

**AGENDA**

## FRANKLIN CITY COUNCIL

MONDAY, January 9, 2017 – 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: December 12, 2016 Regular Meeting

2. PUBLIC HEARING

A. Franklin City School Board Nominations Wards 4 &amp; 5

3. FINANCE

A. FY 2016 – 2017 City Budget Amendment #2017 - 07

B. Financial Report: November, 2016

4. OLD/NEW BUSINESS

A. Ward 6 Council Seat Special Election Schedule - H. Taylor Williams, IV

B. City Manager's Report

5. Council/Staff Reports on Boards & Commissions6. Closed Session

Closed Session - I move that the Franklin City Council meet in Closed Session to consider appointments to boards and commissions and 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 it facilities in the community pursuant to Virginia Code Section 2.2 – 3711 (A) (1) and (5).

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.

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****Called Council Meeting – School Board Nominee****TBA****Interviews****Commercial Rehabilitation Loan Program****TBA**

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**CONSENT AGENDA**

**A. Minutes: December 12, 2016 Regular Meeting**

The Franklin City Council held a closed session meeting on Monday, December 12, 2016 at 6:00 p.m. in the Council Chambers at City Hall.

### **Closed Session**

Councilwoman Hilliard made the motion that the Franklin City Council meet in Closed Session to discuss and consider appointments to boards and commissions pursuant to Virginia Code Section 2.2 – 3711 (A) (1) and Councilman Burgess seconded the motion.

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

### **The Council entered into closed session at 6:01 p.m.**

Mayor Rabil reconvened the open session at 6:46 p.m. and asked for a motion certifying the closed session.

Vice-Mayor Cheatham 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 Councilman Johnson.

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

### **Recess**

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

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

### **Mayor Rabil declared the meeting recessed at 6:46 p.m.**

### **Regular Meeting**

The Franklin City Council reconvened its regular meeting on Monday, December 12, 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 (Arrived at 7:19 p.m.), and Benny Burgess.

**Staff in Attendance:** Randy Martin, City Manager; Taylor Williams, City Attorney; Mark Bly, Director of Power and Light; Russ Pace, Director of Public Works; Melissa Rollins, Finance Director; Jennifer Maynard, Voter Registrar; and Chief Phil Hardison, Police Department.

**Others in Attendance:** Lieutenant Kenneth Barham, Franklin Police Department; Dan Howe, Executive Director, Downtown Franklin Association, Inc.; 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**

Ms. LeAnna Leonard of 214 Thomas Street; spoke on behalf of her mother, Andrea Hall-Leonard's role in helping her to participate in college preparatory programs during her high school career. Ms. Leonard is a 2016 graduate of Franklin High School and is a freshman at William & Mary studying anthropology. Several members of Ms. Hall-Leonard's church joined Ms. Leonard in support of her mother being re-appointed to the school board.

Ms. Riste Hall-Blow of 109 Langston Court also shared how Ms. Andrea Hall-Leonard impacted her educational life. Due to the influence of Ms. Hall-Leonard on her life, Ms. Hall-Blow is currently a senior at Virginia Union University where she is mimicking Ms. Hall-Leonard's footsteps as a speech pathologist. She also supported Andrea Hall-Leonard being re-appointed to the school board.

**AMENDMENTS TO AGENDA**

There were no amendments to the agenda.

**Consent Agenda****Minutes: November 28, 2016 Regular Meeting**

Mayor Rabil asked if there were any corrections to the minutes of the November 28, 2016 Regular meeting. Hearing none, he asked for a motion.

Councilwoman Hilliard made the motion to approve the minutes of the November 28, 2016 Regular meeting as presented and Councilman Johnson seconded it.

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

**Minutes: December 5, 2016 Called Meeting**

Mayor Rabil asked if there were any corrections to the minutes of the November 9, 2016 Called meeting. Hearing none, he asked for a motion. Councilman Johnson made the motion to approve the December 5, 2016 Called meeting minutes as presented and Vice-Mayor Cheatham seconded it.

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

**Minutes: December 6, 2016 Called Meeting**

Mayor Rabil asked if there were any corrections to the minutes of the December 6, 2016 Called meeting. Hearing none, he asked for a motion. Vice-Mayor Cheatham made the motion to approve the December 6, 2016 Called meeting minutes and Councilman Johnson seconded it.

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

**Minutes: December 7, 2016 Called Meeting**

Mayor Rabil asked if there were any corrections to the minutes of the December 7, 2016 Called meeting. Hearing none, he asked for a motion. Vice-Mayor Cheatham made the motion to approve the December 7, 2016 Called meeting minutes and Councilman Scarboro seconded it.

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

**Departmental Reports: November, 2016**

There were no questions or comments concerning the departmental reports.

**FINANCE****FY 2016 – 2017 CITY BUDGET AMENDMENTS # 2017 – 06**

Mayor Rabil recognized Finance Director Rollins to present the FY 2016 – 2017 City Budget Amendments # 2017 – 06.

Director Rollins reported that the City of Franklin Electric Department has been unable to fill vacancies with qualified personnel and is currently using contractual services for its electrical services operations in lieu of full staffing. The FY 2016- 2017 budget contained provisions for full time staff as opposed to contractual services. The request is to transfer funds from full time wages (\$300,000) and benefits (\$40,000) in the amount of \$340,000 to cover the contractual services arrangements of River City Construction.

Vice-Mayor Cheatham made the motion to adopt budget ordinance amendment # 2017 – 06 and Councilman Johnson seconded the motion.

Mayor Rabil asked if there were any questions or discussion, hearing none Council voted.

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

**OLD/NEW BUSINESS****School Board Appointments**

Councilman Scarboro made the motion to approve the appointment of Mr. Ron Rusnak as the At Large representative for the School Board and Vice-Mayor Cheatham seconded it.

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

Vice-Mayor Cheatham made the motion to approve the appointment of Mrs. Becky Jester as the Ward 1 representative to the School Board and Councilman Burgess seconded it.

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

Councilman Burgess made the motion to approve the appointment of Mrs. Amy Phillips as the Ward 2 representative and Councilman Johnson seconded it.

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

Councilman Johnson made the motion to approve the appointment of Mrs. Andrea Hall-Leonard as the Ward 3 representative and Councilwoman Hilliard seconded it.

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

Councilwoman Hilliard made the motion to approve the appointment of Ms. Jeanette Austin as the Ward 5 representative and Councilman Johnson seconded it.

The motion failed with the vote as follows:

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

Councilman Scarboro made the motion to approve the appointment of Mr. Robert Holt as Ward 6 representative and Vice-Mayor Cheatham seconded it.

The motion was approved with the vote as follows:

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

Mayor Rabil thanked all of the candidates that applied for the positions on the School Board for their time going through the interview process. Mayor Rabil asked staff to advertise a public hearing for the vacant Ward 4 and 5 seats to receive nominations at the January 9, 2017 Regular meeting.

### **City Manager's Report**

#### **Hampton Roads Planning District 2017 Legislative Priorities**

Manager Martin commented on the handout from the HRPDC 2017 Legislative Priorities for 2017 given to the Council for informative purposes.

#### **Parks and Recreation Advisory Board Recommendation**

Manager Martin distributed a report of his recommendation concerning the status of the Parks and Recreation Advisory Board to all the members of Council. Manager Martin stated that the first few paragraphs are concerning the legalities of the board and the authority of Council. Manager Martin gave an overview of the past action taken by Council concerning the Parks and Recreation board. Manager Martin stated that either he or City Attorney Williams could answer any questions that Council may have concerning this agenda item. Councilman McLemore arrived at the meeting at 7:19 p.m.

Based upon the analysis, Manager Martin recommended to City Council that City Ordinance 2-61 (b) (2), providing for a parks and recreation advisory board, be repealed effective this date. Furthermore, Manager Martin also recommended to the City Council that the City of Franklin Parks and Recreation Advisory Board By-Laws, adopted by City Council on July 25, 2011, be rescinded affective this date.

Council McLemore expressed concern that Manager Martin's recommendation is being considered without a meeting with Council for review.

Manager Martin replied that because of the conflicting nature in the city code and By-Laws it is recommended that Council repeal and rescind both items which will eliminate the conflict and allow for a "clean slate" with any future actions.

Councilman McLemore stated that due to the absence of the Parks and Recreation Advisory Board "no one has been looking after the parks."

Manager Martin stated that he took issue with such an allegation because those duties are overseen by the staff of the Parks and Recreation Department as well as Public Works in some respects not an advisory board.

Councilman McLemore stated that there is a net down at the tennis courts and a few other issues that have not been corrected.

Manager Martin stated that most reported maintenance items that needed to be corrected have been addressed except for items that are costly and need to be budgeted for in the future. Manager Martin defended the staff and reiterated that staff is doing a great job in his opinion managing parks and recreation facilities and activities.

