CITY OF EMPORIA

PUBLIC HEARING

1. Water Bill Code Amendments – Request to Adopt Ordinance

AGENDA
EMPORIA CITY COUNCIL
Regular Meeting
TUESDAY, September 17, 2013 - 6:30 P.M.

OPENING PRAYER

ROLL CALL

APPROVAL OF MINUTES

August 20, 2013 ~ Regular Meeting

APPROVAL OF BILLS

REPORTS

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

NEW BUSINESS

13-43. Water Bill Code Amendments – Request to Adopt Ordinance

13-44. Virginia Peanut Festival Fireworks Resolution

13-45. Virginia Growth Alliance – Request to Appoint an Alternate Board Member

13-46. Highway Safety Commission Term Expirations – Jim Saunders/Jean Cobb

13-47. Virginia Cooperative Extension – Introduction of 4-H Agent

PUBLIC COMMENT
CLOSED SESSION

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

MINUTES
EMPORIA CITY COUNCIL
CITY OF EMPORIA MUNICIPAL BUILDING
August 20, 2013

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

Emporia City Council held a regular meeting on Tuesday, August 20, 2013 at 6:30 p.m. in the Council Chambers of the Municipal Building, located at 201 South Main Street, Emporia, Virginia. Mayor Mary L. Person presided over the meeting with Carolyn S. Carey, Council Member offering the invocation.

ROLL CALL

The following City Council members were present:

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

Others present: Mary L. Person, Mayor
C. Butler Barrett, City Attorney
Brian S. Thrower, City Manager
Tessie S. Wilkins, City Clerk
W. S. Harris, Jr., Treasurer
Joyce E. Prince, Commissioner of the Revenue
Larry Epps, Water Treatment Plant Supt.
Linwood Pope, Public Utilities Director

MINUTES APPROVAL

Councilwoman Temple moved to approve the minutes from the Tuesday, August 6, 2013, City Council Regular meeting as presented, seconded by Councilwoman White, which passed as follows:

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

AGENDA APPROVAL

Mayor Person reported the addition of Close Session Virginia Code Sections **§ 2.2 3711 (A) (7) Legal matter requiring the advice of counsel pertaining to Waste Water Treatment Services.**

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

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

UNFINISHED BUSINESS

13-39. District 19 Community Services Board – Term Expiration (George W. Pugh)

Councilman Harris nominated Sherry Saunders to serve a three-year term on the District 19 Community Services Board.

Councilman Harris made a motion to appoint Sherry Saunders to serve a three-year term on the District 19 Community Services Board, seconded by Councilman Ewing, which passed as follows:

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

NEW BUSINESS

13-41. MAMaC RIFA – Request for Appointments

Mr. Thrower reported that the City of Emporia, Greensville County, and Mecklenburg County has formed the Mid-Atlantic Advanced Manufacturing Center (MAMaC) Regional Industrial Facility Authority (RIFA), with the primary purpose of developing the MAMaC site.

Mr. Thrower stated that per the terms of the by-laws, Council need to appoint two individuals to serve on the MAMaC RIFA and one individual to serve as an alternate. He also stated that one appointment shall serve an initial four year term. He further stated that the other appointment shall serve an initial two year term. He stated that the alternate appointment shall serve an initial four year term and may serve as alternate for either Board member. He stated that all appointments must be residents of the City.

Councilman Harris nominated Brian Thrower to serve a two-year term on the Mid-Atlantic Advanced Manufacturing Center (MAMaC) Regional Industrial Facility Authority (RIFA).

Councilman Harris nominated Councilwoman Dale Temple to serve a four-year term on the Mid-Atlantic Advanced Manufacturing Center (MAMaC) Regional Industrial Facility Authority (RIFA).

Councilman Harris nominated Mayor Mary L. Pearson to serve a four-year term as alternate appointment for the Mid-Atlantic Advanced Manufacturing Center (MAMaC) Regional Industrial Facility Authority (RIFA).

Councilman Harris made a motion to appoint Brian Thrower to serve a two-year term on the MAMaC RIFA, Dale Temple to serve a four-year term on the MAMaC RIFA and Mayor Mary L. Person to serve a four-year term as alternate appointment for the MAMaC RIFA, seconded by Councilman Ewing, which passed as follows:

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

13-42. Water Bill Code Amendments – Request to Authorize a Public Hearing

Mr. Thrower stated that at the July 16, 2013, meeting Council requested that staff explore options aimed at creating a more flexible and customer friendly water billing and payment process. He also stated that he is proposing the following code amendments:

- Extension of the water service disconnection date from the 25th of the month until the 5th of the next month. This allows customers an additional 10 to 11 days to pay their water bill without being disconnected.

- Customers shall not be disconnected for non-payment or partial payment (for any reason) limited to one occurrence per calendar year. All past due and current balances must be paid in full the next month in order to avoid disconnection of services.

- Prior to disconnection of service, the City shall issue disconnection notices to each customer informing them of the specific date and time payment is due in order to avoid disconnection. The notice shall also state the total payment due. Notices shall be issued no fewer than 10 calendar days prior to disconnection.

Mr. Thrower stated that the Rural Development funding guidelines require the City to charge late fee penalties, reconnection charges, and disconnect service after sixty days of non-payment.

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

CERTIFICATION

Councilwoman Lynch moved to certify the following:

1. only public business matters are lawfully exempted from open meeting requirements under the Virginia Freedom of Information Act were discussed in the Closed Session to which this certification applies, and

2. only such public business matter as were identified in the motion by which the Closed Session was convened were heard, discussed, or considered by City Council.

Councilwoman Temple seconded the motion, which passed as follows:

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

Councilman Ewing made the motion to suspend the acceptance of leachate from the Brunswick Landfill seconded by Councilwoman Carey, which failed as follows:

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

ADJOURNMENT

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

_____

Mary L. Person, Mayor

_____

Tessie S. Wilkins, City Clerk

Review of Bills
September 17, 2013

GENERAL FUND

LEGISLATIVE

Carey, Carolyn S.	140.20
Ewing, III, James	75.00
Harris, F. Woodrow	51.95
Mercer, Carol	30.00
Municipal Code Corporation	2,572.91
Person, Mary L.	450.00
Telpage, Inc.	79.90
Treasurer of Virginia - VITA	1.71
UVA - Virginia Institute of Government	500.00
Verizon	17.05
Virginia Municipal League	2,070.00
Xerox Corporation	85.80

EXECUTIVE

Clements Mayes Photography	60.00
Department of Motor Vehicles	10.00
Elvin Hicks - Richmond Times	14.00
Emporia-Greensville Chamber	10.00
Northwestern Mutual	2,334.18
Pembrooke Occupational Health	764.00
Pitney Bowes	1,551.99
Postmaster	200.00
Telpage, Inc.	84.95
Treasurer of Virginia - VITA	5.57
UVA - Virginia Institute of Government	180.00
Verizon	273.57
Xerox Corporation	85.81

