between 4 and 5 passenger trips per revenue hour. This figure is higher than BABS and lower than Suffolk and PAT, reflecting the relative population densities. If 3,300 annual operating hours were to be provided, the annual ridership is estimated to be about 14,850 annual passenger trips.

Estimated Expenses and Funding Possibilities

Given the transit operating expenses currently experienced in the region, the range of fully-allocated operating expenses is between \$37 per hour and \$70 per hour. Given this range, the total annual operating expenses for a circulator operating 3,300 annual service hours would be between \$122,100 and \$231,000. A more specific estimate is provided in Chapter 5, a result of additional research concerning the chosen alternative.

The capital expenses will include two body-on-chassis, lift-equipped, 14-passenger vehicles, estimated to be about \$70,000 each (\$140,000 total). Bus stop signs may be needed, at an estimated cost of \$100 each, as well as a communications system.

If the service were to be operated by a contractor, using contractor-supplied vehicles, the operating cost would likely be an additional \$5.00 to \$8.00 per operating hour to account for the contractor's cost of owning vehicles.

Funding possibilities for this route could include: the Federal S.5311 program (up to 50% of the net deficit); DRPT assistance (typically about 16%); and local funds. For vehicles, the matching ratio is up to 80% federal and about 16% state, and four percent local.

ALTERNATIVE #2 - DEMAND RESPONSE SERVICE – RURAL GREENSVILLE AND SUSSEX COUNTIES

For the more rural areas of Greenville and Sussex Counties, a targeted demand response transportation service would likely be more feasible than a deviated fixed route program. A targeted demand response program would set some parameters for pick-up times in various areas, with some common destinations. For example, the program could offer a pick-up window in the early morning in the Wakefield –Waverly area to travel to Sussex, Stony Point, Jarratt, and Emporia. There could then be a trip between Emporia and Jarratt and back, and then the return trip back from Emporia to Sussex County locations. This service could have specific time points that are served, with a certain number of demand-response requests taken (depending upon the time constraints).

Service Parameters

This service is proposed to operated Monday through Friday from 7:00 a.m. to 6:00 p.m. Given this span of service, assuming one vehicle is in operation, the total annual vehicle revenue hours would be 2,800 hours. The proposed fare for this service is \$2.00 per trip. One vehicle would be needed for service, and a back-up vehicle would also be required.

Estimated Ridership

Given the low densities and long distances between population centers, the productivity on this type of service is likely to be lower than what would be achieved by the proposed Emporia-Greenville Circulator. For this type of service, it is estimated that between 1.5 and 2.0 trips per revenue hour could be achieved. This level of productivity would result in about 4,900 passenger trips per year, assuming 2,800 annual service hours.

Estimated Expenses and Funding Possibilities

Given the range of transit operating expenses currently experienced in the region, this service is likely to cost between \$103,600 and \$196,000 annually. In addition to the operating expenses, the capital expenses will include two body-on-chassis, lift-equipped, 14-passenger vehicles, estimated to be about \$70,000 each (\$140,000 total).

If the service were to be operated by a contractor, using contractor-supplied vehicles, the operating cost would likely be an additional \$5.00 to \$8.00 per operating hour to account for the contractor's cost of owning vehicles.

Funding possibilities for this route could include: the Federal S.5311 program (up to 50% of the net deficit); DRPT assistance (typically about 16%); and local funds. Local match could potentially be provided by a combination of the jurisdictions served as well as local human service agency programs that may be able to use the service for client transportation.

For vehicles, the matching ratio is up to 80% federal and about 16% state, and four percent local.

ALTERNATIVE #3: CONNECTOR SERVICE

The third type of service proposed is a demand response connector service that would connect different portions of the service area to Petersburg, Colonial Heights, or Suffolk on a regular basis. The primary trip purposes for this service would be medical and shopping. For example, the service could operate in the following manner:

Monday – Wednesday – Friday: Emporia/Greensville/Jarratt/Stony Creek to Petersburg/Colonial Heights

Tuesday: Wakefield/Waverly to Petersburg/Colonial Heights

Thursday: Sussex/Stony Creek to Petersburg/Colonial Heights

This alternative addresses the need to access medical and shopping opportunities in the Petersburg/Colonial Heights area and may not be necessary if Petersburg Area Transit (PAT) is successful in implementing a regional intercity bus route, as has been proposed. If PAT initiates the regional service, the focus of this alternative would shift to provide feeder service from various locations in the Emporia/Greensville/Sussex region to the closest PAT Express stop.

Service Parameters

One vehicle is proposed for this service. The service day for a connector route would likely be somewhat shorter than the other proposed service alternatives, assuming two round trips per

day would be offered. For this alternative, the proposed days and hours of service are Monday through Friday, from 9:00 a.m. to 5:00 p.m. This level of service equates to 2,080 annual revenue service hours.

Estimated Ridership

Given the low densities and long distances between population centers, the productivity on this type of service is likely to be between 1.5 and 2.0 trips per revenue hour. This level of productivity would result in about 3,600 passenger trips per year, assuming 2,080 annual service hours.

Estimated Expenses and Funding Possibilities

Given the transit operating expenses currently experienced in the region, the total annual operating expenses are expected to range between \$76,960 and \$145,600. The capital expenses will include one body-on-chassis, lift-equipped, 14-passenger vehicle, estimated to be about \$70,000.

If the service were to be operated by a contractor, using contractor-supplied vehicles, the operating cost would likely be an additional \$5.00 to \$8.00 per operating hour to account for the contractor's cost to own vehicles.

Funding possibilities for this route could include: the Federal S.5311 program (up to 50% of the net deficit); DRPT assistance (typically about 16%); and local funds. For vehicles, the matching ratio is up to 80% federal and about 16% state, and four percent local.

