

CITY OF EMPORIA

AGENDA
EMPORIA CITY COUNCIL
Regular Meeting
TUESDAY, January 17, 2012 - 7:30 P.M.

OPENING PRAYER

ROLL CALL

APPROVAL OF MINUTES

January 3, 2012 ~ Regular Meeting Minutes

APPROVAL OF BILLS

REPORTS

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

APPROVAL OF AGENDA

NEW BUSINESS

12-02. Conditional Use Permit Review - 608 Brunswick Avenue

12-03. Downtown District Residential Zoning Regulations - Amendment Options for Consideration

12-04. Board of Zoning Appeals - Term Expiration (Marion Jones)

PUBLIC COMMENT

CLOSED SESSION

Closed Meeting pursuant to Virginia Code § 2.2 3711 (A) (7) Legal matters pertaining to the Mega Site development.

**MINUTES
EMPORIA CITY COUNCIL
CITY OF EMPORIA MUNICIPAL BUILDING
January 3, 2012**

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

Emporia City Council held a regular meeting on Tuesday, January 3, 2012, at 7:30 p.m. in the Council Chambers of the Municipal Building, located at 201 South Main Street, Emporia, Virginia. Jim Saunders, President of Council presided over the meeting with Bishop Vincent Lowery offering the invocation.

ROLL CALL

The following City Council members were present:

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

Others present:

C. Butler Barrett, City Attorney
Brian S. Thrower, City Manager
Steven B. Hall, Assistant City Manager
Tessie S. Wilkins, City Clerk
Don Wyatt, Chief of Police
Joyce E. Prince, Commissioner of the Revenue
Royal Jones, Public Works Director

Absent:

Samuel W. Adams, III, Mayor
Councilwoman Carolyn S. Carey
Councilwoman Beverly White

MINUTES APPROVAL

Councilwoman Temple moved to approve the minutes from the January 3, 2012 Regular Meeting, as presented, seconded by Councilwoman D. White which passed as follows:

Councilman F. Woodrow Harris	aye
Councilman James C. Saunders	aye
Councilwoman Doris T. White	aye
Councilwoman Deborah D. Dixon	aye

Councilwoman L. Dale Temple aye

AGENDA APPROVAL

President Saunders reported the addition of **Closed Session – Virginia Code § 2.2 3711 (A) (7) Legal matters pertaining to Mega Site development.**

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

Councilman F. Woodrow Harris	aye
Councilman James C. Saunders	aye
Councilwoman Doris T. White	aye
Councilwoman Deborah D. Dixon	aye
Councilwoman L. Dale Temple	aye

UNFINISHED BUSINESS

11-107. Board of Equalization – Request for Alternate Appointment

Mr. Thrower stated that this item was continued from the December 6, 2011 City Council meeting. He also stated that Joyce Prince, Commissioner of the Revenue, is requesting Council to recommend an appointment for an alternate to the Board of Equalization. He further stated that any recommendations made by City Council must be sent to the Circuit Court for approval. He stated that Mrs. Prince is in attendance to answer any questions Council may have regarding this issue.

Mrs. Joyce Prince, Commissioner of the Revenue, stated that after talking with the Department of Taxation, she request Council to recommend an appointment for an alternate and to also reappoints Dennis Allen and Chris Link to the Board of Equalization to serve a one year term.

Councilman Harris moved to nominate Brenda Brockwell, Dennis Allen, and Chris Link names for submission to Greenville County Circuit Court for consideration and official approval to serve a one year term on the Board of Equalization.

Councilman Harris moved to nominate Brenda Brockwell, Dennis Allen, and Chris Link names for submission to Greenville County Circuit Court for consideration and official approval to serve a one year term on the Board of Equalization, seconded by Councilwoman Temple, which passed as follows:

Councilman F. Woodrow Harris	aye
Councilman James C. Saunders	aye
Councilwoman Doris T. White	aye
Councilwoman Deborah D. Dixon	aye
Councilwoman L. Dale Temple	aye

NEW BUSINESS

12-01. 2012 City Council Retreat – Request to Approve Dates

Mr. Thrower stated that the City Clerk contacted each Council Member with available dates to hold the annual retreat. He also stated that the dates of Friday, February 24, 2012 and Saturday, February 25, 2012 appear to be the dates everyone will be available. He further stated that the VPI Extension Office will also be available for use that weekend.

Mr. Thrower stated that he was in the process of preparing an agenda and informed Council to let him know of any specific items they would like placed on the agenda

Councilwoman Temple made a motion to approve the dates of February 24, 2012 and February 25, 2012 to hold the Council Retreat at the VPI Extension Office, seconded by Councilwoman Carey, which passed as follows:

Councilman F. Woodrow Harris	aye
Councilman James C. Saunders	aye
Councilwoman Doris T. White	aye
Councilwoman Deborah D. Dixon	aye
Councilwoman L. Dale Temple	aye

PUBLIC COMMENT

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

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

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

Councilman Harris moved that Closed Session be entered for the purpose of discussing Virginia Code Sections § 2.2 3711 (A) (7) **Legal matters pertaining to Mega Site development** seconded by Councilwoman Temple, which passed as follows:

Councilman F. Woodrow Harris	aye
Councilman James C. Saunders	aye
Councilwoman Doris T. White	aye
Councilwoman Deborah D. Dixon	aye
Councilwoman L. Dale Temple	aye

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

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

Councilman F. Woodrow Harris	aye
Councilman James C. Saunders	aye
Councilwoman Doris T. White	aye

Councilwoman Deborah D. Dixon aye
Councilwoman L. Dale Temple aye

CERTIFICATION

Councilman Harris moved to certify the following:

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

Councilwoman Temple seconded the motion, which passed as follows:

Councilman F. Woodrow Harris	aye
Councilman James C. Saunders	aye
Councilwoman Doris T. White	aye
Councilwoman Deborah Dixon	aye
Councilwoman L. Dale Temple	aye

ADJOURNMENT

With no further business to come before City Council, Councilman Saunders adjourned the meeting.

James C. Saunders, President of
Council

Tessie S. Wilkins, City Clerk

Review of Bills

January 17, 2012

GENERAL FUND

LEGISLATIVE

Bank of America	564.21
Beverly White	75.00
Dell Marketing LP	2,147.16
F. Woodrow Harris	91.90
Independent Messenger	250.60
Jim Saunders	110.05
Telpage, Inc.	79.90
Tessie Wilkins	59.94
Treasurer of Virginia - VITA	13.10
Virginia Municipal Clerks Assoc.	20.00
VMCA	325.00
VML Insurance Programs	11.00
Xerox Corporation	227.48

EXECUTIVE

Bank of America	150.90
Elvin Hicks - Richmond Times	14.00
Emporia Jaycees	45.00
Emporia-Greenville Chamber	10.00
Pembroke Occupational Health	233.00
Pitney Bowes Purchase Power	1,797.99
Telpage, Inc.	963.95
The Squire House	3,559.08
Treasurer of Virginia - VITA	30.85
United Parcel Service	37.50
Verizon Wireless	40.12
Virginia Economic Developers Assoc.	175.00
VML Insurance Programs	40,335.37
Xerox Corporation	227.48

LAW

Barrett & Lockerman, PC	2,415.33
C. Butler Barrett	614.90
Troutman Sanders, LLP	5,104.50

REGISTRAR

Atlantic Election Services, Inc.	3,284.20
Bank of America	66.29
Election Systems & Software	514.95
Postmaster	176.00
Treasurer of Virginia - VITA	1.06
Virginia Electoral Board Assoc.	125.00
VML Insurance Programs	16.00
VRAV	140.00

