



CITY OF EMPORIA

PUBLIC HEARING

1. Central Absentee Precinct – Request to Adopt Ordinance

**AGENDA
EMPORIA CITY COUNCIL
Regular Meeting
TUESDAY, JUNE 6, 2017 - 6:30 P.M.**

OPENING PRAYER

ROLL CALL

APPROVAL OF MINUTES

March 22, 2017 ~ Budget Work Session
April 18, 2017 ~ Public Hearing and Regular Meeting
May 16, 2017 ~ Regular Meeting

APPROVAL OF AGENDA

AWARDS AND RECOGNITIONS

UNFINISHED BUSINESS

17-36. Crater Regional Building Code Appeals Board – Unexpired Term (William C. Slate, Jr.)

NEW BUSINESS

17-38. Central Absentee Precinct – Request to Adopt Ordinance

PUBLIC COMMENT

CLOSED SESSION

Closed Meeting pursuant to Virginia Code § 2.2 3711 (A) (5) Discussion concerning a prospective business where no previous announcement has been made.

**MINUTES
EMPORIA CITY COUNCIL
CITY OF EMPORIA MUNICIPAL BUILDING
BUDGET WORK SESSION
MARCH 22, 2017**

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.

The following City Council members were present:

Councilwoman Doris T. White
Councilwoman L. Dale Temple
Councilwoman Carolyn S. Carey
Councilwoman Deborah D. Lynch
Councilwoman Carol Mercer
Councilman James C. Saunders

Others present:

C. Butler Barrett, City Attorney
Mary L. Person, Mayor
Brian S. Thrower, City Manager
Dr. Edwin C. Daley, Assistant Manager
Tessie Wilkins, City Clerk
Sheila Cutrell, Finance Director
Royal Jones, Public Works Director
Ricky Pinksaw, Chief of Police
Linwood Pope, Director of Utilities

Absent:

Councilman F. Woodrow Harris

Presentation of the Proposed General and Utility Fund Budgets and FY18-22 CIP

Mr. Thrower stated that the proposed FY18 General Fund budget was \$27,305,856.00 with the Departmental request totaling \$28,767,913.00. He also stated that there were no tax increases included in the proposed budget.

Mr. Thrower stated that the proposed budget supported the goals and priorities identified in the adopted Strategic Plan and the City's 2015-2035 Comprehensive Plan, as well as, adheres to the City's adopted Financial Policy Guidelines.

Mr. Thrower stated that the Capital Expenditures included in the proposed FY18 budget are as follows:

Police Department

- Purchase of two police cruisers (\$76,000) – Financed
- Purchase of CAD/RMS/and Mobile Data Records System (\$515,000) – Grants/Cash/Fund Balance

Facilities

- Police Station Replacement (\$2,400,000) – Financed
- City Hall Improvements/Replacement (\$4,500,000) – Financed
- Architectural and Construction Administration Services (\$375,000) – Cash/Fund Balance

Public Works – Street Division

- Street Paving (\$200,000) – Cash/Current Revenues
- Pavement Markings (\$25,000) – Cash/Current Revenues
- Dump Truck Body Replacement – Truck #10 (\$30,000) – Financed
- Traffic Signal Replacement – N. Main and East/West Atlantic Intersection (\$32,500) – Cash/Current Revenues
- Stormwater Improvements – Olive Street (\$32,000) – Cash/Fund Balance

Development Services

- S. Main Street Phase II – Preliminary Engineering Report (PER) and Funding Application (\$75,000) – Cash/Fund Balance
- East Atlantic Street Neighborhood Improvement Project (\$1,000,000) – Grant
- East Atlantic Neighborhood Grant Match – Storm Drainage (\$200,000) – Cash/Fund Balance

Mr. Thrower stated that the new personnel related items included in the proposed FY18 budget are as follows:

- 2% COLA increase effective January 7, 2018 (\$46,493)
- Continued implementation of Compensation Study recommendations effective July 9, 2017 (\$80,241) – Employees hired prior to July 1, 2015 will receive a one (1) step increase as long as the new step does not exceed the employee's years of service

Mr. Thrower advised that the proposed FY18 Utility Fund budget totaled \$7,493,500.00. He also advised that the Departmental request totaled \$7,765,600.00. He further advised that there are no water and sewer rate or fee increases included in the proposed budget.

