CITY OF EMPORIA

PUBLIC HEARING

1. **Proposed FY16 General and Utility Fund Budgets**
2. **I-95 Bridge Improvement Project – Request to Convey Interest in Real Property**

AGENDA
EMPORIA CITY COUNCIL
Regular Meeting
Tuesday, June 2, 2015 - 6:30 P.M.

OPENING PRAYER

ROLL CALL

APPROVAL OF MINUTES

April 21, 2015 ~ Regular Meeting
May 5, 2015 ~ Budget Work Session

APPROVAL OF AGENDA

UNFINISHED BUSINESS

15-24. Proposal for Renovation of the Old Elementary School Auditorium and New City Hall – Request Accept and Advertise for Additional Proposals

NEW BUSINESS

15-39. I-95 Bridge Improvement Project Request to Convey Interest in Real Property

15-40. Floodplain Ordinance – Request to Amend Zoning Code

15-41. Architectural Compatibility Review – 106 East Atlantic Street

15-42. W. Atlantic Street Neighborhood Improvement Project – Appropriation Ordinance

15-43. Request by Council Member Harris – CYC, Ltd. Sign

15-44. VPI Extension Office – Update on In-School Programs

PO BOX 511, 201 SOUTH MAIN ST., EMPORIA, VA 23847 TELEPHONE: (434) 634 3332 FAX: (434) 634 0003
Visit Our Website at: www.ci.emporia.va.us

CITY OF EMPORIA

PUBLIC HEARING

1. **Proposed FY16 General and Utility Fund Budgets**
2. **I-95 Bridge Improvement Project – Request to Convey Interest in Real Property**

AGENDA
EMPORIA CITY COUNCIL
Regular Meeting
Tuesday, June 2, 2015 - 6:30 P.M.

PUBLIC COMMENT

CLOSED SESSION

Closed Meeting pursuant to Virginia Code § 2.2 3711(A) (7) Legal matter requiring the advice of counsel pertaining to Fire Department funding.

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MINUTES
EMPORIA CITY COUNCIL
CITY OF EMPORIA MUNICIPAL BUILDING
April 21, 2015

***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 21, 2015 at 6:30 p.m. in the Council Chambers of the Municipal Building, located at 201 South Main Street, Emporia, Virginia. Mayor Mary L. Person presided over the meeting with Carolyn Carey, Council Member offering the invocation.

ROLL CALL

The following City Council members were present:

Councilman F. Woodrow Harris
Councilman James E. Ewing, III
Councilwoman Carolyn S. Carey
Councilwoman Doris T. White
Councilwoman L. Dale Temple
Councilwoman Carol Mercer
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 Manager
Tessie S. Wilkins, City Clerk
Ricky Pinksaw, Chief of Police
Sheila Cutrell, Finance Director
Randy Pearce, Building Inspector
Royal Jones, Public Works Director
Linwood Pope, Director of Utilities
W. S. Harris, Jr., Treasurer
Ken Ryals, Emergency Service Coordinator

Absent:

MINUTES APPROVAL

Councilwoman Temple moved to approve the minutes from the Tuesday, April 7, 2015, Regular Meeting minutes as presented, seconded by Councilwoman Carey, which passed as follows:

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

APPROVAL OF BILLS

A listing of the March 17, 2015 bills was presented to City Council members.

General Fund	$	913,190.09
Utility Fund	$	121,985.42

A listing of the April 21, 2015 bills was presented to City Council members.

General Fund	$	968,552.76
Utility Fund	$	198,006.51

Councilwoman Temple moved to approve the March 17, 2015 and April 21, 2015 bills as presented, seconded by Councilwoman Carey, which passed as follows:

Councilman F. Woodrow Harris	aye
Councilman James E. Ewing	aye
Councilwoman Deborah D. Lynch	aye
Councilwoman Doris T. White	aye
Councilwoman Carol Mercer	aye
Councilwoman L. Dale Temple	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 Temple moved to approve the agenda with one addition Item 15-38 – Shared Services with Greensville County – Appropriation Ordinance, seconded by Councilwoman Mercer, which passed as follows:

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

UNFINISHED BUSINESS

15-24. Proposal for Renovation of the Old Elementary School Auditorium and New City Hall – Request Accept and Advertise for Additional Proposals

Mr. Thrower stated that this item had been carried over from the previous regular meeting of City Council.

Councilwoman Temple made a motion to table this item until further research can be done by Davenport and Company showing several financial options the City could take, seconded by Councilwoman Carey, which passed as follows:

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

Mr. Thrower inquired as to what option Davenport and Company should explore. Councilwoman Temple stated that she would like for Davenport and Company to create a financial option with just the renovation of the auditorium and another one with the auditorium and city hall together.

15-31. Emporia Redevelopment and Housing Authority – Unexpired Term (John Belmonte)

Mr. Thrower stated that this item had been carried over from the previous regular meeting of City Council. He reported that John Belmonte submitted his letter of resignation from the Emporia Redevelopment and Housing Authority effective March 2, 2015 which has an expiration date of January 6, 2017.

Councilwoman Temple nominated Boyce Adams.

Councilwoman Temple made a motion to appoint Boyce Adams to serve on the Emporia Redevelopment and Housing Authority, to fill the unexpired term of John Belmonte with a term expiration date of January 6, 2017, seconded by Councilwoman Mercer which passed as follows:

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

NEW BUSINESS

15-33. Animal Shelter Project – Request to Proceed with Construction of New Facility

Mr. Thrower reported that the City has been working with Jeff Robinson & Associates to look at options for bringing the Animal control facility into compliance with State regulations. He also reported that the City was been notified of violations and must bring the facility into compliance.

Mr. Thrower stated that Mr. Robinson met with Animal Control staff and has prepared recommendations based on his findings. He also stated that $300,000.00 for the Animal Shelter was included in the Notice of Intent to Borrow approved by Council April 7, 2015. He further stated that the next step was for Council to authorize staff to proceed with a capital project.

Mr. Thrower stated that Mr. Robinson's estimate for constructing a new facility is $323,620.00. He also stated that the estimate for renovation and expansion of the existing facility is $263,620.00. He further stated that it was recommended that any costs above $300,000.00, including design costs, be included in the final bond issue or budgeted from the unappropriated fund balance. He stated that Mr. Robinson was in attendance to present his report and answer any questions.

He recommended that Council authorize City Administration to proceed with the construction of a new Animal Shelter facility, including incurring expenses for design services. He also recommended that the alternative to this would be to authorize renovation and expansion of the existing facility, including incurring expenses for design services.

Mr. Robinson reported that it was determined that at least 1,500 sf of space is needed. He also reported that it was determined that at least 1,240 sf of sally port space is needed.

Mr. Robinson stated that the first task was to study the option of renovating and adding on to the existing facility. He also stated that the existing building has 784 sf and the existing exterior sally port was 453 sf.

Mr. Robinson stated that the second task was to study the option of constructing a new facility. He also stated that a conceptual plan with a building footprint = 32' x 48' = 1,536 sf and with an exterior sally port area = 1,240 sf.

Mr. Robinson reported the following positive findings of the existing facility:

- The existing building appeared to be structurally sound
- The interior and exterior masonry walls appeared straight and plumb and crack free
- The wood roof framing appeared to be level and true. Interior and exterior doors operated square in openings
- The concrete floor slab appeared to be in good condition

Mr. Robinson reported the following negative findings of the existing facility:

- The existing structure was constructed in 1978
- The existing facility is awkwardly situated
- The existing heating and air conditioning and ventilation systems are not adequate or efficient
- Additional capacity of the existing electrical system is suspect
- The existing wash down system re. hose pulls is not efficient
- The kennel wall finishes are badly deteriorated
- No floor sealer has been found that will adhere to the kennel floor
- There is a constant issue with paint delaminating/peeling off the office floor area
- The kennel gates are badly deteriorated and have been randomly patched with miscellaneous, light gauge, steel, angles and screws.
- The existing facility has inadequate office space for (2) employees.
- The existing facility has only (6) kennels which is not adequate
- The existing facility has no cat or dog isolation space.
- The existing facility has inadequate storage space
- The existing facility has no dog bathing facilities
- The exterior portion of the kennels is not under roof
- The existing fenced sally port area is inadequate in overall size
- Cats are currently kenneled in traditional metal cages.

Mr. Robinson stated his thoughts on salvaging and adding on the existing facility as follows:

1. The logistic of finding temporary lodging for animals would be inconvenient
2. Additional kennels would be added to the rear (east) of the facility. As a result, the existing, exterior sally port area would have to be demolished to accommodate same.

3. As with the kennel addition, the enlarged, exterior sally port area would be added to the rear (east) of the existing facility. This would encroach considerably towards and into the existing gravel drive. The gravel drive would then be shifted eastward which would create an awkward maneuver for traffic approaching the FOP lodge.

4. Generally speaking, I have found the cost of renovation work to be comparable to the cost of new construction. This is due in part to the extra effort required for demolition activities and in part to the extra time and attention required to coordinate with existing structure and services.

5. Also, there is always a risk involved with renovation work due to the unknowns during the decision making process and at the onset of construction.

6. He guestimate the renovation and addition costs to be as follows:

• Renovate 784 sf x $120 / sf	= $94,080
• Add 752 sf Building x $120 / sf	= $90,240
• Add 1,240 sf Sally Port x $20 / sf	= $24,800
• Misc. Site / Utility Work	= $20,000
• 10% contingency	= $23,000
• 5% Design Fees	= $11,500
Renovation Budget	= $263,620

Mr. Robinson stated his thoughts on constructing a completely new facility as follows:

1. He strongly recommended this option
2. Construction costs are more predictable
3. There are no monies wasted on demolition activities. All monies are invested in new work
4. The site offers a perfect location for a new facility
5. Temporary kennel facilities are not required during construction
6. There are no constraints re. building footprint. A new building offers complete design flexibility. A new floor plan allows maximum operational efficiency
7. He guestimate the renovation and addition costs to be as follows:

• 1,536 sf Building x $120 / sf	= $184,320
• 1,240 sf Sally Port x $20 / sf	= $24,800
• Site / Utility Work	= $85,000
• 10% Survey / Soils / Design Fees	= $29,500
Renovation Budget	= $323,620

Mr. Robinson stated that his opinion was that the additional 22.8% of project cost for a new facility is easily justified. He also stated that in his opinion the benefits of a new facility far outweigh the benefits of a renovated facility. He further stated that the figures shown above are general budget numbers that should be used for cost comparisons only at this time. He advised that a more precise budget numbers will be provided at a later date in conjunction with final construction documents.

Councilwoman Temple made a motion to proceed with the construction of a new Animal Shelter facility, seconded by Councilwoman Carey which passed as follows:

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

15-34. Greensville County Public School System FY16 Budget Request – Presentation by Dr. Wilson

Mayor Person opened the meeting and welcomed Dr. Wilson, Superintendent, Greensville County Schools.

Dr. Wilson stated at a special meeting on March 24, the Greensville County School Board adopted the budget for the 2015-2016 academic year. She also stated that the total budget of $30,360,205 includes an increase of approximately $800,000 in local funds over 2014-2015.

Dr. Wilson stated that the local contributions to the 2014-2015 budget comprise of approximately 21% of the school division's operating budget. She also stated that the 2015-2016 operating budget consists of almost 23% of local funds. She further stated that compared with other localities across the Commonwealth, the local share of the 2014-2015 budget was 39.62% above the required local effort, ranking GCPS 112th of 136 school divisions, more than 71% below the state average.

Dr. Wilson reported that the 2015-2016 budget was based on projected state revenue outlined in the budget bill approved in the 2015 General Assembly and signed by Governor McAuliffe on March 26th.

She reported that the additions to the school division's budget are based on need and aligned with the 2015-2016 Budget Priorities:

1. Direct Services to Students
2. Staffing, Salaries, and Benefits
3. Maintenance of Essential Resources

She advised that the adopted school budget includes the following changes:

- Four teaching positions ($220,000) and two tutor positions ($44,000), needed to address issues of class size and instructional service to children with special academic needs
- Textbooks and instructional resources needed to support classroom instruction that addresses the increased rigor of Virginia's academic standards ($120,000)
- Interactive technology devices needed to increase access for daily classroom instruction ($44,000)

- Coordination of services for comprehensive mentoring program for students ($20,000)
- 3% salary increase for staff ($480,000)
- Facilities maintenance projects, including roof repairs, student restroom restoration work, and interior painting of schools ($100,000)
- Two school buses, to return to the state's recommended 15 year bus replacement cycle ($200,000)
- Reduction of student fees from $100 to $50 for practical component of Driver's Education

She stated that this request for local funds for operations is $392,336 higher than the amount appropriated in 2008-2009. She also stated that this represented a 6.7% increase, an average of less than 1% per year for the last seven years.

She stated that the investment you make to educate the children being served in Greensville County public Schools is an investment in the growth and prosperity of the Emporia-Greensville community.

Councilman Ewing inquired if all schools had adequate security? Dr. Wilson stated that all schools do have adequate security.

Councilman Harris stated that his concern was with the state. He also stated that the localities were not the ones falling down on the job of funding education it is the state. He further stated that the citizens of Emporia and Greensville should not be expected to make up for the state reductions in funding.

There was no further discussion regarding the school budget.

15-35. Belfield Historic District Improvement Project Easement – Request to Authorize Execution

Mr. Thrower reported that the City continues to work on the Belfield Historic District Improvement Project. He also reported that the first group of façade improvements had been submitted to the Department of Historic Resources and will be constructed this summer.

Mr. Thrower stated that this project would also include streetscape beautification efforts. He also stated that sidewalk plantings are proposed to improve the Lankford parking lot. He further stated that the deed of easement is needed to allow the City to have the plantings installed.

He stated that the acceptance of the deed of easement was recommended for approval by the Belfield Management Team at its March 10, 2015 meeting.

He recommended that Council authorize execute of the deed of easement thereby allowing City staff to proceed with installation of the plantings adjacent to the sidewalk on the north side of Baker Street.

Councilman Ewing made a motion to authorize the City Manager to execute the deed of easement thereby allowing City staff to proceed with installation of the plantings adjacent to the

sidewalk on the north side of Baker Street, seconded by Councilwoman Mercer, which passed as follows:

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

15-36. Greensville Memorial Foundation Grant – Appropriation Ordinance

Mr. Thrower stated that on April 9, 2015 that the City of Emporia was been awarded a grant from the Greensville Memorial Foundation in the amount of $2,900.00. He also stated that the funds will be used to purchase two (2) Zoll AED Plus Units.

He recommended that Council adopt the appropriation ordinance in order to utilize this award.

Councilman Ewing made a motion to adopt **Ordinance No. 15-11** to appropriate the sum of $2,900.00 in Grant Funds from the Greensville Memorial Foundation, seconded by Councilwoman Temple, which passed as follows:

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

Councilman Ewing recognized Greensville Memorial Foundation for providing the community with funds to aid them with special equipment.

15-37. I-95 Bridge Improvement Project – Request to Conduct a Public Hearing to Convey Interest in Real Property

Mr. Thrower reported that the Virginia Department of Transportation (VDOT) is in the process of planning improvements to the, I-95 Bridge located in Emporia. He also reported that in order to move forward on the project, VDOT sought to acquire a portion of property jointly owned by the City of Emporia and Greensville County. He further reported that the City would be paid $400 for its interest in the property. He stated that per Virginia State Code 15.2-1800, a public hearing will need to be held before conveying the City's interest in the property to VDOT.

He recommended that Council authorize conducting a public hearing at the June 2, 2015 meeting to consider conveying the City's interest in the property to VDOT.

Councilwoman Temple made a motion to authorize conducting a public hearing at the June 2, 2015 meeting to consider conveying the City's interest in the property to VDOT, seconded by Councilwoman Lynch, which passed as follows:

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

15-38. Shared Services with Greensville County – Appropriation Ordinance

Mr. Thrower reported that the City of Emporia received invoices from Greensville County for the City share of the preliminary expenses incurred by the County for two projects acknowledged, in principle, in the Circuit Court and Shared Constitutional Offices Agreement. He also reported that the projects included the Sheriff's Office Expansion for which the City's share of preliminary expenses invoiced to date is $4,160.88 and the Courthouse Enhancement Project for which the City's share of preliminary expenses invoiced to date is $6,144.26. He further reported that in order for the City to pay the invoices for these two projects, Council need to appropriate additional funds into the current operating budget.

Councilman Harris made a motion to adopt **Ordinance No. 15-12** to appropriate the sum of $10,306.00 from the Unappropriated Fund Balance of the General Fund for Expenses related to Shared Services with Greensville County, seconded by Councilman Ewing, which passed as follows:

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

PUBLIC COMMENT

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

Mr. William Cain, 2726 Sussex Drive, addressed Council stating that the elected school board member are entitled to $2,880.00.

Mr. Ed Low, 300 Cifers Lane, addressed Council stating that the EGRA will be holding the District 1 girls softball tournament. He stated that the opening ceremony would be June 19, 2015 and June 26, 2015 at 6:00 p.m. and invited everyone to participation.

Ms. Aretha Cain, 2726 Sussex Drive, addressed Council stating that she was there tonight asking for full support in the funding of the School Board Budget.

Mr. Jim Saunders, 304 Battery Avenue, addressed Council stating that he was there tonight on behalf of the CYC and asking Council to continue to support this group.

Mr. Ernest Smith, 216 Grahams Street, addressed Council stating that he was concerned about paying a $15.00 penalty on his water bill for being one day late. He also inquired if Council could waiver the penalty. Mr. Thrower stated that a late fee is a requirement of the Rural Development loan.

Mr. Joey Turner, 704 N York Drive, addressed Council thanking them for their support of the new animal shelter building.

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

MINUTES
EMPORIA CITY COUNCIL
CITY OF EMPORIA MUNICIPAL BUILDING
BUDGET WORK SESSION
May 5, 2015

***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	aye
Councilwoman Carolyn S. Carey	aye
Councilwoman L. Dale Temple	aye
Councilwoman Deborah D. Lynch	aye
Councilwoman Carol Mercer	aye
Councilman James E. Ewing, III	aye

Others present:

Brian S. Thrower, City Manager
Dr. Edwin C. Daley, Assistant Manager
Tessie Wilkins, City Clerk
Sheila Cutrell, Finance Director
Royal Jones, Public Works Director
Linwood Pope, Director of Utilities
Tom Delbridge, Water Treatment Plant Superintendent
Melvin Prince, Wastewater Treatment Plant Superintendent
Dr. Edwin C. Daley, Assistant Manager
Ricky Pinksaw, Chief of Police
Linwood Pope, Director of Utilities
Ken Ryals, Emergency Service Coordinator
Joyce E. Prince, Commissioner of the Revenue

Absent: Mary L. Person, Mayor
Councilman F. Woodrow Harris

Presentation of the Proposed General and Utility Fund Budgets

Mr. Thrower stated that the proposed FY16 General Fund budget was $22,125,090 with Departmental requests totaling $22,738,678. He also stated that in order to balance the budget, he was proposing a 1% increase in the lodging tax rate and a $0.03 increase in the real property tax rate. He further stated that he was proposing to use $531,229 of undesignated fund balance in order to fund one-time capital needs.

Mr. Thrower stated that under the proposal, the lodging tax rate would increase from 10% to 11%. He also stated that this 1% increase was estimated to raise $112,500 in additional revenue

for the City. He further stated that the real property tax rate would increase from $0.87 to $0.90 per $100 of assessed valuation. He advised that this $0.03 increase is estimated to raise an additional $105,552 in revenue for the City. He also advised that every $0.01 at a 98% collection rate is equivalent to $35,184 in revenue. He further advised that even with the proposed real property tax rate increased the City of Emporia would remain lower than the mean ($1.02) and median ($1.04) for Virginia's cities, according to the Weldon Center for Public Service.

Mr. Thrower stated that the primary impacts to the proposed FY16 budget included the following:

- $112,021 increase in debt service attributed to fund for projects approved at the April 7, 2015 City Council meeting. The 1% increase in lodging tax rate is estimated to raise an additional $112,500 per year in revenue, which will pay the debt service attributed to these projects.
- $72,225 increase in the City's share of joint funding (additional $150,000) for the Greensville County Public School System. This equates to approximately $0.02 on the real property tax rate. The School Board requested a joint funding increase of $799,416 over the approved FY15 budget.
- $43,120 increase in salaries for a 2% COLA increase effective January 10, 2016.
- $40,235 increase in the City's share of funding for the Southside Regional Jail due to an increase in the City's percentage of jail bed days.

Mr. Thrower stated that the Capital Expenditures included in the proposed FY16 budget are as follows:

- S. Main Street Enhancement Project ($1,401,728)
- E. Atlantic Street Reconstruction Project ($1,366,793)
- N. Main Street Median Improvement ($30,000)
- Belfield Business District Revitalization Project ($804,025)
- Olive Street Stormwater Improvements ($25,000)
- Street Paving ($180,000)
- New Animal Shelter and Building Plans ($350,000)
- Municipal Building Generate Enclosure ($25,000)
- Municipal Building and Police Department Building Studies ($30,000)
- Norwood Property Acquisition and Site Study ($175,000)
- Demolition of Elementary School Auditorium ($100,000)
- Demolition of Blighted Properties ($35,000)
- Purchase two Police Cruisers ($70,000)
- Purchase of an Animal Control Vehicle ($40,000)
- Fire Truck (Utility #3) Chassis Replacement ($200,000)
- Public Works Truck and Dump Platform Body ($105,000)
- Purchase of Dumpsters ($25,000)

Mr. Thrower stated that the Capital Expenditures financed through use of undesignated fund balance include:

- Belfield Business District Revitalization Project ($96,229)
- N. Main Street Median Improvements ($30,000)
- Municipal Building and Police Department Building Studies ($30,000)

- Animal Shelter Building Plans ($25,000)
- Norwood Property Acquisition and Site Study ($175,000)
- Demolition of Elementary School Auditorium ($100,000)
- Fire Truck (Utility #3) Chassis Replacement ($50,000)
- Municipal Building Generator Enclosure ($25,000)

Mr. Thrower stated that the personnel-related items included within the FY16 budget are as follows:

- 2% COLA increase
- Request to reclassify one vacant Police Officer position to a Lieutenant position
  - Lieutenant position would oversee and enhance Accreditation, Property and Evidence, Internal Affairs, and Criminal Investigations functions.

He advised that the proposed FY16 Utility Fund budget stands at $9,772,200 with Departmental requests totaled $10,714,151. He also advised that in order to balance the budget he is proposing to increase water rates by 15% and sewer rates by 12.5%

He stated that the proposed FY16 water rates were as follows:

Current Water Rates		**Proposed FY16 Water Rates**	
Minimum 2,000 gallons	$18.90	Minimum 2,000 gallons	$21.74 – 15%
Next 48,000/1,000	$ 8.77	Next 48,000/1,000	$10.09 – 15%
Over 50,000/1,000	$ 5.33	Over 50,000/1,000	$ 6.13 – 15%

He advised that the proposed FY16 sewer rates are as follows:

Current Sewer Rates		**Proposed FY16 Sewer Rates**	
Minimum 2,000 gallons	$20.10	Minimum 2,000 gallons	$22.61 – 12.5%
Next 48,000/1,000	$ 7.51	Next 48,000/1,000	$ 8.45 – 12.5%
Over 50,000/1,000	$ 5.74	Over 50,000/1,000	$ 6.46 – 12.5%

Mr. Thrower stated that the aforementioned water and sewer rate increases were attributed to a combination of declining annual water sales and increases in debt service payments for the Water Treatment Plant Upgrade Project, Wastewater Treatment Plant Upgrade Project, and W. Atlantic Sewer Main Replacement Project. He also stated that the proposed budget included a 2% COLA increase ($9,952) effective January 10, 2016. He further stated that there are no new capital projects or items included in the proposed budget.

It was the consensus of Council to cancel the Thursday, May 7, 2015 Budget Work Session.

ADJOURNMENT

With no further business to be presented before City Council members, the budget work session was adjourned.

_____
Carolyn S. Carey, President of Council

_____
Tessie S. Wilkins, CMC
City Clerk

CITY OF EMPORIA

Memorandum

May 29, 2015

TO: The Honorable Mayor and City Council

FROM: Brian S. Thrower, City Manager BST

SUBJECT: Proposed FY16 General and Utility Fund Budgets

General Fund Budget

After reviewing and discussing the proposed budget over two work sessions, your FY16 General Fund budget totals $22,273,437. My recommended budget stands at $22,125,090. Departmental requests total $22,833,793. Your budget includes a 1% increase in the lodging tax rate and a 1% increase in the meals tax rate. The proposal also includes use of $531,229 of undesignated fund balance in order to fund one-time capital needs.

Under the proposal, the lodging tax rate will increase from 10% to 11%. This 1% increase is estimated to raise $112,500 in additional revenue for the City. The meals tax will also increase from 6.5% to 7.5%. This 1% increase is estimated to raise an additional $260,000 in revenue. The real property tax rate will remain constant at $0.87 per $100 valuation.

The proposed budget supports goals and priorities identified in your adopted Strategic Plan and the City's 2015-2035 Comprehensive Plan, as well as, adheres to the City's adopted Financial Policy Guidelines.

The primary impacts to the proposed FY16 budget include the following:

- $112,021 increase in debt service attributed to funding for projects approved at the April 7, 2015 City Council meeting. The 1% increase in lodging tax rate is estimated to raise an additional $112,500 per year in revenue which will pay the debt service attributed to these projects.

- $162,738 increase in the City's share of joint funding (additional $350,000) for the Greensville County Public School System. The School Board requested a joint funding increase of $799,416 over the approved FY15 budget.

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- $95,115 payment to the State due to the reversion of fines and forfeitures.

- $43,120 increase in salaries for a 2% COLA increase effective January 10, 2016.

- $40,235 increase in the City's share of funding for the Southside Regional Jail due to an increase in the City's percentage of jail bed days.

Capital Expenditures included in the proposed FY16 budget are as follows:

- S. Main Street Enhancement Project ($1,401,728)
- E. Atlantic Street Reconstruction Project ($1,366,793)
- Belfield Business District Revitalization Project ($804,025)
- N. Main Street Median Improvements ($30,000)
- Olive Street Stormwater Improvements ($25,000)
- Street Paving ($180,000)
- New Animal Shelter and Building Plans ($350,000)
- Municipal Building Generator Enclosure ($25,000)
- Municipal Building and Police Department Building Studies ($30,000)
- Norwood Property Acquisition and Site Study ($175,000)
- Demolition of Elementary School Auditorium ($100,000)
- Demolition of Blighted Properties ($35,000)
- Purchase of 2 Police Cruisers ($70,000)
- Purchase of an Animal Control Vehicle ($40,000)
- Fire Truck (Utility #3) Chassis Replacement ($200,000)
- Public Works Truck and Dump Platform Body ($105,000)
- Purchase of Dumpsters ($25,000)

Capital Expenditures financed through use of undesignated fund balance include:

- Belfield Business District Revitalization Project ($96,229)
- N. Main Street Median Improvements ($30,000)
- Municipal Building and Police Department Building Studies ($30,000)
- Animal Shelter Building Plans ($25,000)
- Norwood Property Acquisition and Site Study ($175,000)
- Demolition of Elementary School Auditorium ($100,000)
- Fire Truck (Utility #3) Chassis Replacement ($50,000)
- Municipal Building Generator Enclosure ($25,000)

Personnel related items included in the FY16 budget are as follows:

- 2% COLA increase
- Request to reclassify 1 vacant Police Officer position to a Lieutenant position
    - Lieutenant position would oversee and enhance Accreditation, Property and Evidence, Internal Affairs, and Criminal Investigations functions

Utility Fund Budget

The proposed FY16 Utility Fund budget totals $9,772,200. Departmental requests total $10,714,151. In order to balance the budget, I am proposing to increase water rates by 15% and sewer rates by 12.5%.

The proposed FY16 water rates are as follows:

Current Water Rates		**Proposed FY16 Water Rates**	
Minimum 2,000 gallons	$18.90	Minimum 2,000 gallons	$21.74 – 15%
Next 48,000/1,000	$ 8.77	Next 48,000/1,000	$ 10.09 – 15%
Over 50,000/1,000	$ 5.33	Over 50,000/1,000	$ 6.13 – 15%

The proposed FY16 sewer rates are as follows:

Current Sewer Rates		**Proposed FY16 Sewer Rates**	
Minimum 2,000 gallons	$20.10	Minimum 2,000 gallons	$22.61 – 12.5%
Next 48,000/1,000	$ 7.51	Next 48,000/1,000	$ 8.45 – 12.5%
Over 50,000/1,000	$ 5.74	Over 50,000/1,000	$ 6.46 – 12.5%

The aforementioned water and sewer rate increases are attributed to a combination of declining annual water sales and increases in debt service payments for the Water Treatment Plant Upgrade Project, Wastewater Treatment Plant Upgrade Project, and W. Atlantic Sewer Main Replacement Project. The proposed budget includes a 2% COLA increase ($9,952) effective January 10, 2016. There are no new capital projects or items included in the proposed budget.

Recommendation

The proposed budgets will be on your June 16, 2015 agenda for formal consideration. No formal action is needed at tonight's meeting.

Attachments

Strategic Goals and Priorities
Comprehensive Plan Priorities
Proposed FY16 General and Utility Fund Budgets

EMPORIA CITY COUNCIL STRATEGIC GOALS

Created April 11-12, 2014
Adopted May 6, 2014

Economic Development

Pursue economic development opportunities through collaboration and partnerships to increase and improve employment for our citizens.

Education

Support a culture of educational achievement and lifelong learning in order to develop and sustain a productive workforce ready for 21st century employers.

Cultural and Recreational Opportunities

Develop cultural facilities while supporting our existing recreational providers

City Appeal

Vitalize the overall appearance of the City to create an atmosphere that is attractive and appealing to citizens, businesses, and visitors

EMPORIA CITY COUNCIL
3-YEAR PRIORITIES

Economic Development

Pursue economic development opportunities through collaboration and partnerships to increase and improve employment for our citizens.

1	Identify properties in Emporia that we can develop or enhance to be attractive for potential business and purchase land for future development as appropriate
2	Implement a business recruitment initiative/marketing process that includes written/electronic materials • Ensure that we know what we are marketing • Consider whether a slogan/brand would be helpful to us • Individualize our marketing strategy as part of the comprehensive regional marketing/ strategic effort • Consider whether we should contract with a firm to do a retail recruitment study
3	Increase Emporia's leadership presence in the collaborative efforts and partnerships in which we are involved (i.e. seek leadership positions, ensure regular attendance)
4	Identify and increase relationships with key players in state/related agencies in order to enhance our economic development presence, including crossing administrations (i.e. Rolls Royce, CCAM, VEDP, Port of Virginia, etc.)
5	Develop and implement a strategy to communicate our economic development successes
6	Continue our strategy to retain our existing businesses

Education

Support a culture of educational achievement and lifelong learning in order to develop and sustain a productive workforce ready for 21st century employers.

7	Develop a strategy to meet regularly with school leaders in order to identify and address educational issues, needs, and solutions and to work together in partnership to further educational achievement Potential discussion areas/needs: • Identify ways in which we need to be supportive at the State level • Need for a coordinator to enhance parental involvement in the schools • Develop a work ethics curriculum to be implemented at the 9th grade level • Guidance counselors should track each 8th grader throughout high school • Track GPAs to ensure college readiness • CCAM integration with the schools

8	Develop a strategy by which appointed School Board Members provide the City Council with information regarding educational policies and progress on a regular basis
9	Support efforts of the Virginia Growth Alliance to enhance career/technical education opportunities through regional partnerships

Cultural and Recreational Opportunities

Develop cultural facilities while supporting our existing recreational providers

10	Support our existing recreational facilities (CYC, YMCA, EGRA, Boys and Girls Club)
11	Establish a leadership/partnership role in developing the Civic Center as a cultural venue with multi-use potential for the City • Develop attraction to bring people downtown consistent with plan to create "hub" • Need to "drive the train" and realize we may have to spend money to make money

City Appeal

Vitalize the overall appearance of the City to create an atmosphere that is attractive and appealing to citizens, businesses, and visitors

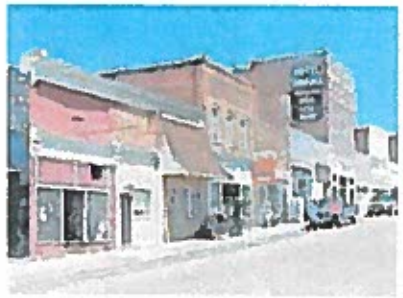
12	Continue to address blighted areas in the City through redevelopment including: • West Atlantic • Belfield/Downtown project • South Main Street enhancement project
13	Continue to actively enforce property maintenance codes

EMPORIA CITY COUNCIL ROLES

What are the appropriate roles for the Council, City Manager and Mayor?
Are there any roles that would enhance our progress on Strategic Goals and Priorities?

Council	City Manager	Mayor
• Policy • Doing what is right for the community • Communication with each other, with the community, and all concerned • Listening • Provide leadership for the City • Accentuate the positive more than the negative • Be the voice of the citizens • Be positive even if treated negatively • Be an advocate for fiscal appropriateness • Be proactive (i.e. burning issues) • Looking for right business in an entrepreneurial way	• Operations • Communication with the Council • Communication with staff • Leadership skills • Initiative - coming up with ideas to enhance the City and its growth • Keeping abreast of new opportunities for the City such as grants; read a lot and inform the Council • Hiring/firing • Looking for right business in an entrepreneurial way	• Be a figurehead to represent the City • Chief ceremonial officer • Tie-breaker • Run the Council meetings effectively and positively and in a timely way • Looking for right business in an entrepreneurial way

2015-2035



CITY OF EMPORIA, VA
COMPREHENSIVE PLAN

2. As determined on a case-by-case basis and evolving from recommendations contained in the Comprehensive Plan and the Economic and Community Development Plan, there may be a need for special studies, such as a detailed housing assessment, an economic development study or long-range planning of utility and community facilities. If undertaken, such special studies should be used to expand on plan generalities and be treated as amendments to the adopted Comprehensive Plan.

3. The review and administration of housing, building, zoning, and subdivision regulations and development proposals which affect provisions of the Comprehensive Plan.

4. Assistance in determining the most appropriate State and Federal assistance programs through which Emporia may participate to aid in implementing proposed community improvements.

PUBLIC EDUCATION AND COMMUNITY INVOLVEMENT

The City of Emporia should seek to continually develop public awareness of local planning efforts and issues. The overall intent should be to solicit citizen participation in making planning decisions and to promote public support for existing and future community improvement efforts.

In addition, Planning Commission members should be encouraged to attend Planning Commissioner Institute training sessions offered periodically throughout the year by the Virginia Department of Housing and Community Development (VDHCD). Educational materials are also available from VDHCD which should be distributed to the Planning Commissioners. The Citizens Planning Education Association of Virginia, Inc. (CPEAV) also holds regularly scheduled workshops and conferences specifically for those serving on a Planning Commission.

PRIORITY ITEMS

The Comprehensive Plan is a document that defines how the City would like to develop and at the same time preserve its unique character over the next two decades. In order to do so, the goals and objectives mentioned in the previous section need to be completed in a timely manner. The action items listed below should be considered the City's highest priorities over the next five years within the context of the Comprehensive Plan. They are not to be considered as an exhaustive list of actions for implementation over the twenty year horizon.

A. Land Use and Environment

- Revise the Zoning District Map to reflect the Future Land Use Map
- Revise the zoning code to ensure compatibility with the vision outlined in the comprehensive plan
- Continue to participate in and seek regional collaborations with bordering localities for projects such as recreational trails.
- Create and enforce ordinances assisting in the

beautification of major City thoroughfares

B. Community Facilities

- Develop plans for the maintenance and creation of park sites, with particular focus on pocket and neighborhood parks
- Maintain and enhance parks and trails running along the Meherrin River in terms of landscaping and asphalting
- Explore options for renovating the vacant elementary school on South Main Street.
- Support existing recreational providers as they provide amenities for youth and adults.
- Provide for the general maintenance and replacement of municipal vehicle fleets, equipment, and buildings

C. Transportation

- Continue to apply for funding through VDOT to be used towards transportation enhancements and transportation alternatives.
- Utilize beautification techniques for all City entrance and exit corridors to give visitors and residents alike a lasting impression of Emporia
- Implement, where feasible, those transportation improvements set forth by VDOT's Six-Year Improvement Program and the most current Rural Transportation Plan.
- Promote a pedestrian-oriented environment throughout the City including the creation and improvement of sidewalks.

D. Housing and Neighborhoods

- Partner with the Emporia Redevelopment and Housing Authority (ERHA) in seeking funding sources for the improvement of those neighborhoods most in need of rehabilitation and revitalization
- Revise the subdivision ordinance to ensure development of quality residential areas
- Improve those neighborhoods with drainage and flooding problems
- Promote cross departmental collaboration to enhance quality of life with particular focus on code enforcement, crime deterrence, and aesthetic appearance

E. Economic Development

- Develop an industrial and commercial development strategy with particular focus on acquisition of new parcels for development

- Continue working with MAMaC, the Regional Industrial Facilities Authority and Greensville County on the development of a mega-site and other large scale industrial sites

- Continue to incentivize downtown and commercial redevelopment through federal, state, and local funding programs.

- Continue to collaborate with various local organizations and state agencies in promoting tourism, small business entrepreneurship, and workforce development activities

GENERAL FUND REVENUE ESTIMATES

DESCRIPTION	2013-14 Final Budget	2013-14 Actual	2014-15 Budget	2014-15 Year-End Projection	2015-16 Department Request	2015-16 Manager Recommends	2015-16 Council Approved	% Change Over 2014-15	Comments
Local Revenues									
General Property Taxes									
Current Real Estate	3,028,099	2,899,275	3,052,554	2,953,471	3,166,593	3,166,593	3,061,040	0.3%	
Delinquent Real Estate	0	218,985	0	142,020	0	0	0	#DIV/0!	
Public Service Real Estate	173,064	176,124	185,000	176,367	182,400	182,400	176,300	-4.7%	
Delinquent Public Service Real Estate	0	320	0	0	0	0	0	#DIV/0!	
Public Service Personal Property	0	23,770	0	12,029	0	0	0	#DIV/0!	
Personal Property - Motor Vehicles/Other	975,000	1,008,941	905,000	905,000	905,000	905,000	905,000	0.0%	
Delinquent Pers. Prop. - Motor Vehicles/Othe	120,000	161,065	100,000	166,174	160,000	160,000	160,000	60.0%	
Personal Property - Machinery & Tools	175,000	224,770	175,000	285,115	244,000	244,000	244,000	39.4%	
Delinquent Pers. Prop. - Machinery & Tools	0	14,043	0	156	0	0	0	#DIV/0!	
Penalties	35,000	37,155	30,000	31,500	30,000	30,000	30,000	0.0%	
Interest	20,000	40,642	20,000	23,750	20,000	20,000	20,000	0.0%	
Total	4,526,163	4,805,090	4,467,554	4,695,582	4,707,993	4,707,993	4,596,340	2.9%	
								#DIV/0!	
Other Local Taxes								#DIV/0!	
Sales Tax	1,400,000	1,374,776	1,365,000	1,565,900	1,493,401	1,493,401	1,493,401	9.4%	
Utility Tax	395,000	394,632	395,000	393,200	393,000	393,000	393,000	-0.5%	
Business License Tax	720,000	721,380	715,000	716,286	715,000	715,000	715,000	0.0%	
Motor Vehicle Licenses	115,000	117,862	115,000	115,000	115,000	115,000	115,000	0.0%	
Bank Stock Tax	120,000	133,662	120,000	120,000	120,000	120,000	120,000	0.0%	
Recordation/Grantors	25,000	46,501	25,000	15,400	15,000	15,000	15,000	-40.0%	
Lodging Tax	1,000,000	1,088,477	1,020,000	1,150,000	1,237,500	1,237,500	1,237,500	21.3%	1% increase in levy
Meals Tax	1,669,000	1,721,811	1,690,000	1,730,000	1,720,000	1,720,000	1,980,000	17.2%	1% increase in levy
Communication Sales Tax	275,000	266,387	265,000	267,000	265,000	265,000	265,000	0.0%	
Total	5,719,000	5,865,488	5,710,000	6,072,786	6,073,901	6,073,901	6,333,901	10.9%	
Licenses and Permits									
Animal Tags	2,400	2,110	2,000	1,860	1,800	1,800	1,800	-10.0%	
Planning and Zoning Permits	4,000	2,890	2,000	1,500	1,500	1,500	1,500	-25.0%	
Building Permits	35,000	14,200	7,800	11,175	10,000	10,000	10,000	28.2%	
Other Permits	500	265	500	935	500	500	500	0.0%	
Total	41,900	19,465	12,300	15,470	13,800	13,800	13,800	12.2%	
Fines and Forfeitures									
Court Fines	1,100,000	1,139,850	1,125,000	1,110,000	1,153,115	1,153,115	1,153,115	2.5%	
Parking Fines	0	35	0	0	0	0	0	#DIV/0!	
Drug Forfeitures	10,000	37,190	65,000	93,345	10,000	10,000	10,000	-84.6%	
Interest from the County	5,000	6,969	5,500	10,011	6,000	6,000	6,000	9.1%	
Courthouse Maintenance Fee	27,000	31,255	28,000	29,200	29,000	29,000	29,000	3.6%	

General Fund Revenue Estimates - Continued									
	2013-14	2013-14	2014-15	2014-15	2015-16	2015-16	2015-16	% Change	Comments
	Final	Actual	Budget	Year-End	Department	Manager	Council	Over 2014-15	
	Budget			Projection	Request	Recommends	Approved		
Fines and Forfeitures - Continued									
Courthouse Security Fee	135,000	151,456	140,000	142,800	140,000	140,000	140,000	0.0%	
Jail Admission Fees	2,000	2,315	2,000	2,440	2,200	2,200	2,200	10.0%	
Total	1,279,000	1,369,070	1,365,500	1,387,796	1,340,315	1,340,315	1,340,315	-1.8%	
Use of Money and Property									
Interest Earned	30,000	32,920	28,000	35,000	30,000	30,000	30,000	7.1%	
Rental/Lease of Property	14,025	0	0	0	0	0	0	#DIV/0!	
Total	44,025	32,920	28,000	35,000	30,000	30,000	30,000	7.1%	
Charges for Services									
Law Library	3,100	2,444	2,400	2,270	2,200	2,200	2,200	-8.3%	
Fire Protection	151,220	171,118	124,755	136,500	128,650	128,650	128,650	3.1%	
Animal Control	0	55	0	60	0	0	0	#DIV/0!	
Waste Collection	791,000	813,461	805,000	802,500	802,500	802,500	802,500	-0.3%	
Weed Cutting/Demolition	3,500	4,735	2,500	3,390	3,000	3,000	3,000	20.0%	
Health Services Refund	0	0	0	4,311	0	0	0	#DIV/0!	
Miscellaneous	0	0	0	15,680	0	0	0	#DIV/0!	
Management Services	0	0	3,262	3,262	3,873	3,873	3,873	18.7%	
Fiscal Agent Services	0	0	0	500	500	500	500	#DIV/0!	
Total	948,820	991,813	937,917	968,473	940,723	940,723	940,723	0.3%	
Miscellaneous Revenue									
Payment In Lieu of Taxes	0	0	124,106	124,106	117,361	117,361	117,361	-5.4%	
Gifts and Donations	500	500	2,900	2,900	0	0	0	-100.0%	
Sale of Materials & Supplies	1,000	1,803	1,000	2,870	1,500	1,500	1,500	50.0%	
Sale of Property & Land	0	0	0	250	0	0	0	#DIV/0!	
Insurance Refunds	3,200	3,200	0	0	0	0	0	#DIV/0!	
Miscellaneous	1,500	2,696	1,500	10,882	2,000	2,000	2,000	33.3%	
Recovered Cost - BC/BS - Retirees	25,148	13,041	15,644	12,414	8,287	8,287	8,287	-47.0%	
Recovered Cost - Tax Collection	29,000	30,598	29,000	34,000	30,000	30,000	30,000	3.4%	
Credit/Debit Card Fees	3,200	3,238	3,200	3,500	3,200	3,200	3,200	0.0%	
VMLP Grant	4,000	4,000	1,156	1,156	0	0	0	-100.0%	
Interest on Delinquent Accounts	0	4,173	0	1,100	0	0	0	#DIV/0!	
Total	67,548	63,249	178,506	193,178	162,348	162,348	162,348	-9.1%	
Recovered Costs									
Recovered Cost - Court Services	0	0	30,958	30,958	30,958	30,958	30,958	0.0%	
Recovered Cost - County	46,000	74,900	49,000	49,600	55,900	55,900	55,900	14.1%	Includes funding of $2,878 for Victim Witness Program
Recovered Cost - Vendors	4,000	4,992	4,000	6,186	5,000	5,000	5,000	25.0%	
Recycled Materials	16,000	16,833	14,000	15,200	14,000	14,000	14,000	0.0%	
Recovered Cost - Jury Duty	0	192	0	60	0	0	0	#DIV/0!	
Recovered Cost - ERHA	0	0	126,136	126,136	125,762	125,762	125,762	-0.3%	
E&S and Stormwater Plan Reviews	20,000	0	0	0	0	0	0	#DIV/0!	
Total	86,000	96,917	224,094	228,140	231,620	231,620	231,620	3.4%	
Local Revenues Totals	12,712,456	13,244,012	12,923,871	13,596,425	13,500,700	13,500,700	13,649,047	5.6%	

General Fund Revenue Estimates - Continued									
	2013-14	2013-14	2014-15	2014-15	2015-16	2015-16	2015-16	% Change	Comments
	Final	Actual	Budget	Year-End	Department	Manager	Council	Over 2014-15	
	Budget			Projection	Request	Recommends	Approved		
Non-categorical State Aid									
Recordation Tax	8,513	13,198	5,000	5,100	8,800	8,800	8,800	76.0%	
Railroad Rolling Stock Tax	10,000	13,602	12,000	12,809	12,000	12,000	12,000	0.0%	
PPTRA	570,319	570,320	570,319	570,319	570,319	570,319	570,319	0.0%	
Auto Rental Tax	30,000	24,946	25,000	26,273	25,000	25,000	25,000	0.0%	
Total	618,832	622,066	612,319	614,501	616,119	616,119	616,119	0.6%	
Shared Expenses - Local Offices									
Sheriff	142,137	141,533	142,137	142,137	144,811	144,811	144,811	1.9%	
Commissioner of the Revenue	63,981	63,831	63,981	63,981	65,697	65,697	65,697	2.7%	
Treasurer	64,463	64,333	64,463	64,463	65,792	65,792	65,792	2.1%	
Registrar/Electoral Board	28,232	27,422	28,232	26,194	27,000	27,000	27,000	-4.4%	
Total	298,813	297,119	298,813	296,775	303,300	303,300	303,300	1.5%	
Categorical State Aid									
Victim Witness	59,496	56,618	58,317	58,317	58,317	58,317	58,317	0.0%	
Assistance to Localities - HB 599	205,671	205,672	205,671	199,413	205,671	205,671	205,671	0.0%	
Juvenile Justice	100,598	102,612	100,598	98,678	100,598	100,598	100,598	0.0%	
Sexual Assault Grant	47,789	46,397	55,553	55,553	46,397	46,397	46,397	-16.5%	
Sexual Assault Special Grant	9,317	1,728	10,997	9,204	6,650	6,650	6,650	-39.5%	
DMV Highway Safety Grant	13,622	13,622	0	0	0	0	0	#DIV/0!	
DOJ Bulletproof Vest Grant	0	1,907	0	1,622	0	0	0	#DIV/0!	
Office of the Attorney General Grant	23,488	23,488	0	0	0	0	0	#DIV/0!	
E-911 - Wireless Board	210,000	203,052	74,440	76,800	54,000	54,000	54,000	-27.5%	
DOJ Justice Assistance Grant (JAG)	9,717	9,717	8,460	8,460	0	0	0	-100.0%	
VDEM Homeland Security Grant	0	0	11,500	11,500	0	0	0	-100.0%	
Fire Programs	18,000	20,000	18,000	20,000	0	0	0	-100.0%	
Emergency Services	9,452	14,737	10,285	10,285	10,285	10,285	10,285	0.0%	
Fire Programs Grant	43,350	43,350	0	0	0	0	0	#DIV/0!	
Street Maintenance	1,043,026	1,052,673	1,052,672	1,081,617	1,081,617	1,081,617	1,081,617	2.7%	
Litter Control	6,366	6,366	6,357	6,357	0	0	0	-100.0%	
VDEM Generator Hookup Grant	55,860	0	55,860	55,860	0	0	0	-100.0%	
Family Violence Prevention Program	108,650	109,942	108,650	108,650	145,000	145,000	145,000	33.5%	
Arts Grant	5,000	5,000	5,000	5,000	5,000	5,000	5,000	0.0%	
DGIF Public Boating Access Grant	10,000	10,000	0	0	0	0	0	#DIV/0!	
Education (State Sales Tax)	1,013,043	973,157	1,013,043	1,060,124	1,151,236	1,151,236	1,151,236	13.6%	
Total	2,992,445	2,900,038	2,795,403	2,867,440	2,864,771	2,864,771	2,864,771	2.5%	
Categorical Federal Aid									
USDA Rural Development Grant - Vehicles	0	0	0	0	50,000	50,000	50,000	#DIV/0!	
Total	0	0	0	0	50,000	50,000	50,000	#DIV/0!	
Non-categorical Federal Aid									
TEA-21 Grant	781,606	323,136	1,011,275	1,668	701,728	701,728	701,728	-30.6%	
CIG Program Income	0	390	0	2,338	0	0	0	#DIV/0!	
DHCD - West Atlantic Street Project	500,000	226,171	449,495	273,829	0	0	0	-100.0%	
DHCD - Belfield Business District Project	3,500	0	719,596	11,800	707,796	707,796	707,796	-1.6%	

General Fund Revenue Estimates - Continued									
	2013-14	2013-14	2014-15	2014-15	2015-16	2015-16	2015-16	% Change	Comments
	Final	Actual	Budget	Year-End	Department	Manager	Council	Over 2014-15	
	Budget			Projection	Request	Recommends	Approved		
Non-categorical Federal Aid - Continued									
VDOT - East Atlantic Street Project	444,086	31,278	427,625	3,422	666,793	666,793	666,793	55.9%	
DHCD - Housing Needs Planning Grant	0	0	15,000	15,000	0	0	0	-100.0%	
Total	1,729,192	580,975	2,622,991	308,057	2,076,317	2,076,317	2,076,317	-20.8%	
Intergovernmental Revenues Totals	5,639,282	4,400,198	6,329,526	4,086,773	5,910,507	5,910,507	5,910,507	-6.6%	
Non-Revenue Receipts									
Witness Reimbursement - State	0	224	0	412	0	0	0	#DIV/0!	
Proceeds from Bond Issue	615,115	0	0	0	1,750,000	1,750,000	1,750,000	#DIV/0!	Animal Shelter, Street Improvements & generator projects
Proceeds from Loan	0	232,299	0	0	100,000	100,000	100,000	#DIV/0!	Utility #3 chassis replacement
Proceeds from Capital Leases	194,793	186,282	132,796	129,102	215,000	215,000	215,000	61.9%	Police vehicles, Animal Control vehicle & Public Works equip.
Appropriated Fund Balance	1,129,424	0	634,968	0	531,229	531,229	531,229	-16.3%	$100K for demolition, $175K for property acquisition and site study,
Transfer in from Utility Fund	188,468	188,468	90,815	90,815	117,654	117,654	117,654	29.6%	$50K for chassis repl., $30K for N. Main St. median improvements,
Total	2,127,800	607,273	858,579	220,329	2,713,883	2,713,883	2,713,883	216.1%	$30K for studies, $25K for brick generator enclosure, $96,229 for Belfield
									project, and $25K for Animal Shelter Plans
Grand Totals	***20,479,538***	***18,251,483***	***20,111,976***	***17,903,527***	***22,125,090***	***22,125,090***	***22,273,437***	10.7%	

General Fund Expenditure Summary

	2013-14 Final Budget	2013-14 Actual	2014-15 Budget	2014-15 Year-End Projection	2015-16 Department Request	2015-16 Manager Recommends	2015-16 Council Approved	% Change Over 2014-15	Comments
Description									
City Council	168,945	166,492	182,671	182,842	184,144	185,731	185,731	1.7%	
City Manager	313,954	290,067	334,312	316,224	315,401	315,401	315,401	-5.7%	
City Attorney	48,900	35,608	48,900	33,675	38,900	38,900	38,900	-20.4%	
Finance	206,117	205,574	220,949	214,972	217,836	217,836	217,836	-1.4%	
Treasurer	102,488	99,469	106,031	106,136	107,558	106,558	106,558	0.5%	
Commissioner of Revenue	215,363	211,718	220,848	219,382	223,070	222,570	222,570	0.8%	
Assessor	41,661	39,652	41,137	39,649	44,958	44,758	44,758	8.8%	
General Registrar	78,889	64,603	80,358	73,588	90,363	89,623	89,623	11.5%	
Police	3,219,198	3,127,895	3,196,970	3,158,995	3,261,570	3,195,556	3,195,556	0.0%	
Fire	443,135	278,428	425,812	207,792	439,442	439,442	439,442	3.2%	
Emergency Services	96,475	35,095	144,550	136,669	65,514	65,674	65,674	-54.6%	
Facilities Management	397,831	174,970	183,629	189,336	628,953	599,184	599,184	226.3%	
Courts	2,534,547	2,518,511	2,611,527	2,591,962	2,774,614	2,774,614	2,774,614	6.2%	
Sheriff	254,927	241,617	252,791	243,462	281,006	254,906	254,906	0.8%	
Public Works	3,062,163	2,299,513	2,594,515	2,147,171	3,858,121	3,678,385	3,678,385	41.8%	
Health and Social Services	443,378	486,270	457,952	458,154	445,840	443,518	443,518	-3.2%	
Education	4,403,473	4,473,544	4,486,899	4,533,980	5,035,403	4,707,317	4,797,830	6.9%	
Library	92,535	92,535	94,535	94,535	94,949	94,535	94,535	0.0%	
Development Services	3,052,231	1,441,333	3,046,930	1,161,082	3,191,817	3,138,867	3,138,867	3.0%	
Airport	93,400	93,400	64,775	64,160	71,348	71,348	71,348	10.1%	
Parks and Recreation	112,649	112,649	116,750	106,750	124,025	106,750	106,750	-8.6%	
Arts and Culture	13,500	13,500	13,500	13,500	13,500	13,500	13,500	0.0%	
Extension Service	26,256	22,950	25,915	25,914	28,141	28,026	28,026	8.1%	
Civic and Community Organizations	20,520	20,520	15,515	15,515	14,744	9,515	9,515	-38.7%	
Non-Departmental	1,037,003	985,828	1,144,205	1,041,133	1,282,576	1,282,576	1,340,410	17.1%	
Total General Fund Expenditures	***20,479,538***	***17,531,741***	***20,111,976***	***17,376,578***	***22,833,793***	***22,125,090***	***22,273,437***	10.7%	

City Council	2013-14 Final Budget	2013-14 Actual	2014-15 Budget	2014-15 Year-End Projection	2015-16 Department Request	2015-16 Manager Recommends	2015-16 Council Approved	% Change Over 2014-15	Comments
Personal Services									
Salaries and Wages	32,588	32,588	33,265	33,239	33,593	33,593	33,593	1.0%	
Boards and Commissions	59,400	59,400	59,400	59,400	59,400	59,400	59,400	0.0%	
Total	91,988	91,988	92,665	92,639	92,993	92,993	92,993	0.4%	
Fringe Benefits									
FICA	6,416	6,971	7,090	6,998	7,114	7,114	7,114	0.3%	
VRS and Life Insurance	4,637	4,636	4,521	4,470	4,522	4,522	4,522	0.0%	
Medical Insurance	10,991	10,990	12,580	12,580	12,557	12,557	12,557	-0.2%	
Disability Insurance	0	0	141	141	282	282	282	100.0%	
Worker's Compensation	37	37	34	36	36	36	36	5.9%	
Total	22,081	22,634	24,366	24,225	24,511	24,511	24,511	0.6%	
Contractual Services									
Accounting and Auditing Services	22,750	22,750	26,500	26,829	27,500	27,500	27,500	3.8%	
Repairs and Maintenance	496	110	800	800	800	800	800	0.0%	
Maintenance Service Contracts	1,230	1,008	1,230	1,230	1,230	1,230	1,230	0.0%	
Printing and Binding	5,000	3,533	5,000	5,000	5,000	5,000	5,000	0.0%	
Advertising	1,400	1,661	3,000	3,000	3,000	3,000	3,000	0.0%	
Total	30,876	29,062	36,530	36,859	37,530	37,530	37,530	2.7%	
Communications									
Postal Services	200	94	200	200	200	200	200	0.0%	
Telecommunications	6,500	6,641	6,500	6,500	6,500	6,500	6,500	0.0%	
Total	6,700	6,735	6,700	6,700	6,700	6,700	6,700	0.0%	
Travel									
Mileage and Other Transportation Costs	1,000	198	1,000	1,000	1,000	1,000	1,000	0.0%	
Subsistence and Lodging	3,100	3,267	4,500	4,500	4,500	4,500	4,500	0.0%	
Convention and Education	2,900	2,816	6,304	6,304	6,500	6,500	6,500	3.1%	
Total	7,000	6,281	11,804	11,804	12,000	12,000	12,000	1.7%	
Miscellaneous									
Dues and Memberships	4,750	4,739	4,860	4,869	4,860	4,869	4,869	0.2%	
Total	4,750	4,739	4,860	4,869	4,860	4,869	4,869	0.2%	
Supplies and Equipment									
Office Supplies	2,000	2,162	2,000	2,000	2,000	2,000	2,000	0.0%	
Books and Subscriptions	300	0	0	0	300	300	300	#DIV/0!	
Other Operating Supplies	800	10	0	0	800	800	800	#DIV/0!	
EDP Equipment	2,450	2,881	3,746	3,746	2,450	4,028	4,028	7.5%	Replacement of 3 Council laptops or tablets
Total	5,550	5,053	5,746	5,746	5,550	7,128	7,128	24.1%	
Total City Council	***168,945***	***166,492***	***182,671***	***182,842***	***184,144***	***185,731***	***185,731***	1.7%	

City Manager									
	2013-14	2013-14	2014-15	2014-15	2015-16	2015-16	2015-16	% Change	Comments
	Final	Actual	Budget	Year-End	Department	Manager	Council	Over 2014-15	
	Budget			Projection	Request	Recommends	Approved		
Personal Services									
Salaries and Wages	151,680	151,522	152,960	152,843	154,473	154,473	154,473	1.0%	
Total	151,680	151,522	152,960	152,843	154,473	154,473	154,473	1.0%	
Fringe Benefits									
FICA	12,855	12,021	12,620	13,193	12,773	12,773	12,773	1.2%	
VRS and Life Insurance	21,355	21,319	20,788	20,554	20,793	20,793	20,793	0.0%	
Medical Insurance	23,316	23,315	26,702	26,702	27,243	27,243	27,243	2.0%	
Disability Insurance	0	0	609	609	1,219	1,219	1,219	100.2%	
Worker's Compensation	193	190	177	179	184	184	184	4.0%	
Manager's Deferred Compensation	3,000	3,000	3,000	3,000	3,000	3,000	3,000	0.0%	
Manager's Life Insurance	2,406	2,334	2,406	2,397	2,406	2,406	2,406	0.0%	
Manager's Vehicle Allowance	7,200	7,200	7,200	7,200	7,200	7,200	7,200	0.0%	
Manager's Cell Phone Allowance	600	600	600	600	600	600	600	0.0%	
Tuition Assistance	0	0	1,500	0	1,500	1,500	1,500	0.0%	
Total	70,925	69,979	75,602	74,434	76,918	76,918	76,918	1.7%	
Contractual Services									
Professional Health Services	5,917	4,761	8,000	5,500	5,500	5,500	5,500	-31.3%	
Professional Services	8,750	6,761	22,000	22,000	5,000	5,000	5,000	-77.3%	
Repairs and Maintenance	500	345	500	0	500	500	500	0.0%	
Maintenance Service Contracts	5,350	3,661	5,000	5,000	5,000	5,000	5,000	0.0%	
Printing and Binding	500	0	500	634	500	500	500	0.0%	
Advertising	13,982	14,023	12,500	8,000	12,000	12,000	12,000	-4.0%	
Total	34,999	29,551	48,500	41,134	28,500	28,500	28,500	-41.2%	
Communications									
Postal Services	1,200	1,048	1,200	1,200	1,200	1,200	1,200	0.0%	
Messenger Services	250	13	250	13	250	250	250	0.0%	
Telecommunications	6,600	4,450	6,600	4,500	5,000	5,000	5,000	-24.2%	
Web site hosting	500	426	500	500	500	500	500	0.0%	
Total	8,550	5,937	8,550	6,213	6,950	6,950	6,950	-18.7%	
Travel									
Mileage and Other Transportation Costs	100	0	100	50	100	100	100	0.0%	
Subsistence and Lodging	1,500	591	1,000	1,000	1,000	1,000	1,000	0.0%	
Convention and Education	6,850	7,274	6,850	6,850	8,500	8,500	8,500	24.1%	
Total	8,450	7,865	7,950	7,900	9,600	9,600	9,600	20.8%	
Miscellaneous									
Dues and Memberships	2,500	2,007	2,500	2,500	3,210	3,210	3,210	28.4%	
Employee Holiday Bonus	12,000	11,687	12,000	12,452	12,500	12,500	12,500	4.2%	
Employee Appreciation	17,500	6,261	17,500	11,500	17,500	17,500	17,500	0.0%	
Total	32,000	19,955	32,000	26,452	33,210	33,210	33,210	3.8%	

City Manager - *Continued*									
	2013-14	**2013-14**	**2014-15**	**2014-15**	**2015-16**	**2015-16**	**2015-16**	**% Change**	**Comments**
	Final	**Actual**	**Budget**	**Year-End**	**Department**	**Manager**	**Council**	**Over 2014-15**	
	Budget			**Projection**	**Request**	**Recommends**	**Approved**		
Supplies and Equipment									
Office Supplies	4,500	3,089	4,500	4,000	4,500	4,500	4,500	0.0%	
Books and Subscriptions	600	561	500	500	500	500	500	0.0%	
Other Operating Supplies	750	279	750	750	750	750	750	0.0%	
Furniture and Fixtures	0	0	1,500	540	0	0	0	-100.0%	
EDP Equipment	1,500	1,329	1,500	1,458	0	0	0	-100.0%	
Total	7,350	5,258	8,750	7,248	5,750	5,750	5,750	-34.3%	
Total City Manager	***313,954***	***290,067***	***334,312***	***316,224***	***315,401***	***315,401***	***315,401***	-5.7%	

Legal Services									
	2013-14	2013-14	2014-15	2014-15	2015-16	2015-16	2015-16	% Change	Comments
	Final	Actual	Budget	Year-End	Department	Manager	Council	Over 2014-15	
	Budget			Projection	Request	Recommends	Approved		
Salaries and Wages									
City Attorney Retainer	7,000	7,000	7,000	7,000	7,000	7,000	7,000	0.0%	
Total	7,000	7,000	7,000	7,000	7,000	7,000	7,000	0.0%	
Contractual Services									
Professional Services	40,000	26,001	40,000	25,000	30,000	30,000	30,000	-25.0%	
Total	40,000	26,001	40,000	25,000	30,000	30,000	30,000	-25.0%	
Travel									
Convention and Education	1,400	1,353	1,400	1,375	1,400	1,400	1,400	0.0%	
Total	1,400	1,353	1,400	1,375	1,400	1,400	1,400	0.0%	
Miscellaneous									
Dues and Memberships	300	300	300	300	300	300	300	0.0%	
Total	300	300	300	300	300	300	300	0.0%	
Supplies and Equipment									
Books and Subscriptions	200	0	200	0	200	200	200	0.0%	
EDP Equipment	0	954	0	0	0	0	0	#DIV/0!	
Total	200	954	200	0	200	200	200	0.0%	
Total Legal Services	***48,900***	***35,608***	***48,900***	***33,675***	***38,900***	***38,900***	***38,900***	-20.4%	

Finance									
	2013-14	2013-14	2014-15	2014-15	2015-16	2015-16	2015-16	% Change	Comments
	Final	Actual	Budget	Year-End	Department	Manager	Council	Over 2014-15	
	Budget			Projection	Request	Recommends	Approved		
Personal Services									
Salaries and Wages	143,265	145,955	149,659	147,122	151,138	151,138	151,138	1.0%	
Total	143,265	145,955	149,659	147,122	151,138	151,138	151,138	1.0%	
Fringe Benefits									
FICA	10,961	11,006	11,450	11,090	11,563	11,563	11,563	1.0%	
VRS and Life Insurance	20,402	20,737	20,340	20,111	20,344	20,344	20,344	0.0%	
Medical Insurance	16,486	13,280	12,580	12,580	13,536	13,536	13,536	7.6%	
Disability Insurance	0	0	443	443	887	887	887	100.2%	
Worker's Compensation	163	161	152	155	158	158	158	3.9%	
Total	48,012	45,184	44,965	44,379	46,488	46,488	46,488	3.4%	
Contractual Services									
Professional Services	0	0	13,000	13,157	5,000	5,000	5,000	-61.5%	Financial Advisory Services
Repairs and Maintenance	250	115	250	0	250	250	250	0.0%	
Maintenance Service Contracts	1,480	1,213	1,400	1,270	1,300	1,300	1,300	-7.1%	
Total	1,730	1,328	14,650	14,427	6,550	6,550	6,550	-55.3%	
Communications									
Postal Services	1,600	1,582	1,600	1,500	1,600	1,600	1,600	0.0%	
Messenger Services	25	0	25	0	25	25	25	0.0%	
Telecommunications	575	701	700	824	810	810	810	15.7%	
Total	2,200	2,283	2,325	2,324	2,435	2,435	2,435	4.7%	
Travel									
Mileage and Other Transportation Costs	122	122	200	135	200	200	200	0.0%	
Convention and Education	1,120	1,117	1,500	750	1,500	1,500	1,500	0.0%	
Total	1,242	1,239	1,700	885	1,700	1,700	1,700	0.0%	
Miscellaneous									
Dues and Memberships	250	205	250	205	250	250	250	0.0%	
Total	250	205	250	205	250	250	250	0.0%	
Supplies and Equipment									
Office Supplies	5,380	5,377	5,500	5,500	5,500	5,500	5,500	0.0%	
Books and Subscriptions	310	279	250	130	250	250	250	0.0%	
Furniture & Fixtures	2,100	2,100	0	0	375	375	375	#DIV/0!	
EDP Equipment	1,628	1,624	1,650	0	3,150	3,150	3,150	90.9%	Dot-matrix printer and computer
Total	9,418	9,380	7,400	5,630	9,275	9,275	9,275	25.3%	
Total Finance	***206,117***	***205,574***	***220,949***	***214,972***	***217,836***	***217,836***	***217,836***	-1.4%	

Treasurer									
	2013-14	2013-14	2014-15	2014-15	2015-16	2015-16	2015-16	% Change	Comments
	Final	Actual	Budget	Year-End	Department	Manager	Council	Over 2014-15	
	Budget			Projection	Request	Recommends	Approved		
Personal Services									
Salaries and Wages	58,473	58,428	59,643	59,596	60,233	60,233	60,233	1.0%	Requested pay increases equivalent to City staff
Total	58,473	58,428	59,643	59,596	60,233	60,233	60,233	1.0%	Requested pay increases from the Comp. Board
Fringe Benefits									
FICA	4,474	4,489	4,564	4,573	4,608	4,608	4,608	1.0%	
VRS and Life Insurance	8,328	8,313	8,107	8,015	8,108	8,108	8,108	0.0%	
Medical Insurance	5,496	5,495	6,290	6,290	6,279	6,279	6,279	-0.2%	
Disability Insurance	0	0	107	107	189	189	189	76.6%	
Worker's Compensation	82	118	60	45	81	81	81	35.0%	
Total	18,380	18,415	19,128	19,030	19,265	19,265	19,265	0.7%	
Contractual Services									
Repairs and Maintenance	400	55	400	400	400	400	400	0.0%	
Maintenance Service Contracts	1,760	1,229	1,760	1,760	1,760	1,760	1,760	0.0%	
Printing and Binding	475	0	475	475	475	475	475	0.0%	
Advertising	2,000	1,561	2,000	2,000	2,000	2,000	2,000	0.0%	
Total	4,635	2,845	4,635	4,635	4,635	4,635	4,635	0.0%	
Communications									
Postal Services	4,200	3,473	4,500	4,500	4,500	4,500	4,500	0.0%	
Telecommunications	4,500	4,223	4,500	4,500	4,500	4,500	4,500	0.0%	
Total	8,700	7,696	9,000	9,000	9,000	9,000	9,000	0.0%	
Travel									
Mileage and Other Transportation Costs	300	321	350	350	350	350	350	0.0%	
Convention and Education	2,000	1,679	2,000	2,000	2,500	2,500	2,500	25.0%	
Total	2,300	2,000	2,350	2,350	2,850	2,850	2,850	21.3%	
Miscellaneous									
Dues and Memberships	800	550	800	1,075	1,100	1,100	1,100	37.5%	
Credit/Debit Card Fees	4,250	4,584	5,000	5,000	5,000	5,000	5,000	0.0%	
Bank Fees	500	470	525	500	525	525	525	0.0%	
Total	5,550	5,604	6,325	6,575	6,625	6,625	6,625	4.7%	
Supplies and Equipment									
Office Supplies	3,000	3,100	3,500	3,500	3,500	3,500	3,500	0.0%	
Merchandise for Resale	450	381	450	450	450	450	450	0.0%	
EDP Equipment	1,000	1,000	1,000	1,000	1,000	0	0	-100.0%	
Total	4,450	4,481	4,950	4,950	4,950	3,950	3,950	-20.2%	
Total Treasurer	***102,488***	***99,469***	***106,031***	***106,136***	***107,558***	***106,558***	***106,558***	0.5%	

Commissioner of Revenue									
	2013-14	2013-14	2014-15	2014-15	2015-16	2015-16	2015-16	% Change	Comments
	Final	Actual	Budget	Year-End	Department	Manager	Council	Over 2014-15	
	Budget			Projection	Request	Recommends	Approved		
Personal Services									
Salaries and Wages	142,901	142,798	145,586	145,343	146,940	146,940	146,940	0.9%	
Part-time Wages	11,091	9,578	11,310	11,121	11,425	11,425	11,425	1.0%	
Total	153,992	152,376	156,896	156,464	158,365	158,365	158,365	0.9%	
Fringe Benefits									
FICA	11,782	11,116	12,004	11,381	12,115	12,115	12,115	0.9%	
VRS and Life Insurance	19,111	19,079	18,604	18,394	18,608	18,608	18,608	0.0%	
Medical Insurance	15,753	15,753	18,034	18,034	18,000	18,000	18,000	-0.2%	
Disability Insurance	0	0	166	166	332	332	332	100.0%	
Worker's Compensation	175	173	159	158	165	165	165	3.8%	
Total	46,821	46,121	48,967	48,133	49,220	49,220	49,220	0.5%	
Contractual Services									
Repairs and Maintenance	250	30	250	250	250	250	250	0.0%	
Printing and Binding	250	396	250	250	250	250	250	0.0%	
Advertising	300	62	300	300	300	300	300	0.0%	
Total	800	488	800	800	800	800	800	0.0%	
Communications									
Postal Services	2,600	2,296	2,600	2,600	2,600	2,600	2,600	0.0%	
Telecommunications	3,200	3,088	3,200	3,200	3,200	3,200	3,200	0.0%	
Total	5,800	5,384	5,800	5,800	5,800	5,800	5,800	0.0%	
Travel									
Mileage and Other Transportation Costs	200	31	200	200	200	200	200	0.0%	
Convention and Education	2,500	2,370	2,500	2,500	3,000	2,500	2,500	0.0%	
Total	2,700	2,401	2,700	2,700	3,200	2,700	2,700	0.0%	
Miscellaneous									
Dues and Memberships	850	795	835	835	835	835	835	0.0%	
Total	850	795	835	835	835	835	835	0.0%	
Supplies and Equipment									
Office Supplies	3,000	2,599	3,250	3,250	3,250	3,250	3,250	0.0%	
Books and Subscriptions	200	159	200	200	200	200	200	0.0%	
EDP Equipment	1,200	1,395	1,400	1,200	1,400	1,400	1,400	0.0%	
Total	4,400	4,153	4,850	4,650	4,850	4,850	4,850	0.0%	
Total Commissioner of Revenue	***215,363***	***211,718***	***220,848***	***219,382***	***223,070***	***222,570***	***222,570***	0.8%	

Assessor									
	2013-14	2013-14	2014-15	2014-15	2015-16	2015-16	2015-16	% Change	Comments
	Final	Actual	Budget	Year-End	Department	Manager	Council	Over 2014-15	
	Budget			Projection	Request	Recommends	Approved		
Personal Services									
Salaries and Wages	9,226	9,217	9,409	9,402	9,502	9,502	9,502	1.0%	
Board of Equalization	200	0	0	75	200	200	200	#DIV/0!	
Total	9,426	9,217	9,409	9,477	9,702	9,702	9,702	3.1%	
Fringe Benefits									
FICA	707	594	720	592	727	727	727	1.0%	
VRS and Life Insurance	1,315	1,311	1,280	1,264	1,279	1,279	1,279	-0.1%	
Medical Insurance	1,588	1,588	1,818	1,818	1,815	1,815	1,815	-0.2%	
Worker's Compensation	10	10	10	9	10	10	10	0.0%	
Total	3,620	3,503	3,828	3,683	3,831	3,831	3,831	0.1%	
Contractual Services									
Professional Services	21,500	21,470	22,000	22,000	22,000	22,000	22,000	0.0%	
Repairs and Maintenance	100	0	100	100	100	100	100	0.0%	
Maintenance Service Contracts	2,300	2,200	2,300	2,200	2,300	2,300	2,300	0.0%	
Printing and Binding	0	0	500	0	700	500	500	0.0%	
Advertising	650	662	0	704	725	725	725	#DIV/0!	
Total	24,550	24,332	24,900	25,004	25,825	25,625	25,625	2.9%	
Communications									
Postal Services	1,000	923	0	0	1,000	1,000	1,000	#DIV/0!	
Telecommunications	300	343	300	300	300	300	300	0.0%	
Total	1,300	1,266	300	300	1,300	1,300	1,300	333.3%	
Travel									
Mileage and Other Transportation Costs	300	0	300	0	300	300	300	0.0%	
Convention and Education	1,000	189	1,200	0	1,000	1,000	1,000	-16.7%	
Total	1,300	189	1,500	0	1,300	1,300	1,300	-13.3%	
Miscellaneous									
Dues and Memberships	200	175	200	175	200	200	200	0.0%	
Total	200	175	200	175	200	200	200	0.0%	
Supplies and Equipment									
Office Supplies	1,000	685	700	700	1,000	1,000	1,000	42.9%	
Books and Subscriptions	265	285	300	310	300	300	300	0.0%	
EDP Equipment	0	0	0	0	1,500	1,500	1,500	#DIV/0!	
Total	1,265	970	1,000	1,010	2,800	2,800	2,800	180.0%	
Total Assessor	***41,661***	***39,652***	***41,137***	***39,649***	***44,958***	***44,758***	***44,758***	8.8%	

General Registrar									
	2013-14	2013-14	2014-15	2014-15	2015-16	2015-16	2015-16	% Change	Comments
	Final	Actual	Budget	Year-End	Department	Manager	Council	Over 2014-15	
	Budget			Projection	Request	Recommends	Approved		
Personal Services									
Salaries and Wages	34,597	34,429	34,943	35,292	36,000	35,760	35,760	2.3%	
Part-time Wages	10,980	11,048	9,090	9,700	9,500	9,500	9,500	4.5%	
Boards & Commissions	4,015	4,124	4,015	2,670	4,200	4,200	4,200	4.6%	
Poll Workers	6,100	4,165	9,000	3,845	13,000	13,000	13,000	44.4%	Includes increase of $5 for training
Total	55,692	53,766	57,048	51,507	62,700	62,460	62,460	9.5%	
Fringe Benefits									
FICA	3,573	3,794	3,677	3,744	3,800	3,800	3,800	3.3%	
Worker's Compensation	48	49	43	47	48	48	48	11.6%	
Total	3,621	3,843	3,720	3,791	3,848	3,848	3,848	3.4%	
Contractual Services									
Repairs and Maintenance	350	147	350	250	350	350	350	0.0%	
Maintenance Service Contracts	12,000	3,467	12,000	12,000	15,000	15,000	15,000	25.0%	
Printing and Binding	2,500	1,437	2,500	2,450	3,600	3,600	3,600	44.0%	
Advertising	300	124	300	250	375	375	375	25.0%	
Total	15,150	5,175	15,150	14,950	19,325	19,325	19,325	27.6%	
Communications									
Postal Services	800	499	800	600	800	800	800	0.0%	
Telecommunications	225	242	225	225	225	225	225	0.0%	
Total	1,025	741	1,025	825	1,025	1,025	1,025	0.0%	
Travel									
Convention and Education	600	48	600	450	600	600	600	0.0%	
Total	600	48	600	450	600	600	600	0.0%	
Miscellaneous									
Dues and Memberships	265	265	265	265	265	265	265	0.0%	
Total	265	265	265	265	265	265	265	0.0%	
Supplies and Equipment									
Office Supplies	800	615	800	550	800	800	800	0.0%	
Furniture & Fixtures	500	0	500	0	500	0	0	-100.0%	
EDP Equipment	1,236	150	1,250	1,250	1,300	1,300	1,300	4.0%	
Total	2,536	765	2,550	1,800	2,600	2,100	2,100	-17.6%	
Total General Registrar	***78,889***	***64,603***	***80,358***	***73,588***	***90,363***	***89,623***	***89,623***	11.5%	

Police - Administration, Dispatching and Patrol									
	2013-14	2013-14	2014-15	2014-15	2015-16	2015-16	2015-16	% Change	Comments
	Final	Actual	Budget	Year-End	Department	Manager	Council	Over 2014-15	
	Budget			Projection	Request	Recommends	Approved		
Personal Services									
Salaries and Wages	1,498,744	1,467,981	1,506,887	1,512,448	1,545,212	1,545,212	1,545,212	2.5%	Request to reclassify 1 Officer position to a Lieutenant
Part-time Wages	0	0	0	0	14,040	0	0	#DIV/0!	Request for a part-time Property & Evidence Custodian
Overtime - Regular	140,000	136,665	120,000	140,100	130,000	130,000	130,000	8.3%	
Overtime - Selective	255,000	253,856	250,000	224,200	250,000	250,000	250,000	0.0%	
Overtime - Dispatchers	20,000	18,543	21,000	23,700	20,000	20,000	20,000	-4.8%	
Total	1,913,744	1,877,045	1,897,887	1,900,448	1,959,252	1,945,212	1,945,212	2.5%	
Fringe Benefits									
FICA	144,873	139,336	144,806	141,100	149,883	148,809	148,809	2.8%	
VRS and Life Insurance	207,982	206,900	204,787	199,911	207,986	207,986	207,986	1.6%	
Medical Insurance	178,355	178,196	203,168	195,372	203,912	203,912	203,912	0.4%	
Disability Insurance	0	0	2,457	2,457	5,377	5,377	5,377	118.8%	
Line of Duty Act	7,436	7,436	8,918	8,918	9,721	9,721	9,721	9.0%	
Worker's Compensation	44,286	43,383	38,932	39,946	41,665	41,665	41,665	7.0%	
Total	582,932	575,251	603,068	587,704	618,544	617,470	617,470	2.4%	
Contractual Services									
Professional Health Services	5,660	5,262	5,660	5,660	5,660	5,660	5,660	0.0%	
Repairs and Maintenance	14,000	12,342	14,000	14,000	14,000	14,000	14,000	0.0%	
Maintenance Service Contracts	62,394	45,151	74,827	74,827	79,000	79,000	79,000	5.6%	
Printing and Binding	500	60	500	500	500	500	500	0.0%	
Total	82,554	62,815	94,987	94,987	99,160	99,160	99,160	4.4%	
Communications									
Postal Services	300	354	300	300	300	300	300	0.0%	
Messenger Service	200	89	200	200	200	200	200	0.0%	
Telecommunications	37,500	35,320	40,000	40,000	40,000	40,000	40,000	0.0%	
Total	38,000	35,763	40,500	40,500	40,500	40,500	40,500	0.0%	
Travel									
Convention and Education	11,000	10,490	11,000	11,000	18,500	15,500	15,500	40.9%	
Extradition of Prisoners	0	2	0	2	0	0	0	#DIV/0!	
Total	11,000	10,492	11,000	11,002	18,500	15,500	15,500	40.9%	
Miscellaneous									
Dues and Memberships	12,931	12,044	12,809	12,809	17,800	17,800	17,800	39.0%	
Special Operations	500	0	500	500	500	500	500	0.0%	
Drug Seizure Account Expenditures	35,000	24,905	100,000	84,336	10,000	10,000	10,000	-90.0%	
Total	48,431	36,949	113,309	97,645	28,300	28,300	28,300	-75.0%	

Police - Administration, Dispatching and Patrol - *Continued*									
	2013-14	2013-14	2014-15	2014-15	2015-16	2015-16	2015-16	% Change	Comments
	Final	Actual	Budget	Year-End	Department	Manager	Council	Over 2014-15	
	Budget			Projection	Request	Recommends	Approved		
Supplies and Equipment									
Office Supplies	9,500	8,232	9,500	9,500	9,500	9,500	9,500	0.0%	
Vehicle and Power Equipment Supplies	150,000	146,927	130,000	130,000	150,000	140,000	140,000	7.7%	
Police Supplies	18,000	15,412	16,000	16,000	16,000	16,000	16,000	0.0%	
Uniforms and Wearing Apparel	12,000	10,741	32,000	32,000	15,000	12,000	12,000	-62.5%	
Books and Subscriptions	2,500	429	1,000	1,000	3,800	3,800	3,800	280.0%	
Canine Supplies	600	680	600	600	600	600	600	0.0%	
Bike Patrol Supplies	350	351	350	350	350	350	350	0.0%	
Citizens Police Academy Supplies	500	588	500	500	500	500	500	0.0%	
Community Youth Program	1,500	1,000	1,000	1,000	1,000	1,000	1,000	0.0%	
Furniture and Fixtures	1,300	1,059	1,300	1,300	1,500	1,500	1,500	15.4%	
Communications Equipment	159,717	163,174	43,900	44,793	13,000	13,000	13,000	-70.4%	Purchase of additional body cameras
EDP Equipment	20,941	18,251	15,000	15,000	18,000	18,000	18,000	20.0%	
DMV Highway Safety Grant	13,622	13,622	0	0	0	0	0	#DIV/0!	
Total	390,530	380,466	251,150	252,043	229,250	216,250	216,250	-13.9%	
Capital Expenditures									
Motor Vehicles and Equipment	83,488	83,218	66,000	67,295	105,000	70,000	70,000	6.1%	Two police cruisers financed for 3 years
Total	83,488	83,218	66,000	67,295	105,000	70,000	70,000	6.1%	
Total Admin., Dispatching and Patrol	***3,150,679***	***3,061,999***	***3,077,901***	***3,051,624***	***3,098,506***	***3,032,392***	***3,032,392***	-1.5%	

Police - Animal Control									
	2013-14	2013-14	2014-15	2014-15	2015-16	2015-16	2015-16	% Change	Comments
	Final	Actual	Budget	Year-End	Department	Manager	Council	Over 2014-15	
	Budget			Projection	Request	Recommends	Approved		
Personal Services									
Salaries and Wages	32,158	32,439	65,674	56,979	66,323	66,323	66,323	1.0%	
Overtime	11,000	10,657	11,000	9,150	11,000	11,000	11,000	0.0%	
Part-time Wages	3,606	3,087	3,680	3,980	3,716	3,716	3,716	1.0%	
Total	46,764	46,183	80,354	70,109	81,039	81,039	81,039	0.9%	
Fringe Benefits									
FICA	3,579	3,490	6,147	4,860	6,200	6,200	6,200	0.9%	
VRS and Life Insurance	4,580	4,572	8,926	7,480	8,928	8,928	8,928	0.0%	
Medical Insurance	5,496	5,495	12,580	12,580	12,557	12,557	12,557	-0.2%	
Worker's Compensation	1,330	1,237	1,147	1,146	1,700	1,700	1,700	48.2%	
Total	14,985	14,794	28,800	26,066	29,385	29,385	29,385	2.0%	
Contractual Services									
Professional Health Services	195	195	390	1,116	390	390	390	0.0%	
Repairs and Maintenance	0	0	0	475	0	0	0	#DIV/0!	
Total	195	195	390	1,591	390	390	390	0.0%	
Communications									
Telecommunications	400	379	750	750	750	750	750	0.0%	
Total	400	379	750	750	750	750	750	0.0%	
Travel									
Convention and Education	600	0	1,200	1,200	1,200	1,200	1,200	0.0%	
Total	600	0	1,200	1,200	1,200	1,200	1,200	0.0%	
Miscellaneous									
Dues and Memberships	100	35	200	200	200	200	200	0.0%	
Total	100	35	200	200	200	200	200	0.0%	
Supplies and Equipment									
Office Supplies	25	12	25	25	200	200	200	700.0%	
Food Supplies	300	488	400	400	400	500	500	25.0%	
Agricultural Supplies	700	386	700	700	700	700	700	0.0%	
Medical and Lab Supplies	100	0	100	100	100	100	100	0.0%	
Housekeeping and Janitorial Supplies	500	307	500	500	500	500	500	0.0%	
Repair and Maintenance Supplies	250	0	250	250	250	250	250	0.0%	
Vehicle and Power Equipment Supplies	3,000	2,370	4,500	4,500	4,500	4,500	4,500	0.0%	
Animal Control Supplies	0	0	0	0	750	750	750	#DIV/0!	
Uniforms and Wearing Apparel	500	400	800	800	2,600	2,600	2,600	225.0%	
Machinery and Equipment	100	347	100	180	100	100	100	0.0%	
Total	5,475	4,310	7,375	7,455	10,100	10,200	10,200	38.3%	

Police - Animal Control - *Continued*									
	2013-14	**2013-14**	**2014-15**	**2014-15**	**2015-16**	**2015-16**	**2015-16**	**% Change**	**Comments**
	Final	**Actual**	**Budget**	**Year-End**	**Department**	**Manager**	**Council**	**Over 2014-15**	
	Budget			**Projection**	**Request**	**Recommends**	**Approved**		
Capital Expenditures									
Motor Vehicles and Equipment	0	0	0	0	40,000	40,000	40,000	#DIV/0!	Animal Control vehicle financed for 7 years
Total	0	0	0	0	40,000	40,000	40,000	#DIV/0!	
Total Animal Control	***68,519***	***65,896***	***119,069***	***107,371***	***163,064***	***163,164***	***163,164***	37.0%	

Fire									
	2013-14	2013-14	2014-15	2014-15	2015-16	2015-16	2015-16	% Change	Comments
	Final	Actual	Budget	Year-End	Department	Manager	Council	Over 2014-15	
	Budget			Projection	Request	Recommends	Approved		
Personal Services									
Salaries and Wages	29,175	29,152	29,758	38,788	37,586	37,586	37,586	26.3%	Includes 15% of Custodian's salary
Total	29,175	29,152	29,758	38,788	37,586	37,586	37,586	26.3%	
Fringe Benefits									
FICA	2,233	2,139	2,277	2,838	2,876	2,876	2,876	26.3%	
VRS and Life Insurance	4,156	4,147	4,044	4,175	5,059	5,059	5,059	25.1%	
Medical Insurance	6,320	6,319	7,234	6,185	7,221	7,221	7,221	-0.2%	
Disability Insurance	0	0	14	297	317	317	317	2164.3%	
Line of Duty Act	6,048	6,038	7,410	7,410	8,077	8,077	8,077	9.0%	
Worker's Compensation	3,600	3,542	3,700	3,690	3,690	3,690	3,690	-0.3%	
Total	22,357	22,185	24,679	24,595	27,240	27,240	27,240	10.4%	
Contractual Services									
Professional Health Services	9,335	9,335	11,775	8,808	11,775	11,775	11,775	0.0%	Includes $3,000 for drug/alcohol screening
Professional Services	0	0	750	555	750	750	750	0.0%	
Repairs and Maintenance	12,700	12,648	39,600	12,654	25,600	25,600	25,600	-35.4%	
Maintenance Service Contracts	6,800	7,248	3,000	6,654	8,000	8,000	8,000	166.7%	
Laundry and Dry Cleaning	0	0	350	0	350	350	350	0.0%	
Total	28,835	29,231	55,475	28,671	46,475	46,475	46,475	-16.2%	
Contributions to Firefighters									
Honorarium	25,000	25,000	25,000	25,000	25,000	25,000	25,000	0.0%	
PPT Reimbursement	6,000	6,508	6,500	6,607	6,600	6,600	6,600	1.5%	
Total	31,000	31,508	31,500	31,607	31,600	31,600	31,600	0.3%	
Utilities									
Electric Services	13,500	14,147	12,000	11,000	12,000	12,000	12,000	0.0%	
Heating Services	6,100	6,443	7,500	3,741	6,000	6,000	6,000	-20.0%	
Water and Sewer Services	2,500	2,885	3,300	4,430	4,500	4,500	4,500	36.4%	
Refuse Services	0	426	426	426	426	426	426	0.0%	
Total	22,100	23,901	23,226	19,597	22,926	22,926	22,926	-1.3%	
Communications									
Telecommunications	4,800	3,963	2,400	2,950	3,000	3,000	3,000	25.0%	
Total	4,800	3,963	2,400	2,950	3,000	3,000	3,000	25.0%	
Insurance									
Motor Vehicle Insurance	8,456	8,456	9,649	9,649	8,415	8,415	8,415	-12.8%	
General Liability and Sickness	8,316	8,264	8,400	8,395	8,500	8,500	8,500	1.2%	
Total	16,772	16,720	18,049	18,044	16,915	16,915	16,915	-6.3%	
Travel									
Convention and Education	0	0	0	0	0	0	0	#DIV/0!	
Total	0	0	0	0	0	0	0	#DIV/0!	