Councilman Johnson commented that he felt the Council should be following the charter in regards to the Parks and Recreation Advisory Board and Council needs to clean up conflicting regulations.

After considerable comments from Councilman McLemore concerning his discontent with the care and maintenance of the parks in the City of Franklin; Mayor Rabil asked for the desire of Council concerning Manager Martin's recommendation.

Vice-Mayor Cheatham made the motion to repeal City Ordinance 2-61 (b) (2) and rescind the Parks and Recreation Advisory Board By-Laws adopted by City Council on July 25, 2011 and Councilman Johnson seconded it.

Mayor Rabil asked if there were any further comments or questions.

Councilman Burgess asked if there would be a retreat or a work session concerning this topic.

Mayor Rabil suggested Council possibly meet in the first quarter of 2017 to discuss where we are and what next steps need to be taken concerning this matter before the next budget cycle.

Councilman McLemore commented that he did not want to see this matter put off again for an indefinite period of time.

Mayor Rabil asked for a vote on the motion.

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; and Mayor Rabil, AYE.



**Action #1**

Councilman Burgess made the motion to recommend to the Circuit Court the following appointees to the City's Board of Zoning Appeals:

1. Alverce Holloway – Ward 3 – term expiring December 31, 2019
2. Beverly Myers – Ward 5 – term expiring December 31, 2020
3. John Marshall – Ward 1 – term expiring December 31, 2020

Vice-Mayor Cheatham seconded the motion. Attorney Williams asked if the Council would put the term 'nunc pro tunc' in the language of the motion. Attorney Williams explained that the term means now for then so as to make sure that the terms stay on the existing schedule for their expiration dates. Councilman Burgess amended his motion to include the phrase 'nunc pro tunc' and Vice-Mayor Cheatham seconded it.

The motion as amended was approved by a 7 – 0 vote.

**COUNCIL/STAFF REPORTS ON BOARDS & COMMISSIONS**

Mayor Rabil reported on the most recent Shared Services meeting with Southampton County. The group discussed the shared services for human resources. They talked about some road issues and the water and sewer study (RFP's for the Water/Sewer study to be submitted before the end of January).

Mayor Rabil raised the issue of the problems with the cell phone services to obtain better reception. It is a work in progress.

Councilman Johnson commented on the Christmas parade and the success of the event.

Vice-Mayor Cheatham thanked the Tidewater News and the Franklin City Public Schools for sponsoring the concert of the Navy Wind Ensemble on December 11, 2016. He reported that it was a great concert and everyone left in good spirits.

Mayor Rabil shared with everyone that Public Works employee, Johnnie Long lost his mother over the weekend. He expressed condolences and asked that we keep their family in our thoughts and prayers.

**Adjournment**

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

The motion was approved by a 7 – 0 vote.

**Mayor Rabil declared the meeting adjourned at 7:46 p.m.**

**These Minutes for the December 12, 2016 City Council Meeting were adopted on the 9<sup>th</sup> day of January, 2017.**

\_\_\_\_\_  
**Mayor**

\_\_\_\_\_  
**Clerk to City Council**

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**PUBLIC HEARING**

**A. Franklin City School Board Vacancies for Wards 4 & 5**

# **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, January 9, 2017 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 will be to fill existing vacancies in Wards 4 and 5. 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 January 9 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 2016 – 2017 City Budget Amendment # 2017 - 07**
- B. Financial Report: November, 2016**



**DEPARTMENT OF FINANCE**

January 3, 2017

TO: Randy Martin  
City Manager

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

RE: **Budget Amendment #2017-07**

**FUND 220 – CAMP FOUNDATION**

- Grants funds were received from the Camp Family Foundations in the amount of \$12,700 to support the operations of the City’s Police Department and Franklin & Hunterdale (Pass through funding) Fire Departments as follows:

<b>CAMP FAMILY FOUNDATION</b>	
Franklin Police Department	\$5,000
Franklin Fire and Rescue	\$5,000
Hunterdale Fire & Rescue	\$2,700
<b>Total</b>	<b>\$12,700</b>

- Franklin Southampton Charities awarded \$10,000 in grant funds to support the operations of the Franklin & Hunterdale Fire Departments.

<b>FRANKLIN SOUTHAMPTON CHARITIES</b>	
Hunterdale Fire & Rescue	\$5,000
Franklin Fire & Rescue	\$5,000
<b>Total</b>	<b>\$10,000</b>

**Required Action from City Council:**

- (1) Accept the various local grant awards, (2) amend the additional revenue to the FY 16-17 budget and (3) appropriate the funds for expenditure as outlined.

## **FUND 204 – SMART BEGINNINGS**

Franklin City Council approved the 2016-2017 Budget for Smart Beginnings to include a contingent projection of prior year carryover. The amount of “**projected**” budgeted carryover was \$38,668. End of year financial reports reflect an “**actual**” cash balance carryover of \$33,325 for a difference of \$5,343. The current year appropriation should be reduced by this amount.

### **Required Action from City Council:**

(1) Amend the FY 16-17 Smart Beginnings Budget by \$5,343 to reflect a reduction in actual carryover from FY 15-16.

## BUDGET AMENDMENT 2017-07

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 revenue for new uses.

				2015-2016	Amended	Increase
				Budget	Budget	(Decrease)
<b>REVENUE</b>			<b>#220 FOUNDATION GRANT FUND</b>			
220	18990	3000	Camp Foundation Grants	\$ -	\$ 12,700	\$ 12,700
220	18990	3001	Franklin Southampton Charities	\$ -	\$ 10,000	\$ 10,000
			<b>TOTAL REVENUE</b>	<b>\$ -</b>	<b>\$ 22,700</b>	<b>\$ 22,700</b>
<b>EXPENSES</b>			<b>#220 FOUNDATION GRANT FUND</b>			
220	31100	5848	Camp Foundation Grant-Police Dept.	\$20,783	\$25,783	\$5,000
220	32100	5848	Camp Foundation Grant-Fire & Rescue	\$41,144	\$46,144	\$5,000
220	91450	4009	Camp Foundation Grant-Hunterdale	\$5,000	\$7,700	\$2,700
220	32100	8117	Fire Prevention-Other Grants	\$13,017	\$18,017	\$5,000
200	91450	4009	F/S Charities-Hunterdale	\$0	\$5,000	\$5,000
			<b>TOTAL EXPENSES</b>	<b>\$ 79,944</b>	<b>\$ 102,644</b>	<b>\$ 22,700</b>
			<b>#204 SMART BEGINNINGS FUND</b>			
204	41050	200	Prior Year FY 16 - Carryover	\$ 38,668	\$ 33,325	\$ (5,343)
204	53110	2300	Hospitalization	\$ 8,086	\$ 2,743	\$ (5,343)

*Certified copy of resolution adopted by  
Franklin City Council*

\_\_\_\_\_  
*Clerk to the City Council*



**CAMP-YOUNTS FOUNDATION**

Post Office Box 813  
Franklin, Virginia 23851  
Telephone (757) 562-3439

December 12, 2016

Mr. Randy Martin  
City of Franklin  
P. O. Box 179  
Franklin, VA 23851

Dear Randy:

On behalf of the Camp-Younts Foundation and Trustee John R. Marks, I am pleased to send our check in the amount of \$10,000. Of this amount, \$5,000 is designated for the Fire Department and \$5,000 is designated for the Police Department. Also enclosed are forms and return envelopes that should be sent to each recipient with their funds.

Thank you for seeing that the funds reach their proper destination. Best wishes for the holidays and a happy and successful New Year.

Sincerely,

Westbrook J. Parker  
Executive Director

**COPY**

Enclosure



SunTrust Bank  
Official Trust Check

12/01/16

NO. 0810139981

\*\*\*\*\*\$10,000.00

PAY Ten thousand and 00/100 Dollars

TO THE ORDER OF  
CITY OF FRANKLIN

FROM THE ACCOUNT OF CAMP-YOUNTS  
GRANT APPROVED/TRUSTEES MTG. 2016

0876-0043-7941501

MA000003 000013

  
AUTHORIZED SIGNATURE  
PAYABLE AT ANY SUNTRUST BANK

⑈0810139981⑈ ⑆061100790⑆ 7019019996⑈

**CAMP-YOUNTS FOUNDATION**

Post Office Box 813  
Franklin, Virginia 23851  
Telephone (757) 562-3439

December 12, 2016

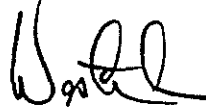
Mr. Randy Martin  
City Manager  
City of Franklin  
Post Office Box 179  
Franklin, Virginia 23851

Dear Randy:

On behalf of the Camp-Younts Foundation and the Camp Foundation, I am forwarding two checks, totaling \$2,700, for the Hunterdale Volunteer Fire Department. We would appreciate if you would disburse the funds to them.

Best wishes for the holidays and a happy and successful New Year.

