



CITY OF EMPORIA

AGENDA
EMPORIA CITY COUNCIL
Regular Meeting
TUESDAY, March 20, 2012 - 7:30 P.M.

OPENING PRAYER

ROLL CALL

APPROVAL OF MINUTES

February 25, 2012 ~ Retreat Meeting
March 6, 2012 ~ 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

UNFINISHED BUSINESS

12-18. Board of Equalization Nominations

NEW BUSINESS

12-23. Water Treatment Plant Upgrade Project - Request to Adopt Resolution

12-24. FY13 Budget Discussion - Cigarette Tax

12-25. Recreation Advisory Commission - Term Expirations

PUBLIC COMMENT

CLOSED SESSION

**MINUTES
EMPORIA CITY COUNCIL
RETREAT
GREENSVILLE-EMPORIA EXTENSION OFFICE
February 25, 2012**

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

Emporia City Council held retreat on Saturday, February 25, 2012, at the Greensville-Emporia Extension Office. Mayor Adams presided over the retreat.

SATURDAY, February 25, 2012

City Council members in attendance:

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

Others Present:

Samuel W. Adams, III, Mayor
C. Butler Barrett, City Attorney
Brian S. Thrower, City Manager
Steve B. Hall, Assistant City Manager
Tessie S. Wilkins, City Clerk
Sheila Cutrell, Financial Director

Absent: Councilwoman Doris T. White

Mr. Thrower welcomed all in attendance and provided City Council members with an overview of the Emporia City Council Vision & Priorities adopted June 7, 2011:

Economic Development: Opportunities for Growth

Emporia is working to become both a regional hub of economic and commercial development and a solid partner in a regional effort to attract and maintain high paying jobs in larger scale advanced manufacturing. A focus on retail and commercial development through policies like the tax abatement program to reward and encourage growth allows Emporia to market itself as a community open for business. Our strategically defined region assures us of partners who share the desire to give our citizens opportunities to work in the same area of Southside Virginia in which they live and grew up.

Community Development: Pride in Our City

Council, staff members, and citizen's are working together to create a clean, beautiful, and inviting City that will result in a strong sense of pride among all. Our aggressive efforts to develop greenspace and appealing landscapes and to remove antiquated structures will create a new City image. Code enforcement will assure property owners, renters, and users of safe and attractive properties. The acquisition of federal and state grants, coupled with the City's investment will provide funds to rehabilitate properties such as the Emporia Elementary School and Citizens National Bank building into valuable assets for our City.

Emporia: We're Positive about Education

Emporia's Educational system, including its public schools and community college, is a highly accountable system that implements programs to enhance academic achievement through parental involvement. We develop programs that other districts desire to replicate. Parents feel comfortable and welcomed in the school arena. This focus and engagement has produced an atmosphere in our schools that encourages and produces qualified high school graduates that are college or university ready. Higher accountability in many areas ensures that our school system is not plagued with social ills such as drug use, class violence, or bullying. The Council and Manager maintain an active relationship with school administrators that ensures that the schools hire well-educated, qualified teachers.

Healthy Community through Physical and Mental Health

All of Emporia's citizens are healthy and active. Residents enjoy using the great recreational and health care facilities provided through the YMCA, health care providers and other agencies. Not only do we provide outlets for physical health, Emporia promotes mental health and social wellbeing through various arts and cultural opportunities and venues.

Service Excellence through Efficient, Effective, Well Trained, and Friendly Staff

The City of Emporia staff members are efficient, effective, and friendly in addressing citizen needs and issues. While assisting citizens, staff members protect the assets of the City while also providing the best services at the least possible cost. Staffs members are continually keep abreast of new technology attend education and training, and their equipment needs are met so that they can fully meet and exceed citizen expectations. Council and staff members maintain great working relationships with various local, state, and federal agencies to promote collaboration and success for all.

Physical and Infrastructure Capacity: Readiness for the Future

Emporia is the crossroad of Southern Virginia. Emporia's strategic investments in infrastructure enable positive growth and readiness for its citizens and businesses, as well as future generations to come. Improvements to the City's water, sewer, and stormwater systems have enabled Emporia to become a regional business and residential hub. These improvements, coupled with the continued maintenance and upgrades to roads, bridges, sidewalks, and trails, encourage business investment and provide amenities enjoyed by all citizens.

Project Updates (Brian Thrower and Steve Hall)

Mr. Brian Thrower, City Manager, provided City Council members with an overview on Community Development through a slideshow. Some of the highlights included:

- Water Treatment Plant and Distribution System Upgrade
- Citizens National Bank Building
- Elementary School
- Personnel
- Economic Development

Mr. Steven Hall, Assistant City Manager, provided City Council members with an overview on Community Development through a slideshow. Some of the highlights included:

- West Atlantic Street Neighborhood Revitalization
- South Main Street Enhancement
- Halifax Street Improvements
- Belfield Business District Revitalization
- East Atlantic Street Rehabilitation
- East Atlantic Street Rehabilitation
- Halifax Street Bridge
- Farmers Market
- Meherrin River Trail
- Sesquicentennial Civil War Committee
- Emporia Redevelopment and Housing Authority
- VDEM Grants
- DCR Stormwater Management Program
- Property Maintenance/ Code Enforcement

Council stated that they should explore the possibility of hiring a part-time attorney to expedite property maintenance case after the adoption of the budget.

Finance/Budget (Sheila Cutrell)

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 were at 55.40% of the budgeted amount as of January 31, 2012
- As of this date, revenues exceeded expenditures by \$772,236

General Fund Expenditures

- Expenditures total 54.00% of the budgeted amount as of January 31, 2012

Utility Fund Revenues

- Revenue collections were at 14.00% of the budgeted amount as of January 31, 2012
- As of this dates, revenues exceed expenditures by \$520,384

- \$131,100 of this amount is attributed to the wastewater that the City has been accepting from Brunswick County landfill.

Utility Fund Expenditures

- Expenditures total 11.36% of the budgeted amount as of January 31, 2012

Budget Outlook for FY11

- Debt payment changes due to the following:
 Carter Bank & Trust Note 2009 - \$32,695 reduction beginning in FY13
 Citizens Bank Note 2007 - \$13,393 reduction beginning in FY13

USDA Rural Development Loan (Fire Truck) 2011 - \$23,035 increase in Y13
 USDA Rural development (WTP) 2011 – will pay interest only in FY13

Total savings for the General Fund from debt service for Fy13 - \$12,410

No expected savings for the Utility for FY13

Mr. Thrower stated that the FY13 budget process, with the state budget cuts, there would be some avenues that may need to be discussed such as:

- Social Service Budget
 - ❖ City/County funding split
- Greensville County School System
 - ❖ Schools are requesting City and County adopt joint funding resolutions by March 19 and March 20 meetings due to having to send out layoff notices in April
 - ❖ If City and County funded the school's budget as requested, the City's FY13 increase is approximately \$217,000 (assuming ADM number remain equal)
 - ❖ Equivalent to an increase of .06 cents in real estate tax rate in FY13 if City and County fully fund school request

Council stated that they are willing to fund the School System budget enough to avoid the staff's layoff.