Fire - *Continued*									
	2013-14	**2013-14**	**2014-15**	**2014-15**	**2015-16**	**2015-16**	**2015-16**	**% Change**	**Comments**
	Final	**Actual**	**Budget**	**Year-End**	**Department**	**Manager**	**Council**	**Over 2014-15**	
	Budget			**Projection**	**Request**	**Recommends**	**Approved**		
Supplies and Equipment									
Office Supplies	400	472	400	449	500	500	500	25.0%	
Housekeeping and Janitorial Supplies	1,100	1,214	1,100	250	1,100	1,100	1,100	0.0%	
Repair & Maintenance Supplies	1,500	3,221	2,000	1,606	2,000	2,000	2,000	0.0%	
Vehicle and Power Equipment Supplies	14,730	17,090	23,000	23,000	23,000	23,000	23,000	0.0%	
Uniforms and Wearing Apparel	15,805	15,805	200	0	200	200	200	0.0%	
Other Operating Supplies	24,787	19,763	25,000	15,000	25,000	25,000	25,000	0.0%	
Fire Program Fund Purchases	181,999	17,629	187,125	745	0	0	0	-100.0%	
Tools	400	110	400	67	400	400	400	0.0%	
Machinery and Equipment	1,000	0	1,500	0	1,500	1,500	1,500	0.0%	
EDP Equipment	0	89	0	2,423	0	0	0	#DIV/0!	
Total	241,721	75,393	240,725	43,540	53,700	53,700	53,700	-77.7%	
Capital Expenditures									
Motor Vehicles and Equipment	0	0	0	0	200,000	200,000	200,000	#DIV/0!	Utility #3 chassis replacement - $50K from fund balance
Fire Training Facility	46,375	46,375	0	0	0	0	0	#DIV/0!	
Total	46,375	46,375	0	0	200,000	200,000	200,000	#DIV/0!	
Total Fire	***443,135***	***278,428***	***425,812***	***207,792***	***439,442***	***439,442***	***439,442***	3.2%	

Emergency Services and Risk Management									
	2013-14	2013-14	2014-15	2014-15	2015-16	2015-16	2015-16	% Change	Comments
	Final	Actual	Budget	Year-End	Department	Manager	Council	Over 2014-15	
	Budget			Projection	Request	Recommends	Approved		
Personal Services									
Part-time Wages	15,147	14,009	18,360	16,991	18,360	18,564	18,564	1.1%	20 hrs./week
Total	15,147	14,009	18,360	16,991	18,360	18,564	18,564	1.1%	
Fringe Benefits									
FICA	1,160	1,072	1,405	1,300	1,405	1,421	1,421	1.1%	
Line of Duty Act	286	286	343	343	374	374	374	9.0%	
Worker's Compensation	17	13	16	15	15	15	15	-6.3%	
Total	1,463	1,371	1,764	1,658	1,794	1,810	1,810	2.6%	
Contractual Services									
Repairs & Maintenance	0	0	800	2,317	200	200	200	-75.0%	
Maintenance Service Contracts	7,200	7,160	7,200	7,160	7,200	7,200	7,200	0.0%	
Printing and Binding	200	52	200	200	160	100	100	-50.0%	
Advertising	200	0	200	120	150	150	150	-25.0%	
Total	7,600	7,212	8,400	9,797	7,710	7,650	7,650	-8.9%	
Communications									
Telecommunications	1,100	1,314	1,200	1,100	1,200	1,200	1,200	0.0%	
Total	1,100	1,314	1,200	1,100	1,200	1,200	1,200	0.0%	
Travel									
Convention and Education	325	325	250	250	250	250	250	0.0%	
Total	325	325	250	250	250	250	250	0.0%	
Miscellaneous									
Dues and Memberships	175	75	100	75	100	100	100	0.0%	
Chowan River Basin Flood Taskforce	6,915	6,915	7,050	7,050	7,200	7,200	7,200	2.1%	Stream gauges
Homeland Security Grant	0	0	11,500	11,500	0	0	0	-100.0%	
VDEM Grant	55,860	52	49,480	55,808	0	0	0	-100.0%	
VDEM Grant Match	2,940	0	37,940	24,435	25,000	25,000	25,000	-34.1%	
Total	65,890	7,042	106,070	98,868	32,300	32,300	32,300	-69.5%	
Supplies and Equipment									
Office Supplies	200	180	200	248	200	200	200	0.0%	
Vehicle and Power Equipment Supplies	1,500	1,627	1,500	1,200	1,500	1,500	1,500	0.0%	
Books and Subscriptions	0	0	0	119	0	0	0	#DIV/0!	
Other Operating Supplies	250	455	1,406	1,538	200	200	200	-85.8%	
Machinery and Equipment	0	0	2,900	2,900	0	0	0	-100.0%	
Communications Equipment	1,906	467	2,500	2,000	2,000	2,000	2,000	-20.0%	
EDP Equipment	1,094	1,093	0	0	0	0	0	#DIV/0!	
Total	4,950	3,822	8,506	8,005	3,900	3,900	3,900	-54.2%	
Total Emer. Services and Risk Mgmt.	***96,475***	***35,095***	***144,550***	***136,669***	***65,514***	***65,674***	***65,674***	-54.6%	

Facilities Management									
	2013-14	2013-14	2014-15	2014-15	2015-16	2015-16	2015-16	% Change	Comments
	Final	Actual	Budget	Year-End	Department	Manager	Council	Over 2014-15	
	Budget			Projection	Request	Recommends	Approved		
Personal Services									
Salaries and Wages	17,341	17,327	17,688	18,908	17,862	17,862	17,862	1.0%	Includes 85% of Custodian's salary
Part-time Wages	0	0	0	0	12,605	0	0	#DIV/0!	Request for part-time custodian (24 hrs./week)
Total	17,341	17,327	17,688	18,908	30,467	17,862	17,862	1.0%	
Fringe Benefits									
FICA	1,328	1,290	1,354	1,408	2,331	1,367	1,367	1.0%	
VRS and Life Insurance	2,470	2,465	2,404	2,377	2,405	2,405	2,405	0.0%	
Medical Insurance	4,671	4,671	5,347	5,346	5,337	5,337	5,337	-0.2%	
Disability Insurance	0	0	80	80	160	160	160	100.0%	
Worker's Compensation	521	522	478	473	475	475	475	-0.6%	
Total	8,990	8,948	9,663	9,684	10,708	9,744	9,744	0.8%	
Contractual Services									
Professional Services	0	0	0	1,638	0	0	0	#DIV/0!	
Repairs and Maintenance	31,500	32,473	35,000	35,000	48,000	34,800	34,800	-0.6%	
Maintenance Service Contracts	25,500	24,827	28,000	28,000	30,000	30,000	30,000	7.1%	
Advertising	500	0	500	800	800	800	800	60.0%	
Laundry and Dry Cleaning	1,500	1,995	2,000	2,000	2,000	2,000	2,000	0.0%	
Total	59,000	59,295	65,500	67,438	80,800	67,600	67,600	3.2%	
Utilities									
Electric Services	69,000	51,093	55,000	55,000	58,000	55,000	55,000	0.0%	
Heating Services	15,000	14,336	14,000	14,000	14,000	14,000	14,000	0.0%	
Water and Sewer Services	0	268	325	325	325	325	325	0.0%	
Refuse Services	0	153	153	153	153	153	153	0.0%	
Total	84,000	65,850	69,478	69,478	72,478	69,478	69,478	0.0%	
Leases and Rentals									
Lease of Land	4,800	4,800	4,800	4,800	4,800	4,800	4,800	0.0%	Truck Driver Training Facility
Total	4,800	4,800	4,800	4,800	4,800	4,800	4,800	0.0%	
Supplies and Equipment									
Housekeeping and Janitorial Supplies	12,500	8,303	9,000	9,000	9,000	9,000	9,000	0.0%	
Repair and Maintenance Supplies	4,000	3,888	4,000	5,475	6,000	6,000	6,000	50.0%	
Vehicle and Power Equipment Supplies	1,000	959	300	300	300	300	300	0.0%	
Furniture and Fixtures	0	0	0	0	4,000	4,000	4,000	#DIV/0!	Conference table, chairs, and whiteboard for conference room
EDP Equipment	0	0	0	0	1,400	1,400	1,400	#DIV/0!	Wireless projector
Gateway Entrance Sign	6,200	5,600	3,200	3,200	4,000	4,000	4,000	25.0%	
Total	23,700	18,750	16,500	17,975	24,700	24,700	24,700	49.7%	

Facilities Management - *Continued*									
	2013-14	**2013-14**	**2014-15**	**2014-15**	**2015-16**	**2015-16**	**2015-16**	**% Change**	**Comments**
	Final	**Actual**	**Budget**	**Year-End**	**Department**	**Manager**	**Council**	**Over 2014-15**	
	Budget			**Projection**	**Request**	**Recommends**	**Approved**		
Capital Expenditures									
Municipal Building and Police Dept. Bldg. Studies	0	0	0	0	30,000	30,000	30,000	#DIV/0!	Comprehensive study of existing City Hall & Police Station
Animal Shelter Design and Building	200,000	0	0	0	350,000	350,000	350,000	#DIV/0!	$25K from fund balance for Animal Shelter plans
Brick Generator Enclosure - Municipal Building	0	0	0	0	25,000	25,000	25,000	#DIV/0!	$25K from fund balance
Bank Building	0	0	0	1,053	0	0	0	#DIV/0!	
Total	200,000	0	0	1,053	405,000	405,000	405,000	#DIV/0!	
Total Facilities Management	***397,831***	***174,970***	***183,629***	***189,336***	***628,953***	***599,184***	***599,184***	226.3%	

Courts and Other Related Shared Services

	2013-14 Final Budget	2013-14 Actual	2014-15 Budget	2014-15 Year-End Projection	2015-16 Department Request	2015-16 Manager Recommends	2015-16 Council Approved	% Change Over 2014-15	Comments
County of Greensville Administrative Fees	50,000	50,000	50,000	50,000	50,000	50,000	50,000	0.0%	
Circuit Court	24,728	24,923	24,769	24,769	24,367	24,367	24,367	-1.6%	
Buildings and Grounds	231,243	231,243	260,441	259,946	259,725	259,725	259,725	-0.3%	
Circuit Court Clerk	22,694	22,708	24,965	24,965	26,704	26,704	26,704	7.0%	
Commonwealth Attorney	116,503	116,559	64,692	64,692	61,742	61,742	61,742	-4.6%	
Greensville County Sheriff	401,759	401,759	417,314	417,314	455,722	455,722	455,722	9.2%	
Southside Regional Jail Authority	1,187,518	1,187,518	1,196,731	1,196,730	1,236,966	1,236,966	1,236,966	3.4%	
School Resource Officers	15,633	15,633	20,620	20,620	22,120	22,120	22,120	7.3%	
Magistrate	650	650	850	850	850	850	850	0.0%	
6th District Court Services	4,382	4,382	35,340	35,340	35,340	35,340	35,340	0.0%	
Juvenile Detention - Crater Youth	116,932	107,290	124,139	108,000	108,985	108,985	108,985	-12.2%	
J&D/Gen. District Court Clerk	9,467	7,731	9,600	6,800	9,600	9,600	9,600	0.0%	
General District /J&D Court	13,375	13,375	20,681	20,681	14,625	14,625	14,625	-29.3%	
Courthouse Enhancement Project	0	0	6,145	6,145	0	0	0	-100.0%	
Sheriff's Office Expansion	0	0	4,161	4,161	0	0	0	-100.0%	
Law Library	3,100	2,444	2,400	2,270	2,200	2,200	2,200	-8.3%	
Victim Witness Program	61,292	62,700	63,174	63,174	62,991	62,991	62,991	-0.3%	Includes local City/County match of $4,674
Victim of Crimes Acts (Family Viol.)	108,650	109,942	108,990	108,990	145,000	145,000	145,000	33.0%	
Sexual Assault	47,789	48,125	55,695	55,695	46,397	46,397	46,397	-16.7%	
Sexual Assault Special Grant	9,317	0	10,997	10,997	6,650	6,650	6,650	-39.5%	
Juvenile Justice (VJCCCA)	109,515	111,529	109,823	109,823	109,515	109,515	109,515	-0.3%	
Local Fines Reversion to the State	0	0	0	0	95,115	95,115	95,115	#DIV/0!	
Total Courts and Other Shared Services	***2,534,547***	***2,518,511***	***2,611,527***	***2,591,962***	***2,774,614***	***2,774,614***	***2,774,614***	6.2%	

Emporia Sheriff									
	2013-14	2013-14	2014-15	2014-15	2015-16	2015-16	2015-16	% Change	Comments
	Final	Actual	Budget	Year-End	Department	Manager	Council	Over 2014-15	
	Budget			Projection	Request	Recommends	Approved		
Personal Services									
Salaries and Wages	148,538	148,425	151,509	151,394	153,009	153,009	153,009	1.0%	
Overtime - Selective	10,000	6,937	8,000	5,800	8,000	8,000	8,000	0.0%	
Part-time Wages	13,170	8,671	13,432	8,630	13,559	13,559	13,559	0.9%	
Total	171,708	164,033	172,941	165,824	174,568	174,568	174,568	0.9%	
Fringe Benefits									
FICA	13,137	12,421	13,231	12,367	13,355	13,355	13,355	0.9%	
VRS and Life Insurance	21,153	21,117	20,591	20,359	20,596	20,596	20,596	0.0%	
Medical Insurance	16,486	16,485	18,870	18,870	18,836	18,836	18,836	-0.2%	
Line of Duty Act	486	286	1,029	343	1,122	1,122	1,122	9.0%	
Worker's Compensation	4,810	4,608	4,155	4,250	4,429	4,429	4,429	6.6%	
Total	56,072	54,917	57,876	56,189	58,338	58,338	58,338	0.8%	
Contractual Services									
Professional Health Services	500	0	0	0	0	0	0	#DIV/0!	
Repairs and Maintenance	1,000	1,005	1,000	1,000	1,000	1,000	1,000	0.0%	
Maintenance Service Contracts	400	400	400	400	600	600	600	50.0%	
Advertising	125	0	0	125	125	125	125	#DIV/0!	
Total	2,025	1,405	1,400	1,525	1,725	1,725	1,725	23.2%	
Communications									
Postal Services	300	255	250	250	300	300	300	20.0%	
Telecommunications	2,600	2,701	2,600	2,600	3,000	3,000	3,000	15.4%	
Total	2,900	2,956	2,850	2,850	3,300	3,300	3,300	15.8%	
Leases and Rentals									
Lease/Rent of Buildings	1,950	1,950	3,900	3,900	3,900	3,900	3,900	0.0%	
Total	1,950	1,950	3,900	3,900	3,900	3,900	3,900	0.0%	
Travel									
Convention and Education	1,250	264	1,250	1,250	1,250	1,250	1,250	0.0%	
Extradition of Prisoners	500	729	1,000	1,000	1,000	1,000	1,000	0.0%	
Total	1,750	993	2,250	2,250	2,250	2,250	2,250	0.0%	
Miscellaneous									
Dues and Memberships	500	459	1,524	1,524	1,525	1,525	1,525	0.1%	Includes Crater Academy dues
Total	500	459	1,524	1,524	1,525	1,525	1,525	0.1%	
Supplies and Equipment									
Office Supplies	600	1,329	600	600	600	600	600	0.0%	
Vehicle and Power Equipment Supplies	8,000	7,338	8,000	8,000	8,000	8,000	8,000	0.0%	
Police Supplies	5,500	3,100	200	200	200	200	200	0.0%	
Uniforms and Wearing Apparel	1,250	433	1,250	600	600	500	500	-60.0%	
Furniture & Fixtures	1,422	1,422	0	0	0	0	0	#DIV/0!	
EDP Equipment	1,250	1,282	0	0	0	0	0	#DIV/0!	
Total	18,022	14,904	10,050	9,400	9,400	9,300	9,300	-7.5%	

Emporia Sheriff - *Continued*									
	2013-14	**2013-14**	**2014-15**	**2014-15**	**2015-16**	**2015-16**	**2015-16**	**% Change**	**Comments**
	Final	**Actual**	**Budget**	**Year-End**	**Department**	**Manager**	**Council**	**Over 2014-15**	
	Budget			**Projection**	**Request**	**Recommends**	**Approved**		
Capital Expenditures									
Motor Vehicles	0	0	0	0	26,000	0	0	#DIV/0!	
Total	0	0	0	0	26,000	0	0	#DIV/0!	
Total Emporia Sheriff	***254,927***	***241,617***	***252,791***	***243,462***	***281,006***	***254,906***	***254,906***	0.8%	

Public Works Administration	2013-14 Final Budget	2013-14 Actual	2014-15 Budget	2014-15 Year-End Projection	2015-16 Department Request	2015-16 Manager Recommends	2015-16 Council Approved	% Change Over 2014-15	Comments
Personal Services									
Salaries and Wages	78,913	78,865	80,489	80,427	81,284	81,284	81,284	1.0%	
Total	78,913	78,865	80,489	80,427	81,284	81,284	81,284	1.0%	
Fringe Benefits									
FICA	6,037	5,936	6,158	6,004	6,219	6,219	6,219	1.0%	
VRS and Life Insurance	11,238	11,219	10,940	10,816	10,941	10,941	10,941	0.0%	
Medical Insurance	8,243	8,243	9,435	9,435	9,418	9,418	9,418	-0.2%	
Disability Insurance	0	0	327	327	655	655	655	100.3%	
Worker's Compensation	955	928	783	759	843	843	843	7.7%	
Total	26,473	26,326	27,643	27,341	28,076	28,076	28,076	1.6%	
Contractual Services									
Repairs and Maintenance	200	175	200	200	200	200	200	0.0%	
Maintenance Service Contracts	200	210	225	225	213	213	213	-5.3%	
Laundry and Dry Cleaning	400	364	400	375	450	450	450	12.5%	
Total	800	749	825	800	863	863	863	4.6%	
Communications									
Postal Services	10	30	10	10	10	10	10	0.0%	
Messenger Services	50	0	50	50	50	50	50	0.0%	
Telecommunications	4,000	3,832	4,000	3,950	4,050	4,050	4,050	1.3%	
Total	4,060	3,862	4,060	4,010	4,110	4,110	4,110	1.2%	
Travel									
Convention and Education	1,000	654	1,000	1,000	1,000	1,000	1,000	0.0%	
Total	1,000	654	1,000	1,000	1,000	1,000	1,000	0.0%	
Miscellaneous									
Employee Appreciation	500	495	500	500	500	500	500	0.0%	
Total	500	495	500	500	500	500	500	0.0%	
Supplies and Equipment									
Office Supplies	1,300	1,363	1,300	1,300	1,300	1,300	1,300	0.0%	
Vehicle and Power Equipment Supplies	3,500	3,359	3,500	3,500	3,500	3,500	3,500	0.0%	
Uniforms and Wearing Apparel	50	50	50	50	50	50	50	0.0%	
Furniture and Fixtures	1,800	1,804	0	0	1,356	1,356	1,356	#DIV/0!	copier
Total	6,650	6,576	4,850	4,850	6,206	6,206	6,206	28.0%	
Total Public Works Administration	***118,396***	***117,527***	***119,367***	***118,928***	***122,039***	***122,039***	***122,039***	2.2%	

Street Maintenance									
	2013-14	2013-14	2014-15	2014-15	2015-16	2015-16	2015-16	% Change	Comments
	Final	Actual	Budget	Year-End	Department	Manager	Council	Over 2014-15	
	Budget			Projection	Request	Recommends	Approved		
Personal Services									
Salaries and Wages	346,090	328,823	352,025	341,601	355,503	355,503	355,503	1.0%	
Overtime	18,200	17,833	16,000	15,000	16,000	16,000	16,000	0.0%	
Total	364,290	346,656	368,025	356,601	371,503	371,503	371,503	0.9%	
Fringe Benefits									
FICA	27,869	25,267	28,154	26,515	28,420	28,420	28,420	0.9%	
VRS and Life Insurance	49,740	42,414	47,841	47,304	47,851	47,851	47,851	0.0%	
Medical Insurance	60,446	60,903	75,479	73,907	75,341	75,341	75,341	-0.2%	
Disability Insurance	0	60	280	694	1,239	1,239	1,239	342.5%	
Unemployment Insurance/Benefits	0	1,757	0	0	0	0	0	#DIV/0!	
Worker's Compensation	26,199	26,185	25,173	23,153	24,669	24,669	24,669	-2.0%	
Total	164,254	156,586	176,927	171,573	177,520	177,520	177,520	0.3%	
Contractual Services									
Professional Services	25,000	12,430	20,000	20,000	20,000	20,000	20,000	0.0%	
Repairs and Maintenance	30,000	22,745	17,000	17,000	30,000	30,000	30,000	76.5%	Includes cost of jail clean-up crew
Advertising	300	47	300	200	300	300	300	0.0%	
Laundry and Dry Cleaning	3,500	4,359	4,000	4,100	3,000	3,000	3,000	-25.0%	
Street Light Upgrade/Improvements	5,000	1,013	3,000	3,000	3,000	3,000	3,000	0.0%	
Total	63,800	40,594	44,300	44,300	56,300	56,300	56,300	27.1%	
Utilities									
Electric Services	110,000	100,613	105,000	105,000	106,000	106,000	106,000	1.0%	
Total	110,000	100,613	105,000	105,000	106,000	106,000	106,000	1.0%	
Communications									
Telecommunications	1,300	1,092	1,200	1,100	1,200	1,200	1,200	0.0%	
Total	1,300	1,092	1,200	1,100	1,200	1,200	1,200	0.0%	
Travel									
Convention and Education	750	701	750	750	750	750	750	0.0%	
Total	750	701	750	750	750	750	750	0.0%	
Supplies and Equipment									
Repair & Maintenance Supplies	85,000	82,497	65,000	64,000	65,000	65,000	65,000	0.0%	
Vehicle and Power Equipment Supplies	45,000	47,884	45,000	46,000	46,000	46,000	46,000	2.2%	
Uniforms and Wearing Apparel	600	447	600	500	500	500	500	-16.7%	
Halifax Street Bridge Replacement	10,000	3,957	11,000	0	20,000	20,000	20,000	81.8%	2% local match
Total	140,600	134,785	121,600	110,500	131,500	131,500	131,500	8.1%	

Street Maintenance - *Continued*									
	2013-14	**2013-14**	**2014-15**	**2014-15**	**2015-16**	**2015-16**	**2015-16**	**% Change**	**Comments**
	Final	**Actual**	**Budget**	**Year-End**	**Department**	**Manager**	**Council**	**Over 2014-15**	
	Budget			**Projection**	**Request**	**Recommends**	**Approved**		
Capital Expenditures									
Street Paving	325,000	324,821	175,000	175,000	180,000	180,000	180,000	2.9%	
Machinery & Equipment	95,000	89,961	18,000	16,070	51,000	0	0	-100.0%	Vacuum leaf loader, snow plow, & salt/sand spreader
Motor Vehicles and Equipment	0	0	21,704	21,427	105,304	0	0	-100.0%	Dump truck & plow
E. Atlantic Street Improvements	659,202	33,198	427,625	1,310	1,366,793	1,366,793	1,366,793	219.6%	VDOT funds and financed local match
N. Main Street Median Improvements	0	0	0	0	30,000	30,000	30,000	#DIV/0!	$30K from fund balance
Stormwater Improvements - Olive Street	0	0	0	0	25,000	25,000	25,000	#DIV/0!	
Stormwater Improvements - Industrial Park	0	0	0	0	0	0	0	#DIV/0!	
Total	1,079,202	447,980	642,329	213,807	1,758,097	1,601,793	1,601,793	149.4%	
Total Street Maintenance	***1,924,196***	***1,229,007***	***1,460,131***	***1,003,631***	***2,602,870***	***2,446,566***	***2,446,566***	67.6%	

Sanitation	2013-14 Final Budget	2013-14 Actual	2014-15 Budget	2014-15 Year-End Projection	2015-16 Department Request	2015-16 Manager Recommends	2015-16 Council Approved	% Change Over 2014-15	Comments
Personal Services									
Salaries and Wages	208,057	193,739	212,215	210,397	209,077	209,077	209,077	-1.5%	
Overtime	17,000	17,184	17,000	19,000	17,000	17,000	17,000	0.0%	
Total	225,057	210,923	229,215	229,397	226,077	226,077	226,077	-1.4%	
Fringe Benefits									
FICA	17,218	15,315	17,536	16,925	17,295	17,295	17,295	-1.4%	
VRS and Life Insurance	29,628	27,477	28,841	25,764	28,142	28,142	28,142	-2.4%	
Medical Insurance	45,672	35,924	45,012	41,342	44,928	44,928	44,928	-0.2%	
Disability Insurance	0	30	302	747	1,010	1,010	1,010	234.4%	
Worker's Compensation	12,923	9,992	10,889	11,123	10,557	10,557	10,557	-3.0%	
Total	105,441	88,738	102,580	95,901	101,932	101,932	101,932	-0.6%	
Contractual Services									
Inmate Labor	2,400	1,828	2,400	2,400	2,400	2,400	2,400	0.0%	
Repairs and Maintenance	6,000	4,496	8,500	8,500	6,000	6,000	6,000	-29.4%	
Advertising	2,000	1,801	2,000	2,000	2,000	2,000	2,000	0.0%	
Laundry and Dry Cleaning	3,500	3,373	3,500	3,500	3,500	3,500	3,500	0.0%	
Service from other Govt. Entities - Landfill	180,000	185,980	200,000	220,000	220,000	220,000	220,000	10.0%	
Total	193,900	197,478	216,400	236,400	233,900	233,900	233,900	8.1%	
Communications									
Telecommunications	900	743	900	850	900	900	900	0.0%	
Total	900	743	900	850	900	900	900	0.0%	
Travel									
Convention and Education	600	61	600	600	600	600	600	0.0%	
Total	600	61	600	600	600	600	600	0.0%	
Supplies and Equipment									
Repair and Maintenance Supplies	14,635	8,755	15,000	15,000	15,000	15,000	15,000	0.0%	
Vehicle and Power Equipment Supplies	118,000	108,729	103,000	105,000	105,000	105,000	105,000	1.9%	
Uniforms and Wearing Apparel	400	400	400	400	400	400	400	0.0%	
Recycling	6,366	6,697	6,357	6,357	0	0	0	-100.0%	Grant funds
Machinery and Equipment	19,000	15,772	27,200	26,700	0	0	0	-100.0%	
Total	158,401	140,353	151,957	153,457	120,400	120,400	120,400	-20.8%	
Capital Expenditures									
Motor Vehicles and Equipment	20,793	20,549	23,092	23,114	105,000	105,000	105,000	354.7%	Truck & dump platform body financed for 7 yrs.
Dumpsters	30,365	30,364	12,300	12,300	25,000	25,000	25,000	103.3%	
Total	51,158	50,913	35,392	35,414	130,000	130,000	130,000	267.3%	
Total Sanitation	***735,457***	***689,209***	***737,044***	***752,019***	***813,809***	***813,809***	***813,809***	10.4%	

Grounds Maintenance									
	2013-14	2013-14	2014-15	2014-15	2015-16	2015-16	2015-16	% Change	Comments
	Final	Actual	Budget	Year-End	Department	Manager	Council	Over 2014-15	
	Budget			Projection	Request	Recommends	Approved		
Personal Services									
Salaries and Wages	54,940	55,070	56,037	56,189	56,591	56,591	56,591	1.0%	
Total	54,940	55,070	56,037	56,189	56,591	56,591	56,591	1.0%	
Fringe Benefits									
FICA	4,204	4,097	4,288	4,167	4,330	4,330	4,330	1.0%	
VRS and Life Insurance	7,824	7,810	7,617	7,530	7,618	7,618	7,618	0.0%	
Medical Insurance	10,991	10,990	12,580	12,580	12,557	12,557	12,557	-0.2%	
Disability Insurance	0	0	0	0	0	0	0	#DIV/0!	
Worker's Compensation	1,273	1,224	1,294	1,294	1,294	1,294	1,294	0.0%	
Total	24,292	24,121	25,779	25,571	25,799	25,799	25,799	0.1%	
Contractual Services									
Laundry and Dry Cleaning	300	289	350	250	1,100	1,100	1,100	214.3%	
Total	300	289	350	250	1,100	1,100	1,100	214.3%	
Travel									
Convention and Education	500	271	500	500	500	500	500	0.0%	
Total	500	271	500	500	500	500	500	0.0%	
Supplies and Equipment									
Agricultural Supplies	25,000	8,325	12,500	12,500	26,500	26,500	26,500	112.0%	
Repair and Maintenance Supplies	1,000	654	1,000	1,500	2,000	2,000	2,000	100.0%	
Vehicle and Power Equipment Supplies	8,000	7,891	7,000	6,000	7,000	7,000	7,000	0.0%	
Uniforms and Wearing Apparel	100	50	100	100	200	200	200	100.0%	
Total	34,100	16,920	20,600	20,100	35,700	35,700	35,700	73.3%	
Total Grounds Maintenance	***114,132***	***96,671***	***103,266***	***102,610***	***119,690***	***119,690***	***119,690***	15.9%	

Mosquito Control	2013-14 Final Budget	2013-14 Actual	2014-15 Budget	2014-15 Year-End Projection	2015-16 Department Request	2015-16 Manager Recommends	2015-16 Council Approved	% Change Over 2014-15	Comments
Personal Services									
Part-time Wages	1,010	1,162	1,200	1,200	1,200	1,200	1,200	0.0%	
Total	1,010	1,162	1,200	1,200	1,200	1,200	1,200	0.0%	
Fringe Benefits									
FICA	78	86	92	92	92	92	92	0.0%	
Total	78	86	92	92	92	92	92	0.0%	
Contractual Services									
Repairs and Maintenance	50	0	50	50	50	50	50	0.0%	
Total	50	0	50	50	50	50	50	0.0%	
Travel									
Convention and Education	300	0	300	300	300	300	300	0.0%	
Total	300	0	300	300	300	300	300	0.0%	
Miscellaneous									
Dues and Memberships	50	0	50	50	50	50	50	0.0%	
Total	50	0	50	50	50	50	50	0.0%	
Supplies and Equipment									
Repair and Maintenance Supplies	100	0	100	100	100	100	100	0.0%	
Vehicle and Power Equipment Supplies	400	245	400	400	400	400	400	0.0%	
Other Operating Supplies	2,000	1,884	2,250	2,300	2,300	2,300	2,300	2.2%	
Total	2,500	2,129	2,750	2,800	2,800	2,800	2,800	1.8%	
Total Mosquito Control	***3,988***	***3,377***	***4,442***	***4,492***	***4,492***	***4,492***	***4,492***	1.1%	

Motor Pool									
	2013-14	2013-14	2014-15	2014-15	2015-16	2015-16	2015-16	% Change	Comments
	Final	Actual	Budget	Year-End	Department	Manager	Council	Over 2014-15	
	Budget			Projection	Request	Recommends	Approved		
Personal Services									
Salaries and Wages	102,833	102,910	104,887	100,397	105,923	105,923	105,923	1.0%	
Overtime	3,000	2,783	3,000	4,000	3,000	3,000	3,000	0.0%	
Total	105,833	105,693	107,887	104,397	108,923	108,923	108,923	1.0%	
Fringe Benefits									
FICA	8,097	7,730	8,254	7,643	8,333	8,333	8,333	1.0%	
VRS and Life Insurance	14,645	14,619	14,255	14,094	14,258	14,258	14,258	0.0%	
Medical Insurance	17,341	17,340	19,852	19,852	19,815	19,815	19,815	-0.2%	
Disability Insurance	0	0	442	442	885	885	885	100.2%	
Worker's Compensation	2,678	2,565	2,675	2,663	2,675	2,675	2,675	0.0%	
Total	42,761	42,254	45,478	44,694	45,966	45,966	45,966	1.1%	
Contractual Services									
Laundry and Dry Cleaning	3,000	1,931	2,500	2,300	2,500	2,500	2,500	0.0%	
Total	3,000	1,931	2,500	2,300	2,500	2,500	2,500	0.0%	
Communications									
Telecommunications	1,000	864	1,000	700	1,000	1,000	1,000	0.0%	
Total	1,000	864	1,000	700	1,000	1,000	1,000	0.0%	
Travel									
Convention and Education	250	61	250	250	250	250	250	0.0%	
Total	250	61	250	250	250	250	250	0.0%	
Supplies and Equipment									
Vehicle and Power Equipment Supplies	13,000	12,082	13,000	13,000	13,000	13,000	13,000	0.0%	
Uniforms and Wearing Apparel	150	100	150	150	150	150	150	0.0%	
EDP Equipment	0	737	0	0	0	0	0	#DIV/0!	
Total	13,150	12,919	13,150	13,150	13,150	13,150	13,150	0.0%	
Capital Expenditures									
Motor Vehicles and Equipment	0	0	0	0	23,432	0	0	#DIV/0!	Pickup truck
Total	0	0	0	0	23,432	0	0	#DIV/0!	
Total Motor Pool	***165,994***	***163,722***	***170,265***	***165,491***	***195,221***	***171,789***	***171,789***	0.9%	

Health and Social Services									
	2013-14	2013-14	2014-15	2014-15	2015-16	2015-16	2015-16	% Change	Comments
	Final	Actual	Budget	Year-End	Department	Manager	Council	Over 2014-15	
	Budget			Projection	Request	Recommends	Approved		
Health Related Services									
State Health Department	61,699	61,699	61,699	61,699	61,699	61,699	61,699	0.0%	
Mental Health Services (District 19)	39,471	39,471	39,471	39,471	41,793	39,471	39,471	0.0%	
Crater District Area Agency on Aging	6,567	6,567	6,567	6,567	4,034	4,034	4,034	-38.6%	
Total	107,737	107,737	107,737	107,737	107,526	105,204	105,204	-2.4%	
Rescue Squad									
Line of Duty Act	5,184	5,184	6,240	6,240	6,802	6,802	6,802	9.0%	
Four-For-Life	4,452	4,452	0	0	0	0	0	#DIV/0!	
Rescue Squad Worker's Compensation	10,436	10,436	11,160	10,138	10,287	10,287	10,287	-7.8%	
PPT Reimbursement	4,969	4,969	5,000	6,224	6,200	6,200	6,200	24.0%	
Greensville Volunteer Rescue Squad - Capital	25,000	25,000	0	0	0	0	0	#DIV/0!	
Total	50,041	50,041	22,400	22,602	23,289	23,289	23,289	4.0%	
Social Services									
Social Services	181,566	224,458	178,781	178,781	189,184	189,184	189,184	5.8%	
Comprehensive Services Act	104,034	104,034	149,034	149,034	125,841	125,841	125,841	-15.6%	
Total	285,600	328,492	327,815	327,815	315,025	315,025	315,025	-3.9%	
Total Health and Social Services	***443,378***	***486,270***	***457,952***	***458,154***	***445,840***	***443,518***	***443,518***	-3.2%	

Education									
	2013-14	2013-14	2014-15	2014-15	2015-16	2015-16	2015-16	% Change	Comments
	Final	Actual	Budget	Year-End	Department	Manager	Council	Over 2014-15	
	Budget			Projection	Request	Recommends	Approved		
Greensville County Public Schools									
Superintendent	500	500	500	500	500	500	500	0.0%	
Local Funding	3,372,513	3,442,585	3,420,258	3,420,258	3,794,465	3,492,483	3,582,996	4.8%	
Sales Tax - Education	973,158	973,157	1,013,043	1,060,124	1,151,236	1,151,236	1,151,236	13.6%	
Total	4,346,171	4,416,242	4,433,801	4,480,882	4,946,201	4,644,219	4,734,732	6.8%	
Southside Virginia Comm. College	1,179	1,179	1,179	1,179	1,543	1,179	1,179	0.0%	
Southside Virginia Education Center									
SVEC Operations	37,593	37,593	33,389	33,389	39,779	33,389	33,389	0.0%	
EAGLE Scholarship	0	0	0	0	10,000	10,000	10,000	#DIV/0!	
Total	37,593	37,593	33,389	33,389	49,779	43,389	43,389	29.9%	
Emporia-Greens. Literacy Council	2,736	2,736	2,736	2,736	2,880	2,736	2,736	0.0%	
The Improvement Assoc. - Headstart	15,794	15,794	15,794	15,794	35,000	15,794	15,794	0.0%	
Total Education	***4,403,473***	***4,473,544***	***4,486,899***	***4,533,980***	***5,035,403***	***4,707,317***	***4,797,830***	6.9%	

Library									
	2013-14	**2013-14**	**2014-15**	**2014-15**	**2015-16**	**2015-16**	**2015-16**	**% Change**	**Comments**
	Final	**Actual**	**Budget**	**Year-End**	**Department**	**Manager**	**Council**	**Over 2014-15**	
	Budget			**Projection**	**Request**	**Recommends**	**Approved**		
Meherrin Regional Library									
Library Operations	92,535	92,535	94,535	94,535	94,949	94,535	94,535	0.0%	
Capital	0	0	0	0	0	0	0	#DIV/0!	
Total	92,535	92,535	94,535	94,535	94,949	94,535	94,535	0.0%	
Total Library	***92,535***	***92,535***	***94,535***	***94,535***	***94,949***	***94,535***	***94,535***	0.0%	

Development Services									
	2013-14	2013-14	2014-15	2014-15	2015-16	2015-16	2015-16	% Change	Comments
	Final	Actual	Budget	Year-End	Department	Manager	Council	Over 2014-15	
	Budget			Projection	Request	Recommends	Approved		
Personal Services									
Salaries and Wages	257,160	250,822	289,008	290,580	291,895	291,895	291,895	1.0%	
Total	257,160	250,822	289,008	290,580	291,895	291,895	291,895	1.0%	
Fringe Benefits									
FICA	19,675	17,501	22,111	21,358	22,330	22,330	22,330	1.0%	
VRS and Life Insurance	36,622	29,366	26,716	26,419	26,725	26,725	26,725	0.0%	
Medical Insurance	24,606	21,339	22,858	21,804	21,839	21,839	21,839	-4.5%	
Disability Insurance	0	0	936	936	1,886	1,886	1,886	101.5%	
Worker's Compensation	1,779	1,759	1,481	1,488	1,600	1,600	1,600	8.0%	
Assistant Manager's Health Insurance Allowance	0	671	5,817	5,817	5,817	5,817	5,817	0.0%	
Assistant Manager's Vehicle Allowance	0	665	5,760	5,760	5,760	5,760	5,760	0.0%	
Assistant Manager's Cell Phone Allowance	0	55	480	480	480	480	480	0.0%	
Total	82,682	71,356	86,159	84,062	86,437	86,437	86,437	0.3%	
Contractual Services									
Professional Services	60,000	47,196	35,000	35,000	5,000	5,000	5,000	-85.7%	
Repairs and Maintenance	2,250	50	1,250	1,000	1,250	1,250	1,250	0.0%	
Maintenance Service Contracts	8,530	9,586	10,500	10,250	10,500	10,500	10,500	0.0%	
Printing and Binding	2,000	1,764	2,250	600	3,750	2,500	2,500	11.1%	
Advertising	6,000	4,616	3,500	4,500	4,500	4,500	4,500	28.6%	
Marketing & Events - Farmers' Market	2,500	1,895	1,500	900	2,000	2,000	2,000	33.3%	
Nuisance Abatement	25,000	13,137	15,000	15,000	15,000	15,000	15,000	0.0%	
Total	106,280	78,244	69,000	67,250	42,000	40,750	40,750	-40.9%	
Communications									
Postal Services	2,500	1,328	1,600	800	1,000	1,000	1,000	-37.5%	
Messenger Services	100	7	100	50	100	100	100	0.0%	
Telecommunications	4,000	3,725	3,500	3,500	3,500	3,500	3,500	0.0%	
Total	6,600	5,060	5,200	4,350	4,600	4,600	4,600	-11.5%	
Travel									
Mileage and Other Transportation Costs	3,950	3,841	250	0	0	0	0	-100.0%	
Subsistence and Lodging	4,000	282	2,000	1,900	2,000	2,000	2,000	0.0%	
Convention and Education	13,000	5,503	9,000	7,000	14,000	14,000	14,000	55.6%	Work Ready Communities Training
Total	20,950	9,626	11,250	8,900	16,000	16,000	16,000	42.2%	
Miscellaneous									
Regional Economic Development Organization	5,927	5,927	5,927	5,927	5,927	5,927	5,927	0.0%	
Emporia Industrial Development Authority	30,000	2,761	84,876	85,000	99,000	99,000	99,000	16.6%	Business Apprec. Events, E. Z., and B.I.G.
Emporia Redevelopment & Housing Authority	130,000	128,109	30,100	35,000	42,005	42,005	42,005	39.6%	F.I.G.
Emporia/Greensville Mega Site Project/RIFA	3,000	3,000	5,650	5,650	33,350	5,650	5,650	0.0%	
Crater Small Business Development Center	2,500	2,500	2,500	2,500	2,500	2,500	2,500	0.0%	
Dues and Memberships	7,500	5,431	6,800	6,500	6,800	6,800	6,800	0.0%	Includes Crater dues based on census
Internet Based GIS	7,500	7,448	0	0	0	0	0	#DIV/0!	

Development Services - *Continued*									
	2013-14	**2013-14**	**2014-15**	**2014-15**	**2015-16**	**2015-16**	**2015-16**	**% Change**	**Comments**
	Final	**Actual**	**Budget**	**Year-End**	**Department**	**Manager**	**Council**	**Over 2014-15**	
	Budget			**Projection**	**Request**	**Recommends**	**Approved**		
Miscellaneous - Continued									
Housing Needs Assessment Grant	0	0	15,000	15,000	0	0	0	-100.0%	
DRPT Feasibility Study Grant Match	0	0	0	0	6,000	6,000	6,000	#DIV/0!	
Total	186,427	155,176	150,853	155,577	195,582	167,882	167,882	11.3%	
Supplies and Equipment									
Office Supplies	4,000	3,333	4,000	3,500	4,000	4,000	4,000	0.0%	
Vehicle and Power Equipment Supplies	7,000	5,095	6,250	3,000	6,250	6,250	6,250	0.0%	
Uniforms and Wearing Apparel	750	149	750	750	750	750	750	0.0%	
Books and Subscriptions	500	404	500	1,200	500	500	500	0.0%	
Other Operating Supplies	100	0	300	300	300	300	300	0.0%	
Furniture and Fixtures	1,200	1,015	0	0	0	0	0	#DIV/0!	
EDP Equipment	1,800	1,392	2,000	2,300	3,750	3,750	3,750	87.5%	Replacement of 2 computers and purchase of a tablet
Total	15,350	11,387	13,800	11,050	15,550	15,550	15,550	12.7%	
Capital Expenditures									
Demolition and Removal	29,720	15,626	35,000	35,000	35,000	35,000	35,000	0.0%	Demolition of Blighted Properties
Demolition of Old Elementary School Auditorium	0	0	0	0	100,000	100,000	100,000	#DIV/0!	$100K from fund balance
CDBG-West Atlantic Street Project	607,000	270,041	462,695	416,256	0	0	0	-100.0%	
TEA-21 Grant and Match	936,082	400,296	1,099,030	2,148	1,401,728	1,401,728	1,401,728	27.5%	VDOT funds and financed local match
CDBG-Belfield Business District Project Grant	3,500	3,500	719,596	11,800	707,796	707,796	707,796	-1.6%	
CDBG-Belfield Business District Grant Match	0	833	35,000	3,771	96,229	96,229	96,229	174.9%	$96,229 from fund balance
Farmers' Market Trailhead Improvements	240,380	169,365	70,339	70,338	0	0	0	-100.0%	
Motor Vehicles and Equipment	0	0	0	0	24,000	0	0	#DIV/0!	
Property Acquisition and Site Study	560,100	0	0	0	175,000	175,000	175,000	#DIV/0!	$175K from fund balance
Total	2,376,782	859,661	2,421,660	539,313	2,539,753	2,515,753	2,515,753	3.9%	
Total Development Services	***3,052,231***	***1,441,333***	***3,046,930***	***1,161,082***	***3,191,817***	***3,138,867***	***3,138,867***	3.0%	

Airport									
	2013-14	**2013-14**	**2014-15**	**2014-15**	**2015-16**	**2015-16**	**2015-16**	**% Change**	**Comments**
	Final	**Actual**	**Budget**	**Year-End**	**Department**	**Manager**	**Council**	**Over 2014-15**	
	Budget			**Projection**	**Request**	**Recommends**	**Approved**		
Airport	60,000	60,000	60,000	60,000	60,000	60,000	60,000	0.0%	
Airport Capital	33,400	33,400	4,775	4,160	11,348	11,348	11,348	137.7%	
Total Airport	***93,400***	***93,400***	***64,775***	***64,160***	***71,348***	***71,348***	***71,348***	10.1%	

Parks and Recreation									
	2013-14	2013-14	2014-15	2014-15	2015-16	2015-16	2015-16	% Change	Comments
	Final	Actual	Budget	Year-End	Department	Manager	Council	Over 2014-15	
	Budget			Projection	Request	Recommends	Approved		
Emporia-Greens. Recreation Assoc.									
EGRA Operations	54,149	54,149	51,000	51,000	51,000	51,000	51,000	0.0%	
EGRA Capital	3,750	3,750	0	0	0	0	0	#DIV/0!	
Total	57,899	57,899	51,000	51,000	51,000	51,000	51,000	0.0%	
Family YMCA of Emporia-Greens.	20,750	20,750	20,750	20,750	30,000	20,750	20,750	0.0%	
Boys & Girls Club of Emporia-Greens.									
Boys and Girls Club Operations	30,000	30,000	30,000	30,000	30,750	30,000	30,000	0.0%	
Total	30,000	30,000	30,000	30,000	30,750	30,000	30,000	0.0%	
Community Youth Center, Ltd.									
CYC Operations	4,000	4,000	5,000	5,000	12,275	5,000	5,000	0.0%	
CYC Capital	0	0	10,000	0	0	0	0	-100.0%	
Total	4,000	4,000	15,000	5,000	12,275	5,000	5,000	-66.7%	
Total Parks and Recreation	***112,649***	***112,649***	***116,750***	***106,750***	***124,025***	***106,750***	***106,750***	-8.6%	

Arts and Culture									
	2013-14	**2013-14**	**2014-15**	**2014-15**	**2015-16**	**2015-16**	**2015-16**	**% Change**	**Comments**
	Final	**Actual**	**Budget**	**Year-End**	**Department**	**Manager**	**Council**	**Over 2014-15**	
	Budget			**Projection**	**Request**	**Recommends**	**Approved**		
Meherrin River Arts Council	10,000	10,000	10,000	10,000	10,000	10,000	10,000	0.0%	
Peanut Festival	3,500	3,500	3,500	3,500	3,500	3,500	3,500	0.0%	
Total Arts and Culture	***13,500***	***13,500***	***13,500***	***13,500***	***13,500***	***13,500***	***13,500***	0.0%	

Extension Service									
	2013-14	2013-14	2014-15	2014-15	2015-16	2015-16	2015-16	% Change	Comments
	Final	Actual	Budget	Year-End	Department	Manager	Council	Over 2014-15	
	Budget			Projection	Request	Recommends	Approved		
Salaries and Wages	16,372	14,921	15,953	15,953	17,237	17,237	17,237	8.0%	
Fringe Benefits	4,789	4,767	5,225	5,225	5,904	5,904	5,904	13.0%	
4-H Scholars Program	0	0	2,000	2,000	2,000	2,000	2,000	0.0%	
Shared Expenses with Co. of Greensville	5,095	3,262	2,737	2,736	3,000	2,885	2,885	5.4%	
Total Extension Service	***26,256***	***22,950***	***25,915***	***25,914***	***28,141***	***28,026***	***28,026***	8.1%	

Civic and Community Organizations

	2013-14 Final Budget	2013-14 Actual	2014-15 Budget	2014-15 Year-End Projection	2015-16 Department Request	2015-16 Manager Recommends	2015-16 Council Approved	% Change Over 2014-15	Comments
Village View	3,800	3,800	3,800	3,800	3,800	3,800	3,800	0.0%	
Emporia/Greensville Habitat for Humanity	2,375	2,375	2,375	2,375	3,000	2,375	2,375	0.0%	
Emporia-Greens. Chamber of Commerce	1,600	1,600	1,600	1,600	1,600	1,600	1,600	0.0%	Addl. $12,000 in-kind (rent & custodial services)
Coalition for Delaying Parenthood in Youth	4,750	4,750	0	0	0	0	0	#DIV/0!	$12,000 in-kind (rent & custodial services)
Virginia Legal Aid Society	855	855	0	0	4,044	0	0	#DIV/0!	
American Red Cross	1,140	1,140	1,140	1,140	1,500	1,140	1,140	0.0%	
Adult Activity Services	6,000	6,000	6,000	6,000	0	0	0	-100.0%	
Med-Flight	0	0	600	600	800	600	600	0.0%	
Total Civic and Community Organizations	***20,520***	***20,520***	***15,515***	***15,515***	***14,744***	***9,515***	***9,515***	-38.7%	

Non-Departmental	2013-14 Final Budget	2013-14 Actual	2014-15 Budget	2014-15 Year-End Projection	2015-16 Department Request	2015-16 Manager Recommends	2015-16 Council Approved	% Change Over 2014-15	Comments
Data Processing									
Annual Licensing/Support	26,500	26,224	27,500	28,036	30,000	30,000	30,000	9.1%	
EDP Equipment	0	0	0	0	0	0	0	#DIV/0!	
Total	26,500	26,224	27,500	28,036	30,000	30,000	30,000	9.1%	
Insurance									
General Liability Insurance (75%)	144,944	144,944	153,890	151,934	146,255	146,255	146,255	-5.0%	
Retirees - Medical Insurance	27,456	27,456	28,224	24,444	20,844	20,844	20,844	-26.1%	
Total	172,400	172,400	182,114	176,378	167,099	167,099	167,099	-8.2%	
Debt Service									
Health Dept. Debt Service	16,181	16,181	16,273	16,272	16,146	16,146	16,146	-0.8%	2028
Sheriff's Dept. Debt Service	17,763	17,762	17,863	17,863	17,724	17,724	17,724	-0.8%	2028
Commonwealth Attorney's Building Debt Service	86,593	86,592	37,368	37,368	36,848	36,848	36,848	-1.4%	2042
GO Refunding Bond Series 2006	101,868	101,865	102,852	102,852	103,876	103,876	103,876	1.0%	Refunded 2003A GO Bond, FY 2036
GO Refunding Bond Series 2004A	170,248	170,246	173,237	173,237	169,613	169,613	169,613	-2.1%	Refunded 1995 GO Bond, FY 2016
GO Refunding Bond Series 2008	4,436	4,435	0	0	0	0	0	#DIV/0!	
GO Bond Series 2012B	125,914	125,913	126,136	126,136	125,762	125,762	125,762	-0.3%	Bank building renovations, FY 2033
2009 Note Payable	13,551	13,551	13,551	13,551	13,551	13,551	13,551	0.0%	Purchase of property for Farmer's Mkt., FY 2020
Extension Office Debt Service	11,319	11,319	11,319	11,319	11,319	11,319	11,319	0.0%	FY 2025
2010 USDA RD Loan	4,716	4,716	4,716	4,716	1,965	1,965	1,965	-58.3%	Police cars, FY 2016
2011 Note Payable	70,152	70,152	70,152	70,152	70,152	70,152	70,152	0.0%	Sanitation trucks, FY 2019
2011 USDA RD Loan	55,284	55,284	55,284	55,284	55,284	55,284	55,284	0.0%	Fire truck, FY 2022
2012 Lease Purchase Agreement	20,664	20,664	20,664	20,664	5,166	5,166	5,166	-75.0%	Police cars, FY 2016
2013 Lease Purchase Agreement	20,939	15,618	20,491	20,491	20,491	20,491	20,491	0.0%	Police cars, FY 2017
2013 Lease Purchase Agreement	14,533	15,736	26,462	26,462	26,462	26,462	26,462	0.0%	Public Works equipment, FY 2019
2013 Note Payable	26,428	26,408	43,986	43,986	43,986	43,986	43,986	0.0%	Farmers' Market Trailhead Improvements, FY 2019
2014 Note Payable	0	0	46,343	36,529	43,836	43,836	43,836	-5.4%	Police cars & Public Works equipment, FY 2018
GO Refunding Bond Series 2014	0	0	4,435	4,028	4,026	4,026	4,026	-9.2%	Refunded 2004B & 2008 Bonds, FY 2035
2015 Lease Purchase Agreement	0	0	0	0	24,614	24,614	24,614	#DIV/0!	Police cars financed for 3 years
2015 Lease Purchase Agreement	0	0	0	0	23,387	23,387	23,387	#DIV/0!	Animal Control vehicle & PW equipment - 7 years
2015 USDA RD Loan	0	0	0	0	16,128	16,128	16,128	#DIV/0!	Utility #3 chassis replacement - 7 years
GO Bond Series 2015	0	0	0	0	112,021	112,021	112,021	#DIV/0!	Animal Shelter, Street Improvements & generator projects
Transfer to Water/Sewer Fund	0	30,762	0	0	0	0	0	#DIV/0!	
Total Debt Service	760,589	787,204	791,132	780,910	942,357	942,357	942,357	19.1%	
Operating/Capital Reserve	77,514	0	87,268	0	100,000	100,000	157,834	80.9%	Includes Rural Development required reserve
2% COLA Effective January 10, 2016	0	0	0	0	43,120	43,120	43,120	#DIV/0!	Includes City Manager & City Clerk
Sick Leave Payout	0	0	56,191	55,809	0	0	0	-100.0%	
Total Non-Departmental	***1,037,003***	***985,828***	***1,144,205***	***1,041,133***	***1,282,576***	***1,282,576***	***1,340,410***	17.1%	
Grand Total General Fund	***20,479,538***	***17,531,741***	***20,111,976***	***17,376,578***	***22,833,793***	***22,125,090***	***22,273,437***	10.7%	

Utility Fund Revenue & Expenditure Summary

	2013-14 Final Budget	2013-14 Actual	2014-15 Budget	2014-15 Year-End Projection	2015-16 Department Request	2015-16 Manager Recommends	2015-16 Council Approved	% Change Over 2014-15	Comments
Revenues									
Water Sales	1,683,128	1,506,035	1,618,856	1,600,000	1,840,000	1,840,000	1,840,000	13.7%	15% increase in rate
Sewer Service	1,238,000	1,207,348	1,338,000	1,325,000	1,489,500	1,489,500	1,489,500	11.3%	12.5% increase in rate
Water Taps	10,000	19,099	10,000	0	0	0	0	-100.0%	
Sewer Taps	10,000	20,100	10,000	0	0	0	0	-100.0%	
Cut-on/Cut-off Fees	62,000	44,855	45,000	40,200	40,000	40,000	40,000	-11.1%	
Meter Charges	55,000	56,291	55,000	54,400	54,000	54,000	54,000	-1.8%	
Sales, Labor, and Materials	500	0	500	40	0	0	0	-100.0%	
Penalties	64,500	88,832	75,000	105,000	100,000	100,000	100,000	33.3%	
Interest Earned	3,500	5,952	3,500	4,957	4,000	4,000	4,000	14.3%	
Miscellaneous	1,500	30,961	500	738	500	500	500	0.0%	
Proceeds from Financing	11,415,786	0	11,471,369	7,360,116	4,752,636	4,752,636	4,752,636	-58.6%	
Appropriated Fund Balance	375,000	0	394,705	0	1,491,564	1,491,564	1,491,564	277.9%	Proceeds from 2014B GO Bond
Grants	337,978	181,820	0	8,160	0	0	0	#DIV/0!	
Total Utility Fund Revenue	***15,256,892***	***3,161,293***	***15,022,430***	***10,498,611***	***9,772,200***	***9,772,200***	***9,772,200***	-34.9%	
Expenditures									
Administration and Billing	525,775	911,497	546,227	546,397	584,086	576,766	576,766	5.6%	
Water Treatment Plant	11,087,529	515,907	10,145,807	7,343,953	5,370,343	5,334,593	5,334,593	-47.4%	
Water Distribution	316,936	368,577	320,212	316,153	1,128,887	303,106	303,106	-5.3%	
Wastewater Treatment Plant	1,956,714	547,628	2,379,253	651,536	2,155,004	2,143,254	2,143,254	-9.9%	
Sewage Collection	489,369	93,181	554,370	561,374	176,650	115,300	115,300	-79.2%	
Non-Departmental	880,569	375,740	1,076,561	731,171	1,299,181	1,299,181	1,299,181	20.7%	
Total Utility Fund Expenditures	***15,256,892***	***2,812,530***	***15,022,430***	***10,150,584***	***10,714,151***	***9,772,200***	***9,772,200***	-34.9%	

Public Utilities Administration and Billing									
	2013-14	2013-14	2014-15	2014-15	2015-16	2015-16	2015-16	% Change	Comments
	Final	Actual	Budget	Year-End	Department	Manager	Council	Over 2014-15	
	Budget			Projection	Request	Recommends	Approved		
Personal Services									
Salaries and Wages	240,388	233,044	237,648	237,478	246,651	239,851	239,851	0.9%	Treasurer requested that the stipends for both the
Total	240,388	233,044	237,648	237,478	246,651	239,851	239,851	0.9%	Treasurer & Deputy Treasurer be increased from
									$6,600/yr. to $10,000/yr.
Fringe Benefits									
FICA	18,471	17,396	18,181	18,316	18,869	18,349	18,349	0.9%	
VRS and Life Insurance	32,245	30,388	30,259	29,919	30,265	30,265	30,265	0.0%	
Medical Insurance	26,102	23,812	28,305	28,305	28,253	28,253	28,253	-0.2%	
Disability Insurance	0	0	326	326	691	691	691	112.0%	
Unemployment Benefits	1,053	1,052	0	444	0	0	0	#DIV/0!	
Worker's Compensation	3,443	3,392	2,981	3,083	3,237	3,237	3,237	8.6%	
Total	81,314	76,040	80,052	80,393	81,315	80,795	80,795	0.9%	
Contractual Services									
Repairs and Maintenance	200	0	200	200	200	200	200	0.0%	
Total	200	0	200	200	200	200	200	0.0%	
Communications									
Postal Services	8,500	8,741	9,000	9,000	9,000	9,000	9,000	0.0%	
Telecommunications	250	272	250	250	250	250	250	0.0%	
Total	8,750	9,013	9,250	9,250	9,250	9,250	9,250	0.0%	
Travel									
Convention and Education	100	0	100	100	100	100	100	0.0%	
Total	100	0	100	100	100	100	100	0.0%	
Miscellaneous									
Dues and Memberships	55	0	55	55	55	55	55	0.0%	
Miscellaneous	0	15	0	0	0	0	0	#DIV/0!	
Depreciation	0	399,410	0	0	0	0	0	#DIV/0!	
Payment in Lieu of Taxes	0	0	124,106	124,106	117,361	117,361	117,361	-5.4%	
Transfer to General Fund - Indirect Cost	188,468	188,468	90,815	90,815	117,654	117,654	117,654	29.6%	Loss of leachate revenue
Total	188,523	587,893	214,976	214,976	235,070	235,070	235,070	9.3%	
Supplies and Equipment									
Office Supplies	5,000	4,812	2,899	2,899	5,000	5,000	5,000	72.5%	
EDP Equipment	1,500	695	1,102	1,101	6,500	6,500	6,500	489.8%	
Total	6,500	5,507	4,001	4,000	11,500	11,500	11,500	187.4%	
Total Administration and Billing	***525,775***	***911,497***	***546,227***	***546,397***	***584,086***	***576,766***	***576,766***	5.6%	

Water Treatment	2013-14 Final Budget	2013-14 Actual	2014-15 Budget	2014-15 Year-End Projection	2015-16 Department Request	2015-16 Manager Recommends	2015-16 Council Approved	% Change Over 2014-15	Comments
Personal Services									
Salaries and Wages	221,985	213,764	228,884	211,306	216,610	216,610	216,610	-5.4%	
Overtime	13,000	11,907	13,000	15,000	13,000	13,000	13,000	0.0%	
Total	234,985	225,671	241,884	226,306	229,610	229,610	229,610	-5.1%	
Fringe Benefits									
FICA	17,977	16,086	18,504	16,224	17,566	17,566	17,566	-5.1%	
VRS and Life Insurance	31,611	30,090	31,106	27,627	29,156	29,156	29,156	-6.3%	
Medical Insurance	30,100	29,011	35,438	31,638	34,395	34,395	34,395	-2.9%	
Disability Insurance	0	0	387	387	785	785	785	102.8%	
Worker's Compensation	6,571	6,529	5,759	5,842	6,185	6,185	6,185	7.4%	
Total	86,259	81,716	91,194	81,718	88,087	88,087	88,087	-3.4%	
Contractual Services									
Professional Services	378,000	8,335	20,000	10,000	30,000	20,000	20,000	0.0%	
Repairs and Maintenance	40,000	15,281	40,000	10,000	40,000	40,000	40,000	0.0%	
Maintenance Service Contracts	0	306	0	198	2,000	0	0	#DIV/0!	
Printing and Binding	750	0	750	750	750	750	750	0.0%	
Advertising	2,000	673	2,000	0	2,000	1,000	1,000	-50.0%	
Laundry and Dry Cleaning	1,900	2,384	2,800	2,500	2,800	2,800	2,800	0.0%	
Total	422,650	26,979	65,550	23,448	77,550	64,550	64,550	-1.5%	
Utilities									
Electric Services	37,500	35,959	37,500	45,000	37,500	37,500	37,500	0.0%	
Heating Services	6,930	6,929	6,000	1,500	6,000	6,000	6,000	0.0%	
Total	44,430	42,888	43,500	46,500	43,500	43,500	43,500	0.0%	
Communications									
Postal Services	1,400	7	1,000	15	1,000	500	500	-50.0%	
Messenger Services	500	152	500	60	500	250	250	-50.0%	
Telecommunications	3,800	3,843	3,800	4,600	4,000	4,000	4,000	5.3%	
Total	5,700	4,002	5,300	4,675	5,500	4,750	4,750	-10.4%	
Leases and Rentals									
Equipment Rental	600	75	100	100	500	500	500	400.0%	
Land Rent	60	60	60	60	60	60	60	0.0%	
Total	660	135	160	160	560	560	560	250.0%	
Travel									
Convention and Education	3,500	3,466	3,500	3,000	3,500	3,500	3,500	0.0%	
Total	3,500	3,466	3,500	3,000	3,500	3,500	3,500	0.0%	

Water Treatment - *Continued*									
	2013-14	**2013-14**	**2014-15**	**2014-15**	**2015-16**	**2015-16**	**2015-16**	**% Change**	
	Final	**Actual**	**Budget**	**Year-End**	**Department**	**Manager**	**Council**	**Over 2014-15**	**Comments**
	Budget			**Projection**	**Request**	**Recommends**	**Approved**		
Miscellaneous									
Dues and Memberships	600	374	500	795	600	600	600	20.0%	
Waterworks Operation Fee	8,300	7,142	8,000	7,772	8,000	8,000	8,000	0.0%	
DEQ Permit Fee	3,200	3,077	3,200	3,112	3,200	3,200	3,200	0.0%	
Total	12,100	10,593	11,700	11,679	11,800	11,800	11,800	0.9%	
Supplies and Equipment									
Office Supplies	225	522	400	154	400	400	400	0.0%	
Housekeeping and Janitorial Supplies	450	680	600	300	600	600	600	0.0%	
Repair and Maintenance Supplies	21,058	15,898	25,000	15,000	25,000	20,000	20,000	-20.0%	
Vehicle and Power Equipment Supplies	3,500	2,974	3,500	3,000	3,500	3,500	3,500	0.0%	
Uniforms and Wearing Apparel	250	165	300	250	250	250	250	-16.7%	
Books and Subscriptions	100	0	100	100	100	100	100	0.0%	
Chemicals	100,000	90,778	100,000	95,000	123,000	110,000	110,000	10.0%	
Tools	300	153	300	300	300	300	300	0.0%	
Machinery and Equipment	1,212	1,212	1,000	8,500	4,000	0	0	-100.0%	
Communications Equipment	250	0	250	200	250	250	250	0.0%	
EDP Equipment	200	80	200	0	200	200	200	0.0%	
Total	127,545	112,462	131,650	122,804	157,600	135,600	135,600	3.0%	
Capital Expenditures									
Water Intake Structure	521,011	0	0	0	0	0	0	#DIV/0!	
Water Treatment Plant Improvements	9,628,689	7,995	9,551,369	6,823,663	4,752,636	4,752,636	4,752,636	-50.2%	
Total	10,149,700	7,995	9,551,369	6,823,663	4,752,636	4,752,636	4,752,636	-50.2%	
Total Water Treatment	***11,087,529***	***515,907***	***10,145,807***	***7,343,953***	***5,370,343***	***5,334,593***	***5,334,593***	-47.4%	

Water Distribution	2013-14 Final Budget	2013-14 Actual	2014-15 Budget	2014-15 Year-End Projection	2015-16 Department Request	2015-16 Manager Recommends	2015-16 Council Approved	% Change Over 2014-15	Comments
Personal Services									
Salaries and Wages	127,556	127,523	130,104	130,016	131,390	131,390	131,390	1.0%	
Overtime	2,000	1,982	2,000	2,200	2,000	2,000	2,000	0.0%	
Total	129,556	129,505	132,104	132,216	133,390	133,390	133,390	1.0%	
Fringe Benefits									
FICA	9,912	9,324	10,107	9,465	10,204	10,204	10,204	1.0%	
VRS and Life Insurance	18,165	18,134	17,681	17,483	17,686	17,686	17,686	0.0%	
Medical Insurance	22,836	22,836	26,142	26,142	26,093	26,093	26,093	-0.2%	
Disability Insurance	0	0	426	426	853	853	853	100.2%	
Worker's Compensation	3,743	3,751	3,234	3,362	3,556	3,556	3,556	10.0%	
Total	54,656	54,045	57,590	56,878	58,392	58,392	58,392	1.4%	
Contractual Services									
Professional Services	42,324	121,588	60,919	60,919	42,324	42,324	42,324	-30.5%	Water tank maintenance contract
Repairs and Maintenance	3,000	2,908	3,000	6,640	3,000	3,000	3,000	0.0%	
Maintenance Service Contracts	4,200	2,987	4,200	4,200	4,200	4,200	4,200	0.0%	
Laundry and Dry Cleaning	1,300	2,249	1,800	1,800	2,300	2,300	2,300	27.8%	
Total	50,824	129,732	69,919	73,559	51,824	51,824	51,824	-25.9%	
Utilities									
Electric Services	1,500	1,964	1,500	1,800	1,500	1,800	1,800	20.0%	
Total	1,500	1,964	1,500	1,800	1,500	1,800	1,800	20.0%	
Communications									
Messenger Services	100	12	100	100	100	100	100	0.0%	
Telecommunications	2,500	2,122	2,500	3,500	2,000	2,200	2,200	-12.0%	
Total	2,600	2,134	2,600	3,600	2,100	2,300	2,300	-11.5%	
Miscellaneous									
Rental, CSX	300	248	300	252	300	300	300	0.0%	
Total	300	248	300	252	300	300	300	0.0%	
Travel									
Convention and Education	400	375	400	400	400	400	400	0.0%	
Total	400	375	400	400	400	400	400	0.0%	

Water Distribution - *Continued*									
	2013-14	**2013-14**	**2014-15**	**2014-15**	**2015-16**	**2015-16**	**2015-16**	**% Change**	**Comments**
	Final	**Actual**	**Budget**	**Year-End**	**Department**	**Manager**	**Council**	**Over 2014-15**	
	Budget			**Projection**	**Request**	**Recommends**	**Approved**		
Supplies and Equipment									
Office Supplies	100	294	300	300	300	200	200	-33.3%	
Repair and Maintenance Supplies	27,000	25,856	27,000	27,000	34,500	34,500	34,500	27.8%	Includes pipe for water main distribution project
Vehicle and Power Equipment Supplies	16,000	13,784	16,000	8,000	10,000	10,000	10,000	-37.5%	
Uniforms and Wearing Apparel	500	824	1,000	1,000	1,000	1,000	1,000	0.0%	
Meter Replacement	10,000	2,750	5,000	5,000	5,000	5,000	5,000	0.0%	
Hydrant Replacement	4,500	4,261	351	0	2,000	2,000	2,000	469.8%	
EDP Equipment	0	0	0	0	2,000	2,000	2,000	#DIV/0!	
Total	58,100	47,769	49,651	41,300	54,800	54,700	54,700	10.2%	
Capital Expenditures									
Machinery and Equipment	3,000	2,805	6,148	6,148	808,181	0	0	-100.0%	Replace water meters w/ride by radio read meters(Southside)
Motor Vehicles and Equipment	16,000	0	0	0	18,000	0	0	#DIV/0!	1/2 cost to replace Truck #4
Total	19,000	2,805	6,148	6,148	826,181	0	0	-100.0%	
Total Water Distribution	***316,936***	***368,577***	***320,212***	***316,153***	***1,128,887***	***303,106***	***303,106***	-5.3%	

Wastewater Treatment									
	2013-14	2013-14	2014-15	2014-15	2015-16	2015-16	2015-16	% Change	Comments
	Final	Actual	Budget	Year-End	Department	Manager	Council	Over 2014-15	
	Budget			Projection	Request	Recommends	Approved		
Personal Services									
Salaries and Wages	266,739	231,016	241,603	235,579	246,344	246,344	246,344	2.0%	
Overtime	4,000	3,453	4,000	4,000	5,000	5,000	5,000	25.0%	
Total	270,739	234,469	245,603	239,579	251,344	251,344	251,344	2.3%	
Fringe Benefits									
FICA	20,712	17,144	18,788	16,752	19,228	19,228	19,228	2.3%	
VRS and Life Insurance	37,984	32,630	32,834	32,223	33,158	33,158	33,158	1.0%	
Medical Insurance	33,826	31,822	38,722	40,745	40,674	40,674	40,674	5.0%	
Disability Insurance	0	39	397	655	1,069	1,069	1,069	169.3%	
Worker's Compensation	6,456	6,413	5,029	3,622	5,017	5,017	5,017	-0.2%	
Total	98,978	88,048	95,770	93,997	99,146	99,146	99,146	3.5%	
Contractual Services									
Professional Services	161,238	3,779	130,300	20,000	15,000	10,000	10,000	-92.3%	
Repairs and Maintenance	30,896	30,895	35,000	18,000	35,000	35,000	35,000	0.0%	
Maintenance Service Contracts	2,850	3,081	3,200	2,900	3,200	3,200	3,200	0.0%	
Advertising	0	21	0	497	0	0	0	#DIV/0!	
Laundry and Dry Cleaning	2,000	2,611	2,400	2,566	2,600	2,600	2,600	8.3%	
Sludge disposal - Hauling	0	0	0	0	30,000	30,000	30,000	#DIV/0!	
Sludge disposal - Landfill Fee	0	0	15,000	0	15,000	15,000	15,000	0.0%	
Total	196,984	40,387	185,900	43,963	100,800	95,800	95,800	-48.5%	
Utilities									
Electric Services	75,000	74,158	90,000	75,000	95,000	92,000	92,000	2.2%	
Total	75,000	74,158	90,000	75,000	95,000	92,000	92,000	2.2%	
Communications									
Postal Services	100	10	100	10	100	100	100	0.0%	
Messenger Services	450	134	450	200	450	250	250	-44.4%	
Telecommunications	1,700	2,011	1,700	1,825	1,850	1,850	1,850	8.8%	
Total	2,250	2,155	2,250	2,035	2,400	2,200	2,200	-2.2%	
Travel									
Convention and Education	2,500	1,582	2,500	2,000	2,500	2,500	2,500	0.0%	
Total	2,500	1,582	2,500	2,000	2,500	2,500	2,500	0.0%	
Miscellaneous									
Dues and Memberships	855	860	855	900	1,000	950	950	11.1%	
DEQ Permit Fee	8,263	8,263	9,500	7,775	9,500	8,500	8,500	-10.5%	
Total	9,118	9,123	10,355	8,675	10,500	9,450	9,450	-8.7%	

Wastewater Treatment - *Continued*									
	2013-14	**2013-14**	**2014-15**	**2014-15**	**2015-16**	**2015-16**	**2015-16**	**% Change**	**Comments**
	Final	**Actual**	**Budget**	**Year-End**	**Department**	**Manager**	**Council**	**Over 2014-15**	
	Budget			**Projection**	**Request**	**Recommends**	**Approved**		
Supplies and Equipment									
Office Supplies	700	546	700	500	700	700	700	0.0%	
Agricultural Supplies	200	0	200	120	200	200	200	0.0%	
Medical and Lab Supplies	25	11	25	50	50	50	50	100.0%	
Housekeeping and Janitorial Supplies	1,000	809	1,000	1,000	1,000	1,000	1,000	0.0%	
Repair and Maintenance Supplies	62,558	56,212	45,000	35,000	45,000	45,000	45,000	0.0%	
Vehicle and Power Equipment Supplies	12,452	8,454	15,000	10,000	15,000	12,500	12,500	-16.7%	
Uniforms and Wearing Apparel	600	414	600	400	600	600	600	0.0%	
Chemicals	26,232	27,141	30,000	25,000	35,000	35,000	35,000	16.7%	
Tools	200	205	1,000	1,000	1,000	1,000	1,000	0.0%	
Machinery and Equipment	17,099	3,914	3,000	3,000	0	0	0	-100.0%	
Furniture and Fixtures	0	0	200	200	200	200	200	0.0%	
EDP Equipment	150	0	150	150	3,000	3,000	3,000	1900.0%	
Total	121,216	97,706	96,875	76,420	101,750	99,250	99,250	2.5%	
Capital Expenditures									
Solids Handling Facilities Modifications	1,179,929	0	1,650,000	109,867	1,491,564	1,491,564	1,491,564	-9.6%	
Total	1,179,929	0	1,650,000	109,867	1,491,564	1,491,564	1,491,564	-9.6%	
Total Wastewater Treatment	***1,956,714***	***547,628***	***2,379,253***	***651,536***	***2,155,004***	***2,143,254***	***2,143,254***	-9.9%	

Sewage Collection	2013-14 Final Budget	2013-14 Actual	2014-15 Budget	2014-15 Year-End Projection	2015-16 Department Request	2015-16 Manager Recommends	2015-16 Council Approved	% Change Over 2014-15	Comments
Contractual Services									
Professional Services	48,876	0	17,420	17,420	0	0	0	-100.0%	
Repairs and Maintenance	40,000	21,416	40,000	40,000	42,000	40,000	40,000	0.0%	
Maintenance Service Contracts	2,500	1,885	2,500	2,500	2,500	2,500	2,500	0.0%	
Advertising	0	52	0	207	0	0	0	#DIV/0!	
Laundry and Dry Cleaning	1,200	2,249	1,800	1,800	2,300	2,300	2,300	27.8%	
Total	92,576	25,602	61,720	61,927	46,800	44,800	44,800	-27.4%	
Utilities									
Electric Services	24,000	24,768	25,000	25,000	15,000	25,000	25,000	0.0%	
Total	24,000	24,768	25,000	25,000	15,000	25,000	25,000	0.0%	
Communications									
Messenger Services	50	37	50	50	50	50	50	0.0%	
Telecommunications	5,600	5,412	5,600	5,600	5,600	5,600	5,600	0.0%	
Total	5,650	5,449	5,650	5,650	5,650	5,650	5,650	0.0%	
Miscellaneous									
Rental, CSX	450	248	450	252	450	300	300	-33.3%	
Total	450	248	450	252	450	300	300	-33.3%	
Travel									
Convention and Education	350	155	350	350	350	350	350	0.0%	
Total	350	155	350	350	350	350	350	0.0%	
Supplies and Equipment									
Office Supplies	0	33	200	45	0	200	200	0.0%	
Repair and Maintenance Supplies	23,000	20,657	29,000	29,000	26,000	26,000	26,000	-10.3%	
Vehicle and Power Equipment Supplies	12,000	10,186	11,000	10,000	10,000	10,000	10,000	-9.1%	
Uniforms and Wearing Apparel	500	824	1,000	1,000	1,000	1,000	1,000	0.0%	
EDP Equipment	0	0	0	0	2,000	2,000	2,000	#DIV/0!	
Total	35,500	31,700	41,200	40,045	39,000	39,200	39,200	-4.9%	
Capital Expenditures									
Machinery & Equipment	55,800	5,259	0	1,564	51,400	0	0	#DIV/0!	Replace Metcalf Station pump
Motor Vehicles and Equipment	16,000	0	0	0	18,000	0	0	#DIV/0!	1/2 cost to replace Truck #4
Sewer Main Replacement	259,043	0	420,000	426,586	0	0	0	-100.0%	
Total	330,843	5,259	420,000	428,150	69,400	0	0	-100.0%	
Total Sewage Collection	***489,369***	***93,181***	***554,370***	***561,374***	***176,650***	***115,300***	***115,300***	-79.2%	

Non-Departmental									
	2013-14	2013-14	2014-15	2014-15	2015-16	2015-16	2015-16	% Change	Comments
	Final	Actual	Budget	Year-End	Department	Manager	Council	Over 2014-15	
	Budget			Projection	Request	Recommends	Approved		
Insurance									
General Liability Insurance (25%)	53,045	53,045	56,497	56,497	55,555	55,555	55,555	-1.7%	
Total	53,045	53,045	56,497	56,497	55,555	55,555	55,555	-1.7%	
Debt Service									
GO Refunding Bond Series 2006	225,424	68,524	227,603	227,601	229,870	229,870	229,870	1.0%	Refunded 2003A Bonds, FY 2036
GO Refunding Bond Series 2004A	16,080	1,236	16,080	16,072	16,022	16,022	16,022	-0.4%	Refunded 1995 Bonds, FY 2016
GO Bond Series 2004B	108,448	54,797	0	0	0	0	0	#DIV/0!	
GO Refunding Bond Series 2008	226,139	175,143	0	0	0	0	0	#DIV/0!	
USDA Rural Development Bond Series 2012A	36,740	22,995	69,228	69,228	69,228	69,228	69,228	0.0%	Water Treatment Plant Upgrade, FY 2053
USDA Rural Development Bond Series 2013A	0	0	118,750	1,760	334,638	334,638	334,638	181.8%	Water Trtmt. Plant & Dist. Upgrade Interest & 6 mos.
GO Refunding Bond Series 2014	0	0	334,549	318,941	318,820	318,820	318,820	-4.7%	Refunded 2004B & 2008 Bonds, FY 2035
GO Bond Series 2014B	73,745	0	87,560	22,998	115,096	115,096	115,096	31.4%	WWTP Upgrade & Sewer Main Repl., FY 2035
Total	686,576	322,695	853,770	656,600	1,083,674	1,083,674	1,083,674	26.9%	
Operating/Capital Reserve	140,948	0	148,125	0	150,000	150,000	150,000	1.3%	Includes Rural Dev. required reserve
2% COLA Effective January 10, 2016	0	0	0	0	9,952	9,952	9,952	#DIV/0!	
Sick Leave Payout	0	0	18,169	18,074	0	0	0	-100.0%	
Total Non-Departmental	***880,569***	***375,740***	***1,076,561***	***731,171***	***1,299,181***	***1,299,181***	***1,299,181***	20.7%	
Grand Total Utility Fund	***15,256,892***	***2,812,530***	***15,022,430***	***10,150,584***	***10,714,151***	***9,772,200***	***9,772,200***	-34.9%	

CITY OF EMPORIA

Memorandum

April 3, 2015

TO: The Honorable Mayor and City Council

FROM: Brian S. Thrower, City Manager BST

SUBJECT: Proposal for Renovation of the Old Elementary School Auditorium and New City Hall – Request to Accept and Advertise for Additional Proposals

ITEM #: 15-24

As you are aware, renovation and reuse of the old elementary school auditorium is listed as a priority item in the strategic plan you adopted May 6, 2014. Specifically, that priority item is listed as follows under the Cultural and Recreational Opportunities component of the plan:

Goal

- Develop cultural facilities while supporting our existing recreational providers

Priority

- Establish a leadership/partnership role in developing the Civic Center as a cultural venue with multi-use potential for the City

Renovation of the old elementary school and maintenance, upgrade, and replacement of City facilities, particularly the Municipal Building and Police Department, is also referenced in the Comprehensive Plan you adopted in January 2015. Specifically, those items are listed as follows:

Community Facilities – Implementation Strategies

- Upgrade building facilities, particularly the Municipal Building and Police Department
- Renovation of vacant elementary auditorium on South Main Street for community uses

Priority Items – Community Facilities

- Explore options for renovating the vacant elementary school on South Main Street
- Provide for the general maintenance and replacement of vehicle fleets, equipment, and buildings

PO BOX 511, 201 SOUTH MAIN ST., EMPORIA, VA 23847 TELEPHONE: (434) 634 3332 FAX: (434) 634 0003
Visit Our Website at: www.ci.emporia.va.us

Over the last few months, City Administration has been working with developers who have expressed interest in submitting reuse proposals for consideration.

City Administration has received a Public-Private Education Facilities and Infrastructure Act of 2002 (PPEA) proposal from Kenbridge Construction to renovate the old elementary school building. This proposal also includes construction of a new city hall adjacent to the auditorium.

It is requested that Council accept this proposal and direct City Administration to advertise for additional proposals for a minimum of 60 days. Council would then need to review all proposals.

As alternatives, Council could:

- Reject the proposal
- Modify the proposal to only include renovation of the auditorium
- Modify the proposal to only include a new city hall or renovated municipal building
- Modify the proposal to only include renovation of the auditorium and renovation of the municipal building

Emory Hodges with Kenbridge Construction and Gil Entzminger with Enteros Design, PC are in attendance to give an overview of the proposal.

Recommendation

I recommend you accept the proposal and direct City Administration to advertise for additional proposals for a minimum of 60 days. Should you accept the proposal and authorize staff to advertise for additional proposals, you are not formally approving the proposal or entering into an agreement with the developers. You are only committing to further conceptual stage consideration. At the end of the process you will be required to enter into a comprehensive agreement with the successful proposer, should you wish to move forward. Should you reject the proposal altogether or modify the proposal to only include a new city hall or renovated municipal building, I recommend you approve demolition of the old elementary school auditorium and adopt the attached ordinance appropriating $100,000 into the FY15 budget to cover the costs of demolishing the structure.

Attachments

PPEA Proposal
City of Emporia PPEA Guidelines
Emporia City Council Strategic Goals Adopted May 6, 2014
Emporia Comprehensive Plan Adopted January 6, 2015
Municipal Building Concerns from Facilities Manager
Appropriation Ordinance to Demolish the Old Elementary School Auditorium

KENBRIDGE CONSTRUCTION

City of Emporia | City Administration Building

Unsolicited PPEA Proposal

Submitted: February 9, 2015

ORIGINAL

P.O. BOX 480
1101 5th Avenue
Kenbridge, VA 23944

434.676.8221
www.kenbridge.com

ENTEROS DESIGN

TIMMONS GROUP
YOUR VISION ACHIEVED THROUGH OURS

DMW PV

HCTU

WILLIAMS MULLEN

KENBRIDGE CONSTRUCTION

February 5, 2015

Brian S. Thrower
City of Emporia
201 South Main Street
Emporia, VA 23847

Dear Mr. Thrower:

The Kenbridge Construction Team is pleased to present this proposal pursuant to The City of Emporia's implementation of the Public-Private Education Facilities and Infrastructure Act of 2002 solicitation for the design and development of the City Administration Building.

Kenbridge Construction has extensive experience in Pre-Construction and Construction Services for municipal and historic renovation projects in Virginia. Kenbridge Construction will lead this team throughout the process and will be directly responsible for Pre-Construction and Construction Services. To compliment the expertise of Kenbridge, the following consultants will join the team:

Enteros Design, PC- Architect, has extensive experience in complex institutional projects, public safety buildings, and criminal justice facilities

Timmons Group- Civil Engineer

Dunbar, Milby, Williams Pittman and Vaughan- Structural Engineer

HCYU- Mechanical, Electrical, and Plumbing Engineers

Communications Specialists, Inc.- Expert in security, access control, and technology

Hush Acoustics, LLC- Expert in acoustical engineering

Williams Mullen- PPEA Attorney

Enclosed with this letter, please find our proposal which follows the City of Emporia PPEA Guidelines and the Request for Proposals. Each section is numbered and labeled in response to the specific proposal

P. O. Box 480
1101 Fifth Avenue
Kenbridge, Virginia 23944
P 434.676.8221
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VIRGINIA - NORTH CAROLINA

www.kenbridge.com

KENBRIDGE CONSTRUCTION

guideline requirements. An appendix to this document contains detailed information about the team.

Thank you for your consideration of this proposal. If you need additional information, we would be happy to meet with you to discuss the project further.

