

CITY OF EMPORIA

PUBLIC HEARING

- 1. Architectural Compatibility Review – 141 Baker Street**
- 2. Architectural Compatibility Review – 150 Baker Street**
- 3. Architectural Compatibility Review – 407 Halifax Street**

AGENDA
EMPORIA CITY COUNCIL
Regular Meeting
TUESDAY, November 19, 2013 - 6:30 P.M.

OPENING PRAYER

ROLL CALL

APPROVAL OF MINUTES

October 1, 2013 ~ 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

NEW BUSINESS

- 13-60. Architectural Compatibility Review - 141 Baker Street**
- 13-61. Architectural Compatibility Review - 150 Baker Street**
- 13-62. Architectural Compatibility Review - 407 Halifax Street**
- 13-63. Gateway Sign - Appropriation Ordinance**
- 13-64. City Website - Appropriation Ordinance**



CITY OF EMPORIA

PUBLIC HEARING

- 1. Architectural Compatibility Review – 141 Baker Street**
- 2. Architectural Compatibility Review – 150 Baker Street**
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AGENDA
EMPORIA CITY COUNCIL
Regular Meeting
TUESDAY, November 19, 2013 - 6:30 P.M.

13-65. Drug Seizure Fund – Appropriation Ordinance

13-66. Drug Interdiction – Request to Approve Resolution

13-67. Board of Equalization Expirations – Brenda Brockwell/Dennis Allen/Preston Battle

13-68. City School Board Expirations – Bernadette Battle

13-69. Farmer Market Advisory Board Expirations – Hannah Barrett/Morris White/Jean Cobb

PUBLIC COMMENT

CLOSED SESSION

Closed Meeting pursuant to Virginia Code § 2.2 3711 (A) (7) legal matter requiring the advice of counsel pertaining to Social Services funding.

**MINUTES
EMPORIA CITY COUNCIL
CITY OF EMPORIA MUNICIPAL BUILDING
October 1, 2013**

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, October 1, 2013 at 6:30 p.m. in the Council Chambers of the Municipal Building, located at 201 South Main Street, Emporia, Virginia. Mayor Mary L. Person presided over the meeting with Carolyn S. Carey, Council Member offering the invocation.

ROLL CALL

The following City Council members were present:

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

Others present: Mary L. Person, Mayor
C. Butler Barrett, City Attorney
Brian S. Thrower, City Manager
Jason Stewart, Assistant Manager
Tessie S. Wilkins, City Clerk
Ken Ryals, Emergency Service Coordinator
Don Wyatt, Chief of Police

MINUTES APPROVAL

Councilwoman Temple moved to approve the minutes from the Tuesday, September 17, 2013, City Council Public Hearing and Regular meeting as presented, seconded by Councilwoman Lynch, which passed as follows:

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

AGENDA APPROVAL

Mayor Person reported the addition of **Item 13-59. MAMaC Resolution – Request to Adopt and Close Session Virginia Code Sections § 2.2 3711 (A) (1) personnel matter involving the job assignments of a specific employee.**

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

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

NEW BUSINESS

13-48. Southside Regional Medical Center – Presentation by Mike Yungmann, CEO

Mr. Mike Yungmann, CEO stated that Southside Regional Medical Center in Petersburg was approved to develop an open-heart surgery program that would provide services such as coronary artery bypass surgery and heart valve repair. He also thanked Council for their support and provided information containing an approval letter by the Virginia Health Commissioner. He further extended an invitation to Council to attend the grand opening of the Southside Regional's Cancer Center in the beginning of January 2013.

Mayor Person thanked Mr. Yungmann for his updates.

13-49. Emporia-Greenville Airport Commission Matching Grant Funds – Appropriation Ordinance

Mr. Thrower stated that the City received a request from the Emporia-Greenville Airport Commission to provide funds in the amount of \$33,400.00 as a local match for awarded federal and state grant funds. He also stated that the Emporia-Greenville Airport Commission had been awarded \$465,200.00 in grant funds contingent upon matching funds of \$66,800.00 or \$33,400.00 from each local government. He further stated that the Emporia-Greenville Airport Commission planned to utilize these funds for a drainage system rehabilitation project and designing a runway extension.

Mr. Thrower stated that during the regular budget process, the Airport Commission requested grant matching funds in the amount of \$32,200.00. He also stated that this grant match was included in the City's current operating budget. He further stated that due to an increase in the actual bid price for construction, the Airport Commission would need an additional \$1,200.00 from each local government in order to meet the required match. He stated that in

order for the City to provide the additional matching funds to the Emporia-Greenville Airport Commission, Council would need to appropriate these funds into the current operating budget.

Mr. Thrower recommended that Council adopt Ordinance No. 13-16 to appropriate the sum of \$1,200.00 from the Unappropriated Fund Balance of the General Fund for a Local Match to a grant received by the Emporia-Greenville Airport Commission for Capital Projects.

Councilman Ewing moved to approve **Ordinance No. 13-16** to appropriate the sum of \$1,200.00 from the Unappropriated Fund Balance of the General Fund for a Local Match to a grant received by the Emporia-Greenville Airport Commission for Capital Projects, seconded by Councilwoman Temple, which passed as follows:

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

13-50. 2014 Highway Safety Project Grant (DMV) – Appropriation Ordinance

Mr. Thrower reported that the City of Emporia was awarded a Highway Safety Project Grant by the Virginia Department of Motor Vehicles. He also reported that the grant consists of \$13,622.00 in pass through funds from USDOT/NHTSA for the federal fiscal year 2014. He further reported that the money was designated for traffic enforcement equipment and training (two digital in-car cameras, two radar units).

Mr. Thrower stated that these funds were not included in the FY14 operating budget. He also stated that utilizing this award requires the adoption of an ordinance to appropriate funds into the City's FY14 operating budget. He further stated that the DMV would reimburse the City's General Fund Revenue Account for \$13,622.00 once all expenditures are submitted for approval. He stated that the City would provide a \$6,811.00 in-kind match.

Mr. Thrower recommended that Council adopt Ordinance No. 13-17 to appropriate the sum of \$13,622.00 in DMV Highway Safety Grant Funds.

Councilwoman Temple moved to approve **Ordinance No. 13-17** to appropriate the sum of \$13,622.00 in DMV Highway Safety Grant Funds, seconded by Councilwoman Mercer, which passed as follows:

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

13-51. Department of Environmental Quality Grant Funds – Appropriation Ordinance

Mr. Thrower reported that the City has been award a grant from the Department of Environmental Quality in the amount of \$6,366.00 for the City FY14 Litter Prevention and Recycling Program activities. He stated that Council would need to appropriate these funds into the current operating budget.

Mr. Thrower recommended that Council adopt Ordinance No. 13-18 to appropriate the sum of \$6,366.00 in grant funds from the Department of Environmental Quality for Litter Prevention and Recycling.

Councilwoman Temple moved to approve **Ordinance No. 13-18** to appropriate the sum of \$6,366.00 in grant funds from the Department of Environmental Quality for Litter Prevention and Recycling, seconded by Councilwoman Carey, which passed as follows:

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

13-52. Fire Program Funds – Appropriation Ordinance

Mr. Thrower stated that the City annually receives grant funds from the Virginia Department of Fire Programs for the Emporia Volunteer Fire Department. He also stated that the Virginia Department of Fire Programs allows the City to carry the unspent funds over from one fiscal year to the next. He further stated that the City has \$132,778.75 in carryover funds remaining. He further stated that Council would need to re-appropriate \$132,778.75 into the FY14 operating budget.

Mr. Thrower recommended that Council adopt Ordinance No. 13-19 to appropriate the sum of \$132,778.75 in previously received grant funds from the Virginia Department of Fire Programs from the Unappropriated fund balance of the General Fund for the Fire Programs.

Councilwoman Temple moved to approve **Ordinance No. 13-19** to appropriate the sum of \$132,778.75 in previously received grant funds from the Virginia Department of Fire Programs from the Unappropriated fund balance of the General Fund for the Fire Programs, seconded by Councilman Ewing, which passed as follows:

Councilman F. Woodrow Harris	aye
Councilman James E. Ewing	aye
Councilwoman Doris T. White	aye
Councilwoman Deborah D. Lynch	aye

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

13-53. Virginia Local Disability Program (VLDP) – Request to Adopt Opt-Out

Mr. Thrower stated that the 2012 General Assembly created the Virginia Local Disability Program (VLDP) for political subdivision and school division employees who will be covered under the Virginia Retirement System (VRS) Hybrid Retirement Plan effective January 1, 2014. He also stated that the Hybrid Retirement Plan would apply to most new employees hired on or after January 1, 2014 and current employees who opt to switch to the plan. He further stated that the Public safety (hazardous duty) employees were exempt from the Hybrid Plan and were not eligible to participate in the VLDP. He stated that VRS rates beginning January 1, 2014 through June 30, 2014 will be 0.91% of Hybrid Plan covered payroll.

Mr. Thrower stated that the participation in VLDP by political subdivisions and school divisions is automatic through the VRS unless the governing body elects to opt out and provides a comparable employer paid disability program effective January 1, 2014. He also stated that the comparable coverage must include short-term disability as specified in Chapter 11.1 of Title 51.1 of the Code of Virginia. He further stated that this was an irrevocable decision.

Mr. Thrower reported that the Virginia Municipal League Insurance Programs (VMLIP) had partnered with Lincoln Financial Group and KSPH to develop alternatives to the VRS administered VLDP. He stated that Option 1 included coverage to all employees (excludes public safety/hazardous duty employees). He also stated that the administration of the Short Term Disability Program is \$2.49 per employee, per month. He further stated that the fully insured Long Term Disability Coverage was \$0.49/\$100 of covered monthly payroll. He stated that Option 2 included coverage for only those employees hired on or after January 1, 2014 and those current employees who voluntarily elect to switch over to the new Hybrid Retirement Plan. He stated that under this option, administration of the Short Term Disability Program is \$2.49 per employee, per month. He further stated that under this option, insured Long Term Disability Coverage was \$0.75/\$100 of covered monthly payroll. He stated that the rates associated with both options are guaranteed for 24 months. He also stated that Option 2 allowed employers to opt-out of the VRS administered VLDP program and take more time to consider the re-design of Paid Leave Programs and possibly implement coverage to all employees (excluding public safety/hazard duty employees) in the future. He further stated that under Option 2 the City would only be responsible for paying the aforementioned costs associated with employees (excluding public safety/hazardous duty) hired on or after January 1, 2014 and those employees who voluntarily elect to switch over to the new Hybrid Retirement Plan.

Mr. Thrower recommended that Council adopt Resolution No. 13-07 to opt out of the VRS VLDP coverage and authorize the City Manager to execute all agreements necessary to have the City covered under Option 2 of the VML Insurance Programs Plan.

Councilman Harris moved to approve **Resolution No. 13-07** to opt out of the VRS VLDP coverage and authorize the City Manager to execute all agreements necessary to have the City covered under Option 2 of the VML Insurance Programs Plan, seconded by Councilwoman Temple, which passed as follows:

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

13-54. Emergency Medical Response Plan – Request to Approve

Mr. Thrower stated that the Virginia Emergency Response Plan was prepared by the Greenville Volunteer Rescue Squad and serves to provide the necessary basic for coordination of emergency responses in the City of Emporia and Greenville County. He stated that in accordance with 12VAC5-31-610, all designated emergency response agencies would develop or participate in a written local emergency medical response plan.

He recommends that Council approve the Emergency Medical Response Plan and authorize the City Manager and Mayor to execute such on behalf of the City.

Councilman Ewing moved to approve the Emergency Medical Response Plan and authorize the City Manager and Mayor to execute on behalf of the City, seconded by Councilwoman Lynch, which passed as follows:

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

13-55. Voting at the VML Business Meeting

Mr. Thrower stated the VML Municipal League staff stated that Council will need to appoint a Council Member to serve as the City's voting delegate at the annual VML business meeting, due to the Mayor's absence.

Councilman Harris moved to nominate Councilwoman Mercer to serve as the City's voting delegate at the annual VML business meeting, seconded by Councilwoman White, which passed as follows:

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

13-56. Boards and Commissions – Unexpired Terms (James Saunders)

Mr. Thrower stated due to Mr. Saunders relocating out of town, he is no longer able to complete his four (4) year term on the Planning Commission. He also stated that his unexpired four-year term on the Planning Commission has an expiration date of June 30, 2014. He further stated that City Council needs to make a nomination to fill the vacant seat.

Councilman Ewing nominated Thomas L. Vaughan to serve the unexpired four-year term on the Planning Commission with an expiration date of June 30, 2014.

Councilman Ewing made a motion to appoint Thomas L. Vaughan to serve the unexpired four-year term on the Planning Commission with an expiration date of June 30, 2014, seconded by Councilwoman Lynch, which passed as follows:

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

Mr. Thrower stated that due to Mr. Saunders relocating out of town, he is no longer able to complete his four-year term on the Social Services Board. He also stated that his unexpired four-year term on the Social Services Board has an expiration date of June 30, 2015. He further stated that City Council needs to make a nomination to fill the vacant seat.

Councilman Harris nominated Councilwoman Carey to serve the unexpired four-year term on the Social Services Board with an expiration date of June 30, 2015.

Councilwoman White nominated Beverly White to serve the unexpired four-year term on the Social Services Board with an expiration date of June 30, 2015.

Councilwoman Temple made a motion to appoint Councilwoman Carey to serve the unexpired four-year term on the Social Services Board with an expiration date of June 30, 2015, seconded by Councilwoman Lynch, which passed as follows:

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

13-57. November 5, 2013 Council Meeting – Request to Cancel

Mr. Thrower stated that he recommended that Council cancel the November 5, 2013 meeting due to Election Day falling on the same day.

Councilman Harris made a motion to cancel the November 5, 2013 meeting due to Election Day, seconded by Councilwoman Temple, which passed as follows:

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

13-58. Smoove Operators – Six Month Conditional Use Permit Review

Mr. Stewart stated that at Council, March 19, 2013 meeting, Council approved a Conditional Use Permit for Smoove Operators to operate as a “nightclub,” as defined in the City’ Zoning Code located at 773 N. Main Street and Tax Map # 83-A-0-11. He also stated that the Conditional Use Permit previously approved with the stipulation of an initial six-month review by City Council with annual reviews thereafter. He further stated that the Police complaints and incidents on the property within the past six months have been minor in nature. He stated that the permit holder had been compliant with all City codes and with the Virginia ABC laws to the knowledge of this office.

He recommend allowing Smoove Operators to continue operating under the terms of the original Conditional Use Permit issued, subject to review by City Council in twelve months.

Councilman Ewing made a motion to approve Smoove Operators to continue operating under the terms of the original Conditional Use Permit issued, to be reviewed by City Council in twelve months, seconded by Councilwoman White, which passed as follows:

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

13-59. MAMaC Resolution – Request to Adopt

Mr. Thrower stated that the Mid-Atlantic Advanced Manufacturing Center (MAMaC) Regional Industrial Facilities Authority (RIFA) intended to apply for a Tobacco Commission grant funding to further develop the MAMaC site. He also stated that the Greensville County staff total request to the Tobacco Commission will be \$3,689,086.00. He further stated that the grant funding, if awarded, will be put towards the build out of Otterdam Road, clearing and mulching of the MAMaC site, and preparation of a wetland mitigation study.

He recommends that Council adopt Resolution No. 13-08 supporting the development of the MAMaC site and agreeing to be a co-applicant in the efforts to secure grant funds from the Tobacco Commission.

Councilman Harris moved to approve **Resolution No. 13-08** supporting the development of the MAMaC site and agreeing to be a co-applicant in the efforts to secure grant funds from the Tobacco Commission, seconded by Councilwoman Temple, which passed as follows:

Councilman F. Woodrow Harris	aye
Councilman James E. Ewing	aye
Councilwoman Doris T. White	aye
Councilwoman Deborah D. Lynch	aye
Councilwoman Carol Mercer	aye
Councilwoman Carolyn S. Carey	aye
Councilwoman L. Dale Temple	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) (1) **personnel matter involving the job assignments of a specific employee** and (A) (7) **legal matter requiring the advice of counsel pertaining to Social Services funding**, seconded by Councilwoman Temple, which passed as follows:

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

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

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

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

CERTIFICATION

Councilwoman Lynch moved to certify the following:

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

Councilwoman Temple seconded the motion, which passed as follows:

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

Councilman Harris made the motion authorizing the City Clerk to work additional hours in the Treasurer's Office during occurrences of pending staffing issues, Councilman Ewing seconded the motion, which passed as follows:

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

ADJOURNMENT

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

Mary L. Person, Mayor

Tessie S. Wilkins, City Clerk

Review of Bills October 15, 2013

GENERAL FUND

LEGISLATIVE

Harris, F. Woodrow	51.95
Mercer, Carol	30.00
Telpage, Inc.	79.90
Treasurer of Virginia - VITA	2.83
Verizon	17.05

EXECUTIVE

Elvin Hicks - Richmond Times	14.00
Pembroke Occupational Health	765.00
Telpage, Inc.	84.95
Treasurer of Virginia - VITA	13.01
Verizon	273.56
VML Insurance Programs	36,236.00

LAW

Barrett Law Office, PC	3,625.33
LGA of Virginia, Inc.	300.00

REGISTRAR

City of Emporia - Petty Cash	6.11
Treasurer of Virginia - VITA	0.36
Verizon	17.05

SHERIFF

Sadler Brothers Oil Company, Inc.	647.81
Treasurer of Virginia - VITA	6.15
Verizon	102.48
Verizon Wireless	90.81
VML Insurance Programs	71.50

EMERGENCY SERVICES

Code Red	7,160.00
Sadler Brothers Oil Company, Inc.	34.76
Treasurer of Virginia - VITA	2.42
Verizon	283.60
Verizon Wireless	49.67
VML Insurance Programs	71.50

COURTS

Andrew E. Weaver	120.00
Connie Louise Edwards, P.C.	120.00
Crater Youth Care Commission	7,063.00
Newsome Law Office	240.00
Sixth Judicial District CSU	2,191.00
Southside Regional Jail	103,854.00
The Law Ofc. Of W. Wm. Robinson, III	120.00
Treasurer of Virginia - VITA	9.55
Verizon	89.72

VICTIM WITNESS

Pitney Bowes	376.74
VML Insurance Programs	255.00

VJCCCA/FAMILY VIOLENCE PREVENTION

Behavioral Interventions	99.33
F. Woodrow Harris	5.00
Regina Gordon	20.00
Sadler Brothers Oil Company, Inc.	394.24
Telpage, Inc.	49.95
Treasurer of Virginia - VITA	8.78
Verizon	91.56
Verizon Wireless	117.24
VML Insurance Programs	1,032.00

SHARED SERVICES

County of Greensville	437,956.51
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FINANCE

Anthem Blue Cross/Blue Shield	42,183.08
Treasurer of Virginia - VITA	3.71
Treasurer of Virginia - VRS	39,744.48
Verizon	50.90
VML Insurance Programs	24,925.00

TREASURER

Telpage, Inc.	55.00
Treasurer of Virginia - VITA	202.30
Verizon	145.12

COMMISSIONER OF REVENUE/ASSESSOR

Joyce Prince	20.00
Lisa Council	20.00
Marshall & Swift/Boeckh, LLC	284.95
Reliable Office Supplies	103.38
Treasurer of Virginia - VITA	208.61
Verizon	72.45
Willis Property Assessment	3,578.33

DEBT SERVICE

BB&T Governmental Finance	6,095.96
First Citizens Bank	1,722.00
USDA Rural Development	5,000.00

Review of Bills October 15, 2013

FIRE

City of Emporia - Utility Fund	337.46
Dominion Virginia Power	1,129.43
Emporia Medical Associates	2,340.00
Jerry's Professional Carpet Cleaning	2,065.60
Kidd Communications	822.45
Parker Oil Company, Inc.	415.65
R & C Electric Service, Inc.	2,548.86
Sadler Brothers Oil Company, Inc.	83.07
Telpage, Inc.	39.95
Treasurer of Virginia - VITA	6.06
Verizon	136.40
Verizon Wireless	181.62
VML Insurance Programs	4,215.00

PARKS & RECREATION

Cintas Corporation	30.80
Sadler Brothers Oil Company, Inc.	231.24

ECONOMIC DEVELOPMENT

Sadler Brothers Oil Company, Inc.	43.09
The Good Earth Peanut Company LLC	63.60
Treasurer of Virginia - VITA	8.89
Verizon	17.05
Verizon Wireless	49.67

FACILITIES

Cintas Corporation	331.00
City of Emporia - Utility Fund	35.06
Dominion Virginia Power	6,981.28
Houchins Pest Control Service	194.25
Mecklenburg Electric Cooperative	796.90
Morris Refrigeration Company, Inc.	1,054.16
Parker Oil Company, Inc.	76.33
The Yellow Room, Inc.	2,056.36
Whitman J. Parker	210.00

NON-DEPARTMENTAL

BAI Municipal Software	18,797.00
Emporia-Greens. Habitat for Humanity	2,375.00
Emporia-Greens. Local Law Library	272.00
Meherrin Regional Library	7,711.25
The Peanut Festival	3,500.00
VML Insurance Programs	3,594.00

ANIMAL CONTROL

Animal Hospital of Emporia	36.00
Sadler Brothers Oil Company, Inc.	129.69
Verizon Wireless	30.27

PLANNING AND ZONING

Cintas Corporation	29.70
Cynthia Batts	241.80
Doretha Taylor	177.80
John L. Walston	606.10
Kyle Green	194.52
Sadler Brothers Oil Company, Inc.	462.55
The Walston Group	347.58
Topping Enterprises, Inc.	1,540.70
Treasurer of Virginia - VITA	3.10
Verizon	55.15
Verizon Wireless	132.85
Virginia Marine Resource Commission	100.00
Virginia Municipal League	390.00

POLICE

City of Emporia - Petty Cash	61.19
Cobb Technologies, Inc.	356.00
Emporia Body Shop	871.95
Emporia Medical Associates	975.00
Greene's Service Center	48.00
Hilton Virginia Beach	574.00
Mace, Inc.	1,251.36
Sadler Brothers Oil Company, Inc.	9,710.23
Sheehy Ford of Richmond	17,540.30
Southern Auto Group	43,923.00
Telpage, Inc.	59.95
Treasurer of Virginia - VITA	1,002.96
United Parcel Service	3.64
Verizon	640.34
Verizon Wireless	628.13
VML Insurance Programs	1,859.00

Review of Bills October 15, 2013

PUBLIC WORKS

Brunswick Landfill	10,394.81
Cintas Corporation	933.16
Commercial Ready Mix	461.75
Dominion Virginia Power	6,799.76
Fuel Freedom Card	5,260.43
Greensville County Landfill	8,972.48
Holiday Ice	155.25
Mecklenburg Electric Cooperative	1,500.05
Rightmyer Machine Rentals	1,717.40
Sadler Brothers Oil Company, Inc.	2,705.08
Southside Regional Jail	902.40
Telpage, Inc.	39.95
Tidewater Mack, Inc.	1,776.26
Treasurer of Virginia - VDOT	395.68
Treasurer of Virginia - VITA	11.11
Verizon	273.04
Verizon Wireless	211.04
Virginia Municipal Liability Pool	108.75

TOTAL GENERAL FUND \$918,018.43

UTILITY FUND

Anthem Blue Cross/Blue Shield	8,603.84
Brenntag Mid-South, Inc.	4,602.13
Cintas Corporation	820.57
Cobb Technologies, Inc.	90.00
Dewberry Engineers, Inc.	4,980.00
Dominion Virginia Power	4,258.44
Fortiline Waterworks, Inc.	2,635.19
Fuel Freedom Card	833.08
Heyward, Inc.	3,913.91
Holiday Ice	17.25
Instrumentation Services, Inc.	7,862.50
James River Equipment Company	1,105.00
Kitchen's Welding, Inc.	660.00
Mecklenburg Electric Cooperative	5,803.24
Norfolk Bearings & Supply	1,217.12
Parker Oil Company, Inc.	575.57
Postmaster	712.30
PSI - Commonwealth of Virginia	94.00
Reliable Office Supplies	580.56
Sadler Brothers Oil Company, Inc.	1,729.23
Step Saver Products	296.00
Suffolk Solutions	7,912.37
Telpage, Inc.	79.90
Treasurer of Virginia - DEQ	10,740.00
Treasurer of Virginia - VITA	15.84
Treasurer of Virginia - VRS	9,718.54
Verizon	794.18
Verizon Wireless	181.62
VML Insurance Programs	18,314.25
VUPS	29.84

TOTAL UTILITY FUND \$99,176.47

Review of Bills November 19, 2013

GENERAL FUND

LEGISLATIVE

Creedle, Jones & Alga, PC	250.00
Harris, F. Woodrow	249.70
Independent Messenger	248.40
Marriott Crystal Gateway Hotel	1,464.56
Mercer, Carol	227.75
Sheraton Virginia Beach Oceanfront	409.84
Telpage, Inc.	79.90
Tessie Wilkins	231.29
Treasurer of Virginia - VITA	2.57
Verizon	17.05
Xerox Corporation	145.85