Sincerely,



Westbrook J. Parker  
Executive Director

Enclosures

IRS regulations require that donors receive acknowledgment for contributions made to organizations such as yours. Therefore, please sign the enclosed copy of this letter and return it to me acknowledging receipt of this grant and that no services or benefits were received by The Camp-Younts Foundation in return for this grant. In addition, please provide documentation by June 30th of how these funds have been used or give a status report if the project is in progress.

**COPY**

-----  
(Signed)

Date

# Franklin Southampton Charities

Post Office Box 276 • 403½ North Main Street • Franklin, Virginia 23851  
Phone: 757/569-1611 • Fax: 757/569-1615 • email: fsc@franklinsouthamptoncharities.com

December 17, 2015

Mr. Randy Martin  
City Manager  
City of Franklin  
P. O. Box 179  
Franklin, VA 23851


Dear Randy:

I am pleased to enclose a grant check in the amount of \$10,000, to be distributed to each of the 2 Fire and Rescue Units as follows. The Board of Directors of Franklin Southampton Charities is happy to be able to support this worthy program.



Franklin Fire Department	\$5,000
Hunterdale Fire Department	\$5,000

Please remember that we ask for a report on the usage of these funds prior to April 1 of next year. If you have any questions, please do not hesitate to contact our office.

Sincerely,



G. Elliott Cobb, Jr.  
Chair, Grants Committee

FRANKLIN SOUTHAMPTON CHARITIES		2027
GRANTS ACCOUNT P.O. BOX 276 FRANKLIN, VA 23851		68-2/510
PAY TO THE ORDER OF	<u>City of Franklin</u>	DATE <u>12-15-16</u>
<u>Ten thousand and 00/100</u>		\$ <u>10,000.00</u>
DOLLARS		 Security Features Microprint Discoloration
FOR	 SUNTRUST ACH RT 061000104	<u>G. Elliott Cobb, Jr.</u>

Account Range: 204-0-100-0100		to 204-0-100-0100		Date Range: 06/01/16 to 06/30/16			
Account No	Description	Type	Begin Balance	Debit	Credit	Net	End Balance
204-0-100-0100	Cash - Smart Beginnings	A	48,066.05 db	3,039.44	17,780.16	14,740.72 Cr	33,325.33 db
	Fund Totals		48,066.05 db	3,039.44	17,780.16	14,740.72 Cr	33,325.33 db
	Fund Balance Totals			33,325.33	0.00		
Total Accounts ==>	1						
	Report Totals		48,066.05 db	3,039.44	17,780.16	14,740.72 Cr	33,325.33 db
	Report Balance Totals			33,325.33	0.00		



Ending November 30, 2016

Based on Unaudited Financial Data

# Basis of Reporting

- The information enclosed in the City's Financial Report for the period ending November 30, 2016
- The report contains provisions for **most** revenue and expenditure accruals.
  - Reflects 5 months of revenue & expenditures in most cases (where noted, the 5th 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 \$2.87 reflects a 17% increase from FY 16 collections of \$2.448 mil
  - ❑ Current Real Estate taxes - \$1.75 million is 504,000 more than the prior year. Collections in November 2016 alone were \$1.55 million compared to \$972,000 collected in November of 2015 on current taxes due. [Conversely, December 2016 collections will be comparably less than the prior year period].
    - ❑ November 2016 figures have been adjusted for 60 day accrual (revenue collected July-August) posted to June 30, 2016.
  - ❑ Delinquent RE taxes of \$129,550 are on target with 54% of the budget realized even though collections lag prior year period
  - ❑ Personal Property taxes at \$833,000 are 55.6% of budget and track similar to prior year
  - ❑ Penalty and Interest at \$35,504, 23% of budget is down from the prior year period due to previous year delinquent collections
  - ❑ Public Service Corporation taxes – reflects zero collections in November. Revenue subsequently received in December 2016 of \$68,168 is 100% of budget.

# General Property Taxes- Overall BUDGET COMPARISON

REVENUE SOURCE	BUDGET	11/30/2016	%	BUDGET	11/30/2015	%
Real Estate Taxes-Current	\$ 5,447,115	\$ 1,754,704	32.2%	\$ 5,456,874	\$ 1,250,416	22.9%
Real Estate Taxes-Delinquent	240,000	129,299	53.9%	190,000	255,407	134.4%
Personal Property Taxes-Current	1,500,000	833,257	55.6%	1,450,000	804,730	55.5%
Personal Property Taxes-Delinquent	45,000	20,096	44.7%	65,000	17,200	26.5%
Machinery & Tools	23,578	8,972	38.1%	23,577	3,452	14.6%
Penalties & Interest Taxes	155,000	35,504	22.9%	145,000	56,580	39.0%
Public Service Corporation Taxes	61,818	0	0.0%	66,863	61,050	91.3%
<b>GENERAL PROPERTY TAX</b>	<b>\$ 7,472,511</b>	<b>\$ 2,781,832</b>	<b>37.2%</b>	<b>\$ 7,397,314</b>	<b>\$ 2,448,835</b>	<b>33.1%</b>

Current	\$ 2,781,832
Prior Year	\$ 2,448,835
Net Change \$	332,997
Net Change %	13.5%



# Local Tax Revenue (Budget per Actual Comparison)

	FY 16-17 Budget	11/30/2016	% of Budget Realized
Local Sales & Use*	\$ 1,800,000	\$ 716,789	39.8%
Cigarette Taxes	\$ 345,000	\$ 115,622	33.5%
Meals Taxes*	\$ 1,420,000	\$ 612,823	43.2%
Lodging Taxes*	<u>\$ 130,000</u>	<u>\$ 62,520</u>	<u>48.1%</u>
<b>Total Local Tax Revenue</b>	<b>\$ 3,695,000</b>	<b>\$ 1,507,754</b>	<b>40.8%</b>

\*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
Nov-15	600,942	56,037	158,258	710,271	1,525,508
Nov-16	612,823	62,520	115,622	716,789	1,507,754
Prior Year \$	11,881	6,483	(42,636)	6,518	(17,754)
Prior Year %	1.98%	11.57%	-26.94%	0.92%	-1.16%
<b>% of Budget</b>	<b>43.2</b>	<b>48.1</b>	<b>33.5</b>	<b>47.1</b>	



Some gain shown in December – total revenue estimated at 45% of budget

# Revenue Summary

- Overall, total current general fund revenue reported at **\$8.63 mil** (38.4% of budget) is a net **\$332,000 more** when compared to the **\$8.30 mil** (35.2% of budget) realized at 11/30/16.

## Summary of Net Revenue Increase

Revenue Source	Amount
Property Taxes Combined	+\$332,000
Permits and Other Licenses	+17,000
Cigarette Taxes	-\$42,000
Meal taxes	+11,000
Misc. Revenue (property sale) – one time source in FY16	-\$62,000
Recovered Costs – timing of recovered cost from County	+46,000
State Categorical Aid – Highway Rev Sharing payments increased	+16,000
<b>Net Increase</b>	<b>+328,000</b>



# GENERAL FUND EXPENDITURES

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For the period ending November 30, 2016



# General Fund Expenditure Highlights

- General Fund expenditures overall are in sync with prior year period with \$7.84 mil or 34.5% of the budget spent at 11/30/16 compared to \$8.13 mil also 35% of the budget spent at 11/30/15. **Primary variances are shown below:**

Account Description	% Expended		Prior Year Variance	Explanation of Prior Year Variance
	11/30/15 Spent	11/30/16 Spent		
TRANSFERS TO OTHER FUNDS	2,259,909	2,460,132	35.1%	200,223 Timing of Budgeted Transfers to Other Funds
POLICE	1,076,125	1,175,744	38.9%	99,619 Increases in FT and OT salaries & wages and benefits, uniforms, decreases in maintenance service contracts
ACCOUNTING	89,902	125,513	37.2%	35,611 Increases in FT wages and benefits and timing of payment for audit services
CITY ATTORNEY	53,232	82,016	43.0%	28,784 Payment of professional services
DISTRICT COURT SERVICE	12,000	40,271	69.6%	28,271 Increases in the costs of Juvenile Detention services
BUILDING MAINTENANCE-GENERAL	242,372	267,416	40.0%	25,044 Increase in FT salaries and wages and benefits, contractual services and repairs and maintenance
INSURANCE	54,995	76,087	42.7%	21,092 Increase in costs for retiree health insurance, more retirees and overlap of prior year costs
RECREATION	153,494	168,401	45.0%	14,907 Increase in FT and PT salaries and wages and benefits and recreational supplies
BLDG MAINTENANCE-SOC SERVICES	24,315	35,277	43.7%	10,962 Increase in repairs and supplies
BUILDING INSP & CODE ENFORCEMENT	191,742	175,529	34.4%	-16,213 Decrease due to position vacancy
MANAGEMENT SERVICES & HR	57,395	37,870	27.3%	-19,525 Decrease due to position vacancy
E - 911	287,370	242,914	37.8%	-44,456 One time PSAP grant expenditures in prior year
EMERGENCY MANAGEMENT SERVICES	893,080	848,533	36.4%	-44,547 Various operational expenses; Slight increase in FT wages and benefits, OT wages are down, receipt of locality funding for Chowan River Basin monitoring credited to fund
INFORMATION TECHNOLOGY	155,861	54,792	20.3%	-101,069 One time expenditures in prior year
PUBLIC WORKS-STREET MAINTENANCE	1,029,738	465,891	22.5%	-563,847 VDOT Street paving project expense in prior year



## ENTERPRISE FUNDS

For the period ending November 30, 2016

Based on Unaudited Financial Data

# Airport Fund

- Revenue
  - Fuel sales and airport rental fees are on target with budgeted projections – 43% of budget realized.
  - Airport rental and fees are on target with 41% of the budget realized.
- Expenditures
  - Tree Clearing project completed with City contributing 9% or \$2,116 of the total costs.
  - Expenditures for jet fuel increased from the prior year period. No purchases had been made at 11/30/15.

