

AGENDA

FRANKLIN CITY COUNCIL

MONDAY, July 9, 2018 – 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: June 25, 2018 Regular Meeting

B. Special Recognition: Resolution Honoring Councilwoman Mary E. Hilliard

2. CERTIFICATION OF ELECTION RESULTS

Jennifer Maynard, Voter Registrar

3. OATHS OF OFFICE

Honorable Judge

Westbrook J. Parker

A. Ward 3 Councilman

Gregory McLemore

B. Ward 5 Councilwoman

Wynndolyn H. Copeland

C. Ward 6 Councilman

Robert L. (Bobby) Cutchins

D. Mayor

Frank M. Rabil

4. BIENNIAL COUNCIL ORGANIZATIONAL MEETING

A. Mayor's Organizational Remarks

B. Selection of Vice-Mayor

C. Boards & Commission Council Assignments

D. FY 2018 – FY 2019 Regular Meeting Calendar

5. OLD/NEW BUSINESS

A. City Manager's Report

6. COUNCIL/STAFF REPORTS ON BOARDS/COMMISSIONS7. CLOSED SESSIONClosed Session - I move that the Franklin City Council meet in Closed Session to discuss appointments to boards and commissions pursuant to Virginia Code Section 2.2 – 3711 (A) (1).Motion Upon Returning to Open Session – I move that the only matters discussed during the session were those lawfully exempted from open meeting requirements and identified in the motion by which the closed session was convened.8. ADJOURNMENT – I move that the July 9th Regular meeting of the Franklin City Council be adjourned.

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>
Reception Honoring Mrs. Mary E. Hilliard	Monday, July 9, 2018 @ 6:00 p.m. City Hall 1st Floor Lobby
City Council Biennial Organizational Meeting	Monday, July 9, 2018 @ 7:00 p.m. City Council Chambers
Called Meeting of the City Council for County Courthouse Site Options Update w/ County Administrator Mike Johnson	Tuesday, July 10, 2018 @ 6:00 p.m. City Council Chambers

CONSENT AGENDA

A. Minutes: June 25, 2018 Regular Meeting

B. Special Recognition: Resolution Honoring Councilwoman Mary E. Hilliard

The Franklin City Council held its Regular meeting on Monday, June 25, 2018 at 7:00 p.m. in the Council Chambers at City Hall. Mayor Rabil called the meeting to order.

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

Planning Commission members in Attendance: Bobby Tyler, Oscar Babb, Vice-Chairman Lawyer Artis, Chairman Dr. Daniel Peak, Harvey Darden, Henri Porter, and Carolyn Williams.

Staff in Attendance: Randy Martin, City Manager; Taylor Williams, City Attorney; Chief Phil Hardison, Franklin Police Department; Chief Vince Holt, Director of Emergency Services; Donald Goodwin, Community Development Director; Dinah Babb, Treasurer; Brenda Rickman, Commissioner of Revenue; and Russ Pace, Director of Public Works.

Others in Attendance: Officer Brian Snow, Franklin Police Department; Sheila Baker, Administrative Assistant, Community Development; Joe Ann Faulk, Accounting Supervisor, Finance Department; 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 citizens signed up to speak at Citizens' Time.

AMENDMENTS TO AGENDA

There were no amendments to the agenda.

Consent Agenda

Minutes: June 11, 2018 Regular Meeting

Mayor Rabil asked if there were any corrections to the minutes of the June 11, 2018 Regular meeting. Vice-Mayor Cheatham made a motion to approve the minutes as presented and Councilman Burgess seconded it.

The motion was approved with the vote as follows:

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

Minutes: June 12, 2018 Called Meeting

Mayor Rabil asked if there were any corrections to the minutes of the June 12, 2018 Called meeting. Councilman Johnson made a motion to approve the minutes as presented and Councilwoman Hilliard seconded it.

The motion was approved with the vote as follows:

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

Departmental Reports: May 2018

There were no questions or comments concerning the May 2018 departmental reports distributed in a separate file.

PUBLIC HEARING

Call To Order

Chairman Dr. Daniel Peak of the Franklin City Planning Commission called the Joint meeting with the Franklin City Council to order at 7:03 p.m.

Zoning Ordinance Amendments

Community Development Director Donald Goodwin presented the proposed zoning ordinance text amendments that the planning commission has been working hard reviewing since the adoption of the 2015 – 2025 Comprehensive Plan. Mr. Goodwin explained that the goal of the Planning Commission is to insure that the City has the tools necessary to implement the Comprehensive Plan's recommendations and City Council's vision for managed growth.

Mr. Goodwin further explained some of the ordinance text amendments include housekeeping items and new provisions that would help implement some of the recommendations as outlined in the comprehensive plan to facilitate growth and development of affordable housing.

