

**AGENDA**

**FRANKLIN CITY COUNCIL**

**MONDAY, August 14, 2017 – CITY HALL COUNCIL CHAMBERS – 207 W. SECOND AVE.**

**7:00 P.M.**

**Regular Meeting**

Call To Order . . . . . MAYOR FRANK M. RABIL

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

PLEDGE OF ALLEGIANCE

Special Recognition: Resolution of Support & Congratulations to Paul D. Camp Community College # 2017 - 07

CITIZENS' TIME

AMENDMENTS TO AGENDA

**1. CONSENT AGENDA**

**A. Minutes: July 24, 2017 Regular Meeting**

**2. FINANCE**

**A. GFOA FY 2015 – 2016 CAFR Award Recognition**

**B. FY 2017 – 2018 Budget Amendment # 2018 - 01**

**3. OLD/NEW BUSINESS**

**A. Commercial Rehabilitation Loan Program Approval – Amanda Jarrett, FSEDI President & CEO**

**B. Hayden School Property Sale Update – H. Taylor Williams, IV, City Attorney**

**C. City Manager’s Report**

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

**5. CLOSED SESSION – (If Necessary)**

**6. ADJOURNMENT**

**UPCOMING ITEMS TO BE SCHEDULED**

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

**SUBJECT**

**City Council Retreat @ TBD**  
**Columbia Natural Gas Franchise**  
**Charter Cable Franchise**

**TENTATIVE TIME LINE**

**September 16, 2017**  
**TBD**  
**TBD**



***Resolution of Support & Congratulations to Paul D. Camp Community College***

**WHEREAS**, Paul D. Camp Community College is a tremendous asset to the City of Franklin and Southampton County as well as the entire Western Tidewater Region; and

**WHEREAS**, all citizens and the community at large benefit significantly from enhanced educational opportunities at Paul D. Camp Community College; and

**WHEREAS**, under the leadership of President Daniel W. Lufkin, Ed.D., Paul D. Camp Community College has recently embarked on an ambitious journey to develop an intercollegiate athletic program at the College; and

**WHEREAS**, Dr. Daniel W. Lufkin, Ed.D., newly appointed Athletic Director and Head Coach David Mitchell, as well as, other college officials are actively pursuing necessary facility upgrades to offer the first sport program of baseball in 2017 – 2018; and

**WHEREAS**, College officials have already had a successful recruitment effort for student athletes to compete in their initial season in Spring, 2018;

**NOW, THEREFORE, BE IT RESOLVED** THAT THE City Council of the City of Franklin does hereby endorse and offer the City's support to the college in its efforts to create an athletic program,

**BE IT FURTHER RESOLVED** that the City Council of the City of Franklin offers its congratulations to Dr. Daniel W. Lufkin, Ed.D., and Athletic Director /Head Coach David Mitchell, the Board of Trustees and all other College officials involved for their collective vision and commitment to achieve this lofty goal that will benefit the entire community for years to come.

**AND, BE IT ALSO FURTHER RESOLVED** that a copy of this Resolution be spread upon the minutes of this meeting of the Franklin City Council as visible evidence of the high esteem in which this Council and the Citizens of the City of Franklin hold Paul D. Camp Community College thereby forever preserving and recording its gratitude.

**Adopted this 14<sup>th</sup> day of August, 2017 by the City Council of Franklin, Virginia**

**APPROVED:**

**ATTEST:**

\_\_\_\_\_

\_\_\_\_\_

MAYOR

CLERK OF COUNCIL

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**CONSENT AGENDA**

**A. Minutes: July 24, 2017 Regular Meeting**

The Franklin City Council held its regular meeting on Monday, July 24, 2017 at 7:00 p.m. in the Council Chambers at City Hall.

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

**Staff in Attendance:** Randy Martin, City Manager; Taylor Williams, City Attorney; Mark Bly, Director of Power and Light; Chief Vince Holt, Director of Emergency Services; Donald Goodwin, Director of Community Development and Dinah Babb, Treasurer.

**Others in Attendance:** Captain Tim Whitt, Franklin Police Department, Sergeant Karl Boone, Franklin Police Department; Dan Howe, Executive Director, Downtown Franklin Association and Teresa Rose-McQuay; Administrative Assistant and Acting Secretary, Recording Minutes.

### **PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was recited by everyone in attendance.

### **CITIZENS' TIME**

No one signed up to speak at Citizens' Time.

### **AMENDMENTS TO AGENDA**

There were no amendments to the agenda.

### **CONSENT AGENDA**

#### **Minutes: July 10, 2017 Regular Meeting**

Mayor Rabil asked if there were any corrections to the minutes of the July 10, 2017 Regular meeting. Hearing none, he asked for a motion. Vice-Mayor Cheatham made the motion to approve the July 10, 2017 Regular meeting minutes as presented and Councilwoman Hilliard seconded it.

The motion was approved by a 7 – 0 vote.

#### **Departmental Reports: June, 2017 (Separate File)**

There were no questions or comments concerning the June, 2017 Departmental Reports that came under Separate File.

### **OLD/NEW BUSINESS**

#### **Riverwalk Property Acquisition Grant Application Resolution # 2017 - 05**

Mayor Rabil recognized Manager Martin to present the Riverwalk Property Acquisition Grant Application Resolution # 2017 – 05.

Manager Martin stated that the City of Franklin is applying for the open space and parks category to acquire vacant property that borders the Blackwater River and Business Route 58. Grant awards may be

given for up to 50% of total project costs. The City will be seeking up to \$90,000 in grant funds. Additional research is necessary by staff prior to the submittal date to determine the specific amount. If funded the City proposes to acquire the property for use as a passive recreational park as well as providing access to the Blackwater River for fishing and kayaking. The application is due August 10, 2017 and must include a resolution of support from the governing body.

Manager Martin advised Council that Community Development Director Donald Goodwin is in attendance to answer any questions they may have on this topic. Manager Martin noted that this project was discussed during the budget process.

Mayor Rabil asked if any members of Council had any questions for Community Development Director Donald Goodwin. Hearing none, Mayor Rabil asked for the desired action of Council.

Councilman Burgess made a motion to adopt the Riverwalk Property Acquisition Grant Application Resolution # 2017 – 05 as presented. Councilwoman Hilliard seconded the motion.

The motion was approved by a 7 – 0 vote.

#### **USDA Police Vehicle Replacement Grant Application Resolution # 2017 – 06**

Mayor Rabil recognized Manager Martin to present the USDA Police Vehicle Replacement Grant Application Resolution # 2017 – 06.

Manager Martin stated that Captain Tim Whitt was present to answer any technical questions about the grant application process. Manager Martin informed Council that over the last several years, the city has applied for USDA grant funding to replace police patrol vehicles. Last fiscal year the city was approved for one vehicle. It was a two year process for approval. It is hoped the city will get approved for next year if this application is accepted. To be eligible, the city must apply again each year.

The recommended action of Council is to approve Resolution # 2017 - 06 to apply for another grant for two vehicle replacements.

Mayor Rabil asked if there were any questions. There were none but Councilman Burgess advised there was a typographical error he saw in the application. Form RD-1942-54 “Applicant Feasibility Report” in Section 1 under Existing Facility “have in excess of 1000,000 miles” should be 100,000 miles.

Vice-Mayor Barry Cheatham made the motion to adopt the USDA Police Vehicle Replacement Grant Application Resolution # 2017 – 06 with the correction in the application and Councilman Johnson seconded the motion.

The motion was approved by a 7 – 0 vote.

#### **State 911 Emergency Communications Shared Services PSAP Grant Award**

Mayor Rabil recognized Manager Martin to advise Council of the State Emergency Communications 911 PSAP Grant Award.

Manager Martin stated that he was pleased to report that the City has been approved for another state grant to upgrade emergency communications technology.

Congratulations to Emergency 911 Communication Manager Bruce Edwards and staff for getting approval for the grant to upgrade the 911 communications software as described.

The recommended action for Council is to authorize the City Manager to accept the grant award of up to \$138,080. Manager Martin stated that he would answer any questions that Council may have.

Councilman Johnson asked if this would take care of the E 911 problems we have.

Manager Martin stated that it does not address previously discussed communication needs for tower equipment but it allows us to do a software upgrade that will certainly help with response times by emergency vehicles.

Councilman Burgess asked if the City is having problems with 911 addresses.

Manager Martin stated that there have been some issues that the City has addressed but to give a more detailed answer he recognized Chief Holt of Emergency Services to respond.

Councilman McLemore asked if there were issues where our Emergency Responders were having problems with finding homes that called in emergencies.

Manager Martin stated that was not the issue but there were problems with duplicative addresses or numbering of houses that were not compatible with the GIS system which could impact response times.