Sincerely,

Emory M. Hodges
President

P. O. Box 480
1101 Fifth Avenue
Kenbridge, Virginia 23944
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VIRGINIA • NORTH CAROLINA

www.kenbridge.com

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1. Qualifications and Experience

1.a) *Identify the legal structure or type of private entity making the proposal. Identify the organizational structure for the project, the management approach and how each partner and major subcontractor ($1 million or more) in the structure fits into the overall team. All members of the operator/offeror's team, including major subcontractors known to the proposer, must be identified at the time a proposal is submitted for the conceptual stage. Include the status of the Virginia license of each partner, proposer, contractor, and major subcontractor.*

Kenbridge Construction is a professional S-corporation and is the principal firm proposing for this project, with Enteros Design, PC, HC Yu, DMWPV, Communications Specialists Inc., Hush Acoustics, and Williams Mullen acting as consultants.

Kenbridge Construction | contractor
Kenbridge Construction will provide preconstruction and construction services and serve as the primary contact for the Emporia's New Municipal Building. KCC has extensive experience in municipal/public construction with numerous municipal buildings and 11 courthouse facilities built in Virginia. The services for this proposal include preconstruction, construction management, and project management for the team. Kenbridge Construction's projects operate under a Straight Line Management structure, providing accountability and expertise for each job. Each project manager maintains responsibility to see his project through successful completion. **VA Contractor License # 2701 003930A, Class A**

Enteros Design | architect
Enteros Design, PC will provide the architectural services for the new Municipal Building. The firm's leadership offers extensive experience on large and small projects in 8 states and the District of Columbia. The scope of Enteros Design's services includes feasibility studies, schematic design, design development, specification development, project budgeting, master planning, programming, design, construction documents, construction administration, and post construction services. The leadership of Enteros Design has developed an expertise in institutional and government facilities. The firm also has extensive experience with historic adaptive reuse and tax credit projects. As architect for the project, Enteros Design will lead the working drawings and specification effort for the team. **APELSCIDLA 0405001849**

Timmons Group | civil and landscape architecture
Timmons Group will provide civil engineering, landscape architecture, and survey services. Founded in 1953, Timmons is a well-established firm with hundreds of projects successfully completed in the Commonwealth. Decades of experience allow them to lead the industry with an unwavering commitment to forward thinking.
APELSCIDLA 0405000456

Dunbar Milby Williams Pittman & Vaughan | structural
Dunbar Milby Williams Pittman and Vaughan will fulfill the role of structural engineer for the PPEA project. The staff is comprised of seventeen registered structural engineers, two graduate engineers, three structural engineering draftsmen, and four administrative personnel. The firm has extensive experience with institutional design and understands the unique structural conditions found in public buildings. The firm has also completed many historic building renovation projects, and they are familiar with minimizing the impact of a renovation on an historic structure.
APELSCIDLA 0413000176

HC Yu | mechanical, electrical, plumbing
HC Yu Building Engineered Systems will provide MEP engineering services for the Emporia's new municipal building. HC Yu is a multidisciplinary, Richmond, VA based, consulting engineering firm providing a wide range professional engineering services including mechanical, electrical, plumbing, life safety, telecomm, security, central utility, energy conservation and commissioning. HC Yu has been providing MEP design services throughout Virginia for 35 years. The firm has extensive experience on designing innovative and complex systems for new and historic buildings.
APELSCIDLA 0407002663

Communications Specialists, Inc. | security
Communications Specialists, Inc. (CSI) was started in June of 1986 with three employees providing commercial sound services and equipment. Twenty-four (24) years later CSI is a SWaM Certified, full service electronic systems integration firm serving Central Virginia. More than 50 employees help to support over $11 million in annual sales. CSI has been serving the Central Virginia marketplace with honesty and integrity for over two decades.
DCJS# 11-2588

Hush Acoustics | acoustics
Hush Acoustics, LLC was founded in 2006 by Gary Ehrlich to provide acoustical consulting services for architects, interior designers, engineers, builders, developers, lawyers, contractors, and hotels in the areas of architectural acoustics and environmental noise. Mr. Ehrlich has completed Acoustical Engineering projects for state and federal clients, including the US Supreme Court.

Williams Mullen | financing consultant
Williams Mullen will assist the team as the PPEA Attorney. Williams Mullen attorneys have exceptional experience in working with businesses and governmental entities seeking public-private partnering arrangements. The firm has assisted partnership efforts to create public transportation facilities, schools, correctional facilities, parking facilities, office buildings, luxury hotels, entertainment and athletic complexes, public parks and golf courses, among others. In Virginia, the firm has been extensively involved in dozens of proposals under the PPEA and the PPTA.

KEY PERSONNEL

Kenbridge Construction
Emory Hodges, Project Executive

Brandon Spencer, Pre-Construction Coordinator/ Construction Project Manager

Tom Wopperer, Superintendant

John Mahaney, LEED Coordinator/Safety Coordinator

Enteros Design
Gil Entzminger, AIA, LEED AP, Principal Architect

Scott Wheeler, LEED AP, Project Manager

Thomas Freeman, Designer

Britta Bielak, Interior Designer

Timmons Group
Bruce McCloy, PE, Civil Engineer

Derrick Johnson, PE, Civil Engineer

Neal Beasley, VCH, Landscape Architecture

Dunbar Milby Williams Pittman & Vaughan
Jeff Davis, PE, SECB, Structural Engineer

HC Yu
Keith Dignan, PE, Electrical Engineer

Eric Haley, PE, Mechanical Engineer

Jaideep Karnik, PE. Project Manager

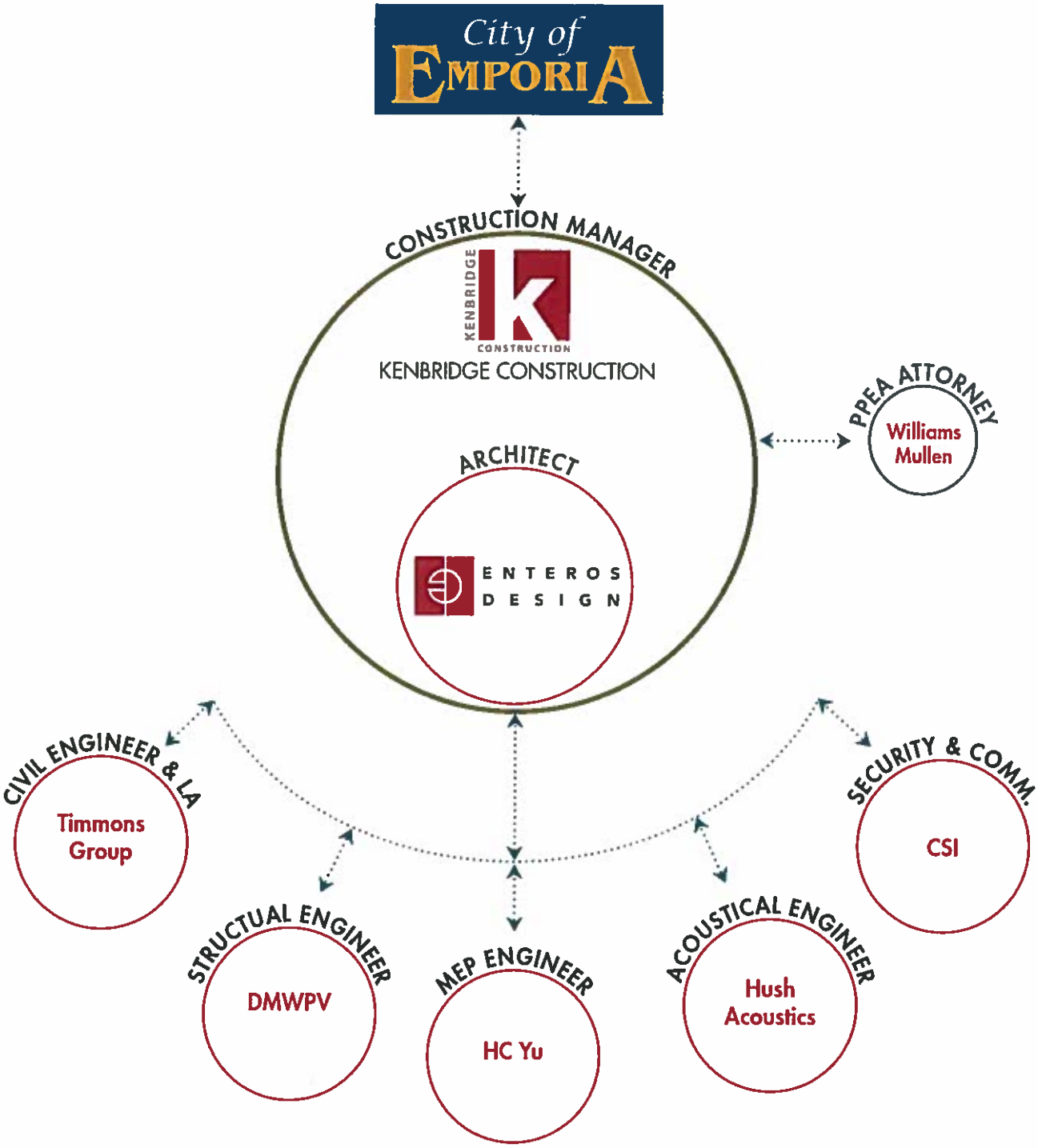
CSI
Ronald G. Pusey, President/CEO

Kirk Bowling, Chief Engineer

Hush Acoustics
Gary Ehrlich, Acoustical Engineer

Williams Mullen
Bill Axselle

Alexander Graham


City of EMPORIA
CONSTRUCTION MANAGER
KENBRIDGE CONSTRUCTION
ARCHITECT
ENTEROS DESIGN
PPEA ATTORNEY
Williams Mullen
CIVIL ENGINEER & LA
Timmons Group
STRUCTUAL ENGINEER
DMWPV
MEP ENGINEER
HC Yu
ACOUSTICAL ENGINEER
Hush Acoustics
SECURITY & COMM.
CSI

1.b) *Describe the experience of the private entity making the proposal and the key principals involved in the proposed project including experience with projects of comparable size and complexity, including prior experience bringing similar projects to completion on budget and in compliance with design, land use, service and other standards. Describe the length of time in business, business experience, public sector experience, and other engagements of the private entity. Describe the past safety performance record and current safety capabilities of the private entity. Describe the past technical performance history on recent projects of comparable size and complexity, including disclosure of any legal claims by or against the private entity. Include the identity of any private entity that will provide design, construction and completion guarantees and warranties and a description of such guarantees and warranties.*

Contractor Overview

KENBRIDGE CONSTRUCTION

BUILDING REPUTATION SINCE 1948

Kenbridge Construction Company, Incorporated was founded in 1948, in Kenbridge, VA by Roland Walker and George B. Clarke III, as a construction and building supply company. Since then, our commitment to excellence has grown the company into one of the leading construction companies in Virginia. We offer a wide range of construction services, and our diversity has allowed us to expand into many different types of construction. Throughout our growth, Kenbridge has been able to maintain the family and community oriented values established by the original founders.

Kenbridge Construction Company provides experience in most types of construction. Our project list includes new construction and renovations of banks, courthouses, churches, department stores, government facilities, healthcare, hotels, parking decks, prisons, schools, senior living, shopping centers, and warehouses. We offer typical Design-Bid-Build, Design-Build, and Construction Management services, as well as pre-construction services, from preliminary budgeting and conceptual estimating to design input and project scheduling.

We pride ourselves on the fact that we have very little turn-over in staff. The average management experience of our project management staff is nearly 20 years. Our management philosophy is to involve the project manager early in the projects, whether it be helping to estimate a hard-bid job or helping to develop a budget for a negotiated project. This enables the owner to establish a relationship with one point of contact at Kenbridge that will see the project through to a successful completion.

Kenbridge is a financially solid company. Even in today's market, we have maintained a $150,000,000 bonding capacity, and we have an outstanding track record with our bank. Kenbridge has successfully completed over $700,000,000 in contracts over the last 10 years. Kenbridge Construction has not defaulted on any projects, and we have provided a performance and payment bond to guarantee completion of the work. All industry standard warranties and manufacturers' guarantees will be provided for the project.

With over 60 years in the construction business, Kenbridge is recognized as a strong, steady, familiar company to do business with. We have well-established relationships with area subcontractors and suppliers. Our staff is committed and experienced. Our history and reputation prove that Kenbridge is a company that an owner can trust.

Municipal Projects

Farmville Municipal Building, Farmville, VA
$6,220,426

Prince George Admin. Offices, Prince George, VA
$7,762,400

Colonial Heights Courthouse, Colonial Heights, VA
$15,802,325

Charlottesville J&DR Court, Charlottesville, VA
$12,358,065

Culpeper Multi-Modal Transit Facility, Culpeper, VA
$2,4484,312

Sussex Commonwealth Attorney, Sussex, VA
$999,750

Manchester Courthouse, Richmond, VA
$15,039,600

Young Laine Courts Building, Isle of Wight, VA
$10,577,000

Southside Community Services, Clarksville, VA
$2,661,000

Emory M. Hodges
President

Highlights
* Over 18 years experience in commercial construction with Kenbridge Construction Company
* Past President (2005) of Association of General Contractors (AGC), Richmond District
*Personally Licensed Class A Contractor Since 1997
* Past Vice President of Kenbridge Construction from 1997-2009

Responsibilities
President
*Oversee all day to day company operations to ensure production efficiency, quality,service and cost effective management or resources
* Management, acquisition, and maintenance of company fleet and equipment
* Direct company planning and policy-making committees

Project Manager
*Estimate and prepare bids and quantity take offs
* Coordinate and execute all contract documents
* Select suppliers and subcontractors to award contracts
*Originate, monitor, and maintain schedules
* Direct and supervise project superintendents
*Establish cost controls and reporting of costs
*Originate and maintain payment schedules with the owner, subcontractors, and suppliers
* Ensure project completion on or before schedule, at or under budget, at a level consistent with individual project standards

Education
Virginia Tech
Bachelor of Science in Building Construction, 1995

Previous Employment
Teel & Duncan General Contractors
*Carpenter, 1994-1995

Kenbridge Construction Company
*Superintendent, 1993

James Garrison
*Home Builder, 1989-1991

Kenbridge Construction Company
*Laborer/Carpenter's Assistant, Summers 1986-1987

KENBRIDGE CONSTRUCTION

Emory M. Hodges

Community Involvement

*Assistant Cheif and EMT, Kenbridge Volunteer Fire Department
*Usher and Trustee for Kenbridge United Methodist Church (UMC)
*UMC Building Review Board- Farmville District
*Kenbridge Town Council Member- Vice Mayor
* Member Architectural Review Board for Kenbridge Historical District

Current Projects

Boyd Chevy	Emporia, VA	$5,339,270

Previous Projects

Albemarle 2015 Renovations	Charlottesville, VA	$ 425,000
Boyd Chevy	Henderson, NC	$ 25,000
Boyd Honda	South Hill, VA	$3,132,874
Orange County Middle School	Locust Grove, VA	$30,407,000
Juvenile & Domestic Relations Court	Charlottesville, VA	$12,343,000
Center Pointe Middle School	Midlothian, VA	$28,601,000
Benchmark Community Bank	Kenbridge, VA	$ 1,000,000
Tabernacle Baptist Church	Petersburg, VA	$ 2,955,000
Norfolk Airport Hilton	Norfolk, VA	$ 1,281,000
Rappahannock Community College	Saluda, VA	$ 861,000
Living Hope Lutheran Church	Midlothian, VA	$ 1,281,000
Benchmark Community Bank	Kenbridge, VA	$ 774,000
Monticello High School Addition	Charlottesville, VA	$ 3,225,000
Prince George Christian Church	Prince George, VA	$ 790,000
St. Mark's United Methodist Church	Midlothian, VA	$ 2,472,000
Kenbridge Emergency Squad	Kenbridge, VA	$ 324,000
Mt. Hermon Baptist Church	Moseley, VA	$ 1,048,000
Winetrpock Fire Station # 19	Chesterfield, VA	$ 2,205,000
Peebles Dept. Store	Warrenton, VA	$ 635,000
Chesterfield Courts Building	Chesterfield, VA	$ 1,800,000
Chesterfield Baptist Church	Chesterfield, VA	$ 792,000
Southside Community Hospital	Farmville, VA	$ 5,375,000
Brumfield Elementary School	Warranton, VA	$ 7,287,000
Mount Pleasant Baptist Church	Colonial Heights, VA	$ 3,961,000
Monticello High School	Charlottesville, VA	$25,400,000
Randolph Elementary School	Goochland, VA	$ 2,452,000
Bryd Elementary School	Goochland, VA	$ 2,749,000
Richmond International Airport	Richmond, VA	$ 3,159,000
Benchmark Community Bank	Crewe, VA	$ 337,000
Southside Electric Cooperative	Crewe, VA	$ 1,417,000
TKL Warehouse Addition	Oilville, VA	$ 281,000

Brandon D. Spencer
Project Manager

Highlights
* Over 14 years experience in commercial construction with Kenbridge Construction Company
* LEED (Leadership in Energy and Environmental Design) Accredited Professional

Responsibilities
* Estimate and prepare bids and quantity takeoffs
* Coordinate and execute all contract documents
* Select suppliers and subcontractors to award contracts
* Originate, monitor, and maintain schedules
* Direct and supervise project superintendents
* Establish cost controls and reporting of costs
* Originate and maintain payment schedules with the owner, subcontractors, and suppliers
* Ensure project completion on or before schedule, at or under budget, at a level consistent with individual project standards

Education
University of Virginia
Bachelor of Science in Civil Engineering, 1998

Community Involvement
* Kenbridge Fire Department-Treasurer
* Lunenburg Country Club- Board Member

Current Projects

Seminole Trail Fire Station	Charlottesville, VA	$3,001,754
SVCC-Student Services Building	Keysville, VA	$9,642,070
CMH-AP LAB	South Hill, VA	$1,618,511

Previous Projects

Stafford Elementary School	Stafford, VA	$8,804,005
Benchmark Bank- Clarksville	Clarksville, VA	$1,599,000
Falmouth Elementary School	Stafford, VA	$8,971,207
High Street United Methodist Church	Franklin, VA	$8,662,000
Varina Elementary School	Henrico, VA	$5,570,000
Benchmark Bank--South Hill Branch	South Hill, VA	$1,584,000
ICE	Farmville, VA	$8,664,825
Manchester Courts Addition and Renovations	Richmond, VA	$15,040,000
Community Memorial Hospital Rehab Center	South Hill, VA	$3,931,000
Riverside Regional Jail	Hopewell, VA	$10,117,000
Farmville Municipal Building	Farmville, VA	$5,969,000
Twin Hickory Area Library	Henrico, VA	$7,779,000
Kenbridge Revitalization Phase II	Kenbridge, VA	$40,000
Piedmont Regional Jail	Farmville, VA	$787,000

KENBRIDGE CONSTRUCTION

Brandon Spencer

Previous Projects (continued)

Park Plaza at Belvidere	Richmond, VA	$10,347,000
Stonewall Jackson Middle School	Ashland, VA	$1,618,000
Kenbridge Revitalization Phase I	Kenbridge, VA	$97,000
Lunenburg Middle School	Victoria, VA	$8,907,000
Amelia Middle School Additions and Renovations	Amelia, VA	$3,460,000
Food Lion Store #681	Ashland, VA	$1,176,000
I-85 Rest Stop	Norlina, NC	$684,000
Chesterfield Juvenile Detention Facility	Chesterfield, VA	$12,390,000
Food Lion Store #474	Lawrenceville, VA	$1,344,000
Lawrenceville Water Treatment Plant	Brunswick, VA	$1,518,000
Victoria United Methodist Church	Victoria, VA	$72,000
Wayne's Outdoor Power Equipment	Burkeville, VA	$200,000
Piedmont Regional Education Facility	Charlottesville, VA	$2,643,000

John B. Mahaney, Jr.
Safety Coordinator/LEED Coordinator

Highlights
* Over 13 years experience in commercial construction with Kenbridge Construction Company
* LEED (Leadership in Energy and Environmental Design) Accredited Professional BD + C
* OSHA Certified

Responsibilities
* Originate and monitor all job site safety protocols
* Perform routine safety inspections on site
* Review OSHA policy updates and implement changes as required
* Coordinate and maintain safety training for all employees
* Track all LEED requirements as dictated by individual project standards
* Maintain all LEED reporting and documentation
* Monitor and implement changes in LEED requirements and methods

Education
Virginia Tech
Bachelor of Science in Building Construction, 1997

Previous Employment
Kenbridge Construction Company
Summer Internships, 1994-1997, Assistant Project Manager, Carpenter's Assistant, Laborer

Previous Projects (functioning as project manager)

Albemarle High School Additions and Renovations	Charlottesville, VA	$9,177,000
Ammunition Igloos--Fort Pickett	Blackstone, VA	$2,098,000
Chester United Methodist Church	Chester, VA	$2,081,000
Culpeper Multi-Modal Transit Facility	Culpeper, VA	$1,829,000
Virginia Pediatrics	Colonial Heights, VA	$316,000
Southern Textile Laundry Facility	South Hill, VA	$3,599,000
VDOT Headquarters Addition	Culpeper, VA	$4,100,000
Orange County High School Addition and Renovations	Orange, VA	$11,900,000
Central Shenandoah Criminal Justice Training Academy	Weyers Cave, VA	$5,975,000
Fluvanna Public Safety Building	Palmyra, VA	$2,100,000
Waldorf Adult Care Facility	Waldorf, MD	$2,137,000
Central Virginia Regional Jail Addition	Orange, VA	$5,007,000
Lunenburg Health Center	Victoria, VA	$1,437,000
Blue Ridge Juvenile Detention Center	Charlottesville, VA	$7,105,000
Ridge Baptist Church	Richmond, VA	$931,000
Glen Lea Elementary School Addition and Renovations	Richmond, VA	$3,660,000

Current Projects As LEED Coordinator

Colonial Heights Courthouse	Colonial Heights, VA	$15,802,325
Central Virginia Training Center	Madison Heights, VA	$3,772,150
SVCC Student Services Building	Keysville, VA	$9,642,070

Previous Projects As LEED Coordinator

Administration Building for DBVI	Richmond, VA	$3.757,000
Albemarle High School	Charlottesville, VA	$9,495,673
Churchland Primary Additions & Renovations	Portsmouth, VA	$5,430,000
Young Laine Courts Building	Isle of Wight, VA	$10,577,000

Tom Wopperer
Superintendent

Highlights
* Over 36 years experience in construction

Responsibilities
* Administer the coordination and scheduling of all work
* Maintain project quality control
* Maintain project schedule
* Hire and supervise general contractor's labor forces
* Influence and guide subcontractor, architectural, and owner relationships

Previous Employment
Marshall Erdman & Associates
Senior Superintendent, 2000-2007

MSA Construction Services, inc.
General Superintendent/Construction Manager, 1997-2000

Concept Construction Corporation
General Superintendent, 1974-1997

United States Army
Honorably Discharged, 1970-1974

Current Project		
Carter Machinery	LaCrosse, VA	$1,965,000
Varina Area Library	Henrico, VA	$15,100,000

Previous Projects		
Colonial Heights Courthouse	Colonial Heights, VA	$15,802,325
Abingdon Skilled Nursing Facility	Abingdon, VA	$5,745,130
Clover Hill High School	Chesterfield, VA	$56,355,456

Safety Record

EMR Record

KCC is dedicated to maintaining a safe and secure work space. In 2013, our EMR number jumped due to a single injury. This incident was removed from our record this year, and at 0.79, we expect to retain this level. To illustrate our commitment to safety, we have included an initial safety plan in this proposal. Please find the illustrated plan in the Project Characteristics section.

2014-2015	0.79
2013-2014	1.03
2012-2013	0.99
2011-2012	0.77
2010-2011	0.76
2009-2010	0.84

Legal Issues

Suits Pending

KCC currently has no suits pending

Suits/Arbitration Within the Last 5 Years

Kenbridge Construction Co., Inc. v. Merkley Mechanical Associates, LLC (Durham, North Carolina)

On March 7, 2011, Kenbridge Construction Company filed suite against Merkely Mechanical Associates, LLC, for breach of contract on the Julian S. Carr School project located in Durham, North Carolina. This claim against Merkley was for non-completion of their contract work and for non-payment to subcontractor and suppliers that furnished materials on this project. Merkley filed for bankruptcy protection and Kenbridge Construction Company was awarded a judgment that is currently noncollectable.

Southern Piping Company v. Britt Plumbing, Inc., Kenbridge Construction Co., Inc., and Travelers Casualty and Surety Company of America (Martin County, North Carolina)

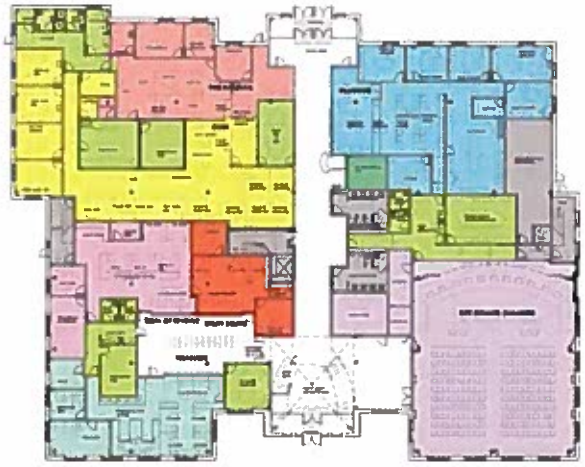
In November 2013, Southern Piping of Wilson, NC filed claim against Britt Plumbing, Inc., Kenbridge Construction Co., and Traveler;s Casualty ans Surety Company of American in the Claim. ***This case was dismissed.***

For additional information regarding the above listed claims or any other legal issues, please contact Emory Hodges, President of Kenbridge Construction directly.

Municipal Building Expertise

Public municipal building design requires experience and expertise by both the design and construction team to be able to integrate an effective and safe environment for the interface between the public, city staff, and government officials. The design should facilitate efficient delivery of services to the public, effective and organized flow of staff spaces, and an inviting yet secure environment for the public, staff, and government officials. This interface requires a sophisticated approach to make sure that some basic design objectives are understood and implemented during construction. These include, but are not limited to the following Municipal Building Design Objectives:

Delivery of Public Services:
One of the main functions of a municipal building is the delivery of services to the public. Whether a citizen is visiting the building to pay a bill, obtain a business license, submit a building permit, or visit an elected official, the building needs to be designed to have intuitive flow where the public clearly understands where to go to receive assistance. The building layout needs to place the most commonly accessed services on the ground floor near the public entrance with visible connection to the staff providing the specific Services. The Kenbridge Team understands the importance of providing services to the public, and we will help Emporia design a building which will streamline the process for both the public and staff.



Adjacency:
Creating an intuitive and efficient design for the delivery of public services depends heavily on adjacencies. Locating departments which provide related services or require frequent staff interaction adjacent to one another is critical to efficient flow of services. These adjacencies will allow the public to easily connect to services in a logical sequence. These adjacencies also allow staff to connect to one another and access their work resources in an efficient manner with fewer steps.

Circulation: (3 separate circulation zones)
Although the building needs to be open and accessible to the public, there are typically three different levels of access permitted to users of the facility:

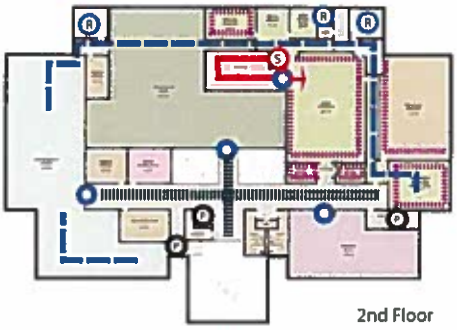
Public circulation is open and accessible to all citizens and requires good observation and visibility where corridors should generally be avoided.

Restricted circulation has a controlled interior entry and has limited access to the public. These areas typically are behind public service counters in open work areas or conferences rooms where the public must be invited to enter. These areas are generally open and easily observable with limited corridors.

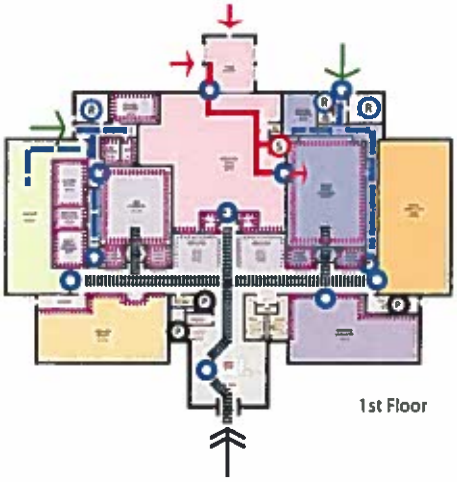
Private circulation is intended for administrative level offices of department directors, city administrators, or elected officials. These offices are often accessed off of a corridor or open work area. The public must be invited and usually escorted to enter into these areas.

MUNICIPAL BUILDING EXPERTISE (CONTINUED)

Security:



2nd Floor



1st Floor

Access / Circulation Legend:

- Restricted Vertical Circulation
- Secure Vertical Circulation
- Public Vertical Circulation
- Circulation Access Control Point
- Restricted Access/Access Control
- Public Circulation
- Restricted Circulation
- Secure Circulation
- Acoustic Isolation
- Secure Access: Prisoner/Security Staff
- Screened Public Access

Security must be a priority throughout the design and construction process with careful integration of building system controls, such as for fire-safety, communications, technology, and HVAC systems.

Building components and circulation require varying degrees of security and these must all be coordinated for both departmental operation and single central point of control.

Optimal building security is a fine balance between architectural solutions; allocation of security personnel; and installation of security systems and electronic equipment (such as door access control and monitoring, CCTV video surveillance and digital recording). Architectural solutions may include open design for observation and visibility, location of windows, use of blast or ballistic rated materials, and wall construction details. The Kenbridge Team will work with the City of Emporia to define the appropriate level of security for the building.

Barrier Free Access:

All areas must be handicapped accessible and meet the requirements of the ADA guidelines.

Mechanical / Electrical Systems:

These should be flexible, multi-zoned systems with state-of-the-art controls and energy efficiency features.

All offices areas, meeting rooms, and work areas should have appropriate zones with individual HVAC controls, monitored from a central Building Automation System (BAS).

To control noise during all modes of operation, the systems must be provided with one or more of the following: sound traps and acoustical lining in duct work, low-velocity, low-static-pressure fan systems, and/or special low-noise diffusers.

Electrical design should anticipate future requirements and expansion for video and audio systems; electric data processing, retrieval, and display; electronic security systems; and new generations of sophisticated office equipment.

MUNICIPAL BUILDING EXPERTISE (CONTINUED)

Acoustics:

Provide for both speech intelligibility and privacy. The design should include special attention to the room finishes for their acoustic properties and making sure that the mechanical systems do not add unwarranted noise. The large public assembly auditorium and sensitive conference rooms should all be designed for a high level acoustical quality and sound isolation. The auditorium and large multi-purpose rooms should be equipped with a sound reinforcement system.

Technology:

- Take advantage of available technology to assist in the management of the delivery of public services, records management, and communications.
- Technology systems may include Building Automation Systems, digital signage and directories, interactive digital kiosks, audio/visual systems, and interactive Smartboard displays.
- Technology systems will require sophisticated integration and networking.
- Installation of cabling systems for communications and networking, as well as future upgrades and future technology installations.
- Installation of power surge protection and uninterrupted power supply

Emerging Issues

In recent years, municipal governments have experienced challenges caused by increasing demands on public budgets and shrinking public funds. To address these challenges new municipal buildings must be designed to deliver services more cost effectively and allow staff to be more efficient. The building must be tight and efficient to maximize the available square footage with limited construction funds. Efficiency can be achieved partly through designing easy access and connection to public services and staff work resources. It can also be improved by the use of technology. This technology can include digital information signage and directories, interactive digital kiosks for self-serve public assistance, electronic document access and storage, and online delivery of services. The Kenbridge Team understands these challenges and trends and we can help the City of Emporia address and implement the appropriate plan.

Construction

The critical requirements found in municipal building design extend to critical coordination and management in construction. The technology, security, electrical, mechanical, and audio/visual systems must be integrated in the submittal and construction process. Integration issues may include installation of conduits for security and access control systems, interface of security systems with other electrical and mechanical systems, and maintaining high quality of construction standards to ensure visual and functional performance of all building systems. Kenbridge construction has the expertise to make sure all of the courthouse design requirements are implemented and integrated throughout the project.

Project Highlights

Farmville Municipal Building,
Farmville, VA

Completed in July 2007, the Farmville Municipal Building was built by Kenbridge to house multiple aspects of local government in one central location. The three story building features 31,000 sf of space. The first floor was constructed to house the Farmville Police Department. The second floor comprises the offices of many of the town officials, as well as a large lobby area. Construction of the third floor included meeting room spaces, and emergency operations center, and the emergency services dispatch office.

Prince George County Administration,
Prince George, VA

The 75,425 square foot Prince George County Office Building project began on October 21, 2002. Th e project included the three story building itself, along with site work construction such as a new road and on site parking for 158 vehicles. Also included in the scope of the project was the construction of a storm management basin and associated storm water drainage piping.

Colonial Heights Courthouse,
Colonial Heights, VA

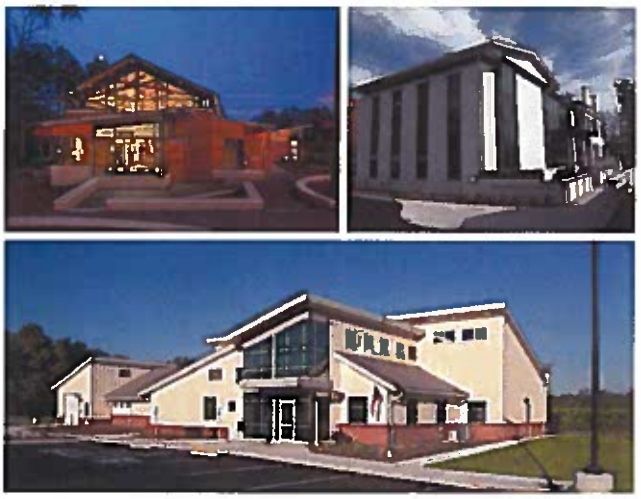
This new two-story 57,000sf courthouse project was constructed on an existing site. The project was constructed according to the LEED Silver Certification. The project involved all construction, site work, landscaping, utilities, and equipment required for completion. The exterior wall construction consisted of face brick veneer cavity walls backed up with a continuous sprayed polyurethane foam air barrier system over gypsum sheathing and cold formed steel framing. Interior partitions were primarily constructed of gypsum wall board attached to cold formed steel framing. The roof was constructed using a single ply roofing system. The roof also had a roof equipment well installed to provide an area to locate large rooftop mechanical equipment.

Colonial Theater,
South Hill, VA

The restoration of the 1927 three story 12,198 SF Broadway theater included refurbishing pressed tin ceilings, ceramic tile floors, wood paneling in vestibule and lobby, refurbishing the original metal seats in the theater. The roof was replaced with a metal roof of similar design as the original one, the building included the construction of the Marquee sign, a green room, meeting room and office in the front of the theater.

Architect Overview

ENTEROS DESIGN



About the Firm

Enteros Design, PC is a full service architecture firm dedicated to providing high quality professional service to its clients. We strive to build a partnership with our clients throughout the design and construction process so that we understand their program, budget, and design goals, and so that we provide the best possible professional services to meet those needs. Our goal is to maintain this active partnership with our clients from the project's earliest conception to its final construction, and into the next project.

Design Philosophy

On all of our projects, new construction or renovation, Enteros Design works to achieve design excellence. The result of our work should be appropriate to its context and the environment, true to its materials and character, and expressive of its time and function. The firm's name is derived from the prefix ENT- (to put into or within) and the words Expression, Rhythm, Order, and Structure. Enteros Design strives to put into design all of these characteristics. When these goals are accomplished, we hope to increase human interaction and emotional experience within the built environment.

QUICK STATS
- YEARS IN BUSINESS: 12 years
- STAFF: 7
- Located Old Towne Petersburg
- 2 LEED APs on staff
- APELSCIDLA 0405001849
- **We are SWAM certified SBE**

CONTACT
Gil W. Entzminger, AIA, LEED AP
314 Exchange Alley
Suite A
Petersburg, VA 23803
804.861.1200 P
804.861.1253 F
gil@enterosdesign.com

Institutional Experience

Enteros Design has developed an in-depth portfolio relating to cultural and institutional projects for cities, counties, foundations, and private entities throughout Virginia. We have recently performed work for the cities of Petersburg and Colonial Heights, the counties of Prince George, Charles City, and Brunswick, and the town of La Crosse. Other project locations include Disputanta, Chesterfield, the City of Richmond, and Richard Bland College

The firm's leadership offers extensive experience on government, public safety, and criminal justice projects for municipal clients. Our project experience includes city halls, county administrative buildings, libraries, public safety buildings, police headquarters, and emergency response stations. The scope of our services includes feasibility studies, schematic design, design development, specification development, project budgeting, master planning, programming, design, construction documents, construction administration, and post construction services.

Pre-Construction

The Construction Documents for a project need to clearly translate the goals and objectives of the design to the Contractor. Enteros Design takes pride in its ability to assemble detailed construction documents to efficiently relay the project information to the Contractor. **Our clients have said that our documents typically provide much more detailed information than our competitors.** Throughout the process, a specific project check list will be used to verify that the required information has been included in the Construction Documents.

Staff Municipal Experience

Enteros Design and its key project staff involved with Emporia's new municipal building have extensive experience on complex institutional projects, public safety buildings, and criminal justice facilities. The firm compliments the experience of Kenbridge Construction, and adds design and construction documents expertise. The firm's detailed knowledge of municipal facility layout, security requirements, access control, abuse and attack resistance, and systems integration as outlined in the Municipal Building Expertise section of this proposal provides the experience needed to complete the working drawings for this project. Enteros Design has completed design and construction drawings on complex institutional projects involving highly detailed exterior and interior designs, including the new Petersburg Library and the Colonial Heights Courthouse.

Scott Wheeler, Project Manager at Enteros Design, brings extensive experience in institutional and municipal projects to the team. In addition to numerous large scale institutional, education, and higher education projects, he recently completed preliminary design for the new Petersburg City Hall, and design and construction documents for the new Colonial Heights Courthouse. Scott was the team leader in charge of the production of design and working drawings for the Rockbridge County Courthouse while working with BCWH Architects on the BCWH project team. He is very detail oriented and meticulous with the production of architectural drawings. He has a thorough understanding of municipal design, security issues, and systems integration on complex buildings. Scott Wheeler will be the production team leader on this project.

Petersburg City Hall, Petersburg, Virginia

Principal Architect Gil Entzminger brings 20 years of experience to the team. Prior to founding Enteros Design, Gil was a project architect with global architecture firm HOK. While there, Gil gained an expertise in working with large scale public safety projects including correctional facilities, police stations, and fire stations. The list below represents a few of the projects Gil completed while with HOK.

Baltimore City Police Headquarters

Baltimore, MD
Renovation and expansion of the main downtown police headquarters, forensics labs, operations rooms, holding rooms, and offices

Mecklenberg County Work Release Center

Charlotte, NC
New facility for housing, classrooms, dining areas, and offices for the downtown work release center

Virginia Women's Institute

Fluvanna, VA
Multi-building campus facility with medical, dining, housing, and training facilities; joint venture with Moseley Architects

Morris County Detention Center

Morris, NJ
Designer for the regional jail's housing, classrooms, operation rooms, and offices

Baltimore County Detention Center

Towson, MD
Housing, recreation, medical, booking for the County's jail facility

Fairfax County Jail

Fairfax, VA
Multi-purpose, operations, and offices

Municipal & Institutional Experience

Enteros Design has the experience to deal with large and complex institutional programs. These projects demand efficiency, complex adjacencies and separations, and multiple mixed use occupancies.

Petersburg City Hall
Petersburg, VA
Enteros Design worked with the City of Petersburg on a Space Needs Assessment and Site Analysis for a new City Hall building. The new building will consolidate several of the City's offices into a single location. Enteros Design interviewed 16 different departments to gather a complete understanding of what was needed and by whom. Each department has unique needs for technology, public safety, security, parking, and adjacencies.

We created basic plans to showcase the pros and cons of each of four sites. Multiple site plans were developed to show the new building with and without a parking deck.

Cameron Foundation
Petersburg, VA
The project was an adaptive reuse of a 5,000 sf historic home and two story 5,000 addition for the new Cameron Foundation offices and headquarters. The addition is designed to be compatible with the existing historic architecture, while clearly expressing a contemporary vision.

Petersburg Public Library
Petersburg, VA
The new 42,000 GSF library has a monumental civic scale to be compatible with the adjacent historic churches. Large windows and a glass atrium space in the heart of the building allow natural light to fill the interior during the day, and lit at night from within to encourage views into the building from the exterior.

The library integrates cutting edge technology and creates an environment for education, cultural enhancement, and entertainment for future generations. The plan includes a café, gallery, extensive meeting space, study rooms, extensive public computers, a computer training lab, and separate uniquely designed children and young adults spaces.

Colonial Heights Courthouse

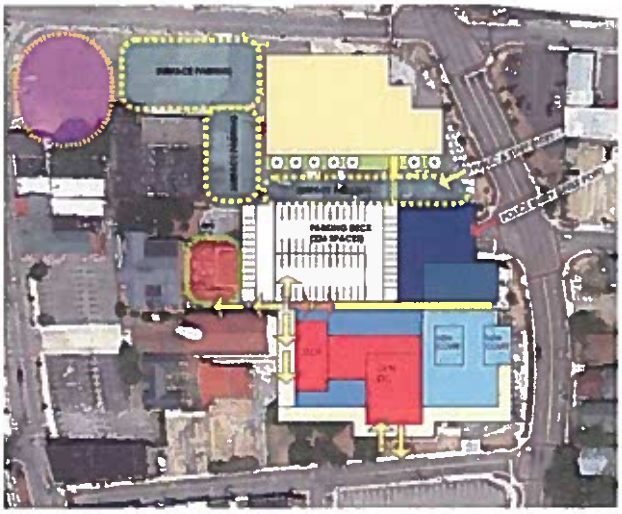
Colonial Heights, VA
Enteros worked with the City's Building Committee and City Council to develop all of the interior design, including all finishes and color selections. In addition to coordinating the design, Enteros Design has managed the project budget and developed an aggressive schedule to meet the City's goals. This process included a week long "Value Engineering Workshop" where all aspects of the project design were evaluated for cost efficiency resulting in $400,000 to $500,000 in savings.

Experience *(continued)*

Brunswick County Courthouse
Lawrenceville, VA
Enteros Design carried out a feasibility study for Brunswick County to determine the capacity of the existing historic courthouse to accommodate county offices. The study included a detailed analysis of the architectural, structural, mechanical, electrical, and plumbing requirements to renovate the building for modern use. Conceptual floor plans were provided and a cost estimate defined the potential construction cost.

Town Hall & Visitor Center
La Crosse, VA
The Town of La Crosse hired Enteros Design to provide architectural services to convert the historic railroad hotel into a multi-use facility to include the Town Hall, public meeting space, a visitor's center, and a trail head for the Tobacco Heritage Trail. The project funding process required review and approval by the Virginia Department of Historic Resources and VDOT. Enteros Design met the guidelines of the Secretary of the Interior's Standards for Rehabilitation.

Prince George Public Library
Prince George, VA
Enteros Design worked with county and library staff, and county residents to program and design a new one story, 12,000 sf branch library. The library building includes age defined reading spaces as well as a cafe, meeting rooms, and outdoor activity terraces.



Petersburg Public Safety Building Study
Petersburg, VA
As a supplement to our City Hall Study, Enteros Design was contracted to prepare a space needs assessment for the Petersburg Police Department. Through several interviews with police personnel, review of their department space list, and evaluation of the existing police facility, we compiled a detail space list and program summary. Using this programming study and information collected for Fire Administration, we developed two preliminary concepts for a new Public Safety Building.

Historic Renovation Experience

Enteros Design and the firm's principal have over 20 years of experience working with cities, counties, and private individuals on preservation and adaptive reuse of historic buildings in Virginia and nationally. This experience has included existing conditions assessments, feasibility studies, production of historic building drawings, stabilization reports, documentation of the restoration of historic building elements, and design and construction documents for the rehabilitation or adaptive reuse of historic buildings.

La Crosse Train Station
La Crosse, VA
• Renovation of historic train station to serve as the Town's administrative offices, visitor's center, and trailhead

Historic Brunswick Courthouse Study
Lawrenceville, VA
• Enteros Design prepared a detailed analysis of the Historic Brunswick County Courthouse to determine the condition of the existing structure. A plan and feasibility study were prepared to renovate the building for County offices.

Cameron Foundation Headquarters
Petersburg, VA
• Adaptive reuse of a 5,000 square foot historic home and two story 5,000 square foot addition for the new Cameron Foundation offices and headquarters.

Peter Jones Trading Post
Petersburg, VA
• Design and feasibility study for historic building reconstruction; included Phase I archaeological survey, history research, structural assessment, preliminary design drawings, and cost estimates

Historic Structures Survey*
Prince George's County, Maryland
• Survey included evaluation of architectural, structural, MEP, and site related features of 10 historic properties to determine required repairs and improvements.

Tabb Street Church
Petersburg, VA
• Enteros Design has been providing on call architectural services for 7 years to assist renovation, repair, and maintenance needs.

Hopkins Candy Factory*
Manassas, VA
• Conversion of a 1908 candy factory into a cultural arts center that includes exhibit space, classrooms, and a performing arts theater. The project also involved extensive restoration of the exterior facade.

Oxon Hill Manor*
Prince George's County, MD
• Adaptive reuse of historic structure into a banquet facility involved extensive restoration, code improvements, fire suppression, ADA compliance, HVAC, plumbing, and electrical upgrades. Plans were developed to use the second floor as a bed and breakfast. Oxon Hill Manor is listed on the National Register of Historic Places.

Adams-Wythe House Apartments
Petersburg, VA
• Renovation of mid-19th century residence into apartments. Enteros Design worked with DHR to receive approval for State and Federal tax credits

318-320 Washington Street
Petersburg, VA
• Exterior restoration scope of work, front facade redesign of a circa 1840's building

Dent Place Condominium*
Washington, DC
• Exterior building survey and facade restoration

16 West Old Street
Petersburg, VA
• Renovation of 1940's produce warehouse into Italian restaurant

Valley Vista Condominium*
Washington, DC
• High-rise condominium building with masonry, sandstone and limestone details had significant deterioration as a result of weather exposure. The restoration required masonry repointing, stone patching and crack repair, and window replacement

Historic Renovation Experience (continued)

2029 Connecticut Avenue*
Washington, DC
• The brick and terra cotta facades of the renaissance style historic building required extensive restoration. A comprehensive study was prepared to define the areas requiring restoration. From the study, detailed drawings and specifications were prepared.

560 High Street
Petersburg, VA
• Exterior restoration and renovation of a residential duplex; Enteros Design prepared historic tax credit applications for approval through DHR

124 West Bank Street
Petersburg, VA
• Interior renovation for retail gourmet grocery, and adaptive reuse for second floor apartment

311 High Street
Petersburg, VA
• Office and studio expansion of a historic kitchen building

125 North Market Street
Petersburg, VA
• Late 19th century tobacco warehouse to be renovated as lofts; Enteros Design prepared historic tax credit applications

1211 Wisconsin Avenue*
Washington, DC
• Adaptive reuse of an old Georgetown restaurant into an upscale clothing boutique. Attention was placed on creating a facade that was compatible with the surrounding historic architecture while also providing a contemporary image.

118 West Bank Street
Petersburg, VA
• Adaptive reuse for two apartments on the second and third floors

Tuckahoe Condominium
Richmond, VA
• Exterior facade restoration scope of work and phasing plan

Mt. Brilliant Farm*
Lexington, KY
• Adaptive reuse of 19th century cattle barn for use as 6 bedroom guest house retreat

Seaboard Millwork
Petersburg, VA
• Renovation of a 19th century storefront as a kitchen showroom, second floor office renovations; Enteros Design received approval from DHR for historic tax credits.

1332 Vermont Avenue
Washington, DC
• Historic Townhouse interior restoration and addition in Logan Circle Historic District

St. Joseph's Church
Petersburg, VA
• Rehabilitation of historic church to include bell tower repairs, structural reinforcement of floor, and new lighting

314 Exchange Alley
Petersburg, VA
• Adaptive reuse of early 19th century industrial building for office space and residential unit; received DHR approval for tax credits.

Petersburg Area Art League
Petersburg, VA
• Feasibility study and schematic design for the renovation of the unoccupied 4,550 square foot second story of a 19th century historic building for new classrooms and art studios

Gil W. Entzminger

AIA | LEED AP | PRESIDENT

As founder and president of Enteros Design, Gil Entzminger is director of architectural design and the senior principal in charge of firm operations. In addition to overseeing the operation and design direction of the firm, Mr. Entzminger builds partnerships with the firm's clients. Mr. Entzminger has a wide variety of experience in projects including cultural/institutional, public safety, commercial, adaptive reuse, and renovation. Before establishing Enteros Design, he was a Senior Associate with Blackburn Architects in Washington, DC. There he specialized in adaptive reuse and renovation projects. Prior to that, Mr. Entzminger was a Project Architect with the international firm HOK where he gained extensive experience in large scale institutional projects for Federal, State, and County governments.

Architectural Licenses

Virginia, District of Columbia

Professional Experience

Enteros Design, PC 2003

Blackburn Architects 1996-2003
Senior Associate

Hellmuth Obata & Kassabaum
1991-1996
Project Architect

Education

Clemson University
B.S. in Architecture, 1991

Publications

American Libraries, Library Design Showcase, March 2012
Green Build & Design, November 2011
Main Street News, June 2003

Reference:

Project:
Petersburg Public Library
Owner: Petersburg Library Foundation
Contact: Wayne Crocker
Library Director
201 West Washington Street
Petersburg, Virginia 23803
804.733.2387 ext. 101

Relevant Experience

Petersburg City Hall, Petersburg, VA
Enteros Design worked with the City of Petersburg to complete a Space Needs Analysis and Site Study for a new City Hall building. These departments will be consolidated into a single 60,000 sf building, with advanced technology and infrastructure. Design is expected to begin in February 2014.

Petersburg Public Safety Building, Petersburg, VA
Through several interviews with police personnel, review of their department space list, and evaluation of the existing police facility, we compiled a detail space list and program summary. Using this programming study and information collected for Fire Administration, we developed two preliminary concepts for a new Public Safety Building.

Colonial Heights Courthouse, Colonial Heights, VA
Enteros Design provided preconstruction design and construction documents for the new 57,000 sf courthouse. The design includes new General District, J&DR, and Circuit courtrooms. The building infrastructure includes state-of-the-art data and communications, as well as a sophisticated security/surveillance system.

Petersburg Public Library, Petersburg, VA
The new Petersburg Public Library was designed as a 56,000 square facility to house the current library's collection, a 300 person auditorium for public events, meeting rooms for up to 100 people, as well as a gallery and café. The library integrates cutting edge technology in the form of high speed wireless, RFID, and advanced Audio/Visual capabilities.

Scott Wheeler

LEED AP | PROJECT MANAGER

As project manager, Scott's role in each project is integrally hands-on. As well as being responsible for overseeing the overall design of the project, Scott will also maintain overall responsibility for the successful planning, execution, monitoring, control and closure of the project. Prior to joining Enteros Design, Scott held the position of Senior Advisor for Sustainable Design at Richmond architecture firm, BCWH, where he was also a lead project manager for many of the firm's K-12 educational facility projects. Mr. Wheeler brings 16 years of experience in institutional, cultural, and educational facilities with him to Enteros Design.

Professional Experience

Enteros Design, PC
2010

BCWH
2003-2010

Cooper Carry, Inc.
1998-2003

Education

Louisiana Tech University,
School of Architecture
Bachelor of Architecture
1996

Awards

AIA Richmond-
Design Merit Award, 2009

ASID/IIDA, Interior Design
Excellence Award
2009

Reference:

Project:
Colonial Heights Courthouse
Owner: City of Colonial Heights
Contact: Brian Copple
Asst. Director of Public Works
201 James Avenue
Colonial Heights, VA 23834
804.524.8708

Relevant Experience

Colonial Heights Courthouse Documents,
Colonial Heights, VA
Scott is the project manager for the preconstruction design and construction documents for the new 57,000 sf Courthouse. The design includes new General District, J&DR, and Circuit courtrooms. The building infrastructure includes state-of-the-art data and communications, as well as a sophisticated security/surveillance system.

Petersburg City Hall Study, Petersburg, VA
Enteros Design worked with the City of Petersburg to complete a Space Needs Analysis and Site Study for a new City Hall building. We submitted a report that analyzed information from 16 City departments in 7 separate locations. These departments will be consolidated into a single 60,000 sf building, with advanced technology and infrastructure.

Prince George Animal Shelter, Prince George, VA
Prince George County needed new facility to replace it's antiquated Animal Shelter and provide additional space for the Department of Animal Control. The new 7,500 sf facility was designed to be welcoming and comfortable for the animals, as well as staff and visitors.

Rockbridge Courthouse, Lexington, VA*
The new four story, 64,000 GSF courthouse includes an attached 144 space multi-level parking garage, and state of the art security and observation systems. Opened in 2009, the facility was awarded the 2009 Better Models Development Award from the Valley Conservation Council.

***Project completed while employed by BCWH, as project manager of the BCWH team**

Thomas R. Freeman, Jr.

ARCHITECTURAL DESIGNER

As an architectural designer at Enteros Design, Thomas Freeman's responsibilities include conceptual design, the production of construction drawings, project coordination, research, and administration. Thomas leads the team in daily production and design efforts.

Since joining Enteros Design in 2006, Mr. Freeman has worked on cultural, civic, residential, adaptive reuse, and master planning projects. He has successfully executed and directed projects from their initial conception through to finalized designs. Prior to working at Enteros, Thomas was employed in Leipzig, Germany at Weis & Volkman Architektur. His primary focus in Germany was the master planning, marketing, and design of various adaptive reuse projects.

Professional Experience

Enteros Design, PC
2006 - Present

Weis & Volkmann Architektur
2005

Rust Orling & Neal
2004

Education

Virginia Polytechnic Institute
Bachelor in Architecture
Minor in Industrial Design
2006

Awards

AIA Richmond
Alice Lehman Sunday Prize, 2009

Virginia Tech, CESA selection
Switzerland Study Abroad 2005

Reference:

Project:
Cameron Foundation Headquarters
Owner: Cameron Foundation
Contact: Cleveland Wright
Chair, Building Committee
228 South Sycamore Street
Petersburg, VA 23803
804.732.8900

Relevant Experience

Colonial Heights Courthouse Documents,
Colonial Heights, VA
Thomas is a staff designer for the preconstruction design and construction documents for the new 57,000 sf Courthouse. The design includes new General District, J&DR, and Circuit courtrooms. The building infrastructure includes state-of-the-art data and communications, as well as a sophisticated security/surveillance system.

Petersburg Public Library, Petersburg, VA
The new Petersburg Public Library was designed as a 56,000 square facility to house the current library's collection, a 300 person auditorium for public events, meeting rooms for up to 100 people, as well as a gallery and café. The library integrates cutting edge technology in the form of high speed wireless, RFID, and advanced Audio/Visual capabilities.

Brunswick County Courthouse Study, Brunswick, VA
The County of Brunswick wanted to assess its Historic Courthouse for use as administrative offices. We completed a feasibility study of the 16,144 historic structure and submitted a report that included a detailed analysis of the architectural, structural, mechanical, electrical, and plumbing requirements to renovate the building for modern use.

Cameron Foundation Headquarters, Petersburg, VA
Thomas was the project manager for the renovation of an historic structure that involved the design of an addition that doubled the size of the building. The new facility houses offices, a reception area, and public meeting rooms and classrooms.

Civil Engineer Overview

TIMMONS GROUP
YOUR VISION ACHIEVED THROUGH OURS.

About the Firm

Timmons Group is a multi-disciplined engineering and technology firm recognized for nearly twenty years as one of Engineering News Record's (ENR) Top 500 Design Firms in the country. As a Certified Small Business (SWaM) in the Commonwealth of Virginia, we provide civil engineering, environmental, GIS/geospatial technology, landscape architecture and surveying services to a diverse client base. Founded in 1953, we are a well-established firm with a pioneering spirit. Decades of experience allow us to lead our industry with an unwavering commitment to forward thinking, innovative design and complete solutions that help our clients be successful.

At Timmons Group, environmental stewardship is more than a trend; it is a philosophy that begins at home with our corporate culture and is exemplified in our expert application of sustainable design principles. An active member of the US Green Building Council since 2000, Timmons Group's Leadership in Energy and Environmental Design (LEED®) Accredited Professionals have been involved with numerous certified and registered projects, including the first LEED Gold certified elementary school and the first LEED certified Federal Prison.

A firm is defined by its people. Timmons Group continues to attract and retain leading professionals in all areas of expertise, in addition to the best and brightest young talent.

Our professionals are challenged with exciting projects that shape their careers as well as the communities we serve. We invite you to experience a culture where knowledge and imagination foster a steadfast commitment to accomplishing your goals – your vision achieved through ours.
Design strives to put into design all of these characteristics. When these goals are accomplished, we hope to increase human interaction and emotional experience within the built environment.

Our Professional Services

- Site Planning
- Civil Engineering
- Leadership in Energy and Environmental Design (LEED)
- Economic Development
- Landscape Architecture
- Environmental Services
- Stormwater Management
- Geographic Information Systems (GIS)
- Geotechnical and Materials Testing
- Water and Wastewater Facilities Design
- Transportation and Highway Design and Engineering
- Surveying

Municipal Experience

Richmond City Hall
Richmond, VA
Richmond City Hall completed architectural improvements to its building exterior. During that process, all plantings were removed making room for equipment and scaffolding. Upon completion, Timmons Group began the conceptualization of a modernized landscape. Offering opportunities for displaying civil art as focal points, this design would make use of non-plantable venting platforms to fill voids in the layout. Plantings of urban tolerance and year round interest set an example of stewardship and beauty in an unforgiving micro-climate. Conservation friendly drip irrigation was used in high pedestrian traffic areas to ovoid overspray and waste. Annual color was strategically placed at entrances and colors were contrasted with the black granite backdrop.

A specific challenge was connecting the people to the elevated plantings. By utilizing draping vines and vertical forms along the foundation, an improved transition evolved from the perched building down to the street level. Enlarging the tree boxes along the perimeter streets were proposed to buffer pedestrians from the street and to add another layer of richness. Establishing Prominence, Innovation, Connectivity and Seasons as key initiatives, we intended to reflect off the "Gateway Architecture" façade and establish a standard for quality landscape development in the City of Richmond

Manchester Courthouse
Richmond, VA

The Courthouse is located in the Historic Manchester District and features a broadtree lined plaza that overlooks the James River and City of Richmond. The public plaza fronting on Hull Street Road reconnects the courthouse with its original frontage and also creates a space for community gatherings. A shaded seating area adjacent to the plaza is populated by courthouse visitors and the surrounding community. An open lawn steps down toward the plaza along Hull Street, incorporating partially sunken granite beams which provide additional seating. In the midst of the circular plaza is a potential site for local artwork to become a beacon for the Historic Manchester District.

Virginia State University Multi-Purpose Center
Ettrick, VA
Timmons Group provided Civil Engineering and Landscape Architectural services for the Multi-Purpose Center at Virginia State University. At 165,000 sf, the Multi-Purpose Center offers the University arena space for the basketball team and regional concerts, offices for the Athletic Department, and classroom space for the University's Mass Communications Department. To accommodate the varied building program a large, flexible plaza space is planned. The plaza is composed of brick and concrete paving with accent bands oriented toward the heart of campus. Planes of green space interrupt the hardscape, providing shade and natural elements adjacent to the building.

BRUCE MCCLOY, PE, LEED AP, DBIA

Civil Engineering

Overview

Bruce McCloy is Timmons Group's Principal responsible for the performance of all projects in the public safety and Federal and market segments. Combining his experience incorporating multi-disciplinary approaches such as Crime Prevention Through Environmental Design and the latest force protection/anti-terrorism directives and regulations with his prior experience as an officer in the US Army, provides him with the capability to be the firm's primary consultant for coordinating and performing these types of projects.

Bruce collaborates with clients and colleagues on a majority of the firm's design-build and design-bid-build contracts to successfully work contracts through Federal processes. Bruce has US Army Corps of Engineers security engineer training and is a Professional Engineer licensed in Virginia and other mid-Atlantic states.

Select Project Experience

- Virginia State University, Byrd Hall, Petersburg, VA
- Virginia State University, Barrett Hall, Petersburg, VA
- Federal Correctional Institution, Petersburg, VA
- Virginia State Police Headquarters Expansion, Chesterfield County, VA
- Public Safety Training Center, Albemarle County, VA
- Public Safety Training Complex and Firing Range, Chesterfield County, VA
- Public Safety Training Complex Planning Study, Albemarle County, VA
- Powhatan County Public Safety Training Complex, Powhatan County, VA
- Emergency Communications and Training Facility, Henrico County, VA
- County Jail, Chesterfield County, VA
- Meherrin River Regional Jail Community-based Corrections Plan and Planning Study and Design-Build Project, Brunswick County, VA
- Adult Detention Center, Loudoun County, VA
- Middle River Regional Jail, Staunton, VA
- Federal Correctional Institution, Hazelton, WV
- Pre-trial Detainee Facility, Fort Bragg, NC
- County Juvenile Detention Center, Chesterfield County, VA
- County Detention Center, Fauquier County, VA
- Women's Correctional Facility, Fluvanna, VA
- Rappahannock Regional Jail and Security Center, Stafford County, VA
- Shenandoah Valley Juvenile Detention Center, Staunton, VA
- St. Brides Correctional Center, City of Chesapeake, VA
- Police Station Planning Study and Design, Culpeper, VA
- Berea Station and Fire/EMS Station #2, Stafford County, VA

Education

- Bachelor of Science, Civil Engineering, Virginia Polytechnic Institute and State University, 1990
- Masters, Business Administration, University of Richmond, 2002

Registration

- Professional Engineer: VA (#032357); DC (#901330); MD (#26217); WV (#18349); NC (#132986)
- LEED Accreditation, 2004
- CSI Certified Documents Technologist,
- Designated Design Build Professional, 2011

Experience

- 21 Years

Affiliations

- American Society of Highway Engineers (Past Officer)
- American Society of Civil Engineers
- Society of American Military Engineers
- Design-Build Institute of America

DERRICK JOHNSON, PE

Civil Engineer

Overview

Derrick Johnson is the Managing Principal of Timmons Group's Tri-Cities office in Prince George, Virginia. He specializes in land development projects and has experience managing all aspects of design of site plans, infrastructure development, subdivisions and feasibility studies for public and private clients. Derrick's projects include public buildings, office centers, residential developments and commercial and industrial projects. He also has extensive experience working on projects on the Fort Lee military installation.

Derrick currently serves as the Director of the Hopewell-Prince George Chamber of Commerce as well as on numerous civil boards and organizations in the Tri-Cities area.

Select Project Experience

- City Hall, City of Petersburg, VA
- Cameron Foundation Relocation and Construction Management, City of Petersburg, VA
- Appomattox Manor Infrastructure Project, City of Petersburg, VA
- Tabernacle Baptist Church Parking Lot Improvements, City of Petersburg, VA
- Richard Bland College Maintenance/Storage Facility, City of Petersburg, VA
- New Millennium Studios Parcel Development, City of Petersburg, VA
- West Tuckahoe Roadway, City of Petersburg, VA
- Keystone Corporate Park Survey and Site Planning, Petersburg, VA
- Brasfield Commons Boulevard Road, City of Petersburg, VA
- Forbes Industrial Park Expansion, Prince George County, VA
- Rolls-Royce Advanced Aerofoil Machining Facility, Prince George County, VA
- George Towns a Single and Multi-Family Project with Infrastructure, Prince George County, VA
- Branchester Lakes Section 16 a 30-lot single family subdivision, Prince George, VA
- Centerpointe Industrial Park Road Extension, Prince George County, VA
- Diamond Park Infrastructure, Prince George County, VA
- Central Marketing, Prince George County, VA
- Roslyn Office Building at Crossings, Prince George County, VA
- Conference Center, Prince George, VA
- Tindall Concrete, Incorporated Expansion, Dinwiddie, VA
- East Coast Oil, Dinwiddie, VA
- Huddle House of Dinwiddie Site Design, Dinwiddie, VA
- Bank of McKinney Dinwiddie Branch Site Planning, Dinwiddie, VA
- Dinwiddie Motor Sports Park, Dinwiddie, VA
- Basin at Roslyn Property Stormwater Management, Dinwiddie, VA
- Lee Street Subdivision, Chesterfield County, VA

Education

- Bachelor of Science, Civil Engineering, Virginia Military Institute, 1987

Registration

- Professional Engineer, NC, 1996
- Professional Engineer, VA, 1994

Experience

- 26 Years

NEAL BEASLEY, VCH

Landscape Architecture

Overview

Neal Beasley is a horticulturist and landscape designer with more than 20 years of project coordination, design development, site/master planning, planting design and construction documentation/specifications for municipal, residential and commercial properties. He works closely with his clients to provide them compelling design packages and presentations to ensure excellent service. Inspections are performed to ensure contract compliance for site amenities such as planting, specialty paving, lighting, irrigation, site furnishings, signage, low impact design and landscape structures.

Before joining Timmons Group, Neal was the Manager of Horticulture at the Lewis Ginter Botanical Garden in Richmond, Virginia.

Neal routinely assists our landscape architects, engineers and construction administration personnel with the review and inspection of landscape elements on all projects. He reviews submittals, processes RFIs, evaluates contractor quotes, performs inspections and provides resolution on field changes. Neal's goal is to ensure that project designs are executed effectively to the completion of a project, on schedule and within budget. He is committed to monitoring the work of contractors and assessing quality control to ensure contract compliance for landscape architecture and related items.

Select Project Experience

- Petersburg Public Library, Petersburg, VA
- Virginia State University, Multi-Purpose Building, Petersburg, VA
- Virginia State University, Gateway Residence Hall, Petersburg, VA
- Virginia State University, Quad Residence Hall, Petersburg, VA
- Virginia State University, Gateway Pedestrian Footbridge, Petersburg, VA
- Manchester Courts Building, City of Richmond, VA
- Richmond City Hall, City of Richmond, VA
- Richmond City Jail, City of Richmond, VA
- Smith Wagner Building Extension, Chesterfield County, VA
- Young-Laine Courts Building, Isle of Wight, VA
- New Courts Building, Hanover County, VA
- Pentagon Wedges 2-5, Arlington, VA
- Defense Information Systems Agency (DISA) Headquarters Facility, Fort Meade, VA
- New Courts Building, Hanover County, VA
- Central District Police Station, Prince William County, VA
- Bon Secours Redskins Training Camp, City of Richmond, VA
- VDOT Landscape Inspections, City of Richmond, VA
- Rocketts Landing, City of Richmond, VA
- Science Museum Trail Master Plan, City of Richmond, VA
- Centerstage Parking Lot, City of Richmond, VA

Education

- BS, Civil Engineering, University Notre Dame, 1988

Registration

- Professional Engineer, Virginia, 1992 (#023346)

Experience

- 25 Years

Affiliations

- American Society of Highway Engineers
- American Council of Engineering Companies (Transportation Committee)

Structural Engineer Overview

DUNBAR MILBY WILLIAMS PITTMAN & VAUGHAN, PLLC
Consulting Structural Engineers

About the Firm

Alvin W. Dunbar founded the firm of Alvin W. Dunbar, Consulting Structural Engineer, in July 1966 with an office in Richmond, Virginia. Dunbar Milby Williams Pittman & Vaughan has seven partners: Alvin W. Dunbar, PE, SECB, President; C. Nelson Williams, PE, SECB, Treasurer; Kenneth J. Pittman, PE, SECB, Secretary; R. Lindley Vaughan, Jr., PE, SECB, Vice President; Edward S. Fraher, III, PE, SECB, Vice President; Stephen D. Barber, PE, SECB, Vice President; and, Jeffrey S. Davis, PE, SECB, LEED GA, Vice President.

The size of the staff has shown steady and even growth from two, shortly after founding in 1966, to the present staff of twenty-six. The staff is comprised of seventeen registered structural engineers, two graduate engineers, three structural engineering draftsmen, and four administrative personnel.

Experience

Dunbar Milby Williams Pittman & Vaughan provides consulting structural engineering services to architects, governmental institutions and agencies, other engineers, industry, and the general public. Professional services constitute the entire activity of the firm. Dunbar Milby Williams Pittman & Vaughan provides direct consultation, investigations, studies, reports, plans, specifications, construction administration and product development and design. Project types include New Construction, Renovation, Historic Preservation, Adaptive Reuse and Structural Investigations.

The partners of the firm have experience in all types of structural design, with over 4,000 projects. We provide services for an average of $35,000,000 of construction each month. Most of the firm's projects are in Virginia. However, projects have been completed nationally and internationally. The partners are registered in 14 states and the District of Columbia.

In 2010, Dunbar Milby Williams Pittman & Vaughan received the Grand Award from the Virginia Chapter of the American Council of Engineering Companies for Engineering Excellence in the structural design of the VCUHS Critical Care Hospital.

Buckingham County Administration Building

Buckingham County, Virginia

15,120 SF, one-story with several clerestory ceilings. The administration building houses the following county departments in addition to a 2,000 SF auditorium for public meetings: County Administrator, Treasurer, Commissioner of Revenue, animal control, building inspection, zoning, utilities, recreation, solid waste, Planning Commission, industrial development, health and social services.

Prince George County Administration Building

Prince George County, Virginia

75,425 SF, three-story county administration building housing County Administrator, County Attorney, Registrar, Community Development & Code Compliance, Economic Development, Finance, Fire/EMS/Emergency Management, Human Resources, Information Systems, Real Estate Assessor and a public meeting room.

Hanover County Administration Building

Hanover County, Virginia

42,000 SF Administration Building housing Public Utilities Department, Building Inspectors Department, Planning, Public Works, County Attorney's office, County Administrator and auditorium for public meetings.

King George Administration Building

King George County, Virginia

27,000 SF administration building providing space for the County Administrator, County Attorney, Registrar, School Administration, Department of Purchasing, Department of Planning, Department of Finance, Department of Building Inspection and Facilities Management, and a public meeting room.

Goochland County Administration Building

Goochland, Virginia

Conversion of Goochland High School for use as the County administration building which included analysis of existing structural systems for change of use from classroom to office loading. Analysis also included structural conditions of masonry, foundations, structural beams, joists, slabs and metal and wood roof decks. Existing classrooms, auditorium, cafeteria and administrative office spaces were converted into offices for County Administration, Attorney, Economic Development, Human Resources, Health Clinic, Building and Utilities Department, Assessor, etc. In-filled auditorium with upper level office space. Renovated separate gymnasium to include general storage area.

DUNBAR MILBY WILLIAMS PITTMAN & VAUGHAN, PLLC
Consulting Structural Engineers

STRUCTURAL ENGINEER
Jeffrey S. Davis, PE, SECB, LEED AP BD+C
PARTNER

QUALIFICATIONS
Education
M.S.
Civil & Environmental Engineering
Duke University – 1992
B.S.E.
Civil & Environmental Engineering
Duke University - 1990

Registration + Certification
Professional Engineer:
Virginia #026187

Structural Engineering
Certification Board
SECB #1128-0705

LEED AP BD+C
#10244053

Affiliations
American Council of Engineering Companies

Virginia Structural Engineers Council – Board Member

American Institute of Steel Construction

James River Green Building Council

BACKGROUND
Jeff Davis has provided consulting structural engineering services to architects, governmental institutions and agencies, other engineers, industry and the general public for **22 years with DMWPV.** In addition to his experience providing the structural design for new administration buildings, Jeff has been the Structural Project Manager/Design Engineer for numerous projects throughout the Commonwealth of Virginia.

RELEVANT EXPERIENCE
Buckingham County Administration Building
Buckingham County, Virginia
15,120 SF, one-story administration building with several clerestory ceilings. In addition to a 2,000 SF auditorium for public meetings, the administration building houses the County Administrator, Treasurer, Commissioner of Revenue, animal control, building inspection, zoning, utilities, recreation, solid waste, Planning Commission, industrial development, health and social services.

King George Administration Building
King George County, Virginia
27,000 SF administration building providing space for the County Administrator, County Attorney, Registrar, School Administration, Department of Purchasing, Department of Planning, Department of Finance, Department of Building Inspection and Facilities Management, and a public meeting room.

Colonial Heights Courthouse
King George County, Virginia
57,000 SF neoclassical-style courthouse with courtrooms and clerks' offices for the Circuit Court, General District Court and Juvenile Domestic Court. It also contains the sheriff's office, Commonwealth's attorney's offices and the corrections services unit.

MEP Engineering Overview

About the Firm

With every new construction or renovation project, we aim to provide the highest quality service to our clients. Fueled with a passion for creating spaces that are optimal for comfort and conserve energy, our team of engineers and specialists exercise creative thought and critical judgment.

Our award-winning history of success sets us apart from other engineering firms, and is the result of not limiting ourselves to tradition, or being cutting-edge just for the sake of innovation. Starting with the initial feasibility study, the industry leaders of HCYU demonstrate the long-term effects of each design decision, and help you find the solution that best fits your goals and values.

Since 1980, we have assisted architects, engineers, contractors, building developers, and building owners. In addition to feasibility and planning services, we offer comprehensive engineering services for mechanical, electrical, plumbing and fire protection, telecommunications, life safety, energy conservation, security systems, hightech facility programs, and other engineering services required for new construction, renovations, or upgrades.

Certifications

National Institute for Certification in Engineering Technology

National Institute for the Uniform Licensing of Power Engineers

Certified Plumbing Designers

Certified Energy Managers

LEED® Accredited Professionals

Awards

ASHRAE National Technology Award

Washington Building Congress Expansion Craftsmanship Award

Consulting Engineers Council of VA Honor Award for Engineering Excellence

AIA Richmond Honor & Merit Awards for Design

Municipal Experience

U.S. Department of Homeland Security - Headquarters Consolidation at St. Elizabeths
Anacostia, VA
The US Department of Homeland Security Headquarters Building and National Operations Center will be located on the 4.5 million SF site of St. Elizabeths, A National Historic Landmark and former mental health hospital previously operated by the U.S. Department of Health and Human Services. HCYU was selected to perform MEP/TS engineering design services for the adaptive reuse of the 62 buildings for DHS.The design conformed to GSA Design and Construction Excellence requirements.The MEP design will be utilizing photovoltaic, chilled beams, gray water, and other high efficiency and green systems to Achieve LEED® Gold Certification on the project.

Chesterfield 1917 Courthouse
Chesterfield County, VA
This historic two-story courthouse project includes renovation to repair the deflecting roof, to meet ADA requirements. HCYU provided the rerouting of ductwork, replacement of diffusers modification of plumbing and fixtures, and bringing the fire alarm system up to code. The 4,000 SF Courthouse includes office spaces, a 2,000 SF courtroom, judge's chambers, and jury room.

Virginia State Capitol Master Plan and Programming for Renovation
Richmond, VA
HCYU completed a comprehensive survey and assessment of the MEP/FP systems in the Virginia State Capitol. The study provided detailed recommendations for the complete renovation of the Capitol. Infrastructure upgrades were detailed in order to bring the Capitol up to date with modern technologies while maintaining the historic features of the building. Humidity control was a critical issue as well as integrating a sprinkler system into a historic building which is currently un-sprinkled in most areas. New specialty systems, including fire alarm, legislative voting systems and audio/visual systems were also included in the analysis.

Virginia Housing Development Authority - Headquarters Modification
Richmond, VA
HCYU provided MEP Engineering Design services for the tenant up-fit and modifications of this 125,000 SF Facility. Services included correction of preexisting mechanical problems and master site and facility program development and conceptual design.The 22,000 SF renovation included a tenant fit-up, fitness center relocation, lobby improvements, interior renovations and modifications throughout the entire facility. HCYU was later commissioned for a ten-year master plan study and design.

Municipal Experience (continued)

Richmond Department of Public Utilities - Operations Building
Richmond, VA
HCYU provided full MEP/FP design services for the adaptive re-use of a former tobacco company headquarters to accommodate the Department of Public Utilities' Division of Service and Meters, Division of Gas and Water, Operations Support Division and Technical Services Division. Project included analysis of original systems, planning and design for renovations, and integration of new equipment throughout the 50,000 SF building and 17 warehouses. The buildings provide office space, vehicle maintenance areas, training facilities and conference rooms. An Ice Thermal Energy Storage HVAC system addresses the Owner's commitment to energy conservation.

Library of Virginia - State Records Center
Richmond, VA
HCYU provided full MEP, Telecom and Security Engineering Design for the State Records Center, serving as the repository for non-permanent, permanent and archival Vital Statistics Records. The single story, 77,248 SF facility consists of a central administrative area and two large environmentally controlled storage areas. One 364,000 CF storage area will house non-permanent records while the second storage area will house 153,000 CF of archival documents. Both of these storage areas contain custom designed 28' high rack shelving systems utilizing computer guided order pickers.

Virginia Department of Transportation Term
Richmond, VA
- Administration Building Addition / Renovation Value Engineering Study – Salem, VA
- Culpeper District Office Building Addition/Renovation – Culpeper, VA
- HVAC Study for Memorial Hospital Building – Richmond, VA
- Fire Alarm Renovations – Richmond, VA
- Elko Materials Laboratory Renovation / Addition – Richmond, VA
- Preliminary Engineering Building, Richmond District Office – Chesterfield Co., VA
- Computer Room Renovation @ Central Office – Richmond, VA
- NOVA District Maintenance Facility Value Engineering Study – Manassas, VA

Main Street Station Restoration
Richmond, VA
GRACRE PROJECT OF THE YEAR 2003

HCYU has been involved with the renovations and restoration of the historic Main Street Station since the inception of the project. This three-phase City of Richmond project included renovating the 20,000 SF historic station head-house, 156 parking spaces, a new 500-foot track platform, central plant expansion and renovation of MEP/FP systems. The new HVAC plant provided space for an additional chiller in the future. HCYU also performed the design engineering for the tenant fit out of the third, fourth and mezzanine levels.

Keith G. Dignan, PE

LEED AP | Director of Electrical Engineering | Vice President

Mr. Dignan has over sixteen years of experience in electrical engineering. His experience includes power systems up to 35KV, power generation, grounding, communications, security lighting and fire alarm. He also has extensive experience with computers an software used for electrical design and analysis. Mr. Dignan has designed many building types, including LEED Certified design, and is a LEED® AP with the U.S. Green Building Council.

Mr. Dignan has experience with auditorium house and theatrical lighting, area, parking and road/drive lighting as well as several athletic field lighting projects. He also has much experience with fluorescent and LED lighting for a variety of facilities such as schools, offices, detention centers, medical facilities, parking garages and warehouses.

EDUCATION

BS ELECTROMECHANICAL ENGINEERING
The Pennsylvania State University 1998

Audtodesk® Revit® MEP Training

CERTIFICATIONS

PROFESSIONAL ELECTRICAL ENGINEER (VA, TX, GA, & NC)

Relevant Experience

- Suffolk 911 Center : Suffolk, Virginia
- Rockbridge County Courthouse : Rockbridge Co., Virginia
- Hampton Office Building (City Facility) : Hampton, Virginia
- Hampton Juvenile Domestic Courts : Hampton, Virginia
- Kellam High School Replacement : Virginia Beach, VA
  - 330,000 SF with LEED Gold Certification
- The Mariner's Museum - USS Monitor Addition to Museum : Newport News, Virginia
- Virginia Beach Town Center : Virginia Beach, VA
  - 23 story office tower
  - Restaurants
  - Retail tenants
  - Parking structure
- Portsmouth Redevelopment and Housing Authority : Portsmouth, Virginia
  - Site Lighting Survey and Upgrade

Eric Haley, PE

Director of Mechanical Engineering | Principal

Mr. Haley has over twelve years of experience in mechanical engineering. He has expertise in mechanical design including sheet metal, plumbing, and hydronic systems. Mr. Haley's responsibilities include design, preparation of construction documents, specifications and construction administration. As a Department Manager, Mr. Haley is responsible for all Quality Checking and Quality Assurance procedures within his department.

As a technical leader, Mr. Haley provides oversight of all calculation and analysis tools used by the Mechanical Engineering Department. Mr. Haley provides clients with innovative solutions using the latest technologies while striving to design cost effective and environmentally conscious projects. Eric is an advanced user in Audtodesk® Revit® MEP, AutoCAD, and the Trane Energy Analysis Suite.

EDUCATION

BS MECHANICAL ENGINEERING
University of Michigan
2002

Audtodesk® Revit® MEP Training

Advanced Training in Autodesk® Building Systems

Advanced Training in Trace Building Load and Energy Calculations

CERTIFICATIONS

PROFESSIONAL MECHANICAL ENGINEER (VA, MI)

Relevant Experience

- Main Street Station : Richmond, VA
  - Historic Restoration
  - Future Hub and Seaboard Building
- Capital One : Richmond, VA
  - Data Center Renovations (Various Sites)
  - Innsbrook I &II Operations Center Renovation, Green Globes®
- VA Housing Development Authority : Richmond, Virginia
  - Parking Garage Renovations
- Virginia Tech : Blacksburg, Virginia
  - Academic And Student Affairs Building
- Defense Supply Center Richmond : Chesterfield, Virginia
  - Building 33L Data Center Renovation
- Christopher Newport University : Newport News, VA
  - Parking Garage

Jaideep S. Karnik, PE

LEED AP | Senior Project Manager | Principal

Mr. Karnik has over 14 years of extensive commercial and industrial design engineering and project management experience.

His experience includes projects for airports, schools, performing arts theatre, colleges, laboratories, commercial and industrial office buildings, heating and cooling central plants, district cooling, port terminals, warehouses, industrial control rooms, training facilities, laundry building, industrial utility buildings, industrial machine shops, health care facilities, refinery motor labs, hurricane related damage assessment, health clubs, multi-story condos, property investigations, emergency generator facilities, churches, multi-purpose recreational tower, UPS rooms, hotels, banks, library, conference rooms and bio-hazard hood exhaust.

EDUCATION

MS MECHANICAL ENGINEERING
University of Cincinnati 1999

BE MECHANICAL ENGINEERING
University of Pune, India 1996

CERTIFICATIONS

PROFESSIONAL MECHANICAL ENGINEER, STATE OF LOUISIANA

U.S. GREEN BUILDING COUNCIL LEED® AP

Relevant Experience

- VHDA Headquarters Modification : Richmond, VA
  - Chiller Upgrade
  - Boiler Upgrade
- Department of Juvenile Justice : Richmond, VA
  - Culpeper HVAC Modifications
  - Nichols and Kiser VRF System Study
  - Hanover DCE School VE Changes
- Mary Immaculate Hospital: Newport News, VA
  - Design Development of Patient Rooms, Operation Rooms and Sterilization Suites expansion
- Department of Motor Vehicles : Richmond, VA
  - Headquarters Performance Contracting Engineering
- Charity Hospital : New Orleans, LA
  - Histopathology Lab HVAC Renovations
  - East Pavilion Waiting Room
  - 12th Floor HVAC Upgrades

Electronic Systems Consultant Overview

Communications Specialists, Inc. (CSI) was started in June of 1986 with three employees providing commercial sound services and equipment. Twenty-four (24) years later CSI is a SWaM Certified, full service electronic systems integration firm serving Central Virginia. More than 50 employees help to support over $11 million in annual sales. The experience and technical strength of our staff, combined with strategic partnerships with the industry's most respected vendors allows us to provide our customers with high-quality, custom-designed solutions to meet their electronic system and communication needs. CSI has been serving the Central Virginia marketplace with honesty and integrity for over two decades. We believe our reputation precedes us in every business opportunity. Solving problems while building strong, mutually respectful relationships has been the key and secret to our longevity and continued success.

From Life Safety systems such as Fire Alarm, Access Control, CCTV, Detention & Security Control, to Integrated Voice/Data/Video for Healthcare and Education, to Professional Audio and Video for Performing Arts Theatres and Houses of Worship our staff specializes in designing and implementing complex, integrated solutions to solve our customers' needs. Our system designers, market specialists, project managers, and support staff are uniquely qualified to provide a full spectrum of design and technical support for any organization.

- Virginia Class "A" Contractors License, # 2701034153A
- Underwriters Laboratories Signal and Fire Alarm Equipment and Services (Protective Signaling Services) Local, Auxiliary, Remote Station and Proprietary – Cert #S8224-1
- Virginia Department of Criminal Justice Registration (DCJS), #11-2588

SERVICES

- Access Control
- Audio and Sound Reinforcement
- Audio/Visual Presentation
- Closed Circuit TV (CCTV)
- Clock and Program Distribution
- Data Networking – LAN/WAN
- Detention Control
- Fiber Optic Transmission
- Legacy and Networked Fire Alarm Systems
- Intercom / IP Intercom
- Mass Notification/Emergency Communications (MNEC)
- Multi-Media Presentation
- Media Management and Retrieval
- Nurse/Patient Communications
- Patient Wandering
- Personnel/Asset Tracking
- Security
- Sound Masking/Speech Privacy
- Structured Cabling
- Telephone Communications
- MATV/CATV Distribution
- Paging and Public Address
- Video Distribution and Projection
- Voice/Data/Video Integration
- Wireless Telephone

Ronald G. Pusey

President | CEO

Ron's primary responsibilities include corporate administration, sales, financial management, and community involvement. He actively, participates in the design strategy and system proposals emphasizing integrated technology solutions for healthcare, education, and institutional facilities. With over thirty years in the electronic systems industry, Ron has an extensive background in voice, data, video, security, and life safety system integration. He stays involved with the daily operations of CSI and works on a national level as the Board President of the industry trade association. Ron's industry background includes:

- National Systems Contractors Association (NSCA) — Board President
- Virginia Society American Institute of Architects (AIA) — Affiliate Member
- E. Norman Rauland Award Recipient, 1993
- Education Technology Training, 1987- current
- Healthcare Communications Technology Training, 1987 - current

Ben Robbins

Technical Lead

With over 10 years of integrations experience in the electronics industry, Ben is a highly-trained and capable team leader of the technical staff. His primary responsibilities and expertise are in developing HMI systems and network integrations for the control of Life Safety Systems including Fire Alarm, CCTV, Access Control, Intercom, Door Control, Elevator Control, and Lighting Control. Ben possess a strong understanding of Networked Fire Alarm Systems, Programmable Logic Controllers (PLC), Graphical User Interface (GUI) development, and a multitude of other integration applications.

- Associate Degree in Computer Electronics
- Notifier Fire Alarm Systems Certified
- NotifierNet Fire Systems Network Certified
- Notifier Onyxworks Integrations Certified
- Intelli-Site (HMI) Certified

Acoustical Engineer Overview

HUSH ACOUSTICS LLC

Hush Acoustics LLC was founded in 2006 by Gary Ehrlich to provide acoustical consulting services for architects, interior designers, engineers, builders, developers, lawyers, contractors, and hotels in the areas of architectural acoustics and environmental noise.

Hush Acoustics is a member of the National Council of Acoustical Consultants (NCAC).

With Hush Acoustics Mr. Ehrlich has worked on over 400 projects including courthouses, schools, offices, nightclubs, prisons, residences, and a variety of other types of projects. Prior to founding Hush Acoustics, he gained over 15 years of experience in the field of acoustics at Wyle Laboratories and Polysonics, Inc., and earned a Bachelor of Architectural Engineering degree from Penn State. He holds a Professional Engineering (P.E.) license in the states of Virginia, Maryland, New York, New Jersey, and Florida and has testified as an expert witness before many local boards and zoning examiners. His professional activities include being a member of the working group which developed the ANSI S12.60 classroom acoustics standard, and the ASTM committee responsible for maintaining various architectural acoustics standards. He has taught the acoustics course in the Audio Technology program at American University, and has given presentations for architectural and interior design firms, and at acoustical society meetings. One of his particular specialties is evaluating transportation noise levels inside buildings; in this area he has written extensively including as principal author of the report entitled Guidelines for Sound Insulation of Residences Exposed to Aircraft Operations, prepared for the Department of the Navy.

