

AGENDA

FRANKLIN CITY COUNCIL

MONDAY, NOVEMBER 28, 2016 – CITY HALL COUNCIL CHAMBERS – 207 W. SECOND AVE.

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

Call To Order · · · · · MAYOR FRANK M. RABIL

PLEASE TURN OFF CELL PHONES · · · · · MAYOR FRANK M. RABIL

PLEDGE OF ALLEGIANCE

CITIZENS' TIME

AMENDMENTS TO AGENDA

1. CONSENT AGENDA

- A. Minutes: November 1, 2016 Called Meeting, November 9, 2016 Called Meeting & November 14, 2016 Regular Meeting
- B. Departmental Reports: October, 2016 (Separate File)

2. PUBLIC HEARING

- A. Franklin City School Board Nominations

3. FINANCE

- A. FY 2015 – 2016 School Division Budget Amendment # 2016 - 22
- B. FY 2016 – 2017 City Budget Amendment # 2017 – 04 & #2017 - 05
- C. Financial Report: October, 2016

4. OLD/NEW BUSINESS

- A. City Manager's Report
 - 1. HRTPO Expansion VDOT Approval
 - 2. City/County Shared Services Report

5. Closed Session

Closed Session - I move that the Franklin City Council meet in Closed Session to consult with the City Attorney pertaining to actual litigation, where such consultation or briefing in open session would adversely affect the litigating posture of the public body pursuant to Virginia Code Section 2.2 – 3711 (A) (7).

Motion Upon Returning to Open Session- I move 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.

6. 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****Commercial Rehabilitation Loan Program****TBA**

CONSENT AGENDA

- A. Minutes: November 1, 2016 Called Meeting, November 9, 2016 Called Meeting & November 14, 2016 Regular Meeting**
- B. Departmental Reports: October, 2016 (Separate File)**

Franklin City Council Called Meeting
November 1, 2016 – 6:00 p.m.
City Council Chambers

The Franklin City Council convened in a Called meeting on Tuesday, November 1, 2016 at 6 p.m. in the Franklin City Hall Council Chambers. The purposes of the Called meeting were: 1) to conduct a joint meeting with the Franklin City Public School Board to discuss the FY 2015 - 2016 School Division Budget deficit and financial procedures and 2) to hold a closed session to discuss and consider the performance of appointees and evaluate the performance of departments.

Council Members in Attendance: Frank M. Rabil, Mayor; Barry Cheatham, Vice-Mayor; Benny Burgess, Linwood Johnson, Mary Hilliard, and Bill Scarboro (Greg McLemore absent).

Others in Attendance: Randy Martin, City Manager; Taylor Williams, City Attorney and Melissa Rollins, Finance Director.

Pledge of Allegiance

The Pledge of Allegiance was recited by everyone in attendance.

Call to Order

Mayor Rabil called the Called meeting of the Franklin City Council to order at 6:00 p.m.

Mayor Rabil stated that the Franklin City Public School Board was invited to have a joint meeting but they declined the invitation to meet as a Board. However, two individual members of the School Board were in attendance and their presence was appreciated.

Mayor Rabil then recognized Councilman Burgess to make comments on a recently released report concerning the amount of the deficit in school spending for FY 2015 – 2016. Media reports of the findings of the FY 2015 – 2016 Annual School Report Financial Section; Superintendent’s Verified Report indicated that the spending for the Franklin City School’s during the period exceeded all sources of revenue by \$1.6 million. Councilman Burgess clarified that this number did not correlate with the \$481,000 School Division operating budget deficit. This report encompassed spending details for broader categories than the operating budget and does not translate directly to the concern of the School Division having spent in excess of their operating budget appropriation last fiscal year.

Mayor Rabil first recognized and offered the opportunity for the two School Board members in attendance to speak to Council if they desired before Citizen’s Time was opened.

Mayor Rabil recognized School Board Member, Will Council. Mr. Council indicated he was not present to represent the School Board, only as a citizen and individual School Board Member who had served several years. He had a few comments. He indicated his desire to defer his comments until Citizen’s Time.

Mayor Rabil then recognized School Board Member, Robert Holt.

Robert Holt spoke not on behalf of the School Board but as a citizen who is in his first term of service on the Franklin City School Board. He noted that decades ago he had previously served on the Franklin City School Board including service as Chairman of the Board. He commented on the success of the Franklin

Franklin City Council Called Meeting
November 1, 2016 – 6:00 p.m.
City Council Chambers

City Schools during the period he served previously. He served 16 years at that time on the School Board. He reviewed his concerns about the current state of affairs in the schools and his experiences as a School Board member during his current term. He expressed concern about the School Division financials and specifically the recently reported budget deficit of \$481,000 for FY 2015 – 2016. He also reviewed his concerns about several expenditure items and budget and internal control practices of the School Division, regarding the Superintendent's latitude in spending approval, financial reporting practices, training and education expenditures, travel and other issues.

CITIZENS' TIME

Mayor Rabil then opened the floor for Citizen' comments related to topics for which this meeting was noticed.

Faith Atkinson of 908 Clay Street, Franklin spoke. She thanked the Council for the opportunity. She recounted her involvement with the Franklin City Schools in various capacities over the past 44 years. She commented on her years of service as a teacher and her interaction with School Board members and Superintendents over the period and about her experiences with the responsibility and accountability of those officials. She requested the City Council act within its authority to address current problems with the school division.

Ed Pickup, 208 Southampton Road, Franklin commented about his concerns with the schools and encouraged the City Council to act with the advice of counsel and do the right thing.

Will Councill, Ward 1 School Board Member; desired to address the citizens present. He stated the School Division hired the best teachers available to work for the schools. He reviewed the progress in school academics, accreditation status progress and stated that good things are happening within the Franklin City Schools.

There being no other citizens desiring to speak, Mayor Rabil then closed the Citizen' Time comment period.

Mayor Rabil then opened the floor for Council members to comment or ask questions of the School Board members present if they were willing to respond.

Councilman Scarboro posed several questions to the School Board members present if they were prepared or desired to respond concerning finances. Board member Holt responded on monthly financial reporting and vouchers. He also commented on the School budgetary development process for FY 2015 – 2016 and the School Board's involvement. Councilman Scarboro thanked Mr. Holt for his responses.

Councilwoman Hillliard questioned how the School Board was going to address the \$481,000 deficit if the Council does not provide additional funding.

Vice-Mayor Cheatham expressed his opinion that the School Board as a whole had failed. He relayed concerns he had heard from citizens about the media report of a spending deficit of \$1.6 million as explained by Councilman Burgess earlier in the meeting. The Vice-Mayor stated he would prefer to

Franklin City Council Called Meeting
November 1, 2016 – 6:00 p.m.
City Council Chambers

withhold judgment on the exact amount until the audit review is further along, but he has not been satisfied that the \$481,000 number has been verified as accurate.

Councilman Burgess stated he had no additional questions. He noted he had nothing to add to his previous statements except that no deficit had been reported of this scale in the history of the schools.

Councilman Johnson questioned why the school system officials had not identified the deficit sooner since the city had raised a concern about a cash deficit last fiscal year. He was concerned about why the School Board was not advised or aware of the issue until October. He felt we needed justice not revenge, but that the Council needed to address the deficit immediately.

Councilman Scarboro noted that his children went through the Franklin Public Schools. He thanked the citizens who had come out to this meeting to show their concern by being present. He advised that some present had children in the schools, but not enough parents had attended or were active in expressing their concerns. He would like to see more parents concerned enough to attend meetings and address concerns about the school system. He was disappointed the School Board did not agree to come tonight for a joint meeting as the Council had requested. He commented on the August 30, 2016 joint meeting he attended. It was a tense meeting, but it was needed for the two boards to work together.

Councilwoman Hilliard stated she was perplexed. She continued that something has to be done. This deficit amount almost equals the revenue generated by 10¢ on the tax rate. She has heard citizens speaking on this matter and she supports actions authorized by the law to address the situation.

Vice-Mayor Cheatham also thanked the Citizens for attending.

Mayor Rabil commented that the Council needed to do what is best for the city and he believes the Council will do the right thing. He further stated officials can delegate but they cannot escape accountability. He reminded Council of the limitations of authority to appointment of the School Board and providing funding support through the budget process. He stated he appreciated some actions of the School Board and that all members did not always agree; but other actions of the School Board have been disappointing.

All Council comments completed, Mayor Rabil asked for a motion to go into Closed Session.

Closed Session

Councilman Burgess made a motion to go into closed session to discuss and consider the performance of appointees and evaluate the performance of departments and to consult with legal counsel regarding specific legal matters requiring the provision of legal advice pursuant to Virginia Code Section 2.2-3711 (A)(1) and (7). Vice-Mayor Cheatham seconded the motion.

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

The Council entered into Closed Session at 6:58 p.m.

Mayor Rabil reconvened the Called meeting at 7:56 p.m. and asked for a motion certifying the Closed Session.

**Franklin City Council Called Meeting
November 1, 2016 – 6:00 p.m.
City Council Chambers**

Vice-Mayor Cheathan made a motion 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. Councilman Burgess seconded the motion.

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

Mayor Rabil then recognized City Attorney Williams who read aloud a proposed Resolution of the Franklin City Council # 2016 – 06 (Copy of the resolution is attached to and made a part of these minutes). Councilman Burgess made a motion to adopt Resolution # 2016 – 06. Councilman Johnson seconded the motion.

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

Adjournment

Councilman Burgess made a motion to adjourn. The motion was seconded by Vice-Mayor Cheatham.

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

The Mayor declared the meeting adjourned at 8:06 p.m.

These Minutes for November 1, 2016 City Council Called Meeting were adopted on the 28th day of November, 2016.

Mayor

Clerk to City Council

Franklin City Council Called Meeting
November 9, 2016 – 7:00 p.m.
City Council Chambers

The Franklin City Council convened in a Called meeting on Tuesday, November 1, 2016 at 7 p.m. in the Franklin City Hall Council Chambers. The purpose of the Called meeting was to discuss and consider the performance of appointees and evaluate the performance of departments.

Council Members in Attendance: Frank M. Rabil, Mayor; Barry Cheatham, Vice-Mayor; Benny Burgess, Linwood Johnson, Mary Hilliard, Bill Scarboro and Greg McLemore.

Others in Attendance: Randy Martin, City Manager; and Taylor Williams, City Attorney.

Call to Order

Mayor Rabil called the Called meeting of the Franklin City Council to order at 7:00 p.m.

Mayor Rabil stated the purpose of the Called meeting was to meet in closed session to discuss and consider the performance of appointees and evaluate the performance of departments.

Mayor Rabil then asked for a motion to enter into closed session.

Closed Session

Councilman Burgess made the motion to convene in a closed meeting pursuant to Virginia Code Section 2.2 – 3711 (A) (1) to discuss and consider the appointment and resignation of members of the Franklin City School Board. Councilman Johnson seconded the motion.