- Southside Regional Jail
 - ❖ Estimated City FY13 increase is approximately \$300,000. This includes taking \$200,000 out of Jail fund balance to soften the hit in FY13. City and County will have to make up this difference in FY14.
 - ❖ Equivalent to an increase of .09 cent in real estate tax rate in FY13
- VRS Rates
 - ❖ City's projected increase for FY13 is approximately four percent
 - ❖ Four percent increase equals approximately \$150,000
 - ❖ Equivalent to an increase of four percent in real estate tax rate in FY13
- Economic Development/IDA
 - ❖ ED Manager position, fringe, operations, contribution to TransTech, etc. equivalent to annual IDC contribution
 - ❖ IDA incentives
 - \$281,000 drops from FY13 expense

- ❖ Some loss of sales tax revenue from Lowe's closing
- ❖ Bank Building debt service through IDA – estimated at approximately \$90,000 per year
- ❖ Anticipated approximate net gain after debt, lease revenue, electric, heat, air, etc. = \$145,000
- ❖ Retail Recruitment Study and ED Workplan estimated at \$110,000
- ❖ Estimated net gain of \$35,000
- Health Insurance
 - ❖ Renewal increase of 4.1% in FY13 – Approximately \$27,000 increase
- Total of School, Jail, VRS, ED/IDA, and Health Insurance Expenses
 - ❖ City's FY13 increase is approximately \$659,000 (Assuming Council Funds All Items Above and School System at requested level)
 - ❖ Equivalent to an increase of 19 cents (18.3) in real estate tax rate in FY13 (assuming City and County fully funds school system request)
- Revenue/Expense Options
 - ❖ Increase real property tax rate to fully fund item above – 19 cents
 - ❖ Implement Cigarette Tax to cover a portion of items above
 - Estimated revenue of \$250,000 - \$300,000 per year (conservative figure) @ 50 cents per pack
 - Equivalent to a seven to nine cent increase in Real Property Tax Rate

Councilman Harris stated that the smarter approach would be to reduce expenditures as opposed to raising revenues. Councilman Harris also stated that he would oppose to the cigarette tax. He further stated that a cigarette tax is unfair to only one segment of the community. He stated that other budget items such as Retail Recruitment Study and ED Workplan could be eliminated.

- Cut services such as leaf, brush/limb, and/or bulky waste pickup, i.e. employee lay-offs, to cover a portion of items above
- Combination of options above

PUBLIC COMMENT

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

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

*****Closed Session*****

With no further business to present before City Council, Mayor Adams moved into closed session for the purpose of discussing Virginia Code §2.2-3711(A) (3) Disposition of publicly held real property pertaining to the former Emporia Elementary School.

Councilman F. Woodrow Harris	aye
Councilman James C. Saunders	aye
Councilwoman Carolyn S. Carey	aye
Councilwoman Deborah D. Dixon	aye
Councilwoman L. Dale Temple	aye

Councilwoman Beverly White aye

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

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

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

CERTIFICATION

Councilwoman Dixon moved to certify the following:

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

Councilwoman Temple seconded the motion, which passed as follows:

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

ADJOURNMENT

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

Samuel W. Adams, III, Mayor

Tessie S. Wilkins, City Clerk

**MINUTES
EMPORIA CITY COUNCIL
CITY OF EMPORIA MUNICIPAL BUILDING
March 6, 2012**

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

Emporia City Council held a regular meeting on Tuesday, March 6, 2012 at 7:30 p.m. in the Council Chambers of the Municipal Building, located at 201 South Main Street, Emporia, Virginia. Mayor Samuel W. Adams, III presided over the meeting with Bishop Vincent Lowery offering the invocation.

Councilman Saunders stated that he wanted to formally introduce to Council, Angela C. Beachy, Director of the Greenville/Emporia Department of Social Service. He also stated that Ms. Beachy has over 20 years of experience. He further stated that she has served the Virginia Department of Social Services as Eligibility Worker, Quality Assurance Reviewer, a SNAP Management Evaluation Review, a SNAP Program Manager and a Fraud Unit Supervisor.

ROLL CALL

The following City Council members were present:

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

Others present:

Samuel W. Adams, III, Mayor
C. Butler Barrett, City Attorney
Brian S. Thrower, City Manager
Steve B. Hall, Assistant City Manager
Tessie S. Wilkins, City Clerk
Joyce E. Prince, Commissioner of the Revenue
Don Wyatt, Chief of Police
Sheila Cutrell, Financial Director
Royal Jones, Public Works Director

MINUTES APPROVAL

Councilwoman Temple moved to approve the minutes from the Tuesday, February 21, 2012, City Council meeting minutes as presented, seconded by Councilwoman Dixon, which passed as follows:

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

AGENDA APPROVAL

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

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

UNFINISHED BUSINESS

12-11. Citizens Advisory Board – 2 Term Expirations

Mayor Adams stated that this item was continued from the February 7, 2012 City Council meeting. He also stated that the following individuals are currently serving 2-year terms on the City's Citizens Advisory Board that will expire on February 28, 2012: Bill Howell, Vicelle Daniels, Reverend Alex Bailey, Jessie O'Nery, Barry Mayfield, Nathaniel Dupree, and Meade Horne. He also stated that those seven individual have served the maximum length of time and are not eligible to be reappointed.

Councilwoman Carey moved to nominate James Williams for consideration to serve a two year term on the Citizens Advisory Board.

Councilman Saunders moved to nominate Lloyd Ligon Jr. for consideration to serve a two year term on the Citizens Advisory Board.

Councilman Harris moved to nominate John Kinsey for consideration to serve a two year term on the Citizens Advisory Board.

Councilwoman B. White moved to appoint James Williams, Lloyd Ligon Jr., and John Kinsey to serve a two years term on the Citizens Advisory Board, seconded by Councilman Saunders, which passed as follows:

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

12-18. Board of Equalization Nominations

Mr. Thrower stated that Judge W. Allan Sharrett has requested Council to reconsider its nominations to the Board of Equalization.

Mayor Adams stated that this item is to be held until the March 20, 2012 Regular Meeting.

NEW BUSINESS

12-21. Request for FY13 Funding Commitment – Belfield CDBG Planning Grant

Mr. Hall stated the Emporia Comprehensive Plan and City Staff have been focusing efforts on the revitalization and redevelopment of South Main Street and Halifax Street Downtown corridors. He also stated that in October 2010, Mr. Chris Thompson with the Virginia Department of Housing and Community Development (DHCD) expressed his interest in potentially partnering with the City on a downtown revitalization project.

Mr. Hall advised that in spring 2011, the City prepared information and submitted a ‘downtown prospectus’ to DHCD’s Director, Mr. Bill Shelton, on May 5 seeking funding for a downtown Planning Grant. He also advised that both South Main and Halifax were included in this request. He further advised that a response was received from DHCD on July 1 requesting additional information and clarification. He stated that the City provided this in August and shifted the focus solely to the Halifax Street corridor.

Mr. Hall stated that DHCD responded to this correspondence in September with a total of seven action items including completed business surveys, a structural inventory, business inventory, a public meeting, and two management team meetings. He also stated that the City completed these items and submitted this information to DHCD on November 15.

Mr. Hall stated that on February 7, 2012 the City received a Planning Grant approval letter from DHCD for the “Belfield Business District Revitalization,” indicating its satisfaction with the City’s response and completion of action items on time. He also stated that DHCD had determined the interest and need were present to further study this area. He further stated that a sum of up to \$35,000 was made available to the City upon completion of a final Planning Grant proposal; however additional items must be completed before receiving the funding.

Mr. Hall stated that a required Facilitated Planning Strategy meeting was held on February 23 with Ms. Beverley Coleman, DHCD Community Development Specialist. He also stated that after this meeting, the City had a period of seven business days to complete and submit the final Planning Grant proposal to be awarded up to \$35,000.

Mr. Hall stated he had procured a Management Consultant, Community Planning Partners, Inc. and is in the process of negotiating an agreement to assist City staff with the Planning Grant activities and Community Improvement Grant (CIG) preparation. He also stated that the City will need to allocate additional funds for a required Preliminary Engineering Report and façade renderings in the Belfield project area. He further stated that these items will become elements of a future CIG application. He stated that it is important to note that CDBG Planning Grant funds may not be used towards a CIG application. He also stated that the CIG applications are submitted in March of each year. He further stated that the City Administration hopes to be able to submit a CIG application in March 2012 requesting funding of up to \$1M.