POTENTIAL ORGANIZATIONAL ALTERNATIVES

Organizational alternatives refer to ways in which public transportation could be administered and managed. There are three basic models available for consideration. These are:

- Grant administration conducted by Greenville County, Sussex County or the City of Emporia, with the operation for service contracted to a private for-profit or private non-profit entity. Funding agreements among local participating jurisdictions will need to be developed for the required local match, assuming federal and state funds are available.
- Grant administration *and direct operation* of service conducted by Greenville County, Sussex County, or the City of Emporia. Funding agreements among local participating jurisdictions will need to be developed for the required local match, assuming federal and state funds are available.

- The formation of a new entity that is comprised of one or more jurisdictions and is focused on public transportation:

Transportation District - “Any two or more counties or cities, or combinations thereof, may, in conformance with the procedure set forth herein, or as otherwise may be provided by law, constitute a transportation district... A transportation district may be created by ordinance adopted by the governing body of each participating county and city...Such ordinances shall be filed with the Secretary of the Commonwealth.”

A transportation district would not require state enabling legislation and would not have taxing ability. An example of transportation district is the Potomac and Rappahannock Transportation Commission (PRTC).

Regional Transportation Authority - A regional transportation authority could be formed but would require legislation to be enacted by the Virginia General Assembly. Examples in Virginia include the Williamsburg Area Transit Authority (WATA) and Hampton Roads Transit (HRT).

Given the relatively small scale of the proposed service alternatives, it is likely that initially either in-house or contracted services are most appropriate, while maintaining input from local stakeholders via an advisory committee.

SUMMARY OF SERVICE ALTERNATIVES

The three service alternatives presented provide approaches to providing basic mobility in the service area. Each is discussed separately, and each could stand alone. These alternatives could be implemented together, or in phases, meeting several regional mobility needs. If all three were to be implemented, the need for back-up vehicles would be reduced (i.e., the combined fleet would likely need one back-up vehicle, rather than a back-up vehicle for each service). The estimated operating hours, ridership, expenses, and potential revenue sources for the three alternatives are summarized in Table 4-1.

Table 4-1: Summary of Service Alternatives

Project	Annual Operating Hours	Est. Annual Ridership	Est. Total Annual Operating Cost Low End (1)	Est. Total Annual Operating Cost High End (2)	Federal - Low End (3)	Federal - High End (3)	State - Low End	State - High End	Local - Low End	Local - High End
Emporia-Greenville Circulator	3,300	14,850	\$122,100	\$231,000	\$61,050	\$115,500	\$19,536	\$36,960	\$41,514	\$78,540
Demand-Response - Rural Focus	2,800	4,900	\$103,600	\$196,000	\$51,800	\$98,000	\$16,576	\$31,360	\$35,224	\$66,640
Connector Service	2,080	3,640	\$76,960	\$145,600	\$38,480	\$72,800	\$12,314	\$23,296	\$26,166	\$49,504
Total	8,180	23,390	\$ 302,660	\$572,600	\$ 151,330	\$286,300	\$48,426	\$91,616	\$102,904	\$194,684

(1) Based on \$37 per operating hour (2) Based on \$70 per operating hour

(3) Potential funding sources and splits are based on current DRPT funding policies.

This table does not include potential fare revenue, which will likely reduce the net deficit by between 5% and 10%.

Project	Est. Total Capital Cost	Est. Federal Share	Est. State Share	Est. Local Share
Emporia-Greenville Circulator	\$140,000	\$112,000	\$22,400	\$5,600
Demand-Response - Rural Focus	\$140,000	\$112,000	\$22,400	\$5,600
Connector Service	\$70,000	\$56,000	\$11,200	\$2,800
Total	\$ 350,000	\$ 280,000	\$ 56,000	\$ 14,000

Chapter 5:

Recommended Transit Service Plan

INTRODUCTION

After review and discussion of the service alternatives presented in Chapter 4, study committee members have chosen to begin the process to implement a public transportation service in the region. The transit needs analysis showed that there is relatively high need for transit services in the City of Emporia and nearby Greensville County, both quantitatively (i.e., demographic analysis), and qualitatively (i.e., stakeholder input). The comprehensive plans for both Greensville County and the City of Emporia mention the need to pursue the development of a public transportation system, if deemed feasible.

The recommended plan is detailed in this chapter, including both near-term and longer term recommendations. Both organizational and service details are outlined.

ORGANIZATIONAL PLAN

Near Term

Greensville County, in partnership with the City of Emporia, will apply for grant funding from the Virginia Department of Rail and Public Transportation (DRPT) in order to implement public transportation service in the City of Emporia and nearby Greensville County.

If awarded funding from DRPT, Greensville County will conduct an RFP process to solicit proposals from private and/or public entities to operate the public transit service. The proposals will be evaluated by the county, the city, and local stakeholders, with costs and proposed service parameters compared to an in-house estimate developed for this planning process. If there is a responsive private contractor that can operate the service at a lower cost, while assuring quality of service, a private contractor may be chosen to operate the service. If the county's proposed costs are lower than the costs outlined in the proposals received, then the county will operate the service directly, using in-house staff.

Under either scenario, Greensville County, in consultation with the City of Emporia and local stakeholders, will oversee the grant. It is also proposed that Greensville County own the vehicles.

Advisory Committee

It is proposed that the current Public Transportation Management Team, which provided guidance for this public transportation feasibility study, remain in place and transition to an advisory committee for the transit program. A transit advisory committee is typically comprised of system stakeholders and serves to provide input to the transit program. Meeting schedules range from monthly to quarterly, depending upon the needs of the system.

Staffing

For the near-term, the small scale of the program does not require full-time management or support staff. Greenville County has identified existing staff members who can oversee the implementation of the initial service. Under either the contracted or in-house model, it is proposed that a program manager in the Department of Public Works provide general oversight of the program.

In-house Option

If in-house operation of service is chosen, a portion of several staff members time will be directed to the new transit program, and the program will utilize the central services that are available to county departments, such as human resources, finance, and procurement. Day-to-day oversight of the drivers will be provided by a daily operations manager. An administrative assistant will handle customer service tasks for the program, including taking requests for route deviations. It is proposed that the vehicles be maintained through the private sector, using local garages. The daily operations manager will be in charge of ensuring that the vehicles are serviced in a timely manner, according to the specifications of the manufacturer. Fueling will also occur through the private sector.