Chief Holt stated that personally his address was one of the ones that needed to be fixed and his has been corrected. The computer aided dispatch system has made it much easier to find addresses down to longitude and latitude if necessary.

Councilman McLemore asked Manager Martin if there were matching funds required for this grant.

Manager Martin replied that there weren't any additional funds required to accept the grant.

Councilman Burgess made the motion to authorize the City Manager to accept the grant award and Councilman Johnson seconded it.

The motion was approved with the vote as follows:

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

## City Manager's Report

### Southampton County Courthouse Project Referendum Update

Manager Martin informed Council that the County Board of Supervisors are considering adopting a Resolution at their meeting tonight to set a referendum for the County and City voters concerning relocating and building a new Courthouse. There is a draft resolution providing details included in our agenda package this meeting. The referendum would be held in conjunction with the regular November general election. The Board will also consider and take action on the site. The Courthouse Committee recommended a site on Camp Parkway which is included in the resolution. There was a second site on U.S. 58 that was considered and the owners have lowered their price after the recommendation was made last week by the committee. I do not know whether the Board will further consider that site or go with the committee recommendation. No Council action is required for this item. Mayor Rabil and I as the City's Representatives on the committee supported the committee's recommendation for the Camp Parkway site.

After a lengthy discussion on the courthouse project topic, Vice-Mayor Cheatham asked for clarification of the \$118,080 total amount while the grant letter states \$138,080 for the PSAP grant discussed earlier in the Manager's report.

Manager Martin stated that \$118,080 is the amount the City estimates that will qualify for the grant at this time. The City is eligible for up to \$138,080 if qualifying expenditures are identified.

### U.S. 58/258 Interchange Improvement Grant Request

Manager Martin advised Council that the Community Development staff has been working on a joint City/County grant request to the HRTPO for regional funding to complete a required engineering study of improvements at the U.S. 58/258 Interchange which would upgrade the interchange in like manner to the U.S. 58/671 interchange location. The requested grant amount is estimated at \$150,000 to complete the study after which the City/County can pursue funding to complete the improvements recommended by the study. No action is required of Council at this time.

Councilman Johnson asked the Manager to clarify whether the City/County are applying for the grant for 58/258 jointly or separately.

Manager Martin stated that this is a joint effort because the interchange is located in the County and adjacent to the city limits. The available funds are designated for both entities.

After some discussion, Manager Martin continued with his report.

### Port Corridors of Commerce Study

Manager Martin stated that enclosed in the agenda is a description of a Port Corridors of Commerce Study that will be complimentary to the U.S. 58 Corridor Study effort that the City & County are actively involved in along with Suffolk. Manager Martin stated that he has been asked to serve on the Project Advisory Committee representing the Western Tidewater area. He believes this to be good for the City &



County efforts and interests and intends to agree to serve, but wanted the Council to be aware before the effort begins in August.

Councilman Burgess asked Manager Martin to give an update on the status of the electric billing process.

Manager Martin stated that the billing information has been available in the Treasurers' Office for payment since the prior week and many people have called in to find out the amount and have been paying the bills. Customers have just started receiving bills. The desire and plan is for the City to return to a more normal schedule beginning with the August billing period. Manager Martin referenced steps being taken to improve the schedule of which Council had been previously advised by email including training and additional staff support and vendor support.

Council members commented on their dissatisfaction with the billing situation and the impact that it has had on customers. It was stated if the employees needed further training they wanted to make sure that it happens. The City has paid for this software and we should be getting everything that was included in the contract. Council members indicated displeasure with the amount of time it is taking with this software conversion.

Several Council members also commented on their concerns with the state of the City in terms of appearance. Comments included that: litter is everywhere, properties are overgrown, buildings are in disrepair and needed repairs were not being addressed in a timely manner. Manager Martin stated that the billing situation is a priority and the staff is committed to the schedule improving and he will definitely keep Council advised on all these other matters and efforts to address concerns.

Mayor Rabil asked for an update on previously expressed Verizon cell phone service concerns in portions of the City of Franklin.

Manager Martin stated that Verizon has undertaken an analysis and identified a preferred site for the placement of a new tower. As updates are brought to the City, we will bring the information to Council. Verizon is in the process of developing a site survey and specifications on the preferred site which is located on City owned property.

Councilman Johnson thanked Director Pace and Director Goodwin for addressing some previously reported concerns in Ward 4 and correcting the problems.

Councilman McLemore expressed concern about some trash and debris at a vacant property that has not been picked up. Manager Martin stated that he would advise the departments so they can contact the land owner to address.

Vice-Mayor Cheatham thanked Attorney Williams and members of the Rotary Club for volunteering to pick up trash along Hunterdale Road.

Councilman Burgess observed that people need to be aware of trash and debris coming from vehicles especially trucks as they drive on streets and roads.

## COUNCIL/STAFF REPORTS ON BOARDS & COMMISSIONS

Councilman Johnson reported on the Picnic in the Park event stating it was a wonderful event and everyone had enjoyed themselves.

Vice-Mayor Cheatham reported that the HRPDC meeting was a routine meeting. The meeting with the HRTPO was lengthy. They discussed all the current road projects underway and in October, 2017 VDOT will be taking bids for widening the lanes on the High Rise Bridge. They are going to add Hot Lanes to the HOV-2 lanes. It will still operate as HOV-2 lanes but if there is only one occupant in the vehicle on the lane they will pay a toll to drive in that lane and there will not be a set price.

Councilman Burgess reported on a meeting at the Franklin Business Center where they approved one new business for occupancy. They are currently near 80% occupancy.

Councilman McLemore thanked everyone (i.e.: Franklin Business Center, Bobby's Tires, Downtown Franklin Association, etc.) for their sponsorship in making the Picnic in the Park a success. This was a free event for the public.

Mayor Rabil reported on the 2<sup>nd</sup> Annual Wellness Day sponsored by Franklin Parks and Recreation and the Western Tidewater Community Services Board. He stated that it was a successful event that was very well attended and it was also a free.

Mayor Rabil informed Council of the upcoming Shared Services meeting on Wednesday, July 26, 2017.

Mayor Rabil reminded everyone of the downtown Cruise In and the Farmers' Market events on Wednesday and We Be Jammin on Thursdays.

Attorney Williams reported that the leachate level is below the liners in Cell 5 and 6 at the SPSA landfill and all 8 pumps are working. He stated that the permit with Suffolk concerning cell 7 is moving forward and everything seems to be on the upswing.

Mayor Rabil asked Manager Martin if there was a consensus date for the Council retreat.

Manager Martin stated the date is September 16, 2017 beginning at approximately 8:00 a.m. The location is yet to be determined.

## Adjournment

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

The motion was approved by a 7 – 0 vote.

**Mayor Rabil declared the meeting adjourned at 8:40 p.m.**

**These Minutes for the July 24, 2017 City Council Regular Meeting were adopted on the 14<sup>th</sup> day of August, 2017.**

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**Mayor**

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**Clerk to City Council**

**FINANCE**

- A. GFOA FY 2015 – 2016 CAFR Award Recognition**
- B. FY 2017 – 2018 City Budget Amendment # 2018 - 01**



**Government Finance Officers Association**  
203 North LaSalle Street, Suite 2700  
Chicago, Illinois 60601-1210  
312.977.9700 fax: 312.977.4806

July 26, 2017

R. Randy Martin  
City Manager  
City of Franklin  
PO Box 179  
Franklin, VA 23851-0179

Dear Mr. Martin:

We are pleased to notify you that your comprehensive annual financial report (CAFR) for the fiscal year ended 2016 qualifies for GFOA's Certificate of Achievement for Excellence in Financial Reporting. The Certificate of Achievement is the highest form of recognition in governmental accounting and financial reporting, and its attainment represents a significant accomplishment by a government and its management.

When a Certificate of Achievement is awarded to a government, an Award of Financial Reporting Achievement (AFRA) is also presented to the individual(s) or department designated by the government as primarily responsible for its having earned the Certificate. This award has been sent to the submitter as designated on the application.

We hope that you will arrange for a formal presentation of the Certificate and Award of Financial Reporting Achievement, and that appropriate publicity will be given to this notable achievement. A sample news release is enclosed to assist with this effort.

We hope that your example will encourage other government officials in their efforts to achieve and maintain an appropriate standard of excellence in financial reporting.