# Water & Sewer Fund

- **Revenue Analysis**

- Revenue from the sale of water and sewer service charges of \$1.41 mil at November 30<sup>th</sup> is tracking on target at 41% of budget.

- **Expenditure Analysis**

- Expenditures in the Fund are \$995,000 or 10.6% 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 \$1.82 million, a 7.0% increase from the \$1.70 million reported October 2016, but 10% less than the \$2.0 million reported in the prior year period. [Planned use of fund balance to fund capital improvements].



# Solid Waste Fund

- **Revenue Analysis**

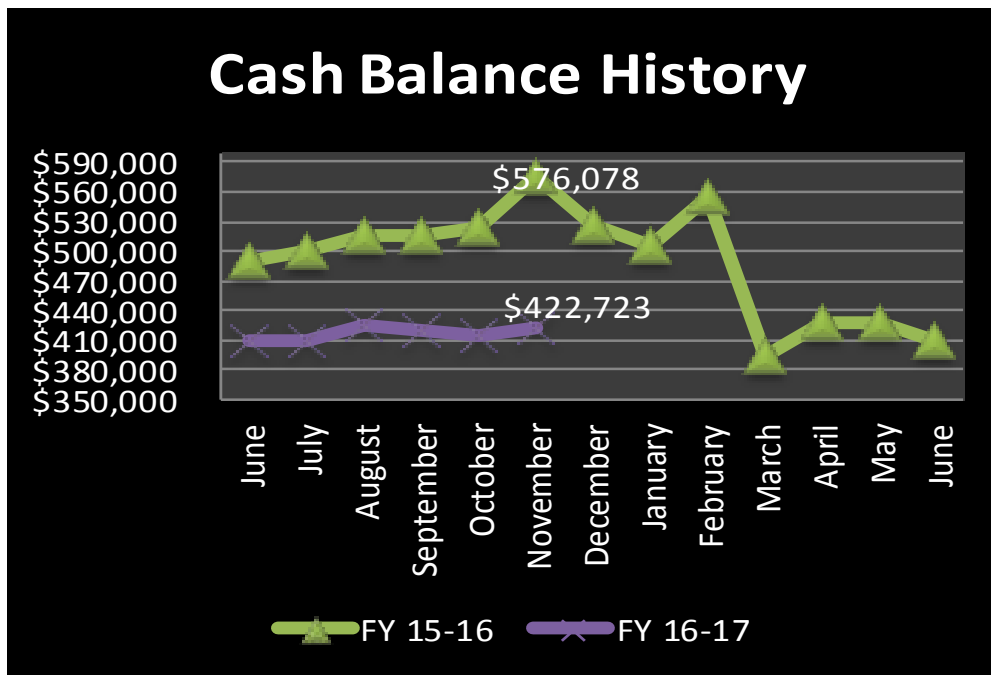
- Revenue for the Solid Waste Fund is on target with budgeted projections at \$544,000 or 41% and is comparable to the prior year period collections of \$541,000.

- **Expenditure Analysis**

- Total expenditures as shown at \$475,557 are nearly \$80,000 or 20% higher than the prior period expenses and represents 31% of the total budget.
  - FT wages and benefits (hiring of vacancies)
  - Tipping fees (due to timing of payments) are higher than the prior year period and in line with budget at 35% spent to date
  - One time equipment purchase in current year

# Solid Waste Fund – Cash Balance

- Cash balance at November 30<sup>th</sup> = \$422,723

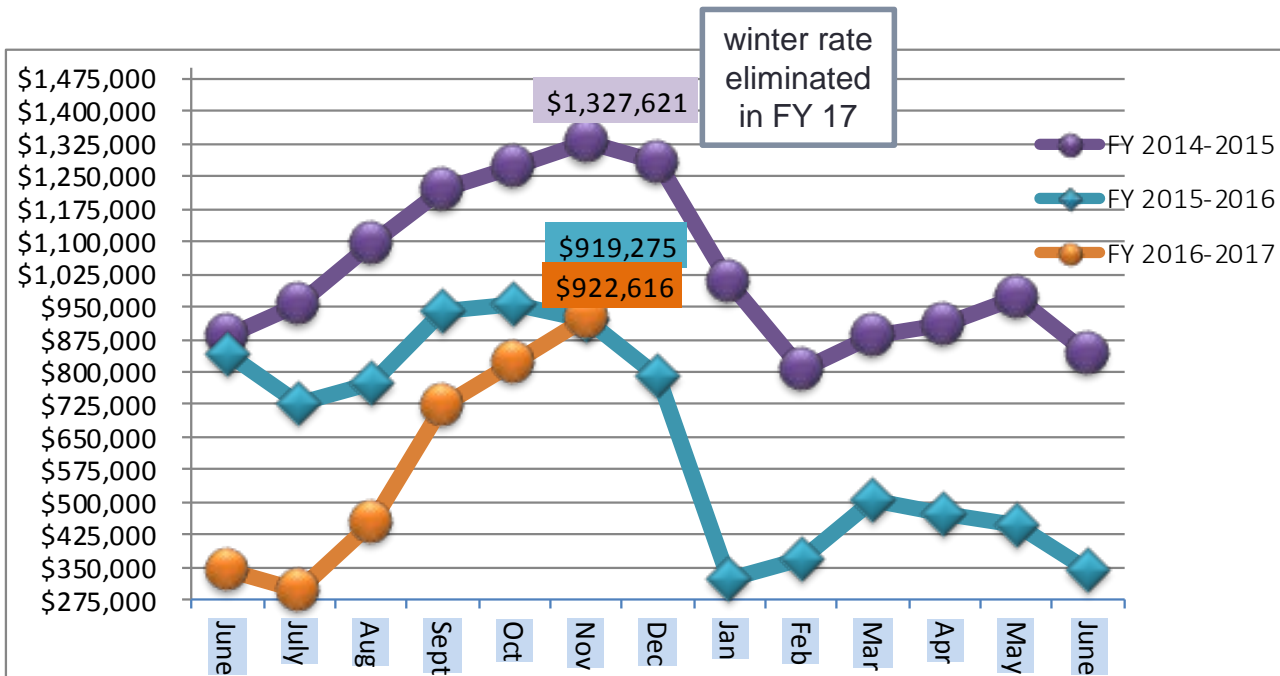


Month	FY 15-16	FY 16-17
June	\$489,888	\$409,400
July	\$500,732	\$410,551
August	\$516,372	\$425,486
September	\$516,226	\$420,154
October	\$523,758	\$416,155
November	\$576,078	\$422,723

# Electric Fund – Revenue Analysis

- **Revenue** from energy sales at \$4.80 mil is on target at 40.3% of budget
- **Expenditures** associated with the sale of energy (excluding fuel adjustment) at \$3.87 mil is currently on target with 37% of the total budget expended at November 30<sup>th</sup>. This is just slightly higher than the prior year period at \$3.62 million, also about 37% of the budgeted expenditures for fuel purchases.

# ELECTRIC FUND CASH ANALYSIS



**Policy Evaluation:**  
Cash is below minimum policy guideline of \$1.494 million by \$571,000.

Cash in the Electric Fund at \$922,616 show favorable gains increasing by nearly \$100,000 or 12.1% from the prior month period cash of \$822,659

**FY 2016-17** Cash Balance as a Percentage of Annual Revenues (excluding fuel adjustment) at **FYE 11/30/16** = **\$922,616** or 6.1%.

