



# **CITY OF EMPORIA**

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## **PUBLIC HEARING**

1. East Atlantic Street Neighborhood Improvement Project - Request to Approve Resolution Authorizing Submittal of CDBG Application

**AGENDA**  
**EMPORIA CITY COUNCIL**  
*Regular Meeting*  
**TUESDAY, MARCH 15, 2016 - 6:30 P.M.**

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### **OPENING PRAYER**

### **ROLL CALL**

### **APPROVAL OF MINUTES**

- February 06, 2016 ~ Council Retreat
- February 16, 2016 ~ Public Hearing and Regular Meeting

### **APPROVAL OF BILLS**

### **REPORTS**

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

### **APPROVAL OF AGENDA**

### **AWARDS AND RECOGNITIONS**

- Retirement Resolution
- Sergeant Anthony Artis

### **UNFINISHED BUSINESS**

- 16-04. Citizens Advisory Board - Request to Dissolve

### **NEW BUSINESS**



# **CITY OF EMPORIA**

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## **PUBLIC HEARING**

1. East Atlantic Street Neighborhood Improvement Project – Request to Approve Resolution Authorizing Submittal of CDBG Application

**AGENDA**  
**EMPORIA CITY COUNCIL**  
*Regular Meeting*  
**TUESDAY, MARCH 15, 2016 - 6:30 P.M.**

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- 16-09. East Atlantic Street Neighborhood Improvement Project – Request to Approve Resolution Authorizing Submittal of CDBG Application
- 16-10. Animal Shelter Project – Request to Approve Appropriation Ordinance and Proceed with Construction
- 16-11. Budget Work Session Dates and Adoption Timeline – Request to Approve
- 16-12. Sexual Assault Program – Appropriation Ordinance
- 16-13. Sexual Assault Program – Appropriation Ordinance
- 16-14. Update on Old Training School – Request by Council Member Harris
- 16-15. Improvement Association - Appointment
- 16-16. Recreation Advisory Commission – Term Expirations

### **PUBLIC COMMENT**

### **CLOSED SESSION**

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

**MINUTES  
EMPORIA CITY COUNCIL  
RETREAT  
CITY OF EMPORIA MUNICIPAL BUILDING  
February 6, 2016**

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

Emporia City Council held a retreat on Saturday, February 06, 2016 at 9:00 a.m. in the Conference Room at the VPI Extension Office located at 105 Oak Street, Emporia, Virginia, 23847.

City Council members in attendance:

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

Others present:       Mary L. Person, Mayor  
                              Brian S. Thrower, City Manger  
                              C. Butler Barrett, City Attorney  
                              Sheila Cutrell, Finance Director  
                              Tessie Wilkins, City Clerk  
                              Jan Harrell, Economic Development Manager

Absent:                Councilwoman Deborah D. Lynch  
                              Dr. Edwin C. Daley, Assistant City Manager

Mr. Thrower opened the retreat by welcoming everyone in attendance.

**Review Strategic Goals and Priorities**

Mr. Thrower provided City Council members with a general overview status of the City's Strategic Goals and Priorities.

**Project Updates**

Mr. Thrower provided City Council members with a general overview of the City's major projects. Some of the highlights from his presentation were as follows:

- Water Treatment Plant Upgrade
- Wastewater Treatment Plant Upgrade
- West Atlantic Sewer Main Replacement

- Farmers Market Trailhead
- West Atlantic Street Neighborhood Revitalization Project
- South Main Street Enhancement Project
- East Atlantic Street Reconstruction
- Halifax Street Bridge Replacement
- City Animal Shelter
- Industrial Park Drainage Improvements
- City Hall and Police Station Study
- East Atlantic Neighborhood Revitalization
- Belfield Business District Revitalization Project

**Economic Development Updates (Jan Harrell, Economic Development Manager and Jeff Reed, Virginia’s Growth Alliance Executive Director)**

Mrs. Harrell provided City Council members with a general overview of the City/s Economic Development. Some of the highlights from her presentation were as follows:

- Enterprises Zone
- Industrial Site Acquisition
- Virginia’s Growth Alliance

Mr. Jeffrey Reed, Executive Director provided City Council members with a general overview of the Virginia’s Growth Alliance marketing materials updates.

**Break**

**FY16 Budget Review and FY17 Outlook (Sheila Cutrell, Finance Director)**

Ms. Cutrell provided City Council members with an overview of the City of Emporia’s financial status in the form of a slideshow. Some of the highlights of the presentation were as follows:

***General Fund Revenues***

- Revenue collections had reach 56.35% of the budgeted amount as of January 31, 2016
- As of this date, revenues exceeded expenditures by \$941,308

***General Fund Expenditures***

- Expenditures total 53.65% of the budgeted amount as of January 31, 2016

***Utility Fund Revenues***

- Revenue collections has reached 49.51% of the budgeted amount as of January 31, 2016
- As of this date, revenues exceeded expenditures by \$1,366,575
  - This is due to the proceeds from the bond issue for the WTP upgrades being received, but not yet being paid out to the contractor.

### ***Utility Fund Expenditures***

- Expenditures total 35.75% of the budgeted amount as of January 31, 2016

### ***Budget Outlook for FY11***

- Real estate property values declined by approximately 4% according to the most recent reassessment. If the real estate tax rate is not increased, the loss of revenue will be approximately \$117,389.
- Reduction in VRS rate of .97%
- Debt payment changes due to the following:
  - Slight reduction in debt payments to the County for the Sheriff Department and health Department buildings due to the County refinancing the debt
  - Possible reduction in debt payments for the Series 2006 Bond issue – the interest rate resets on May 1 to the Five-Year Treasury Constant Maturity March month-end rate
- Reduction in debt service payments due to the retirement of the 2004A Bond issue of approximately \$169,000 in General Fund and approximately \$16,000 in Utility Fund
- Increase in debt service payments for the Water Treatment Plant 2013A Bond issue of approximately \$26,000.

### **Salary Study Implementation**

Mr. Thrower provided City Council members with a general overview of the salary study implementation. Some of the highlights from his presentation were as follows:

- Adopt the Springsted Scale and Position Reclassifications – Effective July 1, 2016
- 2 Options that staff is exploring to include in the recommended FY17 Budget – Effective July 1, 2016
  1. All employee salaries are brought to the minimum of the proposed pay grade or given a two-step increase, whichever is greater.
  2. Tiered Step increases.

### **City Code Updates**

#### **False Fire Alarms**

Mr. Thrower stated that in the near future he would be proposing an ordinance for false fire alarm calls due to faulty equipment.

#### **Zoning**

Mr. Thrower stated that he would be proposing an ordinance for Zoning to clarify some of the language.

## City Council Meetings

### Once Per Month

Mr. Thrower stated that he was requesting Council to have one Council meeting per month.

It was the consensus of Council to continue to have two meetings per month and to cancel meetings as needed.

### Awards and Recognitions

Mr. Thrower stated that he requesting to add Awards and Recognitions to the Council Agenda.

It was the consensus of Council to add the Awards and Recognitions to the Agenda starting the February 16, 2016 meeting.

### CLOSED SESSION

Councilwoman White moved that Closed Session be entered for the purpose of discussing Virginia Code Sections § 2.2 3711 (A) (7) **Legal matters requiring advice of counsel and briefing by staff pertaining to City/County contractual issues**, seconded by Councilwoman Mercer, which passed as follows:

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

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

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

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

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### CERTIFICATION

Councilwoman Mercer moved to certify the following:

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

Councilwoman Carey seconded the motion, which passed as follows:

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

## **ADJOURNMENT**

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

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Mary L. Person, Mayor

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Tessie S. Wilkins, CMC  
City Clerk

## PUBLIC HEARING

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

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Emporia's City Council held a Public Hearing on Tuesday, February 16, 2016, at 6:30 p.m. in the Council Chambers of the Municipal Building, located at 201 South Main Street, Emporia, Virginia. Mayor Mary L. Person presided over the session.

The following City Council members were present:

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

Others present:

Mary L. Person, Mayor  
C. Butler Barrett, City Attorney  
Brian S. Thrower, City Manager  
Dr. Edwin C. Daley, Assistant City Manager  
Tessie S. Wilkins, City Clerk  
W. S. Harris, Jr., Treasurer  
Joyce E. Prince, Commissioner of the Revenue  
Ricky Pinksaw, Chief of Police  
Royal Jones, Public Works Director

Absent:

Councilman James E. Ewing, III

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

Mr. Thrower stated that the City has been working with the Virginia Department of Housing and Community Development (DHCD) and Community Planning Partners (CPP) to plan for a community improvement project in the East Atlantic Street neighborhood. He also stated that the City is preparing to submit an application for an improvement grant to begin in 2017.

Mr. Thrower stated that there is no action requested tonight. He also stated that a second hearing will be held at the March 15, 2016 Council meeting. He further stated that on March 15, 2016, Council will be asking to authorize submittal of the application.

Mr. Thrower stated that Heather Ashline with CPP was in attendance to brief Council on the project.

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

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

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

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Mary L. Person, Mayor

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Tessie S. Wilkins, CMC  
City Clerk

**MINUTES**  
**EMPORIA CITY COUNCIL**  
**CITY OF EMPORIA MUNICIPAL BUILDING**  
**February 16, 2016**

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Emporia City Council held a regular meeting on Tuesday, February 16, 2016 at 6:30 p.m. in the Council Chambers of the Municipal Building, located at 201 South Main Street, Emporia, Virginia. Mayor Mary L. Person presided over the meeting with Carolyn Carey, Council Member offering the invocation.

**ROLL CALL**

The following City Council members were present:

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

Others present:

Mary L. Person, Mayor  
C. Butler Barrett, City Attorney  
Brian S. Thrower, City Manager  
Dr. Edwin C. Daley, Assistant City Manager  
Tessie S. Wilkins, City Clerk  
W. S. Harris, Jr., Treasurer  
Joyce E. Prince, Commissioner of the Revenue  
Ricky Pinksaw, Chief of Police  
Royal Jones, Public Works Director

Absent:

Councilman James E. Ewing, III

**MINUTES APPROVAL**

Councilwoman Temple moved to approve the minutes from the Tuesday, January 19, 2016 Public Hearing and Regular meeting minutes as presented, seconded by Councilwoman Carey, which passed as follows:

Councilman F. Woodrow Harris                      aye

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

## **APPROVAL OF BILLS**

A listing of the February 16, 2016 bills was presented to City Council members.

General Fund	\$	1,400,055.32
Utility Fund	\$	101,039.06

Councilwoman Temple moved to approve the February 16, 2016 bills as presented, seconded by Councilwoman Mercer, which passed as follows:

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

## **FINANCIAL AND TAX REPORTS**

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

## **COMMISSIONER OF THE REVENUE REPORT**

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

## **PERMIT AND INSPECTION REPORT**

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

## **POLICE REPORT**

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

## **CITY SHERIFF REPORT**

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

## **CITY ATTORNEY REPORT**

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

## **AGENDA APPROVAL**

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

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

## **AWARDS AND RECOGNITIONS**

Mayor Person presented Lloyd Gray with a retirement resolution and plaque in appreciation of 29 years and 9 months of dedicated service to the City of Emporia.

