

CITY OF EMPORIA

**AGENDA
EMPORIA CITY COUNCIL
Regular Meeting
TUESDAY, MAY 17, 2016 - 6:30 P.M.**

OPENING PRAYER

ROLL CALL

APPROVAL OF MINUTES

March 22, 2016 & April 5, 2016 ~ Budget Work Sessions
April 19, 2016 ~ Public Hearing and Regular Meeting

APPROVAL OF BILLS

REPORTS

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

APPROVAL OF AGENDA

AWARDS AND RECOGNITIONS

NEW BUSINESS

- 16-22. FY17 Greensville County Public School System Budget - Request to Adopt Resolution
- 16-23. Proposed FY17 General and Utility Fund Budgets
- 16-24. Travel Regulations Policy - Request to Amend
- 16-25. Greensville Memorial Foundation Grant - Appropriation Ordinance
- 16-26. City Council Meeting Cancellations and Agenda Items - Request for Approval
- 16-27. Retirement Incentives - Request Council Member Carey



CITY OF EMPORIA

AGENDA
EMPORIA CITY COUNCIL
Regular Meeting
TUESDAY, MAY 17, 2016 - 6:30 P.M.

PUBLIC COMMENT

CLOSED SESSION

Closed Meeting pursuant to Virginia Code § 2.2 3711 (A) (3) A matter involving the acquisition of real property for public purposes because discussion in an open session would adversely affect our bargaining position and (A) (7) Legal matter requiring the advice of counsel and briefings by staff pertaining to City/County contractual issues.

**MINUTES
EMPORIA CITY COUNCIL
CITY OF EMPORIA MUNICIPAL BUILDING
BUDGET WORK SESSION
March 22, 2016**

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

The following City Council members were present:

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

Others present:

C. Butler Barrett, City Attorney
Mary L. Person, Mayor
Brian S. Thrower, City Manager
Dr. Edwin C. Daley, Assistant Manager
Tessie Wilkins, City Clerk
Sheila Cutrell, Finance Director
Royal Jones, Public Works Director
Ricky Pinksaw, Chief of Police
Linwood Pope, Director of Utilities

Absent:

Presentation of the Proposed General and Utility Fund Budgets

Mr. Thrower stated that the proposed FY17 General Fund budget was \$23,450,860 with Departmental requests totaling \$23,617,688. He also stated that there are no tax increases included in the proposed budget.

Mr. Thrower stated that the proposed budget supported the goals and priorities identified in the adopted Strategic Plan and the City's 2015-2035 Comprehensive Plan, as well as, adheres to the City's adopted Financial Policy Guidelines.

Mr. Thrower stated that the primary impacts to the proposed FY17 operating budget included the following:

- \$247,760 increase in debt service attributed to improvements to/replacement of City Hall and Police Department.
- \$239,983 decrease in the City's share of joint funding for the Greenville County Public School System. The overall joint funding figure of \$7,745,150 would remain the same under this proposal. The City's decrease in funding is attributed to the recalculation of the Local Composite Index. The School Board requested a joint funding increase of \$207,502 over the approved FY16 budget.
- \$126,820 payment to the State due to the reversion of fines and forfeitures. This is an increase of \$31,705 over FY16.
- \$168,176 to implement Compensation Study recommendations effective July 10, 2016.
- \$44,532 increase in salaries for a 2% COLA increase effective January 8, 2017.

Mr. Thrower stated that the Capital Expenditures included in the proposed FY17 budget are as follows:

- Replacement of two Police Cruisers (\$76,000) – PD – Financed for three years
- Replacement of a Sports Utility Vehicle (\$27,000) – ES – Financed for five years
- Construction of the new Animal Shelter (\$220,000 – remaining bond proceeds) – Facilities – Financed for 20 years
- Improvements to/Replacement of City Hall and Police Department (\$5,100,000 – Facilities – Financed for 40 years
- Street Paving (\$200,000) – PW- Cash/Current Revenues
- Pavement Markings (\$30,000) – PW- Cash/Current Revenues
- Halifax Street Bridge Replacement (\$147,347 – City's match) – PW – Cash/Fund Balance
- Stormwater Improvements (\$30,000) – PW – Cash/Current Revenues
- Purchase of Dumpsters (\$25,000) – PW – Cash/Current Revenues
- Replacement of a Pickup Truck (\$24,000) – PW – Financed for five years
- Demolition and Removal (\$35,000) – DS – Cash/Current Revenues
- South Main Street Phase II Design (\$75,000) – DS – Cash/Fund Balance
- Quiet Zone Crossing Upgrades Study (\$50,000) – DS – Cash/Fund Balance
- Replacement of a Pickup Truck (\$23,000) – DS – Financed for five years

Mr. Thrower stated that the personnel-related items included within the FY17 budget are as follows:

- Implementation of Compensation Study recommendations
- COLA increase
- Addition of one Dispatcher position - PD
- Elimination of one vacant Maintenance Technician position - PW
- Addition of four temporary workers for six months - PW
- Addition of four temporary workers for months – PW (Will assists with Grounds Maintenance functions – grass, weeds, and landscaping)

He advised that the proposed FY17 Utility Fund budget stands at \$3,499,650 with Departmental requests totaled \$3,690,964. He also advised that in order to balance the budget; he is proposing to increase water rates by 5% and sewer rates by 5%. He further advised that under this proposal, the combined minimum monthly water, sewer, and sanitation bill would increase from \$65.96 to \$68.01. He stated that this was a total increase of \$2.05.

He stated that the proposed FY17 water rates were as follows:

Current Water Rates		Proposed FY17 Water Rates	
Minimum 2,000 gallons	\$19.85	Minimum 2,000 gallons	\$20.84
Next 48,000/1,000	\$ 9.21	Next 48,000/1,000	\$ 9.67
Over 50,000/1,000	\$ 5.60	Over 50,000/1,000	\$ 5.88

He advised that the proposed FY17 sewer rates are as follows:

Current Sewer Rates		Proposed FY17 Sewer Rates	
Minimum 2,000 gallons	\$21.11	Minimum 2,000 gallons	\$22.17
Next 48,000/1,000	\$ 7.89	Next 48,000/1,000	\$ 8.28
Over 50,000/1,000	\$ 6.03	Over 50,000/1,000	\$ 6.33

Mr. Thrower stated that the primary impacts to the proposed FY17 operating budget include the following:

- \$124,474 to be transferred to the General Fund. This is based on a percentage of General Fund salaries that support Utility Fund operations.
- \$33,109 to implement Compensation Study recommendations effective July 10, 2016.
- \$10,322 increase in salaries for a 2% COLA increase effective January 8, 2017.

Mr. Thrower stated that the Capital Expenditures included in the proposed FY17 budget are as follows:

- Purchase of a Forklift (\$26,000) – WTP – Financed for seven years
- Replacement of a Tractor & Mower (\$30,000) – WWTP – Financed for seven years
- Replacement of a Pump at Metcalf Creek Pumping Station (\$51,800) – SC – Cash/Current Revenues

It was the consensus of Council for the School System to present their proposed budget to Council at the next meeting.

Councilman Harris asked if the City Administrate could revisit other alternatives for the salary study implement.

Councilman Harris stated that the City Administrate should try to find a way to eliminate the proposed water and sewer rate.

It was the consensus of Council to increase the Motor Vehicles and Equipment line to \$26,000.00 for the Emporia Sheriff Department.

It was the consensus of Council to decrease the Motor Vehicles and Equipment line by \$24,000.00 for Fleet Maintenance.

It was the consensus of Council to cancel the Tuesday, March 29, 2016, Budget Work Session.

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

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

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

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

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

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

CERTIFICATION

Councilwoman Mercer moved to certify the following:

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

Councilwoman Carey seconded the motion, which passed as follows:

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

ADJOURNMENT

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

Mary L. Person, Mayor

Tessie S. Wilkins, CMC
City Clerk

PUBLIC HEARING

- 1. Proposed FY17 General and Utility Fund Budgets**
 - 2. Rezoning Request – 6 Doctors Drive**
-

Emporia's City Council held a Public Hearing on Tuesday, April 19, 2016, at 6:30 p.m. in the Council Chambers of the Municipal Building, located at 201 South Main Street, Emporia, Virginia. Mayor Mary L. Person presided over the session.

The following City Council members were present:

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

Others present:

Mary L. Person, Mayor
C. Butler Barrett, City Attorney
Brian S. Thrower, City Manager
Dr. Edwin C. Daley, Assistant City Manager
Tessie S. Wilkins, City Clerk
W. S. Harris, Jr., Treasurer
Joyce E. Prince, Commissioner of the Revenue
Ricky Pinksaw, Chief of Police
Jan Harrell, Economic Development Manager
Ken Ryals, Emergency Service Coordinator
Sheila Cutrell, Finance Director

Absent:

1. Proposed FY17 General and Utility Fund Budgets

Mr. Thrower reported that after reviewing and discussing the proposed budget over three work sessions that the FY17 General Fund budget totaled \$23,278,386.00. He also reported that his recommended budget stood at \$23,450,860.00. He further reported that the departmental requests totaled \$23,617,688.00. He stated that there are no tax increases included in the Council's proposed budget.

Mr. Thrower stated that the proposed budget supported goals and priorities identified in Council adopted Strategic Plan and the City's 2015-2035 Comprehensive Plan, as well as, adhering to the City's adopted Financial Policy Guidelines.

Mr. Thrower stated that the primary impacts to the proposed FY17 operating budget includes the following:

- \$117,389 decrease in real-estate tax revenue due to a decline in assessments
- \$247,760 increase in debt service attributed to improvements to/replacement of City Hall and Police Department
- \$272,733 decrease in the City's share of joint level funding for the Greenville County Public School System. The City's decrease in funding is attributed to the recalculation of the Local Composite Index. The School Board requested a joint funding increase of \$207,502 over the approved FY16 budget
- \$126,820 payment to the State due to the reversion of fines and forfeitures. This is an increase of \$31,705 over FY16
- \$84,088 to implement Classification and Compensation Study recommendations effective January 8, 2017 (includes City Manager and City Clerk)
- \$44,532 increase in salaries for a 2% COLA increase effective January 8, 2017 (includes City Manager and City Clerk)

Mr. Thrower stated that Capital Expenditures included in the proposed FY17 budget are as follows:

- Replacement of two Police Cruisers (\$76,000) – PD – Financed for three years
- Replacement of a Sports Utility Vehicle (\$27,000) – ES – Financed for five years
- Construction of the new Animal Shelter (\$220,000 – remaining bond proceeds) – Facilities – Financed for 20 years
- Improvements to/Replacement of City Hall and Police Department (\$5,100,000) – Facilities – Financed for 40 years
- Street Paving (\$200,000) – PW – Cash/Current Revenues
- Pavement Markings (\$30,000) – PW – Cash/Current Revenues
- Halifax Street Bridge Replacement (\$147,347 – City's match) – PW – Cash/Fund Balance
- Stormwater Improvements (\$30,000) – PW – Cash/Current Revenues
- Purchase of Dumpsters (\$25,000) – PW – Cash/Current Revenues
- Replacement of Sheriff's Office Vehicle (\$26,000) – SO – Financed for five years
- Demolition and Removal (\$35,000) – DS – Cash/Current Revenues
- South Main Street Phase II Design (\$75,000) – DS – Cash/Fund Balance
- Replacement of a Pickup Truck (\$23,000) – DS – Financed for five years

Mr. Thrower reported that personnel-related items included in the proposed FY17 budget are as follows:

- Implementation of Classification and Compensation Study recommendations
- COLA increase
- Addition of one Dispatcher position – PD
- Elimination of one vacant Maintenance Technician position – PW
- Addition of three temporary workers for six months – PW
 - Will assist with Grounds Maintenance functions – grass, weeds, landscaping

Mr. Thrower reported that the FY17 Utility Fund budget totaled \$3,345,900. He also reported that his recommended budget stood at \$3,499,650. He further reported that the

departmental requests totaled \$3,690,964. He stated that there were no water and sewer rate increases included in the proposed budget.

He reported that the primary impacts to the proposed FY17 operating budget included the following:

- \$16,555 to implement Classification and Compensation Study recommendations effective January 8, 2017
- \$10,322 increase in salaries for a 2% COLA increase effective January 8, 2017

He also reported that the Capital Expenditures included in the proposed FY17 budget are as follows:

- Purchase of a Forklift (\$26,000) – WTP – Financed for seven years
- Replacement of a Tractor & Mower (\$30,000) – WWTP – Financed for seven years

He stated that the proposed budgets will be on the May 3, 2016 agenda for formal consideration. He also stated that no formal action was needed at tonight's meeting.

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

2. Rezoning Request – 6 Doctors Drive

Mr. Thrower stated that Dr. Michael Anderson was seeking to rezone the property located at 6 Doctors Drive to C-1 Commercial District in order to allow for the construction and operation of a pharmacy business in front of the existing medical office building (Emporia Medical Associates). He also stated that according to the applicant, the pharmacy would be approximately 2,500 square feet and will have a drive through. He further reported that the pharmacy would primarily sell smaller over the counter medical supplies. He reported that the property was identified as tax map parcel number 122-8-0-A and is zoned R-3 Residential District. He also reported that the property abuts and is adjacent to parcels that are zone both residential (R-3) and commercial (C-1).

Mr. Thrower advised that the subject property is currently zoned R-3 Residential District. He also advised that according to Section 90-73 (a) of the City's Zoning Code "R-3 districts shall be composed of certain medium to high concentrations of residential uses ordinarily located between residential and commercial areas, plus certain open areas where similar development appears likely to occur. Regulations for this R-3 district are designed to stabilize and protect the essential characteristics of the district, to promote and encourage, insofar as compatible with the intensity of land use, a suitable environment for family life composed of an adult population with children, and to permit certain professional uses of a character unlikely to develop general concentration of traffic and crowds of customers. To these ends, retail activity shall be limited and this district shall be protected against encroachment of commercial or industrial use. All residential types of structures for both permanent and transient occupancy are permitted. This R-3 residential district is not completely residential as it includes public and semipublic and other related uses. However it is basically residential in character and, as such, shall not be spotted with commercial and industrial uses."

Mr. Thrower stated that Dr. Anderson sought to rezone this property to C-1 Commercial District. He also stated that per Section 90-76 (a) of the City's Zoning Code "C-1 commercial districts shall be for the conduct of retail and general commercial business establishments to which the public requires direct and frequent access and is characterized by constant heavy traffic and by noises of congestion. This C-1 commercial district includes such uses as retail stores, banks, offices, restaurants and taverns located in the central area of the city."

Mr. Thrower stated that according to the City's 2015-2035 Comprehensive Plan, this property and properties in the immediate area on the same side of Weaver Avenue are designated as "High Density Residential" on the Future Land Use Map (FLUM). He also stated that the properties in the immediate area directly across the street are designated as "Retail/Service Commercial" on the FLUM.

Mr. Thrower advised that the Comprehensive Plan describes "High Density Residential" as "areas set aside for high-density residential uses, including apartment buildings, assisted-living facilities (elderly/nursing homes) and other large-scale forms of group housing or multi-family development... In an effort to keep these areas active, vacant and underutilized dwellings should be conditionally considered for conversion to other uses such as small offices, group homes, and similar mixed use development. However, potential impacts on the surrounding neighborhood should be carefully considered before such conversions are approved."

Mr. Thrower reported that the Comprehensive Plan stated the purpose of the "Retail/Service Commercial" category "is to provide for an appropriate dynamic variety of uses adjacent to the downtown for commercial, financial, professional, governmental, and cultural activities. This category is intended to promote an attractive, convenient, and relatively compact arrangement of auto-oriented uses and that retain a pedestrian orientation. Signage and outdoor storage should be adequately controlled to promote an attractive and stable urban environment."

Mr. Thrower stated that per Section 15.2-2223 of State Code, the overall purpose of a locality's comprehensive plan is to guide and accomplish a "coordinated, adjusted and harmonious development of the territory which will, in accordance with present and probable future needs and resources, best promote the health, safety, morals, order, convenience, prosperity and general welfare of the inhabitants."

Mr. Thrower reported that Section 15.2-2284 of State Code lists the relevant factors to consider in rezoning applications. He also reported that every proposed rezoning should be accompanied by an analysis of how the amendment will satisfy one or more of these factors. He further reported that a locality was not required to consider all nine factors in each zoning decision.

Mr. Thrower advised that the most pertinent factors applicable to this request involve the Comprehensive Plan and the existing use and character of the property. He also advised that in terms of the Comprehensive Plan FLUM, this parcel is designated as "High Density Residential." He further advised that the "High Density Residential" use designation aims to blend high density residential uses with small office operations. He stated that the parcels directly across the street are designated as "Retail/Service Commercial." He also stated that this designation aimed to promote slightly more intense commercial land uses while maintaining a compact and pedestrian oriented environment. He further stated that these designations complemented each other in this particular area of the City and support the justification to rezone the parcel to C-1 Commercial District.

Mr. Thrower stated that in terms of the existing use and character of the property, a medical office building (Emporia Medical Associates) was currently located on the subject parcel. He also stated that medical offices were allowed by right in R-3, C-1, and C-2 districts. He further stated that the YMCA property abutted the subject parcel on the left and is zoned C-1. He advised that a medical office building (LeGrow) is also located directly across the street from the property. He also advised that the existing use and character of the property, as well as the existing surrounding uses further support the rezoning request.

He recommended that this rezoning request be approved, and the property be rezoned to C-1 Commercial District. He stated that the Planning Commission also recommended Council to rezone this property to C-1 Commercial District at its April 12, 2016 meeting.

Mayor Person asked if there was anyone present who wished to speak regarding this matter.

Dr. Michael Anderson, 6 Doctor Drive, Emporia, VA addressed Council stating that he will be the owner of the independent pharmacy.

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

Mary L. Person, Mayor

Tessie S. Wilkins, CMC
City Clerk

**MINUTES
EMPORIA CITY COUNCIL
CITY OF EMPORIA MUNICIPAL BUILDING
April 19, 2016**

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

Emporia City Council held a regular meeting on Tuesday, April 19, 2016 at 6:30 p.m. in the Council Chambers of the Municipal Building, located at 201 South Main Street, Emporia, Virginia. Mayor Mary L. Person presided over the meeting with Bishop Vincent Lowery offering the invocation.

ROLL CALL

The following City Council members were present:

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

Others present:

Mary L. Person, Mayor
C. Butler Barrett, City Attorney
Brian S. Thrower, City Manager
Dr. Edwin C. Daley, Assistant City Manager
Tessie S. Wilkins, City Clerk
W. S. Harris, Jr., Treasurer
Joyce E. Prince, Commissioner of the Revenue
Ricky Pinksaw, Chief of Police
Jan Harrell, Economic Development Manager
Ken Ryals, Emergency Service Coordinator
Sheila Cutrell, Finance Director

Absent:

MINUTES APPROVAL

Councilwoman Temple moved to approve the minutes from the Friday, April 1, 2016 Special meeting and Tuesday, March 15, 2016 Public Hearing and Regular meeting as presented, seconded by Councilwoman Mercer, which passed as follows:

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

APPROVAL OF BILLS

A listing of the April 19, 2016 bills was presented to City Council members.

General Fund	\$	1,586,036.48
Utility Fund	\$	140,291.18

Councilwoman Temple moved to approve the April 19, 2016 bills as presented, seconded by Councilwoman Lynch, which passed as follows:

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

FINANCIAL AND TAX REPORTS

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

COMMISSIONER OF THE REVENUE REPORT

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

PERMIT AND INSPECTION REPORT

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

POLICE REPORT

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

CITY SHERIFF REPORT

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

CITY ATTORNEY REPORT

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

AGENDA APPROVAL

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

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

UNFINISHED BUSINESS

16-16. Recreation Advisory Commission - Term Expirations

Mr. Thrower stated that at the March 15, 2016 meeting, Council reappointed the following individuals to the Recreation Advisory Commission (RAC):

- Council Member Deborah Lynch
- Council Member Carol Mercer
- Clifton Threat
- Edward V. Lankford, IV

Mr. Thrower stated that Council Member White indicated she does not wish to be considered for reappointment.

Mr. Thrower stated that the last time the RAC met was on September 15, 2004.

He recommended that Council dissolves this commission given the fact that the RAC has not met in over 11 years.

Councilman Ewing made a motion to dissolve the Recreation Advisory Commission Board, seconded by Councilwoman Temple, which passed as follows:

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

NEW BUSINESS

16-18. Rezoning Request – 6 Doctors Drive

Mr. Thrower stated that this item was the subject of the public hearing previously held.

Councilman Harris made a motion to rezone 6 Doctors Drive property to C-1 Commercial District, seconded by Councilwoman Carey, which passed as follows:

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

16-19. Drug Seizure Fund – Appropriation Ordinance

Mr. Thrower stated that the City of Emporia Police Department seize money, by court order, determined to have been used in drug transactions. He also stated that before spending these funds, they must first be appropriated into the current fiscal year budget.

Mr. Thrower stated that the Police Department wished to use \$30,000 in seized funds for the purchase of an unmarked patrol vehicle. He also stated that an ordinance was required to appropriate and expend these funds.

He recommended Council to adopt the ordinance.

Councilman Ewing made a motion to adopt **Ordinance No. 16-06** to appropriate the sum of \$30,000.00 in Drug Seizure Funds, seconded by Councilwoman Carey, which passed as follows:

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

16-20. Virginia Department of Emergency Management Grant Funds – Appropriation Ordinance

Mr. Throter reported that the City received notification that the City has been awarded a State Homeland Security Program grant from the Virginia Department of Emergency Management (VDEM) in the amount of \$7,200.00. He also reported that the funds will be used to purchase four Rescue Task Force Vest Kits. He further reported that Council would need to approve an appropriation ordinance in order to utilize this award.

He recommended that Council adopt the ordinance.

Councilwoman Temple made a motion to adopt **Ordinance No. 16-07** to appropriate the sum of \$7,200.000 in Grant Funds from the Department of Emergency Management for the State Homeland Security Program, seconded by Councilman Ewing, which passed as follows:

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

16-21. FY17 Greenville County Public School System Budget – Request to Adopt Resolution

Mr. Throter stated that the City's projected contribution was \$3,310,263. He also stated that Greenville County's contribution was projected to be \$4,434,856. He further stated that the total local contribution was projected to be \$7,745,119.

He recommended that Council adopt the resolution.

Councilwoman Mercer stated, for the record, that she was currently employed by the Greenville County Public School as a long-term substitute teacher.

Councilwoman Carey made a motion to fund Greenville County Public School System Budget for Fiscal year 2016-2017 in the amount of \$3,354,609.00, seconded by Councilwoman White, which passed as follows:

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

Mayor Person stated that the motion failed.

Councilman Harris made a motion to adopt **Resolution No. 16-02** affirming the City of Emporia's Projected Contribution of \$3,310,263.00 to the Greenville County Public School System Budget for Fiscal year 2016-2017, seconded by Councilman Ewing, which passed as follows:

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

PUBLIC COMMENT

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

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

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

Councilman Ewing moved that Closed Session be entered for the purpose of discussing Virginia Code Sections § 2.2 3711 (A) (3) A matter involving the acquisition of real property for public purposes because discussion in an open session would adversely affect our bargaining position and (A) (7) Legal matter requiring the advice of counsel and briefings by staff pertaining to City/County contractual issues, seconded by Councilwoman Lynch, which passed as follows:

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

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

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

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

CERTIFICATION

Councilwoman Mercer moved to certify the following:

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

Councilwoman Carey seconded the motion, which passed as follows:

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

Councilwoman Mercer raised the issue of further discussing the school system budget.

Councilman Harris made the motion to adjourn the meeting, Councilman Ewing seconded the motion, which passed as follows:

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

ADJOURNMENT

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

Mary L. Person, Mayor

Tessie S. Wilkins, CMC
City Clerk

**MINUTES
EMPORIA CITY COUNCIL
CITY OF EMPORIA MUNICIPAL BUILDING
BUDGET WORK SESSION
April 5, 2016**

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

The following City Council members were present:

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

Others present:

C. Butler Barrett, City Attorney
Mary L. Person, Mayor
Brian S. Thrower, City Manager
Dr. Edwin C. Daley, Assistant Manager
Tessie Wilkins, City Clerk
Sheila Cutrell, Finance Director
Royal Jones, Public Works Director
Ricky Pinksaw, Chief of Police
Linwood Pope, Director of Utilities

Absent:

Councilwoman Doris T. White

FY17 Utility Fund Budget Options

Mr. Thrower stated that the top three FY17 budget options are as follows based on reducing/eliminating proposed water & sewer rate increases:

1. Reduce/Eliminate Transfer to General Fund – Indirect Cost. \$124,474 cost to Utility Fund
2. Remove Metcalf Creek Pump Replacement \$51,800

3. Salary Study Implementation

- Choose alternative of putting employees with less than 10 years of service on new scale or giving a 1 step increase, whichever is greater. Employees with 10 or more years of service would be put on a new scale and give a two-step increase, whichever is greater. This will decrease that line item by 22,384.

FY17 General Fund Budget Options

Mr. Thrower stated that the top three FY17 General Fund Budget options are as follows based on reducing/removing Transfer to General Fund – Indirect Cost in order to reduce/eliminate proposed water and sewer rate increases:

1. Increase real estate tax rate by 4 cents to 94 cents/\$100 valuation – 1 cent equals approximately \$34,000.00 (\$33,880.00 @ 98%). He stated that a 4 cent increase will increase revenue by approximately \$136,000.00.
 - \$117,389 loss in real estate tax revenue based on the decline in property assessments (equivalent to nearly 3 ½ cents on real estate tax rate)
 - \$31,705 in additional payment to the State due to the reversion of fines and forfeitures (equivalent to nearly 1 cent on the real estate tax rate)
2. Decrease School Funding
 - The City portion of the proposed joint school funding level funded from FY16 would be decreased by \$32,740 based on ADM numbers provided by GCSC
3. Salary Study Implementation
 - Choose alternative of putting employees with less than 10 years of service on new scale or giving a 1 step increase, whichever is greater. Employees with 10 or more years of service would be put on a new scale and given a two-step increase, whichever is greater. This will decrease that line item by \$22,384.

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

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

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

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

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

CERTIFICATION

Councilwoman Mercer moved to certify the following:

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

Councilwoman Carey seconded the motion, which passed as follows:

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

ADJOURNMENT

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

Mary L. Person, Mayor

Tessie S. Wilkins, CMC
City Clerk

Review of Bills

May 17, 2016

GENERAL FUND

LEGISLATIVE

Bank of America	89.84
Creedle, Jones & Alga, P.C.	22,910.00
Dell Marketing LP	3,271.02
Harris, F. Woodrow	99.90
Independent Messenger	381.60
Mercer, Carol	169.61
Telpage, Inc.	79.90
Tessie S. Wilkins	271.38
Treasurer of Virginia - VITA	4.96
Verizon	22.20
Xerox Corporation	157.02

EXECUTIVE

Alere eScreen	150.00
Bank of America	890.87
Emporia-Greenville Chamber	270.00
Independent Messenger	36.40
Lennie Turner - Richmond Times	20.00
Pitney Bowes	1,020.99
Richmond Times-Dispatch	163.40
Telpage, Inc.	149.95
Treasurer of Virginia - VITA	16.33
Verizon	294.55
VML Insurance Programs	2,649.00
Xerox Corporation	199.04

LAW

Barrett Law Office, PC	4,643.33
C. Butler Barrett	615.88

REGISTRAR

Atlantic Election Services, Inc.	5,585.45
Treasurer of Virginia - VITA	3.87
Verizon	22.20
Xerox Corporation	73.54

EMERGENCY SERVICES

Sadler Brothers Oil Company, Inc.	15.54
Verizon	44.40
Verizon Wireless	49.94
Xerox Corporation	8.21

VICTIM WITNESS

Deborah Williams	79.27
U S Postal Service	94.00

VJCCCA/FAMILY VIOLENCE PREVENTION

Behavioral Interventions	83.79
Best Western Emporia	104.68
Caroline Gatten	971.25
Family Violence/Sexual Assault Unit	1,681.57
Marva Dunn	453.60
Sadler Brothers Oil Company, Inc.	32.73
Staples	2,569.36
Telpage, Inc.	69.95
Treasurer of Virginia - VITA	3.10
Verizon	133.68
Verizon Wireless	588.53
Virginia Employment Commission	1,960.00

SHARED SERVICES

Greenville County	477,661.47
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FINANCE

Anthem Blue Cross/Blue Shield	42,925.96
Bank of America	241.93
Lincoln Financial Group	1,414.80
Treasurer of Virginia - VITA	6.41
Treasurer of Virginia - VRS	38,090.83
Verizon	66.35
Xerox Corporation	213.24

TREASURER

Bank of America	249.96
City of Emporia - Petty Cash	1.78
Pam Lifsey	40.34
Treasurer of Virginia - VITA	5.83
Verizon	171.04
Virginia Employment Commission	931.00
Xerox Corporation	8.13

COMMISSIONER OF REVENUE/ASSESSOR

Clarion Inn	400.73
Commissioner of the Revenue Assoc.	40.00
Department of Taxation	525.00
Stonewall Jackson Hotel	105.89
Treasurer of Virginia - VITA	10.20
Verizon	93.05
Xerox Corporation	0.98

NON-DEPARTMENTAL

American Red Cross	1,140.00
Emporia-Greens. Local Law Library	162.00
Emporia-Greens. Recreation Assoc.	25,500.00
Meherrin Regional Library	7,915.56

Review of Bills May 17, 2016

COURTS

Andrew E. Weaver	120.00
Connie Louise Edwards, P.C.	120.00
Crater Youth Care Commission	14,634.75
Law Ofc. Of W. Wm. Robinson, III, PLLI	120.00
Southside Regional Jail	103,166.40
Treasurer of Virginia - VITA	16.33
Verizon	100.19

COURT SERVICES UNIT

Gaston Security, Inc.	85.00
Sadler Brothers Oil Company, Inc.	106.45
Treasurer of Virginia - VITA	21.28
Verizon	277.91

SHERIFF

Brown, Sam C.	218.74
Emporia CNBB, LP	325.00
Quill Corporation	130.44
Sadler Brothers Oil Company, Inc.	196.22
Sun Bay Enterprises, Inc.	140.00
Telpage, Inc.	149.99
Treasurer of Virginia - VITA	4.79
U S Prisoner Transport	729.90
Verizon	113.85
Verizon Wireless	91.35

FIRE

Bank of America	2,539.06
City of Emporia - Utility Fund	259.40
Dominion Virginia Power	818.77
Houchins Pest Control Service	18.50
Jerry's Professional Carpet Cleaning	2,000.00
Mecklenburg Electric Cooperative	233.35
Morris Refrigeration Company, Inc.	140.56
Sadler Brothers Oil Company, Inc.	106.40
Telpage, Inc.	59.99
Treasurer of Virginia - VITA	4.21
Verizon	111.00
Verizon Wireless	30.45
VT Hackney, Inc.	202,434.55

PARKS & RECREATION

Bank of America	1,653.49
Cintas Corporation	73.40
Sadler Brothers Oil Company, Inc.	82.67

DEBT SERVICE

BB&T Governmental Finance	11,187.50
Carter Bank & Trust	85,658.96
First Citizens Bank	5,858.08
The Bank of Hampton Roads	3,665.43
The Bank of Southside Virginia	2,258.48
USDA Rural Development	4,607.00