The motion was approved by a 7 – 0 vote.

The Council entered into closed session at 7:03 p.m.

Mayor Rabil reconvened the open session at 7:36 p.m. and asked for a motion certifying the closed session.

Councilman McLemore made a motion certifying “Whereas, the Franklin City Council has convened in a closed meeting on this date pursuant to an affirmative recorded vote and in accordance with the provisions of the Virginia Freedom of Information Act; and,

Whereas, Section 2.2-3712 D of the Code of Virginia requires a certification by this Council that such closed meeting was conducted in conformity with Virginia law;

Now, Therefore, be it resolved that the Franklin City Council hereby certifies that, to the best of each member’s knowledge, (1) only public matters lawfully exempted by Virginia Law were discussed in the closed meeting to which this certification applies, and (2) only such public business matters as were heard, discussed or considered.”

The motion was seconded by Vice-Mayor Cheatham.

The motion was approved by a 7 – 0 vote.

**Franklin City Council Called Meeting
November 9, 2016 – 7:00 p.m.
City Council Chambers**

Action # 1

Councilman Johnson made a motion to accept the resignations of the 7 members of the Franklin City School Board, to wit: Robert N. Holt, Verta M. Jackson, Edna R. King, William E. Councill, Nancy Godwin, Andrea Hall-Leonard and Jeanette Austin. Councilwoman Hilliard seconded the motion.

The motion was approved by a 7 – 0 vote

Adjournment

Councilman Burgess made a motion to adjourn the meeting which was seconded by Councilman Johnson.

The motion was approved by a 7 – 0 vote.

Mayor Rabil declared the meeting adjourned at 7:38 p.m.

These Minutes for the November 9, 2016 City Council Meeting were adopted on the 28th day of November, 2016.

Mayor

Clerk to City Council

The Franklin City Council held its regular meeting on Monday, November 14, 2016 at 7:00 p.m. in the Council Chambers at City Hall.

Council Members in Attendance: Mayor Frank Rabil, Barry Cheatham, Vice-Mayor; Linwood Johnson, Bill Scarboro, Mary Hilliard, Greg McLemore, Benny Burgess.

Staff in Attendance: Randy Martin, City Manager; Taylor Williams, City Attorney; Mark Bly, Director of Power and Light; Chief Vince Holt, Director of Emergency Services; Melissa Rollins, Finance Director; Dinah Babb, Treasurer; and Chief Phil Hardison, Police Department.

Others in Attendance: Officer Kevin Muse, Franklin Police Department; Dan Howe, Executive Director, Downtown Franklin Association, Inc.; Amanda Jarratt, CEO, Franklin/Southampton Economic Development, INC.; Kelvin Edwards, Franklin City Schools Interim Superintendent & Director of Teaching, Learning and Accountability; and Teresa Rose-McQuay; Administrative Assistant and Acting Secretary, Recording Minutes.

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

Minutes: October 24, 2016 Regular Meeting

Mayor Rabil asked if there were any corrections or changes to the minutes. Councilman Scarboro asked for a correction to be made on page 4 to the vote on the Memorandum of Agreement (MOA) with Isle of Wight County be changed to read "the motion was approved by a 6 – 0 vote" instead of 7 – 0. Councilman Scarboro did not vote on this issue; he had recused himself and left the room. Hearing no other corrections or comments, Vice-Mayor Cheatham made the motion to accept the minutes with the necessary correction and Councilman Johnson seconded the motion.

The motion was approved by a 7 – 0 vote.

Finance

Charge Off of 2010 Uncollectable Personal Property Tax/Business License Delinquents

Mayor Rabil recognized Treasurer Babb to present the Personal Property Tax/ Business License Delinquent Charge Offs for 2010. Included in the agenda was a list of Delinquent Taxes for year 2010 that are deemed uncollectable due to the statute of limitations in Virginia State Code 58.1-

3940. Treasurer Babb reported that \$303,461.92 is the total outstanding cumulative amount of delinquent taxes owed to the City of Franklin as of October 31, 2016.

The breakdown of the accounts is as follows:

Real Estate	-	\$154,099.15
Personal Property	-	\$130,658.92
Business License	-	\$ 2,121.63
Meals Tax	-	\$ 16,582.22

Treasurer Babb stated that since her last report there have been 296 DMV stops placed and 192 taxpayers have satisfied their delinquent taxes because of the DMV-Stop Program. The city has received \$123,049.56 from the Virginia Department of Taxation that has been applied to delinquent taxes (Inactive Utility Accounts) since January 2016. There have been 173 vehicle seizures with a total of \$49,208.00 collected in delinquent personal property taxes. Of the 173 vehicle seizures, 9 were sold at auction. There has been one property sold at auction since the last reporting period.

Councilman Scarboro asked what the percentage of customers on payment plans was.

Treasurer Babb stated that there are about 6% of customers on payment plans.

Vice-Mayor Cheatham commended Treasurer Babb on the excellent job that her department has done.

Treasurer Babb thanked him and commended her staff for their diligence and commitment to the action plan that the department has implemented.

Councilman McLemore asked about the chart included in the agenda package.

Treasurer Babb explained that the chart was a year by year comparison so Council could see what has been accomplished over the years.

Councilman Burgess observed that the numbers in the columns were cumulative and you would add the column to get a total.

Treasurer Babb affirmed that would be correct.

Attorney Williams asked Treasurer Babb if these figures include penalty and interest?

Treasurer Babb confirmed that penalty & interest are included.

Vice-Mayor Cheatham made the motion to charge off \$19,630.80 in 2010 personal property taxes and Councilwoman Hilliard seconded it.

The motion was approved with the vote as follows:

Councilman Johnson, AYE; Councilman Scarboro, AYE; Councilwoman Hilliard, AYE; Vice-Mayor Cheatham, AYE; Councilman Burgess, AYE; Councilman McLemore, ABSTAIN; Mayor Rabil, AYE.

Vice-Mayor Cheatham made the motion to charge off \$1,732.00 in delinquent business licenses for 2009 – 2010 and Councilman Johnson seconded it.

The motion was approved with the vote as follows:

Councilman Johnson, AYE; Councilman Scarboro, AYE; Councilwoman Hilliard, AYE; Vice-Mayor Cheatham, AYE; Councilman Burgess, AYE; Councilman McLemore, NAY; Mayor Rabil, AYE.

Charge Off Of Uncollectible Utility Accounts

Mayor Rabil recognized Director Rollins to present the Charge Offs of Uncollectible Utility Accounts for 2010. Director Rollins stated that in accordance with the Charge-Off Policy, the Treasurer has submitted the 2010 Listing of Utility Accounts to be recommended for removal from the City's outstanding receivable. These accounts have exceeded the statute of limitations (greater than five years) for collection.

- In 2010, 662 accounts were finalized or became inactive for the purpose of collecting on any outstanding balances.
- Of the 662 accounts, 104 accounts are included in the 2010 Charge Off recommendation or roughly 15.7% of the total accounts finalized. Charge offs for 2010 are \$15,910 more than 2009.
- The Treasurer's Office has payment arrangements on four (4) accounts totaling \$17,680 in 2009 and were not included in the charge off total.

There are no fiscal impacts expected concerning the recommendation. Charging off specific accounts will reduce the accounts receivable on the books for that account, but will also reduce the allowance for uncollected accounts by the same amount.

The recommended action for City Council is to authorize the write-off of accounts deemed uncollectible by the City Treasurer in the amount of \$109,398.60 which is \$39,782.08 in actual charges and \$69,616.52 in penalties on outstanding utility accounts finalized and uncollected for 2010.

Mayor Rabil asked if there were any questions or comments; there were none.

Councilman Burgess made the motion to authorize the 2010 utility billing charge offs that are deemed uncollectable as recommended by the Treasurer and Vice-Mayor Cheatham seconded it.

The motion was approved with the vote as follows:

Councilman Johnson, AYE; Councilman Scarboro, AYE; Councilwoman Hilliard, AYE; Vice-Mayor Cheatham, AYE; Councilman Burgess, AYE; Councilman McLemore, NAY; Mayor Rabil, AYE.

Monthly Financial Report: September, 2016

Mayor Rabil recognized Director Rollins to present the monthly Financial Report. Director Rollins reviewed highlights of the Financial Report for September, 2016 which reflects the first quarter of the fiscal year totals.

Revenue Highlights – Tax Collections

Overall General Property Taxes collected of \$134,000 reflects a decrease from FY 16 collections of \$234,000.

Real Estate Taxes - \$89,791 less than the prior year resulting from large delinquent accounts that were collected in the 1st quarter of the prior year.

Personal Property Taxes – nearly \$15,000 is comparable to the prior year period

Penalty and Interest – revenue is also down from the prior year period due to previous year delinquent collections.

- Local Sales & Use taxes are \$437,685 or 24.3% of the budget.
- Cigarette Taxes are \$79,146 or 22.9% of the budget.
- Meals Taxes are \$379,804 or 26.7% of the budget.
- Lodging Taxes are \$38,115 or 29.3% of the budget.
- Total Local Tax Revenue is \$934,750 or 25.3% of the total budget.

Year-to-date Estimates are in line with the prior year. Cigarette taxes reflect the largest decrease over the prior year as July and August 2016 receipts were approximately \$16,500 less than the prior year.

Other Revenue Highlights

- Fees from Inspections and Planning Services are in sync with prior period collections
 - City Fees – 37%
 - County Fees – 63%
- Decreases are noted in the following sources:
 - Miscellaneous revenue down by \$60,000 due to one-time real estate sales transactions in the prior year.
 - Revenue from ambulance billing slightly down by \$7,000.
- Increases are noted in the following sources:
 - Street & Highway maintenance funds are up 3.4% or \$14,000 per budget
 - Fire programs grant - \$25,065 – funds were received in the 4th quarter of the prior year.
 - Transfers from Enterprise Funds (Solid Waste & Water & Sewer) per budget.

Revenue Summary

Overall, total current general fund revenue reported at \$2.97 million (13.1% of budget) is a net \$144,000 or 4.6% less when compared to the \$3.09 million (13.8% of budget) realized at 9/30/15.

General Fund Expenditure Highlights

General Fund expenditures overall are in sync with prior year period with \$4.78 million or 21.0% of the budget spent at 9/30/16 compared to \$4.78 million or 21.3% of the budget spent at 9/30/15.

Prior Year Increases

- City Attorney Legal Fees
- Telecommunication cost for most departments
- Finance personnel costs – vacancy filled
- Detention care costs
- Police personnel costs – full time personnel costs up \$26,000 (however less than 25% of budget); overtime costs up \$29,000 – 30% of budget
- Fire & Rescue – timing of contribution to Hunterdale Volunteer Fire Department full time personnel cost increased – one vacancy filled

Prior Year Decreases

- E911 Maintenance service contracts, one time grant expense in prior year
- Public Works – drainage costs
- Community development – one time grant expense in prior year

Enterprise Funds

Airport Fund

- Fuel sales of \$15,228 at 9/30/16 are slightly up from prior quarter sales of nearly \$12,000.
- Other local revenue consists primarily of airport rental fees and is also slightly higher than the revenue realized during the prior quarter.
- Expenditures at 9/30/16 are 16% higher than the prior year period due to various expenditures and the administrative transfer to the General Fund.