Mr. Thrower stated that per the agreement with Greenville County regarding the City providing water and sewer services for the Greenville Power Station Project, a new fourth tier has been added to the schedule of rates. He also stated that the proposed FY18 rates are as follows:

Proposed FY18 Water Rates

Minimum 2,000 gallons \$19.85

Next 48,000/1,000	\$ 9.21
Next 3,950,000/1,000	\$ 5.60
Over 4,000,000/1,000	\$ 4.25

Proposed FY18 Sewer Rates

Minimum 2,000 gallons	\$21.11
Next 48,000/1,000	\$ 7.89
Next 950,000/1,000	\$ 6.03
Over 1,000,000/1,000	\$ 4.70

Mr. Throrer reported that the Capital Expenditures included in the proposed FY18 budget are as follows:

Water Distribution

- Replacement of all water meters (\$1,000,000) – Financed
- Replacement of water lines – Phase 1 (\$2,500,000) – Financed
 - Carrol Street from North Main Street to the Water Treatment Plant
 - Battery Avenue
 - State Street
 - Meherrin Street
 - Goodwyn Street
 - Tillar Street from Briggs Street Hicksford Avenue
 - Greenville Avenue
 - Briggs Street from Clay Street Tillar Street
 - Grove Avenue
- Engineering of water line replacements – Phase 1 (\$100,00) – Cash/Fund Balance
- Engineering of water line replacements – Phase II (\$125,000) – Cash/Fund Balance

Wastewater Treatment Plant

- UV system upgrade (\$150,000) – Financed
- Clarifier sandblasting and painting (\$90,000) – Financed

Sewage Collection

- Replace pump at Metcalf pumping station (\$60,000) – Financed
- Engineering of sewer line replacements – Phase II (\$85,000) – Cash/Fund Balance

Mr. Throrer stated that the new personnel related items included in the proposed FY18 budget are as follows:

- 2% COLA increase effective January 7, 2018 (\$10,814)
- Continued implementation of Compensation Study recommendations effective July 9, 2017 (\$21,478) – Employees hired prior to July 1, 2015 will receive a one (10 step increase as long as the new step does not exceed the employee's years of service

He recommended that Council adopt the proposed FY18 General and Utility Fund budgets and FY18-22 Capital Improvement Plan (CIP).

It was the consensus of Council to cancel the Wednesday, March 29, 2017 Budget Work Session and to hold the next session Tuesday, April 4, 2017 at 6:00p.m. in place of the Regular Council Meeting.

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

PUBLIC HEARINGS

1. Proposed FY18 General and Utility Fund Budgets and FY18-22 CIP

Emporia's City Council held a Public Hearing on Tuesday, April 18, 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 C. Saunders
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
Dr. Edwin C. Daley, Assistant City Manager
Tessie S. Wilkins, City Clerk
W. S. Harris, Jr., Treasurer
Joyce E. Prince, Commissioner of the Revenue
Ricky Pinksaw, Chief of Police
Royal Jones, Public Works Director
Sheila Cutrell, Finance Director
Ken Ryals, Emergency Service Coordinator

Absent:

1. Proposed FY18 General and Utility Fund Budgets and FY18-22 CIP

Mr. Thrower advised that the proposed FY18 General Fund budget totaled \$27,305,856.00. He also advised that the Departmental requested a total \$28,767,913.00. He further advised that there are no tax or fee increases included in the proposed budget.

Mr. Thrower reported that the proposed budget supports goals and priorities identified in the adopted Strategic Plan and the City's 2015-2035 Comprehensive Plan, as well as, adheres to the City's adopted Financial Policy guidelines.

