

AGENDA

FRANKLIN CITY COUNCIL

MONDAY, September 14, 2015 – CITY HALL COUNCIL CHAMBERS – 207 W. SECOND AVE.

7:00 P.M.**Regular Meeting**

CALL TO ORDER MAYOR RAYSTINE D. JOHNSON-ASHBURN

PLEASE TURN OFF CELL PHONES MAYOR RAYSTINE D. JOHNSON-ASHBURN

PLEDGE OF ALLEGIANCE

CITIZENS' TIME

AMENDMENTS TO AGENDA

1. **CONSENT AGENDA**
 - A. Minutes: August 24, 2015 Regular Meeting
2. **FINANCE**
 - A. City General Fund Debt Refunding/Restructuring – Davenport & Company
3. **OLD/NEW BUSINESS**
 - A. City Manager's Report
 1. VML Vehicle Insurance Premium Discount Program
4. **COUNCIL/STAFF REPORTS ON BOARDS & COMMISSIONS**
5. **CLOSED SESSION**

Closed Session - I move that the Franklin City Council meet in Closed Session to discuss and consider appointments to boards and commissions and consult with the City Attorney regarding specific legal matters requiring the provision of legal advice by counsel pursuant to Virginia Code Section 2.2 – 3711 (A)(1) and (7).

Motion Upon Returning to Open Session- I move that the only matters discussed during the session were those lawfully exempted from open meeting requirements and identified in the motion by which the closed session was convened.

6. **Work Session** – City Council Priorities Discussion for 2015 - 2016
7. **ADJOURNMENT**

UPCOMING ITEMS TO BE SCHEDULED

The items below are intended to be reflective, and not inclusive of all subjects staff is working on to bring forward to City Council in the next two months. Both the time lines and subject matter are subject to change and should not be considered final.

SUBJECT**TENTATIVE TIME LINE****City Council/School Board Joint Meeting****TBA****Personnel Policy Work Session****TBA**

CONSENT AGENDA

A. Minutes: August 24, 2015 Regular Meeting

The Franklin City Council held its regular meeting on Monday, August 24, 2015 at 7:00 p.m. in the Council Chambers at City Hall.

Council Members in Attendance: Raystine D. Johnson-Ashburn, Mayor; Barry Cheatham, Vice-Mayor; Benny Burgess, Mona Murphy, Mary Hilliard, and Frank Rabil (Greg McLemore absent).

Staff in Attendance: Randy Martin, City Manager; Taylor Williams, City Attorney; Melissa Rollins, Director of Finance; Donald Goodwin, Director of Community Development; Beth Lewis, Deputy Director of Community Development; Mark Bly, Director of Power and Light; Chief Vince Holt, Director of Emergency Services; Russ Pace, Director of Public Works; Brenda Rickman, Commissioner of the Revenue; Alan Hogge, Director of Social Services; Chief Phil Hardison, Police Department; Deputy Chief Bob Porti, Police Department and Bruce Edwards; Communications Manager, Police Department.

Others in Attendance: Officer Kevin Muse, Franklin Police Department; Dan Howe, Executive Director, Downtown Franklin Association, Inc.; and Teresa Rose-McQuay; Administrative Assistant and Acting Secretary, Recording Minutes.

Mayor Johnson-Ashburn recognized IT Specialist Stephen Newsome to update Council on new technology installed in the Council Chamber for use during meetings.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited by everyone in attendance.

CITIZENS' TIME

No one signed up to speak at Citizens' Time.

AMENDMENTS TO AGENDA

There were no amendments to the agenda.

Consent Agenda

Departmental Reports

There were no questions or comments on the Departmental Reports.

Minutes: August 10, 2015 Regular Meeting

Mayor Johnson-Ashburn asked if there were any corrections or changes to the minutes. Mayor Johnson-Ashburn referenced on page 12 of the minutes her reservations were noted on the Recreational Trails Program Grant project; she asked that the fact that she supported the program be added. Hearing no other comments from Council after reviewing the corrections the Mayor asked for a motion. Councilman Rabil made the motion to adopt the minutes of the August 10, 2015 Regular meeting with the necessary corrections presented by the Mayor and Councilwoman Murphy seconded the motion. Mayor Johnson-Ashburn asked if there were any questions or discussion on the motion: hearing none she called for a vote.

The motion was approved by a 6 – 0 vote (Councilman McLemore absent).

Finance

Budget Ordinance Amendment # 2016 – 05 (Madison Street CDBG)

Mayor Johnson-Ashburn recognized Director Rollins to present Budget Ordinance Amendment # 2016 – 05 approving funds for the Madison Street Community Development Block Grant (CDBG) project.

Director Rollins reminded Council that on July 27, 2015, they approved accepting the Madison Street Neighborhood Revitalization Project (CIG) #14-26 from the Department of Housing and Community Development. Grant financial guidelines require that the project budget be appropriated. Budget amendment #2016-05 requests the authorization to amend the FY 2015-2016 budget to add Fund #296 relative to the award of the Madison Street Neighborhood Revitalization Grant in the amount of \$700,000 as outlined.

The recommended action by Council is to approve the Madison Street Neighborhood Revitalization CDBG Grant (MY-1 in accordance with DHCD financial guidelines. Mayor Johnson-Ashburn asked for questions and hearing none asked for a motion. Vice-Mayor Cheatham made the motion to approve the Madison Street Neighborhood Revitalization CDBG Grant (MY-1) in accordance with DHCD financial guidelines as outlined in the Budget Ordinance Amendment # 2016 – 05 and Councilwoman Murphy seconded the motion.

Mayor Johnson-Ashburn asked if there were any questions or comments on this motion and upon hearing none Council voted.

The motion was approved by a 6 – 0 vote (Councilman McLemore absent).

OLD/NEW BUSINESS

City General Fund Debt Profile Reshaping – Davenport & Company

Mayor Johnson-Ashburn recognized Director Rollins who introduced Mr. Kyle Laux, Vice President with Davenport & Company; Financial Advisor for the city. At the City Manager’s request, Davenport & Company has been evaluating the city’s debt profile. The evaluation has resulted in a package of refinancing/restructuring opportunities of our existing debt that is worthy of consideration.

As Mentioned at the Council meeting on July 13, 2015, Davenport has preliminarily completed an application to the Virginia Resources Authority (VRA) as an option for funding a refinancing/restructuring package for the city with the major goal being to smooth out cash flows and thus relieve pressure on the general fund for the next several years while avoiding dipping into reserves and/or increasing property tax rates to meet scheduled increases in debt service obligations.

Most recently, in December of 2014, Davenport assisted the City in the issuance of its \$1.8 million Qualified Zone Academy Bond (the “2014 QZAB”), which was issued to finance HVAC replacements, security upgrades, and roof repairs at City schools. The related principal only payments will increase the City’s debt service going forward.

Tax-exempt and taxable interest rates continue to remain at historically favorable levels. Given these favorable interest rates, Davenport believes the City may have an opportunity to undertake a strategic refunding/restructuring of existing tax-supported debt (the “Refunding/Restructuring Opportunity”).

Under a Refunding/Restructuring transaction, the City could potentially lower its future annual payments to an amount in line with its FY 2016 debt service budget, thereby minimizing any potential Real Estate Tax Impact from debt payments going forward.

The City’s annual payments from FY 2017 through FY 2025 are currently scheduled to be greater than the City’s FY 2016 debt service budget of \$1,134,542. The City’s 10-year payout ratio is currently strong at 71.4%. The outstanding principal of tax supported debt as of June 30, 2015 was \$13,963,350.

Given the City’s existing increasing debt service structure, the City may potentially need to increase its Real Estate Tax Rate in order to generate enough revenue to meet its debt service requirements.

A Debt Affordability Analysis was provided which estimates the potential Equivalent Tax Impact of the City’s increasing annual Debt Service.

The projected Equivalent Tax Rate Impact of existing future debt service is an increase of 4.4¢ in total, of which 3.0¢ is required by FY 2018.

In 2014, the City exceeded its minimum Unassigned Fund Balance Policy Ratio of 15% of General Fund Expenditures; however, the City’s Ratio has increased from 12.6% in FY 2011 to 17.8% in FY 2014 and is now in line with 18.0% Median Ratio of its peers.

The City has a Policy that limits tax supported debt to 5% of Assessed Value. The City’s estimated FY 2016 Ratio of Debt vs. Assessed Value of 2.27% is well below the City’s Policy and well below the 3.05% Median Ratio of its Peers.

Under the City’s existing debt service structure, the City will have a Debt Service vs. Expenditures Ratio of 3.50% in FY 2016. The Debt Service vs. Expenditures Ratio will reach a maximum of 4.05% in FY 2020, which is below the City’s Policy Ratio of 10% and the 5.3% Median Ratio of its Peers.

Although no longer weighed as heavily by the National Credit Rating Agencies, the City’s estimated 2016 Debt Per Capita Ratio of \$1,631 is below the \$2,549 Median Ratio of its Peers.

Interest rates climbed during 2013 before falling to historical lows during late 2014 and early 2015. Despite trending upward during the first half of 2015, interest rates for tax-exempt and taxable borrowing remain at historically favorable levels, presenting a potentially favorable environment to refund/restructure existing debt.

It is impossible to predict how long rates will remain this favorable. Interest rates are capable of rising quickly, as evidenced by the roughly 100-basis-point jump that occurred in 20-year tax exempt rates during May/June of 2013.

