

**AGENDA**

## FRANKLIN CITY COUNCIL

MONDAY, February 11, 2019 – CITY HALL COUNCIL CHAMBERS – 207 W. SECOND AVE.

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

- A. Call To Order . . . . . MAYOR FRANK M. RABIL  
 B. Work Session – Council Goals, Priorities and FY 2019-2020 Budget  
 C. ADJOURNMENT . . . . . MAYOR FRANK M. RABIL

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

CALL TO ORDER . . . . . MAYOR FRANK M. RABIL  
 PLEASE TURN OFF CELL PHONES . . . . . MAYOR FRANK M. RABIL  
 PLEDGE OF ALLEGIANCE  
 CITIZENS' TIME  
 AMENDMENTS TO AGENDA

1. CONSENT AGENDA

- A. Minutes: January 28, 2019 Work Session and Regular Meeting

2. FINANCE

- A. FY 2018 – 2019 City Budget Amendments # 2019 – 08, #2019-09 & #2019-10  
 B. FY 2019-2020 Tentative Budget Calendar

3. OLD/NEW BUSINESS

- A. Edmunds Update  
 B. HRPDC Appointment – City Manager Amanda C. Jarratt  
 C. Monopole Discussion  
 D. City Manager's Report  
     1. Open Positions Update  
     2. SPSA Tipping Fee

4. COUNCIL/STAFF REPORTS ON BOARDS/COMMISSIONS5. 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; and consultation with the City Attorney employed by the City regarding specific legal matters requiring legal advice pursuant to Virginia Code Section 2.2 – 3711 (A) (1), (5) and (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>Obici Foundation Grant Resolutions</b>	<b>February, 2019</b>
<b>Fire &amp; EMS Fee Schedule</b>	<b>February, 2019</b>
<b>Hampton Roads Economic Development Alliance (HREDA) MOU</b>	<b>March, 2019</b>
<b>Downtown Franklin Association (DFA) MOU and LOA</b>	<b>March, 2019</b>
<b>Update – Congressman Bobby Scott</b>	<b>TBD</b>

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**CONSENT AGENDA**

**A. Minutes: January 28, 2019 Work Session and Regular Meeting**

The Franklin City Council held a work session meeting with outside Agencies & Organizations to hear their comments on Budget requests for FY 2018 -2019 on Monday, January 28, 2019 at 6:00 p.m. in the Council Chambers at City Hall.

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

**Other Staff members in Attendance:** City Manager Randy Martin; City Attorney Taylor Williams; Interim Finance Director, Tracy Gregory, and Teresa Rose-McQuay, Administrative Assistant Recording Minutes.

**Others in Attendance:** Stephen Faleski, Staff Reporter; Tidewater News.

Mayor Rabil called the meeting to order at 6:00 p.m. Each Council member had received a binder containing all agency and organization budget requests for reference.

The Mayor welcomed everyone to the work session. The Mayor asked presenters' to state their name and the name of the agency or organization represented. Each presenter signed the sign in sheet and the Mayor called them in order following the sign in sheet. All agencies and organizations requesting funding from the City each fiscal year are annually given the opportunity to attend and comment on their budget request.

### **Blackwater Regional Library**

Ms. Jenny Bakos, Director of the Blackwater Regional Library shared a presentation on the importance of public libraries. She reported on how the library assists the citizens of the City of Franklin. She reviewed numerous programs and services that the library provides for the community.

Ms. Bakos also informed Council that she included a raise for staff to bring them to the current rate as all other localities with similar size to the Regional Library system. The requested amount of funding for the FY 2019-2020 budget is \$283,738.

### **Western Tidewater Community Services Board (WTCSB)**

Mr. Andrew Jurewicz, Finance Director of the Western Tidewater Community Services Board (WTCSB) thanked Council for their continued support. Mr. Jurewicz spoke about the services that they provide and the growing need in our area. They are asking for a modest increase of \$2,151 in the funding contribution from the City of Franklin. Currently, WTCSB is helping 523 citizens in the City of Franklin. The total contribution request for FY 2019-2020 is \$38,109.

### **Downtown Franklin Association (DFA)**

Mr. Dan Howe, Executive Director of the Downtown Franklin Association presented his budget request for the FY 2019-2020 budget year. He shared the mission and vision statements of the DFA. He commented on various programs that the DFA is currently working. Mr. Howe thanked Council for their many years of support, as well as, his staff and volunteers that work with him. Mr. Howe is requesting funding in the amount of \$120,000.

**Smart Beginnings Western Tidewater (SBWT)**

Ms. Lorraine Whitehead, Executive Director of Smart Beginnings Western Tidewater (SBWT) located at 601 N. Mechanic Street, Suite 301, Franklin, VA presented her agency's request.

Ms. Whitehead stated that SBWT is a multi-jurisdictional collaboration comprised of three rural localities which are: The City of Franklin, Isle of Wight County and Southampton County. The goal of SBWT is to prepare children to be "Ready for School, Ready for Life".

Ms. Whitehead stated that their work is to increase knowledge, skills, and effectiveness of our youngest citizens' from ages 0 to 6 years old. Ms. Whitehead thanked Council for their support of the program over the years. She reiterated the importance of preparing children for the future. Ms. Whitehead shared that her heart's desire is to see all children lifted from poverty and prepared for college readiness. She is requesting \$15,000 for the FY 2019-2020 budget, which is level funding.

**Paul D Camp Community College**

Dr. Daniel Lufkin, President of Paul D. Camp Community College addressed Council about their current financial condition. Dr. Lufkin informed Council of the plans for the college in both the present and the near future. He also spoke about the addition of the sports programs, as well. He shared that the college will have a soccer program in the coming year. He shared that local funding covers expenses for general administration, community service events, physical plant components like our grounds, parking lots, and routine site maintenance that are five feet away from our existing structures. The college is requesting \$11,785 from the City of Franklin for the FY 2019-2020 budget. This is level funding. Dr. Lufkin thanked the City for its support.

**Senior Services of Southeastern Virginia (SSSEVA)**

Mr. Steve Zollos, CEO of the Senior Services of Southeastern Virginia thanked Council for their support. He commented on the Hayden Village project that is nearly complete. He reported on the statistics for the City of Franklin. It is projected in FY 2020 SSSEVA proposes to provide direct services and information to 935 seniors, persons with disabilities, and caregivers in the City of Franklin. The funding request is \$9,676 which is \$2,500 higher than last year.

**Western Tidewater Free Clinic (WTFC)**

Mr. Steven Kirkpatrick, Board Member for the Western Tidewater Free Clinic, presented the request for the FY 2019-2020 budget. Mr. Kirkpatrick shared the following information with Council concerning the services for Franklin residents:

1. Served 165 patients (residents of Franklin) treated in 2018.
2. Because of transportation issues, WTFC sends a paid staff member to Franklin Cooperative Ministries twice a month to hold re-eligibility screenings.
3. The 165 Franklin patients received care through 1,954 visits, received medications valued at over \$1,030,000. They also provided dental care to 62 residents over 206 visits.

Mr. Kirkpatrick stated that WTFC is in need of increased funding to continue to treat the patients from the City of Franklin which has consistently totaled 10% of the total patient volume over the past several years. WTFC is requesting \$39,000 for the FY 2019-2020 budget. Mr. Kirkpatrick members of Council to come out and see the clinic.

Mayor Rabil asked if there was anyone else present that wanted to present their request. There were no other presentations.

**RECESS**

**Mayor Rabil recessed the work session at 6:40 p.m. until 7:00 p.m. when the regular meeting will begin.**

**These Minutes for January 28, 2019 City Council Work Session Meeting were adopted on the 11<sup>th</sup> day of February, 2019.**

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**Mayor**

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**Clerk to City Council**

The Franklin City Council held its regular meeting on Monday, January 28, 2019 at 7:00 p.m. in the Council Chambers at City Hall.

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

**Staff in Attendance:** Amanda Jarratt, City Manager; Taylor Williams, City Attorney; Mark Bly, Director of Power and Light; Interim Police Chief Bob Porti, Franklin Police Department; Interim Fire Chief Mark Carr, Director of Emergency Services; Russ Pace, Director of Public Works; and Tracy Spence, Interim Director of Finance.

**Others in Attendance:** Sergeant Chris Thomas, Franklin Police Department; Bruce Edwards, Communications Manager; Stephen Faleski, Tidewater News Reporter; Assistant Communications/PSAP Manager Erin Winslow; Sheila Baker, Administrative Assistant, Community Development; Jimmy Gray, Airport Manager; and Teresa Rose-McQuay; Administrative Assistant and Acting Secretary, Recording Minutes.

### **PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was recited by everyone in attendance.

### **CITIZENS' TIME**

Mr. Kevin Will, President and CEO of the Boys and Girls Clubs of Southeastern Virginia, came and spoke about the organization. He mentioned that this is the 100<sup>th</sup> Anniversary of the founding of the National organization. He reported on the activities of the organization and how many children that they have helped in the Hampton Roads area.

Mr. Will mentioned Ms. Jabria Cross, who is from Franklin and a candidate for the 2019 Youth of the Year. Mr. Will invited Council to their Founders' Day celebration on February 9<sup>th</sup>. He thanked Council for their support of the organization throughout the years.

Mayor Rabil mentioned the joint efforts of the Boys & Girls Clubs and Franklin Parks and Recreation for their summer program. He thanked them and wished them well. He also congratulated them on their anniversary.

### **AMENDMENTS TO AGENDA**

Vice-Mayor Cheatham made the motion to amend the agenda to move item 3 D 3 (Update on Emergency Services Billing Amounts) in the City Managers' Report in the Old/New Business section be moved to the February 11<sup>th</sup> agenda to allow staff time to provide additional research and information. Councilman Johnson seconded the motion.

The motion was approved by a 7-0 vote.

## CONSENT AGENDA

### **Minutes: January 14, 2019 Regular Meeting**

Mayor Rabil asked if there were any questions or corrections to the January 14, 2019 Regular meeting minutes, hearing none he asked for a motion.

Councilman Johnson made the motion to adopt the minutes as presented and Vice-Mayor Cheatham seconded it.

The motion was approved by a 7-0 vote.

### **Departmental Reports: December, 2018**

Mayor Rabil asked if there were questions or comments concerning the December, 2018 Departmental Reports that were sent under separate cover.

Councilman Johnson stated that he wanted to make sure that water environmental quality standards were in compliance with DEQ regulations. Mayor Rabil stated that the staff is keeping a good handle on the situation.

## FINANCE

### **Financial Report: Mid-Year Financial Report**

Manager Jarratt introduced Interim Finance Director Tracy Spence to present the Mid-Year Financial report.

### **General Fund**

Interim Director Spence presented the highlights of the December, 2018 Financial Report. Ms. Spence stated that this financial report reflects six months of revenue and, expenditure in most cases (where noted, the 6<sup>th</sup> month has been estimated).

### **Revenue Highlights**

Overall General Property Taxes collected in the amount of \$4.29 million are down from FY 18 collections of \$4.4 million. This is primarily attributable to an \$85,000 decrease in real estate current tax collections and a \$34,000 decrease in real estate delinquent tax collections.

- **Current Real Estate taxes** of \$2.56 million are at 44.9% of the budget and 3.2% lower than the prior year period.
- **Delinquent RE taxes** of \$149,000 are at 69.2% of budget and 18.8% lower than prior year period collections of \$183,000.
- **Current Personal Property taxes** of \$1.38 million are at 90.5% of budget and is comparable to the prior year period collections.



- **Delinquent Personal Property taxes** of \$46,300 are at 132.2% of budget and 43.6% higher than prior year period collections of \$32,200.
- **Penalties and Interest** of \$56,800 are 43.7% of budget and 2% lower than prior year period collections of \$57,900.
- **Public Service Corporation taxes** are \$79,400 or 106.2% of budget.

