

AGENDA

FRANKLIN CITY COUNCIL

MONDAY, January 23, 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
 - B. Departmental Reports: December, 2016 (Separate File)
2. **PUBLIC HEARING**
 - A. Franklin City School Board Nominations Wards 4 & 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
 1. FY 2015 – 2016 City Audit Status Update
 2. SPSA Tip Fee Credit
5. **Council/Staff Reports on Boards & Commissions**
6. **Closed Session**

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

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
Interviews**

TBA

FY 2017 – 2018 Tentative Budget Calendar Adoption

February 13, 2017

Commercial Rehabilitation Loan Program

TBA

CONSENT AGENDA

A. Minutes: December 12, 2016 Regular Meeting

B. Departmental Reports: December, 2016 (Separate File)

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 9th day of January, 2017.

Mayor

Clerk to City Council

PUBLIC HEARING

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



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

January 17, 2017

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, January 23, 2017, as the date for the Public Hearing to receive public comment and nominations of persons to serve as representatives of Wards 4 and 5 on the Franklin City School Board. The required Notice of Public Hearing was run in the Tidewater News on Wednesday, January 11, 2017. Seats in Wards 4 and 5 are vacant due to resignations. There will be nominations for these two wards. The list of qualifications to be considered as a representative on the school board are:

1. A person must be nominated at the public hearing on January 23. 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 December 23rd.
3. A person can be nominated to represent the ward in which he or she is a resident. Those former representatives of the school board who recently resigned can be nominated to serve on school board.
4. A person being nominated to represent a ward must be a bona fide resident of that ward.
5. To serve on the school board a person must be qualified to vote and be a registered voter.
6. No city officer, nor the deputy clerk of any such officer, can be appointed to serve on the school board.
7. No member of city council can be appointed to the school board.
8. No employee of the school board can be appointed to the school board.
9. The following persons related to any member of the City Council cannot serve on the school board: 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 governing body may, during his term be appointed to the school board.

10. 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 Ward 4 will expire June 30, 2019. The appointment for Ward 5 will expire June 30, 2018. 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.
11. 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.

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, January 23, 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 23 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 – 20017 City Budget Amendment # 2017 - 07**
- B. Financial Report: November, 2016**



DEPARTMENT OF FINANCE

January 17, 2017 (Revised)

TO: Randy Martin
City Manager

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

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

FUND 100 – FIRE & RESCUE DONATION

- The City of Franklin Fire & Rescue Department received a donation in the amount of \$5,000 from Enviva Holdings for the service rendered to the community. The request is to amend the Fire & Rescue Budget furniture and office equipment line item.

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:

CAMP FAMILY FOUNDATION

| | |
|----------------------------|-----------------|
| Franklin Police Department | \$5,000 |
| Franklin Fire and Rescue | \$5,000 |
| Hunterdale Fire & Rescue | \$2,700 |
| Total | \$12,700 |

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

FRANKLIN SOUTHAMPTON CHARITIES

| | |
|--------------------------|-----------------|
| Hunterdale Fire & Rescue | \$5,000 |
| Franklin Fire & Rescue | \$5,000 |
| Total | \$10,000 |

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.

| <u>REVENUE</u> | | | <u>#100 GENERAL FUND</u> | 2016-2017 | Amended | Increase |
|-----------------|-------|------|-------------------------------------|------------------|-------------------|------------------|
| | | | | Budget | Budget | (Decrease) |
| REVENUE | | | | | | |
| 100 | 18990 | 3001 | Donations | \$ - | \$ 5,000 | \$ 5,000 |
| EXPENSE | | | | | | |
| 100 | 31200 | 8102 | Furniture and Office Equipment | \$ 1,500 | \$ 6,500 | \$ 5,000 |
| REVENUE | | | #220 FOUNDATION GRANT FUND | | | |
| 220 | 18990 | 3000 | Camp Foundation Grants | \$ - | \$ 12,700 | \$ 12,700 |
| 220 | 18990 | 3001 | Franklin Southampton Charities | \$ - | \$ 10,000 | \$ 10,000 |
| | | | TOTAL REVENUE | \$ - | \$ 22,700 | \$ 22,700 |
| EXPENSES | | | #220 FOUNDATION GRANT FUND | | | |
| 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 |
| | | | TOTAL EXPENSES | \$ 79,944 | \$ 102,644 | \$ 22,700 |
| REVENUE | | | #204 SMART BEGINNINGS FUND | | | |
| 204 | 41050 | 200 | Prior Year FY 16 - Carryover | \$ 38,668 | \$ 33,325 | \$ (5,343) |
| EXPENSE | | | | | | |
| 204 | 53110 | 2300 | Hospitlization | \$ 8,086 | \$ 2,743 | \$ (5,343) |