Sincerely,

Todd Buikema  
Acting Director, Technical Services Center



GOVERNMENT FINANCE OFFICERS ASSOCIATION  
**NEWS RELEASE**

**FOR IMMEDIATE RELEASE**

07/25/2017

**For more information contact:**  
**Todd Buikema, Acting Director/TSC**  
**Phone: (312) 977-9700**  
**Fax: (312) 977-4806**  
**E-mail: [tbuikema@gfoa.org](mailto:tbuikema@gfoa.org)**

(Chicago, Illinois)--The Certificate of Achievement for Excellence in Financial Reporting has been awarded to **City of Franklin** by Government Finance Officers Association of the United States and Canada (GFOA) for its comprehensive annual financial report (CAFR). The Certificate of Achievement is the highest form of recognition in the area of governmental accounting and financial reporting, and its attainment represents a significant accomplishment by a government and its management

An Award of Financial Reporting Achievement has been awarded to the individual(s) or department designated by the government as primarily responsible for preparing the award-winning CAFR.

The CAFR has been judged by an impartial panel to meet the high standards of the program, which includes demonstrating a constructive "spirit of full disclosure" to clearly communicate its financial story and motivate potential users and user groups to read the CAFR.

*Government Finance Officers Association is a major professional association servicing the needs of nearly 19,000 appointed and elected local, state, and provincial-level government officials and other finance practitioners. It provides top quality publications, training programs, services, and products designed to enhance the skills and performance of those responsible for government finance policy and management. The association is headquartered in Chicago, Illinois, with offices in Washington, D.C.*



**The Government Finance Officers Association  
of the United States and Canada**

*presents this*

## **AWARD OF FINANCIAL REPORTING ACHIEVEMENT**

*to*

**Finance Department**  
City of Franklin, Virginia



*The award of Financial Reporting Achievement is presented by the Government Finance Officers Association to the individual(s) designated as instrumental in their government unit achieving a Certificate of Achievement for Excellence in Financial Reporting. A Certificate of Achievement is presented to those government units whose annual financial reports are judged to adhere to program standards and represents the highest award in government financial reporting.*

Executive Director

*Christopher P. Morill*

Date July 26, 2017

## BUDGET AMENDMENT 2018-01

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF FRANKLIN, VIRGINIA that the 2018-01 City Budget is hereby amended to recognize additional revenues from the Franklin Southampton Charities to the Franklin & Hunterdale Fire Departments and to appropriate such revenue for new uses.

			BUDGET FY 17-18	Amended Budget	Increase/ (Decrease)
<b>General Fund Budget Amendment</b>					
18990	3001	Donation - Fire & Rescue	-	5,000	5,000
<b>Total Revenue Amendment</b>					<b>5,000</b>
32100	5603	Contributions - Hunterdale Fire Department	43,514	48,514	5,000
<b>Total Expenditure Admendment</b>					<b>5,000</b>
<b>Foundation Grant Fund Amendment</b>					
18990	3001	Franklin/Southampton Charities		5,000	5,000
<b>Total Revenue Amendment</b>					<b>5,000</b>
32100	8117	Fire Prevention Other Grants	-	5,000	5,000
<b>Total Expenditure Admendment</b>					<b>5,000</b>

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

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

Agenda  
Franklin City Council  
August 14, 2017



## Tracy Gregory

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**From:** Vince Holt  
**Sent:** Friday, July 28, 2017 11:53 AM  
**To:** Tracy Gregory  
**Cc:** Joe Ann Faulk  
**Subject:** Budget Amendment  
**Attachments:** July 2017 Grant Receipt.pdf

Tracy,  
Attached is a copy of the receipt for the grant funds that were received from Franklin Southampton Charities. The total amount of the funds were:

\$5,000 for Franklin Fire Dept  
\$5,000 for Hunterdale Fire Dept

I request that a budget amendment be prepared to have the funds appropriated for the following accounts:

220-4-32100-8117 Fire Prevention Other Grants for the \$5,000 for Franklin Fire Dept

100-4-32100-5603 Contributions - Hunterdale Fire Dept.

Typically after the budget amendment is approved, HVFD Chief David Blythe will request a check from Finance for their amount.

If you have any questions, please let me know.

Thanks,  
Chief Holt

Chief Vince Holt  
City of Franklin  
Director of Emergency Services  
757-562-8581 Office  
757-562-6340 FAX  
[vholt@franklinva.com](mailto:vholt@franklinva.com)

# Franklin Southampton Charities

Post Office Box 276 • 403½ North Main Street • Franklin, Virginia 23851

Phone: 757/569-1611 • Fax: 757/569-1615 • email: [fsc@franklinsouthamptoncharities.com](mailto:fsc@franklinsouthamptoncharities.com)

July 13, 2017

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

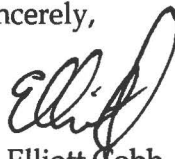
Dear Randy:

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

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

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

Sincerely,



G. Elliott Cobb, Jr.  
Chair, Grants Committee

Enclosure

FFSC

820

Copy

\$5000.00

Hunterdale

2061

**FRANKLIN SOUTHAMPTON CHARITIES**

GRANTS ACCOUNT  
P.O. BOX 276  
FRANKLIN, VA 23851

68-2/510

DATE 7-12-17

PAY  
TO THE  
ORDER OF

City of Franklin  
Ten thousand and 00/100

\$ 10,000<sup>00</sup>

DOLLARS  Security Features  
Indicated  
Details on Back.



ACH RT 061000104

Will A. Per

FOR \_\_\_\_\_

MP

⑈0000206⑈ ⑆05⑆000020⑆ 700⑆62798⑈

TAX RECEIPT

Ticket #:00000370001 @@

CITY OF FRANKLIN  
Treasurer's Office  
P. O . BOX 179

Date : 7/18/2017  
Register: EAM/C3B1  
Trans. #: 53229  
Dept # : FFSC  
Acct# :

FRANKLIN VA 23851-0179

DONATIONS FRANK/SOUTH CHARITIES  
FRANKLIN FIRE DEPT

Previous Principal  
Balance \$ 5000.00

Principal Being Paid \$ 5000.00  
Penalty \$ .00  
Interest \$ .00

FRANKLIN SOUTHAMPTON CHARITIES

Amount Paid \$ 5000.00  
\*Balance Due \$ .00

Pd by FRANKLIN SOUTHAMPTON CHARITIES Check 10000.00 # 2061 STB  
BALANCE DUE INCLUDES PENALTY/INTEREST THRU THE MONTH 7/2017

TAX RECEIPT

Ticket #:00000380001

CITY OF FRANKLIN  
Treasurer's Office  
P. O . BOX 179

Date : 7/18/2017  
Register: EAM/C3B1  
Trans. #: 53229  
Dept # : FFSC  
Acct# :

FRANKLIN VA 23851-0179

DONATIONS FRANK/SOUTH CHARITIES  
HUNTERDALE FIRE DEPT

Previous Principal  
Balance \$ 5000.00

Principal Being Paid \$ 5000.00  
Penalty \$ .00  
Interest \$ .00

FRANKLIN SOUTHAMPTON CHARITIES

Amount Paid \$ 5000.00  
\*Balance Due \$ .00

Pd by FRANKLIN SOUTHAMPTON CHARITIES Check 10000.00 # 2061 STB  
BALANCE DUE INCLUDES PENALTY/INTEREST THRU THE MONTH 7/2017

**OLD/NEW BUSINESS**

- A. Commercial Rehabilitation Loan Program Approval – Amanda Jarrett, FSEDI President & CEO**
- B. Hayden School Property Sale Update – H. Taylor Williams, IV, City Attorney**
- C. City Manager’s Report**



*Office Of The City Manager  
R. Randy Martin*

August 10, 2017

TO: Mayor & Council Members  
FROM: R. Randy Martin, City Manager  
SUBJECT: Commercial Rehabilitation Loan Program

Enclosed is a copy of the documentation when this topic was introduced at the February 27<sup>th</sup> Council meeting. Now with the budget behind us and the Downtown Startup grants awarded, the Mayor and I agreed to bring the recommendation back to Council for action at this time. Amanda Jarrett will attend Monday's meeting to again present the topic. Other stakeholders have been invited to attend as well. Much progress has been made of late in the city, particularly downtown. This should be another positive boost to our business recruitment and retention efforts as it provides another tool to encourage private investment.

**Action Recommended:**

After receiving the input from the Council meeting and reviewing with stakeholders, the consensus recommendation is for Council to adopt the loan program as detailed in the attached guidelines. Staff will then proceed with next steps to implement.

Enclosures



Office Of The City Manager  
R. Randy Martin

February 22, 2017

To: Mayor & Council Members  
From: R. Randy Martin, City Manager  
SUBJECT: Commercial Rehabilitation Program Proposal

Consistent with Council priorities adopted in 2015 to enhance economic development in the City, the city's Business Friendly Committee has been actively pursuing a number of initiatives. One of these initiatives will be presented to Council for its consideration at the regular meeting of February 27<sup>th</sup>. FSEDI Executive Director Amanda Jarrett with support from the Chamber of Commerce and Downtown Franklin Association will be here on behalf of the committee to present their recommendation for the Council to authorize a Commercial Rehabilitation Loan Program to assist the business community throughout the city. The particulars of the proposed program are detailed in the attached document prepared by the committee with input and assistance from the city staff.

