



CITY OF EMPORIA

AGENDA
EMPORIA CITY COUNCIL
Regular Meeting
TUESDAY, May 6, 2014 - 6:30 P.M.

OPENING PRAYER

ROLL CALL

APPROVAL OF MINUTES

April 1, 2014 ~ Regular Meeting

April 11, 2014 and April 12, 2014 ~ City Council Retreat

APPROVAL OF BILLS

REPORTS

General and Utility Fund Quarterly Revenue and Expenditure Report

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

14-07. Southside Virginia Education Center Board of Directors – Unexpired Term (Alton F. Owen, Jr.)

NEW BUSINESS

14-22 – VML 2014 Policy Committee – Request for Nominations

14-23 – Crater Regional Building Code Appeals Board – Unexpired Term (William C. Slate, Jr.)

14-24 – Industrial Development Authority – Unexpired Term (William S. Newsome)

14-25 – Water and Wastewater Agreement – Request to Adopt Resolution

14-26 – Strategic Goals, Priorities, and Roles – Request to Adopt

14-27 – Sexual Assault Program – Appropriation Ordinance

14-28 – Four – For- Life Funds – Appropriation Ordinance

14-29 - Presentation by Davenport & Company – Financial Review and Debt Capacity/ Affordability Analysis/Potential Refinancing Option

PUBLIC COMMENT

CLOSED SESSION

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Visit Our Website at: www.ci.emporia.va.us

**MINUTES
EMPORIA CITY COUNCIL
CITY OF EMPORIA MUNICIPAL BUILDING
April 1, 2014**

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

Emporia City Council held a regular meeting on Tuesday, April 1, 2014 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 Deacon Cornell Hines offering the invocation.

ROLL CALL

The following City Council members were present:

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

Others present:

Mary L. Person, Mayor
C. Butler Barrett, City Attorney
Brian S. Thrower, City Manager
Lori R. Jarratt, Executive Secretary
Lloyd Carter, Sergeant

Absent:

Councilman James E. Ewing, III
Councilwoman L. Dale Temple
Tessie Wilkins, City Clerk

MINUTES APPROVAL

Councilwoman Carey moved to approve the minutes from the Tuesday, March 18, 2014, City Council Regular meeting minutes as presented, seconded by Councilwoman Mercer, which passed as follows:

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

AGENDA APPROVAL

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

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

UNFINISHED BUSINESS

14-07. Industrial Development Authority – Request for Appointments

Mr. Thrower reported that Mr. J. Reid Wrenn submitted his resignation to the Industrial Development Authority effective January 31, 2014 with a term expiration date of February 28, 2015.

He also reported that Mr. Roland Weaver submitted his resignation letter to the Industrial Development Authority effective December 31, 2013 with a term expiration date of February 28, 2016.

Councilman Harris made a motion to nominate Robert Grizzard who verbally agreed to fill the unexpired term of Mr. Roland Weaver on the Industrial Development Authority, seconded by Councilwoman Lynch which passed as follows:

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

14-13. Southside Virginia Education Center Board of Directors – Unexpired Term (Alton F. Owen, Jr.)

Mr. Thrower reported that Alton F. Owen, Jr. submitted his letter of resignation from the Southside Virginia Education Center Board of Directors effective February 6, 2014 and has an expiration date of July 1, 2015.

There were no nominations to the Southside Education Center Board of Directors.

NEW BUSINESS

14-18. Through Truck Traffic – Request by Council Member Harris

Councilmember Harris stated that this item was placed on the agenda at the request Councilman Ewing who could not be present.

Councilman Harris made a motion to adopt **Ordinance 14-05** to amend City Code Section 74-13 – *Commercial vehicle routes; certain streets closed to commercial vehicles except receiving loads or making deliveries* in order to add - (d) *Exempted from this ordinance are loaded log or chip trucks traveling on Main Street in the City through December 31, 2015*), seconded by Councilwoman Lynch which passed as follows:

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

Ordinance

An Ordinance To Amend Section 74-13 Of The
City Code Of Ordinances Of The City Of Emporia,
Virginia

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

1. That Section 74-13 of the Code of Ordinances, City of Emporia, Virginia, is hereby amended to read as follows:

Sec. 74-13. Commercial vehicle routes; certain streets closed to commercial vehicles except receiving loads or making deliveries.

- (a) *Purpose and intent.* To restrict commercial vehicles from traveling or passing through the city on certain streets as designated by ordinance of the council in order to reduce or prevent congestion, hazardous traffic conditions, and protect both public and private property within the boundaries of the city. Operators of commercial vehicles shall be restricted to the exclusive use of street adopted by ordinance of council in traveling or passing through the city, except for the purpose of receiving loads or making deliveries.
- (b) *Commercial vehicle defined.* Any motor vehicle used to transport property which either: (i) is designed and used primarily for drawing other vehicles and not so constructed as to carry a load other than a part of the load and weight of the vehicle attached thereto (such commercial vehicle is commonly referred to as a "tractor truck"); or (ii) is of any size and is used in the transportation of hazardous materials.

Every such motor vehicle shall be considered a commercial motor vehicle whether or not it is used in a commercial or profit-making activity.

- (c) *Restricted streets.* Interstate Highway 95 and U.S. Highway 58 bypass are hereby designated as the streets or roads upon which such vehicles may travel.
- (d) Exempted from this ordinance are loaded log or chip trucks traveling on Main Street in the City through December 31, 2015.

There was no further discussion regarding this matter.

14-19. City Council Retreat – Request to Approve Dates

Mr. Thrower reported that the City Clerk had contacted council members regarding available dates to hold the annual retreat. He also stated that dates of Friday, April 11th and Saturday, April 12th appeared to be the dates everyone was available.

He recommended Council approve holding the retreat on the dates of April 11th and April 12th at the VPI Extension Office.

Councilwoman Lynch made a motion to approve the dates of April 11th and April 12th to hold the City Council Retreat, seconded by Councilwoman Mercer which passed as follows:

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

14-20. April 15, 2014 City Council Meeting – Request to Cancel

Mr. Thrower reported that due to lack of agenda items and holding the retreat the previous weekend, he recommended Council cancel the April 15th regular meeting.

Councilwoman Mercer made a motion to cancel the April 15th regular City Council meeting, seconded by Councilwoman Mercer, which passed as follows:

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

14-21. FY13 Audit – Presentation by Creedle, Jones and Alga, PC

Mayor Person welcomed Scott Thompson of Creedle, Jones and Alga, PC.

Mr. Thompson opened by thanking City Council for allowing Creedle, Jones and Alga, PC to work with the City and looks forward to serving the City and its residents in the future. He stated that he would also like to thank the offices of the Treasurer and Commissioner of the Revenue along with Mr. Thrower and Ms. Cutrell for their cooperation and assistance during the audit.

Mr. Thompson reported that the City complied with all general accepted accounting principles. He also reported that there were no instances of noncompliance or material weakness in the financial reporting.

He reported that the overall position of the City has total assets of \$38,417,198 exceeding total liabilities of \$16,604,586 leaving a total net position of the city of \$21,812,612. He also reported that of this amount \$11,563,511 is invested in capital assets net of related debt. He stated that this represents a modest increase in net position over last year of \$369,914 while increasing debt by \$954,263.

Councilman Harris thanked Mr. Thompson for providing the audit report. Mr. Thompson stated that the audit report was a representation of what Council has tried to do with the upcoming projects through the implementation of various tax structures and water rates to where they may be onerous for the taxpayers. He also stated that City Council has seen the challenges that await for the city and this report shows that these challenges are being met currently.

Councilman Harris commended the strong fiscal management from the City Manager as well as Sheila Cutrell.

Councilman Harris made a motion to accept the FY13 audit by Creedle, Jones and Alga as presented, seconded by Councilwoman Lynch which passed as follows:

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

Mayor Person presented a proclamation for Confederate History Month ~ April 1- 30th, 2014 and Child Abuse Prevention Month ~ September 1 – 30th, 2014

PUBLIC COMMENT

Mayor Person asked if anyone would like 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 Person closed the public comment portion of the meeting.

*****CLOSED SESSION*****

Councilman Harris moved that Closed Session be entered for the purpose of discussing Virginia Code Sections § 2.2 3711 (A) (5) Discussion concerning a prospective business or

industry where no previous announcement has been made, seconded by Councilwoman Mercer, which passed as follows:

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

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

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

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

CERTIFICATION

Councilwoman White 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 Mercer seconded the motion, which passed as follows:

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

Councilman Harris made a motion authorizing the City Manager to execute the water and sewer agreement between the City of Emporia and Greensville County Water and Sewer Authority, subject to amendments discussed, seconded by Councilwoman Lynch which passed as follows:

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

ADJOURNMENT

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

Mary L. Person, Mayor

Lori R. Jarratt, Executive Secretary

**MINUTES
EMPORIA CITY COUNCIL
RETREAT
GREENSVILLE-EMPORIA EXTENSION OFFICE
April 11, 2014 - April 12, 2014**

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Emporia City Council held retreat on Friday, April 11, 2014 and Saturday, April 12, 2014, at the Greenville-Emporia Extension Office. A. Tyler St. Clair, University of Virginia's Cooper Center for Public Services, facilitated the retreat.

FRIDAY, April 11, 2014

City Council members in attendance:

Councilman F. Woodrow Harris
Councilwoman Carol Mercer
Councilwoman Deborah D. Lynch
Councilwoman L. Dale Temple
Councilwoman Doris T. White
Councilman James E. Ewing, III

Others present: Mary L. Person, Mayor
 Brian S. Thrower, City Manger
 Lori R. Jarratt, Executive Secretary
 C. Butler Barrett, City Attorney

Absent: Councilwoman Carolyn S. Carey

4:00PM- 4:15PM – Welcome and Overview

Mr. Thrower opened the retreat by welcoming everyone in attendance. He introduced and turned the discussion over to Tyler St. Clair.

Ms. St. Clair began by stating that the purpose of the retreat was to develop a framework for the strategic plan that will guide the City in a desired direction and insure strong collective leadership from the City Council

She discussed the goals of the retreat which were as follows:

1. Increase understanding of fellow Council Members in order to enhance the ability of the Council to provide effective governance for the City
2. Share individual perspectives on the direction that should be pursued by the City that will serve as a foundation for strategic planning and clarify the Strategic Target Areas

3. Develop Strategic Goals that should be pursued by the City
4. Identify Priorities that should be achieved to reach each Strategic Goal
5. Clarify roles and guidelines for strategic work that will maximize the effectiveness of the Council and the staff in achieving the Strategic Plan
6. Identify next steps and evaluate the session

4:15 to 5:30 **Team Building: Using Council's Strengths to Govern the City**

5:30 to 6:00 **Dinner with the Group**

6:00 to 9:30 **Strategic Planning Part 1: Develop Direction for the City**

- Strategic Planning Terms and Roles
- Direction Brainstorm
- Report Out/ Agree on Strategic Target Areas
- Define Strategic Goals

Discussion for Strategic Planning efforts were broken out into two groups in order to obtain things that each group would like to keep and change in the City of Emporia in the year 2024.

9:30 p.m. **Break for Evening**

ADJOURNMENT

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

Mary L. Person, Mayor

Lori R. Jarratt, Executive Secretary

**MINUTES
EMPORIA CITY COUNCIL
RETREAT
GREENSVILLE-EMPORIA EXTENSION OFFICE
April 11, 2014 - April 12, 2014**

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Saturday, April 12, 2014

City Council members in attendance:

Councilman F. Woodrow Harris
Councilwoman Carol Mercer
Councilwoman Deborah D. Lynch
Councilwoman L. Dale Temple
Councilwoman Carolyn S. Carey
Councilman James E. Ewing, III

Others present: Mary L. Person, Mayor
Brian S. Thrower, City Manger
Lori R. Jarratt, Executive Secretary
C. Butler Barrett, City Attorney

Absent: Councilwoman Doris T. White

Mr. Thrower welcomed everyone to the retreat and stated that there was one item that needed Council's approval.

He proposed the following budget work session dates and times:

Tuesday, May 6, 2014 – 5:00PM – 6:15PM
Thursday, May 8, 2014 – 5:30PM – 7:00PM
Wednesday, May 14, 2014 – 5:30PM – 7:00PM
Tuesday, May 20, 2014 – 5:00PM – 6:15PM
Thursday, May 22, 2014 – 5:30PM – 7:00PM
Tuesday, May 27, 2014 – 5:30PM – 7:00PM

Councilman Harris stated that he could not attend the Thursday, May 8th budget work session.

Mayor Person stated that she could not attend the Thursday, May 8th budget work session.

Councilwoman Temple made a motion to approve the budget work session dates, eliminating Thursday, May 8, 2014, seconded by Councilwoman Carey which passed as follows:

Councilman F. Woodrow Harris
Councilwoman Carol Mercer
Councilwoman Carolyn S. Carey

Councilwoman L. Dale Temple
Councilwoman Deborah D. Lynch
Councilman James E. Ewing, III

8:30 a.m. **Session Convenes with Continental Breakfast Available**

8:30 to 8:45 **Overview of Evening Results/Process Check**

Ms. St. Clair welcomed everyone and began reviewing goals from each of the groups.

8:45 to 10:00 **Strategic Planning Part 2: Identify Shorter Term Strategic Priorities**

- Identify short term strategic priorities to achieve goals
- Discussion/Agreement

10:00 to 12:15 **Strategic Planning Part 3: Maximizing Effectiveness of Council and Staff's Strategic Work**

- Clarify Roles
- Establish Guidelines

12:15 to 12:45 **How to Communicate and Use Council's Strategic Direction**

12:45 to 1:00 **Identify Next Steps and Evaluate**

1:00p.m. **Adjourn**

ADJOURNMENT

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

Mary L. Person, Mayor

Lori R. Jarratt, Executive Secretary

Review of Bills

April 15, 2014

GENERAL FUND

LEGISLATIVE

Curtis 1000, Inc.	68.35
Dell Marketing LP	1,906.80
Harris, F. Woodrow	88.93
Independent Messenger	155.26
Mercer, Carol	30.00
Telpage, Inc.	79.90
Treasurer of Virginia - VITA	4.24
Verizon	19.20
VMCA	225.00
Xerox Corporation	186.23

EXECUTIVE

Brunswick Times Gazette	179.40
Curtis 1000, Inc.	651.69
Daily Herald	499.00
Department of Motor Vehicles	20.00
Emporia-Greenville Chamber	10.00
Gaston Security, Inc.	185.00
Greenberg & Associates	1,050.00
Greenville-Emporia Health Dept.	153.14
Hermes Publications	198.00
Independent Messenger	403.66
Lakiesha Powell - Richmond Times	13.00
Michael Ward	2,125.00
Pembroke Occupational Health, Inc.	516.00
Pitney Bowes	1,552.99
Telpage, Inc.	84.95
The Tidewater News	387.00
Treasurer of Virginia - VITA	20.18
Verizon	304.47
Xerox Corporation	299.68

LAW

Barrett Law Office, PC	6,258.05
Dell Marketing LP	953.90

REGISTRAR

Treasurer of Virginia - VITA	1.45
Verizon	19.20
Xerox Corporation	2.72

EMERGENCY SERVICES

Sadler Brothers Oil Company, Inc.	89.18
Treasurer of Virginia - VITA	2.42
Verizon	38.40
Verizon Wireless	49.77
Xerox Corporation	6.76

VICTIM WITNESS

Pitney Bowes Global	140.37
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VJCCCA/FAMILY VIOLENCE PREVENTION

Behavioral Interventions, Inc.	83.79
Sadler Brothers Oil Company, Inc.	217.66
Telpage, Inc.	49.95
Treasurer of Virginia - VITA	25.55
Verizon	255.94
Verizon Wireless	1,016.71

SHARED SERVICES

County of Greenville	437,956.51
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FINANCE

Anthem Blue Cross/Blue Shield	39,261.32
Curtis 1000, Inc.	396.49
Forms World, Inc.	414.25
Treasurer of Virginia - VITA	3.85
Treasurer of Virginia - VRS	13,666.24
Verizon	57.35
Xerox Corporation	228.16

TREASURER

Forms World, Inc.	414.26
Quill Corporation	365.38
Treasurer of Virginia - VITA	200.13
Verizon	155.87
Xerox Corporation	15.92

COMMISSIONER OF REVENUE/ASSESSOR

Forms World, Inc.	414.25
Independent Messenger	62.10
Quill Corporation	49.99
Stonewall Jackson Hotel	101.48
Treasurer of Virginia - VITA	207.63
Verizon	81.05
Xerox Corporation	57.68

