



CITY OF EMPORIA

PUBLIC HEARING

- 1. Official Intent Resolution – Request to Adopt**
- 2. West Atlantic Street Neighborhood Improvement Project – Request to Convey Lots to Habitat for Humanity**
- 3. Rezoning Request – Reese Street**
- 4. Rezoning Requests – 2412 and 2042 Reese Street**

AGENDA
EMPORIA CITY COUNCIL
Regular Meeting
TUESDAY, October 21, 2014 - 6:30 P.M.

OPENING PRAYER

ROLL CALL

APPROVAL OF MINUTES

September 2, 2014 ~ Regular Meeting

APPROVAL OF BILLS

REPORTS

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

APPROVAL OF AGENDA

NEW BUSINESS

14-59. Financial Policy Guidelines – Request to Adopt

14-60. Official Intent Resolution – Request to Adopt

14-61. West Atlantic Street Neighborhood Improvement Project – Request to Convey Lots to Habitat for Humanity



CITY OF EMPORIA

PUBLIC HEARING

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AGENDA
EMPORIA CITY COUNCIL
Regular Meeting
TUESDAY, October 21, 2014 - 6:30 P.M.

14-62. Rezoning Request – Reese Street

14-63. Rezoning Requests - 2412 and 2042 Reese Street

14-64. Architectural Compatibility Review - 310 North Main Street

14-65. Enterprise Zone Incentives – Appropriation Ordinance

14-66. Drug Seizure Fund – Appropriation Ordinance

14-67. Department of Environmental Quality Grant Funds – Appropriation Ordinance

14-68. Water and Sewer Multiunit Connection Fees - Request to Authorize a Public Hearing to Amend City Code

14-69. Transient Lodging Tax – Request to Authorize a Public Hearing to Amend City Code

14-70. Smoove Operators – Conditional Use Permit Review

14-71. Take Home Vehicle/Residency Requirement Policy – Request by Council Member Harris

PUBLIC COMMENT

CLOSED SESSION

Closed Meeting pursuant to Virginia Code § 2.2 (A) (3) Acquisition of real property for public purposes and (A) (7) Legal matter requiring the advice of counsel pertaining to Social Services Funding.

**MINUTES
EMPORIA CITY COUNCIL
CITY OF EMPORIA MUNICIPAL BUILDING
September 2, 2014**

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

Emporia City Council held a regular meeting on Tuesday, September 2, 2014, at 6:30 p.m. in the Council Chambers of the Municipal Building, located at 201 South Main Street, Emporia, Virginia. Mayor Mary L. Person presided over the meeting with 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 Carolyn S. Carey
Councilwoman Deborah D. Lynch
Councilwoman L. Dale Temple
Councilwoman Carol Mercer
Councilwoman Doris T. White

Others present:

Mary L. Person, Mayor
C. Butler Barrett, City Attorney
Brian S. Thrower, City Manger
Dr. Edwin C. Daley, Assistant City Manager
Tessie S. Wilkins, City Clerk
Don Wyatt, Chief of Police
Linwood Pope, Director of Utilities

MINUTES APPROVAL

Councilwoman Temple moved to approve the minutes from the Tuesday, August 19, 2014, City Council Public Hearing and Regular meeting as presented, seconded by Councilwoman White, which passed as follows:

Councilman F. Woodrow Harris	aye
Councilman James E. Ewing	aye
Councilwoman Carolyn S. Carey	aye
Councilwoman Deborah D. Lynch	aye

Councilwoman Carol Mercer	aye
Councilwoman L. Dale Temple	aye
Councilwoman Doris T. White	aye

Mayor Person welcomed Sanitation Equipment Operator James Billy Lynch, to the City of Emporia.

AGENDA APPROVAL

Mayor stated that Closed Session would be the 1st agenda item.

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

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

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

Councilwoman Mercer moved that Closed Session be entered for the purpose of discussing Virginia Code Sections § 2.2 3711 (A) (1) **Personnel matter regarding consideration of candidates for appointment**, (A) (3) **Acquisition of real property for public purposes** and (A) (7) **Legal matter requiring the advice of counsel pertaining to Comprehensive Services Act Funding**, seconded by Councilwoman White, which passed as follows:

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

Councilwoman Carol Mercer	aye
Councilwoman L. Dale Temple	aye
Councilwoman Doris T. White	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 Carolyn S. Carey	aye
Councilwoman Deborah D. Lynch	aye
Councilwoman Carol Mercer	aye
Councilwoman L. Dale Temple	aye
Councilwoman Doris T. White	aye

NEW BUSINESS

14-52. City and Greensville County School Board Appointments

Mr. Thrower reported that on August 19, 2014, City Council held a public hearing regarding one appointment to the City School Board and one appointment to the Greensville County School Board. He also reported that City Council received the following nominations for the City School Board: Gloria Robinson, Caroline Gatten, Clifton Threat and Marva Dunn. He further reported that City Council received the following nominations for the Greensville County School Board: Bernadette Battle, Gloria Robinson, Caroline Gatten, Clifton Threat and Marva Dunn.

Mr. Thrower stated that the City and Greensville County School Board appointees would serve the unexpired terms ending on December 31, 2014.

Councilman Harris made a motion to appoint Marva Dunn to fill the unexpired term of Marguerite K. Burton, seconded by Councilwoman Carey which passed as follows:

Councilman F. Woodrow Harris	aye
Councilman James E. Ewing	aye
Councilwoman Carolyn S. Carey	aye
Councilwoman Deborah D. Lynch	aye

Councilwoman Carol Mercer	aye
Councilwoman L. Dale Temple	aye
Councilwoman Doris. T. White	aye

14-53. West Atlantic Street Neighborhood Improvement Project – Request to Approve Agreement and Authorize a Public Hearing to Convey Deeds to Habitat for Humanity

Mr. Thrower stated that the City had been discussing options regarding the vacant lots created by the acquisition and demolition of properties in the West Atlantic Street Neighborhood Improvement Project area. He also stated that the project was funded by the Virginia Department of Housing and Community Development.

Mr. Thrower advised that the City is obligated to provide four new owner-occupied units in the project area. He also advised that the agreement provides for construction of two owner-occupied units by the Emporia-Greenville Habitat for Humanity. He further advised that City staff is working with another agency for the construction of two additional units.

Mr. Thrower reported that at this time he is requesting Council to approve the agreement with the Emporia-Greenville Habitat for Humanity and authorize conducting a public hearing for conveying the deeds to the properties. He also reported that City staff would then subdivide the five existing lots to create three new lots. He further reported that as required by State Code, a public hearing is required to dispose of publicly held real property.

Mr. Thrower stated that City staff would be working with the City Attorney and the Emporia-Greenville Habitat for Humanity to finalize the details of this project.

He recommended that Council approve the agreement with the Emporia-Greenville Habitat for Humanity and authorizes conducting a public hearing on October 21, 2014 to approve transferring the vacant lots.

Councilwoman Carey made a motion to approve the agreement with the Emporia-Greenville Habitat for Humanity and authorize conducting a public hearing on October 21, 2014 to approve transferring the vacant lots, seconded by Councilwoman Mercer, which passed as follows:

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

14-54. Virginia Peanut Festival Fireworks Resolution

Mr. Thrower reported that in accordance with Article III. Fireworks; Section 38-68. Use and Discharge of the City of Emporia's code of Ordinances, the Virginia Peanut Festival Committee is requesting a resolution authorizing the use of fireworks as part of the 2014 Peanut Festival celebration.

Mr. Thrower recommended that Council adopt Resolution No. 14-06 authorizing the use of fireworks by the Virginia Peanut Festival Committee.

Councilman Harris moved to approve **Resolution No. 14-06** authorizing the use of fireworks by the Virginia Peanut Festival Committee as part of the 2014 Peanut Festival celebration, seconded by Councilwoman Temple which passed as follows:

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

14-55. Water and Sewer Multiunit Connection Fees – Request for Direction and to Authorize a Public Hearing to Amend City Code

Mr. Thrower reported that at the July 15, 2014 meeting, Council approved Elliott Sadler's conditional use permit request to operate a recreational vehicle park on the lot located behind the Sadler Travel Plaza. He also reported that Council also requested staff to develop options regarding how multiunit connection fees should be applied to various types of development.

Mr. Thrower advised that per City Code Sections 78-72 and 78-188, developers are currently charged \$1,000.00 per unit within a multiunit development for each water tap and \$2,000.00 per unit within a multiunit development for each sewer tap, for a total of \$3,000.00 per unit. He also stated that these per unit connection fees are in addition to standard water and sewer tap fees charged. He further stated that the minimum water tap charge is \$3,000.00. He advised that the minimum sewer tap charge is \$4,000.00.

Mr. Thrower stated that the following is options for Council consideration pertaining to the application of multiunit connection fees to various types of development:

Options 1) Specify the exact types of development, i.e. multifamily dwellings/apartments, hotels/motels, recreational vehicle parks, etc., subject to multiunit connection fees. Charge the exact same fees per unit, room, etc. for all development types. Under this option, the City could charge the same per unit fee it currently charges, i.e. \$1,000.00 per unit for water and \$2,000.00 per unit for sewer, or establish new per unit charges applicable to all development classifications. As an example, the City of Colonial Heights specifies each type of development that is subject to multiunit connection fees in its code. Should Council choose this option staff requests guidance on which specific types of development should be subject to the fees and whether the City should maintain its current fees or establish new fees that will be applicable to all development classifications.

Options 2) Specify the exact types of development, i.e. multifamily dwellings/apartments, hotels/motels, recreational vehicle parks, etc., subject to multiunit connection fees. Charge different fees per unit, room, etc. based on the type of development specified. This option would model Colonial Heights' system of charging a different fee per unit, room, etc. based on development classification. Should you choose this option staff requests guidance on which specific types of development should be subject to the fees and the exact fees that should be charged per unit, room, etc. for each development classification.

Option 3) Eliminate multiunit connection fees for all types of development. Developers would only be charged standard water and sewer tap fees.

Mr. Thrower recommended that Council select from the options listed above or devise another alternative to provide direction to staff. He stated that based on Council direction, staff would then prepare code amendments for consideration at Council October 21, 2014 meeting. He also recommended that Council authorizes conducting a public hearing on the proposed amendments at that meeting.

Councilman Harris suggested that the code be amended to state: for a development subject to collect a lodge tax the per unit charge within multiunit development shall be capped at \$2,000.00.

Mr. Thrower stated that this item would be placed on the October 21, 2014 Council meeting.

14-56. Nonconforming Structures – Request by Council Member White

Councilwoman White stated that she had requested the issue of nonconforming uses to be put on the agenda for discussion, specifically as it relates to the ability of property owners to rebuild nonconforming structures should they be damaged by an act of God.

Mr. Thrower stated that this item would be placed on the October 21, 2014 Council meeting.

14-57. Southside Community Criminal Justice Board – Unexpired Term (Dr. Philip L. Worrell)

Mr. Thrower stated that Dr. Philip L. Worrell currently serves on the Southside Community Criminal Justice Board. He also stated that due to Dr. Worrell relocation out of town he is no longer able to complete his two-year term on the SCCJB. He further stated that his unexpired two-year term on the SCCJB has an expiration date of June 30, 2015. He reported that City Council needed to make a nomination to fill the vacant seat. He also reported that the nomination would require that the individual be a local educator.

Councilwoman Carey made a motion to nominate Dr. Angela Wilson, who verbally agreed to fill the unexpired term of Dr. Philip L. Worrell on the Southside Community Criminal Justice Board, seconded by Councilwoman Temple which passed as follows:

Councilman F. Woodrow Harris	aye
Councilman James E. Ewing	aye

Councilwoman Carolyn S. Carey	aye
Councilwoman Deborah D. Lynch	aye
Councilwoman Carol Mercer	aye
Councilwoman L. Dale Temple	aye
Councilwoman Doris. T. White	aye

14-58. Highway Safety Commission – 4 Term Expirations

Mr. Thrower reported that the following individuals were currently serving three-year terms on the City's Highway Safety Commission that will expire on September 30, 2014: Reginald Harris, Joshua Barnes, Sheriff Sam Brown and Shirley Thomas. He also reported that all four individuals had indicated that they wish to be considered for reappointment.

Councilman Harris made a motion to reappoint Reginald Harris, Joshua Barnes, Sheriff Sam Brown and Shirley Thomas to serve another three-year terms on the City's Highway Safety Commission, seconded by Councilwoman Lynch which passed as follows:

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

PUBLIC COMMENT

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

Cora Hines, 212 Lowground Road, addressed Council with concerns about the smell and the water on Williams Street.

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

ADJOURNMENT

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

Mary L. Person, Mayor

Tessie S. Wilkins, City Clerk

**General Fund
Revenue and Expenditure Report
September 30, 2014**

REVENUES

Description	Budget	Revenues To Date	% Collected
General Property Taxes	\$4,467,554	\$1,225,161	27.42%
Other Local Taxes	5,710,000	1,101,624	19.29%
Licenses, Permits & Fees	12,300	3,345	27.20%
Fines & Forfeitures	1,310,500	347,448	26.51%
Use of Money & Property	28,000	181	0.65%
Charges for Services	935,162	155,456	16.62%
Miscellaneous Revenue	174,450	19,101	10.95%
Recovered Costs	314,909	32,443	10.30%
State Non-Categorical Aid	612,319	338,264	55.24%
Shared Expenses	298,813	44,266	14.81%
Categorical State Aid	2,748,549	637,953	23.21%
Federal Non-Categorical Aid	2,607,991	808	0.03%
Proceeds from Financing	132,796	129,103	97.22%
Appropriated Fund Balance	<u>223,509</u>	<u>0</u>	<u>0.00%</u>
Total	\$19,576,852	\$4,035,153	20.61%

EXPENDITURES

Description	Budget	Expenditures To Date	% Expended
City Council	\$182,530	\$40,667	22.28%
City Manager	333,703	63,529	19.04%
Legal Services	48,900	3,711	7.59%
Commissioner of Revenue	220,682	49,591	22.47%
Assessor	41,137	4,125	10.03%
Treasurer	105,924	24,961	23.57%
Finance Department	220,506	45,615	20.69%
Registrar	80,358	13,054	16.24%
Courts	2,589,251	660,709	25.52%
Sheriff	252,791	57,949	22.92%
Police Department	3,139,513	765,316	24.38%
Fire Department	238,673	50,944	21.34%
Emergency Services	128,994	19,330	14.99%
Facilities Management	183,549	30,903	16.84%
Public Works	2,586,807	393,629	15.22%
Health & Social Services	412,952	134,226	32.50%
Education	4,486,899	1,503,538	33.51%
Library	94,535	31,512	33.33%
Community Development/Planning	2,744,040	146,042	5.32%
Economic Development	160,639	45,897	28.57%
Airport	64,775	34,160	52.74%
Parks and Recreation	116,750	55,875	47.86%
Extension Service	25,915	2,912	11.24%
Arts and Culture	13,500	13,500	100.00%
Civic & Community Organizations	15,515	11,540	74.38%
Non-Departmental	<u>1,088,014</u>	<u>461,298</u>	<u>42.40%</u>
Total	\$19,576,852	\$4,664,533	23.83%

**Utility Fund
Revenue and Expenditure Report
September 30, 2014**

REVENUES

Description	Budget	Revenues To Date	% Collected
Water Sales	\$1,618,856	\$425,082	26.26%
Sewer Service	1,338,000	336,520	25.15%
Water Taps	10,000	0	0.00%
Sewer Taps	10,000	0	0.00%
Cut-on/Cut-off Fees	45,000	9,266	20.59%
Meter Charges	55,000	13,606	24.74%
Sales, Labor & Materials	500	0	0.00%
Penalties	75,000	26,417	35.22%
Interest Earned	3,500	86	2.46%
Miscellaneous	500	0	0.00%
Proceeds from Financing	11,471,369	645,307	5.63%
Appropriated Fund Balance	<u>375,000</u>	<u>0</u>	0.00%
Total	\$15,002,725	\$1,456,284	9.71%

EXPENDITURES

Description	Budget	Expenditures To Date	% Expended
Administration and Billing	\$551,875	\$76,798	13.92%
Water Distribution	317,287	103,631	32.66%
Water Treatment Plant	594,051	125,954	21.20%
Sewage Collection	134,370	14,677	10.92%
Wastewater Treatment Plant	728,856	114,929	15.77%
Non-Departmental	<u>12,676,286</u>	<u>954,683</u>	<u>7.53%</u>
Total	\$15,002,725	\$1,390,672	9.27%

Review of Bills September 16, 2014

GENERAL FUND

LEGISLATIVE

Ewing, III, James	225.00
Harris, F. Woodrow	107.90
Independent Messenger	186.30
Mercer, Carol	30.00
Municipal Code Corporation	923.17
Telpage, Inc.	79.90
Treasurer of Virginia - VITA	3.54
Verizon	19.20
Virginia Municipal League	2,040.00
White, Doris T.	150.00
Xerox Corporation	79.29

EXECUTIVE

Department of Motor Vehicles	20.00
Gaston Security, Inc.	80.00
Independent Messenger	465.75
Lennie Turner - Richmond Times	40.00
Michael Ward	2,125.00
Northwestern Mutual	2,396.75
Pembroke Occupational Health	997.00
Telpage, Inc.	84.95
Treasurer of Virginia - VITA	9.42
U. S. Postal Service	220.00
Verizon	277.89
Xerox Corporation	117.09

LAW

Barrett Law Office, PC	583.33
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REGISTRAR

Election Systems & Software	341.78
Lucille T. Dunlow	124.88
Robert H. Grizzard, Jr.	97.44
Treasurer of Virginia - VITA	0.43
Verizon	19.20
Xerox Corporation	0.17

EMERGENCY SERVICES

City of Franklin - Chowan River Basin	6,915.00
Emergency Communications Network	7,160.00
Independent Messenger	62.10
Owen Ford, Inc.	1,271.67
PACE Collaborative	1,971.00
Sadler Brothers Oil Company, Inc.	148.77
Treasurer of Virginia - VITA	2.43
Verizon	38.40
Verizon Wireless	49.77
Xerox Corporation	6.62

VICTIM WITNESS

VJCCCA/FAMILY VIOLENCE PREVENTION

Marva Dunn	282.99
Sadler Brothers Oil Company, Inc.	79.89
Telpage, Inc.	49.95
Treasurer of Virginia - VITA	12.84
Verizon	110.42
Verizon Wireless	118.30

SHARED SERVICES

County of Greensville	450,224.71
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FINANCE

Anthem Blue Cross/Blue Shield	44,517.30
Treasurer of Virginia - VITA	3.35
Verizon	57.35
Xerox Corporation	95.70

TREASURER

Amy Moseley	155.57
Independent Messenger	1,327.95
Karen Taylor	738.90
Treasurer of Virginia - VITA	201.45
Verizon	155.97
W. S. Harris, Jr.	20.00
Xerox Corporation	6.05

COMMISSIONER OF REVENUE/ASSESSOR

Commissioner of the Revenue Assoc.	600.00
Fredericksburg Hospitality House	634.42
Joyce Prince	113.69
Treasurer of Virginia - VITA	214.56
Verizon	81.05

DEBT SERVICE

BB&T Governmental Finance	7,553.54
First Citizens Bank	4,227.16
SunTrust Bank	32,298.87
The Bank of Hampton Roads	3,665.43
The Bank of Southside Virginia	1,129.24
USDA Rural Development	5,000.00

NON-DEPARTMENTAL

Emporia-Greens. Local Law Library	458.00
Greensville Volunteer Rescue Squad	6,224.13
Jarratt Volunteer Fire Department	486.25
Meherrin Regional Library	7,877.92

Review of Bills

September 16, 2014

COURTS

Crater Youth Care Commission	15,843.00
Law Offices of Barbara G. Mason, Inc.	210.48
Southside Regional Jail	85,595.00
Treasurer of Virginia - VITA	10.20
Verizon	94.12

COURT SERVICES UNIT

City of Emporia	500.00
Emporia CNBB, LP	2,337.50
Sadler Brothers Oil Company, Inc.	247.16
Treasurer of Virginia - VITA	50.25
Verizon	240.46
Verizon Wireless	326.99

SHERIFF

Crater Criminal Justice Training Acad.	1,023.24
Emporia CNBB, LP	325.00
Sadler Brothers Oil Company, Inc.	526.79
Sam C. Brown	123.01
Telpage, Inc.	39.99
Treasurer of Virginia - VITA	6.50
Verizon	104.78
Verizon Wireless	91.07

FIRE

American Test Center, Inc.	555.00
BearGate Construction, Inc.	2,620.00
City of Emporia - Utility Fund	649.93
Dominion Virginia Power	1,241.49
Emporia Volunteer Fire Department	6,606.72
Fidelity Engineering Corporation	736.00
Houchins Pest Control Service	18.50
Mecklenburg Electric Cooperative	24.08
Morris Refrigeration Company, Inc.	140.56
Parker Oil Company, Inc.	506.67
R & C Electric Service, Inc.	237.25
Radio Communications of Virginia	4,408.00
Sadler Brothers Oil Company, Inc.	262.78
Telpage, Inc.	39.95
Topping Enterprises	450.00
Treasurer of Virginia - VITA	6.06
Verizon	153.60
Verizon Wireless	13.46

PARKS & RECREATION

Calhoun Enterprises	320.00
Cintas Corporation	22.75
Sadler Brothers Oil Company, Inc.	271.16

PLANNING AND ZONING

American Housing Specialist	2,387.75
Emporia Inn, LLC	750.00
H. G. Reynolds Company, Inc.	58,362.64
Independent Messenger	910.80
Kyle Green	194.52
S. L. Hill Construction, Inc.	1,479.84
Sadler Brothers Oil Company, Inc.	134.05
Slate Land Development, Inc.	3,987.15
Stantec Consulting Services, Inc.	1,962.13
Treasurer of Virginia - VITA	4.05
Verizon	112.87
Verizon Wireless	80.76
Virginia Municipal League	395.00
William L. Chambliss	1,587.75
William L. Whitman	1,214.65
Xerox Corporation	119.74

POLICE

Cobb Technologies, Inc.	178.00
Crater Criminal Justice Training Acad.	11,596.72
Emporia Medical Associates, PC	195.00
Greenbrier of Virginia	47,658.00
ID Networks, Inc.	1,367.00
Jasper Engines and Transmissions	2,107.03
Justin Thomas	58.00
Mace, Inc.	7,680.00
MCI Comm Service	186.05
Sadler Brothers Oil Company, Inc.	9,588.38
Telpage, Inc.	59.95
Travis Allen	76.87
Treasurer of Virginia - VITA	1,058.84
Verizon	1,253.65
Verizon Wireless	614.60

ANIMAL CONTROL

Sadler Brothers Oil Company, Inc.	162.65
Verizon Wireless	30.36

ECONOMIC DEVELOPMENT

Ogburn Signs & Printing	450.00
Treasurer of Virginia - VITA	18.19
Verizon	19.20
Verizon Wireless	49.77
Emporia IDA	360.00
Emporia-Greenville Chamber	10.00
Independent Messenger	1,500.00
Xerox Corporation	94.87

Review of Bills

September 16, 2014

FACILITIES

Cintas Corporation	341.38
City of Emporia - Utility Fund	36.90
Dominion Virginia Power	3,856.42
Fidelity Engineering Corporation	744.00
Houchins Pest Control Service	250.75
J. C. Renner Concrete, LLC	4,900.00
Mecklenburg Electric Cooperative	824.15
Morris Refrigeration Company, Inc.	1,048.60
R & C Electric Service, Inc.	285.34
Wrenn Builders, LLC	75.00

PUBLIC WORKS

Allpro Vector Group	1,537.52
American Test Center, Inc.	435.00
Brunswick Landfill	524.06
Cintas Corporation	959.20
Dominion Virginia Power	6,767.16
Fuel Freedom Card	4,158.35
Greensville County Landfill	18,227.80
Holiday Ice	144.90
Jeff B. Robinson & Associates, LLPC	5,236.25
Ken Peterson	575.00
Lincoln Financial Group	117.70
Machine & Welding Supply Company	25.34
Main Street Baptist Church	318.75
Mecklenburg Electric Cooperative	1,544.97
Northern Tools	3,499.99
Rightmyer Machine Rentals	2,547.00
Sadler Brothers Oil Company, Inc.	2,599.02
Southside Regional Jail	1,072.40
Telpage, Inc.	39.95
Treasurer of Virginia - VITA	11.35
Verizon	289.98
Verizon Wireless	211.59
William Mason	44.76

TOTAL GENERAL FUND \$948,481.00

UTILITY FUND

Anthem Blue Cross/Blue Shield	10,885.72
Brenntag Mid-South, Inc.	357.50
Cintas Corporation	865.53
Colonial Ford Truck Sales, Inc.	10,288.93
Colonial Scientific, Inc.	1,752.04
Delbridge, Tom	382.68
Dewberry Engineers, Inc.	50,586.71
Dominion Virginia Power	4,716.81
Fidelity Engineering Corporation	611.50
Fuel Freedom Card	213.22
Hach Company, Inc.	2,327.00
Hampton Roads Sanitation District	404.72
Holiday Ice	16.10
Independent Messenger	496.80
Lincoln Financial Group	72.00
Mecklenburg Electric Cooperative	6,107.09
Sadler Brothers Oil Company, Inc.	1,127.10
Step Saver Products	311.00
Suffolk Sales & Service	4,191.34
Telpage, Inc.	79.90
Treasurer of Virginia - DGS	55.50
Treasurer of Virginia - VITA	13.80
U S Postal Service	741.90
Univar USA, Inc.	16,972.71
USDA Rural Development	5,769.00
Verizon	988.77
Verizon Wireless	240.40
VUPS	39.10

TOTAL UTILITY FUND \$120,614.87

Review of Bills

October 21, 2014

GENERAL FUND

LEGISLATIVE

Harris, F. Woodrow	53.95
Hotel Roanoke & Conference Center	1,540.88
Independent Messenger	124.20
Mercer, Carol	33.00
Municipal Code Corporation	700.00
Telpage, Inc.	79.90
Verizon	19.20
VML Insurance Programs	9.00
Wilkins, Tessie	140.00
Xerox Corporation	87.35

EXECUTIVE

Department of Motor Vehicles	10.00
Independent Messenger	41.40
Leadership Solutions	1,365.00
Lennie Turner - Richmond Times	20.00
Pembroke Occupational Health	349.00
Pitney Bowes	1,552.99
Telpage, Inc.	84.95
Verizon	277.89
VML Insurance Programs	36,561.42
Xerox Corporation	239.62

LAW

Barrett Law Office, PC	1,433.33
LGA of Virginia, Inc.	300.00

REGISTRAR

U S Postal Service	92.00
Verizon	19.20
VML Insurance Programs	11.00

EMERGENCY SERVICES

Gaston Security, Inc.	160.00
PACE Collaborative, P.C.	3,774.00
Russ Gordon's Garage	49.95
Sadler Brothers Oil Company, Inc.	35.12
Verizon	38.40
Verizon Wireless	49.74
VML Insurance Programs	347.00

COURTS

Andrew E. Weaver	360.00
Connie Louise Edwards, P.C.	120.00
Crater Youth Care Commission	15,192.16
Newsome Law Office, PLLC	480.00
Southside Regional Jail	73,055.00
Verizon	94.12

VICTIM WITNESS

Pitney Bowes	239.90
VML Insurance Programs	135.00

VJCCCA/FAMILY VIOLENCE PREVENTION

Behavioral Interventions, Inc.	619.13
Sadler Brothers Oil Company, Inc.	66.39
Telpage, Inc.	49.95
Treasurer of Virginia - VITA	17.14
Verizon	109.85
Verizon Wireless	439.88
VML Insurance Programs	1,007.50

SHARED SERVICES

County of Greensville	450,224.70
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FINANCE

Anthem Blue Cross/Blue Shield	45,041.46
Verizon	57.35
VML Insurance Programs	38.00
Xerox Corporation	88.88

TREASURER

Treasurer of Virginia - VITA	7.71
Verizon	155.97
VML Insurance Programs	15.00
Xerox Corporation	2.84

COMMISSIONER OF REVENUE/ASSESSOR

Brenda Brockwell	25.00
Dennis Allen	25.00
Independent Messenger	662.40
NADAguides	80.00
Preston Battle	25.00
Verizon	81.05
VML Insurance Programs	42.00

DEBT SERVICE

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

Review of Bills October 21, 2014

COURT SERVICES UNIT

Emporia CNBB, LP	4,675.00
Harris, F. Woodrow	12.99
Independent Messenger	35.00
Sadler Brothers Oil Company, Inc.	308.49
Treasurer of Virginia - VITA	45.88
Verizon	239.10

SHERIFF

Elizabeth River Tunnels	5.00
Emporia CNBB, LP	325.00
Gaston Security, Inc.	80.00
Sadler Brothers Oil Company, Inc.	414.70
Southern Police Equipment	101.16
Telpage, Inc.	39.99
Verizon	104.78
Verizon Wireless	90.96
VML Insurance Programs	1,420.00

FIRE

City of Emporia Utility Fund	655.79
Dominion Virginia Power	777.58
Emporia Medical Associates, PC	195.00
Houchins Pest Control	18.50
Lincoln Financial Group	23.59
Morris Refrigeration Company, Inc.	140.56
Parker Oil Company, Inc.	756.85
Sadler Brothers Oil Company, Inc.	71.92
Telpage, Inc.	39.95
Topping Enterprises	450.00
Verizon	153.60
Verizon Wireless	30.76
VML Insurance Programs	10,774.50

PARKS & RECREATION

Cintas Corporation	18.20
Sadler Brothers Oil Company, Inc.	123.15
VML Insurance Programs	318.00

ECONOMIC DEVELOPMENT

Community Planning Partners, Inc.	13,257.62
Emporia IDA	200.00
Emporia Redevelopment & Housing Au	19,055.00
Sadler Brothers Oil Company, Inc.	26.78
The Good Earth Peanut Co., LLC	66.34
Verizon	19.20
Verizon Wireless	49.74
VML Insurance Programs	14.00
Xerox Corporation	82.54

NON-DEPARTMENTAL

American Red Cross	1,140.00
BAI Municipal Software	19,736.00
Chesterfield County Fire & EMS	600.00
Emporia Greens. Local Law Library	188.00
Emporia-Greenville Recreation Assoc	25,500.00
Greens.-Emporia Dept. of Soc. Serv.	44,695.25
Meherrin Regional Library	7,877.92
The Improvement Association	7,897.00
The Virginia Peanut Festival	3,500.00
VML Insurance Programs	8,897.00

PLANNING AND ZONING

American Housing Specialist	1,876.25
Barrett Law Office, PC	175.00
Community Planning Partners, Inc.	8,211.21
Eastern Virginia Environmental, LLC	500.00
Independent Messenger	641.70
Kyle Green	194.52
Quill Corporation	732.88
Sadler Brothers Oil Company, Inc.	238.95
The Progress Index	619.27
Verizon	167.39
Verizon Wireless	80.68
VML Insurance Programs	360.00
Wilbert Williams & Sons Bldg. Contr.	33,250.00
William L. Whitman	2,155.18
Xerox Corporation	126.18

POLICE

Anthony Artis	340.00
Cobb Technologies	178.00
DSS Corporation	19,511.00
Emporia Medical Associates, PC	195.00
Jim's Auto Paint & Body Shop	2,912.75
MCI Comm Service	24.89
Residence Inn	2,164.80
Sadler Brothers Oil Company, Inc.	9,334.16
Telpage, Inc.	59.95
Verizon	1,251.16
Verizon Wireless	615.28
VML Insurance Programs	19,202.00

ANIMAL CONTROL

Greenville-Emporia Health Dept.	725.85
Sadler Brothers Oil Company, Inc.	161.60
Verizon Wireless	30.32
VML Insurance Programs	290.00

Review of Bills October 21, 2014

FACILITIES

Cintas Corporation	298.40
City of Emporia Utility Fund	36.90
Commonwealth Exterminators, Inc.	104.00
David W. Fladung	85.00
Dominion Virginia Power	2,757.56
Houchins Pest Control	175.75
Independent Messenger	186.30
Jeff Robinson & Associates, LLPC	1,637.50
Klugel & Son, Inc.	254.90
Link's Electrical Service, LLC	1,588.25
Lorenzo Cain	320.00
Mecklenburg Electric Cooperative	835.05
Morris Refrigeration Company, Inc.	913.60
Parker Oil Company, Inc.	48.77
R & C Electric Service, Inc.	781.42
Southern Virginia Construction	45.13
Spivey's Market	7.98
VML Insurance Programs	119.00
Whitlock Painting	275.00

PUBLIC WORKS

Brunswick Landfill	91.68
Carter Machinery & Equipment, Inc.	5,264.03
Cintas Corporation	858.53
Dominion Virginia Power	6,774.47
Fuel Freedom Card	4,228.53
Greensville County Landfill	18,165.53
Independent Messenger	207.00
Lincoln Financial Group	91.97
Mecklenburg Electric Cooperative	1,545.60
Rightmyer Machine Rentals	438.00
Sadler Brothers Oil Company, Inc.	2,517.97
Safety-Kleen Systems, Inc.	247.75
Southside Regional Jail	1,306.00
Telpage, Inc.	39.95
Toter, Inc.	6,294.00
Verizon	292.23
Verizon Wireless	211.36
VML Insurance Programs	10,116.00

TOTAL GENERAL FUND \$1,012,692.39

UTILITY FUND

Anthem Blue Cross/Blue Shield	10,885.72
Barrett Law Office, PC	185.00
Brenntag Mid-South, Inc.	357.50
Cintas Corporation	733.80
Dewberry Engineers, Inc.	6,739.00
Dominion Virginia Power	4,142.80
Environation, Inc.	981.62
Fuel Freedom Card	739.69
Greensville County Landfill	390.57
Hach Company	1,060.00
Independent Messenger	207.00
Lincoln Financial Group	20.68
Mecklenburg Electric Cooperative	6,537.48
Miller Supply Company, Inc.	243.00
Parker Oil Company, Inc.	857.72
Roanoke Rapids Sanitary District	120.00
Sadler Brothers Oil Company, Inc.	1,291.41
Telpage, Inc.	79.90
Treasurer of Virginia - DEQ	10,887.00
Treasurer of Virginia - DGS	926.00
U S Postal Service	741.90
Univar USA, Inc.	4,025.90
USDA Rural Development	5,769.00
Verizon	716.46
Verizon Wireless	240.18
VML Insurance Programs	18,369.20
VUPS	32.93

TOTAL UTILITY FUND \$77,281.46

**CITY OF EMPORIA
CITY COUNCIL MEETING
September 16, 2014
AGENDA MEMORANDUM**

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

W. S. HARRIS, JR., TREASURER

Financial Statement

August 31, 2014

CHECKING / DAILY INVESTMENT

General Fund

Utility Fund

2,013,017.82

412,351.84

CERTIFICATES OF DEPOSIT / INVESTMENTS

FIRST COMMUNITY BANK	\$384,799.78	MMF @ .07%	NA	GF
CARTER BANK & TRUST	\$1,513,848.22	12 Mos @ .55%	1/7/2015	GF
CARTER BANK & TRUST	\$1,012,285.34	12 Mos @ .60%	1/30/2015	GF
CARTER BANK & TRUST	\$1,012,285.34	12 Mos @ .60%	1/30/2015	GF
CARTER BANK & TRUST	\$776,553.95	12 Mos @ .65%	2/5/2015	GF
CARTER BANK & TRUST	\$506,542.61	12 Mos @ .65%	2/5/2015	GF
CARTER BANK & TRUST	\$506,542.61	12 Mos @ .65%	2/5/2015	GF
CARTER BANK & TRUST	\$753,382.56	12 Mos @ .65%	6/30/2015	GF