VICTIM WITNESS

Pitney Bowes	140.37
Reliable Office Supplies	141.47
Verizon	103.40
VML Insurance Programs	101.00

VJCCCA/FAMILY VIOLENCE PREVENTION

Sadler Brothers Oil Company, Inc.	119.66
Telpage, Inc.	49.95
Treasurer of Virginia - VITA	11.59
Verizon	86.58
Verizon Wireless	974.34
VML Insurance Programs	1,228.25
Walmart	57.16

SHARED SERVICES

County of Greenville	415,114.08
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FINANCE

Bank of America	688.37
Blue Cross/Blue Shield of Virginia	38,332.58
Treasurer of Virginia - VITA	12.30
Treasurer of Virginia - VRS	38,271.99
VML Insurance Programs	47.00
Xerox Corporation	227.46

DEBT SERVICE

Carter Bank & Trust	4,086.81
SunTrust Bank	1,244.24
The Bank of Southside Virginia	1,129.24
USDA Rural Development	5,000.00

NON-DEPARTMENTAL

County of Greenville	131.98
District 19 Community Services Bd.	19,735.50
Emporia-Greens. Local Law Library	274.00
Greens.-Emporia Dept. of Soc. Serv.	52,026.75
Greenville/Emporia CSA	53,706.66
Mecklenburg County	5,402.00
Meherrin Regional Library	7,711.25
Treasurer of Virginia Tech	2,579.30
VML Insurance Programs	2,502.00

Review of Bills January 17, 2012

COMMISSIONER OF REVENUE/ASSESSOR

IAAO	175.00
Independent Messenger	134.25
Joyce E. Prince	111.00
NADA Used Car Guide	66.00
Quill Corporation	97.04
Telpage, Inc.	193.90
Treasurer of Virginia - VITA	417.35
V.A.L.E.C.O.	40.00
VML Insurance Programs	54.00
Willis Property Assessment	3,578.33

TREASURER

Independent Messenger	370.75
Staples	132.00
Treasurer of Virginia - VITA	413.00
V.A.L.E.C.O.	50.00
VML Insurance Programs	25.00

SHERIFF

Bank of America	317.12
Sadler Brothers Oil Company, Inc.	429.23
Town Police Supply Corp.	26.98
Treasurer of Virginia - VITA	8.50
Verizon Wireless	112.21
VML Insurance Programs	1,036.00

COURTS

Barrett & Lockerman, P.C.	242.20
Crater Youth Care Commission	3,990.00
Southside Regional Jail	65,688.00
Townsend Law Offices, PLLC	120.00
Treasurer of Virginia - VITA	9.22
Waldrop Law Office, PLLC	120.00

FIRE

Bank of America	280.90
Dominion Virginia Power	5.94
Mecklenburg Electric Cooperative	18.21
Treasurer of Virginia - VITA	13.65
Verizon Wireless	177.42
VML Insurance Programs	3,408.50

PARKS & RECREATION

Bank of America	772.05
Cintas Corporation	22.32
Sadler Brothers Oil Company, Inc.	161.43
VML Insurance Programs	330.00

EMERGENCY SERVICES

Bank of America	179.33
Sadler Brothers Oil Company, Inc.	43.62
Treasurer of Virginia - VITA	5.47
Verizon Wireless	64.94
VML Insurance Programs	5.00

FACILITIES

Amerigas Propane	2,260.66
Bank of America	782.88
Cintas Corporation	141.60
Commonwealth Exterminators, Inc.	324.66
David W. Fladung	52.30
Dominion Virginia Power	2,907.52
Independent Messenger	125.30
J. Randy Forbes Supply Account	36.00
Mecklenburg Electric Cooperative	849.22
Michael B. Garner	345.00
Morris Refrigeration Company, Inc.	1,744.51
Parker Oil Company, Inc.	897.17
R & C Electric Services, Inc.	510.40
VML Insurance Programs	121.00

PLANNING AND ZONING

American Housing Specialist	578.20
Bank of America	112.26
Community Planning Partners, Inc.	1,484.10
Dewberry & Davis, Inc.	9,025.00
Emporia Inn, LLC	799.96
Emporia Storage	165.00
Owen Ford, Inc.	1,456.29
Quill Corporation	531.80
Sadler Brothers Oil Company, Inc.	259.38
Stantec Consulting Services, Inc.	3,804.00
Thurman R. Hill	1,400.00
Treasurer of Virginia - VITA	13.69
Verizon Wireless	189.84
VML Insurance Programs	444.00
Wilbert Williams & Sons Bldg. Contr.	1,154.00
Xerox Corporation	227.46

ANIMAL CONTROL

Animal Hospital of Emporia	74.00
Bank of America	25.37
Greene's Service Center	16.00
Sadler Brothers Oil Company, Inc.	177.56
Verizon Wireless	29.57
VML Insurance Programs	141.00

Review of Bills January 17, 2012

POLICE

Bank of America	5,290.08
City of Emporia - Petty Cash	13.49
Cobb Technologies	366.00
Greene's Service Center	80.00
Ogburn Signs & Printing	2,225.00
Sadler Brothers Oil Company, Inc.	8,431.64
Sheehy Ford of Richmond	8,569.06
Telpage, Inc.	59.95
Treasurer of Virginia - VITA	2,180.11
Trinity Custom Apparel	684.10
Verizon	739.66
Verizon Wireless	458.48
VML Insurance Programs	10,064.00
White Motors	1,000.00

PUBLIC WORKS

Anthony Jarrell	40.00
B. P. Short & Son Paving Co., Inc.	862.88
Bank of America	7,000.18
Chester Hydraulics, Inc.	887.28
Cintas Corporation	726.92
Dominion Virginia Power	6,981.34
Fuel Freedom Card	4,028.88
Greensville County Landfill	15,141.16
Holiday Ice	138.60
Independent Messenger	517.64
Machine & Welding Supply	64.63
Mecklenburg Electric Cooperative	1,559.10
Rightmyer Machine Rentals	1,260.81
Sadler Brothers Oil Company, Inc.	1,518.18
Southside Regional Jail	833.00
Telpage, Inc.	46.95
Treasurer of Virginia - VDOT	299.22
Treasurer of Virginia - VITA	12.34
Verizon Wireless	241.86
VML Insurance Programs	10,710.00

TOTAL GENERAL FUND \$924,976.19

UTILITY FUND

Bank of America	5,780.24
Biological Monitoring, Inc.	1,300.00
Blue Cross/Blue Shield of Virginia	7,659.38
Cintas Corporation	397.54
Detrick Layton	32.87
Dewberry & Davis, Inc.	136,978.03
Dominion Virginia Power	9,402.60
First Citizens Bank	1,339.33
Fuel Freedom Card	559.40
GAP, Inc.	1,500.00
Hampton Roads Sanitation District	807.98
Holiday Ice	15.40
James R. Reed & Associates	375.00
Mecklenburg Electric Cooperative	7,107.62
MSC Waterworks	2,297.20
Norfolk Bearings and Supply Co.	1,128.90
Pace Analytical Services	560.00
Parker Oil Company, Inc.	75.94
Postmaster	682.00
Richmond Times-Dispatch	317.80
Sadler Brothers Oil Company, Inc.	1,119.57
SunTrust Bank	63,439.60
Telpage, Inc.	79.90
Total Products Co.	102.55
Treasurer of Virginia - DGS	926.00
Treasurer of Virginia - VITA	20.28
Treasurer of Virginia - VRS	9,194.83
United Parcel Service	53.05
Univar USA, Inc.	3,037.50
Verizon	341.53
Verizon Wireless	198.24
VML Insurance Programs	19,646.75
VUPS	24.70
Water Guard, Inc.	352.00