DEBT SERVICE

BB&T Governmental Finance	7,553.54
First Citizens Bank	3,927.16
The Bank of Hampton Roads	3,665.43
The Bank of Southside Virginia	1,129.24
USDA Rural Development	5,000.00

Review of Bills

April 15, 2014

SHERIFF

Emporia CNBB, LP	325.00
Josephine Fannin	140.26
Sadler Brothers Oil Company, Inc.	456.00
Sam C. Brown	50.00
Telpage, Inc.	39.99
Treasurer of Virginia - VITA	5.32
Verizon	104.68
Verizon Wireless	91.08

COURTS

Crater Youth Care Commission	7,063.00
Southside Regional Jail	106,514.00
The Law Ofc. Of W. Wm. Robinson, III	117.00
Treasurer of Virginia - VITA	7.01
Verizon	94.02

FIRE

Amerigas Propane LP	992.82
City of Emporia - Utility Fund	174.84
Dominion Virginia Power	1,048.62
Houchins Pest Control	18.50
Mecklenburg Electric Cooperative	436.75
Morris Refrigeration Company, Inc.	194.56
Parker Oil Company, Inc.	1,187.60
Sadler Brothers Oil Company, Inc.	368.94
SRG Inc./ASL US	46,375.00
Telpage, Inc.	79.90
Treasurer of Virginia - VITA	6.04
Verizon	153.60
Verizon Wireless	182.16

PARKS & RECREATION

Cintas Corporation	4.33
Sadler Brothers Oil Company, Inc.	430.95

ECONOMIC DEVELOPMENT

Curtis 1000, Inc.	34.18
Emporia IDA	400.00
Treasurer of Virginia - VITA	18.88
Verizon	19.20
Verizon Wireless	49.77
Xerox Corporation	165.46

NON-DEPARTMENTAL

Crater District Area Agency on Aging	6,567.00
Emporia-Greens. Local Law Library	434.00
Greensville-Emporia Health Dept.	30,849.50
Meherrin Regional Library	7,711.25
The Improvement Association	7,897.00

PLANNING AND ZONING

American Housing Specialist	6,117.12
B & B Consultants, Inc.	2,248.58
Community Planning Partners, Inc.	2,344.94
Curtis 1000, Inc.	34.18
Cynthia Batts	241.80
Dewberry Engineers, Inc.	6,432.00
Doretha Taylor	177.80
Ed Daley	977.76
John L. Walston	606.10
Kyle Green	194.52
Quill Corporation	71.02
Sadler Brothers Oil Company, Inc.	310.13
Stantec Consulting Services, Inc.	1,072.93
Treasurer of Virginia - VITA	4.51
Verizon	295.40
Verizon Wireless	145.52
Wilbert Williams & Sons Bldg. Contr.	28,469.12
WorldView Solutions, Inc.	2,000.00
Xerox Corporation	244.86

POLICE

City of Emporia - Petty Cash	37.92
Cobb Technologies	178.00
Emporia Clinic Corp	175.00
Emporia Medical Associates, PC	390.00
FDM Tactical	2,482.00
Jasper Engines & Transmissions	1,953.00
Sadler Brothers Oil Company, Inc.	7,274.68
Telpage, Inc.	59.95
Town Police Supply	5,016.48
Treasurer of Virginia - VITA	1,097.48
Verizon	756.68
Verizon Wireless	625.84

ANIMAL CONTROL

Sadler Brothers Oil Company, Inc.	175.11
Verizon Wireless	30.36

Review of Bills

April 15, 2014

FACILITIES

Amerigas Propane LP	3,151.13
Cintas Corporation	73.28
City of Emporia - Petty Cash	16.85
City of Emporia - Utility Fund	35.06
Dominion Virginia Power	2,996.12
Houchins Pest Control	138.75
Link's Electrical Service	850.00
Lorenzo Cain	320.00
Mecklenburg Electric Cooperative	1,141.26
Morris Refrigeration Company, Inc.	1,681.40
R & C Electric Service, Inc.	399.20
The Yellow Room, Inc.	455.00
Tucker Mechanical Contractor	57.98

PUBLIC WORKS

Brunswick Landfill	1,500.69
Cintas Corporation	259.34
Colonial Construction Materials, Inc.	14,857.20
Dominion Virginia Power	7,811.28
Fuel Freedom Card	4,615.70
Greensville County Landfill	11,498.22
International Salt Company LLC	4,156.20
Jeff B. Robinson & Associates, LLPC	4,158.75
Mecklenburg Electric Cooperative	1,499.50
R & C Electric Service, Inc.	445.63
Sadler Brothers Oil Company, Inc.	2,035.44
Southside Regional Jail	818.80
Telpage, Inc.	39.95
Treasurer of Virginia - VDOT	395.68
Treasurer of Virginia - VITA	4.08
Verizon	288.24
Verizon Wireless	241.57

TOTAL GENERAL FUND \$895,005.47

UTILITY FUND

Anthem Blue Cross/Blue Shield	9,662.24
Aquionics, Inc.	3,425.96
Brenntag Mid-South, Inc.	455.00
Cintas Corporation	78.55
City of Emporia - Petty Cash	29.60
Cobb Technologies	90.00
Curtis 1000, Inc.	102.54
Deluxe Business Checks	81.43
Dewberry Engineers, Inc.	28,493.00
Dominion Virginia Power	5,482.76
Eastern Virginia Environmental	500.00
Environmation, Inc.	6,025.53
Fortiline Waterworks, Inc.	553.00
Fuel Freedom Card	608.93
Kelly E. Harrell	100.00
Machine & Welding Supply Company	74.75
Mecklenburg Electric Cooperative	7,460.86
Norfolk Bearings & Supply Company	7,180.96
Parker Oil Company, Inc.	4,038.69
Postmaster	741.90
PSI Commonwealth of Virginia	94.00
Russ Gordon's Garage	97.95
Sadler Brothers Oil Company, Inc.	1,238.91
Suffolk Sales & Service	4,582.37
Suffolk Solutions	3,467.03
Telpage, Inc.	79.90
Treasurer of Virginia - VITA	7.10
Treasurer of Virginia - VRS	3,280.53
United Parcel Service	6.34
Verizon	828.08
Verizon Wireless	182.16
VUPS	43.22
Xerox Corporation	0.02

TOTAL UTILITY FUND \$89,093.31

**General Fund
Revenue and Expenditure Report
March 31, 2014**

REVENUES

Description	Budget	Revenues To Date	% Collected
General Property Taxes	\$4,526,163	\$4,338,194	95.85%
Other Local Taxes	5,719,000	4,041,031	70.66%
Licenses, Permits & Fees	41,900	9,344	22.30%
Fines & Forfeitures	1,279,000	1,065,658	83.32%
Use of Money & Property	44,025	18,568	42.18%
Charges for Services	948,820	604,874	63.75%
Miscellaneous Revenue	67,548	45,977	68.07%
Recovered Costs	274,468	236,894	86.31%
State Non-Categorical Aid	618,832	605,407	97.83%
Shared Expenses	298,813	184,820	61.85%
Categorical State Aid	2,978,676	1,965,086	65.97%
Federal Non-Categorical Aid	1,729,192	9,804	0.57%
Proceeds from Financing	809,908	386,282	47.69%
Appropriated Fund Balance	<u>1,129,424</u>	<u>0</u>	<u>0.00%</u>
Total	\$20,465,769	\$13,511,939	66.02%

EXPENDITURES

Description	Budget	Expenditures To Date	% Expended
City Council	\$168,945	\$125,998	74.58%
City Manager	313,954	200,321	63.81%
Legal Services	48,900	25,733	52.62%
Commisioner of Revenue	215,363	152,200	70.67%
Assessor	41,661	35,838	86.02%
Treasurer	102,488	71,360	69.63%
Finance Department	206,117	150,358	72.95%
Registrar	78,889	53,463	67.77%
Courts	2,541,108	2,017,466	79.39%
Sheriff	254,927	174,349	68.39%
Police Department	3,219,198	2,188,394	67.98%
Fire Department	443,348	174,911	39.45%
Emergency Services	96,475	19,893	20.62%
Facilities Management	397,831	135,794	34.13%
Public Works	3,062,163	1,551,879	50.68%
Health & Social Services	438,713	389,318	88.74%
Education	4,443,358	3,711,932	83.54%
Library	92,535	77,112	83.33%
Community Development/Planning	2,224,658	403,303	18.13%
Economic Development	837,573	176,234	21.04%
Airport	93,400	93,400	100.00%
Parks and Recreation	112,649	112,649	100.00%
Extension Service	26,256	12,088	46.04%
Arts and Culture	13,500	13,500	100.00%
Civic & Community Organizations	20,520	18,920	92.20%
Non-Departmental	<u>971,240</u>	<u>675,709</u>	<u>69.57%</u>
Total	\$20,465,769	\$12,762,122	62.36%

**Utility Fund
Revenue and Expenditure Report
March 31, 2014**

REVENUES

Description	Budget	Revenues To Date	% Collected
Water Sales	\$1,683,128	\$1,125,356	66.86%
Sewer Service	1,238,000	920,709	74.37%
Water Taps	10,000	19,099	190.99%
Sewer Taps	10,000	20,100	201.00%
Cut-on/Cut-off Fees	62,000	36,243	58.46%
Meter Charges	55,000	42,276	76.87%
Sales, Labor & Materials	500	0	0.00%
Penalties	64,500	64,952	100.70%
Interest Earned	3,500	3,332	95.20%
Miscellaneous	1,500	198	13.20%
Proceeds from Financing	11,415,786	537,550	4.71%
Appropriated Fund Balance	375,000	0	0.00%
Grants	<u>337,978</u>	<u>0</u>	<u>0.00%</u>
Total	\$15,256,892	\$2,769,815	18.15%

EXPENDITURES

Description	Budget	Expenditures To Date	% Expended
Administration and Billing	\$525,775	\$413,133	78.58%
Water Distribution	316,936	223,605	70.55%
Water Treatment Plant	937,829	413,892	44.13%
Sewage Collection	489,369	70,709	14.45%
Wastewater Treatment Plant	776,785	424,468	54.64%
Non-Departmental	<u>12,210,198</u>	<u>803,495</u>	<u>6.58%</u>
Total	\$15,256,892	\$2,349,302	15.40%

**CITY OF EMPORIA
CITY COUNCIL MEETING
April 15, 2014
AGENDA MEMORANDUM**

**SUBJECT: FINANCIAL STATEMENT
COLLECTIONS 2013
COLLECTIONS 2010-2012
COLLECTIONS 2007-2009
DELINQUENT TAX SUMMARY-ALL YEARS
2013 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

March 31, 2014

CHECKING / DAILY INVESTMENT

General Fund

Utility Fund

2,224,132.95

757,032.43

CERTIFICATES OF DEPOSIT / INVESTMENTS

FIRST COMMUNITY BANK	\$384,621.03	MMF @ .07%	NA	GF
CARTER BANK & TRUST	\$750,000.00	12 Mos @ .45%	6/28/2014	GF
CARTER BANK & TRUST	\$1,512,502.96	12 Mos @ .55%	1/7/2015	GF
CARTER BANK & TRUST	\$1,011,304.05	12 Mos @ .60%	1/30/2015	GF
CARTER BANK & TRUST	\$1,011,304.05	12 Mos @ .60%	1/30/2015	GF
CARTER BANK & TRUST	\$776,166.84	12 Mos @ .65%	2/5/2015	GF
CARTER BANK & TRUST	\$506,290.10	12 Mos @ .65%	2/5/2015	GF
CARTER BANK & TRUST	\$506,290.10	12 Mos @ .65%	2/5/2015	GF

FIRST COMMUNITY BANK	\$504,746.03	MMF @ .07%	NA	UT
CARTER BANK & TRUST	\$504,167.66	12 Mos @ .55%	1/7/2015	UT
CARTER BANK & TRUST	\$505,400.65	12 Mos @ .60%	1/30/2015	UT

Mar-14

RECAP OF 2010 TAXES

<i>TYPE OF TAX</i>	<i>BAL. FWD.</i> (A)	<i>SUPPLEMENTS</i> (B)	<i>ABATEMENTS</i> (C)	<i>ADJUSTED LEVY</i> (Cols. A+B-C) (D)	<i>COLLECTIONS</i> TO DATE (E)	<i>BALANCE DUE</i> (F)
Real Estate	2,976,993.81	0.00	3,324.20	2,973,669.61	2,962,065.10	11,604.51
Personal Property	1,141,435.34	99,940.97	56,127.67	1,185,248.64	1,167,235.95	18,012.69
Decals	107,658.50	9,563.00	5,319.15	111,902.35	108,425.09	3,477.26
Personal Property Relief	578,916.57	34,959.61	29,027.27	584,848.91	576,611.07	8,237.84
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	101,965.88	5,013,233.90	4,971,901.60	41,332.30
2010 Real Estate Tax Collections		99.61%	2010 Personal Property Tax Relief		98.59%	
2010 Personal Property Tax Collections		98.48%	2010 Public Service Tax Collection		100.00%	

RECAP OF 2011 TAXES

<i>TYPE OF TAX</i>	<i>BAL. FWD.</i> (A)	<i>SUPPLEMENTS</i> (B)	<i>ABATEMENTS</i> (C)	<i>ADJUSTED LEVY</i> (Cols. A+B-C) (D)	<i>COLLECTIONS</i> TO DATE (E)	<i>BALANCE DUE</i> (F)
Real Estate	2,984,406.93	0.00	3,000.24	2,981,406.69	2,966,180.65	15,226.04
Personal Property	1,244,373.63	26,690.75	33,214.60	1,237,849.78	1,230,027.47	7,822.31
Decals	111,029.00	8,475.00	5,909.93	113,594.07	108,814.10	4,779.97
Personal Property Relief	557,964.29	30,384.27	29,611.31	558,737.25	550,549.14	8,188.11
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	71,736.08	5,048,067.21	5,010,866.75	36,016.43
2011 Real Estate Tax Collections		99.49%	2011 Personal Property Tax Relief		98.53%	
2011 Personal Property Tax Collection		99.37%	2011 Public Service Tax Collection		100.00%	

RECAP OF 2012 TAXES

<i>TYPE OF TAX</i>	<i>BAL. FWD.</i> (A)	<i>SUPPLEMENTS</i> (B)	<i>ABATEMENTS</i> (C)	<i>ADJUSTED LEVY</i> (Cols. A+B-C) (D)	<i>COLLECTIONS</i> TO DATE (E)	<i>BALANCE DUE</i> (F)
Real Estate	3,019,463.59	0.00	1,364.41	3,018,099.18	2,988,390.96	29,708.22
Personal Property	1,224,318.90	68,794.39	32,931.81	1,260,181.48	1,248,689.48	11,492.00
Decals	104,243.00	9,600.50	4,145.00	198,983.50	189,201.83	7,781.67
Personal Property Relief	560,183.75	63,408.00	42,840.26	580,749.49	563,385.58	17,363.91
Public Service	173,064.34	0.00	0.00	173,064.34	173,064.34	0.00
TOTAL	5,081,273.58	141,800.89	81,281.48	5,229,077.99	5,162,732.19	66,345.80
2012 Real Estate Tax Collections		99.02%	2012 Personal Property Tax Relief		97.01%	
2012 Personal Property Tax Collections		99.08%	2012 Public Service Tax Collection		100.00%	
2012 License Fee Collections		96.04%				

Mar-14

RECAP OF 2007 TAXES

<i>TYPE OF TAX</i>	<i>BAL. FWD.</i> (A)	<i>SUPPLEMENTS</i> (B)	<i>ABATEMENTS</i> (C)	<i>ADJUSTED LEVY</i> (Cols. A+B-C) (D)	<i>COLLECTIONS</i> TO DATE (E)	<i>BALANCE DUE</i> (F)
Real Estate	2,673,531.26	29,166.22	14,468.19	2,688,229.29	2,684,572.88	3,656.41
Personal Property	1,270,481.69	232,305.66	109,391.44	1,393,395.94	1,389,358.83	4,037.11
Decals	444,139.00	30,539.61	8,576.33	466,102.28	463,339.57	2,762.71
Personal Property Relief	549,911.50	5,471.39	137,247.89	418,135.00	412,093.12	6,041.88
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	269,683.85	5,110,902.00	5,094,403.89	16,498.11

[2007 Real Estate Tax Collections](#)

99.86%

[2007 Personal Property Tax Relief](#)

98.55%

[2007 Personal Property Tax Collections](#)

99.71%

[2007 Public Service Tax Collection](#)