LAW

Barrett Law Office, PC	2,187.73

REGISTRAR

Ogburn Signs & Printing	94.87
Treasurer of Virginia - VITA	0.73
Verizon	17.05

SHERIFF

Da Pro Systems, Inc.	400.00
Josephine Fannin	474.62
Sadler Brothers Oil Company, Inc.	744.17
Sun Bay Advertising, Inc.	160.00
Treasurer of Virginia - VITA	2.86
Verizon	102.48
Verizon Wireless	90.63

VICTIM WITNESS

VJCCCA/FAMILY VIOLENCE PREVENTION

Behavioral Interventions	76.92
Regina Gordon	20.00
Sadler Brothers Oil Company, Inc.	385.93
Staples Credit Plan	118.51
Telpage, Inc.	49.95
Verizon	91.60
Verizon Wireless	448.28

SHARED SERVICES

County of Greensville	437,956.50

FINANCE

Anthem Blue Cross/Blue Shield	43,193.44
Chester Business Machines	60.00
Treasurer of Virginia - VITA	4.14
Treasurer of Virginia - VRS	39,744.48
Verizon	50.90
Xerox Corporation	85.80

TREASURER

Independent Messenger	1,197.54
Karen Taylor	877.07
Treasurer of Virginia - VITA	200.24
University of Virginia	200.00
Verizon	145.12
Weldon Cooper Center	75.00

COMMISSIONER OF REVENUE/ASSESSOR

CORVA	600.00
Chester Business Machines	30.00
Embassy Suites	888.36
Treasurer of Virginia - VITA	206.66
Verizon	72.45
Willis Property Assessment	3,578.33

DEBT SERVICE

BB&T Governmental Finance	5,845.96
First Citizens Bank	1,722.00
SunTrust Bank	33,456.55
The Bank of Southside Virginia	2,258.48
USDA Rural Development	5,000.00

Review of Bills
September 17, 2013

EMERGENCY SERVICES

Sadler Brothers Oil Company, Inc.	104.97
Treasurer of Virginia - VITA	2.42
Verizon	36.09
Verizon Wireless	49.62

COURTS

Connie Louise Edwards, P.C.	240.00
Crater Youth Care Commission	10,513.89
Law Ofcs. Of Barbara G. Mason, Inc.	121.38
Newsome Law Office PLLC	240.00
Southside Regional Jail	103,132.00
The Law Ofc. Of W. Wm. Robinson, III	579.00
Treasurer of Virginia - VITA	3.47
Verizon	89.72

FIRE

City of Emporia - UF	219.61
Dominion Virginia Power	1,188.91
E. R. Johnston	85.00
Emporia Medical Associates	6,045.00
Fidelity Engineering	736.00
Mecklenburg Electric Cooperative	157.62
MES - Virginia	1,882.52
Parker Oil Company, Inc.	535.69
Prince Squire Medical Center, P.C.	570.00
R & C Electric Services	1,680.96
Sadler Brothers Oil Company, Inc.	249.68
SRG INC / ASL US	1,278.00
Telpage, Inc.	39.95
Treasurer of Virginia - VITA	6.06
Verizon	136.40
Verizon Wireless	196.25

PARKS & RECREATION

Cintas Corporation	74.64
Sadler Brothers Oil Company, Inc.	116.47

ECONOMIC DEVELOPMENT

Picture Perfect	112.48
Sadler Brothers Oil Company, Inc.	47.90
Treasurer of Virginia - VITA	4.08
Verizon	17.05
Verizon Wireless	49.62
Xerox Corporation	85.81

ANIMAL CONTROL

NACA	35.00
Sadler Brothers Oil Company, Inc.	252.40
Verizon Wireless	30.21

NON-DEPARTMENTAL

Adult Activity Services	6,000.00
American Red Cross	1,140.00
Boys & Girls Club of Emporia-Greens.	15,000.00
Emporia-Greens. Recreation Assoc.	3,750.00
Greens./Emporia Coalition for Del.	4,750.00
Greens.-Emporia Dept. of Soc. Serv.	45,391.50
Meherrin Regional Library	7,711.25
Meherrin River Arts Council	10,000.00

PLANNING AND ZONING

Community Planning Partners	3,500.00
Cynthia Batts	241.80
Doretha Taylor	177.80
Hillbilly LLC - The UPS Store	110.00
John L. Walston	606.10
Kyle Green	194.52
Sadler Brothers Oil Company, Inc.	488.90
Stantec Consulting Services	2,813.07
The Walston Group	347.58
Topping Enterprises, Inc.	1,244.55
Treasurer of Virginia - VITA	1.97
Verizon	55.15
Verizon Wireless	137.89
Xerox Corporation	85.81

POLICE

Cobb Technologies	178.00
Da Pro Systems, Inc.	14,130.00
Department of Motor Vehicles	40.00
Greene's Service Center	48.00
Jasper Engines and Transmissions	3,906.00
Midlothian Business Forms	3,305.96
Owen Ford, Inc.	1,599.07
Sadler Brothers Oil Company, Inc.	10,960.44
Telpage, Inc.	59.95
Travis Allen	71.19
Treasurer of Virginia	20.00
Treasurer of Virginia - VITA	988.01
United Parcel Service	11.15
Verizon	1,149.88
Verizon Wireless	627.19

Review of Bills
September 17, 2013

FACILITIES

Charles Wells Painting Contractor	350.00
Cintas Corporation	320.88
City of Emporia - UF	35.06
David W. Fladung	89.44
Dominion Virginia Power	4,080.25
Houchins Pest Control	194.25
Lorenzo Cain	320.00
Mecklenburg Electric Cooperative	963.60
Morris Refrigeration Company, Inc.	1,054.16
R & C Electric Services, Inc.	994.42
Southern Virginia Construction	498.00
Troy & Banks	179.44

PUBLIC WORKS

Brunswick Landfill	6,840.86
Chester Business Machines	30.00
Cintas Corporation	1,575.41
Clarke Mosquito Control	1,883.75
Cobb Technologies	210.00
Dominion Virginia Power	6,819.76
Fuel Freedom Card	5,073.41
Greensville County Landfill	9,398.96
Mecklenburg Electric Cooperative	1,500.25
National Business Furniture, LLC	1,804.00
R. J. Merkel, Inc.	4,573.50
Rightmyer Machine Rentals	1,580.75
Sadler Brothers Oil Company, Inc.	2,982.14
Southside Regional Jail	194.00
Telpage, Inc.	39.95
Treasurer of Virginia - VDOT	395.68
Treasurer of Virginia - VITA	5.83
Verizon	273.04
Verizon Wireless	210.69
William Mason	42.97
TOTAL GENERAL FUND	**$920,866.99**