TOTAL UTILITY FUND \$276,853.73

**General Fund
Revenue and Expenditure Report
December 31, 2011**

REVENUES

Description	Budget	Revenues To Date	% Collected
General Property Taxes	\$4,329,000	\$3,686,166	85.15%
Other Local Taxes	5,415,000	2,183,120	40.32%
Licenses, Permits & Fees	38,700	38,477	99.42%
Fines & Forfeitures	1,151,300	589,476	51.20%
Use of Money & Property	35,000	10,999	31.43%
Charges for Services	854,750	336,176	39.33%
Miscellaneous Revenue	57,175	377,792	660.76%
Recovered Costs	283,763	55,322	19.50%
State Non-Categorical Aid	602,319	599,930	99.60%
Shared Expenses	287,101	112,560	39.21%
Categorical State Aid	2,795,858	1,260,325	45.08%
Federal Non-Categorical Aid	1,366,032	23,375	1.71%
Categorical Federal Aid	25,000	25,000	100.00%
Proceeds from Loans	960,160	460,160	47.93%
Non-Revenue Receipts	0	0	#DIV/0!
Appropriated Fund Balance	<u>1,024,777</u>	<u>0</u>	<u>0.00%</u>
Total	\$19,225,935	\$9,758,878	50.76%

**General Fund
Revenue and Expenditure Report
December 31, 2011**

EXPENDITURES

Description	Budget	Expenditures To Date	% Expended
City Council	\$174,591	\$75,198	43.07%
City Manager	255,369	136,153	53.32%
Legal Services	48,970	22,523	45.99%
Commissioner of Revenue	203,463	94,359	46.38%
Assessor	41,428	25,792	62.26%
Treasurer	91,255	43,423	47.58%
Finance Department	198,921	89,151	44.82%
Registrar	90,183	36,889	40.90%
Courts	2,090,865	1,010,271	48.32%
Sheriff	228,971	99,962	43.66%
Police Department	2,823,066	1,374,510	48.69%
Fire Department	1,181,048	640,274	54.21%
Emergency Services	559,896	185,388	33.11%
Facilities Management	192,575	64,100	33.29%
Public Works	2,465,189	829,509	33.65%
Health & Social Services	498,061	360,885	72.46%
Education	4,307,436	2,493,653	57.89%
Library	92,535	53,979	58.33%
Community Development/Planning	2,026,768	252,267	12.45%
Economic Development	401,500	59,559	14.83%
Airport	91,919	30,000	32.64%
Parks & Recreation	111,049	85,524	77.01%
Arts & Culture	19,436	13,000	66.89%
Extension Service	26,060	5,511	21.15%
Civic & Community Organizations	20,995	25,855	123.15%
Non-Departmental	<u>984,386</u>	<u>495,788</u>	<u>50.37%</u>
Total	\$19,225,935	\$8,603,523	44.75%

**Utility Fund
Revenue and Expenditure Report
December 31, 2011**

REVENUES

Description	Budget	Revenues To Date	% Collected
Water Sales	\$1,352,000	\$583,097	43.13%
Sewer Service	1,261,750	754,600	59.81%
Water Taps	10,000	6,000	60.00%
Sewer Taps	10,000	12,000	120.00%
Cut-on/Cut-off Fees	62,000	39,407	63.56%
Meter Charges	55,000	27,580	50.15%
Rental Income	2,400	0	0.00%
Sales, Labor & Materials	2,000	0	0.00%
Penalties	95,000	36,039	37.94%
Interest Earned	4,000	734	18.35%
Miscellaneous	1,500	375,159	25010.60%
VDH FCAP Grant	200,000	0	0.00%
Tobacco Comm. Grant	825,925	0	0.00%
Proceeds from Bond Issue	<u>10,837,000</u>	<u>0</u>	<u>0.00%</u>
Total	\$14,718,575	\$1,834,616	12.46%

EXPENDITURES

Description	Budget	Expenditures To Date	% Expended
Administration and Billing	\$303,064	\$144,801	47.78%
Water Distribution	278,743	145,692	52.27%
Water Treatment Plant	1,371,304	423,928	30.91%
Sewage Collection	164,250	31,723	19.31%
Wastewater Treatment Plant	581,177	250,061	43.03%
Non-Departmental	<u>12,020,037</u>	<u>261,946</u>	<u>2.18%</u>
Total	\$14,718,575	\$1,258,151	8.55%

**CITY OF EMPORIA
CITY COUNCIL MEETING
January 17, 2012
AGENDA MEMORANDUM**

**SUBJECT: FINANCIAL STATEMENT
COLLECTIONS 2011 PERSONAL PROPERTY TAX
COLLECTIONS 2010 PERSONAL PROPERTY TAX
COLLECTIONS 2009 PERSONAL PROPERTY TAX
RECAP OF 2006-2007-2008 TAX COLLECTIONS
DELINQUENT TAX SUMMARY-ALL YEARS
2011 PPTRA ALLOTMENT-COMPARISON
SALES & USE TAX COMPARISON
MONTHLY UTILITY DEPT. COMPARISON
CUT OFFS FOR UTILITY CUSTOMERS
UNCOLLECTED UTILITY BILLS**

W. S. HARRIS, JR., TREASURER

Financial Statement

December 31, 2011

CHECKING / DAILY INVESTMENT

General Fund	Utility Fund
2,749,126.12	471,679.26

CERTIFICATES OF DEPOSIT / INVESTMENTS

CARTER BANK & TRUST	\$211,549.26	12 Mos @ 1.05%	2/3/2012	General Fund
CARTER BANK & TRUST	\$511,460.61	12 Mos @ 1.05%	2/3/2012	General Fund
CARTER BANK & TRUST	\$511,460.61	12 Mos @ 1.05%	2/3/2012	General Fund
CARTER BANK & TRUST	\$511,460.61	12 Mos @ 1.05%	2/3/2012	General Fund
FIRST COMMUNITY BANK	\$2,083,881.40	MMF @ .10%	NA	General Fund
FIRST COMMUNITY BANK	\$1,003,924.80	MMF @ .10%	NA	UTILITY FUND

Dec-11

RECAP OF 2011 TAXES

<i>TYPE OF TAX</i>	<i>LEVY (A)</i>	<i>SUPPLEMENTS (B)</i>	<i>ABATEMENTS (C)</i>	<i>ADJUSTED LEVY (Cols. A+B-C) (D)</i>	<i>COLLECTIONS TO DATE (E)</i>	<i>BALANCE DUE (F)</i>
Real Estate	2,984,406.93	0.00	901.53	2,983,505.40	2,816,669.43	166,835.97
Personal Property	1,244,373.63	26,690.75	26,204.94	1,244,859.44	1,195,428.18	49,431.26
Decals	111,029.00	8,475.00	4,257.00	115,247.00	92,714.77	22,532.23
Personal Property Relief	557,964.29	30,384.27	24,338.40	564,010.16	500,125.47	63,884.69
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	55,701.87	5,064,101.42	4,761,417.27	302,684.15

[2011 Real Estate Tax Collections](#)

94.41%

[2011 Personal Property Tax Relief](#)

86.67%

[2011 Personal Property Tax Collections](#)

96.03%

[2011 Public Service Tax Collections](#)

100.00%

[2011 License Fee Collections](#)