100.00%

RECAP OF 2008 TAXES

<i>TYPE OF TAX</i>	<i>BAL. FWD.</i> (A)	<i>SUPPLEMENTS</i> (B)	<i>ABATEMENTS</i> (C)	<i>ADJUSTED LEVY</i> (Cols. A+B-C) (D)	<i>COLLECTIONS</i> TO DATE (E)	<i>BALANCE DUE</i> (F)
Real Estate	2,703,731.80	15,916.97	11,236.65	2,708,412.12	2,703,672.79	4,739.33
Personal Property	1,288,745.41	42,594.01	82,647.30	1,248,692.12	1,242,726.17	5,965.95
Decals	110,269.50	9,823.17	6,545.00	113,547.67	109,462.70	4,084.97
Personal Property Relief	546,290.97	39,726.80	28,914.65	559,103.12	549,478.70	9,624.42
Public Service	149,011.30	5,341.13	5,341.13	149,011.30	149,011.30	0.00
TOTAL	4,800,048.98	113,402.08	134,684.73	4,778,766.33	4,754,351.66	24,414.67

[2008 Real Estate Tax Collections](#)

99.82%

[2008 Personal Property Tax Relief](#)

98.28%

[2008 Personal Property Tax Collection](#)

99.52%

[2008 Public Service Tax Collection](#)

100.00%

RECAP OF 2009 TAXES

<i>TYPE OF TAX</i>	<i>BAL. FWD.</i> (A)	<i>SUPPLEMENTS</i> (B)	<i>ABATEMENTS</i> (C)	<i>ADJUSTED LEVY</i> (Cols. A+B-C) (D)	<i>COLLECTIONS</i> TO DATE (E)	<i>BALANCE DUE</i> (F)
Real Estate	2,942,633.61	3,808.18	6,400.94	2,940,040.85	2,931,342.16	8,698.69
Personal Property	1,214,926.66	219,196.50	219,483.52	1,214,639.64	1,209,920.78	4,718.86
Decals	110,991.50	6,951.00	7,526.50	110,416.00	106,078.54	4,337.46
Personal Property Relief	524,152.89	38,891.54	17,349.89	545,694.54	537,907.52	7,787.02
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	250,760.85	4,932,588.88	497,046.85	25,542.03

[2009 Real Estate Tax Collections](#)

99.70%

[2009 Personal Property Tax Relief](#)

98.57%

[2009 Personal Property Tax Collection](#)

99.61%

[2009 Public Service Tax Collection](#)

100.00%

DELINQUENT TAX SUMMARY - FY 2013-2014

March-14

REAL ESTATE TAXES

Tax Year	Balance July 1	Supplements Added	Abatements	Bankruptcy Charge-Offs	Credit Card Collections	Collected To This Month	Collected This Month	Balance
2006	\$3,347.90	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,347.90
2005	\$2,406.50	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,406.50
2004	\$1,480.72	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,480.72
2003	\$1,225.56	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,225.56
2002	\$792.12	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$792.12
2001	\$645.37	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$645.37
2000	\$355.32	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$355.32
1991-1999	\$2,183.52	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,183.52
TOTAL	\$12,437.01	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$12,437.01

PERSONAL PROPERTY TAX

Tax Year	Balance July 1	Supplements Tx Relief	Abatements	Bankruptcy Charge-Offs	Credit Card Collections	Collected To This Month	Collected This Month	Balance
2006 Net Tax	\$4,250.30	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$4,250.30
2005 Net Tax	\$5,793.30	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,793.30
2004 Net Tax	\$2,051.76	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,051.76
2002-2003	\$5,964.81	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$340.62	\$5,624.19
TOTAL	\$18,060.17	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$340.62	\$17,719.55

Grand Total of All Delinquent	\$30,497.18	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$340.62	\$30,156.56
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2013 PPTRA ALLOTMENT - COMPARISON

TOTAL ALLOTMENT FROM STATE - \$570,316.00

TOTAL PPTRA ASSESSED - 62.00% **\$561,632.25**

COLLECTIONS THRU PAID BILLS

Jun-13	\$169,906.08
Jul-13	\$161,056.98
Aug-13	\$72,201.05
Sep-13	\$723.12
Oct-13	\$5,246.31
Nov-13	\$6,923.92
Dec-13	\$20,165.67
Jan-14	\$2,759.04
Feb-14	\$11,073.99
Mar-14	\$34,640.84

ABATEMENTS **-\$23,112.54**

SUPPLEMENTS **\$10,214.96**

TOTAL REMAINING FROM UNPAID BILLS **\$64,037.67**

1st Payment from State	7/31/2013	145,727.85
2nd Payment from State	8/15/2013	169,836.72
Final Payment from State	11/15/2013	254,755.09

Local Sales & Use Tax Collection Comparison

Local Sales & Use Tax

Month	2011 Calendar Year	2012 Calendar Year	2013 Calendar Year	2014 Calendar Year
	Collected	Collected	Collected	Collected
January	\$110,239.00	\$127,062.93	\$108,278.56	\$114,486.19
February	\$125,876.99	\$126,296.95	\$127,189.75	\$134,859.04
March	\$104,593.90	\$102,337.33	\$99,674.97	\$113,809.08
April	\$119,737.24	\$137,369.57	\$104,585.97	
May	\$123,865.11	\$135,414.13	\$119,461.45	
June	\$131,026.53	\$110,435.22	\$117,580.07	
July	\$180,490.56	\$116,536.54	\$107,486.36	
August	\$53,547.37	\$117,795.21	\$117,641.94	
September	\$119,307.80	\$125,411.89	\$118,116.99	
October	\$123,419.00	\$111,125.40	\$105,496.08	
November	\$119,256.67	\$106,691.83	\$100,495.50	
December	\$117,432.90	\$102,684.77	\$105,977.72	
Yearly Total	\$1,428,793.07	\$1,419,161.77	\$1,331,985.36	\$363,154.31

State Sales & Use Tax Collection Comparison

State Sales & Use Tax

Month	2011 Calendar Year	2012 Calendar Year	2013 Calendar Year	2014 Calendar Year
	Collected	Collected	Collected	Collected
January	\$76,745.66	\$81,464.16	\$80,957.08	\$81,625.86
February	\$92,440.02	\$91,897.24	\$95,365.10	\$89,390.50
March	\$63,957.82	\$72,512.86	\$73,527.62	\$73,783.14
April	\$69,216.00	\$70,609.86	\$76,942.78	
May	\$78,000.40	\$85,665.32	\$87,608.38	
June	\$85,721.72	\$85,637.98	\$90,121.30	
July	\$72,832.12	\$78,791.66	\$78,471.52	
August	\$84,321.66	\$89,692.72	\$87,181.40	
September	\$74,027.06	\$80,905.18	\$76,334.64	
October	\$78,763.86	\$83,390.34	\$79,978.88	
November	\$77,775.18	\$82,935.18	\$81,448.88	
December	\$77,868.98	\$77,980.08	\$83,144.42	
Yearly Total	\$931,670.48	\$981,482.58	\$991,082.00	\$244,799.50

**Monthly Comparison of
Collected Utility Fund Revenue & Completed Service Orders**

FY 2013-2014

	July	August	September	October	November	December
Water	113,793.01	122,743.11	123,511.78	118,244.88	123,032.25	118,337.35
Sewer	103,792.22	100,363.03	97,775.80	94,460.97	94,725.62	93,721.11
Meter Charge	4,653.73	4,429.04	4,246.42	4,496.31	4,298.60	4,457.88
Water Taps	0.00	0.00	3,515.58	3,000.00	0.00	4,053.90
Sewer Taps	0.00	0.00	4,000.00	0.00	0.00	0.00
Sale of Materials	0.00	0.00	0.00	0.00	0.00	0.00
Penalties	4,874.93	7,703.25	2,718.96	4,351.84	4,587.52	5,876.00
Cut on/off Fees	5,528.94	3,361.00	2,791.00	2,221.00	2,100.00	2,076.12
Water Sales-Bulk Water	564.48	0.00	35.06	35.06	94.91	50.50
Sewer Services	1,221.39	46,241.40	3,518.86	5,018.15	0.00	151.32
Miscellaneous	1,559.91	0.00	0.00	130.00	0.00	0.00
Total Revenue For the Month	235,988.61	284,840.83	242,113.46	231,958.21	228,838.90	228,724.18

	January	February	March	April	May	June	YTD Category Tot
Water	106,085.60	127,186.86	126,691.37				1,079,626.21
Sewer	88,339.49	103,317.33	98,618.79				875,114.36
Meter Charge	4,403.97	4,576.88	4,475.76				40,038.59
Water Taps	0.00	8,530.00	0.00				19,099.48
Sewer Taps	0.00	12,100.00	0.00				16,100.00
Sale of Materials	0.00	0.00	0.00				0.00
Penalties	8,121.10	7,767.40	6,944.75				52,945.75
Cut on/off Fees	2,245.81	2,190.00	1,710.00				24,223.87
Water Sales-Bulk Water	35.06	35.06	35.06				885.19
Sewer Services	137.75	148.16	144.22				56,581.25
Miscellaneous	0.00	0.50	0.00				1,690.41
Total Revenue for the Month	209,368.78	265,852.19	238,619.95	0.00	0.00	0.00	

	July	August	September	October	November	December
Service Orders						
Ttl Off/On Requests	61	73	80	68	52	61
Ttl Leak Inquiries	54	53	74	71	69	49
Ttl Service Orders For the Month	115	126	154	139	121	110

	January	February	March	April	May	June	YTD Order Totals
Service Orders							
Ttl Off/On Requests	52	47	56				504
Ttl Leak Inquiries	39	71	74				554
Ttl Service Orders For the Month	91	118	130	0	0	0	

YTD Revenue Total All Depts. **2,166,305.11** YTD Service Order **1,058**

**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

2008

2009

2010

JANUARY 58	JANUARY 45	JANUARY 62	JANUARY 103
FEBRUARY 32	FEBRUARY 63	FEBRUARY 56	FEBRUARY 44
MARCH 35	MARCH 71	MARCH 74	MARCH 46
APRIL 49	APRIL 44	APRIL 28	APRIL 63
MAY 63	MAY 71	May 56	MAY 86
JUNE 66	JUNE 82	June 86	JUNE 58
JULY 76	JULY 67	JULY 53	JULY 74
AUGUST 67	AUGUST 86	AUGUST 90	AUGUST 78
SEPTEMBER 75	SEPTEMBER 94	SEPT 49	SEPTEMBER 66
OCTOBER 93	OCTOBER 43	OCTOBER 72	OCTOBER 86
NOVEMBER 51	NOVEMBER 39	NOVEMBER 46	NOVEMBER 54
DECEMBER 71	DECEMBER 71	DECEMBER 130	DECEMBER 44

2011

2012

2013

2014

JANUARY 86	JANUARY 68	JANUARY 80	Jan. 68
FEBRUARY 30	FEBRUARY 45	FEBRUARY 68	(114 Door Hangers)
MARCH 31	MARCH 48	MARCH 58	Feb. 27
APRIL 48	APRIL 70	APRIL 92	(33 Door Hangers)
MAY 83	MAY 43	MAY 64	Mar. 42
JUNE 281	JUNE 79	JUNE 83	(48 Door Hangers)
JULY 130	JULY 80	JULY 88	
AUGUST 85	AUGUST 75	AUGUST 57	
SEPTEMBER 83	SEPTEMBER 63	SEPT-CUT OFF DEFRAIDED FOR 1 TIME OCCURANCE	
OCTOBER 66	OCTOBER 68	UNTIL NOV 5TH 180 REMINDER NOTICES PUT ON .	
NOVEMBER 86	NOVEMBER 90	DOORS SEPT. 30TH.	
DECEMBER 61	DECEMBER 53	October 16	
		(39 DOOR HANGERS)	
		Nov. 31	
		(48 Door Hangers)	
		Dec. 55	
		(149 Door Hangers)	

UNCOLLECTED UTILITY BILLS

BEGINNING BALANCE JULY 2006	54043.62	54043.62
BALANCE ADDED AFTER 2 MONTHS EXT	31012.65	85056.27
BALANCES ADDED FOR 2009	10028.85	95085.12
COLLECTIONS 2009	-4577.96	90507.16
BALANCES ADDED FOR 2010	56074.78	146601.94
COLLECTIONS 2010	-21349.82	125252.12
BALANCES ADDED FOR 2011	43729.33	168981.45
COLLECTIONS 2011	-30063.76	138917.69
BALANCES ADDED FOR 2012	30144.85	169062.54
COLLECTIONS 2012	-26675.91	142386.43
BALANCES ADDED FOR 2013	39039.11	181425.54
COLLECTIONS 2013	-23560.98	157864.56
BALANCES ADDED FOR JANUARY 2014	9571.36	167435.92
COLLECTIONS JANUARY 2014	-2324.92	165111.00
BALANCES ADDED FOR FEBRUARY 2014	4377.22	169488.22
COLLECTIONS FEBRUARY 2014	-3167.73	166320.49
BALANCES ADDED FOR MARCH 2014	5320.02	171640.51
COLLECTIONS MARCH 2014	-603.22	171037.29

BOOT COLLECTIONS

STARTING DATE 1-25-12

GOOD THRU 03-31-14

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

April 9, 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 March a total of \$137,480.52 was processed for City Business License.

Transient tax totaled \$72,460.09 for the month of February and processed during March.

Meal tax processed during the month of March totaled \$117,904.82 with an additional \$2,632.13 for prior months.

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

	<u>February 2013</u>	<u>February 2014</u>
Meal Tax	\$ 119,035.94	\$ 117,904.82
Transient Tax	\$ 72,395.38	\$ 72,460.09

Respectfully,

Joyce E. Prince



CITY OF EMPORIA

DEPARTMENT OF INSPECTIONS

**March-2014
Code Enforcement Monthly Report**

Notices Issued

Resolved

Inoperable Vehicles - 11

1- By Owner

Weeds / Grass - 3

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

Property Maintenance - 1

7- By Owner

Zoning - 0

0- By Owner

Cases Turned Over To City Attorney – 2

Total Notices Issued – 15

Invoiced Notices- 0

Weeds / Grass – 0

Inoperable Vehicle- 0

Demolition- 0

Total- Weeds/ Grass- 0

Inoperable Vehicles- 0

Demolition- 0

Total Amount- 0

Signature :

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

Supervisor :

**Emporia Police Department Statistics
Arrests by Race**

March 2014

	Black	%	White	%	Other	%
Criminal Arrests	49	86%	6	11%	2	4%
Selective Tickets	396	39%	529	52%	88	9%
Regular Tickets	38	70%	11	20%	5	9%

IBR Offense Counts 3/1/2014-3/31/2014 Emporia Police Department

1	11D-Forcible Fondling
2	13A-Aggravated Assault
7	13B-Simple Assault
3	23C-Shoplifting
2	23D-Theft From Building
3	23F-Theft From Motor Vehicle
1	23G-Theft of Motor Vehicle Parts or Accessories
9	23H-All Other Larceny
1	250-Counterfeiting/Forgery
2	26A-False Pretenses/Swindle/Confidence Game
1	26B-Credit Card/Automatic Teller Machine Fraud
1	270-Embezzlement
10	290-Destruction/Damage/Vandalism of Property
9	35A-Drug/Narcotic Violations
2	90B-Curfew/Loitering/Vagrancy
2	90C-Disorderly Conduct
3	90D-Driving Under the Influence
1	90E-Drunkenness
2	90G-Liquor Law Violations
1	90J-Trespass of Real Property
36	90Z-All Other Offenses
	36 Unclassified 90Z

99	Total Offenses Reported
92	Total Incidents Reported

CONSENT SEARCHES

DATE	RACE	REASON	RESULTS	ARREST
3/1/14	b/m	Traffic stop	Marijuana, cocaine, other drugs	Yes

Criminal Arrestees

March 2014

Resident – 28

Non-resident - 29

**Noise complaints
March 2014**

Loud Music from Building – 6 no summons

Loud Music from Vehicle – 4 no summons

Schools

March 2014

D. Jarratt attended a Taser Instructor Recertification course at Crater March 5.

J. Parker attended a Cyber Investigations at Crater March 11.

T. Miller attended a FTO Recertification March 13-14 at Crater.

J. Parker attended Man Tracker at Crater March 27.

W. King attended Black Outlaw Motorcycle at Virginia Beach March 31.

Emporia Animal Control Monthly Report

March 2014

Dogs

On Hand 6

Stray 11

Seized 1

Bite Cases 0

Surrendered by Owner 5

Transferred In 0

Born in Facility 0

DOA 0

Claimed by Owner 5

Adopted 9

Transferred Out 2

Died in Facility 0

Euthanized 2

Remain 5

Wildlife

Wild or Fowl 4

DOA 3

Relocate 1

On-Hand 0

Euthanize 0

Cats

On Hand 3

Stray 5

Seized 1

Bite Cases 0

Surrendered by Owner 0

Transferred In 0

Born in Facility 0

DOA 1

Claimed by Owner 1

Adopted 5

Transferred Out 0

Died in Facility 0

Euthanized 0

Remain 3

General

Calls Answered 134

Hours _____

Mileage _____

Verbal Warning 2

Summons Issued 0

Court Cases 0

Remarks _____

Prepared by: Joey Lingo

*** NOTICE ***

**The Sheriff's report will be provided at
your May 20, 2014 regular meeting.**

*** NOTICE ***

Due to NFIRS (National Fire and Incident Reporting System) outage, the fire report will be provided at your May 20, 2014 regular meeting.



