

**AGENDA**

FRANKLIN CITY COUNCIL  
MONDAY, JANUARY 14, 2019 – CITY HALL COUNCIL CHAMBERS – 207 W. SECOND AVE.

**7:00 P.M.****Regular Meeting**

CALL TO ORDER . . . . . MAYOR FRANK M. RABIL

PLEASE TURN OFF CELL PHONES . . . . . MAYOR FRANK M. RABIL

PLEDGE OF ALLEGIANCE

CITIZENS' TIME

AMENDMENTS TO AGENDA

1. **CONSENT AGENDA**

- A. Minutes: December 4, 2018; December 10, 2018; December 11, 2018; December 18, 2018; and January 7, 2019 Regular and Called meetings
- B. Departmental Reports: November, 2018 (Separate File)

2. **FINANCE**

- A. Mid-Year Financial Report
- B. FY 2018 – 2019 City Budget Amendment # 2018 – 06 & # 2018 – 07
- C. CAFR Management Letter Update

3. **OLD/NEW BUSINESS**

- A. Armory Field Lighting Project – H. Taylor Williams, IV – City Attorney
- B. Rawls Farm Lease Amendment – H. Taylor Williams, IV – City Attorney
- C. Online Bill Pay Discussion
- D. City Manager's Report

4. **COUNCIL/STAFF REPORTS ON BOARDS/COMMISSIONS**

5. **CLOSED SESSION**

I move that the Franklin City Council meet in closed session to discuss and consider a prospective candidate for employment; to discuss and consider the acquisition of real property for a public purpose; to discuss and consider a prospective business where no previous announcement has been made of the business interest in locating in the City; consultation with legal counsel pertaining to probable litigation where such briefing in open meeting would adversely affect the negotiating posture of the City; Consultation with legal counsel regarding specific legal matters requiring the provision of legal advice by such counsel pursuant to Virginia Code Section 2.2-3711 (A)(1), (A) (3), (A) (5), (A) (7) and (A) (8).

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

6. **ADJOURNMENT**

**UPCOMING ITEMS TO BE SCHEDULED**

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

<b><u>SUBJECT</u></b>	<b><u>TENTATIVE TIME LINE</u></b>
<b>Next City Council Meeting</b>	<b>Monday, January 28, 2019</b>

**CONSENT AGENDA**

- A. Minutes: December 4, 2018; December 10, 2018; December 11, 2018; December 18, 2018; and January 7, 2019 Regular and Called meetings**
- B. Departmental Reports: November, 2018 (Separate File)**

The Franklin City Council held a Special Called meeting on Tuesday, December 4, 2018 at 6:30 p.m. in the City Hall Council Chambers located at 207 West Second Avenue, Franklin, VA 23851.

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

**Staff in Attendance:** Clarence Monday, Interim City Manager.

**Call to Order:** Mayor Rabil called the meeting to order at 6:41 p.m.

### **Consent Agenda**

Mayor Rabil stated that the purpose of the Called meeting and asked for a motion to enter closed session.

### **Closed Session**

Vice-Mayor Cheatham made the motion for the Franklin City Council to go into Closed Session to discuss prospective candidates for employment as the City Manager pursuant to Virginia Code Section 2.2 – 3711 (A)(1). Councilman Johnson seconded the motion.

The motion was approved by a 7–0 vote.

### **The Council entered closed session at 6:42 p.m.**

Mayor Rabil reconvened the open session at 6:35 p.m. and asked for a motion certifying the closed session.

Councilman Johnson 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 Burgess.

The motion was approved by a 7 – 0 vote.

The Mayor then announced in public that the City Council would be meeting with and interviewing candidates for the position of City Manager in Closed Session in undisclosed locations within the next 15 days pursuant to Virginia Code Section 2.2-3712 (B).

### **Adjournment**

There being no further business to conduct, Mayor Rabil asked for a motion adjourn.

Vice-Mayor Cheatham made a motion to adjourn the meeting and Councilman Johnson seconded it.

The motion was approved by a 7 – 0 vote.

### **Mayor Rabil declared the meeting adjourned at 7:55 p.m.**

**These Minutes for the December 11, 2018 City Council Special Called Meeting were adopted on the 14<sup>th</sup> day of January 2019.**

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Mayor

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Clerk to City Council

The Franklin City Council convened its Regular meeting on Monday, December 10, 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, Wynndolyn Copeland, Benny Burgess and Councilman McLemore.

**Staff in Attendance:** Clarence Monday, Interim City Manager; Taylor Williams, City Attorney; Mark Bly, Director of Power and Light; Russ Pace, Director of Public Works; Captain Tim Whitt, Franklin Police Department; Deputy Chief Mark Carr, Interim Director of Emergency Services; Donald Goodwin, Director of Community Development; Tracy Spence, Interim Director of Finance; and Dinah Babb, Treasurer.

**Other Staff in Attendance:** Officer Thomas Deacon, Franklin Police Department; Leslie Pearce, Administrative Assistant, Emergency Services; and Teresa Rose-McQuay; Administrative Assistant and Acting Secretary, Recording Minutes.

**Others in Attendance:** Dan Howe, Executive Director, DFA; Amanda Jarratt, Executive Director and CEO, FSEDI; Phillip Page, Executive Director Franklin Redevelopment and Housing (FRHA); Crystal Joyner, FRHA; Gwendolyn Blue, FRHA; Verta Jackson, Chairman of FRHA Board of Directors; and Stephen Faleski, Tidewater News Reporter.

### **PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was recited by everyone in attendance.

### **CITIZENS' TIME**

Mr. Dan Howe, Executive Director, Downtown Franklin Association, thanked Council and City staff for all their support of the Elf Parade and Franklin Community Christmas Parade events that took place on Thursday, December 6, 2018 and Friday, December 7, 2018. Both parades were successful with the help of the following departments: Power & Light, Public Works, Police Department, and the Christmas Parade Committee. Mr. Howe commented that the success of these events only happens when we all work together to accomplish this task.

### **AMENDMENTS TO AGENDA**

Vice-Mayor Cheatham made a motion to amend the agenda to include consultation with legal counsel pertaining to the possible litigation requiring the provision of legal advice by counsel where consultation in an open meeting would adversely affect the negotiating and litigating posture of the city pursuant to Virginia Code Section 2.2-3711 (A)(1), (7) and (8). Councilman Johnson seconded the motion.

