

AGENDA

FRANKLIN CITY COUNCIL
MONDAY, NOVEMBER 27, 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: November 13, 2017 Regular Meeting & November 13, 2017 Work Session
 - B. Departmental Reports: October, 2017 (Separate File)

- 2. Finance
 - A. Financial Report: October, 2017

- 3. OLD/NEW BUSINESS
 - A. Fire/EMS Department Update – Chief Vince Holt
 - B. Recognition Policy Draft
 - C. City Manager’s Report
 - 1. Direction on Derelict Property Regulations
 - 2. City Council Priority Tracking Reporting Format

- 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 appointments to boards and commissions; and, to discuss a prospective business or industry or the expansion of an existing business or industry where no previous announcement has been made of the business or industry’s interest in locating or expanding its facilities in the community pursuant to Virginia Code Section 2.2 – 3711 (A) (1) & (5).

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

- 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.

<u>SUBJECT</u>	<u>TENTATIVE TIME LINE</u>
Christmas Holiday Parade	December 8, 2017 @ 7:00 p.m.
Treasurer's Report	December 11, 2017 Regular Meeting
Western Tidewater Free Clinic Report – Dr. Sharon Sheffield	December 11, 2017 Regular Meeting
Employee Holiday Luncheon @ Main Event @ 110 N. Main Street, Franklin, VA	December 19, 2017 @ 11:30 a.m. to 1:00 p.m.

CONSENT AGENDA

- A. Minutes: November 13, 2017 Regular Meeting & November 13, 2017 Work Session**
- B. Departmental Reports: October. 2017 (Separate File)**

The Franklin City Council held its regular meeting on Monday, November 13, 2017 at 7:00 p.m. in the Council Chambers at City Hall.

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

Staff in Attendance: Randy Martin, City Manager; Taylor Williams, City Attorney; Mark Bly, Director of Power and Light; Brenda Rickman, Commissioner of the Revenue; Russ Pace, Director of Public Works and Dinah Babb, Treasurer.

Others in Attendance: Sergeant Scott Halverson, Franklin Police Department; Amanda Jarratt, Executive Director & CEO, Franklin/Southampton Economic Development, Incorporated (FSEDI); 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

Mr. Michael Foreman of 301 Hall Street addressed Council and asked as a representative of the Community that Council consider restoring prayer (invocation) to the City Council meetings. Mr. Foreman stated that this is at the request of citizens that have talked to him.

Mr. Thomas Council of 425 Bracey Street addressed Council in support of Mr. Foreman's group, Franklin Christians United, in asking for Christian prayer to be returned to the City Council meetings.

AMENDMENTS TO AGENDA

Councilman McLemore made a motion to amend the agenda to discuss the procedures to recognize citizens and Councilman Johnson seconded it.

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

The motion was approved by a 7 – 0 vote.

Mayor Rabil added the discussion to the Old/New Business section of the agenda and assigned it as item B moving the City Manager's report to item C.

Councilman McLemore asked to amend the agenda to add a discussion about prayer being returned to Council meetings and Councilman Johnson seconded it.

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

The motion was approved by a 7 – 0 vote.

Mayor Rabil added the discussion to the Old/New Business section of the agenda and assigned it as item C moving the City Manager's report to item D.

Councilman Cutchins made a motion to amend the agenda to include an action item to have a template produced to show the tracking of requests made to Council from citizens. He suggested the template as an example include the name, date, type of work and whether the work has been completed, in progress and expected time to complete. Councilman Burgess seconded the motion.

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

The motion was approved by a 7 – 0 vote.

Mayor Rabil added the discussion to the Old/New Business section of the agenda and assigned it as item D moving the City Manager's report to item E.

Consent Agenda

Minutes of the October 23, 2017 Regular Meeting

Mayor Rabil asked if there were any corrections or changes to the October 23, 2017 Regular meeting minutes. Hearing none, Vice-Mayor Cheatham made a motion to approve the minutes as presented and Councilman Johnson seconded the motion.

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

OLD/NEW BUSINESS

Southampton Memorial Hospital Health Clinic Lease

Mayor Rabil recognized Attorney Williams to present the Southampton Memorial Hospital Health Clinic Lease.

Attorney Williams reminded Council of the simple lease he had prepared for the City and Franklin Clinic Corporation allowing the Clinic to utilize a room in the Martin Luther King, Jr., Center as an examination room on Wednesdays from 10 am until 2 pm. Franklin Clinic Corporation representatives asked Attorney Williams to put the terms of the lease onto a form it uses for Part-Time Lease agreements. Council has been provided the Franklin Clinic Corporation's lease in the agenda.

Attorney Williams stated that he reviewed the proposed form lease and does not see any changes from the terms previously provided at the October 23, 2017 Regular meeting and agreed upon in the simple form provided at the last Council meeting. The rent agreed to was the sum of \$200 per month. The lease proposes the rent to be \$46.15 per week. When multiplied by 52 weeks the amount due comes to \$2,399.80.

Attorney Williams recommended that the proposed lease agreement on the Franklin Clinic Corporation's form be accepted and the Mayor be authorized to sign the lease. The tenants may begin the lease on December 1, 2017.

Mayor Rabil reminded Council that Attorney Williams was instructed at the last Council meeting to put the lease on the Franklin Clinic Corporation's form and bring it back to Council once it was completed for action. He asked if there were any questions or comments concerning the lease.

Vice-Mayor Cheatham asked if the clinic would be responsible for the medical waste.

Attorney Williams confirmed that the clinic would be responsible for all the medical waste.

Councilman Johnson asked if the services would be moved to the Hayden Village Center once it was opened.

Attorney Williams stated that was the implication made by Ms. Marks, CEO of Southampton Memorial Hospital at the previous meeting.

Vice-Mayor Cheatham made the motion to accept the lease and authorize the Mayor to sign the lease to begin on December 1, 2017 and Councilman Johnson seconded it.

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

Councilman McLemore expressed his concern as to why the hospital wants to provide this service to the community now that they have competition from the new MedExpress Urgent Care business that recently opened on Armory Drive in Franklin.

Mayor Rabil reinforced what was discussed in the previous Council meeting the Clinic service being offered by the hospital is the same as making an appointment with their physician; whereas the MedExpress is an Urgent care facility.

Upon hearing no more questions or comments, Council voted on the motion.

The motion was approved by 7 – 0 vote.

Procedures to Recognize Citizens

Councilman McLemore stated that he would like to establish a policy for acknowledging citizens who go above and beyond to help in the community. He wanted the recognition done by the department heads.

There was a lengthy discussion by all Council members on the fine points of what should be in the policy and tasked the City Manager to meet with Councilman McLemore to create a draft.

Councilman McLemore made the motion to table action on this item until the next Council meeting and Councilman Johnson seconded it.

The motion was approved by a 7 – 0 vote.

Discuss Adding Prayer to Council Meetings

Councilman McLemore stated that he is for returning prayer to Council meetings and would like for his colleagues to chime in on their thoughts and feelings regarding the issue for the public record.

Mayor Rabil cautioned Council that they have to be careful on this subject which can be a slippery slope. There are legal issues involved. The prayer has to be a non-secular prayer based upon his understanding of Court actions on the matter.

Vice-Mayor Cheatham stated that he would like the City Attorney to bring back updates concerning the current legal status of this issue.

Councilman Johnson offered up his opinions on this subject concluding with the statement that he could and would meet with the City Attorney to talk about assembling a non-secular prayer.

Councilwoman Hilliard stated that she would not give a non-secular prayer.

Councilman McLemore made a motion that we return prayer back to Council meeting and Councilman Johnson seconded it.

Councilman Cutchins stated that he would not vote without having all the information he needs to vote on the issue.

Councilman Burgess stated that he would not vote for it until there is more education on it.