UTILITY FUND

Anthem Blue Cross/Blue Shield	8,603.84
Aquionics, Inc.	3,672.60
Brenntag Mid-South, Inc.	976.25
Carolina Marine Structures	1,575.00
Cintas Corporation	794.01
Cobb Technologies	300.00
David Brockwell	50.00
Detrick Layton	32.47
Dewberry Engineers, Inc.	7,320.00
Dominion Virginia Power	4,264.17
Electric Motor Shop	8,280.00
Fidelity Engineering Corporation	230.28
Fortiline Waterworks	2,346.25
Fuel Freedom Card	413.56
Hach Company	2,739.95
Hampton Road Sanitation District	334.79
Jim Myers & Sons, Inc. c/o Heyward In	2,560.00
Jim Page	50.00
Mecklenburg Electric Cooperative	6,443.48
Melvin W. Prince, Jr.	50.00
Miller Supply Company, Inc.	45.50
Parker Oil Company, Inc.	1,713.49
Postmaster	712.30
Sadler Brothers Oil Company, Inc.	2,637.40
Southern Corrosion, Inc.	30,744.00
Suffolk Sales & Service	4,460.27
Telpage, Inc.	79.90
Tom Delbridge	286.23
Treasurer of Virginia - DGS	926.00
Treasurer of Virginia - VITA	7.81
Treasurer of Virginia - VRS	9,718.54
Univar USA, Inc.	3,367.50
Verizon	983.40
Verizon Wireless	181.26
VUPS	46.30
TOTAL UTILITY FUND	**$106,946.55**

CITY OF EMPORIA
CITY COUNCIL MEETING
September 17, 2013
AGENDA MEMORANDUM

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

W. S. HARRIS, JR., TREASURER

Financial Statement

August 30, 2013

CHECKING / DAILY INVESTMENT	***General Fund***	***Utility Fund***
	472,994.40	491,801.77

CERTIFICATES OF DEPOSIT / INVESTMENTS

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

Aug-13

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	0.00	0.00	0.00	0.00	0.00	0.00
Personal Property	1,269,263.24	3,338.55	11,942.86	1,260,658.96	1,133,166.29	127,942.67
Decals	106,188.00	50.00	1,287.50	104,950.50	68,857.68	36,092.82
Personal Property Relief	561,632.25	805.81	12,449.81	549,988.25	403,164.11	146,824.14
Public Service	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL	1,937,083.49	4,194.36	25,680.17	1,915,597.71	1,605,188.08	310,409.63

2013 Real Estate Tax Collections	na	2013 Personal Property Tax Relief	73.30%
2013 Personal Property Tax Collections	89.88%	2013 Public Service Tax Collection	na

Aug-13

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	2,959,305.43	14,364.18
Personal Property	1,141,435.34	99,940.97	56,119.84	1,185,256.47	1,167,135.32	18,121.15
Decals	107,658.50	9,563.00	5,319.15	111,902.35	108,211.28	3,691.07
Personal Property Relief	578,916.57	34,959.61	29,011.35	584,864.83	576,495.21	8,369.62
Public Service	165,731.98	0.00	8,167.59	157,564.39	157,564.39	0.00
TOTAL	4,970,736.20	144,463.58	101,942.13	5,013,257.65	4,968,711.63	44,546.02

2010 Real Estate Tax Collections	99.52%	2010 Personal Property Tax Relief	98.56%
2010 Personal Property Tax Collections	98.47%	2010 Public Service Tax Collection	100.00%

RECAP OF 2011 TAXES

TYPE OF TAX	BAL. FWD. (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	2,963,177.88	18,228.81
Personal Property	1,244,373.63	26,690.75	33,151.06	1,237,913.32	1,229,453.20	8,460.12
Decals	111,029.00	8,475.00	5,859.93	113,644.07	108,309.20	5,334.87
Personal Property Relief	557,964.29	30,384.27	29,497.54	558,851.02	549,424.20	9,426.82
Public Service	156,479.42	0.00	0.00	156,479.42	156,479.42	0.00
TOTAL	5,054,253.27	65,550.02	71,508.77	5,048,294.52	5,006,843.90	41,450.62

2011 Real Estate Tax Collections	99.38%	2011 Personal Property Tax Relief	98.31%
2011 Personal Property Tax Collection	99.32%	2011 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	0.00	1,364.41	3,018,099.18	2,961,415.93	56,683.25
Personal Property	1,224,318.90	68,794.39	32,681.51	1,260,431.78	1,243,300.46	17,131.32
Decals	104,243.00	9,600.50	4,095.00	109,748.50	98,613.28	11,135.22
Personal Property Relief	560,183.75	63,406.00	42,606.71	580,983.04	555,710.71	25,272.33
Public Service	173,064.34	0.00	0.00	173,064.34	173,064.34	0.00
TOTAL	5,081,273.58	141,800.89	80,747.63	5,142,326.84	5,032,104.72	110,222.12

2012 Real Estate Tax Collections	98.12%	2012 Personal Property Tax Relief	95.65%
2012 Personal Property Tax Collections	98.64%	2012 Public Service Tax Collection	100.00%
2012 License Fee Collections	89.58%		

Aug-13

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

2007 Real Estate Tax Collections	99.86%	2007 Personal Property Tax Relief	99.38%
2007 Personal Property Tax Collections	99.70%	2007 Public Service Tax Collection	100.00%

RECAP OF 2008 TAXES

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

2008 Real Estate Tax Collections	99.82%	2008 Personal Property Tax Relief	98.21%
2008 Personal Property Tax Collection	99.49%	2008 Public Service Tax Collection	100.00%

RECAP OF 2009 TAXES

TYPE OF TAX	BAL. FWD. (A)	SUPPLEMENTS (B)	ABATEMENTS (C)	ADJUSTED LEVY (Cols. A+B-C) (D)	COLLECTIONS TO DATE (E)	BALANCE DUE (F)
Real Estate	2,942,633.61	3,808.18	6,400.94	2,940,040.85	2,930,671.48	9,369.37
Personal Property	1,214,926.66	219,196.50	219,483.52	1,214,639.64	1,209,696.97	4,942.67
Decals	110,991.50	6,951.00	7,526.50	110,416.00	105,932.44	4,483.56
Personal Property Relief	524,152.89	38,891.54	17,349.89	545,694.54	537,463.99	8,230.55
Public Service	121,797.85	0.00	0.00	121,797.85	121,797.85	0.00
TOTAL	4,914,502.51	268,847.22	250,760.85	4,932,588.88	4,905,562.73	27,026.15