Mr. Thrower stated that the Capital Expenditures included in the proposed FY18 budget are as follows:

Police Department

- Purchase of two police cruisers (\$76,000) – Financed
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Public Works – Street Division

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Mr. Thrower advised that the proposed FY18 Utility Fund budget totaled \$7,493,500.00. He also advised that the Departmental requested a total \$7,765,600.00. He further advised that there are no water and sewer rate or fee increases included in the proposed budget.

Mr. Thrower stated that per the agreement with Greenville County regarding the City providing water and sewer services for the Greenville Power Station Project, a new fourth tier has been added to the schedule of rates. He also stated that the proposed FY18 rates are as follows:

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- Continued implementation of Compensation Study recommendations effective July 9, 2017 (\$21,478) – Employees hired prior to July 1, 2015 will receive a one (10 step increase as long as the new step does not exceed the employee's years of service

He recommended that Council adopt the proposed FY18 General and Utility Fund budgets and FY18-22 Capital Improvement Plan (CIP).

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

With there being no 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
April 18, 2017**

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, April 18, 2017 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 Bishop Vincent Lowery offering the invocation.

ROLL CALL

The following City Council members were present:

Councilman F. Woodrow Harris
Councilman James C. Saunders
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
Dr. Edwin C. Daley, Assistant City Manager
Tessie S. Wilkins, City Clerk
W. S. Harris, Jr., Treasurer
Joyce E. Prince, Commissioner of the Revenue
Ricky Pinksaw, Chief of Police
Royal Jones, Public Works Director
Sheila Cutrell, Finance Director
Ken Ryals, Emergency Service Coordinator

Absent:

MINUTES APPROVAL

Councilwoman Temple moved to approve the minutes from the Tuesday, March 21, 2017 Public Hearing and Regular meeting as presented, seconded by Councilwoman Carey, which passed as follows:

Councilman F. Woodrow Harris aye

Councilman James C. Saunders	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 April 18, 2017 bills was presented to City Council members.

General Fund	\$	1,042,250.77
Utility Fund	\$	146,258.40

Councilman Saunders moved to approve the April 18, 2017 bills as presented, seconded by Councilwoman Mercer, which passed as follows:

Councilman F. Woodrow Harris	aye
Councilman James C. Saunders	aye
Councilwoman Carol Mercer	aye
Councilwoman L. Dale Temple	aye
Councilwoman Doris T. White	aye
Councilwoman Deborah D. Lynch	aye
Councilwoman Carolyn S. Carey	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 Carey moved to approve the agenda as presented, seconded by Councilwoman Temple, which passed as follows:

Councilman F. Woodrow Harris	aye
Councilman James C. Saunders	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

AWARDS AND RECOGNITIONS

Mayor Person stated that there were no awards and recognitions.

NEW BUSINESS

17-24. FY18 School Funding

Mr. Thrower stated that at the April 12, 2017 Budget Work Session, Council discussed school funding options and requested that this item be placed on tonight’s agenda. He also stated that Council primarily discussed that the City and County should jointly level funding the school system.

Mr. Thrower stated that in the proposed FY18 budget that he sent on March 3rd, recommendation was for level funding the school at \$3,330,695. He also stated that on April 12th, staff received the student numbers from the school system showing an increase in the number of students residing in Emporia. He further stated that this increase in student numbers will cause the City’s amount of funding to increase by \$106,025 if the City and County jointly level fund the school system.

He recommended that Council approve a funding amount. He advised that he will then inform Greensville County Administration of the amount Council intends to fund the school system.

Councilman Harris made a motion to fund Greensville County school system \$3,436,720.00, seconded by Councilman Saunders, which passed as follows:

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

17-25. FY18 Budget Options

Mr. Thrower stated that at the April 12, 2017 Budget Work Session, Council discussed amendments to the proposed FY18 budget. He also stated that Council, discussed two different options (Options A and B) for consideration at tonight's meeting. He further stated that Council Member Jim Saunders requested that a third option (Option C) also be considered. He advised that the proposed budget he sent on March 3rd included no tax or fee increases.

