

AGENDA

FRANKLIN CITY COUNCIL
 MONDAY, MARCH 27, 2017 – CITY HALL COUNCIL CHAMBERS – 207 W. SECOND AVE.

6:00 P.M.**Work Session**

- | | | |
|--|-----------|----------------------|
| A. Call To Order | | MAYOR FRANK M. RABIL |
| B. <u>Work Session</u> – Agency & Organizations FY 2017 – 2018 Budget Requests | | |
| C. <u>Recess</u> | | MAYOR FRANK M. RABIL |

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

SPECIAL RECOGNITION – Horace L. Pierce, Jr. – Electoral Board

CITIZENS' TIME

AMENDMENTS TO AGENDA

1. **CONSENT AGENDA**
 - A. Minutes: March 13, 2017 Called Meeting (Work Session), March 13, 2017 Regular Meeting & March 20, 2017 Called Meeting
 - B. Department Reports: February, 2017 (Separate File)
2. **FINANCE**
 - A. FY 2016 – 2017 City Budget Amendment # 2017 – 12
 - B. Financial Report: February, 2017
3. **OLD/NEW BUSINESS**
 - A. Disabled Veteran Personal Property Tax Exemption Ordinance # 2017 - 03
 - B. Virginia Armory Building Contract Modification Amendment # 2
 - C. City Manager's Report
4. **COUNCIL/STAFF REPORTS ON BOARDS/COMMISSIONS**
5. **CLOSED SESSION**

Closed Session – I move that the Franklin City Council meet in Closed Session to discuss and consider the performance, appointment, salaries and resignation of city employees and consult with the City Attorney pertaining to actual or probable litigation, where such consultation or briefing in open meeting would adversely affect the litigating posture of the public body 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 session were those lawfully exempted from open meeting requirements and identified in the motion by which the closed session was convened.

6. **ADJOURNMENT**

UPCOMING ITEMS TO BE SCHEDULED

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

SUBJECT**TENTATIVE TIME LINE****Council Budget Work Sessions****April 17, 18 & 20, 2017 @ 6 p.m.****Council Budget Work Session****May 1, 2017**



Resolution of Appreciation

To

Horace L. Pierce, Jr.

WHEREAS, Horace L. Pierce, Jr. has faithfully served the City of Franklin Voter Registration & Elections Office, starting as an Officer of Election in 1989 and retiring on January 31, 2017 as Electoral Board Chairman; and

WHEREAS, Horace L. Pierce, Jr. worked diligently for 28 years, continually displaying a cooperative spirit, was loyal and dependable as well as a willing teacher to his fellow Officers of Election and Board members; and

WHEREAS, Horace L. Pierce, Jr. has provided guidance and exhibited wisdom through his position with the Voter Registration & Elections Office; and

WHEREAS, his prudent judgment and warm personal demeanor have facilitated many accomplishments and have earned him the respect of the community and his peers; and

WHEREAS, the City of Franklin commends Horace L. Pierce, Jr. for his generous and devoted service to this City and its citizens and wishes him well in all his future endeavors.

NOW, THEREFORE, BE IT RESOLVED, that the Franklin City Council Honors the Exceptional Service of Horace L. Pierce, Jr.

AND, BE IT ALSO FURTHER RESOLVED that a copy of this Resolution be spread upon the minutes of this meeting of the Franklin City Council as visible evidence of the high esteem in which this Council and the Citizens of the City of Franklin hold Horace L. Pierce, Jr. thereby forever preserving and recording its gratitude.

Adopted: March 27, 2017

Mayor Frank M. Rabil

CONSENT AGENDA

- A. Minutes: March 13, 2017 Called Meeting (Work Session), March 13, 2017 Regular Meeting & March 20, 2017 Called Meeting**
- B. Department Reports: February, 2017 (Separate File)**

The Franklin City Council held a Called meeting for a work session at 6:00 p.m. on March 13, 2017 in the Council Chambers Conference Room to discuss the FY 2016 – 2017 Budget set aside for the Downtown Franklin Association, review Council priorities from 2015 – 2018 and the budget input for FY 2017 - 2018.

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

Other Staff members in Attendance: Dan Howe, Executive Director of Downtown Franklin Association; Amanda Jarratt, Executive Director of Franklin-Southampton Economic Development; Randy Martin, City Manager; and Taylor Williams, City Attorney.

Mayor Rabil called the meeting to order at 6:00 p.m. and recognized Dan Howe, Executive Director of DFA who was present to answer questions on the first item scheduled for the session.

Mayor Rabil referenced the City Manager's cover letter sent to Council and documents submitted by the DFA Board requesting that City Council authorize \$10,000, appropriated in FY 2016 – 2017 budget for a downtown development activity, as the requested match for the Downtown Start-Up grant funded project. Mr. Howe reviewed the status of the Start-Up program and requirements. After the discussion, Council by consensus agreed to amend the regular meeting agenda to include action on the request.

Council Review of Priorities for 2015 – 2018 & Budget Input for FY 2017 – 2018

Manager Martin reviewed highlights of a report previously distributed to Council which assessed the City's progress on Council adopted priorities for the 2015 – 2018 period. The Council adopted the items in June, 2015 following a retreat held earlier in the calendar year. The priorities were grouped into the following categories: economic development, education, housing, regionalism & partnerships, citywide infrastructure and public services.

The Council reviewed each of the categories specifically focusing on individual priority progress made over the past eighteen months and items identified as needing additional attention in the next eighteen months.

Councilman Johnson arrived during the discussion at 6:21 p.m.

The Mayor recommended Council update the priorities for the future sometime in the next fiscal year after the Ward 6 seat is filled in May. The Mayor commented on the purpose of tonight's work session as being to evaluate the progress made and to give feedback to the City Manager as he prepares the recommended budget for FY 2017 – 2018 in the coming weeks.

The Council had discussion on each of the areas with several questions posed to the Manager. The Manager also received feedback on several items needing attention in the next year. The Mayor and Council members indicated their desire that rate increases particularly the property tax rate should be avoided in the proposed budget to the extent possible. The Mayor indicated his expectation was no increase in the property tax rate this year. He justified it by the local economy still being in the doldrums. Any increase considered will have to be strongly justified as many businesses in particular continue to struggle with an economic recovery from the recent recession.

After further discussion, the Mayor declared the work session portion of the meeting recessed at 6:58 p.m.

These Minutes for the March 13, 2017 City Council Work Session were adopted on the 27th day of March, 2017.

Mayor

Clerk to City Council

The Franklin City Council held its regular meeting on Monday, March 13, 2017 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, and Benny Burgess (Councilman McLemore arrived at 7:55 p.m.).

Staff in Attendance: Randy Martin, City Manager; Taylor Williams, City Attorney; Mark Bly, Director of Power and Light; Chief Phil Hardison, Franklin Police Department; Melissa Rollins, Finance Director; Brenda Rickman, Commissioner of Revenue; Russ Pace, Director of Public Works; Chief Vince Holt, Director of Emergency Services and Donald Goodwin, Director of Community Development.

Others in Attendance: Sergeant Frank Justus, Franklin Police Department; Amanda Jarratt, Executive Director of Franklin Southampton Economic Development, Inc.; 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

No one signed up to speak at Citizens' Time.

AMENDMENTS TO AGENDA

Vice-Mayor Cheatham made the motion to amend the agenda to discuss the 2016 – 2017 Budget Set - Aside for the Downtown Franklin Association. The item was put in the Finance Section under point A moving FY 2016 – 2017 City Budget Amendment # 2017 – 10 to point B and Dominion Virginia Power Annual Fuel Adjustment Projection to point C. Councilman Johnson seconded the motion.

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

Consent Agenda

Minutes: February 27, 2017 Regular Meeting

Mayor Rabil asked if there were any corrections to the minutes of the February 27, 2017 Regular meeting. Hearing none, he asked for a motion. Councilman Burgess made the motion to approve the February 27, 2017 Regular meeting as presented and Vice-Mayor Cheatham seconded it.

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

Presentations

City Geographic Information System (GIS) Parcel Viewer Demonstration

Manager Martin recognized Director Goodwin of the Community Development Department to introduce Stewart Blankenship of WorldView Solutions to demonstrate the City's new Geographic Information System (GIS) to the public. Mr. Goodwin gave a brief biography of Mr. Blankenship's experience.

Mr. Blankenship gave a detailed demonstration of the new GIS system illustrations, how it functions and the benefits that it is bringing to the City of Franklin and its’ citizens in terms of public access to data via the City’s website.

Manager Martin stated his appreciation to all the departments that helped in this project to get the process completed. He thanked Steve Newsome of the IT department and Director Goodwin for their efforts in spearheading this project.

Mayor Rabil asked if there were any questions or comments concerning the presentation.

Councilman Burgess stated that he has worked with other GIS software in other localities and he is excited to see that the city now has this capability. It will be a great asset to our citizens.

FINANCE

FY 2016 – 2017 City Budget Amendment # 2017 – 11 DFA Budget Set Aside

Manager Martin advised that this item was discussed by Council during the 6 p.m. work session that preceded the start of the regular meeting.

Councilman Burgess made a motion to transfer \$10,000 from the Economic Development Budget to the DFA Budget for the purpose of funding the Community Business Launch local match by adopting FY 2016 – 2017 City Budget Amendment # 2017 – 11. Councilman Scarboro seconded the motion.

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

FY 2016 – 2017 City Budget Amendment # 2017 – 10

Ms. Rollins presented the General Fund FY 2016 – 2017 City Budget Amendment # 2017 – 10. The City of Franklin has received allocated funds from the Virginia Department of Transportation (VDOT) for Primary Extension Paving Improvement Projects as follows:

Paving Project	Amount Allocated	Amount Spent
From Intersection of South & High St. to the Intersection of S. Main & Elm St.	\$140,000	\$133,327.40
From East St. to North Main St.	\$150,000	\$113,453.60
Total Award	\$290,000	\$256,781.00

The City needs to amend the budget to include receipt of reimbursements from VDOT in the amount of \$256,781 (amount spent) to the Streets Budget to cover the cost of the project. The funds have been reimbursed to the City to pay for completed street improvements. This project was funded by a 100% reimbursable VDOT grant to the City.

Fire & Rescue Donation

Franklin Fire & Rescue received a miscellaneous donation in the amount of \$2,847. The request is to add these funds to the Fire & Rescue FY 16 – 17 budget (Fire Hose & Equipment).

Streets & Highway Maintenance Funds

The City will receive more than the FY 16 – 17 budgeted amount from the State for Street & Highway Maintenance funds. The actual amount in state revenue will be \$55,690 more than what was budgeted. The request is to add these funds to the Streets budget (asphalt paving projects).

Capital Projects – School Fund

At the close of FY 2015 – 2016, QZAB loan funds in the amount of \$144,258 were unspent. The request is to re-appropriate the unused proceeds to the ensuing year's budget (FY 2016 – 2017).

The required action from City Council is: 1) to amend the FY 2016 – 2017 General Fund Budget to reflect the receipt of state and local revenue as outlined and appropriate the funds for expenditure and 2) to amend the FY 2016 – 2017 School Capital Project budget to reflect unspent loan (QZAB) proceeds not spent as of June 30, 2016 and appropriate the funds for expenditure.