FIRST COMMUNITY BANK	\$504,980.61	MMF @ .07%	NA	UT
CARTER BANK & TRUST	\$504,616.08	12 Mos @ .55%	1/7/2015	UT
CARTER BANK & TRUST	\$505,891.05	12 Mos @ .60%	1/30/2015	UT

Aug-14

RECAP OF 2014 TAXES

TYPE OF TAX	BAL. FWD. (A)	SUPPLEMENTS (B)	ABATEMENTS (C)	ADJUSTED LEVY (Cols. A+B-C) (D)	COLLECTIONS TO DATE (E)	BALANCE DUE (F)
Real Estate	0.00	0.00	0.00	0.00	0.00	0.00
Personal Property	1,296,854.59	0.00	14,977.33	1,281,877.26	1,147,896.83	133,980.43
Decals	106,527.00	0.00	812.12	105,714.88	67,659.13	38,055.75
Personal Property Relief	553,560.55	0.00	4,493.18	549,067.37	408,959.23	140,108.14
Public Service	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL	1,956,942.14	0.00	20,282.63	1,936,659.51	1,624,515.19	312,144.32
2014 Real Estate Tax Collections		0.00%	2014 Personal Property Tax Relief		64.00%	
2014 Personal Property Tax Collections		89.55%	2014 Public Service Tax Collection		0.00%	

RECAP OF 2013 TAXES

TYPE OF TAX	BAL. FWD. (A)	SUPPLEMENTS (B)	ABATEMENTS (C)	ADJUSTED LEVY (Cols. A+B-C) (D)	COLLECTIONS TO DATE (E)	BALANCE DUE (F)
Real Estate	3,098,844.15	3,059.50	3,177.80	3,098,725.85	3,041,618.86	57,106.99
Personal Property	1,269,263.24	22,708.50	25,215.49	1,266,754.25	1,248,878.37	17,875.88
Decals	106,188.00	1,982.50	2,657.50	105,513.00	98,064.81	9,448.19
Personal Property Relief	561,632.25	10,214.96	23,867.51	548,179.70	521,843.99	26,335.71
Public Service	200,213.60	0.00	0.00	200,213.60	200,213.60	0.00
TOTAL	5,236,141.24	37,963.46	54,718.30	5,219,386.40	5,108,619.63	110,766.77
2013 Real Estate Tax Collections		98.16%	2013 Personal Property Tax Relief		95.20%	
2013 Personal Property Tax Collections		98.59%	2013 Public Service Tax Collection		100.00%	

RECAP OF 2012 TAXES

TYPE OF TAX	BAL. FWD. (A)	SUPPLEMENTS (B)	ABATEMENTS (C)	ADJUSTED LEVY (Cols. A+B-C) (D)	COLLECTIONS TO DATE (E)	BALANCE DUE (F)
Real Estate	3,019,463.59	1,020.90	2,436.69	3,018,047.80	2,999,247.95	18,799.85
Personal Property	1,224,318.90	68,794.39	32,993.06	1,260,120.23	1,250,868.52	9,251.71
Decals	104,243.00	9,600.50	4,170.00	109,673.50	103,283.60	6,409.90
Personal Property Relief	560,183.75	63,408.00	42,878.85	580,710.90	567,109.05	13,601.85
Public Service	173,064.34	0.00	0.00	173,064.34	173,064.34	0.00
TOTAL	5,081,273.58	142,821.79	82,478.60	5,141,616.77	5,093,553.46	48,063.31
2012 Real Estate Tax Collections		99.37%	2012 Personal Property Tax Relief		97.66%	
2012 Personal Property Tax Collections		99.27%	2012 Public Service Tax Collection		100.00%	

Aug-14

RECAP OF 2009 TAXES

TYPE OF TAX	BAL. FWD. (A)	SUPPLEMENTS (B)	ABATEMENTS (C)	ADJUSTED LEVY (Cols. A+B-C) (D)	COLLECTIONS TO DATE (E)	BALANCE DUE (F)
Real Estate	2,942,833.61	3,808.18	6,400.94	2,940,040.85	2,936,268.09	3,772.76
Personal Property	1,214,926.66	219,679.72	219,483.52	1,215,122.86	1,210,660.80	4,462.06
Decals	110,991.50	7,026.00	7,526.50	110,491.00	106,287.29	4,203.71
Personal Property Relief	524,152.89	38,891.54	17,349.89	545,694.54	538,308.32	7,386.22
Public Service	121,797.85	0.00	0.00	121,797.85	121,797.85	0.00
TOTAL	4,914,502.51	269,405.44	250,760.85	4,933,147.10	4,913,322.35	19,824.75

[2009 Real Estate Tax Collections](#)

99.87%

[2009 Personal Property Tax Relief](#)

98.65%

[2009 Personal Property Tax Collection](#)

99.63%

[2009 Public Service Tax Collection](#)

100.00%

RECAP OF 2010 TAXES

TYPE OF TAX	BAL. FWD. (A)	SUPPLEMENTS (B)	ABATEMENTS (C)	ADJUSTED LEVY (Cols. A+B-C) (D)	COLLECTIONS TO DATE (E)	BALANCE DUE (F)
Real Estate	2,976,993.81	0.00	3,324.20	2,973,669.61	2,967,825.28	5,844.33
Personal Property	1,141,435.34	99,940.97	56,825.37	1,184,550.94	1,177,307.58	7,243.36
Decals	107,658.50	9,563.00	5,519.15	111,702.35	108,518.70	3,183.65
Personal Property Relief	578,916.57	34,959.61	29,395.11	584,481.07	576,982.58	7,498.49
Public Service	165,731.98	0.00	8,167.59	157,564.39	157,564.39	0.00
TOTAL	4,970,736.20	144,463.58	103,231.42	5,011,968.36	4,988,198.53	23,769.83

[2010 Real Estate Tax Collections](#)

99.80%

[2010 Personal Property Tax Relief](#)

98.71%

[2010 Personal Property Tax Collections](#)

99.35%

[2010 Public Service Tax Collection](#)

100.00%

RECAP OF 2011 TAXES

TYPE OF TAX	BAL. FWD. (A)	SUPPLEMENTS (B)	ABATEMENTS (C)	ADJUSTED LEVY (Cols. A+B-C) (D)	COLLECTIONS TO DATE (E)	BALANCE DUE (F)
Real Estate	2,984,406.93	0.00	3,000.24	2,981,406.69	2,972,846.57	8,560.12
Personal Property	1,244,373.63	26,690.75	33,638.35	1,237,426.03	1,233,038.29	4,387.74
Decals	111,029.00	8,475.00	6,009.93	113,494.07	108,994.12	4,499.95
Personal Property Relief	557,964.29	30,384.27	29,883.36	558,465.20	550,842.94	7,622.26
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	72,531.88	5,047,271.41	5,022,201.34	25,070.07

[2011 Real Estate Tax Collections](#)

99.71%

[2011 Personal Property Tax Relief](#)

98.64%

[2011 Personal Property Tax Collection](#)

99.65%

[2011 Public Service Tax Collection](#)

100.00%

DELINQUENT TAX SUMMARY - FY 2014-2015

August-14

REAL ESTATE TAXES

Tax Year	Balance July 1	Supplements Added	Abatements	Bankruptcy Charge-Offs	Credit Card Collections	Collected To This Month	Collected This Month	Balance
2008	\$2,970.20	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$244.75	\$2,725.95
2007	\$2,057.83	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$167.66	\$1,890.17
2006	\$1,749.32	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$167.66	\$1,581.66
2005	\$1,583.14	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$53.45	\$1,529.69
2004	\$978.57	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$978.57
2003	\$749.28	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$749.28
2002	\$315.84	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$315.84
1994-2001	\$2,565.36	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,565.36
TOTAL	\$12,969.54	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$633.52	\$12,336.02

PERSONAL PROPERTY TAX

Tax Year	Balance July 1	Supplements Tx Relief	Abatements	Bankruptcy Charge-Offs	Credit Card Collections	Collected To This Month	Collected This Month	Balance
2008 Net Tax	\$5,830.16	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,830.16
2007 Net Tax	\$3,955.82	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,955.82
2006 Net Tax	\$4,244.94	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$4,244.94
2002-2005	\$13,469.45	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$13,469.45
TOTAL	\$27,500.37	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$27,500.37

Grand Total of All Delinquent	\$40,469.91	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$633.52	\$39,836.39
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2014 PPTRA ALLOTMENT - COMPARISON

TOTAL ALLOTMENT FROM STATE - \$570,316.00

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

COLLECTIONS THRU PAID BILLS

Jun-14	\$93,142.84
Jul-14	\$172,607.17
Aug-14	\$143,209.22

ABATEMENTS **\$4,493.18**

SUPPLEMENTS **\$0.00**

TOTAL REMAINING FROM UNPAID BILLS **\$140,108.14**

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

2nd Payment from State

Final Payment from State

Local Sales & Use Tax Collection Comparison

Local Sales & Use Tax

Month	2011 Calendar Year Collected	2012 Calendar Year Collected	2013 Calendar Year Collected	2014 Calendar Year Collected
January	\$110,239.00	\$127,062.93	\$108,278.56	\$114,486.19
February	\$125,876.99	\$126,296.95	\$127,189.75	\$134,859.04
March	\$104,593.90	\$102,337.33	\$99,674.97	\$113,809.08
April	\$119,737.24	\$137,369.57	\$104,585.97	\$109,251.63
May	\$123,865.11	\$135,414.13	\$119,461.45	\$126,207.82
June	\$131,026.53	\$110,435.22	\$117,580.07	\$115,773.26
July	\$180,490.56	\$116,536.54	\$107,486.36	\$121,522.13
August	\$53,547.37	\$117,795.21	\$117,641.94	\$127,326.00
September	\$119,307.80	\$125,411.89	\$118,116.99	
October	\$123,419.00	\$111,125.40	\$105,496.08	
November	\$119,256.67	\$106,691.83	\$100,495.50	
December	\$117,432.90	\$102,684.77	\$105,977.72	
Yearly Total	\$1,428,793.07	\$1,419,161.77	\$1,331,985.36	\$963,235.15

State Sales & Use Tax Collection Comparison

State Sales & Use Tax

Month	2011 Calendar Year Collected	2012 Calendar Year Collected	2013 Calendar Year Collected	2014 Calendar Year Collected
January	\$76,745.66	\$81,464.16	\$80,957.08	\$81,625.86
February	\$92,440.02	\$91,897.24	\$95,365.10	\$89,390.50
March	\$63,957.82	\$72,512.86	\$73,527.62	\$73,783.14
April	\$69,216.00	\$70,609.86	\$76,942.78	\$72,753.54
May	\$78,000.40	\$85,665.32	\$87,608.38	\$82,071.08
June	\$85,721.72	\$85,637.98	\$90,121.30	\$86,973.60
July	\$72,832.12	\$78,791.66	\$78,471.52	\$85,613.20
August	\$84,321.66	\$89,692.72	\$87,181.40	\$94,634.72
September	\$74,027.06	\$80,905.18	\$76,334.64	
October	\$78,763.86	\$83,390.34	\$79,978.88	
November	\$77,775.18	\$82,935.18	\$81,448.88	
December	\$77,868.98	\$77,980.08	\$83,144.42	
Yearly Total	\$931,670.48	\$981,482.58	\$991,082.00	\$666,845.64

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

	July	August	September	October	November	December
Water	135,018.30	131,994.82				
Sewer	99,757.08	105,962.43				
Meter Charge	4,428.22	4,348.97				
Water Taps	0.00	0.00				
Sewer Taps	0.00	0.00				
Sale of Materials	0.00	0.00				
Penalties	6,384.43	7,606.06				
Cut on/off Fees	1,620.00	2,280.00				
Water Sales-Bulk Water	35.06	0.00				
Sewer Services	265.63	267.68				
Miscellaneous	0.00	0.00				
Total Revenue For the Month	247,508.72	252,459.96	0.00	0.00	0.00	0.00

	January	February	March	April	May	June	YTD Category Tot
Water							267,013.12
Sewer							205,719.51
Meter Charge							8,777.19
Water Taps							0.00
Sewer Taps							0.00
Sale of Materials							0.00
Penalties							13,990.49
Cut on/off Fees							3,900.00
Water Sales-Bulk Water							35.06
Sewer Services							533.31
Miscellaneous							0.00
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	57	70				
Ttl Leak Inquiries	62	51				
Ttl Service Orders For the Month	119	121	0	0	0	0

	January	February	March	April	May	June	YTD Order Totals
Service Orders							
Ttl Off/On Requests							127
Ttl Leak Inquiries							113
Ttl Service Orders For the Month	0	0	0	0	0	0	

YTD Revenue Total All Depts **499,968.68** YTD Service Order **240**

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

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

AUGUST 24
SEPTEMBER 55
OCTOBER 45
NOVEMBER 27
DECEMBER 77

2007 2008 2009 2010 2011 2012 2013

JANUARY	58	45	62	103	86	68	80
FEBRUARY	32	63	56	44	30	45	68
MARCH	35	71	74	46	31	48	58
APRIL	49	44	28	63	48	70	92
MAY	63	71	56	86	83	43	64
JUNE	66	82	86	58	281	79	83
JULY	76	67	53	74	130	80	88
AUGUST	67	86	90	78	85	75	57
SEPTEMBER	75	94	49	66	83	63	0 started changed(180 door hangers)
OCTOBER	93	43	72	86	66	68	16 (39 door hangers)
NOVEMBER	51	39	46	54	86	90	31 (48 door hangers)
DECEMBER	71	71	130	44	61	53	55 (149 door hangers)

2014

JANUARY 68 (114 door hangers)
FEBRUARY 27 (33 door hangers)
MARCH 42 (48 door hangers)
APRIL 31 (32 door hangers)
MAY 36 (42 door hangers)
JUNE 35 (38 door hangers)
JULY 51 (56 door hangers)
AUGUST 19 (63 door hangers)
SEPTEMBER
OCTOBER
NOVEMBER
DECEMBER

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
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BALANCES ADDED FOR 2012	30144.85	169062.54
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COLLECTIONS FEBRUARY 2014	-3167.73	166320.49
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COLLECTIONS MARCH 2014	-603.22	171037.29
BALANCES ADDED FOR APRIL 2014	2322.14	173359.43
COLLECTIONS APRIL 2014	-2571.48	170787.95
BALANCES ADDED MAY 2014	3270.81	174058.76
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COLLECTIONS JULY 2014	-703.32	174731.53
BALANCES ADDED AUGUST 2014	8398.07	183129.60
COLLECCTIONS AUGUST 2014	-2373.24	180756.36

BOOT COLLECTIONS

STARTING DATE 1-25-12

GOOD THRU 08-31-14

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

RE TAX \$51,155.94

PP TAX \$24,489.15

UTILITY \$7,107.04

OTHER (DEMO/WEED) \$6,175.47

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

TOTAL **\$122,668.30**

**CITY OF EMPORIA
CITY COUNCIL MEETING
October 21, 2014
AGENDA MEMORANDUM**

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

W. S. HARRIS, JR., TREASURER

Financial Statement

September 30, 2014

CHECKING / DAILY INVESTMENT

General Fund

Utility Fund

1,528,044.96

470,323.19

CERTIFICATES OF DEPOSIT / INVESTMENTS

FIRST COMMUNITY BANK	\$384,851.23	MMF @ .07%	NA	GF
CARTER BANK & TRUST	\$1,513,848.22	12 Mos @ .55%	1/7/2015	GF
CARTER BANK & TRUST	\$1,012,285.34	12 Mos @ .60%	1/30/2015	GF
CARTER BANK & TRUST	\$1,012,285.34	12 Mos @ .60%	1/30/2015	GF
CARTER BANK & TRUST	\$776,553.95	12 Mos @ .65%	2/5/2015	GF
CARTER BANK & TRUST	\$506,542.61	12 Mos @ .65%	2/5/2015	GF
CARTER BANK & TRUST	\$506,542.61	12 Mos @ .65%	2/5/2015	GF
CARTER BANK & TRUST	\$753,382.56	12 Mos @ .65%	6/30/2015	GF

FIRST COMMUNITY BANK	\$505,048.12	MMF @ .07%	NA	UT
CARTER BANK & TRUST	\$504,616.08	12 Mos @ .55%	1/7/2015	UT
CARTER BANK & TRUST	\$505,891.05	12 Mos @ .60%	1/30/2015	UT

Sep-14

RECAP OF 2014 TAXES

TYPE OF TAX	BAL. FWD. (A)	SUPPLEMENTS (B)	ABATEMENTS (C)	ADJUSTED LEVY (Cols. A+B-C) (D)	COLLECTIONS TO DATE (E)	BALANCE DUE (F)
Real Estate	3,115,570.28	0.00	359.48	3,115,210.80	305,239.14	2,809,971.66
Personal Property	1,296,854.59	44,560.25	21,918.32	1,319,496.52	1,205,827.18	113,669.34
Decals	106,527.00	4,525.00	1,489.12	109,562.88	73,467.92	36,094.96
Personal Property Relief	553,560.55	22,141.53	7,160.18	568,541.90	429,251.05	139,290.85
Public Service	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL	5,072,512.42	71,226.78	30,927.10	5,112,812.10	2,013,785.29	3,099,026.81
2014 Real Estate Tax Collections		9.80%	2014 Personal Property Tax Relief		75.50%	
2014 Personal Property Tax Collections		91.39%	2014 Public Service Tax Collection		0.00%	

RECAP OF 2013 TAXES

TYPE OF TAX	BAL. FWD. (A)	SUPPLEMENTS (B)	ABATEMENTS (C)	ADJUSTED LEVY (Cols. A+B-C) (D)	COLLECTIONS TO DATE (E)	BALANCE DUE (F)
Real Estate	3,098,844.15	3,059.50	3,346.95	3,098,556.70	3,044,126.70	54,430.00
Personal Property	1,269,263.24	22,706.50	25,215.49	1,266,754.25	1,250,262.35	16,491.90
Decals	106,188.00	1,982.50	2,680.71	105,489.79	96,787.32	8,702.47
Personal Property Relief	561,632.25	10,214.96	23,667.51	548,179.70	524,379.71	23,799.99
Public Service	200,213.60	0.00	0.00	200,213.60	200,213.60	0.00
TOTAL	5,236,141.24	37,963.46	54,910.66	5,219,194.04	5,115,769.68	103,424.36
2013 Real Estate Tax Collections		98.24%	2013 Personal Property Tax Relief		95.65%	
2013 Personal Property Tax Collections		98.70%	2013 Public Service Tax Collection		100.00%	

RECAP OF 2012 TAXES

TYPE OF TAX	BAL. FWD. (A)	SUPPLEMENTS (B)	ABATEMENTS (C)	ADJUSTED LEVY (Cols. A+B-C) (D)	COLLECTIONS TO DATE (E)	BALANCE DUE (F)
Real Estate	3,019,463.59	1,020.90	2,560.52	3,017,923.97	3,000,330.11	17,593.86
Personal Property	1,224,318.90	68,794.39	32,993.06	1,260,120.23	1,251,124.03	8,996.20
Decals	104,243.00	9,600.50	4,170.00	109,673.50	103,490.15	6,183.35
Personal Property Relief	560,183.75	63,406.00	42,878.85	580,710.90	567,489.16	13,221.74
Public Service	173,064.34	0.00	0.00	173,064.34	173,064.34	0.00
TOTAL	5,081,273.58	142,821.79	82,602.43	5,141,492.94	5,085,497.79	45,995.15
2012 Real Estate Tax Collections		99.42%	2012 Personal Property Tax Relief		97.72%	
2012 Personal Property Tax Collections		99.29%	2012 Public Service Tax Collection		100.00%	

Sep-14

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	2,942,633.81	3,808.18	6,400.94	2,940,040.85	2,936,637.90	3,402.95
Personal Property	1,214,926.66	219,679.72	219,483.52	1,215,122.86	1,210,660.80	4,462.06
Decals	110,991.50	7,026.00	7,526.50	110,491.00	106,287.29	4,203.71
Personal Property Relief	524,152.89	38,891.54	17,349.89	545,694.54	538,308.32	7,386.22
Public Service	121,797.85	0.00	0.00	121,797.85	121,797.85	0.00
TOTAL	4,914,502.51	269,405.44	250,760.85	4,933,147.10	4,913,692.16	19,434.94
2009 Real Estate Tax Collections		99.88%	2009 Personal Property Tax Relief		98.65%	
2009 Personal Property Tax Collection		99.63%	2009 Public Service Tax Collection		100.00%	

RECAP OF 2010 TAXES

TYPE OF TAX	BAL. FWD.	SUPPLEMENTS	ABATEMENTS	ADJUSTED LEVY	COLLECTIONS	BALANCE DUE
	(A)	(B)	(C)	(Cols. A+B-C) (D)	TO DATE (E)	
Real Estate	2,978,993.81	0.00	3,324.20	2,973,669.61	2,968,056.35	5,613.26
Personal Property	1,141,435.34	99,940.97	56,825.37	1,184,550.94	1,177,307.58	7,243.36
Decals	107,658.50	9,583.00	5,519.15	111,702.35	108,518.70	3,183.65
Personal Property Relief	578,916.57	34,959.61	29,395.11	584,481.07	576,982.58	7,498.49
Public Service	165,731.98	0.00	8,167.59	157,564.39	157,564.39	0.00
TOTAL	4,970,736.20	144,463.58	103,231.42	5,011,968.36	4,988,429.60	23,538.76
2010 Real Estate Tax Collections		99.81%	2010 Personal Property Tax Relief		98.71%	
2010 Personal Property Tax Collections		99.38%	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	2,973,551.65	7,855.04
Personal Property	1,244,373.63	26,690.75	33,638.35	1,237,426.03	1,233,074.95	4,351.08
Decals	111,029.00	8,475.00	6,009.93	113,494.07	108,994.12	4,499.95
Personal Property Relief	557,964.29	30,384.27	29,883.36	558,465.20	550,872.10	7,593.10
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	72,531.88	5,047,271.41	5,022,972.24	24,299.17
2011 Real Estate Tax Collections		99.74%	2011 Personal Property Tax Relief		98.64%	
2011 Personal Property Tax Collection		99.65%	2011 Public Service Tax Collection		100.00%	

DELINQUENT TAX SUMMARY - FY 2014-2015

September-14

REAL ESTATE TAXES

Tax Year	Balance July 1	Supplements Added	Abatements	Bankruptcy Charge-Offs	Credit Card Collections	Collected To This Month	Collected This Month	Balance
2008	\$2,970.20	\$0.00	\$0.00	\$0.00	\$0.00	\$244.75	\$665.53	\$2,059.92
2007	\$2,057.83	\$0.00	\$0.00	\$0.00	\$0.00	\$167.66	\$0.00	\$1,890.17
2006	\$1,749.32	\$0.00	\$0.00	\$0.00	\$0.00	\$167.66	\$0.00	\$1,581.66
2005	\$1,583.14	\$0.00	\$0.00	\$0.00	\$0.00	\$53.45	\$0.00	\$1,529.69
2004	\$978.57	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$978.57
2003	\$749.28	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$749.28
2002	\$315.84	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$315.84
1994-2001	\$2,565.36	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,565.36
TOTAL	\$12,969.54	\$0.00	\$0.00	\$0.00	\$0.00	\$633.52	\$665.53	\$11,670.49

PERSONAL PROPERTY TAX

Tax Year	Balance July 1	Supplements Tx Relief	Abatements	Bankruptcy Charge-Offs	Credit Card Collections	Collected To This Month	Collected This Month	Balance
2008 Net Tax	\$5,830.16	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,830.16
2007 Net Tax	\$3,955.82	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,955.82
2006 Net Tax	\$4,244.94	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$4,244.94
2002-2005	\$13,469.45	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$13,469.45
TOTAL	\$27,500.37	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$27,500.37

Grand Total of All Delinquent	\$40,469.91	\$0.00	\$0.00	\$0.00	\$0.00	\$633.52	\$665.53	\$39,170.86
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2014 PPTRA ALLOTMENT - COMPARISON

TOTAL ALLOTMENT FROM STATE - \$570,316.00

TOTAL PPTRA ASSESSED - 60.00%

\$553,560.55

COLLECTIONS THRU PAID BILLS

Jun-14	\$93,142.84
Jul-14	\$172,607.17
Aug-14	\$143,209.22
Sep-14	\$20,291.82

ABATEMENTS

\$7,160.18

SUPPLEMENTS

\$22,141.53

TOTAL REMAINING FROM UNPAID BILLS

\$139,290.85

1st Payment from State

8/15/2014

169,836.72

2nd Payment from State

Final Payment from State

Local Sales & Use Tax Collection Comparison

Local Sales & Use Tax

Month	2011 Calendar Year Collected	2012 Calendar Year Collected	2013 Calendar Year Collected	2014 Calendar Year Collected
January	\$110,239.00	\$127,062.93	\$108,278.56	\$114,486.19
February	\$125,876.99	\$126,296.95	\$127,189.75	\$134,859.04
March	\$104,593.90	\$102,337.33	\$99,674.97	\$113,809.08
April	\$119,737.24	\$137,369.57	\$104,585.97	\$109,251.63
May	\$123,865.11	\$135,414.13	\$119,461.45	\$126,207.82
June	\$131,026.53	\$110,435.22	\$117,580.07	\$115,773.26
July	\$180,490.56	\$116,536.54	\$107,486.36	\$121,522.13
August	\$53,547.37	\$117,795.21	\$117,641.94	\$127,326.00
September	\$119,307.80	\$125,411.89	\$118,116.99	\$123,169.48
October	\$123,419.00	\$111,125.40	\$105,496.08	
November	\$119,256.67	\$106,691.83	\$100,495.50	
December	\$117,432.90	\$102,684.77	\$105,977.72	
Yearly Total	\$1,428,793.07	\$1,419,161.77	\$1,331,985.36	\$1,086,404.63

State Sales & Use Tax Collection Comparison

State Sales & Use Tax

Month	2011 Calendar Year Collected	2012 Calendar Year Collected	2013 Calendar Year Collected	2014 Calendar Year Collected
January	\$76,745.66	\$81,464.16	\$80,957.08	\$81,625.86
February	\$92,440.02	\$91,897.24	\$95,365.10	\$89,390.50
March	\$63,957.82	\$72,512.86	\$73,527.62	\$73,783.14
April	\$69,216.00	\$70,609.86	\$76,942.78	\$72,753.54
May	\$78,000.40	\$85,665.32	\$87,608.38	\$82,071.08
June	\$85,721.72	\$85,637.98	\$90,121.30	\$86,973.60
July	\$72,832.12	\$78,791.66	\$78,471.52	\$85,613.20
August	\$84,321.66	\$89,692.72	\$87,181.40	\$94,634.72
September	\$74,027.06	\$80,905.18	\$76,334.64	\$87,019.92
October	\$78,763.86	\$83,390.34	\$79,978.88	
November	\$77,775.18	\$82,935.18	\$81,448.88	
December	\$77,868.98	\$77,980.08	\$83,144.42	
Yearly Total	\$931,670.48	\$981,482.58	\$991,082.00	\$753,865.56

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

FY 2014 - 2015

	July	August	September	October	November	December
Water	135,018.30	131,994.82	142,309.55			
Sewer	99,757.08	105,962.43	111,506.66			
Meter Charge	4,428.22	4,348.97	4,477.54			
Water Taps	0.00	0.00	0.00			
Sewer Taps	0.00	0.00	0.00			
Sale of Materials	0.00	0.00	0.00			
Penalties	6,384.43	7,606.06	7,330.15			
Cut on/off Fees	1,620.00	2,280.00	2,031.05			
Water Sales-Bulk Water	35.06	0.00	366.24			
Sewer Services	265.63	267.68	289.40			
Miscellaneous	0.00	0.00	0.00			

Total Revenue For the Month	247,508.72	252,459.96	268,310.59	0.00	0.00	0.00
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	January	February	March	April	May	June	YTD Category Tot
Water							409,322.67
Sewer							317,226.17
Meter Charge							13,254.73
Water Taps							0.00
Sewer Taps							0.00
Sale of Materials							0.00
Penalties							21,320.64
Cut on/off Fees							5,931.05
Water Sales-Bulk Water							401.30
Sewer Services							822.71
Miscellaneous							0.00

Total Revenue for the Month	0.00	0.00	0.00	0.00	0.00	0.00
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	July	August	September	October	November	December
Service Orders						
Ttl Off/On Requests	57	70	64			
Ttl Leak Inquiries	62	51	62			

Ttl Service Orders For the Month	119	121	126	0	0	0
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	January	February	March	April	May	June	YTD Order Totals
Service Orders							
Ttl Off/On Requests							191
Ttl Leak Inquiries							175

Ttl Service Orders For the Month	0	0	0	0	0	0
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YTD Revenue Total All Depts. **768,279.27** YTD Service Order **366**

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

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

AUGUST 24
SEPTEMBER 55
OCTOBER 45
NOVEMBER 27
DECEMBER 77

	2007	2008	2009	2010	2011	2012	2013
JANUARY	58	45	62	103	86	68	80
FEBRUARY	32	63	56	44	30	45	68
MARCH	35	71	74	46	31	48	58
APRIL	49	44	28	63	48	70	92
MAY	63	71	56	86	83	43	64
JUNE	66	82	86	58	281	79	83
JULY	76	67	53	74	130	80	88
AUGUST	67	86	90	78	85	75	57
SEPTEMBER	75	94	49	66	83	63	0 started changed(180 door hangers)
OCTOBER	93	43	72	86	66	68	16 (39 door hangers)
NOVEMBER	51	39	46	54	86	90	31 (48 door hangers)
DECEMBER	71	71	130	44	61	53	55 (149 door hangers)

2014

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FEBRUARY 27 (33 door hangers)
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JUNE 35 (38 door hangers)
JULY 51 (56 door hangers)
AUGUST 19 (63 door hangers)
SEPTEMBER 44 (64 door hangers)
OCTOBER
NOVEMBER
DECEMBER

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
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COLLECTIONS AUGUST 2014	-2373.24	180756.36
BALANCES ADDED SEPTEMBER 2014	2846.18	183602.54
COLLECTIONS SEPTEMBER 2014	-2867.63	180734.91

BOOT COLLECTIONS

STARTING DATE 1-25-12

GOOD THRU 09/30/14

AMOUNT COLLECTED FOR CITY \$88,927.60

RE TAX \$51,155.94

PP TAX \$24,489.15

UTILITY \$7,107.04

OTHER (DEMO/WEED) \$6,175.47

AMOUNT COLLECTED FOR VAC \$33,740.70

TOTAL \$122,668.30

City of Emporia



Commissioner of the Revenue

P. O. Box 956

Emporia, Virginia 23847

TELEPHONE (434) 634-5405

September 11, 2014

JOYCE E. PRINCE
COMMISSIONER

LISA D. COUNCIL
DEPUTY COMMISSIONER

The Honorable Mayor
City Council Members
City Manager

Dear Members of Council:

During the month of August a total of \$1,412.60 was processed for City Business License.

Transient tax totaled \$121,856.50 for the month of July and processed during August.

Meal tax processed during the month of August totaled \$163,441.09 with an additional \$1,659.15 for prior months.

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

	<u>July 2013</u>	<u>July 2014</u>
Meal Tax	\$158,563.82	\$163,441.09
Transient Tax	\$101,928.39	\$121,856.50

Respectfully,

Joyce E. Prince

City of Emporia



Commissioner of the Revenue

P. O. Box 956

Emporia, Virginia 23847

TELEPHONE (434) 634-5405

October 8, 2014

JOYCE E. PRINCE
COMMISSIONER

LISA D. COUNCIL
DEPUTY COMMISSIONER

The Honorable Mayor
City Council Members
City Manager

Dear Members of Council:

During the month of September a total of \$665.90 was processed for City Business License.

Transient tax totaled \$124,546.25 for the month of September and processed during September.

Meal tax processed during the month of August totaled \$154,570.98 with an additional \$4,864.49 for prior months.

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

	<u>August 2013</u>	<u>August 2014</u>
Meal Tax	\$165,866.46	\$154,570.98
Transient Tax	\$102,990.47	\$124,546.25

Respectfully,

Joyce E. Prince



CITY OF EMPORIA

DEPARTMENT OF INSPECTIONS

August - 2014 Code Enforcement Monthly Report

Notices Issued

Resolved

Inoperable Vehicles - 5

1- By Owner

Weeds / Grass - 12

**3- By Owner
6- By City Contractor**

Property Maintenance - 9

0- By Owner

Zoning - 0

0- By Owner

Cases Turned Over To City Attorney – 0

Total Notices Issued – 26

Invoiced Notices- 6 (5 -Re cuts & 1 New)

**Weeds / Grass – 6
Inoperable Vehicle- 0
Demolition- 0**

**Total- Weeds/ Grass- \$ 1,214.65
Inoperable Vehicles- 0
Demolition- 0**

Total Amount- \$ 1,214.65

Signature :

Supervisor :



 9/3/14



CITY OF EMPORIA

DEPARTMENT OF INSPECTIONS

**September - 2014
Code Enforcement Monthly Report**

Notices Issued

Resolved

Inoperable Vehicles - 6

1- By Owner

Weeds / Grass - 6

**9- By Owner
10- By City Contractor**

Property Maintenance - 4

0- By Owner

Zoning - 0

0- By Owner

Cases Turned Over To City Attorney – 0

Total Notices Issued – 16

Invoiced Notices- 10 (9 –Re-cuts & 1 New)

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

**Total- Weeds/ Grass- \$ 2,155.18
Inoperable Vehicles- 0
Demolition- 0**

Total Amount- \$ 2,155.18

Signature :



Supervisor :

 9/3/14

Emporia Police Department Statistics
Arrests by Race

August 2014

	Black	%	White	%	Other	%
Criminal Arrests	65	77%	16	19%	3	4%
Selective Tickets	509	37%	656	48%	208	15%
Regular Tickets	51	65%	25	32%	2	3%

IBR Offense Counts 8/1/2014-8/31/2014 Emporia Police Department

4	13A-Aggravated Assault
11	13B-Simple Assault
1	200-Arson
1	220-Burglary/Breaking & Entering
11	23C-Shoplifting
1	23D-Theft From Building
14	23F-Theft From Motor Vehicle
15	23H-All Other Larceny
2	26A-False Pretenses/Swindle/Confidence Game
1	26B-Credit Card/Automatic Teller Machine Fraud
2	280-Stolen Property Offenses
23	290-Destruction/Damage/Vandalism of Property
11	35A-Drug/Narcotic Violations
1	520-Weapon Law Violations
1	90C-Disorderly Conduct
3	90D-Driving Under the Influence
8	90E-Drunkenness
1	90G-Liquor Law Violations
2	90J-Trespass of Real Property
52	90Z-All Other Offenses
	52 Unclassified 90Z

165	Total Offenses Reported
166	Total Incidents Reported

CONSENT SEARCHES

DATE	RACE	REASON	RESULTS	ARREST
8/7/14	b/m	Traffic stop	Marijuana	Yes

Noise complaints August 2014

Loud Music from Building – 4	1 summons
Loud Music from Vehicle – 3	no summons
Crowd – 5	no summons
Barking Dog – 4	no summons

Criminal Arrestees

August 2014

Resident – 44

Non-resident - 40

Schools

August 2014

T. Hawkins attended a Financial Crimes and Law Enforcement class at Crater on August 27.

Emporia Animal Control Monthly Report

August 2014

Dogs

On Hand	<u>10</u>
Stray	<u>4</u>
Seized	<u>2</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>1</u>
Claimed by Owner	<u>2</u>
Adopted	<u>8</u>
Transferred Out	<u>1</u>
Died in Facility	<u>0</u>
Euthanized	<u>1</u>
Remain	<u>4</u>
<u>Wildlife</u>	<u>4</u>
Wild or Fowl	<u>4</u>
DOA	<u>4</u>
Relocate	<u>0</u>
On-Hand	<u>0</u>
Euthanize	<u>0</u>

Cats

On Hand	<u>11</u>
Stray	<u>18</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>1</u>
Claimed by Owner	<u>2</u>
Adopted	<u>8</u>
Transferred Out	<u>0</u>
Died in Facility	<u>0</u>
Euthanized	<u>5</u>
Remain	<u>15</u>
<u>General</u>	<u>168</u>
Calls Answered	<u>168</u>
Hours	<u> </u>
Milcage	<u> </u>
Verbal Warning	<u>3</u>
Summons Issued	<u>0</u>
Court Cases	<u>0</u>

Remarks _____

Prepared by: Joey Luna

**Emporia Police Department
Arrests by Race**

September 2014

	Black	%	White	%	Other	%
Criminal Arrests	33	73%	12	27%	0	0%
Selective Tickets	367	38%	512	52%	97	10%
Regular Tickets	36	62%	15	26%	7	12%

Emporia Animal Control Monthly Report

September 2014

Dogs

On Hand 4

Stray 9

Seized 5

Bite Cases 0

Surrendered by Owner 2

Transferred In 0

Born in Facility 4

DOA 0

Claimed by Owner 2

Adopted 8

Transferred Out 1

Died in Facility 1

Euthanized 2

Remain 10

Wildlife
Wild or Fowl 2

DOA 2

Relocate 0

On-Hand 0

Euthanize 0

Cats

On Hand 15

Stray 11

Seized 0

Bite Cases 0

Surrendered by Owner 0

Transferred In 0

Born in Facility 0

DOA 0

Claimed by Owner 0

Adopted 15

Transferred Out 0

Died in Facility 0

Euthanized 1

Remain 10

General

Calls Answered 150

Hours

Mileage

Verbal Warning 2

Summons Issued 0

Court Cases 0

Remarks _____

Prepared by: Joyce Linn

CONSENT SEARCHES

There were no consent searches conducted during the month of September 2014.

