



Community



Growth



Photo Courtesy of High Ground Services



CITY OF FRANKLIN BUDGET DOCUMENT
For the Period July 1, 2015 - June 30, 2016
Prepared by the Department of Finance



Spirit



Photo Courtesy of Downtown Franklin Association

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FY 2015-2016 BUDGET DETAIL
SEE INDEX FOR PAGE NUMBER REFERENCE



CITY COUNCIL

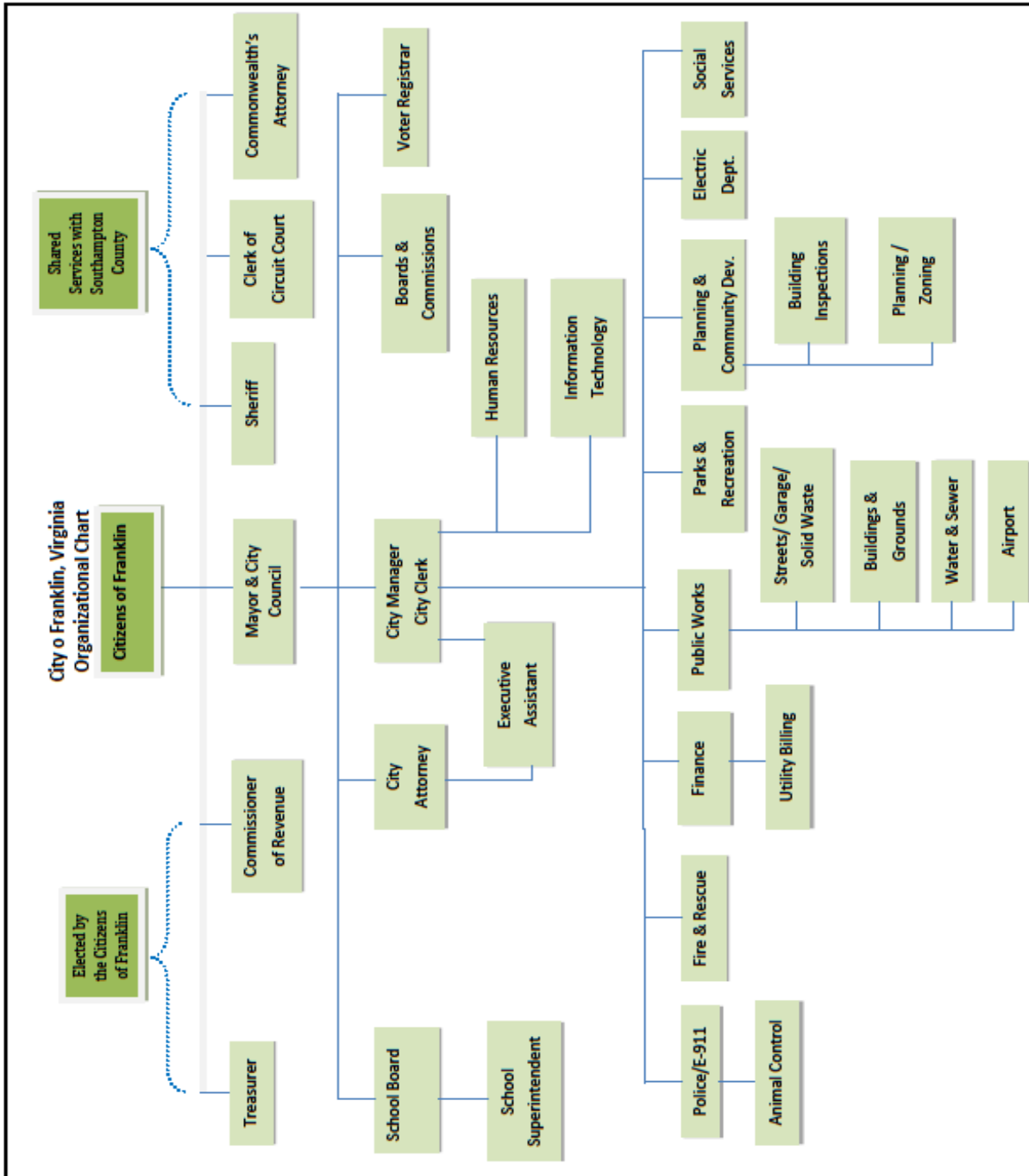
RAYSTINE D. JOHNSON-ASHBURN	MAYOR, AT LARGE
BARRY W. CHEATHAM	VICE-MAYOR, WARD 1
BRENTON D. BURGESS	WARD 2
GREGORY MCLEMORE	WARD 3
MONA L. MURPHY	WARD 4
MARY E. HILLIARD	WARD 5
FRANK W. RABIL	WARD 6

CITY MANAGER

R. RANDY MARTIN

CITY STAFF

H. TAYLOR WILLIAMS, IV.	CITY ATTORNEY
BRENDA B. RICKMAN	COMMISSIONER OF THE REVENUE
DINAH M. BABB	TREASURER
MELISSA D. ROLLINS	DIRECTOR OF FINANCE
CAROLYN JOYNER	HUMAN RESOURCES MANAGER
JENNIFER MAYNARD	REGISTRAR
PHILLIP M. HARDISON	CHIEF OF POLICE
VINCE P. HOLT	CHIEF OF EMERGENCY SERVICES
DONALD E. GOODWIN	DIRECTOR OF COMMUNITY DEVELOPMENT
RUSSELL L. PACE	DIRECTOR OF PUBLIC WORKS
FRANK DAVIS	ACTING DIRECTOR OF PARKS & RECREATION
MARK BLY	DIRECTOR OF FRANKLIN POWER & LIGHT
C. ALAN HOGGE	DIRECTOR OF SOCIAL SERVICES
DR. WILLIE BELL JR.	SUPERINTENDENT OF FRANKLIN PUBLIC SCHOOLS



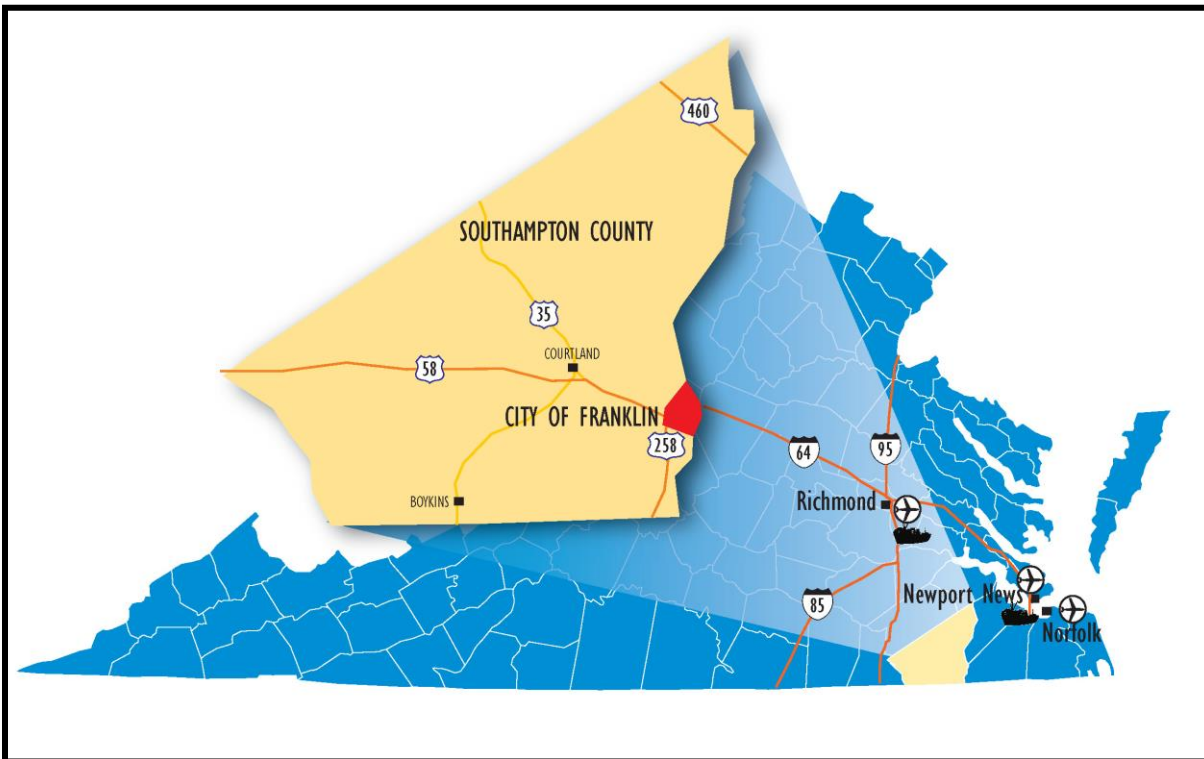


CITY PROFILE

Location

The independent City of Franklin is located in southeastern Virginia immediately adjacent to the Virginia Beach-Norfolk Newport News Metropolitan Area (MSA) and approximately nine miles from the North Carolina State line. It is surrounded by Southampton and Isle of Wight Counties. The community has historically been the center of trade and transportation for the surrounding countryside owing largely to its: location on the Blackwater River; service availability of the railroad; proximity to the Port of Virginia; and, access to two major U.S. highways (U.S. 58 and U.S. 460) which connect to Interstates 95 and 85 to the West.

The Port of Hampton Roads is 45 miles east; Richmond, the state capital, is 75 miles to the northwest; Washington D.C. is 195 miles north.



Source: Franklin Southampton Economic Development Inc. Community Profile

<u>Population Trends (1)</u>	<u>Franklin</u>	<u>Virginia</u>
2013	8638	8,270,345
2010	8582	8,001,024

<u>Income (1)</u>	<u>Franklin</u>	<u>Virginia</u>
Median Household Income (2009-2013)	\$31,928	\$63,907
Per Capita Income (2009-2013)	\$19,588	\$33,493

<u>Unemployment Rate (2)</u>	<u>Franklin</u>	<u>Virginia</u>
Unemployment Rate (June 30, 2014)	8.2%	5.4%
Unemployment Rate (Mar 31, 2015)	7.5%	4.8%

<u>Education (3)</u>	
J.P. Morton Elementary School	654 students
J.P. King Middle Skill	264 students
Franklin High School	283 students
Public School Enrollment March 31 st ADM (2014-15)	1201

<u>Education (4)</u>	
Public School Enrollment (Revised Current Year Estimate)	1109
Average Expenditures Per Pupil (2014-15) Estimate	\$15,653
Average Expenditures Per Pupil (2013-14) Actual	\$12,925

<u>Franklin Utilities (5)</u>	
Customer Accounts Serviced by Power & Light-	5546
Customer Accounts Serviced by Water & Sewer	3437
Customer Accounts Serviced by Solid Waste	2838

Data Sources:

- (1) U.S. Census Bureau
- (2) Bureau of Labor Statistics
- (3) Virginia Department of Education
- (4) Franklin City Public Schools Website
- (5) City Records

FY 15-16 ADOPTED BUDGET

QUICK REFERENCE GUIDE

The following reference guide will assist the reader with answering some commonly asked questions about the City of Franklin's Fiscal Year 2015-16 Budget:

If the question is.....	See.....	Page #.....
What are the major policy issues in the FY 2015-2016 Budget?	Manager's Message	8-19
What is the real estate tax rates & fees?	Manager's Message City Tax Rate Table	8-19 38
What are the City Council Priorities?	City Council Priorities	20-30
What agencies and organizations receive funding support from the City?	City Council Priorities Exhibit A – Budget Detail	20-30 14-15
What is the personal property tax rate and other local taxes & fees?	FY 15-16 Tax Rates	38
What are the City's major general fund revenue sources?	Summary of All Budgeted Funds Revenue Summary – General Fund	35 52-61
How many employees work for the City?	Summary of All Budgeted Positions	49-50
What are the City's major general fund expenditures?	Summary of All Budgeted Funds Expenditure Summary by Category	35 62-65
How much is allocated to each department in the General Fund?	General Fund Summaries & Highlights	66-74
Where can I find information about the Electric Utility rates?	Electric Fund Summary	84-91
Is there a listing of the various types of debt for the City?	Schedule of Debt Service	93-98
How much is allocated in the budget for Schools?	School Fund Summary	99
Is there a capital improvement plan?	Capital Improvement Plan	104-112
Where is the Resolution approving the budget?	Adopted Budget Resolution & Electric Rate Ordinance	114-126



June 9, 2015

TO The Honorable Members of the Franklin City Council

I respectfully transmit to Council the Approved Financial Plan for FY 2015-2016 for the City of Franklin which is comprised of the General Fund, Debt Services Fund, Social Services Fund, Education Funds (School Operating & Cafeteria), Economic Development Fund and Enterprise Funds. The Capital Budget is incorporated into applicable budgets of the General and Enterprise funds.

A summary of the Adopted Financial Plan is shown in the table below and reflects City Council adjustments to the City Manager’s Recommended Budget. The City Manager’s Message and related summaries that follows this transmittal is based on the City Manager’s recommended budget and does not reflect the budget adjustments authorized by Franklin City Council. These changes are outlined on page 31 of the budget document.

Fiscal Year 2015-2016 Financial Plan	
Fund	Amount
General Fund	\$15,108,197
Debt Service Fund (School & General Debt)	\$1,138,542
Education (School Operating Fund)	16,184,806
Education (School Cafeteria Fund)	644,004
Social Services & CSA Fund	\$1,903,630
Economic Development Fund	\$307,636
Enterprise Funds	\$20,675,278
TOTAL FINANCIAL PLAN	\$55,962,093.00
Capital Improvement Budget (Incorporated into General & Enterprise Funds)	\$1,691,702

The Adopted FY 2015-2016 Budget is the culmination of initiatives, strategies, and tough choices made over the past few years and during the previous budget cycle. Details of the approved budget can be found in the City Manager’s Message and the Executive Summary that follows. The FY 2015-16 Budget is structurally balanced, however, the city will need to continue its approach of raising revenue, reducing expenditures, becoming more efficient, growing the local economy, and sharing services to address any future budget gap in the fiscal years that follow FY 2015-2016.

Next Steps

The FY 2015-2016 Budget is a framework by which City management and staff can work collaboratively to provide essential services to the citizens of Franklin while continuing the challenge of maintaining financial sustainability while operating as efficiently as possible and improving programs and services when practical. I look forward to working with City Council, agencies and departments during the year ahead to strategically plan and implement efforts to address Council established priorities going forward as detailed in the budget document.

R. Randy Martin, City Manager



May 11, 2015

MANAGER'S MESSAGE

TO The Honorable Members of the City Council
City of Franklin, Virginia

In accordance with statutory provisions regulating local government budgetary practices in the Commonwealth of Virginia, the **proposed** operating budget for the fiscal year beginning the first day of July, 2015, is hereby submitted for Council consideration. In preparing the recommendation, management has developed a budget proposal that is balanced in terms of appropriating funds necessary to provide essential and desired service levels while minimizing the burden imposed by taxes and fees.

OVERVIEW

Maintaining a balance between community needs and available resources is a continuous challenge. Meeting the challenge requires cooperation from the entire municipal team. The challenge is compounded by adverse economic and other external conditions beyond the City's control. It is a pleasure to know that the City management team with the support of staff has risen to the challenge to present a budget for Council's consideration that incorporates recommendations intended to meet funding priorities without compromising the health, safety and welfare of the community tempered only by the significant difficulties and uncertainties typical to municipal budgeting.

The budget process builds upon City Council approved financial policies. Our commitment to these policies further strengthens the city's long-term financial sustainability. Actions taken by City Management to (1) strategically plan for future revenue reduction via debt restructuring and refinancing (2) "level" the City' debt while taking advantage of the favorable interest rate market to leverage funds for much needed capital projects, (3) strategically plan for the use of debt reserve funds, (4) reduce budgetary costs, (5) develop, implement and monitor financial policy compliance and (6) increase the City's "unassigned" fund balance are evidence of a multi-year financial planning effort by City Management to build a sustainable financial position.

FY 2015-2016 PROPOSED BUDGET SUMMARY

The Proposed Fiscal Year 2015-2016 Financial Plan for the City of Franklin is comprised of the General Fund, Debt Services Fund, Social Services Fund, Education Funds (School Operating & Cafeteria), Economic Development Fund and Enterprise Funds. The Capital Budget is incorporated into applicable budgets of the General and Enterprise funds. A summary of the Proposed Financial Plan is shown in the table below.

Fiscal Year 2015-2016 Financial Plan	
Fund	Proposed Budget
General Fund	\$15,161,646
Debt Service Fund (School & General Debt)	\$1,138,542
Education (School Operating Fund)	\$16,234,806
Education (School Cafeteria Fund)	\$644,003
Social Services & CSA Fund	\$1,903,630
Economic Development Fund	\$328,565
Enterprise Funds	\$20,675,278
TOTAL FINANCIAL PLAN	\$56,086,470.00
Capital Improvement Budget (Incorporated into General & Enterprise Funds)	\$1,691,702

GENERAL FUND

In terms of the City's General Fund, it should not be necessary to belabor the difficulties faced in prior years, specifically as it relates to the City's loss of \$1.1 million in revenue sharing funds. It is welcome news that the City expects to recover \$680,000 or over 62% of the funds in the FY 2015-2016 budget as a direct result of new investment in recent years in the Isle of Wight County Revenue Sharing area. Another critical element of balancing needs with available resources in the upcoming budget is the debt service reserve funds available as a result of the Council's actions when the City's debt was initially restructured in 2010. As mentioned in the FY 2014-15 Budget Message, the debt reserve funds were scheduled to be completely expended during the FY 2014-2015 budget cycle. However, as a result of projected expenditures not exceeding budget and certain revenues surpassing budget, these reserve funds were not depleted in FY 2014-15 and a portion will be used to balance the FY 2015-2016 budget. This is critical to efforts aimed at minimizing the tax rate increase. It is acknowledged, however, absent these funds going forward, a balanced approach will be required to critically evaluate

service levels to further manage operating expenses combined with revenue enhancement efforts to meet needs into FY 2016-2017 and beyond.

Management is presenting a structurally balanced budget in the wake of fiscal challenges which are to a great extent, beyond the City's control including: (1) continued rising cost of regional jail administration, (2) increased cost of school and general fund debt in accordance to schedule, (3) rising cost of health insurance benefits (4) stagnant real estate property tax revenues and (5) increasing per pupil school expenditures resulting from declining enrollment. The balanced budget proposal was achieved without eliminating direct services to Franklin residents and with the minimum responsible impact to the real estate tax rate. The City has a storied history of accepting challenges head on and repeatedly proving its resilience as a community. Current fiscal challenges are being met with this same resolve, and management remains optimistic regarding Franklin's future. Continued progress in the face of an always uncertain economy will require that we remain diligent in the pursuit to fruition of established strategic priorities and goals.

The Proposed General Fund is a decrease of \$146,426 or .65% from the FY 2014-2015 Adopted Budget prior to Interfund transfers and is \$819,290 or 3.51% less than the amended FY 2014-2015 Budget before Interfund transfers. The proposed General Fund Budget is \$15.16 million after Interfund transfers. During recent years, the City has evaluated programs and services and identified ways to improve efficiency without significantly reducing service levels directly impacting residents and customers. Efficiencies have been achieved in the areas of inspections, planning & community development, public works and parks & recreation. A primary goal is to operate a more efficient and effective government at the least cost possible. To this end, the proposed budget for FY 2015-2016 furthers this effort by including a net reduction of funding for two full time positions in the General Fund.

RECOMMENDED TAX RATES

In consideration of the aforementioned, management recommends the real property tax rate be established at one dollar and five cents [\$1.05] per \$100.00 of real property valuation for FY 2015-2016. This is nine cents over the current tax rate of \$0.96 cents. At this rate, the City remains among the lowest city tax rates in the region as illustrated in the table that follows. A goal of City Council is certainly to minimize the tax burden. An increase of nine cents over the current rate was a difficult task in this challenging budget year and represents management's concerted effort to balance the budget in accordance with City Council's desire to minimize the tax burden on Franklin residents. To qualify this statement, increases to jail administration, general and school debt that must be funded, and the recommended increase in the local base appropriation recommended for funding Education commitments add \$380,104 in additional costs in the City's FY 2015-2016 budget. Based on the revenue generated by one cent on the real estate property tax rate [\$55,084], these increased costs alone equate to an additional tax rate equivalent impact of nearly seven cents [\$0.069] of the increase recommended. The justification for the real property tax rate recommendation is detailed throughout the budget

proposal that follows. All other tax categories are recommended to remain unchanged with the exception of the Personal Property Tax Relief Act (PPTRA) rate which is also described in the detail.

Locality	Real Estate Tax Rate
Virginia Beach	\$ 0.99
Chesapeake	\$ 1.04
Norfolk	\$ 1.15
Portsmouth	\$ 1.30
Suffolk	\$ 1.07
Hampton	\$ 1.24
Newport News	\$ 1.22
Southampton County	\$ 0.77
Emporia	\$ 0.87
Isle of Wight County	\$ 0.85
Franklin - Proposed	\$1.05

RECOMMENDED FEES FOR SERVICES

In terms of service user fees, the budget provides for a \$1.74 reduction in the residential fee for solid waste services from \$39.74 to \$38.00 monthly effective July, 2015. This rate has been cumulatively reduced since July, 2012 by \$8.36 or 18%. The proposed budget includes no change to the City's monthly water and sewer rates effective July 1, 2015. Based upon demonstrated need for additional capital funding to address aging utility infrastructure needs, management intended to recommend comprehensive water and sewer rate changes effective July 1, 2015. The initial plan was to alter water and sewer rates with a goal of generating an increase of ten percent more revenue for addressing additional wastewater collection system and water distribution system upgrades. Management recommends the timing of the increase be deferred until further analysis of the necessary rate increases is complete. The City's Water & Sewer Rates have not been increased since 2008. Not surprisingly, a 2014 statewide comparison data verifies that the City's water and sewer rates are well below the median for comparable utility systems in Virginia at this time. Proposed adjustments to the electric utility user fees will result in an overall net utility bill decrease for all classes of customers despite a 4.9% projected increase in wholesale electric utility costs imposed by the City's power provider, Dominion Virginia Power.

As the collective budget proposal attests, management has made a concerted effort to minimize the impacts on utility customers that would result in increased customer bills. The cumulative impact of the reduced solid waste and electric net monthly rates will, to a significant degree, offset the proposed property tax rate increase for residential property owners.

It is financial policy to evaluate the City's fee structure to determine if user fees and other charges are adequately producing desired and expected revenue generation levels to maintain service. Based upon this policy evaluation, the FY 2015-2016 budget includes no other changes to the City's current fee structure.

ELECTRIC UTILITY FUND

As noted, based upon information provided to the City by Dominion Virginia Power to date, electric utility user fees are proposed to be increased to effectively "pass through" to customers a portion of the increased cost of wholesale power purchases. The wholesale rate is slated to increase by 4.9% effective July, 2015. The proposed Electric Fund budget includes a 4.0% corresponding recommended increase in the retail rate effective July 1, 2015. This proposed electric utility rate adjustment is a direct result of yet another expected increase in the City's cost to purchase wholesale electricity from Dominion that by policy must be passed on to electric utility customers for the utility to remain solvent. Be advised that Dominion continues to evaluate this rate adjustment proposal with final action expected by May 31, 2015. Any significant change will impact upon the proposed rate increase and allow adjustments before City Council action to establish final rates scheduled for June 8, 2015.

Fortunately for customers, this anticipated retail rate increase is being offset this year by Dominion in the form of an April, 2015 instituted automatic "pass through" 42% decrease in the fuel surcharge of approximately \$6.77 per month on 1,000 kWh of usage. Since no increase is proposed in the basic monthly charge, the impact on a residential customer utilizing 1,000 kWh hours would be \$4.04 for the projected Dominion wholesale rate increase, but the decrease in the fuel adjustment change results in a net reduction for customers using 1,000 kWh of \$2.91 per month or a net reduction of \$3.78 per month based on the City's average customer usage of 1,300 kWh effective July, 2015.

It is further recommended that the city continue to evaluate and develop long range operational and management strategies for all utility fund categories that will improve efficiency and policy implementation. To avoid or minimize rate increases of all types, the City must continually scrutinize its operations and develop plans for future service provision. This process includes a comprehensive periodic study of rates and charges and peer comparison analysis.

SCHOOL OPERATING FUND

Regarding essential City financial support for the Franklin City Public Schools, the proposed budget recommends increasing the current base appropriation of \$4,837,395 by \$200,000, a 4.1% increase. Despite increasing funding made available to the schools annually in the form of one-time carryover funds and significantly increased debt service to fund capital needs in the last two years, the City's base funding for schools has remained unchanged since Fiscal Year 2008-2009. The proposed budget also includes allocation of the remaining carryover funds identified in the City's audit that the school system did not use at June 30, 2014 in the amount of \$343,545. The School Fund is projecting decreased state funding of \$312,653 or

3.58% as a result of lower enrollment projections. Federal revenues are projected to remain the same at \$2,305,368. Despite the increase in the local appropriation, School Fund revenue is expected to cumulatively decrease by \$192,820 for FY 2015-2016.

Management is recommending this total local appropriation with on-going guidance to school system officials that they exercise caution in obligating additional “one-time” or non-recurring funds (carryover) for recurring operating expenditures. Given the limitations and uncertainties of future City funding described earlier, school system appropriations may likely be similarly limited to any future end-of-year carryover funds which can and will vary dramatically from year to year. As is the case for FY 2015-2016, future base operating appropriations will not be automatically increased to include this one-time carryover allocation amount, but instead, at the City Council’s discretion, will be determined by the amount of carryover available at June 30, 2015 for the FY 2016-2017 budget and similarly for future years. Management’s recommended operating budget for FY 2015-2016 is \$994,360 less than the School Board requested budget. However, this does not lessen the City’s commitment to fund education. The City’s revised base appropriation of \$5,037,395 is exemplary of this commitment. The proposed General Fund budget also includes an increase in school related debt service by \$43,210 for FY 2015-2016 partly due to recently completed new debt for capital projects requested by School System officials. The local appropriation amount recommended including carryover of \$5,380,940, when combined with total school related debt service is \$6,015,332. This is the equivalent of 39.6% of the General Fund operating budget less transfers of \$15.16 million. The total local school funding surpasses the budgeted real estate tax revenue expected at the proposed rate of \$1.05 cents per \$100 of assessed value.

With these qualifying comments, management believes the recommended level of school system funding illustrates the continued high priority that the City has for adequately funding the public schools as evidenced by the City’s favorable ranking among all Virginia cities in terms of per capita spending on education. For the period ending June 30, 2014, Franklin again ranked fifth highest among Virginia cities. Only Alexandria, Falls Church, Charlottesville and Fredericksburg were higher as ranked by the Virginia State Auditor of Public Accounts.

CAPITAL IMPROVEMENTS PROGRAM

An additional but integral consideration for analysis concerning all categories of City services is further refinement and ongoing evaluation of the City’s multi-year Capital Improvements Program (CIP) planning and funding strategies. With the assistance of creative and timely financing strategies, significant progress was made the past two fiscal years to address pent up demand for several capital priority needs for both the school system and other city government functions, but other long-term capital needs remain on the horizon; therefore, CIP planning every year deserves attention. Included in the budget documents is the annual update of the recommended CIP program funding for the requisite period covered by the plan. It is noteworthy that the City is in the final stages of completing the required update of its Comprehensive Plan which included a capital needs planning component. When this document

is complete and adopted by Council, the CIP document will be further reviewed and updated as necessary to ensure consistency with the Adopted Comprehensive Plan.

PERSONNEL

Comments in this message thus far have not addressed City government's number one asset essential to providing quality service to citizens and customers. This reference is of course to the dedicated City employees that so skillfully serve this community throughout the year. The budget includes the fourth 1% installment of a City phase in, over a five year period of the City funded and state mandated 5% employee contribution into the Virginia Retirement System [VRS]. This will bring the employee contribution to VRS up to 4.0% for all employees except new hires who are required to begin at 5.0%. Although not mandated, the proposed budget also includes the associated benefit cost of this salary increase to prevent employees from experiencing a net reduction in take home pay resulting from the increase in salary and the corresponding required employee contribution to VRS. The proposed budget also reflects an overall 5.4% increase in health insurance premium costs shared by the City and individual employees. Yet due to plan changes implemented, both city and employee costs will decline in FY 2015-2016 depending upon employee selected options for their coverages. The proposed budget also includes a 2.0% COLA adjustment effective September 1, 2015 for City employees coinciding with a state approved 2.0% increase for state funded positions.

Personnel costs are by far the largest single expenditure category in the City's budget as it is in practically any organization or enterprise. Personnel costs in FY 2014-2015 were budgeted at \$8,931,579 which comprised 39.4% of the total general fund budget for all departments. The proposed FY 2015-2016 budget recommends total personnel costs in all funds of \$8,800,978 which comprises 39.1% of the new general fund budget. This total reflects an overall decrease in spending for personnel costs of \$130,601 or 1.5% in the new fiscal year when comparing the budgeted amount to the current fiscal year. Significant among these cumulative decreased costs are the earlier referenced state-mandated VRS salary and rate increases, health care cost, and full funding of formerly grant funded but now locally funded positions in Fire & Rescue. Increased costs are offset, to some degree, by reductions in cost from: eliminating funding of some positions, estimated vacancy savings in some departments for a portion of the new fiscal year; and, net salary reductions resulting from retirement of higher salaried employees replaced by lower salaried new hires.

Management will continue to evaluate the merits of considering other peer-tested efforts to control the growth of personnel costs [e.g. early retirement incentive packages for retirement eligible employees; potential additional reduction-in-force policies; contracted services opportunities in lieu of city staff provided services; adjustments to benefit providers and offerings; and, particularly health insurance policies and other post-employment benefit cost reduction measures; etc.].

BALANCING THE FY2015-2016 PROPOSED BUDGET

To balance the proposed budget for FY 2015-2016, management has trimmed departmental requested amounts by \$3.5 million or 14.3% of the total requests. The budget message and summary that follows reference some of the various challenges faced in this budget preparation exercise and improved circumstances in this cycle for goal development and prioritization which management committed to ensuring in future budget years. Included in this proposed budget summary are the current municipal goals and the new priorities recently established by Council following a strategic planning retreat as well as an updated vision statement. Management is committed to completing identified next steps resulting from the Council's efforts.

SUMMATION

Immediately following this summation is a listing of FY 2014-2015 Highlights and Accomplishments of the various City departments which is evidence of the City's ongoing commitment to provide outstanding service to the citizens and customers of the City of Franklin. The budget document includes analysis on the average impact of proposed rate and fee changes for a typical residential property owner as described herein on page 39. Further details about the proposed budget and insights into the City of Franklin's financial outlook are addressed in the various sections of the budget that follow. Considering economic forecasting for next year, budget estimates are again being conservatively projected in an effort to improve overall financial reliability and outcomes. It deserves emphasis that the proposed spending plan and tax rates are preliminary. Following review by the City Council, the proposal is scheduled for public hearing on June 1, 2015 and further Council consideration until adopted.