The ordinance text amendment changes are as follows:

1. Ordinance amendment to define "Temporary Family Health Care Structure".
2. Ordinance amendment to define "Accessory Dwelling Unit".
3. Ordinance amendment to define "Mixed-Use Development".
4. Ordinance amendment to delete "Foster Homes" and add "Temporary Family Health Care Structure".
5. Ordinance amendment to allow accessory dwelling units in all residential zoning districts.
6. Ordinance amendment to remove the requirement for a public hearing for a group home.
7. Ordinance amendment to create a new zoning district designation B-3A. The new designation will begin the process of rezoning the B-3 district to B-3A in downtown to allow mixed-use development.

The staff recommendation is to approve the ordinance text amendment changes. Director Goodwin stated that he would be glad to answer any questions concerning the topic.

Mayor Rabil asked if anyone had any questions for Director Goodwin and hearing none opened the Public Hearing.

Joint Public Hearing w/ Planning Commission

The public hearing was opened at 7:09 p.m.

Ms. Mary Alice Beale of 201 South High Street applauded the efforts of City Council and the Planning Commission to encourage more residential building in the City and she supports the changes proposed to the zoning ordinance.

The Mayor asked if there were any other comments, hearing none Chairman Peak and Mayor Rabil closed the public hearing.

The public hearing was closed at 7:11 p.m.

Planning Commission Recommendations

Mayor Rabil opened the floor to both the City Council and the Planning Commission for any comments or questions.

Chairman Dr. Peak stated that the Planning Commission had been working on the amendments for months and he felt that everyone is well versed in the changes. He asked the Planning Commission if they wanted to take action on the amendments separately or collectively; and what the recommendation to Council would be.

Vice-Chairman Lawyer Artis made a motion to vote on the ordinances collectively and Mr. Bobby Tyler seconded it.

The motion was approved by a 7 – 0 vote.

Mr. Bobby Tyler made a motion to approve all the text ordinance amendment changes as submitted to City Council and Vice-Chairman Lawyer Artis seconded it.

Dr. Peak asked if there were any further questions or comments, hearing none the Planning Commission voted.

The motion was approved by a 7 – 0 vote.

There being no further business for the Planning Commission to discuss, Mr. Oscar Babb made a motion to adjourn the Planning Commission meeting. Mr. Bobby Tyler seconded the motion.

The motion was approved by a 7 – 0.

Dr. Peak declared the Planning Commission meeting closed at 7:14 p.m.

Council Action on Planning Commission Recommendation

Mayor Rabil thanked the Planning Commission for all their hard work on these ordinance text amendment changes. He then advised Council that they could vote on these ordinances text amendments separately or collectively. He asked for the pleasure of Council regarding the Planning Commission recommendation.

Vice-Mayor Cheatham made the motion to approve the Ordinance Amendments # 2018 – 04; # 2018 – 05; # 2018 – 06; # 2018 – 07; # 2018 – 08; # 2018 – 09; and, # 2018 - 10 collectively as recommended by the Planning Commission. Councilman Johnson seconded the motion.

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

Councilman McLemore asked if the new addition or definition to family dwelling addressed the concerns raised by those who spoke at Citizens' Time at the June 11, 2018 meeting.

Mayor Rabil stated that was a separate issue that is not addressed by these ordinance amendments.

Hearing no other questions or comments, Council voted.

The motion was approved by a 7 – 0 vote.

Mayor Rabil reiterated Council's appreciation and hard work of the Planning Commission on the Ordinance Amendment changes.

FINANCE

FY 2017 – 2018 City & School Division Budget Amendment # 2018 – 16

Mayor Rabil recognized the City Manager to present the Finance items on the agenda ending with the Financial Report.

Manager Martin presented the FY 2017 – 2018 Budget Amendment # 2018 – 16 to Council.

Manager Martin recommended that the FY 2017 – 2018 Budget Amendment # 2018 – 16 be approved to:

1. Recognize revenues from the Department of Behavioral Health and Developmental Services and appropriate such revenue for professional services provided by the Children's Center;
2. Authorize changes in the School's appropriations between expenditures in the Education Operating Fund; and
3. Appropriate fund balance in the Cafeteria Fund to appropriate such revenue for operating expenses.

Mayor Rabil asked if there were any questions about the FY 2017 – 2018 City & School Division Budget Amendment # 2018 – 16. Hearing none, he asked for a motion.

Vice-Mayor Cheatham made the motion to approve the City & School Division Budget Amendment # 2018 – 16 as presented and Councilman Johnson seconded it.

The motion was approved 7 – 0 vote

FY 2017 – 2018 Smart Beginnings Budget Amendment # 2018 – 17

Manager Martin summarized that FY 2017 – 2018 City Budget Amendment # 2018 – 17 was to establish and appropriate to Smart Beginnings (Fund 204) it's FY 2018 – 2019 annual budget for which the City of Franklin is the Fiscal agent.

Mayor Rabil asked if there were any questions about the FY 2017 – 2018 City Budget Amendment # 2018 – 17.

Councilman Burgess made the motion to approve FY 2017 – 2018 City Budget Amendment # 2018 – 17

The motion was approved by a 7 – 0 vote.