2013-2014	HOURS	SUMMONS	COLLECTED*	2014-2015	HOURS	SUMMONS	COLLECTED*
JULY	848	1569	64,214.57	JULY	530	1036	84,235.96
AUGUST	707	1331	103,874.51	AUGUST	635	1373	114,215.60
SEPTEMBER	739	1310	123,848.35	SEPTEMBER	507	976	89,330.57
OCTOBER	656	1301	111,725.89	OCTOBER			
NOVEMBER	712	1351	123,860.90	NOVEMBER			
DECEMBER	572	1129	88,897.03	DECEMBER			
JANUARY	513	845	54,377.07	JANUARY			
FEBRUARY	420	810	124,035.63	FEBRUARY			
MARCH	529	1013	90,857.62	MARCH			
APRIL	583	1100	68,800.98	APRIL			
MAY	699	1383	73,148.82	MAY			
JUNE	655	1301	105,132.37	JUNE			
TOTAL	7633	14443	1,132,773.74	TOTAL	1672	3385	287,782.13

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

Criminal Arrestees

September 2014

Resident – 26

Non-resident - 19

**Noise complaints
September 2014**

Loud Music from Building – 2	no summons
Loud Music from Vehicle – 2	no summons
Crowd – 3	no summons

IBR Offense Counts 9/1/2014-9/30/2014 Emporia Police Department

1 11A-Forcible Rape
3 13A-Aggravated Assault
11 13B-Simple Assault
3 13C-Intimidation
2 220-Burglary/Breaking & Entering
8 23C-Shoplifting
3 23F-Theft From Motor Vehicle
7 23H-All Other Larceny
2 250-Counterfeiting/Forgery
1 26A-False Pretenses/Swindle/Confidence Game
1 270-Embezzlement
11 290-Destruction/Damage/Vandalism of Property
6 35A-Drug/Narcotic Violations
1 35B-Drug Equipment Violations
1 90A-Bad Checks
1 90C-Disorderly Conduct
1 90D-Driving Under the Influence
7 90E-Drunkenness
1 90G-Liquor Law Violations
1 90I-Runaway
36 90Z-All Other Offenses
36 Unclassified 90Z

108 Total Offenses Reported
99 Total Incidents Reported

Schools

September 2014

D. Seaborn attended General Instructor Development at Crater September 8-17.

T. Anderson, D. Wyatt, S. Allen, D. Shidell, F. Totino, G. Garnes, L. Carter, J. Romano, R. Harris, and A. Artis attended a Supervisor Training class on September 18.



City of Emporia Sheriff's Office

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



From the Office of:

September 4, 2014

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 **226** hours in General District and Juvenile & Domestic Relations Court in **August, 2014**. We served a total of **345** civil papers. These are broken down as follows:

<i>Capias</i>	1
<i>Change in Payee</i>	1
<i>Detention Order</i>	6
<i>Debt</i>	13
<i>Detinue</i>	9
<i>Emergency Removal</i>	2
<i>Garnishments</i>	17
<i>Misdemeanor Warrants</i>	30
<i>Notice</i>	5
<i>Protective Orders</i>	12
<i>Show Cause</i>	13
<i>Subpoena Duces Tecum</i>	2
<i>Summons</i>	204
<i>Support Order</i>	3
<i>Transportations</i>	16
<i>Unlawful Detainer</i>	7
<i>Writ of Possession</i>	4

We did not collect any Sheriff Fees for the month of **August, 2014**. We had **16 transports** for the month.

Sincerely,

Sam C. Brown, Sheriff
City of Emporia



City of Emporia Sheriff's Office

401-D South Main Street

Emporia, VA 23847
Phone: (434) 634-4671



From the Office of:

October 1, 2014

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 **213** hours in General District and Juvenile & Domestic Relations Court in **September, 2014**. We served a total of **388** civil papers. These are broken down as follows:

<i>Arrest Warrant</i>	11
<i>Capias</i>	1
<i>Change in Payee</i>	1
<i>Detention Order</i>	5
<i>Debt</i>	17
<i>Detinue</i>	11
<i>Garnishments</i>	11
<i>Misdemeanor Warrants</i>	40
<i>Notice</i>	1
<i>Notice of Lien</i>	1
<i>Protective Orders</i>	7
<i>Show Cause</i>	28
<i>Subpoena Duces Tecum</i>	2
<i>Summons</i>	229
<i>Transportations</i>	16
<i>Unlawful Detainer</i>	6
<i>Writ of Possession</i>	1

We did not collect any Sheriff Fees for the month of **September, 2014**. We had **16 transports** for the month. Sheriff Brown attended the Virginia Sheriff's Conference in Virginia Beach September 14th through September 17th.

Sincerely,

Sam C. Brown, Sheriff
City of Emporia

Data Inventory by FDID

Report Period: From 08/01/2014 to 08/31/2014

FDID: 59500

FD Name: Emporia Fire Dept.

	4.1	5.0	Valid	Invalid	No Act.	Released	Unreleased	Total
Number Of Incidents	0	8	8	0	0	0	8	8
Number Of Fires	0	1	1	0	0	0	0	1
Number Of Structure Fires	0	0	0	0	0	0	0	0
Number Of Civilian Casualties	0	0	0	0	0	0	0	0
Number Of Fire Serv Cas	0	0	0	0	0	0	0	0
Number Of EMS Incidents	0	3	3	0	0	0	3	3
Number Of HazMat Incidents	0	0	0	0	0	0	0	0
Number Of Wildland Incidents	0	0	0	0	0	0	0	0
Number Of Arson Incidents	0	0	0	0	0	0	0	0
Number Of Apparatus Records	0	0	0	0	0	0	0	0
Number Of Personnel Records	0	0	0	0	0	0	0	0

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

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

Data Inventory by FDID

Report Period: From 09/01/2014 to 09/30/2014

FDID: 59500

FD Name: Emporia Fire Dept.

	4.1	5.0	Valid	Invalid	No Act.	Released	Unreleased	Total
Number Of Incidents	0	15	15	0	0	0	15	15
Number Of Fires	0	2	2	0	0	0	0	2
Number Of Structure Fires	0	2	2	0	0	0	2	2
Number Of Civilian Casualties	0	0	0	0	0	0	0	0
Number Of Fire Serv Cas	0	0	0	0	0	0	0	0
Number Of EMS Incidents	0	9	9	0	0	0	9	9
Number Of HazMat Incidents	0	0	0	0	0	0	0	0
Number Of Wildland Incidents	0	0	0	0	0	0	0	0
Number Of Arson Incidents	0	0	0	0	0	0	0	0
Number Of Apparatus Records	0	0	0	0	0	0	0	0
Number Of Personnel Records	0	0	0	0	0	0	0	0

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

Exposure Incidents	0	0	0	0	0	0	0	0
Mutual Aid Given Incidents	0	1	1	0	0	0	1	1



CITY OF EMPORIA

Memorandum

October 17, 2014

TO: The Honorable Mayor and City Council
FROM: Brian S. Thrower, City Manager *BST*
SUBJECT: Financial Policy Guidelines – Request to Adopt
ITEM #: 14-59

Roland Kooch with Davenport & Company, LLC is in attendance to present the recommended Financial Policy Guidelines.

Recommendation

I recommend you approve the attached Financial Policy Guidelines.

Attachments

Financial Policy Guidelines
Financial Policy Guidelines Presentation



City of Emporia, VA

Financial Policy Guidelines



Contents

1. Financial Policy Objectives	1
2. Capital Improvement Budget Policies	2
3. Budget Development Policies	3
4. Debt Policies	4
5. Reserve Policies	6
6. Investment Policy	9



1. Financial Policy Objectives

This financial policy is a statement of the guidelines and goals that will influence and guide the management practice of City of Emporia, Virginia. Financial Policy Guidelines that are adopted, adhered to, and regularly reviewed are recognized as the cornerstone of sound financial management. Effective Financial Policy Guidelines:

- Contribute significantly to the City's ability to insulate itself from fiscal crisis,
- Enhance short-term and long-term financial credit of the City by helping to achieve the highest credit and bond ratings possible,
- Promote long-term financial stability by establishing clear and consistent guidelines,
- Direct attention to the total financial picture of the City rather than single issue areas,
- Promote the view of linking long-run financial planning with day-to-day operations, and
- Provide the City Council and the citizens with a framework for measuring the fiscal impact of government services against established fiscal parameters and guidelines.

While adherence to this policy is expected, the City understands that changes in the capital markets, City programs, or other unforeseen circumstances may from time to time produce situations that are not covered by this policy and will require modifications or exceptions to achieve the policy goals. In these cases, the City's management may act, provided specific authorization from the City Council is obtained. These Financial Policy Guidelines shall be reviewed at least every two years by the City Manager and Director of Finance, who shall in turn report their findings to City Council.



2. Capital Improvement Budget Policies

The City will develop a five-year Capital Improvement Plan which will serve as the basis for planning and prioritizing the City's capital improvement needs based on affordability and compliance with Debt and Reserve Policies. The Capital Improvement Plan will only include projects with identified and known realistic funding sources. The City will identify the estimated costs and potential funding sources for each capital project proposal before it is submitted for approval.

1. The City will consider all capital improvements in accordance with an adopted Capital Improvement Plan.
2. The City will develop a five-year Capital Improvement Plan that includes funding sources and uses and review and update the plan annually.
3. The City will enact an Annual Capital Budget based on the five-year Capital Improvement Plan. The first year of the Capital Improvement Plan will be used as the basis for the Annual Capital Budget.
4. The City will coordinate development of the Annual Capital Budget with development of the operating budget. Future operating costs associated with new capital improvements will be projected and included in operating budget forecasts.
5. The City will maintain all its assets at a level adequate to protect the City's capital investment and to minimize future maintenance and replacement costs.
6. The City will project its equipment replacement and maintenance needs in conjunction with the five-year Capital Improvement Plan and will develop a maintenance and replacement schedule to be followed.
7. The City will attempt to determine the least costly and most flexible financing method for all new projects.



3. Budget Development Policies

1. The City will strive to maintain diversified and stable revenue streams to protect the government from problematic fluctuations in any single revenue source and provide stability to ongoing services.
2. Current revenues will fund current expenditures. One-time or other special revenues will not be used to finance continuing City operations but instead will be used for funding special projects.
3. The City will pursue an aggressive policy seeking the collection of delinquent utility, license, permit and other fees due to the City.
4. The City will prepare and annually update a long-range (5 year) financial forecast model utilizing trend indicators and projections of annual operating revenue, expenditures, capital improvements with related debt service and operating costs, and fund balance levels.
5. The City Manager and Director of Finance shall review expenditure and revenue projections quarterly and provide to City Council. The City Manager and Director of Finance will exercise appropriate fiscal management as necessary to live within the limits of the adopted budget. Budget requests after the budgetary process and adoption of the annual budget shall be considered in the next budget cycle, unless such request is deemed an emergency or provides a material benefit (i.e. grant matching funds or other similar items) that affects the operations of the City government.



4. Debt Policies

These debt policies are designed to provide guidance to the City of Emporia and its operating units in the issuance of debt and similar obligations that may be supported by either the City's general obligation or moral obligation.

1. The City will limit long-term borrowing to capital improvements or projects that cannot be financed from current revenues except where approved justification is provided.
2. When the City finances capital improvements or other projects by issuing bonds or entering into capital leases, it will repay the debt within a period not to exceed the expected useful life of the project. Target debt ratios will be annually calculated and included in the review of financial trends.
3. The debt policy is to be used in conjunction with the Adopted Budget, the Capital Improvement Program and other financial policies.
4. If the City has or obtains credit ratings from one or more of the nationally recognized Credit Rating Agencies (Moody's Investors Service, Standard & Poor's or Fitch Ratings), the City will maintain regular and good communication with the Credit Rating Agencies about its financial condition and will provide requested information in a timely manner. The City will follow a policy of full disclosure on every financial report and in Official Statements related to bond issues.
5. Whenever feasible, similar debt obligations will be issued at one time to minimize issuance costs.
6. Debt Issuance shall be governed by the following policies:
 - A. General Obligation Indebtedness:
 - i. General Obligation Indebtedness may be issued for general tax supported capital projects and utility revenue supported capital projects.
 - ii. It is understood that the City's outstanding General Obligation indebtedness is subject to the Virginia Constitutional limitation of 10% of Taxable Assessed Valuation of Real Estate.



B. Capital Leases:

- i. The City may issue short-term notes or capital leases to purchase buildings, machinery, equipment, furniture and fixtures.

C. Moral Obligation or other Off-Balance Sheet Indebtedness:

- i. The City may provide its Moral Obligation for the payment of debt incurred by other agencies and agree to pay related debt service when revenues of such agencies may prove insufficient to cover related debt service.
- ii. Moral Obligation and/or other off balance sheet indebtedness may be incurred when shown to be in the best interest of the City.

D. Revenue Bond Indebtedness:

- i. The City may issue Revenue Bonds to fund enterprise activities such as water and sewer utilities or for other capital projects which will generate a revenue system for the repayment of Revenue Bonds.
- ii. The Revenue Bonds will include written covenants which will require that the revenue sources are sufficient to fund the debt service requirements.
- iii. So long as such Revenue Bonds are demonstrated to be self-supporting and repaid from pledged revenue sources, such Revenue Bonds shall be excluded from the policies in paragraphs 7 and 8 below.

- 7. The ratio of Direct Net Tax Supported Debt Service expenditures as a percent of Total Governmental Fund Expenditures should not exceed 12%. Direct Net Tax Supported Debt Service is defined as any and all General and Moral Obligation and/or off balance sheet debt service that is tax-supported. Utility Fund G.O. and/or Revenue Bond debt service that is self-supporting shall be excluded. This ratio will be measured annually.
- 8. Payout of aggregate outstanding tax-supported Direct Net Debt principal shall be no less than 50% repaid in 10 years.
- 9. The City recognizes the importance of underlying and overlapping debt in analyzing financial condition. The City will regularly analyze total indebtedness including underlying and overlapping debt.
- 10. Where feasible, the City will explore the usage of special assessment, revenue, or other self-supporting bonds instead of general obligation bonds.



5. Reserve Policies

The City believes that sound financial management principles require that sufficient funds be retained by the City to provide a stable financial base at all times. To retain this stable financial base, the City needs to maintain fund balance reserves sufficient to fund all cash flows of the City, to provide financial reserves for unanticipated or emergency expenditures and/or revenue shortfalls, and to provide funds for all existing encumbrances.

The purpose of this policy is to specify the composition of the City's financial reserves, set minimum levels for certain reserve balances, and to identify certain requirements for replenishing any fund balance reserves utilized.

General Fund Balance

1. Fund Balance Categories:

For documentation of the City's fund balance position, communication with interested parties and general understanding, a clear and consistent system of classification of the components of the City's fund balances is necessary. The City's reporting and communication relating to fund balance reserves will utilize the classifications outlined in generally accepted accounting principles (GAAP). GAAP dictates the following hierarchical fund balance classification structure based primarily on the extent to which the City is restricted in its use of resources.

- A. **Non-spendable Fund Balance:** These are fund balance amounts that are not in a readily spendable form, such as inventories or prepayments, or trust or endowment funds where the balance must remain intact.
- B. **Restricted Fund Balance:** These are amounts that have constraints placed on their use for a specific purpose by external sources such as creditors, or legal or constitutional provisions.
- C. **Committed Fund Balances:** These amounts are designated for a specific purpose or constraints have been placed on the resources by City Council. Amounts within this category require City Council action to commit or to release the funds from their commitment.
- D. **Assigned Fund Balances:** These are amounts set aside with the intent that they be used for specific purposes. The expression of intent can be by City Council or their designee and does not necessarily require City Council action to remove the constraint on the resources.
- E. **Unassigned Fund Balances:** These are amounts not included in the previously defined categories. The City General Fund is the only fund that should report a positive Unassigned Fund Balance. Amounts in this classification represent balances available for appropriation at the discretion of City Council. However, City



Council recognizes that the Unassigned Fund Balance needs to be sufficient and comprised of liquid cash and investments to meet the City's cyclical cash flow requirements and allow the City to avoid the need for short term tax anticipation borrowing. The Unassigned Fund Balance should also allow for a margin of safety against unforeseen expenditures that could include, but not be limited to, natural disasters, severe economic downturns, and economic development opportunities. Unassigned Fund Balance shall not be used for annual recurring expenditures, except for unforeseen emergency circumstances.

- i. The Unassigned Fund Balance shall, at a minimum, be an amount that is sufficient to avoid the use of annual cash flow Revenue Anticipation Note borrowings.
- ii. The City's Unassigned Fund Balance shall not be less than 35% of Total General Fund Budgeted Expenditures (the "Policy Goal").
- iii. City Council recognizes that if amounts above the 35% Policy Goal exist, City Council could contemplate strategically utilizing these amounts, if appropriate. However, City Council also recognizes that maintaining an Unassigned Fund Balance above the Policy Goal may be beneficial to the overall well-being of the City. Should any amounts above the 35% policy exist they should only be appropriated for non-recurring expenditures. Amounts above the 35% policy minimum could be used for the following purposes (listed in order of priority):
 - a. Increase Restricted Fund Balances as necessary.
 - b. Fund an additional reserve for use during an emergency or during periods of economic uncertainty or budget adversity. Such additional reserves shall be determined by City Council.
 - c. Allocating such amounts toward equity funding of the Capital Improvement Plan or transfer to the Capital Improvement Fund.

2. Prioritization of Fund Balances:

As indicated, the fund balance classifications outlined above are based on the level of restriction. In the event expenditures qualify for disbursement from more than one fund balance category, it shall be the policy of City of Emporia that the most constrained or limited fund balance available will be used first. Unassigned fund balance will be used last.

3. Accounting for Encumbrances:

Amounts set aside for encumbered purchase orders may be either restricted, committed or assigned fund balance depending upon the



resources to be used to fund the purchases. Amounts set aside for encumbrances may not be classified as unassigned since the creation of an encumbrance signifies a specific purpose for the use of the funds.

4. Replenishment of the Unassigned Fund Balance

Upon the use of any Unassigned Fund Balance, which causes such fund balance to fall below either the Policy Goal, City Council must approve and adopt a plan to restore amounts used within 24 months. If restoration of the reserve cannot be accomplished within such period without severe hardship to the City, then the City Council will establish a different time period.

Utility (Water and Sewer) Enterprise Fund Balance

1. Unrestricted Days Cash on Hand

Unrestricted Days Cash on Hand of the City's Utility Enterprise Fund shall be sufficient to maintain operations without ongoing support from the General Fund. The City shall maintain a range of 225 to 275 Days Cash on Hand.



6. Investment Policy

An investment policy is designed to serve as a guideline from which all City deposits and investments will be managed. In recognition of its fiduciary role in the management of all public funds entrusted to its care, it shall be the policy of the City that all investable balances be invested with the same care, skill, prudence and diligence that a person would exercise when undertaking an enterprise of like character and aims under circumstances prevailing at that time.

Unless otherwise specifically referenced, all investment actions, controls and reporting shall be the responsibility of the Treasurer's Office with the exceptions to the policy to be properly documented, approved in writing by the Treasurer and communicated to the City officials. Any modification to this policy shall require the approval of the Treasurer and City Council. It is recognized that the Treasurer is an elected official whose responsibilities are delineated by the Code of Virginia and that this policy is meant to illustrate strong fiscal management of a City and not to circumvent the powers of the constitutional officer. This policy is based on guidelines established in the State Code, and is used regarding compliance on investments.

1. Investment Objectives

The primary investment objectives for all assets and/or asset groups shall be:

- a. Safety - Safety of principal is the foremost objective of the investment of City funds. Investments in all asset groups shall be undertaken in a manner that seeks to ensure preservation of capital in the overall portfolio.
- b. Liquidity - Each investment/investment portfolio will remain sufficiently liquid to enable it to meet all operational requirements, which might be reasonably anticipated.
- c. Return on Investment - Each investment/investment portfolio shall be managed to maximize the return on investments within the context and parameters set forth by objectives (a) and (b) above.

2. Standards of Care

- a. Standard of Prudence - Investments shall be made with judgment and care, under the circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering first the safety and liquidity of capital and next the probable income to be derived.
- b. Ethics and Conflicts of Interest - City employees and investment officials involved in the investment process shall refrain from



personal business that could conflict with the proper execution of the investment program, or which could impair their ability to make impartial investment decisions. Employees and investment officials shall disclose any material financial interest in financial institutions with which they conduct business, and they shall further disclose any personal financial or investment positions that could be related to the performance of the investment portfolio. Employees shall refrain from undertaking personal investment transactions with the same broker or account representative with whom business is conducted on behalf of the City.

2. Safekeeping/Delivery of Investments

In accordance with the Section 2.2-4515 of the Code of Virginia: All investment securities purchased by the City shall be held in third-party safekeeping at a qualified public depository that may not otherwise be a counterparty to the investment transaction. (A qualified public depository is defined under Virginia law as a national banking association, federal savings and loan association or federal savings bank located in Virginia and any bank, trust company or savings institution organized under Virginia law that receives or holds public deposits which are secured pursuant to Section 2.2-4400 of the Code of Virginia (the "Virginia Security for Public Deposits Act").

All securities in the City's portfolio shall be held in the name of the City and will be free and clear of any lien. All investment transactions will be conducted on a delivery-vs-payment basis. The depository shall issue a safekeeping receipt to the City listing the specific instrument, rate, maturity, and other pertinent information. On a monthly basis, the depository will also provide reports that list all securities held for the City, the book value and the market value as of month end.

Appropriate City officials and representatives of the depository responsible for or in any manner involved with the safekeeping and custody process of the City shall be bonded in such a fashion as to protect the City from losses from malfeasance and misfeasance.

Securities purchased for the City shall be held by the Treasurer or the City's designated custodial agent. Securities held by a custodial agent shall be recorded in name of the City on the custodian's records. If a custodial agent is used, a written agreement defining the responsibilities of the agent and the custodial agent shall not be a counterpart to purchase of securities held by the custodial agent. This shall not apply to investments with a maturity of less than thirty-one calendar days.

Collateral for savings and time deposits shall be pledged according to the provisions of the Virginia Security for Public Deposits Act and the requirements of the state Treasury Board regulations.



3. Authorized Investments

Unless otherwise stated in this section the City may not invest in any security not specifically authorized by this policy. To the extent permitted by law, the City may invest in the following types of securities:

- a. United States Treasury Obligations - Bonds, notes and bills issued by the United States Treasury or certificates representing ownership of treasury bond principal or coupons.
- b. Agency Securities (FHLB, FNMA, FFCB, FHLMC) - Fixed rate obligations issued and guaranteed as to principal and interest by the Federal Home Loan Bank, the Federal National Mortgage Association, the Federal Farm Credit Bank or Federal Home Loan Mortgage Corporation.
- c. Prime Commercial Paper - Commercial Paper maturing within 270 days of the date of purchase with at least two of the following ratings: P-1 or higher by Moody's, A-1 or higher by Standard & Poor's, F-1 or higher by Fitch, provided that the issuing corporation (or guarantor) has a net worth of at least \$50 million, average net income of \$3 million for the past 5 years and a long-term debt rating of A or better by at least two of the following National Credit Rating Agencies: Moody's, Standard & Poor's or Fitch.
- d. Certificates of Deposit - Certificates of Deposit (CD) maturing within one year and issued by domestic banks rated P-1 or higher by Moody's AND A-1 or higher by Standard & Poor's. For CD's maturing from 1 to 5 years the bank must be rated Aa or higher by Moody's AND AA or higher by Standard & Poor's. Funds must be secured in the manner required by the Virginia Security for Public Deposits Act.
- e. Banker's Acceptances - Banker's Acceptances maturing within 180 days rated P-1 or higher by Moody's AND A-1 or higher by Standard & Poor's, provided that the issuer is a major domestic bank or the domestic office of an international bank rated Aa or higher by Moody's AND AA or higher by Standard & Poor's.
- f. Commonwealth of Virginia and Virginia Local Government Obligations - General Obligation bonds maturing within 5 years from date of purchase and rated AA or higher by at least two of the following National Credit Rating Agencies: Moody's, Standard & Poor's or Fitch.
- g. Repurchase Agreements - Repurchase Agreements collateralized by securities listed in items (a) and (b) above. The collateral on overnight, one day, or longer-term repurchase agreements is required to be at least 102% of the value of the repurchase agreement. Structured notes are not permitted collateral. Collateral must be marked to market weekly with option to liquidate if deficiency is not corrected. The counterparty must be



rated A or higher by Moody's AND Standard & Poor's and insured by FDIC, or is a Broker-Dealer subject to SIPC protection.

- h. Open-End Investment Funds (Mutual Funds) - Open-end investment funds (mutual funds) which trade on a constant net asset value and are registered under the Securities Act of the Commonwealth of Virginia or the Federal Investment Co. Act of 1940 and which invest solely in instruments otherwise permitted under items (a) through (g) above.
- i. Virginia Local Government Investment Pool - The pooled fund known as the Virginia Local Government Investment Pool ("LGIP") as provided for in Section 2.2-4600 of the Code of Virginia.
- j. Virginia State Non-Arbitrage Program.

4. Maturity Restrictions

To the extent possible, the City of Emporia shall attempt to match its investments with anticipated cash flow requirements. Unless matched to a specific cash flow, the City of Emporia will not directly invest in securities maturing more than five (5) years from the date of purchase or in accordance with state and local statutes and ordinances.

Reserve funds and other funds with longer-terms investment horizons may be invested in securities exceeding five (5) years if the maturity of such investments is made to coincide as nearly as practicable with the expected use of funds. The intent to invest in securities with longer maturities shall be disclosed in writing to the legislative body.



Recommended Financial Policy Guidelines Analysis and Key Recommendations

City of Emporia, Virginia



October 21, 2014

Contents / Agenda



1 Goals & Objectives/Credit Rating Overview/Rating Impact

2 Peer Comparatives Analysis & Recommendations

3 Recommended Financial Policy Guidelines – Summary

Appendices

A Policy Calculations

B Draft Financial Policy Guidelines



Goals & Objectives/Credit Rating Overview/Rating Impact

City of Emporia, Virginia

Introduction



- Davenport & Company, as the City's Financial Advisor, was engaged to provide Financial Advisory Services with respect to the analysis, development and implementation of Recommended Financial Policy Guidelines herein by City Council.
- In developing the Recommended Financial Policy Guidelines herein we incorporated the following:
 - Peer group comparative analysis of Key Ratios based on industry standard benchmarks and Virginia peer locality and national averages;
 - Analysis of the City's existing and projected debt and fund balance ratios;
 - Review of the City's existing Financial Policy Guidelines (adopted in 1999); and
 - Evaluation of the City's financial and demographic metrics based on our internal Moody's and Standard & Poor's analytical models for ratings.
- Effective Financial Policy Guidelines:
 - Contribute significantly to the City's ability to insulate itself from fiscal crisis;
 - Enhance short-term and long-term financial credit of the City by helping to achieve the highest credit and bond ratings possible;
 - Promote long term financial stability by establishing clear and consistent guidelines;
 - Direct attention to the total financial picture of the City rather than single issue areas;
 - Promote the view of linking long-run financial planning with day to day operations; and
 - Provide the City Council and the citizens with a framework for measuring the fiscal impact of government services against established fiscal parameters and guidelines.

Goals and Objectives



- Provide an overview of Credit Ratings and the Moody's and Standard & Poor's current methodologies.
- Examine a series of Peer Comparatives to understand how the City compares against rated national and Virginia cities.
 - The Peer Comparatives will provide the City with an understanding of a variety of demographic and financial metrics used by the Credit Rating Agencies in reaching a rating decision.
 - Analyze a series of Key Financial Ratios in order to provide City Council with a better understanding of the City's Existing Debt Profile and Fund Balance (i.e. Reserve) Levels.
- Provide City Council with Recommended Financial Policy Guidelines for consideration and adoption.
 - The City adopted Financial Policy Guidelines in 1999, but these guidelines have not been reviewed or amended since that time.
 - The Recommended Financial Policy Guidelines are based upon Industry Standard Benchmarks and insights from the Peer Comparatives and Key Financial Ratios.
 - ***Implementation of the Recommended Financial Policy Guidelines is in keeping with "Best Practices" and sound fiscal management.***

Credit Rating Overview



- The City is currently not rated by any of the three National Credit Rating Agencies.
 - Emporia is one of three cities in Virginia without a credit rating.
- The City obtained an initial 'A' Credit Rating with its publicly offered 1995 General Obligation Bond issue. This rating remained in effect until the 1995 Bonds were refinanced and paid off in 2004.
- The Recommended Financial Policy Guidelines herein are based on an analysis of 'AA' and 'A' rated national and Virginia city comparatives.

— National cities	Virginia cities/towns
— AA 1,815 Credits	27 Credits
— A1 633 Credits	5 Credits
— A2 247 Credits	NA*
— A3 75 Credits	2 Credits

- The data shown in the comparatives is from Moody's Municipal Financial and Ratio Analysis database. The figures shown are derived from the most recent financial statements available as of June 8, 2014 (FY 2013 data).

* Excludes counties.

Moody's S&P Fitch

Top tier "Highest Possible Rating" Aaa AAA AAA

2nd Tier "Very Strong" (Highest) Aa1 AA+ AA+
 (Middle) Aa2 AA AA
 (Lowest) Aa3 AA- AA-

3rd Tier "Strong" (Highest) A1 A+ A+
 (Middle) A2 A A
 (Lowest) A3 A- A-

4th Tier "Adequate Capacity to Repay" (Highest) Baa1 BBB+ BBB+
 (Middle) Baa2 BBB BBB
 (Lowest) Baa3 BBB- BBB-

5th - 10th Tiers "Below Investment Grade" BB, B, CCC, CC, C, D

= Prior Rating

Rating Agency Methodology: Moody's



Moody's Methodology

- On January 15, 2014, Moody's Investors Service released an updated Rating Methodology regarding US Local Government General Obligation Debt.
- Moody's introduced a new scorecard that provides summarized guidance for the factors generally considered most important in assigning ratings to issuers.
- The scorecard is designed to enhance transparency by identifying critical factors as a starting point for analysis, along with additional considerations that may affect the final rating assignment.
- Moody's weights Rating Factors and Sub factors, in their scorecard.
- The criteria is also subject to a notching adjustment for certain qualitative factors that are not accounted for in the scorecard.

Economy / Tax Base	
■ Tax Base Size (Full Value):	10%
■ Full Value Per Capita:	10%
■ Wealth (Median Family Income):	10%
Economy/Tax Base Subtotal	30%
Finances	
■ Fund Balance (% of Revenues):	10%
■ Fund Balance Trend (5-Year Change):	5%
■ Cash Balance (% of Revenues):	10%
■ Cash Balance Trend (5-Year Change):	5%
Finances Subtotal	30%
Management	
■ Institutional Framework:	10%
■ Operating History:	10%
Management Subtotal	20%
Debt/Pensions:	
■ Debt to Full Value:	5%
■ Debt to Revenues:	5%
■ Moody's-adjusted Net Pension Liability (3-year average) to Full Value:	5%
■ Moody's-adjusted Net Pension Liability (3-year average) to Revenue:	5%
Debt/Pensions Subtotal	20%

Rating Agency Methodology: Standard & Poor's



S&P's Methodology

- On September 12, 2013, Standard & Poor's updated its US Local Governments General Obligation Ratings methodology and assumptions.
- An initial indicative rating will be calculated from a weighted average of seven key factors. The initial score is then adjusted based on certain qualitative factors that are not accounted for in the scorecard.

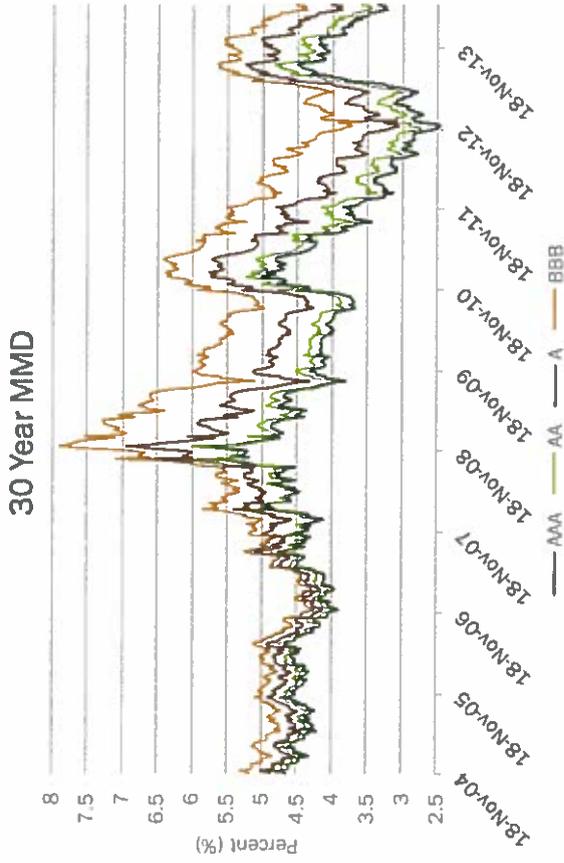
Institutional Framework	10%
<ul style="list-style-type: none"> Legal and practical environment in which the local government operates 	
Economy	30%
<ul style="list-style-type: none"> Total Market Value Per Capita Projected per capita effective buying income as a % of US projected effective buying income 	
Management	20%
<ul style="list-style-type: none"> Impact of management conditions on the likelihood of repayment 	
Budgetary Flexibility	20%
<ul style="list-style-type: none"> Available Fund Balance as a % of Expenditures 	
Budgetary Performance	10%
<ul style="list-style-type: none"> Total Government Funds Net Result (%) General Fund Net Revenue 	
Liquidity	10%
<ul style="list-style-type: none"> Total Government Available Cash as a % of Total Governmental Funds Debt Service Total Government Available Cash as a % of Total Governmental Funds Expenditures 	
Debt and Contingent Liabilities	10%
<ul style="list-style-type: none"> Net Direct Debt as a % of Total Governmental Funds Revenue Net Direct Debt as a % of Total Governmental Funds Expenditures 	

Rating Impact: Historic Credit Spreads and Cost of Financing



Credit Ratings and Borrowing Costs

- The City's credit rating has a direct impact on the cost of borrowing, which in turn affects the City's debt capacity.
- The credit spread is the premium an issuer pays to the purchaser of their bonds (i.e. higher interest rate) as compensation for increased credit risk.
- Since the financial downturn in September 2008, credit quality of issuers has taken on a renewed importance to investors.