DEVELOPMENT SERVICES

Bank of America	1,747.77
Beargate Construction, Inc.	1,500.00
City of Emporia - Petty Cash	59.66
CJMW Architecture	2,781.52
Community Planning Partners	19,869.83
Dell Marketing LP	1,156.21
Emporia EDA	3,056.68
Emporia Redev. & Housing Authority	9,075.00
Independent Messenger	333.90
Quill Corporation	660.82
S. L. Hill Construction, Inc.	9,537.97
S. Walker Construction, Inc.	160,895.80
Sadler Brothers Oil Company, Inc.	158.23
Stantec Consulting Services, Inc.	23,917.32
Timmons Group, Inc.	34,500.00
Topping Enterprises, Inc.	299.91
Treasurer of Virginia - DHCD	901.16
Treasurer of Virginia - VITA	30.35
United Parcel Service	12.90
Verizon	92.80
Verizon Wireless	110.84
Virginia Carolina Paving	233,388.56
Xerox Corporation	456.89

POLICE

Bank of America	5,638.07
CI Technologies, Inc.	8,400.00
City of Emporia - Petty Cash	68.54
David Shidell	61.52
Davis Body Shop, Inc.	4,235.35
PT Armor, Inc.	1,190.00
Sadler Brothers Oil Company, Inc.	3,650.29
Telpage, Inc.	59.95
Town Police Supply of Richmond	3,262.00
Treasurer of Virginia - VITA	1,113.84
United Parcel Service	6.50
Verizon	868.47
Verizon Wireless	1,635.12

Review of Bills May 17, 2016

<u>ANIMAL CONTROL</u>		<u>UTILITY FUND</u>	
Bank of America	587.76	Anthem Blue Cross/Blue Shield	10,615.84
Sadler Brothers Oil Company, Inc.	73.89	Arthur Buckner, Jr.	976.01
Verizon Wireless	119.88	Bank of America	7,428.19
<u>FACILITIES</u>		Brenntag Mid-South, Inc.	3,291.60
Bank of America	578.73	Carter Bank & Trust	207,466.82
Baxter Bailey & Associates	7,375.00	Cintas Corporation	926.41
Cintas Corporation	351.80	Clay Ferguson	74.62
City of Emporia - Utility Fund	33.98	Comcast Communications	124.90
David W. Fladung	105.00	Dewberry Engineers, Inc.	10,753.61
Dominion Virginia Power	2,682.57	Dickens Construction, Inc.	7,500.00
Greensville County	1,535.67	Dominion Virginia Power	9,372.06
Houchins Pest Control Service	338.75	English Construction Company, Inc.	199,551.77
Jerry's Professional Carpet Cleaning	679.94	Evoqua LLC	13,656.04
Mecklenburg Electric Cooperative	743.16	Fidelity Engineering Corporation	1,772.39
Morris Refrigeration Company, Inc.	1,430.60	Fuel Freedom Card	322.36
R & C Electric Service, Inc.	336.90	Harris Service Center	110.95
Reliable Rentals	780.00	Jeff Swenson	39.47
<u>PUBLIC WORKS</u>		Jeffrey Davis	70.30
Adams Construction Company	85,870.08	John W. Felko, Jr.	53.00
Amerigas Propane LP	67.95	Lincoln Financial Group	307.48
Bank of America	10,852.58	Linwood Pope	368.99
Cintas Corporation	819.85	Mecklenburg Electric Cooperative	940.73
Commercial Ready Mix	812.00	Melvin W. Prince, Jr.	477.87
Dominion Virginia Power	7,308.31	Norfolk Bearings & Supply Co., Inc.	3,294.99
Fuel Freedom Card	1,834.43	Office Depot	789.79
Jonathon Powers	28.00	Owen Ford, Inc.	1,171.16
Jones Electric Contractor	952.00	Reliable Rentals	1,170.00
Mecklenburg Electric Cooperative	1,506.45	Russ Gordon's Garage	75.95
Richmond Machinery	2,896.66	Sadler Brothers Oil Company, Inc.	645.85
Rightmyer Machine Rentals	3,617.01	Telpage, Inc.	79.90
Sadler Brothers Oil Company, Inc.	1,330.96	Tom Delbridge	1,492.90
Southside Regional Jail	825.00	Treasurer of Virginia - VITA	22.15
Stantec Consulting Services, Inc.	3,202.35	Treasurer of Virginia - VRS	9,186.82
Telpage, Inc.	59.95	U S Postal Service	718.90
Treasurer of Virginia - VITA	8.99	United Parcel Service	53.08
Verizon	247.08	Univar USA, Inc.	3,857.22
Verizon Wireless	202.19	USDA Rural Development	35,829.00
Virginia-Carolina Appraisal Co., Inc.	600.00	VDH - Waterworks Tech. Assistance	1,942.57
TOTAL GENERAL FUND	<u>\$1,771,327.39</u>	Verizon	842.94
		Verizon Wireless	507.98
		VML Insurance Programs	883.00
		VUPS	69.65
		TOTAL UTILITY FUND	<u>\$538,835.26</u>

**CITY OF EMPORIA
CITY COUNCIL MEETING
May 17, 2016
AGENDA MEMORANDUM**

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

W. S. HARRIS, JR., TREASURER

Financial Statement

April 30, 2016

CHECKING / DAILY INVESTMENT

General Fund

Utility Fund

555,279.93

742,341.95

CERTIFICATES OF DEPOSIT / INVESTMENTS

FIRST COMMUNITY BANK	\$385,469.23	MMF @ .05%	NA	GF
CARTER BANK & TRUST	\$758,279.55	12 Mos @ 1.00%	6/30/2016	GF
CARTER BANK & TRUST	\$1,533,010.73	12 Mos @ .90%	1/11/2017	GF
CARTER BANK & TRUST	\$1,025,559.77	12 Mos @ .90%	2/3/2017	GF
CARTER BANK & TRUST	\$1,025,559.77	12 Mos @ .90%	2/3/2017	GF
CARTER BANK & TRUST	\$787,476.45	12 Mos @ .90%	2/8/2017	GF
CARTER BANK & TRUST	\$1,017,666.22	12 Mos @ .90%	2/8/2017	GF
CARTER BANK & TRUST	\$1,017,666.22	12 Mos @ .90%	2/8/2017	GF
FIRST COMMUNITY BANK	\$605,540.55	MMF @ .05%	NA	UT
CARTER BANK & TRUST	\$511,003.57	12 Mos @ 1.00%	1/11/2017	UT
CARTER BANK & TRUST	\$512,524.96	12 Mos @ .90%	2/3/2017	UT

Apr-16

RECAP OF 2015 TAXES

TYPE OF TAX	BAL. FWD. (A)	SUPPLEMENTS (B)	ABATEMENTS (C)	ADJUSTED LEVY (Cols. A+B-C) (D)	COLLECTIONS TO DATE (E)	BALANCE DUE (F)
Real Estate	3,238,125.78	1,618.20	1,640.74	3,238,103.24	3,138,282.59	99,820.65
Personal Property	1,448,229.94	81,328.68	33,724.38	1,495,834.24	1,464,132.29	31,701.95
Decals	105,828.50	11,304.00	1,731.00	115,401.50	104,102.17	11,299.33
Personal Property Relief	557,649.30	45,749.16	19,576.89	583,821.57	552,469.56	31,352.01
Public Service	192,695.51	0.00	0.00	192,695.51	192,695.51	0.00
TOTAL	5,542,529.03	140,000.04	56,673.01	5,625,856.06	5,451,682.12	174,173.94

[2015 Real Estate Tax Collections](#)

[96.91%](#)

[2015 Personal Property Tax Relief](#)

[94.83%](#)

[2015 Personal Property Tax Collections](#)

[97.88%](#)

[2015 Public Service Tax Collection](#)

[100.00%](#)

Apr-16

RECAP OF 2014 TAXES

TYPE OF TAX	BAL. FWD.	SUPPLEMENTS	ABATEMENTS	ADJUSTED LEVY	COLLECTIONS	BALANCE DUE
	(A)			(C)	(Cols. A+B-C) (D)	
Real Estate	3,115,570.28	2,882.31	7,701.25	3,110,751.34	3,075,155.55	35,595.79
Personal Property	1,296,854.59	60,820.78	30,490.29	1,327,185.08	1,316,526.33	10,658.75
Decals	106,527.00	6,275.00	2,725.21	110,076.79	105,158.53	4,918.26
Personal Property Relief	553,560.55	31,441.05	10,420.32	574,581.28	560,513.95	14,067.33
Public Service	188,396.69	0.00	0.00	188,396.69	188,396.69	0.00
TOTAL	5,260,909.11	101,419.14	51,337.07	5,310,991.18	5,245,751.05	65,240.13
2014 Real Estate Tax Collections		98.85%	2014 Personal Property Tax Relief		97.55%	
2014 Personal Property Tax Collections		99.20%	2014 Public Service Tax Collection		100.00%	

RECAP OF 2013 TAXES

TYPE OF TAX	BAL. FWD.	SUPPLEMENTS	ABATEMENTS	ADJUSTED LEVY	COLLECTIONS	BALANCE DUE
	(A)			(C)	(Cols. A+B-C) (D)	
Real Estate	3,098,844.15	3,059.50	4,211.40	3,097,692.25	3,087,859.91	10,032.34
Personal Property	1,269,263.24	22,706.50	25,476.79	1,266,492.95	1,257,889.01	8,603.94
Decals	106,188.00	1,982.50	2,850.87	105,319.63	100,541.98	4,777.65
Personal Property Relief	581,632.25	10,214.96	24,056.99	547,790.22	535,405.51	12,384.71
Public Service	200,213.60	0.00	0.00	200,213.60	200,213.60	0.00
TOTAL	5,236,141.24	37,963.46	56,596.05	5,217,508.65	5,181,710.01	35,798.64
2013 Real Estate Tax Collections		99.67%	2013 Personal Property Tax Relief		97.74%	
2013 Personal Property Tax Collections		99.32%	2013 Public Service Tax Collection		100.00%	

RECAP OF 2012 TAXES

TYPE OF TAX	BAL. FWD.	SUPPLEMENTS	ABATEMENTS	ADJUSTED LEVY	COLLECTIONS	BALANCE DUE
	(A)			(C)	(Cols. A+B-C) (D)	
Real Estate	3,019,463.59	1,020.90	3,404.63	3,017,079.86	3,012,526.16	4,553.70
Personal Property	1,224,318.90	68,794.39	33,027.82	1,260,085.47	1,253,820.45	6,265.02
Decals	104,243.00	9,600.50	4,270.00	109,573.50	104,856.50	4,717.00
Personal Property Relief	560,183.75	83,406.00	42,933.85	580,655.90	569,871.95	10,783.95
Public Service	173,064.34	0.00	0.00	173,064.34	173,064.34	0.00
TOTAL	5,081,273.58	142,821.79	83,636.30	5,140,459.07	5,114,139.40	26,319.67
2012 Real Estate Tax Collections		99.85%	2012 Personal Property Tax Relief		98.14%	
2012 Personal Property Tax Collections		99.50%	2012 Public Service Tax Collection		100.00%	

Apr-16

RECAP OF 2009 TAXES

TYPE OF TAX	BAL. FWD.	SUPPLEMENTS	ABATEMENTS	ADJUSTED LEVY	COLLECTIONS	BALANCE DUE
	(A)	(B)	(C)	(Cols. A+B-C) (D)	TO DATE (E)	
Real Estate	2,942,633.61	3,808.18	6,400.94	2,940,040.85	2,939,095.58	945.27
Personal Property	1,214,926.66	219,679.72	219,483.52	1,215,122.86	1,211,086.06	4,036.80
Decals	110,991.50	7,026.00	7,526.50	110,491.00	108,669.44	3,821.56
Personal Property Relief	524,152.89	38,891.54	17,349.89	545,694.54	539,165.93	6,528.61
Public Service	121,797.85	0.00	0.00	121,797.85	121,797.85	0.00
TOTAL	4,914,502.51	269,405.44	250,760.85	4,933,147.10	4,917,814.86	15,332.24
2009 Real Estate Tax Collections		99.97%	2009 Personal Property Tax Relief		98.80%	
2009 Personal Property Tax Collection		99.67%	2009 Public Service Tax Collection		100.00%	

RECAP OF 2010 TAXES

TYPE OF TAX	BAL. FWD.	SUPPLEMENTS	ABATEMENTS	ADJUSTED LEVY	COLLECTIONS	BALANCE DUE
	(A)	(B)	(C)	(Cols. A+B-C) (D)	TO DATE (E)	
Real Estate	2,976,993.81	0.00	3,696.75	2,973,297.06	2,971,942.33	1,354.73
Personal Property	1,141,435.34	99,940.97	57,127.23	1,184,249.08	1,177,758.07	6,491.01
Decals	107,658.50	9,563.00	5,519.15	111,702.35	108,801.21	2,901.14
Personal Property Relief	578,916.57	34,959.61	29,395.11	584,481.07	578,035.40	6,445.67
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	103,905.83	5,011,293.95	4,994,101.40	17,192.55
2010 Real Estate Tax Collections		99.95%	2010 Personal Property Tax Relief		98.90%	
2010 Personal Property Tax Collections		99.45%	2010 Public Service Tax Collection		100.00%	

RECAP OF 2011 TAXES

TYPE OF TAX	BAL. FWD.	SUPPLEMENTS	ABATEMENTS	ADJUSTED LEVY	COLLECTIONS	BALANCE DUE
	(A)	(B)	(C)	(Cols. A+B-C) (D)	TO DATE (E)	
Real Estate	2,984,406.93	0.00	3,831.30	2,980,575.63	2,978,732.32	1,843.31
Personal Property	1,244,373.63	26,690.75	33,752.52	1,237,311.86	1,233,834.81	3,477.55
Decals	111,029.00	8,475.00	6,009.93	113,494.07	109,897.21	3,596.86
Personal Property Relief	557,964.29	30,384.27	29,957.25	558,391.31	552,517.59	5,873.72
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	73,551.00	5,046,252.29	5,031,460.85	14,791.44
2011 Real Estate Tax Collections		99.94%	2011 Personal Property Tax Relief		98.94%	
2011 Personal Property Tax Collection		99.72%	2011 Public Service Tax Collection		100.00%	

DELINQUENT TAX SUMMARY - FY 2015-2016

April-16

REAL ESTATE TAXES

Tax Year	Balance July 1	Supplements Added	Abatements	Bankruptcy Charge-Offs	Credit Card Collections	Collected To This Month	Collected This Month	Balance
2008	\$2,970.20	\$0.00	\$0.00	\$0.00	\$0.00	\$2,091.67	\$0.00	\$878.53
2007	\$2,057.83	\$0.00	\$92.96	\$0.00	\$0.00	\$1,094.20	\$0.00	\$870.67
2006	\$1,749.32	\$0.00	\$92.96	\$0.00	\$0.00	\$679.45	\$0.00	\$976.91
2005	\$1,583.14	\$0.00	\$0.00	\$0.00	\$0.00	\$553.11	\$0.00	\$1,030.03
2004	\$978.57	\$0.00	\$0.00	\$0.00	\$0.00	\$142.76	\$0.00	\$835.81
2003	\$749.28	\$0.00	\$0.00	\$0.00	\$0.00	\$80.64	\$0.00	\$668.64
2002	\$315.84	\$0.00	\$0.00	\$0.00	\$0.00	\$80.64	\$0.00	\$235.20
1994-2001	\$791.26	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$791.26
TOTAL	\$11,195.44	\$0.00	\$185.92	\$0.00	\$0.00	\$4,722.47	\$0.00	\$6,287.05

PERSONAL PROPERTY TAX

Tax Year	Balance July 1	Supplements Tx Relief	Abatements	Bankruptcy Charge-Offs	Credit Card Collections	Collected To This Month	Collected This Month	Balance
2008 Net Tax	\$5,830.16	\$0.00	\$0.00	\$0.00	\$0.00	\$235.83	\$25.67	\$5,568.66
2007 Net Tax	\$3,955.82	\$0.00	\$0.00	\$0.00	\$0.00	\$142.14	\$4.46	\$3,809.22
2006 Net Tax	\$4,244.94	\$0.00	\$0.00	\$0.00	\$0.00	\$26.18	\$0.00	\$4,218.76
2002-2005	\$13,469.45	\$0.00	\$0.00	\$0.00	\$0.00	\$451.14	\$0.00	\$13,018.31
TOTAL	\$27,500.37	\$0.00	\$0.00	\$0.00	\$0.00	\$855.29	\$30.13	\$26,614.95

Grand Total of All Delinquent	\$38,695.81	\$0.00	\$185.92	\$0.00	\$0.00	\$5,577.76	\$30.13	\$32,902.00
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Local Sales & Use Tax Collection Comparison

Local Sales & Use Tax

	2016 Calendar Year	2017 Calendar Year	2018 Calendar Year	2019 Calendar Year
Month	Collected	Collected	Collected	Collected
January	\$133,745.40			
February	\$149,871.34			
March	\$121,808.39			
April	\$136,362.25			
May				
June				
July				
August				
September				
October				
November				
December				
Yearly Total	\$541,787.38	\$0.00	\$0.00	\$0.00

State Sales & Use Tax Collection Comparison

State Sales & Use Tax

	2016 Calendar Year	2017 Calendar Year	2018 Calendar Year	2019 Calendar Year
Month	Collected	Collected	Collected	Collected
January	\$93,087.44			
February	\$112,545.02			
March	\$78,624.88			
April	\$86,687.30			
May				
June				
July				
August				
September				
October				
November				
December				
Yearly Total	\$370,944.64	\$0.00	\$0.00	\$0.00

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

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

	January	February	March	April	May	June	YTD Category Tot
Water	141,101.32	152,980.43	137,934.60	116,234.11			1,349,980.58
Sewer	110,190.55	125,401.36	117,404.26	98,405.66			1,119,086.06
Meter Charge	4,386.65	4,635.04	4,518.81	4,266.12			43,858.62
Water Taps	0.00	0.00	0.00	0.00			6,000.00
Sewer Taps	0.00	0.00	0.00	0.00			8,000.00
Sale of Materials	0.00	0.00	0.00	0.00			0.00
Penalties	8,658.51	10,325.98	8,435.85	7,314.59			83,654.51
Cut on/off Fees	1,955.04	3,120.00	2,256.96	1,711.00			21,317.00
Water Sales-Bulk Water	0.00	0.00	0.00	0.00			61.39
Sewer Services	262.80	248.33	0.00	749.49			2,925.53
Miscellaneous	0.00	0.00	0.00	218.00			218.00
Total Revenue for the Month	266,554.87	296,711.14	270,550.48	228,898.97	0.00	0.00	

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

	January	February	March	April	May	June	YTD Order Totals
Service Orders							
Ttl Off/On Requests	106	111	92	81			926
Ttl Leak Inquiries	46	74	52	47			615
Ttl Service Orders For the Month	152	185	144	128	0	0	

YTD Revenue Total All Depts. **2,635,101.69** YTD Service Order **1,541**

**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	2011	2012	2013	
JANUARY	58	45	62	103	86	68	80	
FEBRUARY	32	63	56	44	30	45	68	
MARCH	35	71	74	46	31	48	58	
APRIL	49	44	28	63	48	70	92	
MAY	63	71	56	86	83	43	64	
JUNE	66	82	86	58	281	79	83	
JULY	76	67	53	74	130	80	88	
AUGUST	67	86	90	78	85	75	57	
SEPTEMBER	75	94	49	66	83	63	0	started changed(180 door hangers)
OCTOBER	93	43	72	86	66	68	16	(39 door hangers)
NOVEMBER	51	39	46	54	86	90	31	(48 door hangers)
DECEMBER	71	71	130	44	61	53	55	(149 door hangers)
	2014		2015				2016	
JANUARY	68	(114 door hangers)	JANUARY	69	(85 door hangers)	January	82	(100 door hangers)
FEBRUARY	27	(33 door hangers)	FEBRUARY	21	(53 door hangers)	February	61	(80 door hangers)
MARCH	42	(48 door hangers)	MARCH	40	(63 door hangers)	March	70	(84 door hangers)
APRIL	31	(32 door hangers)	APRIL	46	(75 door hangers)	APRIL	54	(113 door hangers)
MAY	36	(42 door hangers)	MAY	64	(100 door hangers)			
JUNE	35	(38 door hangers)	JUNE	29	(91 door hangers)			
JULY	51	(56 door hangers)	JULY	35	(90 door hangers)			
AUGUST	19	(63 door hangers)	AUGUST	51	(95 door hangers)			
SEPTEMBER	44	(64 door hangers)	SEPTEMBER	26	(98 door hangers)			
OCTOBER	62	(66 door hangers)	OCTOBER	24	(99 door hangers)			
NOVEMBER	28	(84 door hangers)	NOVEMBER	16	(86 door hangers)			
DECEMBER	60	(79 door hangers)	DECEMBER	36	(106 door hangers)			

UNCOLLECTED UTILITY BILLS

BEGINNING BALANCE JULY 2006	54043.62	54043.62
BALANCE ADDED AFTER 2 MONTHS EXT	31012.65	85056.27
BALANCES ADDED FOR 2009	10028.85	95085.12
COLLECTIONS 2009	-4577.96	90507.16
BALANCES ADDED FOR 2010	56074.78	146601.94
COLLECTIONS 2010	-21349.82	125252.12
BALANCES ADDED FOR 2011	43729.33	168981.45
COLLECTIONS 2011	-30063.76	138917.69
BALANCES ADDED FOR 2012	30144.85	169062.54
COLLECTIONS 2012	-26675.91	142386.43
BALANCES ADDED FOR 2013	39039.11	181425.54
COLLECTIONS 2013	-23560.98	157864.56
BALANCES ADDED FOR 2014	66977.11	224841.67
COLLECTIONS FOR 2014	-29925.79	194915.88
BALANCES ADDED FOR 2015	80419.98	275335.86
COLLECTIONS 2015	-61305.55	214030.31
BALANCES ADDED FOR JAN 2016	16765.59	230795.90
COLLECTIONS FOR JAN 2016	-6649.76	224146.14
BALANCES ADDED FOR FEB 2016	4830.87	228977.01
COLLECTIONS FOR FEB 2016	-5773.41	223203.60
BALANCES ADDED FOR MARCH 2016	2624.94	220578.66
COLLECTIONS FOR MARCH 2016	-5650.73	214927.93
BALANCES ADDED FOR APRIL 2016	1736.74	216664.67
COLLECTIONS FOR APRIL 2016	-8729.41	207935.26

BOOT COLLECTIONS

STARTING DATE 01/25/2012

GOOD THRU 04/30/2016

AMOUNT COLLECTED FOR CITY \$122,300.22

RE TAX \$53,938.40

PP TAX \$54,638.58

UTILITY \$7,547.77

OTHER (DEMO/WEED) \$6,175.47

AMOUNT COLLECTED FOR VAC \$53,956.17

TOTAL \$176,256.39

SET-OFF DEBT COLLECTIONS

MONEY COLLECTED ON VIRGINIA STATE TAX REFUNDS

January-February-March-April 2016

P P TAX \$18,098.55

R E TAX \$794.08

UTILITY BILLS \$8,762.41

City of Emporia



Commissioner of the Revenue

P. O. Box 956

Emporia, Virginia 23847

TELEPHONE (434) 634-5405

JOYCE E. PRINCE
COMMISSIONER

LISA D. COUNCIL
DEPUTY COMMISSIONER

May 10, 2016

The Honorable Mayor
City Council Members
City Manager

Dear Members of Council:

During the month of April a total of \$10,130.52 was processed for City Business Licenses.

Transient tax totaled \$111,763.30 for the month of March and processed during April.

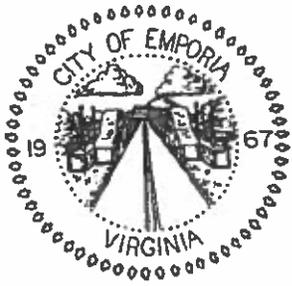
Meal tax processed during the month of March totaled \$180,012.20 with an additional \$20,436.17 for prior months.

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

	<u>March 2015</u>	<u>March 2016</u>
Meal Tax	\$154,146.22	\$180,012.20
Transient Tax	\$ 87,669.79	\$111,763.30

Respectfully,

Joyce E. Prince



CITY OF EMPORIA

DEPARTMENT OF INSPECTIONS

**April 2016
Code Enforcement Monthly Report**

Notices Issued

Resolved

Inoperable Vehicles - 14

6 - By Owner

Weeds / Grass - 33

**5- By Owner
6- By City Contractor**

Property Maintenance - 21

0- By Owner

Zoning - 0

0- By Owner

Cases Turned Over To City Attorney – 0

Total Notices Issued – 68

Invoiced Notices- 8

**Weeds / Grass – 7
Inoperable Vehicle- 0
Demolition- 1**

**Total- Weeds / Grass- 7
Inoperable Vehicles- 0
Demolition- 1**

**Weeds & Grass- \$1,977.95
Inoperable Vehicle- 0
Demolition- \$1,500.00**

Total- \$3,477.95

Signature :

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

Supervisor :

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

Emporia Police Department Statistics
Arrests by Race

April 2016

	Black %	White %	Other %
Criminal Arrests	33 89%	4 11%	0 0%
Selective Tickets	311 42%	357 48%	78 10%
Regular Tickets	31 76%	10 24%	0 0%

IBR Offense Counts 4/1/2016-4/30/2016 Emporia Police Department

1	100-Kidnapping
2	11A-Forcible Rape
1	11B-Forcible Sodomy
1	120-Robbery
2	13A-Aggravated Assault
8	13B-Simple Assault
4	13C-Intimidation
3	220-Burglary/Breaking & Entering
3	23C-Shoplifting
6	23F-Theft From Motor Vehicle
3	23H-All Other Larceny
1	240-Motor Vehicle Theft
3	250-Counterfeiting/Forgery
1	26A-False Pretenses/Swindle/Confidence Game
2	26B-Credit Card/Automatic Teller Machine Fraud
8	290-Destruction/Damage/Vandalism of Property
7	35A-Drug/Narcotic Violations
2	520-Weapon Law Violations
1	90C-Disorderly Conduct
1	90D-Driving Under the Influence
3	90E-Drunkenness
3	90F-Family Offenses, Nonviolent
1	90G-Liquor Law Violations
1	90J-Trespass of Real Property
18	90Z-All Other Offenses
18	Unclassified 90Z

86	Total Offenses Reported
92	Total Incidents Reported

Criminal Arrestees

April 2016

Resident – 27

Non-resident - 10

CONSENT SEARCHES

There were no consent searches conducted in April 2016.

SELECTIVE REPORT

2014-2015	HOURS	SUMMONS	COLLECTED*	2015-2016	HOURS	SUMMONS	COLLECTED*
JULY	530	1036	84,235.96	JULY	577	1146	73,744.52
AUGUST	635	1373	114,215.60	AUGUST	485	958	90,077.88
SEPTEMBER	507	976	89,330.57	SEPTEMBER	477	913	81,675.50
OCTOBER	684	1373	99,069.42	OCTOBER	391	767	77,102.16
NOVEMBER	556	1113	107,202.91	NOVEMBER	397	766	69,811.65
DECEMBER	547	1066	92,593.30	DECEMBER	228	419	58,569.71
JANUARY	503	986	82,373.78	JANUARY	231	427	54,610.18
FEBRUARY	405	791	119,876.58	FEBRUARY	378	766	49,274.57
MARCH	521	1037	82,363.33	MARCH	594	1171	59,210.72
APRIL	655	1272	74,165.17	APRIL	402	746	59,508.47
MAY	521	1050	105,062.60	MAY			
JUNE	519	1029	75,670.75	JUNE			
TOTAL	6583	13102	1,126,159.97	TOTAL	4160	8079	673,585.36

*corrected figure

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

Emporia Animal Control Monthly Report

April 2016

Dogs

On Hand	<u>7</u>
Stray	<u>15</u>
Seized	<u>0</u>
Bite Cases	<u>0</u>
Surrendered by Owner	<u>2</u>
Transferred In	<u>0</u>
Born in Facility	<u>0</u>
DOA	<u>1</u>
Claimed by Owner	<u>2</u>
Adopted	<u>9</u>
Transferred Out	<u>7</u>
Died in Facility	<u>0</u>
Euthanized	<u>1</u>
Remain	<u>4</u>
<u>Wildlife</u>	<u>1</u>
Wild or Fowl	<u>1</u>
DOA	<u>0</u>
Relocate	<u>1</u>
On-Hand	<u>0</u>
Euthanize	<u>0</u>

Cats

On Hand	<u>0</u>
Stray	<u>3</u>
Seized	<u>0</u>
Bite Cases	<u>0</u>
Surrendered by Owner	<u>0</u>
Transferred In	<u>0</u>
Born in Facility	<u>0</u>
DOA	<u>0</u>
Claimed by Owner	<u>0</u>
Adopted	<u>0</u>
Transferred Out	<u>1</u>
Died in Facility	<u>0</u>
Euthanized	<u>0</u>
Remain	<u>2</u>
<u>General</u>	<u>124</u>
Calls Answered	<u>124</u>
Hours	<u> </u>
Mileage	<u> </u>
Verbal Warning	<u>13</u>
Summons Issued	<u>0</u>
Court Cases	<u>0</u>

Remarks _____

Prepared by: Jenny Summers Head ACO

Schools

April 2016

J. Finch attended Speed Measurement Op at Crater April 4-8.

J. Wright and F. Totino attended Background Investigations at Norfolk PD April 7-8.

J. Rae, E. Hicks, and K. Blount attended VCIN Instructor's Recertification at State Police Academy in Richmond April 13.

K. Prince attended Gang Awareness at Crater April 14.

J. Wright attended Traumatized Children in South Boston April 15.

VCIN recertification training was held at Emporia Police Department for the department:

April 12 –(3 classes) G. Garnes, C. Clary, E. Poarch, J. Romano, F. Totino, V. Rodriguez, J. Wright, T. Temple, L. Carter, R. Harris, W. King, and T. Stewart. Instructors: K. Blount, J. Rae and E. Hicks

April 18 – (3 classes) D. Seaborn, D. Shidell, T. Allen, J. Thomas, T. Hawkins, S. Allen, D. Jarratt, W. Richards, and J. Finch. Instructors: J. Rae and E. Hicks

April 25 – T. Miller. Instructors: J. Rae and E. Hicks

April 27 – K. Blount instructed VCIN recertification at Dinwiddie County Sheriff's Department.

**Noise Complaints
April 2016**

Loud Music/Noise from Building – 8	no summons
Loud Music from Vehicle – 2	no summons
Loud Group – 5	no summons



City of Emporia Sheriff's Office

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



From the Office of:

May 12, 2016

Sheriff Sam C. Brown

The Honorable Mayor
City Manager
Honorable Members of City Council

Dear Members of City Council:

The Emporia Sheriff's Office spent approximately 153 hours in General District and Juvenile & Domestic Relations Court in **April 2016**. We served a total of **268** civil papers. These are broken down as follows:

<i>Capias</i>	6
<i>DNA Testing-Blood Withdrawal</i>	1
<i>Detention Order</i>	4
<i>Debt</i>	18
<i>Detinue</i>	5
<i>Garnishment</i>	24
<i>Interrogatories</i>	1
<i>Motion to Rehear</i>	1
<i>Misdemeanor Warrant</i>	27
<i>Notice</i>	5
<i>Subpoena Duces Tecum</i>	1
<i>Show Cause</i>	12
<i>Support Order</i>	3
<i>Summons</i>	130
<i>Transportation</i>	6
<i>Unlawful Detainer</i>	2
<i>Writ of Fi Fa</i>	3
<i>Writ of Possession</i>	6
<i>Writ of Possession and Fi Fa</i>	3

We collected \$0 Sheriff Fees for the month of **April 2016**. We had **6** transports for the month.

