

**AGENDA**

## FRANKLIN CITY COUNCIL

MONDAY, October 22, 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 – Bob Hayes, Board Member – Western Tidewater Free Clinic Yearly Update

## AMENDMENTS TO AGENDA

1. CONSENT AGENDA

- A. Minutes: September 24, 2018 Regular Meeting
- B. Departmental Reports: September, 2018 (Separate File)
- C. Arbor Day Proclamation

2. FINANCE

- A. Financial Report: September, 2018
- B. City Budget Amendments # 2019 – 2, # 2019 – 3, #2019 – 4, and # 2019 – 5

3. OLD/NEW BUSINESS

- A. Board of Equalization Notice
- B. Budget Payment Plan Revision Draft
- C. Fire/EMS Subscription Service
- D. City Manager's Report
  - 1. Edmunds Software Update
  - 2. Social Services Office Building
  - 3. Open Positions Update
  - 4. Trails Project Update
  - 5. Disposal of Public Property

4. COUNCIL/STAFF REPORTS ON BOARDS/COMMISSIONS5. 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) & (A) (5).

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

6. ADJOURNMENT – I move that the September 10, 2018 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.

<b><u>SUBJECT</u></b>	<b><u>TENTATIVE TIME LINE</u></b>
<b>Next Council Meeting (Only 1 meeting in November 2018)</b>	<b>November 26, 2018 @ 7:00 p.m. City Council Chambers – 207 W 2<sup>nd</sup> Ave.</b>
<b>Fire/EMS Subscription Service</b>	<b>November 26, 2018</b>
<b>Next Council Meeting (Only 1 meeting in December 2018)</b>	<b>December 10, 2018 @ 7:00 p.m. City Council Chambers – 207 W 2<sup>nd</sup> Ave.</b>
<b>Rental Housing Inspection Program Ad Hoc Advisory Committee Meeting</b>	<b>TBD</b>

**CONSENT AGENDA**

- A. Minutes: September 24, 2018 Regular Meeting**
- B. Departmental Reports: September, 2018 (Separate File)**
- C. Arbor Day Proclamation**

The Franklin City Council convened its Regular meeting on Monday, September 24, 2018 at 7:00 p.m. in the Council Chambers at City Hall. Mayor Rabil called the meeting to order.

**Council Members in Attendance:** Barry Cheatham, Vice-Mayor; Linwood Johnson, Bobby Cutchins, Wynndolyn Copeland, Benny Burgess and Councilman McLemore (Mayor Frank Rabil absent).

**Staff in Attendance:** Clarence Monday, Interim City Manager; Taylor Williams, Interim Deputy City Manager/City Attorney; Russ Pace, Director of Public Works; Mark Bly, Director of Power and Light; Chief Phil Hardison, Franklin Police Department; Deputy Chief Mark Carr, Interim Director of Emergency Services; Brenda Rickman, Commissioner of Revenue; Anne White, Director of Social Services; and Dinah Babb, Treasurer.

**Other Staff in Attendance:** Corporal Kevin Muse, Franklin Police Department; Lin Darden, General Services Superintendent, Public Works; and Teresa Rose-McQuay; Administrative Assistant and Acting Secretary, Recording Minutes.

**Others in Attendance:** Dan Howe, Executive Director, DFA; Stephen Faleski, Tidewater News Staff Reporter and FCPS School Board Chairman, Bob Holt.

### **PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was recited by everyone in attendance.

### **CITIZENS' TIME**

Mr. Dan Howe, Executive Director of Downtown Franklin Association, 100 Gillette Court invited everyone to come out to the Franklin Fall Festival on Saturday, October 6, 2018 from 10:00 a.m. – 4:00 p.m. He stated that the block party would also be on Saturday, October 6, 2018 starting at 6:00 p.m. Mr. Howe thanked everyone for helping with the festival to making it a success and to Council for their support. Finally, he expressed his heartfelt thoughts to our southern neighbors dealing with the devastation from Hurricane Florence.

### **AMENDMENTS TO AGENDA**

Councilman McLemore made a motion to amend the agenda to add a topic to discuss some of the charter provisions that we have been having some concern with.

Vice-Mayor Cheatham asked for a second. The agenda was not amended due to the lack of a second.

### **Consent Agenda**

#### **Minutes: September 10, 2018 Regular Meeting**

Vice-Mayor Cheatham asked if there were any corrections to the minutes of the September 10, 2018 Regular meeting. Councilman McLemore stated that he did not receive a copy of the minutes in the e-mail that was sent out by the City Attorney. Vice-Mayor Cheatham asked Councilman McLemore if he had access to the Internet and he stated that he did but he would abstain on the vote. Councilman Johnson made the motion to adopt the minutes as presented and Councilwoman Copeland seconded the motion.

The motion was approved with the vote as follows:

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

### **Departmental Reports: August, 2018 (Separate File)**

Vice-Mayor Cheatham asked if anyone had questions or comments about the August 2018 departmental reports that were sent in a separate file. Hearing none, the meeting moved forward.

### **OLD/NEW BUSINESS**

#### **Reversal of April 23, 2018 Charge Off of Delinquent Utility Account for Arlinda Whitaker**

Vice-Mayor Cheatham recognized Interim City Manager Monday to present the topic about the reversal of the April 23, 2018 Council decision to reverse the Charge Off of the delinquent utility account for Ms. Arlinda Whitaker.

Interim City Manager Monday stated that the Council had voted to charge off some delinquent accounts at the April 23, 2018 meeting which included the account of Arlinda Whitaker. Since that time, due to a garnishment, the City of Franklin Treasurer had received two checks for this account totaling \$532.80. Manager Monday stated that the motion necessary to reverse this action was included in the agenda.

Councilman Johnson made the motion that the delinquent utility account charged off in the name of Arlinda Whitaker on April 23, 2018 be reinstated to allow two garnishment checks totaling \$532.80 to be applied to the previously charged off account to reduce the delinquency balance owed to the City. The motion was seconded by Councilwoman Copeland.

The motion was approved by a 6 – 0 vote (Mayor Rabil absent).

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

Interim City Manager Monday commented on the items in the City Manager's report.

#### **Hurricane Florence Report: Termination of Declaration dated September 10, 2018**

Interim Manager Martin commented that on September 10, 2018, Interim Deputy City Manager Taylor Williams, acting as the Director of Emergency Services, executed a Declaration of Local Emergency as the Hurricane designated as Florence bore down of the east coast and was predicted to make landfall so as to impact central and southeastern Virginia in general and specifically to pose a threat of damage of property and potential loss of life to Franklin, Virginia by storm surge, record amounts of rain and high winds.

Based upon the weather indications the emergency operations plan was set in motion. All departments prepared for the worst and hoped for the best. An emergency shelter at the Franklin High School was readied to receive Franklin citizens in need of shelter. A 800 kW generator was ordered, received and hooked up to the high school to provide electricity in the event of a power outage. Social Services prepared to operate the emergency shelter if it was opened. Power and Light took actions to secure as best as possible all utility lines. Public Works worked to clear all possible debris on City streets and to

clear all ditches and storm drains. Fire and Rescue and the Police department both had all staff on standby in the event the Hurricane did come to Franklin and were prepared in the event any rescue operations were necessary. The Office of Community Development readied for action in the aftermath of the Hurricane.

Interim City Manager Monday stated that as Hurricane Florence neared the northeastern shore of North Carolina and the southeastern shore of Virginia it changed track and went south on an unexpected track. The City of Franklin was spared the effect of the brunt of the storm. Franklin did not experience the projected high winds nor the projected amounts of rain. What happened in North Carolina (extreme flooding and high winds with the need to rescue people from danger) passed by Franklin.

Interim City Manager Monday stated that because of the change in the path of the storm the City of Franklin did not have to open the emergency shelter because no emergency situations occurred. Fire and Rescue were deployed once for a small pine tree that had fallen on an electrical line causing a fire. Power and Light was called out for the same pine tree incident to restore power in less than one hour. City Hall was open every day and employees came to work. The School Division closed on Wednesday at 1 pm and stayed closed Thursday and Friday. The Police Department reported that the City was relatively calm and quiet throughout the entire event. The Blackwater River experienced only a minor rise in volume but there was never any danger of flooding.

Amazingly enough, the whole event turned out to just be a few cloudy days with on and off showers in the City of Franklin compared to the event in North Carolina. Several rivers in North Carolina had flood events to top all flood records. The City was prepared for the worst and hoped for the best. We were fortunate to get the best this time. But we also know we must prepare every time like we did this time for the worst.

Interim City Manager Monday reported that the City of Franklin terminated the Declaration of Emergency as of Friday, September 14. Based upon Virginia Code Section 44-146.21 (A) requires the locality “when in emergency.” A preliminary estimate of expenses incurred by the City in preparation of what could have been the worst is \$43,363.06. The expense sheets are attached for your review. The good news is there was no property damaged or lost. The possibility of obtaining funds for reimbursement are currently being evaluated.

Vice-Mayor Cheatham asked if there were any questions or comments on this item; hearing none he asked for a motion. Councilman Burgess made the motion that the action by the Interim Deputy City Manager to Declare a Local Emergency on September 10, 2018 as Hurricane Florence approached the Virginia coast with the potential for hurricane winds and historic rain fall amounts to bring danger to the Citizen’s and cause damage to property be terminated effective September 14, 2018. The motion was seconded by Councilwoman Copeland.

Several of the Councilmembers expressed their gratitude that we did not experience the event that was expected.

The motion was approved by a vote of 6 – 0 (Mayor Rabil absent).

Vice-Mayor Cheatham thanked all the members of staff for their efforts in preparing for the storm and commended them on a job well-done. Members of Council and those present applauded the efforts of staff.

### **Budget Payment Plan Policy Revision**

Interim City Manager Monday reminded Council that this information was being brought back for Council consideration. Some additional information had been added to the end of the “Comments” information. Interim City Manager Monday asked Council to please consider the new information when looking at revisions to the budget payment plan. The primary consideration is the need to advertise the availability of the budget payment plan beginning in May each year to get more people enrolled in the plan.