EXECUTIVE

Elvin Hicks - Richmond Times	14.00
Emporia-Greenville Chamber	10.00
Pembroke Occupational Health	66.00
Pitney Bowes	681.00
Telpage, Inc.	84.95
Treasurer of Virginia - VITA	10.51
Verizon	274.12
Xerox Corporation	220.14

LAW

Barrett Law Office, PC	583.33
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REGISTRAR

Independent Messenger	124.20
Treasurer of Virginia - VITA	2.14
Verizon	17.05
Xerox Corporation	0.05

SHERIFF

Josephine Fannin	64.32
Owen Ford, Inc.	789.70
Sadler Brothers Oil Company, Inc.	496.11
Treasurer of Virginia - VITA	4.57
Verizon	102.48
Verizon Wireless	90.81

EMERGENCY SERVICES

Sadler Brothers Oil Company, Inc.	81.25
Treasurer of Virginia- VITA	2.48
Verizon	36.09
Verizon Wireless	49.67
Xerox Corporation	26.87

VICTIM WITNESS

Pitney Bowes	32.00
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VJCCCA/FAMILY VIOLENCE PREVENTION

Behavioral Interventions	71.82
Regina Gordon	20.00
Sadler Brothers Oil Company, Inc.	74.55
Staples	28.87
Telpage, Inc.	49.95
Treasurer of Virginia - VITA	61.12
Verizon	90.95
Verizon Wireless	651.86
Walmart	79.73

SHARED SERVICES

County of Greenville	437,956.51
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FINANCE

Anthem Blue Cross/Blue Shield	42,272.72
Preferred Printing Services, Inc.	2,100.00
Sheila J. Cutrell	72.12
Stonewall Jackson Hotel	169.40
Treasurer of Virginia - VITA	5.04
Treasurer of Virginia - VRS	38,897.10
Verizon	50.90
Xerox Corporation	205.88

TREASURER

Treasurer of Virginia - VITA	202.97
Verizon	145.12
Xerox Corporation	12.84

COMMISSIONER OF REVENUE/ASSESSOR

Commissioner of the Revenue Assoc.	25.00
Treasurer of Virginia - VITA	205.87
Verizon	72.45
Willis Property Assessment	3,578.33
Xerox Corporation	0.85

DEBT SERVICE

BB&T Governmental Finance	7,553.54
Carter Bank & Trust	22,951.40
First Citizens Bank	1,722.00
The Bank of Southside Virginia	1,129.24
USDA Rural Development	5,000.00

Review of Bills November 19, 2013

COURTS

Andrew E. Weaver	120.00
Crater Youth Care Commission	12,531.07
Law Ofc. Of W. Wm. Robinson, III	120.00
Southside Regional Jail	102,600.00
Townsend Law Offices	120.00
Treasurer of Virginia - VITA	7.06
Verizon	89.72

FIRE

City of Emporia - Utility Fund	425.72
Dominion Virginia Power	1,118.26
Emporia Volunteer Fire Department	239.71
Mecklenburg Electric Cooperative	117.86
Prince Squire Medical Center, PC	380.00
Sadler Brothers Oil Company, Inc.	169.86
Telpage, Inc.	39.95
Treasurer of Virginia - VITA	6.06
Verizon	136.40
Verizon Wireless	181.62

PARKS & RECREATION

Cintas Corporation	24.64
Sadler Brothers Oil Company, Inc.	118.09
Wootton Brothers Greenhouse	787.50

ECONOMIC DEVELOPMENT

MAMaC RIFA	3,000.00
Michael Redman	150.00
Originals by Randi	50.00
Sadler Brothers Oil Company, Inc.	35.68
Slate & Spivey	31.04
Treasurer of Virginia	40.00
Treasurer of Virginia - VITA	10.49
Verizon	17.05
Verizon Wireless	49.67
Xerox Corporation	154.72

FACILITIES

Charles Wells Painting Contractor	975.00
Cintas Corporation	328.52
City of Emporia - Utility Fund	35.06
Commonwealth Exterminators, Inc.	104.00
County of Greensville	1,486.32
David W. Fladung	75.34
Dominion Virginia Power	579.67
E. R. Johnston	97.00
Fidelity Engineering	558.00
Houchins Pest Control	194.25
Mecklenburg Electric Cooperative	652.01
N C Glass Company, Inc.	85.00
R & C Electric Services, Inc.	1,222.19
The Yellow Room, Inc.	2,724.97

PLANNING AND ZONING

Alderman Environmental	15,270.42
B & B Consultants, Inc.	4,250.00
Cintas Corporation	6.60
Community Planning Partners	3,766.14
Cynthia Batts	241.80
Doretha Taylor	177.80
Edmonds Printing	44.50
Emporia-Greenville Chamber	10.00
Hillbilly LLC - The UPS Store	77.00
Independent Messenger	382.95
John L. Walston	606.10
Kyle Green	194.52
Quill Corporation	559.32
Richmond Times-Dispatch	454.80
Sadler Brothers Oil Company, Inc.	359.25
The Walston Group	347.58
Topping Enterprises, Inc.	463.71
Treasurer of Virginia - VITA	2.85
United Parcel Service	3.64
VBCOA	130.00
Verizon	55.15
Verizon Wireless	130.25
Virginia Plumbing & Mechanical Insp.	30.00
WorldView Solutions	9,448.00
Xerox Corporation	199.13

POLICE

Cobb Technologies	178.00
Da Pro Systems, Inc.	6,726.00
Elvin Hicks	107.00
Emporia Body Shop, Inc.	3,496.90
Emporia Clinic Corporation	510.00
Emporia Medical Associates, PC	2,595.00
Greene's Towing & Recovery	185.00
Jerry Wright	489.33
Kelly Blount	52.88
Radio Communications of Virginia	10,374.00
Sadler Brothers Oil Company, Inc.	9,941.59
Telpage, Inc.	59.95
Town Police Supply	209.44
Treasurer of Virginia- VITA	991.54
United Parcel Service	13.14
Verizon	1,138.30
Verizon Wireless	613.14

ANIMAL CONTROL

Animal Hospital of Emporia	108.00
Emporia Medical Associates, PC	195.00
Sadler Brothers Oil Company, Inc.	162.94
Verizon Wireless	30.27

Review of Bills November 19, 2013

NON-DEPARTMENTAL

Emporia-Greens. Airport Commission	33,400.00
Greensville-Emporia Health Dept.	30,849.50
Meherrin Regional Library	7,711.25

PUBLIC WORKS

American Waste Systems	2,025.00
Bobcat of Richmond	2,399.21
Brunswick Landfill	2,582.06
Center for Transportation Studies	340.00
Cintas Corporation	792.40
Dominion Virginia Power	6,845.15
Fuel Freedom Card	5,007.13
Greensville County Landfill	8,347.24
Jeff B. Robinson & Associates, LLPC	1,120.00
Mecklenburg Electric Cooperative	1,499.54
Parker Oil Company, Inc.	796.09
Rightmyer Machine Rentals	1,108.49
Sadler Brothers Oil Company, Inc.	2,202.15
Southside Regional Jail	1,070.80
Telpage, Inc.	39.95
Toter, Inc.	6,165.08
Treasurer of Virginia - VDOT	395.68
Treasurer of Virginia - VITA	14.67
Verizon	271.66
Verizon Wireless	211.04

TOTAL GENERAL FUND \$895,221.40

UTILITY FUND

Anthem Blue Cross/Blue Shield	7,616.72
Brenntag Mid-South, Inc.	357.50
Brink Backyard Graphics	80.00
Carter Bank & Trust	50,789.92
Carter Machinery Company, Inc.	608.99
Cintas Corporation	751.08
Cobb Technologies	90.00
David Epps	50.00
Dewberry Engineers, Inc.	4,800.00
Dixie Trailer and Truck Equipment	5,386.00
Dominion Virginia Power	4,450.88
Ferguson Enterprises, Inc.	1,288.82
Fortiline, Inc.	3,284.72
Fuel Freedom Card	441.41
GAP, Inc.	1,496.00
Heyward, Inc.	2,181.63
Klugel & Son, Inc.	303.15
LB Water Service, Inc.	1,394.60
Mecklenburg Electric Cooperative	5,617.13
Ogburn Signs & Printing	57.15
Parker Oil Company, Inc.	568.53
Postmaster	712.30
Russ Gordon's Garage	16.00
Sadler Brothers Oil Company, Inc.	1,142.93
Telpage, Inc.	79.90
Treasurer of Virginia - DPOR	100.00
Treasurer of Virginia - VITA	13.12
Treasurer of Virginia - VRS	9,718.54
United Parcel Ser vice	44.77
VDH - Waterworks Technical Assist.	1,785.49
Verizon	586.63
Verizon Wireless	181.62
VUPS	38.07

TOTAL UTILITY FUND \$106,033.60

**General Fund
Revenue and Expenditure Report
September 30, 2013**

REVENUES

Description	Budget	Revenues To Date	% Collected
General Property Taxes	\$4,526,163	\$1,026,135	22.67%
Other Local Taxes	5,719,000	974,107	17.03%
Licenses, Permits & Fees	41,900	5,165	12.33%
Fines & Forfeitures	1,279,000	329,438	25.76%
Use of Money & Property	44,025	1,554	3.53%
Charges for Services	917,600	143,045	15.59%
Miscellaneous Revenue	63,848	16,907	26.48%
Recovered Costs	274,468	12,515	4.56%
State Non-Categorical Aid	618,832	334,904	54.12%
Shared Expenses	298,813	43,394	14.52%
Categorical State Aid	2,873,850	604,714	21.04%
Federal Non-Categorical Aid	1,729,192	0	0.00%
Proceeds from Financing	809,908	60,000	7.41%
Appropriated Fund Balance	<u>966,195</u>	<u>0</u>	<u>0.00%</u>
Total	\$20,162,794	\$3,551,878	17.62%

EXPENDITURES

Description	Budget	Expenditures To Date	% Expended
City Council	\$168,945	\$38,630	22.87%
City Manager	309,704	61,890	19.98%
Legal Services	48,900	5,780	11.82%
Commissioner of Revenue	215,363	47,601	22.10%
Assessor	41,661	10,488	25.17%
Treasurer	102,488	24,984	24.38%
Finance Department	206,117	45,678	22.16%
Registrar	78,889	13,333	16.90%
Courts	2,541,108	740,754	29.15%
Sheriff	254,927	54,623	21.43%
Police Department	3,156,588	761,875	24.14%
Fire Department	217,999	51,945	23.83%
Emergency Services	96,475	11,021	11.42%
Facilities Management	394,631	27,135	6.88%
Public Works	3,055,797	549,773	17.99%
Health & Social Services	438,713	154,301	35.17%
Education	4,443,358	1,489,724	33.53%
Library	92,535	30,845	33.33%
Community Development/Planning	2,224,658	67,280	3.02%
Economic Development	837,573	21,512	2.57%
Airport	92,200	30,000	32.54%
Parks and Recreation	112,649	51,374	45.61%
Extension Service	26,256	1,087	4.14%
Arts and Culture	13,500	13,500	100.00%
Civic & Community Organizations	20,520	18,065	88.04%
Non-Departmental	<u>971,240</u>	<u>356,205</u>	<u>36.66%</u>
Total	\$20,162,794	\$4,679,403	23.21%

**Utility Fund
Revenue and Expenditure Report
September 30, 2013**

REVENUES

Description	Budget	Revenues To Date	% Collected
Water Sales	\$1,683,128	\$382,681	22.74%
Sewer Service	1,238,000	380,426	30.73%
Water Taps	10,000	3,516	35.16%
Sewer Taps	10,000	4,000	40.00%
Cut-on/Cut-off Fees	62,000	16,791	27.08%
Meter Charges	55,000	14,149	25.73%
Sales, Labor & Materials	500	0	0.00%
Penalties	64,500	18,218	28.24%
Interest Earned	3,500	567	16.20%
Miscellaneous	1,500	0	0.00%
Proceeds from Financing	11,415,786	349,321	3.06%
Appropriated Fund Balance	375,000	0	0.00%
Grants	<u>337,978</u>	<u>0</u>	<u>0.00%</u>
Total	\$15,256,892	\$1,169,669	7.67%

EXPENDITURES

Description	Budget	Expenditures To Date	% Expended
Administration and Billing	\$525,775	\$73,523	13.98%
Water Distribution	316,936	100,916	31.84%
Water Treatment Plant	937,829	116,527	12.43%
Sewage Collection	489,369	17,382	3.55%
Wastewater Treatment Plant	776,785	144,693	18.63%
Non-Departmental	<u>12,210,198</u>	<u>462,282</u>	<u>3.79%</u>
Total	\$15,256,892	\$915,323	6.00%

**CITY OF EMPORIA
CITY COUNCIL MEETING
November 19, 2013
AGENDA MEMORANDUM**

**SUBJECT: FINANCIAL STATEMENT
COLLECTIONS 2013
COLLECTIONS 2010-2012
COLLECTIONS 2007-2009
DELINQUENT TAX SUMMARY-ALL YEARS
2013 PPTRA ALLOTMENT-COMPARISON
SALES & USE TAX COMPARISON
MONTHLY UTILITY DEPT. COMPARISON
CUT OFFS FOR UTILITY CUSTOMERS
UNCOLLECTED UTILITY BILLS
BOOT COLLECTIONS**

W. S. HARRIS, JR., TREASURER

Financial Statement

October 31, 2013

CHECKING / DAILY INVESTMENT

General Fund

Utility Fund

157,761.36

593,788.42

CERTIFICATES OF DEPOSIT / INVESTMENTS

FIRST COMMUNITY BANK	\$384,569.61	MMF @ .07%	NA	GF
FIRST COMMUNITY BANK	\$1,506,779.97	12 Mos @ .38%	1/6/2014	GF
CARTER BANK & TRUST	\$1,007,059.99	6 Mos @ .50%	1/10/2014	GF
CARTER BANK & TRUST	\$1,007,059.99	6 Mos @ .50%	1/10/2014	GF
CARTER BANK & TRUST	\$772,591.99	12 Mos @ .50%	2/4/2014	GF
CARTER BANK & TRUST	\$503,958.25	12 Mos @ .50%	2/4/2014	GF
CARTER BANK & TRUST	\$503,958.25	12 Mos @ .50%	2/4/2014	GF
CARTER BANK & TRUST	\$750,000.00	12 Mos @ .45%	6/28/2014	GF
FIRST COMMUNITY BANK	\$504,678.55	MMF @ .07%	NA	UT
FIRST COMMUNITY BANK	\$502,259.99	12 Mos @ .38%	1/6/2014	UT
CARTER BANK & TRUST	\$503,279.67	6 Mos @ .45%	1/10/2014	UT

Oct-13

RECAP OF 2013 TAXES

<i>TYPE OF TAX</i>	<i>BAL. FWD.</i> (A)	<i>SUPPLEMENTS</i> (B)	<i>ABATEMENTS</i> (C)	<i>ADJUSTED LEVY</i> (Cols. A+B-C) (D)	<i>COLLECTIONS</i> TO DATE (E)	<i>BALANCE DUE</i> (F)
Real Estate	3,098,844.15	0.00	1,563.15	3,097,281.00	371,934.75	2,725,346.25
Personal Property	1,269,263.24	22,655.25	17,932.09	1,273,986.40	1,174,521.74	99,464.66
Decals	106,188.00	1,957.50	1,587.50	106,558.00	73,833.40	32,724.60
Personal Property Relief	561,632.25	10,214.96	19,024.95	552,822.26	425,600.39	127,221.87
Public Service	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL	5,035,927.64	34,827.71	40,107.69	5,030,647.66	2,045,890.28	2,984,757.38

<u>2013 Real Estate Tax Collections</u>	<u>12.05%</u>	<u>2013 Personal Property Tax Relief</u>	<u>76.98%</u>
<u>2013 Personal Property Tax Collections</u>	<u>92.19%</u>	<u>2013 Public Service Tax Collection</u>	<u>0%</u>

Oct-13

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	3,324.20	2,973,669.61	2,960,529.45	13,140.16
Personal Property	1,141,435.34	99,940.97	56,127.67	1,185,248.64	1,167,152.07	18,096.57
Decals	107,658.50	9,563.00	5,319.15	111,902.35	108,375.09	3,527.26
Personal Property Relief	578,916.57	34,959.61	29,027.27	584,848.91	576,538.79	8,310.12
Public Service	165,731.98	0.00	8,167.59	157,564.39	157,564.39	0.00
TOTAL	4,970,736.20	144,463.58	101,965.88	5,013,233.90	4,970,159.79	43,074.11
2010 Real Estate Tax Collections		99.56%	2010 Personal Property Tax Relief		98.58%	
2010 Personal Property Tax Collections		98.47%	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	3,000.24	2,981,406.69	2,964,782.49	16,624.20
Personal Property	1,244,373.63	26,690.75	33,214.60	1,237,849.78	1,229,772.34	8,077.44
Decals	111,029.00	8,475.00	5,909.93	113,594.07	108,538.35	5,055.72
Personal Property Relief	557,964.29	30,384.27	29,611.31	558,737.25	5,499,970.59	8,766.66
Public Service	156,479.42	0.00	0.00	156,479.42	156,479.42	0.00
TOTAL	5,054,253.27	65,550.02	71,736.08	5,048,067.21	5,009,543.19	38,524.02
2011 Real Estate Tax Collections		99.44%	2011 Personal Property Tax Relief		98.43%	
2011 Personal Property Tax Collection		99.35%	2011 Public Service Tax Collection		100.00%	

RECAP OF 2012 TAXES

TYPE OF TAX	BAL. FWD.	SUPPLEMENTS	ABATEMENTS	ADJUSTED LEVY	COLLECTIONS	BALANCE DUE
	(A)	(B)	(C)	(Cols. A+B-C) (D)	TO DATE (E)	
Real Estate	3,019,463.59	0.00	1,364.41	3,018,099.18	2,963,951.27	54,147.91
Personal Property	1,224,318.90	68,794.39	32,711.57	1,260,401.72	1,244,125.45	16,276.27
Decals	104,243.00	9,600.50	4,120.00	109,723.50	99,101.47	10,622.03
Personal Property Relief	560,183.75	63,406.00	42,657.90	580,931.85	556,762.16	24,169.69
Public Service	173,064.34	0.00	0.00	173,064.34	173,064.34	0.00
TOTAL	5,081,273.58	141,800.89	80,853.88	5,142,220.59	5,037,004.69	105,215.90
2012 Real Estate Tax Collections		98.21%	2012 Personal Property Tax Relief		95.84%	
2012 Personal Property Tax Collections		98.71%	2012 Public Service Tax Collection		100.00%	
2012 License Fee Collections		90.32%				

Oct-13

RECAP OF 2007 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	2,673,531.26	29,166.22	14,468.19	2,688,229.29	2,684,572.88	3,656.41
Personal Property	1,270,481.69	232,305.66	109,391.44	1,393,395.94	1,389,263.18	4,132.73
Decals	444,139.00	30,539.61	8,576.33	466,102.28	463,228.60	2,873.68
Personal Property Relief	549,911.50	5,471.39	137,247.89	418,135.00	411,934.36	6,200.64
Public Service	140,577.17	4,462.35	0.00	145,039.52	145,039.52	0.00
TOTAL	5,078,640.62	301,945.23	269,683.85	5,110,902.00	5,094,038.54	16,863.46
2007 Real Estate Tax Collections		99.86%	2007 Personal Property Tax Relief		99.38%	
2007 Personal Property Tax Collections		99.70%	2007 Public Service Tax Collection		100.00%	

RECAP OF 2008 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	2,703,731.80	15,916.97	11,236.65	2,708,412.12	2,703,583.85	4,828.27
Personal Property	1,288,745.41	42,594.01	82,647.30	1,248,692.12	1,242,444.74	6,247.38
Decals	110,269.50	9,823.17	6,545.00	113,547.67	109,312.70	4,234.97
Personal Property Relief	548,290.97	39,726.80	28,914.65	559,103.12	549,123.87	9,979.25
Public Service	149,011.30	5,341.13	5,341.13	149,011.30	149,011.30	0.00
TOTAL	4,800,048.98	113,402.08	134,684.73	4,778,766.33	4,753,476.46	25,289.87
2008 Real Estate Tax Collections		99.82%	2008 Personal Property Tax Relief		98.21%	
2008 Personal Property Tax Collection		99.49%	2008 Public Service Tax Collection		100.00%	

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	2,931,342.16	8,698.69
Personal Property	1,214,926.66	219,196.50	219,483.52	1,214,639.64	1,209,739.03	4,900.61
Decals	110,991.50	6,951.00	7,526.50	110,416.00	105,967.86	4,448.14
Personal Property Relief	524,152.89	38,891.54	17,349.89	545,694.54	537,557.86	8,136.68
Public Service	121,797.85	0.00	0.00	121,797.85	121,797.85	0.00
TOTAL	4,914,502.51	268,847.22	250,760.85	4,932,588.88	4,906,404.76	26,184.12
2009 Real Estate Tax Collections		99.70%	2009 Personal Property Tax Relief		98.50%	
2009 Personal Property Tax Collection		99.60%	2009 Public Service Tax Collection		100.00%	

DELINQUENT TAX SUMMARY - FY 2013-2014

October-13

REAL ESTATE TAXES

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

PERSONAL PROPERTY TAX

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

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

TOTAL ALLOTMENT FROM STATE - \$570,316.00

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

COLLECTIONS THRU PAID BILLS

Jun-13	\$169,906.08
Jul-13	\$161,056.98
Aug-13	\$72,201.05
Sep-13	\$723.12
Oct-13	\$35,246.31

ABATEMENTS **-\$17,932.09**

SUPPLEMENTS **\$22,655.25**

TOTAL REMAINING FROM UNPAID BILLS **\$127,221.87**

1st Payment from State **7/31/2013** **\$145,727.85**

2nd Payment from State **8/15/2013** **\$169,836.72**

Final Payment from State

Local Sales & Use Tax Collection Comparison

Local Sales & Use Tax

Month	2010 Calendar Year	2011 Calendar Year	2012 Calendar Year	2013 Calendar Year
	Collected	Collected	Collected	Collected
January	\$123,188.30	\$110,239.00	\$127,062.93	\$108,278.56
February	\$124,584.85	\$125,876.99	\$126,296.95	\$127,189.75
March	\$98,553.01	\$104,593.90	\$102,337.33	\$99,674.97
April	\$101,965.72	\$119,737.24	\$137,369.57	\$104,585.97
May	\$116,312.04	\$123,865.11	\$135,414.13	\$119,461.45
June	\$113,585.83	\$131,026.53	\$110,435.22	\$117,580.07
July	\$117,703.51	\$180,490.56	\$116,536.54	\$107,486.36
August	\$126,634.72	\$53,547.37	\$117,795.21	\$117,641.94
September	\$124,733.84	\$119,307.80	\$125,411.89	\$118,116.99
October	\$121,693.93	\$123,419.00	\$111,125.40	\$105,496.08
November	\$121,716.50	\$119,256.67	\$106,691.83	
December	\$101,874.52	\$117,432.90	\$102,684.77	
Yearly Total	\$1,392,546.77	\$1,428,793.07	\$1,419,161.77	\$1,125,512.14

State Sales & Use Tax Collection Comparison

State Sales & Use Tax

Month	2010 Calendar Year	2011 Calendar Year	2012 Calendar Year	2013 Calendar Year
	Collected	Collected	Collected	Collected
January	\$81,853.28	\$76,745.66	\$81,464.16	\$80,957.08
February	\$84,478.90	\$92,440.02	\$91,897.24	\$95,365.10
March	\$65,632.54	\$63,957.82	\$72,512.86	\$73,527.62
April	\$57,976.52	\$69,216.00	\$70,609.86	\$76,942.78
May	\$77,024.82	\$78,000.40	\$85,665.32	\$87,608.38
June	\$80,105.98	\$85,721.72	\$85,637.98	\$90,121.30
July	\$68,470.08	\$72,832.12	\$78,791.66	\$78,471.52
August	\$86,929.30	\$84,321.66	\$89,692.72	\$87,181.40
September	\$73,798.74	\$74,027.06	\$80,905.18	\$76,334.64
October	\$70,426.24	\$78,763.86	\$83,390.34	\$79,978.88
November	\$77,002.46	\$77,775.18	\$82,935.18	
December	\$76,745.66	\$77,868.98	\$77,980.08	
Yearly Total	\$900,444.52	\$931,670.48	\$981,482.58	\$826,488.70

Monthly Comparison of
Collected Utility Fund Revenue & Completed Service Orders
FY 2013-2014