Davenport has identified the City’s General Obligation Refunding Bonds, Series 2010 (the “2010 Bonds”), the Taxable G. O. Refunding Bond, Series 2012A (the “2012A Bond”), and the G. O. and

Refunding Bond, Series 2012B (the “2012B Bond”) as candidates for the potential Refunding/Restructuring (the “Refunding Candidates”).

By refinancing the Refunding Candidates and strategically “layering” the refunding debt into future years of the City’s existing debt profile, the City could potentially create a debt structure with equal annual payments in each of the next ten years (FY 2016-2025) without increasing any obligation’s final maturity by more than 4 years and without extending any obligation’s repayment beyond 30 years after its original issuance.

A Refunding/Restructuring transaction could potentially reduce all future debt service payments to the same level as, or lower than, the FY 2016 debt service budget. In aggregate, the City could potentially free approximately \$1.9 million in cash flow from FY 2016 through FY 2027 including approximately \$100,000 of cash-flow savings in FY2016.

As a result of the Refunding/Restructuring, the City could minimize potential future Real Estate Tax increases that are projected under the existing debt structure. As shown on page 3, the City’s existing debt service structure may require the City to increase its Real Estate Tax Rate by 4.4 pennies.

Under the Refunding/Restructuring, the City will extend the final maturities of the refunded obligations. As a result, the City will incur the costs of higher debt service payments in future years. Due to an increase in Payments in Fiscal Years 2028 – 2032, the City’s aggregate debt service over the next 17 years will increase by approximately \$1.7 million. On a Present Value basis, these costs are approximately \$600,000.

Davenport recommends the City follow a “Dual Track Approach” in pursuing potential funding sources for the Refunding/Restructuring Opportunity. The Dual Track Approach means that Davenport, working on the City’s behalf, would:

1. Solicit financing proposals from local, regional, and national lenders for the Refunding/Restructuring Opportunity via a competitive Request for Proposals process (the “Direct Bank Loan” approach); and
2. Apply to the Fall 2015 Virginia Resources Authority (“VRA”) Pooled Financing Program, potentially allowing the City to participate with other local borrowers (i.e. counties, cities, towns, etc.) in a pooled public markets transaction (the “VRA” approach).

Davenport would work as the City’s Financial Advisor to pursue the most favorable possible result, and, as such, would be unbiased as to which approach (Direct Bank Loan or VRA) would eventually be chosen. Additionally, Davenport would agree to work at risk to pursue the Refunding/Restructuring Opportunity for the City, i.e., would only be entitled to compensation upon a successful closing of a transaction.

The characteristics of a VRA financing can be summarized as follows:

- The Virginia Resources Authority is a state-sponsored program to help local governments access the public credit markets;
- The City’s loan if financed would be part of a larger pooled financing including other local government borrowers;

- Applying to the VRA Pool in no way obligates the City to move forward with the potential Refunding, nor does it cost anything to apply. The application for the Fall 2015 VRA Pool was due Friday, August 7, but Davenport has contacted VRA Staff and received an extension of the application deadline on the City's behalf;
- The City's participation in the pool allows the City to benefit from VRA's strong 'AAA'/'AA' credit ratings;
- The pooled financing is sold as a series of bonds to the investing public at prevailing interest rates;
- Interest rates are fixed for the entire term of the loan;
- As such, the interest rate and eventual cost of the funds to the City would not be determined until the day the bonds are sold in the Primary Market (tentatively scheduled for early November);
- The repayment structure can be tailored to meet the City's cash-flow needs;
- The final maturity of the loan could be as long as 30 years;
- VRA Bonds cannot be currently called (i.e. paid off or redeemed prior to maturity) during the first ten years of the loan. Bonds maturing after the first ten years can be paid off or redeemed beginning in the 10th year. This is an industry standard prepayment provision for municipal bonds issued in the public markets.

The key characteristics of a Direct Bank Loan financing can be summarized as follows:

- Davenport, on the City's behalf, distributes a Request for Proposals (RFP) to solicit competitive interest rate proposals from local, regional, and national lenders;
- Distributing the RFP does not obligate the City to move forward with a Refunding/Restructuring transaction, nor does it cost anything to send out the RFP.
- The RFP can specify several different loan term and/or structure options for bidders to provide in their proposals;
- The repayment structure can be tailored to meet the City's cash-flow needs;
- The maximum fixed-rate term the City could obtain would likely be 20 years;
- The entire process could be completed in approximately 45 – 60 days;
- The City has the benefit of knowing the terms and conditions before deciding whether or not to move forward;
- Direct Bank Loans often allow for the ability to prepay the loan at any time in whole or in part, and sometimes without penalty.

Should the City wish to pursue the Refunding/Restructuring Opportunity, Davenport recommends taking the following next steps:

- ❖ Mid to late August
 - Davenport works with City Staff to complete any required information missing from the City's VRA application.
 - Davenport and City Staff hold due diligence call with VRA Staff as part of VRA's credit approval process for the Fall 2015 Pool.
 - Davenport distributes a Request for Proposals (RFP) on behalf of the City to solicit competitive financing proposals from local, regional, and national lenders.
- ❖ Early September

- Davenport receives proposals in response to the bank RFP solicitation.
- Davenport works with City Staff to evaluate bank proposals versus a potential transaction through the Fall 2015 VRA Pool and develop a recommendation for the preferred approach.
- ❖ Monday, September 14, 2015
 - At the regularly scheduled meeting of City Council, Davenport will present the results of the RFP process; compare the recommended bank proposal versus preliminary, estimated results of a potential VRA transaction; and provide City Council with a recommendation for the preferred financing approach.
 - City Council considers approval of authorizing documents for a financing through either a Direct Bank Loan or the Fall 2015 VRA Pool.
- ❖ Friday, September 25, 2015
 - VRA's deadline for authorizing documents from governing bodies of local government participants in the Fall 2015 Pool, if this approach is chosen.
- ❖ Month of October 2015
 - City Staff/Bond Counsel/Davenport work to coordinate on closing of a Direct Bank Loan (if necessary).
- ❖ Early November 2015
 - VRA sells its Fall 2015 Pool bonds in the public markets (if necessary). Interest rates are locked in at this time if the VRA option is chosen.
- ❖ Mid to Late November 2015
 - VRA closing (if necessary).

Manager Martin complimented Mr. Laux on his presentation and stated that the alternatives the City is faced with are not great if reshaping of the debt structure is not pursued.

Public Comment: Recreational Trail Grant Project

Mayor Johnson-Ashburn recognized Director Goodwin of Community Development to speak about the Recreational Trail Grant Project.

Public comment is being sought regarding the Riverview Walk Park grant application submitted to the Department of Conservation and Recreation's Recreational Trail Program. Following is a summary of adopted plans in the recent past that include a park such as the planned Riverview Walk Park, with walking trails and access to the Blackwater River as the conceptual plan provides, in the location as proposed. Riverview Walk Park has been envisioned for many years, and the grant application may lead to funds to help it become a reality.

2001 Downtown Flood Recovery Master Plan

The Downtown Flood Recovery Master Plan, adopted January 2001, includes the following objectives/strategies from Community Workshop and Forums:

- Utilize open/public spaces along river
- Utilize River and Barrett's Landing by providing more activities

- Connect downtown areas with walkways/trails to improve the quality of life
- Provide water recreation

The Strategies/Goals section of that plan included the following:

- Provide riverwalk trail system linked to downtown and the new bridge over the Blackwater River
- Provide athletic fields and amphitheater in open space adjacent to Blackwater River
- Restore wetlands adjacent to trails along the Blackwater River with interpretive signage about estuarine wildlife and the River's and railroad's historic role in the City's development
- Diversify the urban environment by providing open space and other natural elements

The Plan Features of that plan include:

- Nature Preserve – Interpretive Riverwalk
- Wetlands restoration
- Athletic fields/amphitheater
- Senior Recreation Area

Per the Plan, “The riverwalk trail system will provide new scenic vistas of the Blackwater River and adjacent wetlands while providing a pedestrian linkage to key activity centers. A system of ten-foot wide asphalt trails and raised wetland boardwalk trails will be used to develop the Riverwalk Trail System.”

Exhibit 3 in this plan shows the area for the proposed Riverview Walk Park as a Community Recreation and Amphitheater area, connected with an Interpretive Riverwalk. The Amphitheater has been provided at Barrett's Landing since the time this plan was prepared.

2003 Master Parks, Recreation and Open Space Plan

In March 2003, the City adopted the Master Parks, Recreation and Open Space Plan. That plan included a survey that found protection of natural areas along the Blackwater River, boat launches, waterfront trails, and recreational trails were ranked Numbers 1 through 4 of the recreational features desired. That plan also recommended the following actions:

- Take advantage of proximity to a unique resource, the Blackwater River, by developing a boat launch as well as other recreational opportunities along the river
- Identify and preserve significant open space and natural resources by developing a greenway system that connects the important open space nodes
- Address needs for trails, natural areas, scenic rivers, bikeways, open areas, walkways and access to water resources

Map 11 of that plan includes the proposed Riverview Walk Park in an area noted for “Most Suitable Open Space Lands”. The plan also recommends developing multiuse trails along the river for walking, jogging and biking with access to the river for fishing, as well as to support low intensity passive recreation in

sensitive environmental areas. The plan also recommends developing neighborhood parks on small parcels that the City owns in the floodplain, as well as recommending interconnecting multiuse trails adjacent to the Blackwater River.