Sincerely,

Sam C. Brown, Sheriff
City of Emporia

Data Inventory by FDID

Report Parameters:

Report Period: From 04/01/2016 to 04/30/2016

Sort by: Fire Dept ID

State: VA

Report FDIDs*: 59500

*Data from deactivated fire depts within the list was not included in the report.

Data Inventory by FDID

Report Period: From 04/01/2016 to 04/30/2016

FDID: 59500

FD Name: Emporia Fire Dept.

	4.1	5.0	Valid	Invalid	No Act.	Released	Unreleased	Total
Number Of Incidents	0	21	20	1	0	0	21	21
Number Of Fires	0	6	5	1	0	0	0	6
Number Of Structure Fires	0	2	2	0	0	0	2	2
Number Of Civilian Casualites	0	0	0	0	0	0	0	0
Number Of Fire Serv Cas	0	0	0	0	0	0	0	0
Number Of EMS Incidents	0	7	7	0	0	0	7	7
Number Of HazMat Incidents	0	0	0	0	0	0	0	0
Number Of Wildland Incidents	0	0	0	0	0	0	0	0
Number Of Arson Incidents	0	0	0	0	0	0	0	0
Number Of Apparatus Records	0	0	0	0	0	0	0	0
Number Of Personnel Records	0	0	0	0	0	0	0	0

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

Exposure Incidents	0	0	0	0	0	0	0	0
Mutual Aid Given Incidents	0	2	2	0	0	0	2	2

Data Inventory by FDID

Report Period: From 04/01/2016 to 04/30/2016

REPORT GROUP TOTALS:

	4.1	5.0	Valid	Invalid	No Act.	Released	Unreleased	Total
Number Of Incidents	0	21	20	1	0	0	21	21
Number Of Fires	0	6	5	1	0	0	0	6
Number Of Structure Fires	0	2	2	0	0	0	2	2
Number Of Civilian Casualties	0	0	0	0	0	0	0	0
Number Of Fire Serv Cas	0	0	0	0	0	0	0	0
Number Of EMS Incidents	0	7	7	0	0	0	7	7
Number Of HazMat Incidents	0	0	0	0	0	0	0	0
Number Of Wildland Incidents	0	0	0	0	0	0	0	0
Number Of Arson Incidents	0	0	0	0	0	0	0	0
Number Of Apparatus Records	0	0	0	0	0	0	0	0
Number Of Personnel Records	0	0	0	0	0	0	0	0

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

Exposure Incidents	0	0	0	0	0	0	0	0
Mutual Aid Given Incidents	0	2	2	0	0	0	2	2



CITY OF EMPORIA

Memorandum

May 13, 2016

TO: The Honorable Mayor and City Council

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

SUBJECT: FY17 Greensville County Public School System Budget – Request to Adopt Resolution

ITEM #: 16-22

Attached is a resolution approving the City's FY17 contribution to the Greensville County Public School System budget. The City's contribution is \$3,330,695. Greensville County's contribution is \$4,462,225. The total local contribution is \$7,792,920.

The amounts listed above were negotiated via the process outlined in the attached school funding contract and reflect a joint funding increase of \$47,797 over the current fiscal year. The \$47,797 figure is based on funding 25% of the school system's revised joint funding request of \$191,181.

The Greensville County Board of Supervisors approved its final school funding resolution on May 2, 2016 (see attached).

Recommendation

Per the attached school funding contract, both governing bodies are required to adopt the amount approved by the Conference Committee. As such, I recommend that you adopt the attached resolution.

Attachments

City of Emporia Funding Resolution
Greensville County Funding Resolution
School Funding Contract

Resolution No. _____

Resolution

A Resolution Approving the City of Emporia's
Contribution to the Greensville County Public
School System Budget for Fiscal Year 2016-2017

WHEREAS, Virginia State Code Section 22.1-93 states that the governing body of a county and the governing body of a municipality shall prepare and approve an annual budget for educational purposes by May 15 or within 30 days of the receipt by the county or municipality of the estimates of state funds, whichever shall occur later;

NOW, THEREFORE, BE IT RESOLVED that the Emporia City Council approves its contribution to the Greensville County Public School System Budget in the amount projected to be \$3,330,695. Greensville County's contribution is projected to be \$4,462,225. The total local contribution is \$7,792,920.

Adopted: May 17, 2016

City of Emporia, Virginia

By _____
Mary L. Person
Mayor

Attest:

Form Approved:

City Clerk

City Attorney

RESOLUTION#16-147
APPROVAL OF GREENSVILLE COUNTY SCHOOL BUDGET FOR FY2016-2017

WHEREAS, the Greenville County School Board initially adopted a budget on April 11, 2016 for the 2016-2017 fiscal year; and

WHEREAS, the Code of Virginia, 1950, section 22.1-93, states that the governing body of a county shall approve an annual budget for educational purposes by May first or within thirty days of the receipt by the County of the estimates of state funds, whichever shall occur later; and

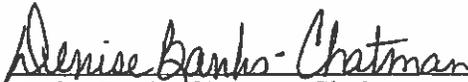
WHEREAS, the County and City of Emporia have met and determined the amount of local funding to be provided to the schools.

NOW, THEREFORE, BE IT RESOLVED that the Greenville County Board of Supervisors approves a budget consisting of \$7,792,920 in local funds of which \$4,462,225 is projected to be the County of Greenville share and \$3,330,695 is projected to be the share of the City of Emporia.



Peggy R. Wiley, Chairman
Greenville County Board of Supervisors

ATTEST:



Denise Banks-Chatman, Clerk
Greenville County Board of Supervisors

Adopted this 2nd day of May, 2016.

For the purposes of this paragraph, "disposition" shall include any sale, lease, or casualty loss.

5. Consent Order. Upon the execution of this Agreement, the County and the City, with the consent of all the parties to the pending litigation, shall jointly present to the United States District Court for the Eastern District of Virginia at Richmond, Virginia, a Consent Order, in the form of and as set forth in Exhibit C appended hereto, in the matter of Wright, et al. v. County School Board of Greensville County, Virginia, et al., Civil Action No. 3:02CV539, which shall incorporate by reference the terms of this Agreement.

6. Governance. During the term of this Agreement, the Greensville County School Board shall have six members, four of whom shall be residents of the County of Greensville, and two of whom shall be residents of the City of Emporia. The composition and representation shall remain constant in number and proportion as stated above. The number is not based upon the population of the respective jurisdictions.

The County and the City agree that the appointment of the County representatives to the County School Board shall be in accordance with the laws made and provided for such appointments, and the City representatives shall be appointed by the City Council for such terms and under such conditions as it deems appropriate.

7. Budget Approval. Both the County and City governing bodies shall approve the school budget and any amendments thereto submitted by the Greensville County School Board before such budget or amendment shall be adopted. In the event

the two governing bodies disagree as to the amount to be budgeted, each shall submit the budgetary amount that it favors to a Conference Committee consisting of the Mayor of the City of Emporia, the Chairman of the Board of Supervisors of Greensville County, and a third person selected by the Mayor and the Chairman. The Conference Committee shall convene and determine which of the two amounts favored and submitted by the respective governing bodies shall be adopted. A decision joined in by two of the three Conference Committee members shall be the decision of the Conference Committee. After the Conference Committee has reached its decision, the Mayor and the Chairman shall notify their respective governing body members of the decision and each governing body shall be bound and required to approve and adopt the amount approved by the Conference Committee.

In the event the Mayor and the Chairman are unable to agree on the third person to serve on the Conference Committee within fifteen days after being notified by either governing body that the governing bodies disagree on the budget to be adopted, then either governing body may petition and request the United States District Court to appoint an impartial third Conference Committee member. Upon the Court's appointment of the third Conference Committee member, the Conference Committee shall convene and render its decision as provided above.

It is expressly understood by all parties hereto that all of the above must be accomplished within a time frame so as to allow the school budget to be adopted within the prescribed statutory time.



CITY OF EMPORIA

Memorandum

May 13, 2016

TO: The Honorable Mayor and City Council
FROM: Brian S. Thrower, City Manager *BST*
SUBJECT: Proposed FY17 General and Utility Fund Budgets
ITEM#: 16-23

General Fund Budget

After reviewing and discussing the proposed budget over three work sessions, your FY17 General Fund budget totals \$23,345,459. My recommended budget stands at \$23,450,860. Departmental requests total \$23,617,688. There are no tax increases included in your proposed budget.

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

The primary impacts to the proposed FY17 operating budget include the following:

- \$117,389 decrease in real estate tax revenue due to a decline in assessments.
- \$247,760 increase in debt service attributed to improvements to/replacement of City Hall and Police Department.
- \$252,301 decrease in the City's share of joint local funding for the Greensville County Public School System. The City's decrease in funding is primarily attributed to the recalculation of the Local Composite Index. The School Board requested a joint funding increase of \$191,181 (revised) over the approved FY16 budget. The City and Greensville County jointly increased local funding by \$47,797 over the current fiscal year.
- \$95,115 decrease in payment to the State due to the repeal of the reversion of fines and forfeitures mandate.
- \$168,176 to implement Classification and Compensation Study recommendations effective July 10, 2016 (includes City Manager and City Clerk).

- \$44,532 increase in salaries for a 2% COLA increase effective January 8, 2017 (includes City Manager and City Clerk).

Capital Expenditures included in the proposed FY17 budget are as follows:

- Replacement of 2 Police Cruisers (\$76,000) – PD – Financed for 3 years
- Replacement of a Sports Utility Vehicle (\$27,000) – ES – Financed for 5 years
- Construction of the new Animal Shelter (\$220,000 – remaining bond proceeds) – Facilities – Financed for 20 years
- Improvements to/Replacement of City Hall and Police Department (\$5,100,000) – Facilities – Financed for 40 years
- Street Paving (\$200,000) – PW – Cash/Current Revenues
- Pavement Markings (\$30,000) – PW – Cash/Current Revenues
- Halifax Street Bridge Replacement (\$147,347 – City’s match) – PW – Cash/Fund Balance
- Stormwater Improvements (\$30,000) – PW – Cash/Current Revenues
- Purchase of Dumpsters (\$25,000) – PW – Cash/Current Revenues
- Replacement of Sheriff’s Office Vehicle (\$26,000) – SO – Financed for 5 years
- Demolition and Removal (\$35,000) – DS – Cash/Current Revenues
- South Main Street Phase II Design (\$75,000) – DS – Cash/Fund Balance
- Replacement of a Pickup Truck (\$23,000) – DS – Financed for 5 years

Personnel related items included in the proposed FY17 budget are as follows:

- Implementation of Classification and Compensation Study recommendations
 - Included in the implementation are both salary adjustments and some position title changes (see attached). In particular, per recommendation of the Police Chief, we are eliminating the Police Corporal position and adding the Police Major position. Every officer with the rank of Corporal to Captain will be given the new position title effective July 10, 2016. For example, Corporals will be given the title of Sergeant. Sergeants will be given the title of Lieutenant and so on. There are no added costs beyond the initial salary study adjustments for making these position title changes. Per the Police Chief, a recent trend in policing is to eliminate the rank of Corporal. As such, the first line of supervision will start with Sergeants. The change in the position titles will make our supervisors more competitive when trying to get enrolled in leadership training within and outside of the Commonwealth of Virginia. The title changes will also more accurately describe the positions that our supervisors currently hold.
- Addition of 1 Communications Officer (Dispatcher) position – PD
- Elimination of 1 vacant Maintenance Technician position – PW

- Addition of 3 contracted temporary workers for 6 months – PW. Workers will assist with Grounds Maintenance functions – grass, weeds, landscaping.
- Addition of funding to supplement custodial services - Facilities

Utility Fund Budget

Your FY17 Utility Fund budget totals \$3,345,900. My recommended budget stands at \$3,499,650. Departmental requests total \$3,690,964. There are no water and sewer rate increases included in your proposed budget.

The primary impacts to the proposed FY17 operating budget include the following:

- \$33,109 to implement Classification and Compensation Study recommendations effective July 10, 2016.
- \$10,322 increase in salaries for a 2% COLA increase effective January 8, 2017.

Capital Expenditures included in the proposed FY17 budget are as follows:

- Purchase of a Forklift (\$26,000) - WTP – Financed for 7 years
- Replacement of a Tractor & Mower (\$30,000) - WWTP – Financed for 7 years
- Replacement of Metcalf Creek Pump (\$51,800) – SC – Cash/Current Revenues

Recommendation

The proposed budget ordinances and FY17-21 Capital Improvement Plan are attached for your consideration.

Attachments

- Budget Ordinances
- FY17 General and Utility Fund Budgets
- FY17-21 Capital Improvement Plan
- Changes to the Proposed FY17 General and Utility Fund Budgets
- Strategic Goals and Priorities
- Comprehensive Plan Priorities
- Classified Position Titles and Grades – Effective July 10, 2016
- Pay Scale – Effective July 10, 2016

Ordinance

An Ordinance To Adopt The 2016-2017 Operating Budget For The City of Emporia, Virginia And To Appropriate The Funds For The Same

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

Section 1. That the City Council hereby approves and adopts the document entitled "City of Emporia, Operating Budget For Fiscal Year 2016-2017."

Section 2. In order to provide the requisite funds for said operating budget, the sum of \$26,691,359.00 is hereby appropriated to the following fund accounts for the fiscal year beginning July 1, 2016 and ending June 30, 2017

Fund	Amount
General Fund	\$23,345,459.00
Utility Fund	<u>3,345,900.00</u>
<i>Total</i>	\$26,691,359.00

Section 3. The City Manager is hereby authorized and directed to do all things necessary to implement said budget to include executing all purchase orders of any amounts and making all payments and disbursements consistent with the purpose and intent of this budget.

Section 4. The City Manager shall present to Council monthly a list of disbursements made for the previous month for Council's review and examination.

Section 5. The City Manager is hereby authorized to make the appropriate transfers among the various budgetary accounts within each fund.

Section 6. This ordinance shall become effective July 1, 2016.

Adopted: May 17, 2016

City of Emporia, Virginia

By _____
Mary L. Person
Mayor

Attest:

Form Approved:

City Clerk

City Attorney

Ordinance

An Ordinance Imposing And Levying Taxes
Within The City of Emporia, Virginia Upon
Real Property, Personal Property, And
Machinery And Tools For Tax Year 2016

WHEREAS, it is necessary for the Council of the City of Emporia, Virginia to adopt the City's operating budget for Fiscal Year 2016-2017 and to establish the various tax levies pertaining to the same.

NOW THEREFORE BE IT ORDAINED by the Council of the City of Emporia as follows:

Section 1. That for the support and operations of the City government, the Council of the City of Emporia, Virginia hereby levies the following tax rates on all real property, all tangible personal property, and all machinery and tools for the tax year beginning January 1, 2016 and ending December 31, 2016 as follows:

A. Real Estate

Upon all real estate and improvements thereon, not exempt from local taxation, there shall be a tax levy of No Dollars and Ninety Cents (\$0.90) for every One Hundred Dollars (\$100.00) of assessed value, which shall be based upon 100% of the fair market value thereof.

B. Public Service Corporation

Upon all property of public service corporations not exempt from local taxation, there shall be a levy of No Dollars and Ninety Cents (\$0.90) for every One Hundred Dollars (\$100.00) of assessed value.

C. Tangible Personal Property

Upon all tangible personal property of every kind and description not exempt from local taxation, there shall be a tax levy of Five Dollars and No Cents (\$5.00) for every One Hundred Dollars (\$100.00) of assessed value.

D. Machinery and Tools

Upon all machinery and tools used or employed by any person, firm or corporation in any trade or business, not exempt from local taxation, there shall be a tax levy of Five Dollars and No Cents (\$5.00) for every One Hundred Dollars (\$100.00) of assessed value.

Section 2. This ordinance shall become effective July 1, 2016.

Adopted: May 17, 2016

City of Emporia, Virginia

By _____
Mary L. Person
Mayor

Attest:

Form Approved:

City Clerk

City Attorney

GENERAL FUND REVENUE ESTIMATES

DESCRIPTION	2014-15	2014-15	2015-16	2015-16	2016-17	2016-17	2016-17	2016-17	% Change	Comments
	Final Budget	Actual	Budget	Year-End Projection	Department Request	Manager Recommends	Council Approved	Over 2015-16		
Local Revenues										
General Property Taxes										
Current Real Estate	3,052,554	2,953,471	3,166,593	2,980,953	3,049,204	3,049,204	3,049,204	3,049,204	-3.7%	
Delinquent Real Estate	0	153,311	0	215,773	0	0	0	0	#DIV/0!	
Public Service Real Estate	185,000	176,368	182,400	193,993	190,000	190,000	190,000	190,000	4.2%	
Delinquent Public Service Real Estate	0	0	0	0	0	0	0	0	#DIV/0!	
Public Service Personal Property	0	12,029	0	7,310	0	0	0	0	#DIV/0!	
Personal Property - Motor Vehicles/Other	905,000	1,262,908	905,000	865,000	890,000	890,000	890,000	890,000	-1.7%	
Delinquent Pers. Prop. - Motor Vehicles/Other	100,000	174,093	160,000	172,031	165,000	165,000	165,000	165,000	3.1%	
Personal Property - Machinery & Tools	175,000	209,160	244,000	300,000	300,000	300,000	300,000	300,000	23.0%	
Delinquent Pers. Prop. - Machinery & Tools	0	156	0	8,577	0	0	0	0	#DIV/0!	
Penalties	30,000	33,909	33,000	38,045	33,000	33,000	33,000	33,000	0.0%	
Interest	20,000	26,615	25,000	23,736	22,000	22,000	22,000	22,000	-12.0%	
Total	4,487,554	5,002,020	4,715,993	4,805,418	4,649,204	4,649,204	4,649,204	4,649,204	-1.4%	
Other Local Taxes										
Sales Tax	1,365,000	1,596,480	1,500,000	1,691,000	1,650,000	1,650,000	1,650,000	1,650,000	10.0%	
Utility Tax	395,000	392,810	393,000	392,000	392,000	392,000	392,000	392,000	-0.3%	
Business License Tax	715,000	739,855	725,000	730,000	730,000	730,000	730,000	730,000	0.7%	
Motor Vehicle Licenses	115,000	112,632	115,000	108,000	108,000	108,000	108,000	108,000	-6.1%	
Bank Franchise Tax	120,000	167,200	133,000	135,000	133,000	133,000	133,000	133,000	0.0%	
Recordation/Grants	25,000	10,859	15,000	14,500	14,500	14,500	14,500	14,500	-3.3%	
Lodging Tax	1,020,000	1,256,854	1,237,500	1,300,000	1,275,000	1,275,000	1,275,000	1,275,000	3.0%	
Meats Tax	1,690,000	1,833,497	1,980,000	2,140,000	2,125,000	2,125,000	2,125,000	2,125,000	7.3%	
Communication Sales Tax	265,000	267,654	266,000	260,000	260,000	260,000	260,000	260,000	-2.3%	
Total	5,710,000	6,377,841	6,364,500	6,770,500	6,687,500	6,687,500	6,687,500	6,687,500	5.1%	
Licenses and Permits										
Animal Tags	2,000	2,130	2,100	2,100	2,100	2,100	2,100	2,100	0.0%	
Planning and Zoning Permits	2,000	2,840	2,000	2,000	2,000	2,000	2,000	2,000	0.0%	
Building Permits	7,800	11,469	11,000	17,424	13,000	13,000	13,000	13,000	18.2%	
Other Permits	500	1,310	500	500	500	500	500	500	0.0%	
Total	12,300	17,749	15,600	22,024	17,600	17,600	17,600	17,600	12.8%	
Fines and Forfeitures										
Court Fines	1,125,000	1,089,358	1,153,244	785,000	1,000,000	1,000,000	1,000,000	1,000,000	-13.3%	
Parking Fines	0	0	0	0	0	0	0	0	#DIV/0!	
Drug Forfeitures	65,000	93,938	10,000	15,338	10,000	10,000	10,000	10,000	0.0%	
Interest from the County	5,500	9,467	6,000	6,100	6,000	6,000	6,000	6,000	0.0%	
Courthouse Maintenance Fee	28,000	28,670	29,000	21,500	25,000	25,000	25,000	25,000	-13.8%	

General Fund Revenue Estimates - Continued										Comments
	2014-15	2014-15	2015-16	2015-16	2016-17	2016-17	2016-17	2016-17	% Change	
	Final	Actual	Budget	Year-End	Department	Manager	Council	Over	2015-16	
	Budget			Projection	Request	Recommends	Approved			
Fines and Forfeitures - Continued										
Courthouse Security Fee	140,000	139,583	140,000	98,500	130,000	130,000	130,000	130,000	-7.1%	
Jail Admission Fees	2,000	2,598	2,200	1,900	2,000	2,000	2,000	2,000	-9.1%	
Electronic Summons System Fee	0	0	0	29,000	40,000	40,000	40,000	40,000	#DIV/0!	
Total	1,365,500	1,363,614	1,340,444	957,338	1,213,000	1,213,000	1,213,000	1,213,000	-9.5%	
Use of Money and Property										
Interest Earned	28,000	26,044	30,000	54,965	50,000	50,000	50,000	50,000	66.7%	
Total	28,000	26,044	30,000	54,965	50,000	50,000	50,000	50,000	66.7%	
Charges for Services										
Law Library	2,400	2,302	2,200	2,800	2,800	2,800	2,800	2,800	27.3%	
Fire Protection	124,755	150,315	128,650	130,000	75,000	75,000	75,000	75,000	-41.7%	
Animal Control	0	60	0	120	0	0	0	0	#DIV/0!	
Waste Collection	805,000	807,075	802,500	802,400	802,500	802,500	802,500	802,500	0.0%	
Weed Cutting/Demolition	2,500	4,232	3,000	6,928	4,000	4,000	4,000	4,000	33.3%	
Health Services Refund	0	4,312	0	11,378	0	0	0	0	#DIV/0!	
Miscellaneous	0	15,685	0	0	0	0	0	0	#DIV/0!	
Management Services	3,262	3,263	3,873	3,873	4,551	4,551	4,551	4,551	17.5%	
Fiscal Agent Services	0	500	500	500	500	500	500	500	0.0%	
Total	937,917	987,744	940,723	957,997	889,351	889,351	889,351	889,351	-5.5%	
Miscellaneous Revenue										
Payment In Lieu of Taxes	124,106	124,106	0	0	0	0	0	0	#DIV/0!	
Gifts and Donations	2,900	2,900	0	0	0	0	0	0	#DIV/0!	
Sale of Materials & Supplies	1,000	3,048	1,500	790	1,000	1,000	1,000	1,000	-33.3%	
Sale of Property & Land	0	10,654	0	400	0	0	0	0	#DIV/0!	
Insurance Refunds	0	0	0	6,825	0	0	0	0	#DIV/0!	
Miscellaneous	1,500	17,284	2,000	8,334	5,000	5,000	5,000	5,000	150.0%	
Recovered Cost - BC/BBS - Retirees	15,844	12,414	8,287	8,900	8,025	8,025	8,025	8,025	-3.2%	
Recovered Cost - Tax Collection	29,000	29,564	30,000	30,000	30,000	30,000	30,000	30,000	0.0%	
Credit/Debit Card Fees	3,200	3,913	3,200	4,500	4,500	4,500	4,500	4,500	40.6%	
Owner Contribution - W. Atlantic Street	567	567	0	0	0	0	0	0	#DIV/0!	
VMLP Grant	1,156	1,244	0	0	0	0	0	0	#DIV/0!	
Interest on Delinquent Accounts	0	1,355	0	943	500	500	500	500	#DIV/0!	
Total	179,073	207,049	44,987	60,882	49,025	49,025	49,025	49,025	9.0%	
Recovered Costs										
Recovered Cost - Children's Services Act	0	0	0	2,125	2,125	2,125	2,125	2,125	#DIV/0!	
Recovered Cost - Court Services	30,958	30,958	30,958	30,958	30,958	30,958	30,958	30,958	0.0%	
Recovered Cost - County	49,000	169,026	55,900	57,000	64,000	64,000	61,122	61,122	9.3%	
Recovered Cost - Vendors	4,000	6,186	5,000	6,343	6,000	6,000	6,000	6,000	20.0%	
Recycled Materials	14,000	16,758	14,000	14,000	14,000	14,000	14,000	14,000	0.0%	
Recovered Cost - Jury Duty	0	60	0	0	0	0	0	0	#DIV/0!	
Recovered Cost - ERHA	126,136	0	125,762	125,762	125,811	125,811	125,811	125,811	0.0%	
Total	224,094	222,988	231,620	236,188	242,894	242,894	240,016	240,016	3.6%	
Local Revenues Totals	12,924,438	14,205,049	13,683,867	13,865,112	13,798,574	13,798,574	13,795,696	13,795,696	0.8%	

General Fund Revenue Estimates - Continued											Comments
	2014-15	2014-15	2015-16	2015-16	2016-17	2016-17	2016-17	2016-17	2016-17	% Change	
	Final	Actual	Budget	Year-End	Department	Manager	Council	Over 2015-16			
	Budget			Projection	Request	Recommends	Approved				
Non-categorical State Aid											
Recordation Tax	5,000	7,823	8,800	5,000	5,000	5,000	5,000	-43.2%			
Railroad Rolling Stock Tax	12,000	12,810	12,000	12,577	12,500	12,500	12,500	4.2%			
PPTRA	570,319	570,319	570,319	570,319	570,319	570,319	570,319	0.0%			
Auto Rental Tax	25,000	32,090	25,000	34,000	32,000	32,000	32,000	28.0%			
Total	612,319	623,042	616,119	621,896	619,819	619,819	619,819	0.6%			
Shared Expenses - Local Offices											
Sheriff	142,137	139,300	144,811	144,000	144,000	144,000	144,000	-0.6%			
Commissioner of the Revenue	63,981	64,329	65,697	65,170	65,000	65,000	65,000	-1.1%			
Treasurer	64,463	62,203	65,792	62,670	62,000	62,000	62,000	-5.8%			
Registrar/Electoral Board	29,232	29,017	27,000	27,000	27,000	27,000	27,000	30.7%			
Total	298,813	294,849	303,300	298,840	298,000	298,000	298,288	1.0%			
Categorical State Aid											
Victim Witness	58,317	58,317	67,065	67,065	58,317	58,317	58,317	-13.0%			
Assistance to Localities - HB 599	205,671	199,414	205,671	205,671	205,671	205,671	212,293	3.2%			
Juvenile Justice	100,598	98,322	100,598	100,598	100,598	100,598	100,598	0.0%			
Sexual Assault Grant	55,553	46,397	53,357	53,357	46,397	46,397	46,397	-13.0%			
Sexual Assault Special Grant	0	0	11,403	11,403	0	0	0	-100.0%			
Sexual Assault Special Grant	10,997	10,788	6,650	6,650	0	0	0	-100.0%			
DOJ Bulletproof Vest Grant	0	1,622	0	1,545	0	0	0	#DIV/0!			
E-911 - Wireless Board	74,440	77,015	54,000	57,900	58,000	58,000	58,000	7.4%			
DOJ Justice Assistance Grant (JAG)	8,460	8,460	8,526	8,526	0	0	0	-100.0%			
VDWM Homeland Security Grant	11,500	4,825	13,875	13,875	0	0	0	-100.0%			
Fire Programs	18,000	20,000	18,000	18,000	0	0	0	-100.0%			
Emergency Services	14,662	14,662	10,265	10,265	10,285	10,285	10,285	0.0%			
Street Maintenance	1,052,672	1,081,618	1,081,617	1,124,841	1,087,142	1,087,142	1,087,142	0.5%			
Litter Control	6,357	6,357	6,427	6,427	0	0	0	-100.0%			
VDWM Generator Hookup Grant	55,860	50,511	0	0	0	0	0	-100.0%			
Family Violence Prevention Program	108,650	137,744	151,449	151,449	145,000	145,000	145,000	-4.3%			
Arts Grant	5,000	5,000	5,000	5,000	5,000	5,000	5,000	0.0%			
Education (State Sales Tax)	1,056,532	1,056,532	1,151,236	1,151,236	1,151,236	1,151,236	1,206,277	4.8%			
Total	2,843,269	2,877,584	2,945,159	2,993,828	2,867,646	2,867,646	2,929,309	-0.5%			
Categorical Federal Aid											
USDA Rural Development Grant - Vehicles	0	0	50,000	0	0	0	0	-100.0%			
Total	0	0	50,000	0	0	0	0	-100.0%			
Non-categorical Federal Aid											
TEA-21 Grant	1,011,275	7,081	701,728	701,728	0	0	0	-100.0%			
CIG Program Income	0	2,338	0	2,338	0	0	0	#DIV/0!			
DHCD - West Atlantic Street Project	449,495	244,737	0	0	0	0	0	#DIV/0!			
DHCD - Bellfield Business District Project	719,596	42,842	707,796	676,754	0	0	0	-100.0%			

General Fund Revenue Estimates - Continued										
	2014-15	2014-15	2015-16	2015-16	2016-17	2016-17	2016-17	2016-17	% Change	Comments
	Final	Actual	Budget	Year-End	Department	Manager	Council	Over	2015-16	
	Budget			Projection	Request	Recommends	Approved			
Non-categorical Federal Aid - Continued										
VDOT - East Atlantic Street Project	427,625	19,190	666,793	666,793	0	0	0	0	-100.0%	
DHCD - Housing Needs Planning Grant	15,000	15,000	30,000	30,000	0	0	0	0	-100.0%	
Total	2,622,991	331,188	2,106,317	2,077,613	0	0	0	0	-100.0%	
Intergovernmental Revenues Totals	6,377,392	4,126,663	6,020,895	5,992,177	3,785,465	3,785,465	3,855,416		-36.0%	
Non-Revenue Receipts										
Witness Reimbursement - State	0	412	0	676	0	0	0	0	#DIV/0!	
Proceeds from Bond Issue	0	0	1,750,000	1,800,000	5,100,000	5,100,000	5,100,000	5,100,000	191.4%	
Proceeds from Loan	0	0	100,000	150,000	0	0	0	0	-100.0%	
Proceeds from Capital Leases	132,796	129,103	215,000	185,686	150,000	150,000	152,000		-29.3%	
Appropriated Fund Balance	704,987	0	980,785	0	492,347	492,347	442,347		-54.9%	Includes 5' Main Phase II Project, retaining bond proceeds for Annual
Transfer in from Utility Fund	90,815	90,815	0	0	124,474	124,474	0		#DIV/0!	Shelby & Haldar St. bridge work
Total	928,598	220,330	3,045,785	2,136,362	5,866,821	5,866,821	5,694,347		87.0%	
Grand Totals	20,230,428	18,552,042	22,750,547	21,993,651	23,450,860	23,450,860	23,345,459		2.6%	