Councilman Burgess asked if the \$144,258 of the unspent QZAB funds allocated for the repairs for the Charles Street Gym.

Ms. Rollins stated that \$126,000 of it is earmarked for that item.

Vice-Mayor Cheatham made the motion to approve City Budget Amendment # 2017 – 10 as presented. Councilman Johnson seconded the motion.

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

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

Dominion Virginia Power Annual Fuel Adjustment Projection

Manager Martin recognized Director of Power and Light, Mark Bly to present the information that has been received concerning the annual fuel adjustment projection by Dominion Virginia Power. Manager Martin handed out a corrected excerpt from the FY 2016 – 2017 budget document to Council.

Director Bly reminded everyone that the wholesale fuel adjustment charge is adjusted every April 1st. VMEA has been notified by Dominion Virginia Power that the Fuel Adjustment Charge (FAC) current rate is \$0.00225 per KWH and is projected to increase to \$0.00825. This means that the average residential rate of \$2.25 per 1000 KWH will increase to \$8.25. The average residential customer in the City of Franklin uses approximately 1300 KWH per month, which is currently \$2.93 per month. With the increase the monthly FAC will increase to \$10.73 per month.

Director Bly reminded everyone that this charge is a direct pass through to our retail customers. He also stated that this is the projected figure but we will not know the exact amount until after April 1st. Director Bly also reminded everyone that the increase would be reflected on the May billing.

OLD/NEW BUSINESS**Disabled Veteran Personal Property Tax Exemption Discussion**

Manager Martin informed Council that there was a citizen inquiry asking why the City of Franklin policies regarding Disabled Veteran Tax Exemptions allowed by the Commonwealth of Virginia did not match our neighboring counties. Manager Martin stated that he had asked Commissioner Rickman to research the matter in conjunction with Attorney Williams. Commissioner Rickman is here to report on her findings. Manager Martin informed Council that this was just a discussion and there was no action recommended to be taken at this meeting. Staff is just seeking direction of Council for next steps concerning this matter.

Commissioner Rickman reported that the city currently removes the vehicle license fee for one vehicle owned by a veteran that has “disabled veteran” license plates on their vehicle but the personal property taxes are still owed. The surrounding localities of Southampton and Isle of Wight do allow a full personal property tax exemption on one vehicle owned by a 100% disabled veteran and is usually given to the highest assessed valued vehicle.

Effective January 1, 2011, all localities in the State of Virginia currently provide a Real Estate Tax Exemption for veterans who are 100% service-connected disabled as designated by the Department of Veteran Affairs. For the 2016 – 2017 Real Estate Tax Year, we have 10 taxpayers who fall in this category. The City of Franklin would need to change the ordinance to accommodate these taxpayers if it is the desire of Council to allow the personal property tax exemption as well.

After the presentation and discussion concerning this issue it was the consensus of Council for Management to bring the issue back at another Council meeting to consider action on this topic.

City Manager’s Report**Utility Billing Software Conversion Update**

Manager Martin advised Council and the citizens of Franklin that beginning in April the new Utility Billing Software would be put into effect. Manager Martin wanted to update Council on where we are in the process of the software conversion and keep everyone apprised of the next steps.

(Councilman McLemore arrived at 7:52 p.m.)

Councilman Burgess asked if budget billing would be accessible in this software.

Director Rollins stated that feature is expected to be available sometime in January.

Isle of Wight Utility Task Force

Manager Martin stated that he and Southampton County Administrator Mike Johnson were asked to participate in a meeting concerning Isle of Wight County’s water/sewer utility task force. They were asked to share input concerning our joint shared service efforts to provide water/sewer. Manager Martin stated that the meeting was very informative for all participating parties.

COUNCIL/STAFF REPORTS ON BOARDS & COMMISSIONS

Mayor Rabil shared with everyone that Ed Martin, Deputy Treasurer's, mother passed away. He shared condolences for Mr. Martin's family and asked that we keep them in our thoughts and prayers.

Vice-Mayor Cheatham reported on the WTRJ meeting. The major item in the meeting was the review of Superintendent Smith. He was given an outstanding evaluation. Vice-Mayor Cheatham also reported that a recently completed three year annual review of the jail netted a grade of 100%.

Mayor Rabil reminded Council of the Partners in Progress breakfast on March 14, 2017 at the PDCCC Workforce Development Center at 8 a.m. This is an overview of the economic development progress of where we are and the progress we are making in Franklin and Southampton County.

Mayor Rabil also reported that there will be a meeting of the Board of Directors of the Hampton Roads Military and Federal Facilities Alliance (HRMFFA) on Thursday, March 16, 2017; as well as with HRTAC. He and the City Manager will attend.

Mayor Rabil also reported that there will be a meeting of the DFA board on Wednesday, March 15, 2017 at 5:30 p.m. at Fred's.

Councilman Burgess reported that there will be a meeting of the Franklin Business Center Board on Wednesday, March 15, 2017 in the morning.

Mayor Rabil reported on the Shared Services meeting that was held on Tuesday, February 28, 2017 at 7 p.m. He advised that the City and County are still working together to explore opportunities to work together.

Closed Session

Councilman Scarboro made the motion that the Franklin City Council meet in Closed 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 its facilities in the community pursuant to Virginia Code Section 2.2 – 3711 (A) (5). Vice-Mayor Cheatham seconded the motion.

The motion was approved by a 7 – 0 vote.

The Council entered into closed session at 8:00 p.m.

Mayor Rabil reconvened the open session at 8:20 p.m. and asked for a motion certifying the closed session.

Councilman Scarboro 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 Councilwoman Hilliard.

The motion was approved by a 7 – 0 vote.

Adjournment

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

The motion was approved by a 7 – 0 vote.

Mayor Rabil declared the meeting adjourned at 8:21 p.m.

These Minutes for the March 13, 2017 City Council Regular Meeting were adopted on the 27th day of March, 2017.

Mayor

Clerk to City Council

The Franklin City Council met in a Called meeting on Monday, March 20, 2017, at 7 p.m. in the City Administration 2nd Floor Conference Room at the Franklin City Hall. The purpose of the called meeting was to meet jointly with the Franklin City School Board to receive and discuss the School Division's FY 2017 – 2018 budget request.

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

Other City Staff members in Attendance: Randy Martin, City Manager; Taylor Williams, City Attorney and Melissa Rollins, Finance Director

Board Members in Attendance: Robert Holt, Chairman; Dr. Andrea Hall – Leonard, Vice-Chair; Ron Rusnak, Becky Jester, Amy Phillips, Jessica Grant and Marchelle Williams.

Other School Officials and Staff members in Attendance: Kelvin Edwards, Interim Superintendent; Sheila Minor, Interim Finance Director and Pamela Kindred, Executive Secretary Recording Minutes.

Mayor Rabil called the Council meeting to order at 7:00 p.m. and thanked all for attending. School Board Chairman Robert Holt called the School Board meeting to order and thanked the City Council for the opportunity to meet and discuss the School Division's budget needs.

Chairman Holt then recognized Interim Superintendent Edwards who commented briefly then asked Interim Finance Officer Sheila Minor to present a powerpoint on the division's budget request for FY 2017 – 2018.

Ms. Minor, reviewed highlights of the presentation which had been previously distributed to Council and which had been presented to the School Board at their previous meeting on the budget. It was noted that this is a work in progress as this was the Superintendent's recommended budget which the School Board will review and adopt in April based upon their budget development schedule.

Councilman Johnson arrived during the budget presentation.

During the budget presentation, Interim Superintendent Edwards gave an update on enrollment data and how it impacts the current and proposed budget. Several questions were asked about the methodology utilized and the projection used in the budget requests.

Ms. Minor reviewed several of the major challenges being faced by the School Division in this budget cycle including: increased cost of employee benefits, salary changes approved by the State, College Dual Enrollment program changes and the gap remaining in projected expenditures versus available revenues. Ms. Minor also reviewed the list of budget adjustments and proposed operational changes aimed at closing the budget gap. She summarized the discussion citing that the city is being asked to provide additional funding in the amount of \$350,000 to balance the budget under the Superintendent's budget recommendation.

Council members and School Board members asked a number of questions, some of which School Division staff were able to answer. Ms. Minor and the Interim Superintendent agreed to follow up and provide responses after the meeting to all questions they were not able to answer during the meeting.

Members of Council expressed concern about the amount of the increased local funding being requested. Mayor Rabil commented on the equivalent tax rate increase that would be necessary to fund the request. He also asked them to calculate the amount of the increase that could be considered a mandated type increase including the employee compensation and benefit increases proposed. It was also suggested by Council that the School Division evaluate and pursue any cooperative opportunities with neighboring school divisions which might benefit all parties. The example of CTE program offerings was cited as one of several possibilities. This could help if reciprocal agreements allowed student program interests to be accommodated regardless of which division they are enrolled in. The Mayor closed the comments by thanking the school officials and suggesting they provide the requested additional information and sharpen their pencils on the budget request.

Adjournment

Mayor Rabil then asked for a motion to adjourn the Council meeting Councilwoman Hilliard made a motion to adjourn. Councilman Burgess seconded the motion.

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

Chairman Holt asked for and received a motion for the School Board to adjourn as well. The School Board motion passed 7 – 0.

The Mayor declared the joint called meeting adjourned at 8:50 p.m.

These minutes for the March 20, 2017 City Council Called meeting were adopted on the 27th day of March, 2017.

Mayor

Clerk to City Council

FINANCE

- A. FY 2016 – 2017 City Budget Amendment # 2017 – 12**
- B. Financial Report: February, 2017**



DEPARTMENT OF FINANCE

March 22, 2017

TO: Randy Martin, City Manager

FROM: Melissa D. Rollins, Director of Finance

RE: **Budget Amendment #2017-12**

Parks & Recreation

Attached is correspondence from Frank Davis, Director of Parks & Recreation to make repairs to the Armory Park Swimming Pool to eliminate safety concerns. The budget included \$2,000 to do repairs based on the estimated need, but upon further evaluation, the required repairs are more extensive. Since funding is not available within the Parks & Recreation budget, the request is to cover most of the expenditure (\$11,126) via a transfer from the City's contingency fund.

Public Works – Building Maintenance

The HVAC Units at the Police and Courts building are inoperable and in need of immediate replacement. The cost to make repairs to certain components of the unit is approximately \$15,000; however, the recommendation from Public Works is to replace the 15 year old units with new equipment at a total cost of \$35,900. A new replacement will reduce the maintenance cost. The department has identified approximately \$5,000 within the current budget. The remaining \$30,900 is a transfer request from the Contingency Fund.

Required Action from City Council:

Authorize the transfer of \$42,026 from the Contingency Fund to the Parks & Recreation budget (\$11,126) and the Public Works – Building Maintenance budget (\$30,900) to cover repairs to Amory Park pool and replacement of the HVAC units at the Police/Courts building respectively and appropriate the funds for expenditure by adopting budget amendment #2017-12.