Longer Term

The initial service plan is modest in nature, and addresses the most pressing community transit needs, providing limited service for the most densely populated areas of the region. The transit needs analysis indicated that there are additional transit needs in the region, including rural Greenville County, and Sussex County. There may also be a need for more frequent service for the initial service area. If the system grows, there may be a need for dedicated program management staff, particularly if the in-house option is chosen.

While initially it is proposed that Greenville County, the City of Emporia, and other financial stakeholders work together via local agreements, there may be a need in the future to further examine a more formal transit structure for the region, such as a transit authority or district.

SERVICE PLAN

Near Term

Emporia-Greenville Circulator

Given the relative density of multi-family housing, as well as employment, education, medical, shopping, and social service trip destinations in the City of Emporia and nearby Greenville County, the development of a deviated fixed route circulator for this area is proposed. The preliminary route proposal serves the major travel corridors in the city and nearby Greenville County.

As proposed, the route would:

- Originate at the County complex on Route 301
- Travel south along US 301 to serve the 301 Corridor
- Turn into the Brook Ridge apartments, south of the City of Emporia
- Leave the Brook Ridge apartments (right turn only) and turn around at the Simmons Travel Center to travel north along US 301, serving downtown Emporia
- Make a left onto Brunswick Avenue/Church St./Dry Bread Road to serve Piggly Wiggly and travel to the Washington Park neighborhood
- Make a left onto Easter Street and either go around one of the small blocks, or travel to the old elementary school to turn around
- Exit Washington Park via Easter Street, and make right onto Dry Bread Road, returning to Emporia
- Cross US 301 onto Hicksford Avenue
- Turn right onto Southampton Street
- Turn right onto E. Atlantic to Street serve the DSS
- Exit the DSS, turning left onto E. Atlantic Street
- Cross US 301 onto W. Atlantic Street
- Cross US 58 to serve the Food Lion, Peebles, and Wal-Mart shopping areas
- From Wal-Mart, turn right onto US 58 to serve the hotels on the west side of I-95
- Travel back via US 58 and make a right onto W. Atlantic
- Make a left onto US 301 North to serve the US 301 corridor and the Greenville County complex.

The county may want to consider deviating into the Greenville Industrial Park upon request. The industrial park is not likely to need hourly service, but there may be some riders who wish to access jobs in the park. This route is somewhat different from the route proposed in Chapter 4, after receiving feedback from the stakeholder team and the public.

This route, as described above, is approximately 20 miles round trip. This distance is at the top limit of what is possible within an hour, and may need to be trimmed. It should be noted that there is about a three-mile round trip stretch (the segment between the City of Emporia border and Greenville County Circle) that will have relatively fast operating speeds. A preliminary route map is provided in Figure 5-1.

Once the grant has been received and staff is assigned to work directly on the project, there may be some adjustments to reflect timing, safety, or vehicle maneuverability concerns.

Americans with Disabilities Act (ADA) Service

In order to comply with the requirements of the ADA, people with disabilities who cannot travel to a bus stop must be accommodated. This service must be offered within $\frac{3}{4}$ mile of a fixed route. Transit programs can provide this service either by deviation from their fixed routes (deviated fixed route service) or by providing a separate demand response vehicle.

The current service proposal calls for ADA service to be offered through route deviations. If demand is such that the proposed route cannot function properly with the deviations, then Greenville County and local partners will need to decide whether to shorten the route or add ADA complementary paratransit services. The $\frac{3}{4}$ mile buffer within which deviations will be offered for people who are unable to get to a bus stops due to their disabilities is shown in Figure 5-1.