*Certified copy of resolution adopted by
Franklin City Council*

Clerk to the City Council



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% |
| GENERAL PROPERTY TAX | \$ 7,472,511 | \$ 2,781,832 | 37.2% | \$ 7,397,314 | \$ 2,448,835 | 33.1% |

| | |
|---------------|--------------|
| 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> |
| Total Local Tax Revenue | \$ 3,695,000 | \$ 1,507,754 | 40.8% |

*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% |
| % of Budget | 43.2 | 48.1 | 33.5 | 47.1 | |



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 |
| Net Increase | +328,000 |



GENERAL FUND EXPENDITURES

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 30th 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**

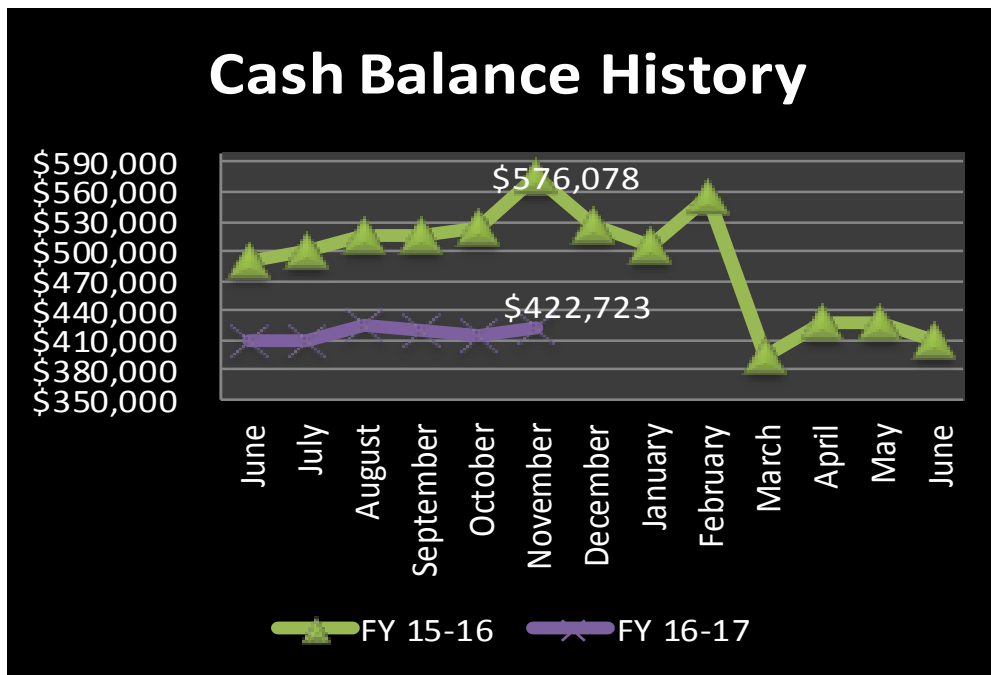
- Revenue for the Solid Waste Fund is on target with budgeted projections at \$544,000 or 41% and is comparable to the prior year period collections of \$541,000.