This program will be funded as proposed utilizing currently available dollars that the city received from repayment of previous low interest loan programs managed by the city. This is an exciting undertaking that will be well received by the business community and an appropriate use of available funds held by the City for several years.

After receiving the report, as directed by Council, city staff stands ready to pursue implementation steps including necessary budgetary actions that will follow with reporting back to Council on progress. This program if approved will complement other efforts being pursued by FSEDI and DFA including façade grants and the new StartUp Downtown, but this program will as noted be available city wide.

Available funds have been for a number of years held in a separate account by the city. The current balance is \$146,326.88. These funds are not reflected in the city's General Fund Balance and their use will as such have no effect on the reserves available for General Fund activities. They are categorized as program income of previous grant funded programs and therefore are limited to uses such as their original use, and the proposed program activities would be consistent with that limitation. In other words, the city cannot utilize these funds to supplant operating budget activities for the city for example. I certainly support the recommendation and feel strongly that the city needs to reinvest these funds in the community to incent property owners to upgrade their properties.

Enclosures

# COMMERCIAL REHABILITATION LOAN PROGRAM

## Program Description

The City of Franklin, through the repayments from previous low interest loans, has established a revolving loan fund which is to be used for the restoration, renovation, rehabilitation and preservation of commercial buildings within the corporate limits of the City of Franklin. Funds will be limited to physical improvements to the facility.

## Eligibility Requirements

1. The real property to be improved must be located within the corporate limits of the City of Franklin.
2. The improvements to be made with the loan proceeds are limited to the cost for the restoration, renovation, rehabilitation and preservation of commercial buildings and structures.
3. Only new loan applications will be accepted. No refinancing of an earlier Low Interest Loan for building improvements will be allowed under this program.
4. The applicant shall have no current delinquent payments or have had any delinquent payments from a previous low interest loan for one year prior to application.
5. The applicant shall be in good standing with the City of Franklin. All real estate taxes, personal property taxes, business license fees, business property taxes, sales taxes, meals taxes, and all utility accounts with the City of Franklin must be current. In addition, no nuisance liens must have been attached to the real property.

## Amount of Loans

The maximum amount of any loan under this program shall be \$35,000. The minimum amount shall be \$5,000.

## Terms and Conditions

1. Loans will be made available for a fixed interest rate of 1% above the existing prime rate at the time the loan is approved.
2. The repayment term may vary up to a maximum of 7 years.
3. Repayment shall be in equal monthly installments of principal and interest commencing on the first of the month after the project has been completed.
4. Up to 15% of the loan may be applied to soft costs for the hiring of an approved architect, architectural designer, interior designer, or contractor to prepare façade improvement plans and specifications.
5. Loan applications shall be approved by a committee appointed by Franklin City Council consisting of a representative of the City of Franklin, Franklin Southampton Economic Development, Inc., the Downtown Franklin Association and the Franklin Southampton Area Chamber of Commerce.
6. A Deed of Trust will be placed on the property by the City of Franklin to secure the loan.
7. All contractors shall submit lien waivers from subs and suppliers before full payments is made.



## Application Process

1. Applicant is advised to solicit help and advice from the FSEDI and the City of Franklin on any proposed work to be done with approved loan program funds.
2. Applicant shall submit the following items to the committee referenced above:
  - a) Application form
  - b) Design approval packet
  - c) Financial approval information
  - d) Estimates from a qualified/licensed contractor.
3. The design packet shall be reviewed by the committee for design quality and for adherence to applicable policies, requirements, codes, and appropriateness as determined by the City of Franklin Department of Community Development.
4. No loan shall be made until the committee receives a signed bid from a qualified contractor for the proposed work. Estimates may differ from bids changing the loan amount.
5. A statement addressing asbestos inspections for buildings built before 1985 shall accompany the application.
6. The financial information shall be reviewed by the appointed committee for financial feasibility and collateral requirements.
7. The committee will contact the applicant as to the Committee's decision and requirements.

**Please Note:** In no event shall the City of Franklin use race, sex, age, or religion as grounds for refusing a loan to an eligible applicant.

**COMMERCIAL REHABILITATION LOAN APPLICATION FORM**

**APPLICANT**

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

PHONE: \_\_\_\_\_

**BUILDING OWNER(S)**

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

PHONE: \_\_\_\_\_

**BUILDING INFORMATION**

BUILDING NAME: \_\_\_\_\_

BUILDING USE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TAX MAP NUMBER: \_\_\_\_\_

DIMENSIONS OF THE PROPERTY: \_\_\_\_\_

BUILDING AGE: \_\_\_\_\_

SQUARE FEET OF BUILDING: \_\_\_\_\_

LINEAR FEET: Front: \_\_\_\_\_ Side: \_\_\_\_\_

Other: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**IV. Exterior Improvement Plan**

Please submit the following information:

- A. 8" X 10" black & white or color photograph(s) of the building which show the present form and condition of the structure.
- B. Drawings and plans of the building which illustrate all proposed work. This includes any structural work or repairs, paint colors, awnings, signage, etc.
- C. Information on the methods and materials to be used.
- D. This info requested above under design approval.

## FINANCIAL APPROVAL

### I. Required Documentation

#### A. Project Information

1. Written Cost Estimates (see Design Approval)
2. Proof of Title of Ownership of the building.
3. If rehabilitation is proposed on leased facilities, provide copy of lease and written approval from landlord or agent for the landlord.

#### B. Company/Principal Information

1. Assumed Name Certificate
2. Identity of the Applicant, including the principal officers, directors, and owners.
3. Certificate of Insurance

#### C. Financial Information

The City of Franklin will require a Deed of Trust for the amount and term of the loan, which will be satisfied when the loan is satisfied.

D. Number of employees (including the owner if self-employed) that will be impacted by the renovations/rehabilitation?

## DESIGN APPROVAL

### I. Property Owner Time Frame

A. How soon after approval of your loan will renovation/rehabilitation begin?

B. Have you consulted with an architect or other design professional? If so, please list their contact information below.

C. When do you expect the project to be completed?

### II. Estimated Budget

A. Total Cost of Project: \_\_\_\_\_

B. Total Low Interest Loan Request: \_\_\_\_\_

### III. Project Description

<u>Description of Work</u>	<u>Estimated Cost</u>
----------------------------	-----------------------

Exterior walls and Detailing: _____	_____
-------------------------------------	-------

_____	_____
_____	_____

Windows: _____	_____
----------------	-------

_____	_____
-------	-------

Doors: _____	_____
--------------	-------

_____	_____
-------	-------

Painting: _____	_____
-----------------	-------

_____	_____
-------	-------

Roofing: _____	_____
----------------	-------

_____	_____
-------	-------

Site Work (landscaping, etc.): _____	_____
--------------------------------------	-------

_____	_____
-------	-------

_____	_____
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The motion was approved by a 7 – 0 vote.

### **Commercial Rehabilitation Loan Program**

Mayor Rabil introduced Ms. Amanda Jarratt, Executive Director of Franklin Southampton Economic Development, Inc. (FSEDI) to present the Commercial Rehabilitation Loan Program on behalf of the Business Friendly Committee. The City of Franklin, through the repayments from previous low interest loans, has established a revolving loan fund which is proposed to be used for the restoration, renovation, rehabilitation, and preservation of commercial buildings within the corporate limits of the City of Franklin. Funds will be limited to physical improvements to the facility. These loans will be available to all commercial businesses in the City of Franklin; it is not restricted to just the downtown area. The eligibility requirements as recommended by the Business Friendly Committee are:

1. Real property to be improved must be located within the corporate limits of the City of Franklin.
2. Improvements to be made with the loan proceeds are limited to the cost for restoration, renovation, rehabilitation and preservation of commercial buildings and structures.
3. Only new loan applications will be accepted. No refinancing of an earlier Low Interest Loan for building improvements will be allowed under this program.
4. Applicant shall have no current delinquent payments from a previous low interest loan for one year prior to application.
5. Applicant shall be in good standing with the City of Franklin. All real estate taxes, personal property taxes, sales taxes, meals taxes, and all utility accounts with the City of Franklin must be current. In addition, no nuisance liens must have been attached to the real property.

The maximum amount of any loan under this program shall be \$35,000. The minimum amount shall be \$5,000.