General Fund Expenditure Summary											Comments
Description	2014-15 Final Budget	2014-15 Actual	2015-16 Budget	2015-16 Year-End Projection	2016-17 Department Request	2016-17 Manager Recommendations	2016-17 Council Approved	% Change Over 2015-16			
City Council	182,671	177,094	186,142	181,848	187,141	187,141	187,141	0.5%			
City Manager	334,312	307,615	317,285	315,588	323,703	323,703	323,703	2.0%			
City Attorney	48,900	30,823	38,900	34,980	44,700	44,700	44,700	14.9%			
Finance	220,949	216,574	219,676	211,645	219,556	219,556	219,556	-0.1%			
Treasurer	106,031	103,888	107,292	111,679	115,845	113,845	113,845	6.1%			
Commissioner of Revenue	261,985	254,005	269,248	270,755	268,778	265,478	265,478	-1.4%			
General Registrar	80,358	66,889	90,111	80,078	165,946	89,569	105,579	17.2%			
Police	3,196,970	3,139,831	3,253,668	3,046,529	3,436,557	3,261,357	3,261,357	0.2%			
Fire	425,912	271,108	564,911	406,877	0	0	0	-100.0%			
Emergency Services	144,550	131,050	79,749	56,593	82,651	73,691	73,691	-7.6%			
Facilities Management	183,629	171,446	696,103	442,282	5,544,922	5,513,634	5,524,847	693.7%			
Courts and other Shared Services	2,681,546	2,693,951	2,889,756	2,891,470	2,838,404	2,968,134	2,850,254	-1.4%			
Sheriff	252,791	240,297	256,905	249,686	282,328	252,078	278,078	8.2%			
Public Works	2,594,515	2,110,348	3,694,636	2,187,426	2,497,887	2,415,456	2,380,281	-35.6%			
Health and Social Services	462,532	462,531	443,518	438,829	488,477	480,237	480,237	8.3%			
Education	4,530,388	4,462,269	4,797,830	4,797,830	4,673,423	4,557,847	4,600,570	-4.1%			
Library	94,535	94,535	94,949	94,949	98,814	94,949	94,949	0.0%			
Development Services	3,047,497	1,312,989	3,252,273	3,156,418	818,698	830,348	780,348	-76.0%			
Airport	64,775	64,160	71,348	64,850	62,350	62,350	62,350	-12.6%			
Parks and Recreation	116,750	106,750	110,750	110,750	125,341	110,750	110,750	0.0%			
Arts and Culture	13,500	13,500	13,500	13,500	13,500	13,500	13,500	0.0%			
Extension Service	25,915	23,730	28,026	23,937	32,749	30,299	30,299	8.1%			
Civic and Community Organizations	15,515	15,515	9,515	9,515	17,585	9,115	9,115	-4.2%			
Non-Departmental	1,144,002	914,750	1,264,456	1,008,116	1,278,333	1,533,123	1,534,831	21.4%			
Total General Fund Expenditures	20,230,428	17,385,648	22,750,547	20,206,130	23,617,688	23,450,860	23,345,459	2.6%			

City Council	2014-15 Final Budget	2014-15 Actual	2015-16 Budget	2015-16 Year-End Projection	2016-17 Department Request	2016-17 Manager Recommends	2016-17 Council Approved	% Change Over 2015-16	Comments
Personal Services									
Salaries and Wages	33,265	33,497	33,929	34,300	34,265	34,265	34,265	1.0%	
Boards and Commissions	59,400	59,400	59,400	59,400	59,400	59,400	59,400	0.0%	
Total	92,665	92,897	93,329	93,700	93,665	93,665	93,665	0.4%	
Fringe Benefits									
FICA	7,090	7,015	7,140	7,031	7,166	7,166	7,166	0.4%	
VRS Retirement	4,521	4,470	4,568	4,560	3,831	3,831	3,831	-16.1%	
Medical Insurance	12,580	12,580	12,557	12,557	13,479	13,479	13,479	7.3%	
Group Life Insurance	0	0	0	0	449	449	449	#DIV/0!	
Disability Insurance	141	141	285	285	287	287	287	0.7%	
Worker's Compensation	34	36	36	38	37	37	37	2.8%	
Total	24,366	24,242	24,586	24,471	25,249	25,249	25,249	2.7%	
Contractual Services									
Accounting and Auditing Services	26,500	26,729	27,500	22,950	27,500	27,500	27,500	0.0%	
Repairs and Maintenance	800	0	800	800	800	800	800	0.0%	
Maintenance Service Contracts	1,230	1,034	1,230	1,230	1,230	1,230	1,230	0.0%	
Printing and Binding	5,000	3,114	5,000	5,000	5,000	5,000	5,000	0.0%	
Advertising	3,000	3,344	3,000	3,000	3,000	3,000	3,000	0.0%	
Total	36,530	34,221	37,530	32,980	37,530	37,530	37,530	0.0%	
Communications									
Postal Services	200	136	200	200	200	200	200	0.0%	
Telecommunications	6,500	7,014	6,500	6,500	6,500	6,500	6,500	0.0%	
Total	6,700	7,150	6,700	6,700	6,700	6,700	6,700	0.0%	
Travel									
Mileage and Other Transportation Costs	1,000	0	1,000	1,000	1,000	1,000	1,000	0.0%	
Subsistence and Lodging	4,500	1,219	4,500	4,500	4,500	4,500	4,500	0.0%	
Convention and Education	6,304	5,912	6,500	6,500	6,500	6,500	6,500	0.0%	
Total	11,804	7,131	12,000	12,000	12,000	12,000	12,000	0.0%	
Miscellaneous									
Dues and Memberships	4,869	4,869	4,869	4,869	4,869	4,869	4,869	0.0%	
Total	4,869	4,869	4,869	4,869	4,869	4,869	4,869	0.0%	
Supplies and Equipment									
Office Supplies	2,000	2,839	2,000	2,000	2,000	2,000	2,000	0.0%	
Books and Subscriptions	0	0	300	300	300	300	300	0.0%	
Other Operating Supplies	0	0	800	800	800	800	800	0.0%	
EDP Equipment	3,746	3,746	4,028	4,028	4,028	4,028	4,028	0.0%	
Total	5,746	6,584	7,128	7,128	7,128	7,128	7,128	0.0%	
Total City Council	182,671	177,094	186,142	181,846	187,141	187,141	187,141	0.5%	

City Manager	2014-15 Final Budget	2014-15 Actual	2015-16 Budget	2015-16 Year-End Projection	2016-17 Department Request	2016-17 Manager Recommends	2016-17 Council Approved	% Change Over 2015-16	Comments
Personal Services									
Salaries and Wages	152,960	154,031	156,018	157,740	157,561	157,561	157,561	1.0%	
Total	152,960	154,031	156,018	157,740	157,561	157,561	157,561	1.0%	
Fringe Benefits									
FICA	12,620	12,904	12,892	13,075	12,054	12,054	12,054	-6.5%	
VRS Retirement	20,768	20,554	21,001	20,966	17,616	17,616	17,616	-16.1%	
Medical Insurance	26,702	26,702	27,243	25,881	29,288	29,288	29,288	7.5%	
Group Life Insurance	0	0	0	0	2,065	2,065	2,065	#DIV/0!	
Disability Insurance	609	609	1,231	1,234	1,242	1,242	1,242	0.9%	
Worker's Compensation	177	179	184	179	191	191	191	3.8%	
Manager's Deferred Compensation	3,000	3,000	3,000	3,000	3,000	3,000	3,000	0.0%	
Manager's Life Insurance	2,406	2,397	2,406	2,392	2,406	2,406	2,406	0.0%	
Manager's Vehicle Allowance	7,200	7,200	7,200	7,200	7,200	7,200	7,200	0.0%	
Manager's Cell Phone Allowance	600	600	600	600	600	600	600	0.0%	
Tuition Assistance	0	0	1,500	0	1,500	1,500	1,500	0.0%	
Total	74,102	74,145	77,257	74,527	77,162	77,162	77,162	-0.1%	
Contractual Services									
Professional Health Services	8,000	5,044	5,500	5,500	5,500	5,500	5,500	0.0%	
Professional Services	22,000	11,396	5,000	5,000	5,000	5,000	5,000	0.0%	
Repairs and Maintenance	500	263	500	1,000	500	500	500	0.0%	
Maintenance Service Contracts	5,000	1,785	5,000	5,000	5,000	5,000	5,000	0.0%	
Printing and Binding	500	634	500	500	500	500	500	0.0%	
Advertising	12,500	8,167	12,000	12,000	12,000	12,000	12,000	0.0%	
Total	48,500	27,289	28,500	29,000	28,500	28,500	28,500	0.0%	
Communications									
Postal Services	1,200	728	1,200	1,200	1,200	1,200	1,200	0.0%	
Messenger Services	250	13	250	250	250	250	250	0.0%	
Telecommunications	6,600	4,289	5,000	5,000	5,000	5,000	5,000	0.0%	
Web site hosting	500	285	500	500	500	500	500	0.0%	
Total	8,550	5,315	6,950	6,950	6,950	6,950	6,950	0.0%	
Travel									
Mileage and Other Transportation Costs	100	0	100	150	150	150	150	50.0%	
Subsistence and Lodging	1,000	1,528	1,000	1,000	1,000	1,000	1,000	0.0%	
Convention and Education	6,850	6,106	6,500	6,500	6,500	6,500	6,500	0.0%	
Total	7,950	7,634	9,600	9,650	9,650	9,650	9,650	0.5%	
Miscellaneous									
Dues and Memberships	2,500	2,800	3,210	3,210	4,230	4,230	4,230	31.8%	
Employee Holiday Bonus	12,000	12,452	12,500	11,911	12,500	12,500	12,500	0.0%	
Employee Appreciation	19,000	17,681	17,500	17,500	20,000	20,000	20,000	14.3%	
Total	33,500	32,933	33,210	32,621	36,730	36,730	36,730	10.6%	

City Manager - Continued	2014-15 Final Budget	2014-15 Actual	2015-16 Budget	2015-16 Year-End Projection	2016-17 Department Request	2016-17 Manager Recommends	2016-17 Council Approved	% Change Over 2015-16	Comments
Supplies and Equipment									
Office Supplies	4,500	3,392	4,500	4,500	4,500	4,500	4,500	0.0%	
Books and Subscriptions	500	598	500	500	500	500	500	0.0%	
Other Operating Supplies	750	280	750	100	750	750	750	0.0%	
Furniture and Fixtures	1,500	540	0	0	0	0	0	#DIV/0!	
EDP Equipment	1,500	1,458	0	0	1,400	1,400	1,400	#DIV/0!	
<i>Total</i>	8,750	6,268	5,750	5,100	7,150	7,150	7,150	24.3%	
Total City Manager	334,312	307,615	317,295	315,598	323,703	323,703	323,703	2.0%	

	2014-15 Final Budget	2014-15 Actual	2015-16 Budget	2015-16 Year-End Projection	2016-17 Department Request	2016-17 Manager Recommendations	2016-17 Council Approved	% Change Over 2015-16	Comments
Legal Services									
Salaries and Wages									
City Attorney Retainer	7,000	7,000	7,000	7,000	7,500	7,500	7,500	7.1%	
Total	7,000	7,000	7,000	7,000	7,500	7,500	7,500	7.1%	
Contractual Services									
Professional Services	40,000	22,011	30,000	26,000	35,000	35,000	35,000	16.7%	
Total	40,000	22,011	30,000	26,000	35,000	35,000	35,000	16.7%	
Travel									
Convention and Education	1,400	1,512	1,400	1,690	1,700	1,700	1,700	21.4%	
Total	1,400	1,512	1,400	1,690	1,700	1,700	1,700	21.4%	
Miscellaneous									
Dues and Memberships	300	300	300	300	300	300	300	0.0%	
Total	300	300	300	300	300	300	300	0.0%	
Supplies and Equipment									
Books and Subscriptions	200	0	200	0	200	200	200	0.0%	
EDP Equipment	0	0	0	0	0	0	0	#DIV/0!	
Total	200	0	200	0	200	200	200	0.0%	
Total Legal Services	48,900	30,823	38,900	34,980	44,700	44,700	44,700	14.9%	

	2014-15	2014-15	2015-16	2015-16	2016-17	2016-17	2016-17	2016-17	% Change	Comments
	Final Budget	Actual	Budget	Year-End Projection	Department Request	Manager Recommendations	Council Approved	Over 2015-16		
Finance										
Personal Services										
Salaries and Wages	149,659	148,284	152,050	154,300	154,158	154,158	154,158	154,158	1.0%	
Total	149,659	148,284	152,050	154,300	154,158	154,158	154,158	154,158	1.0%	
Fringe Benefits										
FICA	11,450	11,153	11,679	11,140	11,794	11,794	11,794	11,794	1.0%	
VRS Retirement	20,340	20,111	20,548	20,513	17,235	17,235	17,235	17,235	-16.1%	
Medical Insurance	12,580	12,580	13,536	13,536	14,530	14,530	14,530	14,530	7.3%	
Group Life Insurance	0	0	0	0	2,020	2,020	2,020	2,020	#DIV/0!	
Disability Insurance	443	443	895	1,075	1,246	1,246	1,246	1,246	39.2%	
Workers Compensation	152	155	158	151	163	163	163	163	3.2%	
Total	44,965	44,442	46,816	46,415	46,988	46,988	46,988	46,988	0.4%	
Contractual Services										
Professional Services	13,000	13,157	5,000	0	5,000	5,000	5,000	5,000	0.0%	
Repairs and Maintenance	250	0	250	0	250	250	250	250	0.0%	
Maintenance Service Contracts	1,400	1,329	1,300	1,300	1,300	1,300	1,300	1,300	0.0%	
Total	14,650	14,486	6,550	1,300	6,550	6,550	6,550	6,550	0.0%	
Communications										
Postal Services	1,600	1,440	1,600	1,450	1,500	1,500	1,500	1,500	-6.3%	
Messenger Services	25	0	25	10	25	25	25	25	0.0%	
Telecommunications	700	891	910	825	835	835	835	835	3.1%	
Total	2,325	2,321	2,435	2,285	2,360	2,360	2,360	2,360	-3.1%	
Travel										
Mileage and Other Transportation Costs	200	175	200	250	250	250	250	250	25.0%	
Convention and Education	1,500	588	1,500	750	1,500	1,500	1,500	1,500	0.0%	
Total	1,700	743	1,700	1,000	1,750	1,750	1,750	1,750	2.9%	
Miscellaneous										
Dues and Memberships	250	605	250	205	250	250	250	250	0.0%	
Total	250	605	250	205	250	250	250	250	0.0%	
Supplies and Equipment										
Office Supplies	5,500	5,474	5,500	5,400	5,500	5,500	5,500	5,500	0.0%	
Books and Subscriptions	250	130	250	125	200	200	200	200	-20.0%	
Furniture & Fixtures	0	0	375	615	0	0	0	0	-100.0%	
EDP Equipment	1,650	89	3,150	0	1,800	1,800	1,800	1,800	-42.9% (Backup computer and printer)	
Total	7,400	5,693	9,275	6,140	7,500	7,500	7,500	7,500	-19.1%	
Total Finance	220,949	216,574	219,676	211,645	219,556	219,556	219,556	219,556	-0.1%	

Treasurer	2014-15 Final Budget	2014-15 Actual	2015-16 Budget	2015-16 Year-End Projection	2016-17 Department Request	2016-17 Manager Recommends	2016-17 Council Approved	% Change Over 2015-16	Comments
Personal Services									
Salaries and Wages	59,643	60,060	60,836	61,500	61,438	61,438	61,438	1.0%	Request is not increases as allowed for City personnel & inclusion of any salary increases from the State Comptroller's Board
Total	59,643	60,060	60,836	61,500	61,438	61,438	61,438	1.0%	
Fringe Benefits									
FICA	4,564	4,608	4,655	4,700	4,701	4,701	4,701	1.0%	
VRS Retirement	8,107	8,014	8,190	8,175	8,869	8,869	8,869	-16.1%	
Medical Insurance	6,290	6,290	6,279	6,278	6,740	6,740	6,740	7.3%	
Group Life Insurance	0	0	0	0	805	805	805	#DIV/0!	
Disability Insurance	107	94	191	190	192	192	192	0.5%	
Worker's Compensation	60	45	81	62	65	65	65	-19.8%	
Total	19,128	19,051	19,396	19,405	19,372	19,372	19,372	-0.1%	
Contractual Services									
Repairs and Maintenance	400	82	400	400	400	400	400	0.0%	
Maintenance Service Contracts	1,760	1,367	1,760	1,760	1,760	1,760	1,760	0.0%	
Printing and Binding	475	0	475	475	475	475	475	0.0%	
Advertising	2,000	1,827	2,000	2,000	2,000	2,000	2,000	0.0%	
Total	4,635	3,276	4,635	4,635	4,635	4,635	4,635	0.0%	
Communications									
Postal Services	4,500	3,606	4,500	4,500	4,500	4,500	4,500	0.0%	
Telecommunications	4,500	4,389	4,500	4,500	4,500	2,500	2,500	-44.4%	
Total	9,000	7,995	9,000	9,000	9,000	7,000	7,000	-22.2%	
Travel									
Mileage and Other Transportation Costs	350	328	350	350	350	350	350	0.0%	
Convention and Education	2,000	1,924	2,500	2,500	2,500	2,500	2,500	0.0%	
Total	2,350	2,252	2,850	2,850	2,850	2,850	2,850	0.0%	
Miscellaneous									
Dues and Memberships	800	1,075	1,100	1,100	1,100	1,100	1,100	0.0%	
Credit/Debit Card Fees	5,000	5,895	5,000	6,600	9,000	9,000	9,000	80.0%	
Bank Fees	525	505	525	675	700	700	700	33.3%	
Total	6,325	7,475	6,625	10,375	10,800	10,800	10,800	63.0%	
Supplies and Equipment									
Office Supplies	3,500	3,394	3,500	3,500	3,500	3,500	3,500	0.0%	
Merchandise for Resale	450	385	450	414	450	450	450	0.0%	
Communications Equipment	0	0	0	0	2,300	2,300	2,300	#DIV/0!	Alarm system
EDP Equipment	1,000	0	0	0	1,500	1,500	1,500	#DIV/0!	Computer
Total	4,950	3,779	3,950	3,914	7,750	7,750	7,750	96.2%	
Total Treasurer	106,031	103,888	107,292	111,679	115,845	113,845	113,845	6.1%	

Commissioner of Revenue	2014-15	2014-15	2015-16	2015-16	2016-17	2016-17	2016-17	2016-17	% Change	Comments
	Final Budget	Actual	Budget	Year-End Projection	Department Request	Manager Recommends	Council Approval	Over 2015-16		
Personal Services										
Salaries and Wages	154,995	155,948	157,921	159,667	159,395	159,395	159,395	159,395	0.9%	
Part-time Wages	11,310	10,940	11,540	10,930	11,652	11,652	11,652	11,652	1.0%	
Board of Equalization	75	75	200	0	200	200	200	200	0.0%	
Total	166,380	166,963	169,661	170,597	171,247	171,247	171,247	171,247	0.9%	
Fringe Benefits										
FICA	12,724	12,005	12,965	12,516	13,086	13,086	13,086	13,086	0.9%	
VRS Retirement	19,884	19,658	20,087	20,052	16,849	16,849	16,849	16,849	-16.1%	
Medical Insurance	19,852	19,852	19,815	19,161	20,218	20,218	20,218	20,218	2.0%	
Group Life Insurance	0	0	0	0	1,975	1,975	1,975	1,975	#DIV/0!	
Disability Insurance	166	166	335	335	337	337	337	337	0.6%	
Workers Compensation	169	167	175	165	181	181	181	181	3.4%	
Total	52,795	51,848	53,377	52,229	52,646	52,646	52,646	52,646	-1.4%	
Contractual Services										
Professional Services	22,000	17,656	22,000	24,719	22,000	22,000	22,000	22,000	0.0%	
Repairs and Maintenance	350	27	350	350	350	350	350	350	0.0%	
Maintenance Service Contracts	2,300	2,200	2,300	2,300	2,300	2,300	2,300	2,300	0.0%	
Printing and Binding	750	194	2,850	2,100	950	750	750	750	-73.7%	
Advertising	1,004	788	1,025	1,025	1,300	1,050	1,050	1,050	2.4%	
Total	26,404	20,843	28,525	30,494	26,900	26,450	26,450	26,450	-7.3%	
Communications										
Postal Services	2,600	2,522	3,600	3,600	3,000	2,600	2,600	2,600	-27.8%	
Telecommunications	3,500	3,541	1,400	1,300	3,500	1,300	1,300	1,300	-7.1%	
Total	6,100	6,063	5,000	4,900	6,500	3,900	3,900	3,900	-22.0%	
Travel										
Mileage and Other Transportation Costs	500	0	500	300	500	500	500	500	0.0%	
Convention and Education	2,911	2,430	3,500	3,500	3,750	3,500	3,500	3,500	0.0%	
Total	3,411	2,430	4,000	3,800	4,250	4,000	4,000	4,000	0.0%	
Miscellaneous										
Dues and Memberships	1,035	990	1,035	1,035	1,035	1,035	1,035	1,035	0.0%	
Total	1,035	990	1,035	1,035	1,035	1,035	1,035	1,035	0.0%	
Supplies and Equipment										
Office Supplies	3,950	3,308	4,250	4,250	4,250	4,250	4,250	4,250	0.0%	
Books and Subscriptions	510	469	500	550	550	550	550	550	10.0%	
EDP Equipment	1,400	1,101	2,900	2,900	1,400	1,400	1,400	1,400	-51.7%	
Total	5,860	4,878	7,650	7,700	6,200	6,200	6,200	6,200	-19.0%	
Total Commissioner of Revenue	261,985	254,005	269,248	270,755	268,778	265,478	265,478	265,478	-1.4%	

General Registrar	2014-15	2014-15	2015-16	2015-16	2016-17	2016-17	2016-17	% Change Over 2015-16	Comments
	Final Budget	Actual	Budget	Year-End Projection	Department Request	Manager Recommendations	Council Approved		
Personal Services									
Salaries and Wages	34,943	35,648	36,118	33,820	36,118	35,826	45,557	26.1%	
Part-time Wages	10,590	10,474	9,595	9,000	10,500	10,500	10,500	9.4%	
Boards & Commissions	4,015	3,790	4,200	4,200	4,200	4,200	4,216	0.4%	
Pool Workers	7,500	3,845	13,000	8,410	13,000	13,000	13,000	0.0%	
Total	57,048	53,757	62,913	55,430	63,818	63,326	73,273	16.5%	
Fringe Benefits									
FICA	3,677	3,818	3,835	3,420	3,835	3,850	3,850	0.4%	
VRS Retirement	0	0	0	0	0	0	5,094	#DIV/0!	
Group Life Insurance	0	0	0	0	0	0	597	#DIV/0!	
Disability Insurance	0	0	0	0	0	0	372	#DIV/0!	
Workers Compensation	43	47	48	46	48	48	48	0.0%	
Total	3,720	3,865	3,883	3,466	3,883	3,898	9,961	156.5%	
Contractual Services									
Repairs and Maintenance	350	0	350	100	350	350	350	0.0%	
Maintenance Service Contracts	12,000	5,639	15,000	15,000	15,000	15,000	15,000	0.0%	
Printing and Binding	2,500	1,974	3,600	2,000	3,600	3,600	3,600	0.0%	
Advertising	300	124	375	350	325	325	325	0.0%	
Total	15,150	7,737	19,325	17,450	19,325	19,325	19,325	0.0%	
Communications									
Postal Services	800	295	800	600	900	800	800	0.0%	
Telecommunications	225	253	225	225	225	225	225	0.0%	
Total	1,025	548	1,025	825	1,125	1,025	1,025	0.0%	
Travel									
Convention and Education	600	224	600	600	800	600	600	0.0%	
Total	600	222	600	600	800	600	600	0.0%	
Miscellaneous									
Dues and Memberships	265	265	265	265	295	295	295	11.3%	
Miscellaneous	0	0	0	80	100	100	100	#DIV/0!	
Total	265	265	265	345	395	395	395	49.1%	
Supplies and Equipment									
Office Supplies	800	495	800	1,000	1,000	1,000	1,000	25.0%	
Furniture & Fixtures	500	0	0	0	0	0	0	#DIV/0!	
EDP Equipment	1,250	0	1,300	962	75,600	0	0	-100.0% Vending machines	
Total	2,550	495	2,100	1,962	76,600	1,000	1,000	-52.4%	
Total General Registrar	80,358	66,889	90,111	80,078	165,946	89,569	105,579	17.2%	

	2014-15		2014-15		2015-16		2015-16		2016-17		2016-17		2016-17		% Change Over 2015-16	Comments
	Final Budget	Actual	Budget	Actual	Year-End Projection	Department Request	Manager Recommend	Council Approved	Request	Manager Recommend	Council Approved	Request	Manager Recommend	Council Approved		
Police - Administration, Dispatching and Patrol																
Personal Services																
Salaries and Wages	1,528,587	1,527,380	1,560,665	1,527,380	1,440,500	1,593,680	1,593,680	1,593,680	1,593,680	1,593,680	1,593,680	1,593,680	1,593,680	1,593,680	2.1%	Includes 1 additional dispatcher position
Part-time Wages	0	0	0	0	0	0	0	0	0	0	0	0	0	0	#DIV/0!	
Overtime - Regular	146,500	144,759	130,000	144,759	175,000	130,000	130,000	130,000	130,000	130,000	130,000	130,000	130,000	130,000	0.0%	
Overtime - Selective	227,100	226,259	250,000	226,259	160,000	250,000	250,000	250,000	250,000	250,000	250,000	250,000	250,000	250,000	0.0%	
Overtime - Dispatchers	25,800	25,792	20,000	25,792	24,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	0.0%	
Total	1,927,987	1,924,190	1,960,665	1,924,190	1,799,500	1,993,680	1,993,680	1,993,680	1,993,680	1,993,680	1,993,680	1,993,680	1,993,680	1,993,680	1.7%	
Fringe Benefits																
FICA	144,806	142,498	149,984	142,498	133,300	152,517	152,517	152,517	152,517	152,517	152,517	152,517	152,517	152,517	1.7%	
VRS Retirement	198,587	198,311	210,059	198,311	191,364	178,174	178,174	178,174	178,174	178,174	178,174	178,174	178,174	178,174	-15.2%	
Medical Insurance	195,541	195,541	203,912	195,541	192,850	227,789	227,789	227,789	227,789	227,789	227,789	227,789	227,789	227,789	11.7%	
Group Life Insurance	0	0	0	0	0	20,878	20,878	20,878	20,878	20,878	20,878	20,878	20,878	20,878	#DIV/0!	
Disability Insurance	2,457	2,303	5,419	2,303	4,800	6,929	6,929	6,929	6,929	6,929	6,929	6,929	6,929	6,929	27.9%	
Line of Duty Act	8,918	8,918	9,721	8,918	9,425	9,708	9,708	9,708	9,708	9,708	9,708	9,708	9,708	9,708	-0.1%	1% rate increase
Worker's Compensation	39,946	39,946	41,665	39,946	41,362	45,693	45,693	45,693	45,693	45,693	45,693	45,693	45,693	45,693	9.7%	
Total	590,255	587,517	620,760	587,517	573,101	641,688	641,688	641,688	641,688	641,688	641,688	641,688	641,688	641,688	3.4%	
Contractual Services																
Professional Health Services	5,660	5,069	5,660	5,069	5,660	5,660	5,660	5,660	5,660	5,660	5,660	5,660	5,660	5,660	0.0%	
Repairs and Maintenance	14,000	12,081	14,000	12,081	14,000	14,000	14,000	14,000	14,000	14,000	14,000	14,000	14,000	14,000	0.0%	
Maintenance Service Contracts	74,827	54,759	79,000	54,759	79,000	83,978	83,978	83,978	83,978	83,978	83,978	83,978	83,978	83,978	6.3%	
Printing and Binding	500	267	500	267	500	500	500	500	500	500	500	500	500	500	0.0%	
Total	94,987	72,176	99,160	72,176	99,160	104,138	104,138	104,138	104,138	104,138	104,138	104,138	104,138	104,138	5.0%	
Communications																
Postal Services	300	74	300	74	300	300	300	300	300	300	300	300	300	300	0.0%	
Messenger Service	200	89	200	89	200	200	200	200	200	200	200	200	200	200	0.0%	
Telecommunications	40,000	36,456	40,000	36,456	40,000	48,528	48,528	48,528	48,528	48,528	48,528	48,528	48,528	48,528	21.3%	
Total	40,500	36,619	40,500	36,619	40,500	49,028	49,028	49,028	49,028	49,028	49,028	49,028	49,028	49,028	21.1%	
Travel																
Convention and Education	11,000	8,974	15,500	8,974	15,500	18,500	18,500	18,500	18,500	18,500	18,500	18,500	18,500	18,500	19.4%	
Extradition of Prisoners	0	2	0	2	0	0	0	0	0	0	0	0	0	0	#DIV/0!	
Total	11,000	8,976	15,500	8,976	15,500	18,500	18,500	18,500	18,500	18,500	18,500	18,500	18,500	18,500	19.4%	
Miscellaneous																
Dues and Memberships	12,809	12,271	17,800	12,271	17,800	18,000	18,000	18,000	18,000	18,000	18,000	18,000	18,000	18,000	1.1%	
Special Operations	500	0	500	0	500	500	500	500	500	500	500	500	500	500	0.0%	
Drug Seizure Account Expenditures	100,000	86,562	40,000	86,562	40,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	-75.0%	
Electronic Summons Expenditures	0	0	0	0	0	0	0	0	0	0	0	0	0	0	#DIV/0!	
Total	113,309	98,833	58,300	98,833	58,300	28,500	68,500	68,500	68,500	68,500	68,500	68,500	68,500	68,500	17.5%	

Police - Administration, Dispatching and Patrol - Continued										
	2014-15	2014-15	2015-16	2015-16	2016-17	2016-17	2016-17	2016-17	% Change	Comments
	Final	Actual	Budget	Year-End	Department	Manager	Council	Over 2015-16		
	Budget			Projection	Request	Recommendations	Approved			
Supplies and Equipment										
Office Supplies	9,500	11,475	8,500	8,500	9,500	9,500	9,500	11.8%		
Vehicle and Power Equipment Supplies	112,713	111,469	140,000	140,000	140,000	105,000	105,000	-25.0%		
Police Supplies	16,000	16,901	15,000	15,000	18,100	15,000	15,000	0.0%		
Uniforms and Wearing Apparel	32,000	31,013	15,000	14,000	14,000	14,000	14,000	-6.7%		
Boots and Subscriptions	1,000	99	2,800	2,800	3,800	2,800	2,800	0.0%		
Game Supplies	600	491	600	600	600	600	600	0.0%		
Bike Patrol Supplies	350	0	350	350	350	350	350	0.0%		
Citizens Police Academy Supplies	500	474	500	500	500	500	500	0.0%		
Community Youth Program	1,000	1,000	1,000	1,000	1,000	1,000	1,000	0.0%		
Furniture and Fixtures	1,300	1,147	1,500	1,987	1,500	1,500	1,500	0.0%		
Communications Equipment	43,900	44,793	21,526	21,836	13,000	13,000	13,000	-39.6%		
EDP Equipment	15,000	12,460	18,000	18,000	18,000	18,000	18,000	0.0%		
Total	233,863	231,322	224,776	224,573	220,350	181,250	181,250	-19.4%		
Capital Expenditures										
Communications Equipment	0	0	0	0	175,000	0	0		#DIV/0!	CAD/RAMS
Motor Vehicles and Equipment	66,000	76,984	70,000	70,005	76,000	76,000	76,000	8.6%	8.6% Koplex 2 cruisers - Finance for 3 years	
Total	66,000	76,984	70,000	70,005	251,000	76,000	76,000	8.6%		
Total Admin, Dispatching and Patrol	3,077,901	3,036,617	3,089,681	2,880,639	3,306,884	3,132,784	3,132,784	1.4%		