Mr. Thrower reported that since March 3rd staff had received updated student numbers, which will increase the City's portion of school funding by \$106,025 should the City and County jointly level fund the school system. He also reported that staff also received updated Shared Services figures from the County, which will increase the required funding amount by \$30,735. He further reported that the two amounts totaled \$136,760. He stated that this was equivalent to a little more than 4 cents on the real-estate tax rate rate (1 penny = \$33,783.07 at a 98% collection rate).

Mr. Thrower reported a summary of the three options as follows:

Option A

- No tax or fee increases
- Increase the City's portion of school funding
- Increase Shared Services funding
- Increase funding for outside organizations (YMCA, Training School, Extension Office, and Central Virginia Emergency Management Alliance)
- Decrease funding for City operations (retail recruitment study, operation/capital reserve line item, and compensation study salary increases)

Option B

- No tax or fee increases
- Increase the City's portion of school funding
- Increase Shared Services funding
- No funding increases for outside organizations (YMCA, Training School, Extension Office, and Central Virginia Emergency Management Alliance)
- Decrease funding for City operations (retail recruitment study, operating/capital reserve line item, and compensation study salary increases)

Option C

- Increase Real Property Tax Rate by 5 cents
Note: This would increase Emporia's rate to 95 cents per \$100 valuation. According to the Weldon Cooper Center 2015 Virginia Local Tax Rate Publication, the median tax rate for Virginia's cities is \$1.06 per \$100 valuation. For comparison purposes, the City of Franklin's tax rate is 99 cents per \$100 valuation.
- Increase the City's portion of school funding

- Increase funding for outside organizations (YMCA, Training School, Extension Office, and Central Virginia Emergency Management Alliance)
- No funding decrease for City operations (retail recruitment study, operating/capital reserve line item, and compensation study salary increases)

Mr. Thrower stated that in terms of Compensation Study salary increases, an alternative approach to save money would be to exclude those employees with fewer years of service. He also stated that, for example, excluding employees with less than 10 years of City service would save \$26,407 in the General Fund and would help retain the valuable senior-level employees who possess a high level of knowledge, and the step does not exceed the employee's year of service.

He recommended that Council approves Option C.

Councilman Harris stated that due to the Boys and Girls Club announcing their closure, he suggested that Council adds Option A.1 to restore \$43,834.00 of the salary study changes that was initially reduced in Option A and replacing it with the \$30,000.00 from the Boys and Girls Club and \$13,834.00 from the Capital Reserve Fund to Option A.

Councilman Saunders made the motion to adopt Option A and A-1, seconded by Councilman Harris, which passed as follows:

Councilman F. Woodrow Harris	aye
Councilman James C. Saunders	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

17-26. Sexual Assault Program – Appropriation Ordinance

Mr. Thrower reported that the City receives grant funds from the Department of Criminal-Justice Services for the Sexual Assault Program on an annual basis. He also reported that the City received notification of a special grant award for calendar year 2017 in the amount of \$11,638.00. He further reported that in order to utilize this grant, Council would need to appropriate the funds into the FY17 Operating Budget.

Councilwoman Temple made a motion to adopt **Ordinance No. 17-12** appropriating the sum of \$11,638.00 in grant funds from the Department of Criminal-Justice Services for the Sexual Assault Program, seconded by Councilman Saunders, which passed as follows:

Councilman F. Woodrow Harris	abstain
Councilman James C. Saunders	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

17-27. Justice Assistance Grant (JAG) – Appropriation Ordinance

Mr. Thrower reported that the City was awarded an Edward Byrne Memorial Justice Assistance Grant (JAG) from the United States Department of Justice in the amount of \$7,383.00. He also reported that this grant would be used in conjunction with \$820 in matching funds from the present budget to purchase a Traffic Message Board.

Mr. Thrower stated that in order to utilize this grant, Council would need to appropriate the fund into the FY17 Operating Budget. He also stated that the Department of Justice would reimburse the City's General Revenue Account for \$7,383.00.