CITY OF EMPORIA

Memorandum

March 14, 2014

TO: The Honorable Mayor and City Council

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

SUBJECT: Southside Virginia Education Center Board of Directors – Unexpired Term (Alton F. Owen, Jr.)

ITEM: 14-13

Alton F. Owen, Jr., has submitted his letter of resignation from the Southside Virginia Education Center Board of Directors effective February 6, 2014. His unexpired four (4) year term on the Southside Education Center Board of Directors has an expiration date of July 1, 2015. As a result, City Council needs to make a nomination(s) to fill the vacant seat.

Recommendation:

This information is provided to City Council for consideration.

Attachment:

Current Southside Education Center Board of Directors Roster

BST/tsw

SOUTHSIDE VIRGINIA EDUCATION CENTER
BOARD OF DIRECTORS

Board Created in 2006. Appointments/Changes in Appointments should be sent to Natalie Slate, Deputy County Administrator, County of Greensville, 1781 Greensville County Circle, Emporia, Virginia 23847

Linda Stainback
502 Meherrin Street
Emporia, Virginia 23847
(H) 434/634-3347

Business/Industry

07/01/2016

Alton F. Owen, Jr.
Owen Ford
322 Oak Hill Drive
Emporia, Virginia 23847
(W) 434/535-8515

Business/Industry

07/01/2015

Moe Ghassemi
Arby's of Emporia
109 Market Drive
Emporia, Virginia 23847
(C) 434/637-3436

Business/Industry

07/01/2015

Mary L. Person
304 South Turner Street
Emporia, Virginia 23847
(H) 434/634-0380
(W) 434/949-7820

City Council Appointed

07/01/2017



CITY OF EMPORIA

Memorandum

May 2, 2014

TO: Honorable Mayor and City Council Members
FROM: Brian S. Thrower, City Manager *BST*
SUBJECT: VML 2014 Policy Committee – Request for Nominations
ITEM: 14-22

Virginia Municipal League is accepting nominations for its 2014 policy committees. Information regarding nominations and the committees is attached. Only members of a council and employees of the local government are eligible to serve on these committees. Individuals may only serve on one committee. There are a total of six committees including Community & Economic Development, Environmental Quality, Finance, General Laws, Human Development & education, and Transportation.

The following Council Members and staff are currently members of these committees:

Council Member Doris T. White – Environmental Quality
Council Member Deborah D. Lynch – General Laws
Council Member Carolyn S. Carey – Human Development & Education
Council Member Dale Temple – Human Development & Education
Brian Thrower, City Manager – Finance

Recommendation

I recommend you make nominations to the aforementioned committees.

Attachment(s)

Letter from Kim Winn, VML Executive Director

BST/lrj



OFFICERS

PRESIDENT

DAVID P. HELMS
MARION MAYOR

PRESIDENT-ELECT

WILLIAM D. EUILLE
ALEXANDRIA MAYOR

VICE PRESIDENT

RON RORDAM
BLACKSBURG MAYOR

IMMEDIATE PAST PRESIDENT

EDWIN C. DALEY
HOPEWELL

EXECUTIVE DIRECTOR

KIMBERLY A. WINN

MAGAZINE

VIRGINIA TOWN & CITY

April 8, 2014

To: Key Officials of Full Member Local Governments
Council and Board Clerks of Full Member Local Governments

From: Kim Winn, Executive Director

Subject: 2014 VML Policy Committee Nominations

The Virginia Municipal League is now accepting nominations for its 2014 policy committees. A description of the policy committee process is attached, along with a nomination form. **Please complete the enclosed form and return it to VML by May 2. If your community has an election in May, please return this form by the requested date even if you must revise it later.**

Please observe the following guidelines when making your policy nominations:

- Only full-member local governments may participate.
- You may nominate two individuals to a committee; if two are nominated, at least one nominee must be a governing body member.
- **Only members of a council or board of supervisors and appointed officials (i.e., employees of the local government) are eligible to serve.**
- **Individual may serve on only one committee.**
- The chief administrative officer or mayor/board chairman must sign the nomination form.
- **Please return nomination forms by May 2.**

We will forward information about policy committee meeting times and rooms as soon as they are confirmed. Policy committee recommendations that emerge from the July meeting will be forwarded to the Legislative Committee for consideration at its September meeting.

Please call/email Janet Areson (804/523-8522, jareson@vml.org) if you have any questions about the appointment process.

P.O. Box 12164
RICHMOND, VIRGINIA 23241

13 EAST FRANKLIN STREET
RICHMOND, VIRGINIA 23219

804/649-8471
FAX 804/343-3758
e-mail@vml.org
www.vml.org

VML 2014 Policy Committee Nominations

Please return this form by **May 2** to Joni Terry at VML, P.O. Box 12164, Richmond, VA 23241; Fax 804/343-3758; email: jterry@vml.org

Community & Economic Development

Name & Title: _____

Name & Title: _____

Environmental Quality

Name & Title: _____

Name & Title: _____

Finance

Name & Title: _____

Name & Title: _____

General Laws

Name & Title: _____

Name & Title: _____

Human Development & Education

Name & Title: _____

Name & Title: _____

Transportation

Name & Title: _____

Name & Title: _____

Signed: _____ Locality: _____
(Mayor/Chair, or Manager/Administrator)

VML's Legislative and Policy Committee Process

Each year the Virginia Municipal League develops two separate documents -- a legislative program and a compilation of policy statements -- through a process that involves the Legislative Committee and six separate policy committees. The Legislative Committee is responsible for developing the legislative program, but it may also rely on input from the policy committees to do so. The policy committees develop broad policy statements, in addition to submitting specific legislative recommendations for consideration by the Legislative Committee.

Legislative Committee

What is the role of the Legislative Committee?

The Legislative Committee is responsible for considering and reporting on existing or proposed state and federal legislation or regulations, and urging the enactment or amendment of, or opposition to, such legislation or regulations.

How is the Legislative Committee appointed?

VML's Constitution spells out the composition of the Legislative Committee. The committee consists of 24 people holding elective or appointed positions, all appointed by VML's President. Of the 24 members, 12 must be representatives of cities and urban counties with populations in excess of 35,000, 6 must be representatives of cities and urban counties with populations of 35,000 or less, and 6 must represent towns.

What is included in VML's Legislative Program?

The legislative program adopted by the Legislative Committee reflects specific legislative objectives that VML hopes to achieve during the upcoming legislative session. It is subject to the approval of VML's membership at the annual conference.

What is the relationship between the legislative committee and VML's policy committees?

The Legislative Committee meets prior to the policy committees to identify issues that it would like the committees to consider for potential inclusion in the league's legislative program. It meets again after the policy committees have met to consider their recommendations.

Policy Committees

What is the role of the policy committees?

Policy committees receive briefings on select statewide issues, consider possible changes to the policy statement, and develop legislative recommendations for the Legislative Committee to consider.

How are policy committees appointed?

Policy committee membership consists of elected and appointed officials of full-member local governments. Nomination information is sent in the spring to each locality, and each local government determines which of its officials will be nominated for each of the six policy committees. Each local government may nominate up to two people per policy committee, at least one of whom must be an elected official.

What are the benefits of serving on a policy committee?

VML policy committees offer members an opportunity to learn about current and emerging statewide issues that affect local governments, to develop through policy statements the broad philosophical framework that guides the league, and to network with local officials with similar policy interests.

How many policy committees are there?

There are six policy committees: community and economic development, environmental quality, finance, general laws, human development and education, and transportation.

What issues does each policy committee cover?

- **Community & Economic Development:** Authority, administration, and funding of local governments to manage a full range of community and economic development issues, including business development and retention, international competitiveness, infrastructure development and investment, planning, land use and zoning, blight, enterprise zones, housing, workforce development and historic preservation.
- **Environmental Quality:** Natural resources and the authority of local governments to manage the environment, including water resources and quality, solid and hazardous waste management, air quality and the Chesapeake Bay.
- **Finance:** Powers, organization and administration of local government financing, including taxing authority, debt financing, state aid to local governments and federal policies affecting local finance issues.
- **General Laws:** Powers, duties, responsibilities, organization and administration of local governments, including state-local and inter-local relations, conflicts-of-interest, freedom-of-information, information management and personnel, telecommunications, utilities and law enforcement, jails and courts issues.
- **Human Development and Education:** Management and funding of social services, education, health, behavioral health, juvenile justice, recreation, rehabilitation and programs for the aging.
- **Transportation:** Development, maintenance, and funding of a comprehensive land, sea and air transportation system for the Commonwealth, and federal, state and local roles in the provision and regulation of transportation.

What is a policy statement?

Each policy committee develops a policy statement that covers issues in its respective area. The policy statement expresses the agreement of VML's membership on matters of interest to local governments. The statement generally addresses broad, long-term, philosophical positions. The VML membership approves the policy statements at its annual meeting.

How do policy statements differ from VML's legislative program?

Policy statements are general in nature. They reflect local governments' positions on a range of issues. The Legislative Program is more specific and immediate. It is limited to legislative positions that VML expects to lobby on during the upcoming legislative session.



CITY OF EMPORIA

Memorandum

May 2, 2014

TO: The Honorable Mayor and City Council
FROM: Brian S. Thrower, City Manager *BST*
SUBJECT: Crater Regional Building Code Appeals Board – Unexpired Term
(William C. Slate, Jr.)
ITEM: 14-23

On April 30, 2014, Mr. William C. Slate, Jr.'s, five year term on the City of Emporia's Crater Regional Building Code Appeals Board expired. Mr. Slate has indicated that he does wish to be considered for reappointment.

Recommendation:

This information is provided to City Council for consideration.

Attachment:

No attachment

BST/lrj



CITY OF EMPORIA

MEMORANDUM

May 1, 2014

TO: The Honorable Mayor and City Council
FROM: Brian S. Thrower, City Manager *BST*
SUBJECT: Industrial Development Authority – Term Expiration (William S. Newsome)
ITEM: 14-24

On February 28, 2014 Mr. William S. Newsom's four (4) year term on the City of Emporia's Industrial Development Authority Board expired. Mr. Newsome has indicated that he does wish to be considered for reappointment.

Recommendation:

This information is provided to City Council for consideration.

Attachment:

No attachment

BST/lrj



CITY OF EMPORIA

Memorandum

May 2, 2014

TO: The Honorable Mayor and City Council
FROM: Brian S. Thrower, City Manager *BST*
SUBJECT: Water and Wastewater Agreement – Request to Adopt Resolution
ITEM #: 14-25

Greensville County Administration has requested that you adopt the attached resolution ratifying the execution and delivery of the water and wastewater agreement between the City of Emporia and Greensville County Water and Sewer Authority. As you are aware, you previously authorized me to execute the agreement at your April 1, 2014 meeting. I have since executed the agreement and am awaiting receipt of the execution by the GCWSA.

Recommendation

I recommend that you adopt the attached resolution.

Attachment

Resolution

RESOLUTION _____

WATER AND WASTEWATER AGREEMENT
BETWEEN GREENSVILLE COUNTY WATER AND SEWER AUTHORITY
AND
CITY OF EMPORIA, VIRGINIA
AND
RATIFY THE EXECUTION AND DELIVERY OF THE AGREEMENT

WHEREAS, a confidential industrial prospect (“Client”) has an option on properties located in Greensville County upon which Client proposes to construct and operate a facility (the “Project”). An important factor in Client’s decision to locate the Project in Greensville County was the commitment of Greensville County Water and Sewer Authority (the “GCWSA”) to provide Client with sufficient and reliable water from two different watersheds and wastewater services to meet the defined needs for operating the Project, and GCWSA and Emporia are committed to ensuring the availability of such services pursuant to the Water and Wastewater Agreement Between Greensville County Water and Sewer Authority and City of Emporia (the “Agreement”).

WHEREAS, Emporia and the GCWSA have determined that the development of the Project will result in substantial financial benefits to both Greensville County and Emporia.

WHEREAS, Emporia and the GCWSA have negotiated the Agreement to set forth certain terms, provisions, agreements and understandings of the Parties as to the Project, the Agreement between GCWSA and Emporia for the supply of water and wastewater services for the Project and the fees and charges to be paid by GCWSA to Emporia for the provision of water and wastewater services, all as set forth in the Agreement.

WHEREAS, City Council authorized the City Manager to execute and deliver the

Agreement by Resolution adopted 1 April 2014.

WHEREAS, the City Manager has executed and delivered the Agreement to the GCWSA.

WHEREAS, City Council wishes to ratify and approve the execution and delivery of the Agreement.

NOW, THEREFORE, BE IT RESOLVED that the Agreement be approved in the form attached as Exhibit 1 to this Resolution; that the execution and delivery of the Agreement by the City Manager be approved and ratified; that the Clerk of the City of Emporia provide an attested copy of this Resolution to the GCWSA.

Adopted this ____ day of _____, 20 ____.

CITY OF EMPORIA, VIRGINIA

By: _____
Mary L. Person, Mayor

ATTEST:

Tessie S. Wilkins, City Clerk

Form Approved:

C. Butler Barrett, City Attorney



CITY OF EMPORIA

Memorandum

May 2, 2014

TO: The Honorable Mayor and City Council
FROM: Brian S. Thrower, City Manager *BST*
SUBJECT: Strategic Goals, Priorities, and Roles – Request to Adopt
ITEM #: 14-26

At your annual retreat in April you created your Strategic Goals, Priorities, and Roles document. Staff will use this document as a guide to facilitate the achievement of your goals and priorities over a three year period.

Recommendation

I recommend that you adopt the attached document.

Attachment

Strategic Goals, Priorities, and Roles Document



EMPORIA CITY COUNCIL STRATEGIC GOALS

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

Economic Development

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

Education

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

Cultural and Recreational Opportunities

Develop cultural facilities while supporting our existing recreational providers

City Appeal

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

EMPORIA CITY COUNCIL 3-YEAR PRIORITIES

Economic Development

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

1	Identify properties in Emporia that we can develop or enhance to be attractive for potential business and purchase land for future development as appropriate
2	Implement a business recruitment initiative/marketing process that includes written/electronic materials <ul style="list-style-type: none"> • Ensure that we know what we are marketing • Consider whether a slogan/brand would be helpful to us • Individualize our marketing strategy as part of the comprehensive regional marketing/ strategic effort • Consider whether we should contract with a firm to do a retail recruitment study
3	Increase Emporia’s leadership presence in the collaborative efforts and partnerships in which we are involved (i.e. seek leadership positions, ensure regular attendance)
4	Identify and increase relationships with key players in state/related agencies in order to enhance our economic development presence, including crossing administrations (i.e. Rolls Royce, CCAM, VEDP, Port of Virginia, etc.)
5	Develop and implement a strategy to communicate our economic development successes
6	Continue our strategy to retain our existing businesses

Education

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

7	Develop a strategy to meet regularly with school leaders in order to identify and address educational issues, needs, and solutions and to work together in partnership to further educational achievement Potential discussion areas/needs: <ul style="list-style-type: none"> • Identify ways in which we need to be supportive at the State level • Need for a coordinator to enhance parental involvement in the schools • Develop a work ethics curriculum to be implemented at the 9th grade level • Guidance counselors should track each 8th grader throughout high school • Track GPAs to ensure college readiness • CCAM integration with the schools
---	---

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

Cultural and Recreational Opportunities

Develop cultural facilities while supporting our existing recreational providers

10	Support our existing recreational facilities (CYC, YMCA, EGRA, Boys and Girls Club)
11	Establish a leadership/partnership role in developing the Civic Center as a cultural venue with multi-use potential for the City <ul style="list-style-type: none"> • Develop attraction to bring people downtown consistent with plan to create “hub” • Need to “drive the train” and realize we may have to spend money to make money

City Appeal

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

12	Continue to address blighted areas in the City through redevelopment including: <ul style="list-style-type: none"> • West Atlantic • Belfield/Downtown project • South Main Street enhancement project
13	Continue to actively enforce property maintenance codes

EMPORIA CITY COUNCIL ROLES

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

Council	City Manager	Mayor
<ul style="list-style-type: none"> • Policy • Doing what is right for the community • Communication with each other, with the community, and all concerned • Listening • Provide leadership for the City • Accentuate the positive more than the negative • Be the voice of the citizens • Be positive even if treated negatively • Be an advocate for fiscal appropriateness • Be proactive (i.e. burning issues) • Looking for right business in an entrepreneurial way 	<ul style="list-style-type: none"> • Operations • Communication with the Council • Communication with staff • Leadership skills • Initiative - coming up with ideas to enhance the City and its growth • Keeping abreast of new opportunities for the City such as grants; read a lot and inform the Council • Hiring/firing • Looking for right business in an entrepreneurial way 	<ul style="list-style-type: none"> • Be a figurehead to represent the City • Chief ceremonial officer • Tie-breaker • Run the Council meetings effectively and positively and in a timely way • Looking for right business in an entrepreneurial way



CITY OF EMPORIA

Memorandum

May 2, 2014

TO: The Honorable Mayor and City Council
FROM: Brian S. Thrower, City Manager *BST*
SUBJECT: Sexual Assault Program – Appropriation Ordinance
ITEM #: 14-27

As you know, the City receives grant funds annually from the Department of Criminal Justice Services for our Sexual Assault Program. We have received notification that the Department of Criminal Justice Services has approved an additional grant award in the amount of \$9,317 for the period ending December 31, 2014. You will need to appropriate the additional funding into the FY14 budget so that these funds may be utilized for our Sexual Assault Program.