Interim Deputy City Manager Williams presented to Council a list of comments from staff members pertaining to changes in the electric billing plan for review. After a brief discussion on the topic, it was the consensus of Council to discuss this in greater detail at a future Council meeting.

Comments from staff members There are several universal points that most or all staff agree upon:

- a. There is no need to limit the budget payment plan to electric heat.
- b. Due to the transient condition of many renters, it is not recommended by some staff to make the plan available to renters. On the other hand, there are renters who have been living in rented homes for many years and it would seem fair to allow those renters to be on the budget plan if they desired. How to draw the line seems to be the question to consider.
- c. Should the budget payment plan be offered to small and mid-sized businesses. Once again there is the question of offering the plan to businesses that rent the business space. It might be a situation where an owner renting to a business and the rent includes utilities the budget plan could be offered to the landlord who would be willing to be responsible for the account.
- d. Should the budget payment plan be extended to include water, sewer and trash.
- e. Can the budget payment plan be extended to customers living outside the boundaries of the City?
- f. Customers on the payment plan must also agree to have a Cycle and Save switch installed on an electric hot water heater.
- g. Payment history must have been current for the past 12 months. Customer cannot have any cut-offs and cannot have been late 2 or more times within the year.
- h. The budget plan runs each year from July 1 to June 30 of the next calendar year.

Please note there currently are approximately 60 accounts on the payment plan.

**Additional information to consider:** We are checking to determine if the program can be expanded to include water and sewer and trash (which includes recycling). Trash is the same amount each month already, so it is easy to budget. Water and sewer charges will vary just like electricity will vary from month to month.

If people go on the budget payment plan, the bill comes electronically so it arrives to the customer the same day as the information is sent to the billing service used by the City. Customers get the bill much earlier than customers that must wait for a bill to come by snail mail.

There is a service available to all customers that have the ability to pay bills electronically. If the service were to be used by more customers there would be less stress on employees when payments come in the mail or at the window. It is a service that needs to be advertised so more customers would take advantage of the magic world of electronics. Of course, there is also a savings to the City in handling and mailing bills.

Starting May 1 each year there should be a campaign by the City to increase use of the bill payment plan, the e-billing service and e-payment plan.

Vice-Mayor Cheatham asked if there were any discussion on the Budget Payment Plan Policy revisions.

Councilman McLemore asked if the budget payment plan would be open to renters as well as homeowners.

Interim City Manager Monday stated that if that is the desire of Council, then it would be open to everyone.

Interim Deputy City Manager Williams cautioned Council that if they are offering the budget payment plan to renters then they should have established a good history.

Councilman Burgess would like the budget payment plan to be offered to small and mid-size businesses as well.

All the Council members agreed that they want to help all the citizens by instituting a budget payment plan.

Vice-Mayor Cheatham asked Director Mark Bly of Power & Light to come up and inform Council of what other power companies and localities.

Director Bly stated that there has been a budget payment plan everywhere that he has been or associated with. The guidelines are the same. They require a payment history of twelve months to compare and calculate what the monthly payment plan. The reason the City of Franklin had not done more with the payment plan because it was inhibited by the computer software that we had previously.

After a lengthy discussion on the topic, Council gave direction to staff to meet and iron out the differences brought forth and return a working product back to them at a future meeting.

Interim City Manager Monday reiterated that Council wanted staff to iron out the concerns brought forth and bring back a draft policy for consideration.

### **Social Services Office Building**

Interim City Manager Monday stated that recently there has been mold developing in the Department of Social Services building. The building has been tested for the presence of mold. The report on the presence of mold has shown there is mold of the type that is common or typical to what would be considered common household mold. Because of the moisture that continues to be a problem in the basement to the building, the overall increased humidity this summer that is moisture in the air and the



age of the building mold has been a reoccurring problem. A similar problem occurred in the Health Department building on Fairview Drive several years ago.

Interim City Manager Monday stated that to overcome the presence of the mold that is currently in the building the proposed remedies are to have a professional company come in and “wipe” the main floor of the building. This process would also include cleaning the inside of the duct work in the air handlers supplying ventilation to the work area. Additionally, dehumidifiers would be placed in the basement to draw the moisture out of the air in the basement.

In order to resolve the current growing mold issue in the building the following steps should be taken. There will be some inconvenience when all this occurs. Social Services may have to move to another location for a short period of time or the building may be closed to the public for a few days to clear the mold. Public Works is collecting bids to perform the tasks that will hopefully conquer the mold problem.

Councilman Johnson commented that the situation needed to be corrected. He suggested that the basement be filled in to eliminate the problem.

Vice-Mayor Cheatham asked Director Pace and General Services Superintendent Lin Darden to answer questions from members of Council.

Superintendent Darden stated that the basement could not be filled in because of the expense of having to move phone lines, computer lines, cable and air handlers. It would be a very costly undertaking.

Councilman McLemore asked why the mold issue had not been addressed.

Superintendent Darden stated that it was due to a lack of funding. He also advised Council that the sheet rock in the basement was in the process of being removed and should be completed by Friday, September 28, 2018.

Councilman Johnson said that mold is a health hazard to our employees and it has to be remedied sooner rather than later.

Councilman Cutchins asked Superintendent Darden whether or not water is still getting in the basement.

Superintendent Darden commented that since the drywall is being removed they were able to see that there is still an issue with the water getting into the basement.

Councilman McLemore made a motion to allow Interim City Manager Monday to assemble a proposal for Council for adoption at the next Council meeting.

The motion failed due to the lack of a second.

Councilman Johnson made a motion to authorize the project to be started and the City Manager to inform Council at the next Council meeting how the bill will be paid. Councilman Burgess seconded the motion.

Councilman McLemore stated that he did not agree with voting on the issue at this meeting.

Councilman Burgess asked Superintendent Darden how long would the project take.

Superintendent Darden stated that it would take approximately two weeks.

Councilman Cutchins questioned if employees have suffered health issues due to the mold.

Social Services Director Ann White stated that there have been reported issues from employees because of the mold situation.

The motion was approved by a 6 – 0 vote (Mayor Rabil absent).

### **Salary Increase for School Board members**

Interim City Manager stated that attached in the agenda please find a Resolution adopted by the School Board on September 20, 2018 asking the City Council to consider an increase in compensation pursuant to City Charter Section 12.04. Information was provided in the September 10 agenda package for consideration.

Interim Deputy City Manager Williams reminded Council of the information that was presented at the September 10, 2018. The resolution had to be passed by the School Board before it could be considered by the City Council.

Vice-Mayor Cheatham said that this is for next year's budget and the funds come out of the school's funds.

Councilman McLemore stated that he is not in favor of the salary increase for School Board members.

Councilman Johnson commended the School Board members for the schools being accredited and he felt they should be rewarded for their efforts.

Councilman Burgess commented that the School Board has done a good job but since they only have one year of service. He felt like they should have more time than one year before considering to give them a salary increase.

Vice-Mayor Cheatham reiterated that the funds were for the next budget cycle and come from the school's funds. Vice-Mayor Cheatham stated that the school board members put in an inordinate amount of time in their work and he is not against considering a salary increase.

It was the consensus of Council to table the discussion until the October 22, 2018 Regular Council meeting.

### **City Council Top Priorities Tracking Report**

Interim City Manager Monday reminded Council that at the September 10, 2018 Regular Council Meeting that the top priorities tracking report needed to be updated due to the completion of some of the tasks that were completed.

Vice-Mayor Cheatham stated that he felt like all of the priorities were important.

Councilman Burgess stated that he would like to see the vacancies filled as well as making sure that the City properties are being maintained properly.

All Council Members were in agreement that the software conversion needs to be concluded.

Councilman Johnson stated that he would like to have the Rental Inspection Program advisory committee to be moved up on the list.

Council asked Interim City Manager Monday to bring a status report back to Council concerning the software conversion. Council commented that the conversion has taken way to long and it needs to be drawn to a conclusion.

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

Councilman Burgess reported on the Franklin Business Center meeting. He commented that this advisory board is outstanding. They bring a lot of innovation and experience to every meeting they attend. They are at 70%.

Vice-Mayor Cheatham reported on the WTRJ. He reported on the number of federal inmates, progress with the tablet initiative and the fact that not enough inmates are qualifying for the work release program.

Councilman Johnson commented on success of the visitation program at WTRJ and its success.

Councilman Burgess reported on the Franklin/Southampton Utility Study committee meeting. He stated that they are making progress with the efforts.

Councilman Johnson commented on a meeting he attended concerning the Southeastern Va. Food Bank and the needs that we have here in our community. He also reported on the burning of the deed of the annex for the New Hope Baptist Church.

Interim City Manager Monday informed Council of the resignation of Mr. Phillip Page from the Paul D. Camp Community College board. Mr. Page moved to another locality.

### **Closed Session**

Councilwoman Copeland made the motion for the Franklin City Council meet in Closed Session to discuss appointments to boards and commissions; to discuss the salaries of employees in the Department of Fire and Rescue pursuant to Virginia Code Section 2.2 – 3711 (A) (1). Councilman Johnson seconded the motion.

The motion was approved by a 6 – 0 vote (Mayor Rabil absent).

### **The Council entered into closed session at 8:40 p.m.**

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

Councilman \_\_\_\_\_ made a motion certifying that the only matters discussed during the closed session were those lawfully exempted from open meeting requirements and identified in the motion by which the closed session was convened. The motion was seconded by Councilman \_\_\_\_\_.

The motion was approved by a 6 – 0 vote (Mayor Rabil absent).

**Action #1**

Councilman Burgess made the motion to appoint Mr. Christopher A. Morello, Director of Isle of Wight Economic Development, to the Airport Advisory Board. Councilman Johnson seconded the motion.

The motion was approved by a 6 – 0 vote (Mayor Rabil absent).

**Action #2**

Councilman Burgess made the motion to implement the final phase of the Fire/EMS Pay Plan at a cost not to exceed \$22,000. Councilman Johnson seconded the motion.

The motion was approved by a 6 – 0 vote (Mayor Rabil absent).

**Adjournment**

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

The motion was approved by a 6 – 0 vote (Mayor Rabil absent).