The motion was approved by 7-0 vote.

The Mayor stated that this would be added to the long list of items already included in the Closed Session motion in the agenda.

## Consent Agenda

### **Minutes: November 26, 2018 Regular Meeting**

Mayor Rabil asked if there were any corrections to the minutes of the November 26, 2018 Regular meeting. Councilman Burgess noted a couple of grammar corrections and made the motion to adopt the minutes with the necessary corrections and Vice-Mayor Cheatham seconded the motion.

The motion was approved with the vote as follows:

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

### **Offshore Wind Resolution # 2018 – 07**

Interim City Manager advised Council of the request of the Hampton Roads Planning District Commission (HRPDC) effort to support offshore wind development off the coast of Virginia by approving and adopting Resolution # 2018-02 at their November 15, 2018 meeting.

Community Development Director Goodwin drafted resolution # 2018-07 to show the City of Franklin's support of the Offshore Wind Energy Development off the Coast of Virginia if the Council so desires.

Councilman Johnson stated his support due to the impact that it would have on our region. Mayor Rabil stated that it would be beneficial to the region. Vice-Mayor Cheatham stated that it would bring jobs to the area.

Vice-Mayor Cheatham read the Offshore Wind Resolution #2018-07 aloud. Councilman Johnson made a motion to adopt Offshore Wind Resolution #2018-07 and Vice-Mayor Cheatham seconded it.

The motion was approved by a 7-0 vote.

## FINANCE

### **Treasurers Report & Presentation**

Interim City Manager Monday introduced Treasurer Babb to present her report and presentation.

Treasurer Babb reported the delinquent tax amount for the City of Franklin as of November 30, 2018 was \$334,163.82 versus \$295,453.71 from the last report from November 30, 2017. Ms. Babb commented that this amount reflects tax years 2016 and older for all taxes owed to the City.

Treasurer Babb noted that as of November 30, 2017 there was \$175,420.21 in delinquent Real estate taxes for years 2001 – 2015. There are currently 20 taxpayers on monthly payment plans or have attached wages liens against their employment. The Treasurer's office continues to work with Jason A. Dunn PLC (Tax Attorney) out of Va. Beach to assist in selling properties who meet the requirement for a tax sale based on Code of Virginia 58.1 – 3965.1. Mr. Dunn's firm is currently working with 26 properties.

Treasurer Babb noted that for Real Estate 2017 tax year, of the 5.5 million budgeted, there is only \$186,748.51 uncollected, establishing a 97% collection rate as of November 30, 2018.

The Treasurer noted that as of November 30, 2018 there was \$148,975.74 in delinquent personal property taxes owed for tax years 2008 – 2016. The Treasurers’ office continues to work with taxpayers to pay the accounts before the next billing cycle. If payment plans are not paid as agreed, there will be additional collection action taken against them. Treasurer Babb noted that for Personal Property 2017 tax year, of the 2.8 million budgeted, there is only \$76,842.04 uncollected, establishing a 97% collection rate as of November 30, 2018.

Treasurer Babb noted that due to the Statute of Limitations as per Code of Virginia 58.1 – 3940, she will be requesting Council to approve charging off PP 2012 charges in the amount of \$20,185.50 based upon years of unsuccessful attempts to collect. This will be done at the conclusion of Treasurer Babb’s report.

Treasurer Babb also reported that as of November 30, 2017 there was only one delinquent business licenses for tax year 2014 in the amount of \$13.52. Any business that owes personal property taxes will be required to pay those taxes before they are granted a valid business license.

Treasurer Babb disclosed that there are currently \$9,754.15 in delinquent meals tax and \$0 in lodging tax. The delinquent business is currently on a payment plan with the Treasurers’ office and must file and pay all current taxes when they are due.

Treasurer Babb shared with Council that her office continues to use multiple collection tools that are allowed by the Code of Virginia. A few of the tools used are: DMV Stop, Debt Set-Off, Wage Liens, Va. Auction Co for vehicle seizure – Distress Warrant, Tax Sales – Judicial and Non Judicial, Unclaimed Property; and Payment Plans. Treasurer Babb talked about the improvement in the historical data since she took office. The delinquency has been reduced from \$1,231,064.26 in 2010 to \$334,164 in 2018, showing tremendous strides over the past eight years.

Here is a listing of collection tools that are being utilized by the Treasurers’ office:

DMV Stop	899 Attempts/500 Enforced for 2018/477 removed stops
Debt Set-Off	Collected \$155,770.06 which was applied to any and all debt owed to the locality
VAC (VA Auction Company)	56 vehicles booted/53 redeemed by owner; collected \$20,506.06
Tax Sale	Spring tax sale with 7 properties. 6 sold, one will be brought back at the next sale
Garnishments	219 issued
Unclaimed Property	139 Claims totaling \$11,753.19

Treasurer Babb updated Council on the latest news from her office.

- ❖ Collection Percentage Rates for the office are:
  - Cumulative Percentage for Real Estate 1998-2017 is 99.80%
  - Cumulative Percentage for Personal Property for 2001-2017 is 99.05%
  - Requirements for the Office of Accreditation by the TAV the office must have a 95% or higher for Real Estate and 90% or higher for Personal Property collection percentage rate.
- ❖ The Treasurer’s Office was awarded the Office of Accreditation for the fifth year in a row by the Treasurer’s Association of Virginia. This is the highest award given by the Association.

- ❖ At the 2018 Annual Conference in Roanoke, Treasurer Babb was sworn in as 1<sup>st</sup> Vice President of the Association.
- ❖ The office continues to work toward the next module in the Edmunds (MCSJ) software conversion.

After Council asked some questions, Treasurer Babb asked Council to approve writing off \$20,185.50 in delinquent unpaid personal property tax from 2012.

Vice-Mayor Cheatham made the motion to approve the write-offs of \$20,185.50 in personal property taxes from 2012 and Councilman Johnson seconded it.

The motion was approved with the vote as follows:

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

Treasurer Babb thanked Council for their time and consideration concerning her report and presentation. Mayor Rabil commended Treasurer Babb for a very thorough report. Mayor Rabil also encouraged her to be diligent in the software conversion and applauded her efforts for her hard work.

Councilman Johnson congratulated Treasurer Babb on her appointment as 1<sup>st</sup> Vice Chair of the Association. Everyone applauded Treasurer Babb for all the accomplishments of both her department and her own.