# ELECTRIC FUND CASH ANALYSIS

	FY 2014-2015	FY 2015-2016	FY 2016-2017	Prior Year Change
June	\$ 882,030	\$ 842,112	\$ 343,323	
July	\$ 957,000	\$ 724,794	\$ 296,983	\$ (427,811)
Aug	\$ 1,095,099	\$ 774,246	\$ 453,148	\$ (321,098)
Oct	\$ 1,273,878	\$ 956,592	\$ 822,659	\$ (133,933)
Nov	\$ 1,327,621	\$ 919,275	\$ 922,616	\$ 3,341
Dec	\$ 1,284,717	\$ 788,629		
Jan	\$ 1,004,954	\$ 322,369		
Feb	\$ 805,356	\$ 366,352		
Mar	\$ 881,641	\$ 502,204		
Apr	\$ 906,867	\$ 474,040		
May	\$ 968,713	\$ 448,880		

Increase in Cash in current fiscal year (since July 1) is nearly \$577,000



Cash balance of \$922,616 is comparable to the prior year period but trending less than two years prior when cash in the fund had reached \$1.3 million.

A decline in cash is anticipated in December 2016. December VMEA expenditures alone will be \$177K more than the November 2016 charges.

# ELECTRIC FUND BILLED VERSUS PAYMENT ANALYSIS

## FY 2016-2017 REVENUE BILLED VERSUS PAYMENTS COLLECTED ANALYSIS

	July	Aug	Sept	Oct	Nov	Total
ADJUSTED BILLING	\$ 1,331,565.63	\$ 1,368,230.33	\$ 1,182,707.53	\$ 921,613.12	\$ 1,245,028.67	\$ 6,049,145.28
TOTAL PAYMENTS**	\$ 1,027,103.65	\$ 1,270,296.21	\$ 1,328,762.17	\$ 1,214,391.35	\$ 995,069.16	\$ 5,835,622.54
Variance (collected over billed)	\$ 304,461.98	\$ 97,934.12	\$ (146,054.64)	\$ (292,778.23)	\$ 249,959.51	\$ 213,522.74

## FY 2015-2016 REVENUE BILLED VERSUS PAYMENTS COLLECTED ANALYSIS

ADJUSTED BILLING	\$ 1,320,443.35	\$ 1,256,178.96	\$ 1,104,759.75	\$ 969,500.53	\$ 989,526.40	\$ 5,640,408.99
TOTAL PAYMENTS**	\$ 1,185,914.31	\$ 1,292,899.51	\$ 1,243,163.11	\$ 1,151,101.61	\$ 973,281.82	\$ 5,846,360.36
Variance (collected over billed)	\$ 134,529.04	\$ (36,720.55)	\$ (138,403.36)	\$ (181,601.08)	\$ 16,244.58	\$ (205,951.37)



November 2016 Financial Reports  
Detail Reports-All Funds

**GENERAL FUND FINANCIAL REPORT FOR THE PERIOD ENDING NOVEMBER 30, 2016 (Unaudited)**

<b>Account Id</b>	<b>Account Description</b>	<b>Prior Revenue</b>	<b>Anticipated</b>	<b>YTD Revenue</b>	<b>Balance/Excess/ Deficit</b>	<b>% Realized</b>	<b>Prior Year Variance</b>
100-3-11010-	REAL ESTATE TAXES-CURRENT (adjusted for accrual)	1,250,416	5,447,115	1,754,704	-3,692,411	32.2%	504,288
	DELINQUENT REAL ESTATE TAXES	255,407	240,000	129,299	-110,701	53.9%	-126,108
100-3-11020-	PUBLIC SERVICE CORPORATION TAXES	61,050	68,000	0	-68,000	0.0%	-61,050
100-3-11031-	PROPERTY TAXES-CURRENT (adjusted for accrual)	804,730	1,500,000	833,257	-666,743	55.6%	28,527
	DELINQUENT-PERSONAL PROPERTY TAXES	17,200	45,000	20,096	-24,904	44.7%	2,896
100-3-11040-	MACHINERY & TOOLS TAXES	3,452	23,578	8,972	-14,606	38.1%	5,520
100-3-11060-	PENALTIES AND INTEREST	56,580	155,000	35,504	-119,496	22.9%	-21,076
100-3-12010-	LOCAL SALES AND USE TAXES	710,271	1,823,000	716,789	-1,106,211	39.3%	6,518
100-3-12020-	UTILITY TAXES	245,720	516,000	242,986	-273,014	47.1%	-2,734
100-3-12030-	BUSINESS LICENSE TAXES	4,826	950,000	2,373	-947,627	0.2%	-2,453
100-3-12035-	BUSINESS LICENSE TAXES -PENALTY	156	500	979	479	195.8%	823
100-3-12050-	MOTOR VEHICLE LICENSES	55,355	160,000	61,531	-98,469	38.5%	6,176
100-3-12055-	MOTOR VEHICLE LICENSES-PENALTY	1,666	23,000	2,400	-20,600	10.4%	734
100-3-12060-	BANK STOCK TAXES	0	65,000	0	-65,000	0.0%	0
100-3-12070-	TAXES ON RECORDATION AND WILLS	14,703	46,000	17,071	-28,929	37.1%	2,368
100-3-12080-	CIGARETTE TAXES	158,258	345,000	115,622	-229,378	33.5%	-42,636
100-3-12100-	LODGING TAXES	56,037	130,000	62,520	-67,480	48.1%	6,483
100-3-12110-	MEALS TAX	600,942	1,420,000	612,823	-807,177	43.2%	11,881
100-3-12180-	PROBATE TAXES	2,286	2,500	938	-1,562	37.5%	-1,348
100-3-13010-	ANIMAL LICENSES	235	4,000	295	-3,705	7.4%	60
100-3-13030-	PERMITS AND OTHER LICENSES	66,625	161,220	83,439	-77,781	51.8%	16,814
100-3-14010-	FINES AND FORFEITURES	8,200	40,250	10,683	-29,567	26.5%	2,483
100-3-15010-	REVENUE FROM USE OF MONEY	1,167	3,250	241	-3,009	7.4%	-926
100-3-15020-	REVENUE FROM USE OF PROPERTY	139,623	240,796	132,855	-107,941	55.2%	-6,768
100-3-16010-	CHARGES FOR CURRENT SERVICES	4,479	9,600	1,825	-7,775	19.0%	-2,654
100-3-16040-	CHARGES FOR OTHER PROTECTION -AMBULANCE	151,271	453,051	136,963	-316,088	30.2%	-14,308
100-3-16060-	CHARGES FOR OTHER PROTECTIONS	90	17,150	3,791	-13,359	22.1%	3,701
100-3-16070-	MISC BILLING SERVICES	4,010	0	10,734	10,734	0.0%	6,724
100-3-16080-	CHG FOR SANITATION & WASTE REMOVAL	2,425	6,150	7,101	951	115.5%	4,676
100-3-16095-	CHARGES FOR ADMIN-FUNDS	391,594	964,866	402,028	-562,838	41.7%	10,434
100-3-16130-	RECREATIONAL FEES	2,084	8,150	2,711	-5,439	33.3%	627
100-3-18990-	MISCELLANEOUS	931,189	1,226,232	871,895	-354,337	71.1%	-59,294
100-3-19020-	RECOVERED COSTS	24,351	295,000	70,867	-224,133	24.0%	46,516
100-3-22010-	NON-CATEGORICAL AID STATE	991,083	1,668,897	990,141	-678,756	59.3%	-942
100-3-23030-	SHARED EXPENSES-COMM. OF REVENUE	25,775	79,876	25,969	-53,907	32.5%	194
100-3-23040-	SHARED EXPENSES-TREASURER	22,075	72,896	21,797	-51,099	29.9%	-278
100-3-23060-	SHARED EXPENSES-REGISTRAR	0	34,723	0	-34,723	0.0%	0
100-3-24040-	CATEGORICAL AID - STATE	557,896	2,138,437	574,230	-1,564,207	26.9%	16,334
100-3-33010-	CATEGORICAL AID -FEDERAL GOVERNMENT	38,373	22,595	5,400	-17,195	23.9%	-32,973
100-3-41050-	FUNDS TRANSFERS	644,834	2,368,489	667,998	-1,700,491	28.2%	23,164
<b>General Fund Revenue Total</b>		<b>8,306,434</b>	<b>22,490,321</b>	<b>8,638,828</b>	<b>-14,136,493</b>	<b>38.4%</b>	<b>332,394</b>