Recommendation

I recommend that you adopt the attached appropriation ordinance.

Attachment

Ordinance

Ordinance No. _____

Ordinance

An Ordinance To Appropriate The Sum Of \$9,317.00 In Grant Funds From The Department of Criminal Justice Services For The Sexual Assault Program

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

1. That the sum of \$9,317.00 in grant fund revenue from the Department of Criminal Justice Services be, and the same hereby is, appropriated into the City's Operating Budget for Fiscal Year 2013-2014.
2. Said appropriation shall be reflected in the Fiscal Year 2013-2014 Operating Budget as the sum of \$9,317.00 in anticipated General Fund Revenues and the sum of \$9,317.00 appropriated to General Fund Expenditures for our Sexual Assault Program.
3. This ordinance shall be in effect on and after its adoption.

Adopted: May 6, 2014

City of Emporia, Virginia

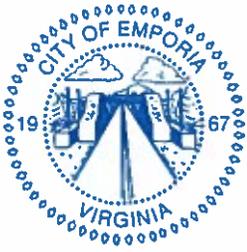
By _____
Mary L. Person
Mayor

Attest:

Form Approved:

City Clerk

City Attorney



CITY OF EMPORIA

Memorandum

May 2, 2014

TO: The Honorable Mayor and City Council
FROM: Brian S. Thrower, City Manager *BST*
SUBJECT: Four-For-Life Funds – Appropriation Ordinance
ITEM #: 14-28

As you know, the City receives Four-For-Life funds annually from the Virginia Department of Health. The City will receive \$4,452.24 in Four-For-Life funds this year. These funds are given to the Greenville Volunteer Rescue Squad to be used for training or the purchase of equipment or supplies in accordance with the Code of Virginia §46.2-694. You will need to appropriate the sum of \$4,452.24 into the FY14 budget so that the City can send these funds to the Greenville Volunteer Rescue Squad.

Recommendation

I recommend that you adopt the attached appropriation ordinance.

Attachment

Ordinance

Ordinance No. _____

Ordinance

An Ordinance To Appropriate The Sum Of \$4,452.24 In Four-For-Life Funds From The Virginia Department Of Health

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

- 1. That the sum of \$4,452.24 in Four-For-Life funds from the Virginia Department of Health be, and the same hereby is, appropriated into the City's Operating Budget for Fiscal Year 2013-2014.
- 2. Said appropriation shall be reflected in the 2013-2014 Operating Budget as the sum of \$4,452.24 appropriated to General Fund Expenditures, Account Number 32300-5840 Four-For-Life Funds.
- 3. The City Manager is hereby authorized to do all things necessary to implement this grant and appropriation.
- 4. This ordinance shall be in effect on and after its adoption.

Adopted: May 6, 2014

City of Emporia, Virginia

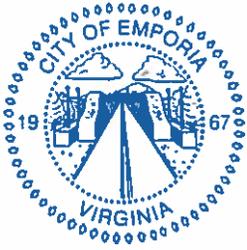
By _____
Mary L. Person
Mayor

Attest:

Form Approved:

City Clerk

City Attorney



CITY OF EMPORIA

Memorandum

May 2, 2014

TO: The Honorable Mayor and City Council

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

SUBJECT: Presentation by Davenport & Company – Financial Review and Debt Capacity/Affordability Analysis/Potential Refinancing Opportunities

ITEM #: 14-29

Roland Kooch and David Rose with Davenport & Company are in attendance to review the City's finances and discuss the potential refinancing of the City's 2008 and 2004B bonds.

Recommendation

I recommend you adopt the resolution to proceed with the refinancing.

Attachments

Resolution
Davenport & Company Presentation

DAVENPORT & COMPANY

Member NYSE|FINRA|SIPC

Financial Review and Debt Capacity /Affordability Analysis / Potential Refinancing Opportunities

Prepared for: City of Emporia, Virginia



May 6, 2014

Table of Contents



Tab

- A Goals & Objectives / Background / Financial Review
- B General Fund – Existing Debt Profile/Key Debt Ratios/Debt Affordability
- C Water and Sewer Fund – Existing Debt Profile/Debt Affordability/CIP Impact
- D Potential Refinancing Opportunities – 2008 and 2004B Bonds

Appendix Supporting Details



Goals & Objectives

- Provide the City Council with a snapshot of the City's financial condition including its debt portfolio.
- Provide a multi-year summary of the City's General and Water & Sewer (Enterprise) Fund Revenues and Expenditures..
- Review the City's Debt and Reserve ratios in context of establishing potential Financial Policy Guidelines.
- Provide the City with a Debt Affordability analysis for both the General and Water & Sewer Funds.
- Present the City with a Plan of Finance that involves the potential refinancing of the 2008 and 2004B Bonds with the objectives of achieving interest rate savings as well as reducing interest rate exposure related to interest rate resets.



Credit Rating Overview

- Rating are important in enabling local governments to access both public and private financial markets (e.g. Direct Bank Loans) at the lowest cost of funds for both essential governmental facilities and economic development purposes.
 - The City obtained an initial "A" Credit Rating with its 1995 General Obligation Bond publicly offered issue. This rating remained in effect until the 1995 Bonds were refinanced (and paid off) with a Direct Bank Loan in 2004.

- For purposes of this report, references are made to "Aa and "A" rated Virginia Cities with respect to certain Debt and Unassigned Fund Balance ratios. The table below shows the rating scale used by the Three National Credit Rating Agencies and provides a perspective as to the rating meanings and quality.

		<u>Moody's</u>	<u>S&P</u>	<u>Fitch</u>	
Top tier "Highest Possible Rating"		Aaa	AAA	AAA	
2nd Tier "Very Strong"	(Highest)	Aa1	AA+	AA+	↑ Considered Investment Grade ↓ Below Investment Grade
	(Middle)	Aa2	AA	AA	
	(Lowest)	Aa3	AA-	AA-	
3rd Tier "Strong"	(Highest)	A1	A+	A+	
	(Middle)	A2	A	A	
	(Lowest)	A3	A-	A-	
4th Tier "Adequate Capacity to Repay"	(Highest)	Baa1	BBB+	BBB+	
	(Middle)	Baa2	BBB	BBB	
	(Lowest)	Baa3	BBB-	BBB-	
5th - 10th Tiers "Below Investment Grade"		BB, B, CCC, CC, C, D			

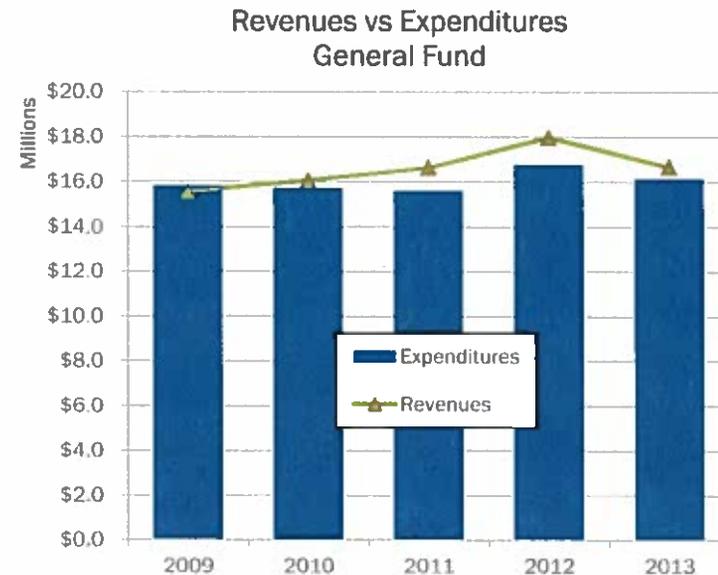
Historic General Fund Performance



- Since 2009, the City's General Fund Revenues have grown on average 1.77% - increasing from \$15.6 million in FY 2009 to \$16.7 million in FY 2013.
 - Local sources of revenues increased on average 1.31% due to a combination of real estate tax and other fee increases.
 - The City also benefited from increases in State and Federal sources of revenue.

- Over the past four years, the City's General Fund Expenditures have grown on average 0.51% - increasing from \$15.8 million in FY 2009 to \$16.2 million in FY 2013.

- The City has generally had solid operating performance from year-to-year with revenue exceeding expenditures in four of the five prior fiscal years.
 - Note FY 2009 deficit was related to capital spending and partially funded from \$140,000 of notes.



	Revenues			Expenditures & Transfers Out	Revenues Over (Under)	Net Other Financing Sources (Uses)
	Local	State/Federal	Total			
2013	\$12,674,187	\$4,027,502	\$16,701,689	\$16,156,581	\$545,108	\$356,318
2012	\$13,509,459	\$4,481,907	\$17,991,366	\$16,820,852	\$1,170,514	\$923,047
2011	\$12,616,904	\$4,050,014	\$16,666,918	\$15,618,923	\$1,047,995	\$106,420
2010	\$12,502,346	\$3,565,870	\$16,068,216	\$15,734,123	\$334,093	\$109,400
2009	\$12,033,403	\$3,539,143	\$15,572,546	\$15,830,183	(\$257,637)	\$140,000

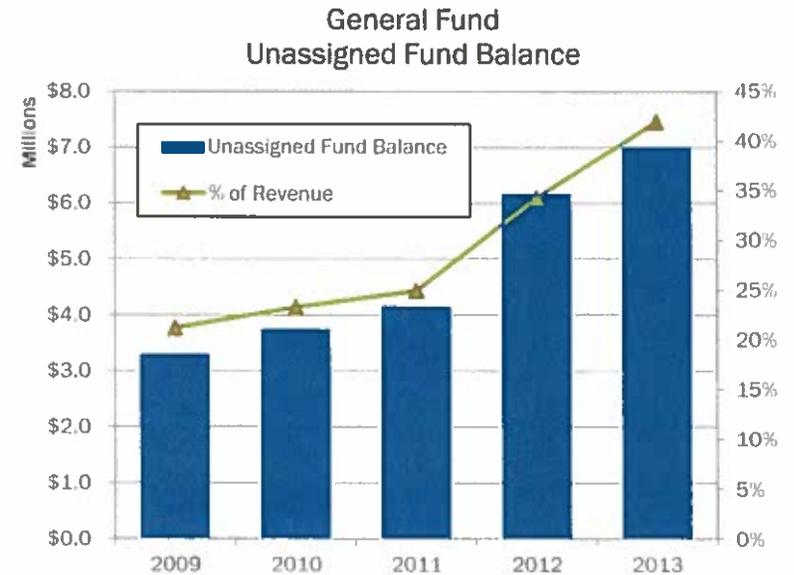


Unassigned Fund Balance Trends – General Fund

- Over the past five years, the City's Unassigned Fund balances (or "Reserves") have increased to their current \$7.0 million level.

	Unassigned Fund Balance	General Fund Revenue	Unassigned Fund Balance (% of Revenue)
2013	\$7,008,212	\$16,701,689	42%
2012	\$6,163,676	\$17,991,366	34%
2011	\$4,153,973	\$16,666,918	25%
2010	\$3,738,426	\$16,068,216	23%
2009	\$3,296,963	\$15,572,546	21%

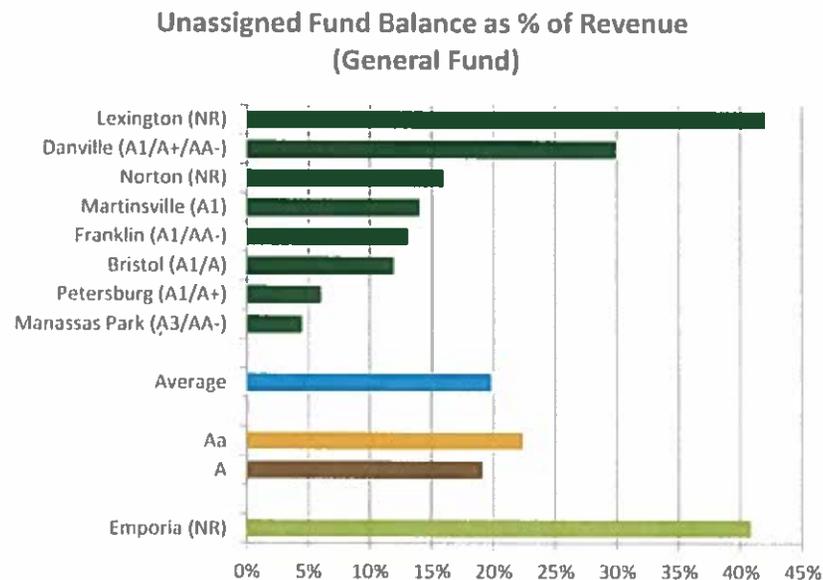
- Unassigned Fund Balance approximates 42% of General Fund Revenue.
 - This is a widely used metric when assessing the fiscal health of a local government.
 - Highly rated local governments typically have Unassigned Fund Balances that are in excess of 15% to 20% of General Fund revenues.



Comparative Unassigned Fund Balance



- Unassigned Fund Balance is an important factor from both a Credit Rating Agency Perspective as well as bank lending perspective.
 - The City's Unassigned Fund Balance or "Reserves" provides the ability to manage daily operating cash flows requirements and emergency funds for unexpected needs. Use of Reserves for annual recurring expenditures is not in keeping with "Best Practices".
 - The City's Unassigned Fund Balance as a % total revenue has grown over the past five years to 42% and at current levels is considered a credit strength.
 - The City's ratio is amongst the highest of the Comparable Virginia City peer group and is higher than both the "Aa" and "A" rated medians⁽¹⁾.
 - Although 10% to 15% of a local government's General Fund Revenues is considered a generally accepted benchmark, establishing a Financial Policy should also take into consideration the size of the local government's operations and operating cash flow needs.
 - Recommendation: Consider a Financial Policy Guideline that targets an Unassigned Fund Balance Policy level which at a minimum is consistent with the "Aa/A" rated median.



(1) Source: Moody's Investor's Service Municipal Financial Ratio Analysis (MFRA) as of January 29, 2014. "Aa" rated medians shown include all 27 cities in the Commonwealth rated "Aa1" to "Aa3" by Moody's. "A" rated medians shown include all 8 cities in the Commonwealth rated "A1" to "A3" by Moody's.

Source: FY 2013 audited financial statements except for Bristol, Franklin, Martinsville and Petersburg FY 2012 data.