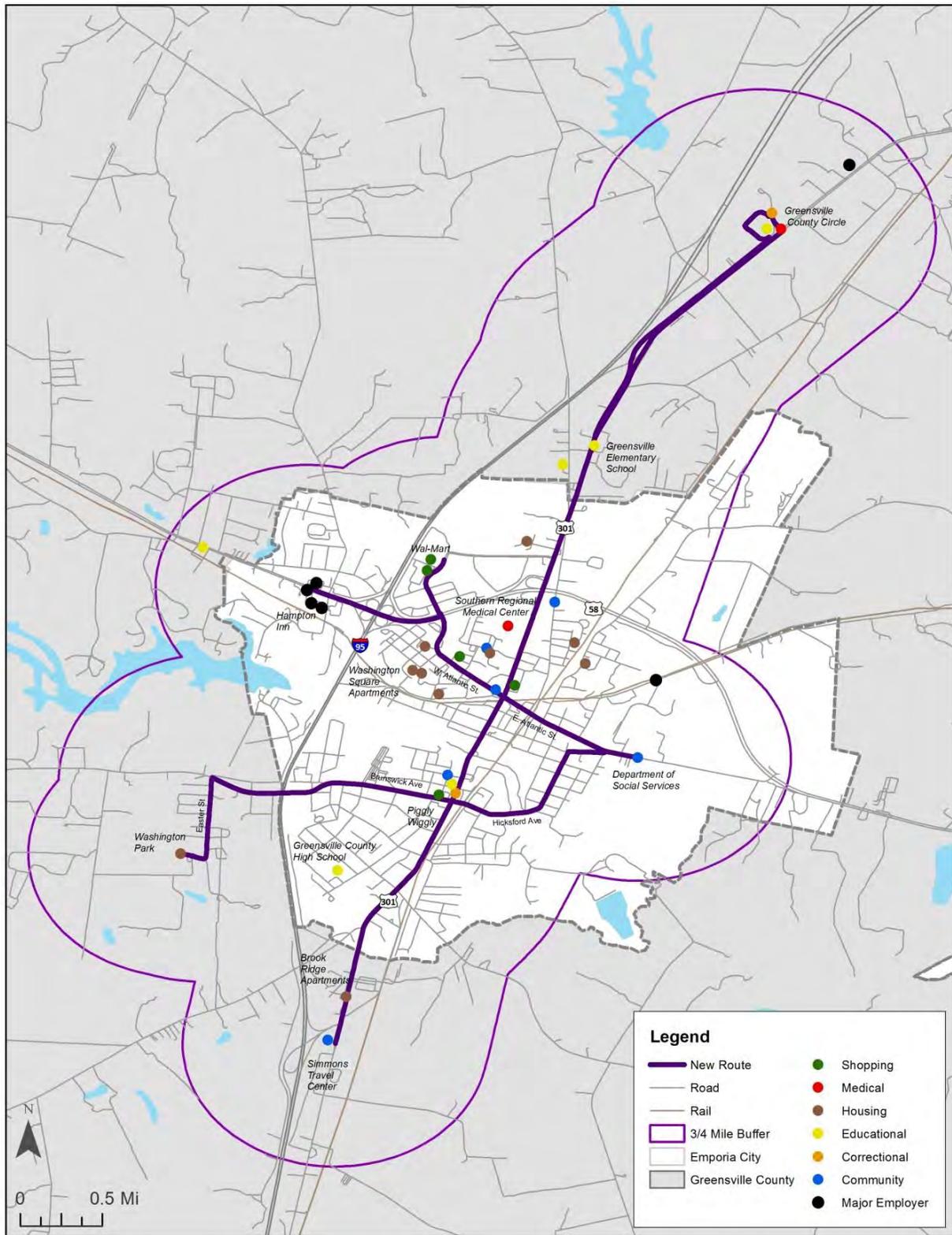
Days and Hours of Service

Service is planned to operate Monday through Friday from 7:00 a.m. to 6:00 p.m. Additional evening service is planned Monday through Thursday from 6:00 p.m. to 9:00 p.m. to accommodate the needs of riders who attend classes at the Southern Virginia Education Center. Once the service has been implemented, these hours may be adjusted to reflect the actual demand for service.

Frequency

The goal for the circulator is to provide hourly service. An hourly schedule is user-friendly, as riders need only remember a few time points (for example, 0:15 after the hour at Walmart). This may be a challenge with the length of the route. Final timing by the implementation staff will dictate if a longer headway will be required.

Figure 5-1: Proposed Greenville-Emporia Transit (GET) Circulator



Fares

The recommended fare is \$1.00 per trip. The county and local partners should also consider a higher fare for route deviations. Up to \$2.00 would be permitted under the ADA, but that may be too high for passengers with disabilities to pay.

Targeted Riders

The Greenville Emporia Transit Circulator (GET) will be open to the public, including all segments of the local community. The chosen route is within a few blocks of several housing areas that are home to people likely to need transit services (several multi-family complexes), and includes the major likely transit destinations (shopping, medical, education, employment, and government service). The chosen route is expected to be convenient for CSB and DSS clients who need transportation to work, training, and program activities.

Estimated Ridership

Using data compiled from other deviated fixed route transit circulator programs in Virginia, ridership is estimated to be about 14,850 per year. This estimate is based on average route productivity of between four and five passenger trips per revenue hour (at 3,300 revenue hours). This figure is higher than BABS and lower than Suffolk and PAT, reflecting the relative population densities.

Estimated Performance Data

It is estimated that the service will provide 4.5 passenger trips per revenue hour. If this productivity is achieved, the resulting fully-allocated cost per trip will be \$ 8.75. The fully allocated operating costs include all administrative and direct operating expenses. The fully allocated operating cost per hour is estimated to be \$ 39.39 per hour. These preliminary cost figures are based on the estimated operating budget, estimated ridership, and planned number of service hours.

Longer Term

In the longer term, it is estimated that demand for transit in the community will grow once service is established. If the experience in the Emporia-Greenville region is similar to other Virginia transit programs, it is probable that a second vehicle will be needed in the future for ADA paratransit and that there may be a need to expand to offer rural services. Saturday services may also be needed. During the public meeting held to discuss the potential service, there was particular concern expressed regarding the need to provide service for the more rural

areas. Service to Jarratt, other areas of Greenville County and potentially Sussex County may be considered for future service expansions.

In addition, there are other transit planning initiatives occurring in the broader region, including a potential intercity bus route to connect to Petersburg, and a Southern Virginia Higher Education transit feasibility study that is about to be initiated. If these efforts result in service implementation, it will be important for the GET service to connect to any new regional services.

CAPITAL PLAN

Near Term

Vehicles

Greenville County will apply for funding from DRPT to purchase two 14-passenger, lift-equipped, body-on-chassis vehicles. Two vehicles are recommended so that a spare vehicle is available, and to preserve the life span of the fleet. An example of the recommended vehicle type is shown in Figure 5-2. There are many options, such as fare boxes, security cameras, and bike racks available for these vehicles. These options can be chosen during the vehicle ordering process, based on need and available funding. Some of the most important options are discussed below.

Figure 5-2: Accessible Small Transit Vehicle with Bike Rack



Bike Racks

It is recommended that the vehicles be equipped with bicycle racks. The use of bike racks can greatly expand the service area of the transit program by allowing people to use a bicycle to access the route. The type of bicycle rack commonly used in the transit industry is shown in Figure 5-3. These types of racks are front-mounted and can be used on a variety of transit vehicles.

Figure 5-3: Two-Position Bicycle Rack for Transit Vehicles



Fareboxes

For the initial service, simple mechanical “drop” box fareboxes are recommended. An example is shown in Figure 5-4.

Figure 5-4: Mechanical Farebox



Child Safety Seats

The current state contract for ordering vehicles has an option for child restraint systems that are integrated into the seats. A few of these seat options will be needed for the Greenville-Emporia vehicles. These options add about \$1,000 for each seat and have been considered within the vehicle price estimate.