BUDGET AMENDMENT 2017-12

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF FRANKLIN, VIRGINIA that the 2016-17 City Budget is hereby amended as follows:

- 1) *To authorize transfer of funds from the Contingency Fund to another department as required per policy:*

	Revenue	BUDGET FY 16-17	Amended Budget	Increase/ Decrease
Fund Budget Amendment #1				
7000	Contingency Fund	45,599	3,573	42,026
8160	Armory Swimming Pool	2,000	13,126	(11,126)
8400	Building Maint - Capital Expense	25,000	55,900	(30,900)
	Total			-

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

Clerk to the City

Agenda
Franklin City Council
March 27, 2017



DEPARTMENT OF PARKS & RECREATION

MEMORANDUM

To: Mr. Randy Martin, City Manager
City of Franklin

From: Mr. Frank A. Davis, Director
Franklin Department of Parks & Recreation

Subject: Swimming pool repairs

Date: 13 March 2017

The pool brickwork around the perimeter of the Armory Park Pool is in need of repair. We have patched some of the major damaged areas during the past few years to allow use of the pool to make it through the swimming season. But at the conclusion of the 2016 season, we noticed that too many of the bricks are continuing to become loose and need to be repaired.

At the beginning of the 2016 swim season, I had pool contractors that are familiar with this type of problem to examine our situation and give their professional advice. All agreed that it was that time to replace the brick as it could become a major safety issue.

I have consulted with the contractors about different options that could be considered for the repair. One option was to replace only in areas that the bricks are visibly loose or cracked. The answer to this request was that if only sections were replaced, the bricks in that area that appears to look ok might get disturbed and become loose as a contractor uses a power tool to remove a cracked/damaged brick.

In view of this, it is my recommendation that we consider option one which would be to replace all of the brick and install pool coping around the whole perimeter of the pool. The coping will prevent water from being able to get under the brick to cause any future damage. I am including with the memo the estimated bids from two contractors to do the work. Originally, I had consulted with three, but the third contractor did not submit and estimate.

Finally, my recommendation is to accept the estimate submitted by Baxter Bros.Inc.

Frank

Frank A. Davis

Baxter
3/13/17
Approved
need budget amendment
(+11%)



BAXTER BROS. LLC.

26320 MELON FIELD ROAD
NEWSOMS, VA. 23874
757-635-8695 fax 757-653-2884

Invoice No. ESTIMATED

JOB INVOICE

Customer

Name PARKS AND RECREATIONS DEPARTMENT
Address OAK STREET
City FRANKLIN State VA ZIP 23851
Phone

Date 3/7/2017
LIC # 2705 123645A
FEI # 32-0255479
FOB

Qty	Description	Unit Price	TOTAL
LARGE SWIMMING POOL REPAIRS			
1	TO DEMO ALL EXISTING BULLNOSE BRICKS AROUND THE PERIMETER OF THE LARGE POOL AREA, CLEAN AND PREP. USING CUTSAW WITH DIAMOND BLADES, CHIPPING HAMMERS, AND CHISELS. ALL DEBRIS WILL REMOVED AFTER PLACED IN RENTAL DUMPTER.	\$1,376.00	\$1,376.00
1000	INSTALL ALL NEW BULLNOSE BRICKS AROUND THE WHOLE PERIMETER OF LARGE POOL.	\$5.00	\$5,000.00
1	SEAL ALL CAVITIES WITH CHALKING BETWEEN REAR OF BRICK AND CONCRETE.	\$600.00	\$600.00
1000	BULLNOSE BRICKS	\$5.00	\$5,000.00
1	MATERIALS AND SUPPLIES	\$400.00	\$400.00
1	SAND	\$150.00	\$150.00
1	DUMPTER RENTAL 30 DAYS	\$600.00	\$600.00
			Subtotal
			\$13,126.00
			TAXES
			\$0.00
			PAYMENTS
			TOTAL
			\$13,126.00

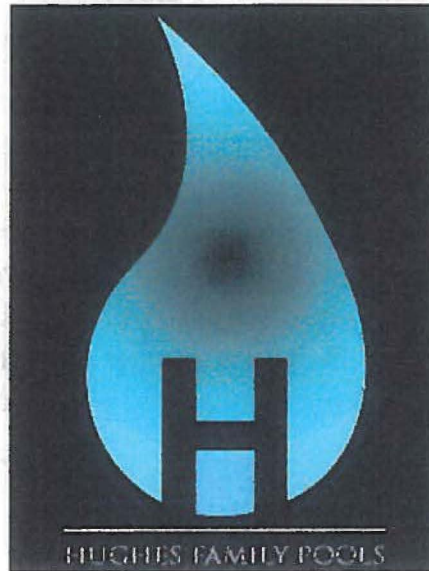
C - COMPLETED E - ESTIMATED
CALL MICHAEL A. SMITH IF ANY QUESTIONS.
757-635-8695

Payment Details

- Cash
- Check
- Credit Card #VALUE!

CC # _____
Expires _____

Office Use Only



ESTIMATE

Estimate Number 19
 Creation Date October 6, 2016

Hughes Family Pools
 Serving all of tidewater and
 Eastern Virginia
 egh111134@gmail.com

PREPARED FOR:
 Frank Davis, City Of
 Franklin

ITEM DESCRIPTION	QUANTITY	UNIT PRICE (\$)	TOTAL (\$)
<p>New Pool Coping Remove all pool coping on perimeter of pool. Contractor shall take prudent measures to protect waterline tile. At any time the tile comes off more than two pieces customer shall be notified. If any tile does come off the wall it will be replaced on a Time material basis. The tile is discontinued by the manufacturer and will have to be replaced by non matching tile picked and approved by the customer. Remove all coping and debris. Set brand new customer picked and approved safety grip coping on pool being adhered with Portland cement. Once pool coping is set around entire pool perimeter allowed time to cure, then grout brick joints with color approved non shrink Portland cement based grout.</p> <p>Once The Brick is set and grouted replace caulk line between back of brick and pool deck. The old caulk line should and will come out during brick removal. The edge of the existing concrete pool deck shall be scraped with a knife to remove any residual caulk. While joint is empty insert approved size foam backer rod and cover filling in elevation difference with approved caulk.</p>	338	43.00	14,534.00



PROPOSAL

1100 Cavalier Blvd.
Chesapeake, VA. 23323
(757) 558-0200
(757) 558-9715 Facsimile
(800) 768-4257 Toll Free

Customer
City of Franklin
1050 Pretlow Street
P.O. Box 179
Franklin, VA 23851

Number
QR17-1758

Date
March 22, 2017

Job Name
Police & Courts
911 Dispatch Area

Attention: Lin Darden
TEL: (757) 562-8564
FAX: (757) 562-7883

Damuth Trane is pleased to provide this proposal for the replacement of the failing unit that services the Office Area.

Scope:

- Secure and lock out / tag out of operation the failing unit.
- Recover the R-22 as required by EPA refrigerant guidelines.
- Remove and dispose the old unit.
- Provide and install a new Trane package heat pump as a direct match to include a new roof curb.
- Project to include electrical as required.
- Project to include crane and rigging.
- Tie new unit into building Trane controls.
- Provide unit start up, test system, and restore back to normal operation.

Damuth Trane's price for the proposed work is.....\$20,250.00

Continued on Next Page





PROPOSAL

1100 Cavalier Blvd.
Chesapeake, VA. 23323
(757) 558-0200
(757) 558-9715 Facsimile
(800) 768-4257 Toll Free

Notes:

1. Work to be performed during normal working times Monday – Friday 8:00 AM to 4:30 PM
2. The condenser coil can be changed in lieu of unit replacement. The cost for providing and installing a replacement coil is \$8,960.00. This is not recommended do to the age and condition of the unit. Coil replacement will not extend the useful life, performance or reliability of this unit.

Prices quoted are FIRM.

If estimates, Damuth Trane reserves the right to revise this quote as the work progresses and we acquire knowledge not available at the time of quote. Customer will be advised at that time of any change and before work progresses.

Authorized
Signature

David Peffley
Account Executive

ACCEPTANCE OF PROPOSAL – The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified.

Signature

P.O. #

Date of Acceptance _____

Price includes all taxes. See attached for terms and conditions of sale upon which this proposal is based.

General Terms and Conditions

1. **Acceptance and Prices.** This proposal is subject to acceptance within thirty (30) days from submittal date.
2. **Contract Price and Taxes.** The contract price includes standard ground transportation and, if required by law, all sales, consumer, use and similar taxes legally enacted as of the date hereof only for equipment and material installed by Damuth Trane. Equipment sold on an uninstalled basis and any taxable labor does not include sales tax and taxes will be added.
3. **Construction Procedures.** Damuth Trane shall supervise and direct the work using its best skill and attention and have exclusive control over constructions means, methods, techniques, sequences and procedures.
4. **Payment.** The account is due and payable thirty (30) days from date of invoice. Finance charges of 1½% per month are assessed on account balances after thirty (30) days. In the event the account must be referred to an outside agency for collection, the buyer agrees to pay all fees, including reasonable attorney's fees, incurred in the collection of the amounts due and otherwise enforcing these terms and conditions. Damuth Trane may invoice the Customer for all equipment or material furnished, whether delivered to the installation site or to an off-site storage facility and for all work performed on-site or off-site. Damuth Trane may progressively bill the Customer at different stages of completion for work performed. No retention shall be withheld from any payments except as expressly agreed in writing by Damuth Trane, in which case retention shall be reduced per the contract documents and released no later than the date of substantial completion. Under no circumstances shall any retention be withheld for the equipment portion of the order. If payment is not received as required, Damuth Trane may suspend performance and the time for completion shall be extended for a reasonable period of time not less than the period of suspension. The Customer shall be liable to Damuth Trane for all reasonable shutdown, standby and start-up costs as a result of the suspension.
5. **Time for Completion.** Except to the extent otherwise expressly agreed in writing signed by an authorized representative of Damuth Trane, all dates provided by Damuth Trane or its representatives for commencement, progress or completion are estimates only. While Damuth Trane shall use commercially reasonable efforts to meet such estimated dates, Damuth Trane shall not be responsible for any damages for its failure to do so.
6. **Access.** Damuth Trane and its subcontractors shall be provided access to the work site during regular business hours, or such other hours as may be requested by Damuth Trane and acceptable to the work site owner or tenant for the performance of the work, including sufficient areas for staging, mobilization, and storage. Damuth Trane' access to correct any emergency condition shall not be restricted.
7. **Warranty and Liability.** Damuth Trane will complete all work in a workmanlike manner according to standard trade practices and will guarantee our services for one (1) year from completion, subject to the exclusions and conditions set out below.
 - A. All parts and equipment supplied by Damuth Trane carry the manufacturer's warranty. Damuth Trane does not separately warrant parts and equipment.
 - B. The owner/operator has the responsibility and obligation to supply proper and adequate power to the equipment covered by this warranty and to operate it properly according to the manufacturer's instructions. This parts and labor warranty does not apply if failure is caused by power deficiency, lightning, single phasing, phase reversal, negligent operation or maintenance, or circumstances beyond the control of Damuth Trane, such as vandalism, fire, or acts of God.
 - C. No liability whatsoever shall be attached to Damuth Trane until the products or services have been paid for and then said liability shall be limited to the purchase price.
 - D. THIS WARRANTY AND LIABILITY SET FORTH IN THE PRIOR PARAGRAPHS ARE IN LIEU OF ALL OTHER WARRANTIES AND LIABILITIES EXPRESSED OR IMPLIED IN LAW OR IN FACT, INCLUDING IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE. THERE ARE NO WARRANTIES WHICH EXTEND BEYOND THE DESCRIPTION ON THE FACE HEROF.
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10. **Environmental Hazards and Dangerous Substances.** This proposal expressly excludes any work or service of any nature associated or connected with the identification, abatement, clean up, control, removal, or disposal of environmental hazards or dangerous substances, to include but not be limited to asbestos or PCBs, discovered in or on the premises. Any language or provision of this agreement elsewhere contained which may authorize or empower the purchaser to change, modify, or alter the scope of work or services to be performed by Damuth Trane shall not operate to compel Damuth Trane to perform any work related to hazards without Damuth Trane' express written consent.
11. **Indemnification.** Damuth Trane agrees to indemnify and hold harmless the Customer from any and all claims and liability for personal injury or property damage resulting from the acts of negligence or other misconduct by Damuth's employees. Customer likewise agrees to indemnify Damuth from any and all claims and liability for personal injury or property damage resulting from negligence or other misconduct by Customer's employees. If the parties are both at fault, then this obligation to indemnify shall be proportionate to the relative fault of each party. The duty to indemnify will continue in full force and effect, notwithstanding the expiration or early termination hereof, with respect to any claims based on facts or conditions that occurred prior to expiration or termination. NOTWITHSTANDING ANY PROVISION TO THE CONTRARY, NEITHER PARTY SHALL BE LIABLE TO THE OTHER FOR ANY SPECIAL, INCIDENTAL, CONSEQUENTIAL (INCLUDING WITHOUT LIMITATION LOST REVENUE OR PROFITS) OR PUNITIVE DAMAGES. IN NO EVENT SHALL DAMUTH TRANE BE LIABLE FOR ANY DAMAGES (WHETHER DIRECT OR INDIRECT) RESULTING FROM MOLD, FUNGUS, BACTERIA, MICROBIAL GROWTH, OR OTHER CONTAMINATES OR AIRBORNE BIOLOGICAL AGENTS.
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PROPOSAL