Water & Sewer Fund

Revenue Analysis

- Revenue from the sale of water and sewer service charges of \$834,000 at 9/30/16 is tracking 25% (\$166,000) higher than the prior period charges of \$668,000.
 - A 12 – 13% increase was established beginning July 2016 to address critical infrastructure needs of the City’s aging utility system and to allow the city to qualify for various state and federal revenue assistance programs.
 - A part of the increase is associated with prior year (July 2015) changes – billed revenue for the month was recorded in June 2015.

Expenditure Analysis

- Expenditures in the Fund are \$121,000 or 19% less than prior year period; water rehabilitation improvements were made in the prior fiscal year.

Cash Balance

- The cash balance in the Fund at the end of the month is \$1.73 million, a 12% decrease from the \$1.98 million reported at September 2015; cash increased from the balance of \$1.65 million reported August 2016.

Solid Waste Fund**Revenue Analysis**

- Revenue for the Solid Waste Fund is on target with budgeted projections at \$325,256 or 25% and is comparable to the prior year period

Expenditure Analysis

- Total expenditures as shown at \$259,141 are slightly higher than the prior period expenses and represents 16.8% of the total budget.
 - Capital expenses and personnel costs are slightly higher

Cash Balance

- Cash balance at September 30, 2016 is \$420,954

Electric Fund Summary**Revenue Analysis**

- Revenue from energy sales at \$3.87 million is on target at 25.6% of budget; FY16 charges were \$3.40 million or 24% of budget. Revenue from charges for services reflect an increase of 12% from the prior year. This is mostly offset by a 10% increase in cost for energy sales.
- **Expenditures** associated with the sale of energy (excluding fuel adjustment) at \$2.45 million is currently 23% of the total budget. The cost for energy sales is 10% higher than prior year cost of \$2.22 million.
 - Expenditure for debt service is less resulting from lease payment paid last year in September; the FY17 payment was made in October.

Cash Balance

- Cash in the Electric Fund at \$723,389 shows favorable gains increasing by \$270,000 from the prior month period cash of \$453,147.
- **Policy Evaluation** – Cash is below minimum policy guideline of \$1.494 million by \$771,000 and is below the cash position at 9/30/15 by \$218,000.

Utility Aging Report

- The total of active utility accounts for FY16 – 17 as of September 30, 2016 is \$2,143,080. \$1,653,236 is 77% of the total budget. \$425,034 is 20% of the total budget. \$28,910 is 1.3% of the total budget. \$38,029 is 1.7% of the total budget.
- The percentage of 30, 60, and 90 day accounts to total account balance has remained relatively the same (slight variances) as the prior year period.

QZAB Balance

- The total available balance in the 2014 School Division QZAB fund is \$144,457.30. The proceeds must be expended by December 30, 2017.

There were no questions or comments from Council concerning the September, 2016 Financial Report.

OLD/NEW BUSINESS**School Board Vacancy Appointment Schedule & Related Matters**

Mayor Rabil recognized Attorney Williams to present the proposed schedule for filling School Board vacancies by December 15, 2016.

The proposed schedule is as follows:

- A) Place a Notice of Public Hearing in the Tidewater News to run on Wednesday, November 16, 2016. The Notice will announce that the City Council will hold a Public Hearing during its regular meeting on November 28, 2016 to receive public comment and nominations for persons to be appointed to fill vacancies existing in all 6 Wards and in the At Large seat for the Franklin City School Board. A person can be nominated to serve as a representative in the Ward where he or she resides or be nominated to serve as the At Large representative. The appointments to fill the vacancies will be for various periods of time due to the already established staggered terms of office.
- B) On November 28, 2016, at the regular City Council meeting, City Council will conduct a Public Hearing to receive public comment and nominations for persons to fill vacancies on the Franklin City School Board.
- C) After the Public Hearing is closed, Council will schedule dates to interview the persons nominated to fill the vacancies on the Franklin City School Board.
- D) On December 12, 2016, at the regular City Council meeting, City Council will receive motions and vote for the appointment of persons to represent the respective 6 Wards and the At Large positions on the Franklin City Council. The appointments will be for varied periods of time to comply with staggered terms.
- E) Persons appointed to fill the vacancies on Franklin City School Board will need to swear the Oath of Office to be qualified for Office. The first meeting of the newly appointed School Board will be December 15, 2016.

Mayor Rabil asked for the desire of Council. It was the consensus of Council for Attorney Williams to implement the proposed schedule to fill the School Board vacancies.

City Manager's Report

Manager Martin stated that he would answer any questions that Council may have. He had nothing additional to report at this time.

COUNCIL/STAFF REPORTS ON BOARDS & COMMISSIONS

Councilman Burgess reported on the meeting of the Franklin Business Center that was held on November 9, 2016. They have four new applicants to consider for the Franklin Business Center.

Vice-Mayor Cheatham reported on the Shared Services meeting. There were numerous things discussed, the notable item was the new courthouse and the appointment of an architect for that project.

Vice-Mayor Cheatham reported on the Western Tidewater Regional Jail meeting. The audit was reported at the last meeting. The audit had a clean opinion and there were no internal control issues identified.

Vice-Mayor Cheatham also commented on the 121st Anniversary of Piney Grove Baptist Church on November 13, 2016. He stated that he enjoyed the celebration and commended Councilwoman Hilliard for her welcome at the event. He stated that he had attended the event last year and looks forward to more in the future. Vice-Mayor Cheatham said that the congregation is always friendly and inviting. Vice-Mayor Cheatham mentioned the motto on the church's banner, "Love, Unity and Excellence". Vice-Mayor Cheatham noted that their motto should be emulated by everyone. Vice-Mayor Cheatham thanked Councilwoman Hilliard for inviting him to the event and asked Manager Martin to keep a copy of the program on record.

Councilman Johnson reported on the celebration of First Baptist Church, Hall Street commemorating the 150th Anniversary of the church. First Baptist Church is the oldest organization in the City of Franklin. Over the years, there have been great leaders and visionaries that have lead the congregation and First Baptist Church, Hall Street has been a beacon in this community. Councilman Johnson pointed out that there were several important government leaders that attended the celebration.

Mayor Rabil reported that he also attended the celebration at First Baptist Church, Hall Street as well. Mayor Rabil stated that from its humble beginnings on the banks of the Blackwater River to its' current location the church is steeped in history. Mayor Rabil commented that the members of the congregation and the leaders of the church have been and continues to be leaders in the community.

Mayor Rabil also attended the celebration of Piney Grove Baptist Church and commented that it was also a very nice celebration as well. Mayor Rabil noted that between the two churches, he had a full day of celebrating.

Mayor Rabil also invited everyone to come downtown for the Elf parade on December 1st at 5:30 p.m. and the Christmas parade on December 2nd at 7:00 p.m.

Closed Session

Councilwoman Hilliard moved that the Franklin City Council meet in Closed Session to discuss a prospective business or industry or the expansion of an existing business or industry where no previous announcement has been made of the business' or industry's interest in locating or expanding facilities in

the community pursuant to Virginia Code Section 2.2 – 3711 (A) (5) and Councilman Johnson seconded the motion.

The motion was approved by a 7 – 0 vote.

The Council entered into closed session at 7:57 p.m.

Mayor Rabil reconvened the open session at 8:16 p.m. and asked for a motion certifying the closed session.

Councilman McLemore 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 7 – 0 vote.

Adjournment

Councilman Johnson made a motion to adjourn the meeting which was seconded by Vice-Mayor Cheatham.

The motion was approved by a 7 – 0 vote.

Mayor Rabil declared the meeting adjourned at 8:17 p.m.

These Minutes for the November 14, 2016 City Council Meeting were adopted on the 28th day of November, 2016.

Mayor

Clerk to City Council

PUBLIC HEARING

A. Franklin City School Board Vacancies



*Office Of The City Attorney
H. Taylor Williams, IV*

November 23, 2016

From: H. Taylor Williams, IV

To: Members of City Council

Re: Public Hearing to receive public comment and nominations for School Board

City Council has set Monday, November 28, 2016, as the date for the Public Hearing to receive public comment and nominations of persons to serve on the Franklin City School Board. The required Notice of Public Hearing was run in the Tidewater News on Wednesday, November 16, 2016 and will be published again before November 28. All seven seats are vacant due to resignations. There will be nominations for all six wards and for the at large seat. I will list the qualifications to be considered as a representative on the school board:

1. A person must be nominated at the public hearing on November 28. A person can be nominated by anyone, including a person nominating himself or herself.
2. No person can be considered to serve on school board if he/she is not nominated in the public hearing on November 28th.
3. A person can be nominated to represent the ward in which he or she is a resident. A person can be nominated to represent the at large position on school board. A person can be nominated to represent the ward in which he or she is a resident and be nominated to represent the at large position so the nominee can be considered to serve one or the other positions. The nomination should be clearly made so it is understood to be for a ward or for the at large position or to consider the nominee for either a ward or the at large position.
4. Those former representatives of the school board who recently resigned can be nominated to serve on school board.
5. A person being nominated to represent a ward must be a bona fide resident of that ward. A person being nominated to be the at large representative must be a bona fide resident of the city.
6. To serve on the school board a person must be qualified to vote and be a registered voter.
7. No city officer, nor the deputy clerk of any such officer, can be appointed to serve on the school board.

8. No member of city council can be appointed to the school board.
9. No employee of the school board can be appointed to the school board.
10. No father, mother, brother, sister, spouse, son, daughter, son-in-law, daughter-in-law, sister-in-law or brother-in-law of a member of the county governing body may, during his term of such county, city or town be appointed to the school board.
11. These appointments to serve on Franklin City School Board are to fill a vacancy and as such the appointment is not for a regular 3-year term. The appointments will be to fill the unexpired term of the representative of the vacant ward. The appointment for Wards 1 and 3 will expire on June 30, 2017. The appointment for Wards 2 and 5 will expire June 30, 2018. The appointment for Wards 4, 6 and the at large position will expire June 30, 2019. The appointment process occurs in May of every year for the terms that expire on June 30 of that year. Persons appointed to fill the vacancies on school board now can be reappointed for the regular 3 year term if the person is nominated again in a public hearing and is approved by City Council. The new 3 year regular term will begin on July 1 of the year of appointment.
12. No person nominated to serve on school board and appointed by the City Council can begin to serve until he or she first goes to the Circuit Court Clerk's Office in Courtland to be sworn in to office by the clerk of court. The next regularly scheduled school board meeting is currently set for December 15, 2016.