Councilman McLemore stated that he would like to add before we close that I attended the ministers' conference and one of the bishops or the alliance meeting one of the bishops brought up a relevant point and I think that somebody used the phrase tonight 'slippery slope'. Now I've made the motion to adopt the prayer and I made the motion to discuss this tonight but the bishop said that the slippery slope is if we start allowing Christian prayers, then we can't stop Muslim prayers or Jewish prayers and he said the next thing you know Wiccans can come in and they are a recognized religion and then you have Wiccans asking to pray and if we don't allow them to pray then we are discriminating so with that being said I just want that put on the record but I am for the motion that I am asking that we return prayer to the Council meeting.

After some further discussion, Mayor Rabil called for the question.

The motion failed with the vote as follows:

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

Councilman Burgess asked Mayor Rabil if Council could request the City Attorney to come back and educate us on what we can and can't do. Mayor Rabil asked if we need a motion on that. Attorney Williams stated that no motion was necessary and he will provide Council with all the information that he has on the subject.

Discussion on a Template to Track Progress

Councilman Cutchins opened a discussion requesting some kind of template be made where Council members can track what is going on with priorities and issues. He said he would like to see a spreadsheet developed that would show the status of work being done. He offered suggestions what should be included: action item, date, priority (high, medium or low), percentage of completion and the status (completed, not completed or in progress). It would help keep Council informed on the status of these matters. He offered to assist the Manager with an example of the desired format.

After some discussion on the template, Councilman Cutchins made a motion for the City Manager to develop a tracking template that would monitor the action, the priority and the completion status of Councils priorities and citizen concerns and Councilman Burgess seconded it.

Vice-Mayor Cheatham stated that it would be a much easier to follow than the upcoming events page in the agenda. He suggested that the form be an excel spreadsheet.

Manager Martin stated that he appreciated the feedback that the Council has given. He will continue to update the Council on activities going on that involve the City in his City Manager's Report as well as work with Council to develop this tracking mechanism.

The motion was approved by a 7 – 0 vote.

CITY MANAGER'S REPORT

Manager Martin updated Council on the status of the roof of the Charles Street Gym that was reported on at the last Council meeting. The Franklin City Public Schools shared that a contractor was scheduled to do the roof repairs beginning today, November 13, 2017 and the work was expected to be completed this week.

Mayor Rabil stated that he, as well as, members of Council are glad that the work on the Charles Street Gym was moving forward.

Vice-Mayor Cheatham questioned whether the repairs would be complete or the roof and the repairs.

Manager Martin stated that the entire job would be completed by the end of the week weather permitting was his understanding.

Councilman Johnson asked if the Charles Street Gym was opened to the schools only or to the public as well.

Mayor Rabil stated that it was only opened for use to the schools. Currently due to its' condition, nobody is using it.

Councilman McLemore asked if the property was owned by the City or the schools.

Mayor Rabil replied that it was part of school property.

Councilman Burgess stated that for safety reasons, it would be unsafe for use by the general public because about 40% of the space has tools and equipment that are used by the robotics program.

Councilman McLemore stated that the School Board has approved for him to do a play in February for Black History Month, so where would the citizens be able to try out for casting calls.

Mayor Rabil stated that he could possibly request the use of the schools' auditorium.

Vice-Mayor Cheatham stated that the schools' had allowed a young man who received his commission to use the schools' auditorium.

Manager Martin updated Council on the issue that Ms. Cheryl Vincent brought to Council at the previous meeting. Ms. Vincent was very appreciative for the contact addressing her questions and concerns.

Manager Martin stated that due to the previous discussion on recognition policy development he would forego publicly acknowledging the citizen that he was going to recognize who helped local law enforcement agencies.

The discussion about the tracking update to keep the Council informed was discussed earlier so Manager Martin moved on to the next item.

Manager Martin advised citizens that the real estate assessment is currently underway and the assessor's staff has a city identification badge at all times, as well as, their vehicles are placarded to identify themselves.

Manager Martin informed Council that the independent auditors are on site doing their field work and they are expected to complete it next week.

COUNCIL/STAFF REPORTS ON BOARDS/COMMISSIONS

Vice-Mayor Cheatham reported on the WTRJ Board and the Superintendent's evaluation which was outstanding and he received the same raise as did all the members of staff. He reported on the independent audit that yielded a clean opinion.

Councilman Johnson reported on some Jail staffing needs for a Therapist and a couple of Social Workers, about the capability of inmates seeing family via monitors and said the jail is doing well at this time.

Councilman Johnson reported on a meeting that he attended with Mayor Rabil and Manager Martin with the President of PDCCC about the growth and direction of the college over the next three years.

Councilman McLemore relayed information on an upcoming ward 3 meeting that he has scheduled on the 25th of November, 2017 at the Ruth Camp Campbell Memorial Library for citizens of Ward 3 to be updated on issues and hear their concerns.

Councilman McLemore also commented that he would be laying a wreath at the memorial of the unknown slaves at the Camp Plantation on Sunday, November 26, 2017.

Mayor Rabil clarified that Councilman McLemore would be laying a wreath as a private citizen not representing the City.

Mayor Rabil reminded everyone of the Downtown events that were coming up. They are as follows:

Christmas Open House – November 19th 10 a.m. – 5:00 p.m.

Small Business Saturday – November 25, 2017 – 10 a.m. – 5:00 p.m.

Mayor Rabil stated that there would be a DFA strategy meeting on Tuesday, November 14, 2017.

Councilman Johnson reminded everyone of the Christmas Parade on December 8, 2017 and the Elf Parade on December 7, 2017.

Mayor Rabil extended an invitation to everyone to come out for the Genieve Shelter sponsored Candlelight Vigil in memory of Tanisha Freeman on Thursday, November 16, 2017, 6:30 p.m. at Barrett's Landing.

Closed Session

Councilwoman Hilliard made a motion that the Franklin City Council meet in Closed Session to discuss appointments to boards and commissions; 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; and, to consult with the City Attorney and briefing by staff member pertaining to probable or actual litigation, where such consultation or briefing in open session would adversely affect the litigating posture of the public body pursuant to Virginia Code Section 2.2 – 3711 (A) (1), (5) & (7). Vice-Mayor Cheatham seconded the motion. The motion was approved by a vote of 7 – 0.

The Council entered into closed session at 8:16 p.m.

Mayor Rabil reconvened the open session at 9:28 p.m. and asked for a motion certifying the closed session.

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

The motion was approved by a 7 – 0 vote.

Action Item # 1

Councilman Burgess made a motion to authorize the City Manager to advise DEQ that the City accepts the terms in the draft Groundwater Withdrawal Permit renewal as revised recently after negotiations with City Representatives. Vice-Mayor Cheatham seconded the motion.

The motion was approved by a 7 – 0 vote.

Action Item # 2

Councilman Johnson made a motion to reappoint City Manager R. Randy Martin as the alternate ex-officio member representing the City on the SPSA Board for a four-year term ending December, 2021. Vice-Mayor Cheatham seconded the motion.

The motion was approved by a 7 – 0 vote.

Action Item # 3

Vice-Mayor Cheatham made a motion to appoint the following nominees recommended for serving on the new City Commercial Rehabilitation Loan Committee: Robbie Purvis, Bobby Cuthins, Bobby Tyler and Brian Hedgepeth. The motion was seconded by Councilman Burgess.

The motion was approved with the vote as follows:

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

Adjournment

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

The motion was approved by a 7 – 0 vote.

Mayor Rabil declared the meeting adjourned at 9:31 p.m.

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

Mayor

Clerk to City Council

Franklin City Council
Regular City Council Meeting Work Session
Monday, November 13, 2017 – 6:00 p.m.

The Franklin City Council met in a Work Session at 6:00 p.m. prior to the Regular Meeting of November 13, 2017 in the Council Chambers of City Hall. The purpose of the work session was to discuss Derelict Property Regulations.