### **OLD/NEW BUSINESS**

#### **EMS Subscription Program**

Interim Manager Monday reminded Council of the previous discussions concerning the EMS Subscription Program and introduced Interim Fire Chief Mark Carr.

Interim Fire Chief Carr went over the EMS Subscription Program. The purpose of this subscription is to keep the citizens from incurring a hefty charge if the need arises for ambulance transport.

After Council asked questions and made comments, Mayor Rabil asked for the desired action of Council.

Vice-Mayor Cheatham made the motion to approve the EMS Subscription Program with the caveat that the space requesting the social security be removed. The motion was seconded by Councilwoman Copeland.

The motion was approved by a 7-0 vote.

#### **Franklin Redevelopment & Housing Authority Presentation w/ Annual & Financial Reports**

Interim City Manager Monday recognized Phillip Page, Executive Director of Franklin Redevelopment and Housing Authority to make his presentation along with the Annual & Financial Reports. Mr. Page recognized the Chairman of the Franklin Redevelopment and Housing Authority Board, Ms. Verta Jackson, who was also present.



Executive Director Page provided an update on the progress of the properties owned and managed by FRHA. He showed the progress of their five year plan from 2014-2019.

Executive Director Page concluded his presentation and answered all questions asked by Council.

Mayor Rabil asked Executive Director Page to forward the annual and financial reports be forwarded to Attorney Williams for distribution to Council members.

### **Airport Advisory Committee**

Mayor Rabil recognized Councilman Cutchins to discuss the requests from the Airport Advisory Board. Councilman Cutchins asked Council to consider purchasing a newer vehicle for use by those who fly in to our airport and need ground transportation and a name change to improve the image of the airport.

After discussion with Council on this matter, Mayor Rabil stated that Council needed to look at the budgetary situation of the City before making any recommendations concerning the vehicle. Vice-Mayor Cheatham made a motion to change the name of the airport to the Franklin Regional Airport and Councilman Johnson seconded it.

Attorney Williams stated that he would draft a resolution to bring back to Council at a future meeting concerning the name change for the airport. After some further discussion, Vice-Mayor Cheatham and Councilman Johnson rescinded their motions and the topic would be discussed at a future date.

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

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

### **Open Positions Update**

Interim City Manager Monday updated Council on the various open positions. There were 24 inquiries of interest in the City Manager's position. The positions for Human Resource Director and Police Chief are being actively pursued and both parties are doing their due diligence. The Parks & Recreation Director position will be held until after the first of the year.

### **Edmunds Software Update**

City staff and Edmunds staff are moving forward. There will be monthly updates on the progress of the software upgrade.

### **Disposal of Public Property**

Interim City Manager Monday stated that in accordance with section 59.1-148.3 of the Code of Virginia, retiring Police Chief Hardison requests that he be authorized to purchase his Glock model 21 pistol, serial # UNY 692 for the price of \$1, payable to the City of Franklin.

Councilman Johnson made the motion to authorize the purchase of the weapon. Councilman Cutchins seconded the motion.

The motion was approved with the vote as follows:

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

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

Mayor Rabil mentioned there would be a regional meeting coming up later in the week.

Councilman Johnson commented on the Franklin Christmas Community Parade and the success of the event.

Mayor Rabil and Council members thanked Public Works, Power & Light, Police and Fire and Rescue staff for their hard work with the storm that had recently come through.

### **Closed Session**

Councilwoman Copeland made the motion for the Franklin City Council meet in Closed to discuss and consider employees' performance and salaries; to discuss the disposition of publicly held property where the discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body; to discuss the acquisition of property by the City where the discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body; 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 the community; and, consultation with legal counsel pertaining to the possible litigation requiring the provision of legal advice by counsel where consultation in an open meeting would adversely affect the negotiating and litigating posture of the city pursuant to Virginia Code Section 2.2 – 3711 (A) (1), (A)(3),(A)(5), (A)(7) and (A)(8). Vice-Mayor Cheatham seconded the motion.

The motion was approved by a 7 – 0 vote.

### **The Council entered closed session at 8:53 p.m.**

Mayor Rabil reconvened the open session at 10:44 p.m. and asked for a motion certifying the closed session.

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

The motion was approved by a 7 – 0 vote.

### **Adjournment**

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

The motion was approved by a 7 – 0 vote.

**Mayor Rabil declared the meeting adjourned at 10:45 p.m.**

**These Minutes for the December 10, 2018 City Council Regular Meeting were adopted on the 14<sup>th</sup> day of January 2019.**

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**Mayor**

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**Clerk to City Council**

The Franklin City Council held a Special Called meeting on Tuesday, December 11, 2018 at 5:00 p.m. in the City Hall City Administration Conference room on the second floor located at 207 West Second Avenue, Franklin, VA 23851.

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

**Staff in Attendance:** Clarence Monday, Interim City Manager.

**Call to Order:** Mayor Rabil called the meeting to order at 5:00 p.m.

### **Consent Agenda**

Mayor Rabil stated that the purpose of the Called meeting was to interview a candidate for the position of City Manager in a Closed Session pursuant to Virginia Code Section 2.2 – 3711 (A)(1).

### **Closed Session**

Councilwoman Copeland made the motion for the Franklin City Council to meet in Closed Session to interview a candidate for employment 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 closed session at 5:01 p.m.**

Mayor Rabil reconvened the open session at 6:35 p.m. and asked for a motion certifying the closed session.

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

The motion was approved by a 7 – 0 vote.

### **Adjournment**

There being no further business to conduct, Mayor Rabil asked for a motion to adjourn.

Councilman Johnson made a motion to adjourn the meeting and Councilman Burgess seconded it.

The motion was approved by a 7 – 0 vote.

### **Mayor Rabil declared the meeting adjourned at 6:37 p.m.**

**These Minutes for the December 11, 2018 City Council Special Called Meeting were adopted on the 14<sup>th</sup> day of January 2019.**

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Mayor

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Clerk to City Council

The Franklin City Council held a City Council Called meeting on Tuesday, December 18, 2018 at 6:30 p.m.

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

**Staff in Attendance:** Clarence Monday, Interim City Manager and Taylor Williams, City Attorney.

**Call to Order:** Mayor Rabil called the meeting to order at 6:30 p.m.

### **Consent Agenda**

Mayor Rabil stated that the purpose of the Called meeting was to interview and/or consider a candidate for the position of City Manager in a Closed Session pursuant to Virginia Code Section 2.2 – 3711 (A)(1).