H. Taylor Williams, IV
City Attorney

NOTICE OF PUBLIC HEARING FOR NOMINATION OF PERSONS TO THE FRANKLIN CITY SCHOOL BOARD

The Franklin City Council will conduct a Public Hearing at its regular meeting to be held on Monday, November 28, 2016 at 7:00 p.m. at the Franklin City Hall at 207 West Second Avenue, Franklin, Virginia 23851 for the purpose of receiving nominations for persons interested in serving on the Franklin City School Board and to receive comments on any nominee. Nominations should specify the Ward the nominee resides in and can also specify a nomination for the At Large Seat. Nominations will be to fill existing vacancies in all six wards and for the At Large seat. Any person appointed to fill a vacancy will only serve until the current term expires. Persons appointed will be eligible for reappointment for full terms when the current term expires. Any person desiring to nominate individuals to serve on the Franklin City School Board should attend the Public Hearing date of November 28 and make such nomination as he or she desires. A resume may be presented to Council at that time. No nominee or applicant whose name has not been considered at this Public Hearing shall be appointed as a school board member. The public hearing is to be held at a public facility to be accessible to persons with disabilities. Any persons with questions concerning the accessibility of the facility or those who have need for reasonable accommodations should contact Teresa Rose-McQuay at (757) 562-8508. Persons needing interpreter services for the deaf must notify Mrs. McQuay at least seven (7) days in advance of the hearing.

Franklin City Council
R. Randy Martin, Clerk

FINANCE

- A. FY 2015 – 2016 School Division Budget Update**
- B. FY 2016 – 2017 City Budget Amendment # 2017 – 04 & # 2017 – 05**
- C. Financial Report: October, 2016**



DEPARTMENT OF FINANCE

November 22, 2016

TO: Randy Martin
City Manager

FROM: Melissa D. Rollins *Melissa D. Rollins*
Director of Finance

RE: **Budget Amendment Requests -**

Budget Amendment #2016-22 (FUND 250) – School Fund

Attached is a request to appropriate \$494,643 in carryover funding from FY 14-15 to the FY 15-16 School System Budget to cover operational expenditures. These funds were initially included in the FY 16-17 budget for various capital outlay items contingent upon expenditures and actual budget results for fiscal year 2015-2016. These funds have NOT been re-appropriated by City Council. Based on preliminary audit results, it is recommended that the funds be appropriated to the FY 2015-2016 School Fund budget to assist with the shortfall of expenditures over revenue. (The categories are shown on Budget Amendment #2016-22).

Required Action from City Council

Authorize the appropriation of carryover funds in the amount of \$494,643 to the School Fund (category or categories to be determined). This will result in an increase in total transfers to the School Fund from \$4,987,395 to \$5,482,038 in fiscal year 2015-2016.

Budget Amendment #2017-04 (FUND 100)

The City has been awarded the following grants:

Department	Amount	Purpose
City Council	\$ 5,000.00 *	Matching Grant - Rawls Arts Museum
Total	\$ 5,000.00	

**The FY 16-17 budget includes \$5,000 for the Rawls Arts Museum. Upon receipt of the grant funds from the Virginia Commission for the Arts, the City will send \$10,000 to the Rawls Arts Museum, Courtland, VA.*

November 22, 2016

Required Action from City Council:

Authorize the acceptance of the grant award, amendment to the FY 2016-2017 budget and the appropriation of funds for expenditure.

Budget Amendment #2017-05 (FUND 296)

The Madison Street Neighborhood Revitalization CDBG Project is ongoing and requirements of DHCD require appropriation of all unspent grant funds to the current budget. The amount remaining unspent is \$524,648.

Required Action from City Council:

Authorize the carry forward of unspent budgeted funds for the Madison Street Neighborhood Revitalization CDBG Grant (MY-1) as approve by Franklin City Council and in accordance to DHCD financial guidelines per the line items enumerated on the attached.

BUDGET AMENDMENT 2016-22

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF FRANKLIN, VIRGINIA that the 2015-2016 City Budget is hereby amended as follows:

		Revenue	BUDGET FY 15-16	Amended Budget	Increase/ Decrease
Fund 250- School Fund - Supplemental Appropriation					
Revenue					
41050	100	Transfer from General Fund	4,987,395	5,482,038	494,643
		Total Revenue			494,643
Expense					
60000	11	Technology	1,107,867	1,327,849	219,982
6000	3	Pupil Transportation	523,796	555,317	31,521
6000	1	Instruction	11,724,356	11,967,496	243,140
Fund#100 - General Fund					
Revenue					
41050	4	Prior Year Budget Carryover	-	494,643	494,643
Expense					
93100	9260	Transfer to School - Re Appropriation	-	494,643	(494,643)
					-

- 1) *To authorize carryover of unspent funds from FY 14-15 (per audit) to the FY 15-16 budget in the amount of \$494,643 and appropriate the funds for expenditure in FY 15-16.*

*Certified copy of resolution adopted by
Franklin City Council.*

Clerk to the City

Agenda
Franklin City Council November 28, 2016

BUDGET AMENDMENT 2017-04

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF FRANKLIN, VIRGINIA that the 2016-17 General Fund Budget is hereby amended to recognize additional grant funds:

<u>REVENUE</u>		<u>GENERAL FUND</u>				
				2016-2017	Amended	Increase
				Budget	Budget	(Decrease)
100	24040	8	Arts Grant - Matching Funds	\$ 5,000.00	\$ 10,000.00	\$ 5,000.00
			TOTAL REVENUE			\$ 5,000.00
<u>EXPENSES</u>		<u>GENERAL FUND</u>				
100	11010	5699	Contributions to Community Orgs	\$ 44,939.00	\$ 49,939.00	\$ 5,000.00
			TOTAL EXPENSES			\$ 5,000.00

**Additional revenue per attached grants award notices.*

Certified copy of resolution adopted by

Franklin City Council

Clerk to the City Council

BUDGET AMENDMENT 2017-05

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF FRANKLIN, VIRGINIA that the 2016-2017 City Budget is hereby amended to recognize additional revenues and to appropriate such revenues for new uses.

		2016-2017	TOTAL	INCREASE
296 MADISON STREET NEIGHBORHOOD		<u>BUDGET</u>	<u>BUDGET</u>	<u>(DECREASE)</u>
CDBG FUND				
REVENUE				
296-24000-001	State Aid - Grant	\$ -	\$ 524,648.00	<u>\$524,648.00</u>
	TOTAL			<u>\$524,648.00</u>
EXPENSES				
	ADMINISTRATION			
296-85000-3140	Execution of DHCD Contract	-	9.00	9.00
296-85000-3141	Execution of Project Contract	-	19,886.00	19,886.00
296-85000-3143	Contract Monitoring	-	2,825.00	2,825.00
296-85000-3145	Compliance Review	-	1,000.00	1,000.00
296-85000-3148	Administrative Closeout	-	2,500.00	2,500.00
296-85000-3149	Construction Complete	-	13,800.00	13,800.00
	TOTAL ADMINISTRATION			\$40,020.00
	HOUSING REHABILITATION (Owner)			
296-85000-4301	Owner Construction	-	292,855.00	292,855.00
296-85000-4303	Rehabilitation Specialist	-	41,941.00	41,941.00
296-85000-4305	Temporary Relocation	-	40,000.00	40,000.00
296-85000-4307	Home Maint.Training	-	4,000.00	4,000.00
	TOTAL REHABILITATION (Owner)			\$378,796.00
	HOUSING REHABILITATION (Renter)			
296-85000-4501	Renter Construction	-	67,127.00	67,127.00
296-85000-4503	Rehabilitation Specialist	-	6,221.00	6,221.00
296-85000-4505	Temporary Relocation	-	14,000.00	14,000.00
296-85000-4507	Home Maint.Training	-	1,400.00	1,400.00
	TOTAL HOUSING REHAB			\$88,748.00
296-85000-7604	Sewer Improvements	-	5,955.00	5,955.00
296-85000-7605	Street Improvements	-	11,129.00	11,129.00
	TOTAL SEWER & STREET IMPROVEMENTS			\$17,084.00
	TOTAL EXPENDITURES			<u>\$524,648.00</u>

To carry forward unspent budgeted funds for the Madison Street Neighborhood Revitalization CDBG Grant (MY-1) as approved by Franklin City Council and in accordance to DHCD financial guidelines.

Certified copy of resolution adopted by Franklin City Council.

Clerk to the City Council



Ending October 31, 2016

Based on Unaudited Financial Data

Basis of Reporting

- The information enclosed in the City's Financial Report for the period ending October 31, 2016
- The report contains provisions for **most** revenue and expenditure accruals.
 - Reflects 4 months of revenue & expenditures in most cases (where noted, the 4th month has been estimated)
- Financial Report presentation is consistent with department's objectives to:
 - Report timely, relevant, understandable and accurate financial data
 - Promote accountability through monitoring, assessment and reporting

Revenue Highlights – Tax Collections

- ❑ Overall General Property Taxes collected of \$631,000 reflects a decrease from FY 16 collections of \$755,000.
 - ❑ **Real Estate taxes** - \$130,000 less than the prior year resulting from large delinquent accounts that were collected in the 1st quarter of the prior year.
 - ❑ **Current RE taxes** are on target with prior year period
 - ❑ **Personal Property taxes** at \$209,000 is 10% higher than the prior year period
 - ❑ **Penalty and Interest** revenue is also down from the prior year period due to previous year delinquent collections

General Property Taxes- Overall BUDGET COMPARISON

REVENUE SOURCE	2016-2017	ACTUAL	BUDGET	2015-2016	ACTUAL	BUDGET
	BUDGET	10/31/2016	%	BUDGET	10/30/2015	%
Real Estate Taxes-Current	\$ 5,447,115	\$ 280,452	5.1%	\$ 5,283,742	\$ 278,388	5.3%
Real Estate Taxes-Delinquent	240,000	96,464	40.2%	190,000	225,825	118.9%
Personal Property Taxes-Current	1,500,000	209,119	13.9%	1,367,446	189,458	13.9%
Personal Property Taxes-Delinquent	45,000	16,523	36.7%	65,000	15,363	23.6%
Machinery & Tools	23,578	7,287	30.9%	65,000	0	0.0%
Penalties & Interest Taxes	155,000	21,287	13.7%	135,000	46,387	34.4%
Public Service Corporation Taxes	61,818	0	0.0%	61,818	0	0.0%
GENERAL PROPERTY TAX	\$ 7,472,511	\$ 631,132	8.4%	\$ 7,168,006	\$ 755,421	10.5%

Current	\$ 631,132
Prior Year	\$ 755,421
Net Change \$	-\$124,289
Net Change %	-16.4%

Local Tax Revenue (Budget per Actual Comparison)