2009 Gateway Enhancement Plan

In 2009, the City adopted the Gateway Enhancement Plan. The location of the proposed Riverview Walk Park was included for development in that plan as follows:

“Option 5”

The Option 5 Gateway plan shown at right is the only option offered for the 2nd Avenue gateway (see Location Key below), and is designed with structural reinforcements (concrete footings and metal lentic wall supports) to withstand potential water loadings during a flood event. The exact location of this gateway is subject to change depending upon Federal Emergency Management Agency (FEMA) permits and other constraints associated with its proximity to the Blackwater River. During the development of this Option, the Commission discussed the possibility of including a small park with benches to be created in conjunction with the Gateway features in order to capitalize on the aesthetically pleasing combination of the gateway adjacent to the river. The preliminary opinion of construction cost for this Option is approximately \$10,000 - \$15,000.”

2009 Bicycle and Pedestrian Master Plan

In 2009, the City also adopted the Bicycle and Pedestrian Master Plan. This plan included the following map, with the inset showing a proposed shared use off-street path along the Blackwater River in the location of the proposed Riverview Walk Park:

This plan includes discussion of the Blackwater River Greenway Trail System, recommending in the near term, “Construct the portion of the trail which extends generally along the River between Bowers Road (to the north) and South Street (to the south), including a connection to Barrett’s Landing”. The plan also includes a recommendation that public and private funding sources should be sought to construct phases of the Blackwater River Greenway Trail system, as, “the City may see increased tourism to the area, resulting in additional revenues generated by the attractiveness of this trail system. The City should work diligently with landowners to obtain right-of-way or easement agreements for future segments of the trail and should promote safety while highlighting the quality of life the trail brings to the residents of the City.” These easements have been sought from the property owner so as to be able to develop the Riverview Walk Park as proposed.

2015 Comprehensive Plan

On August 10, 2015, the City Council adopted the 2015-2025 Comprehensive Plan. Page 4-16 of the Plan, in the Environmental chapter, states, “The City of Franklin has a large percentage of open space, consisting of forests, agriculture and wetlands. The wetlands are adjacent to the Blackwater River and are largely forested. Map 4-6 shows the most suitable lands for preserving open space, the most suitable lands for future parks and possible alignment for a trail system. The areas designated as “Most Suitable Open Space Lands” are not suitable for future development and provide substantial environmental services. Based on the aforementioned quality of life and environmental benefits of greenways, preservation of open space should be accomplished in these areas. These open space areas offer great opportunities for trails, picnic areas, nature programs, camping sites, and access to the Blackwater River”. Map 4-6 shows the planned Riverview Walk Park area.

Following Mr. Goodwin’s comments, Mayor Johnson-Ashburn opened the floor for public comment on this issue at 8:15 P.M.

Dan Howe, Executive Director of the Downtown Franklin Association and the resident of 100 Gillette Court addressed Council. Mr. Howe stated that it would be wonderful to have an attractive gateway to the City on the eastern side.

Mayor Johnson-Ashburn closed the public comment period since there were no other speakers at 8:17 P.M.

Councilman Burgess stated that this would be a great addition to the City and an appealing sight when people approach from that area.

Police Department 911 Communication and Security Update

Mayor Johnson-Ashburn recognized Chief Hardison of the Police Department to comment and introduce Mr. Bruce Edwards, Communications Manager to present this update. Chief Hardison thanked all the charities that support the city and the police department.

The purpose of the briefing is to update the City Council regarding activities of the communication division in these areas: Personnel, Standards, Training, Grants, Projects and Concerns.

Personnel Update

- Current staffing level – 8 Full Time and one opening for one Part-Time
- Actively pursuing qualified applicants for the anticipated retirement of a Communications Officer by January of 2016; applicants are required to meet rigorous Criteria and background check, as well as standardized job specific testing.
- One staffing need is a dispatch supervisor to provide supervision, ongoing training, maintaining Division training records and managing VCIN training.
- Personnel training types – Online Hampton Roads Criminal Justice Academy, APCO – CDE, and Equature on Demand (only paid training at this point is Equature).

Shared Services – Southampton County 9-1-1

- Fire and Rescue provides services to the citizens of portions of Southampton County from both Station 1 and Station 5.
- 911 Calls from Southampton citizens had to be answered by Southampton and then transferred to Franklin to dispatch the necessary resources causing a delay in sending help to the citizens.

Two Phase Solution

- Phase 1 Solution – Southampton 911 installed equipment to page Franklin-Hunterdale units; Fire and Rescue will acknowledge these via radio and notify our dispatch they are busy, and Southampton handles the call until it is complete.
- Phase 2 Solution – Utilizing Grant Funding Southampton & Franklin CAD systems will be linked so dispatchers will know in real time if a resource is busy on a call; the anticipated solution to be in place by January 2016.

Grant Funding Update – These are some of the grant funding received in the last twelve months:

Source	Amount	Purpose
Camp Foundation	\$55,000	Start Physical Security Upgrades
Franklin Southampton Charities 2014 Fall	\$35,000	Network Hardening Replace Core Components Isolate Network
Franklin Southampton Charities 2015 Spring	\$36,874	Complete Physical Security Upgrades
Wireless Board Individual 2014	\$150,000	Replace 9-1-1 Phone System
Wireless Board Individual 2015	\$55,254	Replace MAP Server and Equipment
Wireless Board Shared Services 2015	\$350,000	CAD to CAD Interface to Southampton County, Disaster Recovery Site

The Physical Security Upgrade project includes: Access Control, CCTV (Cameras/Recorders), CAD to CAD Interface, Disaster Recovery Site and Server Replacement.

There are concerns about the current state of City Wide Radio System.

- Public Safety Critical – 14 Years Old
 - Narrow Banded
 - Decreased Coverage
 - Examples – Problem Areas were presented
- Dispatch Consoles
 - 14 Years Old
 - End of Life – Parts Availability
 - Will not run on new computer hardware or software

All Public Safety and Industrial/Business licensees in the 150 – 174 MHz (VHF) and 421 - 512 MHz (UHF) bands were changed on January 1, 2013. Licensees must migrate their systems from 25 kHz (wideband) to 12.5 kHz (narrowband) channel bandwidth or a technology that achieves equivalent efficiency.

The effects narrowband has on us means the change from 25 kHz technology makes radio signal half as wide; they become weaker and will not travel as far. This can be demonstrated like water through a hose; you get more water through a fire hose than a garden hose. The rule of thumb is there will be a 3 decibel loss in signal strength. Our current system coverage has experienced these losses as have others all over the country.

The ultimate goal is to move from 12.5 mHz to 6.25 mHz.

Our radio system is at a critical stage:

- First Responders need reliable communications
- Interference and lack of coverage plague us everyday
- System design must be capable of next mandate – best solution is to move to that standard with new system
- System would require a two full sites to ensure reliable coverage – must cover the entire city and must cover first run area outside of the city for fire and rescue

The radio system proposal

- Option 1
 - Replace the current system in whole – both the infrastructure and the subscriber units.
 - Use equipment that is capable of both digital and analog operation to ensure continuity of operations.
 - Five channel two site system – Estimated Cost - \$984,382.49 or a Fair Market Value Lease - \$210,648.00 / annually for a 5-year term.
- Option 2
 - Replace Police, Fire and EMS radios – both infrastructure and subscriber radios
 - Other departments could migrate as funding permitted.
 - Construct a new three channel two site system that would run parallel to current system – Estimated cost - \$880,500.77 or a Fair Market Value Lease - \$188,418.36 / annually for a 5-year term.

The concerns for our mobile data communications are using Cellular Technology to provide Real-Time Data Communications to Field, also using to supplement Voice communications via Chat, and reduced coverage north of Fairview Drive. Verizon conducted testing and concluded that there is an additional Cellular site needed. Verizon would like the use of Hunterdale water tower. This would benefit both Verizon and the city. On August 20, 2015 Verizon experience an outage that kept systems down for about 8 hours. This solution would have given us some sort of coverage; during this time citizens had limited ability to use their Verizon phones to even call 911.

Vice-Mayor Cheatham asked what the life of the new system would be.

Mr. Edwards replied five to ten years.

Chief Hardison stated that this is just a snapshot of where we are and where we need to be.

Mechanic Street (Portion) Right-of-Way Dedication

In the fall of 2014, the City entered into a contract for the sale of the parcel of land referred to as the Old Power Plant located at 500 North Mechanic Street. In the process of researching the City's title to the property it was determined that some of the improvements on the property were actually located within the boundary of the Mechanic Street right of way as originally located. Somehow, through the years, the actual physical location of Mechanic Street was moved to the east to accommodate the physical location of the improvements to the property.

At present, there are portions of Mechanic Street that are located on other parcels of land owned by the City of Franklin that are not part of the original location of the road. It is prudent at this time for the City to dedicate the portions of property owned by the City located within the actual physical right of way of Mechanic Street. Attached is a proposed map showing the various small portions of land owned by the City actually located within the present right of way of Mechanic Street. This dedication will confirm the right of the public to use the land as a right of way for Mechanic Street.