Police - Animal Control	2014-15	2014-15	2015-16	2015-16	2016-17	2016-17	2016-17	2016-17	% Change	Comments
	Final Budget	Actual	Budget	Year-End Projection	Department Request	Manager Recommends	Council Approved	Over 2015-16		
Personal Services										
Salaries and Wages	65,674	57,489	66,986	67,725	67,649	67,649	67,649	11,000	1.0%	
Overtime	11,000	9,187	11,000	13,400	11,000	11,000	11,000	3,791	0.0%	
Part-time Wages	3,680	4,033	3,753	2,950	3,791	3,791	3,791	3,791	1.0%	
Total	80,354	70,709	81,739	84,075	82,440	82,440	82,440	82,440	0.9%	
Fringe Benefits										
FICA	6,147	5,300	6,254	6,264	6,307	6,307	6,307	6,307	0.8%	
VHS Retirement	8,926	7,480	9,017	9,001	7,564	7,564	7,564	7,564	-16.1%	
Medical Insurance	12,580	12,580	12,557	12,557	13,479	13,479	13,479	13,479	7.3%	
Group Life Insurance	0	0	0	0	887	887	887	887	#DIV/0!	
Worker's Compensation	1,147	1,146	1,200	2,718	2,306	2,306	2,306	2,306	35.6%	
Total	28,800	26,506	29,528	30,540	30,543	30,543	30,543	30,543	3.4%	
Contractual Services										
Professional Health Services	390	1,116	390	390	390	390	390	390	0.0%	
Repairs and Maintenance	0	475	0	750	0	0	0	0	#DIV/0!	
Total	390	1,591	390	1,140	390	390	390	390	0.0%	
Communications										
Telecommunications	750	558	750	750	800	800	800	800	6.7%	
Total	750	558	750	750	800	800	800	800	6.7%	
Travel										
Convention and Education	1,200	0	1,200	1,200	1,200	1,200	1,200	1,200	0.0%	
Total	1,200	0	1,200	1,200	1,200	1,200	1,200	1,200	0.0%	
Miscellaneous										
Dues and Memberships	200	0	200	200	200	200	200	200	0.0%	
Total	200	0	200	200	200	200	200	200	0.0%	
Supplies and Equipment										
Office Supplies	25	9	200	200	200	200	200	200	0.0%	
Food Supplies	400	707	500	500	500	500	500	500	0.0%	
Agricultural Supplies	700	342	700	700	700	700	700	700	0.0%	
Medical and Lab Supplies	100	0	100	100	100	100	100	100	0.0%	
Housekeeping and Janitorial Supplies	500	627	500	500	500	500	500	500	0.0%	
Repair and Maintenance Supplies	250	21	250	250	250	250	250	250	0.0%	
Vehicle and Power Equipment Supplies	4,500	1,316	3,415	1,200	4,500	3,400	3,400	3,400	-0.4%	
Animal Control Supplies	0	0	750	750	750	750	750	750	0.0%	
Uniforms and Wearing Apparel	800	651	2,600	2,600	1,500	1,500	1,500	1,500	-42.3%	
Machinery and Equipment	100	177	100	100	100	100	100	100	0.0%	
EDP Equipment	0	0	0	0	5,000	5,000	5,000	5,000	#DIV/0!	
Total	7,375	3,850	9,115	6,990	14,100	13,000	13,000	13,000	42.6%	

Police - Animal Control - Continued										Comments
	2014-15 Final Budget	2014-15 Actual	2015-16 Budget	2015-16 Year-End Projection	2016-17 Department Request	2016-17 Manager Recommends	2016-17 Council Approved	% Change Over 2015-16		
Capital Expenditures										
Motor Vehicles and Equipment	0	0	41,085	41,085	0	0	0	-100.0%		
Total	0	0	41,085	41,085	0	0	0	-100.0%		
Total Animal Control	119,069	103,214	164,007	165,890	129,673	128,573	128,573	-21.6%		

	2014-15	2014-15	2015-16	2015-16	2016-17	2016-17	2016-17	2016-17	% Change	Comments
	Final Budget	Actual	Budget	Year-End Projection	Department Request	Manager Recommends	Council Approved	Over 2015-16		
Fire										
Personal Services										
Salaries and Wages	39,108	39,077	37,962	38,380	0	0	0	0	-100.0%	
Total	39,108	39,077	37,962	38,380	0	0	0	0	-100.0%	
Fringe Benefits										
FICA	2,277	2,959	2,905	2,916	0	0	0	0	-100.0%	
VRS Retirement	4,044	4,161	5,110	4,999	0	0	0	0	-100.0%	
ICMA Retirement	0	0	0	347	0	0	0	0	#DIV/0!	
Medical Insurance	6,186	6,185	7,221	7,220	0	0	0	0	-100.0%	
Group Life Insurance	0	0	0	0	0	0	0	0	-100.0%	
Disability Insurance	0	0	0	0	0	0	0	0	#DIV/0!	
Line of Duty Act	14	228	320	320	0	0	0	0	-100.0%	
Workers Compensation	7,410	7,410	8,077	7,670	0	0	0	0	-100.0%	
Total	3,200	3,690	3,690	4,840	0	0	0	0	-100.0%	
Workers Compensation	23,631	24,533	27,323	28,212	0	0	0	0	-100.0%	
Contractual Services										
Professional Health Services	8,808	8,808	11,775	8,775	0	0	0	0	-100.0%	
Professional Services	750	1,848	750	0	0	0	0	0	-100.0%	
Repairs and Maintenance	18,292	12,439	25,600	6,000	0	0	0	0	-100.0%	
Maintenance Services Contracts	9,600	9,963	8,000	20,000	0	0	0	0	-100.0%	
Laundry and Dry Cleaning	0	0	350	0	0	0	0	0	-100.0%	
Total	37,450	33,058	46,475	34,775	0	0	0	0	-100.0%	
Contributions to Firefighters										
Honorarium	25,000	25,000	6,600	6,600	0	0	0	0	-100.0%	
PPT Reimbursement	6,500	6,607	6,600	7,334	0	0	0	0	-100.0%	
Total	31,500	31,607	13,200	13,934	0	0	0	0	-100.0%	
Utilities										
Electric Services	13,000	13,541	12,000	11,000	0	0	0	0	-100.0%	
Heating Services	5,500	5,318	6,000	3,000	0	0	0	0	-100.0%	
Water and Sewer Services	3,300	4,144	4,500	3,800	0	0	0	0	-100.0%	
Refuse Services	426	426	426	426	0	0	0	0	-100.0%	
Total	22,226	23,429	22,926	18,226	0	0	0	0	-100.0%	
Communications										
Telecommunications	2,400	2,932	3,000	3,200	0	0	0	0	-100.0%	
Total	2,400	2,932	3,000	3,700	0	0	0	0	-100.0%	
Insurance										
Motor Vehicle Insurance	9,649	9,649	8,415	8,415	0	0	0	0	-100.0%	
General Liability and Sickness	8,400	8,395	8,500	9,041	0	0	0	0	-100.0%	
Total	18,049	18,044	16,915	17,456	0	0	0	0	-100.0%	
Travel										
Convention and Education	0	0	0	0	0	0	0	0	#DIV/0!	
Total	0	0	0	0	0	0	0	0	#DIV/0!	

Fire - Continued										Comments
	2014-15 Final Budget	2014-15 Actual	2015-16 Budget	2015-16 Year-End Projection	2016-17 Department Request	2016-17 Manager Recommends	2016-17 Council Approved	% Change Over 2015-16		
Supplies and Equipment										
Office Supplies	400	449	500	450	0	0	0	-100.0%		
Housekeeping and Janitorial Supplies	1,100	584	1,100	600	0	0	0	-100.0%		
Repair & Maintenance Supplies	2,000	2,292	2,000	1,500	0	0	0	-100.0%		
Vehicle and Power Equipment Supplies	30,500	31,536	23,000	12,500	0	0	0	-100.0%		
Uniforms and Wearing Apparel	0	0	200	44	0	0	0	-100.0%		
Other Operating Supplies	27,500	28,862	43,400	30,000	0	0	0	-100.0%		
Fire Program Fund Purchases	187,125	32,115	175,010	57,100	0	0	0	-100.0%		
Tools	400	67	400	0	0	0	0	-100.0%		
Machinery and Equipment	0	0	1,500	0	0	0	0	-100.0%		
EDP Equipment	2,423	2,423	0	0	0	0	0	-100.0%		
Total	251,448	98,428	247,110	102,194	0	0	0	-100.0%		
Capital Expenditures										
Motor Vehicles and Equipment	0	0	150,000	150,000	0	0	0	-100.0%		
Fire Training Facility	0	0	0	0	0	0	0	#DIV/0!		
Total	0	0	150,000	150,000	0	0	0	-100.0%		
Total Fire	425,812	271,108	564,911	406,877	0	0	0	-100.0%		

Emergency Services and Risk Management											Comments
	2014-15	2014-15	2015-16	2015-16	2016-17	2016-17	2016-17	2016-17	2016-17	% Change	
	Final	Actual	Budget	Year-End	Department	Manager	Request	Recommendations	Council	Over-2015-16	
	Budget			Projection					Approved		
Personal Services											
Parish Wages	18,360	17,845	18,750	17,600	18,938	18,938	18,938	18,938	18,938	1.0%	1 hr/week
Total	18,360	17,845	18,750	17,600	18,938	18,938	18,938	18,938	18,938	1.0%	
Fringe Benefits											
FICA	1,405	1,365	1,435	1,350	1,449	1,449	1,449	1,449	1,449	1.0%	
Line of Duty Act	343	343	374	1,130	1,164	1,164	1,164	1,164	1,164	211.2%	3 1/2 rate increase
Worker's Compensation	16	15	15	22	20	20	20	20	20	33.3%	
Total	1,764	1,723	1,824	2,502	2,633	2,633	2,633	2,633	2,633	44.4%	
Contractual Services											
Repairs & Maintenance	2,318	2,587	200	550	500	250	500	250	250	25.0%	
Maintenance Service Contracts	7,200	7,160	7,200	7,160	7,200	7,200	7,200	7,200	7,200	0.0%	
Printing and Binding	200	174	100	100	100	100	100	100	100	0.0%	
Advertising	200	62	150	150	150	150	150	150	150	0.0%	
Total	9,918	9,983	7,650	7,960	7,950	7,700	7,950	7,700	7,700	0.7%	
Communications											
Telecommunications	1,200	1,350	1,200	1,200	1,200	1,200	1,200	1,200	1,200	0.0%	
Total	1,200	1,350	1,200	1,200	1,200	1,200	1,200	1,200	1,200	0.0%	
Travel											
Convention and Education	250	0	250	250	250	250	250	250	250	0.0%	
Total	250	0	250	250	250	250	250	250	250	0.0%	
Miscellaneous											
Dues and Memberships	100	75	100	75	100	100	100	100	100	0.0%	
Chowan River Basin Flood Taskforce	7,050	7,050	7,200	7,200	7,200	7,370	7,200	7,370	7,370	2.4%	Stream gauges
Homeland Security Grant	11,500	4,825	13,875	13,875	0	0	0	0	0	-100.0%	
VDEM Grant	49,480	50,696	0	0	0	0	0	0	0		
VDEM Grant Match	37,940	30,123	25,000	0	0	0	0	0	0	-100.0%	
Total	106,070	92,769	46,175	21,150	7,300	7,470	7,300	7,470	7,470	-83.8%	
Supplies and Equipment											
Office Supplies	200	298	200	200	200	200	200	200	200	0.0%	
Vehicle and Power Equipment Supplies	1,500	2,126	1,500	1,500	2,000	1,150	2,000	1,150	1,150	-23.3%	
Books and Subscriptions	0	119	0	0	0	0	0	0	0		
Other Operating Supplies	1,406	1,538	200	200	6,180	5,150	6,180	5,150	5,150	2475.0%	3 AL13D units
Machinery and Equipment	2,900	2,900	0	0	0	0	0	0	0		
Communications Equipment	982	399	2,000	2,000	2,000	2,000	2,000	2,000	2,000	0.0%	
EDP Equipment	0	0	0	2,031	0	0	0	0	0		
Total	6,988	7,380	3,900	5,931	10,380	8,500	10,380	8,500	8,500	117.9%	
Capital Expenditures											
Major Vehicles	0	0	0	0	34,000	27,000	34,000	27,000	27,000		Replace SUV - Finance for 5 years
Total	0	0	0	0	34,000	27,000	34,000	27,000	27,000		
Total Emer. Services and Risk Mgmt.	144,550	131,050	79,749	56,593	82,651	73,691	82,651	73,691	73,691	-7.6%	

Facilities Management											
	2014-15	2014-15	2015-16	2015-16	2016-17	2016-17	2016-17	2016-17	% Change	Comments	
	Final	Actual	Budget	Year-End	Department	Manager	Council	Over	2015-16		
	Budget			Projection	Request	Recommendations	Approved				
Personal Services											
Salaries and Wages	19,048	19,046	18,041	18,240	21,433	21,433	21,433	21,433	18.8%		
Part-time Wages	0	0	0	0	12,855	0	0	0	#DIV/0!	Request for additional part-time employees (24 hrs/week)	
Total	19,048	19,046	18,041	18,240	34,288	21,433	21,433	21,433	18.8%		
Fringe Benefits											
FICA	1,354	1,419	1,381	1,357	2,623	1,640	1,640	1,640	18.8%		
VRS Retirement	2,404	2,377	2,429	2,424	2,397	2,397	2,397	2,397	-1.3%		
Medical Insurance	5,347	5,346	5,337	5,337	6,740	6,740	6,740	6,740	26.3%		
Group Life Insurance	0	0	0	0	281	281	281	281	#DIV/0!		
Disability Insurance	80	80	162	161	191	191	191	191	17.9%		
Worker's Compensation	478	473	475	434	524	524	524	524	10.3%		
Total	9,663	9,695	9,784	9,713	12,756	11,773	11,773	11,773	20.3%		
Contractual Services											
Professional Services	2,000	1,957	0	0	10,000	0	0	0	#DIV/0!		
Temporary Help Service Fees	0	0	0	0	0	0	0	0	#DIV/0!	(One temporary position)	
Repairs and Maintenance	35,000	29,974	34,800	25,000	35,000	35,000	35,000	35,000	0.6%		
Maintenance Service Contracts	26,640	24,745	30,000	30,000	35,000	30,000	30,000	30,000	0.0%		
Advertising	500	497	800	1,073	800	600	600	600	-25.0%		
Laundry and Dry Cleaning	2,000	2,048	2,000	2,100	2,500	2,250	2,250	2,250	12.5%		
Total	66,140	59,221	67,600	58,173	83,300	67,850	79,063	79,063	17.0%		
Utilities											
Electric Services	47,000	47,791	55,000	50,000	55,000	55,000	55,000	55,000	0.0%		
Heating Services	16,000	15,662	14,000	12,000	14,000	14,000	14,000	14,000	0.0%		
Water and Sewer Services	325	290	325	300	325	325	325	325	0.0%		
Refuse Services	153	159	153	153	153	153	153	153	0.0%		
Total	63,478	63,896	69,478	62,453	69,478	69,478	69,478	69,478	0.0%		
Leases and Rentals											
Lease of Land	4,800	4,800	4,800	4,800	4,800	4,800	4,800	4,800	0.0%	Truck Inver Training Facility	
Total	4,800	4,800	4,800	4,800	4,800	4,800	4,800	4,800	0.0%		
Supplies and Equipment											
Housekeeping and Janitorial Supplies	9,000	7,995	9,000	6,000	8,000	8,000	8,000	8,000	-11.1%		
Repair and Maintenance Supplies	6,946	6,387	6,000	5,000	6,000	6,000	6,000	6,000	0.0%		
Vehicle and Power Equipment Supplies	300	77	300	200	300	300	300	300	0.0%		
Gateway Entrance Sign	3,200	(724)	4,000	4,000	2,000	4,000	4,000	4,000	0.0%		
Furniture and Fixtures	0	0	4,000	4,000	4,000	0	0	0	-100.0%		
EDP Equipment	0	0	1,400	0	0	0	0	0	-100.0%		
Total	19,446	13,735	24,700	19,200	20,300	18,300	18,300	18,300	-25.9%		

Facilities Management - Continued									
	2014-15	2014-15	2015-16	2015-16	2016-17	2016-17	2016-17	% Change	Comments
	Final	Actual	Budget	Year-End	Department	Manager	Council	Over 2015-16	
	Budget			Projection	Request	Recommendations	Approved		
Capital Expenditures									
Municipal Building and Police Dept. Bldg. Studies	0	0	30,000	30,000	0	0	0	-100.0%	
Mun. Bldg. and Police Dept. Improv./Replacement	0	0	0	0	5,100,000	5,100,000	5,100,000	#DIV/0!	Includes Inert Assurance costs
Animal Shelter Design and Building	0	0	446,700	239,703	220,000	220,000	220,000	-50.7%	
Brick Generator Enclosure - Municipal Building	0	0	25,000	0	0	0	0	-100.0%	
Bank Building	1,054	1,053	0	0	0	0	0	#DIV/0!	
Total	1,054	1,053	501,700	269,703	5,320,000	5,320,000	5,320,000	960.4%	
Total Facilities Management	183,629	171,446	696,103	442,282	5,544,922	5,513,634	5,524,847	693.7%	

	2014-15		2014-15		2015-16		2015-16		2016-17		2016-17		2016-17		% Change Over 2015-16	Comments
	Final Budget	Actual	Budget	Year-End Projection	Department Request	Manager Recommend	Council Approved	Over 2015-16								
Emporia Sheriff																
Personal Services																
Salaries and Wages	151,509	152,571	154,539	156,245	156,069	156,069	156,069	156,069	1.0%							
Overtime - Selective	8,000	4,607	8,000	4,100	5,000	5,000	5,000	5,000	-37.5%							
Part-time Wages	13,432	8,183	13,695	9,850	11,934	11,934	11,934	11,934	-12.9%							
Total	172,941	165,361	176,234	169,845	173,003	173,003	173,003	173,003	-1.8%							
Fringe Benefits																
FICA	13,231	12,483	13,482	12,735	13,235	13,235	13,235	13,235	-1.8%							
VRS Retirement	20,591	20,359	20,802	20,767	17,449	17,449	17,449	17,449	-16.1%							
Medical Insurance	18,870	18,870	18,836	18,835	20,218	20,218	20,218	20,218	7.3%							
Group Life Insurance	0	0	0	0	2,045	2,045	2,045	2,045	#DIV/0!							
Line of Duty Act	1,029	343	1,122	1,131	1,165	1,165	1,165	1,165	#DIV/0!							
Worker's Compensation	4,155	4,250	4,429	4,256	4,738	4,738	4,738	4,738	3.8% 1% rate increase							
Total	57,876	56,305	58,671	57,724	58,850	58,850	58,850	58,850	0.3%							
Contractual Services																
Professional Health Services	0	0	0	0	0	0	0	0	#DIV/0!							
Repairs and Maintenance	1,000	1,098	1,000	1,000	1,000	1,000	1,000	1,000	0.0%							
Maintenance Service Contracts	400	400	600	600	800	800	800	800	0.0%							
Advertising	0	0	125	125	125	125	125	125	0.0%							
Total	1,400	1,498	1,725	1,725	1,925	1,725	1,725	1,725	0.0%							
Communications																
Postal Services	250	199	300	300	350	300	300	300	0.0%							
Telecommunications	2,600	2,943	3,000	3,100	3,500	3,200	3,200	3,200	6.7%							
Total	2,850	3,142	3,300	3,400	3,850	3,500	3,500	3,500	6.1%							
Leases and Rentals																
Lease/Rent of Buildings	3,900	3,900	3,900	3,900	3,900	3,900	3,900	3,900	0.0%							
Total	3,900	3,900	3,900	3,900	3,900	3,900	3,900	3,900	0.0%							
Travel																
Convention and Education	1,250	569	1,250	1,250	1,500	1,250	1,250	1,250	0.0%							
Extradition of Prisoners	1,000	658	1,000	1,000	1,000	1,000	1,000	1,000	0.0%							
Total	2,250	1,228	2,250	2,250	2,500	2,250	2,250	2,250	0.0%							
Miscellaneous																
Dues and Memberships	1,524	1,482	1,525	1,542	1,500	1,550	1,550	1,550	1.6%							
Total	1,524	1,482	1,525	1,542	1,500	1,550	1,550	1,550	1.6%							
Supplies and Equipment																
Office Supplies	600	713	600	600	600	600	600	600	0.0%							
Vehicle and Power Equipment Supplies	8,000	5,447	8,000	8,000	9,500	6,000	6,000	6,000	-25.0%							
Police Supplies	200	162	200	200	200	200	200	200	0.0%							
Uniforms and Working Apparel	1,250	1,058	500	500	500	500	500	500	0.0%							
Total	10,050	7,381	9,300	9,300	10,800	7,300	7,300	7,300	-21.5%							

Emporia Sheriff - Continued									
	2014-15 Final Budget	2014-15 Actual	2015-16 Budget	2015-16 Year-End Projection	2016-17 Department Request	2016-17 Manager Recommends	2016-17 Council Approved	% Change Over 2015-16	Comments
Capital Expenditures									
Motor Vehicles	0	0	0	0	26,000	0	26,000	#DIV/0!	Replace Sheriff's SUV
Total	0	0	0	0	26,000	0	26,000	#DIV/0!	
Total Emporia Sheriff	252,791	240,297	256,905	249,686	282,328	252,078	278,078	8.2%	

Public Works Administration		2014-15	2014-15	2015-16	2015-16	2016-17	2016-17	2016-17	2016-17	% Change	Comments
	Final Budget	Actual	Budget	Year-End Projection	Department Request	Manager Recommends	Council Approved	Over 2015-16			
Personal Services											
Salaries and Wages	80,489	81,052	82,097	84,330	82,909	82,909	82,909	82,909	1.0%		
Total	80,489	81,052	82,097	84,330	82,909	82,909	82,909	82,909	1.0%		
Fringe Benefits											
FICA	6,138	6,049	6,281	6,270	6,343	6,343	6,343	6,343	1.0%		
VRS Retirement	10,940	10,816	11,051	11,032	9,270	9,270	9,270	9,270	-16.1%		
Medical Insurance	9,435	9,559	9,418	9,418	10,109	10,109	10,109	10,109	7.3%		
Group Life Insurance	0	0	0	0	1,087	1,087	1,087	1,087	#DIV/0!		
Disability Insurance	327	327	681	682	667	667	667	667	0.9%		
Worker's Compensation	743	759	843	723	744	744	744	744	-11.7%		
Total	27,543	27,910	28,254	28,105	28,220	28,220	28,220	28,220	-0.1%		
Contractual Services											
Repairs and Maintenance	200	80	200	200	200	200	200	200	0.0%		
Maintenance Service Contracts	225	161	213	213	500	300	300	300	40.8%		
Laundry and Dry Cleaning	400	375	450	450	450	450	450	450	0.0%		
Total	825	616	863	863	1,150	950	950	950	10.1%		
Communications											
Postal Services	10	3	10	0	10	10	10	10	0.0%		
Messenger Services	50	0	50	0	50	50	50	50	0.0%		
Telecommunications	4,000	3,932	4,050	4,500	4,500	4,100	4,100	4,100	1.2%		
Total	4,060	3,935	4,110	4,500	4,580	4,160	4,160	4,160	1.2%		
Travel											
Convention and Education	1,000	696	1,000	1,000	1,000	1,000	1,000	1,000	0.0%		
Total	1,000	696	1,000	1,000	1,000	1,000	1,000	1,000	0.0%		
Miscellaneous											
Employee Appreciation	500	500	500	500	500	500	500	500	0.0%		
Total	500	500	500	500	500	500	500	500	0.0%		
Supplies and Equipment											
Office Supplies	1,300	1,351	1,300	1,300	1,500	1,400	1,400	1,400	7.7%		
Vehicle and Power Equipment Supplies	3,500	3,312	3,500	3,500	3,500	2,650	2,650	2,650	-24.3%		
Uniforms and Wearing Apparel	50	50	50	50	75	50	50	50	0.0%		
Furniture and Fixtures	0	0	1,356	1,356	0	0	0	0	-100.0%		
EDP Equipment	0	173	0	0	3,500	3,000	3,000	3,000	#DIV/0!		
Total	4,850	4,886	6,206	6,206	8,575	7,100	7,100	7,100	14.4%		
Total Public Works Administration	119,367	119,595	123,030	125,504	126,914	124,839	124,839	124,839	1.5%		

Street Maintenance - Continued	2014-15 Final Budget	2014-15 Actual	2015-16 Budget	2015-16 Year-End Projection	2016-17 Department Request	2016-17 Manager Recommendations	2016-17 Council Approved	% Change Over 2015-16	Comments
Capital Expenditures									
Street Paving	175,000	174,981	180,000	180,000	200,000	200,000	200,000	1.1%	
Pavement Markings	0	0	0	0	30,000	30,000	30,000	#DIV/0!	
Machinery & Equipment	18,000	16,070	0	0	0	0	0	#DIV/0!	
Motor Vehicles and Equipment	21,704	21,427	0	0	0	0	0	#DIV/0!	
E. Atlantic Street Improvements	427,625	8,147	1,366,793	0	0	0	0	-100.0%	
N. Main Street Median Improvements	0	0	30,000	25,850	0	0	0	-100.0%	
Halifax Street Bridge Replacement	1,000	0	20,000	0	147,347	147,347	147,347	636.7%	2% local match & revenue sharing match
Stormwater Improvements - Olive Street	0	0	25,000	0	28,000	30,000	30,000	20.0%	
Stormwater Improvements - Industrial Park	0	0	0	0	0	0	0	#DIV/0!	
Total	643,329	220,625	1,621,793	205,850	405,347	407,347	407,347	-74.9%	
Total Street Maintenance	1,445,151	990,076	2,450,883	955,739	1,234,273	1,181,368	1,181,406	-51.8%	

	2014-15 Final Budget	2014-15 Actual	2015-16 Budget	2015-16 Year-End Projection	2016-17 Department Request	2016-17 Manager Recommends	2016-17 Council Approved	% Change Over 2015-16	Comments
Sanitation									
Personal Services									
Salaries and Wages	212,215	212,043	211,168	210,235	213,256	213,256	213,256	1.0%	
Overtime	25,650	25,667	17,000	43,000	17,000	17,000	17,000	0.0%	
Total	237,865	237,710	228,168	253,235	230,256	230,256	230,256	0.9%	
Fringe Benefits									
FICA	17,536	17,177	17,455	18,350	17,615	17,615	17,615	0.9%	
VRS Retirement	28,841	25,764	28,424	26,032	23,843	23,843	23,843	-16.1%	
ICMA Retirement	0	0	0	461	0	0	0	#DIV/0!	
Medical Insurance	41,342	41,342	44,928	32,894	42,567	42,567	42,567	-5.3%	
Group Life Insurance	0	0	0	0	2,794	2,794	2,794	#DIV/0!	
Disability Insurance	302	582	1,017	673	747	747	747	-26.5%	
Worker's Compensation	10,899	11,123	10,557	11,936	12,891	12,891	12,891	22.1%	
Total	98,910	95,988	102,381	90,346	100,457	100,457	100,457	-1.9%	
Contractual Services									
Inmate Labor	2,400	2,088	2,400	2,500	2,500	2,500	2,500	4.2%	
Riprap and Maintenance	8,500	9,444	6,000	7,000	7,000	7,000	7,000	16.7%	
Advertising	2,000	1,796	2,000	1,800	2,000	2,000	2,000	0.0%	
Laundry and Dry Cleaning	3,500	3,206	3,500	3,600	3,600	3,600	3,600	2.9%	
Service from other Govt. Entities - Landfill	213,000	213,696	220,000	213,000	225,000	225,000	225,000	2.3%	
Total	229,400	230,230	233,900	237,900	240,100	240,100	240,100	2.7%	
Communications									
Telecommunications	900	744	900	900	900	900	900	0.0%	
Total	900	744	900	900	900	900	900	0.0%	
Travel									
Convention and Education	600	15	600	600	600	600	600	0.0%	
Total	600	15	600	600	600	600	600	0.0%	
Supplies and Equipment									
Repair and Maintenance Supplies	12,000	5,878	15,000	15,000	15,000	10,000	10,000	-33.3%	
Vehicle and Power Equipment Supplies	103,000	96,658	105,000	105,000	105,000	78,750	78,750	-25.0%	
Uniforms and Wearing Apparel	400	297	400	400	600	400	400	0.0%	
Recycling	6,357	5,971	6,427	6,427	0	0	0	-100.0%	(trans funds)
Machinery and Equipment	27,200	26,681	0	0	7,000	7,000	7,000	#DIV/0!	(trans funds)
Total	148,957	135,485	126,827	126,827	127,600	96,150	96,150	-24.2%	
Capital Expenditures									
Motor Vehicles and Equipment	23,092	23,114	105,000	74,601	0	0	0	-100.0%	
Dumpsters	12,300	12,112	25,000	25,000	25,000	25,000	25,000	0.0%	
Total	35,392	35,231	130,000	99,601	25,000	25,000	25,000	-80.8%	
Total Sanitation	752,024	735,403	822,776	809,409	724,913	693,463	693,463	-15.7%	