I sincerely appreciate the opportunity afforded me to continue serving the citizens and customers of this wonderful community and my being entrusted with the enormous responsibility for preparation of the recommended City budget. Preparation of this budget proposal resulted from a team effort, and I extend to all parties involved my sincere thanks. I especially recognize and commend Director of Finance Melissa Rollins for her professionalism, skill and dedication to this important project.

Respectfully submitted this the 11th day of May, 2015,



R. Randy Martin, City Manager

Fiscal Year 2014-2015

Highlights & Accomplishments

Although local funds for many initiatives have been limited for a number of years, progress on efforts to stabilize and then grow reserve fund levels in recent years has been accomplished while completing or commencing a number of major activities and capital projects listed as follows: [Due to space limitations, this is an abbreviated summary of major items].

Legislative & General Government Administration

- ❖ Submitted the City's Comprehensive Annual Financial Report to the Government Finance Officers' Association for third time consideration of the Certificate of Achievement in Financial Reporting; received a clean "unqualified" opinion on the June 30, 2014 Financial Report with no findings reported by the auditors.
- ❖ Maintained the AA credit rating from Standard & Poors bond rating agency received in April 2014, an upgrade from an A+ rating received April 2010 and affirmed in September 2013. The City's bond rating with Moody's rating agency stands at A+ as of the date of this report.
- ❖ Achieved a 99.5% collection rate on delinquent real estate taxes and 98.1% on personal property taxes; reduced the amount of outstanding delinquent taxes on the City' books from March 2010 to May 2015 by over \$845,000.
- ❖ The City Treasurer has maintained accreditation as a Master Governmental Treasurer from the University of Virginia Weldon Cooper Center. The Treasurer's office received the Office of Accreditation status from the Treasurer's Association of Virginia for the second year. Award will be received at the June 2015 Treasurer of Virginia's annual conference.
- ❖ City's software enhancement project progressed with the selected vendor and early stages of planning for data conversion began.
- ❖ Completed technology upgrades and improvements to the City's technology infrastructure including enhancements to City's website [the new site went live May 2015], upgrade to the City's telephone system both voice and data improvements (currently underway), and completed a fiber relocation project to the Incubator from the old Power Plant Building; further enhancements to the City's public education government (PEG) channel are planned.

Public Safety

- ❖ ISO Fire Insurance rating enhancement received lowering City fire insurance rating from 5-9 to 3-3Y which resulted in reduced fire insurance premiums in the City.
- ❖ Completed the State Office of EMS inspection which resulted in an excellent rating and renewal of the State EMS license for two years.
- ❖ City public safety departments in collaboration with Southampton County agencies, implemented a new dispatching protocol that will result in decreased dispatching times for service calls.
- ❖ Awarded a USDA police vehicle purchase matching grant for \$50,000 to acquire two replacement patrol vehicles.
- ❖ Co-sponsored and hosted a regional law enforcement training event with Smithfield and federal law enforcement agencies including the FBI to enhance officer safety and training.
- ❖ Planned and conducted EMT and Fire Officer training classes for Fire & Rescue new hires and volunteers.
- ❖ Assisted Franklin High School with Firefighter 1 dual credit program and Paul D. Camp Community College with receiving conditional accreditation for starting an Emergency Medical Technician-Intermediate level program to begin during the Fall semester.
- ❖ Awarded \$106,000 in Camp Foundation Grant Funds to acquire specialized equipment for the City's Fire and Rescue and Police Departments.
- ❖ A grant in the amount of \$150,000 was received from the E911 Wireless Board to improve E911 communications in the City and Southampton County.
- ❖ Continued progress by the City's Employee Safety Committee. Upon completion of identified safety related processes, the City became eligible for a 5% discount on Worker's Compensation insurance for an estimated savings of \$9,000 annually in the current budget year. A wellness component was also added to the committee's charge to promote healthy employees and reduce health care costs. A walking club is being formed among employees.

Public Works

- ❖ Completed Airport major capital improvement projects to acquire land for the Runway Protection Zone and to rehabilitate runway lighting and automated weather observation station equipment. The City received grant funding of \$1.59 million to fund 98% of these costs.
- ❖ The City continued its annual street resurfacing activities focused on major thoroughfares.
- ❖ Continuation of Spring Amnesty Days cleanup efforts for the convenience of citizens and which help beautify the community. A planned Fall Amnesty Days Cleanup activity will be initiated this year.
- ❖ In cooperation with Southampton County, continued efforts of a joint management team charged with studying the feasibility of future water and wastewater utility needs and collaboration opportunities with a report to be completed during 2015.
- ❖ The City completed its water & sewer automated meter reading project and continued progress on wastewater collection system rehabilitation activities.

Community & Economic Development

- ❖ Awarded a 2-Year Community Development Block Grant in the cumulative amount of \$1,233,575 from the Virginia Department of Housing and Community Development for the Madison Street target area to rehabilitate eligible homes and complete identified utility service enhancements in the neighborhood to improve the quality of life for residents.
- ❖ Continuation of funding for Franklin Southampton Economic Development Inc. (FSEDI) to promote economic development in the two jurisdictions and continued support of the Downtown Franklin Association (DFA) and its promotional activities for the downtown area.
- ❖ Approved two property transactions directly resulting from FSEDI activities to (1) convey City property located at 500 Mechanic Street for the relocation of an award winning engineering firm in the Downtown area in their own facility; and, 2) convey 10 acres in Pretlow Industrial Park to an agricultural products company for construction of an industrial facility. The latter project will be the first investment activity in the City-owned park in decades. A third previously approved property transaction, after years of planning and delay, commenced as Senior Services of Southeast Virginia began demolition and environmental abatement construction activities on the Hayden Village Center project to renovate a long vacated historic city-owned school property into a multi-purpose community facility. The City expects to close on the sale of the property in Summer 2015.

- ❖ Continued collaborative efforts with elected officials in Southampton and Isle of Wight Counties to promote economic development opportunities benefiting each community collectively particularly within established revenue sharing areas.
- ❖ Received Tree City USA certification for a 30thth consecutive year from the National Arbor Day Foundation and the Virginia Department of Forestry.
- ❖ Planning Commission completed a draft and recommended to Council the very important City Comprehensive Plan update for adoption in Summer 2015.
- ❖ Continued implementation of state mandated Stormwater Management planning and enforcement efforts in cooperation with Southampton County utilizing consolidated staff.

As stated, this is a condensed listing of several major items addressed in FY 2015-2016. As evidenced, the City continued its history of success in the pursuit of grant funding as well as revenue sharing and other outside agency contributions utilized to enhance, expand and improve the scope, type and quality of services provided at the least possible cost to Franklin taxpayers and customers.

Franklin City Council



Raystine D. Johnson-Ashburn, Mayor (At Large)



Barry W. Cheatham, Vice-Mayor, Ward 1



Benny D. Burgess, Ward 2



Gregory McLemore, Ward 3



Mona L. Murphy, Ward 4



Mary E. Hillard, Ward 5



Frank W. Rabil, Ward 6



City Council Priorities

OVERVIEW

The municipal goals or priorities for the City of Franklin as approved by Council in FY 2013-2014 are included herein for reference. These priorities were generally grouped by service area or related departmental activities and for the past two years, established priorities for city operations and activities. In developing these goals, management solicited input from the members of Council during prior year work sessions and from each City Department. The list was not intended to be an all-inclusive listing. Rather, it was a summation of specific areas of responsibility for which city resources should be prioritized and focused. Much progress has been achieved, but like all plans an update was necessary.

To this end, earlier this calendar year, Council held a planning retreat at which updated Council priorities were discussed and from which a new vision statement was developed. As agreed at the retreat for next steps, the revised vision statement is included in the proposed budget for formal adoption by Council. Appended herein following the City Council priorities previously approved in FY 2013-2014 are the proposed vision statement and the “Franklin City Council Three-Year Priorities dated January 31, 2015”. These updated priorities are organized in the form of a Franklin City Council Quality of Life Vision for the year 2030 and are divided into six vision target areas as follows:

- ❖ **Economic Development**
- ❖ **Education**
- ❖ **Housing**
- ❖ **Regionalism & Partnerships**
- ❖ **City-wide Infrastructure**
- ❖ **Public Services**

It is recommended that Council likewise formally adopt these priorities after which as detailed in the plan documents, City Management with input from staff, “will develop a strategic work plan to address Council’s priorities to include a timetable and responsibility and provide for Council’s endorsement”.

FY 2013-2014 Goals

ADMINISTRATION/ PUBLIC RELATIONS

- Communicate and interact with citizens and customers utilizing available technology and other more traditional cost-effective means focused on being as citizen, customer and business friendly as possible – evaluate and improve information technology capabilities and resources to further City interests in all service areas
- As a governmental entity, implement legally compliant policies that ensure fairness in the treatment of citizens and customers in as professional and business-like an environment as is practical
- Evaluate municipal operations with a balanced approach aimed at providing as high a quality of designated services as possible while minimizing the costs necessary to provide priority services – pursue initiatives to illicit and promote volunteerism as a citizen engagement and cost reduction technique
- When evaluating and developing service priorities, apply as a “litmus test” the impact and potential to preserve or improve on all aspects of the community’s quality-of-life.
- Maintain a financial management system with established Council benchmarks and performance standards that ensure the long-term financial well-being of the City and its essential funding obligations
- Promote intergovernmental and interagency cooperation with neighboring counties and through regional partnerships – pursue cost-effective “win-win” opportunities to promote optimum service levels at minimal cost
- Support Community Organizations that promote the City through their sponsorship of major public events which showcase the community and provide services which enhance the general quality-of-life of residents and visitors or otherwise accomplish a city goal
- Maintain a qualified and capable municipal work force focused on the efficient delivery of services – promote a safe working environment where the well-being of employees is valued – implement a locally competitive compensation package that attracts and retains employees dedicated to public service

- Complete required update of the Community’s Comprehensive Plan including a component on regional collaboration particularly within designated revenue sharing zones outside the City in cooperation with neighboring counties
- Enhance economic development efforts and community readiness to promote private investment and job creation (e.g. regulatory, utility infrastructure, educational achievement, other key competitiveness criteria)
- Broaden economic development focus to ensure inclusion of not only diversified industrial development, but also commercial business recruitment and retention efforts; governmental & service industry investment; health care industry expansion interests; tourism opportunities; and, cultural/heritage possibilities
- Streamline City-County Consolidated Community Development Planning & Inspections services to meet needs as cost efficiently as possible while maintaining quality customer service and regulatory compliance at all levels
- Develop and maintain a comprehensive Capital Improvements Program (CIP) to meet and finance capital outlay needs of the City in all service responsibility areas for at least five years into the future

PUBLIC SAFETY

- Provide as well-trained and professional a police agency as possible that is adequately equipped and staffed to reasonably ensure the delivery of high quality and reliable community policing services to meet the City’s public health, welfare and safety responsibilities and needs as determined by the City Council
- Provide as well-trained and professional a Fire & Emergency Medical Services (EMS) response agency as possible that is adequately equipped and staffed to reasonably ensure the delivery of high quality and reliable emergency services to meet the City and service response area’s public health, welfare and safety responsibilities and needs as determined by the City Council-position resources strategically to optimize emergency response times
- Ensure the safety of citizens and public safety providers by maintaining an efficient and reliable emergency communications system
- Protect citizens and property through development and maintenance of a well-organized Emergency Operations Plan (EOP) outlining resources, procedures, mutual aid arrangements and designating responsibilities for emergency preparedness and response

PUBLIC UTILITIES/PUBLIC WORKS

- Provide a safe, reliable, cost-effective and efficient electric utility power supply system to ensure the provision of essential regulatory compliant electric service to all customers served within and outside the city limits – evaluate the long-term value of the system and its service obligations including a peer provider alternatives analysis component
- Provide a cost-effective and efficient public water supply system to ensure the provision of essential, safe, reliable and regulatory compliant potable water for customer consumption and to meet fire protection and economic development needs – assess capabilities, feasibility and needs for regional water supply approaches
- Provide an efficient and reliable public wastewater collection and treatment system to ensure the public health and safety while protecting environmental quality of the receiving stream through regulatory compliance efforts – assess long term alternatives for meeting wastewater needs including regional treatment options
- Provide for and regulate the efficient and cost-effective collection and disposal of solid waste within the City in an effort to protect the public health and welfare – manage the volume of waste disposal to minimize the flow of waste to the landfill including promotion of recycling and reuse opportunities – evaluate and pursue a long-term disposal strategy for the City – study privatization alternatives for solid waste collection services
- Develop and manage a safe and efficient multi-modal system of highways, streets and associated appurtenances for vehicles, non-motorized transportation alternatives and pedestrians
- Implement and maintain a safe and reliable stormwater utility management system for collecting stormwater runoff to protect public health, welfare and safety
- Pursue federal/state assistance to study (i.e. required cost-benefit analysis criteria evaluation) viable alternatives which might mitigate impacts of flooding and related natural disasters on public and private property or otherwise pose a threat to citizens
- Evaluate prioritize and provide for comprehensive parks, recreational and leisure opportunities in terms of facilities and programs for all segments of the population

- Provide safe and FAA regulatory compliant municipal airport facilities and services to customers utilizing the service
- Maintain a system of public infrastructure and buildings, as well as, a fleet of vehicles and equipment to facilitate the safety of employees and others and the provision of services to citizens in as cost-efficient a manner as possible – manage resources by promoting and pursuing energy efficiency opportunities in the provision of City services when determined to be cost-effective alternatives

AGENCY SUPPORT

- Provide support for City Constitutional Officers (i.e. Commissioner of Revenue, Treasurer) and Election Registrar responsibilities and functions to meet City obligations and the needs of the citizenry
- Cooperatively provide for shared Constitutional Office Support functions with Southampton County including: Judicial System, Sheriff, Commonwealth’s Attorney and Clerk of the Court to meet the City’s obligations and the needs of the citizenry
- Provide City funding, as determined by the City Council, to satisfy local responsibilities to provide the City share of essential School System funding to meet operating and capital needs – identify and appoint School Board members committed to high caliber student achievement and educational system accountability
- Provide sufficient resources, as determined by the Council, to satisfy local responsibilities for the City’s share of Department of Social Services funding to meet operating and capital requirements and community assistance needs
- Provide the City share of funding, as determined by the Council and contractual obligations, for other important services and agencies including: Blackwater Regional Library, Western Tidewater Regional Jail, CSA, Senior Services, Boys & Girls Club, Smart Beginnings, Paul D. Camp Community College, Franklin- Southampton Economic Development, Inc., Hampton Roads Planning District Commission, Western Tidewater Community Services Board, etc. Excluding obligations for juvenile and adult detention care, the City contributes nearly \$550,000 annually to community agencies and organizations.

Adopted this 9th day of June, 2014

*Vision Statement**

By the year 2030, the City of Franklin, Virginia will maintain our small city identity, heritage, and beauty while being a regional hub for economic opportunities, top-class education, a job-ready workforce, and balanced housing options.

Adopted by Franklin City Council this **8th** day of June, 2015,

Raystine Johnson-Ashburn

Raystine Johnson-Ashburn, Mayor



FRANKLIN CITY COUNCIL 3-YEAR PRIORITIES
January 31, 2015

Council Members were asked to identify Priorities that would be most critical to achieving the Vision and Target Areas over the next 3 years. Council used a process of discussion and consensus to arrive at the Priorities, with discussion often noted in the bullets. Staff will develop a Strategic Plan to address the Priorities, including timetable and responsibility, and return this for Council's consideration. Please note that the Priorities have been numbered consecutively for reference only and that they do not indicate priority order.

Economic Development

1	<p>Develop a plan with the Downtown Franklin Association (DFA) to aggressively market Franklin's Downtown</p> <ul style="list-style-type: none"> • Examine/pursue strategies that will enable us to become more marketable • Use best management practices in assisting businesses that may locate here • Consider work session with DFA after Council develops its priorities; have a unified strategy and work together with DFA on relevant priorities
2	<p>Develop a strategy for making Franklin a retail center for northeast North Carolina and western Tidewater</p> <ul style="list-style-type: none"> • Consider new types of businesses as target businesses • Confer/have dialogue with FSEDI on how to market the area as a regional economic center and to address obstacles for new retail • Solidify our shared service agreements and expand those (will need to collaborate with a broader set of localities)
3	<p>Prepare the Route 58 corridor including enhancements and industrial site readiness</p> <ul style="list-style-type: none"> • Consider and adopt Comprehensive Plan recommendations to enhance the corridor • Continue to find funding strategies for deficiencies identified by FSEDI to ensure site readiness at Pretlow Industrial Park • Consider and adopt zoning ordinance changes and additional utility extensions and road extensions as required
4	<p>Work with Southampton Memorial Hospital to improve the quality of health care and to make Franklin a specialty health care option for the region</p>
5	<p>Develop a brand that epitomizes what Franklin has to offer and conduct a targeted marketing effort that will attract people to our city</p>

Education

6	<p>Develop a strategy to improve communication and rapport with the School Board and school officials to achieve greater agreement and trust regarding 1.) desired results (i.e. academic performance) and 2.) Accountability for results and funding</p> <ul style="list-style-type: none"> • Consider a joint retreat to initiate this priority • Ongoing strategies to maintain a positive working relationship
7	<p>Develop and implement a plan to work with public school leaders on a strategic plan for top class public education (i.e. vision, facilities, programs, alternative education, how we enhance the value for education within the community, parental involvement)</p>
8	<p>Develop and implement a well structured strategy with the public schools and PDCCC for achieving a trained workforce for our community</p> <ul style="list-style-type: none"> • Implement a strategy to develop a common workforce development vision • Clarify our needs • Meet with the School Superintendent and President of PDCCC to learn their vision/plans for workforce development in order to find common themes and plans • Develop a curriculum for career/technical dual enrollment at FHS and PDCCC • Improve coordination of all resources

Housing

9	<p>Implement the rental inspection program (to include all components)</p> <ul style="list-style-type: none"> • Housing stock assessment • Funding strategies • Ordinance revision • Adopt and implement regulatory tools
10	<p>Develop a balanced housing plan and strategy that matches needs and demands</p> <ul style="list-style-type: none"> • Define “balanced” and issues to be explored prior to planning • Investigate alternatives for millennial housing • Encourage more one and two bedroom apartments • Modify zoning to enable mixed uses (i.e. residential with commercial, upper floor housing) • Maintain preservation of historic areas • Consider redevelopment needs and potential throughout Franklin • Support the Housing Authority’s efforts to continue moving forward with “In, Up, and Out” to promote self sufficiency and home ownership
11	<p>Develop and implement a plan to market existing housing stock as an asset offered by this community, including as a high value option for prospective home owners (consider how this relates to the branding effort)</p>

Regionalism and Partnerships

12	Develop a relationship with Isle of Wight to work on joint projects <ul style="list-style-type: none"> • Consider an incentive package to present to Isle of Wight to assist in filling the Airway Shopping Center
13	Conduct research on already identified areas in which the City collaborates with Southampton County in order to expand opportunities
14	Identify regional opportunities in the Hampton Roads area of which the City may not be currently taking advantage and explore new partnerships <ul style="list-style-type: none"> • Pursue stronger efforts to acquire foundation funding on a regional basis
15	Lead and develop a regional transportation planning strategy for the Route 58 Corridor to enhance economic development and improve linkages to the Hampton Roads area
16	Continue to pursue regional long range plans for solid waste management
17	Pursue stronger initiatives in the medical services area to promote them on a regional basis (i.e. hospital, health department, health care services)

Citywide Infrastructure

18	Develop and commit to a water and wastewater long range utility plan <ul style="list-style-type: none"> • Improve water quality and availability • Enhance program to address aging water and wastewater systems
19	Continue City beautification initiatives <ul style="list-style-type: none"> • Clean up South Street Corridor and beautify it
20	Continue updating of public buildings, including schools
21	Update our IT capabilities and maintain state of the art media (i.e. PEG, website, telephones)

Public Services

22	Determine need, feasibility, and alternatives for a grant writer and pursue this strategy (consider whether to serve Franklin City only or to have a regional focus)
23	Implement training to enhance customer service and diversity awareness for all City personnel

24	Develop and implement a strategy to have appropriate staffing and succession for key positions
25	Develop and implement a manpower plan for public safety (i.e. preparedness, training, diverse work force reflective of the community, response)
26	Update our personnel policies
27	Update the plan for emergency management response (i.e. to include preparedness for disasters, public health concerns, and haz-mat situations)
28	Update the City's transportation project priorities list, including those that have regional significance
29	Consider new options to enhance public transportation (i.e. Uber, LIFT, I-Ride)



**ADJUSTMENTS TO
CITY MANAGER'S RECOMMENDED BUDGET
FY 2015-16**

Expenditure Adjustments

Page #	Budget Item	Amount
27	Eliminate Debt Service Requirement for SH County Court Project	\$ (20,650)
68	Adjustment to Revenue Projections (rent) - Incubator Fund	\$ (10,000)
68	Reduce GF Transfer to Economic Development Fund	\$ (21,345)
36	Adjustment to Streets Budget for Economic Development	\$ 14,002
Various	Adjustment for 2.0% Salary Increase - Permanent PT Employees	\$ 2,500
14	Reduce Contingency Fund	\$ (49,301)
12, 71	Reduce Increase in the Base Appropriation to School Division	\$ (50,000)
	Total Recommended Reductions	\$ (134,794)

Revenue Adjustments

Page #	Budget Item	Amount
9, 60	Establish a General Fund Transfer from Solid Waste	\$ 55,084
9, 59	Establish a General Fund Transfer from Water & Sewer Fund	\$ 82,626
9	Add: Anticipated USDA Grant for Police Vehicle & Equipment	\$ 50,000
5	Reduction in Farm Rent Payments per Agreement (Providence Sale)	\$ (2,000)
7	Adjustment -Net Revenue from Sale of Property (Mechanic Street)	\$ 10,000
	Total Recommended Revenue Increases	\$ 195,710

Net Expenditure Adjustments	\$ (134,794)
Net Revenue Adjustments	\$ (195,710)
Total Budgetary Reduction to General Fund	\$ (330,504)
Estimated Impact to Real Estate Tax Rate	-6.00

As a result of City Council revenue and expenditure adjustments, the real estate tax rate was adopted at \$0.99 per \$100 of assessed value, \$0.06 below the City Manager's recommendation of \$1.05 per \$100 of assessed value.

FY 15-16 ADOPTED BUDGET

Section 1

INFORMATION ON ALL BUDGETED FUNDS

- ❖ Description of Budgeted Funds
- ❖ Summary of Budgeted Funds
- ❖ Proposed Budget by Fund (Prior Year Comparison)
- ❖ Total Budgeted Funds Graph

This section includes a brief description of each fund and explains its purpose. Following the schedule is a summary of the budgeted funds including revenues and expenditures for each Fund.

FY 15-16 ADOPTED BUDGET

DESCRIPTION OF BUDGETED FUNDS

The descriptions below explain the purpose of each of the funds listed in the “Summary of Budgeted Funds” pages.

GOVERNMENTAL-TYPE FUNDS

The City’s adopted budget contains appropriations for three major and four non-major governmental fund types. The General Fund, Debt Service Fund, School Fund, and Social Services Fund are considered the major governmental funds. Non-major funds presented in the budget are the Economic Development Fund, the Comprehensive Services Act Fund and the Capital Improvement Fund.

- ❖ **General Fund** - The General Fund accounts for all revenues and expenditures that are not required to be accounted for in a special purpose fund. The sources of revenue for the General Fund are taxes and fees generated at the local level, such as real estate, personal property, utility taxes, fiduciary taxes, permits, charges for services, etc. The General Fund finances most of the regular day-to-day operations of the City. The following descriptions refer to the individual General appropriations transfers to other funds within the City.
- ❖ **Debt Service Fund** is a fund that accounts for the accumulation of resources for and the payment of general long-term debt principal and interest of the City. Primary resources of the Debt Service fund are derived from transfers from the General Fund and the proceeds from refinancing of existing bonds. The City maintains a separate debt service fund inclusive of principal and interest payments for School related projects. General and school debt is considered tax supported.
- ❖ **Social Services Fund** (Virginia Public Assistance (VPA) accounts for revenues and expenditures related to services provided by the Department of Social Services. Most revenues are derived from the Commonwealth of Virginia and the federal government. A State required local contribution is provided by the City for administration of certain services.

Component Unit Funds

- ❖ **Education** – The City’s School Fund is reported in financial statements as a discretely presented component unit. The City’s total budget includes the funds of the Franklin City Public Schools. The primary sources of revenues, exclusive of the transfer from the City’s General Fund, are basic school aid, sales tax revenue, grants and federal revenues that fund certain programs. The **School Operating Fund** is the General Fund of the School Board. It includes the City’s local appropriation to the schools referred to as an annual base appropriation. Additional appropriations, in the form of prior year carryover as identified in audited financial statements, are funded at City Council’s discretion. The Cafeteria Fund of the Schools, supports the school breakfast and lunch program. It is a self-funded operation supported through cafeteria sales and federal and state reimbursements.

Non Major Funds

- ❖ **Capital Improvement Fund** accounts for financial resources to be used for the acquisition or major construction and/or maintenance of capital assets such as building renovations and improvements, major equipment, technology improvements, etc. In order for expenditures to be eligible for inclusion in the capital budget, they must cost over \$30,000 and have a life expectancy of five or more years. Projects funded in the current budget year are included in the general operating budget, “the capital improvement budget”, as capital outlay.
- ❖ **Economic Development Fund** was created in 2004 to support activities of the Franklin Business Incubator.
- ❖ **Comprehensive Services Act Fund (CSA)** was established in response to legislation enacted in 1993 that establishes a single state pool of funds to purchase services for at-risk youth and their families. The City pays a required local match rate on all eligible expenditures.

PROPRIETARY FUND TYPES

The departments within these Funds are accounted for on a similar basis as a private business in which operating expenses are completely or partially covered from income collected from user fees charged to the general public. The City maintains a Proprietary Fund type known as Enterprise Funds: Solid Waste, Water & Sewer, Electric and Airport. They are presented under the Enterprise Fund section of this document.

Solid Waste Fund, created in 2013, is an enterprise fund which pays for such services as refuse collection, disposal and recycling. Revenue for this fund is derived from predominantly residential customers and a limited number of commercial customer user fees.

Water & Sewer Fund is an enterprise fund where revenues derived from user fees and connection fees are earmarked for water and sewer improvements and management of the City’s waste water treatment facilities.

Electric Fund - Franklin Municipal Power and Light is the electricity provider in the City of Franklin and parts of the City of Suffolk, Southampton and Isle of Wight Counties. Established in 1892, Franklin Municipal Power and Light provides reliable and efficient energy and energy-related services for Franklin and the surrounding service area.

Airport Fund – The Franklin Municipal Airport is a vital component of economic development in the City. The Fund receives revenue from tie down fees, sale of gasoline and jet fuel and support from General Fund revenues.