The plat shows Parcel 1 as Union Street. On the original subdivision plat of the area, the street connecting Jackson Street to Mechanic Street was identified as Union Street. Over the years, Union Street has been dropped from various maps of the City and has become known as a portion of Mechanic Street. It is assumed this occurred because there were no improvements along Union Street that utilized a Union Street mailing address. The Union Street parcel will formally be dedicated as a portion of Mechanic Street to erase any doubt about the name of the street until its intersection with Jackson Street at Middle Street.

The next parcel is an un-numbered parcel identified as "City of Franklin, P.B. 5 PG 141". This parcel of land was acquired by the Town of Franklin, now the City of Franklin by deed dated September 20, 1951 and recorded in Deed Book 101 page 339. The next parcel is identified as "2". This additional land needed for the road right of way to cover 30 feet wide. It is part of the land acquired by the City by Deed dated August 29, 1985 in Deed Book 285 page 571.

Parcels 3, 4 and 5 are all additional land needed for the road right of way to cover 30 feet wide. Parcel 3 was acquired by the City by deed dated February 19, 1941 in Deed Book 82 page 503. Parcel 4 was acquired by the City by deed dated January 29, 1946 in Deed Book 89 page 326. Parcel 5 was acquired by the City by deed dated November 26, 2002 recorded as Instrument Number 020004713.

Parcel 7 is the remaining portion of Mechanic Street in its original location that was not vacated by the City in the Ordinance adopted by Council and recorded October 29, 2014 as Instrument Number 140002388.

A Resolution by the City Council that dedicates the right of way of Mechanic Street from its intersection with the northern boundary of Fifth Avenue and its intersection with Jackson Street at the end of Middle Street to public use as a right of way for motor vehicle transportation is recommended.

Councilwoman Hilliard read Resolution #2016 – 03 aloud.

Councilwoman Hilliard made the motion to adopt Resolution # 2016 – 03 and Vice-Mayor Cheatham seconded it.

Mayor Johnson-Ashburn asked if there were any questions.

Councilman Burgess asked Attorney Williams for clarity whether he should vote on this matter since he had previously recused himself to avoid the appearance of a conflict on the sale of adjacent city property.

Attorney Williams stated that he was eligible to vote on this matter.

Mayor Johnson-Ashburn asked if there were any other questions and hearing none Council voted.

The motion was approved by a 6 – 0 vote (Councilman McLemore absent).

Pinnacle Ag Property Purchase Extension

Attorney Williams asked Council to approve an extension for the Pinnacle Ag Property Purchase Contract. The original closing date had to occur within fourteen days after approval of the site plan; which would make it August 20, 2015. It was mutually agreed that both parties would seek an extension of one week. Attorney Williams is asking Council to ratify the Mayor's authority to sign the extension.

Vice-Mayor Cheatham asked if the extension should be longer than the 27th based on past situations.

Attorney Williams stated that he was taking the signed paperwork to Richmond himself on Tuesday, August 25, 2015, so in his opinion the 27th would be sufficient.

Vice-Mayor Cheatham made the motion to approve the extension for the Pinnacle Ag Property Purchase Contract as recommended and Councilman Burgess seconded the motion.

Mayor Johnson-Ashburn asked if there were any other questions and hearing none Council voted.

The motion was approved by a 6 – 0 vote (Councilman McLemore absent).

City Manager's Report

Manager Martin acknowledged the efforts by the City Attorney and the Public Works Department for prepping and getting all requirements met for the closing of the Pinnacle Ag Property Purchase.

Manager Martin reminded all present of the Homestead Road closing which closed today and is expected to reopen on Monday, August 31, 2015. This is for Norfolk Southern to repair some erosion issues adjoining the railroad line and the street.

He informed Council that the owner of the old St. Regis property received the letter from the City and he deferred to Director Goodwin for an update.

Director Goodwin said that he had spoken to Mr. DiPaolo and he was going to send a written plan of action. Director Goodwin stated that the City would be preparing required documents and soliciting bids for the cleanup in the coming weeks.

Manager Martin stated that the owner has not satisfied the outstanding debts that are owed to the City and that the property would be in the next round of tax sale auctions to settle the debt if it is not paid prior.

COUNCIL/STAFF REPORTS ON BOARDS & COMMISSIONS

Vice-Mayor Cheatham stated that there is a meeting of the Western Tidewater Regional Jail on Wednesday, September 9, 2015.

Councilman Rabil reminded everyone of the Business Friendly Committee meeting on Wednesday, September 9, 2015.

Mayor Johnson-Ashburn mentioned the City/County Shared Services Committee will meet again on August 26, 2015.

Closed Session

Vice-Mayor Cheatham made the motion that the Franklin City Council meet in Closed Session to discuss and consider appointments to boards and commissions and to consult with the City Attorney regarding legal matters requiring the provision of legal advice by counsel pursuant to Virginia Code Section 2.2 – 3711 (A) (1) & (7) and Councilwoman Hilliard seconded the motion.

The motion was approved by a vote of 6 – 0 (Councilman McLemore absent).

The Council entered into closed session at 9:07 p.m.

Mayor Johnson-Ashburn reconvened the open session at 10:10 p.m. and asked for a motion certifying the closed session.

Councilman Rabil made a motion certifying that the only matters discussed during the closed session were those lawfully exempted from open meeting requirements and identified in the motion by which the closed session was convened. The motion was seconded by Vice-Mayor Cheatham.

The motion was approved by a 6 – 0 vote (Councilman McLemore absent).

Action # 1

Vice-Mayor Cheatham made a motion to appoint Ms. Sandra Brothers to a vacancy on the Franklin DSS Advisory Committee and Councilman Rabil seconded it.

The motion was approved by a 6 – 0 vote (Councilman McLemore absent).

Action # 2

Councilman Burgess made a motion to authorize the conveyance of the real property known as the Hayden School property to Senior Services; (b) the purchase price would remain the same, \$95,000; (c) instead of receiving cash at closing, the City would accept a purchase money deed of trust and corresponding note for the sum of \$95,000 to be recorded as a first place lien on the property; (d) the note would be for a term of 3 years and in the first year the note would be interest free and in the last 2 years the note would bear interest at prime plus 2 points; (e) the note and deed of trust would carry a provision

stating if the purchase price of \$95,000 is not paid on or before the end of the three year term Senior Services would execute a deed in lieu of foreclosure and convey ownership of the property to the City and the City would have the option to accept the deed in lieu of foreclosure as satisfaction for the note; (f) furthermore, the City will agree to execute a deed of subordination and subordinate its deed of trust if Senior Services is able to obtain a bridge loan for the build out of the Hayden project during the term of the note. If Senior Services is able to obtain permanent financing then the note will be paid in full and the City will release its deed of trust by recording a certificate of satisfaction. The Mayor is authorized to sign all documents necessary to convey the Hayden property. Councilman Rabil seconded the motion.

The motion was approved by a 6 – 0 vote (Councilman McLemore absent).

Adjournment

Vice-Mayor Cheatham made the motion to adjourn the meeting and Councilwoman Murphy seconded it.

The motion was approved by a 6 – 0 vote (Councilman McLemore absent).

Mayor Johnson-Ashburn declared the meeting adjourned at 10:18 p.m.

These Minutes for the August 24, 2015 City Council Meeting were adopted on the 14th day of September, 2015.

Mayor

Clerk to City Council

FINANCE

A. City General Fund Debt Refunding/Restructuring – Davenport & Company



September 10, 2015

To: Mayor & Council Members
From: R. Randy Martin, City Manager
Subject: City General Fund Debt Refunding/Restructuring Update

The City's financial advisor Davenport & Company as agreed at the August 24, 2015 Council meeting has continued with next steps for refunding/restructuring of portions of the City's general fund debt.

On behalf of the City, bank financing proposals have been solicited and responses received yesterday. Davenport is in the process of analyzing the results which at initial review appear to me to be quite favorable. Davenport will complete their analysis and communicate a summary and recommendation which will be presented to Council at the September 14th meeting. A primary focus will be on whether the city should pursue the bank financing or continue to be a part of the Fall 2015 VRA financing pool. The City must meet the VRA deadline of September 25th if that approach is chosen as reported at the last Council meeting in "Next Steps" section of Davenport's report.

When available, I will provide Council additional information on the bank financing proposals after Davenport's review is complete.

OLD/NEW BUSINESS

A. City Manager's Report

1. VML Vehicle Insurance Premium Discount Program



Franklin Fire and Rescue

100 South Main Street • Post Office Box 179 • Franklin, Virginia 23851
(757) 562-8581 • Fax (757) 562-6340 • Email vholt@franklinva.com

Vince Holt
Director of Emergency Services

DATE: September 10, 2015
TO: Mr. Randy Martin – City Manager
FROM: Chief Vince Holt
REF: VML Defensive Driving Program

Since we are now covered through VML for our automobile liability insurance we can now take advantage of a defensive driving program that is offered by VML. The program is called "Where the Rubber Meets the Road Campaign" and is designed to establish a defensive driving train-the-trainer program utilizing nationally recognized training methods and products.

There is no cost to the City of Franklin for the training unless we fail to meet the required training goals established within the program. Successful completion of the program would entitle the City to a 5% credit on our auto liability coverage.