1100 Cavalier Blvd.
Chesapeake, VA. 23323
(757) 558-0200
(757) 558-9715 Facsimile
(800) 768-4257 Toll Free

Customer
City of Franklin
1050 Pretlow Street
P.O. Box 179
Franklin, VA 23851

Number
QR17-1757

Date
March 22, 2017

Job Name
Police & Courts
Package Heat Pump Office Area

Attention: Lin Darden
TEL: (757) 562-8564
FAX: (757) 562-7883

Damuth Trane is pleased to provide this proposal for the replacement of the failing unit that services the Office Area.

Scope:

- Secure and lock out / tag out of operation the failing unit.
- Recover the R-22 as required by EPA refrigerant guidelines.
- Remove and dispose the old unit.
- Provide and install a new Trane package heat pump as a direct match.
- Project to include electrical as required.
- Project to include crane and rigging.
- Tie new unit into building Trane controls.
- Provide unit start up, test system, and restore back to normal operation.

Damuth Trane's price for the proposed work is.....\$15,650.00

Continued on Next Page





PROPOSAL

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1. Work to be performed during normal working times Monday – Friday 8:00 AM to 4:30 PM
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HIGHLIGHTS
Ending February 28, 2017

Based on Unaudited Financial Data

Basis of Reporting

- The information enclosed in the City's Financial Report for the period ending February 28, 2017
- The report contains provisions for **most** revenue and expenditure accruals.
 - Reflects 8 months of revenue & expenditures in most cases (where noted, the 8th month has been estimated) – modified accrual
- 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 \$4.37 is near FY 16 collections of \$4.46 mil. There are five major sources included in General Property Taxes:

- ❑ Real Estate taxes (Current & Delinquent)
- ❑ Personal Property (Current & Delinquent)
- ❑ Penalty and Interest on Taxes
- ❑ Public Service Corporation taxes
- ❑ Machinery & Tools Taxes

Revenue Highlights – Tax Collections

- ❑ Current Real Estate taxes^{*} - \$2.63 million is \$68,000 or 2.5% less than the prior year.
Delinquent RE taxes^{*} of \$183,153 are on target with 76% of the budget realized even though collections lag prior year period
- ❑ Personal Property taxes^{*} at \$1.44 mil are 96% of budget and 5.3% higher than prior period collections of \$1.36 million.
- ❑ Penalty and Interest at \$80,717 is 52% of budget and down from prior year period collections of \$87,213 and has made some gain since the prior month.
- ❑ Public Service Corporation taxes^{*} - \$68,168 is 101% of budget.

^{*}Revenue source is anticipated to meet or exceed budgeted projections as of 2/28/17– projections will be revised at the end of the 3rd quarter

General Property Taxes- Overall BUDGET COMPARISON

	2016-2017	ACTUAL	BUDGET	2015-2016	ACTUAL	BUDGET
REVENUE SOURCE	BUDGET	Current Year	%	BUDGET	Prior Year	%
Real Estate Taxes-Current	\$ 5,447,115	\$ 2,639,788	48.5%	\$ 5,456,874	\$ 2,707,602	49.6%
Real Estate Taxes-Delinquent	240,000	183,153	76.3%	190,000	315,257	165.9%
Personal Property Taxes-Current	1,500,000	1,441,804	96.1%	1,450,000	1,368,649	94.4%
Personal Property Taxes-Delinquent	45,000	24,094	53.5%	65,000	22,759	35.0%
Machinery & Tools	23,578	20,114	85.3%	23,577	19,402	82.3%
Penalties & Interest Taxes	155,000	80,717	52.1%	145,000	112,714	77.7%
Public Service Corporation Taxes	61,818	68,614	111.0%	66,863	67,088	100.3%
GENERAL PROPERTY TAX	\$ 7,472,511	\$ 4,458,284	59.7%	\$ 7,397,314	\$ 4,613,471	62.4%

Current	\$ 4,374,818
Prior Year	\$ 4,464,257
Net Change \$	-89,439
Net Change %	-2.0%

Local Tax Revenue (Prior Year Comparison) – cash basis

	Meals Taxes	Lodging Taxes	Cigarette Taxes	Sales Taxes	Total
Feb-16	850,749	73,060	221,340	890,431	2,035,580
Feb-17	858,203	79,454	203,281	903,771	2,044,709
Prior Year \$	7,454	6,394	(18,059)	13,340	9,129
Prior Year %	0.88%	8.75%	-8.16%	1.50%	0.45%

At eight (8) months into the fiscal year, it is projected that each source will meet targeted projections; projection will be revised at the end of the 3rd quarter

Local Tax Revenue (Budget per Actual Comparison)-(accrual basis)

Benchmark –
66.6%

	FY 16-17 Budget	2/28/2017	% of Budget Realized
Local Sales & Use*	\$ 1,823,000	\$ 1,175,106	64.5%
Cigarette Taxes	\$ 345,000	\$ 203,281	58.9%
Meals Taxes*	\$ 1,420,000	\$ 993,802	70.0%
Lodging Taxes*	<u>\$ 130,000</u>	<u>\$ 86,954</u>	<u>66.9%</u>
Total Local Tax Revenue	\$ 3,718,000	\$ 2,459,143	66.1%

*prepared on modified accrual basis - revenue sources include a one or two month projection based on prior history - business licenses tax is tracked beginning March

At (8) months into the fiscal year, it is projected that all but cigarette taxes will meet targeted projections; projection will be revised at the end of the 3rd quarter

Revenue Summary

- Overall, total current general fund revenue reported at **\$13.80 mil** (60.6% of budget) is a net **\$142,000 less** when compared to the **\$13.94 mil** (59.4% of budget) realized prior year period. The majority is associated with one source^{***}.

Summary of Major Net Revenue Decrease

Revenue Source	Amount
State Funds –Categorical aid	-246,000
Real estate taxes (primarily delinquent)	-199,921
Personal Property taxes	+74,000
Fiduciary Taxes	+40,000
Misc. Revenue (property sale) – one time source in FY16	-40,000
Ambulance billing charges	-30,000
Business license tax collections	+149,000
State Categorical Aid – Highway Rev Sharing payments increased	+28,000
Recovered cost – SH County Quarterly payment	+55,000



GENERAL FUND EXPENDITURES

For the period ending February 28, 2017



General Fund Expenditure Highlights

- General Fund expenditures at the end of the period total \$12.57 mil and represents 55% of the total budget; when compared to the prior year period of \$12.36 mil, this is a \$204,000 or less than 2.0% increase. **However, there are numerous variances (increases & decreases) as shown below:**

	Prior Year	Current Year	Variance	Primary Reason for Variance
PUBLIC WORKS-STREET MAINTENANCE****	1,097,170.15	1,355,761.12	-258,590.97	Paving projects prior year with VDOT funds
INFORMATION TECHNOLOGY*****	102,862.25	182,606.67	-79,744.42	One time capital outlay
BUILDING INSP & CODE ENFORCEMENT***	301,331.55	349,962.02	-48,630.47	Personnel
E - 911 *****	399,948.19	444,950.53	-45,002.34	Grant expense
MANAGEMENT SERVICES & HR*****	57,963.52	101,121.77	-43,158.25	personnel vacancy
MENTAL HEALTH*****	0	35,198.00	-35,198.00	timing of payment
HEALTH DEPARTMENT*****	55,000.00	82,500.00	-27,500.00	timing of payment
CITY TREASURER *****	190,100.19	168,091.75	22,008.44	position filled in current year
RECREATION****	253,409.04	230,816.36	22,592.68	PT salaries, supplies
CITY ATTORNEY *****	121,130.92	91,502.92	29,628.00	professional services
BUILDING MAINTENANCE-GENERAL *****	432,940.56	394,350.57	38,589.99	contract services, utilities
ACCOUNTING *****	212,330.28	166,365.77	45,964.51	position filled in current year, professional seervices
DISTRICT COURT SERVICE ***	63,394.29	12,748.07	50,646.22	increased utilization
POLICE ***	1,990,067.31	1,804,493.70	185,573.61	Full and PT Salaries
TRANSFERS*****	4,578,130.09	3,186,124.85	1,392,005.24	Transfer to School, VPA and DebtService



ENTERPRISE FUNDS

For the period ending February 28, 2017

Based on Unaudited Financial Data

Airport Fund

- Revenue
 - Fuel sales and airport rental fees are on target with budgeted projections – 60% of budget realized.
 - Airport rental and fees are on target with 64% of the budget realized.
- Expenditures
 - Expenditures in the fund are higher primarily as the result of jet fuel purchases in the current year. No purchases had been made for jet fuel in the prior year period ending February 2016.
- Cash balance in the Airport Fund is a negative \$137,000; while a general fund transfer is due to the fund of \$133,249, the fund should be monitored on an ongoing basis relative to revenue, expenditures and cash position

Water & Sewer Fund

- **Revenue Analysis**

- Revenue from the sale of water and sewer service charges of \$2.16 mil at the end of the period is tracking on target at 64.5% of budget.