Credit Spreads % vs. the 30 Year 'AAA' MMD

November 2004 - December 2008

Rating	Min	Max	Average
AA	0.04	0.19	0.10
A	0.15	1.26	0.33
BBB	0.30	2.52	0.60

December 2008 - Present

Rating	Min	Max	Average
AA	0.09	0.56	0.22
A	0.27	1.11	0.76
BBB	0.69	2.58	1.55

Note: credit spreads compared to the 'AAA' equivalent



Peer Comparatives Analysis & Recommendations

City of Emporia, Virginia

National and Virginia 'AA' & 'A' Peer Comparatives



- The enclosed national and Virginia 'A' Peer Comparatives are based on the following data sets from Moody's Financial Ratio Analysis database.
 - National: 1,815 'AA' rated cities (AA1, AA2 and AA3); and
 - National: 955 'A' rated cities (A1, A2 and A3);
 - Virginia: 34 'AA' and 'A' rated cities/towns shown below:

'Aa' Rated Virginia Cities and Towns

Blacksburg, VA	Falls Church, VA	Leesburg, VA	Poquoson, VA	Richmond, VA	Suffolk, VA
Chesapeake, VA	Fredericksburg, VA	Lynchburg, VA	Portsmouth, VA	Roanoke, VA	Waynesboro, VA
Christiansburg, VA	Hampton, VA	Manassas, VA	Purcellville, VA	Salem, VA	Williamsburg, VA
Colonial Heights, VA	Harrisonburg, V	Newport News, VA	Radford, VA	Staunton, VA	Winchester, VA
Culpeper, VA	Hopewell, VA	Norfolk, VA			

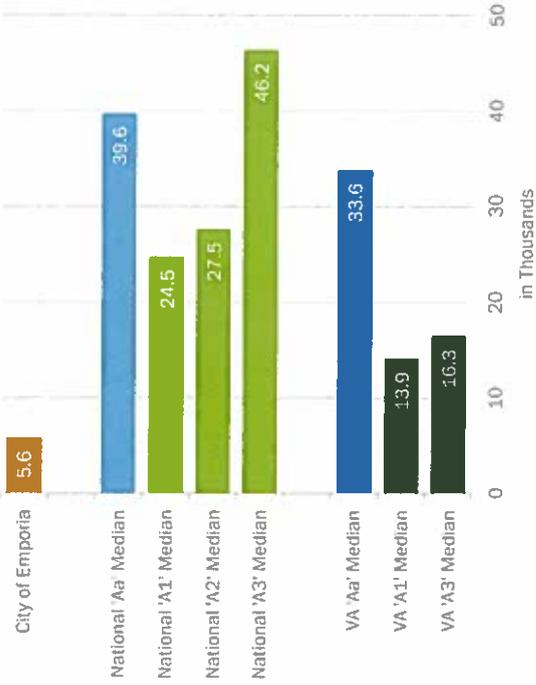
'A' Rated Virginia Cities and Towns

Bristol, VA	Danville, VA	Franklin, VA	Lebanon, VA	Martinsville, VA	Petersburg, VA
Covington, VA					

Peer Comparatives: Demographics

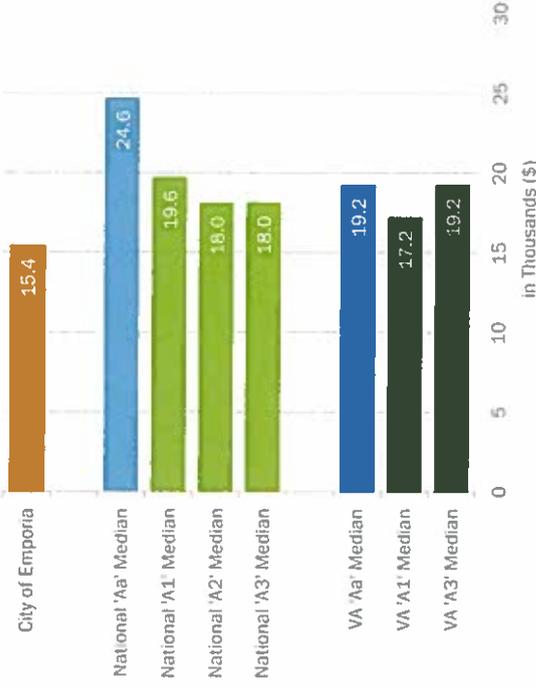


Actual/Estimated Population



■ Actual/Estimated Population
 -- FY 2013: 5,588

Per Capita Income (2000 Census)

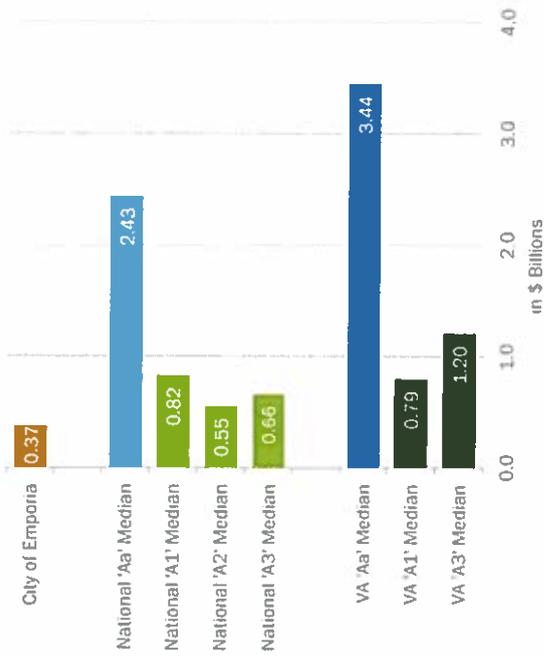


■ Per Capita Income
 -- FY 2000: \$15,377

Peer Comparatives: Tax Base

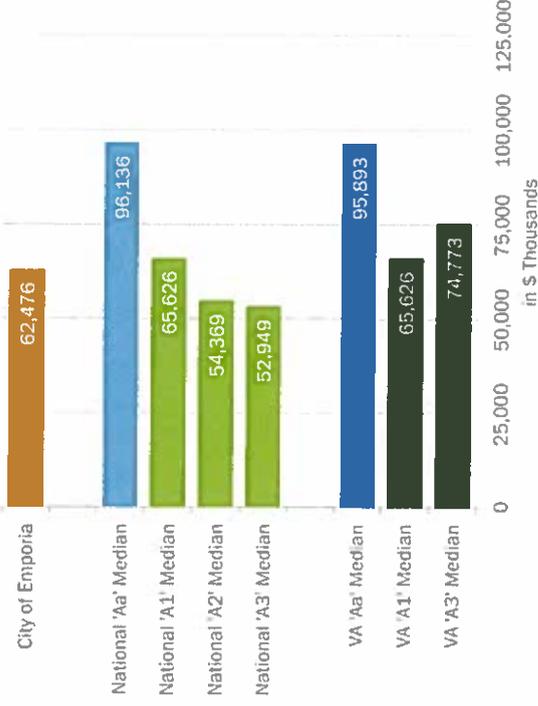


Assessed Value



- Assessed Value
 - FY 2014: \$365 million
- Moody's Criteria for General Obligation Credits defines categories of Assessed Value Per Capita as:
 - Very Strong (Aaa): > \$12 billion
 - Strong (Aa): \$1.4 - \$12 billion
 - Moderate (A): \$240M - \$1.4 billion
 - Weak - Very Poor (Baa and below): < \$240M

Assessed Value Per Capita

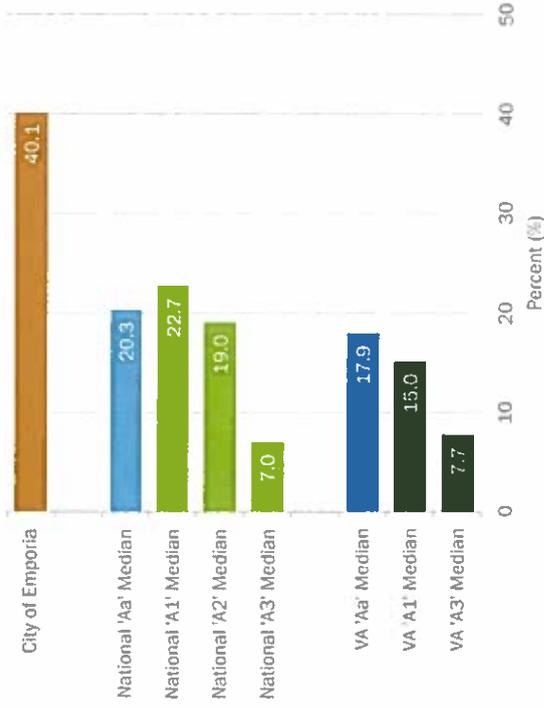


- Assessed Value Per Capita
 - FY 2014: \$62,476
- Moody's Criteria for General Obligation Credits defines categories of Assessed Value Per Capita as:
 - Very Strong (Aaa): > \$150,000
 - Strong (Aa): \$65,000 - \$150,000
 - Moderate (A): \$35,000 - \$65,000
 - Weak - Very Poor (Baa and below): < \$35,000

Unassigned Fund Balance Ratio/Recommendation



Unassigned General Fund Balance as a % of Revenues

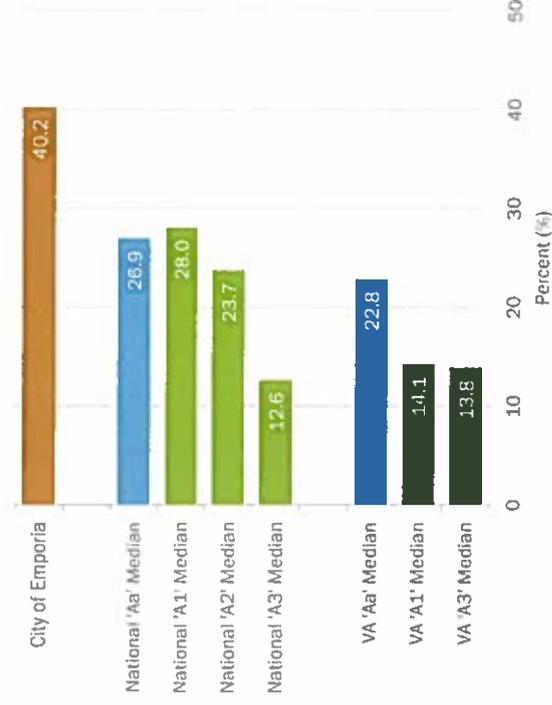


- Unassigned General Fund Balance as a % of Revenues
 - FY 2013: 40.1%
 - 40.1% represents approximately \$6.7 million of Unassigned Fund Balance.

– An appropriate level of Unassigned Fund Balance is an amount that, given the City's size, is sufficient to allow the City to cash flow without resorting to the use of Interim Tax Revenue Financing and provides for emergency funds in sufficient amounts for unforeseen circumstances.

- Recommended Financial Policy Guideline:
 - Unassigned Fund Balance level of 35% of budgeted General Fund Revenues.

Available Fund Balance as a % of Revenues



- Available Fund Balance⁽¹⁾ as a % of Revenues
 - FY 2013: 2.2%

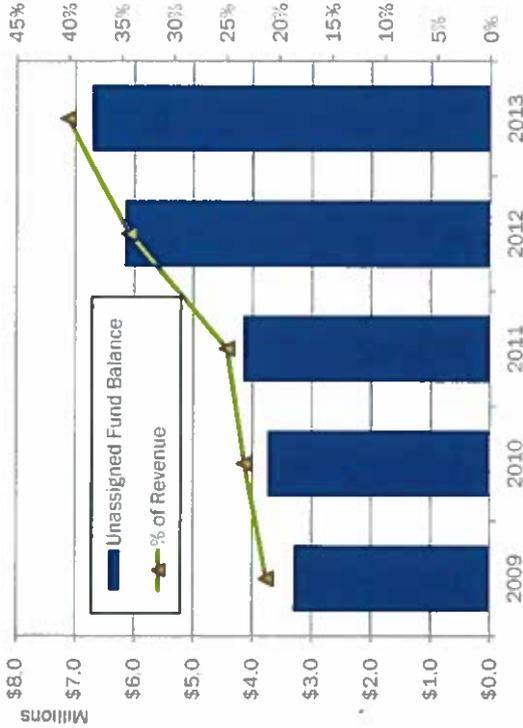
- Moody's Criteria for General Obligation Credits defines categories of Available Fund Balance as % of Revenues as:
 - Very Strong (Aaa): > 30%
 - Strong (Aa): 15% - 30%
 - Moderate (A): 5% - 15%
 - Weak - Very Poor (Baa and below): < 5%

(1) Generally, Unassigned plus Assigned Fund Balance.

Unassigned Fund Balance – Historic Trends



Unassigned General Fund Balance as a % of Revenues



Historic Unassigned General Fund Balance Trends

	Unassigned Fund Balance	General Fund Revenue	Unassigned Fund Balance (% of Revenue)
2013	\$6,698,771	\$16,701,689	40%
2012	\$6,163,676	\$17,991,366	34%
2011	\$4,153,973	\$16,666,918	25%
2010	\$3,738,426	\$16,068,216	23%
2009	\$3,296,963	\$15,572,546	21%

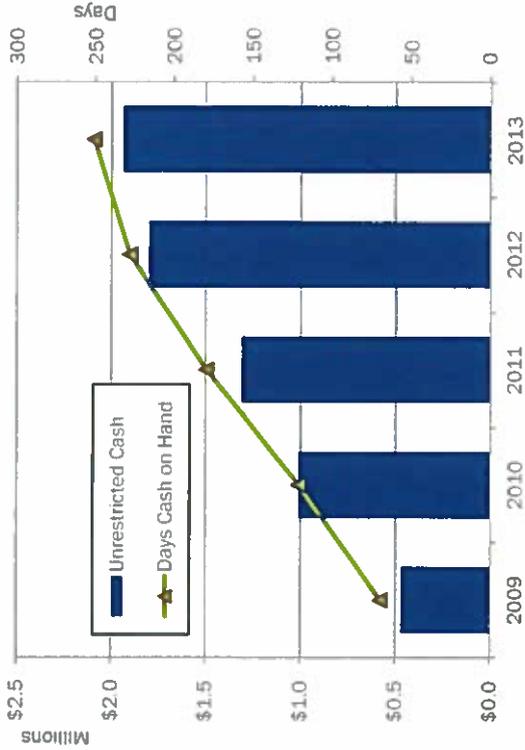
- Based on the most recent budget figure of \$16,705,000 the Recommended Policy level of 35% of Unassigned Fund Balance would translate into the following approximate dollar range:
 - 35% of Budget = \$5,845,000.

Key Ratio/Recommendation: Utility Unrestricted Cash on Hand



Utility Fund: Days Cash on Hand

Standard & Poor's 2014 Metrics: Days Cash on Hand



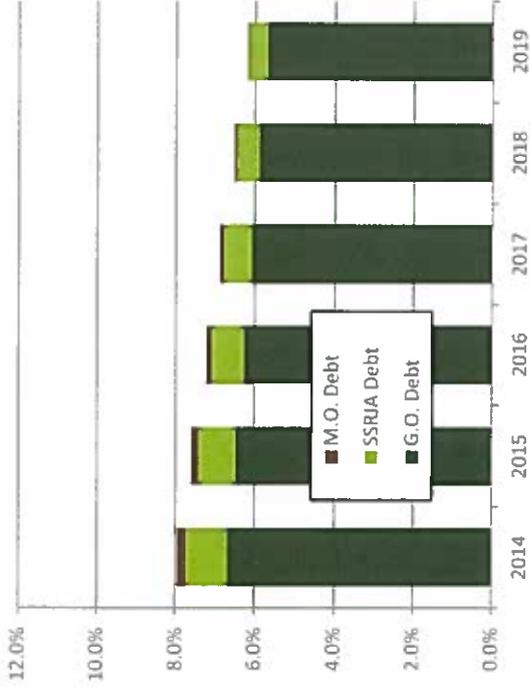
- According to Standard & Poor's 2014 Review of municipal water and sewer ratings, Days Cash on Hand is as follows:
 - A Rated median 283
 - BBB/lower Rated median 144
 - Systems with less than 20,000 people 349

- Days Cash on Hand is an industry standard metric that is used to assess the fiscal health of a utility system.
- For a system the size of Emporia's the current \$1.9 million of cash translates into 251 Days Cash on Hand is considered good.
- Investment Grade Rated utility systems have upwards of 300 to 400 Days Cash on Hand.
- **Recommended Financial Policy Guideline:**
 - The City's Utility Fund shall maintain a range of Days Cash on Hand at 225 to 275 days (\$1.7 to \$2.1 million).

Key Debt Ratio: Total Debt to Assessed Value



City Pro-forma Total Debt to Total Assessed Value



Assumes no growth in Assessed Valuation.

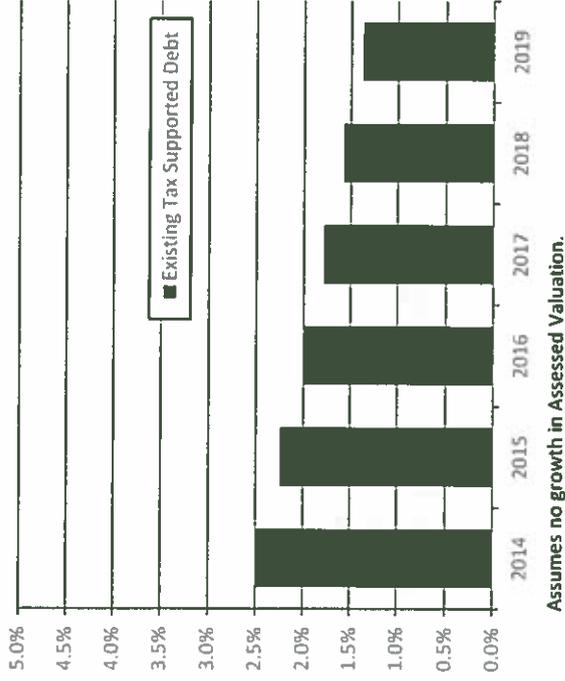
- Assessed Valuation Assumption
 - 2014 Assessed Value: \$365 million
 - Projected Growth Rate (FY 2015+): 0%

- Total General Obligation debt is governed by the state constitutional limit, which states that G.O. debt shall not exceed 10% of Total Assessed Valuation of taxable property.
- For flexibility purposes policies shall provide for the ability to issue alternative forms of debt such as Moral Obligation or Off-Balance Sheet debt.

Key Debt Ratio: Tax Supported Debt to Assessed Value

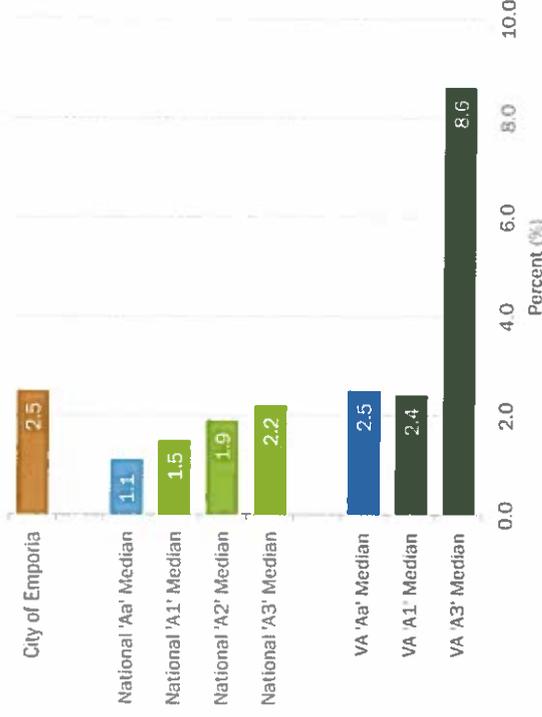


City Pro-forma Tax Supported Debt to Total Assessed Value



- Assessed Valuation Assumption
 - 2014 Assessed Value: \$365 million
 - Projected Growth Rate (FY 2015+): 0%
- This metric excludes Utility G.O. Bonds and measures the amount of debt that is supported by the general tax base of the City.

Debt to Assessed Value Peer Comparative

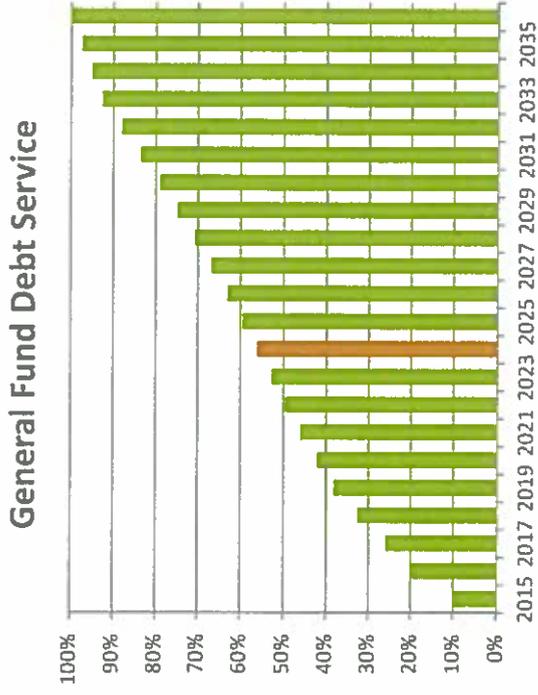


- Moody's Criteria for General Obligation Credits defines categories of Debt to Assessed Value as:
 - Very Strong (Aaa): < 0.75%
 - Strong (Aa): 0.75% - 1.75%
 - Moderate (A): 1.75% - 4.00%
 - Weak - Very Poor (Baa and below): > 4.00%

Key Debt Ratio/Recommendation: Tax Supported Payout Ratio



City 10-Year Payout Ratio

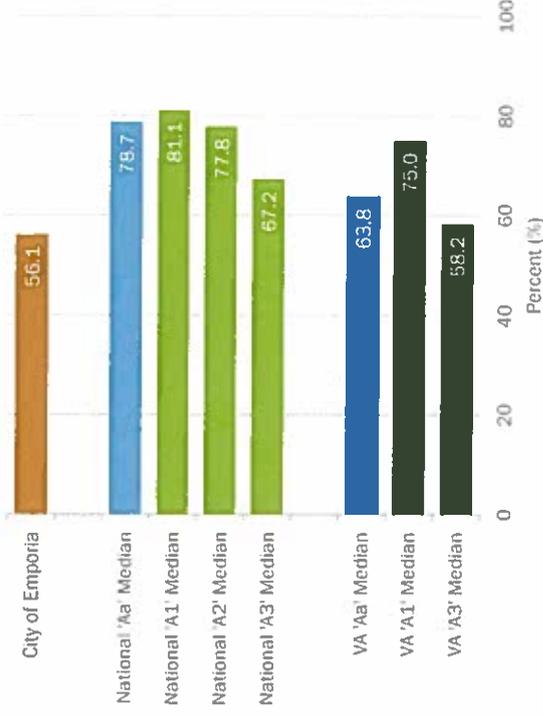


- The 10-Year Payout Ratio measures the amount of principal to be retired in the next 10 years.
- This ratio is an important metric that indicates whether or not a locality is back-loading its debt.
- Existing 10-year Payout Ratio: 56.1%

Recommended Financial Policy Guideline:

– The 10-year payout ratio of Tax Supported Debt (i.e. General and Moral Obligation debt that excludes self supporting Utility G.O. debt) shall not be less than 50%.

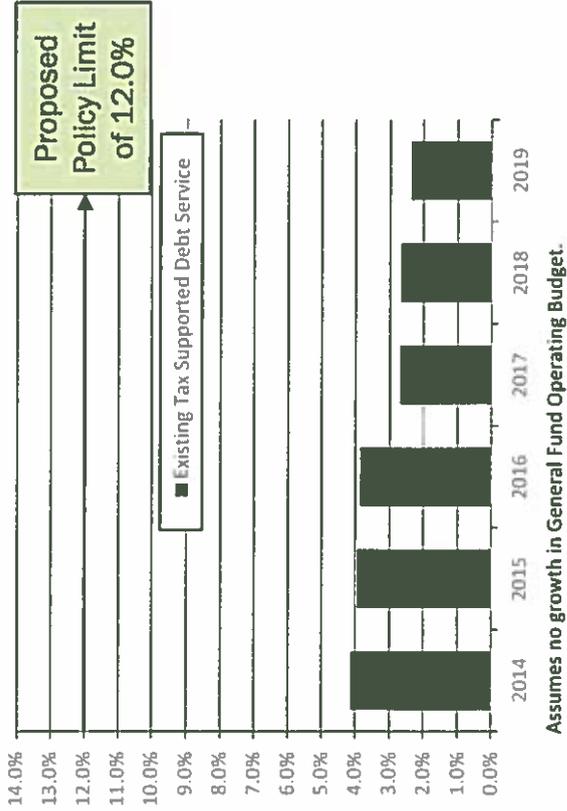
10-year Payout Ratio Peer Comparative



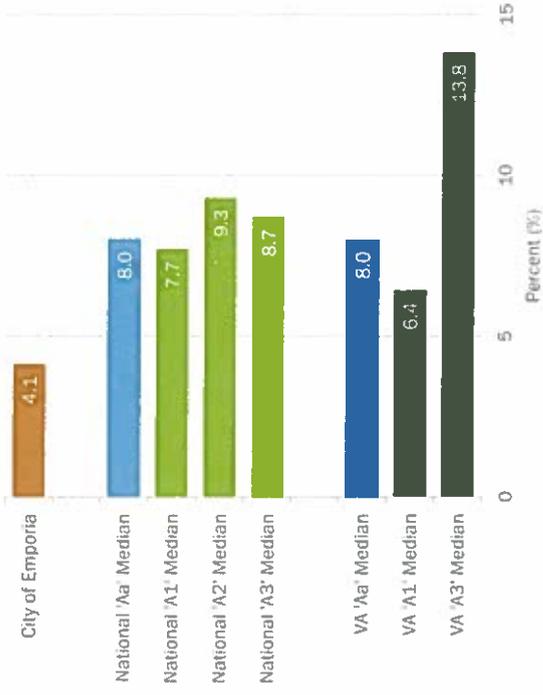
Key Debt Ratio/Recommendation: Debt Service vs. Expenditures



City Pro-forma Debt Service vs. Total Expenditures



Debt Service vs. General Fund Expenditures Peer Comparative



Existing Tax Supported Debt Service as measured against Total Expenditures (General Fund budgeted expenditures).

Assumed Expenditure Growth Rate: 0%

Recommended Financial Policy Guideline:

- Tax Supported Debt Service (for General and Moral Obligation/Off-Balance Sheet debt that excludes self-supporting Utility G.O. debt) shall not exceed 12% of Governmental Expenditures (Budget).



Recommended Financial Policy Guidelines – Summary

City of Emporia, Virginia

Recommended Capital Improvement/Budget Policies



- Summary of Capital Improvement Budget Policies:
 - Implementation of a 5-year Capital Improvement Plan and consideration of all capital improvement in accordance with such plan;
 - The 5-year Capital Improvement Plan will only include projects with identified and known/realistic funding sources; and
 - Enact an Annual Capital Budget based on the first year of the 5-year Capital Improvement Plan.

- Summary of Budget Development Policies:
 - The City will use current revenues to fund current expenditures;
 - One-time funds will be used for special projects and will not be used for continuing operations;
 - The City will prepare and annually update a long-range (5 year) financial forecast model; and
 - The City Manager and Director of Finance Director will review expenditure and revenues quarterly and provide to City Council.
 - Budget requests after the budgetary process and adoption of the annual budget shall be considered in the next budget cycle, unless such request is deemed an emergency or provides a material benefit (i.e. grant matching funds or other similar items) that affects the operations of the City government.

Recommended Unassigned Fund Balance Policies



■ Summary of Unassigned Fund Balance (General Fund)/Utility Reserve (Days Cash On Hand) Policies:

1. Unassigned Fund Balance shall not be less than 35% of the Total General Fund Budgeted Expenditures. This translates into approximately \$5,845,000.
 - As of FY 2013 the City had \$7.0 million of Unassigned Fund Balance.
2. Utility Days Cash on Hand shall be maintained between 225 and 275 days. This translates into an approximate \$1.7 to \$2.1 million of unrestricted cash.
 - As of FY 2013 the City had \$1.9 million of Unassigned Cash (251 Days Cash on Hand).

Recommended Debt Policies



■ Summary of Debt Policy Guidelines:

1. In addition to General Obligation debt, the City shall be able to incur Capital Leases, Moral Obligation and/or Off-Balance sheet indebtedness from time to time, when shown to be in the best interest of the City.
2. Total G.O. Debt shall not exceed 10% of Total Assessed Valuation of Taxable Real Property.
 - This is consistent with the State constitutional limit.
3. The 10-year payout ratio of Direct Net Tax Supported Debt (excludes-self supporting Utility G.O. Bonds) shall not be less than 50%.
 - Currently, this ratio is 56.1%
4. Direct Net Tax Supported Debt Service shall not exceed 12% of Total Governmental Expenditures (Budget).
 - This policy excludes self-supporting Utility G.O. debt that is repaid from user fees (i.e. rates and charges) and applies to General Fund tax supported General Obligation, Capital Lease, Moral Obligation and Off-Balance sheet debt.
 - Currently, this ratio is 4.1%; and
 - Projected capacity in FY 2015 for new debt service payments is approximately \$1.35 million based on the City's operating budget. This translates into an approximate \$17.5 million borrowing capacity (4.5% @ 20 years; level debt service).

Please see Appendix A for complete Financial Policy Guidelines document.

Recommended Investment Policies



- Summary of Investment Policies:
 - Primary objectives in order: Safety, Liquidity and Return on Investment;
 - Investments shall be made with a Standard of Prudence and investment practices shall be such that Conflicts of Interest are avoided;
 - Safekeeping of Investments shall be in accordance with Section 2.2-4515 of the Code of Virginia (Safekeeping with a third-party custodian that is not a counterparty amongst other requirements)
 - Authorized investments include the following and are generally restricted to a maximum term of 5 years⁽¹⁾:
 - U.S. Treasury Obligations.
 - Agencies (FHLB, FNMA, FFCB and FHLMC) – Fixed rate and guaranteed as to principal and interest.
 - Prime Commercial Paper – Rated by at least two of the three National Credit Rating Agencies (P-1, A-1 or F-1 or better).
 - Certificates of Deposit issued by domestic banks – Rated P-1 AND A-1 or better for CD's less than one year; Rated Aa AND Aa or better for CD's between 1 and 5 years.
 - Banker's Acceptances – Maturing within 180 days and rated P-1 AND A-1 or better; Issuer must be domestic or domestic office of an international bank rated Aa AND Aa or better.
 - Municipal Obligations – Commonwealth of Virginia and Virginia Local Government Obligations rated AA or better by at least two of the three National Credit Rating Agencies.
 - Repurchase Agreements – Collateralized U.S. Treasuries and Agencies listed above; Required collateral at 102% marked to market weekly.
 - Mutual Funds – Trade on a constant net asset value and are registered under the Securities Act of the Commonwealth of Virginia or the Federal Investment Co. Act of 1940 and which invest solely in instruments otherwise permitted above.
 - LGIP and SNAP.

(1) See Financial Policy Guidelines document for exceptions.
Please see Appendix A for complete Financial Policy Guidelines document.



Policy Calculations

City of Emporia, Virginia

Existing City Indebtedness



Projected General Obligation Indebtedness as of 6/30/2014			
	General Fund	Utility Fund	Total
Series 2004A	329,206	31,094	360,300
Series 2006	1,993,001	4,411,242	6,404,243
Series 2012	1,674,500	0	1,674,500
Series 2014	59,544	4,710,956	4,770,500
USDA Series 2012A (1)	0	1,837,000	1,837,000
USDA Series 2013A (1)	0	9,000,000	9,000,000
USDA 2010	6,485	0	6,485
USDA 2011	357,458	0	357,458
G.O. Short Term Notes	363,943	0	363,943
Subtotal G.O. Debt as of 6/30/2014	4,420,193	19,990,292	24,410,485
BB&T 2012	325,367	0	325,367
First Citizens 2012	27,175	0	27,175
Bank of Southside 2009	62,602	0	62,602
BB&T 2013	45,266	0	45,266
Hampton Roads 2013	178,522	0	178,522
First Citizens 2013	114,172	0	114,172
Subtotal M.O. Debt as of 6/30/2014	753,104	0	753,104
Subtotal Total City G.O./M.O. Indebtedness	5,173,297	19,990,292	25,163,590
G.O. Guarantee Included for Purposes of Legal Debt Margin/Financial Policy Guidelines			
Southside Reg Jail Auth - G.O. Pledge(2)	3,922,600	0	3,922,600
Total Indebtedness subject to policies	9,095,897	19,990,292	29,086,190

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

(2) Included for purposes of Financial Policy calculation only. City shares approximately 50% of the payment with Greensville County. Payments are incorporated into the annual jail budget.

Debt Service to Expenditures (Budget): Policy Calculation



Tax Supported Debt Service to Total Governmental Expenditures (Budget)

FY	A		B		C		D	
	Governmental Expenditures	City G.O./M.O. Debt Service	% of Budget	City G.O./M.O. Debt Service	Tax Supported Limit (12%)	Remaining Capacity	% of Budget	Remaining Capacity
2014	16,705,000	688,000	4.1%	688,000	2,004,600	1,316,600	7.9%	\$17,125,000
2015	16,705,000	658,657	3.9%	658,657	2,004,600	1,345,943	8.1%	17,510,000
2016	16,705,000	642,155	3.8%	642,155	2,004,600	1,362,445	8.2%	17,725,000
2017	16,705,000	449,435	2.7%	449,435	2,004,600	1,555,165	9.3%	20,230,000
2018	16,705,000	445,380	2.7%	445,380	2,004,600	1,559,220	9.3%	20,280,000
2019	16,705,000	396,048	2.4%	396,048	2,004,600	1,608,552	9.6%	20,925,000



Richmond Office
One James Center
901 East Cary Street
11th Floor
Richmond, VA 23219

David Rose
Senior Vice President
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drose@investdavenport.com

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Senior Vice President
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Municipal Advisor Disclaimer



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The value of and income from investments and the cost of borrowing may vary because of changes in interest rates, foreign exchange rates, default rates, prepayment rates, securities/instruments prices, market indexes, operational or financial conditions or companies or other factors. There may be time limitations on the exercise of options or other rights in securities/instruments transactions. Past performance is not necessarily a guide to future performance and estimates of future performance are based on assumptions that may not be realized. Actual events may differ from those assumed and changes to any assumptions may have a material impact on any projections or estimates. Other events not taken into account may occur and may significantly affect the projections or estimates. Certain assumptions may have been made for modeling purposes or to simplify the presentation and/or calculation of any projections or estimates, and Davenport does not represent that any such assumptions will reflect actual future events. Accordingly, there can be no assurance that estimated returns or projections will be realized or that actual returns or performance results will not materially differ from those estimated herein. This material may not be sold or redistributed without the prior written consent of Davenport.