	FY 16-17 Budget	10/31/2016	% of Budget Realized
Local Sales & Use*	\$ 1,800,000	\$ 573,096	31.8%
Cigarette Taxes	\$ 345,000	\$ 89,457	25.9%
Meals Taxes*	\$ 1,420,000	\$ 504,804	35.5%
Lodging Taxes*	\$ 130,000	\$ 49,645	38.2%
Total Local Tax Revenue	\$ 3,695,000	\$ 1,217,002	32.9%

*revenue source include a one month projection based on prior history

Local Tax Revenue (Prior Year Comparison)

	Meals Taxes	Lodging Taxes	Cigarette Taxes	Sales Taxes	Total
Oct-15	480,065	48,049	131,752	570,928	1,230,794
Oct-16	504,804	49,615	89,457	573,096	1,216,972
Prior Year \$	24,739	1,566	(42,295)	2,168	(13,822)
Prior Year %	5.15%	3.26%	-32.10%	0.38%	-1.12%
% of Budget	35.5	38.2	25.9	31.4	

Revenue Summary

- Overall, total current general fund revenue reported at **\$4.18 mil** (18.4% of budget) is a net \$843,000 less when compared to the **\$5.02 mil** (22.2% of budget) realized at 10/31/16. The majority is due to timing of revenue sharing payment:

Summary of Revenue Decrease

Revenue Source	Amount
Property Taxes Combined	-124,000
Local sales and use taxes	-\$12,000
Cigarette Taxes	-\$42,000
Meal taxes	+25,000
Misc. Revenue (property sale)	-\$62,000
IOW County rev sharing (received Nov)	-680,000
State Categorical Aid, transfers from other funds, permits & fines	+48,000
Net Reduction	-848,000



GENERAL FUND EXPENDITURES

For the period ending October 31, 2016



General Fund Expenditure Highlights

- General Fund expenditures overall are in sync with prior year period with \$6.42 mil or 28.2% of the budget spent at 10/31/16 compared to \$6.39 mil also 28% of the budget spent at 10/31/15.

NO MAJOR CHANGES FROM THE
SEPTEMBER 2016 REPORT



ENTERPRISE FUNDS

For the period ending October 31, 2016

Based on Unaudited Financial Data

Airport Fund

- Revenue from fuel sales and airport rental fees are on target with budgeted projections – 34% of budget realized.
- Tree Clearing project is complete = 90% of the revenue has been reimbursed by the state

Water & Sewer Fund

- **Revenue Analysis**

- Revenue from the sale of water and sewer service charges of \$1.09 mil at Oct 31 is tracking 33% of budget.

- **Expenditure Analysis**

- Expenditures in the Fund are \$821,579, \$95,000 or 10% less than the prior year; water rehabilitation improvements were made in the prior fiscal year.

- **Cash Balance**

- The cash balance in the Fund at the end of the month is \$1.70 million, a 13% decrease from the \$1.96 million reported last October.

Solid Waste Fund

- **Revenue Analysis**

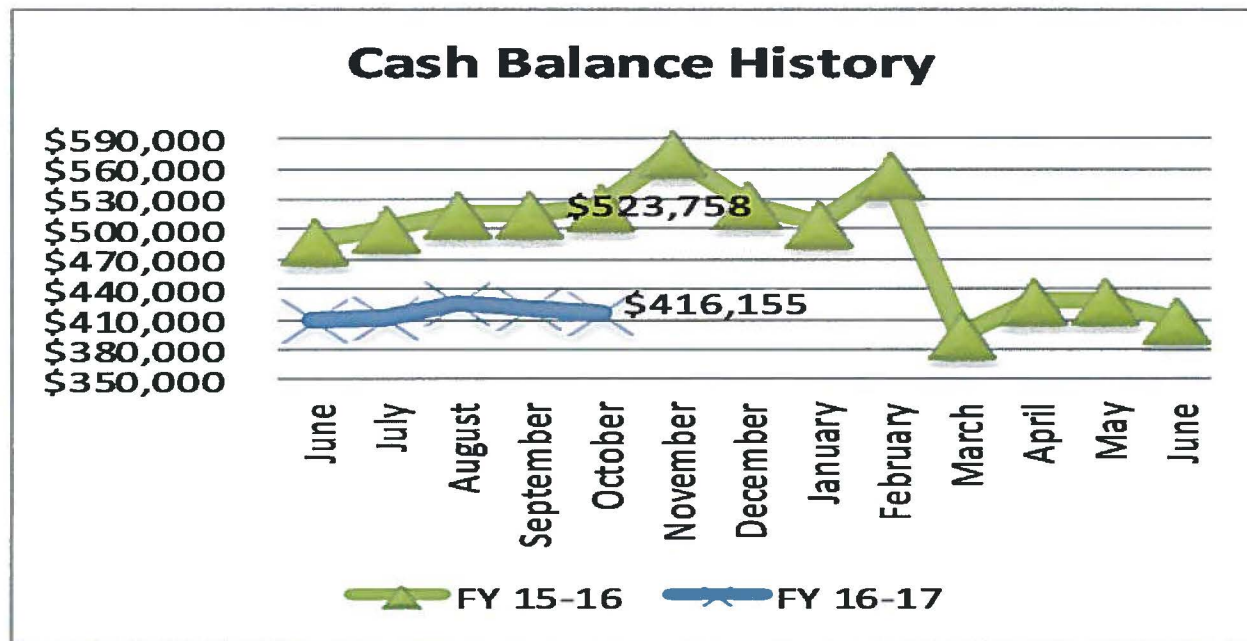
- Revenue for the Solid Waste Fund is on target with budgeted projections at \$435,054 or 33% and is comparable to the prior year period

- **Expenditure Analysis**

- Total expenditures as shown at \$372,150 are slightly higher than the prior period expenses and represents 24% of the total budget.

Solid Waste Fund – Cash Balance

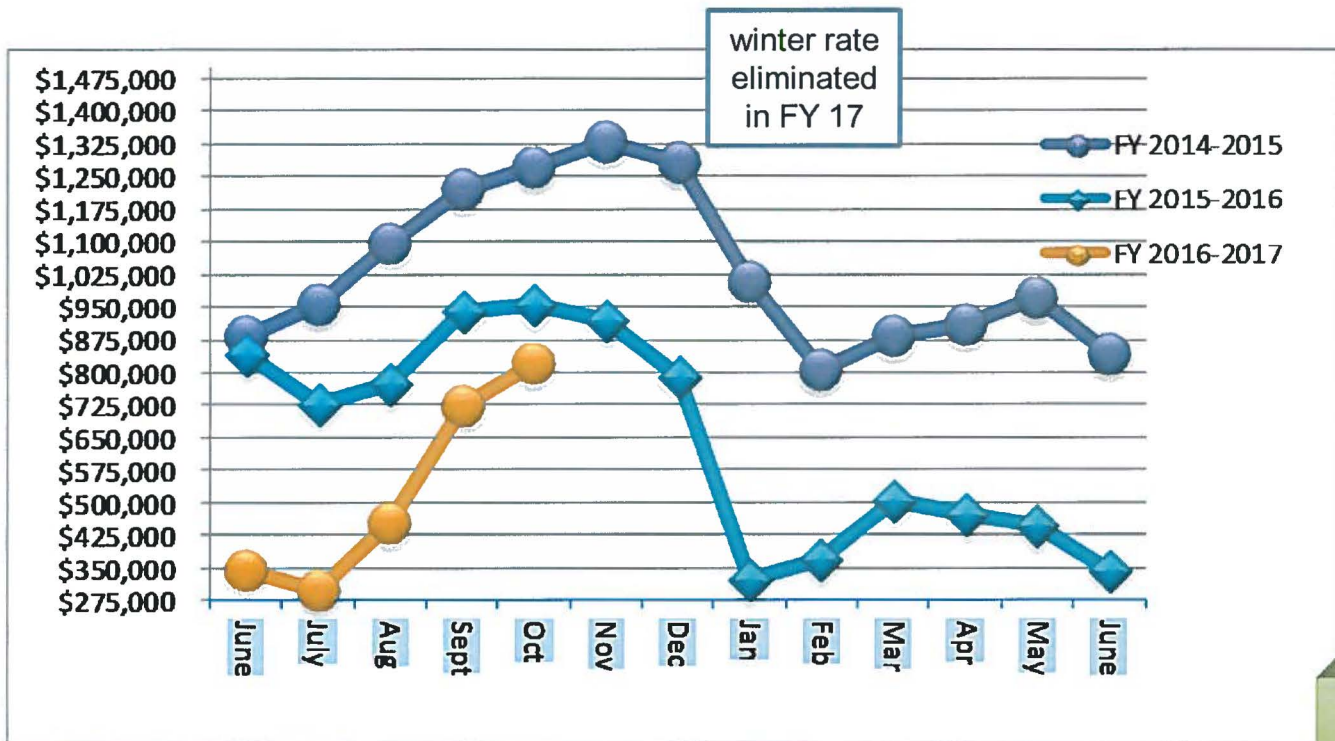
- Cash balance at October 31st = \$416,155



Electric Fund – Revenue Analysis

- **Revenue** from energy sales at \$4.80 mil is on target at 33% of budget;
- **Expenditures** associated with the sale of energy (excluding fuel adjustment) at \$3.16 mil is currently on target with 30% of the total budget expended at October 31st.

ELECTRIC FUND CASH ANALYSIS



Policy Evaluation:

Cash is below minimum policy guideline of \$1.494 million by \$672,000.

Cash in the Electric Fund at \$822,659 show favorable gains increasing by \$93,000 or 12% from the prior month period cash of \$728,000

FY 2016-17 Cash Balance as a Percentage of Annual Revenues (excluding fuel adjustment) at **FYE 10/31/16=822,569** or 5.5%.