**Vice-Mayor Cheatham declared the meeting adjourned at 9:00 p.m.**

**These Minutes for the September 24, 2018 City Council Regular Meeting were adopted on the 22<sup>nd</sup> day of October, 2018.**

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**Mayor**

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**Clerk to City Council**

# Arbor Day Proclamation

*Whereas,* In 1872, J. Sterling Morton proposed to the Nebraska Board of Agriculture that a special day be set aside for the planting of trees, and

*Whereas,* the holiday, called Arbor Day, was first observed with the planting of more than a million trees in Nebraska, and

*Whereas,* Arbor Day is now observed throughout the nation and the world, and

*Whereas,* trees can reduce the erosion of our precious topsoil by wind and water, lower our heating and cooling costs, moderate the temperature, clean the air, produce oxygen and provide habitat for wildlife, and

*Whereas,* trees are a renewable resource giving us paper, wood for our homes, fuel for our fires and countless other wood products, and

*Whereas,* trees in our city increase property values, enhance the economic vitality of business areas, and beautify our community, and

*Whereas,* trees, wherever they are planted, are a source of joy and spiritual renewal,

NOW, THEREFORE, Frank M. Rabil, Mayor of the City of Franklin, Virginia

do hereby proclaim October 25, 2018 as

## Arbor Day

in the City of Franklin, and I urge all citizens to celebrate Arbor Day and to support efforts to protect our trees and woodlands, and

*Further,* I urge all citizens to plant and care for trees to gladden the heart and promote the well-being of this and future generations.

*Dated* this, 22<sup>nd</sup> day of October, 2018

\_\_\_\_\_  
Frank M. Rabil, Mayor



**FINANCE**

**A. Financial Report: September, 2018**

**B. City Budget Amendments # 2019 – 2, # 2019 – 3, #2019 – 4, and  
# 2019 – 5**



HIGHLIGHTS – GENERAL FUND  
For the period ending September 30, 2018

Based on Unaudited Financial Data

# Basis of Reporting

- The information enclosed is the City's Financial Report for the General Fund for the period ending September 30, 2018.
- The report contains provisions for most revenue and expenditure accruals.
  - Reflects 3 months of revenues & expenditures in most cases (where noted, the 3<sup>rd</sup> month has been estimated) – modified accrual basis of accounting.
- Financial Report presentation is consistent with the 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 Tax collections of \$249k is down from FY18 collections of \$481k, primarily attributable to: (1) \$187k early real estate payment in FY18; and (2) \$79k decrease in delinquent personal property tax collections.
- ❑ There are five major sources included in General Property Taxes:
  - ❑ Real Estate Taxes (Current & Delinquent)
  - ❑ Personal Property Taxes (Current & Delinquent)
  - ❑ Penalty and Interest on Taxes
  - ❑ Public Service Corporation Taxes
  - ❑ Machinery & Tools Taxes

# Revenue Highlights – Tax Collections

- ❑ Current Real Estate taxes of \$0 are at 0% of budget and 100% lower than prior year period collections of \$187k.
- ❑ Delinquent RE taxes of \$158k are at 73.6% of budget and 30.4% higher than prior year period collections of \$121k.
- ❑ Current Personal Property taxes of \$0 are at 0% of budget and is comparable to prior year.
- ❑ Delinquent Personal Property taxes of \$63k are at 179.9% of budget and 55.6% lower than prior year period collections of \$142k.
- ❑ Penalties and Interest of \$28k are at 21.3% of budget and 6.5% lower than prior year period collections of \$30k.
- ❑ Public Service Corporation taxes of \$0 are at 0% of budget.

# General Property Taxes- Overall BUDGET COMPARISON-Cash Basis

REVENUE SOURCE	2018-2019 BUDGET	ACTUAL Current Year	BUDGET %	2017-2018 BUDGET	ACTUAL Prior Year	BUDGET %
Real Estate Taxes-Current	\$ 5,710,573	\$ -	0.0%	\$ 5,421,074	\$ 187,323	3.5%
Real Estate Taxes-Delinquent	215,000	158,224	73.6%	220,000	121,378	55.2%
Personal Property Taxes-Current	1,520,700	-	0.0%	1,551,897	-	0.0%
Personal Property Taxes-Delinquent	35,000	62,948	179.9%	45,000	141,899	315.3%
Machinery & Tools	20,000	0	0.0%	21,050	854	4.1%
Penalties & Interest Taxes	130,000	27,735	21.3%	130,000	29,672	22.8%
Public Service Corporation Taxes	74,750	0	0.0%	68,614	0	0.0%
<b>GENERAL PROPERTY TAX</b>	<b>\$ 7,706,023</b>	<b>\$ 248,907</b>	<b>3.2%</b>	<b>\$ 7,457,635</b>	<b>\$ 481,126</b>	<b>6.5%</b>

Current	\$ 248,907
Prior Year	\$ 481,126
Net Change \$	(232,219)
Net Change %	(48.27%)

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

	Meals Taxes	Lodging Taxes	Cigarette Taxes	Sales Taxes	Total
Sep-18	365,088	41,510	85,405	426,891	918,894
Sep-17	374,810	50,556	60,346	368,397	854,109
Prior Year \$	(9,722)	(9,046)	25,059	58,494	64,785
Prior Year %	-2.59%	-17.89%	41.53%	15.88%	7.59%

At the end of the fiscal year, it is projected that the Local Tax Revenue sources will have a budgeted shortfall of \$94,430.

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

Benchmark – 100%

	FY 18-19 Budget	9/30/2018	% of Budget Realized
Local Sales & Use*	\$ 1,850,000	\$ 426,891	23.1%
Cigarette Taxes	\$ 280,000	\$ 85,405	30.5%
Meals Taxes*	\$ 1,480,000	\$ 365,088	24.7%
Lodging Taxes*	<u>\$ 160,000</u>	<u>\$ 41,510</u>	<u>25.9%</u>
<b>Total Local Tax Revenue</b>	<b>\$ 3,770,000</b>	<b>\$ 918,894</b>	<b>24.4%</b>

\*prepared on modified accrual basis

At three (3) months into the fiscal year, local sales tax revenue and meals tax revenue will not meet targeted projections; the total for all local tax revenue sources has a projected shortfall of \$94,430.

## Revenue & Expenditure Summary – Cash Basis

- General Fund **revenue** at the end of the period totaled \$2.8 mil and represented 12.2% of budget which is comparable to the prior year.
- General Fund **expenditures** at the end of the period totaled \$5.3 mil and represented 23.1% of the total budget; when compared to the prior year period of \$4.9 mil, this is a \$353k increase, primarily attributable to the timing of the payment of \$295,267 to Southampton County for shared operations.
- FY19 Fund Balance Appropriated by Council for planned expenditures at September 30th: \$120,107.

# General Fund Revenue – Prior Year Comparison – Cash Basis

Account Description	Prior Year Revenue	Budgeted	YTD Revenue	Balance/Excess/Deficit	% Realized	Prior Year Variance Good (Bad)
REAL PROPERTY TAXES	308,701	5,925,573	158,224	5,767,349	2.67%	(150,478)
PUBLIC SERVICE CORPORATION TAXES	-	74,750	-	74,750	0.00%	-
PERSONAL PROPERTY TAXES	141,899	1,555,700	62,948	1,492,752	4.05%	(78,951)
MACHINERY & TOOLS TAXES	854	20,000	-	20,000	0.00%	(854)
PENALTIES AND INTEREST	29,672	130,000	27,735	102,265	21.33%	(1,937)
OTHER LOCAL TAXES	122,799	1,850,000	142,297	1,707,703	7.69%	19,498
UTILITY TAXES	137,622	500,000	137,515	362,485	27.50%	(107)
BUSINESS LICENSE TAXES	27,011	918,000	(17,386)	935,386	-1.89%	(44,397)
BUSINESS LICENSE TAXES - PENALTY	279	500	267	233	53.32%	(12)
MOTOR VEHICLE LICENSES	14,612	172,000	9,892	162,108	5.75%	(4,721)
MOTOR VEHICLE LICENSES - PENALTY	1,156	20,000	2,976	17,024	14.88%	1,819
BANK STOCK TAXES	-	56,200	-	56,200	0.00%	-
TAXES ON RECORDATION AND WILLS	16,244	38,000	23,692	14,308	62.35%	7,448
CIGARETTE TAXES	60,346	280,000	85,405	194,595	30.50%	25,059
LODGING TAXES	33,704	160,000	27,673	132,327	17.30%	(6,031)
MEALS TAX	249,873	1,480,000	243,392	1,236,608	16.45%	(6,481)
PROBATE TAXES	1,725	3,100	(195)	3,295	-6.28%	(1,919)
PERMITS AND OTHER LICENSES	(143,248)	226,450	51,909	174,541	22.92%	195,157
FINES AND FORFEITURES	7,966	35,000	4,765	30,235	13.61%	(3,201)
REVENUE FROM USE OF MONEY	452	1,000	251	749	25.12%	(200)
REVENUE FROM USE OF PROPERTY	117,173	256,358	117,176	139,182	45.71%	4
CHARGES FOR CURRENT SERVICES	1,348	9,600	2,565	7,035	26.72%	1,217
CHARGES FOR OTHER PROTECTION	93,761	631,850	108,809	523,041	17.22%	15,048
MISC BILLING SERVICES	560	-	466	(466)	-	(93)
CHG FOR SANITATION & WASTE REMOVAL	1,831	8,900	802	8,098	9.01%	(1,029)
CHARGES FOR ADMIN-FUNDS	240,430	1,209,646	300,157	909,489	24.81%	59,727
RECREATIONAL FEES	4,014	10,500	3,143	7,358	29.93%	(871)
MISCELLANEOUS	186,563	1,230,387	115,696	1,114,691	9.40%	(70,866)
RECOVERED COSTS	8,654	453,150	37,634	415,516	8.30%	28,980
NON-CATEGORICAL AID STATE	106,448	1,618,897	106,314	1,512,583	6.57%	(134)
SHARED EXPENSES	23,421	188,811	23,693	165,118	12.55%	272
CATEGORICAL AID - STATE	531,098	2,046,988	577,770	1,469,218	28.23%	46,672
CATEGORICAL AID - FEDERAL GOVERNMENT	22,103	-	-	-	-	(22,103)
TRANSFERS FROM ENTERPRISE FUNDS	422,925	1,725,421	433,635	1,291,786	25.13%	10,710
<b>General Fund Revenue Subtotal</b>	<b>2,771,994</b>	<b>22,836,781</b>	<b>2,789,218</b>	<b>20,047,563</b>		<b>17,224</b>
APPROPRIATED FUND BALANCE BY COUNCIL	-	120,107	-		NA	-
<b>General Fund Revenue Total</b>	<b>2,771,994</b>	<b>22,956,888</b>	<b>2,789,218</b>			<b>17,224</b>

