



# **CITY OF EMPORIA**

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## **PUBLIC HEARING**

- 1. Architectural Compatibility Review – 521 Halifax Street**
- 2. Zoning Code Amendment Request – Architectural Compatibility Reviews**

**AGENDA**  
**EMPORIA CITY COUNCIL**  
*Regular Meeting*  
**Tuesday, March 3, 2015 - 6:30 P.M.**

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### **OPENING PRAYER**

### **ROLL CALL**

### **APPROVAL OF MINUTES**

February 3, 2015 ~ 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**

### **NEW BUSINESS**

- 15-17. Architectural Compatibility Review – 521 Halifax Street
- 15-18. Zoning Code Amendment – Architectural Compatibility Reviews
- 15-19. Council Retreat – Request to Approve
- 15-20. Brush Truck Chassis Replacement – Request to Apply for USDA Rural Development Funding
- 15-21. Boards and Commissions – Various Term Expirations

### **PUBLIC COMMENT**

### **CLOSED SESSION**

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

**MINUTES  
EMPORIA CITY COUNCIL  
CITY OF EMPORIA MUNICIPAL BUILDING  
February 3, 2015**

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

Emporia City Council held a regular meeting on Tuesday, February 3, 2015 at 6:30 p.m. in the Council Chambers of the Municipal Building, located at 201 South Main Street, Emporia, Virginia. Mayor Mary L. Person presided over the meeting with Carolyn Carey, Council Member offering the invocation.

**ROLL CALL**

The following City Council members were present:

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

Others present:

Mary L. Person, Mayor  
C. Butler Barrett, City Attorney  
Brian S. Thrower, City Manager  
Dr. Edwin C. Daley, Projects Administrator  
Tessie S. Wilkins, City Clerk  
Ricky Pinksaw, Chief of Police  
Ken Ryals, Emergency Service Coordinator

Absent:

Councilman James E. Ewing, III  
Councilwoman Doris T. White

**MINUTES APPROVAL**

Councilwoman Temple moved to approve the minutes from the Tuesday, January 20, 2015, Public Hearing and Regular meeting minutes as presented, seconded by Councilwoman Carey, which passed as follows:

Councilman F. Woodrow Harris	aye
Councilwoman Deborah D. Lynch	aye
Councilwoman Carol Mercer	aye
Councilwoman L. Dale Temple	aye

Councilwoman Carolyn S. Carey            aye

**AGENDA APPROVAL**

Councilwoman Carey moved to approve the agenda with one addition Item 15-16 ~ EAGLES Scholarship Initiative, seconded by Councilwoman Temple, which passed as follows:

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

**NEW BUSINESS**

***15-11. Black History Month - Proclamation***

Mayor Person presents a proclamation for Black History Month.

***15-12. CHAT Resolution***

Mr. Thrower stated that the Community Health Advocacy Team (CHAT) had requested that Council adopt the resolution supporting healthy lifestyles in the community.

Councilwoman Temple made a motion to adopt **Resolution No. 15-01** setting forth the City of Emporia's commitment to make healthier options easily accessible, seconded by Councilwoman Carey which passed as follows:

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

***15-13. VML Risk Management Grant Funds – Appropriation Ordinance***

Mr. Thrower reported that the City had received a risk management grant from VML Insurance Programs in the amount of \$1,156.00 to purchase two gas monitors for the utility plants. He also reported that in order for the City to utilize the funds, Council must appropriate them into the FY15 budget.

Councilman Harris made a motion to adopt **Ordinance No. 15-06** to appropriate the sum of \$1,156.00 in Grant Funds from the Virginia Municipal League Insurance Programs for the Risk Management Grant Program, seconded by Councilwoman Temple, which passed as follows:

Councilman F. Woodrow Harris            aye  
Councilwoman Deborah D. Lynch           aye

Councilwoman Carol Mercer	aye
Councilwoman L. Dale Temple	aye
Councilwoman Carolyn S. Carey	aye

***15-14. VDEM Grant Funds – Appropriation Ordinance***

Mr. Thrower reported that the City had received a grant from the Virginia Department of Emergency Management (VDEM) in the amount of \$11,500.00 to purchase shelter supplies and equipment. He also reported that in order for the City to utilize the grant funds, Council must appropriate them into the FY15 budget.

Councilwoman Lynch made a motion to adopt **Ordinance No. 15-07** to appropriate the sum of \$11,500.00 in Grant Funds from the Department of Emergency Management for the State Homeland Security Program, seconded by Councilwoman Temple, which passed as follows:

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

***15-15. VPI Extension Office – Introduction of Agricultural Agent***

Mr. Pierce stated that he wanted to introduce to Council, Nikki Norton the new Agricultural Agent.

***15-16. EAGLES Scholarship Initiative - Request by Council Member Carey***

Councilwoman Carey stated that education was the key. She also stated that the City should make a commitment to fund the EAGLES Scholarship Initiative to help further their education. Councilwoman Carey reported that the Southside Virginia Education Center (SVEC) Board of Directors requested that the Emporia City Council and Greensville County Board of Supervisors each approve \$10,000.00 in funding for the EAGLES Scholarship Initiative. She also reported that the graduating seniors from Greensville County High School would be eligible to receive scholarship funds to attend Southside Virginia Community College, should this program move forward.

Councilwoman Carey made a motion to approve the commitment of \$10,000.00 in funding for the Eagles Scholarship Initiative, seconded by Councilwoman Lynch, which passed as follows:

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

**PUBLIC COMMENT**

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

*Ms. Marva Dunn, 272 Astrio Street*, addressed Council stating that she is not in favor of Council funding the EAGLES Scholarship Initiative because the funds cannot be use at any college.

With there being no further comments to come before City Council, Mayor Person 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 Sections § 2.2 3711 (A) (7) **Legal matter requiring the advice of counsel pertaining to Comprehensive Services Act Funding**, seconded by Councilwoman Mercer, which passed as follows:

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

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

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

Councilman F. Woodrow Harris	aye
Councilwoman Deborah D. Lynch	aye
Councilwoman Carol Mercer	aye
Councilwoman L. Dale Temple	aye
Councilwoman Carolyn S. Carey	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 Temple seconded the motion, which passed as follows:

Councilman F. Woodrow Harris	aye
Councilwoman Deborah D. Lynch	aye

Councilwoman Carol Mercer	aye
Councilwoman L. Dale Temple	aye
Councilwoman Carolyn S. Carey	aye

Councilwoman Temple made the motion to approve the revised Comprehensive Services Act agreement and to authorize the Mayor to execute said agreement, Councilwoman Mercer seconded the motion, which passed as follows:

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

Councilwoman Temple made the motion to approve the **Ordinance No. 15-08** appropriating the sum of \$45,000.00 from the unappropriated fund balance of the General Fund for Comprehensive Services Act Programs, Councilwoman Mercer seconded the motion, which passed as follows:

Councilman F. Woodrow Harris	abstained
Councilwoman Deborah D. Lynch	aye
Councilwoman Carol Mercer	aye
Councilwoman L. Dale Temple	aye
Councilwoman Carolyn S. Carey	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, City Clerk

# Review of Bills

## February 17, 2015

### GENERAL FUND

#### LEGISLATIVE

B. W. Wilson Paper Company, Inc.	93.00
Harris, F. Woodrow	53.95
Independent Messenger	263.92
Mercer, Carol	33.00
Municipal Code Corporation	673.61
Telpage, Inc.	79.90
Treasurer of Virginia - VITA	8.27
Verizon	19.20

#### EXECUTIVE

B. W. Wilson Paper Company, Inc.	186.00
Corra Group	219.90
Emporia-Greenville Chamber	10.00
Lennie Turner	22.50
Pembroke Occupational Health, Inc.	532.00
Telpage, Inc.	84.95
Treasurer of Virginia - VITA	20.99
Verizon	277.63
Virginia Association of Chiefs of Police	634.00

#### LAW

Barrett Law Office, PC	583.33
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#### REGISTRAR

Treasurer of Virginia - VITA	2.55
Verizon	19.20
Voter Registrar's Assoc. of Virginia	140.00

#### EMERGENCY SERVICES

Pace Collaborative, P.C.	1,455.00
Sadler Brothers Oil Company, Inc.	52.27
Treasurer of Virginia - VITA	4.86
Verizon	38.40
Verizon Wireless	49.75

#### COURTS

Law Offices of Barbara G. Mason, Inc.	242.40
Newsome Law Office	120.00
Southside Regional Jail	99,727.52
Stallings & Randall, P.C.	120.00
The Law Ofc. Of W. Wm. Robinson, III	228.00
Treasurer of Virginia - VITA	23.17
Verizon	94.12

#### VICTIM WITNESS

Pitney Bowes	50.00
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#### VJCCCA/FAMILY VIOLENCE PREVENTION

Behavioral Interventions	166.09
Caroline Gatten, LCSW	971.25
Regina Gordon	45.00
Sadler Brothers Oil Company, Inc.	171.91
Telpage, Inc.	49.95
Treasurer of Virginia - VITA	13.19
Verizon	116.46
Verizon Wireless	118.30

#### SHARED SERVICES

County of Greensville	450,224.71
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#### FINANCE

Anthem Blue Cross/Blue Shield	44,935.62
B. W. Wilson Paper Company, Inc.	93.00
Computer Plus Sales & Service, Inc.	732.00
Government Finance Officers Assoc.	170.00
Sheila J. Cutrell	6.20
Treasurer of Virginia - VITA	6.15
Verizon	57.35