Account Id	Account Description	Prior Expense	Budgeted	YTD Expended	Balance/Excess/ Deficit	% Expended	Prior Year Variance
100-4-11010-	**CITY COUNCIL **	74,252	190,518	72,170	-118,348	37.9%	-2,082
100-4-12110-	CITY MANAGER *****	72,473	209,138	73,941	-135,197	35.4%	1,468
100-4-12210-	CITY ATTORNEY *****	53,232	190,580	82,016	-108,564	43.0%	28,784
100-4-12220-	MANAGEMENT SERVICES & HR*****	57,395	138,854	37,870	-100,984	27.3%	-19,525
100-4-12310-	COMMISSIONER OF THE REVENUE *****	98,767	264,809	101,584	-163,225	38.4%	2,817
100-4-12320-	REAL ESTATE ASSESSOR *****	17,813	61,525	18,445	-43,080	30.0%	632
100-4-12410-	CITY TREASURER *****	101,372	301,342	110,738	-190,604	36.7%	9,366
100-4-12430-	ACCOUNTING *****	89,902	337,711	125,513	-212,198	37.2%	35,611
100-4-12470-	PURCHASING & GENERAL SERVICES****	32,213	90,279	34,827	-55,452	38.6%	2,614
100-4-12535-	UTILITY COLLECTIONS & BILLING ****	89,470	246,308	92,193	-154,115	37.4%	2,723
100-4-12550-	INSURANCE *****	54,995	178,159	76,087	-102,072	42.7%	21,092
100-4-12560-	INFORMATION TECHNOLOGY*****	155,861	270,021	54,792	-215,229	20.3%	-101,069
100-4-13100-	BOARD OF ELECTIONS *****	39,355	114,638	42,633	-72,005	37.2%	3,278
100-4-21100-	CIRCUIT COURT ***	-	9,036	0	-9,036	0.0%	0
100-4-21200-	GENERAL DISTRICT COURT ***	7,702	18,091	7,296	-10,795	40.3%	-406
100-4-21600-	CLERK OF CIRCUIT COURT ***	-	50,089	0	-50,089	0.0%	0
100-4-21700-	SHERIFF'S OFFICE ***	-	132,877	0	-132,877	0.0%	0
100-4-21910-	DISTRICT COURT SERVICE ***	12,000	57,882	40,271	-17,611	69.6%	28,271
100-4-22100-	COMMONWEALTH'S ATTORNEY ***	-	61,855	0	-61,855	0.0%	0
100-4-23000-	WESTERN TIDEWATER REGIONAL JAIL**	461,045	921,980	460,990	-460,990	50.0%	-55
100-4-31100-	POLICE ***	1,076,125	3,023,600	1,175,744	-1,847,856	38.9%	99,619
100-4-31130-	E - 911 *****	287,370	642,947	242,914	-400,033	37.8%	-44,456
100-4-32100-	EMERGENCY MANAGEMENT SERVICES ***	893,080	2,329,950	848,533	-1,481,417	36.4%	-44,547
100-4-34100-	BUILDING INSP & CODE ENFORCEMENT***	191,742	510,362	175,529	-334,833	34.4%	-16,213
100-4-35100-	ANIMAL CONTROL*****	37,052	105,308	35,114	-70,194	33.3%	-1,938
100-4-41200-	PUBLIC WORKS-STREET MAINTENANCE****	1,029,738	2,067,338	465,891	-1,601,447	22.5%	-563,847
100-4-41330-	PUBLIC WORKS-SNOW REMOVAL****	0	16,500	0	-16,500	0.0%	0
100-4-41500-	PUBLIC WORKS-GARAGE****	83,512	233,442	93,070	-140,372	39.9%	9,558
100-4-43200-	BUILDING MAINTENANCE-GENERAL*****	242,372	667,722	267,416	-400,306	40.0%	25,044
100-4-43400-	BUILDING MAINTENANCE-ARMORY***	15,344	48,586	13,874	-34,712	28.6%	-1,470
100-4-43600-	BUILDING MAINTENANCE-CITY HALL****	75,968	204,035	77,259	-126,776	37.9%	1,291
100-4-43700-	BLDG MAINTENANCE-SOC SERVICES****	24,315	80,676	35,277	-45,399	43.7%	10,962
100-4-43800-	BUILDING MAINTENANCE-HEALTH DEPT***	7,470	34,533	7,875	-26,658	22.8%	405
100-4-51200-	HEALTH DEPARTMENT*****	55,000	110,000	55,000	-55,000	50.0%	0
100-4-52200-	MENTAL HEALTH*****	0	35,198	0	-35,198	0.0%	0
100-4-71300-	RECREATION*****	153,494	374,601	168,401	-206,200	45.0%	14,907
100-4-71400-	CEMETERIES*****	17,000	40,500	13,872	-26,628	34.3%	-3,128
100-4-71500-	SENIOR CITIZENS TITLE III ***	0	6,659	0	-6,659	0.0%	0
100-4-71600-	SENIOR CITIZENS NUTRITION ***	12,813	45,679	18,134	-27,545	39.7%	5,321
100-4-73100-	LIBRARY*****	136,842	304,725	144,261	-160,464	47.3%	7,419
100-4-81100-	PLANNING AND ZONING****	77,144	200,933	67,385	-133,548	33.5%	-9,759
100-4-81300-	BEAUTIFICATION COMMISSION ****	1,535	19,528	1,494	-18,034	7.7%	-41
100-4-81600-	DOWNTOWN DEVELOPMENT *****	24,320	100,230	26,213	-74,017	26.2%	1,893
100-4-91300-	PAYMENTS TO SOUTHAMPTON COUNTY ***	0	700,000	0	-700,000	0.0%	0
100-4-91500-	NON-DEPARTMENT MISCELLANEOUS***	18,250	22,000	22,102	102	100.5%	3,852
100-4-93100-	TRANSFERS*****	2,259,909	7,004,577	2,460,132	-4,544,445	35.1%	200,223
	<b>General Fund Expenditure Total</b>	<b>8,138,242</b>	<b>22,775,321</b>	<b>7,846,856</b>	<b>-14,928,465</b>	<b>34.5%</b>	<b>291,386</b>

**WATER & SEWER FUND FINANCIAL REPORT (for the period ending November 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	492,284	1,430,000.00	114,017.00	587,432.00	-842,568.00	41.1%	95,148.00
501-3-16190-1103	Sewer Service Charge	641,134	1,925,000.00	153,631.00	773,942.00	-1,151,058.00	40.2%	132,808.00
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	3,170	5,000.00	350.00	2,200.00	-2,800.00	44.0%	-970.00
501-3-16190-1118	Sewer Charge - Isle of Wight County	21,781	55,000.00	9,686.00	28,622.00	-26,378.00	52.0%	6,841.00
501-3-16190-1124	Sewer Charge Edgehill - Southampton	10,190	33,000.00	3,435.00	14,316.00	-18,684.00	43.4%	4,126.00
501-3-16190-1503	Interest SNAP	163	0.00	35.63	307.00	307.00	0.0%	144.00
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
<b>Water &amp; Sewer Fund Revenue Total</b>		<b>1,173,222.00</b>	<b>3,717,147.00</b>	<b>281,154.63</b>	<b>1,418,319.00</b>	<b>-2,298,828.00</b>	<b>38.2%</b>	<b>245,097.00</b>

Account Id	Account Description	Prior Expense	Budgeted	Current Expended	YTD Expended	Balance/Excess/ Deficit	% Expended	Prior Year Variance
501-4-44112-	**WATER SERVICE**	596,408	1,258,232.00	50,019.00	353,862.00	-904,370.00	28.1%	-242,546.00
501-4-44113-	SEWER SERVICE *****	76,159	920,301.00	25,713.00	152,516.00	-767,785.00	16.6%	76,357.00
501-4-44120-	WASTE WATER TREATMENT PLANT *****	241,687	742,739.00	61,811.00	269,875.00	-472,864.00	36.3%	28,188.00
501-4-93100-	TRANSFERS *****	155,063	428,828.00	35,735.67	178,678.00	-250,150.00	41.7%	23,615.00
501-4-95101-	DEBT SERVICE *****	43,804	367,047.00	0	39,927.00	-327,120.00	10.9%	-3,877.00
<b>Water &amp; Sewer Fund Expenditure Total</b>		<b>1,113,121.00</b>	<b>3,717,147.00</b>	<b>173,278.67</b>	<b>994,858.00</b>	<b>-2,722,289.00</b>	<b>26.8%</b>	<b>-118,263.00</b>

	Prior Year	Current Year	Variance	
Total Revenue	1,173,222.00	1,418,319.00	245,097.00	20.9%
Total Expense	1,113,121.00	994,858.00	-118,263.00	-10.6%
Excess/Deficit of Expenses Over Revenue	60,101.00	423,461.00		
Cash Balance in Fund	2,037,647.00	1,822,818.00	(214,829.00)	-10.5%

**SOLID WASTE FUND FINANCIAL REPORT (for the period November 30, 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	538,498	1,318,079.00	108,722.81	542,189.04	-775,889.96	41.1%	3,691
502-3-16080-0002	Sale of Containers	0	0.00	0	58.00	58.00	0.0%	58
502-3-16080-0004	Administrative Garbage Service Fee	2,490	4,000.00	330.00	1,860.00	-2,140.00	46.5%	-630
502-3-41050-0200	Prior Year Carry over	0	212,793.00	0	0	-212,793.00	0.0%	0
<b>Solid Waste Fund Revenue Total</b>		<b>540,988.00</b>	<b>1,534,872.00</b>	<b>109,052.81</b>	<b>544,107.04</b>	<b>-990,764.96</b>	<b>35.4%</b>	<b>3,119</b>