Surveillance Cameras

Security cameras are an option for these vehicles. Depending upon how many cameras are chosen per vehicle, the cost for this option is likely to range from \$2,400 to \$3,400 per vehicle. Security cameras are used in transit vehicles to help deter crime, as well as to investigate passenger and traffic incidents.

Communication System

Greenville County has a two-way radio system in place. If the county operates the service, it is recommended that the transit program use a two-way radio system for communications. If the system is contractor-operated, some arrangement may be possible to use the county system.

Shelters and Seating

It is recommended that passenger waiting shelters with seating be provided at key locations along the route where other shelter is not available. The county and its partners should plan for between five and ten shelters to be implemented over the course of a few years, once the route and the associated ridership habits are established. Shelters are not included in the first year capital budget but should be part of the second year budget.

Bus Stop Signs

During the implementation of the route, the program staff should determine the specific bus stop locations, taking into account passenger convenience and safety. With a 20 mile route, it is estimated that there will be between 25 and 40 bus stops (one every $\frac{1}{4}$ mile in the more dense commercial areas and at logical locations near origins/destinations elsewhere). For the purpose of estimating capital costs, we will assume that 30 bus stop signs will be needed.

Longer Term

Longer term capital needs will likely include additional signs, shelters and seating. Vehicle replacement will need to be programmed, and if demand warrants, additional expansion

vehicles. Small transit vehicles have a life span of between five and seven years, depending upon the annual mileage, the maintenance provided, and the specific vehicle make.

FINANCIAL PLAN

Near Term

In order to develop an operating cost estimate, a budget was developed for the program using Greenville County staff expenses as a baseline. This preliminary budget will provide a basis to help determine if it will be more cost effective for the county to operate the program, or if a contractor can operate the program for less money, while still providing safe, high quality transit service.

The estimated annual operating cost for the Greenville-Emporia Circulator (GET) is \$ 129,997. This cost estimate is inclusive, taking into account all of the costs associated with operations, including staff, fuel, maintenance, insurance, and marketing. This budget assumes that the program would operate out of the Greenville County complex. The proposed first year operating budget is provided in Table 5-1.

The county, in partnership with the City of Emporia, plans to apply to DRPT to secure grant funding to help implement the GET program. Local funding for the service is proposed to come from fares, the Greenville-Emporia Department of Social Services, the Community Services Board, Southside Virginia Community College, Greenville County, and the City of Emporia. Additional partners will be solicited once the program is operational. Some potential local grant-making organizations include Dominion Power, the Greenville Memorial Foundation, and the Improvement Association.

Table 5-1: Proposed Operating Budget

Expense Category	Amount
Salaries and Wages	
Program Manager	\$ 6,000
Administrative Assistant	\$ 2,576
Daily Operations Manager	\$ 15,000
Drivers	\$ 41,250
Subtotal	\$ 64,826
Fringe Benefits	\$19,448
Total Salaries, Wages, Fringe	\$84,274
Other Operating Expenses	
Education & Training	\$1,200
Dues & Association Memberships (1)	\$125
Motor Fuels and Lubricants	\$14,000
Vehicle Maintenance and Repairs	\$8,580
Cleaning Supplies	\$350
Office Supplies	\$200
Other Operating Supplies and Materials	\$200
Travel	\$800
Communication Services	\$1,500
Printing and Reproduction	\$2,000
Advertising and Promotion Media	\$1,000
Drug Testing	\$450
Vehicle Insurance	\$3,500
Subtotal, Other Operating Expenses	\$33,905
Indirect Costs (10%) (2)	\$11,818
Total Operating Budget	\$129,997

(1) Dues for the Community Transportation Association of Virginia

(2) For county services such as human resources, finance, and procurement

This budget is for planning purposes to determine a baseline cost. An RFP process will determine if the county or another entity will operate the service.

The proposed funding sources to offset these operating expenses are provided in Table 5-2. If additional funding partners participate in the program, the county and city portions could decrease.

Table 5-2: Proposed Operating Funding Sources

Proposed Revenue and Funding Sources	Amount
Fares	\$ 9,700
Net Deficit	\$ 120,297
Federal S.5311	\$ 60,148
DRPT	\$ 19,247
Subtotal	\$ 79,396
Local:	
Greensville-Emporia Social Services	\$ 25,000
Community Services Board	\$ 10,000
Southside Virginia Community College	\$ 10,000
Greensville County	\$ 2,801
City of Emporia	\$ 2,800
Subtotal	\$ 50,601
Total	\$ 129,997

The start-up capital expenses are estimated to be \$ 145,500.

The capital budget is provided in Table 5-3.

Table 5-3: Start-up Capital Budget

Expenses	Amount
Vehicles	
2 - 14 passenger lift-equipped body-on-chassis	\$ 140,000
2 Fareboxes - included in vehicle price as options	\$ -
2 Bike Racks - included in vehicle price as options	\$ -
Communications System	\$ 2,500
Bus Stop Signs (30)	\$ 3,000
Total	\$ 145,500
Estimated Capital Funding Sources	
Federal S.5311 (80%)	\$ 116,400
DRPT (16%) (1)	\$ 23,280
Local, Greenville County	\$ 5,820
Total	\$ 145,500

(1) Beginning in FY19, DRPT will not be participating in non-vehicle capital expenditures. DRPT anticipates continued 16% involvement in vehicle purchases.

Longer Term

After the initial implementation period, it is likely that transit demand within the community will grow as people learn about the service. As demand grows, the financial requirements of the system will increase as well.

EFFECT ON LOCAL TAXICAB OPERATORS/ RELATIONSHIP BETWEEN SYSTEMS

A major concern that was discussed at length during the public meeting held to discuss this plan was the effect that a new public transit program may have on existing private taxicab operators in the City of Emporia. The taxicab owners who attended the meeting voiced concerns that their business will be reduced if public transportation service is implemented.