#### TREASURER

B. W. Wilson Paper Company, Inc.	93.00
Independent Messenger	176.98
Treasurer of Virginia - VITA	410.54
Verizon	155.97

#### COMMISSIONER OF REVENUE/ASSESSOR

B. W. Wilson Paper Company, Inc.	93.00
Omni Richmond Hotel	128.03
T. Scott Harris	70.00
Treasurer of Virginia - VITA	412.92
VALECO	25.00
Verizon	81.05

#### NON-DEPARTMENTAL

District 19 Community Services	19,735.50
Emporia-Greens. Airport Commission	32,400.00
Emporia-Greens. Local Law Library	156.00
Emporia-Greenville Chamber	1,600.00
Family YMCA of Emporia-Greenville	10,375.00
Greenville/Emporia CSA	52,017.00
Meherrin Regional Library	7,877.92
Southside Virginia Education Center	16,694.50

# Review of Bills

## February 17, 2015

### COURT SERVICES UNIT

Emporia CNBB, LP	4,675.00
Treasurer of Virginia - VITA	44.61
Verizon	247.34
Verizon Wireless	325.95

### SHERIFF

Elizabeth Gay	14.12
Emporia CNBB, LP	325.00
Sadler Brothers Oil Company, Inc.	293.78
Sam C. Brown	225.15
Telpage, Inc.	39.99
Treasurer of Virginia - VITA	10.36
Verizon	104.78
Verizon Wireless	90.99

### FIRE

Amerigas Propane, LP	1,132.02
Atlantic Emergency Solutions	1,466.56
City of Emporia - Utility Fund	187.38
Dominion Virginia Power	658.81
Houchins Pest Control Service	18.50
Jerry's Professional Carpet Cleaning	450.00
Lincoln Financial Group	23.59
Mecklenburg Electric Cooperative	625.33
MES - Virginia	1,745.12
Morris Refrigeration Company, Inc.	140.56
Sadler Brothers Oil Company, Inc.	72.33
Telpage, Inc.	39.95
Treasurer of Virginia - VITA	13.07
Verizon	153.60
Verizon Wireless	30.49

### FACILITIES

City of Emporia - Utility Fund	36.90
Dominion Virginia Power	3,276.42
Greensville County	1,538.58
Houchins Pest Control Service	138.75
Jerry's Professional Carpet Cleaning	2,040.14
Mecklenburg Electric Cooperative	1,180.79
Morris Refrigeration Company, Inc.	1,011.60
R & C Electric Service, Inc.	497.90
Troy Watson	175.00

### ECONOMIC DEVELOPMENT

B. W. Wilson Paper Company, Inc.	93.00
Emporia IDA	300.00
Emporia-Greensville Chamber	10.00
Treasurer of Virginia - VDACS	40.00
Treasurer of Virginia - VITA	23.50
Verizon	19.20
Verizon Wireless	49.75

### DEBT SERVICE

BB&T Governmental Finance	7,553.54
First Citizens Bank	7,580.08
SunTrust Bank	2,606.93
The Bank of Hampton Roads	3,665.43
USDA Rural Development	5,000.00

### PLANNING AND ZONING

B. W. Wilson Paper Company, Inc.	186.00
Community Planning Partners, Inc.	5,287.34
Crater Planning District Commission	2,400.50
Curtis Contracting, Inc.	67,388.25
Dewberry Engineers, Inc.	1,296.00
Emporia-Greensville Chamber	10.00
Hicks Tree Service LLC	900.00
Independent Messenger	683.10
Kyle Green	194.52
Quill Corporation	107.09
Richmond Times Dispatch	332.40
Sadler Brothers Oil Company, Inc.	162.84
Treasurer of Virginia - VITA	9.29
VA Plumbing & Mech. Inspec. Assoc.	190.00
Verizon	138.20
Verizon Wireless	80.70

### POLICE

Da Pro Systems, Inc.	3,837.73
Ogburn Signs & Printing	1,450.00
Sadler Brothers Oil Company, Inc.	6,295.43
Telpage, Inc.	59.95
Treasurer of Virginia	20.00
Treasurer of Virginia - VITA	2,097.99
United Parcel Service	7.65
Verizon	1,255.42
Verizon Wireless	629.15

### ANIMAL CONTROL

Ogburn Signs & Printing	475.00
Sadler Brothers Oil Company, Inc.	31.34
Verizon Wireless	64.25

### PARKS & RECREATION

Sadler Brothers Oil Company, Inc.	222.84
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## Review of Bills February 17, 2015

### PUBLIC WORKS

B & B Consultants, Inc.	415.00
Dan's Glass Shop	155.21
Daryl Jones	50.00
Dominion Virginia Power	7,038.28
Eddie Goodrich	47.13
Fuel Freedom Card	3,388.30
Greensville County Landfill	18,145.36
Independent Messenger	589.94
Ken Peterson	475.00
Lincoln Financial Group	72.17
Machine & Welding Supply Company	282.75
Mecklenburg Electric Cooperative	1,580.28
Pugh Lubricants	366.33
Sadler Brothers Oil Company, Inc.	1,603.50
Southside Regional Jail	697.80
Telpage, Inc.	39.95
Treasurer of Virginia - VITA	12.98
Verizon	290.48
Verizon Wireless	211.42
Waste Industries	1,990.00

**TOTAL GENERAL FUND** \$929,799.73

### UTILITY FUND

Anthem Blue Cross/Blue Shield	10,279.72
B. W. Wilson Paper Company, Inc.	93.00
Brenntag Mid-South, Inc.	357.50
Carter Machinery Company, Inc.	608.99
Dewberry Engineers, Inc.	9,562.50
Dominion Virginia Power	6,265.16
Electric Motor Shop	6,534.00
Fuel Freedom Card	264.78
Itron, Inc.	1,291.52
Lincoln Financial Group	20.68
Mecklenburg Electric Cooperative	8,147.84
Pugh Lubricants	91.58
Reliable Office Supplies	916.70
Sadler Brothers Oil Company, Inc.	771.08
Step Saver Products	330.00
SunTrust Bank	246.23
Telpage, Inc.	79.90
Treasurer of Virginia - VITA	18.86
U. S. Postal Service	741.90
Univar USA, Inc.	3,233.52
USDA Rural Development	5,769.00
VDH - Waterworks Technical Assist.	1,942.57
Verizon	858.90
Verizon Wireless	240.24
Virginia Employment Commission	444.48
VUPS	30.15

**TOTAL UTILITY FUND** \$59,140.80

**CITY OF EMPORIA  
CITY COUNCIL MEETING  
February 17, 2015  
AGENDA MEMORANDUM**

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

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

# Financial Statement

## January 31, 2015

**CHECKING / DAILY INVESTMENT**

**General Fund**

**Utility Fund**

2,644,861.39

878,030.61

**CERTIFICATES OF DEPOSIT / INVESTMENTS**

FIRST COMMUNITY BANK	\$384,928.84	MMF @ .07%	NA	GF
CARTER BANK & TRUST	\$776,553.95	12 Mos @ .65%	2/5/2015	GF
CARTER BANK & TRUST	\$506,542.61	12 Mos @ .65%	2/5/2015	GF
CARTER BANK & TRUST	\$506,542.61	12 Mos @ .65%	2/5/2015	GF
CARTER BANK & TRUST	\$753,382.56	12 Mos @ .65%	6/30/2015	GF
CARTER BANK & TRUST	\$1,520,844.58	12 Mos @ .80%	1/8/2016	GF
CARTER BANK & TRUST	\$1,016,871.74	12 Mos @ .80%	2/2/2016	GF
CARTER BANK & TRUST	\$1,016,871.74	12 Mos @ .80%	2/2/2016	GF
FIRST COMMUNITY BANK	\$505,149.97	MMF @ .07%	NA	UT
CARTER BANK & TRUST	\$506,948.20	12 Mos @ .80%	1/8/2016	UT
CARTER BANK & TRUST	\$508,183.11	12 Mos @ .60%	2/2/2016	UT

Jan-15

**RECAP OF 2014 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	3,115,570.28	2,882.31	4,374.56	3,114,078.03	2,985,230.72	128,847.31
Personal Property	1,296,854.59	60,708.28	23,828.48	1,333,734.39	1,270,823.22	62,911.17
Decals	108,527.00	6,250.00	1,595.62	111,181.38	87,290.23	23,891.15
Personal Property Relief	553,560.55	31,272.30	7,640.18	577,192.67	498,045.86	79,146.81
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>101,112.89</b>	<b>37,438.84</b>	<b>5,324,583.16</b>	<b>5,029,786.72</b>	<b>294,796.44</b>
<a href="#">2014 Real Estate Tax Collections</a>		<a href="#">95.86%</a>	<a href="#">2014 Personal Property Tax Relief</a>		<a href="#">98.29%</a>	
<a href="#">2014 Personal Property Tax Collections</a>		<a href="#">95.28%</a>	<a href="#">2014 Public Service Tax Collection</a>		<a href="#">100.00%</a>	

**RECAP OF 2013 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	3,098,844.15	3,059.50	3,346.95	3,098,556.70	3,058,580.44	39,976.26
Personal Property	1,269,263.24	22,706.50	25,215.49	1,266,754.25	1,252,490.08	14,264.17
Decals	106,188.00	1,982.50	2,680.71	105,489.79	97,798.19	7,691.60
Personal Property Relief	561,632.25	10,214.96	23,667.51	548,179.70	528,312.98	19,866.72
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>37,983.46</b>	<b>54,910.68</b>	<b>5,219,194.04</b>	<b>5,137,395.29</b>	<b>81,798.75</b>
<a href="#">2013 Real Estate Tax Collections</a>		<a href="#">98.71%</a>	<a href="#">2013 Personal Property Tax Relief</a>		<a href="#">98.37%</a>	
<a href="#">2013 Personal Property Tax Collections</a>		<a href="#">95.87%</a>	<a href="#">2013 Public Service Tax Collection</a>		<a href="#">100.00%</a>	