The VML Risk Management Guidelines that are used annually to evaluate our risks as a locality includes defensive driving and the program mentioned above is a tool which helps the locality meet that critical benchmark since VML statistics show that nearly 51 percent of all liability claims and 41 percent of the cost of all liability claims for VMLIP members relate to automobile liability and physical damage coverage.

As Chairman of the Safety, Health, and Wellness committee I recommend that we pursue this initiative to assist us with the standardization of our defensive driving training that our employees receive in an effort to reduce our liability potential along with receiving a reduction in the cost of our auto liability insurance.

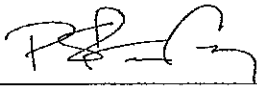
I have attached the agreement that will require the Mayor's and your signature if we would like to proceed.

If you have any questions, please let me know.

Where the Rubber Meets The Road Campaign Agreement

Recognizing that automobile liability and auto physical damage claims are the major cost drivers for Virginia local governments VML Insurance Programs (VMLIP) and the City of Franklin are entering a partnered defensive driving program. To reduce loss associated with auto liability claims, we jointly agree to the following:

- 1) VML Insurance Programs will provide funding for instructor course materials to enable you to train 90 percent of your drivers for your first year of participation and 50 percent of your drivers for your second year of participation and then optionally continuously thereafter to meet the training goal requirements of this campaign. Any travel and course material expenses relating to VMLIP conducted instructor classes will be covered by VMLIP.
- 2) You will be expected to utilize your own trainers to provide defensive driver training within the first 12 months of participation in this campaign with a deadline of December 31st annually after a minimum of 12 months of participation has lapsed.
- 3) You will utilize your own trainers to provide defensive driver training to 50 percent of your drivers during the second and then optionally any subsequent years of participation after the signing of this agreement.
- 4) VMLIP will provide the student course materials necessary to complete training noted in #2 and #3 above.
- 5) You will develop and implement a driver selection and retention program acceptable to VMLIP within 12 months of signing the agreement to include all fleet safety related elements of the Risk Management Guidelines (RMG) in sections 4, 8, and 12 as they apply to your premium tier.
- 6) Failure to complete #2, #3 and #5 above within the agreed time frame will require the City of Franklin to reimburse VMLIP its' actual cost of instructor training expenses and course materials used, but not to exceed \$5,000.
- 7) Please indicate your current number of drivers to be included in this program

Name of Chief Governing Official (Please Print)	Signature	Title	Date
Name of Chief Administrative Officer (Please Print)	Signature	Title	Date
P. Steven Craig		Managing Director	07/20/2015
VML Insurance Programs Managing Director	Signature	Title	Date

Sign and return copy to brosenthal@vmlins.org or fax: 804-273-0560



July 20, 2015

Chief Vince Holt
Fire Chief
City of Franklin
100 S. Main Street
Franklin, VA 23851

Re: Where the Rubber Meets the Road Campaign

Dear Chief Holt:

The City of Franklin is invited to partner with VML Insurance Programs (VMLIP) for our *Where the Rubber Meets the Road* (WTRMTR) campaign. Nearly 51 percent of all liability claims and 41 percent of the cost of all liability claims for VMLIP members relate to automobile liability and physical damage coverage. Our best opportunity to reduce costs for the pool and its members begins with reducing automobile-related claims.

The purpose of the WTRMTR campaign is to establish a defensive driving train-the-trainer program utilizing nationally recognized training methods and products. This campaign will allow you and VMLIP to jointly develop member trainers who will be qualified to effectively teach defensive driving principles to your own entity's drivers, using a variety of nationally recognized training products. Campaign participants will have free access to training materials reserved exclusively for this program, which can be used to achieve the program goals.

Trainers will be eligible to use defensive driving training kits uniquely developed for drivers who operate and/or require specific training for: school buses, transit buses, refuse trucks, heavy trucks/equipment, fire equipment, vans including 15-passenger and police vehicles. A myriad of other resources are available which can be used in conjunction with any of the mentioned kits to complete your training.

To participate, partner members must 1) execute the attached agreement, 2) participate in an instructor-trainer class or arrange to meet with one of the VMLIP safety consultants to review instructor and program coordinator requirements, 3) utilize your instructors to train 90 percent of your entity's drivers within 12 months of signing your agreement or by December 31 annually after a minimum of 12 months participation in the campaign, 4) have an acceptable driver selection program in place by meeting the defensive driving elements referenced in the VMLIP RMG Assessment, and 5) continue your training effort for a second year of the campaign by providing driver training for at least 50 percent of your drivers. Continued participation after the second year is optional as long as the above criteria is met annually each year thereafter. Most participating members continue with the campaign as the benefits far outweigh the challenges.


While there is certainly a commitment of time on your part, VMLIP will provide all course materials needed to meet the training goals. VMLIP's safety staff are always available to offer coaching assistance at your request.

Successful completion of this two-year agreement will allow you to be eligible for a 5 percent discount on your auto liability premium. Depending on the size of your fleet, this could be a significant savings.

Should you have questions about the program, please direct them to Beth Rosenthal, at (800) 963-6800 x7326 or brosenthal@vmlins.org. Thank you for your participation and support of VMLIP.

Please join us as we work together to reduce *your* operating costs *and* member insurance costs by becoming a partner in our *Where the Rubber Meets the Road* campaign. Working together we can make a difference.

Sincerely,

A handwritten signature in black ink, appearing to read 'P. Steven Craig', with a stylized flourish at the end.

P. Steven Craig
Managing Director

Enclosures:

Program Agreement – Sign and return

Where the Rubber Meets the Road FAQ



Where the Rubber Meets the Road Campaign

Automobile related losses make up 56 percent of all claims reported to the VML Insurance Programs (VMLIP). Forty seven percent of the cost of all claims are auto liability (AL) and auto physical damage (APD). VML Insurance Programs has developed Where the Rubber Meets the Road (WTRMTR) defensive driver campaign to combat auto related losses.

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1) What is the purpose of this campaign?

The purpose of the Where the Rubber Meets the Road (WTRMTR) campaign is to assist our members with building fleet safety programs to mitigate loss to vehicles, people, and property through their fleet risk management training efforts. WTRMTR prepares member instructors to become driver trainers using VMLIP training products with an option to use nationally recognized products from the National Safety Council (NSC), FLI Learning Systems and other training resources. Through WTRMTR, member participants may choose to become certified to teach the NSCs Four-Hour Defensive Driving Course (DDC-4) although certification is not required in order to participate.

2) What are the WTRMTR requirements?

Interested members must have auto liability (AL) coverage with VMLIP to be eligible for participation. Participants will be required to develop and implement a driver selection and retention program, conduct annual motor vehicle record checks on all drivers, develop and implement a vehicle-use policy, and conduct periodic refresher training for all driving employees which are listed in sections 4, 8, and 12 of the Risk Management Guidelines (RMG).

3) What is our entity's commitment?

VMLIP members who wish to take part in the WTRMTR campaign are required to sign a two-year Agreement in which the terms are defined. The Agreement states that VMLIP commits to provide course materials, advisory support and oversight for instructors who will be performing training on your behalf. In turn, participating members agree that by December 31st they will:

- a. Train 90 percent of their drivers. Training, regardless of program origin, must be a minimum of one hour of instructional time. Training can be conducted using one of VMLIPs available fleet training products or by using any other effective training material as long as VMLIP safety consultants have had an opportunity to review and approve the contents prior to use to assure it meets the program parameters.
- b. Develop a driver selection and retention program to include at a minimum:
 - i. Annual Department of Motor Vehicles (DMV) record checks on all drivers,
 - ii. Implementation of a vehicle-use policy,
 - iii. Guidelines to dictate periodic refresher training for all drivers.
- c. Conduct refresher training for at least 50 percent of entity drivers during the second year of the Agreement and continue to keep current the driver selection and retention programs.
- d. Participation beyond the second year is at the discretion of the participating member. All second year requirements must be met annually thereafter in order to continue to qualify for premium credit.

4) How can my entity qualify for the 5 percent discount on our AL coverage?

Members who successfully complete their first year Agreement by meeting their training and program development/implementation goals will be eligible to receive a 5 percent credit on their auto liability coverage.

To continue receiving the 5 percent credit in subsequent years, members must maintain the components of their fleet safety program and continue to train a minimum of 50 percent of all drivers annually.

Verification of qualifying training must be submitted to VMLIP by December 31st annually in order to be considered for credit toward the next policy period. There is no consideration for partial year credits or retroactive posting of credits.

5) Who should participate in this campaign?

Any entity with employees who regularly drive as a part of their job duties should be provided some form of safe driver training on an annual basis. The WTRMTR campaign provides you with the training and resources to successfully establish a driver training program or enhance your existing program.

6) Who would make a good instructor for this campaign?

Individuals involved in supervising the use of your vehicles may make good candidates. The more they know about safe driving, the more likely they will enforce safe driving behaviors. The candidate instructor should have good communication skills and be comfortable presenting in front of large groups. Trainers or group leaders from police, fire, transportation, public works and other major departments within your entity that regularly use entity-owned vehicles are good choices.

7) What is the VMLIP Safe Driver Instructor Class?

This one day class is recommended for all WTRMTR trainers and campaign administrators who choose to not become DDC-4 instructors. It is designed to familiarize participants with the campaigns requirements and how to access/properly use the safe driving training resources VMLIP has to offer its' program participants. The train the trainer portion of the class helps prepare attendees to become driver trainers with the option to become *certified to as a VMLIP Safe Driver Instructor* although certification is not required in order to participate.