Mr. Hall stated that he have requested \$10,000 in the FY13 budget to accommodate the additional Planning Grant expenses. He also stated that the City cannot submit the final Planning Grant proposal (originally due Monday, March 5) or enter into a formal contract with DHCD until confirmation of the total cost for activities is determined. He further stated that the DHCD has granted an extension to receive the City's final proposal allowing time for Council's direction on this item.

He recommended that Council authorize the City Manager to execute any future contracts for this project with DHCD and Community Planning Partners, Inc., as well as formally commit \$10,000 in the FY13 budget for this project.

Councilman Saunders made a motion to authorize the City Manager to execute any future contracts for this project with DHCD and Community Planning Partners, Inc. and to commit \$10,000 in the FY13 budget for this project, seconded by Councilwoman Temple, which passed as follows:

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

12-22. Audit Presentation – Creedle, Jones & Alga, PC

Mr. Scott Thompson of Creedle, Jones & Alga provided City Council member with a presentation of the City of Emporia's audited financial statements. He reported that the City complied with generally accepted accounting principles with no evidence of noncompliance with provisions of laws, regulations, contracts, and grants found during the audit. He further reported that the overall cash position of the City of Emporia was \$7,024,324 consisting of \$5,715,176 in Governmental Activities (General Fund and \$1,309,148 in Business-Type Activities (Water & Sewer Fund). He reported that this represents a \$1,589,785 increase versus last year due to better performance in both funds in addition to increases in accounts payable and deferred revenue in governmental activities.

Mr. Thompson reported that the Governmental Activities cash increased by \$1,289,858. He also reported that the increase in the fund was caused by an increase in revenue of \$447,387 while expenditures decreased by \$345,292. He further reported that the Business-Type Activities cash increased by \$299,927. He reported that the cash provided by operations of \$1,043,897 and interest income of \$3,809 was offset by cash used in capital and related financing of 4,747,779.

Mr. Thompson reported that the City of Emporia's position reflected total assets of \$34,272,222 exceeding total liabilities of \$15,826,745 leaving total net assets of \$18,445,477. He also reported that of the amount, \$12,550,749 is invested in capital assets net of related debt. He further reported that those figures also represented an increase in Net Assets over the last year of \$1,138,958 while eliminating \$656,988 in debt.

Mr. Thompson reported that the City of Emporia's overall debt leverage ratio only decreased from 6.01 years to 5.11 years.

He advised City Council Members that the city continues with its philosophy of retiring debt while continuing to meet its obligations to taxpayers, investors, and creditors. He also advised that most of the items of change were expected as evidenced by the budgets. He stated that a legacy of favorable financing through bonds to take care of projects as they arise at very favorable interest rates continues, which results in future savings to taxpayers. He also stated that the further task for the council is to address the challenges related to continue tightening in short term liquidity while continuing to reduce debt burden over the long term with declining revenue sources from both the local and state level.

PUBLIC COMMENT

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

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

*****Closed Session*****

Councilwoman Temple moved that Closed Session be entered for the purpose of discussing Virginia Code § 2.2 3711 (A) (7) **Legal matters requiring the advice of counsel regarding the Citizens National Bank Building and DMV Building.** Councilman Saunders seconded the motion, which passed as follows:

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

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

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

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

CERTIFICATION

Councilwoman Dixon moved to certify the following:

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

Councilman Saunders made the motion to rescind the previous Council action of deeding the Citizens National Bank building over the Emporia Industrial Development Authority. Furthermore, he also made the motion to deed the Citizens National Bank building to the Emporia Redevelopment and Housing Authority, pending the Emporia Redevelopment and Housing Authority's acceptance of deed to the property and compliance with all necessary redevelopment guidelines moving forward.

Councilwoman Temple seconded the motion, which passed as follows:

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

Councilman Harris made the motion to deed the Department of Motor Vehicles building to the Emporia Industrial Development Authority, pending the Emporia Industrial Development Authority's acceptance of deed to the property.

Councilwoman Temple seconded the motion, which passed as follows:

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

Councilwoman Deborah D. Dixon	aye
Councilwoman Beverly White	aye
Councilwoman Dale Temple	aye
Councilwoman Carolyn S. Carey	aye

ADJOURNMENT

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

Samuel W. Adams, III, Mayor

Tessie S. Wilkins, City Clerk

Review of Bills

March 20, 2012

GENERAL FUND

LEGISLATIVE

Bank of America	80.38
Beverly White	75.00
F. Woodrow Harris	397.68
Jim Saunders	75.00
Municipal Code Corporation	757.54
Telpage, Inc.	79.90
Treasurer of Virginia - VITA	4.39
Verizon	28.10
Xerox Corporation	252.68

EXECUTIVE

Bank of America	453.89
Brunswick Times-Gazette	393.30
Elvin Hicks - Richmond Times	14.00
Independent Messenger	1,140.25
National Business Furniture	1,734.00
Pitney Bowes	3,595.98
Sussex-Surry Dispatch	531.20
Telpage, Inc.	194.95
Treasurer of Virginia - VITA	8.42
United Parcel Service	30.00
Verizon	501.87
Verizon Wireless	40.66
Xerox Corporation	374.02

LAW

Barrett & Lockerman, PC	583.33
Troutman Sanders LLP	41.50

REGISTRAR

Bank of America	184.99
Dell Marketing LP	1,135.66
Independent Messenger	124.20
Treasurer of Virginia - VITA	0.33
Verizon	28.10
Xerox Corporation	25.80

COMMISSIONER OF REVENUE/ASSESSOR

Quill Corporation	91.41
Reliable Office Supplies	61.47
Treasurer of Virginia - VITA	208.79
Verizon	119.44
Windoware, Inc.	2,200.00
Xerox Corporation	3.86

VICTIM WITNESS

Verizon	202.60
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VJCCCA/FAMILY VIOLENCE PREVENTION

Behavioral Interventions	155.61
F. Woodrow Harris	33.00
Sadler Brothers Oil Company, Inc.	122.22
Telpage, Inc.	49.95
Treasurer of Virginia - VITA	11.31
Verizon	86.51
Verizon Wireless	453.50

SHARED SERVICES

County of Greenville	415,114.09
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FINANCE

Bank of America	193.26
Blue Cross/Blue Shield of Virginia	36,213.22
Treasurer of Virginia - VITA	2.17
Treasurer of Virginia - VRS	38,315.29
Verizon	83.80
Xerox Corporation	293.84

DEBT SERVICE

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

NON-DEPARTMENTAL

CAS Severn, Inc.	6,208.00
Emporia-Greens. Local Law Library	214.00
Meherrin Regional Library	7,711.25
Southside Virginia Education Center	26,259.50
Treasurer of Virginia Tech	4,356.25

EMERGENCY SERVICES

Bank of America	49.99
Sadler Brothers Oil Company, Inc.	47.34
Treasurer of Virginia - VITA	2.68
Verizon	56.20
Verizon Wireless	65.34
Xerox Corporation	5.92

Review of Bills March 20, 2012

TREASURER

Independent Messenger	93.15
Treasurer of Virginia - VITA	203.05
University of Virginia	200.00
Verizon	258.18
Xerox Corporation	9.95

SHERIFF

Greene's Service Center	16.00
Sadler Brothers Oil Company, Inc.	505.78
Treasurer of Virginia - VITA	2.90
Verizon	92.45
Verizon Wireless	110.23

COURTS

Crater Youth Care Commission	3,990.00
Law Ofc. Of W. Wm. Robinson, III	120.00
Southside Regional Jail	75,320.00
Treasurer of Virginia - VITA	4.24
Verizon	166.84