Version 1.13.14 RK | DR



CITY OF EMPORIA

Memorandum

October 17, 2014

TO: The Honorable Mayor and City Council
FROM: Brian S. Thrower, City Manager *BST*
SUBJECT: Official Intent Resolution – Request to Adopt
ITEM #: 14-60

Davenport & Company, LLC, serving as Financial Advisor to the City, has distributed a Request for Proposals (the "RFP") for the issuance of a 2014B General Obligation Bond in an amount not to exceed \$1,800,000 for the Wastewater Treatment Plant Solids Handling Facilities Modifications and the West Atlantic Street Sanitary Sewer Replacement as approved with the adoption of the City's FY 15 Budget. Responses to the RFP are due back to Davenport & Company, LLC on October 24, 2014.

Bids have been obtained for both projects and remain valid until November 2, 2014. The lowest responsible and responsive bidder for the Wastewater Treatment Plant Solids Handling Facilities Modifications is English Construction with a bid of \$1,446,000. The lowest responsible and responsive bidder for the West Atlantic Street Sanitary Sewer Replacement is Lyttle Utilities, Inc. with a bid of \$374,715. Due to the fact that City Council will not meet again until November 18, 2014 and bond closing is not scheduled until November 25, 2014, you have before you an Official Intent Resolution which will authorize the City to reimburse itself with the proceeds of Indebtedness for Expenditures made with respect to the Projects. Bids for these projects will need to be awarded prior to the bond closing date and related expenditures are possible prior to bond closing.

Roland Kooch with Davenport & Company, LLC will be here at your November 18th meeting to present a summary of the responses to the RFP and to make a recommendation.

Recommendation

I recommend that you adopt this resolution.

Attachment

Resolution

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

**RESOLUTION OF THE CITY COUNCIL
OF THE CITY OF EMPORIA, VIRGINIA
DECLARING ITS INTENTION TO REIMBURSE
THE COST OF CERTAIN EXPENDITURES**

The City of Emporia, Virginia (the "City") has made or will make expenditures (the "Expenditures") in connection with (i) a new screw press and all associated equipment in the existing sludge handling building at the City's wastewater treatment plant and (ii) the removal and replacement of existing gravity sanitary sewer on West Atlantic Street in the City, including (a) the replacement of approximately 490 linear feet of 10-inch gravity sanitary sewer and 1,230 linear feet of 8-inch gravity sanitary sewer, (b) the removal and replacement of associated manholes and reconnection of existing sanitary sewer laterals to the new gravity sewer and (c) pavement restoration (collectively, the "Projects").

The City may determine that the funds advanced and to be advanced to pay the Expenditures will be reimbursed to the City from the proceeds of one or more tax-exempt obligations to be issued by the City (the "Indebtedness").

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF EMPORIA, VIRGINIA (THE "COUNCIL"):

1. The Council hereby adopts this declaration of official intent under Treasury Regulations Section 1.150-2 and declares that the City intends to reimburse itself with the proceeds of Indebtedness for Expenditures made on, after or within sixty (60) days prior to the date hereof with respect to the Projects. Further, Expenditures made more than sixty (60) days prior to the date hereof may be reimbursed as to certain *de minimis* or preliminary expenditures described in Treasury Regulations Section 1.150-2(f) and as to other expenditures permitted under applicable Treasury Regulations.

2. The maximum principal amount of Indebtedness expected to be issued for the Projects is \$1,800,000.

3. This resolution shall take effect immediately upon its adoption.

Adopted: October 21, 2014

CERTIFICATE

The undersigned City Clerk of the City of Emporia, Virginia, hereby certifies that the foregoing constitutes a true, correct and complete copy of a Resolution adopted by the City Council of the City of Emporia, Virginia on October 21, 2014. I hereby further certify that the Resolution was adopted at the meeting at which it was introduced, said meeting constituted a regularly scheduled meeting and during the consideration of the foregoing Resolution a quorum was present. The vote of the members of the Council upon the foregoing Resolution was as follows:

<u>Member</u>	<u>Present/Absent</u>	<u>Vote</u>
Mary L. Person, Mayor		
Carolyn S. Carey		
Carol Mercer		
James E. Ewing, III		
F. Woodrow Harris		
Doris T. White		
Dale Temple		
Deborah D. Lynch		

WITNESS MY HAND and the seal of the City of Emporia, Virginia, this ____ day of October, 2014.

City Clerk, City of Emporia, Virginia



CITY OF EMPORIA

Memorandum

October 17, 2014

TO: The Honorable Mayor and City Council

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

SUBJECT: West Atlantic Street Neighborhood Improvement Project – Request to Convey Lots to Habitat for Humanity

ITEM #: 14-61

As you are aware, the City has been discussing options regarding the vacant lots created by the acquisition and demolition of properties in the West Atlantic Street Neighborhood Improvement Project area. The project is funded by the Virginia Department of Housing and Community Development.

The City is obligated to provide four new owner-occupied units in the project area. The agreement you approved at your September 2, 2014 provides for the construction of two owner-occupied units by the Emporia-Greenville Habitat for Humanity. City staff is working with another agency for the construction of additional units.

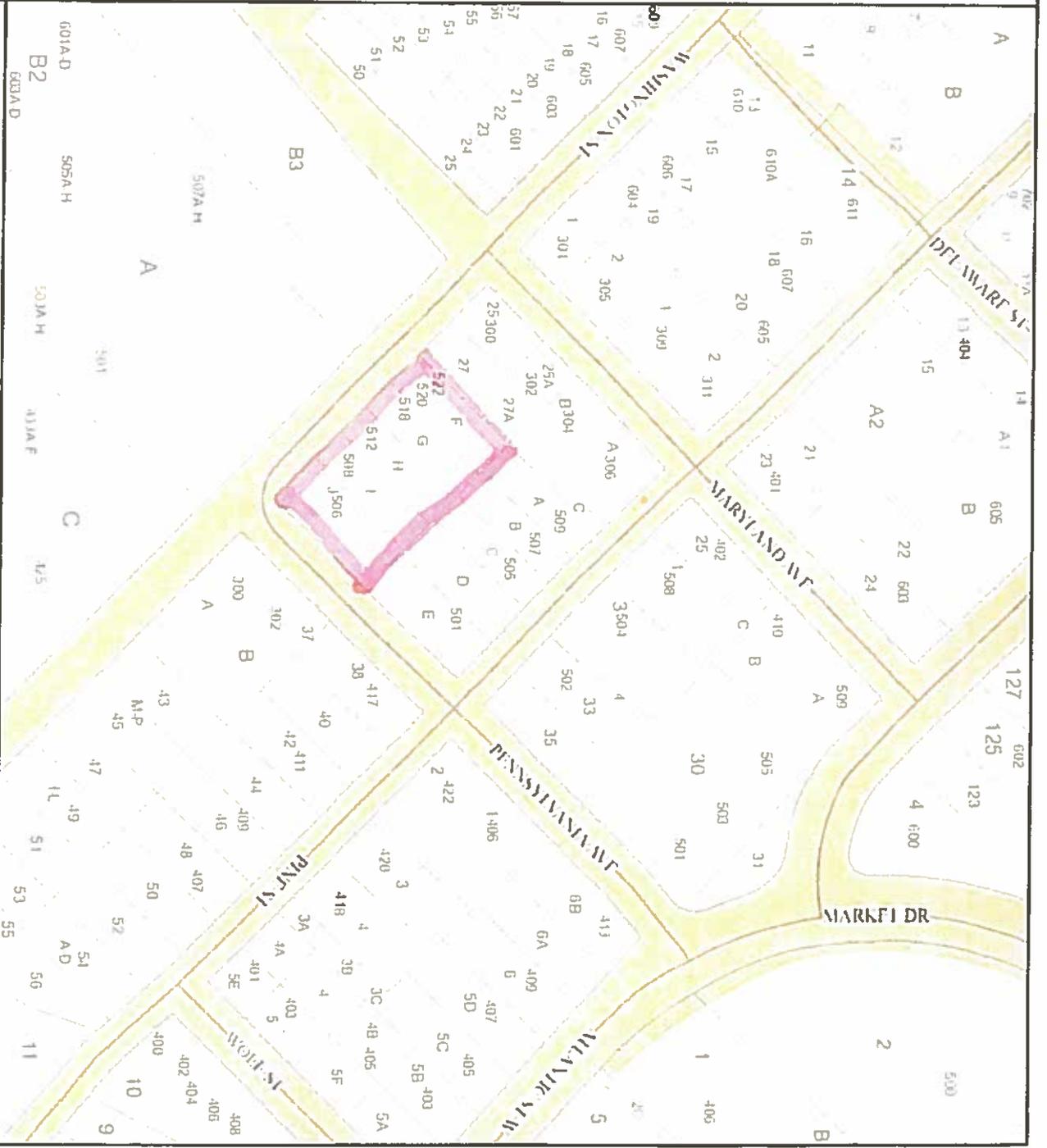
Recommendation

I recommend you approve conveying the two vacant lots located on Washington Street to Habitat for Humanity, as shown on the attached preliminary survey.

Attachments

GIS Map of Vacant Lots
Preliminary Survey of Lots Proposed for Conveyance

- Legend**
- City Boundary
 - Parcels
 - Rights of Way
 - Site Addresses
 - Road Centerlines
 - Streams and Rivers
 - Water Bodies
 - Project Lots

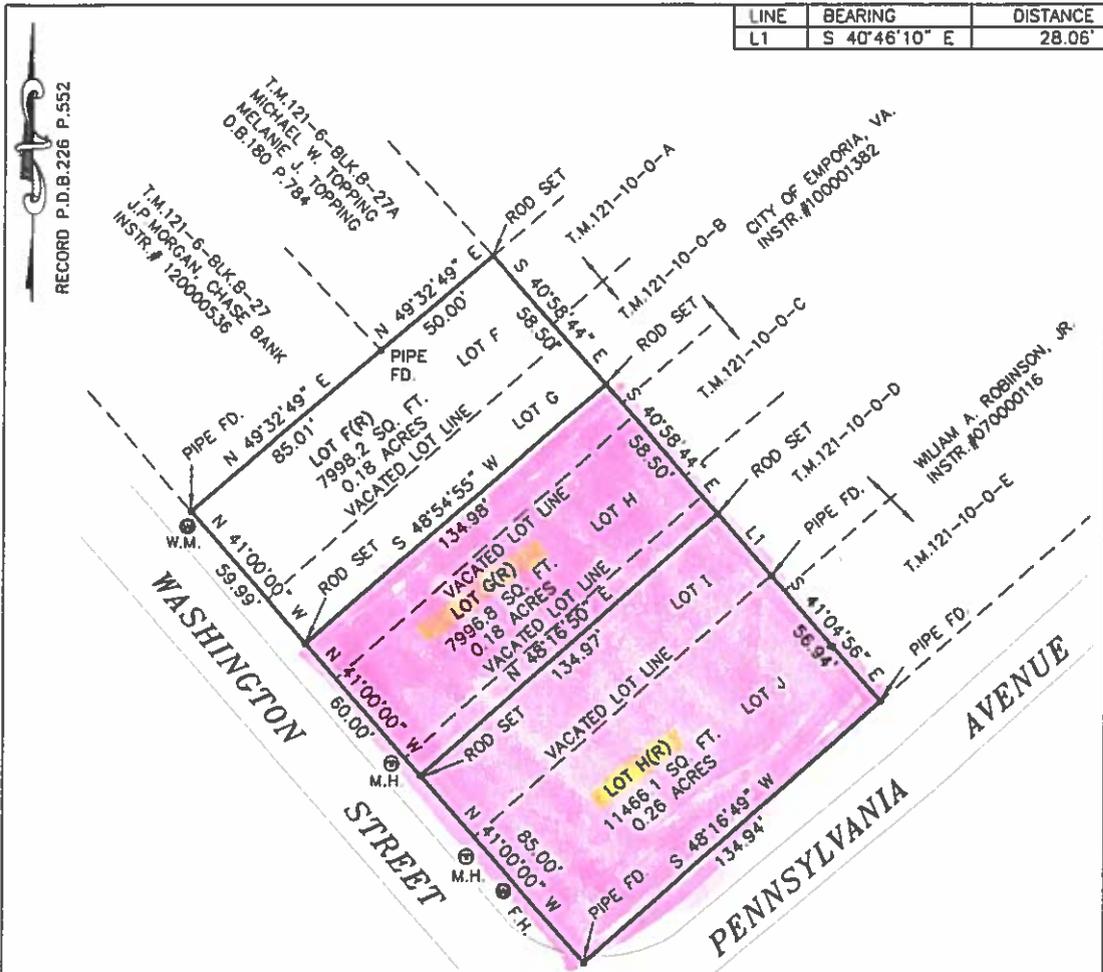


Title:

Date: 8/26/2014

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

LINE	BEARING	DISTANCE
L1	S 40°46'10" E	28.06'



RECORD P.D.B.226 P.552

T.M.121-6-BLK-B-27A
MICHAEL W. TOPPING
D.B.180 P.784

T.M.121-6-BLK-B-27
J.P. MORGAN, CHASE BANK
INSTR. # 120000536

CITY OF EMPORIA, VA.
INSTR. #100001582

WILIAM A. ROBINSON, JR.
INSTR. #070000116

121-10-G > Hab: HA
121-10-H > Hum: cm: city

Note: Not recorded



FLOOD NOTE:
THIS PROPERTY IS IN FLOOD ZONE X (AREAS OUTSIDE 0.2% ANNUAL CHANCE FLOODPLAIN) ACCORDING TO NATIONAL FLOOD INSURANCE RATE MAPS. COMMUNITY PANEL NO. 51081C0158C, EFF. DATE 07/07/2009.

I, CERTIFY THAT ON 09-24-2014 I MADE AN ACCURATE SURVEY OF THE PROPERTY SHOWN ON THIS PLAT. ALL VISIBLE IMPROVEMENTS, EASEMENTS, RIGHT OF WAYS, AND ENCRDACHMENTS ARE SHOWN HEREDN, A TITLE REPORT WAS NOT FURNISHED FOR THIS SURVEY. THEREFORE ANY INFORMATION OR INCUMBERANCE A TITLE REPORT MAY REVEAL MAY NOT BE SHOWN ON THIS PLAT. THIS SURVEY CONFORMS TO THE MINIMUM STANDARDS SET FORTH BY THE STATE BOARD.

RESUBDIVISION OF TAX MAP PARCELS 121-10-0-F, G, H, I AND J, STANDING IN THE NAME OF CITY OF EMPORIA, VIRGINIA INSTR. NO'S. 110000084, # 110000227 AND # 120001063. CITY OF EMPORIA, VIRGINIA		
DRAWN kop	DATE 09/24/14	SURVEYED BY: PETERSON SURVEYS, INC. 18901 HAWKINS CHURCH ROAD DINWIDDIE, VA. 23841 804-469-7707 kopete1553@gmail.com
APPROVED	DATE	
SCALE 1" = 50'	SHEET 1 OF 1	PROJECT NO. JN. 14088



CITY OF EMPORIA

Memorandum

October 17, 2014

TO: The Honorable Mayor and City Council

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

SUBJECT: Rezoning Request – Reese Street

ITEM #: 14-62

Dorothy Lee Toney has submitted an application to rezone a property located on Reese Street to R-2 Residential District. The property is zoned I-1 Industrial District and is identified as City Tax Map Number 85-A-6A. The property is currently vacant and has neither a structure nor home on the premises. The property abuts and is adjacent to parcels that are zoned both R-2 Residential District and I-1 Industrial District. Residential homes and industrial uses are also present in the area. According to the application, Ms. Toney would like to have a home built on the property in the near future.

As stated above, the property is zoned I-1 Industrial District. According to Section 90-78 (a) of the City's Zoning Code "I-1 districts shall be utilized for occupancy by certain industries which do not in any way detract from the utilization of adjacent areas to the district for residential purposes..." The property owner is requesting this property be rezoned to R-2 Residential District.

Per Section 90-72 (a) of the City's Zoning Code "R-2 districts shall be composed of quiet, residential areas plus certain open areas where similar residential development appears likely to occur. The regulations of this R-2 district are designed to stabilize and protect the essential characteristics of the R-2 district, to promote and encourage a suitable environment for family life, and to prohibit all activities of a commercial nature. Development shall be limited to single unit dwellings, providing homes for the residents plus certain additional uses such as schools, parks, churches, and certain public facilities."

According to the City's 2008-2028 Comprehensive Plan Future Land Use Map, which was previously recommended by the Planning Commission and adopted by City Council, this property is designated as "Industrial." The Comprehensive Plan describes Industrial as "areas intended for a wide variety of industrial operations, including the production, processing, packaging or treatment of manufactured products and materials. These sites are sufficiently separated from existing population centers and can accommodate heavier types of industrial use. It is the intention of this category to preserve these lands for industrial use only and to exclude new residential or commercial development except for certain appropriate adjuncts to industrial

operations. Also includes warehousing, wholesaling, light manufacturing, and processing operations, as well as associated office development and support facilities.” Per Section 15.2-2223 of State Code, the overall purpose of a locality’s comprehensive plan is to guide and accomplish a “coordinated, adjusted and harmonious development of the territory which will, in accordance with present and probable future needs and resources, best promote the health, safety, morals, order, convenience, prosperity and general welfare of the inhabitants...”

Recommendation

Section 15.2-2284 of State Code (see attached) lists the relevant factors to consider in rezoning applications. Every proposed rezoning should be accompanied by an analysis of how the amendment will satisfy one or more of these factors. A locality is not required to consider all nine factors in each zoning decision.

The most pertinent factors applicable to this request involve the existing use and character of the property, including other properties in the immediate area, as well as the Comprehensive Plan. As previously stated, this property is currently vacant and has neither a structure nor home on the premises. The applicant wishes to build a new home on the property in the near future. In terms of other properties in the immediate area, this property abuts and is adjacent to parcels that are zoned both R-2 Residential District and I-1 Industrial District. Residential homes and industrial uses are also present in the area.

In terms of the Comprehensive Plan Future Land Use Map, this parcel is designated as “Industrial.” This property and other properties in the immediate area are currently zoned I-1 Industrial District and have collectively been identified as an industrial area on the Future Land Use Map. Preservation of industrially zoned areas is of prime importance in order to both attract new industries to our area and help retain our existing industries. This is especially important given the City’s small geographic area and inability to annex. City Council has also identified Economic Development as a Strategic Priority in its Strategic Plan adopted May 6, 2014. Should this property be rezoned, our inventory of industrially zoned properties will decrease and the integrity of the Comprehensive Plan Future Land Use Map, as is currently exists, will be compromised. Given the reasons outlined above, I recommend this rezoning request be denied and the property remain zoned I-1 Industrial District. At its October 14, 2014 meeting, the Planning Commission voted (5 to 0) to recommend that you approve this rezoning request.

Attachments

Application
Zoning and Aerial Maps
Tax Map Sheet 85-A-6A
Sec. 90-72 R-2 Residential District
Sec. 90-78 I-1 Industrial District
Comprehensive Plan Future Land Use Map
Comprehensive Plan Industrial Use Designation Description
State Code Section 15.2-2284 – Rezoning Considerations



City of Emporia
 Community Development and Planning
 201 South Main Street
 Emporia, Virginia 23847
 (434) 634-3332 (434) 634-0003 (F)

Permit Number K1-0000273
 Date 8/21/14
 Tax Map # 85-A-0-8 E5-A
 Zoning District E1
 Enterprise Zone Yes No

LAND USE AMENDMENT APPLICATION
Information must be typed or printed and completed in full.
Attach additional pages where necessary.



Land Use Information:

Application Type: Variance Rezoning Conditional Use Permit
 Special Exception Amendment Appeal
 Telecommunications Tower Co-location on existing tower

Description of Request: Have property rezoned from industrial to residential property

Proposed Acreage: one acre

Applicant/Agent Information:

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

Agent(s): _____ Phone # _____

Address: _____

If you are the agent for the property owner, do you have consent of the owner attached? Yes No

Property Owner Information:

Property Owner (s): Dorothy Lee Toney

Phone # 443-361-7229

Address: 4205 BRUIS Run Cir
Belcamp, Md 21017

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

Subject Parcel Information

Location of Property: adjacent to Alton Bryants property

Street Address: Next to 2590 Reese st
Emporia 23847

General Description of Property: Residential lot adjacent to being a farm

Current Zoning (circle one)

R-1 R-2 R-3 C-1 C-2 I-1 I-2 DT Other _____

Proposed Zoning (for rezoning request)

R-1 R-2 R-3 C-1 C-2 I-1 I-2 DT Other _____

Existing Use(s) of Property

A. Explain fully the proposed use, type of development, operation program, reason for this request, etc.:

Maintain property ^{also} and have it residential would like
to have home built in the near future

B. Section(s) of the City Code that pertain to this request

C. State how this request will not be materially detrimental to adjacent property, the surrounding neighborhood or City in general. Include where applicable; information concerning use of public utilities/services, relationship to the comprehensive plan effect of request on public schools, traffic impact, means of access to nearest public road, existing and future area development, etc.

no effect on any one elses property

D. Has any previous application for a land use amendment been filed in connection with these parcels? List case numbers and explain any existing use permit, special exception, conditional use or variance previously granted on the parcels in question. If this application is to amend an existing special use

permit, special exception, or other applicable amendment, please explain the request (proposed change in structure(s) including all signs).

N/A

E. Proffers and Conditions

List any conditions or proffers currently associated with this property.

If the applicant proffers any conditions (§ 15.2-2297 of the Code of Virginia), they must:

- 1) Have a reasonable relationship to the rezoning
- 2) Not include a cash contribution to the City of Emporia
- 3) Not include mandatory dedication of property
- 4) Not include payment for construction of off-site improvements

Proffers may be amended in writing prior the Planning Commission public hearing.

If this is an application for a **conditional zoning**, the following conditions are voluntarily proffered:

F. Please list any and all restrictive covenants, deed restrictions and other special considerations:

G. If required by the Zoning Administrator, attach a site plan / plot plan / survey plat / building dimensions / densities showing the location(s) of existing and proposed structures to be erected and applicable setback lines and distances including all zoning district requirements.

Notes:

- (1) Special use permits shall be for an indefinite period of time unless the Planning Commission imposes a condition specifying a shorter duration. Such permits shall run with the land unless the City of Emporia imposes a more restrictive condition with regard to the succession to rights in such a permit.
- (2) The City of Emporia may include, as part of the ordinance granting any conditional use permit, suitable regulations and safeguards as it may deem appropriate. Once a special use permit is approved subject to such conditions, they shall be deemed to be a part of the zoning ordinance and may be enforced by the zoning administrator. Conditions attached to a special use permit may only be amended or deleted by subsequent application for the purpose.
- (3) This application for a conditional special use permit must be accompanied by two (2) copies of any required site plans or plot plans.

H. If requesting a variance, explain the unique physical hardship or extraordinary situation (size, shape, topography, etc.) that is justification for the request:

I. Explain how the zoning ordinance prohibits or unreasonable restricts the use of the property.

was not notified the changes were made to the property it has reduce the value of my property and I would like to have a home in the very near future built

J. Applicant Remarks

The property is connected to Alton Evans property 2590 Rose St. which is my brother and have been listed as Residential all the time. We grew up here and it has been in the family for over sixty years and I would like it to be a family home as it was

Checklist:

- ✓ The required fee must accompany this application. A fee schedule is attached for your convenience Checks must be made payable to: "Treasurer, City of Emporia".
- ✓ Enclosed with the application, a copy of the appropriate city tax map with the property marked and, if available, a surveyed plat of the entire parcel.
- ✓ Enclose with this application any required plans or plats (plans must be folded).
- ✓ Enclose with this application any additional information to assist with review and determination.

I/We hereby certify that to the best of my/our knowledge all the above statements and the statements contained in any exhibits transmitted are true and that the adjacent property owners listed herewith are the owners of record as of the date of the application:

Date: 2-20-14

Applicants Name Dorothy Lee Toney
(Typed or printed)

Signature of Applicant Dorothy Lee Toney

Note: Incomplete application will not be accepted. Any request that requires plans must be accompanied by application at time of submission.

For Office Use by the Community Development Planning and Zoning Department and/or the Planning Commission

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

Copy of Receipt attached

Action Taken:

Planner / Zoning Administrator

Date

Planning Commission

Date

City Council

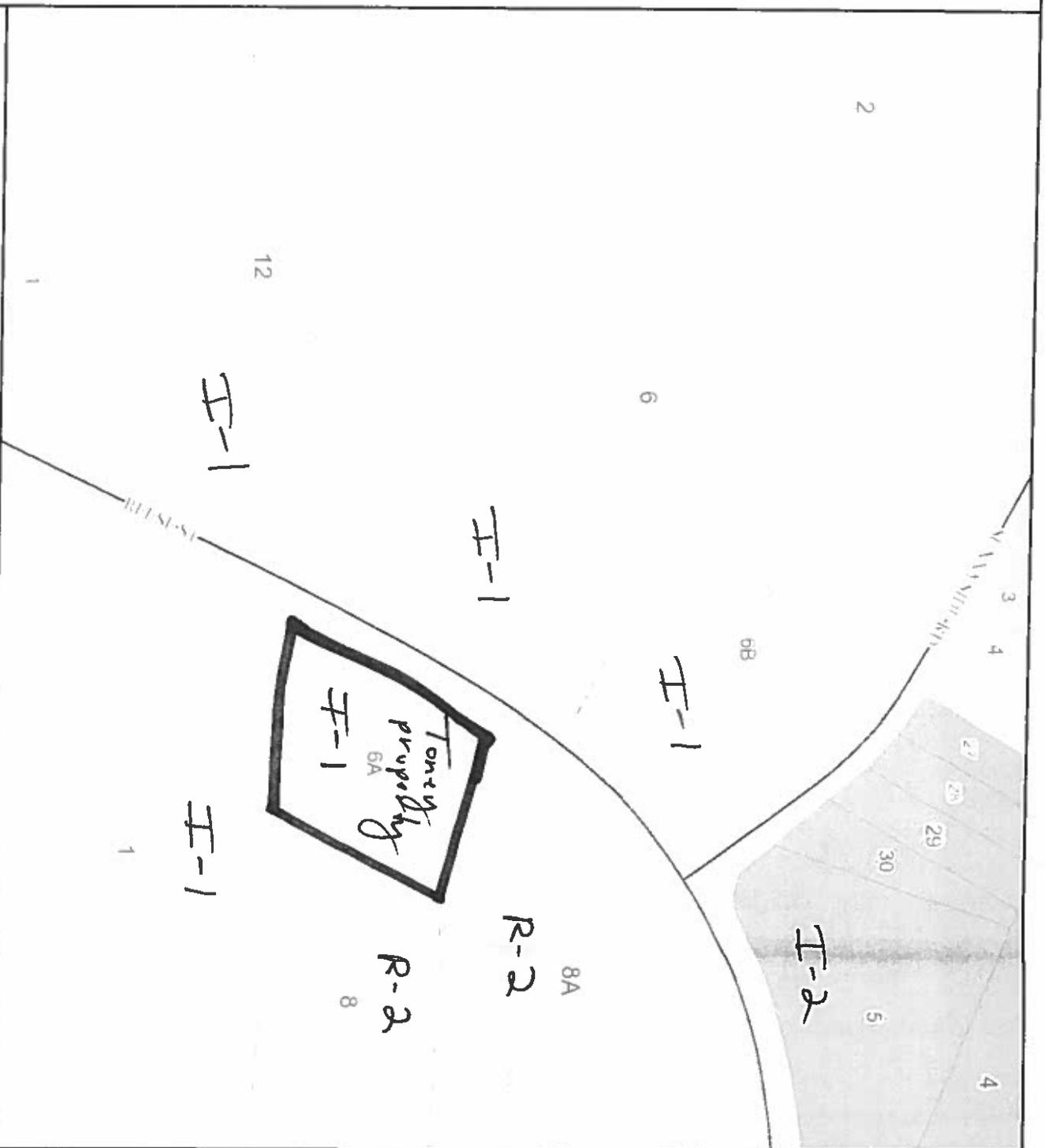
Date

PERMIT FEES

VARIANCE	\$300.00
REZONING	\$400.00 + 50/lot
CONDITIONAL USE PERMIT	\$300.00
TELECOMMUNICATIONS TOWER (CONDITIONAL USE)	\$1,500.00 per plus review by private consultant if deemed necessary for final approval
CO-LOCATION ON EXISTING TOWER (CONDITIONAL USE)	\$300.00 per plus review by private consultant if deemed necessary for final approval
SPECIAL EXCEPTION	\$300.00
AMENDMENT TO CONDITIONAL USE	\$300.00
RENEWAL OF CONDITIONAL USE	\$300.00
REQUEST FOR PRIVATE ROAD- NAME/SIGN	\$100.00
REQUEST TEXT AMENDMENT	\$400.00
APPEAL	\$300.00
AMENDMENT TO PROFFERED REZONING	\$300.00

Legend

- ▬ City Boundary
- Parcels
- Site Addresses
- Road Centerlines
- Zoning
- DT DOWNTOWN
- C-1 GENERAL COMMERCIAL
- C-2 AUTO COMMERCIAL
- I-1 INDUSTRIAL
- I-2 INDUSTRIAL
- R-1 SINGLE FAMILY
- R-2 SINGLE FAMILY
- R-3 MULTI-FAMILY
- Streams and Rivers
- Water Bodies



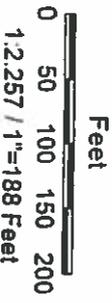
Title:

Date: 9/7/2014

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

Legend

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



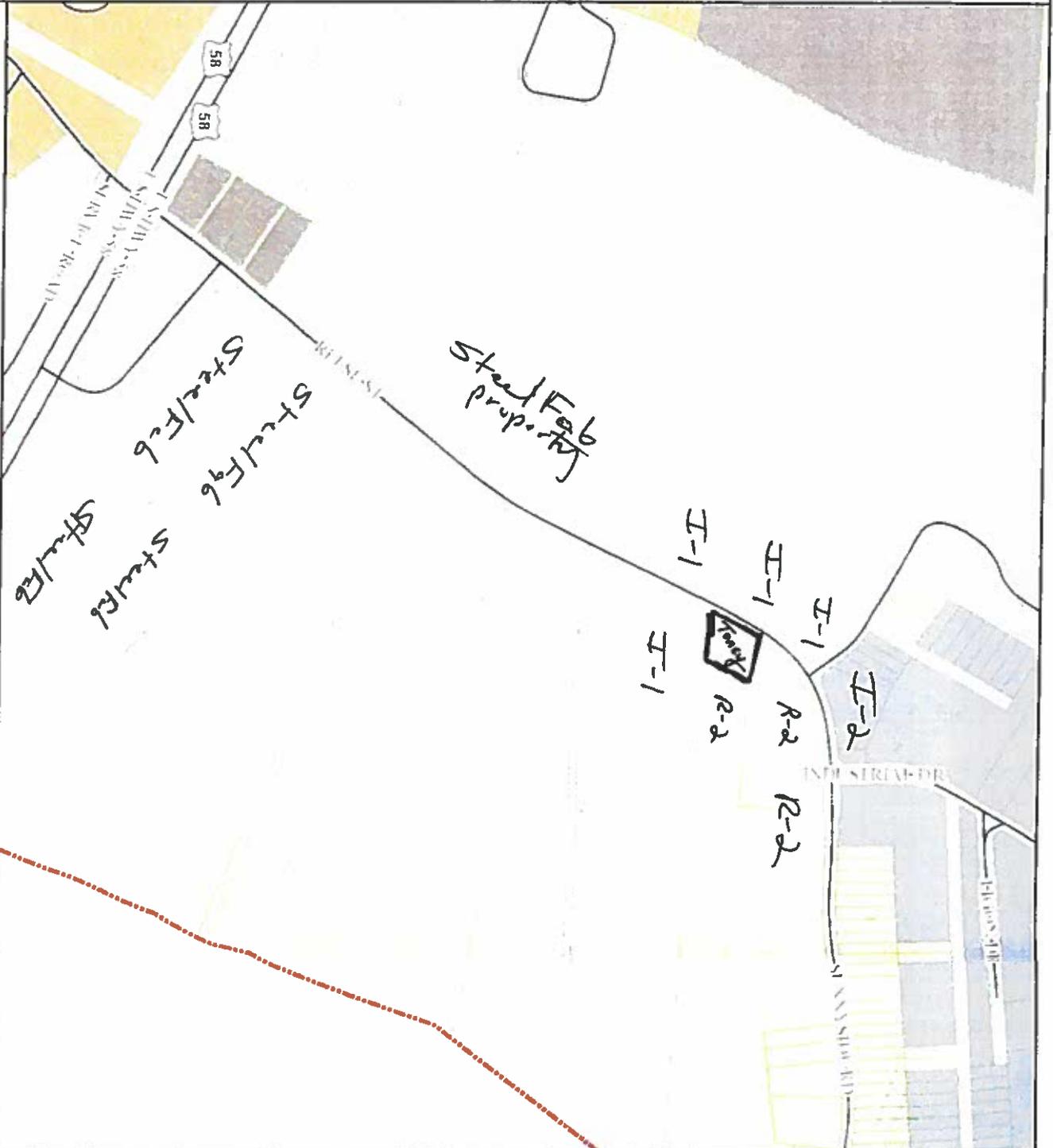
Title:

Date: 9/7/2014

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

Legend

- City Boundary
- Parcels
- Site Addresses
- Road Centerlines
- Zoning
 - DT DOWNTOWN
 - C-1 GENERAL COMMERCIAL
 - C-2 AUTO COMMERCIAL
 - I-1 INDUSTRIAL
 - I-2 INDUSTRIAL
 - R-1 SINGLE FAMILY
 - R-2 SINGLE FAMILY
 - R-3 MULTI-FAMILY
- Streams and Rivers
- Water Bodies



Title:

Date: 9/7/2014

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Legend

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

Feet



Title:

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Date: 9/7/2014

Sec. 90-72. R-2 residential district.

- (a) *Purpose and intent.* R-2 districts shall be composed of quiet, residential areas plus certain open areas where similar residential development appears likely to occur. The regulations of this R-2 district are designed to stabilize and protect the essential characteristics of the R-2 district, to promote and encourage a suitable environment for family life, and to prohibit all activities of a commercial nature. Development shall be limited to single unit dwellings, providing homes for the residents plus certain additional uses such as schools, parks, churches, and certain public facilities.
- (b) *Uses permitted.* Uses permitted in an R-2 residential district are as follows:
 - (1) All uses permitted in R-1 districts.
 - (2) Libraries and museums.
 - (3) Nonpublic clubs, lodges (except those of which the chief activities are customarily carried on as a business), subject to approval by the planning commission.
 - (4) Bed and breakfast houses with a conditional use permit.
- (c) *Height regulations.* Buildings in an R-2 district may not be erected more than 35 feet in height without prior approval of the city planning commission.
- (d) *Area regulations.* The minimum lot area in an R-2 district for single-family dwellings shall be 6,000 square feet.
- (e) *Lot coverage.* Buildings in an R-2 district, including accessory uses, shall not cover more than 35 percent of the lot area.
- (f) *Setback regulations.* The front setback line in an R-2 district shall be located 25 feet from any street right-of-way.
- (g) *Width regulations:* The minimum lot width at the setback line in an R-2 district shall be 60 feet.
- (h) *Yard regulations.* Yard regulations in an R-2 district shall be as follows:
 - (1) *Side.* The minimum total width of the side yards for each main structure shall be 15 feet, with no one side yard being less than five feet.
 - (2) *Rear.* Each main structure shall have a minimum rear yard of 25 feet or more.
- (i) *Parking.* Off-street parking space in an R-2 district shall be provided as specified in this chapter.
- (j) *Signs.* Signs in an R-2 district may be erected as provided in this chapter.