2009 Real Estate Tax Collections	99.68%	2009 Personal Property Tax Relief	98.49%
2009 Personal Property Tax Collection	99.59%	2009 Public Service Tax Collection	100.00%

DELINQUENT TAX SUMMARY - FY 2013-2014 August-13

REAL ESTATE TAXES

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

PERSONAL PROPERTY TAX

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

Grand Total of All Delinquent	$30,497.18	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$30,497.18

2013 PPTRA ALLOTMENT - COMPARISON

TOTAL ALLOTMENT FROM STATE - $570,316.00

TOTAL PPTRA ASSESSED - 62.00%		**$561,632.25**
COLLECTIONS THRU PAID BILLS		
	Jun-13	**$169,906.08**
	Jul-13	**$161,056.98**
	Aug-13	**$72,201.05**
ABATEMENTS		**-$12,449.81**
SUPPLEMENTS		**$805.81**
TOTAL REMAINING FROM UNPAID BILLS		**$146,824.14**

1st Payment from State	**7/31/2013**	**$145,727.85**
2nd Payment from State	**8/15/2013**	**$169,836.72**
Final Payment from State		

Local Sales & Use Tax Collection Comparison

Local Sales & Use Tax

Month	2010 Calendar Year Collected	2011 Calendar Year Collected	2012 Calendar Year Collected	2013 Calendar Year Collected
January	$123,188.30	$110,239.00	$127,062.93	$108,278.56
February	$124,584.85	$125,876.99	$126,296.95	$127,189.75
March	$98,553.01	$104,593.90	$102,337.33	$99,674.97
April	$101,965.72	$119,737.24	$137,369.57	$104,585.97
May	$116,312.04	$123,865.11	$135,414.13	$119,461.45
June	$113,585.83	$131,026.53	$110,435.22	$117,580.07
July	$117,703.51	$180,490.56	$116,536.54	$107,486.36
August	$126,634.72	$53,547.37	$117,795.21	$117,641.94
September	$124,733.84	$119,307.80	$125,411.89	
October	$121,693.93	$123,419.00	$111,125.40	
November	$121,716.50	$119,256.67	$106,691.83	
December	$101,874.52	$117,432.90	$102,684.77	
Yearly Total	$1,392,546.77	$1,428,793.07	$1,419,161.77	$901,899.07

State Sales & Use Tax Collection Comparison

State Sales & Use Tax

Month	2010 Calendar Year Collected	2011 Calendar Year Collected	2012 Calendar Year Collected	2013 Calendar Year Collected
January	$81,853.28	$76,745.66	$81,464.16	$80,957.08
February	$84,478.90	$92,440.02	$91,897.24	$95,365.10
March	$65,632.54	$63,957.82	$72,512.86	$73,527.62
April	$57,976.52	$69,216.00	$70,609.86	$76,942.78
May	$77,024.82	$78,000.40	$85,665.32	$87,608.38
June	$80,105.98	$85,721.72	$85,637.98	$90,121.30
July	$68,470.08	$72,832.12	$78,791.66	$78,471.52
August	$86,929.30	$84,321.66	$89,692.72	$87,181.40
September	$73,798.74	$74,027.06	$80,905.18	
October	$70,426.24	$78,763.86	$83,390.34	
November	$77,002.46	$77,775.18	$82,935.18	
December	$76,745.66	$77,868.98	$77,980.08	
Yearly Total	$900,444.52	$931,670.48	$981,482.58	$670,175.18

Monthly Comparison of
Collected Utility Fund Revenue & Completed Service Orders

FY 2013-2014

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

	January	February	March	April	May	June	YTD Category Ttl
Water							236,536.12
Sewer							204,155.25
Meter Charge							9,082.77
Water Taps							0.00
Sewer Taps							0.00
Sale of Materials							0.00
Penalties							12,578.18
Cut on/off Fees							8,889.94
Water Sales-Bulk Water							564.48
Sewer Services							47,462.79
Miscellaneous							1,559.91
Total Revenue for the Month	0.00	0.00	0.00	0.00	0.00	0.00	

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

	January	February	March	April	May	June	YTD Order Totals
Service Orders							
Ttl Off/On Requests							134
Ttl Leak Inquiries							107
Ttl Service Orders For the Month	0	0	0	0	0	0	

YTD Revenue Total All Depts 520,829.44 YTD Service Order 241

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

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

AUGUST	24
SEPTEMBER	55
OCTOBER	45
NOVEMBER	27
DECEMBER	77

2007		2008		2009		2010	
JANUARY	58	JANUARY	45	JANUARY	62	JANUARY	103
FEBRUARY	32	FEBRUARY	63	FEBRUARY	56	FEBRUARY	44
MARCH	35	MARCH	71	MARCH	74	MARCH	46
APRIL	49	APRIL	44	APRIL	28	APRIL	63
MAY	63	MAY	71	May	56	MAY	86
JUNE	66	JUNE	82	June	86	JUNE	58
JULY	76	JULY	67	JULY	53	JULY	74
AUGUST	67	AUGUST	86	AUGUST	90	AUGUST	78
SEPTEMBER	75	SEPTEMBER	94	SEPT	49	SEPTEMBER	66
OCTOBER	93	OCTOBER	43	OCTOBER	72	OCTOBER	86
NOVEMBER	51	NOVEMBER	39	NOVEMBER	46	NOVEMBER	54
DECEMBER	71	DECEMBER	71	DECEMBER	130	DECEMBER	44

2011		2012		2013	
JANUARY	86	JANUARY	68	JANUARY	80
FEBRUARY	30	FEBRUARY	45	FEBRUARY	68
MARCH	31	MARCH	48	MARCH	58
APRIL	48	APRIL	70	APRIL	92
MAY	83	MAY	43	MAY	64
JUNE	281	JUNE	79	JUNE	83
JULY	130	JULY	80	JULY	88
AUGUST	85	AUGUST	75	AUGUST	57
SEPTEMBER	83	SEPTEMBER	63		
OCTOBER	66	OCTOBER	68		
NOVEMBER	86	NOVEMBER	90		
DECEMBER	61	DECEMBER	53		