FIRE

C. W. Williams & Co.	554.31
Dominion Virginia Power	7.76
Kidd Communications	849.95
Mecklenburg Electric Cooperative	229.21
MES - Virginia	201.87
Slagle Fire Equipment & Supply	2,087.30
Treasurer of Virginia - VITA	6.71
Trinity Custom Apparel	1,274.90
Verizon	224.80
Verizon Wireless	178.92

PARKS & RECREATION

Bank of America	832.86
Cintas Corporation	22.32
Sadler Brothers Oil Company, Inc.	157.76

ANIMAL CONTROL

Bank of America	114.85
Sadler Brothers Oil Company, Inc.	215.30
Verizon Wireless	29.82

FACILITIES

Amerigas Propane	2,169.88
Bank of America	668.01
Cintas Corporation	106.20
Commonwealth Exterminators	175.66
Commonwealth Preservation Group	3,500.00
David Fladung	96.91
Dennis Hicks	150.00
Dominion Virginia Power	3,283.06
J. Randy Forbes Supply Account	42.40
M. H. Williams, Inc.	250.00
Mecklenburg Electric Cooperative	1,038.78
Morris Refrigeration Company, Inc.	1,159.16

PLANNING AND ZONING

American Housing Specialist	1,013.50
Bank of America	89.10
Community Planning Partners, Inc.	985.27
Cynthia Batts	500.00
Dewberry & Davis, Inc.	475.00
Emporia Inn, LLC	1,399.93
Emporia Storage	290.00
Emporia-Greenville Chamber	10.00
Harrell Contracting, Inc.	2,115.90
Plan Virginia	25.00
S. L. Hill Construction, Inc.	11,875.00
Sadler Brothers Oil Company, Inc.	297.33
Treasurer of Virginia	40.00
Treasurer of Virginia - DCR	160.00
Treasurer of Virginia - VITA	4.88
Verizon	90.84
Verizon Wireless	189.79
Wilbert Williams & Sons Bldg. Cont.	7,381.50
Xerox Corporation	278.38

Review of Bills March 20, 2012

POLICE

Bank of America	7,290.41
CDW Government, Inc.	2,610.53
Davis Body Shop, Inc.	1,215.40
Greene's Service Center	32.00
Kustom Signals, Inc.	5,991.00
Radio Communications of Virginia	9,937.18
Rawlings Brothers Garage & Towing	125.00
Sadler Brothers Oil Company, Inc.	8,195.52
Telpage, Inc.	59.95
Treasurer of Virginia - VITA	1,077.49
United Parcel Service	7.41
Verizon	1,432.08
Verizon Wireless	491.52
Virginia Crime Analysis Network	50.00

PUBLIC WORKS

Bank of America	3,040.38
Cintas Corporation	704.40
Dominion Virginia Power	6,888.65
Eddie Goodrich	18.64
Fuel Freedom Card	2,525.81
Greensville County Landfill	12,878.26
Independent Messenger	155.25
Leonard Adams	48.00
Mecklenburg Electric Cooperative	1,257.17
Parker Oil Company, Inc.	782.81
Sadler Brothers Oil Company, Inc.	1,885.78
Southside Regional Jail	892.60
Telpage, Inc.	46.95
Treasurer of Virginia - VDC	494.22
Treasurer of Virginia - VDOT	3.00
Treasurer of Virginia - VITA	6.21
Verizon	496.59
Verizon Wireless	239.72

TOTAL GENERAL FUND \$760,917.80

UTILITY FUND

Bank of America	3,159.48
Blue Cross/Blue Shield of Virginia	7,659.38
Cintas Corporation	428.55
Cobb Technologies, Inc.	132.00
Dominion Virginia Power	5,452.17
FedEx	20.31
Fire-X Corporation	83.50
First Citizens Bank	1,339.33
Fuel Freedom Card	520.84
Hampton Roads Sanitation District	361.38
Independent Messenger	281.93
Itron, Inc.	1,829.08
Jeffrey Roach	50.00
Johnson Screens, Inc.	1,932.50
Mecklenburg Electric Cooperative	7,877.05
Miller Supply Company, Inc.	3,273.00
MSC Waterworks	2,968.40
Norfolk Bearings & Supply	1,184.11
Parker Oil Company, Inc.	3,007.76
Postmaster	708.00
Richmond Times Dispatch	383.80
Russ Gordon's Garage	32.00
Sadler Brothers Oil Company, Inc.	1,203.94
Sydnor Hydro, Inc.	9,268.00
Telpage, Inc.	79.90
Treasurer of Virginia - DGS	1,279.00
Treasurer of Virginia - VITA	10.99
Treasurer of Virginia - VRS	9,194.83
United Parcel Service	3.66
Univar USA, Inc.	3,862.12
Verizon	1,173.03
Verizon Wireless	200.06
VUPS	33.96
Water Guard, Inc.	352.00
Xerox Corporation	0.33

TOTAL UTILITY FUND \$69,346.39

**CITY OF EMPORIA
CITY COUNCIL MEETING
March 20, 2012
AGENDA MEMORANDUM**

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

W. S. HARRIS, JR., TREASURER

Financial Statement

February 29, 2012

CHECKING / DAILY INVESTMENT

General Fund

Utility Fund

335,097.99

385,276.66

CERTIFICATES OF DEPOSIT / INVESTMENTS

CARTER BANK & TRUST	\$213,590.73	12 Mos @ 1.05%	2/3/2012	General Fund
CARTER BANK & TRUST	\$517,121.13	12 Mos @ 1.05%	2/3/2012	General Fund
CARTER BANK & TRUST	\$517,121.13	12 Mos @ 1.05%	2/3/2012	General Fund
CARTER BANK & TRUST	\$517,121.13	12 Mos @ 1.05%	2/3/2012	General Fund
FIRST COMMUNITY BANK	\$583,963.88	MMF @ .10%	NA	General Fund
FIRST COMMUNITY BANK	\$1,500,000.00	12 Mos @ .45%	1/6/2013	General Fund
CARTER BANK & TRUST	\$1,000,000.00	6 Mos @ .80%	7/9/2012	General Fund
CARTER BANK & TRUST	\$1,000,000.00	6 Mos @ .80%	7/9/2012	General Fund
FIRST COMMUNITY BANK	\$503,972.21	MMF @ .10%	NA	UTILITY FUND
FIRST COMMUNITY BANK	\$500,000.00	12 Mos @ .45%	1/6/2013	UTILITY FUND
CARTER BANK & TRUST	\$500,000.00	6 Mos @ .70%	7/9/2012	UTILITY FUND

Feb-12

RECAP OF 2011 TAXES

<i>TYPE OF TAX</i>	<i>LEVY (A)</i>	<i>SUPPLEMENTS (B)</i>	<i>ABATEMENTS (C)</i>	<i>ADJUSTED LEVY (Cols. A+B-C) (D)</i>	<i>COLLECTIONS TO DATE (E)</i>	<i>BALANCE DUE (F)</i>
Real Estate	2,984,406.93	0.00	901.53	2,983,505.40	2,881,966.63	101,538.77
Personal Property	1,244,373.63	26,690.75	28,382.89	1,242,681.49	1,213,559.97	29,121.52
Decals	111,029.00	8,475.00	4,744.50	114,759.50	99,055.08	15,704.42
Personal Property Relief	557,964.29	30,384.27	26,864.94	561,483.62	519,872.70	41,610.92
Public Service	156,479.42	0.00	0.00	156,479.42	156,479.42	0.00
TOTAL	5,054,253.27	65,550.02	60,893.86	5,058,909.43	4,870,933.80	187,975.63
2011 Real Estate Tax Collections		96.60%	2011 Personal Property Tax Relief		92.59%	
2011 Personal Property Tax Collections		97.66%	2011 Public Service Tax Collections		100.00%	
2011 License Fee Collections		86.32%				