Takoma Park Council Chambers

Municipal Experience

- FAA Orville Wright Building – evaluate acoustical privacy, HVAC noise, and reverberation for the renovation of various conference rooms for Financial & Realty Services, LLC
- Howard Building, Banneker Room renovation – evaluate reverberation and HVAC noise for CMSS for this county council room
- Howard County Office Building & Parking Garage – evaluate acoustical privacy, HVAC noise, reverberation, and aircraft noise for CMSS for a 270,000 sf mixed-use office building
- Addition to the Carroll/Ligon Buildings – evaluate HVAC noise for CMSS
- Takoma Park Council Chambers/Auditorium – evaluate HVAC noise and room acoustics for I Studio
- Petersburg Public Library – HVAC and traffic noise, reverberation, acoustical privacy; for Enteros Design
- Prince George County Library – review room finishes for Enteros Design
- Colonial Heights New Courthouse – evaluate acoustical privacy, HVAC noise, and reverberation for Kenbridge Construction (Enteros Design was the architect)
- Chesterfield County Courts Building Addition – evaluate rooftop unit noise for Moseley Architects
- Sidney Yates Building – evaluate open office acoustical privacy for Syska Hennessy Group, Inc.
- Washington D.C. Office of Cable Television Relocation – evaluate acoustical privacy, building system noise, and room acoustics for a large studio building at 1899 9th Street, NE

U.S. Supreme Court Acoustical Privacy Test

PPEA Attorney Overview

WILLIAMS MULLEN®

About Our Firm

With approximately 225 attorneys and 10 offices throughout Virginia, North Carolina and Washington, D.C., Williams Mullen helps clients throughout the Southeast achieve their legal and business goals. Representing more than 75 practices and industries, our attorneys focus on finding answers and solutions for your business and legal issues. We have a long history of counseling clients in our region on public-private partnerships (P3). We have the benefit of working on (and learning from) major P3 projects proposed and completed under the Virginia Public-Private Education Facilities and Infrastructure Act of 2002 (PPEA) and the Virginia Public-Private Transportation Act of 1995 (PPTA). Our attorneys regularly represent municipalities, developers, construction companies, and other clients in P3 projects.

Public-Private Partnerships

Williams Mullen attorneys have exceptional experience in working with businesses and governmental entities seeking public-private partnering arrangements. The firm has assisted partnership efforts to create public transportation facilities, schools, correctional facilities, parking facilities, office buildings, luxury hotels, entertainment and athletic complexes, public parks and golf courses, among others. In Virginia, the firm has been extensively involved in dozens of proposals under the PPEA and the PPTA. Bill Axselle, chair of the Williams Mullen Public- Private Partnership Team, was instrumental in drafting the Acts, the Model Procedures for public entities, and the Commonwealth of Virginia Procedures. Bill and his colleagues have lectured extensively on the PPEA and PPTA before legislative bodies, government officials, trade and professional associations, and other lawyers and have been doing so for over 25 years.

Public Finance

With respect to public finance services, our attorneys have experience representing state and local governments in the issuance of general obligation bonds and revenue bonds for a myriad of different types of public facilities ranging from schools to prisons to urban office buildings and parking garages. The firm has authored approving opinions as bond counsel on both appropriation and "subject-to-appropriation" debt structures. Its lawyers are frequently called upon for advice by conduit borrowers, municipalities, banks and corporate trustees on all aspects of public finance, including federal tax laws, regulations and rulings, as well as matters relating to state and local debt.
project through to a successful completion.

Governmental Affairs

Williams Mullen governmental affairs professionals are experienced in virtually all aspects of government-related law. Firm attorneys regularly appear before Virginia General Assembly, as well as a large number of state agencies and local governments. With respect to public-private partnerships, the firm's public affairs professionals are well-prepared to interface with government officials to develop and implement proactive plans for stakeholder and public education as well as issue management.

Sample PPEA Projects

- **Structured the public financing package and served as underwriter's counsel for the Commonwealth's first local PPEA project undertaken, the Warren County School Board's $70 million comprehensive agreement for the design, financing and construction of two new high schools. Williams Mullen worked with the county attorney, finance department and underwriter and its counsel to develop a lease-leaseback structure involving multiple county properties to support the debt issue without the County being obligated for general obligation bonds. The structure was approved by a major bond insurer for insurance to lower overall financing costs. By structuring the project under the PPEA, the School Board was able to open two much-needed new high schools sooner than would have been possible under normal procurement.**

- **Represented the first PPTA project in the state of Virginia and have handled four other representations since the Act's inception.**

- **Ongoing representation of a statewide contractor association and regularly advising its members on PPEA and PPTA issues.**

- **Represented developer in development of a 36,000 sq. ft. office building to provide mental health services in Chesapeake, Va, the first PPEA closing in Virginia.**

- **Served as developer's counsel responsible for structuring and negotiating a public-private partnership arrangement (PPEA) with the City of Portsmouth, Va. for a new social services building.**

WILLIAMS MULLEN®

HON. RALPH L. "BILL" AXSELLE, JR.

PARTNER | CHAIR, PUBLIC-PRIVATE PARTNERSHIPS

The Honorable Bill Axselle joined Williams Mullen in 1990 after retiring from the Virginia legislature. His practice includes government advocacy, land use, regulatory, lobbying, and administrative law, which he practices before state and local governments. Mr. Axselle is the head of the State Government Relations group at Williams Mullen and chair of the firm's Public-Private Partnership Group.

Mr. Axselle served in the Virginia House of Delegates from 1974 through 1990, when he retired to join Williams Mullen. Over the years, he has also served at the request of numerous Governors: Chairman of the Governor's Regulatory Reform Advisory Board; Governor's Commission on Efficiency in Government; Chairman of the Regulatory Climate Workgroup of the Economic Recovery Commission and as a member of the Virginia Regulatory Roundtable, the Blue Ribbon Strike Force: Governor's Commission on Government Reform, the Virginia Strategy Board, the Governor's Commission on Transportation Policy and the Administrative Law Advisory Committee for the Virginia Code Commission. He also has served, based on recommendations of the appropriate legislative Chairmen, on the Committee that drafts the guidelines for public-private endeavors.

Mr. Axselle has been recognized by a number of respected publications. He has been recognized by Chambers USA as a leading real estate attorney in Virginia since 2004 and has been named a "Super Lawyer" for both Government and Land Use/Zoning by Virginia Super Lawyers magazine. In addition, Mr. Axselle is regularly listed in The Best Lawyers in America for both his lobbying/regulatory and his land use and zoning work. He continues to be named to Virginia Business magazine's list of "Legal Elite" in the real estate and land use category, and each year has earned its top lobbying/regulatory attorney honors. Mr. Axselle was named the Best Lawyers' 2011 Richmond Government Relations Lawyer of the Year and 2012 Richmond Land Use & Zoning Law Lawyer of the Year.

For its 2015 edition, Mr. Axselle was recognized by The Best Lawyers in America by his peers in the practice areas of Government Relations Practice and Land Use/Zoning Law. In addition, he was selected as the 2015 Richmond Government Relations Practice "Lawyer of the Year." Only a single lawyer in a practice area in each community is so honored as "Lawyer of the year." Mr. Axselle was also chosen in 2014 as a Leader in the law by Virginia Lawyer Weekly. Additionally, Martindale Hubbell has rated Mr. Axselle an AV attorney, its highest rating available.

Long active in civic and community affairs, Mr. Axselle is a former chairman of the Greater Richmond Chamber of Commerce and served as chairman of Richmond Region 2007. In 2005, Mr. Axselle was the recipient of the Henrico Business Council of the Greater Richmond Chamber of Commerce Lifetime Achievement Award.

Mr. Axselle's past activities have included service to numerous charities such as the YMCA, the Cystic Fibrosis Foundation, the Virginia Jaycees and the Council for America's First Freedom. He formerly was active with the Government Affairs Committee of the Virginia Chamber of Commerce and the Transportation Study Task Force of the Richmond Chamber. He also has served as a member of the board of trustees of Fork Union Military Academy.

Following his 1965 graduation from the University of North Carolina at Chapel Hill with a bachelor of arts degree in political science, Mr. Axselle attended the University of Richmond Law School. A 1968 graduate, he was the president of the Student Council, a member of the McNeill Law Society and on the staff of the University of Richmond Law Review.

Prior to joining Williams Mullen, Mr. Axselle was senior partner with the firm of Axselle, Hundley, Johnson & Harris. He is a member of the Virginia State Bar and the American, Virginia, Richmond, and Henrico County bar associations.

WILLIAMS MULLEN®

ALEXANDER "SANDY" C. GRAHAM, JR.

PARTNER

Sandy Graham's practice includes mergers and acquisitions; securities and banking; venture capital transactions; real estate development; antitrust; international business transactions; representation of national and state trade associations and of non-profit organizations; and hotel development and financing.

The co-author of "Controlling Financial Misconduct by Bank Employees: The Effect of Financial Privacy Laws," which appeared in The Banking Law Journal, Mr. Graham also wrote and periodically updates the article on Redevelopment and Housing Authority Law in the Virginia Local Government Attorneys Handbook. He is a frequent speaker at continuing legal education seminars and has lectured on business organizations, international business transactions and issues affecting the construction industry.

Prior to joining Williams Mullen, Mr. Graham was a partner with Hirschler, Fleischer, Weinberg, Cox & Allen in Richmond, Virginia, and was chairman of the firm's 17-lawyer Business Section. While at Hirschler, Fleischer, he concentrated his efforts in mergers and acquisitions work and represented a major bank in many commercial loans. He had been with the firm since 1987.

Mr. Graham serves on the boards of directors of the Goochland Free Clinic and Family Services, the Midlothian YMCA, Preservation Virginia (f/k/a The Association for Preservation of Virginia Antiquities), Battersea Foundation and the Virginia Museum of Fine Arts Business Council. Mr. Graham serves as president of the Battersea Foundation, immediate past president of Goochland Free Clinic and Family Services and VP of Preservation Virginia. He is a member of the Richmond, Virginia, and American Bar Associations and the Virginia State Bar. In addition, Martindale Hubbell has rated Mr. Graham an AV attorney, its highest rating available.

Mr. Graham received his law degree from the University of Virginia School of Law in 1975. He graduated summa cum laude from Hampden-Sydney College in 1972.

***1.c)** For each private entity or major subcontractor ($1 million or more) that will be utilized in the project, provide a statement listing all of the private entity's prior projects and clients for the past five years and contact information for the same (name/addresses/telephone numbers). If a private entity has worked on more than ten (10) projects during this period, it may limit its prior project list to ten (10), but shall first include all projects similar in scope and size to the proposed project and, second, it shall include as many of its most recent projects as possible.*

Kenbridge Construction

Project	City	Owner Contact	Owner Address	Cost	Size
Colonial Heights Courthouse	Colonial Heights, VA	Chuck Henley 804.520.9334	201 James Avenue Colonial Heights, VA 23834	$15,802,325	57,000 SF
Manchester Courthouse	Richmond, VA	John F. Winter 804.646.6644	900 East Broad Street, Richmond, VA, 23219	$15,039,600	58,625 SF
Southside Community Services Board Administration Building	Clarksville, VA	Donald Burge 434.572.6916	424 Hamilton Blvd. South Boston, VA 24592	$2,661,000	22,150 SF
New Young Laine Courts Building	Isle of Wight, VA	Mike Cardwell 757.486.0200	17140 Monument Circle, Isle of Wight, VA 23397	$10,577,000	47,000 SF
Seminol Trail Fire Station	Charlottesville, VA	Blake Abplanalp 434.872.4501	401 McIntire Road, Charlottesville, VA 22902	$3,001,754	2,600 SF
VDOT-Culpeper	Culpeper, VA	Mike Fried 804.371.6707	1401 East Broad Street, Richmond, VA 23219	$4,569,270	24,000 SF
Farmville Municipal Building	Farmville, VA	Gerry Spates 434.392.5686	116 North Main Street, Farmville, VA 23901	$6,220,426	31,000 SF
Sussex Commonwealth Attorney Building	Sussex, VA	Tom Harris 434.246.1000	P.O. Box 1397, 20135 Princeton Road, VA 23884	$7,762,400	75,425 SF
Chesterfield Fire Station 21	Chesterfield, VA	Michael West 804.796.7173	9901 Lori Road, Chesterfield, VA 23832	$3,699,000	12,212 SF
Charlottesville J&DR Court	Charlottesville, VA	Mike Mollica 434-970-3646	305 4th Street, NW, Charlottesville, VA 22903	$12,358,065	65,974 SF

***1.d)** Provide names, addresses, and telephone numbers of persons within the private entity who may be contacted for further information.*

Kenbridge Construction
John Mahaney
1101 Fifth Avenue
P.O. Box 480
Kenbridge, VA 23944
phone • 434.676.8221
fax • 434.676.8815
estimating@kenbridge.com

Enteros Design
Gil Entzminger, AIA, LEED AP
President
314 Exchange Alley, Suite A
Petersburg, VA 23803 phone • 804.861.1200
fax • 804.861.1253
gil@enterosdesign.com

***1.e)** Provide a current or most recently audited financial statement of the private entity and each partner with an equity interest of 10% or greater.*

Kenbridge Construction Co., Inc. is a closely held corporation and normally refrains from releasing financial data to the public. We have the financial resources to ensure performance of your project, however if deemed necessary, we will furnish our most recent financial statement for review in person, after which, Kenbridge Construction Co., Inc. will retain all copies. Kenbridge Construction is a financially stable corporation that has an outstanding banking relationship with Benchmark Community Bank. We are bonded by Traveler's for up to a single project value of $75 million and an aggregate program of $150 million. We have a $2 million dollar Line of Credit with Benchmark that has never been used since initiated. You are welcome to contact Benchmark President Mike Walker for inquiries regarding our financial condition at 434-676-9054 at extension 1104

***1.f)** Identify any persons known to the proposer who would be obligated to disqualify themselves from participation in any transaction arising from or in connection to the project pursuant to the Virginia State and Local Government Conflict of Interests Act, Chapter 31 (§ 2.2-3100 et seq.) of Title 2.2.*

Kenbridge Construction is unaware of anyone who would be obligated to disqualify themselves from participation in any transaction arising from or in connection to the project pursuant to the Virginia State and Local Government Conflict of Interests Act, Chapter 31 (§ 2.2- 3100 et seq.) of Title 2.2.

***1.g)** Identify the proposed plan for obtaining sufficient numbers of qualified workers in all trades or crafts required for the project.*

Method of Outreach and Notification For Construction Services

Kenbridge Construction intends to give all interested sub-contractors, especially local contractors, the opportunity to bid on the new Emporia Municipal Building project. We plan to aggressively publicize and recruit local talent, so that much of the City's significant investment in the City Hall will be returned to the local economy.

During Pre-construction services Kenbridge Construction will solicit names of local sub-contractors from team members, the City, and the surrounding communities. We will encourage those sub-contractors to assist with cost estimating for the project. Kenbridge will maintain a list of local sub-contractors for future bidding purposes.

During bidding for the final GMP in preparation for Phase 2 Construction, Kenbridge Construction will advertise in the local newspapers to solicit bids from local contractors.

Kenbridge will host a job fair in Emporia to encourage local sub-contractors and employees to be hired or bid on the project. We have implemented this plan on other projects, and it has been successful in bringing local talent to projects. A prime example is the High Street United Methodist Church project in Franklin, VA. KCC was awarded this new church project just weeks after the local paper mill announced it was closing, crushing the local workforce and the morale of the town. KCC put on a job fair, attracting hundreds of potential employees. While the jobs were not permanent replacements, they gave hope to an area in turmoil. Over 200 people showed up to the 2-day event, held at the local workforce development center. KCC and our subs set up booths with applications and job-hunting tips.

Kenbridge Construction is able to mentor and support smaller local sub-contractors when necessary by providing in house training on computer project management and financial software. We have assisted sub-contractors in building their bonding capacity where appropriate. We have helped sub-contractors with blemishes on their credit by offering a joint check program (we pay the sub-contractor after the work is complete, and we pay the materials suppliers directly). We welcome the opportunity of assisting local sub-contractors in participating with this project.

Kenbridge hopes to reinvest approximately 80% in the local economy by hiring local sub-contractors and employees.

***1.h)** For each private entity or major subcontractor that will perform construction or design activities, provide the following information:*

(1) A sworn certification by an authorized representative of the private entity attesting to the fact that the private entity is not currently debarred or suspended by any federal, state, or local government agency.

Please find KCC's sworn statement on the following page.

(2) A completed qualification statement that reviews all relevant information regarding technical qualifications and capabilities, private entity resources and business integrity of the private entity, including but not limited to, bonding capacities, insurance coverage and private entity equipment. This statement shall also include a mandatory disclosure by the private entity for the past five years of the conduct listed in Section 1.h.2.

	Kenbridge Construction
Bankruptcy Filings	NONE
Liquidated Damages	NONE
Fines, Assessments or Penalties	NONE
Judgements or Awards in Contract Disputes	NONE
Contract Defaults or Terminations	NONE
License Revocations, Suspensions, Etc.	NONE
Debarments or Suspensions by Governmental Entity	NONE
Denials of Pre-Qualification, Findings of Non-Responsibility	NONE
Past Safety Performance	0.79
Violations of Law	NONE
Criminal Indictments or Investigations	NONE
Claims By or Against the Firm	NONE

Please find our bonding capacity, insurance certificate, and AIA A305 Contractor Qualification Statement on the following pages. Please note that

KENBRIDGE CONSTRUCTION

January 15, 2015

Dr. Edwin C. Daley
Assistant City Manager
City of Emporia, Virginia
201 South Main Street
Post Office Box 511
Emporia, Virginia 23847

RE: New City Hall

Dear Mr. Daley:

Kenbridge Construction Co., Inc., certifies that it is not currently debarred or suspended by any federal, state or local government entity.

Very truly yours,

Emory M. Hodges
President

P. O. Box 480
1101 Fifth Avenue
Kenbridge, Virginia 23944
P 434.676.8221
F 434.676.8815
VIRGINIA • NORTH CAROLINA

TRAVELERS

300 Arboretum Parkway
Ste 390
Richmond, Va 23236
804-330-6871
866-728-8992 fax

October 6, 2014

Mr. Emory Hodges, President
Kenbridge Construction Company, Inc.
1101 5th Avenue
Kenbridge, VA 23944

RE: Bonding

Dear Mr. Hodges:

We consider Kenbridge Construction Company, Inc. one of our outstanding and most valued clients in whom we have the highest confidence. Through the years Kenbridge Construction Company, Inc. has, in our opinion, remained properly financed, well equipped and capably managed.

Travelers Casualty and Surety Company of America is prepared to give favorable consideration to the execution of bids and/or contract performance and payment bonds. We have supported jobs in the $75,000,000 range and total program in excess of $150,000,000.

Our willingness to provide surety credit on projects are subject to Kenbridge Construction Company, Inc.'s acceptance of an award of a contract, Kenbridge Construction Co., Inc. applying to the Travelers Casualty and Surety Company of America on or about the day work is scheduled to begin for bonding, and Kenbridge Construction Co., Inc. and us, as surety, determining that the contract documents, contract specifications and bond forms are acceptable. Our AM Best rating is A+.

If you require any additional information, please let us know.

Sincerely,

Nancy L. Adams, Attorney-In-Fact for
TRAVELERS CASUALTY AND SURETY
COMPANY OF AMERICA

AIA® Document A305™ – 1986

Contractor's Qualification Statement

The Undersigned certifies under oath that the information provided herein is true and sufficiently complete so as not to be misleading.

SUBMITTED TO: City of Emporia
Dr. Edwin C. Daley

ADDRESS: 201 South Main Street
P. O. Box 511
Emporia, VA 23847

SUBMITTED BY: Kenbridge Construction Co., Inc.

NAME: Emory M. Hodges

ADDRESS: P. O. Box 480
Kenbridge, VA 23944

PRINCIPAL OFFICE: P. O. Box 480
Kenbridge, VA 23944

[X] Corporation

[ ] Partnership

[ ] Individual

[ ] Joint Venture

[ ] Other

NAME OF PROJECT: *(if applicable)* City of Emporia
City Administration Building

TYPE OF WORK: *(file separate form for each Classification of Work)*

[X] General Construction

[ ] HVAC

[ ] Electrical

[ ] Plumbing

[ ] Other: *(Specify)*

§ 1 ORGANIZATION

§ 1.1 How many years has your organization been in business as a Contractor? 66

§ 1.2 How many years has your organization been in business under its present business name? 58

§ 1.2.1 Under what other or former names has your organization operated?

ADDITIONS AND DELETIONS: The author of this document has added information needed for its completion. The author may also have revised the text of the original AIA standard form. An *Additions and Deletions Report* that notes added information as well as revisions to the standard form text is available from the author and should be reviewed. A vertical line in the left margin of this document indicates where the author has added necessary information and where the author has added to or deleted from the original AIA text.

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

This form is approved and recommended by the American Institute of Architects (AIA) and The Associated General Contractors of America (AGC) for use in evaluating the qualifications of contractors. No endorsement of the submitting party or verification of the information is made by AIA or AGC.

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User Notes: (1819236947)

§ 1.3 If your organization is a corporation, answer the following:
- § 1.3.1 Date of incorporation: October 02, 1956
- § 1.3.2 State of incorporation: VA
- § 1.3.3 President's name: Emory M. Hodges
- § 1.3.4 Vice-president's name(s)

- § 1.3.5 Secretary's name: Terri F. Newcomb
- § 1.3.6 Treasurer's name: Terri F. Newcomb

§ 1.4 If your organization is a partnership, answer the following:
- § 1.4.1 Date of organization:
- § 1.4.2 Type of partnership (if applicable):
- § 1.4.3 Name(s) of general partner(s)

§ 1.5 If your organization is individually owned, answer the following:
- § 1.5.1 Date of organization:
- § 1.5.2 Name of owner:

§ 1.6 If the form of your organization is other than those listed above, describe it and name the principals:

§ 2 LICENSING

§ 2.1 List jurisdictions and trade categories in which your organization is legally qualified to do business, and indicate registration or license numbers, if applicable.

Virginia #2701-003930A Building Construction
North Carolina #4512 Building Construction

§ 2.2 List jurisdictions in which your organization's partnership or trade name is filed.

§ 3 EXPERIENCE

§ 3.1 List the categories of work that your organization normally performs with its own forces.

Layout, concrete, carpentry work, masonry, miscellaneous steel fabrications, and miscellaneous specialty work. Percentage of work performed by Contractor's own forces is 15%.

§ 3.2 Claims and Suits. (If the answer to any of the questions below is yes, please attach details.)

§ 3.2.1 Has your organization ever failed to complete any work awarded to it?

No

§ 3.2.2 Are there any judgments, claims, arbitration proceedings or suits pending or outstanding against your organization or its officers?

No

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User Notes: (1245136235)

§ 3.2.3 Has your organization filed any law suits or requested arbitration with regard to construction contracts within the last five years?

Yes, please see attached

§ 3.3 Within the last five years, has any officer or principal of your organization ever been an officer or principal of another organization when it failed to complete a construction contract? (If the answer is yes, please attach details.)

No

§ 3.4 On a separate sheet, list major construction projects your organization has in progress, giving the name of project, owner, architect, contract amount, percent complete and scheduled completion date.

Please see attached

§ 3.4.1 State total worth of work in progress and under contract:

$67,394,236.00

§ 3.5 On a separate sheet, list the major projects your organization has completed in the past five years, giving the name of project, owner, architect, contract amount, date of completion and percentage of the cost of the work performed with your own forces.

Please see attached

§ 3.5.1 State average annual amount of construction work performed during the past five years:

$43,033,744.00

§ 3.6 On a separate sheet, list the construction experience and present commitments of the key individuals of your organization.

Please see attached

§ 4 REFERENCES
§ 4.1 Trade References:

Community Memorial Healthcenter/Scott Burnette/434-774-2468
125 Buena Vista Circle
South Hill, VA 23970

Ruin Creek Properties, LLC/Brandon Boyd/252-432-4072
Boyd Honda of South Hill
200 West Danville Street
South Hill, VA 23970

§ 4.2 Bank References:

Benchmark Community Bank
Mike Walker/434-676-8444
100 South Broad Street
Kenbridge, VA 23944

§ 4.3 Surety:
§ 4.3.1 Name of bonding company:

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User Notes:
(1245136235)

Traveler's Casualty & Surety Company of America

§ 4.3.2 Name and address of agent:

James A. Scott & Sons, Inc.
1700 Bayberry Court, Suite 390
Richmond, VA 23226
Nancy L. Adams, Attorney-In-Fact/804-441-6816

§ 5 FINANCING

§ 5.1 Financial Statement.

§ 5.1.1 Attach a financial statement, preferably audited, including your organization's latest balance sheet and income statement showing the following items:

Current Assets (e.g., cash, joint venture accounts, accounts receivable, notes receivable, accrued income, deposits, materials inventory and prepaid expenses);

Net Fixed Assets;

Other Assets;

Current Liabilities (e.g., accounts payable, notes payable, accrued expenses, provision for income taxes, advances, accrued salaries and accrued payroll taxes);

Other Liabilities (e.g., capital, capital stock, authorized and outstanding shares par values, earned surplus and retained earnings).

§ 5.1.2 Name and address of firm preparing attached financial statement, and date thereof:

§ 5.1.3 Is the attached financial statement for the identical organization named on page one?

§ 5.1.4 If not, explain the relationship and financial responsibility of the organization whose financial statement is provided (e.g., parent-subsidiary).

Kenbridge Construction Co., Inc. is a closely held corporation and normally refrains from releasing financial data to the public. We have the financial resources to ensure performance of your project, however if deemed necessary, we will furnish our most recent financial statement for review in person, after which, Kenbridge Construction Co., Inc. will retain all copies. Kenbridge Construction is a financially stable corporation that has an outstanding banking relationship with Benchmark Community Bank. We are bonded by Traveler's for up to a single project value of $75 million and an aggregate program of $150 million. We have a $2 million dollar Line of Credit with Benchmark that has never been used since initiated. You are welcome to contact Benchmark President Mike Walker for inquiries regarding our financial condition at 434-676-9054, extension 1104.

§ 5.2 Will the organization whose financial statement is attached act as guarantor of the contract for construction?

§ 6 SIGNATURE

§ 6.1 Dated at this 3rd day of February, 2015

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User Notes: (1832079209)

Name of Organization: Kenbridge Construction Co., Inc.

By: Emory M. Hodges

Title: President

§ 6.2

Mr. Hodges, being duly sworn deposes and says that the information provided herein is true and sufficiently complete so as not to be misleading.

Subscribed and sworn before me this 3rd day of February, 2015

Notary Public: Denise L. Crenshaw

My Commission Expires: March 31, 2018

DENISE L. CRENSHAW
NOTARY PUBLIC
Commonwealth of Virginia
Reg. #7024123
My Commission Expires 03/31/2018

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User Notes:
(1364541801)

KENBRIDGE CONSTRUCTION

Kenbridge Construction Legal Issues
Previous Five Years (2010-present)

3.2.3

Date: March 2011
In March 2011, Kenbridge Construction Company filed suit against Merkley Mechanical Associates, LLC, for breach of contract on the Julian S. Carr project located in Durham, North Carolina. This claim against Merkley is for non-completion of their contract work and for non-payment to subcontractors and suppliers that furnished materials on this project. Merkley filed for bankruptcy protection and Kenbridge Construction Company was awarded a judgment that is currently uncollectible.

Date: November 2013
In November 2013, Southern Piping of Wilson, NC filed claim against Britt Plumbing, Inc., Kenbridge Construction Co., and Traveler's Casualty and Surety Company of America in the Claim. **This case was dismissed.**

For additional information regarding the above listed claims or any other legal issues, please contact Emory Hodges, President of Kenbridge Construction Company, Inc., directly.

P. O. Box 480
1101 Fifth Avenue
Kenbridge, Virginia 23944
P 434.676.8221
F 434.676.8815
KENBRIDGE, VA • CARY, NC

www.kenbridge.com

KENBRIDGE CONSTRUCTION COMPANY, INC. 2/2/2015 Page 1
Current Projects

PROJECT NAME PROJECT LOCATION	CITY	STATE	JOB CATEGORY	OWNER NAME OWNER ADDRESS	OWNER CONTACT	ARCHITECT NAME ARCHITECT ADDRESS	ARCHITECT CONTACT	CONTRACT AMOUNT	START DATE	COMPLETION DATE	SIZE (SQ. FT.)	PROJECT MANAGER	SUPERINTENDENT
Central Virginia Regional Jail Orange, VA	Orange	VA	Detention	Central Virginia Regional Jail Authority 13021 James Madison Hwy Orange, VA 22960	Glenn Aylor 540 672 3222	Moseley Architects 3200 Norfolk Street Richmond, VA 23220	Carrie Henaghan 804-794-7555	$13,800,000.00	7/1/14	7/15/16	46,094	Brandon Spencer	Bennie Newcomb
Chesterfield Fire Station 21 Chesterfield, VA	Chesterfield	VA	Commercial	Chesterfield County 9901 Lori Road P. O. Box 51 Chesterfield, VA 23832	Michael West 804-796-7173	HVC Chenault Architects 1710 E. Franklin St. Suite 100 Richmond, VA 23223	Shane Rollison 804-225-9900	$3,699,000.00	8/22/13	8/15/14	12,212	Billy Gee	Alan Larson
CMH Radiology South Hill, VA	South Hill	VA	Hospital	Community Memorial Healthcenter 125 Buena Vista Circle South Hill, VA 23970	Ed Brandenburg 434 774-2440	Baskervill 101 15th St. Ste. 200 Richmond, VA 23219	Bruce Tyler 804-343-1010	$1,440,000.00	1/6/14	9/30/14		Brandon Spencer	Nat Matthews
Northside Library & Storage Facility Charlottesville, VA	Charlottesville	VA	Education	County of Albermarle, Virginia Albermarle County Office Building Office of Facilities Development 401 McIntire Road, Room 228 Charlottesville, VA	Ron Lilley 434 872 4501	HBM Architects 1382 West Ninth Street Suite 300 Cleveland, OH	James Shook 216-241-1100	$6,773,500.00	4/14/14	2/1/15	60,000	Billy Gee	Mike Flood
Sandston Multipurpose Building Sandston, VA	Sandston	VA	Commercial	Department of Military Affairs Building #316 Fort Pickett. VAFM-AE PRN-160 Blackstone, VA 23824	Michael Alder 434-298-6215	Engineering Design Associates 5625 S Laburnum Avenue Richmond, VA 23231	Barbara Gilliam 804-236-0190	$589,400.00	11/3/14	4/1/15	4,045	Billy Gee	C. H. Hall
Seminole Trail Fire Station Charlottesville, VA	Charlottesville	VA	Commercial	County of Albemarle 401 McIntire Rd. Charlottesville, VA 22902	Blake Abplanalp 434-872-4501	DJG, Inc. 449 McLaws Circl Williamsburg, VA 23185	Dudley Parrish 757-253-0673	$3,001,754.00	8/26/13	8/26/14	2,600	Brandon Spencer	Jeff Colvin
Turntable Park/Southern States Lawrenceville, VA	Lawrenceville	VA	Commercial	Town of Lawrenceville 400 North Main Street Lawrenceville, VA 23868	C.J. Dean 434-848-2414	Dewberry Engineers Inc. 551 Piney Forest Road Danville, VA 24540	Rancy Jones 434-549-8519	$255,000.00	9/15/14	1/1/15	1,000	Billy Gee	Calvin Harris
Varina Area Library Henrico, VA	Henrico	VA	Education	Henrico County, VA 4301 East Parham Road. P. O. Box 90775 Henrico, VA	Richard Morse 804-501-7227	BCWH 1840 West Broad Street Suite 400 Richmond, VA 23220	Chuck Wray 804-788-4774	$15,100,000.00	7/1/14	11/16/15	43,885	Emory Hodges	Tom Wopperer

KENBRIDGE CONSTRUCTION COMPANY, INC.
KCC 5 Year Project List

2/2/2015

	A	B	C	D	E	F	G	H	I	J	K	L	M	O
1	PROJECT NAME PROJECT LOCATION	CITY	STATE	JOB CATEGORY	OWNER NAME OWNER ADDRESS	OWNER CONTACT	ARCHITECT NAME ARCHITECT ADDRESS	ARCHITECT CONTACT	CONTRACT AMOUNT	START DATE	COMPLETION DATE	SIZE (SQ. FT.)	PROJECT MANAGER	SUPERINTENDENT
2	Abingdon Campus Skilled Nursing Facility Washington County, Virginia	Washington County	VA	Health Care	Abingdon Health Investors, LLC C/O Smith/Packett Med-Com, LLC 4423 Pheasant Ridge Rd, SW, Suite 301 Roanoke, VA 24014	William Davies 540-774-7762	Jones & Jones Associates 6120 Peters Creek Rd Roanoke, VA 24019	Jyse Jones 540-366-3335	$5,745,130.00	3/21/11	1/31/12	54,000	Richard Roberts	Tom Wopperer
3	Administration Building for the Department of the Blind and Vision Impaired Richmond, VA	Richmond	VA	Health Care	Department of Behavioral Health and Development Services P O Box 1797 Richmond, VA 23218	Richard Fisher 804-371-0310	Moseley Architects 3200 Norfolk St Richmond, VA 23220 KEI Architects 101 W Broad St, Suite 1018 Richmond, VA 23220	Scott Shady 804-794-7555 Monica Flippen 804-788-0338	$3,757,000.00	12/7/10	12/16/11	27,070	Billy Gee	Kellie Jones
4	Albemarle 2015 Renovations Albemarle, VA	Albemarle	VA	Education	Albemarle County School Board 401 McIntire Road, Room 211 Charlottesville, VA 22902	Rosalyn Schmitt 434-975-9340	Rancorn Wildman Architects 601 Thimble Shoals Blvd Suite 210 Newport News, VA 23606	Jack Clark 757-873-6606	$425,000.00	6/22/13	8/9/13	Variable	Emory M. Hodges	C.H. Hall
5	Benchmark Bank South Hill, VA	South Hill	VA	Financial	Benchmark Community Bank 100 South Broad Street Kenbridge, VA 23944	Mike Walker 434-676-9054	Baskervill 101 S 15th St, Suite 200 PO Box 400 Richmond, VA 23218	J. P. Vaughan 804-343-1010	$1,584,385.00	3/1/10	10/1/10	4,500	Brandon Spencer	Bennie Newcomb
6	Benchmark Community Bank Clarksville, VA	Clarksville	VA	Financial	Benchmark Community Bank 100 South Broad Street Kenbridge, VA 23944	Mike Walker 434-676-9054	Baskervill 101 S 15th St, Suite 200 PO Box 400 Richmond, VA 23218	J. P. Vaughan 804-343-1010	$1,599,000.00	4/2/12	10/31/12	5,891	Brandon Spencer	Bennie Newcomb
7	Benchmark Community Bank Renovations Lawrenceville, VA	Lawrenceville	VA	Financial	Benchmark Community Bank 100 South Broad Street Kenbridge, VA 23944	Mike Walker 434-676-9054	Baskervill 101 S 15th St, Suite 200 PO Box 400 Richmond, VA 23218	J P Vaughan 804-343-1010	$400,000.00	11/1/11	3/1/12	2,105	Emory Hodges	Bennie Newcomb
8	Boyd Chevy Emporia, VA	Emporia	VA	Commercial	Ruin Creek Properties, LLC Boyd Honda of South Hill 200 W. Danville St. South Hill, VA 23970	Brandon Boyd 252-432-4072	Plageman Architecture 120 W. Front St. Burlington, NC 27215	John 336-226-3933	$5,339,270.00	7/12/13	3/31/14	31,728	Emory M. Hodges	Chuck Kresge
9	Boyd Chevy Henderson, NC	Henderson	NC	Commercial	Ruin Creek Properties, LLC Boyd Honda of South Hill 200 W. Danville St. South Hill, VA 23970	Brandon Boyd 252-432-4072	Plageman Architecture 120 W. Front St. Burlington, NC 27215	John 336-226-3933	$25,000.00	5/20/13	7/31/13	30,928	Emory M. Hodges	Chuck Kresge
10	Boyd Honda South Hill, VA	South Hill	VA	Commercial	Ruin Creek Properties, LLC Boyd Honda of South Hill 200 W. Danville St. South Hill, VA 23970	Brandon Boyd 877-358-1788	Plageman Architecture 120 W. Front St. Burlington, NC 27215	John Plageman 336-226-3933	$3,132,874.00	8/1/12	4/1/13	19,500	Emory M. Hodges	Chuck Kresge
11	BVI Roof Replacement Richmond, Va	Richmond	VA	Health Care	Department of Behavioral Health and Development Services P O Box 1797 Richmond, VA 23218	Richard Fisher 804-371-0310	Moseley Architects 3200 Norfolk St Richmond, VA 23220 KEI Architects 101 W Broad St, Suite 1018 Richmond, VA 23220	Scott Shady 804-794-7555 Monica Flippen 804-788-0338	$845,000.00	6/25/12	1/15/13	3,884	Billy Gee	Calvin Harris
12	Carter Machinery Co. LaCrosse, VA	LaCrosse	VA	Commercial	Carter Machinery Co, Inc. PO Box 3096, 1330 Lynchburg Tpk Salem, VA 24153	Dynasty McNeil 540-387-1111	McKinney & Co. 100 South Railroad Ave. Ashland, VA 23005	Chris Poulson 804-798-1451	$1,965,000.00	11/11/13	5/10/14	12,000	Artie Pressley	Tom Wopperer
13	Central Virginia Regional Jail Orange, VA	Orange	VA	Detention	Central Virginia Regional Jail Authority 13021 James Madison Hwy Orange, VA 22960	Glenn Aylor 540-672-3222	Moseley Architects 3200 Norfolk Street Richmond, VA 23230	Carrie Henaghan 804-794-7555	$13,800,000.00	7/1/14	7/15/16	46,094	Brandon Spencer	Bennie Newcomb

KENBRIDGE CONSTRUCTION COMPANY, INC.
KCC 5 Year Project List

2/2/2015

Page 2

	A	B	C	D	E	F	G	H	I	J	K	L	M	O
1	PROJECT NAME PROJECT LOCATION	CITY	STATE	JOB CATEGORY	OWNER NAME OWNER ADDRESS	OWNER CONTACT	ARCHITECT NAME ARCHITECT ADDRESS	ARCHITECT CONTACT	CONTRACT AMOUNT	START DATE	COMPLETION DATE	SIZE (SQ. FT.)	PROJECT MANAGER	SUPERINTENDENT
2	Chesterfield Fire Station 21 Chesterfield, VA	Chesterfield	VA	Commercial	Chesterfield County 9901 Lori Road PO Box 51 Chesterfield, VA 23832	Michael West 804-796-7173	HVC Chenault Architects 1710 E. Franklin St. Ste. 100 Richmond, VA 23223	Shane Rollison 804-225-9900	$3,699,000.00	8/22/13	8/15/14	12,212	Billy Gee	Alan Larson
3	Churchland Primary Additions and Renovations Portsmouth, VA	Portsmouth	VA	Education	Portsmouth Public Schools 3920 Bartons Point Rd Portmouth, VA 23704	Tom Hubert 757-393-4353	VMA Design Architects, PC 150 Randolph St Norfolk, VA 23510	Drew Gebler 757-627-1489	$5,430,000.00	5/13/10	9/30/11	71,150	John Mahaney	Chuck Kresge
4	Clover Hill High School Midlothian, VA	Midlothian	VA	Education	Chesterfield County School Board 10045 Courthouse Road Chesterfield, VA 23832	Bill Bridgforth 804-768-6126	Moseley Architects 10819 Trade Street Richmond, VA 23236	Scott Shady 804-794-7555	$56,355,456.00	7/31/07	3/31/10	268,000	Richard Roberts	Jeff Colvin
5	CMH AP LAB South Hill, VA	South Hill	VA	Hospital	Community Memorial Healthcenter 125 Buena Vista Circle South Hill, VA 23970	Ed Brandenburg 434-774-2440	Baskervill 101 15th St. Ste. 200 Richmond, VA 23219	Bruce Tyler 804-343-1010	$1,618,511.00	5/27/13	11/26/13	7,933	Brandon Spencer	Nat Matthews
6	CMH Radiology South Hill, VA	South Hill	VA	Hospital	Community Memorial Healthcenter 125 Buena Vista Circle South Hill, VA 23970	Ed Brandenburg 434-774-2440	Baskervill 101 15th St. Ste. 200 Richmond, VA 23219	Bruce Tyler 804-343-1010	$1,440,000.00	1/6/14	9/30/14	10,000	Brandon Spencer	Nat Matthews
7	Colonial Heights Courthouse Colonial Heights, VA	Colonial Heights	VA	Justice	City of Colonial Heights 201 James Ave. PO Box 3401 Colonial Heights, VA 23834	Chuck Henley 804-520-9334	Enteros Design, PC 314 Exchange Alley Suite A Petersburg, VA 23803	Scott Wheeler 804-861-1200	$15,832,325.00	3/9/12	9/20/13	57,000	Artie Pressley	Tom Wopperer
8	Courthouse Commons Town Homes Blackstone, VA	Blackstone	VA	Commercial	SWCI Investments 121 South Main St. Blackstone, VA 23824	Jason Walker 434-294-3689	Roundhill Design 3375 Brink Rd. Emporia, VA 23847	Chris Gund 434-634-6685	$427,000.00	8/1/13	11/30/13	6,050	Billy Gee	C.H. Hall
9	Central Virginia Training Center Building #9 Madison Heights, VA	Madison Heights	VA	Justice	Dept. of Behavioral Health & Dev. Services PO Box 1797, 1220 Bank St. Richmond, VA 23219	Ron Davis 804-786-3926	RRMM Architects PC 1317 Executive Blvd. Ste. 200 Chesapeake, VA 23320	Mathew Astrin	$3,772,150.00	10/1/12	10/16/13	17,438	Billy Gee	Mike Flood
10	DFAC Renovation Building 1667 MTC, Fort Pickett Blackstone, VA	Blackstone	VA	Commercial	Department of Military Affairs-Facilities Engineering Division Building 234 MTC, Fort Pickett Blackstone, VA 23824	Dave Flippen 434-292-8507	Engineering Design Associates 5625 S Laburnum Avenue Richmond, VA 23231	Barbara Gilliam 804-236-0190	$359,025.00	9/21/11	3/23/12	11,844	Emory Hodges	Nat Matthews
11	DFAC Renovation Building 1667 MTC, Fort Pickett Blackstone, VA	Blackstone	VA	Commercial	Department of Military Affairs-Facilities Engineering Division Building 234 MTC, Fort Pickett Blackstone, VA 23824	Dave Flippen 434-292-8507	Engineering Design Associates 5625 S Laburnum Avenue Richmond, VA 23231	Barbara Gilliam 804-236-0190	$359,025.00	9/21/11	3/23/12	11,844	Emory Hodges	Nat Matthews
12	DFAC Renovation Building 1686 MTC, Fort Pickett Blackstone, VA	Blackstone	VA	Commercial	Department of Military Affairs Building 316 MTC, Fort Pickett Blackstone, VA 23824	Michael Alder 434-298-6215	Engineering Design Associates 5625 S Laburnum Avenue Richmond, VA 23231	Barbara Gilliam 804-236-0190	$305,000.00	7/1/11	10/20/11	11,844	Emory Hodges	Nat Matthews
13	DFAC Renovation Building 1686 MTC, Fort Pickett Blackstone, VA	Blackstone	VA	Commercial	Department of Military Affairs Building 316 MTC, Fort Pickett Blackstone, VA 23824	Michael Alder 434-298-6215	Engineering Design Associates 5625 S Laburnum Avenue Richmond, VA 23231	Barbara Gilliam 804-236-0190	$305,000.00	7/1/11	10/20/11	11,844	Emory Hodges	Nat Matthews

KENBRIDGE CONSTRUCTION COMPANY, INC.
KCC 5 Year Project List

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	A PROJECT NAME PROJECT LOCATION	B CITY	C STATE	D JOB CATEGORY	E OWNER NAME OWNER ADDRESS	F OWNER CONTACT	G ARCHITECT NAME ARCHITECT ADDRESS	H ARCHITECT CONTACT	I CONTRACT AMOUNT	J START DATE	K COMPLETION DATE	L SIZE (SQ. FT.)	M PROJECT MANAGER	O SUPERINTENDENT
1	EK Powe Elementary School Durham, NC	Durham	NC	Education	Durham Public School 2011 Hamlin Road Durham, NC 27704	Mark Roe 919-838-6755	Design Collective 312 Blackwell St, Ste. 100 Durham, NC 27701	Eric Heidt 919-381-9325	$2,195,200.00	1/2/12	7/31/13	50,458	Artie Pressley	Alan Larson
2	Emporia Travel Resturant Renovations & Coffee Bar Addition Emporia, VA	Emporia	VA	Commercial	Sadler Brothers Oil Company 517 N. Main St. Emporia, Va 23847	Brian Poarch 434-634-7129	The Round Hill Group Round Hill Design Emporia, VA 23847	Chris Gund 434-634-6685	$50,000.00	1/28/13	3/15/13	5,000	Emory Hodges	C.H. Hall
3	Falmouth Elementary School Falmouth, VA	Falmouth	VA	Education	Stafford County Public Schools 31 Stafford Ave. Stafford, VA 22554	Tom Henry 540-658-6540	Hayes Large Architects, LLP 75 S Houcks Rd, Ste 300 Harrisonburg, PA 17109	John W. Yarnall 717-238-4795	$8,971,207.00	6/22/11	5/31/12	75,778	Brandon Spencer	Jeff Colvin
4	Five Guys South Hill, VA	South Hill	VA	Commercial	Missi Sadler Enterprises, LLC PO Box 871 Emporia, Va	Missi Sadler 434-594-4507	Ionic Design Studios 293 Independence Blvd Suite 308 Virginia Beach, Va 23462	Mathew Mazzoni 757-499-3110	$362,500.00	12/3/12	4/30/13	37,320	Artie Pressley	Nat Matthews
5	High Street United Methodist Church Franklin, VA	Franklin	VA	House of Worship	High Street United Methodist Church 301 W Franklin St Franklin, VA 23851	Robert Luck 757-562-5412	BRW Architects 112 Fourth St Charlottesville, VA 22902	Bruce Wardell 434-971-7160	$8,662,112.00	8/11/10	12/24/11	29,000	Brandon Spencer	Calvin Wilkerson
6	ICE-Detainee Housing Facility Farmville, VA	Farmville	VA	Detention	ICA-Farmville 508 Waterworks Way Farmville, VA 23901	Russell Harper 804-356-4444	Timmons Kelley Architects 14005 Steepleston Dr Midlothian, VA 23113	Malcolm Kelley 804-897-5636	$9,000,000.00	6/15/09	2/18/10	87,000	Brandon Spencer	Calvin Wilkerson
7	Jackson Doswell Building Blackstone, VA	Blackstone	VA	Commercial	Blackstone B & B Investments, LLC 721 N. Main St Blackstone, VA 23824	Deborah Borum 434-298-7224	Joseph F. Yates Architects 201 Hull Street, Suite B Richmond, VA 23224	Ed Mulreany 804-864-0180	$924,924.00	1/11/10	10/18/10	9,030	Billy Gee	Danny Baugh
8	JB Watkins Elementary School Additions & Renovations Midlothian, VA	Midlothian	VA	Education	Chesterfield County Public Schools 10045 Courthouse Rd. Chesterfield, VA 23832	Bill Bridgforth 804-768-6126	Rancorn Wildman Architects 601 Thimble Shoals Blvd Suite 210 Newport News, VA 23606	Nelson Rancorn 757-873-6606	$4,702,000.00	10/10/11	8/24/12	17,200	Billy Gee	Mike Flood
9	Julian S. Carr Building Renovations Durham, NC	Durham	NC	Education	Durham County Public Schools 511 Cleveland St Durham, NC 27701	Mark Roe 919-838-6755	Ratio Architects 135 E. Main St Raleigh, NC 27601	Hal Bowen 919-821-0805	$9,710,500.00	6/21/10	6/1/11	90,000	Doug Sauer	Earl Callis
10	Lakeview Elementary School Colonial Heights, VA	Colonial Heights	VA	Education	Colonial Heights Public Schools 512 Boulevard Rd Colonial Heights, VA 23834	Kenny Harrell 804-524-3400	Moseley Architects 3200 Norfolk St Richmond, VA 23230	Sumita Carpenter 804-794-7555	$1,881,000.00	8/25/10	8/5/11	7,000	Billy Gee	Mike Flood
11	Liberty Dialysis South Hill, VA	South Hill	VA	Health Care	Dr. Vijaya Chirumamilla 3400 S. Carter Road, Suite B Petersburg, VA 23805	Dr. Vijaya Chirumamilla	Christopher Kidd & Assoc 123 N. College Ave. Suite 200 Fort Collins, Colorado 80524	Sara Less	$1,151,900.00	5/23/12	10/12/12	9,000	Richard Roberts	Nat Matthews
12	Locust Grove Middle School Orange, VA	Orange	VA	Education	Orange County Public Schools 200 Dailey Dr Orange, VA 22960	Henry Miller 540-661-4450	Moseley Architects 50 West Market Street Harrisonburg, VA 22801	Duane Frederick 540-434-1346	$30,826,982.00	2/1/09	10/31/10	168,000	Emory Hodges	Kellie Jones

KENBRIDGE CONSTRUCTION COMPANY, INC.
KCC 5 Year Project List

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	PROJECT NAME PROJECT LOCATION	CITY	STATE	JOB CATEGORY	OWNER NAME OWNER ADDRESS	OWNER CONTACT	ARCHITECT NAME ARCHITECT ADDRESS	ARCHITECT CONTACT	CONTRACT AMOUNT	START DATE	COMPLETION DATE	SIZE (SQ. FT.)	PROJECT MANAGER	SUPERINTENDENT
1	Manchester Courthouse Richmond, VA	Richmond	VA	Justice	City of Richmond 900 E. Broad St Richmond, VA 23219	John F. Winter 804-646-6644	Moseley Architects 3200 Norfolk St Richmond, VA 23220	Bob Baxter 804-794-7555	$15,039,600.00	6/23/08	3/31/10	58,625	Brandon Spencer	Bernie Newcomb
2	NC A & T University Press Box Greensboro, NC	Greensboro	NC	Commercial	North Carolina A & T University 1601 E Market St Greensboro, NC 27411	Kofi Yiadom 336-285-4513	Clark Nexsen Architects 1523 Elizabeth Ave, Ste 300 Charlotte, NC 28204	Jason Jones 704-377-8800	$4,233,000.00	3/28/11	3/15/12	10,000	Stuart Taylor	Jeff Colvin
3	Northside Library & Storage Facility Charlottesville, VA	Charlottesville	VA	Education	County of Albemarle, Virginia Albemarle County Office Building Office of Facilities Development 401 McIntire Road, Room 228 Charlottesville, VA 22902	Ron Lilley 434-872-4501	HBM Architects 1382 West Ninth Street Suite 300 Cleveland, OH	James Shook 216-241-1100	$6,773,500.00	4/14/14	2/1/15	60,000	Billy Gee	Mike Flood
4	Phase V, VI 2600 Block Fort Pickett, Blackstone, VA	Blackstone	VA	Municipal	Dept. of Military Affairs Facilities Eng. Division Bldg. 234 MTC Fort Pickett, Blackstone, VA 23824	Dave Flippen 434-297-8507	N/A	N/A	$1,130,000.00	9/27/13	9/7/14	Various	Billy Gee	C.H. Hall
5	Prince George County Library Prince George, VA	Prince George	VA	Education	Prince George County PO Box 68 6602 Courts Dr Prince George, VA 23875	Bill Hamby 804-722-0706	Enteros Design, PC 314 Exchange Alley Suite A Petersburg, VA 23803	Gil Entzminger 804-861-1200	$2,457,000.00	3/8/10	5/1/11	12,166	Stuart Taylor	Jeff Colvin
6	Riverside Middle School Williamston, NC	Williamston	NC	Education	Martin County Schools 300 N Watts Ave Williamston, NC	Gary Speller 252-792-1575	MBAJ Architecture 9131 Anson Way, Suite 204 Raleigh, NC 27615	Jon Long 919-573-6417	$13,207,927.00	6/28/11	7/3/12	85,000	Artie Pressley	Mike Newell
7	Sadler Brother's Slip In South Hill, VA	South Hill	VA	Commercial	Sadler Brothers Oil Company 517 N. Main St. Emporia, Va 23847	Brian Poarch 434-634-7129	N/A		$217,770.00	6/1/12	12/17/12	872	Emory Hodges	C.H.Hall
8	Seminol Trail Fire Station Charlottesville, VA	Charlottesville	VA	Commercial	County of Albemarle 401 McIntire Rd. Charlottesville, VA 22902	Blake Abplanalp 434-872-4501	DJG, Inc. 449 McLaws Circl Williamsburg, VA 23185	Dudley Parrish 757-253-0673	$3,001,754.00	8/26/13	8/26/14	2,600	Brandon Spencer	Jeff Colvin
9	Southside Community Services Board Administration Building Clarksville, VA	Clarksville	VA	Commercial	Southside Community Services Board 424 Hamilton Blvd South Boston, VA 24592	Donald Burge 434-572-6916	De Stefano Design Group 13702 Village Mill Drive, Suite 204 Midlothian, VA 23113	Frank De Stefano 804-897-8933	$2,661,000.00	5/1/11	4/30/12	22,150	Stuart Taylor	Danny Baugh
10	Stafford Elementary School Stafford, VA	Stafford	VA	Education	Stafford County Public Schools 31 Stafford Ave Stafford, VA 22554	Tom Henry 540-658-6540	Hayes Large Architects, LLP 75 S. Houcks Rd, Suite 300 Harrisonburg, PA 17109	John W. Yarnall 717-238-4795	$10,219,365.00	6/17/12	5/31/13	74,221	Brandon Spencer	Jeff Colvin
11	STI, Inc. Tenant Build-Out Kenbridge, VA	Kenbridge	VA	Commercial	Lunenburg County Industrial Development Authority 11413 Courthouse Road Lunenburg, VA 23952	Beverley Hawthorne 434-696-2546	Design/Build	N/A	$970,000.00	9/8/11	12/9/11	60,000	Billy Gee	Mike Flood
12	Sussex Commonwealth Attorney Building Sussex, VA	Sussex	VA	Justice	County of Sussex Virginia PO Box 1397 20135 Princeton Road Sussex, VA 23884	Tom Harris 434-246-1000	Moseley Architects 3200 Norfolk St. Richmond, VA 23230	Sumita Carpenter 804-794-7555	$999,750.00	7/17/13	2/28/14	4,000	Billy Gee	Calvin Harris

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KCC 5 Year Project List

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	A	B	C	D	E	F	G	H	I	J	K	L	M	O
	PROJECT NAME PROJECT LOCATION	CITY	STATE	JOB CATEGORY	OWNER NAME OWNER ADDRESS	OWNER CONTACT	ARCHITECT NAME ARCHITECT ADDRESS	ARCHITECT CONTACT	CONTRACT AMOUNT	START DATE	COMPLETION DATE	SIZE (SQ. FT.)	PROJECT MANAGER	SUPERINTENDENT
1	SVCC Student Services Building Keysville, VA	Keysville	VA	Education	Virginia Community College System 101 North 14th St. 16th Floor Richmond, VA 23219	X Tong Wan 804-819-4919	Thompson & Litton 726 Auburn Ave. Radford, VA 24141 PO Box 1307 Wise, VA 24293	Chris Phillips 540-633-1897	$9,642,070.00	11/12/12	5/11/14	37,593	Brandon Spencer	Bennie Newcomb
2	The College of William and Mary-Bell Hall Renovations Williamsburg, VA	Williamsburg	VA	Education	The College of William and Mary PO Box 8795 (23187) Gingsby Lane, Suite C Williamsburg, VA 23185	Randy Strickland 757-221-1584	DJC, Inc. 449 McLaws Circle Williamsburg, VA 23185	Dan DeYoung 757-253-0673	$779,002.00	11/15/09	5/25/10	8,375	Billy Gee	Mike Flood
3	Tractor Supply South Hill, VA	South Hill	VA	Retail	North Hills 2 South Hill, VA 23970	Jack Roberts 804-461-0001	HagerSmith Design, PA 300 S Dawson St Raleigh, NC 27602	Tony Coener 919-821-5547	$985,000.00	10/11/10	3/1/11	19,000	Stuart Taylor	Nat Matthews
4	Turntable Park/Southern States Lawrenceville, VA 23868	Lawrenceville	VA	Commercial	Town of Lawrenceville 400 North Main Street Lawrenceville, VA 23868	C.J. Dean 434-848-2414	Dewberry Engineers Inc. 551 Piney Forest Road Danville, VA 24540	Randy Jones 434-549-8519	$255,000.00	9/15/14	1/1/15	1,000	Billy Gee	Calvin Harris
5	Varina Area Library Henrico, VA	Henrico	VA	Education	Henrico County, VA 4301 East Parham Road, P.O. Box 90775 Henrico, VA	Richard Morse 804-501-7227	ECWH 1840 W Broad St Suite 400 Richmond, VA 23220	Chuck Wray 804-788-4774	$15,100,000.00	7/1/14	11/16/15	43,885	Emory Hodges	Tom Wopperer
6	Varina Elementary School Henrico, VA	Henrico	VA	Education	Henrico County Public Schools 406 Dabbs House Road Richmond, VA 23223	David Graham 804-652-3899	Moseley Architects 3200 Norfolk St Richmond, VA 23220	Bob Baxter 804-794-7555	$5,570,810.00	10/19/09	3/28/11	29,150	Brandon Spencer	Bennie Newcomb

KENBRIDGE CONSTRUCTION

Kenbridge Construction Key Personnel

- Emory M. Hodges serves as President and project manager. He is a 1995 graduate of Virginia Tech with a B. S. Degree in Building Construction. He has over 20 years of commercial construction project management experience coupled with over 31 years of overall construction experience. He has completed projects in all types of commercial construction ranging up to $30 million. He is a past President of the Richmond chapter of the AGC of VA (2005). He holds a Virginia Class 'A' General Contractor license. Emory is active within the Kenbridge community as Assistant Chief with the Volunteer Fire Department, an usher and trustee at Kenbridge United Methodist Church, a member of Kenbridge Town Council where he serves as Mayor, a member of the United Methodist Church Building and Location Board (Farmville District), and a member of the Architectural Review Board for the Kenbridge Historic District.

- John B. Mahaney, Jr. serves as the scheduler, safety director, LEED coordinator, and estimator. John began working with Kenbridge as an intern during the summer of 1995 and has since attained 18 years of construction experience. He is a 1997 graduate of Virginia Tech with a B. S. Degree in Building Construction. In his previous position as project manager, John gained experience with commercial construction projects ranging up to $10 million including churches, schools, commercial buildings, and governmental facilities. He is a LEED Accredited Professional.

- Brandon D. Spencer serves as a project manager. He is a 1998 graduate of the University of Virginia with a B. S. Degree in Civil Engineering. Brandon started working with Kenbridge in 1997, while still in college, and has since attained over 17 years of construction experience. He has experience with commercial construction projects ranging up to $15 million including churches, schools, courthouses, and municipal buildings.

- William H. Gee serves as a project manager. Billy joined the Kenbridge team in 2007 bringing over 35 years of retail management experience with him. He has over 25 years of experience with retail construction management and four years of commercial construction experience.

- Charles Kresge started working with Kenbridge in 2006 as a superintendent and now serves as a project manager. Charles attended Berkeley University where he has completed credits in

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Kenbridge, Virginia 23944
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F 434.676.8815
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KENBRIDGE CONSTRUCTION

Business Management and Architectural Design. He has over 20 years of construction management experience with all types of commercial construction projects.

- Kenbridge Construction also employs several administrative employees. Terri Newcomb is the lead accountant responsible for all financial operations as well as the Treasurer and Corporate Secretary. Denise Crenshaw is the payroll administrator. Cornelia Baugh and Allison Hurley function as administrative assistants and work directly with the project managers.

- Kenbridge Construction also employs an experienced group of nine superintendents, assistant superintendents, and thirteen field personnel that include carpenters, foremen, and laborers. Like the office personnel, all Kenbridge field employees have multiple years of experience in the commercial construction industry.

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KENBR-1 OP ID: IS

ACORD

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 05/01/2014

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER
Scott Insurance (Rich)
1700 Bayberry Court Ste. 200
Richmond, VA 23226
James J. Roberts, III-Richmond

CONTACT NAME: Debbie Isbell
PHONE (A/C, No, Ext): 804-545-2211 FAX (A/C, No): 434-455-8942
E-MAIL ADDRESS: disbell@scottins.com

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A : Travindemnity Co (A+)	25658
INSURER B : The Phoenix Ins Co (A+)	25623
INSURER C : Charter Oak Fire Ins Co (A+)	25615
INSURER D : Travelers Prop Cas of Amer (A+	25674
INSURER E :	
INSURER F :	

INSURED
Kenbridge Construction Co.,
Inc., & Kenbridge Leasing, LLC
Att: Terri Newcomb
P. O. Box 480
Kenbridge, VA 23944

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS		
B	GENERAL LIABILITY X COMMERCIAL GENERAL LIABILITY CLAIMS-MADE X OCCUR X Contractual GEN'L AGGREGATE LIMIT APPLIES PER POLICY X PRO-JECT LOC			DCO926K0794PHX14	05/01/2014	05/01/2015	EACH OCCURRENCE	$	1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	$	300,000
							MED EXP (Any one person)	$	10,000
							PERSONAL & ADV INJURY	$	1,000,000
							GENERAL AGGREGATE	$	2,000,000
							PRODUCTS - COMP/OP AGG	$	2,000,000
								$	
D	AUTOMOBILE LIABILITY X ANY AUTO ALL OWNED AUTOS SCHEDULED AUTOS X HIRED AUTOS X NON-OWNED AUTOS			DT810926K0794TIL14	05/01/2014	05/01/2015	COMBINED SINGLE LIMIT (Ea accident)	$	1,000,000
							BODILY INJURY (Per person)	$	
							BODILY INJURY (Per accident)	$	
							PROPERTY DAMAGE (PER ACCIDENT)	$	
								$	
A	X UMBRELLA LIAB X OCCUR EXCESS LIAB CLAIMS-MADE DED X RETENTION $ 0			CUP125D4262	05/01/2014	05/01/2015	EACH OCCURRENCE	$	20,000,000
							AGGREGATE	$	20,000,000
								$	
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) Y/N N If yes, describe under DESCRIPTION OF OPERATIONS below	N/A		DTEUB998K910414	05/01/2014	05/01/2015	X WC STATU-TORY LIMITS OTH-ER		
							E.L. EACH ACCIDENT	$	500,000
							E.L. DISEASE - EA EMPLOYEE	$	500,000
							E.L. DISEASE - POLICY LIMIT	$	500,000
A	Equipment Floater			QT8605871N171COF14	05/01/2014	05/01/2015	Rented Eq		100,000
							deductibl		1,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

CERTIFICATE HOLDER

FOREVID

For evidentiary purposes only

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE
Stacey W Hall

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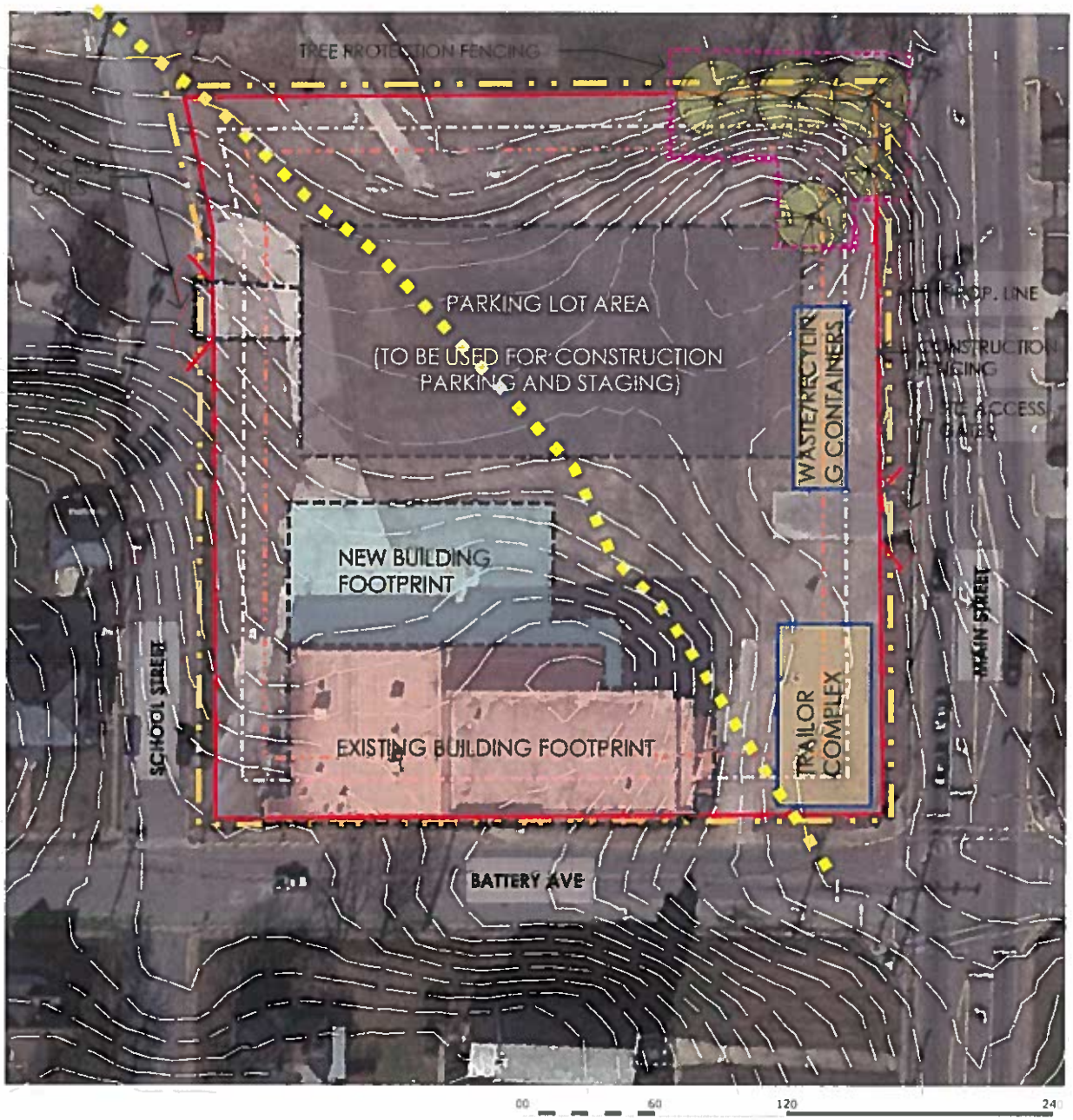
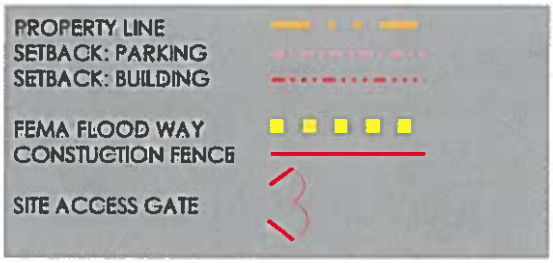
1.i.) Worker Safety Programs: Describe worker safety training programs, job-site safety programs, accident prevention programs, and written safety and health plans, including incident investigation and reporting procedures.

Safety Plan



LEGEND:



Kenbridge Construction considers safety to be one of its highest priorities. We have worked hard on job site safety, and we have a safety record which shows our level of commitment. We maintain a written safety and health policy, and all staff receives safety training. The following steps will help maintain a safe job site for the new City Municipal Building.

Safety Plan (continued)

- Safety Coordinator will visit the jobsite at least bi-weekly and possibly weekly. Frequency of the visits will be determined by the stage of construction and the safety level of the subcontractors. Superintendents will monitor safety activities on a daily basis.
- A safety checklist will be completed and stored at the jobsite for each safety inspection.
- Safety will be the topic of all the subcontractor coordination meetings (conducted by superintendent) to acknowledge the subcontractors that are working safely and to identify/correct unsafe work practices.
- Provide construction fencing around the perimeter of the site. Clearly post signs at the entrance to the site noting that access is restricted to construction personnel only. The gates at the access point should remain closed at all times.
- Along areas where there will be regular pedestrian traffic around the site, we will provide fabric covered fencing to discourage interaction between construction workers and the general public.
- Post flagmen at construction entrances during heavy traffic.
- Schedule at least one voluntary VOSH inspection to help ensure that subcontractors are working safely and to reinforce that Kenbridge is serious about safety.
- The project superintendent will complete a Jobsite Hazard Analysis at the beginning of the project. The superintendent will have a kick off meeting with all the subcontractors so that potential hazards can be discussed.
- Employees that are observed not working safely will be stopped so the action can be discussed and corrected. Any employees that continue to work unsafely despite efforts to correct the behavior will be removed from the site for a minimum of 1 day. If this occurs the subcontracting firm's leadership will be notified.
- All superintendents attend OSHA safety training seminars, and are trained in CPR and first aid.
- The job site will be a drug-free work place. All employees and sub-contractors will be required to have drug tests and random drug testing will be conducted.
- Post a 24 hour security guard when appropriate to the stage of construction.
- As a part of Pre-construction Services, Kenbridge Construction will develop a job site safety and management plan in coordination with the project team and the City of Emporia. The previous aerial photograph shows a preliminary plan, which will be expanded and developed as the project moves forward.

Section 2: Project Characteristics

***2.a)** Provide a description of the proposed project, including the conceptual design, in sufficient detail so that type and intent of the project, its location, and the communities that may be affected are clearly identified.*

The new Emporia City Hall will be located at the intersection of South Main Street and Battery Avenue on the site of a historic school. This ideal location is in the center of town, adjacent to the public library, business areas, and residential neighborhoods. The site has good vehicular access along Rt. 301. The site has direct access to recreational areas along the Meherrin River and the adjacent Boys and Girls Club. The new building will complement the surrounding area and other civic architecture while maximizing the benefit for all residents, businesses, and visitors to Emporia. The design of the building will be compatible with the historic architecture, and rich heritage of Emporia, while providing a vision for the future. The following narrative summarizes the major features and systems in the building.

Overview

The existing auditorium building and cafeteria from the historic school still remain on the site. The existing floor area is approximately 13,500 GSF. The existing building is in good condition and is easily suitable for rehabilitation. Historic Rehabilitation Tax Credits are available for the project through the Department of Historic Resources. The existing auditorium space in the building will be restored for public meeting space. The theater style seating and stage are intact and in good condition. Historic features on the interior of the auditorium will be restored and the space will be updated for public meeting space. State-of-the-art technology and audio visual systems will be integrated into the building. The cafeteria area of the building will be renovated for multi-purpose space to include functions for meetings, training, receptions, and banquets. A large commercial kitchen area is available adjacent to the cafeteria to serve catered events. The existing historic building will serve as a true civic center building, as well as, much needed meeting space for the City.

Along the North side of the building, approximately 17,000 square feet will be added for new government office space. The addition will enclose approximately 8,500 square feet on two floors. An open glass lined lobby space will link the existing school building to the new government offices. The new lobby space will be two stories tall, and it will enclose the existing lobby space adjacent to the auditorium. The new building will be constructed of a steel frame, metal stud walls, and brick veneer. New parking will extend on the north side of the building, leaving an open field area suitable for recreation activities or festivals.

Building Statistics

Existing Area	Auditorium	6,553 SF
	North Hall	1,313 SF
	Cafeteria	3,308 SF
	Kitchen	2,291 SF
Proposed Area	City Hall	17,000 SF
Construction Type	Existing	3B
	New	2B
Fully Sprinkled	Yes	
Height	2 stories	
Use Group	B, A3	

Sustainability

The building will integrate and promote sustainable design to improve energy efficiency, conserve resources, and educate the public. Sustainable principles and features will include energy efficient mechanical and electrical systems, water conservation, recycled and renewable resources, reduced heat island effect, improved indoor air quality, and construction waste diversion. The goal will be to provide the City is an efficient and durable building to minimize long term costs. This proposal does not include LEED certification.

Site Design

Public plaza spaces will be created at building entrances. The area in front of the existing auditorium offers a good opportunity for a ceremonial plaza space which will have a prominent view along South Main Street. The plaza spaces and connecting sidewalks will be paved with a combination of brick pavers, concrete pavers, and concrete. A special memorial wall and design feature will be incorporated into the design. The memorial feature will have symbolic meaning to the City and those people or groups represented in information engraved on the wall. The feature will be designed so that information may be added to it in the future.

Structure

The foundation systems of the building will be determined based on the soil conditions and geotechnical reports. It is anticipated that the building foundation will consist of concrete spread footings. Concrete block foundation walls will extend up from concrete footings. Structural steel columns and beams will support building loads. The floors will be constructed of composite metal deck and concrete. The roof structure will be metal decking supported on steel bar joists and steel beams.

High density filing systems may be used in the building. Major departments may have high density files located in the department or shared between departments. The high density file systems will be owner provided FF&E. These areas will be provided with additional structural support.

Exterior Design

The exterior of the building will use materials which are compatible with the surrounding site context. It is anticipated that brick and architectural precast concrete will be used. Architectural precast concrete will be used as accent features at window sill or heads, as accent bands, and at the building entrance.

Aluminum windows and aluminum storefront window systems will be used on the exterior of the new building. Building lobbies and public areas will have large areas of glass to allow for views and transparency into and out from the building. High performance glazing with high thermal performance and visible light transmittance will be used on the exterior.

Windows in the existing building will be restored to meet the standards of the department of historic resources. Acrylic interior storm panels will be installed on the interior of the windows to improve thermal performance.

Composite aluminum wall panel systems will be used on spandrel panels, and at canopies and building entrances. The composite aluminum panels will be dry set systems.

The exterior wall assembly will consist of masonry veneer cavity wall construction. Six inch metal studs will be used as the structural back up to the brick veneer. The wall will have 1/2" exterior gypsum sheathing and 5/8" interior gypsum board. The wall assembly will have 2" of spray foam on the exterior surface of the wall sheathing inside the cavity, and the wall stud space will be filled with batt insulation.

Roof

The design will have a low pitched roof with 60 mil sheet membrane over tapered insulation. It is assumed that the roof will slope to interior roof drains.

Interior Design

The interior of the building will be filled with natural light, open and transparent, and modern. Materials will be aesthetically pleasing and durable.

Flooring in public areas such as lobbies and corridors on the first floor will consist of durable and easily cleaned finishes such as porcelain tile. Public bathrooms will have tile floors and tile on the walls extending to the ceilings.

Carpet will be used in areas as appropriate to the use and need for acoustics. For budget purposes it is assumed that the common office areas will use carpet tile costing between $25 and $30 per yard. In major public meeting rooms, the City Council suite, and the City Manager's Suite, it is assumed that the carpet tile will cost between $30 and $40 per yard. Staff kitchenettes, work rooms, and similar areas will use linoleum or bio based composite tile.

Fabric wrapped acoustical wall panels will be used in major public meeting rooms and lobbies to reduce sound. Acoustical panels will be recessed and integrated into the surrounding construction.

Ceilings will consist of a combination of gypsum board and 2x2 lay-in acoustical ceiling tiles. Lobbies and major public meeting rooms will have a ceiling design which combines drywall and ceiling tiles to create a pattern. High performance acoustical ceiling tiles will be used in major meeting rooms and large public spaces.

Interior partitions will be constructed of metal studs and 5/8" gypsum. Acoustical walls will extend to structure, and have resilient channels where privacy is critical, around meeting rooms, bathrooms, and between departments.

Interior glazing and storefronts will be used at entrances to departments. Interior sidelites and clerestory windows will be used to promote the passage of natural light.

Vertical Circulation
The building will have a high capacity high speed MRL traction elevator. These elevators utilize operators in the hoistway rather than in machine rooms. Elevator cab finishes will be attractive and durable as appropriate for a City Hall use.

Vertical egress stairs will be simple steel pan construction with metal pipe rail construction. Consideration will be given to creating a two story open lobby space with an open stair to encourage use of stairs for vertical access. The stairs may have a glass or ornamental metal railing system.

Lighting
The lighting in the building will consist of energy efficient 2x2 fixtures, recessed down lighting, and suspended pendants. General offices areas will utilize 2x2 direct/indirect fixtures. Major lobby spaces, conference rooms, and public areas will utilize a combination of recessed down lighting and suspended pendant fixtures.

Mechanical
The building will have an energy efficient and low maintenance HVAC system. Central air handlers and VAV boxes will distribute air conditioning throughout the building. Air handling units may be located on each floor and/or on the roof as appropriate. The system will be tied to a Building Automation System.

Plumbing
Water conservation will be a considered in the design of the plumbing system for the building. Dual flush toilets may be incorporated into the building. Piping above the slab on grade will consist of cast iron for waste lines and copper for supply lines. Piping below grade will be PVC.

Technology
The building will integrate flexible and adaptable technology. A main central server room is proposed in the IT room. This server room will store all information and control all networks in the building as well as interface with and integrate a city wide computer network. The room will house multiple server racks with some racks secured within lockable cabinets. The room will have a dedicated HVAC system and a gas fire suppression system. Additional spare conduits and risers will be provided throughout the building. All servers and equipment in the server room will be provided by the City.

Audio visual systems will be integrated throughout the building, especially in public areas and large meeting rooms. Flat screen monitors will be mounted in all lobbies and reception areas to show current events and news. Conference rooms will have flat screen monitors wired to input locations on the wall and below conference tables. One conference room will have video conferencing capabilities.

The A/V integrated lobby of the Colonial Heights Courthouse

The auditorium will have state of the art audio visual systems. A sound and lighting control room will be located adjacent to the space to house audio visual equipment racks and control panels. The need for audio visual systems and the appropriate budget will be discussed further with the City as the project moves forward.

For Concept Drawings, please see the Proprietary and Confidential Section of this proposal, provided under separate cover. The Concept Drawings submitted as part of this proposal are considered proprietary and confidential, exempt for FOIA release, and if made public would adversely affect the financial interest and/or the bargaining position of the Kenbridge Construction Team.

***2.b)** Identify and fully describe any work to be performed by the City.*

The Kenbridge Team requests that the City of Emporia verify the property title status and obtain clear title to the property, if clear title does not already exist, prior to construction beginning. We also request that the City assist and any rezoning or planning department approvals throughout the project. The City will provide the Team with all reports, documents, and previous information available to the City. The City has indicated that asbestos abatement has already been completed on the project.

The Kenbridge team is not aware of any other work that the City of Emporia will be required to perform on the project.

***2.c)** Include a list of all federal, state, and local permits and approvals required for the project and a schedule for obtaining such permits and approvals.*

The Kenbridge Team will submit all of the required permit documents and submissions to the City of Emporia and state agencies to receive approval for the project. It is anticipated that the project will follow normal the normal permitting and review process with the City.

The Site is Zoned R-2, Residential. We anticipate support for the project by the City Council, and we do not anticipate any problem obtaining the required rezoning to DT, Downtown District. In the site plan approval process, plans will be submitted to the Zoning Administrator of the City of Emporia. The Final Site Plan will be checked for compliance with City, State, and Federal ordinances, building codes and design standards. The plans will then be distributed to the Director of Community Services (Utilities and other Public Infrastructure), City Fire and Police Departments, and Virginia Department of Transportation for a review of compliance with their respective Design Requirements and Standards. Per the Zoning Ordinance, the City has 45 days to review and notify the Applicant of approval or provide comments.

As described, the proposed development is in a FEMA Flood Way area. Per the regulations, no fill of any kind can be placed within this designated flood way area. The exact elevation of the flood way will be determined upon further evaluation.

The Project will require a 2014 Construction General Permit to be issued through the Virginia Department of Environmental Quality (DEQ). The City of Emporia has "Opted Out" of being a VSMP Authority, which means plans will be submitted directly to DEQ for review of stormwater management. The Stormwater Pollution Prevention Plan (SWPPP) will need to be designed in accordance with the new State guidelines for stormwater water quality and quantity that took effect July 1, 2014. This includes the use of the Virginia Runoff Reduction Method Specifications for Redevelopment, which emphasizes the use of low-impact development as well as alternative and innovative technologies to treat and manage increased stormwater runoff due to proposed projects. In comparison to the old regulations, the removal requirements are slightly elevated and the method by which the mitigation of water quantity leaving the site has been modified.

For storm water quality treatment, we envision employing a combination of measures to include rooftop disconnection of downspouts (if possible), bioretention or infiltration, and structural BMPs (Filterra, Focal Points, e.g.), ultimately out falling to a retention facility at the downstream end of the site.

Using the pretreatment measures listed above, we will have some storm water runoff reduction, which will reduce the amount of storm water quantity control we need to perform at our outfall. We do not anticipate a problem since we are at the Flood Plain, but we will use a small BMP structure constructed for quality to mitigate the remaining 1-year storm flow per the Energy Balance requirement in the new Regulations.

In addition to local and state permitting requirements, the project will need to receive approval from the Department of Historic Resources. The building is located in the Hicksford-Emporia Historic District and in order to maintain the historic significance of the site and district, any alteration and additions should be reviewed by the Department of Historic Resources. Kenbridge Construction and Enteros Design have extensive experience working with historic properties, and we will guide the City of Emporia through the process.

***2.d)** Identify any anticipated adverse social economic and environmental impacts of the project. Specify the strategies or actions to mitigate known or anticipated impacts of the project. Indicate if any environmental or archaeological assessment has been completed.*

The Kenbridge team is not aware of any adverse impacts of this project.

***2.e)** Identify the projected positive social, economic and environmental impacts of the project.*

The rehabilitation of the historic school auditorium and the addition of approximately 17,000 square feet of government offices space will have a significant positive impact on the town of Emporia and its residents. The facility will provide much needed public meeting and event space in the restored auditoriums. The new government offices space will allow for more efficient delivery of public services for the public and the City staff. The facility will relieve currently overcrowded government staff conditions. The project will convert an unused and deteriorating historic building into a vibrant civic and government center for the community. The surrounding site development will complement the other adjacent uses and activities including government buildings, the public library, the Boys and Girls Club, Farmers Market, and the Veterans Memorial Park. The connection of all of these outdoor spaces represents an excellent opportunity for outdoor recreation, events, and festivals. The Kenbridge Team will work with the City of Emporia to enhance the site and complement these activities to create a positive impact for the community. All of these factors will promote economic development and encourage investment in the City.

***2.f)** Identify the proposed schedule for the work on the project, including sufficient time for the City to review, and the estimated time for completion*

The proposed project schedule will require approximately 30 weeks for design and approximate 60 weeks for construction and project closeout. A detailed project schedule is provided on the following page.

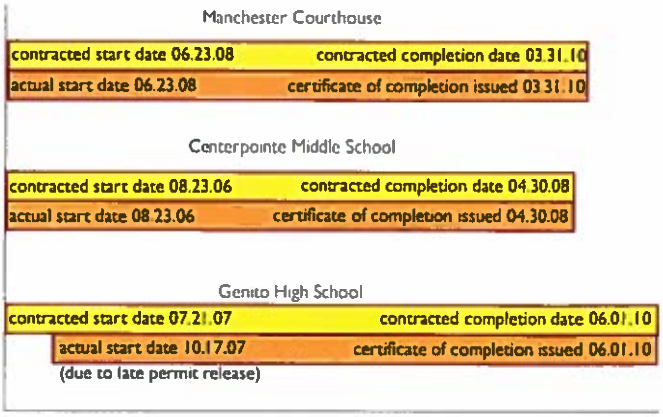
Kenbridge Construction has Project Management staff which is experienced in many different scheduling programs and project acceleration methods. At the beginning of the project, we will provide a CPM format schedule prepared in Microsoft Project consistent with the needs of the City. The schedule will be monitored and updated monthly to make sure all project deadlines are met. If schedules begin to slip, steps will be taken to increase manpower, increase workdays, or other measures to bring the project back on schedule.

Kenbridge Construction is open to finding opportunities to accelerate the project schedule. Opportunities may include early site work and foundation packages, early structural steel shop drawings and review, early ordering of materials and systems, and using computer modeling and manufacturing techniques to shop fabricate building components. We look forward to discussing these opportunities further with the City.

Meeting Project Schedule Highlights

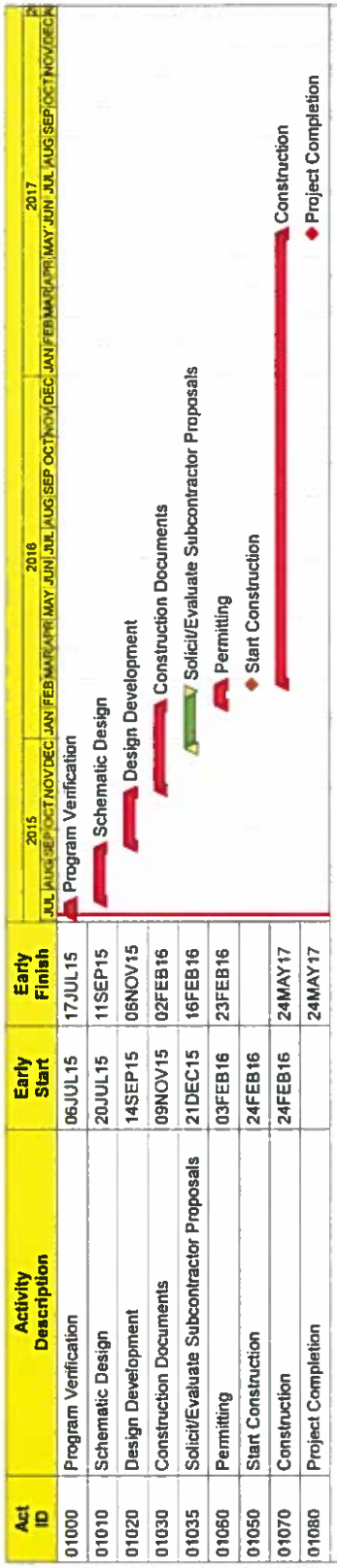
Genito High School, Chesterfield County

Summer 2007: KCC won the contract for this project
07.31.2007: Intended contractual start date, however the land disturbance permit was held due to issues outside of the control of KCC
10.17.2007: Finally allowed to begin construction, which resulted in a 79-day delay
79: Number of days schedule was delayed
62: Number of days KCC adjusted the schedule
0: Amount of additional overhead
17: Number of days KCC was able to make up
06.01.10: Substantial Completion Certificate issued
06.01.10: Contracted Completion Date
The schedule, which had over 1000 activities, was updated monthly and provided to the owner. At no time during the project were we ever required to prepare a recovery schedule, **as we never fell behind.**



Proposed Project Schedule

Act ID	Activity Description	Early Start	Early Finish
01000	Program Verification	06JUL15	17JUL15
01010	Schematic Design	20JUL15	11SEP15
01020	Design Development	14SEP15	06NOV15
01030	Construction Documents	09NOV15	02FEB16
01035	Solicit/Evaluate Subcontractor Proposals	21DEC15	16FEB16
01060	Permitting	03FEB16	23FEB16
01050	Start Construction	24FEB16	
01070	Construction	24FEB16	24MAY17
01080	Project Completion		24MAY17



Start date	06JUL15
Finish date	24MAY17
Data date	06JUL15
Run date	27JAN15
Page number	1A

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Emporia PPEA Project
Kenbridge Construction
Preliminary Schedule

Early start point
Early finish point
Early bar
Progress bar
Critical bar
Summary bar
Progress point
Critical point
Summary point
Start milestone point
Finish milestone point

***2.g)** Identify contingency plans for addressing public needs in the event that all or some of the project is not completed according to the projected schedule.*

The Kenbridge Team does not know of any reason why the project would not be completed on time; however, if the project in not completed according to the project schedule, then the City government would remain in the current office space until the project is completed.