**RECAP OF 2012 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	3,019,463.59	1,020.90	2,560.52	3,017,923.97	3,004,733.33	13,190.64
Personal Property	1,224,318.90	68,794.39	32,993.06	1,260,120.23	1,251,249.55	8,870.68
Decals	104,243.00	9,600.50	4,170.00	109,673.50	103,629.96	6,043.54
Personal Property Relief	560,183.75	63,406.00	42,878.85	580,710.90	567,793.61	12,917.29
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>82,602.43</b>	<b>5,141,492.94</b>	<b>5,100,470.79</b>	<b>41,022.15</b>
<a href="#">2012 Real Estate Tax Collections</a>		<a href="#">99.56%</a>	<a href="#">2012 Personal Property Tax Relief</a>		<a href="#">97.77%</a>	
<a href="#">2012 Personal Property Tax Collections</a>		<a href="#">99.30%</a>	<a href="#">2012 Public Service Tax Collection</a>		<a href="#">100.00%</a>	

Jan-15

## 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	2,942,633.61	3,808.18	6,400.94	2,940,040.85	2,938,337.95	1,702.90
Personal Property	1,214,926.68	219,679.72	219,483.52	1,215,122.86	1,210,683.70	4,439.16
Decals	110,991.50	7,026.00	7,526.50	110,491.00	106,312.29	4,178.71
Personal Property Relief	524,152.89	38,891.54	17,349.89	545,694.54	538,404.32	7,290.22
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>4,915,536.11</b>	<b>17,610.99</b>
<a href="#">2009 Real Estate Tax Collections</a>		<a href="#">99.94%</a>	<a href="#">2009 Personal Property Tax Relief</a>		<a href="#">98.66%</a>	
<a href="#">2009 Personal Property Tax Collection</a>		<a href="#">99.63%</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	3,324.20	2,973,669.61	2,970,548.87	3,120.74
Personal Property	1,141,435.34	99,940.97	56,825.37	1,184,550.94	1,177,380.50	7,170.44
Decals	107,658.50	9,583.00	5,519.15	111,702.35	108,588.70	3,133.65
Personal Property Relief	578,916.57	34,959.61	29,395.11	584,481.07	577,130.91	7,350.16
Public Service	165,731.98	0.00	8,167.59	157,564.39	157,564.39	0.00
<b>TOTAL</b>	<b>4,970,736.20</b>	<b>144,463.58</b>	<b>103,231.42</b>	<b>5,011,968.36</b>	<b>4,991,193.37</b>	<b>20,774.99</b>
<a href="#">2010 Real Estate Tax Collections</a>		<a href="#">99.89%</a>	<a href="#">2010 Personal Property Tax Relief</a>		<a href="#">98.74%</a>	
<a href="#">2010 Personal Property Tax Collections</a>		<a href="#">99.41%</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	3,000.24	2,981,406.69	2,975,637.51	5,769.18
Personal Property	1,244,373.63	26,690.75	33,638.35	1,237,426.03	1,233,151.14	4,274.89
Decals	111,029.00	8,475.00	6,009.93	113,494.07	109,069.12	4,424.95
Personal Property Relief	557,964.29	30,384.27	29,883.36	558,465.20	550,984.18	7,481.02
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>72,531.88</b>	<b>5,047,271.41</b>	<b>5,025,321.37</b>	<b>21,950.04</b>
<a href="#">2011 Real Estate Tax Collections</a>		<a href="#">99.80%</a>	<a href="#">2011 Personal Property Tax Relief</a>		<a href="#">98.66%</a>	
<a href="#">2011 Personal Property Tax Collection</a>		<a href="#">99.65%</a>	<a href="#">2011 Public Service Tax Collection</a>		<a href="#">100.00%</a>	

DELINQUENT TAX SUMMARY - FY 2014-2015

January-15

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>
2008	\$2,970.20	\$0.00	\$0.00	\$0.00	\$0.00	\$980.20	\$470.83	\$1,519.17
2007	\$2,057.83	\$0.00	\$0.00	\$0.00	\$0.00	\$292.16	\$382.63	\$1,383.04
2006	\$1,749.32	\$0.00	\$0.00	\$0.00	\$0.00	\$256.98	\$382.63	\$1,109.71
2005	\$1,583.14	\$0.00	\$0.00	\$0.00	\$0.00	\$53.45	\$356.90	\$1,172.79
2004	\$978.57	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$978.57
2003	\$749.28	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$749.28
2002	\$315.84	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$315.84
1994-2001	\$2,565.36	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,565.36
<b>TOTAL</b>	<b>\$12,969.54</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$1,582.79</b>	<b>\$1,592.99</b>	<b>\$9,793.76</b>

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>
2008 Net Tax	\$5,830.16	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,830.16
2007 Net Tax	\$3,955.82	\$0.00	\$0.00	\$0.00	\$0.00	\$53.76	\$0.00	\$3,902.06
2006 Net Tax	\$4,244.94	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$4,244.94
2002-2005	\$13,469.45	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$13,469.45
<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>\$53.76</b>	<b>\$0.00</b>	<b>\$27,446.61</b>

<b>Grand Total of All Delinquent</b>	<b>\$40,469.91</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$1,636.55</b>	<b>\$1,592.99</b>	<b>\$37,240.37</b>
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# 2014 PPTRA ALLOTMENT - COMPARISON

TOTAL ALLOTMENT FROM STATE - \$570,316.00

TOTAL PPTRA ASSESSED - 60.00% **\$553,560.55**

COLLECTIONS THRU PAID BILLS

Jun-14	<b>\$93,142.84</b>
Jul-14	<b>\$172,607.17</b>
Aug-14	<b>\$143,209.22</b>
Sep-14	<b>\$20,291.82</b>
Oct-14	<b>\$33,137.32</b>
Nov-14	<b>\$24,558.66</b>
Dec-14	<b>\$4,010.68</b>
Jan-15	<b>\$7,088.15</b>

ABATEMENTS **-\$7,640.18**

SUPPLEMENTS **\$31,272.30**

**TOTAL REMAINING FROM UNPAID BILLS** **\$79,146.81**

1st Payment from State 8/15/2014 169,836.72

2nd Payment from State 11/14/2014 254,755.09

Final Payment from State

## Local Sales & Use Tax Collection Comparison

### Local Sales & Use Tax

Month	2012 Calendar Year	2013 Calendar Year	2014 Calendar Year	2015 Calendar Year
	Collected	Collected	Collected	Collected
January	\$127,062.93	\$108,278.56	\$114,486.19	\$143,795.72
February	\$126,296.95	\$127,189.75	\$134,859.04	
March	\$102,337.33	\$99,674.97	\$113,809.08	
April	\$137,369.57	\$104,585.97	\$109,251.63	
May	\$135,414.13	\$119,461.45	\$126,207.82	
June	\$110,435.22	\$117,580.07	\$115,773.26	
July	\$116,536.54	\$107,486.36	\$121,522.13	
August	\$117,795.21	\$117,641.94	\$127,326.00	
September	\$125,411.89	\$118,116.99	\$123,169.48	
October	\$111,125.40	\$105,496.08	\$172,694.83	
November	\$106,691.83	\$100,495.50	\$105,542.20	
December	\$102,684.77	\$105,977.72	\$144,830.30	
<b>Yearly Total</b>	<b>\$1,419,161.77</b>	<b>\$1,331,985.36</b>	<b>\$1,509,471.96</b>	

## State Sales & Use Tax Collection Comparison

### State Sales & Use Tax

Month	2012 Calendar Year	2013 Calendar Year	2014 Calendar Year	2015 Calendar Year
	Collected	Collected	Collected	Collected
January	\$81,464.16	\$80,957.08	\$81,625.86	\$84,984.24
February	\$91,897.24	\$95,365.10	\$89,390.50	
March	\$72,512.86	\$73,527.62	\$73,783.14	
April	\$70,609.86	\$76,942.78	\$72,753.54	
May	\$85,665.32	\$87,608.38	\$82,071.08	
June	\$85,637.98	\$90,121.30	\$86,973.60	
July	\$78,791.66	\$78,471.52	\$85,613.20	
August	\$89,692.72	\$87,181.40	\$94,634.72	
September	\$80,905.18	\$76,334.64	\$87,019.92	
October	\$83,390.34	\$79,978.88	\$88,182.16	
November	\$82,935.18	\$81,448.88	\$88,136.74	
December	\$77,980.08	\$83,144.42	\$88,409.40	
<b>Yearly Total</b>	<b>\$981,482.58</b>	<b>\$991,082.00</b>	<b>\$1,018,593.86</b>	<b>\$84,984.24</b>

Monthly Comparison of  
Collected Utility Fund Revenue & Completed Service Orders  
FY 2014 - 2015

	July	August	September	October	November	December
Water	135,018.30	131,994.82	142,309.55	141,301.58	136,562.60	119,678.98
Sewer	99,757.08	105,962.43	111,506.66	110,952.69	102,174.93	106,162.58
Meter Charge	4,428.22	4,348.97	4,477.54	4,459.57	4,329.95	4,367.74
Water Taps	0.00	0.00	0.00	0.00	0.00	0.00
Sewer Taps	0.00	0.00	0.00	0.00	0.00	0.00
Sale of Materials	0.00	0.00	0.00	0.00	0.00	0.00
Penalties	6,384.43	7,606.06	7,330.15	7,288.54	7,771.74	6,696.32
Cut on/off Fees	1,620.00	2,280.00	2,031.05	2,220.00	1,988.97	2,336.87
Water Sales-Bulk Water	35.06	0.00	366.24	0.00	0.00	0.00
Sewer Services	265.63	267.68	289.40	285.44	0.00	0.00
Miscellaneous	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total Revenue For the Month</b>	<b>247,508.72</b>	<b>252,459.96</b>	<b>268,310.59</b>	<b>266,507.82</b>	<b>252,828.19</b>	<b>239,242.49</b>