UNCOLLECTED UTILITY BILLS

BEGINNING BALANCE JULY 2006	54043.62	54043.62
BALANCE ADDED AFTER 2 MONTHS EXT	31012.65	85056.27
BALANCES ADDED FOR 2009	10028.85	95085.12
COLLECTIONS 2009	-4577.96	90507.16
BALANCES ADDED FOR 2010	56074.78	146601.94
COLLECTIONS 2010	-21349.82	125252.12
BALANCES ADDED FOR 2011	43729.33	168981.45
COLLECTIONS 2011	-30063.76	138917.69
BALANCES ADDED 2012	30144.85	169062.54
COLLECTIONS 2012	-26675.91	142386.43
BALANCES ADDED JAN 2013	2325.78	144712.21
COLLECTIONS JAN 2013	-2947.67	141764.54
BALANCES ADDED FEB 2013	2376.46	144141.00
COLLECTIONS FEB 2013	-854.25	143286.75
BALANCES ADDED MARCH 2013	1632.54	144919.29
COLLECTIONS MARCH 2013	-3155.18	141764.11
BALANCES ADDED APRIL 2013	2271.37	144035.48
COLLECTIONS APRIL 2013	-3227.73	140807.75
BALANCES ADDED MAY 2013	3788.49	144596.24
COLLECTIONS MAY 2013	-810.46	143785.78
BALANCES ADDED JUNE 2013	3159.37	146945.15
COLLECTIONS JUNE 2013	-2189.45	144755.70
BALANCES ADDED JULY 2013	1789.06	146544.76
COLLECTIONS JULY 2013	-1026.29	145518.47
BALANCES ADDED AUGUST 2013	5277.51	150795.98
COLLECTIONS AUGUST 2013	-1472.26	149323.72

BOOT COLLECTIONS

STARTING DATE 1-25-12

GOOD THRU 8-31-13

AMOUNT COLLECTED FOR CITY $88,927.60

RE TAX $51,155.94

PP TAX $24,489.15

UTILITY $7,107.04

OTHER (DEMO/WEED) $6,175.47

AMOUNT COLLECTED FOR VAC $33,740.70

TOTAL $122,668.30

City of Emporia

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

JOYCE E. PRINCE
COMMISSIONER

LISA D. COUNCIL
DEPUTY COMMISSIONER

September 6, 2013

The Honorable Mayor
City Council Members
City Manager

Dear Members of Council:

During the month of August a total of $204.03 was processed for City Business License.

Transient tax totaled $101,928.39 for the month of July and processed during August.

Meal tax processed during the month of August totaled $158,563.82 with an addition $183.02 for prior months.

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

	July 2012	July 2013
Meal Tax	$ 165,534.03	$ 158,563.82
Transient Tax	$ 102,155.21	$ 101,928.39

Respectfully,

Joyce

Joyce E. Prince

CITY OF EMPORIA

DEPARTMENT OF INSPECTIONS

August- 2013
Code Enforcement Monthly Report

Notices Issued	Resolved
Inoperable Vehicles - 3	5- By Owner
Weeds / Grass - 4	12- By Owner 4- By City Contractor
Property Maintenance - 4	16- By Owner
Zoning - 0	0- By Owner

Cases Turned Over To City Attorney – 0

Total Notices Issued – 11

Invoiced Notices- 4- (3 Re-cuts)- 1- (New Cuts)

Weeds / Grass – 4
Inoperable Vehicle- 0
Demolition- 0

Total- Weeds/ Grass- $1244.55
Inoperable Vehicles- 0
Demolition- 0

Total Amount- $1244.55

Signature : _____

Supervisor : _____

Emporia Police Department Statistics
Arrests by Race

August 2013

	Black	%	White	%	Other	%
Criminal Arrests	35	76%	10	22%	1	2%
Selective Tickets	496	37%	682	51%	153	11%
Regular Tickets	38	76%	8	16%	4	8%

IBR Offense Counts 8/1/2013-8/31/2013 Emporia Police Department

1	11D-Forcible Fondling
1	13A-Aggravated Assault
11	13B-Simple Assault
1	13C-Intimidation
1	220-Burglary/Breaking & Entering
6	23C-Shoplifting
1	23D-Theft From Building
2	23F-Theft From Motor Vehicle
7	23H-All Other Larceny
1	250-Counterfeiting/Forgery
2	26A-False Pretenses/Swindle/Confidence Game
5	290-Destruction/Damage/Vandalism of Property
6	35A-Drug/Narcotic Violations
3	90D-Driving Under the Influence
6	90E-Drunkenness
2	90F-Family Offenses, Nonviolent
2	90G-Liquor Law Violations
1	90I-Runaway
2	90J-Trespass of Real Property
30	90Z-All Other Offenses
	30 Unclassified 90Z

91	Total Offenses Reported
90	Total Incidents Reported

Criminal Arrestees

August 2013

Resident – 26

Non-resident - 20

CONSENT SEARCHES

DATE	RACE	REASON	RESULTS	ARREST
8/28/13	b/m	Traffic stop	Marijuana	Yes

Noise complaints
August 2013

Loud Music from House – 4 no summons, but 1 resisting arrest

Loud Music from Vehicle – 1 no summons

Dog Barking – 1 no summons

Schools

August 2013

D. Seaborn attended Intoxilyzer Certification in Richmond August 5-7.

T. Allen attended Task Force Training in Virginia Beach August 12-15.

R. Turner attended FTO Development at Crater August 12-16.

J. Romano, L. Carter, J. Parker attended Human Smuggling at Crater August 21.

J. Romano, L. Carter, J. Parker attended IED for Law Enforcement at Crater August 22.

L. Carter attended Managing the Property and Evidence at Crater August 23.

Emporia Animal Control Monthly Report

August 2013

Dogs		Cats	
On Hand	8	On Hand	8
Stray	5	Stray	0
Seized	0	Seized	0
Bite Cases	0	Bite Cases	0
Surrendered by Owner	4	Surrendered by Owner	0
Transferred In	0	Transferred In 0	3 Born in facility
Others	0	Others	2
Claimed by Owner	1	Claimed by Owner	0
Adopted	1	Adopted	7
Transferred Out	6	Transferred Out	0
Died in Facility	0	Died in Facility	0
Euthanized	1	Euthanized	0
Remain	9	Remain	4

Wildlife		General	
Wild or Fowl	1	Calls Answered	92
DOA	1	Hours	
Relocate	0	Mileage	
On-Hand	0	Verbal Warning	2
Euthanize	0	Summons Issued	0
		Court Cases	0

Remarks

2012-2013	HOURS	SUMMONS	COLLECTED*		2013-2014	HOURS	SUMMONS	COLLECTED*
JULY	487	947	71,772.88		JULY	848	1569	64,214.57
AUGUST	487	921	68,343.86		AUGUST	707	1331	103,874.51
SEPTEMBER	472	832	90,434.47		SEPTEMBER			
OCTOBER	435	800	105,342.83		OCTOBER			
NOVEMBER	752	1385	60,213.90		NOVEMBER			
DECEMBER	715	1313	97,087.04		DECEMBER			
JANUARY	559	1001	78,552.79		JANUARY			
FEBRUARY	500	977	119,599.27		FEBRUARY			
MARCH	620	1267	94,481.43		MARCH			
APRIL	705	1413	95,284.70		APRIL			
MAY	897	1730	97,458.66		MAY			
JUNE	716	1381	123,819.61		JUNE			
TOTAL	7345	13967	1,102,391.44		TOTAL	1555	2900	168,089.08