***2.h)** Propose allocation of risk and liability for work completed beyond the Comprehensive Agreement's completion date, and assurances for timely completion of the project.*

Kenbridge Construction and the project team have established a good reputation for completing projects on schedule. A pro-active approach is taken with monitoring project schedules to make sure appropriate measures are taken to adjust manpower and work hours if projects are behind schedule. We do not foresee any problems meeting the proposed schedule, and we will take every necessary measure within our power to complete the project on time. Kenbridge Construction has included a Performance and Payment Bond as part of the project cost to assure that the project will be finished.

***2.i.)** State assumptions related to ownership, legal liability, law enforcement and operation of the project and the existence of any restrictions on the City's use of the project.*

The ultimate ownership and legal status of the project site depends on the funding vehicle used for the project. Private financing options may require a legal agreement or change in ownership to secure the property and establish the relationship between the development team, the financing institution, and the City of Emporia. The terms of this relationship would be established in a Comprehensive Agreement. The agreement would establish terms of ownerships, financial obligations, use of the property, and duration of the agreement. In all cases, the City of Emporia would have access and use of the property consistent with the project purpose and terms of the agreement. The Kenbridge Team will work with the City to define the Comprehensive Agreement with terms that are agreeable to both parties.

If Historic Rehabilitation Tax Credits are pursued for the project, ownership of the historic school auditorium would need to be defined to allow for the syndication of the tax credits. If the City wishes to receive the benefits of Historic Rehabilitation Tax Credits, an ownership interest in the building will need to be transferred to a "for profit" LLC. The project team has had extensive experience with tax credit projects and we are prepared to guide the City through this process. Further discussion about tax credit options is contained in Part 3 of this proposal. Otherwise, legal liability, law enforcement and operation of the buildings will continue to be the responsibility of the City.

***2.j)** Provide information relative to phased or partial openings of the proposed project prior to the completion of the entire work.*

The proposed renovation and new construction work contained in this proposal is anticipated to occur in a single phase. Phasing of the project may be possible if desired by the City of Emporia to funding requirements. The Kenbridge Team will review potential funding strategies with the City to determine the best approach. If other phases are required, we will review the potential costs of those phases and funding options with the City.

***2.k)** List any other contingencies and assumptions relied on or that must occur for the project to be successful.*

There are no other assumptions or contingencies that must occur for the project to be successful.

Section 3: Project Financing

Please find the entirety of Section 3: Project Financing in the section of this proposal marked, "Confidential and Proprietary—Exempt from FOIA release," included under separate cover.

Pursuant to Va. Code sections 2.2-3705.6(11), 56-575.17(A)(2), 56-575.17D and the City Emporia's PPEA Guidelines and Procedures, the Kenbridge Construction Team requests the City of Emporia to protect, exempt, and exclude form public disclosure under the Freedom of Information Act ("FOIA") the portions of our proposal marked as "Confidential and Proprietary Information—Exempt from FOIA Release." Those portions of the proposal for which the protection from disclosure is sought have been kept separate from the main proposal under separate cover and titled "Proprietary Information." Pursuant to the sited Code Sections and the PPEA Guidelines, the materials, records, items, and other information so marked and for which protection from public disclosure of such materials, records, items, and other information would adversely affect the financial interest and/or the bargaining position of the Kenbridge Construction Team.

Section 4: Project Benefit and Compatibility

***4.a)** Identify community benefits, including the economic impact the project will have on the Commonwealth and the City in terms of amount of tax revenue to be generated for the Commonwealth and the City, the number of jobs generated for Virginia residents and level of pay and fringe benefits of such jobs, the training opportunities for apprenticeships and other training programs generated by the project, and the number and value of subcontracts generated for Virginia subcontractors.*

The Kenbridge Team believes that there is significant benefit in developing the historic school auditorium as a community meeting space and a public event venue, in addition to development of a new municipal government building to provide much needed City office space. It is apparent that there is a great need in the community for public meeting space, cultural event space, and additional administrative office space. Through the renovation and redevelopment of the existing buildings and construction of the new government building, it is possible to offer the City and its residents an efficient solution to their space needs.

The historic school auditorium and cafeteria will be operated by a private for-profit entity. It is anticipated that the facility operation will require full time and part time positions; however, the exact number and pay range is not known at this time. Additional tax review will be generated by the added jobs, and the completed project will contribute to property and business taxes for the City.

The Kenbridge Team will aggressively recruit from the local work force to fill jobs during construction. We propose to hold a job fair, advertise in the local papers, and work with the surrounding workforce training programs to encourage the local community to apply for construction related jobs. All major subcontractors on the project will be required to participate in the local job fairs and recruiting efforts.

***4.b)** Identify any anticipated public support or opposition, as well as any anticipated government support or opposition, for the project.*

The renovation of the historic school into the new City Administration Offices presents a clear benefit for the City and its residents. Because of the nature of the project and its importance to the City, Kenbridge expects strong public and governmental support for this project.

***4.c)** Explain the strategy and plan that will be carried out to involve and inform the general public, business community, local governments, and governmental agencies in areas affected by the project.*

The team proposes to host a series of public meetings to inform the public, businesses, and government agencies about the design of the new City Hall. These meetings can include Town Hall style meetings and presentations to City Council. The style and schedule for these meetings will be coordinated and adjusted to meet the goals of the Administration and City Council. All proposed designs will be reviewed with City staff and follow the development review and permit process.

***4.d.)** Describe the compatibility of the project with local, regional, and state economic development efforts.*

The proposed project is compatible with the State, regional, and City of Emporia plans to bring economic development and growth to Southside, Virginia. The project will promote economic, cultural, and civic enhancements to the community and the region. New jobs and revenue for real estate and business taxes will support the City and surrounding businesses in the community.

The new government office space will improve the capacity of the City government to conduct business, provide services, and encourage growth and development in the City. The new municipal building will enhance the City's image, provide efficient and technologically advanced facilities, and assist in the City's abilities to attract new businesses and investment into the City. As the County seat of Greenville County, the economic development and growth of Emporia is critical to the success of the region.

City of Emporia, Virginia

Guidelines for the Implementation of the Public-Private Education Facilities and Infrastructure Act of 2002

City of Emporia, Virginia Guidelines for the Implementation of the Public-Private Education Facilities and Infrastructure Act of 2002

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I. Introduction

The Public-Private Education Facilities and Infrastructure Act of 2002 (the "PPEA") grants the City of Emporia (the "City"), a responsible public entity as defined in the PPEA, the authority to enter into public-private partnership agreements for the development of a wide range of projects for public use if the City determines that there is a public need for the project and that private involvement may provide the project to the public in a timely or cost-effective fashion. Individually negotiated interim and comprehensive agreements between a private entity, as defined in the PPEA, and the City will define the respective rights and obligations of the City and the private entity. Although guidance with regard to the application of the PPEA is provided herein, it will be incumbent upon the City and all private entities to comply with the provisions of the PPEA.

In order for a project to come under the PPEA, it must meet the definition of a "qualifying project." The City may consider utilizing PPEA procedures if:

1. There is a public need for or benefit derived from the qualifying project of the type the private entity proposes;

2. The estimated cost of the project is reasonable in relation to similar facilities; and

3. The private entity's plans will result in the timely development or operation of the project.

The PPEA contains a broad definition of qualifying projects that include public buildings and facilities of all types, for example:

1. An education facility, including, but not limited to, a school building (including any stadium or other facility primarily used for school events), any functionally related and subordinate facility and land to a school building and any depreciable property provided for use in a school facility that is operated as part of the public school system or as an institution of higher education;

2. A building or facility that meets a public purpose and is developed or operated by or for any public entity;

3. Improvements, together with equipment, necessary to enhance public safety and security of buildings to be principally used by a public entity;

4. Utility and telecommunications and other communications infrastructure;

5. A recreational facility;

6. Technology infrastructure and services, including but not limited to telecommunications, automated data processing, word processing and management information systems, and related information, equipment, goods and services;

7. Technology, equipment, or infrastructure designed to deploy wireless broadband services to schools, businesses, or residential areas, or

8. Any improvements necessary or desirable to any unimproved locally- or state-owned real estate.

The PPEA establishes requirements to which the City must adhere when reviewing and approving proposals received pursuant to the PPEA. In addition, the PPEA specifies the criteria that must be used to select a proposal and the contents of the interim or comprehensive agreement detailing the relationship between the City and the private entity.

The Emporia City Council has adopted these guidelines to implement the PPEA in the City. The City Manager will follow these guidelines in receiving and evaluating any proposal submitted to the City under the provisions of the PPEA. The City Council must adopt any amendments to these guidelines.

These guidelines shall govern all City PPEA projects, including education facilities, and shall be applicable to all City agencies, boards, commissions, and committees. The City Manager may designate a working group (the "Working Group") to assist the City Manager in evaluating proposals and negotiating any interim or comprehensive agreement. The City Manager shall implement these guidelines, receive proposals submitted under the PPEA, and respond to inquiries regarding the PPEA or these guidelines, but the City Manager may specifically designate one or more persons to perform one or more of these duties.

II. General Provisions

A. Proposal Submission

A proposal may be either solicited by the City or delivered by a private entity on an unsolicited basis. In either case, the proposal shall be clearly identified as a "PPEA PROPOSAL." To be considered, one original and nine (9) copies of any unsolicited proposal must be submitted along with the applicable fee to the City Manager, or his designee as set forth above, by certified mail or express mail to 201 South Main Street, Emporia, Virginia 23847, or by hand delivery. Proposers may be required to follow a two-part proposal submission process consisting of an initial conceptual phase and a detailed phase, as described herein. The City may discontinue its evaluation of any proposal at any time during the conceptual or detailed phase.

The PPEA allows private entities to include innovative financing methods, including the imposition of user fees or service payments, in a proposal. Such financing arrangements may include the issuance of debt instruments, equity or other securities or obligations. Proposals may include, if applicable, the portion of the tax-exempt private activity bond limitation amount to be allocated annually to the Commonwealth of Virginia pursuant to the Economic Growth and Tax Relief Reconciliation Act of 2001 for the development of education facilities using public-private partnerships, and to provide for carryovers of any unused limitation amount.

Proposals should be prepared simply and economically, providing a concise description of the proposer's capabilities to complete the proposed qualifying project and the benefits to be derived from the project by the City. Project benefits to be considered are those occurring during the construction, renovation, expansion or improvement phase and during the life cycle of the project. Proposals also should include a scope of work and a financial plan for the project, containing enough detail to allow an analysis by the City of the financial feasibility of the proposed project. Any facility, building, infrastructure, or improvement included in a proposal shall be identified specifically or conceptually. The cost analysis of a proposal should not be linked solely to any proposed financing plan, as the City may determine to finance the project through other available means. The City Manager or his designee may request, in writing, clarification of the submission.

The PPEA is intended to encourage proposals from the private sector that offer the provision of private financing in support of the proposed public project and the assumption of commensurate risk by the private operator, but also benefits to the private entity through innovative approaches to project financing, development and use. However, while substantial private sector involvement is encouraged, qualifying facilities will still be devoted primarily to public use and typically involve facilities critical to the public health, safety and welfare. Accordingly, the City shall continue to exercise full and proper due diligence in the evaluation and selection of private entities for these projects. Prospective private entities proposing projects shall be held strictly accountable for their representations or other information provided regarding their qualifications, experience, or other contents of their proposals, including all specific aspects of proposed plans to be performed by the private entity.

B. Proposal Review Fees

The PPEA authorizes the City to charge fees to cover the costs of processing, reviewing, and evaluating proposals.

1. A fee in accordance with the fee schedule below, paid with certified funds, shall accompany any initial proposal to cover the cost of determining whether it is a qualifying project with a reasonable expectation of satisfying the criteria of Va. Code § 56-575.4 (C) of the PPEA of public

need or benefit, reasonable estimated cost, and timely acquisition of the project. The fee shall be based on the total cost of the proposal.

2. If the proposal is advanced to the detailed stage of review, an additional fee in accordance with the fee schedule below shall be due. The fee, paid in certified funds, shall accompany the proposer's submission at the detailed stage.

Review Stage	Fee	Minimum	Maximum
Conceptual/Initial	1%	$2,500.00	$5,000.00
Detail	1%	$5,000.00	$50,000.00

C. Reservation of Rights

In connection with any proposal or qualifying project, the City shall have all rights available to it by law in administering these guidelines, including without limitation, the right in its sole and unfettered discretion to:

1. Reject any or all proposals at any time, for any reason, solely within the discretion of the City. Proposers shall have no recourse against the City for such rejection. Proposers will be notified in writing of such rejection in accordance with these guidelines.

2. Terminate evaluation of any and all proposals at any time.

3. Suspend, discontinue or terminate interim and comprehensive agreement negotiations with any proposer at any time before the actual authorized execution of an interim or comprehensive agreement by all parties.

4. Negotiate with a proposer without being bound by any provision in its proposal.

5. Request or obtain additional information about any proposal.

6. Issue addenda to or cancel any request for proposals ("RFP") or invitation for bids ("IFB").

7. Revise, supplement or withdraw all or any part of these guidelines at any time and from time to time.

8. Modify any standard fee schedule as stated herein for a specific proposal or for all future proposals.

9. Decline to return any and all fees required to be paid by proposers hereunder, except for fees paid with an unsolicited proposal that is not accepted for conceptual – stage consideration.

10. Request revisions to conceptual or detailed proposals.

11. Submit a proposal for review by outside consultants or advisors selected by the City without notice to the proposer. Such consultants or advisors shall be advised of, and required to maintain, the confidentiality of information that has been designated as confidential, and to refer all requests for such information to the City.

Under no circumstances shall the City be liable for, or reimburse, the costs incurred by proposers, whether or not selected for negotiations, in developing proposals or in negotiating agreements. Any and all information the City makes available to proposers shall be as a convenience to the proposer and without representation or warranty of any kind. Proposers may not rely upon any oral responses to inquiries. If a proposer has a question regarding application of these guidelines, the proposer must submit the question in writing and the City will respond in writing as it determines appropriate.

D. Virginia Freedom of Information Act

1. General applicability of disclosure provisions

Proposal documents submitted by private entities are generally subject to the Virginia Freedom of Information Act ("FOIA") except that Va. Code § 2.2-3705.6 (11) exempts certain documents from public disclosure. FOIA exemptions, however, are discretionary, and the City may elect to release some or all of documents except to the extent the documents are:

a. Trade secrets of the private entity as defined in the Uniform Trade Secrets Act (Va. Code § 59.1-336 et seq.);

b. Financial records of the private entity that are not generally available to the public through regulatory disclosure or otherwise, including but not limited to, balance sheets and financial statements; or

c. Other information submitted by a private entity, where if the record or document were made public prior to the execution of an interim or comprehensive agreement the financial interest or bargaining position of the public or private entity would be adversely affected.

Additionally, to the extent access to proposal documents submitted by private entities are compelled or protected from disclosure by a court order, the City will comply with the provisions of such order.

2. Protection from mandatory disclosure for certain documents submitted by a private entity

Before a document of a private entity may be withheld from disclosure, the private entity must make a written request to the City at the time the documents are submitted, designating with specificity the documents for which the protection is being sought and a clear statement of the reasons

for invoking the protection with reference to one or more of three classes of records listed in Section I.D.1.

Upon the receipt of a written request for protection of documents, the City shall determine whether the documents contain (i) trade secrets, (ii) financial records, or (iii) other information that would adversely affect the financial interest or bargaining position of the City or private entity in accordance with Section I.D.1. The City will make a written determination of the nature and scope of the protection to be afforded by the City under this subdivision. If the written determination provides less protection than requested by the private entity, the private entity will be accorded an opportunity to withdraw its proposal. Nothing shall prohibit further negotiations of the documents to be accorded protection from release although what may be protected must be limited to the categories of records identified in Section I.D.1.

Once a written determination has been made by the City, the documents afforded protection under this subdivision shall continue to be protected from disclosure when in the possession of the City or any affected jurisdiction to which such documents are provided.

If a private entity fails to designate trade secrets, financial records, or other confidential or proprietary information for protection from disclosure, such information, records or documents shall be subject to disclosure under FOIA.

3. Protection from mandatory disclosure for certain documents produced by the City

   The City may withhold from disclosure memoranda, staff evaluations, or other records prepared by the City, its staff, outside advisors, or consultants exclusively for the evaluation and negotiation of proposals where (i) if such records were made public prior to or after the execution of an interim or a comprehensive agreement, the financial interest or bargaining position of the City would be adversely affected, and (ii) the basis for the determination required in clause (i) is documented in writing by the City.

   Cost estimates relating to a proposed procurement transaction prepared by or for the City shall not be open to public inspection.

4. The City may not withhold from public access:

   a. Procurement records other than those subject to the written determination of the City;

   b. Information concerning the terms and conditions of any interim or comprehensive agreement, service contract, lease, partnership, or

any agreement of any kind entered into by the City and the private entity;

c. Information concerning the terms and conditions of any financing arrangement that involves the use of any public funds; or

d. Information concerning the performance of any private entity developing or operating a qualifying transportation facility or a qualifying project.

However, to the extent that access to any procurement record or other document or information is compelled or protected by a court order, the City will comply with such order.

E. Use of Public Funds

Virginia constitutional and statutory requirements and City ordinances and policies as they apply to appropriation and expenditure of public funds apply to any interim or comprehensive agreement entered into under the PPEA. Accordingly, the processes and procedural requirements associated with the expenditure or obligation of public funds shall be incorporated into planning for any PPEA project or projects.

F. Applicability of Other Laws

Nothing in the PPEA shall affect the duty of the City to comply with all other applicable law not in conflict with the PPEA.

III. Solicited Proposals

The City may issue Requests for Proposals (RFPs) or Invitations for Bids (IFBs), inviting proposals from private entities to develop or operate qualifying projects. The City may use a two-part proposal process consisting of an initial conceptual phase and a detailed phase. An RFP shall invite proposers to submit proposals on individual projects identified by the City. The City will set forth in the RFP the format and supporting information that is required to be submitted, consistent with the provisions of the PPEA. The City may establish suggested timelines for selecting proposals for the review and selection of solicited proposals.

The RFP will specify, but not necessarily be limited to, information and documents that must accompany each proposal and the factors that will be used in evaluating the submitted proposals. The RFP will also contain or incorporate by reference other applicable terms and conditions, including any unique capabilities or qualifications that will be required of the private entities submitting proposals. Public notice of the RFP shall be posted in such public areas as are normally used for posting of the City's notices, including the City's website and published in a newspaper or newspapers of general circulation in the City. In addition, solicited proposals shall be posted pursuant to Section IV. B. Pre-proposal conferences may be held as deemed appropriate by the City.

IV. Unsolicited Proposals

The PPEA permits the City to receive, evaluate and select for negotiations unsolicited proposals from private entities to develop or operate a qualifying project.

The City may publicize its needs and may encourage interested parties to submit proposals subject to the terms and conditions of the PPEA. When such a proposal is received without issuance of an RFP, the proposal shall be treated as an unsolicited proposal. The City may establish suggested timelines for the review and selection of unsolicited proposals.

A. Decision to Accept and Consider Unsolicited Proposal; Notice

1. Upon receipt of any unsolicited proposal or group of proposals and payment of the required fee or fees by the proposer or proposers, the City Council shall, after receiving the recommendation of the City Manager, determine whether to reject the unsolicited proposal or accept the unsolicited proposal for publication and further conceptual-stage consideration.

2. If City Council chooses to accept an unsolicited proposal for publication and conceptual-stage consideration, the City shall post a notice in a public area regularly used by the City for posting of public notices and on the City's website for a period of not less than 60 days. The City may also publish the same notice in one or more newspapers or periodicals of general circulation in the City to notify any parties that may be interested in submitting competing unsolicited proposals. Interested parties shall have adequate time as specified in the notice to submit competing unsolicited proposals. The notice shall state that the City (i) has received an unsolicited proposal under the PPEA, (ii) intends to evaluate the proposal, (iii) may negotiate an interim or comprehensive agreement with the proposer based on the proposal, and (iv) will receive for simultaneous consideration any competing proposals that comply with the guidelines adopted by the City and pursuant to the PPEA. The notice also shall summarize the proposed qualifying project or projects, and identify their proposed locations. If such unsolicited proposal is accepted and is to be evaluated using "competitive negotiation" procedures as described in Section IV. C. 1, the City shall make the written determination described in Section IV. C. 1 prior to such evaluation.

   To ensure that sufficient information is available upon which to base the development of a serious competing proposal, representatives of the City familiar with the unsolicited proposal and the guidelines established by the City shall be made available to respond to inquiries and meet with private entities that are considering the submission of a competing proposal. The

City shall conduct an analysis of the information pertaining to the proposal included in the notice to ensure that such information sufficiently encourages competing proposals. Further, the City shall establish criteria, including key decision points and approvals to ensure proper consideration of the extent of competition from available private entities prior to selection.

3. Any proposal not accepted for conceptual-stage consideration will be returned, together with all fees and accompanying documentation, to the proposer.

B. Posting Requirements

1. Conceptual proposals accepted for review and further evaluation, whether solicited or unsolicited, shall be posted by the City within 10 working days after acceptance of such proposals.

   Posting shall be on the City's website or by publication, in a newspaper of general circulation in the area in which the contract is to be performed, of a summary of the proposals and the location where copies of the proposals are available for public inspection.

2. Nothing shall be construed to prohibit the posting of the conceptual proposals by additional means deemed appropriate by the City so as to provide maximum notice to the public of the opportunity to inspect the proposals.

3. In addition to the posting requirements, at least one copy of the proposals shall be made available for public inspection. Trade secrets, financial records, or other records of the private entity excluded from disclosure under the provisions Va. Code § 2.2-3705.6 (11) shall not be required to be posted, except as otherwise agreed to by the City and the private entity. Any inspection of procurement transaction records shall be subject to reasonable restrictions to ensure the security and integrity of the records.

C. Review at Conceptual Stage

1. When one or more proposals are received, the City will determine at this initial stage of review whether it will proceed with the evaluation of the proposals using standard procurement procedures consistent with the Virginia Public Procurement Act or procedures normally used by the City that are consistent with procurement of other than professional services through "competitive negotiation" as the term is defined in Va. Code § 2.2-4301. The City may proceed using such guidelines only if it makes a written determination that doing so is likely to be advantageous to the City and the public based upon either (i) the probable scope, complexity or priority of need; (ii) the risk sharing, including guaranteed cost or completion guarantees, added value or debt, or equity investments

proposed by the private entity; or (iii) the increase in funding, dedicated revenue or other economic benefit that would otherwise not be available. The City may reject any or all proposals.

2. After reviewing the original proposal and any competing proposals submitted during the notice period, the City may determine:

   a. not to proceed further with any proposal;

   b. to proceed to the detailed stage of review with the original proposal;

   c. to proceed to the detailed stage with a competing proposal;

   d. to proceed to the detailed stage with multiple proposals; or

   e. to request modifications or amendments to any proposal.

   In the event that more than one proposal will be considered in the detailed phase of review, the City shall consider whether the unsuccessful proposer should be reimbursed for costs incurred in the detailed phase of review, and such reasonable costs may be assessed to the successful proposer in the comprehensive agreement.

3. Discussions between the City and private entities about the need for infrastructure improvements shall not limit the ability of the City to later determine to use standard procurement procedures to meet its infrastructure needs. The City retains the right to reject any proposal at any time prior to the execution of an interim or comprehensive agreement.

V. Proposal Preparation and Submission

A. Format for Submissions at Conceptual Stage

At the conceptual stage, all proposals, whether solicited or unsolicited, shall contain information in the following areas: (i) qualifications and experience; (ii) project characteristics; (iii) project financing; (iv) project benefit and compatibility; and (v) any additional information that the City may request to comply with the requirements of the PPEA. Suggestions for formatting information to be included in proposals at this stage include the items listed below, as well as any additional information or documents that the City may request:

1. Qualifications and Experience

   a. Identify the legal structure or type of private entity making the proposal. Identify the organizational structure for the project, the management approach and how each partner and major subcontractor ($1 million or more) in the structure fits into the overall team. All members of the operator/offeror's team, including major subcontractors known to the proposer, must be identified at

the time a proposal is submitted for the conceptual stage. Identified team members, including major subcontractors (over $1 million), may not be substituted or replaced once a project is approved and comprehensive agreement entered into, without the written approval of the City. Include the status of the Virginia license of each partner, proposer, contractor, and major subcontractor.

b. Describe the experience of the private entity making the proposal and the key principals involved in the proposed project including experience with projects of comparable size and complexity, including prior experience bringing similar projects to completion on budget and in compliance with design, land use, service and other standards. Describe the length of time in business, business experience, public sector experience and other engagements of the private entity. Describe the past safety performance record and current safety capabilities of the private entity. Describe the past technical performance history on recent projects of comparable size and complexity, including disclosure of any legal claims by or against the private entity. Include the identity of any private entity that will provide design, construction and completion guarantees and warranties and a description of such guarantees and warranties.

c. For each private entity or major subcontractor ($1 million or more) that will be utilized in the project, provide a statement listing all of the private entity's prior projects and clients for the past five years and contact information for same (names/addresses/telephone numbers). If a private entity has worked on more than ten (10) projects during this period, it may limit its prior project list to ten (10), but shall first include all projects similar in scope and size to the proposed project and, second, it shall include as many of its most recent projects as possible. Each private entity or major subcontractor shall be required to submit all performance evaluation reports or other documents which are in its possession evaluating the private entity's performance during the preceding three years in terms of cost, quality, schedule maintenance, safety and other matters relevant to the successful project development, operation, and completion.

d. Provide the names, addresses, and telephone numbers of persons within the private entity who may be contacted for further information.

e. Provide a current or most recently audited financial statement of the private entity and each partner with an equity interest of ten percent or greater.

f. Identify any persons known to the proposer who would be obligated to disqualify themselves from participation in any transaction arising from or in connection to the project pursuant to the Virginia State and Local Government Conflict of Interests Act, Chapter 31 (§ 2.2-3100 et seq.) of Title 2.2.

g. Identify the proposed plan for obtaining sufficient numbers of qualified workers in all trades or crafts required for the project.

h. For each private entity or major subcontractor that will perform construction or design activities, provide the following information:

(1) A sworn certification by an authorized representative of the private entity attesting to the fact that the private entity is not currently debarred or suspended by any federal, state or local government entity.

(2) A completed qualification statement that reviews all relevant information regarding technical qualifications and capabilities, private entity resources and business integrity of the private entity, including but not limited to, bonding capacities, insurance coverage and private entity equipment. This statement shall also include a mandatory disclosure by the private entity for the past five years of any of the following conduct:

(A) bankruptcy filings
(B) liquidated damages
(C) fines, assessments or penalties
(D) judgments or awards in contract disputes
(E) contract defaults, contract terminations
(F) license revocations, suspensions, other disciplinary actions
(G) prior debarments or suspensions by a governmental entity
(H) denials of prequalification, findings of non-responsibility
(I) past safety performance data, including fatality incidents, "Experience Modification Rating," "Total Recordable Injury Rate" and "Total Lost Workday Incidence Rate"
(J) violations of any federal, state or local criminal or civil law
(K) criminal indictments or investigations
(L) claims filed by or against the firm

i. Worker Safety Programs: Describe worker safety training programs, job-site safety programs, accident prevention programs, and written safety and health plans, including incident investigation and reporting procedures.

2. Project Characteristics

a. Provide a description of the proposed project, including the conceptual design, in sufficient detail so that type and intent of the project, its location, and the communities that may be affected are clearly identified.

b. Identify and fully describe any work to be performed by the City.

c. Include a list of all federal, state and local permits and approvals required for the project and a schedule for obtaining such permits and approvals.

d. Identify any anticipated adverse social, economic and environmental impacts of the project. Specify the strategies or actions to mitigate known or anticipated impacts of the project. Indicate if any environmental or archaeological assessment has been completed.

e. Identify the projected positive social, economic and environmental impacts of the project.

f. Identify the proposed schedule for the work on the project, including sufficient time for the City to review, and the estimated time for completion.

g. Identify contingency plans for addressing public needs in the event that all or some of the project is not completed according to the projected schedule.

h. Propose allocation of risk and liability for work completed beyond the Comprehensive Agreement's completion date, and assurances for timely completion of the project.

i. State assumptions related to ownership, legal liability, law enforcement and operation of the project and the existence of any restrictions on the City's use of the project.

j. Provide information relative to phased or partial openings of the proposed project prior to completion of the entire work.

k. List any other contingencies and assumptions relied on or that must occur for the project to be successful.

3. Project Financing

a. Provide a preliminary estimate and estimating methodology of the cost of the work by phase, segment, or both.

b. Submit a plan for the development, financing and operation of the project showing the anticipated schedule on which funds will be required. Describe the anticipated costs of and proposed sources and uses for such funds, including any anticipated debt service costs. The operational plan shall include appropriate staffing levels and associated costs. Include any supporting due diligence studies, analyses or reports.

c. Include a list and discussion of assumptions underlying all major elements of the plan. Assumptions should include all significant fees associated with financing given the recommended financing approach. In addition, complete disclosure of interest rate assumptions should be included. Any ongoing operational fees, if applicable, should also be disclosed, as well as any assumptions with regard to increases in such fees.

d. Identify the proposed risk factors and methods for dealing with these factors.

e. Identify any local, state or federal resources that the proposer contemplates requesting for the project. Describe the total commitment, if any, expected from governmental sources and the timing of any anticipated commitment, both one-time and on-going. Such disclosure should include any direct or indirect guarantees or pledges of the City's credit or revenue.

f. Identify the amounts and the terms and conditions for any revenue sources.

g. Identify any aspect of the project that could disqualify the project from obtaining tax-exempt financing.

4. Project Benefit and Compatibility

a. Identify community benefits, including the economic impact the project will have on the Commonwealth and the City in terms of amount of tax revenue to be generated for the Commonwealth and the City, the number of jobs generated for Virginia residents and level of pay and fringe benefits of such jobs, the training opportunities for apprenticeships and other training programs generated by the project, and the number and value of subcontracts generated for Virginia subcontractors.

b. Identify any anticipated public support or opposition, as well as any anticipated government support or opposition, for the project.

c. Explain the strategy and plan that will be carried out to involve and inform the general public, business community, local governments, and governmental agencies in areas affected by the project.

d. Describe the compatibility of the project with local, regional, and state economic development efforts.

e. Describe the compatibility with the City's comprehensive plan, infrastructure development plans, and capital improvements plan.

B. Format for Submissions at Detailed Stage

If the City decides to proceed to the detailed stage of review with one or more proposals, the following information must be provided by the proposer unless specifically waived in writing by the City:

1. A topographical map (1:2,000 or other appropriate scale) depicting the location of the proposed project.

2. Conceptual site plan indicating proposed location and configuration of the project on the proposed site.

3. Conceptual (single line) plans and elevations depicting the general scope, appearance and configuration of the proposed project.

4. Detailed description of the proposed participation of, use by, and financial involvement of the City.

5. A list of public utility facilities, if any, that will be crossed by the qualifying project and a statement of the plans of the proposer to accommodate such crossings.

6. A list of public facilities or other public improvements that will be required by the City to complete the project.

7. A statement and strategy setting out the plans for securing all necessary property interests required for the project. The statement must include the names and addresses, if known, of the current owners of the subject property interests, as well as a list of any property the proposer intends to request the City to condemn.

8. A detailed listing of all firms that will provide specific design, construction and completion guarantees and warranties, and a brief description of such guarantees and warranties.

9. A total life-cycle cost specifying methodology and assumptions of the project or projects and the proposed project start date. Include anticipated commitment of all parties; equity, debt, and other financing mechanisms; and a schedule of project revenues and project costs. The life-cycle cost analysis should include, but not be limited to, a detailed analysis of the projected return, rate of return, or both, expected useful life of facility and estimated annual operating expenses.

10. A detailed discussion of assumptions about user fees or rates and usage of the project.

11. Identification of any known government support or opposition, or general public support or opposition for the project. Government or public support should be demonstrated through resolutions of official bodies, minutes of meetings, letters, or other official communications.

12. Demonstration of consistency with appropriate City comprehensive or infrastructure development plans or indication of the steps required for acceptance into such plans.

13. Explanation of how the proposed project would affect the City's development plans.

14. Description of an ongoing performance evaluation system or database to track key performance criteria, including but not limited to, schedule, cash management, quality, worker safety, change orders, and legal compliance.

15. Identification of the executive management and the officers and directors of the firm or firms submitting the proposal. In addition, identification of any known conflicts of interest or other disabilities that may impact consideration of the proposal, including the identification of any persons known to the proposer who would be obligated to disqualify themselves from participation in any transaction arising from or in connection to the project pursuant to the Virginia State and Local Government Conflict of Interests Act, Chapter 31 (Va. Code § 2.2-3l00 et seq.) of Title 2.2 of the Code of Virginia.

16. Additional material and information as the City may request.

VI. Proposal Evaluation and Selection Criteria

In reviewing any PPEA proposal accepted for consideration, the City shall engage the services of qualified professionals, which may include an architect, professional engineer, or certified public accountant, not otherwise employed by the City, to provide independent analysis regarding the specifics, advantages, disadvantages and the long- and short-term costs of any request by a private entity for approval of a qualifying project, unless City Council determines that such analysis shall be performed by City employees. Also, the City may establish criteria to trigger the establishment of an oversight advisory committee consisting of representatives of the City to review the terms of a proposed interim or comprehensive agreement. The criteria should include, but not be limited to, the scope, total cost and duration of the proposed project, and whether the project involves or impacts multiple public entities. Timelines for the work of the committee should be developed and made available to proposers.

The following items, along with the information that may be required under Sections V.A. and V.B. above, are some of the factors that the City may consider in the evaluation and selection of a PPEA proposal. The City reserves the right at all times to reject any proposal at any time for any reason.

A. Qualifications and Experience

Factors to be considered in either phase of the review to determine whether the proposer possesses the requisite qualifications and experience will include at a minimum:

1. Professional qualifications and experience with similar projects;

2. Demonstration of ability to perform the work;

3. Demonstrated record of successful past performance, including timeliness of project delivery, compliance with plans and specifications, quality of workmanship, cost-control and project safety;

4. Demonstrated conformance with applicable laws, codes, standards, regulations, and agreements on past projects;

5. Leadership structure;

6. Project manager's experience;

7. Management approach;

8. Project staffing plans, the skill levels of the proposed workforce, and the proposed safety plans for the project;

9. Financial condition of the proposer; and

10. Project ownership.

B. Project Characteristics

Factors to be considered in determining the project characteristics include, along with the specified information required under V.A. and V.B. above, the following:

1. Project definition;

2. Proposed project schedule;

3. Operation of the project;

4. Technology and technical feasibility;

5. Conformity to State and City laws, regulations, and standards;

6. Environmental impacts;

7. Condemnation impacts;

8. State and local permits; and

9. Maintenance of the project.

C. Project Financing

Factors considered in determining whether the proposed project financing allows adequate access to the necessary capital to finance the project include the following:

1. Cost and cost benefit to the City;

2. Financing, including debt source, and its impact on the debt or debt burden of the City;

3. Financial plan, including overall feasibility and reliability of plan; default implications; the proposer's past performance with similar plans and similar projects; degree to which the proposer has conducted due diligence investigation and analysis of the proposed financial plan and the results of any such inquiries or studies;

4. Life-cycle cost analysis;

5. Opportunity costs assessment;

6. Estimated cost;

7. The identity, credit history and past performance of any third party that will provide financing for the project, and the nature and timing of its commitment, as applicable; and

8. Any other factors the City deems appropriate for analysis.

In the event that any project is financed through the issuance of obligations that are deemed by the City to be tax-supported debt of the City, or if financing such a project may impact the City's debt rating or financial position, the City may select its own finance team, source, and financing vehicle.

D. Project Benefit and Compatibility

Factors considered in determining the proposed project's compatibility with the City's comprehensive or development plans include the following:

1. Community benefits, including the economic impact the project will have on the City in terms of amount of tax revenue generated for the City, the number of jobs generated for area residents and the level of pay and

fringe benefits of such jobs, and the number and value of subcontracts generated for area subcontractors;

2. Community support or opposition, or both;

3. Public involvement strategy;

4. Compatibility with existing and planned facilities;

5. Compatibility with City, regional, and state economic development efforts; and

6. Compatibility with the City's land use and transportation plans.

E. Other Factors

Other factors that may be considered by the City in the evaluation and selection of PPEA proposals include:

1. The proposed cost of the qualifying project;

2. The general reputation, industry experience, and financial capacity of the private entity;

3. The proposed design of the qualifying project;

4. The eligibility of the project for accelerated documentation, review, and selection;

5. Local citizen and government comments;

6. Benefits to the public, including financial and nonfinancial;

7. The private entity's compliance with a minority business enterprise participation plan or good faith effort to comply with the goals of such plan;

8. The private entity's plans to employ local contractors and residents;

9. The recommendation of a committee of representatives of the City which may be established to provide advisory oversight for the project; and

10. Any other factors the City deems appropriate.

VII. Interim and Comprehensive Agreements

Prior to developing or operating the qualifying project, the selected private entity shall enter into a comprehensive agreement with the City. Prior to entering a comprehensive agreement, an interim agreement may be entered into that

permits a private entity to perform compensable activities related to the project. Any interim or comprehensive agreement shall define the rights and obligations of the City and the selected proposer with regard to the project.

A. Interim Agreement Terms

The scope of an interim agreement may include but is not limited to:

1. Project planning and development;
2. Design and engineering;
3. Environmental analysis and mitigation;
4. Survey;
5. Availability of financing for the proposed facility through financial and revenue analysis;
6. The process to negotiate, and the timing of the negotiation of, the comprehensive agreement; and
7. Any other provisions related to any aspect of the development or operation of a qualifying project that the parties may deem appropriate prior to the execution of a comprehensive agreement.

B. Comprehensive Agreement Terms

The scope of the comprehensive agreement shall include but not be limited to:

1. The delivery of maintenance, performance and payment bonds or letters of credit in connection with the development or operation of the qualifying project;
2. The review of plans and specifications for the qualifying project by the City;
3. The rights of the City to inspect the qualifying project to ensure compliance with the comprehensive agreement;
4. The maintenance of a policy or policies of liability insurance or self-insurance reasonably sufficient to insure coverage of the project and the tort liability to the public and employees and to enable the continued operation of the qualifying project;

5. The monitoring of the practices of the private entity by the City to ensure proper maintenance of the project;

6. The terms under which the private entity will reimburse the City for services provided;

7. The policy and procedures that will govern the rights and responsibilities of the City and the private entity in the event that the comprehensive agreement is terminated or there is a material default by the private entity including the conditions governing assumption of the duties and responsibilities of the private entity, by the City and the transfer or purchase of property or other interests of the private entity by the City;

8. The terms under which the private entity will file appropriate financial statements on a periodic basis;

9. The mechanism by which user fees, lease payments, or service payments, if any, may be established from time to time upon agreement of the parties. Any payments or fees shall be set at a level that is the same for persons using the facility under like conditions and that will not materially discourage use of the qualifying project;

    a. A copy of any service contract shall be filed with the City.

    b. A schedule of the current user fees or lease payments shall be made available by the private entity to any member of the public upon request.

    c. Classifications according to reasonable categories for assessment of user fees may be made.

10. The terms and conditions under which the City may contribute financial resources, if any, for the qualifying project;

11. The terms and conditions under which existing site conditions will be assessed and addressed, including identification of the responsible party for conducting the assessment and taking necessary remedial action;

12. The terms and conditions under which the City will be required to pay money to the private entity and the amount of any such payments for the project;

13. Other requirements of the PPEA or other applicable law; and

14. Such other terms and conditions as the City may deem appropriate.

Any changes in the terms of the interim or comprehensive agreement as may be agreed upon by the parties from time to time shall be added to the interim or comprehensive agreement by written amendment.

The comprehensive agreement may provide for the development or operation of phases or segments of a qualifying project.

Parties submitting proposals understand that representations, information and data supplied in support of, or in connection with, proposals play a critical role in the competitive evaluation process and in the ultimate selection of a proposal by the City. Accordingly, as part of the interim or comprehensive agreement, the proposer and its team members shall certify that all material representations, information and data provided in support of, or in connection with, a proposal is true and correct. Such certifications shall be made by authorized individuals who have knowledge of the information provided in the proposal. In the event that material changes occur with respect to any representations, information or data provided for a proposal, the proposer shall immediately notify the City of same. Any violation of this section of the interim or comprehensive agreement shall give the City the right to terminate the agreement, withhold payment or other consideration due, and seek any other remedy available under the law.

C. Notice and Public Hearing Requirements

1. In addition to the posting requirements of Section IV. B, 30 days prior to entering into an interim or comprehensive agreement, the City shall hold a public hearing on the proposals. After the public hearing is held, no additional posting shall be required.

2. Once the negotiation phase for the development of an interim or a comprehensive agreement is complete and a decision to award has been made by the City, the City shall post the proposed agreement on the City's website or post a summary thereof by publication, in a newspaper of general circulation in the City.

3. In addition to the posting requirements, at least one copy of the proposals shall be made available for public inspection. Trade secrets, financial records, or other records of the private entity excluded from disclosure under the provisions of subdivision Va. Code § 2.2-3705.6 (11) shall not be required to be posted, except as otherwise agreed to by the City and the private entity.

4. Any studies and analyses considered by the City in its review of a proposal shall be disclosed to City Council at some point prior to the execution of an interim or comprehensive agreement.

5. Once an interim agreement or a comprehensive agreement has been entered into, the City shall make procurement records available for public inspection, upon request.

    a. Such procurement records shall include documents protected from disclosure during the negotiation phase on the basis that the release of such documents would have had an adverse affect on

the financial interest or bargaining position of the City or private entity in accordance with Section II.D.3.

b. Such procurement records shall not include (i) trade secrets of the private entity as defined in the Uniform Trade Secrets Act (Va. Code § 59.1-336 et seq.); (ii) financial records, including balance sheets or financial statements of the private entity that are not generally available to the public through regulatory disclosure or otherwise; or (iii) cost estimates prepared by or for the City.

To the extent access to procurement records is compelled or protected by a court order, the City will comply with such order.

6. A copy of any comprehensive agreement shall be submitted by the City to the Auditor of Public Accounts within 30 days after execution.

VIII. Governing Provisions

In the event of any conflict between these guidelines and the requirements of the PPEA or other applicable law, the terms of the PPEA or other applicable law shall control.

IX. Terms and Definitions

"Comprehensive agreement" means the comprehensive agreement between the private entity and the City that is required prior to the development or operation of a qualifying project.

"Conceptual stage" means the initial phase of project evaluation when the City makes a determination whether the proposed project serves a public purpose and meets the criteria for a qualifying project; assesses the qualifications and experience of a private entity proposer; reviews the project for financial feasibility; and determines whether the project warrants further pursuit.

"Cost-benefit analysis" means an analysis that weighs expected costs against expected benefits in order to choose the best option. For example, the City Manager may compare the costs and benefits of constructing a new office building to those of renovating and maintaining an existing structure in order to select the most financially advantageous option.

"Detailed stage" means the second phase of project evaluation where the public entity has completed the conceptual stage and accepted the proposal and may request additional information regarding a proposed project prior to entering into competitive negotiations with one or more private entities to develop an interim or comprehensive agreement.

"Develop" or **"Development"** means to plan, design, develop, finance, lease, acquire, install, construct, or expand.

"Interim agreement" means an agreement between a private entity and the City that provides for phasing of the development or operation, or both, of a qualifying project. Such phases may include, but are not limited to, design, planning, engineering, environmental analysis and mitigation, financial and revenue analysis, or any other phase of the project that constitutes activity on any part of the qualifying project.

"Lease payment" means any form of payment, including a land lease, by the City to the private entity for the use of a qualifying project.

"Lifecycle cost analysis" means an analysis that calculates cost of an asset over its entire life span and includes the cost of planning, constructing, operating, maintaining, replacing, and when applicable, salvaging the asset. Although one proposal may have a lower initial construction cost, it may not have the lowest lifecycle cost once maintenance, replacement, and salvage value is considered.

"Material default" means any default by the private entity in the performance of its duties that jeopardizes adequate service to the public from a qualifying project.

"Operate" means to finance, maintain, improve, equip, modify, repair, or operate.

"Opportunity cost" means the cost of passing up another choice when making a decision or the increase in costs due to delays in making a decision.

"Private entity" means any natural person, corporation, general partnership, limited liability company, limited partnership, joint venture, business trust, public benefit corporation, nonprofit entity, or other business entity.

"Public entity" means the Commonwealth and any agency or authority thereof, any county, city or town and any other political subdivision of the Commonwealth, any public body politic and corporate, or any regional entity that serves a public purpose.

"Qualifying project" means (i) any education facility, including, but not limited to a school building, any functionally related and subordinate facility and land to a school building (including any stadium or other facility primarily used for school events), and any depreciable property provided for use in a school facility that is operated as part of the public school system or as an institution of higher education; (ii) any building or facility that meets a public purpose and is developed or operated by or for any public entity; (iii) any improvements, together with equipment, necessary to enhance public safety and security of buildings to be principally used by a public entity; (iv) utility and telecommunications and other communications infrastructure; (v) a recreational facility; (vi) technology infrastructure and services, including, but not limited to, telecommunications, automated data processing, word processing and management information systems, and related information, equipment, goods and services; (vii) any technology, equipment, or infrastructure designed to deploy wireless broadband

services to schools, businesses, or residential areas; or (viii) any improvements necessary or desirable to any unimproved locally- or state-owned real estate.

"Responsible public entity" means a public entity that has the power to develop or operate the applicable qualifying project, including the City.

"Revenues" means all revenues, income, earnings, user fees, lease payments, or other service payments arising out of or in connection with supporting the development or operation of a qualifying project, including without limitation, money received as grants or otherwise from the United States of America, from any public entity, or from any agency or instrumentality of the foregoing in aid of such facility.

"Service contract" means a contract entered into between a public entity and the private entity pursuant to Va. Code § 56-575.5.

"Service payments" means payments to the private entity of a qualifying project pursuant to a service contract.

"State" means the Commonwealth of Virginia

"User fees" means the rates, fees, or other charges imposed by the private entity of a qualifying project for use of all or a portion of such qualifying project pursuant to the comprehensive agreement pursuant to Va. Code § 56-575.9.

EMPORIA CITY COUNCIL
STRATEGIC GOALS

Created April 11-12, 2014
Adopted May 6, 2014

Economic Development

Pursue economic development opportunities through collaboration and partnerships to increase and improve employment for our citizens.

Education

Support a culture of educational achievement and lifelong learning in order to develop and sustain a productive workforce ready for 21st century employers.

Cultural and Recreational Opportunities

Develop cultural facilities while supporting our existing recreational providers

City Appeal

Vitalize the overall appearance of the City to create an atmosphere that is attractive and appealing to citizens, businesses, and visitors

EMPORIA CITY COUNCIL
3-YEAR PRIORITIES

Economic Development

Pursue economic development opportunities through collaboration and partnerships to increase and improve employment for our citizens.

1	Identify properties in Emporia that we can develop or enhance to be attractive for potential business and purchase land for future development as appropriate Status: VGA conducted a site study with Timmons Group; City/IDA has obtained an option on Norwood Property and is interviewing engineers to conduct a site analysis; Looking to purchase the property after analysis has been completed; City is in process of developing a new Belfield website that will identify and search real estate opportunities in the area; City's new updated website links to VEDP Vanilla Scan database to identify available properties in Emporia; Working with private investors on commercial and industrial sites for future development; Working on S. Main streetscape and Belfield facades/streetscape;
2	Implement a business recruitment initiative/marketing process that includes written/electronic materials • Ensure that we know what we are marketing • Consider whether a slogan/brand would be helpful to us • Individualize our marketing strategy as part of the comprehensive regional marketing/ strategic effort • Consider whether we should contract with a firm to do a retail recruitment study Status: Developed marketing materials that complement VGA collaterals; Developed a new business welcome packet; Promotes the City as a predominately commercial/retail/service location that enhances the Quality of Life in our area/region;

	Working with Belfield project to devise a brand and slogan for the historic downtown area; Continued discussions with Buxton and Retail Strategies pertaining to conducting a retail recruitment study; Continued marketing efforts with our regional partner VGA;
3	Increase Emporia's leadership presence in the collaborative efforts and partnerships in which we are involved (i.e. seek leadership positions, ensure regular attendance) Status: Continues to participate in VEDP, VEDA, DHCD, Chamber of Commerce, Crater PDC, VAPDC, Rural Virginia, VLGMA, and VML events, workshops, and webinars, and conferences;
4	Identify and increase relationships with key players in state/related agencies in order to enhance our economic development presence, including crossing administrations (i.e. Rolls Royce, CCAM, VEDP, Port of Virginia, etc.) Status: Maintains regular contact with ED related organizations and agencies; CCAM is considering a possible partnership with the precision machinery lab at SVEC which will work in conjunction with Fort Lee's soldiers; Continued visits with VEDP business recruitment specialists to market available properties in the area; Constant communication through phone, email, and personal visits with Port of Virginia ED Team to promote Emporia's strategic location;
5	Develop and implement a strategy to communicate our economic development successes Status: Continue to follow state and regional announcement protocol; Coordinates and participates in ribbon cuttings and new business openings; Works in conjunction with local media to write articles regarding ED and CD related City initiatives, i.e. Progress Edition, etc.; Speaks to civic groups and IDA to convey ED and CD related initiatives and projects;

6	Continue our strategy to retain our existing businesses Status: Conducted over 50 business visits in 2014; Programs, grants, and applicable incentives were discussed to assist in recruitment and expansion efforts; Troubleshoots areas where the City may be of assistance;

Education

Support a culture of educational achievement and lifelong learning in order to develop and sustain a productive workforce ready for 21st century employers.

7	Develop a strategy to meet regularly with school leaders in order to identify and address educational issues, needs, and solutions and to work together in partnership to further educational achievement Potential discussion areas/needs: • Identify ways in which we need to be supportive at the State level • Need for a coordinator to enhance parental involvement in the schools • Develop a work ethics curriculum to be implemented at the 9th grade level • Guidance counselors should track each 8th grader throughout high school • Track GPAs to ensure college readiness • CCAM integration with the schools Status: Met with Dr. Wilson in early December to discuss issues identified above; Meeting with appointed School Board members and Dr. Wilson on April 3rd to develop a meeting schedule with Council to discuss issues identified above;
8	Develop a strategy by which appointed School Board Members provide the City Council with information regarding educational policies and progress on a regular basis Status: Same as #7; Report provided by Marva Dunn;
9	Support efforts of the Virginia Growth Alliance to enhance career/technical education opportunities through regional partnerships Status:

	Working with VGA and Longwood SBDC on "Think Bigger" entrepreneurial initiative; CCAM considering possible classes at SVEC (see #4); Participating in ACT Work Ready Community program (National Career Readiness Certification Program);

Cultural and Recreational Opportunities

Develop cultural facilities while supporting our existing recreational providers

10	Support our existing recreational facilities (CYC, YMCA, EGRA, Boys and Girls Club) Status: City continues to fund and support our recreational providers;
11	Establish a leadership/partnership role in developing the Civic Center as a cultural venue with multi-use potential for the City • Develop attraction to bring people downtown consistent with plan to create "hub" • Need to "drive the train" and realize we may have to spend money to make money Status: Council has adopted PPEA guidelines in order to receive proposals from developers; Staff has received a proposal from a development team; Staff requesting funding and approval from City Council to develop the Civic Center and construct a new City Hall attached to the property;

City Appeal

Vitalize the overall appearance of the City to create an atmosphere that is attractive and appealing to citizens, businesses, and visitors

12	Continue to address blighted areas in the City through redevelopment including: • West Atlantic • Belfield/Downtown project • South Main Street enhancement project Status:

	Work continues on these projects; Staff requesting additional funding to complete S. Main Street Enhancement Project;
13	Continue to actively enforce property maintenance codes Status: Staff continues to actively enforce property maintenance codes with limited staff, legal resources, and funding; Staff issued 170 property maintenance, weeds/grass, and inoperable vehicle violations in 2014; 43 PM violations, 98 weeds/grass, and 29 inoperable vehicles; City has a total of 59 unresolved cases pending court action or cases given an extension of time; Staff met with City Attorney in early February to review and prioritize cases for court action; City's Neighborhood Enhancement Action Team (NEAT) continues to improve neighborhoods primarily through property maintenance write-ups, small infrastructure improvements, crime prevention activities, and neighborhood clean-up days; Neighborhood Clean-Up Day scheduled for Saturday, March 28th @ 9:00 a.m. in the Lee Street/Southampton Street area.

EMPORIA CITY COUNCIL ROLES

What are the appropriate roles for the Council, City Manager and Mayor?
Are there any roles that would enhance our progress on Strategic Goals and Priorities?

Council	City Manager	Mayor
• Policy • Doing what is right for the community • Communication with each other, with the community, and all concerned • Listening • Provide leadership for the City • Accentuate the positive more than the negative • Be the voice of the citizens • Be positive even if treated negatively • Be an advocate for fiscal appropriateness • Be proactive (i.e. burning issues) • Looking for right business in an entrepreneurial way	• Operations • Communication with the Council • Communication with staff • Leadership skills • Initiative - coming up with ideas to enhance the City and its growth • Keeping abreast of new opportunities for the City such as grants; read a lot and inform the Council • Hiring/firing • Looking for right business in an entrepreneurial way	• Be a figurehead to represent the City • Chief ceremonial officer • Tie-breaker • Run the Council meetings effectively and positively and in a timely way • Looking for right business in an entrepreneurial way

2015-2035

CITY OF EMPORIA, VA
COMPREHENSIVE PLAN

Upload Date 1-5-2015

GOALS AND OBJECTIVES

If the Comprehensive Plan is to be useful, its stated goals must be known, understood, and supported by the people of Emporia. The design of the Plan and its various tools for implementation should be predicated upon these goals. Should Emporia's goals and objectives substantially change, the Plan and its implementation strategies should also change in response.

> **Goals** are general policy statements of what Emporia as a community would like to achieve over the next twenty years.
>
> **Objectives** are measurable benchmarks of progress that serve to support a respective goal. These in turn include specific strategies that should be considered if Emporia is to take positive steps toward its desired future.

Land Use and Environment

Goal: Encourage and provide for the intelligent use of the land in a manner that meets the needs of the population, stimulates physical, social, and economic development, and protects the environmental quality of the area.

Objectives:

1. Provide and maintain adequate land areas for orderly, compatible, and efficient land use development.
2. Protect the natural environment from inappropriate development.
3. Provide a diversity of accessible, competitive sites for businesses.
4. Reduce and avoid conflicting land uses.
5. Coordinate activities with Greensville County in conducting land use planning for the areas adjacent to the City.

Implementation Strategies:

a) Enforce, review, and update the Zoning Ordinance in conjunction with revisions to the Comprehensive Plan to ensure orderly and complementary development of land within the City.

b) Concentrate and cluster highway-oriented commercial activities to minimize traffic hazards and adverse visual impacts.

c) Promote the redevelopment of vacant and/or underutilized sites within the City, while providing for the timely development of new sites.

d) Preserve the Meherrin River, its tributaries, and drainageways, plus adjacent areas of steep terrain, as an open space network.

e) Promote the appreciation and use of scenic areas in and around the City through the development of passive recreational uses (trails, greenways) in floodplains and along stream corridors.

Community Facilities

Goal: Provide an adequate level and variety of community facilities and services to enhance the quality of life for all people in and around the City.

Objectives:

1. Provide and maintain an adequate public water treatment and distribution system for City and service area residents.

2. Provide and maintain an adequate public sewage collection and treatment system for City and service area residents.

3. Provide and maintain the quantity and quality of other community services which are appropriate to the current and emerging needs of the Emporia community.

4. Continue to work cooperatively with Greensville County to provide and improve regional services and facilities which collectively serve City and County residents; such as police, fire, and rescue, schools, and parks and recreation.

Implementation Strategies:

a) Provide water and sewer service to all existing areas of the City and extend water and sewer service to new areas developed in accordance with this plan.

b) Continue to renovate the existing water distribution system and sewage collection system.

c) Ensure that the size and capacity of water mains and storage tanks are adequate to meet the fire protection requirements of the City.

d) Continue to provide citizens with solid waste collection options and work together with Greensville County to continue utilizing the Greensville County Landfill.

e) Provide appropriate police, fire, and rescue protection for Emporia's residents corresponding with the needs of the present and future population.

f) Provide and expand appropriate, adequate, and diversified recreational facilities for the enjoyment of the Emporia's residents, including the creation of pocket parks throughout the City.

g) Upgrade building facilities, particularly the Municipal Building and Police Department.

h) Renovation of vacant elementary auditorium on South Main Street for community uses.

Transportation

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

Objectives:

1. Provide for an adequate street network which will facilitate the flow of traffic to and from the residential, commercial, and industrial areas while minimizing non-local traffic flow through residential neighborhoods.

2. Require all new streets to be constructed in conformance with VDOT and City standards.

3. Promote the creation of a City-wide or regional public transportation system, if adequate demand exists and is deemed economically feasible.

Implementation Strategies:

a) Coordinate with VDOT in establishing the City's priorities in the annual VDOT 6-Year Plan.

b) Encourage the City to seek state and federal funds to maintain roads, improve pedestrian facilities, and other traffic and pedestrian-related projects.

c) Promote the orderly development of the U.S. 58 corridor by encouraging design standards and enhancement strategies.

d) Maintain adequate off-street parking spaces to meet the emerging needs of Emporia's downtowns.

e) Support long-range programs designed to provide curb and gutter, and sidewalks on all qualified streets in the City.

f) Review the Zoning Ordinance parking provisions periodically to ensure that they meet traffic and parking needs. Establish design guidelines that serve to improve the appearance of both existing and newly developing commercial strips, with special attention to landscaping, setbacks, lighting, signage, and parking lot design.

g) Promote the creation of a comprehensive bicycle circulation plan for the City in collaboration with Greensville County.

h) Explore the demand for and economic feasibility of creating a City-wide or regional public transportation system.

i) Work with VDOT to establish a transportation project improving access to U.S. 58 at Davis Street for westbound industrial traffic.

Housing and Neighborhoods

Goal: Improve the quality, quantity, and availability of housing for all socio-economic portions of the population and to preserve the character and integrity of existing neighborhoods.

Objectives:

1. Maintain and improve the physical conditions of the existing housing stock.
2. Promote single-family, owner-occupied housing.
3. Increase the availability of diverse, affordable forms of housing.
4. Expand housing opportunities for low- and moderate-income, elderly, and disabled citizens.

Implementation Strategies:

Promote the rehabilitation and maintenance of older housing units through building code enforcement and the continuing use of Community Development Block Grant (CDBG) funds.

a) Encourage the development of owner-occupied housing types and densities in a manner compatible with existing neighborhoods.

b) Preserve and revitalize existing residential neighborhoods and improve opportunities for homeownership.

c) Provide opportunities for single-family homes and, where appropriate, apartments, townhouses and duplexes.

d) Encourage private, non-profit organizations to participate in the provision of affordable owner-occupied housing.

e) Encourage the City to seek state and federal funds to expand housing opportunities for low income, disabled, and elderly residents.

f) Encourage the construction of retirement housing, assisted living centers, and other housing to meet the needs of a growing elderly population.

g) Support the efforts to provide home care services for people with a disability as well as their families.

Economic Development

Goal: Encourage and maintain the economic well-being of Emporia and the region.

Objectives:

1. Maintain and expand the City's commercial and industrial base.
2. Promote tourism, cultural, and historic development.
3. Promote the city's natural environment as an economic development tool.
4. Support the goals of the Virginia's Growth Alliance.

Implementation Strategies:

a) Continue to promote the City as a unique destination for commercial, retail, and industrial activity.

b) Promote workforce development partnerships between area centers of learning and training and the business community.

c) Continue to diversify the local economic base by attracting new businesses, while encouraging the continuation of existing businesses.

d) Encourage the adaptive reuse of vacant structures found in the downtowns and other pertinent areas of the City.

e) Physically improve the two downtowns and gateways in order to enhance their character and attractiveness to visitors.

f) Encourage and support tourism trade and activity within the City as well as promote and market the City's notable historic, cultural, and entertainment attractions.

g) Continue preservation efforts within the City's historic districts and structures.

h) Capitalize on the City's unique status as a traveler's destination in terms of providing necessary goods and services for the overnight guest.

i) Create a downtown business association to coordinate with the Emporia-Greensville Chamber of Commerce, implement the principles of the Main Street Four-Point Approach and seek designation as a Virginia Main Street community through the Virginia Main Street Association.

2. As determined on a case-by-case basis and evolving from recommendations contained in the Comprehensive Plan and the Economic and Community Development Plan, there may be a need for special studies, such as a detailed housing assessment, an economic development study or long-range planning of utility and community facilities. If undertaken, such special studies should be used to expand on plan generalities and be treated as amendments to the adopted Comprehensive Plan.

3. The review and administration of housing, building, zoning, and subdivision regulations and development proposals which affect provisions of the Comprehensive Plan.

4. Assistance in determining the most appropriate State and Federal assistance programs through which Emporia may participate to aid in implementing proposed community improvements.

PUBLIC EDUCATION AND COMMUNITY INVOLVEMENT

The City of Emporia should seek to continually develop public awareness of local planning efforts and issues. The overall intent should be to solicit citizen participation in making planning decisions and to promote public support for existing and future community improvement efforts.

In addition, Planning Commission members should be encouraged to attend Planning Commissioner Institute training sessions offered periodically throughout the year by the Virginia Department of Housing and Community Development (VDHCD). Educational materials are also available from VDHCD which should be distributed to the Planning Commissioners. The Citizens Planning Education Association of Virginia, Inc. (CPEAV) also holds regularly scheduled workshops and conferences specifically for those serving on a Planning Commission.

PRIORITY ITEMS

The Comprehensive Plan is a document that defines how the City would like to develop and at the same time preserve its unique character over the next two decades. In order to do so, the goals and objectives mentioned in the previous section need to be completed in a timely manner. The action items listed below should be considered the City's highest priorities over the next five years within the context of the Comprehensive Plan. They are not to be considered as an exhaustive list of actions for implementation over the twenty year horizon.

A. Land Use and Environment

- Revise the Zoning District Map to reflect the Future Land Use Map
- Revise the zoning code to ensure compatibility with the vision outlined in the comprehensive plan
- Continue to participate in and seek regional collaborations with bordering localities for projects such as recreational trails.
- Create and enforce ordinances assisting in the

beautification of major City thoroughfares

B. **Community Facilities**

- Develop plans for the maintenance and creation of park sites, with particular focus on pocket and neighborhood parks
- Maintain and enhance parks and trails running along the Meherrin River in terms of landscaping and asphalting
- Explore options for renovating the vacant elementary school on South Main Street.
- Support existing recreational providers as they provide amenities for youth and adults.
- Provide for the general maintenance and replacement of municipal vehicle fleets, equipment, and buildings

C. **Transportation**

- Continue to apply for funding through VDOT to be used towards transportation enhancements and transportation alternatives.
- Utilize beautification techniques for all City entrance and exit corridors to give visitors and residents alike a lasting impression of Emporia
- Implement, where feasible, those transportation improvements set forth by VDOT's Six-Year Improvement Program and the most current Rural Transportation Plan.
- Promote a pedestrian-oriented environment throughout the City including the creation and improvement of sidewalks.

D. **Housing and Neighborhoods**

- Partner with the Emporia Redevelopment and Housing Authority (ERHA) in seeking funding sources for the improvement of those neighborhoods most in need of rehabilitation and revitalization
- Revise the subdivision ordinance to ensure development of quality residential areas
- Improve those neighborhoods with drainage and flooding problems
- Promote cross departmental collaboration to enhance quality of life with particular focus on code enforcement, crime deterrence, and aesthetic appearance

E. **Economic Development**

- Develop an industrial and commercial development strategy with particular focus on acquisition of new parcels for development

- Continue working with MAMaC, the Regional Industrial Facilities Authority and Greensville County on the development of a mega-site and other large scale industrial sites

- Continue to incentivize downtown and commercial redevelopment through federal, state, and local funding programs.

- Continue to collaborate with various local organizations and state agencies in promoting tourism, small business entrepreneurship, and workforce development activities

Municipal Building Concerns

Building was built in 1976, making structure 38 years old. Structure is outdated for a number of reasons :

Inadequate spacing for storage purposes and filing.

Inadequate spacing for conference/ break room.

No security system for overall building (A major concern for the safety and welfare of the employees, especially the Treasurer's Office)

All carpet needs to be replaced (Has been cleaned, did no good)

Interior needs to be painted.

Interior lighting is insufficient and outdated. (Not energy efficient)

Structure is not completely handicap accessible.

Exterior soffit and overhangs are in poor condition.

Exterior brick have moisture issues.

Exterior lighting is insufficient.

Building has had various roof leaks in the past. Repairs are performed routinely to prevent roof leaks. (Age of building and structure having a flat roof is a big concern.)

HVAC System- Building has a mixture of residential and commercial roof top units which is a poor design and not energy efficient. Some of the units are original units and parts are not available any longer for repairs. Duct work contains possible mold and mildew which can cause health issues and concerns. Various offices are controlled by one thermostat which creates a problem with the room temperatures.

Electrical System- Electrical system is outdated and overloaded. All panel boxes are full to capacity allowing no room for any additions.

Overall condition of building does not meet the needs of future growth and production. Layout of land does not meet proper space for any additions due to underground electrical wiring and underground propane tanks. There are also possible concerns with asbestos and lead.

Ordinance No._____

Ordinance

An Ordinance To Appropriate The Sum Of $100,00.00 From The Unappropriated Fund Balance of the General Fund For Demolition Of The Elementary School Auditorium

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

1. That the sum of $100,000.00 from the Unappropriated Fund Balance of the General Fund be, and the same hereby is, appropriated into the City's Operating Budget for Fiscal Year 2014-2015 for demolition of the elementary school auditorium.

2. Said appropriation shall be reflected in the 2014-2015 Operating Budget as the sum of $100,000.00 from the Unappropriated Fund Balance of the General Fund and the sum of $100,000.00 appropriated to General Fund Expenditures for demolition of the elementary school auditorium, Account Number 81400-3930 Demolition & Removal.

3. The City Manager is hereby authorized to do all things necessary to implement this ordinance.

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

Adopted: April 7, 2015

City of Emporia, Virginia

By_____
Mary L. Person
Mayor

Attest:

_____
City Clerk

Form Approved:

_____
City Attorney

MEP Engineering Overview

About the Firm

With every new construction or renovation project, we aim to provide the highest quality service to our clients. Fueled with a passion for creating spaces that are optimal for comfort and conserve energy, our team of engineers and specialists exercise creative thought and critical judgment.

Our award-winning history of success sets us apart from other engineering firms, and is the result of not limiting ourselves to tradition, or being cutting-edge just for the sake of innovation. Starting with the initial feasibility study, the industry leaders of HCYU demonstrate the long-term effects of each design decision, and help you find the solution that best fits your goals and values.

Since 1980, we have assisted architects, engineers, contractors, building developers, and building owners. In addition to feasibility and planning services, we offer comprehensive engineering services for mechanical, electrical, plumbing and fire protection, telecommunications, life safety, energy conservation, security systems, hightech facility programs, and other engineering services required for new construction, renovations, or upgrades.

Certifications

National Institute for Certification in Engineering Technology

National Institute for the Uniform Licensing of Power Engineers

Certified Plumbing Designers

Certified Energy Managers

LEED® Accredited Professionals

Awards

ASHRAE National Technology Award

Washington Building Congress Expansion Craftsmanship Award

Consulting Engineers Council of VA Honor Award for Engineering Excellence

AIA Richmond Honor & Merit Awards for Design

Municipal Experience

U.S. Department of Homeland Security - Headquarters Consolidation at St. Elizabeths
Anacostia, VA
The US Department of Homeland Security Headquarters Building and National Operations Center will be located on the 4.5 million SF site of St. Elizabeths, A National Historic Landmark and former mental health hospital previously operated by the U.S. Department of Health and Human Services. HCYU was selected to perform MEP/TS engineering design services for the adaptive reuse of the 62 buildings for DHS.The design conformed to GSA Design and Construction Excellence requirements.The MEP design will be utilizing photovoltaic, chilled beams, gray water, and other high efficiency and green systems to Achieve LEED® Gold Certification on the project.

Chesterfield 1917 Courthouse
Chesterfield County, VA
This historic two-story courthouse project includes renovation to repair the deflecting roof, to meet ADA requirements. HCYU provided the rerouting of ductwork, replacement of diffusers modification of plumbing and fixtures, and bringing the fire alarm system up to code. The 4,000 SF Courthouse includes office spaces, a 2,000 SF courtroom, judge's chambers, and jury room.

Virginia State Capitol Master Plan and Programming for Renovation
Richmond, VA
HCYU completed a comprehensive survey and assessment of the MEP/FP systems in the Virginia State Capitol. The study provided detailed recommendations for the complete renovation of the Capitol. Infrastructure upgrades were detailed in order to bring the Capitol up to date with modern technologies while maintaining the historic features of the building. Humidity control was a critical issue as well as integrating a sprinkler system into a historic building which is currently un-sprinkled in most areas. New specialty systems, including fire alarm, legislative voting systems and audio/visual systems were also included in the analysis.

Virginia Housing Development Authority - Headquarters Modification
Richmond, VA
HCYU provided MEP Engineering Design services for the tenant up-fit and modifications of this 125,000 SF Facility. Services included correction of preexisting mechanical problems and master site and facility program development and conceptual design.The 22,000 SF renovation included a tenant fit-up, fitness center relocation, lobby improvements, interior renovations and modifications throughout the entire facility. HCYU was later commissioned for a ten-year master plan study and design.

Municipal Experience (continued)

Richmond Department of Public Utilities - Operations Building
Richmond, VA
HCYU provided full MEP/FP design services for the adaptive re-use of a former tobacco company headquarters to accommodate the Department of Public Utilities' Division of Service and Meters, Division of Gas and Water, Operations Support Division and Technical Services Division. Project included analysis of original systems, planning and design for renovations, and integration of new equipment throughout the 50,000 SF building and 17 warehouses. The buildings provide office space, vehicle maintenance areas, training facilities and conference rooms. An Ice Thermal Energy Storage HVAC system addresses the Owner's commitment to energy conservation.

Library of Virginia - State Records Center
Richmond, VA
HCYU provided full MEP, Telecom and Security Engineering Design for the State Records Center, serving as the repository for non-permanent, permanent and archival Vital Statistics Records. The single story, 77,248 SF facility consists of a central administrative area and two large environmentally controlled storage areas. One 364,000 CF storage area will house non-permanent records while the second storage area will house 153,000 CF of archival documents. Both of these storage areas contain custom designed 28' high rack shelving systems utilizing computer guided order pickers.

Virginia Department of Transportation Term
Richmond, VA
- Administration Building Addition / Renovation Value Engineering Study – Salem, VA
- Culpeper District Office Building Addition/Renovation – Culpeper, VA
- HVAC Study for Memorial Hospital Building – Richmond, VA
- Fire Alarm Renovations – Richmond, VA
- Elko Materials Laboratory Renovation / Addition – Richmond, VA
- Preliminary Engineering Building, Richmond District Office – Chesterfield Co., VA
- Computer Room Renovation @ Central Office – Richmond, VA
- NOVA District Maintenance Facility Value Engineering Study – Manassas, VA

Main Street Station Restoration
Richmond, VA
GRACRE PROJECT OF THE YEAR 2003

HCYU has been involved with the renovations and restoration of the historic Main Street Station since the inception of the project. This three-phase City of Richmond project included renovating the 20,000 SF historic station head-house, 156 parking spaces, a new 500-foot track platform, central plant expansion and renovation of MEP/FP systems. The new HVAC plant provided space for an additional chiller in the future. HCYU also performed the design engineering for the tenant fit out of the third, fourth and mezzanine levels.

Keith G. Dignan, PE

LEED AP | Director of Electrical Engineering | Vice President

Mr. Dignan has over sixteen years of experience in electrical engineering. His experience includes power systems up to 35KV, power generation, grounding, communications, security lighting and fire alarm. He also has extensive experience with computers an software used for electrical design and analysis. Mr. Dignan has designed many building types, including LEED Certified design, and is a LEED® AP with the U.S. Green Building Council.

Mr. Dignan has experience with auditorium house and theatrical lighting, area, parking and road/drive lighting as well as several athletic field lighting projects. He also has much experience with fluorescent and LED lighting for a variety of facilities such as schools, offices, detention centers, medical facilities, parking garages and warehouses.

EDUCATION

BS ELECTROMECHANICAL ENGINEERING
The Pennsylvania State University 1998

Audtodesk® Revit® MEP Training

CERTIFICATIONS

PROFESSIONAL ELECTRICAL ENGINEER (VA, TX, GA, & NC)

Relevant Experience

- Suffolk 911 Center : Suffolk, Virginia
- Rockbridge County Courthouse : Rockbridge Co., Virginia
- Hampton Office Building (City Facility) : Hampton, Virginia
- Hampton Juvenile Domestic Courts : Hampton, Virginia
- Kellam High School Replacement : Virginia Beach, VA
  - 330,000 SF with LEED Gold Certification
- The Mariner's Museum - USS Monitor Addition to Museum : Newport News, Virginia
- Virginia Beach Town Center : Virginia Beach, VA
  - 23 story office tower
  - Restaurants
  - Retail tenants
  - Parking structure
- Portsmouth Redevelopment and Housing Authority : Portsmouth, Virginia
  - Site Lighting Survey and Upgrade

Eric Haley, PE

Director of Mechanical Engineering | Principal

Mr. Haley has over twelve years of experience in mechanical engineering. He has expertise in mechanical design including sheet metal, plumbing, and hydronic systems. Mr. Haley's responsibilities include design, preparation of construction documents, specifications and construction administration. As a Department Manager, Mr. Haley is responsible for all Quality Checking and Quality Assurance procedures within his department.

As a technical leader, Mr. Haley provides oversight of all calculation and analysis tools used by the Mechanical Engineering Department. Mr. Haley provides clients with innovative solutions using the latest technologies while striving to design cost effective and environmentally conscious projects. Eric is an advanced user in Audtodesk® Revit® MEP, AutoCAD, and the Trane Energy Analysis Suite.

EDUCATION

BS MECHANICAL ENGINEERING
University of Michigan
2002

Audtodesk® Revit® MEP Training

Advanced Training in Autodesk® Building Systems

Advanced Training in Trace Building Load and Energy Calculations

CERTIFICATIONS

PROFESSIONAL MECHANICAL ENGINEER (VA, MI)

Relevant Experience

- Main Street Station : Richmond, VA
  - Historic Restoration
  - Future Hub and Seaboard Building
- Capital One : Richmond, VA
  - Data Center Renovations (Various Sites)
  - Innsbrook I &II Operations Center Renovation, Green Globes®
- VA Housing Development Authority : Richmond, Virginia
  - Parking Garage Renovations
- Virginia Tech : Blacksburg, Virginia
  - Academic And Student Affairs Building
- Defense Supply Center Richmond : Chesterfield, Virginia
  - Building 33L Data Center Renovation
- Christopher Newport University : Newport News, VA
  - Parking Garage

Jaideep S. Karnik, PE

LEED AP | Senior Project Manager | Principal

Mr. Karnik has over 14 years of extensive commercial and industrial design engineering and project management experience.

His experience includes projects for airports, schools, performing arts theatre, colleges, laboratories, commercial and industrial office buildings, heating and cooling central plants, district cooling, port terminals, warehouses, industrial control rooms, training facilities, laundry building, industrial utility buildings, industrial machine shops, health care facilities, refinery motor labs, hurricane related damage assessment, health clubs, multi-story condos, property investigations, emergency generator facilities, churches, multi-purpose recreational tower, UPS rooms, hotels, banks, library, conference rooms and bio-hazard hood exhaust.

EDUCATION

MS MECHANICAL ENGINEERING
University of Cincinnati 1999

BE MECHANICAL ENGINEERING
University of Pune, India 1996

CERTIFICATIONS

PROFESSIONAL MECHANICAL ENGINEER, STATE OF LOUISIANA

U.S. GREEN BUILDING COUNCIL LEED® AP

Relevant Experience

- VHDA Headquarters Modification : Richmond, VA
  - Chiller Upgrade
  - Boiler Upgrade
- Department of Juvenile Justice : Richmond, VA
  - Culpeper HVAC Modifications
  - Nichols and Kiser VRF System Study
  - Hanover DCE School VE Changes
- Mary Immaculate Hospital: Newport News, VA
  - Design Development of Patient Rooms, Operation Rooms and Sterilization Suites expansion
- Department of Motor Vehicles : Richmond, VA
  - Headquarters Performance Contracting Engineering
- Charity Hospital : New Orleans, LA
  - Histopathology Lab HVAC Renovations
  - East Pavilion Waiting Room
  - 12th Floor HVAC Upgrades

Electronic Systems Consultant Overview

Communications Specialists, Inc. (CSI) was started in June of 1986 with three employees providing commercial sound services and equipment. Twenty-four (24) years later CSI is a SWaM Certified, full service electronic systems integration firm serving Central Virginia. More than 50 employees help to support over $11 million in annual sales. The experience and technical strength of our staff, combined with strategic partnerships with the industry's most respected vendors allows us to provide our customers with high-quality, custom-designed solutions to meet their electronic system and communication needs. CSI has been serving the Central Virginia marketplace with honesty and integrity for over two decades. We believe our reputation precedes us in every business opportunity. Solving problems while building strong, mutually respectful relationships has been the key and secret to our longevity and continued success.

From Life Safety systems such as Fire Alarm, Access Control, CCTV, Detention & Security Control, to Integrated Voice/Data/Video for Healthcare and Education, to Professional Audio and Video for Performing Arts Theatres and Houses of Worship our staff specializes in designing and implementing complex, integrated solutions to solve our customers' needs. Our system designers, market specialists, project managers, and support staff are uniquely qualified to provide a full spectrum of design and technical support for any organization.

- Virginia Class "A" Contractors License, # 2701034153A
- Underwriters Laboratories Signal and Fire Alarm Equipment and Services (Protective Signaling Services) Local, Auxiliary, Remote Station and Proprietary – Cert #S8224-1
- Virginia Department of Criminal Justice Registration (DCJS), #11-2588

SERVICES

- Access Control
- Audio and Sound Reinforcement
- Audio/Visual Presentation
- Closed Circuit TV (CCTV)
- Clock and Program Distribution
- Data Networking – LAN/WAN
- Detention Control
- Fiber Optic Transmission
- Legacy and Networked Fire Alarm Systems
- Intercom / IP Intercom
- Mass Notification/Emergency Communications (MNEC)
- Multi-Media Presentation
- Media Management and Retrieval
- Nurse/Patient Communications
- Patient Wandering
- Personnel/Asset Tracking
- Security
- Sound Masking/Speech Privacy
- Structured Cabling
- Telephone Communications
- MATV/CATV Distribution
- Paging and Public Address
- Video Distribution and Projection
- Voice/Data/Video Integration
- Wireless Telephone

Ronald G. Pusey

President | CEO

Ron's primary responsibilities include corporate administration, sales, financial management, and community involvement. He actively, participates in the design strategy and system proposals emphasizing integrated technology solutions for healthcare, education, and institutional facilities. With over thirty years in the electronic systems industry, Ron has an extensive background in voice, data, video, security, and life safety system integration. He stays involved with the daily operations of CSI and works on a national level as the Board President of the industry trade association. Ron's industry background includes:

- National Systems Contractors Association (NSCA) — Board President
- Virginia Society American Institute of Architects (AIA) — Affiliate Member
- E. Norman Rauland Award Recipient, 1993
- Education Technology Training, 1987- current
- Healthcare Communications Technology Training, 1987 - current

Ben Robbins

Technical Lead

With over 10 years of integrations experience in the electronics industry, Ben is a highly-trained and capable team leader of the technical staff. His primary responsibilities and expertise are in developing HMI systems and network integrations for the control of Life Safety Systems including Fire Alarm, CCTV, Access Control, Intercom, Door Control, Elevator Control, and Lighting Control. Ben possess a strong understanding of Networked Fire Alarm Systems, Programmable Logic Controllers (PLC), Graphical User Interface (GUI) development, and a multitude of other integration applications.

- Associate Degree in Computer Electronics
- Notifier Fire Alarm Systems Certified
- NotifierNet Fire Systems Network Certified
- Notifier Onyxworks Integrations Certified
- Intelli-Site (HMI) Certified

Acoustical Engineer Overview

HUSH ACOUSTICS LLC

Hush Acoustics LLC was founded in 2006 by Gary Ehrlich to provide acoustical consulting services for architects, interior designers, engineers, builders, developers, lawyers, contractors, and hotels in the areas of architectural acoustics and environmental noise.

Hush Acoustics is a member of the National Council of Acoustical Consultants (NCAC).

With Hush Acoustics Mr. Ehrlich has worked on over 400 projects including courthouses, schools, offices, nightclubs, prisons, residences, and a variety of other types of projects. Prior to founding Hush Acoustics, he gained over 15 years of experience in the field of acoustics at Wyle Laboratories and Polysonics, Inc., and earned a Bachelor of Architectural Engineering degree from Penn State. He holds a Professional Engineering (P.E.) license in the states of Virginia, Maryland, New York, New Jersey, and Florida and has testified as an expert witness before many local boards and zoning examiners. His professional activities include being a member of the working group which developed the ANSI S12.60 classroom acoustics standard, and the ASTM committee responsible for maintaining various architectural acoustics standards. He has taught the acoustics course in the Audio Technology program at American University, and has given presentations for architectural and interior design firms, and at acoustical society meetings. One of his particular specialties is evaluating transportation noise levels inside buildings; in this area he has written extensively including as principal author of the report entitled Guidelines for Sound Insulation of Residences Exposed to Aircraft Operations, prepared for the Department of the Navy.

Takoma Park Council Chambers

Municipal Experience

- FAA Orville Wright Building – evaluate acoustical privacy, HVAC noise, and reverberation for the renovation of various conference rooms for Financial & Realty Services, LLC
- Howard Building, Banneker Room renovation – evaluate reverberation and HVAC noise for CMSS for this county council room
- Howard County Office Building & Parking Garage – evaluate acoustical privacy, HVAC noise, reverberation, and aircraft noise for CMSS for a 270,000 sf mixed-use office building
- Addition to the Carroll/Ligon Buildings – evaluate HVAC noise for CMSS
- Takoma Park Council Chambers/Auditorium – evaluate HVAC noise and room acoustics for I Studio
- Petersburg Public Library – HVAC and traffic noise, reverberation, acoustical privacy; for Enteros Design
- Prince George County Library – review room finishes for Enteros Design
- Colonial Heights New Courthouse – evaluate acoustical privacy, HVAC noise, and reverberation for Kenbridge Construction (Enteros Design was the architect)
- Chesterfield County Courts Building Addition – evaluate rooftop unit noise for Moseley Architects
- Sidney Yates Building – evaluate open office acoustical privacy for Syska Hennessy Group, Inc.
- Washington D.C. Office of Cable Television Relocation – evaluate acoustical privacy, building system noise, and room acoustics for a large studio building at 1899 9th Street, NE

U.S. Supreme Court Acoustical Privacy Test

PPEA Attorney Overview

WILLIAMS MULLEN®

About Our Firm

With approximately 225 attorneys and 10 offices throughout Virginia, North Carolina and Washington, D.C., Williams Mullen helps clients throughout the Southeast achieve their legal and business goals. Representing more than 75 practices and industries, our attorneys focus on finding answers and solutions for your business and legal issues. We have a long history of counseling clients in our region on public-private partnerships (P3). We have the benefit of working on (and learning from) major P3 projects proposed and completed under the Virginia Public-Private Education Facilities and Infrastructure Act of 2002 (PPEA) and the Virginia Public-Private Transportation Act of 1995 (PPTA). Our attorneys regularly represent municipalities, developers, construction companies, and other clients in P3 projects.

Public-Private Partnerships

Williams Mullen attorneys have exceptional experience in working with businesses and governmental entities seeking public-private partnering arrangements. The firm has assisted partnership efforts to create public transportation facilities, schools, correctional facilities, parking facilities, office buildings, luxury hotels, entertainment and athletic complexes, public parks and golf courses, among others. In Virginia, the firm has been extensively involved in dozens of proposals under the PPEA and the PPTA. Bill Axselle, chair of the Williams Mullen Public- Private Partnership Team, was instrumental in drafting the Acts, the Model Procedures for public entities, and the Commonwealth of Virginia Procedures. Bill and his colleagues have lectured extensively on the PPEA and PPTA before legislative bodies, government officials, trade and professional associations, and other lawyers and have been doing so for over 25 years.

Public Finance

With respect to public finance services, our attorneys have experience representing state and local governments in the issuance of general obligation bonds and revenue bonds for a myriad of different types of public facilities ranging from schools to prisons to urban office buildings and parking garages. The firm has authored approving opinions as bond counsel on both appropriation and "subject-to-appropriation" debt structures. Its lawyers are frequently called upon for advice by conduit borrowers, municipalities, banks and corporate trustees on all aspects of public finance, including federal tax laws, regulations and rulings, as well as matters relating to state and local debt.
project through to a successful completion.

Governmental Affairs

Williams Mullen governmental affairs professionals are experienced in virtually all aspects of government-related law. Firm attorneys regularly appear before Virginia General Assembly, as well as a large number of state agencies and local governments. With respect to public-private partnerships, the firm's public affairs professionals are well-prepared to interface with government officials to develop and implement proactive plans for stakeholder and public education as well as issue management.

Sample PPEA Projects

- **Structured the public financing package and served as underwriter's counsel for the Commonwealth's first local PPEA project undertaken, the Warren County School Board's $70 million comprehensive agreement for the design, financing and construction of two new high schools. Williams Mullen worked with the county attorney, finance department and underwriter and its counsel to develop a lease-leaseback structure involving multiple county properties to support the debt issue without the County being obligated for general obligation bonds. The structure was approved by a major bond insurer for insurance to lower overall financing costs. By structuring the project under the PPEA, the School Board was able to open two much-needed new high schools sooner than would have been possible under normal procurement.**

- **Represented the first PPTA project in the state of Virginia and have handled four other representations since the Act's inception.**

- **Ongoing representation of a statewide contractor association and regularly advising its members on PPEA and PPTA issues.**

- **Represented developer in development of a 36,000 sq. ft. office building to provide mental health services in Chesapeake, Va, the first PPEA closing in Virginia.**

- **Served as developer's counsel responsible for structuring and negotiating a public-private partnership arrangement (PPEA) with the City of Portsmouth, Va. for a new social services building.**

WILLIAMS MULLEN®

HON. RALPH L. "BILL" AXSELLE, JR.

PARTNER | CHAIR, PUBLIC-PRIVATE PARTNERSHIPS

The Honorable Bill Axselle joined Williams Mullen in 1990 after retiring from the Virginia legislature. His practice includes government advocacy, land use, regulatory, lobbying, and administrative law, which he practices before state and local governments. Mr. Axselle is the head of the State Government Relations group at Williams Mullen and chair of the firm's Public-Private Partnership Group.