(Code 1972 § 24-24 Ord No 99-10 9-21-99)

Sec. 90-78. I-1 industrial district.

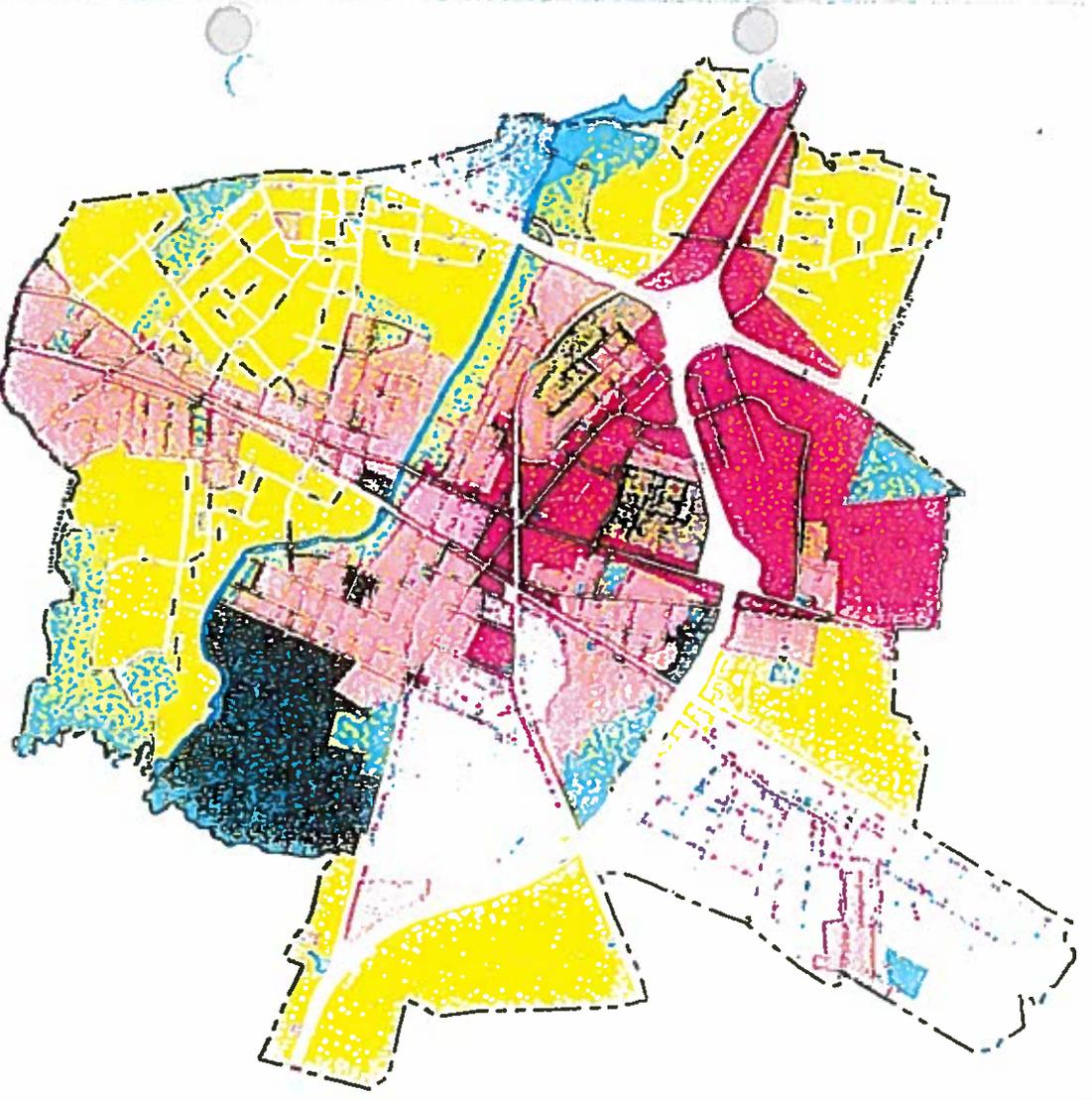
- (a) *Purpose and intent; permit required.* I-1 districts shall be utilized for occupancy by certain industries which do not in any way detract from the utilization of adjacent areas to the district for residential purposes. Before a building permit shall be issued or construction commenced on any permitted use in this district, or a permit issued for a new use, an engineering report including the plans in sufficient detail to describe the operations, processes, and the probable impact shall be submitted to the zoning administrator for study. The administrator may refer the report to the planning commission for its recommendation. Modifications of the report may be required. The administrator shall act on any application received within 20 working days after receiving the application. If formal notice in writing is given to the applicant, the time for action may be extended for a 20-day period. Failure on the part of the administrator to act on

- the application within the established time limit shall be deemed to constitute approval of the application.
- (b) *Uses permitted.* Permitted uses in an I-1 district are as follows:
- Assembly of electrical appliances, electronic instruments and devices, radios and phonographs, also the manufacture of small parts such as coils, condensers, transformers, and crystal holders.
 - Automobile assembling, painting, upholstering, repairing, rebuilding, reconditioning, body and fender work, truck repairing or overhauling, tire retreading or recapping or battery manufacture.
 - Blacksmith shop, welding or machine shop excluding punch presses exceeding 40-tons rated capacity and drop hammers.
 - Building material sales yards, plumbing supplies storage and millwork manufacturing.
 - Boat building.
 - Cabinet, furniture and upholstery shops.
 - Coal and wood yards, lumber yards, feed and seed stores.
 - Contractor's equipment storage yard or plant or rental of equipment commonly used by contractors.
 - Corporate offices and operation centers.
 - Hi-tech, electronics, communication and other service industries.
 - Laboratories, pharmaceutical and/or medical.
 - Manufacture, compounding, assembling or treatment of articles of merchandise from the following previously prepared materials: bone, cellophane, canvas, cloth, cork, feathers, felt, fiber, fur, glass, hair, horn, leather, paper, plastic, precious or semiprecious metals or stones, shell, straw, textiles, tobacco, wood, yarn and paint.
 - Manufacture, compounding, processing, packaging or treatment of such products as bakery goods, candy, cosmetics, dairy products, drugs, perfumes, pharmaceuticals, perfumed toilet soap, toiletries, and food products.
 - Manufacture of musical instruments, toys, novelties and rubber and metal stamps.
 - Manufacture of pottery and figurines or other similar ceramic products, using only previously pulverized clay.
 - Mini-storage facilities.
 - Monumental stone works.
 - Public utility generating, booster or relay stations, transformer substations, transmission lines and towers, other facilities for the provision and maintenance of public utilities, including railroads and facilities, and water and sewerage installations.
 - Telecommunications towers and co-location on an existing telecommunication tower with conditional use permit.
 - Veterinary or dog or cat hospitals, kennels.
 - Warehouse, distribution centers.
 - Wholesale businesses, storage warehouses.
- (c) *Height regulations.* Buildings in an I-1 district may not be erected more than 35 feet in height without prior approval of the city planning commission.
- (d) *Area regulations.* The maximum lot area for permitted uses in an I-1 district shall be ten acres. For permitted uses utilizing individual sewage disposal systems, the required area for any such use shall be approved by the health official.
- (e)

- Lot coverage.* Buildings or groups of buildings with their accessory buildings in an I-1 district may cover up to 50 percent of the area of the lot.
- (f) *Setback regulations.* The front setback line in an I-1 district shall be located 25 feet or more from any street right-of-way.
- (g) *Width regulations.* Width regulations in an I-1 district are not applicable.
- (h) *Yard regulations.* For permitted uses in an I-1 district, the minimum side yard and rear yard adjoining or adjacent to a residential district shall be 50 feet.
- (i) *Parking.* Off-street parking space in an I-1 district shall be provided as specified in article V of this chapter.
- (j) *Signs.* Signs in an I-1 district may be erected as provided in article V of this chapter.
- (k) *Development standards for I-1 industrial districts.* Development standards for an I-1 district are as follows:
- (1) *Compatibility with nearby properties.* Any development within the I-1 district shall be designed to promote harmonious relationships with surrounding adjacent and nearby properties, developed and undeveloped, and to this end may employ such design techniques as may be appropriate to a particular case, including location of permitted elements, orientation, spacing and setback of buildings, maintenance of natural vegetation, location of access points, size and location of signs, open spaces, and parking areas, grading, landscaping and servicing.
 - (2) *Similar uses permitted.* Other manufacturing uses which, in the opinion of the administrator, are of the same general character as those permitted uses listed above shall be permitted in an I-1 district. All uses shall be conducted so as not to produce hazardous, objectionable or offensive conditions at property line boundaries by reason of odor, dust, smoke, cinders, fumes, noise, vibration, heat, glare, wastes, fire or explosion.
 - (3) *Storage of materials.* If the administrator finds that the outside storage of raw or in process materials, supplies, finished or semifinished products manufactured on the premises would impede the use of or have a severely adverse impact on adjacent property, then the administrator may require such materials to be partially or fully screened from view from the adjoining property. Acceptable screening materials include, but are not limited to, a solid masonry wall, a uniformly painted solid board fence, or an evergreen hedge.
 - (4) *Landscaping.* Landscaping may be required within any established or required front setback area. Such landscaping shall be of durable materials and shall not impose excessive maintenance requirements on the property owner or owners, nor impede the use of the premises or safe flow of vehicle traffic.
 - (5) *Buffer.* Sufficient area shall be provided in an I-1 district to adequately screen permitted uses from adjacent residential districts and commercial districts if the administrator finds that the permitted use negatively impacts such adjacent uses.
 - (6) *Operating hours.* More restrictive operating hours may be required in an I-1 district if the administrator finds that the permitted use generates such noise that it is disturbing the peace and quiet of adjacent neighborhoods.

FUTURE LAND USE

COMPREHENSIVE PLAN STUDY
CITY OF EMPORIA, VIRGINIA



- LEGEND**
- Residential
 - Single-Family
 - Medium-Density
 - Single-Family
 - Commercial
 - General Commercial
 - Medium-Density
 - Industrial
 - Industrial
 - Heavy Industrial
 - Public & Open Space
 - Community Park (R-3)
 - Church/Assembly (R-3)
 - Office (R-3)


 City of Emporia, Virginia
 Comprehensive Plan Study
 Future Land Use Map
 May 2020

approaches. In the near term, this could include continued emphasis on serving convenience needs of adjoining neighborhoods and thru-traffic, while also exploring new business opportunities and venues. Possible new approaches could include infill office development, home occupations, and specialty service and retail development suited for such a thoroughfare.

INDUSTRIAL USES

Industrial uses are a catalyst for other types of development. The Future Land Use Plan establishes a single use for industrial development:

1. Industrial

Areas intended for a wide variety of industrial operations, including the production, processing, packaging or treatment of manufactured products and materials. These sites are sufficiently separated from existing population centers and can accommodate heavier types of industrial use. It is the intention of this category to preserve these lands for industrial use only and to exclude new residential or commercial development except for certain appropriate adjuncts to industrial operations. Also includes warehousing, wholesaling, light manufacturing, and processing operations, as well as associated office development and support facilities.

Designated Areas of Industrial Use

Over the next twenty years, industrial growth will continue to play an important role in shaping Emporia's future. This will be particularly true of the City's surrounding environs, where larger, more favorable sites for industry are generally located. Although Emporia enjoys a diverse economy, growth prospects for the surrounding area will hinge on the community's ability to retain and attract industry.

General industrial development is centered in two primary locations: off East Atlantic Street between Davis Street at the terminus of Reese Street along Industrial Drive. Since the surrounding properties are currently vacant, any growth in the industrial sector would most likely occur there. These vacant properties include areas between East Atlantic Street and Davis Street as well as any properties located north of Route 58 between Reese Street and the City boundary. It is recommended that a dialogue be initiated between the City and the Greensville County Industrial Development Corporation (IDC) to discuss areas of mutual interest and possible interaction. This increased interaction would strengthen the area's industrial base and foster growth throughout the City and Greensville County. This, in turn, would strengthen the employment and tax base of the City and County.

PUBLIC AND OPEN SPACE USES

Public and open space uses are classified into the following three (3) categories:

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

§ 15.2-2284. Matters to be considered in drawing and applying zoning ordinances and districts.

Zoning ordinances and districts shall be drawn and applied with reasonable consideration for the existing use and character of property, the comprehensive plan, the suitability of property for various uses, the trends of growth or change, the current and future requirements of the community as to land for various purposes as determined by population and economic studies and other studies, the transportation requirements of the community, the requirements for airports, housing, schools, parks, playgrounds, recreation areas and other public services, the conservation of natural resources, the preservation of flood plains, the protection of life and property from impounding structure failures, the preservation of agricultural and forestal land, the conservation of properties and their values and the encouragement of the most appropriate use of land throughout the locality.

(Code 1950, §§ 15-821, 15-968.4; 1962, c. 407, § 15.1-490; 1966, c. 344; 1974, c. 526; 1978, c. 279; 1981, c. 418; 1983, c. 530; 1989, cc. 447, 449; 1997, c. [587](#); 2008, c. [491](#).)

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



CITY OF EMPORIA

Memorandum

October 17, 2014

TO: The Honorable Mayor and City Council

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

SUBJECT: Rezoning Requests – 2412 and 2042 Reese Street

ITEM #: 14-63

Marveen Robinson has submitted an application to rezone 2412 Reese Street and 2042 Reese Street to R-2 Residential District. These properties are zoned I-1 Industrial District and are identified as City Tax Map Numbers 105-A-2 and 105-A-3, respectively. Homes currently sit on both properties and are used for residential purposes. As such, these properties are considered non-conforming, per Section 90-12 of the Zoning Code. Both properties abut and are adjacent to parcels that are all zoned I-1 Industrial District. Other non-conforming residential homes abut the properties. Existing industrial uses are also present in the immediate area.

As stated above, the properties are zoned I-1 Industrial District. According to Section 90-78 (a) of the City's Zoning Code "I-1 districts shall be utilized for occupancy by certain industries which do not in any way detract from the utilization of adjacent areas to the district for residential purposes..." Ms. Robinson is requesting both properties be rezoned to R-2 Residential District.

Per Section 90-72 (a) of the City's Zoning Code "R-2 districts shall be composed of quiet, residential areas plus certain open areas where similar residential development appears likely to occur. The regulations of this R-2 district are designed to stabilize and protect the essential characteristics of the R-2 district, to promote and encourage a suitable environment for family life, and to prohibit all activities of a commercial nature. Development shall be limited to single unit dwellings, providing homes for the residents plus certain additional uses such as schools, parks, churches, and certain public facilities."

According to the City's 2008-2028 Comprehensive Plan Future Land Use Map both of these properties are designated as "Industrial." The Comprehensive Plan describes Industrial as "areas intended for a wide variety of industrial operations, including the production, processing, packaging or treatment of manufactured products and materials. These sites are sufficiently separated from existing population centers and can accommodate heavier types of industrial use. It is the intention of this category to preserve these lands for industrial use only and to exclude new residential or commercial development except for certain appropriate adjuncts to industrial operations. Also includes warehousing, wholesaling, light manufacturing, and processing

operations, as well as associated office development and support facilities.” Per Section 15.2-2223 of State Code, the overall purpose of a locality’s comprehensive plan is to guide and accomplish a “coordinated, adjusted and harmonious development of the territory which will, in accordance with present and probable future needs and resources, best promote the health, safety, morals, order, convenience, prosperity and general welfare of the inhabitants...”

Recommendation

Section 15.2-2284 of State Code lists the relevant factors to consider in rezoning applications. Every proposed rezoning should be accompanied by an analysis of how the amendment will satisfy one or more of these factors. A locality is not required to consider all nine factors in each zoning decision.

The most pertinent factors applicable to these requests involve the existing use and character of the properties, including other properties in the immediate area, as well as the Comprehensive Plan. As previously stated, homes currently sit on both properties and are used for residential purposes. These properties serve as the primary residences for Ms. Robinson and her mother. In terms of other properties in the immediate area, both properties abut and are adjacent to parcels that are all zoned I-1 Industrial District. Other non-conforming existing residential homes abut the properties. Existing industrial uses are also present in the immediate area.

In terms of the Comprehensive Plan Future Land Use Map, these two parcels are both designated as “Industrial.” These properties and other properties in the immediate area are currently zoned I-1 Industrial District and have collectively been identified as an industrial area on the Future Land Use Map. Preservation of industrially zoned areas is of prime importance in order to both attract new industries to our area and help retain our existing industries. This is especially important given the City’s small geographic area and inability to annex. City Council has also identified Economic Development as a Strategic Priority in its Strategic Plan adopted May 6, 2014. Should this property be rezoned, our inventory of industrially zoned properties will decrease and the integrity of the Comprehensive Plan Future Land Use Map, as it currently exists, will be compromised. Given the reasons outlined above, I recommend these rezoning requests be denied and the properties remain zoned I-1 Industrial District. At its October 14, 2014 meeting, the Planning Commission voted (3 to 2) to recommend that you deny this rezoning request.

Attachments

Application

Zoning and Aerial Maps

Tax Map Sheet 105-A-2

Tax Map Sheet 105-A-3

Sec. 90-12 Nonconforming Uses

Sec. 90-72 R-2 Residential District

Sec. 90-78 I-1 Industrial District

Comprehensive Plan Future Land Use Map

Comprehensive Plan Industrial Use Designation Description

State Code Section 15.2-2284 – Rezoning Considerations



City of Emporia
 Community Development and Planning
 201 South Main Street
 Emporia, Virginia 23847
 (434) 634-3332 (434) 634-0003 (F)

Permit Number 4-0000272
 Date 8/21/14
 Tax Map # 105-A-2-4 105-A-3
 Zoning District I-1
 Enterprise Zone Yes No

LAND USE AMENDMENT APPLICATION
Information must be typed or printed and completed in full.
Attach additional pages where necessary.

Land Use Information:

Application Type: Variance Rezoning Conditional Use Permit
 Special Exception Amendment Appeal
 Telecommunications Tower Co-location on existing tower

Description of Request: To have property zoned to re-titled to residential

Proposed Acreage: 2.65 + 10.16

Applicant/Agent Information:

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

Agent(s): Marveen W. Robinson Phone # 434-634-4141

Address: 2412 Reese St. Emporia, Va. 23847

2042 Reese St. Emporia, Va.
 If you are the agent for the property owner, do you have consent of the owner attached? Yes No

Property Owner Information:

Property Owner (s): Marveen W. Robinson Phone # 434-634-4141

Address: 2412 Reese St.
Emporia, Va. 23847

2042 Reese St. Emporia, Va.
 Property owners mailing address (If this is different from that listed in the Assessor's Office)

Subject Parcel Information

Location of Property: DB 145 PG 775 + DB 86 PG 558

Street Address: 2412 Reese St. + 2042 Reese St.
Emporia, Va 23847

General Description of Property:

Residential + Adjacent Farmland

Current Zoning (circle one)

R-1 R-2 R-3 C-1 C-2 I-1 I-2 DT Other _____

Proposed Zoning (for rezoning request)

R-1 R-2 R-3 C-1 C-2 I-1 I-2 DT Other _____

Existing Use(s) of Property

A. Explain fully the proposed use, type of development, operation program, reason for this request, etc.:

To Return to Residential
i. My house to be valued higher

B. Section(s) of the City Code that pertain to this request

C. State how this request will not be materially detrimental to adjacent property, the surrounding neighborhood or City in general. Include where applicable; information concerning use of public utilities/services, relationship to the comprehensive plan effect of request on public schools, traffic impact, means of access to nearest public road, existing and future area development, etc.

It will remain the same. No changes will
take place

D. Has any previous application for a land use amendment been filed in connection with these parcels? List case numbers and explain any existing use permit, special exception, conditional use or variance previously granted on the parcels in question. If this application is to amend an existing special use

permit, special exception, or other applicable amendment, please explain the request (proposed change in structure(s) including all signs).

No

E. Proffers and Conditions

List any conditions or proffers currently associated with this property.

None

If the applicant proffers any conditions (§ 15.2-2297 of the Code of Virginia), they must:

- 1) Have a reasonable relationship to the rezoning
- 2) Not include a cash contribution to the City of Emporia
- 3) Not include mandatory dedication of property
- 4) Not include payment for construction of off-site improvements

Proffers may be amended in writing prior the Planning Commission public hearing.

If this is an application for a **conditional zoning**, the following conditions are voluntarily proffered:

F. Please list any and all restrictive covenants, deed restrictions and other special considerations:

None

G. If required by the Zoning Administrator, attach a site plan / plot plan / survey plat / building dimensions / densities showing the location(s) of existing and proposed structures to be erected and applicable setback lines and distances including all zoning district requirements.

Notes:

- (1) Special use permits shall be for an indefinite period of time unless the Planning Commission imposes a condition specifying a shorter duration. Such permits shall run with the land unless the City of Emporia imposes a more restrictive condition with regard to the succession to rights in such a permit.
- (2) The City of Emporia may include, as part of the ordinance granting any conditional use permit, suitable regulations and safeguards as it may deem appropriate. Once a special use permit is approved subject to such conditions, they shall be deemed to be a part of the zoning ordinance and may be enforced by the zoning administrator. Conditions attached to a special use permit may only be amended or deleted by subsequent application for the purpose.
- (3) This application for a conditional special use permit must be accompanied by two (2) copies of any required site plans or plot plans.

H. If requesting a variance, explain the unique physical hardship or extraordinary situation (size, shape, topography, etc.) that is justification for the request:

None

I. Explain how the zoning ordinance prohibits or unreasonable restricts the use of the property.

Industrial Zoning prohibits me from rebuilding and repairing.

J. Applicant Remarks

I was not notified of changing the properties from residential to industrial, therefore my value was decreased. I feel I was treated very wrong by the city.

Checklist:

- ✓ The required fee must accompany this application. A fee schedule is attached for your convenience. Checks must be made payable to: "Treasurer, City of Emporia".
- ✓ Enclosed with the application, a copy of the appropriate city tax map with the property marked and, if available, a surveyed plat of the entire parcel.
- ✓ Enclose with this application any required plans or plats (plans must be folded).
- ✓ Enclose with this application any additional information to assist with review and determination.

I/We hereby certify that to the best of my/our knowledge all the above statements and the statements contained in any exhibits transmitted are true and that the adjacent property owners listed herewith are the owners of record as of the date of the application:

Date: 8-21-14

Applicants Name Marvyn W. Robinson
(Typed or printed)

Signature of Applicant Marvyn W. Robinson

Note: Incomplete application will not be accepted. Any request that requires plans must be accompanied by application at time of submission.

For Office Use by the Community Development Planning and Zoning Department and/or the Planning Commission

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

Copy of Receipt attached

Action Taken:

Planner / Zoning Administrator

Date

Planning Commission

Date

City Council

Date

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



Feet



Title:

Date: 9/7/2014

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MAP# 105-A -0 -2

00254371

ADDRESS 2412 R

Prop Sheet: 8/26/2014
STREET 23847

LEGAL DESCRIPTION

CODES Classification 01 Zoning I-1 District 099 Property Use RESS Assessor RW Mort Cd

OWNER	Name	Address	Date	Deed Book	Consid.
Current	ROBINSON MARVEEN W	2412 REESE ST EMPORIA VA 23847		DB145 P775	
Prev 1				DB207 P809	
Prev 2					

ACTIVITY	Vst Date	H	S/D Date	PlatRef
	10/04/2013			

REMARK CARPORT IS NOW ENCLOSED LIVING AREA GARAGE ADDED 2002

BOE
Dte
Land
Impv

PROPERTY DESCRIPTION

Res'l	Y	C'cial	Dwelling	Model:	M/H?
Building Characteristics					
Split Level?	Split Foyer?	Central Heat?	Central Air?	Y	
Stories 1.00	Rms 6	Bedr. 3	Baths 1.5	F/P.	Chim.
Roofing COMP.SH	Exterior BRICK		Cond. AVG		
Foundation BRICK	Basement NONE				
Flooring HW/CAR/VIN	Interior DW&PANEL		Fuel GASPAK		
Property Factors					
<input checked="" type="checkbox"/> Pub Watr	<input type="checkbox"/> WatrFrn	<input type="checkbox"/> No Road	<input checked="" type="checkbox"/> Paved	Topo: LEVEL	
<input checked="" type="checkbox"/> Pub Sewr	<input type="checkbox"/> Septic	<input type="checkbox"/> Crb/Gutr	<input type="checkbox"/> Gravel	Soil:	
<input type="checkbox"/> Well	<input type="checkbox"/> UG Util	<input type="checkbox"/> Sidewlk	<input type="checkbox"/> Dirt	Loca:	

BUILDING VALUATION

Item Description	Size	Rate	\$ Value
DWELLING	1423	77.20	109856
DWELLING	312	77.20	24086
OPEN PORCH	125	18.00	2250
BATH - HALF	1	2000.00	2000
BATH - FULL	1	3000.00	3000
GARAGE-UNF-BRK	672	29.00	19488
CENTRAL AIR	1423	2.00	2846
Total	163526	Grd 1.05%	Replcmnt: 171702

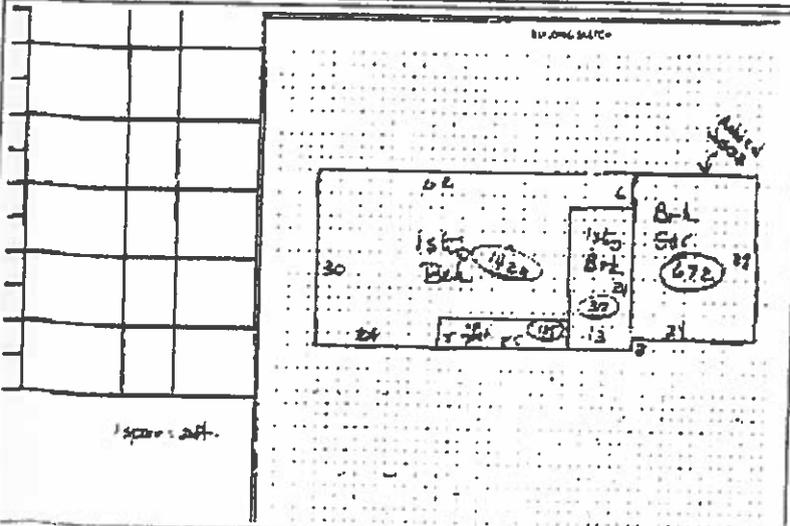
Grade C+5 Yr Assessed 2014 Yr Built 1971 Eff Age 1975

SUMMARY OF IMPROVEMENTS

Description	Size	Rate	Grad	Dep	Func	Econ	\$ Value
DWELLING	1423	77.20	C+5	0.350		-0.150	94900
DWELLING	312						
I: 2012	95700	2013	95700	2014	94900	-0.01%	1.00
L:	14300		14300		15000	-0.05%	1.00
MKT:	110000		110000		109900		

LAND VALUATION

Description	Size	Rate	Adj	\$ Value
SITE (SF)	10000.000	0.65		6500
RESIDUAL (PA)	2.420	3500.00		8470
Land 1:		*		
Land 2:		*		
Total Size:	10002.420			Value: 15000



Recent Permit History

Prmt #	TaxDate	Value	Ab/Sp Val

Sec. 90-12. Nonconforming uses; regulations.

No nonconforming building or use shall be enlarged, extended, reconstructed, substituted, or structurally altered, except when required by law or order, unless the use thereof is changed to a use permitted in the district in which located, except as follows:

- (1) Such use may be extended throughout any part of the building which was manifestly arranged or designed for such use on April 4, 1975, provided no structural alterations except those required by law are made therein.
- (2) Any building that is conforming as to use, but is nonconforming as to floor area, lot, yard, road frontage, distance or height requirements, may be enlarged or structurally altered, but not reconstructed or substituted, so that it more nearly complies with these requirements.
- (3) If no structural alterations are made, a nonconforming use of a building may be changed to another nonconforming use of the same or of a more restricted classification, but it shall not thereafter be changed back to a use of a less restricted classification.
- (4) Any nonconforming building or structure which is hereafter damaged to an extent exceeding 50 percent of its then appraised value exclusive of foundations, by fire, flood, explosion, earthquake, war, riot, storm, or so-called act of God, may not be restored, reconstructed or used for any purpose other than one permitted in the district in which it is located. However, if such damage is not more than 50 percent, such building or structure may be restored, reconstructed, and used as before, provided that it be done within two years after the damage occurs, and provided also that the height, yard, court, and other provisions of this chapter are complied with as nearly as possible. Any building that is conforming as to use, but is nonconforming as to floor area, lot, yard, road frontage, distance or height requirements, may be restored, reconstructed and used as before even though damaged to an extent exceeding 50 percent, provided that it is done within two years and that the floor area, lot, yard, road frontage, distance, or height requirements of this chapter are complied with as nearly as possible.
- (5) No building, structure, or premises where a nonconforming use has ceased for two years or more shall again be put to a nonconforming use.
- (6) All nonconforming buildings and uses in any R district which are of a type first permitted in a C or I district or are restricted for such district, may be continued for a period of ten years after April 4, 1975, unless the owner produces satisfactory evidence that the building at that time is less than 40 years old, in which case the use may be continued until the building does become 40 years old, after which (in either case) the use shall be changed to a conforming use or the building shall be removed.

¹Corla 1972 § 24-10(1)-(5) (7)

Sec. 90-72. R-2 residential district.

- (a) *Purpose and intent.* R-2 districts shall be composed of quiet, residential areas plus certain open areas where similar residential development appears likely to occur. The regulations of this R-2 district are designed to stabilize and protect the essential characteristics of the R-2 district, to promote and encourage a suitable environment for family life, and to prohibit all activities of a commercial nature. Development shall be limited to single unit dwellings, providing homes for the residents plus certain additional uses such as schools, parks, churches, and certain public facilities.
- (b) *Uses permitted.* Uses permitted in an R-2 residential district are as follows:
- (1) All uses permitted in R-1 districts.
 - (2) Libraries and museums.
 - (3) Nonpublic clubs, lodges (except those of which the chief activities are customarily carried on as a business), subject to approval by the planning commission.
 - (4) Bed and breakfast houses with a conditional use permit.
- (c) *Height regulations.* Buildings in an R-2 district may not be erected more than 35 feet in height without prior approval of the city planning commission.
- (d) *Area regulations.* The minimum lot area in an R-2 district for single-family dwellings shall be 6,000 square feet.
- (e) *Lot coverage.* Buildings in an R-2 district, including accessory uses, shall not cover more than 35 percent of the lot area.
- (f) *Setback regulations.* The front setback line in an R-2 district shall be located 25 feet from any street right-of-way.
- (g) *Width regulations:* The minimum lot width at the setback line in an R-2 district shall be 60 feet.
- (h) *Yard regulations.* Yard regulations in an R-2 district shall be as follows:
- (1) *Side.* The minimum total width of the side yards for each main structure shall be 15 feet, with no one side yard being less than five feet.
 - (2) *Rear.* Each main structure shall have a minimum rear yard of 25 feet or more.
- (i) *Parking.* Off-street parking space in an R-2 district shall be provided as specified in this chapter.
- (j) *Signs.* Signs in an R-2 district may be erected as provided in this chapter.

(Ord. 1972 § 24-24 Or. L. 99-10 9-21-99)

Sec. 90-78. I-1 industrial district.

- (a) *Purpose and intent; permit required.* I-1 districts shall be utilized for occupancy by certain industries which do not in any way detract from the utilization of adjacent areas to the district for residential purposes. Before a building permit shall be issued or construction commenced on any permitted use in this district, or a permit issued for a new use, an engineering report including the plans in sufficient detail to describe the operations, processes, and the probable impact shall be submitted to the zoning administrator for study. The administrator may refer the report to the planning commission for its recommendation. Modifications of the report may be required. The administrator shall act on any application received within 20 working days after receiving the application. If formal notice in writing is given to the applicant, the time for action may be extended for a 20-day period. Failure on the part of the administrator to act on

the application within the established time limit shall be deemed to constitute approval of the application.

- (b) *Uses permitted.* Permitted uses in an I-1 district are as follows:

Assembly of electrical appliances, electronic instruments and devices, radios and phonographs, also the manufacture of small parts such as coils, condensers, transformers, and crystal holders.

Automobile assembling, painting, upholstering, repairing, rebuilding, reconditioning, body and fender work, truck repairing or overhauling, tire retreading or recapping or battery manufacture.

Blacksmith shop, welding or machine shop excluding punch presses exceeding 40-tons rated capacity and drop hammers.

Building material sales yards, plumbing supplies storage and millwork manufacturing.

Boat building.

Cabinet, furniture and upholstery shops.

Coal and wood yards, lumber yards, feed and seed stores.

Contractor's equipment storage yard or plant or rental of equipment commonly used by contractors.

Corporate offices and operation centers.

Hi-tech, electronics, communication and other service industries.

Laboratories, pharmaceutical and/or medical.

Manufacture, compounding, assembling or treatment of articles of merchandise from the following previously prepared materials: bone, cellophane, canvas, cloth, cork, feathers, felt, fiber, fur, glass, hair, horn, leather, paper, plastic, precious or semiprecious metals or stones, shell, straw, textiles, tobacco, wood, yarn and paint.

Manufacture, compounding, processing, packaging or treatment of such products as bakery goods, candy, cosmetics, dairy products, drugs, perfumes, pharmaceuticals, perfumed toilet soap, toiletries, and food products.

Manufacture of musical instruments, toys, novelties and rubber and metal stamps.

Manufacture of pottery and figurines or other similar ceramic products, using only previously pulverized clay.

Mini-storage facilities.

Monumental stone works.

Public utility generating, booster or relay stations, transformer substations, transmission lines and towers, other facilities for the provision and maintenance of public utilities, including railroads and facilities, and water and sewerage installations.

Telecommunications towers and co-location on an existing telecommunication tower with conditional use permit.

Veterinary or dog or cat hospitals, kennels.

Warehouse, distribution centers.

Wholesale businesses, storage warehouses.

- (c) *Height regulations.* Buildings in an I-1 district may not be erected more than 35 feet in height without prior approval of the city planning commission.