The terms and conditions are recommended as follows:

1. Loans will be made available for a fixed interest rate of 1% above the existing prime rate at the time the loan is approved.
2. The repayment term may vary up to a maximum of 7 years.
3. Repayment shall be in equal monthly installments of principal and interest commencing on the first of the month after the project has been completed.
4. Up to 15% of the loan may be applied to soft costs for the hiring of an approved architect, architectural designer, interior designer, or contractor to prepare façade improvement plans and specifications.
5. Loan applications shall be approved by a committee appointed by Franklin City Council consisting of a representative of the City of Franklin, Franklin Southampton Economic Development, Inc., the Downtown Franklin Association and the Franklin Southampton Area Chamber of Commerce.
6. A Deed of Trust will be placed on the property by the City of Franklin to secure the loan.
7. All contractors shall submit lien waivers from subs and suppliers before full payments are made.

The details of the application process are recommended as follows:

1. Applicant is advised to solicit help and advice from the FSEDI and the City of Franklin on any proposed work to be done with approved loan program funds.
2. Applicant shall submit the following items to the committee referenced above:
  - a) Application form
  - b) Design approval packet
  - c) Financial approval information
  - d) Estimates from a qualified/licensed contractor.
3. The design packet shall be reviewed by the committee for design quality and for adherence to applicable policies, requirements, codes, and appropriateness as determined by the City of Franklin Department of Community Development.
4. No loan shall be made until the committee receives a signed bid from a qualified contractor for the proposed work. Estimates may differ from bids changing the loan amount.
5. A statement addressing asbestos inspections for buildings built before 1985 shall accompany the application.
6. The financial information shall be reviewed by the appointed committee for financial feasibility and collateral requirements.
7. The committee will contact the applicant as to the Committee's decision and requirements.

After discussion and a number of questions on the program, it was a consensus that this come back for formal action by Council on the recommendation and any budget elements at a later date. The recommendation was made that city staff with input from the Business Friendly Committee consider the Council comments and develop next steps for implementing the program once formally approved.

## FINANCE

### Financial Report: January, 2017

#### General Fund

Director Rollins presented highlights of the January, 2017 Financial Report. Director Rollins stated that this financial report reflects seven months of revenue and expenditure in most cases. She noted that this report is a one month update on the more detailed mid-year report given at the last meeting.

#### **Revenue Highlights**

Overall General Property Taxes collected in the amount of \$4.37 million is close to \$4.6 million collected in FY 2016.

- **Current Real Estate taxes** - \$2.63 million is \$3,000 or 1.3% less than the prior year.
- **Delinquent RE taxes** of \$165,599 are on target with 69% of the budget realized even though collections lag prior year period.
- **Personal Property taxes** at \$1.39 million are 93% of budget and 6.3% higher than prior period collections of \$1.31 million.
- **Penalty and Interest** at \$65,385 is 25% of budget and down from the prior year collections of \$87,213 and has made some gain since the prior year.
- **Public Service Corporation taxes** are \$68,168 or 101% of budget.

Local Tax Revenue realized is 58.5% of Budget.

- Local Sales & Use taxes collected are \$1,043,771

**From:** [Robert Randy Martin](#)  
**To:** [Teresa L. Rose-McQuay](#)  
**Subject:** FW: Commercial Rehabilitation Loan Program  
**Date:** Thursday, February 23, 2017 3:39:52 PM

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For inclusion in the February Council agenda.

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**From:** Amanda Jarratt [mailto:[ajarratt@franklinsouthamptonva.com](mailto:ajarratt@franklinsouthamptonva.com)]  
**Sent:** Thursday, February 23, 2017 2:38 PM  
**To:** 'Frank Rabil'; Dan Howe; [teresa@fsachamber.com](mailto:teresa@fsachamber.com); 'Blake Blythe'; [jimhartrealestate@gmail.com](mailto:jimhartrealestate@gmail.com); 'ellis cofield'; Brenda Rickman; [jrichards@richwoodgraphics.com](mailto:jrichards@richwoodgraphics.com); Donald Goodwin; Robert Randy Martin; [vicssigns@hotmail.com](mailto:vicssigns@hotmail.com); [support@virginiapeanutcompany.com](mailto:support@virginiapeanutcompany.com); [printing@mackans.com](mailto:printing@mackans.com)  
**Subject:** Commercial Rehabilitation Loan Program

Good afternoon! I wanted to let you all know that the Commercial Rehabilitation Loan Program will be on the Franklin City Council agenda for discussion on Monday February 27, 2017. The meeting begins at 7:00 p.m. in City Council Chambers. Please plan to be in attendance if possible as this will be presented as a recommendation from the Franklin Business Friendly Committee. We look forward to seeing you Monday evening.

Best regards,  
Amanda

Amanda C. Jarratt  
President & CEO  
Franklin Southampton Economic Development Inc.  
601 N. Mechanic Street, Suite 300  
Franklin, Virginia 23851  
Phone: (757) 562-1958  
Fax: (757) 562-0486  
Email: [ajarratt@franklinsouthamptonva.com](mailto:ajarratt@franklinsouthamptonva.com)  
Web: [www.franklinsouthamptonva.com](http://www.franklinsouthamptonva.com)





*Office Of The City Manager  
R. Randy Martin*

August 10, 2017

TO: Mayor & Council Members  
FROM: R. Randy Martin, City Manager  
SUBJECT: Hayden School Property Sale Update

In the City Attorney's absence this week, I am sending this brief update. As Council was notified August 2<sup>nd</sup>, the Hayden Project Property Sale has closed. City Attorney Williams has carried this project for years, so I will defer to him for comment on the transaction at the meeting.

I do want to report that the Developer/Contractor has already held a pre-construction meeting with city staff this week. Mr. Glen came by to visit me and was very complimentary about the meeting. He stated it was the "best pre-con" meeting he had ever had on a project of this nature and he has done several. He was also complimentary about our new GIS information available on the City's website particularly the utility information available. He stated we were ahead of many larger communities including Norfolk in this area. He also introduced the Project Manager who lives in Franklin. Her name is Wendy Blythe and she has worked for Luna Properties for many years.



Office Of The City Manager  
R. Randy Martin

August 9, 2017

To: Mayor & Council Members  
From: R. Randy Martin  
SUBJECT: City Manager's Report 08/14/17

I will report on the following information and updates at the August 14, 2017 Council meeting:

**a) County Courthouse Special Election**

As discussed by Council on July 24<sup>th</sup>; the Southampton County Board of Supervisors at their meeting on the same date unanimously approved the Courthouse Project Committee's recommendation to ask for a Writ of Election to schedule a special election on the construction of a new Courthouse at 30100 Camp Parkway, Courtland, Virginia at a cost estimated at \$26.5 million. City and County voters will have the opportunity to vote on the matter on November 7, 2017.

Included with this report is a list of the proposed public meetings to be held with elected bodies in the City and County and general public education meetings. Note that the Franklin meetings will occur on September 11<sup>th</sup> at the regular Council meeting in the Council Chambers when the Council will hear a presentation and on October 17<sup>th</sup> beginning at 6:00 p.m. at the Workforce Development Center on the Campus of Paul D. Camp Community College when a community voter education workshop will be held for citizens to learn facts about the proposed project.

**b) U.S. 58/258 Interchange Improvement Grant Application**

Community Development Director Donald Goodwin and Deputy Director Beth Lewis have completed the City/County application to the HRTPO for RSTP funds for this project. It was submitted for \$150,000 for a required engineering study. The total available funds for the project are up to \$2.2 million.

**c) Riverwalk Property Acquisition Grant Application**

As authorized on July 24<sup>th</sup>, Community Development Deputy Director Beth Lewis has successfully completed and assembled this lengthy detailed grant application. With input from Director Goodwin, City Attorney Williams, affected property owners and third party agents, this effort was completed and submitted prior to the August 10<sup>th</sup> deadline. It was a great team effort with Beth on point. The final requested grant amount is \$45,500 to cover expenses for acquiring 21 acres of donated property appraised at \$150,000 which more than covers the required match. Another 1 acre parcel has been added to the site, but it has not been appraised so could not be

included in the match but is also a proposed donation. The entire Riverwalk site begins at 2<sup>nd</sup> Avenue adjacent to the bridge to Isle of Wight and follows the Blackwater River to connect to the Barrett's Landing property.

**d) The USDA Police Patrol Vehicle Replacement Grant Application**

As authorized on July 24<sup>th</sup>, the USDA Police Patrol Vehicle replacement grant application has been completed and submitted.