Mayor Person presented Corporal Frank Mainwaring with a retirement resolution and plaque in appreciation of 21 years and 5 months of dedicated service to the City of Emporia.

Mayor Person introduced the newly hired police officers which included: Officer Valerie Rodriguez, Officer Travis Stewart and Officer Robert Poarch to the City.

Mayor Person introduced the newly hired Public Works employee Clayton McDaniel, Street Equipment Operator to the City.

Mayor Person presented a proclamation for Black History Month.

## **UNFINISHED BUSINESS**

### ***15-98. Boards and Commissions – Various Term Expirations***

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

Councilwoman Carey nominated Marcus Carey's name to be submitted to Greensville County Circuit Court for consideration and official appointment to fill the term of Preston Battle on the Board of Equalization.

Councilman Harris made a motion to submit Marcus Carey's name to the Greensville County Circuit Court for consideration and official appointment for the Board of Equalization, seconded by Councilwoman Lynch, which passed as follows:

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

Councilwoman Deborah D. Lynch      aye

***16-04. Boards and Commission – Various Term Expirations***

Mayor Person asked if anyone wished to make a nomination concerning Ms. Tillar’s term on the Economic Development Authority Board.

Councilman Harris nominated Jim Saunders to serve a 4 year term on the Economic Development Board.

Councilman Harris made a motion to appoint Jim Saunders to serve a four year term on the Economic Development Board, seconded by Councilwoman Temple, which passed as follows:

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

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

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

Councilman Harris inquired due to its infrequent meeting schedule was it necessary for the City of Emporia to have a Citizen Advisory Board.

It was the consensus of Council to hold this item until the next Council meeting to receive further information if the Board is necessary.

**NEW BUSINESS**

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

Mr. Drexel Pierce, Extension Office, introduce Donna Daniel new Extension Agent to Council.

Ms. Donna Daniel stated that she was offering the following programs: Court Ordered Programing, Color Me Healthy Program, Master Food Volunteer Program, Balanced Living with Diabetes, Food Preservation, Senior Programs and Summer Camp at the YMCA.

***16-06. Greensville County Public School System Updates***

Mr. Thrower stated that Janey Bush and Marva Dunn were in attendance to provide Council with the Greenville County Public School System updates.

Ms. Dunn stated that Greenville County Schools system has added other ways to help parental involvement in the schools which includes: Fall Principals Forum, Parent Portal of Student Information System Opened for Access, Parent/Community Roundtable Information Fair, Math Class for Parent of 3<sup>rd</sup> Grade Students, and a Facebook Page. She also stated that guidance counselors should track each 8<sup>th</sup> grader throughout high school to track GPAs to ensure college readiness.

Ms. Bush reported that Jerry Winningham, Assistant Principal at Greenville County High School and Teresa Lindberg, Agri-Science Teacher at Wyatt Middle School presented information to the Emporia Rotary Club on the Career & Technical Education Programs available for students in GCPS. She also reported that there are 16 career clusters. She further stated that each cluster includes curriculum competencies, including work ethic competencies, required for the courses of study. She stated that in addition to classes in each category offered at the high school, there are also dual enrollment classes in which students can earn college credits. She also stated that students can earn an Associate's Degree in a General Studies major at no cost while attending high school that essentially allow them to enter college as a junior.

Ms. Bush reported that Greenville County Schools will receive \$68,544 in reimbursement for security upgrades to be made at all four schools.

Ms. Bush reported that under the revised Standards of Accreditation, schools rated as Partially Accredited that do not earn full accreditation status after three years are denied state accreditation, unless granted an extension or allowed by the State Board of Education to reconstitute. She also reported that the student pass rates on the Virginia Standards of Learning Tests have fallen short of meeting statewide requirements for full accreditation for three consecutive years at Greenville Elementary School, Belfield Elementary and E. W. Wyatt Middle School.

Ms. Bush stated that the Greenville Elementary School is partially accredited: Warned School-Pass rate. She also stated that Belfield Elementary School is partially accredited: Improving School-Pass rate. She further stated that E. W. Wyatt Middle School is partially accredited: Warned School-Pass rate. She reported that Greenville County High School is Fully Accredited.

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

Mr. Thrower stated that Elisabeth Rood with the KFH Group was in attendance to present a power point presentation of the results of the Public Transportation Feasibility Study.

Ms. Rood stated that the firm was hired by the County with financial assistance from DRPT. She also stated that Stakeholders in the region recognized through their work with citizens and customers that the lack of transportation is a barrier to access numerous essential services and employment. She further stated that Greenville County and the City of Emporia partnered with the Virginia Department of Rail and Public Transportation (DRPT) to conduct a Public Transportation Feasibility Study. She reported that there were four study tasks which included Transit Needs Analysis, Overview of Current Transportation Services in the Region,

Service and Organizational Alternatives and Recommended Transit Service Plan. She also reported that it was three Service alternatives which included Greensville-Emporia Circulator, Demand Response with a Rural Focus and Connector Service to Petersburg and/or Suffolk. She further reported that the total estimated annual operating expenses equal \$129,997. She stated that the anticipated funding sources included: fares, Federal S.5311 Rural Transit Funding, DRTP Operating Assistance and Local.

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

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

Councilman Harris moved to reappoint Marva Dunn to the City of Emporia’s Redevelopment & Housing Authority Board to serve an additional four-year term, seconded by Councilwoman Temple, which passed as follows:

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

**PUBLIC COMMENT**

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

*Mr. Anthony Gillus*, addressed Council stating that he had concerns with the City pay scale.

*Ms. Shelia Andrews, 513 Harding Street*, addressed Council stating that citizens and local programs should shop with their local businesses in the community first.

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

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

Councilwoman White moved that Closed Session be entered for the purpose of discussing Virginia Code Sections § 2.2 3711 (A) (7) **Legal matter requiring the advice of counsel and briefings by staff pertaining to City/County contractual issues**, seconded by Councilwoman Mercer, which passed as follows:

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

Councilwoman Deborah D. Lynch      aye

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

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

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

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**CERTIFICATION**

Councilwoman Mercer moved to certify the following:

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

Councilwoman Carey seconded the motion, which passed as follows:

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

**ADJOURNMENT**

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

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Mary L. Person, Mayor

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Tessie S. Wilkins, CMC  
City Clerk

# Review of Bills

## March 15, 2016

### GENERAL FUND

#### LEGISLATIVE

B & T Trophies	207.00
B. W. Wilson Paper Company, Inc.	93.00
Bank of America	623.64
Carey, Carolyn S.	210.30
Curtis 1000, Inc.	71.60
Harris, F. Woodrow	128.90
Independent Messenger	339.20
Lynch, Deborah D.	450.00
Mercer, Carol	75.00
Municipal Code Corporation	568.26
Telpage, Inc.	79.90
Treasurer of Virginia - VITA	2.70
Verizon	22.20
VMCA	300.00
White, Doris T.	75.00
Xerox Corporation	76.54

#### EXECUTIVE

Alere eScreen	366.00
B. W. Wilson Paper Company, Inc.	186.00
Bank of America	1,218.14
Corra Group	48.00
Curtis 1000, Inc.	670.86
Emporia-Greensville Chamber	10.00
Independent Messenger	381.60
IPMA-HR	390.00
Lennie Turner	20.00
Pitney Bowes	3,062.97
Telpage, Inc.	149.95
Tidewater Publications	1,992.75
Treasurer of Virginia - VITA	6.50
Verizon	294.76
Xerox Corporation	112.67

#### LAW

Barrett Law Office, PC	1,153.33
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#### REGISTRAR

Bank of America	10.58
Independent Messenger	127.20
Treasurer of Virginia - VITA	0.17
Verizon	22.20
Xerox Corporation	2.05

#### VICTIM WITNESS

#### VJCCCA/FAMILY VIOLENCE PREVENTION

Behavioral Interventions, Inc.	480.62
Caroline Gatten, LCWS	832.50
Emporia CNBB, LP	62.50
Sadler Brothers Oil Company, Inc.	113.97
Telpage, Inc.	49.95
The Bank by Kahill's	334.79
Treasurer of Virginia - VITA	8.52
Verizon	131.97
Verizon Wireless	118.30
Virginia Employment Commission	5,170.00

#### SHARED SERVICES

Greensville County	478,794.53
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#### FINANCE

Anthem Blue Cross/Blue Shield	41,797.96
B. W. Wilson Paper Company, Inc.	186.00
Bank of America	117.57
Curtis 1000, Inc.	397.72
Forms World, Inc.	437.91
Lincoln Financial Group	1,312.68
Treasurer of Virginia - VITA	1.62
Treasurer of Virginia - VRS	35,679.09
Verizon	66.35
Xerox Corporation	89.98

#### TREASURER

B. W. Wilson Paper Company, Inc.	93.00
Bank of America	242.98
Forms World, Inc.	437.92
Independent Messenger	95.40
M & W Printers, Inc.	1,757.12
Office Depot	60.67
Treasurer of Virginia - VITA	4.24
Verizon	171.04
Xerox Corporation	2.67

#### DEBT SERVICE

BB&T Governmental Finance	9,479.92
Carter Bank & Trust	31,196.00
First Citizens Bank	5,858.08
SunTrust Bank	94,630.90
The Bank of Hampton Roads	3,665.43
USDA Rural Development	4,607.00

## Review of Bills March 15, 2016

### EMERGENCY SERVICES

Sadler Brothers Oil Company, Inc.	47.88
Verizon	44.40
Verizon Wireless	49.94
Xerox Corporation	6.94

### COURTS

Crater Youth Care Commission	6,305.75
Law Ofcs. Of Barbara G. Mason, Inc.	363.36
Southside Regional Jail	103,166.40
Treasurer of Virginia - VITA	8.88
Verizon	100.19

### COURT SERVICES UNIT

City Auto Hardware Appliance	10.48
Emporia CNBB, LP	2,275.00
Treasurer of Virginia - VITA	26.10
Verizon	272.91
Verizon Wireless	331.35

### SHERIFF

Bank of America	194.52
Emporia CNBB, LP	325.00
Sadler Brothers Oil Company, Inc.	199.19
Telpage, Inc.	39.99
Treasurer of Virginia - VITA	2.50
Verizon	113.85
Verizon Wireless	93.97

### FIRE

Amerigas Propane LP	472.01
Bank of America	1,324.26
Chesterfield Insurers, Inc.	2,521.00
City of Emporia Utility Fund	194.01
Dominion Virginia Power	748.47
Houchins Pest Control Service	18.50
Jerry's Professional Carpet Cleaning	450.00
MES - Virginia	5,367.63
Morris Refrigeration Company, Inc.	140.56
Parker Oil Company, Inc.	372.14
Sadler Brothers Oil Company, Inc.	83.89
Telpage, Inc.	59.99
Treasurer of Virginia - VITA	0.59
Verizon	111.00
Verizon Wireless	30.53