Grounds Maintenance		2014-15	2014-15	2015-16	2015-16	2016-17	2016-17	2016-17	2016-17	2016-17	% Change	Comments
	Final Budget	Actual	Budget	Year-End Projection	Department Request	Manager Recommends	Council Approved	Over 2015-16				
Personal Services												
Salaries and Wages	57,237	57,134	58,357	60,650	112,427	85,159	85,159	45.9%	Additional Maintenance Technician position requested			
Overtime	0	0	0	0	7,500	7,500	7,500	#DIV/0!	Eliminated 1 Maintenance Technician position			
Total	57,237	57,134	58,357	60,650	119,927	92,659	92,659	58.8%				
Fringe Benefits												
FICA	4,380	4,234	4,465	4,466	9,174	7,089	7,089	58.8%				
VRS Retirement	7,617	7,530	7,694	7,681	9,521	9,521	9,521	23.7%				
Medical Insurance	12,580	12,580	12,557	12,557	20,218	20,218	20,218	61.0%				
Group Life Insurance	0	0	0	0	1,116	1,116	1,116	#DIV/0!				
Disability Insurance	0	0	0	0	236	236	236	#DIV/0!				
Worker's Compensation	1,294	1,294	1,294	1,489	2,404	2,404	2,404	85.8%				
Total	25,871	25,638	26,010	26,193	42,669	40,594	40,594	56.0%				
Contractual Services												
Temporary Help Service Fees	0	0	0	0	0	44,852	33,639	#DIV/0!	Three temporary positions for 6 months			
Repairs and Maintenance	50	0	50	50	50	50	50	0.0%				
Laundry and Dry Cleaning	390	274	1,100	1,100	1,400	1,400	1,400	27.3%				
Total	400	274	1,150	1,150	1,450	46,302	35,089	2951.2%				
Travel												
Convention and Education	800	375	800	700	800	800	800	0.0%				
Total	800	375	800	700	800	800	800	0.0%				
Miscellaneous												
Dues and Memberships	50	15	50	15	50	50	50	0.0%				
Total	50	15	50	15	50	50	50	0.0%				
Supplies and Equipment												
Agricultural Supplies	12,500	6,739	26,500	20,000	20,000	20,000	20,000	-24.5%				
Repair and Maintenance Supplies	1,100	1,879	2,100	2,100	4,100	2,000	2,000	-4.8%				
Vehicle and Power Equipment Supplies	7,400	3,658	7,400	7,400	10,400	5,550	5,550	-25.0%				
Uniforms and Wearing Apparel	100	50	200	200	375	200	200	0.0%				
Other Operating Supplies	2,250	1,538	2,300	2,000	2,300	2,500	2,500	8.7%				
Machinery and Equipment	0	0	0	0	6,000	6,000	6,000	#DIV/0!	Temp trailer			
Total	23,350	13,864	38,500	31,700	43,175	36,250	36,250	-5.8%				
Total Grounds Maintenance	107,708	97,300	124,867	120,408	208,071	216,645	205,432	64.5%				

	2014-15 Final Budget	2014-15 Actual	2015-16 Budget	2015-16 Year-End Projection	2016-17 Department Request	2016-17 Manager Recommendations	2016-17 Council Approved	% Change Over 2015-16	Comments
Fleet Maintenance									
Personal Services									
Salaries and Wages	103,367	101,298	106,982	108,500	108,039	108,039	108,039	1.0%	
Overtime	4,500	4,408	3,000	5,000	3,000	3,000	3,000	0.0%	
Total	107,867	105,706	109,982	113,500	111,039	111,039	111,039	1.0%	
Fringe Benefits									
FICA	8,254	7,719	8,414	8,580	8,495	8,495	8,495	1.0%	
VRS Retirement	14,255	14,094	14,401	14,376	12,079	12,079	12,079	-16.1%	
Medical Insurance	19,852	19,852	19,815	19,814	21,269	21,269	21,269	7.3%	
Group Life Insurance	0	0	0	0	1,416	1,416	1,416	#DIV/0!	
Disability Insurance	442	442	893	894	900	900	900	0.8%	
Worker's Compensation	2,675	2,663	2,675	2,752	3,043	3,043	3,043	13.8%	
Total	45,478	44,770	46,198	48,416	47,202	47,202	47,202	2.2%	
Contractual Services									
Laundry and Dry Cleaning	2,500	2,104	2,500	2,050	2,500	2,500	2,500	0.0%	
Total	2,500	2,104	2,500	2,050	2,500	2,500	2,500	0.0%	
Communications									
Telecommunications	1,000	886	1,000	1,000	1,000	1,000	1,000	0.0%	
Total	1,000	886	1,000	1,000	1,000	1,000	1,000	0.0%	
Travel									
Convention and Education	250	0	250	250	250	250	250	0.0%	
Total	250	0	250	250	250	250	250	0.0%	
Supplies and Equipment									
Vehicle and Power Equipment Supplies	13,000	14,358	13,000	13,000	13,000	13,000	13,000	0.0%	
Uniforms and Wearing Apparel	150	150	150	150	225	150	150	0.0%	
EDP Equipment	0	0	0	0	0	0	0	#DIV/0!	
Total	13,150	14,508	13,150	13,150	13,225	13,150	13,150	0.0%	
Capital Expenditures									
Motor Vehicles and Equipment	0	0	0	0	28,500	24,000	0	#DIV/0!	Replaces pickup truck - Finance for 5 years
Total	0	0	0	0	28,500	24,000	0	#DIV/0!	
Total Fleet Maintenance	170,265	167,974	173,080	176,366	203,716	199,141	175,141	1.2%	

Health and Social Services	2014-15	2014-15	2015-16	2015-16	2016-17	2016-17	2016-17	% Change	Comments
	Final Budget	Actual	Budget	Year-End Projection	Department Request	Manager Recommends	Council Approved	Over 2015-16	
Health Related Services									
State Health Department	61,699	61,699	61,699	61,699	61,699	61,699	61,699	0.0%	
Mental Health Services (District 19)	39,471	39,471	39,471	39,471	45,175	39,471	39,471	0.0%	
Cramer District Area Agency on Aging	6,567	6,567	4,034	4,034	6,570	4,034	4,034	0.0%	
Total	107,737	107,737	105,204	105,204	113,444	105,204	105,204	0.0%	
Rescue Squad									
Line of Duty Act	6,240	6,240	6,802	6,006	6,186	6,186	6,186	-9.1%	1% rate increase
Four-For-Life	4,377	4,377	0	0	0	0	0	NDVDI	
Rescue Squad Worker's Compensation	10,138	10,138	10,287	8,322	11,126	11,126	11,126	8.2%	
PPT Reimbursement	6,225	6,224	6,200	4,272	6,200	6,200	6,200	0.0%	
Total	26,980	26,979	23,289	18,600	23,512	23,512	23,512	1.0%	
Social Services									
Social Services	178,781	178,781	189,184	189,184	194,578	194,578	194,578	2.9%	
Children's Services Act	149,034	149,034	125,841	125,841	156,343	156,343	156,343	24.7%	
Total	327,815	327,815	315,025	315,025	351,521	351,521	351,521	11.6%	
Total Health and Social Services	467,532	467,531	443,518	438,829	488,477	480,237	480,237	8.3%	

Education	2014-15 Final Budget	2014-15 Actual	2015-16 Budget	2015-16 Year-End Projection	2016-17 Department Request	2016-17 Manager Recommendations	2016-17 Council Approved	% Change Over 2015-16	Comments
Greensville County Public Schools									
Superintendent	500	500	500	500	500	500	500	0.0%	
Local Funding	3,420,256	3,352,139	3,582,996	3,582,996	3,432,562	3,343,013	3,330,695	-7.0%	Based on 35% of requested increase & undpaid ADNT
Sales Tax - Education	1,056,532	1,050,532	1,151,238	1,151,238	1,151,235	1,151,235	1,206,872	4.8%	
Total	4,477,290	4,409,171	4,734,732	4,734,732	4,584,298	4,494,749	4,537,472	-4.2%	
Southside Virginia Comm. College	1,179	1,179	1,179	1,179	1,610	1,179	1,179	0.0%	
Southside Virginia Education Center									
SVEC Operations	33,389	33,389	33,389	33,389	39,779	33,389	33,389	0.0%	
EAGLE Scholarship	0	0	10,000	10,000	10,000	10,000	10,000	0.0%	
Total	33,389	33,389	43,389	43,389	49,779	43,389	43,389	0.0%	
Emporia-Greens Literacy Council	2,736	2,736	2,736	2,736	2,736	2,736	2,736	0.0%	
The Improvement Assoc. - Headsstart	15,794	15,794	15,794	15,794	35,000	15,794	15,794	0.0%	
Total Education	4,530,388	4,462,269	4,797,830	4,797,830	4,673,423	4,557,847	4,600,570	-4.1%	

Library	2014-15 Final Budget	2014-15 Actual	2015-16 Budget	2015-16 Year-End Projection	2016-17 Department Request	2016-17 Manager Recommends	2016-17 Council Approved	% Change Over 2015-16	Comments
Meherrin Regional Library									
Library Operations	94,535	94,535	94,949	94,949	98,814	94,949	94,949	0.0%	
Capital	0	0	0	0	0	0	0	#DIV/0!	
Total	94,535	94,535	94,949	94,949	98,814	94,949	94,949	0.0%	
Total Library	94,535	94,535	94,949	94,949	98,814	94,949	94,949	0.0%	

	2014-15		2014-15		2015-16		2015-16		2016-17		2016-17		2016-17		% Change Over 2015-16	Comments
	Final Budget	Actual	Budget	Projection	Department Request	Manager Recommendations	Council Approved	Year-End Projection	2016-17 Request	2016-17 Manager Recommendations	2016-17 Council Approved	2016-17 Request	2016-17 Manager Recommendations	2016-17 Council Approved		
Development Services																
Personal Services																
Salaries and Wages	289,008	290,638	294,814	299,100	297,725	297,725	297,725	299,100	297,725	297,725	297,725	297,725	297,725	1.0%		
Total	289,008	290,638	294,814	299,100	297,725	297,725	297,725	299,100	297,725	297,725	297,725	297,725	297,725	1.0%		
Fringe Benefits																
FICA	22,111	21,340	22,554	21,880	22,776	22,776	22,776	21,880	22,776	22,776	22,776	22,776	22,776	1.0%		
VRS Retirement	26,716	26,418	27,118	26,947	22,641	22,641	22,641	26,947	22,641	22,641	22,641	22,641	22,641	-16.5%		
Medical Insurance	22,838	21,804	21,839	21,838	23,441	23,441	23,441	21,838	23,441	23,441	23,441	23,441	23,441	7.3%		
Group Life Insurance	0	0	0	0	2,653	2,653	2,653	0	2,653	2,653	2,653	2,653	2,653	#DIV/0!		
Disability Insurance	936	1,030	1,906	2,080	2,100	2,100	2,100	2,080	2,100	2,100	2,100	2,100	2,100	10.2%		
Workers Compensation	1,481	1,488	1,600	1,413	1,505	1,505	1,505	1,488	1,505	1,505	1,505	1,505	1,505	-5.9%		
Assistant Manager's Health Insurance Allowance	5,817	5,817	5,817	5,817	5,817	5,817	5,817	5,817	5,817	5,817	5,817	5,817	5,817	0.0%		
Assistant Manager's Vehicle Allowance	5,780	5,780	5,780	5,780	5,760	5,760	5,760	5,780	5,760	5,760	5,760	5,760	5,760	0.0%		
Assistant Manager's Cell Phone Allowance	480	480	480	480	480	480	480	480	480	480	480	480	480	0.0%		
Total	86,159	84,137	87,074	86,215	87,173	87,173	87,173	86,215	87,173	87,173	87,173	87,173	87,173	0.1%		
Contractual Services																
Professional Services	31,100	18,519	5,000	5,000	8,000	8,000	8,000	5,000	8,000	8,000	8,000	8,000	8,000	60.0%		
Repairs and Maintenance	1,250	564	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	0.0%		
Maintenance Service Contracts	10,500	9,720	10,500	10,500	10,500	10,500	10,500	10,500	10,500	10,500	10,500	10,500	10,500	0.0%		
Printing and Binding	2,250	1,045	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	0.0%		
Advertising	4,000	4,465	4,500	4,500	4,500	4,500	4,500	4,500	4,500	4,500	4,500	4,500	4,500	0.0%		
Marketing & Events - Farmers' Market	1,500	1,443	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	0.0%		
Nuisance Abatement	15,000	8,874	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000	0.0%		
Total	65,600	44,630	40,750	40,750	43,750	43,750	43,750	40,750	43,750	43,750	43,750	43,750	43,750	7.4%		
Communications																
Postal Services	1,600	1,462	1,000	1,200	1,200	1,200	1,200	1,200	1,200	1,200	1,200	1,200	1,200	20.0%		
Messenger Services	100	21	100	100	100	100	100	100	100	100	100	100	100	0.0%		
Telecommunications	3,500	3,095	3,500	3,500	3,500	3,500	3,500	3,500	3,500	3,500	3,500	3,500	3,500	0.0%		
Total	5,200	4,578	4,600	4,800	4,800	4,800	4,800	4,800	4,800	4,800	4,800	4,800	4,800	4.3%		
Travel																
Mileage and Other Transportation Costs	250	0	0	200	200	200	200	200	200	200	200	200	200	#DIV/0!		
Substance and Lodging	2,000	686	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	0.0%		
Convention and Education	11,500	10,406	14,000	14,000	14,000	14,000	14,000	14,000	14,000	14,000	14,000	14,000	14,000	0.0%	Work Ready Communications Training	
Total	13,750	11,092	16,000	16,200	16,200	16,200	16,200	16,200	16,200	16,200	16,200	16,200	16,200	1.3%		
Miscellaneous																
Regional Economic Development Organization	5,927	5,827	5,927	6,000	6,000	6,000	6,000	6,000	6,000	6,000	6,000	6,000	6,000	1.2%		
Emporia Industrial Development Authority	69,376	64,104	99,000	99,000	99,000	132,000	132,000	99,000	132,000	132,000	132,000	132,000	132,000	33.3%	Business Agree: Invest. E. Z. and R.I.G.	
Emporia Redevelopment & Housing Authority	43,100	42,549	42,005	42,000	42,000	30,200	30,200	42,000	30,200	30,200	30,200	30,200	30,200	-28.1%	E.Z. and R.I.G.	
Emporia/Greenville Mega Site Project-URIFA	5,650	5,650	5,650	5,650	5,650	5,650	5,650	5,650	5,650	5,650	5,650	5,650	5,650	0.0%		
Cater Small Business Development Center	2,500	2,500	2,500	2,500	4,000	2,500	2,500	2,500	4,000	2,500	2,500	2,500	2,500	0.0%		
Dues and Memberships	6,800	5,992	6,800	6,800	6,800	6,800	6,800	6,800	6,800	6,800	6,800	6,800	6,800	0.0%	Includes Crater dues based on census	

Development Services - Continued										Comments
	2014-15 Final Budget	2014-15 Actual	2015-16 Budget	2015-16 Year-End Projection	2016-17 Department Request	2016-17 Manager Recommendations	2016-17 Council Approved	% Change Over 2015-16		
Miscellaneous - Continued										
Housing Needs Assessment Grant	15,000	15,475	0	0	0	0	0	#DIV/0!		
Miscellaneous	0	0	0	0	300	300	300	#DIV/0!		
DRPT Grant Match	0	0	6,000	6,000	3,000	3,000	3,000	-50.0%		
Total	148,353	142,197	167,892	167,950	166,750	186,450	186,450	11.1%		
Supplies and Equipment										
Office Supplies	4,500	4,598	4,000	4,000	4,000	4,000	4,000	0.0%		
Vehicle and Power Equipment Supplies	6,250	3,646	6,250	6,250	6,250	4,700	4,700	-24.8%		
Uniforms and Wearing Apparel	750	0	750	250	250	250	250	-66.7%		
Books and Subscriptions	500	1,088	500	500	500	500	500	0.0%		
Other Operating Supplies	300	0	300	300	300	300	300	0.0%		
Furniture and Fixtures	1,350	831	0	500	1,000	0	0	#DIV/0!		
EDP Equipment	3,550	3,313	3,750	4,000	4,000	1,500	1,500	-60.0%	Computer and printer	
Total	17,200	13,454	15,550	15,900	16,300	11,250	11,250	-27.7%		
Capital Expenditures										
Demolition and Removal	35,000	7,200	35,000	35,000	35,000	35,000	35,000	0.0%	Removal of illegal properties	
Demolition of Old Elementary School Auditorium	0	0	100,000	0	0	0	0	-100.0%		
CDBG-West Atlantic Street Project	575,562	555,818	0	0	0	0	0	#DIV/0!		
CDBG-East Atlantic Street Neighborhood Study	0	0	30,000	30,000	0	0	0	-100.0%		
South Main Street Grant and Match	1,099,030	7,606	1,401,728	1,401,728	0	0	0	-100.0%		
South Main Street Phase II - Design	0	0	0	0	75,000	75,000	75,000		IRIS and VIKIT applications for Phase II	
CDBG-Belkfield Business District Project Grant	609,074	78,061	707,796	707,796	0	0	0	-100.0%		
CDBG-Belkfield Business District Grant Match	33,222	3,240	96,229	96,229	0	0	0	-100.0%		
Farmers' Market Trailhead Improvements	70,339	70,338	0	0	0	0	0	#DIV/0!		
Quiet Zone Crossing Study	0	0	0	0	50,000	50,000	0	#DIV/0!		
Motor Vehicles and Equipment	0	0	0	0	26,000	23,000	23,000	#DIV/0!	Replace Club Enforcement vehicle - Finance for 5 years	
Property Acquisition and Site Study	0	0	254,850	254,850	0	0	0	-100.0%		
Total	2,422,227	722,263	2,625,603	2,525,603	186,000	183,000	133,000	-94.9%		
Total Development Services	3,047,497	1,312,989	3,252,273	3,156,418	818,698	830,348	780,348	-76.0%		

2014-15 Final Budget	2014-15 Actual	2015-16 Budget	2015-16 Year-End Projection	2016-17 Department Request	2016-17 Manager Recommendations	2016-17 Council Approved	% Change Over 2015-16	Comments
Airport	60,000	60,000	60,000	60,000	60,000	60,000	0.0%	
Airport Capital	4,775	4,160	11,348	2,350	2,350	2,350	-79.3%	
Total Airport	64,775	64,160	71,348	62,350	62,350	62,350	-12.6%	

Parks and Recreation										Comments
	2014-15 Final Budget	2014-15 Actual	2015-16 Budget	2015-16 Year-End Projection	2016-17 Department Request	2016-17 Manager Recommendations	2016-17 Council Approved	% Change Over 2015-16		
Emporia-Greens, Recreation Assoc.										
EGRA Operations	51,000	51,000	51,000	51,000	51,000	51,000	51,000	0.0%		
EGRA Capital	0	0	0	0	0	0	0	#DIV/0!		
Total	51,000	51,000	51,000	51,000	51,000	51,000	51,000	0.0%		
Family YMCA of Emporia-Greens.										
	20,750	20,750	20,750	20,750	30,000	20,750	20,750	0.0%		
Boys & Girls Club of Emporia-Greens.										
Boys and Girls Club Operations	30,000	30,000	30,000	30,000	30,750	30,000	30,000	0.0%		
Total	30,000	30,000	30,000	30,000	30,750	30,000	30,000	0.0%		
Community Youth Center, Ltd.										
CYC Operations	5,000	5,000	9,000	9,000	13,591	9,000	9,000	0.0%		
CYC Capital	10,000	0	0	0	0	0	0	#DIV/0!		
Total	15,000	5,000	9,000	9,000	13,591	9,000	9,000	0.0%		
Total Parks and Recreation	116,750	106,750	110,750	110,750	125,341	110,750	110,750	0.0%		

Arts and Culture										Comments
	2014-15 Final Budget	2014-15 Actual	2015-16 Budget	2015-16 Year-End Projection	2016-17 Department Request	2016-17 Manager Recommends	2016-17 Council Approved	% Change Over 2015-16		
Meherrin River Arts Council	10,000	10,000	10,000	10,000	10,000	10,000	10,000	0.0%		
Peanut Festival	3,500	3,500	3,500	3,500	3,500	3,500	3,500	0.0%		
Total Arts and Culture	13,500	13,500	13,500	13,500	13,500	13,500	13,500	0.0%		

Extension Service	2014-15	2014-15	2015-16	2015-16	2016-17	2016-17	2016-17	2016-17	% Change	Comments
	Final Budget	Actual	Budget	Year-End Projection	Department Request	Manager Recommends	Council Approved	Over 2015-16		
Salaries and Wages	15,953	14,308	17,237	14,352	18,247	18,247	18,247	5.9%		
Temporary Help: Summer Intern	0	0	0	0	2,400	0	0	#DIV/0!		
Fringe Benefits	5,225	4,686	5,904	4,700	6,250	6,250	6,250	5.9%		
4-H Scholars Program	2,000	2,000	2,000	2,000	2,050	2,000	2,000	0.0%		
Shared Expenses with Co. of Greenville	2,737	2,736	2,895	2,895	3,802	3,802	3,802	31.8%		
Total Extension Service	25,915	23,730	28,026	23,937	32,749	30,299	30,299	8.1%		

Civic and Community Organizations										Comments
	2014-15	2014-15	2015-16	2015-16	2016-17	2016-17	2016-17	2016-17	% Change	
	Final Budget	Actual	Budget	Year-End Projection	Department Request	Manager Recommends	Council Approved	Over 2015-16		
Village View										
Emporia/Greenville Habitat for Humanity	3,800	3,800	3,800	3,800	5,111	3,800	3,800	0.0%		
Emporia-Greens. Chamber of Commerce	2,375	2,375	2,375	2,375	3,000	2,375	2,375	0.0%		
Coalition for Delaying Parenthood in Youth	1,600	1,600	1,600	1,600	1,600	1,600	1,600	0.0%	ADD: \$12,000 In-kind (rent & custodial services)	
Virginia Legal Aid Society	0	0	0	0	1,500	0	0	#DIV/0!	\$12,000 In-kind (rent & custodial services)	
American Red Cross	0	0	0	0	3,674	0	0	#DIV/0!		
Adult Activity Services	1,140	1,140	1,140	1,140	2,500	1,140	1,140	0.0%		
Med-Flight	6,000	6,000	6,000	6,000	0	0	0	#DIV/0!		
	900	900	900	900	200	200	200	-66.7%		
Total Civic and Community Organizations	15,515	15,515	9,515	9,515	17,585	9,115	9,115	-4.2%		

	2014-15		2014-15		2015-16		2015-16		2016-17		2016-17		2016-17		2016-17		% Change Over 2015-16	Comments	
	Final Budget	Actual	Budget	Actual	Year-End Projection	Department Request	Manager Recommendations	Council Approved	% Change Over 2015-16										
Non-Departmental																			
Data Processing																			
Annual Licensing/Support	30,202	30,201	30,000	30,201	27,822	21,809	21,809	21,809	21,809	21,809	21,809	21,809	21,809	21,809	21,809	21,809	21,809	-27.3%	
EDP Equipment	0	0	0	0	0	9,336	9,336	9,336	9,336	9,336	9,336	9,336	9,336	9,336	9,336	9,336	9,336	#DIV/0!	Year 1 of 3 year lease for new servers
Total	30,202	30,201	30,000	30,201	27,822	31,145	31,145	31,145	31,145	31,145	31,145	31,145	31,145	31,145	31,145	31,145	31,145	3.8%	
Insurance																			
General Liability Insurance (75%)	153,890	151,935	146,255	145,031	145,031	140,680	140,680	140,680	140,680	140,680	140,680	140,680	140,680	140,680	140,680	140,680	140,680	-3.8%	1% rate reduction
Retirees - Medical Insurance	20,224	24,444	20,844	18,664	18,664	14,304	14,304	14,304	14,304	14,304	14,304	14,304	14,304	14,304	14,304	14,304	14,304	-31.4%	
Total	182,114	176,379	167,099	163,695	163,695	154,984	154,984	154,984	154,984	154,984	154,984	154,984	154,984	154,984	154,984	154,984	154,984	-7.3%	
Debt Service																			
Health Dept. Debt Service	16,273	16,272	16,146	14,682	14,682	14,683	14,683	14,683	14,683	14,683	14,683	14,683	14,683	14,683	14,683	14,683	14,683	-9.2%	FY 2028
Sheriff's Dept. Debt Service	17,863	17,863	17,724	16,116	16,116	16,096	16,096	16,096	16,096	16,096	16,096	16,096	16,096	16,096	16,096	16,096	16,096	-9.2%	FY 2028
Commonwealth Attorney's Building Debt Service	37,368	37,368	36,848	36,848	36,848	36,312	36,312	36,312	36,312	36,312	36,312	36,312	36,312	36,312	36,312	36,312	36,312	-1.5%	FY 2042
GO Refunding Bond Series 2006	102,852	102,850	103,876	103,876	103,876	91,152	91,152	91,152	91,152	91,152	91,152	91,152	91,152	91,152	91,152	91,152	91,152	-17.6%	Refunded 2003A (1) Bond, FY 2016
GO Refunding Bond Series 2004A	170,739	170,164	169,613	169,612	169,612	0	0	0	0	0	0	0	0	0	0	0	0	-100.0%	Refunded 1995 (1) Bond, FY 2016
GO Bond Series 2012B	126,136	126,117	125,762	125,713	125,713	125,811	125,811	125,811	125,811	125,811	125,811	125,811	125,811	125,811	125,811	125,811	125,811	0.0%	Bank building renovation, FY 2013
2009 Note Payable	13,551	13,551	13,551	13,551	13,551	13,551	13,551	13,551	13,551	13,551	13,551	13,551	13,551	13,551	13,551	13,551	13,551	0.0%	Purchase of property for Farmer's Mkt., FY 2020
Extension Office Debt Service	11,319	11,319	11,319	11,319	11,319	11,319	11,319	11,319	11,319	11,319	11,319	11,319	11,319	11,319	11,319	11,319	11,319	0.0%	FY 2025
2010 USDA RD Loan	4,716	4,716	1,965	1,894	1,894	0	0	0	0	0	0	0	0	0	0	0	0	-100.0%	Public cars, FY 2016
2011 Note Payable	70,152	70,152	70,152	70,152	70,152	70,152	70,152	70,152	70,152	70,152	70,152	70,152	70,152	70,152	70,152	70,152	70,152	0.0%	Sanitation trucks, FY 2019
2011 USDA RD Loan	55,284	55,284	55,284	55,284	55,284	55,284	55,284	55,284	55,284	55,284	55,284	55,284	55,284	55,284	55,284	55,284	55,284	0.0%	Fire truck, FY 2022
2012 Lease Purchase Agreement	20,664	20,664	5,166	5,166	5,166	0	0	0	0	0	0	0	0	0	0	0	0	-100.0%	Public cars, FY 2016
2013 Lease Purchase Agreement	20,491	20,491	20,491	20,491	20,491	5,123	5,123	5,123	5,123	5,123	5,123	5,123	5,123	5,123	5,123	5,123	5,123	-75.0%	Public cars, FY 2017
2013 Lease Purchase Agreement	26,462	26,462	26,462	26,462	26,462	26,462	26,462	26,462	26,462	26,462	26,462	26,462	26,462	26,462	26,462	26,462	26,462	0.0%	Public Works equipment, FY 2019
2013 Note Payable	43,986	43,986	43,986	43,986	43,986	43,986	43,986	43,986	43,986	43,986	43,986	43,986	43,986	43,986	43,986	43,986	43,986	0.0%	Farmers Market Traditional Improvements, FY 2019
2014 Note Payable	46,343	36,829	43,836	43,836	43,836	43,836	43,836	43,836	43,836	43,836	43,836	43,836	43,836	43,836	43,836	43,836	43,836	0.0%	Public cars & Public Works equipment, FY 2018
GO Refunding Bond Series 2014	4,028	4,028	4,026	4,026	4,026	4,028	4,028	4,028	4,028	4,028	4,028	4,028	4,028	4,028	4,028	4,028	4,028	0.0%	Refunded 2003H & 2008 Bond, FY 2015
2016 Lease Purchase Agreement	0	0	24,614	7,964	7,964	23,992	23,992	23,992	23,992	23,992	23,992	23,992	23,992	23,992	23,992	23,992	23,992	-2.9%	Public cars, FY 2019
2016 Lease Purchase Agreement	0	0	23,387	2,932	2,932	17,592	17,592	17,592	17,592	17,592	17,592	17,592	17,592	17,592	17,592	17,592	17,592	-24.8%	Animal Control vehicle & PW equipment, FY 2023
2015 Note Payable	0	0	16,128	13,485	13,485	23,117	23,117	23,117	23,117	23,117	23,117	23,117	23,117	23,117	23,117	23,117	23,117	43.3%	Utility #3 chassis replacement, FY 2023
GO Bond Series 2015	0	0	112,021	29,205	29,205	122,068	122,068	122,068	122,068	122,068	122,068	122,068	122,068	122,068	122,068	122,068	122,068	9.0%	Animal Shelter, S. Main & E. Atlantic St. Improvements, FY 2015
2016 Lease Purchase Agreement	0	0	0	0	0	26,322	26,322	26,322	26,322	26,322	26,322	26,322	26,322	26,322	26,322	26,322	26,322	0.0%	Animal Shelter, S. Main & E. Atlantic St. Improvements, FY 2015
2016 Lease Purchase Agreement	0	0	0	0	0	15,186	15,186	15,186	15,186	15,186	15,186	15,186	15,186	15,186	15,186	15,186	15,186	0.0%	Finance for 3 years @ 2.5%
GO Bond Series 2016	0	0	0	0	0	247,760	247,760	247,760	247,760	247,760	247,760	247,760	247,760	247,760	247,760	247,760	247,760	9.2%	Non-Bldg. and Public Dept. Improv. Requirements 40 years @ 4%
Total Debt Service	788,227	778,115	942,357	816,599	816,599	992,204	1,034,286	1,029,194	1,029,194	1,029,194	1,029,194	1,029,194	1,029,194	1,029,194	1,029,194	1,029,194	1,029,194	9.2%	
Operating/Capital Reserve	87,288	0	125,000	0	0	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	-14.6%	Includes Rural Development capital reserve
Transfer To From/ Other Funds	0	(126,136)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	#DIV/0!	
Implementation of Compensation Study	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	#DIV/0!	Effective July 01, 2016 (includes City Manager & City Clerk)
2% COLA	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	#DIV/0!	Effective January 1, 2017 (includes City Manager & City Clerk)
Sick Leave Payout	56,191	56,191	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	#DIV/0!	
Total Non-Departmental	1,144,002	914,750	1,264,456	1,008,116	1,008,116	1,278,333	1,533,123	1,534,831	1,534,831	1,534,831	1,534,831	1,534,831	1,534,831	1,534,831	1,534,831	1,534,831	1,534,831	21.4%	
Grand Total General Fund	20,230,428	17,385,648	22,750,547	20,206,130	23,617,698	23,450,860	23,345,459	23,345,459	23,345,459	23,345,459	23,345,459	23,345,459	23,345,459	23,345,459	23,345,459	23,345,459	23,345,459	2.6%	

Utility Fund Revenue & Expenditure Summary												
	2014-15 Final Budget	2014-15 Actual	2015-16 Budget	2015-16 Year-End Projection	2016-17 Department Request	2016-17 Manager Recommendations	2016-17 Council Approved	% Change Over 2015-16		Comments		
Revenues												
Water Sales	1,618,856	1,635,652	1,692,600	1,670,000	1,753,500	1,753,500	1,670,000	-1.3%				
Sewer Service	1,338,000	1,338,942	1,396,500	1,405,000	1,475,250	1,475,250	1,405,000	0.6%				
Water Taps	10,000	0	0	6,000	0	0	0	#DIV/0!				
Sewer Taps	10,000	0	0	8,000	0	0	0	#DIV/0!				
Cut-on/Cut-off Fees	45,000	38,951	40,000	42,000	42,000	42,000	42,000	5.0%				
Water Charges	55,000	54,759	54,000	55,000	54,000	54,000	54,000	0.0%				
Sales, Labor, and Materials	500	40	0	0	0	0	0	#DIV/0!				
Penalties	75,000	106,016	105,385	114,000	110,000	110,000	110,000	4.4%				
Interest Earned	3,500	5,412	4,000	9,250	8,400	8,400	8,400	110.0%				
Miscellaneous	500	1,077	500	680	500	500	500	0.0%				
Proceeds from Financing	11,471,369	0	4,752,636	2,790,935	0	0	0	-100.0%				
Proceeds from Capital Leases	0	0	0	0	56,000	56,000	56,000	#DIV/0!				
Appropriated Fund Balance	394,705	0	1,491,564	0	0	0	0	-100.0%				
Grants	0	8,160	0	0	0	0	0	#DIV/0!				
Total Utility Fund Revenue	15,022,430	3,189,009	9,537,185	6,090,865	3,499,650	3,499,650	3,345,900	-64.9%				
Expenditures												
Administration and Billing	548,005	1,020,543	344,481	345,780	469,924	469,924	345,450	0.3%				
Water Treatment Plant	10,144,029	669,042	5,337,220	2,553,308	617,898	587,123	587,123	-89.0%				
Water Distribution	320,579	297,860	304,706	297,529	403,290	304,790	304,805	0.0%				
Wastewater Treatment Plant	2,379,253	570,231	2,146,249	1,851,504	731,949	649,749	649,749	-69.7%				
Sewage Collection	554,003	165,543	115,300	97,400	179,200	147,200	147,200	27.7%				
Non-Departmental	1,076,561	480,472	1,289,229	1,110,191	1,288,703	1,340,864	1,311,573	1.7%				
Total Utility Fund Expenditures	15,022,430	3,203,691	9,537,185	6,255,712	3,690,964	3,499,650	3,345,900	-64.9%				