Local Tax Revenue realized is 49.8% of Budget. Ms. Spence noted that at the end of the fiscal year, it is projected that the Local Tax Revenue sources will have a budgeted shortfall of \$15,367.

- Local Sales & Use taxes collected are \$933,583 or 50.5% of the budget.
- Cigarette Taxes collected are \$154,471 or 55.2% of the budget.
- Meals Taxes collected are \$710,165 or 48% of the budget.
- Lodging Taxes collected are \$79,097 or 49.4%.

Six months into the fiscal year, meals tax revenue and lodging tax revenue will not meet targeted projections; the total for all local tax revenue sources has a projected shortfall of \$15,367.

### **Revenue Summary**

General Fund revenue at the end of the period totaled \$11.5 million and represented 48.7% of budget; when compared to the prior year period of \$11.2 million, this is a \$314,000 increase.

General Fund expenditures at the end of the period totaled \$10.7 million and represented 44.7% of the total budget; when compared to the prior year period of \$9.9 million, this is a \$824,000 increase. This is primarily attributable to the timing of the payment of \$311,000 to Southampton County for shared operations and \$487,000 to Western Tidewater Regional Jail as well as Council approved increase for EMS salary increases of \$106,000.

Note: FY19 Fund Balance appropriated by Council for planned expenditures at December 31<sup>st</sup> was \$339,363.

Ms. Spence asked if anyone had any questions concerning the Revenue Funds.

Councilman Burgess asked where we are at as a net number. Ms. Spence stated that she would go over that when she did the budget amendments.

### **Enterprise Funds**

#### **Airport Fund**

Revenue: Fuel sales and airport rental fees are below target with 42.7% of budget realized.

Expenditures: Expenditures in the fund are on target with 48.8% of budget expended (net of capital outlay and transfers).

Cash balance in the Airport Fund is \$51,612.

**Water & Sewer Fund**

- Revenue Analysis
  - Revenue from the sale of water and sewer service charges of \$1.6 million at the end of the period is below target at 46.3% of budget.
- Expenditure Analysis
  - Expenditures in the fund are \$761,000 and below target at 40.9%. Expenses are tracking \$2,700 lower than the prior year (net of capital outlay, debt service and transfers). Expenses are \$9,000 higher than prior year in the water division due to well operation maintenance; \$23,000 lower than prior year in the sewer division due to sewer clean out expenses in prior year; and \$11,000 higher than prior year period in the wastewater division due to sludge disposal and treatment plant supply expenses.
- Cash Balance
  - The cash balance in the Fund at the end of the month is \$1.049 million which is down from the \$1.635 million reported last month. FY19 Council approved CIP appropriation of \$674,980 was posted in December 2018.

**Solid Waste Fund**

- Revenue Analysis
  - Revenue for the Solid Waste Fund is on target with revenue at \$658,000 or 50.1% and is comparable to the prior year period collections.
- Expenditure Analysis
  - Expenditures in the funds at \$324,000 are slightly below target with 49.1% of budget expended (net of capital outlay, debt service and transfers) and is below the prior year period expenses of \$382,000 (net of capital outlay, debt service and transfers) .
- Cash Balance
  - The cash balance in the Fund at the end of the month is \$282,542.

**Electric Fund**

- Revenue Analysis
  - Revenue in the Electric Fund from energy sales of \$7.78 million is slightly below target at 48.6% of budget.
- Expenditure Analysis
  - Expenditures in the Electric Fund associated with the sale of energy for the fiscal year was \$5.5 million and below budget at 41.7% of the total budget (net of capital outlay, debt service and transfers). This is higher than the prior year period of \$5.07 million primarily due to the VMEA Transmission Peak Shaving True-Up credit in September 2017 of \$544,000.
- Cash Balance
  - The cash balance in the Electric Fund is \$3,688,745, which is a decrease of \$11,918 from the prior month period (net of the FY19 Council approved CIP appropriation of \$200,000 posted in December 2018).

- Policy Evaluation
  - Cash is above the minimum policy guideline of \$1.494 million by \$2.9 million.

Mayor Rabil asked if there were any questions or comments concerning the December, 2018 Financial Report.

Councilman Johnson inquired about the reduction in the tipping fee, specifically when we would see it in the bill. Ms. Spence stated that was factored into the FY19 budget; however, a transfer of \$112,000 was used to fund the General Fund budget.

### **FY 2018 – 2019 City Budget Amendment # 2019 – 08**

Ms. Spence presented the FY 2018-2019 City Budget Amendment # 2019-08 for adoption. The request is for the City Council to approve amending the FY 2018 – 2019 City Budget to:

1. Reduce Community Development appropriated revenues to agree to FY19 projections-net reduction of \$34,500;
2. Reduce rental income from Pretlow Farms by \$348;
3. Recognize additional revenues from workmen's compensation rebates & insurance recoveries and appropriate such revenue for use;
4. Recognize additional revenues from VDOT for FY19 and appropriate such revenue for use;
5. Appropriate use of unassigned general fund balance to fund shortfall in Community Development revenue and fund projected FY19 VDOT eligible expenses;
6. Recognize additional revenues from the Franklin Southampton Charities and to appropriate such revenue for new uses;
7. Recognize revenues related to the Western Tidewater Home Consortium Fund and appropriate such revenue for use; and,
8. Fund projected shortfall in projected salaries & wages for the Solid Waste Fund.

Mayor Rabil asked if there were any questions or comments concerning the FY 2018 – 2019 City Budget Amendment # 2019-08.

Councilman Burgess questioned the \$34,500 reduction in Community Development appropriated revenues and whether or not they affected Southampton County as well as the City. Ms. Spence stated that the reduction is a decrease in activity and this only affects the City.

Councilman McLemore asked where the VDOT line expenditure was and Ms. Spence noted it was line item 24040-0006, which is the second line from the bottom on page 1.

Mayor Rabil asked for detail on the Fund Balance. Ms. Spence that if this amendment is adopted that we will reach the 15% minimum fund balance mark at \$430,000.

Councilman Burgess stated that would leave us a little cushion if this amendment is approved. Ms. Spence answered that it would.

Councilman Burgess asked if we had a balanced budget last year; then why are we in trouble this year. Ms. Spence stated that the problem was FY 2017-2018. For FY2018-2019, Ms. Spence stated that we are within budget.

Mayor Rabil asked Ms. Spence for a detailed spreadsheet for City Budget Amendment #2019-08 . Ms. Spence stated that would not be a problem.

After a lengthy discussion on the budget amendment it was determined that Council would like more information on it, so it was tabled until the February 11<sup>th</sup> Council meeting.

Councilman Burgess requested Ms. Spence bring back some cost saving measures to Council. Manager Jarratt stated that she would get with Ms. Spence and they would bring back some cost-saving suggestions at the February 11<sup>th</sup> Council meeting.

### **FY 2019 – 2020 Tentative Budget Calendar**

Ms. Spence advised Council that the tentative budget calendar is included in the agenda package for council consideration. Members of Council stated they would like to see the dates for the work sessions be a little more spread out. Several of the Council members noted that there a couple of dates in March for the Council work sessions on March 4, 5 and 7 were issues. Manager Jarratt stated she and Ms. Spence would look into that and bring some alternate dates back to Council at the next meeting.

Mayor Rabil asked Council if it was necessary to have Department budget meetings with Council. Councilman McLemore and Councilman Cutchins stated that they felt that it is. Mayor Rabil stated that it is difficult when departments are bringing requests that are way above our revenue stream.

Manager Jarratt stated that she and Ms. Spence would look at moving one of the budget sessions from the first week of March back to sometime in February.

### **OLD/NEW BUSINESS**

#### **Airport Renaming & Vehicle Request**

Manager Jarratt reminded the Council that Attorney Williams was asked to bring a resolution to Council to change the name of the Franklin Municipal Airport to the Franklin Regional Airport and give Manager Jarratt the authority to write a letter to the FAA on the matter.

Manager Jarratt stated the the vehicle request would be looked at for the FY 2019-2020 budget discussions. Manager Jarratt stated that in checking with the insurance company, that the city needed to change the form to be in compliance with the insurance regulations.

Councilman Burgess read the resolution aloud and made the motion to approve resolution # 2019-01 and Vice-Mayor Cheatham seconded it.

The motion was approved by a 7-0 vote.

Attorney Williams distributed to Council the insurance form and Manger Jarratt informed Council that the new form is compliant with the insurance regulations for the airport vehicle. It ensures that the driver be age 21, have a valid driver's license and ensure the condition of the vehicle when they received it.

Vice-Mayor Cheatham made the motion to approve that the courtesy vehicle used by guests of the airport be changed to comply with our insurance regulations and Councilman Burgess seconded it.

Councilman McLemore asked if this form was to cover just the new vehicle or the current vehicle. Manager Jarratt stated this form would be in effect starting tomorrow and cover all vehicles used at the airport.

The motion was approved by a 7-0 vote.

### **Emergency Medical Dispatch Program Grant**

Mayor Rabil recognized Interim Police Chief Bob Porti to present the Emergency Medical Dispatch Program Grant.

Interim Chief Porti stated that the EMD effort was worked on by Communications Manager Bruce Edwards and Assistant Communications/PSAP Manager Erin Winslow.

Emergency Medical Dispatch (EMD) provides first aid and/or life-saving instructions to callers while emergency service units are responding. EMD software quickly and properly determines the nature and priority of the call, dispatches the appropriate resource and gives the caller instructions to assist the patient until the responding EMS resources arrive.

All EMD programs require initial training, approved CPR training, and additional continuing education training to maintain EMD certification. Currently 64% of Virginia localities provide some type of EMD or pre-arrival instructions. Franklin is 1 of 8 localities that do not provide this service.

The first golden 7 minutes of the first golden hour are crucial. Our 9-1-1 Dispatchers are truly the first, first responders in an emergency situation.

Mr. Zane Shuck and his partner, April Shackleford, the current operational medical directors (OMD) for both Franklin Fire/Rescue and Southampton County support this initiative. This system will provide structured pre-arrival instructions to deliver consistent and potentially life-saving instructions to citizens while awaiting the arrival of emergency services.

The Powerphone total response call handling system combines protocol call-handling technology with certification and technology training. The cost quote includes software, first year software maintenance, installation, integration with CAD, dispatcher and training. The breakdown is as follows:

- \$54,317.00
- Virginia Department of Health/Office of Emergency Medical Services Grant/Rescue Squad Assistance Fund - \$27,158.50
- Balance needed - \$27,158.50

The department has contacted outside resources to solicit additional funding. The Obici Foundation gave a \$5,000 during their Small Cycle Funding cycle. Balance needed for funding is \$22,158.50. By suspending second half projects until July, there is allocated funds within the current fiscal year budget.

The only additional cost is for yearly software maintenance of \$4,785 which will begin in the FY20-21 budget. This effort is being endorsed jointly by the Franklin Police department and Franklin Fire/Rescue.

Mayor Rabil asked if there were questions or comments. Councilman Johnson asked how long it would take for the program to be instituted. Ms. Winslow stated that it could be operational by July, 2019.

Councilman McLemore asked if there was any risk the City would be liable. Interim Police Chief Porti stated that as long as the script is followed then the agency would be covered under the Good Samaritan act.

Councilman Johnson made the motion to approve the EMD software purchase and Councilwoman Copeland seconded it.

The motion was approved by a 7-0 vote.

### **Vehicle Preventative Maintenance and Vehicle Replacement Programs**

At the request of Council, Interim Police Chief Porti supplied Council with a binder of information concerning the vehicle inventory of the police fleet beginning with the oldest vehicles first. The information compiled shows the mileage, maintenance and costs on each vehicle and life of the vehicle. This is given for informational purposes.