### **Closed Session**

Vice-Mayor Cheatham made the motion for the Franklin City Council to meet in Closed Session to discuss and consider prospective candidate(s) for employment pursuant to Virginia Code Section 2.2 – 3711 (A) (1). Councilman Johnson seconded the motion.

The motion was approved by a 6 – 0 vote (Councilman McLemore arrived at 6:34 p.m. after the vote to go into Closed Session was taken).

### **The Council entered closed session at 6:31 p.m.**

Mayor Rabil reconvened the open session at 7:35 p.m. and asked for a motion certifying the closed session.

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

The motion was approved by a 6 – 0 vote (Councilman McLemore left while the Closed Session was still ongoing at 7:20 p.m.).

### **Action #1**

Councilman Burgess made the motion for the Franklin City Council to hire Amanda C. Jarratt as the City Manager of the City of Franklin with a start date of January 28, 2019 and authorize the Mayor to execute the proposed Contract of Employment dated as of today's date, December 18, 2018 on behalf of the City Council. The motion was seconded by Councilman Johnson.

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

### **Adjournment**

There being no further business to conduct, Mayor Rabil asked for a motion adjourn.

Councilman Burgess made a motion to adjourn the meeting and Councilwoman Copeland seconded it.

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

**Mayor Rabil declared the meeting adjourned at 7:40 p.m.**

These Minutes for the December 18, 2018 City Council Special Called Meeting were adopted on the 14<sup>th</sup> day of January 2019.

\_\_\_\_\_  
Mayor

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Clerk to City Council

The Franklin City Council held a work session meeting on Monday, January 7, 2019 at 6:30 p.m. in the Council Chambers at City Hall.

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

**Other Staff members in Attendance:** Interim City Manager Clarence Monday; City Attorney Taylor Williams; Interim Finance Director, Tracy Spence, Public Works Director Russ Pace; Public Works Deputy Director Chad Edwards; General Services Superintendent Lin Darden, Power and Light Director Mark Bly; Treasurer Dinah Babb, Commissioner of Revenue, Brenda Rickman; IT Director Stephen Newsome; and Deputy Chief Mark Carr.

**Others in Attendance:** Executive Director Dan Howe, Downtown Franklin Association; and, Stephen Faleski, Staff Reporter; Tidewater News.

Mayor Rabil called the meeting to order at 6:30 p.m. Each

### **HOLIDAY TRASH COLLECTION**

Mr. Pace informed Council the Sanitation Crew involved 7 employees. The 7 employees were required to work on all holidays to run the regular collection routes. The employees were compensated by receiving the normal holiday pay other employees received and were paid regular time and a half for hours working on the holiday to run the collection routes. The only exception to working on holidays was for Christmas Day if it fell on a regular work day and Thanksgiving Day. On those two holidays the trash was collected on the next regular work day by running double routes.

A question arose among some of the crew because they did not like having to work on all the other holidays to collect trash when everyone else was taking the day off. A survey was given to the crew to see how many liked the current policy of working on the holidays and how many did not like the current policy. 4 did not like the current policy and 3 did like the policy.

The current policy of collecting trash on all holidays except Christmas Day and Thanksgiving was adopted in 2013 following a review by City Council at the time. The advantages to the current policy were identified by Mr. Pace:

1. It eliminated the potential of double routes to run on the day after the holiday (there are up to 14 holidays that are affected and could cause double routes).
2. It eliminated potentially paying employees overtime on the 14 occasions when there might be double routes as to the 2 occasions under the existing policy.
3. There tended to be a number of employees that would call out the day after the holiday because they did not want to run the double routes or in the alternative the employees would not want to work overtime to collect the trash on the double route days and that left extra work to be done on the 2<sup>nd</sup> day after the holiday that trash might not get collected because of the holiday or it would necessitate pulling employees off other crews to run the double routes after the holiday, thus leaving other crews shorthanded to perform their normal work.

Other considerations included the expense of advertising the change in collection days in the newspaper. There was no money in the budget to cover that cost.

The SPSA transfer station on Route 671 is open on the holidays with the exception of Christmas and Thanksgiving but is only open to 3 pm. Garbage trucks must be on the tipping floor by 3 pm to be able to unload the collected trash. Running double routes makes it difficult to get the trash unloaded on the same day it is collected.

Mr. Pace addressed the issue of informing the public of the trash collection schedule on holidays. He stated for the biggest part there was no change in the trash collection policy because Public Works kept its normal collection schedule even on the holidays. If there is a public concern about was the trash going to be picked up on the regular schedule there must be a better effort made to get out the schedule. It was put on the City website, but it could have been made more obvious. It could go in City Clips but there is limited distribution of that information. It could do on the peg channel but there is limited viewership. The best bet may be to put the info on the City face book page. The schedule cannot go in the utility bills anymore or be advertised in the newspaper without additional funding to cover those costs.

The Council thanked Mr. Pace for his presentation.

#### **EDMUNDS SOFTWARE UPDATE**

Steve Newsome, IT specialist, addressed Council concerning the Edmunds Software update. Things are progressing well now. There has been a data transfer of land records so the Commissioner of Revenue's office can compare the data transfer for accuracy. That process is going well. Where problems have been located corrections to the process have been made. Mr. Newsome advised the personal property data would be transferred and tested for accuracy in the near future. Additionally, two Edmunds employees would spend 3 days training city employees on the system next week.

Mr. Newsome informed Council the next big decision is to determine whether or not the City was going to do online bill pay. A decision needed to be made shortly because that process would take about 8 weeks to complete and it needed to be completed before the new system could go live on the date planned. With that Mr. Newsome turned the discussion of the online billing process over to Mrs. Babb, Treasurer, and Ms. Spence, Finance Director.

#### **ONLINE BILL PAY**

Mrs. Babb gave a presentation of the various fee scenarios for online bill pay dependent on whether the City would pay the convenience fee involved in a credit card transaction or the customer would pay the convenience fee. Thru Edmunds, the convenience fee to be charged to the City was \$2.25 per transaction. Thru Edmunds, if the convenience fee was to be paid by the customer using the credit card, the charge to the customer would be \$2.95 per transaction. The number of credit transactions from last year was presented. The number of dollars received thru credit transactions was presented. Mrs. Babb said the current provider allowed her to negotiate rates that are lower than what would be charged by Edmunds. However, the current provider could not be used with the Edmunds system. The cost to the City last year for convenience fees was over \$65,000. An estimate of the cost to the City if it paid the convenience fees thru the Edmunds system would be an additional \$60,000. This estimate of \$125,000 is the equivalent of



2.3 cents of revenue on the real estate taxes for the City. The City desires to have bill pay online for the citizens. The question is still is the City going to pay for the convenience of bill pay online or is the citizen going to incur the expense for the convenience of bill pay online?