While the implementation of the Greenville-Emporia Circulator will have some impact on local taxicab companies, there are a number of possible scenarios to consider. There are numerous examples of cities and towns in Southern Virginia that support both public transportation and taxicab operations.

Potential Contract Opportunities

There may be opportunities for local taxicab operators to access federal and state transit subsidies through the development of public transportation in the region, either through contracts for service or user-side subsidies. For example, if Greenville County and its partners are successful in accessing grant funding to implement service, an RFP process is going to be conducted to choose an operator. A local taxi operator could prepare a proposal to operate the service. If a taxi operator's proposal is responsive and cost-effective, a taxicab operator could be chosen as the operator of the circulator. There are resources through the Taxicab, Limousine, and Paratransit Association (TLPA)(<https://tlpa.org>) that may assist taxi companies compete for public transit contracts. There is also a Virginia Taxicab Association that may be assistance.

User-Side Subsidies

Another way in which taxicab operators could benefit from federal transit subsidies in the region would be through the implementation of a user-side subsidy program. These programs are often used to provide subsidized transportation for specific groups (i.e., seniors, and people with disabilities). For these programs, eligible passengers buy trip vouchers at a reduced rate from the transit agency. Passengers may then call a participating taxicab provider to reserve a ride and pay for it with the voucher. A passenger could buy a \$12.00 voucher for \$6.00, with federal and state subsidies providing the other \$6.00. The taxicab company then redeems the full value of the voucher from the transit agency. These programs are often in place for weekends, evenings, or for rural trips that cannot be easily grouped by the transit agency. The federal Section 5310 program (for seniors and people with disabilities) can be used for these types of programs. This type of program could be considered for future implementation, perhaps as a way to provide cost-effective service for high need populations who live in the more rural parts of the region.

Additional Trip Making

There are several community stakeholders who work with families living in poverty in Emporia and Greenville County that indicated that their clients cannot currently afford taxi fares and they rely on friends and family for rides. The trips made by this set of riders on public transit would be new trips, rather than trips diverted from taxicabs.

Existing Contract Services

One of the local taxicab companies, Halifax Cab, has a contract with Logisticare to provide Medicaid transportation. A majority of the high value trips would likely continue to be provided by Halifax Cab through this contract, as the trips include dialysis transportation that

is better suited for one-on-one service, as well as long distance trips, trips to the rural areas, and trips that originate prior to the proposed 7:00 a.m. start time.

Complementary Services

Public transportation services and taxicab services provide a number of complementary services, including:

- Trip- making where one leg of the trip is taken by public transportation and the other leg is provided by a taxicab. This situation may occur in the context of riders traveling to grocery stores, where they want a direct trip home when they have packages. This situation also occurs when riders take public transit to appointments and do not want to wait on the bus for the trip back. Riders may increase their trip-making if one leg of the trip is less expensive.
- Trips that use both public transit and taxis to reduce the rider's total out-of- pocket cost. For example, a rider may use transit to get to the Greenville County Complex, and then call a cab to get the rest of the way home if he lives in rural Greenville County. A rider may also use public transportation to get to a location at 5 p.m., and then need a ride home after the bus has stopped running for the day. As with the previous example, stretching a rider's trip-making budget may allow for additional trips to be made.

Regional Experience

Currently in Southern Virginia, there are a number of cities and towns that support both public transportation and taxicab services. Some examples are provided below:

- Colonial Heights
- Danville
- Farmville
- Fort Lee
- Hopewell
- Petersburg
- South Hill
- South Boston
- Suffolk

IMPLEMENTATION PLAN

Grant Application

The first step toward implementation is for the county to apply to DRPT for grant assistance under the S.5311 program. The FY2017 grant application is due to DRPT in early February 2016, with funds available July 1, 2016. When DRPT notifies the county as to the level of funding available, the county can then determine whether or not it can proceed with implementation in FY2017, based on local financial constraints.

Proposed funding amounts from the primary local funding sources are included in the preliminary operating budget. Commitments for these funding amounts will need to be sought.

RFP Preparation and Proposal Evaluation

Once the county is notified concerning the availability of grant funding, a request for proposals (RFP) will be prepared. The purpose of the RFP process is two-fold: 1) to provide the private sector and existing agency transportation programs the opportunity to provide the circulator services under contract to the county; 2) to ensure that public transportation services are provided in the most cost effective manner possible.

Once the proposals have been evaluated by the county, in consultation with the city and local stakeholders, the program can move forward with either a contract operator or in-house operation by the county.

Vehicle Selection and Order

Once the grant has been approved, Greenville County can proceed with vehicle selection. Given the myriad of federal procurement regulations, it is recommended that Greenville County purchase vehicles via the DRPT contract. DRPT's vehicle procurement process meets federal and state procurement regulations.

Final Route and Schedule Development

It is recommended that the county staff, in consultation with the City of Emporia, work to finalize the route and schedule, based on safety and operational constraints. Once the route and schedule are finalized, the service can be formally announced and marketed. Discussions with private land owners concerning bus stops and amenities will also be needed, along with specific sighting of bus stops.

Deviated Fixed Route Policies – Compliance with the Americans with Disabilities Act (ADA)

During the final development of the route and schedule, Greensville County should set the policies for route deviations and make sure the call-taker is trained properly. The deviation policies will need to address the following:

- The $\frac{3}{4}$ mile area within which deviations are permitted.
- The process the county will use to decide whether or not a person is eligible for a deviation, based on their ability to access a stop that is along the route.
- The fare – will there be an additional charge for deviations? (It can be up to twice the fixed route fare.)
- Policies with regard to when the rider will need to be ready and what level of assistance the driver will provide.

These policies will need to follow the Americans with Disabilities Act. There are several community transportation programs in Virginia that use deviated fixed routes and the county may want to consult with the policies used by peer systems.