8) What does it take to become certified as a NSC DDC -4 Instructor?

Becoming certified as a NSC instructor is an optional offering for instructors. Two classes must be taught by each instructor each fiscal year in order to maintain their certification.

Those who wish to take advantage of this certification are required to complete a two step process.

- a) The instructor trainers must attend and complete a two-day train-the-trainer academy. VMLIP will periodically host these classes when there are a sufficient number of interested individuals in order to hold a class.
- b) The instructors must then successfully teach two DDC-4 classes while being audited by one of VMLIPs' driver trainer instructors. Assistance and support will be provided, if necessary, to ensure success with the new trainers. Certified instructors must teach a minimum of two classes each fiscal year thereafter to maintain their certification. Subsequent classes do not need to be audited. This certification class is held independent of the VMLIP Certified Instructor Trainer class. Attendance at both certification classes is NOT necessary.

8.1) When/how do I get my NSC instructor certification card?

Once you have completed the two-day instructor academy and have taught your two audited classes an evaluation form is submitted to NSC for issuance of the instructor card. These cards are sent to VMLIP from NSC and can take four to six weeks before they are sent to the instructors. You may continue teaching classes while you are waiting for your instructor card as long as the VML consultant has approved you to do so.

8.2) Once I am NSC certified, how long is my certification valid?

Once you have completed the required two probationary training classes observed by a VMLIP trainer, you will be eligible to receive your instructor trainer card. This card is valid for one year and is renewed annually in July, concurrent with your policy renewal. Annual renewal of the certification card will be handled through your VMLIP training center. You must continue to teach at least two DDC-4 classes each fiscal year in order to be eligible to renew your certification.

8.3) How long can I maintain my NSC certification through VMLIP?

VMLIP will continue to cover any annual renewal fees associated with your certification through NSC as long as your entity is an active participant of the WTRMTR campaign, and you continue to teach the required minimum of two DDC-4 classes each fiscal year.

9) Can I use in-house trainers who are not certified as instructors to meet my training goals?

Yes. If you have qualified trainers on staff who are able to teach driver training using your own pre-approved training materials, or any of the defensive driving kits or resources available through VMLIP **except** the DDC-4, you are encouraged to engage them in your training effort to help you achieve your training goals. Be sure you have conveyed their names and titles to the senior administrative assistant with VMLIP so that VMLIP can accurately track your training progress towards your goal.

10) What training materials/supplies are provided by VMLIP for those utilizing the NSC DDC-4?

Each member entity that plans to train with the NSC DDC-4 product will have access to the DDC-4 DVD for use with their issued training kit. The DVD contains the required instructional support information to use this training product. The DVD is shared by all participating WTRMTR entities therefore it is not yours to keep. However, instructors may keep their NSC instructor training binder received at their training academy if they plan to teach the NSC DDC-4 class.

11) What training materials/supplies are provided by VMLIP for those not utilizing the NSC DDC-4?

Instructor manuals for other specialty courses are on loan and should be returned to VMLIP upon class completion.

Student workbooks shall be issued to each student for their use with select training courses. Workbooks are for the students to keep along with any notes they take during their class. Student workbooks are purchased by VMLIP and will be issued at no cost for participating members of WTRMTR. Advanced notice of workbook orders is required.

12) When/how do my drivers get their DDC-4 certificates?

Students who attend and successfully complete a DDC-4 course will receive their certificates of completion from VMLIP usually within a week of receipt of the class roster. The DDC-4 instructor must submit a class roster to Karen Wall, senior administrative assistant with VMLIP, upon completion of each class. Once this information is received certificates are usually returned to the trainer within a week. Turnaround of student certificates is relatively quick because these are issued through your local training center, VMLIP, and not NSC.

13) Can anyone participate in WTRMTR regardless of entity size or number of drivers?

Yes. While this program is geared toward members with larger fleets, you may be able to accomplish the goals outlined in the Agreement through other means. All members should manage their fleet risks through policies, motor vehicle record checks and annual safe driver training. Entities with smaller fleets may be able to accomplish their annual training goals through utilization of VMLIPs Online

University, defensive driving videos, webinars, or by attending another defensive driving courses being taught by a neighboring entity. VMLIP can help coordinate regional training upon request.

14) Do all drivers have to be trained using the NSC DDC 4 materials?

No. It is not mandatory to use the DDC-4 training product to meet the campaign goals. Member trainers will have access to many other specialized course materials targeting the unique risk exposures faced by law enforcement, fire, public works, school bus, and transit drivers. School systems, for example, will have access to a 15-module training kit to be used on an ongoing basis to keep drivers trained throughout the year-not just upon hire. Additionally, you may develop your own training materials or use other resources as long as pre-approval by VMLIP safety has been granted **in writing**. Regardless of the training product selected, instructional time must be a minimum of one hour to meet the terms of the Agreement

15) What's the best way to organize a training class?

Training classes can be organized in any fashion that meets your students and instructors schedules. Several classes may have to be taught in order to accommodate all of your student's schedules. Students who miss group classes may be considered for individualized training using the Online University as a training tool.

16) What training materials/supplies are provided by VMLIP?

Instructor training kits for some specialty courses are on loan for the instructors to use and should be returned to VMLIP upon class completion. Student workbooks are to be issued to each student for their use during certain training classes if specialty kits are used. These booklets are for the student to keep along with any notes they take during their class. Student workbooks are purchased by VMLIP and will be issued at no cost for participating members of WTRMTR.

Specialized equipment training kits are available to WTRMTR instructors for use upon request

- School Bus Safety
- Transporting Students with Special Needs
- Bullying Prevention for School Bus Drivers
- Coaching the Emergency Vehicle Operator – Police II
- Coaching the Refuse Truck Driver
- Coaching the Transit Bus Driver
- Coaching the Van Driver III
- Coaching the Emergency Vehicle Operator – Fire
- Coaching the Professional Truck Driver II
- Coaching the Straight Truck Driver 2
- Coaching the Maintenance Vehicle Operator II
- Transit and Para-transit Operator Development Course
- Cell Phone Policy and Distracted Driving (electronic copy)
- VMLIP Safe Driving (electronic copy)

17) How do instructors order training kits and/or supplies from VMLIP?

Order student workbooks, videos, or other training materials by contacting Karen Wall, senior administrative assistant: 800-963-6800 ext. 7329 or by e-mail: kwall@vmlins.org. Karen will need a schedule of your classes at least two weeks prior to the class date so that you are sure you have everything in time for your class.

18) When do I need to order my workbooks so I have them in time for my class?

Requests for all training materials, student workbooks, videos, and specialty kits should be ordered at least two weeks in advance of your class date. Please contact Karen Wall with your requests at: kwall@vmlins.org or 1 (800) 963-6800 ext 7329.

19) How do I keep training fresh if it needs to be done annually?

It is important to keep training fresh by using different training products and varying the subject focus. For example, if you are a certified NSC instructor, you may choose to conduct the DDC-4 class for your initial training (first year of the campaign) as this is a comprehensive class that thoroughly covers all aspects of defensive driving. Trainings conducted thereafter could vary by driver, safety topic, and training methods. Please keep in mind that certified instructors who wish to maintain their certification must continue to teach at least two DDC-4 classes each fiscal year. To avoid students from attending the same course each time training is offered, here are some examples of training methods and topics that could be considered:

- A review of your driving related policies and procedures such as cell phone usage, restrictions for passengers or family members, etc.
- Utilizing driver training videos from the VMLIP Multimedia Library to enhance discussions on a topic that is currently challenging your drivers. (If backing incidents are frequently an issue, focus on that component of defensive driving.)
- Utilizing driver safety modules: Fleet Management, Driver Training I and Driver Training II requested through the VMLIP Multimedia Library.
- Conducting safety training with materials that you may already have.
- VMLIPs Online University Web-based training Defensive Driving, Winter Driving, the law enforcement bundle that consists of both Avoiding Collisions and Slower is Faster, or the National Safety Council online DDC-4 course.
- Focus training on the type of challenges that are common to your drivers (for example intersections, backing, night driving.)
- Attend a webinar (live or pre-recorded) such as VMLIP's Safe Winter Driving.
- Utilizing one of the many specialty training kits available only to WTRMTR campaign participants:
 - Bullying Prevention on the School Bus
 - Coaching the Emergency Vehicle Operator – Police II
 - Coaching the Refuse Truck Driver II
 - Coaching the Van Driver II
 - Coaching the Transit Bus Driver
 - Coaching the Emergency Vehicle Operator – Fire
 - Coaching the Professional Truck Driver
 - Coaching the Maintenance Vehicle Operator II
 - Coaching the Straight Truck Driver 2
 - School Bus Safety
 - Transporting Students with Special Needs
 - Transit and Para-Transit Operator Development
 - Cell Phone Policy and Distracted Driving

20) How do I track my training progress in order to meet my 90 percent goal for the first year of the campaign?

Sign-in sheets for student attendance are available on the VMLIP Website along with other instructor reference materials. These are in Microsoft Word format and can be customized for each class. Type

the names of each attendee on the roster prior to each class and then have the students sign-in when they arrive. A less desirable option is to have class participants print and sign their names. It is up to the instructor to ensure the writing is legible in order to facilitate attendance verification process. Mail/e-mail legible sign-in sheets to Karen Wall, senior administrative assistant, VMLIP, PO Box 3239, Glen Allen, VA 23058, kwall@vmlins.org.