FY 15-16
ADOPTED BUDGET

SUMMARY OF ALL BUDGETED FUNDS
Fiscal Year 2015-16

TOTAL BUDGET SUMMARY			
	2015-2016		2015-2016
REVENUE	ADOPTED	EXPENDITURES	ADOPTED
General Property Tax	\$ 7,397,314	Legislative	\$ 197,942
Other Local Taxes	\$ 5,373,000	General Gov't	\$ 2,207,355
Permits, Fees, Licenses, Etc.	\$ 162,900	Judicial	\$ 1,282,616
Fines and Forfeitures	\$ 40,200	Public Safety	\$ 6,408,164
Use of Money and Property	\$ 270,848	Public Works	\$ 3,106,261
Current Services	\$ 1,401,742	Health & Welfare	\$ 156,198
Miscellaneous Revenue	\$ 1,124,742	Recreation & Culture	\$ 746,602
Recovered Costs	\$ 281,001	Community Develop.	\$ 282,059
Non-Categorical Aid: State	\$ 1,666,597	Misc.-Non Departmental	\$ 721,000
Shared Expenses	\$ 183,096		
Categorical Aid: State	\$ 2,037,882	Transfers to Other Funds	\$ <u>7,263,944</u>
Categorical Aid: Federal	\$ 66,595		
Transfers From Electric Fund	\$ 1,409,891		
Transfer from Solid Waste Fund	\$ 55,084		
Transfer from Water & Sewer Fund	\$ 82,626		
Use of Fund Balance-Restricted Debt Reserve	475,028		
Use of Unassigned Fund Balance	\$ -		
Non-Revenue Items - Carryover	\$ <u>343,595</u>		
TOTAL GENERAL FUND	\$ 22,372,141	TOTAL GENERAL FUND	\$ 22,372,141
General Fund - Net of Transfers	\$ 15,108,197	General Fund Net of Transfers	\$ 15,108,197
Schools - Operations -Local Funds	\$ 132,500		
Schools - Operations -Local Appropriation -Base	\$ 4,987,395		
Schools - Operations- Local Carryover	\$ 343,545		
Schools - Operations -State & Federal Aid	\$ <u>10,721,366</u>		
Subtotal - School Operating Fund	\$ 16,184,806	Education Fund	16,184,806
Schools- Cafeteria Fund - State, Federal & Local	\$ <u>644,004</u>	Cafeteria	<u>644,004</u>
SCHOOL OPERATIONS	\$ 16,828,810	SCHOOL OPERATIONS	\$ 16,828,810
Social Services Fund - State Aid	\$ 484,008	Administrative, Foster Care,	
Social Services Fund - Federal Aid	\$ 731,643	Eligibility and Other Social	
Transfer from General Fund	\$ <u>471,293</u>	Services Functions	
SOCIAL SERVICES	\$ 1,686,944	SOCIAL SERVICES	1,686,944
		Mandated Services	154,291
State Aid	97,042	Local Medicaid Match	17,235
Transfer from General Fund	<u>119,644</u>	Administrative	<u>45,160</u>
COMPREHENSIVE SERVICES	216,686	COMPREHENSIVE SERVICES	216,686

FY 15-16
ADOPTED BUDGET

SUMMARY OF ALL BUDGETED FUNDS
Fiscal Year 2015-16

	2015-2016		2015-2016
	ADOPTED	EXPENDITURES	ADOPTED
REVENUE			
		Water Operations	1,152,749
User Fees - Residential	1,300,000	Sewer Operations	571,808
User Fees Commercial	1,750,000	Wastewater Treatment Operatio	758,083
Sewage Treatment Fees	82,500	Transfers to General Fund	289,502
Miscellaneous	<u>5,250</u>	Debt Service	<u>365,608</u>
TOTAL WATER & SEWER FUND	3,137,750	WATER & SEWER FUND	3,137,750
		Waste Collection & Disposal	468,000
Waste & Collection Disposal Fees	1,342,322	Other Operating Expense	690,482
Prior Year Reserves	56,031	Transfers to General Fund	215,815
Miscellaneous Revenue	<u>4,000</u>	Debt Service	<u>28,056</u>
TOTAL SOLID WASTE FUND	1,402,353	TOTAL SOLID WASTE FUND	1,402,353
		Operating Expenses	301,787
Local Revenue	240,232	Transfers to General Fund	20,750
Federal & State Revenue	3,000	Capital Outlay	-
Transfer from General Fund	<u>79,305</u>	TOTAL AIRPORT FUND	322,537
TOTAL AIRPORT FUND	322,537		
		Operating Expenses	1,575,820
		Cost of Energy	11,237,096
Sale of Energy Fuel Adjustment	1,349,299	Capital Outlay	815,634
Slae of Electric Energy	14,232,589	Transfers to General Fund	1,909,391
Miscellaneous Revenue	<u>230,750</u>	Debt Service	<u>274,697</u>
TOTAL ELECTRIC FUND	15,812,638	TOTAL ELECTRIC FUND	15,812,638
Transfers from General Fund - School Debt	634,392	School Fund Debt Principal	501,285
Transfers from General Fund - General Debt	479,150	School Fund Debt Interest	158,107
Interest Income	25,000	General Fund Debt Principal	216,500
Debt Service Reserves	-	General fund Debt Interest	<u>262,650</u>
TOTAL DEBT SERVICE FUND	1,138,542	TOTAL DEBT SERVICE FUND	1,138,542
Rents & Program Fees	126,416		
Use of Fund Balance	32,000		
Transfer from General Fund Operations	24,220	Operating Expenses	182,636
Transfer from GF-Joint Economic Develop	<u>125,000</u>	Payments for Economic Develop	<u>125,000</u>
TOTAL ECONOMIC DEVELOP	307,636	TOTAL ECONOMIC DEVELOP	307,636
TOTAL CITY FUNDS	\$ 55,962,093	TOTAL CITY FUNDS	\$ 55,962,093



**FY 2015-2016 BUDGET BY FUND
PRIOR YEAR COMPARISON**

	FY 2014-2015 Adopted	FY 2014-2015 Amended	FY 15-16 ADOPTED	Variance/ Proposed Over Adopted	Variance (%)	Variance of Adopted Over Amended	Variance %
General Fund*	\$ 15,579,242	\$ 16,252,106	\$ 15,108,197	\$ (471,045)	-3.02%	(1,143,909)	-7.04%
Water & Sewer Fund	\$ 3,130,250	\$ 3,130,250	\$ 3,137,750	\$ 7,500	0.24%	7,500	0.24%
Airport Fund	\$ 1,921,482	\$ 1,921,482	\$ 322,537	\$ (1,598,945)	-83.21%	(1,598,945)	-83.21%
Electric Fund	\$ 16,670,873	\$ 16,670,873	\$ 15,812,638	\$ (858,235)	-5.15%	(858,235)	-5.15%
Solid Waste Fund	\$ 1,478,795	\$ 1,478,795	\$ 1,402,353	\$ (76,442)	-5.17%	(76,442)	-5.17%
Economic Dev. Fund	\$ 288,833	\$ 288,833	\$ 307,636	\$ 18,803	6.51%	18,803	6.51%
School Fund	\$ 16,427,626	\$ 17,847,055	\$ 16,184,806	\$ (242,820)	-1.48%	(1,662,249)	-9.31%
School Cafeteria Fund	\$ 618,581	\$ 618,581	\$ 644,004	\$ 25,423	4.11%	25,423	4.11%
Social Services	\$ 1,674,962	\$ 1,674,962	\$ 1,686,944	\$ 11,982	0.72%	11,982	0.72%
Comprehensive Services	\$ 302,117	\$ 302,117	\$ 216,686	\$ (85,431)	-28.28%	(85,431)	-28.28%
School Debt Service	\$ 616,182	\$ 616,182	\$ 659,392	\$ 43,210	7.01%	43,210	7.01%
General Fund Debt Service	\$ 413,130	\$ 413,130	\$ 479,150	\$ 66,020	15.98%	66,020	15.98%
TOTAL	\$ 59,122,073	\$ 61,214,366	\$ 55,962,093	(3,159,980)	-5.34%	\$ (5,252,273)	-8.58%

*Budget is prior to transfers to other funds

2014-2015 Primary Budget Amendments – General Fund	Amount
Byrne Justice Grant (Police)	6,781
Capital Projects Financed with Loan Proceeds	184,230
USDA Police Grant	50,000
E911 Dispatch Center Upgrade Grant	150,000
Generator Hook Up Grant	55,957
FY 2013-2014 Fund Balance Appropriation-Variou Depts.	186,205
Gateway Enhancement & Litter Control Funds	15,238
TOTAL	\$648,411

2014-2015 Primary Budget Amendments – Other Funds	Amount
Water & Sewer Fund- Prior Year Carryover	613,475
School Fund – Prior Year Carryover & Additional Grants	1,419,429
TOTAL	\$2,032,904



CITY TAX RATES – EFFECTIVE JULY 1, 2015

Real Estate taxes are billed twice per Year.

The 1st half is due Dec. 5th and the 2nd half is due June 5th. Personal Property taxes are billed once and are due on December 5th of each year.

<u>Business License Tax Rates</u> <i>(Per \$100 of gross receipts)</i>	
Financial, Professional and Real Estate Services	\$.58
Personal, Business and Repair Services	\$.30
Retail Sales	\$.20
Contractors	\$.15
Wholesale Purchases	\$50.00 on 1 st \$10,000 purchases

<u>Real Estate Taxes</u> <i>(Per \$100 of assessed value)</i>	
Current City-wide Tax Rate	\$0.99
Downtown Business District	\$.24
<u>Personal Property Taxes</u>	
Vehicles	\$4.50
PPTRA rate – 55%	
Boats	\$4.50

The City of Franklin requires that all persons doing business in this city file for and obtain a business license prior to beginning business. A Business License tax is based upon the gross receipts of the business and are Due March 1st

Personal property, other than motor vehicles, used in a trade or business is subject to local taxation as Business Personal Property. Returns are due no later than February 1st for property in use as of January 1 of a tax year.

<u>Business Personal Property</u>
Rate - \$4.50 per \$100 <i>(Based on 25% of original cost)</i>

<u>Machinery and Tools</u>
Rate - \$2.00 per \$100 of assessed value <i>(Based on 30% of cost)</i>

Machinery and Tools tax applies to equipment used in the manufacturing and processing of its goods. Returns are due no later than February 15th for equipment in use as of January 1 of a tax year.

<u>Meals Tax</u>
Rate - 6.5%

<u>Lodging Tax</u>
Rate - 8%

<u>Cigarette Tax</u>
Current Tax \$0.60 per pack

Registration for the collection of Meals, Lodging, and Cigarette tax is required with the Commissioner of the Revenue's Office prior to beginning business. This tax must be remitted by the 20th day of each month.

FINANCIAL POLICIES & POSITION SUMMARY

- ❖ General Fund Financial Policies (Fund Balance, Revenue, Budget and Debt Administration)
- ❖ Table of Authorized Positions
- ❖ Analysis of Personnel Changes



GENERAL & FINANCIAL POLICIES

The City of Franklin has a responsibility to its citizens to account for public funds, to manage finances wisely, and to allocate resources efficiently and effectively in order to provide the services desired by the public. The primary objective of establishing Financial Management Policies is to provide a framework within which sound financial decisions may be made for the long term betterment and stability of the City.

OVERALL GOALS

- ❖ To ensure the City's sound financial condition at all times in:
 - Cash Solvency – the ability to pay bills
 - Budgetary Solvency – the ability to annually balance the budget
 - Long Term Solvency – The ability to pay future costs
 - Service Level Solvency – The ability to provide needed and desired services
- ❖ Adherence to City Charter and Code and the Code of the Commonwealth of Virginia.
- ❖ Adherence to the best accounting and management practices in conformity with generally accepted accounting procedures as applied to governmental units.

DEFINITIONS

Assigned Fund Balance: amounts that are constrained by the government's intent to be used for specific purposes but are neither restricted nor committed. Fund Balance may be assigned either through the encumbrance process as a result of normal purchasing activity (which includes the issuance of a purchase order), or by the City Manager or his/her designee.

Capital Project Fund: Accounts for capital improvements financed from bond issues, special assessments and certain grants.

Cash Balance: The sum of cash and investments of an accounting fund.

Committed Fund Balance: amounts that can only be used for specific purposes pursuant to constraints imposed by formal action of City Council. Formal Council action includes

designations of funds to be held for a specific purpose in future fiscal years and budget amendments to carry forward appropriations that were unexpended at fiscal year end.

Debt Service Fund: Accounts for repayment of debt.

Enterprise Funds: Account for activities for which a fee is charged to external users for goods and services. The Solid Waste Fund, Water & Sewer Fund, Airport Fund, and the Electric Fund are enterprise funds.

General Fund: The City's primary operating fund that accounts for City services not otherwise accounted for in a separate fund.

Non-spendable Fund Balance: Non-spendable Fund Balance includes amounts that cannot be spent because they are either not in spendable form such as inventories, pre-pays, or receivables that are reasonably expected to not be collected in the next year; or they are legally or contractually required to be maintained intact.

Restricted Fund Balance: Restricted fund balance includes amounts that have constraints placed on their use by external sources such as creditors, grantors, contributors, laws or regulations of other governments or imposed by law through constitutional provisions or enabling legislation.

Special Revenue Funds: Accounts for proceeds of designated revenue sources used to finance specific activities.

Temporary Borrowing: Loan from one fund to another fund due to temporary cash shortage with the expectation of repayment within 12 months. Not considered legal debt.

Unassigned Fund Balance: The portion of fund balance, calculated in accordance with generally accepted accounting principles that is not in another category.



**GENERAL FUND
FINANCIAL POLICIES**

MINIMUM UNASSIGNED FUND BALANCE (NET ASSETS) POLICY

In order to avoid service disruptions that otherwise could arise from revenue shortfalls or unanticipated expenditures, the following range for unassigned fund balances (or unrestricted net assets) should be maintained at the end of each quarter. For the purpose of policy compliance evaluation, the below is shown as of the end of the fiscal year:

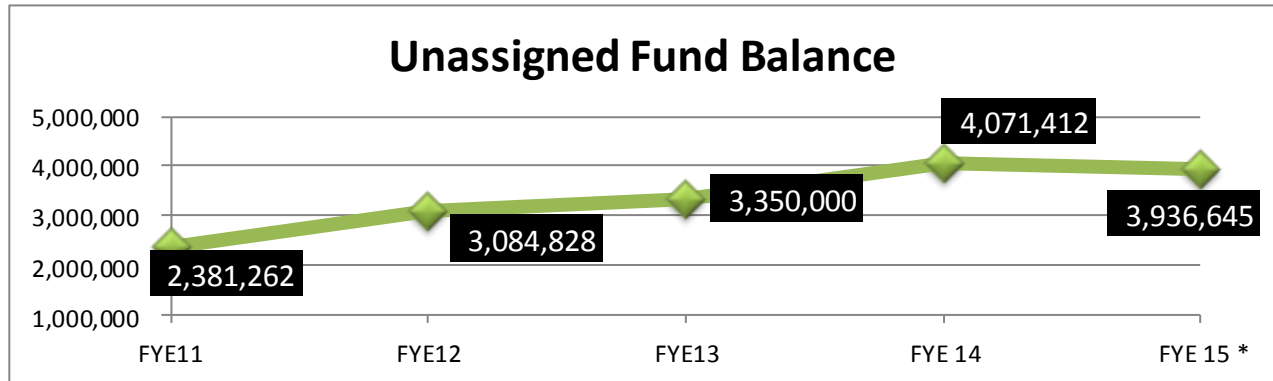
General Fund – 15% to 25% of budgeted annual expenses

Fiscal year 2013-2014	ACTUAL FISCAL YEAR 2013-2014	Fiscal Year 2014-2015 Projected	PROJECTED FISCAL YEAR 2014-2015
	General Government Actual Expenditures \$22,137,576		General Government Budgeted Expenditures \$22,653,361
	Unassigned Fund Balance Ending 6/30/14 \$4,071,412 = 18.0%		Unassigned Fund Balance Projected Ending 6/30/15 \$3,936,645 = 17.3%
	Required Minimum Unassigned Fund Balance per Policy \$3,320,636 = 15%		Required Unassigned Fund Balance per Policy \$3,398,004 = 15%

Policy Evaluation: The FY 2014-2015 projected unassigned fund balance at June 30, 2015 is projected to exceed the minimum policy guidelines.

Below is a history of the City’s Unassigned Fund Balance from June 30, 2011 through June 30, 2015. Since FY 2011, the City’s unassigned fund balance has grown from \$2.38 million to a projected balance of \$3.93 mil at June 30, 2015.

**GENERAL FUND
FINANCIAL POLICIES**



*denotes projected

RESTORATION OF MINIMUM CASH OR UNASSIGNED FUND BALANCES

Should the cash balance or the unassigned fund balance fall below the target levels, the City Manager will prepare and present a plan for restoration to the targeted levels. If a target level is not met or anticipated not to be met, a line item will be included in the fund's expense section to budget a minimum of 2% of the upcoming projected budget revenues until the targeted levels are met.

EXCESS UNASSIGNED FUND BALANCES (NET ASSETS)

In the event the unassigned fund balance exceeds any established maximum balance requirements in the General Fund or Enterprise Funds at the end of a fiscal year, the excess may be used in one or a combination of the following ways: (a) Retirement of existing debt; (b) One-time expenditures that do not increase recurring operation costs that cannot be funded through current revenues; [An example would be replacement of capital equipment or payment to a capital improvements project that would reduce the future debt of the City. Another example of a one-time expenditure would be refunds of a portion of specific revenue collected]; and, (c) Establishment of reserves for risk management, equipment replacement, capital projects, emergencies or disaster recovery.

POLICY ON THE ORDER OF SPENDING RESOURCES

The City considers restricted fund balance to be spent when expenditure is incurred for purposes for which restricted and unrestricted fund balance are available unless prohibited by legal documents or contracts. When expenditure is incurred for purposes for which committed, assigned or unassigned amounts are available, the City considers committed fund balance to be spent first, then assigned fund balance, and lastly unassigned fund balance.

GENERAL FUND FINANCIAL POLICIES

- ❖ Reassessment of real property will be made every two years
- ❖ The City will monitor all taxes to ensure they are equitably administered and are collected in a timely manner
- ❖ User Fees and Charges will be reviewed and updated on an ongoing basis to ensure that they keep pace with changes in the cost-of-living as well as changes in the method and levels of service delivery.
 1. Rental of City Properties will be reviewed annually and compared to market rates.
 2. Building permit and inspection fees will be reviewed annually.
 3. Recreation program charges will be reviewed annually.
- ❖ Where possible the City will institute user fees and charges for specialized programs and services based on the cost of a particular service. Rates will be established to recover operational as well as capital or debt service costs.
- ❖ Revenue Shortfalls: In the event it is determined that revenues for the fiscal year will fall short of anticipated amounts, the City Manager shall provide Council with a plan for expenditure reductions and/or revenue enhancements in the current year to mitigate the anticipated shortfall.
- ❖ Revenues from fees and charges will be reviewed annually and compared with surrounding localities to determine whether they are fair and equitable and in-line with services provided.

FINANCIAL POLICIES

DEBT MANAGEMENT

The Commonwealth of Virginia imposes a legal limit of 10 percent of the assessed valuation of taxed real property as a ceiling on the amount of general obligation borrowings a municipality may incur. While this is the legal limitation, the City is well aware it cannot take on expenditures beyond its fiscal means of affordability.

- ❖ General Debt Service Expense should not exceed 10% of the General Fund Expenses.
- ❖ Net general debt as a percent of taxable real estate valuations should not exceed 5%.
- ❖ Debt Service for Enterprise Funds should not exceed 20% of the Funds' annual expenses.

In determining general obligation debt limitations, certain classes of indebtedness may be excluded, including revenue anticipation notes maturing in one year or less, general obligation bonds payable from a specified revenue producing undertaking [as long as the undertaking is self-supporting], and capital leases and revenue bonds. The City's enterprise operations for Electric Fund and Water and Sewer Fund bonded debt are a combination of self-supporting, general obligation and revenue bonds.

When the City finances capital improvements or other projects through bonds or capital leases, it will repay the debt within a period not to exceed the expected useful life of the projects.

2014 General Debt Service Expense as Percentage of *General Fund Expenses = 4.5%

*calculation represents payment of annual principal and interest obligation

2015 Projected General Debt Service Expense as Percentage of *General Fund Expenses = 5.0%

*calculation represents payment of annual principal and interest obligation

2014 Net Bonded Debt as a Percentage of Taxable Real Estate – 2.35%

Enterprise Funds

Debt Service as a percentage of annual expenses for the Water & Sewer, Electric and Solid Waste Funds is less than 2.0%, well below the minimum policy guideline.

Policy Evaluation: The City is in compliance with its debt management policy guidelines for all debt funds.

FINANCIAL POLICIES

BUDGET DEVELOPMENT AND BUDGETARY CONTROLS

The City utilizes the following procedures in establishing the budgetary data reflected:

- ❖ The budget is formulated from estimates of revenues and expected expenditures from various departments. Line item detail of the various local, state and federal revenue sources is used to project current year estimated actual revenue, and anticipated revenue for the following year. Trend analysis, evaluation of current economic conditions and actions by the State legislature serve as the basis for projecting the ensuing year budget.
- ❖ The City also develops a Five Year Capital Improvement Plan to adequately address capital needs in the City and a proposed plan for financing projects. A recommended CIP is presented to City Council during presentation of the Operating Budget and adopted simultaneously. The first year of the CIP is incorporated into the City Manager's proposed operating and capital budget.
- ❖ At least 60 days prior to June 30, the City Manager submits to City Council a proposed operating budget for the fiscal year commencing the following July 1. The operating budget includes proposed expenditures and the means of financing them. The budget submitted to Council must be in balance, meaning expenditures recommended by the City Manager must not exceed the estimated revenue.
- ❖ Budget work sessions are held in which the various departmental proposed budgets are presented to City Council. This is a process which enables Council to make informed budgetary and financial planning decisions.
- ❖ City Council then holds a public hearing(s) on the proposed budget. Notice of such public hearing is advertised in the local newspaper not less than seven days prior to the hearing.
- ❖ The budget must be approved by a majority vote of City Council and legally adopted before July 1. A budget resolution is approved by City Council that formally adopts the budget by the various funds, levies the tax rates for the new fiscal year and sets various fees for City services.
- ❖ Additional appropriations may be made by City Council only if there is an undesignated fund balance or additional funding becomes available.
- ❖ Department Heads are responsible for managing departmental budgets within the total appropriated budget. Department heads shall prepare budget amendments for expenditures over a budgeted line item by more than \$10,000. The City Manager is authorized to transfer budgeted amounts within departments up to \$10,000. Expenditures over the original budget of any department must be approved by City Council. Transfers over \$10,000 must also be approved by City Council. The School Board is authorized to transfer budgeted amounts within the school system's categories. However, amendments to the School System budget (additional appropriations) require approval of City Council.
- ❖ Appropriations lapse on June 30 for all city units.



BUDGET CALENDAR

August/September

- ❖ Departmental goals and objectives due to City Manager

October/November

- ❖ Goal/ Budget Work sessions held with City Council

December/January

- ❖ Budget packages distributed to departments, agencies and organizations
- ❖ Finance staff and department directors begin to formulate preliminary revenue estimates.
- ❖ Capital Improvement Project (CIP) request forms are submitted to departments.

February

- ❖ City Manager and Finance Staff review department budget submissions and CIP requests
- ❖ Finance Staff compile revenue estimates

March

- ❖ City Manager and Finance Staff continue review of budget requests

April

- ❖ Joint work session with School Board and City Council
- ❖ Agencies and organizations present requests for funding to City Council
- ❖ City Manager presents Budget Requests to City Council

May

- ❖ City Manager presents Preliminary Recommended Budget & Draft Municipal Goals to City Council
- ❖ City Council holds departmental budget work sessions to discuss the City Manager's proposed budget, Five Year CIP and review municipal goals.
- ❖ City Manager Presents Revised Consolidated Budget to Council for consideration at public hearing
- ❖ Public Hearing Advertisement on City Manager's Proposed Budget

June

- ❖ Public hearing is conducted on City Budget to receive taxpayer input
- ❖ City Council holds final work session(s)
- ❖ City Council takes formal action to adopt the Consolidated Budget, Budget Resolutions, Five Year Capital Improvement Plan, Municipal Goals and set the tax rates for the new year

July

- ❖ The new fiscal year commences on July 1st.



FY 2015-2016 TABLE OF BUDGETED POSITIONS

Function/Program	FY 2014-2015 Adopted	FY 2015-2016 Adopted	Net FTE Change
GENERAL FUND			
City Manager	2	2	0
City Attorney	1	1	0
Human Resources	2	2	0
Treasurer	5	5	0
Commissioner of Revenue	5	5	0
Finance	5	5	0
Finance-Utility Billing	3	3	0
Registrar	1.5	1.5	0
Information Technology	1	1	0
Total General Government Administration	25.5	25.5	0
Police	33	33	0
E-911 Communications	9.5	9.5	0
Animal Control	1.5	1.5	0
Fire & Rescue - EMS	28	28	0
Inspections	7	7	0
Total Public Safety Administration	79	79	0
Public Works-Streets	16	16	0
Public Works - Garage	4	4	0
Public Works - Refuse collection	0	0	0
Public Works-Bldgs & Grounds	10	10	0
Total Public Works Administration	30	30	0
Park and Recreation	4	3	-1
Senior Program	1	1	0
Library	0.5	0.5	0
Total Parks & Recreation	5.5	4.5	-1
Community Development & Stormwater Mgt.	3	2	-1
Downtown Development	1	1	0
Total Community Development	4	3	-1
TOTAL GENERAL FUND	144	142	-2
Social Services	22	23	1
Economic Development - Incubator	1	0.5	-0.5
Water & Sewer	13	13	0
Solid Waste	8	8	0
Electric Fund	16	16	0
Airport	2	2	0
TOTAL NON GENERAL FUND	62	62.5	0.5
TOTAL POSITIONS - ALL FUNDS	206	204.5	-1.5



**ANALYSIS OF PERSONNEL CHANGES
FY 2015-2016 COMPARED TO FY 2014-2015 ADOPTED BUDGET**

- ❖ Community & Economic Development reflects the removal of funding for one vacant position in the Planning Department. The position was budgeted in FY14-15 to manage the City’s state mandated Storm Water Management program. The position has remained unfilled in the current fiscal year.

- ❖ Parks & Recreation reflects the elimination of funding for one position based on restructuring of personnel as a result of recent retirements. The position was removed from Senior Services which previously funded one-half of the salary of the Parks & Recreation Director.

- ❖ Social Services Fund reflects increased funding for one full time grant funded position. The department received a \$40,140 grant from the Obici Healthcare Foundation for a Benefits Program Specialist position to accommodate increasing Medicaid Plan enrollment resulting from changes to the Medicaid system stemming from the Patient Protection Act and Affordable Healthcare Act.

HISTORY OF FULL TIME EQUIVALENT POSITIONS AS OF JUNE 30

Table 1.

FUND	2016	2015	2014	2013	2012	2011	2010	2009	2008	2007	2006
General	142	144	142	145	139	132	129	130	134	146	143
Social Services	23	22	22	20	20	19	19	20	18	19	19
Electric	16	16	16	16	14	14	16	15	20	20	20
Water & Sewer	13	13	16	13	13	16	14	14	16	16	16
Airport	2	2	2	2	2	2	2	2	2	2	2
Solid Waste	8	8	8	0	0	0	0	0	0	0	0
Economic Development	-0-	1	1	1	1	Na	Na	Na	Na	Na	Na
TOTAL	204	206	207	197	188	183	178	182	185	204	201

FY 15-16
ADOPTED BUDGET

Section 3

ANALYSIS OF THE GENERAL FUND

- ❖ Revenue Assumptions, Analysis & Descriptions
- ❖ Summary of Revenue Changes from Prior Year
- ❖ Expenditure Assumptions, Analysis & Descriptions
- ❖ Summary of Expenditure Changes from Prior Year
- ❖ General Fund Highlights by Function
 - Legislative, General & Financial Administration
 - Judicial Administration
 - Public Safety
 - Public Works
 - Health & Welfare
 - Parks & Recreation
 - Community Development
 - Non Departmental



REVENUE ASSUMPTIONS FOR THE FY 2016 ANNUAL OPERATING BUDGET

INTRODUCTION

There are numerous revenue items in the General Fund Budget. This section summarizes the revenue categories and offers insight on the items that are the major producers of City resources. There are many economic and structural factors that determine the amounts of revenue that the City can expect to receive in any fiscal year. Economic variables that drive many of the revenues include short and long term interest rates, consumer confidence, retail sales, housing demands, and fuel prices. Other determinants include policies and formulas developed by the State to distribute educational, public safety, social service, and other funds as well as regulations on the establishment and administration of local taxes and fees.

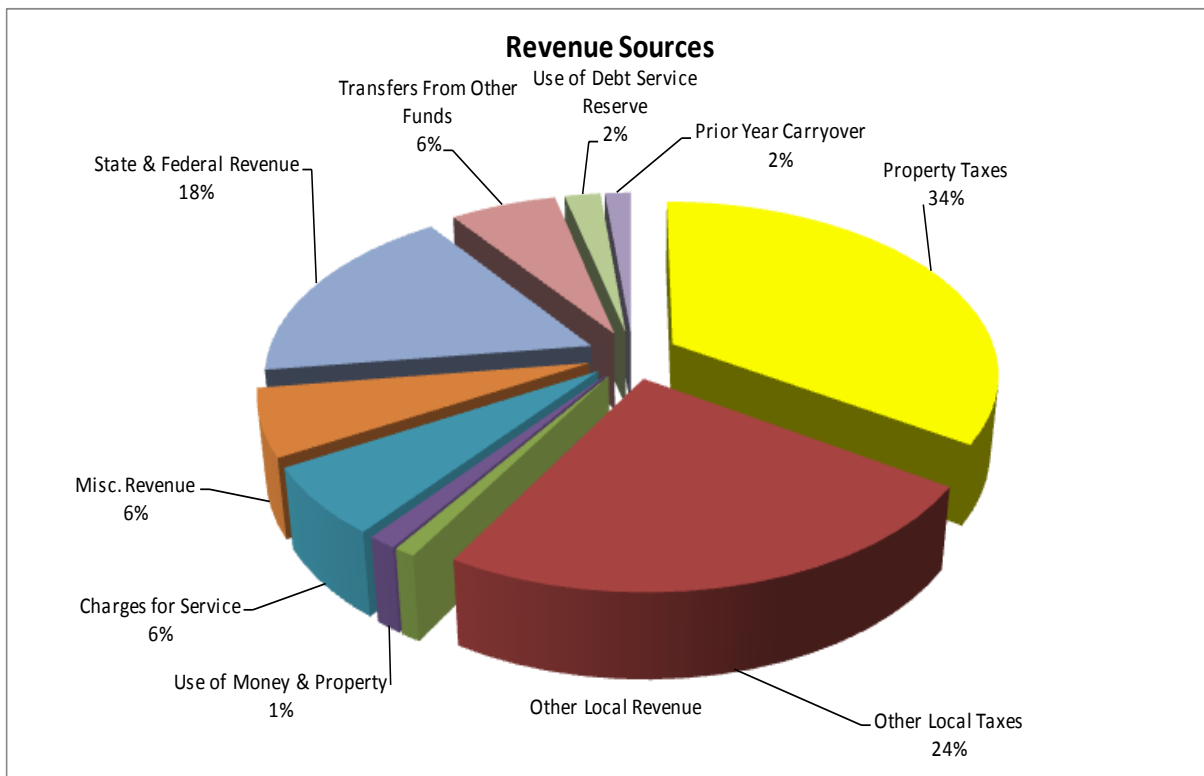
Several factors were considered as part of the revenue projections for the upcoming fiscal year. Economic conditions will show moderate recovery in select areas of the local economy. The City has been in a conservative mode in budgeting for revenues indicative of the economy such as meals, lodging and sales taxes and business license fees. These revenue sources are showing signs of growth that are consistent with the performance of the current fiscal year, indicating a slow but steady recovery since the onset of the economic downturn which had a negative effect on these revenue sources.

While the State in large part recognizes its obligation to reimburse localities for State responsible functions, it does not provide the necessary funding nor reduce the service requirements. Even though the State ceased planned reductions to localities in most funding areas beginning in FY 2013-2014 and eliminated the "Reduction in State Aid to Localities" beginning in FY 2015-2016, funding required by localities to fund state supported operations continue to grow without a corresponding equivalent increase in state funding.



**FY 2015-2016 REVENUE SUMMARY
GENERAL FUND**

	Adopted FY 2014-2014	Adopted 2015-2016	Change	FY 15-16 Percent of Budget
Property Taxes	\$ 7,168,006	\$ 7,397,314	\$ 229,308	33.1%
Other Local Taxes	\$ 5,218,500	\$ 5,373,000	\$ 154,500	24.0%
Permits, Fees, Fines & Licenses	\$ 231,836	\$ 203,100	\$ (28,736)	0.9%
Use of Money & Property	\$ 242,522	\$ 270,848	\$ 28,326	1.2%
Charges for Service	\$ 1,458,809	\$ 1,401,742	\$ (57,067)	6.3%
Miscellaneous & Revenue Sharing	\$ 1,088,092	\$ 1,405,743	\$ 317,651	6.3%
State & Federal	\$ 4,436,202	\$ 3,954,170	\$ (482,032)	17.7%
Transfers From Other Funds	\$ 1,409,891	\$ 1,547,601	\$ 137,710	6.9%
Use of Debt Service Reserve	\$ 927,409	\$ 475,028	\$ (452,381)	2.1%
Use of Unassigned Fund Balance	\$ 126,500	\$ -	\$ (126,500)	0.0%
Prior Year Carryover	\$ 345,594	\$ 343,595	\$ (1,999)	1.5%
TOTAL REVENUE	\$ 22,653,361	\$ 22,372,141	\$ (281,220)	100.0%



Approximately 58% of General Fund revenues are derived from taxes; 34% from real estate and personal property taxes and 24% from other local taxes such as meals, sales, cigarette, lodging and license taxes. The next largest source is revenue from the State (both categorical and non-categorical aid such as

state reimbursement for shared expenses, HB 599 funds for police, street and highway maintenance funds and the state PPTRA reimbursement). A complete analysis of all revenue sources is included in the following section (Revenue Analysis and Descriptions).