Members of the City Council present were: Frank Rabil, Mayor; Mary Hilliard, Greg McLemore, Bobby Cutchins, Benny Burgess, Vice-Mayor Cheatham and Linwood Johnson.

Other Members Present at the work session were: Brenda Rickman, Commissioner of Revenue; Donald Goodman, Community Development Director; Randy Martin, City Manager; Taylor Williams, City Attorney; and Stephen Faleski, Staff Reporter, Tidewater News Publication.

Mayor Rabil called the meeting to order at 6:00 p.m. (Councilman Johnson arrived at 6:05 p.m.)

Manager Martin reminded Council that following Director Goodwin's departmental update to Council in September, it was suggested that a work session be scheduled to further consider Derelict Property Regulations. Manager Martin then recognized Director Goodwin who reviewed a draft derelict property regulatory ordinance that would give the city staff an additional tool to encourage property owners to improve derelict properties. Director Goodwin cited statutory authority and provided an example of the fiscal impact of the draft ordinance on a property owner and the financial incentives available to offset demolition or upgrade costs.

Council members posed numerous questions to which staff responded.

At the conclusion of the discussion, it was agreed that Council members would further review the draft documents and have time to provide feedback before future consideration of the ordinance for action. The City Attorney was asked to provide additional information on other relevant code provisions to Council.

Mayor Rabil then recessed the work session at 6:51 p.m. prior to the start of the regular meeting at 7:00 p.m.

These minutes for the November 13, 2017 Work Session meeting were adopted on the 27th day of November, 2017

Mayor

Clerk to Council

FINANCE

A. Financial Report: October, 2017



HIGHLIGHTS – GENERAL FUND
Ending October 31, 2017

Based on Unaudited Financial Data

Basis of Reporting

- The information enclosed in the City's Financial Report for the period ending October 31, 2017.
- The report contains provisions for most revenue and expenditure accruals.
 - Reflects 4 months of revenue & expenditures in most cases (where noted, the 4th month has been estimated) – modified accrual basis of accounting.
- 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 collections of \$884k is up from FY17 collections of \$631k. 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 of \$410k are at 7.6% of budget and 46.21% higher than prior year period collections of \$280k.
- ❑ Delinquent RE taxes of \$143k are at 64.9% of budget and 47.92% higher than prior year period collections of \$96k.
- ❑ Current Personal Property taxes of \$259k are at 16.7% of budget and 23.8% higher than prior year period collections of \$209k.
- ❑ Delinquent Personal Property taxes of \$21k are at 46.7% of budget and 27.3% higher than prior year period collections of \$16.5k.
- ❑ Penalties and Interest of \$35k are at 27.1% of budget and 65.6% higher than prior year period collections of \$21k.
- ❑ Public Service Corporation taxes of \$85k are at 12.4% of budget.

General Property Taxes- Overall BUDGET COMPARISON-Cash Basis

	2017-2018	ACTUAL	BUDGET	2016-2017	ACTUAL	BUDGET
REVENUE SOURCE	BUDGET	Current Year	%	BUDGET	Prior Year	%
Real Estate Taxes-Current	\$ 5,421,074	\$ 410,048	7.6%	\$ 5,447,115	\$ 280,452	5.1%
Real Estate Taxes-Delinquent	220,000	142,691	64.9%	240,000	96,464	40.2%
Personal Property Taxes-Current	1,551,897	258,896	16.7%	1,500,000	209,119	13.9%
Personal Property Taxes-Delinquent	45,000	21,034	46.7%	45,000	16,523	36.7%
Machinery & Tools	21,050	7,934	37.7%	23,578	7,287	30.9%
Penalties & Interest Taxes	130,000	35,245	27.1%	155,000	21,287	13.7%
Public Service Corporation Taxes	68,614	8,477	12.4%	61,818	0	0.0%
GENERAL PROPERTY TAX	\$ 7,457,635	\$ 884,325	11.9%	\$ 7,472,511	\$ 631,132	8.4%

Current	\$ 884,325
Prior Year	\$ 631,132
Net Change \$	253,193
Net Change %	40.1%

Local Tax Revenue - (Prior Year Comparison) – Modified Accrual Basis

	Meals Taxes	Lodging Taxes	Cigarette Taxes	Sales Taxes	Total
Oct-16	504,804	49,615	89,457	573,096	1,216,972
Oct-17	504,893	65,424	85,937	544,775	1,201,029
Prior Year \$	89	15,809	(3,520)	(28,321)	(15,943)
Prior Year %	0.02%	31.86%	-3.93%	-4.94%	-1.31%

At four (4) months into the fiscal year, it is projected that the Local Tax Revenue sources will be short \$169,908 of meeting the targeted projections.

Local Tax Revenue (Budget per Actual Comparison)-(Modified Accrual Basis)

Benchmark – 33.3%

	FY 17-18 Budget	10/31/2017	% of Budget Realized
Local Sales & Use*	\$ 1,873,000	\$ 544,775	29.1%
Cigarette Taxes	\$ 330,000	\$ 85,937	26.0%
Meals Taxes*	\$ 1,440,000	\$ 504,893	35.1%
Lodging Taxes*	<u>\$ 130,000</u>	<u>\$ 65,424</u>	<u>50.3%</u>
Total Local Tax Revenue	\$ 3,773,000	\$ 1,201,029	31.8%

*prepared on modified accrual basis - revenue sources include a one or two month projection based on prior history

At four (4) months into the fiscal year, it is projected that local sales & use taxes and cigarette taxes will not meet targeted projections; net projected deficit of all Local Tax Revenue sources is (\$169.9k) at the end of October 2017

Revenue & Expenditure Summary – Cash Basis

- General Fund **revenue** at the end of the period totaled \$4.06 mil and represented 17.1% of budget; when compared to the prior year period of \$3.77 mil, this is a \$288,530 increase. The increase is comprised primarily of:
 - Real estate taxes \$175k
 - Permits (Solar Farm) \$(179k)
 - Personal property taxes \$ 54k
 - Business Licenses \$ 44k
 - Sale of Real Estate \$ 95k
 - Sale of Timber \$ 56k
 - USDA Police Grant \$ 25k
 - EMS Grant \$ 16k
- General Fund **expenditures** at the end of the period totaled \$4.47 mil and represented 26.8% of the total budget; when compared to the prior year period of \$4.41 mil, this is a \$49,574 increase.