Financial Report: May 31, 2018

General Fund

Revenue Highlights

Overall General Property Taxes collected in the amount of \$5.91 million for the period is down from the \$6.37 million collected in FY 2017. The breakdown is as follows:

- **Current Real Estate taxes** of \$3.79 million (70.1% of budget) is 11.84% lower than the prior year of \$4.31 million.
- **Delinquent RE taxes** of \$252,000 (98.9% of budget) are 15.66% higher than the prior year period collections of \$218,000.
- **Current Personal Property taxes** at \$1.59 million (102.8% of budget) are .62% higher than prior period collections of \$1.58 million.
- **Delinquent Personal Property taxes** – at \$49,000 (108.3% of budget) are 58.% higher than prior year period collections of \$31,300.
- **Penalty and Interest** at \$125,000 (96% of budget) are 7.38% lower than prior year period collections of \$135,000.
- **Public Service Corporation taxes** of \$75,000 are 108.9% of budget.

Local Tax Revenue realized is 93.3% of Budget with the breakdown as follows:

- Local Sales & Use taxes collected are \$1,685,177.
- Cigarette Taxes collected are \$281,153.
- Meals Taxes collected are \$1,393,022.
- Lodging Taxes collected are \$160,686.

Revenue Summary

Overall, total current general fund revenue reported at \$17.3 million (81.44% of budget) is a net of \$710,000 less when compared to the prior year.

General Fund Expenditure Highlights

General Fund expenditures at the end of the period total \$13.54 million and represents 80.34% of the total budget; when compared to the prior year period of \$13.3 million, this is a \$240,000 increase.

Enterprise Funds**Airport Fund**

- Fuel sales and airport rental fees are above target with 96% of the budget realized.
- Expenditures in the fund are below target with 85% of the budget expended (net of capital outlay and transfers).
- Cash balance in the Airport Fund is \$(75,571). Large inventory purchases were made in last month for upcoming quarter.

Water & Sewer Fund**Revenue Analysis**

- Revenue from the sale of water and sewer service charges of \$3.16 million at the end of the period is slightly above target at 92.09% of budget. Sale of water and sewer are comparable to the prior year.

Expenditure Analysis

- Expenses in the fund are \$1.5 million and tracking \$99,000 higher than the prior year (net of capital outlay, debt service and transfers). Expenses are \$25,000 higher than prior year in the water division due to water & sewer rate study expenses; \$42,000 higher than prior year in the sewer division due to sewer clean out expenses; and \$32,000 higher than prior year in the wastewater division due to sludge disposal and treatment plant supply expenses.

Cash Balance

- The cash balance in the fund at the end of the month is \$1,391,374.

Solid Waste Fund**Revenue Analysis**

- Revenue for the Solid Waste Fund is slightly below target with revenue at \$1.2 million or 90.1% of budget but is higher than the prior year period collections of \$1.19 million.

Expenditure Analysis

- Expenses in the fund at \$676,000 are below target with 76.14% of budget expended (net of capital outlay, debt service and transfers).

Cash Balance

- The cash balance in the Fund at the end of the month is \$180,101.

Electric Fund**Revenue Analysis**

- **Revenue** from energy sales at \$14.4 million is above target at 95.37% of budget.
- With an accrual of \$784k, expenses associated with the sale of energy for 11 months of the fiscal year will be \$10.6 mil and will be below budget (net of capital outlay, debt service and transfers). This is lower than the prior year period of \$10.6 mil primarily due to the VMEA Transmission Peak Shaving True-Up credit in September 2017 of \$544k which benefitted the fund's Cash Balance
- Cash in the Electric Fund at \$2,648,506 increased by \$320,058 from the prior month period. Cash is above minimum policy guideline of \$1.494 million by \$1.154 million.

Mayor Rabil asked if anyone had any questions or comments on the May 31, 2018 Financial Report.

OLD/NEW BUSINESS**Franklin Summit, LLC – Request to Remove Proffer**

Manager Martin recognized Director Goodwin to present this item to Council. He also advised Council that a numbered ordinance was placed at their seats just in case they decided to take action on the item.

Director Goodwin thanked the Mayor and Council for their attention in regards to considering this request. He stated the City had received a request from Franklin Summit LLC to remove proffer #7 as outlined in the conditional rezoning ordinance adopted by Council on October 17, 2005. The proffer states that "Home owners' covenants and restrictions will prohibit the purchasing of units for rental purposes, except that military and temporary transfers may be considered for rental on a case-by-case basis." The Council and Planning Commission had discussed this matter at the joint work session held on June 12, 2018.

In October, 2005 City Council had taken a position not to support new rental housing units and accepted proffer #7 as a condition to approve the rezoning. As previously discussed during the joint work session with the planning commission and city council the housing needs of the city has shifted to allow a mix of housing types and affordability based on the City's changing demographics including housing that can be offered to our workforce, job seekers, millennial and our aging populations as well. It was the consensus of those present at the joint work session that this proffer should be removed.