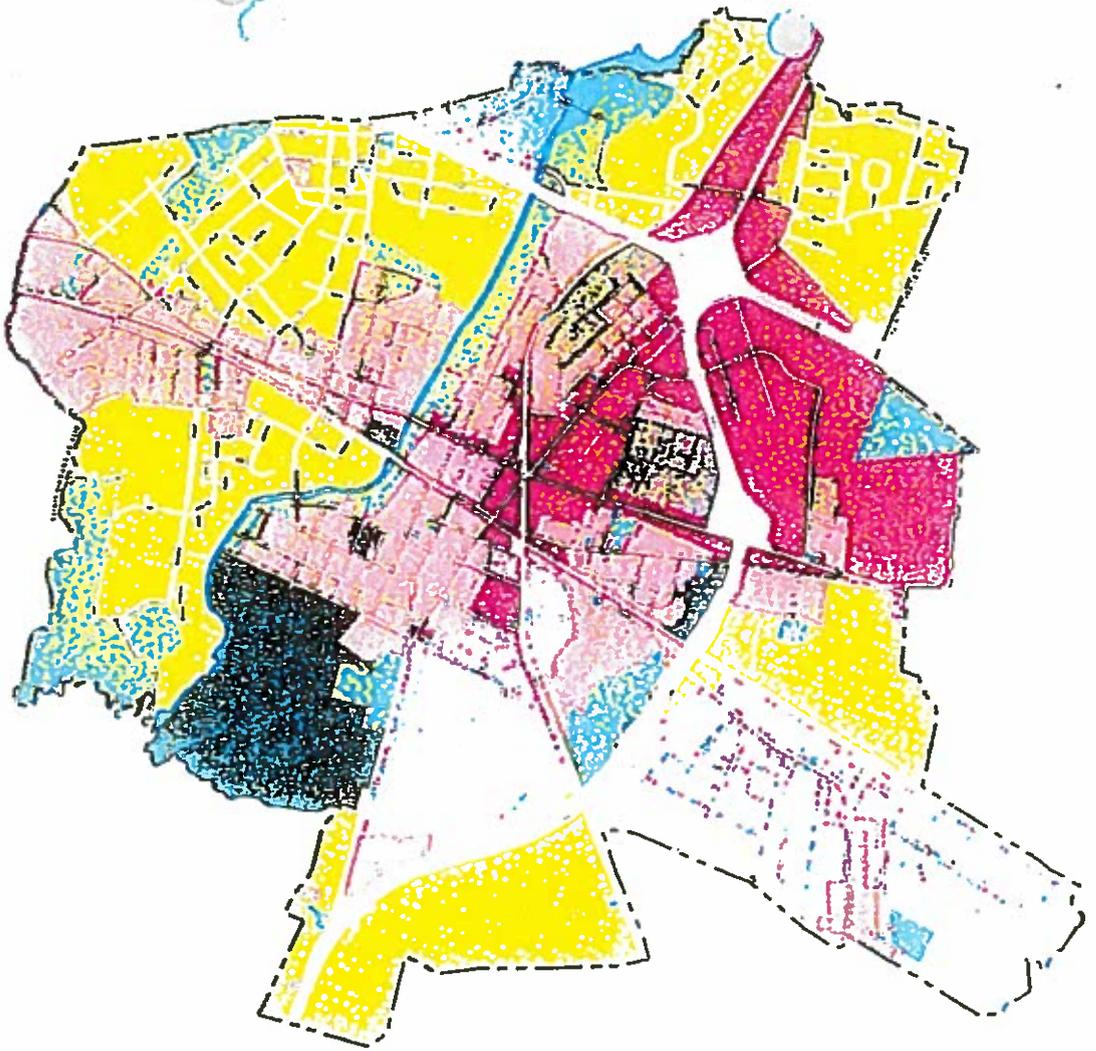
- (d) *Area regulations.* The maximum lot area for permitted uses in an I-1 district shall be ten acres. For permitted uses utilizing individual sewage disposal systems, the required area for any such use shall be approved by the health official.

- (e)

- Lot coverage.* Buildings or groups of buildings with their accessory buildings in an I-1 district may cover up to 50 percent of the area of the lot.
- (f) *Setback regulations.* The front setback line in an I-1 district shall be located 25 feet or more from any street right-of-way.
- (g) *Width regulations.* Width regulations in an I-1 district are not applicable.
- (h) *Yard regulations.* For permitted uses in an I-1 district, the minimum side yard and rear yard adjoining or adjacent to a residential district shall be 50 feet.
- (i) *Parking.* Off-street parking space in an I-1 district shall be provided as specified in article V of this chapter.
- (j) *Signs.* Signs in an I-1 district may be erected as provided in article V of this chapter.
- (k) *Development standards for I-1 industrial districts.* Development standards for an I-1 district are as follows:
- (1) *Compatibility with nearby properties.* Any development within the I-1 district shall be designed to promote harmonious relationships with surrounding adjacent and nearby properties, developed and undeveloped, and to this end may employ such design techniques as may be appropriate to a particular case, including location of permitted elements, orientation, spacing and setback of buildings, maintenance of natural vegetation, location of access points, size and location of signs, open spaces, and parking areas, grading, landscaping and servicing.
 - (2) *Similar uses permitted.* Other manufacturing uses which, in the opinion of the administrator, are of the same general character as those permitted uses listed above shall be permitted in an I-1 district. All uses shall be conducted so as not to produce hazardous, objectionable or offensive conditions at property line boundaries by reason of odor, dust, smoke, cinders, fumes, noise, vibration, heat, glare, wastes, fire or explosion.
 - (3) *Storage of materials.* If the administrator finds that the outside storage of raw or in process materials, supplies, finished or semifinished products manufactured on the premises would impede the use of or have a severely adverse impact on adjacent property, then the administrator may require such materials to be partially or fully screened from view from the adjoining property. Acceptable screening materials include, but are not limited to, a solid masonry wall, a uniformly painted solid board fence, or an evergreen hedge.
 - (4) *Landscaping.* Landscaping may be required within any established or required front setback area. Such landscaping shall be of durable materials and shall not impose excessive maintenance requirements on the property owner or owners, nor impede the use of the premises or safe flow of vehicle traffic.
 - (5) *Buffer.* Sufficient area shall be provided in an I-1 district to adequately screen permitted uses from adjacent residential districts and commercial districts if the administrator finds that the permitted use negatively impacts such adjacent uses.
 - (6) *Operating hours.* More restrictive operating hours may be required in an I-1 district if the administrator finds that the permitted use generates such noise that it is disturbing the peace and quiet of adjacent neighborhoods.

FUTURE LAND USE

COMPREHENSIVE PLAN STUDY
CITY OF EMPORIA, VIRGINIA



- LAND USE**
- Residential
 - Single-Family
 - Medium-Density
 - High-Density
- Commercial
 - Community
 - Office/Professional
- Industrial
 - Light
 - Heavy
- Parks & Open Space**
 - Local
 - Regional
 - State/Regional



approaches. In the near term, this could include continued emphasis on serving convenience needs of adjoining neighborhoods and thru-traffic, while also exploring new business opportunities and venues. Possible new approaches could include infill office development, home occupations, and specialty service and retail development suited for such a thoroughfare.

INDUSTRIAL USES

Industrial uses are a catalyst for other types of development. The Future Land Use Plan establishes a single use for industrial development:

1. Industrial

Areas intended for a wide variety of industrial operations, including the production, processing, packaging or treatment of manufactured products and materials. These sites are sufficiently separated from existing population centers and can accommodate heavier types of industrial use. It is the intention of this category to preserve these lands for industrial use only and to exclude new residential or commercial development except for certain appropriate adjuncts to industrial operations. Also includes warehousing, wholesaling, light manufacturing, and processing operations, as well as associated office development and support facilities.

Designated Areas of Industrial Use

Over the next twenty years, industrial growth will continue to play an important role in shaping Emporia's future. This will be particularly true of the City's surrounding environs, where larger, more favorable sites for industry are generally located. Although Emporia enjoys a diverse economy, growth prospects for the surrounding area will hinge on the community's ability to retain and attract industry.

General industrial development is centered in two primary locations: off East Atlantic Street between Davis Street at the terminus of Reese Street along Industrial Drive. Since the surrounding properties are currently vacant, any growth in the industrial sector would most likely occur there. These vacant properties include areas between East Atlantic Street and Davis Street as well as any properties located north of Route 58 between Reese Street and the City boundary. It is recommended that a dialogue be initiated between the City and the Greensville County Industrial Development Corporation (IDC) to discuss areas of mutual interest and possible interaction. This increased interaction would strengthen the area's industrial base and foster growth throughout the City and Greensville County. This, in turn, would strengthen the employment and tax base of the City and County.

PUBLIC AND OPEN SPACE USES

Public and open space uses are classified into the following three (3) categories:

[Prev](#) | [Next](#)

§ 15.2-2284. Matters to be considered in drawing and applying zoning ordinances and districts.

Zoning ordinances and districts shall be drawn and applied with reasonable consideration for the existing use and character of property, the comprehensive plan, the suitability of property for various uses, the trends of growth or change, the current and future requirements of the community as to land for various purposes as determined by population and economic studies and other studies, the transportation requirements of the community, the requirements for airports, housing, schools, parks, playgrounds, recreation areas and other public services, the conservation of natural resources, the preservation of flood plains, the protection of life and property from impounding structure failures, the preservation of agricultural and forestal land, the conservation of properties and their values and the encouragement of the most appropriate use of land throughout the locality.

(Code 1950, §§ 15-821, 15-968.4; 1962, c. 407, § 15.1-490; 1966, c. 344; 1974, c. 526; 1978, c. 279; 1981, c. 418; 1983, c. 530; 1989, cc. 447, 449; 1997, c. [587](#); 2008, c. [491](#).)

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



CITY OF EMPORIA

Memorandum

October 17, 2014

TO: The Honorable Mayor and City Council

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

SUBJECT: Architectural Compatibility Review – 310 North Main Street

ITEM #: 14-64

Billy Soles seeks architectural compatibility review approval for a pre-built 12 X 21 storage shed to be installed behind the annex at Calvary Baptist Church located at 310 North Main Street. According to the application, Calvary Baptist Church plans to remove the existing carport style unit and replace it with the storage shed in the rear of the property. Section 90-80 (k) of the City's Zoning Code requires that City Council review architectural compatibility requests in the Downtown District.

Recommendation

I recommend that you approve this request. At its October 14, 2014 meeting, the Planning Commission voted (5 to 0) to recommend that you approve this request.

Attachments

Application
Zoning and Aerial Maps
Location of Proposed Shed
Picture of Proposed Shed
Tax Map Sheet 142-A-133-135
Sec. 90-80 (k) Dt Downtown District – Architectural Compatibility



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

Permit Number 14-0000262
 Date 7.31.14
 Tax Map # 142.A.0.133.1
 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: INSTALL A PRE-BUILT 12X21 STORAGE BUILDING,
TO BE USED TO STORE ITEMS FOR CHURCH FROM RESULT OF
CHURCH FIRE. (REAR OF OFFICE)

Applicant/Agent Information :

Is the applicant: Property Owner (If property owner skip to next section) Contract Purchaser Other: _____
 Agent(s): Billy E. SULLS Phone # 434/637-3826
 Address: 1702 SATTERFIELD DR
EMPORIA, Va. 23847

Property Owner Information:

Property Owner (s): Calvary Baptist Church Phone # 634.3215
 Address: 310 N. MAIN ST
EMPORIA, Va. 23847

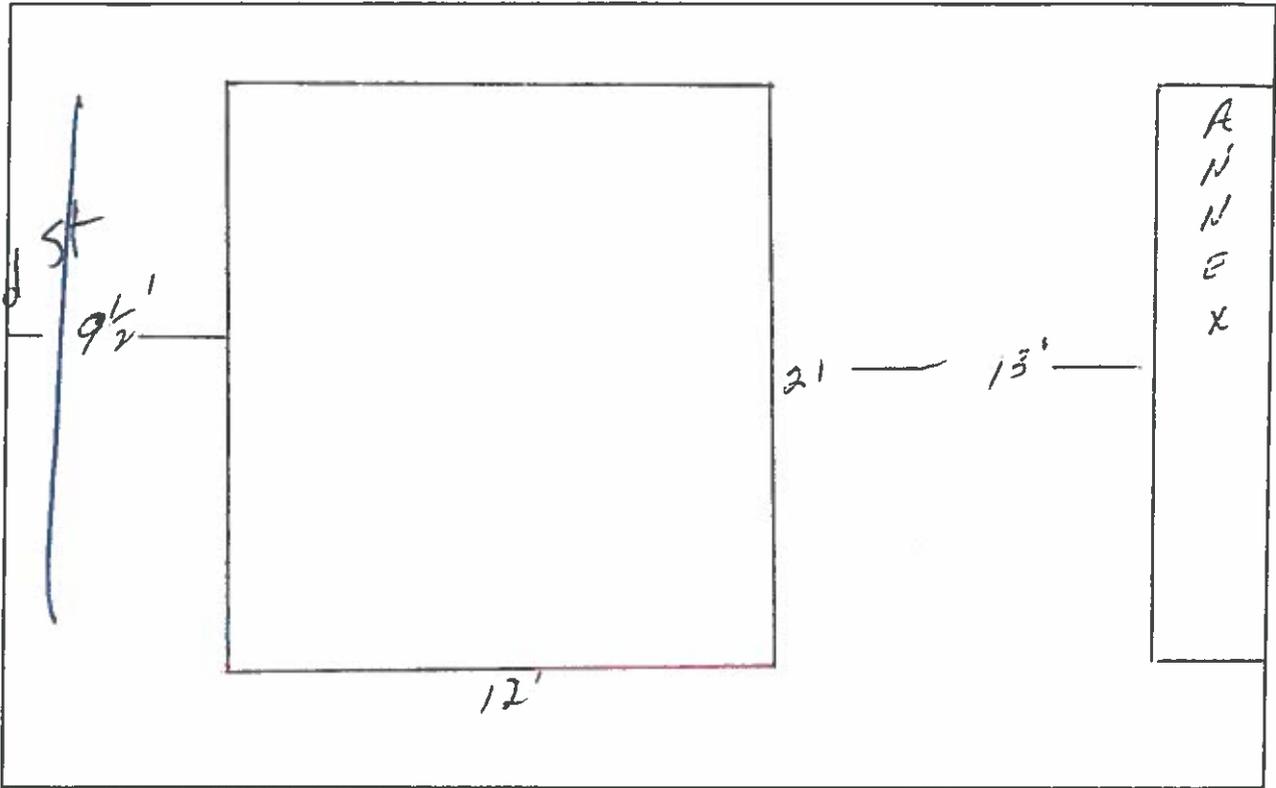
Property owners mailing address (If this is different from that listed in the Assessor's Office)

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: STORAGE Building 12x21

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: Billy E. Gole Date: 8-8-14

For Office Use Only

Departmental Approvals

Planning Approved Denied _____ Date _____

Building: Approved Denied _____ Date _____

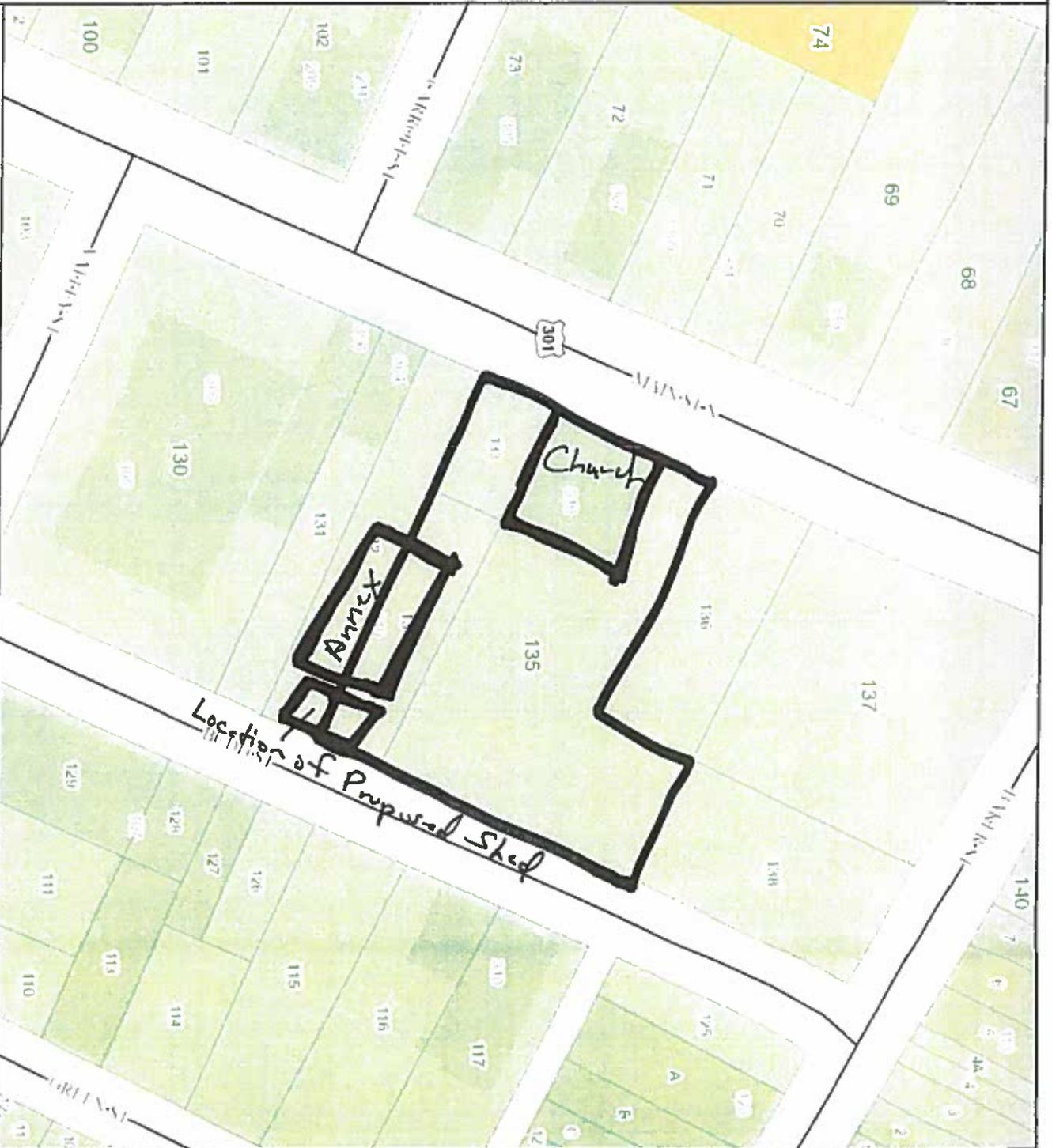
E911 Street Address (new): _____

Legend

- City Boundary
- Parcels
- Site Addresses
- Road Centerlines
- Zoning
- DT DOWNTOWN
- C-1 GENERAL COMMERCIAL
- C-2 AUTO COMMERCIAL
- I-1 INDUSTRIAL
- I-2 INDUSTRIAL
- R-1 SINGLE FAMILY
- R-2 SINGLE FAMILY
- R-3 MULTI-FAMILY
- Building Footprints
- Commercial
- Residential
- Outbuilding
- Greenville County
- Streams and Rivers
- Water Bodies

Feet

0 20 40 60 80
1:1 128 / 1"=94 Feet



Title:

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

Date: 9/8/2014

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



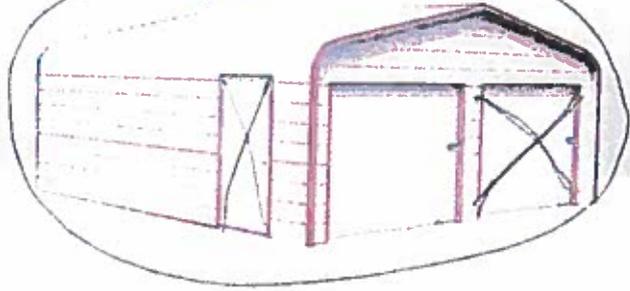
Title:

Date: 9/8/2014

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Single Door
NO Side Door



MAP# 142-A -0 -133-135

LOT# 00543100

ADDRESS 310 NORTH MAIN STREET 23847

LEGAL DESCRIPTION

CODES	Classification 18	Zoning DT	District 072	Property Use NON2	Assessor RW	Mort Cd	
OWNER	Name		Address		Date	Deed Book	Consid.
Current	CALVARY BAPTIST CHURCH		310 N MAIN ST EMPORIA VA 23847			DB80 P62	
Prev 1	TRUSTEES OF CALVARY BAPTIST						
Prev 2							

ACTIVITY	Vst Date	H	S/D Date	PlatRef		BOE
	10/23/2013					
REMARK	LAND MEAS NEW ROOF NEW REPLACEMENT WINDOWS 2010					Dte
						Land
						Impv

PROPERTY DESCRIPTION

Res'l	C'cial	Y	CALVARY BAPTIST	Model:	M/H?
Building Characteristics					
Split Level?	Split Foyer?	Central Heat?	Y	Cental Air?	Y
Stories	Rms	Bedr.	Baths	F/P.	Chim.
Roofing	COMP.SH.	Exterior	BRICK	Cond.	A/G
Foundation	BRICK	Basement	FULL		
Flooring	CARVIN	Interior	PLASTER	Fuel	HTPUMP
Property Factors					
<input checked="" type="checkbox"/> Pub Watr	<input type="checkbox"/> WatrFrn	<input type="checkbox"/> No Road	<input checked="" type="checkbox"/> Paved	Topo: LEVEL	
<input checked="" type="checkbox"/> Pub Sewr	<input type="checkbox"/> Septic	<input checked="" type="checkbox"/> Crb/Gutr	<input type="checkbox"/> Gravel	Soil:	
<input type="checkbox"/> Well	<input type="checkbox"/> UG Utl	<input checked="" type="checkbox"/> Sidewlk	<input type="checkbox"/> Dirt	Loca:	
Grade	B-10	Yr Assessed	2014	Yr Built	1965
		Eff Age	1990		

BUILDING VALUATION

Item Description	Size	Rate	\$ Value
CALVARY BAPTIST CHURCH	7360	100.00	736000
CHURCH OFFICE	2925	100.00	292500
LOWER LEVEL	3900	85.00	331500
BREEZEWAY	376	15.00	5640
GRADE FACTOR (+15%)	246246	1.00	246246
Total	1887886	Grd 1.00%	Replcmnt: 1887886

SUMMARY OF IMPROVEMENTS

Description	Size	Rate	Grad	Dep	Func	Econ	\$ Value
CALVARY	7360	100.00	B-10	0.200		-0.100	1359300
BS (11X20)	1	2400.00					2400
WALKWAYS	1	4200.00					4200
PARKING	1	5250.00					5300
MTL CRPT	1	600.00					600
I: 2013	1484300	2014	1484300	2015	1371800	-0.08%	1.00
L:	56200	56200	56200	56200	56200	1.00	
MKT:	1540500	1540500	1428000	-0.07%			

LAND VALUATION

Description	Size	Rate	Adj	\$ Value
SITE	140.000	300.00	+0.100	46200
RESIDUAL (FF)	50.000	200.00		10000
Land 1:	x			
Land 2:	x			
Total Size:	190.000			Value: 56200

Recent Permit History

Prmt #	TaxDate	Value	Ab/Sp Val

(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.



CITY OF EMPORIA

Memorandum

October 17, 2014

TO: The Honorable Mayor and City Council
FROM: Brian S. Thrower, City Manager *BST*
SUBJECT: Enterprise Zone Incentives – Appropriation Ordinance
ITEM #: 14-65

Attached is an ordinance appropriating the sum of \$55,976 into the City's FY15 budget to be utilized for BPOL and Machinery & Tools grant disbursements through the Emporia Industrial Development Authority as part of the City's local Enterprise Zone incentive program.

Recommendation

I recommend you adopt this ordinance.

Attachment

Ordinance

Ordinance No. _____

Ordinance

An Ordinance To Appropriate The Sum Of
\$55,976.00 From The Unappropriated Fund
Balance Of The General Fund For Enterprise Zone
Incentives

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

1. That the sum of \$55,976.00 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 2014-2015 for Enterprise Zone Incentives.
2. Said appropriation shall be reflected in the 2014-2015 Operating Budget as the sum of \$55,976.00 from the Unappropriated Fund Balance of the General Fund and the sum of \$55,976.00 appropriated to General Fund Expenditures for Enterprise Zone Incentives to Account Number 81500-5653 Emporia IDA.
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: October 21, 2014

City of Emporia, Virginia

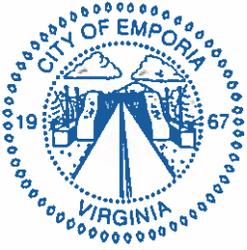
By _____
Mary L. Person
Mayor

Attest:

Form Approved:

City Clerk

City Attorney



CITY OF EMPORIA

Memorandum

October 17, 2014

TO: The Honorable Mayor and City Council
FROM: Brian S. Thrower, City Manager *BST*
SUBJECT: Drug Seizure Fund - Appropriation Ordinance
ITEM #: 14-66

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 \$36,000 in seized funds for the purchase of an unmarked equipped 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
\$36,000.00 in Drug Seizure Funds

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

1. That the sum of \$36,000.00 in funds seized through the Asset Forfeiture statutes be, and the same hereby is, appropriated into the City's Operating Budget for Fiscal Year 2014-2015.
2. Said appropriation shall be reflected in the 2014-2015 Operating Budget as the sum of \$36,000.00 in General Fund Revenues and the sum of \$36,000.00 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: October 21, 2014

City of Emporia, Virginia

By _____
Mary L. Person
Mayor

Attest:

Form Approved:

City Clerk

City Attorney



CITY OF EMPORIA

Memorandum

October 17, 2014

TO: The Honorable Mayor and City Council
FROM: Brian S. Thrower, City Manager *BST*
SUBJECT: Department of Environmental Quality Grant Funds – Appropriation Ordinance
ITEM #: 14-67

We have received notification that the City of Emporia has been awarded a grant from the Department of Environmental Quality (DEQ) in the amount of \$6,357 for our Litter Prevention and Recycling Program. You will need to adopt the attached ordinance in order to appropriate these funds into the FY15 budget and utilize this award.

Recommendation

I recommend that you adopt this ordinance.

Attachment

Ordinance

Ordinance No. _____

Ordinance

An Ordinance To Appropriate The Sum Of
\$6,357.00 In Grant Funds From The Department Of
Environmental Quality For Litter Prevention And
Recycling

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

1. That the sum of \$6,357.00 in grant funds from the Department of Environmental Quality be, and the same hereby is, appropriated into the City's Operating Budget for Fiscal Year 2014-2015.
2. Said appropriation shall be reflected in the 2014-2015 Operating Budget as the sum of \$6,357.00 appropriated to General Fund Revenues and the sum of \$6,357.00 appropriated to General Fund Expenditures, Account Number 42300-5880 Recycling.
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: October 21, 2014

City of Emporia, Virginia

By _____
Mary L. Person
Mayor

Attest:

Form Approved:

City Clerk

City Attorney



CITY OF EMPORIA

Memorandum

October 17, 2014

TO: The Honorable Mayor and City Council

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

SUBJECT: Water and Sewer Multiunit Connection Fees – Request to Authorize a Public Hearing to Amend City Code

ITEM #: 14-68

At your July 15, 2014 meeting you requested staff to develop options regarding how multiunit connection fees should be applied to various types of development. Per City Code Sections 78-72 and 78-188, developers are currently charged \$1,000 per unit within a multiunit development for each water tap and \$2,000 per unit within a multiunit development for each sewer tap, for a total of \$3,000 per unit. These per unit connection fees are in addition to standard water and sewer tap fees charged. The minimum water tap charge is \$3,000. The minimum sewer tap charge is \$4,000.

Per your direction from your September 2, 2014 meeting, I have prepared an ordinance amending both of the aforementioned City Code sections to clarify the fees charged to various types of development. The proposed fees are as follows:

- Single-family dwellings will be charged a \$3,000 water tap fee and a \$4,000 sewer tap fee. These are the current fees for single-family dwellings.
- Two-family and multiple-family dwellings will be charged a \$3,000 water tap fee plus \$1,000 per dwelling unit and a \$4,000 sewer tap fee plus \$2,000 per dwelling unit. These are the current fees for these dwellings.
- Lodging facilities, i.e. hotels, motels, recreational vehicle parks, etc., will be charged a \$5,000 water tap fee (\$3,000 water tap fee plus a \$2,000 maximum per room/space connection fee) and an \$8,000 sewer tap fee (\$4,000 sewer tap fee plus a \$4,000 maximum per room/space connection fee).
- All other types of development will be charged the current \$3,000 water tap fee and \$4,000 sewer tap fee.
- Developers will continue to be charged the difference in materials cost for any water and sewer taps exceeding the standard size.

Recommendation

I recommend you authorize conducting a public hearing on November 18, 2014 with the intent of amending City Code as it applies to water and sewer tap fees.

Attachments

Proposed City Code Amendments
City of Colonial Heights Code – Water and Sewer Taps and Connections

Ordinance

AN ORDINANCE TO AMEND SECTIONS 78-72 and 78-188
OF THE CODE OF THE CITY OF EMPORIA, VIRGINIA

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

Sections 78-72 and 78-188 of the Code be amended and re-enacted to read as follows:

Sec. 78-72. Charges, application, and payment for water taps. 

Charges, application, and payment for water taps are as follows:

- (1) ~~Charge for three-fourths of an inch water taps shall be \$3,000.00.~~ Single-family dwellings: \$3,000
- (2) Two-family and Multiple-family dwellings: \$3,000 plus \$1,000 per dwelling unit
- (3) Lodging facilities: \$5,000
- (4) All other types of development: \$3,000
- (1) ~~_____~~
- (5) Charges for water taps exceeding three-fourths of an inch shall be \$3,000.00 plus the difference in
(2) _____ materials cost.
- (3) ~~For connecting a multiunit residential or commercial development, there shall be, in addition to any tap charges otherwise required in this Code, a fee of \$1,000.00 for each unit within the multiunit development. All facilities constructed or installed on private property for the purpose of serving the development itself shall be maintained by the owner or developer and shall be subject to use regulations as provided elsewhere in this Code.~~
- (6) There shall be a 100 percent surcharge for all customers who reside outside of the corporate
(4) _____ limits of the city.
- (7) Water tap requests shall be included on building permit application forms. After receipt of the _____ building permit application, the director of public utilities will determine the size of the water tap. _____ All water tap charges, including multiunit development connection fees, will be paid for by the _____ owner or agent at the time of building permit issuance. _____ The owner or agent shall be charged the _____ multiunit development connection fees associated with those units to be developed under the _____ current building permit application. Should a building permit be required due to the expiration of _____ an existing permit or addition of units within the same development, the owner or agent will shall _____ be responsible for paying the current pay the current charges established by multiunit

~~___ development connection fees as established by city~~ council. After all water tap charges have been paid and a building permit has been issued, the department of public utilities will make the requested water tap. Only authorized city employees shall make water taps.
(Code 1972, § 23-34; Ord. No. 97-5, 6-17-97; Ord. No. 06-17, 6-20-06; Ord. No. 06-55, 6-19-07; Ord. No. 08-18, 7-1-08; Ord. No. 09-40, 6-16-09; Ord. No. 09-55, 9-1-09)

Sec. 78-188. Charges, application, and payment for sewer taps.

Charges, application, and payment for sewer taps are as follows:

~~(1)~~ (1) ~~Charges for four-inch sewer taps shall be \$4,000.00. Single-family dwellings: \$4,000~~

~~(2) Two-family and Multiple-family dwellings: \$4,000 plus \$1,000 per dwelling unit~~

~~(3) Lodging facilities: \$8,000~~

~~(4) All other types of development: \$4,000~~

~~(5)~~ (5) Charges for sewer taps exceeding four inches shall be \$4,000.00 plus the difference in materials costs.

~~(3) For connecting a multiunit residential or commercial development, there shall be, in addition to any tap charges otherwise required in this Code, a fee of \$2,000.00 for each unit within the multiunit development. All facilities constructed or installed on private property for the purpose of serving the development itself shall be maintained by the owner or developer and shall be subject to use regulations as provided elsewhere in this Code.~~

~~(4)~~ (6) There shall be a 100 percent surcharge for all customers who reside outside of the corporate limits of the city.

~~(5)~~ (7) Sewer tap requests shall be included on building permit application forms. After receipt of the building permit application, the director of public utilities will determine the size of the sewer tap. All sewer tap charges, including multiunit development connection fees, will be paid for by the owner or agent at the time of building permit issuance. The owner or agent shall be charged the multiunit development connection fees associated with those units to be developed under the current building permit application. Should a building permit be required due to the expiration of an existing permit or addition of units within the same development, the owner or agent will shall be responsible for paying the current pay the current charges established multiunit development connection fees as established by city council. After all sewer tap charges have been paid and a building permit has been issued, the department of public utilities will make the requested sewer tap. Only authorized city employees shall make sewer taps.

(Code 1972, § 17-23; Ord. No. 97-6, 6-17-97; Ord. No. 06-18, 6-20-06; Ord. No. 06-57, 6-19-07; Ord. No. 08-19, 7-1-08; Ord. No. 09-41, 6-16-09; Ord. No. 09-55, 9-1-09)

Adopted: November 18, 2014

By _____
Mary L. Person
Mayor

Attest:

City Clerk

Form Approved:

City Attorney

City of Colonial Heights, VA
Wednesday, August 27, 2014

Chapter 277. WATER

Article I. General Provisions

§ 277-6. Water taps and connections; connection charges.

[Amended 6-10-1980 by Ord. No. 80-35; 6-12-1984 by Ord. No. 84-32; 11-10-1987 by Ord. No. 87-31; 3-8-1998 by Ord. No. 87-31A; 5-9-1989 by Ord. No. 89-24; 8-11-1998 by Ord. No. 98-19; 5-8-2001 by Ord. No. 01-13⁽¹⁾; 9-10-2002 by Ord. No. 02-31; 1-10-2006 by Ord. No. 05-29]

- A. All connections made with or into any lines or any water mains or pipes under the control of the City shall be made under the supervision of the Director of Public Works and/or the Building Official, and no such connection shall be made without a permit to do so being first obtained.
- B. Every person tapping into and connecting with the water mains so provided under this section, except as otherwise provided, shall pay into the City treasury connection fees according to the following schedule:

Type	Fee
Single-family detached houses	\$2,000
Apartments, Townhouses, Attached	\$4,000
Condominiums, Quadruplexes & Duplexes (owner occupied or tenant occupied), per unit	
Motel/hotel, per room	\$700
Hospital, per bed	\$1,500
Nursing home, per bed	\$750

- C. Any commercial or industrial user tapping into and connecting with the water mains so provided under this section shall pay into the City treasury connection fees according to the following schedule:

Size of Meter (inches)	Fee
5/8	\$2,000
1	\$3,500
1 1/2	\$7,000

Size of Meter (inches)	Fee
2	\$12,000
3	\$23,000
4	\$37,000
6	\$73,000
8	\$117,000

- D. All persons occupying property in the City which is connected with the water system of the City and all persons who are required by law or ordinance to connect with such water system shall hereafter be required to connect to a water meter, which shall be installed, owned and controlled by the City.
- E. The following is a definition of the materials to be furnished by the City in making water taps in accordance with this section: In making water taps, the City shall make the tap, furnishing corporation cock when necessary, lead goose neck, lead to iron coupling and curb cock to meter, but no other pipe. Pipe shall be supplied by the water taker or the water taker's plumber and must be a good quality three-fourths-inch Type K copper pipe, or larger sizes when necessary. Such pipe shall not be covered up until tested and inspected by the City Building Inspector.

[1]: *Editor's Note: This ordinance stated that § 277-6 would be in effect on and after 7-1-2001.*

City of Colonial Heights, VA
 Wednesday, August 27, 2014

Chapter 238. SEWERS AND SEWAGE DISPOSAL

Article I. Connections

§ 238-2. Permit required; fee.