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

	January	February	March	April	May	June	YTD Category Ttl
Water							478,292.78
Sewer							396,392.02
Meter Charge							17,825.50
Water Taps							6,515.58
Sewer Taps							4,000.00
Sale of Materials							0.00
Penalties							19,648.98
Cut on/off Fees							13,901.94
Water Sales-Bulk Water							634.60
Sewer Services							55,999.80
Miscellaneous							1,689.91
Total Revenue for the Month	0.00	0.00	0.00	0.00	0.00	0.00	

	July	August	September	October	November	December
Service Orders						
Ttl Off/On Requests	61	73	80	68		
Ttl Leak Inquiries	54	53	74	71		
Ttl Service Orders For the Month	115	126	154	139	0	0

	January	February	March	April	May	June	YTD Order Totals
Service Orders							
Ttl Off/On Requests							282
Ttl Leak Inquiries							252
Ttl Service Orders For the Month	0	0	0	0	0	0	

YTD Revenue Total All Depts. 994,901.11 YTD Service Order 534

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

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

AUGUST	24
SEPTEMBER	55
OCTOBER	45
NOVEMBER	27
DECEMBER	77

2007		2008		2009		2010	
JANUARY	58	JANUARY	45	JANUARY	62	JANUARY	103
FEBRUARY	32	FEBRUARY	63	FEBRUARY	56	FEBRUARY	44
MARCH	35	MARCH	71	MARCH	74	MARCH	46
APRIL	49	APRIL	44	APRIL	28	APRIL	63
MAY	63	MAY	71	May	56	MAY	86
JUNE	66	JUNE	82	June	86	JUNE	58
JULY	76	JULY	67	JULY	53	JULY	74
AUGUST	67	AUGUST	86	AUGUST	90	AUGUST	78
SEPTEMBER	75	SEPTEMBER	94	SEPT	49	SEPTEMBER	66
OCTOBER	93	OCTOBER	43	OCTOBER	72	OCTOBER	86
NOVEMBER	51	NOVEMBER	39	NOVEMBER	46	NOVEMBER	54
DECEMBER	71	DECEMBER	71	DECEMBER	130	DECEMBER	44
2011		2012		2013			
JANUARY	86	JANUARY	68	JANUARY	80	October	16
FEBRUARY	30	FEBRUARY	45	FEBRUARY	68	(39 DOOR HANGERS)	
MARCH	31	MARCH	48	MARCH	58		
APRIL	48	APRIL	70	APRIL	92		
MAY	83	MAY	43	MAY	64		
JUNE	281	JUNE	79	JUNE	83		
JULY	130	JULY	80	JULY	88		
AUGUST	85	AUGUST	75	AUGUST	57		
SEPTEMBER	83	SEPTEMBER	63	SEPT-CUT OFF DEFRAID FOR 1 TIME OCCURANCE			
OCTOBER	66	OCTOBER	68	UNTIL NOV 5TH	180	REMINDER NOTICES PUT ON .	
NOVEMBER	86	NOVEMBER	90	DOORS SEPT. 30TH.			
DECEMBER	61	DECEMBER	53				

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 2012	30144.85	169062.54
COLLECTIONS 2012	-26675.91	142386.43
BALANCES ADDED JAN 2013	2325.78	144712.21
COLLECTIONS JAN 2013	-2947.67	141764.54
BALANCES ADDED FEB 2013	2376.46	144141.00
COLLECTIONS FEB 2013	-854.25	143286.75
BALANCES ADDED MARCH 2013	1632.54	144919.29
COLLECTIONS MARCH 2013	-3155.18	141764.11
BALANCES ADDED APRIL 2013	2271.37	144035.48
COLLECTIONS APRIL 2013	-3227.73	140807.75
BALANCES ADDED MAY 2013	3788.49	144596.24
COLLECTIONS MAY 2013	-810.46	143785.78
BALANCES ADDED JUNE 2013	3159.37	146945.15
COLLECTIONS JUNE 2013	-2189.45	144755.70
BALANCES ADDED JULY 2013	1789.06	146544.76
COLLECTIONS JULY 2013	-1026.29	145518.47
BALANCES ADDED AUGUST 2013	5277.51	150795.98
COLLECTIONS AUGUST 2013	-1472.26	149323.72
BALANCES ADDED SEPTEMBER 2013	3930.57	153254.29
COLLECTIONS SEPTEMBER 2013	-246.36	153007.93
BALANCES ADDED OCTOBER 2013	1725.23	154733.16
COLLECTIONS OCTOBER 2013	-3224.46	151508.70

BOOT COLLECTIONS

STARTING DATE 1-25-12

GOOD THRU 10/31/13

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

RE TAX \$51,155.94

PP TAX \$24,489.15

UTILITY \$7,107.04

OTHER (DEMO/WEED) \$6,175.47

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

TOTAL **\$122,668.30**

**CITY OF EMPORIA
CITY COUNCIL MEETING
October 15, 2013
AGENDA MEMORANDUM**

**SUBJECT: FINANCIAL STATEMENT
COLLECTIONS 2013
COLLECTIONS 2010-2012
COLLECTIONS 2007-2009
DELINQUENT TAX SUMMARY-ALL YEARS
2013 PPTRA ALLOTMENT-COMPARISON
SALES & USE TAX COMPARISON
MONTHLY UTILITY DEPT. COMPARISON
CUT OFFS FOR UTILITY CUSTOMERS
UNCOLLECTED UTILITY BILLS
BOOT COLLECTIONS**

W. S. HARRIS, JR., TREASURER

Financial Statement

September 30, 2013

CHECKING / DAILY INVESTMENT

General Fund

Utility Fund

116,037.46

553,619.16

CERTIFICATES OF DEPOSIT / INVESTMENTS

FIRST COMMUNITY BANK	\$384,465.95	MMF @ .07%	NA	GF
FIRST COMMUNITY BANK	\$1,506,779.97	12 Mos @ .38%	1/6/2014	GF
CARTER BANK & TRUST	\$1,007,059.99	6 Mos @ .50%	1/10/2014	GF
CARTER BANK & TRUST	\$1,007,059.99	6 Mos @ .50%	1/10/2014	GF
CARTER BANK & TRUST	\$772,591.99	12 Mos @ .50%	2/4/2014	GF
CARTER BANK & TRUST	\$503,958.25	12 Mos @ .50%	2/4/2014	GF
CARTER BANK & TRUST	\$503,958.25	12 Mos @ .50%	2/4/2014	GF
CARTER BANK & TRUST	\$750,000.00	12 Mos @ .45%	6/28/2014	GF
FIRST COMMUNITY BANK	\$504,542.52	MMF @ .07%	NA	UT
FIRST COMMUNITY BANK	\$502,259.99	12 Mos @ .38%	1/6/2014	UT
CARTER BANK & TRUST	\$503,279.67	6 Mos @ .45%	1/10/2014	UT

Sep-13

RECAP OF 2013 TAXES

<i>TYPE OF TAX</i>	<i>BAL. FWD. (A)</i>	<i>SUPPLEMENTS (B)</i>	<i>ABATEMENTS (C)</i>	<i>ADJUSTED LEVY (Cols. A+B-C) (D)</i>	<i>COLLECTIONS TO DATE (E)</i>	<i>BALANCE DUE (F)</i>
Real Estate	3,098,844.15	0.00	0.00	3,098,844.15	21,754.87	3,077,089.28
Personal Property	1,269,263.24	3,338.55	15,473.16	1,257,128.63	1,134,432.12	122,696.51
Decals	106,188.00	50.00	1,487.50	104,750.50	69,550.30	35,200.20
Personal Property Relief	561,632.25	805.81	16,414.01	546,024.05	402,440.99	143,583.06
Public Service	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL	5,035,927.64	4,194.36	33,374.67	5,006,747.33	1,628,178.28	3,378,569.05

2013 Real Estate Tax Collections	7.00%	2013 Personal Property Tax Relief	73.70%
2013 Personal Property Tax Collections	90.24%	2013 Public Service Tax Collection	0%

Sep-13

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	3,324.20	2,973,669.61	2,960,270.07	13,399.54
Personal Property	1,141,435.34	99,940.97	56,119.84	1,185,256.47	1,167,135.32	18,121.15
Decals	107,658.50	9,563.00	5,319.15	111,902.35	108,225.09	3,677.26
Personal Property Relief	578,916.57	34,959.61	29,011.35	584,864.83	576,495.21	8,369.62
Public Service	165,731.98	0.00	8,167.59	157,564.39	157,564.39	0.00
TOTAL	4,970,736.20	144,463.58	101,942.13	5,013,257.65	4,969,690.08	43,567.57
2010 Real Estate Tax Collections		99.55%	2010 Personal Property Tax Relief		98.56%	
2010 Personal Property Tax Collections		98.47%	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	3,000.24	2,981,406.69	2,964,511.29	16,895.40
Personal Property	1,244,373.63	26,690.75	33,151.06	1,237,913.32	1,229,461.03	8,452.29
Decals	111,029.00	8,475.00	5,859.93	113,644.07	108,356.85	5,287.22
Personal Property Relief	557,964.29	30,384.27	29,497.54	558,851.02	549,438.25	9,412.77
Public Service	156,479.42	0.00	0.00	156,479.42	156,479.42	0.00
TOTAL	5,054,253.27	65,550.02	71,508.77	5,048,294.52	5,008,246.84	40,047.68
2011 Real Estate Tax Collections		99.43%	2011 Personal Property Tax Relief		98.32%	
2011 Personal Property Tax Collection		99.32%	2011 Public Service Tax Collection		100.00%	

RECAP OF 2012 TAXES

TYPE OF TAX	BAL. FWD.	SUPPLEMENTS	ABATEMENTS	ADJUSTED LEVY	COLLECTIONS	BALANCE DUE
	(A)	(B)	(C)	(Cols. A+B-C) (D)	TO DATE (E)	
Real Estate	3,019,463.59	0.00	1,364.41	3,018,099.18	2,961,847.24	56,251.94
Personal Property	1,224,318.90	68,794.39	32,681.51	1,260,431.78	1,243,910.30	16,521.48
Decals	104,243.00	9,600.50	4,095.00	109,748.50	98,894.97	10,853.53
Personal Property Relief	560,183.75	63,406.00	42,606.71	580,983.04	556,482.72	24,500.32
Public Service	173,064.34	0.00	0.00	173,064.34	173,064.34	0.00
TOTAL	5,081,273.58	141,800.89	80,747.63	5,142,326.84	5,034,199.57	108,127.27
2012 Real Estate Tax Collections		98.14%	2012 Personal Property Tax Relief		95.73%	
2012 Personal Property Tax Collections		98.69%	2012 Public Service Tax Collection		100.00%	
2012 License Fee Collections		90.11%				

Sep-13

RECAP OF 2007 TAXES

<i>TYPE OF TAX</i>	<i>BAL. FWD. (A)</i>	<i>SUPPLEMENTS (B)</i>	<i>ABATEMENTS (C)</i>	<i>ADJUSTED LEVY (Cols. A+B-C) (D)</i>	<i>COLLECTIONS TO DATE (E)</i>	<i>BALANCE DUE (F)</i>
Real Estate	2,673,531.26	29,166.22	14,468.19	2,688,229.29	2,684,572.88	3,656.41
Personal Property	1,270,481.69	232,305.66	109,391.44	1,393,395.94	1,389,263.18	4,132.73
Decals	444,139.00	30,539.61	8,576.33	466,102.28	463,228.60	2,873.68
Personal Property Relief	549,911.50	5,471.39	137,247.89	418,135.00	411,934.36	6,200.64
Public Service	140,577.17	4,462.35	0.00	145,039.52	145,039.52	0.00
TOTAL	5,078,640.62	301,945.23	269,683.85	5,110,902.00	5,094,038.54	16,863.46
2007 Real Estate Tax Collections		99.86%	2007 Personal Property Tax Relief		99.38%	
2007 Personal Property Tax Collections		99.70%	2007 Public Service Tax Collection		100.00%	

RECAP OF 2008 TAXES

<i>TYPE OF TAX</i>	<i>BAL. FWD. (A)</i>	<i>SUPPLEMENTS (B)</i>	<i>ABATEMENTS (C)</i>	<i>ADJUSTED LEVY (Cols. A+B-C) (D)</i>	<i>COLLECTIONS TO DATE (E)</i>	<i>BALANCE DUE (F)</i>
Real Estate	2,703,731.80	15,916.97	11,236.65	2,708,412.12	2,703,583.85	4,828.27
Personal Property	1,288,745.41	42,594.01	82,647.30	1,248,692.12	1,242,441.82	6,250.30
Decals	110,269.50	9,823.17	6,545.00	113,547.67	109,312.70	4,234.97
Personal Property Relief	548,290.97	39,726.80	28,914.65	559,103.12	549,123.87	9,979.25
Public Service	149,011.30	5,341.13	5,341.13	149,011.30	149,011.30	0.00
TOTAL	4,800,048.98	113,402.08	134,684.73	4,778,766.33	4,753,473.54	25,292.79
2008 Real Estate Tax Collections		99.82%	2008 Personal Property Tax Relief		98.21%	
2008 Personal Property Tax Collection		99.49%	2008 Public Service Tax Collection		100.00%	

RECAP OF 2009 TAXES

<i>TYPE OF TAX</i>	<i>BAL. FWD. (A)</i>	<i>SUPPLEMENTS (B)</i>	<i>ABATEMENTS (C)</i>	<i>ADJUSTED LEVY (Cols. A+B-C) (D)</i>	<i>COLLECTIONS TO DATE (E)</i>	<i>BALANCE DUE (F)</i>
Real Estate	2,942,633.61	3,808.18	6,400.94	2,940,040.85	2,931,342.16	8,698.69
Personal Property	1,214,926.66	219,196.50	219,483.52	1,214,639.64	1,199,739.03	14,900.61
Decals	110,991.50	6,951.00	7,526.50	110,416.00	105,961.91	4,454.09
Personal Property Relief	524,152.89	38,891.54	17,349.89	545,694.54	537,557.86	8,136.68
Public Service	121,797.85	0.00	0.00	121,797.85	121,797.85	0.00
TOTAL	4,914,502.51	268,847.22	250,760.85	4,932,588.88	4,896,398.81	36,190.07
2009 Real Estate Tax Collections		99.70%	2009 Personal Property Tax Relief		98.50%	
2009 Personal Property Tax Collection		98.77%	2009 Public Service Tax Collection		100.00%	

2013 PPTRA ALLOTMENT - COMPARISON

TOTAL ALLOTMENT FROM STATE - \$570,316.00

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

COLLECTIONS THRU PAID BILLS

Jun-13	\$169,906.08
Jul-13	\$161,056.98
Aug-13	\$72,201.05
Sep-13	\$723.12

ABATEMENTS **-\$16,414.01**

SUPPLEMENTS **\$805.81**

TOTAL REMAINING FROM UNPAID BILLS **\$143,583.06**

1st Payment from State **7/31/2013** **\$145,727.85**

2nd Payment from State **8/15/2013** **\$169,836.72**

Final Payment from State

Local Sales & Use Tax Collection Comparison

Local Sales & Use Tax

Month	2010 Calendar Year Collected	2011 Calendar Year Collected	2012 Calendar Year Collected	2013 Calendar Year Collected
January	\$123,188.30	\$110,239.00	\$127,062.93	\$108,278.56
February	\$124,584.85	\$125,876.99	\$126,296.95	\$127,189.75
March	\$98,553.01	\$104,593.90	\$102,337.33	\$99,674.97
April	\$101,965.72	\$119,737.24	\$137,369.57	\$104,585.97
May	\$116,312.04	\$123,865.11	\$135,414.13	\$119,461.45
June	\$113,585.83	\$131,026.53	\$110,435.22	\$117,580.07
July	\$117,703.51	\$180,490.56	\$116,536.54	\$107,486.36
August	\$126,634.72	\$53,547.37	\$117,795.21	\$117,641.94
September	\$124,733.84	\$119,307.80	\$125,411.89	\$118,116.99
October	\$121,693.93	\$123,419.00	\$111,125.40	
November	\$121,716.50	\$119,256.67	\$106,691.83	
December	\$101,874.52	\$117,432.90	\$102,684.77	
Yearly Total	\$1,392,546.77	\$1,428,793.07	\$1,419,161.77	\$1,020,016.06

State Sales & Use Tax Collection Comparison

State Sales & Use Tax

Month	2010 Calendar Year Collected	2011 Calendar Year Collected	2012 Calendar Year Collected	2013 Calendar Year Collected
January	\$81,853.28	\$76,745.66	\$81,464.16	\$80,957.08
February	\$84,478.90	\$92,440.02	\$91,897.24	\$95,365.10
March	\$65,632.54	\$63,957.82	\$72,512.86	\$73,527.62
April	\$57,976.52	\$69,216.00	\$70,609.86	\$76,942.78
May	\$77,024.82	\$78,000.40	\$85,665.32	\$87,608.38
June	\$80,105.98	\$85,721.72	\$85,637.98	\$90,121.30
July	\$68,470.08	\$72,832.12	\$78,791.66	\$78,471.52
August	\$86,929.30	\$84,321.66	\$89,692.72	\$87,181.40
September	\$73,798.74	\$74,027.06	\$80,905.18	\$76,334.64
October	\$70,426.24	\$78,763.86	\$83,390.34	
November	\$77,002.46	\$77,775.18	\$82,935.18	
December	\$76,745.66	\$77,868.98	\$77,980.08	
Yearly Total	\$900,444.52	\$931,670.48	\$981,482.58	\$746,509.82

Monthly Comparison of
Collected Utility Fund Revenue & Completed Service Orders
FY 2013-2014

	July	August	September	October	November	December
Water	113,793.01	122,743.11	123,511.78			
Sewer	103,792.22	100,363.03	97,775.80			
Meter Charge	4,653.73	4,429.04	4,246.42			
Water Taps	0.00	0.00	3,515.58			
Sewer Taps	0.00	0.00	4,000.00			
Sale of Materials	0.00	0.00	0.00			
Penalties	4,874.93	7,703.25	2,718.96			
Cut on/off Fees	5,528.94	3,361.00	2,791.00			
Water Sales-Bulk Water	564.48	0.00	35.06			
Sewer Services	1,221.39	46,241.40	3,518.86			
Miscellaneous	1,559.91	0.00	0.00			
Total Revenue For the Month	235,988.61	284,840.83	242,113.46	0.00	0.00	0.00

	January	February	March	April	May	June	YTD Category Tot
Water							360,047.90
Sewer							301,931.05
Meter Charge							13,329.19
Water Taps							3,515.58
Sewer Taps							4,000.00
Sale of Materials							0.00
Penalties							15,297.14
Cut on/off Fees							11,680.94
Water Sales-Bulk Water							599.54
Sewer Services							50,981.65
Miscellaneous							1,559.91
Total Revenue for the Month	0.00	0.00	0.00	0.00	0.00	0.00	

	July	August	September	October	November	December
Service Orders						
Ttl Off/On Requests	61	73	80			
Ttl Leak Inquiries	54	53	74			
Ttl Service Orders For the Month	115	126	154	0	0	0

	January	February	March	April	May	June	YTD Order Totals
Service Orders							
Ttl Off/On Requests							214
Ttl Leak Inquiries							181
Ttl Service Orders For the Month	0	0	0	0	0	0	

YTD Revenue Total All Depts **762,942.90** YTD Service Order **395**

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

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

AUGUST	24
SEPTEMBER	55
OCTOBER	45
NOVEMBER	27
DECEMBER	77

2007		2008		2009		2010	
JANUARY	58	JANUARY	45	JANUARY	62	JANUARY	103
FEBRUARY	32	FEBRUARY	63	FEBRUARY	56	FEBRUARY	44
MARCH	35	MARCH	71	MARCH	74	MARCH	46
APRIL	49	APRIL	44	APRIL	28	APRIL	63
MAY	63	MAY	71	May	56	MAY	86
JUNE	66	JUNE	82	June	86	JUNE	58
JULY	76	JULY	67	JULY	53	JULY	74
AUGUST	67	AUGUST	86	AUGUST	90	AUGUST	78
SEPTEMBER	75	SEPTEMBER	94	SEPT	49	SEPTEMBER	66
OCTOBER	93	OCTOBER	43	OCTOBER	72	OCTOBER	86
NOVEMBER	51	NOVEMBER	39	NOVEMBER	46	NOVEMBER	54
DECEMBER	71	DECEMBER	71	DECEMBER	130	DECEMBER	44
2011		2012		2013			
JANUARY	86	JANUARY	68	JANUARY	80		
FEBRUARY	30	FEBRUARY	45	FEBRUARY	68		
MARCH	31	MARCH	48	MARCH	58		
APRIL	48	APRIL	70	APRIL	92		
MAY	83	MAY	43	MAY	64		
JUNE	281	JUNE	79	JUNE	83		
JULY	130	JULY	80	JULY	88		
AUGUST	85	AUGUST	75	AUGUST	57		
SEPTEMBER	83	SEPTEMBER	63	SEPT-CUT OFF DEFRAIDED FOR 1 TIME OCCURANCE			
OCTOBER	66	OCTOBER	68	UNTIL NOV 5TH	180	REMINDER NOTICES PUT ON .	
NOVEMBER	86	NOVEMBER	90	DOORS SEPT. 30TH.			
DECEMBER	61	DECEMBER	53				

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 2012	30144.85	169062.54
COLLECTIONS 2012	-26675.91	142386.43
BALANCES ADDED JAN 2013	2325.78	144712.21
COLLECTIONS JAN 2013	-2947.67	141764.54
BALANCES ADDED FEB 2013	2376.46	144141.00
COLLECTIONS FEB 2013	-854.25	143286.75
BALANCES ADDED MARCH 2013	1632.54	144919.29
COLLECTIONS MARCH 2013	-3155.18	141764.11
BALANCES ADDED APRIL 2013	2271.37	144035.48
COLLECTIONS APRIL 2013	-3227.73	140807.75
BALANCES ADDED MAY 2013	3788.49	144596.24
COLLECTIONS MAY 2013	-810.46	143785.78
BALANCES ADDED JUNE 2013	3159.37	146945.15
COLLECTIONS JUNE 2013	-2189.45	144755.70
BALANCES ADDED JULY 2013	1789.06	146544.76
COLLECTIONS JULY 2013	-1026.29	145518.47
BALANCES ADDED AUGUST 2013	5277.51	150795.98
COLLECTIONS AUGUST 2013	-1472.26	149323.72
BALANCES ADDED SEPTEMBER 2013	3930.57	153254.29
COLLECTIONS SEPTEMBER 2013	-246.36	153007.93

BOOT COLLECTIONS

STARTING DATE 1-25-12

GOOD THRU 09-30-13

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

RE TAX \$51,155.94

PP TAX \$24,489.15

UTILITY \$7,107.04

OTHER (DEMO/WEED) \$6,175.47

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

TOTAL **\$122,668.30**

City of Emporia



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

November 8, 2013

JOYCE E. PRINCE
COMMISSIONER

LISA D. COUNCIL
DEPUTY COMMISSIONER

The Honorable Mayor
City Council Members
City Manager

Dear Members of Council:

During the month of October a total of \$4,543.24 was processed for City Business License.

Transient tax totaled \$70,641.40 for the month of September and processed during October.

Meal tax processed during the month of October totaled \$130,018.32.

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

	<u>September 2012</u>	<u>September 2013</u>
Meal Tax	\$ 129,943.38	\$ 130,018.32
Transient Tax	\$ 69,940.48	\$ 70,641.40

Respectfully,

Joyce E. Prince

City of Emporia



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

October 8, 2013

JOYCE E. PRINCE
COMMISSIONER

LISA D. COUNCIL
DEPUTY COMMISSIONER

The Honorable Mayor
City Council Members
City Manager

Dear Members of Council:

During the month of September a total of \$4,329.17 was processed for City Business License.

Transient tax totaled \$102,990.47 for the month of August and processed during September.

Meal tax processed during the month of September totaled \$165,866.46 with an additional \$8,137.36 for prior months.