**MOU REVISIONS FOR DOWNTOWN FRANKLIN ASSOCIATION (DFA)**

Dan Howe, Executive Director of DFA, started the discussion. Mr. Howe discussed the purpose of the Main Street program in general. He addressed the programs sponsored by the DFA. He discussed some of the misconceptions about the mission of DFA. On the second page of the proposed agreement begins a list of 10 responsibilities the City is to agree to. Items 1 and 2 deal with the appropriation of funds by the City to the DFA. The Council directed the City Attorney to look at the language of the two appropriation items and determine if some language needed to be added about non-appropriation.

**Adjournment**

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

The motion was approved by a 7 – 0 vote.

**Mayor Rabil declared the meeting adjourned at 8:30 p.m.**

**These Minutes for the January 7, 2019 City Council Called Meeting were adopted on the 14<sup>th</sup> day of January 2019.**

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**Mayor**

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**Clerk to City Council**

**FINANCE**

- A. Mid-Year Financial Report**
- B. FY 2018 – 2019 City Budget Amendment # 2018 – 06 & # 2018 – 07**
- C. CAFR Management Letter Update**

## BUDGET AMENDMENT 2019-6

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF FRANKLIN, VIRGINIA that the 2018-2019 City Budget is hereby amended to:

1. *recognize additional revenues related to donations to the Police Department from the Dairy Queen First Responders' Day;*
2. *reallocate appropriations for additional building security at City Hall;*
3. *recognize additional revenues from the Commonwealth of Virginia to fund projected increase in DSS workload due to Medicaid expansion (no local match requirements in FY19) and to appropriate such revenue for new uses;*
4. *recognize additional revenues from the Camp Foundations and to appropriate such revenue for new uses; and*
5. *recognize additional revenues associated with recoveries & rebates in Franklin Economic Development Fund and to appropriate such revenue for new uses.*

		2018-2019	AMENDED	INCREASE
		BUDGET	BUDGET	(DECREASE)
100	<u>GENERAL FUND</u>			
	REVENUE			
18990-3041	Donations Police	\$0	\$321	<u>\$321</u>
				\$321
	EXPENDITURES			
12430-5410	Lease	\$1,000	\$0	\$(1,000)
12430-8101	Equipment	5,200	2,900	(2,300)
12470-8102	Office Furniture & Equipment	1,300	0	(1,300)
12535-8102	Office Furniture & Equipment	3,400	3,100	(300)
43600-3316	Repairs & Maintenance	0	4,900	4900
31100-6010	Police Supplies	40,500	40,821	<u>321</u>
				\$321
201	<u>DEPT SOCIAL SERVICES FUND</u>			
	REVENUE			
24040-0102	Categorical Aid-State	\$504,058	\$536,023	\$31,965
33010-0001	Federal VPA Revenue	829,089	861,054	<u>31,965</u>
				\$63,930
	EXPENDITURES			
84900-1200	Local Staff & Operations – Medicaid Expansion	\$0	\$63,930	<u>\$63,930</u>
				\$63,930
220	<u>FOUNDATION GRANTS</u>			
	REVENUE			
18990-3000	Camp Family Foundations Grants	\$0	\$29,250	<u>\$29,250</u>
				\$29,250

	<b>EXPENDITURES</b>			
31100-5848	Camp Foundations Grant Police	\$20,181	\$25,181	\$5,000
32100-5848	<u>Camp Foundations Grant Police</u>	818	10,818	10,000
91450-4009	<u>Hunterdale Volunteer Fire Dept</u>	0	14,250	<u>14,250</u>
				<b>\$29,250</b>
<b>510</b>	<b><u>ECONOMIC DEVELOPMENT</u></b>			
	<b><u>FUND</u></b>			
	<b>REVENUE</b>			
15020-1700	Recoveries & Rebates	\$0	\$594	<u>\$594</u>
				<b>\$594</b>
	<b>EXPENDITURES</b>			
20010-6007	Repairs & Maintenance-Supplies	\$4,500	\$5,094	<u>\$594</u>
				<b>\$594</b>

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

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



## Mid Atlantic Dairy Queen, LLC

November 9, 2018

City of Franklin Police  
1018 Pretlow Street  
Franklin, VA 23851

To Whom It May Concern,

Please find enclosed a check in the amount of \$321.44, results from our First Responders' Day October 25, 2018. We appreciate all that First Responders do on a daily basis in our communities. We hope that this donation helps out someone in need.

We plan on this becoming an annual event!

Best wishes for a safe and happy holiday season! We will be in touch next year.

Sincerely,

A handwritten signature in cursive script that reads "Annette G. Stephenson".

Annette G. Stephenson

1343 Armory Drive Franklin, Virginia 23851  
Phone: (757) 562-7178 Fax: (757) 562-5986



# COMMONWEALTH of VIRGINIA

## DEPARTMENT OF SOCIAL SERVICES

### MEMO

To: Local Department of Social Services

From: Michael Gump, Chief Financial Officer  
Ida Witherspoon, Budget Director

Re: Additional Allocations for Local Staff and Operations

Date: June 8, 2018

On May 30, the Virginia General Assembly passed a FY 2019-2020 biennium budget that included Medicaid expansion. Additional administrative funding to assist with the increased volume of Medicaid applications was provided for the equivalent of approximately 300 new local benefit programs specialist positions. With local match, the total to be allocated is approximately \$21.5M.

Local allocations were determined using three equal factors:

- Distribution of current funding versus current workload for benefit programs specialists
- Projected increase in workload due to Medicaid expansion (minimum allocation of \$45,000)
- Historical staff and operations (budget lines 855 and 858) spending

Franklin City's FY 2019 share of the total to be allocated is \$63,930.