# General Fund Expenditures – Prior Year Comparison – Cash Basis

Department	Prior Year Expenditures	Budgeted	YTD Expenditures	Balance/Excess/Deficit	% Expended	Prior Year Variance Good (Bad)
**CITY COUNCIL **	49,465	145,149	51,642	93,507	35.58%	(2,177)
CITY MANAGER *****	44,371	202,992	45,585	157,407	22.46%	(1,214)
CITY ATTORNEY *****	50,696	158,609	32,169	126,440	20.28%	18,528
MANAGEMENT SERVICES & HR*****	22,465	175,912	19,945	155,968	11.34%	2,520
COMMISSIONER OF THE REVENUE *****	61,526	287,663	61,797	225,866	21.48%	(271)
REAL ESTATE ASSESSOR *****	12,132	75,324	12,998	62,326	17.26%	(866)
CITY TREASURER *****	65,824	341,610	70,232	271,379	20.56%	(4,407)
ACCOUNTING *****	83,055	392,410	100,062	292,348	25.50%	(17,008)
PURCHASING & GENERAL SERVICES****	13,021	98,465	13,328	85,137	13.54%	(307)
UTILITY COLLECTIONS & BILLING *****	46,234	300,486	54,330	246,156	18.08%	(8,097)
INSURANCE *****	27,246	202,798	43,734	159,064	21.57%	(16,488)
INFORMATION TECHNOLOGY*****	31,407	195,627	47,064	148,563	24.06%	(15,657)
BOARD OF ELECTIONS *****	20,129	128,434	21,533	106,901	16.77%	(1,404)
CIRCUIT COURT ***	-	7,020	7,020	(0)	100.00%	(7,020)
GENERAL DISTRICT COURT ***	6,160	20,775	8,563	12,212	41.22%	(2,404)
CLERK OF CIRCUIT COURT ***	-	60,300	60,296	5	99.99%	(60,296)
SHERIFF'S OFFICE ***	-	200,650	200,646	4	100.00%	(200,646)
DISTRICT COURT SERVICE ***	9,929	72,117	14,690	57,427	20.37%	(4,761)
COMMONWEALTH'S ATTORNEY ***	-	65,100	43,093	22,007	66.20%	(43,093)
WESTERN TIDEWATER REGIONAL JAIL**	460,992	948,013	474,007	474,007	50.00%	(13,015)
POLICE ***	733,501	3,088,418	719,996	2,368,422	23.31%	13,505
E - 911 *****	139,862	732,236	172,355	559,881	23.54%	(32,494)
EMERGENCY MANAGEMENT SERVICES ***	497,437	2,343,090	550,497	1,792,593	23.49%	(53,060)
BUILDING INSP & CODE ENFORCEMENT***	117,171	482,902	109,532	373,370	22.68%	7,639
ANIMAL CONTROL*****	20,442	104,293	14,793	89,500	14.18%	5,649
PUBLIC WORKS-STREET MAINTENANCE****	340,593	1,318,762	293,665	1,025,097	22.27%	46,928
PUBLIC WORKS-SNOW REMOVAL****	-	13,000	-	13,000	0.00%	-
PUBLIC WORKS-GARAGE****	49,244	250,342	53,264	197,078	21.28%	(4,020)
BUILDING MAINTENANCE-GENERAL*****	136,035	704,858	128,761	576,097	18.27%	7,274
BUILDING MAINTENANCE-ARMORY****	5,915	-	5,958	(5,958)	-	(43)
BUILDING MAINTENANCE-CITY HALL****	39,899	203,871	30,172	173,699	14.80%	9,726
BLDG MAINTENANCE-SOC SERVICES****	13,621	116,221	29,812	86,409	25.65%	(16,191)
BUILDING MAINTENANCE-HEALTH DEPT****	4,028	35,470	4,240	31,230	11.95%	(212)
HEALTH DEPARTMENT*****	-	110,000	27,500	82,500	25.00%	(27,500)
MENTAL HEALTH*****	-	35,958	-	35,958	0.00%	-
RECREATION*****	108,406	376,991	107,598	269,392	28.54%	807
CEMETERIES*****	10,404	53,020	11,514	41,506	21.72%	(1,110)
SENIOR CITIZENS TITLE III ***	-	6,659	-	6,659	0.00%	-
SENIOR CITIZENS NUTRITION ***	9,903	39,862	8,647	31,215	21.69%	1,256
LIBRARY*****	70,550	333,941	76,868	257,073	23.02%	(6,318)
PLANNING AND ZONING****	49,174	292,784	61,054	231,730	20.85%	(11,880)
BEAUTIFICATION COMMISSION ****	1,260	5,000	-	5,000	0.00%	1,260
DOWNTOWN DEVELOPMENT *****	14,912	110,000	15,851	94,149	14.41%	(939)
PAYMENTS TO SOUTHAMPTON COUNTY ***	-	700,000	-	700,000	0.00%	-
NON-DEPARTMENT MISCELLANEOUS***	12,752	56,000	10,340	45,660	18.46%	2,412
TRANSFERS*****	1,562,094	7,364,873	1,479,383	5,885,490	20.09%	82,711
<b>General Fund Expenditure Total</b>	<b>4,941,852</b>	<b>22,958,005</b>	<b>5,294,534</b>	<b>17,663,471</b>		<b>(352,682)</b>





## HIGHLIGHTS – ENTERPRISE FUNDS

For the period ending September 30, 2018

Based on Unaudited Financial Data

# Basis of Reporting

- The information enclosed is the City's Financial Report for the Enterprise Funds for the period ending September 30, 2018.
- The report contains provisions for most revenue and expenditure accruals.
  - Reflects 3 months of revenue & expenditures – full accrual basis of accounting.
- Financial Report presentation is consistent with the department's objectives to:
  - Report timely, relevant, understandable and accurate financial data
  - Promote accountability through monitoring, assessment and reporting.

# Airport Fund

- **Revenue Analysis**
  - Fuel sales and airport rental fees are below target with 20.8% of budgeted realized.
- **Expense Analysis**
  - Expenses in the fund are at target with 26% of budget expended (net of capital outlay, depreciation and transfers).
- **Cash Balance**
  - Cash balance in the Airport Fund is \$(15,337).

# Water & Sewer Fund

- **Revenue Analysis**

- Revenue from the sale of water and sewer service charges of \$862k at the end of the period is slightly below target at 24.3% of budget.

- **Expense Analysis**

- Expenses in the fund are \$322k and below target at 17.3%. Expenses are tracking \$26k lower than the prior year (net of capital outlay, debt service and transfers). Expenses are \$19k higher than prior year in the water division due to well operation maintenance; \$22k lower than prior year in the sewer division due to sewer clean out expenses in prior year; and \$23k lower than prior year in the wastewater division due to sludge disposal and treatment plant supply expenses.

# Water & Sewer Fund – Cash Balance

Cash balance - \$1,532,163

Month	FY 17-18	FY 18-19
July	\$ 1,652,123	\$ 1,270,905
August	\$ 1,518,399	\$ 1,299,941
September	\$ 1,588,063	\$ 1,532,163
October	\$ 1,586,500	
November	\$ 1,695,279	
December	\$ 1,802,144	
January	\$ 1,475,022	
February	\$ 1,416,362	
March	\$ 1,457,412	
April	\$ 1,529,505	
May	\$ 1,391,374	
June	\$ 1,375,767	

# Solid Waste Fund

- **Revenue Analysis**

- Revenue for the Solid Waste Fund is at target with revenue at \$330k or 25.1% of budget and is comparable to prior year period collections.

- **Expense Analysis**

- Expenses in the fund at \$126k are below target with 19.2% of budget expended (net of capital outlay, depreciation, debt service and transfers) and is below the prior year period expenses of \$144k (net of capital outlay, depreciation, debt service and transfers).

# Solid Waste Fund – Cash Balance

• Cash balance - \$250,455

Month	FY 17-18	FY 18-19
July	\$271,649	\$226,627
August	\$265,937	\$238,139
September	\$275,027	\$250,455
October	\$274,940	
November	\$265,379	
December	\$257,988	
January	\$255,839	
February	\$132,974	
March	\$142,195	
April	\$164,243	
May	\$180,101	
June	\$211,529	

# Electric Fund

- **Revenue Analysis**

- Revenue from energy sales at \$4.13mil is at target at 25.8% of budget; below is a snapshot of prior year billed service revenue, current year budget, actual and % of budget realized:

Account Description	FY18		FY19	
	Actual September 30	Budget	Actual September 30	% Realized
Sale of Electricity -Fuel Adj	\$ 281,837	\$ 1,572,741	\$ 430,980	27.4%
Sale of Electric Energy-Residential	1,927,496	8,573,431	2,101,068	24.5%
Sale of Electricity-Commercial	1,610,740	5,725,949	1,623,650	28.4%
Cycle & Save	(29,928)	119,100	(29,728)	-25.0%
	<u>\$ 3,790,145</u>	<u>\$ 15,991,221</u>	<u>\$ 4,125,970</u>	<u>25.8%</u>

- **Expense Analysis**

- Expenses associated with the sale of energy for the fiscal year was \$2.6mil and is below budget at 19.8% of the total budget (net of capital outlay, depreciation, debt service and transfers). This is lower than the prior year period of \$2.1mil primarily due to the VMEA Transmission Peak Shaving True-Up credit in September 2017 of \$544k.