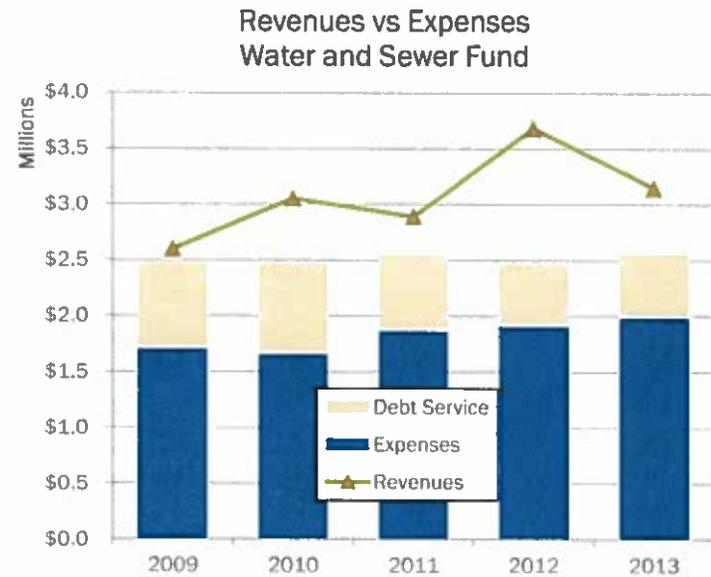
Historic Enterprise Fund Performance



- Since 2009, the City's Water and Sewer Fund revenues have grown on average 4.91% - increasing from \$2.6 million in FY 2009 to \$3.1 million in FY 2013.
 - The revenue increase is due in large part to the rate increases required by the recent RD Loans.

- Since 2009, the City's Water and Sewer Fund expenditures have grown on average 3.91% - increasing from \$1.7 million in FY 2009 to \$2.0 million in FY 2013.

- The Water and Sewer Fund has consistently been able to provide sufficient cash flow to service the related indebtedness.
 - In addition, the Water and Sewer Fund is able to transfer approximately \$190,000 per year to the General Fund to cover indirect costs.
 - Annual surpluses after Debt Service have been used for budgeted capital spending and/or enhancing the Water and Sewer Cash Position.



	Revenues (1)	Expenses (2)	Revenues Avail. for Debt Service	Debt Service	Surplus (Deficit)
2013	\$2,815,631	\$1,981,589	\$834,042	\$576,324	\$257,718
2012	\$2,875,625	\$1,904,491	\$971,134	\$569,640	\$401,494
2011	\$2,662,089	\$1,858,031	\$804,058	\$692,898	\$111,160
2010	\$3,040,257	\$1,650,725	\$1,389,532	\$825,967	\$563,565
2009	\$2,458,531	\$1,699,992	\$758,539	\$792,601	(\$34,062)

(1) Less Miscellaneous Revenues.

(2) Excludes Depreciation.



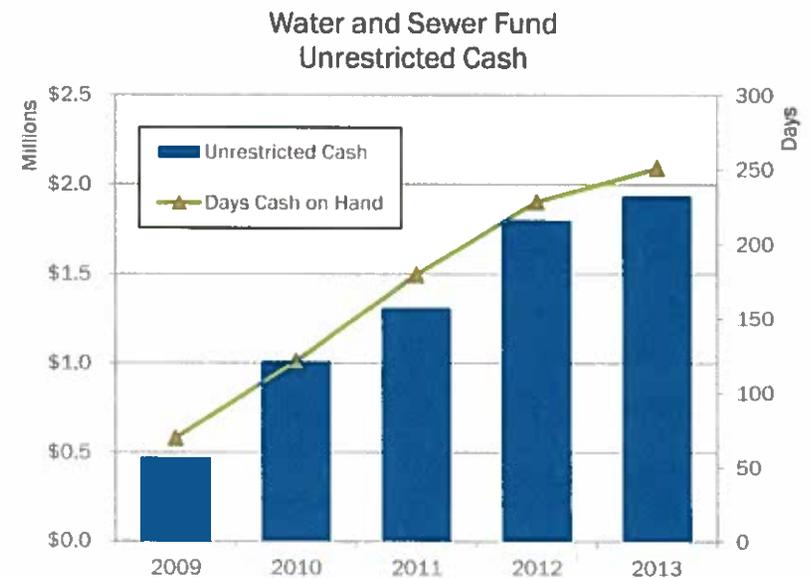
Unrestricted Cash Trends – Days Cash on Hand

- Over the past five years, the Water and Sewer Fund's cash balances (or "Reserves") have increased to their current \$1.9 million level.
 - This increase represents a 42% growth from 2009 to 2013.
 - \$1.9 million of cash translates into approximately 251 Days Cash on Hand.

	A	B	A/B*365
	Unrestricted Cash Balance	Revenues (1)	Days Cash on Hand
2013	\$1,935,406	\$2,815,631	251
2012	\$1,798,375	\$2,875,625	228
2011	\$1,309,148	\$2,662,089	179
2010	\$1,009,221	\$3,040,257	121
2009	\$468,086	\$2,458,531	69

(1) Less Miscellaneous Revenues.

- Days Cash on Hand is an industry standard metric that is used to assess the fiscal health of a utility system.
 - This metric provides an estimation of how many days of operating expenses could be funded from reserves should there be an interruption in operating income.
 - For a system the size of Emporia's the current level of 251 Days Cash on Hand is considered good.
 - Investment Grade Rated utility systems have upwards of 300 to 400 days of cash on hand.



Summary of Existing Indebtedness



- The City's outstanding long-term indebtedness projected as of Fiscal Year ended June 30, 2014 is shown below:

Projected General Obligation Indebtedness as of 6/30/2014			
	General Fund	Utility Fund	Total
Series 2004A	329,206	31,094	360,300
Series 2004B	0	1,591,900	1,591,900
Series 2006	1,993,001	4,411,242	6,404,243
Series 2008	58,669	2,986,793	3,045,463
Series 2012	1,674,500	0	1,674,500
USDA Series 2012A (1)	0	1,837,000	1,837,000
USDA Series 2013A (1)	0	9,000,000	9,000,000
G.O. Short Term Notes	363,943	0	363,943
Subtotal as of 6/30/2014	4,419,319	19,858,029	24,277,348
G.O. Guarantee Included for Purposes of Legal Debt Margin			
Southside Reg Jail Auth - G.O. Pledge(2)	3,880,800	0	3,880,800
Total G.O. Indebtedness	8,300,119	19,858,029	28,158,148
M.O. Short Term Notes	753,104	0	753,104
Total Indebtedness	9,053,223	19,858,029	28,911,252

(1) Full loan amount is reflected although entire balance may not be fully drawn down.

(2) Included for purposes of Legal Debt Margin calculation only. City shares approximately 50% of the payment with Greenville County. Payments are incorporated into the annual Jail budget.

Legal Debt Capacity



- Based on the City's projected indebtedness as of 6/30/2014, the remaining Legal Debt Capacity is shown below:

Assessed Valuation of Real Estate (As of 1/1/2013)	365,526,400
Legal Debt Limit (10% of Real Estate AV)	36,552,640
Less: Total G.O. Indebtedness (Projected as of 6/30/2014)	28,158,148
Remaining Legal Debt Capacity (Projected as of 6/30/2014)	8,394,492

- Assuming no growth in Assessed Valuation, the table below shows the increase in the City's Remaining Legal Debt Capacity as the City and Southside Regional Jail Authority indebtedness is repaid.
 - The City's Remaining Legal Debt Capacity may also increase as the City experiences growth in its Assessed Valuation.

FY	A		B	C	D=(B+C)	E=(A-D)
	Real Estate AV	Legal Debt Capacity	City G O Indebtedness	Southside Reg Jail Auth	Total Indebtedness	Remaining Legal Debt Capacity
2014	365,526,400	36,552,640	24,277,348	3,880,800	28,158,148	8,394,492
2015	365,526,400	36,552,640	23,606,596	3,478,100	27,084,696	9,467,944
2016	365,526,400	36,552,640	22,841,458	3,067,400	25,908,858	10,643,782
2017	365,526,400	36,552,640	22,165,290	2,648,700	24,813,990	11,738,650
2018	365,526,400	36,552,640	21,465,674	2,221,800	23,687,474	12,865,166
2019	365,526,400	36,552,640	20,741,541	1,786,500	22,528,041	14,024,599

General Fund – Existing Debt Profile/Key Debt Ratios/Debt Affordability



Debt Profile – General Fund Indebtedness

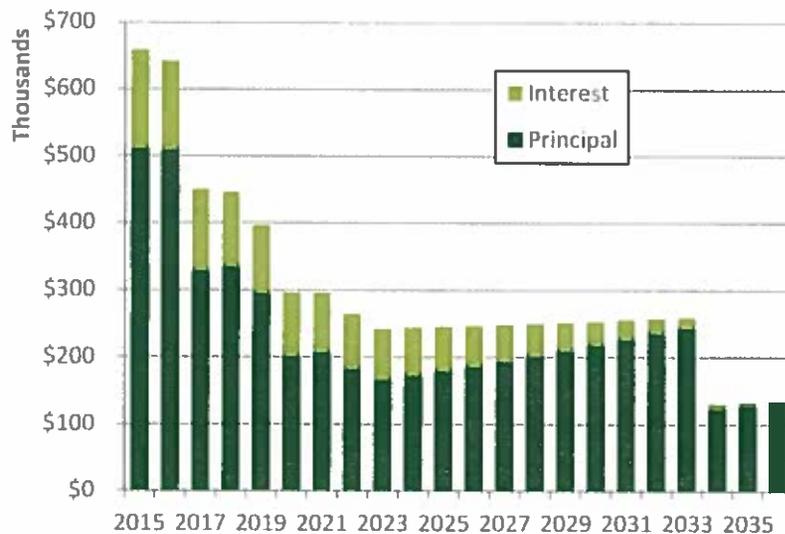


- The City's 10-year payout ratio of General Fund indebtedness is 56.1%, which means that approximately \$2.9 million of the City's debt will be paid off in ten years.
- At the end of year 10, the remaining outstanding debt would be approximately \$2.3 million.

General Fund Debt Service					
FY	Principal	Interest	Total	Payout Ratio	
Total	5,172,677	1,433,242	6,605,919		

1	2015	510,222	148,726	658,948	9.9%
2	2016	508,693	133,755	642,447	19.7%
3	2017	328,131	121,597	449,728	26.0%
4	2018	333,599	112,066	445,665	32.5%
5	2019	294,077	102,515	396,593	38.2%
6	2020	201,065	95,156	296,221	42.1%
7	2021	206,712	88,640	295,352	46.1%
8	2022	182,244	82,183	264,427	49.6%
9	2023	165,596	77,056	242,651	52.8%
10	2024	172,394	71,955	244,349	56.1%
11	2025	178,825	66,643	245,468	59.6%
12	2026	185,893	61,137	247,030	63.2%
13	2027	193,103	55,414	248,516	66.9%
14	2028	200,961	49,470	250,431	70.8%
15	2029	208,474	43,284	251,757	74.8%
16	2030	217,146	36,870	254,017	79.0%
17	2031	225,486	30,187	255,673	83.4%
18	2032	234,499	23,250	257,749	87.9%
19	2033	242,835	15,970	258,804	92.6%
20	2034	122,604	8,573	131,177	95.0%
21	2035	127,509	5,827	133,335	97.4%
22	2036	132,609	2,970	135,579	100.0%

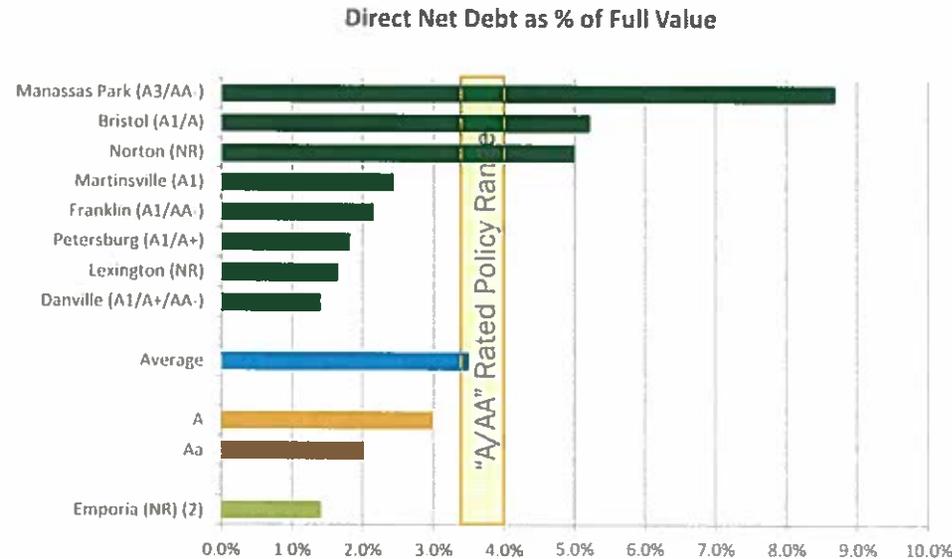
General Fund Debt Service



General Fund Debt as a % of Total Assessed Valuation



- The City's Tax Supported Debt as a % (Percentage) of the Total Assessed Valuation of all City taxable property is 1.4% (excluding the guarantee of Southside Regional Jail Authority debt).
 - Including the Southside Regional Jail Authority Debt the City's ratio is approximately 2.5% (note: the City shares payment of this debt and operational expenses of the Jail Authority with Greensville County).
 - This metric is a standard debt ratio that measures a local government's debt capacity versus its tax base.
 - The City's ratio is amongst the lowest of the Comparable Virginia City peer group and is below both the "Aa" and "A" rated medians⁽¹⁾.
 - Recommendation: Consider a Financial Policy Guideline that establishes a not to exceed 3.5% to 4.0% range which is consistent with strong "A/Aa" credits.



(1) Source: Moody's Investor's Service Municipal Financial Ratio Analysis (MFRA) as of January 29, 2014. "Aa" rated medians shown include all 27 cities in the Commonwealth rated "Aa1" to "Aa3" by Moody's. "A" rated medians shown include all 8 cities in the Commonwealth rated "A1" to "A3" by Moody's.

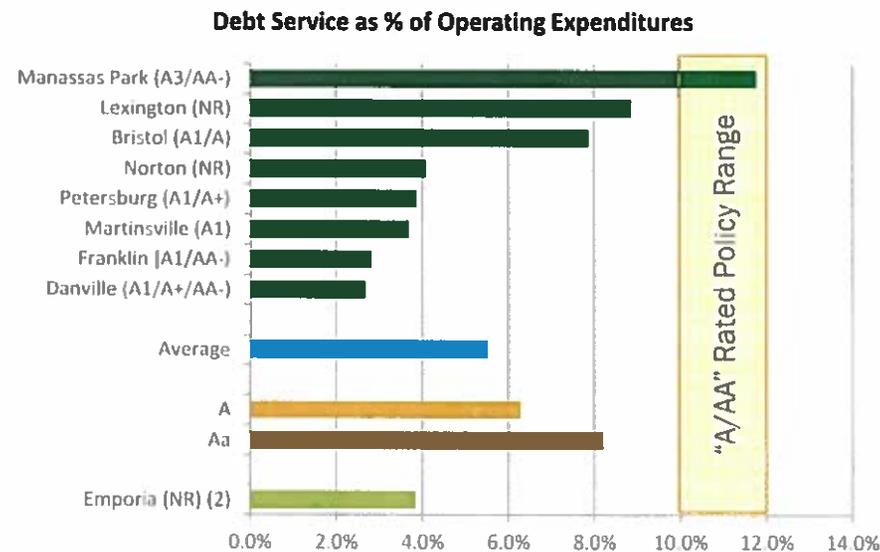
(2) Excludes Southside Regional Jail Authority Guarantee.

Source: FY 2013 audited financial statements except for Bristol, Franklin, Martinsville and Petersburg FY 2012 data.

General Fund Debt Service as a % of Operating Expenditures



- The City's ratio of Tax-Supported Debt Service Expenditures as a % (Percentage) of Total Governmental Expenditures is 3.8% (based on the FY 2014 Budget).
 - This metric is a standard debt ratio that measures a local government's debt payment capacity in terms of its annual operating budget.
 - The City's ratio is amongst the lowest of the Comparable Virginia City peer group and is below both the "Aa" and "A" rated medians⁽¹⁾.
 - **Recommendation:** Consider a Financial Policy Guideline that establishes a not to exceed 10.0% range which is consistent with strong "A/Aa" credits.



(1) Source: Moody's Investor's Service Municipal Financial Ratio Analysis (MFRA) as of January 29, 2014. "Aa" rated medians shown include all 27 cities in the Commonwealth rated "Aa1" to "Aa3" by Moody's. "A" rated medians shown include all 8 cities in the Commonwealth rated "A1" to "A3" by Moody's.