	January	February	March	April	May	June	YTD Category Ttl
Water	114,044.77						920,910.60
Sewer	98,786.36						735,302.73
Meter Charge	4,421.36						30,833.35
Water Taps	0.00						0.00
Sewer Taps	0.00						0.00
Sale of Materials	0.00						0.00
Penalties	9,073.68						52,150.92
Cut on/off Fees	1,980.00						14,456.89
Water Sales-Bulk Water	0.00						401.30
Sewer Services	0.00						1,108.15
Miscellaneous	0.00						0.00
<b>Total Revenue for the Month</b>	<b>228,306.17</b>	<b>0.00</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	57	70	64	57	61	59
Ttl Leak Inquiries	62	51	62	75	74	61
<b>Ttl Service Orders For the Month</b>	<b>119</b>	<b>121</b>	<b>126</b>	<b>132</b>	<b>135</b>	<b>120</b>

	January	February	March	April	May	June	YTD Order Totals
<b>Service Orders</b>							
Ttl Off/On Requests	70						438
Ttl Leak Inquiries	53						438
<b>Ttl Service Orders For the Month</b>	<b>123</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	

YTD Revenue Total All Depts. **1,755,163.94**      YTD Service Order **876**

**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>JANUARY</b>	<b>68</b> (114 door hangers)
<b>FEBRUARY</b>	<b>27</b> (33 door hangers)
<b>MARCH</b>	<b>42</b> (48 door hangers)
<b>APRIL</b>	<b>31</b> (32 door hangers)
<b>MAY</b>	<b>36</b> (42 door hangers)
<b>JUNE</b>	<b>35</b> (38 door hangers)
<b>JULY</b>	<b>51</b> (56 door hangers)
<b>AUGUST</b>	<b>19</b> (63 door hangers)
<b>SEPTEMBER</b>	<b>44</b> (64 door hangers)
<b>OCTOBER</b>	<b>62</b> (66 door hangers)
<b>NOVEMBER</b>	<b>28</b> (84 door hangers)
<b>DECEMBER</b>	<b>60</b> (79 door hangers)

	<b>2015</b>
<b>JANUARY</b>	<b>69</b> (85 door hangers)
<b>FEBRUARY</b>	
<b>MARCH</b>	
<b>APRIL</b>	
<b>MAY</b>	
<b>JUNE</b>	
<b>JULY</b>	
<b>AUGUST</b>	
<b>SEPTEMBER</b>	
<b>OCTOBER</b>	
<b>NOVEMBER</b>	
<b>DECEMBER</b>	

### 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 JAN 2015	4613.64	199529.52
COLLECTIONS JANUARY 2015	-257.23	199272.29

## **BOOT COLLECTIONS**

**STARTING DATE 1-25-12**

**GOOD THRU 01-31-2015**

**AMOUNT COLLECTED FOR CITY** **\$88,927.60**

**RE TAX \$51,155.94**

**PP TAX \$24,489.15**

**UTILITY \$7,107.04**

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

**AMOUNT COLLECTED FOR VAC \$33,740.70**

**TOTAL \$122,668.30**

# City of Emporia



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

February 13, 2014

JOYCE E. PRINCE  
COMMISSIONER

LISA D. COUNCIL  
DEPUTY COMMISSIONER

The Honorable Mayor  
City Council Members  
City Manager

Dear Members of Council:

During the month of January a total of \$86,819.11 was processed for City Business Licenses.

Transient tax totaled \$86,819.11 for the month of December and processed during January.

Meal tax processed during the month of January totaled \$146,918.53.

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

	<u>December 2013</u>	<u>December 2014</u>
Meal Tax	\$145,528.68	\$146,918.53
Transient Tax	\$ 94,504.59	\$ 86,819.11

Respectfully,

Joyce E. Prince



CITY OF EMPORIA

DEPARTMENT OF INSPECTIONS

**January -2015  
Code Enforcement Monthly Report**

**Notices Issued**

**Resolved**

**Inoperable Vehicles - 0**

**0- By Owner**

**Weeds / Grass - 1**

**0- By Owner  
0- By City Contractor**

**Property Maintenance - 14**

**5- By Owner**

**Zoning - 0**

**0- By Owner**

**Cases Turned Over To City Attorney – 4**

**Total Notices Issued – 15**

**Invoiced Notices- 0**

**Weeds / Grass – 0**

**Total- Weeds/ Grass- 0**

**Inoperable Vehicle- 0**

**Inoperable Vehicles- 0**

**Demolition- 0**

**Demolition- 0**

**Total Amount- 0**

**Signature :**

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

**1/29/15**

**Supervisor :**

A handwritten signature in blue ink, appearing to be "S. ...", written over a horizontal line.

**Emporia Police Department Statistics  
Arrests by Race**

**January 2015**

	<b>Black</b>	<b>%</b>	<b>White</b>	<b>%</b>	<b>Other</b>	<b>%</b>
<b>Criminal Arrests</b>	<b>38</b>	<b>78%</b>	<b>7</b>	<b>14%</b>	<b>4</b>	<b>8%</b>
<b>Selective Tickets</b>	<b>361</b>	<b>37%</b>	<b>541</b>	<b>55%</b>	<b>84</b>	<b>9%</b>
<b>Regular Tickets</b>	<b>76</b>	<b>73%</b>	<b>28</b>	<b>27%</b>	<b>0</b>	<b>0%</b>

IBR Offense Counts 1/1/2015-1/31/2015 Emporia Police Department

2	120-Robbery
6	13B-Simple Assault
1	200-Arson
2	220-Burglary/Breaking & Entering
7	23C-Shoplifting
1	23D-Theft From Building
10	23F-Theft From Motor Vehicle
4	23H-All Other Larceny
1	240-Motor Vehicle Theft
20	290-Destruction/Damage/Vandalism of Property
10	35A-Drug/Narcotic Violations
1	520-Weapon Law Violations
1	90A-Bad Checks
4	90C-Disorderly Conduct
6	90D-Driving Under the Influence
1	90G-Liquor Law Violations
2	90J-Trespass of Real Property
45	90Z-All Other Offenses
	45           Unclassified 90Z

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124	Total Offenses Reported
118	Total Incidents Reported

# **Criminal Arrestees**

**January 2015**

Resident – 33

Non-resident - 16

## **CONSENT SEARCHES**

There were no consent searches conducted during the month of January 2015.

**Noise complaints  
January 2015**

Loud Music from Building – 4	no summons
Loud Music from Vehicle – 2	no summons
Fireworks – 2	no summons

## Schools

January 2015

S. Allen, A. Artis, C. Clary, G. Garnes, R. Harris, and J. Wright will utilize Crater Criminal Justice Academy on-line to complete General Instructor, Firearms Instructor, Defensive Tactics Instructor, and Defensive Driving Instructor.

W. Richards attended a Defensive Tactics Instructor course at Crater January 9.

F. Totino and W. Richards attended Intoxilyzer Recertification in Blackstone January 21.

J. Parker and J. Wright attended Intoxilyzer Recertification in Blackstone January 22.

T. Miller attended Crimes Against Children at Crater January 29.

# Emporia Animal Control Monthly Report

## January 2015

Dogs

On Hand 7  
 Stray 10  
 Seized 0  
 Bite Cases 0  
 Surrendered by Owner 1  
 Transferred In 0  
 Born in Facility 0  
 DOA 0  
 Claimed by Owner 2  
 Adopted 8  
 Transferred Out 2  
 Died in Facility 0  
 Euthanized 0  
 Remain 6

Wildlife

Wild or Fowl 1  
 DOA 0  
 Relocate 0  
 On-Hand 0  
 Euthanize 1

Cats

On Hand 3  
 Stray 6  
 Seized 0  
 Bite Cases 0  
 Surrendered by Owner 0  
 Transferred In 0  
 Born in Facility 0  
 DOA 2  
 Claimed by Owner 0  
 Adopted 5  
 Transferred Out 0  
 Died in Facility 0  
 Euthanized 1  
 Remain 3

General

Calls Answered 92  
 Hours 1  
 Mileage 1  
 Verbal Warning 3  
 Summons Issued 0  
 Court Cases 0

Remarks \_\_\_\_\_

Prepared by: *Doug Turner*

2013-2014	HOURS	SUMMONS	COLLECTED*	2014-2015	HOURS	SUMMONS	COLLECTED*
JULY	848	1569	64,214.57	JULY	530	1036	84,235.96
AUGUST	707	1331	103,874.51	AUGUST	635	1373	114,215.60
SEPTEMBER	739	1310	123,848.35	SEPTEMBER	507	976	89,330.57
OCTOBER	656	1301	111,725.89	OCTOBER	684	1373	99,069.42
NOVEMBER	712	1351	123,860.90	NOVEMBER	556	1113	107,202.91
DECEMBER	572	1129	88,897.03	DECEMBER	547	1066	92,593.30
JANUARY	513	845	54,377.07	JANUARY	503	986	82,373.78
FEBRUARY	420	810	124,035.63	FEBRUARY			
MARCH	529	1013	90,857.62	MARCH			
APRIL	583	1100	68,800.98	APRIL			
MAY	699	1383	73,148.82	MAY			
JUNE	655	1301	105,132.37	JUNE			
TOTAL	7633	14443	1,132,773.74	TOTAL	3962	7923	669,021.54

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



## City of Emporia Sheriff's Office

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



February 2, 2015

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 240 hours in General District and Juvenile & Domestic Relations Court in **January, 2015**. We served a total of **359** civil papers. These are broken down as follows:

<i>Capias</i>	6
<i>Detention Order</i>	2
<i>Debt</i>	15
<i>Detinue</i>	6
<i>Garnishments</i>	22
<i>Interrogatories</i>	13
<i>Motion to Rehear</i>	2
<i>Misdemeanor Warrants</i>	18
<i>Notice</i>	4
<i>Notice of Lien</i>	2
<i>Protective Order</i>	9
<i>Show Cause</i>	19
<i>Subpoena Duces Tecum</i>	3
<i>Summons</i>	212
<i>Transportations</i>	13
<i>Unlawful Detainer</i>	9
<i>Writ of Possession &amp; Fi Fa</i>	4

We collected \$99.00 Sheriff Fees for the month of **January, 2015**. We had **13 transports** for the month, including an extradition from New Jersey.