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

	<u>August 2012</u>	<u>August 2013</u>
Meal Tax	\$ 145,237.18	\$ 165,866.46
Transient Tax	\$ 100,799.80	\$ 102,990.47

Respectfully,

Joyce E. Prince



CITY OF EMPORIA

DEPARTMENT OF INSPECTIONS

September- 2013 Code Enforcement Monthly Report

Notices Issued

Resolved

Inoperable Vehicles - 3

1- By Owner

Weeds / Grass - 10

5- By Owner
10- By City Contractor
(8 Re-cuts / 2- New)

Property Maintenance - 1

2- By Owner

Zoning - 0

0- By Owner

Cases Turned Over To City Attorney – 0

Total Notices Issued – 14

Invoiced Notices- 10- (8 Re-cuts)- 2- (New Cuts)

Weeds / Grass – 10
Inoperable Vehicle- 0
Demolition- 0

Total- Weeds/ Grass- \$2,004.41
Inoperable Vehicles- 0
Demolition- 0

Total Amount- \$2,004.41

Signature :

Supervisor :

**Emporia Police Department
Arrests by Race**

October 2013

	Black	%	White	%	Other	%
Criminal Arrests	41	73%	15	27%	0	0%
Selective Tickets	476	37%	688	53%	137	11%
Regular Tickets	69	78%	12	14%	7	8%

IBR Offense Counts 10/1/2013-10/31/2013 Emporia Police Department

1	13A-Aggravated Assault
4	13B-Simple Assault
1	13C-Intimidation
1	200-Arson
4	220-Burglary/Breaking & Entering
8	23C-Shoplifting
5	23F-Theft From Motor Vehicle
6	23H-All Other Larceny
3	26B-Credit Card/Automatic Teller Machine Fraud
1	270-Embezzlement
13	290-Destruction/Damage/Vandalism of Property
17	35A-Drug/Narcotic Violations
1	520-Weapon Law Violations
1	90B-Curfew/Loitering/Vagrancy
5	90D-Driving Under the Influence
6	90E-Drunkenness
1	90G-Liquor Law Violations
2	90J-Trespass of Real Property
33	90Z-All Other Offenses
	33 Unclassified 90Z

113	Total Offenses Reported
104	Total Incidents Reported

Criminal Arrestees

October 2013

Resident – 28

Non-resident - 28

**Noise complaints
October 2013**

Loud Music from House – 2 no summons

Loud Music from Vehicle – 1 no summons

Crowd noise – 3 no summons

CONSENT SEARCHES

DATE	RACE	REASON	RESULTS	ARREST
10/31/13	w/m	Traffic stop	Marijuana	Yes

Schools

October 2013

T. Miller attended Motorcycle Gang Awareness at Crater October 7-8.

K. Blount attended Dispatcher's Role in Active Shooter at Crater October 15-17.

L. Carter attended Financial Planning for Retirement at Crater October 21.

The entire department attended CPR/AED/Recert October 23 and/or October 30.

Emporia Animal Control Monthly Report

October 2013

Dogs

On Hand 8

Stray 16

Seized ~~0~~

Bite Cases ~~0~~

Surrendered by Owner 2

Transferred In ~~0~~

Born in Facility ~~0~~

DOA ~~0~~

Claimed by Owner 2

Adopted 8

Transferred Out 3

Died in Facility ~~0~~

Euthanized 4

Remain 9

Wildlife

Wild or Fowl 7

DOA 7

Relocate ~~0~~

On-Hand ~~0~~

Euthanize ~~0~~

Cats

On Hand 5

Stray 5

Seized ~~0~~

Bite Cases ~~0~~

Surrendered by Owner 2

Transferred In ~~0~~

Born in Facility ~~0~~

DOA 1

Claimed by Owner ~~0~~

Adopted 5

Transferred Out ~~0~~

Died in Facility 0

Euthanized 2

Remain 4

General

Calls Answered 147

Hours

Mileage

Verbal Warning 2

Summons Issued ~~0~~

Court Cases ~~0~~

Remarks _____

Prepared by: Joyanna ACO

2012-2013	HOURS	SUMMONS	COLLECTED*	2013-2014	HOURS	SUMMONS	COLLECTED*
JULY	487	947	71,772.88	JULY	848	1569	64,214.57
AUGUST	487	921	68,343.86	AUGUST	707	1331	103,874.51
SEPTEMBER	472	832	90,434.47	SEPTEMBER	739	1310	123,848.35
OCTOBER	435	800	105,342.83	OCTOBER	658	1301	111,725.89
NOVEMBER	752	1385	60,213.90	NOVEMBER			
DECEMBER	715	1313	97,087.04	DECEMBER			
JANUARY	559	1001	78,552.79	JANUARY			
FEBRUARY	500	977	119,599.27	FEBRUARY			
MARCH	620	1267	94,481.43	MARCH			
APRIL	705	1413	95,284.70	APRIL			
MAY	897	1730	97,458.66	MAY			
JUNE	716	1381	123,819.81	JUNE			
TOTAL	7345	13967	1,102,391.44	TOTAL	2950	5511	403,663.32

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

**Emporia Police Department
Arrests by Race**

September 2013

	Black	%	White	%	Other	%
Criminal Arrests	30	73%	10	24%	1	2%
Selective Tickets	499	38%	645	49%	166	13%
Regular Tickets	58	77%	13	17%	4	5%

IBR Offense Counts 9/1/2013-9/30/2013 Emporia Police Department

1	13A-Aggravated Assault
10	13B-Simple Assault
4	220-Burglary/Breaking & Entering
3	23D-Theft From Building
1	23E-Theft From Coin-Operated Machine
5	23F-Theft From Motor Vehicle
1	23G-Theft of Motor Vehicle Parts or Accessories
5	23H-All Other Larceny
4	250-Counterfeiting/Forgery
1	280-Stolen Property Offenses
12	290-Destruction/Damage/Vandalism of Property
7	35A-Drug/Narcotic Violations
1	36B-Statutory Rape
1	520-Weapon Law Violations
1	90B-Curfew/Loitering/Vagrancy
6	90D-Driving Under the Influence
3	90E-Drunkenness
1	90F-Family Offenses, Nonviolent
36	90Z-All Other Offenses
	36 Unclassified 90Z

103	Total Offenses Reported
95	Total Incidents Reported

Criminal Arrestees

September 2013

Resident – 27

Non-resident - 14

Noise complaints September 2013

Loud Music from House – 2 no summons

Loud Music from Vehicle – 1 no summons

Crowd noise – 2 no summons

CONSENT SEARCHES

There were no consent searches conducted during the month of September 2013.

Schools

September 2013

W. King attended a class on Sovereign Citizens Movement at Crater on September 3.

Emporia Animal Control Monthly Report

September 2013

Dogs

On Hand	<u>9</u>
Stray	<u>15</u>
Seized	<u>0</u>
Bite Cases	<u>0</u>
Surrendered by Owner	<u>1</u>
Transferred In	<u>0</u>
Born in Facility	<u>0</u>
DOA	<u>0</u>
Claimed by Owner	<u>5</u>
Adopted	<u>10</u>
Transferred Out	<u>0</u>
Died in Facility	<u>0</u>
Euthanized	<u>2</u>
Remain	<u>8</u>

Wildlife

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>4</u>
Stray	<u>6</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>2</u>
Claimed by Owner	<u>1</u>
Adopted	<u>4</u>
Transferred Out	<u>0</u>
Died in Facility	<u>0</u>
Euthanized	<u>0</u>
Remain	<u>5</u>

General

Calls Answered	<u>184</u>
Hours	<u> </u>
Mileage	<u> </u>
Verbal Warning	<u>0</u>
Summons Issued	<u>0</u>
Court Cases	<u>0</u>

Remarks _____

Prepared by: Joey Lundy



City of Emporia Sheriff's Office

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



November 5, 2013

From the Office of:

Sheriff Sam C. Brown

The Honorable Mayor
City Manager
Honorable Members of City Council

Dear Members of City Council:

The Emporia Sheriff's Office spent approximately 201 hours in General District and Juvenile & Domestic Relations Court in October, 2013. We served a total of 447 civil papers. These are broken down as follows:

Arrest Warrant	4
Capias	2
Change in Payee	2
DNA Testing	1
Detention Order	1
Debt	11
Detinue	12
Emergency Removal	3
Garnishments	15
Interrogatories	1
Misdemeanor Warrants	57
Notice of Lien	9
Notice	90
Protective Order	7
Show Cause	21
Subpoena duces tecum	4
Support Order	3
Summons	177
Transportation	12
Unlawful Detainer	11
Withhold Order	1
Writ of Possession & FI FA	3

We collected \$60.00 Sheriff Fees for the month of October, 2013. We had 12 transports for the month. We served 75 papers for the Commonwealth's Attorney.

Sincerely,

Sam C. Brown
Sam C. Brown



City of Emporia Sheriff's Office

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



October 10, 2013

From the Office of:

Sheriff Sam C. Brown

The Honorable Mayor
City Manager
Honorable Members of City Council

Dear Members of City Council:

The Emporia Sheriff's Office spent approximately 189 hours in General District and Juvenile & Domestic Relations Court in **September, 2013**. There was no court the week of September 16th. We served a total of **327** civil papers. These are broken down as follows:

Capias	2
Change in Payee	4
Detention Order	3
Debt	10
Detinue	10
Garnishments	35
Misdemeanor Warrants	32
Notice of Lien	1
Notice	10
Protective Order	19
Show Cause	15
Subpoena duces tecum	3
Support Order	3
Summons	169
Transportation	7
Unlawful Detainer	3
Writ of Possession & FI FA	1

We collected \$123.00 Sheriff Fees for the month of **September, 2013**. We had **7** transports for the month. Sheriff Brown attended the **Virginia Sheriff's Conference** the 16th thru the 18th of September. We served one paper for the Commissioner of the Revenue.

Sincerely,

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

Sam C. Brown

Detailed Selected Statistics & Management Activity

Selected Coded Field: Basic: Incident Type

Report Period: From 09/01/2013 to 09/30/2013

CODE	DESCRIPTOR	FREQUENCY	FREQ. PERCENT	EXPs	AVG # SUPPR PERS	AVG # EMS PERS	AVG # OTHER PERS	AVG # SUPPR APPR	AVG # EMS APPR	AVG # OTHER APPR	AVERAGE # MAN HOURS	TOTAL MAN HOURS	AVERAGE RESPONSE TIME (min)
142	Brush, or brush and grass mixture fire	2	20.00 %	0	13.00	0.00	0.50	3.00	0.00	0.50	5.44	10.88	17.50
322	Vehicle accident with injuries	3	30.00 %	0	16.67	0.00	1.00	3.00	0.00	1.00	22.63	67.90	13.33
324	Motor vehicle accident with no injuries	2	20.00 %	0	10.00	0.00	1.00	2.00	0.00	1.00	9.82	19.25	9.00
531	Smoke or odor removal	1	10.00 %	0	22.00	0.00	1.00	5.00	0.00	1.00	4.98	4.98	7.00
611	Dispatched & canceled en route	2	20.00 %	0	3.00	0.00	0.00	1.00	0.00	0.00	0.90	1.80	
Totals		10	100.00 %	0	12.40	0.00	0.70	2.60	0.00	0.70	10.48	104.82	12.50
Mutual Aid Given Incidents		0											

Detailed Selected Statistics & Management Activity

Selected Coded Field: Basic: Incident Type

Report Period: From 10/01/2013 to 10/31/2013

CODE	DESCRIPTOR	FREQUENCY	FREQ. PERCENT	EXPs	AVG # SUPPR PERS	AVG # EMS PERS	AVG # OTHER PERS	AVG # SUPPR APPR	AVG # EMS APPR	AVG # OTHER APPR	AVG # MAN HOURS	TOTAL MAN HOURS	AVERAGE RESPONSE TIME (min)
111	Building fires	3	14.29 %	0	16.00	0.00	0.67	4.67	0.00	0.67	28.72	86.17	10.67
131	Passenger vehicle fire	1	4.76 %	0	7.00	0.00	3.00	2.00	0.00	3.00	3.17	3.17	5.00
142	Brush, or brush and grass mixture fire	1	4.76 %	0	12.00	0.00	2.00	3.00	0.00	2.00	28.00	28.00	14.00
322	Vehicle accident with injuries	4	19.05 %	0	11.25	0.00	1.25	2.00	0.00	1.25	7.72	30.88	9.00
324	Motor vehicle accident with no injuries	6	28.57 %	0	9.33	0.00	1.00	2.17	0.00	1.00	7.44	44.63	12.00
531	Smoke or odor removal	2	9.52 %	0	15.50	0.00	1.00	3.50	0.00	1.00	6.70	13.40	6.00
611	Dispatched & canceled en route	4	19.05 %	0	5.00	0.00	0.75	1.00	0.00	0.75	1.52	6.08	
	Totals	21	100.00 %	0	10.43	0.00	1.10	2.43	0.00	1.10	10.11	212.33	10.06
	Mutual Aid Given Incidents	3											



CITY OF EMPORIA

Memorandum

November 15, 2013

To: The Honorable Mayor and City Council

From: Jason M. Stewart, Assistant City Manager

A handwritten signature in blue ink that reads 'JMS'.

Subject: Architectural Compatibility Review-141 Baker Street

Item: 13-60

Emporia Associates, LLC seeks architectural compatibility review approval for the building at 141 Baker Street. The property is located in the DT-Downtown District and is identified as Tax Map Numbers 143A-31 & 31A, 32, and 33. The applicant is proposing to renovate an existing building with materials consistent with the ordinance for residential/commercial use.

The proposed residential/commercial use is permitted in the Downtown District however, section 90-80(k)(1) requires that the Planning Commission review the proposal for architectural compatibility and forward its recommendation to City Council. Alterations to existing buildings fall under the review requirements.

Section 90-1 defines the term "alteration" as any change in total floor area, use, adaptability or external appearance of an existing structure.

Recommendation

The Planning Commission unanimously recommended approval at its November 12, 2013 meeting. Staff recommends that Council approve the Architectural Compatibility of the proposed renovations as presented.

Attachments

Existing Appearance of 141 Baker Street
Zoning Compliance Application
Materials Specification/Details
City Code Section 90-80(k) *Architectural Compatibility*.



Memorandum

To: Planning Commissioners

From: Jason M. Stewart, Community Development and Planning Director

Subject: Architectural Compatibility Review-141 Baker Street

A handwritten signature in blue ink, appearing to be 'JMS', is written to the right of the subject line.

Item: 13-03

Emporia Associates, LLC seek architectural compatibility review approval for the building at 141 Baker Street. The property is located in the DT-Downtown District and is identified as Tax Map Number 143A-31 & 31A, 32, and 33. The applicant is proposing to renovate an existing building with materials consistent with the ordinance for residential/commercial use.

The proposed residential/commercial use is permitted in the Downtown District however, section 90-80(k(1) requires that the Planning Commission review the proposal for architectural compatibility and forward its recommendation to City Council. Alterations to existing buildings fall under the review requirements.

Section 90-1 defines the term "alteration", as any change in total floor area, use, adaptability or external appearance of an existing structure.

Recommendation:

I request the Planning Commission offer a recommendation of approval to City Council for action at its November 19, 2013 meeting.

Attachments:

Existing appearance of 150 Baker Street
Zoning Compliance Application
Materials Specification/Details
City Code Section 90-80(k) *Architectural Compatibility*.



City of Emporia
Zoning Compliance
 201 South Main Street
 Emporia, VA 23847
 (434) 634-6315(O) (434) 634-0003 (F)

Permit Number 13-296
 Date 10/18/13
 Tax Map # 143-A-0-31
 Zoning District DT
 Enterprise Zone Yes No

APPLICATION FOR A ZONING COMPLIANCE PERMIT

Zoning permits are granted on the basis of specific applications or plans, and shall authorize only the construction, arrangement or use set forth by such approved applications or plans. Any construction, arrangement or use not in compliance with that which is specifically authorized by approval of this application shall be considered a zoning violation.

If you have any questions regarding the zoning ordinance or processes, please contact the Zoning Administrator at 434-634-3332.

Application Type:

- Zoning Compliance
- Zoning compliance for existing building
- Home occupation
- Plat Review
- Subdivision review
- Site plan review
- Vacation of right of way
- Erosion and sediment control plan review

Description of Request: Approve utilization/renovation of existing structures for 14 apartments on 2nd floors with retail/commercial on first floor.

Applicant/Agent Information :

Is the applicant: Property Owner (If property owner skip to next section) Contract Purchaser Other: _____

Agent(s): _____ Phone # _____

Address: _____

Property Owner Information:

Property Owner (s): Emporia Associates, LLC Phone # 804-862-9889

Address: P.O. Box 1838
Petersburg, VA 23805

Property owners mailing address (If this is different from that listed in the Assessor's Office)

Same as above

Subject Parcel Information

Property Tax Parcel Number: 143-(A)-31 & 31A, 32, 33

Property Information Multiple structures fronting the North side of Baker St. with the common address 141

Street Address of Property 141 Baker Street

Existing Use of Property commercial/retail Abandoned

Is the property located in a flood plain? Yes No If so, at what elevation? _____

Building Height(s) with Proposed Change no change

Number of Dwelling Units/Density Calculations 14 apartment units

Number of Parking Spaces or Loading Berths _____

Site Plan, Plot Plan or Reports Required by Zoning Ordinance Attached? Yes No

Zoning District: R-1 R-2 R-3 C-1 C-2 I-1 I-2 DT Other

List any deed restrictions, restrictive covenants, or other considerations involving the property. *(if none, state "none")*

This zoning application is accompanied by 2 copies of site plan/plot plan drawn to scale, showing the following:

- the actual dimensions of the parcel of land to be built upon;
- survey plat attached;
- the size and location of existing buildings on the lot;
- the size and location of proposed building(s) or alterations with required setbacks annotated;
- off-street parking to be provided;
- and such other information as may be deemed necessary by the zoning administrator:

Applicant(s) Remarks:

Application Fee: An application fee per the City of Emporia fee schedule (Sec.90-14 & Sec. 66-8) of the Emporia City Code must be paid upon submission of this application. All fees due the City must be paid before any action is taken. The fees are non-refundable.

In making this application, the Applicant requests that the City of Emporia approve the location, modifications, or construction of the above proposed special use on the property described above.



Property Owner Signature

10/17/13

Date

Agent Signature

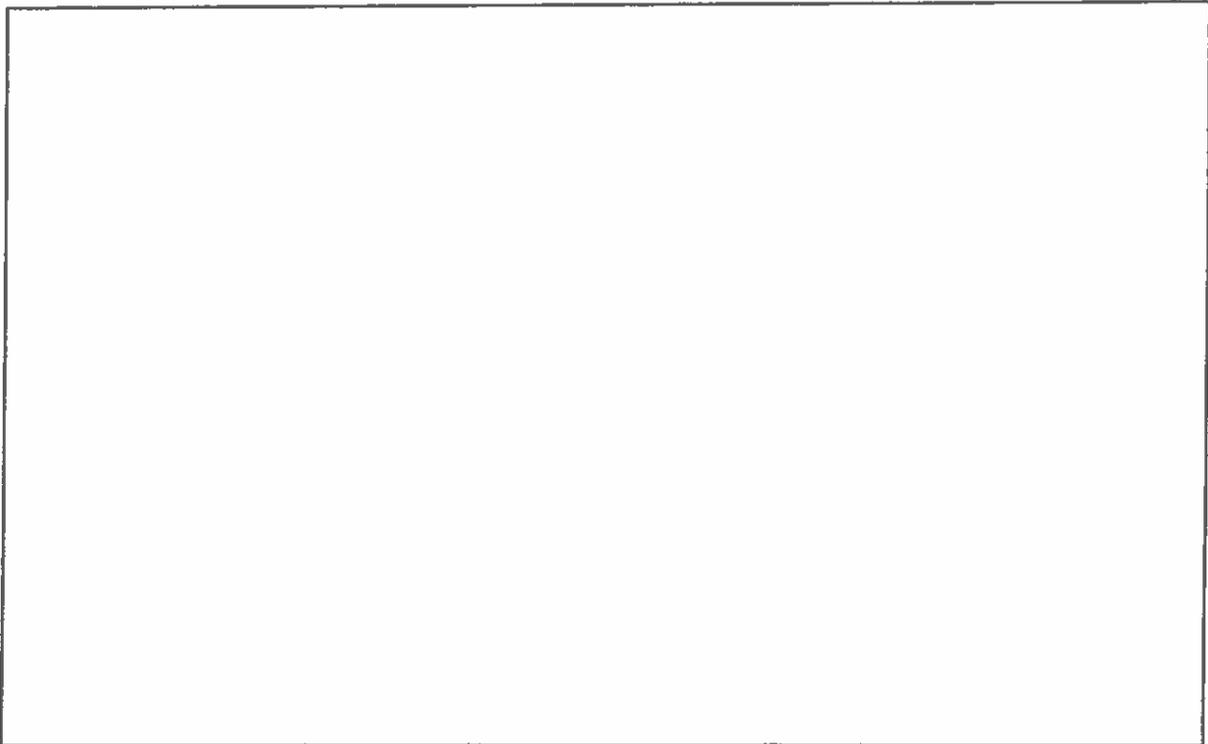
Date

CITY OF EMPORIA
BUILDING PERMIT APPLICATION PLOT PLAN

Approval of plans is based on information submitted by the applicant. Any approval found to be procured by misrepresentation of facts or conditions, misstatements, or error in any or all application materials shall be deemed to void the building permit.

PROPOSED USE: Mixed use w/residential & commercial

PLOT PLAN



Front Yard Setbacks are measured from: _____ Street Centerline _____ Street Right-of-Way

I certify the above information is true and correct.

Signature of Applicant: [Handwritten Signature] Date: 10/17/13

For Office Use Only

Departmental Approvals

Planning Approved Denied _____ Date _____

Building: Approved Denied _____ Date _____

E911 Street Address (new): _____

For Office Use by the City of Emporia Community Development & Planning

Zoning/Subdivision Code (90-14 or 66-8): Fee Paid:

Copy of Receipt attached

Action Taken:

Zoning Administrator

Date

Planning Commission

Date

City Council

Date

Permit Fees

ZONING COMPLIANCE PERMIT	\$25.00
ZONING COMPLIANCE FOR EXISTING BUILDING	\$25.00
HOME OCCUPATION	\$25.00
PLAT APPROVAL	\$50.00
SITE PLAN REVIEW	\$200 + 25/acre or portion thereof
SUBDIVISION REVIEW – UNDER 5 LOTS (1-4)	\$25.00 each
SUBDIVISION REVIEW – OVER 5 LOTS	\$100 + 40/lot
VACATION OR RIGHT OF WAY, PLATS, EASEMENTS	\$50.00
EROSION AND SEDIMENT CONTROL PLAN REVIEW	Charged to developer - private review

City of Emporia VA 23847
Emporia VA 23847
LIEN AGENT :

Zoning/Build Comp. Exter.

PERMIT NUMBER: 0000296 - 2013
USBC: 2006
APPLICATION DATE: 10/18/2013
ISSUANCE DATE: 10/18/2013
RENEWAL DATE: 10/18/2013
DATE: 10/18/2013

OWNER NAME/ADDRESS
AVERT JAMES
504 DAHLIA RD
EMPORIA VA 23847
PHONE:

SITE ADDRESS
141 BAKER STREET
EMPORIA ASSOCIATES
EMPORIA, VIRGINIA 23847
CONTRACTOR NAME/ADDRESS
OWNER
PHONE: 000 000 0000

RE ACCOUNT# : 35
TAX MAP NO. : 143A 0 31
DESCRIPTION OF CONSTRUCTION LOCATION
LOT: BLOCK: SECTION: BLDG NO.:

SET-BACKS: BACK: HEALTH PERMIT NO. : DISTRICT:
FRONT: LEFT: FLOODPLAIN: SUB-DIVISION:
RIGHT: LEFT: AREA: ZONE:
CNTR : FRONT: RIGHT-OF-WAY: S/E CUP NO. : SITE PLAN:

DIRECTIONS TO SITE:

USE GROUP: USE CODE: SQ FEET:
CNST. TYPE: NATURE/WRK:

Zoning/Build Comp. Exter.

JOB VALUE: 25.00
PERMIT FEE: 25.00
Administrative :

ALL WORK TO CONFORM TO THE CURRENT EDITION OF THE STATE BUILDING CODE.
PERMIT HOLDER SHALL CALL FOR ALL REQUIRED INSPECTIONS AS REQUIRED BY STATUTE & LOCAL LAW.

TOTAL FEES: 25.00

REQUIRED SIGNATURES

PROPERTY OWNER: DATE: AGENT: DATE:
ZONING ADMINISTRATOR: DATE:
BUILDING OFFICIAL: DATE: FIRE MARSHAL: DATE:



**City of Emporia
Emporia Redevelopment & Housing Authority
Enterprise Zone Application
FAÇADE IMPROVEMENT GRANT**



Applicant Name and Address: Dale Patton, Emporia Associates, LLC, P.O. Box 1838, Petersburg, Va. 23805

Applicant Phone and E-Mail: 804-862-9889 dale-p@oldmansion.com

Property Address (Location of Proposed Improvements): 141, 143, Baker Steet 149

Property Owner Name and Address: same as above

Property Owner Phone and E-Mail: same as above

Tenant Name and Address (if applicable): N/A

Tenant Phone and E-mail (if applicable): N/A

Business Name (business occupying property if applicable): N/A

Please list all proposed eligible façade Improvements to be completed, along with a cost estimate for each improvement. Estimates shall be obtained by a contractor, if applicable. Please attach any design plans or sketches of work to be completed. Attach additional sheets and any other information if necessary:

Scope of work:

Replace broken plate glass on store fronts	\$600
Install QT (9) windows on 2nd floor	\$5,400
repair/replace/paint as necessary metal trim ledge running 100 +/- feet	\$2,100
Qt (1) Apartment entrance door	800
Total:	\$8,900



Total Estimated Cost of Eligible Façade Improvements: \$8,900

Total Investment by Property Owner or Tenant: \$550,000

Total Requested from ERHA (Requires a 1:1 match and may not exceed \$5,000): \$5,000

Please attach written estimates provided by a contractor (if applicable) for eligible façade improvements. Any approved grant amount will be based upon these estimates. Any adjustments to the original grant amount must be based on actual cost and approved by the ERHA through the use of an adjustment addendum.