Feb-12

RECAP OF 2010 TAXES

TYPE OF TAX	LEVY	SUPPLEMENTS	ABATEMENTS	ADJUSTED LEVY	COLLECTIONS	BALANCE DUE
	(A)	(B)	(C)	(Col's. A+B-C) (D)	TO DATE (E)	(F)
Real Estate	2,976,993.81	0.00	3,085.25	2,973,908.56	2,920,812.96	53,095.60
Personal Property	1,141,435.34	99,940.97	55,759.44	1,185,616.87	1,165,072.77	20,544.10
Decals	107,658.50	9,563.00	5,244.15	111,977.35	107,069.93	4,907.42
Personal Property Relief	578,916.57	34,959.61	27,170.32	586,705.86	574,435.45	12,270.41
Public Service	165,731.98	0.00	8,167.59	157,564.39	157,564.39	0.00
TOTAL	4,970,736.20	144,463.58	99,426.75	5,015,773.03	4,924,955.50	90,817.53
2010 Real Estate Tax Collections		98.21%	2010 Personal Property Tax Relief		97.91%	
2010 Personal Property Tax Collections		98.27%	2010 Public Service Tax Collections		100.00%	
2010 License Fee Collections		95.62%				

Feb-12

RECAP OF 2009 TAXES

TYPE OF TAX	LEVY (A)	SUPPLEMENTS (B)	ABATEMENTS (C)	ADJUSTED LEVY (Cols. A+B-C) (D)	COLLECTIONS TO DATE (E)	BALANCE DUE (F)
Real Estate	2,942,633.61	3,808.18	5,736.64	2,940,705.15	2,900,796.49	39,908.66
Personal Property	1,214,926.66	219,196.50	218,151.48	1,215,971.68	1,208,245.07	7,726.61
Decals	110,991.50	6,951.00	7,501.50	110,441.00	104,829.94	5,611.06
Personal Property Relief	524,152.89	38,891.54	16,938.36	546,106.07	534,838.06	11,268.01
Public Service	121,797.85	0.00	0.00	121,797.85	121,797.85	0.00
TOTAL	4,914,502.51	268,847.22	248,327.98	4,935,021.75	4,870,507.41	64,514.34
2009 Real Estate Tax Collections		98.64%	2009 Personal Property Tax Relief		97.94%	
2009 Personal Property Tax Collections		99.36%	2009 Public Service Tax Collections		100.00%	
2009 License Fee Collections		94.92%				

Feb-12

RECAP OF 2006 TAXES

TYPE OF TAX	BAL. FWD. (A)	SUPPLEMENTS (B)	ABATEMENTS (C)	ADJUSTED LEVY (Cols. A+B-C) (D)	COLLECTIONS TO DATE (E)	BALANCE DUE (F)
Real Estate	2,652,047.54	305,490.03	312,126.53	2,645,411.04	2,640,617.64	4,793.40
Personal Property	1,134,613.32	20,456.22	28,957.80	1,126,111.74	1,121,629.54	4,482.20
Personal Property Relief	536,703.83	10,344.23	33,144.74	513,903.32	508,229.40	5,673.92
Public Service	163,675.14	0.00	0.00	163,675.14	163,675.14	0.00
TOTAL	4,487,039.83	336,290.48	374,229.07	4,449,101.24	4,434,151.72	14,949.52
2006 Real Estate Tax Collections		99.82%	2006 Personal Property Tax Relief		98.89%	
2006 Personal Property Tax Collections		99.60%	2006 Public Service Tax Collection		100.00%	

RECAP OF 2007 TAXES

TYPE OF TAX	BAL. FWD. (A)	SUPPLEMENTS (B)	ABATEMENTS (C)	ADJUSTED LEVY (Cols. A+B-C) (D)	COLLECTIONS TO DATE (E)	BALANCE DUE (F)
Real Estate	2,673,531.26	29,166.22	14,468.19	2,688,229.29	2,682,551.96	5,677.33
Personal Property	1,270,481.69	232,305.66	109,357.69	1,393,429.66	1,389,154.75	4,274.91
Decals	444,139.00	30,539.61	8,551.33	466,127.28	463,153.60	2,973.68
Personal Property Relief	549,911.50	5,471.39	137,247.89	418,135.00	411,748.69	6,386.31
Public Service	140,577.17	4,462.35	0.00	145,039.52	145,039.52	0.00
TOTAL	5,078,640.62	301,945.23	269,625.10	5,110,960.75	5,091,648.52	19,312.23
2007 Real Estate Tax Collections		99.79%	2007 Personal Property Tax Relief		99.36%	
2007 Personal Property Tax Collections		99.69%	2007 Public Service Tax Collection		100.00%	

RECAP OF 2008 TAXES

TYPE OF TAX	BAL. FWD. (A)	SUPPLEMENTS (B)	ABATEMENTS (C)	ADJUSTED LEVY (Cols. A+B-C) (D)	COLLECTIONS TO DATE (E)	BALANCE DUE (F)
Real Estate	2,703,731.80	15,916.97	11,236.65	2,708,412.12	2,699,338.32	9,073.80
Personal Property	1,288,745.41	42,594.01	81,758.00	1,249,581.42	1,241,199.08	8,382.34
Decals	110,269.50	9,823.17	6,545.00	113,547.67	108,640.25	4,907.42
Personal Property Relief	548,290.97	39,726.80	28,914.65	559,103.12	547,839.97	11,263.15
Public Service	149,011.30	5,341.13	5,341.13	149,011.30	149,011.30	0.00
TOTAL	5,327,568.48	127,815.81	133,795.43	4,779,655.63	4,746,028.92	33,626.71
2008 Real Estate Tax Collections		99.66%	2008 Personal Property Tax Relief		97.99%	
2008 Personal Property Tax Collection		99.33%	2008 Public Service Tax Collection		100.00%	

DELINQUENT TAX SUMMARY - FY 2011

February-12

REAL ESTATE TAXES

<i>Tax Year</i>	<i>Balance July 1</i>	<i>Supplements Added</i>	<i>Abatements</i>	<i>Bankruptcy Charge-Offs</i>	<i>Credit Card Collections</i>	<i>Collected to This Month</i>	<i>Collected This Month</i>	<i>Balance</i>
2005	\$2,926.70	\$0.00	\$0.00	\$0.00	\$0.00	\$22.41	\$0.00	\$2,904.29
2004	\$1,876.63	\$0.00	\$0.00	\$0.00	\$0.00	\$273.24	\$26.35	\$1,577.04
2003	\$1,301.16	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,301.16
2002	\$815.64	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$815.64
2001	\$668.89	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$668.89
2000	\$378.84	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$378.84
1999	\$339.36	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$339.36
1990-1998	\$1,880.16	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,880.16
TOTAL	\$10,187.38	\$0.00	\$0.00	\$0.00	\$0.00	\$295.65	\$26.35	\$9,865.38

PERSONAL PROPERTY TAX

<i>Tax Year</i>	<i>Balance July 1</i>	<i>Supplements Tx Relief</i>	<i>Abatements</i>	<i>Bankruptcy Charge-Offs</i>	<i>Credit Card Collections</i>	<i>Collected To This Month</i>	<i>Collected This Month</i>	<i>Balance</i>
2005 Net Tax	\$5,828.49	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,828.49
2004 Net Tax	\$3,310.83	\$0.00	\$847.49	\$0.00	\$0.00	\$207.69	\$20.68	\$2,234.97
2003 Net Tax	\$1,931.12	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,931.12
2001-2002	\$7,550.29	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$7,550.29
TOTAL	\$18,620.73	\$0.00	\$847.49	\$0.00	\$0.00	\$207.69	\$20.68	\$17,544.87

Grand Total of All Delinquent	\$28,808.11	\$0.00	\$847.49	\$0.00	\$0.00	\$503.34	\$47.03	\$27,410.25
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2011 PPTRA ALLOTMENT - COMPARISON