### PARKS & RECREATION

Bank of America	1,429.34
Cintas Corporation	60.44
Sadler Brothers Oil Company, Inc.	136.13

### COMMISSIONER OF REVENUE/ASSESSOR

B. W. Wilson Paper Company, Inc.	93.00
Commissioner of the Revenue Assoc.	25.00
Forms World, Inc.	437.91
Independent Messenger	339.20
Quill Corporation	15.26
Treasurer of Virginia - VITA	10.71
V.A.A.O.	90.00
Verizon	92.75
Willis Property Assessment	3,531.25
Xerox Corporation	36.10

### NON-DEPARTMENTAL

CAS Severn	7,000.00
Emporia-Greens. Local Law Library	266.00
Greensville/Emporia Health Dept.	15,424.75
Meherrin Regional Library	7,915.56
The Improvement Association	7,897.00

### DEVELOPMENT SERVICES

B. W. Wilson Paper Company, Inc.	186.00
Bank of America	452.04
Community Planning Partners, Inc.	14,214.31
Curtis 1000, Inc.	71.60
Dell Marketing, LP	1,325.89
Emporia EDA	790.00
Emporia Redev. & Housing Authority	50.00
Emporia-Greensville Chamber	30.00
Greensville County	2,483.50
Independent Messenger	95.40
Kyle Green	194.52
S. L. Hill Construction, Inc.	16,896.52
Sadler Brothers Oil Company, Inc.	131.11
Stantec Consulting Services, Inc.	7,846.57
Tidewater Publications	118.40
Treasurer of Virginia - VITA	24.46
VBCOA	80.00
Verizon	92.80
Verizon Wireless	110.84
Virginia-Carolina Paving	138,711.35
Xerox Corporation	221.06

### ANIMAL CONTROL

Bank of America	58.24
PT Armor, Inc.	1,190.00
Sadler Brothers Oil Company, Inc.	56.46
Verizon Wireless	142.37

## Review of Bills March 15, 2016

### FACILITIES

Amerigas Propane LP	710.37
Bank of America	872.13
Baxter Bailey & Associates	3,262.50
Cintas Corporation	312.60
City of Emporia Utility Fund	33.98
David W. Fladung	52.00
Dominion Virginia Power	2,908.19
Houchins Pest Control Service	138.75
Independent Messenger	190.80
Jeff Robinson & Associates, LLPC	3,872.50
Jerry's Professional Carpet Cleaning	679.94
Mecklenburg Electric Cooperative	1,200.42
Morris Refrigeration Company, Inc.	1,046.60
Pilot Media	447.34
R & C Electric Service, Inc.	716.62
Richmond Times Dispatch	191.20
T. W. Williams	535.00

### POLICE

Bank of America	7,083.36
Cobb Technologies, Inc.	178.00
Computer Networking Services	735.00
Custom Cleaners	90.00
Emporia Medical Associates, PC	390.00
PowerDMS	4,284.96
PT Armor, Inc.	1,248.00
Sadler Brothers Oil Company, Inc.	3,010.25
Telpage, Inc.	59.95
Treasurer of Virginia - VITA	1,050.51
Verizon	1,176.60
Verizon Wireless	278.89
Virginia Employment Commission	1,478.40

### PUBLIC WORKS

ARC3 Gases	255.50
Bank of America	7,485.38
Cintas Corporation	654.28
Dominion Virginia Power	6,995.38
Fuel Freedom Card	1,812.95
Greensville County Landfill	14,395.32
Independent Messenger	302.10
Jeff B. Robinson & Associates LLPC	480.00
Ken Peterson	800.00
Mecklenburg Electric Cooperative	1,519.81
Parker Oil Company, Inc.	132.16
Sadler Brothers Oil Company, Inc.	1,343.98
Safety-Kleen	268.26
Southside Regional Jail	391.60

### PUBLIC WORKS - CONTINUED

Stantec Consulting Services, Inc.	5,760.73
Telpage, Inc.	59.95
Treasurer of Virginia - VITA	2.98
Verizon	246.20
Verizon Wireless	266.66

### **TOTAL GENERAL FUND**

**\$1,169,690.99**

### UTILITY FUND

Anthem Blue Cross/Blue Shield	10,615.84
B. W. Wilson Paper Company, Inc.	93.00
Bank of America	7,345.49
Cintas Corporation	782.60
Clay Ferguson	50.00
Comcast Communications	124.90
Curtis 1000, Inc.	107.40
Dell Marketing LP	1,155.89
Dewberry Engineers, Inc.	2,422.00
Dominion Virginia Power	8,768.66
Fidelity Engineering Corporation	611.50
Fuel Freedom Card	325.62
Hampton Roads Sanitation District	212.67
Independent Messenger	95.40
Lincoln Financial Group	312.56
M & W Printers, Inc.	979.33
Mecklenburg Electric Cooperative	9,460.41
Pace Analytical Services	1,043.00
Parker Oil Company, Inc.	400.67
Sadler Brothers Oil Company, Inc.	1,360.38
Tate Engineering Systems	7,378.00
Telpage, Inc.	79.90
Total Products Company	158.61
Treasurer of Virginia - DGS	1,430.00
Treasurer of Virginia - DPOR	400.00
Treasurer of Virginia - VITA	14.19
Treasurer of Virginia - VRS	9,006.78
U S Postal Service	748.50
USDA Rural Development	35,829.00
Verizon	843.00
Verizon Wireless	241.18
VUPS	53.01

### **TOTAL UTILITY FUND**

**\$102,449.49**

**CITY OF EMPORIA  
CITY COUNCIL MEETING  
March 15, 2016  
AGENDA MEMORANDUM**

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

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

# **Financial Statement**

## **February 29, 2016**

**CHECKING / DAILY INVESTMENT**

**General Fund**

**Utility Fund**

1,897,419.67

1,031,459.31

**CERTIFICATES OF DEPOSIT / INVESTMENTS**

FIRST COMMUNITY BANK	\$385,403.51	MMF @ .10%	NA	GF
CARTER BANK & TRUST	\$758,279.55	12 Mos @ 1.00%	6/30/2016	GF
CARTER BANK & TRUST	\$1,533,010.73	12 Mos @ .90%	1/11/2017	GF
CARTER BANK & TRUST	\$1,025,559.77	12 Mos @ .90%	2/3/2017	GF
CARTER BANK & TRUST	\$1,025,559.77	12 Mos @ .90%	2/3/2017	GF
CARTER BANK & TRUST	\$787,476.45	12 Mos @ .90%	2/8/2017	GF
CARTER BANK & TRUST	\$1,017,666.22	12 Mos @ .90%	2/8/2017	GF
CARTER BANK & TRUST	\$1,017,666.22	12 Mos @ .90%	2/8/2017	GF
FIRST COMMUNITY BANK	\$605,439.35	MMF @ .08%	NA	UT
CARTER BANK & TRUST	\$511,003.57	12 Mos @ 1.00%	1/11/2017	UT
CARTER BANK & TRUST	\$512,524.96	12 Mos @ .90%	2/3/2017	UT

Feb-16

## RECAP OF 2015 TAXES

<b>TYPE OF TAX</b>	<b>BAL. FWD. (A)</b>	<b>SUPPLEMENTS (B)</b>	<b>ABATEMENTS (C)</b>	<b>ADJUSTED LEVY (Cols. A+B-C) (D)</b>	<b>COLLECTIONS TO DATE (E)</b>	<b>BALANCE DUE (F)</b>
Real Estate	3,238,125.78	1,618.20	1,640.74	3,238,103.24	3,121,780.63	116,322.61
Personal Property	1,448,229.94	81,328.68	33,501.76	1,496,056.76	1,453,339.85	42,716.91
Decals	105,828.50	11,304.00	1,656.00	115,476.50	99,508.76	15,967.74
Personal Property Relief	557,649.30	45,749.16	19,398.88	583,999.48	535,296.72	48,702.76
Public Service	192,695.51	0.00	0.00	192,695.51	192,695.51	0.00
<b>TOTAL</b>	<b>5,542,529.03</b>	<b>140,000.04</b>	<b>56,197.38</b>	<b>5,626,331.49</b>	<b>5,402,621.47</b>	<b>223,710.02</b>
<u>2015 Real Estate Tax Collections</u>		<u>96.41%</u>	<u>2015 Personal Property Tax Relief</u>		<u>91.66%</u>	
<u>2015 Personal Property Tax Collections</u>		<u>97.14%</u>	<u>2015 Public Service Tax Collection</u>		<u>100.00%</u>	

Feb-16

## RECAP OF 2014 TAXES

TYPE OF TAX	BAL. FWD.	SUPPLEMENTS	ABATEMENTS	ADJUSTED LEVY	COLLECTIONS	BALANCE DUE
	(A)	(B)	(C)	(Cols. A+B-C) (D)	TO DATE (E)	
Real Estate	3,115,570.28	2,882.31	7,701.25	3,110,751.34	3,067,048.86	43,702.48
Personal Property	1,296,854.59	60,820.78	30,490.29	1,327,185.08	1,314,589.98	12,615.10
Decals	106,527.00	6,275.00	2,725.21	110,076.79	104,354.95	5,721.84
Personal Property Relief	553,560.55	31,441.05	10,420.32	574,581.28	557,812.47	16,768.81
Public Service	188,396.69	0.00	0.00	188,396.69	188,396.69	0.00
<b>TOTAL</b>	<b>5,260,909.11</b>	<b>101,419.14</b>	<b>51,337.07</b>	<b>5,310,991.18</b>	<b>5,232,182.95</b>	<b>78,808.23</b>
<a href="#">2014 Real Estate Tax Collections</a>		<a href="#">98.60%</a>	<a href="#">2014 Personal Property Tax Relief</a>		<a href="#">97.08%</a>	
<a href="#">2014 Personal Property Tax Collections</a>		<a href="#">99.05%</a>	<a href="#">2014 Public Service Tax Collection</a>		<a href="#">100.00%</a>	

## RECAP OF 2013 TAXES

TYPE OF TAX	BAL. FWD.	SUPPLEMENTS	ABATEMENTS	ADJUSTED LEVY	COLLECTIONS	BALANCE DUE
	(A)	(B)	(C)	(Cols. A+B-C) (D)	TO DATE (E)	
Real Estate	3,098,844.15	3,059.50	4,211.40	3,097,692.25	3,082,553.19	15,139.06
Personal Property	1,269,263.24	22,706.50	25,476.79	1,266,492.95	1,257,449.89	9,043.06
Decals	106,188.00	1,982.50	2,850.87	105,319.63	100,108.77	5,210.86
Personal Property Relief	561,632.25	10,214.96	24,056.99	547,790.22	534,621.17	13,169.05
Public Service	200,213.60	0.00	0.00	200,213.60	200,213.60	0.00
<b>TOTAL</b>	<b>5,236,141.24</b>	<b>37,963.46</b>	<b>56,596.05</b>	<b>5,217,508.65</b>	<b>5,174,946.62</b>	<b>42,562.03</b>
<a href="#">2013 Real Estate Tax Collections</a>		<a href="#">99.51%</a>	<a href="#">2013 Personal Property Tax Relief</a>		<a href="#">97.59%</a>	
<a href="#">2013 Personal Property Tax Collections</a>		<a href="#">99.28%</a>	<a href="#">2013 Public Service Tax Collection</a>		<a href="#">100.00%</a>	