Sincerely,

A handwritten signature in cursive script that reads "Sam C. Brown".

Sam C. Brown, Sheriff  
City of Emporia

# Data Inventory by FDID

Report Period: From 01/01/2015 to 01/31/2015

FDID: 59500

FD Name: Emporia Fire Dept.

	4.1	5.0	Valid	Invalid	No Act.	Released	Unreleased	Total
Number Of Incidents	0	27	27	0	0	0	27	27
Number Of Fires	0	7	7	0	0	0	0	7
Number Of Structure Fires	0	4	4	0	0	0	4	4
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	10	10	0	0	0	10	10
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	0	0	0	0	0	0	0



# CITY OF EMPORIA

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## Memorandum

February 13, 2015

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

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

**SUBJECT:** Architectural Compatibility Review – 521 Halifax Street

**ITEM #:** 15-17

City Administration seeks architectural compatibility review approval to demolish the building located at 521 Halifax Street (Tax Map #143-3-0-9). This property has been cited for property maintenance violations (see attached) by the City's Code Enforcement Officer. Furthermore, the Circuit Court of Greensville County has authorized the City to demolish the building (see attached).

Section 90-80 (k) of the City's Zoning Code requires the Planning Commission to review the proposal for architectural compatibility and forward its recommendation to City Council. City Council is vested with final decision making authority.

### Recommendation

At its February 10, 2015 meeting the Planning Commission recommended approval (6 to 0) of this request. I also recommend approval of this request.

### Attachments

Tax Map Information  
Zoning and Aerial Maps  
Pictures of Building  
Sec. 90-80 (k) Dt Downtown District – Architectural Compatibility  
Court Order  
Property Maintenance Citations

# Emporia, Virginia

Map Pin	Tax Map Number	Address	Deed Book Reference
143-3-9	143 -3 -0 -9	521 HALIFAX STREET Emporia, Va 23847	IN12000823

Owner Information	
Owner	POTTS TIFFANY T EDWIN T AND ALVIN C
Owner's Address:	C/O TIFFANY POTTS 2420 BARKMAN DR COLORADO SPRING CO 23847



## Summary

### Property Information

Residential	No Data	Well	No Data
Commercial	Y	Spring	No Data
Class	04	Paved Road	Y
Zone	DT DOWNTOWN DIST	Improvement Value	5600
Property Use	BEAUTY-BARBAR	Land Value	1600
Description Land Area	SITE	Sale Price	No Data
Size Main Land Area	0	Sale Date	07/30/2012
Computed Main Land Area	1645	Account Number	2790
Public Water	Y	Dirt Road	No Data
Public Sewer	Y	Road	No Data
Septic System	No Data	Sidewalk	Y
Underground Utility	No Data	Topography	LEVEL
Gutter	Y		

### Improvement Information

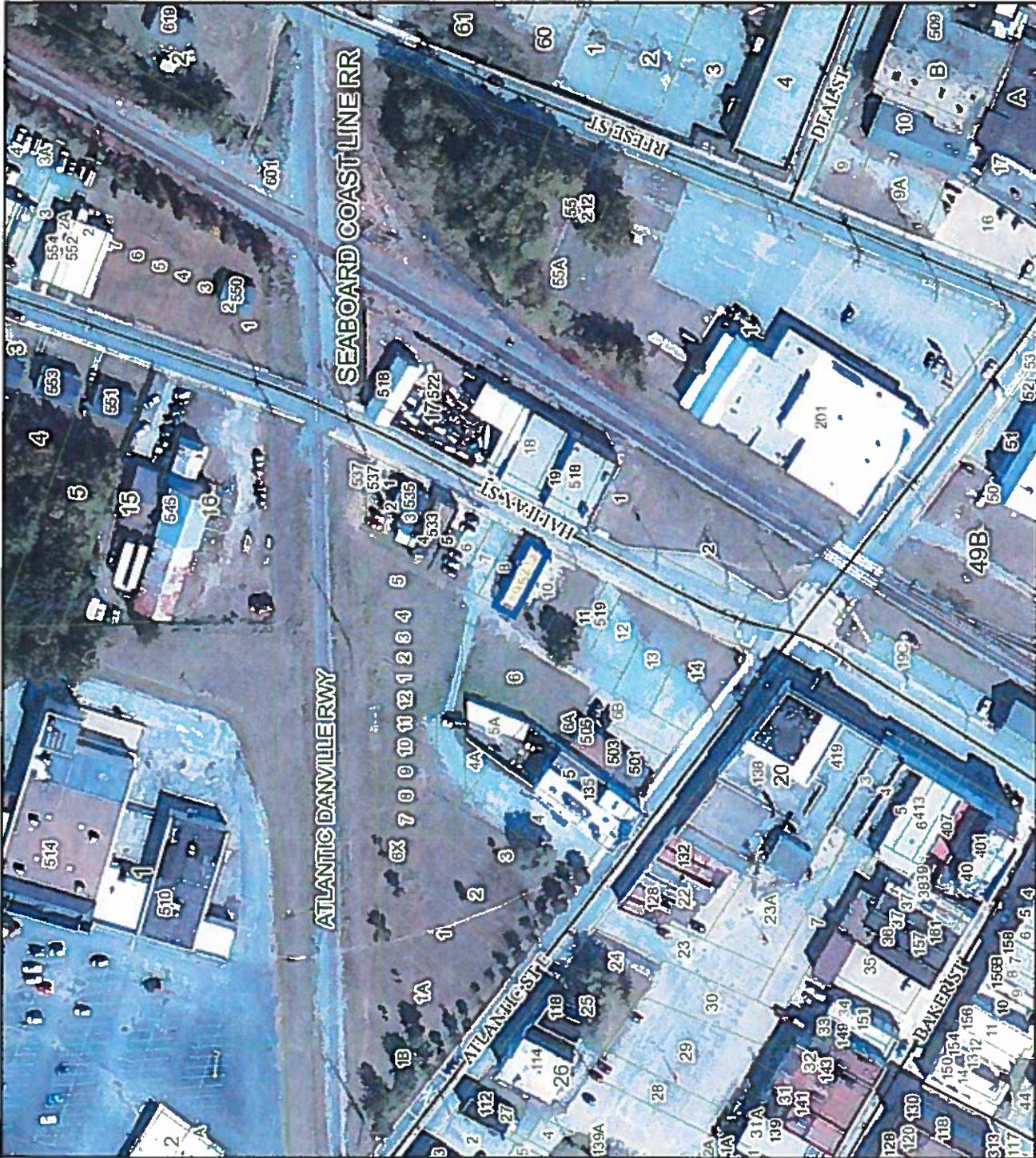
Year Built	1950	Split Foyer	No Data
Year Remodeled	1965	Central Heat	No Data
Year Assessed	2014	Central Air	No Data
Number Stories	1.0	Roof Type	T&G/METAL
Number Rooms	0	Exterior Type	CINDER BLOCK
Number Bedrooms	0	Basement Type	NONE
Number Bathrooms	0	Exterior Condition	POOR
Number Fireplaces	0	Foundation Type	SLAB
Number Chimneys	0	Floor Type	CONCRETE
Split Level	No Data	Wall Type	WOOD PANEL
Building Description	RETAIL	Heat Fuel Type	STOVE
Square Footage	1440	Subdivision	HALIFAX STREET

**Previous Owner**

<b>Previous Owner 1</b>	
<b>Previous Owner</b>	POTTS STELLA L AND OTHERS
<b>Datebase Reference</b>	No Data
<b>Previous Owner's Address</b>	719 PARHAM ST EMPORIA VA 23847
<b>Date of Transfer</b>	No Data
<b>Sale Price</b>	No Data

<b>Previous Owner 2</b>	
<b>Previous Owner</b>	POTTS BILLY SR
<b>Datebase Reference</b>	DB162 P175
<b>Previous Owner's Address</b>	509 W END BLVD EMPORIA VA 23847
<b>Sale Price</b>	No Data





Date: 2/4/2015

Title:

DISCLAIMER: This drawing is neither a legally recorded map nor a survey and is not intended to be used as such. The information displayed is a compilation of records, information, and data obtained from various sources, and Emporia is not responsible for its accuracy or how current it may be.

**Legend**

- City Boundary
- Parcels
- Site Addresses
- Road Centerlines
- Streams and Rivers
- Water Bodies

Feet









**Sec. 90-80. - DT downtown district.**

(a) *Purpose and intent.* The DT downtown district is hereby recognized as an integral part of the city's unique character and the goal of this section is to promote the conservation and preservation of the city's downtown areas, and to encourage retail, general commercial business establishment and other appropriate mixed uses to which the public requires direct and frequent access and is characterized by constant heavy traffic and by noises of congestion. This DT downtown district includes such uses as retail stores, banks, offices, restaurants and taverns located in the central area of the city.