80.45%

Dec-11

RECAP OF 2010 TAXES

<i>TYPE OF TAX</i>	<i>LEVY (A)</i>	<i>SUPPLEMENTS (B)</i>	<i>ABATEMENTS (C)</i>	<i>ADJUSTED LEVY (Cols. A+B-C) (D)</i>	<i>COLLECTIONS TO DATE (E)</i>	<i>BALANCE DUE (F)</i>
Real Estate	2,976,993.81	0.00	3,085.25	2,973,908.56	2,912,244.85	61,663.71
Personal Property	1,141,435.34	99,940.97	54,938.59	1,186,437.72	1,165,070.19	21,367.53
Decals	107,658.50	9,563.00	5,244.15	111,977.35	106,374.54	5,602.81
Personal Property Relief	578,916.57	34,959.61	27,170.32	586,705.86	572,741.70	13,964.16
Public Service	165,731.98	0.00	8,167.59	157,564.39	157,564.39	0.00
TOTAL	4,970,736.20	144,463.58	98,605.90	5,016,593.88	4,913,995.67	102,598.21

2010 Real Estate Tax Collections

97.93%

2010 Personal Property Tax Relief

97.62%

2010 Personal Property Tax Collections

98.20%

2010 Public Service Tax Collections

100.00%

2010 License Fee Collections

94.99%

Dec-11

RECAP OF 2009 TAXES

TYPE OF TAX	LEVY (A)	SUPPLEMENTS (B)	ABATEMENTS (C)	ADJUSTED LEVY (Cols. A+B-C) (D)	COLLECTIONS TO DATE (E)	BALANCE DUE (F)
Real Estate	2,942,633.61	3,808.18	5,736.64	2,940,705.15	2,899,805.48	40,899.67
Personal Property	1,214,926.66	219,196.50	217,300.23	1,216,822.93	1,208,598.65	8,224.28
Decals	110,991.50	6,951.00	7,501.50	110,441.00	104,590.22	5,850.78
Personal Property Relief	524,152.89	38,891.54	16,938.36	546,106.07	534,067.56	12,038.51
Public Service	121,797.85	0.00	0.00	121,797.85	121,797.85	0.00
TOTAL	4,914,502.51	268,847.22	247,476.73	4,935,873.00	4,868,859.76	67,013.24
2009 Real Estate Tax Collections		98.61%	2009 Personal Property Tax Relief		97.80%	
2009 Personal Property Tax Collections		99.32%	2009 Public Service Tax Collections		100.00%	
2009 License Fee Collections		94.70%				

Dec-11

RECAP OF 2006 TAXES

TYPE OF TAX	BAL. FWD. (A)	SUPPLEMENTS (B)	ABATEMENTS (C)	ADJUSTED LEVY (Cols. A+B-C) (D)	COLLECTIONS TO DATE (E)	BALANCE DUE (F)
Real Estate	2,652,047.54	305,490.03	312,126.53	2,645,411.04	2,640,531.99	4,879.05
Personal Property	1,134,613.32	20,456.22	28,957.80	1,126,111.74	1,121,606.77	4,504.97
Personal Property Relief	536,703.83	10,344.23	33,144.74	513,903.32	508,229.40	5,673.92
Public Service	163,675.14	0.00	0.00	163,675.14	163,675.14	0.00
TOTAL	4,487,039.83	336,290.48	374,229.07	4,449,101.24	4,434,043.30	15,057.94

[2006 Real Estate Tax Collections](#)

99.82%

[2006 Personal Property Tax Relief](#)

98.89%

[2006 Personal Property Tax Collections](#)

99.80%

[2006 Public Service Tax Collection](#)

100.00%

RECAP OF 2007 TAXES

TYPE OF TAX	BAL. FWD. (A)	SUPPLEMENTS (B)	ABATEMENTS (C)	ADJUSTED LEVY (Cols. A+B-C) (D)	COLLECTIONS TO DATE (E)	BALANCE DUE (F)
Real Estate	2,673,531.26	29,166.22	14,468.19	2,688,229.29	2,682,403.77	5,825.52
Personal Property	1,270,481.69	232,305.66	109,357.69	1,393,429.66	1,389,127.83	4,301.83
Decals	444,139.00	30,539.61	8,551.33	466,127.28	463,078.60	3,048.68
Personal Property Relief	549,911.50	5,471.39	137,247.89	418,135.00	411,745.50	6,389.50
Public Service	140,577.17	4,462.35	0.00	145,039.52	145,039.52	0.00
TOTAL	5,078,640.62	301,945.23	269,625.10	5,110,960.75	5,091,395.22	19,565.53

[2007 Real Estate Tax Collections](#)

99.78%

[2007 Personal Property Tax Relief](#)

98.47%

[2007 Personal Property Tax Collections](#)

99.89%

[2007 Public Service Tax Collection](#)

100.00%

RECAP OF 2008 TAXES

TYPE OF TAX	BAL. FWD. (A)	SUPPLEMENTS (B)	ABATEMENTS (C)	ADJUSTED LEVY (Cols. A+B-C) (D)	COLLECTIONS TO DATE (E)	BALANCE DUE (F)
Real Estate	2,703,731.80	15,916.97	11,236.65	2,708,412.12	2,698,828.94	9,583.18
Personal Property	1,288,745.41	42,594.01	81,758.00	1,249,581.42	1,241,151.42	8,430.00
Decals	110,269.50	9,823.17	6,545.00	113,547.67	108,565.25	4,982.42
Personal Property Relief	548,290.97	39,726.80	28,914.65	559,103.12	547,741.80	11,361.32
Public Service	149,011.30	5,341.13	5,341.13	149,011.30	149,011.30	0.00
TOTAL	5,327,568.48	127,815.81	133,795.43	4,779,655.63	4,745,298.71	34,356.92

[2008 Real Estate Tax Collections](#)

99.84%

[2008 Personal Property Tax Relief](#)

97.97%

[2008 Personal Property Tax Collection](#)

99.33%

[2008 Public Service Tax Collection](#)

100.00%

DELINQUENT TAX SUMMARY - FY 2011

December-11

REAL ESTATE TAXES

<i>Tax Year</i>	<i>Balance July 1</i>	<i>Supplements Added</i>	<i>Abatements</i>	<i>Bankruptcy Charge-Offs</i>	<i>Credit Card Collections</i>	<i>Collected To This Month</i>	<i>Collected This Month</i>	<i>Balance</i>
2005	\$2,926.70	\$0.00	\$0.00	\$0.00	\$0.00	\$22.41	\$0.00	\$2,904.29
2004	\$1,876.63	\$0.00	\$0.00	\$0.00	\$0.00	\$241.31	\$31.93	\$1,603.39
2003	\$1,301.16	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,301.16
2002	\$815.64	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$815.64
2001	\$668.89	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$668.89
2000	\$378.84	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$378.84
1999	\$339.36	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$339.36
1990-1998	\$1,880.16	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,880.16
TOTAL	\$10,187.38	\$0.00	\$0.00	\$0.00	\$0.00	\$263.72	\$31.93	\$9,891.73

PERSONAL PROPERTY TAX

<i>Tax Year</i>	<i>Balance July 1</i>	<i>Supplements Tx Relief</i>	<i>Abatements</i>	<i>Bankruptcy Charge-Offs</i>	<i>Credit Card Collections</i>	<i>Collected To This Month</i>	<i>Collected This Month</i>	<i>Balance</i>
2005 Net Tax	\$5,828.49	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,828.49
2004 Net Tax	\$3,310.83	\$0.00	\$847.49	\$0.00	\$0.00	\$166.73	\$25.50	\$2,271.11
2003 Net Tax	\$1,931.12	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,931.12
2001-2002	\$7,550.29	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$7,550.29
TOTAL	\$18,620.73	\$0.00	\$847.49	\$0.00	\$0.00	\$166.73	\$25.50	\$17,581.01