Mayor Rabil asked for questions or comments. Councilman McLemore agreed that the City has a need for a vehicle preventative maintenance and vehicle replacement programs but that he wants to make sure that we are not spending unnecessary funds on new vehicles.

Councilman Burgess inquired how many officers the city has. Interim Chief Porti stated that we have 25 officers and are short 5 from a full staff.

Councilman McLemore expressed his concern about our police vehicles being driven outside of the Franklin area.

Mayor Rabil thanked Interim Chief Porti and his staff for the detailed report. Interim Chief Porti thanked Public Works Garage Supervisor Charles Butler and his staff for all their hard work in keeping the fleet operational.

Councilman Burgess asked for a report of all the vehicle's that are in the City's fleet. Manager Jarratt stated that she has an excel spreadsheet that has all of that information that she would share with Council.

Councilman McLemore thanked Interim Police Chief Porti for his willingness to stand in as the Interim Chief. Mayor Rabil added that everyone is appreciative for Interim Police Chief Porti's service to the City of Franklin.

### **Action Required by Council:**

Mayor Rabil stated there were a couple items that needed to be addressed by Council.

Vice-Mayor Cheatham made the motion to appoint Ms. Amanda C. Jarratt as the Clerk of Council. The motion was seconded by Councilman Burgess.

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

The motion was approved by a 7-0 vote.

Vice-Mayor Cheatham made a motion to approve Amanda C. Jarratt as a signatory on all City checking accounts. Councilman Johnson seconded the motion.

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

The motion was approved by a 7-0 vote.

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

Mayor Rabil recognized Manager Jarratt to present the City Manager's Report.

### **Open Positions Update**

Manager Jarratt stated that today was her first day on the job. She stated that she would give a more detailed report on the open positions and our efforts to fill those vacancies at the February 11<sup>th</sup> Regular City Council Meeting.

### **Information on Federal Employees Furlough**

Manager Jarratt reported that we have had a total of 6 families that have reported issues due to the furlough of federal employees during the government shutdown. Manager Jarratt suggested that the City grant one extension to those affected if it is requested.

Councilman Johnson asked if there was going to be a policy brought to Council concerning this issue. Mayor Rabil stated that Manager Jarratt would be bringing that back to the February 11<sup>th</sup> Regular City Council meeting.

### **Update on Emergency Services Billing Amounts**

This matter was moved to the February 11<sup>th</sup> Regular City Council meeting.

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

Vice-Mayor Cheatham reported on the HRPDC and HRTPO meetings. They voted not to toll the hot lanes at this point. They are looking to talk to the State about getting rid of the tolls on the tunnels. Vice-Mayor Cheatham cautioned that statement is futuristic.

Councilman Johnson reported on the Martin Luther King day celebration at the J. P. King Middle School. The theme was Chaos or Community. Councilman Johnson stated that it was a very good program.

Mayor Rabil asked if there were any other reports; hearing none he asked for a motion to go into Closed Session.

**Closed Session**

Councilwoman Copeland made the motion for the Franklin City Council to meet in Closed Session to discuss and consider candidates for employment; and, consultation with legal counsel pertaining to probable litigation where such briefing in open meeting would adversely affect the negotiating posture of the City; and , consultation with legal counsel regarding specific legal matters requiring the provision of legal advice by such counsel, pursuant to Virginia Code Sections 2.2-3711 (A) (1), (A) (7) and (A) (8). Councilman Johnson seconded the motion.

The motion was approved by a 7 – 0 vote.

**The Council entered into closed session at 8:51 p.m.**

Mayor Rabil reconvened the open session at 9:15 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.

**Action Item #1**

Councilman Burgess made a motion to relieve H. Taylor Williams, IV, City Attorney from the position of Interim Deputy City Manager and offered appreciation and thankfulness for services rendered while serving as the Interim Deputy City Manager when the City was without a City Manager. Vice-Mayor Cheatham seconded the motion.

The motion was approved by a 7-0 vote.

**Adjournment**

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

The motion was approved by a 7 – 0 vote.

**Mayor Rabil declared the meeting adjourned at 9:16 p.m.**

**These Minutes for the January 28, 2019 City Council Regular Meeting were adopted on the 11<sup>th</sup> day of February, 2019.**

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**Mayor**

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**Clerk to City Council**



**FINANCE**

- A. FY 2018 – 2019 City Budget Amendments # 2019 – 08, #2019-09 & #2019-10**
- B. FY 2019-2020 Tentative Budget Calendar**

## BUDGET AMENDMENT 2019-8

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

1. *reduce Community Development appropriated revenues to agree to FY19 projections-net reduction of \$34,500;*
2. *reduce rental income from Pretlow Farms by \$348;*
3. *recognize additional revenues from workmen's compensation rebates & insurance recoveries and appropriate such revenue for use;*
4. *recognize additional revenues from VDOT for FY19 and appropriate such revenue for use;*
5. *appropriate use of unassigned general fund balance to fund shortfall in Community Development revenue and fund projected FY19 VDOT eligible expenses;*
6. *recognize additional revenues from the Franklin Southampton Charities and to appropriate such revenue for new uses;*
7. *recognize revenues related to the Western Tidewater Home Consortium Fund and appropriate such revenue for use; and*
8. *fund projected shortfall in projected salaries & wages for the Solid Waste Fund.*

		2018-2019	AMENDED	INCREASE
		BUDGET	BUDGET	(DECREASE)
<b>100</b>	<b><u>GENERAL FUND</u></b>			
	<b><u>REVENUE</u></b>			
13030-0008	Building Permits	\$17,000	\$10,000	\$(7,000)
13030-0009	Reinspection Fees	250	100	(150)
13030-0010	Electrical Permits	4,500	3,000	(1,500)
13030-0012	Plumbing Permits	6,000	2,000	(4,000)
13030-0014	Mechanical Permits	4,500	500	(4,000)
13030-0015	Administrative Fee All Permits	6,000	3,500	(2,500)
13030-0016	Building Annual Permits	100	0	(100)
13030-0019	Sign Permits & Inspection Fees	800	400	(400)
13030-0024	Erosion & Sediment Control	2,300	800	(1,500)
13030-0025	Storm Water Management	8,100	500	(7,600)
13030-0031	Zoning Clearance & Other Chgs	2,500	1,500	(1,000)
13030-0032	Building Permit Plan Review	3,500	1,500	(2,000)
13030-0033	Building Permit Stop Work	400	100	(300)
13030-0034	Building & Zoning Appeals	1,000	0	(1,000)
13030-0037	Permit Extension	200	400	200
13030-0040	Planning Subdivision Plat Review	450	100	(350)
13030-0041	Planning Site Plan Review	600	300	(300)
13030-0042	Planning Rezoning Application	1,000	0	(1,000)
15020-0010	Rental of Pretlow/Rawls Farms	31,249	30,901	(348)
19020-0001	Workmen's Comp Recoveries	0	11,486	11,486
19020-0002	Insurance Recoveries	6,924	17,249	10,325
24040-0006	Street & Highway Maintenance	1,574,444	1,621,456	47,012
41050-0150	Use of Unassigned Fund Balance	339,363	484,610	<u>145,247</u>
				<b>\$179,222</b>

	<b>EXPENDITURES</b>			
31130-1101	Salaries & Wages-Regular	\$306,452	226,452	(80,000)
31130-1200	Salaries & Wages-Overtime	20,000	100,000	80,000
21910-7001	Joint Operations-City Share CCP	14,997	11,623	(3,374)
41200-1101	Salaries & Wages-Regular	537,891	565,091	27,200
41500-1101	Salaries & Wages-Regular	155,924	152,724	(3,200)
43200-1101	Salaries & Wages-Regular	176,119	162,519	(13,600)
91500-5855	Merchant Card Fees	56,000	66,000	10,000
93100-9380	Transfer to Capital Projects	379,460	541,656	<u>162,196</u>
				<b>\$179,222</b>
<b>200</b>	<b><u>GENERAL CAPITAL IMPROVEMENT FUND</u></b>			
	<b>REVENUE</b>			
41050-9480	Transfer from General Fund	\$379,460	\$541,656	<u>\$162,196</u>
				<b>\$162,196</b>
	<b>EXPENDITURES</b>			
94000-8605	Street Improvements	\$175,000	\$337,196	<u>\$162,196</u>
				<b>\$162,196</b>
<b>289</b>	<b><u>FOUNDATION GRANT FUND</u></b>			
	<b>REVENUE</b>			
18990-3001	Franklin/Southampton Charities	\$0	\$10,000	<u>\$10,000</u>
				<b>\$10,000</b>
	<b>EXPENDITURES</b>			
32100-8117	Fire Prevention Other Grants	\$0	\$5,000	\$5,000
91450-4009	Pass Thru Hunterdale Fire	5,000	10,000	<u>5,000</u>
				<b>\$10,000</b>
<b>289</b>	<b><u>WESTERN TIDEWATER HOME CONSORTIUM FUND</u></b>			
	<b>REVENUE</b>			
18990-8800	WTHC-Home Program Income	\$0	\$1,311	\$1,311
24002-8700	Home Funds-WTHC	0	69,873	<u>69,873</u>
				<b>\$71,184</b>
	<b>EXPENDITURES</b>			
99999-3600	Administration	\$0	\$3,776	\$3,776
99999-7814	209 Madison Street	0	16,088	16,088
99999-7818	212 Roosevelt Street	0	51,320	<u>51,320</u>
				<b>\$71,184</b>

502	<b>SOLID WASTE FUND</b>			
	<b>REVENUE</b>			
41050-0300	Use of Restricted Fund Balance	\$0	\$81,743	<u>\$81,743</u>
				<b>\$81,743</b>
	<b>EXPENDITURES</b>			
42300-1101	Salaries & Wages-Regular	\$129,390	\$221,133	\$91,743
42300-3310	Repairs & Maintenance-Vehicles	60,000	50,000	<u>(10,000)</u>
				<b>\$81,743</b>

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

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*Clerk to the City Council*

VDOT SURVEY  
FY 2019 WORKSHEET  
BASED ON BUDGET

	% Allocable to VDOT	Total	Direct	Indirect	Indirect Eligible 45%	Ineligible
Labor	40%	\$ 819,889.00	327,955.60	\$ 491,933.40	\$ 221,370.03	\$ 270,563.37
Equipment	54%	\$ 157,995.00	85,548.00	\$ 72,447.00	\$ 32,601.15	\$ 39,845.85
Materials & Contract Serv	100%	\$ 244,200.00	\$ 244,200.00	\$ -	\$ -	\$ -
Street Lights & Signals	100%	224,000.00	\$ 224,000.00			
Drainage	100%	108,000.00	\$ 108,000.00			
Overhead	50%	\$ 39,678.00	\$ 19,839.00	\$ 19,839.00	\$ 8,927.55	\$ 10,911.45
			\$ 1,009,542.60	\$ 584,219.40	\$ 262,898.73	\$ 321,320.67
Engineering	\$ -				\$ 1,593,762.00	
		<u>\$ 1,593,762.00</u>	<b>Ties to Exp Summary 41200 &amp; CIP</b>			

**FY19 Budget @ 12.31.18**

Garage	\$ 250,342	20%	<b>Ties to Exp Summary 41500</b>	\$ 50,068.40	\$ 22,530.78	\$ 27,537.62
Gen Gov't	\$ 2,241,307	15%	<b>Ties to FY19 Budget @ 12.31.18</b>	\$ 336,196.05	\$ 151,288.22	\$ 184,907.83
				\$ 386,264.45	\$ 173,819.00	\$ 212,445.45

246,992	City Manager
158,609	Attorney
175,912	HR
287,663	Commis
75,324	Assessor
341,610	Treasurer
489,758	Acctg & Purch
202,798	Insurance
262,641	IT
<u>2,241,307</u>	