## RECAP OF 2012 TAXES

TYPE OF TAX	BAL. FWD.	SUPPLEMENTS	ABATEMENTS	ADJUSTED LEVY	COLLECTIONS	BALANCE DUE
	(A)	(B)	(C)	(Cols. A+B-C) (D)	TO DATE (E)	
Real Estate	3,019,463.59	1,020.90	3,404.83	3,017,079.86	3,012,066.48	5,013.38
Personal Property	1,224,318.90	68,794.39	33,027.82	1,260,085.47	1,253,796.49	6,288.98
Decals	104,243.00	9,600.50	4,270.00	109,573.50	104,438.29	4,864.79
Personal Property Relief	560,183.75	63,406.00	42,933.85	580,655.90	569,810.66	10,845.24
Public Service	173,064.34	0.00	0.00	173,064.34	173,064.34	0.00
<b>TOTAL</b>	<b>5,081,273.58</b>	<b>142,821.79</b>	<b>83,636.30</b>	<b>5,140,459.07</b>	<b>5,113,176.26</b>	<b>27,282.81</b>
<a href="#">2012 Real Estate Tax Collections</a>		<a href="#">99.83%</a>	<a href="#">2012 Personal Property Tax Relief</a>		<a href="#">98.13%</a>	
<a href="#">2012 Personal Property Tax Collections</a>		<a href="#">99.50%</a>	<a href="#">2012 Public Service Tax Collection</a>		<a href="#">100.00%</a>	

Feb-16

## RECAP OF 2009 TAXES

TYPE OF TAX	BAL. FWD. (A)	SUPPLEMENTS (B)	ABATEMENTS (C)	ADJUSTED LEVY (Cols. A+B-C) (D)	COLLECTIONS TO DATE (E)	BALANCE DUE (F)
Real Estate	2,942,833.81	3,808.18	6,400.94	2,940,040.85	2,938,900.18	1,140.67
Personal Property	1,214,926.66	219,679.72	219,483.52	1,215,122.86	1,210,984.43	4,138.43
Decals	110,991.50	7,026.00	7,526.50	110,491.00	106,544.44	3,946.56
Personal Property Relief	524,152.89	38,891.54	17,349.89	545,694.54	538,985.26	6,709.28
Public Service	121,797.85	0.00	0.00	121,797.85	121,797.85	0.00
<b>TOTAL</b>	<b>4,914,502.51</b>	<b>269,405.44</b>	<b>250,760.85</b>	<b>4,933,147.10</b>	<b>4,917,212.16</b>	<b>15,934.94</b>
<a href="#">2009 Real Estate Tax Collections</a>		<a href="#">99.96%</a>	<a href="#">2009 Personal Property Tax Relief</a>		<a href="#">98.71%</a>	
<a href="#">2009 Personal Property Tax Collection</a>		<a href="#">99.64%</a>	<a href="#">2009 Public Service Tax Collection</a>		<a href="#">100.00%</a>	

## RECAP OF 2010 TAXES

TYPE OF TAX	BAL. FWD. (A)	SUPPLEMENTS (B)	ABATEMENTS (C)	ADJUSTED LEVY (Cols. A+B-C) (D)	COLLECTIONS TO DATE (E)	BALANCE DUE (F)
Real Estate	2,976,993.81	0.00	3,696.75	2,973,297.06	2,971,723.23	1,573.83
Personal Property	1,141,435.34	99,940.97	57,127.23	1,184,249.08	1,177,664.35	6,584.73
Decals	107,658.50	9,563.00	5,519.15	111,702.35	108,801.21	2,901.14
Personal Property Relief	578,916.57	34,959.61	29,395.11	584,481.07	577,742.80	6,738.27
Public Service	165,731.98	0.00	8,167.59	157,564.39	157,564.39	0.00
<b>TOTAL</b>	<b>4,970,738.20</b>	<b>144,483.58</b>	<b>103,905.83</b>	<b>5,011,293.95</b>	<b>4,993,495.98</b>	<b>17,797.97</b>
<a href="#">2010 Real Estate Tax Collections</a>		<a href="#">99.95%</a>	<a href="#">2010 Personal Property Tax Relief</a>		<a href="#">98.84%</a>	
<a href="#">2010 Personal Property Tax Collections</a>		<a href="#">99.43%</a>	<a href="#">2010 Public Service Tax Collection</a>		<a href="#">100.00%</a>	

## RECAP OF 2011 TAXES

TYPE OF TAX	BAL. FWD. (A)	SUPPLEMENTS (B)	ABATEMENTS (C)	ADJUSTED LEVY (Cols. A+B-C) (D)	COLLECTIONS TO DATE (E)	BALANCE DUE (F)
Real Estate	2,984,406.93	0.00	3,831.30	2,980,575.63	2,978,732.32	1,843.21
Personal Property	1,244,373.83	26,690.75	33,752.52	1,237,311.86	1,233,689.03	3,622.83
Decals	111,029.00	8,475.00	8,009.93	111,494.07	109,747.21	3,746.86
Personal Property Relief	557,964.29	30,384.27	29,957.25	558,391.31	552,055.88	6,335.43
Public Service	156,479.42	0.00	0.00	156,479.42	156,479.42	0.00
<b>TOTAL</b>	<b>5,054,253.27</b>	<b>65,550.02</b>	<b>73,551.00</b>	<b>5,046,252.29</b>	<b>5,030,703.86</b>	<b>15,548.43</b>
<a href="#">2011 Real Estate Tax Collections</a>		<a href="#">99.94%</a>	<a href="#">2011 Personal Property Tax Relief</a>		<a href="#">98.85%</a>	
<a href="#">2011 Personal Property Tax Collection</a>		<a href="#">99.70%</a>	<a href="#">2011 Public Service Tax Collection</a>		<a href="#">100.00%</a>	

DELINQUENT TAX SUMMARY - FY 2015-2016

February-16

REAL ESTATE TAXES

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

PERSONAL PROPERTY TAX

Tax Year	Balance July 1	Supplements Tx Relief	Abatements	Bankruptcy Charge-Offs	Credit Card Collections	Collected To This Month	Collected This Month	Balance
2008 Net Tax	\$5,830.16	\$0.00	\$0.00	\$0.00	\$0.00	\$218.92	\$16.91	\$5,594.33
2007 Net Tax	\$3,955.82	\$0.00	\$0.00	\$0.00	\$0.00	\$74.90	\$0.00	\$3,880.92
2006 Net Tax	\$4,244.94	\$0.00	\$0.00	\$0.00	\$0.00	\$26.18	\$0.00	\$4,218.76
2002-2005	\$13,469.45	\$0.00	\$0.00	\$0.00	\$0.00	\$451.14	\$0.00	\$13,018.11
<b>TOTAL</b>	<b>\$27,500.37</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$771.14</b>	<b>\$16.91</b>	<b>\$26,712.12</b>

<b>Grand Total of All Delinquent</b>	<b>\$38,695.81</b>	<b>\$0.00</b>	<b>\$185.92</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$5,495.61</b>	<b>\$16.91</b>	<b>\$32,999.14</b>
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# **2015 PPTRA ALLOTMENT - COMPARISON**

**TOTAL ALLOTMENT FROM STATE - \$570,316.00**

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

**COLLECTIONS THRU PAID BILLS**

<b>Jun-15</b>	<b>\$89,054.67</b>
<b>Jul-15</b>	<b>\$176,504.32</b>
<b>Aug-15</b>	<b>\$128,544.49</b>
<b>Sep-15</b>	<b>\$32,932.97</b>
<b>Oct-15</b>	<b>\$29,330.34</b>
<b>Nov-15</b>	<b>\$20,337.76</b>
<b>Dec-15</b>	<b>\$22,207.66</b>
<b>Jan-16</b>	<b>\$12,402.56</b>
<b>Feb-16</b>	<b>\$23,982.05</b>

**ABATEMENTS** **-\$19,398.88**

**SUPPLEMENTS** **\$45,749.16**

**TOTAL REMAINING FROM UNPAID BILLS** **\$48,702.76**

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

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

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

## Local Sales & Use Tax Collection Comparison

### Local Sales & Use Tax

Month	2016 Calendar Year Collected	2017 Calendar Year Collected	2018 Calendar Year Collected	2019 Calendar Year Collected
January	\$133,745.40			
February	\$149,871.34			
March				
April				
May				
June				
July				
August				
September				
October				
November				
December				
<b>Yearly Total</b>	<b>\$283,616.74</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

## State Sales & Use Tax Collection Comparison

### State Sales & Use Tax

Month	2016 Calendar Year Collected	2017 Calendar Year Collected	2018 Calendar Year Collected	2019 Calendar Year Collected
January	\$93,087.44			
February	\$112,545.02			
March				
April				
May				
June				
July				
August				
September				
October				
November				
December				
<b>Yearly Total</b>	<b>\$205,632.46</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

Monthly Comparison of  
Collected Utility Fund Revenue & Completed Service Orders  
FY 2015 - 2016

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

	January	February	March	April	May	June	YTD Category Ttl
Water	141,101.32	152,980.43					1,095,811.87
Sewer	110,190.55	125,401.36					903,276.14
Meter Charge	4,386.65	4,635.04					35,073.69
Water Taps	0.00	0.00					6,000.00
Sewer Taps	0.00	0.00					8,000.00
Sale of Materials	0.00	0.00					0.00
Penalties	8,658.51	10,325.98					67,904.07
Cut on/off Fees	1,955.04	3,120.00					17,349.04
Water Sales-Bulk Water	0.00	0.00					61.39
Sewer Services	262.80	248.33					2,176.04
Miscellaneous	0.00	0.00					0.00
<b>Total Revenue for the Month</b>	<b>266,554.87</b>	<b>296,711.14</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	

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

	January	February	March	April	May	June	YTD Order Totals
<b>Service Orders</b>							
Ttl Off/On Requests	106	111					753
Ttl Leak Inquiries	46	74					516
<b>Ttl Service Orders For the Month</b>	<b>152</b>	<b>185</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	

YTD Revenue Total All Depts. **2,135,652.24**      YTD Service Order **1,269**

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

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

<b>AUGUST</b>	<b>24</b>
<b>SEPTEMBER</b>	<b>55</b>
<b>OCTOBER</b>	<b>45</b>
<b>NOVEMBER</b>	<b>27</b>
<b>DECEMBER</b>	<b>77</b>