Grand Total of All Delinquent	\$28,808.11	\$0.00	\$847.49	\$0.00	\$0.00	\$430.45	\$57.43	\$27,472.74
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2011 PPTRA ALLOTMENT - COMPARISON

TOTAL ALLOTMENT FROM STATE - \$570,316.00

TOTAL PPTRA ASSESSED - 64.20% **\$557,964.29**

COLLECTIONS THRU PAID BILLS

Jun-11	\$6,948.96
Jul-11	\$265,894.87
Aug-11	\$138,063.20
Sep-11	\$33,955.72
Oct-11	\$28,356.57
Nov-11	\$21,408.83
Dec-11	\$5,497.32

ABATEMENTS **-\$24,338.40**

SUPPLEMENTS **\$30,384.27**

TOTAL REMAINING FROM UNPAID BILLS **\$63,884.69**

1st Payment from State reimbursement 11-16-11 **\$254,755.09**

Local Sales & Use Tax Collection Comparison

Local Sales & Use Tax

Month	2008 Calendar Year	2009 Calendar Year	2010 Calendar Year	2011 Calendar Year
	Collected	Collected	Collected	Collected
January	\$104,619.24	\$222,023.19	\$123,188.30	\$110,239.00
February	\$197,553.30	\$120,262.05	\$124,584.85	\$125,876.99
March	\$107,029.38	\$27,070.18	\$98,553.01	\$104,593.90
April	\$110,577.51	\$108,805.81	\$101,965.72	\$119,737.24
May	\$116,075.70	\$115,612.61	\$116,312.04	\$123,865.11
June	\$99,720.78	\$121,520.22	\$113,585.83	\$131,026.53
July	\$107,869.73	\$116,966.74	\$117,703.51	\$180,490.56
August	\$150,766.96	\$137,055.01	\$126,634.72	\$53,547.37
September	\$124,207.28	\$131,781.62	\$124,733.84	\$119,307.80
October	\$118,238.98	\$101,421.65	\$121,693.93	\$123,419.00
November	\$140,536.76	\$117,703.71	\$121,716.50	\$119,256.67
December	\$108,081.53	\$107,049.70	\$101,874.52	\$117,432.90
Yearly Total	\$1,485,277.15	\$1,427,272.49	\$1,392,546.77	\$1,428,793.07

Extra \$100,00.00 + received in January 09 resulted from an audit done by the State-they later discovered from a second audit that the money was sent to us in error resulting in the March amt. being decreased (per Shelia Cutrell).

State Sales & Use Tax Collection Comparison

State Sales & Use Tax

Month	2008 Calendar Year	2009 Calendar Year	2010 Calendar Year	2011 Calendar Year
	Collected	Collected	Collected	Collected
January	\$79,183.50	\$60,388.48	\$81,853.28	\$76,745.66
February	\$93,281.04	\$96,141.34	\$84,478.90	\$92,440.02
March	\$63,803.82	\$60,623.06	\$65,632.54	\$63,957.82
April	\$66,248.06	\$63,942.66	\$57,976.52	\$69,216.00
May	\$74,978.60	\$67,312.68	\$77,024.82	\$78,000.40
June	\$78,968.00	\$74,749.30	\$80,105.98	\$85,721.72
July	\$77,700.30	\$66,031.70	\$68,470.08	\$72,832.12
August	\$79,264.64	\$79,638.12	\$86,929.30	\$84,321.66
September	\$75,438.58	\$72,947.54	\$73,798.74	\$74,027.06
October	\$72,798.04	\$72,034.28	\$70,426.24	\$78,763.86
November	\$75,683.86	\$73,144.32	\$77,002.46	\$77,775.18
December	\$70,305.58	\$64,788.72	\$76,745.66	\$77,868.98
Yearly Total	\$907,654.02	\$851,742.20	\$900,444.52	\$931,670.48

**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

2009

2011

JANUARY	58	JANUARY	62	JANUARY	86
FEBRUARY	32	FEBRUARY	56	FEBRUARY	30
MARCH	35	MARCH	74	MARCH	31
APRIL	49	APRIL	28	APRIL	48
MAY	63	MAY	56	May	83
JUNE	66	JUNE	86	June	281 started one month
JULY	76	JULY	53	JULY	130
AUGUST	67	AUGUST	90	AUGUST	85
SEPTEMBER	75	SEPTEMBER	49	SEPT	83
OCTOBER	93	OCTOBER	72	OCTOBER	66
NOVEMBER	51	NOVEMBER	46	NOVEMBER	86 Deadline to catch-up
DECEMBER	71	DECEMBER	130	DECEMBER	61

2008

2010

JANUARY	45	JANUARY	103
FEBRUARY	63	FEBRUARY	44
MARCH	71	MARCH	46
APRIL	44	APRIL	63
MAY	71	MAY	86
JUNE	82	JUNE	58
JULY	67	JULY	74
AUGUST	86	AUGUST	78
SEPTEMBER	94	SEPTEMBER	66
OCTOBER	43	OCTOBER	86
NOVEMBER	39	NOVEMBER	54
DECEMBER	71	DECEMBER	44

**Monthly Comparison of
Collected Utility Fund Revenue & Completed Service Orders**

FY 11-12

	July	August	September	October	November	December
Water	94,472.67	100,139.82	104,574.50	96,974.51	97,014.01	87,506.41
Sewer	98,093.38	103,733.39	108,334.29	102,098.82	105,445.39	93,136.08
Meter Charge	4,405.82	4,439.85	4,456.56	4,388.01	4,529.28	4,511.58
Water Taps	0.00	0.00	0.00	0.00	0.00	0.00
Sewer Taps	0.00	0.00	7,000.00	0.00	7,000.00	-7,000.00
Sale of Materials	0.00	283.60	175.25	189.25	42.00	42.00
Penalties	8,013.56	5,639.44	5,513.32	5,549.52	5,806.75	5,313.47
Cut on/off Fees	6,750.00	4,980.00	5,310.00	3,090.00	4,080.00	4,620.00
Water Sales-Bulk Water	506.50	185.00	571.76	130.66	191.69	75.18
Sewer Services	120.00	33,103.00	13,214.89	132.88	26,898.99	43,622.61
Miscellaneous	200.00	0.00	0.00	0.00	0.00	0.00

Total Revenue For the Month	212,561.93	252,504.10	249,150.57	212,553.65	251,008.11	231,827.33
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	January	February	March	April	May	June	YTD Category Totl
Water							580,681.92
Sewer							610,841.35
Meter Charge							26,731.10
Water Taps							0.00
Sewer Taps							7,000.00
Sale of Materials							732.10
Penalties							35,836.06
Cut on/off Fees							28,830.00
Water Sales-Bulk Water							1,660.79
Sewer Services							117,092.37
Miscellaneous							200.00

Total Revenue for the Month	0.00	0.00	0.00	0.00	0.00	0.00
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	July	August	September	October	November	December
Service Orders						
Ttl Off/On Requests	112	121	161	110	87	91
Ttl Leak Inquiries	41	47	43	39	46	52
Ttl Service Orders For the Month	153	168	204	149	133	143

	January	February	March	April	May	June	YTD Order Totals
Service Orders							
Ttl Off/On Requests							682
Ttl Leak Inquiries							268

Ttl Service Orders For the Month	0	0	0	0	0	0
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YTD Revenue Total All Depts. **1,409,605.69** YTD Service Order **950**

UNCOLLECTED UTILITY BILLS

BEGINNING BALANCE JULY 2006	54043.62	54043.62
BALANCES ADDED AFTER 2 MONTHS EXTENSION	31012.65	85056.27
BALANCES ADDED FOR 2009	10028.85	95085.12
COLLECTIONS FOR 2009	-4577.96	90507.16
BALANCES ADDED FOR 2010	56074.78	146601.94
COLLECTIONS FOR 2010	-21349.82	125252.12
BALANCES ADDED FOR 2011	43729.33	168981.45
COLLECTIONS FOR 2011	-30063.76	138917.69

City of Emporia



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

January 12, 2012

JOYCE E. PRINCE
COMMISSIONER

LISA D. COUNCIL
DEPUTY COMMISSIONER

The Honorable Mayor
City Council
City Manager

Dear Members of Council:

During the month of December a total of \$166.96 was processed for City Business License.