Councilwoman Temple made a motion to adopt **Ordinance No. 17-11** appropriating the sum of \$7,383.00 in DOJ Justice Assistance Grant (JAG) Funds, seconded by Councilwoman Mercer, which passed as follows:

Councilman F. Woodrow Harris	aye
Councilman James C. Saunders	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

17-28. FY16 Audit- Presentation by Creedle, Jones & Alga, PC

Mayor Person welcomed Scott Thompson of Creedle, Jones and Alga, PC.

Mr. Thompson opened by thanking City Council for allowing Creedle, Jones and Alga, PC to work with the City and looks forward to serving the City and its residents in the future. He stated that he would also like to thank the offices of the Treasurer and Commissioner of the Revenue along with Mr. Thrower and Ms. Cutrell for their cooperation and assistance during the audit.

Mr. Thompson reported that the City complied with all general accepted accounting principles. He also reported that there were no instances of noncompliance or material weakness in the financial reporting.

He reported that the overall position of the City had a total asset of \$56,181,547.00 exceeding total liabilities of \$32,372,356.00 leaving a total net position of \$23,809,191.00. He also reported that of this amount, \$8,949,288.00 was invested in capital asset's net of related debt. He stated that this represented an increase of the net position from last year of \$3,392,272.00.

17-29. Planning Commission – Unexpired Term (Richard Short)

Mr. Thrower stated that Richard Short submitted his letter of resignation from the Planning Commission effective April 14, 2017. He also stated that his unexpired four (4) year term on the Planning Commission has an expiration date of June 30, 2017. He further stated that as a result City Council needed to make a nomination to fill the vacant seat.

Mayor Person asked if anyone wished to make a nomination concerning Mr. Short's term on the Planning Commission.

Mayor Person stated that with no nominations at this time, this item would be carried over to the May 02, 2017, Council meeting.

Councilman Harris requested that Mayor Person present Mr. Short with a proclamation for his service to the Planning Commission.

It was the consensus of Council to present Mr. Short with a proclamation.

PUBLIC COMMENT

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

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

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

Councilman Temple moved that Closed Session be entered for the purpose of discussing Virginia Code Sections § 2.2 3711 (A) (5) **Discussion concerning the a prospective business where no previous announcement has been made**, seconded by Councilwoman Lynch, which passed as follows:

Councilman F. Woodrow Harris	aye
Councilman James C. Saunders	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 Carey moved that the meeting be returned to Regular Session. Councilwoman Temple seconded the motion, which passed as follows:

Councilman F. Woodrow Harris	aye
Councilman James C. Saunders	aye
Councilwoman 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 Carey 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 White seconded the motion, which passed as follows:

Councilman F. Woodrow Harris	aye
Councilman James C. Saunders	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

**MINUTES
EMPORIA CITY COUNCIL
CITY OF EMPORIA MUNICIPAL BUILDING
MAY 16, 2017**

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Emporia City Council held a regular meeting on Tuesday, May 16, 2017 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 C. Saunders
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
Dr. Edwin C. Daley, Assistant City Manager
Tessie S. Wilkins, City Clerk
W. S. Harris, Jr., Treasurer
Ricky Pinksaw, Chief of Police
Ken Ryals, Emergency Service Coordinator
Sam Brown, City Sheriff

Absent:

MINUTES APPROVAL

Councilwoman Temple moved to approve the minutes from the Tuesday, May 02, 2017 Regular meeting as presented, seconded by Councilwoman Mercer, which passed as follows:

Councilman F. Woodrow Harris	aye
Councilman James C. Saunders	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 May 16, 2017 bills was presented to City Council members.

General Fund	\$	981,324.43
Utility Fund	\$	315,742.42

Councilman Saunders moved to approve the May 16, 2017 bills as presented, seconded by Councilwoman Temple, which passed as follows:

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

Councilman Harris stated that he would like to add **Item 17-37 ~ Water Lines Replacement - FY18 Budget**.