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

	<b>2014</b>		<b>2015</b>		<b>2016</b>
<b>JANUARY</b>	<b>68</b>	(114 door hangers)	<b>JANUARY</b>	<b>69</b>	(85 door hangers) <b>January</b> 82(100 door hangers)
<b>FEBRUARY</b>	<b>27</b>	(33 door hangers)	<b>FEBRUARY</b>	<b>21</b>	(53 door hangers) <b>February</b> 61(80 door hangers)
<b>MARCH</b>	<b>42</b>	(48 door hangers)	<b>MARCH</b>	<b>40</b>	(63 door hangers)
<b>APRIL</b>	<b>31</b>	(32 door hangers)	<b>APRIL</b>	<b>46</b>	(75 door hangers)
<b>MAY</b>	<b>36</b>	(42 door hangers)	<b>MAY</b>	<b>64</b>	(100 door hangers)
<b>JUNE</b>	<b>35</b>	(38 door hangers)	<b>JUNE</b>	<b>29</b>	(91 door hangers)
<b>JULY</b>	<b>51</b>	(56 door hangers)	<b>JULY</b>	<b>35</b>	(90 door hangers)
<b>AUGUST</b>	<b>19</b>	(63 door hangers)	<b>AUGUST</b>	<b>51</b>	(95 door hangers)
<b>SEPTEMBER</b>	<b>44</b>	(64 door hangers)	<b>SEPTEMBER</b>	<b>26</b>	(98 door hangers)
<b>OCTOBER</b>	<b>62</b>	(66 door hangers)	<b>OCTOBER</b>	<b>24</b>	(99 door hangers)
<b>NOVEMBER</b>	<b>28</b>	(84 door hangers)	<b>NOVEMBER</b>	<b>16</b>	(86 door hangers)
<b>DECEMBER</b>	<b>60</b>	(79 door hangers)	<b>DECEMBER</b>	<b>36</b>	(106 door hangers)

## UNCOLLECTED UTILITY BILLS

BEGINNING BALANCE JULY 2006	54043.62	54043.62
BALANCE ADDED AFTER 2 MONTHS EXT	31012.65	85056.27
BALANCES ADDED FOR 2009	10028.85	95085.12
COLLECTIONS 2009	-4577.96	90507.16
BALANCES ADDED FOR 2010	56074.78	146601.94
COLLECTIONS 2010	-21349.82	125252.12
BALANCES ADDED FOR 2011	43729.33	168981.45
COLLECTIONS 2011	-30063.76	138917.69
BALANCES ADDED FOR 2012	30144.85	169062.54
COLLECTIONS 2012	-26675.91	142386.43
BALANCES ADDED FOR 2013	39039.11	181425.54
COLLECTIONS 2013	-23560.98	157864.56
BALANCES ADDED FOR 2014	66977.11	224841.67
COLLECTIONS FOR 2014	-29925.79	194915.88
BALANCES ADDED FOR 2015	80419.98	275335.86
COLLECTIONS 2015	-61305.55	214030.31
BALANCES ADDED FOR JAN 2016	16765.59	230795.90
COLLECTIONS FOR JAN 2016	-6649.76	224146.14
BALANCES ADDED FOR FEB 2016	4830.87	228977.01
COLLECTIONS FOR FEB 2016	-5773.41	223203.60

## **BOOT COLLECTIONS**

**STARTING DATE 01/25/2012**

**GOOD THRU 02/29/2016**

**AMOUNT COLLECTED FOR CITY \$121,455.32**

**RE TAX \$53,938.40**

**PP TAX \$53,793.68**

**UTILITY \$7,547.77**

**OTHER (DEMO/WEED) \$6,175.47**

**AMOUNT COLLECTED FOR VAC \$52,984.37**

**TOTAL \$174,439.69**

## **SET-OFF DEBT COLLECTIONS**

**MONEY COLLECTED ON VIRGINIA STATE TAX REFUNDS**

**P P TAX \$4,773.23**

**R E TAX \$126.21**

**UTILITY BILLS \$2,609.16**

# City of Emporia



Commissioner of the Revenue

P. O. Box 956

Emporia, Virginia 23847

TELEPHONE (434) 634-5405

JOYCE E. PRINCE  
COMMISSIONER

LISA D. COUNCIL  
DEPUTY COMMISSIONER

March 8, 2016

The Honorable Mayor  
City Council Members  
City Manager

Dear Members of Council:

During the month of February a total of \$557,015.46 was processed for City Business Licenses.

Transient tax totaled \$93,558.26 for the month of January and processed during February.

Meal tax processed during the month of January totaled \$144,612.23.

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

	<u>December 2014</u>	<u>December 2015</u>
Meal Tax	\$131,156.14	\$144,612.23
Transient Tax	\$ 88,904.10	\$ 93,558.26

Respectfully,

Joyce E. Prince



CITY OF EMPORIA

DEPARTMENT OF INSPECTIONS

**February 2016  
Code Enforcement Monthly Report**

**Notices Issued** **Resolved**

**Inoperable Vehicles - 5** **0 - By Owner**

**Weeds / Grass - 0** **0- By Owner**

**Property Maintenance - 1** **0- By Owner**

**Zoning - 0** **0- By Owner**

**Cases Turned Over To City Attorney – 0**

**Total Notices Issued – 6**

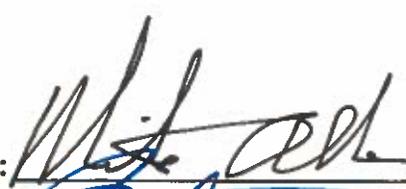
**Invoiced Notices- 0**

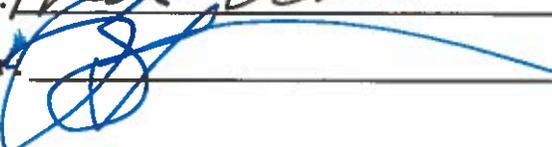
**Weeds / Grass – 0  
Inoperable Vehicle- 0  
Demolition- 0**

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

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

**Total- 0**

Signature :  \_\_\_\_\_

Supervisor:  \_\_\_\_\_

**Emporia Police Department Statistics**

**Arrests by Race**

**February 2016**

	<b>Black</b>	<b>%</b>	<b>White</b>	<b>%</b>	<b>Other</b>	<b>%</b>
<b>Criminal Arrests</b>	<b>29</b>	<b>76%</b>	<b>8</b>	<b>21%</b>	<b>1</b>	<b>3%</b>
<b>Selective Tickets</b>	<b>291</b>	<b>38%</b>	<b>391</b>	<b>51%</b>	<b>84</b>	<b>11%</b>
<b>Regular Tickets</b>	<b>34</b>	<b>72%</b>	<b>13</b>	<b>28%</b>	<b>0</b>	<b>0%</b>

IBR Offense Counts 2/1/2016-2/29/2016 Emporia Police Department

13	13B-Simple Assault
1	220-Burglary/Breaking & Entering
4	23C-Shoplifting
1	23D-Theft From Building
4	23F-Theft From Motor Vehicle
5	23H-All Other Larceny
3	240-Motor Vehicle Theft
3	250-Counterfeiting/Forgery
2	26A-False Pretenses/Swindle/Confidence Game
2	26B-Credit Card/Automatic Teller Machine Fraud
1	270-Embezzlement
6	290-Destruction/Damage/Vandalism of Property
11	35A-Drug/Narcotic Violations
1	90A-Bad Checks
3	90C-Disorderly Conduct
2	90D-Driving Under the Influence
4	90E-Drunkenness
6	90F-Family Offenses, Nonviolent
3	90J-Trespass of Real Property
19	90Z-All Other Offenses
	19           Unclassified 90Z

---

94	Total Offenses Reported
91	Total Incidents Reported

## **Criminal Arrestees**

**February 2016**

Resident – 26

Non-resident - 12

**CONSENT SEARCHES**

<b>DATE</b>	<b>RACE</b>	<b>REASON</b>	<b>RESULTS</b>	<b>ARREST</b>
<b>2/17/16</b>	<b>b/m</b>	<b>Traffic Stop</b>	<b>Marijuana</b>	<b>yes</b>
<b>2/25/16</b>	<b>w/m</b>	<b>Traffic Stop</b>	<b>Marijuana</b>	<b>yes</b>

**Noise Complaints  
February 2016**

Loud Music/Noise from Building – 3	no summons
Loud Music from Vehicle – 1	no summons

## Schools

February 2016

C. Clary, D. Jarratt, and T. Temple attended Supervisor Level 1 at Crater February 29.

# Emporia Animal Control Monthly Report

February 2016

Dogs

On Hand 7

Stray 17

Seized 1

Bite Cases 0

Surrendered by Owner 4

Transferred In 0

Born in Facility 0

DOA 0

Claimed by Owner 3

Adopted 13

Transferred Out 3

Died in Facility 0

Euthanized 2

Remain 8

Wildlife

Wild or Fowl 5

DOA 1

Relocate 4

On-Hand 0

Euthanize 0

Cats

On Hand 0

Stray 13

Seized 0

Bite Cases 0

Surrendered by Owner 1

Transferred In 0

Born in Facility 0

DOA 1

Claimed by Owner 0

Adopted 11

Transferred Out 0

Died in Facility 0

Euthanized 1

Remain 1

General

Calls Answered 105

Hours           

Mileage           

Verbal Warning 2

Summons Issued 0

Court Cases 0

Remarks \_\_\_\_\_

Prepared by: Joey Sumner Head ACO

SELECTIVE REPORT

2014-2015	HOURS	SUMMONS	COLLECTED*	2015-2016	HOURS	SUMMONS	COLLECTED*
JULY	530	1036	84,235.96	JULY	577	1146	73,744.52
AUGUST	635	1373	114,215.60	AUGUST	485	958	90,077.88
SEPTEMBER	507	976	89,330.57	SEPTEMBER	477	913	81,675.50
OCTOBER	684	1373	99,069.42	OCTOBER	391	767	77,102.16
NOVEMBER	556	1113	107,202.91	NOVEMBER	397	766	69,811.65
DECEMBER	547	1066	92,593.30	DECEMBER	228	419	58,569.71
JANUARY	503	986	82,373.78	JANUARY	231	427	54,610.18
FEBRUARY	405	791	119,876.58	FEBRUARY	378	766	49,274.57
MARCH	521	1037	82,363.33	MARCH			
APRIL	655	1272	74,165.17	APRIL			
MAY	521	1050	105,062.60	MAY			
JUNE	519	1029	75,670.75	JUNE			
TOTAL	6583	13102	1,126,159.97	TOTAL	3164	6162	554,866.17

\*corrected figure

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

**\* NOTICE \***

**The Sheriff's report will be provided at  
your March 15, 2016 regular meeting.**

## Data Inventory by FDID

Report Period: From 02/01/2016 to 02/29/2016

FDID: 59500

FD Name: Emporia Fire Dept.