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

City of Emporia Sheriff's Office

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

September 3, 2013

From the Office of:

Sheriff Sam C. Brown

The Honorable Mayor
City Manager
Honorable Members of City Council

Dear Members of City Council:

The Emporia Sheriff's Office spent approximately 187 hours in General District and Juvenile & Domestic Relations Court in **August, 2013**. We served a total of **372** civil papers. These are broken down as follows:

Capias	1
Change in Payee	1
Detention Order	5
Debt	10
Detinue	2
Garnishments	10
Interrogatories	1
Misdemeanor Warrants	51
Notice of Lien	13
Notice	4
Protective Order	2
Show Cause	18
Subpoena duces tecum	2
Support Order	5
Summons	224
Transportation	16
Unlawful Detainer	3
Withhold Order	3
Writ of Possession & FI FA	1

We collected $111.00 Sheriff Fees for the month of **August, 2013**. We had **16 transports** for the month.

Sincerely,

Sam C Brown

Sam C. Brown

Detailed Selected Statistics & Management Activity

Selected Coded Field: Basic: Incident Type

Report Period: From 08/01/2013 to 08/31/2013

CODE	DESCRIPTOR	FREQUENCY	FREQ. PERCENT	EXPs	AVG # SUPPR PERS	AVG # EMS PERS	AVG # OTHER PERS	AVG # SUPPR APPR	AVG # EMS APPR	AVG # OTHER APPR	AVERAGE # MAN HOURS	TOTAL MAN HOURS	AVERAGE RESPONSE TIME (min)
111	Building fires	3	15.79 %	0	14.67	0.00	0.67	4.00	0.00	0.67	36.87	110.60	6.67
138	Off-road vehicle or heavy equipment fire	1	5.26 %	0	15.00	0.00	1.00	3.00	0.00	1.00	9.07	9.07	9.00
143	Grass fire	1	5.26 %	0	8.00	0.00	0.00	3.00	0.00	0.00	5.60	5.60	11.00
151	Outside rubbish, trash or waste fire	1	5.26 %	0	15.00	0.00	1.00	3.00	0.00	1.00	6.40	6.40	8.00
322	Vehicle accident with injuries	6	31.58 %	0	7.83	0.00	0.83	1.33	0.00	0.83	6.19	37.15	9.67
324	Motor vehicle accident with no injuries	3	15.79 %	0	11.33	0.00	0.67	2.33	0.00	0.67	8.18	24.53	8.00
531	Smoke or odor removal	2	10.53 %	0	15.50	0.00	1.00	3.00	0.00	1.00	6.33	12.67	9.00
611	Dispatched & canceled en route	2	10.53 %	0	0.00	0.00	1.00	0.00	0.00	1.00	0.10	0.20	4.00
	Totals	19	100.00 %	0	10.21	0.00	0.79	2.21	0.00	0.79	10.85	206.22	8.44
	Mutual Aid Given Incidents	0											

CITY OF EMPORIA

Memorandum

September 13, 2013

TO: The Honorable Mayor and City Council

FROM: Brian S. Thrower, City Manager BST

SUBJECT: Water Bill Code Amendments – Request to Adopt Ordinance

ITEM #: 13-43

At your July 16th meeting you requested that staff explore options aimed at creating a more flexible and customer friendly water billing and payment process. Furthermore, on August 20th you authorized a public hearing at tonight's meeting to consider proposed amendments to City code. In discussing options with staff, I am proposing the following code amendments:

- Extension of the water service disconnection date from the 25th of the month until the 5th of the next month. This allows customers an additional 10 to 11 days to pay their water bill without being disconnected.
- Customers shall not be disconnected for non-payment or partial payment (for any reason) limited to one occurrence per calendar year. All past due and current balances must be paid in full the next month in order to avoid disconnection of service.
- Prior to disconnection of service, the City shall issue notices to each customer informing them of the specific date and time payment is due in order to avoid discontinuation of water, sewer, and sanitation services (see attached sample door hanger). The notice shall also state the total payment due. Notices shall be issued no fewer than 5 calendar days prior to disconnection.

As points of information, Rural Development funding guidelines require the City to charge late fee penalties, reconnection charges, and disconnect service after 60 days of non-payment. Moreover, as of this date, $152,538.83 in uncollected water bills is due to the City from delinquent and inactive accounts. These uncollected payments put more strain on the City's Utility Fund, and ultimately, those citizens and businesses that make timely payments.

Recommendation

I recommend you adopt the attached ordinance pertaining to the aforementioned code amendments.

Attachments

Proposed Amended Ordinance
Sample Door Hanger
Rural Development Letter of Conditions - #9

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

ORDINANCE NO._____

Ordinance

An Ordinance To Amend Sections 78-94, 78-95, and 42-9 Of The City Code Of Ordinances Of The City Of Emporia, Virginia

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

1. That Sections 78-94, 78-95, and 42-9 of the Code of Ordinances, City of Emporia, Virginia, is hereby amended to read as follows:

Sec. 78-94. ~~Penalty on delinquent customers~~Payment due date and late fee penalty.

Water bill payments are due in full by 5:00 p.m. on the 20th of each month. A $15.00 late fee penalty shall be imposed on customers not paying their bill in full by the aforementioned date and time. ~~on all delinquent water customers on the 20th of the month of billing.~~ When city offices are closed either a portion of or the entire day on the 20th of the month, payment shall be considered due the next full business day to avoid the $15 late fee penalty. Late fee penalties shall be reflected on the following month's bill.

Sec. 78-95. Disconnecting water service for failure to pay bill.

Water bills shall be paid by 5:00 p.m. on the 4th of each month to avoid disconnection of service the following business day. When city offices are closed either a portion of or the entire day on the 4th of the month, payment shall be due the next full business day to avoid disconnection of water service. If payment is not received by the end of the next full business day following the 4th of the month, water service to such premises shall be disconnected the following business day.

~~Water service to a premises shall be disconnected on the 25th of the month if the bill for water supplied to such premises is not paid prior to that date. When city offices are closed the entire day on the 25th of the month, water service to such premises shall be disconnected the next business day. Payment must be received prior to 4:00 p.m. for services to be restored the same business day. Water service shall not be disconnected for non-payment of $15.00 or less. However, any previous non-payment of $15.00 or less shall be paid prior to the 25th of the next billing month to avoid disconnection of water service.~~

~~When city offices are closed either a portion of or the entire day on the 24th of the month, payment shall be due the next full business day to avoid disconnection of water service. If payment is not received by the end of the next full business day following the 24th of the month, water service to such premises shall be disconnected the following business day.~~Customers shall not be disconnected for non-payment or partial payment limited to one occurrence per calendar year. In these instances, all past due and current balances must be paid in full by 5:00 p.m. on the 4th of the following month in order to avoid disconnection of service the following business day. The aforementioned provisions shall apply when city offices are closed either a portion of or the entire day on the 4th of the month.