# ELECTRIC FUND CASH ANALYSIS

	FY 2013-2014	FY 2014-2015	FY 2015-2016	FY 2016-2017	FY 2017-2018	FY 2018-2019
7/31	\$ 642,085	\$ 957,000	\$ 724,794	\$ 276,984	\$ 1,421,109	\$ 3,074,620
8/31	\$ 672,538	\$ 1,095,099	\$ 774,246	\$ 453,148	\$ 1,127,645	\$ 3,531,450
9/30	\$ 784,569	\$ 1,220,000	\$ 942,197	\$ 729,003	\$ 1,431,729	\$ 3,528,504
10/31	\$ 904,924	\$ 1,273,878	\$ 956,592	\$ 822,659	\$ 2,165,716	
11/30	\$ 876,767	\$ 1,327,621	\$ 919,275	\$ 922,617	\$ 2,257,635	
12/31	\$ 733,859	\$ 1,284,717	\$ 788,629	\$ 791,600	\$ 2,121,184	
1/31	\$ 438,344	\$ 1,004,954	\$ 322,369	\$ 554,258	\$ 1,745,487	
2/28	\$ 559,511	\$ 805,356	\$ 366,352	\$ 644,526	\$ 1,712,725	
3/31	\$ 803,846	\$ 881,641	\$ 502,204	\$ 888,414	\$ 2,134,253	
4/30	\$ 751,999	\$ 906,867	\$ 474,040	\$ 970,688	\$ 2,328,448	
5/31	\$ 908,047	\$ 968,713	\$ 448,880	\$ 990,559	\$ 2,648,506	
6/30	\$ 882,157	\$ 842,112	\$ 343,328	\$ 807,485	\$ 2,823,097	

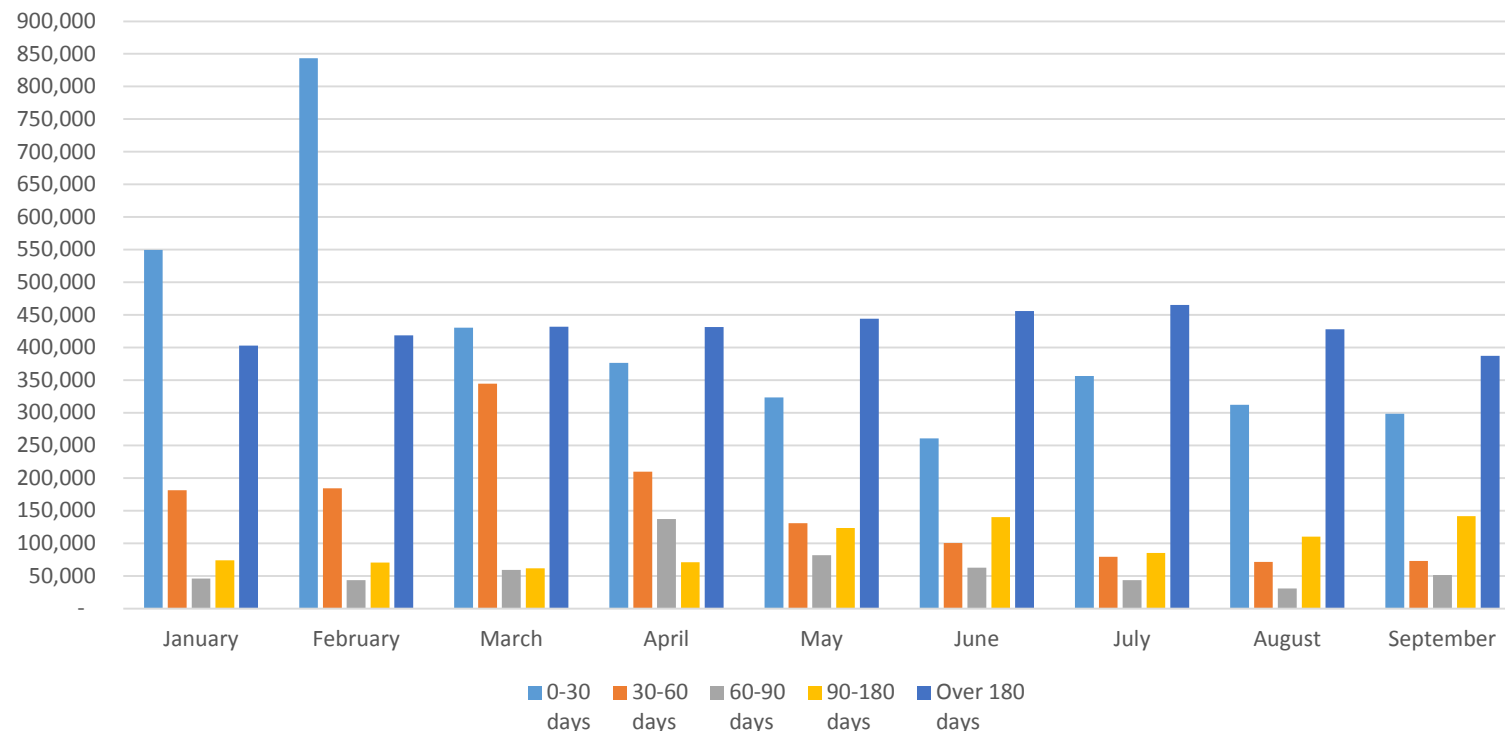
Cash in the Electric Fund at \$3,528,504 decreased by \$2,946 from the prior month period.

**Policy Evaluation:**

Cash is above minimum policy guideline of \$1.494 million by \$2.03 million.



### Electric Accounts Receivable Aged Report Chart



The receivables in the “90-180” group & “over 180” group has declined compared to prior months’. This is expected since the 7 month period payment plan extended by Council in the winter is expiring.

## BUDGET AMENDMENT #2019 – 2

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF FRANKLIN, VIRGINIA that the 2018-2019 City Budget is hereby amended to carry forward FY18 unspent appropriations for specific funds, grants and projects.

		2018-2019	AMENDED	INCREASE
		BUDGET	BUDGET	(DECREASE)
<b>100</b>	<b><u>GENERAL FUND</u></b>			
	<b>REVENUE</b>			
24040-0014	PSAP Grant	\$0	\$118,080	\$118,080
41050-0150	Use of Unassigned Fund Balance	120,107	194,228	<u>74,121</u>
				<b>\$192,201</b>
	<b>EXPENDITURES</b>			
31130-9007	PSAP Grant	\$0	\$118,080	\$118,080
12560-8117	Software Upgrade Project	0	61,035	61,035
81300-5856	Gateway Enhancement Project	3,500	16,586	<u>13,086</u>
				<b>\$192,201</b>
<b>204</b>	<b><u>SMART BEGINNINGS FUND</u></b>			
	<b>REVENUE</b>			
41050-0200	Prior Year Budget Carryover	\$20,000	\$25,462	<u>\$5,462</u>
				<b>\$5,462</b>
	<b>EXPENDITURES</b>			
53110-6032	Special Projects	\$10,000	\$15,462	<u>\$5,462</u>
				<b>\$5,462</b>
<b>220</b>	<b><u>FOUNDATION GRANTS FUND</u></b>			
	<b>REVENUE</b>			
41050-0100	Prior Year Budget Carryover	\$0	\$25,820	<u>\$25,820</u>
				<b>\$25,820</b>
	<b>EXPENDITURES</b>			
31100-5848	Camp Foundation Grant Police	\$0	\$20,181	\$20,181
32100-5848	Camp Foundation Grant Fire	0	818	818
32100-8600	Child Safety Seat-State Farm Grant	0	564	564
43200-8300	Hayden Study F/R Charities	0	3,199	3,199
71300-5848	Summer Youth Day Scholarships	0	1,058	<u>1,058</u>
				<b>\$25,820</b>

<b>296</b>	<b>MADISON STREET NEIGHBORHOD</b>			
	<b>REVENUE</b>			
33000-0100	Federal Aid - Madison Grant	\$0	\$75,674	<u>\$75,674</u>
				<b>\$75,674</b>
	<b>EXPENDITURES</b>			
85000-3140	Precontract Services - ERR	\$0	\$9	\$9
85000-3141	Management Assistance	0	7,410	7,410
85000-3143	Contract Monitoring	0	375	375
85000-3148	Administrative Closeout	0	2,500	2,500
85000-3149	Construction Complete	0	4,200	4,200
85000-4301	Owner Construction	0	1,804	1,804
85000-4303	Rehabilitation Specialist	0	4,962	4,962
85000-4305	Temporary Relocation	0	2,200	2,200
85000-4307	Home Maint.Training	0	3,706	3,706
85000-4501	Renter Construction	0	43,961	43,961
85000-4503	Rehabilitation Specialist	0	1,989	1,989
85000-4505	Temporary Relocation	0	2,500	2,500
85000-4507	Home Maint.Training	0	58	<u>58</u>
				<b>\$75,674</b>
<b>504</b>	<b><u>AIRPORT FUND</u></b>			
	<b>REVENUE</b>			
41050-0200	Prior Year Budget Carryover	\$0	\$364,000	<u>\$364,000</u>
				<b>\$364,000</b>
	<b>EXPENDITURES</b>			
20020-8434	Partial Parallel Taxiway Ext	0	\$364,000	<u>\$364,000</u>
				<b>\$364,000</b>

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

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*Clerk to the City Council*

## BUDGET AMENDMENT #2019 – 3

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF FRANKLIN, VIRGINIA that the 2018-2019 City Budget is hereby amended to setup FY19 budgets for various funds and projects:

		2018-2019	AMENDED	INCREASE
		BUDGET	BUDGET	(DECREASE)
<b>100</b>	<b><u>GENERAL FUND</u></b>			
	<b>REVENUE</b>			
24040-0300	State Infant & Toddler	\$0	\$386,696	\$386,696
33010-0300	Federal Part C Infant & Toddler	0	179,098	<u>179,098</u>
				<b>\$565,794</b>
	<b>EXPENDITURES</b>			
52300-5699	Contributions	\$0	\$565,764	<u>\$565,764</u>
				<b>\$565,794</b>
<b>209</b>	<b><u>REGIONAL FIRE TRAINING FUND</u></b>			
	<b>REVENUE</b>			
15020-0001	Rental of Training Center	\$0	\$6,000	<u>\$6,000</u>
				<b>\$6,000</b>
	<b>EXPENDITURES</b>			
32100-3217	Repairs & Maintenance	\$0	\$3,750	\$3,750
32100-5110	Electrical Service	0	2,000	2,000
32100-5304	Property Insurance	0	250	<u>250</u>
				<b>\$6,000</b>
<b>296</b>	<b>MADISON STREET NEIGHBORHOD</b>			
	<b>REVENUE</b>			
33000-0200	Federal Aid - Madison Grant	\$0	\$377,269	<u>\$377,269</u>
				<b>\$377,269</b>
	<b>EXPENDITURES</b>			
86000-3141	Management Assistance	\$0	\$2,457	\$2,457
86000-3145	Compliance Review	0	1,000	1,000
86000-3148	Administrative Closeout	0	2,500	2,500
86000-3149	Construction Complete	0	15,035	15,035
86000-4301	Investor-Owner Construction	0	42,135	42,135
86000-4303	Rehabilitation Specialist	0	1,370	1,370
86000-4305	Temporary Relocation	0	6,000	6,000
86000-4307	Home Maint.Training	0	69	69
86000-7601	Storm Sewer-Construction	0	66,226	66,226
86000-7602	Storm Sewer-Inspections	0	6,304	6,304
86000-7603	Water-Construction	0	15,000	15,000
86000-7604	Sewer-Construction	0	205,800	205,800

86000-7606	Water-Inspections	0	750	750
86000-7607	Sewer-Inspections	0	12,623	<u>12,623</u>
				<b>\$377,269</b>

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

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*Clerk to the City Council*

## BUDGET AMENDMENT #2019 – 4

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF FRANKLIN, VIRGINIA that the 2018-2019 City Budget is hereby amended to recognize additional revenues from various grants and to appropriate such revenue for new uses:

		2018-2019	AMENDED	INCREASE
		BUDGET	BUDGET	(DECREASE)
<b>100</b>	<b><u>GENERAL FUND</u></b>			
	<b>REVENUE</b>			
18990-0103	VML Grant	\$0	\$4,000	\$4,000
24040-0125	REP Grant	0	700	700
24040-0007	Litter Control Grant	0	6,207	6,207
24040-0003	Fire Programs Fund Grant	0	29,705	29,705
41050-0150	Use of Unassigned Fund Balance	194,228	186,023	(8,205)
				<b>\$32,407</b>
	<b>EXPENDITURES</b>			
32100-8101	Fire Hose and Equipment	\$31,725	\$35,725	\$4,000
32100-9003	REP Grant-EOP Update	0	700	700
81300-5855	Litter Control Grant	0	6,207	6,207
93100-9380	Transfer to Capital Projects	343,960	365,460	21,500
				<b>\$32,407</b>
<b>200</b>	<b><u>CAPITAL PROJECTS FUND- GENERAL</u></b>			
	<b>REVENUE</b>			
33010-0062	USDA Police Grant	\$225,000	\$250,000	\$25,000
41050-9480	Transfer from General Fund	343,960	365,460	21,500
				<b>\$46,500</b>
	<b>EXPENDITURES</b>			
94000-8105	Motor Vehicles	\$225,000	\$271,500	\$46,500
				<b>\$46,500</b>

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

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





# COMMONWEALTH of VIRGINIA

**Michael Reilly**  
EXECUTIVE DIRECTOR

**Brenda Scaife**  
CHIEF ADMINISTRATIVE OFFICER

## *Virginia Department of Fire Programs*

**Finance Branch**  
1005 Technology Park Drive  
Glen Allen, VA 23059-4500  
Phone: 804/ 371-0220  
Fax: 804/ 371-3358

**620**

August 24, 2018

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

Dear Mr. Martin:

Enclosed is one original of the FY-2019 Fire Programs Fund Disbursement Agreement.

The Virginia Department of Fire Programs is in receipt of the jurisdiction's FY-2018 Annual Report. The jurisdiction will be receiving 100% of its FY-2019 Allocation in the next funds disbursement scheduled for September 22, 2018.

Please be aware starting in August 2017 the ATL annual funds disbursements will no longer be split into two payments. Qualifying localities will receive their full ATL payment when they submit their annual reporting documents.

If you have any questions, feel free to contact me at my office 804/249-1958 or via email at [Theresa.Hunter@vdfp.virginia.gov](mailto:Theresa.Hunter@vdfp.virginia.gov).

Respectfully,

A handwritten signature in black ink, appearing to read 'Theresa Hunter'.

Theresa Hunter  
Budget and Grants Manager



# Franklin Fire and Rescue

100 South Main Street • Post Office Box 179 • Franklin, Virginia 23851  
(757) 562-8581 • Fax (757) 562-6340 • Email [vholt@franklinva.com](mailto:vholt@franklinva.com)

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Vince Holt  
Director of Emergency Services

DATE: August 31, 2018  
TO: Mrs. Tracy Gregory – Interim Finance Director  
FROM: Chief Vince Holt  
REF: Grant Reimbursement

Attached are supporting documents and a check for the grant we received from VML. We had to make the purchase and then submit for reimbursement from VML. A Jacobs Ladder Stairway was purchased to be added to our cardio fitness equipment located at the fire station. The funds utilized for the purchase was take from line item 100-4-32100-8101 so the attached reimbursement check needs to be placed in that account upon completion of the budget amendment.

Thanks,



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Vince Holt  
Director of Emergency Services

DATE: September 27, 2018  
TO: Mr. Richard Hazel - VDEM  
FROM: Chief Vince Holt  
REF: Grant Reimbursement

The City of Franklin will utilize the Radiological Emergency Preparedness funding to support training and the review and update of the Radiological Annex of the City of Franklin's Emergency Operation Plan. The annex focuses on the City of Franklin being included in the 50 mile ingestion pathway due to the close proximity of Surry Nuclear Plant. The City of Franklin's EOP is due for re-adoption in November 2019.

Thanks,

October 10, 2018

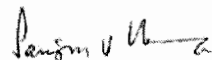
Mr. R. Randy Martin  
City Manager, City of Franklin  
207 West Second Ave  
Franklin, VA 23851

Dear Mr. Martin,

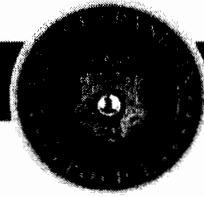
I am pleased to inform you that a grant award of **\$6,207.00** has been approved for the **City of Franklin** Litter Prevention and Recycling Program activities for the period July 1, 2018 to June 30, 2019. Processing of the grant awards is underway, and a payment for this amount should be received within the next two weeks if funds can be transferred electronically (EDI) or in thirty days if processing by check is required.

If you have any questions or need additional information, please contact Prina Chudasama at [prina.chudasama@deq.virginia.gov](mailto:prina.chudasama@deq.virginia.gov) or at (804)698-4159.

Sincerely,



Sanjay Thirunagari  
Manager, Recycling and Litter Programs  
Division of Land Protection & Revitalization



March 8, 2018

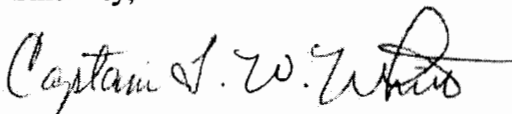
Peggy A. Jordan, Area Specialist  
United States Department of Agriculture  
Rural Development  
22329 Main Street  
Courtland, Virginia 23837

Mrs. Jordan,

With the acceptance of the USDA grant in the amount of 25,000.00 for the purchase of a new patrol car, the City of Franklin assures the match amount of 21,500.00 for a project total of 46,500.00. The match coming from the General Funds account balance of 9,666,344.12.

Thank you for your assistance with this project.

Sincerely,

  
Captain Timothy W. Whitt

## BUDGET AMENDMENT #2019 – 5

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF FRANKLIN, VIRGINIA that the 2018-2019 City Budget is hereby amended to recognize additional revenues from various grants and to appropriate such revenue for new uses:

1. *recognize additional revenues related to refunds and insurance recoveries and appropriate such revenue for use;*
2. *appropriate funding for the contractual services related to the Interim City Manager position;*
3. *appropriate funding for salaries & benefits related to EMS employee promotions;*
4. *appropriate funding for salaries & benefits related to Building Inspections employee raise;*
5. *appropriate funding for Parks & Recreation contractual services & office supplies expenditures; and*
6. *appropriate funding for DSS repairs & maintenance related to mold mediation.*

		2018-2019	AMENDED	INCREASE
		BUDGET	BUDGET	(DECREASE)
<b>100</b>	<b><u>GENERAL FUND</u></b>			
	<b>REVENUE</b>			
18030-0000	Expenditure Refunds	\$0	\$5,979	\$5,979
19020-0002	Insurance Recoveries	0	6,924	6,924
41050-0150	Use of Unassigned Fund Balance	186,023	339,363	<u>153,340</u>
				<b>\$166,243</b>
	<b>EXPENDITURES</b>			
12560-5540	IT-Travel Convention & Education	\$6,000	\$11,979	\$5,979
43700-6007	Bldg Maint Social Services - Repairs & Maintenance Supplies	5,000	11,924	6,924
12110-3100	City Manager-Professional Services	0	37,600	37,600
12110-5421	City Manager-Rent	0	2,400	2,400
12110-5560	City Manager-Travel Mileage	0	4,000	4,000
32100-1101	EMS-Salaries & Wages	1,206,998	1,271,521	64,523
32100-2100	EMS-FICA	92,331	97,269	4,938
32100-2210	EMS-Retirement VRS	145,453	151,096	5,643
32100-2400	EMS-Group Life Insurance	14,998	15,607	609
32100-2300	EMS-Medical Insurance	185,786	176,260	(9,526)
32100-2720	EMS-Workmen's Compensation	30,460	34,378	3,918
34100-1101	Bldg Inspections-Salaries	284,140	291,151	7,011
34100-2100	Bldg Inspections-FICA	21,736	22,272	536
34100-2210	Bldg Inspections- VRS	34,194	35,041	847
34100-2400	Bldg Inspections-Group Life	4,265	4,356	91
71300-3333	Parks & Rec-Contractual Services	20,050	49,050	29,000
71300-6001	Parks & Rec-Office Supplies	500	2,250	1,750
41200-8334	PW Streets-Traffic Lights	50,000	0	(50,000)
43700-3316	PW Bldg Maint DSS-R&M Building	33,555	69,555	36,000