TOTAL ALLOTMENT FROM STATE - \$570,316.00

TOTAL PPTRA ASSESSED - 64.20%

\$557,964.29

COLLECTIONS THRU PAID BILLS

Jun-11	\$6,948.96
Jul-11	\$265,894.87
Aug-11	\$138,063.20
Sep-11	\$33,955.72
Oct-11	\$28,356.57
Nov-11	\$21,408.83
Dec-11	\$5,497.32
Jan-12	\$8,038.98
Feb-12	\$11,708.25

ABATEMENTS

-\$26,864.94

SUPPLEMENTS

\$30,384.27

TOTAL REMAINING FROM UNPAID BILLS

\$41,610.92

Local Sales & Use Tax Collection Comparison

Local Sales & Use Tax

Month	2009 Calendar Year	2010 Calendar Year	2011 Calendar Year	2012 Calendar Year
	Collected	Collected	Collected	Collected
January	\$222,023.19	\$123,188.30	\$110,239.00	\$127,062.93
February	\$120,262.05	\$124,584.85	\$125,876.99	\$126,296.95
March	\$27,070.18	\$98,553.01	\$104,593.90	
April	\$108,805.81	\$101,965.72	\$119,737.24	
May	\$115,612.61	\$116,312.04	\$123,865.11	
June	\$121,520.22	\$113,585.83	\$131,026.53	
July	\$116,966.74	\$117,703.51	\$180,490.56	
August	\$137,055.01	\$126,634.72	\$53,547.37	
September	\$131,781.62	\$124,733.84	\$119,307.80	
October	\$101,421.65	\$121,693.93	\$123,419.00	
November	\$117,703.71	\$121,716.50	\$119,256.67	
December	\$107,049.70	\$101,874.52	\$117,432.90	
Yearly Total	\$1,427,272.49	\$1,392,546.77	\$1,428,793.07	\$253,359.88

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

State Sales & Use Tax Collection Comparison

State Sales & Use Tax

Month	2009 Calendar Year	2010 Calendar Year	2011 Calendar Year	2012 Calendar Year
	Collected	Collected	Collected	Collected
January	\$60,388.48	\$81,853.28	\$76,745.66	\$81,464.16
February	\$96,141.34	\$84,478.90	\$92,440.02	\$91,897.24
March	\$60,623.06	\$65,632.54	\$63,957.82	
April	\$63,942.66	\$57,976.52	\$69,216.00	
May	\$67,312.68	\$77,024.82	\$78,000.40	
June	\$74,749.30	\$80,105.98	\$85,721.72	
July	\$66,031.70	\$68,470.08	\$72,832.12	
August	\$79,638.12	\$86,929.30	\$84,321.66	
September	\$72,947.54	\$73,798.74	\$74,027.06	
October	\$72,034.28	\$70,426.24	\$78,763.86	
November	\$73,144.32	\$77,002.46	\$77,775.18	
December	\$64,788.72	\$76,745.66	\$77,868.98	
Yearly Total	\$851,742.20	\$900,444.52	\$931,670.48	\$173,361.40

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

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

AUGUST	24
SEPTEMBER	55
OCTOBER	45
NOVEMBER	27
DECEMBER	77

2007

JANUARY	58
FEBRUARY	32
MARCH	35
APRIL	49
MAY	63
JUNE	66
JULY	76
AUGUST	67
SEPTEMBER	75
OCTOBER	93
NOVEMBER	51
DECEMBER	71

2008

JANUARY	45
FEBRUARY	63
MARCH	71
APRIL	44
MAY	71
JUNE	82
JULY	67
AUGUST	86
SEPTEMBER	94
OCTOBER	43
NOVEMBER	39
DECEMBER	71

2009

JANUARY	62
FEBRUARY	56
MARCH	74
APRIL	28
MAY	56
JUNE	86
JULY	53
AUGUST	90
SEPTEMBER	49
OCTOBER	72
NOVEMBER	46
DECEMBER	130

2010

JANUARY	103
FEBRUARY	44
MARCH	46
APRIL	63
MAY	86
JUNE	58
JULY	74
AUGUST	78
SEPTEMBER	66
OCTOBER	86
NOVEMBER	54
DECEMBER	44

2011

JANUARY	86
FEBRUARY	30
MARCH	31
APRIL	48
May	83
June	281 started one month
JULY	130
AUGUST	85
SEPT	83
OCTOBER	66
NOVEMBER	86 Deadline to catch-up
DECEMBER	61

2012

JANUARY	68
FEBRUARY	45

Monthly Comparison of
Collected Utility Fund Revenue & Completed Service Orders
FY 11-12

	July	August	September	October	November	December
Water	94,472.67	100,139.82	104,574.50	96,974.51	97,014.01	87,506.41
Sewer	98,093.38	103,733.39	108,334.29	102,098.82	105,445.39	93,136.08
Meter Charge	4,405.82	4,439.85	4,456.56	4,388.01	4,529.28	4,511.58
Water Taps	0.00	0.00	0.00	0.00	0.00	0.00
Sewer Taps	0.00	0.00	7,000.00	0.00	7,000.00	-7,000.00
Sale of Materials	0.00	283.60	175.25	189.25	42.00	42.00
Penalties	8,013.56	5,639.44	5,513.32	5,549.52	5,806.75	5,313.47
Cut on/off Fees	6,750.00	4,980.00	5,310.00	3,090.00	4,080.00	4,620.00
Water Sales-Bulk Water	506.50	185.00	571.76	130.66	191.69	75.18
Sewer Services	120.00	33,103.00	13,214.89	132.88	26,898.99	43,622.61
Miscellaneous	200.00	0.00	0.00	0.00	0.00	0.00
Total Revenue For the Month	212,561.93	252,504.10	249,150.57	212,553.65	251,008.11	231,827.33

	January	February	March	April	May	June	YTD Category Ttl
Water	86,626.83	92,487.68					759,796.43
Sewer	101,873.29	107,355.31					820,069.95
Meter Charge	4,430.22	4,477.01					35,638.33
Water Taps	0.00	0.00					0.00
Sewer Taps	0.00	0.00					7,000.00
Sale of Materials	121.56	277.61					1,131.27
Penalties	5,291.71	3,937.24					45,065.01
Cut on/off Fees	4,620.00	3,870.00					37,320.00
Water Sales-Bulk Water	0.00	142.79					1,803.58
Sewer Services	14,555.11	134.40					131,781.88
Miscellaneous	0.00	0.00					200.00
Total Revenue for the Month	217,518.72	212,682.04	0.00	0.00	0.00	0.00	

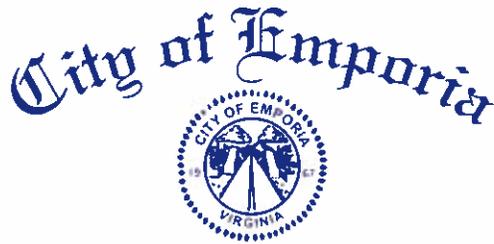
	July	August	September	October	November	December
Service Orders						
Ttl Off/On Requests	112	121	161	110	87	91
Ttl Leak Inquiries	41	47	43	39	46	52
Ttl Service Orders For the Month	153	168	204	149	133	143

	January	February	March	April	May	June	YTD Order Totals
Service Orders							
Ttl Off/On Requests	61	59					802
Ttl Leak Inquiries	53	47					368
Ttl Service Orders For the Month	114	106	0	0	0	0	

YTD Revenue Total All Depts. **1,839,806.45** YTD Service Order **1,170**

UNCOLLECTED UTILITY BILLS

BEGINNING BALANCE JULY 2006	54043.62	54043.62
BALANCES ADDED AFTER 2 MONTHS EXTENSION	31012.65	85056.27
BALANCES ADDED FOR 2009	10028.85	95085.12
COLLECTIONS FOR 2009	-4577.96	90507.16
BALANCES ADDED FOR 2010	56074.78	146601.94
COLLECTIONS FOR 2010	-21349.82	125252.12
BALANCES ADDED FOR 2011	43729.33	168981.45
COLLECTIONS FOR 2011	-30063.76	138917.69
BALANCES ADDED FOR JANUARY 2012	3654.19	142571.88
COLLECTIONS FOR JANUARY 2012	-899.57	141672.31
BALANCES ADDED FOR FEBRUARY 2012	1744.45	143417.06
COLLECTIONS FOR FEBRUARY 2012	-5820.42	137596.64



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

March 7, 2012

JOYCE E. PRINCE
COMMISSIONER

LISA D. COUNCIL
DEPUTY COMMISSIONER

The Honorable Mayor
City Council
City Manager

Dear Members of Council:

During the month of February a total of \$600,625.96 was processed for City Business License.