Account Id	Account Description	Prior Expense	Budgeted	Current Expense	YTD Expended	Balance/Excess / Deficit	% Expended	Prior Year Variance
502-4-42300-	**SOLID WASTE**	282,225	1,222,380.00	78,956.66	350,081.71	872,298.29	28.6%	67,857
502-4-93100-	**TRANSFERS**	112,875	293,405.00	24,450.42	122,252.06	171,152.94	41.7%	9,377
502-4-95101-	**DEBT SERVICE**	0	19,087.00	0	3,224.00	15,863.00	16.9%	3,224
<b>Solid Waste Fund Expenditure Total</b>		<b>395,100.00</b>	<b>1,534,872.00</b>	<b>103,407.08</b>	<b>475,557.77</b>	<b>1,059,314.23</b>	<b>31%</b>	<b>80,458</b>

	Prior Year	Current Year	Variance	
Total Revenue	540,988.00	544,107.00	3,119.00	0.6%
Total Expense	395,100.00	475,558.00	80,458.00	20.4%
Excess/Deficit of Expenses Over Revenue	145,888.00	68,549.00		
<b>Cash Balance in Fund</b>	<b>576,079.00</b>	<b>422,723.00</b>	<b>(153,356.00)</b>	<b>-26.6%</b>

**AIRPORT FUND FINANCIAL REPORT (for the period ending November 30, 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	4,293.00	24,432.00	-35,568.00	40.7%	6,711.00
504-3-16190-0212	Sale of Jet Fuel	8,607	33,750.00	598.00	12,895.00	-20,855.00	38.2%	4,288.00
504-3-16190-0214	Sale of Aviation Gas	8,254	33,750.00	5,054.00	16,236.00	-17,514.00	48.1%	7,982.00
504-3-16190-8041	Miscellaneous Revenue	0	500.00	8	16.00	-484.00	3.2%	16.00
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	2,429	20,612	-4,380.00	82.5%	20,612.00
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
<b>Airport Fund Revenue Total</b>		<b>34,582.00</b>	<b>406,841.00</b>	<b>12,392.00</b>	<b>74,191.00</b>	<b>-332,650.00</b>	<b>18.2%</b>	<b>39,609.00</b>

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	13,048.00	99,905.00	-119,185.00	45.6%	30,362.00
504-4-20020-	***CAPITAL OUTLAY***	0	151,240.00	0	22,729	-128,511.00	15.0%	22,729.00
504-4-93100-	**TRANSFERS**	6,916	36,511.00	3,042.58	15,213.00	-21,298.00	41.7%	8,297.00
<b>Airport Fund Expenditure Total</b>		<b>76,459.00</b>	<b>406,841.00</b>	<b>16,090.58</b>	<b>137,847.00</b>	<b>-268,994.00</b>	<b>33.9%</b>	<b>61,388.00</b>

	Prior Year	Current Year	Variance \$	Variance %
Total Revenue	34,582.00	74,191.00	39,609.00	114.5%
Total Expense	76,459.00	137,847.00	61,388.00	80.3%
Excess/Deficit of Expenses Over Revenue	-41,877.00	-63,656.00	-21,779.00	52.0%
Cash Balance in Fund	(86,843.00)	(113,437.00)	-26,594.00	30.6%

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

Account Id	Account Description	Prior Revenue	Anticipated	Current Revenue	YTD Revenue	Balance/Excess/ Deficit	% Realized	Prior Year Variance
505-3-16190-1200	Sale of Electricity -Fuel Adj	487,600	315,911	25,872.00	128,343.00	-187,568.00	40.6%	-359,257.00
505-3-16190-1201	Sale of Electric Energy-Residential	2,902,818	8,426,042	748,614.00	3,337,173.00	-5,088,869.00	39.6%	434,355.00
505-3-16190-1202	Sale of Electricity-Commercial	2,336,013	6,221,368	480,811.00	2,638,090.00	-3,583,278.00	42.4%	302,077.00
505-3-16190-1203	Cycle & Save	-50,103	-121,000	-10,032.00	-50,061.00	70,939.00	41.4%	42.00
505-3-16190-1204	Administrative Connection Fee	6,800	18,000	750.00	4,110.00	-13,890.00	22.8%	-2,690.00
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	64,787	150,000	13,599.00	62,385.00	-87,615.00	41.6%	-2,402.00
505-3-16190-1210	Charges for Street Lights (A)	63,350	152,040	12,670.00	63,350.00	-88,690.00	41.7%	0.00
505-3-16190-1503	Interest SNAP	198	0	5.00	38.00	38.00	0.0%	-160.00
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	5,463	5,463	1,463.00	136.6%	4,302.00
505-3-16190-8041	Miscellaneous Revenue	2,433	10,000	396.00	1,825.00	-8,175.00	18.3%	-608.00
505-3-16190-8042	Sale of Surge Protectors	2,145	3,500	415.00	2,085.00	-1,415.00	59.6%	-60.00
<b>Electric Fund Revenue Total</b>		<b>5,817,628.00</b>	<b>15,260,769.00</b>	<b>1,278,563.00</b>	<b>6,192,801.00</b>	<b>-9,067,968.00</b>	<b>40.6%</b>	<b>375,173.00</b>

(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****	4,592,918	12,406,235	772,660.00	4,373,649.00	-8,032,586.00	35.3%	-219,269.00
505-4-20020-	ELECTRIC CAPITAL OUTLAY *****	110,410	684,027	4,380.00	55,126.00	-628,901.00	8.1%	-55,284.00
505-4-20050-	TRANSFERS *****	795,580	1,895,062	157,921.84	789,609.00	-1,105,453.00	41.7%	-5,971.00
505-4-95101-	DEBT SERVICE *****	48,456	275,445	250	46,395.00	-229,050.00	16.8%	-2,061.00
<b>Electric Fund Expenditure Total</b>		<b>5,547,364.00</b>	<b>15,260,769.00</b>	<b>935,211.84</b>	<b>5,264,779.00</b>	<b>-9,995,990.00</b>	<b>34.5%</b>	<b>-282,585.00</b>

	Prior Year	Current Year	Variance	
Total Revenue	5,817,628.00	6,192,801.00	375,173.00	6.4%
Total Expense	5,547,364.00	5,264,779.00	-282,585.00	-5.1%
<b>Excess/Deficit of Expenses Over Revenue</b>	<b>270,264.00</b>	<b>928,022.00</b>	<b>657,758.00</b>	
<b>Cash Balance in Fund</b>	<b>919,275.00</b>	<b>922,617.00</b>	<b>3,342.00</b>	<b>0.4%</b>
Prior Month Cash for Current Year		822,659.00		
Prior Month Change \$		99,958.00		
Prior Month Change %		12.2%		

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**OLD/NEW BUSINESS**

- A. Ward 6 Council Seat Special Election Schedule – H. Taylor Williams, IV**
- B. City Manager’s Report**



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

January 3, 2017

From: H. Taylor Williams, IV,  
City Attorney

To: Members of City Council

Re: Special Election to fill vacancy on Ward 6

You may recall that a Writ of Special Election was granted by the Southampton Circuit Court to allow the City to fill a vacancy in Ward 6 on the City Council. A Special Election is scheduled for May 2, 2017. Any person interested in running for the vacant seat in Ward 6 can see the Registrar, Jennifer Maynard, to obtain the Candidate Pac with all the necessary information and forms needed to qualify as a candidate. Her office is located in the Public Safety Building where the Fire Department is located on Main Street across the parking lot from Fred's Restaurant.

Some of the requirements and some important dates are as follows:

1. To be a candidate a person must be qualified to vote for and hold the office sought;
2. To be a candidate a person must be a resident of the Commonwealth for one year immediately preceding the election;
3. To be a candidate a person must be a resident, by March 7, 2017, of the City and of Ward 6 or have an application for change of address on file in the registrar's office;
4. To be on the ballot, a candidate must have at least 125 signatures of qualified voters residing in Ward 6 by March 7, 2017, or have the endorsement of a party and have the party chair certify the candidate on or before March 13, 2017;
5. The last day to register to vote in this Special Election for Ward 6 is Monday April 10, 2017;
6. The deadline to apply in person for an absentee ballot is April 29, 2017, or to apply by mail or on line is April 25, 2017.

H. Taylor Williams, IV  
City Attorney



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DEPARTMENT *of* ELECTIONS

## **Candidacy Requirements for the May 2, 2017 Special Election**

Member, Franklin City Council Ward 6



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# I General Disclaimer

This candidacy requirements bulletin provides an overview of Virginia electoral requirements. It is not legal advice nor is it a binding statement of official policy. It is a description of general law found in the Code of Virginia. Applicable laws and regulations are subject to change in content and interpretation. Local charters may set different requirements. Candidates are responsible for verifying the status of, and complying with, current laws and regulations.