Mr. Axselle served in the Virginia House of Delegates from 1974 through 1990, when he retired to join Williams Mullen. Over the years, he has also served at the request of numerous Governors: Chairman of the Governor's Regulatory Reform Advisory Board; Governor's Commission on Efficiency in Government; Chairman of the Regulatory Climate Workgroup of the Economic Recovery Commission and as a member of the Virginia Regulatory Roundtable, the Blue Ribbon Strike Force: Governor's Commission on Government Reform, the Virginia Strategy Board, the Governor's Commission on Transportation Policy and the Administrative Law Advisory Committee for the Virginia Code Commission. He also has served, based on recommendations of the appropriate legislative Chairmen, on the Committee that drafts the guidelines for public-private endeavors.

Mr. Axselle has been recognized by a number of respected publications. He has been recognized by Chambers USA as a leading real estate attorney in Virginia since 2004 and has been named a "Super Lawyer" for both Government and Land Use/Zoning by Virginia Super Lawyers magazine. In addition, Mr. Axselle is regularly listed in The Best Lawyers in America for both his lobbying/regulatory and his land use and zoning work. He continues to be named to Virginia Business magazine's list of "Legal Elite" in the real estate and land use category, and each year has earned its top lobbying/regulatory attorney honors. Mr. Axselle was named the Best Lawyers' 2011 Richmond Government Relations Lawyer of the Year and 2012 Richmond Land Use & Zoning Law Lawyer of the Year.

For its 2015 edition, Mr. Axselle was recognized by The Best Lawyers in America by his peers in the practice areas of Government Relations Practice and Land Use/Zoning Law. In addition, he was selected as the 2015 Richmond Government Relations Practice "Lawyer of the Year." Only a single lawyer in a practice area in each community is so honored as "Lawyer of the year." Mr. Axselle was also chosen in 2014 as a Leader in the law by Virginia Lawyer Weekly. Additionally, Martindale Hubbell has rated Mr. Axselle an AV attorney, its highest rating available.

Long active in civic and community affairs, Mr. Axselle is a former chairman of the Greater Richmond Chamber of Commerce and served as chairman of Richmond Region 2007. In 2005, Mr. Axselle was the recipient of the Henrico Business Council of the Greater Richmond Chamber of Commerce Lifetime Achievement Award.

Mr. Axselle's past activities have included service to numerous charities such as the YMCA, the Cystic Fibrosis Foundation, the Virginia Jaycees and the Council for America's First Freedom. He formerly was active with the Government Affairs Committee of the Virginia Chamber of Commerce and the Transportation Study Task Force of the Richmond Chamber. He also has served as a member of the board of trustees of Fork Union Military Academy.

Following his 1965 graduation from the University of North Carolina at Chapel Hill with a bachelor of arts degree in political science, Mr. Axselle attended the University of Richmond Law School. A 1968 graduate, he was the president of the Student Council, a member of the McNeill Law Society and on the staff of the University of Richmond Law Review.

Prior to joining Williams Mullen, Mr. Axselle was senior partner with the firm of Axselle, Hundley, Johnson & Harris. He is a member of the Virginia State Bar and the American, Virginia, Richmond, and Henrico County bar associations.

WILLIAMS MULLEN®

ALEXANDER "SANDY" C. GRAHAM, JR.

PARTNER

Sandy Graham's practice includes mergers and acquisitions; securities and banking; venture capital transactions; real estate development; antitrust; international business transactions; representation of national and state trade associations and of non-profit organizations; and hotel development and financing.

The co-author of "Controlling Financial Misconduct by Bank Employees: The Effect of Financial Privacy Laws," which appeared in The Banking Law Journal, Mr. Graham also wrote and periodically updates the article on Redevelopment and Housing Authority Law in the Virginia Local Government Attorneys Handbook. He is a frequent speaker at continuing legal education seminars and has lectured on business organizations, international business transactions and issues affecting the construction industry.

Prior to joining Williams Mullen, Mr. Graham was a partner with Hirschler, Fleischer, Weinberg, Cox & Allen in Richmond, Virginia, and was chairman of the firm's 17-lawyer Business Section. While at Hirschler, Fleischer, he concentrated his efforts in mergers and acquisitions work and represented a major bank in many commercial loans. He had been with the firm since 1987.

Mr. Graham serves on the boards of directors of the Goochland Free Clinic and Family Services, the Midlothian YMCA, Preservation Virginia (f/k/a The Association for Preservation of Virginia Antiquities), Battersea Foundation and the Virginia Museum of Fine Arts Business Council. Mr. Graham serves as president of the Battersea Foundation, immediate past president of Goochland Free Clinic and Family Services and VP of Preservation Virginia. He is a member of the Richmond, Virginia, and American Bar Associations and the Virginia State Bar. In addition, Martindale Hubbell has rated Mr. Graham an AV attorney, its highest rating available.

Mr. Graham received his law degree from the University of Virginia School of Law in 1975. He graduated summa cum laude from Hampden-Sydney College in 1972.

***1.c)** For each private entity or major subcontractor ($1 million or more) that will be utilized in the project, provide a statement listing all of the private entity's prior projects and clients for the past five years and contact information for the same (name/addresses/telephone numbers). If a private entity has worked on more than ten (10) projects during this period, it may limit its prior project list to ten (10), but shall first include all projects similar in scope and size to the proposed project and, second, it shall include as many of its most recent projects as possible.*

Kenbridge Construction

Project	City	Owner Contact	Owner Address	Cost	Size
Colonial Heights Courthouse	Colonial Heights, VA	Chuck Henley 804.520.9334	201 James Avenue Colonial Heights, VA 23834	$15,802,325	57,000 SF
Manchester Courthouse	Richmond, VA	John F. Winter 804.646.6644	900 East Broad Street, Richmond, VA, 23219	$15,039,600	58,625 SF
Southside Community Services Board Administration Building	Clarksville, VA	Donald Burge 434.572.6916	424 Hamilton Blvd. South Boston, VA 24592	$2,661,000	22,150 SF
New Young Laine Courts Building	Isle of Wight, VA	Mike Cardwell 757.486.0200	17140 Monument Circle, Isle of Wight, VA 23397	$10,577,000	47,000 SF
Seminol Trail Fire Station	Charlottesville, VA	Blake Abplanalp 434.872.4501	401 McIntire Road, Charlottesville, VA 22902	$3,001,754	2,600 SF
VDOT-Culpeper	Culpeper, VA	Mike Fried 804.371.6707	1401 East Broad Street, Richmond, VA 23219	$4,569,270	24,000 SF
Farmville Municipal Building	Farmville, VA	Gerry Spates 434.392.5686	116 North Main Street, Farmville, VA 23901	$6,220,426	31,000 SF
Sussex Commonwealth Attorney Building	Sussex, VA	Tom Harris 434.246.1000	P.O. Box 1397, 20135 Princeton Road, VA 23884	$7,762,400	75,425 SF
Chesterfield Fire Station 21	Chesterfield, VA	Michael West 804.796.7173	9901 Lori Road, Chesterfield, VA 23832	$3,699,000	12,212 SF
Charlottesville J&DR Court	Charlottesville, VA	Mike Mollica 434-970-3646	305 4th Street, NW, Charlottesville, VA 22903	$12,358,065	65,974 SF

***1.d)** Provide names, addresses, and telephone numbers of persons within the private entity who may be contacted for further information.*

Kenbridge Construction
John Mahaney
1101 Fifth Avenue
P.O. Box 480
Kenbridge, VA 23944
phone • 434.676.8221
fax • 434.676.8815
estimating@kenbridge.com

Enteros Design
Gil Entzminger, AIA, LEED AP
President
314 Exchange Alley, Suite A
Petersburg, VA 23803 phone • 804.861.1200
fax • 804.861.1253
gil@enterosdesign.com

***1.e)** Provide a current or most recently audited financial statement of the private entity and each partner with an equity interest of 10% or greater.*

Kenbridge Construction Co., Inc. is a closely held corporation and normally refrains from releasing financial data to the public. We have the financial resources to ensure performance of your project, however if deemed necessary, we will furnish our most recent financial statement for review in person, after which, Kenbridge Construction Co., Inc. will retain all copies. Kenbridge Construction is a financially stable corporation that has an outstanding banking relationship with Benchmark Community Bank. We are bonded by Traveler's for up to a single project value of $75 million and an aggregate program of $150 million. We have a $2 million dollar Line of Credit with Benchmark that has never been used since initiated. You are welcome to contact Benchmark President Mike Walker for inquiries regarding our financial condition at 434-676-9054 at extension 1104

***1.f)** Identify any persons known to the proposer who would be obligated to disqualify themselves from participation in any transaction arising from or in connection to the project pursuant to the Virginia State and Local Government Conflict of Interests Act, Chapter 31 (§ 2.2-3100 et seq.) of Title 2.2.*

Kenbridge Construction is unaware of anyone who would be obligated to disqualify themselves from participation in any transaction arising from or in connection to the project pursuant to the Virginia State and Local Government Conflict of Interests Act, Chapter 31 (§ 2.2- 3100 et seq.) of Title 2.2.

***1.g)** Identify the proposed plan for obtaining sufficient numbers of qualified workers in all trades or crafts required for the project.*

Method of Outreach and Notification For Construction Services

Kenbridge Construction intends to give all interested sub-contractors, especially local contractors, the opportunity to bid on the new Emporia Municipal Building project. We plan to aggressively publicize and recruit local talent, so that much of the City's significant investment in the City Hall will be returned to the local economy.

During Pre-construction services Kenbridge Construction will solicit names of local sub-contractors from team members, the City, and the surrounding communities. We will encourage those sub-contractors to assist with cost estimating for the project. Kenbridge will maintain a list of local sub-contractors for future bidding purposes.

During bidding for the final GMP in preparation for Phase 2 Construction, Kenbridge Construction will advertise in the local newspapers to solicit bids from local contractors.

Kenbridge will host a job fair in Emporia to encourage local sub-contractors and employees to be hired or bid on the project. We have implemented this plan on other projects, and it has been successful in bringing local talent to projects. A prime example is the High Street United Methodist Church project in Franklin, VA. KCC was awarded this new church project just weeks after the local paper mill announced it was closing, crushing the local workforce and the morale of the town. KCC put on a job fair, attracting hundreds of potential employees. While the jobs were not permanent replacements, they gave hope to an area in turmoil. Over 200 people showed up to the 2-day event, held at the local workforce development center. KCC and our subs set up booths with applications and job-hunting tips.

Kenbridge Construction is able to mentor and support smaller local sub-contractors when necessary by providing in house training on computer project management and financial software. We have assisted sub-contractors in building their bonding capacity where appropriate. We have helped sub-contractors with blemishes on their credit by offering a joint check program (we pay the sub-contractor after the work is complete, and we pay the materials suppliers directly). We welcome the opportunity of assisting local sub-contractors in participating with this project.

Kenbridge hopes to reinvest approximately 80% in the local economy by hiring local sub-contractors and employees.

***1.h)** For each private entity or major subcontractor that will perform construction or design activities, provide the following information:*

(1) A sworn certification by an authorized representative of the private entity attesting to the fact that the private entity is not currently debarred or suspended by any federal, state, or local government agency.

Please find KCC's sworn statement on the following page.

(2) A completed qualification statement that reviews all relevant information regarding technical qualifications and capabilities, private entity resources and business integrity of the private entity, including but not limited to, bonding capacities, insurance coverage and private entity equipment. This statement shall also include a mandatory disclosure by the private entity for the past five years of the conduct listed in Section 1.h.2.

	Kenbridge Construction
Bankruptcy Filings	NONE
Liquidated Damages	NONE
Fines, Assessments or Penalties	NONE
Judgements or Awards in Contract Disputes	NONE
Contract Defaults or Terminations	NONE
License Revocations, Suspensions, Etc.	NONE
Debarments or Suspensions by Governmental Entity	NONE
Denials of Pre-Qualification, Findings of Non-Responsibility	NONE
Past Safety Performance	0.79
Violations of Law	NONE
Criminal Indictments or Investigations	NONE
Claims By or Against the Firm	NONE

Please find our bonding capacity, insurance certificate, and AIA A305 Contractor Qualification Statement on the following pages. Please note that

KENBRIDGE CONSTRUCTION

January 15, 2015

Dr. Edwin C. Daley
Assistant City Manager
City of Emporia, Virginia
201 South Main Street
Post Office Box 511
Emporia, Virginia 23847

RE: New City Hall

Dear Mr. Daley:

Kenbridge Construction Co., Inc., certifies that it is not currently debarred or suspended by any federal, state or local government entity.

Very truly yours,

Emory M. Hodges
President

P. O. Box 480
1101 Fifth Avenue
Kenbridge, Virginia 23944
P 434.676.8221
F 434.676.8815
VIRGINIA • NORTH CAROLINA

TRAVELERS

300 Arboretum Parkway
Ste 390
Richmond, Va 23236
804-330-6871
866-728-8992 fax

October 6, 2014

Mr. Emory Hodges, President
Kenbridge Construction Company, Inc.
1101 5th Avenue
Kenbridge, VA 23944

RE: Bonding

Dear Mr. Hodges:

We consider Kenbridge Construction Company, Inc. one of our outstanding and most valued clients in whom we have the highest confidence. Through the years Kenbridge Construction Company, Inc. has, in our opinion, remained properly financed, well equipped and capably managed.

Travelers Casualty and Surety Company of America is prepared to give favorable consideration to the execution of bids and/or contract performance and payment bonds. We have supported jobs in the $75,000,000 range and total program in excess of $150,000,000.

Our willingness to provide surety credit on projects are subject to Kenbridge Construction Company, Inc.'s acceptance of an award of a contract, Kenbridge Construction Co., Inc. applying to the Travelers Casualty and Surety Company of America on or about the day work is scheduled to begin for bonding, and Kenbridge Construction Co., Inc. and us, as surety, determining that the contract documents, contract specifications and bond forms are acceptable. Our AM Best rating is A+.

If you require any additional information, please let us know.

Sincerely,

Nancy L. Adams, Attorney-In-Fact for
TRAVELERS CASUALTY AND SURETY
COMPANY OF AMERICA

AIA® Document A305™ – 1986

Contractor's Qualification Statement

The Undersigned certifies under oath that the information provided herein is true and sufficiently complete so as not to be misleading.

SUBMITTED TO: City of Emporia
Dr. Edwin C. Daley

ADDRESS: 201 South Main Street
P. O. Box 511
Emporia, VA 23847

SUBMITTED BY: Kenbridge Construction Co., Inc.

NAME: Emory M. Hodges

ADDRESS: P. O. Box 480
Kenbridge, VA 23944

PRINCIPAL OFFICE: P. O. Box 480
Kenbridge, VA 23944

[X] Corporation

[ ] Partnership

[ ] Individual

[ ] Joint Venture

[ ] Other

NAME OF PROJECT: *(if applicable)* City of Emporia
City Administration Building

TYPE OF WORK: *(file separate form for each Classification of Work)*

[X] General Construction

[ ] HVAC

[ ] Electrical

[ ] Plumbing

[ ] Other: *(Specify)*

§ 1 ORGANIZATION

§ 1.1 How many years has your organization been in business as a Contractor? 66

§ 1.2 How many years has your organization been in business under its present business name? 58

§ 1.2.1 Under what other or former names has your organization operated?

ADDITIONS AND DELETIONS: The author of this document has added information needed for its completion. The author may also have revised the text of the original AIA standard form. An *Additions and Deletions Report* that notes added information as well as revisions to the standard form text is available from the author and should be reviewed. A vertical line in the left margin of this document indicates where the author has added necessary information and where the author has added to or deleted from the original AIA text.

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

This form is approved and recommended by the American Institute of Architects (AIA) and The Associated General Contractors of America (AGC) for use in evaluating the qualifications of contractors. No endorsement of the submitting party or verification of the information is made by AIA or AGC.

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User Notes: (1819236947)

§ 1.3 If your organization is a corporation, answer the following:
- § 1.3.1 Date of incorporation: October 02, 1956
- § 1.3.2 State of incorporation: VA
- § 1.3.3 President's name: Emory M. Hodges
- § 1.3.4 Vice-president's name(s)

- § 1.3.5 Secretary's name: Terri F. Newcomb
- § 1.3.6 Treasurer's name: Terri F. Newcomb

§ 1.4 If your organization is a partnership, answer the following:
- § 1.4.1 Date of organization:
- § 1.4.2 Type of partnership (if applicable):
- § 1.4.3 Name(s) of general partner(s)

§ 1.5 If your organization is individually owned, answer the following:
- § 1.5.1 Date of organization:
- § 1.5.2 Name of owner:

§ 1.6 If the form of your organization is other than those listed above, describe it and name the principals:

§ 2 LICENSING

§ 2.1 List jurisdictions and trade categories in which your organization is legally qualified to do business, and indicate registration or license numbers, if applicable.

Virginia #2701-003930A Building Construction
North Carolina #4512 Building Construction

§ 2.2 List jurisdictions in which your organization's partnership or trade name is filed.

§ 3 EXPERIENCE

§ 3.1 List the categories of work that your organization normally performs with its own forces.

Layout, concrete, carpentry work, masonry, miscellaneous steel fabrications, and miscellaneous specialty work. Percentage of work performed by Contractor's own forces is 15%.

§ 3.2 Claims and Suits. (If the answer to any of the questions below is yes, please attach details.)

§ 3.2.1 Has your organization ever failed to complete any work awarded to it?

No

§ 3.2.2 Are there any judgments, claims, arbitration proceedings or suits pending or outstanding against your organization or its officers?

No

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User Notes: (1245136235)

§ 3.2.3 Has your organization filed any law suits or requested arbitration with regard to construction contracts within the last five years?

Yes, please see attached

§ 3.3 Within the last five years, has any officer or principal of your organization ever been an officer or principal of another organization when it failed to complete a construction contract? (If the answer is yes, please attach details.)

No

§ 3.4 On a separate sheet, list major construction projects your organization has in progress, giving the name of project, owner, architect, contract amount, percent complete and scheduled completion date.

Please see attached

§ 3.4.1 State total worth of work in progress and under contract:

$67,394,236.00

§ 3.5 On a separate sheet, list the major projects your organization has completed in the past five years, giving the name of project, owner, architect, contract amount, date of completion and percentage of the cost of the work performed with your own forces.

Please see attached

§ 3.5.1 State average annual amount of construction work performed during the past five years:

$43,033,744.00

§ 3.6 On a separate sheet, list the construction experience and present commitments of the key individuals of your organization.

Please see attached

§ 4 REFERENCES
§ 4.1 Trade References:

Community Memorial Healthcenter/Scott Burnette/434-774-2468
125 Buena Vista Circle
South Hill, VA 23970

Ruin Creek Properties, LLC/Brandon Boyd/252-432-4072
Boyd Honda of South Hill
200 West Danville Street
South Hill, VA 23970

§ 4.2 Bank References:

Benchmark Community Bank
Mike Walker/434-676-8444
100 South Broad Street
Kenbridge, VA 23944

§ 4.3 Surety:
§ 4.3.1 Name of bonding company:

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(1245136235)

Traveler's Casualty & Surety Company of America

§ 4.3.2 Name and address of agent:

James A. Scott & Sons, Inc.
1700 Bayberry Court, Suite 390
Richmond, VA 23226
Nancy L. Adams, Attorney-In-Fact/804-441-6816

§ 5 FINANCING

§ 5.1 Financial Statement.

§ 5.1.1 Attach a financial statement, preferably audited, including your organization's latest balance sheet and income statement showing the following items:

Current Assets (e.g., cash, joint venture accounts, accounts receivable, notes receivable, accrued income, deposits, materials inventory and prepaid expenses);

Net Fixed Assets;

Other Assets;

Current Liabilities (e.g., accounts payable, notes payable, accrued expenses, provision for income taxes, advances, accrued salaries and accrued payroll taxes);

Other Liabilities (e.g., capital, capital stock, authorized and outstanding shares par values, earned surplus and retained earnings).

§ 5.1.2 Name and address of firm preparing attached financial statement, and date thereof:

§ 5.1.3 Is the attached financial statement for the identical organization named on page one?

§ 5.1.4 If not, explain the relationship and financial responsibility of the organization whose financial statement is provided (e.g., parent-subsidiary).

Kenbridge Construction Co., Inc. is a closely held corporation and normally refrains from releasing financial data to the public. We have the financial resources to ensure performance of your project, however if deemed necessary, we will furnish our most recent financial statement for review in person, after which, Kenbridge Construction Co., Inc. will retain all copies. Kenbridge Construction is a financially stable corporation that has an outstanding banking relationship with Benchmark Community Bank. We are bonded by Traveler's for up to a single project value of $75 million and an aggregate program of $150 million. We have a $2 million dollar Line of Credit with Benchmark that has never been used since initiated. You are welcome to contact Benchmark President Mike Walker for inquiries regarding our financial condition at 434-676-9054, extension 1104.

§ 5.2 Will the organization whose financial statement is attached act as guarantor of the contract for construction?

§ 6 SIGNATURE

§ 6.1 Dated at this 3rd day of February, 2015

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Name of Organization: Kenbridge Construction Co., Inc.

By: Emory M. Hodges

Title: President

§ 6.2

Mr. Hodges, being duly sworn deposes and says that the information provided herein is true and sufficiently complete so as not to be misleading.

Subscribed and sworn before me this 3rd day of February, 2015

Notary Public: Denise L. Crenshaw

My Commission Expires: March 31, 2018

DENISE L. CRENSHAW
NOTARY PUBLIC
Commonwealth of Virginia
Reg. #7024123
My Commission Expires 03/31/2018

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User Notes:
(1364541801)

KENBRIDGE CONSTRUCTION

Kenbridge Construction Legal Issues
Previous Five Years (2010-present)

3.2.3

Date: March 2011
In March 2011, Kenbridge Construction Company filed suit against Merkley Mechanical Associates, LLC, for breach of contract on the Julian S. Carr project located in Durham, North Carolina. This claim against Merkley is for non-completion of their contract work and for non-payment to subcontractors and suppliers that furnished materials on this project. Merkley filed for bankruptcy protection and Kenbridge Construction Company was awarded a judgment that is currently uncollectible.

Date: November 2013
In November 2013, Southern Piping of Wilson, NC filed claim against Britt Plumbing, Inc., Kenbridge Construction Co., and Traveler's Casualty and Surety Company of America in the Claim. **This case was dismissed.**

For additional information regarding the above listed claims or any other legal issues, please contact Emory Hodges, President of Kenbridge Construction Company, Inc., directly.

P. O. Box 480
1101 Fifth Avenue
Kenbridge, Virginia 23944
P 434.676.8221
F 434.676.8815
KENBRIDGE, VA • CARY, NC

www.kenbridge.com

KENBRIDGE CONSTRUCTION COMPANY, INC. 2/2/2015 Page 1
Current Projects

PROJECT NAME PROJECT LOCATION	CITY	STATE	JOB CATEGORY	OWNER NAME OWNER ADDRESS	OWNER CONTACT	ARCHITECT NAME ARCHITECT ADDRESS	ARCHITECT CONTACT	CONTRACT AMOUNT	START DATE	COMPLETION DATE	SIZE (SQ. FT.)	PROJECT MANAGER	SUPERINTENDENT
Central Virginia Regional Jail Orange, VA	Orange	VA	Detention	Central Virginia Regional Jail Authority 13021 James Madison Hwy Orange, VA 22960	Glenn Aylor 540 672 3222	Moseley Architects 3200 Norfolk Street Richmond, VA 23220	Carrie Henaghan 804-794-7555	$13,800,000.00	7/1/14	7/15/16	46,094	Brandon Spencer	Bennie Newcomb
Chesterfield Fire Station 21 Chesterfield, VA	Chesterfield	VA	Commercial	Chesterfield County 9901 Lori Road P. O. Box 51 Chesterfield, VA 23832	Michael West 804-796-7173	HVC Chenault Architects 1710 E. Franklin St. Suite 100 Richmond, VA 23223	Shane Rollison 804-225-9900	$3,699,000.00	8/22/13	8/15/14	12,212	Billy Gee	Alan Larson
CMH Radiology South Hill, VA	South Hill	VA	Hospital	Community Memorial Healthcenter 125 Buena Vista Circle South Hill, VA 23970	Ed Brandenburg 434 774-2440	Baskervill 101 15th St. Ste. 200 Richmond, VA 23219	Bruce Tyler 804-343-1010	$1,440,000.00	1/6/14	9/30/14		Brandon Spencer	Nat Matthews
Northside Library & Storage Facility Charlottesville, VA	Charlottesville	VA	Education	County of Albermarle, Virginia Albermarle County Office Building Office of Facilities Development 401 McIntire Road, Room 228 Charlottesville, VA	Ron Lilley 434 872 4501	HBM Architects 1382 West Ninth Street Suite 300 Cleveland, OH	James Shook 216-241-1100	$6,773,500.00	4/14/14	2/1/15	60,000	Billy Gee	Mike Flood
Sandston Multipurpose Building Sandston, VA	Sandston	VA	Commercial	Department of Military Affairs Building #316 Fort Pickett. VAFM-AE PRN-160 Blackstone, VA 23824	Michael Alder 434-298-6215	Engineering Design Associates 5625 S Laburnum Avenue Richmond, VA 23231	Barbara Gilliam 804-236-0190	$589,400.00	11/3/14	4/1/15	4,045	Billy Gee	C. H. Hall
Seminole Trail Fire Station Charlottesville, VA	Charlottesville	VA	Commercial	County of Albemarle 401 McIntire Rd. Charlottesville, VA 22902	Blake Abplanalp 434-872-4501	DJG, Inc. 449 McLaws Circl Williamsburg, VA 23185	Dudley Parrish 757-253-0673	$3,001,754.00	8/26/13	8/26/14	2,600	Brandon Spencer	Jeff Colvin
Turntable Park/Southern States Lawrenceville, VA	Lawrenceville	VA	Commercial	Town of Lawrenceville 400 North Main Street Lawrenceville, VA 23868	C.J. Dean 434-848-2414	Dewberry Engineers Inc. 551 Piney Forest Road Danville, VA 24540	Rancy Jones 434-549-8519	$255,000.00	9/15/14	1/1/15	1,000	Billy Gee	Calvin Harris
Varina Area Library Henrico, VA	Henrico	VA	Education	Henrico County, VA 4301 East Parham Road. P. O. Box 90775 Henrico, VA	Richard Morse 804-501-7227	BCWH 1840 West Broad Street Suite 400 Richmond, VA 23220	Chuck Wray 804-788-4774	$15,100,000.00	7/1/14	11/16/15	43,885	Emory Hodges	Tom Wopperer

KENBRIDGE CONSTRUCTION COMPANY, INC.
KCC 5 Year Project List

2/2/2015

	A	B	C	D	E	F	G	H	I	J	K	L	M	O
1	PROJECT NAME PROJECT LOCATION	CITY	STATE	JOB CATEGORY	OWNER NAME OWNER ADDRESS	OWNER CONTACT	ARCHITECT NAME ARCHITECT ADDRESS	ARCHITECT CONTACT	CONTRACT AMOUNT	START DATE	COMPLETION DATE	SIZE (SQ. FT.)	PROJECT MANAGER	SUPERINTENDENT
2	Abingdon Campus Skilled Nursing Facility Washington County, Virginia	Washington County	VA	Health Care	Abingdon Health Investors, LLC C/O Smith/Packett Med-Com, LLC 4423 Pheasant Ridge Rd, SW, Suite 301 Roanoke, VA 24014	William Davies 540-774-7762	Jones & Jones Associates 6120 Peters Creek Rd Roanoke, VA 24019	Jyse Jones 540-366-3335	$5,745,130.00	3/21/11	1/31/12	54,000	Richard Roberts	Tom Wopperer
3	Administration Building for the Department of the Blind and Vision Impaired Richmond, VA	Richmond	VA	Health Care	Department of Behavioral Health and Development Services P O Box 1797 Richmond, VA 23218	Richard Fisher 804-371-0310	Moseley Architects 3200 Norfolk St Richmond, VA 23220 KEI Architects 101 W Broad St, Suite 1018 Richmond, VA 23220	Scott Shady 804-794-7555 Monica Flippen 804-788-0338	$3,757,000.00	12/7/10	12/16/11	27,070	Billy Gee	Kellie Jones
4	Albemarle 2015 Renovations Albemarle, VA	Albemarle	VA	Education	Albemarle County School Board 401 McIntire Road, Room 211 Charlottesville, VA 22902	Rosalyn Schmitt 434-975-9340	Rancorn Wildman Architects 601 Thimble Shoals Blvd Suite 210 Newport News, VA 23606	Jack Clark 757-873-6606	$425,000.00	6/22/13	8/9/13	Variable	Emory M. Hodges	C.H. Hall
5	Benchmark Bank South Hill, VA	South Hill	VA	Financial	Benchmark Community Bank 100 South Broad Street Kenbridge, VA 23944	Mike Walker 434-676-9054	Baskervill 101 S 15th St, Suite 200 PO Box 400 Richmond, VA 23218	J. P. Vaughan 804-343-1010	$1,584,385.00	3/1/10	10/1/10	4,500	Brandon Spencer	Bennie Newcomb
6	Benchmark Community Bank Clarksville, VA	Clarksville	VA	Financial	Benchmark Community Bank 100 South Broad Street Kenbridge, VA 23944	Mike Walker 434-676-9054	Baskervill 101 S 15th St, Suite 200 PO Box 400 Richmond, VA 23218	J. P. Vaughan 804-343-1010	$1,599,000.00	4/2/12	10/31/12	5,891	Brandon Spencer	Bennie Newcomb
7	Benchmark Community Bank Renovations Lawrenceville, VA	Lawrenceville	VA	Financial	Benchmark Community Bank 100 South Broad Street Kenbridge, VA 23944	Mike Walker 434-676-9054	Baskervill 101 S 15th St, Suite 200 PO Box 400 Richmond, VA 23218	J P Vaughan 804-343-1010	$400,000.00	11/1/11	3/1/12	2,105	Emory Hodges	Bennie Newcomb
8	Boyd Chevy Emporia, VA	Emporia	VA	Commercial	Ruin Creek Properties, LLC Boyd Honda of South Hill 200 W. Danville St. South Hill, VA 23970	Brandon Boyd 252-432-4072	Plageman Architecture 120 W. Front St. Burlington, NC 27215	John 336-226-3933	$5,339,270.00	7/12/13	3/31/14	31,728	Emory M. Hodges	Chuck Kresge
9	Boyd Chevy Henderson, NC	Henderson	NC	Commercial	Ruin Creek Properties, LLC Boyd Honda of South Hill 200 W. Danville St. South Hill, VA 23970	Brandon Boyd 252-432-4072	Plageman Architecture 120 W. Front St. Burlington, NC 27215	John 336-226-3933	$25,000.00	5/20/13	7/31/13	30,928	Emory M. Hodges	Chuck Kresge
10	Boyd Honda South Hill, VA	South Hill	VA	Commercial	Ruin Creek Properties, LLC Boyd Honda of South Hill 200 W. Danville St. South Hill, VA 23970	Brandon Boyd 877-358-1788	Plageman Architecture 120 W. Front St. Burlington, NC 27215	John Plageman 336-226-3933	$3,132,874.00	8/1/12	4/1/13	19,500	Emory M. Hodges	Chuck Kresge
11	BVI Roof Replacement Richmond, Va	Richmond	VA	Health Care	Department of Behavioral Health and Development Services P O Box 1797 Richmond, VA 23218	Richard Fisher 804-371-0310	Moseley Architects 3200 Norfolk St Richmond, VA 23220 KEI Architects 101 W Broad St, Suite 1018 Richmond, VA 23220	Scott Shady 804-794-7555 Monica Flippen 804-788-0338	$845,000.00	6/25/12	1/15/13	3,884	Billy Gee	Calvin Harris
12	Carter Machinery Co. LaCrosse, VA	LaCrosse	VA	Commercial	Carter Machinery Co, Inc. PO Box 3096, 1330 Lynchburg Tpk Salem, VA 24153	Dynasty McNeil 540-387-1111	McKinney & Co. 100 South Railroad Ave. Ashland, VA 23005	Chris Poulson 804-798-1451	$1,965,000.00	11/11/13	5/10/14	12,000	Artie Pressley	Tom Wopperer
13	Central Virginia Regional Jail Orange, VA	Orange	VA	Detention	Central Virginia Regional Jail Authority 13021 James Madison Hwy Orange, VA 22960	Glenn Aylor 540-672-3222	Moseley Architects 3200 Norfolk Street Richmond, VA 23230	Carrie Henaghan 804-794-7555	$13,800,000.00	7/1/14	7/15/16	46,094	Brandon Spencer	Bennie Newcomb

KENBRIDGE CONSTRUCTION COMPANY, INC.
KCC 5 Year Project List

2/2/2015

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	A	B	C	D	E	F	G	H	I	J	K	L	M	O
1	PROJECT NAME PROJECT LOCATION	CITY	STATE	JOB CATEGORY	OWNER NAME OWNER ADDRESS	OWNER CONTACT	ARCHITECT NAME ARCHITECT ADDRESS	ARCHITECT CONTACT	CONTRACT AMOUNT	START DATE	COMPLETION DATE	SIZE (SQ. FT.)	PROJECT MANAGER	SUPERINTENDENT
2	Chesterfield Fire Station 21 Chesterfield, VA	Chesterfield	VA	Commercial	Chesterfield County 9901 Lori Road PO Box 51 Chesterfield, VA 23832	Michael West 804-796-7173	HVC Chenault Architects 1710 E. Franklin St. Ste. 100 Richmond, VA 23223	Shane Rollison 804-225-9900	$3,699,000.00	8/22/13	8/15/14	12,212	Billy Gee	Alan Larson
3	Churchland Primary Additions and Renovations Portsmouth, VA	Portsmouth	VA	Education	Portsmouth Public Schools 3920 Bartons Point Rd Portmouth, VA 23704	Tom Hubert 757-393-4353	VMA Design Architects, PC 150 Randolph St Norfolk, VA 23510	Drew Gebler 757-627-1489	$5,430,000.00	5/13/10	9/30/11	71,150	John Mahaney	Chuck Kresge
4	Clover Hill High School Midlothian, VA	Midlothian	VA	Education	Chesterfield County School Board 10045 Courthouse Road Chesterfield, VA 23832	Bill Bridgforth 804-768-6126	Moseley Architects 10819 Trade Street Richmond, VA 23236	Scott Shady 804-794-7555	$56,355,456.00	7/31/07	3/31/10	268,000	Richard Roberts	Jeff Colvin
5	CMH AP LAB South Hill, VA	South Hill	VA	Hospital	Community Memorial Healthcenter 125 Buena Vista Circle South Hill, VA 23970	Ed Brandenburg 434-774-2440	Baskervill 101 15th St. Ste. 200 Richmond, VA 23219	Bruce Tyler 804-343-1010	$1,618,511.00	5/27/13	11/26/13	7,933	Brandon Spencer	Nat Matthews
6	CMH Radiology South Hill, VA	South Hill	VA	Hospital	Community Memorial Healthcenter 125 Buena Vista Circle South Hill, VA 23970	Ed Brandenburg 434-774-2440	Baskervill 101 15th St. Ste. 200 Richmond, VA 23219	Bruce Tyler 804-343-1010	$1,440,000.00	1/6/14	9/30/14	10,000	Brandon Spencer	Nat Matthews
7	Colonial Heights Courthouse Colonial Heights, VA	Colonial Heights	VA	Justice	City of Colonial Heights 201 James Ave. PO Box 3401 Colonial Heights, VA 23834	Chuck Henley 804-520-9334	Enteros Design, PC 314 Exchange Alley Suite A Petersburg, VA 23803	Scott Wheeler 804-861-1200	$15,832,325.00	3/9/12	9/20/13	57,000	Artie Pressley	Tom Wopperer
8	Courthouse Commons Town Homes Blackstone, VA	Blackstone	VA	Commercial	SWCI Investments 121 South Main St. Blackstone, VA 23824	Jason Walker 434-294-3689	Roundhill Design 3375 Brink Rd. Emporia, VA 23847	Chris Gund 434-634-6685	$427,000.00	8/1/13	11/30/13	6,050	Billy Gee	C.H. Hall
9	Central Virginia Training Center Building #9 Madison Heights, VA	Madison Heights	VA	Justice	Dept. of Behavioral Health & Dev. Services PO Box 1797, 1220 Bank St. Richmond, VA 23219	Ron Davis 804-786-3926	RRMM Architects PC 1317 Executive Blvd. Ste. 200 Chesapeake, VA 23320	Mathew Astrin	$3,772,150.00	10/1/12	10/16/13	17,438	Billy Gee	Mike Flood
10	DFAC Renovation Building 1667 MTC, Fort Pickett Blackstone, VA	Blackstone	VA	Commercial	Department of Military Affairs-Facilities Engineering Division Building 234 MTC, Fort Pickett Blackstone, VA 23824	Dave Flippen 434-292-8507	Engineering Design Associates 5625 S Laburnum Avenue Richmond, VA 23231	Barbara Gilliam 804-236-0190	$359,025.00	9/21/11	3/23/12	11,844	Emory Hodges	Nat Matthews
11	DFAC Renovation Building 1667 MTC, Fort Pickett Blackstone, VA	Blackstone	VA	Commercial	Department of Military Affairs-Facilities Engineering Division Building 234 MTC, Fort Pickett Blackstone, VA 23824	Dave Flippen 434-292-8507	Engineering Design Associates 5625 S Laburnum Avenue Richmond, VA 23231	Barbara Gilliam 804-236-0190	$359,025.00	9/21/11	3/23/12	11,844	Emory Hodges	Nat Matthews
12	DFAC Renovation Building 1686 MTC, Fort Pickett Blackstone, VA	Blackstone	VA	Commercial	Department of Military Affairs Building 316 MTC, Fort Pickett Blackstone, VA 23824	Michael Alder 434-298-6215	Engineering Design Associates 5625 S Laburnum Avenue Richmond, VA 23231	Barbara Gilliam 804-236-0190	$305,000.00	7/1/11	10/20/11	11,844	Emory Hodges	Nat Matthews
13	DFAC Renovation Building 1686 MTC, Fort Pickett Blackstone, VA	Blackstone	VA	Commercial	Department of Military Affairs Building 316 MTC, Fort Pickett Blackstone, VA 23824	Michael Alder 434-298-6215	Engineering Design Associates 5625 S Laburnum Avenue Richmond, VA 23231	Barbara Gilliam 804-236-0190	$305,000.00	7/1/11	10/20/11	11,844	Emory Hodges	Nat Matthews

KENBRIDGE CONSTRUCTION COMPANY, INC.
KCC 5 Year Project List

2/2/2015

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	A PROJECT NAME PROJECT LOCATION	B CITY	C STATE	D JOB CATEGORY	E OWNER NAME OWNER ADDRESS	F OWNER CONTACT	G ARCHITECT NAME ARCHITECT ADDRESS	H ARCHITECT CONTACT	I CONTRACT AMOUNT	J START DATE	K COMPLETION DATE	L SIZE (SQ. FT.)	M PROJECT MANAGER	O SUPERINTENDENT
1	EK Powe Elementary School Durham, NC	Durham	NC	Education	Durham Public School 2011 Hamlin Road Durham, NC 27704	Mark Roe 919-838-6755	Design Collective 312 Blackwell St, Ste. 100 Durham, NC 27701	Eric Heidt 919-381-9325	$2,195,200.00	1/2/12	7/31/13	50,458	Artie Pressley	Alan Larson
2	Emporia Travel Resturant Renovations & Coffee Bar Addition Emporia, VA	Emporia	VA	Commercial	Sadler Brothers Oil Company 517 N. Main St. Emporia, Va 23847	Brian Poarch 434-634-7129	The Round Hill Group Round Hill Design Emporia, VA 23847	Chris Gund 434-634-6685	$50,000.00	1/28/13	3/15/13	5,000	Emory Hodges	C.H. Hall
3	Falmouth Elementary School Falmouth, VA	Falmouth	VA	Education	Stafford County Public Schools 31 Stafford Ave. Stafford, VA 22554	Tom Henry 540-658-6540	Hayes Large Architects, LLP 75 S Houcks Rd, Ste 300 Harrisonburg, PA 17109	John W. Yarnall 717-238-4795	$8,971,207.00	6/22/11	5/31/12	75,778	Brandon Spencer	Jeff Colvin
4	Five Guys South Hill, VA	South Hill	VA	Commercial	Missi Sadler Enterprises, LLC PO Box 871 Emporia, Va	Missi Sadler 434-594-4507	Ionic Design Studios 293 Independence Blvd Suite 308 Virginia Beach, Va 23462	Mathew Mazzoni 757-499-3110	$362,500.00	12/3/12	4/30/13	37,320	Artie Pressley	Nat Matthews
5	High Street United Methodist Church Franklin, VA	Franklin	VA	House of Worship	High Street United Methodist Church 301 W Franklin St Franklin, VA 23851	Robert Luck 757-562-5412	BRW Architects 112 Fourth St Charlottesville, VA 22902	Bruce Wardell 434-971-7160	$8,662,112.00	8/11/10	12/24/11	29,000	Brandon Spencer	Calvin Wilkerson
6	ICE-Detainee Housing Facility Farmville, VA	Farmville	VA	Detention	ICA-Farmville 508 Waterworks Way Farmville, VA 23901	Russell Harper 804-356-4444	Timmons Kelley Architects 14005 Steepleston Dr Midlothian, VA 23113	Malcolm Kelley 804-897-5636	$9,000,000.00	6/15/09	2/18/10	87,000	Brandon Spencer	Calvin Wilkerson
7	Jackson Doswell Building Blackstone, VA	Blackstone	VA	Commercial	Blackstone B & B Investments, LLC 721 N. Main St Blackstone, VA 23824	Deborah Borum 434-298-7224	Joseph F. Yates Architects 201 Hull Street, Suite B Richmond, VA 23224	Ed Mulreany 804-864-0180	$924,924.00	1/11/10	10/18/10	9,030	Billy Gee	Danny Baugh
8	JB Watkins Elementary School Additions & Renovations Midlothian, VA	Midlothian	VA	Education	Chesterfield County Public Schools 10045 Courthouse Rd. Chesterfield, VA 23832	Bill Bridgforth 804-768-6126	Rancorn Wildman Architects 601 Thimble Shoals Blvd Suite 210 Newport News, VA 23606	Nelson Rancorn 757-873-6606	$4,702,000.00	10/10/11	8/24/12	17,200	Billy Gee	Mike Flood
9	Julian S. Carr Building Renovations Durham, NC	Durham	NC	Education	Durham County Public Schools 511 Cleveland St Durham, NC 27701	Mark Roe 919-838-6755	Ratio Architects 135 E. Main St Raleigh, NC 27601	Hal Bowen 919-821-0805	$9,710,500.00	6/21/10	6/1/11	90,000	Doug Sauer	Earl Callis
10	Lakeview Elementary School Colonial Heights, VA	Colonial Heights	VA	Education	Colonial Heights Public Schools 512 Boulevard Rd Colonial Heights, VA 23834	Kenny Harrell 804-524-3400	Moseley Architects 3200 Norfolk St Richmond, VA 23230	Sumita Carpenter 804-794-7555	$1,881,000.00	8/25/10	8/5/11	7,000	Billy Gee	Mike Flood
11	Liberty Dialysis South Hill, VA	South Hill	VA	Health Care	Dr. Vijaya Chirumamilla 3400 S. Carter Road, Suite B Petersburg, VA 23805	Dr. Vijaya Chirumamilla	Christopher Kidd & Assoc 123 N. College Ave. Suite 200 Fort Collins, Colorado 80524	Sara Less	$1,151,900.00	5/23/12	10/12/12	9,000	Richard Roberts	Nat Matthews
12	Locust Grove Middle School Orange, VA	Orange	VA	Education	Orange County Public Schools 200 Dailey Dr Orange, VA 22960	Henry Miller 540-661-4450	Moseley Architects 50 West Market Street Harrisonburg, VA 22801	Duane Frederick 540-434-1346	$30,826,982.00	2/1/09	10/31/10	168,000	Emory Hodges	Kellie Jones

KENBRIDGE CONSTRUCTION COMPANY, INC.
KCC 5 Year Project List

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	PROJECT NAME PROJECT LOCATION	CITY	STATE	JOB CATEGORY	OWNER NAME OWNER ADDRESS	OWNER CONTACT	ARCHITECT NAME ARCHITECT ADDRESS	ARCHITECT CONTACT	CONTRACT AMOUNT	START DATE	COMPLETION DATE	SIZE (SQ. FT.)	PROJECT MANAGER	SUPERINTENDENT
1	Manchester Courthouse Richmond, VA	Richmond	VA	Justice	City of Richmond 900 E. Broad St Richmond, VA 23219	John F. Winter 804-646-6644	Moseley Architects 3200 Norfolk St Richmond, VA 23220	Bob Baxter 804-794-7555	$15,039,600.00	6/23/08	3/31/10	58,625	Brandon Spencer	Bernie Newcomb
2	NC A & T University Press Box Greensboro, NC	Greensboro	NC	Commercial	North Carolina A & T University 1601 E Market St Greensboro, NC 27411	Kofi Yiadom 336-285-4513	Clark Nexsen Architects 1523 Elizabeth Ave, Ste 300 Charlotte, NC 28204	Jason Jones 704-377-8800	$4,233,000.00	3/28/11	3/15/12	10,000	Stuart Taylor	Jeff Colvin
3	Northside Library & Storage Facility Charlottesville, VA	Charlottesville	VA	Education	County of Albemarle, Virginia Albemarle County Office Building Office of Facilities Development 401 McIntire Road, Room 228 Charlottesville, VA 22902	Ron Lilley 434-872-4501	HBM Architects 1382 West Ninth Street Suite 300 Cleveland, OH	James Shook 216-241-1100	$6,773,500.00	4/14/14	2/1/15	60,000	Billy Gee	Mike Flood
4	Phase V, VI 2600 Block Fort Pickett, Blackstone, VA	Blackstone	VA	Municipal	Dept. of Military Affairs Facilities Eng. Division Bldg. 234 MTC Fort Pickett, Blackstone, VA 23824	Dave Flippen 434-297-8507	N/A	N/A	$1,130,000.00	9/27/13	9/7/14	Various	Billy Gee	C.H. Hall
5	Prince George County Library Prince George, VA	Prince George	VA	Education	Prince George County PO Box 68 6602 Courts Dr Prince George, VA 23875	Bill Hamby 804-722-0706	Enteros Design, PC 314 Exchange Alley Suite A Petersburg, VA 23803	Gil Entzminger 804-861-1200	$2,457,000.00	3/8/10	5/1/11	12,166	Stuart Taylor	Jeff Colvin
6	Riverside Middle School Williamston, NC	Williamston	NC	Education	Martin County Schools 300 N Watts Ave Williamston, NC	Gary Speller 252-792-1575	MBAJ Architecture 9131 Anson Way, Suite 204 Raleigh, NC 27615	Jon Long 919-573-6417	$13,207,927.00	6/28/11	7/3/12	85,000	Artie Pressley	Mike Newell
7	Sadler Brother's Slip In South Hill, VA	South Hill	VA	Commercial	Sadler Brothers Oil Company 517 N. Main St. Emporia, Va 23847	Brian Poarch 434-634-7129	N/A		$217,770.00	6/1/12	12/17/12	872	Emory Hodges	C.H.Hall
8	Seminol Trail Fire Station Charlottesville, VA	Charlottesville	VA	Commercial	County of Albemarle 401 McIntire Rd. Charlottesville, VA 22902	Blake Abplanalp 434-872-4501	DJG, Inc. 449 McLaws Circl Williamsburg, VA 23185	Dudley Parrish 757-253-0673	$3,001,754.00	8/26/13	8/26/14	2,600	Brandon Spencer	Jeff Colvin
9	Southside Community Services Board Administration Building Clarksville, VA	Clarksville	VA	Commercial	Southside Community Services Board 424 Hamilton Blvd South Boston, VA 24592	Donald Burge 434-572-6916	De Stefano Design Group 13702 Village Mill Drive, Suite 204 Midlothian, VA 23113	Frank De Stefano 804-897-8933	$2,661,000.00	5/1/11	4/30/12	22,150	Stuart Taylor	Danny Baugh
10	Stafford Elementary School Stafford, VA	Stafford	VA	Education	Stafford County Public Schools 31 Stafford Ave Stafford, VA 22554	Tom Henry 540-658-6540	Hayes Large Architects, LLP 75 S. Houcks Rd, Suite 300 Harrisonburg, PA 17109	John W. Yarnall 717-238-4795	$10,219,365.00	6/17/12	5/31/13	74,221	Brandon Spencer	Jeff Colvin
11	STI, Inc. Tenant Build-Out Kenbridge, VA	Kenbridge	VA	Commercial	Lunenburg County Industrial Development Authority 11413 Courthouse Road Lunenburg, VA 23952	Beverley Hawthorne 434-696-2546	Design/Build	N/A	$970,000.00	9/8/11	12/9/11	60,000	Billy Gee	Mike Flood
12	Sussex Commonwealth Attorney Building Sussex, VA	Sussex	VA	Justice	County of Sussex Virginia PO Box 1397 20135 Princeton Road Sussex, VA 23884	Tom Harris 434-246-1000	Moseley Architects 3200 Norfolk St. Richmond, VA 23230	Sumita Carpenter 804-794-7555	$999,750.00	7/17/13	2/28/14	4,000	Billy Gee	Calvin Harris

KENBRIDGE CONSTRUCTION COMPANY, INC.
KCC 5 Year Project List

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	PROJECT NAME PROJECT LOCATION	CITY	STATE	JOB CATEGORY	OWNER NAME OWNER ADDRESS	OWNER CONTACT	ARCHITECT NAME ARCHITECT ADDRESS	ARCHITECT CONTACT	CONTRACT AMOUNT	START DATE	COMPLETION DATE	SIZE (SQ. FT.)	PROJECT MANAGER	SUPERINTENDENT
1	SVCC Student Services Building Keysville, VA	Keysville	VA	Education	Virginia Community College System 101 North 14th St. 16th Floor Richmond, VA 23219	X Tong Wan 804-819-4919	Thompson & Litton 726 Auburn Ave. Radford, VA 24141 PO Box 1307 Wise, VA 24293	Chris Phillips 540-633-1897	$9,642,070.00	11/12/12	5/11/14	37,593	Brandon Spencer	Bennie Newcomb
2	The College of William and Mary-Bell Hall Renovations Williamsburg, VA	Williamsburg	VA	Education	The College of William and Mary PO Box 8795 (23187) Gingsby Lane, Suite C Williamsburg, VA 23185	Randy Strickland 757-221-1584	DJC, Inc. 449 McLaws Circle Williamsburg, VA 23185	Dan DeYoung 757-253-0673	$779,002.00	11/15/09	5/25/10	8,375	Billy Gee	Mike Flood
3	Tractor Supply South Hill, VA	South Hill	VA	Retail	North Hills 2 South Hill, VA 23970	Jack Roberts 804-461-0001	HagerSmith Design, PA 300 S Dawson St Raleigh, NC 27602	Tony Coener 919-821-5547	$985,000.00	10/11/10	3/1/11	19,000	Stuart Taylor	Nat Matthews
4	Turntable Park/Southern States Lawrenceville, VA 23868	Lawrenceville	VA	Commercial	Town of Lawrenceville 400 North Main Street Lawrenceville, VA 23868	C.J. Dean 434-848-2414	Dewberry Engineers Inc. 551 Piney Forest Road Danville, VA 24540	Randy Jones 434-549-8519	$255,000.00	9/15/14	1/1/15	1,000	Billy Gee	Calvin Harris
5	Varina Area Library Henrico, VA	Henrico	VA	Education	Henrico County, VA 4301 East Parham Road, P.O. Box 90775 Henrico, VA	Richard Morse 804-501-7227	ECWH 1840 W Broad St Suite 400 Richmond, VA 23220	Chuck Wray 804-788-4774	$15,100,000.00	7/1/14	11/16/15	43,885	Emory Hodges	Tom Wopperer
6	Varina Elementary School Henrico, VA	Henrico	VA	Education	Henrico County Public Schools 406 Dabbs House Road Richmond, VA 23223	David Graham 804-652-3899	Moseley Architects 3200 Norfolk St Richmond, VA 23220	Bob Baxter 804-794-7555	$5,570,810.00	10/19/09	3/28/11	29,150	Brandon Spencer	Bennie Newcomb

KENBRIDGE CONSTRUCTION

Kenbridge Construction Key Personnel

- Emory M. Hodges serves as President and project manager. He is a 1995 graduate of Virginia Tech with a B. S. Degree in Building Construction. He has over 20 years of commercial construction project management experience coupled with over 31 years of overall construction experience. He has completed projects in all types of commercial construction ranging up to $30 million. He is a past President of the Richmond chapter of the AGC of VA (2005). He holds a Virginia Class 'A' General Contractor license. Emory is active within the Kenbridge community as Assistant Chief with the Volunteer Fire Department, an usher and trustee at Kenbridge United Methodist Church, a member of Kenbridge Town Council where he serves as Mayor, a member of the United Methodist Church Building and Location Board (Farmville District), and a member of the Architectural Review Board for the Kenbridge Historic District.

- John B. Mahaney, Jr. serves as the scheduler, safety director, LEED coordinator, and estimator. John began working with Kenbridge as an intern during the summer of 1995 and has since attained 18 years of construction experience. He is a 1997 graduate of Virginia Tech with a B. S. Degree in Building Construction. In his previous position as project manager, John gained experience with commercial construction projects ranging up to $10 million including churches, schools, commercial buildings, and governmental facilities. He is a LEED Accredited Professional.

- Brandon D. Spencer serves as a project manager. He is a 1998 graduate of the University of Virginia with a B. S. Degree in Civil Engineering. Brandon started working with Kenbridge in 1997, while still in college, and has since attained over 17 years of construction experience. He has experience with commercial construction projects ranging up to $15 million including churches, schools, courthouses, and municipal buildings.

- William H. Gee serves as a project manager. Billy joined the Kenbridge team in 2007 bringing over 35 years of retail management experience with him. He has over 25 years of experience with retail construction management and four years of commercial construction experience.

- Charles Kresge started working with Kenbridge in 2006 as a superintendent and now serves as a project manager. Charles attended Berkeley University where he has completed credits in

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Kenbridge, Virginia 23944
P 434.676.8221
F 434.676.8815
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KENBRIDGE CONSTRUCTION

Business Management and Architectural Design. He has over 20 years of construction management experience with all types of commercial construction projects.

- Kenbridge Construction also employs several administrative employees. Terri Newcomb is the lead accountant responsible for all financial operations as well as the Treasurer and Corporate Secretary. Denise Crenshaw is the payroll administrator. Cornelia Baugh and Allison Hurley function as administrative assistants and work directly with the project managers.

- Kenbridge Construction also employs an experienced group of nine superintendents, assistant superintendents, and thirteen field personnel that include carpenters, foremen, and laborers. Like the office personnel, all Kenbridge field employees have multiple years of experience in the commercial construction industry.

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KENBR-1 OP ID: IS

ACORD

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 05/01/2014

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER
Scott Insurance (Rich)
1700 Bayberry Court Ste. 200
Richmond, VA 23226
James J. Roberts, III-Richmond

CONTACT NAME: Debbie Isbell
PHONE (A/C, No, Ext): 804-545-2211 FAX (A/C, No): 434-455-8942
E-MAIL ADDRESS: disbell@scottins.com

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A : Travindemnity Co (A+)	25658
INSURER B : The Phoenix Ins Co (A+)	25623
INSURER C : Charter Oak Fire Ins Co (A+)	25615
INSURER D : Travelers Prop Cas of Amer (A+	25674
INSURER E :	
INSURER F :	

INSURED
Kenbridge Construction Co.,
Inc., & Kenbridge Leasing, LLC
Att: Terri Newcomb
P. O. Box 480
Kenbridge, VA 23944

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS		
B	GENERAL LIABILITY X COMMERCIAL GENERAL LIABILITY CLAIMS-MADE X OCCUR X Contractual GEN'L AGGREGATE LIMIT APPLIES PER POLICY X PRO-JECT LOC			DCO926K0794PHX14	05/01/2014	05/01/2015	EACH OCCURRENCE	$	1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	$	300,000
							MED EXP (Any one person)	$	10,000
							PERSONAL & ADV INJURY	$	1,000,000
							GENERAL AGGREGATE	$	2,000,000
							PRODUCTS - COMP/OP AGG	$	2,000,000
								$	
D	AUTOMOBILE LIABILITY X ANY AUTO ALL OWNED AUTOS SCHEDULED AUTOS X HIRED AUTOS X NON-OWNED AUTOS			DT810926K0794TIL14	05/01/2014	05/01/2015	COMBINED SINGLE LIMIT (Ea accident)	$	1,000,000
							BODILY INJURY (Per person)	$	
							BODILY INJURY (Per accident)	$	
							PROPERTY DAMAGE (PER ACCIDENT)	$	
								$	
A	X UMBRELLA LIAB X OCCUR EXCESS LIAB CLAIMS-MADE DED X RETENTION $ 0			CUP125D4262	05/01/2014	05/01/2015	EACH OCCURRENCE	$	20,000,000
							AGGREGATE	$	20,000,000
								$	
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) Y/N N If yes, describe under DESCRIPTION OF OPERATIONS below	N/A		DTEUB998K910414	05/01/2014	05/01/2015	X WC STATU-TORY LIMITS OTH-ER		
							E.L. EACH ACCIDENT	$	500,000
							E.L. DISEASE - EA EMPLOYEE	$	500,000
							E.L. DISEASE - POLICY LIMIT	$	500,000
A	Equipment Floater			QT8605871N171COF14	05/01/2014	05/01/2015	Rented Eq		100,000
							deductibl		1,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

CERTIFICATE HOLDER

FOREVID

For evidentiary purposes only

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE
Stacey W Hall

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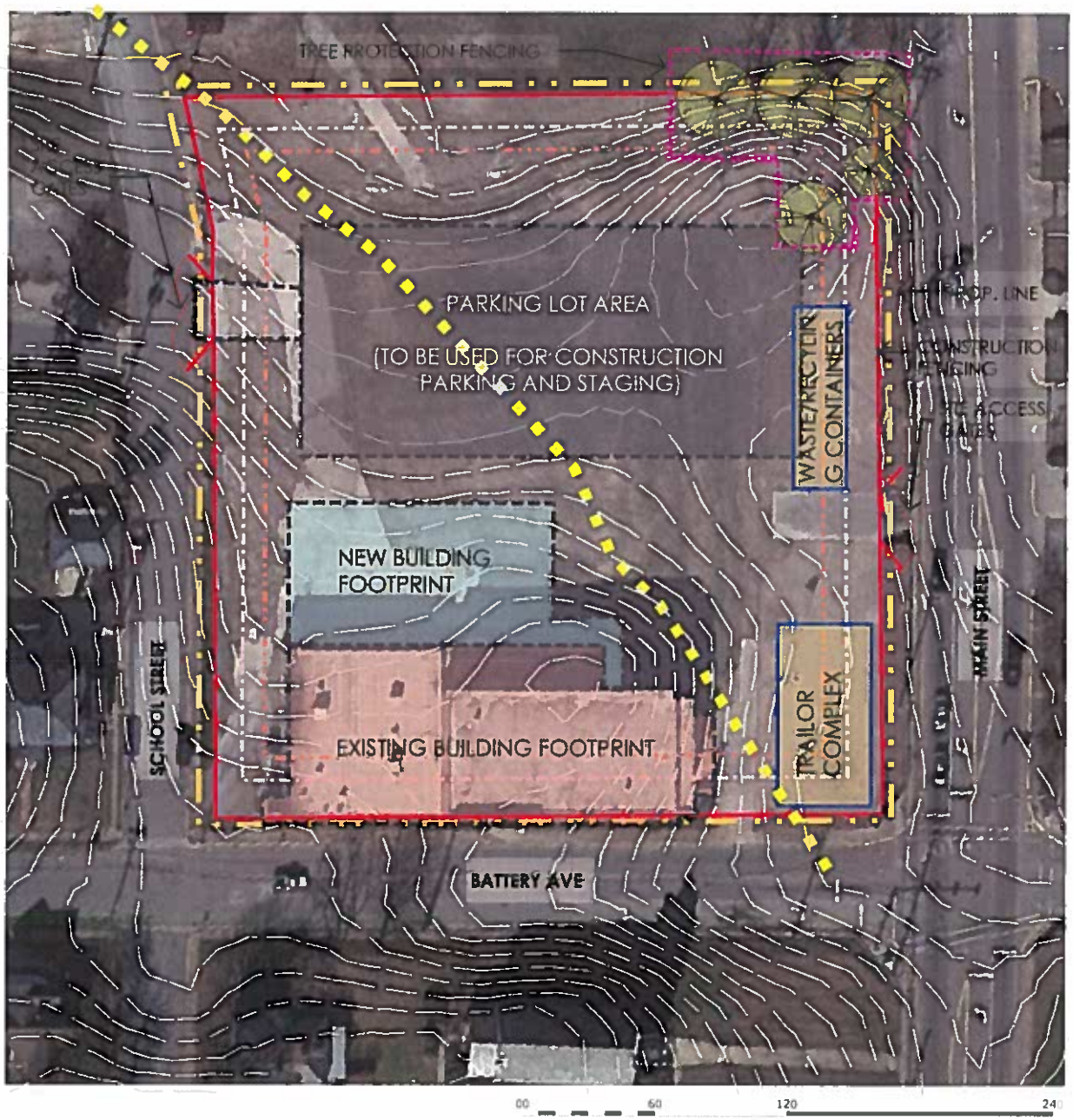
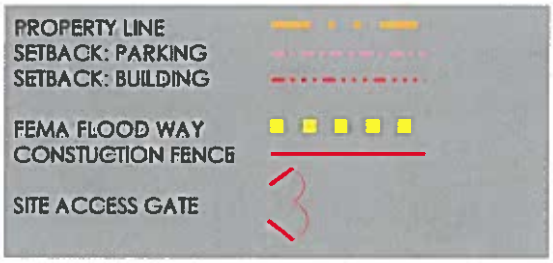
1.i.) Worker Safety Programs: Describe worker safety training programs, job-site safety programs, accident prevention programs, and written safety and health plans, including incident investigation and reporting procedures.

Safety Plan



LEGEND:



Kenbridge Construction considers safety to be one of its highest priorities. We have worked hard on job site safety, and we have a safety record which shows our level of commitment. We maintain a written safety and health policy, and all staff receives safety training. The following steps will help maintain a safe job site for the new City Municipal Building.

Safety Plan (continued)

- Safety Coordinator will visit the jobsite at least bi-weekly and possibly weekly. Frequency of the visits will be determined by the stage of construction and the safety level of the subcontractors. Superintendents will monitor safety activities on a daily basis.
- A safety checklist will be completed and stored at the jobsite for each safety inspection.
- Safety will be the topic of all the subcontractor coordination meetings (conducted by superintendent) to acknowledge the subcontractors that are working safely and to identify/correct unsafe work practices.
- Provide construction fencing around the perimeter of the site. Clearly post signs at the entrance to the site noting that access is restricted to construction personnel only. The gates at the access point should remain closed at all times.
- Along areas where there will be regular pedestrian traffic around the site, we will provide fabric covered fencing to discourage interaction between construction workers and the general public.
- Post flagmen at construction entrances during heavy traffic.
- Schedule at least one voluntary VOSH inspection to help ensure that subcontractors are working safely and to reinforce that Kenbridge is serious about safety.
- The project superintendent will complete a Jobsite Hazard Analysis at the beginning of the project. The superintendent will have a kick off meeting with all the subcontractors so that potential hazards can be discussed.
- Employees that are observed not working safely will be stopped so the action can be discussed and corrected. Any employees that continue to work unsafely despite efforts to correct the behavior will be removed from the site for a minimum of 1 day. If this occurs the subcontracting firm's leadership will be notified.
- All superintendents attend OSHA safety training seminars, and are trained in CPR and first aid.
- The job site will be a drug-free work place. All employees and sub-contractors will be required to have drug tests and random drug testing will be conducted.
- Post a 24 hour security guard when appropriate to the stage of construction.
- As a part of Pre-construction Services, Kenbridge Construction will develop a job site safety and management plan in coordination with the project team and the City of Emporia. The previous aerial photograph shows a preliminary plan, which will be expanded and developed as the project moves forward.

Section 2: Project Characteristics

***2.a)** Provide a description of the proposed project, including the conceptual design, in sufficient detail so that type and intent of the project, its location, and the communities that may be affected are clearly identified.*

The new Emporia City Hall will be located at the intersection of South Main Street and Battery Avenue on the site of a historic school. This ideal location is in the center of town, adjacent to the public library, business areas, and residential neighborhoods. The site has good vehicular access along Rt. 301. The site has direct access to recreational areas along the Meherrin River and the adjacent Boys and Girls Club. The new building will complement the surrounding area and other civic architecture while maximizing the benefit for all residents, businesses, and visitors to Emporia. The design of the building will be compatible with the historic architecture, and rich heritage of Emporia, while providing a vision for the future. The following narrative summarizes the major features and systems in the building.

Overview

The existing auditorium building and cafeteria from the historic school still remain on the site. The existing floor area is approximately 13,500 GSF. The existing building is in good condition and is easily suitable for rehabilitation. Historic Rehabilitation Tax Credits are available for the project through the Department of Historic Resources. The existing auditorium space in the building will be restored for public meeting space. The theater style seating and stage are intact and in good condition. Historic features on the interior of the auditorium will be restored and the space will be updated for public meeting space. State-of-the-art technology and audio visual systems will be integrated into the building. The cafeteria area of the building will be renovated for multi-purpose space to include functions for meetings, training, receptions, and banquets. A large commercial kitchen area is available adjacent to the cafeteria to serve catered events. The existing historic building will serve as a true civic center building, as well as, much needed meeting space for the City.

Along the North side of the building, approximately 17,000 square feet will be added for new government office space. The addition will enclose approximately 8,500 square feet on two floors. An open glass lined lobby space will link the existing school building to the new government offices. The new lobby space will be two stories tall, and it will enclose the existing lobby space adjacent to the auditorium. The new building will be constructed of a steel frame, metal stud walls, and brick veneer. New parking will extend on the north side of the building, leaving an open field area suitable for recreation activities or festivals.

Building Statistics

Existing Area	Auditorium	6,553 SF
	North Hall	1,313 SF
	Cafeteria	3,308 SF
	Kitchen	2,291 SF
Proposed Area	City Hall	17,000 SF
Construction Type	Existing	3B
	New	2B
Fully Sprinkled	Yes	
Height	2 stories	
Use Group	B, A3	

Sustainability

The building will integrate and promote sustainable design to improve energy efficiency, conserve resources, and educate the public. Sustainable principles and features will include energy efficient mechanical and electrical systems, water conservation, recycled and renewable resources, reduced heat island effect, improved indoor air quality, and construction waste diversion. The goal will be to provide the City is an efficient and durable building to minimize long term costs. This proposal does not include LEED certification.

Site Design

Public plaza spaces will be created at building entrances. The area in front of the existing auditorium offers a good opportunity for a ceremonial plaza space which will have a prominent view along South Main Street. The plaza spaces and connecting sidewalks will be paved with a combination of brick pavers, concrete pavers, and concrete. A special memorial wall and design feature will be incorporated into the design. The memorial feature will have symbolic meaning to the City and those people or groups represented in information engraved on the wall. The feature will be designed so that information may be added to it in the future.

Structure

The foundation systems of the building will be determined based on the soil conditions and geotechnical reports. It is anticipated that the building foundation will consist of concrete spread footings. Concrete block foundation walls will extend up from concrete footings. Structural steel columns and beams will support building loads. The floors will be constructed of composite metal deck and concrete. The roof structure will be metal decking supported on steel bar joists and steel beams.

High density filing systems may be used in the building. Major departments may have high density files located in the department or shared between departments. The high density file systems will be owner provided FF&E. These areas will be provided with additional structural support.

Exterior Design

The exterior of the building will use materials which are compatible with the surrounding site context. It is anticipated that brick and architectural precast concrete will be used. Architectural precast concrete will be used as accent features at window sill or heads, as accent bands, and at the building entrance.

Aluminum windows and aluminum storefront window systems will be used on the exterior of the new building. Building lobbies and public areas will have large areas of glass to allow for views and transparency into and out from the building. High performance glazing with high thermal performance and visible light transmittance will be used on the exterior.

Windows in the existing building will be restored to meet the standards of the department of historic resources. Acrylic interior storm panels will be installed on the interior of the windows to improve thermal performance.

Composite aluminum wall panel systems will be used on spandrel panels, and at canopies and building entrances. The composite aluminum panels will be dry set systems.

The exterior wall assembly will consist of masonry veneer cavity wall construction. Six inch metal studs will be used as the structural back up to the brick veneer. The wall will have 1/2" exterior gypsum sheathing and 5/8" interior gypsum board. The wall assembly will have 2" of spray foam on the exterior surface of the wall sheathing inside the cavity, and the wall stud space will be filled with batt insulation.

Roof

The design will have a low pitched roof with 60 mil sheet membrane over tapered insulation. It is assumed that the roof will slope to interior roof drains.

Interior Design

The interior of the building will be filled with natural light, open and transparent, and modern. Materials will be aesthetically pleasing and durable.

Flooring in public areas such as lobbies and corridors on the first floor will consist of durable and easily cleaned finishes such as porcelain tile. Public bathrooms will have tile floors and tile on the walls extending to the ceilings.

Carpet will be used in areas as appropriate to the use and need for acoustics. For budget purposes it is assumed that the common office areas will use carpet tile costing between $25 and $30 per yard. In major public meeting rooms, the City Council suite, and the City Manager's Suite, it is assumed that the carpet tile will cost between $30 and $40 per yard. Staff kitchenettes, work rooms, and similar areas will use linoleum or bio based composite tile.

Fabric wrapped acoustical wall panels will be used in major public meeting rooms and lobbies to reduce sound. Acoustical panels will be recessed and integrated into the surrounding construction.

Ceilings will consist of a combination of gypsum board and 2x2 lay-in acoustical ceiling tiles. Lobbies and major public meeting rooms will have a ceiling design which combines drywall and ceiling tiles to create a pattern. High performance acoustical ceiling tiles will be used in major meeting rooms and large public spaces.

Interior partitions will be constructed of metal studs and 5/8" gypsum. Acoustical walls will extend to structure, and have resilient channels where privacy is critical, around meeting rooms, bathrooms, and between departments.

Interior glazing and storefronts will be used at entrances to departments. Interior sidelites and clerestory windows will be used to promote the passage of natural light.

Vertical Circulation
The building will have a high capacity high speed MRL traction elevator. These elevators utilize operators in the hoistway rather than in machine rooms. Elevator cab finishes will be attractive and durable as appropriate for a City Hall use.

Vertical egress stairs will be simple steel pan construction with metal pipe rail construction. Consideration will be given to creating a two story open lobby space with an open stair to encourage use of stairs for vertical access. The stairs may have a glass or ornamental metal railing system.

Lighting
The lighting in the building will consist of energy efficient 2x2 fixtures, recessed down lighting, and suspended pendants. General offices areas will utilize 2x2 direct/indirect fixtures. Major lobby spaces, conference rooms, and public areas will utilize a combination of recessed down lighting and suspended pendant fixtures.

Mechanical
The building will have an energy efficient and low maintenance HVAC system. Central air handlers and VAV boxes will distribute air conditioning throughout the building. Air handling units may be located on each floor and/or on the roof as appropriate. The system will be tied to a Building Automation System.

Plumbing
Water conservation will be a considered in the design of the plumbing system for the building. Dual flush toilets may be incorporated into the building. Piping above the slab on grade will consist of cast iron for waste lines and copper for supply lines. Piping below grade will be PVC.

Technology
The building will integrate flexible and adaptable technology. A main central server room is proposed in the IT room. This server room will store all information and control all networks in the building as well as interface with and integrate a city wide computer network. The room will house multiple server racks with some racks secured within lockable cabinets. The room will have a dedicated HVAC system and a gas fire suppression system. Additional spare conduits and risers will be provided throughout the building. All servers and equipment in the server room will be provided by the City.

Audio visual systems will be integrated throughout the building, especially in public areas and large meeting rooms. Flat screen monitors will be mounted in all lobbies and reception areas to show current events and news. Conference rooms will have flat screen monitors wired to input locations on the wall and below conference tables. One conference room will have video conferencing capabilities.

The A/V integrated lobby of the Colonial Heights Courthouse

The auditorium will have state of the art audio visual systems. A sound and lighting control room will be located adjacent to the space to house audio visual equipment racks and control panels. The need for audio visual systems and the appropriate budget will be discussed further with the City as the project moves forward.

For Concept Drawings, please see the Proprietary and Confidential Section of this proposal, provided under separate cover. The Concept Drawings submitted as part of this proposal are considered proprietary and confidential, exempt for FOIA release, and if made public would adversely affect the financial interest and/or the bargaining position of the Kenbridge Construction Team.

***2.b)** Identify and fully describe any work to be performed by the City.*

The Kenbridge Team requests that the City of Emporia verify the property title status and obtain clear title to the property, if clear title does not already exist, prior to construction beginning. We also request that the City assist and any rezoning or planning department approvals throughout the project. The City will provide the Team with all reports, documents, and previous information available to the City. The City has indicated that asbestos abatement has already been completed on the project.

The Kenbridge team is not aware of any other work that the City of Emporia will be required to perform on the project.

***2.c)** Include a list of all federal, state, and local permits and approvals required for the project and a schedule for obtaining such permits and approvals.*

The Kenbridge Team will submit all of the required permit documents and submissions to the City of Emporia and state agencies to receive approval for the project. It is anticipated that the project will follow normal the normal permitting and review process with the City.

The Site is Zoned R-2, Residential. We anticipate support for the project by the City Council, and we do not anticipate any problem obtaining the required rezoning to DT, Downtown District. In the site plan approval process, plans will be submitted to the Zoning Administrator of the City of Emporia. The Final Site Plan will be checked for compliance with City, State, and Federal ordinances, building codes and design standards. The plans will then be distributed to the Director of Community Services (Utilities and other Public Infrastructure), City Fire and Police Departments, and Virginia Department of Transportation for a review of compliance with their respective Design Requirements and Standards. Per the Zoning Ordinance, the City has 45 days to review and notify the Applicant of approval or provide comments.

As described, the proposed development is in a FEMA Flood Way area. Per the regulations, no fill of any kind can be placed within this designated flood way area. The exact elevation of the flood way will be determined upon further evaluation.

The Project will require a 2014 Construction General Permit to be issued through the Virginia Department of Environmental Quality (DEQ). The City of Emporia has "Opted Out" of being a VSMP Authority, which means plans will be submitted directly to DEQ for review of stormwater management. The Stormwater Pollution Prevention Plan (SWPPP) will need to be designed in accordance with the new State guidelines for stormwater water quality and quantity that took effect July 1, 2014. This includes the use of the Virginia Runoff Reduction Method Specifications for Redevelopment, which emphasizes the use of low-impact development as well as alternative and innovative technologies to treat and manage increased stormwater runoff due to proposed projects. In comparison to the old regulations, the removal requirements are slightly elevated and the method by which the mitigation of water quantity leaving the site has been modified.

For storm water quality treatment, we envision employing a combination of measures to include rooftop disconnection of downspouts (if possible), bioretention or infiltration, and structural BMPs (Filterra, Focal Points, e.g.), ultimately out falling to a retention facility at the downstream end of the site.

Using the pretreatment measures listed above, we will have some storm water runoff reduction, which will reduce the amount of storm water quantity control we need to perform at our outfall. We do not anticipate a problem since we are at the Flood Plain, but we will use a small BMP structure constructed for quality to mitigate the remaining 1-year storm flow per the Energy Balance requirement in the new Regulations.

In addition to local and state permitting requirements, the project will need to receive approval from the Department of Historic Resources. The building is located in the Hicksford-Emporia Historic District and in order to maintain the historic significance of the site and district, any alteration and additions should be reviewed by the Department of Historic Resources. Kenbridge Construction and Enteros Design have extensive experience working with historic properties, and we will guide the City of Emporia through the process.

***2.d)** Identify any anticipated adverse social economic and environmental impacts of the project. Specify the strategies or actions to mitigate known or anticipated impacts of the project. Indicate if any environmental or archaeological assessment has been completed.*

The Kenbridge team is not aware of any adverse impacts of this project.

***2.e)** Identify the projected positive social, economic and environmental impacts of the project.*

The rehabilitation of the historic school auditorium and the addition of approximately 17,000 square feet of government offices space will have a significant positive impact on the town of Emporia and its residents. The facility will provide much needed public meeting and event space in the restored auditoriums. The new government offices space will allow for more efficient delivery of public services for the public and the City staff. The facility will relieve currently overcrowded government staff conditions. The project will convert an unused and deteriorating historic building into a vibrant civic and government center for the community. The surrounding site development will complement the other adjacent uses and activities including government buildings, the public library, the Boys and Girls Club, Farmers Market, and the Veterans Memorial Park. The connection of all of these outdoor spaces represents an excellent opportunity for outdoor recreation, events, and festivals. The Kenbridge Team will work with the City of Emporia to enhance the site and complement these activities to create a positive impact for the community. All of these factors will promote economic development and encourage investment in the City.

***2.f)** Identify the proposed schedule for the work on the project, including sufficient time for the City to review, and the estimated time for completion*

The proposed project schedule will require approximately 30 weeks for design and approximate 60 weeks for construction and project closeout. A detailed project schedule is provided on the following page.

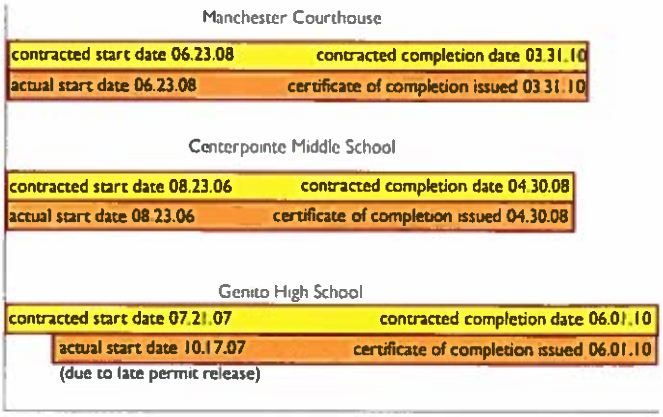
Kenbridge Construction has Project Management staff which is experienced in many different scheduling programs and project acceleration methods. At the beginning of the project, we will provide a CPM format schedule prepared in Microsoft Project consistent with the needs of the City. The schedule will be monitored and updated monthly to make sure all project deadlines are met. If schedules begin to slip, steps will be taken to increase manpower, increase workdays, or other measures to bring the project back on schedule.

Kenbridge Construction is open to finding opportunities to accelerate the project schedule. Opportunities may include early site work and foundation packages, early structural steel shop drawings and review, early ordering of materials and systems, and using computer modeling and manufacturing techniques to shop fabricate building components. We look forward to discussing these opportunities further with the City.

Meeting Project Schedule Highlights

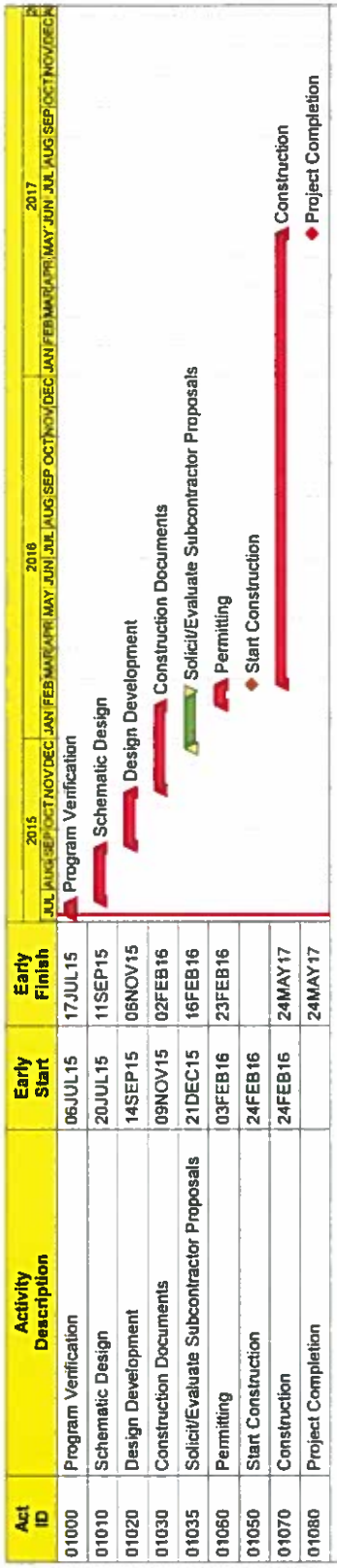
Genito High School, Chesterfield County

Summer 2007: KCC won the contract for this project
07.31.2007: Intended contractual start date, however the land disturbance permit was held due to issues outside of the control of KCC
10.17.2007: Finally allowed to begin construction, which resulted in a 79-day delay
79: Number of days schedule was delayed
62: Number of days KCC adjusted the schedule
0: Amount of additional overhead
17: Number of days KCC was able to make up
06.01.10: Substantial Completion Certificate issued
06.01.10: Contracted Completion Date
The schedule, which had over 1000 activities, was updated monthly and provided to the owner. At no time during the project were we ever required to prepare a recovery schedule, **as we never fell behind.**



Proposed Project Schedule

Act ID	Activity Description	Early Start	Early Finish
01000	Program Verification	06JUL15	17JUL15
01010	Schematic Design	20JUL15	11SEP15
01020	Design Development	14SEP15	06NOV15
01030	Construction Documents	09NOV15	02FEB16
01035	Solicit/Evaluate Subcontractor Proposals	21DEC15	16FEB16
01060	Permitting	03FEB16	23FEB16
01050	Start Construction	24FEB16	
01070	Construction	24FEB16	24MAY17
01080	Project Completion		24MAY17



Start date	06JUL15
Finish date	24MAY17
Data date	06JUL15
Run date	27JAN15
Page number	1A

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Emporia PPEA Project
Kenbridge Construction
Preliminary Schedule

Early start point
Early finish point
Early bar
Progress bar
Critical bar
Summary bar
Progress point
Critical point
Summary point
Start milestone point
Finish milestone point

***2.g)** Identify contingency plans for addressing public needs in the event that all or some of the project is not completed according to the projected schedule.*

The Kenbridge Team does not know of any reason why the project would not be completed on time; however, if the project in not completed according to the project schedule, then the City government would remain in the current office space until the project is completed.

***2.h)** Propose allocation of risk and liability for work completed beyond the Comprehensive Agreement's completion date, and assurances for timely completion of the project.*

Kenbridge Construction and the project team have established a good reputation for completing projects on schedule. A pro-active approach is taken with monitoring project schedules to make sure appropriate measures are taken to adjust manpower and work hours if projects are behind schedule. We do not foresee any problems meeting the proposed schedule, and we will take every necessary measure within our power to complete the project on time. Kenbridge Construction has included a Performance and Payment Bond as part of the project cost to assure that the project will be finished.

***2.i.)** State assumptions related to ownership, legal liability, law enforcement and operation of the project and the existence of any restrictions on the City's use of the project.*

The ultimate ownership and legal status of the project site depends on the funding vehicle used for the project. Private financing options may require a legal agreement or change in ownership to secure the property and establish the relationship between the development team, the financing institution, and the City of Emporia. The terms of this relationship would be established in a Comprehensive Agreement. The agreement would establish terms of ownerships, financial obligations, use of the property, and duration of the agreement. In all cases, the City of Emporia would have access and use of the property consistent with the project purpose and terms of the agreement. The Kenbridge Team will work with the City to define the Comprehensive Agreement with terms that are agreeable to both parties.

If Historic Rehabilitation Tax Credits are pursued for the project, ownership of the historic school auditorium would need to be defined to allow for the syndication of the tax credits. If the City wishes to receive the benefits of Historic Rehabilitation Tax Credits, an ownership interest in the building will need to be transferred to a "for profit" LLC. The project team has had extensive experience with tax credit projects and we are prepared to guide the City through this process. Further discussion about tax credit options is contained in Part 3 of this proposal. Otherwise, legal liability, law enforcement and operation of the buildings will continue to be the responsibility of the City.

***2.j)** Provide information relative to phased or partial openings of the proposed project prior to the completion of the entire work.*

The proposed renovation and new construction work contained in this proposal is anticipated to occur in a single phase. Phasing of the project may be possible if desired by the City of Emporia to funding requirements. The Kenbridge Team will review potential funding strategies with the City to determine the best approach. If other phases are required, we will review the potential costs of those phases and funding options with the City.

***2.k)** List any other contingencies and assumptions relied on or that must occur for the project to be successful.*

There are no other assumptions or contingencies that must occur for the project to be successful.

Section 3: Project Financing

Please find the entirety of Section 3: Project Financing in the section of this proposal marked, "Confidential and Proprietary—Exempt from FOIA release," included under separate cover.

Pursuant to Va. Code sections 2.2-3705.6(11), 56-575.17(A)(2), 56-575.17D and the City Emporia's PPEA Guidelines and Procedures, the Kenbridge Construction Team requests the City of Emporia to protect, exempt, and exclude form public disclosure under the Freedom of Information Act ("FOIA") the portions of our proposal marked as "Confidential and Proprietary Information—Exempt from FOIA Release." Those portions of the proposal for which the protection from disclosure is sought have been kept separate from the main proposal under separate cover and titled "Proprietary Information." Pursuant to the sited Code Sections and the PPEA Guidelines, the materials, records, items, and other information so marked and for which protection from public disclosure of such materials, records, items, and other information would adversely affect the financial interest and/or the bargaining position of the Kenbridge Construction Team.

Section 4: Project Benefit and Compatibility

***4.a)** Identify community benefits, including the economic impact the project will have on the Commonwealth and the City in terms of amount of tax revenue to be generated for the Commonwealth and the City, the number of jobs generated for Virginia residents and level of pay and fringe benefits of such jobs, the training opportunities for apprenticeships and other training programs generated by the project, and the number and value of subcontracts generated for Virginia subcontractors.*

The Kenbridge Team believes that there is significant benefit in developing the historic school auditorium as a community meeting space and a public event venue, in addition to development of a new municipal government building to provide much needed City office space. It is apparent that there is a great need in the community for public meeting space, cultural event space, and additional administrative office space. Through the renovation and redevelopment of the existing buildings and construction of the new government building, it is possible to offer the City and its residents an efficient solution to their space needs.

The historic school auditorium and cafeteria will be operated by a private for-profit entity. It is anticipated that the facility operation will require full time and part time positions; however, the exact number and pay range is not known at this time. Additional tax review will be generated by the added jobs, and the completed project will contribute to property and business taxes for the City.

The Kenbridge Team will aggressively recruit from the local work force to fill jobs during construction. We propose to hold a job fair, advertise in the local papers, and work with the surrounding workforce training programs to encourage the local community to apply for construction related jobs. All major subcontractors on the project will be required to participate in the local job fairs and recruiting efforts.

***4.b)** Identify any anticipated public support or opposition, as well as any anticipated government support or opposition, for the project.*

The renovation of the historic school into the new City Administration Offices presents a clear benefit for the City and its residents. Because of the nature of the project and its importance to the City, Kenbridge expects strong public and governmental support for this project.

***4.c)** Explain the strategy and plan that will be carried out to involve and inform the general public, business community, local governments, and governmental agencies in areas affected by the project.*

The team proposes to host a series of public meetings to inform the public, businesses, and government agencies about the design of the new City Hall. These meetings can include Town Hall style meetings and presentations to City Council. The style and schedule for these meetings will be coordinated and adjusted to meet the goals of the Administration and City Council. All proposed designs will be reviewed with City staff and follow the development review and permit process.