Transient tax totaled \$65,963.61 for the month of January and processed during February.

Meal tax processed during the month of February totaled \$123,422.05 with an additional \$11,816.93 for prior months.

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

	<u>January 2010</u>	<u>January 2011</u>
Meal Tax	\$ 128,920.46	\$ 123,422.05
Transient Tax	\$ 60,206.66	\$ 65,963.61

Respectfully,



Joyce E. Prince



CITY OF EMPORIA

DEPARTMENT OF INSPECTIONS

**February - 2012
Code Enforcement Monthly Report**

Notices Issued

Resolved

Inoperable Vehicles - 10

1- By Owner

Weeds / Grass - 5

Property Maintenance - 16

1- By Owner

Zoning - 0

Cases Turned Over To City Attorney – 2

Total Notices Issued – 31

Invoiced Notices- 0

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

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

Signature :

A handwritten signature in black ink, appearing to be "M. J. [unclear]", written over a horizontal line.

Supervisor :

A handwritten signature in black ink, appearing to be "S. [unclear]", written over a horizontal line.

**Emporia Police Department Statistics
Arrests by Race**

February 2012

	Black	%	White	%	Other	%
Criminal Arrests	44	81%	10	19%	0	0%
Selective Tickets	438	44%	481	49%	69	7%
Regular Tickets	50	65%	25	32%	2	3%

IBR Offense Counts 2/1/2012-2/29/2012 Emporia Police Department

1	11A-Forcible Rape
4	13B-Simple Assault
2	13C-Intimidation
5	220-Burglary/Breaking & Entering
3	23D-Theft From Building
9	23F-Theft From Motor Vehicle
5	23H-All Other Larceny
1	26B-Credit Card/Automatic Teller Machine Fraud
15	290-Destruction/Damage/Vandalism of Property
13	35A-Drug/Narcotic Violations
1	370-Pornography/Obscene Material
3	90D-Driving Under the Influence
2	90E-Drunkenness
1	90G-Liquor Law Violations
4	90J-Trespass of Real Property
44	90Z-All Other Offenses
	44 Unclassified 90Z

113	Total Offenses Reported
99	Total Incidents Reported

Criminal Arrestees

February 2012

Resident – 32

Non-resident - 22

**Noise complaints
February 2012**

Loud noise from street crowds – 3	2 summons
Loud Music from Vehicle - 2	1 summons
Loud Music from House – 2	no summons
Dog Barking – 2	no summons

CONSENT SEARCHES

DATE	RACE	REASON	RESULTS	ARREST
2/10/12	w/m	Traffic stop	Marijuana and needles	yes

Schools

February 2012

C. Clary and B. Osborn attended a Street Crimes Seminar in Hampton February 6-9.

J. Rae and E. Hicks taught a VCIN recertification class at EPD on February 15.

B. Osborn and F. Totino attended an FBI Leadership Seminar on February 16.

Emporia Animal Control Monthly Report

February 2012

Dogs

On Hand	<u>6</u>
Stray	<u>14</u>
Seized	<u>-0-</u>
Bite Cases	<u>1</u>
Surrendered by Owner	<u>-0-</u>
Transferred In	<u>-0-</u>
Others	<u>1</u>
Claimed by Owner	<u>3</u>
Adopted	<u>6</u>
Transferred Out	<u>11</u>
Died in Facility	<u>-0-</u>
Euthanized	<u>-0-</u>
Remain	<u>1</u>
<u>Wildlife</u>	
Wild or Fowl	<u>2</u>
DOA	<u>1</u>
Relocate	<u>-0-</u>
On-Hand	<u>-0-</u>
Euthanize	<u>-0-</u>

Cats

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

General

Calls Answered	<u>163</u>
Hours	<u> </u>
Mileage	<u> </u>
Verbal Warning	<u>1</u>
Summons Issued	<u>-0-</u>
Court Cases	<u>-0-</u>

Remarks _____

Prepared by:

Joey Murray



City of Emporia Sheriff's Office

201 South Main Street
P. O. Box 511
Emporia, VA 23847
Phone: (434) 634-4671



March 1, 2012

From the Office of:

Sheriff Sam C. Brown

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

Dear Members of City Council:

The Emporia Sheriff's Office spent approximately 202 hours in General District and Juvenile & Domestic Relations Court in February, 2012. We served a total of 334 civil papers. These are broken down as follows:

Arrest Warrant	2
Capias	1
Change in Payee	2
Debt	12
Detention Order	4
Detinue	3
Distress Warrants	1
Emergency Removal	1
Garnishments	17
Interrogatories	2
Misdemeanor Warrant	27
Notice	10
Notice of Lien	11
Protective Order	3
Show Cause	12
Summons	204
Support Order	1
Subpoena Duces Tecum	1
Transportation	9
Unlawful Detainer	10
Writ of Possession	1

We did not collect any Sheriff Fees for the month of February, 2012. We had 9 transports during the month. We served 2 papers for the Commissioner of the Revenue.

Sincerely,

Sam C. Brown, Sheriff

Detailed Selected Statistics & Management Activity

Selected Coded Field: Basic: Incident Type

Report Period: From 02/01/2012 to 02/29/2012

CODE	DESCRIPTOR	FREQUENCY	FREQ. PERCENT	EXPs	AVG # SUPPR PERS	AVG # EMS PERS	AVG # OTHER PERS	AVG # SUPPR APPR	AVG # EMS APPR	AVG # OTHER APPR	AVERAGE # MAN HOURS	TOTAL MAN HOURS	AVERAGE RESPONSE TIME (min)
100	Fire, other	2	7.14 %	0	8.50	0.00	1.00	2.50	0.00	1.00	2.21	4.42	5.50
142	Brush, or brush and grass mixture fire	2	7.14 %	0	14.00	0.00	1.00	3.00	0.00	1.00	26.41	52.82	11.50
322	Vehicle accident with injuries	6	21.43 %	0	13.83	0.00	2.00	2.50	0.00	1.83	16.27	97.63	8.00
324	Motor vehicle accident with no injuries	11	39.29 %	0	9.91	0.00	0.73	2.09	0.00	0.73	6.54	71.97	6.18
611	Dispatched & canceled en route	7	25.00 %	0	5.57	0.00	0.29	1.29	0.00	0.29	0.95	6.68	
	Totals	28	100.00 %	0	9.86	0.00	0.93	2.07	0.00	0.89	8.34	233.52	7.14
	Mutual Aid Given Incidents	0											



CITY OF EMPORIA

Memorandum

February 17, 2012

TO: The Honorable Mayor and City Council
FROM: Brian S. Thrower, City Manager *BST*
SUBJECT: Board of Equalization Nominations
ITEM #: 12-18

Judge W. Allan Sharrett has requested Council reconsider its nominations to the Board of Equalization, per his attached letter.

This request is for your consideration.