**e) Armory Park Playground Project**

As background, the City was approached some time ago about the possibility of donated funds to improve the playground facilities at the city's largest and most visited recreational facility, Armory Park. The city has had requests to upgrade the playground facilities in the adopted Capital Improvements Plan (CIP) for years, but the city has not made any major investments in playground equipment at city parks for several years. Budgeted funds have been limited to maintenance of existing equipment and facilities. Council discussed the proposed donations during the FY 2017 – 2018 budget process and included it in the adopted CIP approved along with the budget by Council in June, 2017. Enclosed is an excerpt of the adopted CIP and applicable summary minutes from the budget work sessions held in April, 2017 on Parks & Recreation related items. Attached is additional background material on the project planning and an aerial GIS map of Armory Park highlighting the playground site. Of the five (5) existing playground equipment items currently on site, only the two newest items (i.e. one of the two climbing/slide items and the existing swings) will be retained. The other three oldest equipment items will be removed. The new 2,500 square foot additional equipment will be installed where these items will be removed. Support items such as benches, shade, tables, etc., will also be added around the entire site. IP and Dominion will provide 150 of the needed 200 plus volunteers. IP and Dominion have also agreed to provide food for volunteers, tools and equipment for use in construction and other support for the project. KaBoom has built over 3,000 playgrounds of this nature and is very skilled at managing the project.

The Tidewater News covered a recent site visit and Design Day activity at which children, volunteers and community partner representatives gave input to the KaBoom project manager on the desired design characteristics and equipment options available within the donation and grant budget of approximately \$108,500. The city's responsibility as owner will be site preparation overall support and ongoing maintenance.

This is truly an amazing project that will benefit the entire community as Armory Park has served the entire city for decades. On behalf of the city, I have expressed appreciation to all the community partners for their support on this project.

The Planning group is having weekly conference calls on the project culminating with the rain or shine build date on October 5, 2017 with the ribbon cutting and public opening scheduled for Sunday October 8<sup>th</sup>. Council members are welcome to participate as volunteers and in the opening ceremony as your availability permits. I can provide additional information as desired.

**f) City/County Utility Asset Valuation Study Update**

On July 31, 2017, Mike Johnson and I received an update from the consultant on the status of the Utility Study Asset Valuation effort. Since we last met in June, the firm doing the study has updated the City/County data models based upon information received from City and County Finance Departments. Those model sheets have been returned for review by staff. Staff is scheduled to meet next week with the consultant to receive feedback. The consultant has also updated the valuation models with revised information received from the City/County on utility

meters and pumping stations for Franklin and WWTP's for Southampton based upon feedback from utility staff.

Activities in progress include analysis of customer usage data for inclusion in the models which will allow projected rate analysis for a consolidated system.

The draft report continues to be put together. As additional updates are received, I will keep Council informed.

**g) Timber Sale at Industrial Park adjacent to Airport**

As previously discussed and agreed, staff has sought bids to cut timber on portions of the city owned property adjacent to the city owned airport located in Isle of Wight County. Bids were received on July 28<sup>th</sup>. The high bidder was Nottoway Forest Resources based upon unit prices expected to yield the estimated amount of \$37,584.25. This is within 5% of the estimate prepared prior to bidding by local timber consultant Kea Turner of Turner Forestry. As recommended by Mr. Turner, the bid has been accepted and the contractor expects to be on site weather permitting in the Labor Day timeframe after they finish the job site they are currently working.

**h) Groundwater Permit Renewal Update**

As previously discussed with Council, the state for several years (since 2010) has been reviewing the City's permit renewal application. After putting permit renewals on hold for several years, within the last couple of years the state has decided to lower all the major permit holders that utilize the Potomac Aquifer including the City of Franklin. For the past year, we have been focused on challenging and negotiating better terms than DEQ proposed as they drafted a permit for the city. The draft permit was finally advertised for comment a couple of months ago and the city responded with additional changes we desired. The city has been assisted by an engineer in the process well versed in groundwater permitting.

More recently, DEQ agreed to some of the city's requested changes, but not all including some potentially costly future requirements to which the city staff objected. DEQ staff was not willing to further negotiate. The only option available to the city was to request a hearing be held and for review by the State Water Control Board.

The city's request for a hearing has been granted and a hearing set for August 30<sup>th</sup>. After which the Water Control Board will consider the city's request for additional permit modifications. The engineering consultant and the services of legal counsel well versed in the DEQ permitting process are being utilized to prepare for the hearing I will keep Council advised of the progress.

This is obviously a very important permit that will set the limits for groundwater withdrawal from the city's wells for the next decade as it is a ten (10) year permit, so we are leaving no stone unturned to get the best permit terms possible. Southampton County has been very supportive as this impacts the revenue sharing areas outside the city in terms of access to groundwater sources for future development. With the engineers' assistance, staff has been in this process exploring other alternatives to groundwater and would like to update Council in a future work session as the permitting process continues to evolve.

**i) Utility Billing Status Report**

As of this writing, utility billing payment data has been made available to the Treasurer's office for receipt of customer payments. This is improved over last month by eleven (11) days. Internally, we had expected to have this available two days earlier but a couple of hundred

accounts out of 6,800 total bills had issues related to work orders that billing staff had to work through with the Power & Light department. We have scheduled upcoming training aimed specifically at the work order processing aspect especially inter departmental coordination. Once the work order items were addressed, Edmunds staff were engaged online viewing the city billing staff's preparation of the billing batch to send to the city's third party billing vendor BMS. Since last month's experience with delayed billing distribution, Interim Finance Director Tracy Gregory has worked diligently to improve the third party processing time for receipt of billing data, printing and distribution of bills. This time has been reduced by 2 – 3 working days. At this time the data has been submitted to the vendor and bills are expected to be mailed not later than Monday. Edmunds is currently collaborating with Tracy to refine and further streamline billing staff activities based upon the observations made during this billing. The submission of the data for billing by the 14<sup>th</sup> is eleven (11) days sooner than the July billing schedule, but remains approximately five (5) work days behind the desired distribution cycle. We will again defer the imposition of late fees beyond the scheduled due date to give customers the same time period as in past billings to pay without penalty.

I am of course to some degree disappointed that more progress was not achieved to fully get back on the desired schedule, but this is the best we have done since the initial billing in May. We continue to review with staff and service provider further refinements. I am encouraged that staff worked long hours and even harder to improve the process. Staff is fully committed to the schedule goals. Two days of additional training previously scheduled exclusively for the billing department will be occurring next week. This is good timing immediately after the completion of this billing cycle that the software provider participated in. We have advertised for an unexpected vacancy in the billing staff and will be moving to fill it as soon as possible. Other Finance staffing changes are also being considered and pursued to help during the transition. Despite some setbacks, I am also encouraged by the growing confidence overall in the billing staff Supervisor with the progress to date. I believe that the training will further boost confidence. I will further update Council as the situation evolves, but I assure each of you, we are committed to making the process work and begin the process of rebuilding customer confidence as well.

**j) City Appearance Related Concerns**

At the July 24<sup>th</sup> Council meeting and on other occasions, Council members expressed disappointment and frustrations about several matters that impact on the appearance of the city including trash, unkempt properties including weeds and the condition of buildings and property. This has been a recurring concern. Being the eternal optimist, I believe that we make progress, but the problems do not go away. I further believe that despite efforts by the city to collect trash, clean up properties and demolish dilapidated buildings, without public cooperation in a major way the conditions will continue to occur. There are a long list of causes not the least of which is that citizens, visitors and property owners in large numbers continue to violate codes and laws by littering, improperly disposing of debris, not regularly maintaining their properties and even abandoning their obligations as property owners. Of course, Franklin is not the only community that deals with this dilemma, but we are putting a lot of resources into cleaning up the mess. Just as many others do including members of Council, I personally pick up trash regularly in the city at work, at home and elsewhere in the community. Most of the city staff I believe are serious about doing their part whether it be in active cleanup efforts or in enforcement roles, but the reality is despite averaging 20 up to 40 instances that the city has private properties mowed per month in the growing season and daily collection activities, it too often seems we are losing the battle on trash. I and staff have been discussing alternatives to improve on our success and I suggest this be a topic at a future work session when we can discuss items such as enhanced penalties, enforcement options, policy changes, staffing and procedural changes, etc. City Attorney Williams after last meeting distributed information he prepared on related topics that

should help us prepare for such a discussion. I have also asked staff to put some data together on the areas of concern for consideration.

As for public properties where concerns were expressed, the Pretlow Industrial Park properties and Fairview Drive leased properties have been addressed, as well as, the right-of-way crossings along the Norfolk & Southern Railroad railway line through the city. Drainage storage areas and ditches are a focus at this time for clearing weeds as well. Please let me know of any other specific locations you observe. I am regularly touring the city looking for needed attention areas and our departments have been very responsive when concerns have been reported. For example, today after completing garbage collection routes, the solid waste crew was collecting trash on the right-of-ways of Morton and Banks streets. They do this on a regular basis at different locations. I checked it and was pleased with their efforts. I am committed to improving the situation and welcome further feedback positive or negative. As for ways to educate and engage other stakeholders and change habits, I welcome those thoughts as well. To this end, the Shared Services Committee has discussed the trash concerns specifically because Southampton County is seeing this as a problem outside the City.