	4.1	5.0	Valid	Invalid	No Act.	Released	Unreleased	Total
Number Of Incidents	0	33	33	0	0	0	33	33
Number Of Fires	0	6	6	0	0	0	0	6
Number Of Structure Fires	0	3	3	0	0	0	3	3
Number Of Civilian Casualties	0	0	0	0	0	0	0	0
Number Of Fire Serv Cas	0	0	0	0	0	0	0	0
Number Of EMS Incidents	0	15	15	0	0	0	15	15
Number Of HazMat Incidents	0	0	0	0	0	0	0	0
Number Of Wildland Incidents	0	0	0	0	0	0	0	0
Number Of Arson Incidents	0	0	0	0	0	0	0	0
Number Of Apparatus Records	0	0	0	0	0	0	0	0
Number Of Personnel Records	0	0	0	0	0	0	0	0

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

Exposure Incidents	0	0	0	0	0	0	0	0
Mutual Aid Given Incidents	0	3	3	0	0	0	3	3

## Data Inventory by FDID

Report Period: From 02/01/2016 to 02/29/2016

### REPORT GROUP TOTALS:

	4.1	5.0	Valid	Invalid	No Act.	Released	Unreleased	Total
Number Of Incidents	0	33	33	0	0	0	33	33
Number Of Fires	0	6	6	0	0	0	0	6
Number Of Structure Fires	0	3	3	0	0	0	3	3
Number Of Civilian Casualties	0	0	0	0	0	0	0	0
Number Of Fire Serv Cas	0	0	0	0	0	0	0	0
Number Of EMS Incidents	0	15	15	0	0	0	15	15
Number Of HazMat Incidents	0	0	0	0	0	0	0	0
Number Of Wildland Incidents	0	0	0	0	0	0	0	0
Number Of Arson Incidents	0	0	0	0	0	0	0	0
Number Of Apparatus Records	0	0	0	0	0	0	0	0
Number Of Personnel Records	0	0	0	0	0	0	0	0

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

Exposure Incidents	0	0	0	0	0	0	0	0
Mutual Aid Given Incidents	0	3	3	0	0	0	3	3



# **CITY OF EMPORIA**

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## **Memorandum**

March 11, 2016

**TO:** The Honorable Mayor and City Council  
**FROM:** Brian S. Thrower, City Manager *BST*  
**SUBJECT:** Citizens Advisory Board – Request to Dissolve  
**ITEM #:** 16-04

At your February 16, 2016 meeting you discussed the possibility of dissolving the Citizens Advisory Board due to its infrequent meeting schedule and lack of necessity. Per the Police Chief, the last time the Citizens Advisory Board met was in early 2007. Moreover, given the Police Department's thorough internal complaint procedure and increased emphasis on community policing, there is no reason to maintain the existence of this Board.

### **Recommendation**

The Police Chief and I recommend you dissolve this Board.

### **Attachments**

Citizens Advisory Board By-Laws  
Citizens Advisory Board Roster

## CITIZEN ADVISORY BOARD

### I. Purpose

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

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

### II. Composition

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

### III. Terms of Office

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

### IV. Meetings

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

### V. Quorum

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

### VI. Chairman and Vice Chairman

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

### VII. Vice Chairman

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

## CITIZEN ADVISORY BOARD

Page 2

### VIII. Open Meetings; Procedural Guarantees

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

### IX. Membership Criteria

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

### X. Appeal Process and Review Procedure

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

# CITIZENS ADVISORY BOARD

**Term of Office: 2 Years**  
*(Limited to two consecutive terms)*

Lloyd Ligon Jr.  
505 Harding Street  
Emporia, Virginia  
(H) 434/634-3778

02/28/2016

James Williams  
237 Harrje Street  
Emporia, Virginia 23847  
(H) 434/336-9014

02/28/2016

Mr. John Kinsey  
951 West Atlantic Street  
Emporia, Virginia 23847  
(H) 434/348-0803

02/28/2016

Joel Claiborne Jr.  
1907 Sunnyside Road  
Emporia, Virginia 23847  
(H) 434/632-9431

02/28/2016

Jason Slagle  
406 Oak Hill Drive  
Emporia, Virginia 23847  
(H) 434/634-6723

02/28/2016

Cecelia Allen  
700 N York Drive  
Emporia, Virginia 23847  
(H) 434/634-5944

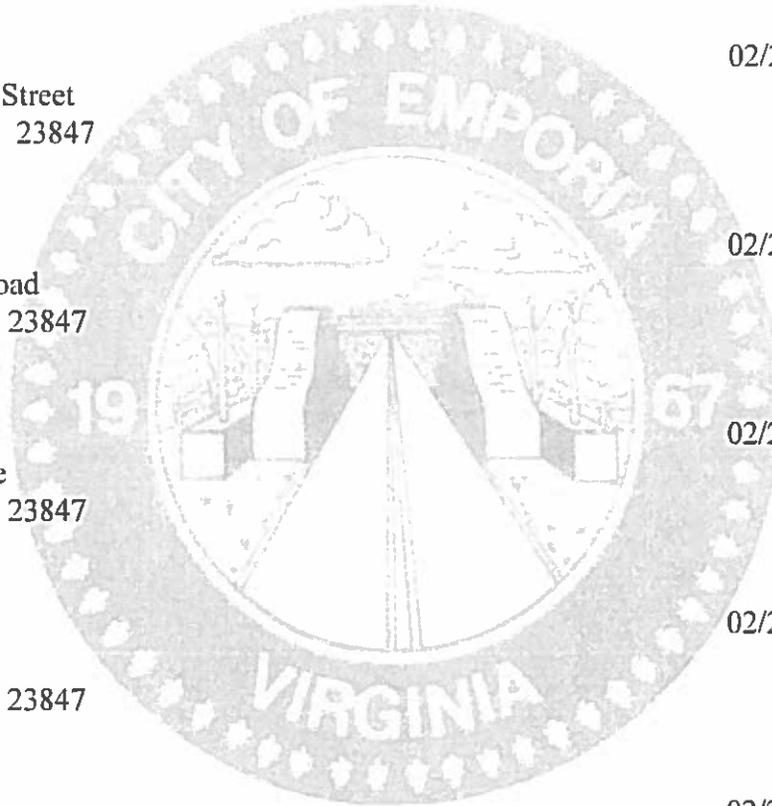
02/28/2016

Gale Wyche  
202 Lewis Street  
Emporia, Virginia 23847  
(H) 434/634-2977

02/28/2016

Stan Allen  
Emporia Police Department  
310 Budd Street  
Emporia, Virginia 23847  
(W) 434/634-2121

Nonvoting Member

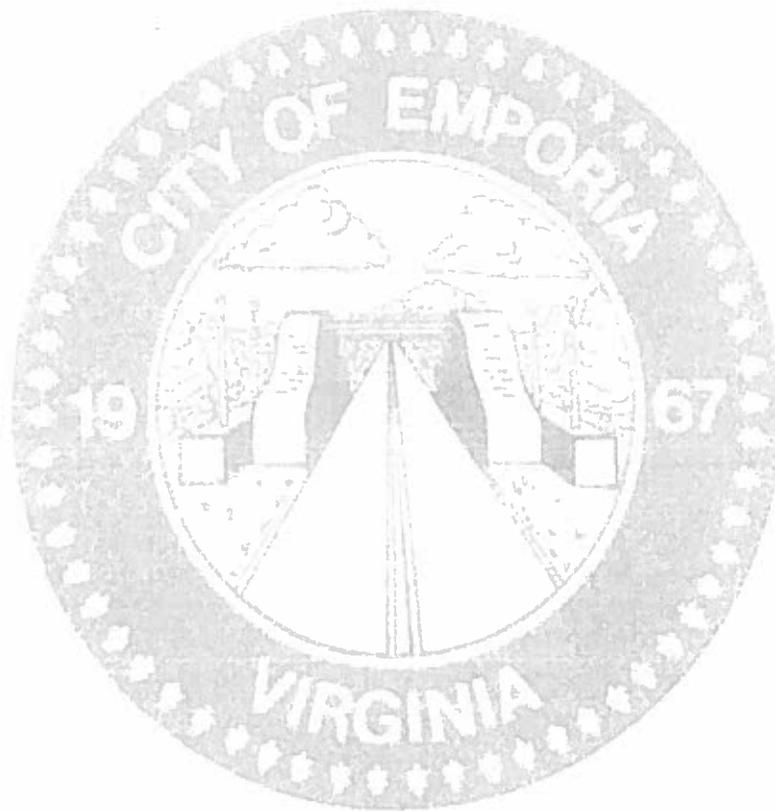


CITIZENS ADVISORY BOARD (Continued) ...

C. Butler Barrett  
522 Peachtree Street  
Emporia, Virginia 23847  
(H) 434/634-5038  
(W) 434/634-2167

Attorney

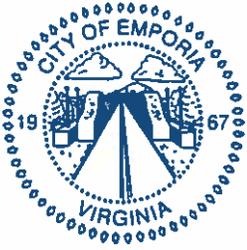
Nonvoting Member



# **\* NOTICE \***

## **ITEM 16-09 East Atlantic Street Neighborhood Improvement Project – Request to Approve Resolution Authorizing Submittal of CDBG Application**

Supporting documentation for agenda item 16-09 is currently being prepared for your review/consideration and will be distributed to you at the meeting.



# CITY OF EMPORIA

## Memorandum

March 11, 2016

**TO:** The Honorable Mayor and City Council

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

**SUBJECT:** Animal Shelter Project – Request to Approve Appropriation Ordinance and Proceed with Construction

**ITEM #:** 16-10

As you are aware, the City has been working with Jeff Robinson & Associates to bring our Animal Shelter into compliance with State regulations. Mr. Robinson completed drawings and the project has been bid. We received one bid of \$498,700 in November 2015. This bid was rejected and the project was rebid. During the second bid process we received a total of eight bids. The low bid received was \$349,800 from Slate & Spivey. The current budget appropriation is \$350,000.

The following is a breakdown of anticipated project costs:

1. Engineering, design, and inspections	\$ 29,400
2. Kennels	40,000
3. Other furniture and fixtures	10,000
4. Construction bid	349,800
5. Construction contingency (5%)	<u>17,500</u>
Total Cost	\$ 446,700

This project has been bid twice and the cost reduced by nearly \$150,000. City Administration believes this is the best price the City will receive for a facility that meets State requirements and Emporia needs.

### Recommendation

I recommend you approve the attached ordinance appropriating \$96,700 from fund balance to cover the additional estimated costs for this project and authorize staff to proceed with construction.