**FY 2015-2016
GENERAL FUND
Revenue Analysis and Descriptions**

The General Fund provides for the basic services extended to all residents and businesses in the City, including public safety, streets, recreation, library, court services, community development and general administration. It also includes significant contributions to the operation of the Franklin City Public School System, constitutional offices and other community organizations. Most General Fund Services are non-revenue producing, thereby requiring the use of ad valorem property taxes and other General Fund related revenue sources to provide funding. The Electric Fund provides significant support of General Fund operations through an inter-fund transfer in lieu of taxes and a City Council established appropriation of \$1.409 million annually which reduces pressure on the property tax.

The General Fund revenues are divided into the following categories: property taxes, other local taxes, licenses, permits and fees, fines and forfeitures, revenue from use of money & property, charges for services, transfers from other funds, miscellaneous revenue and recovered costs, non-categorical state aid, and categorical aid (shared expenses), other state and federal grants and prior year surplus and transfers.

General Property Taxes are one of the major revenue sources for the General Fund and include *real estate, public service, personal and business property taxes*, and taxes on *machinery & tools*. Analyzing the cumulative tax values of all types of property on which the City levies a tax, the total City tax base for 2015 is projected to be \$624,023,907. A history of total property values by type is shown in Table 1.

2015 PROJECTION

Real Estate	Personal Property	Machinery & Tools	Public Service	Total
\$ 550,846,253	\$ 65,653,787	\$ 928,866	\$ 6,595,001	\$ 624,023,907

**Assessed Value of Taxable Property
Last Ten Fiscal Years Ended June 30th**

Year	Real Estate	Personal Property	Mobile Homes	Machinery and Tools	Public Service Corporations		Total
					Real Estate	Personal Property	
2014	546,840,453	60,195,857		2,471,371	6,551,183	43,818	616,102,682
2013	571,544,231	58,915,121		3,136,696	6,588,695	77,003	640,261,746
2012	550,495,439	55,575,941		2,993,303	6,927,392	13,914	616,005,989
2011	606,470,410	55,398,273		3,032,569	7,371,365	16,575	672,289,192
2010	629,410,310	57,061,332		3,018,957	7,761,879	42,224	697,294,702
2009	671,857,100	59,307,993	900	2,909,231	7,646,642	27,151	741,749,017
2008	561,634,400	57,716,863		573,729	8,480,797	39,340	628,445,129
2007	567,081,965	62,652,410		703,167	6,596,676	21,591	637,055,809
2006	418,087,841	59,659,923		738,901	8,611,442	39,123	487,137,230
2005	413,484,184	55,210,009		757,167	8,617,223	39,123	478,107,706

Source: Franklin City Annual Financial Report 6/30/14 and 2015 Projections from the Commissioner of the Revenue

Table 1

FY 2015-2016 TAX RATE RECOMMENDATION			
Tax (per \$100 of assessed value)	FY 14-15	FY 15-16	Prior Year Change
Real Estate	\$0.96	\$0.99	+\$0.03
Real Estate (Downtown Tax District)	\$1.20	\$1.23	+\$0.03
Personal Property	\$4.50	\$4.50	-0-
Machinery & Tools	\$2.00	\$2.00	-0-
Public Service(Real Estate & Personal Property)	\$0.96/\$4.50	\$0.99/\$4.50	+\$0.03 Real Estate
Personal Property Tax Relief Percentage	58%	55%	(-3.0%)

Table 2.

PROPOSED TAX RATE:

The current real estate tax rate is \$0.96 per \$100 of assessed value. The FY 2015-2016 budget increases the 2015 Tax Levy on real property by \$0.09 cents per \$100 of assessed value. The proposed rate is \$1.05 per \$100 of assessed value. This is one of several strategies to balance the budget in light of increased expenditures beyond the City's control such as the increase for jail administration and general and school fund debt obligations. The rate increase was also necessitated based on the City's recommendation to increase the local base funding for Education and the recommended City employee COLA pay increase.

These four major budget drivers reflect a combined annualized cost increase of \$508,104, which will generate a revenue requirement in excess of the recommended nine cent property tax rate increase. As a result of the proposed tax rate increase, the estimated real property tax revenue for FY2015 is \$5,735,508, an increase of \$493,636 above tax year 2014 projected revenue. The following provides illustrative examples of the tax rate implication for a taxpayer with property assessed at \$153,000 (example #2 based on the average single family residential dwelling value from the 2014 Reassessment) prior to the tax rate change and based upon the

recommended rate adjustment. In this example, the real estate taxes paid would be nearly \$138.00 more than taxes paid at the tax rate of \$0.96 cents. This increase will be offset by recommended reductions in the City's residential solid waste collection fee and rate changes in the Electric Fund. These changes are further addressed in the Enterprise section of the budget document. All proposed tax rates are depicted in Table 2 above.

Real Estate Tax	FY 14-15	FY 15-16	Property Value \$100,000
	Example 1		
Rate	0.96/\$100	0.99/\$100	
Tax	\$960.00	\$990.00	\$30.00

Real Estate Tax	FY 14-15	FY 15-16	Property Value \$153,000
	Example 2		
Value	\$153,000	\$153,000	
Rate	0.96/\$100	0.99/\$100	
Tax	\$1,468.80	\$1,514.70	\$45.90

Real Estate Tax	FY 14-15	FY 15-16	Property Value \$200,000
	Example 3		
Rate	0.96/\$100	\$0.99/\$100	
Tax	\$1,920.00	\$1,980.00	\$60.00

10 Year Tax Rate History
(per \$100 of assessed value)

Fiscal Year	Real Estate	Downtown District*	Personal Property	Machinery & Tools	Public Service (RE/PP)
2015-16	\$1.05	\$1.29	\$4.50	\$2.00	\$1.05/\$4.50
2014-15	\$0.96	\$1.20	\$4.50	\$2.00	\$0.96/\$4.50
2013-14	\$0.90	\$1.14	\$4.50	\$2.00	\$0.90/\$4.50
2012-13	\$0.77	\$1.01	\$4.50	\$2.00	\$0.77/\$4.50
2011-12	\$0.77	\$1.01	\$4.50	\$2.00	\$0.77/\$4.50
2010-11	\$0.77	\$1.01	\$4.50	\$2.00	\$0.77/\$4.50
2009-10	\$0.77	\$1.01	\$4.50	\$2.00	\$0.77/\$4.50
2008-09	\$0.90	\$1.14	\$4.50	\$2.00	\$0.90/\$4.50
2007-08	\$0.85	\$1.09	\$4.50	\$2.00	\$0.85/\$4.50
2006-07	\$0.95	\$1.19	\$4.50	\$2.00	\$0.95/\$4.50

Table 3.

**The Real Estate Tax Rate for the Downtown District is \$0.24 in addition to the City's tax rate.*

Real Estate Tax Relief Program for the Elderly or Disabled - To counter the cost of real estate taxes for eligible citizens with fixed incomes, the City has established a program to fully or partially exempt elderly or disabled homeowners in Franklin based upon income limits and age. In Tax Year 2014, the tax relief amount for the elderly was \$28,417 and \$17,165 for qualifying disabled veterans.

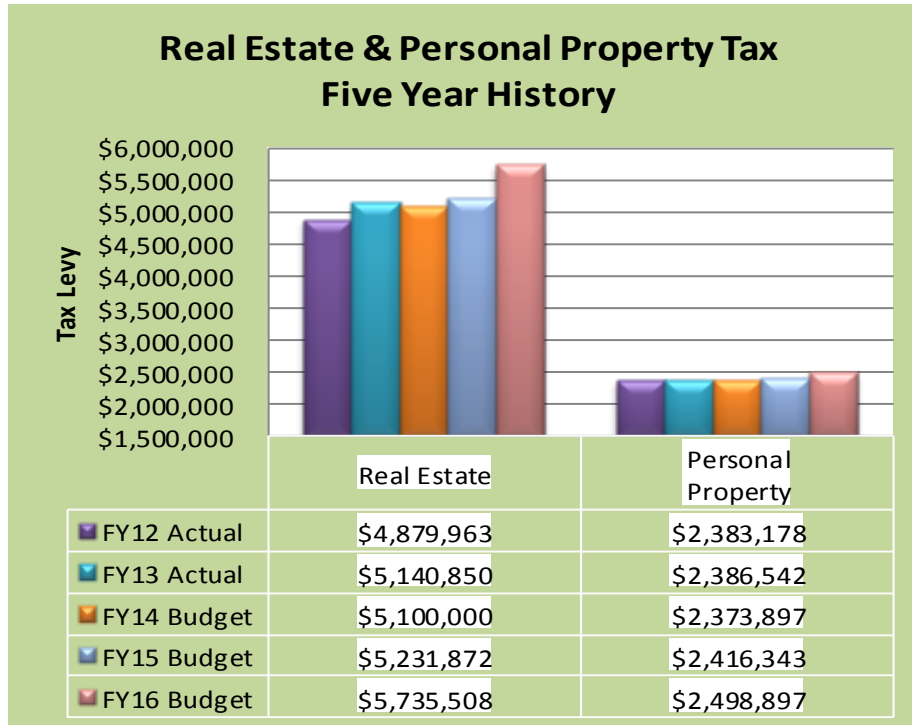
Personal property tax revenue is budgeted at \$2.49 million, an increase of 6.0% or \$82,554 above the FY 2014-2015 budget based on the current tax rate of \$4.50 per \$100 of assessed value. Since 1999, the Commonwealth of Virginia has reimbursed localities in Virginia for a portion of the levy included in the personal property tax on vehicles as authorized by the Personal Property Tax Relief Act (PPTRA). Beginning in 2006, the State began to reimburse localities a fixed amount based on the 2004 level of State reimbursement. For the City of Franklin, this totals \$1,048,897. The PPTRA rate for FY 2015-2016 personal use vehicles is estimated to be 55% down from 58% in FY 2014-2015. In essence, since the City receives a set value from the State for the Personal Property Tax Relief reimbursement, the City must annually adjust the relief percentage to maintain revenue neutrality.

Public Service Corporation Taxes constitute the assessment value for all property owned by Public Service Corporations in the City and subject to local taxation. Revenue for FY2016 is projected at \$64,863, a slight increase above current year projections.

Machinery & Tools tax is assessed to machinery and equipment used in manufacturing and processing. The City currently receives a marginal amount of revenue from this tax type. The FY 2015-2016 projection will decrease as a result of a major manufacturing business (i.e. Money Mailer) that relocated from the City. The FY 2015-2016 projection is \$23,577, a decrease of \$41,000 from the approved budget in 2014-2015. However, this is a slight increase over actual anticipated revenue projected for 2014-2015 of \$18,867. This is based on the recent

repurposing of the former IP CIC facility located in the Southampton County Revenue Sharing Area for use by Hampton Farms Peanut Company.

Table 4.



Other Local Taxes -This category consists of consumer utility taxes, sales and use taxes, business license fees, cigarette taxes, meals taxes, and lodging taxes.

Every person or business in the City that sells or furnishes a utility service must collect a consumer utility tax from the purchaser of the service. Utility tax is based on residential and commercial usage and is budgeted at \$525,000 for FY 2015-2016, a \$60,000 reduction from the prior year in order to bring projected revenues in line with prior year actual revenue. However, of this amount, \$75,000 is remitted to Southampton, Suffolk and Isle of Wight County for the utility taxes paid by utility customers located in these jurisdictions but serviced by Franklin City’s electrical utility company.

Sales & Use Tax is the retail sales and use tax charged and collected by certain businesses on behalf of the Commonwealth of Virginia. The City collects one percent of the 5.0% imposed by the Commonwealth on gross receipts from retail merchants in the City. Sales are indicative of consumer confidence and spending. Collections are estimated at \$1.80 million, a \$50,000 or 2.8% increase over the FY 2014-2015 budgeted amount based on projected sales tax revenue in FY 14-15 from new businesses. Sales projections are received from the Commonwealth, and are largely predicated upon regional economic growth estimates.

Business license revenue is projected at \$950,000, \$20,000 or 2.1% higher than the current fiscal year budget. This tax is generally assessed on the gross receipts of businesses in the City depending on the category of the business. A new business must obtain a business license from the Commissioner of Revenue before conducting business in Franklin.

Lodging tax is imposed and levied by the City in the amount of 8% of the total paid for lodging, by or for any transient, to any hotel. The projected revenue for FY 2015-2016 is \$150,000 based upon current year anticipated actual receipts and remains unchanged from the prior year.

Restaurant/Meal Tax is assessed on the sales price of prepared food and beverages sold at food establishments in the City. The City imposes a tax of 6.5%. Revenue from meals tax is budgeted at \$1.350 million for FY 2015-2016, a \$90,000 or 7.1% increase from budgeted revenue in FY 2014-2015 based on new business activity.

Cigarette Tax – The code of Virginia, Section 58.3830 allows for local taxation on the sale or use of cigarettes. The City of Franklin charges \$0.60 per pack of cigarettes. The FY 2015-2016 projection of \$325,000 is \$25,000 or 8.3% higher than the prior year budget based on projected actual receipts for the current fiscal year surpassing budget.

Other local tax collected is the remaining local taxes not previously mentioned including bank stock, motor vehicle licenses, local electric consumption tax, right of way use, and recordation taxes. The combined total for these revenues is \$345,000 which is 8.0% higher than FY 2014-2015 budgeted revenue. This is mostly attributable to slight increases in vehicle licenses and bank stock and recordation taxes. The table below provides a history of revenue received from various local taxes. All sources reflect growth over a five year period since 2011.

Local Tax	FY 10-11 Actual	FY 11-12 Actual	FY 12-13 Actual	FY 13-14 Actual	FY 14-15 Adopted	FY 15-16 Projected	Percent Growth since FY 10-11
Sales	1,592,995	1,722,471	1,801,159	1,722,799	1,750,000	1,800,000	13%
Meals	1,154,659	1,330,207	1,262,429	1,294,882	1,260,000	1,350,000	16%
Lodging	117,911	198,481	152,875	149,854	150,000	150,000	23%
Cigarette	208,592	244,959	356,358	342,433	300,000	325,000	51%
Business License	943,069	925,843	924,748	951,518	930,000	950,000	1%
Motor Vehicles	144,176	180,859	174,012	172,449	170,000	180,000	27%

License, Permit & Privilege Fee

These revenues are generated from various activities within the City primarily from the issuance of building, electrical and plumbing permits for the City and Southampton County.

Other fees are collected for animal licenses, zoning and land use activities and charges. The projected revenue for this category totals \$162,900, a \$28,736 decrease from the previous year budget. This is based on less revenue projected for storm water related fees. The City collects all fees under the Shared Services agreement with Southampton County and a portion of the fees are remitted to the County for their applicable share of expenses less fees collected for services provided in the County. The shared percentage of these revenues is estimated at 65% County and 35% City.

Fines and Forfeitures

These collections are the result of charges ordered by the courts for violations of City ordinances, and is projected at \$40,200 for FY 2014-2015, consistent with FY 2014-2015 revenue projections.

Revenues from Use of Money & Property

Interest earned on investments and revenue received from the rental of City property comprises the category of revenue generated from the use of money and property (agency rental of M. L. King, Jr. Center and Health Department). However, the majority of the \$272,848 budgeted for this source is received from the Department of Social Services under the current Memorandum of Understanding for the reimbursement of building rental and facility operations. The City also receives annual rental payments from the use of City owned land. The budget for FY 2015-2016 is slightly higher than the prior year largely based on lease payments due to the City.

Charges for Services

This category consists of revenues from fees charged by ambulance services, fire and EMS fees charged to Southampton County, recreation fees, charges for general administrative services provided on the behalf of the City's Enterprise Funds (Water & Sewer, Electric, Airport, and Solid Waste), and other miscellaneous charges. Charges for services will see a slight decrease in FY 2015-2016 based on the City's most recent Cost Allocation calculation.

The City's Emergency Medical Services (EMS) Cost Recovery program is designed to obtain reimbursement for the cost of emergency medical services associated with transporting citizens to the hospital by ambulance. Charges for Ambulance Service Fees are based on premiums paid by Medicare, Medicaid and other private insurance for ambulance transport. Charges vary based on the type of service provided and the distance traveled to the hospital. Franklin, along with nine other jurisdictions in the Tidewater Region, uses Fidelis to administer the EMS Recovery Program. FY 2015-2016 projected revenue from this source is \$315,000 consistent with the prior year projections.

As discussed previously, management recommends a review in the new fiscal year of policies on collection efforts for pursuing and improving outstanding billed but unpaid ambulance service fees. Given the cost of providing emergency medical services, this is one means of lowering the taxpayer burden necessary to provide this important service. User fees are a more fair and equitable means of distributing costs in the fire and emergency services arena. Management also is committed to further pursuing potential jurisdictional partnerships with neighboring localities to also positively impact on city costs without compromising service

obligations.

FEES FOR AMBULANCE BILLING SERVICES

	FY 2014-2015 Adopted Rates	FY 2015-2016 Proposed Rates	Change
Advanced Life Support (1)	\$ 550.00	\$ 550.00	\$ -
Advanced Life Support (2)	\$ 800.00	\$ 800.00	\$ -
Basic Life Support	\$ 450.00	\$ 450.00	\$ -
Mileage Rate to Hospital	\$ 13.00	\$ 13.00	\$ -

Miscellaneous Revenue and Recovered Cost

This category includes primarily revenue sharing received under the City's Revenue Sharing Agreement with Isle of Wight County. It also includes donations, proceeds from the sale of property, and other unanticipated miscellaneous revenue. Reflected in recovered cost are proposed payments received from Southampton County under the consolidated shared services agreement. The City is slated to receive an average reimbursement of 64% or \$268,000 for all services (personnel and operating) provided to the County as administered by the City net of fees collected from services strictly provided to County residents and businesses. The FY 2015-2016 budget also includes a projected \$274,000 in utility billing fees associated with late payments in accordance with billing and collection policies established in February 2014.

Under a revenue sharing (annexation) agreement, the City receives a percentage of the taxes, primarily machinery & tools, from operations at the International Paper plant site located in Isle of Wight County. Prior to the closure of the mill in 2009, the City consistently received revenue sharing benefits in excess of \$1.0 million annually. This amount was significantly reduced beginning in FY 2010-2011 as a result of the closure. In 2012, a portion of the mill was repurposed and other business interests have located on the campus which results in partial revenue recovery as evidenced by the FY 2014-2015 payment and the projected payment for FY 15-16.

Five Year History of Revenue Sharing Payments from Isle of Wight County

Fiscal Year	Payment
2008-2009	\$ 1,274,705.70
2009-2010	\$ 1,283,290.97
2010-2011(1)	\$ 409,231.72
2011-2012	\$ 1,193,025.21
2012-2013	\$ 238,835.00
2013-2014	\$ 530,000.00
2014-2015	\$ 600,000.00
2015-2016 (2)	\$ 680,000.00

(1) The City took a hit in FY 2010-2011 to correct the accounting for the receipt of the revenue sharing payment to agree with Isle of Wight distribution period; this helped the City to realize revenue in the year subsequent to the plant closing in which a significant reduction of revenue occurred.

(2) Reflects budgeted projection recently received from Isle of Wight County.

State Revenues (Non-Categorical Aid)

This category consists of reimbursement for shared expenses in which the State provides funding assistance for salaries as determined by the State Compensation Board on an annual basis for specified local officials. The affected offices in this category are the Commissioner of Revenue, Treasurer and Voter Registrar. In FY 2015-2016, the City is expected to receive reimbursements of \$77,650, \$71,404, and \$34,042 respectively for the Commissioner, Treasurer and Registrar offices for a total of \$183,096 in categorical aid. This is a \$3,596 increase over FY 2014-2015 based largely on a 9.3% salary increase for the Treasurer as compensation for earning designation as a Master Governmental Treasurer. This 100% state funded compensation change was reviewed with City Council in the FY 2014-2015 budget cycle; however, expected State funding did not materialize. State funding has been approved this year. State support for constitutional officers overall continues to fall short of adequately funding their fair share of operating expenses for FY 2015-2016. The City must fund the remainder of these operating expenses with local resources.

The following table shows the estimated reimbursement along with the FY 2015-2016 Recommended Budget amount for each office, and the City cost for each:

Department	FY 2015-16 Revenue	FY 2015-16 Budget	FY 2014-2015 City Cost	City Cost as a % of Budget
Comm of Revenue	\$ 78,704	\$ 250,480	\$ 171,776	69%
Treasurer	\$ 71,404	\$ 276,868	\$ 205,464	74%
Registrar	\$ 34,042	\$ 119,246	\$ 85,204	71%
Total	\$ 184,150	\$ 646,594	\$ 462,444	72%

State Revenues (Categorical Aid)

This section includes funding for a variety of city functions and state grants, the largest being *street and highway maintenance funds* followed by *599 funds for Law Enforcement*. Revenue for street & highway maintenance is received from the Virginia Department of Transportation for the City's maintenance of primary and secondary roads based on a formula including reimbursement rate and locally maintained lane miles. The estimate for FY 2015-2016 is \$1.571 million, which is no change from FY 2014-2015 actual anticipated revenue, but \$42,000 more than FY 2014-2015 budget. The City's police department recovers some of its costs from the "599 funds" distributed by the Commonwealth of Virginia. The budget for FY 2015-2016 is \$404,520, no change from FY 2014-2015. (This source was adversely impacted in the current year by \$12,040 from the reduction in state aid to localities. These funds have been restored by legislative action in the 2015-2016 Budget).

Federal Revenue

Federal revenue represents monies received by the City from various federal grant programs. Grants associated with the General Fund are normally appropriated upon notification and/or receipt of the grant award. In FY 12-13, the Franklin City Fire & Rescue Department was successful in its application for a federal SAFER Grant (Staffing of Adequate Fire & Emergency Response) in the amount of \$902,232 to employ an additional nine fire fighter/medics. Fiscal year 2014-2015 marked the completion of the grant period and the FY 2015-2016 Budget is

impacted by the anticipated reduction of over \$400,000 in federal grant revenue.

Appropriated Fund Balance

A fund balance is created when revenue exceeds expenditures in prior fiscal years and should not be considered a continuing income source and particularly not for re-occurring operating expenditures. A portion of fund balance may be appropriated in subsequent years to meet expenditure requirements. Due to reductions in unassigned fund balances or reserves experienced in prior years, management has consistently recommended the last three years that the City refrain from significant appropriation of unassigned fund balance except for debt reserve funds created for that purpose, restricted revenues and capital expenditures particularly until reserve levels comfortably exceed minimum policy requirements. In uncertain or difficult times, the value of adequate reserve funds to either meet unexpected needs or take advantage of opportunities cannot be overstated. These funds can also be utilized when balances exceed minimum policy requirements to reduce costs by funding major items on a “pay-as-you-go” basis rather than relying entirely upon borrowing funds in the case of capital projects. This is also a good source for matching funds when grant opportunities are identified. This spending plan is consistent with the long-term goal of maintaining an acceptable minimum reserve while avoiding fluctuations in rates and charges. The budget proposal for FY2015-2016 is built with these principles in mind and does not inappropriately supplement the operating budget. Alternatively, recommendations are typically limited to committed or restricted use funds and limited unassigned funds for capital items with the exception of the recommended appropriation of carryover funding to the School System.

The referenced Restricted Fund Balance-Debt Reserve account, which was established in FY2010, contains funds set aside to be used to mitigate debt service obligations in subsequent years. For FY 2014-2015, the estimated revenues transferred from this account were \$927,409. However, a portion of these funds were not needed to meet the expenditure obligations in FY 2014-2015. To this end, the FY 2015-2016 Budget includes \$475,028 in unspent debt reserve funds.

The following is a summary of the primary reductions and gains in General Fund Revenues from the prior fiscal year:

Revenue Reductions	Amount	Revenue Increases	
Use of Debt Reserve (Prior Year was \$927,409)	\$ (452,381)	Proposed Increase in Real Estate Tax Rate	\$ 155,336
Safer Grant Funds	\$ (413,000)	Budgeting of Utility Late Fees per Policy	\$ 274,000
Use of Fund Balance	\$ (126,500)	Other Local Taxes (Sales, cigarette and meals)	\$ 165,000
Planning Related Grants (Stormwater)	\$ (85,000)	Personal Property Tax Revenue	\$ 80,000
Utility Taxes (to align prior collections with budget)	\$ (60,000)	Revenue Sharing - IOW County	\$ 80,000
Local & State Funding Contribution for EMS	\$ 78,115	Federal Grant Funds (USDA Police Grant)	\$ 50,000
Machinery & Tools Taxes	\$ (46,000)	Street and Highway Funds (State)	\$ 42,000
Administrative Transfers from Enterprise Funds	\$ (22,878)	Licenses - Business & Vehicle	\$ 30,000
Total Revenue Reductions	\$ (1,127,644)	Transfer from Water & Sewer & Solid Waste	\$ 137,710
		Total Revenue Increases	\$ 876,336

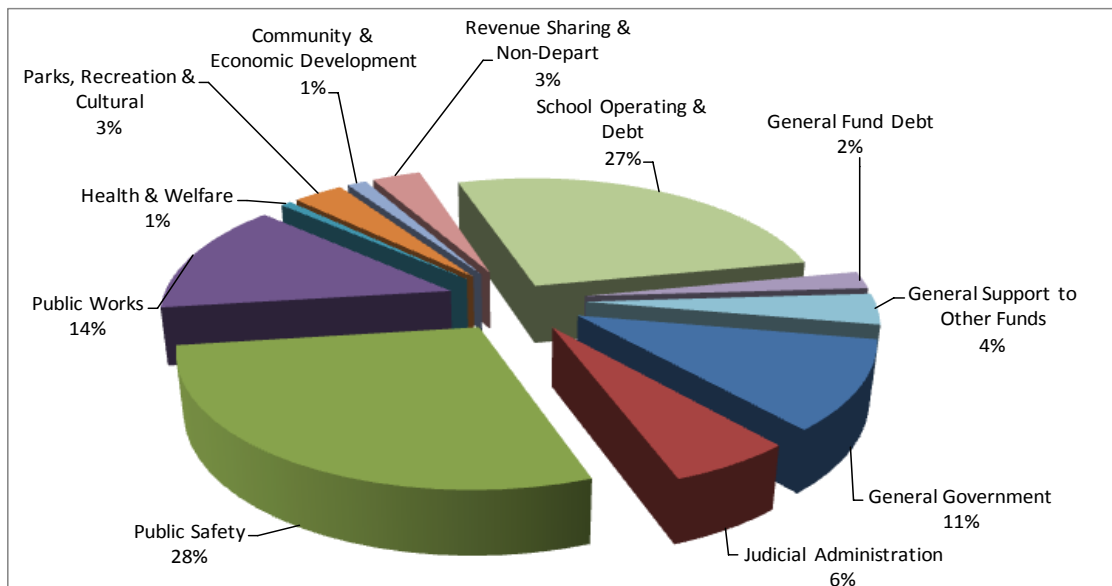
The Actual Net Decrease Per the Adopted Budget is \$281,220



**FY 2015-2016 EXPENDITURE SUMMARY
GENERAL FUND**

	FY2014-2015 Adopted	FY2015-2016 Adopted	Variance	Percent of Budget
General Government	\$ 2,381,622	\$ 2,405,297	\$ 23,675	10.8%
Judicial Administration	\$ 1,296,083	\$ 1,282,616	\$ (13,467)	5.7%
Public Safety	\$ 6,535,633	\$ 6,408,164	\$ (127,469)	28.6%
Public Works	\$ 3,248,345	\$ 3,106,261	\$ (142,084)	13.9%
Health & Welfare	\$ 156,198	\$ 156,198	\$ -	0.7%
Parks, Recreation & Cultural	\$ 836,907	\$ 746,602	\$ (90,305)	3.3%
Community & Economic Development	\$ 353,454	\$ 282,059	\$ (71,395)	1.3%
Misc. & Revenue Sharing	\$ 771,000	\$ 721,000	\$ (50,000)	3.2%
Subtotal	\$ 15,579,242	\$ 15,108,197	\$ (471,045)	67.5%
Transfer to Other Funds:				
General Fund Debt	\$ 413,130	\$ 479,150	\$ 66,020	2.1%
School Operating & Debt	\$ 5,774,171	\$ 5,965,332	\$ 191,161	26.7%
General Fund Support to Other Funds	\$ 886,818	\$ 819,462	\$ (67,356)	3.7%
Total Transfers to Other Funds	\$ 7,074,119	\$ 7,263,944	\$ 189,825	32.5%
TOTAL EXPENDITURES	\$22,653,361	\$ 22,372,141	\$ (281,220)	100%

CATEGORY	ADOPTED	Percentage of Expenditure
PERSONNEL	\$ 8,817,480	39.41%
OPERATIONS	5,451,827	24.37%
TRANSFERS TO OTHER FUNDS	7,263,944	32.47%
CAPITAL OUTLAY	838,890	3.75%
	<u>\$ 22,372,141</u>	<u>100.00%</u>





EXPENDITURE ASSUMPTIONS FOR THE FY 2015-2016 ANNUAL OPERATING BUDGET

INTRODUCTION

The General Fund is comprised of the following categories: Legislative & General Government Administration, Judicial Administration, Public Safety, Public Works, Health & Welfare, Parks, Recreation & Cultural, Planning & Community Development and Non-Departmental.

Each category below provides brief highlights of major expenditure adjustments incorporated into the FY 2015-2016 Recommended Operating Budget.

Items of Interest:

- ❖ **Virginia Retirement System (VRS)** - Since all employees are now required by state VRS mandate, on a phased in basis selected by the City, to contribute a 5% member contribution to VRS, employees were granted a 1.1% salary adjustment each year in the past three fiscal years to offset this required contribution. Other than new hires, which are required to contribute the full 5.0%, employees will see the fourth 1.0% change in FY 2015-2016. Because these adjustments are universal and mostly offset by a reduced contribution rate to VRS, they are not individually addressed in the highlights as shown. The fifth and final 1.1% change will be required in FY 2016-2017.
- ❖ **Health Care Insurance** – The City currently participates in the State’s Local Choice Program for health insurance. The Local Choice is a pooled program whereby localities similar in size are grouped together. This is intended to increase purchasing power, which reduces cost while shared claims experience offers some protection in years when jurisdictions experience high claims. Trend estimates tend to track lower than the commercial health care market. Overall, the City will experience a 5.9% increase in health insurance costs effective July 1, 2015. However, due to a restructuring of the health care plans offered to employees, the City will benefit from a savings in the Employer Share of the annualized costs for health insurance. It is also anticipated that the overall Employee Share of premium costs will be lower based on plans selected by individual employees. This is highly favorable in light of the overall increase in total premiums. While the cumulative impact of the savings will not be known until the end of the fiscal year, the FY 15-16 budget for health insurance is budgeted approximately \$60,000 less than the FY 2014-2015 Budget.
- ❖ **Worker’s Compensation** - The City participates in the Virginia Municipal League Insurance Program (VMLIP) for its worker’s compensation coverage. VMLIP is a self-insurance pool in the Commonwealth of Virginia and provides auto, property, liability, and workers’ compensation coverage to political subdivisions across Virginia. While the City’s auto property and liability

coverage are provided by a commercial carrier, the City, on a regular basis, evaluates its current coverage to determine if cost savings can be realized through a different carrier. The FY2015-2016 budget for Worker’s Compensation reflects updated premium amounts based on the most recent evaluation of rates for each class of worker by VML. Unfortunately, City premiums will increase in FY 2015-16 mostly in the area of Public Safety employees. The impact to the General Fund Budget is estimated at \$26,632.