General Fund Revenue – Prior Year Comparison - Cash Basis

Account Description	Prior Revenue	Budgeted	YTD Revenue	Balance/Excess/Deficit	% Realized	Prior Year Variance
REAL ESTATE TAXES	376,916	5,641,074	552,739	(5,088,335)	9.80%	175,822
PUBLIC SERVICE CORPORATION TAXES	-	68,614	8,477	(60,137)	12.35%	8,477
PERSONAL PROPERTY TAXES	225,643	1,596,897	279,930	(1,316,967)	17.53%	54,288
MACHINERY & TOOLS TAXES	7,287	21,050	7,934	(13,116)	37.69%	647
PENALTIES AND INTEREST	26,071	130,000	35,245	(94,755)	27.11%	9,173
OTHER LOCAL TAXES	289,686	1,873,000	272,387	(1,600,613)	14.54%	(17,299)
UTILITY TAXES	192,756	516,000	180,537	(335,463)	34.99%	(12,219)
BUSINESS LICENSE TAXES	920	950,000	45,077	(904,923)	4.74%	44,157
BUSINESS LICENSE TAXES-PENALTY	869	1,000	279	(721)	27.89%	(590)
MOTOR VEHICLE LICENSES	25,126	172,000	29,232	(142,768)	17.00%	4,106
MOTOR VEHICLE LICENSES-PENALTY	2,057	26,000	1,579	(24,421)	6.07%	(478)
BANK STOCK TAXES	-	56,200	-	(56,200)	0.00%	-
TAXES ON RECORDATION AND WILLS	14,443	46,000	19,712	(26,288)	42.85%	5,269
CIGARETTE TAXES	89,457	330,000	85,937	(244,063)	26.04%	(3,520)
LODGING TAXES	38,155	130,000	49,068	(80,932)	37.74%	10,913
MEALS TAX	374,742	1,440,000	378,670	(1,061,330)	26.30%	3,928
PROBATE TAXES	701	3,100	2,169	(931)	69.96%	1,468
PERMITS AND OTHER LICENSES	293	3,000	143	(2,858)	4.75%	(150)
PERMITS AND OTHER LICENSES	62,860	544,604	(129,699)	(674,303)	-23.82%	(192,558)
FINES AND FORFEITURES	8,049	37,000	10,158	(26,842)	27.45%	2,108
REVENUE FROM USE OF MONEY	206	600	573	(27)	95.53%	367
REVENUE FROM USE OF PROPERTY	119,493	224,847	121,699	(103,148)	54.13%	2,206
CHARGES FOR CURRENT SERVICES	1,561	9,500	1,802	(7,698)	18.97%	241
CHARGES FOR OTHER PROTECTION	120,207	428,051	125,920	(302,131)	29.42%	5,713
CHARGES FOR OTHER PROTECTIONS	40	17,150	151	(16,999)	0.88%	111
MISC BILLING SERVICES	(11,029)	-	700	700	-	11,729
CHG FOR SANITATION & WASTE REMOVAL	4,631	9,900	3,213	(6,687)	32.46%	(1,417)
CHARGES FOR ADMIN-FUNDS	321,623	961,720	320,573	(641,147)	33.33%	(1,049)
RECREATIONAL FEES	2,711	7,500	6,499	(1,001)	86.65%	3,787
MISCELLANEOUS	173,372	1,294,286	291,813	(1,002,473)	22.55%	118,441
RECOVERED COSTS	3,274	404,400	9,209	(395,191)	2.28%	5,934
NON-CATEGORICAL AID STATE	157,589	1,643,897	156,540	(1,487,357)	9.52%	(1,049)
SHARED EXPENSES	19,353	80,715	19,821	(60,894)	24.56%	467
SHARED EXPENSES	16,000	73,089	16,294	(56,795)	22.29%	294
SHARED EXPENSES	-	35,000	-	(35,000)	0.00%	-
CATEGORICAL AID - STATE	563,687	2,322,187	541,695	(1,780,492)	23.33%	(21,992)
CATEGORICAL AID -FEDERAL GOVERNMENT	5,400	47,715	47,103	(612)	98.72%	41,703
PROCEEDS FROM INDEBTNESS	-	205,000	-	(205,000)	0.00%	-
FUNDS TRANSFERS	534,399	2,359,554	563,899	(1,795,655)	23.90%	29,501
General Fund Revenue Total (Less Other Financing Sources)	3,768,549	23,710,650	4,057,079	(19,653,571)		288,530

General Fund Expenditures – Prior Year Comparison – Cash Basis

Account Description	Prior Expense	Budgeted	YTD Expended	Balance/Excess/Deficit	% Expended	Prior Year Variance
**CITY COUNCIL **	61,702	163,126	57,403	105,723	35.19%	4,299
CITY MANAGER *****	59,291	217,303	59,752	157,551	27.50%	(461)
CITY ATTORNEY *****	61,870	162,248	63,294	98,954	39.01%	(1,424)
MANAGEMENT SERVICES & HR*****	26,935	176,148	29,876	146,272	16.96%	(2,941)
COMMISSIONER OF THE REVENUE *****	82,747	268,915	82,116	186,799	30.54%	631
REAL ESTATE ASSESSOR *****	15,158	122,405	16,226	106,179	13.26%	(1,068)
CITY TREASURER *****	90,790	333,905	92,369	241,536	27.66%	(1,579)
ACCOUNTING *****	89,267	330,163	96,738	233,425	29.30%	(7,471)
PURCHASING & GENERAL SERVICES****	27,936	91,968	17,772	74,196	19.32%	10,165
UTILITY COLLECTIONS & BILLING *****	68,665	267,038	68,114	198,924	25.51%	551
INSURANCE *****	54,089	195,232	58,324	136,908	29.87%	(4,235)
INFORMATION TECHNOLOGY*****	47,913	370,505	42,056	328,449	11.35%	5,857
BOARD OF ELECTIONS *****	27,804	176,400	26,663	149,737	15.12%	1,141
CIRCUIT COURT ***	-	7,662	-	7,662	0.00%	-
GENERAL DISTRICT COURT ***	6,965	18,091	7,278	10,813	40.23%	(313)
CLERK OF CIRCUIT COURT ***	-	57,283	-	57,283	0.00%	-
SHERIFF'S OFFICE ***	-	136,692	-	136,692	0.00%	-
DISTRICT COURT SERVICE ***	30,746	57,070	11,870	45,200	20.80%	18,876
COMMONWEALTH'S ATTORNEY ***	-	58,605	-	58,605	0.00%	-
WESTERN TIDEWATER REGIONAL JAIL**	460,990	921,980	460,992	460,989	50.00%	(2)
POLICE ***	948,070	3,215,656	1,007,671	2,207,985	31.34%	(59,601)
E - 911 *****	203,766	999,117	184,669	814,448	18.48%	19,097
EMERGENCY MANAGEMENT SERVICES ***	702,561	2,379,811	683,886	1,695,925	28.74%	18,676
BUILDING INSP & CODE ENFORCEMENT**	141,463	518,173	157,215	360,958	30.34%	(15,753)
ANIMAL CONTROL *****	30,694	121,604	25,701	95,903	21.14%	4,993
PUBLIC WORKS-STREET MAINTENANCE****	365,391	1,962,645	451,862	1,510,783	23.02%	(86,471)
PUBLIC WORKS-SNOW REMOVAL ****	-	13,000	-	13,000	0.00%	-
PUBLIC WORKS-GARAGE****	74,610	234,602	67,468	167,134	28.76%	7,143
BUILDING MAINTENANCE-GENERAL*****	200,590	652,196	189,710	462,486	29.09%	10,879
BUILDING MAINTENANCE-ARMORY***	10,804	-	8,166	(8,166)	-	2,638
BUILDING MAINTENANCE-CITY HALL ****	50,975	200,796	64,221	136,575	31.98%	(13,246)
BLDG MAINTENANCE-SOC SERVICES****	13,163	83,244	17,848	65,396	21.44%	(4,685)
BUILDING MAINTENANCE-HEALTH DEPT**	5,895	34,716	5,563	29,153	16.03%	332
HEALTH DEPARTMENT*****	55,000	110,000	-	110,000	0.00%	55,000
MENTAL HEALTH*****	-	36,958	-	36,958	0.00%	-
RECREATION*****	138,786	388,927	134,949	253,977	34.70%	3,837
CEMETERIES*****	13,872	42,448	14,187	28,261	33.42%	(315)
SENIOR CITIZENS TITLE III ***	-	6,659	-	6,659	0.00%	-
SENIOR CITIZENS NUTRITION ***	14,709	45,489	13,555	31,934	29.80%	1,154
LIBRARY*****	139,542	304,103	138,874	165,229	45.67%	668
PLANNING AND ZONING****	54,494	259,856	68,928	190,928	26.53%	(14,433)
BEAUTIFICATION COMMISSION ****	272	21,867	1,297	20,570	5.93%	(1,025)
DOWNTOWN DEVELOPMENT *****	20,975	110,000	20,322	89,678	18.47%	654
PAYMENTS TO SOUTHAMPTON COUNTY ***	-	700,000	-	700,000	0.00%	-
NON-DEPARTMENT MISCELLANEOUS***	16,995	55,000	18,135	36,866	32.97%	(1,139)
General Fund Expenditures Total (Less Other Financing Uses)	4,415,496	16,629,606	4,465,070	12,164,536		(49,574)



ENTERPRISE FUNDS

For the period ending October 31, 2017

Based on Unaudited Financial Data

Airport Fund

- Revenue:
 - Fuel sales and airport rental fees are above target with 37% of budgeted realized.
- Expenditures:
 - Expenditures in the fund are below target with 31% of budget expended (net of capital outlay and transfers).
- Cash balance in the Airport Fund is a negative \$10,257; 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 \$1.1 mil at the end of the period is on target at 33% of budget. Sale of water and sewer service charges are slightly lower than prior year by \$8k and \$19k, respectively.