Prior to disconnection of service, the City shall issue disconnection notices to each customer informing them of the specific date and time payment is due in order to avoid disconnection. The notice shall also state the total payment due in order to avoid disconnection. The city shall issue the notice no fewer than 5 calendar days prior to disconnection.

Chapter 42

Sec. 42-9. Billing and payment of charges.

The charges prescribed by section 42-8 shall be billed monthly. Bills shall be paid by 5:00 p.m. on the 4th of each month ~~prior to the 25th of each month~~ and in accordance with section 78-95 of City Code to avoid discontinuation of sanitation collection and disposal service. Upon discontinuation of service, the city shall remove the container(s) from the premises.

Adopted: September 17, 2013

City of Emporia, Virginia

By_____
Mary L. Person
Mayor

Attest:

_____
City Clerk

Form Approved:

_____
City Attorney

CITY OF EMPORIA

WATER DEPT.

DISCONNECT NOTICE

YOU MUST PAY $_____

BY _____ 5:00 PM

TO AVOID DISCONTINUATION

OF WATER, SEWER &
SANITATION SERVICES

THANK YOU

QUESTIONS—434-634-2349

based on the lower rate. The payment due date will be established as the day the loan closes.

You will be required to participate in the Preauthorized Debit (PAD) payment process, which will allow for your payment to be electronically debited from your account on the day your payment is due.

5. Security - The loans must be secured by General Obligation Bonds, a pledge of the net revenues of your water utility on parity with all previous bond issues, a pledge of the full faith and credit of the City, and other agreements between you and Rural Development as set forth in the Bond Resolutions which must be properly adopted and executed by the appropriate officials of your organization. Additional security requirements are contained in RUS Bulletin 1780-27, Loan Resolution.

6. Bond Counsel - The services of a recognized bond counsel are required. In accordance with RD Instruction 1780, Subpart D, bond counsel will prepare the form of Resolution to be used. You should immediately provide your bond counsel with a copy of this letter of conditions. **Since the total loan request has been split into two loans, two separate bonds must be issued.**

7. Reserves – Reserves must be properly budgeted to maintain the financial viability of any operation. Reserves are important to fund unanticipated, emergency maintenance and repairs and assist with debt service should the need arise. Reserves can also be established and maintained for the anticipated and expected expenses, including, but not limited to, operation and maintenance, customer deposits, and depreciation of short-lived assets.

   It has been determined as part of this funding proposal that you have sufficient funds to establish reserves for the following purposes and amounts:

	Amount on Hand	Annual Set-Aside	Total Fully Funded
Operation and Maintenance	$ 0	$ 50,087	$ 250,429
Depreciation of Short-Lived Assets	$ 0	$ 60,165	$ 515,650

8. Users - This letter of conditions is based upon your providing evidence that you have a minimum of 2,638 bona fide actual users (5,760 equivalent users) on the existing water system. This evidence will consist of your written certification as to the number of users actually connected to and using the existing system (paying monthly bills).

9. Delayed Payment Penalty - On all user accounts not paid in full within twenty (20) days from the date of bill, ten percent (10%) will be added to the net amount due. If any bill is not paid within sixty (60) days after the due date, service to the customer will be discontinued. Service will not be restored until all past due bills have been paid in full and all accrued penalties, plus a reconnection charge, have been paid.

10. Proposed Operating Budget and User Rate Analysis – Prior to written authorization from Rural Development to proceed with the bidding phase, you will be required to submit a copy of your proposed annual operating budget and

CITY OF EMPORIA

MEMORANDUM

TO: The Honorable Mayor and City Council

FROM: Brian S. Thrower, City Manager

DATE: September 13, 2014

SUBJECT: Virginia Peanut Festival Fireworks Resolution

ITEM #: 13-44

In accordance with *Article III. Fireworks; Section 38-68. Use and Discharge* of the City of Emporia's Code of Ordinances, I have attached a resolution requesting authorization for the use of fireworks by the Virginia Peanut Festival Committee as part of the 2013 Peanut Festival celebration.

Recommendation

This information is provided for City Council's consideration.

Attachment

Resolution for Adoption

Article III. Fireworks; Section 38-68. Use and Discharge of the City of Emporia's code of Ordinances

PO BOX 511, 201 SOUTH MAIN ST., EMPORIA, VA 23847 TELEPHONE: (434) 634 3332 FAX: (434) 634 0003
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Resolution No._____

Resolution

A Resolution Authorizing the Use and Display
of Fireworks by the Virginia Peanut Festival
Committee

WHEREAS, the Virginia Peanut Festival Committee desires to conduct a fireworks display on Saturday, September 28, 2013, as part of the 2013 Virginia Peanut Festival for the benefit of the citizens of the Emporia and its environs; and

WHEREAS, Virginia Peanut Festival Committee is requesting approval of the Council of the City of Emporia to conduct the said fireworks display.

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Emporia, Virginia as follows:

Section 1. That the Council of the City of Emporia hereby approves the request from the Virginia Peanut Festival Committee to conduct a fireworks display on Saturday, September 28, 2013 and authorizes the same.

Section 2. That the City Manager is hereby authorized and directed to do all things necessary to implement the intent of this resolution.

Adopted: September 17, 2013

City of Emporia, Virginia

By_____
Mary L. Person
Mayor

_____
Tessie S. Wilkins
City Clerk

ARTICLE III. FIREWORKS

Sec. 38-66. Definitions.
Sec. 38-67. Manufacture and sale.
Sec. 38-68. Use and discharge.

Sec. 38-66. 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:

Fireworks means firecrackers, rockets, torpedoes, Roman candles, toy cannons, detonating canes, blank cartridges and other devices designed and intended for noise making or pyrotechnic display.

(Code 1972, § 14-34)
Cross reference— *Definitions generally, § 1-2.*

Sec. 38-67. Manufacture and sale.

The manufacture or the possession or display of fireworks for sale is prohibited in the city.

(Code 1972, § 14-35)

Sec. 38-68. Use and discharge.

The use or discharge of fireworks is prohibited except that pyrotechnic displays may be authorized by resolution of the council when under the control of qualified individuals, and the time, place and manner of such display is approved by the fire marshal.