(b) *Uses permitted.* Permitted uses in a DT district shall be as follows:

Art galleries and studios.

Assembly halls.

Automotive sales and service with the screening of impound/storage areas with conditional use permit.

Bakeries.

Banks and financial institutions.

Banquet facility.

Barber and beauty shops.

Bed and breakfast and tourist homes.

Billiard parlors and pool rooms.

Bookstores.

Bowling alleys.

Business offices and display rooms.

Child care centers.

Churches.

Clubs and lodges.

Convenience stores.

Delicatessen.

Department stores.

Drugstores.

Dry goods or notion stores.

Flower, gift, record and tobacco shops.

Furniture stores.

Grocery stores.

Hardware stores.

Hotels/motels.

Household appliance stores.

Jewelry stores.

Laundromats and dry cleaners.

Libraries.

Machinery sales and service with conditional use permit.

Magazine and news stands.

Newspaper printing establishments.

Nightclubs with condition use permit.

Pet service and supply establishments.

Photographer.

Post office.

Printing establishments.

Professional and public offices.

Recreation centers.

Repair, sale and service of bicycles, locks, lawn mowers and other small engines or appliances.

Radio and telecommunication stations with conditional use permit.

Residential uses, single and multi-family, above ground level floors.

Residential use, apartment, on the ground level floor with conditional use permit provided the dwelling is located at the rear of the structure and is occupied by the current property owner(s) or business owner(s) of a business operating in the structure. Furthermore, the residential area should not be visible from the commercial space and shall not occupy more than 50 percent of total ground floor area as shown in a floor plan provided to the city for review.

Restaurants, excluding drive-in or curbside types.

Shoe repair shops.

Tailors.

Taxicab establishments.

Theaters.

Variety stores.

Wearing apparel stores.

Wine and beer shops.

- (c) *Height regulations.* Buildings in a DT downtown district may not be erected more than 45 feet in height without prior approval of the city planning commission.
- (d) *Area regulations.* None.
- (e) *Lot coverage.* Lot coverage in a DT downtown district may be up to 100 percent if yard and other regulations are met.
- (f) *Setback regulations.* Building or structure in a DT downtown district may have a zero setback; however such building or structure shall be placed such that the front is generally "in-line" with other existing buildings.
- (g) *Width regulations.* Width regulations in a DT downtown district are not applicable.
- (h) *Yard regulations.* For permitted uses in a DT downtown district, the minimum side or rear yard adjoining or adjacent to a residential district shall be 25 feet.
- (i) *Parking.* Due to the centralized nature of the DT downtown district, parking shall be provided as is practically possible to conform with the requirements of article V of this chapter and shall be subject to subsection (k) of this section.
- (j) *Signs.* The following signs shall be permitted in a DT downtown district and shall conform to all other applicable requirements of article V of this chapter. All permitted signs shall be subject to subsection (k) of this section.
  - (1) All signs permitted in R districts.
  - (2) Business signs not to exceed a total area of two square feet for each foot of frontage of the business provided they are attached to the building and not projecting more than four feet therefrom and shall not extend above the roofline. For buildings with more than one business, the total area allowed may be divided among those businesses.
  - (3) One freestanding or monolithic business sign not to exceed 50 square feet in area and no higher than six feet tall, for each lot with a lot frontage of 75 feet or more, provided such signs do not create a visual obstruction or safety hazard. In the case of shopping or business centers where more than one business resides within a single building, each business may have an additional ten square feet of sign area, so long as it is located on the same pole or poles of the freestanding or monolithic sign, but in no case shall such sign extend over the street right-of-way line. Freestanding signs shall not be permitted on lots where the building has a setback of 25 feet or less.
- (k) *Architectural compatibility.*
  - (1) All buildings or structures shall be erected or altered to blend with the general character of the DT downtown district. To facilitate this requirement, the zoning administrator shall submit all plans and specifications necessary to make such a reasonable determination, to the planning commission for review. The planning commission may seek input from surrounding property owners, tenants or other organizations as it may see fit and shall make recommendations regarding the architectural compatibility of the proposed development or alteration of existing buildings to city council. This review shall in no way require the use of specific materials.
  - (2) Signs and exterior paint colors in the DT downtown district shall be subject to review and approval by the zoning administrator.

- (3) In order to ensure that buildings proposed for removal will not substantially impact or take away from the general character of the DT downtown district, the proposed demolition of any building or structure is subject to the same review and approval as outlined in subsection (k)(l) above.
- (4) The City of Emporia shall be exempt from the review and approval procedure as outlined in subsection (k) (1) and (2) above provided any erection or alteration done by the city is consistent with the general character of the DT downtown district.

*(Ord. No. 03-50, § 2, 11-18-03; Ord. No. 04-48, § 1, 12-7-04; Ord. No. 05-26, § 1, 6-21-05; Ord. No. 06-41, 3-6-07; Ord. No. 07-03, 9-18-07; Ord. No. 09-27, 6-2-09; Ord. No. 10-8, 1-19-10; Ord. No. 12-03, 2-21-12)*

IN THE CIRCUIT COURT OF GREENSVILLE COUNTY, VIRGINIA:

THE CITY OF EMPORIA, VIRGINIA

Plaintiff

v. ORDER

Case No.: CL13-235

TIFFANY TAWANDA POTTS ET ALS.

Defendants

THIS MATTER came on this 21<sup>st</sup> day of November 2014. upon the papers formerly read. upon the plaintiff. through its building official. and through its attorney, both being present; the defendant not being present, upon evidence taken ore tenus; and was argued by counsel.

It appearing to the Court that defendants have not brought the subject property located at 521 Halifax Street into compliance with the Uniform Statewide Building Code and the City Code; defendants have had a substantial amount of time within which to do the necessary repair work

It further appearing to the Court that the defendants cannot show cause why the structure on said subject property should not be demolished.

NOW, THEREFORE, it is ORDERED that plaintiff be authorized to demolish and remove the structure on said property and the cost of same be assessed as a lien against the subject property. *Permission to enter for demolition purposes.*

It is further ORDERED that a copy of this Order be mailed to the defendants, Tiffany Tawanda Potts, at 2420 Barkman Drive, Colorado Springs, CO 80916, Edwin Thomas Potts, at 2420 Barman Drive, Colorado Springs, CO 80916, and Alvin Chester Potts, at 109 Fox Trace, Augusta, GA 20909, and a copy forwarded to plaintiff.

Enter this Order this 21 day of Nov, 20 14.

*William Stewart*  
Judge

I ask for this Order.

*C. Butler Barrett*

C. Butler Barrett, VSB #7360  
BARRETT LAW OFFICE, PC  
Counsel for Plaintiff

I certify that the document to which this authentication is affixed is a true copy of a record in the Circuit Court of Greensville County, that I have custody of this record, and that I am the custodian of that record.

Robert C. Wrenn, Clerk

By *J. Commura* Date 11/21/14  
Deputy Clerk

*11.21.14  
war*

BARRETT LAW OFFICE, PC  
314 South Main Street  
Emporia, Virginia 23847



**CITY OF EMPORIA**  
**DEPARTMENT OF INSPECTIONS**  
P.O. Box 511 / 201 South Main Street  
EMPORIA, VIRGINIA 23847  
Phone: 434/634-6315; Fax: 434/634-0003

## **NOTICE OF PROPERTY MAINTENANCE VIOLATIONS**

In accordance with the Virginia Statewide Building Code (USBC), an inspection of the structure at 521 Halifax Street has been carefully made, and the inspection reveals the structure is in violation of the USBC, as amended, and you are hereby notified there are violations which include but are not limited to the following:

**SEE ATTACHED SHEET "A"**

**TAKE FURTHER NOTICE** the above violations shall be discontinued and abated, within 60 days of the receipt of this notice. The remedial action includes but may not be limited to the following:

**SEE ATTACHED SHEET "B"**

**TAKE FUTURE NOTICE** if the above violations are not corrected within the specified time the code official will request the legal council of the city to institute the appropriate proceeding at law or in equity to restrain, correct or abate such violation, or to require the removal or termination of the unlawful occupancy of the building or structure in violation of the provisions of this code or of the order or direction made pursuant thereto.

**SEE ATTACHED SHEET "C"**

**TAKE FURTHER NOTICE THAT YOU HAVE THE RIGHT TO APPEAL THIS DECISION TO THE BOARD OF BUILDING CODE APPEALS (BBCA), *IN WRITING*, WITHIN 21 CALENDAR DAYS AFTER SERVICE OF THIS NOTICE AND PAYMENT OF THE APPROPRIATE FEE.**

You must obtain any required building permits and complete the work within the time period specified above.

If you have any questions concerning this matter, contact the Department of Inspections at the Municipal Building, 201 South Main Street.