- **Expenditure Analysis**

- Expenditures in the Fund are \$2.14 mil and tracking similar to the prior year; expenditures in the current year for sewer system and waste water treatment plant costs have exceeded the prior year while expenditures associated with the water division are less
 - A portion of the additional costs are associated with Hurricane Matthew related expenditures – the city's project work sheet for FEMA is \$103,000 for water and sewer related costs and is slated for *potential* federal reimbursement to the City at 75%.

- **Cash Balance**

- The cash balance in the Fund at the end of the month is \$1.42 mil down from the \$1.70 million, reported last month and 5.6% less than the \$1.52 mil reported in the prior year period.

Solid Waste Fund

- **Revenue Analysis**

- Revenue for the Solid Waste Fund is on target with budgeted projections at \$753,093 or 57% and is comparable to the prior year period collections of \$754,923

- **Expenditure Analysis**

- Total expenditures as shown at \$688,213 are nearly the same as the prior period expenses and represents 45% of the total budget.
 - FT wages and benefits (hiring of vacancies)
 - Tipping fees higher in the current year
 - One time equipment purchase in current year
 - Landfill closure expenditures reflect a reduction - DEQ compliance requirements met resulting in no further costs for closure activities

Solid Waste Fund – Cash Balance

Cash balance - \$445,948

	<u>Month</u>	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
	December	\$526,270	\$411,298
	January	\$505,773	\$418,851
	February	\$553,646	\$445,948
	March	\$394,249	
	April	\$428,223	
	May	\$428,088	
	June	\$409,400	

Cash in the fund increased from the prior month but is a 19% decrease from the prior year period as anticipated due to the “Pay as You Go” alternative to purchase capital equipment in the prior year

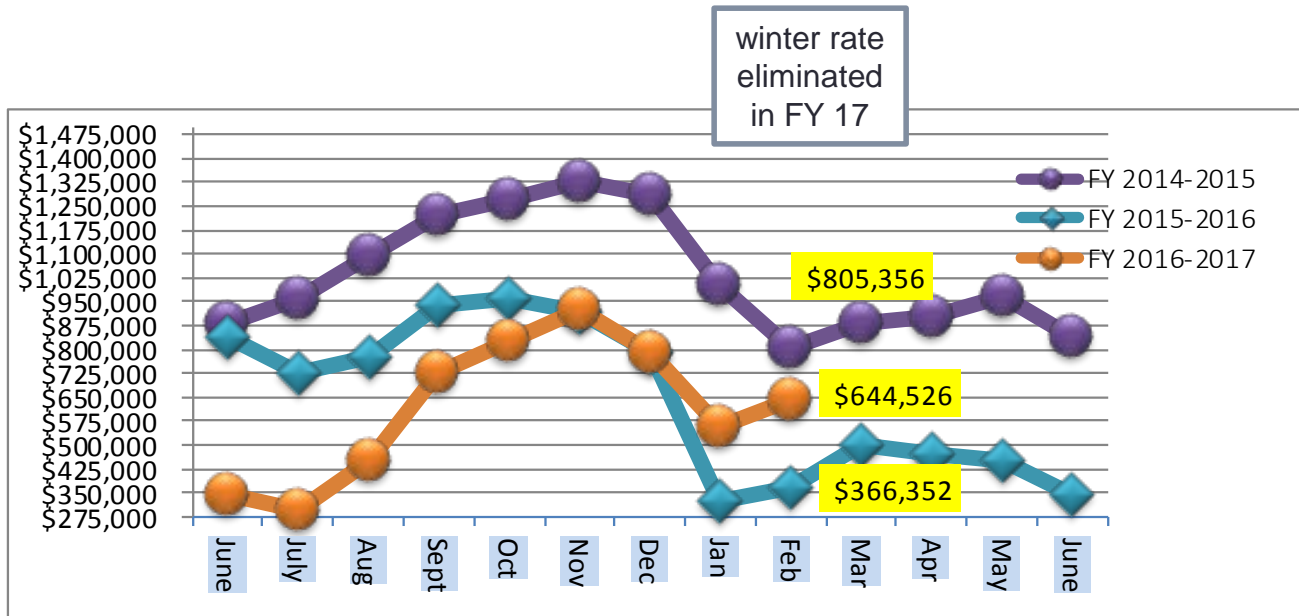
Electric Fund – Revenue Analysis

- **Revenue** from energy sales at \$10.1 mil is on target at 66.6% of budget; a snapshot of prior year billed service revenue, compared to current year follows anticipated and actual is as follows:

Account Description	Prior Revenue	Anicipated	YTD Revenue	% Realized
Sale of Electricity -Fuel Adj	876,715	315,911	209,903.00	66.4%
Sale of Electric Energy-Residential	5,217,894	8,578,082	5,773,665.00	67.3%
Sale of Electricity-Commercial	3,986,440	6,211,368	4,145,466.00	66.7%
Cycle & Save	-80,285	-121,000	-79,529.00	65.7%

- **Expenditures** associated with the sale of energy for 8 months of the fiscal year (excluding fuel adjustment) at \$6.80 mil is currently on target with 65% of the total budget expended. This is higher than the prior year period of \$6.4 million, about 65% of the budget.

ELECTRIC FUND CASH ANALYSIS



Cash in the Electric Fund at \$644,526 increased by 16% from the prior month period cash of \$544,258

Policy Evaluation:
Cash is below minimum policy guideline of \$1.494 million by \$939K.

ELECTRIC FUND BILLED VERSUS PAYMENT ANALYSIS

FY 2016-2017 REVENUE BILLED VERSUS PAYMENTS COLLECTED ANALYSIS

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Total
ADJUSTED BILLING	\$ 1,331,565.63	\$ 1,368,230.33	\$ 1,182,707.53	\$ 921,613.12	\$ 1,245,028.67	\$ 1,321,069.00	\$ 1,410,929.00	\$ 1,288,794.00	\$ 10,069,937.28
TOTAL PAYMENTS**	\$ 1,027,103.65	\$ 1,270,296.21	\$ 1,328,762.17	\$ 1,214,391.35	\$ 995,069.16	\$ 1,055,151.00	\$ 1,289,237.00	\$ 1,480,191.00	\$ 9,660,201.54
Variance (collected over billed)	\$ (304,461.98)	\$ (97,934.12)	\$ 146,054.64	\$ 292,778.23	\$ (249,959.51)	\$ (265,918.00)	\$ (121,692.00)	\$ 191,397.00	\$ (409,735.74)

YTD **Billing** for February 2017 was considerably less than the prior year period at \$1.28 million versus \$1.76 million; **payments** for the first time in 3 months exceeded the billing for services; this resulted in a reduction in the negative various of YTD billed revenue over YTD payments noted in the prior month of \$601,000; payments for energy assistance were received in February.

FY 2015-2016 REVENUE BILLED VERSUS PAYMENTS COLLECTED ANALYSIS

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Total
ADJUSTED BILLING	\$ 1,320,443.35	\$ 1,256,178.96	\$ 1,104,759.75	\$ 969,500.53	\$ 989,526.40	\$ 1,106,431.00	\$ 1,416,968.00	\$ 1,763,716.00	\$ 9,927,523.99
TOTAL PAYMENTS**	\$ 1,185,914.31	\$ 1,292,899.51	\$ 1,243,163.11	\$ 1,151,101.61	\$ 973,281.82	\$ 988,029.00	\$ 1,048,736.00	\$ 1,325,041.00	\$ 9,208,166.36
Variance (collected over billed)	\$ (134,529.04)	\$ 36,720.55	\$ 138,403.36	\$ 181,601.08	\$ (16,244.58)	\$ (118,402.00)	\$ (368,232.00)	\$ (438,675.00)	\$ (719,357.63)



Summary Reports
Ending February 28, 2017

Based on Unaudited Financial Data

CITY OF FRANKLIN
GENERAL FUND FINANCIAL REPORTS - CASH BASIS
FOR THE PERIOD ENDING 2 29 17

Revenue Account Range: 100-3-11010-1000 to 100-3-41050-0100 Include Non-Anticipated: Yes
 Expend Account Range: 100-4-11010-0000 to 100-4-93100-9766 Include Non-Budget: No
 Print Zero YTD Activity: No Year To Date As Of: 02/28/17
 Current Period: 02/01/17 to 02/28/17
 Prior Year As Of: 02/29/16

Revenue Account	Description	Prior Yr Rev	Anticipated	Current Rev	YTD Revenue	Cancel	Excess/Deficit	% Real
100-3-11010-	100-3-11010- Real Estate Taxes	3,022,858.79	5,687,115.00	24,818.81	2,822,941.80	0.00	2,864,173.20-	50
100-3-11020-	PUBLIC SERVICE CORPORATION TAXES	67,087.90	68,000.00	0.00	68,614.11	0.00	614.11	101
100-3-11031-	PERSONAL PROPERTY TAXES	1,391,407.54	1,545,000.00	43,315.88	1,465,897.51	0.00	79,102.49-	95
100-3-11040-	MACHINERY & TOOLS TAXES	19,401.62	23,578.00	0.00	20,113.61	0.00	3,464.39-	85
100-3-11060-	PENALTIES AND INTEREST	112,714.16	155,000.00	15,332.72	80,717.42	0.00	74,282.58-	52
100-3-12010-	OTHER LOCAL TAXES	890,432.50	1,823,000.00	179,751.37	903,770.98	0.00	919,229.02-	50
100-3-12020-	UTILITY TAXES	380,880.09	516,000.00	54,765.89	386,410.41	0.00	129,589.59-	75
100-3-12030-	BUSINESS LICENSE TAXES	439,314.96	950,000.00	540,501.40	588,859.21	0.00	361,140.79-	62
100-3-12035-	100-3-12035- Bus. License Deling.	184.04	500.00	10.00	1,033.56	0.00	533.56	207
100-3-12050-	MOTOR VEHICLE LICENSES	124,405.33	160,000.00	9,383.13	128,290.56	0.00	31,709.44-	80
100-3-12055-	100-3-12055- Motor Vehicle License Deling.	11,752.94	23,000.00	3,910.38	11,862.02	0.00	11,137.98-	52
100-3-12060-	BANK STOCK TAXES	0.00	65,000.00	0.00	0.00	0.00	65,000.00-	0
100-3-12070-	TAXES ON RECORDATION AND WILLS	23,599.88	46,000.00	1,087.70	41,249.62	0.00	4,750.38-	90
100-3-12080-	CIGARETTE TAXES	221,340.96	345,000.00	26,827.20	203,281.18	0.00	141,718.82-	59
100-3-12100-	LODGING TAXES	73,060.65	130,000.00	8,051.36	79,453.70	0.00	50,546.30-	61
100-3-12110-	MEALS TAX	850,749.42	1,420,000.00	115,007.08	858,802.84	0.00	561,197.16-	60