- **Expenditure Analysis**

- Expenditures in the fund are \$498k and tracking \$10k higher than the prior year (net of capital outlay, debt service and transfers); expenditures in the current year for the water and sewer divisions are slightly higher than the prior year while expenditures associated with the waste water treatment plant are less.

- **Cash Balance**

- The cash balance in the Fund at the end of the month is \$1.62 mil up from the \$1.60 million reported last month and 5.1% less than the \$1.7 mil reflected in the prior year period.

Solid Waste Fund

- **Revenue Analysis**

- Revenue for the Solid Waste Fund is slightly below target with revenue at \$438k or 30.8% and is comparable to the prior year period collections of \$435k.

- **Expenditure Analysis**

- Expenditures in the fund at \$214k are below target with 24% of budget expended (net of capital outlay, debt service and transfers).

Solid Waste Fund – Cash Balance

Cash balance - \$274,940

	Month	FY 16-17	FY 17-18
	June	\$409,400	\$240,652
	July	\$410,551	\$271,649
	August	\$425,486	\$265,937
	September	\$420,154	\$275,027
	October	\$416,155	\$274,940
	November	\$422,723	
	December	\$411,298	
	January	\$418,851	
	February	\$445,948	
	March	\$252,699	
	April	\$260,852	
	May	\$246,169	
	June	\$240,652	

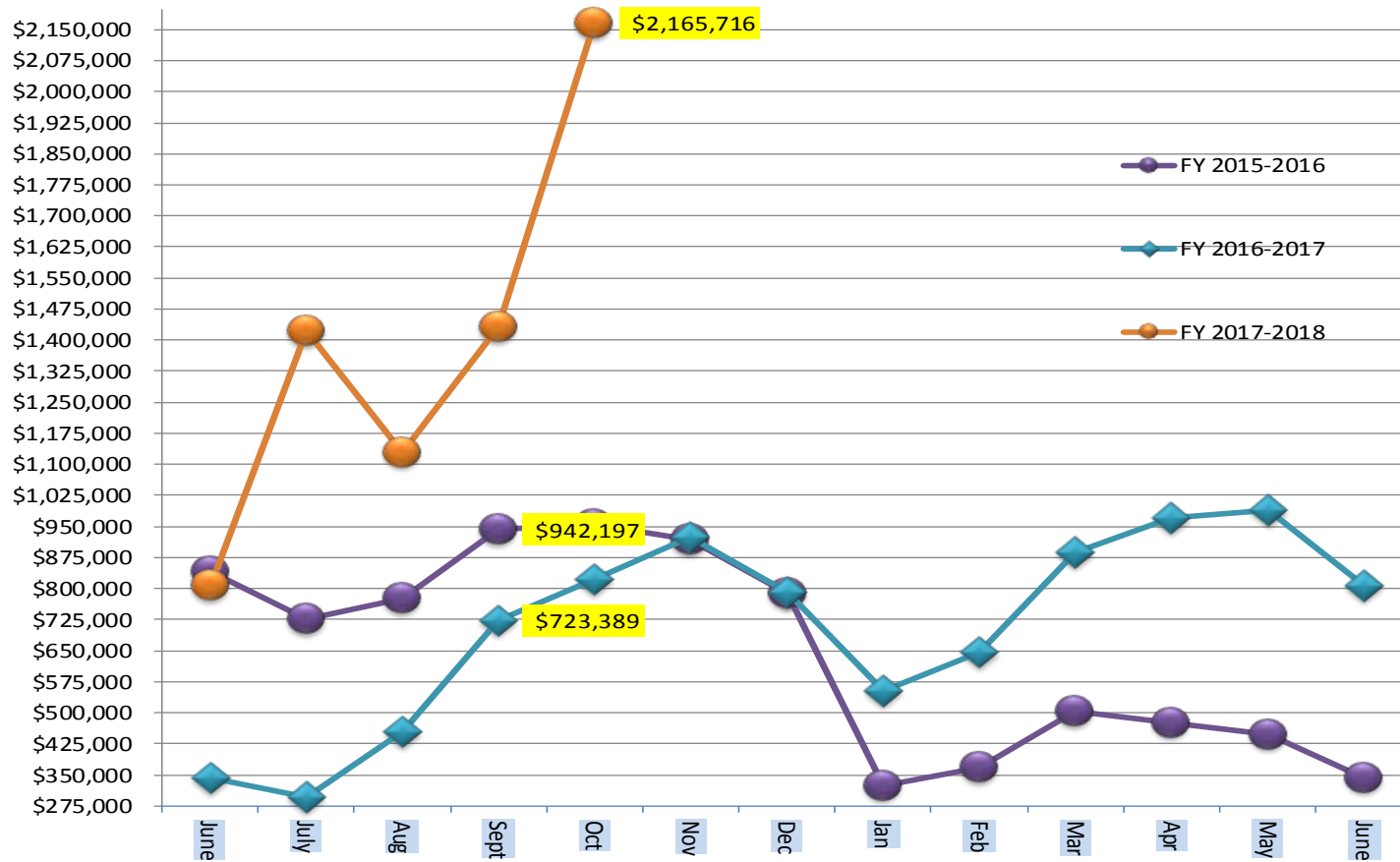
Electric Fund

- **Revenue** from energy sales at \$4.82 mil is below target at 31.2% of budget; below is a snapshot of prior year billed service revenue, current year budget, actual and % of budget realized:

Account Description	Prior Revenue	Anicipated	YTD Revenue	% Realized
Sale of Electricity -Fuel Adj	102,471	1,104,300	357,380	32.4%
Sale of Electric Energy-Residential	2,588,559	7,998,896	2,408,562	30.1%
Sale of Electricity-Commercial	2,157,280	6,165,246	2,090,271	33.9%
Cycle & Save	(40,030)	(119,129)	(39,835)	33.4%

- With an accrual of \$653k, **expenditures** associated with the sale of energy for 4 months of the fiscal year will be at \$2.91 mil and will be below budget at 23% of the total budget (net of capital outlay, debt service and transfers). This is substantially lower than the prior year period of \$3.61 million primarily due to the VMEA Transmission Peak Shaving True-Up credit in September 2017 of \$544k.

ELECTRIC FUND CASH ANALYSIS



ELECTRIC FUND CASH ANALYSIS

	FY 2012-2013	FY 2013-2014	FY 2014-2015	FY 2015-2016	FY 2016-2017	FY 2017-2018
6/30	\$ 365,374	\$ 643,257	\$ 882,030	\$ 842,112	\$ 343,328	\$ 807,485
7/31	\$ 232,177	\$ 642,085	\$ 957,000	\$ 724,794	\$ 276,984	\$ 1,421,109
8/31	\$ 179,939	\$ 672,538	\$ 1,095,099	\$ 774,246	\$ 453,148	\$ 1,127,645
9/30	\$ 272,263	\$ 784,569	\$ 1,220,000	\$ 942,197	\$ 729,003	\$ 1,431,729
10/31	\$ 346,776	\$ 904,924	\$ 1,273,878	\$ 956,592	\$ 822,659	\$ 2,165,716
11/30	\$ 359,027	\$ 876,767	\$ 1,327,621	\$ 919,275	\$ 922,617	
12/31	\$ 287,190	\$ 733,859	\$ 1,284,717	\$ 788,629	\$ 791,600	
1/31	\$ 389,986	\$ 438,344	\$ 1,004,954	\$ 322,369	\$ 554,258	
2/28	\$ 287,764	\$ 559,511	\$ 805,356	\$ 366,352	\$ 644,526	
3/31	\$ 370,727	\$ 803,846	\$ 881,641	\$ 502,204	\$ 888,414	
4/30	\$ 412,409	\$ 751,999	\$ 906,867	\$ 474,040	\$ 970,688	
5/31	\$ 672,007	\$ 908,047	\$ 968,713	\$ 448,880	\$ 990,559	
6/30	\$ 643,257	\$ 882,157	\$ 842,112	\$ 343,328	\$ 807,485	

Cash in the Electric Fund at \$2,165,716 increased by \$733,987 from the prior month period.