I agree to the terms of the Façade Improvement Grant Program and understand the grant must be used for the project described in this application. I also understand the project must be completed within four months after notification of grant and permit approvals and that grant funds will be disbursed on a reimbursement basis only after submission and verification of paid invoices and receipts.

I further understand this application must be reviewed and approved by the ERHA prior to work beginning. Projects will not be funded if work begins prior to approval of application. I further agree to adhere to all zoning and building permitting requirements prior to beginning work.

I agree to furnish all necessary documentation to verify expenditures for this project and approve submission of this application.

Signature of Applicant:  Date: 8/26/13

Signature of Property Owner (if different than applicant): _____ Date: _____

Action Taken:

~~Approved~~/Disapproved: _____ Grant Amount Approved: \$5,000

Comments: must abide by Downtown Zoning District guide lines

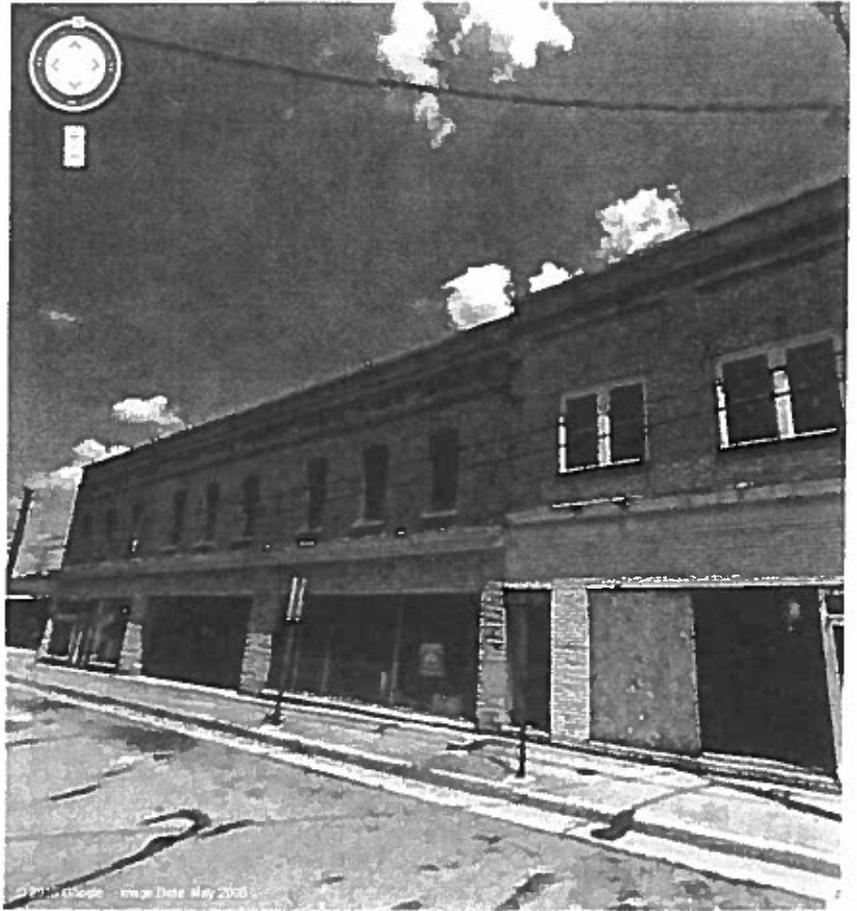
ERHA Executive Director:  Date: 9.18.13

Please return this completed application to:

Jan Harrell
Enterprise Zone Administrator
City of Emporia Economic Development
201 South Main Street
P.O. Box 511
Emporia, VA 23847
Phone: (434) 634-5056 Fax: (434) 634-0003
Email: jharrell@ci.emporia.va.us

Google

To see all the details that are visible on the screen, use the "Print" link next to the map



Jason Stewart

From: Dale Patton <dale-p@oldmansion.com>
Sent: Thursday, November 07, 2013 12:06 PM
To: Jason Stewart; Jan Harrell
Cc: Gerald Lee; DREW PATTON
Subject: RE: 407 HALIFAX € EMPORIA
Attachments: Scan_Doc0764.pdf; 407HalifaxStreet Part1Application-08 12 2013 sm.pdf

Jason:

407 Halifax Street-

Excluding labor, the biggest expense for the façade renovations will be the windows. Attached you will find the specification sheet from PlyGem Windows. They specialize in manufacturing custom, replacement windows that mimic historic architectural features but provide modern features and convenience. At 407 Halifax Street, we will replace Qt (5) 2nd floor windows with dimensions 77 ½ X 34 ½ with 2 over 2 sashes. A store front window with dimensions 82 ½" X 81 ½" on the first floor is broken and will be replaced. As you are aware, the building façade is currently clad in metal which will be removed. The section farthest North on Halifax is single story. A cinder block retaining wall was erected to attach the metal façade. This will be removed as well. Old photos of the building prior to the metal façade being installed, (Phase 1 tax credit application attached), depict a white or light yellow painted brick exterior. It is our intention to pressure wash the brick and restore to original in that color scheme that complements the historic street scape.

141 Baker Street-

Utilizing the same aforementioned window manufacturer, we will install QT (9) 66 ¼" X 35" windows. A first floor store front window with dimensions 95 ½" X 70 ¼" is broken and will be replaced. The existing exterior has red brick on the 2nd floor with grey stone on the first floor. Painted window trim and accents will use a color scheme that complements this historic structure and adjacent properties.

I hope this information is sufficient.

Dale

From: Jason Stewart [<mailto:jstewart@ci.emporia.va.us>]
Sent: Wednesday, November 06, 2013 4:52 PM
To: Dale Patton
Cc: 'Jan Harrell'; Gerald Lee
Subject: RE: 407 HALIFAX € EMPORIA

Thanks Dale:

Any info/details you can provide on the materials used to repair/alter the front would be helpful to the Planning Commission as well.

From: Dale Patton [<mailto:dale-p@oldmansion.com>]
Sent: Wednesday, November 06, 2013 2:17 PM
To: jstewart@ci.emporia.va.us
Cc: Jan Harrell; Gerald Lee
Subject: FW: 407 HALIFAX € EMPORIA

Sec. 90-80. DT downtown district.

- (a) *Purpose and intent.* The DT downtown district is hereby recognized as an integral part of the city's unique character and the goal of this section is to promote the conservation and preservation of the city's downtown areas, and to encourage retail, general commercial business establishment and other appropriate mixed uses to which the public requires direct and frequent access and is characterized by constant heavy traffic and by noises of congestion. This DT downtown district includes such uses as retail stores, banks, offices, restaurants and taverns located in the central area of the city.
- (b) *Uses permitted.* Permitted uses in a DT district shall be as follows:
- Art galleries and studios.
 - Assembly halls.
 - Automotive sales and service with the screening of impound/storage areas with conditional use permit.
 - Bakeries.
 - Banks and financial institutions.
 - Banquet facility.
 - Barber and beauty shops.
 - Bed and breakfast and tourist homes.
 - Billiard parlors and pool rooms.
 - Bookstores.
 - Bowling alleys.
 - Business offices and display rooms.
 - Child care centers.
 - Churches.
 - Clubs and lodges.
 - Convenience stores.
 - Delicatessen.
 - Department stores.
 - Drugstores.
 - Dry goods or notion stores.
 - Flower, gift, record and tobacco shops.
 - Furniture stores.
 - Grocery stores.
 - Hardware stores.
 - Hotels/motels.
 - Household appliance stores.
 - Jewelry stores.
 - Laundromats and dry cleaners.
 - Libraries.
 - Machinery sales and service with conditional use permit.
 - Magazine and news stands.
 - Newspaper printing establishments.

Nightclubs with condition use permit.

Pet service and supply establishments.

Photographer.

Post office.

Printing establishments.

Professional and public offices.

Recreation centers.

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

Radio and telecommunication stations with conditional use permit.

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

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

Restaurants, excluding drive-in or curbside types.

Shoe repair shops.

Tailors.

Taxicab establishments.

Theaters.

Variety stores.

Wearing apparel stores.

Wine and beer shops.

- (c) **Height regulations.** Buildings in a DT downtown district may not be erected more than 45 feet in height without prior approval of the city planning commission.
- (d) **Area regulations.** None.
- (e) **Lot coverage.** Lot coverage in a DT downtown district may be up to 100 percent if yard and other regulations are met.
- (f) **Setback regulations.** Building or structure in a DT downtown district may have a zero setback; however such building or structure shall be placed such that the front is generally "in-line" with other existing buildings.
- (g) **Width regulations.** Width regulations in a DT downtown district are not applicable.
- (h) **Yard regulations.** For permitted uses in a DT downtown district, the minimum side or rear yard adjoining or adjacent to a residential district shall be 25 feet.
- (i) **Parking.** Due to the centralized nature of the DT downtown district, parking shall be provided as is practically possible to conform with the requirements of article V of this chapter and shall be subject to subsection (k) of this section.
- (j) **Signs.** The following signs shall be permitted in a DT downtown district and shall conform to all other applicable requirements of article V of this chapter. All permitted signs shall be subject to subsection (k) of this section.
 - (1) All signs permitted in R districts.
 - (2) Business signs not to exceed a total area of two square feet for each foot of frontage of the business provided they are attached to the building and not projecting more than four feet therefrom and shall not extend above the roofline. For buildings with more than one business, the total area allowed may be divided among those businesses.
 - (3) One freestanding or monolithic business sign not to exceed 50 square feet in area and no higher than six feet tall, for each lot with a lot frontage of 75 feet or more, provided such

signs do not create a visual obstruction or safety hazard. In the case of shopping or business centers where more than one business resides within a single building, each business may have an additional ten square feet of sign area, so long as it is located on the same pole or poles of the freestanding or monolithic sign, but in no case shall such sign extend over the street right-of-way line. Freestanding signs shall not be permitted on lots where the building has a setback of 25 feet or less.

(k) *Architectural compatibility.*

- (1) All buildings or structures shall be erected or altered to blend with the general character of the DT downtown district. To facilitate this requirement, the zoning administrator shall submit all plans and specifications necessary to make such a reasonable determination, to the planning commission for review. The planning commission may seek input from surrounding property owners, tenants or other organizations as it may see fit and shall make recommendations regarding the architectural compatibility of the proposed development or alteration of existing buildings to city council. This review shall in no way require the use of specific materials.
- (2) Signs and exterior paint colors in the DT downtown district shall be subject to review and approval by the zoning administrator.
- (3) In order to ensure that buildings proposed for removal will not substantially impact or take away from the general character of the DT downtown district, the proposed demolition of any building or structure is subject to the same review and approval as outlined in subsection (k)(l) above.
- (4) The City of Emporia shall be exempt from the review and approval procedure as outlined in subsection (k) (1) and (2) above provided any erection or alteration done by the city is consistent with the general character of the DT downtown district.

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

141 Baker Street





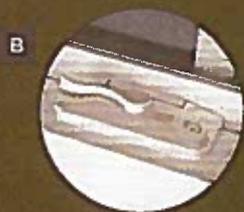
NEW
3 1/4" FRAME DEPTH
 for traditional pocket window installation

OVERALL FEATURES

- 1 Pinch fusion-welding construction creates a solid, one-piece unit with no excess variance for long-term durability
- 2 Warm Edge glass spacer system reduces thermal transfer around the glass perimeter by using a unique U-shaped channel to separate glass panes and interrupt the natural flow of heat to cold; upgrade to Warm Edge+ for enhanced performance
- 3 Available in Low-E, Low-E+HP (Low-E/argon) and HP+ (Low-E/argon) options
- 4 All product styles can be configured to meet ENERGY STAR® in all states; products with the optional HP glass package meet the Stimulus tax credit requirements when used with the appropriate Warm Edge/Warm Edge+ spacer system
- 5 NFRC rated and certified
- 6 3 1/4" frame depth for traditional pocket window installation
- 7 Designed with equal sight line sash on double hung for traditional wood window appearance
- 8 New Generation uPVC vinyl never needs painting or caulking and resists conducting heat and cold
- 9 Hidden SilLock design with a sloped sill, eliminating the need for weep holes, forces water to drain to the exterior of the window, keeping your windows dry and providing enhanced weather-tight performance



A Warm Edge spacer (standard)



B Sleek cam-action sash locks on double hung and sliding windows provide security and performance without compromising beauty



C Pinch fusion welding

NOTE: Corner cut shown with HP Glass and standard Warm Edge spacer system. HP+ Glass and Warm Edge+ option available.



CITY OF EMPORIA

Memorandum

November 15, 2013

To: The Honorable Mayor and City Council
From: Jason M. Stewart, Assistant City Manager *JMS*
Subject: Architectural Compatibility Review-150 Baker Street
Item: 13-61

Emporia Associates, LLC seeks architectural compatibility review approval for the building at 150 Baker Street. The property is located in the DT-Downtown District and is identified as Tax Map Numbers 143-8-0-8-13. The applicant is proposing to renovate an existing building with materials consistent with the ordinance for residential/commercial use.

The proposed residential/commercial use is permitted in the Downtown District however, section 90-80(k)(1) requires that the Planning Commission review the proposal for architectural compatibility and forward its recommendation to City Council. Alterations to existing buildings fall under the review requirements.

Section 90-1 defines the term "alteration" as any change in total floor area, use, adaptability or external appearance of an existing structure.

Recommendation

The Planning Commission unanimously recommended approval at its November 12, 2013 meeting. Staff recommends that Council approve the Architectural Compatibility of the proposed renovations as presented.

Attachments

Existing Appearance of 150 Baker Street
Zoning Compliance Application
Materials Specification/Details
City Code Section 90-80(k) *Architectural Compatibility*.



Memorandum

To: Planning Commissioners

From: Jason M. Stewart, Community Development and Planning Director *JMS*

Subject: Architectural Compatibility Review-150 Baker Street

Item: 13-04

Emporia Associates, LLC seek architectural compatibility review approval for the building at 150 Baker Street. The property is located in the DT-Downtown District and is identified as Tax Map Number 143-8-0-8-13. The applicant is proposing to renovate an existing building with materials consistent with the ordinance for residential/commercial use.

The proposed residential/commercial use is permitted in the Downtown District however, section 90-80(k(1) requires that the Planning Commission review the proposal for architectural compatibility and forward its recommendation to City Council. Alterations to existing buildings fall under the review requirements.

Section 90-1 defines the term "alteration", as any change in total floor area, use, adaptability or external appearance of an existing structure.

Recommendation:

I request the Planning Commission offer a recommendation of approval to City Council for action at its November 19, 2013 meeting.

Attachments:

Existing appearance of 150 Baker Street
Zoning Compliance Application
Materials Specification/Details
City Code Section 90-80(k) *Architectural Compatibility*.

150 Baker Street





City of Emporia
Zoning Compliance
 201 South Main Street
 Emporia, VA 23847
 (434) 634-6315(O) (434) 634-0003 (F)

Permit Number 13-297
 Date 10/18/13
 Tax Map # 147-8-0-8-B
 Zoning District D7
 Enterprise Zone Yes No

APPLICATION FOR A ZONING COMPLIANCE PERMIT

Zoning permits are granted on the basis of specific applications or plans, and shall authorize only the construction, arrangement or use set forth by such approved applications or plans. Any construction, arrangement or use not in compliance with that which is specifically authorized by approval of this application shall be considered a zoning violation.

If you have any questions regarding the zoning ordinance or processes, please contact the Zoning Administrator at 434-634-3332.

Application Type:

- Zoning Compliance
- Zoning compliance for existing building
- Home occupation
- Plat Review
- Subdivision review
- Site plan review
- Vacation of right of way
- Erosion and sediment control plan review

Description of Request: Approve utilization/renovation of existing structures for 9 apartments on 2nd floors with retail/commercial on first floor.

Applicant/Agent Information :

Is the applicant: Property Owner (If property owner skip to next section) Contract Purchaser Other: _____

Agent(s): _____ Phone # _____

Address: _____

Property Owner Information:

Property Owner (s): Emporia Associates, LLC Phone # 804-862-9889

Address: P.O. Box 1838
Petersburg, VA 23805

Property owners mailing address (If this is different from that listed in the Assessor's Office)

Same as above

Subject Parcel Information

Property Tax Parcel Number: 143-8-0-8-13

Property Information Multiple structures described as lots 8,9,10,11,12,&13 on a plat dated 5/17/1930 by James Field

Street Address of Property 150 Baker Street

Existing Use of Property commercial/retail Abandoned

Is the property located in a flood plain? Yes No If so, at what elevation? _____

Building Height(s) with Proposed Change no change

Number of Dwelling Units/Density Calculations 9 apartment units

Number of Parking Spaces or Loading Berths _____

Site Plan, Plot Plan or Reports Required by Zoning Ordinance Attached? Yes No

Zoning District: R-1 R-2 R-3 C-1 C-2 I-1 I-2 DT Other

List any deed restrictions, restrictive covenants, or other considerations involving the property. *(if none, state "none")*

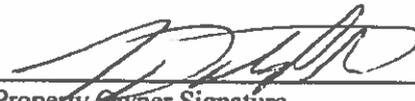
This zoning application is accompanied by 2 copies of site plan/plot plan drawn to scale, showing the following:

- the actual dimensions of the parcel of land to be built upon;
- survey plat attached;
- the size and location of existing buildings on the lot;
- the size and location of proposed building(s) or alterations with required setbacks annotated;
- off-street parking to be provided;
- and such other information as may be deemed necessary by the zoning administrator:

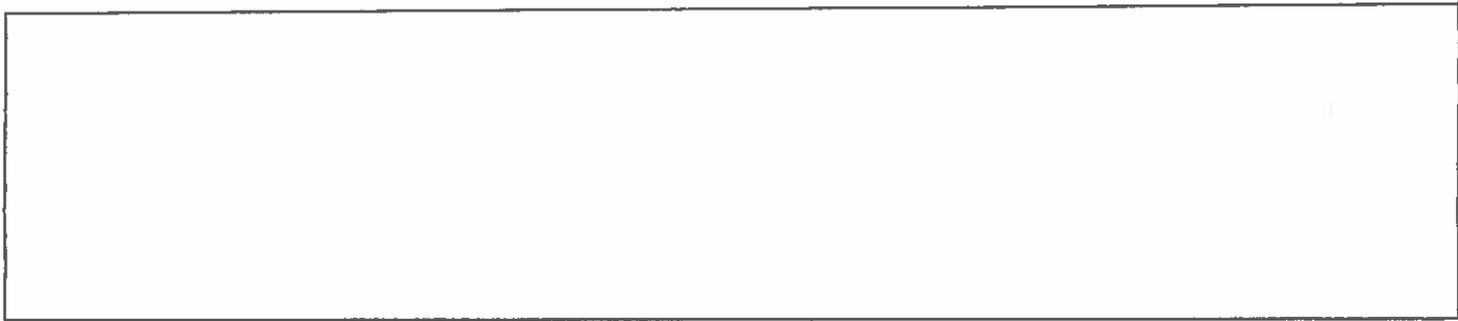
Applicant(s) Remarks:

Application Fee: An application fee per the City of Emporia fee schedule (Sec.90-14 & Sec. 66-8) of the Emporia City Code must be paid upon submission of this application. All fees due the City must be paid before any action is taken. The fees are non-refundable.

In making this application, the Applicant requests that the City of Emporia approve the location, modifications, or construction of the above proposed special use on the property described above.

 10/17/13
Property Owner Signature Date

Agent Signature Date

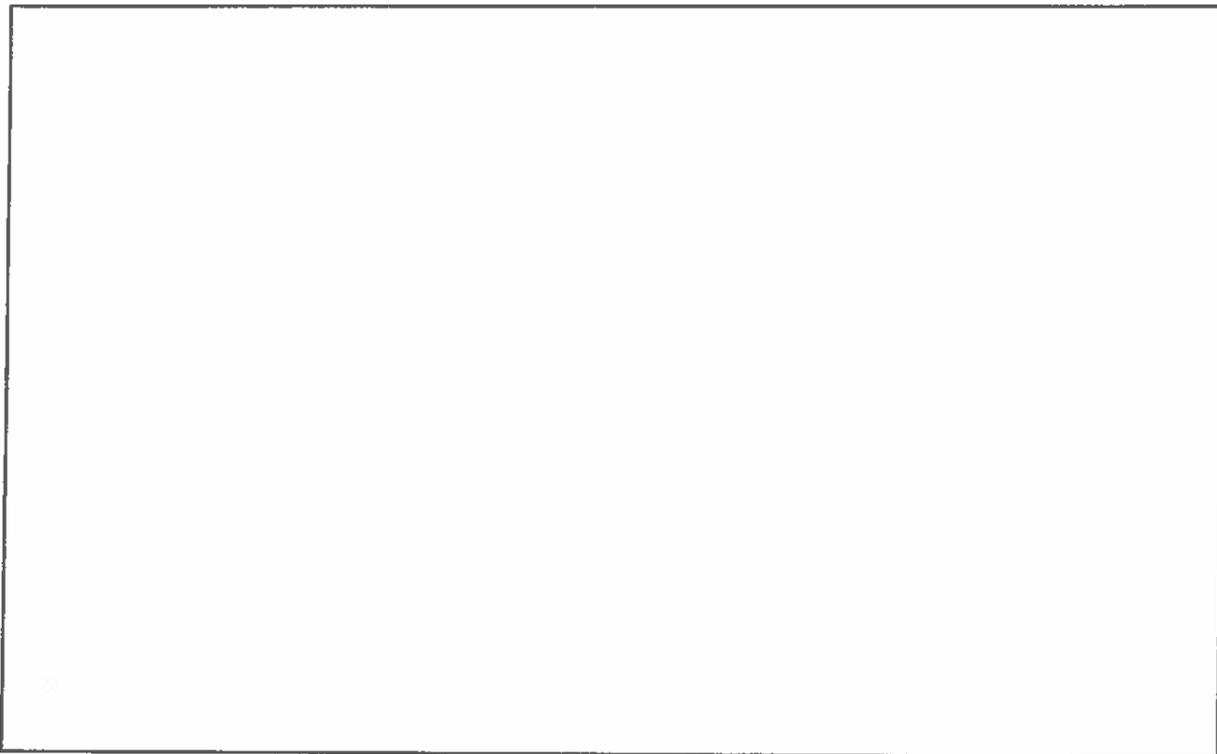


CITY OF EMPORIA
BUILDING PERMIT APPLICATION PLOT PLAN

Approval of plans is based on information submitted by the applicant. Any approval found to be procured by misrepresentation of facts or conditions, misstatements, or error in any or all application materials shall be deemed to void the building permit.

PROPOSED USE: Mixed use w/residential & commercial

PLOT PLAN



Front Yard Setbacks are measured from: Street Centerline Street Right-of-Way

I certify the above information is true and correct.

Signature of Applicant: [Signature] Date: 10/17/13

For Office Use Only

Departmental Approvals

Planning Approved Denied Date

Building: Approved Denied Date

E911 Street Address (new): _____

For Office Use by the City of Emporia Community Development & Planning

Zoning/Subdivision Code (90-14 or 66-8): Fee Paid:

Copy of Receipt attached

Action Taken:

Zoning Administrator

Date

Planning Commission

Date

City Council

Date

Permit Fees

ZONING COMPLIANCE PERMIT	\$25.00
ZONING COMPLIANCE FOR EXISTING BUILDING	\$25.00
HOME OCCUPATION	\$25.00
PLAT APPROVAL	\$50.00
SITE PLAN REVIEW	\$200 + 25/acre or portion thereof
SUBDIVISION REVIEW – UNDER 5 LOTS (1-4)	\$25.00 each
SUBDIVISION REVIEW – OVER 5 LOTS	\$100 + 40/lot
VACATION OR RIGHT OF WAY, PLATS, EASEMENTS	\$50.00

EROSION AND SEDIMENT CONTROL PLAN REVIEW

Charged to developer - private review

City of Emporia VA 23847
Emporia VA 23847
LIEN AGENT:

Zoning/Build Comp. Exlct.

PERMIT NUMBER: 0000297 - 2013
USBC: 2006
APPLICATION DATE: 10/16/2013
ISSUANCE DATE: 10/16/2013
RENEWAL DATE: 10/16/2013
DATE: 10/16/2013

OWNER NAME/ADDRESS
DARUL GHURABA
150 BAKER ST
EMPORIA VA 23847
PHONE:

SITE ADDRESS
150 BAKER STREET
EMPORIA ASSOCIATES
EMPORIA, VIRGINIA 23847
CONTRACTOR NAME/ADDRESS
OWNER
PHONE: 000 000 0000

RE ACCOUNT#: 26600
TAX MAP NO.: 1439 0 8-13
DESCRIPTION OF CONSTRUCTION LOCATION
LOT: BLOCK: SECTION: BLDG NO.:

SET-BACKS:
FRONT: BACK: HEALTH PERMIT NO.: DISTRICT:
RIGHT: LEFT: FLOODPLAIN: SUB-DIVISION:
CNTR: FTGTS: AREA: ZONE:
RIGHT-OF-WAY: S/E CUP NO.: SITE PLAN:

DIRECTIONS TO SITE:

USE GROUP: USE CODE: SQ FEET:
CNST. TYPE: NATURE/PUR:

Zoning/Build Comp. Exlct.