Enclosures

**VOTER EDUCATION STRATEGY MEETING  
SUMMARY NOTES**

July 14, 2017

Attendees: Mike Johnson; Randy Martin; Delceno Miles

**Proposed Meeting and Briefing Schedule**

<b>Locality</b>	<b>Event</b>	<b>Date</b>	<b>Time</b>	<b>Location</b>	<b>Status</b>
Newsoms	Town Council Briefing	Aug. 7	7:00 p.m.	Town Hall	Confirmed
Boykins	Town Council Briefing	Aug. 8	7:00 p.m.	Town Hall	Confirmed
Ivor	Town Council Briefing	Aug. 14	7:30 p.m.	Town Hall	Confirmed
Boykins	Community Workshop	Aug. 22	6 – 8 p.m.	Firehouse	Confirmed
Franklin	City Council briefing	Sept. 11	7:00 p.m.	Council Chambers	Confirmed
Courtland	Town Council Briefing	Sept. 12	7:30 p.m.	Admin Center	Confirmed
Ivor	Community Workshop	Sept. 19	6 – 8 p.m.	Municipal Bldg	Confirmed
Courtland	Community Workshop	Sept. 22	6 – 8 p.m.	Southampton Admin Center	Confirmed
Capron	Town Council Briefing	Oct. 2	7:00 p.m.	Town Hall	Confirmed
Branchville	Town Council Briefing	Oct. 16	7:00 p.m.	Town Hall	Confirmed
Franklin	Community Workshop	Oct. 17	6 – 8 p.m.	Workforce Center	Confirmed



Wednesday, August 02, 2017

## Franklin Mill Builds a Playground!

*IP Announces Partnership with the City of Franklin, Dominion, KaBOOM!,  
Obici Healthcare Foundation & Franklin Southampton Charities*

In the spring of 2016, we began brainstorming opportunities to publicly commemorate the five-year anniversary of the mill's startup and the many things this team has accomplished since that time. Our goal was to identify a meaningful way to share our gratitude with our community for supporting us since we restarted mill operations.

After meeting with City of Franklin to identify a community need, it didn't take long to decide we wanted to help replace the playground at the Armory Field. The playground is the most utilized in the City and has been well-loved for many years. The time has come to upgrade the equipment and make safety improvements to the existing space, which will include accommodations for children with special needs. The IP Foundation graciously donated \$25,000 and the Dominion Foundation matched IP's commitment! To date, we've raised an additional \$41,750 through the generosity of the Obici Healthcare Foundation and Franklin Southampton Charities. We've also partnered with KaBOOM!, a non-profit organization that has worked with communities across the country to build or improve more than 16,700 playgrounds since 1996. KaBOOM! staff will serve as the project managers, providing their expertise throughout the process.

This is a unique community engagement project through which International Paper and Dominion employees, city leaders and residents will work side by side in an extraordinary team building and community building effort. **This custom-built playground will be completed in SIX HOURS on Thursday, October 5<sup>th</sup>! The day will begin at 8:00 AM and end at 4:00 PM with a ribbon-cutting ceremony and dedication.**

Simply put, volunteer-build projects build community. The experience offers a rare opportunity for individuals to collectively give something back to the community, resulting in a beautifully constructed, unique expression of shared pride. **This is our chance for us to show our community what this team is made of – and we need a BIG turnout! It will take 200 volunteers to build the playground. If you are interested, please text Jenny at 757-510-4456 or e-mail [jennifer.railey@ipaper.com](mailto:jennifer.railey@ipaper.com). IP has pledged to provide at least 100 volunteers for build day. This will be paid time for those who participate. In addition to a rewarding experience, t-shirts, lunch, refreshments will be provided. Let's make this happen!**

The IP Way Forward is how we go beyond just doing the right things, the right ways, for the right reasons – all the time. It's how we create value for International Paper, and all of our stakeholders, for generations to come. The playground project embodies that vision and we can't wait to get started!



Current Playground – we can't wait to see the AFTER pictures!



**THE IP WAY  
FORWARD**



**SAFETY**



**PEOPLE**



**RELIABILITY**



**ENVIRONMENT**



**PRODUCTION**



**QUALITY**





**KaBOOM! / International Paper / Dominion Energy / City of Franklin**

**Build Site Address:**

910 Armory Drive  
Franklin, VA 23851

**Prep Day 1 – [Tuesday Oct 3]**

**Tentative Schedule:**

[8:00 am]: Volunteers arrive and register  
[TBD]: Team Leader training  
[TBD]: Registration training  
[4:30 pm]: Prep work completed

**Prep Day 2 – [Wednesday Oct 4]**

**Tentative Schedule:**

[8:00 am]: Volunteers arrive (if necessary)  
[TBD]: Prep work completed

**Build Day – [Thursday Oct 5]**

**Tentative Schedule:**

[6:30 am]: Team Leaders and Planning Committee Members arrive  
[8:00 am]: Volunteers arrive and register  
[8:30 am]: Kick off ceremony with community volunteers  
[11:30 pm]: Lunch break in shifts begins  
[2:30 pm]: Ribbon cutting ceremony

**Rachel Malkusak | Senior Project Manager, KaBOOM!**

Office: 202-464-6068 Cell: 312-285-5246 E-mail: [rmalkusak@kaboom.org](mailto:rmalkusak@kaboom.org)

**Jenny Railey | International Paper**

E-mail: [jennifer.railey@ipaper.com](mailto:jennifer.railey@ipaper.com)

**Tara Richardson | Dominion Energy**

E-mail: [tara.j.richardson@dominionenergy.com](mailto:tara.j.richardson@dominionenergy.com)

**Randy Martin | City of Franklin**

E-mail: [rmartin@franklinva.com](mailto:rmartin@franklinva.com)

**NEXT PLANNING CALL**

Date: Wednesday August 9th

Time: 1 pm

Dial-In: 1-855-502-7529

Entry Code: 6068



## **Design Day Agenda**

**Design Day:** August 2, 2017

**Build Day:** October 5, 2017

**Facilitator:** Rachel Malkusak, Senior Project Manager, KaBOOM!

### **Playground Site Walk**

**Start Time:** 2:00pm

**Location:** 910 Armory Drive

The purpose of the site visit is for representatives from KaBOOM!, International Paper, City of Franklin and our other partners to familiarize ourselves with the site. At this time, we will measure the site; note concerns, oddities and potential obstacles associated with the site; sketch the site and begin to layout our Build Week.

### **The Children's Meeting**

**Start Time:** 3:00pm

**Location:** 700 Campbell Ave

The purpose of the children's meeting is to get input from the "playground experts" (the kids, of course!) about what they would like to see to make this community more playful. Youth involvement and participation are important parts of the KaBOOM! community-build model and Design Day is an essential first step in including and thinking about the interests of the children at every stage of this project.

- o Welcome and Introduction of KaBOOM!
- o How Do You Play?
- o Let's Draw! Draw Your Dream Playground

### **The Adults' Workshop**

**Start Time:** 4:00pm

**Location:** 700 Campbell Ave

The purpose of the adults' meeting is to set our planning process up for success. We want to introduce everyone to the KaBOOM! Planning Process, in which we form a Planning Committee. We will generate ideas and action steps that will make this project a success. This meeting will start at 4 PM and will last until about 5:45 PM. The items we will cover are:

- o Welcome and Remarks from KaBOOM! and Partners
- o Overview of the KaBOOM! Build Week & Build Day
- o Planning Committee Structure and Assignment of Roles
- o Setting Goals for Next Week—Talking about Local Resources
- o Designing One Step in Making Your Community More Playful
- o Closing Remarks

**Rachel Malkusak, KaBOOM! Senior Project Manager**  
Office: 202.464.6068 Cell: 312.285.5246 Email: [rmalkusak@kaboom.org](mailto:rmalkusak@kaboom.org)



INTERNATIONAL PAPER

Franklin Mill Community Outreach

**City of Franklin  
Playground Project  
June 2017**

# CITY OF FRANKLIN PLAYGROUND PROJECT OVERVIEW

- The Franklin Mill reached out to the IP Foundation for support on a gift to the City of Franklin in recognition of our five year anniversary since start up. IP Foundation is providing \$25,000
- Worked with the City of Franklin to identify an opportunity to replace the playground at Armory Park. The site is the most utilized playground in the city and is ready for an upgrade.
- Established a relationship with KaBoom! non-profit organization for project/budget management
- IP collaborated with Dominion to secure a \$25,000 donation from Dominion Foundation and partnership on the project
- Raised the remaining \$55,500 required to fund the project through grant proposals to Obici Healthcare Foundation (\$25,000) and Franklin Southampton Charities (\$33,500)
- Remove existing playground equipment - replace with updated playspace that accommodates those with special needs
- Engage employees, residents, corporate partners, civic orgs, parents and children to create a safe place for families - encourages healthy active lifestyles
- Community-built playground constructed in one day (October 5, 2017) by trained professionals KaBOOM!, International Paper and Dominion team members and Franklin community
- Earned media exposure, team-building, engagement, community pride – THE IP WAY FORWARD