The recommended action by staff is to approve the conditional rezoning ordinance amendment as presented to Council.

Mayor Rabil asked if there were any questions or comments concerning this conditional rezoning ordinance amendment.

Mayor Rabil clarified that there are 10 proffers but this is the only one that has been requested to be changed. This proffer does not pertain to density or infrastructure; it is only related to purchasing units for rental purposes.

Councilman Burgess asked Mayor Rabil to allow any citizens present to comment on this matter and the consensus of Council agreed. Mayor Rabil asked if anyone present would like to speak.

Jerry Bryant of 301 Meadow Lane asked that Council not allow this development to be turned into rental properties. Mr. Bryant stated that he felt that there are too many rental properties currently in the City versus home owners.

Councilman McLemore stated that he wanted input from Councilman Burgess on this matter before any action would be taken during that joint work session since Councilman Burgess represents Ward 2 where the project is located.

Councilman Burgess thanked Councilman McLemore for the consideration on the matter. He also stated that turning this development into a rental property would be difficult to rent unless a person is willing to pay a substantial amount on rent.

Manager Martin stated that the proffer would not prevent the owner from renting the units.

Councilman Burgess asked how many families would be in a single unit.

Director Goodwin stated that it would be a total of four units for each building.

Manager Martin asked how much infrastructure was built for the City by the developer for this development.

Director Goodwin stated that the developer spent close to \$250,000 for City improvements to allow for prospective growth related to this development.

After further discussion, Mayor Rabil asked Councilman Burgess what was his feelings on the matter since it is in his Ward.

Councilman Burgess stated that he has been very vocal about needing growth but his concern is about the pace of the development and whether or not the citizens are truly understanding of what is being done. He did reiterate that Council is only removing one proffer.

Councilman McLemore stated that he hoped Council would do everything they could to protect the property values and serenity of the citizens that are in close proximity of the development.

Councilman Johnson made the motion to adopt Ordinance Amendment # 2018 – 11 which will remove proffer # 7 as outlined in the conditional rezoning ordinance amendment and Vice-Mayor Cheatham seconded it.

Mayor Rabil asked Director Goodwin to suggest they do a better job at keeping the grass cut on the site than has been done in the past.

The motion was approved by a 7 – 0 vote.

City Manager's Report

Mayor Rabil recognized Manager Martin to present the City Manager's report. Manager Martin reminded Council of the discussion regarding Courthouse site options being considered by Southampton County at the June 11th Council meeting. Per Council's direction, Manager Martin contacted County Administrator Mike Johnson to extend an invitation to attend a Called meeting of City Council to provide an update on the options being considered by Southampton County for locating and reconstructing the Courthouse. County Administrator Johnson accepted the invitation and will be discussing the option at a Called meeting scheduled for 6:00 p.m. in the City Council Chambers on Tuesday, July 10, 2018. An updated report including preliminary cost estimates was included in the agenda for information in advance of the July 10th meeting. The Southampton County Board of Supervisors are scheduled to further discuss the information at their June 25th meeting, but no final decision of the Supervisors is expected until sometime in August based upon their tentative schedule detailed in the information from the County.

Manager Martin also reported that the City Council and citizens who spoke at the June 11th Council meeting during Citizens Time had received correspondence sent out by Manager Martin last week. The correspondence informed citizens that Community Development Director & Zoning Administrator Donald Goodwin was advised of their comments about a house located at 313 Meadow Lane which had recently been purchased by Southampton Academy. He advised Council that several of the speakers had been in direct contact with Director Goodwin and City Attorney Williams to discuss their concerns and they have been advised of the zoning ordinance procedures for formally addressing concerns of this nature.

Mayor Rabil asked Attorney Williams to explain what role if any City Council has in regards to a zoning violation.

Attorney Williams explained that Mr. Donald Goodwin is the Community Development Director & Zoning Administrator. It is his decision to determine if a violation has occurred. If someone disagrees with his determination then they can appeal his decision to the Board of Zoning Appeals. Once the Board of Zoning Appeals hears the matter; if the party is still dissatisfied then they can appeal that decision to the Circuit Court. The City Council has no voice unless they want to be a part of the appellate court judicial process.

Mayor Rabil asked about the status of the planned communication tower on Fairview Drive. Director Goodwin talked with the Attorney representing Verizon about questions that she had and stated that she would be in touch at a later time. Director Goodwin stated that he had received that call 30 days ago.

Mayor Rabil advised citizens to keep calling Verizon and complaining about the service issues being experienced in the City of Franklin.

Councilman Johnson inquired about the status of the energy audit that was completed in May, 2018.

Manager Martin stated that the City expects to receive the results of the completed audit sometime in July and will be sharing the report with Council when it is received.

Councilman Johnson asked where we are in the process of the budget payment option for citizens regarding the Utility bills.

Manager Martin commented that staff has been working with the vendor and are hoping to have it available for implementation in the near future.