Naming and Marketing

A preliminary name for the service is the Greensville Emporia Transit Circulator (GET). If this name is not desired by stakeholders, the county may wish to hold a contest to name the route. Naming contests are frequently used for small circulator routes, as they often lend themselves to creative names of local interest. A naming contest is a good way to start getting the word out about the service. A logo and color scheme will need to be developed. Once the route is named, a start-up route and schedule can be printed for distribution and web posting. The printed schedules should be distributed to all major origins and destinations along the route and press releases should be prepared detailing the start of service. A ribbon-cutting should be held to celebrate the start of service and generate additional press about the service.

Driver Hiring and Training

Under either the contractor or in-house model, driver hiring and training will need to be conducted prior to the start of service. Given the estimate of 3,300 annual revenue service hours, the service provider should plan for approximately 4,125 pay hours. Assuming part-time drivers, it is estimated that three to four drivers will be needed, depending upon the schedules of the selected drivers. A CDL is recommended (and required if the vehicles chosen seat 16 passengers or more). A drug and alcohol testing and training program will also be required. A sample job description for a vehicle operator is provided in Appendix B.

Staff Development

If the county operates the service, rather than a contractor, the staff members involved with the program will need to become familiar with the recommended plan, as well as learning more about the specific requirements that accompany the use of federal and state transit funding. Membership in the Community Transportation Association of Virginia (CTAV) has been included in the budget, so that Greensville County staff can reach out to peer transit providers in Virginia for technical assistance.

Data Collection - Ridership and Revenue Reporting Methodology

Public transportation programs that are supported through DRPT are required to document agency policies for collecting, processing, verifying, storing and reporting ridership and revenue service data. DRPT has endorsed the development of electronic mechanisms to collect, record, and store these data, but recognizes that for small transit programs manual methods of collection, with data entry into a spreadsheet program, may be more feasible for the foreseeable future. Current methods of electronic data collection, via registering fareboxes and/or automatic passenger counters, are likely too expensive and staff-intensive for many small transit programs. This section describes a basic manual method that the new program could use for these tasks.

Driver's Log

To collect the basic revenue service information (revenue miles, revenue hours, and passenger trips), it is suggested that the program develop a log that includes the following basic information:

- Driver name, date, vehicle number, shift, route
- Beginning Mileage
- Ending Mileage
- Start Time
- End Time
- Passenger count – drivers can record ridership directly on the log, or use a simple click-counter to record the number of boardings to generate the passenger count. The driver can transfer the information from the click-counter to the log at the end of the shift. Data regarding the number of different types of passengers are also typically collected (i.e., wheelchair, bicycle, child, senior citizen, or other discounted category).

This log can also be used as a driver's manifest for route deviations that are scheduled for the shift. Some programs also include the pre-trip inspection sheet on the log, while others have a separate pre-trip inspection form.

At the end of each shift, the driver will turn in their log and bring in the farebox for secure storage. It is recommended that the information from the log be entered into an electronic data collection spreadsheet/database each day, so that any anomalies can be corrected right away. The fares should also be counted (with two people present) and recorded. The county or the contractor will need to develop a procedure for counting, storing, and depositing the fare revenue.

Data Compilation and Review

Once the data has been entered into a spreadsheet, it can be compiled for reporting purposes. It is important that the county and/or the contractor review these data for accuracy. Given the initial relatively simple service design, mileage or time errors should be readily apparent. It is important that the data be reviewed locally, prior to entry into OLGA, which is DRPT's data reporting system.

Financial Data

It is assumed that the county currently has financial software in place. Costs attributed to the operation of the program should be allocated using the appropriate accounting codes. Fare revenue should also be recorded within the financial software. The county's annual audit process should ensure that the financial data are correct.

Grant Compliance and Monitoring Activities

Once the program has been implemented, Greensville County will be responsible for ensuring that the program complies with the grant requirements in a number of areas. These areas include:

- Organizational Management
- Project Management and Grant Administration
- Financial Management
- Asset Management
- Procurement
- Personnel
- Operations and Service
- Planning and Coordination
- Title VI Compliance

Appendix A: Likely Transit Origins and Destinations

Name	Address	City	Zip
Educational			
Belfield Elementary School	515 Belfield Road	Emporia	23847
Edward W. Wyatt Middle School	206 Slages Lake Road	Emporia	23847
Greensville County High School	403 Harding Street	Emporia	23847
Richardson Memorial Library	100 Spring St	Emporia	23847
Southside Virginia Education Center	1300 Greensville County Cir.	Emporia	23847
Sussex Central High School	21302 Sussex Drive	Sussex	23884
Sussex Central Middle School	21356 Sussex Drive	Sussex	23884
Medical			
Greensville/ Emporia Health Department	140 Uriah Branch Way	Emporia	23847
Jackson-Feild Homes	546 Walnut Grove Dr.	Jarratt	23867
Southern Regional Medical Center	727 North Main St.	Emporia	23847
Sussex County Health Department	20103 Princeton Rd	Sussex	23884
Waverly Medical Center	344 W. Main Street	Waverly	23890
Community			
Boys and Girls Club of Emporia	105 School Street	Emporia	23847
District 19 Community Service Board	1101 Greensville County Cir.	Emporia	23847
Emporia-Greensville Senior Citizens Center	106 W. Atlantic St	Emporia	23847
Greensville/Emporia Department of Social Services	1748 E. Atlantic St	Emporia	23847
Jarratt Senior Citizens Center	114 N. Halifax St.	Jarratt	23867
Sussex County Social Services	20103 Princeton Rd	Stony Creek	23882
Virginia Employment Commission	Greensville County Circle	Emporia	23847
YMCA	212 Weaver Avenue	Emporia	23847