**Mike Allen**  
**Code Enforcement Officer**

**Address:** 521 Halifax Street  
**Tax Map Number:** 143-3-0-9  
**Date:** 11-5-2011

**Owner:** Stella Potts & Others  
**Address:** 719 Parham Street  
Emporia, Va. 23847

**Reference Inspection Number: X-N/A**



ATTACHMENT SHEET "B"

**REMEDIAL ACTION REQUIRED**

- (1) Premises Identification – As needed install street numbers to clearly show address of 521. Numbers must be at least 4 inches in diameter.
- (2) Roofs & Drainage – As needed remove all damaged roof tin and all tin that has rolled back from roof sheathing. Replace and damaged or deteriorated roof sheathing. Install new roof tin.
- (3) Exterior Trim/ Facia/ Soffit – As needed replace all damaged trim and facia along roof line.
- (4) –
- (5) –
- (6) –
- (7) –
- (8) –
- (9) –
- (10) –

ADDRESS:	521 Halifax Street	OWNER:	Stella Potts & Others
TAX MAP #:	143-3-0-9	ADDRESS:	719 Parham Street
DATE:	11-5-2011		Emporia, Va. 23847

VIOLATION / INSPECTION NUMBER: X-N/A

## **ATTACHMENT SHEET "C"**

### **Sec. 14-1. Violation of chapter a misdemeanor; civil penalty.**

**A.** It shall be unlawful for any owner or any other person, firm or corporation, on or after the effective date of any Code provisions of the Uniform Statewide Building Code (USBC), to violate any such provisions. Any such violation shall be deemed a misdemeanor and any owner or any other person, firm or corporation convicted of such a violation shall be punished by a fine of not more than \$2,500. In addition, each day the violation continues after conviction or the court-ordered abatement period has expired shall constitute a separate offense. If the violation remains uncorrected at the time of the conviction, the court shall order the violator to abate or remedy the violation in order to comply with the USBC. Except as otherwise provided by the court for good cause shown, any such violator shall abate or remedy the violation within six months of the date of conviction. Each day during which the violation continues after the court-ordered abatement period has ended shall constitute a separate offense. Any person convicted of a second offense committed within less than five years after a first offense under this chapter shall be punished by a fine of not less than \$1,000 nor more than \$2,500. Any person convicted of a second offense committed within a period of five to ten years of a first offense under this chapter shall be punished by a fine of not less than \$500 nor more than \$2,500. Any person convicted of a third or subsequent offense involving the same property committed within ten years of an offense under this chapter after having been at least twice previously convicted shall be punished by confinement in jail for not more than ten days and a fine of not less than \$2,500 nor more than \$5,000, either or both. No portion of the fine imposed for such third or subsequent offense committed within ten years of an offense under this chapter shall be suspended.

**B.** There is hereby established a schedule of civil penalties for violations of the provisions of the USBC which are not abated or remedied promptly after receipt of notice of violation from the local enforcement officer. This schedule of civil penalties shall be;

- 1) \$100 for the initial summons, and
- 2) \$150 for each additional summons.

Each day during which the violation is found to have existed shall constitute a separate offense. However, violations arising from the same operative set of facts shall not be charged more frequently than once in any ten-day period, and a series of specified violations arising from the same operative set of facts shall not result in civil penalties which exceed a total of \$3,000. Designation of a particular Code violation for a civil penalty pursuant to this section shall be in lieu of criminal sanctions, and except for any violation resulting in injury to persons, such designation shall preclude the prosecution of a violation as a misdemeanor.

Any person summoned or issued a ticket for a scheduled violation may make an appearance in person or in writing by mail to the department of finance or the treasurer of the locality prior to the date fixed for trial in court. Any person so appearing may enter a waiver of trial, admit liability, and pay the civil penalty established for the offense charged. Such persons shall be informed of their right to stand trial and that a signature to an admission of liability will have the same force and effect as a judgment of court. As a condition of waiver of trial, admission of liability, and payment of a civil penalty, the violator shall agree in writing to abate or remedy the violation within six months after the date of payment of the civil penalty.

If a person charged with a scheduled violation does not elect to enter a waiver of trial and admit liability, the violation shall be tried in the general district court in the same manner and with the same right of appeal as provided for by law. In any trial for a scheduled violation authorized by this section, it shall be the burden of the locality to show the liability of the violator by a preponderance of the evidence. An admission of liability or finding of liability shall not be a criminal conviction for any purpose.

If the violation concerns a residential unit, and if the violation remains uncorrected at the time of assessment of the civil penalty, the court shall order the violator to abate or remedy the violation in order to comply with the Code. Except as otherwise provided by the court for good cause shown, any such violator shall abate or remedy the violation within six months of the date of the assessment of the civil penalty.

LEGAL DESCRIPTION

CODES	Classification 04	Zoning DT	District 051	Property Use BEAU	Assessor RW	Mort Cd
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OWNER	Name	Address	Date	Deed Book	Consid.
Current	POTTS STELLA L AND OTHERS	719 PARHAM ST EMPORIA VA 23847	9/15/2008		
Prev 1	POTTS BILLY SR	509 W END BLVD EMPORIA VA 23847		DB162 P175	
Prev 2	ETHEL SQUIRE HARRISON			PB2 P189	

ACTIVITY	Vst Date	H	S/D Date	PlatRef
	10/01/2009	Y		

BOE  
Dte  
Land  
Impv

REMARK	LAND MEAS 23.5 X 70 RETAIL AND BARBER SHOP
--------	---

PROPERTY DESCRIPTION

Res'l	C'cial Y	BRBR SHP-FORMER	Model:	M/H?
-------	----------	-----------------	--------	------

Building Characteristics

Split Level?	Split Foyer?	Central Heat?	Central Air?		
Stories 1.00	Rms	Bedr.	Baths	F/P.	Chim.
Roofing T&G/METAL	Exterior CINDER BLOCK	Cond.	F/P		
Foundation SLAB	Basement NONE				
Flooring CONCRETE	Interior WOOD PANEL	Fuel	STOVE		

Property Factors

<input checked="" type="checkbox"/> Pub Watr	<input type="checkbox"/> WatrFrm	<input type="checkbox"/> No Road	<input checked="" type="checkbox"/> Paved	Topo: LEVEL
<input checked="" type="checkbox"/> Pub Sewr	<input type="checkbox"/> Septic	<input checked="" type="checkbox"/> Crb/Gutr	<input type="checkbox"/> Gravel	Soil:
<input type="checkbox"/> Well	<input type="checkbox"/> UG Util	<input checked="" type="checkbox"/> Sidewlk	<input type="checkbox"/> Dirt	Loca:

Grade D	Yr Assessed 2010	Yr Built 1950	Eff Age 1960
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BUILDING VALUATION

Item Description	Size	Rate	\$ Value
BRBR SHP-RETL	1440	45.00	64800
GRADE FACTOR	64800	-0.25	-16200

Total 48600	Grd 1.00%	Replcmnt: 48600
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SUMMARY OF IMPROVEMENTS

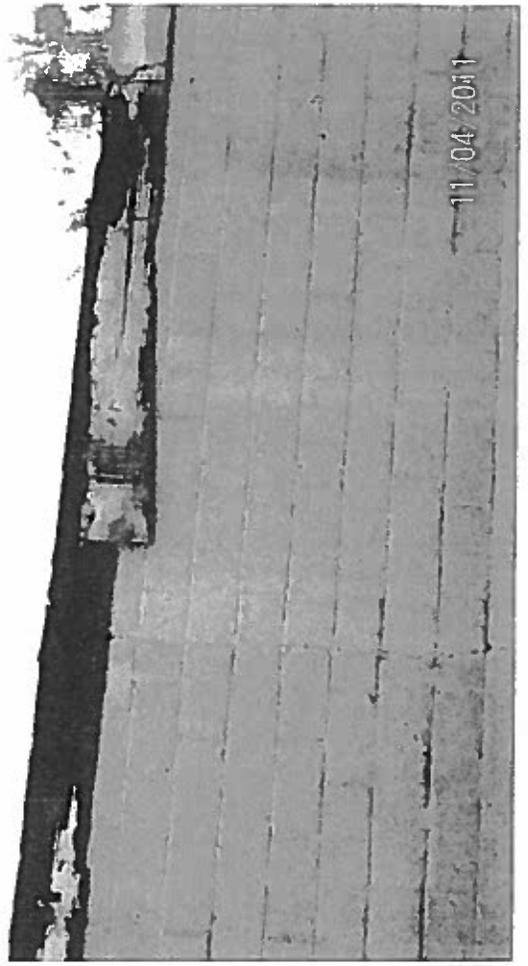
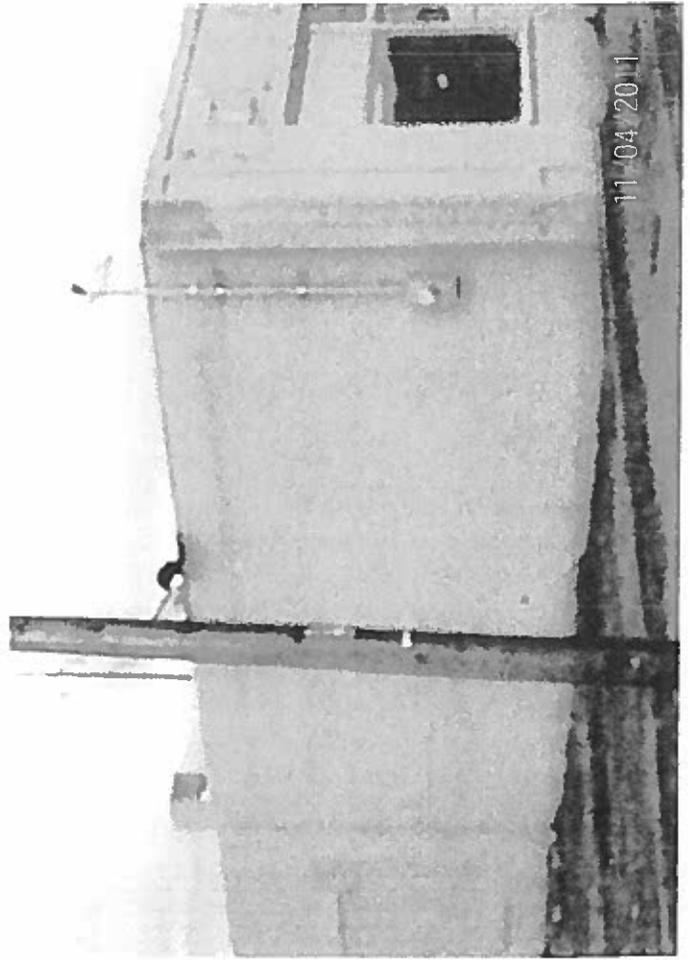
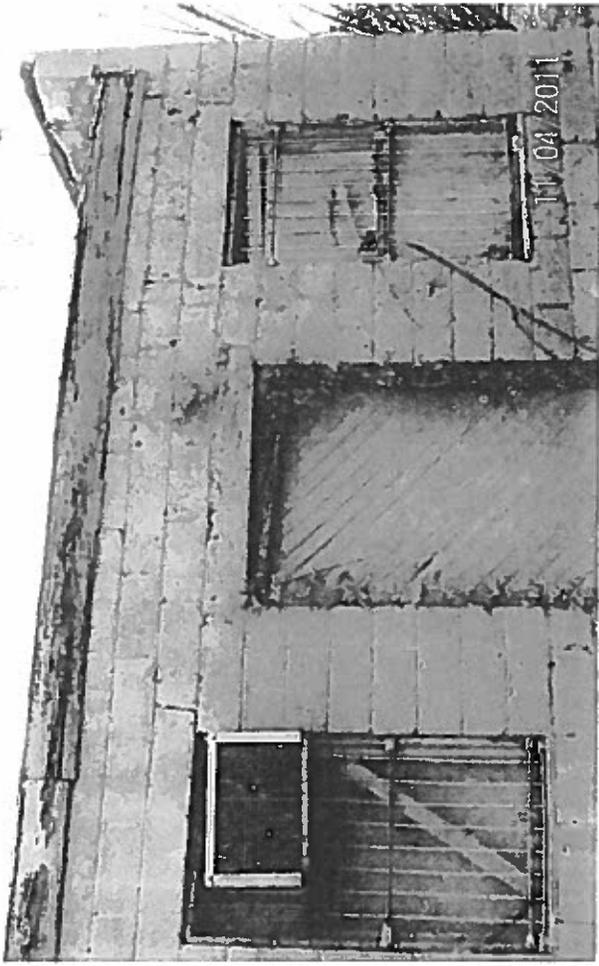
Description	Size	Rate	Grad	Dep	Func	Econ	\$ Value		
BRBR	1440	45.00	D	0.750		-0.100	10900		
I: 2009	14600	2010				10900 -0.25%	2011	10900	1.00
L:	1600	1600				1600	1600	1.00	
MKT:	16200	12500	-0.23%			12500			