Councilman McLemore voiced his opinion of the Utility Study audit that is being concluded and he is not comfortable with an independent third party vendor reporting to Council about any problems that may be occurring. He feels that members of Council should see how City employees are doing their jobs to make sure that it is being done correctly.

Mayor Rabil and other members of Council stated that they were satisfied with the process that is underway and added that the reason for an independent third party vendor was to make sure the process is being done correctly by the City.

Councilman Burgess asked Manager Martin about the Priorities Tracking Template, asking when he was going to report on that.

Mayor Rabil stated that he would make sure it was put on an upcoming agenda.

COUNCIL/STAFF REPORTS ON BOARDS & COMMISSIONS

Vice-Mayor Cheatham reported on the WTRJ meeting. He updated Council on the number of federal inmates and that our locality counts for about 15% of the jail population currently. He also reported that they are doing the annual evaluation of the Superintendent.

Councilman Johnson commented on the walk for the Helping Hands Program sponsored by the Cover 3 Foundation. He reported that it was very well attended and thanked all those who participated in the event. He also reported on the Remote Area Medical (RAM) clinic that was held on June 23rd and 24th at Greenville High School in Emporia. There was a huge turnout for the clinic and they helped numerous citizens throughout our region. This year they held certification CPR classes for citizens.

Councilman Burgess reported that the Franklin Business Center approved an application to bring in a new business that is working with ST. Tissue. He also reported that the Franklin/Southampton Water Study Committee will be meeting on June 27, 2018. He congratulated Ms. Hilliard and thanked her for her 30 years of service to the City of Franklin. Mayor Rabil stated that there would be a reception for Councilwoman Hilliard before the July 9th Council meeting at 6:00 p.m. to celebrate her accomplishments.

Everyone in attendance gave Councilwoman Hilliard a standing ovation.

Councilwoman Hilliard commented that she has enjoyed her years of service but she is going to relax some. She stated that she would continue to attend some meetings but not as many. She thanked Councilman Burgess for his comments.

Mayor Rabil stated that he had attended the HRTAC and HRMFFA meetings which were routine and no significant action was required. He also reminded citizens to come out to the Farmers Market and Cruise In on Wednesday's and We B Jammin on Thursday's weather permitting.

Closed Session

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

The motion was approved by a 7 – 0 vote.

The Council entered into closed session at 8:18 p.m.

Mayor Rabil reconvened the open session at 8:36 p.m. and asked for a motion certifying the closed session.

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

The motion was approved by a 7 – 0 vote.

Action # 1

Councilman Burgess made a motion to nominate Felicia Blow for reappointment to the Board of Directors of Franklin/Southampton Economic Development, Inc. as the city resident member; to recommend to the Chief Judge to reappoint Mr. Jamie Weist, Mr. Walter Hobbs, and Mrs. Beverly Meyers to the Board of Zoning Appeals for a five year term beginning January 1, 2019 and ending December 31, 2023; and to appoint Luressa Tyler as the Ward 2 representative to the Franklin Redevelopment and Housing Authority. Vice-Mayor Cheatham seconded the motion.

The motion was approved by a 7 – 0 vote.

Action # 2

Councilman McLemore made a motion to appoint Mr. Ricky Sykes to the Industrial Development Authority and Councilman Burgess seconded it.

The motion was approved with the vote as follows:

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

Announcements

Mayor Rabil reminded everyone that prior to the July 9th meeting there would be a reception to honor the service of Councilwoman Hilliard and celebrate her retirement. The recognition would be part of the organizational meeting of Council at the Regular Meeting at 7:00 p.m.

Mayor Rabil also announced that retired Judge Westbrook Parker would be at the July 9th meeting to administer the Oaths of Office for the Council members.

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 8:40 p.m.

These Minutes for the June 25, 2018 City Council Regular Meeting were adopted on the 9th day of July, 2018.

Mayor

Clerk to City Council



RESOLUTION OF HONOR AND APPRECIATION TO MARY E. HILLIARD

WHEREAS, Mary E. Hilliard has faithfully served on the Franklin City Council as the only representative of the Citizens of Ward 5 since the beginning of the six Ward system on July 1, 1988. Mrs. Hilliard's representation of Ward 5 through June 30, 2018 for a total of 30 years is longer than any other person elected to City Council; and,

WHEREAS, Mary E. Hilliard has faithfully and diligently expended numerous hours listening attentively to her constituents and the citizens of the City at-large, developing opinions and positions on various items only after having evaluated the impacts of the issues at hand; and,

WHEREAS, Mary E. Hilliard has rendered excellent guidance, wisdom and compassion through her position on the Franklin City Council in countless activities throughout her career; and,

WHEREAS, her years of tenure on the Council have resulted in noticeable and noteworthy progress which will enable the fruits of her devotion and work to be enjoyed by the citizens for many years to come; and,

WHEREAS, Mary E. Hilliard has rendered selfless service to the City of Franklin while remaining dedicated to the City's mission to "maintain our small city identity, heritage, and beauty while being a regional hub for economic opportunities, top-class education, a job-ready workforce, and balanced housing options"; and,

WHEREAS, The Franklin City Council commends Mary E. Hilliard for her generous and devoted service to this City and wishes her well in all her future endeavors.