In FY 2019, Medicaid expansion funding will be available in **budget line 849, Local Staff and Operations – No Local Match**, when LASER opens for June on July 18, 2018. As stated in the guidance memo dated May 2, 2018, **this funding will not require a local match for FY 2019 only.**

These funds are to be used for any activity related to Medicaid expansion such as hiring staff, procuring office space and furniture, training, etc. that would otherwise be reimbursable under budget line 855. This will allow localities time to increase staffing where needed prior to the implementation of Medicaid expansion and to request funding

for local match from their local boards for FY 2020. Medicaid expansion funding will become part of base budget line 855 allocations beginning in FY 2020 and will require a 15.5 percent local match.

If you have any questions, please contact Budget Analysts Kim Conner at [kim.conner@dss.virginia.gov](mailto:kim.conner@dss.virginia.gov) or 804-726-7262 or LaTonya Williams at [latonya.williams@dss.virginia.gov](mailto:latonya.williams@dss.virginia.gov) or 804-726-7260.

**Camp Foundations  
Post Office Box 813  
Franklin, Virginia 23851**

December 10, 2018

Mr. Clarence C. Monday  
City Manager  
City of Franklin  
Franklin, VA 23851

Dear Mr. Monday:

The members and directors of the Camp Foundations met in November to give final consideration to grants for 2018.

I am pleased to report that the City of Franklin is receiving a total of \$29,250 for the requests made by the Police Department and the Fire Departments. Those funds come from the following sources:

- 1) \$13,000 from the Camp Foundation (enclosed)
- 2) \$10,000 from the Campbell Foundation (enclosed)
- 3) \$2,000 from Camp Younts Trustee John Marks (will be mailed separately by Mr. Marks)
- 4) \$4,250 from Camp Younts Trustee Hal Atkinson (enclosed)

The funds are to be used as follows:

- 1) \$5,000 for the Hunterdale Volunteer Fire Department
- 2) \$10,000 for the Franklin Police Department
- 3) \$14,250 for the Franklin Fire and Rescue Department

The foundation members are very appreciative of all the work these departments do to keep our community safe.

Sincerely,



Westbrook J. Parker,  
Executive Director of  
The Camp Foundations



## BUDGET AMENDMENT 2019-7

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF FRANKLIN, VIRGINIA that the 2018-2019 City Budget is hereby amended to:

1. *reallocate \$8,633 from professional services to salaries and fringe benefits to cover the City's portion of the salary to fill the inspector position as a result of an employee's retirement. This is a shared services position and Southampton County has verified that their portion of the salary is funded in FY19; and*
2. *authorize the use of fund balance to pay pro rata fees received in prior fiscal years to the developer for the Riverwood Estates Subdivision pursuant to the City's Pro Rata Policy.*

		2018-2019	AMENDED	INCREASE
		BUDGET	BUDGET	(DECREASE)
<b>100</b>	<b>GENERAL FUND</b>			
	<b>EXPENDITURES</b>			
34100-1101	Salaries & Wages	\$291,151	\$299,784	\$8,633
81100-3160	Professional Services	30,000	21,367	<u>(8,633)</u>
				<b>\$0</b>
<b>501</b>	<b>WATER &amp; SEWER FUND</b>			
	<b>REVENUE</b>			
41050-0050	Transfer from Unrestricted Fund Balance	\$152,351	\$208,351	<u>\$56,000</u>
				<b>\$56,000</b>
	<b>EXPENDITURES</b>			
44112-3210	Pro Rata Connection Fees	\$0	\$24,500	\$24,500
44113-3210	Pro Rata Connection Fees	\$0	\$31,500	<u>\$31,500</u>
				<b>\$56,000</b>

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

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



**DEPARTMENT OF COMMUNITY DEVELOPMENT  
PLANNING - BUILDING INSPECTIONS – ZONING**



To: Russ Pace, Director of Public Works

From: Mr. Donald E. Goddwin, CBO, Director of Community Development

CC: Tracy Gregory, Interim Finance Director  
Clarence Monday, Interim City Manager  
Taylor Williams, City Attorney  
Chad Edwards, Deputy Director Public Works

Date: December 3, 2018

REFERENCE: Riverwood Estates Pro-Rata Payment January 1, 2019

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Please be advised that the City has executed a pro-rata agreement with FSP Note, LLC the developer for the Riverwood Estates Subdivision. The purpose of the pro-rata policy and agreement is to allow for the reimburse of the developer for the costs to construct all public infrastructure necessary to serve all the individual parcels as identified in the initial Design Service Area Map over and above what is needed to serve his subdivision. (See the Attached Appendix A of the Agreement)

Upon completion and acceptance of the infrastructure, in this case water and sewer improvements including a regional sewer pump station now owned by the City on North High Street the first developer has a choice of the method of reimbursement. The first developer may choose to be paid by pro-rata share from a subsequent developer in the area prior to approval of the final subdivision plat or they may choose the connection fee credit option. The letter from Saunders & Ojeda, P.C. (attached) on behalf of FSP Note, LLC, the first developer, they have elected the connection fee credit or reimbursement.

I have attached a spreadsheet that lists all the properties in the Riverwood Estates Subdivision where water and sewer connection fees have been paid, building permits have been obtained and the utility services activated. In accordance with the Pro-Rata Policy (attached) please authorize the reimbursement of \$56,000 to NSP Note, LLC based on the attached spreadsheet. Payment should be held until I have received an affidavit of the continued existence of FSP Note, LLC as outlined in paragraph 8 of the pro-rata agreement.

Should you have any questions please let me know.

# Regency Estates Pro-Rata Reimbursement #1 January 2019

ADDRESS	ITEM	WATER	SEWER	DATE COLLECTED
101 Landview Lane	Water Tap	\$3,500		21-Nov-07
101 Landview Lane	Sewer Tap		\$4,500	21-Nov-07
109 Landview Lane	Water Tap	\$3,500		21-Nov-07
109 Landview Lane	Sewer Tap		\$4,500	21-Nov-07
113 Landview Lane	Water Tap	\$3,500		21-Nov-07
113 Landview Lane	Sewer Tap		\$4,500	21-Nov-07
117 Landview Lane	Water Tap	\$3,500		21-Nov-07
117 Landview Lane	Sewer Tap		\$4,500	21-Nov-07
118 Landview Lane	Water Tap	\$3,500		27-Mar-17
118 Landview Lane	Sewer Tap		\$4,500	27-Mar-17
122 Landview Lane	Water Tap	\$3,500		8-May-17
122 Landview Lane	Sewer Tap		\$4,500	8-May-17
130 Landview Lane	Water Tap	\$3,500		26-Apr-17
130 Landview Lane	Sewer Tap		\$4,500	26-Apr-17
Total pro-rata owed this reimbursement period		\$24,500	\$31,500	
Total pro-rata owed		\$116,431.22	*364,500.07	

\*Due to the tap fee reimbursement election by the first developer they are only entitled to receive reimbursement for tap fees generated by the first developers subdivision. Riverwood Estates is a 77 lot subdivision. Therefore the pro-rata owed will equal the tap fee amount times 77 lots. The balance of the pro-rata will be due prior to any subsequent development approval bases on the lots to be served in the proposed development.