### Attachment

Appropriation Ordinance

Ordinance No. \_\_\_\_\_

**Ordinance**

An Ordinance To Appropriate The Sum Of \$96,700.00 From The Unappropriated Fund Balance Of The General Fund For Expenses Related To The Construction Of A New Animal Shelter

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

1. That the sum of \$96,700.00 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 2015-2016 for expenses related to the construction of a new animal shelter.
2. Said appropriation shall be reflected in the 2015-2016 Operating Budget as the sum of \$96,700.00 from the Unappropriated Fund Balance of the General Fund and the sum of \$96,700.00 appropriated to General Fund Expenditures.
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: March 15, 2016

City of Emporia, Virginia

By \_\_\_\_\_  
Mary L. Person  
Mayor

Attest:

Form Approved:

\_\_\_\_\_  
City Clerk

\_\_\_\_\_  
City Attorney



# **CITY OF EMPORIA**

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## **Memorandum**

March 11, 2016

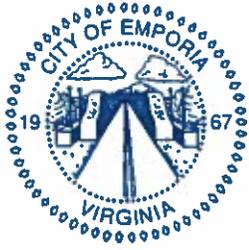
**TO:** The Honorable Mayor and City Council  
**FROM:** Brian S. Thrower, City Manager *BST*  
**SUBJECT:** Budget Work Session Dates and Adoption Timeline – Request to Approve  
**ITEM #:** 16-11

Below are the proposed budget work session dates and adoption timeline:

- Work Session - Tuesday, March 22<sup>nd</sup> – 5:30 to 7:30 P.M.
- Work Session - Tuesday, March 29<sup>th</sup> – 5:30 to 7:30 P.M.
- Work Session - Tuesday, April 5<sup>th</sup> – 5:30 to 7:30 P.M. (In Place of Regular Meeting)
- Work Session - Wednesday, April 13<sup>th</sup> – 5:30 to 7:30 P.M.
- Public Hearing - Tuesday, April 19<sup>th</sup> (At Regular Meeting)
- Budget Adoption – Tuesday, May 3<sup>rd</sup> (At Regular Meeting)

### **Recommendation**

I recommend you approve the aforementioned budget work session dates and adoption timeline.



# **CITY OF EMPORIA**

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## **Memorandum**

March 11, 2016

**TO:** The Honorable Mayor and City Council  
**FROM:** Brian S. Thrower, City Manager *BST*  
**SUBJECT:** Sexual Assault Program – Appropriation Ordinance  
**ITEM #:** 16-12

As you know, the City receives grant funds annually from the Department of Criminal Justice Services for our Sexual Assault Program. We have received notification that the Department of Criminal Justice Services has approved an additional grant award in the amount of \$6,960 for the period ending June 30, 2016. You will need to appropriate the additional funding into the FY16 budget so that these funds may be utilized for our Sexual Assault Program.

### **Recommendation**

I recommend that you adopt the attached appropriation ordinance.

### **Attachment**

Ordinance

Ordinance No. \_\_\_\_\_

**Ordinance**

An Ordinance To Appropriate The Sum Of \$6,960.00 In Grant Funds From The Department of Criminal Justice Services For The Sexual Assault Program

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

1. That the sum of \$6,960.00 in grant fund revenue from the Department of Criminal Justice Services be, and the same hereby is, appropriated into the City's Operating Budget for Fiscal Year 2015-2016.
2. Said appropriation shall be reflected in the Fiscal Year 2015-2016 Operating Budget as the sum of \$6,960.00 in anticipated General Fund Revenues and the sum of \$6,960.00 appropriated to General Fund Expenditures for our Sexual Assault Program.
3. This ordinance shall be in effect on and after its adoption.

Adopted: March 15, 2016

City of Emporia, Virginia

By \_\_\_\_\_  
Mary L. Person  
Mayor

Attest:

Form Approved:

\_\_\_\_\_  
City Clerk

\_\_\_\_\_  
City Attorney



# **CITY OF EMPORIA**

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## **Memorandum**

March 11, 2016

**TO:** The Honorable Mayor and City Council  
**FROM:** Brian S. Thrower, City Manager *BST*  
**SUBJECT:** Sexual Assault Program – Appropriation Ordinance  
**ITEM #:** 16-13

As you know, the City receives grant funds annually from the Department of Criminal Justice Services for our Victim Witness Program. We have received notification that the Department of Criminal Justice Services has approved an additional grant award in the amount of \$8,748 for the period ending June 30, 2016. You will need to appropriate the additional funding into the FY16 budget so that these funds may be utilized for our Victim Witness Program.

### **Recommendation**

I recommend that you adopt the attached appropriation ordinance.

### **Attachment**

Ordinance

Ordinance No. \_\_\_\_\_

**Ordinance**

An Ordinance To Appropriate The Sum Of \$8,748.00 In Grant Funds From The Department of Criminal Justice Services For The Victim Witness Program

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

1. That the sum of \$8,748.00 in revenue from grant funds from the Department of Criminal Justice Services be, and the same hereby is, appropriated into the City's Operating Budget for Fiscal Year 2015-2016.
2. Said appropriation shall be reflected in the Fiscal Year 2015-2016 Operating Budget as the sum of \$8,748.00 in anticipated General Fund Revenues and the sum of \$8,748.00 appropriated to General Fund Expenditures for our Victim Witness Program.
3. This ordinance shall be in effect on and after its adoption.

Adopted: March 15, 2016

City of Emporia, Virginia

By \_\_\_\_\_  
Mary L. Person  
Mayor

Attest:

Form Approved:

\_\_\_\_\_  
City Clerk

\_\_\_\_\_  
City Attorney



# **CITY OF EMPORIA**

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## **MEMORANDUM**

March 11, 2016

**TO:** Honorable Mayor and City Council Members

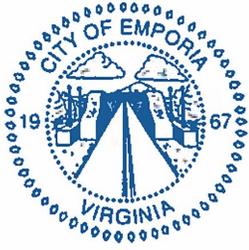
**FROM:** Brian S. Thrower, City Manager

**SUBJECT:** Update on Old Training School – Request by Council Member Harris

**ITEM:** 16-14

Councilman Harris requested that this item be placed on the Agenda. Marva Dunn is in attendance to update you on this issue.

*BST/tsw*



## MEMORANDUM

March 11, 2016

**TO:** Honorable Mayor and City Council Members

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

**SUBJECT:** Improvement Association - Appointment

**ITEM:** 16-15

Mr. Charlie Caple, Jr. of the Improvement Association's Board of Directors requests that Emporia City Council members appoint a member of Council to fill the Elected Officials vacancy on their Board. He stated that the meetings for the Improvement Association's Board of Directors are held once every two months at 6:00 p.m. on the fourth Monday of the month at their 1750 E. Atlantic Street location in Emporia.

Councilwoman Carol Mercer has advised City Administration that she would be willing to serve on the Improvement Association's Board of Directors.

### **Recommendation**

This information is provided to City Council members for consideration.

### **Attachments**

Letter from Mr. Charlie Caple, Jr.  
Bylaws

*BST/tsw*



# The Improvement Association

Providing Community Action Services

[rmaitland@impassoc.org](mailto:rmaitland@impassoc.org)

RUFUS TYLER  
Executive Director

1750 E. Atlantic Street  
Emporia, Virginia 23847  
434-336-9805/434-634-2490  
434-336-0405 Fax

P.O. Box 555  
233A South County Drive  
Waverly, Virginia 23890  
804-834-3522  
804-834-8050 Fax

Child Development Center  
434-848-3040  
P.O. Box 956  
100 College View Drive  
Lawrenceville, Virginia 23868  
434-848-9317  
434-848-2335 Fax

10305 Boydton Plank Road  
Dinwiddie, Virginia 23841  
804-469-4495  
804-469-4496 Fax

February 12, 2016

The Honorable Mary Person  
Mayor of City of Emporia  
P. O. Box 511  
Emporia, VA 23847

Dear Mayor Person,

As you may be aware, the Virginia Community Action Act stipulates that one third (1/3) of The Improvement Association's Board of Directors must consist of local elected officials. Please be advised that The Improvement Association's Board of Directors is accepting nominations for a representative from Emporia City Council to fill the Elected Officials vacancy. We have been informed that the Honorable Carol Mercer has expressed a willingness to serve in this capacity to represent the City of Emporia on The Improvement Association's Board of Directors. The Board of Directors will appreciate the appointment of a representative at your next meeting to serve in this capacity. Your attention to this matter will be greatly appreciated.

Sincerely,

Charlie Caple, Jr.  
Board Chairman

cc: Hon. Carol Mercer  
412 Carroll Street  
Emporia, VA 23847  
434-634-3880

# Bylaws of The Improvement Association, Inc.

## **ARTICLE I. Name and Purpose**

**Section 1. Name.** The name of the Corporation shall be “The Improvement Association”, Incorporated, hereafter referred to as the Corporation.

**Section 2. Purpose.** The said non-profit corporation is organized exclusively for charitable, educational, economic, religious and scientific purposes in compliance with Section 501 (c) of the Internal Revenue Service code.

The purposes of the Corporation include:

- a) To provide services and assistance pursuant to the Community Action Act in working toward the elimination of the causes of poverty.
- b) To stimulate and mobilize state, local, and community resources to combat poverty and its causes.
- c) To promote beneficial educational, social, and economic changes in poverty stricken communities and to assist the disadvantaged in becoming self sufficient.
- d) To receive and disburse financial assistance related to carrying out the above purpose.
- e) To carry out the above purposes in the primary service area of Sussex, Surry, and Greensville Counties and the City of Emporia and such other areas as may be designated, including Brunswick County.

## **ARTICLE II. Board of Directors**

**Section 1. Definition.** The Board of Directors of the Corporation is a self perpetuating body for policy development and control of The Improvement Association, its property and affairs. Sole voting power is vested in the Board of Directors. The Board of Directors will be composed of representatives of the low income community, elected or public officials, and private organizations including businesses.

**Section 2. Number.** The Board of Directors of The Improvement Association shall consist of 15 members.

**Section 3. Quorum.** Fifty percent (50%) of the non-vacant seats of the Board of Directors, as fixed by these bylaws, shall constitute a quorum. A scheduled meeting the Board with less than a quorum present, may receive reports and information, but may not conduct business. Such a meeting may be recessed to another fixed time and place to allow for the conduct of any necessary business.

**Section 4. Composition of the Board.** The Board of Directors of The Improvement Association shall consist of representative of the low income community (low income residents themselves or representatives of organizations serving low income residents;) elected or public officials (or their designees;) and private organizations including businesses (members of business, industry, labor, religious, social service, education, or other major community groups active in the communities served.) One third of the Board shall be representative of each of these sectors. The Board will be elected in composition to comply with the laws of the Commonwealth of Virginia and other requirements of agencies with whom The Improvement Association have contracts. Members of the Board of Directors will be seated by the existing Board of the Corporation. The Board may elect a youth (18-21 years of age) representative to the Board of Directors.