- ❖ **Salary Adjustments** – The adopted budget does not propose any layoffs, furloughs or pay reductions but does provide some provision for vacancy savings in certain departments with current unfilled positions. The FY 2015-2016 also include a 2.0% COLA adjustment for all employees effective September 1, 2015 which coincides with the effective date of the State approved 2.0% salary increase for certain State employees. Prior to this adjustment, employees received a 2.0% increase effective July 1, 2013 beyond the mandated 1.1% VRS increase. Below is a history of pay rate changes for Franklin City employees.

	% Change	Effective Date			
FY 06-07	4.0%	7/1/2006			
FY 07-08	4.0%	7/1/2007			
FY 08-09	2.0%	7/1/2008			
FY 09-10	0.00%				
FY 10-11	0.00%				
FY 11-12	1.5%	8/1/2011			
FY 12-13	1.1%	7/1/2012	VRS		
FY 13-14	3.1%	7/1/2013	VRS and 2.0%		
FY 14-15	1.1%	7/1/2014	VRS		

The table excludes any additional raises for applicable state employees. It is also noteworthy that the City gave one-time bonus funds of \$500 for full time and \$200 for part-time employees in FY 2012-2013 and FY 2014-2015 at mid-year.

The annualized cost equivalent for the 2.0% COLA is \$128,000. The prorated net impact to the General Fund for the COLA plus benefit changes in FY 2015-2016 is \$84,184 as shown below.

Personnel Action	Cost
1.1% VRS Increase	\$55,504
Reduction to City Share of VRS Benefit	(\$49,516)
Net Cost of 1.1% Increase	\$5,988
Cost to Provide 2.0% COLA Effective 9/1/15	\$112,000
Budgeted Reduction in City Share of Health Insurance Cost	(\$60,436)
Increase in Worker’s Compensation Cost	\$26,632
Net Impact-Personnel Changes	\$84,184

The following is a summary of the primary increases and decreases in General Fund Expenditures from the prior fiscal year:

**GENERAL FUND
SUMMARY OF BUDGETED EXPENDITURE CHANGES FROM PRIOR YEAR**

Expenditure Increases

2.0% COLA	\$ 112,000
Jail Administration	\$ 70,856
General Fund Debt Service	\$ 66,020
Real Estate Assessment	\$ 51,773
General Fund Transfer to School Debt Fund	\$ 43,210
Worker's Compensation Premium Increase	\$ 26,632
Cost to Fund Election Services (3 elections in FY 15-16)	\$ 16,000
Fire Equipment	\$ 15,000
General fund Transfer to Social Services	\$ 14,555
Judicial Administration Joint Services	\$ 12,253
Total Expenditure Increases	\$ 428,299

Expenditure Reductions

Ambulance Acquisition (Grant Funded)	\$ (168,525)
Personnel Reductions	\$ (147,762)
Capital Outlay - Streets	\$ (95,000)
Contingency Fund (From \$109,000 to \$53,000)	\$ (56,000)
Juvenile Detention Services	\$ (73,425)
General Fund Transfer to Economic Development	\$ (33,613)
Records Improvement Project-Police	\$ (38,500)
General Fund Transfer to Airport Fund	\$ (32,942)
Judicial Administration Joint Services for Debt Service	\$ (20,650)
General Fund Transfer to Comprehensive Services	\$ (15,356)
Total Expenditure Decreases	\$ (681,773)
Net Change in Expenditures from Prior Year	\$ (253,474)

Total Actual Net Decrease Per Adopted Budget is \$281,220



LEGISLATIVE & GENERAL GOVERNMENT ADMINISTRATION

FUND - GENERAL	ACTUAL FY 13-14	ADOPTED BUDGET FY 14-15	ADOPTED BUDGET FY 15-16	Variance
CITY COUNCIL	\$ 195,569	249,461	197,942	(51,519)
CITY MANAGER	166,356	232,511	224,970	(7,541)
CITY ATTORNEY	140,986	140,174	139,541	(633)
MANAGEMENT SERVICES & HR	138,573	149,855	161,067	11,212
COMMISSIONER OF REVENUE	240,156	245,755	250,480	4,725
REAL ESTATE ASSESSOR	96,322	52,688	105,055	52,367
TREASURER	253,386	270,273	276,712	6,439
FINANCE	567,011	629,837	621,580	(8,257)
INSURANCE	117,691	134,500	136,200	1,700
ELECTIONS	104,257	101,111	119,925	18,814
INFORMATION TECHNOLOGY	<u>141,052</u>	<u>175,457</u>	<u>171,824</u>	(3,633)
TOTAL LEGISLATIVE & GEN. ADMIN.	2,161,359	2,381,622	2,405,296	23,674

FY 15-16 Highlights

City Council – Reflects an appropriation in the Contingency Fund of \$53,121, which is less than 1% of the total general fund budget and \$56,233 less than the FY 2014-15 Adopted Budget. The budget also includes funding for various agencies and organizations in the City. Management’s recommendation for FY 2015-2016 is the same as the current fiscal year for all agencies with the exception of a \$5,000 contribution for the Rawls Library Museum. If the agency receives the anticipated state matching grant, the total contribution will be \$10,000 of which \$5,000 in matching grant funds will be added to the budget.

City Manager - The budget anticipates reduced funding of \$7,841 mostly as a result of budgeted vacancy savings anticipated prior to filling a vacancy after the beginning of the fiscal year.

City Attorney – Reflects an increase of \$4,000 for professional services which is offset by a reduction in personnel costs due to exclusion of the City’s share of health insurance benefit due to benefit selection. Overall, the budget is \$633 less than FY 2014-2015.

Human Resources - Reflects the full year funding of a part-time position upgraded to full time status effective mid-year FY 2014-2015; the net impact of the change for FY 2015-2016 is \$12,112 to include benefits; remaining part-time salaries were removed from the personnel costs for FY 2015-2016.

Real Estate Assessor – Reflects the budgeting of the bi-annual property reassessment to be completed in 2016. This cost reflects the vast majority of the net increase in the General Government category of departments combined as depicted in the table above.

City Treasurer - The budget includes a State Compensation Board approved and 100% state funded salary increase for the Treasurer based on certification as a Master Governmental Treasurer (MGT). The increase was expected in FY 2014-2015, but the funding did not materialize. The operating budget increased based on a recommendation to offer the sale of EZ-Passes (toll payment option) to customers at a total cost of \$3,300 to purchase the passes for re-sale as a convenient service to citizens as offered in other localities. There is no significant financial benefit for selling the passes. The budget includes \$3,300 in revenue from the sale of licenses to cover the City's costs.

Finance – The budget includes decreased funding by 1.3% overall as a result of budgeting for vacancy savings anticipated prior to filling vacancies after the beginning of the fiscal year.

Information Technology – The decrease results from one-time professional service costs needed for the FY 2014-2015 budget.



JUDICIAL ADMINISTRATION

FUND - GENERAL	ACTUAL FY 13-14	ADOPTED BUDGET FY 14-15	ADOPTED BUDGET FY 15-16	Variance
GENERAL DISTRICT COURT	14,098	17,575	15,075	(2,500)
JOINT OPERATIONS	298,668	268,345	259,947	(8,398)
DISTRICT COURT/JUVENILE	72,749	158,928	85,503	(73,425)
WESTERN TIDEWATER REGIONAL JAIL	570,990	851,235	922,091	70,856
TOTAL	956,505	1,296,083	1,282,616	(13,467)

FY 15-16 Highlights

Joint Services – The City shares the cost of court services with Southampton County based on an agreed upon distribution formula of 30% of the total cost. FY 15-16 cost decreased as a result of the deferral of the City’s share debt service associated with courthouse improvements until FY 16-17; shared personnel costs in the Sheriff’s function however increased.

District Court-Juvenile - Includes cost incurred for juvenile detention. The increase is due to the budgeting of a projected decrease in the cost for juvenile detention care and services. The FY 15-16 budget is more in line with FY 14-15 projected expenditures. Actual costs can fluctuate dramatically from year to year based upon services rendered.

Western Tidewater Regional – The City’s cost for FY 2015-2016 for adult prisoner care continues to increase due to a significant reduction in revenue resulting from reduced federal inmates being housed at the jail. Participating localities of Franklin, Isle of Wight and Suffolk proportionately absorb their applicable share of jail administration costs. For Franklin City, the impact to the budget is \$70,856, an increase of 8.3% over the FY 14-15 Budget.



PUBLIC SAFETY ADMINISTRATION

FUND - GENERAL	ACTUAL FY 13-14	ADOPTED BUDGET FY 14-15	ADOPTED BUDGET FY 15-16	Variance
LAW ENFORCEMENT	3,560,479	3,527,462	3,462,441	(65,021)
ANIMAL CONTROL	102,915	112,643	100,083	(12,560)
FIRE & EMERGENCY SERVICES	2,099,740	2,320,481	2,263,303	(57,178)
CIVIL DEFENSE & SAFETY	70,983	71,910	70,916	(994)
BUILDING INSPECTIONS	436,437	501,636	510,281	8,645
TOTAL	6,270,554	6,534,132	6,407,024	(127,108)

FY 15-16 Highlights

Law Enforcement – Reflects operations of the Police and E911 Communications Department. The decrease in funding is primarily attributed to capital outlay expenditures that were completed in FY 2014-2015 (Records Improvement). Other operating expenditures decreased by \$22,000 collectively. The budget includes \$50,000 in funding for the acquisition of a police vehicle to facilitate adherence to the vehicle replacement schedule. The City has applied for matching grant funds from USDA for a second vehicle. The City has received \$74,970 in matching grant funds for vehicle acquisition from USDA in the last two fiscal years. Some vacancy savings are also anticipated in the Police Department based upon historical budget experience.

Fire & Emergency Services – Fire & Rescue costs reflect the largest hike in the aforementioned worker’s compensation premium. The premium increase associated with this department was nearly \$24,000. The budget also reflects full year funding of a vacant position inadvertently underfunded in the prior year budget. Vacancy savings in the current budget year essentially covered the costs. Vacancy savings are anticipated in the Fire & Rescue Department as well.

Reduced Fire and Rescue departmental funding also results from reduced capital expenditures from FY 2014-2015 when a Southampton County shared cost and partially grant funded replacement ambulance unit was acquired.

Building Inspections – The \$8,645 increase is largely the result of full year funding of all personnel changes. These departmental costs are shared with Southampton County.



PUBLIC WORKS

FUND - GENERAL	ACTUAL FY 13-14	ADOPTED BUDGET FY 14-15	ADOPTED BUDGET FY 15-16	Variance
PUBLIC WORKS - STREETS	2,402,323	1,983,524	1,851,089	(132,435)
PUBLIC WORKS - GARAGE	209,929	240,067	230,282	(9,785)
BLDGS & GROUNDS	1,262,424	1,024,754	1,010,888	(13,866)
TOTAL	3,874,676	3,248,345	3,092,259	(156,086)

FY 15-16 HIGHLIGHTS

Public Works Streets – The decrease of \$132,435 is attributable to a nearly \$40,000 reduction in personnel costs due to the filling of all vacant positions at lower salaries in long tenured positions vacated by retirees along with a reduction in part-time and fringe benefit costs. The budget is also reduced based on less one-time capital outlay (equipment) purchases in FY 2014-2015. These reductions total \$92,000. Vacancy savings are anticipated in the Streets Division based on historical budget experience.

Public Works Garage - The decrease of \$9,785 is mostly associated with completed one-time equipment upgrades (garage lift) funded in the FY 2014-2015 budget.

Building Maintenance - The decrease of \$14,703 is largely due to decreased personnel costs resulting from personnel changes including retirements/resignations (i.e. fringe benefits and actual salaries of current employees). The City’s cost for maintenance service contracts also decreased by \$6,500 as a result of a negotiated reduction in contractual services for grounds maintenance. Vacancy savings are anticipated in the Building Maintenance Division based on historical budget experience.



HEALTH & WELFARE ADMINISTRATION

FUND - GENERAL	ACTUAL FY 13-14	ADOPTED BUDGET FY 14-15	ADOPTED BUDGET FY 15-16	Variance
HEALTH DEPARTMENT	110,000	110,000	110,000	-
MOSQUITO CONTROL	-	11,000	11,000	-
MENTAL HEALTH DISTRICT	34,173	35,198	35,198	-
TOTAL	144,173	156,198	156,198	-

FY 14-15 Highlights

Health & Welfare Administration – No changes to report.



PARKS, RECREATION & CULTURAL

FUND - GENERAL	ACTUAL FY 13-14	ADOPTED BUDGET FY 14-15	ADOPTED BUDGET FY 15-16	Variance
PARKS & RECREATION	350,906	360,882	359,223	(1,659)
CEMETERY MAINTENANCE	50,372	57,050	50,500	(6,550)
SENIOR CITIZENS PROGRAM	113,043	126,602	40,467	(86,135)
LIBRARY	288,320	292,373	296,412	4,039
TOTAL	752,269	836,907	746,602	(83,755)

FY 15-16 Highlights

Parks & Recreation – No significant changes to report.

Cemeteries – The savings of \$6,550 is a result of a negotiated reduction in contractual services for grounds maintenance.

Senior Citizens Program - The reduction represents personnel cost savings. Prior year funding included salary costs for a full time position vacated by retirement. These funds have been removed from this section of the budget in FY 2015-2016 and going forward, all cost associated with Parks & Recreation will be placed in the Parks & Recreation budget. This change is being made in anticipation of the Senior Services Hayden Project and the resulting move of the Senior Program to that facility.

Blackwater Regional Library – Slight increase (\$2,726 or 1.1%) in the City share based on contract formula applied to determine the City’s share of the regional library budget. No significant changes in total library expenditures.



PLANNING & COMMUNITY DEVELOPMENT

FUND - GENERAL	ACTUAL FY 13-14	ADOPTED BUDGET FY 14-15	ADOPTED BUDGET FY 15-16	Variance
PLANNING	204,153	241,361	169,966	(71,395)
BEAUTIFICATION	15,686	5,000	5,000	-
DOWNTOWN DEVEL.	110,149	107,093	107,093	-
TOTAL	329,988	353,454	282,059	(71,395)

FY 15-16 Highlights

Planning –The \$71,395 decrease in the Planning budget is from the prior year represents the exclusion of funding for one vacant position implemented in FY 2014-2015 to accommodate the City’s state mandated Storm Water Management Program. This is the engineering position vacated shortly after the beginning of the fiscal year and which remains unfilled. As development activity changes, funding can be revisited going forward.

Downtown Development – A portion of the funding for this budget comes from the collection of the \$.024 real estate tax rate charged in the downtown tax district. The amount anticipated from the tax levy to fund the Downtown Development office is \$52,093. The remainder is the City’s contribution of \$55,000 which is proposed to remain unchanged from the FY 2014-2015 city contribution amount.



NON-DEPARTMENTAL

FUND - GENERAL	ACTUAL FY 13-14	ADOPTED BUDGET FY 14-15	ADOPTED BUDGET FY 15-16	Variance
REV. SHARING PAYMENT	772,665	750,000	700,000	(50,000)
MERCHANT CARD FEES	39,693	21,000	21,000	-
DEBT RESERVE TRANSFER	-	-	-	-
TOTAL	812,358	771,000	721,000	(50,000)

FY 15-16 Highlights

Revenue Sharing Payment – The revenue sharing payment is based on a series of tax and utility calculations that reflects the City’s share to Southampton for revenue received along the Industrial Corridor (namely a section of Armory Drive). The City remits the shared portion to Southampton in the following fiscal year. The decrease for FY 2015-2016 is based largely on the projected payment in the current fiscal year.

Merchant Card Fees –Currently, the City pays 100% of the costs of the various fees charged by the credit card companies and the associated bank fees. The Treasurer with assistance from Finance has pursued alternatives that will lower monthly credit card service charges. It is recommended that City Council adopt a fee that passes a portion of the costs (convenience fee) to citizens who elect to pay using a credit card which has a cost. The recommended amount is 50% of the total fee charged. In essence, a portion of the costs would be incurred by credit card users only as opposed to costing all citizens. A convenience fee in addition to negotiated lower rates will reduce costs.

**FY 15-16
PROPOSED BUDGET**

Section 4

ENTERPRISE FUNDS

- ❖ Water & Sewer
- ❖ Solid Waste
- ❖ Airport
- ❖ Electric



**FY 2015-2016
WATER & SEWER FUND ANALYSIS**

The Department of Public Utilities is responsible for the operation, maintenance, and expansion of the City of Franklin’s public water and sanitary sewer systems. Water and wastewater services are provided to the residents and businesses in the City as well as portions of the surrounding localities of Isle of Wight and Southampton. Its primary mission is to ensure the delivery of potable water and the collection and treatment of wastewater that meets all State and Federal regulations. The Department of Public Utilities operates as a self-sustaining enterprise fund (Water &

Sewer Fund) utilizing the revenues (charges for services) generated from the City's water and sanitary sewer system operations without the support of General Fund revenues. The fund consists of the following divisions: Water Services, Sewer Operations and Waste Water Treatment Plant. The Fund’s revenues support both the department's capital improvements and operating budget. Rates for the fund have remained unchanged since July 2008. FY 2015-2016 projected revenue is \$3,137,750, and is based on current FY2015 rates as follows.

FY 2014-2015 Residential Rates	
Water Service	
Monthly Charge –Inside City	\$12.62 plus \$2.83 per 1,000 gallons
Monthly Charge- Outside City	\$16.04 plus \$3.50 per 1,000 gallons
Sewer Service	
Monthly Charge- Inside City	\$16.91 plus \$3.93 per 1,000 gallons
Monthly Charge- Outside City	\$20.23 plus \$5.04 per 1,000 gallons

As verified by a 2014 statewide rate analysis annual report completed by Draper Aden Associates, the City Water and Sewer rates are well below median statewide utility system rates and do not generate revenues sufficient to adequately address capital needs of an aging utility system.

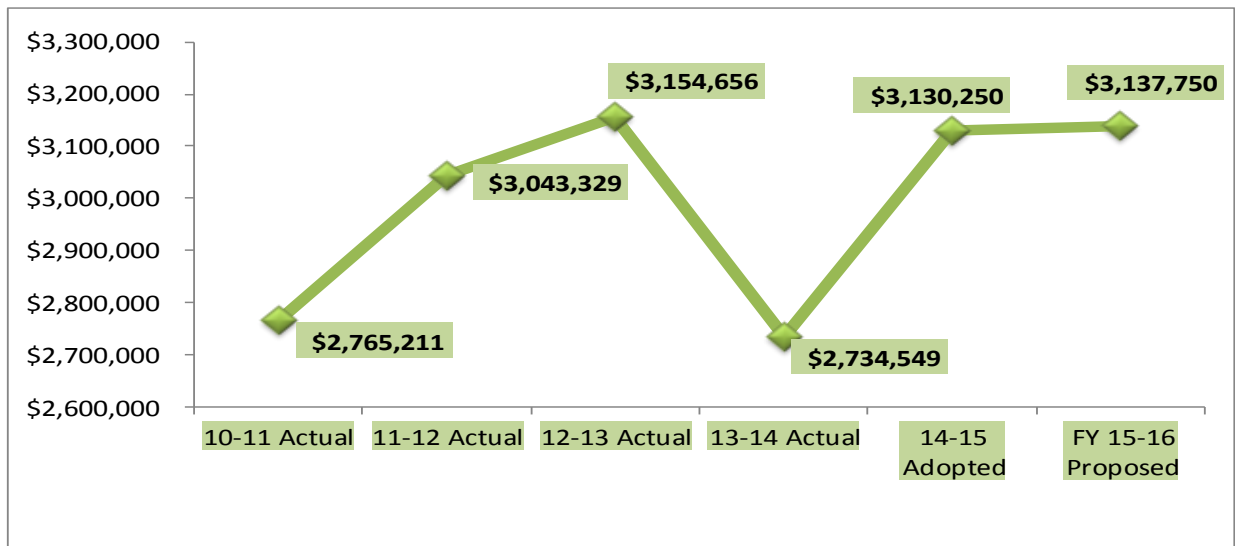
It is important to note that management has reluctantly recommended deferred action on adjustments to the City’s Water & Sewer rates effective July 1, 2015 until further analysis on rate study recommendations can be completed. The City wisely invested approximately \$1.0 million to address the aging wastewater collection system over the last four years utilizing available reserve funds, which is not sustainable without depleting reserve levels below policy minimums. Additional

revenue is needed in the immediate future to expand efforts to rehab the City’s aging wastewater and water collection and distribution systems. Wastewater collection system improvements needed total \$9.77 million alone and without an increase in the current rates, needed expenditures will take decades to complete. This will place added pressure on the City from state regulatory agencies to upgrade the wastewater treatment plant (WWTP), when the City wastewater discharge permit renewal date arrives again by 2019 when the current permit expires. Improving the efficiency of the collection system can help defer the necessity for the expensive WWTP upgrade further into the future regardless of the treatment option selected when the City/County Utility Study is completed.

As referenced, the City is actively engaged in a study with Southampton County of water and sewer utility options particularly for long-term wastewater treatment needs and options that will have significant cost and rate implications in future years. Regardless of WWTP options available and the selected method of treatment, the City will undoubtedly have to incur substantial debt to meet state standards and future needs. Deferring this need avoids substantial burden on customers hopefully until current debt is entirely retired in nine more fiscal years.

Graph 1 shows the current and proposed budget along with a four year trend of actual expenditures in the Water & Sewer Fund.

Graph 1. - Water & Sewer Fund Expenditure History



FY 2015-2016 revenues of \$3,137,750 are allocated among Water, Sewer and Wastewater Operations as follows: Excluded in the graph is the transfer to the General Fund for administrative services (\$289,502), payment in lieu of taxes (\$26,460), and debt service (\$365,608).

PROPOSED FY 2015-2016 BUDGET (Table 1).

	Water	Sewer	Wastewater	All Operations	Total	Percent of Budget
Personnel	366,043	92,701	309,683		768,427	24.49%
Operating Expenses	425,199	194,600	345,400		965,199	30.76%
Capital Outlay	361,507	284,507	103,000		749,014	23.87%
General Fund Transfer	-	-	-	289,502	289,502	9.23%
Debt Service	-	-	-	365,608	365,608	11.65%
Total	1,152,749	571,808	758,083	655,110	3,137,750	100.00%

FY 2015-2016 Highlights:

- ❖ The transfer to the General Fund for administrative services decreased from \$285,920 to \$263,042 based on a recent cost allocation analysis of services provided by the General Fund.
- ❖ The FY 2015-2016 Budget includes 3rd year funding to provide for the on-going water tank maintenance program. This contracted service authorized and begun in FY 2013-2014 allows the City to have performed ongoing timely contracted maintenance of wells and water tanks to avoid significant increases in expenditures for replacements, maintenance or repairs including tank painting in a single fiscal year, and in doing so, reduce long-term costs.
- ❖ The FY 2014-2015 budget reflected reduced personnel costs in the sewer division by a net three full time positions for a savings of \$90,000. A portion of the personnel cost savings (\$80,000) was allocated for specialized contractual services as necessary. Expenditures for FY 2014-2015 are projected at \$65,000 which is a greater savings than anticipated.

Five Year History of Expenditures in the Water & Sewer Fund by Category
Table 2.

Fiscal Year	Personnel	Operating	Capital Outlay	GF Transfer	Debt	Total
2009-10 Actual	715,116	686,820	662,998	341,334	545,055	2,951,323
2010-11 Actual	783,300	703,079	403,903	793,410	81,519	2,765,211
2011-12 Actual	762,832	713,730	940,060	772,235	88,066	3,276,923
2012-13 Actual	693,850	707,954	532,957	530,736	154,923	2,620,420
2013-14 Actual	734,119	714,876	627,321	283,765	374,468	2,734,549
2014-15 Budget	727,604	1,001,538	721,794	312,380	366,934	3,130,250

Note: General Fund (GF) Transfer Includes Transfer to GF for Debt Service Restructuring. Due to the Debt restructuring in 2010, the transfers significantly increased in fiscal years 11 and 12. The requirement ended in FY 12-13.



**FY 2015-2016
SOLID WASTE FUND ANALYSIS**

The City provides waste collection and disposal services to nearly 2730 residential customers and 108 commercial customers. The City formally structured the budget for solid waste as an “Enterprise Fund” effective July 1, 2013 which better enables the City to plan for future needs as the use and support agreement between Southeastern Public Service Authority (SPSA) and its member jurisdictions expires January 2018. With SPSA debt being retired by 2018 and depending upon the City’s success in negotiating a new SPSA agreement or alternative method for disposal, the opportunity is realistic to further reduce user charges once post 2018 costs are determined.

An analysis of the Fiscal Year 2015-2016 Budget for the Solid Waste Fund (revenues and expenditures) follows:

Revenue Analysis

Rate Change Recommendation – The proposed budget includes a rate change in the monthly residential rate from \$39.74 to \$38.00 for a net reduction of \$1.74 per month. Based on this proposal, revenues will decrease by \$57,002. This is the 4th reduction since FY 2011-2012 in solid waste fees which equate to \$8.36 or 18% in total reductions. Table 1 below shows the history of monthly residential solid waste collection rates.

FY 2015-2016 Highlights:

Fiscal Year	Residential Rate	Net Change
10-11	\$46.36	
11-12	\$43.41	\$2.95
12-13	\$42.24	\$1.17
13-14	\$39.74	\$2.50
14-15	\$39.74	\$-0-
15-16 Proposed	\$38.00	\$1.74
		\$(8.36) or 18% reduction

- ❖ The FY 2015-2016 budget reflects no change in the cost of tipping fees. The Fund continues to benefit from strategic measures regarding solid waste management which were implemented by the City in 2012 to lower the overall cost. The FY 2015-2016 budget anticipates no significant change in solid waste collection and disposal costs.
- ❖ The FY 2015-2016 budget includes the use of \$56,031 of reserve funds for a capital outlay solid waste collection equipment purchase totaling \$165,000. This is consistent with the City’s financial policy to “pay-as you-go” for capital purchases as opposed to reliance on indebtedness as had been the case in many past solid waste

equipment replacement purchases. A grapple truck costing \$159,998 was purchased in FY 2014-2015 using a combination of reserve funds and operating revenue. Fund reserves, despite the rate decrease, are projected to remain sufficient to meet planned future capital equipment replacement needs. Table 3 that follows shows the estimated cash balance at June 30, 2015 which has accumulated since the Fund’s inception in 2013.

Waste collection and disposal fees account for the revenues for solid waste services. Revenue projected in fiscal year 2015-2016 based on the recommended rate is \$1,318,079. This is based on the number of residential and commercial customers and the applicable monthly rate for waste collection and disposal as shown in Table 2. The fees generated are used to cover the cost of operations. This includes salaries, benefits, tipping fees paid to SPSA, recycling fees, other operating costs, capital reserves and capital expenses.

	# of Customers	Current Rate	Revenue Generated
Residential Customers	2730	\$38.00	\$1,244,880
Commercial 1 Customers	63	\$52.61	\$39,773
Commercial 2 Customers	45	\$61.90	\$33,426
Projected Revenue			\$1,318,079

Table 2.

Recommended Cash Balance Policy:

It is was recommended and approved last year that City Council establish a cash balance policy for the Solid Waste Fund in similar fashion to what had been previously adopted for other Enterprise Funds:

Minimum Cash Balance Policy

- In order to provide liquidity adequate to address future unexpected revenue reductions and anticipated capital expenditures or unanticipated expenditures, the minimum cash balance in the Solid Waste Fund, by Council policy, was recommended and approved at 25%. The suggested range between minimum and maximum is 25%-40% due to the expensive nature of replacement equipment purchases. Adherence to this policy will realistically allow the City to avoid debt into the future in this fund.

Restoration of Minimum Cash Fund Balances

Should the cash balance fall below the target levels, the City Manager is required by policy to prepare and present a plan for restoration to the targeted level. If a target level is not met or anticipated not to be met, a line item will be included in the fund’s expense section to budget a minimum of 5% of the upcoming solid waste operations fund in the projected budget revenues until the targeted levels are met.

Policy Evaluation

Annual Revenue (Net of Reserves) = 1,346,322

Minimum of 25% = \$336,580

Maximum of 40% = \$538,528

6/30/15 Projection is \$560,000

Cash in the Fund is expected to grow by over \$100,000 during FY 2014-2015 after factoring in the acquisition of capital equipment purchased. The recommended change to the rate is not anticipated to adversely impact the City's Solid Waste Cash Balance Policy going forward as additional capital equipment replacement needs remain necessary.