The sewer balance will be: \$281,045  
The water balance will be: \$0

Russell L. Pace / JAN. 9, 2019  
Director of Public Works / Date

Line Item # Water 501-4-44112-3210

Line Item # Sewer 501-4-44113-3210



**DEPARTMENT OF COMMUNITY DEVELOPMENT  
PLANNING - BUILDING INSPECTIONS – ZONING**

To: Clarence Monday, Interim City Manager  
From: Donald E. Goodwin, CBO, CFM, Director of Community Development  
Date: December 19, 2018  
CC: Tracy Spence, Interim Finance Director  
RE: Budget Amendments – Personnel and Capital Improvements Plan Budget

---

Per our conversation please include the following budget amendments for Councils consideration for the January 10, 2019 regular scheduled meeting.

1. Transfer \$8,633 from account #100-4-81100-3160-professional services to account #100-4-34100 to salaries and fringe benefits to cover the City's portion of the salary to fill the inspector position as a result of Mr. Lee Copelands retirement. This is a permanent shared services position and Southampton County has verified that their portion of the salary is funded in FY19. **75% County and 25% City**

2. This request is a result of a grant opportunity for \$50,000 from the Obici Foundation that will allow Parks and Recreation to make surface improvements to the two unused tennis courts at the Armory Drive Park. These improvements will allow for a multi-sport court and will provide practice and game play space for various activities. To accomplish this, should the city be a successful candidate, the city will need other funding resources to insure that the project can be completed. **(Please refer to the attached proposed budget)**. There have been verbal commitments from USA Soccer for 33% of the total cost and International Paper once the city secures the rest of the funding. There are funds budgeted in the current CIP for playground equipment at certain parks that are identified in the projects description in the CIP that if needed could go towards the project. However, to allow these funds to be accessible it would be necessary to amend the project description in the parks and recreation capital improvements project to read as follows. **Clay Hyatt, Athletic Specialist will be here to answer any questions you may have.**

**Playground Equipment and improvements at the various city parks** including College Drive, MLK, Jr. Community Center, Bruce Street & Riverwalk Parks.

**No change in funding levels are being requested just the project description**

FRANKLIN – SOUTHAMPTON  
DEPARTMENT OF COMMUNITY DEVELOPMENT  
207 WEST SECOND AVENUE, FRANKLIN VIRGINIA 23851  
OFFICE: 757-562-8580 FAX: 757-562-0870

**Budget Narrative**

<b>Project Resources</b>	
A grant from OHF	<b>\$50,000</b>
<b>Additional funding</b>	
Franklin Capital Improvements Budget FY 2018-19	<b>\$20,000</b>
Franklin Capital Improvements Budget FY 2019-20	<b>\$22,400</b>
<b>Total</b>	<b>\$92,400</b>
<b>Project Budget</b>	
Sport Court's PowerGame modular safety surface labor	<b>\$20,100</b>
<b>Capital Expenditures</b>	
Sport Court's PowerGame modular safety surface materials	<b><u>\$72,300</u></b>
<b>Total Project Expenses</b>	<b>\$92,400</b>

The project includes installation of a PowerGame Sport Court modular floor product as per the estimate attached. The work will be completely done by Sport Court Virginia and managed by City staff.

The City Capital Improvements budget includes money in FY 2018-19 as well as FY 2019-20 for playground improvements. These are the funds that will be tapped to make up the City's contribution to the court renovation. Should funds be made available from International Paper and/or US Soccer Foundation, those funds will replace some part of the Capital Improvements funding from the City, freeing up those funds for playground improvements in other City properties.



**OBICI**  
HEALTHCARE  
FOUNDATION

**Project Budget Worksheet**  
(Must be accompanied by Budget Narrative)

Sources of Support	Obici Healthcare Foundation	Other Sources*	In-Kind Support	Total Budget
<b>PROJECT RESOURCES:</b>				
Foundations	50,000			50000
Franklin Capital Improvements Funds		42,400		42,400
<b>TOTAL RESOURCES</b>	<b>50000</b>	<b>42400</b>	<b>0</b>	<b>92400</b>
<b>PROJECT BUDGET<sup>1</sup>:</b>				
<b>Personnel:</b>				
Sport Court of Virginia - labor		20100		20100
<b>Capital Expenditures (over \$1,000)<sup>2</sup>:</b>				
Sport Court of Virginia - materials	50000	22300		72300
<b>TOTAL PROJECT EXPENSES</b>	<b>50000</b>	<b>42400</b>		<b>92400</b>

1. If project exceeds one year, attach a worksheet for each in
2. Line items listed are a guide. Complete only the necessary items.
3. Capital must be explicitly linked to enhanced programmatic implementation.
4. Identify individually in budget narrative. Additional sources of revenue are encouraged.

Indicate only revenues that are fully committed for this project.

\* Formulas are not guaranteed. Please check carefully prior to submission of budget using this form.

**Person completing this budget:**

Clay Hyatt

**Date:**

12/12/2018

Revised: 08/18



**CITY OF FRANKLIN,  
VIRGINIA  
Finance Department**

# Memo

**To:** Clarence Monday, Interim City Manager  
**From:** Tracy Spence, CPA, Interim Director of Finance  
**Date:** January 9, 2019  
**Re:** Revision to Parks & Recreation Section of Capital Improvement Program (CIP) Budget

---

This request is a result of a grant opportunity for \$50,000 from the Obici Foundation that will allow Parks and Recreation to make surface improvements to the two unused tennis courts at the Armory Drive Park. These improvements will allow for a multi-sport court and will provide practice and game play space for various activities. To accomplish this, should the city be a successful candidate, the city will need other funding resources to insure that the project can be completed. There have been verbal commitments from USA Soccer for 33% of the total cost and International Paper once the city secures the rest of the funding. There are funds budgeted in the current CIP for playground equipment at certain parks that are identified in the projects description in the CIP that if needed could go towards the project. However, to allow these funds to be accessible it would be necessary to amend the project description in the parks and recreation capital improvements project.