- a) **Representatives of the Low Income Community.** One third of the membership of the Board shall consist of representatives chosen democratically to represent the low income/poor (low income residents themselves or representatives of organization, whose majority of the membership are low income residents). One third of the membership of the Board shall consist of representatives chosen democratically to represent the low income/poor (low income residents themselves or representatives of organization, whose majority of the membership are low income residents). Method(s) used to solicit qualified individuals to represent this sector on the Board may include: 1) advertisements in local service area newspapers; 2) letters to various organizations/entities serving low-income community; and 3) local elections. 4) Petition(s) from low income communities nominating an individual to represent low-income individuals and families in community(ies) served may be accepted by the board; each representative/prospective member utilizing this method must reside in the neighborhood/community represented. Organizations may submit nominations for these positions to the Board. Organizations wishing to be contacted when Board vacancies occur should make this known to the Board. Definition of organizations considered to be serving the low income community shall be made by the Board based on criteria including, but not limited to: the percentage membership of said organization that is low income; jurisdictions from which said organization's membership is drawn and goals of said organization. Nominees should be residents of the primary service area of The Improvement Association. Election of nominees to Board membership is left to the discretion of the sitting Board at the time vacancies are filled.
- b) **Elected or Public Officials.** One third of the membership of the Board shall consist of elected or appointed public officials (or their designees) in the primary service areas of The Improvement Association. Each jurisdiction shall nominate an elected or appointed public official to serve on the Board.
- c) **Representatives of Private Organizations.** One third of the membership of the Board shall consist of representatives nominated by private organizations representing a broad spectrum of the community including, but not limited to:

business, industry, labor, religious, social service, education, or other major community groups. Organizations wishing to be contacted when Board vacancies occur should make this known to the Board. Nominees should be residents of the primary service area of The Improvement Association. Election of nominees to Board membership is left to the discretion of this sitting Board at the time vacancies are filled.

**Section 5. Petition by Other Groups for Board Representation.**

Community agencies and representative of low income groups may petition the Board for representation or ask to be included in the list of groups solicited for nominations when Board vacancies occur. The Board will review these requests in compliance with relevant Virginia laws and regulations of contracting agencies dealt with by The Improvement Association. Information about the organization in question should be provided with the request for representation.

**Section 6. Conflict of Interest.** Employees of the Organization and members of their immediate families may not serve on the Board. Board members connected to any group subcontracting with the Organization must abstain from voting on any matters related to their connection.

**Section 7. Limitation of Board Service.** Elected or Public Officials may continue to serve on the Board as long as they hold office and/or as long as their respective governing bodies and the Board desires. Representatives of the Low Income Community and Private Organizations may serve up to five consecutive years. After five consecutive years of service, a lapse of at least one year may be required before said individual may be reappointed to the Board. Such individuals may not serve more than ten years total unless extenuating circumstances exist as identified by the Board.

**Section 8. Compensation.** No individual shall receive pay for serving on The Improvement Association Board of Directors. Out of pocket expenses and travel reimbursement may be covered associated with conduct of business of the organization as set out in these Bylaws. All corporation activities are to comply with Section 501 (c) of the Internal Revenue Service Code.

**Section 9. Dissolution of the Corporation.** Upon dissolution of the Corporation, the Board of Directors, after paying or making provision for payment of all liabilities of the Corporation, will dispose of the assets of the Corporation exclusively for charitable, educational, religious or scientific purposes in accordance with relevant state and federal laws. Assets belonging to funding sources shall be returned to them. Other organizations receiving distributions of assets shall qualify as exempt organizations under Section 501 (c) of the Internal Revenue Service code.

**Section 10. Removal of Directors.**

- a) Directors representing the low income community or private organizations, may be removed for just cause upon the vote of two-thirds of those Board Members present. Just cause, for the purpose of this section, shall include abuse of power as a Board member and lack of interest in the corporation, as demonstrated by inconsistent attendance at Board Meetings. Three consecutive absences from regular meetings without acceptable excuses is deemed to adequately reflect "lack of interest."
- b) To initiate the process of removal of a Director, a motion should be made and seconded at a meeting of the Board of Directors. Prior to a motion to remove (or a motion expressing concern in the case of an elected or public official) in the case of non attendance at meetings, notice may be sent to the Board member and/or group nominating him or her requesting improvement in attendance. The reasons for removal are to be specified in this motion. Upon the vote to proceed with removal by a majority of those Board members present, the matter shall be placed on the agenda of a meeting to be held between 30 and 60 days of this vote. Written notification of this action shall be given to all Board members. The Board member who is the subject of the removal motion shall be given the first opportunity to address the motion at the meeting in which the motion is considered. After full debate, the Board member may be removed by the vote of a majority of those Directors present and voting.

### **ARTICLE III. Meetings**

**Section 1. Annual Meeting.** An annual meeting shall be held each year by the Board of Directors for the purpose of electing officers and conducting such other organizational business as may be necessary for the conduct of the Corporation.

**Section 2. Meeting and Notices.** Meetings of the Board of Directors shall be held at times and places set by the Board or upon the call of the President or a majority of the Directors. Regular meeting shall be held at least every two months. Notice of all regular meetings (including agenda material where practical) will be given to each director at least five days before the meeting.

**Section 3. Quorum.** Fifty percent (50%) of the Directors entitled to vote shall constitute a quorum, unless a greater number is specifically required by laws of the Commonwealth. A meeting in which a quorum is not present, the Board may hear reports, discuss and/or adjourn the meeting to another time and place. Each Director is entitled to one vote. Voting by proxy is not permitted.

**Section 4. Conduct of Meetings.** The President (Board Chairman) shall preside at all meetings of the Board of Directors. In the event of the absence of the President (Chairman,) the Vice President (Vice Chairman) shall preside. If both officers are absent,

a temporary meeting Chairman shall be elected by majority vote of those Board Members present, assuming quorum is present.

#### **ARTICLE IV. Duties of the Board of Directors.**

**Section 1. General Corporate Power.** The Board of Directors of the corporation shall have general corporate powers afforded all such corporate boards under Virginia law.

**Section 2. Specifically Enumerated Powers.** In addition to powers and authority conferred under Section one of this article, the Board of Directors of the Corporation shall have the following powers:

- a) Appointment of the Executive Director of the organization.
- b) Determine of all personnel (generally exercised through the Executive Director) subject to state and federal laws and policies.
- c) Determination of overall program plans and priorities for the organization.
- d) Final approval of all program proposals and budgets.
- e) Enforcement of compliance with conditions of all grants and awards.
- f) Oversight of the extent and quality of participation by low income individuals or representatives in programs of the organization.
- g) Determination of rules and procedures of the Board, subject to state and federal law and policy.
- h) Selection of Board officers and the Board Executive Committee.  
Employment of legal counsel as deemed necessary by the Board and at a level of compensation deemed appropriate by the Board.

#### **ARTICLE V. Officers.**

**Section 1. Officers.** The Corporation shall have a President (Chairman,) Vice President (Vice Chairman,) Secretary and Treasurer. The Board may designate other officers as it sees fit. All such officers shall be elected by the Board of Directors at their designated annual meeting for organization. Officers shall hold their posts for one year or until their successors have been duly elected. Officers shall generally take office on January 1 of the year following election unless another time is set by the Board.

**Section 2. President. (Chairman.)** The President shall preside at all meetings of the Board of Directors. The President shall serve as the chief executive officer of the Corporation, sign documents and instruments as authorized by the Board, and perform such other duties as may be required by the Board of Directors.

**Section 3. Vice President. (Vice Chairman.)** The Vice President shall perform the duties of the President in his/her absence or inability or refusal to act for the organization. The Vice President shall also perform such other duties as may be given him/her by the President or Board of Directors.

**Section 4. Secretary.** The Secretary shall be responsible for the issuance of meeting notices, the keeping of minutes of the meetings of the Board, the keeping of the records of the Corporation and the performance of such other duties as may be given him/her by the President or Board of Directors. Written minutes shall be kept for each meeting and shall include a record of votes on all motions and be available to the public upon request.

**Section 5. Treasurer.** The Treasurer shall be responsible for oversight of the tasks related to the custody and care of the monies, securities, and accounts of the corporation and such other duties as may be given him/her by the President or Board of Directors.

**Section 6. Parliamentarian.** In the event a Parliamentarian is not elected by the Board, the President may appoint a Board member to serve in this capacity and ensure that all meetings are conducted in accordance with Robert's Rules of Order, and that the business of the Organization is managed in keeping with the principles described in these Bylaws.

**Section 7. Executive Director.** The Executive Director is responsible to the Board of Directors for the implementation of all policies established by the Board, for the general direction and coordination of all program activities, and for the hiring and supervision of all staff. The Executive Director is the chief administrative officer of the Corporation and is authorized to sign legal documents, contracts, etc. on behalf of the Board.

## **ARTICLE VI. Committees.**

**Section 1. Appointments.** The Board of Directors may create and establish any standing or special committees it considers necessary to help with the operation and oversight of the Corporation. Unless so specified in a motion to impanel a special committee, the President shall appoint committee members.

**Section 2. Executive Committee.** The Board may appoint an Executive Committee to transact routine and ordinary business between meetings of the full Board. This committee is to be appointed by the Board and should consist of the officers of the Corporation and such other members as the Board deems necessary. The Executive Committee shall report its actions between meetings at the next meeting of the full Board for confirmation.

**Section 3. Membership Committee.** The President may appoint a membership committee to review, assess and recommend organizations/individuals to be solicited for nominations of Board members and to deal with other matters concerning membership of the Board of Directors.

**Section 4. Finance Committee.** The President shall appoint a finance committee which may be chaired by the Treasurer. This committee will serve as a monitoring body of all fiscal matters of the Corporation.

**Section 5. Personnel Committee.** The President shall appoint a personnel committee which may be chaired by the Secretary. This committee will be responsible for making recommendations to the Board on personnel matters.

## **ARTICLE VII. Sundry Bylaws.**

**Section 1. Amendments.** These Bylaws may be amended by two thirds vote of the Board of Directors. The Executive Director or any Board Member may recommend bylaw changes. Except in cases of emergency, bylaw changes must appear as an advance motion on the agenda or be carried over for final vote to a meeting other than that in which the change was first introduced.

**Section 2. Fiscal Year.** The Fiscal year for the Corporation shall end on June 30, in each given year. This does not preclude the organization from observing requirements of certain programs requiring a different reporting fiscal year.

Date of Revision: 04/01/2013

Adopted: 04/01/2013



# CITY OF EMPORIA

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## MEMORANDUM

March 11, 2016

**TO:** The Honorable Mayor and City Council  
**FROM:** Brian S. Thrower, City Manager  
**SUBJECT:** Recreation Advisory Commission – Term Expirations  
**ITEM:** 16-16

On April 1, 2016, Mr. Edward V. Lankford, IV, Mrs. Deborah D. Lynch, Mrs. Carol Mercer, Mr. Clifton Threat and Ms. Doris White's one (1) year term on the Recreation Advisory Commission will expire. Mr. Lankford, Ms. Lynch, Mr. Threat and Mrs. Mercer have indicated that they do wish to be considered for reappointment. Ms. White has stated that she does not wish to be considered for reappointment.

**Recommendation:**

This information is provided to City Council for consideration.

BST /tsw