Transient tax totaled \$51,217.55 for the month of November and processed during December.

Meal tax processed during the month of December totaled \$116,805.18.

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

	<u>November 2010</u>	<u>November 2011</u>
Meal Tax	\$ 129,591.26	\$ 116,805.18
Transient Tax	\$ 54,914.92	\$ 51,217.55

Respectfully,

Joyce E. Prince



CITY OF EMPORIA

DEPARTMENT OF INSPECTIONS

**December - 2011
Code Enforcement Monthly Report**

Notices Issued

Resolved

Inoperable Vehicles - 1

2 - By Owner

Weeds / Grass - 0

0- By Owner

Property Maintenance - 5

6- By Owner

Zoning - 0

Cases Turned Over To City Attorney – 1

Total Notices Issued – 6

Invoiced Notices- 0

Weeds / Grass – 0

Total- Weeds/ Grass- 0

Inoperable Vehicle- 0

Inoperable Vehicles- 0

Demolition- 0

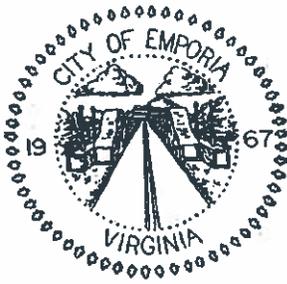
Demolition- 0

Signature :

A handwritten signature in blue ink, appearing to read "M. Stahl", written over a horizontal line.

Supervisor :

A handwritten signature in blue ink, appearing to read "J. Hill", written over a horizontal line.



CITY OF EMPORIA

DEPARTMENT OF INSPECTIONS

2011 Code Enforcement Yearly Report

Notices Issued

Resolved

Inoperable Vehicles - 86

80 - By Owner
6 - Time Has Not Expired

Weeds / Grass - 105

78- By Owner
27- By City Contractor

Property Maintenance - 147

68 - By Owner
29- Time Has Not Expired
Extensions Granted
50- Cases Turned Over to City
Attorney

Zoning - 4

4 - By Owner

Total Notices Issued - 342

Invoiced Notices- 30

Weeds / Grass - 27
Inoperable Vehicle- 0
Demolition- 3

Total- Weeds/ Grass- \$ 4908.26
Inoperable Vehicles- \$ 0
Demolition- \$ 10,100.00

Total \$ 15,008.26

Signature: _____

M. Stahl 12/20/11

Supervisor: _____

M. Stahl 12/20/11

**Emporia Police Department
Arrests by Race**

December 2011

	Black	%	White	%	Other	%
Criminal Arrests	55	83%	10	15%	1	2%
Selective Tickets	346	35%	522	53%	115	12%
Regular Tickets	39	67%	17	29%	2	3%

IBR Offense Counts 12/1/2011-12/31/2011 Emporia Police Department

1	120-Robbery
8	13B-Simple Assault
1	13C-Intimidation
21	220-Burglary/Breaking & Entering
1	23B-Purse Snatching
1	23C-Shoplifting
3	23D-Theft From Building
7	23F-Theft From Motor Vehicle
12	23H-All Other Larceny
1	240-Motor Vehicle Theft
5	250-Counterfeiting/Forgery
1	26B-Credit Card/Automatic Teller Machine Fraud
1	26E-Wire Fraud
22	290-Destruction/Damage/Vandalism of Property
4	35A-Drug/Narcotic Violations
3	90A-Bad Checks
5	90B-Curfew/Loitering/Vagrancy
2	90C-Disorderly Conduct
6	90D-Driving Under the Influence
6	90E-Drunkenness
1	90F-Family Offenses, Nonviolent
1	90G-Liquor Law Violations
2	90J-Trespass of Real Property
52	90Z-All Other Offenses
	52 Unclassified 90Z

167	Total Offenses Reported
149	Total Incidents Reported

Criminal Arrestees

December 2011

Resident – 47

Non-resident - 19

Noise complaints December 2011

Loud noise from street crowds – 3	1 summons for littering
Loud Music from House - 3	no summons
Dog Barking – 1	no summons

CONSENT SEARCHES

There were no consent searches conducted during the month of December 2011.

Schools

December 2011

R. Turner attended Intoxilyzer Operator's School in Richmond December 14-16.

Emporia Animal Control Monthly Report

December 2011

Dogs

On Hand	<u>4</u>
Stray	<u>5</u>
Seized	<u>-0-</u>
Bite Cases	<u>1</u>
Surrendered by Owner	<u>4</u>
Transferred In	<u>-0-</u>
Others	<u>-0-</u>
Claimed by Owner	<u>3</u>
Adopted	<u>6</u>
Transferred Out	<u>-0-</u>
Died in Facility	<u>-0-</u>
Euthanized	<u>-0-</u>
Remain	<u>5</u>

Wildlife

Wild or Fowl	<u>3</u>
DOA	<u>2</u>
Relocate	<u>1</u>
On-Hand	<u>-0-</u>
Euthanize	<u>-0-</u>

Cats

On Hand	<u>10</u>
Stray	<u>-0-</u>
Seized	<u>-0-</u>
Bite Cases	<u>-0-</u>
Surrendered by Owner	<u>-0-</u>
Transferred In	<u>-0-</u>
Others	<u>-0-</u>
Claimed by Owner	<u>-0-</u>
Adopted	<u>8</u>
Transferred Out	<u>-0-</u>
Died in Facility	<u>-0-</u>
Euthanized	<u>-0-</u>
Remain	<u>2</u>

General

Calls Answered	<u>107</u>
Hours	<u> </u>
Mileage	<u> </u>
Verbal Warning	<u>-0-</u>
Summons Issued	<u>-0-</u>
Court Cases	<u>-0-</u>

Remarks _____

Prepared by: _____



Emporia Animal Control Monthly Report

December 2011

Dogs

On Hand 4
Stray 5
Seized -0-
Bite Cases 1
Surrendered by Owner 4
Transferred In -0-
Others -0-
Claimed by Owner 3
Adopted 6
Transferred Out -0-
Died in Facility -0-
Euthanized -0-
Remain 5

Wildlife

Wild or Fowl 3
DOA 2
Relocate 1
On-Hand -0-
Euthanize -0-

Cats

On Hand 10
Stray -0-
Seized -0-
Bite Cases -0-
Surrendered by Owner -0-
Transferred In -0-
Others -0-
Claimed by Owner -0-
Adopted 8
Transferred Out -0-
Died in Facility -0-
Euthanized -0-
Remain 2