# CITY OF FRANKLIN – EXISTING PLAYGROUND

*\* These pictures  
depict items to be  
removed*



# PLAYGROUND PROJECT STATUS

## **Funding Status - \$108,500 secured to date – FULLY FUNDED**

- International Paper Foundation: \$25,000 (committed)
- Dominion Foundation: \$25,000 (committed)
- Obici Healthcare Foundation: \$25,000 (committed)
- Franklin Southampton Charities: \$33,500 (committed)

## **Community Partners –**

- The City of Franklin will own and maintain the playground
- KaBOOM! will oversee all aspects of project with final approval from IP and Dominion
- Collaboration with the Texie Camp Marks Children’s Center (Head Start Program)
- In addition to IP, Dominion and City of Franklin, partners include: Obici Healthcare, Franklin Southampton Charities, FSEDI, Chamber of Commerce. Plan to recruit: Lowes, Rotary, Franklin Garden Club, Franklin Police/Fire and Rescue, Franklin Lumber, Repair Tech, Highgrounds, Bobby’s Tire, Vic’s Signs, Tidewater News, WLQM and others TBD

## **Playground Build Statistics –**

Standard footprint: 2,500 sq. ft.

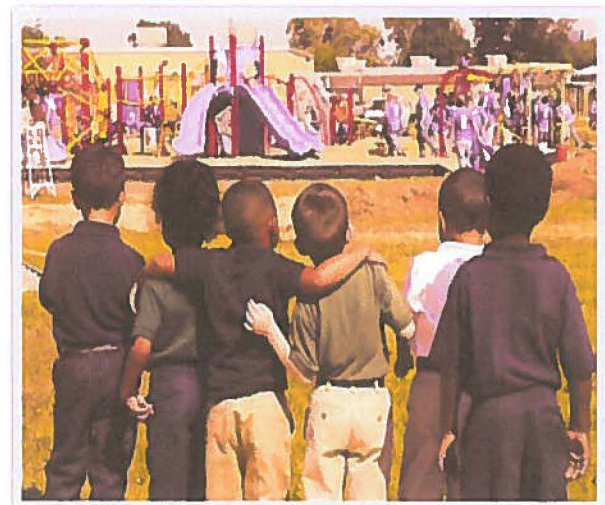
Playground life: 20+ years

Total volunteers: 250

Youth impacted: 500/year

Media impressions: 75,000 on average

Community Value: Priceless



# City of Franklin, Virginia

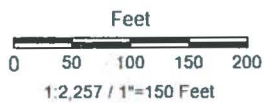
## Legend

- City Boundary
- Parcels
- Roads
- Road Labels
- Addresses
- Landmarks



**Title: Armory Park Playground**

**Date: 6/28/2017**



*DISCLAIMER: This drawing is neither a legally recorded map nor a survey and is not intended to be used as such. The information displayed is a compilation of records, information, and data obtained from various sources, and City of Franklin is not responsible for its accuracy or how current it may be.*

### **Parks and Recreation**

Manager Martin discussed the possibility of partnering w/ the YMCA to staff lifeguards at the city pool and discussed some of the CIP projects including Armory Park Playground, IP Trail potential option as a future park site with connecting trail sections in future to Barrett's Landing, the boat ramp site and possibly the Pinpoint property. There was a discussion about the city participating with the Paul D Camp Community College in their baseball field project upgrade or when the softball program is added. This would be a win-win for the College and the City as the City currently utilizes the college softball facility.

Since he had been involved in the initial discussions with affected landowners, Mayor Rabil commented on the recreational value of the river park and walkway idea and the discussion included a review of options for potentially relocating the Farmers' Market in the future to a more high profile location. Council members offered comments and asked questions to which staff responded.

### **Library**

Council discussed an idea of providing in the budget for a Summer Reading program in the approximate amount of \$6,000 utilizing savings in the city's share of the Regional Library budget. The idea that has been discussed by the City members of the Library Board with the City Manager is to provide staff with the funds to do a program at the King Center as a pilot project.

### **DFA**

Manager Martin recommended Council consider an earmark of \$10,000 for Farmer's Market operations in the spring of 2018. The Mayor also further commented on the potential advantages of a business plans for the Farmer's Market and potential connectivity to the River Walk project. The Mayor who chairs the Business Friendly Committee commented as the Council liaison to the committee. Members of Council asked questions to which staff responded.

### **Liability Insurance**

Manager Martin reported that there was no increase in the City's liability insurance for next year. He credited the City's safety program and the staff as the City's experience mod had improved significantly in the last couple of years.

### **Health Insurance**

Manager Martin recommended changes in the City's employee health insurance plan offering this year. The city's renewal effective July 1<sup>st</sup> would change from Key Advantage 250 to Key Advantage 500 and continue with Key Advantage 1000. There is less of an increase in city cost and an actual reduction in cost to affected employees by doing this KA 250 to KA 500



CITY OF FRANKLIN, VA – PROPOSED  
CAPITAL IMPROVEMENT PROGRAM  
FY 2017-18 TO FY 2021-22

	<b>Project Description</b>	<b>Anticipated Revenue Source</b>	<b>FY 17/18 Proposed</b>	<b>FY 18/19 Request</b>	<b>FY 19/20 Request</b>	<b>FY 20/21 Request</b>	<b>FY 21/22 Request</b>	<b>Unfunded</b>	<b>5-Year CIP Cost FY 17/18-21/22</b>
20	Ceiling Tile Replacement & Painting (City Hall, Police/Courts, EMS Facility, Health Dept., DSS)	Financing*	128,200					0	128,200
21	Generator Acquisition - City Hall	Financing*	220,000					0	220,000
22	Basement Abandonment	Financing*	165,000					0	165,000
23	Backhoe	Local		135,000				135,000	135,000
<b>Transportation Safety/Street Projects</b>									
24	Intersection Improvements Per Comp Plan	Local & State		220,000	220,000	220,000	220,000	880,000	880,000
25	North High Street Widening	Local & State		3,200,000	3,200,000	3,200,000	3,200,000	12,800,000	12,800,000
26	Hunterdale Road Widening	Local & State		3,600,000	3,600,000	3,600,000	3,600,000	14,400,000	14,400,000
27	Fairview Drive Widening	Local & State		1,200,000	1,200,000	1,200,000	1,200,000	4,800,000	4,800,000
28	Bobwhite Lane Connector to High Street	Local & State		1,600,000	1,600,000	1,600,000	1,600,000	6,400,000	6,400,000
	<b>TOTAL PUBLIC WORKS</b>		<b>1,789,200</b>	<b>10,831,000</b>	<b>10,656,000</b>	<b>10,696,000</b>	<b>10,656,000</b>	<b>42,839,000</b>	<b>44,628,200</b>
<b>COMMUNITY DEVELOPMENT</b>									
29	Gateway Enhancement	Local, State & Grant Funds		40,000	40,000	75,000	75,000	230,000	230,000
	<b>TOTAL COMMUNITY DEVELOPMENT</b>		<b>0</b>	<b>40,000</b>	<b>40,000</b>	<b>75,000</b>	<b>75,000</b>	<b>230,000</b>	<b>230,000</b>
<b>PARKS &amp; RECREATION</b>									
30	Playground Equipment at College Drive, MLK, Jr. Community Center and Bruce Street Parks	Local		50,000	50,000	50,000		150,000	150,000
31	Playground Equipment at Armory Park	Grant & Donations	108,000					0	108,000
32	Resurface Basketball Courts -- College Park	Local					100,000	100,000	100,000
33	Hayden Sports Complex Lighting	Local					150,000	150,000	150,000
34	MLK Jr. Center Improvements	Local		90,000				90,000	90,000
35	MLK Jr. Center - Painting & Tile Replacement	Financing*	33,100					0	33,100
36	Paul D. Camp Community College Athletic Complex	Local		100,000	500,000	400,000		1,000,000	1,000,000
	<b>TOTAL PARKS &amp; RECREATION</b>		<b>141,100</b>	<b>240,000</b>	<b>550,000</b>	<b>450,000</b>	<b>250,000</b>	<b>1,490,000</b>	<b>1,631,100</b>
<b>SOLID WASTE FUND</b>									

\* Related to Energy Efficiency Project for the General Fund  
 \*\* Related to Energy Efficiency Project for the Electric Fund  
 \*\*\* If "New Delivery 4" project is constructed, other projects will be removed from CIP

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