FY 2014-2015 Cash Balance Analysis

Table 3

	<u>Month</u>	<u>Cash Balance</u>	<u>Variance</u>
	30-Jun	\$438,294	
FY 14-15	31-Jul	\$460,019	\$21,725
	31-Aug	\$478,038	\$18,019
	30-Sep	\$530,723	\$52,685
	31-Oct	\$534,742	\$4,019
	30-Nov	\$560,877	\$26,135
	31-Dec	\$426,565	(\$134,312)
	31-Jan	\$422,523	(\$4,042)
	28-Feb	\$446,966	\$24,443
	31-Mar	\$498,207	\$51,241
	30-Apr	\$522,444	\$24,237
	* 31-May	\$540,000	\$17,556
	* 30-Jun	\$560,000	\$20,000
Projected Net Change for FY14-15		\$121,706	



Graph 1

*May and June are projections

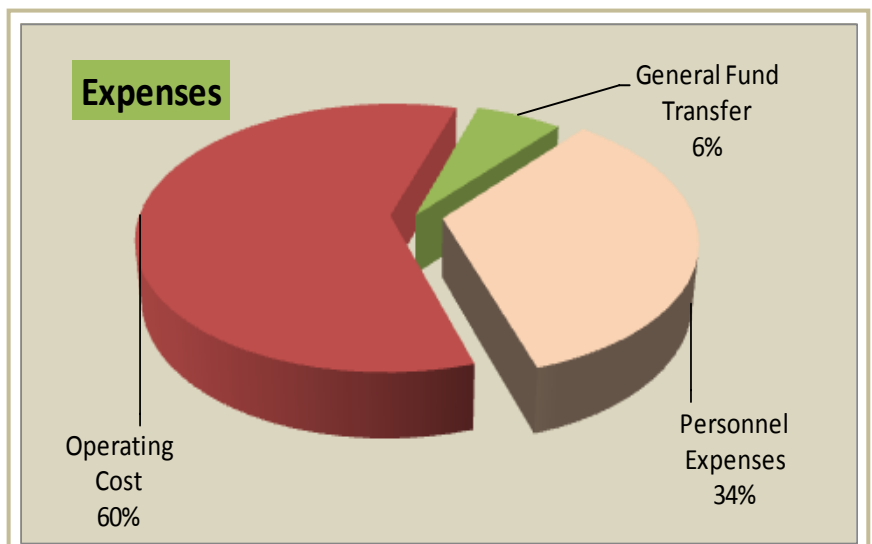
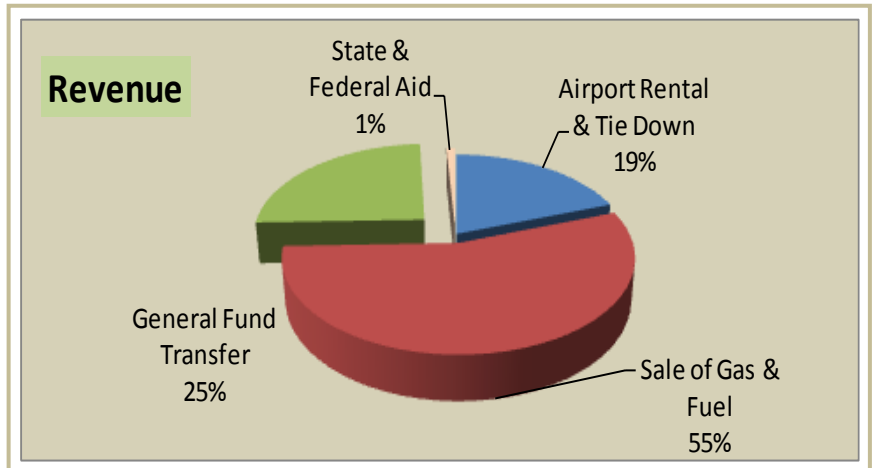
	FY 2013-2014	FY 2014-2015	FY 2015-2016	Prior Year
	Actual	Budgeted	Proposed	Variance
REVENUE	1,343,522	1,478,795	1,402,353	(76,442)
Personnel Expense	251,941	305,249	308,882	3,633
Operating Expense	173,511	482,100	381,600	(100,500)
Waste Collection & Disposal Cost	441,581	468,000	468,000	-
Capital Outlay & Reserves			-	-
Transfer to General Fund	198,162	195,389	215,815	20,426
Debt Service	28,056	28,057	28,056	(1)
Total Expenses	1,093,251	1,478,795	1,402,353	(76,442)
Net Income (Loss)	250,271	-	-	-

**FY 2015-2016
AIRPORT FUND ANALYSIS**

Franklin Municipal Airport situated in Isle of Wight County and owned by the City of Franklin is located two nautical miles from the City’s central business district. The Airport Fund is an Enterprise Fund, but receives annual financial support from the city’s General Fund to sustain operations. The majority of the revenue supporting the fund (outside of federal and state revenue that may be slated for aviation projects) is derived from the sale of aviation gas and jet fuel. Airport rental and tie down fees make up the balance of the revenue sources for the fund. The Budget for FY 2015-2016 is \$322,537, \$1.59 million less than FY 2014-2015. Table 1 provides a breakdown of the revenue for the Airport Fund by the various sources and the expenditures by area.

Table 1

	Proposed Budget
Airport Rental & Tie Down	63,000
Sale of Gas & Fuel	177,232
General Fund Transfer	79,305
State & Federal Aid	<u>3,000</u>
Total Revenue	322,537
Personnel Expenses	109,885
Operating Cost	191,903
Transfer to General Fund	20,749
Airport Improvements	-
Total Expenses	322,537



FY 2015-2016 Highlights:

- ❖ The transfer to the General Fund for administrative services increased from \$18,864 to \$20,750 based on the most recent cost allocation analysis of services provided by the General Fund. This represents 6.0% of the total budget. Table 2 provides a history of the Airport Fund by area of expenditure.
- ❖ Revenue from fuel sales remains consistent with the current fiscal year and can often be indicative of local and regional economic activity. As of April 2015 sales were \$37,545, significantly less than the \$61,112 at the same period April 2014. Fuel sales comprise 55.0% of the total projected revenue. Expenditures for fuel purchases are adjusted based on need (i.e. if revenue is less, then correspondingly expenditures will be reduced).
- ❖ Grant funded capital Improvement projects comprised the majority of the Airport Fund Budget for FY 2014-2015 at \$1.59 million. The FY 2015-2016 budget is significantly less due to the completion of the two projects in FY 2014-2015: (1) weather station upgrade at \$84,422 and (2) runway lighting at \$1,515,410. As a result, the City transfer to the Airport Fund will be reduced by the prior year local match requirement for these grant funded projects.

Airport Fund - Prior Year History

Fiscal Year	Personnel	Operating	Capital Outlay	GF Transfer	Debt	Total
2010-11 Actual	104,596	152,633	146,030	2,020	1,853	407,132
2011-12 Actual	106,921	167,309	42,728	2,020	309	319,287
2012-13 Actual	102,372	123,563	180,033	2,222	20,000	428,190
2013-14 Actual	105,840	118,595	101,824	17,833	-	344,092
2014-15 Budget	109,470	193,677	1,599,832	18,864	-	1,921,843

Table 2



FY 2015-2016 ELECTRIC FUND ANALYSIS

The City of Franklin purchases wholesale electric power from the Virginia Municipal Electric Association (VMEA), who in turn, purchases power from Dominion Resources. For FY 2015-2016, the recommendation for a change in user rates (excluding the base charge for all classes) is included in the proposed budget to alleviate the potential for a repeat of the City's previous less favorable historical trends regarding rate increases and cash balance. This increase, consistent with Council established policies, will ensure that the City continues to progress toward compliance and then sustain compliance with cash reserve policies.

The complexity of the Electric Fund necessitates an understanding of the Fund's rate history, the impact on Cash balance and action taken by City Council regarding rates over time. The following timeline is summarized for background and is followed by rate recommendations for FY 2015-2016:

- ❖ January of 2011 (FY2011) - a new wholesale power contract between the VMEA and Dominion resulted in an increased cost of wholesale energy by **18.36%** effective January 1, 2011 (FY2010-2011).
- ❖ The Dominion wholesale rate increase of **18.36%** was absorbed by the City. In other words, a corresponding retail rate increase was not passed onto Franklin Power & Light customers for the significantly increased wholesale power costs.
- ❖ To accommodate the City's increased cost, absent any new revenues generated by a rate increase, the Electric Fund's cash reserve was utilized to support the operating budget to supplant a portion of customer rates for electric consumption.
- ❖ September 1, 2011 - City Council ultimately approved a **7.0%** retail rate increase effective with the September billings.
- ❖ July 1, 2012 - the cost of wholesale power increased by an additional **24.92%** (*cumulative increase in the Dominion wholesale power rate since January 2011 stood at 43.28%*).
- ❖ Cash reserves were significantly depleted as a result of the rate increases by Dominion, which were absorbed by the City, and due to the under budgeting of expenditures in FY 2011-2012. The cumulative reduction in cash was \$955,000 during FY 2011-2012 alone. From January of 2011 until June 30, 2012, the City's reduction in cash was \$1.3 million.
- ❖ July 1, 2012 – the City's retail rates (the Kilowatt hour charge for energy and the Kilowatt demand for each customer rate class) were increased by **10%** to cover the cost of energy and operations at a rate sufficient to produce adequate revenues from service charges. As a result, the cumulative increase in the City rate since January 2011 stood at **17.0%**. Effective July 1, 2012, Dominion lowered their

wholesale rate by 1.45%, but their cumulative rate increases since January 2011 still totaled 41.83%. The cumulative net rate increase at the time to a residential customer based on 1,000 kilowatt hours was \$1.17 (a minimal increase as a result of an offsetting 45.96% reduction in the fuel adjustment factor which is a direct pass-thru from the City to the customer).

- ❖ April 1, 2013 - the fuel adjustment factor was increased 26% by Dominion.
- ❖ July 1, 2013 - Dominion increased the wholesale power rates an additional 2.78% for VMEA and the City; this resulted in a cumulative increase in the **Dominion wholesale power rate** since January 2011 of **44.61%**. The City responded by increasing the retail power rate by **2.8%** in a two-tiered increase during the year; as a result of the wholesale power increase and the 4/1/13 increased fuel adjustment charge, customers using 1,000 kilowatt hours saw an increase of \$5.04 per month. This resulted in a cumulative increase in the **City rate** since January 2011 of **19.80%**.
- ❖ July 1, 2014 – Dominion increased the wholesale power rate an additional 1.99% after factoring in the fuel rate adjustment; this resulted in a cumulative increase in the **Dominion rate** since January 2011 of **46.6%**. The City responded by increasing the retail power rate by **2.0%**; as a result of the wholesale power increase and a 4/1/14 36% increase in the fuel adjustment charge; customers using 1,000 kilowatt hours saw an increase of \$1.89 per month. This resulted in a cumulative increase in the **City rate** since January 2011 of **21.80%**.

FY 2015-2016 BUDGET RECOMMENDATION

The FY 2015-2016 Budget is based on no increase in the basic customer charges for electric service. The budget; however, does include a 4.0% increase in retail rates which is based on kilowatt hours used. This stems from a projected increase in Dominion’s wholesale rate of 4.9% effective July 1, 2015. The impact on a residential customer utilizing 1,000 kWh hours will be \$4.04 for the estimated Dominion wholesale rate increase. This is offset by a 42% decrease in the fuel adjustment charge for a net reduction for customers using 1,000 kWh usage of \$2.91 or a net reduction of \$3.78 based on the City’s average customer usage of 1,300 kWh.

Fuel Factor Charge

The fuel factor charge by Dominion is a direct pass thru from the City to Franklin Power & Light customers. Dominion makes rate announcements on the fuel charge usually on an annual basis effective April 1st each year. For April 1, 2015, Dominion announced a decrease in the fuel factor charge from \$16.04 per month to \$9.27 per month per 1,000 KWH for a monthly savings to customers of \$6.77. Since the Dominion announcement occurred late in April (the 20th), this change is effective with the May 2015 billing.

The following table (Table 1) provides a history of the wholesale power cost increases experienced by the City from Dominion during January 2011 to July 2015 compared to the change in the rates passed by the City and the average dollar impact to a residential customer. While Dominion’s wholesale power rate increases would have totaled **51.46%** during this period, the City’s cumulative retail rate increases passed

onto City customers to offset Dominion’s wholesale rate increases will be only **25.8%** based on the 4.0% increase in the rate recommended effective July 1, 2015.

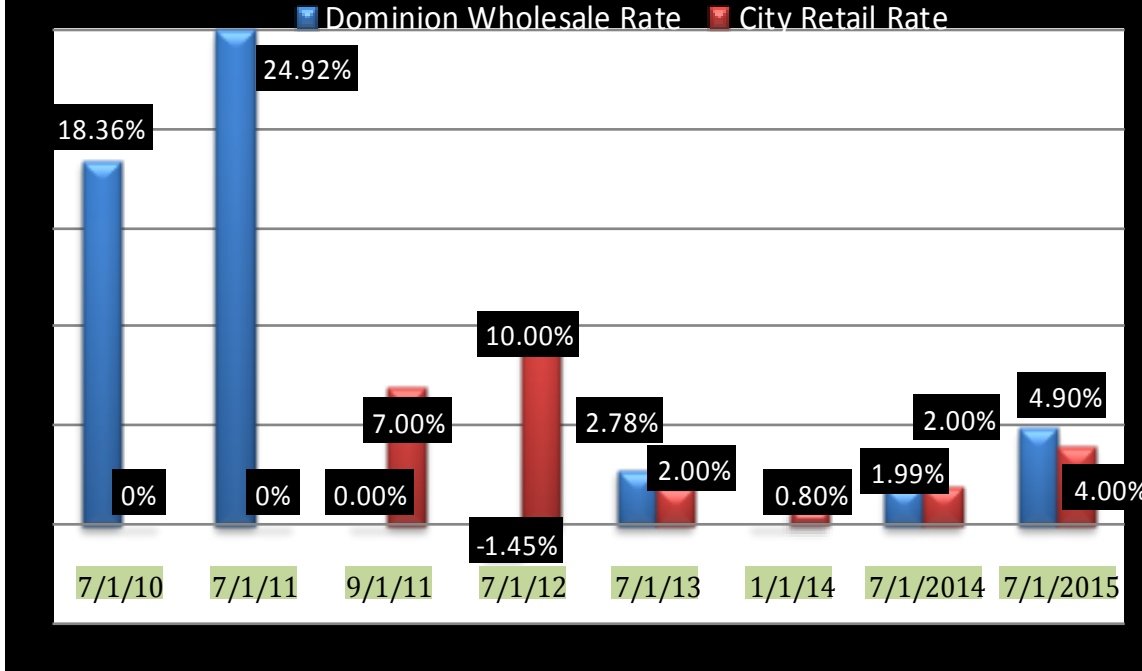
**FY 2015-2016
ELECTRIC FUND ANALYSIS**

Table 1

Date	Dominion Wholesale Rate/KWh	Annual Percent Change	City Rate Change	Dollar Impact to Residential Customer	Notes
Fiscal Year					
09-10	\$0.04118	-	-	-	
10-11	\$0.04874	+18.36%	None	None	1/1/11 Beginning of New Wholesale Power Contract
11-12	\$0.06089	+24.92%	7.0%	\$7.95	Annual change in wholesale rate from Dominion and City rate adjustment applied to usage effective 9/1/11
12-13	\$0.06001	-1.45%	10.0%	\$9.46	Annual change in wholesale rate from Dominion and City rate adjustment applied to usage
13-14	\$0.06168	+2.78%	2.8%	\$2.70	Annual change in wholesale rate from Dominion and City rate adjustment applied to usage; the city did a two-tiered increase with 0.8% deferred until January 1, 2014.
14-15	\$0.06404	+1.99%	2.0%	\$1.89	Annual change in wholesale rate from Dominion and City rate adjustment applied to usage
15-16 Proposed	\$0.06715	+4.86%	4.0%	\$-2.91	Projected change in wholesale rate from Dominion and City rate adjustment applied to usage
Cumulative Change Since 2010	\$.02597	51.46%	25.8%	\$19.09*	

***calculation based upon 1,000 KWh usage which is the industry standard utilized for comparison purposes. The Franklin average residential customer utilizes 1,300 KWh per month.**

Dominion Rate Changes versus City Rate Changes



Reflects no increase in City rates from Jan. 1, 2011 through Sept. 1, 2011.

An analysis of the charges for residential service and the monthly average usage is shown below based on the existing rates, the fuel charge decrease effective April 2015 and the revised charges for services based on the recommended 4.0% rate increase effective July 1, 2015.

		Average	Current Rate 1-1-14	Average New Fuel Charge	1-Jul-15 Increase	Change
Rate Class		Usage		1-Apr	4.0%	
RS	Residential Service	1000	\$120.57	\$113.80	\$117.66	-\$2.91

Table 2

◆ Weighted average of winter/summer rates

In the preceding table, residential customers using 1,000 kilowatt hours per month will see a cumulative rate decrease from **\$120.57** effective January 1, 2015, to **\$113.80** in April 2015 (fuel factor change), and to **\$117.66** based on the budget effective July 1, 2015. Because the fuel charge is a pass-thru cost directly from the City to the customer, utility cost for electrical services will increase effective with the May 2014 utility billing. In other words, an increase or a decrease in the fuel rate charge by Dominion results in Franklin Power & Light customers receiving a corresponding increase or decrease in fuel rate charges on their utility bills. The monthly decrease for a 1,000 kilowatt hour residential customer will be \$6.77 for the fuel adjustment charge change and \$3.86 for the increase in wholesale power costs per month for a net reduction on the customer's bill of \$2.91.

Table 3 shows the change of all other rate classes effective July 2015 based on the new fuel adjustment charge and the 4.0% increase in retail power cost based on the proposed Dominion wholesale increase of 4.9% and the 42% reduction to the fuel charge.

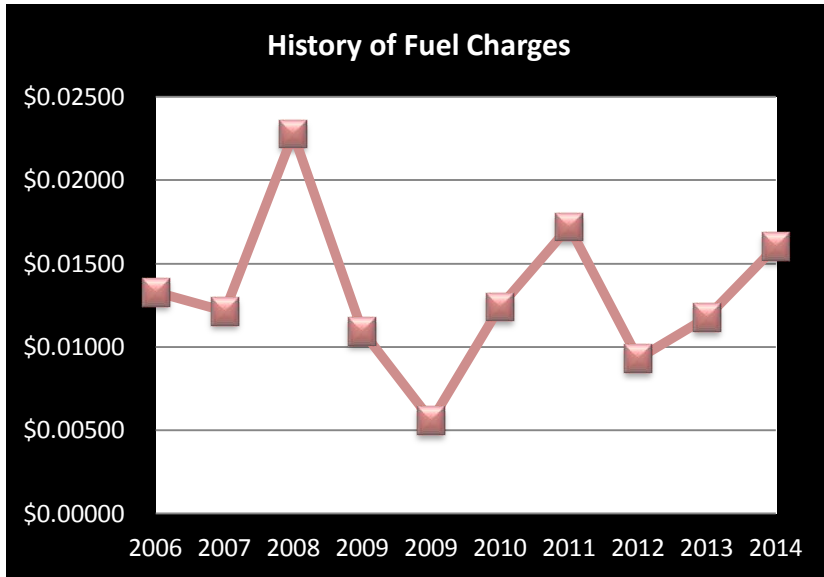
			Current	7/1/2015	Change
		Average	Rate	Increase	
Rate Class	Description	Usage		4.0%	
SGS - single	Small General Svc - single phase	1080	\$ 115.89	\$112.02	-\$3.87
SGS - three	Small General Svc - three phase	2397	\$ 251.65	\$243.05	-\$8.60
MGS-I - single	Medium General Svc - single phase	4231	\$ 580.96	\$570.86	-\$10.10
MGS-I - single	Medium General Svc - three phase	8138	\$ 978.05	\$952.89	-\$25.16
MGS-D - single	Medium General Svc - single phase	15761	\$ 1,617.58	\$1,563.66	-\$53.92
MGS-D - three	Medium General Svc - three phase	31377	\$ 3,066.61	\$2,953.12	-\$113.49
LGS	Large General Svc	244624	\$ 21,277.02	\$20,305.15	-\$971.87
MS -single	Municipal Svc - single phase	1766	\$ 199.44	\$193.67	-\$5.77
MS-three	Municipal Svc - three phase	18594	\$ 1,952.28	\$1,891.52	-\$60.76
CS - single	Church Svc - single phase	1881	\$ 216.17	\$210.38	-\$5.79
CS - three	Church Svc - three phase	3000	\$ 907.15	\$893.15	-\$14.00

Table 3.

Table 4 below is a history of the fuel charges that are a direct pass through from Dominion to Franklin Power & Light residential customers using an average of 1000 kwh per month. As mentioned, a decrease in the fuel rate charge positively impacts customer's electric bills causing a reduction in the charges for use of electricity, while an increase in the fuel rate charge results in an increase in charges for the use of electricity.

Year	Fuel Charge per kWh	Prior Year Change %	Dollar Change
2006	\$0.01330		
2007	\$0.01216	-9.0%	-1.14
2008	\$0.02279	87%	10.63
2009 Apr.	\$0.01096	-52%	-11.83
2009 Nov.	\$0.00556	-49%	-5.4
2010	\$0.01241	123%	6.85
2011	\$0.01723	39%	4.85
2012	\$0.00931	-46%	-7.92
2013	\$0.01177	26%	2.46
2014	\$0.01604	36%	4.27
2015	\$0.00927	-42%	-6.77
Net Change Since 2006			-4.00

Table 4.



Graph 1

Graph 1.
Fuel rate charges have varied dramatically since 2006, increasing as high as 123% in 2010 from 2009 and decreasing as much as 52% from 2008 to 2009.

Note: The fuel charge was adjusted twice in 2009 as shown on the preceding Table 4.

ELECTRIC FUND CASH BALANCE REQUIREMENTS

Minimum Cash Balance Policy

- In order to provide liquidity adequate to address future unexpected revenue reductions or unanticipated expenditures, the minimum cash balance in the Electric Fund, by Council policy, should be 10% of annual revenue net of the fuel adjustment at the end of each quarter. (For the purpose of policy evaluation in the budget, cash balance at June 30th is reflected).

Restoration of Minimum Cash Fund Balances

- Should the cash balance fall below the target levels, the City Manager is required by policy to prepare and present a plan for restoration to the targeted level. If a target level is not met or anticipated not to be met, a line item will be included in the fund's expense section to budget a minimum of 2% of the upcoming projected budget revenues until the targeted levels are met. The recommendation for FY2015-2016 meets this requirement as further detailed in this budget proposal.

FY 2013-2014 Cash Balance as a Percentage of Annual Revenues (excluding fuel adjustment) at 6/30/14 = \$882,265 or 6.2%. (See graph 2)

FUND - ELECTRIC	BUDGET FY 14-15
ELECTRIC FUND REVENUE	
Sale of Energy Fuel Adjustment	2,335,039
Sale of Electric Energy	14,215,334
Cycle & Save	(121,000)
Meter Connection Fee	30,000
Pole Attachment Fees	25,000
Cut-On Fees and Penalties	150,000
Sale Of Electric Supplies	13,000
Miscellaneous Revenue	20,000
Sale of Surge Protectors	3,500
Transfer of Unappropriated Surplus	-
TOTAL REVENUE	16,670,873
Less Fuel Adjustment	(2,335,039)
Budget Basis for Policy	14,335,834
10% of Annual Revenue	\$ 1,433,583

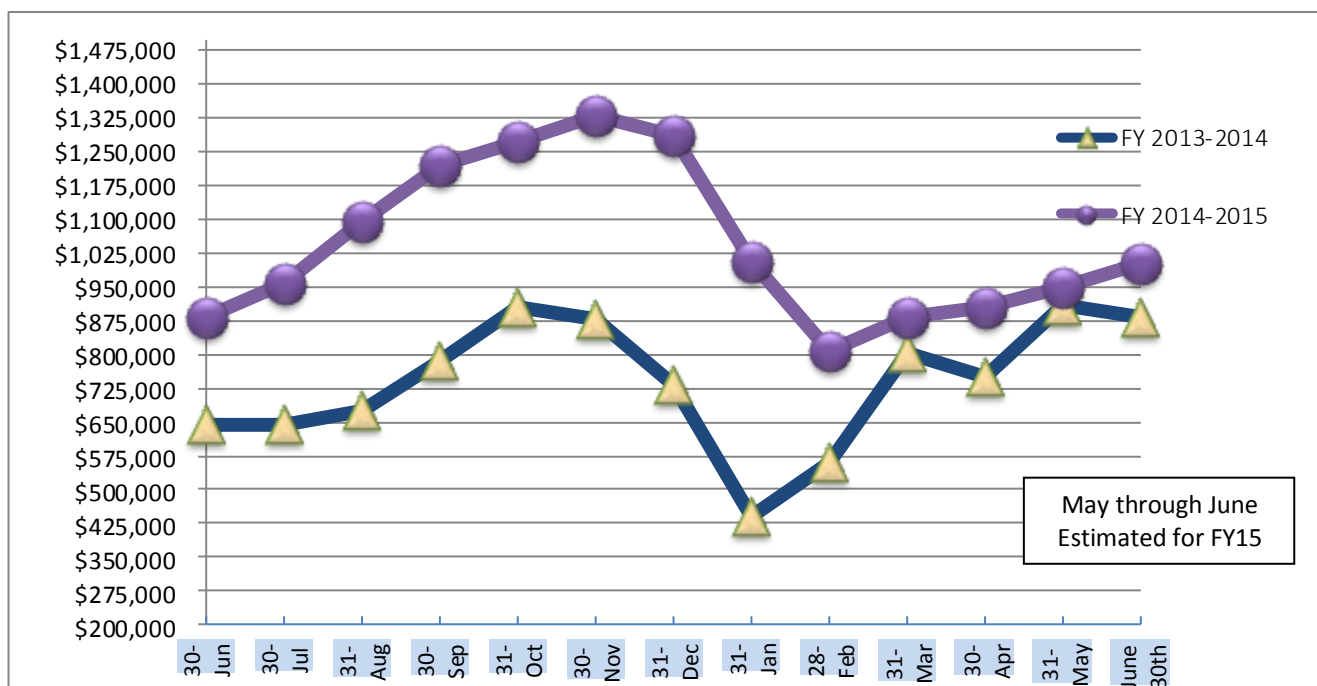
FY 2014-2015 Projected Cash Balance as a Percentage of Annual Revenues (excluding fuel adjustment) at 6/30/15 is \$1.0 mil or 7.0%.

Policy Evaluation: Below policy guideline with continued notable improvement since June 30, 2014.

The FY 2014-2015 budget included \$331,197 in cash balance replenishment reserves, or 2.0% of the budgeted revenues, net of fuel adjustment, as required via the policy to restore cash balances to meet the minimum requirement. Two percent of net projected revenue is budgeted for FY 2015-2016.

Table 5

**ELECTRIC FUND CASH TREND ANALYSIS
COMPARES FY 2013-2014 TO FY 2014-2015(projected)**



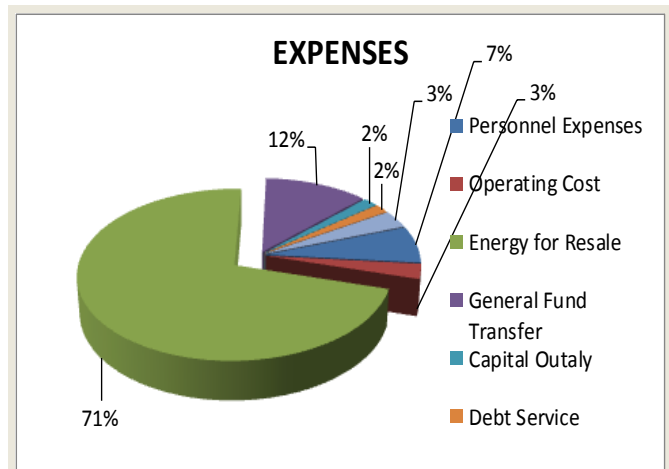
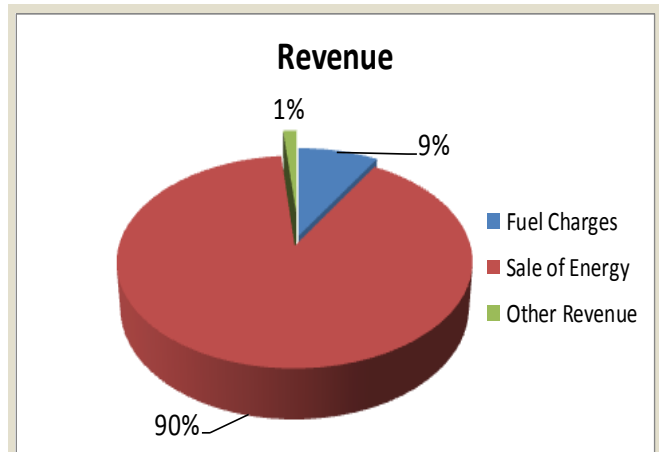
Future Planning

Based on projected annual revenues (net of fuel adjustment) of, the minimum cash balance in accordance with the established policy guidelines for FY 2015-2016 would be \$1,444,954. Based on the assumption of the relationship between revenue and operating costs remaining relatively constant, it was projected in FY 2012-2013 that it could take up to four additional years for the fund to reach the policy guideline and meet the level of cash balances required at the end of each quarter depending upon how much capital reserve funding is set aside and expended. The projections also assume that the City will pass through future major changes in fuel adjustments and wholesale power charges to customers in a timely manner. If the current trend is maintained, the cash balance should comply with the policy minimum well within the estimated timeframe.

	FY 15-16 Proposed Budget
Revenue from Sale of Energy	14,232,589
Revenue from Fuel Charges	1,349,299
Other Revenue*	<u>230,750</u>
Total Revenue	15,812,638
Personnel Expenses	1,119,720
Energy for Resale	11,237,096
Operating Expenses	456,100
Capital Expenses	273,884
Transfers to City**	1,909,391
Debt Service	274,697
Cash Reserve	
Capital Reserves	<u>300,000</u>
	<u>241,750</u>
Total Expenses	15,812,638
**Transfers to the City include General Operating City Council approved transfer (\$1.409 mil), payment in lieu of taxes (\$59,282), and charges for general fund services (\$440,218).	
Revenue Less Fuel Adjustment	14,449,541
Cash Balance Minimum Policy Level (10%)	\$1,444,954

The Proposed budget for the Electric Fund is \$15,812,638 comprised of the following revenue sources and expenditures:

*Other revenue consist of pole attachment fees, cut on fees and penalties, sale of supplies (all net of cycle and save reduction)



FY 15-16 PROPOSED BUDGET

Section 5

OTHER CITY FUNDS

- ❖ Debt Service Fund
- ❖ School Fund
- ❖ Social Services Fund
- ❖ Comprehensive Services Act Fund
- ❖ Economic Development Fund
- ❖ Capital Projects Fund



**FY 2015-2016
DEBT SERVICE FUND ANALYSIS**

The Debt Service Fund is used to account for the payment of general long term debt (principal and interest) used to finance capital needs of the City. General fund debt is comprised of debt related to general government activity and school projects. Business activity related debt stems from Water & Sewer and Electric Fund activity.

Debt Administration. Per the audit statement, the City’s total outstanding general obligation debt at June 30, 2014 was \$19,609,683 down from \$20,413,295 at the end of June 30, 2013. This includes \$8,412,366 in general government debt and \$6,321,317 in School related debt. Of this total, the entire \$14,733,683 is considered to be tax supported debt. The balance of the total debt amount is \$4,876,000 and is related to Enterprise Fund (water & sewer and electric) debt, which is directly supported by revenues generated from enterprise operations and not supported by taxes (see chart below).

State statutes limit the amount of general obligation debt a government may issue to 10% of its total assessed valuation of real property and public service corporations. The ratio of the City’s net bonded debt to assessed value totals 2.35%.

Audited Financial Statement Comparison of Outstanding Debt at June 30th

	<u>FY 2013</u>	<u>FY 2014</u>
General Government Activities:		
Bonds Payable - General	\$ 7,986,720	8,412,366
School Related Bonds & Notes	7,100,575	6,321,317
	<u>\$ 15,087,295</u>	<u>14,733,683</u>
Business-type Activities:	\$ 5,326,000	4,876,000
	<u>\$ 20,413,295</u>	<u>19,609,683</u>
Per Capita Tax Supported	\$ 1,758	1,717
Total Per Capita Debt	<u>\$ 2,378</u>	<u>2,285</u>

The City did not issue any new General Fund debt during FY 2013-2014 but decreased debt during the year by \$353,612. No new debt was issued for Business type activities and debt obligations decreased by \$450,000 during FY 2013-2014.