NOW, THEREFORE, BE IT RESOLVED, that the Franklin City Council Recognizes, Acknowledges, and Commemorates the Unwavering Service of Mary E. Hilliard as a member of the City Council.

AND, BE IT 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 Franklin hold Mary E. Hilliard thereby forever preserving and recording its gratitude.

Adopted: July 9, 2018

Mayor Frank M. Rabil

CERTIFICATION OF ELECTION RESULTS

- A. **CERTIFICATION OF ELECTION RESULTS -
Jennifer Maynard, Voter Registrar**

ABSTRACT of VOTES

Cast in FRANKLIN CITY, VIRGINIA
at the 2018 May City General Election held on May 01, 2018 for,

Member City Council

District: DISTRICT 3

NAMES OF CANDIDATES ON THE BALLOT

TOTAL VOTES RECEIVED
(IN FIGURES)

Gregory McLemore	187
Andrea G. Hall-Leonard	98
Total Write-In votes [From Write-Ins Certifications] [Valid Write-Ins + Invalid Write_ins = Total Write In Votes]	1
Total Number of Overvotes for Office	1

We, the undersigned Electoral Board, upon examination of the official records deposited with the Clerk of the Circuit Court of the election held on May 01, 2018, do hereby certify that the above is a true and correct Abstract of Votes at the said election and do, therefore, determine and declare that the following person(s) has received the greatest number of votes cast for the Member City Council.

Gregory McLemore

Given under our hands this 3RD day of MAY, 2018



J. Tracy Newma, Chairman
Mark Fur, Vice Chairman
J. Tracy Newma, Secretary
J. Tracy Newma, Secretary, Electoral Board

ABSTRACT of VOTES

Cast in FRANKLIN CITY, VIRGINIA
at the 2018 May City General Election held on May 01, 2018 for,

Member City Council

District: DISTRICT 5

NAMES OF CANDIDATES ON THE BALLOT

TOTAL VOTES RECEIVED
(IN FIGURES)

W.L. Hilliard-Copeland	131
RICKY L. SYKES	125
Total Write-In votes [From Write-Ins Certifications] [Valid Write-Ins + Invalid Write_ins = Total Write In Votes]	3
Total Number of Overvotes for Office	0

We, the undersigned Electoral Board, upon examination of the official records deposited with the Clerk of the Circuit Court of the election held on May 01, 2018, do hereby certify that the above is a true and correct Abstract of Votes at the said election and do, therefore, determine and declare that the following person(s) has received the greatest number of votes cast for the Member City Council.

W.L. Hilliard-Copeland

Given under our hands this 3rd day of May, 2018

J. Patrick Newman, Chairman
David L. [Signature], Vice Chairman
[Signature], Secretary
J. Patrick Newman, Secretary, Electoral Board



ABSTRACT of VOTES

Cast in FRANKLIN CITY, VIRGINIA
at the 2018 May City General Election held on May 01, 2018 for,

Member City Council

District: DISTRICT 6

NAMES OF CANDIDATES ON THE BALLOT

TOTAL VOTES RECEIVED
(IN FIGURES)

Robert L. "Bobby" Cutchins	177
Total Write-In votes [From Write-Ins Certifications] [Valid Write-Ins + Invalid Write_ins = Total Write In Votes]	3
Total Number of Overvotes for Office	0

We, the undersigned Electoral Board, upon examination of the official records deposited with the Clerk of the Circuit Court of the election held on May 01, 2018, do hereby certify that the above is a true and correct Abstract of Votes at the said election and do, therefore, determine and declare that the following person(s) has received the greatest number of votes cast for the Member City Council.

Robert L. "Bobby" Cutchins

Given under our hands this 3rd day of MAY, 2018



J. Lara Newman, Chairman
[Signature], Vice Chairman
[Signature], Secretary
J. Lara Newman, Secretary, Electoral Board

OATHS OF OFFICE

Administered by: Honorable Judge J. Westbrook Parker

A. Ward 3 Councilman

Gregory McLemore

B. Ward 5 Councilwoman

Wynndolyn H. Copeland

C. Ward 6 Councilman

Robert L. (Bobby) Cutchins

D. Mayor

Frank M. Rabil

OATH OF OFFICE

COMMONWEALTH OF VIRGINIA

CITY OF FRANKLIN, COUNTY OF SOUTHAMPTON, to-wit:

I, Gregory McLemore, do solemnly swear or affirm that I will support the Constitution of the United States, and the Constitution of the Commonwealth of Virginia, and that I will faithfully and impartially discharge all the duties incumbent upon me as a member of the Franklin City Council, representing Ward 3, for a term beginning July 1, 2018 and expiring June 30, 2022, according to the best of my ability. So help me God.