- **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 30th = \$422,723

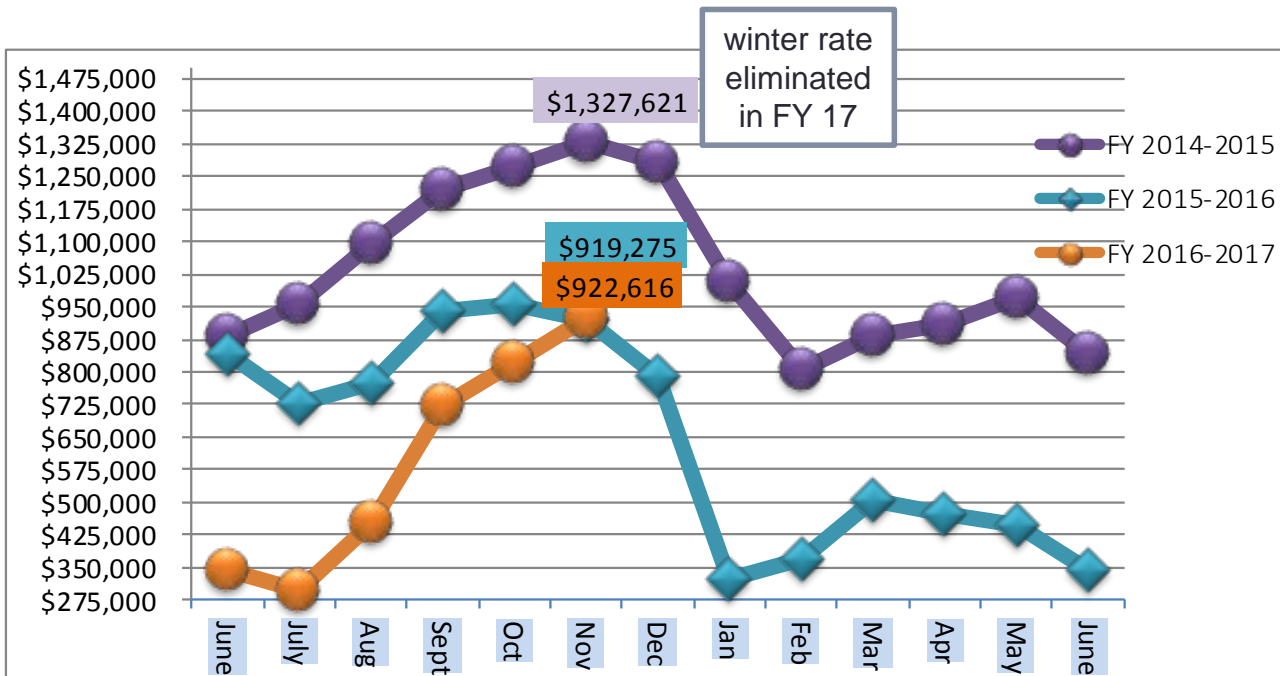


| Month | FY 15-16 | FY 16-17 |
|-----------|-----------|-----------|
| June | \$489,888 | \$409,400 |
| July | \$500,732 | \$410,551 |
| August | \$516,372 | \$425,486 |
| September | \$516,226 | \$420,154 |
| October | \$523,758 | \$416,155 |
| November | \$576,078 | \$422,723 |

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 30th. 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)

| Account Id | Account Description | Prior Revenue | Anticipated | YTD Revenue | Balance/Excess/ Deficit | % Realized | Prior Year Variance |
|-------------------|--|----------------------|--------------------|--------------------|------------------------------------|-------------------|--------------------------------|
| 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 |
| | General Fund Revenue Total | 8,306,434 | 22,490,321 | 8,638,828 | -14,136,493 | 38.4% | 332,394 |

| 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 |
| | General Fund Expenditure Total | 8,138,242 | 22,775,321 | 7,846,856 | -14,928,465 | 34.5% | 291,386 |

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 |
| Water & Sewer Fund Revenue Total | | 1,173,222.00 | 3,717,147.00 | 281,154.63 | 1,418,319.00 | -2,298,828.00 | 38.2% | 245,097.00 |

| 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 |
| Water & Sewer Fund Expenditure Total | | 1,113,121.00 | 3,717,147.00 | 173,278.67 | 994,858.00 | -2,722,289.00 | 26.8% | -118,263.00 |

| | 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 |
| Solid Waste Fund Revenue Total | | 540,988.00 | 1,534,872.00 | 109,052.81 | 544,107.04 | -990,764.96 | 35.4% | 3,119 |

| 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 |
| Solid Waste Fund Expenditure Total | | 395,100.00 | 1,534,872.00 | 103,407.08 | 475,557.77 | 1,059,314.23 | 31% | 80,458 |

| | 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 | | |
| Cash Balance in Fund | 576,079.00 | 422,723.00 | (153,356.00) | -26.6% |