21) How do I check motor vehicle records?

Local government entities may apply for access to DMV records by downloading an Information Use Agreement Application (US531A) directly from the DMV Web site. If you would prefer to receive the Information Use Agreement Application in the mail, contact DMV at (804) 497-7155. The application requests information regarding the purpose(s) of your access, security measures you will follow to ensure protection of records, and the names of authorized users. **DMV must approve your application before you will be granted access to records.** Access is available electronically, by walk-in, or by letter. There is no fee for local government entities to access this information for their employees.

Successful applicants will be assigned a password fob to be used each time driving records are accessed. You can apply for online access by calling Use Agreement Services at (804) 367-1499 or by visiting DMV's Web site at: www.dmvnow.com.
<http://dmvnow.com/webdoc/commercial/governmental.asp> .

22) Where can I get a sample fleet management/vehicle use policy?

VMLIP has sample fleet related policies and procedures and can be found in the Fleet Management Module. This information can be requested by contacting your safety consultant or Karen Wall, senior administrative assistant : 800-963-6800 ext. 7329 or by e-mail: kwall@vmlins.org. As with any sample policy, it is important to carefully review and edit the policy reflect your organization goals. Merely adopting a policy that will not be enforced creates liabilities and is discouraged.

23) Who should be trained in the second year of this Agreement to meet my annual 50 percent goal thereafter?

Training can vary depending on your entity's needs. VMLIP encourages you to focus on drivers who are most in need of training: recent hires, existing employees who are new to driving your vehicles, those who need additional training as a result of poor driving performance (accidents or observation of unsafe driving behaviors, information on their driving record that causes concern.) However every driver receiving training under the campaign should have received a minimum of one hour of instructional training at a minimum every other year.

24) What if the participating Member does not meet the goals under the Agreement?

Failure to meet the requirements under the signed Agreement will result in the member reimbursing the pool for costs associated with training the instructors and resources that have been used or not returned.

25) How does the RMG relate to my WTRMTR credit?

Members who are seeking to meet the goals of the WTRMTR campaign shall complete RMG elements in sections 4, 8, and 12 with either YES or N/A responses as they apply to your organization. Tier I members will only need to comply with those fleet safety elements in section 4 while Tier II members will be required to complete sections 4 and 8. Tier III members are expected to meet the requirements in sections 4, 8, and 12 in order to qualify for their RMG credit under WTRMTR.

Any "NO" or unanswered response will disqualify you from receiving your auto liability premium credit and voiding the terms of your Agreement.

26) What are some other training options available to me as an instructor?

Reference the answer to question 18 in this document

VMLIP Contact Information

Karen Wall, Sr. Administrative Assistant – kwall@vmlins.org

Fonda Craig, Sr. Safety Consultant – fcraig@vmlins.org

Matt Reid, Sr. Safety Consultant – mreid@vmlins.org

Pete Strickler, Sr. Safety Consultant – cstrickler@vmlins.org

Thomas Bullock, Law Enforcement Specialist – tbullock@vmlins.org

Beth Rosenthal, Director of Safety Services – brosenthal@vmlins.org

COUNCIL/STAFF REPORTS ON BOARDS & COMMISSIONS

WORK SESSION

A. City Council Priorities Discussion for 2015 – 2016



September 10, 2015

To: Mayor & Council Members
From: R. Randy Martin, City Manager
Subject: Council Priorities Discussion for FY 2015 – 2016

As discussed during previous meetings and correspondence, included on the agenda for September 14, 2015 is a work session for Council to discuss a short list of top priorities for Management to focus on in the remainder of 2015 – 2016. Council members were asked to think about a couple of priority items with the Council hopefully reaching a consensus at this session to provide me input for the areas of focus in the months ahead.

I will mention that several priorities continue to be a focus based upon previous direction and action from Council. These include: the Madison Street CDBG project; further evaluation of health insurance options for the city; personnel policy review and update; refunding/restructuring of city debt; city financial software conversion; the city/county utility study; and, next steps on a rental housing inspection program. These seven major tasks will all involve significant energy and resources, but I welcome Council guidance as we balance priorities along with all the other miscellaneous functions of City government in the months ahead.

For your information, I am enclosing the vision statement and priorities adopted by Council in June, 2015 for the next 3 years. Also enclosed for information is the previously approved 2014 – 2015 goals document that was included in the budget. These documents provide a summary of the areas of focus for the past couple of years which may be a useful reference tool for your discussions.

Enclosure



City Council Priorities

OVERVIEW

The municipal goals or priorities for the City of Franklin as approved by Council in FY 2013-2014 are included herein for reference. These priorities were generally grouped by service area or related departmental activities and for the past two years, established priorities for city operations and activities. In developing these goals, management solicited input from the members of Council during prior year work sessions and from each City Department. The list was not intended to be an all-inclusive listing. Rather, it was a summation of specific areas of responsibility for which city resources should be prioritized and focused. Much progress has been achieved, but like all plans an update was necessary.

To this end, earlier this calendar year, Council held a planning retreat at which updated Council priorities were discussed and from which a new vision statement was developed. As agreed at the retreat for next steps, the revised vision statement is included in the proposed budget for formal adoption by Council. Appended herein following the City Council priorities previously approved in FY 2013-2014 are the proposed vision statement and the “Franklin City Council Three-Year Priorities dated January 31, 2015”. These updated priorities are organized in the form of a Franklin City Council Quality of Life Vision for the year 2030 and are divided into six vision target areas as follows:

- ❖ **Economic Development**
- ❖ **Education**
- ❖ **Housing**
- ❖ **Regionalism & Partnerships**
- ❖ **City-wide Infrastructure**
- ❖ **Public Services**

It is recommended that Council likewise formally adopt these priorities after which as detailed in the plan documents, City Management with input from staff, “will develop a strategic work plan to address Council’s priorities to include a timetable and responsibility and provide for Council’s endorsement”.

FY 2013-2014 Goals

ADMINISTRATION/ PUBLIC RELATIONS

- Communicate and interact with citizens and customers utilizing available technology and other more traditional cost-effective means focused on being as citizen, customer and business friendly as possible – evaluate and improve information technology capabilities and resources to further City interests in all service areas
- As a governmental entity, implement legally compliant policies that ensure fairness in the treatment of citizens and customers in as professional and business-like an environment as is practical
- Evaluate municipal operations with a balanced approach aimed at providing as high a quality of designated services as possible while minimizing the costs necessary to provide priority services – pursue initiatives to illicit and promote volunteerism as a citizen engagement and cost reduction technique
- When evaluating and developing service priorities, apply as a “litmus test” the impact and potential to preserve or improve on all aspects of the community’s quality-of-life.
- Maintain a financial management system with established Council benchmarks and performance standards that ensure the long-term financial well-being of the City and its essential funding obligations
- Promote intergovernmental and interagency cooperation with neighboring counties and through regional partnerships – pursue cost-effective “win-win” opportunities to promote optimum service levels at minimal cost
- Support Community Organizations that promote the City through their sponsorship of major public events which showcase the community and provide services which enhance the general quality-of-life of residents and visitors or otherwise accomplish a city goal
- Maintain a qualified and capable municipal work force focused on the efficient delivery of services – promote a safe working environment where the well-being of employees is valued – implement a locally competitive compensation package that attracts and retains employees dedicated to public service

- Complete required update of the Community's Comprehensive Plan including a component on regional collaboration particularly within designated revenue sharing zones outside the City in cooperation with neighboring counties
- Enhance economic development efforts and community readiness to promote private investment and job creation (e.g. regulatory, utility infrastructure, educational achievement, other key competitiveness criteria)
- Broaden economic development focus to ensure inclusion of not only diversified industrial development, but also commercial business recruitment and retention efforts; governmental & service industry investment; health care industry expansion interests; tourism opportunities; and, cultural/heritage possibilities
- Streamline City-County Consolidated Community Development Planning & Inspections services to meet needs as cost efficiently as possible while maintaining quality customer service and regulatory compliance at all levels
- Develop and maintain a comprehensive Capital Improvements Program (CIP) to meet and finance capital outlay needs of the City in all service responsibility areas for at least five years into the future

PUBLIC SAFETY

- Provide as well-trained and professional a police agency as possible that is adequately equipped and staffed to reasonably ensure the delivery of high quality and reliable community policing services to meet the City's public health, welfare and safety responsibilities and needs as determined by the City Council
- Provide as well-trained and professional a Fire & Emergency Medical Services (EMS) response agency as possible that is adequately equipped and staffed to reasonably ensure the delivery of high quality and reliable emergency services to meet the City and service response area's public health, welfare and safety responsibilities and needs as determined by the City Council-position resources strategically to optimize emergency response times
- Ensure the safety of citizens and public safety providers by maintaining an efficient and reliable emergency communications system
- Protect citizens and property through development and maintenance of a well-organized Emergency Operations Plan (EOP) outlining resources, procedures, mutual aid arrangements and designating responsibilities for emergency preparedness and response