ELECTRIC FUND BILLED VERSUS PAYMENT ANALYSIS

FY 2016-2017 REVENUE BILLED VERSUS PAYMENTS COLLECTED ANALYSIS

	Jul-16	Aug-16	Sep-16	Oct-16	Totals
ADJUSTED BILLING	\$ 1,331,565.63	\$ 1,368,230.33	\$ 1,182,707.53	\$ 921,613.12	\$ 4,804,116.61
TOTAL PAYMENTS**	\$ 1,027,103.65	\$ 1,270,296.21	\$ 1,328,762.17	\$ 1,214,391.35	\$ 4,840,553.38
Variance (collected over billed)	\$ 304,461.98	\$ 97,934.12	\$ (146,054.64)	\$ (292,778.23)	\$ (36,436.77)
					100.8%

Billed revenue is 3.3% less than last year

FY 2015-2016 REVENUE BILLED VERSUS PAYMENTS COLLECTED ANALYSIS

	Jul-15	Aug-15	Sep-15	Oct-15	Totals
ADJUSTED BILLING	\$ 1,320,443.35	\$ 1,256,178.96	\$ 1,104,759.75	\$ 969,500.53	\$ 4,650,882.59
TOTAL PAYMENTS**	\$ 1,185,914.31	\$ 1,292,899.51	\$ 1,243,163.11	\$ 1,151,101.61	\$ 4,873,078.54
Variance (collected over billed)	\$ 134,529.04	\$ (36,720.55)	\$ (138,403.36)	\$ (181,601.08)	\$ (222,195.95)

GENERAL FUND FINANCIAL REPORT FOR THE PERIOD ENDING OCTOBER 31, 2016 (Unaudited)

Account Id	Account Description	Prior Revenue	Anticipated	YTD Revenue	Balance/Excess/ Deficit	% Realized	Prior Year Variance
100-3-11010-	REAL ESTATE TAXES	278,388	5,447,115.00	280,452.00	5,166,663.00	5.1%	2,064.00
	DELINQUENT REAL ESTATE TAXES	225,825	240,000.00	96,464.00	143,536.00	40.2%	-129,361.00
100-3-11020-	PUBLIC SERVICE CORPORATION TAXES	0	68,000.00	0	68,000.00	0.0%	0.00
100-3-11031-	PERSONAL PROPERTY TAXES	189,458	1,500,000.00	209,119.00	1,290,881.00	13.9%	19,661.00
	DELINQUENT PERSONAL PROPERTY	15,363	45,000.00	16,523.00	28,477.00	36.7%	1,160.00
100-3-11040-	MACHINERY & TOOLS TAXES	0	23,578.00	7,287.00	16,291.00	30.9%	7,287.00
100-3-11060-	PENALTIES AND INTEREST	46,387	155,000.00	21,286.92	133,713.08	13.7%	-25,100.08
100-3-12010-	LOCAL SALES & USE TAXES	570,928	1,823,000.00	573,096.00	1,249,904.00	31.4%	2,168.00
100-3-12020-	UTILITY TAXES	197,936	516,000.00	192,756.00	323,244.00	37.4%	-5,180.00
100-3-12030-	BUSINESS LICENSE TAXES	1,244	950,000.00	920.00	949,080.00	0.1%	-324.00
100-3-12035-	BUSINESS LICENSE TAXES-PENALTY	89	500.00	869.00	-369.00	173.8%	780.00
100-3-12050-	MOTOR VEHICLE LICENSES	22,920	160,000.00	25,126.00	134,874.00	15.7%	2,206.00
100-3-12055-	MOTOR VEHICLE LICENSES-PENALTY	1,162	23,000.00	2,057.00	20,943.00	8.9%	895.00
100-3-12060-	BANK STOCK TAXES	0	65,000.00	0	65,000.00	0.0%	0.00
100-3-12070-	TAXES ON RECORDATION AND WILLS	8,637	46,000.00	14,443.00	31,557.00	31.4%	5,806.00
100-3-12080-	CIGARETTE TAXES	131,752	345,000.00	89,457.00	255,543.00	25.9%	-42,295.00
100-3-12100-	LODGING TAXES	48,049	130,000.00	49,615.00	80,385.00	38.2%	1,566.00
100-3-12110-	MEALS TAX	480,065	1,420,000.00	504,804.00	915,196.00	35.5%	24,739.00
100-3-12180-	PROBATE TAXES	2,186	2,500.00	701.00	1,799.00	28.0%	-1,485.00
100-3-13010-	PERMITS AND OTHER LICENSES-ANIMAL LICENSES	205	4,000.00	293.00	3,707.00	7.3%	88.00
100-3-13030-	PERMITS AND OTHER LICENSES	48,723	161,220.00	62,860.00	98,360.00	39.0%	14,137.00
100-3-14010-	FINES AND FORFEITURES	7,722	40,250.00	8,049.00	32,201.00	20.0%	327.00
100-3-15010-	REVENUE FROM USE OF MONEY	997	3,250.00	206.00	3,044.00	6.3%	-791.00
100-3-15020-	REVENUE FROM USE OF PROPERTY	127,855	240,796.00	119,493.00	121,303.00	49.6%	-8,362.00
100-3-16010-	CHARGES FOR CURRENT SERVICES	1,452	9,600.00	1,561.00	8,039.00	16.3%	109.00
100-3-16040-	CHARGES FOR OTHER PROTECTION-EMS	132,845	453,051.00	120,207.00	332,844.00	26.5%	-12,638.00
100-3-16060-	CHARGES FOR OTHER PROTECTIONS	90	17,150.00	40.00	17,110.00	0.2%	-50.00
100-3-16070-	MISC BILLING SERVICES						
100-3-16080-	CHG FOR SANITATION & WASTE REMOVAL	2,147	6,150.00	4,630.00	1,520.00	75.3%	2,483.00
100-3-16095-	CHARGES FOR ADMIN-FUNDS	313,275	964,866.00	321,623.00	643,243.00	33.3%	8,348.00
100-3-16130-	RECREATIONAL FEES	2,084	8,150.00	2,711.00	5,439.00	33.3%	627.00
100-3-18990-	MISCELLANEOUS	904,830	1,226,232.00	154,890.00	1,071,342.00	12.6%	-749,940.00
100-3-19020-	RECOVERED COSTS	12,180	295,000.00	3,274.00	291,726.00	1.1%	-8,906.00
100-3-22010-	NON-CATEGORICAL AID STATE	159,991	1,668,897.00	157,588.00	1,511,309.00	9.4%	-2,403.00
100-3-23030-	SHARED EXPENSES-COMM OR REV	19,159	79,876.00	19,353.00	60,523.00	24.2%	194.00
100-3-23040-	SHARED EXPENSES-TREASURER	16,278	72,896.00	16,000.00	56,896.00	21.9%	-278.00
100-3-23060-	SHARED EXPENSES-ELECTORAL BOARD	0	34,723.00	0	34,723.00	0.0%	0.00
100-3-24040-	CATEGORICAL AID - STATE	538,429	2,133,437.00	563,687.00	1,569,750.00	26.4%	25,258.00
100-3-33010-	CATEGORICAL AID -FEDERAL GOVERNMENT	0	22,595.00	5,400.00	17,195.00	23.9%	5,400.00
100-3-41050-	FUNDS TRANSFERS	515,867	2,368,489.00	534,399.00	1,834,090.00	22.6%	18,532.00
	General Fund Revenue Total	5,024,518.00	22,770,321.00	4,181,239.92	18,589,081.08	18.4%	-843,278.08

Account Id	Account Description	Prior Expense	Budgeted	YTD Expended	Balance/Excess/ Deficit	% Expended	Prior Year Variance
100-4-11010-	**CITY COUNCIL **	69,013	185,518.00	61,702.00	123,816.00	33.3%	-7,311.00
100-4-12110-	CITY MANAGER *****	59,142	209,138.00	59,291.00	149,847.00	28.4%	149.00
100-4-12210-	CITY ATTORNEY *****	41,754	190,580.00	61,870.00	128,710.00	32.5%	20,116.00
100-4-12220-	MANAGEMENT SERVICES & HR*****	46,711	138,854.00	26,936.00	111,918.00	19.4%	-19,775.00
100-4-12310-	COMMISSIONER OF THE REVENUE *****	79,806	264,809.00	82,747.00	182,062.00	31.2%	2,941.00
100-4-12320-	REAL ESTATE ASSESSOR *****	13,730	61,525.00	15,158.00	46,367.00	24.6%	1,428.00
100-4-12410-	CITY TREASURER *****	82,191	301,342.00	90,790.00	210,552.00	30.1%	8,599.00
100-4-12430-	ACCOUNTING *****	76,846	337,711.00	89,267.00	248,444.00	26.4%	12,421.00
100-4-12470-	PURCHASING & GENERAL SERVICES****	25,509	90,279.00	27,936.00	62,343.00	30.9%	2,427.00
100-4-12535-	UTILITY COLLECTIONS & BILLING ****	70,493	246,308.00	68,665.00	177,643.00	27.9%	-1,828.00
100-4-12550-	INSURANCE *****	42,661	178,159.00	54,089.00	124,070.00	30.4%	11,428.00
100-4-12560-	INFORMATION TECHNOLOGY*****	144,429	270,021.00	47,913.00	222,108.00	17.7%	-96,516.00
100-4-13100-	BOARD OF ELECTIONS *****	28,162	114,638.00	27,804.00	86,834.00	24.3%	-358.00
100-4-21100-	CIRCUIT COURT ***	0	9,036.00	0	9,036.00	0.0%	0.00
100-4-21200-	GENERAL DISTRICT COURT ***	7,682	18,091.00	6,965.00	11,126.00	38.5%	-717.00
100-4-21600-	CLERK OF CIRCUIT COURT ***	0	50,089.00	0	50,089.00	0.0%	0.00
100-4-21700-	SHERIFF'S OFFICE ***	0	132,877.00	0	132,877.00	0.0%	0.00
100-4-21910-	DISTRICT COURT SERVICE-JUVENILE DETENTION ***	11,962	57,882.00	30,746.00	27,136.00	53.1%	18,784.00
100-4-22100-	COMMONWEALTH'S ATTORNEY ***	0	61,855.00	0	61,855.00	0.0%	0.00
100-4-23000-	WESTERN TIDEWATER REGIONAL JAIL**	461,045	921,980.00	460,990.00	460,990.00	50.0%	-55.00
100-4-31100-	POLICE ***	883,995	3,023,600.00	948,070.00	2,075,530.00	31.4%	64,075.00
100-4-31130-	E - 911 *****	250,709	642,947.00	203,766.00	439,181.00	31.7%	-46,943.00
100-4-32100-	EMERGENCY MANAGEMENT SERVICES ***	735,272	2,329,950.00	702,561.00	1,627,389.00	30.2%	-32,711.00
100-4-34100-	BUILDING INSP & CODE ENFORCEMENT***	155,845	510,362.00	141,462.00	368,900.00	27.7%	-14,383.00
100-4-35100-	ANIMAL CONTROL *****	30,251	105,308.00	30,694.00	74,614.00	29.1%	443.00
100-4-41200-	PUBLIC WORKS-STREET MAINTENANCE****	443,706	2,067,338.00	365,391.00	1,701,947.00	17.7%	-78,315.00
100-4-41330-	PUBLIC WORKS-SNOW REMOVAL ****	0	16,500.00	0	16,500.00	0.0%	0.00
100-4-41500-	PUBLIC WORKS-GARAGE****	67,372	233,442.00	74,610.00	158,832.00	32.0%	7,238.00
100-4-43200-	BUILDING MAINTENANCE-GENERAL*****	190,615	667,722.00	200,590.00	467,132.00	30.0%	9,975.00
100-4-43400-	BUILDING MAINTENANCE-ARMORY***	12,842	48,586.00	10,804.00	37,782.00	22.2%	-2,038.00
100-4-43600-	BUILDING MAINTENANCE-CITY HALL****	54,661	204,035.00	50,975.00	153,060.00	25.0%	-3,686.00
100-4-43700-	BLDG MAINTENANCE-SOC SERVICES****	15,576	80,676.00	13,163.00	67,513.00	16.3%	-2,413.00
100-4-43800-	BUILDING MAINTENANCE-HEALTH DEPT***	5,958	34,533.00	5,895.00	28,638.00	17.1%	-63.00
100-4-51200-	HEALTH DEPARTMENT*****	55,000	110,000.00	55,000	55,000.00	50.0%	0.00
100-4-52200-	MENTAL HEALTH*****	0	35,198.00	0	35,198.00	0.0%	0.00
100-4-71300-	RECREATION*****	130,568	374,601.00	138,786.00	235,815.00	37.0%	8,218.00
100-4-71400-	CEMETERIES*****	13,600	40,500.00	13,872.00	26,628.00	34.3%	272.00
100-4-71500-	SENIOR CITIZENS TITLE III ***	0	6,659.00	0	6,659.00	0.0%	0.00
100-4-71600-	SENIOR CITIZENS NUTRITION ***	10,243	45,679.00	14,709.00	30,970.00	32.2%	4,466.00
100-4-73100-	LIBRARY*****	134,653	304,725.00	139,542.00	165,183.00	45.8%	4,889.00
100-4-81100-	PLANNING AND ZONING****	67,082	200,933.00	54,494.00	146,439.00	27.1%	-12,588.00
100-4-81300-	BEAUTIFICATION COMMISSION ****	1,103	19,528.00	272.00	19,256.00	1.4%	-831.00
100-4-81600-	DOWNTOWN DEVELOPMENT *****	19,353	100,230.00	20,975.00	79,255.00	20.9%	1,622.00
100-4-91300-	PAYMENTS TO SOUTHAMPTON COUNTY ***	0	700,000.00	0	700,000.00	0.0%	0.00
100-4-91500-	NON-DEPARTMENT MISCELLANEOUS***	14,074	22,000.00	16,995.00	5,005.00	77.3%	2,921.00
100-4-93100-	TRANSFERS*****	1,844,293	7,004,577.00	2,005,594.00	4,998,983.00	28.6%	161,301.00
General Fund Expenditure Total		6,397,907.00	22,770,321.00	6,421,089.00	16,349,232.00	28.2%	23,182.00