JOB VALUE:
PERMIT FEE: 25.00
Administrative: 25.00
TOTAL FEES: 25.00

ALL WORK TO CONFORM TO THE CURRENT EDITION OF THE STATE BUILDING CODE.
PERMIT HOLDER SHALL CALL FOR ALL REQUIRED INSPECTIONS AS REQUIRED BY STATED & LOCAL LAW.

REQUIRED SIGNATURES

PROPERTY OWNER: DATE: AGENT:
DATE: ZONING ADMINISTRATOR: DATE: FIRE MARSHAL
BUILDING OFFICIAL: DATE:
DATE:

- 407 before
back in



**City of Emporia
Emporia Redevelopment & Housing Authority
Enterprise Zone Application
FAÇADE IMPROVEMENT GRANT**



Applicant Name and Address: Dale Patton, Emporia Associates, LLC, P.O. Box 1838, Petersburg, Va. 23805

Applicant Phone and E-Mail: 804-862-9889 dale-p@oldmansion.com

Property Address (Location of Proposed Improvements): 150 Baker Street

Property Owner Name and Address: same as above

Property Owner Phone and E-Mail: same as above

Tenant Name and Address (if applicable): N/A

Tenant Phone and E-mail (if applicable): N/A

Business Name (business occupying property if applicable): N/A



Please list all proposed eligible façade improvements to be completed, along with a cost estimate for each improvement. Estimates shall be obtained by a contractor, if applicable. Please attach any design plans or sketches of work to be completed. Attach additional sheets and any other information if necessary:

Scope of work:

Remove T1-11 wood/metal siding on 1st floor	\$1,200
Pressure wash/scrape peeling paint entire front	\$1,800
Repair brick & point mortar as necessary	\$1,000
Retail store fronts are missing. Replace as necessary as per ARB recommendations	\$7,500
Paint brick and trim to ARB color specifications	\$6,000
Install Qt (8) 2nd floor windows	\$4,800
Total:	\$22,300

Total Estimated Cost of Eligible Façade Improvements: \$22,300

Total Investment by Property Owner or Tenant: \$750,000

Total Requested from ERHA (Requires a 1:1 match and may not exceed \$5,000): \$5,000

Please attach written estimates provided by a contractor (if applicable) for eligible façade improvements. Any approved grant amount will be based upon these estimates. Any adjustments to the original grant amount must be based on actual cost and approved by the ERHA through the use of an adjustment addendum.

I agree to the terms of the Façade Improvement Grant Program and understand the grant must be used for the project described in this application. I also understand the project must be completed within four months after notification of grant and permit approvals and that grant funds will be disbursed on a reimbursement basis only after submission and verification of paid invoices and receipts.

I further understand this application must be reviewed and approved by the ERHA prior to work beginning. Projects will not be funded if work begins prior to approval of application. I further agree to adhere to all zoning and building permitting requirements prior to beginning work.

I agree to furnish all necessary documentation to verify expenditures for this project and approve submission of this application.

Signature of Applicant:  Date: 8/26/13

Signature of Property Owner (if different than applicant): _____ Date: _____

Action Taken:

Approved/Disapproved: _____ Grant Amount Approved: \$5000

Comments: must abide by Downtown Zoning District
guidelines

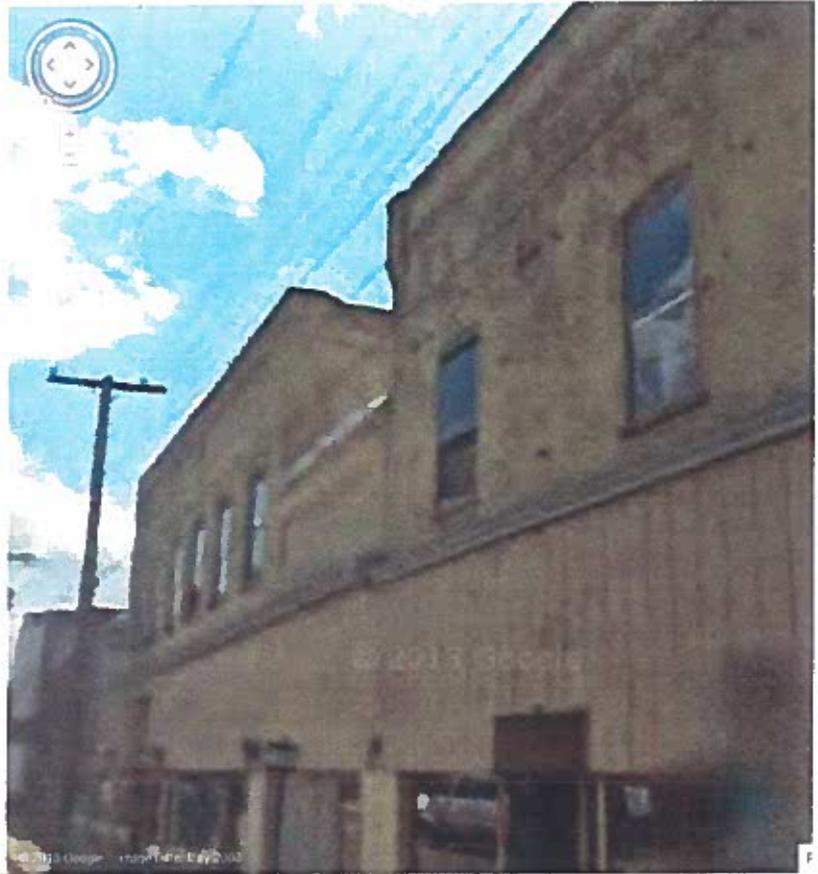
ERHA Executive Director:  Date: 9-13-13

Please return this completed application to:

Jan Harrell
Enterprise Zone Administrator
City of Emporia Economic Development
201 South Main Street
P.O. Box 511
Emporia, VA 23847
Phone: (434) 634-5056 Fax: (434) 634-0003
Email: jharrell@ci.emporia.va.us



To see all the details that are visible on the screen, use the "Print" link next to the map



Jason Stewart

From: Dale Patton <dale-p@oldmansion.com>
Sent: Friday, November 08, 2013 8:28 AM
To: Jstewart@ci.emporia.va.us; Jan Harrell
Cc: Gerald Lee; DREW PATTON
Subject: 150 Baker ST.

Jason:

As per the application forwarded by Jan, the renovations at this site will be more extensive. QT (8) 2nd floor windows will be replaced.

Qt (3) glass store fronts are broken and will be replaced. The T1-11 wooden/metal siding will be removed and the brick/mortar underneath repointed as needed. The entire building front will be painted with an appropriate color scheme that compliments the structure and adjacent properties.

J. Dale Patton

President/CEO

Old Mansion Foods

Excellence in Seasonings, Coffees & Teas since 1877

P.O. Box 1838, 3811 Corporate Road, Petersburg, VA 23805

Phone: (804) 862-9889 ext. 403 Fax: (804) 861-8816

<http://www.oldmansionfoods.com/>

Sec. 90-80. DT downtown district.

- (a) *Purpose and intent.* The DT downtown district is hereby recognized as an integral part of the city's unique character and the goal of this section is to promote the conservation and preservation of the city's downtown areas, and to encourage retail, general commercial business establishment and other appropriate mixed uses to which the public requires direct and frequent access and is characterized by constant heavy traffic and by noises of congestion. This DT downtown district includes such uses as retail stores, banks, offices, restaurants and taverns located in the central area of the city.
- (b) *Uses permitted.* Permitted uses in a DT district shall be as follows:
- Art galleries and studios.
 - Assembly halls.
 - Automotive sales and service with the screening of impound/storage areas with conditional use permit.
 - Bakeries.
 - Banks and financial institutions.
 - Banquet facility.
 - Barber and beauty shops.
 - Bed and breakfast and tourist homes.
 - Billiard parlors and pool rooms.
 - Bookstores.
 - Bowling alleys.
 - Business offices and display rooms.
 - Child care centers.
 - Churches.
 - Clubs and lodges.
 - Convenience stores.
 - Delicatessen.
 - Department stores.
 - Drugstores.
 - Dry goods or notion stores.
 - Flower, gift, record and tobacco shops.
 - Furniture stores.
 - Grocery stores.
 - Hardware stores.
 - Hotels/motels.
 - Household appliance stores.
 - Jewelry stores.
 - Laundromats and dry cleaners.
 - Libraries.
 - Machinery sales and service with conditional use permit.
 - Magazine and news stands.
 - Newspaper printing establishments.

Nightclubs with condition use permit.

Pet service and supply establishments.

Photographer.

Post office.

Printing establishments.

Professional and public offices.

Recreation centers.

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

Radio and telecommunication stations with conditional use permit.

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

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

Restaurants, excluding drive-in or curbside types.

Shoe repair shops.

Tailors.

Taxicab establishments.

Theaters.

Variety stores.

Wearing apparel stores.

Wine and beer shops.

- (c) *Height regulations.* Buildings in a DT downtown district may not be erected more than 45 feet in height without prior approval of the city planning commission.
- (d) *Area regulations.* None.
- (e) *Lot coverage.* Lot coverage in a DT downtown district may be up to 100 percent if yard and other regulations are met.
- (f) *Setback regulations.* Building or structure in a DT downtown district may have a zero setback; however such building or structure shall be placed such that the front is generally "in-line" with other existing buildings.
- (g) *Width regulations.* Width regulations in a DT downtown district are not applicable.
- (h) *Yard regulations.* For permitted uses in a DT downtown district, the minimum side or rear yard adjoining or adjacent to a residential district shall be 25 feet.
- (i) *Parking.* Due to the centralized nature of the DT downtown district, parking shall be provided as is practically possible to conform with the requirements of article V of this chapter and shall be subject to subsection (k) of this section.
- (j) *Signs.* The following signs shall be permitted in a DT downtown district and shall conform to all other applicable requirements of article V of this chapter. All permitted signs shall be subject to subsection (k) of this section.
 - (1) All signs permitted in R districts.
 - (2) Business signs not to exceed a total area of two square feet for each foot of frontage of the business provided they are attached to the building and not projecting more than four feet therefrom and shall not extend above the roofline. For buildings with more than one business, the total area allowed may be divided among those businesses.
 - (3) One freestanding or monolithic business sign not to exceed 50 square feet in area and no higher than six feet tall, for each lot with a lot frontage of 75 feet or more, provided such

signs do not create a visual obstruction or safety hazard. In the case of shopping or business centers where more than one business resides within a single building, each business may have an additional ten square feet of sign area, so long as it is located on the same pole or poles of the freestanding or monolithic sign, but in no case shall such sign extend over the street right-of-way line. Freestanding signs shall not be permitted on lots where the building has a setback of 25 feet or less.

(k) Architectural compatibility.

- (1)** All buildings or structures shall be erected or altered to blend with the general character of the DT downtown district. To facilitate this requirement, the zoning administrator shall submit all plans and specifications necessary to make such a reasonable determination, to the planning commission for review. The planning commission may seek input from surrounding property owners, tenants or other organizations as it may see fit and shall make recommendations regarding the architectural compatibility of the proposed development or alteration of existing buildings to city council. This review shall in no way require the use of specific materials.
- (2)** Signs and exterior paint colors in the DT downtown district shall be subject to review and approval by the zoning administrator.
- (3)** In order to ensure that buildings proposed for removal will not substantially impact or take away from the general character of the DT downtown district, the proposed demolition of any building or structure is subject to the same review and approval as outlined in subsection (k)(l) above.
- (4)** The City of Emporia shall be exempt from the review and approval procedure as outlined in subsection (k) (1) and (2) above provided any erection or alteration done by the city is consistent with the general character of the DT downtown district.

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



CITY OF EMPORIA

Memorandum

November 15, 2013

To: The Honorable Mayor and City Council
From: Jason M. Stewart, Assistant City Manager *JMS*
Subject: Architectural Compatibility Review-407 Halifax Street
Item: 13-62

Emporia Associates, LLC seeks architectural compatibility review approval for the building at 407 Halifax Street. The property is located in the DT-Downtown District and is identified as Tax Map Numbers 143-7-0-4,5,6. The applicant is proposing to remove the 1960s era metal façade/canopy to restore to the original façade and repair the brick holes and point mortar as necessary as well as paint and trim with colors that meet the standards of the ordinance and are consistent with the history of the building.

The proposed residential/commercial use is permitted in the Downtown District however, section 90-80(k)(1) requires that the Planning Commission review the proposal for architectural compatibility and forward its recommendation to City Council. Alterations to existing buildings fall under the review requirements.

Section 90-1 defines the term "alteration" as any change in total floor area, use, adaptability or external appearance of an existing structure.

Recommendation

The Planning Commission unanimously recommended approval at its November 12, 2013 meeting. Staff recommends that Council approve the Architectural Compatibility of the proposed renovations as presented.

Attachments

Existing Appearance of 407 Halifax Street
Zoning Compliance Application
Materials Specification/Details
City Code Section 90-80(k) *Architectural Compatibility*.



Memorandum

To: Planning Commissioners

From: Jason M. Stewart, Community Development and Planning Director 

Subject: Architectural Compatibility Review-407 Halifax Street

Item: 13-05

Emporia Associates, LLC seek architectural compatibility review approval for the building at 407 Halifax Street. The property is located in the DT-Downtown District and is identified as Tax Map Number 143-7-0-4,5,6. The applicant is proposing to remove the 1960s era metal façade/canopy to restore to the original façade and repair the brick holes and point mortar as necessary as well as paint and trim with colors that meet the standards of the ordinance and are consistent with the history of the building.

The proposed residential/commercial use is permitted in the Downtown District however, section 90-80(k(1) requires that the Planning Commission review the proposal for architectural compatibility and forward its recommendation to City Council. Alterations to existing buildings fall under the review requirements.

Section 90-1 defines the term “alteration”, as any change in total floor area, use, adaptability or external appearance of an existing structure.

Recommendation:

I request the Planning Commission offer a recommendation of approval to City Council for action at its November 19, 2013 meeting.

Attachments:

Existing appearance of 407 Halifax Street
Zoning Compliance Application
Materials Specification/Details
City Code Section 90-80(k) *Architectural Compatibility*.

407 Halifax Street:





City of Emporia
Zoning Compliance
 201 South Main Street
 Emporia, VA 23847
 (434) 634-6315(O) (434) 634-0003 (F)

Permit Number 13-295
 Date 10/18/13
 Tax Map # 143-7-0-4,5,6
 Zoning District DT
 Enterprise Zone Yes No

APPLICATION FOR A ZONING COMPLIANCE PERMIT

Zoning permits are granted on the basis of specific applications or plans, and shall authorize only the construction, arrangement or use set forth by such approved applications or plans. Any construction, arrangement or use not in compliance with that which is specifically authorized by approval of this application shall be considered a zoning violation.

If you have any questions regarding the zoning ordinance or processes, please contact the Zoning Administrator at 434-634-3332.

Application Type:

- | | |
|---|---|
| <input type="checkbox"/> Zoning Compliance | <input checked="" type="checkbox"/> Zoning compliance for existing building |
| <input type="checkbox"/> Home occupation | <input type="checkbox"/> Plat Review |
| <input type="checkbox"/> Subdivision review | <input type="checkbox"/> Site plan review |
| <input type="checkbox"/> Vacation of right of way | <input type="checkbox"/> Erosion and sediment control plan review |

Description of Request: Approve utilization of existing building for mixed use. 6 apartments on 2nd floor
With retail commercial space on 1st floor.

Applicant/Agent Information :

Is the applicant: Property Owner (If property owner skip to next section) Contract Purchaser Other: _____
 Agent(s): _____ Phone # _____
 Address: _____

Property Owner Information:

Property Owner (s): Emporia Associates, LLC Phone # 804-862-9889
 Address: P.O. Box 1838
Petersburg, Va. 23805

Property owners mailing address (If this is different from that listed in the Assessor's Office)

Same As Above

Subject Parcel Information

Property Tax Parcel Number: 143-7-0-4,5,6

Property Information 3 lots containing approx. 7,103 square feet.

Street Address of Property 407 Halifax St.

Existing Use of Property commercial/retail

Is the property located in a flood plain? Yes No If so, at what elevation? _____

Building Height(s) with Proposed Change no change

Number of Dwelling Units/Density Calculations 6

Number of Parking Spaces or Loading Berths _____

Site Plan, Plot Plan or Reports Required by Zoning Ordinance Attached? Yes No

Zoning District: R-1 R-2 R-3 C-1 C-2 I-1 I-2 DT Other

List any deed restrictions, restrictive covenants, or other considerations involving the property. *(if none, state "none")*

This zoning application is accompanied by 2 copies of site plan/plot plan drawn to scale, showing the following:

- the actual dimensions of the parcel of land to be built upon;
- survey plat attached;
- the size and location of existing buildings on the lot;
- the size and location of proposed building(s) or alterations with required setbacks annotated;
- off-street parking to be provided;
- and such other information as may be deemed necessary by the zoning administrator:

Applicant(s) Remarks:

Application Fee: An application fee per the City of Emporia fee schedule (Sec.90-14 & Sec. 66-8) of the Emporia City Code must be paid upon submission of this application. All fees due the City must be paid before any action is taken. The fees are non-refundable.

In making this application, the Applicant requests that the City of Emporia approve the location, modifications, or construction of the above proposed special use on the property described above.

 MONROE 10/12/13
Property Owner Signature Date

Agent Signature Date

**CITY OF EMPORIA
BUILDING PERMIT APPLICATION PLOT PLAN**

Approval of plans is based on information submitted by the applicant. Any approval found to be procured by misrepresentation of facts or conditions, misstatements, or error in any or all application materials shall be deemed to void the building permit.

PROPOSED USE: 6 apartments with commercial space _____

PLOT PLAN

Front Yard Setbacks are measured from: _____ Street Centerline _____ Street Right-of-Way

I certify the above information is true and correct.

Signature of Applicant: _____ Date: _____

For Office Use Only

Departmental Approvals

Planning Approved Denied _____ Date _____

Building: Approved Denied _____ Date _____

E911 Street Address (new): _____

For Office Use by the City of Emporia Community Development & Planning

Zoning/Subdivision Code (90-14 or 66-8): Fee Paid:

Copy of Receipt attached

Action Taken:

Zoning Administrator

Date

Planning Commission

Date

City Council

Date

Permit Fees

ZONING COMPLIANCE PERMIT	\$25.00
ZONING COMPLIANCE FOR EXISTING BUILDING	\$25.00
HOME OCCUPATION	\$25.00
PLAT APPROVAL	\$50.00

SITE PLAN REVIEW	\$200 + 25/acre or portion thereof
SUBDIVISION REVIEW – UNDER 5 LOTS (1-4)	\$25.00 each
SUBDIVISION REVIEW – OVER 5 LOTS	\$100 + 40/lot
VACATION OR RIGHT OF WAY, PLATS, EASEMENTS	\$50.00
EROSION AND SEDIMENT CONTROL PLAN REVIEW	Charged to developer - private review

City of Emporia VA 23847
Emporia VA 23847
Lien Agent:

Zoning/Build Comp. Exlct.

PERMIT NUMBER: 0000295 - 2013
USBC: 2006
APPLICATION DATE: 10/18/2013
ISSUANCE DATE: 10/18/2013
RENEWAL DATE: 10/18/2013
DATE: 10/18/2013

OWNER NAME/ADDRESS
THOMAS MARY ANN
195 CONCORD LANE
EMPORIA VA 23847
PHONE:

SITE ADDRESS
407 HALLIFAX STREET
Emporia Associates, LLC
Emporia, Virginia 23847

CONTRACTOR NAME/ADDRESS
OWNER
PHONE: 000 000 0000

RB ACCOUNT# : 623 DESCRIPTION OF CONSTRUCTION LOCATION
TAX MAP NO.: 1437 0 4.5, 6 LOT: BLOCK: BLDG NO.:
SRT-BACKS: HEALTH PERMIT NO.:
FRONT: BACK: DISTRICT:
RIGHT: LEFT: SUB-DIVISION:
CYR : PRGR: AREA: ZONE:
RIGHT-OP-RNY: S/R CUP NO.: SITE PLAN:
DIRECTIONS TO SITE:

USE GROUP: USE CODE: 50 FEET:
CNST. TYPE: NATURE/PURP:

Zoning/Build Comp. Exlct.

JOB VALUE: 25.00
PERMIT FEE: 25.00
Administrative :
ALL WORK TO CONFORM TO THE CURRENT EDITION OF THE STATE BUILDING CODE.
PERMIT HOLDER SHALL CALL FOR ALL REQUIRED INSPECTIONS AS REQUIRED BY STATED & LOCAL LAW.
TOTAL FEES: 25.00

REQUIRED SIGNATURES

PROPERTY OWNER: DATE: AGENT:
ZONING ADMINISTRATOR: DATE:
BUILDING OFFICIAL: DATE: FIRE MARSHAL
DATE:



**City of Emporia
Emporia Redevelopment & Housing Authority
Enterprise Zone Application
FAÇADE IMPROVEMENT GRANT**



Applicant Name and Address: Dale Patton, Emporia Associates, LLC, P.O. Box 1838, Petersburg, Va. 23805

Applicant Phone and E-Mail: 804-862-9889 dale-p@oldmansion.com

Property Address (Location of Proposed Improvements): 407 Halifax street

Property Owner Name and Address: same as above

Property Owner Phone and E-Mail: same as above

Tenant Name and Address (if applicable): N/A

Tenant Phone and E-mail (if applicable): N/A

Business Name (business occupying property if applicable): N/A



Please list all proposed eligible façade improvements to be completed, along with a cost estimate for each improvement. Estimates shall be obtained by a contractor, if applicable. Please attach any design plans or sketches of work to be completed. Attach additional sheets and any other information if necessary:

Scope of Work:

Remove 1960's era metal facade/canopy to restore to original, including equipment rental and labor	\$2,500
Repair brick holes and point mortar as necessary	2,000
Paint brick and trim as per ARB specifications	1,710
Install QT (5) 2nd floor missing windows to ARB specifications	3,000
Total:	\$9,210

Emporia Associates, LLC is owner and acting as general contractor. All invoices/expenditures will be submitted as per grant specifications.

JDP

Total Estimated Cost of Eligible Façade Improvements: \$9,210

Total Investment by Property Owner or Tenant: \$420,000

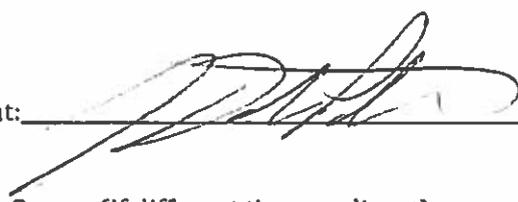
Total Requested from ERHA (Requires a 1:1 match and may not exceed \$5,000): \$5,000

Please attach written estimates provided by a contractor (if applicable) for eligible façade improvements. Any approved grant amount will be based upon these estimates. Any adjustments to the original grant amount must be based on actual cost and approved by the ERHA through the use of an adjustment addendum.

I agree to the terms of the Façade Improvement Grant Program and understand the grant must be used for the project described in this application. I also understand the project must be completed within four months after notification of grant and permit approvals and that grant funds will be disbursed on a reimbursement basis only after submission and verification of paid invoices and receipts.

I further understand this application must be reviewed and approved by the ERHA prior to work beginning. Projects will not be funded if work begins prior to approval of application. I further agree to adhere to all zoning and building permitting requirements prior to beginning work.

I agree to furnish all necessary documentation to verify expenditures for this project and approve submission of this application.