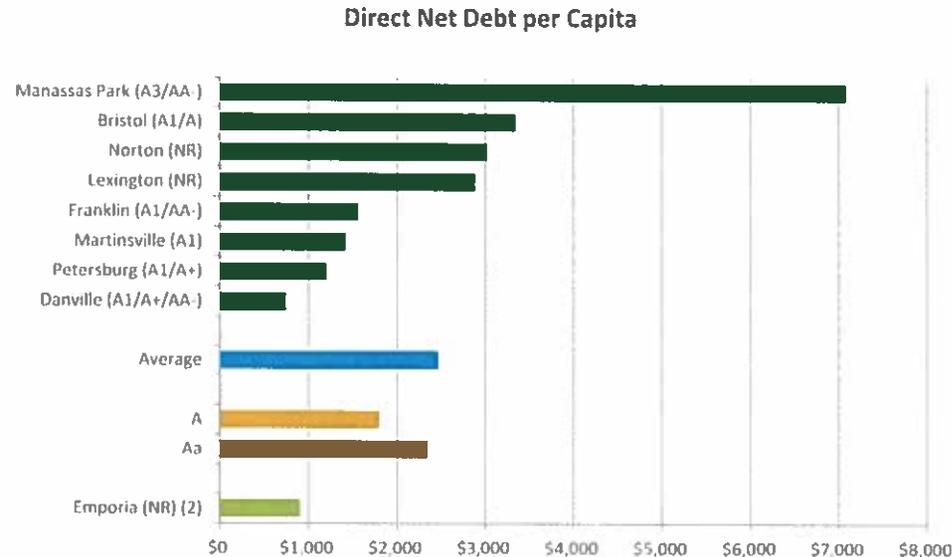
(2) Excludes Southside Regional Jail Authority Guarantee.

Source: FY 2013 audited financial statements except for Bristol, Franklin, Martinsville and Petersburg FY 2012 data.

General Fund Debt per Capita



- The City's Tax-Supported Debt per Capita is approximately \$901.
 - Debt per Capita is a ratio that compares total debt of a local government versus population,
 - Because, this metric does not take into account inflation and other demographic aspects of a local government, it is not as widely used from a policy perspective.
 - The City's ratio is amongst the lowest of the Comparable Virginia City peer group and is below both the "Aa" and "A" rated medians⁽¹⁾.



(1) Source: Moody's Investor's Service Municipal Financial Ratio Analysis (MFRA) as of January 29, 2014. "Aa" rated medians shown include all 27 cities in the Commonwealth rated "Aa1" to "Aa3" by Moody's. "A" rated medians shown include all 8 cities in the Commonwealth rated "A1" to "A3" by Moody's.

(2) Excludes Southside Regional Jail Authority Guarantee.

Source: FY 2013 audited financial statements except for Bristol, Franklin, Martinsville and Petersburg FY 2012 data.

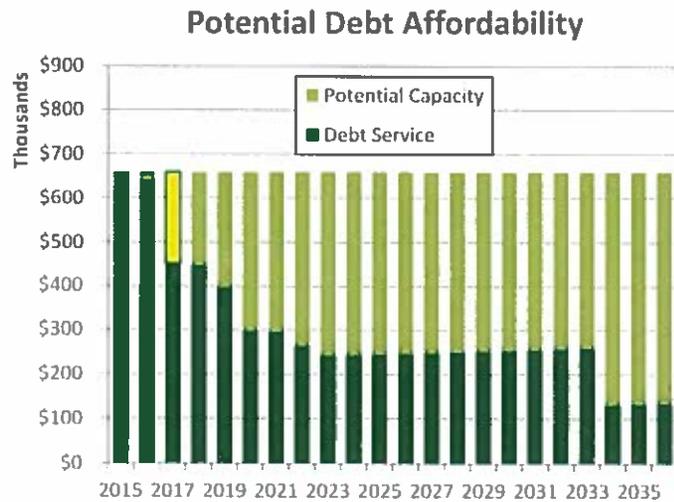
General Fund Debt Affordability Analysis



- Based on the decline in the City's existing debt structure and assuming that no new additional new revenues are available, the City's debt affordability ranges from \$2.8 to \$4.9 million in FY 2017.

Case 1: Traditional Approach

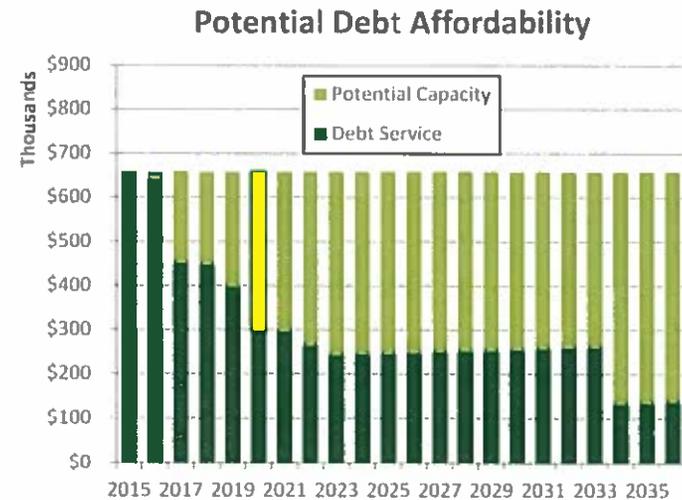
- Assuming a traditional 20 year level debt service structure, the City has the ability to borrow approximately \$2.8 million for potential new projects in FY 2017.



Capacity to pay for new debt service occurs in FY 2017 as debt service begins to decline.

Case 2: Bond Anticipation Note (BAN) Approach

- Assuming the use of a 4 year BAN following by a traditional 20 year level debt service structure, the City has the ability to borrow approximately \$4.9 million for potential new projects in FY 2017.



BAN provides bridge financing and enables the County to use larger "freed up" debt service in FY 2020.

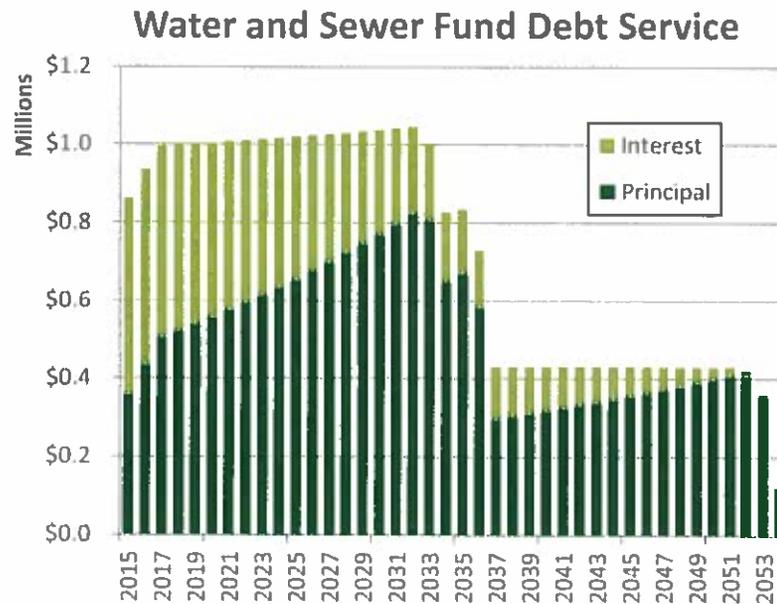
Water and Sewer Fund – Existing Debt Profile/Debt Affordability/CIP Impact



Debt Profile – Water and Sewer Fund Indebtedness



- The City's 10-year payout ratio of Water and Sewer Fund indebtedness is 26.6% assuming the permanent financing of the 2004B Bonds.
- The debt service structure is consistent with that of traditional utility system debt portfolios which incorporate longer 30 to 40 year financing structures for long lived utility assets.



Water and Sewer Fund Debt Service				
FY	Principal	Interest	Total	Payout Ratio
Total	19,929,129	7,633,677	21,499,245	
1 2015	356,052	505,088	861,141	1.8%
2 2016	430,435	506,962	937,397	3.9%
3 2017	502,649	493,669	996,318	6.5%
4 2018	519,136	479,685	998,820	9.1%
5 2019	536,123	465,232	1,001,355	11.8%
6 2020	553,630	450,297	1,003,927	14.5%
7 2021	572,675	434,849	1,007,524	17.4%
8 2022	591,278	418,872	1,010,150	20.4%
9 2023	610,458	402,368	1,012,826	23.4%
10 2024	631,237	385,302	1,016,539	26.6%
11 2025	651,637	367,659	1,019,296	29.9%
12 2026	673,680	349,421	1,023,100	33.3%
13 2027	695,389	330,569	1,025,958	36.8%
14 2028	718,789	311,084	1,029,873	40.4%
15 2029	742,905	290,931	1,033,837	44.1%
16 2030	767,764	270,090	1,037,854	47.9%
17 2031	793,392	248,538	1,041,930	51.9%
18 2032	819,817	226,255	1,046,072	56.0%
19 2033	803,204	199,839	1,003,043	60.1%
20 2034	647,352	181,091	828,443	63.3%
21 2035	668,578	165,229	833,807	66.7%
22 2036	579,387	150,648	730,035	69.6%
23 2037	292,548	137,400	429,948	71.0%
24 2038	299,377	130,571	429,948	72.5%
25 2039	306,367	123,581	429,948	74.1%
26 2040	313,520	116,428	429,948	75.7%
27 2041	320,841	109,107	429,948	77.3%
28 2042	328,334	101,614	429,948	78.9%
29 2043	336,002	93,946	429,948	80.6%
30 2044	343,850	86,098	429,948	82.3%
31 2045	351,882	78,066	429,948	84.1%
32 2046	360,102	69,846	429,948	85.9%
33 2047	368,515	61,433	429,948	87.7%
34 2048	377,126	52,822	429,948	89.6%
35 2049	385,938	44,010	429,948	91.6%
36 2050	394,957	34,991	429,948	93.6%
37 2051	404,187	25,761	429,948	95.6%
38 2052	403,815	16,320	420,136	97.6%
39 2053	353,239	7,481	360,720	99.4%
40 2054	122,961	626	123,586	100.0%

Projected Budgetary Impact – Existing Debt Service



- The following projection incorporates the FY 2014 Budget as a base year.
- No General Revenue and Expense growth assumptions have been incorporate in order to identify either:
 - Potential debt affordability based on debt service decline, if any, that is built into the City's existing debt structure; or
 - Potential need for additional revenues, if any, to support the City's existing Water and Sewer Debt structure.

	Budget 2014	Projected 2015	Projected 2016	Projected 2017	Projected 2018	Projected 2019
Water and Sewer Charges	2,921,128	2,921,128	2,921,128	2,921,128	2,921,128	2,921,128
Other Operating Revenue	207,000	207,000	207,000	207,000	207,000	207,000
1 Additional Revenue Needed for Existing Debt Service	NA	174,643	250,330	310,176	312,677	315,101
Additional Revenue Needed for New Capital Projects	NA	0	0	0	0	0
Water and Sewer Charges	3,128,128	3,302,771	3,378,458	3,438,304	3,440,805	3,443,229
% Increase - Existing Debt Service		6.0%	2.6%	2.0%	0.1%	0.1%
% Increase - New Capital Projects		0.0%	0.0%	0.0%	0.0%	0.0%
Operating Expenses	2,441,552	2,441,552	2,441,552	2,441,552	2,441,552	2,441,552
2 Existing Debt Service	686,576	861,219	936,906	996,752	999,253	1,001,677
Debt Service - New Capital Projects	0	0	0	0	0	0
Total Expenses	3,128,128	3,302,771	3,378,458	3,438,304	3,440,805	3,443,229

- Based on the City's existing Water and Sewer indebtedness incurred to date, it is projected that Water and Sewer charges would need to be increased by approximately 10.6% over FY 2015 through FY 2017 in order to provide for anticipated debt service increases related to existing debt.
 - Line 1 above shows the incremental new revenue over and above the FY 2014 Budget level that is necessary to cover anticipated increases related to the 2012A and 2013A USDA Loans in the Existing Debt service in Line 2



Water and Sewer Fund – Potential Capital Needs

- The following Potential Capital Needs have been identified by City staff.

• Wastewater Treatment Plant Upgrade	\$1,300,000
• Sewer Main Improvements	200,000
• Water Distribution Improvements	<u>3,500,000</u>
Total	\$5,000,000

- Timing of the Potential Capital Needs is assumed to be FY 2016.

- Financing assumptions are as follows:

• USDA (Rural Development)	FY 2016
• Planning Interest Rate	4%
• Interest Only FY 2017 & FY 2018	\$140,000
• Full Principal & Interest beginning in FY 2019	\$180,700



Projected Budgetary Impact – Existing Debt Service

- The following projection incorporates the FY 2014 Budget as a base year.
- No General Revenue and Expense growth assumptions have been incorporate in order to identify either:
 - Potential Debt Affordability based on decline, if any, that is built into the City's existing debt structure; or
 - Potential need for additional revenues, if any, to support the anticipated increases in the City's existing Water and Sewer Debt structure

	Budget 2014	Projected 2015	Projected 2016	Projected 2017	Projected 2018	Projected 2019
Water and Sewer Charges	2,921,128	2,921,128	2,921,128	2,921,128	2,921,128	2,921,128
Other Operating Revenue	207,000	207,000	207,000	207,000	207,000	207,000
1 Additional Revenue Needed for Existing Debt Service	NA	174,643	250,330	310,176	312,677	315,101
3 Additional Revenue Needed for New Capital Projects	NA	0	140,000	140,000	180,712	180,712
Water and Sewer Charges	3,128,128	3,302,771	3,518,458	3,578,304	3,621,517	3,623,941
% Increase - Existing Debt Service		6.0%	2.6%	2.0%	0.1%	0.1%
% Increase - New Capital Projects		0.0%	4.8%	0.0%	1.4%	0.0%
Operating Expenses	2,441,552	2,441,552	2,441,552	2,441,552	2,441,552	2,441,552
2 Existing Debt Service	686,576	861,219	936,906	996,752	999,253	1,001,677
4 Debt Service - New Capital Projects	0	0	140,000	140,000	180,712	180,712
Total Expenses	3,128,128	3,302,771	3,518,458	3,578,304	3,621,517	3,623,941

- In addition to the 10.6% increase in Water and Sewer Charges over FY 2015 through FY 2017 that are needed to provide for increases in the City's existing debt service (see Lines 1 and 2 above), another 6.2% increase over FY 2016 through FY 2018 is needed to cover additional financing for \$5 million of Capital Projects.
 - Line 1 above shows the incremental new revenue over and above the FY 2014 Budget level necessary to cover anticipated increases related to the 2012A and 2013A USDA Loans in the Existing Debt service in Line 2
 - Line 3 above shows the incremental new revenue necessary to cover anticipated increases related to projected new debt service for the capital projects in Line 4

Potential Refinancing Opportunities – 2008 and 2004B Bonds



Opportunities for Potential Refinancing/Permanent Financing



- Davenport has identified the following refinancing and/or permanent financing opportunities in the City's existing debt portfolio that take advantage of the current historically low interest rate environment in order to achieve potential cash flow savings and/or reduce future interest rate exposure.
 1. Potential refinancing of the 2008 General Obligation Bond (the "2008 Bond") for interest rate and cash flow savings.
 2. Permanent financing of the 2004B General Obligation Bond (the "2004B Bond") in order term out the bullet maturity due in FY 2020.

- At the direction of the City, on April 29, 2014 Davenport distributed a Request for Proposals (RFP) for a Direct Bank Loan Refinancing (the "2014 Refinancing") that incorporates both the 2008 and 2004B Bond.
 - To the extent available, the RFP requested a fixed rate for the entire 20 year remaining life of the loan, which would mature in FY 2035.

- On April 29, 2014, Davenport received three proposals on behalf of the City from the following banking institutions:
 - BB&T;
 - Carter Bank and Trust; and
 - SunTrust Bank.