	Prior Year	Current Year	Variance %
Total Revenue	5,024,518.00	4,181,239.92	-16.8%
Total Expense	6,397,907.00	6,421,089.00	0.4%
Excess/Deficit of Expenses Over Revenue	1,373,389.00	2,239,849.08	17.1%
Cash Balance in Fund	4,095,627.00	3,678,155.00	-17.1%

WATER & SEWER FUND FINANCIAL REPORT (for the period ending October 30 2016)

Account Id	Account Description	Prior Revenue	Anticipated	Current Revenue	YTD Revenue	Balance/Excess/ Deficit	% Realized	Prior Year Variance
501-3-16190-1101	Sale of Water	394,055	1,430,000.00	111,190.00	473,414.00	-956,586.00	33.1%	79,359.00
501-3-16190-1103	Sewer Service Charge	509,163	1,925,000.00	148,565.00	620,311.00	-1,304,689.00	32.2%	111,148.00
501-3-16190-1105	Water Connection Fees	0	0.00	0	7,000.00	7,000.00	0.0%	7,000.00
501-3-16190-1106	Sewer Connection Fees	4,500	0.00	0	4,500.00	4,500.00	0.0%	0.00
501-3-16190-1107	Administrative Connection Fee	2,580	5,000.00	370.00	1,850.00	-3,150.00	37.0%	-730.00
501-3-16190-1118	Sewer Charge - Isle of Wight County	16,492	55,000.00	6,167.00	18,936.00	-36,064.00	34.4%	2,444.00
501-3-16190-1124	Sewer Charge Edgehill - Southampton	7,322	33,000.00	3,418.00	10,881.00	-22,119.00	33.0%	3,559.00
501-3-16190-1503	Interest SNAP	128	0.00	42.00	271.00	271.00	0.0%	143.00
501-3-16190-8081	Miscellaneous Revenue	0	250.00	0	0	-250.00	0.0%	0.00
501-3-41050-0200	Prior Year Budget Carryover	0	268,897.00	0	0	-268,897.00	0.0%	0.00
Water & Sewer Fund Revenue Total		934,240.00	3,717,147.00	269,752.00	1,137,163.00	-2,579,984.00	30.6%	202,923.00

Account Id	Account Description	Prior Expense	Budgeted	Current Expended	YTD Expended	Balance/Excess/ Deficit	% Expended	Prior Year Variance
501-4-44112-	**WATER SERVICE**	495,986	1,258,232.00	118,042.00	303,842.00	-954,390.00	24.1%	-192,144.00
501-4-44113-	SEWER SERVICE *****	65,145	920,301.00	69,038.00	126,803.00	-793,498.00	13.8%	61,658.00
501-4-44120-	WASTE WATER TREATMENT PLANT *****	187,650	742,739.00	89,586.00	208,064.00	-534,675.00	28.0%	20,414.00
501-4-93100-	TRANSFERS *****	124,043	428,828.00	35,735.67	142,943.00	-285,885.00	33.3%	18,900.00
501-4-95101-	DEBT SERVICE *****	43,804	367,047.00	0	39,927.00	-327,120.00	10.9%	-3,877.00
Water & Sewer Fund Expenditure Total		916,628.00	3,717,147.00	312,401.67	821,579.00	-2,895,568.00	22.1%	-95,049.00

	Prior Year	Current Year	Variance	
Total Revenue	934,240.00	1,137,163.00	202,923.00	21.7%
Total Expense	916,628.00	821,579.00	-95,049.00	-10.4%
Excess/Deficit of Expenses Over Revenue	17,612.00	315,584.00		
Cash Balance in Fund	1,961,965.00	1,702,317.00	(259,648.00)	-13.2%

SOLID WASTE FUND FINANCIAL REPORT (for the period ending October 31, 2016)

Account Id	Account Description	Prior Revenue	Anticipated	Current Revenue	YTD Revenue	Balance/Excess/ Deficit	% Realized	Prior Year Variance
502-3-16080-0001	Waste Collection & Disposal Fees	434,126	1,318,079.00	108,210.00	433,466.00	-992,822.57	33%	-660.00
502-3-16080-0002	Sale of Containers	0	0.00	0	58.00	58.00	0%	58.00
502-3-16080-0004	Administrative Garbage Service Fee	2,050	4,000.00	340.00	1,530.00	-2,810.00	38%	-520.00
502-3-41050-0200	Prior Year Carry over	0	212,793.00	0	0	-212,793.00	0%	0.00
Solid Waste Fund Revenue Total		436,176.00	1,534,872.00	108,550.00	435,054.00	-1,208,367.57	28%	-1,122.00

Account Id	Account Description	Prior Expense	Budgeted	Current Expended	YTD Expended	Balance/Excess/ Deficit	% Expended	Prior Year Variance
502-4-42300-	**SOLID WASTE**	248,878	1,222,380.00	88,559.00	271,125.00	1,039,814.14	22%	22,247.00
502-4-93100-	**TRANSFERS**	90,299	293,405.00	24,450.42	97,801.00	220,053.78	33%	7,502.00
502-4-95101-	**DEBT SERVICE**	0	19,087.00	0	3,224.00	15,863.00	17%	3,224.00
Solid Waste Fund Expenditure Total		339,177.00	1,534,872.00	113,009.42	372,150.00	1,275,730.92	24%	32,973.00

	Prior Year	Current Year	Variance	
Total Revenue	436,176.00	435,054.00	-1,122.00	-0.3%
Total Expense	339,177.00	372,150.00	32,973.00	9.7%
Excess/Deficit of Expenses Over Revenue	96,999.00	62,904.00		
Cash Balance in Fund	523,758.00	416,155.00	(107,603.00)	-12.6%

Garbage Collection 2016-2017					
	Jul-16	Aug-16	Sep-16	Oct-16	Total
# of Customers	2802	2806	2813	2809	11230
Subtotal	\$ 108,041.09	\$ 108,471.94	\$ 108,784.37	\$ 108,190.81	\$ 433,488.21
Collected	\$ 105,431.01	\$ 107,432.71	\$ 106,710.06	\$ 109,918.15	\$ 429,491.93
Variance	\$ 2,610.08	\$ 1,039.23	\$ 2,074.31	\$ (1,727.34)	\$ 3,996.28
					99.1%

AIRPORT FUND FINANCIAL REPORT (for the period ending October 31, 2016)

Account Id	Account Description	Prior Revenue	Anticipated	Current Revenue	YTD Revenue	Balance/Excess/ Deficit	% Realized	Prior Year Variance
504-3-16190-0208	Airport Rental & Fees	17,721	60,000.00	4,938.00	20,139.00	-44,799.00	33.6%	2,418.00
504-3-16190-0212	Sale of Jet Fuel	8,607	33,750.00	6,406.00	12,296.00	-27,859.19	36.4%	3,689.00
504-3-16190-0214	Sale of Aviation Gas	8,254	33,750.00	1,844.00	11,182.00	-24,412.63	33.1%	2,928.00
504-3-16190-8041	Miscellaneous Revenue	0	500.00	0	7.93	-492.07	1.6%	7.93
504-3-24040-0415	Maintenance Program	0	3,000.00	0	0	-3,000.00	0.0%	0.00
504-3-24040-0421	Airport Improvements	0	9,600.00	0	0	-9,600.00	0.0%	0.00
504-3-24040-0424	Tree Clearance Grant	0	24,992.00	0	18,183	-24,992.00	72.8%	18,183.00
504-3-33010-0420	Airport Improvements FAA	0	108,000.00	0	0	-108,000.00	0.0%	0.00
504-3-41050-0100	Transfer From General Fund	0	133,249.00	0	0	-133,249.00	0.0%	0.00
Airport Fund Revenue Total		34,582.00	406,841.00	13,188.00	61,807.93	-376,403.89	15.2%	27,225.93

Account Id	Account Description	Prior Expense	Anticipated	Current Expense	YTD Expense	Balance/Excess/ Deficit	% Realized	Prior Year Variance
504-4-20010-	**AIRPORT SERVICE**	69,543	219,090.00	27,453.00	86,857.00	159,686.42	39.6%	17,314.00
504-4-20020-	***CAPITAL OUTLAY***	0	151,240.00	22,729	22,729	151,240.00	15.0%	22,729.00
504-4-93100-	**TRANSFERS**	6,916	36,511.00	3,042.58	12,170.00	27,383.22	33.3%	5,254.00
Airport Fund Expenditure Total		76,459.00	406,841.00	53,224.58	121,756.00	338,309.64	29.9%	45,297.00

	Prior Year	Current Year	Variance \$	Variance %
Total Revenue	34,582.00	61,807.93	27,225.93	78.7%
Total Expense	76,459.00	121,756.00	45,297.00	59.2%
Excess/Deficit of Expenses Over Revenue	-41,877.00	-59,948.07	-18,071.07	43.2%
Cash Balance in Fund	(84,722.00)	(109,729.00)	-25,007.00	29.5%