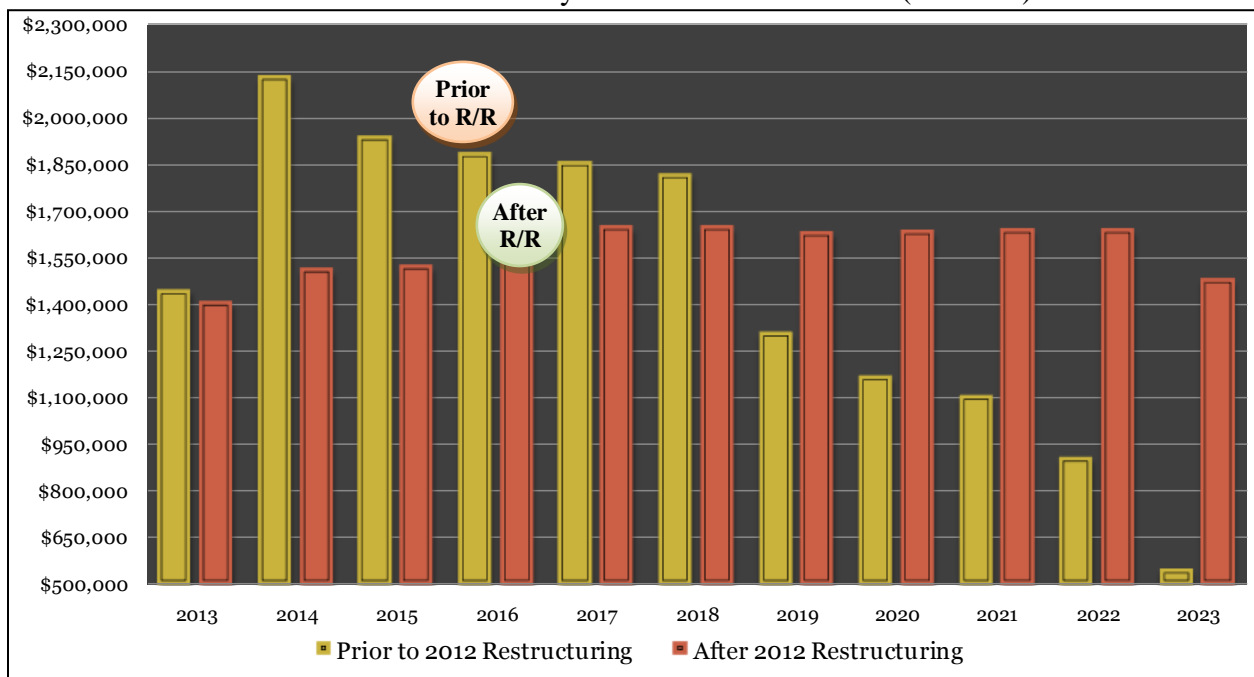
(*) Total Tax Supported Debt includes the original issue amount of the City’s QZAB loans totaling \$3.2 million; the actual outstanding balances of these loans are reflected in the School Fund debt schedule as shown on page 90 and in the Debt Service Analysis on page 94.

Activity Impacting the FY 14-15 Debt Service Fund

- ❖ The FY 2014-2015 debt service requirement for the General Fund will be \$66,020 more than FY 2013-2014. The debt service requirement for school related debt will increase by \$43,210. The increase in school debt is the direct result of the issuance of \$1.816 million in Qualified Zone Academy Bond (QZAB) debt in FY 2014-2015 to fund school technology and building improvements. Overall, the net budgetary impact to the City’s debt fund is an increase of \$109,230.

The table below reflects the positive impact of the December 2012 restructuring/refinancing by comparing debt requirements for 2013 and beyond (10 years) before and after the restructuring. Prior to the restructuring/refinancing (R/R), the budgetary impact due to debt service requirements in FY 2015-2016 would have been significantly higher.

Table 1. Debt Service Payments – 10 Year Review (All Debt)



Outstanding Debt at June 30, 2015 – Net Tax Supported Debt (General Fund & School Debt) at June 30, 2015 is \$13,963,350 (principal) of which \$7,298,000 is the General Fund portion and \$6,665,350 is the School Debt portion. Enterprise Fund debt principal totals \$4,430,000 of which \$2,799,000 is the Water & Sewer Fund debt and \$1,631,000 is the Electric Fund debt. The following pages show the debt service schedules for all funds.

The City defeased debt in FY 2014-2015 as follows:

General Fund - \$410,360
 School Fund - \$614,664
Total Tax Supported-\$1,025,024

Water & Sewer Fund -\$366,934
 Electric Fund - \$247,747
Total Enterprise - \$614,681

**FY 2015-2016
DEBT SERVICE FUND ANALYSIS**

General Fund Totals				
FY	Principal	Interest	Total	Outstanding
	\$7,441,729	\$2,884,510	\$10,326,239	
2015	143,729	266,901	410,630	7,298,000
2016	214,000	262,650	476,650	7,084,000
2017	319,000	255,871	574,871	6,765,000
2018	328,000	246,320	574,320	6,437,000
2019	279,000	235,701	514,701	6,158,000
2020	397,000	226,500	623,500	5,761,000
2021	445,000	210,091	655,091	5,316,000
2022	636,000	193,007	829,007	4,680,000
2023	636,000	169,277	805,277	4,044,000
2024	659,000	147,506	806,506	3,385,000
2025	630,000	125,055	755,055	2,755,000
2026	651,000	103,675	754,675	2,104,000
2027	756,000	81,596	837,596	1,348,000
2028	183,000	55,621	238,621	1,165,000
2029	85,000	49,637	134,637	1,080,000
2030	90,000	45,753	135,753	990,000
2031	90,000	41,690	131,690	900,000
2032	95,000	37,434	132,434	805,000
2033	100,000	32,941	132,941	705,000
2034	105,000	28,408	133,408	600,000
2035	110,000	23,843	133,843	490,000
2036	115,000	19,068	134,068	375,000
2037	120,000	14,069	134,069	255,000
2038	125,000	8,828	133,828	130,000
2039	130,000	3,069	133,069	0
2040	0	0	0	0

**FY 2015-2016
DEBT SERVICE FUND ANALYSIS**

School Fund Totals

FY	Principal	Interest	Total	Outstanding
	\$7,110,910	\$1,421,967	\$8,532,877	
2015	445,560	169,104	614,664	6,665,350
2016	499,785	158,107	657,892	6,165,565
2017	476,678	146,634	623,312	5,688,887
2018	585,275	135,352	720,627	5,103,612
2019	639,007	123,556	762,564	4,464,605
2020	638,965	110,819	749,784	3,825,640
2021	623,640	99,089	722,729	3,202,000
2022	453,000	90,154	543,154	2,749,000
2023	490,000	80,100	570,100	2,259,000
2024	502,000	69,601	571,601	1,757,000
2025	515,000	58,593	573,593	1,242,000
2026	295,000	46,689	341,689	947,000
2027	172,000	34,099	206,099	775,000
2028	100,000	26,488	126,488	675,000
2029	105,000	21,836	126,836	570,000
2030	105,000	18,109	123,109	465,000
2031	110,000	14,555	124,555	355,000
2032	115,000	10,561	125,561	240,000
2033	120,000	6,390	126,390	120,000
2034	120,000	2,130	122,130	-

**FY 2015-2016
DEBT SERVICE FUND ANALYSIS**

BUSINESS ACTIVITIES – ENTERPRISE FUNDS

Electric Fund				
FY	Principal	Interest	Total	Outstanding
	\$1,824,000	\$282,808	\$2,106,808	
2015	193,000	54,747	247,747	1,631,000
2016	200,000	50,452	250,452	1,431,000
2017	207,000	45,100	252,100	1,224,000
2018	214,000	39,554	253,554	1,010,000
2019	220,000	33,652	253,652	790,000
2020	222,000	27,234	249,234	568,000
2021	234,000	19,254	253,254	334,000
2022	241,000	10,780	251,780	93,000
2023	93,000	2,037	95,037	0
2024	0	0	0	0

Water & Sewer Fund Totals				
FY	Principal	Interest	Total	Outstanding
	\$3,052,000	\$564,991	\$3,616,991	
2015	273,000	93,934	366,934	2,779,000
2016	278,000	87,608	365,608	2,501,000
2017	287,000	80,047	367,047	2,214,000
2018	294,000	72,234	366,234	1,920,000
2019	302,000	64,053	366,053	1,618,000
2020	311,000	55,086	366,086	1,307,000
2021	321,000	44,869	365,869	986,000
2022	333,000	33,824	366,824	653,000
2023	343,000	22,374	365,374	310,000
2024	310,000	10,962	320,962	0
2025	0	0	0	0

Debt Service Fund Analysis – FY 2015-2016

	Original Debt	Outstanding 6/30/2015	PAYMENTS 2015-2016		Outstanding 6/30/2016
			Principal	Interest	
2010 G.O. Refunding Bonds					
Refunding 1998A- General Fund	\$ 460,000	280,000	90,000	8,519	190,000
Refunding 1998A- Water & Sewer	535,000	330,000	105,000	10,044	225,000
Refunding 1998B- Water & Sewer	1,235,000	-	-	-	-
Refunding 2001B- GF City Buildings	1,640,000	875,000	-	36,244	875,000
Refunding 2001B- GF Social Services	945,000	610,000	30,000	24,025	580,000
Refunding 2001B- Electric	1,165,000	940,000	120,000	35,319	820,000
Refunding 2003B- GF- King Center	140,000	-	-	-	-
Refunding 2003B- Water & Sewer	500,000	420,000	40,000	15,788	380,000
Total 2010 Refunding Bonds	6,620,000	3,455,000	385,000	129,939	3,070,000
Refunding of 2010-GF	1,395,000	1,356,000	-	47,324	1,356,000
Refunding of 2003C - GF	467,000	420,000	-	14,658	420,000
Refunding of 2001C-Incubator- GF	485,000	439,000	-	15,321	439,000
Refunding of 2010-W & S	1,387,000	1,354,000	23,000	46,557	1,331,000
General Fund New Money	1,207,000	1,207,000	-	26,433	1,207,000
Water & Sewer Fund New Money	484,000	396,000	46,000	8,672	350,000
Electric Fund New Money	844,000	691,000	80,000	15,133	611,000
TOTAL 2012 REFUNDING SERIES & NEW MONEY		5,863,000	149,000	174,098	5,714,000
Water & Sewer - Improvements to collection and treatment facility systems	1,050,000	299,000	64,000	6,548	235,000
General Fund		-	-	-	-
General Fund - City Hall	2,075,000	1,975,000	50,000	85,284	1,925,000
General Fund - Incubator -City Buildings	565,000	-	-	-	-
General Fund- School Bleachers	310,000	-	-	-	-
General Fund- Poplar Springs Cemetery	400,000	136,000	44,000	4,842	92,000
SCHOOL DEBT					
VPSA lit loan 1995A - FHS		36,490	36,490	931	-
VPSA lit loan 1999A - (roof repairs)		477,480	88,290	26,433	389,190
2010 Refunding of 2003B- Schools Realign.	610,000	-	-	-	-
Refunding of 2010	317,000	308,000	-	10,749	308,000
VPSA - \$1.89 mil -various school projects	1,890,000	1,640,000	55,000	68,956	1,585,000
2010 Refunding of 2006- Schools	1,440,000	1,340,000	100,000	51,038	1,240,000
2014 QZAB Bond Issuance	1,816,000	1,816,000	50,000	-	1,766,000
2003 QZAB Repair Bond		250,690	50,195	-	200,495
2005 QZAB Repair Bond		796,690	119,810	-	676,880
TOTAL SCHOOL DEBT		6,665,350	499,785	158,107	6,165,565
School Debt totals		\$ 6,665,350	\$ 499,785	\$ 158,107	\$ 6,165,565
General Debt totals		7,298,000	214,000	262,650	7,084,000
Water & Sewer totals		2,799,000	278,000	87,609	2,521,000
Electric totals		1,631,000	200,000	50,452	1,431,000
Solid Waste Fund (Portion of New Money Debt)		-	-	5,654	-
		\$ 18,393,350	1,191,785	564,472	\$ 17,201,565



SCHOOL OPERATING FUND

DESCRIPTION

The Franklin City Council appropriates funds for the operation of the City's Public School System. It is the responsibility of the Superintendent and the School Board to develop an annual budget request reflecting the needs of the school division. The budget is transmitted to the City Manager for consideration with the City's Operating Budget. Details of the FY 2015-2016 School System Budget are available in a separate document maintained by the School Board. The recommended allocation to the School System for FY 2015-2016 is \$16,878,909. The graphs below depict the revenue by source and the expenditure plan by category. The State funds 51% of the school aid while the proposed budget allocation of City funds totals 30%. Instruction (including federal programs) accounts for 76% of the total budgeted expenditures.

FY 2015-2016 Budget Highlights

- ❖ Decreased state funding resulting from a decline in enrollment. Revenue from the State is expected to decrease by \$312,653, which is 3.58% less than FY 2014-2015 projected revenue.
- ❖ State funding in the amount of \$64,800 was provided in the FY 2015-2016 budget to fund a 1.5% salary increase for SOQ designated positions effective August 16, 2015.
- ❖ The recommended local appropriation to the School Division is \$5,037,395 which is \$200,000 or 4.1% higher than the previous base appropriation. [The School Division had requested a \$1.5 million increase in the local appropriation; this requested amount would equate to a 17 cent property tax rate increase]. The base appropriation of \$4,837,395 has remained unchanged since 2008-2009. Over three and ½ cents of the proposed \$0.09 cent tax rate increase is necessary to fund the additional \$200,000 local appropriation recommended.
- ❖ The recommended budget includes the remaining School carryover funds available for appropriation as per the FYE June 30, 2014 audited financial statements. Of the \$462,645 original audited amount available, \$119,100 was appropriated to the School Division earlier this fiscal year at the request of the School Board for use in the FY 2014-15 budget cycle. The balance of \$343,545 is included in the proposed allocation to the School Division for FY 2015-2016. It is the City's recommendation that these funds be used to fund one-time expenditures for the School Division as the City is not obligated to provide the same level of funding in the ensuing fiscal year.
- ❖ The combined local appropriation of \$5,380,395 accounts for 32% of the total proposed revenue for the School Fund. State revenue accounts for 50% of the total revenue sources.
- ❖ Miscellaneous local revenues will decline by \$78,118 or 37% from FY 2014-2015 budgeted projections. Federal revenues are slated to remain the same.



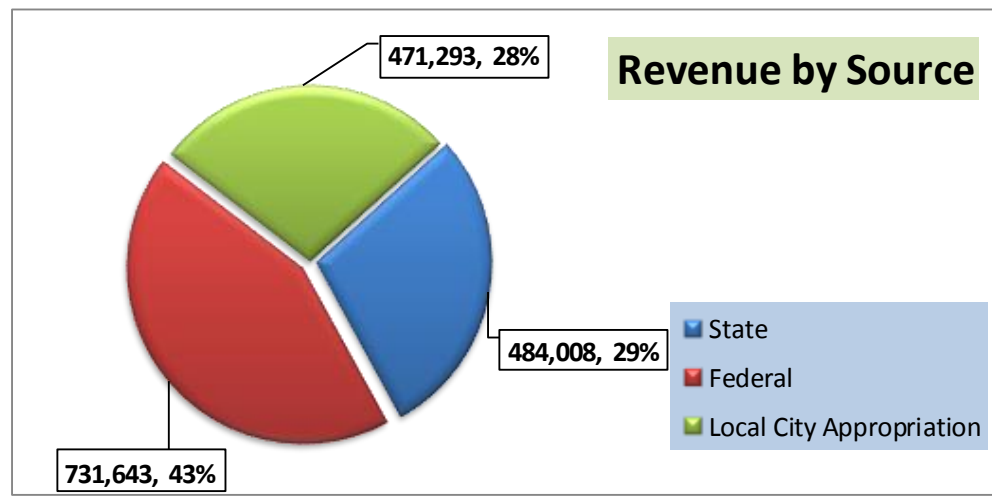
SOCIAL SERVICES FUND

The Franklin City Department of Social Services is responsible for administering a variety of services to meet the needs of Franklin citizens. Services include but are not limited to: Supplemental Nutrition Assistance Program (SNAP), Medicaid, Temporary Assistance to Needy Families (TANF), energy assistance and other benefits, Virginia Initiative for Employment not Welfare (VIEW), child protective services, foster care and adoption, adult protective services and other adult services. The agency is funded by revenue received from the state and federal government and an annual appropriation from the City.

FY 2015-2016 Budget Highlights

- ❖ The proposed City appropriation for FY 2015-2016 is \$471,293, \$14,555 or 3.1% more than the FY 2014-2015 budgeted appropriation. The City share represents 27% of the total funding sources for the department.
- ❖ In FY 2014-2015, the Franklin DSS was awarded two grants from the Obici Healthcare Foundation. The first grant award was for \$4,630 to fund a nationally recognized facilitator of the Nurturing Parent Program (a nationally recognized, best-practice, evidence based parenting education program designed to build protective factors in families that increase the health and well-being of children and families) The second award was for \$40,140 to fund a benefit programs specialist as a result of increasing Medicaid enrollment bought on by the Patient Protection and Affordable Healthcare Act.

Graph 1. Revenue by Source



While the adopted budget for the City is \$1.686 million, Franklin City residents are provided benefits from the state and federal government of over \$28.5 million via pass through funding from Medicaid, Family Access to Medical Insurance Security (FAMIS), SNAP, Energy Assistance, Foster Care & Adoption and TANF. In SFY 2014, actual benefits distributed to Franklin citizens were \$28,518,985 (See Table 1). This is a nearly 2.0% increase over actual benefits distributed in SFY 2013 (\$27,964,801). The City's investment increased from \$563,286 in SFY 2013 to \$597,753 as shown SFY 2014.

SOCIAL SERVICES FUND

Table1. Local Department of Social Services Profile Report, SFY 2014

Client Benefits Spending	\$15,667,812	\$11,217,636	\$138,070	\$27,023,517
Medicaid & FAMIS	\$11,033,717	\$10,840,976	\$54,658	\$21,929,350
SNAP	\$4,105,719	\$0	\$0	\$4,105,719
TANF	\$140,822	\$130,140	\$0	\$270,962
Energy Assistance	\$276,285	\$0	\$0	\$276,285
Foster care and adoption	\$15,560	\$21,860	\$0	\$37,420
Comprehensive Services (Title IV-E)	\$0	\$130,269	\$75,257	\$205,526
Child Care	\$95,710	\$61,770	\$0	\$157,479
Other Benefits	\$0	\$32,621	\$8,155	\$40,776
<i>Benefits - % by Funding Source</i>	<i>58%</i>	<i>42%</i>	<i>1%</i>	<i>100%</i>
<i>Benefits - % Total SS spending</i>	<i>96%</i>	<i>97%</i>	<i>23%</i>	<i>95%</i>
Total SS Spending	\$16,387,724	\$11,533,508	\$597,753	\$28,518,985
SS Funding - % by Funding Source	57%	40%	2%	100%

 ***City's Investment**



COMPREHENSIVE SERVICES ACT FUND

DESCRIPTION

The Comprehensive Services Act for At-Risk Youth and Families (CSA) is a law enacted in 1993 that establishes a single state pool of funds to purchase services for at-risk youth and their families. The state funds, combined with local community funds, are managed by local interagency teams who plan and oversee services to youth. “The mission of the CSA is to create a collaborative system of services and funding that is child-centered, family-focused and community-based when addressing the strengths and needs of troubled and at-risk youth and their families in the Commonwealth” (www.csa.virginia.gov). The CSA coordinator for the City of Franklin also services Isle of Wight and the City of Suffolk. The City pays a portion of the salary for the CSA coordinator. Representatives from social services, court services, the health department, school division and community services boards serve as members on the Community Policy Management Team (CPMT). The team is responsible for recommending the proper level of treatment and services needed by children and their families and determines eligibility for funding for services through the state pool of funds. CSA also requires the establishment of a Family Assessment and Planning Team (FAPT) to address the needs of communities. CPMT makes referrals to FAPT to handle disciplinary cases involving troubled youth and families.

FY 2015-2016 BUDGET & FUNDING

Funding for the Comprehensive Service Act Fund is provided by a state pool of resources combined with a local match requirement based on a state formula. The City submits quarterly financial reports to the State CSA office requesting reimbursement of the state funds.

The CSA budget for FY 2015-2016 is \$ 216,686 of which \$119,644 is the City’s local funding requirement. Overall, this is a \$15,353 or 11.4% decrease from FY 2014-2015 which is largely based on anticipated community need per the State Comprehensive Services Act Department projections. FY 2015-2016 proposed administrative cost, shared by Franklin City, Isle of Wight and Suffolk are 25%, 25% and 50% respectively.

FUND - COMPREHENSIVE SERVICES ACT FUND	ACTUAL FY 13-14	BUDGET FY 14-15	City Manager's Recomm.	Variance
REVENUE				
State Aid	83,473	163,117	97,042	(66,075)
Patient Income	4,800	4,000	-	(4,000)
Transfers from General Fund	186,592	135,000	119,644	(15,356)
Total Revenue	274,865	302,117	216,686	(85,431)
EXPENDITURES				
Mandated Services	229,705	236,890	154,291	(82,599)
Non-Mandated Services				-
Other Purchased Services				-
Administrative Services	45,160	45,160	45,160	-
Local Medicaid Match		20,067	17,235	(2,832)
Total Expenses	274,865	302,117	216,686	(85,431)



ECONOMIC DEVELOPMENT FUND



The City of Franklin, along with Southampton County and local charities, supports the mission of Franklin Southampton Economic Development, Inc. (FSEDI) aimed at “diversification of the economy and job creation through partnerships with existing businesses, attraction of new businesses, and promotion of entrepreneurship and tourism” (www.franklinsouthamptonva.com). The City, County and Charities equitably share the total budget for FSEDI which is independent of the City. The FY 2015-2016 Budget includes a city contribution, as a portion of the jointly funded total budget, to support the initiatives of FSEDI in the amount of \$125,000, the same as FY 2014-2015. In FY 2009-2010, the City and Southampton County contribution was \$150,000 each.

FY 2015-16 REVENUE	
Rental Income	110,000
Misc. Fees	6,000
Use of Fund Balance	32,000
Transfer from General Fund	55,565
Joint Contribution	<u>125,000</u>
Total Revenue	328,565
FY 2015-16 EXPENSES	
Personnel	38,765
Utilities	78,000
Contractual Services	68,900
Other Operating Expenses	17,900
Economic Dev. Initiative Support	0
Joint Payment	<u>125,000</u>
Total Expenses	328,565

FSEDI manages, as a service to the City, the rental of spaces in the Franklin Business Incubator which is owned by the City. In addition to the joint contribution, the City’s general fund provides for the maintenance and upkeep of the facility (i.e. janitorial services, utilities, insurance, etc.). A portion of the cost is derived from rental income paid by the business tenants that occupy the facility and other fees. The City received funding from the Economic Development Administration, the Virginia Department of Housing & Community Development and Rural Development for renovation and build out of vacant space for the purpose of a business incubator.

City support is \$180,565 or 55% of the total proposed budget, down from \$182,833 or 63% of the FY 2014-2015 budget.



CAPITAL IMPROVEMENT PROGRAM

Introduction

Capital Improvement Programming is a method of planning for the effective and efficient provision of public facilities, infrastructure improvements, road improvements, major maintenance requirements, and acquisition of property and equipment. The first year of the *Capital Improvement Program (CIP)* represents the City Manager's proposal to the City Council as the Capital Improvement Budget.

A five-year CIP allows the City Council and citizens an opportunity to view both the five-year capital construction and infrastructure maintenance needs of the City and the Franklin Public Schools. Viewing these needs enables the City to better plan a financing strategy for capital improvements and annual operating requirements. A five-year CIP also allows for programming of multi-year projects.

What is a CIP?

Each locality establishes its own criteria for capital improvement projects. For, the City of Franklin, a capital improvement project has a cost in excess of \$30,000 and a life expectancy of at least five years. Although the CIP is a means of implementing the recommendations of the City's Comprehensive Plan, proposed projects are not limited to those listed in the plan. Projects pertaining to the renovation, maintenance and/or construction of public facilities, equipment purchases and land acquisition for public use are included in the capital improvement program. All projects included in the CIP are classified in seven categories: General Government Administration, Public Works, Public Safety, Street Maintenance, Building Improvements, Parks & Recreation Improvements, Economic Development and Education.

Guiding Principles

Basic principles are used to help shape the Capital Improvement Program. These principles include, but are not limited to developing a balanced capital plan that funds projects in a variety of program areas which meet the highest priority needs; ensuring the CIP will be the platform for development in the City and business community and preserving the existing tax base. To further guide the CIP decision-making process, projects to be included in the CIP are evaluated on the degree to which they meet the following objectives:

- ✓ Meet a legal obligation or federal or state mandate
- ✓ Outside funding is available through a match of federal or state funding
- ✓ Address health concerns, safety or emergency needs
- ✓ Produce positive community impact and garners broad community support
- ✓ Meet prior commitments
- ✓ Can be funded within the parameters of established debt financial policies

Benefits of Capital Improvement Programming

The principal benefit of Capital Improvement Programming is that it requires the City to plan its capital needs in concert with available financing over a five-year period. This process contributes to a responsible fiscal policy. Other benefits of Capital Improvement Programming include:

- ✓ Fostering a sound and stable financial program over a five-year period given a set of revenue and expenditure assumptions based on current economic trends;

- ✓ Coordinating various City improvements so that informed decisions can be made and joint programs initiated among City departments in an effort to avoid duplication;
- ✓ Enabling private businesses and citizens to have some assurances as to when certain public improvements will be undertaken so they can plan more efficiently and effectively;
- ✓ Focusing on the goals and needs of the community through the provision of new facilities and infrastructure improvements;
- ✓ Evaluating annually the infrastructure needs of the City to provide for the public health and safety of the citizens of the City; and
- ✓ Providing a logical process for assigning priorities to the various projects based on their overall importance to the City in concert with the Comprehensive Plan.

CIP Process & Discussions

The annual CIP process commences during the normal budget proceedings. Suggested projects normally come from city departments, administrative staff and City Council. The City conducts a public hearing on the budget, at which time the recommended CIP is presented. After all public comments have been received and discussion satisfied, the CIP is then adopted. This is normally done in conjunction with the hearing and adoption of the annual operating budget. The first year of the CIP is incorporated into the City Manager’s Recommended Budget as the Capital Improvement Budget for the upcoming fiscal year.

This CIP is a document dedicated to a process designed to identify both the capital improvement needs and priorities of the City over a five-year period in conjunction with projected funding levels and the City’s vision and principles, largely in concert with the City’s Comprehensive Plan. Actual programming of projects is dependent upon the financial resources available. Funding constraints may preempt the actual inclusion of projects in the current CIP but may be listed as priorities for funding should resources become available. While every need is not addressed, the CIP intends to serve as a critical planning tool and a good foundation for future decision making.

Funding Sources

Revenues that the City utilizes typically come from the following sources: proceeds from general obligation bonds, general fund reserves, federal and state government grants and proceeds from short term lease financing agreements.

General Obligation Bonds

The issuance of bonds is a method used by many localities to fund capital projects. Bond issuances are governed by state laws and regulations. A loan is issued to the City on the basis of credit worthiness by demonstrating the current level of debt, revenue and savings or county reserves in exchange for the promise to repay the loan with interest. The repayment of the bond is usually long-term, 15 or 20 years. Typically, government regulations require that the proceeds from bond issues be expended on one-time capital projects within a certain time frame after the issuance. Bond proceeds have been used to finance numerous City projects. The level of debt that the City incurs is governed by City Council approved financial policies.

Contributions from the General Fund (Assigned Fund Balance)

The General Fund receives taxes and fees including real estate and personal property taxes which are collected to support the general operation of the City. Where current financial policies do not dictate a certain percentage of use of estimated General Fund revenues each year for the Capital Budget, a certain amount of funds are allotted based on the availability of prior year unassigned fund balance. In other words, funds that remain unspent from the operating budget from year to year may be used to finance certain capital projects on a “pay as you go” basis. This has enabled the City to pay for certain projects such as annual street paving and maintenance and water & sewer upgrades.

Federal and State Government

The federal and state governments provide funding primarily in the arena of state and federal supported grants. In Franklin's case, for example, federal funds (USDA) were used for the purchase of police vehicles and to support the Airport Runway Project. It is important to note that funding received from these sources *may* require a local match from the City. State funds support certain highway maintenance and road improvement projects.

Lease Financing Agreements

Lease financing is a solution that is used when cost effective financing is sought for equipment and other fixed assets. This alternative allows the lessee, in this case, the City of Franklin, to preserve capital and reduce borrowing capacity because it offers (1) 100% financing, (2) favorable tax treatment, (3) low to no closing costs and (4) lower monthly payments than traditional borrowing. This financing alternative is subject to all the local and state laws and regulations. The City has, in past years, utilized lease financing agreements to acquire funding for public safety equipment (fire engine), electric department equipment (bucket truck) and public works equipment (garbage trucks).

Capital Budget for Fiscal Year 2015-16

The first year of the Capital Improvement Program is identified as the Capital Improvement Budget. The projects outlined herein have been programmed in year 2015-2016. The total amount is \$1,691,702 comprised of capital improvements proposed in the following funds:

FY 15-16 Capital Improvement Budget by Fund		
General	\$ 606,000	36%
Water & Sewer	\$ 850,702	50%
Solid Waste	\$ 235,000	14%
Total Capital Budget	\$ 1,691,702	100%

Of the amount allocated in the budget for capital projects, \$1,626,742 will come from FY15-16 operating revenues (General Fund - \$606,000 and Enterprise Fund - \$1,020,702); the remaining \$64,960 will come from Solid Waste Reserve Funds.

Funding Source For FY 15-16 Capital Budget		
Reserves(Solid Waste Fund)	\$ 64,960	4%
State/Federal Grants	\$ -	0%
FY 16 General Fund Operating Revenue	\$ 606,000	36%
FY 16 Enterprise Fund Operating Revenue	\$ 1,020,742	60%
Total Capital Budget	\$ 1,691,702	100%

PUBLIC WORKS CAPITAL PROJECTS

Project Name	Local General Fund	Local Grants	State/Federal Grant	Financing Short/LT*	Total Funding Sources
STREETS					
Drainage Improvements	120,000				\$120,000
Street Improvements	400,000				400,000
Signal Upgrades	36,000				36,000
PROJECT TOTAL	556,000				556,000

PROJECT DESCRIPTIONS AND JUSTIFICATIONS

❖ **DRAINAGE SYSTEM IMPROVEMENTS**

Improvements and replacements of the City Storm Water Conveyance Systems - The City contracted to perform a citywide drainage study which has been completed with recommendations for system improvements. The monies allotted will allow for system upgrades and replacement of defective appurtenances in accordance with the study. Funds expended on these projects are credited towards the money we receive from VDOT for maintenance of streets.