Attachment

Letter from Judge W. Allan Sharrett

SIXTH JUDICIAL CIRCUIT



COMMONWEALTH OF VIRGINIA

W. ALLAN SHARRETT, JUDGE
GREENSVILLE COUNTY COURTHOUSE
P.O. BOX 631
EMPORIA, VIRGINIA 23847
(434) 348-4222 PHONE
(434) 348-2613 FAX

CIRCUIT COURT OF CITY OF HOPEWELL
CIRCUIT COURT OF BRUNSWICK COUNTY
CIRCUIT COURT OF GREENSVILLE COUNTY/CITY OF EMPORIA
CIRCUIT COURT OF PRINCE GEORGE COUNTY
CIRCUIT COURT OF SURRY COUNTY
CIRCUIT COURT OF SUSSEX COUNTY

January 30, 2012

Tessie S. Wilkins, City Clerk
City of Emporia
Post Office Box 511
Emporia, VA 23847

Re: Board of Equalization

Dear Ms. Wilkins:

This will acknowledge receipt of and thank you for your letter of January 4, 2012, regarding appointments to the Emporia Board of Equalization.

Prior to acting upon City Council's recommendations, the Court wants to be certain that the appointments conform to the requirements of Virginia Code Section 58.1-3374. Accordingly, please certify that those nominated are 1) residents of the city, and 2) freeholders (or that at least two of them are); that at least one is a real estate professional (I believe Ms. Brockwell is); and that the appointments are "broadly representative of the community."

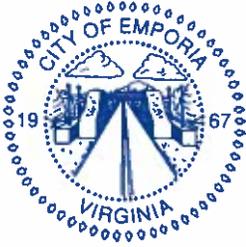
Should you have any questions, please do not hesitate to contact my office.

Yours truly,

A handwritten signature in black ink, appearing to read "W. Allan Sharrett".

W. Allan Sharrett

WAS/dcd



CITY OF EMPORIA

Memorandum

October 18, 2010

TO: The Honorable Mayor and City Council
FROM: Brian S. Thrower, City Manager *BST*
SUBJECT: Water Treatment Plant Upgrade Project – Request to Adopt Resolution
ITEM #: 12-23

In order to satisfy the extensive list of USDA Rural Development loan closing requirements for the Water Treatment Plant and Distribution Line upgrade project, Rural Development is requiring City Council to approve water rates sufficient to show ability to repay the loan. These were the rates included in the City's loan application. The rates below reflect the required minimum water rates for the first full year of operation of the upgraded Water Treatment Plant.

Minimum 2,000 gallons...	\$16.87
Next 48,000/1,000.....	\$ 5.79
Over 50,000/1,000.....	\$ 4.75

Recommendation

I recommend you approve the attached resolution approving the water rates for the first full year of operation of the upgraded Water Treatment Plant.

Attachment

Resolution

Resolution No. _____

Resolution

A Resolution To Set The Rates For Water And Allied Services Supplied By The City For The First Full Year Of Operation Of The Water System Upgrade Project

WHEREAS, the Emporia City Council intends to enter a loan agreement with USDA Rural Development for the Water System Upgrade Project; and

WHEREAS, the USDA Rural Development requires that the governing body adopt water rates sufficient to show repayment ability of the loan;

NOW, THEREFORE, BE IT RESOLVED that the Emporia City Council adopts the following water rates for the first full year of operation of the Water System Upgrade Project:

- | | | |
|-----|--------------------------|---------|
| (1) | Minimum 2,000 gallons... | \$16.87 |
| (2) | Next 48,000/1,000..... | \$ 5.79 |
| (3) | Over 50,000/1,000..... | \$ 4.75 |

Adopted: March 20, 2012

City of Emporia, Virginia

By _____
Samuel W. Adams, III
Mayor

Attest:

Form Approved:

City Clerk

City Attorney



CITY OF EMPORIA

Memorandum

March 16, 2012

TO: The Honorable Mayor and City Council
FROM: Brian S. Thrower, City Manager *BST*
SUBJECT: FY13 Budget Discussion – Cigarette Tax
ITEM #: 12-24

As discussed over the last year and at your Council Retreat held in February, the City faces tremendous budget challenges going into FY13 and beyond, particularly as it relates to school, jail, retirement, personnel, and other project costs (see attachment). These funding issues have been further compounded by the continued state budget cuts over the last several years. Addressing these items alone, not including school funding, is expected to cost the City an additional \$487,500. This is equivalent to an increase of 14 cents in the real property tax rate. Options for addressing the budget situation include raising the real property tax rate, levying a cigarette tax, cutting/eliminating funding to civic organizations, and/or cutting/reducing City services.

In light of the situation at hand, I have attempted to reach consensus on broad parameters for addressing the budget situation in FY13 and beyond. In discussing these funding issues with you individually and in a group setting, the overwhelming majority of you are in favor of levying a cigarette tax to soften the impact to the FY13 budget.

Recommendation

I encourage further discussion on these budget matters. I also recommend you direct me to prepare an ordinance allowing the City of Emporia to levy a cigarette tax equivalent to \$0.50 per pack effective July 1, 2012 and advertise for a public hearing to be held on the matter at your April 17, 2012 meeting.

Attachment

Major FY13 Budget Issues

Major FY13 Budget Issues

Greenville County School System

- If City and County funded the school's budget as requested, the City's FY13 increase is approximately \$217,000 (assuming ADM #'s remain equal)
- Equivalent to an increase of 6 cents in real estate tax rate in FY13 if City and County fully fund school request
- Waiting on proposed joint budget figure from Greenville County

Southside Regional Jail

- Estimated City FY13 increase is approximately \$300,000. This includes taking \$200,000 out of Jail fund balance to soften the hit in FY13. City and County will have to make up this difference in FY14.

VRS Rates

- Projected employer increase for FY13 is approximately 4%
- State Senate and House have passed legislation requiring local employees pay 5% employee share and that localities give a 5% salary increase
- Estimated City increase for VRS is \$166,000 (GF only)

Bank Building

- Estimated City expense of \$150,000 – Year 1

City COLA/Merit Increases

- No general COLA and merit increase since December 2008
- 3% increase effective December 2nd = \$66,500 (GF Fund only) – includes 5% salary increase b/c of state VRS mandate
- 2% increase = \$45,000 GF only

IDA/Economic Development

- \$281,000 of expenses (incentives) come out of FY13 budget
- \$11,000 for ED Workplan
- \$75,000 for Buxton Retail Recruitment Study
- Net savings of \$195,000

Total of Jail, VRS Rates, Bank Building, Salary Increases, and IDA/Economic Development – Not including Schools b/c figure is unknown at this time

- \$487,500 – equals increase of 14 cents in real property tax rate

Revenue/Expense Options

- Significantly increase real property tax rate – 14 cents to fully fund items above

- Implement Cigarette Tax to cover a portion of items above
 - Estimated revenue of \$250,000 - \$300,000 per year (conservative figure) @ 50 cents per pack
 - Equivalent to a 7 to 9 cent increase in Real Property Tax Rate

- Severely reduce/eliminate funding to civic/outside organizations to cover a portion of items above

- Cut/reduce services such as leaf, brush/limb, bulky waste pickup, police patrol, i.e. employee lay-offs and/or cut vacant positions, to cover a portion of items above

- Combination of options above



CITY OF EMPORIA

MEMORANDUM

March 16, 2012

TO: The Honorable Mayor and City Council
FROM: Brian S. Thrower, City Manager
SUBJECT: Recreation Advisory Commission – Term Expirations
ITEM: 12-25

On April 1, 2012, Mr. Edward V. Lankford, IV, Mr. Samuel W. Adams, III, Mr. Rick Franklin and Ms. Doris White's one (1) year term on the Recreation Advisory Commission will expire. All have indicated that they do wish to be considered for reappointment.

Recommendation:

This information is provided to City Council for consideration.

BST /tsw