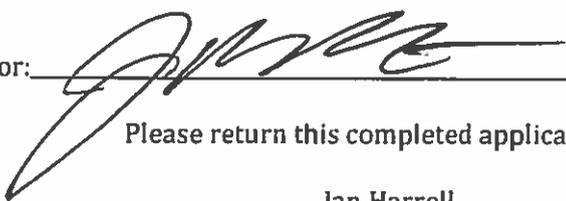
Signature of Applicant:  Date: 8/26/13

Signature of Property Owner (if different than applicant): _____ Date: _____

Action Taken:

~~Approved~~/Disapproved:  Grant Amount Approved: 5000

Comments: must obtain approval from Planning Commission & City Council for architectural compatibility

ERHA Executive Director:  Date: 9-18-13

Please return this completed application to:

Jan Harrell
Enterprise Zone Administrator
City of Emporia Economic Development
201 South Main Street
P.O. Box 511
Emporia, VA 23847
Phone: (434) 634-5056 Fax: (434) 634-0003
Email: jharrell@ci.emporia.va.us

Jason Stewart

From: Dale Patton <dale-p@oldmansion.com>
Sent: Thursday, November 07, 2013 12:06 PM
To: Jason Stewart; Jan Harrell
Cc: Gerald Lee; DREW PATTON
Subject: RE: 407 HALIFAX € EMPORIA
Attachments: Scan_Doc0764.pdf; 407HalifaxStreet Part1Application-08 12 2013 sm.pdf

Jason:

407 Halifax Street-

Excluding labor, the biggest expense for the façade renovations will be the windows. Attached you will find the specification sheet from PlyGem Windows. They specialize in manufacturing custom, replacement windows that mimic historic architectural features but provide modern features and convenience. At 407 Halifax Street, we will replace Qt (5) 2nd floor windows with dimensions 77 ½ X 34 ½ with 2 over 2 sashes. A store front window with dimensions 82 ½" X 81 ½" on the first floor is broken and will be replaced. As you are aware, the building façade is currently clad in metal which will be removed. The section farthest North on Halifax is single story. A cinder block retaining wall was erected to attach the metal façade. This will be removed as well. Old photos of the building prior to the metal façade being installed, (Phase 1 tax credit application attached), depict a white or light yellow painted brick exterior. It is our intention to pressure wash the brick and restore to original in that color scheme that complements the historic street scape.

141 Baker Street-

Utilizing the same aforementioned window manufacturer, we will install QT (9) 66 ¼" X 35" windows. A first floor store front window with dimensions 95 ½" X 70 ¼" is broken and will be replaced. The existing exterior has red brick on the 2nd floor with grey stone on the first floor. Painted window trim and accents will use a color scheme that complements this historic structure and adjacent properties.

I hope this information is sufficient.

Dale

From: Jason Stewart [<mailto:jstewart@ci.emporia.va.us>]
Sent: Wednesday, November 06, 2013 4:52 PM
To: Dale Patton
Cc: 'Jan Harrell'; Gerald Lee
Subject: RE: 407 HALIFAX € EMPORIA

Thanks Dale:

Any info/details you can provide on the materials used to repair/alter the front would be helpful to the Planning Commission as well.

From: Dale Patton [<mailto:dale-p@oldmansion.com>]
Sent: Wednesday, November 06, 2013 2:17 PM
To: jstewart@ci.emporia.va.us
Cc: Jan Harrell; Gerald Lee
Subject: FW: 407 HALIFAX € EMPORIA

Sec. 90-80. DT downtown district.

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

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

Art galleries and studios.

Assembly halls.

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

Bakeries.

Banks and financial institutions.

Banquet facility.

Barber and beauty shops.

Bed and breakfast and tourist homes.

Billiard parlors and pool rooms.

Bookstores.

Bowling alleys.

Business offices and display rooms.

Child care centers.

Churches.

Clubs and lodges.

Convenience stores.

Delicatessen.

Department stores.

Drugstores.

Dry goods or notion stores.

Flower, gift, record and tobacco shops.

Furniture stores.

Grocery stores.

Hardware stores.

Hotels/motels.

Household appliance stores.

Jewelry stores.

Laundromats and dry cleaners.

Libraries.

Machinery sales and service with conditional use permit.

Magazine and news stands.

Newspaper printing establishments.

Nightclubs with condition use permit.

Pet service and supply establishments.

Photographer.

Post office.

Printing establishments.

Professional and public offices.

Recreation centers.

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

Radio and telecommunication stations with conditional use permit.

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

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

Restaurants, excluding drive-in or curb-service types.

Shoe repair shops.

Tailors.

Taxicab establishments.

Theaters.

Variety stores.

Wearing apparel stores.

Wine and beer shops.

- (c) **Height regulations.** Buildings in a DT downtown district may not be erected more than 45 feet in height without prior approval of the city planning commission.
- (d) **Area regulations.** None.
- (e) **Lot coverage.** Lot coverage in a DT downtown district may be up to 100 percent if yard and other regulations are met.
- (f) **Setback regulations.** Building or structure in a DT downtown district may have a zero setback; however such building or structure shall be placed such that the front is generally "in-line" with other existing buildings.
- (g) **Width regulations.** Width regulations in a DT downtown district are not applicable.
- (h) **Yard regulations.** For permitted uses in a DT downtown district, the minimum side or rear yard adjoining or adjacent to a residential district shall be 25 feet.
- (i) **Parking.** Due to the centralized nature of the DT downtown district, parking shall be provided as is practically possible to conform with the requirements of article V of this chapter and shall be subject to subsection (k) of this section.
- (j) **Signs.** The following signs shall be permitted in a DT downtown district and shall conform to all other applicable requirements of article V of this chapter. All permitted signs shall be subject to subsection (k) of this section.
 - (1) All signs permitted in R districts.
 - (2) Business signs not to exceed a total area of two square feet for each foot of frontage of the business provided they are attached to the building and not projecting more than four feet therefrom and shall not extend above the roofline. For buildings with more than one business, the total area allowed may be divided among those businesses.
 - (3) One freestanding or monolithic business sign not to exceed 50 square feet in area and no higher than six feet tall, for each lot with a lot frontage of 75 feet or more, provided such

signs do not create a visual obstruction or safety hazard. In the case of shopping or business centers where more than one business resides within a single building, each business may have an additional ten square feet of sign area, so long as it is located on the same pole or poles of the freestanding or monolithic sign, but in no case shall such sign extend over the street right-of-way line. Freestanding signs shall not be permitted on lots where the building has a setback of 25 feet or less.

(k) *Architectural compatibility.*

- (1) All buildings or structures shall be erected or altered to blend with the general character of the DT downtown district. To facilitate this requirement, the zoning administrator shall submit all plans and specifications necessary to make such a reasonable determination, to the planning commission for review. The planning commission may seek input from surrounding property owners, tenants or other organizations as it may see fit and shall make recommendations regarding the architectural compatibility of the proposed development or alteration of existing buildings to city council. This review shall in no way require the use of specific materials.
- (2) Signs and exterior paint colors in the DT downtown district shall be subject to review and approval by the zoning administrator.
- (3) In order to ensure that buildings proposed for removal will not substantially impact or take away from the general character of the DT downtown district, the proposed demolition of any building or structure is subject to the same review and approval as outlined in subsection (k)(l) above.
- (4) The City of Emporia shall be exempt from the review and approval procedure as outlined in subsection (k) (1) and (2) above provided any erection or alteration done by the city is consistent with the general character of the DT downtown district.

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

Architecture
Historic Preservation
Furniture Design
Watercolors

Sadler & Whitehead
ARCHITECTS P L C

responding
reexamining
refining
reinventing
restating
reclaiming
recalling
remembering
respecting
recycling
restructuring
restoring
renovating
reviving
retracing
redeeming
reconfiguring
resolving
revisiting
reducing
resurrecting
reusing
recalling
regenerating
revising
rewarding
researching
revealing

12 August 2013

TRANSMITTAL

TO: Elizabeth B. Tune, Manager
Virginia Department of Historic Resources
2801 Kensington Avenue
Richmond, VA 23221

FR: Llewellyn Hensley, Project Manager



RE: Halifax Street Commercial Building
407 Halifax Street
Emporia VA

TRANSMITTING:

2 copies each:

- > State & Federal Part I Tax Credit Application
- > Excerpts from the National Register of Historic Places Nomination Form for the Belfield-Emporia Historic District
- > DHR DSS Map of the Belfield-Emporia Historic District
- > 1919 Sanborn map (annotated), two sheets
- > ca. 1940s-1950s postcard image, 1 sheet
- > Part I photographs 1-30 and photo key (on existing conditions drawings)

NOTE:

Enclosed please find the State and Federal Part 1 tax credit application for the commercial building at 407 Halifax Street in Emporia, Virginia. Please contact us with any questions, or requests for additional information.

726 West 3rd Street

Richmond, Virginia

23225-3533

P 804.231.5299

F 804.231.5298

sadler@sadlerandwhitehead.com

COPIES: Audrey T. Tepper, National Park Service
J. Dale Patton, Owner
R. F. Haynie, Architect, Art & Architecture (by email)

**HISTORIC PRESERVATION CERTIFICATION APPLICATION
PART 1 – EVALUATION OF SIGNIFICANCE**

Property name Halifax Street Commercial Building NPS Project Number _____
Property address 407 Halifax Street, Emporia VA

5. Description of physical appearance

The painted brick commercial building at 407 Halifax Street is referred to in the Belfield-Emporia Historic District National Register of Historic Places Nomination Form as "Halifax Street Commercial Building". It is a one-and-two-story commercial-style building built ca. 1900, and modernized in the mid-20th century. A 1919 Sanborn Insurance map indicates that the building was once several separate stores, with a stair at the center of the two-story portion (see attached). The spaces were combined under one ownership sometime during the period of significance. The first floor facade has storefront windows and two pairs of glass and aluminum storefront entry doors. The storefront is protected by a cantilevered aluminum canopy installed in the mid-20th century. The upper floor is clad in aluminum panels. These panels conceal the five second floor facade windows, which are visible from the interior. Along the building's north side is a one-story wing, formerly occupied by a soda fountain. The front elevation is clad by a two-story aluminum face that masks the one-story wing. An enclosed ca. 1940s-1950s postcard image indicates the building facades prior to installation of the aluminum facade cladding.

At the interior are several commercial tenant spaces. Remaining historic interior fabric includes wood columns and beams, tin ceilings, wood flooring, plaster walls, exposed masonry walls in the rear wing, a wood rear stair, wood trim, and wood windows beneath the mid-20th-century facade treatment. Most existing doors are noncontributing replacements. Many interior partitions are noncontributing panel walls. Most floors are noncontributing carpet, vinyl and ceramic tile. The building is a contributing building in the Belfield-Emporia Historic District.

Date of construction ca. 1900 Source of date Belfield-Emporia HD NRHP Nomination Form
Date(s) of alteration(s) mid-20th century Source of date Belfield-Emporia HD NRHP Nomination Form
Has building been moved? no yes, specify date _____

6. Statement of significance

From the Belfield-Emporia Historic District National Register form:

"The Belfield-Emporia Historic District is historically significant as a small town center in Southern Virginia in the late 19th and early 20th centuries that was transformed by commercial growth and the Petersburg (later renamed the Atlantic and Danville) Railroad. Belfield-Emporia serves as a reflection of the experiences of similar towns and regions throughout the south that began as agricultural centers and developed through the commercialism of the 20th century. Belfield and the neighboring town of Hicksford joined together in 1887 to form the city of Emporia. The small city served as the hub of Greensville County until the mid-20th century, when an economic decline depressed the town.

The Belfield-Emporia Historic District is recommended eligible under Criterion A for its association with the early 20th century commercial and transportation-related development of Emporia and Criterion C for its early and mid-20th century evolved commercial architecture. Although Belfield and Emporia are no longer the commercial centers they once were in the early 20th century, Belfield's historic buildings still convey the story of a small town's development into a booming commercial area. The period of significance covers the time of the Petersburg Railroad line into completion to Belfield in 1832 until the construction of I-95 near Emporia in 1957."

407 Halifax Street is typical of the contributing buildings in this historic district in its moderate scale, masonry walls, understated details, and commercial use. This "Halifax Street Commercial Building" is listed as a contributing resource in the Belfield-Emporia Historic District under Criterion A because it embodies "the evolution of the Halifax Street commercial district from individual stores to a larger mall experience."

7. Photographs and maps. Send photographs and map with application.

=====

8. Statement of Significance

=====

Applicable National Register Criteria (Mark "x" in one or more boxes for the criteria qualifying the property for National Register listing)

- A** Property is associated with events that have made a significant contribution to the broad patterns of our history.
- B** Property is associated with the lives of persons significant in our past.
- C** Property embodies the distinctive characteristics of a type, period, or method of construction or represents the work of a master, or possesses high artistic values, or represents a significant and distinguishable entity whose components lack individual distinction.
- D** Property has yielded, or is likely to yield information important in prehistory or history.

Criteria Considerations (Mark "X" in all the boxes that apply.)

- A** owned by a religious institution or used for religious purposes.
- B** removed from its original location.
- C** a birthplace or a grave.
- D** a cemetery.
- E** a reconstructed building, object, or structure.
- F** a commemorative property.
- G** less than 50 years of age or achieved significance within the past 50 years.

Areas of Significance (Enter categories from instructions)

Commerce

Transportation

Architecture

Period of Significance 1832-1957

Significant Dates 1887, 1904, 1920

Significant Person (Complete if Criterion B is marked above) N/A

Cultural Affiliation N/A

Architect/Builder Unknown

Narrative Statement of Significance (Explain the significance of the property on one or more continuation sheets.)

=====

9. Major Bibliographical References

=====

(Cite the books, articles, and other sources used in preparing this form on one or more continuation sheets.)

Previous documentation on file (NPS)

- preliminary determination of individual listing (36 CFR 67) has been requested.
- previously listed in the National Register
- previously determined eligible by the National Register
- designated a National Historic Landmark
- recorded by Historic American Buildings Survey # _____
- recorded by Historic American Engineering Record # _____

United States Department of the Interior
National Park Service

NATIONAL REGISTER OF HISTORIC PLACES
CONTINUATION SHEET

Belfield-Emporia Historic District
Emporia, VA

Section 8 Page 16

Statement of Significance Summary

The Belfield-Emporia Historic District is historically significant as a small town center in southern Virginia in the late 19th and early 20th centuries that was transformed by commercial growth and the Petersburg (and later renamed the Atlantic and Danville) Railroad. Belfield-Emporia serves as a reflection of the experiences of similar towns and regions throughout the south that began as agricultural centers and developed through the commercialism of the 20th century. Belfield and the neighboring town of Hicksford, joined together in 1887 to form the city of Emporia. The small city served as the hub of Greensville County until the mid-20th century, when an economic decline depressed the town.

The Belfield-Emporia Historic District is recommended eligible under Criterion A for its association with the early 20th century commercial and transportation-related development of Emporia and Criterion C for its early to mid-20th century evolved commercial architecture. Although Belfield and Emporia are no longer the commercial centers they once were in the early 20th century, Belfield's historic buildings still convey the story of a small town's development into a booming commercial area. The period of significance covers the time of the Petersburg Railroad line completion to Belfield in 1832 until the construction of I-95 near Emporia in 1957.

Historical Background

[The town's original name was Belfield, although development and prosperity caused the town to be known by the names North-Emporia, Belfield-Emporia and Emporia. Each name is used within the historical narrative as place names during their period of historic use.]

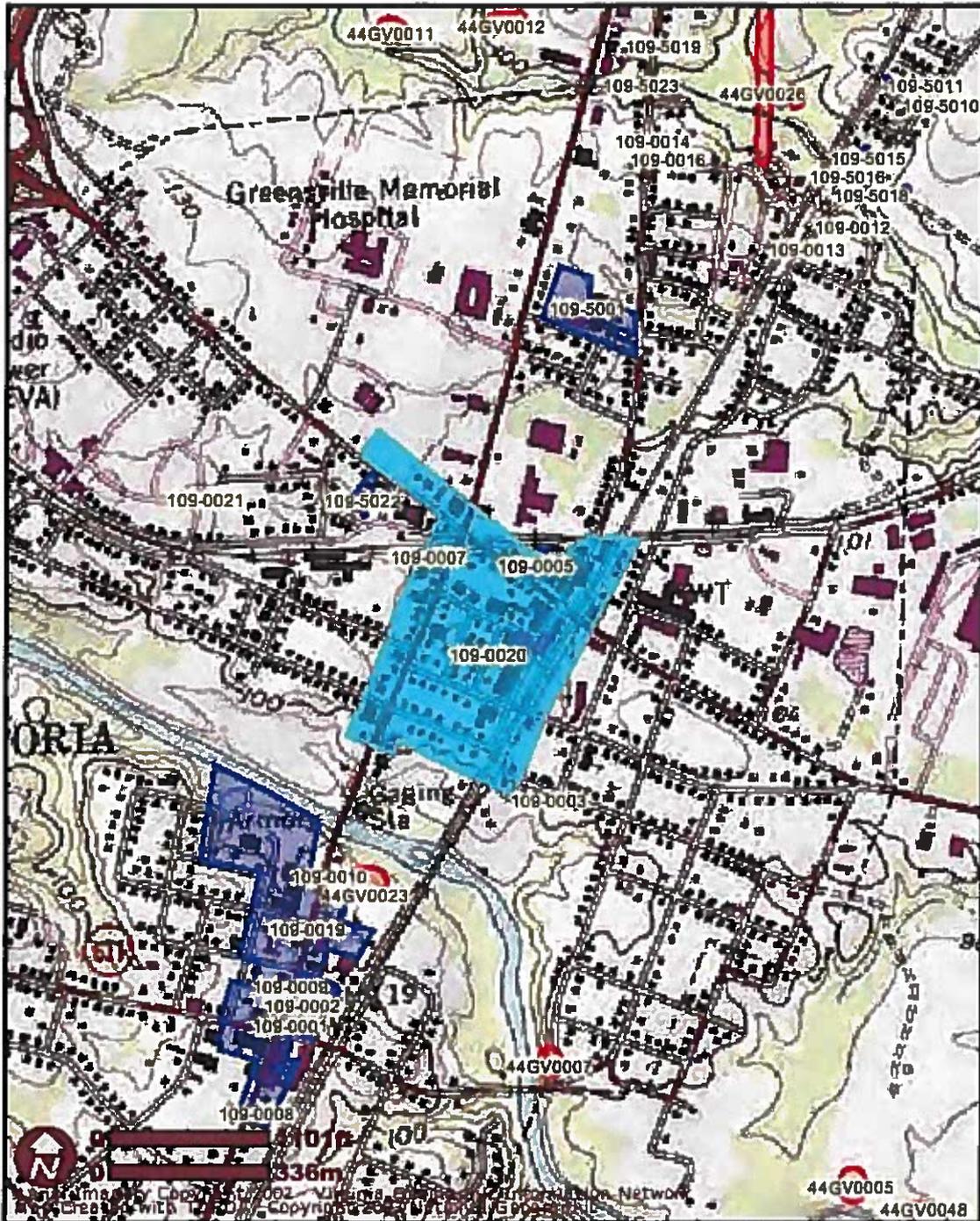
The Belfield section of Emporia is located north of the Meherrin River, across from Hicksford which was founded on the southwest side of the Meherrin. Hicksford was the first town to develop along the river in what is today Greensville County. Captain Robert Hicks established a small home and outpost along the Tuscarora Path Indian trail, which later developed into the Halifax Road (McDonald 1987:3). This river crossing region became a popular point to begin expeditions into the wilderness of western Virginia and North Carolina, which was still considered wild and dangerous in the late eighteenth century. Soon the region transformed into a crossroads village with the establishment of the Fort Christianna Road running east and west (Brown 1968: 81). Taverns and inns developed along the crossroads to cater to the traveler, although they were considered by some to be less than hospitable.

There wasn't much difference between Belfield and Hicksford in the early eighteenth century. The small villages which sat directly across each other along a small river grew simultaneously. Both towns developed organically along lots and streets, not laid out in a strict grid pattern (McDonald 1987: 3).

As a speculative venture, early land developer Belfield Starke began to lay out the town of Belfield before submitting the town application to the state legislature in 1798. In this situation, the lots tend to be smaller than specified by the state legislature and did not closely follow a desired grid pattern. The legislature also required that a building be constructed on each lot within seven years of the sale. In addition, legislative statutes guaranteed that the trustees of the town could stipulate the rules in establishing the new town (The Statutes at Large of Virginia, Vol. 2, 1792-1806, Richmond, 1835, Reprint New York: AMS 1970, pp. 120-122 as found in McDonald 1987: 5). Belfield Starke laid out 26 lots to be developed into a town.

One year later, landowner Alexander Madill plotted 36 lots on his land across the Meherrin River and established the neighboring town of Hicks Ford. These two towns were little more than a stopping point on the Halifax and Fort Christiana Road. Evidence to the amount and type of agriculture, a traveler in late eighteenth century Virginia

Virginia Department of Historic Resources Data Sharing System, 07/29/2013

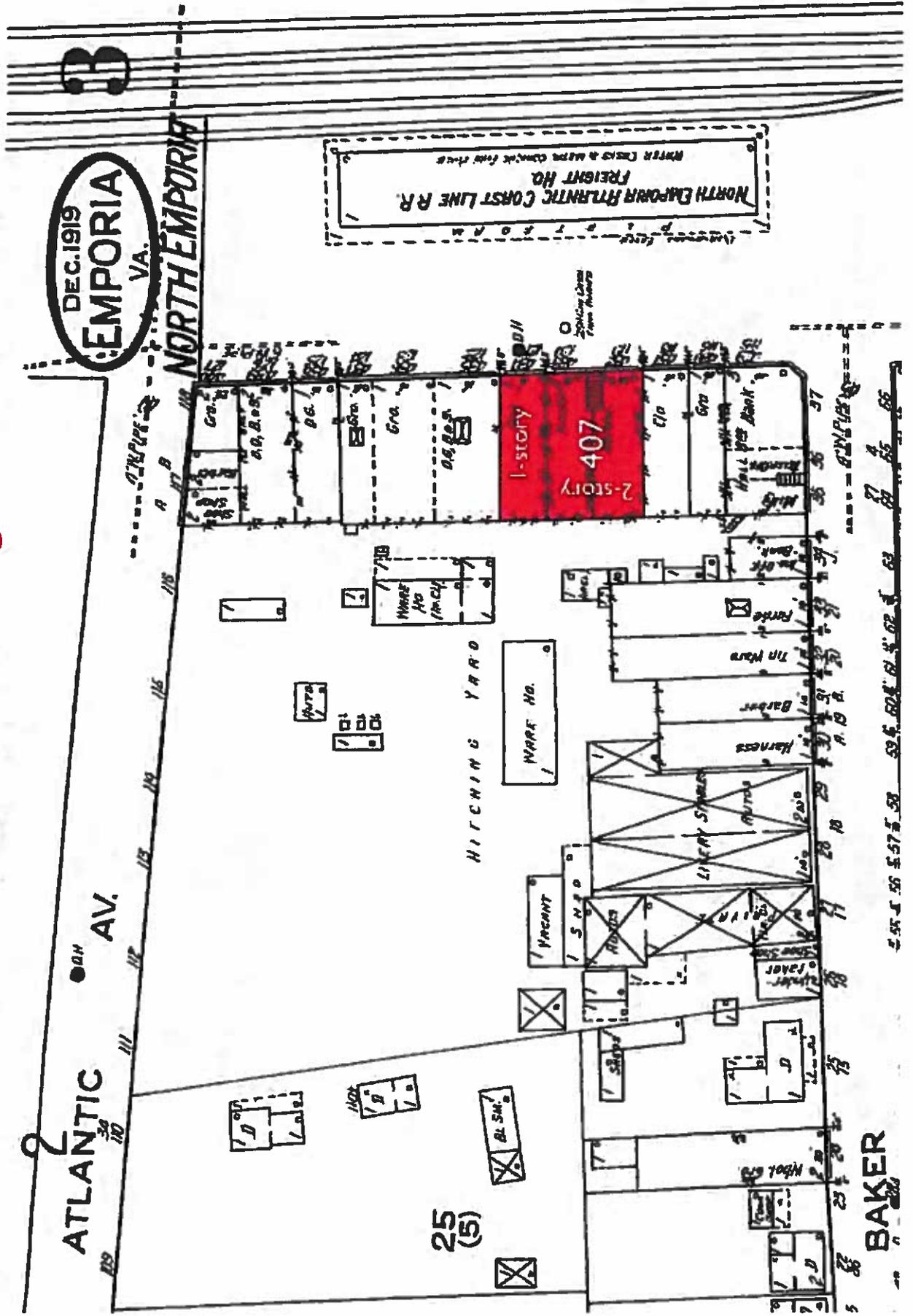


- LEGEND**
- Architecture Labels
 - Archaeology Labels
 - Interstates
 - Architecture (polygon)
 - Archaeology (polygon)
 - County Boundary
 - 24k TOPG

Virginia Department of Historic Resources - July 26, 2013
4:51pm

Belfield-Emporia Historic Distirct

407 Halifax Street, Emporia VA - 1919 Sanborn Map illustrates the building's division into several stores



Halifax Street Commercial Building, 407 Halifax Street, Emporia, VA
Parts 1 and 2 Photographs
Photographs taken 3/2013 and 7/2013



1. Aerial view of 407 Halifax



2. Facade

Halifax Street Commercial Building, 407 Halifax Street, Emporia, VA
Parts 1 and 2 Photographs
Photographs taken 3/2013 and 7/2013