❖ **STREET IMPROVEMENTS**

Provides for maintenance of the City's transportation system - These funds are primarily used to resurface city streets. These funds are expended for maintenance only and cannot be used for new construction. Funds expended on these projects are credited towards the money the City receives from VDOT for maintenance of the streets.

❖ **INTERSECTION SIGNAL UPGRADES**

Provides for the upgrade of controls and signal head upgrades to 14 traffic signals located in the city - Some of the traffic signal controllers located in the city are 20 years old. This technology is outdated and parts are not available. These funds will allow for controllers to be replaced with current technology and help keep the signals from malfunctioning. Also, signal head replacements will help cut down on electrical utility costs by upgrading to LED bulbs.

PUBLIC SAFETY CAPITAL PROJECTS

Project Name	Local General Fund	Local Grants	State/Federal Grant	Financing* Short/LT	Total Funding Sources
Police Vehicles	50,000				50,000
PROJECT TOTAL	50,000				50,000

PROJECT DESCRIPTION AND JUSTIFICATION

❖ **VEHICLE REPLACEMENT**

The fleet replacement program is a planning tool to assist the police department in maintaining a fleet of patrol vehicles that are safe for the officers to operate. There is no mandatory age or mileage that vehicles have to be replaced; however these vehicles are emergency response vehicles which necessitate their reliability. The funds set aside in the FY 2015-2016 will allow the department to replace a non-patrol vehicle. If a grant application to USDA is approved, two vehicles will be acquired with the grant paying one-half of the costs. The City acquired five patrol vehicles in FY 13-14 (four financed via loan funds and one through a grant received from USDA and two vehicles in FY 14-15 via \$50,000 in operating and \$50,000 in grant funds from USDA) consistent with a vehicle replacement schedule and to facilitate lower maintenance costs by replacing older, high mileage vehicles with a newer more fuel efficient fleet.

FUND: SOLID WASTE FUND

Project Name	Solid Waste Revenue	Local Grants	State/Federal Grant	Financing Short/LT	Total Funding Sources
Landfill Closure	70,000				70,000
TOTAL PROJECTS	70,000				70,000

PROJECT DESCRIPTION AND JUSTIFICATION

❖ **LANDFILL CLOSURE**

Provides cost associated with the closure of the old city landfill located in Isle of Wight County. The City is under a consent order with DEQ to monitor and test for various gases and chemicals at the landfill until closure can be achieved. If closure is not achieved by 2014, additional remediation is likely.

❖ **YARDWASTE TRUCK**

Funding provided for the replacement of one refuse truck to be utilized in yard waste operations. The City uses a fleet of four trucks to collect solid waste. Two trucks have been traditionally replaced on five year rotating lease cycles allowing for replacement of each truck every ten years, which is the life expectancy. The city leased a truck in 2012 with two lease year payments remaining. Another truck was purchased in 2013 with funds available from “new money” long-term debt loan proceeds which prevented the added cost of a short term lease payment from the Solid Waste operating budget. The City achieved its goal in FY 13-14 by creating a solid waste enterprise fund which began accumulating reserve funds to provide for acquisition of replacement equipment on a “pay as you go” basis going forward.

WATER & SEWER FUND CAPITAL PROJECTS

Project Name	Water/Sewer Revenue	Local Grants	State/Federal Grant	Financing* Short/LT	Total Funding Sources
Sewer System Improvement	425,351				425,351
Water Line Rehab	425,351				425,351
TOTAL PROJECTS	850,702				850,702

PROJECT DESCRIPTIONS AND JUSTIFICATIONS

❖ SEWER SYSTEM IMPROVEMENTS

Funds for sewer system improvements will be utilized to rehabilitate failing system appurtenances by means of slip lining sewer mains and recoating of sanitary manholes in order to reduce the amount of inflow/infiltration entering the system. Also engineering services for GIS updates and project design will be accomplished using these funds.

❖ WATER LINE REHABILITATION

Rehabilitation and upgrades to the City Potable Water System. Funds for water system improvements will be utilized to rehabilitate failing system appurtenances by means of replacing old water mains and upgrading existing infrastructure. Also engineering services for GIS updates and project design will be accomplished using these funds.



PROPOSED FIVE YEAR CAPITAL IMPROVEMENT PLAN
Fiscal Years 2016-2019

TOTAL ALL FUNDS - \$54,514,090

General Fund	
Public Works	\$ 42,060,000
Public Safety	\$ 1,350,000
General Administration	\$ 127,500
Parks & Recreation	\$ 3,002,000
Community Development	\$ 230,000
Total: Project Expenditures	\$ 46,769,500

Water & Sewer Fund	
Water	\$ 1,330,239
Sewer	\$ 765,351
Total: Project Expenditures	\$ 2,095,590

Electric Fund	
New Circuit-Delivery 3	\$ 250,000
Delivery 4	\$ 2,304,000
Reconduct to Delivery 2	\$ 510,000
Total: Project Expenditures	\$ 3,064,000

Solid Waste Fund	
Equipment	\$ 545,000
Landfill Closure	\$ 370,000
Total: Project Expenditures	\$ 915,000

School Fund	
Transportation	\$ 320,000
Facility Improvements	\$ 1,325,000
Total: Project Expenditures	\$ 1,645,000

**CAPITAL IMPROVEMENT PROGRAM
FY 2015-2016 Through FY 2019-2020**

	2015-16	2016-17	2017-18	2018-19	2019-20	TOTAL
PUBLIC WORKS						
Streets						
Drainage System Improvements	\$120,000	\$120,000	\$120,000	\$120,000	\$120,000	\$600,000
Street Improvements	\$400,000	\$400,000	\$400,000	\$400,000	\$400,000	\$2,000,000
Intersection Signal Upgrades	\$36,000	\$36,000	\$36,000	\$36,000	\$36,000	\$180,000
Vehicle Replacement		\$25,000				
Transportation Safety / Street Projects						
Intersection Improvements per Comp Plan		\$220,000	\$220,000	\$220,000	\$220,000	\$880,000
North High Street Widening		\$3,200,000	\$3,200,000	\$3,200,000	\$3,200,000	\$12,800,000
Hunterdale Road Widening		\$3,600,000	\$3,600,000	\$3,600,000	\$3,600,000	\$14,400,000
Fairview Drive Widening		\$1,200,000	\$1,200,000	\$1,200,000	\$1,200,000	\$4,800,000
Bobwhite Lane connector to North High Street		\$1,600,000	\$1,600,000	\$1,600,000	\$1,600,000	\$6,400,000
TOTAL PUBLIC WORKS	\$556,000	\$10,401,000	\$10,376,000	\$10,376,000	\$10,376,000	\$42,060,000
GENERAL GOVERNMENT ADMINISTRATION						
Voting Machine Replacement	\$0	\$70,000	\$0	\$0	\$0	\$70,000
Vehicle Replacement (Fire & Rescue & Inspections)		\$57,500				\$57,500
TOTAL GENERAL GOVERNMENT ADMIN.	\$0	\$127,500	\$0	\$0	\$0	\$127,500
PUBLIC SAFETY ADMINISTRATION						
Police Vehicle Replacement	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$250,000
Construction of Ancillary Facility					\$600,000	\$600,000
Public Works Building - Engineering Study		\$50,000				\$50,000
Fire Engine 5 Replacement			\$450,000			\$450,000
TOTAL PUBLIC SAFETY ADMIN.	\$50,000	\$100,000	\$500,000	\$50,000	\$650,000	\$1,350,000
COMMUNITY DEVELOPMENT						
Beautification Commission Gateway Enhancement	0	40,000	40,000	75,000	75,000	\$230,000
			-	-	-	
TOTAL PLANNING & COMM. DEVELOPMENT	\$0	\$40,000	\$40,000	\$75,000	\$75,000	\$230,000
WATER & SEWER FUND						
Sewer Systems Improvements						
Sewer Systems Upgrades	\$425,351	\$226,072	\$184,672	\$184,672	\$184,672	\$1,205,439
Equipment Replacement - Sewer Cleaning Truck			\$41,600	\$41,600	\$41,600	\$124,800
Water Improvements						
Water System Improvements	\$425,351					\$425,351
Hunterdale Generator	\$0	\$30,000	\$30,000	\$30,000	\$30,000	\$120,000
Pretlow Generator		\$30,000	\$30,000	\$30,000	\$30,000	\$120,000
Equipment Replacement Dump Truck						\$0
Scada System for Wells				\$100,000		\$100,000
TOTAL WATER & SEWER FUND	\$850,702	\$286,072	\$286,272	\$386,272	\$286,272	\$2,095,590
SUBTOTAL	\$1,456,702	\$10,954,572	\$11,202,272	\$10,887,272	\$11,387,272	\$45,888,090

**CITY OF FRANKLIN
CAPITAL IMPROVEMENT PROGRAM
FY 2015-2016 Through FY 2019-2020**

	2015-16	2016-17	2017-18	2018-19	2019-20	TOTAL
PARKS AND RECREATION						
Playground at Dr. Martin Luther King Center		50,000				\$50,000
Playground Equipment at Armory Drive			50,000			\$50,000
Playground Equipment at College Drive				50,000		\$50,000
Playground Equipment at Bruce Street					50,000	\$50,000
Armory Drive Recreational Park -football/skate park			110,000			\$110,000
Hunterdale Park Project/Land Acquisition	-	50,000	50,000	300,000		\$400,000
Hayden Sports Complex Lighting System					100,000	\$100,000
Paul D. Camp Community College Athletic Complex	-	100,000	1,500,000	500,000		\$2,100,000
National Guard Armory Basketball Court Rehabilitation		92,000				\$92,000
TOTAL -PARKS, RECREATION & CULTURE	\$0	\$292,000	\$1,710,000	\$850,000	\$150,000	\$3,002,000
ELECTRIC FUND						
Reconduct to Delivery 2 from Dominion's Station		\$ 510,000				\$510,000
New Circuit out of Delivery 3		100,000	150,000			\$250,000
Delivery 4			2,304,000			\$2,304,000
TOTAL ELECTRIC FUND	\$0	\$610,000	\$2,454,000	\$0	\$0	\$3,064,000
SOLID WASTE FUND						
Collection Truck Replacement	165,000	150,000	230,000			\$545,000
Landfill Closure	70,000	75,000	75,000	75,000	75,000	\$370,000
TOTAL SOLID WASTE FUND	\$235,000	\$225,000	\$305,000	\$75,000	\$75,000	\$915,000
SCHOOL BOARD						
S. P. MORTON ELEMENTARY SCHOOL						
Architectural/Engineering Contingency		50,000	50,000	25,000		\$125,000
Replace 32 Classrooms			1,200,000			\$1,200,000
J. P. KING MIDDLE SCHOOL						
FRANKLIN HIGH SCHOOL						
OTHER CAPITAL PROJECTS						
Replacement Buses		80,000	80,000	80,000	80,000	\$320,000
TOTAL SCHOOL FUND	\$0	\$130,000	\$1,330,000	\$105,000	\$80,000	\$1,645,000
SUBTOTAL	\$235,000	\$1,257,000	\$5,799,000	\$1,030,000	\$305,000	\$8,626,000
TOTAL PROJECTS-ALL CITY FUNDS	\$1,691,702	\$12,211,572	\$17,001,272	\$11,917,272	\$11,692,272	\$54,514,090

FY 15-16 PROPOSED BUDGET

Section 6

- ❖ Budget Resolution
- ❖ Electric Rate Ordinance



FY 2015-2016
ADOPTED BUDGET RESOLUTION



**PROPOSED BUDGET RESOLUTION
SETTING THE TAX RATES, ADOPTING THE BUDGET AND APPROPRIATING
FUNDS FOR FY 2015-2016**

WHEREAS, it is mandated by law that the governing body of this City adopt a City budget for fiscal planning purposes and fix the respective local tax rates each year and;

WHEREAS, the Franklin City Council has complied with the law by preparing a proposed budget, holding the required public hearings on June 1, 2015 after proper and legal notice and having deliberated;

Section I.

Council does hereby propose to set and adopt, pursuant to Virginia Code Section 58.1-3524, the rate of tax relief at such a level that is anticipated fully to exhaust PPTRA relief funds provided to the City by the Commonwealth as follows:

Personal Use vehicles valued at \$1,000 or less	Eligible for 100% tax relief
Personal Use vehicles valued at \$1,001 to \$20,000	Eligible for tax relief at 55% (from 58%)
Personal Use vehicles valued at \$20,000 or more	Eligible for tax relief at 55% on the first \$20,000 of value and taxed fully on the balance up (from 58%)

Council does hereby propose to amend Section 13-15 Fees for City Collection of Garbage, Waste and Other Refuse of the Franklin City Code as follows:

Trash Collection Fees	\$38.00 per month (from \$39.74 residential)
	\$76.00 per month (from 84.48 residential outside city)
	\$52.61 per month- commercial 1 box (no change)
	\$61.90 per month - commercial 2 boxes (no change)

THE FOLLOWING TAXES AND FEES ARE PROPOSED TO CHANGE:

Real Estate Tax Rate	\$0.99 /\$100 of assessed value (from \$0.96/\$100 of assessed value)
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THE FOLLOWING TAXES AND FEES ARE PROPOSED TO REMAIN UNCHANGED:

Personal Property & Business Property	\$4.50/\$100 of assessed value
Downtown District Tax Rate	\$0.24/\$100 of assessed value
Machinery & Tools	\$2.00/\$100 of assessed value
Meals Tax	6.5%
Lodging Tax	8.0%
Cigarette Tax	\$0.60 per pack
Ambulance Service Fees:	
Basic Life Support	\$450.00
Advanced Life Support 1	\$550.00
Advanced Life Support 2	\$800.00
Mileage Rate to Hospital	\$13.00

Water & Sewer Fees:

Water Service Fees (Base Rates)	\$12.62 base rate plus 2.83 per \$1,000 gallons (Inside City)
	\$16.04 base rate plus \$3.50 per 1,000 gallons (Outside City)
Sewer Service Fees (Base Rates)	\$16.91 base rate plus \$3.93 per 1,000 gallons (Inside City)
	\$20.23 base rate plus \$5.04 per 1,000 gallons (Outside City)

Building permit fees, other taxes and related permits **not listed herein** remain unchanged

SECTION II: The following amounts as stated are hereby appropriated in the **General Fund** for the operation of the City Government and its activities for and during the fiscal year beginning July 1, 2015 and ending June 30, 2016:

REVENUES

GENERAL PROPERTY TAXES	7,397,314
OTHER LOCAL TAXES	5,373,000
PERMITS, FEES, FINES & LICENSES	203,100
MISCELLANEOUS & REVENUE SHARING	1,405,743
USE OF MONEY & PROPERTY	270,848
CHARGES FOR SERVICES	1,401,742
STATE & FEDERAL REVENUE	3,954,170
TRANSFERS FROM OTHER FUNDS	1,547,601
USE OF DEBT SERVICE RESERVE	475,028
USE OF UNASSIGNED FUND BALANCE	-
PRIOR YEAR CARRYOVER	343,595
GENERAL FUND REVENUE	22,372,141

EXPENDITURES

EXPENDITURE SUMMARY - GENERAL FUND

CITY COUNCIL	197,942
CITY MANAGER	224,970
CITY ATTORNEY	139,541
MANAGEMENT SERVICES & HR	161,067
COMMISSIONER OF REVENUE	250,480
REAL ESTATE ASSESSOR	105,055
TREASURER	276,712
FINANCE	621,580
INSURANCE	136,200
INFORMATION TECHNOLOGY	171,824
ELECTIONS	119,925
JUDICIAL ADMINISTRATION	1,282,617
LAW ENFORCEMENT	3,462,441
ANIMAL CONTROL	101,223
FIRE AND EMERGENCY SERVICES	2,263,303
CIVIL DEFENSE & SAFETY	70,916
BUILDING INSPECTIONS	510,281
PUBLIC WORKS - STREETS	1,865,091
PUBLIC WORKS - GARAGE	230,282
MAINTENANCE OF BLDGS & GROUNDS	1,010,888
HEALTH AND WELFARE	156,198
RECREATION	359,223
CEMETERIES	50,500
SENIOR CITIZENS PROGRAMS	40,467
LIBRARY	296,412
PLANNING & ZONING	169,966
BEAUTIFICATION COMMISSION	5,000
DOWNTOWN DEVELOPMENT	107,093
NON DEPARTMENTAL: Rev. Sharing & Credit Card Fees	721,000
GENERAL FUND BEFORE TRANSFERS	15,108,197
TRANSFERS	7,263,944
TOTAL, GENERAL FUND	22,372,141

SECTION III: The following amounts as stated are hereby appropriated in the **Water and Sewer Fund** for the operation of the Enterprise and its activities for and during the fiscal year beginning July 1, 2015 and ending June 30, 2016:

SALE OF WATER	1,300,000
SALE OF SEWER	1,750,000
MISCELLANEOUS	87,750
TOTAL WATER & SEWER FUND REVENUE	3,137,750

OPERATING EXPENSE	1,733,626
DEBT SERVICE	365,608
CAPITAL OUTLAY	749,014
TRANSFER TO GENERAL FUND	289,502
TOTAL WATER & SEWER FUND EXPENSES	3,137,750

SECTION IV: The following amounts as stated are hereby appropriated in the **Solid Waste Fund** for the operation of the Enterprise and its activities for and during the fiscal year beginning July 1, 2015 and ending

June 30, 2016:

REVENUE FROM FEES	1,342,322
MISCELLANEOUS	4,000
PRIOR YEAR RESERVES	56,031
TOTAL SOLID WASTE REVENUE	1,402,353

OPERATING EXPENSES	883,482
DEBT SERVICE	28,056
CAPITAL OUTLAY	275,000
RESERVES	-
TRANSFER TO GENERAL FUND	215,815
TOTAL SOLID WASTE FUND EXPENSES	1,402,353

SECTION V: The following amounts as stated are hereby appropriated in the **Airport Fund** for the operation of the Enterprise and its activities for and during the fiscal year beginning July 1, 2015 and ending June 30, 2016:

AIRPORT RENTAL FEES	63,000
SALE OF GAS AND FUEL	177,232
STATE & FEDERAL AID	3,000
TRANSFER FROM GENERAL FUND	79,305
TOTAL AIRPORT FUND REVENUE	322,537

OPERATING EXPENSES	301,788
CAPITAL OUTLAY	-
TRANSFER TO GENERAL FUND	20,749
TOTAL AIRPORT FUND EXPENSES	322,537

SECTION VI: The following amounts as stated are hereby appropriated in the **Electric Fund** for the operation of the Enterprise and its activities for and during the fiscal year beginning July 1, 2015 and ending June 30, 2016:

REVENUE FROM SALE OF ENERGY	14,232,589
REVENUE FROM FUEL CHARGES	1,349,299
OTHER REVENUE	230,750
TOTAL ELECTRIC FUND REVENUE	15,812,638

PURCHASE OF ELECTRICITY	9,873,999
FUEL ADJUSTMENT	1,363,097
OPERATING EXPENSES	1,575,820
CAPITAL IMPROVEMENTS	273,884
DEBT SERVICE	274,697
CASH RESERVE REPLENISHMENT	300,000
CAPITAL RESERVE	241,750
TRANSFER TO GENERAL FUND	1,909,391
TOTAL ELECTRIC FUND EXPENSES	15,812,638

SECTION VII: The following amounts as stated are hereby appropriated in the **Economic Development Fund** for the operation of the fund and its activities for and during the fiscal year beginning July 1, 2015 and ending June 30, 2016:

RENT & FEES INCUBATOR	126,416
USE OF FUND BALANCE	32,000
GENERAL FUND TRANSFER-OPERATING EXPENSES	24,220
GENERAL FUND TRANSFER-JOINT PAYMENT EXPENSE	125,000
TOTL ECONOMIC DEVELOPMENT REVENUE	307,636

OPERATING EXPENES	182,636
PAYMENT FOR JOINT ECONOMIC DEVELOPMENT	125,000
TOTAL ECONOMIC DEVELOPMENT EXPENSE	307,636

SECTION VIII: The following amounts as stated are hereby appropriated in the **Social Services Fund** for the operation of the fund and its activities for and during the fiscal year beginning July 1, 2015 and ending June 30, 2016:

STATE REVENUE	484,008
FEDERAL REVENUE	731,643
TRANSER FROM GENERAL FUND	471,293
TOTAL SOCIAL SERVICES FUND REVENUE	1,686,944

SOCIAL SERVICES EXPENSES	1,686,944
TOTAL SOCIAL SERVICES EXPENSES	1,686,944

SECTION IX: The following amounts as stated are hereby appropriated in the **Comprehensive Services Act Fund** for the operation of the fund and its activities for and during the fiscal year beginning July 1, 2015 and ending June 30, 2016:

STATE REVENUE	97,042
TRANSER FROM GENERAL FUND	119,644
TOTAL COMPREHENSIVE SERVICES REVENUE	216,686

MANDATED SERVICES	154,291
LOCAL MEDICAID MATCH	17,235
ADMINISTRATIVE SERVICES	45,160
TOTAL COMPREHENSIVE SERVICES EXPENSES	216,686

SECTION X: The following amounts as stated are hereby appropriated in the **Education Fund (Schools & Cafeteria)** for the operation of the funds and its activities for and during the fiscal year beginning July 1, 2015 and ending June 30, 2016:

LOCAL REVENUE	132,500
CAFETERIA FUND (State, Federal & Local)	644,004
STATE	8,415,998
FEDERAL	2,305,368
LOCAL RE-APPROPRIATION	343,545
TRANSFER FROM GENERAL FUND (Base Approp)	4,987,395
TOTAL SCHOOL & CAFETERIA REVENUE	16,828,810

CAFETERIA FUND EXPENSES	644,004
SCHOOL OPERATING FUND EXPENSES	16,184,806
TOTAL SCHOOL & CAFETERIA EXPENSES	16,828,810

SECTION XI: The following amounts as stated are hereby appropriated in the **Debt Service Fund** for the operation of the fund and its activities for and during the fiscal year beginning July 1, 2015 and ending June 30, 2016:

TRANSFER FROM GENERAL FUND-GENERAL DEBT	479,150
TRANSFER FROM GENERAL FUND-SCHOOL DEBT	634,392
INTEREST INCOME - SCHOOL DEBT	25,000
TOTAL GENERAL AND SCHOOL DEBT REVENUE	1,138,542

GENERAL FUND DEBT SERVICE	479,150
SCHOOL DEBT FUND	659,392
TOTAL GENERAL AND SCHOOL DEBT EXPENSES	1,138,542

SECTION XII: AUTHORIZATION & LIMITATIONS

A. The City Manager is authorized to transfer budgeted amounts within departments up to \$10,000. Expenditures over the original budget of any department or transfers over \$10,000 must be approved by City Council.

B. No amount between funds nor any contingency appropriation may be transferred within any fund without approval from the City Council.

EFFECTIVE DATE: The budget hereby adopted and the respective tax rates so fixed shall be effective July 1, 2015:

DONE THIS ___8th___ day of June, 2015, in the CITY OF FRANKLIN, VIRGINIA

Raystine D. Johnson-Ashburn, Mayor

ATTEST:
R. Randy Martin, Clerk



FY 2015-2016
PROPOSED ELECTRIC RATE ORDINANCE

Proposed Amendment to City Ordinance 8-14(a) To Increase Electrical Rates

(Based on 4.0% Increase Effective July 1, 2015)

Motion

The Council of the City of Franklin does ordain that the Franklin City Code 8-14 (a) shall be amended to set the monthly electrical rates for the non-fuel charge component for the kWh energy charge and the kW demand charge for all billings after July 1, 2015 in the following categories of users:

Sec. 8-14. Electrical rates and deposits.

(a) The following monthly electrical rates are hereby established for the following category of users:

Residential Rate – “Schedule RS-401” :

June-September	<u>July 1, 2014</u>	<u>July 1, 2015</u>
A. Basic Customer Charge:	\$7.98	\$7.98
B. Plus KWH charge		
First 800 KWH	\$0.09820 per KWH	\$0.10213 per KWH
Excess over 800 KWH	\$0.11127 per KWH	\$0.11572 per KWH

Winter Rate – October-May

A. Basic Customer Charge:	\$7.98	\$7.98
B. Plus KWH charge:		
First 800 KWH	\$0.09820 per KWH	\$0.10213 per KWH
Excess over 800 KWH	\$0.07931 per KWH	\$0.08248 per KWH
C. Fuel Adjustment: Each kilowatt hour used is subject to adjustment for charges in fuel costs, provided such fuel costs are charged to the City by its supplier.		

Small General Service Rate – “Schedule SGS 405” :

A. Basic Customer Charge:	<u>July 1, 2014</u>	<u>July 1, 2015</u>
Single Phase	\$12.61	\$12.61
B. Plus kWh charge:	\$0.07959 per kWh	\$0.08277 per kWh
C. Fuel Adjustment: Each kilowatt hour used is subject to adjustment for charges in fuel costs, provided such fuel costs are charged to the City by its supplier.		

Small General Service Rate – “Schedule SGS 406” :

A. Basic Customer Charge:	<u>July 1, 2014</u>	<u>July 1, 2015</u>
Three Phase	\$22.42	\$22.42
B. Plus kWh charge:	\$0.07959 per kWh	\$0.08277 per kWh
C. Fuel Adjustment: Each kilowatt hour used is subject to adjustment for charges in fuel costs, provided such fuel costs are charged to the City by its supplier.		

Medium General Service Rate– “Schedule MGS-I 451/551:”

A. Basic Customer Charge:	<u>July 1, 2014</u>	<u>July 1, 2015</u>
Single Phase	\$49.50	\$49.50
B. Plus kWh Charge:	\$0.06517 per kWh	\$0.06778 per kWh
C. Plus kW demand charge:	\$6.06 per Kw	\$6.30 per kW
D. Fuel Adjustment: Each kilowatt hour used is subject to adjustment for charges in fuel costs, provided such fuel costs are charged to the City by its supplier.		

Medium General Service Rate – “Schedule MGS-I 453/553:”

A. Basic Customer Charge:	<u>July 1, 2014</u>	<u>July 1, 2015</u>
Three Phase	\$99.00	\$99.00
B. Plus kWh Charge:	\$0.06517 per kWh	\$0.06778 per kWh
C. Plus kW demand charge:	\$6.06 per kW	\$6.30 per kW
D. Fuel Adjustment: Each kilowatt hour used is subject to adjustment for charges in fuel costs, provided such fuel costs are charged to the City by its supplier.		

Medium General Service Rate – “Schedule MGS-D 404/504:”

A. Basic Customer Charge:	<u>July 1, 2014</u>	<u>July 1, 2015</u>
Single Phase	\$45.00	\$45.00
B. Plus kWh Charge:	\$0.04314 per kWh	\$0.04487 per kWh
C. Plus kW demand charge:	\$13.33 per kW	\$13.86 per kW
D. Fuel Adjustment: Each kilowatt hour used is subject to adjustment for charges in fuel costs, provided such fuel costs are charged to the City by its supplier.		

Medium General Service Rate – “Schedule MGS-D 407/507:”

A. Basic Customer Charge:	<u>July 1, 2014</u>	<u>July 1, 2015</u>
Three Phase	\$90.00	\$90.00
B. Plus kWh Charge:	\$0.04314 per kWh	\$0.04487 per kWh
C. Plus kW demand charge:	\$13.33 per kW	\$13.86 per kW
D. Fuel Adjustment: Each kilowatt hour used is subject to adjustment for charges in fuel costs, provided such fuel costs are charged to the City by its supplier.		

Large General Service Rate – “Schedule LGS 403/503” :

	<u>July 1, 2014</u>	<u>July 1, 2015</u>
A. Basic Customer Charge	\$247.50	\$247.50
B. Plus kWh Charge:	\$0.03933 per kwh	\$0.04090 per kwh
C. Plus kW Charge:	\$14.60 per kW	\$15.18 per kW
D. Fuel Adjustment: Each kilowatt hour used is subject to adjustment for charges in fuel costs, provided such fuel costs are charged to the City by its supplier.		

Municipal Service Rate – “Schedule MS 408” :

A. Basic Customer Charge:	<u>July 1, 2014</u>	<u>July 1, 2015</u>
Single Phase	\$16.50	\$16.50
B. Plus kWh charge:	\$0.08755 per kWh	\$0.09105 per kWh
C. Fuel Adjustment: Each kilowatt hour used is subject to adjustment for charges in fuel costs, provided such fuel costs are charged to the City by its supplier.		

Municipal Service Rate – “Schedule MS 409” :

A. Basic Customer Charge:	<u>July 1, 2014</u>	<u>July 1, 2015</u>
Three Phase	\$26.13	\$26.13
B. Plus kWh charge:	\$0.08755 per kWh	\$0.09105 per kWh
C. Fuel Adjustment: Each kilowatt hour used is subject to adjustment for charges in fuel costs, provided such fuel costs are charged to the City by its supplier.		

Church and Synagogue Rate – “Schedule CS 418” :

A. Basic Customer Charge:	<u>July 1, 2014</u>	<u>July 1, 2015</u>
Single Phase	\$12.38	\$12.38
B. Plus KWH charge:		

First 3000 KWH	\$0.09230 per KWH	\$0.09599 per KWH
Excess over 3000 KWH	\$0.13671 per KWH	\$0.14218 per KWH

C. Fuel Adjustment: Each kilowatt hour used is subject to adjustment for charges in fuel costs, provided such fuel costs are charged to the City by its supplier.

Church and Synagogue Rate – “Schedule CS 419, 429, 440” :

A. Basic Customer Charge:	<u>July 1, 2014</u>	<u>July 1, 2015</u>
Three Phase	\$22.00	\$22.00
B. Plus KWH charge:		
First 3000 KWH	\$0.09230 per KWH	\$0.09599 per KWH
Excess over 3000 KWH	\$0.13671 per KWH	\$0.14218 per KWH

C. Fuel Adjustment: Each kilowatt hour used is subject to adjustment for charges in fuel costs, provided such fuel costs are charged to the City by its supplier.

OUTDOOR LIGHTING SERVICE

Rate Schedule: OLS

High Pressure Sodium	<u>July 1, 2014</u>	<u>July 1, 2015</u>
100 W	\$11.00 per month	\$11.00 per month
150 W	\$13.50 per month	\$13.50 per month
250 W	\$18.75 per month	\$18.75 per month
400 W	\$28.00 per month	\$28.00 per month
1,000 W	\$44.00 per month	\$44.00 per month
Metal Halide		
1,000 W	\$39.25 per month	\$39.25 per month

GIVEN under our hands this **8th day of June 2015**.

Raystine Johnson-Ashburn, Mayor

Attest:

R. Randy Martin, City Manager

**FY 15-16 PROPOSED
BUDGET**

❖ Exhibit A – 2015-2016 Budget Detail