## 2 Filing Deadlines and Where to File

### 2.1 For a party candidate nominated by a method other than a primary

Postmarks are acceptable for items 1 and 2 only if these documents are mailed by registered or certified mail and a receipt showing date of mailing can be produced if demanded by the office with which the forms are filed.

Required Forms	Where to File	Filing Deadline
1. Statement of Economic Interests	General registrar in the locality of residence	Tuesday, March 7, 2017
2. Certificate of Candidate Qualification		
3. Party Certification (SBE-511)		

### 2.2 For an independent (non-party) candidate

Items 1 and 2 listed below must be received by the general registrar by the filing deadline. Postmarks are acceptable only for Items 3 and 4 and only if they are mailed by registered or certified mail and a receipt showing date of mailing can be produced if demanded by the office with which the forms are filed.

Required Forms	Where to File	Filing Deadline
1. Declaration of Candidacy	General registrar in the locality of residence	Tuesday, March 7, 2017
2. Petitions of Qualified Voters		
3. Statement of Economic Interests		
4. Certificate of Candidate Qualification		

### 3 Qualifications to be a Candidate

A candidate must meet each of the following requirements:

1. Qualified to vote for and hold the office sought
2. A resident<sup>1</sup> of the Commonwealth for one year immediately preceding the election
3. A resident, by the time of filing, of the city or town in which he offers for election [or has an application for registration, transfer, or change of address on file in the general registrar's office]

### 4 Forms

A candidate must file certain documents in order to qualify to appear on the ballot.<sup>2</sup> Each form is described below. An explanation of who is required to file each item also is provided.

#### 4.1 Certificate of Candidate Qualification ([SBE-501](#))

All candidates to appear on a ballot are required to file this form. Using this form, candidates certify under oath that they meet the qualifications set out in the Code of Virginia.<sup>3</sup> Candidates for local offices file this form with their general registrar.

#### 4.2 Declaration of Candidacy ([SBE-505/520](#))

This form must be filed with the Petition of Qualified Voters.<sup>4</sup> It is a required filing for independent (non-party) candidates and primary election candidates. Candidates for local offices file this form with their general registrar. Primary candidates file this form with the party chair for the district in which they are running. Party candidates nominated by a non-primary method are not required to submit a declaration unless required by their party to do so.

#### 4.3 Petition of Qualified Voters ([SBE505/612](#))

This form is prepared and distributed by the Department of Elections in two sizes: legal and letter.<sup>5</sup> Petitions must be filed together with the Declaration of Candidacy. Candidates for special elections may not circulate petitions until after the issuance of the writ or order calling the election. Candidates for membership on the governing body of any county or city must collect at least 125 signatures; or if from an election district not at large containing 1,000 or fewer registered voters, 50 signatures. Local charters may specify different

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<sup>1</sup> For guidance in determining residency see § [24.2-101](#), definition of “residence,” and administrative regulations [1 VAC 20-40-20](#) and [1 VAC 20-40-30](#).

<sup>2</sup> Each document can be downloaded from our website: [elections.virginia.gov](http://elections.virginia.gov).

<sup>3</sup> Va. Code § [24.2-501](#).

<sup>4</sup> Va. Code § [24.2-505](#).

<sup>5</sup> [Letter](#) and [legal](#).

requirements. Please review the State Boards regulation regarding material omissions from petitions of qualified voters before circulating the Petition of Qualified Voters form.<sup>6</sup>

Independent (non-party) candidates may, at the time of filing, request notification of any problems with her filing that can be corrected before the filing deadline.<sup>7</sup> This request must be made in writing and addressed to the secretary of the electoral board. The written request does not guarantee timely response. Certain factors, such as the number and timing of filings, may affect the electoral board's ability to comply with the request.

A nonparty candidate has the right to appeal a determination by the electoral board that the candidate's petitions do not contain the minimum number of signatures of qualified voters for the office sought.<sup>8</sup> Candidates have 5 days from the issuance of notice of their disqualification to file their appeal with the determining body.

Appeals are conducted by the determining body in accordance with regulations set forth by the State Board of Elections.<sup>9</sup> Consideration on appeal is "limited to whether or not the signatures on the petitions that were filed were reasonably rejected according to the requirements of [Title 24.2 of the Code of Virginia and regulations for petitions set forth by the State Board of Elections]. "The candidate bears the burden of proof in establishing that a sufficient number of signatures from qualified voters were timely provided." All appeals are final and not subject to further appeal.

#### **4.4 Statement of Economic Interest ([Ethics-3117](#))**

This disclosure form is administered by the Virginia Conflict of Interest and Ethics Advisory ("COIA") Council.<sup>10</sup> It is available through their website.<sup>11</sup> It is required to be filed by all candidates for membership on the governing body of any locality with a population of more than 3,500 persons. Questions regarding the form should be directed to the COIA Council.

#### **4.5 Party Certification ([SBE-511](#))**

A candidate nominated by a political party is not required to submit a Declaration of Candidacy or Petition of Qualified Voters. To certify that a candidate is the nominee of a political party for a special election not being held on the second November election after the vacancy occurred, the appropriate party chairman must file a Party Nominee Certification by the deadline to nominate the candidate.<sup>12</sup> A candidate for a special held at a time other than a general election must be nominated within five days of any writ of election calling a special election to be held less than 60 days after the issuance of the writ.<sup>13</sup> Party certification for local offices should be filed with both the State Board and the general registrar of the county in which the name of the candidate will appear on the ballot.<sup>14</sup>

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<sup>6</sup> [1 VAC 20-50-20](#).

<sup>7</sup> Va. Code § [24.2-505\(D\)](#).

<sup>8</sup> Va. Code § [24.2-506\(C\)](#).

<sup>9</sup> [1 VAC 20-50-30](#).

<sup>10</sup> Va. Code § [24.2-502](#).

<sup>11</sup> <http://ethics.dls.virginia.gov/>.

<sup>12</sup> Va. Code § [24.2-511\(C\)](#).

<sup>13</sup> Va. Code § [24.2-510](#).

<sup>14</sup> Va. Code § [24.2-511\(B\)](#).

## 4.6 Statement of Organization ([CFDA-947.1](#))

While the Statement of Organization is not required to qualify for the ballot, it is required to be submitted by anyone who does qualify for the ballot in addition to other candidates seeking elected office who meet certain criteria.<sup>15</sup> The failure to file the Statement of Organization is not cause for disqualification but will subject a candidate to penalties imposed by the Campaign Finance Disclosure Act.<sup>16</sup>

## 5 Campaign Finance and Advertising

All candidates for the Virginia General Assembly must file campaign finance reports on a schedule determined at the time they submit their Statement of Organization. These reports are filed electronically with the Department of Elections<sup>17</sup> or by paper with the general registrar of the locality where the candidate resides. The Act also imposes certain requirements relating to identification of campaign advertisements and communications. Please see the Candidate Campaign Committee Summary published by the Department of Elections for specific requirements.<sup>18</sup>

## 6 Virginia State and Local Government Conflict of Interest Act

Effective January 1, 2016, the Virginia State and Local Government Conflict of Interest Act (COIA) requires general registrars to notify all candidates of the provisions of Chapter 31 of Title 2.2 of the Code of Virginia, the Virginia State and Local Government Conflict of Interests Act, Va. Code §§ 2.2-3100 through 2.2-3131.

COIA regulates the conduct of Virginia public officials in two basic ways: (1) disclosure requirements for reporting certain types of economic relationships on the Statement of Economic Interests form; and (2) prohibitions against certain conduct or participation in certain transactions. Please see the COIA Council's website for more information.<sup>19</sup>

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<sup>15</sup> Va. Code § [24.2-947.1](#).

<sup>16</sup> Va. Code § [24.2-953.1](#).

<sup>17</sup> [COMmittee Electronic Tracking](#) (COMET).

<sup>18</sup> [Summary of Laws and Policies for Candidate Campaign Committees](#).

<sup>19</sup> <http://ethics.dls.virginia.gov/>.



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## 7 Election Calendar

### May 2, 2017 Special Election

Election Type	Election Date	Deadlines for Filing			Last Day to Register to Vote	Deadline to Apply for Absentee Ballot
		Candidate Declarations/Petitions	Other Candidate Forms	Party Chairs Certify Candidates		
Party nominations must be completed by Tuesday, March 7, 2017.						
Special	May 2, 2017	Independent Candidates  Tuesday, March 7, 2017  §§ 24.2-507	All Candidates  Tuesday, March 7, 2017  § 24.2-503	Monday, March 13, 2017  § 24.2-511	Monday, April 10, 2017  11:59 p.m.  § 24.2-414, 416	In Person: Saturday, April 29, 2017  By Mail or Online: Tuesday, April 25, 2017  5:00 p.m.  §§ 24.2-701(A), (B)(1), (B)(2)
During any election, the polls are required to open at 6:00 a.m. and close at 7:00 p.m. (§ 24.2-603)						

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**COUNCIL/STAFF REPORTS ON BOARDS & COMMISSIONS**