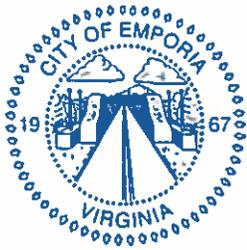
LAND VALUATION

Description	Size	Rate	Adj	\$ Value
SITE	1645.000	1.00		1645
Land 1:	x			
Land 2:	x			
Total Size:	1645.000			Value: 1600

Recent Permit History

Prmt #	TaxDate	Value	Ab/Sp Val
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# CITY OF EMPORIA

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## Memorandum

February 13, 2015

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

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

**SUBJECT:** Zoning Code Amendment Request – Architectural Compatibility Reviews

**ITEM #:** 15-18

As you are aware, the City was awarded \$719,596 in grant funding through the Virginia Department of Housing and Community Development for our Belfield Business District Revitalization Project. A substantial portion of that funding has been allocated to improving building facades in the project area. Architectural design work is now underway.

In order to expedite the review and approval process for building facades receiving grant funding as part of the Belfield Business District Revitalization Project, staff recommends amendments to the architectural compatibility review section of the City's Downtown District Zoning Code. The proposed amendments would authorize the Zoning Administrator to approve building facade plans that are initially approved by the Department of Historic Resources (DHR). This would eliminate the requirement of submitting all plans to the Planning Commission and City Council for review and approval.

The other proposed amendments seek to differentiate the review and approval process for minor and major alteration projects that fall outside of the Belfield Project. Minor alterations would be subject to review and approval by the Zoning Administrator. Minor alterations include modifications such as awnings, landscaping, lighting, roofing, paint colors, and signage. The Zoning Administrator is presently given expressed authority to approve paint colors and signage. Major alterations would continue to require the Planning Commission to make architectural compatibility recommendations to City Council. Final decision making authority would continue to be vested in City Council.

### Recommendation

At its February 10, 2015 meeting the Planning Commission recommended approval (6 to 0) of the proposed amendments and ordinance. I also recommend approval of these amendments and of the attached ordinance.

### Attachment

Proposed Ordinance

**Ordinance**

AN ORDINANCE TO AMEND SECTION 90-80 (k)  
OF THE CODE OF THE CITY OF EMPORIA, VIRGINIA

**BE IT ORDAINED** by the City Council of the City of Emporia, Virginia, in regular assembly that:

Section 90-80 (k) of the Code be amended and re-enacted to read as follows:

**Sec. 90-80. DT downtown district.**

(k) *Architectural compatibility.*

- (1) All buildings ~~or and~~ structures shall be ~~erected~~ constructed, erected, or and altered to blend with the general character of the DT downtown district. To facilitate this requirement, the zoning administrator shall submit all plans and specifications involving the construction or erection of new buildings and structures and major alterations to existing buildings and structures necessary to make such a reasonable determination, to the planning commission for review. For the purposes of this section, major alteration means any physical modification to a structure that involves a major portion of the structure or has a substantial visual impact on the structure or surroundings. Major alterations include, but are not limited to, changes in building massing, cladding the exterior walls in a new material, and extensive replacement of windows and doors with a new or unoriginal design in a structure.

The planning commission ~~may seek input from surrounding property owners, tenants or other organizations as it may see fit and~~ shall make architectural compatibility recommendations ~~regarding the architectural compatibility of the proposed development or alteration of existing buildings to city council.~~ Final decision making authority shall be vested in city council. This review shall in no way require the use of specific materials.

- (2) Minor alterations ~~Signs and exterior paint colors in the DT downtown district~~ shall be subject to review and approval by the zoning administrator. For the purposes of this section, minor alteration means any physical modification to a structure that is limited in scope or has a minor visual impact in relation to the total design of the project. Minor alterations include, but are not limited to, awnings, landscaping, lighting, roofing, paint colors, and signage. -

(3) Plans approved by the Department of Historic Resources pertaining to the Belfield Business District Revitalization Project shall be approved administratively by the zoning administrator.

~~(3)~~(4) In order to ensure that buildings proposed for removal will not substantially impact or take away from the general character of the DT downtown district, the proposed demolition of any building or structure is subject to the same review and approval as outlined in subsection (k)(l) above.

~~(4)~~(5) The City of Emporia shall be exempt from the review and approval procedure as outlined in subsection (k) (1) and (2) above provided any erection or alteration done by the city is consistent with the general character of the DT downtown district.

Adopted: February 17, 2015

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

Attest:

Form Approved:

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

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



# **CITY OF EMPORIA**

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## **Memorandum**

February 27, 2015

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

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

**SUBJECT:** Council Retreat – Request to Approve

**ITEM #:** 15-19

Due to none of the previously proposed dates working with everyone's schedule, I am now proposing to hold the Council Retreat the night of the regularly scheduled Council meeting on Tuesday, March 17, 2015 from 6:00 to 9:00 p.m. at the Municipal Building.

### **Recommendation**

I recommend you approve the aforementioned date, time, and location.



# CITY OF EMPORIA

## Memorandum

February 27, 2015

**TO:** The Honorable Mayor and City Council  
**FROM:** Brian S. Thrower, City Manager *BST*  
**SUBJECT:** Brush Truck Chassis Replacement – Request to Apply for USDA Rural Development Funding  
**ITEM #:** 15-20

The Emporia Volunteer Fire Department (EVFD) has requested several capital projects over the next few years. Those include the following:

1. Brush Truck Chassis Replacement
2. New Engine for Truck 33
3. Replace Ladder Truck 3

The most pressing need is to replace the chassis on the Brush Truck. The Fire Chief has estimated the cost of this project to be \$125,000.

City and Greensville County staff met on Tuesday, February 10, 2015 to discuss funding options with USDA Rural Development. The City is 55% grant eligible, up to \$50,000. Agency representatives recommended that the City apply for a \$50,000 grant and a \$50,000 loan. They further recommended that the remaining \$25,000 be funded by the City and Greensville County. I would recommend the remaining costs be taken from Virginia Department of Fire Program funds allocated to the City and Greensville County. A three-way funding proposal (grant, loan, and partial local funding) improves our chances of grant funding. Interest rates on USDA Rural Development loans are very favorable for local governments.

At this time, I am requesting you approve the submission of an application to USDA Rural Development for a grant and loan for this project. The project can then be further defined and submitted to Rural Development and Council for consideration. I will be working with City staff, Greensville County staff, and the EVFD to finalize the details of this project.

### Recommendation

I recommend you approve the submission of a grant and loan application to USDA Rural Development for the Brush Truck Chassis Replacement Project.



# **CITY OF EMPORIA**

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## **MEMORANDUM**

February 27, 2015

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

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

**SUBJECT:** Boards and Commissions – Various Term Expirations

**ITEM:** 15-21

*Emporia Redevelopment & Housing Authority* – On March 1, 2015 Mark Mitchell's (4) four year term on the Emporia redevelopment & Housing Authority will expire. Mr. Mitchell has indicated that he wishes to be considered for reappointment.

*Industrial Development Authority* - On February 28, 2015 Mr. David Webb's (4) four year term on the Industrial Development Authority will expire. Mr. Webb has indicated that he wishes to be considered for reappointment.

### **Recommendation**

This information is provided to City Council for consideration.

*BST/tsw*