	Eligible	Total
Road Maintenance	\$ 1,009,542.60	
Less : Street Lights	\$ (224,000.00)	
Drainage	\$ (108,000.00)	
Indirect	\$ 262,898.73	
Paving Part	\$ 940,441.33	\$ 1,261,762.00

	Eligible	All
G. Pavement	\$ 940,441.33	\$ 1,261,762.00
Traffic Control Devices	\$ 224,000.00	224,000.00
Drainage	\$ 108,000.00	108,000.00
	<u>\$ 1,272,441.33</u>	<u>\$ 1,593,762.00</u>
Emergency Snow & Ice	\$ 13,000.00	\$ 13,000.00
Engineering	-	-
Ties to Exp Summary 41330	<u>\$ 13,000.00</u>	<u>\$ 13,000.00</u>
I. Gen Admin	<u>\$ 173,819.00</u>	<u>\$ 386,264.45</u>
<b>FY19 Total Eligible</b>	<u>\$ 1,459,260.33</u>	<u>\$ 1,993,026.45</u>
<b>FY19 VDOT Revenue To Be Rec'd</b>	<u>\$ 1,621,456.00</u>	
<b>FY19 Budget Amendment</b>	<u>\$ 162,195.67</u>	

# Franklin Southampton Charities

Post Office Box 276 • 403½ North Main Street • Franklin, Virginia 23851  
Phone: 757/569-1611 • Fax: 757/569-1615 • email: fsc@franklinsouthamptoncharities.com

December 13, 2018

Mr. Clarence Monday  
Interim City Manager  
City of Franklin  
P. O. Box 179  
Franklin, VA 23851

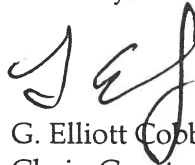
Dear Mr. Monday:

I am pleased to enclose a grant check in the amount of \$10,000, to be distributed to each of the 2 Fire and Rescue Units as follows. The Board of Directors of Franklin Southampton Charities is happy to be able to support this worthy program.

Franklin Fire Department	\$5,000
Hunterdale Fire Department	\$5,000

Please remember that we ask for a report on the usage of these funds prior to April 1 of next year. If you have any questions, please do not hesitate to contact our office.

Sincerely,



G. Elliott Cobb, Jr.  
Chair, Grants Committee

Enclosures



TO: Tracy Spence, Interim Finance Director  
FROM: R.E. Porti, Deputy Chief of Police  
SUBJ: Budget Amendment  
DATE: 22 January 2019

Ms. Spence:

As per our earlier discussion, please accept this memorandum as a request to amend the budget for our E 9-1-1 Communications Center. The Communications Center has been short staffed, having had four vacancies throughout this fiscal year.

As such, the overtime expenditures have greatly increased while the salaries line item has remained below anticipated amounts.

To balance the budgeted line items and prepare for the remainder of the fiscal year, please accept this request to transfer \$80,000 from the salaries line item to the overtime line item.

FROM	TO	AMOUNT
100-4-31130-1101	100-4-31130-1200	\$80,000

This will leave the salaries line item expensed at approximately 56%, which is on target for this point in the year.

Should you have any questions or concerns, please do not hesitate to contact me.

A handwritten signature in blue ink, appearing to be "R. Porti".

Robert E. Porti  
Deputy Chief of Police



January 23, 2019

TO: Taylor Williams, Interim City Manager  
FROM: Tracy Spence, CPA, Interim Director of Finance  
RE: Unassigned General Fund Balance Evaluation – Effect of Adoption of Budget Amendment 2019-8

General Fund Balance Policy Evaluation

FY 18-19 Revised Budget	\$	24,092,755
Percentage of General Fund Balance		16.78%
Minimum Balance Needed for 15% Policy Compliance	\$	3,613,913
Amount In Excess of Policy Minimum	\$	430,030

If additional information is needed, please advise.



## BUDGET AMENDMENT 2019-9

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 from the Rescue Squad Assistance Fund and Obici Healthcare Foundation and to appropriate such revenue for new uses;
2. recognize additional revenues from the Virginia 9-1-1 Services Board and to appropriate such revenue for new uses;
3. recognize additional revenues from the Franklin Southampton Charities and to appropriate such revenue for new uses; and
4. correct the School's fund balance appropriated to its FY19 budget to agree to the fund balance available for appropriation per its FY18 audit.

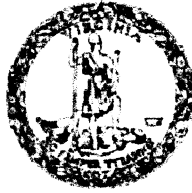
		2018-2019	AMENDED	INCREASE
		BUDGET	BUDGET	(DECREASE)
<b>100</b>	<b><u>GENERAL FUND</u></b>			
	<b>REVENUE</b>			
24040-0016	RSAF Grants	\$0	\$27,159	\$27,159
24040-1804	Obici Healthcare Foundation	0	5,000	<u>5,000</u>
				<b>\$32,159</b>
	<b>EXPENDITURES</b>			
31130-5854	EMD Training & Start Up	\$0	32,159	<u>\$32,159</u>
				<b>\$32,159</b>
<b>100</b>	<b><u>GENERAL FUND</u></b>			
	<b>REVENUE</b>			
24040-0014	PSAP Grant Police	\$118,080	\$268,080	<u>\$150,000</u>
				<b>\$150,000</b>
	<b>EXPENDITURES</b>			
31130-9007	PSAP Grant	\$118,080	\$268,080	<u>\$150,000</u>
				<b>\$150,000</b>
<b>220</b>	<b><u>FOUNDATION GRANTS</u></b>			
	<b>REVENUE</b>			
18990-3001	Franklin/Southampton Charities	\$10,000	\$20,000	<u>\$10,000</u>
				<b>\$10,000</b>
	<b>EXPENDITURES</b>			
32100-8118	Education Program-F/S Charities	\$0	\$5,000	\$5,000
91450-4009	Hunterdale Volunteer Fire Dept	10,000	15,000	<u>5,000</u>
				<b>\$10,000</b>

<b>250</b>	<b><u>SCHOOL OPERATING</u></b>			
	<b>REVENUE</b>			
41050-1000	Prior Year Budget Carryover	\$138,402	\$207,158	<u>\$68,756</u>
				<b>\$68,756</b>
	<b>EXPENDITURES</b>			
60000-0004	Operations & Maintenance Svcs	\$1,627,417	\$1,696,173	\$68,756
				<b>\$68,756</b>
<b>251</b>	<b><u>SCHOOL CAPITAL</u></b>			
	<b>REVENUE</b>			
41050-1000	Prior Year Budget Carryover	\$400,000	\$0	<u>\$(400,000)</u>
				<b>\$(400,000)</b>
	<b>EXPENDITURES</b>			
61000-7400	Other Capital Expenses	\$400,000	\$0	<u>\$(400,000)</u>
				<b>\$400,000</b>

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

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*Clerk to the City Council*



# COMMONWEALTH of VIRGINIA

Department of Health

PO BOX 2448  
RICHMOND, VA 23218

TTY 7-1-1 OR  
1-800-828-1120

January 01, 2019

Erin Winslow  
City Of Franklin Emergency Communications (911)  
1018 Pretlow St  
Franklin, VA 23851

Dear Grant Administrator:

The Office of Emergency Medical Services (OEMS) is pleased to announce that your agency has been awarded funding from the Financial Assistance for Emergency Medical Services Grant Program, known as the Rescue Squad Assistance Fund (RSAF). The attached Award Page itemizes the actual dollar value, quantity, funding level and item(s) your agency has been awarded under this program. The following documents can be completed and submitted via E-Gift:

**Memorandum of Agreement:** Must be submitted by February 28, 2019.

**Instructions for Grant Reimbursement:** All items must be submitted in order to process your reimbursement.

**Equipment Status/Final Report Form:** This form must be submitted sixty (60) days after the grant cycle deadline.

If your agency has had special conditions placed on your grant award, any and all conditions must be met in order to receive reimbursement. Items awarded may be available by state contract, [www.eva.virginia.gov](http://www.eva.virginia.gov), OEMS recommends your agency purchase under state contract if applicable.

Any funding your agency receives through Return to Localities funding cannot be used as the matching share of Rescue Squad Assistance Fund grants or any grants offered using **Four-For-Life** funds. "Any funds received from Section 16.2-694 by a non-state agency cannot be used to match any other funds derived from Section 46.2-691 by that same non-state agency".

All items awarded funding must be ordered from the vendor by **February 28, 2019** invoices for all items awarded funding must be submitted to OEMS by **July 31, 2019**. You must contact OEMS prior to the February 28, 2019 deadline if your agency has encountered difficulties in meeting these deadlines.

If you have any questions, please contact Luke Parker, OEMS Grant Program Manager at (804) 888-9106, [luke.parker@vdh.virginia.gov](mailto:luke.parker@vdh.virginia.gov) or Linwood P. Pulling, Grant Specialist at (804) 888-9105, [Linwood.Pulling@vdh.virginia.gov](mailto:Linwood.Pulling@vdh.virginia.gov) or 1-800-523-6019 for additional grant information.

Congratulations,

A handwritten signature in black ink that reads "Gary R. Brown".

Gary R. Brown, Director

**Office of Emergency Medical Services  
Consolidated Grant Program  
AWARD PAGE**

January 1, 2019 - December 31, 2019 Grant Period

**Agency Name: City Of Franklin Emergency Communications (911)**

**Grant Number: TI-C09/12-18**

<b>Item Type (Item)</b>	<b>Status</b>	<b>Quantity Funded</b>	<b>Funding % Level</b>	<b>Amount Funded</b>
Computer Aided EMD Software	FUNDED	1	50 / 50	\$27,158.50
<b>Conditions:</b> 5-Must be reviewed and approved by OEMS Communications Coordinator prior to purchase. 36-All agencies using an ePCR systems will submit in real-time unless approved in writing by the OEMS. EMS data quality will not be assessed for 30 days after an EMS incident to allow resubmission of incomplete ePCRs. 37-Agencies using ImageTrend, ZOLL, or emsCharts EMS ePCR software products must submit EMS data to VPHIB via Web-services.				
<b>Total:</b>				<b>\$27,158.50</b>

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**INTEROFFICE MEMORANDUM**

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**TO:** TRACY SPENCE, INTERIM FINANCE DIRECTOR  
**FROM:** ROBERT PORTI  
**SUBJECT:** DEPOSIT OF CHECK  
**DATE:** JANUARY 29, 2019  
**CC:** FILE

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Attached, please find the following check:

Check No. 7208 from the Obici Healthcare Foundation in the amount of \$5,000.00. This is a grant toward the purchase and implementation of Emergency Medical Dispatching.

Please appropriate and deposit into line item 100-4-31130-5854, EMD Training and Start-Up.

Thank you for your assistance!



# COMMONWEALTH of VIRGINIA

## Virginia 9-1-1 Services Board

Jeffrey D. Stern  
Chairman  
VDEM

Dorothy Spears-Dean  
PSC Coordinator  
(804) 416-6201

Jim Junkins  
Vice Chairman  
Harrisonburg-  
Rockingham ECC

January 2, 2019

Terry D. Mayo  
Board Administrative  
Assistant  
(804) 416-6197

Dear City of Franklin PSAP:

Thank you for submitting a PSAP funding request that included call handling equipment (CHE) replacement in FY2019. Your request for CHE replacement funding meets the current Grant Guidelines and was recommended for funding by the PSAP Grant Committee. I am pleased to advise you that the Virginia 9-1-1 Services Board has approved your request. You have been awarded \$150,000 for your call handling equipment (CHE) replacement project, grant ID NG911-007.

Funding for this grant award is currently available on a reimbursement basis. Reimbursements will only be made for items allowable under the current Grant Guidelines. All funding requests must be submitted on the Public Safety Grant Payment Request Form, which is available on the ISP website. The receipt(s) that substantiates the amount requested must be attached to the request at the time of submission.