Councilman Saunders moved to approve the agenda with the addition of **Item 17-37 ~ Water Lines Replacement – FY18 Budget**, seconded by Councilwoman Temple, which passed as follows:

Councilman F. Woodrow Harris	aye
Councilman James C. Saunders	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

AWARDS AND RECOGNITIONS

Mayor Person recognized Council Member Mr. Lue R. Ward, Jr., from Suffolk, VA for attending tonight’s meeting.

UNFINISHED BUSINESS

17-29. Planning Commission – Unexpired Term (Richard Short)

Mayor Person asked if anyone wished to make a nomination concerning Mr. Short’s term on the Planning Commission.

Councilman Harris nominated William Powell of 521 Peachtree Street.

Councilman Harris made a motion to appoint William Powell to serve the unexpired term of Richard Short on the Planning Commission, seconded by Councilwoman Temple, which passed as follows:

Councilman F. Woodrow Harris	aye
Councilman James C. Saunders	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

NEW BUSINESS

17-33. City of Emporia Emergency Operations Plan – Request to Adopt Resolution

Mr. Thrower stated that the Virginia Code §44-145.19 requires each locality to conduct a comprehensive review and revision of its emergency operations plan every four years to ensure that the plan remains current. He also stated that the revised plan must be formally adopted by the locality's governing body. He further stated that the City of Emporia's plan was previously reviewed and adopted in May 2013.

He recommended that Council adopt the resolution.

Councilwoman Carey made a motion to adopt **Resolution No. 17-05** approving the revisions to the City's Emergency Operations Plan and adopt the same, seconded by Councilman Saunders, which passed as follows:

Councilman F. Woodrow Harris	aye
Councilman James C. Saunders	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

17-34. Central Absentee Precinct – Request to Conduct Public Hearing

Mr. Thrower stated that Ashley Wall, Voter Registrar, requests that City Council establish a Central Absentee Precinct (CAP) via ordinance for the purpose of receiving, counting, and recording absentee ballots in the City. He also stated that the establishment of the CAP will eliminate the transportation of absentee ballots from the Voter Registrar's Office to the various polling places.

He recommended that Council authorize conducting a public hearing on this matter at the June 6, 2017 meeting.

Councilwoman Temple made the motion to authorize a public hearing on this matter at the June 6, 2017 meeting, seconded by Councilwoman Carey, which passed as follows:

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

Councilman Harris stated that according to the code if a CAP is established the precinct shall have at least three officers of election as provide for other precincts. He also stated that Ashley Wall, Registrar stated that City is already having a hard time finding poll workers due to the pay. He further inquired that with the number of absentee ballots that the City had is there a need to establish the CAP at this time.

Dr. Wynne Legrow stated yes, three additional workers would be needed but not for all day maybe just for one hour or so. He also stated that establishing a CAP will eliminate the provisional and absentee ballot getting mixed up and causing a recount.

17-35. Advisory Commission on Student Success – Request to Appoint Representative

Mr. Thrower reported that he recently received correspondence from Dr. Angela Wilson stating that the Greenville County Public School System (GCPSS) is organizing an Advisory Commission on Student Success to share information and gather ideas from parents and stakeholders. He also reported that according to the correspondence, the GCPSS has invited Mayor Person. He further reported that the GCPSS requested for another City representative to participate on the Commission. He stated that three meetings were scheduled for on May 25th, June 15th, and June 29th. He also stated that the meetings will be held from 5:30 – 7:00 p.m. He further stated that after the June 29th meeting, the Commission will likely meet twice a year, once in the fall and once in the spring.

Councilwoman Carey nominated Councilwoman Mercer.

Councilwoman Mercer declined.

Councilwoman White nominated Councilwoman Carey.

Councilwoman Carey declined.

Councilman Saunders volunteered to serve on the Advisory Commission on Student Success.

Councilman Harris made a motion to appoint Councilman Saunders to serve on the Advisory Commission on Student Success, seconded by Councilwoman Temple, which passed as follows:

Councilman F. Woodrow Harris	aye
Councilman James C. Saunders	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

17-36. Crater Regional Building Code Appeals Board – Unexpired Term (William C. Slate, Jr.)