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 |
| Airport Fund Revenue Total | | 34,582.00 | 406,841.00 | 12,392.00 | 74,191.00 | -332,650.00 | 18.2% | 39,609.00 |

| 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 |
| Airport Fund Expenditure Total | | 76,459.00 | 406,841.00 | 16,090.58 | 137,847.00 | -268,994.00 | 33.9% | 61,388.00 |

| | 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 |
| Electric Fund Revenue Total | | 5,817,628.00 | 15,260,769.00 | 1,278,563.00 | 6,192,801.00 | -9,067,968.00 | 40.6% | 375,173.00 |

(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**** | 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 |
| Electric Fund Expenditure Total | | 5,547,364.00 | 15,260,769.00 | 935,211.84 | 5,264,779.00 | -9,995,990.00 | 34.5% | -282,585.00 |

| | 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% |
| Excess/Deficit of Expenses Over Revenue | 270,264.00 | 928,022.00 | 657,758.00 | |
| Cash Balance in Fund | 919,275.00 | 922,617.00 | 3,342.00 | 0.4% |
| Prior Month Cash for Current Year | | 822,659.00 | | |
| Prior Month Change \$ | | 99,958.00 | | |
| Prior Month Change % | | 12.2% | | |

OLD/NEW BUSINESS

- A. Ward 6 Council Seat Special Election Schedule – H. Taylor Williams, IV**
- B. City Manager’s Report**
 - 1. FY 2015 – 2016 City Audit Update**
 - 2. SPSA Tip Fee Credit**



*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



★ VIRGINIA ★
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 resident¹ 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.² 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.³ 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.⁴ 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.⁵ 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

¹ 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](#).

² Each document can be downloaded from our website: elections.virginia.gov.

³ Va. Code § [24.2-501](#).

⁴ Va. Code § [24.2-505](#).

⁵ [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.⁶

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.⁷ 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.⁸ 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.⁹ 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.¹⁰ It is available through their website.¹¹ 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.¹² 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.¹³ 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.¹⁴

⁶ [1 VAC 20-50-20](#).

⁷ Va. Code § [24.2-505\(D\)](#).

⁸ Va. Code § [24.2-506\(C\)](#).

⁹ [1 VAC 20-50-30](#).

¹⁰ Va. Code § [24.2-502](#).

¹¹ <http://ethics.dls.virginia.gov/>.

¹² Va. Code § [24.2-511\(C\)](#).

¹³ Va. Code § [24.2-510](#).

¹⁴ 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.¹⁵ 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.¹⁶

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 Elections¹⁷ 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.¹⁸

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.¹⁹

¹⁵ Va. Code § [24.2-947.1](#).

¹⁶ Va. Code § [24.2-953.1](#).

¹⁷ [COMmittee Electronic Tracking](#) (COMET).

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

¹⁹ <http://ethics.dls.virginia.gov/>.



★ VIRGINIA ★
DEPARTMENT *of* ELECTIONS

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) | | | | | | |



DEPARTMENT OF FINANCE

January 6, 2017

TO: Randy Martin
City Manager

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

RE: Status Report – FYE -30-16 Audit Report

Auditor of Public Accountants (APA) Deadline

Uniform Guidance and changes in the Single Audit procedures resulted in the APA no longer accepting draft financial statements. However, the City met the annual statutory deadline of November 30th with the Auditor of Public Accounts by submitting the Comparative Cost Report Transmittal in lieu of a draft report. At the request of Creedle, Jones & Alga, P.C. , the City notified the APA that the final CAFR would be available by January 31, 2017 if not sooner. The APA acknowledged receipt of the City's request of the delay on November 21, 2016. Kindly note that this delay is not uncommon.

GFOA Submission

The City was granted a 30-day extension to submit the June 30, 2016 CAFR to the Government Finance Officers Association for the 5th consecutive year by January 31, 2017.

Final Fieldwork

On January 5, 2017, the auditors completed fieldwork with City Finance by conducting staff interviews. School Board testing was also completed (i.e. federal program testing and staff interviews). Final wrap with CSA testing will take place on January 6th.

