

**MINUTES  
EMPORIA CITY COUNCIL  
CITY OF EMPORIA MUNICIPAL BUILDING  
June 19, 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, June 19, 2012 at 7:30 p.m. in the Council Chambers of the Municipal Building, located at 201 South Main Street, Emporia, Virginia. Mayor Samuel W. Adams, III presided over the meeting with 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 Beverly White  
Councilwoman L. Dale Temple  
Councilwoman Carolyn S. Carey

Others present:

Samuel W. Adams, III, Mayor  
Brian S. Thrower, City Manager  
Tessie S. Wilkins, City Clerk  
Joyce E. Prince, Commissioner of the Revenue  
Don Wyatt, Chief of Police  
Sheila Cutrell, Finance Director  
Royal Jones, Public Works Director

Absent:

C. Butler Barrett, City Attorney  
Steve B. Hall, Assistant City Manager

**MINUTES APPROVAL**

Councilwoman Temple moved to approve the minutes from the Tuesday, May 22, 2012, Budget Work Session and June 5, 2012 Public Hearing and Regular City Council meeting minutes 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 Beverly White	aye
Councilwoman Carolyn S. Carey	aye
Councilwoman Dale Temple	aye

## **APPROVAL OF BILLS**

A listing of the June 19, 2012 bills was presented to City Council members.

General Fund	\$	701,219.54
Utility Fund	\$	54,945.69

Councilwoman Temple moved to approve the June 19, 2012 bills as presented, seconded by Councilwoman Carey, which passed as follows:

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

## **FINANCIAL AND TAX REPORTS**

Honorable W. S. Harris, Jr., City Treasurer provided City Council members with highlights of the City's financial position. There were no questions concerning his reports.

## **COMMISSIONER OF THE REVENUE REPORT**

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

## **PERMIT AND INSPECTION REPORT**

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

## **POLICE REPORT**

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

## **CITY SHERIFF REPORT**

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

## **CITY ATTORNEY REPORT**

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

## **AGENDA APPROVAL**

Mayor Adams reported the addition of **Closed Session – Virginia Code § 2.2 3711 (A) (7) Personnel matter pertaining to Fire Department operations.**

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

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

## **UNFINISHED BUSINESS**

### ***12-39. Proposed FY13 General and Utility Fund Budgets***

Mr. Thrower stated that after reviewing and discussing the proposed budget over several work sessions, Council FY13 General Fund budget totals \$18,630,785. He also stated that the departmental and external organization requests total \$20,054,589. He further stated that his recommended budget totals \$18,648,967.

Mr. Thrower stated that the primary issue impacting the FY13 budget is the required increase in funding to the Southside Regional Jail (SSRJ). He also stated that the City of Emporia and Greensville County contribute funding to the SSRJ. He further stated that the percentage of funding from each locality contributes to the SSR is based on usage. He reported that the City of Emporia contributes approximately 60% of the local jail costs. He also reported that due to the Commonwealth of Virginia approving the construction and opening of the new Meherrin River Regional Jail (MRRJ), the SSRJ will lose an estimated \$716,000 in annual revenue from Brunswick County for housing inmates. He further reported that the City of Emporia and Greensville County have been forced to fill the funding gap created by this loss of revenue. He stated that the City will be increasing funding to the SSRJ by \$275,000 in FY13. He also stated that the City will be required to increase Jail funding by approximately \$120,000 in FY14, unless new revenues are realized, due to the fact that the SSRJ has tentatively agreed to a one time measure of taking \$200,000 out of its own fund balance to soften the hit to Emporia and Greenville County this budget cycle.

Mr. Thrower stated that the highlights of the FY13 General Fund budget included:

### **Revenues**

- ❖ Increase in the real property tax rate of two cents to \$0.83 per \$100 assessed value.