CITY OF FRANKLIN
GENERAL FUND FINANCIAL REPORTS - CASH BASIS
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Revenue Account	Description	Prior Yr Rev	Anticipated	Current Rev	YTD Revenue	Cancel	Excess/deficit	% Real
100-3-12180-	PROBATE TAXES	2,480.23	2,500.00	1,736.69	3,063.23	0.00	563.23	123
100-3-13010-	PERMITS AND OTHER LICENSES	2,040.50	4,000.00	565.00	1,630.00	0.00	2,370.00-	41
100-3-13030-	PERMITS AND OTHER LICENSES	94,931.85	161,220.00	11,407.49	121,676.28	0.00	39,543.72-	74
100-3-14010-	FINES AND FORFEITURES	17,888.40	40,250.00	2,965.28	18,318.66	0.00	21,931.34-	46
100-3-15010-	REVENUE FROM USE OF MONEY	2,262.25	3,250.00	95.98	509.62	0.00	2,740.38-	16
100-3-15020-	REVENUE FROM USE OF PROPERTY	205,984.96	240,796.00	8,308.97	177,329.31	0.00	63,466.69-	74
100-3-16010-	CHARGES FOR CURRENT SERVICES	5,697.66	9,600.00	868.66	3,385.50	0.00	6,214.50-	35
100-3-16040-	CHARGES FOR OTHER PROTECTION	212,101.18	453,051.00	5,772.70	166,457.56	0.00	286,593.44-	37
100-3-16060-	CHARGES FOR OTHER PROTECTIONS	4,694.59	17,150.00	4,496.18	8,387.62	0.00	8,762.38-	49
100-3-16070-	MISC BILLING SERVICES	5,961.08	0.00	79.42	6,019.97	0.00	6,019.97	0
100-3-16080-	CHG FOR SANITATION & WASTE REMOVAL	5,876.67	6,150.00	960.95	8,771.21	0.00	2,621.21	143
100-3-16095-	CHARGES FOR ADMIN-FUNDS	626,550.00	964,866.00	80,405.67	643,245.32	0.00	321,620.68-	67
100-3-16130-	RECREATIONAL FEES	3,179.31	8,150.00	625.00	3,336.25	0.00	4,813.75-	41
100-3-18990-	MISCELLANEOUS	1,016,263.91	1,237,232.00	52,490.49	997,705.91	0.00	239,526.09-	81
100-3-19020-	RECOVERED COSTS	89,569.02	295,000.00	73,371.01	144,979.28	0.00	150,020.72-	49
100-3-22010-	NON-CATEGORICAL AID STATE	1,299,142.05	1,668,897.00	204,904.06	1,298,275.59	0.00	370,621.41-	78
100-3-23030-	SHARED EXPENSES	45,622.87	79,876.00	6,615.85	45,816.82	0.00	34,059.18-	57
100-3-23040-	SHARED EXPENSES	39,467.01	72,896.00	5,797.19	39,188.42	0.00	33,707.58-	54
100-3-23060-	SHARED EXPENSES	0.00	34,723.00	0.00	0.00	0.00	34,723.00-	0

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Revenue Account	Description	Prior Yr Rev	Anticipated	Current Rev	YTD Revenue	Cancel	Excess/Deficit	% Real
100-3-24040-	CATEGORICAL AID - STATE	1,615,067.94	2,138,437.00	251,368.71	1,368,649.07	0.00	769,787.93-	64
100-3-33010-	CATEGORICAL AID -FEDERAL GOVERNMENT	39,661.40	22,595.00	0.00	21,995.00	0.00	600.00-	97
100-3-41050-	FUNDS TRANSFERS	1,031,734.00	2,368,489.00	133,599.67	1,068,797.32	0.00	1,299,691.68-	45
	General Fund Revenue Total	13,995,367.66	22,786,321.00	1,869,197.89	13,808,836.47	0.00	8,977,484.53-	61

Expend Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Cancel	Balance	% Expd
100-4-11010-	**CITY COUNCIL **	114,424.74	190,518.00	11,673.34	104,411.71	0.00	86,106.29	55
100-4-12110-	CITY MANAGER *****	119,898.05	209,138.00	15,705.99	125,854.60	0.00	83,283.40	60
100-4-12210-	CITY ATTORNEY *****	91,502.91	190,580.00	11,015.73	121,130.92	0.00	69,449.08	64
100-4-12220-	MANAGEMENT SERVICES & HR*****	101,400.07	138,854.00	4,884.27	57,963.52	0.00	80,890.48	42
100-4-12310-	COMMISSIONER OF THE REVENUE *****	166,286.14	265,609.00	19,746.10	170,288.00	0.00	95,321.00	64
100-4-12320-	REAL ESTATE ASSESSOR *****	35,538.14	60,725.00	3,863.94	32,598.50	0.00	28,126.50	54
100-4-12410-	CITY TREASURER *****	168,104.38	301,342.00	24,074.81	190,100.19	0.00	111,241.81	63
100-4-12430-	ACCOUNTING *****	166,766.15	337,711.00	22,499.61	212,330.28	0.00	125,380.72	63
100-4-12470-	PURCHASING & GENERAL SERVICES****	54,771.48	90,279.00	6,972.45	58,691.59	0.00	31,587.41	65
100-4-12535-	UTILITY COLLECTIONS & BILLING *****	150,814.67	246,308.00	23,843.41	155,621.66	0.00	90,686.34	63
100-4-12550-	INSURANCE *****	106,078.67	178,159.00	18,288.54	120,031.11	0.00	58,127.89	67
100-4-12560-	INFORMATION TECHNOLOGY*****	161,693.02	270,021.00	7,385.64	102,862.25	0.00	167,158.75	38
100-4-13100-	BOARD OF ELECTIONS *****	66,451.28	114,638.00	9,022.63	68,981.75	0.00	45,656.25	60

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Expend Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Cancel	Balance	% Expd
100-4-21100-	CIRCUIT COURT ***	0.00	9,036.00	0.00	0.00	0.00	9,036.00	0
100-4-21200-	GENERAL DISTRICT COURT ***	10,816.65	18,091.00	651.80	9,080.94	0.00	9,010.06	50
100-4-21600-	CLERK OF CIRCUIT COURT ***	0.00	50,089.00	0.00	0.00	0.00	50,089.00	0
100-4-21700-	SHERIFF'S OFFICE ***	0.00	132,877.00	0.00	0.00	0.00	132,877.00	0
100-4-21910-	DISTRICT COURT SERVICE ***	12,748.07	57,882.00	5,036.53	63,394.29	0.00	5,512.29-	110
100-4-22100-	COMMONWEALTH'S ATTORNEY ***	22,000.00	61,855.00	22,000.00	22,000.00	0.00	39,855.00	36
100-4-23000-	WESTERN TIDEWATER REGIONAL JAIL**	922,090.98	921,980.00	0.00	921,980.00	0.00	0.00	100
100-4-31100-	POLICE ***	1,808,451.97	3,024,000.00	230,775.79	1,990,067.31	0.00	1,033,932.69	66
100-4-31130-	E - 911 *****	445,683.67	642,947.00	43,704.89	399,948.19	0.00	242,998.81	62
100-4-32100-	EMERGENCY MANAGEMENT SERVICES ***	1,437,286.61	2,340,550.00	195,421.91	1,496,051.88	0.00	844,498.12	64
100-4-34100-	BUILDING INSP & CODE ENFORCEMENT***	349,064.77	509,742.00	38,861.84	301,331.55	0.00	208,410.45	59
100-4-35100-	ANIMAL CONTROL *****	60,645.46	105,308.00	8,347.95	56,665.85	0.00	48,642.15	54
100-4-35500-	CIVIL DEFENSE *****	46,033.22	0.00	0.00	0.00	0.00	0.00	0
100-4-41200-	PUBLIC WORKS-STREET MAINTENANCE*****	1,368,068.68	2,067,338.00	91,414.93	1,097,170.15	0.00	970,167.85	53
100-4-41330-	PUBLIC WORKS-SNOW REMOVAL *****	4,000.85	16,500.00	8,121.84	15,207.83	0.00	1,292.17	92
100-4-41500-	PUBLIC WORKS-GARAGE*****	142,508.17	233,442.00	17,502.64	154,652.96	0.00	78,789.04	66
100-4-43200-	BUILDING MAINTENANCE-GENERAL *****	394,721.97	667,722.00	68,949.07	432,940.56	0.00	234,781.44	65
100-4-43400-	BUILDING MAINTENANCE-ARMORY***	24,801.83	48,586.00	3,336.55	24,101.43	0.00	24,484.57	50

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Expend Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Cancel	Balance	% Expd
100-4-43600-	BUILDING MAINTENANCE-CITY HALL ****	121,966.82	204,035.00	23,687.79	127,085.32	0.00	76,949.68	62
100-4-43700-	BLDG MAINTENANCE-SOC SERVICES****	41,984.03	80,676.00	9,796.90	52,337.38	0.00	28,338.62	65
100-4-43800-	BUILDING MAINTENANCE-HEALTH DEPT***	12,749.53	34,533.00	1,585.37	13,293.49	0.00	21,239.51	38
100-4-51200-	HEALTH DEPARTMENT*****	82,500.00	110,000.00	0.00	55,000.00	0.00	55,000.00	50
100-4-52200-	MENTAL HEALTH*****	35,198.00	35,198.00	0.00	0.00	0.00	35,198.00	0
100-4-71300-	RECREATION*****	231,886.50	374,601.00	28,502.12	253,409.04	0.00	121,191.96	68
100-4-71400-	CEMETERIES*****	23,800.00	40,500.00	3,468.00	27,744.00	0.00	12,756.00	68
100-4-71500-	SENIOR CITIZENS TITLE III ***	0.00	6,659.00	0.00	0.00	0.00	6,659.00	0
100-4-71600-	SENIOR CITIZENS NUTRITION ***	21,706.48	45,679.00	3,625.02	30,385.31	0.00	15,293.69	67
100-4-73100-	LIBRARY*****	205,161.93	304,725.00	3,562.46	218,561.53	0.00	86,163.47	72
100-4-81100-	PLANNING AND ZONING****	109,165.72	201,553.00	13,631.23	115,867.29	0.00	85,685.71	57
100-4-81300-	BEAUTIFICATION COMMISSION ****	3,280.87	19,528.00	0.00	2,916.64	0.00	16,611.36	15
100-4-81600-	DOWNTOWN DEVELOPMENT *****	69,020.72	100,230.00	5,249.73	60,135.11	0.00	40,094.89	60
100-4-91300-	PAYMENTS TO SOUTHAMPTON COUNTY ***	500,000.00	700,000.00	500,000.00	500,000.00	0.00	200,000.00	71
100-4-91500-	NON-DEPARTMENT MISCELLANEOUS***	33,519.09	22,000.00	4,526.63	39,386.87	0.00	17,386.87-	179
100-4-93100-	TRANSFERS*****	3,601,741.10	7,004,577.00	497,132.76	4,578,130.09	0.00	2,426,446.91	65
	General Fund Expend Total	13,646,333.39	22,786,321.00	2,007,870.21	14,579,711.09	0.00	8,206,609.91	64