Policy Evaluation:

Cash is above minimum policy guideline of \$1.494 million by \$671K.

ELECTRIC FUND BILLED VERSUS PAYMENT ANALYSIS

FY 2017-2018 REVENUE BILLED VERSUS PAYMENTS COLLECTED ANALYSIS

	Jul-17	Aug-17	Sep-17	Oct-17	Totals
ADJUSTED BILLING	\$ 1,531,215.11	\$ 1,286,453.86	\$ 990,137.18	\$ 1,028,737.71	\$ 4,836,543.86
TOTAL PAYMENTS**	\$ 890,694.86	\$ 1,561,334.22	\$ 1,399,586.77	\$ 1,134,434.73	\$ 4,986,050.58
Variance (collected over billed)	\$ 640,520.25	\$ (274,880.36)	\$ (409,449.59)	\$ (105,697.02)	\$ (149,506.72)
					103.1%

FY 2016-2017 REVENUE BILLED VERSUS PAYMENTS COLLECTED ANALYSIS

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

OLD/NEW BUSINESS

- A. Fire/EMS Department Update – Chief Vince Holt**
- B. Recognition Policy Draft**
- C. City Manager’s Report**
 - 1. Direction on Derelict Property Regulations**
 - 2. City Council Priority Tracking Reporting Format**