Draft & Final Report

The City should expect to receive a draft report for review within the next two weeks with the final report being issued to the APA and to GFOA by the deadline of January 31, 2017.

Regional Office
723 Woodlake Drive, Chesapeake, VA 23320
phone: (757) 420-4700 fax: (757) 965-9528
www.spsa.com

December 15, 2016

The Honorable Frank M. Rabil
Mayor, City of Franklin
101 Beechwood Drive
Franklin, VA 23851

Dear Mayor Rabil,

During the budget process for SPSA's 2013 fiscal year, the SPSA Board of Directors established a "Tip Fee Stabilization Fund" to be funded by tip fees paid by applicable Member Communities during FY 2013, based on that year's \$125/ton municipal rate.

The Fund was designed to ensure that SPSA tip fees would remain constant over time and, in particular, to hopefully prevent SPSA from ever having to raise tip fee rates above the \$125/ton rate set in FY 2013, regardless of the circumstances.

During FY 2013 a total of \$3,325,752 was collected from the six Member Communities paying at the \$125/ton rate and deposited into the Tip Fee Stabilization Fund.* Based on financial projections at the time, it was expected that monies would be "re-allocated" from the Fund periodically to offset increased expenses (notably, scheduled debt repayments) and/or reduced revenues resulting from decreased municipal waste streams

However, due to a variety of budget savings and revenue increases that exceeded projections, only \$204,602 was required to be used from the Tip Fee Stabilization Fund *in total* during SPSA fiscal years 2014, 2015 and 2016 (the funds used covered various capital expenditures approved by the SPSA Board). The remaining Tip Fee Stabilization Fund balance stands at \$3,121,150 today, and currently there are no planned uses for the remaining Fund amounts. In short, it appears that the remaining Tip Fee Stabilization Fund will not in fact be required for SPSA to maintain a level tipping fee between now and January 24, 2018, as originally projected.

Accordingly, the SPSA Board of Directors voted at its December meeting to "return" the remaining Fund balance to the Member Communities that paid to establish the Fund in 2013, in each case on a *pro rata* basis based on tons delivered and average tip fees paid by those Communities during FY 2013. Specifically, the Board directed that "credits" be applied to tip fees payable by the applicable Member Communities for future services provided by SPSA.

*Note: Suffolk did not pay any tip fee under the terms of its Use & Support Agreement, and the tip fee for Virginia Beach was capped at \$65.35 under its Ash and Residue Agreement.

BOARD OF DIRECTORS

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Marley A. Woodall, Jr. CHAIR
Eric J. Martin

FRANKLIN

Everett C. Williams, Jr.
H. Taylor Williams, IV

ISLE OF WIGHT

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Randy R. Keaton

NORFOLK

John Keifer
Richard Broad

PORTSMOUTH

C. W. "Luke" McCoy
Cheran D. Cordell

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SUFFOLK

David L. Arnold
Patrick Roberts

VIRGINIA BEACH

William A. Sorrentino, Jr.
John C. Barnes

EXECUTIVE DIRECTOR

Rowland L. Taylor
SPSA

~~P.O. Box 1346~~

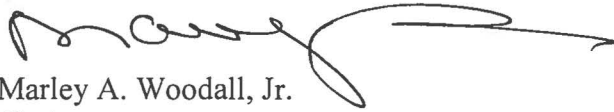
Chesapeake, VA 23320-1346

The Honorable Frank M. Rabil
December 15, 2016
Page 2

Based on the relevant calculations, a “credit” in the amount of \$34,862 will be placed on your municipal account as of January 2, 2017, and this credit will be applied to tip fees otherwise payable to SPSA by your Community until the credit is exhausted.

This development regarding the Tip Fee Stabilization Fund is the by-product of the hard work, planning and foresight of your SPSA Board of Directors and SPSA staff, and we are very pleased to provide this “credit” to your Community as a result of those efforts.

Sincerely,

A handwritten signature in black ink, appearing to read 'Marley A. Woodall, Jr.', with a long horizontal flourish extending to the right.

Marley A. Woodall, Jr.
Chairman
SPSA Board of Directors

Cc: City Manager, R. Randy Martin

COUNCIL/STAFF REPORTS ON BOARDS & COMMISSIONS