ELECTRIC FUND FINANCIAL REPORT (for the period October 31, 2016)

Account Id	Account Description	Prior Revenue	Anicipated	Current Revenue	YTD Revenue	Balance/Excess/ Deficit	% Realized	Prior Year Variance
505-3-16190-1200	Sale of Electricity -Fuel Adj	399,555	315,911	19,322.00	102,471.00	-213,440.00	32.4%	-297,084.00
505-3-16190-1201	Sale of Electric Energy-Residential	2,371,488	8,426,042	403,402.00	2,588,559.00	-5,837,483.00	30.7%	217,071.00
505-3-16190-1202	Sale of Electricity-Commercial	1,918,323	6,221,368	470,700.00	2,157,280.00	-4,064,088.00	34.7%	238,957.00
505-3-16190-1203	Cycle & Save	-39,800	-121,000	-9,993.00	-40,030.00	80,970.00	33.1%	-230.00
505-3-16190-1204	Administrative Connection Fee	5,670	18,000	580.00	3,360.00	-14,640.00	18.7%	-2,310.00
505-3-16190-1205	Pole Attachment Fees	0	77,908	0.00	0.00	-77,908.00	0.0%	0.00
505-3-16190-1207	Cut-On Fees and Penalties	55,187	150,000	12,198.00	48,786.00	-101,214.00	32.5%	-6,401.00
505-3-16190-1210	Charges for Street Lights (A)	50,680	152,040	50,680.00	50,680.00	-101,360.00	33.3%	0.00
505-3-16190-1503	Interest SNAP	173	0	7.00	33.00	33.00	0.0%	-140.00
505-3-16190-6001	Sale Of Equipment	426	3,000	0	0	-3,000.00	0.0%	-426.00
505-3-16190-8040	Sale Of Electric Supplies	1,161	4,000	0	0	-4,000.00	0.0%	-1,161.00
505-3-16190-8041	Miscellaneous Revenue	2,320	10,000	407.14	1,429.00	-8,571.00	14.3%	-891.00
505-3-16190-8042	Sale of Surge Protectors	1,715	3,500	415.00	1,670.00	-1,830.00	47.7%	-45.00
Electric Fund Revenue Total		4,766,898.00	15,260,769.00	947,718.14	4,914,238.00	-10,346,531.00	32.2%	147,340.00

(A) Accounting change effective July 1 2016; removes the charges for street lights from residential sale of energy; this was previously a monthly journal entry credit to line item 1201.

Account Id	Account Description	Prior Expense	Budgeted	Current Expended	YTD Expended	Balance/Excess/ Deficit	% Expended	Prior Year Variance
505-4-20010-	ELECTRIC SERVICES****	3,873,101	12,406,235	904,616.00	3,704,571.00	-8,701,664.00	29.9%	-168,530.00
505-4-20020-	ELECTRIC CAPITAL OUTLAY *****	110,410	684,027	34,951.00	50,746.00	-633,281.00	7.4%	-59,664.00
505-4-20050-	TRANSFERS *****	636,464	1,895,062	157,921.84	631,687.00	-1,263,375.00	33.3%	-4,777.00
505-4-95101-	DEBT SERVICE *****	48,456	275,445	23,145	46,144.00	-229,301.00	16.8%	-2,312.00
Electric Fund Expenditure Total		4,668,431.00	15,260,769.00	1,120,633.84	4,433,148.00	-10,827,621.00	29.0%	-235,283.00

	Prior Year	Current Year	Variance	
Total Revenue	4,766,898.00	4,914,238.00	147,340.00	3.1%
Total Expense	4,668,431.00	4,433,148.00	-235,283.00	-5.0%
Excess/Deficit of Expenses Over Revenue	98,467.00	481,090.00	382,623.00	
Cash Balance in Fund	956,592.00	822,659.00	(133,933.00)	-14.0%
Prior Month Cash for Current Year		729,003.00		
Prior Month Change \$		93,656.00		
Prior Month Change %		12.8%		

OLD/NEW BUSINESS

A. City Manager's Report

- 1. HRTPO Expansion VDOT Approval**
- 2. City/County Shared Services Report**



COMMONWEALTH of VIRGINIA

Office of the Governor

Aubrey L. Layne, Jr.
Secretary of Transportation

November 15, 2016

Mr. Robert A. Crum, Jr.
Executive Director
Hampton Roads Transportation Planning Organization
723 Woodlake Drive
Chesapeake, Virginia 23320

Dear Mr. Crum,

The Hampton Roads Transportation Planning Organization's (HRTPO) September 27, 2016 request for expansion of its metropolitan planning area boundary and a redesignation of the HRTPO are hereby approved. The approved expanded planning area boundary is shown on the accompanying reference map labeled: "Metropolitan Planning Area Boundary". This approval, which endorses the HRTPO's proposed inclusion of portions of Southampton County and the City of Franklin east of Route 258 and endorses the HRTPO voting membership to include the two jurisdictions, is appropriate and consistent with federal regulations at 23 CFR 450.310(h) and 312(b); resolutions of the HRTPO and Southampton County and the City of Franklin, and authorizations provided by the Governor's Executive Order 72 of 2008. This signed letter, accompanied by the map, shall serve as the documentation of the approval.

Consistent with the 23 CFR 450 federal regulations, the subject area's transportation plans, programs and projects will require cooperative transportation planning approvals of the HRTPO as well as the Commonwealth.

For information purposes and to satisfy the federal transportation planning requirements, VDOT will be providing copies of this letter and reference map to appropriate offices including those of the Federal Highway Administration and Federal Transit Administration.

Sincerely,



Aubrey L. Layne, Jr.

Attachment (Map)

CC:

Mr. Michael W. Johnson
Administrator, Southampton County
P.O. Box 400
26022 Administration Center Drive
Courtland, VA 23837

Mr. R. Randy Martin
Manager, City of Franklin
207 W. 2nd Ave.
Franklin, VA 23851

Mr. John Malbon
Hampton Roads District CTB member
4920 Southern Blvd.
Virginia Beach, Virginia 23462

Mr. Kevin B. Page
Executive Director
Hampton Roads Transportation Accountability Commission
723 Woodlake Drive
Chesapeake, VA 23320

Ms. Jennifer Mitchell,
DRPT Director
600 East Main Street, Suite 2102
Richmond, VA 23219

VDOT Hampton Roads District Administrator, Jim Utterback

VDOT TMPD, Marsha Fiol

VDOT Programming, Wendy Thomas

VDOT LAD, Julie Brown

VDOT Financial Planning, Laura Farmer

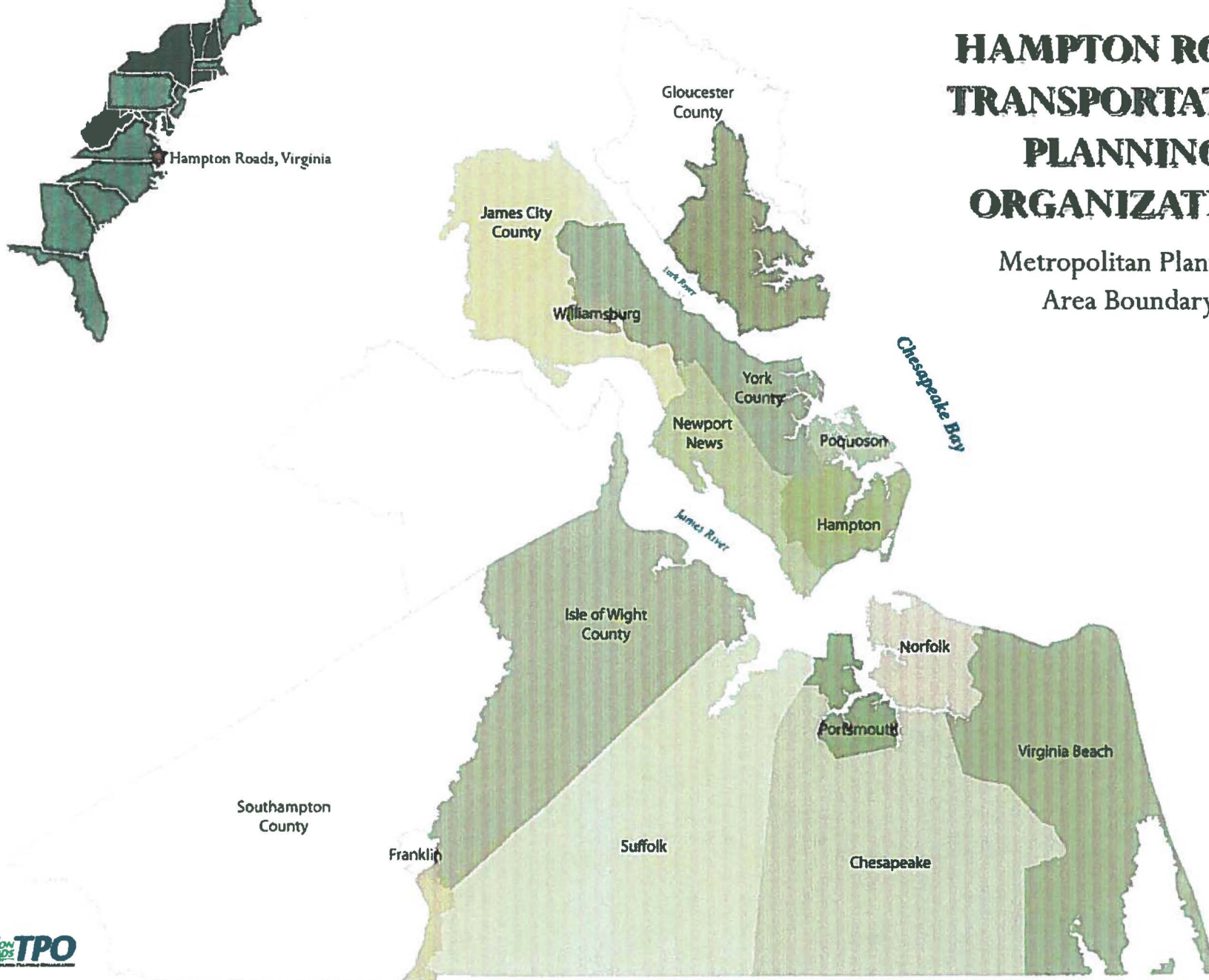
Mr. Ivan Rucker,
FHWA
Community Planner
400 North 8th Street, Suite 750
Richmond, Virginia 23219-4825

Mr. Mack Frost
FHWA
Community Planner
400 North 8th Street, Suite 750
Richmond, Virginia 23219-4825

Mr. Ryan Long,
FTA Region III
1760 Market Street
Suite 500
Philadelphia, PA 19103-4124

HAMPTON ROADS TRANSPORTATION PLANNING ORGANIZATION

Metropolitan Planning
Area Boundary



COUNCIL/STAFF REPORTS ON BOARDS & COMMISSIONS