- ❖ Increase in the monthly residential sanitation fee of \$2.75 and commercial fee of \$0.25 per cubic yard. The monthly residential charge beginning July 1, 2012 will be \$20.50. The commercial charge beginning July 1, 2012 will be \$5.00/cubic yard. These fee increases are attributed to the purchase of the new sanitation vehicles.
- ❖ New appropriation of \$250,078 in fund balance from FY12 savings of IDC and IDA budgets to be used primarily for the demolition of the Emporia Elementary School.
- ❖ New transfer of \$100,000 from the Utility Fund to the General Fund attributed to the acceptance of leachate.

## **Expenditures**

- ❖ Increase of \$275,000 towards Southside Regional Jail costs due to the loss of the Brunswick County contract and opening of the Meherrin River Regional Jail.
- ❖ 3% COLA increase for employees effective December 2, 2012. The last general pay increase for City employees was four years ago on December 1, 2008. The total GF cost is \$69,523.
- ❖ Increase in employee salaries of 5% effective July 1, 2012 due to the State mandate of requiring local employees to pay the employee portion of VRS costs.
- ❖ \$75,000 for the GIS Stormwater Mapping and Internet Based upgrade projects.
- ❖ \$10,000 to prepare construction plans for major upgrades to the Municipal Building in FY14.
- ❖ Purchase of two new police vehicles.
- ❖ \$180,000 transfer to the Emporia Redevelopment and Housing Authority for the Citizens National Bank Building project.
- ❖ Continued funding of Community Development projects and initiatives.
- ❖ Operating/Capital Reserve of \$72,257.

## **Utility Fund Budget**

Mr. Thrower reported that the FY13 Utility Fund budget stands at \$14,535,154. He also reported that the departmental requests for this budget totaled \$15,034,993. He further reported that his recommended budget totaled \$14,435,154.

Mr. Thrower stated that over the next couple of years, the Water Treatment Plant and Distribution Line Upgrade Project will continue to be a high priority for the City. He also stated that the City staff will also be examining options to modify Wastewater Treatment Plant operations.

Mr. Thrower reported the highlights of the FY13 Utility Fund budget which includes:

## **Revenues**

- ❖ The new water and sewer rates for FY13 are as follows:

### **FY13 Water rate Structure**

Minimum 2,000 gallons	\$14.77 – 7.5% increase
Next 48,000/1,000	\$ 5.45 – 11.5% increase
Over 50,000/1,000	\$ 4.16 – 7.5% increase

## **FY13 Sewer rate Structure**

Minimum 2,000 gallons	\$18.27 – 2% increase
Next 48,000/1,000	\$ 6.53 – 4% increase
Over 50,000/1,000	\$ 5.22 – 2% increase

## **Expenditures**

- ❖ 3% COLA increase for employees effective December 2, 2012. The last general pay increase for City employees was four years ago on December 1, 2008. The total UF cost is \$16,942.
- ❖ Increase in employee salaries of 5% effective July 1, 2012 due to the State mandate of requiring local employees to pay the employee portion of VRS costs.
- ❖ Addition of 1 new WTP Class II operator position due to VDH regulations and continual staff shortages.
- ❖ \$25,000 for an engineering study to design improvements to the WWTP.
- ❖ Replacement of both the Public Utilities Director's vehicle and Meter Reader's vehicle.
- ❖ \$48,500 to replace a sewer pump.
- ❖ Transfer of \$100,000 from the Utility Fund to the General Fund attributed to the acceptance of leachate.
- ❖ Operating/Capital Reserve of \$88,410.

He recommended Council adopt the General and Utility Fund budget ordinances.

Councilman Harris made a motion to approve the proposed FY12-13 General and Utility Fund budgets and **Ordinances No. 12-09** thru 12-13 as related to the budgets, seconded by Councilwoman Carey which passed as follows:

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

## **NEW BUSINESS**

### ***12-45. Virginia Retirement System – Request to Adopt Budgets***

Mr. Thrower stated that there are two resolutions requiring Council's adoption by July 1, 2012. He also stated that the first resolution approves the VRS certified employer contribution rate of 13.5% for the 2012-2014 bienniums. He further stated that the second resolution requires that all City employees, both Plan 1 and Plan 2 employees, pay be increased 5% commencing July 1, 2012 to offset this requirement.