Comparison of Proposals



	<u>BB&T</u>	<u>Carter Bank & Trust</u>	<u>SunTrust (STING)</u>
Maturity	7/1/2034	7/15/2034	10 Year Put transaction
Amount	Up to \$4,900,000	Up to \$4,900,000	Up to \$4,900,000
Tax Treatment	Tax-Exempt / BQ	Tax-Exempt / BQ	Tax-Exempt / BQ
Rate Basis	20 Year Fixed Rate	20 Year Fixed Rate	10 Year Rate with Optional Put (Bank)
Interest Rate Reset	NA	NA	10 Years (On or About May 2024)
Interest Payment Frequency	Semi-annual	Semi-annual	Semi-annual
<u>Upfront Bank Fee (1)</u>			
Bank Fee	\$0	\$0	\$2,500
<u>Interest Rate</u>			
Callable Rate	3.28%	3.15%	2.86% (Option 1)
Non-Callable Rate	NA	NA	2.69% (Option 2)
Rate (Basis)	Rate held for 45 days	Rate held through 6/3/2014	Rate held through 5/28/2014
Prepayment	101% in whole on scheduled payment date	Prepayable at any time without penalty	Option 1 - Prepayable at any time without penalty Option 2 - Prepayable at any time - make whole penalty
Other Notable Provisions	Notification within 5 days if BB&T is successful proposer	N/A	In the event of a decrease in the marginal maximum corporate tax rate (35%), the Lender shall have the right to adjust the interest rate upwards in order to maintain the same after tax yield
			Must notify Lender of acceptance before close of business on 5/16/2014

(1) Excludes other local professional fees for Bond Counsel and Financial Advisor

Key Terms: Lowest Two Interest Rate Bank Loan Alternatives



Carter Bank and Trust

- **Term of Loan:** 20 years – final maturity of FY 2035 as requested.
- **Interest Rate:** Lowest fixed rate option of 3.15% that would remain fixed to the maturity of the loan in FY 2035.
- **Prepayment Provision:** Pre-payable anytime any time without penalty.
- **Bank Costs:** No additional bank closing costs. Note: the City would still have both Bond Counsel and Financial Advisory costs with the refinancing..

SunTrust Bank

- **Term of Loan:** 10 years – final maturity of FY 2024, Bank has sole option to extend or put back to the City.
- **Interest Rate:** Two 10-year interest rate options:
 - Option 1 – 2.86%
 - Option 2 – 2.69
- **Prepayment Provision:**
 - Option 1 – Pre-payable anytime no penalty.
 - Option 2 – Pre-payable anytime make whole penalty.
- **Bank Costs:** \$2,500
- **Other:** Loan includes yield maintenance provision – if the Federal Corporate Tax rate decreases, the loan rate will increase in order to maintain same yield to the Bank.

Preliminary Results– Refinancing of 2008 Bond



- The City currently has a potential refinancing opportunity related to its 2008 General Obligation Bond (the “2008 Bond”) which is allocated as follows:
 - General Fund 2%;
 - Water and Sewer Fund 98%.

- Approximately \$3.1 million is remaining outstanding and bears an interest rate of 3.85% until FY 2018.
 - After FY 2018, the bond is subject to an interest rate reset.
 - The 2008 Bonds final maturity is approximately 18.5 years in FY 2033.

- Based on the Carter Bank Proposal, the City could potentially achieve the following results via a Direct Bank Loan.

Summary of Refunding Results	
Bonds Refinanced	\$3,154,584
Interest Rate	3.85%
Bonds Issued	\$3,100,000
Interest Rate	3.15%
Total Savings (1)	\$269,386
Avg. Annual Cash Flow Savings	\$14,178
PV Savings %	4.06%

(1) Net of estimated pro-rata portion of \$75,000 costs of issuance.

- The estimated interest rate is lower than the existing 3.85% and would potentially be “locked in” through the FY 2033 maturity.
- The fixed rate Carter Bank proposal eliminates future interest rate risk (i.e., there are no further interest rate resets).
- Total Savings approximates \$269,000 over the life of the transaction.
- On a present value basis the Savings translates into 4.06% of the Series 2008 Bonds refunded, which exceeds the Industry Standard benchmark of 3.0% for a transaction to be considered worthwhile.
- Based on market conditions as of April 30, 2014, a potential refinancing through VRA’s pooled loan program would only generate \$163,000 of total savings, which translates into about 2.86% present value savings.

Preliminary Results – Permanent Financing of 2004B Bond



- The remaining 2004B Bond is allocated entirely to the Water and Sewer Fund
 - Due to the long lived duration of the water and sewer assets financed, this bond was originally structured with payments assuming a final maturity of FY 2035 and incorporated a bullet maturity provision in FY 2020.

- Approximately \$1.6 million is remaining outstanding and bears an interest rate of 3.64% until FY 2020.
 - The City would have to refinance the loan in FY 2020 and the rate would be subject to market conditions at that time.

- Based on the Carter Bank proposal, the City could potentially achieve the following results via a Direct Bank Loan.
 - A lower estimated interest rate of 3.15%, which would be “locked in” through maturity and eliminates interest rate risk related to the FY 2020 reset.
 - After factoring in upfront incremental costs ⁽¹⁾ and prepayment premium, the New Debt Service is projected to remain approximately equal to the \$108,500 existing payments.
 - Based on market conditions as of April 30, 2014, a Permanent Financing approach through VRA’s pooled loan program is projected to increase the payments by approximately \$4,500 per year due to a higher cost of funds.

Debt Service Comparison		
FY	Prior 2004B Bonds	2014 Permanent Financing
2015	108,410	107,375
2016	108,404	107,376
2017	108,428	107,518
2018	108,476	107,596
2019	108,351	107,612
2020	1,339,035	107,564
2021	0	107,454
2022	0	107,772
2023	0	107,520
2024	0	107,697
2025	0	107,795
2026	0	107,322
2027	0	107,771
2028	0	107,633
2029	0	107,416
2030	0	107,612
2031	0	107,714
2032	0	107,722
2033	0	107,635
2034	0	107,453
2035	0	107,670

Annual Debt Service remains slightly less than current budget

Bullet installment is re-amortized to reflect original FY 2035 final maturity.

(1) Includes pro-rata portion of \$75,000 upfront costs of issuance if included with the 2008 Bond Refinancing.

Recommendation



- Davenport respectfully recommends that the City implement the 2014 Refinancing with Carter Bank and Trust for the following reasons:
 - Lowest 20 year fixed rate that is fixed for the life of the loan (i.e. through FY 2035);
 - Eliminates interest rate risk related to the reset provisions in the 2008 and 2004B Bonds;
 - A refinancing interest rate of 3.15% that is lower than the 3.85% on the 2008 Bond and 3.64% on the 2004B Bond;
 - Provides for a refinancing of the 2008 Bond that generates approximately \$269,000 of total cash flow savings; \$14,000 per year; and a 4% present value savings (note: this exceeds the 3% industry standard benchmark);
 - Provides for a permanent financing of the 2004B Bond that maintains average annual debt service at or below existing budget levels (for the 2004B Bond);
 - Based on market conditions as of April 30, 2014, the Carter Bank and Trust proposal provides better overall results than a VRA alternative; and
 - The Carter Bank and Trust proposal does not have any put conditions the interest rate risk that is imbedded in SunTrust's 10 year put proposal.

Next Steps



- May 6, 2014 City Council Meeting –Formal approval of Resolution to proceed with the 2014 Refinancing.
- May 12 - 23 Davenport to finalize numbers and work with Bond Counsel to coordinate final documentation.
- May 26/27 Bond Counsel to obtain final signatures for 2014 Refinancing.
- May 29 Closing on 2014 Refinancing.

Appendix – Supporting Details

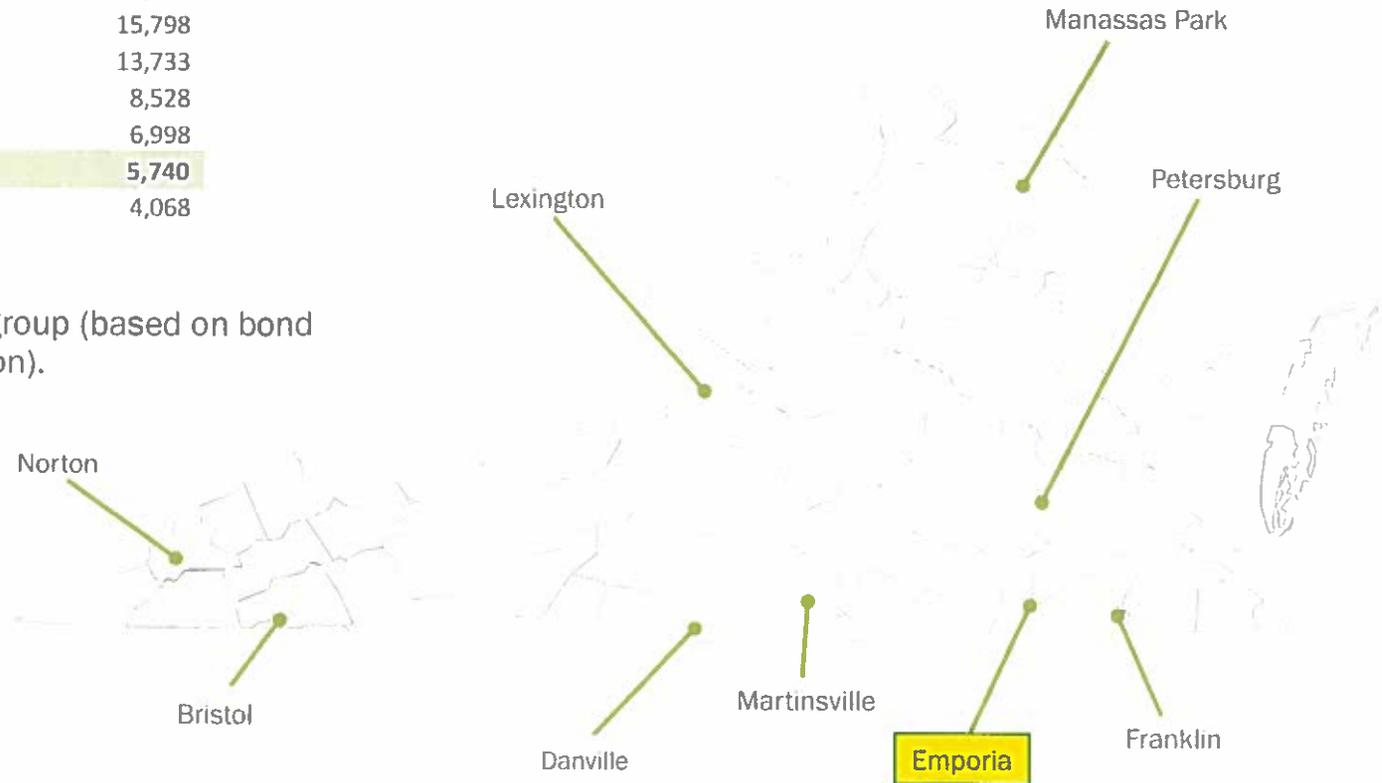




Comparable Virginia City Peer Group

City (Rating)	Population
Danville (A1/A+/AA-)	42,996
Petersburg (A1/A+)	31,973
Bristol (A1/A)	17,662
Manassas Park (A3/AA-)	15,798
Martinsville (A1)	13,733
Franklin (A1/AA-)	8,528
Lexington (NR)	6,998
Emporia (NR)	5,740
Norton (NR)	4,068

- Selected Peer City group (based on bond rating and population).



Tax Rates



- The City's current real estate tax rate remains below the \$1.02 average of the Comparable City peer group.



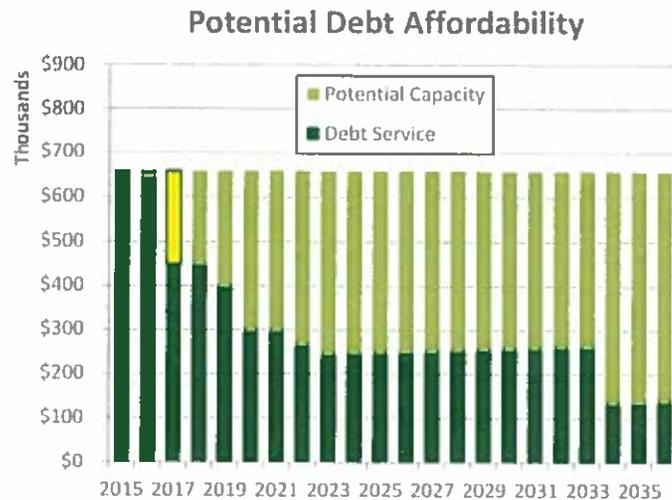
City (Rating)	Tax Rate
Manassas Park (A3/AA-)	\$1.65
Petersburg (A1/A+)	\$1.35
Martinsville (A1)	\$1.06
Bristol (A1/A)	\$1.01
Franklin (A1/AA-)	\$0.90
Emporia (NR)	\$0.85
Lexington (NR)	\$0.83
Norton (NR)	\$0.80
Danville (A1/A+/AA-)	\$0.73
Average	\$1.02

Case 1: Debt Affordability – Traditional Financing Approach



- Based on the decline in the City's total existing General Fund debt portfolio, the City's Debt Affordability is shown in the table below.
- The potential Debt Affordability assumes that no additional new funds (beyond what is needed to pay off existing indebtedness) are made available.
- Based on a traditional 20 year level debt service structure, the City has the ability to borrow approximately \$2.8 million for potential new projects in FY 2017.

FY	Total Debt Service	Cumulative Decline	Potential Capacity *
Total	6,605,665		
2015	658,948	NA	
2016	642,447	16,501	225,000
2017	449,728	209,220	2,845,000
2018	445,665	213,283	2,900,000
2019	396,339	262,609	3,570,000
2020	296,221	362,727	4,930,000
2021	295,352	363,596	4,940,000
2022	264,427	394,521	5,360,000
2023	242,651	416,297	5,660,000
2024	244,349	414,599	5,635,000
2025	245,468	413,480	5,620,000
2026	247,030	411,918	5,600,000
2027	248,516	410,432	5,580,000
2028	250,431	408,517	5,550,000
2029	251,757	407,191	5,535,000
2030	254,017	404,931	5,505,000
2031	255,673	403,275	5,480,000
2032	257,749	401,199	5,450,000
2033	258,804	400,144	5,440,000
2034	131,177	527,771	7,175,000
2035	133,335	525,613	7,145,000
2036	135,579	523,369	7,115,000



Capacity to pay for new debt service occurs in FY 2017 as debt service begins to decline.

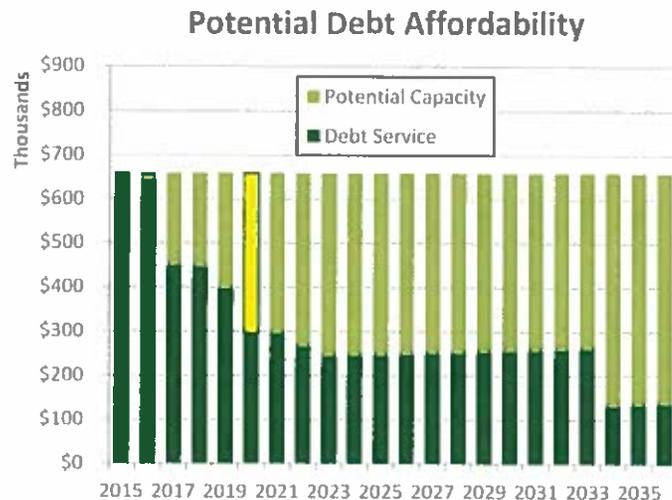
* Potential Capacity is based on a 20-year financing assuming level debt service at a 4% cost of funds.

Case 2: Debt Affordability – Bond Anticipation Note Approach



- Based on the decline in the City's total existing General Fund debt portfolio, the City's Debt Affordability is shown in the table below.
- The potential Debt Affordability assumes that no additional new funds (beyond what is needed to pay off existing indebtedness) are made available.
- Assuming the use of a 4 year BAN following by a traditional 20 year level debt service structure, the County has the ability to borrow approximately \$4.9 million for potential new projects in FY 2017.

FY	Total Debt Service	Cumulative Decline	Potential Capacity *
Total	6,605,665		
2015	658,948	NA	
2016	642,447	16,501	225,000
2017	449,728	209,220	2,845,000
2018	445,665	213,283	2,900,000
2019	396,339	262,609	3,570,000
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2027	248,516	410,432	5,580,000
2028	250,431	408,517	5,550,000
2029	251,757	407,191	5,535,000
2030	254,017	404,931	5,505,000
2031	255,673	403,275	5,480,000
2032	257,749	401,199	5,450,000
2033	258,804	400,144	5,440,000
2034	131,177	527,771	7,175,000
2035	133,335	525,613	7,145,000
2036	135,579	523,369	7,115,000



BAN provides bridge financing and enables the County to use larger "freed up" debt service in FY 2020.

* Potential Capacity is based on a 20-year financing assuming level debt service at a 4% cost of funds.

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