***4.d.)** Describe the compatibility of the project with local, regional, and state economic development efforts.*

The proposed project is compatible with the State, regional, and City of Emporia plans to bring economic development and growth to Southside, Virginia. The project will promote economic, cultural, and civic enhancements to the community and the region. New jobs and revenue for real estate and business taxes will support the City and surrounding businesses in the community.

The new government office space will improve the capacity of the City government to conduct business, provide services, and encourage growth and development in the City. The new municipal building will enhance the City's image, provide efficient and technologically advanced facilities, and assist in the City's abilities to attract new businesses and investment into the City. As the County seat of Greenville County, the economic development and growth of Emporia is critical to the success of the region.

City of Emporia, Virginia

Guidelines for the Implementation of the Public-Private Education Facilities and Infrastructure Act of 2002

City of Emporia, Virginia Guidelines for the Implementation of the Public-Private Education Facilities and Infrastructure Act of 2002

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I. Introduction

The Public-Private Education Facilities and Infrastructure Act of 2002 (the "PPEA") grants the City of Emporia (the "City"), a responsible public entity as defined in the PPEA, the authority to enter into public-private partnership agreements for the development of a wide range of projects for public use if the City determines that there is a public need for the project and that private involvement may provide the project to the public in a timely or cost-effective fashion. Individually negotiated interim and comprehensive agreements between a private entity, as defined in the PPEA, and the City will define the respective rights and obligations of the City and the private entity. Although guidance with regard to the application of the PPEA is provided herein, it will be incumbent upon the City and all private entities to comply with the provisions of the PPEA.

In order for a project to come under the PPEA, it must meet the definition of a "qualifying project." The City may consider utilizing PPEA procedures if:

1. There is a public need for or benefit derived from the qualifying project of the type the private entity proposes;

2. The estimated cost of the project is reasonable in relation to similar facilities; and

3. The private entity's plans will result in the timely development or operation of the project.

The PPEA contains a broad definition of qualifying projects that include public buildings and facilities of all types, for example:

1. An education facility, including, but not limited to, a school building (including any stadium or other facility primarily used for school events), any functionally related and subordinate facility and land to a school building and any depreciable property provided for use in a school facility that is operated as part of the public school system or as an institution of higher education;

2. A building or facility that meets a public purpose and is developed or operated by or for any public entity;

3. Improvements, together with equipment, necessary to enhance public safety and security of buildings to be principally used by a public entity;

4. Utility and telecommunications and other communications infrastructure;

5. A recreational facility;

6. Technology infrastructure and services, including but not limited to telecommunications, automated data processing, word processing and management information systems, and related information, equipment, goods and services;

7. Technology, equipment, or infrastructure designed to deploy wireless broadband services to schools, businesses, or residential areas, or

8. Any improvements necessary or desirable to any unimproved locally- or state-owned real estate.

The PPEA establishes requirements to which the City must adhere when reviewing and approving proposals received pursuant to the PPEA. In addition, the PPEA specifies the criteria that must be used to select a proposal and the contents of the interim or comprehensive agreement detailing the relationship between the City and the private entity.

The Emporia City Council has adopted these guidelines to implement the PPEA in the City. The City Manager will follow these guidelines in receiving and evaluating any proposal submitted to the City under the provisions of the PPEA. The City Council must adopt any amendments to these guidelines.

These guidelines shall govern all City PPEA projects, including education facilities, and shall be applicable to all City agencies, boards, commissions, and committees. The City Manager may designate a working group (the "Working Group") to assist the City Manager in evaluating proposals and negotiating any interim or comprehensive agreement. The City Manager shall implement these guidelines, receive proposals submitted under the PPEA, and respond to inquiries regarding the PPEA or these guidelines, but the City Manager may specifically designate one or more persons to perform one or more of these duties.

II. General Provisions

A. Proposal Submission

A proposal may be either solicited by the City or delivered by a private entity on an unsolicited basis. In either case, the proposal shall be clearly identified as a "PPEA PROPOSAL." To be considered, one original and nine (9) copies of any unsolicited proposal must be submitted along with the applicable fee to the City Manager, or his designee as set forth above, by certified mail or express mail to 201 South Main Street, Emporia, Virginia 23847, or by hand delivery. Proposers may be required to follow a two-part proposal submission process consisting of an initial conceptual phase and a detailed phase, as described herein. The City may discontinue its evaluation of any proposal at any time during the conceptual or detailed phase.

The PPEA allows private entities to include innovative financing methods, including the imposition of user fees or service payments, in a proposal. Such financing arrangements may include the issuance of debt instruments, equity or other securities or obligations. Proposals may include, if applicable, the portion of the tax-exempt private activity bond limitation amount to be allocated annually to the Commonwealth of Virginia pursuant to the Economic Growth and Tax Relief Reconciliation Act of 2001 for the development of education facilities using public-private partnerships, and to provide for carryovers of any unused limitation amount.

Proposals should be prepared simply and economically, providing a concise description of the proposer's capabilities to complete the proposed qualifying project and the benefits to be derived from the project by the City. Project benefits to be considered are those occurring during the construction, renovation, expansion or improvement phase and during the life cycle of the project. Proposals also should include a scope of work and a financial plan for the project, containing enough detail to allow an analysis by the City of the financial feasibility of the proposed project. Any facility, building, infrastructure, or improvement included in a proposal shall be identified specifically or conceptually. The cost analysis of a proposal should not be linked solely to any proposed financing plan, as the City may determine to finance the project through other available means. The City Manager or his designee may request, in writing, clarification of the submission.

The PPEA is intended to encourage proposals from the private sector that offer the provision of private financing in support of the proposed public project and the assumption of commensurate risk by the private operator, but also benefits to the private entity through innovative approaches to project financing, development and use. However, while substantial private sector involvement is encouraged, qualifying facilities will still be devoted primarily to public use and typically involve facilities critical to the public health, safety and welfare. Accordingly, the City shall continue to exercise full and proper due diligence in the evaluation and selection of private entities for these projects. Prospective private entities proposing projects shall be held strictly accountable for their representations or other information provided regarding their qualifications, experience, or other contents of their proposals, including all specific aspects of proposed plans to be performed by the private entity.

B. Proposal Review Fees

The PPEA authorizes the City to charge fees to cover the costs of processing, reviewing, and evaluating proposals.

1. A fee in accordance with the fee schedule below, paid with certified funds, shall accompany any initial proposal to cover the cost of determining whether it is a qualifying project with a reasonable expectation of satisfying the criteria of Va. Code § 56-575.4 (C) of the PPEA of public

need or benefit, reasonable estimated cost, and timely acquisition of the project. The fee shall be based on the total cost of the proposal.

2. If the proposal is advanced to the detailed stage of review, an additional fee in accordance with the fee schedule below shall be due. The fee, paid in certified funds, shall accompany the proposer's submission at the detailed stage.

Review Stage	Fee	Minimum	Maximum
Conceptual/Initial	1%	$2,500.00	$5,000.00
Detail	1%	$5,000.00	$50,000.00

C. Reservation of Rights

In connection with any proposal or qualifying project, the City shall have all rights available to it by law in administering these guidelines, including without limitation, the right in its sole and unfettered discretion to:

1. Reject any or all proposals at any time, for any reason, solely within the discretion of the City. Proposers shall have no recourse against the City for such rejection. Proposers will be notified in writing of such rejection in accordance with these guidelines.

2. Terminate evaluation of any and all proposals at any time.

3. Suspend, discontinue or terminate interim and comprehensive agreement negotiations with any proposer at any time before the actual authorized execution of an interim or comprehensive agreement by all parties.

4. Negotiate with a proposer without being bound by any provision in its proposal.

5. Request or obtain additional information about any proposal.

6. Issue addenda to or cancel any request for proposals ("RFP") or invitation for bids ("IFB").

7. Revise, supplement or withdraw all or any part of these guidelines at any time and from time to time.

8. Modify any standard fee schedule as stated herein for a specific proposal or for all future proposals.

9. Decline to return any and all fees required to be paid by proposers hereunder, except for fees paid with an unsolicited proposal that is not accepted for conceptual – stage consideration.

10. Request revisions to conceptual or detailed proposals.

11. Submit a proposal for review by outside consultants or advisors selected by the City without notice to the proposer. Such consultants or advisors shall be advised of, and required to maintain, the confidentiality of information that has been designated as confidential, and to refer all requests for such information to the City.

Under no circumstances shall the City be liable for, or reimburse, the costs incurred by proposers, whether or not selected for negotiations, in developing proposals or in negotiating agreements. Any and all information the City makes available to proposers shall be as a convenience to the proposer and without representation or warranty of any kind. Proposers may not rely upon any oral responses to inquiries. If a proposer has a question regarding application of these guidelines, the proposer must submit the question in writing and the City will respond in writing as it determines appropriate.

D. Virginia Freedom of Information Act

1. General applicability of disclosure provisions

Proposal documents submitted by private entities are generally subject to the Virginia Freedom of Information Act ("FOIA") except that Va. Code § 2.2-3705.6 (11) exempts certain documents from public disclosure. FOIA exemptions, however, are discretionary, and the City may elect to release some or all of documents except to the extent the documents are:

a. Trade secrets of the private entity as defined in the Uniform Trade Secrets Act (Va. Code § 59.1-336 et seq.);

b. Financial records of the private entity that are not generally available to the public through regulatory disclosure or otherwise, including but not limited to, balance sheets and financial statements; or

c. Other information submitted by a private entity, where if the record or document were made public prior to the execution of an interim or comprehensive agreement the financial interest or bargaining position of the public or private entity would be adversely affected.

Additionally, to the extent access to proposal documents submitted by private entities are compelled or protected from disclosure by a court order, the City will comply with the provisions of such order.

2. Protection from mandatory disclosure for certain documents submitted by a private entity

Before a document of a private entity may be withheld from disclosure, the private entity must make a written request to the City at the time the documents are submitted, designating with specificity the documents for which the protection is being sought and a clear statement of the reasons

for invoking the protection with reference to one or more of three classes of records listed in Section I.D.1.

Upon the receipt of a written request for protection of documents, the City shall determine whether the documents contain (i) trade secrets, (ii) financial records, or (iii) other information that would adversely affect the financial interest or bargaining position of the City or private entity in accordance with Section I.D.1. The City will make a written determination of the nature and scope of the protection to be afforded by the City under this subdivision. If the written determination provides less protection than requested by the private entity, the private entity will be accorded an opportunity to withdraw its proposal. Nothing shall prohibit further negotiations of the documents to be accorded protection from release although what may be protected must be limited to the categories of records identified in Section I.D.1.

Once a written determination has been made by the City, the documents afforded protection under this subdivision shall continue to be protected from disclosure when in the possession of the City or any affected jurisdiction to which such documents are provided.

If a private entity fails to designate trade secrets, financial records, or other confidential or proprietary information for protection from disclosure, such information, records or documents shall be subject to disclosure under FOIA.

3. Protection from mandatory disclosure for certain documents produced by the City

   The City may withhold from disclosure memoranda, staff evaluations, or other records prepared by the City, its staff, outside advisors, or consultants exclusively for the evaluation and negotiation of proposals where (i) if such records were made public prior to or after the execution of an interim or a comprehensive agreement, the financial interest or bargaining position of the City would be adversely affected, and (ii) the basis for the determination required in clause (i) is documented in writing by the City.

   Cost estimates relating to a proposed procurement transaction prepared by or for the City shall not be open to public inspection.

4. The City may not withhold from public access:

   a. Procurement records other than those subject to the written determination of the City;

   b. Information concerning the terms and conditions of any interim or comprehensive agreement, service contract, lease, partnership, or

any agreement of any kind entered into by the City and the private entity;

c. Information concerning the terms and conditions of any financing arrangement that involves the use of any public funds; or

d. Information concerning the performance of any private entity developing or operating a qualifying transportation facility or a qualifying project.

However, to the extent that access to any procurement record or other document or information is compelled or protected by a court order, the City will comply with such order.

E. Use of Public Funds

Virginia constitutional and statutory requirements and City ordinances and policies as they apply to appropriation and expenditure of public funds apply to any interim or comprehensive agreement entered into under the PPEA. Accordingly, the processes and procedural requirements associated with the expenditure or obligation of public funds shall be incorporated into planning for any PPEA project or projects.

F. Applicability of Other Laws

Nothing in the PPEA shall affect the duty of the City to comply with all other applicable law not in conflict with the PPEA.

III. Solicited Proposals

The City may issue Requests for Proposals (RFPs) or Invitations for Bids (IFBs), inviting proposals from private entities to develop or operate qualifying projects. The City may use a two-part proposal process consisting of an initial conceptual phase and a detailed phase. An RFP shall invite proposers to submit proposals on individual projects identified by the City. The City will set forth in the RFP the format and supporting information that is required to be submitted, consistent with the provisions of the PPEA. The City may establish suggested timelines for selecting proposals for the review and selection of solicited proposals.

The RFP will specify, but not necessarily be limited to, information and documents that must accompany each proposal and the factors that will be used in evaluating the submitted proposals. The RFP will also contain or incorporate by reference other applicable terms and conditions, including any unique capabilities or qualifications that will be required of the private entities submitting proposals. Public notice of the RFP shall be posted in such public areas as are normally used for posting of the City's notices, including the City's website and published in a newspaper or newspapers of general circulation in the City. In addition, solicited proposals shall be posted pursuant to Section IV. B. Pre-proposal conferences may be held as deemed appropriate by the City.

IV. Unsolicited Proposals

The PPEA permits the City to receive, evaluate and select for negotiations unsolicited proposals from private entities to develop or operate a qualifying project.

The City may publicize its needs and may encourage interested parties to submit proposals subject to the terms and conditions of the PPEA. When such a proposal is received without issuance of an RFP, the proposal shall be treated as an unsolicited proposal. The City may establish suggested timelines for the review and selection of unsolicited proposals.

A. Decision to Accept and Consider Unsolicited Proposal; Notice

1. Upon receipt of any unsolicited proposal or group of proposals and payment of the required fee or fees by the proposer or proposers, the City Council shall, after receiving the recommendation of the City Manager, determine whether to reject the unsolicited proposal or accept the unsolicited proposal for publication and further conceptual-stage consideration.

2. If City Council chooses to accept an unsolicited proposal for publication and conceptual-stage consideration, the City shall post a notice in a public area regularly used by the City for posting of public notices and on the City's website for a period of not less than 60 days. The City may also publish the same notice in one or more newspapers or periodicals of general circulation in the City to notify any parties that may be interested in submitting competing unsolicited proposals. Interested parties shall have adequate time as specified in the notice to submit competing unsolicited proposals. The notice shall state that the City (i) has received an unsolicited proposal under the PPEA, (ii) intends to evaluate the proposal, (iii) may negotiate an interim or comprehensive agreement with the proposer based on the proposal, and (iv) will receive for simultaneous consideration any competing proposals that comply with the guidelines adopted by the City and pursuant to the PPEA. The notice also shall summarize the proposed qualifying project or projects, and identify their proposed locations. If such unsolicited proposal is accepted and is to be evaluated using "competitive negotiation" procedures as described in Section IV. C. 1, the City shall make the written determination described in Section IV. C. 1 prior to such evaluation.

   To ensure that sufficient information is available upon which to base the development of a serious competing proposal, representatives of the City familiar with the unsolicited proposal and the guidelines established by the City shall be made available to respond to inquiries and meet with private entities that are considering the submission of a competing proposal. The

City shall conduct an analysis of the information pertaining to the proposal included in the notice to ensure that such information sufficiently encourages competing proposals. Further, the City shall establish criteria, including key decision points and approvals to ensure proper consideration of the extent of competition from available private entities prior to selection.

3. Any proposal not accepted for conceptual-stage consideration will be returned, together with all fees and accompanying documentation, to the proposer.

B. Posting Requirements

1. Conceptual proposals accepted for review and further evaluation, whether solicited or unsolicited, shall be posted by the City within 10 working days after acceptance of such proposals.

   Posting shall be on the City's website or by publication, in a newspaper of general circulation in the area in which the contract is to be performed, of a summary of the proposals and the location where copies of the proposals are available for public inspection.

2. Nothing shall be construed to prohibit the posting of the conceptual proposals by additional means deemed appropriate by the City so as to provide maximum notice to the public of the opportunity to inspect the proposals.

3. In addition to the posting requirements, at least one copy of the proposals shall be made available for public inspection. Trade secrets, financial records, or other records of the private entity excluded from disclosure under the provisions Va. Code § 2.2-3705.6 (11) shall not be required to be posted, except as otherwise agreed to by the City and the private entity. Any inspection of procurement transaction records shall be subject to reasonable restrictions to ensure the security and integrity of the records.

C. Review at Conceptual Stage

1. When one or more proposals are received, the City will determine at this initial stage of review whether it will proceed with the evaluation of the proposals using standard procurement procedures consistent with the Virginia Public Procurement Act or procedures normally used by the City that are consistent with procurement of other than professional services through "competitive negotiation" as the term is defined in Va. Code § 2.2-4301. The City may proceed using such guidelines only if it makes a written determination that doing so is likely to be advantageous to the City and the public based upon either (i) the probable scope, complexity or priority of need; (ii) the risk sharing, including guaranteed cost or completion guarantees, added value or debt, or equity investments

proposed by the private entity; or (iii) the increase in funding, dedicated revenue or other economic benefit that would otherwise not be available. The City may reject any or all proposals.

2. After reviewing the original proposal and any competing proposals submitted during the notice period, the City may determine:

   a. not to proceed further with any proposal;

   b. to proceed to the detailed stage of review with the original proposal;

   c. to proceed to the detailed stage with a competing proposal;

   d. to proceed to the detailed stage with multiple proposals; or

   e. to request modifications or amendments to any proposal.

   In the event that more than one proposal will be considered in the detailed phase of review, the City shall consider whether the unsuccessful proposer should be reimbursed for costs incurred in the detailed phase of review, and such reasonable costs may be assessed to the successful proposer in the comprehensive agreement.

3. Discussions between the City and private entities about the need for infrastructure improvements shall not limit the ability of the City to later determine to use standard procurement procedures to meet its infrastructure needs. The City retains the right to reject any proposal at any time prior to the execution of an interim or comprehensive agreement.

V. Proposal Preparation and Submission

A. Format for Submissions at Conceptual Stage

At the conceptual stage, all proposals, whether solicited or unsolicited, shall contain information in the following areas: (i) qualifications and experience; (ii) project characteristics; (iii) project financing; (iv) project benefit and compatibility; and (v) any additional information that the City may request to comply with the requirements of the PPEA. Suggestions for formatting information to be included in proposals at this stage include the items listed below, as well as any additional information or documents that the City may request:

1. Qualifications and Experience

   a. Identify the legal structure or type of private entity making the proposal. Identify the organizational structure for the project, the management approach and how each partner and major subcontractor ($1 million or more) in the structure fits into the overall team. All members of the operator/offeror's team, including major subcontractors known to the proposer, must be identified at

the time a proposal is submitted for the conceptual stage. Identified team members, including major subcontractors (over $1 million), may not be substituted or replaced once a project is approved and comprehensive agreement entered into, without the written approval of the City. Include the status of the Virginia license of each partner, proposer, contractor, and major subcontractor.

b. Describe the experience of the private entity making the proposal and the key principals involved in the proposed project including experience with projects of comparable size and complexity, including prior experience bringing similar projects to completion on budget and in compliance with design, land use, service and other standards. Describe the length of time in business, business experience, public sector experience and other engagements of the private entity. Describe the past safety performance record and current safety capabilities of the private entity. Describe the past technical performance history on recent projects of comparable size and complexity, including disclosure of any legal claims by or against the private entity. Include the identity of any private entity that will provide design, construction and completion guarantees and warranties and a description of such guarantees and warranties.

c. For each private entity or major subcontractor ($1 million or more) that will be utilized in the project, provide a statement listing all of the private entity's prior projects and clients for the past five years and contact information for same (names/addresses/telephone numbers). If a private entity has worked on more than ten (10) projects during this period, it may limit its prior project list to ten (10), but shall first include all projects similar in scope and size to the proposed project and, second, it shall include as many of its most recent projects as possible. Each private entity or major subcontractor shall be required to submit all performance evaluation reports or other documents which are in its possession evaluating the private entity's performance during the preceding three years in terms of cost, quality, schedule maintenance, safety and other matters relevant to the successful project development, operation, and completion.

d. Provide the names, addresses, and telephone numbers of persons within the private entity who may be contacted for further information.

e. Provide a current or most recently audited financial statement of the private entity and each partner with an equity interest of ten percent or greater.

f. Identify any persons known to the proposer who would be obligated to disqualify themselves from participation in any transaction arising from or in connection to the project pursuant to the Virginia State and Local Government Conflict of Interests Act, Chapter 31 (§ 2.2-3100 et seq.) of Title 2.2.

g. Identify the proposed plan for obtaining sufficient numbers of qualified workers in all trades or crafts required for the project.

h. For each private entity or major subcontractor that will perform construction or design activities, provide the following information:

(1) A sworn certification by an authorized representative of the private entity attesting to the fact that the private entity is not currently debarred or suspended by any federal, state or local government entity.

(2) A completed qualification statement that reviews all relevant information regarding technical qualifications and capabilities, private entity resources and business integrity of the private entity, including but not limited to, bonding capacities, insurance coverage and private entity equipment. This statement shall also include a mandatory disclosure by the private entity for the past five years of any of the following conduct:

(A) bankruptcy filings
(B) liquidated damages
(C) fines, assessments or penalties
(D) judgments or awards in contract disputes
(E) contract defaults, contract terminations
(F) license revocations, suspensions, other disciplinary actions
(G) prior debarments or suspensions by a governmental entity
(H) denials of prequalification, findings of non-responsibility
(I) past safety performance data, including fatality incidents, "Experience Modification Rating," "Total Recordable Injury Rate" and "Total Lost Workday Incidence Rate"
(J) violations of any federal, state or local criminal or civil law
(K) criminal indictments or investigations
(L) claims filed by or against the firm

i. Worker Safety Programs: Describe worker safety training programs, job-site safety programs, accident prevention programs, and written safety and health plans, including incident investigation and reporting procedures.

2. Project Characteristics

a. Provide a description of the proposed project, including the conceptual design, in sufficient detail so that type and intent of the project, its location, and the communities that may be affected are clearly identified.

b. Identify and fully describe any work to be performed by the City.

c. Include a list of all federal, state and local permits and approvals required for the project and a schedule for obtaining such permits and approvals.

d. Identify any anticipated adverse social, economic and environmental impacts of the project. Specify the strategies or actions to mitigate known or anticipated impacts of the project. Indicate if any environmental or archaeological assessment has been completed.

e. Identify the projected positive social, economic and environmental impacts of the project.

f. Identify the proposed schedule for the work on the project, including sufficient time for the City to review, and the estimated time for completion.

g. Identify contingency plans for addressing public needs in the event that all or some of the project is not completed according to the projected schedule.

h. Propose allocation of risk and liability for work completed beyond the Comprehensive Agreement's completion date, and assurances for timely completion of the project.

i. State assumptions related to ownership, legal liability, law enforcement and operation of the project and the existence of any restrictions on the City's use of the project.

j. Provide information relative to phased or partial openings of the proposed project prior to completion of the entire work.

k. List any other contingencies and assumptions relied on or that must occur for the project to be successful.

3. Project Financing

a. Provide a preliminary estimate and estimating methodology of the cost of the work by phase, segment, or both.

b. Submit a plan for the development, financing and operation of the project showing the anticipated schedule on which funds will be required. Describe the anticipated costs of and proposed sources and uses for such funds, including any anticipated debt service costs. The operational plan shall include appropriate staffing levels and associated costs. Include any supporting due diligence studies, analyses or reports.

c. Include a list and discussion of assumptions underlying all major elements of the plan. Assumptions should include all significant fees associated with financing given the recommended financing approach. In addition, complete disclosure of interest rate assumptions should be included. Any ongoing operational fees, if applicable, should also be disclosed, as well as any assumptions with regard to increases in such fees.

d. Identify the proposed risk factors and methods for dealing with these factors.

e. Identify any local, state or federal resources that the proposer contemplates requesting for the project. Describe the total commitment, if any, expected from governmental sources and the timing of any anticipated commitment, both one-time and on-going. Such disclosure should include any direct or indirect guarantees or pledges of the City's credit or revenue.

f. Identify the amounts and the terms and conditions for any revenue sources.

g. Identify any aspect of the project that could disqualify the project from obtaining tax-exempt financing.

4. Project Benefit and Compatibility

a. Identify community benefits, including the economic impact the project will have on the Commonwealth and the City in terms of amount of tax revenue to be generated for the Commonwealth and the City, the number of jobs generated for Virginia residents and level of pay and fringe benefits of such jobs, the training opportunities for apprenticeships and other training programs generated by the project, and the number and value of subcontracts generated for Virginia subcontractors.

b. Identify any anticipated public support or opposition, as well as any anticipated government support or opposition, for the project.

c. Explain the strategy and plan that will be carried out to involve and inform the general public, business community, local governments, and governmental agencies in areas affected by the project.

d. Describe the compatibility of the project with local, regional, and state economic development efforts.

e. Describe the compatibility with the City's comprehensive plan, infrastructure development plans, and capital improvements plan.

B. Format for Submissions at Detailed Stage

If the City decides to proceed to the detailed stage of review with one or more proposals, the following information must be provided by the proposer unless specifically waived in writing by the City:

1. A topographical map (1:2,000 or other appropriate scale) depicting the location of the proposed project.

2. Conceptual site plan indicating proposed location and configuration of the project on the proposed site.

3. Conceptual (single line) plans and elevations depicting the general scope, appearance and configuration of the proposed project.

4. Detailed description of the proposed participation of, use by, and financial involvement of the City.

5. A list of public utility facilities, if any, that will be crossed by the qualifying project and a statement of the plans of the proposer to accommodate such crossings.

6. A list of public facilities or other public improvements that will be required by the City to complete the project.

7. A statement and strategy setting out the plans for securing all necessary property interests required for the project. The statement must include the names and addresses, if known, of the current owners of the subject property interests, as well as a list of any property the proposer intends to request the City to condemn.

8. A detailed listing of all firms that will provide specific design, construction and completion guarantees and warranties, and a brief description of such guarantees and warranties.

9. A total life-cycle cost specifying methodology and assumptions of the project or projects and the proposed project start date. Include anticipated commitment of all parties; equity, debt, and other financing mechanisms; and a schedule of project revenues and project costs. The life-cycle cost analysis should include, but not be limited to, a detailed analysis of the projected return, rate of return, or both, expected useful life of facility and estimated annual operating expenses.

10. A detailed discussion of assumptions about user fees or rates and usage of the project.

11. Identification of any known government support or opposition, or general public support or opposition for the project. Government or public support should be demonstrated through resolutions of official bodies, minutes of meetings, letters, or other official communications.

12. Demonstration of consistency with appropriate City comprehensive or infrastructure development plans or indication of the steps required for acceptance into such plans.

13. Explanation of how the proposed project would affect the City's development plans.

14. Description of an ongoing performance evaluation system or database to track key performance criteria, including but not limited to, schedule, cash management, quality, worker safety, change orders, and legal compliance.

15. Identification of the executive management and the officers and directors of the firm or firms submitting the proposal. In addition, identification of any known conflicts of interest or other disabilities that may impact consideration of the proposal, including the identification of any persons known to the proposer who would be obligated to disqualify themselves from participation in any transaction arising from or in connection to the project pursuant to the Virginia State and Local Government Conflict of Interests Act, Chapter 31 (Va. Code § 2.2-3l00 et seq.) of Title 2.2 of the Code of Virginia.

16. Additional material and information as the City may request.

VI. Proposal Evaluation and Selection Criteria

In reviewing any PPEA proposal accepted for consideration, the City shall engage the services of qualified professionals, which may include an architect, professional engineer, or certified public accountant, not otherwise employed by the City, to provide independent analysis regarding the specifics, advantages, disadvantages and the long- and short-term costs of any request by a private entity for approval of a qualifying project, unless City Council determines that such analysis shall be performed by City employees. Also, the City may establish criteria to trigger the establishment of an oversight advisory committee consisting of representatives of the City to review the terms of a proposed interim or comprehensive agreement. The criteria should include, but not be limited to, the scope, total cost and duration of the proposed project, and whether the project involves or impacts multiple public entities. Timelines for the work of the committee should be developed and made available to proposers.

The following items, along with the information that may be required under Sections V.A. and V.B. above, are some of the factors that the City may consider in the evaluation and selection of a PPEA proposal. The City reserves the right at all times to reject any proposal at any time for any reason.

A. Qualifications and Experience

Factors to be considered in either phase of the review to determine whether the proposer possesses the requisite qualifications and experience will include at a minimum:

1. Professional qualifications and experience with similar projects;

2. Demonstration of ability to perform the work;

3. Demonstrated record of successful past performance, including timeliness of project delivery, compliance with plans and specifications, quality of workmanship, cost-control and project safety;

4. Demonstrated conformance with applicable laws, codes, standards, regulations, and agreements on past projects;

5. Leadership structure;

6. Project manager's experience;

7. Management approach;

8. Project staffing plans, the skill levels of the proposed workforce, and the proposed safety plans for the project;

9. Financial condition of the proposer; and

10. Project ownership.

B. Project Characteristics

Factors to be considered in determining the project characteristics include, along with the specified information required under V.A. and V.B. above, the following:

1. Project definition;

2. Proposed project schedule;

3. Operation of the project;

4. Technology and technical feasibility;

5. Conformity to State and City laws, regulations, and standards;

6. Environmental impacts;

7. Condemnation impacts;

8. State and local permits; and

9. Maintenance of the project.

C. Project Financing

Factors considered in determining whether the proposed project financing allows adequate access to the necessary capital to finance the project include the following:

1. Cost and cost benefit to the City;

2. Financing, including debt source, and its impact on the debt or debt burden of the City;

3. Financial plan, including overall feasibility and reliability of plan; default implications; the proposer's past performance with similar plans and similar projects; degree to which the proposer has conducted due diligence investigation and analysis of the proposed financial plan and the results of any such inquiries or studies;

4. Life-cycle cost analysis;

5. Opportunity costs assessment;

6. Estimated cost;

7. The identity, credit history and past performance of any third party that will provide financing for the project, and the nature and timing of its commitment, as applicable; and

8. Any other factors the City deems appropriate for analysis.

In the event that any project is financed through the issuance of obligations that are deemed by the City to be tax-supported debt of the City, or if financing such a project may impact the City's debt rating or financial position, the City may select its own finance team, source, and financing vehicle.

D. Project Benefit and Compatibility

Factors considered in determining the proposed project's compatibility with the City's comprehensive or development plans include the following:

1. Community benefits, including the economic impact the project will have on the City in terms of amount of tax revenue generated for the City, the number of jobs generated for area residents and the level of pay and

fringe benefits of such jobs, and the number and value of subcontracts generated for area subcontractors;

2. Community support or opposition, or both;

3. Public involvement strategy;

4. Compatibility with existing and planned facilities;

5. Compatibility with City, regional, and state economic development efforts; and

6. Compatibility with the City's land use and transportation plans.

E. Other Factors

Other factors that may be considered by the City in the evaluation and selection of PPEA proposals include:

1. The proposed cost of the qualifying project;

2. The general reputation, industry experience, and financial capacity of the private entity;

3. The proposed design of the qualifying project;

4. The eligibility of the project for accelerated documentation, review, and selection;

5. Local citizen and government comments;

6. Benefits to the public, including financial and nonfinancial;

7. The private entity's compliance with a minority business enterprise participation plan or good faith effort to comply with the goals of such plan;

8. The private entity's plans to employ local contractors and residents;

9. The recommendation of a committee of representatives of the City which may be established to provide advisory oversight for the project; and

10. Any other factors the City deems appropriate.

VII. Interim and Comprehensive Agreements

Prior to developing or operating the qualifying project, the selected private entity shall enter into a comprehensive agreement with the City. Prior to entering a comprehensive agreement, an interim agreement may be entered into that

permits a private entity to perform compensable activities related to the project. Any interim or comprehensive agreement shall define the rights and obligations of the City and the selected proposer with regard to the project.

A. Interim Agreement Terms

The scope of an interim agreement may include but is not limited to:

1. Project planning and development;
2. Design and engineering;
3. Environmental analysis and mitigation;
4. Survey;
5. Availability of financing for the proposed facility through financial and revenue analysis;
6. The process to negotiate, and the timing of the negotiation of, the comprehensive agreement; and
7. Any other provisions related to any aspect of the development or operation of a qualifying project that the parties may deem appropriate prior to the execution of a comprehensive agreement.

B. Comprehensive Agreement Terms

The scope of the comprehensive agreement shall include but not be limited to:

1. The delivery of maintenance, performance and payment bonds or letters of credit in connection with the development or operation of the qualifying project;
2. The review of plans and specifications for the qualifying project by the City;
3. The rights of the City to inspect the qualifying project to ensure compliance with the comprehensive agreement;
4. The maintenance of a policy or policies of liability insurance or self-insurance reasonably sufficient to insure coverage of the project and the tort liability to the public and employees and to enable the continued operation of the qualifying project;

5. The monitoring of the practices of the private entity by the City to ensure proper maintenance of the project;

6. The terms under which the private entity will reimburse the City for services provided;

7. The policy and procedures that will govern the rights and responsibilities of the City and the private entity in the event that the comprehensive agreement is terminated or there is a material default by the private entity including the conditions governing assumption of the duties and responsibilities of the private entity, by the City and the transfer or purchase of property or other interests of the private entity by the City;

8. The terms under which the private entity will file appropriate financial statements on a periodic basis;

9. The mechanism by which user fees, lease payments, or service payments, if any, may be established from time to time upon agreement of the parties. Any payments or fees shall be set at a level that is the same for persons using the facility under like conditions and that will not materially discourage use of the qualifying project;

    a. A copy of any service contract shall be filed with the City.

    b. A schedule of the current user fees or lease payments shall be made available by the private entity to any member of the public upon request.

    c. Classifications according to reasonable categories for assessment of user fees may be made.

10. The terms and conditions under which the City may contribute financial resources, if any, for the qualifying project;

11. The terms and conditions under which existing site conditions will be assessed and addressed, including identification of the responsible party for conducting the assessment and taking necessary remedial action;

12. The terms and conditions under which the City will be required to pay money to the private entity and the amount of any such payments for the project;

13. Other requirements of the PPEA or other applicable law; and

14. Such other terms and conditions as the City may deem appropriate.

Any changes in the terms of the interim or comprehensive agreement as may be agreed upon by the parties from time to time shall be added to the interim or comprehensive agreement by written amendment.

The comprehensive agreement may provide for the development or operation of phases or segments of a qualifying project.

Parties submitting proposals understand that representations, information and data supplied in support of, or in connection with, proposals play a critical role in the competitive evaluation process and in the ultimate selection of a proposal by the City. Accordingly, as part of the interim or comprehensive agreement, the proposer and its team members shall certify that all material representations, information and data provided in support of, or in connection with, a proposal is true and correct. Such certifications shall be made by authorized individuals who have knowledge of the information provided in the proposal. In the event that material changes occur with respect to any representations, information or data provided for a proposal, the proposer shall immediately notify the City of same. Any violation of this section of the interim or comprehensive agreement shall give the City the right to terminate the agreement, withhold payment or other consideration due, and seek any other remedy available under the law.

C. Notice and Public Hearing Requirements

1. In addition to the posting requirements of Section IV. B, 30 days prior to entering into an interim or comprehensive agreement, the City shall hold a public hearing on the proposals. After the public hearing is held, no additional posting shall be required.

2. Once the negotiation phase for the development of an interim or a comprehensive agreement is complete and a decision to award has been made by the City, the City shall post the proposed agreement on the City's website or post a summary thereof by publication, in a newspaper of general circulation in the City.

3. In addition to the posting requirements, at least one copy of the proposals shall be made available for public inspection. Trade secrets, financial records, or other records of the private entity excluded from disclosure under the provisions of subdivision Va. Code § 2.2-3705.6 (11) shall not be required to be posted, except as otherwise agreed to by the City and the private entity.

4. Any studies and analyses considered by the City in its review of a proposal shall be disclosed to City Council at some point prior to the execution of an interim or comprehensive agreement.

5. Once an interim agreement or a comprehensive agreement has been entered into, the City shall make procurement records available for public inspection, upon request.

    a. Such procurement records shall include documents protected from disclosure during the negotiation phase on the basis that the release of such documents would have had an adverse affect on

the financial interest or bargaining position of the City or private entity in accordance with Section II.D.3.

b. Such procurement records shall not include (i) trade secrets of the private entity as defined in the Uniform Trade Secrets Act (Va. Code § 59.1-336 et seq.); (ii) financial records, including balance sheets or financial statements of the private entity that are not generally available to the public through regulatory disclosure or otherwise; or (iii) cost estimates prepared by or for the City.

To the extent access to procurement records is compelled or protected by a court order, the City will comply with such order.

6. A copy of any comprehensive agreement shall be submitted by the City to the Auditor of Public Accounts within 30 days after execution.

VIII. Governing Provisions

In the event of any conflict between these guidelines and the requirements of the PPEA or other applicable law, the terms of the PPEA or other applicable law shall control.

IX. Terms and Definitions

"Comprehensive agreement" means the comprehensive agreement between the private entity and the City that is required prior to the development or operation of a qualifying project.

"Conceptual stage" means the initial phase of project evaluation when the City makes a determination whether the proposed project serves a public purpose and meets the criteria for a qualifying project; assesses the qualifications and experience of a private entity proposer; reviews the project for financial feasibility; and determines whether the project warrants further pursuit.

"Cost-benefit analysis" means an analysis that weighs expected costs against expected benefits in order to choose the best option. For example, the City Manager may compare the costs and benefits of constructing a new office building to those of renovating and maintaining an existing structure in order to select the most financially advantageous option.

"Detailed stage" means the second phase of project evaluation where the public entity has completed the conceptual stage and accepted the proposal and may request additional information regarding a proposed project prior to entering into competitive negotiations with one or more private entities to develop an interim or comprehensive agreement.

"Develop" or **"Development"** means to plan, design, develop, finance, lease, acquire, install, construct, or expand.

"Interim agreement" means an agreement between a private entity and the City that provides for phasing of the development or operation, or both, of a qualifying project. Such phases may include, but are not limited to, design, planning, engineering, environmental analysis and mitigation, financial and revenue analysis, or any other phase of the project that constitutes activity on any part of the qualifying project.

"Lease payment" means any form of payment, including a land lease, by the City to the private entity for the use of a qualifying project.

"Lifecycle cost analysis" means an analysis that calculates cost of an asset over its entire life span and includes the cost of planning, constructing, operating, maintaining, replacing, and when applicable, salvaging the asset. Although one proposal may have a lower initial construction cost, it may not have the lowest lifecycle cost once maintenance, replacement, and salvage value is considered.

"Material default" means any default by the private entity in the performance of its duties that jeopardizes adequate service to the public from a qualifying project.

"Operate" means to finance, maintain, improve, equip, modify, repair, or operate.

"Opportunity cost" means the cost of passing up another choice when making a decision or the increase in costs due to delays in making a decision.

"Private entity" means any natural person, corporation, general partnership, limited liability company, limited partnership, joint venture, business trust, public benefit corporation, nonprofit entity, or other business entity.

"Public entity" means the Commonwealth and any agency or authority thereof, any county, city or town and any other political subdivision of the Commonwealth, any public body politic and corporate, or any regional entity that serves a public purpose.

"Qualifying project" means (i) any education facility, including, but not limited to a school building, any functionally related and subordinate facility and land to a school building (including any stadium or other facility primarily used for school events), and any depreciable property provided for use in a school facility that is operated as part of the public school system or as an institution of higher education; (ii) any building or facility that meets a public purpose and is developed or operated by or for any public entity; (iii) any improvements, together with equipment, necessary to enhance public safety and security of buildings to be principally used by a public entity; (iv) utility and telecommunications and other communications infrastructure; (v) a recreational facility; (vi) technology infrastructure and services, including, but not limited to, telecommunications, automated data processing, word processing and management information systems, and related information, equipment, goods and services; (vii) any technology, equipment, or infrastructure designed to deploy wireless broadband

services to schools, businesses, or residential areas; or (viii) any improvements necessary or desirable to any unimproved locally- or state-owned real estate.

"Responsible public entity" means a public entity that has the power to develop or operate the applicable qualifying project, including the City.

"Revenues" means all revenues, income, earnings, user fees, lease payments, or other service payments arising out of or in connection with supporting the development or operation of a qualifying project, including without limitation, money received as grants or otherwise from the United States of America, from any public entity, or from any agency or instrumentality of the foregoing in aid of such facility.

"Service contract" means a contract entered into between a public entity and the private entity pursuant to Va. Code § 56-575.5.

"Service payments" means payments to the private entity of a qualifying project pursuant to a service contract.

"State" means the Commonwealth of Virginia

"User fees" means the rates, fees, or other charges imposed by the private entity of a qualifying project for use of all or a portion of such qualifying project pursuant to the comprehensive agreement pursuant to Va. Code § 56-575.9.

EMPORIA CITY COUNCIL
STRATEGIC GOALS

Created April 11-12, 2014
Adopted May 6, 2014

Economic Development

Pursue economic development opportunities through collaboration and partnerships to increase and improve employment for our citizens.

Education

Support a culture of educational achievement and lifelong learning in order to develop and sustain a productive workforce ready for 21st century employers.

Cultural and Recreational Opportunities

Develop cultural facilities while supporting our existing recreational providers

City Appeal

Vitalize the overall appearance of the City to create an atmosphere that is attractive and appealing to citizens, businesses, and visitors

EMPORIA CITY COUNCIL
3-YEAR PRIORITIES

Economic Development

Pursue economic development opportunities through collaboration and partnerships to increase and improve employment for our citizens.

1	Identify properties in Emporia that we can develop or enhance to be attractive for potential business and purchase land for future development as appropriate Status: VGA conducted a site study with Timmons Group; City/IDA has obtained an option on Norwood Property and is interviewing engineers to conduct a site analysis; Looking to purchase the property after analysis has been completed; City is in process of developing a new Belfield website that will identify and search real estate opportunities in the area; City's new updated website links to VEDP Vanilla Scan database to identify available properties in Emporia; Working with private investors on commercial and industrial sites for future development; Working on S. Main streetscape and Belfield facades/streetscape;
2	Implement a business recruitment initiative/marketing process that includes written/electronic materials • Ensure that we know what we are marketing • Consider whether a slogan/brand would be helpful to us • Individualize our marketing strategy as part of the comprehensive regional marketing/ strategic effort • Consider whether we should contract with a firm to do a retail recruitment study Status: Developed marketing materials that complement VGA collaterals; Developed a new business welcome packet; Promotes the City as a predominately commercial/retail/service location that enhances the Quality of Life in our area/region;

	Working with Belfield project to devise a brand and slogan for the historic downtown area; Continued discussions with Buxton and Retail Strategies pertaining to conducting a retail recruitment study; Continued marketing efforts with our regional partner VGA;
3	Increase Emporia's leadership presence in the collaborative efforts and partnerships in which we are involved (i.e. seek leadership positions, ensure regular attendance) Status: Continues to participate in VEDP, VEDA, DHCD, Chamber of Commerce, Crater PDC, VAPDC, Rural Virginia, VLGMA, and VML events, workshops, and webinars, and conferences;
4	Identify and increase relationships with key players in state/related agencies in order to enhance our economic development presence, including crossing administrations (i.e. Rolls Royce, CCAM, VEDP, Port of Virginia, etc.) Status: Maintains regular contact with ED related organizations and agencies; CCAM is considering a possible partnership with the precision machinery lab at SVEC which will work in conjunction with Fort Lee's soldiers; Continued visits with VEDP business recruitment specialists to market available properties in the area; Constant communication through phone, email, and personal visits with Port of Virginia ED Team to promote Emporia's strategic location;
5	Develop and implement a strategy to communicate our economic development successes Status: Continue to follow state and regional announcement protocol; Coordinates and participates in ribbon cuttings and new business openings; Works in conjunction with local media to write articles regarding ED and CD related City initiatives, i.e. Progress Edition, etc.; Speaks to civic groups and IDA to convey ED and CD related initiatives and projects;

6	Continue our strategy to retain our existing businesses Status: Conducted over 50 business visits in 2014; Programs, grants, and applicable incentives were discussed to assist in recruitment and expansion efforts; Troubleshoots areas where the City may be of assistance;

Education

Support a culture of educational achievement and lifelong learning in order to develop and sustain a productive workforce ready for 21st century employers.

7	Develop a strategy to meet regularly with school leaders in order to identify and address educational issues, needs, and solutions and to work together in partnership to further educational achievement Potential discussion areas/needs: • Identify ways in which we need to be supportive at the State level • Need for a coordinator to enhance parental involvement in the schools • Develop a work ethics curriculum to be implemented at the 9th grade level • Guidance counselors should track each 8th grader throughout high school • Track GPAs to ensure college readiness • CCAM integration with the schools Status: Met with Dr. Wilson in early December to discuss issues identified above; Meeting with appointed School Board members and Dr. Wilson on April 3rd to develop a meeting schedule with Council to discuss issues identified above;
8	Develop a strategy by which appointed School Board Members provide the City Council with information regarding educational policies and progress on a regular basis Status: Same as #7; Report provided by Marva Dunn;
9	Support efforts of the Virginia Growth Alliance to enhance career/technical education opportunities through regional partnerships Status:

	Working with VGA and Longwood SBDC on "Think Bigger" entrepreneurial initiative; CCAM considering possible classes at SVEC (see #4); Participating in ACT Work Ready Community program (National Career Readiness Certification Program);

Cultural and Recreational Opportunities

Develop cultural facilities while supporting our existing recreational providers

10	Support our existing recreational facilities (CYC, YMCA, EGRA, Boys and Girls Club) Status: City continues to fund and support our recreational providers;
11	Establish a leadership/partnership role in developing the Civic Center as a cultural venue with multi-use potential for the City • Develop attraction to bring people downtown consistent with plan to create "hub" • Need to "drive the train" and realize we may have to spend money to make money Status: Council has adopted PPEA guidelines in order to receive proposals from developers; Staff has received a proposal from a development team; Staff requesting funding and approval from City Council to develop the Civic Center and construct a new City Hall attached to the property;

City Appeal

Vitalize the overall appearance of the City to create an atmosphere that is attractive and appealing to citizens, businesses, and visitors

12	Continue to address blighted areas in the City through redevelopment including: • West Atlantic • Belfield/Downtown project • South Main Street enhancement project Status:

	Work continues on these projects; Staff requesting additional funding to complete S. Main Street Enhancement Project;
13	Continue to actively enforce property maintenance codes Status: Staff continues to actively enforce property maintenance codes with limited staff, legal resources, and funding; Staff issued 170 property maintenance, weeds/grass, and inoperable vehicle violations in 2014; 43 PM violations, 98 weeds/grass, and 29 inoperable vehicles; City has a total of 59 unresolved cases pending court action or cases given an extension of time; Staff met with City Attorney in early February to review and prioritize cases for court action; City's Neighborhood Enhancement Action Team (NEAT) continues to improve neighborhoods primarily through property maintenance write-ups, small infrastructure improvements, crime prevention activities, and neighborhood clean-up days; Neighborhood Clean-Up Day scheduled for Saturday, March 28th @ 9:00 a.m. in the Lee Street/Southampton Street area.

EMPORIA CITY COUNCIL ROLES

What are the appropriate roles for the Council, City Manager and Mayor?
Are there any roles that would enhance our progress on Strategic Goals and Priorities?

Council	City Manager	Mayor
• Policy • Doing what is right for the community • Communication with each other, with the community, and all concerned • Listening • Provide leadership for the City • Accentuate the positive more than the negative • Be the voice of the citizens • Be positive even if treated negatively • Be an advocate for fiscal appropriateness • Be proactive (i.e. burning issues) • Looking for right business in an entrepreneurial way	• Operations • Communication with the Council • Communication with staff • Leadership skills • Initiative - coming up with ideas to enhance the City and its growth • Keeping abreast of new opportunities for the City such as grants; read a lot and inform the Council • Hiring/firing • Looking for right business in an entrepreneurial way	• Be a figurehead to represent the City • Chief ceremonial officer • Tie-breaker • Run the Council meetings effectively and positively and in a timely way • Looking for right business in an entrepreneurial way

2015-2035

CITY OF EMPORIA, VA
COMPREHENSIVE PLAN

Upload Date 1-5-2015

GOALS AND OBJECTIVES

If the Comprehensive Plan is to be useful, its stated goals must be known, understood, and supported by the people of Emporia. The design of the Plan and its various tools for implementation should be predicated upon these goals. Should Emporia's goals and objectives substantially change, the Plan and its implementation strategies should also change in response.

> **Goals** are general policy statements of what Emporia as a community would like to achieve over the next twenty years.
>
> **Objectives** are measurable benchmarks of progress that serve to support a respective goal. These in turn include specific strategies that should be considered if Emporia is to take positive steps toward its desired future.

Land Use and Environment

Goal: Encourage and provide for the intelligent use of the land in a manner that meets the needs of the population, stimulates physical, social, and economic development, and protects the environmental quality of the area.

Objectives:

1. Provide and maintain adequate land areas for orderly, compatible, and efficient land use development.
2. Protect the natural environment from inappropriate development.
3. Provide a diversity of accessible, competitive sites for businesses.
4. Reduce and avoid conflicting land uses.
5. Coordinate activities with Greensville County in conducting land use planning for the areas adjacent to the City.

Implementation Strategies:

a) Enforce, review, and update the Zoning Ordinance in conjunction with revisions to the Comprehensive Plan to ensure orderly and complementary development of land within the City.

b) Concentrate and cluster highway-oriented commercial activities to minimize traffic hazards and adverse visual impacts.

c) Promote the redevelopment of vacant and/or underutilized sites within the City, while providing for the timely development of new sites.

d) Preserve the Meherrin River, its tributaries, and drainageways, plus adjacent areas of steep terrain, as an open space network.

e) Promote the appreciation and use of scenic areas in and around the City through the development of passive recreational uses (trails, greenways) in floodplains and along stream corridors.

Community Facilities

Goal: Provide an adequate level and variety of community facilities and services to enhance the quality of life for all people in and around the City.

Objectives:

1. Provide and maintain an adequate public water treatment and distribution system for City and service area residents.

2. Provide and maintain an adequate public sewage collection and treatment system for City and service area residents.

3. Provide and maintain the quantity and quality of other community services which are appropriate to the current and emerging needs of the Emporia community.

4. Continue to work cooperatively with Greensville County to provide and improve regional services and facilities which collectively serve City and County residents; such as police, fire, and rescue, schools, and parks and recreation.

Implementation Strategies:

a) Provide water and sewer service to all existing areas of the City and extend water and sewer service to new areas developed in accordance with this plan.

b) Continue to renovate the existing water distribution system and sewage collection system.

c) Ensure that the size and capacity of water mains and storage tanks are adequate to meet the fire protection requirements of the City.

d) Continue to provide citizens with solid waste collection options and work together with Greensville County to continue utilizing the Greensville County Landfill.

e) Provide appropriate police, fire, and rescue protection for Emporia's residents corresponding with the needs of the present and future population.

f) Provide and expand appropriate, adequate, and diversified recreational facilities for the enjoyment of the Emporia's residents, including the creation of pocket parks throughout the City.

g) Upgrade building facilities, particularly the Municipal Building and Police Department.

h) Renovation of vacant elementary auditorium on South Main Street for community uses.

Transportation

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

Objectives:

1. Provide for an adequate street network which will facilitate the flow of traffic to and from the residential, commercial, and industrial areas while minimizing non-local traffic flow through residential neighborhoods.

2. Require all new streets to be constructed in conformance with VDOT and City standards.

3. Promote the creation of a City-wide or regional public transportation system, if adequate demand exists and is deemed economically feasible.

Implementation Strategies:

a) Coordinate with VDOT in establishing the City's priorities in the annual VDOT 6-Year Plan.

b) Encourage the City to seek state and federal funds to maintain roads, improve pedestrian facilities, and other traffic and pedestrian-related projects.

c) Promote the orderly development of the U.S. 58 corridor by encouraging design standards and enhancement strategies.

d) Maintain adequate off-street parking spaces to meet the emerging needs of Emporia's downtowns.

e) Support long-range programs designed to provide curb and gutter, and sidewalks on all qualified streets in the City.

f) Review the Zoning Ordinance parking provisions periodically to ensure that they meet traffic and parking needs. Establish design guidelines that serve to improve the appearance of both existing and newly developing commercial strips, with special attention to landscaping, setbacks, lighting, signage, and parking lot design.

g) Promote the creation of a comprehensive bicycle circulation plan for the City in collaboration with Greensville County.

h) Explore the demand for and economic feasibility of creating a City-wide or regional public transportation system.

i) Work with VDOT to establish a transportation project improving access to U.S. 58 at Davis Street for westbound industrial traffic.

Housing and Neighborhoods

Goal: Improve the quality, quantity, and availability of housing for all socio-economic portions of the population and to preserve the character and integrity of existing neighborhoods.

Objectives:

1. Maintain and improve the physical conditions of the existing housing stock.
2. Promote single-family, owner-occupied housing.
3. Increase the availability of diverse, affordable forms of housing.
4. Expand housing opportunities for low- and moderate-income, elderly, and disabled citizens.

Implementation Strategies:

Promote the rehabilitation and maintenance of older housing units through building code enforcement and the continuing use of Community Development Block Grant (CDBG) funds.

a) Encourage the development of owner-occupied housing types and densities in a manner compatible with existing neighborhoods.

b) Preserve and revitalize existing residential neighborhoods and improve opportunities for homeownership.

c) Provide opportunities for single-family homes and, where appropriate, apartments, townhouses and duplexes.

d) Encourage private, non-profit organizations to participate in the provision of affordable owner-occupied housing.

e) Encourage the City to seek state and federal funds to expand housing opportunities for low income, disabled, and elderly residents.

f) Encourage the construction of retirement housing, assisted living centers, and other housing to meet the needs of a growing elderly population.

g) Support the efforts to provide home care services for people with a disability as well as their families.

Economic Development

Goal: Encourage and maintain the economic well-being of Emporia and the region.

Objectives:

1. Maintain and expand the City's commercial and industrial base.
2. Promote tourism, cultural, and historic development.
3. Promote the city's natural environment as an economic development tool.
4. Support the goals of the Virginia's Growth Alliance.

Implementation Strategies:

a) Continue to promote the City as a unique destination for commercial, retail, and industrial activity.

b) Promote workforce development partnerships between area centers of learning and training and the business community.

c) Continue to diversify the local economic base by attracting new businesses, while encouraging the continuation of existing businesses.

d) Encourage the adaptive reuse of vacant structures found in the downtowns and other pertinent areas of the City.

e) Physically improve the two downtowns and gateways in order to enhance their character and attractiveness to visitors.

f) Encourage and support tourism trade and activity within the City as well as promote and market the City's notable historic, cultural, and entertainment attractions.

g) Continue preservation efforts within the City's historic districts and structures.

h) Capitalize on the City's unique status as a traveler's destination in terms of providing necessary goods and services for the overnight guest.

i) Create a downtown business association to coordinate with the Emporia-Greensville Chamber of Commerce, implement the principles of the Main Street Four-Point Approach and seek designation as a Virginia Main Street community through the Virginia Main Street Association.

2. As determined on a case-by-case basis and evolving from recommendations contained in the Comprehensive Plan and the Economic and Community Development Plan, there may be a need for special studies, such as a detailed housing assessment, an economic development study or long-range planning of utility and community facilities. If undertaken, such special studies should be used to expand on plan generalities and be treated as amendments to the adopted Comprehensive Plan.

3. The review and administration of housing, building, zoning, and subdivision regulations and development proposals which affect provisions of the Comprehensive Plan.

4. Assistance in determining the most appropriate State and Federal assistance programs through which Emporia may participate to aid in implementing proposed community improvements.

PUBLIC EDUCATION AND COMMUNITY INVOLVEMENT

The City of Emporia should seek to continually develop public awareness of local planning efforts and issues. The overall intent should be to solicit citizen participation in making planning decisions and to promote public support for existing and future community improvement efforts.

In addition, Planning Commission members should be encouraged to attend Planning Commissioner Institute training sessions offered periodically throughout the year by the Virginia Department of Housing and Community Development (VDHCD). Educational materials are also available from VDHCD which should be distributed to the Planning Commissioners. The Citizens Planning Education Association of Virginia, Inc. (CPEAV) also holds regularly scheduled workshops and conferences specifically for those serving on a Planning Commission.

PRIORITY ITEMS

The Comprehensive Plan is a document that defines how the City would like to develop and at the same time preserve its unique character over the next two decades. In order to do so, the goals and objectives mentioned in the previous section need to be completed in a timely manner. The action items listed below should be considered the City's highest priorities over the next five years within the context of the Comprehensive Plan. They are not to be considered as an exhaustive list of actions for implementation over the twenty year horizon.

A. Land Use and Environment

- Revise the Zoning District Map to reflect the Future Land Use Map
- Revise the zoning code to ensure compatibility with the vision outlined in the comprehensive plan
- Continue to participate in and seek regional collaborations with bordering localities for projects such as recreational trails.
- Create and enforce ordinances assisting in the

beautification of major City thoroughfares

B. **Community Facilities**

- Develop plans for the maintenance and creation of park sites, with particular focus on pocket and neighborhood parks
- Maintain and enhance parks and trails running along the Meherrin River in terms of landscaping and asphalting
- Explore options for renovating the vacant elementary school on South Main Street.
- Support existing recreational providers as they provide amenities for youth and adults.
- Provide for the general maintenance and replacement of municipal vehicle fleets, equipment, and buildings

C. **Transportation**

- Continue to apply for funding through VDOT to be used towards transportation enhancements and transportation alternatives.
- Utilize beautification techniques for all City entrance and exit corridors to give visitors and residents alike a lasting impression of Emporia
- Implement, where feasible, those transportation improvements set forth by VDOT's Six-Year Improvement Program and the most current Rural Transportation Plan.
- Promote a pedestrian-oriented environment throughout the City including the creation and improvement of sidewalks.

D. **Housing and Neighborhoods**

- Partner with the Emporia Redevelopment and Housing Authority (ERHA) in seeking funding sources for the improvement of those neighborhoods most in need of rehabilitation and revitalization
- Revise the subdivision ordinance to ensure development of quality residential areas
- Improve those neighborhoods with drainage and flooding problems
- Promote cross departmental collaboration to enhance quality of life with particular focus on code enforcement, crime deterrence, and aesthetic appearance

E. **Economic Development**

- Develop an industrial and commercial development strategy with particular focus on acquisition of new parcels for development

- Continue working with MAMaC, the Regional Industrial Facilities Authority and Greensville County on the development of a mega-site and other large scale industrial sites

- Continue to incentivize downtown and commercial redevelopment through federal, state, and local funding programs.

- Continue to collaborate with various local organizations and state agencies in promoting tourism, small business entrepreneurship, and workforce development activities

Municipal Building Concerns

Building was built in 1976, making structure 38 years old. Structure is outdated for a number of reasons :

Inadequate spacing for storage purposes and filing.

Inadequate spacing for conference/ break room.

No security system for overall building (A major concern for the safety and welfare of the employees, especially the Treasurer's Office)

All carpet needs to be replaced (Has been cleaned, did no good)

Interior needs to be painted.

Interior lighting is insufficient and outdated. (Not energy efficient)

Structure is not completely handicap accessible.

Exterior soffit and overhangs are in poor condition.

Exterior brick have moisture issues.

Exterior lighting is insufficient.

Building has had various roof leaks in the past. Repairs are performed routinely to prevent roof leaks. (Age of building and structure having a flat roof is a big concern.)

HVAC System- Building has a mixture of residential and commercial roof top units which is a poor design and not energy efficient. Some of the units are original units and parts are not available any longer for repairs. Duct work contains possible mold and mildew which can cause health issues and concerns. Various offices are controlled by one thermostat which creates a problem with the room temperatures.

Electrical System- Electrical system is outdated and overloaded. All panel boxes are full to capacity allowing no room for any additions.

Overall condition of building does not meet the needs of future growth and production. Layout of land does not meet proper space for any additions due to underground electrical wiring and underground propane tanks. There are also possible concerns with asbestos and lead.

Ordinance No._____

Ordinance

An Ordinance To Appropriate The Sum Of $100,00.00 From The Unappropriated Fund Balance of the General Fund For Demolition Of The Elementary School Auditorium

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

1. That the sum of $100,000.00 from the Unappropriated Fund Balance of the General Fund be, and the same hereby is, appropriated into the City's Operating Budget for Fiscal Year 2014-2015 for demolition of the elementary school auditorium.

2. Said appropriation shall be reflected in the 2014-2015 Operating Budget as the sum of $100,000.00 from the Unappropriated Fund Balance of the General Fund and the sum of $100,000.00 appropriated to General Fund Expenditures for demolition of the elementary school auditorium, Account Number 81400-3930 Demolition & Removal.

3. The City Manager is hereby authorized to do all things necessary to implement this ordinance.

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

Adopted: April 7, 2015

City of Emporia, Virginia

By_____
Mary L. Person
Mayor

Attest:

_____
City Clerk

Form Approved:

_____
City Attorney

CITY OF EMPORIA

Memorandum

May 29, 2015

TO: The Honorable Mayor and City Council

FROM: Brian S. Thrower, City Manager BST

SUBJECT: I-95 Bridge Improvement Project – Request to Convey Interest in Real Property

ITEM #: 15-39

The Virginia Department of Transportation (VDOT) is in the process of planning improvements to the I-95 Bridge located in Emporia. In order to move forward on the project, VDOT seeks to acquire a portion of property jointly owned by the City of Emporia and Greensville County. The City will be paid $400 for its interest in the property. Per Virginia State Code Section 15.2-1800, the City is required to conduct a public hearing before conveying the City's interest in the property to VDOT. You authorized conducting a public hearing on this item at your April 21, 2015 meeting.

Recommendation

I recommend that you approve the attached resolution conveying the City's interest in the property to VDOT.

Attachments

Resolution
Letter from VDOT
Proposed Deed
Plat of Property
Property Information from GIS
Virginia State Code Section 15.2-1800. Purchase, sale, use, etc., of real property.

PO BOX 511, 201 SOUTH MAIN ST., EMPORIA, VA 23847 TELEPHONE: (434) 634 3332 FAX: (434) 634 0003
Visit Our Website at: www.ci.emporia.va.us

Resolution No. _____

Resolution

Transfer of Property (Tax Map #120-1-02)
Jointly Owned by Greensville County and
the City of Emporia to VDOT for the I-95
Bridge Project

WHEREAS, the Virginia Department of Transportation needs to purchase 1,016 s.f. of property jointly owned by Greensville County and the City of Emporia for the purpose of making improvements to the bridge at Exit 11 on Interstate 95; and

WHEREAS, the property is identified as City tax map parcel 120-1-0-2; and

WHEREAS, the City of Emporia will deed their interest to the Virginia Department of Transportation as requested at a cost of $400.00; and

NOW, THEREFORE BE IT RESOLVED that the Emporia City Council does hereby agree to transfer said property to VDOT as requested.

Adopted: June 2, 2015

City of Emporia, Virginia

By_____
Mary L. Person, Mayor

Attest:

Form Approved:

_____
Tessie S. Wilkins, City Clerk

_____
C. Butler Barrett, City Attorney

COMMONWEALTH of VIRGINIA

DEPARTMENT OF TRANSPORTATION
HAMPTON ROADS DISTRICT
1700 NORTH MAIN STREET
SUFFOLK VIRGINIA 23434

Received
APR 2015
City of Emporia, VA

Charles A. Kilpatrick, P.E.
Commissioner

April 13, 2015

Transportation Facility: Route: 0095
State Project: 0095-109-S02, R201
Federal Project: BR-095-1(330)
City: Emporia
UPC: 83164

RIGHT OF WAY - Property of City of Emporia, Virginia, a Virginia municipal corporation and Greensville County, Virginia, a political subdivision of the Commonwealth of Virginia
Parcel 007

City of Emporia
c/o Brian S. Thrower,
City Manager
201 South Main Street
Emporia, Virginia 23847

Greensville County
c/o Mr. Linwood Pope
1781 Greensville County Circle
Emporia, VA 23487

Dear Sirs:

Per e-mails of earlier this morning, enclosed please find copy of proposed deed to be executed once public hearings have been held.

Please let me know should you have any questions or need anything further.

Sincerely,

Teresa Wilder

Teresa C. Wilder
Right of Way Agent Specialist, Sr.

/tw
Enclosures

TAX MAP #120-1-0-2

SF-5
Revised 4/05
UPC 83164

PREPARED BY VDOT
UNDER SUPERVISION OF THE
OFFICE OF THE ATTORNEY GENERAL

Exempted from recordation taxes
and fees under Sections 58.1-811(A)(3),
58.1-811(C)(5), 58.1-3315, 25.1-418,
42.1-70, 17.1-266, and 17.1-279(E)

THIS DEED, made this 13th day of April, 2015, by and between the CITY OF EMPORIA, a Virginia municipal corporation, Grantor, and the COMMONWEALTH OF VIRGINIA, acting by and through its Department of Transportation, Grantee;

WITNESSETH: THAT WHEREAS, by a meeting called of the City of Emporia held on _____, 2015, a resolution was duly adopted authorizing the conveyance to the Commonwealth of Virginia, Department of Transportation, of the hereinafter described real estate; said meeting being a public hearing held pursuant to Section 15.2-1800 of the Code of Virginia (1950), as amended; and

WHEREAS, all or part of this highway has been designated as a Limited Access Highway in accordance with the provisions of Sections 33.2-401, 33.2 402, 33.2-403 and 33.2-404, of the Code of Virginia of 1950, as amended;

NOW, THEREFORE, for and in consideration of the sum of $400.00 paid by the Grantee to the Grantor, receipt of which is hereby acknowledged, the Grantor hereby grants and conveys unto the Grantee in fee simple, with special warranty, its undivided one-half interest in the land located in the City of Emporia, Virginia, and described as follows:

Parcel 007 – Being as shown on Sheets 5 and 5RW of the plans for Route 95, State Highway Project 0095-109-S02, RW201 and beginning on the West (Left) side of SB I-95 Construction Baseline from the lands now or formerly belonging to James Francis Powell, III, et als opposite approximate

Station 139+39 to a point in the lands of the Grantor opposite approximate Station 140+10 and containing 1,016 square feet, more or less, land.

Being a portion of the same land acquired by Deed from Emporia-Greensville Industrial Development Corporation, a Virginia corporation to City of Emporia, Virginia, a Virginia municipal corporation, and Greensville County, Virginia, a political subdivision of the Commonwealth of Virginia, dated January 18, 2013 and recorded January 22, 2013 as Instrument Number 130000067 in the Clerk's Office of the Circuit Court of the City of Emporia, Virginia.

For a more particular description of the land herein conveyed, reference is made to photocopies of of Sheet Nos. 5 and 5RW, showing outlined in RED the land conveyed in fee simple, which photocopies are hereto attached as a part of this conveyance and recorded simultaneously herewith in the State Highway Plat Book _____, Page _____.

FURTHER, for the aforesaid considerations the landowner also agrees to grant and convey unto the Commonwealth with special warranty any and all easements of access, light or air, incident to the lands of the landowner abutting upon the Limited Access Highway, and/or upon any of its ramps, loops, or connections at and with intersecting highways, the line or lines along which the easements to be conveyed lie being described as follows:

From a point on the proposed West right of way and limited access line opposite approximate proposed SB I-95 Construction Baseline Station 139+39, the lands now or formerly belonging to James Francis Powell, III, et als, thence, along the said proposed West Right of Way and Limited Access Line to a point opposite approximate Station 140+10, the lands of the landowner; as shown in BLUE on said photo copy.

The Grantor by the execution of this instrument acknowledges that the plans for the aforesaid project as they affect its property have been fully explained to its authorized representative.

The Grantor covenants that it has the right to convey the land to the Grantee, that it has done no act to encumber the same and that it will execute such further assurance of the same as may be requisite.

The Grantor covenants and agrees that the consideration hereinabove mentioned and paid shall be in lieu of any and all claims to compensation for land, and for damages, if any, to the remaining lands of the Grantor which may result by reason of the use to which the Grantee will put the land to be conveyed, including such drainage facilities as may be necessary.

WITNESS the following signatures and seals:

City of Emporia, a Virginia municipal corporation

By _____ (SEAL)

Name _____

Title _____

Approved as to Form:

_____
City Attorney

COMMONWEALTH OF VIRGINIA

CITY OF _____

The foregoing instrument dated April 13, 2015was acknowledged before me this _____ day of _____, 2015, by _____, _____,
(Name of officer or agent) (Title)

of the City of Emporia, a Virginia municipal corporation.

My Commission expires: _____.

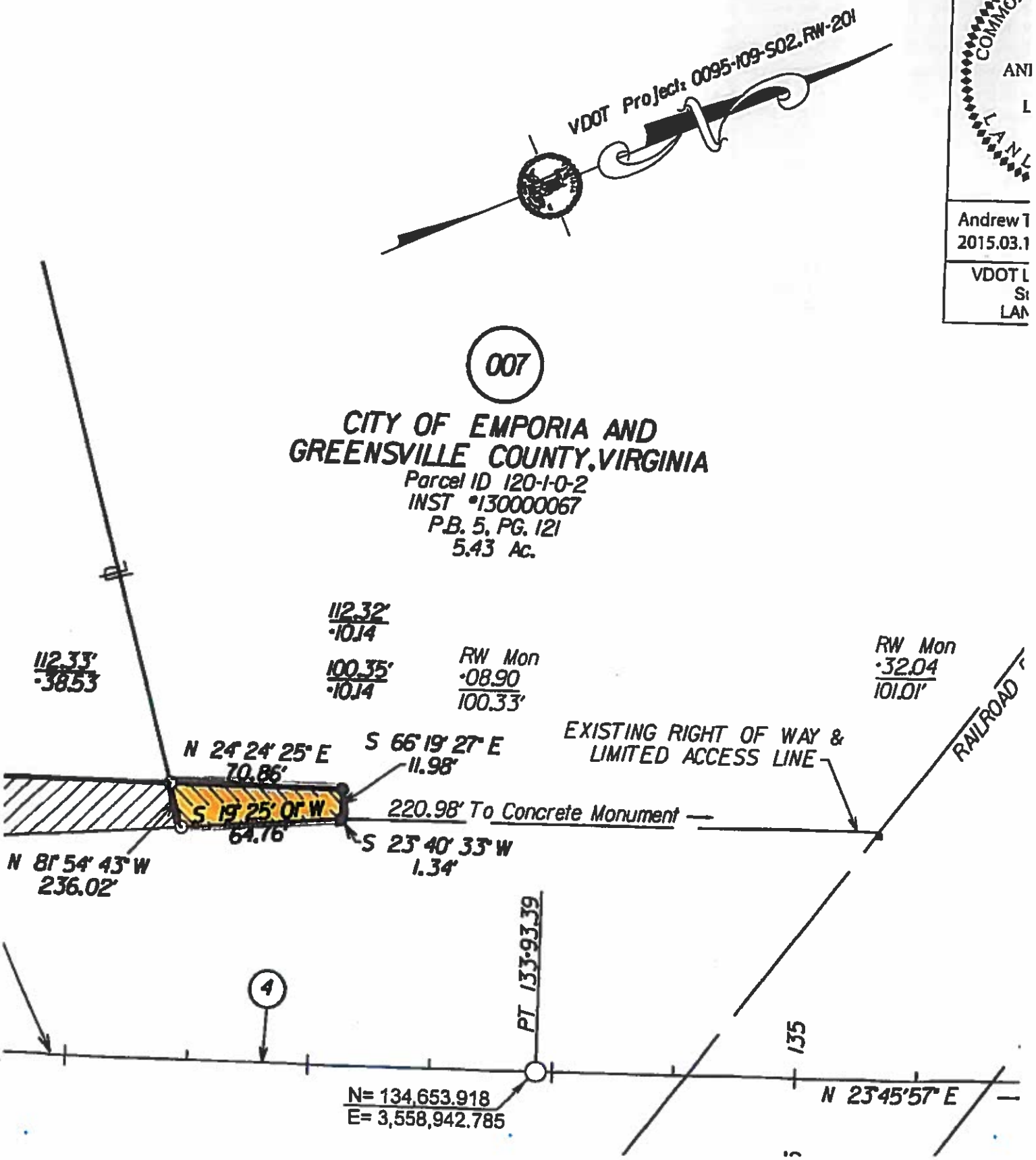
Notary Registration No.: _____.

_____
Notary Public

$LEV004

$LEV005

LIMITED ACCESS HIGHWAY By Resolution of Highway Commission dated 10-15-1953



April 15, 2015

Emporia, Virginia

Map Pin	Tax Map Number	Address	Deed Book Reference
120-1-2	120 -1 -0 -2	0 UNKNOWN Emporia, Va 23847	IN13000067

Owner Information	
Owner	CITY OF EMPORIA VIRGINIA AND GREENSVILLE COUNTY VA
Owner's Address:	201 S MAIN ST EMPORIA VA 23847

Summary

Property Information

Residential	No Data	Well	No Data
Commercial	No Data	Spring	No Data
Class	14	Paved Road	No Data
Zone	I-1 INDUSTRIAL	Improvement Value	0
Property Use	VACANT	Land Value	21000
Description Land Area	No Data	Sale Price	No Data
Size Main Land Area	0	Sale Date	01/22/2013
Computed Main Land Area	0	Account Number	252981
Public Water	No Data	Dirt Road	Y
Public Sewer	No Data	Road	No Data
Septic System	No Data	Sidewalk	No Data
Underground Utility	No Data	Topography	LEVEL
Gutter	No Data		

Improvement Information

Year Built	No Data	Split Foyer	No Data
Year Remodeled	No Data	Central Heat	No Data
Year Assessed	2014	Central Air	No Data
Number Stories	0.0	Roof Type	ASBESTOS
Number Rooms	0	Exterior Type	ALUM/STONE
Number Bedrooms	0	Basement Type	3/4
Number Bathrooms	0	Exterior Condition	A/F
Number Fireplaces	0	Foundation Type	BR&CB
Number Chimneys	0	Floor Type	CAR/VIN
Split Level	No Data	Wall Type	BRICK
Building Description	No Data	Heat Fuel Type	EL BB
Square Footage	0	Subdivision	UNKNOWN

DISCLAIMER: This data is provided without warranty of any kind, either expressed or implied, including, but not limited to, the implied warranties of merchantability and fitness for a particular purpose. Any person, firm or corporation which uses this map or any of the enclosed information assumes all risk for the inaccuracy thereof, as City of Hampton expressly disclaims any liability for loss or damage arising from the use of said information by any third party.

Previous Owner

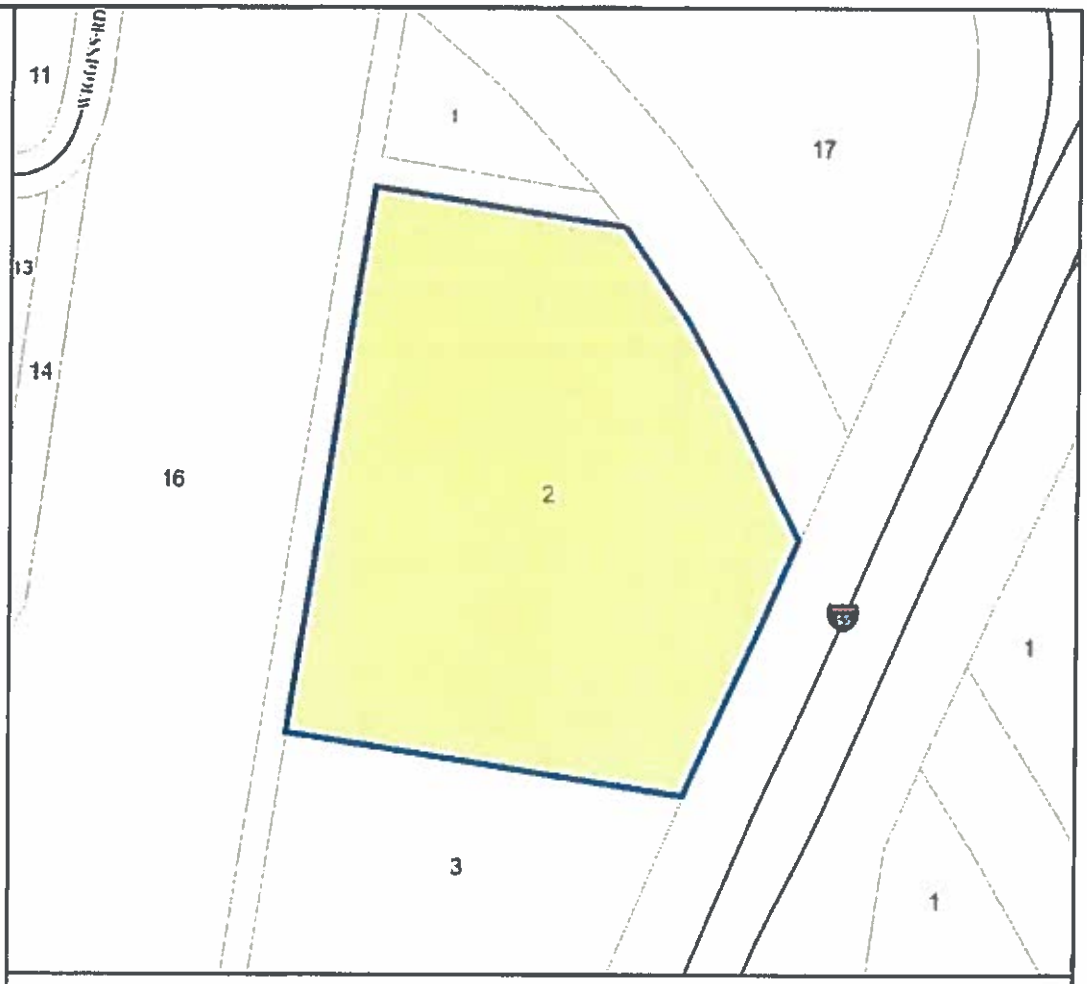
Previous Owner 1	
Previous Owner	EMPORIA INDUSTRIAL DEVEL CORP
Database Reference	DB79 P469
Previous Owner's Address	425-H S MAIN ST EMPORIA VA 23847
Date of Transfer	No Data
Sale Price	No Data

Previous Owner 2	
Previous Owner	No Data
Database Reference	No Data
Previous Owner's Address	No Data
Sale Price	No Data

DISCLAIMER: This data is provided without warranty of any kind, either expressed or implied, including, but not limited to, the implied warranties of merchantability and fitness for a particular purpose. Any person, firm or corporation which uses the map or any of the enclosed information assumes all risk for the inaccuracy thereof. The City of Hampton expressly disclaims any liability for loss or damage arising from the use of said information by any third party.

Legend

- City Boundary
- Parcels
- Site Addresses
- Road Centerlines
- Streams and Rivers
- Water Bodies



Feet

0 50 100 150 200

1:2,257 / 1"=188 Feet

Title: 120-1-2

Date: 4/15/2015

DISCLAIMER This drawing is neither a legally recorded map nor a survey and is not intended to be used as such. The information displayed is a compilation of records, information, and data obtained from various sources, and Emporia is not responsible for its accuracy or how current it may be.

Legend

- City Boundary
- Parcels
- Site Addresses
- Road Centerlines
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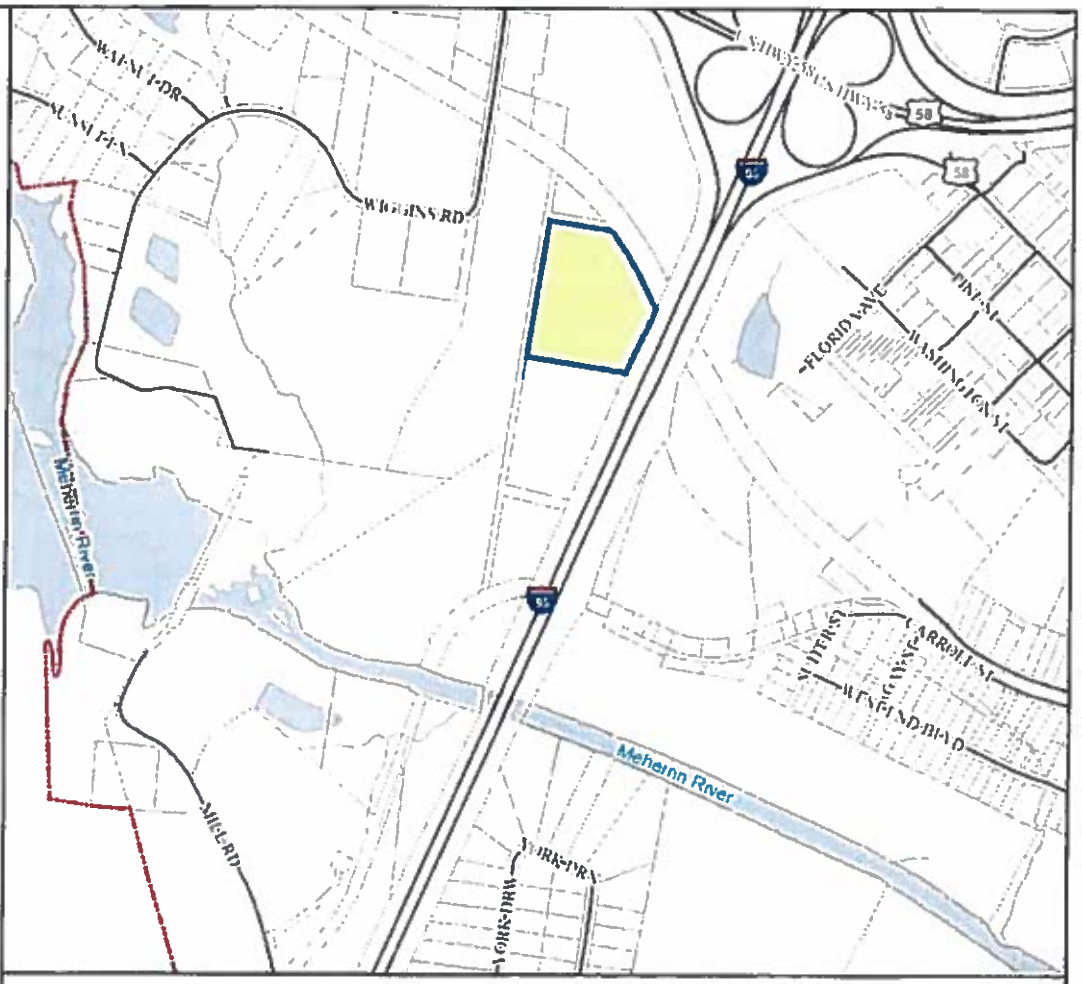
- Water Bodies



Feet

0 200 400 600 800

1:9,028 / 1"=752 Feet

Title:

Date: 4/15/2015

DISCLAIMER This drawing is neither a legally recorded map nor a survey and is not intended to be used as such. The information displayed is a compilation of records, information, and data obtained from various sources, and Emporia is not responsible for its accuracy or how current it may be.

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§ 15.2-1800. Purchase, sale, use, etc., of real property.

A. A locality may acquire by purchase, gift, devise, bequest, exchange, lease as lessee, or otherwise, title to, or any interests in, any real property, whether improved or unimproved, within its jurisdiction, for any public use. Acquisition of any interest in real property by condemnation is governed by Chapter 19 (§ 15.2-1901 et seq.). The acquisition of a leasehold or other interest in a telecommunications tower, owned by a nongovernmental source, for the operation of a locality's wireless radio communications systems shall be governed by this chapter.

B. Subject to any applicable requirements of Article VII, Section 9 of the Constitution, any locality may sell, at public or private sale, exchange, lease as lessor, mortgage, pledge, subordinate interest in or otherwise dispose of its real property, which includes the superjacent airspace (except airspace provided for in § 15.2-2030) which may be subdivided and conveyed separate from the subjacent land surface, provided that **no such real property, whether improved or unimproved, shall be disposed of until the governing body has held a public hearing concerning such disposal.** However, the holding of a public hearing shall not apply to (i) the leasing of real property to another public body, political subdivision or authority of the Commonwealth or (ii) conveyance of site development easements across public property, including, but not limited to, easements for ingress, egress, utilities, cable, telecommunications, storm water management, and other similar conveyances, that are consistent with the local capital improvement program, involving improvement of property owned by the locality. The provisions of this section shall not apply to the vacation of public interests in real property under the provisions of Articles 6 (§ 15.2-2240 et seq.) and 7 (§ 15.2-2280 et seq.) of Chapter 22 of this title.

C. A city or town may also acquire real property for a public use outside its boundaries; a county may acquire real property for a public use outside its boundaries when expressly authorized by law.

D. A locality may construct, insure, and equip buildings, structures and other improvements on real property owned or leased by it.

E. A locality may operate, maintain, and regulate the use of its real property or may contract with other persons to do so.

Notwithstanding any contrary provision of law, general or special, no locality providing access and opportunity to use its real property, whether improved or unimproved, may deny equal access or a fair opportunity to use such real property to, or otherwise discriminate against, the Boy Scouts of America or the Girl Scouts of the USA. Nothing in this paragraph shall be construed to require any locality to sponsor the Boy Scouts of America or the Girl Scouts of the USA, or to exempt any such groups from local policies governing access to and use of a locality's real property. The provisions of this paragraph applicable to a locality shall also apply equally to any local governmental entity, including a department, agency, or authority.

F. This section shall not be construed to deprive the resident judge or judges of the right to control the use of the courthouse.

G. "Public use" as used in this section shall have the same meaning as in § 1-219.1.

(Code 1950, § 15-692; 1962, c. 623, § 15.1-262; 1968, c. 418; 1974, c. 282; 1977, c. 269; 1979, c. 431; 1980, cc. 212, 559; 1984, c. 241; 1986, cc. 477, 573; 1990, c. 813; 1997, c. 587; 1998, c. 696; 2005, c. 822; 2006, c. 57; 2007, cc. 882, 901, 926.)

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CITY OF EMPORIA

Memorandum

May 29, 2015

TO: The Honorable Mayor and City Council

FROM: Brian S. Thrower, City Manager BST

SUBJECT: Floodplain Ordinance – Request to Amend Zoning Code

ITEM #: 15-40

I have been working with Virginia Department of Conservation and Recreation (DCR) staff to update the City's Floodplain Ordinance in accordance with Federal Emergency Management Agency (FEMA) regulations. Attached is the revised ordinance that meets current FEMA requirements.

Recommendation

In accordance with Zoning Code Section 90-256, I recommend you request the Planning Commission to review the proposed amendments and offer its recommendation to you. I also recommend you authorize conducting a public hearing on this item at your July 21, 2015 meeting.

Attachments

Revised Floodplain Ordinance
Zoning Code Section 90-256

PO BOX 511, 201 SOUTH MAIN ST., EMPORIA, VA 23847 TELEPHONE: (434) 634 3332 FAX: (434) 634 0003
Visit Our Website at: www.ci.emporia.va.us

Ordinance No. _____

Ordinance

AN ORDINANCE TO AMEND CHAPTER 90, ARTICLE VI
OF THE CODE OF THE CITY OF EMPORIA, VIRGINIA

BE IT ORDAINED by the City Council of the City of Emporia, Virginia, in regular assembly that:

Chapter 90, Article VI of the Code be amended and re-enacted to read as follows:

ARTICLE VI. - FLOODPLAIN ZONING REGULATIONS

FOOTNOTE(S):

--- (3) ---

Editor's note— Ord. No. 09-44, adopted July 21, 2009, amended Art. VI in its entirety, in effect deleting Art. VI and enacting a new Art. VI to read as set out herein Former Art. VI pertained to similar subject matter and derived from Ord. No. 09-16, adopted June 2, 2009.