(Code 1972, § 14-36; Ord. No. 00-05, 5-2-00; Ord. No. 08-01, 1-15-08)
State law reference— *Authority of city to regulate or prohibit the use, etc., of fireworks, Code of Virginia, § 15.2-974.*

CITY OF EMPORIA

Memorandum

September 13, 2013

TO: The Honorable Mayor and City Council

FROM: Brian S. Thrower, City Manager BST

SUBJECT: Virginia's Growth Alliance – Request to Appoint an Alternate Board Member

ITEM #: 13-45

The Virginia's Growth Alliance (VGA) Board recently amended the by-laws (see attached) in order to allow each locality to appoint an alternative Board member to serve in the absence of one of its appointed Board members. Council Member Temple and I currently represent the City on the VGA Board.

Recommendation

I recommend you appoint an alternate Board member to the VGA.

Attachment

By-Laws

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TransTech Alliance

Bylaws

I. Name

1. The name of the organization shall be the TransTech Alliance referred to as the Alliance.

II. Members

1. Each participating locality, Brunswick, Charlotte, Greensville, Lunenburg, Mecklenburg and Nottoway Counties and the city of Emporia are founding members of the Alliance.
2. Additional members may be added to the Alliance by an affirmative two-thirds vote of the Board of Directors.
3. Voting privileges are extended to active members of Alliance.
4. An active member is a locality that is current on its financial participation. Members that are more than six months delinquent in their financial participation are deemed to be inactive.

III. Board of Directors

1. The Board of Directors shall serve without pay and consist of two representatives appointed by governing body of each member jurisdiction and up to six additional Board members representing business and education appointed by the Board of Directors. Each member jurisdiction may appoint an alternate Board member to sever in the absence of one of their appointed Board members. The alternate member shall have all rights and privileges when serving for the appointed Board member.
2. Executive sessions are reserved for board members with the exception of those invited to attend by the Chair.

IV. Officers

1. The officers of the Board shall consist of a Chair, Vice Chair, Secretary and Treasurer nominated and elected by the Board. The Executive Director may serve as the Secretary or Treasurer or both.
2. Elected officers will serve a term of two years.
3. (a) The Chair shall preside at all Board meetings, appoint committee members, and perform other duties as associated with the office. (b) The Vice Chair shall assume the duties of the Chair in case of the Chair's absence. (c) The Secretary shall be responsible for the minutes of the Board, keep all approved minutes in a minute book and send out copies of minutes to all Board members. (d) The Treasurer shall keep record of the organization's budget and prepare financial reports as needed.

V. Committees

1. A Marketing Committee shall be a standing committee of the Alliance.
    i. The Marketing Committee shall be the current economic developer for member localities and other economic development professionals as approved of the Board.

ii. Marketing Committee members shall serve as long as they are employed as the economic developer for their respective member localities or organization.
iii. Vacancies may be filled by a person serving as the economic developer for the member jurisdiction or by a person appointed by the Board.
iv. The Marketing Committee shall meet at least 10 times per year at a time and place determined by the Marketing Committee.

2. The Board may establish other standing and ad hoc committees as needed.
   i. The Chair will appoint members to these standing and ad hoc committees with a recommendation from the Executive Director.

VI. Meetings

1. Regular meetings of the Board shall be quarterly and held on the …… of …… from …….. until ……..
2. Meeting locations may vary among the member jurisdictions. The Executive Director will send out notice of the meeting's location two weeks in advance of the meetings.
3. Special meetings may be held at any time when called for by the Chair or a majority of Board members.
4. Agendas shall be provided at least four days in advance.

VII. Voting

1. Each Board member shall have a single vote.
2. (a) A majority of Board members with at least a majority of the member jurisdictions present constitutes a quorum. (b) In absence of a quorum, no formal action shall be taken except to adjourn the meeting to a subsequent date.
3. Passage of a motion requires a simple majority (ie, one more than half the members present).

VIII. Conflict of Interest

1. Any member of the Board who has a financial, personal, or official interest in, or conflict (or appearance of a conflict) with any matter pending before the Board, of such nature that it prevents or may prevent that member from acting on the matter in an impartial manner, will offer to the Board to voluntarily excuse him/herself and will vacate his seat and refrain from discussion and voting on said item.

IX. Fiscal Policies

1. The fiscal year of the Board shall be July 1 to June 30 of following year.
2. An annual outside audit will be performed.

X. Amendments

1. These by-laws may be amended by a two-third vote of Board members present at any meeting, provided a quorum is present and provided a copy of the proposed amendment(s) are provided to each Board member at least one week prior to said meeting.

CITY OF EMPORIA

MEMORANDUM

September 13, 2013

TO: Honorable Mayor and City Council Members

FROM: Brian S. Thrower, City Manager

SUBJECT: Highway Safety Commission Term Expirations – Jim Saunders/Jean Cobb

ITEM: 13-46

On September 30, 2013 the 3-year terms of Mr. Jim Saunders and Ms. Jean Cobb on the City's Highway Safety Commission will expire. Mr. Saunders has indicated that he does not wish to be considered for reappointment. Ms. Cobb has indicated that she does wish to be considered for reappointment.

Recommendation

This information is provided to City Council members for consideration and action.

Attachments

Current Highway Safety Commission Roster

BST/tsw

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HIGHWAY SAFETY COMMISSION

Term of Office: 3 Years

(Notify Linwood Pope of Community Services of updates)

Reginald Harris 500 Waters Street Emporia, Virginia 23847 (H) 434/634-8025		09/30/2014
Joshua Barnes 418 Harding Street Emporia, Virginia 23847 (H) 434/594-5806		09/30/2014
Jim Saunders 400 Battery Avenue Emporia, Virginia 23847 (H) 434/348-4030		09/30/2013
Jean Cobb 315 Echols Street Emporia, Virginia 23847 (H) 434/348-3509		09/30/2013
Sam C. Brown 201 South Main Street Emporia, Virginia 23847 (W) 434/634-4671	Sheriff	09/30/2014
Meade Horne 611 Temple Avenue Emporia, Virginia 23847 (H) 434/634-5300	Chair	09/30/2015
Shirley Thomas 401 Purdy Road Emporia, Virginia 23847 (H) 434/336-1869		09/30/2014
Don Wyatt Emporia Police Department 310 Budd Street Emporia, Virginia 23847	Chief of Police	Ex Officio

(W) 434/634-2121

Bob Morris
VDOT
610 Johnston Willis Drive
Richmond, Virginia 23236

Transp. Field Coordinator

VDOT Representative

CITY OF EMPORIA

Memorandum

September 13, 2013

TO: The Honorable Mayor and City Council

FROM: Brian S. Thrower, City Manager BST

SUBJECT: Virginia Cooperative Extension – Introduction of 4-H Agent

ITEM #: 13-47

Amy Hawkins with the Virginia Cooperative Extension is in attendance to introduce you to the new 4-H Extension Agent, Drexel Pierce.

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