Requested revision to the project description in the CIP is as follows:

From: Playground Equipment at College Drive, MLK, Jr. Community Center, Bruce Street & Riverwalk Parks.

To: Playground Equipment **and improvements at the various City Parks including** College Drive, MLK, Jr. Community Center, Bruce Street & Riverwalk Parks.

Please note: No change in funding levels are being requested - just the project description.



**DEPARTMENT OF COMMUNITY DEVELOPMENT  
PLANNING - BUILDING INSPECTIONS – ZONING**

To: Clarence Monday, Interim City Manager  
From: Donald E. Goodwin, CBO, CFM, Director of Community Development  
Date: December 19, 2018  
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FRANKLIN – SOUTHAMPTON  
DEPARTMENT OF COMMUNITY DEVELOPMENT  
207 WEST SECOND AVENUE, FRANKLIN VIRGINIA 23851  
OFFICE: 757-562-8580 FAX: 757-562-0870



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## Project Budget Worksheet

(Must be accompanied by Budget Narrative)

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Indicate only revenues that are fully committed for this project.

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**Person completing this budget:**

Clay Hyatt

**Date:**

12/12/2018

Revised: 06/18

**OLD/NEW BUSINESS**

- A. Armory Field Lighting Project – H. Taylor Williams, IV – City Attorney**
- B. Rawls Farm Lease Amendment – H. Taylor Williams, IV – City Attorney**
- C. Online Bill Pay Discussion**
- D. City Manager’s Report**



*Office Of The City Attorney*  
*H. Taylor Williams, IV*  
January 10, 2019

From: H. Taylor Williams, IV, City Attorney

To: Members of City Council

Re: Lighting conditions at Armory Field

Frank Davis, Director of Parks and Recreation, contacted me near the end of July, 2018, to make a request for rental of a man lift that would be capable of lifting a P&L employee up high enough to change out burned out light bulbs and bulbs expected to go out in the near future. This was to ensure there would be sufficient light on the field to allow the high school football team and the Mustang football team to play ball under the lights for the fall football season. In the past, P&L had deployed its truck with a man lift to go as high as possible on the light poles around the football field and then an employee would leave the bucket and climb the pole to the top and change the necessary bulbs. Last year, 2017, the men climbing the pole complained of the conditions of the poles and it had become unsafe to climb and to use the platforms at the top of the poles. The man lift was ordered at a cost of \$3,000 to reach the top height of the poles and change out the light bulbs for the football season. No department had budgeted funds to cover this expense. While the man lift was available P&L also took pictures of the poles and platforms to document the conditions of the poles and platforms. We are not sure of the age of the existing poles, but it is believed the poles are approximately 40 years old.

After all of the necessary bulbs had been replaced, Mark Bly, Director of P&L did research and contacted Musco Lighting and requested a meeting to explore what could be done. That meeting occurred on November 28, 2018. An appointment was made to conduct the light audit on December 13, 2018. Following the

appointment, Musco Lighting prepared and presented a light audit to Mr. Bly dated December 26, 2018. The audit shows the current lighting is insufficient for football and baseball. Included in the audit were three options for addressing the insufficient lighting. The first is an option with a 10-year warranty. The second is an option for a 25-year warranty. The third option is a lease/purchase with 4 different proposals each covering a 10-year period of time.

Pictures of the light poles and a copy of the 5 page lighting audit with options is attached.

Taylor Williams



*Office Of The City Attorney*  
*H. Taylor Williams, IV*  
January 9, 2019

From: H. Taylor Williams, IV, City Attorney

To: Members of City Council

Re: Farm Lease for farm located on Fairview Drive

On January 10, 2018, the City entered into a lease with Carr Farms to lease the farm known as the Rawls Farm located on Fairview Drive. The lease is a four-year lease that ends on December 31, 2021. The lease recites the farm contains approximately 30.5 acres of land on 4 tracts. The tract identified as Tract 1, containing approximately 12.5 acres of land was the subject of discussion at the time of signing the lease because it was thought that a portion of Tract 1 might now be classified as “wetlands” and the tenant would not be able to cultivate that portion of Tract 1. Using GPS mapping technology, it was determined that 2.70 acres of land in Tract 1 could not be cultivated because it had become “wetlands”.

The lease rent was based on an accepted bid of \$128.75 per acre. Therefore, the rent to be paid should be adjusted down by the sum of \$347.63, equaling 2.70 acres times \$128.75 per acre.

The lease states rent is \$3,926.80 on an annual basis. The Tenant has paid \$1,926.80 in rent that was due on May 1, 2018 and paid the balance of \$2,000 that was due on December 1, 2018, less the adjustment of \$347.63 for the land that could not be cultivated. The new lease payment should be \$1,926.80 due in May each year and \$1,652.37 due in December each year through December 31, 2021.

A motion is necessary to approve this change to the lease.

A budget amendment will be forthcoming to recognize the decrease in revenue to the City.

H. Taylor Williams, IV  
City Attorney

Proposed motion to amend the Rawls Farm lease between the City and Carr Farms for the farm land located on Fairview Drive:

I move that the Farm Lease dated January 10, 2018 between the City of Franklin and Carr Farms be amended to reflect a decrease in the amount of rent to be paid annually from \$3,926.80 to the sum of \$3,579.17 annually beginning with the rent that was due for the year 2018 and for subsequent years ending on December 31, 2021.



*Office Of The City Attorney*  
*H. Taylor Williams, IV*  
January 10, 2019

Discussion of the online bill pay option.

Council engaged in a thorough discussion of the online bill pay options during the January 7 work session and reference is made to those minutes. The Council was advised that a decision by Council was needed to meet a time deadline for getting the module included in the technology upgrade.

From information provided Council, there is a convenience fee charged for each credit card transaction. If the City elects to pay the convenience fee the estimated cost to the City is approximately \$125,000. This would represent 2.3 cents of revenue on the real estate taxes. The convenience fee costs the City \$2.25 per transaction

The other option is to have the customer desiring to use the online billing option with a credit card to pay the convenience fee for the privilege. The cost to the customer would be \$2.95 per transaction.

H. Taylor Williams, IV  
City Attorney



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