Gregory McLemore

I, Westbrook J. Parker, Judge, retired, in and for the County of Southampton and City of Franklin, in the Commonwealth of Virginia, do certify that Gregory McLemore, this ____ day of July, 2018 personally appeared before me in my City aforesaid and took and subscribed the above oath.

Westbrook J. Parker, Judge

OATH OF OFFICE

COMMONWEALTH OF VIRGINIA

CITY OF FRANKLIN, COUNTY OF SOUTHAMPTON, to-wit:

I, Wynndolyn H. Copeland, do solemnly swear or affirm that I will support the Constitution of the United States, and the Constitution of the Commonwealth of Virginia, and that I will faithfully and impartially discharge all the duties incumbent upon me as a member of the Franklin City Council, representing Ward 5, for a term beginning July 1, 2018 and expiring June 30, 2020, according to the best of my ability. So help me God.

Wynndolyn H. Copeland

I, Westbrook J. Parker, Judge, retired, in and for the County of Southampton and City of Franklin, in the Commonwealth of Virginia, do certify that Wynndolyn H. Copeland, this ____ day of July, 2018 personally appeared before me in my City aforesaid and took and subscribed the above oath.

Westbrook J. Parker, Judge

OATH OF OFFICE

COMMONWEALTH OF VIRGINIA

CITY OF FRANKLIN, COUNTY OF SOUTHAMPTON, to-wit:

I, Robert L. (Bobby) Cutchins, do solemnly swear or affirm that I will support the Constitution of the United States, and the Constitution of the Commonwealth of Virginia, and that I will faithfully and impartially discharge all the duties incumbent upon me as a member of the Franklin City Council, representing Ward 6, for a term beginning July 1, 2018 and expiring June 30, 2020, according to the best of my ability. So help me God.

Robert L. (Bobby) Cutchins

I, Westbrook J. Parker, Judge, retired, in and for the County of Southampton and City of Franklin, in the Commonwealth of Virginia, do certify that Robert L. (Bobby) Cutchins, this ____ day of July, 2018 personally appeared before me in my City aforesaid and took and subscribed the above oath.

Westbrook J. Parker, Judge

OATH OF OFFICE

COMMONWEALTH OF VIRGINIA

CITY OF FRANKLIN, COUNTY OF SOUTHAMPTON, to-wit:

I, Frank M. Rabil, do solemnly swear or affirm that I will support the Constitution of the United States, and the Constitution of the Commonwealth of Virginia, and that I will faithfully and impartially discharge all the duties incumbent upon me as Mayor for the City of Franklin, Virginia, for a term beginning July 1, 2018 and expiring June 30, 2020, according to the best of my ability. So help me God.

Frank M. Rabil

I, Westbrook J. Parker, Judge, retired, in and for the County of Southampton and City of Franklin, in the Commonwealth of Virginia, do certify that Frank M. Rabil, this ____ day of July, 2018 personally appeared before me in my City aforesaid and took and subscribed the above oath.

Westbrook J. Parker, Judge

BIENNIAL COUNCIL ORGANIZATIONAL MEETING

- A. Mayor's Organizational Remarks**
- B. Selection of Vice-Mayor**
- C. Boards & Commission Council Assignments**
- D. FY 2018 – FY 2019 Regular Meeting Calendar**

VIRGINIA STATUTORY AUTHORITY

15.2-1422. Electing a chairman and vice-chairman; mayor and vice-mayor.

Unless the chairman or mayor is elected by popular vote, every governing body, at its first meeting after taking office, shall elect one of its number as presiding officer. Such officer shall be called "chairman" if a member of a board of supervisors and "mayor" if a member of a city or town council. Such member, if present, shall preside at the first meeting and all other meetings during the term for which so elected. The governing body also shall elect a vice-chairman or vice-mayor, as the case may be, who shall preside at meetings in the absence of the chairman or mayor and may discharge any duty of the chairman or mayor during his absence or disability. Chairmen and vice-chairmen, mayors and vice-mayors, may be so elected to serve for terms corresponding with their terms as supervisors or councilmen or may be elected for such other period as determined by the governing body. Whenever any board or council at the time of such election, fails to designate the specific term of office for which a chairman or vice-chairman, a mayor or vice-mayor, is elected, it shall be presumed that such officers were elected for a term of one year and shall serve until their successors have been elected and qualify. Chairmen and vice-chairmen, mayors and vice-mayors, may succeed themselves in office. In the case of the absence from any meeting of the chairman and vice-chairman, mayor and vice-mayor, the members present shall choose one of their number as temporary presiding officer.

1997, c. 587.

CITY CODE EXCERPT

§ 3.06. Powers and duties of mayor and vice-mayor.