He recommended that Council adopt both resolutions.

Councilman Saunders made a motion to adopt **Resolution No. 12-07** approving the VRS certified employer contribution rate of 13.5% for the 2012-2014 biennium, seconded by Councilman Saunders, which passed as follows:

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

Councilman Saunders made a motion to adopt **Resolution No. 12-08** approving that all City employees, both Plan 1 and Plan 2 employees, pay be increased 5% commencing July 1, 2012 to offset this requirement, seconded by Councilman Saunders, which passed as follows:

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

#### ***12-46. 2012 Fourth of July Fireworks Display***

Mayor Adams stated that the City's Administration had received a request from the Emporia-Greenville Chamber of Commerce to host the Fourth of July Fireworks Display. He also stated that the Emporia's Code of Ordinances requires City Council's approval to permit such a display by adoption of a resolution.

Councilman Saunders moved to approve Resolution No. **12-09** authorizing the display of fireworks as requested, seconded by Councilwoman Temple which passed as follows:

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

#### ***12-47. Planning Commission Term Expirations – Harvey Clement/William C. Slate, Jr.***

Mayor Adams stated that on June 30, 2012 the four year term of Mr. Harvey Clement and Mr. William C. Slate, Jr. on the City's Planning Commission will expire. He also stated that Mr. Clement has stated that he does not wish to be considered for reappointment and Mr. Slate has stated that he does wish to be considered for reappointment.

Councilman Harris moved to nominate James E. Ewing for consideration to serve a four years term on the Planning Commission Board and to reappoint William C. Slate, Jr. to the Planning Commission Board.

Councilman Harris moved to appoint James E. Ewing and Williams C. Slate to serve a four years term on the Planning Commission Board, seconded by Councilwoman Temple, which passed as follows:

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

***12-48. Southside Virginia Education Center Board of Directors – Term Expiration (Linda Stainback)***

Mayor Adams reported that on July 1, 2012, Ms. Linda Stainback’s three year term on the Southside Virginia Education Center Board of Directors will expire. He also reported that Ms. Stainback has indicated that she does not wish to be considered for reappointment.

Mayor Adams stated that this item is to be continued at the July 17, 2012 City Council Regular meeting.

***12-49. Education Sales Tax – Appropriation Ordinance***

Mr. Thrower stated that the City will receive additional sales tax revenue for education from the Commonwealth of Virginia during the current fiscal year. He also stated that the City will receive \$958.00 more than the budgets amount for the current fiscal year. He further stated that these funds will be paid to the County of Greenville for the City schools. He stated that in order for the City to remit these funds to the County of Greenville for the City schools, Council will need to appropriate these additional funds into the City current operating budget.

He recommended that Council adopt the ordinance.

Councilwoman Temple made a motion to adopt **Ordinance No. 12-14 to appropriate the sum of \$958.00 in additional Sale Tax Revenue from the Commonwealth of Virginia for Education**, seconded by Councilwoman Carey, which passed as follows:

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

Councilwoman Beverly White	aye
Councilwoman Carolyn S. Carey	aye
Councilwoman Dale Temple	aye

## **PUBLIC COMMENT**

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

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

### **\*\*\*CLOSED SESSION\*\*\***

Councilman Saunders moved that Closed Session be entered for the purpose of discussing Virginia Code Sections § **2.2 3711 (A) (7) Personnel matter pertaining to Fire Department operations** seconded by Councilwoman Temple, which passed as follows:

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

### **\*\*\*Regular Session\*\*\***

Councilwoman 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 Beverly White	aye
Councilwoman Carolyn S. Carey	aye
Councilwoman Dale Temple	aye

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## **CERTIFICATION**

Councilman Saunders moved to certify the following:

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

Councilwoman Temple seconded the motion, which passed as follows:

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

## **ADJOURNMENT**

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

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Samuel W. Adams, III, Mayor

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Tessie S. Wilkins, City Clerk