Finally, in order for a funding request to be processed, the PSAP must have already submitted any required financial and grant progress reports for any previous fiscal years by the identified deadline. This includes required submission of any true-ups and supporting documentation.

If you have any questions, please do not hesitate to contact your Regional Coordinator or me via email.

Congratulations on your grant award!

Sincerely,

A handwritten signature in cursive script that reads "Lisa Nicholson".

Lisa Nicholson  
Public Safety Program Manager

David A. Von Moll  
Treasurer  
Comptroller

Terry Ellis  
Comcast

Danny Garrison  
Richmond Ambulance  
Authority

Dennis E. Hale  
Chief of Fire & EMS  
Dinwiddie County

Honorable Kevin W. Hall  
Sheriff of the City of  
Covington

Robert Layman  
AT & T

Jeffrey T. Merriman  
Verizon Communications

Lee W. Miller III  
Major  
Virginia State Police

Nelson P. Moe  
CIO - VITA

Jolena Young  
Twin County

Shawn Talmadge  
Office of the Governor  
Advisor

# Franklin Southampton Charities

Post Office Box 276 • 403½ North Main Street • Franklin, Virginia 23851  
Phone: 757/569-1611 • Fax: 757/569-1615 • email: fsc@franklinsouthamptoncharities.com

July 17, 2018

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

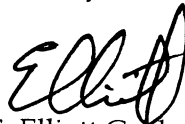
Dear Randy:

I am pleased to enclose a grant check in the amount of \$10,000, to be distributed to each of the 2 Fire and Rescue Units as follows. The Board of Directors of Franklin Southampton Charities is happy to be able to support this worthy program.

Franklin Fire Department	\$5,000
Hunterdale Fire Department	\$5,000

Please remember that we ask for a report on the usage of these funds prior to April 1 of next year. If you have any questions, please do not hesitate to contact our office.

Sincerely,



G. Elliott Cobb, Jr.  
Chair, Grants Committee

Enclosures



# Franklin City Public Schools

207 West Second Avenue  
Franklin, Virginia 23851-1713  
(757) 569-8111 • Fax (757)516-1015

## Memo

**To:** Amanda Jarratt, City Manager  
**From:** Tamara Sterling, Division Superintendent *TS*  
**Date:** February 7, 2019  
**Re:** Budget Amendment for Reduction of Prior Year Budget Request

Please make the following adjustments to the Franklin City School Divisions FY2018-2019 Budget. This amendment will result in an available fund balance of \$207,158.00 per the audited financial statements for the fiscal year ending June 30, 2018.

EXPENSE ACCOUNT FROM	ACCOUNT DESCRIPTION	EXPENSE ACCOUNT TO	ACCOUNT DESCRIPTION	AMOUNT
251-4-61000-7400	Other Capital Expenses	251-3-41050-1000	Prior Year Budget Carryover	(\$400,000.00)
250-3-41050-1000	Prior Year Budget Carryover	250-4-6000-0004	Operations and Maintenance Services	\$68,756.00



## BUDGET AMENDMENT 2019-10

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF FRANKLIN, VIRGINIA that the 2018-2019 City Budget is hereby amended to adjust the Ambulance Charges to the projected actual to be received by June 30, 2019:

		2018-2019	AMENDED	INCREASE
		BUDGET	BUDGET	(DECREASE)
<b>100</b>	<b>GENERAL FUND</b>			
	<b>REVENUE</b>			
16040-0002	Ambulance Charges	\$485,000	\$340,000	\$(145,000)
12010-0001	Local Sales & Use Taxes	1,850,000	1,870,000	20,000
				<b>\$(125,000)</b>
	<b>EXPENDITURES</b>			
12410-1200	Treasurer-Salaries Overtime	\$4,000	\$2,000	\$(2,000)
12410-3600	Treasurer-Advertising	2,000	1,000	(1,000)
12410-6021	Treasurer-Decals	10,000	6,700	(3,300)
12310-3320	Comm of Rev-Maint Svc Contracts	9,480	6,480	(3,000)
12310-3500	Comm of Rev-Printing	3,000	2,800	(200)
12310-3600	Comm of Rev-Advertising	750	450	(300)
12320-3160	Real Estate Assessor-Prof Svcs	12,650	11,400	(1,250)
32100-3310	Fire-R&M Vehicles	43,050	33,050	(10,000)
32100-3700	Fire-Laundry & Dry Cleaning	1,700	0	(1,700)
32100-6009	Fire-Vehicle Supplies	2,000	1,335	(665)
32100-8102	Fire-Office Furniture	1,000	500	(500)
32100-8115	Fire-Rescue Equipment	5,570	3,570	(2,000)
71300-3333	Parks&Rec-Contractual Svcs	49,050	47,050	(2,000)
71300-5530	Parks&Rec-Travel Subsistence	500	0	(500)
71300-5540	Parks&Rec-Travel Convention	1,000	0	(1,000)
71300-6007	Parks&Rec-R&M Supplies	8,000	6,000	(2,000)
71300-6018	Parks&Rec-Recreation Pgms	20,000	18,000	(2,000)
71300-8102	Parks&Rec-Office Furniture	3,000	0	(3,000)
71300-8107	Parks&Rec-Computers	1,000	0	(1,000)
71300-8150	Parks&Rec-ML King Center	2,500	1,500	(1,000)
81100-3160	Planning-Professional Svcs	21,367	13,367	(8,000)
81100-3500	Planning-Printing & Binding	2,000	1,200	(800)
81100-5210	Planning-Postal Services	1,000	900	(100)
81100-5540	Planning-Travel Convention	5,000	4,000	(1,000)
81100-6001	Planning-Office Supplies	2,300	1,800	(500)
81300-5856	Beautification-Gateway Enhance	16,586	13,086	(3,500)
12550-2410	Insurance-Health Ins Retirees	173,198	150,698	(22,500)
12535-2300	Utilities-Hosp/Medical Plans	36,100	24,388	(11,712)
12430-1101	Accounting-Salaries & Wages	182,538	144,065	(38,473)
				<b>\$(125,000)</b>

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

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*Clerk to the City Council*



<u>Dates Subject to Change</u>	Day	Action Item
<i>December 17, 2018</i>	Monday	<ul style="list-style-type: none"> <li>FY 2019-2020 Budget Requests Forms For Agencies Posted on City Webpage</li> </ul>
<i>January 7, 2019</i>	Monday	<ul style="list-style-type: none"> <li>FY 2019-2020 Budget Requests Due from Agencies &amp; Organizations</li> </ul>
<i>January 28, 2019</i>	Monday	<ul style="list-style-type: none"> <li>FY 2019-2020 Proposed Department Budgets Requests Due to City Manager</li> </ul>
<i>January 28, 2019*</i>	Monday	<ul style="list-style-type: none"> <li>6:00 P.M. Agencies &amp; Organizations Budget Presentations</li> </ul>
<i>February 4-14, 2019</i>	Monday	<ul style="list-style-type: none"> <li>Management Budget Meetings with Dept. Directors</li> </ul>
<i>February 19, 2019</i>	Tuesday	<ul style="list-style-type: none"> <li>6:00 P.M. – <b>Budget Work session #1</b> with City Manager/Council</li> <li>Registrar, Social Services, Inspections &amp; Community Development, Power &amp; Light, Finance, Purchasing &amp; Utility Billing</li> </ul>
<i>February 25, 2019*</i>	Monday	<ul style="list-style-type: none"> <li>7:00 P.M. - City Manager Presents Overview of Consolidated Budget Requests to City Council</li> </ul>
<i>March 4, 2019</i>	Monday	<ul style="list-style-type: none"> <li>6:00 P.M. - <b>Budget Work session #2</b> with City Manager/Council</li> <li>Commissioner, Treasurer, Police, Fire &amp; Rescue, City Attorney, City Administration (City Council, City Manager &amp; Human Resources)</li> </ul>
<i>March 7, 2019</i>	Thursday	<ul style="list-style-type: none"> <li>6:00 P.M. – <b>Budget Work session #3</b> with City Manager/Council</li> <li>Information Technology, Parks &amp; Recreation &amp; Public Works</li> </ul>
<i>March 11, 2019</i>	Monday	<ul style="list-style-type: none"> <li>FY 2019-2020 School Board Budget Submitted to City Manager</li> </ul>
<i>March 18, 2019</i>	Monday	<ul style="list-style-type: none"> <li>Budget Work session with City Council</li> </ul>
<i>March 28, 2019</i>	Thursday	<ul style="list-style-type: none"> <li>Joint Budget Work session with School Board</li> </ul>
<i>April 14, 2019</i>	Sunday	<ul style="list-style-type: none"> <li>Release Advertisement for Public Hearing</li> </ul>
<i>April 22, 2019*</i>	Monday	<ul style="list-style-type: none"> <li>6:00 P.M. – Tentative Budget Work session (as necessary)</li> <li>7:00 P.M. – Public Hearing(s) on the FY 2019-2020 Proposed Budget</li> </ul>
<i>April 29, 2019</i>	Monday	<ul style="list-style-type: none"> <li>City Council Considers action on School Board Budget</li> </ul>
<i>May 13, 2019*</i>	Monday	<ul style="list-style-type: none"> <li>City Council Considers Action on FY 2019-2020 Budget, Sets Tax Rates and Adopt Budget Resolutions</li> </ul>

\*Denotes Regularly Scheduled City Council Meeting

Note: Other Funds & Reports will be discussed during each Work session

**OLD/NEW BUSINESS**

- A. Edmunds Update**
- B. HRPDC Appointment – City Manager Amanda C. Jarratt**
- C. Monopole Discussion**
- D. City Manager’s Report**
  - 1. Open Positions Update**
  - 2. SPSA Tipping Fee**



Office Of The City Manager  
Amanda C. Jarratt

February 6, 2019

To: Franklin City Council

From: Amanda C. Jarratt, City Manager

Reference: Improvements to Hunterdale Water Tower and Antennae Needs

### **Background**

Since February of 2018 the Hunterdale water tower has been scheduled to be painted and rehabilitated. At that time the contractor sent the City of Franklin a formal request for the removal of all antenna equipment from the tank prior to the commencement of any work by their crews and listed four points of concern they had regarding the equipment. The costs of the removal of the equipment had **not been budgeted**.

The equipment located on the antennae ring, at the top of the Hunterdale tank consists of the following: HR TACRAN microwave, ORION microwave, Franklin Police Department radio antenna, and two amateur radio antennae's.

The equipment will need to be re-located for a period of four to six months during the rehabilitation process. The HR TACRAN system is the City's means of communication during times of disaster and during our EOC activation. It is the link to the Virginia Department of Emergency Management. The ORION system is the link within the Hampton Roads region to speak directly with other localities that may respond to assist our jurisdiction or us with their jurisdiction. It is also used multiple times per week to coordinate operations with a variety of taskforces that we participate in. The amateur radio antennae were utilized during times of emergency as outlined in the City's Disaster Response Plan.

### **Needed Action**

City Administration needs guidance on the following:

- Purchase or lease a temporary tower to house this radio equipment during the rehabilitation period for the tank. This estimated cost is \$171,798.64. Please note that unless a more permanent solution is approved that this will have to be done each time the Hunterdale tower is painted or rehabilitated. This is estimated to occur one time every ten years.

- We are beyond the point to have a permanent tower constructed in time to have the water tower project completed. Should Council want to pursue a more permanent solution for tower construction in the future to avoid this cost every ten years that guidance should be given. Please note that estimated cost of the tower alone is close to \$300,000.00

City staff needs direction from City Council on how to proceed with a temporary tower to allow the work to the Hunterdale water tower to proceed.