General

Calls Answered 107
Hours _____
Mileage _____
Verbal Warning -0-
Summons Issued -0-
Court Cases -0-

Remarks _____

Prepared by: _____

Greg Arney



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:

January 11, 2012

Sheriff Sam C. Brown

**The Honorable Mayor
City Manager
Honorable Members of City Council**

Dear Members of City Council:

The Emporia Sheriff's Office spent approximately 170 hours in General District and Juvenile & Domestic Relations Court in December, 2011. We served a total of 370 civil papers. These are broken down as follows:

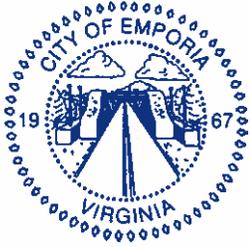
Capias	2
Change in Payee	1
Debt	12
Detention Order	4
Detinue	6
Garnishments	21
Misdemeanor Warrant	55
Notice	4
Notice of Lien	4
Protective Order	6
Show Cause	13
Summons	210
Support Order	3
Subpoena Duces Tecum	9
Transportation	5
Unlawful Detainer	13
Writ of Possession	2

We collected \$60.00 Sheriff Fees for the month of December, 2011. We had 5 transports during the month.

Sincerely,

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

Sam C. Brown, Sheriff



CITY OF EMPORIA

Memorandum

January 13, 2012

TO: Honorable Mayor and City Council

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

SUBJECT: Conditional Use Permit Review – 608 Brunswick Avenue

ITEM #: 12-02

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

Your initial approval of the permit including the following conditions:

- A progress review by City Council at six and 18 months, and
- Full compliance with the Building Code and securing all necessary permits prior to opening, and
- Full compliance with Department of Social Service and state requirements for a day care with six through 12 children.

To date the following review meetings have been held:

- September 20, 2011 – six month review, permit continued for 90 days
- December 20, 2011 – 90 day review, permit continued for 30 days

I spoke with Ms. Alamawi and sent a certified letter to her on January 9, 2012 as a courtesy reminder of the upcoming review. She indicated since December 20 she has cleaned up the yard and is working to have the trash bin removed. Mr. Edmonds (the initial contractor) has a debt with the bin owner, thus it has not been removed.

According to Ms. Alamawi, she discussed the project with another contractor, Mr. Charles Jeffers, to complete the renovations. Mr. Billy Wrenn did not pursue this project due to other

obligations. Ms. Alamawi stated she is currently obtaining estimates through Mr. Jeffers and the final quote will be sent to the bank to secure a construction loan.

On Thursday, January 12, Mr. Bernard Prince obtained permit application from the City office. He also had with him a list of contractors who would be obtaining permits in the near future to work on the property upgrades.

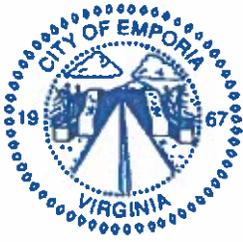
Recommendation

This item is for your direction.

Attachments

Certified Letter, sent January 9, 2012

Email Correspondence, Permit Applications – January 12, 2012



CITY OF EMPORIA

January 9, 2012

Jacqueline Alamawi
1325 Skippers Road, Building # 3, Apartment # 3-D
Emporia, VA 23847

Dear Ms. Alamawi,

The purpose of this letter is to inform you the Emporia City Council will review the conditional use permit granted for a "licensed family day home" at 608 Brunswick Avenue next Tuesday, January 17th at 7:30pm.

At its meeting on Tuesday, December 20, 2011, the Emporia City Council agreed to continue your conditional permit 30 days. This hearing was the result of a 90-day review, see below. At the six month review after initial approval Tuesday, September 20, 2011 the Emporia City Council agreed to continue your conditional permit 90 days.

As part of the initial approval process on March 15, 2011, three conditions were attached to the conditional use permit approval. Those conditions are as follows:

1. A progress review by City Council at six and 18 months, and
2. Full compliance with the Building Code and securing all necessary permits prior to opening, and
3. Full compliance with Department of Social Service and state requirements for a day care with six through 12 children.

You indicated in our phone conversation today (1/9/12) the yard has been cleaned up and you have requested a new contractor; Mr. Charles Jeffers to submit an estimate to the Bank of Southside Virginia to determine the amount of the loan to proceed with construction. You stated this estimate will be provided by tomorrow, 1/10/12. You also indicated the collection bin still remains on the lot due to a financial issue between the initial contractor and the bin owner.

Please provide any additional information to me prior to the upcoming Council meeting. Your attendance at the meeting on January 17 in the Council chambers (201 South Main Street, Emporia, VA) is highly recommended. Thank you.

Sincerely,

A handwritten signature in black ink, appearing to read "S. Hall", is written over the typed name "Steven Hall".

Steven Hall
Assistant City Manager

Cc: *Randy Pearce, Building Official*
Mike Allen, Code Official

File

Steve Hall

From: Darlene Cain <darlene.cain@ci.emporia.va.us>
Sent: Thursday, January 12, 2012 11:18 AM
To: 'Steve Hall'
Subject: 608 Brunswick Avenue

Steve,

Bernard Prince came in today to pick up a building permit for 608 Brunswick Avenue.

Prince had a list of contractors that would be pulling permits for this property. The Contractors are listed below:

Jones Electric
Morris Refrigeration
Charles Jeffress

*Darlene Cain, Secretary
Community Development & Planning Department
201 South Main Street
Emporia, Virginia 23847
434-634-6315
434-634-0003 Fax*



CITY OF EMPORIA

Memorandum

January 13, 2012

TO: Honorable Mayor and City Council

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

SUBJECT: Downtown District Residential Zoning Regulations – Amendment Options for Consideration

ITEM: 12-03

Per your direction at the December 20th Regular Meeting, I have completed research regarding ground-floor residential uses in downtown zoning districts. While my review was not scientific in nature, nor did I view locality-specific zoning maps to determine exact locations of districts, the results were surprising.

I identified what appeared to be the main downtown zoning district for eight localities and reviewed provisions for residential uses. All eight permitted residential in some form or fashion. Three of the eight localities allowed residential uses on the ground floor by right. The City of Salem allows ground floor residential by special exception except for its main downtown thoroughfares. The City of Radford allows residential above or below the ground floor by special use. The City of Martinsville allows residential only above the ground floor by right. The City of Charlottesville allows residential only as a part of a larger mixed-use development. The Town of South Hill allows a residential use in an existing building where a business is the primary use.

Amendments to the DT – Downtown District of the City of Emporia Zoning Ordinance I recommend include:

- Allowing residential uses above ground floor by right (currently conditional use)
- Allowing residential uses on the ground floor of a business by conditional use only. Any ground-floor residential proposal must be in the rear of a building with an existing business and be occupied by either the property owner(s), business owner(s) or employee(s) of the business only. Additionally, the apartment shall not be visible from the commercial space and occupy no more than 50 percent of total ground floor area as shown in a floor plan provided to the City for review.

Recommendation

Should you wish to amend the zoning code per the language outlined above, you will need to direct the Planning Commission to hold a Public Hearing on the potential DT – Downtown District updates at its February 14, 2012 meeting and offer a recommendation to City Council. I anticipate the recommendation returning for consideration at your February 21, 2012 Regular Meeting.