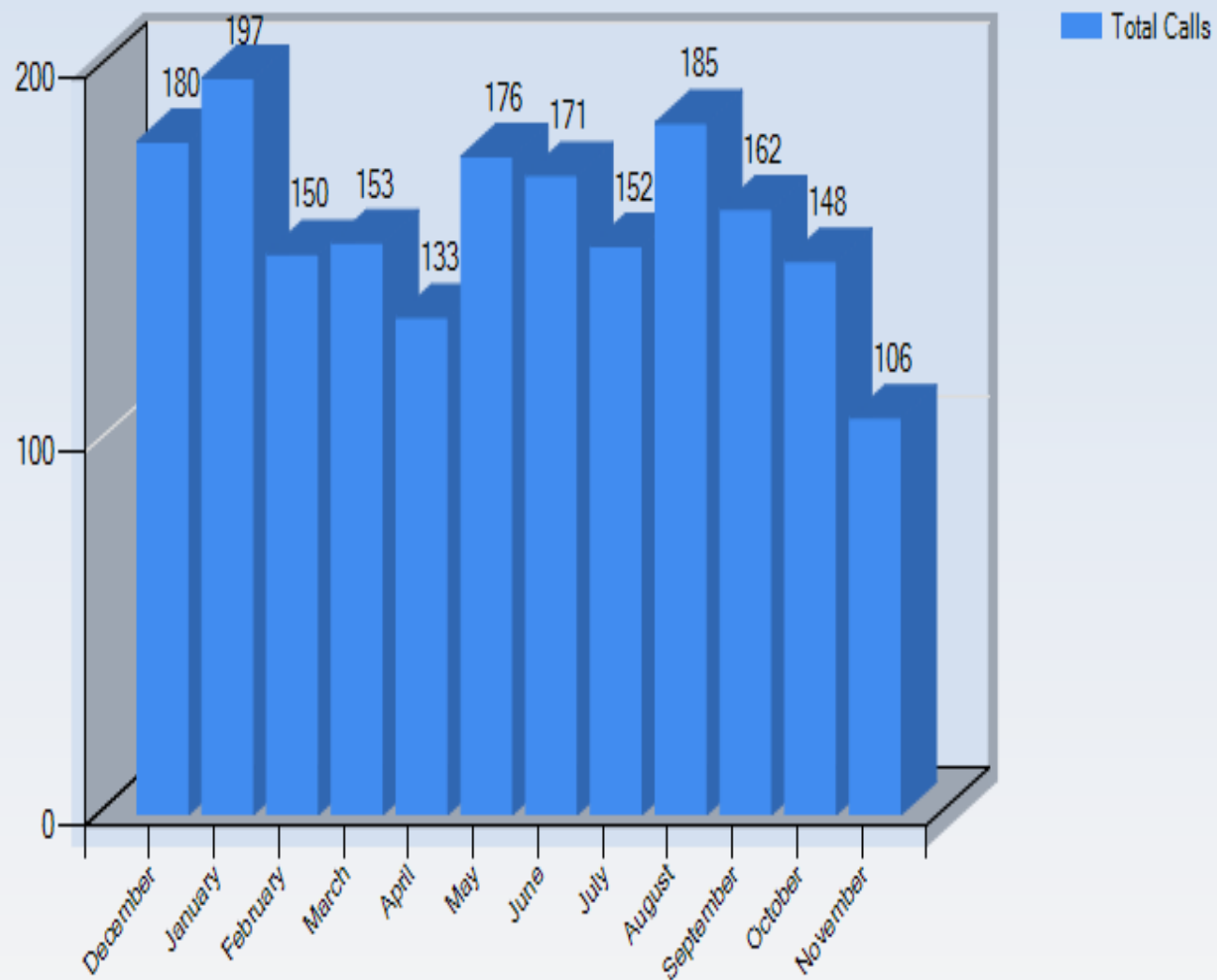


FIRE & RESCUE ANNUAL UPDATE NOVEMBER 27, 2017



CALL VOLUME

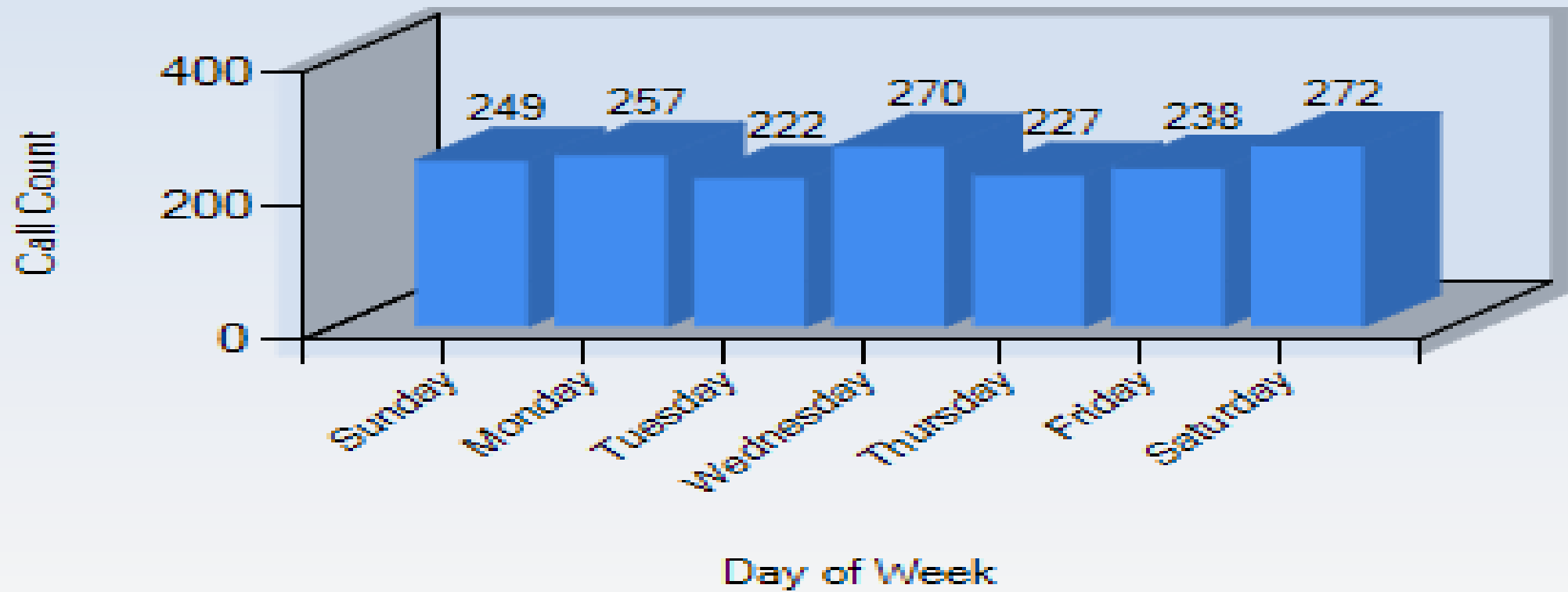
Monthly Call Volume



CALL VOLUME BY MONTH

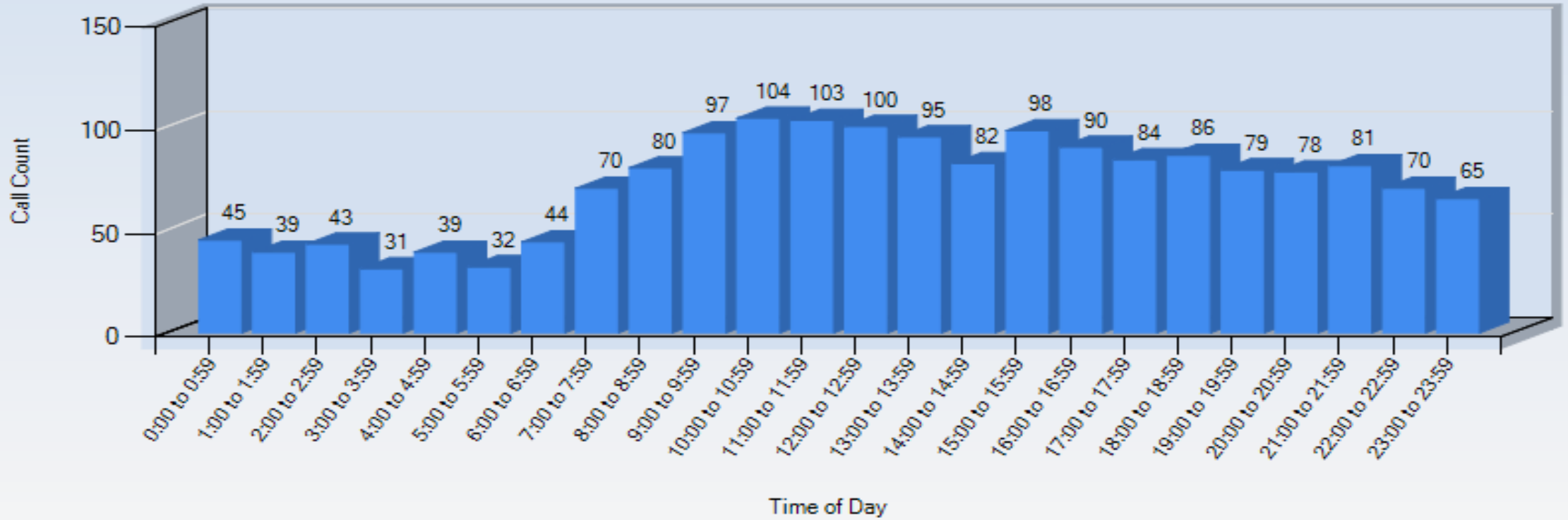
January has proven to be our busiest month of the year thus far in 2017

Call Volume by Day of Week



BUSIEST DAY OF THE WEEK

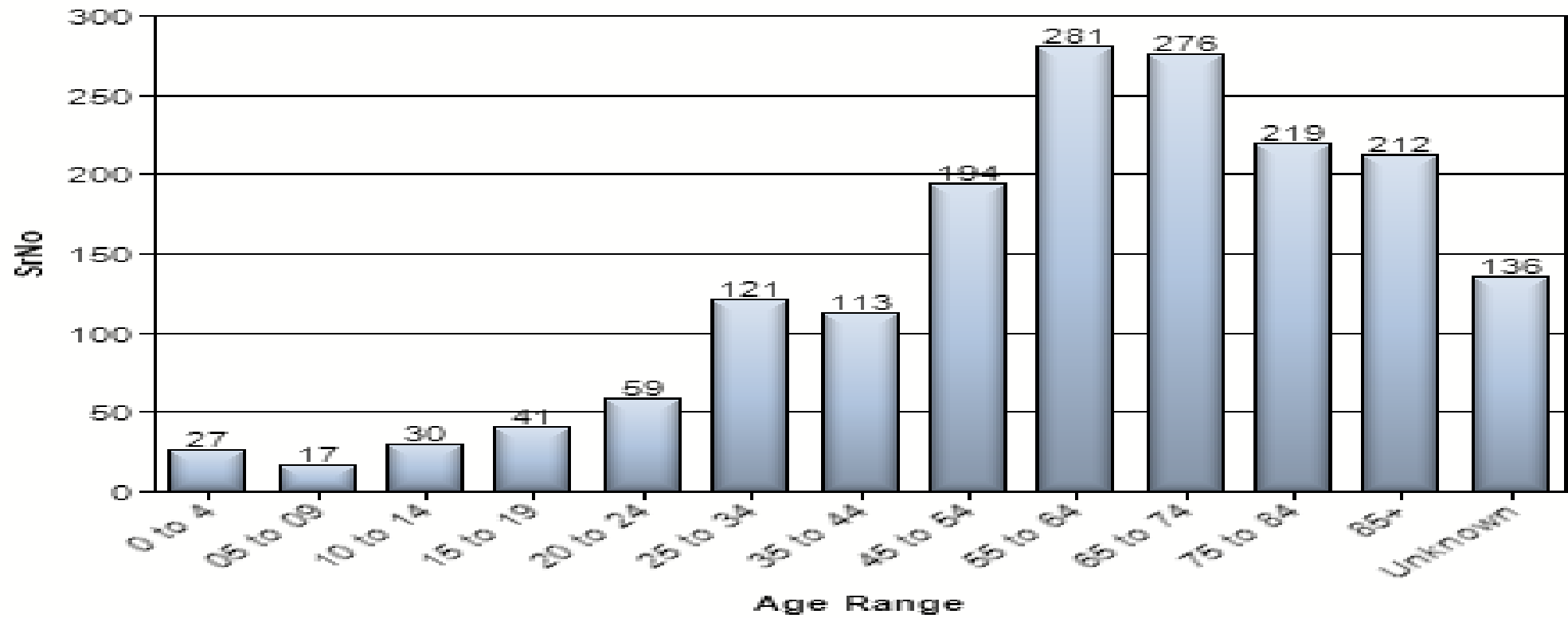
Call Volume by Time of Day



00:00 – 08:00 – 343 CALLS

08:00 -16:00 – 759 CALLS

16:00 – 24:00 – 633 CALLS



CALL VOLUME BY AGE



DEPARTMENT STAFFING

Budgeted for 27 fulltime postions

- 3 Administrative Positions
(Chief, Deputy Chief, Admin Asst.)
- 24 Operational Position
(3 Captains, 3 Lieutenants, 18
Firefighter Medics)
- 3 Fulltime positions are currently
vacant
- 21 volunteers with an average
of 7 of them pulling monthly
duty shifts