<b>Watertower Rehab Project</b>	
Removal of Equipment	\$ 30,560.00
Temporary Installation*	\$ 13,156.13
Temporary Tower**	\$ 48,000.00 ***
Reinstallation	\$ 80,082.51
<b>Total</b>	<b>\$ 171,798.64</b>
	<b>Plus Freight and Installation</b>

\*HRTacRan Microwave and Ameture Radio not

\*\*Ballast Mount Monopole Rental, \$8000.00 / Month

\*\*\* Purchase a Mobile Tower \$54,900 re-sell after

\*\*\*\* Need aproximately 50 x50 land to install either

\*\*\*\*\*If not at watertower expense of shelter and



Atlantic Communications, Inc.  
 4811 Market Drive  
 Newport News VA, 23607  
 (800) 407-8498 or (757) 380-8498

3/7/2018



Install Franklin PD Nexedge Repeater Antenna & 7/8" Transmission Line On Top of Tank

Tower Crew	1	Each
Ground Crew	1	Each

Install Amateur Antenna #1 & 7/8" Transmission Line on Top of Tank

Tower Crew	1	Each
Ground Crew	1	Each

Install Amateur Antenna #2 & 7/8" Transmission Line On Top of Tank

Tower Crew	1	Each
Ground Crew	1	Each

Install Yagi Antenna & 1/2" Transmission Line On Lower Hand Rail

Tower Crew	1	Each
Ground Crew	1	Each

Install Yagi Antenna & 1/2" Transmission Line On Lower Hand Rail

Tower Crew	1	Each
Ground Crew	1	Each

**\$ 48,800.00**

Hunterdale Re-Install Sub Total

**\$ 80,082.51**

NOTE: Reinstall Only the Following Antenna Systems:

- HRTacRAN Microwave (single path)
- ORION Transmit Antenna
- ORION Receive Antenna
- Franklin PD Nexedge Repeater Antenna
- Amateur Antenna #1
- Amateur Antenna #2
- Handrail Yagi #1
- Handrail Yagi #2

NOTE: All Interior Antenna Surge Suppressors and Jumper Assemblies Not included in this Proposal



Atlantic Communications, Inc.  
4811 Market Drive  
Newport News VA, 23607  
(800) 407-8498 or (757) 380-8498

3/7/2018



Remove Handrail Yagi #1 and 1/2" Transmission Line from Lower Handrail

Tower Crew	1	Each
Ground Crew	1	Each

Remove Handrail Yagi #2 and 1/2" Transmission Line from Lower Handrail

Tower Crew	1	Each
Ground Crew	1	Each

Hunterdale Removal Sub Total

**\$ 30,560.00**

NOTE: Remove all Antenna Systems. No Electrical Systems to be Removed Under This Proposal. Antennas will be saved for reuse. All components such as: transmission lines, hangers, etc. will be disposed of.

NOTE: All Interior Antenna Surge Arrestors and Jumper Assemblies to be Left In Place, As Is.

## 150' LMS Mobile Tower COW

List Price: ~~\$110,000.00~~

Our Low Price: **\$54,900.00**



Category: [Mobile Towers](#)

### Description

#### Description

- Barely used 150' COW
- 120 MPH Design Wind
- 750 lb payload
- 2013 DOM
- Operational & road ready
- Can ship today!



#### Related products



US Tower COW  
Trailer



106' TowerWorx  
with Shelter &  
Generator



124' FWT COW  
Mobile Command  
Units

#### Safety is a primary concern at Tower Direct.

Only trained, experienced, qualified, certified, and insured professional tower installers should ever attempt the installation, service, or dismantling of any tower. A local professional engineer should be involved in the tower selection and to verify the installation is adequate to support all intended loads. All safety information for any tower is the responsibility of the installer & tower buyer.

SAVE \$\$\$ ON COAX



### Questions?

- ▶ [Contact Tower Direct](#)

### Products

- ▶ Towers
  - ▶ Guyed Towers
  - ▶ Mobile Towers (COWs)
  - ▶ Monopole Towers
  - ▶ Monopole Rentals
  - ▶ Self-Supporting Towers
  - ▶ Concealment Towers (Stealth)
  - ▶ Tower Lighting
  - ▶ Wireless Internet Towers
- ▶ Shelters
  - ▶ Shelter Bargain Bin
- ▶ Cabinets
- ▶ Generators
- ▶ Batteries
- ▶ Vehicles
- ▶ Accessories
- ▶ Coax
- ▶ Fiber

### Services

- ▶ Audits
- ▶ Wireless Classifieds
- ▶





March 21, 2017

CITY OF FRANKLIN  
1018 Pretlow St  
Franklin, VA 23851

Attn: Bruce Edwards, ENP  
757-562-8696

Dear Mr. Edwards, ENP:

Per your recent request, please find following our quotation for a 198' Sabre Monopole.

If you have any questions or require further information, please feel free to contact me at (800) 369-6690, ext. 11610.

Sincerely,  
**SABRE COMMUNICATIONS**

A handwritten signature in black ink that reads "Heath Peterson".

Heath Peterson  
Government/Utility Sales Manager

Enclosure: Per Above

NASPO: rr

*\$1*  
*214,748*

*\* NOT INCLUDING LANDWORK : Generation*

**PROPOSAL**

Prepared for: **CITY OF FRANKLIN**  
1018 Pretlow St  
Franklin, VA 23851  
Attn: Bruce Edwards, ENP

Proposal No.: 17-6272-NASPO  
Date: 3/21/2017 Page 1 of 8  
Reference: 198' Monopole/198' SST, VA  
Freight: Origin

**SABRE MONOPOLE**

Quantity of one (1) Sabre Monopole. The monopole has an overall height of 198'. The overall height of this monopole includes the foundation projection.

The monopole will be eighteen-sided and tapered in design with a top diameter of 16.25" and a base diameter of 56.97".

The monopole will be designed for a basic wind speed of 95 mph with 0" of radial ice, and 30 mph with 3/4" of radial ice, in accordance with ANSI/TIA-222-G.

**Revision G Parameters:**

- Structure Class III
- Exposure Category C
- Topographic Category I

**\*\*Refer to Notes section for definitions of Revision G parameters.**

The monopole will be designed to support the following equipment:

	ANTENNA MODEL NUMBER (QTY)	RADOME		ELEVATION C.O.R.	TX. LINE SIZE & TYPE	FREQUENCY	AZIMUTH TO NORTH	ANTENNA MOUNT	MOUNT PROVIDED	
		YES	NO						YES	NO
1	(1) 20' Dipole Antenna		X	193' At Base	(1) 7/8"	N/A	Unknown	One (1) 3' Sidearm with Collar Mount	X	
2	(12) 8' x 1' x 7in Panel Antennas		X	191'	(12) 7/8"	N/A	Unknown	Three (3) 10' V-Boom Sector Mounts with 3' Standoff with Collar Mount		X
3	(12) RRU's (1.88' x 1.2' x 10.44")		X	191'	(12) 3/8"	N/A	Unknown	Same as above		X
4	(12) 8' x 1' x 7in Panel Antennas		X	180'	(12) 7/8"	N/A	Unknown	Three (3) 10' V-Boom Sector Mounts with 3' Standoff with Collar Mount		X
5	(12) RRU's (1.88' x 1.2' x 10.44")		X	180'	(12) 3/8"	N/A	Unknown	Same as above		X
6	(12) 8' x 1' x 7in Panel Antennas		X	170'	(12) 7/8"	N/A	Unknown	Three (3) 10' V-Boom Sector Mounts with 3' Standoff with Collar Mount		X
7	(12) RRU's (1.88' x 1.2' x 10.44")		X	170'	(12) 3/8"	N/A	Unknown	Same as above		X
8	(1) 20' Dipole Antenna		X	163' At Base	(1) 7/8"	N/A	Unknown	One (1) 6' Sidearm with Collar Mount	X	
9	(1) 3' H.P. Dish		X	125'	(1) EW63	6 GHz	0°	One (1) Pipe Mount (up to 6' Dish) with Collar Mount	X	

**PROPOSAL**

Prepared for: **CITY OF FRANKLIN**  
1018 Pretlow St  
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Proposal No.: 17-6272-NASPO  
Date: 3/21/2017 Page 2 of 8  
Reference: 198' Monopole/198' SST, VA  
Freight: Origin

<b>ITEM I</b>	<b>MONOPOLE MATERIALS</b> .....	<b>\$70,328.00</b>
	(NASPO 5% Discount).....	<b>\$66,812.00</b>

Materials to be provided include:

- Complete monopole steel and hardware
- Anchor bolts and templates, (22) bolts 84" long
- Step Bolts
- One (1) 3' Sidearm with Collar Mount at the 193' elevation
- One (1) 6' Sidearm with Collar Mount at the 163' elevation
- One (1) Pipe Mount (up to 6' Dish) with Collar Mount at the 125' elevation
- Eleven (11) 6" x 12" access ports with J hooks (see notes)
- One (1) 8" x 12" access ports with J hooks (see notes)
- Three (3) 10.5" x 25.5" access ports (see notes)
- 200' safety climb without harness
- One (1) 2-7/8" x 15' lightning rod ext.
- One (1) 5' x 5/8" lightning rod copper clad
- One (1) tinned buss bar (1/4" x 4" x 20", 51 holes kit)
- P.E. certified profile drawings (see notes)
- P.E. certified foundation design (see notes)
- Final erection drawings

<b>ITEM II</b>	<b>SBS CONCRETE SHELTER (NASPO Part# 15-10742-C3)</b> .....	<b>\$43,980.00</b>
	(NASPO 7% Discount) .....	<b>\$40,900.00</b>

**Estimated Freight to Franklin, Virginia Catalog Price** ..... **\$ 5,350.00**

**Building Size:**

- ◆ Exterior: 11'-6" W x 20'-0" L x 10'-1" H
- ◆ Roof overhang: 2 1/2"
- ◆ Interior: 10'-5" W x 18'-11" L x 9'-0" H
- ◆ Est. Weight: 48,000lbs (does not include customer supplied equipment)

**Design Loading:**

- ◆ Floor Load: 251psf
- ◆ Roof Load: 93psf
- ◆ Ground Snow Load: 161psf
- ◆ Walls: 150 mph (standard Cellxion design)
- ◆ Seismic Zone: 4 (standard Cellxion design)
- ◆ Seismic Design Category: E (standard Cellxion design)

**Construction Type:**

- ◆ Floor: 5 3/4" lightweight concrete, waffle-type construction
- ◆ Walls: 4" solid lightweight concrete; 2 – Hour Fire-rated Construction per UBC
- ◆ Roof: solid lightweight concrete, 4" at eaves and 5" at ridge, gable design
- ◆ Step-joint floor perimeter design
- ◆ 5000 psi lightweight concrete
- ◆ Reinforcing steel #4 & #6 bars; 60,000 psi (Grade 60 ASTM-615)

**PROPOSAL**

Prepared for: **CITY OF FRANKLIN**  
**1018 Pretlow St**  
**Franklin, VA 23851**  
**Attn: Bruce Edwards, ENP**

Proposal No.: **17-6272-NASPO**  
Date: **3/21/2017** Page **3** of **8**  
Reference: **198' Monopole/198' SST, VA**  
Freight: **Origin**

- ◆ Ballistics tested for *U.L.752* Level IV (HPR - 30.06 – Point Blank Range)
- ◆ Walls: washed aggregate sealed exterior finish
- ◆ Roof: troweled surface, sealed and liquid applied roofing membrane
- ◆ Walls: R-13
- ◆ Ceiling: R-17
- ◆ Floor: R-5

**Interior Finish:**

- ◆ Walls: white high density polyethylene (NRP) over 7/16" OSB
- ◆ Floor: 1/8" x 12" x 12" commercial grade vinyl tile with 4" base cove
- ◆ Ceiling: white high density polyethylene (NRP) over 7/16" OSB