Mr. Thrower stated that William C. Slate, Jr. submitted his letter of resignation from the Crater Regional Building Code Appeals Board effective April 14, 2007. He also stated that his unexpired five (5) year term on the Crater Regional Building Code Appeals Board has an expiration date of April 30, 2019. He further stated that as a result City Council needs to make a nomination to fill the vacant seat.

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

17-37. Water Lines Replacement – FY18 Budget

Councilman Harris inquired if the process for replacing the water lines that were approved in the FY18 budget could be started now.

Mr. Throver stated yes the process could be started now.

Councilman Harris made a motion for the City Manager to start the process, seconded by Councilman Saunders, which passed as follows:

Councilman F. Woodrow Harris	aye
Councilman James C. Saunders	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

PUBLIC COMMENT

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

Marva Dunn, 276 Astrio Street, Emporia, VA, addressed Council thanking them for supporting the Citizens United to Preserve Training School.

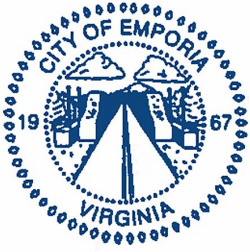
With there being no further comments to come before City Council, Mayor Person closed the public comment portion of the meeting.

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



CITY OF EMPORIA

Memorandum

May 12, 2017

TO: The Honorable Mayor and City Council

FROM: Brian S. Thrower, City Manager

SUBJECT: Crater Regional Building Code Appeals Board – Unexpired Term
(William C. Slate, Jr.)

ITEM: 17-36

William C. Slate, Jr. has submitted his letter of resignation from the Crater Regional Building Code Appeals Board effective April 14, 2017. His unexpired five (5) year term on the Crater Regional Building Code Appeals Board has an expiration date of April 30, 2019. As a result, City Council needs to make a nomination(s) to fill the vacant seat.

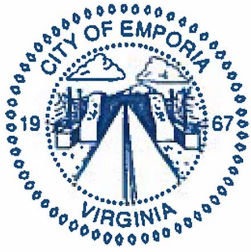
Recommendation:

This information is provided to City Council for consideration.

Attachment:

No attachment

BST/tsw



CITY OF EMPORIA

Memorandum

June 2, 2017

TO: Honorable Mayor and City Council Members
FROM: Brian S. Thrower, City Manager *BST*
SUBJECT: Central Absentee Precinct – Request to Adopt Ordinance
ITEM #: 17-38

Ashley Wall, Voter Registrar, requests that City Council establish a Central Absentee Precinct (CAP) via the attached ordinance for the purpose of receiving, counting, and recording absentee ballots in the City. Establishment of the CAP will eliminate the transportation of absentee ballots from the Voter Registrar's Office to the various polling places. At your May 16, 2017 meeting you authorized conducting a public hearing on this matter.

Recommendation

I recommend that you adopt the attached ordinance.

Attachments

Ordinance
State Code Section 24.2-712
Request from Ashley Wall, Voter Registrar

ORDINANCE NO. _____

Ordinance

An Ordinance To Add Section 30-37 To The City Code
Of Ordinances Of The City Of Emporia, Virginia

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

1. That Section 30-37 of the Code of Ordinances, City of Emporia, Virginia, is hereby added to read as follows:

Sec. 30-37. Central Absentee Precinct.

There is hereby established a permanent Central Absentee Precinct in the City of Emporia. The Central Absentee Precinct shall be located at 201 S. Main Street, Emporia, Virginia 23847 for the purpose of receiving, counting, and recording absentee ballots for all elections conducted in the City.

State Law Reference – Code of Virginia § 24.2-712

Adopted: June 6, 2017

By _____
Mary L. Person, Mayor

Attest:

Form Approved:

City Clerk

City Attorney

Code of Virginia
Title 24.2. Elections
Chapter 7. Absentee Voting

§ 24.2-712. Central absentee voter precincts; counting ballots.