Fund	Description	Prior Revenue	Curr Revenue	YTD Revenue	Prior Expended	Curr Expended	YTD Expended	Total Available Revenues
100	General Fund	13,995,367.66	1,869,197.89	13,808,836.47	13,646,333.39	2,007,870.21	14,579,711.09	770,874.62-

CITY OF FRANKLIN
ENTERPRISE FUNDS FINANCIAL REPORTS - CASH BASIS
FOR THE PERIOD ENDING 2 29 17

Revenue Account Range: 501-3-16190-1101 to 505-3-41050-4520 Include Non-Anticipated: Yes
 Expend Account Range: 501-4-44112-0000 to 505-4-95101-9151 Include Non-Budget: No
 Print Zero YTD Activity: No Year To Date As Of: 02/28/17
 Current Period: 02/01/17 to 02/28/17
 Prior Year As Of: 02/29/16

Revenue Account	Description	Prior Yr Rev	Anticipated	Current Rev	YTD Revenue	Cancel	Excess/Deficit	% Real
501-3-16190-1101	Sale of Water - Residential	530,211.97	1,430,000.00	77,193.56	629,436.68	0.00	800,563.32-	44
501-3-16190-1102	Sale of Water - Commercial	261,540.40	0.00	40,332.72	301,364.72	0.00	301,364.72	0
501-3-16190-1103	Sewer Service Charge - Residential	679,681.59	1,925,000.00	103,388.19	814,098.61	0.00	1,110,901.39-	42
501-3-16190-1104	Sewer Service Charge - Commercial	367,887.90	0.00	53,423.73	420,434.82	0.00	420,434.82	0
501-3-16190-1105	Water Connection Fees	3,500.00	0.00	0.00	7,000.00	0.00	7,000.00	0
501-3-16190-1106	Sewer Connection Fees	4,500.00	0.00	0.00	4,500.00	0.00	4,500.00	0
501-3-16190-1107	Administrative Connection Fee	4,520.00	5,000.00	500.00	3,510.00	0.00	1,490.00-	70
501-3-16190-1118	Sewer Charge - Isle of Wight County	37,832.64	55,000.00	5,331.92	40,747.00	0.00	14,253.00-	74
501-3-16190-1124	Sewer Charge Edgehill - Southampton	22,356.59	33,000.00	5,165.38	24,832.82	0.00	8,167.18-	75
501-3-16190-1503	Interest SNAP	366.08	0.00	121.44	642.97	0.00	642.97	0
501-3-16190-8081	Miscellaneous Revenue	244.08	250.00	321.00	321.00	0.00	71.00	128
501-3-41050-0200	Prior Year Budget Carryover	0.00	268,897.00	0.00	0.00	0.00	268,897.00-	0
501-3-49000-9000	Cancel Revenue	0.00	0.00	0.00	720.37	0.00	720.37	0
Water & Sewer Fund Revenue Total		1,912,641.25	3,717,147.00	285,777.94	2,247,608.99	0.00	1,469,538.01-	60

Expend Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Cancel	Balance	% Expd
501-4-44112-	**WATER SERVICE**	792,304.54	1,258,232.00	74,112.47	578,541.38	0.00	679,690.62	46
501-4-44113-	SEWER SERVICE *****	131,081.97	920,301.00	14,090.83	255,517.19	0.00	664,783.81	28
501-4-44120-	WASTE WATER TREATMENT PLANT *****	448,157.45	742,739.00	43,949.73	532,704.00	0.00	210,035.00	72
501-4-93100-	TRANSFERS *****	248,085.32	428,828.00	35,735.67	285,885.32	0.00	142,942.68	67
501-4-95101-	DEBT SERVICE *****	365,608.36	367,047.00	0.00	366,950.15	0.00	96.85	100
Water & Sewer Fund Expend Total		1,985,237.64	3,717,147.00	167,888.70	2,019,598.04	0.00	1,697,548.96	54

CITY OF FRANKLIN
ENTERPRISE FUNDS FINANCIAL REPORTS - CASH BASIS
FOR THE PERIOD ENDING 2 29 17

Fund	Description	Prior Revenue	Curr Revenue	YTD Revenue	Prior Expended	Curr Expended	YTD Expended	Total Available Revenues
501	Water & Sewer Fund	1,912,641.25	285,777.94	2,247,608.99	1,985,237.64	167,888.70	2,019,598.04	228,010.95

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ENTERPRISE FUNDS FINANCIAL REPORTS - CASH BASIS
FOR THE PERIOD ENDING 2 29 17

Revenue Account	Description	Prior Yr Rev	Anticipated	Current Rev	YTD Revenue	Cancel	Excess/Deficit	% Real
502-3-16080-0001	Waste Collection & Disposal Fees	863,613.45	1,318,079.00	108,122.79	861,215.74	0.00	456,863.26-	65
502-3-16080-0002	Sale of Containers	0.00	0.00	55.00	113.00	0.00	113.00	0
502-3-16080-0004	Administrative Garbage Service Fee	3,580.00	4,000.00	390.00	2,850.00	0.00	1,150.00-	71
502-3-41050-0200	Prior Year Carry over	0.00	212,793.00	0.00	0.00	0.00	212,793.00-	0
502-3-49000-9000	Cancel Revenue	0.00	0.00	0.00	89.99	0.00	89.99	0
	Solid Waste Fund Revenue Total	867,193.45	1,534,872.00	108,567.79	864,268.73	0.00	670,603.27-	56

Expend Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Cancel	Balance	% Expd
502-4-42300-	**SOLID WASTE**	580,221.98	1,222,380.00	64,335.93	574,948.40	0.00	647,431.60	47
502-4-93100-	**TRANSFERS**	180,599.36	293,405.00	24,450.42	195,603.32	0.00	97,801.68	67
502-4-95101-	**DEBT SERVICE**	6,493.57	19,087.00	0.00	6,448.00	0.00	12,639.00	34
	Solid Waste Fund Expend Total	767,314.91	1,534,872.00	88,786.35	776,999.72	0.00	757,872.28	51

Fund	Description	Prior Revenue	Curr Revenue	YTD Revenue	Prior Expended	Curr Expended	YTD Expended	Total Available Revenues
502	Solid waste Fund	867,193.45	108,567.79	864,268.73	767,314.91	88,786.35	776,999.72	87,269.01

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ENTERPRISE FUNDS FINANCIAL REPORTS - CASH BASIS
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Revenue Account	Description	Prior Yr Rev	Anticipated	Current Rev	YTD Revenue	Cancel	Excess/Deficit	% Real
504-3-16190-0208	Airport Rental & Fees	35,753.86	60,000.00	3,788.00	38,316.00	0.00	21,684.00-	64
504-3-16190-0212	Sale of Jet Fuel	21,540.94	33,750.00	0.00	17,484.79	0.00	16,265.21-	52
504-3-16190-0214	Sale of Aviation Gas	15,967.67	33,750.00	1,810.88	21,541.74	0.00	12,208.26-	64
504-3-16190-8041	Miscellaneous Revenue	266.44	500.00	0.95-	55.76	0.00	444.24-	11
504-3-24040-0415	Maintenance Program	950.00	3,000.00	0.00	0.00	0.00	3,000.00-	0
504-3-24040-0421	Airport Improvements	0.00	9,600.00	1,411.58	1,411.58	0.00	8,188.42-	15
504-3-24040-0424	Tree Clearance Grant	0.00	24,992.00	0.00	22,555.36	0.00	2,436.64-	90
504-3-33010-0420	Airport Improvements FAA	0.00	108,000.00	0.00	15,880.00	0.00	92,120.00-	15
504-3-33010-0432	Runway Light Project	49,731.13	0.00	0.00	0.00	0.00	0.00	0
504-3-41050-0100	Transfer From General Fund	0.00	133,249.00	0.00	0.00	0.00	133,249.00-	0
	Airport Fund Revenue Total	124,210.04	406,841.00	7,009.51	117,245.23	0.00	289,595.77-	29

Expend Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Cancel	Balance	% Expd
504-4-20010-	**AIRPORT SERVICE**	120,873.35	219,090.00	11,721.51	137,545.02	0.00	81,544.98	63
504-4-20020-	***CAPITAL OUTLAY***	55,257.50	151,240.00	6,522.80	43,409.80	0.00	107,830.20	29
504-4-93100-	**TRANSFERS**	13,833.32	36,511.00	3,042.58	24,340.68	0.00	12,170.32	67
	Airport Fund Expend Total	189,964.17	406,841.00	21,286.89	205,295.50	0.00	201,545.50	50

Fund	Description	Prior Revenue	Curr Revenue	YTD Revenue	Prior Expended	Curr Expended	YTD Expended	Total Available Revenues
504	Airport Fund	124,210.04	7,009.51	117,245.23	189,964.17	21,286.89	205,295.50	88,050.27-

CITY OF FRANKLIN
ENTERPRISE FUNDS FINANCIAL REPORTS - CASH BASIS
FOR THE PERIOD ENDING 2 29 17

Revenue Account	Description	Prior Yr Rev	Anticipated	Current Rev	YTD Revenue	Cancel	Excess/Deficit	% Real
505-3-16190-1200	Sale of Electricity -Fuel Adj	876,715.16	315,911.00	27,468.58	209,903.20	0.00	106,007.80-	66
505-3-16190-1201	Sale of Electric Energy-Residential	5,217,894.15	8,578,082.00	764,332.51	5,773,665.37	0.00	2,804,416.63-	67
505-3-16190-1202	Sale of Electricity-Commercial	3,986,440.02	6,221,368.00	506,609.85	4,145,465.74	0.00	2,075,902.26-	67
505-3-16190-1203	Cycle & Save	80,285.00-	121,000.00-	10,037.50-	79,529.30-	0.00	41,470.70	66
505-3-16190-1204	Administrative Connection Fee	10,000.00	18,000.00	1,170.00	6,720.00	0.00	11,280.00-	37
505-3-16190-1205	Pole Attachment Fees	0.00	77,908.00	0.00	0.00	0.00	77,908.00-	0
505-3-16190-1207	Cut-On Fees and Penalties	105,360.17	150,000.00	14,976.73	100,901.55	0.00	49,098.45-	67
505-3-16190-1210	Charges for Street Lights	0.00	0.00	12,670.00	101,360.00	0.00	101,360.00	0
505-3-16190-1503	Interest SNAP	294.10	0.00	17.13	85.69	0.00	85.69	0
505-3-16190-6001	Sale Of Equipment	426.00	3,000.00	0.00	0.00	0.00	3,000.00-	0
505-3-16190-8040	Sale Of Electric Supplies	1,160.56	4,000.00	5,462.73-	0.00	0.00	4,000.00-	0
505-3-16190-8041	Miscellaneous Revenue	4,105.54	10,000.00	5,725.23	8,499.90	0.00	1,500.10-	85
505-3-16190-8042	Sale of Surge Protectors	3,450.00	3,500.00	420.00	3,345.00	0.00	155.00-	96
	Electric Fund Revenue Total	10,125,560.70	15,260,769.00	1,317,889.80	10,270,417.15	0.00	4,990,351.85-	67