**Entry:**

- ◆ One (1) 3070, galvanized, insulated, primed & painted, 18GA steel door, with cylinder prep or equivalent (CX p/n 500110)
- ◆ One (1) 3070, 16GA steel door frame, cylinder prep, or equivalent (CX p/n 501004)
- ◆ One (1) lockset, deadbolt, Best or equivalent (CX p/n 504503)
- ◆ One (1) lockset, construction core, Best, MAG-LA or equivalent (CX p/n 504501)
- ◆ Two (2) keys, construction operation, Best, MAG-LA or equivalent (CX p/n 504108)
- ◆ Two (2) pull handles
- ◆ One (1) 6" lockset pick guard, Precision, 1625-6" or equivalent (CX p/n 504518)
- ◆ One (1) hydraulic door closer, w-hold open or equivalent (CX p/n 504109)
- ◆ One (1) set door weather-stripping
- ◆ One (1) set anti-friction bearing door hinges, non-removable pin
- ◆ One (1) door drip cap
- ◆ One (1) 6" door hold latch

**Electrical:**

- ◆ One (1) loadcenter, 40 space, 120/240v, 200 amp main breaker, 1 phase, NEMA 1, Square D, QO140M200 & cover or equivalent, breakers as required (CX p/n 430077, 430078)
- ◆ One (1) 2" sleeved ac power entry
- ◆ One (1) surge arrestor, Atlantic Scientific, #11214 or equivalent (CX p/n 440089)
- ◆ Six (6) duplex receptacles, 125v, 20 amp, NEMA 5-20R, Leviton, CR20V-BU or equivalent (CX p/n 430034) – wall mounted
- ◆ One (1) exterior GFCI receptacle, 125v, 20 amp, NEMA 5-20R, Cooper VGF20V or equivalent in weather proof box & cover (CX p/n 430033, 430030)

**Lighting:**

- ◆ Six (6) interior fluorescent light fixture, 32 watt, 2 bulb, 4 ft., T-8 with electronic ballast and wrap-around lens cover (CX p/n 470615, 470047 & (2) 470058)
- ◆ One (1) interior light switch, 120v, 15 amp

**HVAC:**

- ◆ Two (2) wall mounted HVAC unit, 36,000 BTU, 5kw Heat Strip, 410A refrigerant, Marvair, AVPA36ACA-050NU or equivalent (CX p/n 520277)
- ◆ One (1) lead lag controller, Marvair, Commstat 4 or equivalent (CX p/n 460138)
- ◆ HVAC supply and return grilles

**PROPOSAL**

Prepared for: **CITY OF FRANKLIN**  
1018 Pretlow St  
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Proposal No.: 17-6272-NASPO  
Date: 3/21/2017 Page 4 of 8  
Reference: 198' Monopole/198' SST, VA  
Freight: Origin

**Grounding:**

- ◆ Halo ground, #2 green insulated stranded copper around inside perimeter of building with (4) #2 green insulated stranded copper drops – 10feet of extra wire coiled for attachment to site ground ring
- ◆ Two (2) ¼" x 4" x 20" copper ground bar, mounted on insulators/standoff (CX p/n 540106), one interior, one exterior
- ◆ Metallic grounding, #6AWG green stranded copper : electrical panels, hvac grilles, cable ladder, etc
- ◆ Door grounding: ½" braided copper strap
- ◆ Four (4) 1" diameter PVC penetrations through wall for ground exit

**Cable Entry & Cable Ladder:**

- ◆ One (1) 8-hole, 4" diameter Microflex waveguide entry, 2x4 configuration with sealing caps (CX p/n 530003)
- ◆ Cable ladder can be quoted upon request
- ◆ One (1) telco entry port, 4" diameter PVC

**Miscellaneous:**

- ◆ Three (3) set of PE sealed drawings
- ◆ One (1) wall pocket tray for files
- ◆ Furnish all anchorage connection brackets and lifting lugs as required to offload and secure shelter to customer supplied foundation
- ◆ Shelter operations and maintenance manual
- ◆ Building will meet all Federal, State and Local Codes

**ITEM III**      **GEOTECHNICAL REPORT (NASPO Part# 16-4509-1)..... \$5,560.00**  
                    (NASPO 5% Discount) ..... **\$5,299.00**

Provide Geotechnical report based on one (1) borings, up to 50' deep.

**ITEM IV**      **TOWER FOUNDATION INSTALL (NASPO Part# 16-4509-14) per yd..... \$1,125.00**  
                    (NASPO 5% Discount) per yd..... **\$1,073.00**

Install foundations based on presumptive clay soil, per TIA-222-G.

**ITEM V**      **SHELTER FOUNDATION INSTALL (NASPO Part# 16-4509-6) ..... \$10,718.00**  
                    (NASPO 5% Discount) ..... **\$10,213.00**

Supply and install one (1) 12'x20' concrete pad w/ 3'x4' concrete stoop





**PROPOSAL**

Prepared for: **CITY OF FRANKLIN**  
 1018 Pretlow St  
 Franklin, VA 23851  
 Attn: Bruce Edwards, ENP

Proposal No.: 17-6272-NASPO  
 Date: 3/21/2017 Page 5 of 8  
 Reference: 198' Monopole/198' SST, VA  
 Freight: Origin

**ITEM VI TOWER ERECTION (NASPO Part# 16-4509-21)..... \$22,514.00**  
 (NASPO 5% Discount)..... **\$22,407.00**

The following is included in the monopole erection price:

- Offload monopole materials from truck and inventory
- Erect monopole steel complete
- Install step bolts
- Install one (1) 3' Sidearm with Collar Mount at the 193' elevation
- Install one (1) 6' Sidearm with Collar Mount at the 163' elevation
- Install one (1) Pipe Mount (up to 6' Dish) with Collar Mount at the 125' elevation
- Install 200' safety climb without harness
- Install one (1) 2-7/8" x 15' lightning rod ext.
- Install one (1) 5' x 5/8" lightning rod copper clad
- Install one (1) tinned buss bar (1/4" x 4" x 20", 51 holes kit)

**ITEM VII OFF-LOAD AND SET SHELTER (NASPO PART# 16-4509-2) ..... \$13,553.00**  
 (NASPO 5% Discount)..... **\$12,916.00**

Supply crane and equipment to off-load and set concrete shelter. Set up misc materials shipped with building and secure building to concrete pad.

**ITEM VIII GROUND SYSTEM INSTALL (NASPO# 16-4509-34)..... \$12,701.00**  
 (NASPO 5% Discount)..... **\$12,104.00**

Supply and install site grounding system for a 50'x50' compound area to include tying into (tower, shelter halos includes waveguide bridge posts, tower / shelter buss bars, and fence posts) per Motorola R-56 Grounding standards.

**ITEM IX ELECTRICAL (NASPO Part# 16-4509-23)..... \$15,625.00**  
 (NASPO 5% Discount)..... **\$14,890.00**

Supply and install h-frame w/ one meter disconnect. Supply and install (2) 3" PVC conduits from the existing transformer (estimated distance of 100') to the h-frame and (1) 3" PVC conduit from the h-frame to the shelter (includes electrical wire).

**ITEM X COMPOUND (NASPO PART# 16-4509-28) ..... \$ 1,832.00**  
 (NASPO 5% Discount)..... **\$ 1,746.00**

Supply and install 500 sq. ft compound w/ rock and weed barrier for a minimum of 25'x25' compound.



**PROPOSAL**

Prepared for: **CITY OF FRANKLIN**  
 1018 Pretlow St  
 Franklin, VA 23851  
 Attn: Bruce Edwards, ENP

Proposal No.: 17-6272-NASPO  
 Date: 3/21/2017 Page 6 of 8  
 Reference: 198' Monopole/198' SST, VA  
 Freight: Origin

**ITEM XI** **ADDITIONAL COMPOUND (NASPO Part# 16-4509-29)** ..... \$ 7,329.00  
 (NASPO 5% Discount) ..... \$ 6,983.00

Each additional sq. ft of rock and weed barrier (\$5.25 per square foot x an additional 2,000 sq. ft.).

**ITEM XII** **FENCE (NASPO PART# 16-4509-32)** ..... \$ 6,772.00  
 (NASPO 5% Discount) ..... \$ 6,453.00

Supply and install a minimum of 100' LF of fence 7' tall & (3) strand barb wire w/ dual 8' gate and (1) 4' walk through gate

**ITEM XIII** **ADDITIONAL FENCE (NASPO PART# 16-4509-32)** ..... \$ 6,772.00  
 (NASPO 5% Discount) ..... \$ 6,453.00

Supply and install (1) additional LF of fencing material (additional 100LF required x \$68 per LF).

**IONOPOLE FREIGHT TO ISLE OF WIGHT COUNTY, VIRGINIA** ..... \$ 7,009.00

**ANCHOR BOLT FREIGHT TO ISLE OF WIGHT COUNTY, VIRGINIA** ..... \$ 593.00

**NOTES:** Terms will be reviewed upon receipt of order.

**Classification of Structure:**

- Class Three  
 Structures used primarily for essential communications such as: civil or national defense, emergency, rescue or other disaster operations, military and navigation facilities.

**Exposure Category:**

- Exposure C  
 Open terrain with scattered obstructions having heights generally less than 30 feet. This category includes flat, open country, grasslands and shorelines in hurricane prone regions. *Exposure C is the standard default for exposure categories.*

**Topographic Category:**

- Category 1  
 No abrupt changes in general topography, e.g. flat or rolling, no wind speed-up consideration shall be required. *Category one is the standard default for the topographic categories.*

This quotation is based on ANSI/TIA-222-G and Customer provided specifications. Any information not provided by ANSI/TIA-222-G or the Customer has not been considered.

Foundation and anchor bolt designs are based strictly on ANSI/TIA-222-G. Any additional requirements may result in increased foundation size and price increases.



**PROPOSAL**

**Prepared for:** CITY OF FRANKLIN  
1018 Pretlow St  
Franklin, VA 23851  
Attn: Bruce Edwards, ENP

**Proposal No.:** 17-6272-NASPO  
**Date:** 3/21/2017 **Page 7 of 8**  
**Reference:** 198' Monopole/198' SST, VA  
**Freight:** Origin

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**Dimensional information is preliminary only; it may change based on final engineering.**

All Sabre mounts are designed in accordance with antenna specifications. If different pipe size is required at time of order, additional costs may be incurred.

Cable type safety climbing device provided does not include harness.

Site must be easily accessible for trucks delivering monopole steel and concrete, cranes, drill rigs, and all other equipment required to perform the job.

Foundation installation price quoted foundations based on presumptive clay soil, per TIA-222-G and is subject to change once Sabre Communications receives a soils report.

Customer to secure all permits.

This quote is based on non-union, non-prevailing wages, and non-winter working conditions.

All deviations, alterations, field changes, engineering changes, or architectural changes to the implied scope of work will be bill accordingly on a time and materials basis.

Any downtime or remobilization due to circumstances beyond our control will be billed accordingly.

Sabre's standard access port size is 6" x 12". If access ports other than as specified in this proposal are required, additional costs may be incurred.

Three (3) access ports will be provided. Elevations and azimuths must be specified at the time of order.

Freight charges quoted are for provided materials only. Additional freight charges may be incurred with the order of additional items.

All antennas, transmission lines, jumpers, ground kits, hangers, and hardware are to be provided and installed by others.

All monopole materials will be hot dip galvanized as outlined in ASTM A-123.

This proposal does not include any sales, use, excise, contractors or any other taxes not specifically detailed in this proposal.

The permit package includes a profile drawing of the structure with member sizes; descriptive notes; structural calculations; a table of supported antennas, mounts and feedlines; and a foundation sketch and calculations (if applicable).