Attachments

Downtown Residential Zoning Regulations – Eight Localities
Proposed City Code Section 90-80 (b) – “Uses Permitted.”
City Code Section 90-256

<u>Locality</u>	<u>Zoning District</u>	<u>Use and Downtown Ground Floor Residential Provisions</u>
City of Franklin	B-2 - Central Commercial Business	By Right: One-family detached dwelling units and two-family dwelling units.
City of Salem	DBD - Downtown Business	Special Exception: Multi-Family Dwelling*, Single Family Dwelling, Attached*, Single Family Dwelling, Detached*, Townhouse*, Two Family Dwelling* (* - subject to special use and design standards) Attached detached single family and two-family dwellings on the first floor shall be permitted provided that no such units shall have frontage on Main Street, Broad Street, Market Street, Academy Street, Union Street, or College Avenue.
City of Radford	B-3 - Central Business	Special Use: Apartments above and/or below the main ground street level.
City of Martinsville	C-2 - Central Business	By Right: Independent dwelling units, three (3) or less, located above the ground floor in an existing retail and/or commercial structure which is not being used, or was not originally designed, as a dwelling, provided off street parking requirements for multi-family/apartment buildings in the R-6 District are complied with. Apartments and apartment buildings. New apartment building construction and existing apartments and apartment buildings shall meet RP-1 off street parking requirements. C-2 District dimension requirements as per section XII, L shall apply.
City of Charlottesville	D - Downtown Corridor	Mixed-use - Multifamily only as part of a mixed-use development
City of Alexandria	CD - Commercial Downtown	By Right: Single-family dwelling; Two-family dwelling; Townhouse dwelling; Multifamily dwelling
Town of South Hill	C-3 - Central Business	Special Exception: Dwelling in existing building in conjunction with a business where the business is the principal use
Town of Vinton	CB - Central Business	By Right: Dwelling units contained within the same building as nondwelling uses permitted in this district, provided that such dwelling units shall be located above the first floor of the building or to the rear of other permitted uses, and the amount of floor area devoted to dwelling units shall not exceed two times the floor area devoted to other permitted uses.

Sec. 90-80. DT downtown district.

(b) *Uses permitted.* Permitted uses in a DT district shall be as follows:

Radio and telecommunication stations with conditional use permit.

Residential uses, single and multi-family, ~~on~~ above ground level floors ~~with conditional use permit.~~

Residential use, apartment, on ground level floor with conditional use permit provided the dwelling is located at the rear of the structure and is occupied by either the current property owner(s), business owner(s), or employee(s) of a business operating in the structure.

Furthermore, the residential area should not be visible from the commercial space and shall not occupy more than 50% of total ground floor area as shown in a floor plan provided to the City for review.

Restaurants, excluding drive-in or curbside types.

CHAPTER 90 ZONING

ARTICLE VIII. AMENDMENT*

Sec. 90-256. Procedure.

(a) The city council may, from time to time, on its own motion, on motion from the planning commission, or on petition from property owners, after public notice and hearings, as required by law, and after report by the city planning commission, amend, supplement, or change the district boundaries or regulations in this chapter or subsequently established.

(b) Pursuant to the provisions of section 15.2-2297 of the Code of Virginia, for a rezoning request, the property owner(s) may voluntarily proffer reasonable conditions on the use and development of the property that the owner(s) is seeking to rezone. If the property owner(s) voluntarily elects to submit such proffers, then the property owner(s) shall submit the same in writing to the zoning administrator within the time limits set forth in section 15.2-2297 of the Code of Virginia. If approved by the city council, then such proffered conditions shall be binding on the use and development of the property, and shall continue in full force and effect until a subsequent amendment changes the zoning on the property covered by such conditions.

(c) Every application by a property owner to amend, supplement or change the district boundaries or regulations of this chapter shall be filed in writing with the zoning administrator, on application forms supplied by the zoning administrator, and shall be accompanied by a fee of \$300.00 to be paid to the city treasurer, which shall be applied to the cost of advertising and expense incidental to reviewing, publishing, and reporting the facts.

(d) The zoning administrator shall forward any applications for any proposed amendment, supplement or change of district boundaries or regulations to the city manager and city planning commission for recommendation and report and give notice to the affected property owners as prescribed by the Code of Virginia.

(e) In determining what, if any amendments to this chapter are to be adopted, the city council shall give due consideration to the proper relationship of such amendments to the entire zoning plan and ordinance for the city, it being the intent to retain the integrity and validity of the zoning districts described in this chapter, and to avoid any isolated spot zoning changes in the zoning map. Any amendments adopted by the city council may be modified from the form in which they are advertised within the limits necessary to relate properly such amendment or amendments to the zoning plan and ordinance. Final action on such modifications shall be subject to review and report of the planning commission prior to final passage by the city council.

(f) No application for a change of zoning of any lot, parcel or portion thereof, shall be considered by the city council within one year of the final action of the city council upon a prior application concerning any of the same described land. This subsection, however, shall not impair the right of the city council to propose any amendment or change in the boundaries of any of the districts in this chapter on its own motion.

(Code 1972, § 24-55; Ord. No. 03-08, § 1, 3-18-03; Ord. No. 05-32, § 1, 6-28-05)



CITY OF EMPORIA

MEMORANDUM

January 12, 2012

TO: The Honorable Mayor and City Council

FROM: Brian S. Thrower, City Manager

SUBJECT: Board of Zoning Appeals – Term Expiration (Marion Jones)

ITEM: 12-04

On February 28, 2012 Mrs. Marion Jones' five (5) year term on the City of Emporia's Board of Zoning Appeals will expire. Mrs. Jones has indicated that she *does not* wish to be considered for reappointment. As a result, City Council needs to make a nomination(s) to fill the vacant seat and submit the result(s) to the Greensville County Circuit Court for consideration and appointment.

Recommendation:

This information is provided to City Council for consideration.

Attachment:

Current Board of Zoning Appeals Roster

Current Planning Commission Roster

BOARD OF ZONING APPEALS - CIRCUIT COURT APPOINTED

Term of Office: 5 Years

(Council Recommendation - 30 days Notice)

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

02/28/2014

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

Chairman

02/28/2013

BOARD OF ZONING APPEALS - CIRCUIT COURT APPOINTED

(Continued)...

Marian W. Jones
251 Harrje Street
Emporia, Virginia 23847
(H) 434/634-2425

02/28/2012

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

02/28/2013

Marva J. Dunn
505-D Washington Street
Emporia, Virginia 23847
(H) 434/348-3122

02/28/2014

PLANNING COMMISSION

Term of Office: 4 Years

Woodrow L. Bryant, Jr. 604 South Oak Hill Drive Emporia, Virginia 23847 (H) 434/634-4791	06/30/2014
William S. Newsome 503 Jefferson Street Emporia, Virginia 23847 (H) 434/634-3641 (W) 434/634-5141	06/30/2013
Harvey Clement 321 Halifax Street Emporia, Virginia 23847 (C) 434/594-6686 (F) 434/634-6167	06/30/2012
William C. Slate, Jr. 1501 Walnut Drive Emporia, Virginia 23847 (H) 434/634-5075 (W) 434/634-3045	06/30/2012
Chris Thompson 1400 Wiggins Road Emporia, Virginia 23847 (H) 434/634-9407 (C) 434/594-6394 (W) 434/634-3217 ext 3044	06/30/2015
John W. Barrows 316 Echols Street Emporia, Virginia 23847 (H) 434/634-9461	06/30/2014
Richard Short 205 Tall Oaks Drive Emporia, Virginia 23847 (H) 434/634-5369	06/30/2013
Edward V. Lankford, IV 400 Battery Ave. Emporia, Virginia (H) 434/348-7254 (W) 434/634-6131	06/30/2015

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

01/06/2013