RECRUITMENT & RETENTION

Failing to recruit trained career providers

Continuing to lose trained providers to neighboring localities

Decline in volunteerism



APPARATUS FLEET

Medic 4 - 2000



Medic 3 - 2015



FIVE AMBULANCES WITH AN AVERAGE AGE OF 11 YEARS

Engine 3 - 1995



Engine 1 - 2012



THREE ENGINES WITH AN AVERAGE
AGE OF 14 YEARS



ONE LADDER TRUCK – 27 YEARS OLD



APPARATUS REPLACEMENT

Medic 2 - 2018

Engine 3 - 2019

Ladder 1 - 2020



REVENUE RECOVERY

Increased opportunities for
billing of private insurance
carriers



To: Our Valued AMB Clients

Date: November 7, 2017

Re: Anthem/BCBS Payment for Treatment, No Transport

Please see the information below received from Chris Kelly, a legal EMS expert, regarding payment for treatment, no transport:

I'm sure you have already heard that Anthem/Blue-Cross has announced that in some states they will be paying for ambulance service when treatment has been given but no transport was made. The payment for this will be around \$380. This policy will go into effect in January, 2018, for 14 states: California, Colorado, Connecticut, Georgia, Indiana, Kentucky, Maine, Missouri, Nevada, New Hampshire, New York, Ohio, Virginia and Wisconsin.

This announcement comes on the heels of Anthem stating that they would not pay for Emergency Room claims where there was no actual emergency medical condition. This seems to indicate that Anthem is trying to reduce the average cost of a claim by encouraging their insureds to use primary care physicians when appropriate instead of ERs which are much more expensive.

To achieve that same goal, they are also looking to encourage ambulance service suppliers not to transport to an ER just because that is the only covered destination. With this new policy, they can encourage EMS to treat on scene, with a reimbursement rate that is roughly the same as Medicare would pay for a BLS level emergency transport (but which is also much less than an average ER visit bill). Of course I am all for this, it is definitely a benefit for ambulance service suppliers and one that is long over-due, however it comes with some challenges.

Here are some things you should consider in getting prepared for to take advantage of this new policy:

- 1. You will have to identify early on which patients may have this type of coverage- this may require some dispatch involvement or crew inquiry.*



QUESTIONS





November 21, 2017

To: Mayor & Council Members
From: R. Randy Martin
Subject: Recognition Policy Draft

As directed, I have prepared the enclosed draft “Recognition Policy” for Council consideration on November 27, 2017. As discussed at the November 13th meeting, Councilman McLemore and I met on November 17th to discuss his desires for the content of the policy. We agreed during our meeting on some policy points and disagreed on others.

From my perspective, Councilman McLemore and I agreed the policy should: cover all citizens, organizations and groups; it should be fair, recognition policy should address the “how” of recognition, not “who” should be recognized.

I am sorry to say, we did not agree on the language as written in the draft. Where I reference “City Administration”, Councilman McLemore insists on listing “department heads” being required to do recognition. I respectfully advised Councilman McLemore that I disagreed with a Council policy provision being included that circumvents the City Manager’s authority to supervise the department heads. I feel this would be inconsistent with Franklin’s Charter and form of government.

Despite Councilman McLemore’s objection, I believe the draft accurately reflects the past and current practices in Franklin and is worthy of Council consideration; therefore, I recommend its approval. If anyone has other suggested improvements or questions, please advise me. I do hope the Council can bring closure to this soon, as several recognitions are either pending or already scheduled tentatively for upcoming meetings.

Enclosure (1)



CITY OF FRANKLIN

EFFECTIVE DATE: November 27, 2017

Recognition Policy

The City of Franklin may from time-to-time desire to recognize citizens or organizations for individual or group achievements. Recognition may take on various forms with the City administration, under the direction of the City Manager, being responsible for determining the type of recognition to be given based upon factors unique to the circumstances being recognized. Recognitions necessitating actions of the Mayor and/or City Council will be recommended by the City Manager for consideration.

Examples of methods of recognition may include: letter or other form of commendation, certificate of appreciation, Proclamation of the Mayor or Resolution of the City Council. Other forms or methods of recognition may also be considered based upon the type of recognition determined appropriate.

This recognition policy was adopted by the Franklin City Council on the 27th day of November, 2017.

Policy Adopted: _____

Mayor

Attest by: _____

Clerk of Council



November 21, 2017

To: Mayor & Council Members
From: R. Randy Martin
Subject: City Manager's Report

The following are matters I will report to Council at the upcoming November 27th regular meeting:

- 1) Council Direction regarding further consideration of the Derelict Property Regulations discussed in the November 13th work session.

I include this item for any follow-up discussion and for scheduling any desired Council action in the future.

- 2) City Council Priority Tracking Report

As discussed at the last Council meeting, I have been in the process of developing a format for tracking and reporting to Council updates on Council Priorities as discussed at the September retreat. Councilman Cutchins recently shared a format example for doing this that I think with some tweaks fills the need. I am in the process of converting the example for city use. As directed at the last meeting I have prepared the enclosed template as an example for other member input and comment. Using this format, I will prepare a full report and distribute updates on a regular basis with future agendas.


City Council Priority Tracking Report (Section I)

Category	Action Items	Dates	Designee (s)	Status Report	Trend Code
	GREEN - Moving Forward	YELLOW - Discussions Only		RED - No Progress or Complete	
Economic Development	Closed Session Updates to Council	11/13/2017	FSEDI	Next Report Schedules as needed at 11/27/17 meeting	
	Hospital Health Clinic lease of King Center Space	11/13/2017	City Attorney	Lease executed to begin 12/1/17	
	Timber Cutting IOW property	11/21/2017	City Manager/City Attorney	Project complete Total receipts \$56,713.82 to date.	
Education	Mayor/City Manager meet regularly with School Peers to improve communications	10/17/2017	Mayor/City Manger	Initial meeting 10/17/17; agreed to meet bi-monthly, next meeting 12/5/17	
Housing	Council Work Session on Derelict Property Regulations	11/13/2017	Community Development	Council follow-up discussion 11/27/17	
Citywide Infrastructure	State Groundwater Withdraawal Permit Renewal	11/13/2017	City Manager/Public Works	State Water Control Board meeting on Permit Renewal 12/7/17	
Regionalism Partnerships	Parks & Recreation services Agreement between County, City & CCCC for golf services	11/21/2017	Shared Services Committee	Mayor & City Manager executed agreement 11/21/17 with all parties. Contract begins 12/1/17 - Marketing efforts will begin soon.	
Public Services	Regional 58 Corridor Study Committtee	10/13/2017	City Manager/Community Development	Manager & staff attended last regional meeting - draft scope of study reviewed	

***Notes:** This is a draft template of the Tracking Report Council directed I develop for consideration/review. Councilman Cutchins provided an example that helped with the format.

Section I – Council Priorities are set up to track the six categories of Council adopted priorities. I have inserted a few example updates based upon recent actions.

Council/Citizen Directives/Issues Pending (Section II):

Category	Action Items	Dates	Designee (s)	Status Report	Trend Code
	GREEN - Moving Forward	YELLOW - Discussions Only		RED - No Progress or Complete	
Council Directive	City Manager Draft Recognition Policy	11/13/2017	City Manager/ Council Input	Draft Policy on 11/27/17 agenda for Council action	
Citizen Time Requests	Two citizens requested Council consider Prayer on Regular meeting agendas	11/13/2017	City Attorney	The City Attorney is preparing a closed session report for Council consideration on 12/11/17	

***Notes:** This is a draft template of the Tracking Report Council directed I develop for consideration/review. Councilman Cutchins provided an example that helped with the format.

Section II – This section of the report will be in a similar format and track issues that Council directs or Citizens raise at meetings . I have included recent examples.

COUNCIL/STAFF REPORTS ON BOARDS & COMMISSIONS