Public Utilities Administration and Billing										Comments
	2014-15 Final Budget	2014-15 Actual	2015-16 Budget	2015-16 Year-End Projection	2016-17 Department Request	2016-17 Manager Recommendations	2016-17 Council Approved	% Change Over 2015-16		
Personal Services										
Salaries and Wages	237,648	265,767	242,100	243,840	244,347	244,347	244,347	0.9%		
Total	237,648	265,767	242,100	243,840	244,347	244,347	244,347	0.9%		
Fringe Benefits										
FICA	18,181	18,361	18,521	18,659	18,693	18,693	18,693	0.9%		
VRS Retirement	30,259	71,801	30,588	30,495	25,641	25,641	25,641	-16.1%		
Medical Insurance	28,305	28,305	28,253	28,253	30,327	30,327	30,327	7.3%		
Group Life Insurance	0	0	0	0	3,005	3,005	3,005	#DIV/0!		
Disability Insurance	326	345	697	690	702	702	702	0.7%		
Unemployment Benefits	1,778	1,778	0	0	0	0	0	#DIV/0!		
Worker's Compensation	2,981	3,083	3,237	3,138	3,430	3,430	3,430	6.0%		
Total	81,830	123,673	81,276	81,235	81,798	81,798	81,798	0.6%		
Contractual Services										
Repairs and Maintenance	200	0	200	200	200	200	200	0.0%		
Total	200	0	200	200	200	200	200	0.0%		
Communications										
Postal Services	9,000	8,925	9,000	9,000	9,000	9,000	9,000	0.0%		
Telecommunications	250	317	250	250	250	250	250	0.0%		
Total	9,250	9,242	9,250	9,250	9,250	9,250	9,250	0.0%		
Travel										
Convention and Education	100	0	100	100	100	100	100	0.0%		
Total	100	0	100	100	100	100	100	0.0%		
Miscellaneous										
Dues and Memberships	55	0	55	55	55	55	55	0.0%		
Miscellaneous	0	331	0	0	0	0	0	#DIV/0!		
Depreciation	0	402,502	0	0	0	0	0	#DIV/0!		
Payment in Lieu of Taxes	124,106	124,106	0	0	0	0	0	#DIV/0!		
Transfer to General Fund - Indirect Cost	30,815	90,815	0	0	124,474	124,474	0	#DIV/0!	Less of feedback revenue	
Total	214,976	617,754	55	55	124,529	124,529	55	0.0%		
Supplies and Equipment										
Office Supplies	2,899	3,006	5,000	5,000	5,000	5,000	5,000	0.0%		
EDP Equipment	1,102	1,101	6,500	6,100	4,700	4,700	4,700	-27.7%	Backup and hardware computers	
Total	4,001	4,107	11,500	11,100	9,700	9,700	9,700	-15.7%		
Total Administration and Billing	548,005	1,020,543	344,481	345,780	469,924	469,924	345,450	0.3%		

Water Treatment	2014-15 Final Budget	2014-15 Actual	2015-16 Budget	2015-16 Year-End Projection	2016-17 Department Request	2016-17 Manager Recommendations	2016-17 Council Approved	% Change Over 2015-16	Comments
Personal Services									
Salaries and Wages	216,106	208,740	218,775	213,994	218,552	218,552	218,552	-0.1%	
Overtime	24,000	21,664	13,000	18,800	13,000	13,000	13,000	0.0%	
Total	240,106	230,404	231,775	232,794	231,552	231,552	231,552	-0.1%	
Fringe Benefits									
FICA	18,504	16,341	17,732	17,525	17,714	17,714	17,714	-0.1%	
VRS Retirement	31,106	27,079	29,448	27,608	24,435	24,435	24,435	-17.0%	
ICMA Retirement	0	0	0	549	0	0	0	#DIV/0!	
Medical Insurance	35,438	31,638	34,395	30,970	34,748	34,748	34,748	1.0%	
Group Life Insurance	0	0	0	0	2,864	2,864	2,864	1.0%	
Disability Insurance	387	302	789	942	1,064	1,064	1,064	34.9%	
Workers Compensation	5,759	5,842	6,185	5,497	6,261	6,261	6,261	1.2%	
Total	91,194	81,202	88,549	83,091	87,086	87,086	87,086	-1.7%	
Contractual Services									
Professional Services	20,000	51,551	20,000	18,000	20,000	15,000	15,000	-25.0%	
Repairs and Maintenance	14,500	8,388	40,000	20,000	40,000	20,000	20,000	-50.0%	
Maintenance Service Contracts	0	217	0	288	3,000	3,000	3,000	#DIV/0!	Generative maintenance
Printing and Binding	750	0	750	750	750	500	500	-33.3%	
Advertising	2,000	668	1,000	0	1,000	750	750	-25.0%	
Laundry and Dry Cleaning	2,800	2,496	2,800	3,100	2,800	2,800	2,800	0.0%	
Total	40,050	63,320	64,550	42,138	67,550	42,050	42,050	-34.9%	
Utilities									
Electric Services	53,000	51,188	37,500	55,500	37,500	40,000	40,000	6.7%	
Heating Services	6,000	1,554	6,000	1,500	6,000	4,000	4,000	-33.3%	
Total	59,000	52,752	43,500	57,000	43,500	44,000	44,000	1.1%	
Communications									
Postal Services	1,000	10	500	25	500	500	500	0.0%	
Messenger Services	500	118	250	60	250	250	250	0.0%	
Telecommunications	3,800	4,144	4,000	4,100	4,000	4,100	4,100	2.5%	
Total	5,300	4,272	4,750	4,185	4,750	4,850	4,850	2.1%	
Leases and Rentals									
Equipment Rental	100	79	500	500	500	500	500	0.0%	
Land Rent	60	60	60	60	60	60	60	0.0%	
Total	160	139	560	560	560	560	560	0.0%	
Travel									
Convention and Education	3,500	2,534	3,500	3,000	3,500	3,500	3,500	0.0%	
Total	3,500	2,534	3,500	3,000	3,500	3,500	3,500	0.0%	

Water Treatment - Continued										
	2014-15	2014-15	2015-16	2015-16	2016-17	2016-17	2016-17	2016-17	% Change	
	Final	Actual	Budget	Year-End	Department	Manager	Council	Over 2015-16		Comments
	Budget			Projection	Request	Recommendations	Approved			
Miscellaneous										
Dues and Memberships	500	795	600	475	600	600	600	0.0%		
Waterworks Operation Fee	8,000	7,770	8,000	7,772	8,000	8,000	8,000	0.0%		
DEQ Permit Fee	3,200	3,712	3,200	3,143	3,200	3,200	3,200	0.0%		
Total	11,700	12,277	11,800	11,390	11,800	11,800	11,800	0.0%		
Supplies and Equipment										
Office Supplies	400	227	400	250	400	400	400	0.0%		
Housekeeping and Janitorial Supplies	600	211	600	400	600	600	600	0.0%		
Repair and Maintenance Supplies	25,000	9,044	20,000	15,000	20,000	15,000	15,000	-25.0%		
Vehicle and Power Equipment Supplies	3,500	2,330	3,500	3,000	3,500	2,625	2,625	-25.0%		
Uniforms and Wearing Apparel	300	261	250	250	250	250	250	0.0%		
Books and Subscriptions	100	0	100	100	100	100	100	0.0%		
Chemicals	100,000	87,229	110,000	103,000	116,000	116,000	116,000	5.5%		
Tools	300	78	300	300	300	300	300	0.0%		
Machinery and Equipment	11,000	10,171	0	13,000	0	0	0	#DIV/0!		
Communications Equipment	250	123	250	200	250	250	250	0.0%		
EDP Equipment	200	0	200	0	200	200	200	0.0%		
Total	141,650	109,674	135,600	135,500	141,600	135,725	135,725	0.1%		
Capital Expenditures										
Machinery and Equipment	0	0	0	0	26,000	26,000	26,000	#DIV/0!		Revised - Finance for 7 years
Water Treatment Plant Improvements	9,551,369	112,468	4,752,636	1,983,650	0	0	0	-100.0%		
Total	9,551,369	112,468	4,752,636	1,983,650	26,000	26,000	26,000	-99.5%		
Total Water Treatment	10,144,029	669,042	5,337,220	2,553,308	617,898	587,123	587,123	-89.0%		

	2014-15 Final Budget	2014-15 Actual	2015-16 Budget	2015-16 Year-End Projection	2016-17 Department Request	2016-17 Manager Recommendations	2016-17 Council Approved	% Change Over 2015-16	Comments
Water Distribution									
Personal Services									
Salaries and Wages	130,104	131,088	132,704	133,653	134,016	134,016	134,016	1.0%	
Overtime	2,000	1,466	2,000	1,600	2,000	2,000	2,000	0.0%	
Total	132,104	132,554	134,704	135,453	136,016	136,016	136,016	1.0%	
Fringe Benefits									
FICA	10,107	9,478	10,305	9,776	10,405	10,405	10,405	1.0%	
VRS Retirement	17,681	17,483	17,863	17,819	14,983	14,983	14,983	-16.1%	
Medical Insurance	26,142	26,142	26,093	26,093	28,008	28,008	28,008	7.3%	
Group Life Insurance	0	0	0	0	1,756	1,756	1,756	#DIV/0!	
Disability Insurance	426	426	861	852	668	668	668	0.8%	
Worker's Compensation	3,234	3,367	3,556	3,513	3,731	3,731	3,731	4.9%	
Total	57,590	56,891	58,678	58,053	59,751	59,751	59,751	1.6%	
Contractual Services									
Professional Services	50,919	42,323	42,324	42,323	42,323	42,323	42,323	0.0%	Water tank maintenance contract
Repairs and Maintenance	7,000	7,211	3,000	3,000	3,000	3,000	3,015	0.5%	
Maintenance Service Contracts	4,200	2,213	4,200	4,000	4,200	4,000	4,000	-4.8%	
Laundry and Dry Cleaning	1,800	2,326	2,300	2,400	2,300	2,400	2,400	4.3%	
Total	63,919	54,073	51,824	51,723	51,823	51,723	51,738	-0.2%	
Utilities									
Electric Services	1,500	1,586	1,800	1,800	1,800	1,800	1,800	0.0%	
Total	1,500	1,586	1,800	1,800	1,800	1,800	1,800	0.0%	
Communications									
Messenger Services	100	11	100	100	100	100	100	0.0%	
Telecommunications	2,500	2,504	2,200	3,000	3,000	3,000	3,000	36.4%	
Total	2,600	2,515	2,300	3,100	3,100	3,100	3,100	34.8%	
Miscellaneous									
Rental, CSX	252	252	300	300	300	300	300	0.0%	
Total	252	252	300	300	300	300	300	0.0%	
Travel									
Convention and Education	166	166	400	400	400	400	400	0.0%	
Total	166	166	400	400	400	400	400	0.0%	

Water Distribution - Continued										
	2014-15	2014-15	2015-16	2015-16	2016-17	2016-17	2016-17	% Change		
	Final	Actual	Budget	Year-End	Department	Manager	Council	Over 2015-16	Comments	
	Budget			Projection	Request	Recommendations	Approved			
Supplies and Equipment										
Office Supplies	93	113	200	200	200	200	200	0.0%		
Repair and Maintenance Supplies	33,000	28,063	34,500	30,000	31,000	30,000	30,000	-13.0%		
Vehicle and Power Equipment Supplies	16,000	10,314	10,000	6,500	8,000	7,500	7,500	-25.0%		
Uniforms and Wearing Apparel	1,000	579	1,000	1,000	2,000	1,000	1,000	0.0%		
Meter Replacement	6,207	4,606	7,000	7,000	15,000	7,000	7,000	0.0%		
Hydrant Replacement	0	0	0	0	2,000	2,000	2,000			
Machinery and Equipment	6,148	6,148	0	0	4,000	4,000	4,000			
EDP Equipment	0	0	2,000	2,000	0	0	0	-100.0%		
Total	62,448	49,823	54,700	46,700	62,200	51,700	51,700	-5.5%		
Capital Expenditures										
Meter Replacement	0	0	0	0	69,400	0	0			Replace 300 water meters
Motor Vehicles and Equipment	0	0	0	0	18,500	0	0			1/2 cost of replacing truck #4
Total	0	0	0	0	87,900	0	0			
Total Water Distribution	320,579	297,860	304,706	297,529	403,290	304,790	304,805	0.0%		

Wastewater Treatment											Comments
	2014-15 Final Budget	2014-15 Actual	2015-16 Budget	2015-16 Year-End Projection	2016-17 Department Request	2016-17 Manager Recommends	2016-17 Council Approved	% Change Over 2015-16			
Personal Services											
Salaries and Wages	238,579	237,475	248,808	246,332	250,661	250,661	250,661	0.7%			
Overtime	5,000	5,315	5,000	4,500	5,000	5,000	5,000	0.0%			
Total	243,579	242,790	253,808	250,832	255,661	255,661	255,661	0.7%			
Fringe Benefits											
FICA	18,788	16,906	19,417	17,413	19,558	19,558	19,558	0.7%			
VRS Retirement	32,834	32,249	33,490	32,656	28,024	28,024	28,024	-16.3%			
ICMA Retirement	0	0	0	315	0	0	0	#DIV/0!			
Medical Insurance	40,746	40,745	40,674	40,673	43,659	43,659	43,659	7.3%			
Group Life Insurance	0	0	0	0	3,284	3,284	3,284	0.7%			
Disability Insurance	397	661	1,079	1,057	1,087	1,087	1,087	0.7%			
Workers Compensation	5,029	3,622	5,017	3,946	4,376	4,376	4,376	-12.8%			
Total	97,794	94,183	99,677	96,060	99,988	99,988	99,988	0.3%			
Contractual Services											
Professional Services	130,300	49,662	10,000	5,000	10,000	5,000	5,000	-50.0%			
Repairs and Maintenance	35,000	9,086	35,000	10,000	35,000	15,000	15,000	-57.1%			
Maintenance Service Contracts	3,200	1,856	3,200	3,200	3,200	3,200	3,200	0.0%			
Advertising	0	497	0	0	0	0	0	#DIV/0!			
Laundry and Dry Cleaning	2,400	2,599	2,600	2,800	2,800	2,800	2,800	7.7%			
Sudge disposal - Hauling	0	0	30,000	7,500	15,000	15,000	15,000	-50.0%			
Sudge disposal - Landfill Fee	15,000	0	15,000	12,000	30,000	30,000	30,000	100.0%			
Total	185,900	63,712	95,800	40,500	95,800	71,000	71,000	-25.9%			
Utilities											
Electric Services	90,000	83,609	92,000	85,000	92,000	85,000	85,000	-7.6%			
Total	90,000	83,609	92,000	85,000	92,000	85,000	85,000	-7.6%			
Communications											
Postal Services	100	1	100	50	100	100	100	0.0%			
Messenger Services	450	134	250	250	300	250	250	0.0%			
Telecommunications	1,700	1,663	1,850	2,100	1,850	2,100	2,100	13.5%			
Total	2,250	1,998	2,200	2,400	2,250	2,450	2,450	11.4%			
Travel											
Convention and Education	2,500	1,117	2,500	2,000	2,500	2,500	2,500	0.0%			
Total	2,500	1,117	2,500	2,000	2,500	2,500	2,500	0.0%			
Miscellaneous											
Dues and Memberships	855	760	950	900	1,000	1,000	1,000	5.3%			
DED Permit Fee	8,500	7,775	8,500	7,875	8,500	8,500	8,500	0.0%			
Total	10,355	8,535	9,450	8,775	9,500	9,500	9,500	0.5%			

Wastewater Treatment - Continued										Comments
	2014-15 Final Budget	2014-15 Actual	2015-16 Budget	2015-16 Year-End Projection	2016-17 Department Request	2016-17 Manager Recommends	2016-17 Council Approved	% Change Over 2015-16		
Supplies and Equipment										
Office Supplies	700	727	700	700	700	700	700	0.0%		
Agricultural Supplies	200	0	200	100	200	200	200	0.0%		
Medical and Lab Supplies	25	26	50	50	50	50	50	0.0%		
Housekeeping and Janitorial Supplies	1,000	1,101	1,000	900	1,000	1,000	1,000	0.0%		
Repair and Maintenance Supplies	45,000	42,453	45,000	45,000	45,000	45,000	45,000	0.0%		
Vehicle and Power Equipment Supplies	15,000	6,561	12,500	10,000	15,000	9,400	9,400	-24.8%		
Uniforms and Wearing Apparel	600	272	600	600	600	600	600	0.0%		
Chemicals	30,000	21,919	35,000	35,000	40,000	35,000	35,000	0.0%		
Tools	1,000	984	1,000	1,000	1,000	1,000	1,000	0.0%		
Machinery and Equipment	3,000	0	0	0	0	0	0	#DIV/0!		
Furniture and Fixtures	200	154	200	200	200	200	200	0.0%		
EDP Equipment	150	90	3,000	2,500	500	500	500	-83.3%		
Total	96,875	74,287	99,250	96,050	104,250	93,650	93,650	-5.6%		
Capital Expenditures										
Paving	0	0	0	0	40,000	0	0	#DIV/0!		
Machinery and Equipment	0	0	0	0	30,000	30,000	30,000	#DIV/0!	Replace tractor - Finance for 7 years	
Solids Handling Facilities Modifications	1,650,000	0	1,491,564	1,269,887	0	0	0	-100.0%		
Total	1,650,000	0	1,491,564	1,269,887	70,000	30,000	30,000	-98.0%		
Total Wastewater Treatment	2,379,253	570,231	2,146,249	1,851,504	731,949	649,749	649,749	-69.7%		

Sewage Collection										Comments
	2014-15 Final Budget	2014-15 Actual	2015-16 Budget	2015-16 Year-End Projection	2016-17 Department Request	2016-17 Manager Recommendations	2016-17 Council Approved	% Change Over 2015-16		
Contractual Services										
Professional Services	28,470	82,267	0	0	0	0	0	#DIV/0!		
Repairs and Maintenance	27,386	10,516	40,000	25,000	40,000	25,000	25,000	-37.5%		
Maintenance Service Contracts	2,500	1,614	2,500	2,500	2,500	2,500	2,500	0.0%		
Advertising	0	207	0	0	0	0	0	#DIV/0!		
Laundry and Dry Cleaning	1,800	2,326	2,300	2,500	2,300	2,500	2,500	8.7%		
Total	60,156	96,930	44,800	30,000	44,800	30,000	30,000	-33.0%		
Utilities										
Electric Services	25,000	23,091	25,000	25,000	18,000	25,000	25,000	0.0%		
Total	25,000	23,091	25,000	25,000	18,000	25,000	25,000	0.0%		
Communications										
Messenger Services	50	14	50	50	50	50	50	0.0%		
Telecommunications	5,600	6,093	5,600	6,000	5,600	6,000	6,000	7.1%		
Total	5,650	6,097	5,650	6,050	5,650	6,050	6,050	7.1%		
Miscellaneous										
Rental, CSX	252	252	300	300	300	300	300	0.0%		
Total	252	252	300	300	300	300	300	0.0%		
Travel										
Convention and Education	181	181	350	350	350	350	350	0.0%		
Total	181	181	350	350	350	350	350	0.0%		
Supplies and Equipment										
Office Supplies	200	173	200	200	300	200	200	0.0%		
Repair and Maintenance Supplies	29,000	28,327	26,000	25,000	28,000	25,000	25,000	-3.8%		
Vehicle and Power Equipment Supplies	11,000	8,641	10,000	7,500	8,000	7,500	7,500	-25.0%		
Uniforms and Wearing Apparel	1,000	287	1,000	1,000	1,500	1,000	1,000	0.0%		
EDP Equipment	0	0	2,000	2,000	2,000	0	0	-100.0%		
Total	41,200	37,428	39,200	35,700	39,800	33,700	33,700	-14.0%		
Capital Expenditures										
Machinery & Equipment	1,564	1,564	0	0	51,800	51,800	51,800		Replace pump	
Motor Vehicles and Equipment	0	0	0	0	18,500	0	0		1/2 cost of replacing truck #4	
Sewer Main Replacement	420,000	0	0	0	0	0	0			
Total	421,564	1,564	0	0	70,300	51,800	51,800			
Total Sewage Collection	554,003	165,543	115,300	97,400	179,200	147,200	147,200	27.7%		

Non-Departmental	2014-15	2014-15	2015-16	2015-16	2016-17	2016-17	2016-17	2016-17	% Change	Comments
	Final Budget	Actual	Budget	Year-End Projection	Department Request	Manager Recommends	Council Approved	Over 2015-16		
Insurance										
General Liability Insurance (25%)	56,497	56,497	55,555	52,980	51,391	51,391	51,391	51,391	-7.5% 1/2 rate reduction	
Total	56,497	56,497	55,555	52,980	51,391	51,391	51,391	51,391	-7.5%	
Debt Service										
GO Refunding Bond Series 2006	227,603	98,798	229,870	229,868	223,293	223,293	189,502	0	-17.6% Redundant 2011A Bond, FY 2016	
GO Refunding Bond Series 2004A	16,080	745	16,022	16,020	0	0	0	0	-100.0% Redundant 1995 Bond, FY 2016	
USDA Rural Development Bond Series 2012A	69,228	22,706	69,228	69,228	69,228	69,228	69,228	69,228	0.0% Water Treatment Plant Upgrade, FY 2013	
USDA Rural Development Bond Series 2013A	116,750	1,759	334,638	308,181	360,720	360,720	360,720	360,720	7.8% Water Treatment Plant Upgrade, FY 2014	
GO Refunding Bond Series 2014	334,549	258,801	318,820	318,818	318,959	318,959	318,959	318,959	0.0% Redundant 2011H & 2008 Bond, FY 2015	
GO Bond Series 2014B	87,560	22,998	115,096	115,096	115,112	115,112	115,112	115,112	0.0% WWTU Upgrade & Sewer Main Repl., FY 2015	
2016 Lease Purchase Agreement	0	0	0	0	0	8,730	8,730	8,730	Travelin & Tractor - 7 years @ 2.5%	
Total	833,770	405,907	1,083,674	1,057,211	1,087,312	1,096,042	1,062,251	1,062,251	-2.0%	
Operating/Capital Reserve	148,125	0	150,000	0	150,000	150,000	154,500	154,500	3.0% Includes Rural Dev. required reserve	
Implementation of Compensation Study	0	0	0	0	0	33,109	33,109	33,109	Effective July 01, 2016	
2% COLA	0	0	0	0	0	10,322	10,322	10,322	Effective January 1, 2017	
Sick Leave Payout	18,169	18,168	0	0	0	0	0	0	#DIV/0!	
Total Non-Departmental	1,076,561	480,472	1,289,229	1,110,191	1,288,703	1,340,864	1,311,573		1.7%	
Grand Total Utility Fund	15,022,430	3,203,691	9,537,185	6,255,712	3,690,964	3,499,650	3,345,900		-64.9%	

**CITY OF EMPORIA
CAPITAL IMPROVEMENT PLAN
FY 2017 Through FY 2021**

	Total Cost	2016-17	Funding Source	2017-18	2018-19	2019-20	2020-21
POLICE DEPARTMENT							
Police cruiser replacement		38,000	Finance - 3 years	38,000	38,000	38,000	38,000
Police cruiser replacement		38,000	Finance - 3 years	38,000	38,000	38,000	38,000
CAD/RMS/and Mobile Data Records				175,000			
Animal Control truck					40,000		
SUB-TOTAL		76,000		251,000	116,000	76,000	76,000
EMERGENCY SERVICES							
SUV replacement - Emergency Services Coordinator		27,000	Finance - 5 years				
SUB-TOTAL		27,000		0	0	0	0
FACILITIES							
Animal Shelter - Building Replacement & Plans	440,000	220,000	Finance - 20 years				
City Hall Improvements/Replacement	3,050,000	148,656	Finance - 40 years	148,656	148,656	148,656	148,656
Police Station Improvements/Replacement	2,050,000	99,104	Finance - 40 years	99,104	99,104	99,104	99,104
City Shop Improvements							TBD
SUB-TOTAL		467,760		247,760	247,760	247,760	247,760
SHERIFF'S DEPARTMENT							
Sheriff's Office cruiser replacement		26,000	Finance - 5 years			26,000	
SUB-TOTAL		26,000		0	0	26,000	0
PUBLIC WORKS - STREET DIVISION							
Street Paving		200,000	Cash - Current Revenues	200,000	200,000	200,000	200,000
Pavement Markings		30,000	Cash - Current Revenues				
Hallifax Street Bridge replacement		147,347	Cash - Fund Balance				
Stormwater Improvements - Olive Street		30,000	Cash - Current Revenues				
Stormwater Improvements - Industrial Park				350,000			
Stormwater Improvements - Emporia Shopping Center					50,000		
Dump Truck and Plow					125,000		
Pickup truck replacement							26,000
SUB-TOTAL		407,347		550,000	375,000	200,000	226,000

**CITY OF EMPORIA
CAPITAL IMPROVEMENT PLAN
FY 2017 Through FY 2021**

	Total Cost	2016-17	Funding Source	2017-18	2018-19	2019-20	2020-21
PUBLIC WORKS - SANITATION DIVISION							
Dumpsters		25,000	Cash - Current Revenues	25,000	25,000	25,000	25,000
Commercial Front Load Truck				300,000		300,000	
Residential Automated Truck							
SUB-TOTAL		25,000		325,000	25,000	325,000	25,000
PUBLIC WORKS - FLEET MAINTENANCE							
Pickup truck replacement				24,000			
SUB-TOTAL		0		24,000	0	0	0
DEVELOPMENT SERVICES							
Demolition & Removal		35,000	Cash - Current Revenues	35,000	35,000	35,000	35,000
South Main Street Phase II - Design		75,000	Cash - Fund Balance				
Code Enforcement Officer Vehicle replacement		23,000	Finance - 5 years				
East Atlantic Street Neighborhood Improvement Project				1,500,000			
Trail Head Improvements - Phase II*				175,000			
Building Official Vehicle replacement					25,000		
*WILL PURSUE GRANT OPPORTUNITIES							
SUB-TOTAL		133,000		1,710,000	60,000	35,000	35,000
GENERAL FUND TOTAL		\$1,162,107		\$3,107,760	\$823,760	\$909,760	\$609,760

**CITY OF EMPORIA
CAPITAL IMPROVEMENT PLAN
FY 2017 Through FY 2021**

	Total Cost	2016-17	Funding Source	2017-18	2018-19	2019-20	2020-21
WATER TREATMENT							
Forklift		26,000	Finance - 7 years			25,000	
Replace pickup truck							
SUB-TOTAL		26,000		0	0	25,000	0
WATER DISTRIBUTION							
Replace all water meters & installation				700,000			
Utility Truck #4 replacement - 50%					18,000		
Backhoe replacement - 50%					58,000		
Replace Water Line - Tall Oaks, Grove, Tillar, & Briggs							600,000
Replace Water Line - Battery, State, Meherrin & Goodwyn							800,000
Replace Water Main on the dam							650,000
Replace Water Mains from Water Plant to Carroll & West End Blvd.							1,600,000
SUB-TOTAL		0		700,000	76,000	0	3,650,000
WASTEWATER TREATMENT PLANT							
Replace tractor & mower		30,000	Finance - 7 years				
UV System upgrade				120,000			
Paving				40,000			
Replace SUV						25,000	
SUB-TOTAL		30,000		160,000	0	25,000	0
SEWAGE COLLECTION							
Replace pump at Metcalf Pumping Station		51,800	Cash - Current Revenues		18,000		
Utility Truck #4 replacement - 50%					58,000		
Backhoe replacement - 50%					62,000		
Slip line sewer main							194,600
Replace Harding Street Sewer Main							459,400
Replace Hallifax Street Sewer Main							190,000
Rehab manholes							
SUB-TOTAL		51,800		0	138,000	844,000	0
UTILITY FUND TOTAL		\$107,800		\$860,000	\$214,000	\$894,000	\$3,650,000
TOTAL CITY REQUEST		\$1,269,907		\$3,967,760	\$1,037,760	\$1,803,760	\$4,259,760

**Proposed changes to the FY 17 budget:
Version without State taking Fines and Fees**

General Fund

Revenues

Page 2	Revenues - Decrease Recovered Cost - County line	(\$2,878)
Page 3	Revenues - Increase Registrar/Electoral Board line	\$8,288
Page 3	Revenues - Increase Assistance to Localities - HB 599 line	\$6,622
Page 3	Revenues - Increase Education (State Sales Tax) line	\$55,041
Page 4	Revenues - Proceeds from Capital Leases line	\$2,000
Page 4	Revenues - Appropriated Fund Balance line	(\$50,000)
Page 4	Revenues - Transfer in from Utility Fund line	(\$124,474)
		(\$105,401)

Expenditures

Page 13	General Registrar - Increase Salaries and Wages line	\$9,931
Page 13	General Registrar - Increase Boards & Commissions line	\$16
Page 13	General Registrar - Add VRS Retirement line	\$5,094
Page 13	General Registrar - Add Group Life Insurance line	\$597
Page 13	General Registrar - Add Disability Insurance	\$372
Page 21	Facilities Management - Add Temporary Help Service Fees line	\$11,213
Page 23	Courts and Other Shared Services - Increase Circuit Court Clerk line	\$1,004
Page 23	Courts and Other Shared Services - Increase Greenville County Sheriff line	\$12,610
Page 23	Courts and Other Shared Services - Decrease Victim Witness Program line	(\$4,674)
Page 23	Courts and Other Shared Services - Decrease Local Fines Reversion to the State line	(\$126,820)
Page 25	Emporia Sheriff - Increase Motor Vehicles and Equipment line	\$26,000
Page 27	Street Maintenance - Increase Repairs and Maintenance line	\$38
Page 30	Grounds Maintenance - Decrease Temporary Help Service Fees line	(\$11,213)
Page 31	Fleet Maintenance - Decrease Motor Vehicles and Equipment line	(\$24,000)
Page 33	Education - Decrease Greenville County Public Schools - Local Funding line	(\$12,318)
Page 33	Education - Increase Greenville County Public Schools - Sales Tax - Education line	\$55,041
Page 36	Development Services - Decrease Quiet Zone Crossing Study line	(\$50,000)
Page 42	Non-Departmental - Decrease GO Refunding Bond Series 2006 line	(\$5,518)
Page 42	Non-Departmental - Increase 2016 Lease Purchase Agreement - Vehicles line	\$426
Page 42	Non-Departmental - Increase Operating/Capital Reserve line	\$6,800
		(\$105,401)

Utility Fund

Revenues

Page 43	Revenues - Decrease Water Sales line	(\$83,500)
Page 43	Revenues - Decrease Sewer Service line	(\$70,250)
		(\$153,750)

Expenditures

Page 44	Administration and Billing - Decrease Transfer to General Fund - Indirect Cost line	(\$124,474)
Page 47	Water Distribution - Increase Repairs and Maintenance line	\$15
Page 52	Non-Departmental - Decrease GO Refunding Bond Series 2006 line	(\$33,791)
Page 52	Non-Departmental - Increase Operating/Capital Reserve line	\$4,500
		(\$153,750)



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

Cultural and Recreational Opportunities

Develop cultural facilities while supporting our existing recreational providers

10	<p>Support our existing recreational facilities (CYC, YMCA, EGRA, Boys and Girls Club)</p>
11	<p>Establish a leadership/partnership role in developing the Civic Center as a cultural venue with multi-use potential for the City</p> <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	<p>Continue to address blighted areas in the City through redevelopment including:</p> <ul style="list-style-type: none"> • West Atlantic • Belfield/Downtown project • South Main Street enhancement project
13	<p>Continue to actively enforce property maintenance codes</p>

2015-2035

CITY OF EMPORIA, VA COMPREHENSIVE PLAN



2. As determined on a case-by-case basis and evolving from recommendations contained in the Comprehensive Plan and the Economic and Community Development Plan, there may be a need for special studies, such as a detailed housing assessment, an economic development study or long-range planning of utility and community facilities. If undertaken, such special studies should be used to expand on plan generalities and be treated as amendments to the adopted Comprehensive Plan.
3. The review and administration of housing, building, zoning, and subdivision regulations and development proposals which affect provisions of the Comprehensive Plan.
4. Assistance in determining the most appropriate State and Federal assistance programs through which Emporia may participate to aid in implementing proposed community improvements.