PUBLIC UTILITIES/PUBLIC WORKS

- Provide a safe, reliable, cost-effective and efficient electric utility power supply system to ensure the provision of essential regulatory compliant electric service to all customers served within and outside the city limits – evaluate the long-term value of the system and its service obligations including a peer provider alternatives analysis component
- Provide a cost-effective and efficient public water supply system to ensure the provision of essential, safe, reliable and regulatory compliant potable water for customer consumption and to meet fire protection and economic development needs – assess capabilities, feasibility and needs for regional water supply approaches
- Provide an efficient and reliable public wastewater collection and treatment system to ensure the public health and safety while protecting environmental quality of the receiving stream through regulatory compliance efforts – assess long term alternatives for meeting wastewater needs including regional treatment options
- Provide for and regulate the efficient and cost-effective collection and disposal of solid waste within the City in an effort to protect the public health and welfare – manage the volume of waste disposal to minimize the flow of waste to the landfill including promotion of recycling and reuse opportunities – evaluate and pursue a long-term disposal strategy for the City – study privatization alternatives for solid waste collection services
- Develop and manage a safe and efficient multi-modal system of highways, streets and associated appurtenances for vehicles, non-motorized transportation alternatives and pedestrians
- Implement and maintain a safe and reliable stormwater utility management system for collecting stormwater runoff to protect public health, welfare and safety
- Pursue federal/state assistance to study (i.e. required cost-benefit analysis criteria evaluation) viable alternatives which might mitigate impacts of flooding and related natural disasters on public and private property or otherwise pose a threat to citizens
- Evaluate prioritize and provide for comprehensive parks, recreational and leisure opportunities in terms of facilities and programs for all segments of the population

- Provide safe and FAA regulatory compliant municipal airport facilities and services to customers utilizing the service
- Maintain a system of public infrastructure and buildings, as well as, a fleet of vehicles and equipment to facilitate the safety of employees and others and the provision of services to citizens in as cost-efficient a manner as possible – manage resources by promoting and pursuing energy efficiency opportunities in the provision of City services when determined to be cost-effective alternatives

AGENCY SUPPORT

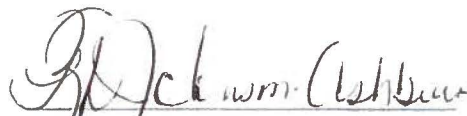
- Provide support for City Constitutional Officers (i.e. Commissioner of Revenue, Treasurer) and Election Registrar responsibilities and functions to meet City obligations and the needs of the citizenry
- Cooperatively provide for shared Constitutional Office Support functions with Southampton County including: Judicial System, Sheriff, Commonwealth’s Attorney and Clerk of the Court to meet the City’s obligations and the needs of the citizenry
- Provide City funding, as determined by the City Council, to satisfy local responsibilities to provide the City share of essential School System funding to meet operating and capital needs – identify and appoint School Board members committed to high caliber student achievement and educational system accountability
- Provide sufficient resources, as determined by the Council, to satisfy local responsibilities for the City’s share of Department of Social Services funding to meet operating and capital requirements and community assistance needs
- Provide the City share of funding, as determined by the Council and contractual obligations, for other important services and agencies including: Blackwater Regional Library, Western Tidewater Regional Jail, CSA, Senior Services, Boys & Girls Club, Smart Beginnings, Paul D. Camp Community College, Franklin- Southampton Economic Development, Inc., Hampton Roads Planning District Commission, Western Tidewater Community Services Board, etc. Excluding obligations for juvenile and adult detention care, the City contributes nearly \$550,000 annually to community agencies and organizations.

Adopted this 9th day of June, 2014

*Vision Statement**

By the year 2030, the City of Franklin, Virginia will maintain our small city identity, heritage, and beauty while being a regional hub for economic opportunities, top-class education, a job-ready workforce, and balanced housing options.

Adopted by Franklin City Council this 3th day of June, 2015,


Raystine Johnson-Ashburn, Mayor



FRANKLIN CITY COUNCIL 3-YEAR PRIORITIES
January 31, 2015

Council Members were asked to identify Priorities that would be most critical to achieving the Vision and Target Areas over the next 3 years. Council used a process of discussion and consensus to arrive at the Priorities, with discussion often noted in the bullets. Staff will develop a Strategic Plan to address the Priorities, including timetable and responsibility, and return this for Council's consideration. Please note that the Priorities have been numbered consecutively for reference only and that they do not indicate priority order.

Economic Development

1	<p>Develop a plan with the Downtown Franklin Association (DFA) to aggressively market Franklin's Downtown</p> <ul style="list-style-type: none"> • Examine/pursue strategies that will enable us to become more marketable • Use best management practices in assisting businesses that may locate here • Consider work session with DFA after Council develops its priorities; have a unified strategy and work together with DFA on relevant priorities
2	<p>Develop a strategy for making Franklin a retail center for northeast North Carolina and western Tidewater</p> <ul style="list-style-type: none"> • Consider new types of businesses as target businesses • Confer/have dialogue with FSEDI on how to market the area as a regional economic center and to address obstacles for new retail • Solidify our shared service agreements and expand those (will need to collaborate with a broader set of localities)
3	<p>Prepare the Route 58 corridor including enhancements and industrial site readiness</p> <ul style="list-style-type: none"> • Consider and adopt Comprehensive Plan recommendations to enhance the corridor • Continue to find funding strategies for deficiencies identified by FSEDI to ensure site readiness at Pretlow Industrial Park • Consider and adopt zoning ordinance changes and additional utility extensions and road extensions as required
4	<p>Work with Southampton Memorial Hospital to improve the quality of health care and to make Franklin a specialty health care option for the region</p>
5	<p>Develop a brand that epitomizes what Franklin has to offer and conduct a targeted marketing effort that will attract people to our city</p>

Education

6	<p>Develop a strategy to improve communication and rapport with the School Board and school officials to achieve greater agreement and trust regarding 1.) desired results (i.e. academic performance) and 2.) Accountability for results and funding</p> <ul style="list-style-type: none"> • Consider a joint retreat to initiate this priority • Ongoing strategies to maintain a positive working relationship
7	<p>Develop and implement a plan to work with public school leaders on a strategic plan for top class public education (i.e. vision, facilities, programs, alternative education, how we enhance the value for education within the community, parental involvement)</p>
8	<p>Develop and implement a well structured strategy with the public schools and PDCCC for achieving a trained workforce for our community</p> <ul style="list-style-type: none"> • Implement a strategy to develop a common workforce development vision • Clarify our needs • Meet with the School Superintendent and President of PDCCC to learn their vision/plans for workforce development in order to find common themes and plans • Develop a curriculum for career/technical dual enrollment at FHS and PDCCC • Improve coordination of all resources

Housing

9	<p>Implement the rental inspection program (to include all components)</p> <ul style="list-style-type: none"> • Housing stock assessment • Funding strategies • Ordinance revision • Adopt and implement regulatory tools
10	<p>Develop a balanced housing plan and strategy that matches needs and demands</p> <ul style="list-style-type: none"> • Define “balanced” and issues to be explored prior to planning • Investigate alternatives for millennial housing • Encourage more one and two bedroom apartments • Modify zoning to enable mixed uses (i.e. residential with commercial, upper floor housing) • Maintain preservation of historic areas • Consider redevelopment needs and potential throughout Franklin • Support the Housing Authority’s efforts to continue moving forward with “In, Up, and Out” to promote self sufficiency and home ownership
11	<p>Develop and implement a plan to market existing housing stock as an asset offered by this community, including as a high value option for prospective home owners (consider how this relates to the branding effort)</p>

Regionalism and Partnerships

12	Develop a relationship with Isle of Wight to work on joint projects <ul style="list-style-type: none"> • Consider an incentive package to present to Isle of Wight to assist in filling the Airway Shopping Center
13	Conduct research on already identified areas in which the City collaborates with Southampton County in order to expand opportunities
14	Identify regional opportunities in the Hampton Roads area of which the City may not be currently taking advantage and explore new partnerships <ul style="list-style-type: none"> • Pursue stronger efforts to acquire foundation funding on a regional basis
15	Lead and develop a regional transportation planning strategy for the Route 58 Corridor to enhance economic development and improve linkages to the Hampton Roads area
16	Continue to pursue regional long range plans for solid waste management
17	Pursue stronger initiatives in the medical services area to promote them on a regional basis (i.e. hospital, health department, health care services)

Citywide Infrastructure

18	Develop and commit to a water and wastewater long range utility plan <ul style="list-style-type: none"> • Improve water quality and availability • Enhance program to address aging water and wastewater systems
19	Continue City beautification initiatives <ul style="list-style-type: none"> • Clean up South Street Corridor and beautify it
20	Continue updating of public buildings, including schools
21	Update our IT capabilities and maintain state of the art media (i.e. PEG, website, telephones)

Public Services

22	Determine need, feasibility, and alternatives for a grant writer and pursue this strategy (consider whether to serve Franklin City only or to have a regional focus)
23	Implement training to enhance customer service and diversity awareness for all City personnel

24	Develop and implement a strategy to have appropriate staffing and succession for key positions
25	Develop and implement a manpower plan for public safety (i.e. preparedness, training, diverse work force reflective of the community, response)
26	Update our personnel policies
27	Update the plan for emergency management response (i.e. to include preparedness for disasters, public health concerns, and haz-mat situations)
28	Update the City's transportation project priorities list, including those that have regional significance
29	Consider new options to enhance public transportation (i.e. Uber, LIFT, I-Ride)