93100-9380	Transfers-Transfer to Capital Projects Fund	365,460	379,460	<u>14,000</u>
				<b>\$166,243</b>
<b>200</b>	<b><u>CAPITAL PROJECTS FUND- GENERAL</u></b>			
	<b>REVENUE</b>			
41050-9480	Transfer from General Fund	\$365,460	\$379,460	<u>\$14,000</u>
				<b>\$14,000</b>
	<b>EXPENDITURES</b>			
94000-8334	Traffic Light/Signal Improvement	\$36,000	\$50,000	<u>\$14,000</u>
				<b>\$14,000</b>
<b>601</b>	<b><u>CAPITAL PROJECTS FUND-WATER &amp; SEWER</u></b>			
	<b>REVENUE</b>			
16190-8302	Insurance Recoveries	\$0	\$21,800	<u>\$21,800</u>
				<b>\$21,800</b>
	<b>EXPENDITURES</b>			
94000-8246	Sewer System Improvements	\$349,980	\$371,780	<u>\$21,800</u>
				<b>\$21,800</b>

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

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*Clerk to the City Council*



**PUBLIC NOTICE**

**BOARD OF EQUALIZATION**

**FOR**

**CITY OF FRANKLIN**

Public notice is hereby given that the Board of Equalization for Franklin City will meet on the days hereafter listed for the purpose of hearing complaints of inequalities including errors in acreage. Upon hearing such complaints, either oral or written, the Board will give consideration **AND INCREASE, DECREASE OR AFFIRM** such real estate assessments. Before a change can be granted, the taxpayer or his agent must overcome a clear presumption in favor of the assessment. The Taxpayer or agent must provide a preponderance of the evidence that the assessment of the property is not uniform with the assessments of other similar properties or that the property is assessed in excess of its fair market value.

Appointments will be scheduled every 30 minutes to minimize waiting. To appear before the Board of Equalization, please call Betty Tarkington at (757)-562-4870, from 8:30 A.M. to 5:00 P.M. Meetings of the board to hear objections will be held at City Hall in the City Council Chambers conference room at 207 West Avenue, Franklin, Virginia. The dates and times are:

October 18, 2018	1:00 P.M. to 5:00 P.M.
October 24, 2018	1:00 P.M. to 5:00 P.M.
October 25, 2018	9:00 A.M. to 1:00 P.M.
October 30, 2018	9:00 A.M. to 1:00 P.M.

By order of the Franklin City Board of Equalization



**OLD/NEW BUSINESS**

- A. Board of Equalization Notice**
- B. Budget Payment Plan Revision Draft**
- C. Fire/EMS Subscription Service**
- D. City Manager's Report**
  - 1. Edmunds Software Update**
  - 2. Social Services Office Building**
  - 3. Open Positions Update**
  - 4. Trails Project Update**
  - 5. Disposal of Public Property**



*Office Of The City Manager  
Clarence M. Monday*

October 18, 2018

To: Mayor & Council Members  
From: Clarence C. Monday, Interim City Manager  
Subject: Budget Payment Plan Policy Revision Draft

As discussed at the September 24, 2018 Regular Council meeting, staff has been working on the budget payment plan policy revision draft for Council's consideration and implementation. The draft is included in the agenda.

Recommended Action: To adopt the budget payment plan policy revision or amend at Council's discretion and implement the plan.

Enclosures



## Utility Customer Service

207 W. Second Ave. • P. O. Box 179 • Franklin VA

### **BUDGET BILLING PAYMENT POLICY**

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#### **PURPOSE**

The purpose of the budget billing payment policy is to allow a residential and commercial customer to pay equal amounts for their utilities' services each month.

#### **PROCEDURE**

- Customers must be enrolled in the budget billing payment plan by July 1<sup>st</sup> of each year. The budget billing period is July 1<sup>st</sup> through June 30<sup>th</sup>. Open enrollment for the plan will begin May 1<sup>st</sup> of each year. Applications are available at the City's Utility Department and the City's website.
- The budget amount is based on the past 12 full months of actual bills for all utility services, divide by 12, then this amount will be your monthly budget bill amount for the next 11 months.
- The 12<sup>th</sup> month of the plan is considered a "true-up" month where by any outstanding utility liability or credit based on your actual use during the past 12 months will be due or credited on the 12<sup>th</sup> month's bill.
- Once the account is at a zero balance, the budget billing payment plan will resume the following month with a newly calculated budget billing amount based on the most previous year's actual utility usage.
- If a customer wishes to cancel, written notice must be given one month prior to the effective date. In addition, the customer will have to pay any outstanding utility liability at date of termination. If a credit exists at the date of termination, the credit will be applied to the next month's utility bill.
- No other City payment arrangements related to utility bills will be available to budget billing payment plan customers.

#### **ELIGIBILITY - ELECTRIC CUSTOMERS**

The requirements set forth, in order that a customer may be placed on a budget billing payment plan for their utility service(s), are listed below.

- \_\_\_\_ Must have been on the City electrical service for one year at the current location;
- \_\_\_\_ Utilize SGS rated service and below;
- \_\_\_\_ Must be on the city's "Cycle 'N' Save" program; and
- \_\_\_\_ Payment history must be current ( no cut-offs and no more than two penalty notices in last 12 months)

**ELIGIBILITY – NON-ELECTRIC CUSTOMERS**

The requirements set forth, in order that a customer may be placed on a budget billing payment plan for their utility service(s), are listed below.

- \_\_\_\_ Must have been on the applicable City service for one year at the current location; and
- \_\_\_\_ Payment history must be current ( no cut-offs and no more than two penalty notices in last 12 months)

**FOR CITY USE ONLY**

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Name: \_\_\_\_\_

Address: \_\_\_\_\_

Acct# \_\_\_\_\_ Telephone # \_\_\_\_\_

12 Month Average Billing \_\_\_\_\_

**BUDGET BILLING PAYMENT AMOUNT**                    \$ \_\_\_\_\_

**BUDGET BILLING PAYMENT PLAN YEAR**                    \_\_\_\_\_

**THE ELIGIBILITY REQUIREMENTS HAVE BEEN MET** \_\_\_\_ Yes    \_\_\_\_ No

-----  
----- **DATE** **NAME**

----- **APPROVED BY**

- 
- NOTES



## Utility Customer Service

207 W. Second Ave. • P. O. Box 179 • Franklin VA 23851

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### Customer Budget Billing Agreement Form

I, \_\_\_\_\_, have read the budget requirements for being a budget billing plan customer. I understand that I will not be eligible for any additional payment arrangements related to my utility bill(s).

I agree that my budget amount will be set at \$ \_\_\_\_\_ for the following services:

- Electric
- Water
- Sewer
- Garbage

Customer Name: \_\_\_\_\_

Customer Address: \_\_\_\_\_

\_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

Phone Number: (     ) \_\_\_\_\_ - \_\_\_\_\_

Budget Billing Payment Plan Year: July 1, \_\_\_\_\_ through June 30, \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**\*\* TO CONTINUE WITH THE BUDGET BILLING PLAN, PLEASE RETURN BUDGET BILLING AGREEMENT\*\***



*Office Of The City Manager  
Clarence M. Monday*

October 18, 2018

To: Mayor & Council Members  
From: Clarence C. Monday, Interim City Manager  
Subject: Fire/EMS Subscription Service Program

As discussed in April, 2017 at a Regular Council meeting, Council was briefly informed as to a Fire/EMS Subscription Service Program. The information is included in the agenda package for your review. If the will of the Council to consider this program, a Public Hearing is required.

Recommended Action: For Council to authorize the Fire/EMS Subscription Service Program and schedule a Public Hearing for the November 26, 2018 Regular Council meeting if it is so desired.

Enclosures

**From:** [Mark Carr](#)  
**To:** [Clarence Monday](#); [Taylor Williams](#)  
**Cc:** [Teresa L. Rose-McQuay](#); [Mark Carr](#)  
**Subject:** FW: Message from "RNP00267387E2C5"/ EMS Subscription  
**Date:** Tuesday, October 16, 2018 11:39:53 AM  
**Attachments:** [20181016112628241.pdf](#)  
**Importance:** High

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## EMS Subscription

In the annual Fire & Rescue update that was provided to City Council in November 2017 there was some discussion on ways to increase revenue recovery for the ambulance services we provide but also assist the citizens with options that may ease the burden for the cost of utilizing our ambulance service. Our surrounding neighbors including Southampton County, Isle of Wight County, and the City of Suffolk all offer a subscription service that allows a household to subscribe annually for supplemental coverage that would prevent them from being responsible for any ambulance bill that is above and beyond the limits of their health insurance coverage or if they do not have health insurance.

Southampton County charges an annual rate of \$59.00 with Isle of Wight County and the City of Suffolk charging \$60.00 per household. As we move forward with investigating whether to take a harder line on the recovery of ambulance billing this offer our citizens a fairly inexpensive method of reassurance that they will not face the burden of paying a large sum out of pocket should they need to utilize our ambulance service. I have attached examples of program literature & applications from IOW & the City of Suffolk along with the draft for the City of Franklin.

Franklin Fire & Rescue is recommending that City Council approve & adopt the \$60.00 EMS Subscription program.

Mark Carr  
Deputy Chief  
Franklin Fire & Rescue  
(757) 562-8591

-----Original Message-----

From: adminfire@franklinva.com [<mailto:adminfire@franklinva.com>]  
Sent: Tuesday, October 16, 2018 11:26 AM  
To: Mark Carr  
Subject: Message from "RNP00267387E2C5"

This E-mail was sent from "RNP00267387E2C5" (MP C3003).