PUBLIC EDUCATION AND COMMUNITY INVOLVEMENT

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

In addition, Planning Commission members should be encouraged to attend Planning Commissioner Institute training sessions offered periodically throughout the year by the Virginia Department of

Housing and Community Development (VDHCD). Educational materials are also available from VDHCD which should be distributed to the Planning Commissioners. The Citizens Planning Education Association of Virginia, Inc. (CPEAV) also holds regularly scheduled workshops and conferences specifically for those serving on a Planning Commission.

PRIORITY ITEMS

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

A. Land Use and Environment

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

beautification of major City thoroughfares

B. Community Facilities

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

C. Transportation

- Continue to apply for funding through VDOT to be used towards transportation enhancements and transportation alternatives.
- Utilize beautification techniques for all City entrance and exit corridors to give visitors and residents alike a lasting impression of Emporia
- Implement, where feasible, those transportation

improvements set forth by VDOT's Six-Year Improvement Program and the most current Rural Transportation Plan.

- Promote a pedestrian-oriented environment throughout the City including the creation and improvement of sidewalks.

D. Housing and Neighborhoods

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

E. Economic Development

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

- Continue working with MAMaC, the Regional Industrial Facilities Authority and Greenville County on the development of a mega-site and other large scale industrial sites
- Continue to incentivize downtown and commercial redevelopment through federal, state, and local funding programs.
- Continue to collaborate with various local organizations and state agencies in promoting tourism, small business entrepreneurship, and workforce development activities

**City of Emporia
Classified Positions**

Effective July 10, 2016

<u>Existing Title</u>	<u>New Title</u>	<u>New Grade</u>
Custodian	Same	5
Utility Worker	Utility Maintenance Worker	8
Meter Reader	Same	8
Sanitation Worker	Same	8
Street Maintenance Worker	Same	8
Assessment Technician	Real Estate and Personal Property Technician	10
Secretary	Permit Technician	10
Office Manager	Same	10
Maintenance Technician	Grounds Maintenance Worker	10
Utility Equipment Operator	Same	11
Sanitation Equipment Operator	Same	11
Street Equipment Operator	Same	11
Account Clerk	Same	11
Deputy Commissioner of the Revenue	Same	12
Executive Secretary - Police Chief	Administrative Assistant	12
Information Systems Technician	Records Technician	12
Equipment Mechanic	Mechanic	12
Deputy Treasurer	Same	12
Wastewater Treatment Plant Operator (Trainee)	Same	12
Water Treatment Plant Operator (Trainee)	Same	12
Executive Secretary - City Manager	Assistant to the City Manager	13
Animal Control Officer	Same	13
Communications Dispatcher	Communications Officer	13
Lab Technician	Same	13
Wastewater Treatment Plant Operator (Class IV)	Same	13
Water Treatment Plant Operator (Class IV)	Same	13
Code Enforcement and Property Maintenance Official	Same	14
City Clerk	Same	14
Senior Communications Dispatcher	Communications Supervisor	14
Senior Animal Control Officer	Same	14
Wastewater Treatment Plant Operator (Class III)	Same	14
Water Treatment Plant Operator (Class III)	Same	14

**City of Emporia
Classified Positions**

Crew Supervisor	Sanitation Crew Supervisor	14
Crew Supervisor	Street Crew Supervisor	14
Wastewater Treatment Plant Operator (Class II)	Same	15
Water Treatment Plant Operator (Class II)	Same	15
Accounts Payable and Receivable Specialist	Same	16
Payroll and Benefits Specialist	Same	16
Deputy Sheriff	Same	16
Utility Maintenance Supervisor	Same	16
Wastewater Treatment Plant Operator (Class I)	Same	16
Water Treatment Plant Operator (Class I)	Same	16
Maintenance Technician	Grounds Maintenance Supervisor	16
Sanitation Supervisor	Same	16
Street Maintenance Supervisor	Same	16
Motor Pool Supervisor	Fleet Maintenance Supervisor	17
Police Officer	Police Officer (Uncertified)	18
Police Officer	Police Officer (Certified)	19
Police Corporal	Police Sergeant	20
Building and Fire Official	Same	21
Emergency Services and Risk Management Coordinator	Same	21
Wastewater Treatment Plant Superintendent	Same	21
Water Treatment Plant Superintendent	Same	21
Police Sergeant	Police Lieutenant	23
Economic Development Manager	Community and Economic Development Manager	25
Police Lieutenant	Police Captain	25
Police Captain	Police Major	26
Public Utilities Director	Same	26
Public Works Director	Same	26
Finance Director	Same	30
Chief of Police	Same	31
Assistant City Manager	Same	32

Effective July 10, 2016

City of Emporia, Virginia Pay Scale

% Between Grades: 5%
 % Between Steps: 2.5% Range: 64%
 Starting minimum: 22,500

Grade	Step																				
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21
1	17,577	18,016	18,467	18,928	19,402	19,887	20,384	20,893	21,416	21,951	22,500	23,063	23,639	24,230	24,836	25,457	26,093	26,745	27,414	28,099	28,802
2	18,456	18,917	19,390	19,875	20,372	20,881	21,403	21,938	22,487	23,049	23,625	24,216	24,821	25,442	26,078	26,730	27,398	28,083	28,785	29,504	30,242
3	19,379	19,863	20,360	20,869	21,390	21,925	22,473	23,035	23,611	24,201	24,806	25,426	26,062	26,714	27,381	28,066	28,768	29,487	30,224	30,980	31,754
4	20,348	20,856	21,378	21,912	22,460	23,021	23,597	24,187	24,791	25,411	26,047	26,698	27,365	28,049	28,751	29,469	30,206	30,961	31,735	32,529	33,342
5	21,365	21,899	22,447	23,008	23,583	24,172	24,777	25,396	26,031	26,682	27,349	28,033	28,733	29,452	30,188	30,943	31,716	32,509	33,322	34,155	35,009
6	22,433	22,994	23,569	24,158	24,762	25,381	26,016	26,666	27,333	28,016	28,716	29,434	30,170	30,924	31,697	32,490	33,302	34,135	34,988	35,863	36,759
7	23,555	24,144	24,747	25,366	26,000	26,650	27,316	27,999	28,699	29,417	30,152	30,906	31,679	32,471	33,282	34,114	34,967	35,841	36,737	37,656	38,597
8	24,733	25,351	25,985	26,634	27,300	27,983	28,682	29,399	30,134	30,888	31,660	32,451	33,263	34,094	34,946	35,820	36,716	37,634	38,574	39,539	40,527
9	25,969	26,618	27,284	27,966	28,665	29,382	30,116	30,869	31,641	32,432	33,243	34,074	34,926	35,799	36,694	37,611	38,551	39,515	40,503	41,516	42,554
10	27,268	27,949	28,648	29,364	30,098	30,851	31,622	32,413	33,223	34,054	34,905	35,778	36,672	37,589	38,528	39,492	40,479	41,491	42,528	43,591	44,681
11	28,631	29,347	30,080	30,832	31,603	32,393	33,203	34,033	34,884	35,756	36,650	37,566	38,506	39,468	40,455	41,466	42,503	43,565	44,655	45,771	46,915
12	30,063	30,814	31,584	32,374	33,183	34,013	34,863	35,735	36,628	37,544	38,483	39,445	40,431	41,442	42,478	43,540	44,628	45,744	46,887	48,060	49,261
13	31,566	32,355	33,164	33,993	34,843	35,714	36,607	37,522	38,460	39,421	40,407	41,417	42,452	43,514	44,602	45,717	46,859	48,031	49,232	50,463	51,724
14	33,144	33,973	34,822	35,692	36,585	37,499	38,437	39,398	40,383	41,392	42,427	43,488	44,575	45,689	46,832	48,002	49,202	50,432	51,693	52,986	54,310
15	34,801	35,671	36,563	37,477	38,414	39,374	40,359	41,368	42,402	43,462	44,548	45,662	46,804	47,974	49,173	50,402	51,663	52,954	54,278	55,635	57,026
16	36,541	37,455	38,391	39,351	40,335	41,343	42,377	43,436	44,522	45,635	46,776	47,945	49,144	50,373	51,632	52,923	54,246	55,602	56,992	58,417	59,877
17	38,368	39,328	40,311	41,318	42,351	43,410	44,495	45,608	46,748	47,917	49,115	50,343	51,601	52,891	54,213	55,569	56,958	58,382	59,841	61,338	62,871
18	40,287	41,294	42,326	43,384	44,469	45,581	46,720	47,888	49,085	50,313	51,570	52,860	54,181	55,536	56,924	58,347	59,806	61,301	62,834	64,404	66,014
19	42,301	43,359	44,443	45,554	46,692	47,860	49,056	50,283	51,540	52,828	54,149	55,503	56,890	58,312	59,770	61,265	62,796	64,366	65,975	67,625	69,315
20	44,416	45,527	46,665	47,831	49,027	50,253	51,509	52,797	54,117	55,470	56,856	58,278	59,735	61,228	62,759	64,328	65,936	67,584	69,274	71,006	72,781
21	46,637	47,803	48,998	50,223	51,478	52,765	54,085	55,437	56,823	58,243	59,699	61,192	62,721	64,290	65,897	67,544	69,233	70,964	72,738	74,556	76,420
22	48,969	50,193	51,448	52,734	54,052	55,404	56,789	58,208	59,664	61,155	62,684	64,251	65,858	67,504	69,192	70,921	72,694	74,512	76,375	78,284	80,241
23	51,417	52,703	54,020	55,371	56,755	58,174	59,628	61,119	62,647	64,213	65,818	67,464	69,150	70,879	72,651	74,467	76,329	78,237	80,193	82,198	84,253
24	53,988	55,338	56,721	58,139	59,593	61,083	62,610	64,175	65,779	67,424	69,109	70,837	72,608	74,423	76,284	78,191	80,146	82,149	84,203	86,308	88,466
25	56,687	58,105	59,557	61,046	62,572	64,137	65,740	67,384	69,068	70,795	72,565	74,379	76,238	78,144	80,098	82,100	84,153	86,257	88,413	90,623	92,889
26	59,522	61,010	62,535	64,099	65,701	67,343	69,027	70,753	72,522	74,335	76,193	78,098	80,050	82,052	84,103	86,205	88,361	90,570	92,834	95,155	97,533
27	62,498	64,060	65,662	67,303	68,986	70,711	72,478	74,290	76,148	78,051	80,003	82,003	84,053	86,154	88,308	90,516	92,779	95,098	97,475	99,912	102,410
28	65,623	67,263	68,945	70,669	72,435	74,246	76,102	78,005	79,955	81,954	84,003	86,103	88,255	90,462	92,723	95,041	97,417	99,853	102,349	104,908	107,531
29	68,904	70,627	72,392	74,202	76,057	77,959	79,907	81,905	83,953	86,052	88,203	90,408	92,668	94,985	97,360	99,793	102,288	104,846	107,467	110,153	112,907
30	72,349	74,158	76,012	77,912	79,860	81,856	83,903	86,000	88,150	90,354	92,613	94,928	97,302	99,734	102,227	104,783	107,403	110,088	112,840	115,661	118,553
31	75,967	77,866	79,812	81,808	83,853	85,949	88,098	90,300	92,558	94,872	97,244	99,675	102,167	104,721	107,339	110,022	112,773	115,592	118,482	121,444	124,480
32	79,765	81,759	83,803	85,898	88,046	90,247	92,503	94,815	97,186	99,616	102,106	104,659	107,275	109,957	112,706	115,523	118,412	121,372	124,406	127,516	130,704
33	83,753	85,847	87,993	90,193	92,448	94,759	97,128	99,556	102,045	104,596	107,211	109,891	112,639	115,455	118,341	121,300	124,332	127,440	130,626	133,892	137,239
34	87,941	90,139	92,393	94,703	97,070	99,497	101,984	104,534	107,147	109,826	112,572	115,386	118,271	121,227	124,258	127,365	130,549	133,812	137,158	140,587	144,101
35	92,338	94,646	97,013	99,438	101,924	104,472	107,084	109,761	112,505	115,317	118,200	121,155	124,184	127,289	130,471	133,733	137,076	140,503	144,016	147,616	151,306
36	96,955	99,379	101,863	104,410	107,020	109,695	112,438	115,249	118,130	121,083	124,110	127,213	130,393	133,653	136,995	140,419	143,930	147,528	151,216	154,997	158,872
37	101,803	104,348	106,956	109,630	112,371	115,180	118,060	121,011	124,037	127,137	130,316	133,574	136,913	140,336	143,844	147,440	151,126	154,905	158,777	162,747	166,815
38	106,893	109,565	112,304	115,112	117,990	120,939	123,963	127,062	130,238	133,494	136,832	140,252	143,759	147,353	151,037	154,812	158,683	162,650	166,716	170,884	175,156
39	112,237	115,043	117,919	120,867	123,889	126,986	130,161	133,415	136,750	140,169	143,673	147,265	150,947	154,720	158,588	162,553	166,617	170,782	175,052	179,428	183,914
40	117,849	120,795	123,815	126,911	130,083	133,336	136,669	140,086	143,588	147,177	150,857	154,628	158,494	162,456	166,518	170,681	174,948	179,321	183,804	188,400	193,110



CITY OF EMPORIA

Memorandum

May 13, 2016

TO: The Honorable Mayor and City Council
FROM: Brian S. Thrower, City Manager *BST*
SUBJECT: Travel Regulations Policy – Request to Amend
ITEM #: 16-24

In an effort to keep the City's travel policy in line with the State's travel policy, I am proposing an amendment to our Travel Regulations Policy. The State is now utilizing federal meal reimbursement rates. Therefore, I am recommending that we amend our policy to utilize the same rates. I am also recommending that we increase the dollar value when requiring a receipt for tolls, parking, and public transportation from greater than \$10 to greater than \$25. All other aspects of the policy remain unchanged.

Recommendation

I recommend that you adopt the amended policy.

Attachments

Travel Regulations Policy

**City of Emporia
Travel Regulations
Employee Handbook
Section 7-10**

Section 7-10 BUSINESS TRAVEL EXPENSES

The City of Emporia will reimburse individuals traveling on official City business for reasonable and necessary expenses incurred while on assignments away from the normal work location. All business travel must be approved in advance by the immediate supervisor. Employees whose travel plans have been approved are responsible for making their own travel arrangements. Travel expense accounts are open to the public and must be able to sustain the test of public review. The use of City funds to accommodate personal comfort, convenience, and taste is not permitted.

DEFINITIONS

Base Point	Place, office, or building where the traveler performs his/her duties on a routine basis.
Expense Report	Original authorized documentation for requesting reimbursement of expenses incurred by an individual while traveling on official City business. This documentation, including itemized, original hotel bills and receipts as required, provides support for reimbursement of travel expenses.
Official Station	The area within a 25-mile radius of an employee's designated base point.
Trip	Any period of continuous travel between when the traveler leaves his/her residence or base point and returns to his/her residence or base point.

EXPENSE REPORTS

Travelers must keep receipts and accurate records of all expenses to ensure correct reporting and submission of travel reimbursements. Each day's expenses must be shown separately on the expense report.

Travelers must submit the Expense Report to the supervisor within five working days after completion of the trip.

By signing the Expense Report, the traveler is certifying the accuracy of all information and the legitimacy of the travel. The signature of the traveler's supervisor certifies that he agrees that the travel was necessary and the requested reimbursements are proper.

LODGING

Lodging may be reimbursed when an individual is traveling overnight on official business outside his/her official station. When overnight stays are required while on travel status, first preference shall be given to selecting lodging in the economy class. The use of City funds to accommodate personal comfort, convenience, and taste is not permitted. Reimbursement for lodging is limited to actual expenses incurred, including hotel taxes and surcharges.

Communicate travel plan changes to the hotel as soon as possible when a confirmed reservation is being held. Since hotels can charge for non-canceled reservations, these charges will **not** be reimbursed if the traveler is negligent in canceling reservations.

Submit original, itemized hotel bills obtained at time of checkout, and other supporting receipts for lodging expense with the original Expense Report.

MEALS

The M&IE Rates located at the link below provide individual meal reimbursement amounts. These rates should be used to determine the maximum meal reimbursement amounts for official business meals.

<http://www.gsa.gov/perdiem>

Meals are reimbursable on an actual expense basis for overnight official business travel outside the traveler's official station, up to the amount shown for the applicable meal in the M&IE Rate Table. (See exceptions for business meals later in this topic.) Receipt is required for reimbursement. Only one receipt for purchases made at one food establishment shall be reimbursable for each meal.

Standard meal and incidental reimbursement guidelines (including all related taxes and tips) are provided in the ~~M&IE Rate Table below~~. Regardless of destination, a flat \$5 per diem amount is paid for each day of overnight travel for incidental expenses such as bellhop/waiter/taxi tips, snacks, personal telephone calls, laundry, and transportation between lodging or business and places where meals may be taken. The Incidentals amount is not prorated on a travel departure or return date. The flat \$5 per diem is paid on all travel days.

~~The following rates will be used to determine the maximum meal reimbursement amounts for official business meals.~~

~~M&IE Rate Table~~

TOTAL	\$41	\$46	\$51	\$56	\$61	\$66	\$71
Breakfast	\$7	\$7	\$8	\$9	\$10	\$11	\$12
Lunch	11	11	12	13	15	16	18
Dinner	18	23	26	29	31	34	36
Incidentals	5						

The following reimbursement policies apply.

- The M&IE rates must correspond to the location specified for the overnight lodging.
- Direct billing of meal expenses incurred during overnight travel, including charging meals to hotel rooms, is **not** permitted.
- When meals are provided at no cost in conjunction with travel events, no reimbursement will be made for those meals.

When meals are included with registration or lodging expenses as part of a package, the number and type of meals (breakfast, lunch, dinner) must be recorded on the expense report.

Business Meals

Generally, meal expenses that do not involve an overnight stay are **not** reimbursable. One exception when meals may be reimbursed when an overnight stay is not involved is business meals. Meals while on official business must:

- Involve substantive and bona fide business discussions and include the original, itemized receipt.
- List by name all persons involved in the meal and the reason for the meal. If the reimbursement is for a group of conference participants, identify the number of people fed and an explanation of additional meals, if necessary (e.g., coverage of walk-ins).
- Be reimbursed for actual expenses up to the amount shown for the applicable meal in the M&IE Rate Table, excluding the incidental allowance. A receipt is required for reimbursement.

Prisoner Transportation

In the instance where a law enforcement officer is transporting a prisoner and a bag meal is not available from the departing facility and the transporting officer is required to provide a meal for the prisoner, the transporting officer will be reimbursed for actual expense for providing the required meal up to the amount shown for the applicable meal in the M&IE Rate Table, excluding the incidental allowance. The transporting officer(s) will also be reimbursed for actual expense for his/her own meal up to the amount shown for the applicable meal in the M&IE Rate Table, excluding the incidental allowance. Receipt is required for reimbursement.

~~The following table provides guidelines for Meal and Incidental Expenses that are allowable for reimbursement. For the cities of Alexandria, Fairfax, Falls Church, and the counties of Arlington, Fairfax, and Loudoun, see the Washington, DC listing in the Out of State table. If a location is not listed, the standard rate applies.~~

M&IE Guideline Tables

<p align="center">IN-STATE Location City—(Surrounding Areas)</p>	<p align="center">Meals and Incidental Expense (M&IE) Rate Includes tips, taxes, personal telephone calls, laundry, and transportation to where meals are taken</p>
STANDARD →	\$41
EXCEPTIONS ↓	
Abingdon (Washington)	46
Blacksburg (Montgomery)	46
Charlottesville (Albemarle & Green Counties)	56
Chesapeake/Suffolk	56
Chesterfield/Henrico (Chesterfield & Henrico Counties)	51
Fredericksburg (City of Fredericksburg, Spotsylvania County)	56
Hampton City/Newport News	56
Loudoun (Loudoun County)	61
Lynchburg (Campbell County)	51
Manassas (City Limits)	46
Norfolk/Portsmouth	61
Richmond (City Limits)	66
Roanoke (City Limits)	51
Stafford/Prince William (Stafford & Prince William Counties)	46
Virginia Beach	56
Wallops Island (Accomack County)	56
Warrenton (Fauquier County)	46
Williamsburg (James City & York Counties)	51

OUT-OF-STATE Location City – (Surrounding Areas)	Meals and Incidental Expenses (M&IE) Rate Includes tips, taxes, personal telephone calls, laundry, and transportation to where meals are taken
STANDARD →	\$46
EXCEPTIONS ↓	
Austin, TX (Travis)	71
Atlanta, GA (Fulton, Cobb, DeKalb Counties)	56
Baltimore, MD	71
Baltimore County, MD	61
Boston/Cambridge, MA (Suffolk, City of Cambridge)	71
Charleston, SC (Charleston, Berkeley, Dorchester Counties)	56
Charlotte, NC (Mecklenburg County)	51
Chicago, IL (Cook, Lake Counties)	71
Cincinnati, OH (Hamilton, Clermont Counties)	56
Cleveland, OH (Cuyahoga County)	56
Dallas, TX (Dallas County and City Limits)	71
Denver/Aurora, CO (Adams, Arapahoe, Denver, Jefferson)	66
Detroit, MI (Wayne County)	56
Floral Park/Garden City/Glen Cove/Great Neck/Roslyn, NY (Nassau County)	66
Houston, TX (L.B. Johnson Space Center and Fort Bend, Harris, Montgomery Counties)	71
Kansas City, MO (Cass, Clay, Jackson, Platte Counties)	56
Las Vegas, NV (Clark County)	71
Los Angeles, CA (Los Angeles, Orange, Ventura Counties & Edwards AFB)	71
Manhattan, NY (Boroughs of Manhattan, Bronx, Brooklyn and Queens and Staten Island and Counties of Kings, New York and Richmond)	71
Miami, FL (Miami Dade County)	66
Minneapolis/St. Paul, MN (Hennepin, Ramsey Counties)	71
Nashville, TN (Davidson)	66
Newark, NJ (Essex, Bergen, Hudson, Passaic Counties)	61
New Orleans, LA (Jefferson, Orleans, Plaquemine Parishes, St. Bernard)	71
Orlando, FL (Orange County)	56
Philadelphia, PA (Philadelphia County)	66
Palm Springs, CA (Riverside)	71
Phoenix/Scottsdale, AZ (Maricopa County)	71
Pittsburg, PA (Allegheny County)	71

OUT-OF-STATE Location City—(Surrounding Areas) Continued	Meals and Incidental Expenses (M&IE) Rate Includes tips, taxes, personal telephone calls, laundry, and transportation to where meals are taken
STANDARD→	\$46
EXCEPTIONS↓	
San Antonio, TX (Bexar County)	66
San Diego, CA (San Diego County)	71
San Francisco, CA (San Francisco County)	71
Savannah, GA (Chatham County)	56
Seattle, WA (King County)	71
St. Louis, MO (St. Louis City and St. Louis, St. Charles Counties; Crawford, Franklin, Jefferson, Lincoln, Warren and Washington)	66
Tampa/St. Petersburg, FL (Pinellas and Hillsborough)	51
Washington, DC (Virginia Cities of Alexandria, Falls Church, Fairfax; Virginia counties of Arlington, Fairfax; and Maryland counties of Montgomery and Prince George's)	71
White Plains/Tarrytown/New Rochelle/Yonkers, NY (Westchester County)	71

ALLOWED EXPENSES

Taxes and surcharges paid by the traveler for lodging.

Business Telephone Calls, Telegrams, and Facsimiles made for official business purposes and paid for by the traveler may be claimed on the expense report. A full explanation must be stated on the reimbursement voucher accompanied by supporting documentation. Individuals using personally owned cellular telephones may be reimbursed for business calls when shown to be cost beneficial or out of necessity. In this case, an itemized cell phone statement must be included. In the event those free minutes are used for business calls, reimbursement is not permitted.

Tolls and parking fees are reimbursable when paid for by the traveler in the course of conducting official City business. A receipt is required for reimbursement claims when each individual claim is greater than ~~\$25~~ \$10.

DISALLOWED EXPENSES

Disallowed expenses include:

- Lost or stolen articles
- Alcoholic beverages
- Damage to personal vehicles, clothing, or other items

- Services to gain entry to a locked vehicle
- Movies charged to hotel bills
- All expenses related to the personal negligence of the traveler, such as fines
- Entertainment expenses
- Towing charges, and
- Expenses for children, spouses, and companions while on travel status.

The above list is not all-inclusive. Travelers should use prudent judgment and remember that all travel expense accounts are open to the public and must be able to sustain the test of public review.

MILEAGE

Employees are permitted to use their personally owned automobiles when a City-owned vehicle is not available. An employee shall be reimbursed at an amount equal to the most recent business standard mileage rate as established by the Internal Revenue Service.

PUBLIC TRANSPORTATION

Public transportation travel includes:

- Rental Car
- Plane
- Train
- Bus
- Taxi or Shuttle and other “for hire transportation”

Public transportation rates must not exceed those for tourist or coach class accommodations. Receipts for such expenses must be retained for submission with the expense report. Reimbursement for first class travel is prohibited.

For taxis, shuttle vans and other forms of “for hire transportation”, receipts are required only if the reimbursement claim exceeds \$25 \$10. Additionally, a reason should be identified on the expense report for the necessity of the “for hire transportation”.

Reimbursement of car rental expenses is limited to official business use only. Car rentals may be made through commercial rental agencies. The traveler must select the most economical contractor and type of vehicle available, and acquire any commercial rate or government discount available when the vehicle is rented.

Travelers must ensure that a rental vehicle is refueled before returning the vehicle to the rental contractor.

GUIDANCE AND ASSISTANCE

Employees should contact their supervisor for guidance and assistance on procedures related to travel arrangements, expense reports, reimbursement for specific expenses, or any other business travel issues.

ABUSE OF POLICY

Abuse of this business travel expense policy, including falsifying expense reports to reflect costs not incurred by the employee, may be grounds for disciplinary action, up to and including termination of employment.

Amended: ~~October 12, 2010~~ May 17, 2016



CITY OF EMPORIA

Memorandum

May 13, 2016

TO: The Honorable Mayor and City Council
FROM: Brian S. Thrower, City Manager *BST*
SUBJECT: Greensville Memorial Foundation Grant – Appropriation Ordinance
ITEM #: 16-25

The City of Emporia was awarded a grant from the Greensville Memorial Foundation to purchase trauma kits for all officers and 5 additional AEDs. The grant does not require matching funds.

Utilizing this award requires you to adopt the attached appropriation ordinance. The Greensville Memorial Foundation will reimburse the City's General Revenue Account for \$11,200.

Recommendation

I recommend you adopt the attached ordinance.

Attachment

Appropriation Ordinance

Ordinance No. _____

Ordinance

An Ordinance To Appropriate The Sum Of
\$11,200.00 In Trauma Kit/AED Equipment Grant
Funds From The Greenville Memorial Foundation

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

1. That the sum of \$11,200.00 in Trauma Kit/AED equipment grant funds from the Greenville Memorial Foundation be, and the same hereby is, appropriated into the City's Operating Budget for Fiscal Year 2015-2016.
2. Said appropriation shall be reflected in the 2015-2016 Operating Budget as the sum of \$11,200.00 in anticipated General Fund Revenues and the sum of \$11,200.00 appropriated to General Fund Expenditures for 26 Traumas Kits and 5 AEDs, Account Number 35500-6014 Other Operating Supplies.
3. The City Manager is hereby authorized to do all things necessary to implement this ordinance.
4. This ordinance shall be in effect on and after its adoption.

Adopted: May 17, 2016

City of Emporia, Virginia

By _____
Mary L. Person
Mayor

Attest:

Form Approved:

City Clerk

City Attorney



CITY OF EMPORIA

Memorandum

May 13, 2016

TO: The Honorable Mayor and City Council
FROM: Brian S. Thrower, City Manager *BST*
SUBJECT: City Council Meeting Cancellations and Agenda Items – Request for Approval
ITEM #: 16-26

As discussed at your February 6, 2016 Retreat, there is no practical need to hold Council meetings twice per month the majority of the time due to the small number of agenda items discussed at each meeting. As such, I am requesting you give me the authority to cancel regularly scheduled Council meetings when agenda items can be held for discussion the second meeting of the month. The goal will be to cancel the first meeting of each month. When cancelling meetings, I will send you and the City Clerk written notice via email no later than the Friday before the next Council meeting. The City Clerk will also notify you via telephone.

I am also requesting you approve a procedural item regarding submittal of agenda items for discussion. Specifically, I am requesting you approve the guideline stipulating that agenda items submitted for discussion by the Mayor and Council Members must be submitted to the City Manager in writing with a copy going to the City Clerk no later than 5:00 p.m. the Wednesday before the next regularly scheduled Council meeting. Any items received after that time will be placed on the next regularly scheduled meeting agenda.

Recommendation

I recommend you approve both requests.



CITY OF EMPORIA

MEMORANDUM

May 13, 2016

TO: Honorable Mayor and City Council Members
FROM: Brian S. Thrower, City Manager
SUBJECT: Retirement Incentives – Request by Council Member Carey
ITEM: 16-27

Councilwoman Carey requested that this item be placed on the Agenda.

BST/tsw