[Amended 6-10-1980 by Ord. No. 80-40; 11-10-1987 by Ord. No. 87-31; 3-8-1988 by Ord. No. 87-31A; 5-9-1989 by Ord. No. 89-24; 5-13-1992 by Ord. No. 92-17; 7-14-1992 by Ord. No. 92-23; 5-8-2001 by Ord. No. 01-12^[1]; 9-10-2002 by Ord. No. 02-31; 1-10-2006 by Ord. No. 05-29]

- A. All connections made with or into the sewer lines or mains under the control of or owned by the City shall be made under the supervision of the Director of Public Works and/or the Building Official, and no such connection shall be made without a permit to do so being first obtained. Each single-family residence and any auxiliary structures and uses may be connected by the same number of taps as would result from the development of the entire adjacent property of the owner as conforming lots or validly recorded nonconforming lots. Future connection of any additional residence, or of a use of an equal or greater intensity, to any such tap other than the primary tap shall require prior issuance of an additional permit and prior payment of an additional fee.
- B. Every person tapping into and connecting with the sewer lines or mains under the control of or owned by the City, except as otherwise provided, shall pay into the City treasury connection fees according to the following schedule:

Type	Fee
Single-family detached houses	\$3,000
Apartments, Townhouses, Attached Condominiums Quadruplexes and Duplexes (owner occupied or tenant occupied), per unit	\$6,000
Motel/hotel, per room	\$700
Hospital, per bed	\$2,500
Nursing home, per bed	\$1,250

- C. Any commercial or industrial user tapping into and connecting with the sewer lines or mains under the control of or owned by the City shall pay into the City treasury connections fees according to the following schedule:

Size of Meter (inches)	Fee
5/8 or 3/4	\$2,000
1	\$3,500
1 1/2	\$7,000
2	\$12,000
3	\$23,000
4	\$37,000
6	\$73,000
8	\$117,000

D. Nothing contained in this section shall be construed to apply to the provisions of Chapter 250, Subdivision of Land.

[1] *Editor's Note: This ordinance stated that the provisions of § 238-2 would be in effect on and after 7-1-2001.*



CITY OF EMPORIA

Memorandum

October 17, 2014

TO: The Honorable Mayor and City Council
FROM: Brian S. Thrower, City Manager *BST*
SUBJECT: Transient Lodging Tax – Request to Authorize a Public Hearing to Amend City Code
ITEM #: 14-69

Per State Code Section 58.1-3840, “any city or town having general taxing powers established by charter pursuant to or consistent with the provisions of Section 15.2-1104 may impose excise taxes on cigarettes, admissions, transient room rentals, meals, and travel campgrounds.” As such, I am proposing that you amend City Code to allow for the imposition of excise taxes on “travel campgrounds,” as is already done with other lodging facilities such as motels and hotels. A “travel campground” means but is not limited to a “recreational vehicle park” as defined in City Code Section 90-1.

Recommendation

I recommend you authorize conducting a public hearing on November 18, 2014 with the intent of amending the City Code as it applies to the transient lodging tax.

Attachments

Proposed City Code Amendments
State Code Section 58.1-3840. Certain excise taxes permitted.

Ordinance

AN ORDINANCE TO AMEND SECTIONS 70-256, 70-258, 70-261, and 70-266
OF THE CODE OF THE CITY OF EMPORIA, VIRGINIA

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

Sections 70-256, 70-258, 70-261, and 70-266 of the Code be amended and re-enacted to read as follows:

Sec. 70-256. Definitions.

The following words, terms, and phrases when used in this article shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Hotel/Lodging facility means any public or private hotel, inn, apartment hotel, hostelry, tourist home or house, motel, roominghouse, travel campground or other lodging place within the city offering lodging to any transient for compensation and which can lodge four or more persons at any one time. -As used in this article "travel campground" means but is not limited to "recreational vehicle park" as defined in city code section 90-1.

Lodging means any space or room furnished any transient.

~~*Room rental* means the total charge, exclusive of any tax imposed on such charge, made by any hotel for lodging furnished any transient. If the charge made by any hotel to a transient includes any charge for services or accommodations in addition to that of lodging, then such portion of the total charge as represents only lodging rental shall be distinctly set out and billed to such transient by such hotel as a separate item the amount of the charge imposed for the occupancy of any room or space occupied at a lodging facility.~~

Transient means any person who, for a period of not more than ~~90~~365 consecutive days, either at his own expense or at the expense of another obtains lodging in any ~~hotel lodging facility~~ for which lodging a charge is made.

(Code 1972 § 8-86)

Cross reference— *Definitions generally, § 1-2.*

Sec. 70-257. Penalty for violation of article.

Any person violating or failing to comply with any of the provisions of this article shall, upon conviction, be punished as provided in section 1-11, and each violation or failure to comply shall constitute a separate offense. The punishment provided for in this section shall be in addition to any other remedy for the collection of taxes provided for by law.

(Code 1972, § 8-96)

Sec. 70-258. Levy and rate.

In addition to any other tax imposed by law, there is hereby imposed and levied on each and every transient a tax equivalent to ten percent of the total amount paid for room rental by or for any such transient to any ~~hotel~~ lodging facility.

(Code 1972, § 8-87; Ord. No. 05-19, 6-21-05; Ord. No. 06-19, 6-20-06; Ord. No. 06-50, 6-19-07; Ord. No. 06-51, 6-19-07; Ord. No. 09-37, 6-16-09)

Sec. 70-259. Exceptions.

No tax shall be payable under this article in any of the following instances:

- (1) On room rental paid by any federal, state or city official or employee when on official business, and the government concerned either pays the rental or reimburses the employee or official.
- (2) On room rental paid to any hospital, medical clinic, convalescent home or home for aged people.
- (3) On room rental paid by any person enrolled in and attending full time a school, college or university within the corporate limits of the city.

(Code 1972, § 8-88)

Sec. 70-260. Collection.

Every person receiving any payment for room rental with respect to which a tax is levied under this article shall collect the amount of tax hereby imposed from the transient on whom the same is levied or from the person paying for such room rental at the time payment for such room rental is made. The taxes required to be collected under this article shall be deemed to be held in trust by the person required to collect the same until remitted as required in this article.

(Code 1972, § 8-89)

Sec. 70-261. Reports and remittance.

The person collecting any such tax shall make out a report upon such forms and setting forth such information as the commissioner of the revenue may prescribe and require, showing the amount of room rental charges collected and the tax required to be collected and shall sign

and deliver the same to the treasurer with a remittance of such tax. Such reports and remittances shall be made on or before the last day of each month covering the amount of tax collected during the preceding month. Any person operating a hotel lodging facility regularly throughout the year may, upon written application to and with the written consent of the commissioner of the revenue, make reports and remittances on a quarterly basis in lieu of the monthly basis provided in this section. Such quarterly reports and remittances shall be made on October 31, January 31, April 30 and July 31 in each year and shall cover the amounts collected during the three months immediately preceding the months in which reports and remittances are required. If the remittance is by check or money order, the same shall be payable to the city.

(Code 1972, § 8-90)

Sec. 70-262. Penalty and interest for nonpayment.

If any person shall fail or refuse to remit the tax required to be collected and paid under this article, or fail or refuse to submit the reports required by this article within the time and in the amount specified in this article, there shall be added to such tax a penalty of five per centum if the failure is for not more than one month, with an additional five per centum for each additional month, or fraction thereof, during which the failure continues, not to exceed 25 percentum in the aggregate; provided, however, that in no case shall the penalty be less than \$10.00, and such minimum penalty shall apply whether or not any tax is due for the period for which such return was required. In addition, there shall be added to such unpaid tax interest thereon at the rate of ten percent per annum, which shall be computed upon the tax and penalty from the date such tax was due and payable.

(Code 1972, § 8-91)

Sec. 70-263. Failure to collect, report or remit tax; action by the commissioner of the revenue.

If any person shall fail or refuse to collect, in whole or in part, or properly to report or remit such tax within the time required by this article, the commissioner of the revenue shall proceed in such manner as he may deem best to obtain facts and information on which to base his estimate of the tax due. As soon as the commissioner of the revenue has procured such facts and information he shall make his estimate of the tax due and proceed to determine and assess against such person such estimated tax due, together with the penalties and interest provided for by this article. He shall notify such person by registered mail sent to his last known address of the total amount of such tax, interest and penalties and the total amount thereof shall be payable within ten days from the date of such notice; provided, however, that before any determination and assessment is made by the commissioner of the revenue that any person is liable for any tax, penalty and interest under this section, he shall give such person notice and an opportunity to be heard concerning such possible determination and assessment.

(Code 1972, § 8-92)

Sec. 70-264. Records.

It shall be the duty of every person liable for the collection and payment to the city of any tax imposed by this article to keep and preserve for a period of three years such suitable records as may be necessary to determine the amount of such tax as he may have been liable for collection of and payment to the city, which records the commissioner of the revenue and the city treasurer shall have the right to inspect at all reasonable times.

(Code 1972, § 8-93)

Sec. 70-265. Cessation of business.

Whenever any person required to collect and pay to the city a tax under this article shall cease to operate or otherwise dispose of his business, any tax payable under this article to the city shall become immediately due and payable and such person shall immediately make a report and pay the tax due.

(Code 1972, § 8-94)

Sec. 70-266. Powers and duties of commissioner of the revenue.

It shall be the duty of the commissioner of the revenue to ascertain the name of every person operating a ~~hotel~~-lodging facility in the city liable for the collection of the tax levied by this article. The commissioner of the revenue shall have the power to adopt rules and regulations not inconsistent with the provisions of this article for the purpose of carrying out and enforcing the payment, collection and remittance of the tax levied in this article.

(Code 1972, § 8-95)

Secs. 70-267—70-295. Reserved.

State Law reference— Excise tax on transient room rentals, Code of Virginia, § 58.1-3840.

Adopted: November 18, 2014

By _____
Mary L. Person
Mayor

Attest:

Form Approved:

City Clerk

City Attorney

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

§ 58.1-3840. Certain excise taxes permitted.

A. The provisions of Chapter 6 (§ [58.1-600](#) et seq.) of this title to the contrary notwithstanding, any city or town having general taxing powers established by charter pursuant to or consistent with the provisions of § [15.2-1104](#) may impose excise taxes on cigarettes, admissions, transient room rentals, meals, and travel campgrounds. No such taxes on meals may be imposed on (i) that portion of the amount paid by the purchaser as a discretionary gratuity in addition to the sales price of the meal; (ii) that portion of the amount paid by the purchaser as a mandatory gratuity or service charge added by the restaurant in addition to the sales price of the meal, but only to the extent that such mandatory gratuity or service charge does not exceed 20% of the sales price; or (iii) food and beverages sold through vending machines or on any tangible personal property purchased with food coupons issued by the United States Department of Agriculture under the Food Stamp Program or drafts issued through the Virginia Special Supplemental Food Program for Women, Infants, and Children. No such taxes on meals may be imposed when sold or provided by (a) restaurants, as such term is defined in subdivision 9 a of § [35.1-1](#), to their employees as part of their compensation when no charge is made to the employee; (b) volunteer fire departments and rescue squads; nonprofit churches or other religious bodies; or educational, charitable, fraternal, or benevolent organizations, the first three times per calendar year and, beginning with the fourth time, on the first \$100,000 of gross receipts per calendar year from sales of meals (excluding gross receipts from the first three times), as a fundraising activity, the gross proceeds of which are to be used by such church, religious body or organization exclusively for nonprofit educational, charitable, benevolent, or religious purposes; (c) churches that serve meals for their members as a regular part of their religious observances; (d) public or private elementary or secondary schools, or public or private colleges and universities, to their students or employees; (e) hospitals, medical clinics, convalescent homes, nursing homes, or other extended care facilities to patients or residents thereof; (f) day care centers; (g) homes for the aged, infirm, handicapped, battered women, narcotic addicts, or alcoholics; or (h) age-restricted apartment complexes or residences with restaurants, not open to the public, where meals are served and fees are charged for such food and beverages and are included in rental fees.

Also, the tax shall not be levied on meals: (a) when used or consumed and paid for by the Commonwealth, any political subdivision of the Commonwealth, or the United States; or (b) provided by a public or private nonprofit charitable organization or establishment to elderly, infirm, blind, handicapped, or needy persons in their homes, or at central locations; or (c) provided by private establishments that contract with the appropriate agency of the Commonwealth to offer food, food products, or beverages for immediate consumption at concession prices to elderly, infirm, blind, handicapped, or needy persons in their homes or at central locations.

In addition, as set forth in § [51.5-98](#), no blind person operating a vending stand or other business enterprise under the jurisdiction of the Department for the Blind and Vision Impaired and located on property acquired and used by the United States for any military or naval purpose shall be required to collect and remit meals taxes.

B. Notwithstanding any other provision of this section, no city or town shall levy any tax under this section upon alcoholic beverages sold in factory sealed containers and purchased for off-premises consumption or food purchased for human consumption as "food" is defined in the Food Stamp Act of 1977, 7 U.S.C. § 2012, as amended, and federal regulations adopted pursuant to that act, except for the following items: sandwiches, salad bar items sold from a salad bar, prepackaged single-serving salads consisting primarily of an assortment of vegetables, and nonfactory sealed beverages.

C. Any city or town that is authorized to levy a tax on admissions may levy the tax on admissions paid for any event held at facilities that are not owned by the city or town at a lower rate than the rate levied on admissions paid for any event held at its city- or town-owned civic centers, stadiums and amphitheatres.

D. [Expired.]

(1984, c. 675; 1986, cc. 545, 605; 1989, cc. 314, 391; 1999, c. [366](#); 2000, c. [626](#); 2003, c. [12](#); 2005, c. [106](#); 2006, cc. [568](#), [602](#); 2009, c. [415](#); 2014, c. [673](#).)



Memorandum

October 17, 2014

TO: The Honorable Mayor and City Council
FROM: Brian S. Thrower, City Manager *BST*
SUBJECT: Smoove Operators – Conditional Use Permit Review
ITEM #: 14-70

At your March 19, 2013 meeting you approved a Conditional Use Permit for Smoove Operators to operate a “nightclub” at 773 N. Main Street. Per Section 90-1 of City Zoning Code, a “nightclub” is defined as “an establishment for evening entertainment, generally open until the early morning hours that serves liquor and usually food and offers patrons music, comedy acts, a floor show, or dancing.” The Conditional Use Permit you initially approved stipulated an initial six month review by City Council with annual reviews thereafter.

Attached is a list of incidents that have occurred at Smoove Operators since January 2013. Many of these incidents involve noise complaints from residents, crowds in the parking lot, and patrons fighting. Most of these incidents have occurred in the early morning hours.

Recommendation

Chief Wyatt and I recommend that Smoove Operators’ Conditional Use Permit to operate a “nightclub” be revoked. This recommendation is primarily attributed to the number of noise complaints received from residents in the immediate area and Smoove Operators’ close proximity to residential properties. As you can see on the attached GIS map, residential properties are located directly across and behind the streets from Smoove Operators. Apartment units are also located beside the property.

Attachments

Memo from Police Chief
GIS Maps of Area
Original CUP Application



To: Brian Thrower, City Manager

From: Chief Don Wyatt

Date: 30 September 2014

Ref: Chronology of Events for Smoove Operators

- 5 January 2013 – Police observed a narcotic violation in the parking lot of Smoove Operators. Arrest made possession of marijuana. (11:05pm)
- 21 January 2013 – Police investigated a report of felonious assault at Smoove Operators. Victim was hit with beer bottle in the head that caused a laceration. Victim refused to cooperate with police. (12:43am)
- 1 April 2013 – Police investigated an assault/battery at Smoove Operators. Victim refused to seek warrant. (04:00am)
- 19 May 2013 – Police investigated an assault/battery at Smoove Operators. Arrest made for same. (04:02am)
- 8 June 2013 - Police observed a large crowd fighting in the parking lot of Smoove Operators. Arrests made for disorderly conduct, drunk in public, and assault. (02:48am)
- 13 July 2013 – Police responded to a fight at Smoove Operators. Arrest made for assault/battery. (3:47am)
- 24 August 2013 – Police received report of wallet being stolen from an individual at Smoove Operators.
- 7 September 2013 – Police received anonymous complaint of loud music at Smoove Operators. (03:34am)
- 5 October 2013 – Police received complaint of loud music coming from inside Smoove Operators by a nearby residence. Owner advised to lower volume of music. Police remained on-scene due to large crowd within the parking lot area. (12:56am thru 02:00am)
- 12 October 2013 – Police called to investigate a disturbance at Smoove Operators. (01:53am)
- 20 October 2013 – Police called to Smoove Operators for a complainant that the business is “cheating people out of their money”. Civil matter. (01:13am)
- 22 October 2013 – Police requested to investigate a rock being thrown at a vehicle and damaging the windshield. The perpetrator was reported to have been in the parking lot of Smoove Operators.
- 2 November 2013 – Police called to Smoove Operators reference a large crowd and a fight taking place. Two subjects arrested for disorderly conduct. (02:25am)
- 9 November 2013 - Police requested to address a crowd control issue at the parking lot of Smoove Operators. (01:32am)
- 16 November 2013 – Police responded to a large crowd in the street and parking lot of

Smooove Operators. The crowd was assembled due to a fight that started inside and was moved outside. Crowd was dispersed by police. (1:53am)

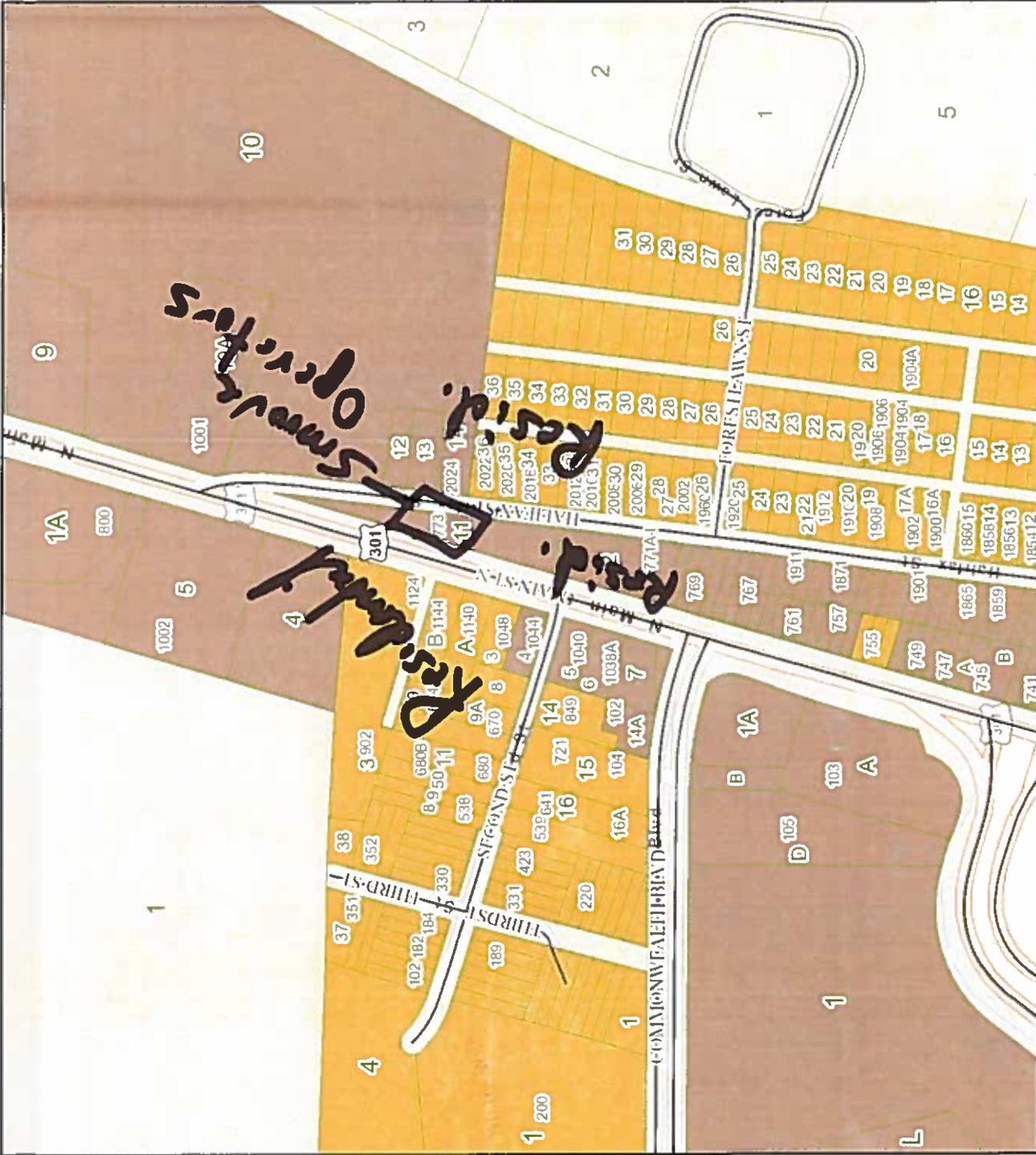
- 17 November 2013 – Resident in the 1100 block of N.Main complained of noise coming from Smooove Operators. (12:43am, 02:32am)
- 22 November 2013 – Special Agent Anna T. Velvin (A.B.C.) reviewed a list of problem areas that applied to the business operation known as “Smooove Operators”. After reviewing this list with the owner, Timothy Yates signed same.
- 23 November 2013 – Police investigate subjects in the parking lot of Smooove Operators. Subsequent arrests for Obstruction of Justice and drunk in public. (01:36am)
- 29 November 2013 – Police received call from a resident on Second St. reference loud music coming from Smooove Operators. Police officers reported that the bass of the music is what was being heard at a distance. (12:36am)
- 1 December 2013 – Police dispersed a small crowd hanging out in the parking lot of Smooove Operators. (03:56am)
- 8 December 2013 – Resident in the 1100 block of N.Main complained of noise coming from Smooove Operators. (12:51am)
- 13 December 2013 – Police requested to check on individuals under 21 y.o.a. at Smooove Operators. (11:14pm)
- 21 December 2013 – Police made narcotics arrest in the parking lot of Smooove Operators. (12:05am)
- 11 January 2014 – Police investigate a hit/run in the parking lot of Smooove Operators. (02:10am)
- 12 April 2014 – Narcotic violation arrest made in the parking lot of Smooove Operators by EPD. (01:24am)
- 19 May 2014 – Police received loud noise complaint coming from Smooove Operators. (12:37am)
- 20 May 2014 – Chief Wyatt received complaint from a landlord and some tenants reference noise and littering from the crowds at Smooove Operators. The littering involves beer bottles being thrown in their yards. Patrol was advised to monitor same and take enforcement action if observed.
- 7 June 2014 - Alcohol violation arrest made in the parking lot of Smooove Operators by EPD. (02:04am)
- 18 June 2014 – Police called to investigate a domestic type call at Smooove Operators. (12:48am)
- 28 June 2014 – Police receive complaint of loud music coming from Smooove Operators. Police asked owner to turn it down. (07:46pm)
- 30 June 2014 – Police called to a loud music complaint coming from Smooove Operators. Owner advised he would turn it down.(12:57am)
- 9 July 2014 – Police received complaint of loud music coming from Smooove Operators. (02:37am, 02:43am music turned off)
- 12 July 2014 – Police respond to a large crowd in the parking lot of Smooove Operators. (02:20am)
- 17 July 2014 – Advertising for “Damn Near Naked Lingerie Party” with pornstar guest “KinkyKayXXX” was scheduled for July 19th at Smooove Operators. Special Agent Velvin interceded upon learning of this event and it was canceled.
- 9 August 2014 – Smooove Operators requested police assistance in clearing their parking lot. Some individuals were giving their security team a problem and they believed they may have a firearm in their vehicle. (12:51am)
- 10 August 2014 – Anonymous resident of N.Main complained of noise coming from

Smoove Operators. (23:39pm)

- 10 August 2014 – Police responded to Smoove Operators due to a crowd in the parking lot. (02:31am)
- 23 August 2014 – Police have been requested to investigate underage drinking at Smoove Operators. One of the customers was banned from the property due to disorderly conduct. (01:19am)

Legend

- City Boundary
- Parcels
- Site Addresses
- Road Centerlines
- Zoning
 - DT DOWNTOWN
 - C-1 GENERAL COMMERCIAL
 - C-2 AUTO COMMERCIAL
 - I-1 INDUSTRIAL
 - I-2 INDUSTRIAL
 - R-1 SINGLE FAMILY
 - R-2 SINGLE FAMILY
 - R-3 MULTI-FAMILY
 - Streams and Rivers
 - Water Bodies



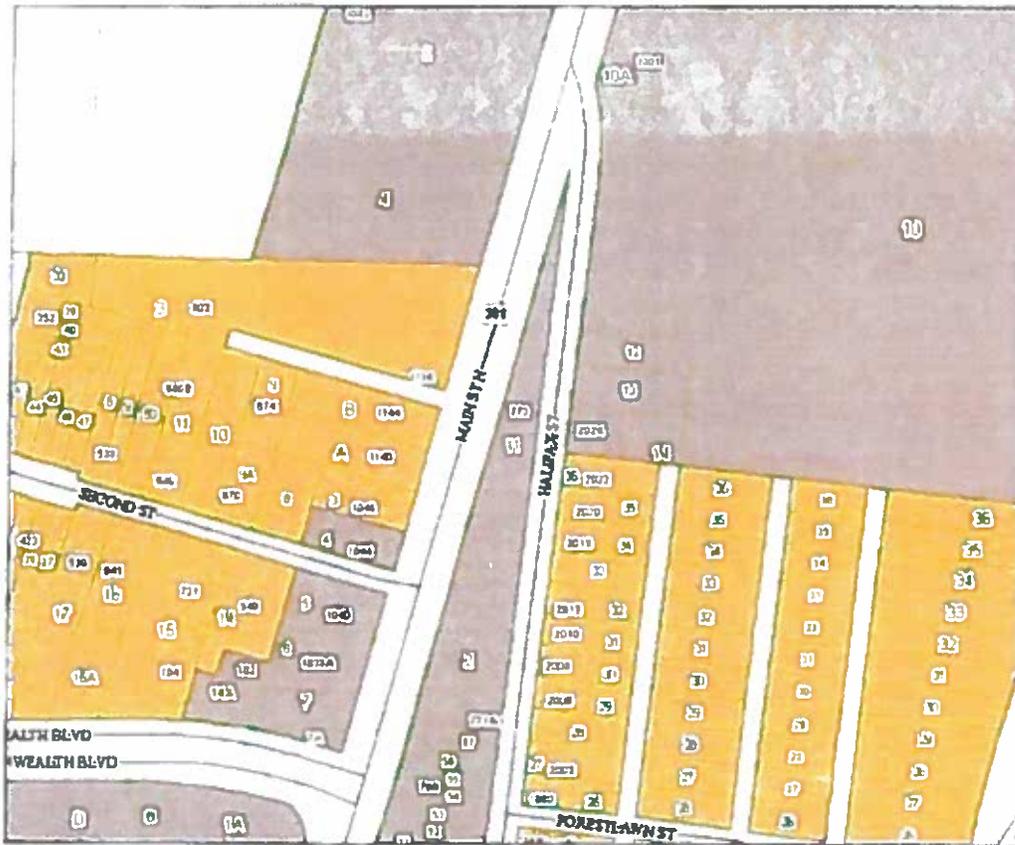
Title:

Date: 10/17/2014



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

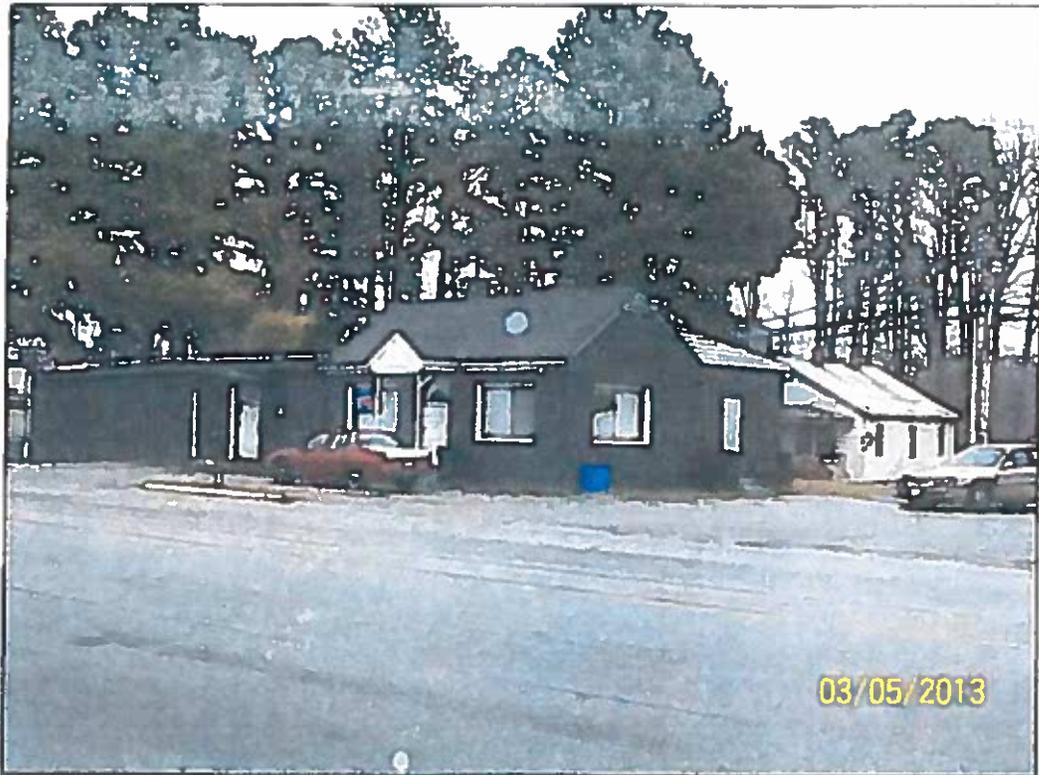
773 North Main Street – C-2 Zoning District



773 North Main Street – Looking South



773 North Main Street – Looking North



773 North Main Street – Aerial Image





City of Emporia
 Community Development and Planning
 201 South Main Street
 Emporia, VA 23847
 (434) 634-3332 (434) 634-0003 Fax

Permit Number _____
 Date _____
 Tax Map # _____
 Zoning District _____

LAND USE AMENDMENT APPLICATION
Information must be typed or printed and completed in full.
Attach additional pages where necessary.

Land Use Information:

Application Type: (Circle One): Variance Rezoning Conditional Use Permit
 Special Exception Amendment Appeal
 Telecommunications Tower Co-location on existing tower

Description of Request: "Restaurant" Opening Small Restaurant
(Smooove Operators)

Proposed Acreage: _____

Applicant/Agent Information:

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

Agent(s): Timothy Yates Phone # 347-860-2820

Address: 199 Waterwheel Rd. Emporia Va
23847

If you are the agent for the property owner, do you have consent of the owner attached? Yes No

Property Owner Information:

Property Owner (s): Mark Yeates

Phone # 434-634-4373

Address: 800 N. Main St.
Emporia Va. 23847

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

Subject Parcel Information

Location of Property: _____

Street Address: 773 N. Main St. Emporia Va 23847

General Description of Property:

Current Zoning (circle one)

R-1 R-2 R-3 C-1 C-2 I-1 I-2 DT Other _____

Proposed Zoning (for rezoning request)

R-1 R-2 R-3 C-1 C-2 I-1 I-2 DT Other _____

Existing Use(s) of Property

A. Explain fully the proposed use, type of development, operation program, reason for this request, etc.:

I am pursuing to have Special Events, Karaoke, Alcohol beverages, live bands and comedic performance at my restaurant occasionally.

B. Section(s) of the City Code that pertain to this request

C. State how this request will not be materially detrimental to adjacent property, the surrounding neighborhood or City in general. Include where applicable; information concerning use of public utilities/services, relationship to the comprehensive plan effect of request on public schools, traffic impact, means of access to nearest public road, existing and future area development, etc.

D. Has any previous application for a land use amendment been filed in connection with these parcels? List case numbers and explain any existing use permit, special exception, conditional use or variance previously granted on the parcels in question. If this application is to amend an existing special use

exception, or other applicable amendment, please explain the request (proposed change in structure(s) including all signs).

E. Proffers and Conditions

List any conditions or proffers currently associated with this property.

If the applicant proffers any conditions (§ 15.2-2297 of the Code of Virginia), they must:

- 1) Have a reasonable relationship to the rezoning
- 2) Not include a cash contribution to the City of Emporia
- 3) Not include mandatory dedication of property
- 4) Not include payment for construction of off-site improvements

Proffers may be amended in writing prior the Planning Commission public hearing.

If this is an application for a conditional zoning, the following conditions are voluntarily proffered:

F. Please list any and all restrictive covenants, deed restrictions and other special considerations:

G. If required by the Zoning Administrator, attach a site plan / plot plan / survey plat / building dimensions / densities showing the location(s) of existing and proposed structures to be erected and applicable setback lines and distances including all zoning district requirements.

Notes:

- (1) Special use permits shall be for an indefinite period of time unless the Planning Commission imposes a condition specifying a shorter duration. Such permits shall run with the land unless the City of Emporia imposes a more restrictive condition with regard to the succession to rights in such a permit.
- (2) The City of Emporia may include, as part of the ordinance granting any conditional use permit, suitable regulations and safeguards as it may deem appropriate. Once a special use permit is approved subject to such conditions, they shall be deemed to be a part of the zoning ordinance and may be enforced by the zoning administrator. Conditions attached to a special use permit may only be amended or deleted by subsequent application for the purpose.
- (3) This application for a conditional special use permit must be accompanied by two (2) copies of any required site plans or plot plans.

h. If requesting a variance, explain the unique physical hardship or extraordinary situation (size, shape, topography, etc.) that is justification for the request:

i. Explain how the zoning ordinance prohibits or unreasonable restricts the use of the property.

j. Applicant Remarks

Checklist:

- ✓ The required fee must accompany this application. A fee schedule is attached for your convenience. Checks must be made payable to: "Treasurer, City of Emporia".
- ✓ Enclosed with the application, a copy of the appropriate city tax map with the property marked and, if available, a surveyed plat of the entire parcel.
- ✓ Enclose with this application any required plans or plats (plans must be folded).
- ✓ Enclose with this application any additional information to assist with review and determination.

I/We hereby certify that to the best of my/our knowledge all the above statements and the statements contained in any exhibits transmitted are true and that the adjacent property owners listed herewith are the owners of record as of the date of the application:

Date: 2/14/13

Applicants Name Timothy Yates
(Typed or printed)

Signature of Applicant 

Note: Incomplete application will not be accepted. Any request that requires plans must be accompanied by those plans at the time submission of the application.



CITY OF EMPORIA

Memorandum

October 17, 2014

TO: The Honorable Mayor and City Council

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

SUBJECT: Take Home Vehicle/Residency Requirement Policy – Request by Council Member Harris

ITEM #: 14-71

Council Member Harris has requested this item be placed on tonight's agenda. Below is the applicable section of the Employee Personnel Manual.

Section 1-5 Residency – The City Manager shall be required to reside within the corporate limits of Emporia within 12 months of appointment, as required by the City Charter. Individuals appointed to the positions of Police Chief, Emergency Services Coordinator/Director, Public Works Director, and Public Utilities Director shall also reside within the corporate limits of Emporia, Greensville County, or a 20 mile radius of the City within 12 months of appointment in order to provide timely response in emergency situations. This requirement shall only apply to individuals appointed to the aforementioned positions after March 1, 2011. All other employees including other department heads and the Assistant City Manager are encouraged to reside within the corporate limits of Emporia, Greensville County, or a 20 mile radius of the City but are not required to do so.

Any new or existing employee who chooses to reside outside the corporate limits of Emporia, Greensville County, or a 20 mile radius of the City and who drives a City vehicle shall keep that vehicle at his or her work site and shall not be permitted to drive that vehicle home. *Updated by City Council March 1, 2011*