Correctional			
Greensville Correctional Center	901 Correction Way	Jarratt	23807
Greensville County Courthouse	337 South Main St.	Emporia	23847
Sussex County Court	15088 Courthouse Road	Sussex	23884
Southside Regional Jail	244 Uriah Branch Way	Emporia	23847
Sussex State Prison	24414 Musselwhite Rd	Waverly	23891
Housing			
Belford Commons	425 Washington St.	Emporia	23847
Birch Island Apartments	10322 Penny Ln	Wakefield	23888
Brookridge Apartments	1325 Skippers Rd	Emporia	23847
Carriage Run Apartments	240 Carriage Run Ct	Emporia	23847
Covington Court Apartments	900 Covington Ct	Waverly	23890
Jarratt Village Apartments	23166 Bellwood Ct	Jarratt	23867
Marvin Gardens Apartments	600 Maryland Ave.	Emporia	23847
Northwoods Village	300 Bethune Square	Emporia	23847
Nottoway River Commons	23166 Bellwood Ct	Jarratt	23867
Reese Village	311 Bond Court	Emporia	23847
Trinity Woods	200 Second Street	Emporia	23847
Washington Square Apartments	501 Washington St	Emporia	23847
Waverly Villiage	600 Amherst Ln	Waverly	23890
Weaver Manor	216 Meherrin Ln	Emporia	23847
Major Shopping			
Belfield Marketplace Shopping Center (Food Lion)	216 Market Dr	Emporia	23847
Emporia Shopping Center	622 Main Street	Emporia	23847
Great Valu	608 S. County Drive	Wakefield	23888
Piggly Wiggly	338 School Street	Emporia	23847
Southside Square Shopping Center		Emporia	23847
Wal-Mart	303 Market Dr.	Emporia	23847
Major Employers			
Armor Correctional Health	901 Correction Way	Jarratt	23807
Beach Mold and Tool of Virginia	300 Industrial Park Way	Emporia	23847
Boar's Head Provisions Company	2230 Wyatts Mill Rd	Jarratt	23867
Davis Oil	11042 Blue Star Highway	Stony Creek	
Georgia Pacific	634 Davis St	Emporia	23847

Greenville Correctional Center	901 Correction Way	Jarratt	23807
Greenville County	1781 Greenville County Circle	Emporia	23847
Iluka Resources	16474 Walkers Mill Rd.	Stony Creek	23882
Iluka Resources	12472 Saint John Church Rd	Stony Creek	23882
Jackson Feild Homes	546 Walnut Grove Dr.	Jarratt	23867
Murphy Brown	27404 Cabin Point Rd	Waverly	23890
Oran Safety Glass	48 Industrial Parkway	Emporia	23847
Southside Regional Jail	244 Uriah Branch Way	Emporia	23847
Steelfab	1510 Reese Street	Emporia	23847
Sussex County	15080 Courthouse Road	Sussex	23884
Virginia Diner	408 County Diner N	Wakefield	23888
Western Express	2296 Sussex Drive	Emporia	23847

Appendix B: Vehicle Operator Job Description

Transit Vehicle Operator – Sample Job Description

Nature of Work

Performs responsible work in the operation of a transit vehicle on an assigned route.

Essential Job Functions

- Provides passengers with safe and efficient transit service; drives a passenger or paratransit bus; collects fares and passes; operates transit equipment and technology; assists elderly and handicapped passengers and operates wheelchair lift as needed.
- Provides information to passengers including bus schedules and routes, and general county and city information; assists passengers in determining how to get to desired destination.
- Ensures passenger safety by enforcing rules of conduct and operation; checks vehicle for and reports lost items.
- Performs visual inspection and operational safety check of assigned vehicle daily; keeps alert for mechanical or other equipment problems requiring attention; reports repair needs; reports traffic hazards, accidents, and other conditions requiring attention.
- Completes daily report forms including mileage, passengers, mechanical defects, and necessary supplies; delivers fare box to Operations Office for revenue accountability as required.
- Makes provision for routine daily maintenance and cleanliness of vehicles, bus shelters, and other county property as required.
- Performs other duties as assigned.

Job Preparation Needed

- Any combination of education and experience equivalent to a high school diploma, and some of experience operating a passenger bus.
- Must possess, or obtain within 90 days of hire, a valid Virginia Class B Commercial Driver's License with passenger endorsement and have an acceptable driving record based on Greenville County's criteria.
- Considerable knowledge of the operation and maintenance requirements of passenger buses or similar automotive equipment; traffic laws and regulations applicable to equipment operation; hazards of equipment operation and of appropriate safety precautions; some knowledge of the geography of the county and the city; knowledge of principles and processes for providing customer service including setting and meeting quality standards for services, and evaluation of customer satisfaction.
- Skill in the operation of assigned equipment.

- Ability to operate assigned equipment in a safe manner and to adhere to time schedules; deal with the public in a courteous and tactful manner; follow oral and written instructions; establish and maintain effective working relationships with others.

Performance

All employees are expected to work effectively and ethically with citizens and with each other to meet the needs of the community and the organization. Employees are expected to demonstrate work behaviors that model the county's values and further the county's mission.

Post Offer Requirements

- CDL previous drug testing check
- Driving record check
- Drug test
- Physical exam
- State and or national criminal/sex offender record check

Introductory Period 6 months

Post Hire Requirements

- Must maintain a valid Virginia Class B Commercial Driver's License with passenger endorsement and have an acceptable driving record.

Job Locations and Conditions

- Must be able to work a flexible schedule, including some nights and weekends; requires reliable and consistent attendance and punctuality.
- Performs work safely in accordance with department safety procedures; operates equipment safely and reports any unsafe work condition or practice to supervisor.
- May be required to report to work to serve customers during emergency conditions; may be assigned to report at a different time and location and to perform different duties as necessary.



CITY OF EMPORIA

MEMORANDUM

February 12, 2016

TO: The Honorable Mayor and City Council
FROM: Brian S. Thrower, City Manager
SUBJECT: Emporia Redevelopment & Housing Authority – Term Expiration (Marva J. Dunn)
ITEM: 16-08

On March 1, 2016, Ms. Marva J. Dunn's four (4) year term on the City of Emporia's Redevelopment & Housing Authority Board will expire. Ms. Dunn has indicated that she does wish to be considered for reappointment.

Recommendation:

This information is provided to City Council for consideration.

Attachment:

No attachment

BST/tsw