Scan Date: 10.16.2018 11:26:28 (-0400)  
Queries to: adminfire@franklinva.com



*Office Of The City Manager  
Clarence M. Monday*

October 18, 2018

To: Mayor & Council Members  
From: Clarence C. Monday, Interim City Manager  
Subject: City Manager's Report – October 22<sup>nd</sup> Council Meeting

The following items are to be included in the City Manager's report at the October 22<sup>nd</sup> regular Council meeting:

- 1) Per direction of the City Council, I will be giving a status report on the Edmunds Software conversion.
- 2) I will also report on the progress and completion of the mold removal in the Social Services building. I am happy to report that the employee that was displaced has returned to work in the Social Services building.
- 3) Included in the agenda package is a vacant position work plan on Director's open positions in the City of Franklin. I will report to Council on the status of the positions and discuss the next steps desired in the process.
- 4) Included in the agenda package is a letter from the Commonwealth of Virginia Department of Conservation and Recreation that I will report on.
- 5) Also included in the agenda for Council consideration are memo's from the Police Department concerning Disposition of Public Property.

Enclosures



## **Report to Council**

**Date: October 17, 2018**

### **Subject:**

Franklin Social Services Building  
306 North Main Street  
Franklin, VA 23851

**Introduction:** Recently mold was discovered in the basement areas as well as in some areas on the first floor. A plan was devised to control and stop the moisture within the basement from affecting the first floor.

### **Current Plan in Progress:**

Currently the basement has had all appurtenances removed and is basically a shell. The strategy here was to remove any object for moisture to adhere allowing mold to form. The basement still houses the electrical service, phone lines, data lines, water and sewer lines and a sump pump. For now these services will remain in the basement. The dehumidifier has been installed in the basement to remove any excess moisture. Current humidity levels in the basement are 48 to 50 percent which is optimal. The cleaning contractor has completed thorough cleaning and sanitizing of the first and second floor. The APR valves have arrived for the existing HVAC units located on the roof of the building and installation will begin today with estimated completion by October 24<sup>th</sup>. Testing by a qualified contractor will complete this process. This portion of the project is funded through the current 18/19 budget.

**Cost Associated with this Project:** \$57,318.16

- |                                     |   |
|-------------------------------------|---|
| • Basement demolition – \$20,500.00 | September 10 - September 23, 2018 – Completed |
| • 1-Dehumidifier – \$11,417.21      | October 5 - October 7, 2018 - Completed       |
| • 6-APR Valves – \$21,000.00        | <b>October 17 - October 24, 2018</b>          |
| • Sanitizing/Cleaning – \$3,295.00  | October 13 - October 14, 2018 - Completed     |
| • Testing – \$1,200.00              | <b>Week of October 29, 2018</b>               |

**Long Range Plan:** Permanently sealing the basement is the long range solution to remediate the water issues in the basement. To accomplish this will be costly and require significant engineering and planning to complete. This project should be scheduled on a tight timeline to avoid as much disruption of services provided by the Social Services Department. This project would contain several phases as listed below.

Phase 1 – Engineering and Design, Estimated cost \$25,000.00, 120 days

Phase 2 – Office of Community Development, Plan submittal, review, permits, construction inspection, 30 days (included in the 120 days for Engineering), cost \$5,000.00

Phase 3 – Relocation of Infrastructure within the basement: The services below will be relocated or removed.

Social Services could not occupy the building for this period of construction.

As the relocation of the infrastructure will be simultaneous, the total time Social Services will need to be shut down is 14 days.

a. Electrical Service	14 days	\$85,000
b. Data/Fiber	7 days	\$29,018.97
c. Verizon T1 Line	1 day	\$1,000.00
d. Sewer Service	10 days	\$35,000.00
e. Elevator	3 days	\$12,000.00

Phase 4 – Flowable Fill                      10 days                      Cost: \$460,000.00  
Social Services could occupy the building.

Phase 5 – Clean up                      2 days                      Cost: included

**Total estimated cost: \$652,018.97**

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**Total estimated cost: \$652,018.97**

## **Vacant Positions Work Plan**

October 22, 2018

The following positions are temporary, filled by part-time personnel, or by interim director including the City Manager, Human Resources Director, Finance Director, Parks & Recreation Director, Fire Chief, and Police Chief. The purpose of this document is to outline the status of each position and to establish next steps to ensure organizational effectiveness. Updates will be added as recruitment/selection occurs.

### **City Manager**

**(Planning Stage for Active Recruitment)**

Clarence Monday was appointed Interim City Manager on September 17, 2018. Monday is employed by the Berkley Group and works 32 hours per week. The City Council will determine next steps to fill the position on a permanent basis.

### **Human Resources Manager**

**(Active Recruitment & Screening Stage)**

Carolyn Joyner retired from the position on March 17, 2017. She continued to work part time on some projects designated by the former City Manager. At the end of September 2018, she stopped working even on a part-time basis.

The City previously decided to jointly hire a full-time director in partnership with Southampton County. After at least two cycles of advertising and receiving applications, for unknown reasons, the position was never filled with a full-time director. Both localities still desire to collaborate and jointly fund the position as originally planned.

County and City management have reviewed applications on file to determine qualifications, experience, and continued interest. As closely matched candidates are identified, interviews will be conducted as soon as practical.

### **Finance Director**

The previous, full-time Finance Director position was vacated in early 2017 and has been filled by Tracy Gregory via a 32-hour week arrangement through Minor and Associates.

### **Parks & Recreation Director**

Parks and Rec Director has been "vacant" due to retirement since June, 2014, and Frank Davis has continued to work on a part time basis.

### **Fire Chief**

Fire Chief Vince Holt retired on September 1, 2018. Deputy Chief Mark Carr is serving as the Interim Fire Chief with full leadership duties and authority.

### **Police Chief**

**(Active Recruitment Stage)**

On October 1, 2018, Police Chief Phil Hardison announced his retirement, effective January 1, 2019. The position has been / will be advertised on the City's website, local and regional print media, City social media, VML, VACO, Indeed.com, and potentially the Virginia Association of Chiefs of Police (if permitted). Deadline to apply is November 9, 2018 at 5:00 PM.

## **Vacant Positions Work Plan**

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Matthew J. Strickler  
*Secretary of Natural Resources*

Clyde E. Cristman  
*Director*



**COMMONWEALTH of VIRGINIA**  
DEPARTMENT OF CONSERVATION AND RECREATION

Rochelle Altholz  
*Deputy Director of  
Administration and Finance*

Russell Baxter  
*Deputy Director of  
Soil and Water Conservation  
and Dam Safety*

Thomas L. Smith  
*Deputy Director of Operations*

September 28, 2018

Mr. Donald Goodwin, Community Development Director  
City of Franklin  
207 West Second Avenue  
Franklin, Virginia 23851

Dear Mr. Goodwin:

The Virginia Department of Conservation and Recreation (DCR) has completed review of the 2018 Recreational Trails Program (RTP) application submissions. Twenty-three applications were received requesting over \$5.6 million in assistance. The RTP has categorical requirements for the use of the available funding: thirty percent must be used to assist with motorized trails (ATV, OHV, dirt bikes, etc.); thirty percent must be used for non-motorized trails (equestrian, biking, hiking, etc.); and forty percent must be used on diversified trails (multi-use). These requirements make for a highly competitive program. Unfortunately, your project was not selected to advance for funding.

Thank you for your interest and participation in the Recreation Trails Program grant round. At present, DCR anticipates another Recreational Trails Program grant cycle in 2020. When the grant cycle is announced, we will post the information on our agency's website at <http://www.dcr.virginia.gov/recreational-planning/trailfnd>.

Sincerely,

A handwritten signature in black ink, appearing to read "Danette Poole". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Danette Poole  
Planning and Recreation Resources Division Director

Matthew J. Strickler  
*Secretary of Natural Resources*

Clyde E. Cristman  
*Director*



**COMMONWEALTH of VIRGINIA**  
DEPARTMENT OF CONSERVATION AND RECREATION

Rochelle Altholz  
*Deputy Director of  
Administration and Finance*

Russell Baxter  
*Deputy Director of  
Soil and Water Conservation  
and Dam Safety*

Thomas L. Smith  
*Deputy Director of Operations*

September 28, 2018

Mr. Donald Goodwin, Community Development Director  
City of Franklin  
207 West Second Avenue  
Franklin, Virginia 23851

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Sincerely,

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Danette Poole  
Planning and Recreation Resources Division Director



October 15, 2018

Clarence Monday, City Manager  
City of Franklin  
207 W. Second Avenue  
Franklin, Virginia 23851

Mr. Monday,

This memorandum is tendered to inform you of the impending retirement of Police Service K-9 Dash, badge number K902, a Belgian Malinois. Dash began service with the Franklin Police Department in July 2010 under the direction of Sergeant Todd Lyons and has served faithfully and diligently. The serviceable life of a K-9 is in the five to seven-year range, K-9 Dash having been in service for 8.5 years. Due to Dash's age, he has developed health issues being that he has a cyst on his right hip

As required by city code, the City Manager is advised that Dash is deemed to be surplus property. It is respectfully requested that his handler, Sergeant Todd Lyons be given Dash or be allowed to purchase Dash for one dollar so as to continue care for the animal.

Respectfully,

A handwritten signature in blue ink, appearing to read "Phillip M. Hardison", with a stylized flourish at the end.

Phillip M. Hardison, Chief of Police



## COMMUNICATIONS DIVISION

### *Memorandum*

To: Deputy Chief Robert Porti  
From: R Bruce Edwards  
CC:  
Date: 10/16/2018  
Re: Used MacBook Pro Laptop

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The above-mentioned laptop no longer meets the necessary requirements to operate within our agency standards and guidelines. Therefore, we will not be re-issuing this computer in the future and consider it to be surplus property.

Six (6) estimates of its value were obtained by contacting companies who purchase used electronics. The companies issuing the estimates provided a value based upon our description but indicate the final price would be determined after the machine was received and inspected.

To determine a fair market value, the six estimates were averaged, resulting in a value of \$450.53.

Should you require additional information please let me know.

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