Cross reference— Buildings and building regulations, ch. 14; conformity of subdivision to floodplain regulations, § 66-110.

State Law reference— Flood protection and dam safety, Code of Virginia, § 10.1-600 et seq.

Sec. 90-181. — Authorization and Purpose of article.

This ordinance is adopted pursuant to the authority granted to localities by Va. Code § 10.1 – 600.

(a) The purpose of this article is to prevent the loss of life and property, the creation of health and safety hazards, the disruption of commerce and governmental services, the extraordinary and unnecessary expenditure of public funds for flood protection and relief, and the impairment of the tax base by:

(1) Regulating uses, activities, and development which, alone or in combination with other existing or future uses, activities, and development, will cause unacceptable increases in flood heights, velocities and frequencies.

(2) Restricting or prohibiting certain uses, activities and development from locating within areas subject to flooding.

(3) Requiring all those uses, activities and developments that do occur in floodprone areas to be protected and/or floodproofed against flooding and flood damage.

(4) Protecting individuals from buying lands and structures which are unsuited for intended purposes because of flood hazards.

(b) *Definitions.*

Appurtenant or accessory structure. Accessory structures not to exceed 200 sq. ft.

Base flood. The flood having a one percent chance of being equaled or exceeded in any given year.

Base flood elevation. The water surface elevations of the base flood, that is, the flood level that has a one percent or greater chance of occurrence in any given year. The water surface elevation of the base

flood in relation to the datum specified on the community's Flood Insurance Rate Map. For the purposes of this ordinance, the base flood is the 1% annual chance flood.~~The Federal Emergency Management Agency designated 100-year water surface elevation.~~

Basement. Any area of the building having its floor sub-grade (below ground level) on all sides.

Board of zoning appeals. The board appointed to review appeals made by individuals with regard to decisions of the zoning administrator in the interpretation of this article.

Development. Any manmade change to improved or unimproved real estate, including, but not limited to, buildings or other structures, mining, dredging, filling, grading, paving, excavation or drilling operations or storage of equipment or materials.

Elevated building. A non-basement building built to have the lowest floor elevated above the ground level by means of fill, solid foundation perimeter walls, pilings, or columns (posts and piers).

Encroachment. The advance or infringement of uses, plant growth, fill, excavation, buildings, permanent structures or development into a floodplain, which may impede or alter the flow capacity of a floodplain.

Existing construction. Structures for which the "start of construction" commenced before the effective date of the city's initial FIRM, February 2, 1989. "Existing construction" may also be referred to as "existing structures."

Existing manufactured home park or subdivision. A manufactured home park or subdivision for which the construction of facilities for servicing the lots on which the manufactured homes are to be affixed (including, at a minimum, the installation of utilities, the construction of streets, and either final site grading or the pouring of concrete pads) is completed before the effective date of the floodplain management regulations adopted by a community.

Expansion to an existing manufactured home park or subdivision. The preparation of additional sites by the construction of facilities for servicing the lots on which the manufactured homes are to be affixed (including the installation of utilities, the construction of streets, and either final site grading or the pouring of concrete pads).

Flood or flooding.

(1) A general and temporary condition of partial or complete inundation of normally dry land areas from:

   a. The overflow of inland or tidal waters; or,

   b. The unusual and rapid accumulation or runoff of surface waters from any source.

(2) The collapse or subsistence of land along the shore of a lake or other body of water as a result of erosion or undermining caused by waves or currents of water exceeding anticipated cyclical levels or suddenly caused by an unusually high water level in a natural body of water, accompanied by a severe storm, or by an unanticipated force of nature such as flash flood or an abnormal tidal surge, or by some similarly unusual and unforeseeable event which results in flooding as defined in subsection (1)a of this definition.

(3) Mudflows which are proximately caused by flooding as defined in subsection (2) of this definition and are akin to a river of liquid and flowing mud on the surfaces of normally dry land areas, as when earth is carried by a current of water and deposited along the path of the current. Flood insurance rate map (FIRM). An official map of a community on which the administrator has delineated both the special hazard areas and the risk premium zones applicable to the community.

Flood Insurance Rate Map (FIRM). An official map of a community, on which the Federal Emergency Management Agency has delineated both the special hazard areas and the risk premium zones applicable to the community. A FIRM that has been made available digitally is called a Digital Flood Insurance Rate Map (DFIRM).

Flood insurance study (FIS). An examination, evaluation and determination of flood hazards and, if appropriate, corresponding water surface elevations, or an examination, evaluation and determination of mudflow and/or flood-related erosion hazards.

Floodplain or flood-prone area. Any land area susceptible to being inundated by water from any source.

Floodproofing. Any combination of structural and non-structural additions, changes, or adjustments to structures which reduce or eliminate flood damage to real estate or improved real property, water and sanitary facilities, structures and their contents.

Floodway. The channel of a river or other watercourse and the adjacent land areas that must be reserved in order to discharge the base flood without cumulatively increasing the water surface elevation more than a designated height.

Freeboard. A factor of safety usually expressed in feet above a flood level for purposes of floodplain management. "Freeboard" tends to compensate for the many unknown factors that could contribute to flood heights greater than the height calculated for a selected size flood and floodway conditions, such as wave action, bridge openings, and the hydrological effect of urbanization in the watershed.

Highest adjacent grade. The highest natural elevation of the ground surface prior to construction next to the proposed walls of a structure.

Historic structure. Any structure that is:

(1) Listed individually in the National Register of Historic Places (a listing maintained by the Department of Interior) or preliminarily determined by the Secretary of the Interior as meeting the requirements for individual listing on the National Register;

(2) Certified or preliminarily determined by the Secretary of the Interior as contributing to the historical significance of a registered historic district or a district preliminarily determined by the Secretary to qualify as a registered historic district;

(3) Individually listed on a state inventory of historic places in states with historic preservation programs which have been approved by the Secretary of the Interior; or,

(4) Individually listed on a local inventory of historic places in communities with historic preservation programs that have been certified either:

a. By an approved state program as determined by the Secretary of the Interior; or

b. Directly by the Secretary of the Interior in states without approved programs.

Hydrologic and Hydraulic Engineering Analysis. Analyses performed by a licensed professional engineer, in accordance with standard engineering practices that are accepted by the Virginia Department of Conservation and Recreation and FEMA, used to determine the base flood, other frequency floods, flood elevations, floodway information and boundaries, and flood profiles.

Letters of Map Change (LOMC). A Letter of Map Change is an official FEMA determination, by letter, that amends or revises an effective Flood Insurance Rate Map or Flood Insurance Study. Letters of Map Change include:

Letter of Map Amendment (LOMA). An amendment based on technical data showing that a property was incorrectly included in a designated special flood hazard area. A LOMA amends the current effective Flood Insurance Rate Map and establishes that a Land as defined by meets and bounds or structure is not located in a special flood hazard area.

Letter of Map Revision (LOMR). A revision based on technical data that may show changes to flood zones, flood elevations, floodplain and floodway delineations, and

planimetric features. A Letter of Map Revision Based on Fill (LOMR-F), is a determination that a structure or parcel of land has been elevated by fill above the base flood elevation and is, therefore, no longer exposed to flooding associated with the base flood. In order to qualify for this determination, the fill must have been permitted and placed in accordance with the community's floodplain management regulations.

Conditional Letter of Map Revision (CLOMR). A formal review and comment as to whether a proposed flood protection project or other project complies with the minimum NFIP requirements for such projects with respect to delineation of special flood hazard areas. A CLOMR does not revise the effective Flood Insurance Rate Map or Flood Insurance Study.

Lowest adjacent grade. The lowest natural elevation of the ground surface next to the walls of a structure.

Lowest floor. The lowest floor of the lowest enclosed area (including basement). An unfinished or flood-resistant enclosure, usable solely for parking of vehicles, building access or storage in an area other than a basement area is not considered a building's lowest floor; provided, that such enclosure is not built so as to render the structure in violation of the applicable non-elevation design requirements of Federal Code 44CFR § 60.3.

Manufactured home. A structure, transportable in one or more sections, which is built on a permanent chassis and is designed for use with or without a permanent foundation when connected to the required utilities. For floodplain management purposes the term manufactured home also includes park trailers, travel trailers, and other similar vehicles placed one a site for greater than 180 consecutive days.

Manufactured home park or subdivision. A parcel (or contiguous parcels) of land divided into two or more manufactured home lots for rent or sale.

New construction. For the purpose of determining insurance rates, structures for which the "start of construction" commenced on or after the effective date of ~~an initial flood insurance rate map on or after December 31, 1974, whichever is later~~February 2nd, 1989, and includes any subsequent improvements to such structures. For floodplain management purposes, new construction means structures for which start of construction commenced on or after the effective date of a floodplain management regulation adopted by a community and includes any subsequent improvements to such structures.

New manufactured home park or subdivision. A manufactured home park or subdivision for which the construction of facilities for servicing the lots on which the manufactured homes are to be affixed (including at a minimum, the installation of utilities, the construction of streets, and either final site grading or the pouring of concrete pads) is completed on or after the effective date of floodplain management regulations adopted by a community.

Post-FIRM structures. A structure for which construction or substantial improvement occurred after February 2nd, 1989 whichever is later.

Pre-FIRM structures. A structure for which construction or substantial improvement occurred on or before February 2nd, 1989.

Recreational vehicle. A vehicle which is:

(1) Built on a single chassis;

(2) Four hundred square feet or less when measured at the largest horizontal projection;

(3) Designed to be self-propelled or permanently towable by a light duty truck; and

(4) Designed primarily not for use as a permanent dwelling but as temporary living quarters for recreational camping, travel, or seasonal use.

Repetitive Loss Structure. A building covered by a contract for flood insurance that has incurred flood-related damages on two occasions, in which the cost of the repair, on the average, equaled or exceeded 25 percent of the market value of the structure at the time of each such flood event; and at the time of the second incidence of flood-related damage, the contract for flood insurance contains increased cost of compliance coverage.

Severe repetitive loss structure. A structure that: (a) Is covered under a contract for flood insurance made available under the NFIP; and (b) Has incurred flood related damage – (i) For which 4 or more separate claims payments have been made under flood insurance coverage with the amount of each such claim exceeding $5,000, and with the cumulative amount of such claims payments exceeding $20,000; or (ii) For which at least 2 separate claims payments have been made under such coverage, with the cumulative amount of such claims exceeding the market value of the insured structure.

Special flood hazard area. The land in the floodplain subject to a one percent or greater chance of being flooded in any given year as determined in section 90-186(2).

Start of construction. The date the building permit was issued, provided the actual start of construction, repair, reconstruction, rehabilitation, addition, placement, substantial improvement or other improvement was within 180 days of the permit date. The actual start means either the first placement of permanent construction of a structure on a site, such as the pouring of slab or footings, the installation of piles, the construction of columns, or any work beyond the stage of excavation; or the placement of a manufactured home on a foundation. Permanent construction does not include land preparation, such as clearing, grading and filling; nor does it include the installation on the property of accessory buildings, such as garages or sheds not occupied as dwelling units or not part of the main structure. For a substantial improvement, the actual start of the construction means the first alteration of any wall, ceiling, floor, or other structural part of a building, whether or not that alteration affects the external dimensions of the building.

Structure. For floodplain management purposes, a walled and roofed building, including a gas or liquid storage tank, that is principally above ground, as well as a manufactured home.

Structure, for insurance rating purposes, means a walled and roofed building, other than a gas or liquid storage tank, that is principally above ground and affixed to a permanent site, as well as a manufactured home on a permanent foundation. For the latter purpose, the term includes a building while in the course of construction, alteration or repair, but does not include building materials or supplies intended for use in such construction, alteration or repair, unless such materials or supplies are within an enclosed building on the premises.

Substantial damage. Damage of any origin sustained by a structure whereby the cost of restoring the structure to it's before damaged condition would equal or exceed 50 percent of the market value of the structure before the damage occurred.

Substantial improvement. Any reconstruction, rehabilitation, addition, or other improvement of a structure, the cost of which equals or exceeds 50 percent of the market value of the structure before the start of construction of the improvement. This term includes structures which have incurred substantial damage regardless of the actual repair work performed. The term does not, however, include either:

(1) Any project for improvement of a structure to correct existing violations of state or local health, sanitary, or safety code specifications which have been identified by the local code enforcement official and which are the minimum necessary to assure safe living conditions, or

(2) Any alteration of a historic structure, provided that the alteration will not preclude the structure's continued designation as a historic structure.

(3) Historic structures undergoing repair or rehabilitation that would constitute a substantial improvement as defined above, must comply with all ordinance requirements that do not preclude the structure's continued designation as a historic structure. Documentation that a specific ordinance requirement will cause removal of the structure from the National Register of Historic

Places or the State Inventory of Historic places must be obtained from the Secretary of the Interior or the State Historic Preservation Officer. Any exemption from ordinance requirements will be the minimum necessary to preserve the historic character and design of the structure.

Violation. Means the failure of a structure or other development to be fully compliant with the community's floodplain management regulations. A structure or other development without the elevation certificate, other certifications, or other evidence of compliance required in this ordinance is presumed to be in violation until such time as that documentation is provided.

Watercourse. A lake, river, creek, stream, wash, channel or other topographic feature on or over which waters flow at least periodically. Watercourse includes specifically designated areas in which substantial flood damage may occur.

~~*Violation.* Means the failure of a structure or other development to be fully compliant with the community's floodplain management regulations. A structure or other development without the elevation certificate, other certifications, or other evidence of compliance required in this ordinance is presumed to be in violation until such time as that documentation is provided.~~

(Ord. No. 09-44, 7-21-09)

Sec. 90-182. - Applicability of article.

This article shall apply to all lands within the jurisdiction of the city and identified as being in the ~~100-year floodplain~~Special Flood Hazard Area by the Federal Emergency Management Agency.

(Ord. No. 09-44, 7-21-09)

Sec. 90-183. - Compliance with article and liability of city.

(a) After the effective date of this article, no land shall be developed, and no structure shall be located, relocated, constructed, reconstructed, enlarged or structurally altered except in full compliance with the terms and provisions of this article and any other applicable ordinances and regulations which apply to uses within the jurisdiction of this article.

(b) The degree of flood protection sought by the provisions of this article is considered reasonable for regulatory purposes and is based on acceptable engineering methods of study. Larger floods may occur on rare occasions. Flood heights may be increased by manmade or natural causes, such as ice jams and bridge openings restricted by debris. This article does not imply that areas outside the floodplain districts, or that land uses permitted within such districts, will be free from flooding or flood damages.

(c) This article shall not create liability on the part of the city or any officer or employee thereof for any flood damages that result from reliance on this article or any administrative decision lawfully made under this article.

(d) Records of actions associated with administering this article shall be kept on file and maintained by the City of Emporia.

(Ord. No. 09-44, 7-21-09)

Sec. 90-184. - Severability.

If any section, subsection, paragraph, sentence, clause, or phrase of this article shall be declared invalid for any reason whatever, such decision shall not affect the remaining portions of this article. The remaining portions shall remain in full force and effect; and for this purpose, the provisions of this article are hereby declared to be severable.

(Ord. No. 09-44, 7-21-09)

Sec. 90-185. - Abrogation and greater restrictions.

This article supersedes any ordinance currently in effect in ~~100-year~~one-percent annual chance floodplain areas. However, any underlying ordinance shall remain in full force and effect to the extent that its provisions are more restrictive than this article.

(Ord. No. 09-44, 7-21-09)

Sec. 90-186. - Description of districts.

(a) *Basis of districts.* The various floodplain districts shall include areas subject to inundation by waters of the ~~100-year~~one-percent annual chance flood. The basis for the delineation of these districts shall be the ~~"~~Flood Insurance Study and Flood Insurance Rate Map for the City of Emporia,~~"~~ prepared by the Federal Emergency Management Agency, dated July 7, 2009, and any subsequent revisions or amendments thereto. On this map, the ~~100-year~~one-percent annual chance floodplain boundary corresponds to the boundary of the areas of special flood hazards (zones A and AE).

The city may identify and regulate local flood hazard or ponding areas that are not delineated on the FIRM. These areas may be delineated on a "Local Flood Hazard Map" using best available topographic data and locally derived information such as flood of record, historic high water marks or approximate study methodologies.

The boundaries of the SFHA Districts are established as shown on the FIRM which is declared to be a part of this ordinance and which shall be kept on file at the city offices.

(1) The floodway district is delineated, for purposes of this article, using the criterion that certain areas within the floodplain must be capable of carrying the waters of the ~~100-year flood~~one-percent annual chance flood without increasing the water surface elevation of that flood more than one foot at any point. The areas included in this district are specifically defined in Table 1 of the above-referenced flood insurance study and shown on the accompanying flood insurance rate map.

(2) The special floodplain district shall be those areas identified as an AE zone on the maps accompanying the flood insurance study for which ~~100-year flood~~one-percent annual chance elevations have been provided.

(3) The approximated floodplain district shall be those areas identified as an A or A99 zone on the maps accompanying the flood insurance study. In these zones, no detailed flood profiles or elevations are provided, but the ~~100-year floodplain~~one-percent annual chance floodplain boundary has been approximated.

(b) *Overlay concept.* The overlay concept is as follows:

(1) The floodplain districts described above shall be overlays to the existing underlying districts as shown on the official zoning map, and, as such, the provisions for the floodplain district shall serve as a supplement to the underlying district provisions.

(2) If any conflict exists between the provisions or requirements of the floodplain districts and those of any underlying district, the more restrictive provisions and/or those pertaining to the floodplain districts shall apply.

(Ord. No. 09-44, 7-21-09)

Sec. 90-187. - District boundary changes.

The delineation of any floodplain districts may be revised by the city council where natural or manmade changes have occurred and/or where more detailed studies have been conducted or undertaken by the U.S. Army Corps of Engineers, or other qualified agency or individual documents the need or possibility for such change. However, prior to any such change, approval must be obtained from the Federal Insurance Administration.

(Ord. No. 09-44, 7-21-09)

Sec. 90-188. - Submitting technical data.

A community's base flood elevations may increase or decrease resulting from physical changes affecting flooding conditions. As soon as practicable, but not later than six months after the date such information becomes available, a community shall notify the Federal Insurance Administrator of the changes by submitting technical or scientific data. Such a submission is necessary so that upon confirmation of those physical changes affecting flooding conditions, risk premium rates and floodplain management requirements will be based upon current data.

(Ord. No. 09-44, 7-21-09)

Sec. 90-189. - Interpretation of district boundaries.

Initial interpretations of the boundaries of the floodplain districts shall be made by the zoning administrator. Should a dispute arise concerning the boundaries of any of the districts, the board of zoning appeals shall make the necessary determination. The person questioning or contesting the location of the district boundary shall be given a reasonable opportunity to present his case to the board and to submit his own technical evidence if he so desires.

(Ord. No. 09-44, 7-21-09)

Sec. 90-190. - District provisions.

(a) All uses, activities and development occurring within any floodplain district shall be undertaken only with the issuance of a zoning permit. Such development shall be undertaken only in strict compliance with the provisions of this article and with all other applicable codes and ordinances, such as chapter 66 and the Virginia Uniform Statewide Building Code. Prior to the issuance of any such permit, the zoning administrator shall require all applications to include compliance with all applicable state and federal laws and shall review all sites to assure they are reasonably safe from flooding. Under no circumstances shall any use, activity and/or development adversely affect the capacity of the channels or floodways of any watercourse, drainage ditch or any other drainage facility or system.

(b) Prior to any proposed alteration or relocation of any channels or of any watercourse, stream, etc., within this city, approval shall be obtained from the division of dam safety and floodplain management (department of conservation and recreation). A permit from the U.S. Army Corps of Engineers and the Marine Resources Commission and certification from the state water control board may be necessary (a joint permit application is available from any one of these three organizations). Further notification of the proposal shall be given to all affected adjacent municipalities. Copies of such notification shall be provided to the division of dam safety and floodplain management (department of conservation and recreation) and the Federal Emergency Management Agency.

(c) All applications for development in the floodplain district and all building permits issued for the floodplain shall incorporate the following information:

(1) For structures that have been elevated, the elevation of the lowest floor, including the basement.

(2) For structures that have been floodproofed (nonresidential only), the elevation to which the structure has been floodproofed.

(3) The elevation of the ~~100-year flood.~~Base Flood at the site.

(4) Topographic information showing existing and proposed ground elevations.

(d) All manufactured homes to be placed or substantially improved within the floodplain district shall be placed on a permanent foundation and elevated and anchored in accordance with the Virginia Uniform Statewide Building Code.

(e) New construction and substantial improvements shall be according to this ordinance and the VA USBC, and anchored to prevent flotation, collapse or lateral movement of the structure.

(f) New construction and substantial improvements shall be constructed with materials and utility equipment resistant to flood damage.

(g) New construction or substantial improvements shall be constructed by methods and practices that minimize flood damage.

(h) Electrical, heating, ventilation, plumbing, air conditioning equipment and other service facilities, including duct work, shall be designed and/or located so as to prevent water from entering or accumulating within the components during conditions of flooding.

(i) New and replacement water supply systems shall be designed to minimize or eliminate infiltration of flood waters into the system.

(j) On-site waste disposal systems shall be located and constructed to avoid impairment to them or contamination from them during flooding.

(k) The flood carrying capacity within an altered or relocated portion of any watercourse shall be maintained.

(Ord. No. 09-44, 7-21-09)

State law reference— State water control board, Code of Virginia, § 62.1-44.7 et seq.

Sec. 90-191. - Floodway district.

(a) *Generally.* In the floodway district, no development shall be permitted except where the effect of such development on flood heights is fully offset by accompanying improvements which have been approved by all appropriate local and/or state authorities, as required in this article.

(b) *Permitted uses.* In the floodway district, the following uses and activities are permitted, provided that they are in compliance with the provisions of the underlying district and are not prohibited by any other ordinance, and provided that they do not require structures, fill or storage of materials and equipment:

(1) Agricultural uses, such as general farming, pasture, grazing, outdoor-plant nurseries, horticulture, truck farming, forestry, sod farming and wild crop harvesting.

(2) Public and private recreational uses and activities, such as parks, day camps, picnic grounds, golf courses, boat launching and swimming area, horseback riding and hiking trails, wildlife and nature preserves and hunting and fishing areas.

(3) Accessory residential uses, such as yard areas, gardens, play areas and parking areas.

(4) Accessory industrial and commercial uses, such as yard areas, previous parking and loading areas, etc.

(Ord. No. 09-44, 7-21-09)

Sec. 90-192. - Standards for the special floodplain district.

The following provisions shall apply within the special floodplain district:

(1) Until a regulatory floodway is designated, no new construction, substantial improvements, or other development (including fill) shall be permitted within the areas of special flood hazard, designated as zones A and AE on the flood rate insurance map, unless it is demonstrated that the cumulative effect of the proposed development, when combined with all other existing and anticipated development will not increase the water surface elevation of the base flood more than one foot at any point within the city.

(2) Development activities in zones A and AE on the city's flood insurance rate map which increase the water surface elevation of the base flood by more than one foot may be allowed, provided that the applicant first applies — with the city's endorsement — for a conditional flood insurance rate map revision, and receives the approval of the Federal Emergency Management Agency.

(3) The approximated floodplain district shall be that floodplain area for which no detailed flood profiles or elevations are provided, but where a ~~100-year~~one-percent annual chance floodplain

boundary has been approximated. Such areas are shown as zone A on the maps accompanying the flood insurance study. For these areas, the ~~100-year~~one-percent annual chance flood elevations and floodway information from federal, state, and other acceptable sources shall be used, when available. Where the specific ~~100-year~~one-percent annual chance flood elevation cannot be determined for this area using other sources of data, such as the U. S. Army Corps of Engineers Floodplain Information Reports, U. S. Geological Survey Flood-Prone Quadrangles, etc., then the applicant for the proposed use, development and/or activity shall determine this elevation in accordance with hydrologic and hydraulic engineering techniques. Hydrologic and hydraulic analyses shall be undertaken only by professional engineers or others of demonstrated qualifications, who shall certify that the technical methods used correctly reflect currently-accepted technical concepts. Studies, analyses, computations, etc., shall be submitted in sufficient detail to allow a thorough review by the zoning administrator.

(4) When such base flood elevation data is utilized, the lowest floor shall be two feet above the base flood elevation. During the permitting process, the zoning administrator shall obtain:

a. The elevation of the lowest floor (including the basement) of all new and substantially improved structures; and,

b. If the structure has been flood-proofed in accordance with the requirements of this article, the elevation to which the structure has been floodproofed. All floodproofing must be certified by a professional engineer.

(Ord. No. 09-44, 7-21-09)

Sec. 90-193. - Design criteria for utilities and facilities.

(a) *Sanitary sewer facilities.* All new or replacement sanitary sewer facilities and private package sewage treatment plants (including all pumping stations and collector systems) shall be designed to minimize or eliminate the infiltration of floodwaters into the systems and discharges from the systems into the floodwaters. In addition, they shall be located and constructed to minimize or eliminate flood damage and impairment.

(b) *Water facilities.* All new or replacement water facilities shall be designed to minimize or eliminate the infiltration of floodwaters into the system and be located and constructed to minimize or eliminate flood damages.

(c) *Drainage facilities.* All storm drainage facilities shall be designed to convey the flow or surface waters without damage to persons or property. The systems shall ensure drainage away from buildings and onsite waste disposal sites. The city council may require a primarily underground system to accommodate frequent floods and a secondary surface system to accommodate larger, less frequent floods. Drainage plans shall be consistent with local and regional drainage plans. The facilities shall be designed to prevent the discharge of excess runoff onto adjacent properties.

(d) *Utilities.* All utilities, such as gas lines, electrical and telephone systems, being placed in ~~100-year~~one-percent annual chance floodplain areas shall be located, elevated (where possible), and constructed to minimize the chance of impairment during a flood occurrence.

(e) *Streets and sidewalks.* Streets and sidewalks shall be designed to minimize their potential for increasing and aggravating the levels of flood flow. Drainage openings shall be required to sufficiently discharge flood flows without unduly increasing flood heights.

(Ord. No. 09-44, 7-21-09)

Sec. 90-194. - Base flood elevation determined.

In all special flood hazard areas where base flood elevations have been provided in the flood insurance study or generated according to section 90-192(c), the following provisions shall apply:

(1) *Residential construction.* New construction or substantial improvement of any residential structure (including manufactured homes) shall have the lowest floor, including basement, elevated no lower than two feet above the base flood elevation.

(2) *Non-residential construction.* New construction or substantial improvement of any commercial, industrial, or non-residential building (or manufactured home) shall have the lowest floor, including basement, elevated to no lower than two feet above the base flood elevation. Buildings located in all A and AE zones may be floodproofed in lieu of being elevated provided that all areas of the building components below the elevation corresponding to the BFE plus one foot are water tight with walls substantially impermeable to the passage of water, and use structural components having the capability of resisting hydrostatic and hydrodynamic loads and the effect of buoyancy. A registered professional engineer or architect shall certify that the standards of this subsection are satisfied.

(3) *Elevated buildings.* Enclosed areas, of new construction or substantially improved structures, which are below-the regulatory flood protection elevation shall:

a. Not be designed or used for human habitation, but shall only be used for parking of vehicles, building access, or limited storage of maintenance equipment used in connection with the premises. Access to the enclosed area shall be the minimum necessary to allow for parking of vehicles (garage door) or limited storage of maintenance equipment (standard exterior door), or entry to the living area (stairway or elevator).

b. Be constructed entirely of flood resistant materials below the regulatory flood protection elevation;

c. Include, in zones A and AE, measures to automatically equalize hydrostatic flood forces on walls by allowing for the entry and exit of floodwaters. To meet this requirement, the openings must either be certified by a professional engineer or architect or meet the following minimum design criteria:

1. Provide a minimum of two openings on different sides of each enclosed area subject to flooding.

2. The total net area of all openings must be at least one square inch for each square foot of enclosed area subject to flooding.

3. If a building has more than one enclosed area, each area must have openings to allow floodwaters to automatically enter and exit.

4. The bottom of all required openings shall be no higher than one foot above the adjacent grade.

5. Openings may be equipped with screens, louvers, or other opening coverings or devices, provided they permit the automatic flow of floodwaters in both directions.

6. Foundation enclosures made of flexible skirting are not considered enclosures for regulatory purposes, and, therefore, do not require openings. Masonry or wood underpinning, regardless of structural status, is considered an enclosure and requires openings as outlined above.

(Ord. No. 09-44, 7-21-09)

Sec. 90-195. - Variances; factors to be considered.

(a) In passing upon applications for variances, the board of zoning appeals shall satisfy all relevant factors and procedures specified in other sections of this chapter and consider the following additional factors:

(1) The danger to life and property due to increased flood heights or velocities caused by encroachments. No variance shall be granted for any proposed use, development or activity within the floodway district that will cause any increase in flood levels during the ~~100-year~~one-percent annual chance flood.

(2) The danger that materials may be swept onto other lands or downstream to the injury of others.

(3) The proposed water supply and sanitation systems and the ability of these systems to prevent disease, contamination and unsanitary conditions.

(4) The susceptibility of the proposed facility and its contents to flood damage, and the effect of such damage on the individual owners.

(5) The importance of the services provided by the proposed facility to the community.

(6) The requirements of the facility for a waterfront location.

(7) The availability of alternative locations not subject to flooding for the proposed use.

(8) The compatibility of the proposed use with existing development, and development anticipated in the foreseeable future.

(9) The relationship of the proposed use to the comprehensive plan, and the floodplain management program for the area.

(10) The safety of access by ordinary and emergency vehicles to the property in time of flood.

(11) The expected heights, velocity, duration, rate of rise and sediment transport of the floodwaters expected at the site.

(12) The repair or rehabilitation of historic structures upon a determination that the proposed repair or rehabilitation will not preclude the structure's continued designation as a historic structure and the variance is the minimum necessary to preserve the historic character and design of the structure.

(13) Such other factors which are relevant to the purposes of this article.

(b) The board of zoning appeals may refer any application and accompanying documentation pertaining to any request for a variance to any engineer or other qualified person or agency for technical assistance in evaluating the proposed project in relation to flood heights and velocities, and the adequacy of the plans for flood protection and other related matters.

(c) Variances shall be issued only after the board of zoning appeals has determined that the granting of such will not result in:

(1) Unacceptable or prohibited increases in flood heights;

(2) Additional threats to public safety;

(3) Extraordinary public expense; and will not:

a. Create nuisances, cause fraud or victimization of the public; or

b. Conflict with local laws or ordinances.

(d) Variances shall be issued only after the board of zoning appeals has determined that the variance will be the minimum required to provide relief from hardship.

(e) The board of zoning appeals shall notify the applicant for a variance, in writing, that the issuance of a variance to construct a structure below the ~~100-year flood~~base flood elevation:

(1) Increases the risks to life and property; and

(2) Will result in increased premium rates for flood insurance.

(f) A record shall be maintained of the notification contained in subsection (e) of this section, as well as all variance actions, including justification for the issuance of the variances. Any variances which are issued shall be stated in the annual or biennial report submitted to the Federal Insurance Administration.

(Ord. No. 09-44, 7-21-09)

Sec. 90-196. - Existing structures in floodplain districts.

A structure or use of a structure or premises which lawfully existed before the enactment of this ordinance, but which is not in conformity with this article, may be continued, subject to the following conditions:

(1) Existing structures and/or uses located in the floodway district shall not be expanded or enlarged, unless the effect of the proposed expansion or enlargement on flood heights is fully offset by accompanying improvements.

(2) Any modification, alteration, repair, reconstruction or improvement of any kind to a structure, and/or use located in any floodplain district to an extent or amount of less than 50 percent of its market value, shall be elevated and/or floodproofed to the greatest extent possible.

(3) The modification, alteration, repair, reconstruction or improvement of any kind to a structure and/or use, regardless of its location in a floodplain district, to an extent or amount of 50 percent or more of its market value shall be undertaken only in full compliance with the provisions of the Virginia Uniform Statewide Building Code.

(4) Uses or adjuncts thereof which are or become nuisances shall not be permitted to continue.

(Ord. No. 09-44, 7-21-09)

Sec. 90-197. - Standards for manufactured homes and recreational vehicles.

(a) All manufactured homes placed, or substantially improved, on individual lots or parcels, in expansions to existing manufactured home parks or subdivisions, in a new manufactured home park or subdivision or in an existing manufactured home park or subdivision on which a manufactured home has incurred substantial damage as the result of a flood, must meet all the requirements for new construction, including the elevation and anchoring requirements.

(b) All manufactured homes placed or substantially improved in an existing manufactured home park or subdivision in which a manufactured home has not incurred substantial damage as the result of a flood shall be elevated so that ~~either (1)~~ the lowest floor of the manufactured home is elevated no lower than two feet above the base flood elevation and be securely anchored to the adequately anchored foundation system to resist flotation, collapse and lateral movement.~~; or~~

~~(1) The manufactured home chassis is supported by reinforced piers or other foundation elements of at least equivalent strength that are no less than 36 inches in height above grade.~~

~~(2) And be securely anchored to the adequately anchored foundation system to resist flotation, collapse and lateral movement.~~

(c) All recreational vehicles placed on sites must either:

(1) Be on the site for fewer than 180 consecutive days;

(2) Be fully licensed and ready for highway use (a recreational vehicle is ready for highway use if it is on its wheels or jacking system, is attached to the site only by quick disconnect type utilities and security devices and has no permanently attached additions); or,

(3) Meet all the requirements for manufactured homes.

(Ord. No. 09-44, 7-21-09)

Sec. 90-198. - Standards for subdivision proposals.

(a) All subdivision proposals shall be consistent with the need to minimize flood damage;

(b) All subdivision proposals shall have public utilities and facilities such as sewer, gas, electrical and water systems located and constructed to minimize flood damage;

(c) All subdivision proposals shall have adequate drainage provided to reduce exposure to flood hazards.

(d) Base flood elevation data shall be obtained from other sources or developed using detailed methodologies, hydraulic and hydrologic analysis, comparable to those contained in a Flood Insurance

Study for subdivision proposals and other proposed development proposals (including manufactured home parks and subdivisions) that exceed fifty lots or five acres, whichever is the lesser.

(Ord. No. 09-44, 7-21-09)

Sec. 90-199. - Penalty for violation.

(a) Any person who fails to comply with any of the requirements or provisions of this article or directions of the director of planning or any authorized employee of the city shall be guilty of a violation in accordance with section 90-5

(b) In addition to the above penalties, all other actions are hereby reserved, including an action in equity for the proper enforcement of this article. The imposition of a fine or penalty for any violation of, or noncompliance with, this article shall not excuse the violation or noncompliance or permit it to continue; and all such persons shall be required to correct or remedy such violations or noncompliance within a reasonable time. Any structure constructed, reconstructed, enlarged, altered or relocated in noncompliance with this article may be declared by the city [to] be a public nuisance and abatable as such. Flood insurance may be withheld from structures constructed in violation of this article.

(Ord. No. 09-44, 7-21-09)

Sec. 90-200 – Administration.

(a) Designation of the Floodplain Administrator [44 CFR 59.22(b)]

The Zoning Administrator is hereby appointed to administer and implement these regulations and is referred to herein as the Floodplain Administrator. The Floodplain Administrator may:

(1) Do the work themselves.

(2) Delegate duties and responsibilities set forth in these regulations to qualified technical personnel, plan examiners, inspectors, and other employees.

(3) Enter into a written agreement or written contract with another community or private sector entity to administer specific provisions of these regulations. Administration of any part of these regulations by another entity shall not relieve the community of its responsibilities pursuant to the participation requirements of the National Flood Insurance Program as set forth in the Code of Federal Regulations at 44 C.F.R. Section 59.22.

(b) Duties and Responsibilities of the Floodplain Administrator [44 CFR 60.3]

The duties and responsibilities of the Floodplain Administrator shall include but are not limited to:

(1) Review applications for permits to determine whether proposed activities will be located in the Special Flood Hazard Area (SFHA).

(2) Interpret floodplain boundaries and provide available base flood elevation and flood hazard information.

(3) Review applications to determine whether proposed activities will be reasonably safe from flooding and require new construction and substantial improvements to meet the requirements of these regulations.

(4) Review applications to determine whether all necessary permits have been obtained from the Federal, State or local agencies from which prior or concurrent approval is required; in particular, permits from state agencies for any construction, reconstruction, repair, or alteration of a dam, reservoir, or waterway obstruction (including bridges, culverts, structures), any alteration of a watercourse, or any change of the course, current, or cross section of a stream or body of water, including any change to the one-percent annual chance floodplain of free-flowing non-tidal waters of the State.

(5) Verify that applicants proposing an alteration of a watercourse have notified adjacent communities, the Department of Conservation and Recreation (Division of Dam Safety and Floodplain Management), and other appropriate agencies (VADEQ, USACE) and have submitted copies of such notifications to FEMA.

(6) Advise applicants for new construction or substantial improvement of structures that are located within an area of the Coastal Barrier Resources System established by the Coastal Barrier Resources Act that Federal flood insurance is not available on such structures; areas subject to this limitation are shown on Flood Insurance Rate Maps as Coastal Barrier Resource System Areas (CBRS) or Otherwise Protected Areas (OPA).

(7) Approve applications and issue permits to develop in flood hazard areas if the provisions of these regulations have been met, or disapprove applications if the provisions of these regulations have not been met.

(8) Inspect or cause to be inspected, buildings, structures, and other development for which permits have been issued to determine compliance with these regulations or to determine if non-compliance has occurred or violations have been committed.

(9) Review Elevation Certificates and require incomplete or deficient certificates to be corrected.

(10) Submit to FEMA, or require applicants to submit to FEMA, data and information necessary to maintain FIRMs, including hydrologic and hydraulic engineering analyses prepared by or for the city within six months after such data and information becomes available if the analyses indicate changes in base flood elevations.

(11) Maintain and permanently keep records that are necessary for the administration of these regulations, including:

a. Flood Insurance Studies, Flood Insurance Rate Maps (including historic studies and maps and current effective studies and maps) and Letters of Map Change; and

b. Documentation supporting issuance and denial of permits, Elevation Certificates, documentation of the elevation (in relation to the datum on the FIRM) to which structures have been floodproofed, other required design certifications, variances, and records of enforcement actions taken to correct violations of these regulations.

(12) Enforce the provisions of these regulations, investigate violations, issue notices of violations or stop work orders, and require permit holders to take corrective action.

(13) Advise the Board of Zoning Appeals regarding the intent of these regulations and, for each application for a variance, prepare a staff report and recommendation.

(14) Administer the requirements related to proposed work on existing buildings:

a. Make determinations as to whether buildings and structures that are located in flood hazard areas and that are damaged by any cause have been substantially damaged.

b. Make reasonable efforts to notify owners of substantially damaged structures of the need to obtain a permit to repair, rehabilitate, or reconstruct, and prohibit the non-compliant repair of substantially damaged buildings except for temporary emergency protective measures necessary to secure a property or stabilize a building or structure to prevent additional damage.

(15) Undertake, as determined appropriate by the Floodplain Administrator due to the circumstances, other actions which may include but are not limited to: issuing press releases, public service announcements, and other public information materials related to permit requests and repair of damaged structures; coordinating with other Federal, State, and local agencies to assist with substantial damage determinations; providing owners of damaged structures information related to the proper repair of damaged structures in special flood hazard areas; and assisting property owners with documentation necessary to file claims for Increased Cost of Compliance coverage under NFIP flood insurance policies.

(16) Notify the Federal Emergency Management Agency when the corporate boundaries of the city have been modified and:

a. Provide a map that clearly delineates the new corporate boundaries or the new area for which the authority to regulate pursuant to these regulations has either been assumed or relinquished through annexation; and

b. If the FIRM for any annexed area includes special flood hazard areas that have flood zones that have regulatory requirements that are not set forth in these regulations, prepare amendments to these regulations to adopt the FIRM and appropriate requirements, and submit the amendments to the governing body for adoption; such adoption shall take place at the same time as or prior to the date of annexation and a copy of the amended regulations shall be provided to Department of Conservation and Recreation (Division of Dam Safety and Floodplain Management) and FEMA.

(17) Upon the request of FEMA, complete and submit a report concerning participation in the NFIP which may request information regarding the number of buildings in the SFHA, number of permits issued for development in the SFHA, and number of variances issued for development in the SFHA.

(18) It is the duty of the Community Floodplain Administrator to take into account flood, mudslide and flood-related erosion hazards, to the extent that they are known, in all official actions relating to land management and use throughout the entire jurisdictional area of the Community, whether or not those hazards have been specifically delineated geographically (e.g. via mapping or surveying).

(c) Use and Interpretation of FIRMs [44 CFR 60.3]

The Floodplain Administrator shall make interpretations, where needed, as to the exact location of special flood hazard areas, floodplain boundaries, and floodway boundaries. The following shall apply to the use and interpretation of FIRMs and data:

(1) Where field surveyed topography indicates that adjacent ground elevations:

a. Are below the base flood elevation, even in areas not delineated as a special flood hazard area on a FIRM, the area shall be considered as special flood hazard area and subject to the requirements of these regulations;

b. Are above the base flood elevation, the area shall be regulated as special flood hazard area unless the applicant obtains a Letter of Map Change that removes the area from the SFHA.

(2) In FEMA-identified special flood hazard areas where base flood elevation and floodway data have not been identified and in areas where FEMA has not identified SFHAs, any other flood hazard data available from a Federal, State, or other source shall be reviewed and reasonably used.

(3) Base flood elevations and designated floodway boundaries on FIRMs and in FISs shall take precedence over base flood elevations and floodway boundaries by any other sources if such sources show reduced floodway widths and/or lower base flood elevations.

(4) Other sources of data shall be reasonably used if such sources show increased base flood elevations and/or larger floodway areas than are shown on FIRMs and in FISs.

(5) If a Preliminary Flood Insurance Rate Map and/or a Preliminary Flood Insurance Study has been provided by FEMA:

a. Upon the issuance of a Letter of Final Determination by FEMA, the preliminary flood hazard data shall be used and shall replace the flood hazard data previously provided from FEMA for the purposes of administering these regulations.

b. Prior to the issuance of a Letter of Final Determination by FEMAby FEMA, the use of preliminary flood hazard data shall be deemed the best available data pursuant to Section 3.1.A.3. and used where no base flood elevations and/or floodway areas are provided on the effective FIRM.

c. Prior to issuance of a Letter of Final Determination by FEMA, the use of preliminary flood hazard data is permitted where the preliminary base flood elevations or floodway areas exceed the

base flood elevations and/or designated floodway widths in existing flood hazard data provided by FEMA. Such preliminary data may be subject to change and/or appeal to FEMA.

(d) Jurisdictional Boundary Changes [44 CFR 59.22, 65.3]

The County floodplain ordinance in effect on the date of annexation shall remain in effect and shall be enforced by the municipality for all annexed areas until the municipality adopts and enforces an ordinance which meets the requirements for participation in the National Flood Insurance Program. Municipalities with existing floodplain ordinances shall pass a resolution acknowledging and accepting responsibility for enforcing floodplain ordinance standards prior to annexation of any area containing identified flood hazards. If the FIRM for any annexed area includes special flood hazard areas that have flood zones that have regulatory requirements that are not set forth in these regulations, prepare amendments to these regulations to adopt the FIRM and appropriate requirements, and submit the amendments to the governing body for adoption; such adoption shall take place at the same time as or prior to the date of annexation and a copy of the amended regulations shall be provided to Department of Conservation and Recreation (Division of Dam Safety and Floodplain Management) and FEMA.

In accordance with the Code of Federal Regulations, Title 44 Subpart (B) Section 59.22 (a) (9) (v) all NFIP participating communities must notify the Federal Insurance Administration and optionally the State Coordinating Office in writing whenever the boundaries of the community have been modified by annexation or the community has otherwise assumed or no longer has authority to adopt and enforce floodplain management regulations for a particular area.

In order that all Flood Insurance Rate Maps accurately represent the community's boundaries, a copy of a map of the community suitable for reproduction, clearly delineating the new corporate limits or new area for which the community has assumed or relinquished floodplain management regulatory authority must be included with the notification.

(e) Letters of Map Revision

When development in the floodplain will cause or causes a change in the base flood elevation, the applicant, including state agencies, must notify FEMA by applying for a Conditional Letter of Map Revision and then a Letter of Map Revision.

Example cases:

- Any development that causes a rise in the base flood elevations within the floodway.
- Any development occurring in Zones A1-30 and AE without a designated floodway, which will cause a rise of more than one foot in the base flood elevation.
- Alteration or relocation of a stream (including but not limited to installing culverts and bridges) 44 Code of Federal Regulations §65.3 and §65.6(a)(12)

Secs. 90-~~200~~201—90-220. - Reserved.

Adopted: July 21, 2015

By_____
Mary L. Person
Mayor

Attest:

_____
City Clerk

Form Approved:

_____
City Attorney

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

May 29, 2015

TO: The Honorable Mayor and City Council

FROM: Brian S. Thrower, City Manager BST

SUBJECT: Architectural Compatibility Review – 106 East Atlantic Street

ITEM #: 15-41

Robert Cain seeks architectural compatibility review approval to construct an 825 square foot addition on the back of Cain's Barber Shop located at 106 E. Atlantic Street. According to the application and plans, the proposed addition includes a restroom, wash area, sitting area, and barber area. The applicant states the blockwork will be painted beige, which is the same color as the existing building.

Section 90-80 (k) of the City's Zoning Code requires the Planning Commission to review the proposal for architectural compatibility and forward its recommendation to City Council. City Council is vested with final decision making authority.

Recommendation

I recommend you approve this request. At its May 12, 2015 meeting the Planning Commission also voted (7 to 0) to recommend approval of this request.

Attachments

Application
Plans Prepared by The Round Hill Group
Tax Map Information
Zoning and Aerial Maps
Photo of Front of Building
Photo of Back of Building
Photo of Side of Building/Proposed Addition Area
Sec. 90-80 (k) Dt Downtown District – Architectural Compatibility

PO BOX 511, 201 SOUTH MAIN ST., EMPORIA, VA 23847 TELEPHONE: (434) 634 3332 FAX: (434) 634 0003
Visit Our Website at: www.ci.emporia.va.us

City of Emporia
Zoning Compliance
201 South Main Street
Emporia, VA 23847
(434) 634-6315(O) (434) 634-0003 (F)

Permit Number _____
Date 3/23/15
Tax Map # _____
Zoning District EDT
Enterprise Zone Yes ✓ **No** ___

APPLICATION FOR A ZONING COMPLIANCE PERMIT

Zoning permits are granted on the basis of specific applications or plans, and shall authorize only the construction, arrangement or use set forth by such approved applications or plans. Any construction, arrangement or use not in compliance with that which is specifically authorized by approval of this application shall be considered a zoning violation.

If you have any questions regarding the zoning ordinance or processes, please contact the Zoning Administrator at 434-634-3332.

Application Type:

- ☑ Zoning Compliance
- ☐ Zoning compliance for existing building
- ☐ Home occupation
- ☐ Plat Review
- ☐ Subdivision review
- ☐ Site plan review
- ☐ Vacation of right of way
- ☐ Erosion and sediment control plan review

Description of Request: 22 X 33 Addition to Barber Shop - Add 1 ADA Restroom - Sitting & Barber Area Block Work / Painted Dbl Same Color As Existing Building

Applicant/Agent Information :

Is the applicant: ☐ Property Owner (If property owner skip to next section) ☐ Contract Purchaser ☐ Other: _____

Agent(s): _____ Phone # _____

Address: _____

_____

Email Address: _____

Property Owner Information:

Property Owner (s): Robert Cain Phone # _____

Address: 3254 Big Bend Road
Emporia, VA 23847

Property owners mailing address ***(If this is different from that listed in the Assessor's Office)***

_____

_____

Updated July 2013

Subject Parcel Information

Property Tax Parcel Number: _____

Property Information _____

Street Address of Property 106 East Atlanta St.

Existing Use of Property Barber Shop

Is the property located in a flood plain? ☐Yes ☑No If so, at what elevation? _____

Building Height(s) with Proposed Change _____

Number of Dwelling Units/Density Calculations _____

Number of Parking Spaces or Loading Berths _____

Site Plan, Plot Plan or Reports Required by Zoning Ordinance Attached? ☐Yes ☐No

Zoning District: ☐R-1 ☐R-2 ☐R-3 ☐C-1 ☐C-2 ☐I-1 ☐I-2 ☑DT ☐Other

List any deed restrictions, restrictive covenants, or other considerations involving the property. ***(if none, state "none")***

_____

This zoning application is accompanied by 2 copies of site plan/plot plan drawn to scale, showing the following:

- ☑ the actual dimensions of the parcel of land to be built upon;
- ☑ survey plat attached;
- ☐ the size and location of existing buildings on the lot;
- ☑ the size and location of proposed building(s) or alterations with required setbacks annotated;
- ☑ off-street parking to be provided;
- ☐ and such other information as may be deemed necessary by the zoning administrator:

Applicant(s) Remarks:

_____

_____

_____

Application Fee: An application fee per the City of Emporia fee schedule **(Sec.90-14 & Sec. 66-8)** of the Emporia City Code must be paid upon submission of this application. All fees due the City must be paid before any action is taken. The fees are non-refundable.

In making this application, the Applicant requests that the City of Emporia approve the location, modifications, or construction of the above proposed special use on the property described above.

X Robert E Cain 3-23-15

Property Owner Signature Date Agent Signature Date

CITY OF EMPORIA
BUILDING PERMIT APPLICATION PLOT PLAN

Approval of plans is based on information submitted by the applicant. Any approval found to be procured by misrepresentation of facts or conditions, misstatements, or error in any or all application materials shall be deemed to void the building permit.

PROPOSED USE: _____

PLOT PLAN

See Attached Info

Front Yard Setbacks are measured from:_____ Street Centerline _____ Street Right-of-Way

I certify the above information is true and correct.

Signature of Applicant: Robert E Cain Date: 3-23 15

For Office Use Only

Departmental Approvals

Planning ☐ Approved ☐ Denied_____ Date _____

Building: ☐ Approved ☐ Denied_____ Date _____

E911 Street Address (new):_____

For Office Use by the City of Emporia Community Development& Planning

Zoning/Subdivision Code **(90-14 or 66-8): Fee Paid:** ☐ Copy of Receipt attached

Action Taken:

Zoning Administrator _____ Date _____

Planning Commission _____ Date _____

City Council _____ Date _____

Permit Fees

ZONING COMPLIANCE PERMIT	**$25.00**
ZONING COMPLIANCE FOR EXISTING BUILDING	**$25.00**
HOME OCCUPATION	**$25.00**
PLAT APPROVAL	**$50.00**
SITE PLAN REVIEW	**$200 + 25/acre or portion thereof**
SUBDIVISION REVIEW – UNDER 5 LOTS (1-4)	**$25.00 each**
SUBDIVISION REVIEW – OVER 5 LOTS	**$100 + 40/lot**
VACATION OR RIGHT OF WAY, PLATS, EASEMENTS	**$50.00**
EROSION AND SEDIMENT CONTROL PLAN REVIEW	**Charged to developer - private review**

Occupancy/ Construction Type Code Notes:

1 The structure and all work will comply with the 2009 edition of the International Building Code & Virginia USBC
2 Design loads as follows: Roof LL = 20 psf Floor LL = 100 psf
3 Wind Design used = 90 mph Exp B
4 Seismic Design Load = N/A
5 Mixed Use Non-Separated Group "B" & Group "A-5"
6 no dental Use Areas 903.2 None
7 Accessory Use Areas 903.3.1 None
8 Construction Type = 5B
9 Sprinkler = No
10 Fire resistance ratings per Table 601
Structural Frame = 0 hour
Bearing Walls
Exterior = 0 hour
Interior = 0 hour
Non-Bearing Walls & Partitions
Exterior = 0 hour
Interior = 0 hour
Floor Construction = 0 hour
Roof Construction = 0 hour
Fire Separation Assemblies = N/A
Fire Partitions
Mixed Occupancy Separation = N/A
Corridor Table 1017.1 = 0 hour
Stairs Table 1020 = N/A
Exits Table 713.4 = 0 hour

11 Building Area per Table 503
Group Use "A-5" Height Allowed Stories = 4; Actual Height Stories = 1
Area Allowed = 6000 sf, Actual non-separated area = 4190
Group Use "B" Height Allowed 2 Stories = 4; Actual Height Stories = 1
Area Allowed = 9000 sf Actual non-separated area = 4190

12 Occupancy Table 1004.1
9 = 2690 area sf / 100 = 27
Total % area Per 1004.1 Occupancy = 4

13 Exterior Walls Table 1009.1
Required = 2 x 4 = 5.0'
Provided = 14.4'

14 Length of Exit Access Travel Table 1016.1
Permitted = 200' Actual = 60' Max

15 Dead End Corridor 1017.3
Permitted = 20' Actual = 0'

16 Common Path of Egress Travel 1014.3
Permitted = 75' Actual = 0'

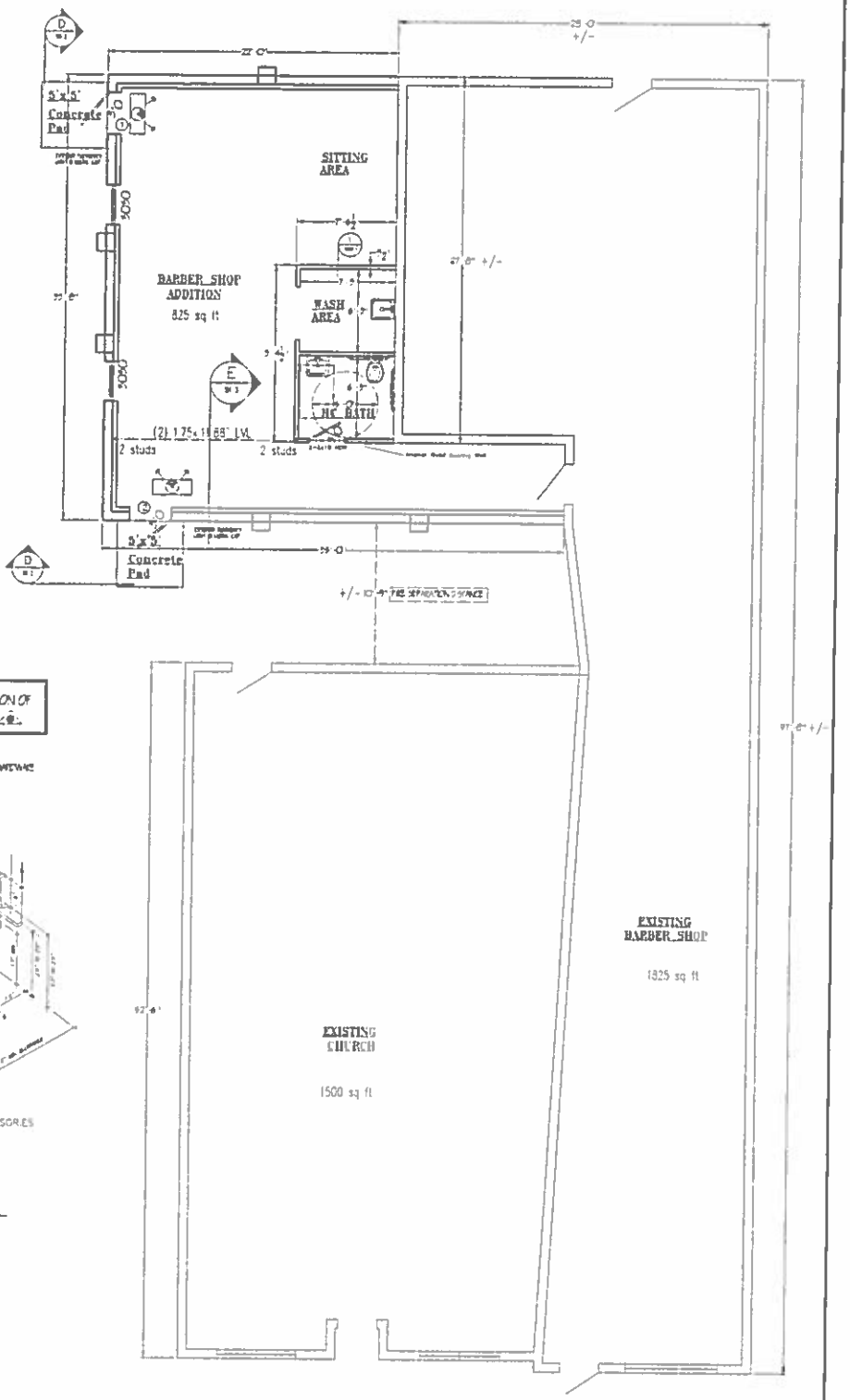
17 Plumbing and Draft requires Section 2.2
Plumbing Fixtures at a combined occupancy
Drinking Fountains Max Floor Space = 3000 sf

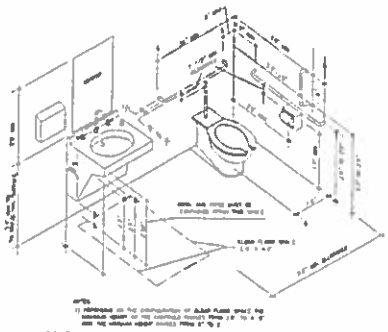
18 Plumbing Fixtures
9 Occupancy
Water Closets 1/25 = 1 Required
Lavatories 1/40 = 1 Required
Drinking Fountain 1/100 = 1 Required
Service Sink 1 Required

Separation Table 2902.2 NOT Required Occ = 19

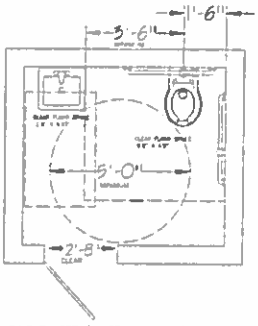
- FIRE EXTINGUISHERS LOCATED PER DIRECTION OF LOCAL BUILDING/ FIRE OFFICIAL

DOORS # 1 & 2 SHALL BE FITTED WITH PANIC HARDWARE





LOCATION OF ACCESSIBLE FIXTURES AND ACCESSORIES PER ANSI A117.1-2003



TYPICAL SINGLE USER (UNISEX) BATHROOM PER ANSI A117.1-2003
-CLEARANCES MAY OVERLAP

STANDARD PARTITION WALL DETAIL

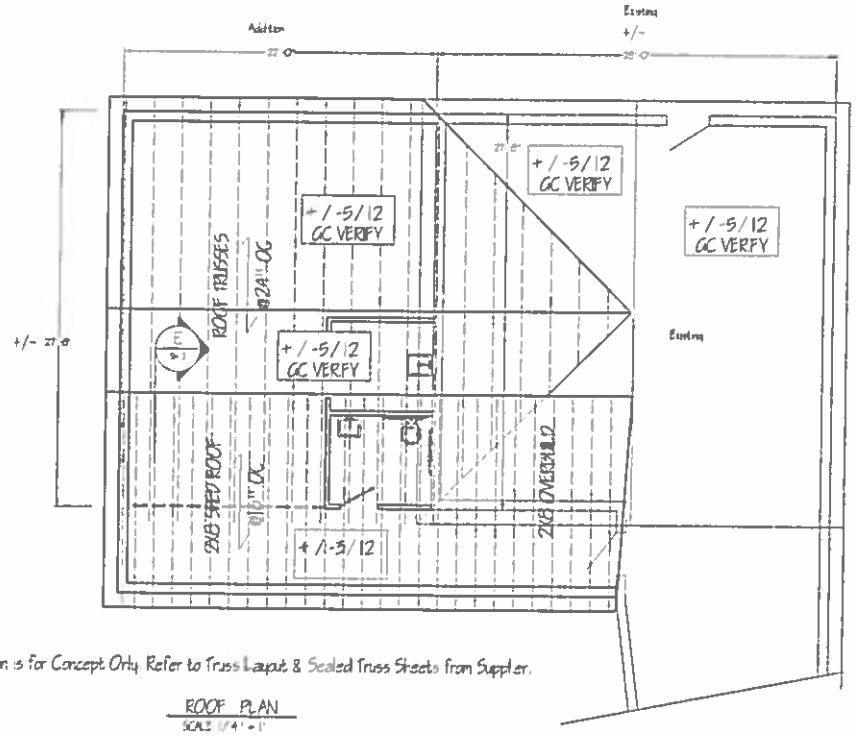
FLOOR PLAN
SCALE 1/4" = 1'

Emg Light

Directional Exit Sign

Exit Light And Sign

SHEET A1.3	Cain's Barber Shop Addition 106 E. Atlantic St., Emporia VA	Drawn: J.D. Hancock Checked: J.D. Hancock	The Round Hill Group THE ROUND HILL GROUP ROUND HILL DESIGN



Plan is for Concept Only. Refer to Truss Layout & Sealed Truss Sheets from Supplier.

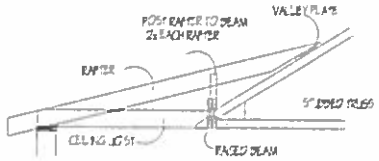
ROOF PLAN
SCALE 1/4" = 1'

ROOF TRUSSES @ 24" OC
TOM HEL HEIGHT
2" CANT
LOADING: 20 PSF TOTAL, 10 PSF TC DL, 10 PSF BC DL
WIND LOADING 90 MPH ASCE 7 05
EXPOSURE B ... ENCLOSED BLD

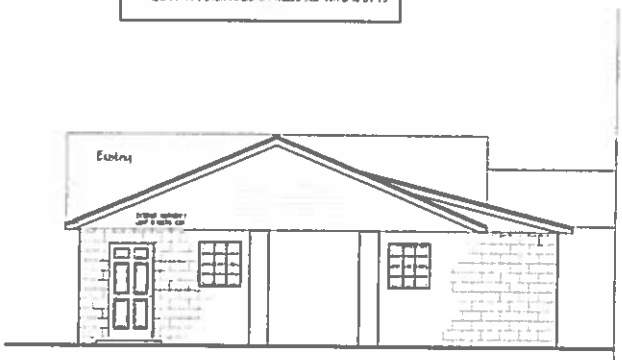
Permanent & Temporary Wind Attached Per DCS
- Max Spacing 20'
- Vertical Cover & Trusses
- 2nd Viewer

ANY LATERAL BRACING (C.O.) TO BE INSTALLED PER NOTES ON SUBMITTED/ SEALED TRUSS SHEETS

TRUSS ANCHORAGE W/ SIMPSON H2 OR EQUAL
QUANTITY DETERMINED BY TRUSS SUBMITTAL UPLIFTS



E
FRAMING SECTION @ BEAM
SCALE 1/2" = 1'



LEFT ELEVATION
SCALE 1/4" = 1'

REAR ELEVATION
SCALE 1/4" = 1'

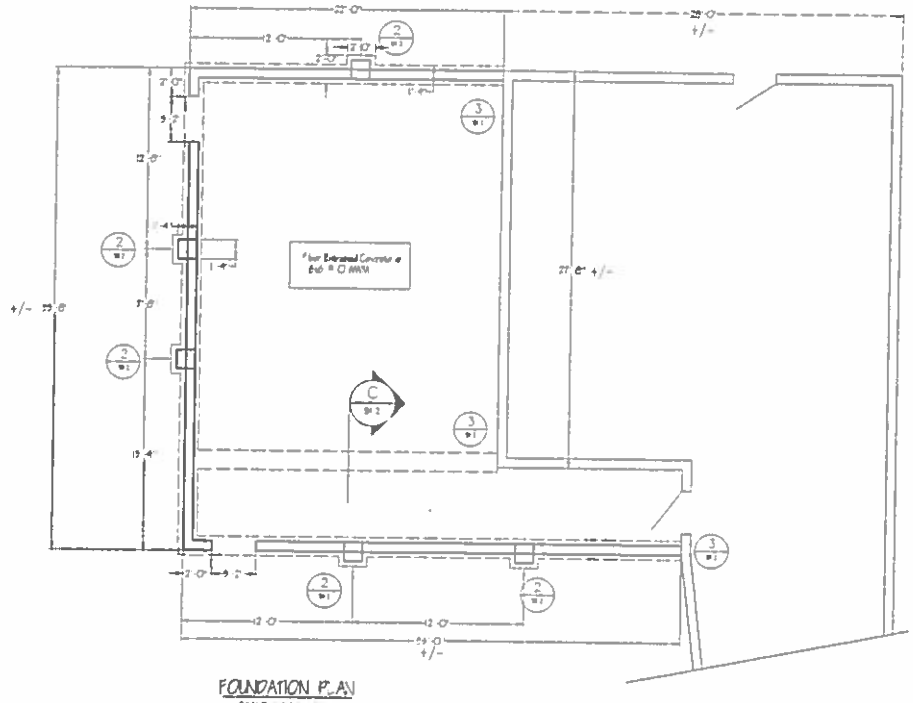
SHEET 3 of 3

Cain's Barber Shop Addition
106 E. Atlantic St., Emporia VA

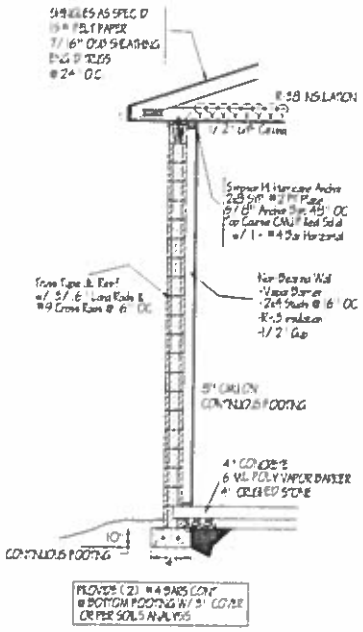
Issued for Permit
Issued for Bid

The Round Hill Group

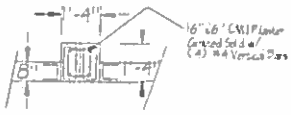
1-0-2014
THE ROUND HILL GROUP
ROUND HILL DESIGN



FOUNDATION PLAN
SCALE 1/4" = 1'

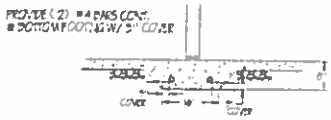


WALL SECTION
SCALE 1/2" = 1'

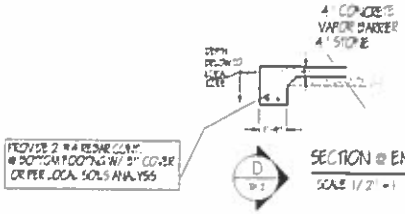


PLASTER DETAIL
SCALE 1/2" = 1'

FOOTING EXTENSION DETAIL
PLAN VIEW



SECTION @ THICKENED SLAB
FOR INTERIOR BEARING WALLS
SCALE 1/2" = 1'



SECTION @ ENTRY
SCALE 1/2" = 1'

SHEET 2 of 3

Cain's Barber Shop Addition
106 E. Atlantic St., Emporia VA

Drawn: P. Gerard
Checked: P. L. Gerard

The Round Hill Group

THE ROUND HILL GROUP
ROUND HILL DESIGN

Emporia, Virginia

Map Pin	Tax Map Number	Address	Deed Book Reference
142-10-1	142 -10 -0 -1,B,4	106 EAST ATLANTIC STREET Emporia, Va 23847	DB164 P454

Owner Information	
Owner	CAIN ROBERT E
Owner's Address:	3294 DRYBREAD RD EMPORIA VA 23847

Summary

Property Information

Residential	No Data	Well	No Data
Commercial	Y	Spring	No Data
Class	04	Paved Road	Y
Zone	C-2 AUTO COMMERCIAL	Improvement Value	29700
Property Use	BEAUTY-BARBAR	Land Value	3000
Description Land Area	SITE (FF)	Sale Price	32000
Size Main Land Area	0	Sale Date	05/03/1988
Computed Main Land Area	16	Account Number	17220
Public Water	Y	Dirt Road	No Data
Public Sewer	Y	Road	No Data
Septic System	No Data	Sidewalk	Y
Underground Utility	No Data	Topography	LEVEL
Gutter	Y		

Improvement Information

Year Built	1960	Split Foyer	No Data
Year Remodeled	1975	Central Heat	Y
Year Assessed	2014	Central Air	Y
Number Stories	0.0	Roof Type	TAR/GRVL
Number Rooms	0	Exterior Type	BR/BLOCK
Number Bedrooms	0	Basement Type	NONE
Number Bathrooms	0	Exterior Condition	A/F
Number Fireplaces	0	Foundation Type	SLAB
Number Chimneys	0	Floor Type	TILE
Split Level	No Data	Wall Type	PANEL
Building Description	CAINS BARB SHOP	Heat Fuel Type	HOTAIR
Square Footage	1700	Subdivision	ATLANTIC ST. EAST

DISCLAIMER This data is provided without warranty of any kind, either expressed or implied, including, but not limited to, the implied warranties of merchantability and fitness for a particular purpose. Any person, firm or corporation which uses this map or any of the enclosed information assumes all risk for the inaccuracy thereof, as City of Hampton expressly disclaims any liability for loss or damage arising from the use of said information by any third party.

Previous Owner	
Previous Owner 1	
Previous Owner	LAVINIA KNOX
Datebase Reference	PB5 P53
Previous Owner's Address	No Data
Date of Transfer	No Data
Sale Price	No Data

Previous Owner 2	
Previous Owner	No Data
Datebase Reference	PB13 P128
Previous Owner's Address	No Data
Sale Price	No Data

DISCLAIMER: This data is provided without warranty of any kind, either expressed or implied, including, but not limited to, the implied warranties of merchantability and fitness for a particular purpose. Any person, firm or corporation which uses this map or any of the enclosed information assumes all risk for the inaccuracy thereof. as City of Hampton expressly disclaims any liability for loss or damage arising from the use of said information by any third party.

Legend

- City Boundary
- Parcels
- Site Addresses
- Road Centerlines

Zoning

- DT DOWNTOWN
- C-1 GENERAL COMMERCIAL
- C-2 AUTO COMMERCIAL
- I-1 INDUSTRIAL
- I-2 INDUSTRIAL
- R-1 SINGLE FAMILY
- R-2 SINGLE FAMILY
- R-3 MULTI-FAMILY
- Streams and Rivers
- Water Bodies

Feet

0 50 100 150 200

1:2,257 / 1"=188 Feet

Title: 142-10-1

Date: 4/8/2015

DISCLAIMER: This drawing is neither a legally recorded map nor a survey and is not intended to be used as such. The information displayed is a compilation of records, information, and data obtained from various sources, and Emporia is not responsible for its accuracy or how current it may be.

Legend

- City Boundary
- Parcels
- Site Addresses
- Road Centerlines
- Streams and Rivers
- Water Bodies

Feet

0 20 40 60 80

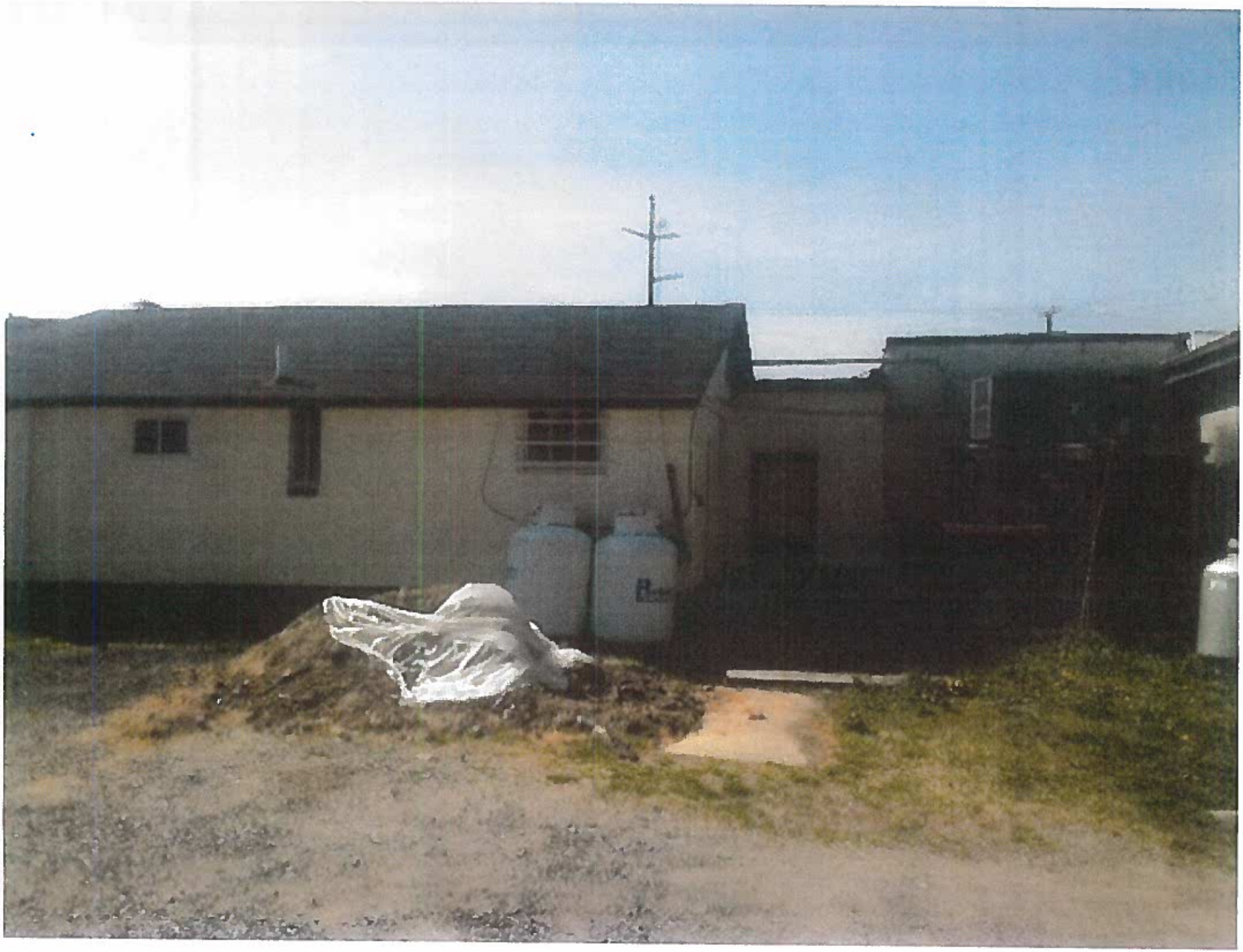
1:1,128 / 1"=94 Feet

Title:

Date: 4/8/2015

DISCLAIMER: This drawing is neither a legally recorded map nor a survey and is not intended to be used as such. The information displayed is a compilation of records, information, and data obtained from various sources, and Emporia is not responsible for its accuracy or how current it may be.

106



Ordinance No. _____

Ordinance

AN ORDINANCE TO AMEND SECTION 90-80 (k)
OF THE CODE OF THE CITY OF EMPORIA, VIRGINIA

BE IT ORDAINED by the City Council of the City of Emporia, Virginia, in regular assembly that:

Section 90-80 (k) of the Code be amended and re-enacted to read as follows:

Sec. 90-80. DT downtown district.

(k) *Architectural compatibility.*

(1) All buildings ~~or~~ and structures shall be ~~erected~~ constructed, erected, ~~or~~ and altered to blend with the general character of the DT downtown district. To facilitate this requirement, the zoning administrator shall submit all plans and specifications involving the construction or erection of new buildings and structures and major alterations to existing buildings and structures ~~necessary to make such a reasonable determination.~~ to the planning commission for review. For the purposes of this section, major alteration means any physical modification to a structure that involves a major portion of the structure or has a substantial visual impact on the structure or surroundings. Major alterations include, but are not limited to, changes in building massing, cladding the exterior walls in a new material, and extensive replacement of windows and doors with a new or unoriginal design in a structure.

The planning commission ~~may seek input from surrounding property owners, tenants or other organizations as it may see fit and~~ shall make architectural compatibility recommendations ~~regarding the architectural compatibility of the proposed development or alteration of existing buildings~~ to city council. Final decision making authority shall be vested in city council. This review shall in no way require the use of specific materials.

(2) Minor alterations ~~Signs and exterior paint colors in the DT downtown district~~ shall be subject to review and approval by the zoning administrator. For the purposes of this section, minor alteration means any physical modification to a structure that is limited in scope or has a minor visual impact in relation to the total design of the project. Minor alterations include, but are not limited to, awnings, landscaping, lighting, roofing, paint colors, and signage.

(3) Plans approved by the Department of Historic Resources pertaining to the Belfield Business District Revitalization Project shall be approved administratively by the zoning administrator.

~~(3)~~(4) In order to ensure that buildings proposed for removal will not substantially impact or take away from the general character of the DT downtown district, the proposed demolition of any building or structure is subject to the same review and approval as outlined in subsection (k)(l) above.

~~(4)~~(5) The City of Emporia shall be exempt from the review and approval procedure as outlined in subsection (k) (1) and (2) above provided any erection or alteration done by the city is consistent with the general character of the DT downtown district.

Adopted: March 3, 2015

By_____
Mary L. Person
Mayor

Attest:

_____
City Clerk

Form Approved:

_____
City Attorney

CITY OF EMPORIA

Memorandum

May 29, 2015

TO: The Honorable Mayor and City Council

FROM: Brian S. Thrower, City Manager BST

SUBJECT: W. Atlantic Street Neighborhood Improvement Project – Appropriation Ordinance

ITEM #: 15-42

The City has received a monetary contribution from a homeowner to be expended for repairs made to a home in the W. Atlantic Street Neighborhood Improvement Project area. The cost of needed repairs to this home exceeds the amount allowed by the Department of Housing and Community Development. Any costs which exceed the allowable amount must be paid for by the homeowner. In order for the City to utilize these funds to pay the contractor for the repairs, you must appropriate them into the FY15 operating budget via the attached ordinance.

Recommendation

I recommend that you adopt the attached appropriation ordinance.

Attachment

Ordinance

PO BOX 511, 201 SOUTH MAIN ST., EMPORIA, VA 23847 TELEPHONE: (434) 634 3332 FAX: (434) 634 0003
Visit Our Website at: www.ci.emporia.va.us

Ordinance No._____

Ordinance

An Ordinance To Appropriate The Sum Of
$567.00 In Owner Contribution Funds For
The West Atlantic Street Project

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

1. That the sum of $567.00 in owner contributed funds be, and the same hereby is, appropriated into the City's Operating Budget for Fiscal Year 2014-2015.

2. Said appropriation shall be reflected in the 2014-2015 Operating Budget as the sum of $567.00 in collected General Fund Revenues and the sum of $567.00 appropriated to General Fund Expenditures, Account Number 81700-5841 Owner Contribution – W. Atlantic St.

3. The City Manager is hereby authorized to do all things necessary to implement this ordinance.

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

Adopted: June 2, 2015

City of Emporia, Virginia

By_____
Mary L. Person
Mayor

Attest:

_____
City Clerk

Form Approved:

_____
City Attorney

CITY OF EMPORIA

Memorandum

May 29, 2015

TO: The Honorable Mayor and City Council

FROM: Brian S. Thrower, City Manager BST

SUBJECT: Request by Council Member Harris – CYC, Ltd. Sign

ITEM #: 15-43

Council Member Harris has requested this item be placed on tonight's agenda.

Attachments

Letter to Mel Ogburn
City Zoning Code – Sign Regulations

PO BOX 511, 201 SOUTH MAIN ST., EMPORIA, VA 23847 TELEPHONE: (434) 634 3332 FAX: (434) 634 0003
Visit Our Website at: www.ci.emporia.va.us

CITY OF EMPORIA

April 17, 2015

Mel Ogburn
Mel Ogburn Signs
303 School Street
Emporia, VA 23847

Dear Mr. Ogburn:

I am in receipt of your sign permit application to erect a sign at the Community Youth Center (CYC). As you may be aware, identification signs in residential zoning districts may not exceed 24 square feet in area. The sign you have proposed is 32 square feet in area. As such, I am denying your permit application. Should you wish to reduce the sign area to 24 square feet or less, please submit another application for consideration.

Please contact me at bthrower@ci.emporia.va.us or (434) 634-3332 should you have any questions. I appreciate your understanding regarding this matter.

Sincerely,

Brian S. Thrower
City Manager

cc: Zoning File
Randy Pearce, Building and Fire Official

PO BOX 511, 201 SOUTH MAIN ST., EMPORIA, VA 23847 TELEPHONE: (434) 634 3332 FAX: (434) 634 0003
Visit Our Website at: www.ci.emporia.va.us

Sec. 90-149. - Permitted signs.

(a) *Generally.* Signs shall be permitted in the various districts as provided in this section; all such signs shall be placed completely within the boundaries of the property to which the sign serves, and shall not be placed partially or completely within any easement or right-of-way, excluding "A" or "T" frame signs, menu or sandwich board signs, and flags signs in the downtown district, subject to the zoning administrator's approval; however, all such signs not specifically permitted are prohibited including, but not limited to:

(1) Flashing signs, rotating signs, propellers, discs, moving sign structures, and the like, but excluding pennants, signs indicating time and/or temperature, sign displays changing no more than once every four seconds and signs displayed as scrolling words and/or numbers.

(2) Any sign that uses the word "stop" or "danger" or otherwise presents or implies the need or requirement of stopping or caution or the existence of danger, or which is a copy or imitation of, or which for any reason is likely to be confused with any sign displayed or authorized by public authority.

(3) Any nonshielded illumination of a sign within 200 feet of an R district.

(4) Off-site signage or general advertisement sign except as permitted in C-1, C-2, I-1 and I-2 zones. Charitable, civic and non-profit organizations/events may be allowed off-site temporary signage, as approved by the zoning administrator under issuance of a special event sign permit.

(5) Handbills, leaflets and other similar signs placed on or attached to utility poles, streetlight pole, telephone pole, traffic sign pole or other similar fixtures, except for pole or fixture identification.

(6) Temporary signs unless under issuance of a "temporary sign permit" from the zoning administrator. All temporary signs shall be constructed with durable materials by a professional sign company. Temporary signs may be erected for a period not to exceed 30 days, four times per calendar year, with at least 30 days elapsing between issuance of a new temporary sign permit. Religious, charitable, civic, and non-profit organizations are excluded from permit fees, requirement of affixation to a primary building, professional sign company requirement and the time stipulations noted above only for on-site signage, however, must still obtain a temporary sign permit from the zoning administrator.

(b) *R districts.* The following nameplates and signs shall be permitted in R districts:

(1) One home occupation or nameplate per dwelling.

(2) One directional sign for each agency at any one street.

(3) One identification sign not exceeding 24 square feet in area for buildings other than dwellings, and including neighborhood or community signs.

(4) One residential construction or subdivision development sign for each main access to any one residential development not to exceed 32 square feet in area.

(5) Signs directing and guiding traffic and parking on private property such as "entrance," "exit," or "one-way" not to exceed six square feet in area.

(6) Signs, flags, legal notices, identification, information or directional signs erected or required by governmental bodies.

(7) One temporary sign.

(8) Any other signs, lighting or displays authorized by the council.

(c) *C-1 districts.* The following signs shall be permitted in C-1 districts:

(1) All signs permitted in the R districts.

(2) Window signs.

(3) Business signs not to exceed a total area of two square feet for each foot of frontage of the business, provided they are attached to the building and not projecting more than four feet therefrom or extending above the roofline more than four feet.

(4) One freestanding sign not to exceed 50 square feet in area for each business with a frontage of 75 feet, but in no case shall such sign extend over the street right-of-way line or exceed the height limit.

(5) Billboards, with a conditional use permit.

(6) One commercial construction or subdivision sign for each main access to any one commercial development not to exceed 32 square feet in area. Commercial subdivision signs may also identify businesses or provide information within the commercial subdivision, with an additional 24 square feet of sign area per parcel, so long as the additional signage is located on the same pole or poles and does not exceed 175 total square feet.

(7) One temporary sign per parcel not to exceed a maximum of 1/3 square foot for each linear foot of building frontage. The temporary sign shall be subject to the application fee and be in accordance with display time requirements. In the event of a commercial development, one temporary sign shall be permitted for each business within the development.

(8) Menu board signs not to exceed 48 square feet each.

(d) *C-2 districts.* The following signs shall be permitted in C-2 districts:

(1) All signs permitted in R districts.

(2) Window signs.

(3) Business signs not to exceed a total area of three square feet for each foot of frontage of the business, provided they are attached to the building and not projecting more than four feet therefrom or extending above the roofline more than four feet.

(4) One freestanding business sign not to exceed 175 square feet in area for each lot with a frontage of 75 feet or more. In case of a shopping center, each business may have an additional 20 square feet of freestanding sign area, so long as it is located on the same pole or poles of the shopping center sign, but in no case shall such sign extend over the street right-of-way line or exceed the height limit.

(5) Billboards, with conditional use permit.

(6) One commercial construction or subdivision sign for each main access to any one commercial development not to exceed 32 square feet in area. Commercial subdivision signs may also identify businesses or provide information within the commercial subdivision, with an additional 24 square feet of sign area per parcel, so long as the additional signage is located on the same pole or poles and does not exceed 175 total square feet.

(7) One temporary sign per parcel not to exceed a maximum of 1/3 square foot for each linear foot of building frontage. The temporary sign shall be subject to the application fee and be in accordance with display time requirements. In the event of a commercial development, one temporary sign shall be permitted for each business within the development.

(8) Menu board signs not to exceed 48 square feet each.

(e) *I districts.* The following signs shall be permitted in I districts:

(1) All signs permitted in C-2 districts.

(2) One general advertising sign for each 1,000 feet of frontage not to exceed 300 square feet in area and not to exceed the height limit.

(f) *DT Downtown district.* The following signs shall be permitted in the DT district:

(1) All signs permitted in R districts.

(2) Window signs, including signs painted on windows or doors restricted to the first floor of any building or structure, not to exceed a total area of two square feet for each foot of frontage of the business.

(3) Business signs not to exceed a total area of two square feet for each foot of frontage of the business provided they are attached to the building and not projecting more than four feet therefrom and shall not extend above the roofline. For buildings with more than one business, the total area allowed may be divided among those businesses.

(4) One freestanding or monolithic business sign not to exceed 50 square feet in area and no higher than six feet tall, for each lot with a lot frontage of 75 feet or more, provided such signs do not create a visual obstruction or safety hazard. In the case of shopping or business centers where more than one business resides within a single building, each business may have an additional ten square feet of sign area, so long as it is located on the same pole or poles of the freestanding or monolithic sign, but in no case shall such sign extend over the street right-of-way line. Freestanding signs shall not be permitted on lots where the building has a setback of 25 feet or less.

(5) One "A" or "T" frame sign/menu or sandwich board sign. "A" or "T" frame signs/menu or sandwich board signs shall not exceed 12 square feet in area and shall be removed from the exterior of the building during non business hours.

(6) One flag. Flags shall not exceed 15 square feet in area.

(Code 1972, § 24-35; Ord. No. 03-19, § 2, 5-20-03; Ord. No. 04-06, § 1, 2-3-04; Ord. No. 06-67, 8-7-07; Ord. No. 09-29, 6-2-09; Ord. No. 10-9, 1-19-10; Ord. No. 11-19, 7-19-11)

CITY OF EMPORIA

Memorandum

May 29, 2015

TO: The Honorable Mayor and City Council

FROM: Brian S. Thrower, City Manager BST

SUBJECT: VPI Extension Office – Update on In-School Programs

ITEM #: 15-44

Drexel Pierce, 4-H Extension Agent, is in attendance to update you on in-school programs offered through the VPI Extension Office.

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