The mayor and vice-mayor in office at the effective date of this charter amendment are hereby continued in office for the terms for which they were elected and until their successors have been elected and qualified. The mayor shall preside over the meetings of the council and shall have the same right to vote and speak therein as other members. He shall have no veto power. He shall be recognized as the head of the city government for all ceremonial purposes, the purposes of military law, and the service of civil process. At the first meeting of the council after July 1, 1988, and at each first meeting immediately following the taking of office of councilmen after a councilmanic election, the council shall choose by majority vote of all the members thereof one of their number to be vice-mayor for the ensuing term of two years. The vice-mayor, in the absence or disability of the mayor, shall perform the duties of mayor. (1962, c. 155; 1974, c. 17; 1987, c. 64)

Boards & Commission Council Assignments

Effective: July, 2018

Boards/Commissions:

Designees

HRTPO:

(Hampton Roads Transportation Planning Organization)

Vice-Mayor Barry Cheatham

HRPDC:

(Hampton Roads Planning District Commission)

Vice-Mayor Barry Cheatham

HREDA:

(Hampton Roads Economic Development Alliance)

Mayor Frank Rabil

HRTAC:

(Hampton Roads Transportation Accountability Commission)

Mayor Frank Rabil

HRMFFA:

(Hampton Roads Military and Federal Facilities Alliance)

Mayor Frank Rabil

Hampton Roads Mayors and Chairs:

Mayor Frank Rabil

WTRJ:

(Western Tidewater Regional Jail Authority)

Vice-Mayor Barry Cheatham
Councilman Linwood Johnson

Franklin Business Center Advisory Board:

Councilman Benny Burgess

Franklin/Southampton Shared Services Committee

Mayor Frank Rabil
Vice-Mayor Barry Cheatham

Franklin/Southampton Utility Study Committee

Councilman Benny Burgess
Councilman Bobby Cutchins

DFA:

(Downtown Franklin Association)

Mayor Frank Rabil

Business Friendly Committee

Mayor Frank Rabil

Housing Advisory Board

Councilwoman Wynndolyn H.
Copeland
Councilman Greg McLemore

CDBG Madison Street Area Management Team

Councilwoman Wynndolyn H.
Copeland
Councilman Greg McLemore



**COUNCIL REGULAR MEETING SCHEDULE
FISCAL YEAR 2018 – 2019**

<u>MONTH/YEAR</u>	<u>1ST MEETING</u>	<u>2ND MEETING</u>
<u>2018</u>		
JULY	9 th	23 rd
AUGUST	13 th	27 th
SEPTEMBER	10 th	24 th
OCTOBER	Columbus Day (NO MEETING)	22 nd
NOVEMBER	Veterans Day (NO MEETING)	26 th
DECEMBER	10 th	CHRISTMAS (NO MEETING)
<u>2019</u>		
JANUARY	14 th	28 th
FEBRUARY	11 th	25 th
MARCH	11 th	25 th
APRIL	8 th	22 nd
MAY	13 th	Memorial Day (NO MEETING)
JUNE	10 th	24 th

TIME: REGULAR MEETINGS @ 7:00 p.m. Meetings held every 2nd & 4th Monday of every month excluding holidays. **LOCATION: City Hall – 207 West 2nd Avenue – Council Chambers.**

OLD/NEW BUSINESS

A. City Manager's Report



*Office Of The City Manager
R. Randy Martin*

July 3, 2018

To: Mayor & Council Members
From: R. Randy Martin, City Manager
Subject: City Manager's Report – July 9th Council Meeting

The following items are to be included in the City Manager's report at the July 9th regular Council meeting:

- 1) As requested, enclosed is the City Council Top Priorities for 2018 monthly update in a format to mirror the quarterly City Council Priority Tracking Report. The next quarterly Tracking Report will be provided in August.
- 2) As previously reported, staff is working to apply for a Recreational Trails Program state grant for the first phase of the Riverwalk park project. Council will be further advised on the status and details as the effort progresses.

Enclosure

CITY COUNCIL TOP PRIORITIES: 2018

Color					
	GREEN - Moving Forward	YELLOW - Discussions Only		RED - No Progress	Complete
Category	Action Items	Dates	Designee (s)	Status Report	Trend Code
Housing	Rental Housing Inspection Program	May, 2018	City Manager/ Community Development Staff	Council finalized appointments to Ad Hoc Advisory Committee in May, 2018. Initial meeting planned for July - August timeframe.	
Administration	Filling Key Staff Positions	June, 2018	City Manager	Management focused on filling Finance Director and HR Director positions. Goal to fill both with 30 - 60 days. Financial Accountant position already filled through promotion. This created vacancy in Payroll Technician position, so that is a high priority for filling quickly. Applications being received and reviewed with interviews to follow.	
Public Infrastructure	Electric Utility Meter Reading & Billing Assessment	May, 2018	City Manager/Power & Light Staff/Independent Contractor	Independent Contractor conducted meter reading element in late May. Firm is continuing to perform remaining tasks after which a report will be produced and provided to Council. Expect report within next 30 days.	

COUNCIL/STAFF REPORTS ON BOARDS & COMMISSIONS