Expend Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Cancel	Balance	% Expd
505-4-20010-	ELECTRIC SERVICES****	7,171,412.43	12,406,235.00	1,257,851.31	7,128,566.45	0.00	5,277,668.55	57
505-4-20020-	ELECTRIC CAPITAL OUTLAY *****	122,127.02	684,027.00	25,726.17-	60,589.47	0.00	623,437.53	9
505-4-20050-	TRANSFERS *****	1,272,927.32	1,895,062.00	157,921.84	1,263,374.64	0.00	631,687.36	67
505-4-95101-	DEBT SERVICE *****	273,683.23	275,445.00	1,300.00	280,394.52	0.00	4,949.52-	102
	Electric Fund Expend Total	8,840,150.00	15,260,769.00	1,391,346.98	8,732,925.08	0.00	6,527,843.92	57

Fund	Description	Prior Revenue	Curr Revenue	YTD Revenue	Prior Expended	Curr Expended	YTD Expended	Total Available Revenues
505	Electric Fund	10,125,560.70	1,317,889.80	10,270,417.15	8,840,150.00	1,391,346.98	8,732,925.08	1,537,492.07

⊛ Seven(7) months of Payments

CASH BALANCE SUMMARY - FUNDS REPORTED
For the Period Ending February 28 2017

FUND	Current Year	Prior Year	Variance	%
Cash - General Fund	5,658,012.00	6,211,540.00	-553,528.00	-9.78%
Cash - Water Fund	1,565,794.00	1,897,447.00	-331,653.00	-21.18%
Cash - Solid Waste Fund	445,948.00	533,646.00	-87,698.00	-19.67%
Cash - Airport	-137,831.00	-108,599.00	-29,232.00	21.21%
Cash - Electric Fund	644,526.00	366,352.00	278,174.00	43.16%

INVESTMENTS		
Cash - SNAP Funds - General	89,723.00	Obligation for Software Upgrades
Cash - SNAP Funds - Water & Sewer	171,115.00	Obligation for Utility Truck
Cash - SNAP Funds - Electric	24,117.17	Zero in March 2017
Cash - QZAB - Education	140,389.12	Obligation for \$5,100 for structural assessment - Charles Street Gym

OLD/NEW BUSINESS

- A. Disabled Veteran Personal Property Tax Exemption Ordinance # 2017 - 01**
- B. Virginia Armory Building Contract Modification Amendment # 2**
- C. City Manager's Report**



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

March 22, 2017

From: H. Taylor Williams, IV, City Attorney

To: Members of City Council

Re: Ordinance to Exempt Personal Property Tax One Vehicle
For 100% Disabled Veterans

At the City Council meeting held on March 13, 2017, a presentation was made by the Commissioner of Revenue to introduce the ability of the Council to adopt an ordinance allowing Veterans with 100% disability to be exempt from the payment of personal property tax on one motor vehicle used regularly. It was reported that Isle of Wight County and Southampton County both have this exemption and an inquiry came from a citizen asking why the City of Franklin did not have a similar exemption. After discussion by Council was concluded it was the consensus of Council the City of Franklin should offer the same exemption from the payment of personal property taxes on the one motor vehicle used regularly by the disabled veteran.

The authority for the City to adopt such an exemption for personal property is found in Virginia Code Section 58.1-3506 (A) (19). This code section allows the locality to create a separate classification of personal property (one motor vehicle used regularly) and grant an exemption from the payment of personal property taxes.

One might ask why the City already grants an exemption from the payment of real estate taxes on a home owned a veteran who is 100% disabled. The City does not actually have an ordinance for the real estate exemption. The real estate exemption is mandated for all counties, cities and towns pursuant to Virginia Code Section 58.1-3219.5. So, for personal property (a car) the exemption is a local option and for the real estate (a home) the exemption is granted by the state legislature.

A proposed Resolution to adopt an Ordinance granting a personal property tax exemption to 100% disabled veterans is attached for Council's consideration.

H. Taylor Williams, IV
City Attorney

RESOLUTION # 2017 – 03

Be It Resolved by the Franklin City Council, pursuant to Virginia Code Section 58.1-3506 (A)(19), that the City does create a separate class of personal property for taxation, to wit:

Section 27-152. Exemption from taxation for one motor vehicle owned by a disabled veteran.

One motor vehicle owned and regularly used by a veteran who is permanently and totally disabled as certified by the Department of Veterans Services shall be exempt from the personal property tax levies of the city council. To qualify for this classification, the veteran shall provide proof that he is the owner of the motor vehicle, and the veteran shall provide a written statement to the commissioner of revenue from the Department of Veterans Services that the veteran has been designated or classified by the Department of Veterans Services to be 100 % disabled, and that his disability is service connected.

Enacted this ____ day of March, 2017

Mayor

Attested:

Clerk of Council



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

March 23, 2017

From: H. Taylor Williams, IV, City Attorney

To: Members of City Council

Re: National Guard Armory

By Deed dated December 24, 1952, Franklin Charities, Incorporated, a Virginia corporation, conveyed 5 acres of land to the Department of Military Affairs, Commonwealth of Virginia. Subsequently, the building we refer to as the Franklin Armory was built in its current location on Armory Drive. The Town of Franklin entered into an Agreement with the Department of Military Affairs to allow the Town to have reasonable use of the Armory when not needed for military training activities and the Town provided routine maintenance, landscaping, water, sewer, electricity and caretaker/janitorial personnel as necessary. Additionally, the Department of Military Affairs granted to the Franklin Charities, Incorporated, or its assigns or successors, (the Town) a license to use 1.90 acres of the 5 acres as a parking lot for events going on at the Armory Field recreation complex. The License Agreement was also dated December 24, 1952 and is recorded in the Clerk's Office.

Amendment No. 1 to the Armory Resolution is dated June 17, 1985. In the amendment the City reaffirmed its commitment to provide the same responsibilities as first agreed upon. The Department of Military Affairs agreed to reimburse the City for costs of major repairs such as a boiler, a roof, etc. and agreed to reimburse the City for 25% of its costs for routine maintenance and costs such as utilities and allowed the City to keep any rental receipts collected up to actual expenses for routine maintenance and operation.

The Department of Military Affairs has approached the City with Amendment No. 2 to the original agreement. In this amendment, the City will no longer be responsible for operational costs, the Department of Military Affairs will assume the financial responsibility for the total operation and maintenance of the facility and the facility will no longer be available for rent to the public. This will become effective as of July 1, 2017.

It is recommended that the Council move to adopt Resolution No. 2 as requested by the Department of Military Affairs and authorize the City Manager and the City Attorney to endorse Amendment No. 2 on behalf the City of Franklin. A copy of the amendment is attached.

H. Taylor Williams, IV
City Attorney

AMENDMENT NO. 2
To Armory Resolution

THIS AMENDMENT is made this 1st day of April, 2017, by and between the City of Franklin, Virginia, a political subdivision of the Commonwealth of Virginia, hereinafter referred to as the “City” and the Commonwealth of Virginia, by and through its Department of Military Affairs, hereinafter referred to as “DMA”. As evidenced by their signatures below, for and in consideration of the mutual premises herein contained, the parties agree as follows:

1. The original Resolution between the parties relating to maintenance and use of the National Guard Readiness Center was dated 5 May 1953, and amended by Amendment No. 1 dated 17 June 1985.

2. The parties mutually agree that certain changes need to be made in the original agreement as it was first amended.

3. The parties agree that the agreement as previously amended is hereby further amended as follows:

(a) City of Franklin shall no longer have any responsibility for operational costs as outlined in Armory Resolution, dated 5 May 1953, as amended 17 June 1985.

(b) DMA shall assume the financial responsibility for the total operation and maintenance of the facility.

(c) Readiness Center will no longer be available for rental to the public.

4. All other provisions of the original resolution and Amendment No 1 not expressly or implicitly changed by this amendment are hereby reaffirmed and shall continue in full force and effect.

IN WITNESS WHEREOF, the parties hereto have affixed their signatures and seals.

This Amendment is accepted as of the 1st day of July, 2017.

(Date)

by: _____
TIMOTHY P. WILLIAMS
Major General, VaARNG
The Adjutant General

(Date)

by: _____
Randy Martin
City Manager
Franklin, Virginia

(Date)

by: _____
H. Taylor Williams, IV
City Attorney
Franklin, Virginia



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
VIRGINIA ARMY NATIONAL GUARD
BUILDING 316, FORT PICKETT
BLACKSTONE, VIRGINIA 23824-6316

March 1, 2017

Received 3/13/17
[Signature]

Assistant Chief of Staff,
Construction & Facilities Management Office

Mr. Randy Martin
City Manager
207 W. 2nd Avenue
Franklin, VA 23851

Dear Mr. Martin:

The Virginia Army National Guard (VAARNG) has successfully partnered with the City of Franklin for shared use of the Readiness Center for over sixty years. Unfortunately, recent changes in State and Federal guidelines have resulted in greater restrictions on non-National Guard use. Over the past two years I have tried to keep the City informed of issues which adversely impact both our organizations and our shared use of the Readiness Center. To recap:

- The current social environment continues to demand greater physical security measures. This has caused us to discontinue use and rentals by non-National Guard organizations indefinitely at other Readiness Centers throughout the state.
- The discovery of a previously unrecognized lead dust problem requires expensive remediation measures in order to allow public use. Although we have completed testing and cleaning of the affected areas, VAARNG is not currently funded to complete the required renovations to Army standards. Continued use by the general public leaves us vulnerable to liability from illness/injury associated with lead dust.
- Our master plan requires that we reconfigure our entire infrastructure. During the recent past, we decreased our level of maintenance to the Franklin Readiness Center and considered its closure. However, we continue to recognize the area as a critical location for response to the southeastern part of the state. We are currently attempting to acquire additional property that would allow for expansion of the Readiness Center. If we are successful, we plan a major renovation of the facility and its support structures. As we downsize at other locations, we will need to maximize the use of the facilities that we retain.

Taken together, these varied factors adversely impact our ability to continue the shared use of the facility. Sadly, I believe it is in our best interest to amend the agreement and discontinue shared use. Based on the current condition of the Readiness Center, it appears your use is extremely limited already; however, I realize that you may have already scheduled some

events for the future. Effective immediately, I ask that you not schedule anything additional and provide a timeline for discontinuing use in total.

Our separate agreement, dated 24 December 1952, for use of the adjoining parking lot is unchanged. If we are able to move forward with an expansion project, we will attempt to develop a site plan that will continue to allow shared parking.

Point of contact for the VAARNG is Sandra Ragan, (434) 292-8258 or email sandra.w.ragan.nfg@mail.mil. Please contact Ms. Ragan to coordinate specifics of the transition. I will also be glad to discuss or answer any questions you may have. I can be reached at (434) 298-6423 or email charlton.t.dunn.mil@mail.mil. Again, thank you for all your support over these many years. I hope we can continue to work together to serve the community and the State of Virginia.

Sincerely,

A handwritten signature in black ink, appearing to read 'CD', is written above the typed name.

Charlton T. Dunn
Colonel, US Army
Assistant Chief of Staff, Construction &
Facilities Management Office

COUNCIL/STAFF REPORTS ON BOARDS & COMMISSIONS