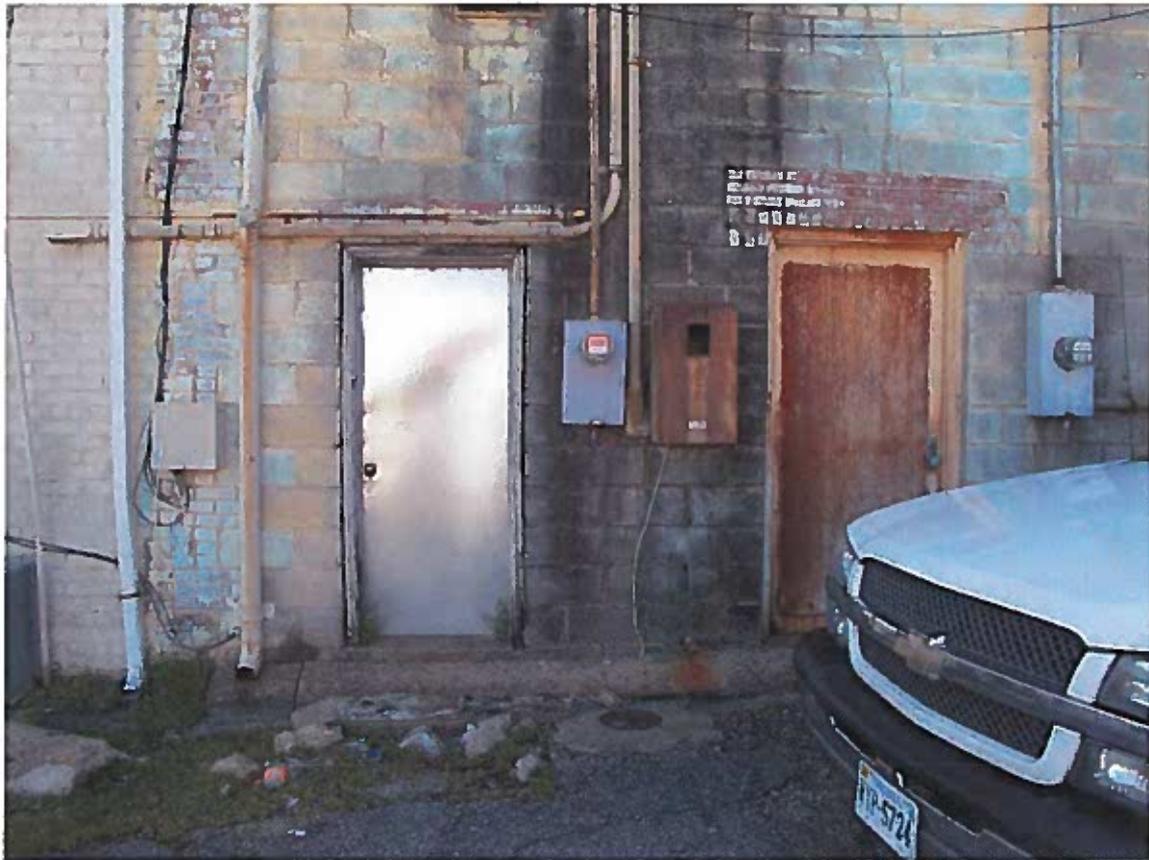
5. Building in Halifax St context

Halifax Street Commercial Building, 407 Halifax Street, Emporia, VA
Parts 1 and 2 Photographs
Photographs taken 3/2013 and 7/2013



7. Rear elevation

Halifax Street Commercial Building, 407 Halifax Street, Emporia, VA
Parts 1 and 2 Photographs
Photographs taken 3/2013 and 7/2013



10. Rear doors



11. 1st fl interior view northeast

Halifax Street Commercial Building, 407 Halifax Street, Emporia, VA
Parts 1 and 2 Photographs
Photographs taken 3/2013 and 7/2013



13a. low head height below mezzanine

Halifax Street Commercial Building, 407 Halifax Street, Emporia, VA
Parts 1 and 2 Photographs
Photographs taken 3/2013 and 7/2013



16. 1st fl view of soda fountain along north wall

Halifax Street Commercial Building, 407 Halifax Street, Emporia, VA
Parts 1 and 2 Photographs
Photographs taken 3/2013 and 7/2013



19. Mezzanine space

Halifax Street Commercial Building, 407 Halifax Street, Emporia, VA
Parts 1 and 2 Photographs
Photographs taken 3/2013 and 7/2013



22. 2nd floor front room view east



23. 2nd floor front room view west

Halifax Street Commercial Building, 407 Halifax Street, Emporia, VA
Parts 1 and 2 Photographs
Photographs taken 3/2013 and 7/2013



26. 2nd fl. Existing window and missing baseboard trim



27. 2nd fl. Typical poor condition of plaster ceiling

Halifax Street Commercial Building, 407 Halifax Street, Emporia, VA
Parts 1 and 2 Photographs
Photographs taken 3/2013 and 7/2013



29. Rear door detail



30. 2nd fl. Typical finish conditions



OVERALL FEATURES

- 1 Pinch fusion-welding construction creates a solid, one-piece unit with no excess variance for long-term durability
- 2 Warm Edge glass spacer system reduces thermal transfer around the glass perimeter by using a unique U-shaped channel to separate glass panes and interrupt the natural flow of heat to cold; upgrade to Warm Edge+ for enhanced performance
- 3 Available in Low-E, Low-E+HP (Low-E/argon) and HP+ (Low-E/argon) options
- 4 All product styles can be configured to meet ENERGY STAR[®] in all states; products with the optional HP glass package meet the Stimulus tax credit requirements when used with the appropriate Warm Edge/Warm Edge+ spacer system
- 5 NFRC rated and certified
- 6 3 1/2\" frame depth for traditional pocket window installation
- 7 Designed with equal sight line sash on double hung for traditional wood window appearance
- 8 New Generation uPVC vinyl never needs painting or caulking and resists conducting heat and cold
- 9 Hidden SilLock design with a sloped sill, eliminating the need for weep holes, forces water to drain to the exterior of the window, keeping your windows dry and providing enhanced weather-tight performance



A Warm Edge spacer (standard)



B Sleek anti-action sash locks on double hung and sliding windows provide security and performance without compromising beauty



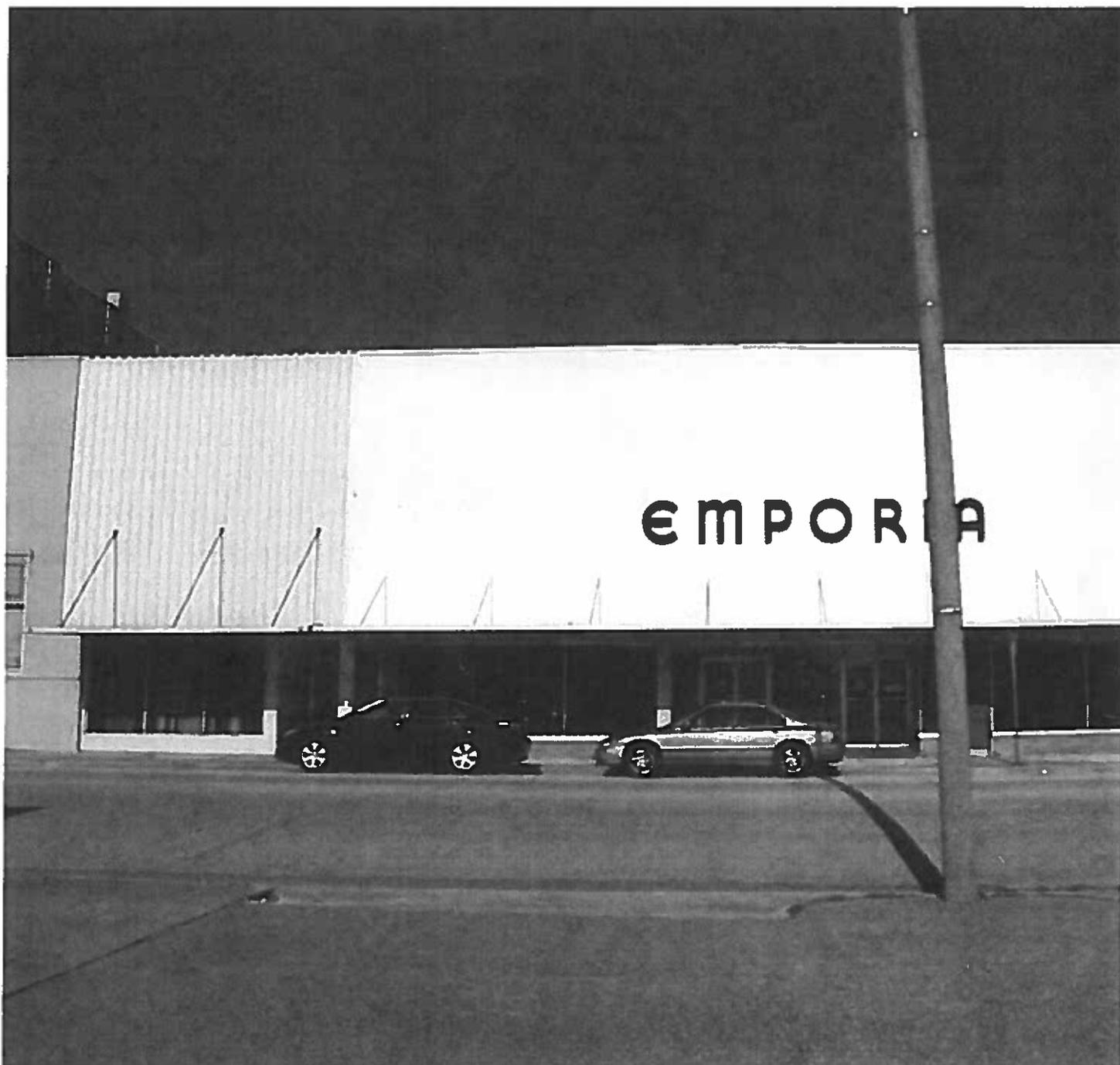
C Pinch fusion welding

NOTE: Corner cut shown with HP Glass and standard Warm Edge spacer system. HP+ Glass and Warm Edge+ options available.

Jan Harrell

From: Dale Patton <dale-p@oldmansion.com>
Sent: Tuesday, August 27, 2013 11:51 AM
To: Jan Harrell
Cc: Gerald Lee; DREW PATTON
Subject: RE: Facade grant

Don't forget to include the lovely picture with my application.....





CITY OF EMPORIA

Memorandum

November 15, 2013

TO: The Honorable Mayor and City Council
FROM: Brian S. Thrower, City Manager *BST*
SUBJECT: Gateway Sign – Appropriation Ordinance
ITEM #: 13-63

The City of Emporia anticipates receiving a refund from VML Insurance Programs for the replacement of a gateway sign damaged by a motorist in the median on Highway 58 East. The anticipated refund amount of \$3,200 will cover the entire cost of replacing the sign. In order for the City to utilize the funds to pay for the replacement of the sign, you will need to appropriate the insurance funds into the current year budget via the attached ordinance.

Recommendation

I recommend that you adopt the attached ordinance.

Attachment

Ordinance

Ordinance No. _____

Ordinance

An Ordinance To Appropriate The Sum Of
\$3,200.00 in VML Insurance Funds For
Replacement Of A Gateway Sign

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

1. That the sum of \$3,200.00 in insurance refunds from VML Insurance Programs be, and the same hereby is, appropriated into the City's Operating Budget for Fiscal Year 2013-2014.
2. Said appropriation shall be reflected in the 2013-2014 Operating Budget as the sum of \$3,200.00 in anticipated General Fund Revenues and the sum of \$3,200.00 appropriated to General Fund Expenditures for expenses related to the replacement of a gateway sign, Account Number 43100-6014 Signs.
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: November 19, 2013

City of Emporia, Virginia

By _____
Mary L. Person
Mayor

Attest:

Form Approved:

City Clerk

City Attorney



CITY OF EMPORIA

Memorandum

November 15, 2013

TO: The Honorable Mayor and City Council

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

SUBJECT: City Website – Appropriation Ordinance

ITEM #: 13-64

The City previously budgeted funding to redesign the City's website. Work on the site has been on-going the past several years but has now completely ceased. As such, the City needs to terminate its agreement with the current contractor and procure a new contractor to complete the website improvements.

In order for the City to utilize the remainder of the funding previously allocated towards this project and to complete the redesign of the website, you will need to adopt the attached ordinance appropriating \$4,250 into the current year budget. If approved, I anticipate the new website being completed before the end of the current fiscal year.

Recommendation

I recommend that you adopt the attached ordinance.

Attachment

Ordinance

Ordinance No. _____

Ordinance

An Ordinance To Appropriate The Sum Of \$4,250.00 From The Unappropriated Fund Balance Of The General Fund For The Completion Of The City's Website

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

1. That the sum of \$4,250.00 from the Unappropriated Fund Balance of the General Fund be, and the same hereby is, appropriated into the City's Operating Budget for Fiscal Year 2013-2014 for the completion of the City's website.
2. Said appropriation shall be reflected in the 2013-2014 Operating Budget as the sum of \$4,250.00 from the Unappropriated Fund Balance of the General Fund and the sum of \$4,250.00 appropriated to General Fund Expenditures for the completion of the City's website to Account Number 12100-3130 Professional Services.
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: November 19, 2013

City of Emporia, Virginia

By _____
Mary L. Person
Mayor

Attest:

Form Approved:

City Clerk

City Attorney



CITY OF EMPORIA

Memorandum

November 15, 2013

TO: The Honorable Mayor and City Council
FROM: Brian S. Thrower, City Manager *BST*
SUBJECT: Drug Seizure Fund - Appropriation Ordinance
ITEM #: 13-65

The City of Emporia Police Department seizes money, by court order, determined to have been used in drug transactions. Before spending these funds, they must first be appropriated into the General Fund Operating Budget for the current year.

The Police Department wishes to use \$25,000 in seized funds for the purchase of an unmarked patrol vehicle. An ordinance is required to appropriate and expend these funds.

Recommendation

I recommend that you adopt this ordinance.

Attachment

Ordinance

Ordinance No. _____

Ordinance

An Ordinance To Appropriate The Sum Of
\$25,000.00 in Drug Seizure Funds

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

1. That the sum of \$25,000.00 in funds seized through the Asset Forfeiture statutes be, and the same hereby is, appropriated into the City's Operating Budget for Fiscal Year 2013-2014.
2. Said appropriation shall be reflected in the 2013-2014 Operating Budget as the sum of \$25,000.00 in General Fund Revenues and the sum of \$25,000.00 appropriated to General Fund Expenditures for expenses related to the drug enforcement activities, Account Number 31100-5871 Drug Seizure A/C Expenditures.
3. The City Manager is hereby authorized to do all things necessary to implement this ordinance.
4. This ordinance shall be in effect on and after its adoption.

Adopted: November 19, 2013

City of Emporia, Virginia

By _____
Mary L. Person
Mayor

Attest:

Form Approved:

City Clerk

City Attorney



CITY OF EMPORIA

Memorandum

November 15, 2013

TO: The Honorable Mayor and City Council
FROM: Brian S. Thrower, City Manager *BST*
SUBJECT: Drug Interdiction – Request to Approve Resolution
ITEM #: 13-66

Greensville County Sheriff James Edwards and Police Chief Don Wyatt have identified the need for designated Emporia police officers to be granted authority to enforce the laws of the Commonwealth within Greensville County. Specifically, these designated officers will target, investigate, and prosecute individuals involved in transporting narcotics within Greensville County.

Per Section 15.2-1736 of Virginia State Code, you will need to approve the attached resolution authorizing the Police Chief and City Manager to enter into the attached agreement.

Recommendation

I recommend that you adopt the attached resolution.

Attachments

Resolution
Agreement
Background Information Provided by Chief Wyatt
Virginia State Code Section 15.2-1736

Resolution

A Resolution Authorizing the Police Chief and City Manager to Enter Into an Agreement with the Greensville County Sheriff Pertaining to Drug Interdiction Activities within Greensville County

WHEREAS, the Greensville County Sheriff and Emporia Police Chief have identified a need for Emporia police officers to be granted authority to enforce the laws of the Commonwealth within Greensville County, and;

WHEREAS, the goals and objectives of these designated officers will be to target, investigate, and prosecute individuals involved in transporting narcotics within Greensville County, and;

WHEREAS, all parties agree that it is to their mutual benefit to cooperate in the enforcement of controlled substance laws, and;

WHEREAS, localities are granted the authority to enter into contracts and mutual aid agreements for law enforcement services through Virginia State Code Section 15.2-1736, and;

NOW, THEREFORE, BE IT RESOLVED that the Emporia City Council hereby authorizes the Police Chief and City Manager to enter into an agreement with the Greensville County Sheriff pertaining to drug interdiction activities within Greensville County.

Adopted: November 19, 2013

City of Emporia, Virginia

By _____
Mary L. Person
Mayor

Attest:

Form Approved:

City Clerk

City Attorney



**EMPORIA/GREENSVILLE
LAW ENFORCEMENT – DRUG INTERDICTION
MEMORANDUM OF UNDERSTANDING**

2013

INTRODUCTION

In October of 2013, the Greenville County Sheriff and Emporia Police Chief identified a need for designated Emporia Police Officers to be granted authority to enforce the laws of the Commonwealth within the County of Greenville.

GOALS AND OBJECTIVES

The goals and objectives of these designated officers will be to target, investigate, and prosecute individuals involved in transporting narcotics within Greenville County.

AGREEMENT/RESOLUTION

This agreement and the granted authority of the Greenville County Sheriff to designate law enforcement powers to Officer Keith Prince and Officer Dustan Jarratt is made and entered into this 20th day of November, 2013.

Whereas: All parties agree that it is to their mutual benefit to cooperate in the enforcement of the controlled substance laws. Mutual aid agreements for law enforcement services may be granted by a Sheriff under Section 15.2-1736, of the Code of Virginia, 1950, as amended.

Now, Therefore: Sheriff James Edwards enters into an agreement with Chief Don Wyatt to grant Officer Keith Prince and Officer Dustan Jarratt law enforcement authority within the County of Greenville. The parties also agree that any seizures obtained as a result of this authority shall be disposed of by the following sharing rules after the initial disbursement to DCJS or other similar administering agent: Commonwealth's Attorney 20%, Greenville County 15%, City of Emporia 65%.

WITHDRAWAL/AMENDMENTS

This agreement shall be immediately terminated upon any notice of withdrawal made by either party to this agreement. All amendments must be in writing and signed by both parties.

X _____ James Edwards, Sheriff of the County of Greenville

X _____ Don Wyatt, Police Chief of the City of Emporia

X _____ Brian Thrower, City Manager for the City of Emporia

Drug Interdiction

Officer Prince and Officer Jarratt have received years of specialized training in drug interdiction from state and federal sources. This would include working directly with the State Police Drug Interdiction Team. My first two years as Chief, they were given State Police authority thru the Meherrin Drug Task Force. This enabled them to work outside the City of Emporia boundaries (Greensville County). On February 2013, the Meherrin Drug Task Force came under new State Police leadership and it was decided that their activities would be restricted to "controlled buys". I then coordinated with Sheriff Edwards about retaining our drug interdiction program that became restricted when the State Police authority was relinquished. A "Memorandum of Understanding" was constructed between Sheriff Edwards and Chief Wyatt. Any case that Officer Prince and Officer Jarratt (drug k9 officer) developed that overlapped into Greensville County would provide them with Greensville County deputy sheriff authority.

Police department reorganization was necessary when I became Chief due to the loss of the two lieutenant positions. Police Administration has been reduced from four to two positions. The loss of these two administrative positions have otherwise been used to address the two biggest issues facing the police department (drugs & gangs). Therefore, Officers Prince and Jarratt were placed in a special assignment category to add extra emphasis in these areas.

Officer Prince and Officer Jarratt have the following special assignment responsibilities:

- Drug Interdiction on I95 and Hwy 58. (enhanced if Greensville County area is encompassed)
- Coordinate and work with our Meherrin Drug Task Force member to develop informants and work controlled buys with State Police resources (state buy money/Emporia cases). This has enhanced the attention that the City of Emporia receives from the Meherrin Drug Task Force. In 34 months of my tenure as Chief, there have been 28 drug search warrants from the task force. Officers Prince and Jarratt have contributed to this inflated number. Each of these search warrants involved medium to upper level narcotic distribution in all areas of the City of Emporia. In addition, over fifty grand jury indictments for narcotic distribution.
- Participate two to three times a month in a squad that includes a detective and our drug task force member in addressing our "special assignment areas". During my 34 month tenure as Chief, this squad has been enhanced at times by the addition of State Police Gang Investigators and ABC agents.
- Supplement the patrol shifts when the department has over two vacancies. Twelve months out of my 34 month tenure has involved their necessity for covering patrol shift shortages.

Benefits

- During my tenure as Chief, approximately \$200,000 asset/forfeiture funds have been used to obtain (5) Dodge Chargers, (4) in-car computers, a narcotics k9, tasers and other misc. equipment. These were non-budgetary big ticket items that the department would not have been able to otherwise obtain.

[prev](#) | [next](#)

§ 15.2-1736. Mutual aid agreements among governing bodies of localities.

The governing bodies of localities, institutions of higher learning having a police force appointed pursuant to § [23-233](#), and institutions of higher education having a private police force, as well as sheriffs, and the Director of the Department of Conservation and Recreation with commissioned conservation officers, or any combination thereof may, by proper resolutions, enter in and become a party to contracts or mutual aid agreements for the use of their joint forces, both regular and auxiliary, their equipment and materials to maintain peace and good order. However, no such institution of higher learning shall enter into such agreement with another institution of higher education in a noncontiguous locality without the consent of all localities within which such institutions are located. Any police or other law-enforcement officer, regular or auxiliary, while performing his duty under any such contract or agreement, shall have the same authority in such locality as he has within the locality where he was appointed.

In counties where no police department has been established, the sheriff may, in his discretion, enter into mutual aid agreements as provided by this section.

(1968, c. 157, § 15.1-159.7; 1987, c. 421; 1994, c. [268](#); 1997, cc. [587](#), [604](#); 2002, cc. [684](#), [709](#), [876](#); 2005, c. [87](#); 2006, c. [286](#); 2009, cc. [461](#), [609](#); 2010, c. [523](#).)

[prev](#) | [next](#) | [new search](#) | [table of contents](#) | [home](#)



CITY OF EMPORIA

Memorandum

November 15, 2013

TO: The Honorable Mayor and City Council
FROM: Brian S. Thrower, City Manager *BST*
SUBJECT: Board of Equalization Expirations – Brenda Brockwell/Dennis Allen/Preston Battle
ITEM#: 13-67

The one-year terms of Dennis Allen, Preston Battle, and Brenda Brockwell on the City's Board of Equalization have expired. All individuals have indicated that they do wish to be considered for reappointment. All nominations to the City's Board of Equalization must be provided to the Greensville County Circuit Court for consideration and official appointment.

Recommendation

This information is provided for your consideration.

BST/tsw



CITY OF EMPORIA

Memorandum

November 15, 2013

TO: The Honorable Mayor and City Council
FROM: Brian S. Thrower, City Manager *BST*
SUBJECT: City School Board Expirations – Bernadette Battle
ITEM#: 13-68

On December 31, 2013, Bernadette Battle's four-year term on the City School Board will expire. She has indicated that she does wish to be considered for reappointment. A notice will be published in the local newspaper indicating that a public hearing will be conducted on December 3, 2013 concerning this matter.

Recommendation

This is for your information only. No action is required at this time. You will be requested to appoint an individual to this term on December 17, 2013.

BST/tsw



CITY OF EMPORIA

Memorandum

November 15, 2013

TO: The Honorable Mayor and City Council

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

SUBJECT: Farmers Market Advisory Board Expirations – Hannah Barrett/Morris White/Jean Cobb

ITEM#: 13-69

On November 30, 2013, the four-year terms of Morris White, Hannah Barrett, and Jean Cobb on the City's Farmers Market Advisory Board will expire. Morris White and Hannah Barrett have indicated that they do not wish to be considered for reappointment. Jean Cobb has stated that she does wish to be considered for reappointment.

Recommendation

This information is provided for your consideration.

Attachments

Current Farmers Market Advisory Roster

BST/tsw

FARMERS MARKET ADVISORY BOARD

Term of Office: 4

(Notify Jan Harrell of City Manager Office of updates)

Nancy Turner 704 N York Drive Emporia, Virginia 23847 (W) 434/348-3645	Mayor	11/30/16
Doris T. White 501 Gowin Street Emporia, Virginia 23847 (H) 434/634-4085	Council Member	11/30/14
Bill Howell 429 S. Main Street Emporia, Virginia 23847 (W) 434/634-3286		11/30/16
Hannah Barrett 323 Halifax Street Emporia, Virginia 23847 (H) 434/634-6115		11/30/13
Morris White 302 Broad Street Emporia, Virginia 23847 (W) 434/348-4233		11/30/13
Jean Cobb 315 Echols Street Emporia, Virginia 23847 (H) 434/348-3509		11/30/13
Mike Allen 205 Ruritan Drive Emporia, Virginia (C) 434/594-4144		11/30/14