Storage charges of \$350.00 per month may apply starting sixty (60) days after original scheduled ship date.



**PROPOSAL**

**Prepared for:** CITY OF FRANKLIN  
1018 Pretlow St  
Franklin, VA 23851  
Attn: Bruce Edwards, ENP

**Proposal No.:** 17-6272-NASPO  
**Date:** 3/21/2017 **Page 8 of 8**  
**Reference:** 198' Monopole/198' SST, VA  
**Freight:** Origin

**Due to material price fluctuations, Sabre reserves the right to review all material pricing prior to accepting any order. Any structure order placed on hold is subject to a price review at the time of its release from hold status.**

**Due to freight price fluctuations, Sabre reserves the right to review all freight pricing prior to accepting any order.**

Pricing is subject to review at the time of order. Additional costs may be applied at that time.

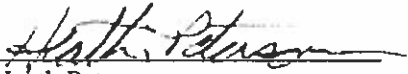
**Prices are valid for 30 days.**

**Title, ownership, risk of loss, risk of material obsolescence and risk of material market value decline shall pass to the Customer upon invoicing or shipment to Customer, whichever occurs earlier in time.**

*Delivery will be approximately 6 to 8 weeks after receipt of required information and contingent upon backlog at the time of order.*

This proposal is based on the terms and conditions proposed above including the attached standard terms and conditions and is subject to our review and final acceptance of your order. No other terms are valid unless signed by an authorized officer of Sabre Communications.

Submitted By: Sabre Communications Corporation

  
Heath Peterson  
Government/Utility Sales Manager

Acceptance of Customer:

Please enter our order for the above items in accordance with this proposal.

Signature \_\_\_\_\_

Name (print) \_\_\_\_\_

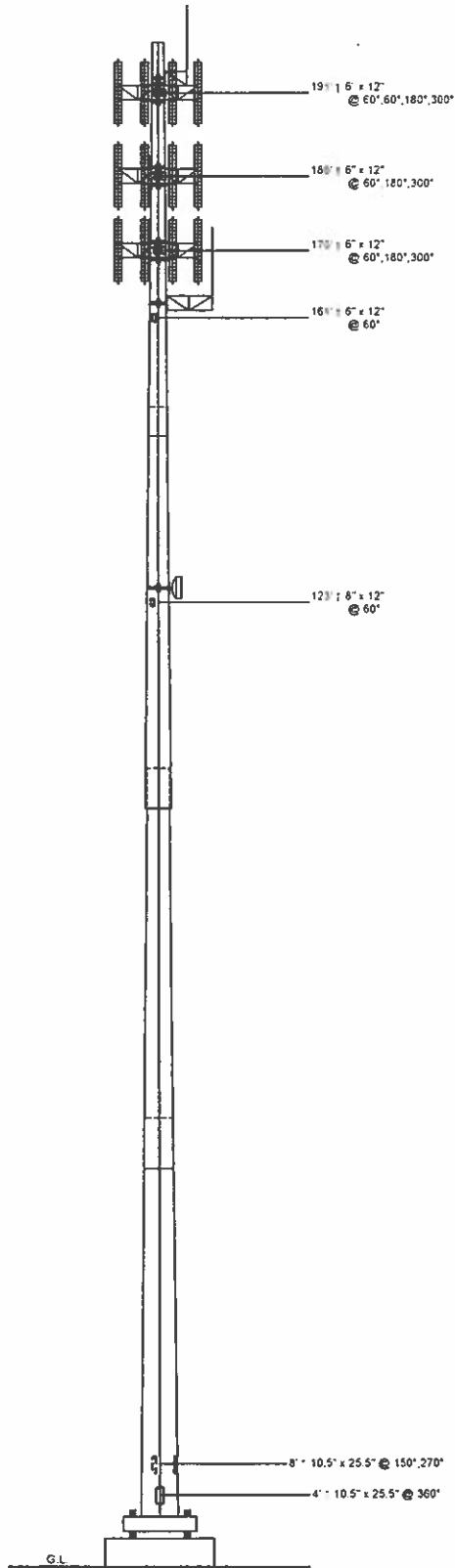
Title \_\_\_\_\_ Date \_\_\_\_\_

Purchase Order No. \_\_\_\_\_

J MAY CHANGE UPON FINAL DESIGN

SIZES ARE PRELIM

Length (ft)	53'-3"	53'-6"	52'-9"
Number Of Sides	19	5'-3"	A
Lap Splice (ft)	6'-9"	26.32'	16.25'
Top Diameter (in)	45.29"	36.03"	27.82"
Bottom Diameter (in)	56.97"	47.77"	
Taper (ft/ft)	0.2194		
Grade	A572-65		
Weight (lbs)	17276	8540	4411
Overall Steel Height (ft)	12671	197	



### Designed Appurtenance Loading

Elev	Description	Tx-Line
203	(1) 20' dipole	(1) 7/8"
193	3ft Sidearm	
191	3V-Boom - 10ft Face - 3ft Standoff	
191	(12) 8' x 1' x 7in Panel	(12) 7/8"
191	(12) RRU (1.88' x 1.2' x 10.44")	(12) 3/8"
180	3V-Boom - 10ft Face - 3ft Standoff	
180	(12) 8' x 1' x 7in Panel	(12) 7/8"
180	(12) RRU (1.88' x 1.2' x 10.44")	(12) 3/8"
173	(1) 20' dipole	(1) 7/8"
170	3V-Boom - 10ft Face - 3ft Standoff	
170	(12) 8' x 1' x 7in Panel	(12) 7/8"
170	(12) RRU (1.88' x 1.2' x 10.44")	(12) 3/8"
163	6ft Sidearm	
125	(1) Dish Mount (Monopole Only) - Pipe Mount (up to 6' Dish)	
125	(1) 3' H.P. Dish	(1) EW63

### Load Case Reactions

Description	Axial (kips)	Shear (kips)	Moment (ft-k)	Deflection (ft)	Sway (deg)
3s Gusted Wind	64	48.11	7207.53	24.5	14.63
3s Gusted Wind 0.9 Dead	47.95	48.41	7103.58	23.96	14.23
3s Gusted Wind&Ice	100	5.22	867.28	3.25	1.93
Service Loads	53.29	9.39	1413.81	5.05	2.94

### Base Plate Dimensions

Shape	Diameter	Thickness	Bolt Circle	Bolt Qty	Bolt Diameter
Round	69.75"	2.5"	64"	22	2.25"

### Material List

Display	Value
A	4' - 0"

### Notes

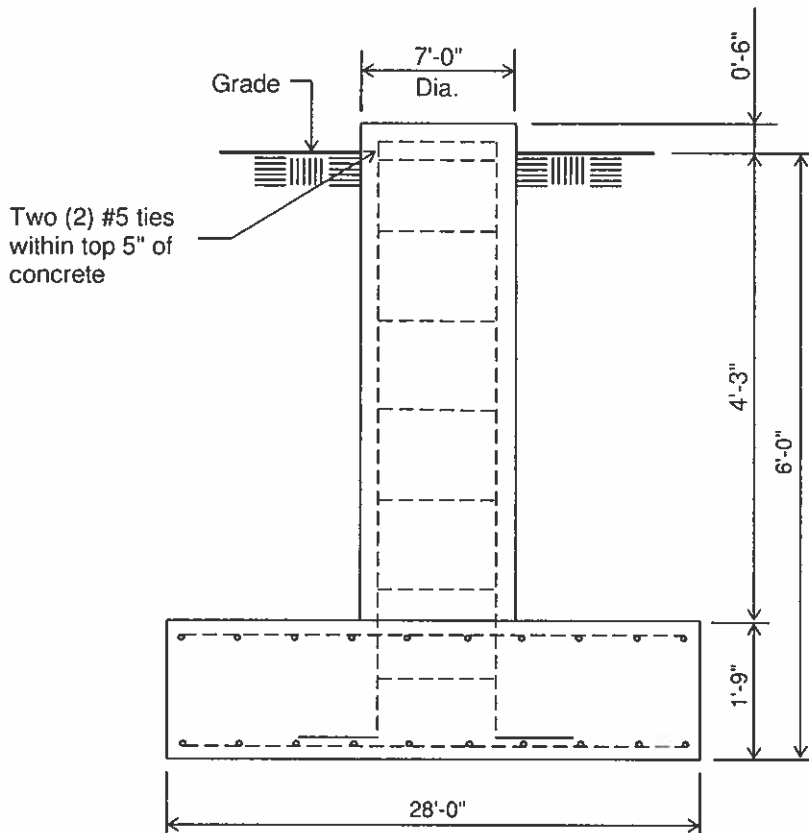
- 1) Antenna Feed Lines Run Inside Pole
- 2) All dimensions are above ground level, unless otherwise specified.
- 3) Weights shown are estimates. Final weights may vary.
- 4) The Monopole was designed for a basic wind speed of 95 mph with 0" of radial ice, and 30 mph with 3/4" of radial ice, in accordance with ANSI/TIA-222-G, Structure Class III, Exposure Category C, Topographic Category 1.
- 5) Full Height Step Bolts

	<b>Sabre Communications Corporation</b> 7101 Southbridge Drive P.O. Box 658 Sioux City, IA 51102-0658 Phone: (712) 258-6690 Fax: (712) 279-0614	Quote: 17-6272-NASPO
		Customer: CITY OF FRANKLIN
		Site Name: 198' SST, VA
		Description: 198' Monopole
<small>Information contained herein is the sole property of Sabre Communications Corporation, constitutes a trade secret as defined by Iowa Code Ch. 550 and shall not be reproduced, copied or used in whole or part for any purpose whatsoever without the prior written consent of Sabre Communications Corporation.</small>		Date: 3/9/2017 By: RKR Page 1

**Customer: CITY OF FRANKLIN**  
**Site: 198' SST, VA**

198' Monopole at  
95 mph Wind with no ice and 30 mph Wind with 0.75 in. Ice per ANSI/TIA-222-G.

**PRELIMINARY -NOT FOR CONSTRUCTION-**



**ELEVATION VIEW**

(57.59 Cu. Yds.)  
(1 REQUIRED; NOT TO SCALE)

**Notes:**

- 1). Concrete shall have a minimum 28-day compressive strength of 4500 PSI, in accordance with ACI 318-11.
- 2). Rebar to conform to ASTM specification A615 Grade 60.
- 3). All rebar to have a minimum of 3" concrete cover.
- 4). All exposed concrete corners to be chamfered 3/4".
- 5). The foundation design is based on presumptive clay soil as defined in ANSI/TIA-222-G-2005. It is recommended that a soil analysis of the site be performed to verify the soil parameters used in the design.
- 6). The foundation is based on the following factored loads:  
Moment (kip-ft) = 7207.53  
Axial (kips) = 64  
Shear (kips) = 48.11

Rebar Schedule per Pad and Pier	
Pier	(38) #10 vertical rebar w/ hooks at bottom w/ #5 ties, two within top 5" of top of pier then 12" C/C
Pad	(66) #8 horizontal rebar evenly spaced each way top and bottom (264 total)

- 7). 4.25 ft of soil cover is required over the entire area of the foundation slab.



*Office Of The City Manager  
Amanda C. Jarratt*

February 6, 2019

To: Franklin City Council

From: Amanda C. Jarratt, City Manager

Reference: City Managers Report

**Open Positions Update**

- The Human Resources Manager, and Police Chief positions are currently advertised. We will begin to review applications as they come in. The applications for Parks and Rec Director are under review. I anticipate scheduling interviews over the next few weeks.

**SPSA Tipping Fee**

- A question was raised at a previous City Council meeting regarding the reduction of the SPSA tipping fee. The fee was not reduced in the 2018-2019 fiscal year. We can discuss the review and reduction as a part of the 2019-2020 budget review.

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