A. Notwithstanding any other provision of law, the governing body of each county or city may establish one or more central absentee voter precincts in the courthouse or other public buildings for the purpose of receiving, counting, and recording absentee ballots cast in the county or city. The decision to establish any absentee voter precinct shall be made by the governing body by ordinance; the ordinance shall state for which elections the precinct shall be used. The decision to abolish any absentee voter precinct shall be made by the governing body by ordinance. Immediate notification of either decision shall be sent to the Department of Elections and the electoral board.

B. Each central absentee voter precinct shall have at least three officers of election as provided for other precincts. The number of officers shall be determined by the electoral board and general registrar.

C. If any voter brings an unmarked ballot to the central absentee voter precinct on the day of the election, he shall be allowed to vote it. If any voter brings an unmarked ballot to the general registrar on or before the day of the election, he shall be allowed to vote it, and his ballot shall be delivered to the absentee voter precinct pursuant to § 24.2-710.

The officers at the absentee voter precinct shall determine any appeal by any other voter whose name appears on the absentee voter applicant list and who offers to vote in person. If the officers at the absentee voter precinct produce records showing the receipt of his application and the certificate or other evidence of mailing for the ballot, they shall deny his appeal. If the officers cannot produce such records, the voter shall be allowed to vote in person at the absentee voter precinct and have his vote counted with other absentee votes. If the voter's appeal is denied, the provisions of § 24.2-708 shall be applicable, and the officers shall advise the voter that he may vote on presentation of a statement signed by him that he has not received an absentee ballot and subject to felony penalties for making false statements pursuant to § 24.2-1016.

D. Absentee ballots may be processed as required by § 24.2-711 by the officers of election at the central absentee voter precinct prior to the closing of the polls but the ballot container shall not be opened and the counting of ballots shall not begin prior to that time. In the case of machine-readable ballots, the ballot container may be opened and the absentee ballots may be inserted in the counting machines prior to the closing of the polls in accordance with procedures prescribed by the Department of Elections, including procedures to preserve ballot secrecy, but no ballot count totals shall be initiated prior to that time.

As soon as the polls are closed in the county or city the officers of election at the central absentee voter precinct shall proceed promptly to ascertain and record the vote given by absentee ballot and report the results in the manner provided for counting and reporting ballots generally in Article 4 (§ 24.2-643 et seq.) of Chapter 6.

E. The electoral board or general registrar may provide that the officers of election for a central absentee voter precinct may be assigned to work all or a portion of the time that the precinct is open on election day subject to the following conditions:

1. The chief officer and the assistant chief officer, appointed pursuant to § 24.2-115 to represent the two political parties, are on duty at all times; and

2. No officer, political party representative, or other candidate representative shall leave the precinct after any ballots have been counted until the polls are closed and the count for the precinct is completed and reported.

F. The general registrar may provide that the central absentee voter precinct will open after 6:00 a.m. on the day of the election provided that the office of the general registrar will be open for the receipt of absentee ballots until the central absentee voter precinct is open and that the officers of election for the central absentee voter precinct obtain the absentee ballots returned to the general registrar's office for the purpose of counting the absentee ballots at the central absentee voter precinct and provided further that the central absentee voter precinct is the same location as the office of the general registrar.

1974, c. 428, § 24.1-233.1; 1978, c. 778; 1991, c. 3; 1993, c. 641; 1994, cc. 287, 742; 1998, cc. 549, 572; 2003, c. 1015; 2006, c. 297; 2008, c. 423; 2013, c. 501; 2014, cc. 540, 552, 576; 2015, cc. 313, 644, 645; 2016, cc. 18, 492.

May 9, 2017

Ashley Wall
Voter Registration
awall@ci.emporia.va.us
Meeting Date: May 16th, 2017
Establishment of CAP

To Whom It May Concern:

The City of Emporia Electoral Board would like to establish a Central Absentee Precinct (CAP). The CAP will be established to eliminate the transportation of Absentee ballots from the General Registrar's office to the polling places. With a Central Absentee Precinct the Absentee ballots will remain in a central location, eliminating error when tallying results on election night. We are requesting City Council bring the establishment of a Central Absentee Precinct into ordinance for use in the June 2017 primaries.